



## REGULAR MEETING AGENDA

**Date:** 8/3/2015  
**Time:** 7:00 p.m.  
**City Council Chambers**  
**701 Laurel St., Menlo Park, CA 94025**

### Call To Order

**Roll Call** – Combs, Ferrick, Goodhue, Kadvany, Kahle, Onken (Chair), Strehl (Vice Chair)

### 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.

### B. Public Comment

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 Calendar

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 July 13, Planning Commission meeting. ([Attachment](#))

### D. Public Hearing

- D1. Use Permit/Gina Song/19 Nancy Way:** Request for a use permit to construct a new two-story single-family residence on a substandard lot in the R-1-U (Single Family Urban Residential) zoning district. Some elements of the existing structure may be retained as part of the project, but the proposal is considered a new structure. ([Staff Report # 15-007-PC](#))

### E. Regular Business

- E1. El Camino Real/Downtown Specific Plan/Biennial Review:** Ongoing evaluation of the El Camino Real/Downtown Specific Plan, which was approved in 2012. As specified by Chapter G (“Implementation”), the Planning Commission and City Council will conduct an initial review of the Plan one year after adoption (2013), with ongoing review at two-year intervals thereafter. This review is intended to ensure that the Plan is functioning as intended, as well as to consider the

policy-related implications of various Plan aspects. Depending on the results of the review, potential modifications may be formally presented for Planning Commission recommendation and City Council action at subsequent meetings. Any such modifications may require additional review under the California Environmental Quality Act (CEQA). (*Staff Report # 15-008-PC*)

**F. Commission Business**

**G. Informational Items**

**H. Adjournment**

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

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

Any writing that is distributed to a majority of the Commission by any person in connection with an agenda item is a public record (subject to any exemption under the Public Records Act) and is available for inspection at the City Clerk’s Office, 701 Laurel St., Menlo Park, CA 94025 during regular business hours.

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## PLANNING COMMISSION DRAFT MINUTES

Regular Meeting  
July 13, 2015 at 7:00 p.m.  
City Council Chambers  
701 Laurel Street, Menlo Park, CA 94025

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**CALL TO ORDER** – 7:02 p.m.

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

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

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

Senior Planner Rogers said the City Council would meet July 21 and would consider the Economic Development Plan for adoption as well as a Notice of Fund Availability (NOFA) for Affordable Housing. He said a Transportation Division item for a modified process for traffic studies in the M2 zoning district was also scheduled for consideration at the same meeting.

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

There was none.

### **C. CONSENT**

**C1.** Approval of minutes from the June 8, 2015 Planning Commission meeting. ([Attachment](#))

Commissioner Kahle said the minutes indicated angled parking scenarios related to the Santa Cruz Avenue outdoor café seating and asked if that was something the Commission had discussed. Senior Planner Rogers said the configurations of expanded sidewalk seating was under the Public Works Department and would be considered by City Council. He said the overall concept of expanding sidewalks along Santa Cruz Avenue was part of the El Camino Real / Downtown Specific Plan. He said this implementation measure would not come to the Planning Commission in the future.

Commission Action: M/S Goodhue/Ferrick to approve the minutes as submitted.

Motion carried 5-0 with Commissioners Kadvany and Strehl not in attendance.

### **D. PUBLIC HEARING**

**D1. Use Permit/Eric Keng/455 San Mateo Drive:** Request for a use permit to demolish an existing single story residence, carport and accessory structure on a substandard lot as to width and construct a new two story residence with a basement and excavate in the left

side setback for a new lightwell. This project is located in the R-1-S (Single Family Suburban Residential) zoning district. ([Attachment](#))

Staff Comment: Planner Morris said there were no additions to the written report. She said Commissioner Kahle had asked if the Building Department required a direct exit to the exterior from the media room as that would require another lightwell. She said plan sheet SK-2.1 showed the media room and what appeared to be a closet next to the wine cellar. She said she spoke with the Building Official and the Community Development Director and a lightwell was required as currently designed. She said the applicant indicated the applicant was amenable to moving the wall that separated the media room and the rest of the room, and creating shelving rather than a closet, which would eliminate the need for another lightwell. She said this change was proposed as an additional condition of approval.

Public Comment: Mr. Eric Keng, project architect, said they were proposing a Craftsman style two-story home with a basement. He said they designed the home to fit within the neighborhood appearance.

Commissioner Kahle asked about the roof pitch noting it was steeper than that usually associated with Craftsman style homes. Mr. Keng said they enhanced the front and garage with gables and if the pitch were lowered it would be a somewhat flat roof.

Chair Onken said the second floor plan showed a bedroom in the front and bedroom #2 with a large double window facing the side property line. He said the elevation showed a single window there. Mr. Keng said Chair Onken was correct. He said he made a mistake and they would prefer the double window. He said for building appearance that a double window in the back corner would probably look better. Chair Onken said there was a large cedar in the front that the project arborist mentioned and that they would excavate to the edge of the cedar's canopy. He asked how the project mitigated for the large branches in the front of the house. Mr. Keng said they would have the arborist on site to prepare and counter any possible problems. He said if the arborist had directions they might have to modify the plan to save the tree. Chair Onken said the existing house was setback from this tree but this project was right to the minimum required front setback. He asked if the house had any architectural features that would protect the tree or did they consider the tree safe with the proposed design. Mr. Keng said the second floor front was set back another 10 feet from the front porch. He said the first floor and porch would have less impact to the tree branches. He said they would try to keep as many of the branches as possible.

Commissioner Ferrick asked if the cottage accessory structure proposed for removal was a residential unit. Mr. Keng said it might be a rental unit. Commissioner Ferrick asked staff. Senior Planner Rogers said that question had come up when they were reviewing the project. He said the age of the structure meant it could have pre-dated the secondary dwelling unit ordinance, but in any event, the Planning Commission should review the current proposal under the use permit.

Chair Onken asked about the media room and closet and whether removing the doors off the closet eliminated its use as a bedroom. Planner Morris said the condition included also to move the walls so it could not be used as a bedroom.

Chair Onken closed the public hearing.

Commission Comment: Commissioner Kahle said he was concerned with the proximity of the basement wall to the cedar tree in front and thought some additional space was needed to protect it. He said he would like the roof to be less steep at a four by twelve pitch noting the steeper pitch created a blank wall on the top part of the garage. He said the wrapped around gutters were not a Craftsman detail and he would like to see an open eave. He said fascia returns like that were done poorly most of the time and they did not fit the style of the house.

Chair Onken said he appreciated that the second story was set well back. He said he supported Commissioner Kahle's comments to reduce the roof pitch. He said they needed to keep minimal windows to the sides due to privacy issues and that the project should keep the single window as shown on the elevation for bedroom #2. He said he had concerns with the proximity of the tree to the front door.

Commissioner Combs said he was generally supportive of the project and noted there were other larger houses on that street. He said he accepted the modifications suggested.

Commissioner Goodhue said her first reaction was that the house was large. She said she visited the street and there was a nice canopy of trees going down it. She said the applicant had mitigated the scale with the design and the setback on the second floor. She said she agreed with Commissioner Kahle about the wraparounds. She said she did not have as much concern about the cedar tree noting her own home has a redwood tree right outside her front door and close to her garage. She said cedar trees were pretty hardy.

Commissioner Kahle moved to approve the project as recommended in the staff report with the addition to reduce the roof pitch from five and twelve to four and twelve, to replace the gutter, or fascia returns, with open eaves, and that the house be moved back from the front property line another two feet. Chair Onken seconded the motion.

Commissioner Ferrick said she wanted assurance the cedar tree would be safe. She said however that the home was set back a foot more than what the zoning ordinance required, and the project as designed fit well within the daylight plane. She said barring an arborist being concerned about the tree in the front that she could not justify losing that much backyard by moving the house back. Commissioner Goodhue said she agreed with Commissioner Ferrick. Commissioner Kahle said he would remove the condition to move the house back another two feet from his motion. Chair Onken said he would second the motion as modified.

Senior Planner Rogers said the staff report noted that the arborist's report lacked detail for two trees in the rear of the property and a condition of approval was to have the arborist's report expanded to examine those trees in more detail. He said if the Commission wanted they could similarly require the arborist to do a more thorough evaluation of the cedar tree in front during the building permit stage.

Commissioner Ferrick said she would agree with that and a safety plan as well to make sure the tree would be safe.

Commissioner Kahle said he would modify his motion to have the arborist's report further expanded to more thoroughly evaluate the cedar tree. Chair Onken said he agreed as the maker of the second.

Commission Action: M/S Kahle/Onken to approve as recommended in the staff report with the following modifications.

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 DL Architectural & Planning, consisting of 11 plan sheets, dated received June 25, 2015, and approved by the Planning Commission on July 13, 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 submit revised plans to show that the deck is compliant with the

required 20-foot setback from the right side property line. The plans shall be subject to review and approval of the Planning Division.

- b. Simultaneous with the submittal of a complete building permit application, the applicant shall submit a revised site plan that includes one street tree replacement at the left side of the property frontage. The revised site plan shall be subject to review and approval of the City Arborist and the Planning Division.
- c. Simultaneous with the submittal of a complete building permit application, the applicant shall submit a revised arborist report with an additional evaluation **and enhanced protection** of trees numbered 1, 13, and 14. The revised arborist report shall be subject to review and approval of the Planning Division. If revisions to the project plans (for example, adjustments to the location or size of the basement patio/stair) are recommended, such changes shall be subject to review and approval of the Planning Division.
- d. **Simultaneous with the submittal of a complete building permit application, the applicant shall revise the project plans as follows, subject to the review and approval of the Planning Division:**
  - **Revise the roof pitch from a ratio of 5:12 to 4:12;**
  - **Remove the boxed/wraparound fascia of the eaves, and instead specify open eaves; and**
  - **Revise the floor plan to specify one side-facing window in Bedroom 2, to match the elevation.**

Motion carried 5-0 with Commissioners Kadvany and Strehl not in attendance.

**D2. Use Permit/Matt Nejasmich/629 Harvard Avenue:** Request to demolish two existing single-story, single-family residences and construct one new two-story, single-family residence and one new single-story, single-family residence on a substandard lot with regard to lot width in the R-2 (Low Density Apartment) zoning district. The following nine heritage trees are proposed for removal: a 16-inch tulip, a 17-inch Modesto ash, a 21-inch Modesto ash, a 16-inch Modesto ash, an 18-inch Modesto ash, two 20-inch Zelkovas, a 28-inch silver maple, and a 58-inch Monterey pine. ([Attachment](#))

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

Public Comment: Mr. James Chu, Chu Design Associates, said they had a video to share. Mr. Matt Nejasmich said he was one of the property owners. He provided the Commission with a color rendering of the project. Mr. Nejasmich said the separation of the front and back with the attached garage gave each home a sense of privacy. He said the second story in front was the classic Craftsman style and had great curb appeal. He said they chose a one story home for the rear to protect privacy noting there was a multi-family building on the other side of the fence.

Commissioner Combs asked why the rear residence had most of the living area in the basement and why they had not done a second-story. Mr. Nejasmich said one reason was the basement did not count toward floor area and the project was at maximum floor area as designed. He said also they felt keeping the rear house low provided more privacy from the neighboring multi-family structure.

Commissioner Ferrick asked the applicant to describe the neighbor outreach for the project. Mr. Nejasnich said they met informally with neighbors and noted one of the neighbors was present.

Commissioner Kahle said he had worked with Chu Design Associates about 10 years ago. He asked if the reason the rear home was single-story with a basement was because they were at the floor area limit for the site. Mr. Chu said also they wanted to protect their rear neighbor's privacy. Commissioner Kahle said the plans said the columns were tapered but they were shown round. Mr. Chu said they were square tapered. Commissioner Kahle asked why so many trees were being removed. Mr. Chu said they originally applied with four tree removals. He said seven trees along the right property line were to be retained but the arborist report said they were in poor condition. He said the City Arborist reviewed the project and their planned construction and said he did not think those trees had a likelihood of thriving and that planting replacement trees in more optimal locations would have more success. He said the proposed replacement trees were shown on the landscape plan.

Chair Onken closed the public hearing.

Commission Comment: Commissioner Combs said during his time on the Commission he had not seen a project having as much living space in the basement as this proposal, noting there were three bedrooms there. Planner Smith said typically as long as the basement was located within the footprint of the floor above it that it did not count toward floor area limit for the building. He said as long as there was proper ingress and egress and light wells for the space's utilization that staff did not prescribe the design for the interior. Senior Planner Rogers said he was not sure how many developments with basements the Commission had seen, but noted that use permits were for only a percentage of houses within Menlo Park. He said there were definitely homes in Menlo Park that had some fairly large basements. He said those tended to be more the homes on the larger lots. He said not all residential development needed a use permit so the Commissioners would not see all projects.

Chair Onken said he thought the project proposal cleverly used the Floor Area Limit (FAL) on the site. He said he liked the larger home in the front and smaller home in the rear as this did not create much density.

Commissioner Goodhue complimented the applicant for using true divided lights and confirmed that with the applicant. She said she also thought it was a cleverly designed home.

Commissioner Kahle said that most manufacturers did not make true divided lights unless a custom window was used. Mr. Nejasnich said they had erred in their statement and they were using simulated true divided lights.

Commissioner Ferrick said it was a beautifully designed project but she was concerned with the loss of so many trees including nine heritage trees, which was unprecedented in her experience. She asked if any trees could be saved and if this would go through the Environmental Quality Control Commission. Planner Smith said there was a condition regarding the loss of the heritage trees. He said the City Arborist had gone to the site and reviewed the trees proposed for removal. He said part of the building permit submittal would require the City Arborist's review of the species choice and location of the replacement trees.



Commissioner Ferrick said she would like to see larger sized replacement trees. Commissioner Combs agreed. Commissioner Goodhue noted that one of the replacement trees indicated it was only a five-gallon tree. She said there was also an observation in the staff report that the neighboring parcel was vacant and so there was an opportunity for tree growth as long as there was no development on the neighboring lot in the near term. She said she would like more emphasis on a larger size for the replacement trees.

Mr. Nejasmich said they were on board with using larger trees such as 36 or 48-inch box.

Commissioner Kahle said the eaves seemed short for a Craftsman style and he would like them deeper at a foot and a half. He said the one-car garage between the two residences needed eaves.

Mr. Chu said they could make the eaves 18-inches and would look at eaves for the garage.

Chair Onken moved to approve the use permit as recommended in the staff report with the modification that the landscaping plan be re-submitted to show larger size replacement trees, and minor architectural revisions to the length of the eaves. Commissioner Ferrick said she would second with the specificity to require a certain number of 36 or 48-inch box trees. Chair Onken said he would accept that modification. Commissioner Ferrick seconded the motion. Commissioner Kahle said he wanted to insure they used square columns and not round columns. Chair Onken said that was part of the record.

Mr. Nejasmich said regarding the larger trees he would like a limited number at that requirement and requested only three or four 36-inch box trees. Commissioner Ferrick said that was acceptable.

Commission Action: M/S Onken/Ferrick to approve as recommended in the staff report with the following modifications.

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 Chu Design Associates, Inc., consisting of 28 plan sheets, dated received July 2, 2015, and approved by the Planning Commission on July 13, 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 submit a revised landscape plan identifying the following items, subject to review and approval of the Planning Division, and the City Arborist where applicable:
    - i. Nine heritage tree replacements and their proposed locations. ***Approximately one-half of the proposed replacements should be a large planting size, such as 36- to 48-inch box.*** The City Arborist shall have the authority to reduce or waive replacement guidelines, if the plantings are not feasible at the standard one-to-one replacement ratio;
    - ii. A revised landscape area diagram including the light wells of Unit #2 in the area of hardscape, and updated data tables showing the correct square footages and percentages of landscape and hardscape area on Sheets L.1 and A.1; and
    - iii. A driveway type consistent with the site plan and civil documents, which shall also be reflected in the landscape area diagram and associated landscape and hardscape calculations throughout the plan set.
  - b. ***Simultaneous with the submittal of a complete building permit application, the applicant shall submit revised plans with minor architectural modifications, including square columns in place of round columns on the proposed residences, eaves of 18 inches in length for both proposed***

***residences, and eaves for the detached one-car garage that match those of the proposed residences.***

Motion carried 5-0 with Commissioners Kadvany and Strehl not in attendance.

**D3. Use Permit/Atieva USA, Inc./125 Constitution Drive:** Request for a use permit for the storage and use of hazardous materials for assembly, testing, and development of electric vehicles and related electric vehicle components, located in an existing building in the M-3(X) (Commercial Business Park) zoning district. All hazardous materials would be used and stored within the existing building. ([Attachment](#))

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

Questions of Staff: Commissioner Kahle said he thought this parcel was part of the Bohannon Gateway Project. Planner Smith said the Bohannon Gateway project was in the process of going through construction documents for the Independence Drive side of the project. He said the Constitution Drive side of the project would be developed at a later phase so in the interim Atieva USA would use the existing building on the site.

Public Comment: Mr. Robert Schlossman, Chief Legal Officer for Atieva USA, Inc., said they were building a premium electric vehicle from the ground up. He said they were a growing company with 120 employees. He introduced their technical consultant, Ms. Ellen Ackerman, Vice President of Green Environment, Inc.

Chair Onken closed the public hearing.

Commission Comment: Commissioner Ferrick moved to approve as recommended in the staff report and noted Ms. Ackerman's great reputation as an environmental technical consultant. Commissioner Combs seconded the motion.

1. Make a finding that the project is categorically exempt under Class 1 (Section 15301, "Existing Facilities") of the current CEQA Guidelines.
2. Make findings, as per Section 16.82.030 of the Zoning Ordinance pertaining to the granting of use permits, that the proposed use will not be detrimental to the health, safety, morals, comfort and general welfare of the persons residing or working in the neighborhood of such proposed use, and will not be detrimental to property and improvements in the neighborhood or the general welfare of the City.
3. Approve the use permit subject to the following **standard** conditions:
  - a. Development of the project shall be substantially in conformance with the plans provided by Professional Design, consisting of seven plan sheets, dated received May 12, 2015, and approved by the Planning Commission on July 13, 2015 except as modified by the conditions contained herein, subject to review and approval of the Planning Division.

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

Motion carried 5-0 with Commissioners Kadvany and Strehl not in attendance.

**D4. Use Permit/City of Menlo Park/Chestnut Street, south of Santa Cruz Ave:** Request for a use permit to allow a maximum of eight recurring special events (Menlo Movie Series) per year on Chestnut Avenue, south of Santa Cruz Avenue, generally between late-August and early-October, from 6:00 p.m. to 10:00 p.m. Chestnut Street would be closed to vehicles on event days at 5:00 p.m., between the southern side of Santa Cruz Avenue and the adjacent parking plazas, but the pedestrian sidewalk would remain open. The event would use amplified sound, which may exceed Noise Ordinance limits. ([Attachment](#))

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

Mr. Matt Milde, Recreation Coordinator, Community Services, City of Menlo Park, said the City Council during their 2014 goal setting session asked staff to consider ways to improve vibrancy in the downtown. He said the Menlo Movie Series was one response. He said they did a soft launch last September. He said no problems were identified and they were now seeking an expanded Menlo Movie Series program between late-August and early-October.

Commissioner Kahle asked about the seating. Mr. Milde said they expected people to bring chairs and blankets. He said the length of the seating area would mimic that of the concert series. Commissioner Kahle asked why they selected this site. Mr. Milde said initially they looked at Fremont Park and went through a special event permit process. He said neighbors appealed because of the noise associated with the special event. He said the neighbors felt that another eight week series was too much to request of the residents as there was already an

eight-week concert series and a farmer's market the last week of July at this location. He said that the Chestnut paseo was part of the Specific Plan and fit with Council's goals. He said after the soft launch of the Menlo Movie Series they took the future special event to the City's Parks and Recreation Commission who supported it.

Commissioner Goodhue confirmed with Mr. Milde that there had not been any noise complaints from the soft launch of the event. She noted a comment Mr. Milde had made about a possible sponsorship that would provide chairs and that having similarly sized and height chairs would be important. Mr. Milde agreed.

Chair Onken asked if any of the business owners on either side had concerns with this special event. Mr. Milde said for the soft launch they had Mr. Jim Cogan with the City Manager's Office assist with outreach. He said that the Wells Fargo manager had initial concern about the street blockage as it might impact their ATM usage. He said in fact the event brought more people to the downtown and there was more use of the ATM, so the bank now supported the event.

Chair Onken closed the public hearing.

Commission Comment: Commissioner Ferrick said she was happy to see this series launched and in the Chestnut paseo. She moved to approve the use permit as recommended in that staff report. Commissioner Goodhue seconded the motion.

1. Make a finding that the project is categorically exempt under Class 4 (Section 15304, "Minor Alterations of Land") of the current CEQA Guidelines.
2. Make findings, as per Section 16.82.030 of the Zoning Ordinance pertaining to the granting of use permits, that the proposed use will not be detrimental to the health, safety, morals, comfort and general welfare of the persons residing or working in the neighborhood of such proposed use, and will not be detrimental to property and improvements in the neighborhood or the general welfare of the City.
3. Approve the use permit subject to the following **standard** condition:
  - a. Development of the project shall be substantially in conformance with the project plans and project description letter, provided by the applicant, dated May 21, 2015, and approved by the Planning Commission on July 13, 2015 except as modified by the conditions contained herein, subject to review and approval of the Planning Division.

Motion carried 5-0 with Commissioners Kadvany and Strehl not in attendance.

## **E. SCOPING SESSION**

Commissioner Combs said as a Facebook employee he needed to recuse himself from any items associated with Facebook.

### **E1. Zoning Ordinance Amendment, Rezoning, Conditional Development Permit, Development Agreement, Lot Reconfiguration, Heritage Tree Removal Permits, Below Market Rate Housing Agreement, and Environmental Review/Hibiscus**

**Properties, LLC/300-309 Constitution Drive:** Request for a Conditional Development Permit (CDP) to redevelop an approximately 58-acre site with up to approximately 963,000 square feet of office uses in multiple new buildings along with a potential 200 room hotel of approximately 175,000 square feet, which would result in a net increase of approximately 302,000 square feet at the site. The total gross floor area of office uses at the site would be approximately 1.143 million square feet, which is within the 45 percent floor area ratio (FAR) maximum for offices and the total proposed gross floor area would be 1.318 million square feet, which is within the 55 percent FAR maximum for all uses within the M-2 Zoning District. The project includes a rezoning of the entire site to M-2(X) to allow an increase in height for the proposed buildings up to approximately 75 feet, along with a lot reconfiguration and heritage tree removal permits to enable the proposed redevelopment. In addition, the proposed project includes a Zoning Ordinance text amendment to conditionally permit hotel uses within the M-2 zoning district. The applicant has requested a development agreement for vested rights in exchange for public benefits. The project includes a below market rate housing agreement, and the preparation of an environmental impact report and fiscal impact analysis. ([Attachment](#))

Presentation: Ms. Kristen Chapman, ICF International, said her firm would be preparing the EIR for the project, and she was the project manager. She said the City of Menlo Park was the lead agency for the EIR and ICF was the lead EIR consultant with assistance from TJKM for the transportation analysis and Baysign for the hazardous materials section of the EIR. She said Bay Area Economics would prepare the fiscal impact analysis that would be incorporated into the public services section of the EIR and Kasumatsu and Associates would prepare the housing needs assessment which would be incorporated into the population and housing section of the EIR. She said EKI would prepare a water supply assessment that would be incorporated into the utilities section of the EIR.

Ms. Chapman provided a visual overview of the project site. She outlined the overall development requests and the steps in EIR preparation. She said the transportation study for the project and the ConnectMenlo General Plan update would be coordinated to assure consistency and address both the near term and long term transportation needs and impacts for both projects. She said the water supply assessment for the project and the ConnectMenlo General Plan update would also be coordinated.

Ms. Chapman said comments on the scope of the EIR could be made via letter, email, or fax to Planner Perata's attention. She said comments would be received this evening and would be included in the draft EIR. She said all comments needed to be received by 5 p.m. on July 20, 2015. Ms. Chapman said they would begin a preliminary review of the project for potential effects and they would consider all of the public comments received during the scoping period in the preparation of the EIR.

