



## REGULAR MEETING AGENDA

**Date:** 11/2/2015  
**Time:** 7:00 p.m.  
**City Council Chambers**  
**701 Laurel St., Menlo Park, CA 94025**

**A. Call To Order**

**B. Roll Call**

**C. 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.

**D. Public Comment**

Under “Public Comment,” the public may address the Commission on any subject not listed on the agenda, and items listed under Consent Calendar. Each speaker may address the Commission once under Public Comment for a limit of three minutes. Please clearly state your name and address or political jurisdiction in which you live. The Commission cannot act on items not listed on the agenda and, therefore, the Commission cannot respond to non-agenda issues brought up under Public Comment other than to provide general information.

**E. Consent Calendar**

- E1. Approval of minutes from the September 21, 2015 Planning Commission meeting. ([Attachment](#))

**F. Public Hearing**

- F1. Use Permit/Facebook, Inc./1080 Hamilton Avenue:  
Request for a use permit to allow the storage and use of hazardous materials (diesel fuel) for an emergency generator associated with the applicant’s operations center located in the M-2 (General Industrial) zoning district. ([Staff Report #15-022-PC](#))

**G. Regular Business**

- G1. Architectural Control and Below Market Rate (BMR) Housing Agreement/Lane Partners/1010-1026 Alma Street:  
Request for architectural control to demolish two existing commercial buildings, construct a new three-story office building with two underground parking levels in the SP-ECR/D (El Camino Real/Downtown Specific Plan) zoning district. The proposed development would be at the public benefit bonus level, which would exceed the Base level floor area ratio (FAR) for office uses on the subject site. The public benefit bonus proposal includes the provision of public plazas along Alma

Street, a small pavilion for a cafe, and a financial contribution to the City. A lot merger would merge five existing parcels into one parcel. As part of the proposed project, two heritage trees are proposed for removal. In addition, the applicant is requesting approval of a Below Market Rate (BMR) In Lieu Fee Agreement for this project. *Continued from the meeting of October 19, 2015* ([Staff Report #15-023-PC](#))

G2. Review of Draft 2016 Planning Commission Meeting Dates ([Staff Report #15-024-PC](#))

## **H. Informational Items**

H1. Future Planning Commission Meeting Schedule – The upcoming Planning Commission meetings are listed here, for reference. No action will be taken on the meeting schedule, although individual Commissioners may notify staff of planned absences.

- Regular Meeting: November 16, 2015
- Regular Meeting: December 7, 2015
- Regular Meeting: December 14, 2015

## **I. Adjournment**

Agendas are posted in accordance with Government Code Section 54954.2(a) or Section 54956. Members of the public can view electronic agendas and staff reports by accessing the City website at [www.menlopark.org](http://www.menlopark.org) and can receive e-mail notification of agenda and staff report postings by subscribing to the “Notify Me” service at [menlopark.org/notifyme](http://menlopark.org/notifyme). Agendas and staff reports may also be obtained by contacting the Planning Division at 650-330-6702. (Posted: 10/29/2015)

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

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

Any writing that is distributed to a majority of the Commission by any person in connection with an agenda item is a 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.

Persons with disabilities, who require auxiliary aids or services in attending or participating in Commission meetings, may call the City Clerk's Office at 650-330-6620.



## REGULAR MEETING MINUTES - DRAFT

**Date:** 10/5/2015  
**Time:** 7:00 p.m.  
**City Council Chambers**  
**701 Laurel St., Menlo Park, CA 94025**

Chair Onken called the meeting to order at 7:01 p.m.

### Roll Call

Present: Combs, Ferrick, Kadvany, Kahle, Onken and Strehl

Absent: Goodhue

Staff: Thomas Rogers, Interim Principal Planner, Tom Smith, Associate Planner

### A. Reports and Announcements

Principal Planner Thomas Rogers said the City Council would consider the General Plan update (ConnectMenlo Project) and the El Camino Real/Downtown Specific Plan Biennial Review at its October 6 meeting.

Commissioner John Kadvany said he was preparing a memo to the City Council regarding the need to define value and metrics in a meaningful way for public benefit. Commissioner Katherine Strehl confirmed with Commission Kadvany that the memo would be coming from him as an individual and not from the Commission

### B. Public Comment

- Mr. Bill Sanders, Menlo Park, said that vehicle lanes were being reduced to create bicycle lanes and that was making traffic worse. He asked the Commission to not reduce the number of vehicle lanes. He said he appreciated the right of bicyclists to use the road but said that there were safety concerns when they ignored road rules such as stop signs. He said a recent residential development on Henderson Avenue was too large for the surrounding area and another such project would be coming to the Commission in the near future.

Commissioner Katie Ferrick confirmed with Principal Planner Rogers that the Commission has not approved any projects in which traffic lanes were eliminated to create bicycle lanes.

### C. Consent Calendar

- C1. Approval of minutes from the September 21, 2015 Planning Commission meeting. ([Attachment](#))

Chair John Onken noted changes that Commissioner Kadvany had sent in via email. Commissioner Katherine Strehl said there were no minutes in her packet. Chair Onken said he had not received minutes either. Principal Planner Rogers said that Principal Planner Deanna Chow had sent those via email later than the mailed packets and they had been posted online, but

he had not received Commissioner Kadvany's proposed changes. Commissioner Kadvany said he had sent the changes via email today to Principal Planner Chow. Principal Planner Rogers said that Ms. Chow was not in the office today so he had not received those suggested edits.

Commissioner Ferrick suggested continuing the minutes as she had not seen the email or read the minutes. Principal Planner Rogers said that the draft minutes were being provided to City Council as part of their consideration of the General Plan Update. Chair Onken moved to approve the minutes with Commissioner Kadvany's changes. Commissioner Drew Combs said that whether they approved the minutes now or later Council would still see the draft minutes. Chair Onken withdrew his motion, and moved to continue the minutes to the next meeting. Commissioner Ferrick suggested adding the Commission was sending the minutes as draft and unapproved but indicated those draft minutes were probably a relatively accurate reflection of their discussion. Commissioner Kadvany suggested Commissioners look at the minutes online. Commissioner Kahle seconded the motion.

**ACTION:** Motion and second (Onken/Kahle) to continue the minutes; passes 6-0 with Commissioner Goodhue absent

#### **D. Public Hearing**

- D1. Use Permit/Ahmad Mohazab/338 Santa Monica Avenue:  
Request for a use permit to demolish an existing single-story, single-family residence and construct a new two-story, single-family residence on a substandard lot with regard to width in the R-1-U (Single-Family Urban) zoning district. The project also includes a request for excavation (removal of more than 12 inches of dirt) within the required right side setback associated with the creation of basement lightwells. ([Staff Report #15-016-PC](#))

Staff Comment: Associate Planner Tom Smith said two emails on the project were distributed to the Commission at the dais. He said one was originally sent to the Planning Commission in February 2015, which chronologically was a number of iterations prior to these final plans. He said the subject property owner had addressed the concerns expressed in that email. He said the second email was sent at 4:50 p.m. today.

Commissioner Combs said he had to recuse himself as the subject property owners were his landlords and it would be a conflict of interest for him to participate.

Questions of Staff: Commissioner Larry Kahle asked about the excavation and reference to 12 inches of dirt section and whether staff had any comments as to why there were so many plan revisions.

Associate Planner Smith said a use permit was required for excavation of more than 12 inches of dirt when there was a grade change within a required setback. He said because two lightwells were proposed on the right those would intrude into the side setback by two feet, which was also a use permit requirement. He said the initial design proposed more balcony spaces that had to be shortened to meet the Zoning Ordinance. He said the steel cable with the plantings was another design change. He said there were other tweaks related to Floor Area Limit (FAL) and building coverage.



Public Comment:

- Project architect Ahmad Mohazab, Tecta Associates, said he was thrown by the email received today. He said the project was a nice, contemporary two-story façade and mass, and was smaller and shorter in height than it could be, would be located further back from the back property line than it could be, all trees were kept, they were expanding the one-car garage to a two-car garage, and the house was shorter than the neighbor houses. He said he respectfully disagreed with the email concern that the basement would create problems for the street and neighbors as they would use earthquake resistant and waterproof retaining walls.

Commissioner Kahle asked if they had gotten a soils report and where the water table was in relation to the grade. Mr. Mohazab said they have a soils report and he did not know the answer to the question. He confirmed the shoring consultant would do a shoring plan.

Commissioner Kadvany asked about the front setback and locating the house in alignment with other homes.

Mr. Mohazab said the front of the house was never a concern. He said what was resolved was the concern about the garage location.

Chair Onken noted the arborist report and asked if there was a tree protection plan as part of the excavation plan.

Mr. Mohazab said such a plan would be submitted.

Commissioner Ferrick asked staff about concerns about basements. Principal Planner Rogers said the building permit review would stipulate whether shoring was needed and whatever stabilization was needed, and establish site specific techniques and other technical matters. He said the project was not particularly unique noting there were numerous basements throughout Menlo Park. He said to date without making a guarantee there had been no recurring issues related to subsidence related to excavation for basement projects reviewed through the building permit review.

Commissioner Kahle asked if the HVAC was exposed.

Mr. Mohazab said it was exposed to the sky but located behind a parapet.

- Ms. Rachel Rosner, Menlo Park, said she lived next door to the subject property. She read a letter signed by her and other nearby adjacent neighbors. (A copy of the letter was provided to the Commission and staff.) In summary she said she and other neighbors in February had expressed concerns about the design. She said since an initial meeting with the applicants at that time, there had been no effort made by the applicants to contact them further. She said the project would impact their property's light and view, and would impact the entire side of her home where her kitchen was located at the back of the property with the view of a two-story wall rather than trees and light. She said they had serious concerns with the proposed 1,300-square foot basement just feet from their home. She said they would like a geotechnical report and information on the shoring plan, and any information on any potential impact on the

integrity of their land and their home. She said if the project was approved the adjacent neighbors and those two doors down needed liability protection and to be added to the property owners' insurance policy as additional insured.

- Mr. Craig Cohen, Menlo Park, said his home was next door and this project would triple the size of the existing house. He said his main concern was the potential subsidence of such a large basement, and the impact on the view from their kitchen. He said he and Ms. Rosner were opposed to the project.
- Mr. Mark Tuschman, Menlo Park, said he was a neighbor of the subject property. He noted that the homes in the area were substandard and he thought it was inappropriate this project should be approved. He questioned if a basement had ever been built in Menlo Park so close to another person's home. He concurred that neighbors within the vicinity should be added to the subject property owners' insurance policies, noting recent reports about water tables and settling. He expressed opposition of the project.
- Ms. Jana Tuschman, Menlo Park, said her concern was with the structural integrity of the basement on a substandard lot and its proximity to the neighbor's house as well as the project's impact on the light plane of her neighbor's home.

Chair Onken closed the public hearing

Commission Comment: Chair Onken said the Commission did not adjudicate among neighbors on matters of tort or damages. He said the Commission has approved many basements. He said the Planning Commission's role was to consider the project's physical effect of mass and scale on neighbors and effect on trees and appropriateness for the neighborhood.

Commissioner Kadvany clarified with staff that within the City of Menlo Park about one-third to one-half of properties were substandard and that this project would bring the left setback into conformance. He noted that the lot was 44 feet deeper than the standard depth and was short five feet of the lot width standard.

Commissioner Kahle asked about neighborhood outreach.

Mr. Mohazab said project notices were sent several times because the design was changed. He said they heard from Ms. Rosner in February and met with her. He said Ms. Rosner's rear window was not a side window but a corner window. He said using a story pole he demonstrated that the back wall of their project was off to the side of that window. He said they offered to put lattice as screening. He said the neighbor's other objection was to the size of the lightwell in the side setback and they reduced the size of the lightwell in the side setback. He said the neighbor's third request was to have information on the shoring plan and structural work. He said they would provide that when they had the opportunity to provide a shoring plan and structural work. He said regarding the letter received today at 5 p.m. that he had not had time to respond. He said they had previously responded to neighbors who had concerns.

Commissioner Kahle noted there was wood siding on three elevations but not on the front

elevation and suggested the front façade also needed similar treatment to warm its appearance.

Mr. Mohazab said they had thought about putting wood on the front façade but with the eyebrows, several different planes, and balconies, they did not think it was necessary to add another material to enhance it. He said they could look at more wood if review could be done at the staff level.

Chair Onken said the project was more oriented to the single-story home on one side and not to the second-story on the other side.

Mr. Mohazab said the genesis of the project started with the location of the existing home and the one-car non-conforming garage.

Chair Onken asked if the design could be reversed.

Mr. Mohazab said it could, but restated that the project addition made no impact to the Rosner's view from their kitchen as they would continue to look directly into the subject property's backyard.

Chair Onken said his questions related to scale and mass related to the neighborhood and not the neighbor's one window. He said generally the project architecture was fine. He said regarding scale and mass that the design was more sculpted than other designs they see in terms of mass and bulk, which deserved kudos.

Commissioner Kahle said he had no great concerns with the architecture but wondered how the Commission was supposed to rule as this was his first experience as a Commissioner where there were strong neighbor objections. Principal Planner Rogers said that the Commission wanted to weigh other project decisions made when a project met numeric numbers under the Ordinance Code but required changes due to unique factors. He referred to Attachment A and the specific finding the Planning Commission was asked to consider which was whether the proposed use, in this case the construction and new house, would 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 whether it would be detrimental to property and improvements in the neighborhood or the general welfare of the City. He said if the Commission considered project denial they would consider how that condition of finding was not being met.

Commissioner Kahle said the second-story wall on the right side was broken up by siding and stainless steel cables but on the plans it appeared a tall, two-story wall. He said to approve this he would like to see some measure of alleviation of that in respect to massing toward the back and the neighbor's kitchen, and some softer texture on the front façade to warm its appearance.

Commissioner Kadvany said the cable was for bougainvillea plantings and he thought that was sufficient screening. He said with the building requirements in place he did not see a risk with the basement. He said the separation between the houses was 13 to 14 feet and that was more than the separation between many other homes in Menlo Park. He said there was a limit to what view one could expect from the side of homes and there was a lot to suggest that the impact to the neighbor's kitchen was minor. He said the project was commendable.

Commissioner Strehl said she appreciated concerns about the basements but the building permit

process and requirements for the construction of a basement had safeguards for the community and adjoining neighbors. She said she understood the neighbor's concerns with a change from a one-story to a two-story structure. She said she agreed with Commissioner Kadvany that this was an approvable project and the neighbors' concerns had been addressed.

Commissioner Ferrick said she had great empathy for the neighbors noting her own lot was very substandard and her home was a one-story. She said a tall and imposing two-story was constructed on the adjacent property which her kitchen faces, and she now sees a house instead of the moon. She said she wanted however to maintain the potential to build a two-story house on her property which was why she had not felt she could oppose the neighbor's project. She said this project would bring the home into conformance. She said if the neighborhood wanted to do an overlay to control what was allowed in development they could consider doing that. She said the project was nicely designed and was similar to the size of other homes in the area.

Commissioner Kahle asked if other Commissioners would support requiring additional architectural breaks on the second-story right-side wall. Commissioners made a few comments but there was not support for such a condition. .

Commissioner Kahle moved to approve as recommended in the staff report with a condition to add some warmer wood-like materials to the front elevation for review by Planning staff. Chair Onken seconded the motion.

**ACTION:** Motion and second (Kahle/Onken) to approve the item with the following modification; passes 5-0, with Commissioner Combs recused and Commissioner Goodhue absent.

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 Tecta Associates, consisting of 15 plan sheets, dated received on September 14, 2015, and approved by the Planning Commission on October 5, 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 condition.*

- a. *Simultaneous with the submittal of a complete building permit application, the applicant shall propose horizontal wood siding accents on the front elevation of the new residence, consistent with the bands of horizontal wood siding proposed for the side and rear elevations of the new residence. The location and amount of horizontal wood siding treatment proposed for the front of the residence is subject to review and approval of the Planning Division.*

D2. Use Permit/Craig Stark/461 Middle Court:

Request to demolish an existing single-story, single-family residence and two accessory structures, and construct a new two-story, single-family residence with a basement on a substandard lot with regard to width in the R-1-S (Single-Family Suburban Residential) zoning district. ([Staff Report #15-017-PC](#))

Commissioner Combs rejoined the meeting. Chair Onken noted that Commissioner Strehl was being excused from the remainder of the meeting.

Staff Comment: Associate Planner Smith said there was one minor error with the recommended actions in that condition 3.a listed the wrong architect and the plans were developed by Fergus Garber Young Associates.

Public Comment:

- Project architect Craig Stark, Fergus Garber Young Architects, introduced Dan Garber and other members of the design team as well as the property owners Scott Gaffney and Sam Bufton. He said since publication of the staff report they had reached out to the neighbor at 451 Middle Court and she had no objection to the project.

Commissioner Kahle noted most of the surrounding homes were one-story and asked about the thoughts behind the two-story development proposal.

Mr. Stark said that the indoor-outdoor living space was important to their clients. He said the clients needed more living space with family members coming for extended stays. He said to mitigate the second story they stepped back the second story from the front and side yard setback.

Commissioner Kahle asked about window placement.

Mr. Stark said a big part of the contemporary design being used was the placement of windows and they tried to keep all the windows on the sides of the home smaller.

Chair Onken closed the public hearing.

Commission Comment: Chair Onken noted the placement of the garage doors which was not preferable.

Commissioner Kahle said the project design was handsome but like Chair Onken the garage seemed to jump out, and he did not see a finish material for it.

Mr. Stark said the garage door material was intended to be the same wood finishes on the front façade and to appear as part of the front volume, and not as a garage door.

Commissioner Combs said the project was nicely designed and would fit well into the cul-de-sac. He said he thought the garage doors worked with this design.

Commissioner Ferrick said it appeared the left side two-story overlooked the neighbor's pool. Mr. Stark said that neighbor had expressed some concern with that. He said his clients and the neighbor agreed that his clients would plant mutually agreeable plantings on that side.

Chair Onken said that two of the windows overlooking the swimming pool were for bathrooms and asked if they would be treated.

Mr. Stark said that no treatment was proposed but noted there were automatic shades in the bedrooms. He said they could add frosting but based on the neighbor's acceptance of the windows as proposed they would rather not do that but handle screening with vegetation.

Chair Onken said the window sill height was low for the bathroom windows as shown on the application.

Mr. Stark said one of the bathroom windows was at two-foot eight-inches and the other one was three-foot.

Chair Onken suggested that additional window treatment for those windows might be needed and that might be done through staff review and approval.

Commissioner Kadvanly said he thought matching the siding on the garage doors with the house



siding would work well. He said this home created a nice paradigm for future development in this area. He moved to approve as recommended in the staff report. Chair Onken said he would second the motion if Commissioner Kadvany was open to requiring some permanent treatment of the second-story windows as discussed to reduce privacy impacts subject to staff review and approval.

Commissioner Ferrick asked how such glass treatment was monitored or enforced. Associate Planner Smith said that as part of the building permit package they would review to insure that the obscure glass treatment was called out and also do a Planning inspection in the field to make sure it was done when constructed.

**ACTION:** Motion and second (Kadvany/Onken) to approve the item with the following modification; passes 5-0 with Commissioners Goodhue and Strehl absent:

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 ~~Tecta Associates~~ *Fergus Garber Young Architects*, consisting of 19 plan sheets, dated received on September 17, 2015, and approved by the Planning Commission on October 5, 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 condition:*
- a. *Simultaneous with the submittal of a complete building permit application, the applicant shall revise the approved plans to reduce potential privacy impacts from the proposed second-story windows facing 451 Middle Court. Potential treatments include the addition of screening landscaping along the left side of the property, permanent treatments to obscure the second-story window glass, and/or raising the sill heights of the windows. The revised plans shall be subject to review and approval of the Planning Division.*

**G. Regular Business**

- G1. There is no regular business item.

**H. Commission Business**

- H1. There is no commission business item.

**I. Informational Items**

- I1. There is no informational item.

**J. Adjournment**

Chair Onken adjourned the meeting at 8:38 p.m.

Staff Liaison: Thomas Rogers, Principal Planner

Recording Secretary: Brenda Bennett



## STAFF REPORT

### Planning Commission

**Meeting Date:** 11/2/2015

**Staff Report Number:** 15-022-PC

**Public Hearing:** Use Permit/Facebook, Inc./1080 Hamilton Avenue

### Recommendation

Staff recommends that the Planning Commission approve a use permit to permit the use and storage of hazardous materials (diesel fuel) for an emergency generator associated with the applicant's operations center within an existing building in the M-2 (General Industrial) zoning district, at 1080 Hamilton Avenue. The recommended actions are contained within 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

#### *Site Location*

The subject site is located at 1080 Hamilton Avenue within the Menlo Science and Technology Park. The subject site is one of three suites in the building, which is addressed 1050-1098 Hamilton Avenue. The previous tenant within the 1080 suite used and stored hazardous materials for its research and development (R&D) operations. In addition to the subject suite, the Planning Commission approved use permit requests for the use and storage of hazardous materials at the neighboring suites, addressed 1050 (3-V Biosciences) and 1098 (QDP) Hamilton Avenue, on March 22, 2010 and May 17, 2010, respectively. BioPharm now occupies 1098 Hamilton Avenue. The building is completely leased, and the other tenants use and store hazardous materials, including diesel fuel for an emergency generator.

The immediately adjacent parcels are also part of the M-2 zoning district, and are occupied by a variety of warehouse, light manufacturing, R&D, and office uses. A retail center is located across Willow Road along with a mix of multiple-family and single-family residential uses. The closest residential uses are located in East Palo Alto along Kavanaugh Drive, approximately 800 feet from the subject suite. Mid-Peninsula High School's playing field is located approximately 400 feet from the subject suite and Casa dei Bambini is located approximately 275 feet from the subject suite. A location map is included as Attachment B.

### Analysis

#### *Project Description*

The applicant is requesting approval to use hazardous materials in association with an outdoor emergency

generator. The generator would run on diesel fuel and would include an 808-gallon tank located within the existing concrete masonry unit (CMU) enclosure. In the event of a power outage, the generator would allow critical functions at the operations center to continue for slightly longer than two days. Outside of emergency uses, the generator would typically be tested twice a month for 30 minutes to ensure ongoing and dependable performance. The project plans, included as Attachment C, show the location of the generator on the site. The applicant provided a project description letter that describes the proposal in more detail (Attachment D).

The applicant is proposing to place the generator along the east (right) side of the building, within an existing CMU enclosure. The proposed location would allow the applicant to avoid displacing parking spaces and would utilize the existing enclosure to completely screen the generator. The generator height is lower than the existing walls. The proposed generator would be housed within a sound-attenuated enclosure to reduce noise levels.

Since the unit is ground-mounted, the Noise Ordinance limits the maximum noise level during testing to 50 dB(A) at the nearest residential property line during the evening hours and 60 dB(A) during the daytime hours. At 23 feet, the proposed generator's noise rating would be 71 dB(A). With the nearest residential parcels being over 800 feet from the proposed generator, sound impacts to residential properties in the area would be limited.

### ***Proposed Hazardous Materials***

Tenants within the adjacent office and R&D suites currently utilize hazardous materials in association with their business operations, including an emergency generator associated with the 1050 Hamilton Avenue suite. Diesel fuel for the generator would be the only hazardous material stored and used in association with the 1080 Hamilton Avenue suite. The proposed generator tank can hold up to 808 gallons of diesel fuel. The proposed generator would have a double-contained tank with leak detector alarms. The applicant has submitted a Hazardous Materials Information Form (HMIF) that describes how the diesel fuel would be handled, how the tank would be refueled, anticipated training plan and safeguards, as well as anticipated emergency contacts in case of a spill. The HMIF is included as Attachment E.

### ***Agency Review***

The Menlo Park Fire Protection District (MPFPD), City of Menlo Park Building Division, West Bay Sanitary District, and San Mateo County Environmental Health Services Division were contacted regarding the proposed use and storage of hazardous materials on the project site. Each entity found the proposal to be in compliance with all applicable standards and approved the proposal. Their correspondence has been included as Attachment F.