Public Comment: Ms. Maya Perkins, Belle Haven resident, said she would like the EIR to include information about housing, jobs and transportation. She said her interests were who would be working in the building and how they would be getting to work. She said it would be interesting to know how the traffic flow would be affected and if there were public transit options. She said it would be great to have a train run from Menlo Park to Redwood City. She said she would like to know about affordable housing options for workers in that building who might not be able to afford market rate housing in Menlo Park.

Chair Onken closed public comment.

Commission Comment: Chair Onken expressed concern about the brevity of the comment period. Planner Perata said that was the usual comment period of 30 days from the Notice of Preparation date.

Commissioner Ferrick said that Ms. Perkins had raised items she was interested in. She said she also would like to know if there was any toxic cleanup necessary from prior manufacturing uses.

Ms. Chapman said Facebook was preparing a Phase I environmental site assessment that would be included into the EIR. She said at the moment it was unknown if there were any hazardous materials on the site but it would be covered in the EIR.

Chair Onken asked how this EIR interfaced with the ongoing EIR for the M2 district, and why this project needed an additional EIR beyond the EIR for the overall M2 district. Assistant Community Development Director Murphy said the EIR was required given the net increase of square footage on the site. He said the project was being proposed under the existing General Plan and no General Plan amendment was being requested. He said this EIR would be highly coordinated with the General Plan update EIR. He said there were two different firms preparing the EIRs but a single set of firms were preparing two documents so that there would be one single traffic analysis for both EIRs from TKJM and Nelson Nygard and the water supply assessment was for both EIRs. He said it was the cumulative effects for some of the reasonably foreseeable circumstances and for legal reasons that they were doing this coordinated analysis.

Commissioner Goodhue said the applicant's report showed traffic flow that looked like traffic was pushed out to Willow Road. Assistant Community Development Director Murphy said he thought she was looking at sheet A3-04 about truck access. He said that was the preliminary submittal from the applicant and he was sure that traffic would look at all access points to the site.

Chair Onken said he was looking forward to this EIR as opposed to the one being prepared for the whole M2. He said it was important for the public to know that this was an EIR for a real proposal and a real building and not for a worst case scenario for maximum amounts. He said he wanted to see mitigations if they were needed specifically looking at the issues of housing and traffic.

## **F. STUDY SESSION**

- F1. Zoning Ordinance Amendment, Rezoning, Conditional Development Permit, Development Agreement, Lot Reconfiguration, Heritage Tree Removal Permits, Below Market Rate Housing Agreement, and Environmental Review/Hibiscus Properties, LLC/300-309 Constitution Drive:** Request for a Conditional Development Permit (CDP) to redevelop an approximately 58-acre site with up to approximately 963,000 square feet of office uses in multiple new buildings along with a potential 200 room hotel of approximately 175,000 square feet, which would result in a net increase of approximately 302,000 square feet at the site. The total gross floor area of office uses at the site would be approximately 1.143 million square feet, which is within the 45 percent

floor area ratio (FAR) maximum for offices and the total proposed gross floor area would be 1.318 million square feet, which is within the 55 percent FAR maximum for all uses within the M-2 Zoning District. The project includes a rezoning of the entire site to M-2(X) to allow an increase in height for the proposed buildings up to approximately 75 feet, along with a lot reconfiguration and heritage tree removal permits to enable the proposed redevelopment. In addition, the proposed project includes a Zoning Ordinance text amendment to conditionally permit hotel uses within the M-2 zoning district. The applicant has requested a development agreement for vested rights in exchange for public benefits. The project includes a below market rate housing agreement, and the preparation of an environmental impact report and fiscal impact analysis. ([Attachment](#))

Staff Comment: Planner Perata said this was an opportunity for the Commission and public to receive more information about the proposed development and requests, and to make comments and receive public comment.

Public Comment: Mr. Fergus O'Shea, Facebook, said in 2010 that Facebook began the process of relocating from Palo Alto to Menlo Park. He said they received project approval in 2011 to create sustainable buildings. He said in 2013, the City approved Facebook's new ground up building, building 20, known as the West Campus. He said that process required extensive environmental remediation and replacement of two abandoned buildings by one building designed by Gehry Partners. He showed before and after photos of the project site. He said they also created a bicycle pedestrian tunnel under Bayfront Expressway providing public access to the Bay Trail. He said their TDM program reduced traffic impact, they were building 14 below market rate housing units, and had made a number of other investments and improvements to the community. He said building 20 opened this year and they received positive feedback from the community. He said feedback on building 20 from the community would be incorporated into these new buildings. He said the buildings would have sustainable features to further reduce their energy demand and consumption. He said this project would feature a public accessible open green space and a bike and pedestrian bridge to Bayfront Park providing access to the Bay and park.

Mr. Craig Webb, Gehry Partners, said there was a new intersection off of Bayfront Expressway into Building 20. He said for building 21 there was intent to add another signalized intersection. He said each of the signalized intersections were more than a 1,000 feet apart and they were in discussions with Caltrans. He said the other entry was the existing intersection off of Chilco Street on the far west side of the site which would be used to access the new building 22 and building 23 that was being renovated. He said historically that the construction of Highway 101 and the TE Campus had isolated the Belle Haven neighborhood from the rest of Menlo Park. He said part of their development goals was to improve the connectivity of Belle Haven to the rest of Menlo Park and also to the Bayfront. He said between the two new office buildings they intended to build a publicly accessible pedestrian way and green space connecting with the intersection at Chilco and back into the Belle Haven community through a green space park under the building and on to a new pedestrian bridge over the expressway that would connect to the Bay Trail and the park beyond. He said Caltrans had indicated they preferred a bike/pedestrian bridge with the proposed new intersection. He said they were also talking with neighbors about improvements to the Chilco streetscape with bike paths and improved sidewalks and landscaping. He said in terms of the site it was important for the major traffic impact to be focused toward the expressway and designed to eliminate and discourage traffic from cutting through the Belle Haven neighborhood. He said traffic would be directed to the



expressway, to the west side towards Marsh Road, to the east side to Willow Road and University Avenue, and they would try to discourage traffic from going into the Belle Haven community. He said they were working with partners from Menlo Park to Redwood City to look at a rail trail for bicyclists and pedestrians.

Mr. Webb said their intent was to create simple architecture noting the anonymity of building 20 but that they would create diversity through materials and textures. He said Frank Gehry really liked the relationship of building 20 south to the Belle Haven neighborhood, which they created by breaking down the volume and scale. He said they were looking at incorporating even more sustainability in these new buildings including photovoltaic panels on the roof and geothermal piles. He said only half of the employees drive a single-occupancy car. He said for landscaping they would use very drought resistant plants. He said there was an extensive system of storm water management. He said Facebook had been very active in the improvement of the Bay Trail and was looking at the improvement of levees around the site. He said their goal was to create a better space that joined with the greater community.

Chair Onken closed the public comment period.

Commission Comment: Commissioner Kahle asked about the bike and pedestrian bridge. Assistant Community Development Director Murphy said through the General Plan update community interest was expressed in improving connections from the Belle Haven neighborhood to Bay Trail and Bedwell Park.

Commissioner Ferrick said she liked the added connection of the public space, the public accessible open space, the bike/ped bridge and the green preliminary landscape plan extending the natural environment from the Bay. She said one issue the community faced in its growth was space for active recreation such as soccer fields, which did not necessarily have to be full size. She said she liked that each of the buildings was different.

Chair Onken commented on the size of the proposal and that it would be good to have another study session on the hotel feature, and to look at each of the buildings in isolation, noting the amount of square footage for the project. He said regarding the rail trail that when they started looking at the M2 there some said that nothing would happen with that rail connection and others seemed to think that suddenly there would be money for a Dumbarton to Newark connection. He asked if there was any viable plan for any of that.

Assistant Community Development Director Murphy said there was a 100-foot right of way in the area where there were tracks. He said a rail trail would continue to reserve options for two rail lines, bus or other rapid transit at a minimum. He said the longer term options were still on the table.

Mr. O'Shea said they brought a concept to Caltrans and Samtrans to create connectivity to Redwood City, which had been received positively. He said they also met with the City about this and it was a concept they would pursue separately from this project.

Commissioner Goodhue asked what a limited service hotel was. Assistant Community Development Director Murphy said within the hotel industry there was limited service, focus service, and full service. He said limited service provided basics for overnight stay but no dining or room service. He said that different hotel types would have different environmental

and fiscal impacts. He said this hotel was proposed to complement the Gateway Hotel and not meant to hinder the development of that project.

Commissioner Goodhue asked how they would make the entryway attractive to the neighborhood to access the public green space. Mr. Webb said they were very preliminary in the design. He said they were looking at more community engagement regarding the use of the green space. He said they funneled the entrance down to create some distance from the street.

Commissioner Kahle said recreational playing space was important in Menlo Park. He asked for some basic information on the architecture for the different building. Mr. Webb said in their master planning for the site they looked first at building massing – their size and scale and their position on the site. He said building 21 was the next building in terms of phasing and had more detail. He said building 22 was later in the phasing and they had described just the basic massing and no architecture at all for that building. He said with building 21 they were trying to change the texture of the sizes and shapes of the elements particularly on the south façade facing the neighborhood to break the scale down to create indoor and outside spaces, porches and terraces, and then create a relationship to the ground plane and landscape.

Commissioner Ferrick asked what the below market rate fee generated for this project would be. Planner Perata said the fee would be based on the net new square footage and they did not have an estimate at this time. He said that would be a process that would go through the Housing Commission, the Planning Commission, and the City Council. Assistant Community Development Director Murphy said that there would be a series of public meetings with heavy involvement of the City Council in terms of what review process would be in place for negotiating the development agreement. He said staff would go to the City Council with the exact steps for that this fall. He said the Commission would have another opportunity to talk about public benefit when the draft EIR was considered.

Commissioner Goodhue urged the applicants to look at more creative ways to accommodate the car parking. Commissioner Ferrick said she liked that idea. She said regarding public benefit as Facebook continued leadership of the Bay Trail development and the rail trail she suggested they might try to convince the rail people to use it as a rapid shuttle lane from the Redwood City train station.

Chair Onken said the parking calculations were based on one space per 300 square feet. He said that there was nothing special about a one space per 300 square foot ratio. He asked if that was what Facebook wanted. Mr. Webb said the parking ratio looked at traditional office space use with one car per person. He said Facebook uses a much denser population. He said there were 3,500 employees in building 21 and there were 1,700 parking spaces. Chair Onken said the rate created as much parking as there was for any office use in the City. Mr. O'Shea said parking only filled mid-day when they have visitors.

Chair Onken asked what the maximum height was of the remainder of the project. Mr. Webb said the highest part of building 20 was 75 feet. He said generally the roof plane and garden were at 45 feet. He said they were looking at six stories for the hotel.

Chair Onken re-opened public comment.

Public Comment: Ms. Michele Tate, Belle Haven, said regarding public benefit and open space going into Bedwell Park, that there had not been much discussion about dog parks. She said a designated dog park in this area would be nice.

Chair Onken closed public comment.

**G. REGULAR BUSINESS**

There was none.

**H. COMMISSION BUSINESS**

There was none.

**I. INFORMATION ITEMS**

There were none.

**ADJOURNMENT**

The meeting adjourned at 9:36 p.m.



## STAFF REPORT

### Planning Commission

**Meeting Date:**

**8/3/2015**

**Staff Report Number:**

**15-007-PC**

**Public Hearing:**

**Use Permit/Gina Song/19 Nancy Way**

### Recommendation

Staff recommends that the Planning Commission approve a use permit to construct a new two-story single-family residence on a substandard lot in the R-1-U (Single Family Urban Residential) zoning district. Some elements of the existing structure may be retained as part of the project, but the proposal is considered a new structure. The recommended actions are included as Attachment A.

### Policy Issues

Each use permit request is considered individually. The Planning Commission should consider whether the required use permit findings can be made for the proposal.

### Background

None

### Analysis

A data table summarizing parcel and project attributes is included as Attachment B, and a location map is included as Attachment C. The project plans and the applicant's project description letter are included as Attachments D and E respectively.

### Site Location

The project site is located at 19 Nancy Way, an interior lot on a cul-de-sac located in the West Menlo neighborhood. It is immediately surrounded by R-1-U zoned properties, except for the rear, where the parcel adjoins properties in unincorporated San Mateo County. There is a mix of one and two-story single-family residences surrounding the project site which feature architectural styles including ranch and craftsman style homes.

### Project Description

The applicant is proposing to create a more prominent entry from the street by demolishing the existing front porch of the existing single-story residence and constructing a new covered porch. The existing residence would increase from three bedrooms and two bathrooms on a single story, to four bedrooms, four and a half bathrooms on two stories. The existing residence is considered nonconforming with regard to the left side yard setback of 6.5 feet, but this wall would be demolished as part of the proposal. The new

additions, the new left wall of the residence, and the new second floor would comply with all the setback requirements, including the side yard setback of seven feet; therefore, no valuation of work conducted on nonconforming structures for this project would be required. The overall footprint of the proposed residence would be similar to the existing residence. The new residence would comply with the floor area, building coverage, and height limitations at or below the maximum amounts permitted by the Zoning Ordinance. Additionally, the structure would comply with the daylight plane for a two-story home in the R-1-U zoning district.

### Design and Materials

The existing ranch style home would be remodeled in a California style “farmhouse” with horizontal overlap siding, and a shingle roof with gables. The new windows would be mostly aluminum-clad on the exterior and wood on the interior, and the new wood entry door would feature double paned window sidelights. The front porch would be covered and above it would be a new gabled dormer which would echo the new roof line. The new garage door would be consistent with the style of the new front door and feature a painted trellis overhang. The second-story would be weighted toward the left side, but taller ground floor ceiling heights on the right, along with common decorative features, would help unify the design.

The applicant has taken measures to help break up the building massing by providing articulation with varying rooflines, building recesses, gables, and a stepped-back second story. The garage would remain a prominent design feature, but its new door and trellis would help soften its appearance, and the new front porch would emphasize the pedestrian entrance. Staff believes that the scale, materials, and style of the proposed residence would be consistent with the architectural styles of the neighborhood.

### Trees and Landscaping

The heritage coast live oak at the rear of the property would remain, as would the heritage camphor at the front left side of the property. The arborist report (see attachment F) requires that both heritage trees would be protected during construction through standard tree protection measures. The applicant proposes to relocate two trees on the left side of the property at the rear yard, the citrus aurantifolia (key lime tree #8) to the front yard, and the lemon tree (tree #9) to the right side yard. The applicant also proposes to add five new non-heritage trees, two of which would be birch trees and one would be a crape myrtle. The total number of trees proposed for this project would be eleven.

Landscaping would include decorative stone paved pathways at the front and rear of the residence and a redesigned driveway featuring stone accent bands. The rear yard would feature stone paving with colored concrete bands. On the left side of the property, there would be colored concrete paving, and a decorative fence and gate leading to the rear lawn. The applicant proposes to place a barbecue in the rear yard at the right side of the lot outside of the existing 10-foot public utility easement at the rear lot line.

### Correspondence

The applicant submitted four letters of support for their project along with their application and staff has received one other letter in opposition, all of which has been included as Attachment G.

## **Conclusion**

Staff believes that the scale, materials, and style of the proposed residence would be compatible with those of the existing structures on Nancy Way and in the general vicinity. The horizontal overlap siding and the gabled front porch are design elements which would add visual interest to the project. Staff recommends that the Planning Commission approve the proposed project.

## **Impact on City Resources**

The project sponsor is required to pay planning, building and public works permit fees, based on the City's Master Fee Schedule, to fully cover the cost of staff time spent on the review of the 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.

## **Public Notice**

Public Notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting. Public notification also consisted of publishing a notice in the local newspaper and notification by mail of owners and occupants within a 300-ft radius of the subject property.

## **Appeal Period**

The 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. Recommended Actions
- B. Data Table
- C. Location Map
- D. Project Plans
- E. Project Description Letter
- F. Arborist Report
- G. Correspondence

## **Disclaimer**

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

Report prepared by:  
Michele T. Morris, Assistant Planner

Report reviewed by:  
Thomas Rogers, Senior Planner

**19 Nancy Way – Attachment A: Recommended Actions**

<b>LOCATION:</b> 19 Nancy Way	<b>PROJECT NUMBER:</b> PLN2015-00040	<b>APPLICANT:</b> Gina Song	<b>OWNER:</b> Gina Song
<b>REQUEST:</b> Request for a use permit to construct a new two-story single-family residence on a substandard lot in the R-1-U (Single Family Urban Residential) zoning district. Some elements of the existing structure may be retained as part of the project, but the proposal is considered a new structure.			
<b>DECISION ENTITY:</b> Planning Commission	<b>DATE:</b> August 3, 2015	<b>ACTION:</b> TBD	
<b>VOTE:</b> TBD (Combs, Ferrick, Goodhue, Kadvany, Kahle, Onken, Strehl)			
<b>ACTION:</b> <ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>3. Approve the use permit subject to the following <b>standard</b> conditions: <ol style="list-style-type: none"> <li>a. Development of the project shall be substantially in conformance with the plans prepared by Megan Matthews Design, consisting of 24 plan sheets, dated received July 20, 2015, and approved by the Planning Commission on August 3, 2015 except as modified by the conditions contained herein, subject to review and approval by the Planning Division.</li> <li>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.</li> <li>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.</li> <li>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.</li> <li>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.</li> <li>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.</li> <li>g. Heritage trees in the vicinity of the construction project shall be protected pursuant to the Heritage Tree Ordinance.</li> </ol> </li> </ol>			

A1



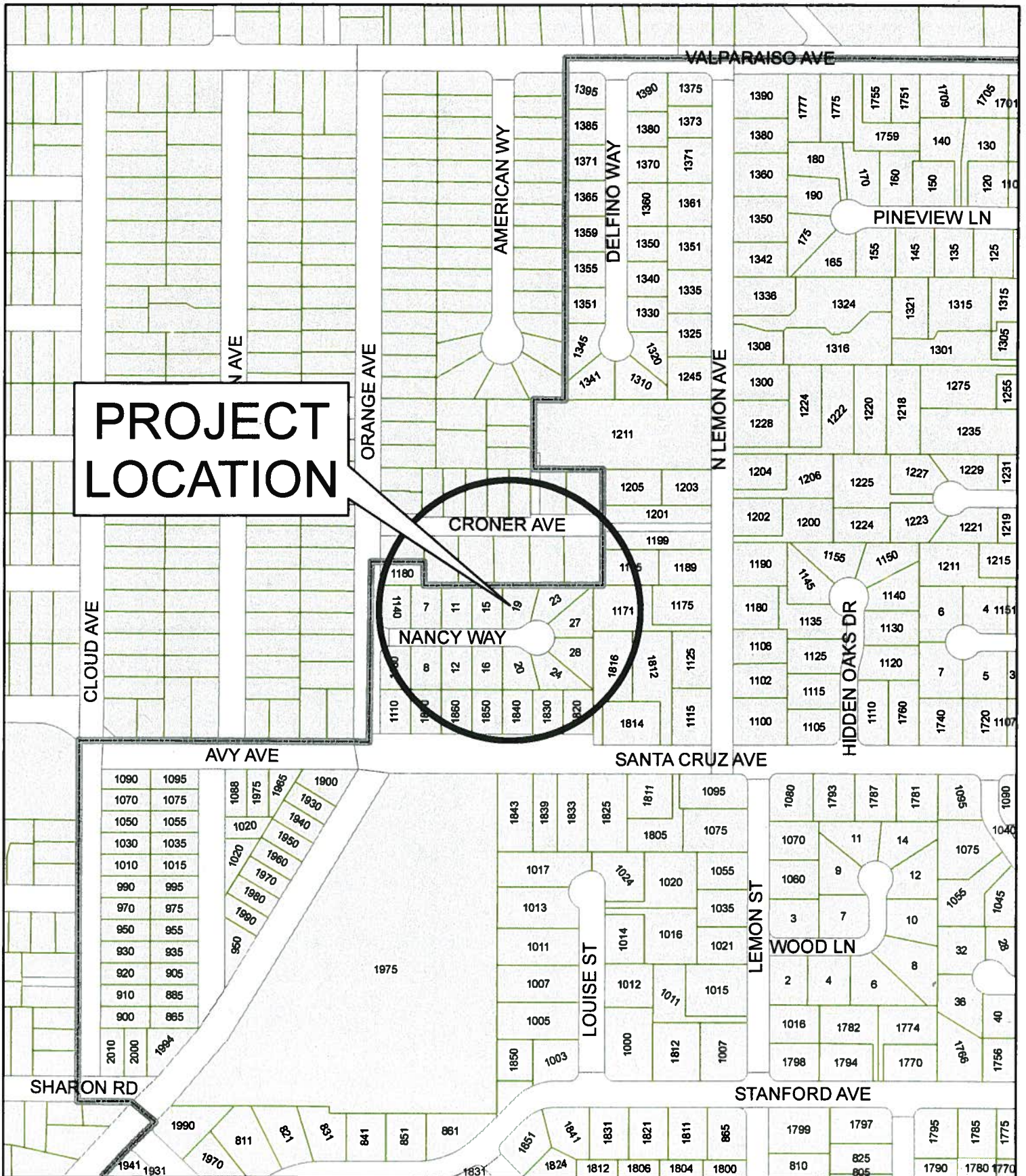
# 19 Nancy Way – Attachment B: Data Table

	PROPOSED PROJECT	EXISTING PROJECT	ZONING ORDINANCE
Lot area	7,150 sf	7,150 sf	7,000 sf min.
Lot width	70 ft.	70 ft.	65 ft. min.
Lot depth	96.5 ft.	96.5 ft.	100 ft. min.
Setbacks			
Front	20.8 ft.	20.8 ft.	20 ft. min.
Rear	27.2 ft.	26.5 ft.	20 ft. min.
Side (left)	7.3 ft.	6.5 ft.	7 ft. min.
Side (right)	8 ft.	9.7 ft.	7 ft. min.
Building coverage	2,348.2 sf	2,246.8 sf	2,502.5 sf max.
	32.8 %	31.4 %	35 % max.
FAL (Floor Area Limit)	2,832.7 sf	1,994.7 sf	2,837.5 sf max.
Square footage by floor	1,796.3 sf/1 <sup>st</sup>	1,496.8 sf/1st	
	562.1 sf/2 <sup>nd</sup>	497.9 sf/garage	
	474.3 sf/garage	252.1 sf/porches	
	77.6 sf/porch		
Square footage of building	2,910.3 sf	2,246.8 sf	
Building height	26.9 ft.	14.8 ft.	28 ft. max.
Parking	2 covered	2 covered	1 covered/1 uncovered

## Trees

Heritage trees	2	Non-Heritage trees	4	New Trees	5
Heritage trees proposed for removal	0	Non-Heritage trees proposed for removal	0	Total Number of Trees	11