### ***Correspondence***

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

### ***Conclusion***

Staff believes that the proposed emergency diesel generator would comply with all industry standard precautions to protect personnel and the environment. The proposed use and quantities of hazardous

materials would be consistent with other emergency generators located within the M-2 Area and would be compatible with surrounding uses. In addition, the proposed generator would be screened by a CMU enclosure and located within a sound attenuating enclosure. The proposed generator would allow operations to continue to function during an emergency. Staff has not received any letters of opposition to the project, and it has been reviewed by the relevant agencies to ensure compliance with all applicable standards. 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 1 (Section 15301, "Existing Facilities") 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 1,320-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. Location Map
- C. Project Plans
- D. Project Description Letter
- E. Hazardous Materials Information Form (HMIF)
- F. Hazardous Materials Agency Referral Forms:
  - Menlo Park Fire Protection District
  - San Mateo County Environmental Health Department
  - West Bay Sanitary District
  - Menlo Park Building Division

### **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:

Kyle Perata, Associate Planner

Report reviewed by:

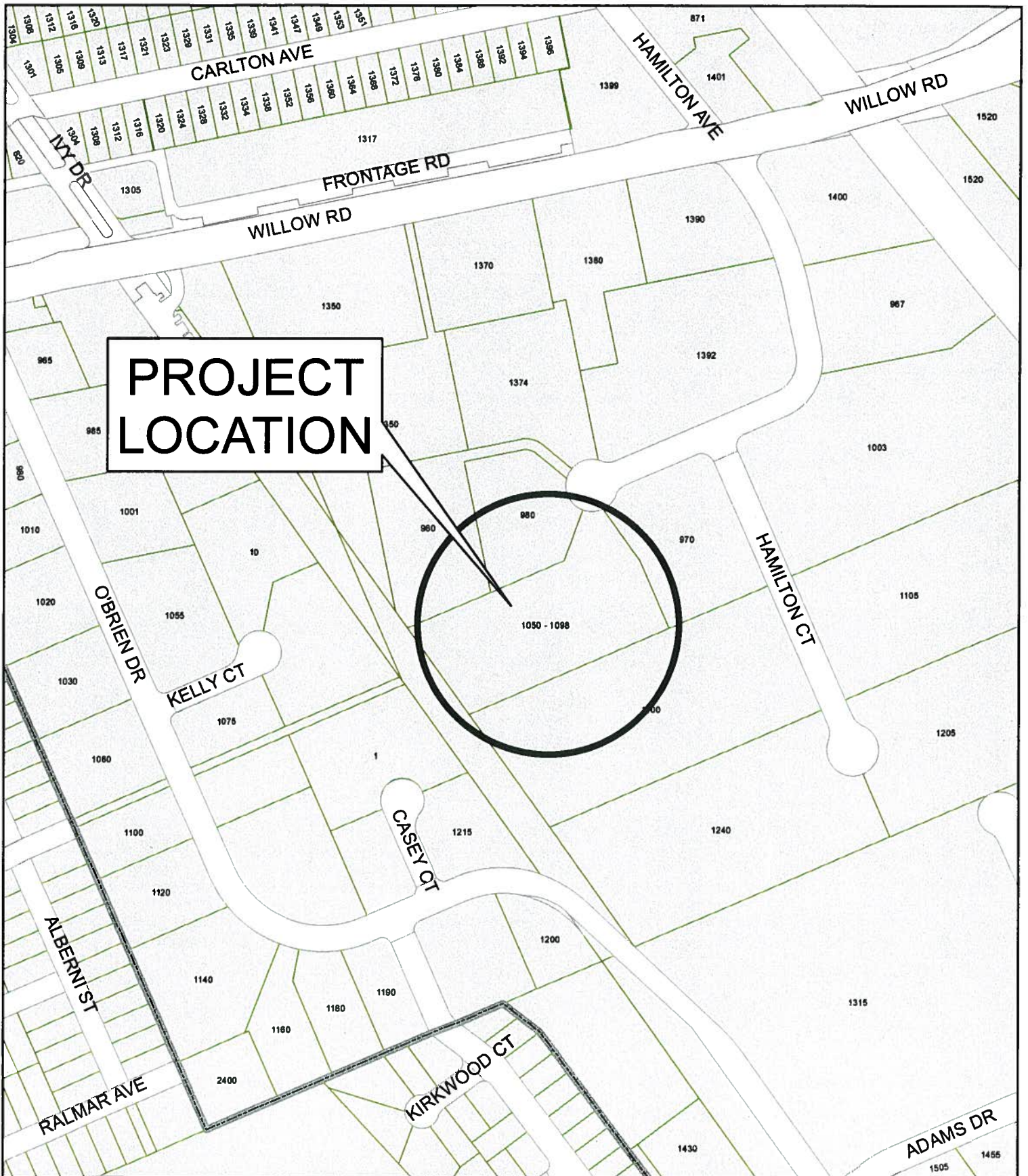
Thomas Rogers, Interim Principal Planner

1080 Hamilton Avenue – Attachment A: Recommended Actions

<b>LOCATION:</b> 1080 Hamilton Avenue	<b>PROJECT NUMBER:</b> PLN2015-00085	<b>APPLICANT:</b> Facebook, Inc.	<b>OWNER:</b> Peninsula Innovation Partners, LLC.
<b>REQUEST:</b> Request for a use permit to allow the storage and use of hazardous materials (diesel fuel) for an emergency generator associated with the applicant's operations center located in the M-2 (General Industrial) zoning district.			
<b>DECISION ENTITY:</b> Planning Commission	<b>DATE:</b> November 2, 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 1 (Section 15301, "Existing Facilities") of the current California Environmental Quality Act (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 <i>standard</i> conditions: <ol style="list-style-type: none"> <li>a. Development of the project shall be substantially in conformance with the plans prepared by Gensler, consisting of three plan sheets, dated received October 14, 2015, and approved by the Planning Commission on November 2, 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. 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.</li> <li>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.</li> <li>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.</li> </ol> </li> </ol>			







# CITY OF MENLO PARK

## LOCATION MAP

### 1080 HAMILTON AVENUE

DRAWN: KTP CHECKED: KTP DATE: 11/02/15 SCALE: 1" = 300' SHEET: 1

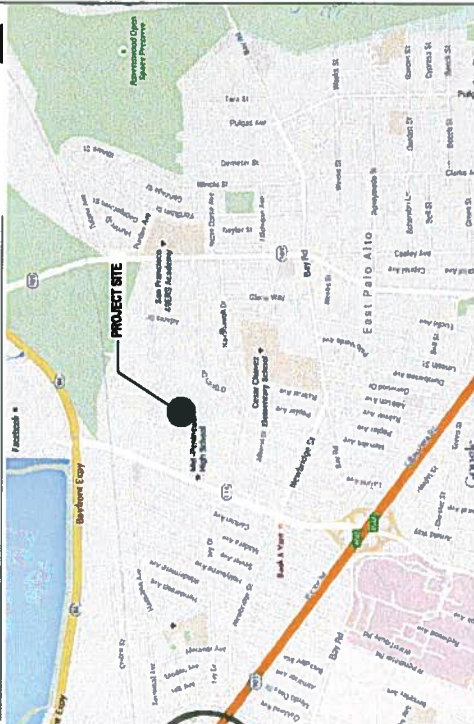




LOCATION MAP



VICINITY MAP



SITE MAP



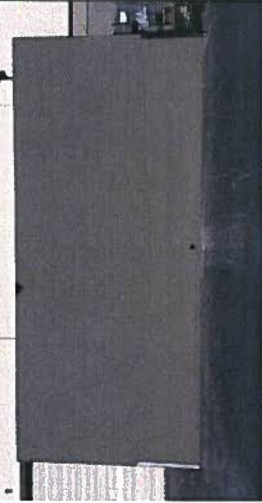
(E) BUILDING FACADE @ ENCLOSURE



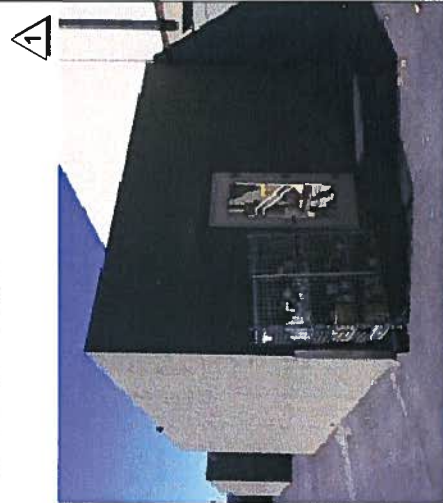
NORTH ELEVATION - (E) CONCRETE BLOCK STRUCTURE - OPEN TO SKY



WEST ELEVATION - (E) CONCRETE BLOCK STRUCTURE - OPEN TO SKY



SOUTH ELEVATION - (E) CONCRETE BLOCK STRUCTURE - OPEN TO SKY



SOUTH ELEVATION - (E) CONCRETE BLOCK STRUCTURE - OPEN TO SKY

DRAWING INDEX

ARCHITECTURAL

NO.	DESCRIPTION	DATE
1	ENCLOSURE AND EXTERIOR WALLS	10/14/15
2	ENCLOSURE AND EXTERIOR WALLS	10/14/15

PROJECT INFORMATION

BUILDING ADDRESS: 1000 HAMILTON COURT  
MENLO PARK, CA  
PARCEL / A/P/C: PARCEL F-2 (2.7 PM 81-42)  
CLIMATE ZONE: 3 - CSC TABLE 140.3-BU - 0.062  
PARADISE: EXISTING TO REMAIN  
TYPE OF CONSTRUCTION: B-B  
BUILDING HEIGHT: 20 FT (1 STORY)  
TOTAL GROSS BUILDING AREA: EXISTING SEPARATED OCCUPANCY  
TENANT 1: 14,219 SQFT  
TENANT 2: 14,219 SQFT  
TOTAL: 28,438 SQFT

SCOPE OF WORK

RETHROW EXISTING ENCLOSURE FOR NEW GENERATOR

GSOC  
1000 Hamilton Court, Menlo Park, CA

Gensler

1000 Hamilton Court, Menlo Park, CA  
1000 Hamilton Court, Menlo Park, CA  
1000 Hamilton Court, Menlo Park, CA

1000 Hamilton Court, Menlo Park, CA  
1000 Hamilton Court, Menlo Park, CA  
1000 Hamilton Court, Menlo Park, CA

RECEIVED

OCT 14 2015

CITY OF MENLO PARK  
BUILDING

A00.00

GSOC

1000 Hamilton Ct, Suite 100  
San Jose, CA 95128

Gensler

1000 Hamilton Ct, Suite 100  
San Jose, CA 95128

KEY PLAN



DATE: 10/1/2010  
PROJECT: ONLINE GENERATOR  
TOWN'S PLANNING COMMENT RESPONSE

Sheet: 1 of 1

Project Name: ONLINE GENERATOR

Project Number: 1000

Project Location: 1000 Hamilton Ct, Suite 100

Project Status: In Progress

Project Date: 10/1/2010

Project Author: Gensler

Project Reviewer: Gensler

Project Approver: Gensler

Project Date: 10/1/2010

Project Status: In Progress

SITE PLAN

A-1

10/1/2010



1 SITE PLAN  
SCALE: 1"=20'-0"

CE



GSOC

1000 Franklin Street, Suite 100, CA

Gensler

2000 Broadway  
New York, NY 10023  
Tel: 212.473.7000  
Fax: 212.473.7000

KEY PLAN



09/24/15 GENERATOR  
USING PLANNING COMMENT RESPONSE

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

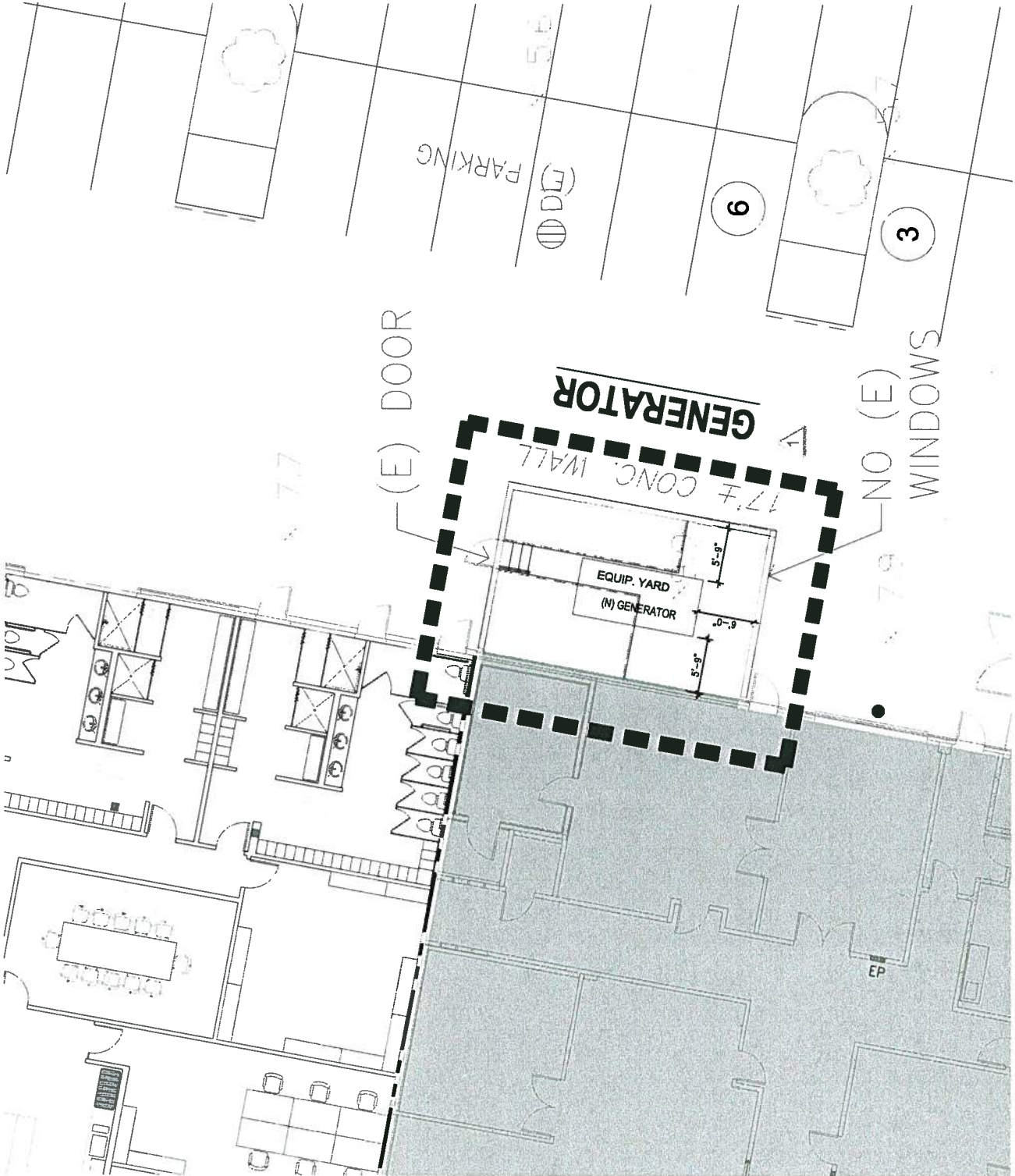
Project Name  
CLARK SECURITY OPERATIONS CENTER

Project Number  
15-0328

Sheet  
A-2

ENLARGED PLAN  
A-2

© 2015 Gensler



1 ENLARGED GENERATOR PLAN  
1/8" = 1'-0"

C3

September 24, 2015

ATTN: Menlo Park City Planning Division

RE: Facebook generator use description  
1080 Hamilton ave. Menlo Park, CA

RECEIVED

SEP 24 2015

CITY OF MENLO PARK  
PLANNING

Menlo Park City Planning,

We are pleased to present the following brief description for our generator use permit at 1080 Hamilton ave. Menlo Park CA.

The purpose of the generator request for 1080 Hamilton Ave. is to provide uninterrupted service to Facebook Critical Infrastructure in the case of loss of power & or major event. The proposed location of said Generator will be inside of an existing concrete block enclosure consisting of three 12' high walls, that will serve as screen walls to the 8'4" tall generator, positioned against the building (1080 Hamilton ave) as the forth wall. The Generator has a sound pressure level of 70.6 DBA at 7 meters (or 23') not including added sound attenuation from screening walls/ concrete enclosure.

Thank you,





## COMMUNITY DEVELOPMENT DEPARTMENT PLANNING DIVISION

701 Laurel Street  
Menlo Park, CA 94025  
phone: (650) 330-6702  
fax: (650) 327-1653  
planning@menlopark.org  
<http://www.menlopark.org>

### HAZARDOUS MATERIALS INFORMATION FORM

---

In order to help inform City Staff and the external reviewing agencies, the Planning Division requires the submittal of this form. If the use permit application is approved, applicants are required to submit the necessary forms and obtain the necessary permits from the Menlo Park Fire Protection District, San Mateo County Environmental Health Services Division, West Bay Sanitary District, and other applicable agencies. Please complete this form and attach additional sheets as necessary.

1. List the types of hazardous materials by California Fire Code (CFC) classifications. This list must be consistent with the proposed Hazardous Materials Inventory Statement (HMIS), sometimes referred to as a Chemical Inventory. (The HMIS is a separate submittal.)

808-gallons of Combustible Liquid, Class II, Diesel Low Sulfur (LSD) and Ultra Low Sulfur Diesel (ULSD) Generator will be fueled by a Fuel Service provider. (Valley Oil) They Handle all fueling. 650-967-2253 They provide the Fuel Truck and hose.

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

Fuel is housed in a double-walled tank with secondary containment. Monthly inspections will occur to look for signs of tank deterioration, discharges, or leaks. Remote and stationary alarm annunciators are present to prevent overfills during refueling of the tanks.

3. Identify the largest container of chemical waste proposed to be stored at the site. Please identify whether the waste is liquid or solid form, and general safeguards that are used to reduce leaks and spills.

No chemical waste generated or stored at the site.



4. Please explain how hazardous waste will be removed from the site (i.e. licensed haulers, or specially trained personnel).

No hazardous waste generated or stored at the site.

5. Describe employee training as it pertains to the following:

- a. Safe handling and management of hazardous materials or wastes;
- b. Notification and evacuation of facility personnel and visitors;
- c. Notification of local emergency responders and other agencies;
- d. Use and maintenance of emergency response equipment;
- e. Implementation of emergency response procedures; and
- f. Underground Storage Tank (UST) monitoring and release response procedures.

Personnel responsible for inspecting and maintaining the equipment will receive appropriate training through videos and/or safety/tailgate meetings. Building horns and sirens will activate in the event of an emergency which will trigger a building evacuation and ERT response. Security will notify the appropriate local agency in the event of an emergency.

6. Describe documentation and record keeping procedures for training activities.

Hard copies of training attendance records will be maintained by Hines and available upon request. Testing is based off of BAAQMD permit allowance. Approximately 25 HRS. per year. Testing schedule will be approximately 30 Min every other week including an annual 2 hr load bank test.

7. Describe procedures for notifying onsite emergency response personnel and outside agencies (e.g. Fire, Health, Sanitary Agency-Treatment Plant, Police, State Office of Emergency Services "OES") needed during hazardous materials emergencies.

In the event of an explosion, fire, or release, the on-site personnel will notify Security who will then notify local authorities via 911. Depending on the magnitude of the release, additional agencies may be contacted, including (CEMA, DTSC, CUPA, BAAQMD, SFPUC, etc.) by the Emergency Coordinator or designee. The HMBP's emergency response plan contact list will include these agencies, including the the SFPUC's Millbrae Dispatch center.

8. Describe procedures for immediate inspection, isolation, and shutdown of equipment or systems that may be involved in a hazardous materials release or threatened release.

If a leak is discovered during an inspection, qualified personnel will shut off the hoses and/or valves from the leaking container. If the leak cannot be stopped by shutting down equipment, then pans and/or sorbent material will be used to contain the leak. The material will be properly disposed and local agencies contacted, if needed.

9. Identify the nearest hospital or urgent care center expected to be used during an emergency.

Kaiser Permanente Redwood City California. 650 299-2000

v:\handouts\approved\hazardous materials information form.doc





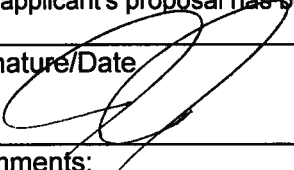
**DEVELOPMENT SERVICES  
PLANNING DIVISION**

**Contact: Kyle Perata 650-330- 6721 or  
ktperata@menlopark.org**  
701 Laurel Street  
Menlo Park, CA 94025  
PHONE (650) 330-6702  
FAX (650) 327-1653

**AGENCY REFERRAL FORM  
RETURN DUE DATE: Tuesday, October 6, 2015**

**DATE:** September 22, 2015

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

<b>Applicant</b>	Eric Grant for Peninsula Innovation Partners, LLC
<b>Applicant's Address</b>	1 Hacker Way, Menlo Park, CA 94025
<b>Telephone/FAX</b>	Tel: 415-834-8838
<b>Contact Person</b>	Eric Grant
<b>Business Name</b>	Facebook
<b>Type of Business</b>	Security operations center for large technology company
<b>Project Address</b>	1080 Hamilton Avenue, Menlo Park, CA 94025
<b>FOR OFFICE USE ONLY</b>	
<input type="checkbox"/> The hazardous materials listed are not of sufficient quantity to require approval by this agency.	
<input checked="" type="checkbox"/> The Fire District has reviewed the applicant's plans and use of listed hazardous materials/chemicals and has found the proposal to be in compliance with all applicable Fire Codes.	
<input type="checkbox"/> The Fire District has reviewed the applicant's plans and use of listed hazardous materials/chemicals outlined, and suggests conditions and mitigation measures to be made a part of the City's Use Permit approval (please list the suggested conditions and mitigation measures).	
The applicant's proposal has been reviewed by the Menlo Park Fire Protection District by:	
<b>Signature/Date</b>  9/24/2015	<b>Name/Title (printed)</b> Jon Johnston - Fire Marshal
<b>Comments:</b>	

F1





**DEVELOPMENT SERVICES  
PLANNING DIVISION**

**Contact: Kyle Perata 650-330- 6721 or  
ktperata@menlopark.org**

**701 Laurel Street  
Menlo Park, CA 94025  
PHONE (650) 330-6702  
FAX (650) 327-1653**

**AGENCY REFERRAL FORM**

**RETURN DUE DATE: Tuesday, October 6, 2015**

DATE: September 22, 2015

**TO: SAN MATEO COUNTY ENVIRONMENTAL HEALTH SERVICES DIVISION**

Darrell Cullen, Hazardous Materials Specialist  
San Mateo County Environmental Health  
2000 Alameda de las Pulgas, Ste 100  
San Mateo, CA 94403  
(650) 372-6235

<b>Applicant</b>	Eric Grant for Peninsula Innovation Partners, LLC
<b>Applicant's Address</b>	1 Hacker Way, Menlo Park, CA 94025
<b>Telephone/FAX</b>	Tel: 415-834-8838
<b>Contact Person</b>	Eric Grant
<b>Business Name</b>	Facebook
<b>Type of Business</b>	Security operations center for large technology company
<b>Project Address</b>	1080 Hamilton Avenue, Menlo Park, CA 94025
<b>FOR OFFICE USE ONLY</b>	
<input type="checkbox"/> The hazardous materials listed are not of sufficient quantity to require approval by this agency.	
<input type="checkbox"/> The Health Department has reviewed the applicant's plans and use of listed hazardous materials/chemicals and has found the proposal to be in compliance with all applicable Codes.	
<input checked="" type="checkbox"/> The Health Department has reviewed the applicant's plans and use of listed hazardous materials/chemicals outlined, and suggests conditions and mitigation measures to be made a part of the City's Use Permit approval (please list the suggested conditions and mitigation measures). The Health Department will inspect the facility once it is in operation to assure compliance with applicable laws and regulations.	
The applicant's proposal has been reviewed by the San Mateo County Environmental Health Services Division by:	
<b>Signature/Date</b>	<b>Name/Title (printed)</b>
Darrell A. Cullen	
<small>Digitally signed by Darrell A. Cullen DN: cn=Darrell A. Cullen, o=Environmental Health Services ou=San Mateo County, email=dacullen@smcgov.org, c=US Date: 2015.09.30 09:51:02 -0700</small>	
<b>Comments:</b> Insure to submit an electronic HMBP to the County. This activity will be regulated by Environmental Health.	

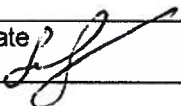


**DEVELOPMENT SERVICES  
PLANNING DIVISION**  
**Contact: Kyle Perata 650-330- 6721 or**  
**ktperata@menlopark.org**  
701 Laurel Street  
Menlo Park, CA 94025  
PHONE (650) 330-6702  
FAX (650) 327-1653

**AGENCY REFERRAL FORM**  
**RETURN DUE DATE: Tuesday, October 6, 2015**

**DATE:** September 22, 2015

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

<b>Applicant</b>	Eric Grant for Peninsula Innovation Partners, LLC
<b>Applicant's Address</b>	1 Hacker Way, Menlo Park, CA 94025
<b>Telephone/FAX</b>	Tel: 415-834-8838
<b>Contact Person</b>	Eric Grant
<b>Business Name</b>	Facebook
<b>Type of Business</b>	Security operations center for large technology company
<b>Project Address</b>	1080 Hamilton Avenue, Menlo Park, CA 94025
<b>FOR OFFICE USE ONLY</b>	
<input type="checkbox"/> The hazardous materials listed are not of sufficient quantity to require approval by this agency.	
<input checked="" type="checkbox"/> The Sanitary District has reviewed the applicant's proposed plans and use of listed hazardous materials/chemicals and has found that the proposal meets all applicable Code requirements.	
<input type="checkbox"/> The Sanitary District has reviewed the applicant's plans and use of listed hazardous materials/chemicals outlined, and suggests conditions and mitigation measures to be made a part of the City's Use Permit approval (please list the suggested conditions and mitigation measures).	
The applicant's proposal has been reviewed by the West Bay Sanitary District by: <b>Jed Beyer</b> Inspector	
Signature/Date  9.23.15	Name/Title (printed) <b>John Simonetti, REC</b>
Comments:	

**DEVELOPMENT SERVICES****PLANNING DIVISION****Contact: Kyle Perata 650-330- 6721 or****ktperata@menlopark.org****701 Laurel Street****Menlo Park, CA 94025****PHONE (650) 330-6702****FAX (650) 327-1653****AGENCY REFERRAL FORM****RETURN DUE DATE: Tuesday, October 6, 2015**

DATE: September 22, 2015

**TO: CITY OF MENLO PARK BUILDING DIVISION**

701 Laurel Street

Menlo Park, CA 94025

(650) 330-6704

<b>Applicant</b>	Eric Grant for Peninsula Innovation Partners, LLC
<b>Applicant's Address</b>	1 Hacker Way, Menlo Park, CA 94025
<b>Telephone/FAX</b>	Tel: 415-834-8838
<b>Contact Person</b>	Eric Grant
<b>Business Name</b>	Facebook
<b>Type of Business</b>	Security operations center for large technology company
<b>Project Address</b>	1080 Hamilton Avenue, Menlo Park, CA 94025
<b>FOR OFFICE USE ONLY</b>	
<input type="checkbox"/> The hazardous materials listed are not of sufficient quantity to require approval by this Division.	
<input checked="" type="checkbox"/> The Building Division has reviewed the applicant's plans and listed hazardous materials/chemicals and has found that the proposal meets all applicable California Building Code requirements.	
<input type="checkbox"/> The Building Division has reviewed the applicant's plans and use of listed hazardous materials/chemicals outlined, and suggests conditions and mitigation measures to be made a part of the City's Use Permit approval (please list the suggested conditions and mitigation measures).	
The applicant's proposal has been reviewed by the City of Menlo Park's Building Division by:	
<b>Signature/Date</b> <i>Ron LaFrance 10/26/15</i>	<b>Name/Title (printed)</b> Ron LaFrance, Building Official
<b>Comments:</b>	



## STAFF REPORT

### Planning Commission

**Meeting Date:** 11/2/2015

**Staff Report Number:** 15-023-PC

**Regular Business:** Architectural Control and Below Market Rate (BMR) Housing Agreement/Lane Partners/1010-1026 Alma Street

### Recommendation

Staff recommends that the Planning Commission approve the architectural control request to demolish two existing commercial buildings, and construct a new three-story non-medical office building with two underground parking levels in the SP-ECR/D (El Camino Real/Downtown Specific Plan) zoning district, at 1010-1026 Alma Street. The proposed development would be at the Public Benefit Bonus level, which would exceed the Base level floor area ratio (FAR) for non-medical office uses on the subject site. The public benefit bonus proposal includes the provision of public plazas along Alma Street, a small pavilion for a cafe, and a one-time financial contribution to the City. A lot merger would merge five existing parcels into one parcel. As part of the proposed project, two heritage trees are proposed for removal. In addition, the applicant is requesting approval of a Below Market Rate (BMR) Housing In Lieu Fee Agreement for this project. The recommended actions are included in Attachment A.