**PROJECT  
LOCATION**



# CITY OF MENLO PARK

## LOCATION MAP

### 19 NANCY WAY

C1



DRAWN: KTP CHECKED: KTP DATE: 08/03/15 SCALE: 1" = 300' SHEET: 1





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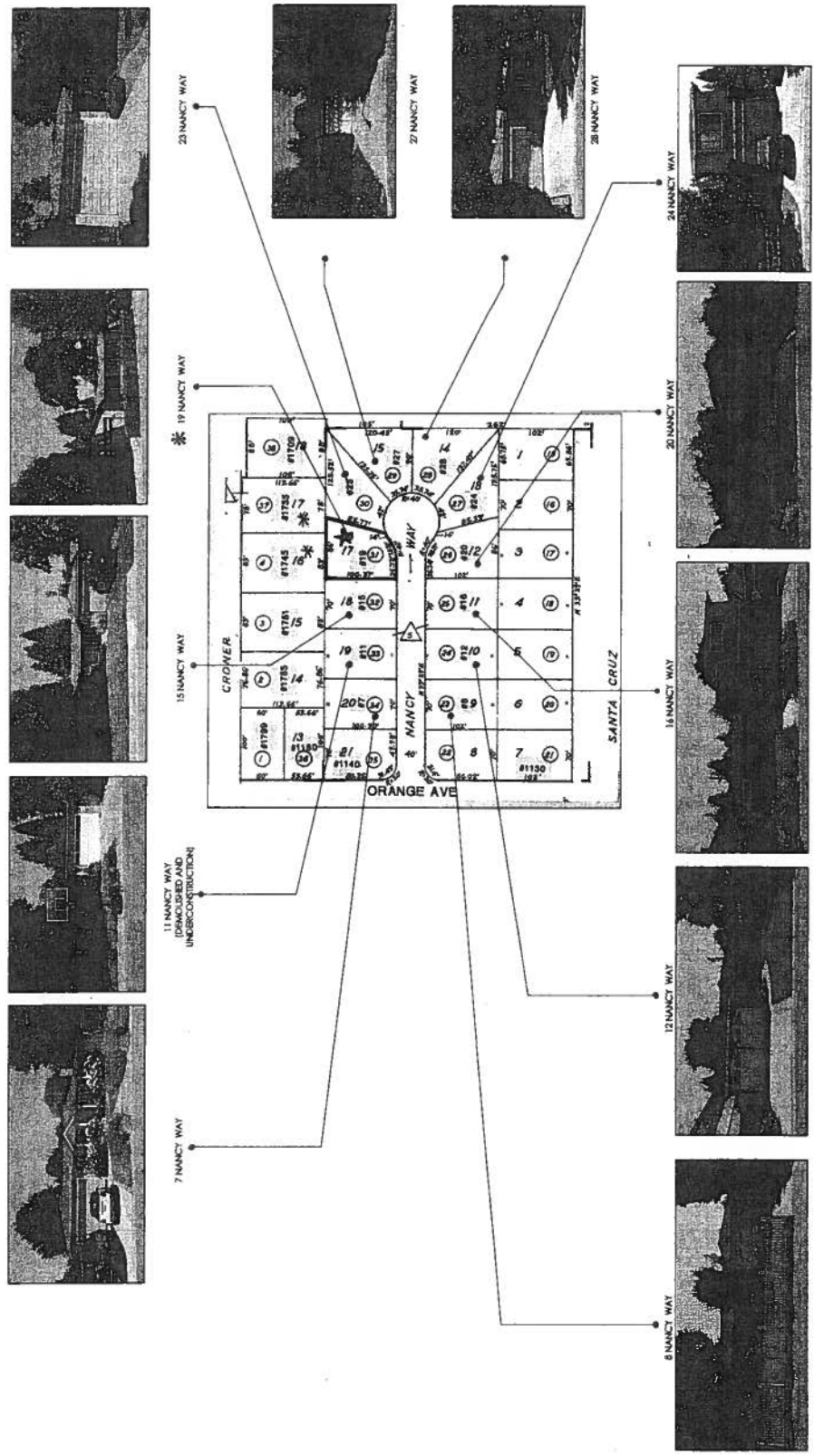
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415.814.1999  
415.814.2000

SONG  
RESIDENCE

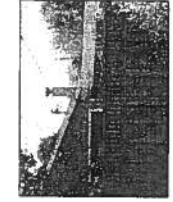
19 NANCY WAY  
MENLO PARK, CA  
94025

DATE	7/20/2011
PROJECT	SONG RESIDENCE
DESIGNED BY	SONG RESIDENCE
SCALE	1/8" = 1'-0"
PLOT MAP & PHOTOGRAPHS OF NEIGHBORS	

A1.1



NEIGHBORS ON NANCY WAY : EXISTING CONDITIONS



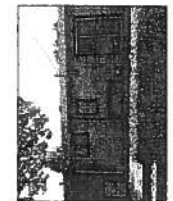
REAR YARD VIEW TO REAR NEIGHBOR AT 8745 GEORGE AVENUE



REAR YARD VIEW TO REAR NEIGHBOR AT 8745 GEORGE AVENUE



REAR ELEVATION AT MASTER BEDROOM / WOOD DECK



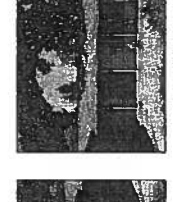
REAR ELEVATION AT BATH #1 / MASTER BEDROOM / WOOD DECK



REAR ELEVATION AT DINING ROOM / KITCHEN / OAK TREE TO REAR NEIGHBOR



RIGHT SIDE ELEVATION OF FENCE WITH 23 NANCY WAY NEIGHBOR / OAK TREE IN REAR TO REMAIN



FRONT COVERED PORCH + RECESSED ENTRY / OAK / OAK TREE IN REAR TO REMAIN



FRONT 2-CAR GARAGE ELEVATION

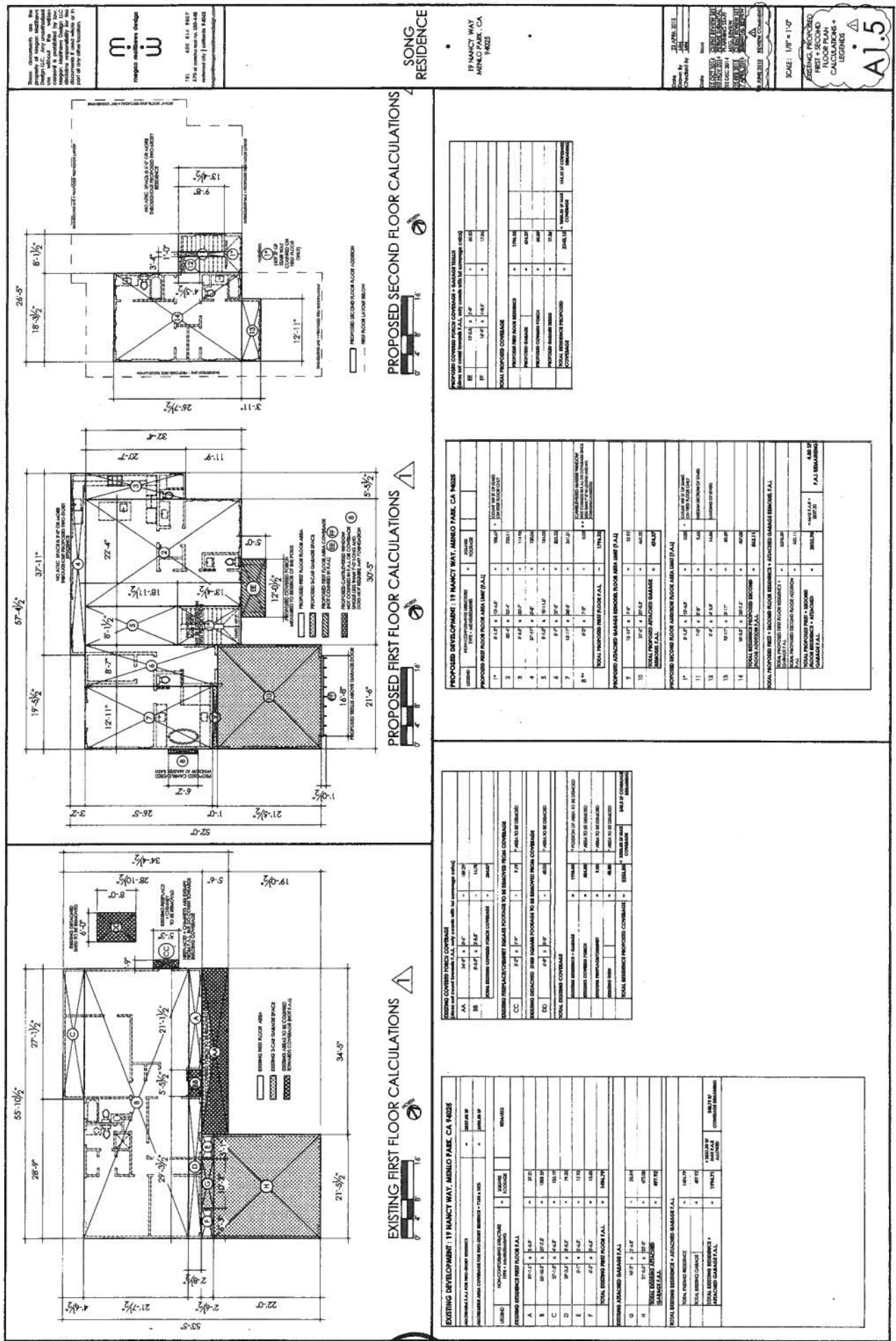
SEE OVERALL FRONT VIEW ABOVE AT 19 NANCY WAY

D2









D6



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**m m**  
megan mcdonough designs

TEL: 415 814 9827  
1111 14th Street, Suite 100  
San Francisco, CA 94103  
meganmcdonough.com

# SONG RESIDENCE

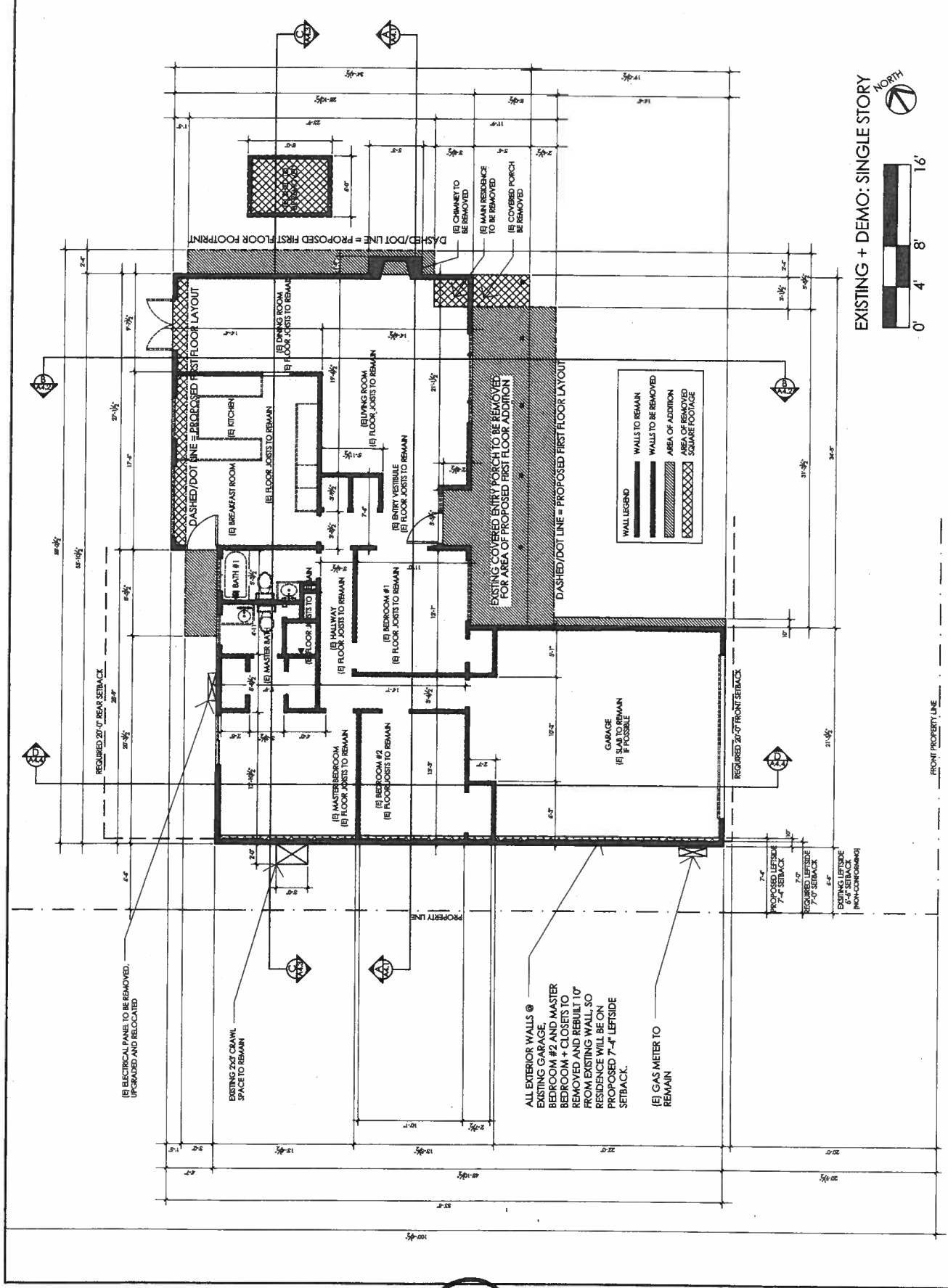
19 HANCT WAY  
MENLO PARK, CA  
94025

Project No.	22-025-001
Client	SONG RESIDENCE
Architect	megan mcdonough designs
Design Date	22 DEC 2014
Design By	SONG RESIDENCE
Design For	SONG RESIDENCE
Design Of	SONG RESIDENCE
Design By	SONG RESIDENCE
Design For	SONG RESIDENCE
Design Of	SONG RESIDENCE
Design By	SONG RESIDENCE
Design For	SONG RESIDENCE
Design Of	SONG RESIDENCE

SCALE: 1/8" = 1'-0"

EXISTING / DEMO FLOOR PLAN

A2.1



EXISTING + DEMO: SINGLE STORY

0' 4' 8' 16'

NORTH

D.7



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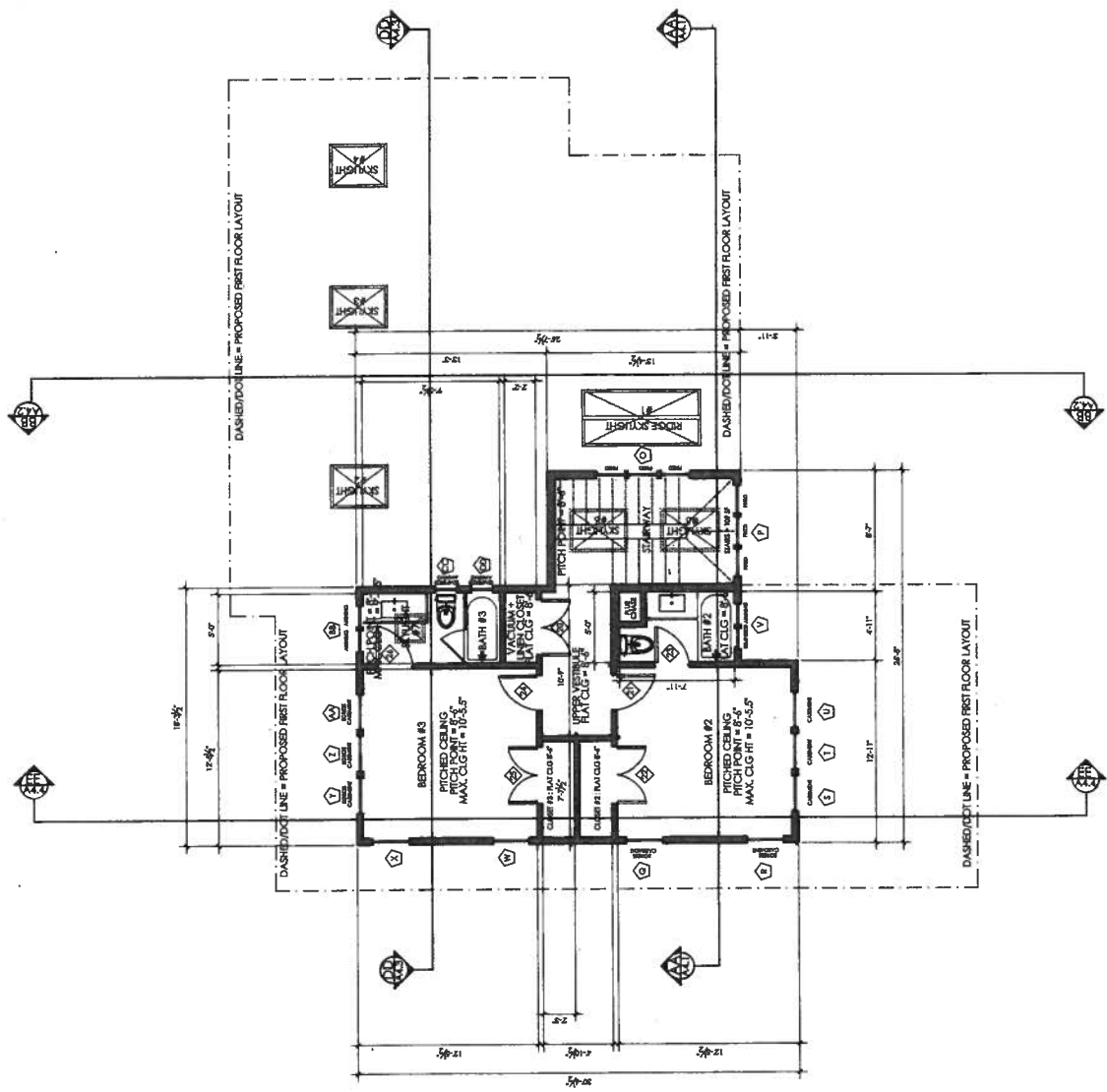
# SONG RESIDENCE

19 NANCY WAY  
MENLO PARK, CA  
94025

Date: 22 APR 2015  
Drawn by: JML  
Checked by: JML  
Scale: 1/8" = 1'-0"

PROPOSED SECOND  
FLOOR PLAN  
WINDOW SCHEDULES

A2.3



PROPOSED: SECOND STORY FLOOR PLAN



19 NANCY WAY - WINDOW SCHEDULE

NO.	DESCRIPTION	SIZE	LOCATION	TYPE	STATUS
1	DOOR	3'-0" x 7'-0"	ENTRY	DOOR	EXISTING
2	DOOR	3'-0" x 7'-0"	ENTRY	DOOR	EXISTING
3	DOOR	3'-0" x 7'-0"	ENTRY	DOOR	EXISTING
4	DOOR	3'-0" x 7'-0"	ENTRY	DOOR	EXISTING
5	DOOR	3'-0" x 7'-0"	ENTRY	DOOR	EXISTING
6	DOOR	3'-0" x 7'-0"	ENTRY	DOOR	EXISTING
7	DOOR	3'-0" x 7'-0"	ENTRY	DOOR	EXISTING
8	DOOR	3'-0" x 7'-0"	ENTRY	DOOR	EXISTING
9	DOOR	3'-0" x 7'-0"	ENTRY	DOOR	EXISTING
10	DOOR	3'-0" x 7'-0"	ENTRY	DOOR	EXISTING
11	DOOR	3'-0" x 7'-0"	ENTRY	DOOR	EXISTING
12	DOOR	3'-0" x 7'-0"	ENTRY	DOOR	EXISTING
13	DOOR	3'-0" x 7'-0"	ENTRY	DOOR	EXISTING
14	DOOR	3'-0" x 7'-0"	ENTRY	DOOR	EXISTING
15	DOOR	3'-0" x 7'-0"	ENTRY	DOOR	EXISTING
16	DOOR	3'-0" x 7'-0"	ENTRY	DOOR	EXISTING
17	DOOR	3'-0" x 7'-0"	ENTRY	DOOR	EXISTING
18	DOOR	3'-0" x 7'-0"	ENTRY	DOOR	EXISTING
19	DOOR	3'-0" x 7'-0"	ENTRY	DOOR	EXISTING
20	DOOR	3'-0" x 7'-0"	ENTRY	DOOR	EXISTING

19 NANCY WAY - WINDOW SCHEDULE

NO.	DESCRIPTION	SIZE	LOCATION	TYPE	STATUS
21	DOOR	3'-0" x 7'-0"	ENTRY	DOOR	EXISTING
22	DOOR	3'-0" x 7'-0"	ENTRY	DOOR	EXISTING
23	DOOR	3'-0" x 7'-0"	ENTRY	DOOR	EXISTING
24	DOOR	3'-0" x 7'-0"	ENTRY	DOOR	EXISTING
25	DOOR	3'-0" x 7'-0"	ENTRY	DOOR	EXISTING
26	DOOR	3'-0" x 7'-0"	ENTRY	DOOR	EXISTING
27	DOOR	3'-0" x 7'-0"	ENTRY	DOOR	EXISTING
28	DOOR	3'-0" x 7'-0"	ENTRY	DOOR	EXISTING
29	DOOR	3'-0" x 7'-0"	ENTRY	DOOR	EXISTING
30	DOOR	3'-0" x 7'-0"	ENTRY	DOOR	EXISTING
31	DOOR	3'-0" x 7'-0"	ENTRY	DOOR	EXISTING
32	DOOR	3'-0" x 7'-0"	ENTRY	DOOR	EXISTING
33	DOOR	3'-0" x 7'-0"	ENTRY	DOOR	EXISTING
34	DOOR	3'-0" x 7'-0"	ENTRY	DOOR	EXISTING
35	DOOR	3'-0" x 7'-0"	ENTRY	DOOR	EXISTING
36	DOOR	3'-0" x 7'-0"	ENTRY	DOOR	EXISTING
37	DOOR	3'-0" x 7'-0"	ENTRY	DOOR	EXISTING
38	DOOR	3'-0" x 7'-0"	ENTRY	DOOR	EXISTING
39	DOOR	3'-0" x 7'-0"	ENTRY	DOOR	EXISTING
40	DOOR	3'-0" x 7'-0"	ENTRY	DOOR	EXISTING

19 NANCY WAY - WINDOW SCHEDULE

NO.	DESCRIPTION	SIZE	LOCATION	TYPE	STATUS
41	DOOR	3'-0" x 7'-0"	ENTRY	DOOR	EXISTING
42	DOOR	3'-0" x 7'-0"	ENTRY	DOOR	EXISTING
43	DOOR	3'-0" x 7'-0"	ENTRY	DOOR	EXISTING
44	DOOR	3'-0" x 7'-0"	ENTRY	DOOR	EXISTING
45	DOOR	3'-0" x 7'-0"	ENTRY	DOOR	EXISTING
46	DOOR	3'-0" x 7'-0"	ENTRY	DOOR	EXISTING
47	DOOR	3'-0" x 7'-0"	ENTRY	DOOR	EXISTING
48	DOOR	3'-0" x 7'-0"	ENTRY	DOOR	EXISTING
49	DOOR	3'-0" x 7'-0"	ENTRY	DOOR	EXISTING
50	DOOR	3'-0" x 7'-0"	ENTRY	DOOR	EXISTING
51	DOOR	3'-0" x 7'-0"	ENTRY	DOOR	EXISTING
52	DOOR	3'-0" x 7'-0"	ENTRY	DOOR	EXISTING
53	DOOR	3'-0" x 7'-0"	ENTRY	DOOR	EXISTING
54	DOOR	3'-0" x 7'-0"	ENTRY	DOOR	EXISTING
55	DOOR	3'-0" x 7'-0"	ENTRY	DOOR	EXISTING
56	DOOR	3'-0" x 7'-0"	ENTRY	DOOR	EXISTING
57	DOOR	3'-0" x 7'-0"	ENTRY	DOOR	EXISTING
58	DOOR	3'-0" x 7'-0"	ENTRY	DOOR	EXISTING
59	DOOR	3'-0" x 7'-0"	ENTRY	DOOR	EXISTING
60	DOOR	3'-0" x 7'-0"	ENTRY	DOOR	EXISTING

D.9





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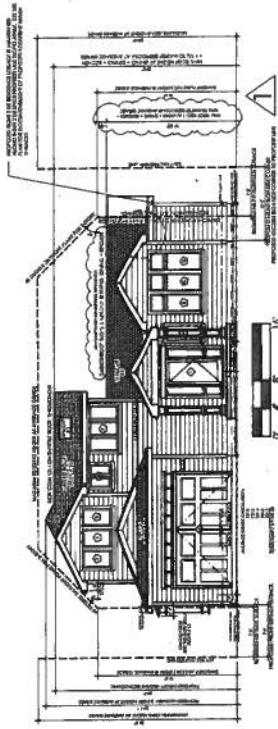
SONG  
RESIDENCE

19 NANCY WAY  
MENLO PARK, CA  
94025

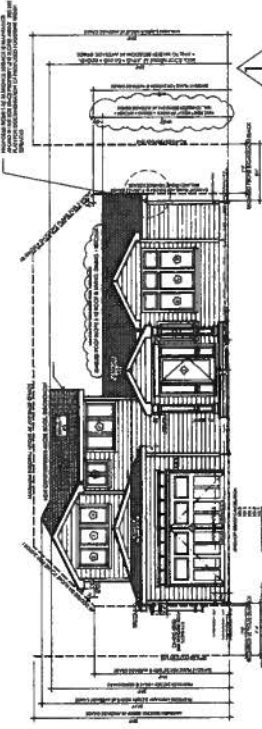
DATE: 01/20/2017  
DRAWN BY: JLM  
CHECKED BY: JLM  
DATE: 01/20/2017  
SCALE: 1/8" = 1'-0"