### Policy Issues

Each architectural control and BMR Housing In Lieu Fee Agreement request is considered individually. The Planning Commission should consider whether the required architectural control findings can be made for the proposal, and whether the BMR proposal would be in compliance with the BMR Housing Program requirements.

### Background

#### *Site Location*

Using Alma Street in a north to south orientation, the subject property is located on the east side of Alma Street, between Ravenswood Avenue and Oak Grove Avenue. Adjacent properties to the north, west, and south are also in the SP-ECR/D zoning district, and are occupied by a mix of uses, including restaurants, offices, retail, and private recreation. The Menlo Park Caltrain Station is located to the west of the subject property, on the opposite side of Alma Street. Apartment buildings in the R-3 (Apartment) district are located to the east of the subject property. A location map is included as Attachment B.

The subject property is a through lot with frontage on both Alma Street and Alma Lane, where Alma Street serves as the functional front and Alma Lane serves as the functional rear. Alma Lane has a right-of-way width of 20 feet, with Ravenswood Avenue at its southern terminus and Alma Street at its northern terminus. Alma Lane primarily serves as a service alley for the subject site and other properties on this

block, and provides access to the carports and garages of the apartment buildings fronting on Noel Drive. The site is currently comprised of five parcels, and both existing buildings straddle the property lines. There are existing easements along the outer edges of the project site, including a five-foot wide ingress/egress easement along the right side property line and utility easements along both the front and rear property lines.

### ***Housing Commission Recommendation***

The Below Market Rate (BMR) Housing proposal was reviewed by the Housing Commission at their meeting on August 5, 2015. The Housing Commission unanimously recommended approval for the provision of BMR in lieu fees to satisfy the project's BMR requirements, which are discussed in more detail in the Below Market Rate Housing Agreement section below.

### ***Overall Project Review***

The subject application was submitted in December 2014. Review of the project took time due to refinement of the site layout and architectural design, and the complexity of the El Camino Real/Downtown Specific Plan and the need to verify full compliance with the Plan's extensive design standards and guidelines. While the overall architectural style did not change as part of the review process, the applicant did make key changes in response to comments from staff and staff's design consultant to address key standards and guidelines. Staff also required multiple revisions to the technical reports, including the arborist report, in order to provide enhancements and clarifications that are discussed in a following section. Furthermore, the applicant has revised the proposed public benefit proposal in response to feedback received from the May 18, 2015 Planning Commission study session, as discussed in detail below.

## **Analysis**

### ***Project Description***

The applicant is requesting architectural control approval to demolish two existing commercial buildings, and construct a new, three-story non-medical office building with two levels of underground parking in the SP-ECR/D (El Camino Real/Downtown Specific Plan) zoning district. The proposed development would be at the Public Benefit Bonus level, which would exceed the Base level floor area ratio (FAR) for non-medical office uses on the subject site. The public benefit bonus proposal includes the provision of public plazas along Alma Street, a small pavilion for a cafe, two public electric vehicle charging stations, and a one-time financial contribution to the City. A lot merger would merge five existing parcels into one parcel. As part of the proposed project, two heritage trees are proposed for removal. In addition, the applicant is requesting approval of a Below Market Rate (BMR) In Lieu Fee Agreement for this project. A data table summarizing parcel and project attributes is included as Attachment C. The project plans are included as Attachment D, and the applicant's project description letter and public benefit bonus proposal are included as Attachment E.

The applicant is proposing to demolish the existing site improvements and construct a new three-story non-medical office building with two levels of underground parking. The proposal would include two public plazas along Alma Street totaling 3,991 square feet, a small coffee pavilion, installation of two electric

vehicle charging stations, and a one-time financial contribution the City as public benefits, as discussed in further detail later in this report.

The primary building would be designed for non-medical office uses, with a small coffee pavilion in the public plaza area; both uses are permitted in this area. While the proposal would meet the Specific Plan's Public Benefit Bonus level development standards, the Planning Commission should consider the adequacy of the public benefit bonus proposal in relation to the additional 5,750 square feet of non-medical office uses being requested at the Public Benefit Bonus level. While residential uses are permitted in the Downtown/Station Area Retail/Mixed Use land use designation, none are proposed. As specified by the Specific Plan, the development would be required to achieve LEED Silver certification (condition 5d).

The project would have an overall FAR (Floor Area Ratio) of 0.886, which is well below the 1.35 overall maximum FAR at the Public Benefit Bonus level, however, office FAR would be at 0.875, which is the maximum allowable for office uses at the Public Benefit Bonus level. The FAR has been calculated per the definition of Gross Floor Area, which includes all levels of a structure, with exemptions for covered parking and certain non-usable/non-occupiable areas. The development would adhere to the building height limit of 48 feet and façade heights of 38 feet along the street frontages. The project would comply with all setback requirements, where the proposed front setback would be 12 feet, and would accommodate a 15-foot wide sidewalk, entry walkways, and landscaping. Compliance with the left side setback would be measured from the proposed Tree Protection Access Easement, as discussed below.

The Specific Plan, in certain zones, establishes both minimum and maximum side setbacks, in order to create a consistent building form. As an unintended consequence, strict compliance with the 25-foot maximum side setback standard in the SA-E sub-district would necessitate the removal of the heritage oak tree (tree #7) in the left side courtyard. Pursuing a variance was considered; however, a variance could only be granted for up to 50 percent relief of any requirement, which in this case would allow up to a 37.5-foot side setback and would not account for the approximately 78 feet needed to preserve the tree. In order to allow a sufficient setback to preserve the tree, the applicant is proposing a Tree Protection Access Easement that would allow the setback to be measured from the easement line and not from the property line (condition 5c). The easement would extend 53 feet, two inches from the left side property line, which would encompass the majority of tree #7's canopy, and the main building's proposed 25-foot left side setback would be measured from the easement line. Furthermore, a provision in the easement would require a replacement tree of equivalent value should tree #7 die or need to be removed. While staff recognizes that this is not an ideal solution, it does achieve the purpose of retaining the tree while meeting the development standards. Staff believes that the easement is an appropriate mechanism due to unique site conditions, and that this mechanism would not generally be applicable to other properties. Separately, as part of the Specific Plan biennial review, 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 front and side setback requirements. 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.

### ***Design and Materials***

Staff has prepared a detailed Standards and Guidelines Compliance Worksheet (Attachment F), which discusses all relevant Specific Plan Chapter E (Land Use and Building Character) requirements in detail.



The proposal complies with all standards (which are required), and the majority of guidelines (which are recommended). Where guidelines are only partially complied with, the basis/context for that is noted.

### General Design

The proposed development consists of a three-story office structure with primarily underground parking and a small retail component (a coffee pavilion). The design would position the building to the right side of the long, shallow site to allow for a private courtyard and public plaza featuring the large heritage oak along the left portion of the site. The publicly accessible public plaza would feature a coffee pavilion structure. Parking would be accessed from the Alma Lane side, with the entrance to the two-level underground garage near the right side lot line. Surface parking and loading would directly abut Alma Lane for the remainder of the rear frontage. A pedestrian connection between Alma Street and Alma Lane would be provided with a walkway along the right side lot line. The building entry would be centered on the building with single entry points at both the Alma Street and Alma Lane sides. The proposed front and rear building façades would be well within the 38-foot façade height standard.

### Architecture, Detailing, and Materials

The design's form and massing would be distinctive with a visually solid base of rectilinear forms clad in limestone, and a visually light all glass volume set below dynamic shed roof forms that would cantilever boldly out from the glass walls.

As perceived from the street, the first two levels would have a sense of mass and be visually anchored to the ground with simple rectilinear forms. This is done to create large roof terraces at the second and third levels that appear like platforms for lighter structures. The forms would have offsets in the building plane, with recessed front and rear building entries. One-story forms would be present on both sides of the building. These forms would be effective at reducing the scale along the street and providing horizontal proportions to balance taller two-story volumes. Lighter elements such as glass guardrails and metal trellises would sit on top of the limestone clad forms. Their lightness would highlight a clear distinction between the forms and the rooftops. Along the Alma Lane side, the one-story form would be extended across the property to enclose the courtyard. This form would serve a functional purpose, but also visually extend the building across the frontage with a colonnade-like wall.

Above the base with its stepped simple masses would be an elongated tall third floor of window-wall on all sides that creates a glass pavilion effect. The shed roof would appear to float above the glass pavilion with emphasis on deep sloping soffits intended to create a butterfly shape as seen from the street. The roof would be split into two interlocking sections, each with a low (1:12) pitch shed. The two shed sections are reversed, front to back, so that along each street a higher and lower fascia would be visible with an offset of around four feet in height. This, plus the treatment of the rake sides (the vertical edge on a sloped roof) of the roof's fascia with a butterfly profile, would give the roof a more dynamic presence to balance its horizontality.

The façades at the first two levels would have a strong, repetitive pattern of recessed, vertically proportioned openings. Windows would have metal sunshades, which would be like hoods around the window, with windows on the front façade having additional projecting canopy sunshades set within the hoods. Perforated metal panels would be use in place of glass within openings of the wall that encloses the courtyard. The proposed limestone cladding would be varied in color and texture to distinguish wall



planes that stand forward of back in space on the façades. Metal lattices, vines and a living green wall would also be used to articulate the façade.

The façades on the third level would be glazed window-walls from floor to underside of the soffit. The grid pattern used for window mullions would mimic the vertical proportions of the windows on the lower floors. Along the south/right building side, tall and slender columns are proposed to support the covered patio. As shown on the perspective drawing on the cover sheet of the plan set, these thin rectangular columns would create a screen like effect as seen from the street. The roof features wood-like materials for the soffit, with metal roofing that wraps over the fascia, and would be a prominent feature on the upper façade. There would also be a deep painted metal sunshade that extends out from the Alma Street-facing window wall on the third level, which extends across the façade.

In regard to proposed materials and colors, the design would feature limestone veneer cladding in two colors (cream and buff) and two texture variations (smooth and rough). One texture would be honed to have a smooth surface without gloss, and the other would be rough dressed to create more textural depth. Metal at windows, lattices, sunshades, guardrail supports, and perforated panels would be painted either medium brown (similar to rust) or a dark brown to contrast with the limestone. The glazing would be clear, not heavily tinted. The metal roof would be standing seam in a blue color, and the roof's soffit would be clad in Resysta, which is a wood-like composite material made of corn or rice husks that looks very similar to wood but does not weather like wood. It would be stained and sealed to give it a wood grain texture similar to wood.

At the pedestrian level along Alma Street, moderately-sized plazas are proposed, one with a coffee pavilion. The plazas would be landscaped and accessible to the public, with the major west courtyard with the heritage oak gated for exclusive use by the building's tenants. Landscaping would be installed along the perimeter of the building and around the plazas. A two-story tall green living wall is proposed at the entry plaza on Alma Street. Furniture consisting of tables and chairs would be provided in the east and west public plazas, and bicycle racks would be installed in the east public plaza. Street trees and additional large trees would be planted along the public sidewalk on the Alma Street. Decorative perforated metal panels, which would have a rusted metal look, would be used for fencing and gates around the large courtyard, and would allow for some views into the courtyard. Most of the proposed paving would be concrete unit pavers at the plazas and courtyards, and poured concrete at the public sidewalk in standard concrete color (i.e., not the cream color suggested by the landscape plan). Permeable pavers would be used for the surface parking along Alma Lane. The plant palette shown with the landscape drawings for shrubs, bamboo and grasses is conceptual only. Specific plant choices have not been determined.

Mechanical equipment would be located in a rooftop mechanical pit screened by parapet walls clad in metal roofing, where the parapet walls are designed so they would appear like part of the roof. The rooftop mechanical enclosure would have eight-foot tall screening walls at the inside of the pit. The elevator penthouse would exceed the height of the parapet walls by approximately two-and-a-half feet and would be clad in matching metal roofing. A stair tower may be needed to access the mechanical area, but a roof hatch access is being studied by the project architect as an alternative. The most visible elements on the roof from the street below would be the soffits and fascias. The wood-like soffit material is featured along with the profile of the rake side of the metal roof that has a butterfly shape.

With the proposed design, solar panels would be visible from the street below along both Alma Street and Alma Lane, as well as from the Caltrain platform, due to the projected 32 to 34 degree incline angle of the panels as opposed to the 7.5 degree roof angle. The intent of the number of solar panels is to provide enough power for the building to have zero net energy consumption; however, analysis is not available that shows how much power would be generated by the proposed number of panels, nor how much power would be needed to achieve the net zero objective. Additionally, the project architect has indicated the possibility of reducing the incline angle, once engineers perform energy calculations. To meet the Specific Plan standards, solar panels would need to be laid close to flat on the roof, set back from eaves and rakes, or a combination of the two. In compliance with Specific Plan standard E.3.2.01, condition 5g has been included to ensure that solar panels exceeding the maximum building height are not visible from publicly-accessible spaces.

The overall design would be modern, with an interesting use of shed roof forms, building materials, sunscreens, and landscaping. Solar shading devices attached to the building should be effective at the front building face, which has a southwest in orientation, and at the right side of the building, which has fewer windows at the lower level and a deep roof with many vertical columns to provide additional shading. Glazing exposure on the left building wall at the upper level appears to be less protected from heat gain due to summer late afternoon sun and could be studied more for additional sunshade devices.

The plan set has minimal information on detailing. Conceptually, however, the detailing would be simple and clean, including the glass railings set back off the face of the building wall, the roof edge, and the perforated metal panels. In regards to landscape and paving materials, sidewalks along Alma Street need to be standard concrete but more color variation and permeability could be considered for other locations.

### ***Public Benefit Bonus***

The applicant is requesting a higher non-medical office floor area ratio (FAR) of 0.875 at the Public Benefit Bonus level development beyond the 0.675 FAR allowed for non-medical office uses at the Base level development. For this project, the bonus area takes the form of 5,750 additional square feet of non-medical office.

The initial public benefit bonus proposal which was considered by the Planning Commission at the study session on May 18, 2015 included the following:

- A pedestrian path along the left/north property line that would provide a connection between Alma Street with Alma Lane, at approximately 600 square feet in size;
- A plaza along Alma Street at the front left corner of the site (labeled “public plaza west” on the plans), adjacent to a proposed private courtyard with a large oak tree, at approximately 970 square feet in size. This plaza was proposed with a small retail/café pavilion, outdoor seating (i.e., benches, and café tables and chairs), and landscaping;
- A plaza along Alma Street at the front right corner of the site (labeled “public plaza east” on the plans), which would be approximately 870 square feet in size. There is an existing heritage oak tree in this plaza that would be preserved;

- A pedestrian path along the right/south property line that would provide a connection between Alma Street and Alma Lane, replacing an existing pedestrian path at this location; and,
- A one-time financial contribution to the City in the amount of \$180,212.

Based on this initial proposal, the City retained BAE Urban Economics (BAE) to prepare an economic analysis on the value of the proposed bonus development. BAE prepared detailed 'pro formas,' which examined typical revenues and costs for both the Public Benefit Bonus proposal (Bonus Project), as well as a similar proposal at the Base-level development standards (Base Project). For this case, BAE has determined that development of the proposed Base Project would result in a loss of approximately \$417,000, and therefore, would not be a project that developers would likely pursue. The analysis also determined that the Bonus Project would create approximately \$1.05 million in additional project value as compared to the Base Project, although this figure does not take into account the potential loss that would be incurred by the Base Project. The analysis also provided one potential method of valuing the public benefit proposal, for the Planning Commission's consideration.

At the study session, the Planning Commission considered public comment from three speakers, and expressed the following feedback related to the public benefit topic:

- Public plaza west is relatively small in size in relation to the fenced private courtyard behind the public plaza. Several Planning Commissioners expressed a desire for the public plaza to be enlarged to include the oak tree;
- The proposed project presents an opportunity for additional retail space to bring vibrancy to this area as well as to the proposed public plazas; and,
- Potential alternate valuations for public benefit bonus proposals.

The approved minutes from the study session are included as Attachment H.

In consideration of the Planning Commission's feedback, the applicant has revised their public benefit proposal as follows:

- Public plaza west has been increased from 970 square feet to 3,201 square feet to incorporate the heritage oak tree. Public plaza east has been reduced in size from 870 square feet to 790 square feet. Overall area for both public plazas has increased from 1,840 square feet to 3,991 square feet;
- Removed the pedestrian path along the left side property line and expanded the public plaza closer to the left side property line;
- Expanded the coffee pavilion from approximately 200 square feet to 324 square feet, partly due to the addition of a restroom;
- Proposed guaranteed business hours for the coffee pavilion would be from 7:00 a.m. to 7:00 p.m. on weekdays, and from 8:00 a.m. to 1:00 p.m. on weekends. The applicant has stated that they will work with future operators to ensure that the pavilion remains open and in operation during these hours;
- Added two public electric vehicle charging stations on Alma Street, to be installed by the applicant and with on-going operation and maintenance costs to be assumed by the applicant;
- Added the installation of three public bicycle racks along Alma Street; and,
- Increased the one-time financial contribution to the City from \$180,212 to \$185,816.

With respect to the public plaza areas, absent additional retail uses, staff believes that ensuring guaranteed hours of operation and a reputable operator for the coffee pavilion would be critical to the use

of public plaza west (condition 6b). While a conceptual design for the pavilion has been provided in the perspective renderings, detailed design review of this and other outdoor structures would be ensured through condition 5h. This condition includes a requirement for a signage plan to relay the public nature of the open spaces. Construction and on-going maintenance of all site improvements associated with proposed public benefit would be ensured through condition 6a.

The smaller public plaza east would still have limited usability due to the placement of bicycle racks and lack of retail uses to activate this space. Overall, staff believes the applicant's revised public benefit proposal addresses the Planning Commission's feedback, particularly as it relates to the desire to see public plaza west expanded to incorporate the heritage oak tree and to ensure that the coffee pavilion operates in a manner that would activate the public plaza spaces. Given the proximity to the Caltrain station, staff believes that a public plaza at this location may be considered desirable and could appeal to Caltrain commuters, and employees and residents in the general vicinity. Staff's recommendation on the public benefit bonus topic is based on our understanding of the Commissioners' individual guidance at the study session, but the Commission may clarify this at the November 2<sup>nd</sup> meeting as needed. The granting of a Public Benefit Bonus is discretionary and fully under the Planning Commission's purview.

### ***Parking and Circulation***

#### Vehicular

A total of 98 parking spaces would be required for both the non-medical office and coffee pavilion use, of which 20 surface parking spaces are proposed along Alma Lane, including one loading space, and 78 spaces are proposed in both levels of the underground garage. The proposed 25,156 square feet of general office use would be parked at a ratio of 3.8 spaces per 1,000 square feet of gross floor area, and this parking rate would not permit medical/dental office uses which have a higher parking rate. The proposed 324-square-foot coffee pavilion would have a higher parking requirement at a ratio of 6 spaces per 1,000 square feet of gross floor area. Since both the office and coffee pavilion would operate during the day, shared parking is not proposed. Although some Planning Commissioners expressed an interest in further parking reductions at the May 18 study session, the Specific Plan does not currently allow any. There are currently on-street angled parking spaces along the site's Alma Street frontage, and the proposed project would reconfigure but retain the same number of on-street parking spaces as currently exists.

The City is currently considering options to modify the Ravenswood Avenue and Alma Street intersection in order to improve vehicular and pedestrian safety at the Ravenswood Avenue Caltrain railroad crossing. A six-month trial was initiated in June 2015 to test out potential modifications at this intersection which included the installation of full-time left- and right-turn restrictions at Alma Street and Ravenswood Avenue. While the right-turn restrictions have since been removed, the left-turn restrictions are still in place. At the end of the trial, Transportation Division staff will be taking their findings to the City Council. Staff does not believe that such restrictions would materially affect this development, given that multiple streets would allow different access points to the subject site.

#### Bicycle

In addition to automobile parking, the Specific Plan requires bicycle parking for all new developments, for both short-term and long-term use. The short-term requirement would be addressed by six bicycle racks

within public plaza east along Alma Street. Three bicycle racks would also be installed within the sidewalk's furnishings zone, and would provide additional options for short-term bicycle parking. The long-term requirement would be met by a secure bicycle storage room on the first level of the underground garage, which would provide space for up to 52 bicycles.

The Specific Plan calls for a future class III bike route along this section of Alma Street, between Oak Grove Avenue and Ravenswood Avenue, which would be feasible and would not be in conflict with the proposed project.

### Pedestrian

In this area, the Specific Plan specifies that sidewalks should have a 15-foot total width, made up of a five-foot furnishings zone and a 10-foot clear walking zone. As shown on the site plan and landscape plan, the existing tree wells would be expanded to create an improved furnishings zone, and a minimum of 10 feet of unobstructed sidewalk would be provided on the interior side of the furnishings zone. For the portion of the sidewalk that extends onto the subject property as well as the proposed public plaza areas, a Public Access Easement (PAE) would need to be recorded (condition 5f). To account for the fact that the adjacent properties have narrower, attached sidewalks (and may continue to for some time), the proposed furnishings zone would be paved as it approaches the sides, allowing pedestrians to transition from the new detached sidewalk to the older attached sidewalks. Additionally, the 10-foot walking zone would be tapered around the heritage oak tree in public plaza east to minimize impacts to the tree.

The main building entrance would be along Alma Street with direct access from the proposed new sidewalk. A secondary entrance along Alma Lane would provide access to/from the surface level parking. A pedestrian walkway between Alma Street and Alma Lane would also be provided along the right side property line.

### ***Trees and Landscaping***

There are 12 trees on and near the project property, including six heritage trees. The applicant has submitted an arborist report (Attachment G) to evaluate all trees on and near the subject property. The report determines the present condition, discusses the impacts of the proposed improvements, and provides recommendations for tree preservation. All recommendations identified in the arborist report would be ensured through condition 4r.

### Heritage Trees

The overall site layout is designed to preserve the two heritage oak trees (trees #1 and #7) that feature prominently along Alma Street, while trees elsewhere on the property are proposed for removal. Two heritage trees at the rear of the site are proposed to be removed, including a 20-inch Chinese tree of heaven (tree #4) and a 33-inch oak (tree #9). Both trees are proposed for removal due to construction impacts, although the fact that both are located directly below existing overhead utility lines and that the Chinese tree of heaven exhibits structural problems have been taken into consideration in the decision for their removal.

The City Arborist has reviewed the arborist report and conducted a site visit to independently evaluate the health and condition of each tree, and has recommended tentative approval for the removal of both



heritage trees. As part of the preservation of existing heritage trees, particularly trees #1 and #7, regular monitoring throughout the construction process by the project arborist would be ensured through condition 5b. As part of the proposed Tree Protection Access Easement Agreement for tree #7, the applicant would be required to plant a replacement tree of equal value to tree #7 should it be damaged and/or removed (condition 5c). Given that tree #1 would not be within a Tree Protection Access Easement, a similar replacement tree condition would not be applicable, although it would continue to be protected by the City's Heritage Tree Ordinance.

The applicant is proposing to plant 14 new larger size trees at 36-inch and 48-inch box sizes along Alma Street and the left side property line. To compensate for the removal of two heritage trees, four heritage tree replacements would be planted, meeting the heritage tree replacement guideline for replanting at a ratio of two replacement trees for every heritage tree removed. Smaller plantings would also be provided around the perimeter of the building and property lines. There are limited opportunities for additional tree plantings on-site due to the extent of the proposed garage podium, preservation of the two heritage oaks, and the utility easement along Alma Lane.

#### Open Space

The project would meet the Station Area East (SA-E) minimum open space requirement of 20 percent of the lot with the provision of 39.8 percent on the ground level and second level decks. The majority (35.9 percent) of open space would be provided on the ground level through public plazas, private courtyard, a portion of the front sidewalk, and various landscaped areas. The third floor deck provides additional open space opportunities, although in accordance with Specific Plan Standard E.3.6.02, decks taller than 16 feet in height would not count towards the open space requirement.

#### ***Trash and Recycling***

The applicant proposes several trash storage areas, including trash rooms on the first floor and first level of the underground garage inside the building to serve the office use, and a separate outdoor trash enclosure towards the left corner of the courtyard to serve the coffee pavilion. The ground floor trash room inside the building would serve as a staging area where trash and recycling carts and bins would be stored for collection. These areas would be obscured from public view due to their locations inside the building and/or fenced enclosures. The bins would be wheeled out to Alma Lane on the service day for collection. The plans have been reviewed and tentatively approved by the City's refuse collector, Recology.