DAYLIGHT PLANE  
STUDY #1 + #2 + #3  
AT FRONT EXTERIOR  
ELEVATION

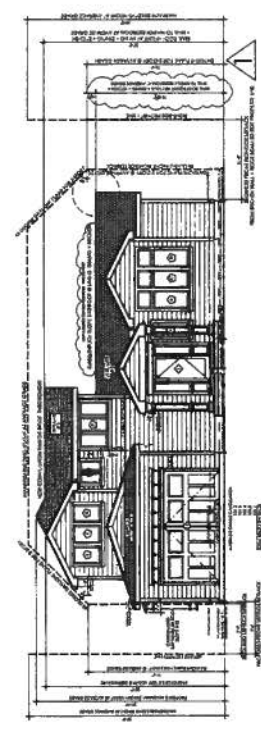
A4.0



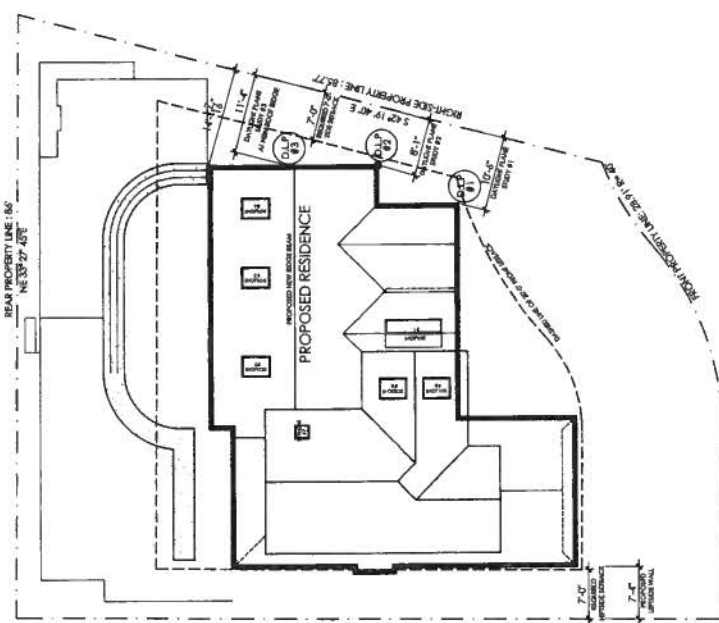
PROPOSED FRONT (SOUTHEAST) EXTERIOR ELEVATION  
DAYLIGHT PLANE STUDY: STUDY #2  
CLOSEST RIGHT-SIDE CORNER AT 1/4" H41 TO SIDE PROPERTY LINE = 8'-1" TO SIDE PROPERTY LINE



PROPOSED FRONT (SOUTHEAST) EXTERIOR ELEVATION  
DAYLIGHT PLANE STUDY: STUDY #3  
CLOSEST RIGHT-SIDE CORNER AT 1/4" H41 TO SIDE PROPERTY LINE = 8'-1" TO SIDE PROPERTY LINE



PROPOSED FRONT (SOUTHEAST) EXTERIOR ELEVATION  
DAYLIGHT PLANE STUDY: STUDY #3  
CLOSEST RIGHT-SIDE CORNER AT 1/4" H41 TO SIDE PROPERTY LINE = 8'-1" TO SIDE PROPERTY LINE

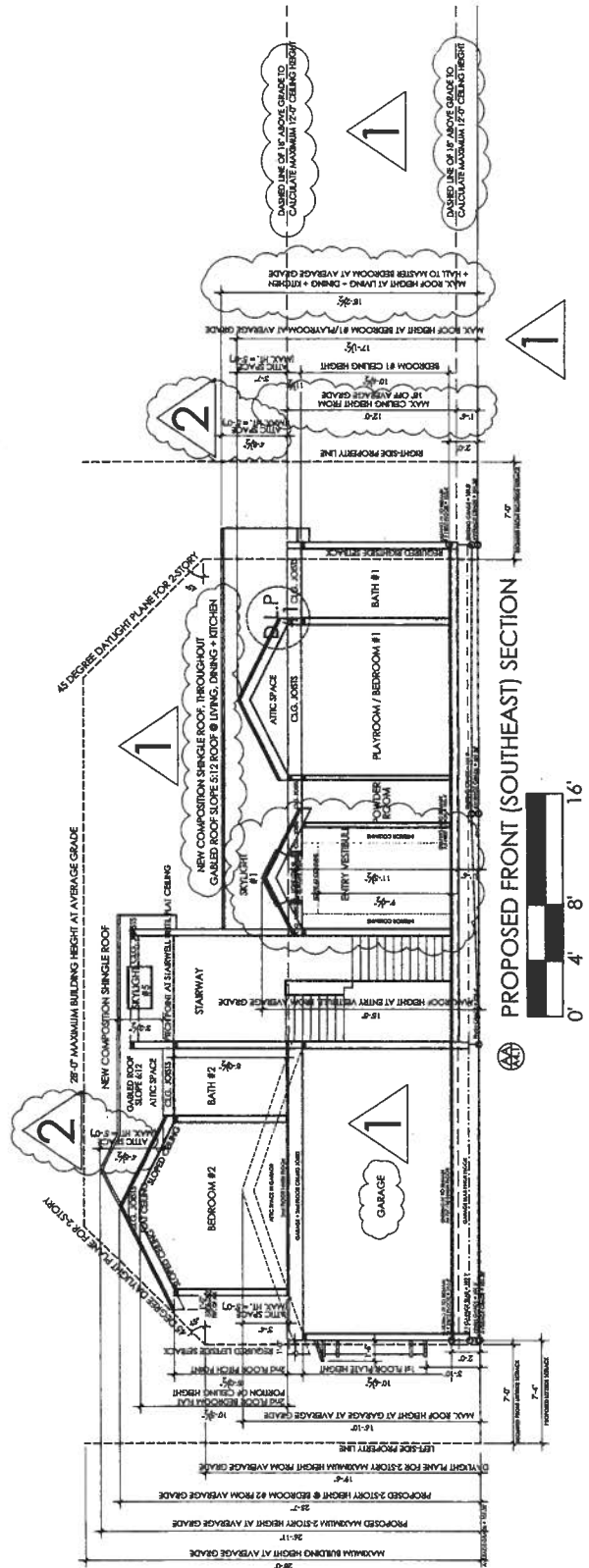


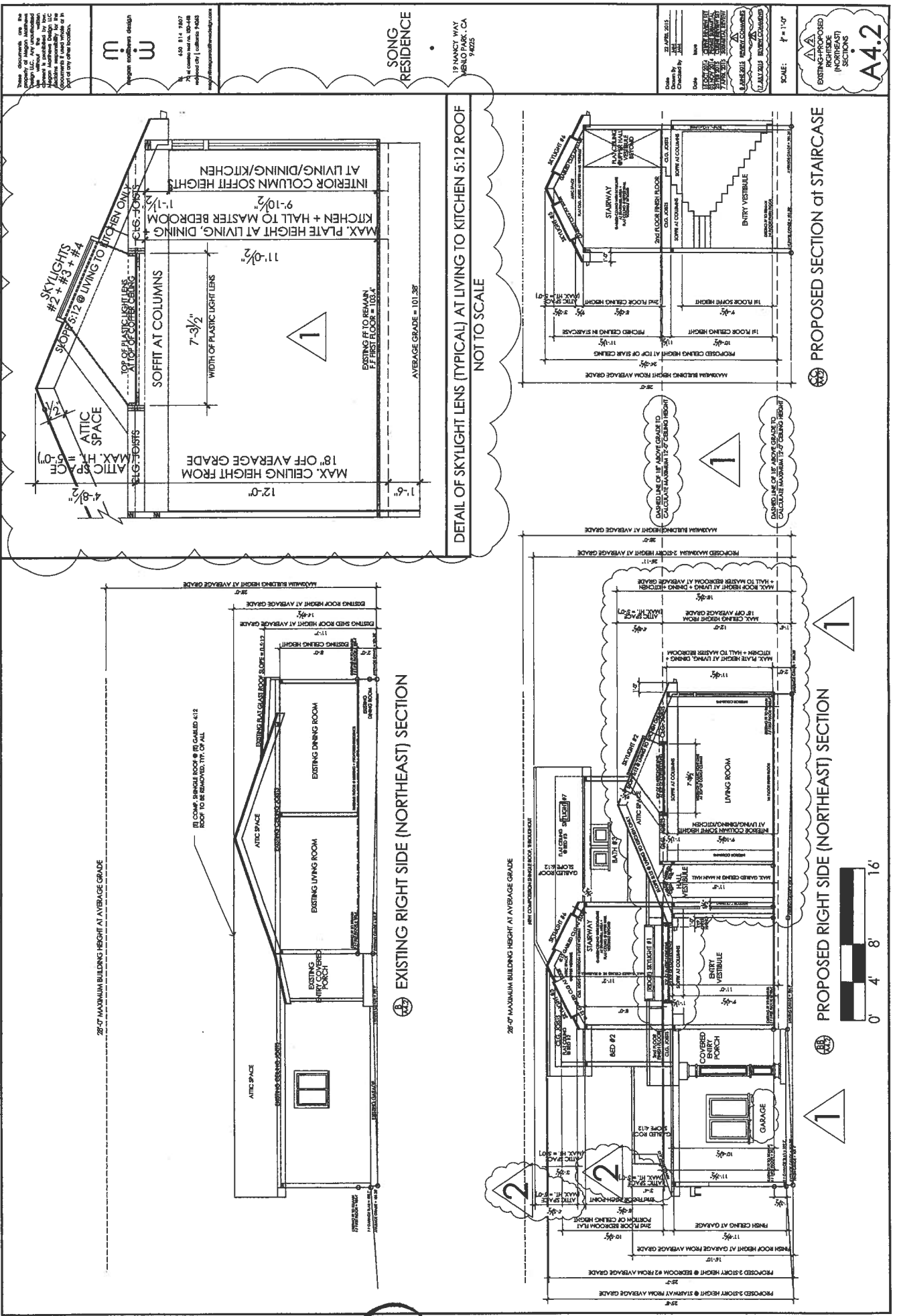
DAYLIGHT PLANE STUDY AS RIGHTSIDE PROPERTY LINE SLOPES AWAY FROM HOUSE FROM FRONT TO REAR

D12

EXISTING+PROPOSED  
FRONT (SOUTHEAST)  
SECTIONS

A4.1





D14



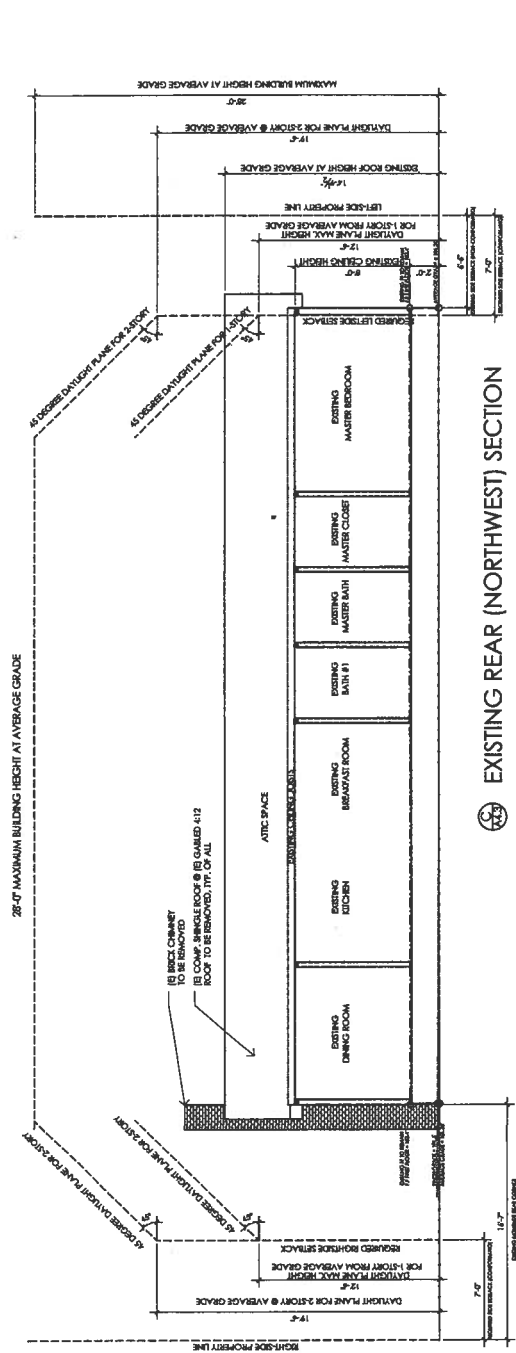
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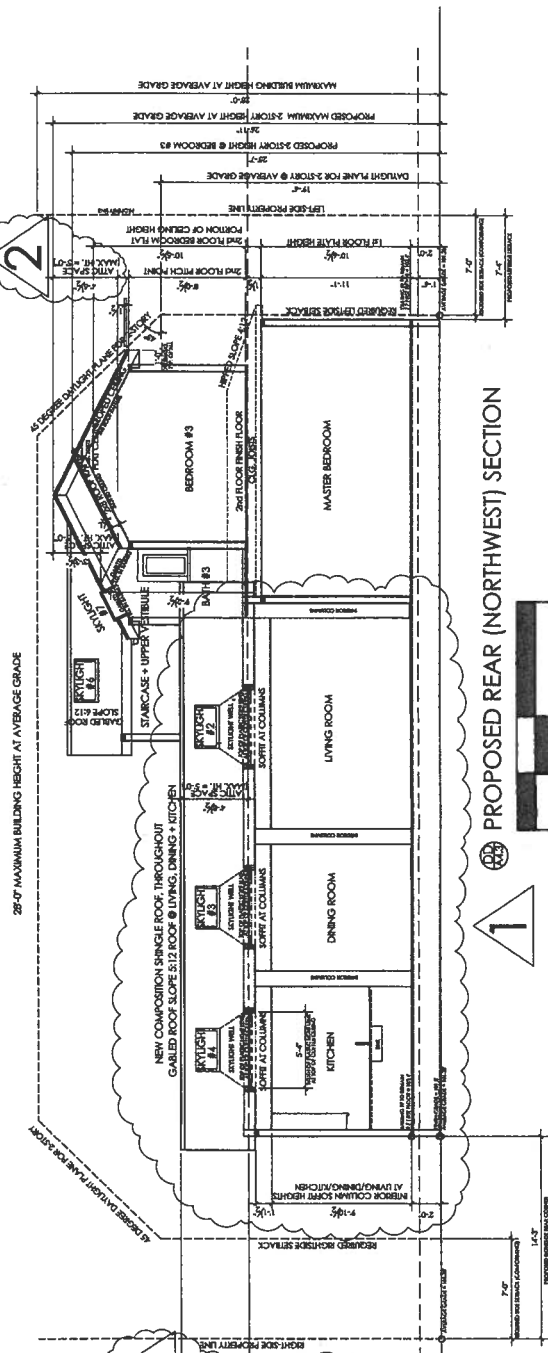
**SONG  
RESIDENCE**  
19 NANCY WAY  
MENLO PARK, CA  
94025

DATE: 02/28/2013  
CHECKED BY: JMM  
DATE: 02/28/2013  
CHECKED BY: JMM  
DATE: 02/28/2013  
CHECKED BY: JMM  
DATE: 02/28/2013  
CHECKED BY: JMM

SCALE: 1" = 1'-0"  
EXISTING-PROPOSED  
REAR (NORTHWEST)  
SECTIONS  
**A4.3**



**EXISTING REAR (NORTHWEST) SECTION**

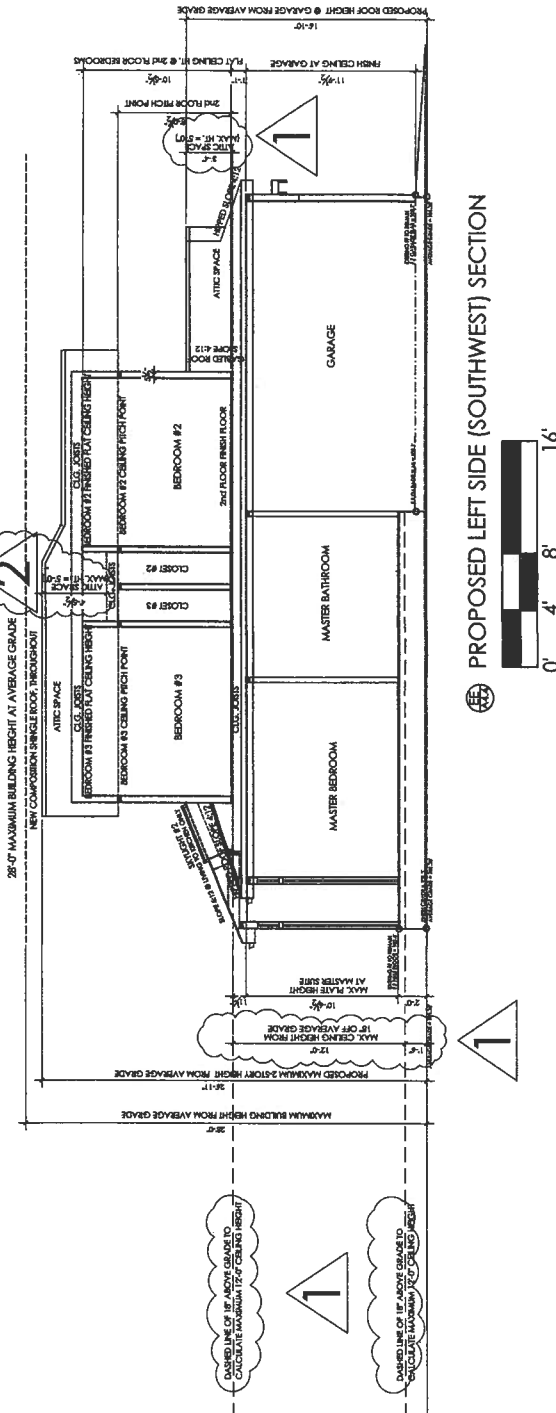


**PROPOSED REAR (NORTHWEST) SECTION**

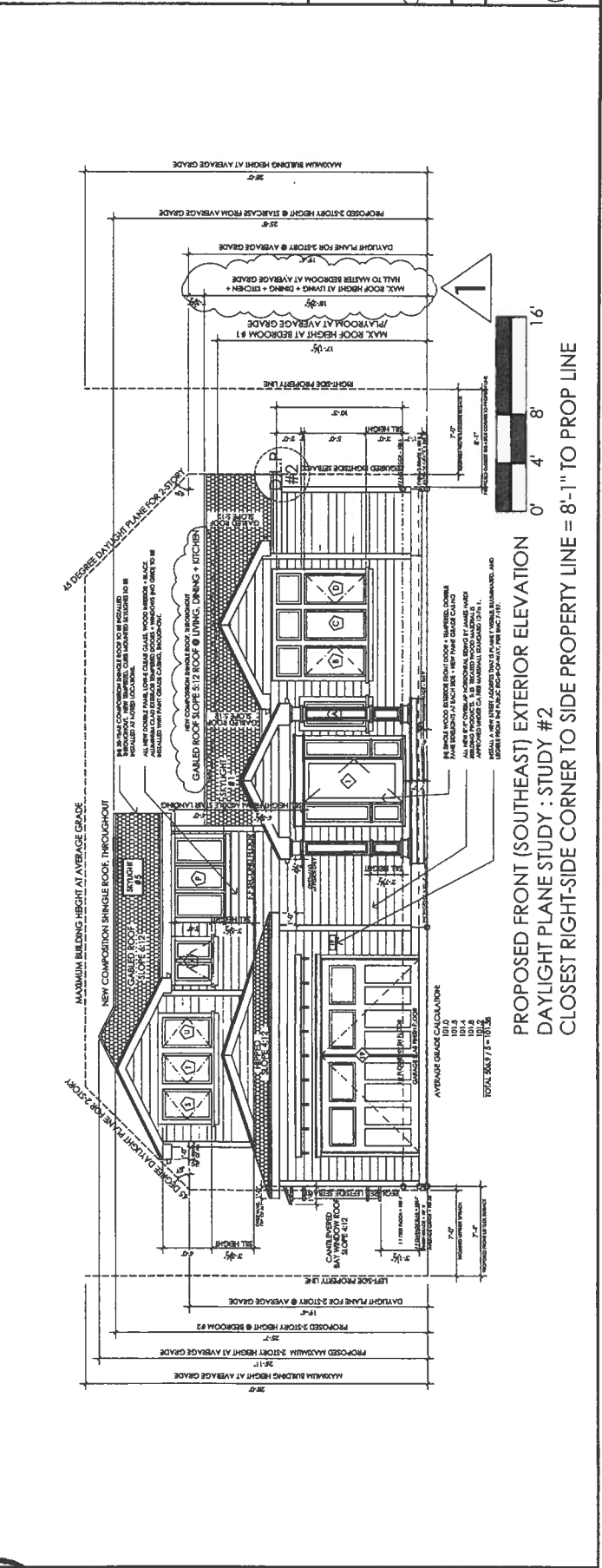
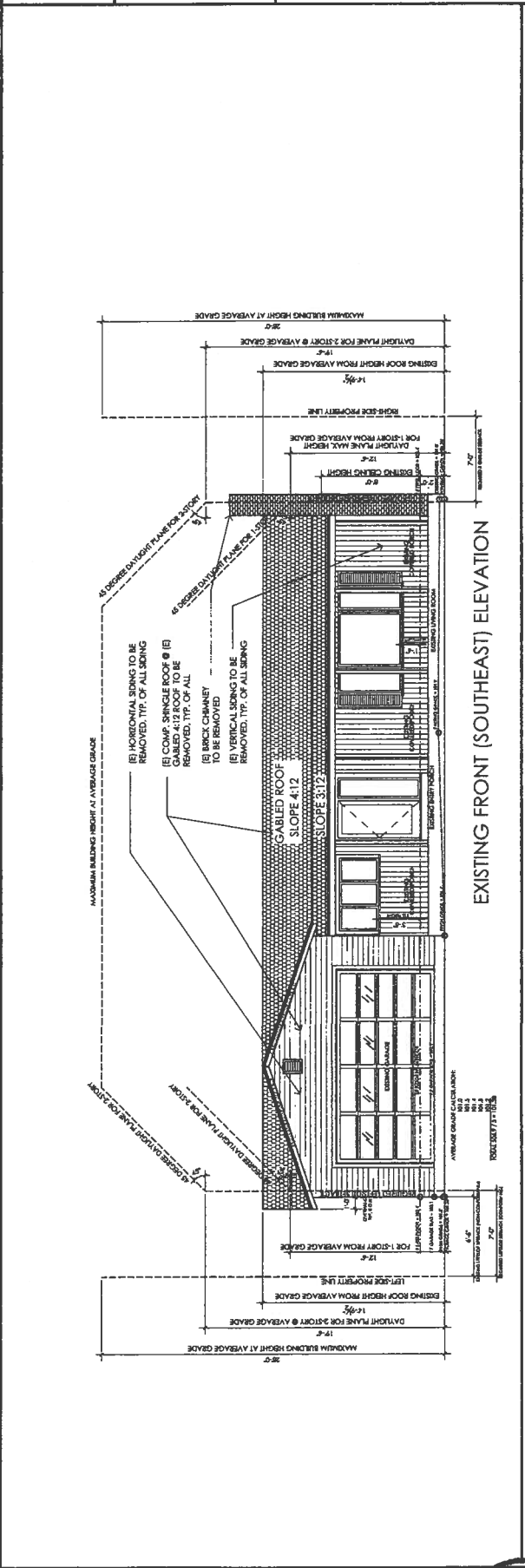