#### ***Below Market Rate Housing Agreement***

The proposed project is required to comply with Chapter 16.96 of City's Municipal Code, ("BMR Ordinance"), and with the BMR Housing Program Guidelines adopted by the City Council to implement the BMR Ordinance ("BMR Guidelines"). While residential use is allowed by the applicable zoning regulations on the subject property, none is proposed. In accordance with the BMR Ordinance, an applicant may request to pay in lieu fees to satisfy the BMR requirement for non-residential development. The BMR obligation for the proposed project would be 0.96 BMR units or approximately \$307,618 in in lieu fees.

The applicant's BMR proposal includes a request to pay the in lieu fee since residential development is not proposed at the site and the applicant does not own any other sites in the city that are available and feasible for construction of BMR units to satisfy the requirement. Furthermore, site constraints due to the



preservation of heritage trees limits opportunities to develop residential units as part of the proposed project as it is currently designed. The applicant's BMR proposal is included as part of Attachment E.

At the August 5, 2015 Housing Commission meeting, the Housing Commission unanimously recommended approval for the payment of in lieu fees to satisfy the project's BMR obligations. The Housing Commission's draft meeting minutes is included as Attachment I. The in lieu fee is required to be paid prior to building permit issuance (condition 3). The draft BMR In Lieu Fee Agreement is included as Attachment J.

### **Correspondence**

The applicant indicated that they have sent letters to nearby neighbors and tenants, and held an informational meeting in January 2015. According to the applicant, feedback received from the meeting attendees was generally positive, although some expressed concern with loitering and noise issues with the existing retail and restaurant uses. Staff has received ten pieces of correspondence regarding the proposal (Attachment M). The correspondence received all express support for the proposed project.

### **Conclusion**

The proposal would adhere to the extensive standards and guidelines established by the Specific Plan, as verified in detail in the Standards and Guidelines Compliance Worksheet. The overall building design reduces the perception of building massing with the use of stepped wall planes, shed roof forms, and color and textural variations in the building materials. The proposal would meet the Specific Plan's Public Benefit Bonus level standards, which should be considered in conjunction with the proposed public benefit bonus proposal. Vehicular and bicycle parking requirements would be met, and the development would also provide a positive pedestrian experience. The removal of two heritage trees is justified by health issues and construction conflicts. New plantings would meet the heritage tree replacement guidelines.

Staff believes that the applicant's public benefit proposal addresses the feedback provided by the Planning Commission from the study session. In particular, public plaza west has been increased in size such that it would be a more usable public area. Additionally, concerns about activating the public plaza has been addressed with the applicant's proposed operation of the coffee pavilion, including guaranteed hours of operation and selection of operator. Staff believes that the proximity of the public plaza to the Caltrain station would make it a desirable location for the provision of public open space, and could potentially be used by Caltrain commuters, and employees and residents in the general vicinity. Based on the overall public benefit proposal in providing benefits that would be of value to the community, staff recommends that the Planning Commission approve the proposed architectural control request. Staff's recommendation is based on our understanding of the Planning Commission's previous feedback, although the Planning Commission may clarify as needed.

### **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. In addition, the proposed development would be subject to payment of Transportation Impact Fee (TIF), Specific Plan Transportation Infrastructure Proportionate Cost-Sharing Fee, the El Camino

Real/Downtown Specific Plan Preparation Fee, and the BMR In Lieu Fee. These required fees were established to account for projects' proportionate obligations.

## **Environmental Review**

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.

The Specific Plan EIR identifies no impacts or less-than-significant impacts in the following categories: Aesthetic Resources; Geology and Soils; Hydrology and Water Quality; Land Use Planning and Policies; Population and Housing; and Public Services and Utilities. The EIR identifies potentially significant environmental effects that, with mitigation, would be less than significant in the following categories: Biological Resources; Cultural Resources; Hazards and Hazardous Materials. The EIR identifies potentially significant environmental effects that would remain significant and unavoidable in the following categories: Air Quality; Greenhouse Gases and Climate Change; Noise; and Transportation, Circulation and Parking. The Final EIR actions included adoption of a Statement of Overriding Considerations, which is a specific finding that the project includes substantial benefits that outweighs its significant, adverse environmental impact.

As specified in the Specific Plan EIR and the CEQA Guidelines, program EIRs provide the initial framework for review of discrete projects. In particular, projects of the scale of 1010-1026 Alma Street are required to be analyzed with regard to whether they would have impacts not examined in the Program EIR. This conformance checklist, which analyzes the project in relation to each environmental category in appropriate detail, is included as Attachment K. As detailed in the conformance checklist, the proposed project would not result in greater impacts than were identified for the Program EIR. Relevant mitigation measures have been applied and would be adopted as part of the Mitigation Monitoring and Reporting Program (MMRP), which is included as Attachment L. Full compliance with the MMRP would be ensured through condition 5a. No new impacts have been identified and no new mitigation measures are required for the proposed project. Mitigations include construction-related best practices regarding air quality and noise, payment of transportation-impact-related fees (condition 5i), and implementation of a Transportation Demand Management (TDM) program.

The MMRP includes two fully completed mitigation measures relating to cultural resources, which are required to be addressed at the application submittal stage. First, for Mitigation Measure CUL-1: due to the age of the structures being greater than 50 years, a historic resource evaluation was conducted by a qualified architectural historian and concluded that the two existing structures at 1010-1026 Alma Street are not historic resources. As a result, the redevelopment project can proceed without impacts to historic resources. Second, for Mitigation Measure CUL-2a: a cultural resources study performed by a qualified archaeologist/cultural resources professional determined that the proposed project would have no impact on cultural resources. Both studies are available for review upon request.

### ***Specific Plan Maximum Allowable Development***

Per Section G.3, 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.

These totals are intended to reflect likely development throughout the Specific Plan area. As noted in the Plan, development in excess of these thresholds would require amending the Specific Plan and conducting additional environmental review.

If the project is approved and implemented, the Specific Plan Maximum Allowable Development would be revised to account for the net changes as follows:

	<b>Dwelling Units</b>	<b>Commercial Square Footage</b>
<b>Existing</b>	0	10,272
<b>Proposed</b>	0	25,480
<b><u>Net Change</u></b>	<u>0</u>	<u>+15,208</u>
<b><u>% of Maximum Allowable Development</u></b>	<u>0%</u>	<u>+3.2%</u>

### **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. Location Map
- C. Data Table
- D. Project Plans
- E. Project Description Letter, Public Benefit Bonus Proposal, and BMR Proposal
- F. Specific Plan Standards and Guidelines Compliance Worksheet
- G. Arborist Report by SBCA Tree Consulting, dated February 25, 2015 and amended July 24, 2015
- H. Excerpt Minutes from May 18, 2015 Planning Commission Meeting
- I. Draft Minutes from August 5, 2015 Housing Commission Meeting
- J. Below Market Rate Housing In Lieu Fee Agreement
- K. Specific Plan Program EIR Conformance Checklist

L. Mitigation Monitoring and Reporting Program (MMRP)

M. Correspondence

- Email from Matt Levin, dated October 9, 2015
- Email from Carol Schumacher, dated October 11, 2015
- Email from Michael Tupac, dated October 15, 2015
- Email from Allison Allen, dated October 18, 2015
- Email from Carl Hansen, dated October 20, 2015
- Email from Shawn Sieck, dated October 20, 2015
- Email from Graham Woodall, dated October 22, 2015
- Email from Jack Cassel, dated October 23, 2015
- Email from Forrest Mozart, dated October 28, 2015
- Email from Joseph Chait, dated October 29, 2015

**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**

Color and Materials Board

Report prepared by:

Jean Lin, Associate Planner

Report reviewed by:

Thomas Rogers, Interim Principal Planner

1020 Alma Street Project (1010-1026 Alma Street) – Attachment A: Recommended Actions

<b>LOCATION:</b> 1010-1026 Alma Street	<b>PROJECT NUMBER:</b> PLN2014-00075	<b>APPLICANT:</b> Lane Partners	<b>OWNER:</b> Robert W. Armstrong Revocable Trust
<p><b>REQUEST:</b> Architectural control to demolish two existing commercial buildings, construct a new three-story non-medical office building with two underground parking levels in the SP-ECR/D (El Camino Real/Downtown Specific Plan) zoning district. The proposed development would be at the Public Benefit Bonus level, which would exceed the Base level floor area ratio (FAR) for office uses on the subject site. The public benefit bonus proposal includes the provision of public plazas along Alma Street, a small pavilion for a cafe, three public bicycle racks, two public electric vehicle charging stations, and a one-time financial contribution to the City. A lot merger would merge five existing parcels into one parcel. As part of the proposed project, two heritage trees are proposed for removal. In addition, the applicant is requesting approval of a Below Market Rate (BMR) In Lieu Fee Agreement for this project.</p>			
<b>DECISION ENTITY:</b> Planning Commission	<b>DATE:</b> November 2, 2015	<b>ACTION:</b> TBD	
<b>VOTE:</b> TBD (Combs, Ferrick, Goodhue, Kadvany, Kahle, Onken, Strehl)			
<p><b>ACTION:</b></p> <ol style="list-style-type: none"> <li>1. Make findings with regard to the California Environmental Quality Act (CEQA) that the proposal is within the scope of the project covered by the El Camino Real/Downtown Specific Plan Program EIR, which was certified on June 5, 2012. Specifically, make findings that: <ol style="list-style-type: none"> <li>a. A checklist has been prepared detailing that no new effects could occur and no new mitigation measures would be required (Attachment K).</li> <li>b. Relevant mitigation measures have been incorporated into the project through the Mitigation Monitoring and Reporting Program (Attachment L), which is approved as part of this finding.</li> <li>c. Upon completion of project improvements, the Specific Plan Maximum Allowable Development will be adjusted by 15,208 square feet of non-residential uses, accounting for the project's net share of the Plan's overall projected development and associated impacts.</li> </ol> </li> <li>2. Adopt the following findings, as per Section 16.68.020 of the Zoning Ordinance, pertaining to architectural control approval: <ol style="list-style-type: none"> <li>a. The general appearance of the structure is in keeping with the character of the neighborhood.</li> <li>b. The development will not be detrimental to the harmonious and orderly growth of the City.</li> <li>c. The development will not impair the desirability of investment or occupation in the neighborhood.</li> <li>d. The development provides adequate parking as required in all applicable City Ordinances and has made adequate provisions for access to such parking.</li> <li>e. The development is consistent with the El Camino Real/Downtown Specific Plan, as verified in detail in the Standards and Guidelines Compliance Worksheet (Attachment F).</li> </ol> </li> <li>3. Approve the Below Market Rate Housing In Lieu Fee Agreement. (Attachment J).</li> <li>4. Approve the architectural control 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 BAR Architects, consisting of 47 plan sheets, dated received October 27, 2015, and</li> </ol> </li> </ol>			

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<p><b>ACTION:</b></p> <p>approved by the Planning Commission on November 2, 2015, except as modified by the conditions contained herein, subject to review and approval of the Planning Division.</p> <ul style="list-style-type: none"> <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. Frontage improvements and dedication of easements shall be to the satisfaction of the Engineering Division.</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 the review and approval of the Engineering Division.</li> <li>f. Simultaneous with the submittal for a demolition permit, the applicant shall submit a plan for: 1) construction safety fences around the periphery of the construction area, 2) dust control, 3) air pollution control, 4) erosion and sedimentation control, 5) tree protection fencing, and 6) construction vehicle parking. The plans shall be subject to review and approval by the Building, Engineering, and Planning Divisions prior to issuance of a demolition permit. The fences and erosion and sedimentation control measures shall be installed according to the approved plan prior to commencing demolition.</li> <li>g. Simultaneous with the application for a grading permit, the applicant shall submit a draft "Stormwater Treatment Measures Operations and Maintenance (O&amp;M) Agreement" with the City subject to review and approval by the Engineering Division. With the executed agreement, the property owner is responsible for the operation and maintenance of stormwater treatment measures for the project. The agreement shall run with the land and shall be recorded by the applicant with the San Mateo County Recorder's Office. The applicant shall enter into and record a Stormwater Treatment Measures Operations and Maintenance Agreement prior to building permit final inspection.</li> </ul>			



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<p><b>ACTION:</b></p> <ul style="list-style-type: none"> <li>h. Simultaneous with the submittal of a complete building permit application, the applicant shall submit the City's "NPDES Permit Compliance Checklist", and provide for permanent stormwater control measures selected from the City's "Local Source Control Measures List", as appropriate, for review and approval of the Engineering Division. For potential solutions, the Applicant may refer to "Start at Source", a Manual developed by the Bay Area Stormwater Management Agencies Association by (BASMMA).</li> <li>i. Prior to building permit issuance, the applicant shall submit a plan for any new utility installations or upgrades for review and approval of the Planning, Engineering and Building Divisions. All utility equipment that is installed outside of a building and that cannot be placed underground shall be properly screened by landscaping. The plan shall show exact locations of all meters, back flow prevention devices, transformers, junction boxes, relay boxes, and other equipment boxes.</li> <li>j. Simultaneous with the submittal of a complete building permit application, the applicant shall submit a utility plan that shows all existing communications lines along the site's Alma Lane frontage to be undergrounded, subject to the approval of the Engineering Division.</li> <li>k. 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 issuance of a grading, demolition or building permit.</li> <li>l. Simultaneous with the submittal of a complete building permit application, the applicant shall provide documentation indicating the amount of irrigated landscaping. If the project proposes more than 2,500 square feet of irrigated landscaping, it is subject to the City's Water Efficient Landscaping Ordinance (Municipal Code Chapter 12.44). Submittal of a detailed landscape plan would be required concurrently with the submittal of a complete building permit application.</li> <li>m. Simultaneous with the submittal of a complete building permit application, the applicant shall submit a lighting plan, providing the location, architectural details and specifications for all exterior lighting subject to review and approval by the Planning Division.</li> <li>n. Simultaneous with the submittal of a complete building permit application, a design-level geotechnical investigation report shall be submitted to the Building Division for review and</li> </ul>			

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<p><b>ACTION:</b></p> <p>confirmation that the proposed development fully complies with the California Building Code. The report shall determine the project site's surface geotechnical conditions and address potential seismic hazards. The report shall identify building techniques appropriate to minimize seismic damage.</p> <ul style="list-style-type: none"> <li>o. Prior to issuance of each building permit, the applicant shall pay the applicable Building Construction Street Impact Fee in effect at the time of payment. The current fee is calculated by multiplying the valuation of the construction by 0.0058.</li> <li>p. A complete building permit application will be required for any remediation work that requires a building permit. No remediation work that requires approval of a building permit shall be initiated until the applicant has received building permit approvals for that work. All building permit applications are subject to the review and approval of the Building Division.</li> <li>q. The applicant shall retain a civil engineer to prepare "as-built" or "record" drawings of public improvements, and the drawings shall be submitted in AutoCAD format to the Engineering Division.</li> <li>r. Heritage trees in the vicinity of the construction project shall be protected pursuant to the Heritage Tree Ordinance. Prior to demolition permit issuance, the applicant shall retain an on-site arborist who shall be designated with the responsibility and authority to insure that the instructions for tree protection are properly executed throughout the construction of the project.</li> </ul> <p>5. Approve the architectural control subject to the following <b>project-specific</b> conditions:</p> <ul style="list-style-type: none"> <li>a. The applicant shall address all Mitigation Monitoring and Reporting Program (MMRP) requirements as specified in the MMRP (Attachment L). Failure to meet these requirements may result in delays to the building permit issuance, stop work orders during construction, and/or fines.</li> <li>b. Simultaneous with the submittal for a demolition permit, the applicant shall submit a tree preservation plan to address the protection of all heritage trees to remain, detailing the location of and methods for all tree protection measures, as described in the arborist report, for review and approval by the City Arborist. Prior to demolition permit issuance, the project arborist shall submit a letter to the Building Division confirming adequate installation of the</li> </ul>			

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<p><b>ACTION:</b></p> <p>tree protection measures. The project arborist shall monitor the heritage trees throughout project construction, and shall submit monitoring reports every four weeks for review of the City Arborist.</p> <ul style="list-style-type: none"> <li>c. A Tree Protection Access Easement Agreement for the protection of the existing 35.5-inch oak tree (tree #7) shall be submitted for review and approval by the City Attorney and recorded with the County of San Mateo prior to issuance of the demolition permit.</li> <li>d. Simultaneous with the submittal of a complete building permit application, the applicant shall submit an updated LEED Checklist, subject to review and approval of the Planning Division. The Checklist shall be prepared by a LEED Accredited Professional (LEED AP). The LEED AP should submit a cover letter stating their qualifications, and confirm that they have prepared the Checklist and that the information presented is accurate. Confirmation that the project conceptually achieves LEED Silver certification shall be required before issuance of the building permit. Prior to final inspection of the building permit, the project shall submit verification that the development has achieved final LEED Silver certification.</li> <li>e. Lot merger shall be recorded prior to the issuance of demolition, grading, or building permit.</li> <li>f. Simultaneous with the submittal of a complete building permit application, the applicant shall submit a draft Public Access Easement (PAE) along the property frontage to accommodate the full 15-foot wide sidewalk and public plaza areas. Said dedication shall be accepted by the City Council prior to the issuance of the building permit. Said PAE shall be recorded prior to building permit final inspection, subject to review and approval of the Engineering Division.</li> <li>g. Simultaneous with the submittal of a complete building permit application, the applicant shall submit revised plans showing solar panel installations are screened from view from publicly-accessible spaces.</li> <li>h. Simultaneous with the submittal of a complete building permit application, the applicant shall provide detailed plans for the proposed coffee pavilion, outdoor trash enclosure, and outdoor transformer enclosure for review and approval of the Planning, Building, and Engineering Divisions. The Alma Street façade for the coffee pavilion shall comply with the requirements for minimum ground floor transparency. The plans shall also include a signage plan, with the intent of relaying the public nature of the public plazas.</li> </ul>			

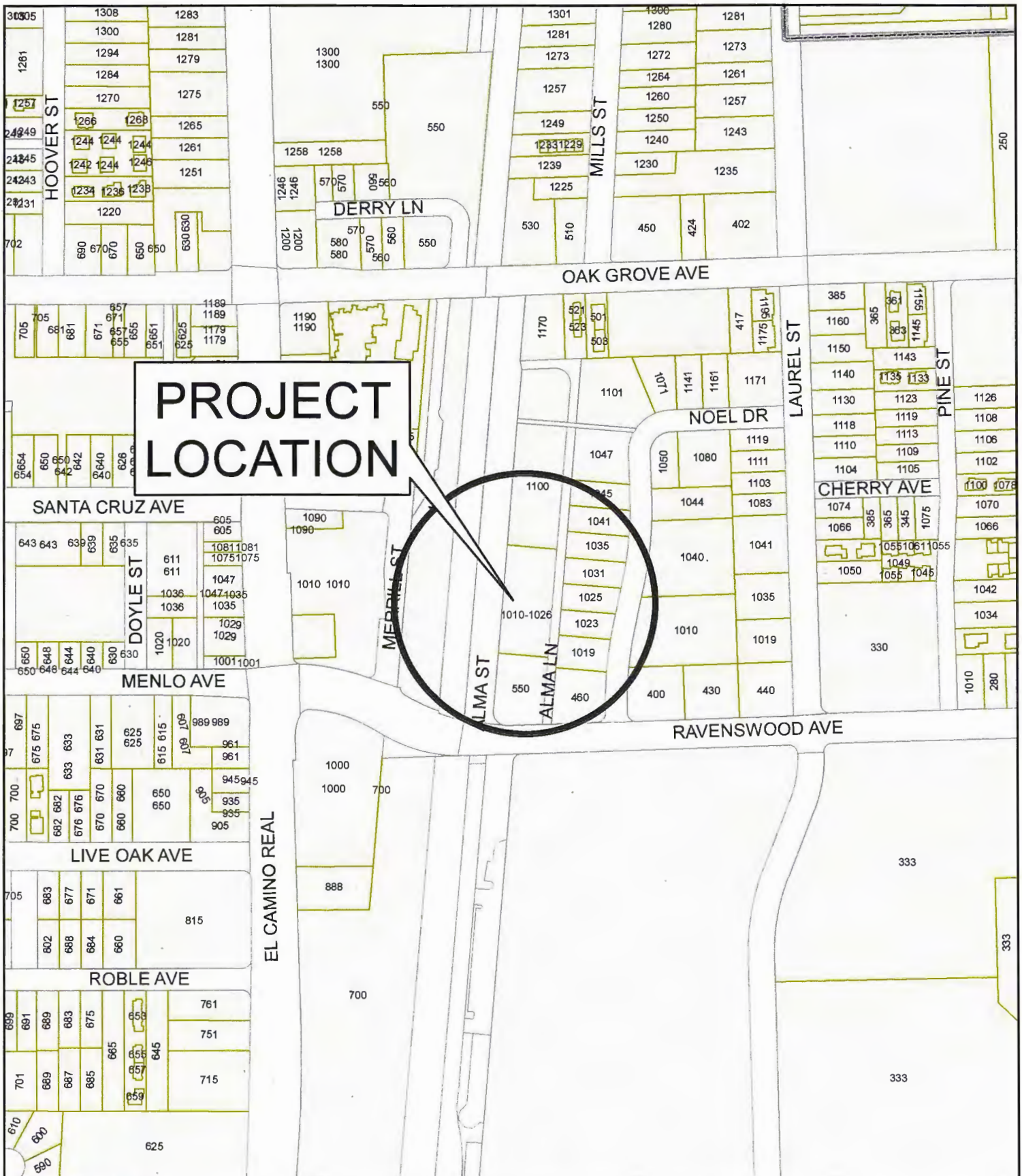
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<p><b>ACTION:</b></p> <ul style="list-style-type: none"> <li>i. Prior to issuance of the building permit, the applicant shall submit all relevant transportation impact fees, subject to review and approval of the Transportation Division. Such fees include: <ul style="list-style-type: none"> <li>i. The citywide Transportation Impact Fee (TIF) is currently estimated at \$70,413.04. This was calculated by multiplying the fee of \$4.63/square feet for non-medical office space by 25,156 square feet and multiplying the fee of \$4.63/square feet by 324 square feet for restaurant space, and applying a credit of \$4.63/square feet for retail and restaurant space for 10,272 square feet of existing commercial uses. This fee is updated annually on July 1st based on the Engineering News Record Bay Area Construction Cost Index.</li> <li>ii. The Specific Plan EIR requires fair-share contributions for additional intersections not included in the citywide TIF. The City has adopted a Supplemental Transportation impact fee for the infrastructure required as part of the Downtown Specific Plan. The fee is estimated at is \$14,417.20, and was calculated by multiplying \$379.40 per PM peak hour vehicle trip by 38 PM peak hour trips.</li> </ul> </li> <li>j. Prior to building permit issuance, the applicant shall pay the El Camino Real/Downtown Specific Plan Preparation Fee, which is established at \$1.13/square foot for all net new development. For the subject proposal, the fee is estimated at \$17,185.04 (\$1.13 x 15,208 net new square feet).</li> </ul> <p>6. Approve the architectural control subject to the following <b>ongoing, project-specific</b> conditions:</p> <ul style="list-style-type: none"> <li>a. The applicant shall be responsible for the construction and on-going maintenance of all proposed improvements associated with the public benefit bonus proposal, including the public plaza areas, public bicycle racks along the project's Alma Street frontage, and public electric vehicle charging stations, to the satisfaction of the Planning Division.</li> <li>b. The coffee pavilion provided as part of the public benefit bonus proposal shall operate as follows: <ul style="list-style-type: none"> <li>i. The applicant shall be responsible for all functions required to operate the coffee pavilion, including without limitation, the selection of a coffee operator, collection of rent, maintenance, routine and extraordinary repairs, and security;</li> </ul> </li> </ul>			

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<p><b>ACTION:</b></p> <ul style="list-style-type: none"> <li>ii. The applicant shall procure a reputable, full-service coffee operator, subject to the reasonable approval of the Planning Division, to manage, occupy, and operate the coffee pavilion;</li> <li>iii. At a minimum, the hours of operation shall be from 7:00 a.m. to 7:00 p.m. on weekdays, and from 8:00 a.m. to 1:00 p.m. on weekends;</li> <li>iv. The hours of operation may be subject to review six months after operation, and annually thereafter, and may be revised by the Planning Division in its sole discretion;</li> <li>v. The applicant shall take all commercially reasonable steps to ensure that the coffee pavilion is in continuous operation; and,</li> <li>vi. Prior to building permit issuance, the applicant and the City shall record a covenant reflecting the requirements of these conditions of approval related to the coffee pavilion against the property in the Official Records of the County of San Mateo.</li> </ul>			





# CITY OF MENLO PARK

## LOCATION MAP

### 1010-1026 ALMA STREET

B1



DRAWN: KTP CHECKED: KTP DATE: 10/19/15 SCALE: 1" = 300' SHEET: 1

1020 Alma Street Project (1010-1026 Alma Street) – Attachment C: Data Table

	PROPOSED PROJECT	EXISTING DEVELOPMENT	ZONING ORDINANCE
Lot area	28,750 sf	28,750 sf	n/a sf min.
Setbacks			
Front	12.0 ft.	±10 ft.	7-12 ft. min.-max.
Rear	28.3 ft.	±17 ft.	10 ft. min.
Side (left)	25.0 ft. <sup>1</sup>	±31 ft.	10-25 ft. min.-max.
Side (right)	10.0 ft.	±13 ft.	10-25 ft. min.-max.
Density	0 du	0 du	39 du max. <sup>2</sup>
	0 du/acre	0 du/acre	50 du/acre max. <sup>2</sup>
FAR (Floor Area Ratio)			
Overall, inclusive of offices	25,480 sf <sup>2</sup> 88.6 % <sup>2</sup>	10,272 sf 35.7 %	50,312.5 sf max. <sup>2</sup> 175 % max. <sup>2</sup>
Non-Medical Office	25,156 sf <sup>2</sup> 87.5 % <sup>2</sup>	0 sf 0 %	25,156.2 sf max. <sup>2</sup> 87.5 % max. <sup>2</sup>
Square footage by use			
Non-Medical Office	25,156 sf	0 sf	n/a
Restaurant	323.9 sf	5,256 sf	n/a
Retail and Personal Service	0 sf	5,016 sf	n/a
Open Space	11,453.4 sf 39.8 %	not available sf %	5,750 sf min. 20 % min.
Building height	48.0 ft.	not available ft.	48 ft. max.
Parking			
Residential	n/a	n/a	45 spaces per 1.85 spaces per du min.
Commercial	98 spaces	not available	3.8 spaces per 1000 gsf non-medical office; 6.0 spaces per 1000 gsf restaurant
Areas shown highlighted indicate a nonconforming or substandard situation.			
<sup>1</sup> As measured from the proposed Tree Protection Access Easement			
<sup>2</sup> Public Benefit Bonus level development standard			
Trees	Heritage trees 6 <sup>3</sup>	Non-Heritage trees 6 <sup>4</sup>	New Trees 14
	Heritage trees proposed for removal 2	Non-Heritage trees proposed for removal 6 <sup>4</sup>	Total Number of Trees 18
<sup>3</sup> Includes two heritage trees on the adjacent left property.			
<sup>4</sup> Includes one street tree.			





# ALMA STATION

## 1020 ALMA STREET

PLANNING DEPARTMENT APPLICATION FOR  
DEVELOPMENT - PLAN CHECK RESPONSE #4

### PROJECT DESCRIPTION

ONE NEW THREE LEVEL ABOVE GRADE OFFICE USE BUILDING WITH TWO LEVELS OF BELOW GRADE PARKING. PRIVATE AND PUBLIC SERVING OPEN SPACE IS LOCATED AROUND THE PERIMETER OF THE BUILDING INCLUDING A NEIGHBORHOOD SERVING COMMERCIAL PAVILION. SURFACE PARKING IS LOCATED TO THE REAR OF THE BUILDING ALONG ALMA LANE. TWO EXISTING HERITAGE OAK TREES ARE PROPOSED TO REMAIN.

### SHEET INDEX

CS	COVER SHEET	A2-01	LEVEL -2 PARKING GARAGE FLOOR PLAN
G2-01	LEED SCORECARD	A2-02	LEVEL -1 PARKING GARAGE FLOOR PLAN
A1-01	AERIAL SITE PLAN	A2-03	FIRST FLOOR PLAN
A1-02	AREA PLAN	A2-04	SECOND FLOOR PLAN
A1-03	SITE PLAN	A2-05	THIRD FLOOR PLAN
1 OF 1	SURVEY	A2-06	ROOF PLAN
C-2.0	TOPOGRAPHIC SURVEY	A3-01	FRONT ELEVATION (SOUTH)
C-3.0	DEMOLITION PLAN	A3-01a	PAVILION FRONT ELEVATION (SOUTH)
C-4.0	GRADING PLAN	A3-02	LEFT SIDE (WEST) & RIGHT SIDE (EAST) ELEVATIONS
C-5.0	UTILITY PLAN	A3-03	REAR ELEVATION (NORTH)
C-6.0	STORM WATER MANAGEMENT PLAN	A3-04	STREETSCAPE ELEVATIONS
C-8.0	EROSION CONTROL	A3-11	BUILDING SECTIONS
C-9.0	VEHICULAR CIRCULATION PLAN	A3-12	BUILDING SECTIONS
L-1.1	GROUND LEVEL PLAN	A3-13	BUILDING SECTIONS
L-1.2	SECOND FLOOR TERRACE	A3-14	SITE SECTION
L-1.3	THIRD FLOOR TERRACES	A4-01	PERSPECTIVE VIEW 1
L-2.1	SECTION ELEVATIONS	A4-03	PERSPECTIVE VIEW 3
L-2.2	SECTION ELEVATIONS	A4-04	PERSPECTIVE VIEW 4
L-3.1	PRECEDENTS	A4-05	PERSPECTIVE VIEW 5
L-3.2	ZEN GARDEN PRECEDENTS & MATERIALS	A5-01	GROSS FLOOR AREA LVLS 1-3
L-3.3	SITE FURNISHINGS & GREEN WALL PRECEDENTS	A5-02	GROSS FLOOR AREA LVLS -1,-2
L-3.4	WEST OAK PLAZA ART, MATERIALS AND PRECEDENTS	A5-03	EXISTING BUILDINGS GROSS FLOOR AREA
L-3.5	PLANT OPTIONS FOR ALMA LN.	A5-04	ACCESS DIAGRAM
		A5-05	FACADE TRANSPARENCY
		A8-51	REFERENCE MATERIALS WINDOW DETAIL

### PROJECT TEAM

#### OWNER:

LANE PARTNERS  
644 MENLO PARK, SUITE 204  
MENLO PARK, CA 94025  
CONTACT: MARCUS GILMOUR  
650.838.0100

#### ARCHITECT:

BAR ARCHITECTS  
901 BATTERY STREET  
SAN FRANCISCO, CA 94111  
CONTACT:  
CHRIS HAGGELUND  
415.293.5772  
BEN SCHAEFER  
415.293.7140

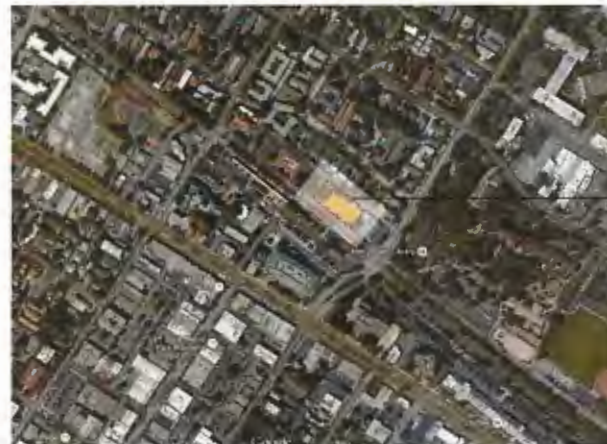
#### LANDSCAPE ARCHITECT:

GLS LANDSCAPE/ARCHITECTURE  
2677 MISSION STREET #200  
SAN FRANCISCO, CA 94110  
CONTACT:  
GARY STRANG  
RACHAEL CLEVELAND  
415.285.3614

#### CIVIL ENGINEER:

SANDIS  
926 E. DUANE AVENUE  
SUNNYVALE, CA 94085  
CONTACT: AMY TAYLOR  
408.636.0900

### VICINITY MAP



PROJECT SITE  
1020 ALMA STREET



ALMA STATION

MENLO PARK, CA

COVER SHEET

**BAR** architects

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OCT 27 2015

CITY OF MENLO PARK  
BUILDING

21



# LEED 2009 for New Construction and Major Renovations

Alma Station

## Project Checklist

### 19 7 Sustainable Sites Possible Points: 26

Y	N	Prereq		
1		Prereq 1	Construction Activity Pollution Prevention	
5		Credit 1	Site Selection	1
1		Credit 2	Development Density and Community Connectivity	5
6		Credit 3	Brownfield Redevelopment	1
1		Credit 4.1	Alternative Transportation—Public Transportation Access	6
1		Credit 4.2	Alternative Transportation—Bicycle Storage and Changing Rooms	1
3		Credit 4.3	Alternative Transportation—Low-Emitting and Fuel-Efficient Vehicles	3
2		Credit 4.4	Alternative Transportation—Parking Capacity	2
1		Credit 5.1	Site Development—Protect or Restore Habitat	1
1		Credit 5.2	Site Development—Maximize Open Space	1
1		Credit 6.1	Stormwater Design—Quantity Control	1
1		Credit 6.2	Stormwater Design—Quality Control	1
1		Credit 7.1	Heat Island Effect—Non-roof	1
1		Credit 7.2	Heat Island Effect—Roof	1
1		Credit 8	Light Pollution Reduction	1

### 6 4 Water Efficiency Possible Points: 10

Y	N	Prereq		
2	2	Prereq 1	Water Use Reduction—20% Reduction	2 to 4
2		Credit 2	Water Efficient Landscaping	2
4		Credit 3	Innovative Wastewater Technologies	2
		Credit 3	Water Use Reduction	2 to 4

### 31 2 2 Energy and Atmosphere Possible Points: 35

Y	N	Prereq		
19		Prereq 1	Fundamental Commissioning of Building Energy Systems	
7		Prereq 2	Minimum Energy Performance	
2		Prereq 3	Fundamental Refrigerant Management	
2		Credit 1	Optimize Energy Performance	1 to 19
2		Credit 2	On-Site Renewable Energy	1 to 7
2		Credit 3	Enhanced Commissioning	2
2		Credit 4	Enhanced Refrigerant Management	2
1	2	Credit 5	Measurement and Verification	3
2		Credit 6	Green Power	2

### 3 4 7 Materials and Resources Possible Points: 14

Y	N	Prereq		
3		Prereq 1	Storage and Collection of Recyclables	
1	3	Credit 1.1	Building Reuse—Maintain Existing Walls, Floors, and Roof	1 to 3
1		Credit 1.2	Building Reuse—Maintain 50% of Interior Non-Structural Elements	1
2		Credit 2	Construction Waste Management	1 to 2
2		Credit 3	Materials Reuse	1 to 2

### Materials and Resources, Continued

Y	N	Prereq		
2		Credit 4	Recycled Content	1 to 2
1	1	Credit 5	Regional Materials	1 to 2
1		Credit 6	Rapidly Renewable Materials	1
1		Credit 7	Certified Wood	1

### 11 4 Indoor Environmental Quality Possible Points: 15

Y	N	Prereq		
1		Prereq 1	Minimum Indoor Air Quality Performance	
1		Prereq 2	Environmental Tobacco Smoke (ETS) Control	
1		Credit 1	Outdoor Air Delivery Monitoring	1
1		Credit 2	Increased Ventilation	1
1		Credit 3.1	Construction IAQ Management Plan—During Construction	1
1		Credit 3.2	Construction IAQ Management Plan—Before Occupancy	1
1		Credit 4.1	Low-Emitting Materials—Adhesives and Sealants	1
1		Credit 4.2	Low-Emitting Materials—Paints and Coatings	1
1		Credit 4.3	Low-Emitting Materials—Flooring Systems	1
1		Credit 4.4	Low-Emitting Materials—Composite Wood and Agrifiber Products	1
1		Credit 5	Indoor Chemical and Pollutant Source Control	1
1		Credit 6.1	Controllability of Systems—Lighting	1
1		Credit 6.2	Controllability of Systems—Thermal Comfort	1
1		Credit 7.1	Thermal Comfort—Design	1
1		Credit 7.2	Thermal Comfort—Verification	1
1		Credit 8.1	Daylight and Views—Daylight	1
1		Credit 8.2	Daylight and Views—Views	1

### 5 1 Innovation and Design Process Possible Points: 6

Y	N	Prereq		
1		Credit 1.1	Innovation in Design: SSc4.1 EP Double Ridership	1
1		Credit 1.2	Innovation in Design: EAc2 EP On-site Renewable Energy	1
1		Credit 1.3	Innovation in Design: Green Building Education	1
1		Credit 1.4	Innovation in Design: Integrated Pest Management	1
1		Credit 1.5	Innovation in Design: EP Green Power	1
1		Credit 2	LEED Accredited Professional	1

### 1 3 Regional Priority Credits Possible Points: 4

Y	N	Prereq		
1		Credit 1.1	Regional Priority: SSc5.2	1
1		Credit 1.2	Regional Priority: WEC2	1
1		Credit 1.3	Regional Priority: WEC3 (30%)	1
1		Credit 1.4	Regional Priority: EAc2	1

### 76 21 13 Total Possible Points: 110

Gold 60-79 points Silver 50-59 points Certified 40-59 points Platinum 80-110

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MENLO PARK, CA

LEED SCORECARD

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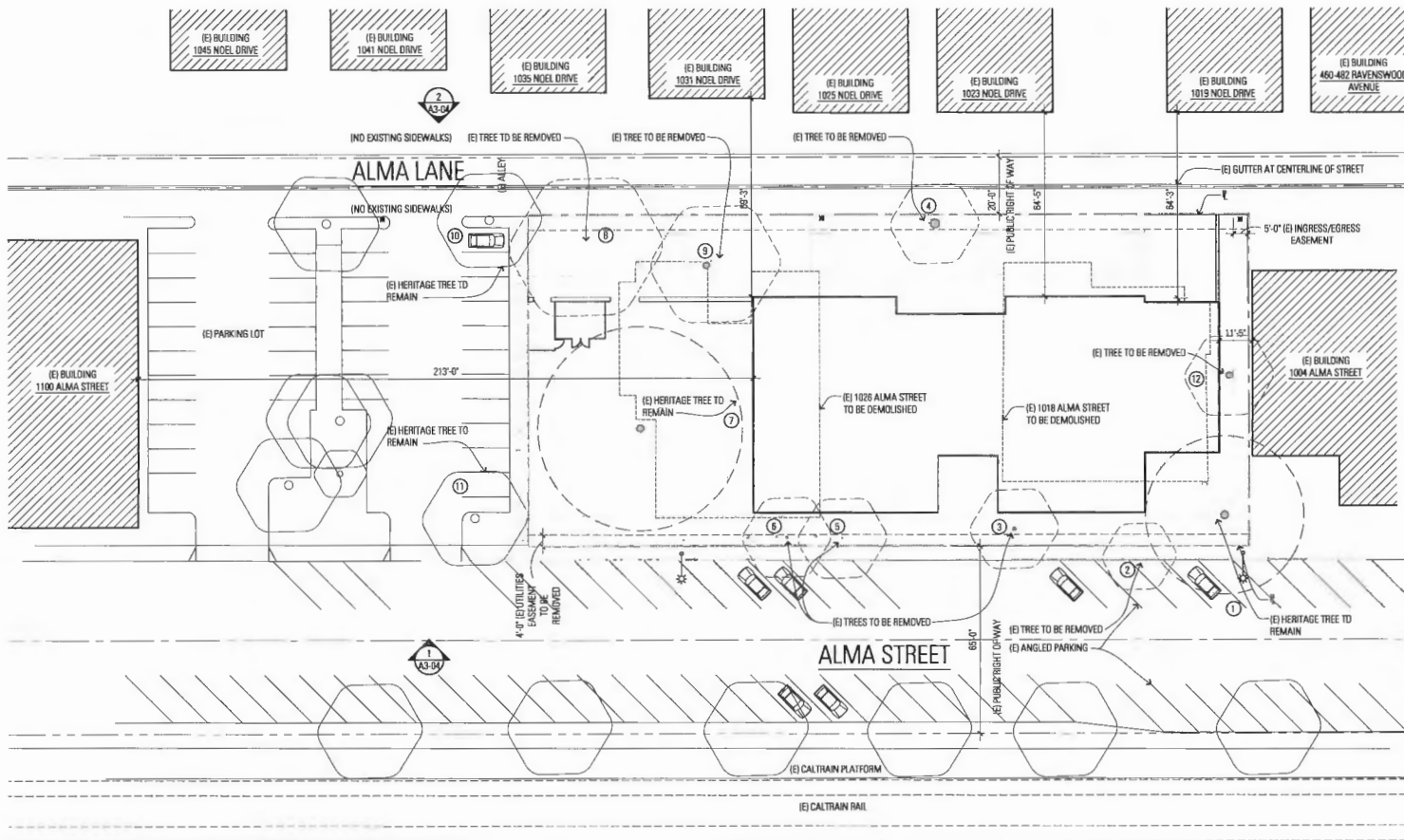
G2-01

D2









EXISTING TREE LEGEND		
ARBORIST REPORT #	DBH IN.*	SPECIES
①	36	Quercus agrifolia
②	11	Prunus caroliniana
③	14	Pyrus kawakamii
④	20, 21.5, 5.5	Ailanthus altissima
⑤	9.5	Olea europaea
⑥	9.5	Olea europaea
⑦	35.5	Quercus agrifolia
⑧	9.8	Pyrus kawakamii
⑨	33	Quercus agrifolia
⑩	20.5	Ulmus parviflora
⑪	15.5	Ulmus parviflora
⑫	7, 7.5, 6, 5.5, 4	Prunus laurocerasus

\*NOTE: DBH IN. IS TREE DIAMETER IN INCHES MEASURED AT 54 INCHES ABOVE AVERAGE SOIL GRADE

ALMA STATION

MENLO PARK, CA

AREA PLAN

**BAR** architects

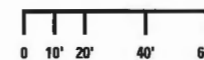
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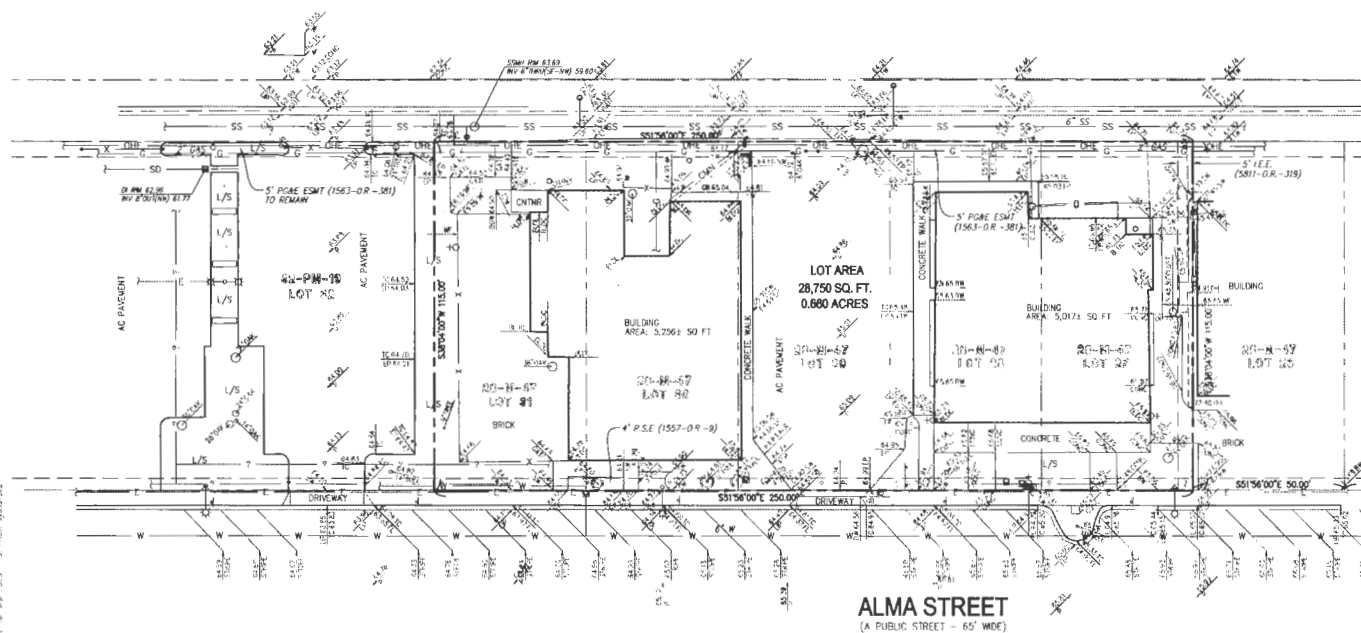
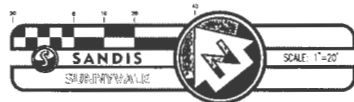
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A1-02

D4





# LEGEND

---	BUILDING LINE
---	PROPERTY LINE
---	ORIGINAL LOT LINE, NO LONGER PERTINENT
---	CENTERLINE
---	MONUMENT LINE
---	EASEMENT LINE
---	FENCE LINE
---	BUILDING OVERHANG
---	GAS LINE
---	COMMUNICATION LINE
---	OVERHEAD ELECTRIC LINE
---	UNDERGROUND ELECTRIC LINE
---	WATER LINE
---	SANITARY SEWER LINE
---	STORM DRAIN LINE
---	UNKNOWN UTILITY LINE

# SYMBOLS & ABBREVIATIONS

AC	ASPHALTIC CONCRETE
ADR	ACCESSIBLE RAMP
BP	AREA DRAIN
BUP	BACKFLOW PREVENTER
BLUC	BUILDING CORNER
BOL	BOLLARD
BW	BACK OF WALK
OB	CATCH BASIN
CLF	CHAIN LINK FENCE
COL	COLUMNS
COM-PB	COMMUNICATIONS PULLBOX
CONCR	CONCRETE
CHTR	CONTAINER
DI	DRAIN INLET
DR	DRIVEWAY
EP	EDGE OF PAVEMENT
EPB	ELECTRIC PULLBOX
EV	ELECTRIC VALVE
FDC	FIRE DEPARTMENT CONNECTION
FOODOR	FRISH GRADEWOOD
FR	FIRE HYDRANT
FIP	FLOWLINE OF PIPE
GEN	GENERATOR
GM	GAS METER
IEE	INGRESS/EGRESS EASEMENT
LIP	LIP OF GUTTER
LPS	LANDSCAPE
MISC	MISCELLANEOUS
MON	MONITORING WELL
PD	UTILITY PESTAL
PV	POST INDICATOR VALVE
R	PROPERTY LINE
P.S.E	PUBLIC SERVICE EASEMENT
P.U.E	PUBLIC UTILITY EASEMENT
SDM	STORM DRAIN MANHOLE
SGH	SIGN
SPV	SPRINKLER VALVE
SMH	SANITARY SEWER CLEANOUT
STL	STREET LIGHT-DOUBLE
STL-S	STREET LIGHT-SINGLE ARM
STRIP	STRIPING
SW/SW	TOP OF CURB
TRAF-S	TRAFFIC SIGNAL
TRANS	TRANSFORMER
VLT	VAULT
W.C.E	WIRE CLEARANCE EASEMENT
WM	WOOD FENCE
WM	WATER METER
WFB	WATER PULLBOX
WV	WATER VALVE

# BENCHMARK

THE BENCHMARK USED FOR THIS SURVEY IS A CITY OF MENLO PARK BENCHMARK, Labeled DISC08, AS BENCH MARK DISK SET IN MASONRY STRUCTURE AT MENLO PARK, 0.1 MILE SOUTHWEST OF THE SOUTHERN PACIFIC COMPANY RAILROAD STATION, AT THE INTERSECTION OF SANTA CRUZ AVENUE AND EL CAMINO REAL, AT THE ELIOT BUILDING, IN THE EAST PROJECTION OF THE GRANITE BLOCK FOUNDATION, BETWEEN TWO GRANITE BLOCK COLUMNS, 15.9 FEET SOUTHWEST OF THE SOUTHEAST CORNER OF THE AVENUE, 17.5 FEET NORTHEAST OF THE NORTHEAST CORNER OF THE HIGHWAY, 0.3 FOOT SOUTHWEST OF THE SOUTHWEST BRICK WALL, AND 2.0 FEET ABOVE THE SIDEWALK.

ELEV = 71.13 FEET

# BASIS OF BEARINGS

THE BEARING NORTH 31°25'15" EAST, TAKEN ON MONUMENT LINE ON RAVENSWOOD AVENUE, AS SHOWN ON THAT CERTAIN PARCEL MAP ENTITLED MENLO SQUARE MAP NO. 2, FILED FOR RECORD ON MARCH 15, 1948 IN BOOK 28 OF MAPS AT PAGE 45, SAN MATEO COUNTY RECORDS, WAS TAKEN AS THE BASIS OF BEARINGS AS SHOWN HEREON.

# UNDERGROUND UTILITY NOTE

THE TYPES, LOCATIONS, SIZES AND/OR DEPTHS OF EXISTING UNDERGROUND UTILITIES AS SHOWN ON THIS TOPOGRAPHIC SURVEY ARE APPROXIMATE AND WERE OBTAINED FROM SOURCES OF VARYING RELIABILITY. ONLY ACTUAL EXCAVATION WILL REVEAL THE TYPES, EXTENT, SIZES, LOCATIONS AND DEPTHS OF SUCH UNDERGROUND UTILITIES. A REASONABLE EFFORT HAS BEEN MADE TO LOCATE AND DETERMINE ALL KNOWN UNDERGROUND UTILITIES. HOWEVER, THE ENGINEER CAN ASSUME NO RESPONSIBILITY FOR THE COMPLETENESS OR ACCURACY OF ITS INDICATION OF SUCH UNDERGROUND UTILITIES WHICH MAY BE ENCOUNTERED, BUT WHICH ARE NOT SHOWN ON THIS SURVEY.

# SURVEY NOTES

1. ALL DISTANCES AND DIMENSIONS ARE SHOWN IN FEET AND DECIMALS THEREOF.
2. DATE OF FIELD SURVEY: 06/25/2014-06/30/2014
3. REFERENCE MAPS: 28-RSM-P0047-MENLO SQUARE MAP NO. 2, & 30-FM-P0081-SAN MATEO COUNTY RECORDS
4. PRELIMINARY TITLE REPORT BY FIRST AMERICAN TITLE COMPANY, ORDER NUMBER NCS-654583-SC, DATED JANUARY 21, 2014.