D15

#### 4.

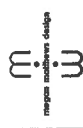


D16



D17

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SONG  
RESIDENCE

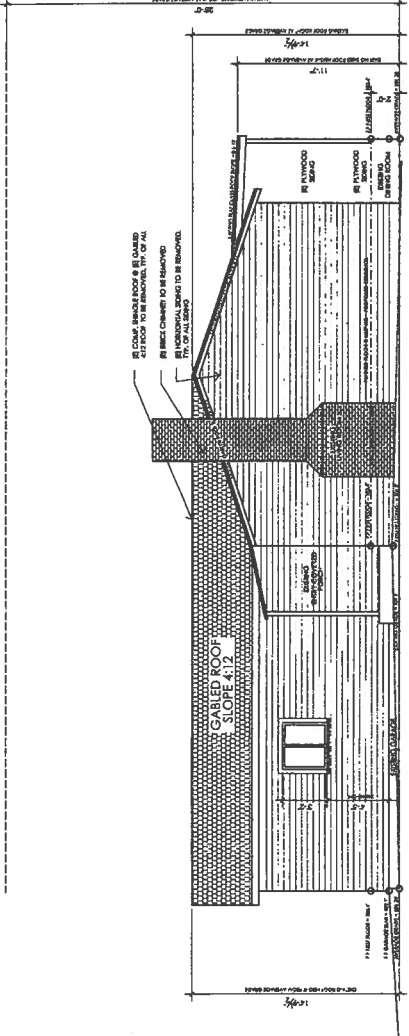
18 NANCY WAY  
MENLO PARK, CA  
94025

Date: 22 APRIL 2015  
Checked by: JMM  
Drawn by: JMM  
Scale: 1/8" = 1'-0"

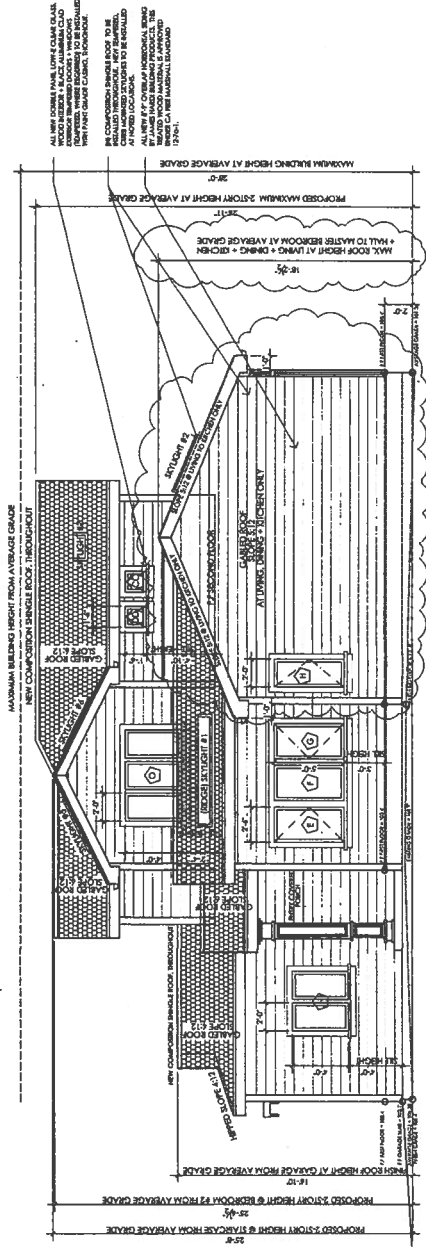
SCALE: 1/8" = 1'-0"

EXISTING & PROPOSED  
(NORTHEAST)  
EXTERIOR ELEVATIONS  
A5.2

MAXIMUM BUILDING HEIGHT AT AVERAGE GRADE



EXISTING RIGHT SIDE (NORTHEAST) ELEVATION



PROPOSED RIGHT SIDE (NORTHEAST) EXTERIOR ELEVATION



D18



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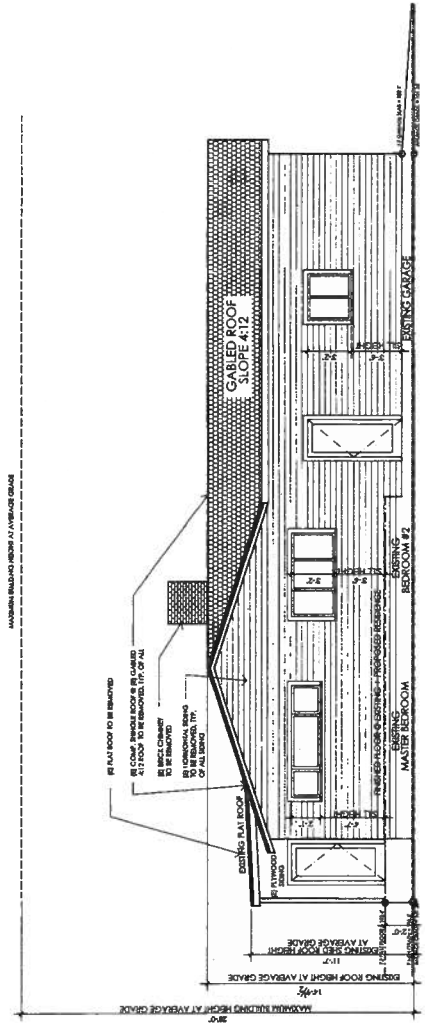
11 NANCY WAY  
MENLO PARK, CA 94025  
tel: 650.321.1432  
margaretmullerdesign.com

# SONG RESIDENCE

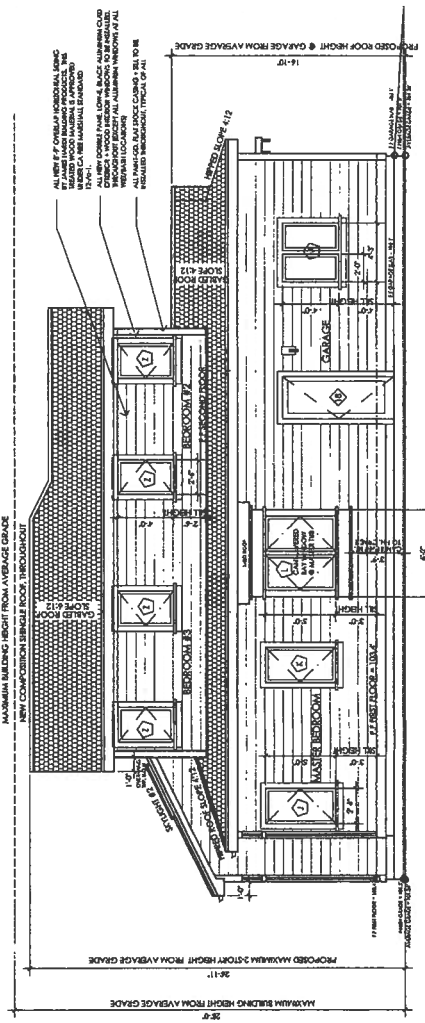
11 NANCY WAY  
MENLO PARK, CA 94025

Drawn by: J. Muller  
Checked by: J. Muller  
Date: 10/1/2014  
Scale: 1/8" = 1'-0"

SCALE: 1/8" = 1'-0"  
A5.4  
EXISTING PROPOSED  
LEFT SIDE (SOUTHWEST)  
EXTERIOR ELEVATIONS

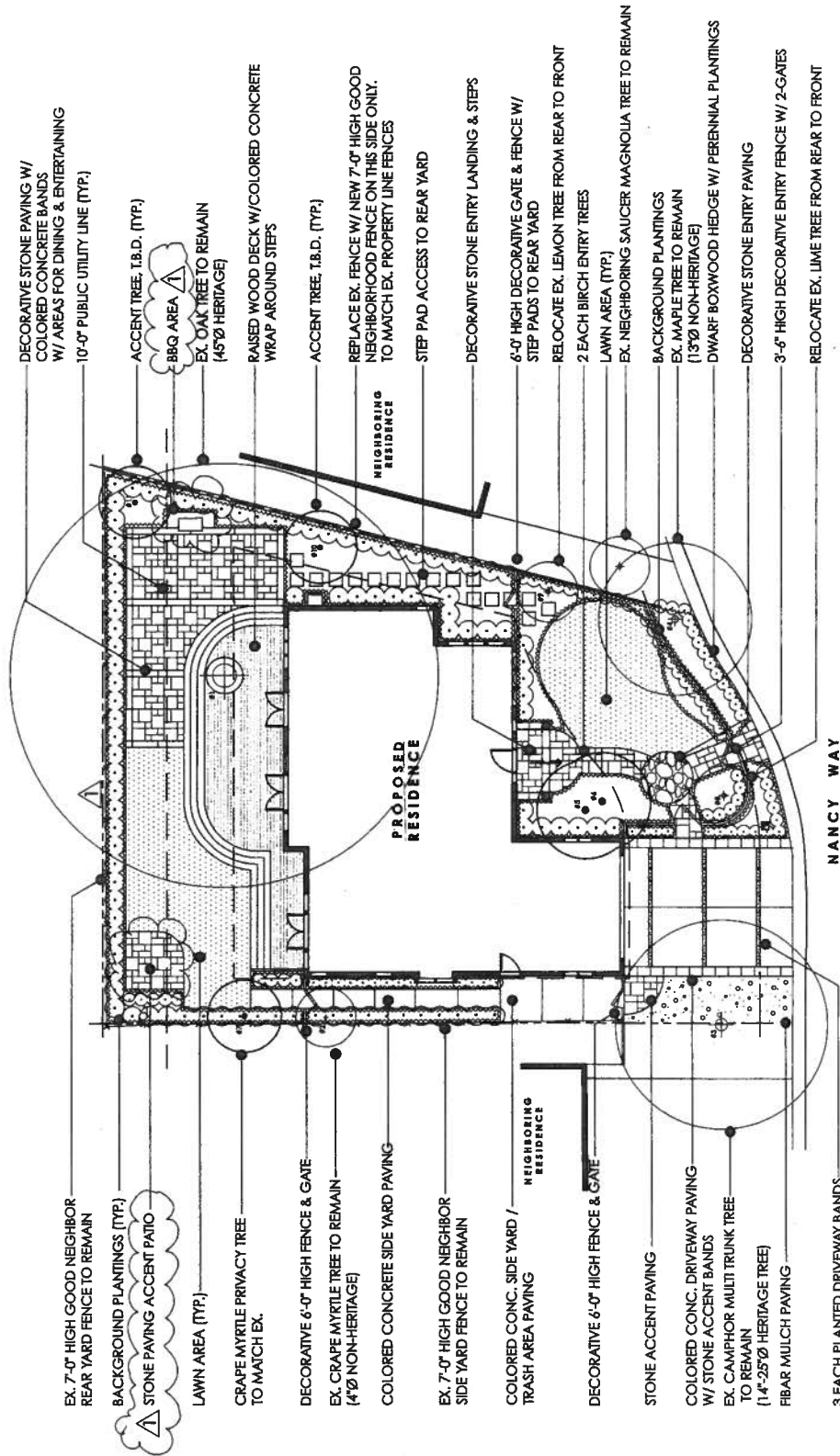


EXISTING LEFT SIDE (SOUTHWEST) ELEVATION



PROPOSED LEFT SIDE (SOUTHWEST) EXTERIOR ELEVATION

D20



DECORATIVE STONE PAVING W/  
COLORED CONCRETE BANDS  
W/ AREAS FOR DINING & ENTERTAINING  
10'-0" PUBLIC UTILITY LINE (TYP.)

ACCENT TREE, T.B.D. (TYP.)  
BBQ AREA  
EX. OAK TREE TO REMAIN  
(45'Ø HERITAGE)

RAISED WOOD DECK W/COLORED CONCRETE  
WRAP AROUND STEPS

ACCENT TREE, T.B.D. (TYP.)

REPLACE EX. FENCE W/ NEW 7'-0" HIGH GOOD  
NEIGHBORHOOD FENCE ON THIS SIDE ONLY.  
TO MATCH EX. PROPERTY LINE FENCES

STEP PAD ACCESS TO REAR YARD

DECORATIVE STONE ENTRY LANDING & STEPS

6'-0" HIGH DECORATIVE GATE & FENCE W/  
STEP PADS TO REAR YARD

RELOCATE EX. LEMON TREE FROM REAR TO FRONT

2 EACH BIRCH ENTRY TREES

LAWN AREA (TYP.)  
EX. NEIGHBORING SAUCER MAGNOLIA TREE TO REMAIN

BACKGROUN PLANTINGS

EX. MAPLE TREE TO REMAIN

(13'Ø NON-HERITAGE)

DWARF BOXWOOD HEDGE W/ PERENNIAL PLANTINGS

DECORATIVE STONE ENTRY PAVING

3'-6" HIGH DECORATIVE ENTRY FENCE W/ 2-GATES

RELOCATE EX. LIME TREE FROM REAR TO FRONT

EX. 7'-0" HIGH GOOD NEIGHBOR  
REAR YARD FENCE TO REMAIN

BACKGROUN PLANTINGS (TYP.)  
STONE PAVING ACCENT PATIO

LAWN AREA (TYP.)

GRAPE MYRTLE PRIVACY TREE  
TO MATCH EX.

DECORATIVE 6'-0" HIGH FENCE & GATE

EX. GRAPE MYRTLE TREE TO REMAIN  
(4'Ø NON-HERITAGE)

COLORED CONCRETE SIDE YARD PAVING

EX. 7'-0" HIGH GOOD NEIGHBOR  
SIDE YARD FENCE TO REMAIN

COLORED CONC. SIDE YARD /  
TRASH AREA PAVING

DECORATIVE 6'-0" HIGH FENCE & GATE

STONE ACCENT PAVING

COLORED CONC. DRIVEWAY PAVING  
W/ STONE ACCENT BANDS

EX. CAMPHOR MULTI TRUNK TREE  
TO REMAIN

(14'-25'Ø HERITAGE TREE)

FIBER MULCH PAVING

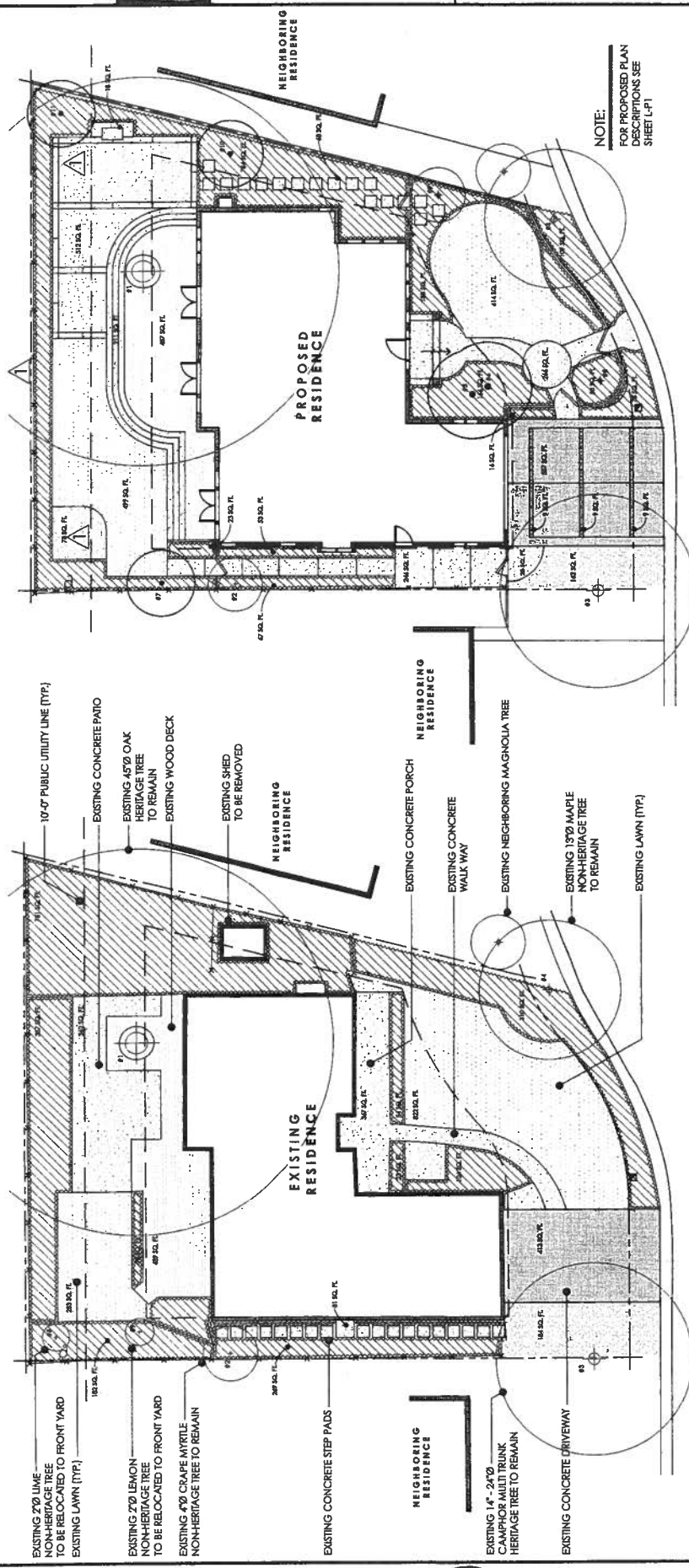
3 EACH PLANTED DRIVEWAY BANDS

NANCY WAY

PROPOSED  
RESIDENCE

NEIGHBORING  
RESIDENCE

NEIGHBORING  
RESIDENCE



NOTE:  
FOR PROPOSED PLAN  
DESCRIPTIONS SEE  
SHEET L-P1

NANCY WAY

NANCY WAY

EXISTING CONDITIONS IMPERVIOUS SURFACE

INDICATES EX. CONCRETE PAVING	810 SQ. FT.
INDICATES EX. CONCRETE DRIVEWAY	415 SQ. FT.
INDICATES EX. WOOD DECK	487 SQ. FT.
INDICATES EX. CORBELS	184 SQ. FT.
TOTAL APPROX. IMPERVIOUS SURFACE EXISTING	1,896 SQ. FT.

EXISTING CONDITIONS PERVIOUS SURFACE

INDICATES EX. PLANTING AREA	2,108 SQ. FT.
INDICATES EX. LAWN	1,108 SQ. FT.
TOTAL APPROX. PERVIOUS SURFACE EXISTING	3,216 SQ. FT.

SITE TREES LIST

ADDRESS	DATE	COMMON NAME	SCIENTIFIC NAME	HEIGHT	DBH	CONDITION	REMARKS
42	4/15/15	2' OAK	QUERCUS ALBA	2'	2"	EX	TO BE RELOCATED
43	4/15/15	24" OAK	QUERCUS ALBA	24"	4"	EX	TO BE RELOCATED
44	4/15/15	24" OAK	QUERCUS ALBA	24"	4"	EX	TO BE RELOCATED
45	4/15/15	24" OAK	QUERCUS ALBA	24"	4"	EX	TO BE RELOCATED
46	4/15/15	24" OAK	QUERCUS ALBA	24"	4"	EX	TO BE RELOCATED
47	4/15/15	24" OAK	QUERCUS ALBA	24"	4"	EX	TO BE RELOCATED
48	4/15/15	24" OAK	QUERCUS ALBA	24"	4"	EX	TO BE RELOCATED
49	4/15/15	24" OAK	QUERCUS ALBA	24"	4"	EX	TO BE RELOCATED
50	4/15/15	24" OAK	QUERCUS ALBA	24"	4"	EX	TO BE RELOCATED
51	4/15/15	24" OAK	QUERCUS ALBA	24"	4"	EX	TO BE RELOCATED

SITE TREES CLASSIFICATION

EX. HERITAGE TREES	2
EX. NON-HERITAGE TREES	4
PROPOSED TREES	6
EX. HERITAGE TREES REMOVED	0
EX. NON-HERITAGE TREES REMOVED	0
TOTAL SITE TREES	12

PROPOSED IMPERVIOUS SURFACE

INDICATES STONE & CONCRETE PAVING	1,481 SQ. FT.
INDICATES EX. CONCRETE DRIVEWAY	487 SQ. FT.
INDICATES EX. WOOD DECK	487 SQ. FT.
TOTAL APPROX. IMPERVIOUS SURFACE PROPOSED	2,455 SQ. FT.

PROPOSED PERVIOUS SURFACE

INDICATES PLANTING AREA	1,519 SQ. FT.
INDICATES LAWN	813 SQ. FT.
INDICATES PEAK WOOD CHIPS	142 SQ. FT.
TOTAL APPROX. PERVIOUS SURFACE PROPOSED	2,474 SQ. FT.

IRRIGATED LANDSCAPE

PLANTING AREA	1,519 SQ. FT.
LAWN	813 SQ. FT.
TOTAL APPROX. IRRIGATED LANDSCAPE PROPOSED	2,332 SQ. FT.

NOTE:  
TOTAL APPROX. IRRIGATED LANDSCAPE PROPOSED  
IS LESS THAN 2,500 SQ. FT. OF IRRIGATED LANDSCAPE  
AND IS NOT SUBJECT TO THE WATER EFFICIENT LANDSCAPE ORDINANCE

D22



# GRADING AND DRAINAGE PLANS NEW SINGLE FAMILY HOUSE 19 NANCY WAY, MENLO PARK, CA 94025 APN: 071-012-310

**ABBREVIATIONS**

SYMBOL	DESCRIPTION	SYMBOL	DESCRIPTION
AS	ASPHALT CONCRETE	10	10" DIA. R/W
AC	ASPHALT CONCRETE	12	12" DIA. R/W
BC	BACK FILL	14	14" DIA. R/W
BS	BACK FILL	16	16" DIA. R/W
BR	BRICK	18	18" DIA. R/W
BU	BUCKLE	20	20" DIA. R/W
CA	CONCRETE	22	22" DIA. R/W
CB	CONCRETE	24	24" DIA. R/W
CC	CONCRETE	26	26" DIA. R/W
CD	CONCRETE	28	28" DIA. R/W
CE	CONCRETE	30	30" DIA. R/W
CF	CONCRETE	32	32" DIA. R/W
CG	CONCRETE	34	34" DIA. R/W
CH	CONCRETE	36	36" DIA. R/W
CI	CONCRETE	38	38" DIA. R/W
CJ	CONCRETE	40	40" DIA. R/W
CK	CONCRETE	42	42" DIA. R/W
CL	CONCRETE	44	44" DIA. R/W
CM	CONCRETE	46	46" DIA. R/W
CN	CONCRETE	48	48" DIA. R/W
CO	CONCRETE	50	50" DIA. R/W
CP	CONCRETE	52	52" DIA. R/W
CQ	CONCRETE	54	54" DIA. R/W
CR	CONCRETE	56	56" DIA. R/W
CS	CONCRETE	58	58" DIA. R/W
CT	CONCRETE	60	60" DIA. R/W
CU	CONCRETE	62	62" DIA. R/W
CV	CONCRETE	64	64" DIA. R/W
CW	CONCRETE	66	66" DIA. R/W
CX	CONCRETE	68	68" DIA. R/W
CY	CONCRETE	70	70" DIA. R/W
CZ	CONCRETE	72	72" DIA. R/W
DA	CONCRETE	74	74" DIA. R/W
DB	CONCRETE	76	76" DIA. R/W
DC	CONCRETE	78	78" DIA. R/W
DD	CONCRETE	80	80" DIA. R/W
DE	CONCRETE	82	82" DIA. R/W
DF	CONCRETE	84	84" DIA. R/W
DG	CONCRETE	86	86" DIA. R/W
DH	CONCRETE	88	88" DIA. R/W
DI	CONCRETE	90	90" DIA. R/W
DJ	CONCRETE	92	92" DIA. R/W
DK	CONCRETE	94	94" DIA. R/W
DL	CONCRETE	96	96" DIA. R/W
DM	CONCRETE	98	98" DIA. R/W
DN	CONCRETE	100	100" DIA. R/W

## STANDARD GRADING NOTES:

- CONTACT PUBLIC WORKS AT 650-330-6740 TO SCHEDULE AN INSPECTION A MINIMUM OF 24 HOURS IN ADVANCE OF COMMENCEMENT OF GRADING.
- ALL GRADING DURING THE RAINY SEASON (OCTOBER 1<sup>st</sup> THROUGH APRIL 30<sup>th</sup>) REQUIRES AN EROSION AND SEDIMENT CONTROL PLAN APPROVED BY THE CITY. STORMWATER POLLUTION PREVENTION MEASURES SHALL BE IMPLEMENTED THROUGHOUT THE YEAR, TO THE SATISFACTION OF THE CONSTRUCTION SUPERVISOR.
- ALL CHANGES TO THE APPROVED GRADING AND DRAINAGE PLAN REQUIRE A PLAN MODIFICATION APPROVAL BY THE CITY IN ADVANCE OF CONSTRUCTION THE CHANGE. THE PROPOSED PLAN CHANGE MUST BE GENERATED FROM THE ENGINEER/ARCHITECT WHO ORIGINALLY PREPARED THE PLAN.
- ANY DEVIATION FROM THE APPROVED PLAN AND/OR FAILURE TO OBTAIN GRADING AND DRAINAGE INSPECTION MAY AFFECT THE PUBLIC WORKS SIGN-OFF FOR BUILDING FINAL AND/OR OCCUPANCY.