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09.22.15

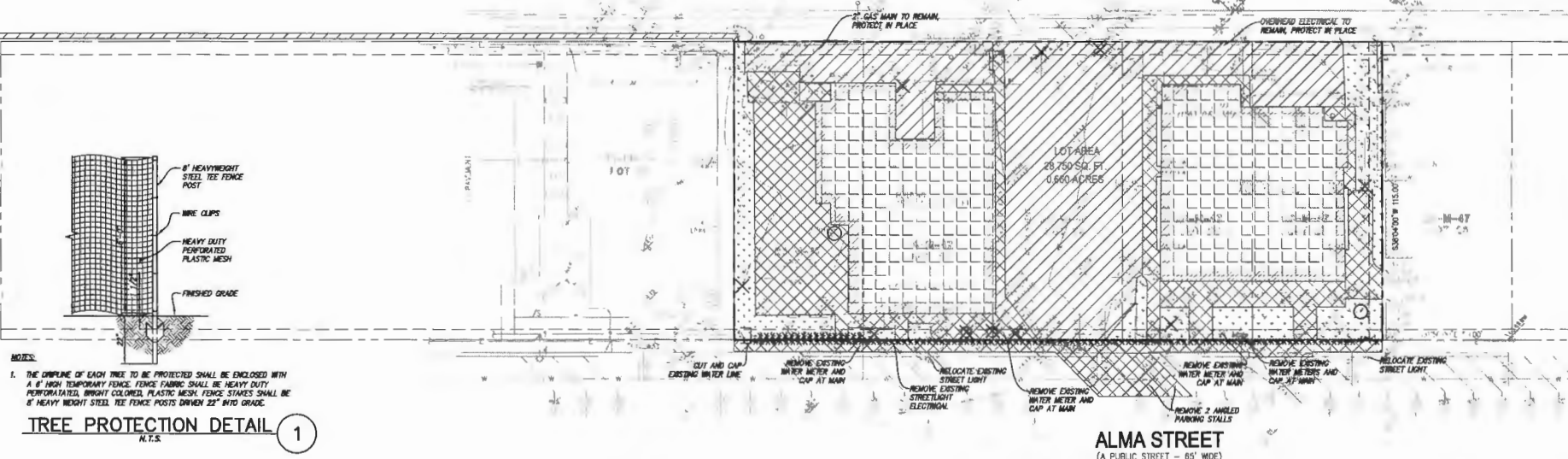


TOPOGRAPHIC SURVEY

C-2.0







TREE PROTECTION DETAIL (1)  
N.T.S.

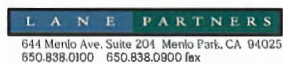
### LEGEND

- |            |  |  |  |
|------------|--|--|--|
| -XXXXXXXX- | REMOVE EXISTING UTILITY LINES                                |  |  |
|            | REMOVE EXISTING BUILDING AND FOUNDATION                      |  | PROTECT EXISTING TREE, SEE TREE PROTECTION |
|            | REMOVE EXISTING AC PAVEMENT AND ASSOCIATED BASE MATERIAL     |  | REMOVE EXISTING TREE                       |
|            | REMOVE EXISTING CONCRETE/PAVING AND ASSOCIATED BASE MATERIAL |  |  |
|            | CLEAR & GRUB EXISTING LANDSCAPE                              |  |  |

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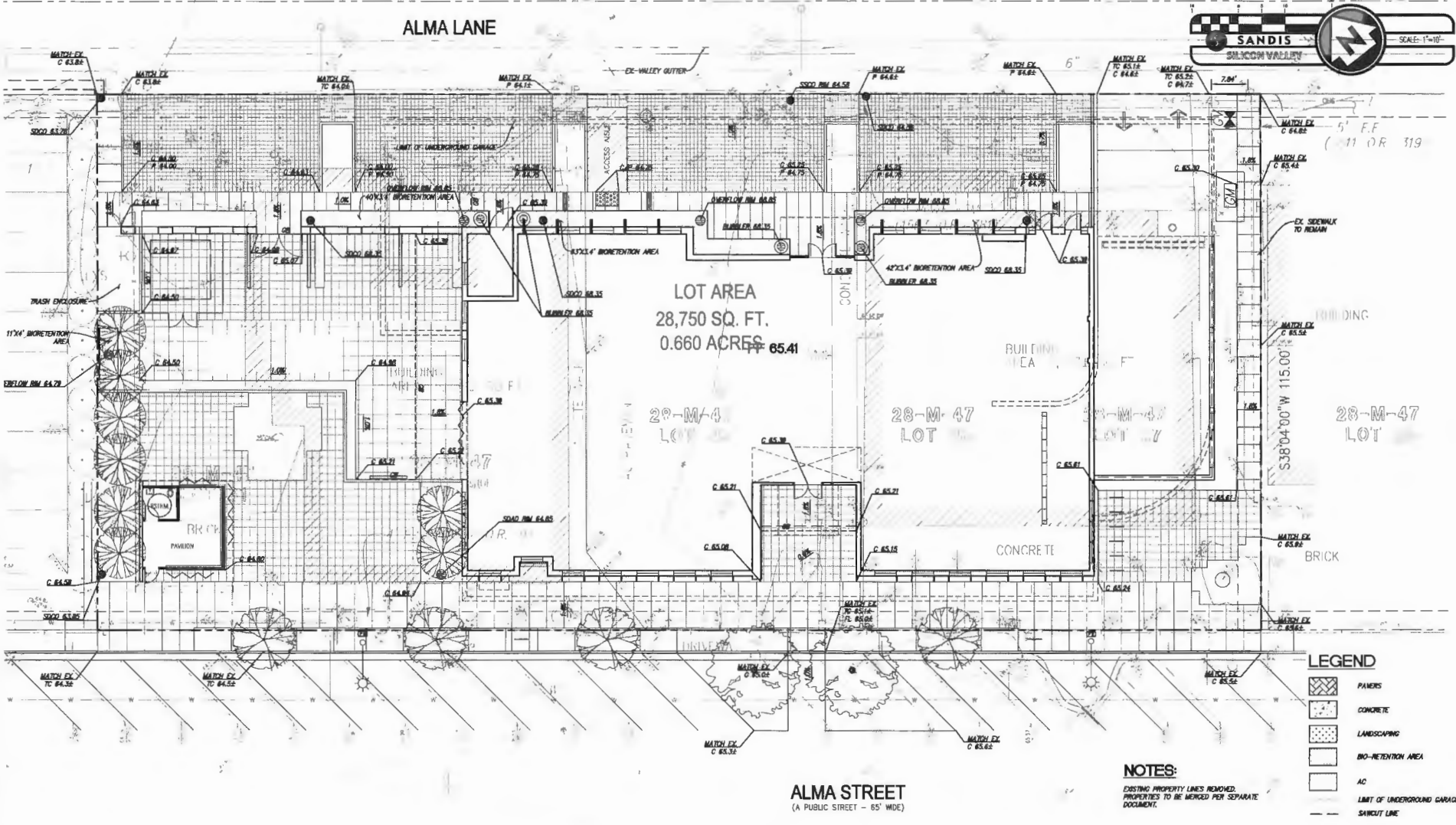
09.22.15

A horizontal number line with tick marks at 0, 10', 20', 40', and 60'.

DEMOLITION PLAN  
C-3.0

D7

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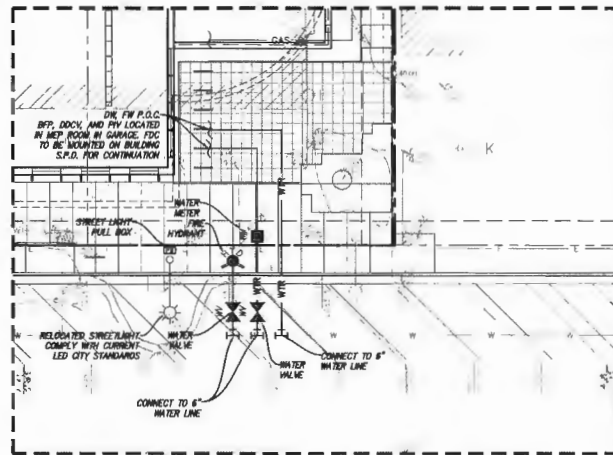
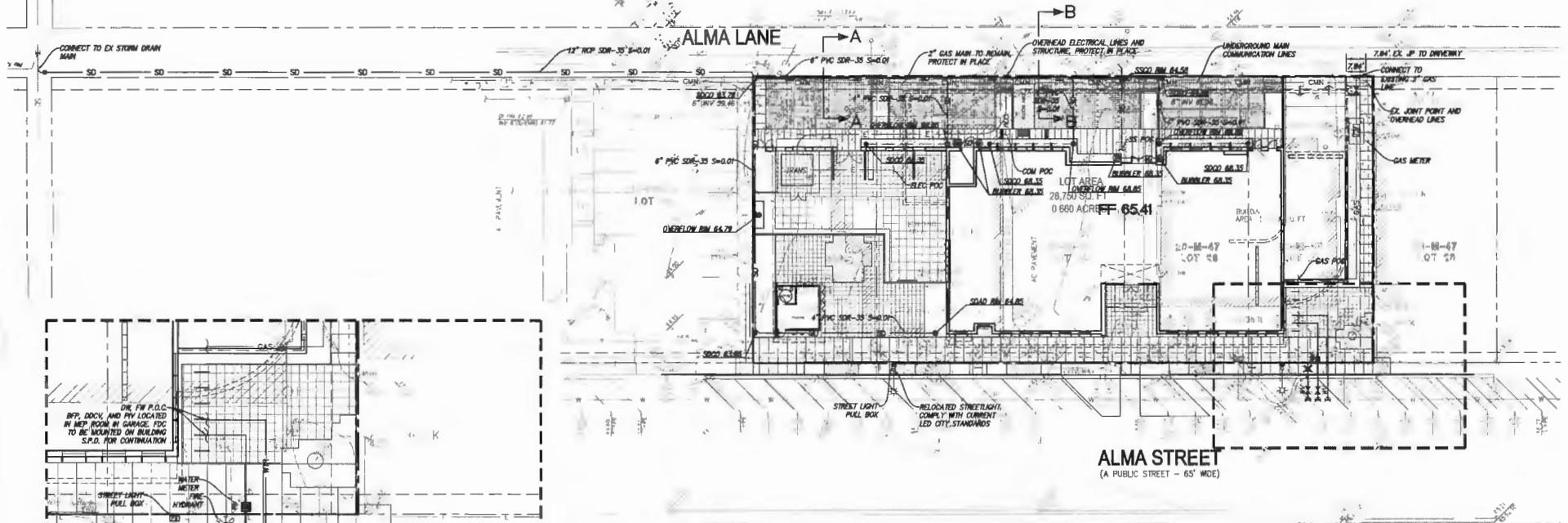
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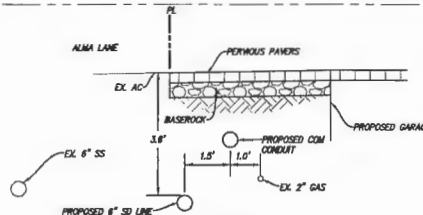
CONCEPTUAL GRADING PLAN

C-4.0

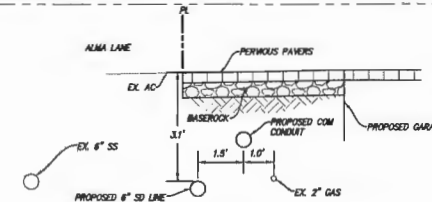
18



**ENLARGED UTILITY PLAN**  
SCALE: 1"=10'



**SECTION A-A**  
SCALE: 1"=3'



**SECTION B-B**  
SCALE: 1"=3'

- LEGEND**
- ⊗ FIRE HYDRANT
  - ⊙ STREET LIGHT
  - ⊕ PULL BOX
  - ⊖ WATER VALVE
  - ⊗ WATER METER
  - ⊙ GATE VALVE
  - ⊗ GAS METER
  - ⊙ OVERFLOW RM
  - ⊙ STORM DRAIN/SANITARY SEWER CLEAN OUT

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10.21.15



CONCEPTUAL UTILITY PLAN

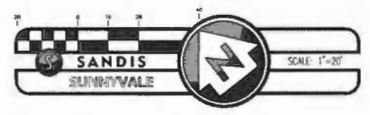
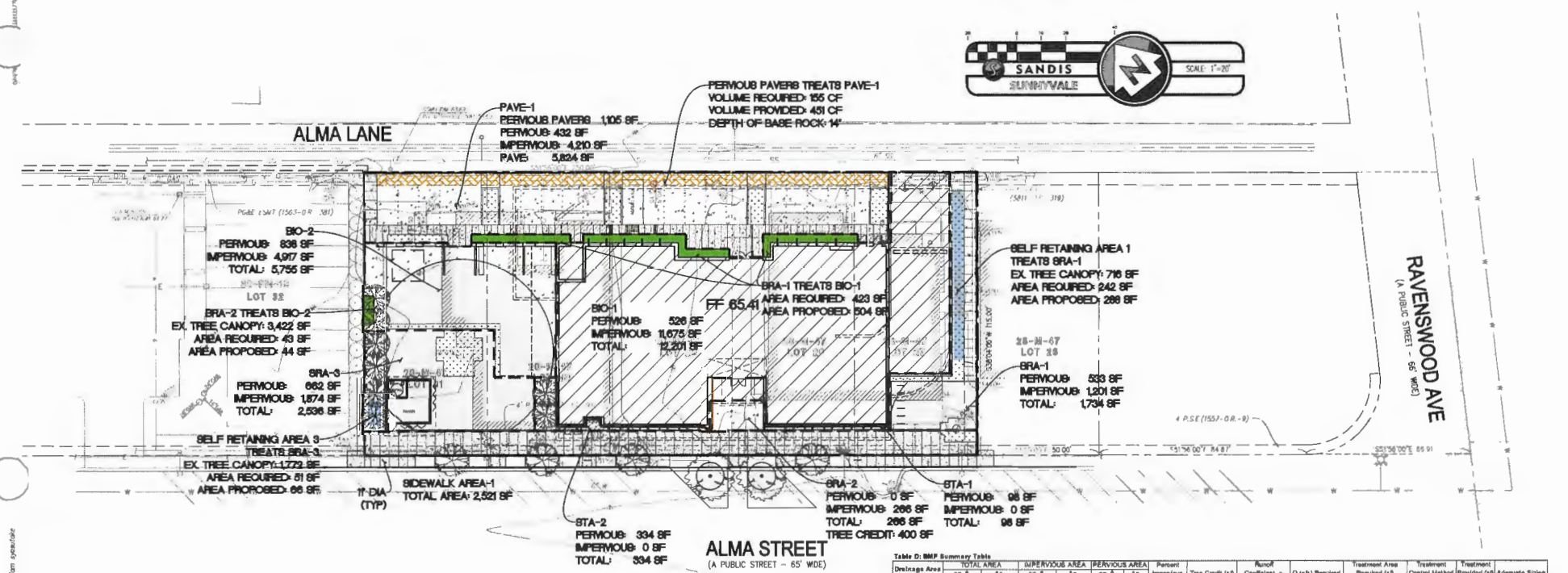
C-5.0

SUNNYVALE ROSEVILLE OAKLAND

69



3/1/21 10:00 (JMS) View Station (CONTRACT) 4.0 SMMF rev. 20 Oct 2015 9:12am splanville



**NOTES:**

SIDEWALK AREA ADJACENT TO EXISTING ROAD EXEMPT FROM C.J. TREATMENT PER TABLE 2-1 IN THE SAN JUAN COUNTY C.J. TECHNICAL GUIDANCE MANUAL.

**LEGEND**

- IMPERVIOUS AREA
- PERVIOUS AREA
- PERVIOUS PAVERS WITH BASE ROCK SIZED TO TREAT IMPERVIOUS AREA ON TOP OF PODIUM
- ROOF AND TERRACES
- TREE INTERCEPTOR CREDITS, CANNOPY FOR EXISTING AND 300 SF FOR NEW TREES
- BIORETENTION AREA
- SELF RETAINING AREA

Table D: BMP Summary Table

Drainage Area	sq. ft.	Ac.	sq. ft.	Ac.	sq. ft.	Ac.	Percent Impervious	Tree Credit (sf)	Runoff Coefficient, c	Q (cfs) Required	Treatment Area Required (sf)	Treatment Control Method	Treatment Provided (sf)	Adequate Sizing
BIO-1	12,200.8	0.28	11,874.8	0.27	538	0.01	85.7%	0.0	0.894	0.048	453	BRA	554	OK
BIO-2	3,237.5	0.07	2,854.2	0.07	283.3	0.01	91.2%	1,835.8	0.337	0.095	45	BRA	44	OK
TOTAL	15,438.1	0.4	14,629.0	0.3	808.1	0.02	94.6%	1,835.8	0.589	0.082	484.4	BRA	548.0	OK

Self Retaining Area (2:1 Ratio) Penalties to Impervious

Drainage Area	sq. ft.	Ac.	sq. ft.	Ac.	sq. ft.	Ac.	Percent Impervious	Tree Credit (200 x ft/m)	Penalties to Impervious	Treatment Area Required (sf)	Treatment Control Method	Treatment Provided	Adequate Sizing
STA-1	1,733.7	0.04	1,200.8	0.03	533	0.01	69.3%	715.82	242	288	BRA	288	OK
STA-2	265.3	0.01	265.3	0.01	0	0.00	100.0%	400.00	0	0	BRA	0	OK
STA-3	2,536.1	0.06	1,875.7	0.04	660	0.02	73.8%	792.40	51	66	BRA	66	OK
TOTAL	4,535.3	0.05	3,941.8	0.03	1,200.8	0.03	73.3%	1,910.22	242.5	288.0	BRA	288.0	OK

Penalties to Impervious (Self Retaining)

Drainage Area	sq. ft.	Ac.	sq. ft.	Ac.	sq. ft.	Ac.	Percent Impervious	Unit Basin Storage Volume (sf)	Penalties to Impervious	Treatment Volume Required (CF)	Depth of Base Rock Required (in)	Depth of Base Rock Provided (in)	Adequate Sizing
PAVE-1	5,824.5	0.13	4,209.7	0.10	1,614.8	0.04	73.3%	0.320	1,106.800	155	8	14	OK
TOTAL	5,824.5	0.13	4,209.7	0.10	1,614.8	0.04	73.3%	0.320	1,106.800	155	8	14	OK

Self Retaining Area

Drainage Area	sq. ft.	Ac.	sq. ft.	Ac.	sq. ft.	Ac.	Percent Impervious
STA-1	97.5	0.00	0.0	0.00	96	0.00	0.0%
STA-2	213.3	0.01	0.0	0.00	234	0.01	0.0%
TOTAL	310.8	0.01	0.0	0.00	330	0.01	0.0%

Exempt Sidewalk Area

Drainage Area	sq. ft.	Ac.	sq. ft.	Ac.	sq. ft.	Ac.	Percent Impervious
SA-1	2,320.7	0.05	2,497.5	0.06	83.2	0.00	97.5%
TOTAL	2,320.7	0.05	2,497.5	0.06	83.2	0.00	97.5%

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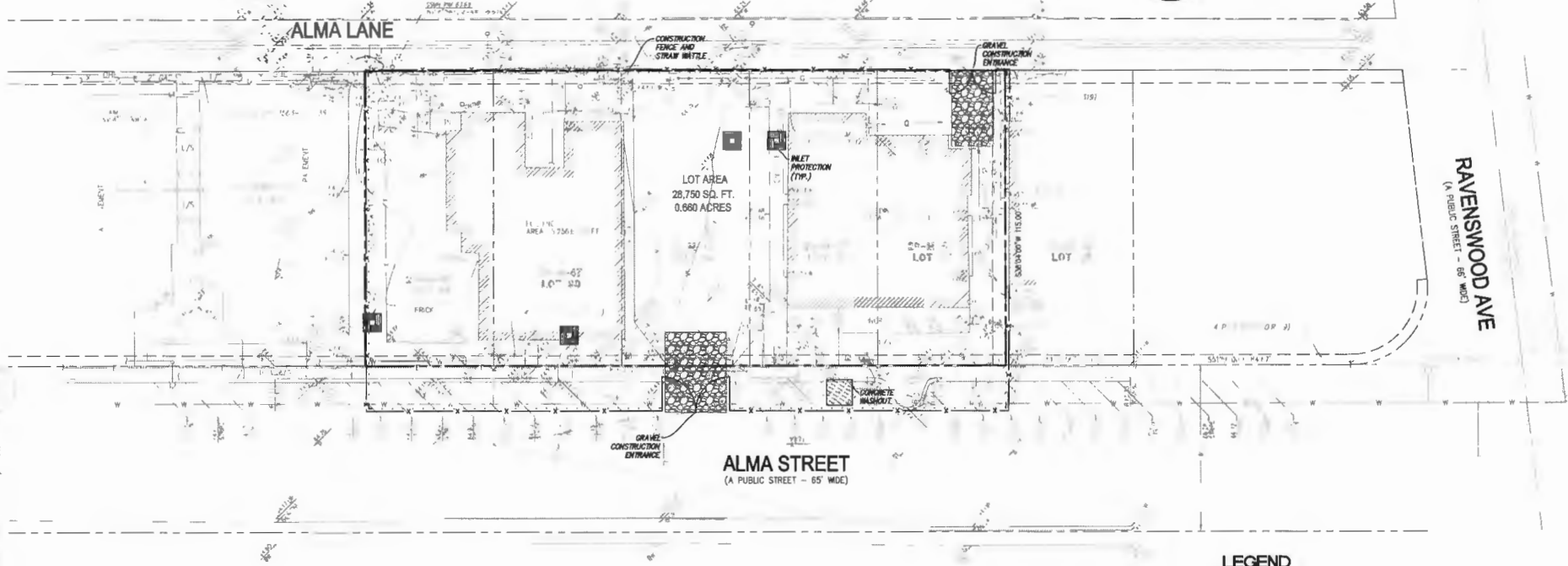
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STORMWATER MANAGEMENT MANAGEMENT PLAN  
C-6.0  
214080 10.21.15 0 10' 20' 40' 60'

1010

214080

214080



- LEGEND**
- CONSTRUCTION ENTRANCE
  - CONCRETE WASHOUT
  - INLET PROTECTION
  - CONSTRUCTION FENCE AND STRAW MATS

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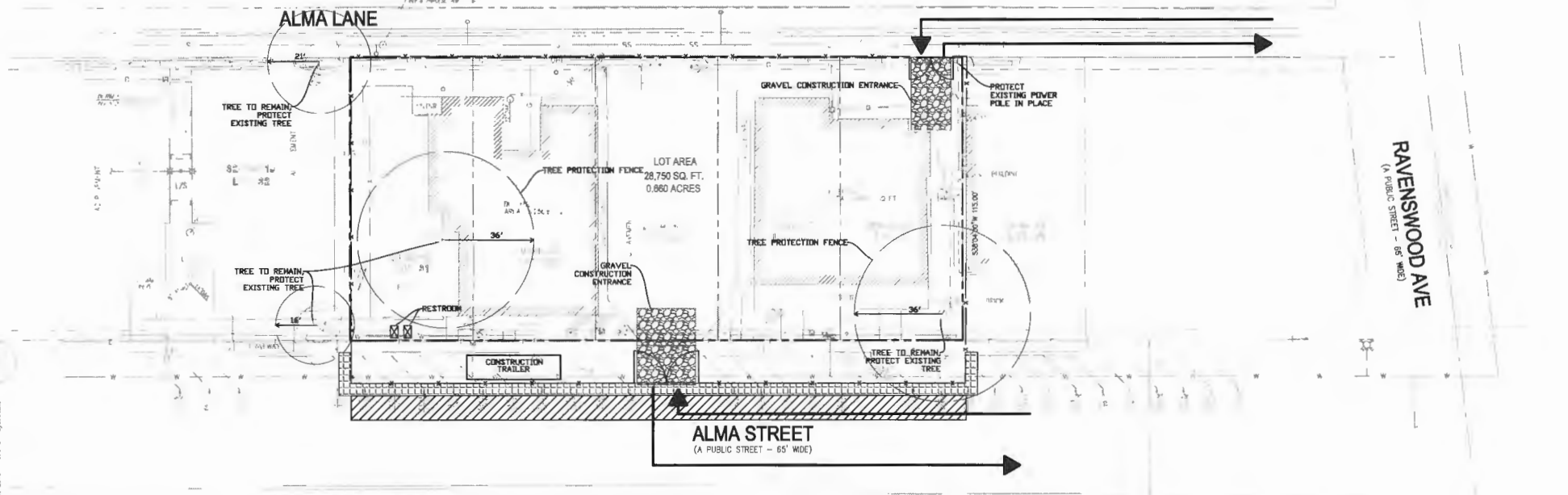
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CONCEPTUAL  
EROSION CONTROL PLAN  
**C-8.0**

110



LEGEND	
	CONSTRUCTION FENCE
	TREE PROTECTION FENCE EXTEND TO DAPLINE IF REQUIRED
	GRAVEL CONSTRUCTION ENTRANCE
	CONSTRUCTION TRAILER
	2hr PARKING STALLS TO BE OCCUPIED BY CONSTRUCTION PROJECT
	TEMPORARY PEDESTRIAN PATH
	PORTABLE RESTROOM
	PROTECTED TREE

ALMA STATION

MENLO PARK, CA

PLANNING COMMISSION SUBMITTAL

**Vance Brown Builders**  
3197 Park Blvd. Palo Alto, Ca. 94306

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CONCEPTUAL  
CONSTRUCTION PLAN