## STANDARD STREET FRONTAGE NOTES:

- A SEPARATE ENCROACHMENT PERMIT IS REQUIRED FOR ANY WORK WITHIN THE PUBLIC RIGHT OF WAY. VISIT THE CITY'S WEBSITE AT WWW.MENLOPARK.ORG TO VIEW ENCROACHMENT PERMIT REQUIREMENTS. PERMITS FROM UTILITY COMPANIES MUST BE OBTAINED PRIOR TO APPLICATION OF THE ENCROACHMENT PERMIT.
- CONTACT PUBLIC WORKS AT 650-330-6740 TO SCHEDULE AN INSPECTION A MINIMUM OF 24 HOURS IN ADVANCE OF COMMENCEMENT OF PUBLIC IMPROVEMENT WORK TO SCHEDULE A PRECONSTRUCTION MEETING AND FOR EACH SUBSEQUENT DAY OF WORK IN THE PUBLIC RIGHT OF WAY.
- ALL EXISTING FRONTAGE IMPROVEMENTS (CURB, GUTTER, SIDEWALK, VALLEY GUTTER, PARKING STRIP) THAT ARE DAMAGED DURING THE COURSE OF CONSTRUCTION MUST BE REPAIRED TO AS NEW CONDITION. CITY WILL NOT BEAR THE COSTS OF RECONSTRUCTION.
- ALL WORK WITHIN THE PUBLIC RIGHT OF WAY SHALL BE IN ACCORDANCE WITH THE LATEST VERSION OF THE CITY OF MENLO PARK STANDARD DETAILS. ALL DETAILS APPLICABLE TO THE PARTICULAR CONSTRUCTION ACTIVITY SHALL BE UTILIZED.
- ALL ENCROACHMENTS IN THE PUBLIC RIGHT OF WAY ARE TO BE COMPLETED AND APPROVED BY THE CONSTRUCTION SUPERVISOR PRIOR TO FINAL INSPECTION BY THE BUILDING INSPECTOR.

## BASIS OF BEARINGS:

THE BEARING N 33°20'00" E OF CENTERLINE OF NANCY WAY, AS SHOWN ON CERTAIN TRACT MAP ENTITLED "MAPPELER TRACT", RECORDED IN BOOK 36 OF MAPS AT PAGE 26, IN THE OFFICE OF THE RECORDER OF SAN MATEO COUNTY, WAS USED AS THE BASIS OF BEARINGS SHOWN HEREON.

## REFERENCED ASSUMED BENCHMARK:

ALL ELEVATIONS WERE BASED UPON A FOUND PK NAIL AND SHINER CONTROL POINT (8-1) NEAR THE INTERSECTION OF NANCY WAY AND ORANGE AVE. WITH AN ASSUMED ELEVATION OF 100.00 FEET.



LOCATION MAP  
 SC: NTS

## GRADING AND DRAINAGE NOTES:

- SURFACE WATER SHALL BE DIRECTED AWAY FROM ALL BUILDINGS INTO DRAINAGE SWALES.
- ALL ROOF DOWNSPOUTS SHALL DISCHARGE TO CONCRETE SPLASH PADS DRAINING AWAY FROM THE FOUNDATION. SEE ARCHITECTURAL PLANS FOR ROOF DOWNSPOUT LOCATIONS.
- ON SITE STORM DRAIN LINES SHALL CONSIST OF SOLID PVC-SUR35 MINIMUM OR BETTER.
- STORM DRAIN INLETS SHALL BE PRECAST CONCRETE, CHRISTY U23 TYPE OR EQUIVALENT.

## SHEET INDEX:

C-1	COVER SHEET/NOTES/DETAILS
C-2	GRADING AND DRAINAGE PLAN
C-3	DETAILS
C-4	EROSION CONTROL PLAN
C-5	CONSTRUCTION BMP

## EARTHWORK TABLE

	FILL (CY)	CUT (CY)	IMPORT (CY)	EXPORT (CY)
HOUSE	0	51		
DRIVE	1	0		
SITE	27	0		
TOTAL	28	51	0	23

## NOTE:

- EARTHWORK QUANTITIES ON THIS TABLE ARE FOR INFORMATION ONLY. CONTRACTORS ARE TO PERFORM THEIR OWN QUANTITY TAKE OFFS.

## NOTE:

GRADING AND DRAINAGE PLANS SHALL BE REVIEWED AND APPROVED BY THE PROJECT GEOTECHNICAL ENGINEER.

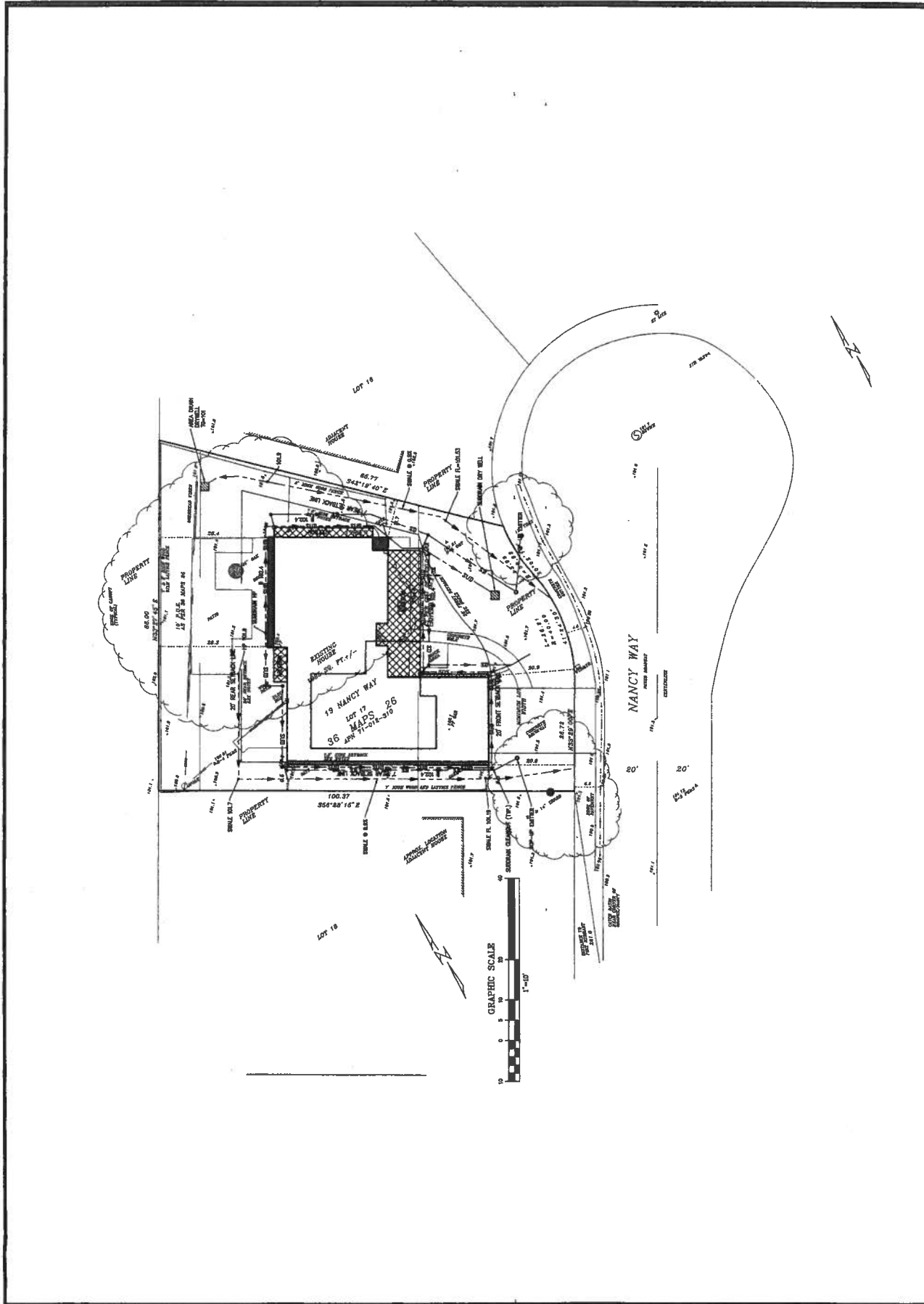
## GEOTECHNICAL ENGINEER OF RECORD

THIS PLAN HAS BEEN REVIEWED AND FOUND TO BE IN SUBSTANTIAL CONFORMANCE WITH THE INTENT AND PURPOSE OF THE GEOTECHNICAL REPORT  
 PREPARED BY: \_\_\_\_\_  
 DATED: 1/24/2015  
 BY: S.P.



NOTICE TO CONTRACTORS  
 CONTRACTORS SHALL VERIFY THE LOCATION AND DEPTH OF UNDERGROUND UTILITIES. A 3" BOREHOLE SHALL BE DRILLED TO A MINIMUM DEPTH OF 48" TO VERIFY THE LOCATION AND DEPTH OF UNDERGROUND UTILITIES.

D23



D24



megan matthews design

RECEIVED

APR 28 2015

PROPOSED PROJECT DESCRIPTION + PURPOSE:

CITY OF MENLO PARK  
PLANNING

**SONG RESIDENCE  
19 NANCY WAY  
MENLO PARK, CA 94025**

THE PURPOSE OF THE PROPOSED PROJECT IS TO UPGRADE, ADD, AND BUILD A SECOND STORY, TO AN EXISTING SINGLE STORY STRUCTURE, FOR A SINGLE FAMILY RESIDENCE, IN THE ZONING DISTRICT OF R-1-U. THE EXISTING RESIDENCE IS AN OLDER RANCH STYLE HOME, WITH THREE BEDROOMS AND TWO BATHROOMS. THE PROPOSED 2-STORY RESIDENCE WILL BE A FOUR BEDROOM, FOUR AND HALF BATHS, CLEAN-LINED, CALIFORNIA-STYLE, "FARMHOUSE", THAT WILL BE AN AESTHETICALLY PLEASING ADDITION TO THE SURROUNDING NEIGHBORHOOD.

THE SCOPE OF WORK CONSIST OF A COMPLETE REMODEL TO AN EXISTING RESIDENCE, WITH A 272 SQUARE FOOT ADDITION AT THE FIRST FLOOR AND 562 SQUARE FOOT ADDITION TO A NEW SECOND FLOOR. THE PROPOSED FIRST FLOOR LAYOUT WILL MAINTAIN A SIGNIFICANT PORTION OF THE EXISTING FOOTPRINT.

THE EXISTING FOOTPRINT IS NON-CONFORMING, SINCE THE LEFT-SIDE ELEVATION IS LOCATED 6'-6" FROM THE REQUIRED 7'-0" LEFT-SIDE SETBACK, FROM PROPERTY LINE. THE NEW PROPOSED FOOTPRINT WILL BE WITHIN ALL THE REQUIRED SETBACKS. THE PROPOSED LEFT-SIDE ELEVATION WILL BE LOCATED AT 7'-4" FROM LEFT-SIDE PROPERTY LINE. ALL PROPOSED DAYLIGHT PLANES WILL BE CONFORMING.

THE PROPOSED FIRST + SECOND FLOOR ADDITIONS AND MODIFICATIONS WILL NOT NEGATIVELY IMPACT THE EXISTING 45"DB HERITAGE OAK TREE IN REAR YARD, NOR ANY OF THE EXISTING TREES TO REMAIN, ON THE PROPERTY. PER THE ARBORIST REPORT, SPECIAL CONSTRUCTION ATTENTION, AND ALL MEASURES WILL BE TAKEN FOR ALL TREE PROTECTION ON THE PROPERTY, THROUGHOUT.

ALL NEW LOW-E, DOUBLE PANE BLACK, ALUMINUM CLAD EXTERIOR, WOOD INTERIOR WINDOWS (NO GRID PATTERNS) + TEMPERED EXTERIOR DOORS TO BE INSTALLED, THROUGHOUT THE PROPOSED RESIDENCE. ALL EXISTING SINGLE PANE WINDOWS WILL BE REMOVED.

NEW GABLED ROOF LINES WILL BE FRAMED AT THE ENTRY COVERED PORCH, BEDROOM #1, UPSTAIRS BEDROOMS #2 AND #3, + STAIRWAY TO PROVIDE ARCHITECTURAL INTEREST, CHARACTER AND DIMENSION TO THE OVERALL STRUCTURE, RATHER THAN ACCENTUATE THE EXISTING LOW-SLUNG RANCH STYLE ROOF ALONG THE ENTIRE EXISTING FRONT FACADE. A NEW BLACK OR CHARCOAL COLORED COMPOSITION SHINGLE ROOF WILL BE INSTALLED, WITH TEMPERED SKYLIGHTS, THROUGHOUT.

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FAX 650 362 2161

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redwood city | california 94063

Page 1 of 2





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THE SECOND STORY WILL BE INSET FROM THE FIRST FLOOR FOOTPRINT TO MINIMIZE THE MASS OF THE STRUCTURE AND CREATE MORE DIMENSION AND INTEREST WITH THE ARCHITECTURAL ELEMENTS/ROOF LINES.

THE EXTERIOR SIDING WILL BE HORIZONTAL 7" TO 8" OVERLAP SIDING, PAINTED WHITE. A NEW BLACK PAINTED TRELLIS WILL BE INSTALLED OVER THE GARAGE DOOR TO BREAK UP THE MASS OF THE GARAGE FACADE. A NEW PROMINENT COVERED, GABLED ENTRY PORCH, WITH A SOLID PAINTED ENTRY DOOR + 3/4-HT TEMPERED SIDELIGHTS WILL BE INSTALLED AT THE END OF A NEW CURVED ENTRY PATHWAY/PROCESSION.

ALL NEW LANDSCAPING, PATHWAY PROCESSIONS, AND IMPROVED DRIVEWAY, WILL BE INSTALLED TO IMPROVE THE EXISTING SITE. MEASURES WILL BE TAKEN TO CAPTURE GRAY WATER TO FACILITATE IN THE LANDSCAPE WATERING SYSTEM.

NO ATTIC SPACE WILL BE LARGER THAN 5'-0"H MEASURED FROM THE TOP OF CEILING JOIST AND BOTTOM OF ROOF SHEATHING. MAXIMUM FINISH CEILING HEIGHTS ON FIRST FLOOR SHALL BE 11'-11.5"H.

ALL NEW CABINETRY, COUNTERTOPS, TILE, PLUMBING FIXTURES + FITTINGS, DECORATIVE, HIGH-EFFICIENCY LIGHTING, AND APPLIANCES WILL BE INSTALLED. ALL NEW ELECTRICAL AND PLUMBING WILL COMPLY WITH NEW ENERGY AND CURRENT CODES.

WITH THE NEW CODE, ADOPTED 01 JANUARY, 2015, ALL REMODELS LARGER THAN 75% OF EXISTING CONDITIONS WILL REQUIRE FIRE SPRINKLERS. A NEW LIT ADDRESS SIGNAGE WILL BE INSTALLED, PER FIRE DISTRICT REQUIREMENTS.

THE CONTRACTED CONTRACTOR AND ALL SUB-CONTRACTORS SHALL COMPLY WITH ALL BUILDING CODES, PER CITY OF MENLO PARK, STATE, AND NATIONAL/UNIVERSAL JURISDICTIONS.

**Megan Matthews**  
Megan Matthews Design LLC

Page 2 of 2

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# Song Residence Tree Assessment and Mitigation

RECEIVED

GINA SONG & DEEP GULASEKARAM

APR 28 2015

19 Nancy Way.

CITY OF MENLO PARK  
PLANNING

Menlo Park, CA 94024

Report Prepared By:

Richard Smith, Certified Arborist  
I.S.A. Certified Arborist #WE-8745A

F1

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## BACKGROUND

I, Richard Smith, Certified Arborist No. WE-8745A was called to perform a visual check of the trees potentially impacted by construction.

## ASSIGNMENT

- Assessment
- Mitigation
- Recommendations

## LIMITS OF THE ASSIGNMENT

No aerial inspection, trenching or resistance drilling was performed.

No Biological tests were performed.

Only a visual inspection from the ground was performed.

## PURPOSE AND USE OF THIS REPORT

The purpose of this report is to provide assessment, recommendations and mitigation measures that must be taken in order to maintain the health and vigor of the trees indicated in this report.

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## STRUCTURAL EVALUATION

When performing the structural evaluation, I focused on areas (Adapted from Smikey, Fraedrich and Hendrickson 2007):

- Canopy
- Main stem
- Root Collar
- Soil environment

The trees canopy were inspected for the following structural defects that may contribute to failure: dead branches, previous failures, topping or head cuts, broken branches, co dominant stems, and live crown ratio. I looked for symptoms of **decay** such as wounds, **cavities**, cracks, fungal conks, bleeding and loose bark on both the stem and root collar, which indicate structural defects.

## ANALYSIS

The tree was measured at four and one half feet above grade (**Diameter at Breast Height**) (DBH)) with Ben Meadows TM Diameter Tape, made in Germany.

## DISCUSSION

Tree #1 *Quercus lobata*, dia. 48", crown spread 75', height 62', Live Crown Ratio 20%, overall health – Good, Target – Located on the North/West side of the house

Tree #2 *Lagerstroemia*, dia. 4", crown spread 10', height 22', Live Crown Ratio, overall health – Good,

Tree #3, *Cinnamomum camphora* dia. multi-trunk 24", height 40', Live Crown Ratio 75%, overall health – Good

Tree #4 *Acer*, dia. 13", height 35', Live Crown Ratio 30%, overall health – Good

Tree #8 *Citrus aurantifolia*, dia. 2", height 16', Live Crown Ratio 80%, overall health – Good

Tree #9 Lemon, dia. 2", height 5', Live Crown Ratio 80%, overall health – Good

F4





## CONCLUSION

Tree #1 and 3 shall have Tree Protection Zones installed and guidelines followed as indicated in this report.

Tree #2 and 4 are non-heritage trees and do not require any TPZ.

According to L-P1 tree #8 and 9 will be relocated to the front yard, therefore no recommendations are needed at this time.

## CRITICAL ROOT ZONE AND TPZ PLAN

CRZ is the area of soil around the trunk of the tree where roots are located that provide stability and uptake of water and nutrients required for tree survival. The CRZ is the minimum distance from the trunk that trenching or root cutting can occur. The CRZ is defined by the trunk diameter as a distance of three times the DBH in feet, and preferably five times. (Smiley, Fraedrich and Hendrickson, 2007).

The City of Menlo Park is requesting 10 times the trunk diameter, which would put the CRZ 40' away from the trunk for tree #1. CRZ for tree #3 will be 20' away from the trunk.

Therefore, no cutting of roots or trenching shall occur within the CRZ without written permission from a Certified Arborist. Arborist will also need to be onsite when work is performed to ensure roots are properly pruned.

To prevent compaction and damage from equipment Tree Protection Zone shall be installed.

Tree protection fencing shall be installed around the perimeter of Tree #1 and 3 listed. Fencing shall be installed five feet out from the tree trunk in a square with each side being ten feet long. The posts shall be driven two feet into the ground at every 10 foot corner.

Signs shall be attached to the fencing clearly stating "Tree Protection Zone No access or storage permitted within". No storage of equipment, vehicles or debris shall be allowed within the drip lines of these trees.

Trees that are to remain and are within the tree protection zone, shall be inspected monthly by the project Arborist to insure that the trees remain in good health. Recommendations should be given to insure the health of the trees monthly.

F5



## CRITICAL ROOT ZONE AND TPZ PLAN CONTINUED

The monthly inspection will also help to insure that the tree protection fencing remains intact.

Normal watering must be maintained throughout the course of the construction so that the trees do not begin to decline in health.

## PRUNING RECOMMENDATION

All pruning recommendations shall conform to ANSI A300 standards and ISA Best Management Practices. Certified Arborist shall over see work performed work to ensure pruning is completed per ANSI A300 standards and ISA Best Management Practices.

Pruning of limbs that extend into the adjacent property and may encroach into second story addition shall be performed using the 1/3 rule "Any branch part cut shall be cut off back to the closest lateral limb from the same branch that is at least 1/3 or larger than the branch part being removed". Any branch removed shall use that 1/3 cut method to ensure that there is no tearing of the cambium tissue.

Arborist shall have a written pruning recommendation and plan prior to any pruning being preformed to ensure pruning standards are implemented.

## GLOSSARY OF TERMS

**Bleeding:** Flow of sap from plant wounds, injuries, or pathogen invasion.

**Cavities:** Open or closed hollow within the tree stem, usually associated with decay.

**Codominant stem:** Forked branches nearly the same size in diameter, arising from a common junction and lacking a normal branch union.

**Diameter at breast height (DBH):** Measures at 1.4 meters (4.5 feet) above ground in United States, Australia (arboriculture), New Zealand, and when using the *Guide for Plant Appraisal*, 9<sup>th</sup> edition; att 1.3 meters (4.3 feet) above ground in Australia (forestry), Canada, the European Union, and in UK forestry; and at 1.5 meters (5 feet) above ground in UK arboriculture.

**Mitigation:** The processes of reducing risk.

**Fungal conks:** Fruiting body or non fruiting body (sterile) of a fungus. Often associated with decay.

**Topping:** Inappropriate pruning technique to reduce tree size. Cutting back a tree to a predetermined crown limit, often at internodes.

**Wounds:** A type of injury to the tree from mechanical or biological damage.

This Glossary of Terms was adapted from the *Glossary of Arboricultural Terms* (ISA, 2006).

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[illegible]

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## QUALIFICATIONS, ASSUMPTIONS, AND LIMITING CONDITIONS

Any legal description provided to the arborist is assumed to be correct. Any titles or ownership of properties are assumed to be good and marketable. All property is appraised or evaluated as though free and clear, under responsible ownership and competent management.

All property is presumed to be in conformance with applicable codes, ordinances, statutes, or other regulations.

Care has been taken to obtain information from reliable sources. However, the arborist cannot be responsible for the accuracy of information provided by others.

The arborist shall not be required to give testimony or attend meetings, hearings, conferences, mediations, arbitrations, or trials by reason of this report unless subsequent contractual arraignments are made, including payment of an additional fee for such service.

This report and any appraisal value expressed herein represent the opinion of the arborist, and the arborist fee is not contingent upon the reporting of a specified appraised value, a stipulated result, or the occurrence of a subsequent event.

Sketches, drawings, and photographs in this report are intended for use as visual aids, are not necessarily to scale, and should not be construed as engineering or architectural reports or surveys. The reproduction of information generated by architects, engineers, or other consultants on any sketches, drawings, or photographs is only for coordination and ease of reference. Inclusion of said information with any drawings or other documents does not constitute a representation as to the sufficiency or accuracy of said information.

Unless otherwise expressed: a) this report covers only examined items and their condition at the time of inspection; and b) the inspection is limited to visual examination of accessible items without dissection, excavation, probing, or coring. There is no warranty or guarantee, expressed or implied, that structural problems or deficiencies of plants or property may not arise in the future.

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**CERTIFICATION OF PERFORMANCE**

I, Richard Smith, Certify:

That I have personally inspected the tree(s) and/or the property referred to in this report, and have states my findings accurately. The extent of the evaluation and/or appraisal is stated in the attached report and Terms of Assignment;

That I have no current or prospective interest in the vegetation or the property that is the subject of this report, and I have no personal interest or bias with respect to the parties involved;

That the analysis, opinions and conclusions stated herein are my own;

That my analysis, opinions, and conclusions were developed and this report has been prepared according to commonly accepted Arboricultural practices;

That no one provided significant professional assistance to the arborist, except as indicated in the report.

That my compensation is not contingent upon the reporting of a predetermined conclusion that favors the cause of the client or any other party, nor upon the results of the assessment, the attainment of stipulated results, or the occurrence of any other subsequent events;

I further certify that I am an I.S.A. Certified Arborist in good standing with The International Society of Arboriculture. I have been involved with the practice of Arboriculture and the care and study of trees since 2004.

Richard Smith

I.S.A. Certified Arborist WE-8745A

*International Society Of Arboriculture*

**RICHARD SMITH**

CERTIFIED ARBORIST

No. WE-8745A

CTSP No. 589

CERTIFIED TREE RISK ASSESSOR

RS: A  
4-17-15

F9



03/02/15

To whom it may concern,

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APR 28 2015

CITY OF MENLO PARK  
PLANNING

As the "unofficial mayor of Nanny Way", I would like to give my full support and approval to the proposed project planned for 19 Nanny Way.

The house plan looks amazing and will be a asset for the street.

Sincerely,

Susan M. Dahlkeemper

7 Nanny Way

Menlo Park CA 94025

650.269.5362

Date: 2/28/15  
First, Last Name: Kim Lucero McNerney  
Address: 16 Nancy Way  
Menlo Park, CA 94025  
Signature: Kim Lucero McNerney

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APR 28 2015

Comments: (RE: Proposed 19 Nancy Way, Menlo Park, CA 94025 Remodel)

CITY OF MENLO PARK  
PLANNING

We are in support of this remodel in our  
neighborhood!

Kindly return to Gina Song & Deep Gulasekaram, 19 Nancy Way, Menlo Park, CA 94025

Or

Email your comments to [ginasong1@gmail.com](mailto:ginasong1@gmail.com)

G2

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Date: Feb. 10, 2015

First, Last Name: Virginia Holmes

APR 28 2015

Address: 23 Nancy Way  
Menlo Park

CITY OF MENLO PARK  
PLANNING

Signature: Virginia Holmes

Comments: (RE: Proposed 19 Nancy Way, Menlo Park, CA 94025 Remodel)

I support the plans for the remodel.

Kindly return to Gina Song & Deep Gulasekaram, 19 Nancy Way, Menlo Park, CA 94025

Or

Email your comments to [ginasong1@gmail.com](mailto:ginasong1@gmail.com)





Date: 2/10/15  
First, Last Name: DAVID ALLEN  
Address: 28 Nancy Way  
Menlo Park, CA 94025  
Signature: [Signature]

RECEIVED  
APR 28 2015  
CITY OF MENLO PARK  
PLANNING

Comments: (RE: Proposed 19 Nancy Way, Menlo Park, CA 94025 Remodel)

Looks wonderful. Good luck!

Kindly return to Gina Song & Deep Gulasekaram, 19 Nancy Way, Menlo Park, CA 94025

Or

Email your comments to [ginasong1@gmail.com](mailto:ginasong1@gmail.com)



## **Morris, Michele T**

---

**From:** Lani Dorff <ljdorff@hotmail.com>  
**Sent:** Wednesday, July 29, 2015 2:59 PM  
**To:** Morris, Michele T  
**Cc:** Pete Hawley; Gary Dorff  
**Subject:** Public meeting re: 19 Nancy Way  
**Attachments:** 0715 Planning Commission letter.doc

Hi Michele,

I'm hoping to attend this meeting in protest of the large size of prospective plans for 19 Nancy Way. We are getting back from vacation that day, so I am attaching a letter in the event I cannot make the meeting.

Please don't hesitate to contact me at the number below, should you have any questions or comments.

I very much appreciate the chance to voice my concern over the intended scope of the project.

With thanks,  
~Lani (Lynn) Dorff

*Lani Dorff*

**Co-founder & Board Member**  
**Sky's the Limit Fund**  
**[www.skysthelimitfund.org](http://www.skysthelimitfund.org)**

**[ljdorff@hotmail.com](mailto:ljdorff@hotmail.com)**  
**(650) 941-8404**



Dear Planning Commission,

July 27, 2015

I hope to attend the meeting August 3 re: 19 Nancy Way. I plan to be home from vacation in time, but in case not, I wish to make my strong concerns known.

I am the homeowner of 15 Nancy Way, just next door. First, thank you for holding a public meeting for this property. I was disappointed that one was not held for the Vargo's property to the other side of me, because as I have watched construction it is clear to me, and others, that it is quite oversized for the lot and in gross disproportion to the rest of the street.

After reviewing plans for 19 Nancy Way, I am again greatly concerned that this property will have the same, if not greater, effect of being way too large for the lot, and the look and feel of Nancy Way.

My home on Nancy Way is the home I grew up in, having moved there 55 years ago. Nancy Way was a lovely street to grow up on – there were lots of young families with 1 or 2 kids who played every evening on the cul-de-sac. I inherited the house 3 ½ years ago when my mom passed away. I modernized the home and now rent it to excellent tenants, the Hawley's, who have had to put up with much construction noise and inconvenience in recent months.

It is my intention to hang onto the house and eventually use it for either our retirement, or for either of my two children to live in. They love the home and will eventually inherit it. Having recently gone through a 9-month kitchen remodel in my Los Altos home, I'm resolute that I will never remodel again and will not be adding a second floor to 15 Nancy Way.

If plans for 19 Nancy Way go through, my small home will be dwarfed in between two very large homes, which are not only out of proportion, but look directly into my bedrooms (on one side) and the kitchen and living/family room on the other. There will be no privacy and the street will look odd as a result.

I urge the Planning Commission to consider that some homeowners are deserving of a little breathing room on the charming street they grew up on, and wish to preserve homes in accordance with the scope and scale of their surroundings.

Thank you for your consideration of my thoughts,

Lynn (Lani) Dorff  
Homeowner, 15 Nancy Way





## STAFF REPORT

### Planning Commission

**Meeting Date:**

**8/3/2015**

**Staff Report Number:**

**15-008-PC**

**Regular Business:**

**El Camino Real/Downtown Specific Plan – Biennial Review**

### Recommendation

Staff recommends that the Planning Commission conduct the biennial review of the El Camino Real/Downtown Specific Plan. The review includes consideration of the Maximum Allowable Development status and other informational updates, and direction regarding potential modifications to the Specific Plan. The Planning Commission will be considering public input and providing a recommendation to the City Council.

### Policy Issues

The multi-year El Camino Real/Downtown Vision Plan and Specific Plan processes resulted in extensive policy clarifications and changes related to land use and transportation issues, as described in detail in the El Camino Real/Downtown Specific Plan. In particular, the adopted Specific Plan is intended to embody the following Guiding Principles:

- Enhance Public Space
- Generate Vibrancy
- Sustain Menlo Park's Village Character
- Enhance Connectivity
- Promote Healthy Living and Sustainability

As discussed in more detail later, the Specific Plan's Ongoing Review requirement was established to ensure that it is functioning as intended, as well as to consider the policy-related implications of various Plan aspects. The staff-recommended modifications described in this report are intended to support and enhance the adopted Guiding Principles, and the Planning Commission and City Council may consider additional modifications and overall policy issues as part of this review.

The Planning Commission and City Council will separately be considering the General Plan update (also known as ConnectMenlo) at upcoming meetings. Staff has considered the recommended Specific Plan changes with regard to the draft General Plan Goals, Policies and Programs, and believes them to be consistent.

## **Background**

### Vision Plan and Specific Plan Development

Between 2007 and 2012, the City conducted an extensive long-range planning project for the El Camino Real corridor and the Downtown area. The commencement of this project represented a reaction to a number of high-visibility vacant parcels and several requests for development-specific General Plan and Zoning Ordinance Amendments, and the resulting desire for an approach that would instead be comprehensive, long-term, and community-focused. The planning process acknowledged from the beginning that Menlo Park is a community with diverse and deeply-held opinions regarding development, but noted that a deliberate and transparent process would provide the best option for a positive outcome.

The project started with a visioning project (Phase I: 2007-2008) to identify the core values and goals of the community and to define the structure of the second phase of planning. The culmination of the first phase of work was the City Council's unanimous acceptance of the Vision Plan in July 2008. The Vision Plan established 12 overarching goals for the project area, which served as the foundation for the subsequent Specific Plan. The Specific Plan process (Phase II: 2009-2012) was an approximately \$1.69 million planning process informed by review of an Environmental Impact Report (EIR) and Fiscal Impact Analysis (FIA) and had as a key objective the establishment of a comprehensive, action-oriented set of rules, which would establish much greater clarity and specificity with regard to development, with both respect to rights as well as requirements.

Both the Vision Plan and Specific Plan processes benefited from extensive community involvement, with excellent attendance at workshops and related events, as well as regular public review by a diverse Oversight and Outreach Committee. In total, the Vision Plan and/or Specific Plan were an agendaized topic of discussion at over 90 public meetings over five years, including at least 28 City Council sessions and 18 Planning Commission sessions. The planning projects were promoted by numerous citywide newsletters/postcards, in addition to promotions at the downtown block parties, updates to Chamber of Commerce, newspaper coverage, and regular email alerts. Each phase of the project was guided by a consulting firm with technical expertise in the required tasks.

In June 2012, the City Council unanimously approved the Plan and related actions, following a unanimous recommendation for approval from the Planning Commission. The 356-page Specific Plan, filled with extensive new standards, guidelines, and illustrations, primarily replaced two zoning districts that together constituted slightly more than two pages of text in the Zoning Ordinance (which itself was last comprehensively revised in 1967). Full information on the Vision and Specific Plan projects (including staff reports, meeting video, environmental and fiscal review documents, analysis memos, and workshop presentations and summaries) is available on the City's web site at: [menlopark.org/specificplan](http://menlopark.org/specificplan).

### Initial Review (2013)

The initial implementation of the ongoing review requirement occurred a year after the Specific Plan's adoption, in 2013, at which point the Planning Commission and City Council received public input, discussed a wide range of options, and directed that staff prepare formal amendments for the following topics:

1. Revise text to clarify that implementation of the "Burgess Park Linkage/Open Space Plaza" public space improvement is not dependent on the High Speed Rail project;
2. Eliminate "Platinum LEED (Leadership in Energy & Environmental Design) Certified Buildings" as a suggested Public Benefit Bonus element; and
3. For new medical/dental office uses on El Camino Real, establish an absolute maximum of 33,333 square feet per development project.

Following that direction in late 2013, the Planning Division had a number of staffing changes that delayed work on the Specific Plan amendments, but the formal revisions were presented and approved in October 2014, and are currently in effect.

## Analysis

### Ongoing Review Requirement

The approved Specific Plan requires the following as part of Chapter G ("Implementation"):

#### Ongoing Review of Specific Plan

*The Specific Plan constitutes a significant and complex revision of the existing regulations, and there may be aspects of the plan that do not function precisely as intended when applied to actual future development proposals and public improvement projects. In order to address such issues comprehensively, as well as to consider the policy-related implications of various Plan aspects, the Specific Plan recommends that the City conduct an initial review of the Specific Plan one year after adoption. In addition, the Specific Plan recommends that the City conduct an ongoing review every two years after the initial review. Such reviews should be conducted with both the Planning Commission and City Council, and should incorporate public input. Any modifications that result from this review should be formally presented for Planning Commission review and City Council action. Minor technical modifications would generally be anticipated to be covered by the current Program EIR analysis, while substantive changes not covered by the Program EIR would require additional review.*

In the Draft Specific Plan (April 2010), this requirement had been recommended as a one-time "Near-Term Review," within a two- to four-year timeframe. However, during the review of the Draft Final Specific Plan (April 2012), the Planning Commission recommended that this be changed to an ongoing review, conducted every two years. As part of the final approvals of the Specific Plan (June 2012), the City Council endorsed this recommendation, with a modification to start the initial review one year after adoption.

As described by the Specific Plan, the ongoing review is neither explicitly focused nor limited in scope. However, the term "review" itself provides some guidance, in contrast to more leading terms like "reconsider," "reopen," or "revise." In addition, the reference to whether the Specific Plan is functioning as intended implies that aspects that were clearly discussed (and in many cases, modified from initial drafts) during earlier reviews should not necessarily be reviewed in perpetuity.

### Maximum Allowable Development and Recent/Current Development Proposals

The Specific Plan establishes a maximum allowable net new development cap, which is intended to reflect likely development over the Specific Plan's intended 20- to 30-year timeframe. Development in excess of these thresholds requires amending the Specific Plan and conducting additional environmental review. Specifically, the approved Specific Plan states the following as part of Chapter G ("Implementation"):

#### Maximum Allowable Development

*The Specific Plan establishes the maximum allowable net new development as follows:*

- *Residential uses: 680 units; and*
- *Non-residential uses, including retail, office and hotel: 474,000 Square Feet.*

*The Specific Plan divides the maximum allowable development between residential and non-residential uses as shown, recognizing the particular impacts from residential development (e.g.,*

*on schools and parks) while otherwise allowing market forces to determine the final combination of development types over time.*

*The Planning Division shall at all times maintain a publicly available record of:*

- The total amount of allowable residential units and non-residential square footage under the Specific Plan, as provided above;*
- The total number of residential units and non-residential square footage for which entitlements and building permits have been granted;*
- The total number of residential units and non-residential square footage removed due to building demolition; and*
- The total allowable number of residential units and non-residential square footage remaining available.*

*The Planning Division shall provide the Planning Commission and City Council with yearly informational updates of this record. After the granting of entitlements or building permits for 80 percent or more of either the maximum residential units or maximum non-residential square footage, the Community Development Director will report to the City Council. The Council would then consider whether it wished to consider amending the Plan and completing the required environmental review, or the Council could choose to make no changes in the Plan. Any development proposal that would result in either more residences or more commercial development than permitted by the Specific Plan would be required to apply for an amendment to the Specific Plan and complete the necessary environmental review.*

The biennial review provides an opportunity for an informational update regarding these development thresholds. The project summary table included as Attachment A represents a summary of applications with square footage implications that have been submitted since the Specific Plan became effective. This table does not include applications that only affect the exterior aesthetics of an existing structure. For example, an architectural refresh of the exterior of the building at 1090 El Camino Real was approved in February 2014 as part of a new restaurant use, where existing square footage was reallocated between floors but no net new square footage was proposed. In addition, the table does not include proposals that have not yet submitted a complete project application. For example, two new mixed-use concepts at 1275 El Camino Real and 706 Santa Cruz Avenue are currently being contemplated, and the respective owners have submitted fee deposits to enable pre-application inquiries and meetings with staff. However, full project plans and other required application elements have not yet been submitted for those potential projects.

As was the case at the initial review in 2013, the Specific Plan area still has not yet benefitted from substantial redevelopment. The 612 College Avenue project is the only completely new project to receive discretionary entitlements, and it is both limited in scale (four dwelling units) and still in the building permit review process. Since the 2013 review, six new projects have been submitted, all of which include comprehensive site redevelopment. Of these six, three are proposed at the Base density level and three are proposed at the Public Benefit Bonus level. For the three projects proposed at the Public Benefit Bonus level, Planning Commission study sessions have thus far been held for 650 Live Oak Avenue and 1020 Alma Street. (The Public Benefit Bonus process is also discussed in a following section.) The Planning Commission is tentatively scheduled to consider action on one of the Base level proposals (1295 El Camino Real) at the August 17, 2015 meeting.

#### Process Improvements

As individual projects have been reviewed, staff identified a need to assist applicants with the significantly more detailed requirements of the Specific Plan, including associated CEQA (California Environmental



Quality Act) mitigations. In response, staff has created a Development Guide section of the Specific Plan project page: [menlopark.org/developmentguide](http://menlopark.org/developmentguide)

This page describes application submittal requirements, including the Standards/Guidelines Compliance Worksheet that is necessary to confirm adherence to the Plan's detailed design requirements, and identifies typical fees and other unique requirements of development in this area. Staff has also instituted a requirement for a staff-level pre-application design meeting, to ensure that applicants understand key requirements (e.g., the Major Vertical Façade Modulation standard), prior to locking in other aspects of the proposal. Staff has received positive feedback so far from applicants on the Development Guide and the pre-application design meeting.

#### Green Building Certification Update

Specific Plan Standard E.3.8.03 requires that all residential and/or mixed use developments of sufficient size, and major alterations of existing buildings be certification at the LEED silver level or higher. In accordance with the Specific Plan, verification of attainment of LEED silver level or higher may be achieved through LEED certification through the United States Green Building Council (USGBC) or through a City-approved outside auditor. Currently, projects are required to obtain certification through the USGBC as the City currently does not have an outside auditor program in place.

As part of the ongoing effort to identify ways to streamline the review process, staff from the Planning and Environmental Programs Divisions explored the possibility of setting up a City-approved outside auditor program, with the intent that the auditor program could result in potential cost and time savings as compared to review and certification through the USGBC. In the course of gathering information, it became apparent that the outside auditor program could incur similar costs and require similar review timelines as the USGBC certification process. Furthermore, the outside auditor program would likely require additional staff resources to oversee its implementation. As there does not appear to be any cost or time savings through setting up an outside auditor program, staff has determined that it would not be advantageous to pursue this option at this time.

#### Public Benefit Bonus Review

The Specific Plan established two tiers of development: 1) Base: Intended to inherently address key community goals, and 2) Public Benefit Bonus: Absolute maximums subject to provision of negotiated public benefit. The Public Benefit Bonus process, including background on how the structured negotiation process was selected relative to other procedural options, is described on Specific Plan pages E16-E17. In general, the Plan was developed under the assumption that most development proposals would be at the Base level, with requirements set up to achieve intrinsic benefits and greater certainty for both the community and applicants. However, the Specific Plan allowed for a limited set of uniquely-positive proposals to be considered under the structured Public Benefit Bonus process.

A small Public Benefit Bonus was granted for one Specific Plan proposal, a unique hotel conversion project at 555 Glenwood Avenue, but otherwise this discretionary review process has not yet been fully conducted for any project. On May 18, 2015, the Planning Commission held study sessions on proposals at 650-660 Live Oak Avenue and 1020 Alma Street, which provided an opportunity to review the applicants' respective proposals and consider an independent financial analysis performed by a consultant overseen by staff.

Commissioners Kadvany and Onken have prepared a presentation regarding a potential change to how Public Benefit Bonus projects could be valued, which is included as Attachment B. Commissioners Kadvany and Onken will discuss these concepts in more detail at the August 3, 2015 meeting. Staff has not been able to consider the specifics in detail at the time of this report's publication, but generally



understands the proposal as something that would not require modifications to the Specific Plan itself, but rather could be a change to how the existing case-by-case Public Benefit Bonus review is implemented.

### Options for Specific Plan Modifications

The Planning Commission and City Council may consider a range of options, from making limited/no changes to the Specific Plan, to embarking on a completely new multi-year community planning project. As the Commission considers potential changes to the Specific Plan, staff recommends keeping in mind:

- What is the basis for the proposed change? In particular, based on the projects that have been approved and/or proposed since the Specific Plan was adopted, why is the change warranted?
- How would the change support the overall project objectives (Vision Plan Goals + Specific Plan Guiding Principles)? A modification may appear to enhance one goal/principle when viewed in isolation, but not when considered in relation to all objectives.
- Within the Specific Plan itself, would the change have any ripple effects for other aspects of the Plan? Many elements are interrelated, and what appears to be a small positive change in one area could have negative consequences for another part of the Specific Plan.
- Was the change previously considered during the Specific Plan development process? If so, is there substantive new information justifying the change?
- Could the change affect the Housing Element, the in-progress General Plan update, or other City plans/projects?

### *Recommended Modifications*

noted in the Specific Plan's "Ongoing Review" section, the Plan is a significant and complex revision of the regulations that previously applied, and there may be unanticipated consequences in how different requirements interact with each other or different development sites. As actual project proposals have been considered, staff has noted several topics that may warrant formal modification. The following list summarizes the issue and relevant case(s) and identifies the general direction of the recommended change. However, staff is not necessarily specifying detailed revisions at this stage, in order to allow for a range of solutions to be considered.

- Rear Setback: Specific Plan Figure E7 clearly relays setback requirements for front and corner side setbacks. However, in districts where a rear setback applies (for example, the ECR SW and ECR NE-R districts, which adjoin lower-density residential districts and which have such setbacks to provide an appropriate transition), a parcel's orientation may make it unclear where the rear setback applies. For example, an initial concept for the 612 College Avenue proposal made an incorrect assumption as to the location of the rear of the property, as the parcel's primary usable front is located perpendicular to the Specific Plan area boundary. That proposal was corrected, but new text and a basic summary graphic could help relay that the rear setback applies to the boundary between a Specific Plan parcel and an adjacent residential area. *[Note: this concept was identified during the 2013 initial review as something that could potentially be addressed in a clarification/interpretation memo, but staff now believes that it would be best incorporated into the Specific Plan itself]*
- Maximum Side Setback: The Zoning Ordinance has long had minimum setback requirements, but the Specific Plan also introduced new standards for maximum front and interior side setbacks, which are intended to ensure a consistent building form in this area. Staff believes the maximum front and side setbacks are working as intended, but has identified an issue with how the maximum side setback interacts with other portions of the Zoning Ordinance to create unintended consequences. Specifically, during review of the 1020 Alma Street project (still under consideration), the applicant and staff determined that the maximum side setback standard (25 feet) would require the removal of a heritage tree on one side of the property, which was not the preference of the applicant or staff. In concept, this

initially seemed like an opportunity to consider a variance due to the unique hardship of the heritage tree location. However, variances are limited to no more than 50 percent of the standard in question, which here means that a 37.5-foot setback is the maximum that could be requested, which is still not sufficient to preserve this tree. For the 1020 Alma Street proposal specifically, staff has identified a potential workaround for a tree protection easement, which would permit the building setback to be measured from the easement edge, but this is not necessarily an ideal solution for all projects. As a result, staff is recommending that the Specific Plan (and/or the Zoning Ordinance) be amended to specify that the 50 percent limit no longer apply to the maximum side setback requirement. If approved, such a change would potentially enable other projects to preserve heritage trees or address other unique site conditions, subject to case-by-case variance review.

- **Sidewalks:** The Specific Plan currently requires 11- to 15-foot wide sidewalks along most public right-of-ways, where 15 feet is typically required east of El Camino Real and 11 to 12 feet is typically required west of El Camino Real. The Specific Plan is silent on the sidewalk requirements on some side streets, such as Glenwood Avenue within the ECR NE (El Camino Real North-East) and ECR NE-R (El Camino Real North-East – Residential Emphasis) districts, as well as a few others within the Specific Plan area. These appear to be accidental omissions. The project at 1400 El Camino Real (still under consideration), located at the corner of El Camino Real and Glenwood Avenue, is directly affected by the lack of sidewalk standards along Glenwood Avenue. For this project, staff has been working with the applicant to determine the appropriate sidewalk width in consideration of a unique addition of a right turn pocket that would be required along the site's Glenwood Avenue frontage. In order to provide clarification on the sidewalk requirements for future projects along the omitted streets, staff recommends amending the development standards in the affected Specific Plan zoning districts to include sidewalk standards for all streets that currently do not have such standards. Existing sidewalk standards would remain unchanged. Staff anticipates that the recommended sidewalk widths would fall within the current range of 11 to 15 feet.
- **Hotel Parking Rate:** Specific Plan Table F2 establishes a single parking rate for hotels of 1.25 spaces per room. This parking rate is based on hotels with supporting facilities that are publicly accessible, such as conference rooms, restaurants, bars, and independent health club facilities. During review of the 555 Glenwood Avenue (Marriott Residence Inn) and 727 El Camino Real (Mermaid Inn), both of which are approved, staff determined that these hotel uses are materially distinct from the Specific Plan's listed hotel rate due to limited provision of publicly-accessible support facilities. Similarly, the boutique hotel project at 1400 El Camino Real, which is currently under review, also proposes limited support facilities. For all three hotel projects, the Transportation Manager has indicated that it would be appropriate to apply a lower parking rate for limited-service hotel uses. The continued application of a reduced parking rate appropriate for similar limited-service hotel use does not require any change to the Specific Plan (the Transportation Manager is allowed to approve a rate for a use type not listed in Table F2), but a more formal clarification would benefit potential applicants proposing similar hotel types. The recently adopted Economic Development Plan includes recommendations to encourage hotel development in order to grow and diversify the City's revenue source. Reducing the parking requirement for limited-service hotel developments would incentivize this use by reducing overall costs associated with development. Staff recommends formalization of lower parking rates for limited-service hotel uses to better reflect actual parking needs, as well as to encourage hotel development.
- **Personal Improvement Services Parking Rate:** Specific Plan Table F2 establishes the parking rates for residential and commercial uses most frequently occurring within the Specific Plan area. One use for which staff has received regular inquiries is personal improvement services, which is defined as follows:

*Provision of instructional services or related facilities, including photography, fine arts, crafts, dance, or*

*music studios; driving schools; and diet centers, reducing salons, spas, and single-purpose fitness studios, such as yoga studios or aerobics studios. This classification is intended for more small-scale storefront locations and is distinguishable from small-scale commercial recreation uses that tend to occupy larger sites and generate more noise.*

Personal improvement services are permitted in all Specific Plan land use designations, subject to restrictions in most designations, including limitations on the size of individual establishments (i.e., no more than 5,000 square feet in the El Camino Real Mixed Use/Residential, Downtown/Station Area Retail/Mixed Use, and Downtown Adjacent Office/Residential land use designations) or location (i.e., allowed only on the upper floors within the Downtown/Station Area Main Street Overlay). Overall, personal improvement services offer community-serving amenities, and many establishments have the ability to exert some control over its parking demand through appointment-based and/or regularly scheduled services. As there is no established parking rate for personal improvement service uses, any such use proposing to occupy a tenant space that previously had a non-personal-improvement (which is most often the case) would trigger the need for a parking analysis to evaluate parking demand and any potential parking impacts. Currently, the parking analysis is reviewed by Transportation Division staff on a case-by-case basis. Case-by-case review is time-consuming for staff and results in uncertainty for potential applicants. Staff recommends the establishment of a parking rate for personal improvement services to streamline review of these uses.