C-9.0

D12

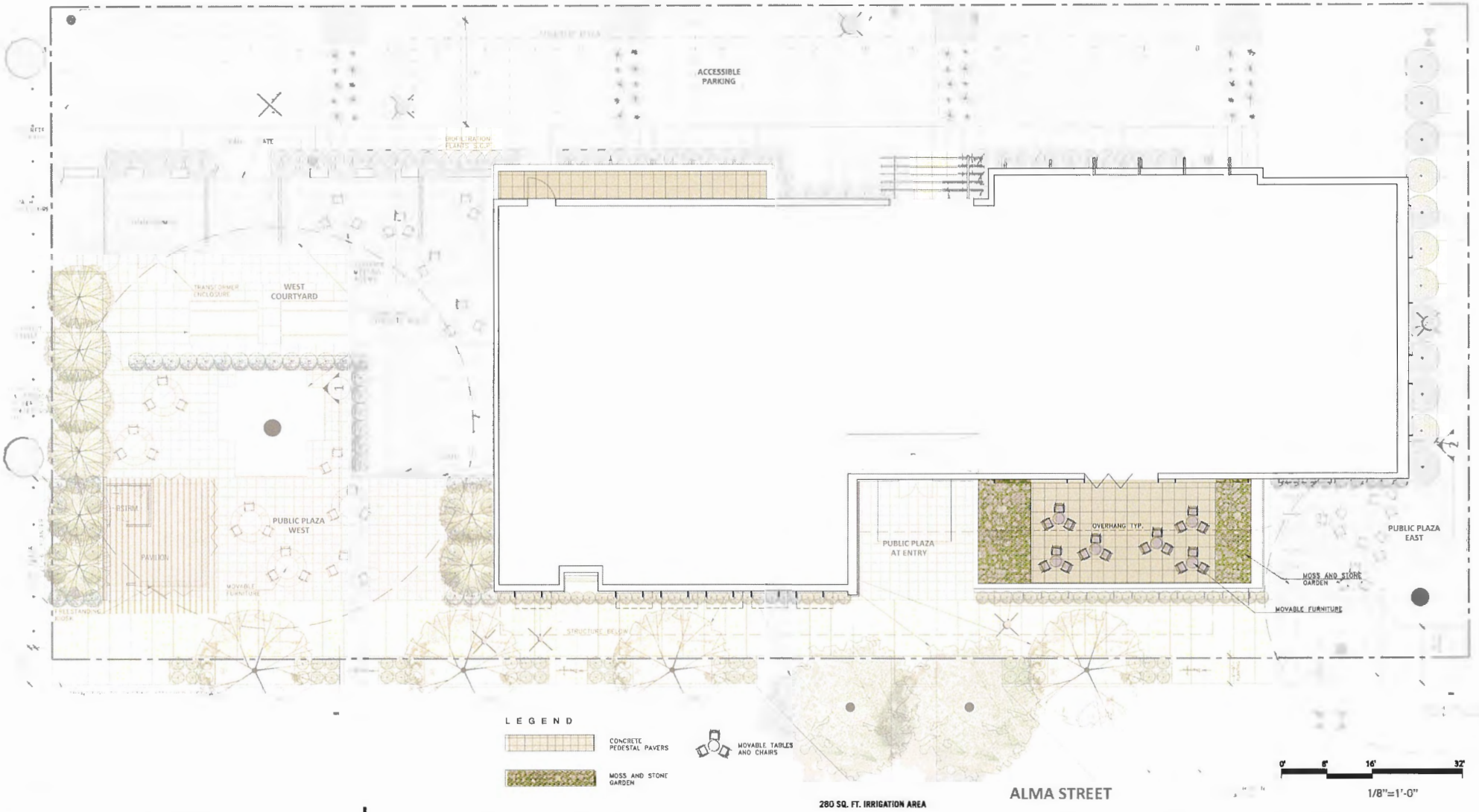




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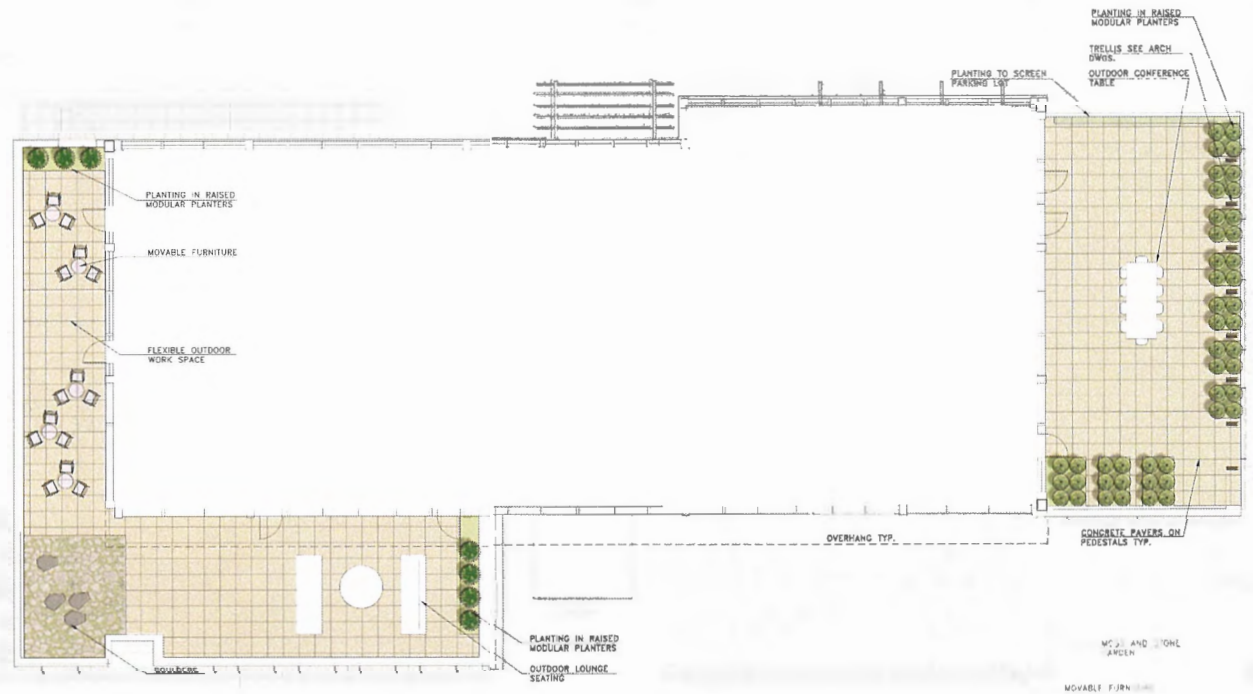
SECOND FLOOR TERRACE

L-1.2

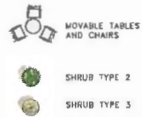


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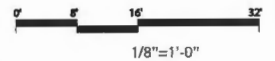




#### LEGEND



291 SQ. FT. IRRIGATION AREA



ALMA STATION

MENLO PARK, CA

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 5401 Mission Blvd., Suite 200, Menlo Park, CA 94025  
 650.838.0100 650.838.0900 fax

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THIRD FLOOR TERRACES

**L-1.3**



DIS





SECTION AT PUBLIC PLAZA WEST

SCALE 1/4" = 1'-0"

1

0' 4' 8' 16'  
1/4"=1'-0"

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glsl  
LANDSCAPE  
ARCHITECTURE

L A N E P A R T N E R S

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14035

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SECTION ELEVATIONS

L-2.1

916



0' 4' 8' 16'

1/4"=1'-0"

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SECTION ELEVATIONS

L-2.2

D17





HAAS SCHOOL OF BUSINESS COURTYARD



YELP HEADQUARTERS, 24 NEW MONTGOMERY STREET



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644 Venice Ave., Suite 204 Menlo Park, CA 94025  
650.979.0711 650.938.0900 fax

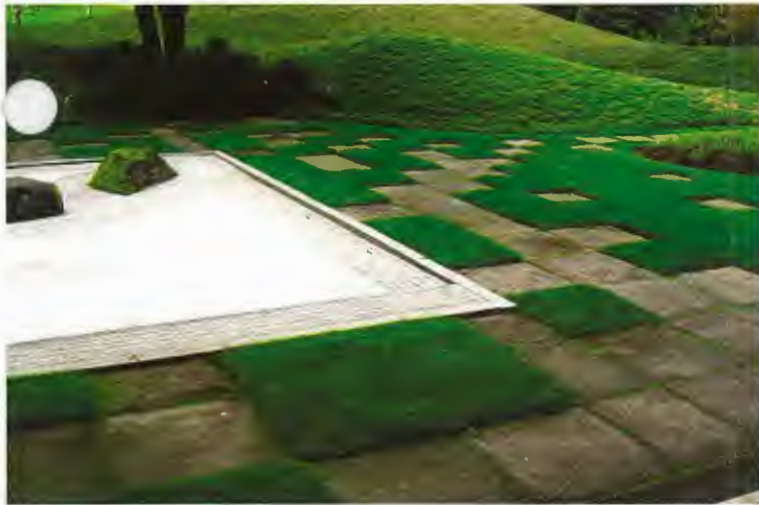
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PRECEDENTS

L-3.1







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ZEN GARDEN PRECEDENTS  
AND MATERIALS

**L-3.2**

D19





RAW STEEL MODULAR PLANTERS



BISON MODULAR PLANTERS INTEGRATE WITH PAVING SYSTEM



GREEN WALL BY HABITAT HORTICULTURE, CENTURY CITY, CA



MODULAR PLANTERS



BIKE RACKS



NATIVE NATURALLY OCCURRING GREEN WALL, ALCATRAZ

ALMA STATION

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650.838.0100 650.838.0900 fax

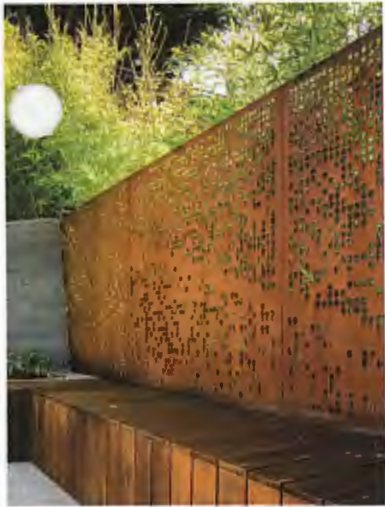
14035 09.18.2015

SITE FURNISHINGS/GREEN WALL

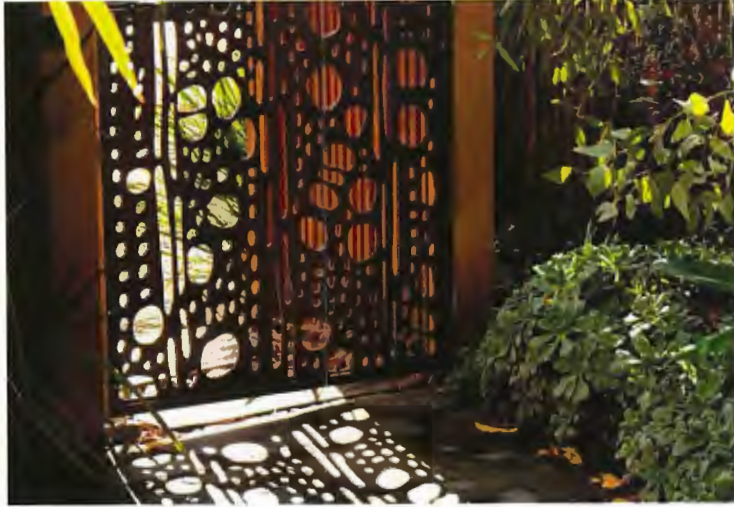
L-3.3







PATTERNED FENCE PANELS



SEATING AS SCULPTURE



SCULPTURAL PICKETS



SCULPTURE LIT AT NIGHT



SCULPTURE AS SEATING

ALMA STATION

MENLO PARK, CA

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650 978 0100 650 638 0900 fax

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PUBLIC ART

L-3.4

D21





*FARGESIA RUFA* - BAMBOO  
6-10 FT. TALL / CLUMPING



*NANDINA DOMESTICA* - HEAVENLY BAMBOO  
6-8 FT. TALL / 3 FT. SPREAD



*MAHONIA LOMARIIFOLIA* - CHINESE HOLLY GRAPE  
6-10 FT. TALL / 3-5 FT. SPREAD



*AGAPANTHUS 'ELAINE'* - LILY-OF-THE-NILE  
3-4 FT. TALL / 2-3 FT. SPREAD



*AZARA MICROPHYLLA* - BOX-LEAF AZARA  
10-15 FT. TALL / 4-10 FT. SPREAD



*ILEX CRENATA 'SKY PENCIL'* - JAPANESE HOLLY  
6-8 FT. TALL / 2-5 FT. SPREAD

- PLANT CONDITIONS:
- PLANTING LOCATED AT REAR OF BUILDING
  - SCREENING PLANTS
  - SHADE TOLERANT
  - RAISED PLANTERS

ALMA STATION

MENLO PARK, CA

PLANNING COMMISSION SUBMITTAL



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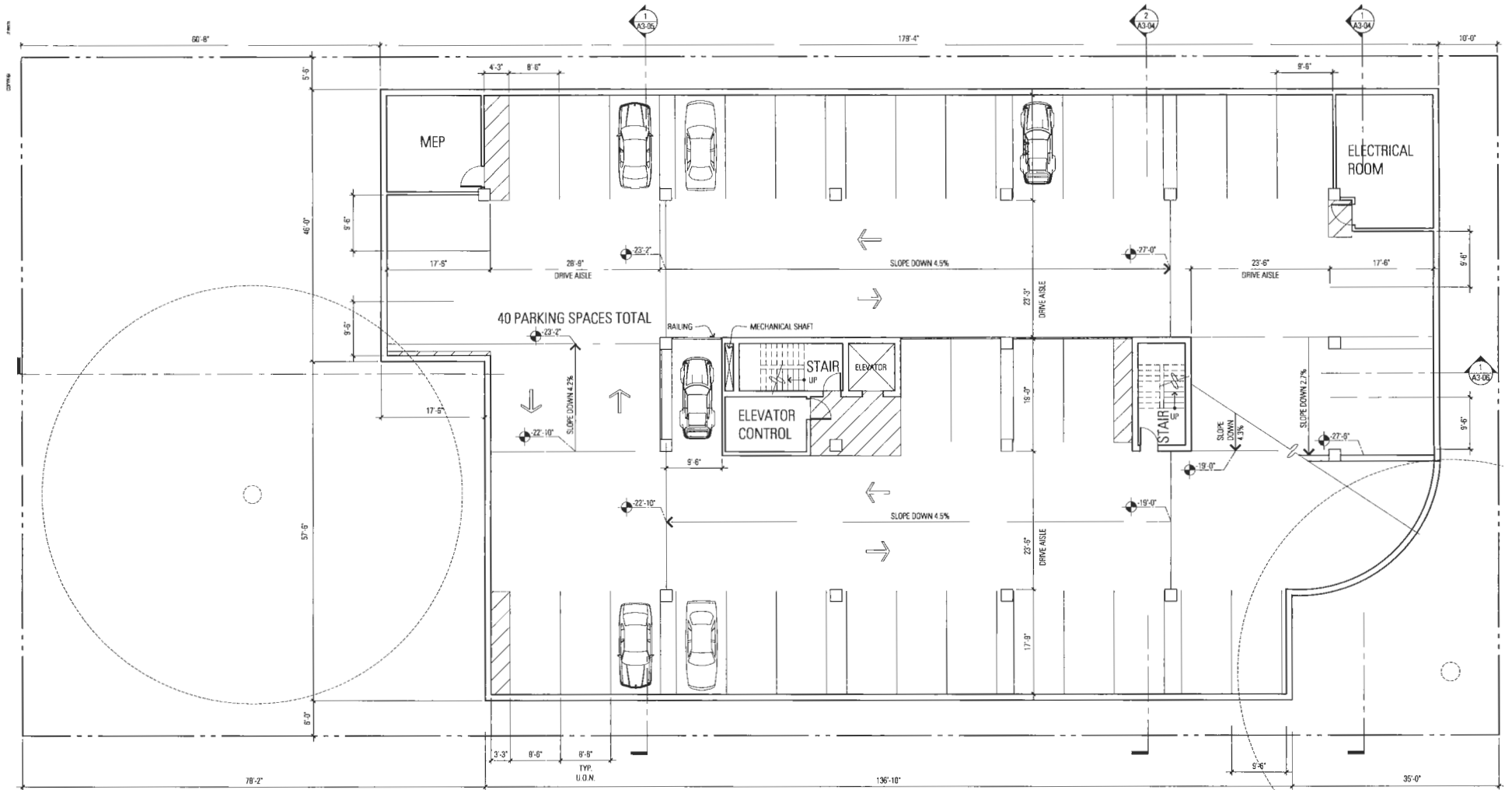
14035 | 09.18.2015

POTENTIAL PLANT PALETTE

L-3.5

D22

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ALMA STATION

MENLO PARK, CA

LEVEL -2 PARKING GARAGE FLOOR PLAN

**BAR**architects

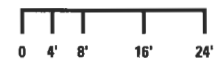
901 Battery Street, Suite 300 | San Francisco, CA 94111 | 415 293 5700 | www.bararch.com

LANE PARTNERS

644 Menlo Ave, Suite 204 | Menlo Park, CA 94025  
650.636.0100 650.636.0500 fax

14035

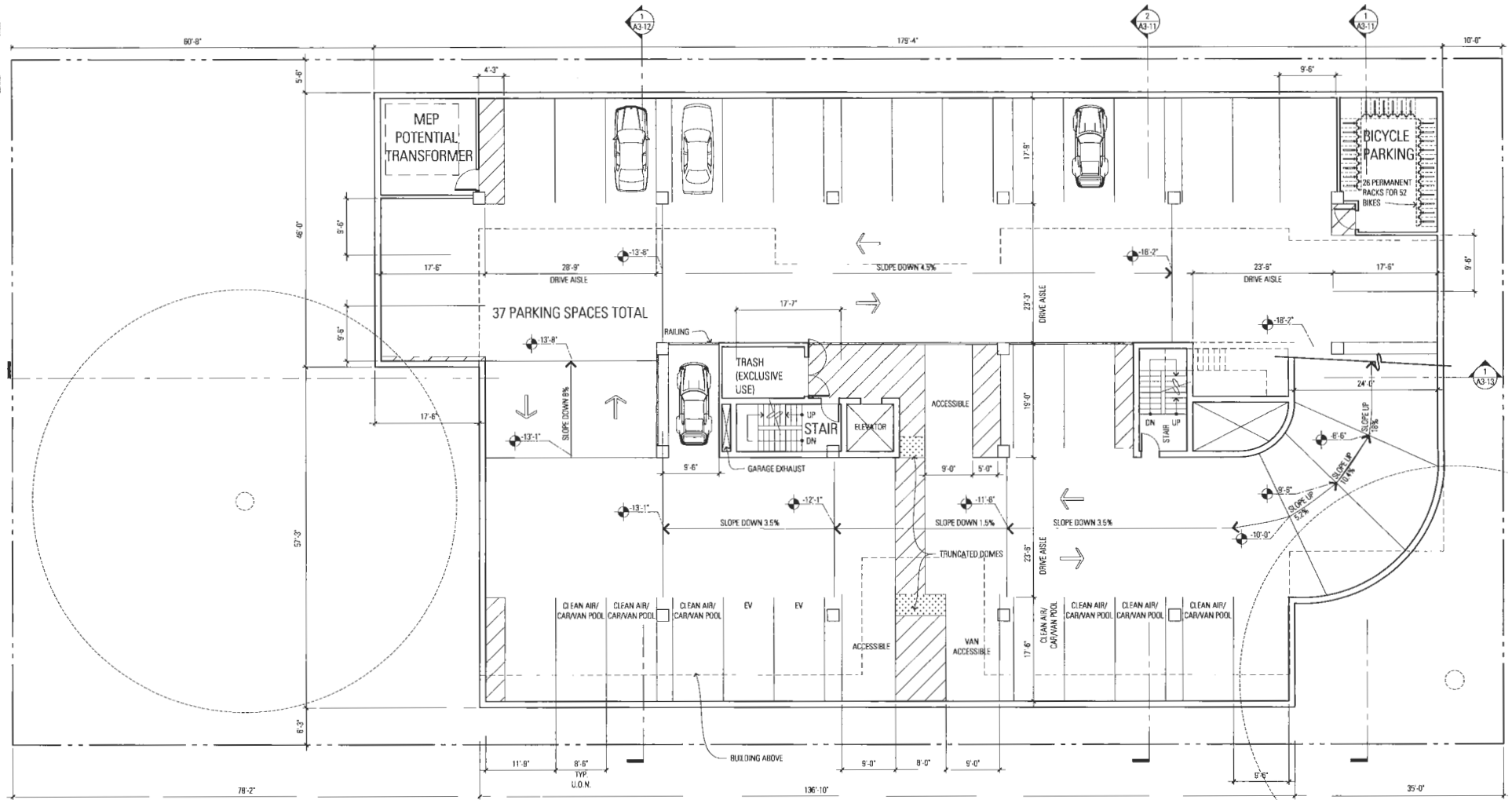
09.22.15



A2-01

023

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DATE: 10/21/15  
DRAWN BY: J. LANE  
CHECKED BY: J. LANE  
PROJECT: ALMA STATION, MENLO PARK, CA  
SHEET: A2-02



ALMA STATION

MENLO PARK, CA

LEVEL -1 PARKING GARAGE FLOOR PLAN

**BAR** architects

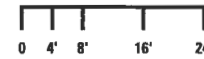
901 Battery Street, Suite 300 | San Francisco, CA 94111 | 415 293 5700 | www.bararch.com

LANE PARTNERS

644 Menlo Ave, Suite 204 | Menlo Park, CA 94025  
650.839.0100 650.836.0900 fax

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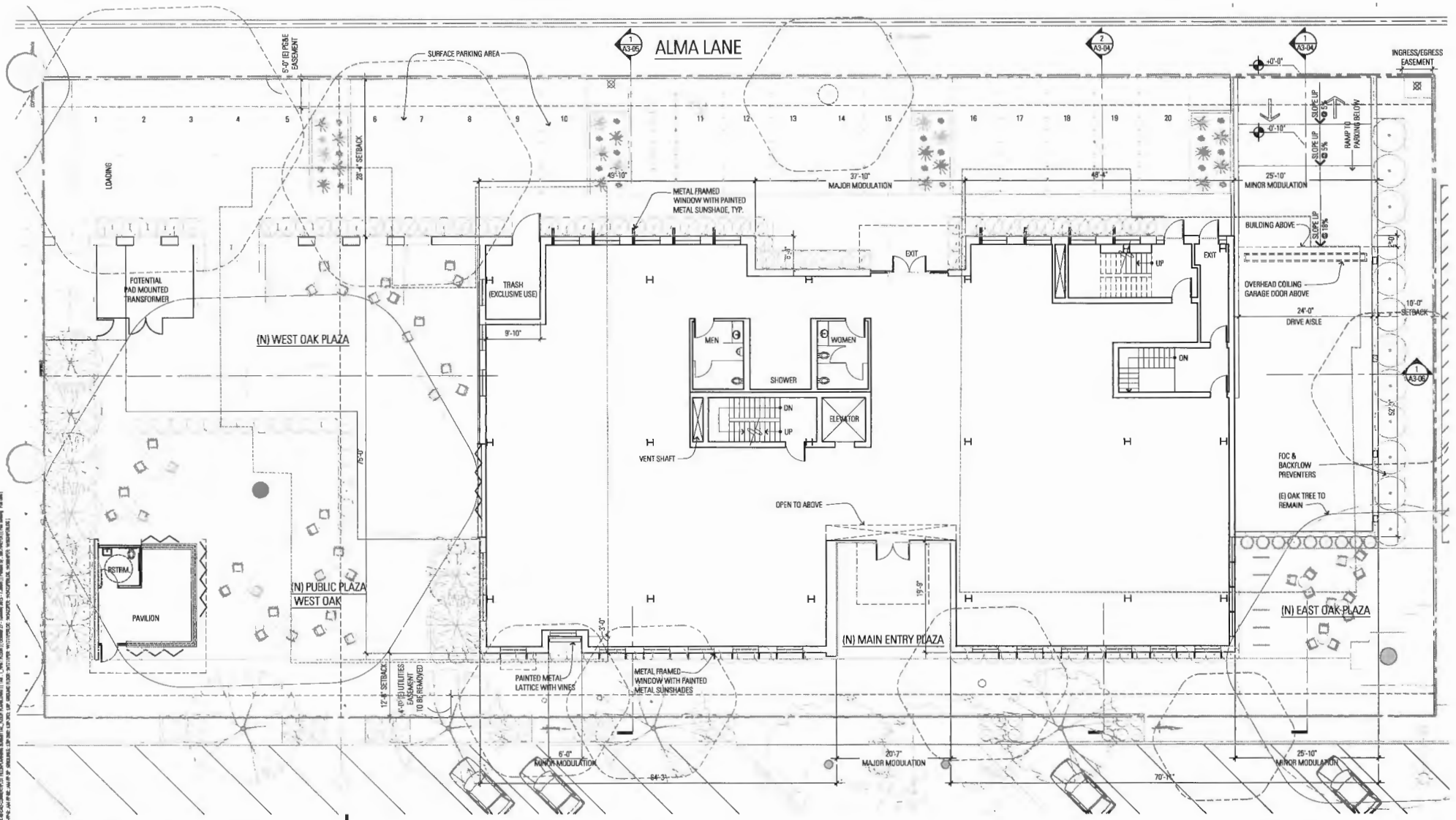
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**A2-02**

D24





ALMA STATION

MENLO PARK, CA

FIRST FLOOR PLAN

**BAR** architects

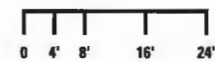
801 Battery Street, Suite 300 | San Francisco, CA 94111 | 415 293 5700 | www.bararch.com