- Additional Parking Reductions for Mixed-Use Projects in the Station Area Sphere of Influence: As noted above, the Specific Plan specifies parking rates for different uses via Table F2. In addition, the Specific Plan allows for Shared Parking Reductions throughout the Plan area, subject a published Urban Land Institute (ULI) methodology. Such reductions are typically applied to projects with uses that have peak demand at different times. For example, office uses have highest use during weekdays, so they can align well with residential uses, which require more use at night and on weekends. No project has yet been approved with a Shared Parking Reduction, although the 1300 El Camino Real proposal may include such an element. Staff believes the Shared Parking Reduction allowance is worth retaining, but identified potential room for improvement during initial review of the 1020 Alma Street project. Specifically, that project is currently proposed as a primarily office proposal with a small food service kiosk. During the project's study session, individual Planning Commissioners inquired about the potential for a more robust retail component, since the project has excess Floor Area Ratio (FAR) that conceptually could be used for that purpose. The applicant responded that they are limited by the site constraints and parking requirements, and that the Shared Parking Reduction wouldn't allow for a significant improvement, since retail and office have similar peak demand times. As a result, staff recommends that additional flexibility be allowed for parking ratios to be reduced for mixed-use projects in the "Station Area Sphere of Influence" (see Specific Plan Figure F5, page F21). This would enable case-by-case review of parking demand in the Plan area best served by transit, and could help incentivize retail/restaurant/personal service uses. The reductions would not be allowed for single-use proposals, so office-only projects would not necessarily be encouraged. This revision would help support a recommendation of the Economic Development Plan to relax on-site parking requirements for new development in areas well-served by transit and bicycle infrastructure, in order to activate downtown. [Note: This modification may not be made in time to affect the 1020 Alma Street proposal, which can still move forward for consideration under the existing regulations.]
- Transportation Demand Management Programs: Specific Plan Mitigation Measure TR-2 requires new developments to have a City-approved Transportation Demand Management (TDM) program in place prior to project occupancy in order to mitigate traffic impacts on roadway segments and intersections. In implementing this requirement, the Transportation Division applies methodology outlined in the City's TDM Guidelines, which is consistent with those adopted by the San Mateo City/County Association of Governments (C/CAG), the Congestion Management Agency for San Mateo County.

The Guidelines provide a framework in which to determine if a combination of acceptable options/measures will result in sufficient trip “credits” to reduce the net number of new trips on the City’s circulation network anticipated to be generated by the proposed project. While the TDM Guidelines have been adopted by the City Council, the City’s TDM program objective/criteria of attaining sufficient trip credits to account for all net new trips is not currently formally documented under Mitigation Measure TR-2. In order to provide clarification on the implementation of Mitigation Measure TR-2, staff recommends formalizing the City’s TDM program criteria as part of this mitigation measure.

- Electric Vehicle Recharging Stations: As part of Specific Plan Standard E.3.8.03, all residential and/or mixed use developments of sufficient size are required to install dedicated electric vehicle/plug-in hybrid electric vehicle recharging stations. This requirement currently does not extend to any commercial-only developments, such as the proposed 1020 Alma Street office project. Installation of electric vehicle recharging stations encourages the use of low/zero emissions, fuel-efficient vehicles through improving the vehicle recharging infrastructure network, and is one of the strategies identified in the Climate Action Plan to help reduce greenhouse gas emissions. Staff recommends the modification of Standard E.3.8.03 to extend the requirement for installation of electric vehicle recharging stations to include commercial-only developments.

Staff believes these changes, because they support existing core principles of the Plan and require limited graphical changes, could be accomplished through a “modest modification” of the Specific Plan. The Specific Plan was adopted by resolution of the City Council, following review/recommendation by the Planning Commission. Specific Plan amendments can be conducted following the same general procedure. City Council Resolutions require a majority action of the Council Members present and eligible to vote.

These types of changes would require some level of CEQA consideration, but based on the experience with the amendments conducted in 2014, staff believes they could take the form of a Negative Declaration, which has limited noticing and circulation requirements relative to an EIR. CEQA options are also discussed in a following section.

Staff believes that modest modifications could potentially occur within an approximately five- to seven-month timeframe, following City Council recommendation on the overall direction. This process would include:

- Refinement of the Commission/Council’s direction (wording, etc.)
- Draft revisions of the Specific Plan document
- Environmental Review
- Planning Commission meeting (with public notice)
- City Council meeting (with public notice)
- Final revisions of the Specific Plan document, including web posting and printing

During this time, development proposals would remain under consideration, with the existing Specific Plan in effect.

Potential Specific Plan changes that would affect multiple graphics and/or revisit core principles of the Plan would require a more extensive process, and would be considered a “major modification”. Such major Plan revisions would likely require specialized services for graphics and potentially additional environmental review. Such a process could also include an iterative, public process that allows for more careful and comprehensive consideration of options, which would appear appropriate given that the Specific Plan itself was developed through a community-oriented, transparent process. In general, staff

believes that major modifications to the Specific Plan could take upwards of 12 months to complete, and would likely affect other plans/projects, with regard to staff and Commission/Council resources.

#### Correspondence

Staff has not received any correspondence on this item.

#### Conclusion

Staff believes the proposed Specific Plan changes would provide clarification on how specific aspects would be implemented, and would constitute modest modifications to the Specific Plan. The proposed modifications are based on experiences with actual project proposals. Staff recommends that the Planning Commission make a recommendation to the City Council to pursue the proposed changes. The Planning Commission may also consider whether to recommend additional modifications to the Specific Plan and/or its implementation procedures.

#### **Impact on City Resources**

As part of the Specific Plan adoption, an El Camino Real/Downtown Specific Plan Preparation Fee was approved. This fee is charged to projects adding square footage, to recover the costs associated with the preparation of the Specific Plan.

Staff believes the work required for the recommended Specific Plan modifications could likely be absorbed within the Community Development Department budget, although it would affect somewhat the Planning Division's ability to address other projects and plans. This determination assumes that the Planning Division is able to successfully recruit and hire for a number of approved positions that are currently vacant. These modifications would require some consultant services to format the changes into the graphically-unique Specific Plan, but these are likely to be absorbed into existing consultant services budgets.

The work required for more significant modifications to the Specific Plan would likely require consideration of a new budget appropriation for more significant technical consultant services, as well as more formal direction from the Council on how the revisions relate to other priorities of the Planning Division.

#### **Environmental Review**

##### Specific Plan Program EIR

The Specific Plan process included detailed review of projected environmental impacts through a program Environmental Impact Report (EIR), as required by the California Environmental Quality Act (CEQA). In compliance with CEQA requirements, the Draft EIR was released in April 2011, with a public comment period that closed in June 2011. The Final EIR, incorporating responses to Draft EIR comments, as well as text changes to parts of the Draft EIR itself, was released in April 2012, and certified along with the final Plan approvals in June 2012.

##### Project-Level Review under the Specific Plan

As specified in the Specific Plan EIR and the CEQA Guidelines, program EIRs provide the initial framework for review of discrete projects. Aside from smaller projects that are categorically exempt from CEQA and require no further analysis (for example, the four-unit 612 College Avenue proposal), most new proposals are required to be analyzed with regard to whether they would have impacts not examined in the program EIR. This typically takes the form of a checklist that analyzes the project in relation to each



environmental category in appropriate detail. Depending on the results of such analysis, the City could determine that the program EIR adequately considered the project, or the City could determine that additional environmental review is required. For example, the 1300 El Camino Real project is conducting a project-level EIR for certain topics that were not fully analyzed in the program EIR.

Regardless of the CEQA review process, all projects must incorporate feasible mitigation measures included in the Specific Plan EIR's Mitigation Monitoring Program. Examples of such mitigations include:

- Payment of fees for transportation improvements;
- Incorporation of Transportation Demand Management (TDM) programs;
- Surveys and avoidance programs for special-status animal species; and
- Training programs and protection measures for archaeological resources.

#### CEQA Requirements for Potential Changes to the Specific Plan

As noted earlier, potential changes to the Specific Plan would require consideration under CEQA, although this may vary based on the nature and extent of the changes. Based on the experience with the 2014 changes, staff believes that the currently-recommended revisions could potentially be considered under a Negative Declaration process, as a result of their nature as enhancements to existing Plan objectives. However, this is not certain until the required Initial Study is conducted. More substantive changes to the Specific Plan, in particular those that could potentially intensify environmental impacts, could require a more extensive review process, such as an EIR.

#### **Public Notice**

Public Notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting. Public notification also consisted of publishing a notice in the local newspaper.

#### **Appeal Period**

The Planning Commission will be making a recommendation to the City Council on proposed modifications to the Specific Plan. There is no appeal associated with the Planning Commission's recommendation.

#### **Attachments**

- A. El Camino Real/Downtown Specific Plan - Project Summary – July 2015
- B. Specific Plan Public Benefit Dollar Valuation Proposal from Commissioners Kadvany and Onken

#### **Exhibits to Be Provided at Meeting – None**

Report prepared by:

Jean Lin, Associate Planner; Thomas Rogers, Senior Planner

Report reviewed by:

Arlinda Heineck, Community Development Director

Attachment A: El Camino Real/Specific Plan Projects, July 2015

<u>Project</u>	<u>Address</u>	<u>Description</u>	<u>Development Level</u>	<u>Entitlement Status</u>	<u>Building Permit Status</u>	<u>Net New Res. Units</u>	<u>Net New Non-Res. SF</u>	<u>Notes</u>
Marriott Residence Inn	555 Glenwood Avenue	Conversion of a senior citizens retirement living center to a 138-room limited-service, business-oriented hotel	Public Benefit Bonus	Approved	Issued 11/12/13; Completed 4/30/15	0	71,921	No new square footage was constructed, but the net new vehicle trips associated with the conversion are considered equivalent to the listed square footage
Mermaid Inn	727 El Camino Real	Comprehensive renovation of an existing hotel, including an eight-room expansion	Base	Approved	Issued 5/14/14; Construction in progress	0	3,497	
612 College	612 College Avenue	Demolition of a residence and a commercial warehouse building, and construction of four new residential units	Base	Approved	Under Review	3	-1,620	
500 El Camino Real	300-550 El Camino Real	Construction of a new mixed-use office, residential, and retail development	Base	Proposed	n/a	170	181,568	Existing square footage needs to be double-checked; project expected to be revised and resubmitted
1300 El Camino Real	1258-1300 El Camino Real, 550-580 Oak Grove Avenue, and 540-570 Derry Lane	Construction of a new mixed-use office, residential, and retail development	Public Benefit Bonus	Proposed	n/a	202	97,835	The approved 1300 El Camino Real project is credited like an existing building, since it received full CEQA clearance; active square footage also credited
840 Menlo Avenue	840 Menlo Avenue	Construction of a new mixed-use office and residential development on a vacant parcel	Base	Proposed	n/a	3	6,936	
1295 El Camino Real	1283-1295 El Camino Real	Demolition of two commercial buildings and construction of a new mixed-use residential and commercial development	Base	Proposed	n/a	15	-4,565	
133 Encinal Ave	133 Encinal Ave	Demolition of several commercial buildings and construction of a new townhome-style development	Base	Proposed	n/a	24	-6,166	

Attachment A: El Camino Real/Specific Plan Projects, July 2015

<u>Project</u>	<u>Address</u>	<u>Description</u>	<u>Development Level</u>	<u>Entitlement Status</u>	<u>Building Permit Status</u>	<u>Net New Res. Units</u>	<u>Net New Non-Res. SF</u>	<u>Notes</u>
650 Live Oak Ave	650 Live Oak Ave	Demolition of commercial building and construction of new office-residential development	Public Benefit Bonus	Proposed	n/a	15	10,815	Linked with 660 Live Oak Ave proposal, although that parcel is not in the Specific Plan area and as such is not included in this table.
1020 Alma St	1010-1026 Alma St	Demolition of existing commercial buildings and construction of new office development	Public Benefit Bonus	Proposed	n/a	0	14,884	
1400 El Camino Real	1400 El Camino Real	Construction of new 63-room hotel	Public Benefit Bonus	Proposed	n/a	0	31,781	
<b>Total Entitlements Approved</b>						<b>3</b>	<b>73,798</b>	
<i>Percentage of Specific Plan Maximum Allowable Development</i>						<i>0%</i>	<i>16%</i>	
<b>Total Entitlements Proposed</b>						<b>429</b>	<b>333,088</b>	
<i>Percentage of Specific Plan Maximum Allowable Development</i>						<i>63%</i>	<i>70%</i>	
<b>Total Entitlements Approved and Proposed</b>						<b>432</b>	<b>406,886</b>	
<i>Percentage of Specific Plan Maximum Allowable Development</i>						<i>64%</i>	<i>86%</i>	
<b>Total Building Permits Issued</b>						<b>0</b>	<b>75,418</b>	
<i>Percentage of Specific Plan Maximum Allowable Development</i>						<i>0%</i>	<i>16%</i>	
<b>Specific Plan Maximum Allowable Development</b>						<b>680</b>	<b>474,000</b>	



# Specific Plan Public Benefit Dollar Valuation Proposal

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Menlo Park Planning Commission

August 3, 2015

John Kadvany, Planning Commissioner

# Planning Commission / city decision context

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- Specific Plan allows 'bonus' FAR /density increments over zone-specific 'baselines' – *given* negotiated public benefit
- Quantitative comparisons for judging reasonableness of benefit amenity value not obvious
- Developers, residents, city decision-makers need improved starting point for benefits discussion and project evaluation

# 'Pro forma' estimates only partially helpful

- Estimate of 'residual value' due to extra FAR uncertain due to many variable inputs
- Key pro forma calculation: 'capitalized value' and investor 'capitalization rate'
- Cap rate used by *investors* judging risk / benefit given total construction, land costs, multi-year leasing, etc.
- City role is more like that of a *land owner* making a larger project possible via increased FAR/density

Pro Forma for Office Development with Public Benefit Bonus per Specific Plan  
Proposed Project at 1020 Alma Street, Menlo Park CA

Development Program Assumptions		Development Costs	
Characteristics of Project (a)		Development Costs (Excludes Land)	
Site - gross acres / square feet (sf)	0.66 / 28,752	Onsite and offsite costs	\$2,271,498
Total gross sf retail/office bldg	300	Retail construction costs (g)	\$0
Rentable area, sf, retail/office	300	Office construction costs	\$7,848,672
Building common area sf	755	Tenant improvements	\$1,464,060
Public open space sf	2,440	Parking costs	\$4,332,000
Parking:		Total Hard Costs	\$15,916,140
Surface parking spaces	20	Soft costs	\$1,909,937
Underground parking spaces	76	Impact fees	\$540,302
Total parking spaces	96	Total construction costs	\$18,366,379
		Total construction cost, per gross sf	\$730
Cost and Income Assumptions		Interest on construction loan	\$723,176
Development Costs (b)		Points on construction loan	\$275,496
Onsite costs, building demolition, grading, other improvements	\$45	Total financing costs	\$998,672
Onsite costs, patios and terraces, per site sf	\$12		
Offsite construction costs: Alma and Alley improvements	\$22	Subtotal Development Costs	\$19,365,051
Construction hard costs, per sf - Retail/Office	\$200	Developer Fee (f)	\$677,777
Impact fees (c)	\$540,302	Total development costs	\$20,042,827
Tenant improvements, per sf of rentable office	\$60		
Soft costs, % of hard costs (d)	12%		
Parking construction, per space: Surface/Undergmd. (e)	\$0		
Developer fee % of total project costs (f)	3.50%		
Revenues and Operating Expenses			
Office rental rate, sf/yr, NNN	\$66.00		
Retail rental rate, sf/yr, NNN	\$36.00		
Annual op. cost per sf retail/office	\$0.00		
Vacancy rate retail/office	0%		
Financing			
Construction loan to cost ratio	75%		
Loan fees (points)	2%		
Interest rate	7.0%		
Construction period (months)	18		
Drawdown factor	50%		
Total loan amount	\$13,774,784		
Capitalization Rate - Office	4.75%		
Notes			
(a) Project data as provided by developer.			
(b) Construction costs as provided by developer, supported by contractor detail, reorganized by BAE for this proforma. Contingency and escalation for construction excluded as proforma is based on current period economics (however soft costs does include line item for design contingency). Separate line item for lobby is excluded as that cost is shown in core and shell improvements.			
(c) Includes the following impact fees City FY2014-15 impact fee schedule: Storm Drainage Connection Fee, Building Construction Road Impact Fee, Water Capital Facilities Charge, Traffic Impact Fee, BMR Housing In-lieu fee, ECR/Downtown Specific Plan Preparation fee, Supplemental Transportation Impact Fee, Sequoia Union High School District Impact Fee, Menlo Park City Elementary School District Impact Fee. Fee calculation per report. Excludes non-residential sewer connection fees, pending flow calculations. Figures are net of sf of existing Alma St. buildings to be demolished. Does not include any potential impact fee from Menlo Park Fire Protection District.			
(d) Developer soft costs, excluding items shown in other line items in this proforma (public benefit, debt service, developer fee). Rounded up to 10%.			
(e) Surface spaces on Alma, alley, or site, cost assumed in those line items.			
(f) The analysis assumes a developer fee to cover the costs of managing the development of a project; the developer fee does not represent profit.			
(g) Cost of retail kiosk is included in the cost for the public benefit bonus.			
(h) Net Present Value of ground lease payment during term of lease, including escalations, based on information provided by developer. Lease is capped at 30% of rent payments, with floor of \$48,400. See report for further explanation. Discount rate for NPV analysis:			
(i) If base case project has a value < \$0, this is profit from the density bonus project, as only that project is feasible.			5.75%
(j) Includes the cost for site improvements (\$47.98 per sq. ft. plus 18.5% for soft costs, developer fee, and financing costs) and cost the cost of the retail kiosk (\$60,000).			

Sources: Lane Partners; RS Means Co.; City of Menlo Park; BAE, 2015.

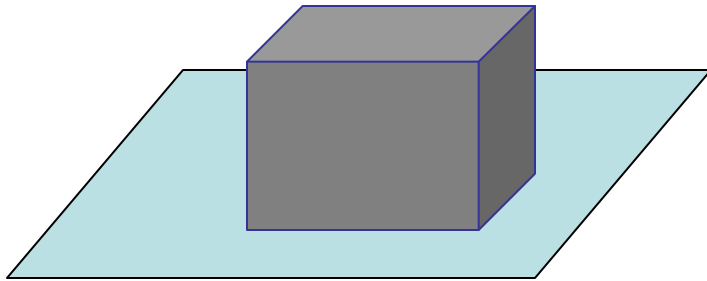
How to quantify benefit value from that perspective?

# Valuation by 'cost of buildable square foot by right'

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price of 1 acre of land: \$7 million



allowed buildable space FAR = 1.35

cost of buildable acre =  $\$7\text{m} / 1.35 = \$5.19\text{m}$

1 Acre = 43,560 Square Feet

cost of buildable sq ft =  $\$5.19\text{m} / 43,560 = \$119 \text{ sq ft}$

*The market price of a buildable square foot 'by right' is therefore \$119 per sq ft*

Proposal: this metric can be a starting point for public benefit proposals

# Valuation example assuming '50/50' partner shares

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	<b>land cost example</b>		
1	cost per acre \$M	\$ 7.00	← assumed market price per acre
2	sq ft / acre	43,560	← parcel square feet
3	Total sq ft	28,000	← acres 0.64
4	FAR base %	0.675	← FAR baseline
5	buildable sq ft by right	18,900	
6	land cost \$M	\$ 4.50	
7	cost per buildable sq ft	\$ 238	
8	bonus sq ft	5,700	
9	bonus FAR value	\$ 1,357,004	← total market value of bonus FAR
10	city partner 50% total share	\$ 678,502	← 1/2 value = 'partner share'

*The starting point for benefit proposals would be in the neighborhood of \$678,000*

# Example with land lease rather than purchase

## lease cost example

1	Total sq ft	28,000	← parcel square feet
2	FAR base %	0.675	← FAR baseline
3	buildable sq ft by right	18,900	
4	monthly lease cost	\$ 48,000	← monthly lease cost of parcel
5	monthly cost per buildable sq ft	\$ 2.54	← monthly lease cost per buildable sq ft
6	bonus sq ft	5,700	← FAR bonus
7	monthly bonus FAR value	\$ 14,476.19	← monthly FAR bonus value amount
8	yearly bonus FAR value	\$ 173,714	← yearly FAR bonus value amount
9	city partner 50% yearly share	\$ 86,857	← yearly city 'partner share'
10	number years	10	
	discount rate	4%	
	net present value	\$ 727,792	← assume payments for 10 years discounted 4%

For ongoing leases, a 'present value' calculation gives a lump sum value

# How to use buildable cost per sq ft metric?

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- '50/50' sharing of FAR bonus value reflects 'partner' role in city development
- Can combine with use of traditional pro forma, consultant to provide market data ranges
- Starting point for benefit proposal considerations, not a decisive standard
- Developer may propose why 'intrinsic' project benefits should discount dollar valuation
  - Hotel TOT can be hundreds of thousands of dollars per year
  - Desirable retail frontage, affordable or senior housing, etc.
- Developer and city may schedule for alternate payment scheme
  - Make payment only when building is (e.g.) 70% occupied
  - Attract office lease with company providing comparable tax/revenue benefits to city
- Direct amenities still possible (public space, roadway improvements, etc.), with negotiated cost estimate used to discount market value
- Can direct benefit dollars to protected account for Specific Plan infrastructure as done with below-market housing in-lieu fees

# A few policy issues for public benefit

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- Will/should Planning Commission architectural / design decisions be made before, in parallel with, or after negotiated public benefit?
  - What are *baseline* expectations for architectural quality and building design?
  - Different for public benefit projects?
- Specific Plan EIR assumed ‘modest’ number of public benefit projects
  - Too many benefit projects could exceed office space cap, requiring new EIR
  - Hence don’t want to over-encourage such projects?
- Bonus projects can actually be ‘smaller than’ a baseline project at the same site
  - E.g. an all-office project using 50% of an increased bonus-level FAR
- On relative ‘partner share’ of estimated benefit value
  - City needs to take proper negotiation positions
  - Are there *lower* bounds to city’s benefit value, with a baseline project the ‘better’ alternative?