LANE PARTNERS

644 Menlo Ave Suite 200 Menlo Park, CA 94025  
650.538.0100 650.538.0500 fax

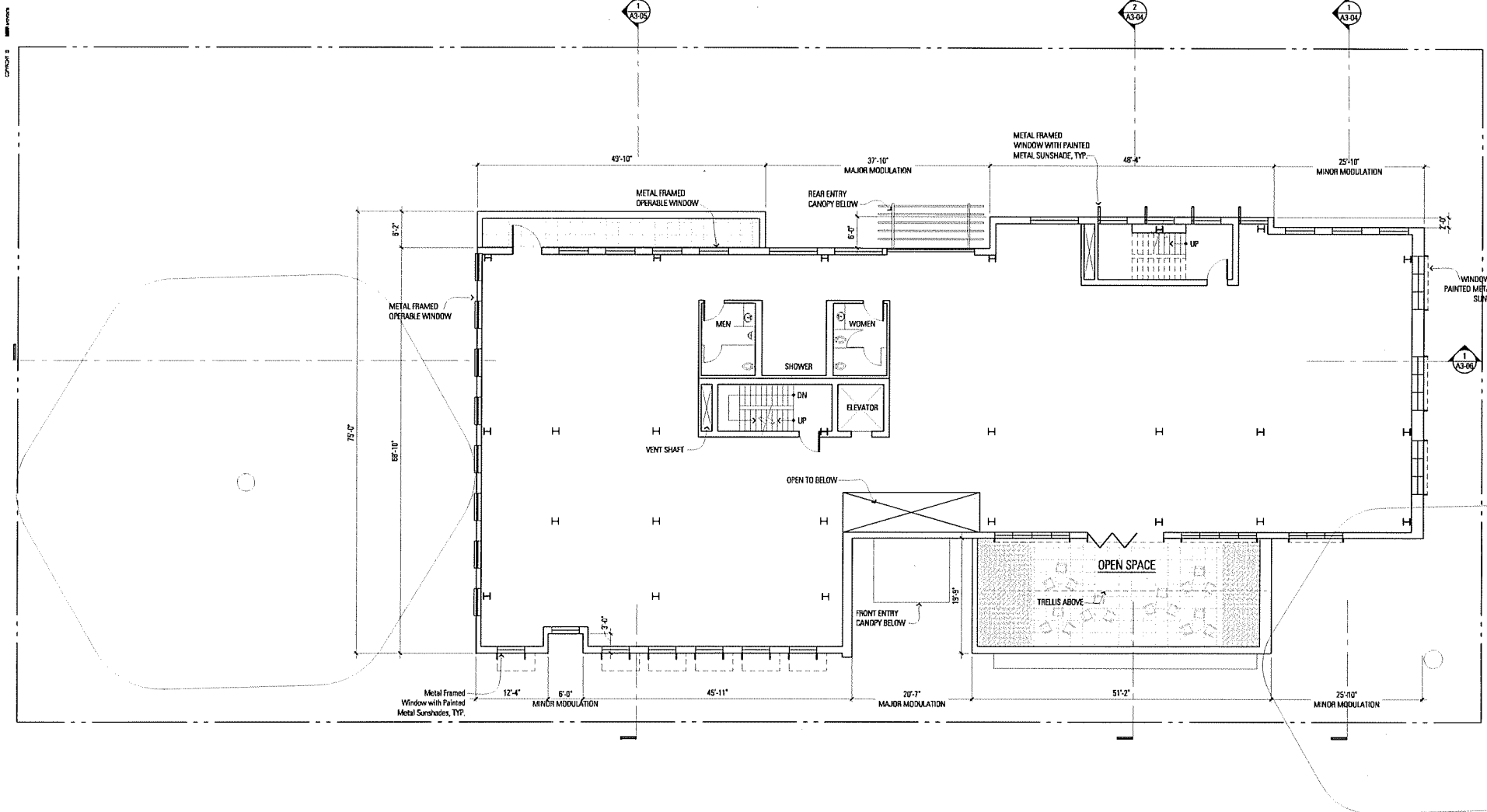
14035

10.21.15



**A2-03**

025



## SECOND FLOOR PLAN

**BAR architects**

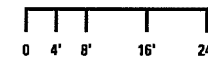
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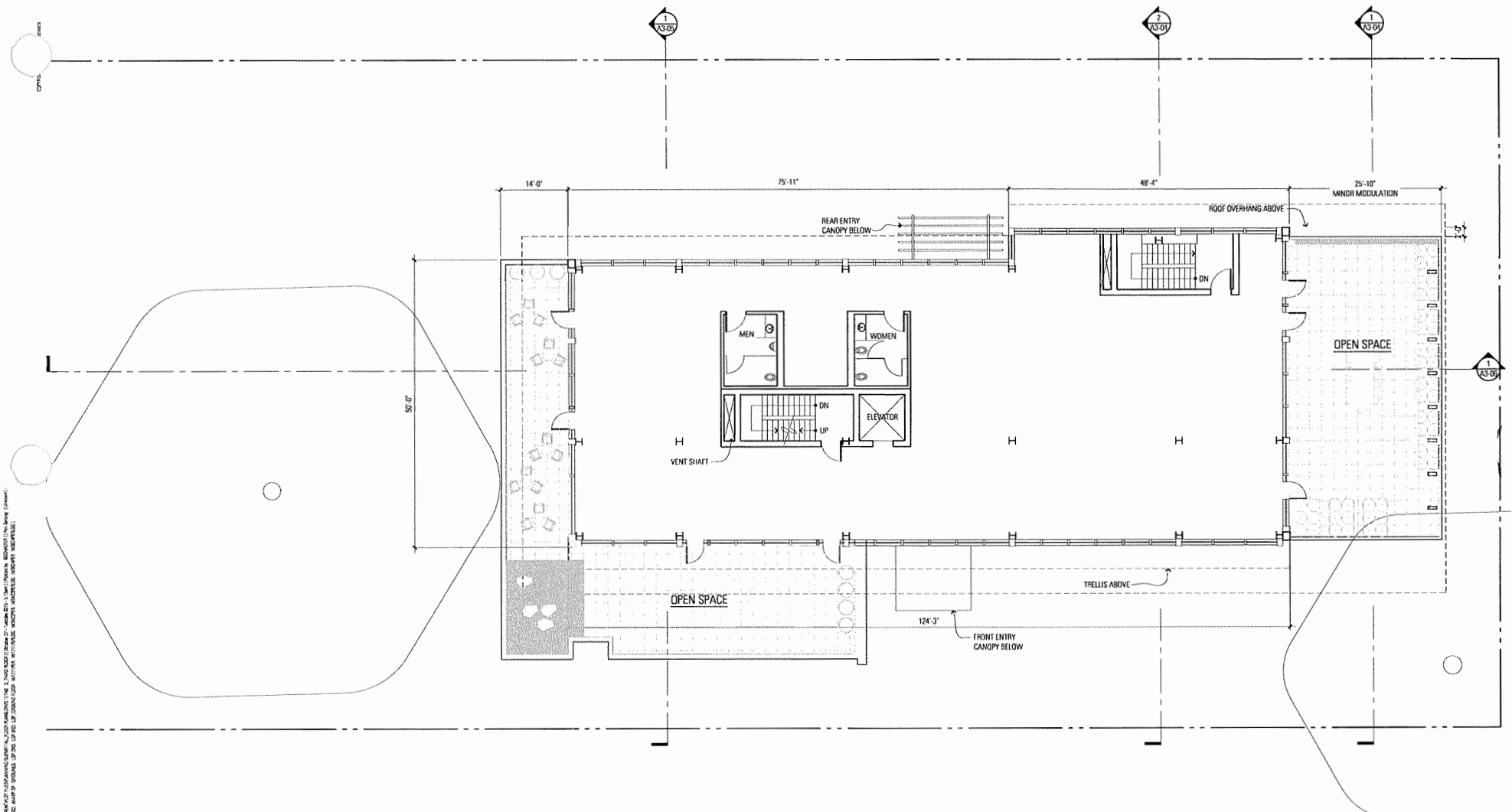
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**A2-04**

D26





ALMA STATION

MENLO PARK, CA

THIRD FLOOR PLAN

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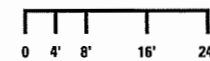
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**A2-05**

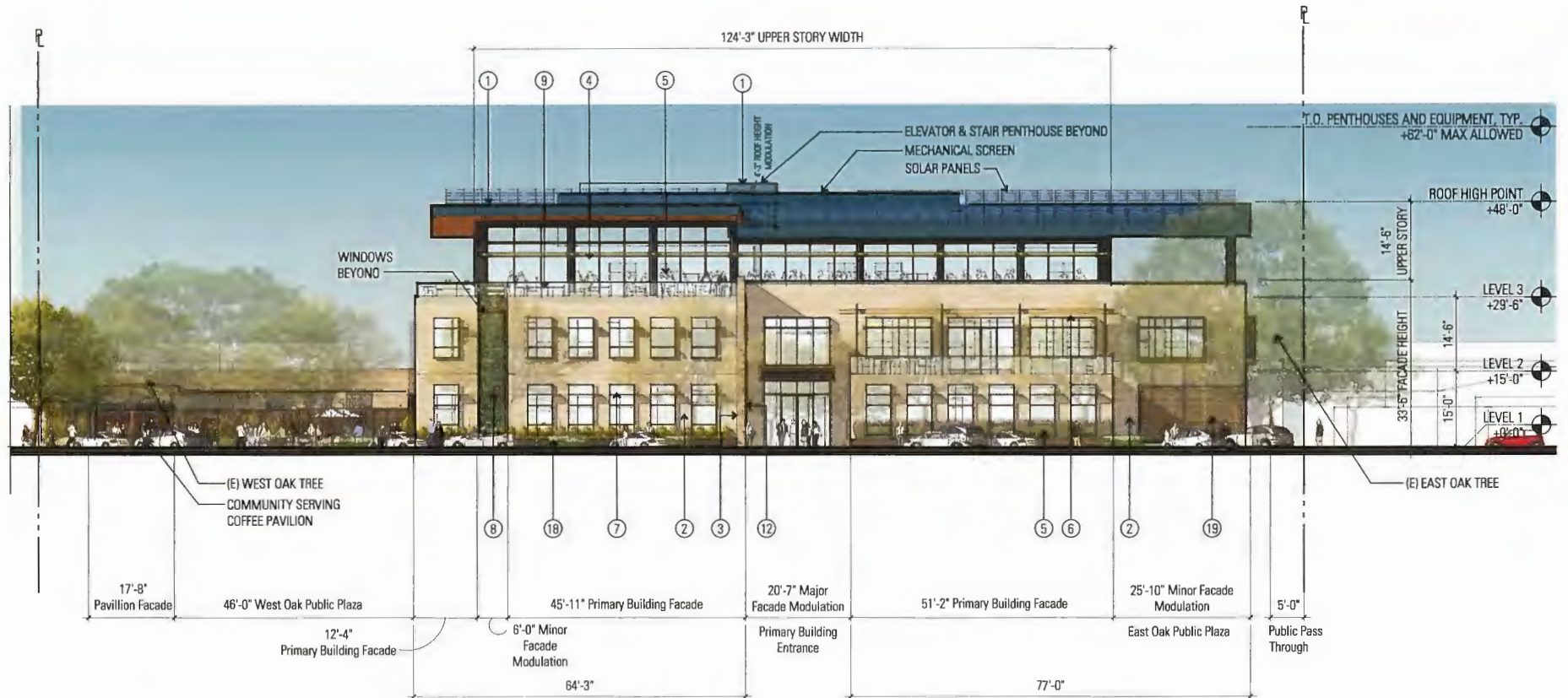
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 TIME: 10:21:15  
 PLOT: 10/21/2015 10:21:15  
 PLOTTER: HP DesignJet T1100e  
 PLOT SCALE: 1/8" = 1'-0"  
 PLOT SHEET: 1 OF 1  
 PLOT STATUS: SUCCESS



# MATERIALS LEGEND

- |   |  |  |
|---|--|--|
| ① Metal Standing Seam Roof                                  | ⑦ Painted Metal Sunshades                | ⑭ Painted Metal Canopy with Metal Infill     |
| ② Masonry Wall Cladding: Color/ Texture 1                   | ⑧ Painted Metal Lattice with Vines       | ⑮ Window with Painted Metal Box Sunshade     |
| ③ Masonry Wall Cladding: Color/ Texture 2                   | ⑨ Metal Framed Glass Guardrail           | ⑯ Folding Metal Wall                         |
| ④ Painted Metal Canopy                                      | ⑩ Masonry Wall with Painted Metal Screen | ⑰ Folding Glass Wall                         |
| ⑤ Metal Framed Operable Windows<br>See Attached Sheet A8.51 | ⑪ Open Cell Concrete Block               | ⑱ Metal Planter                              |
| ⑥ Painted Metal Trellis with Metal Infill                   | ⑫ Living Green Wall                      | ⑲ Painted Metal Lattice                      |
|   | ⑬ Painted Metal Spandrel Panel           | ⑳ Painted Metal Screen and/or Courtyard Gate |



ALMA STATION

MENLO PARK, CA

FRONT ELEVATION (SOUTH)

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14035

10.21.15

0 5' 10' 20' 30'

(ALONG ALMA STREET)

**A3-01**

D29



### MATERIALS LEGEND

- |   |  |  |
|---|--|--|
| ① Metal Standing Seam Roof                                  | ⑦ Painted Metal Sunshades                | ⑭ Painted Metal Canopy with Metal Infill     |
| ② Masonry Wall Cladding: Color/ Texture 1                   | ⑧ Painted Metal Lattice with Vines       | ⑮ Window with Painted Metal Box Sunshade     |
| ③ Masonry Wall Cladding: Color/ Texture 2                   | ⑨ Metal Framed Glass Guardrail           | ⑯ Folding Metal Wall                         |
| ④ Painted Metal Canopy                                      | ⑩ Masonry Wall with Painted Metal Screen | ⑰ Folding Glass Wall                         |
| ⑤ Metal Framed Operable Windows<br>See Attached Sheet A8.51 | ⑪ Open-Cell Concrete Block               | ⑱ Metal Planter                              |
| ⑥ Painted Metal Trellis with Metal Infill                   | ⑫ Living Green Wall                      | ⑲ Painted Metal Lattice                      |
|   | ⑬ Painted Metal Spandrel Panel           | ⑳ Painted Metal Screen and/or Courtyard Gate |



ALMA STATION

MENLO PARK, CA

PAVILION FRONT ELEVATION (SOUTH)

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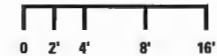
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(ALONG ALMA STREET)

**A3-01a**

D30



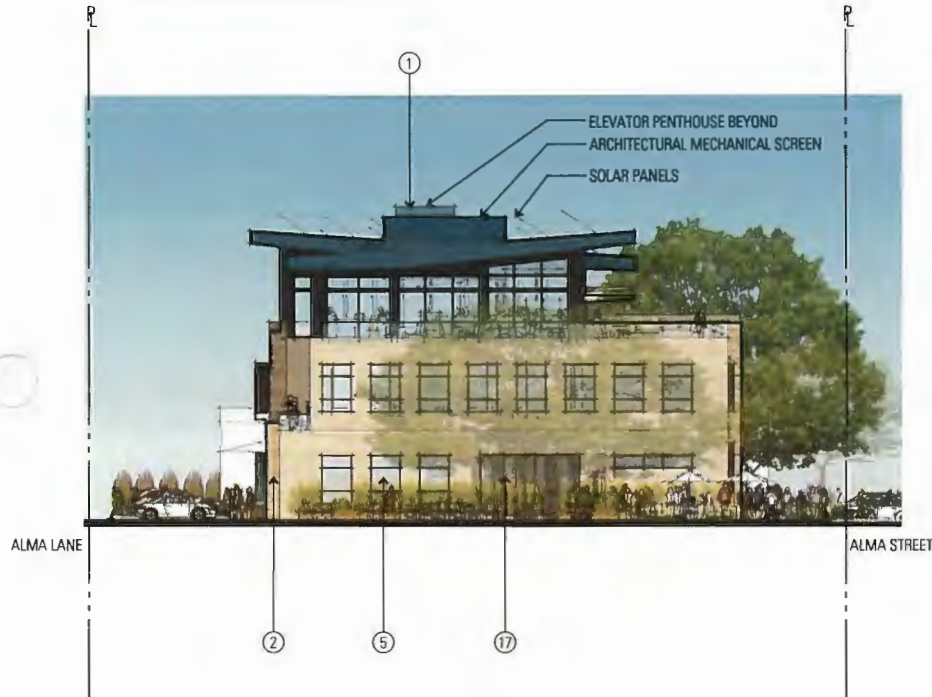
## East Side Exterior Wall Maximum Allowable Openings

Per 2013 CBC, Section 705.8

- CALCULATED THE AREA OF SOLID EXTERIOR WALL ADJACENT TO THE PROPERTY LINE AS DIMENSIONED ON EAST ELEVATION  
18'-9" x 53'-0" = 993.75 SF

- THEN DEDUCTED THE AREA OF OPENINGS (IE. WINDOWS)  
8'-5" x 13'-0" = 109.4 SF (x 2 windows) = 219 SF  
993.75 SF Exterior Wall - 219 SF Windows = 774.75 SF

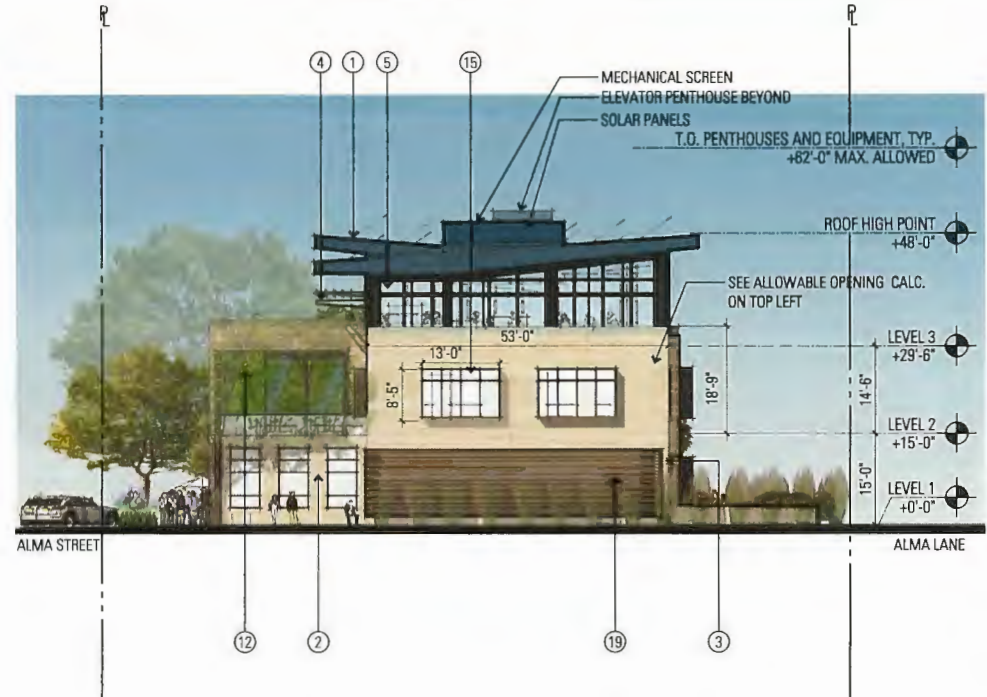
- TOTAL AREA OF EAST SIDE EXTERIOR WALL FACADE IS 774.75 SQ. FT. TOTAL AREA OF OPENINGS ON FACADE IS 219 SQ. FT.  
CALCULATION: 219 SQ. FT. / 774.75 SQ. FT. = 0.283 OR 28%



**WEST ELEVATION** AT OAK TREE COURTYARD

## MATERIALS LEGEND

- |   |  |  |
|---|--|--|
| ① Metal Standing Seam Roof                                  | ⑦ Painted Metal Sunshades                | ⑭ Painted Metal Canopy with Metal Infill     |
| ② Masonry Wall Cladding: Color/ Texture 1                   | ⑧ Painted Metal Lattice with Vines       | ⑮ Window with Painted Metal Box Sunshade     |
| ③ Masonry Wall Cladding: Color/ Texture 2                   | ⑨ Metal Framed Glass Guardrail           | ⑯ Folding Metal Wall                         |
| ④ Painted Metal Canopy                                      | ⑩ Masonry Wall with Painted Metal Screen | ⑰ Folding Glass Wall                         |
| ⑤ Metal Framed Operable Windows<br>See Attached Sheet A8.51 | ⑪ Open Cell Concrete Block               | ⑱ Metal Planter                              |
| ⑥ Painted Metal Trellis with Metal Infill                   | ⑫ Living Green Wall                      | ⑲ Painted Metal Lattice                      |
|   | ⑬ Painted Metal Spandrel Panel           | ⑳ Painted Metal Screen and/or Courtyard Gate |



**EAST ELEVATION** AT SIDEYARD

ALMA STATION

MENLO PARK, CA

LEFT SIDE (WEST) & RIGHT SIDE (EAST) ELEVATIONS

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14035

10.21.15

0 5' 10' 20' 30'

A3-02

D31



# MATERIALS LEGEND

- |   |  |  |
|---|--|--|
| ① Metal Standing Seam Roof                                  | ⑦ Painted Metal Sunshades                | ⑭ Painted Metal Canopy with Metal Infill     |
| ② Masonry Wall Cladding: Color/ Texture 1                   | ⑧ Painted Metal Lattice with Vines       | ⑮ Window with Painted Metal Box Sunshade     |
| ③ Masonry Wall Cladding: Color/ Texture 2                   | ⑨ Metal Framed Glass Guardrail           | ⑯ Folding Metal Wall                         |
| ④ Painted Metal Canopy                                      | ⑩ Masonry Wall with Painted Metal Screen | ⑰ Folding Glass Wall                         |
| ⑤ Metal Framed Operable Windows<br>See Attached Sheet A8.51 | ⑪ Open Cell Concrete Block               | ⑱ Metal Planter                              |
| ⑥ Painted Metal Trellis with Metal Infill                   | ⑫ Living Green Wall                      | ⑲ Painted Metal Lattice                      |
|   | ⑬ Painted Metal Spandrel Panel           | ⑳ Painted Metal Screen and/or Courtyard Gate |



ALMA STATION

MENLO PARK, CA

REAR ELEVATION (NORTH)

BAR architects

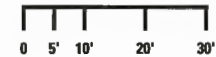
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A3-03

D32



ALMA STATION

MENLO PARK, CA

STREETSCAPE ELEVATIONS

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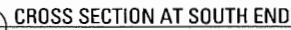
14035

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0 10' 20' 40' 60'

A3-04

D33

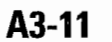


MENLO PARK, CA

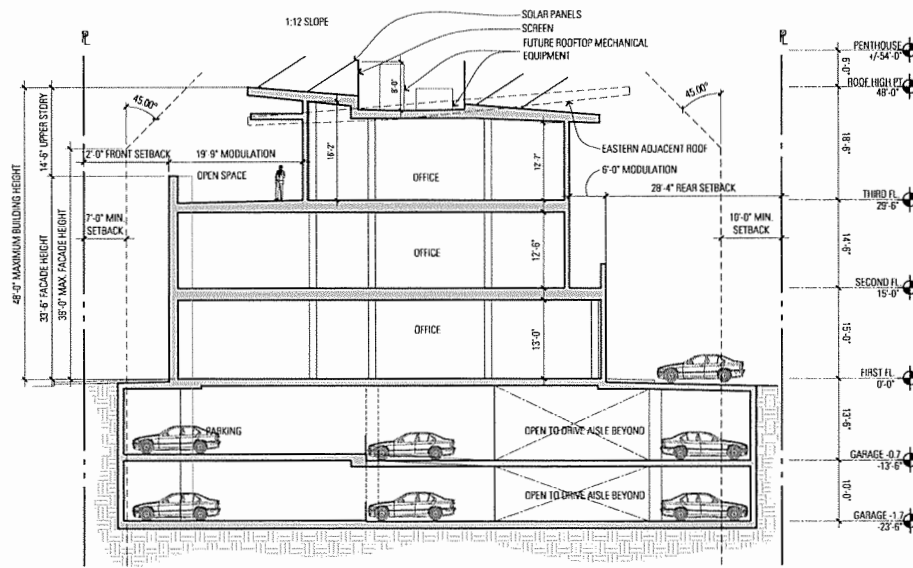
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D34



1 CROSS SECTION AT NORTH END

## BUILDING SECTIONS

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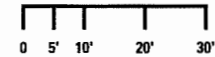
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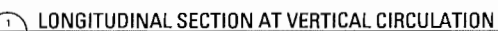
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**A3-12**

D35

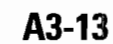




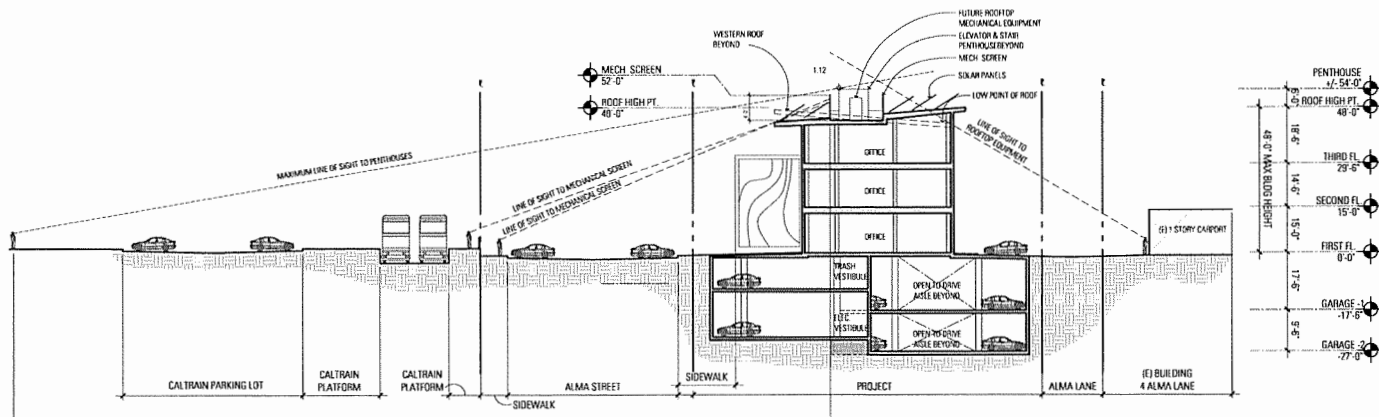
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D 36



1 SITE SECTION

ALMA STATION

MENLO PARK, CA

SITE SECTION

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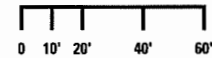
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A3-14

D37



ALMA STATION

MENLO PARK, CA

PERSPECTIVE VIEW 3  
LOOKING INTO PUBLIC PLAZA WEST

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NTS

A4-03

038





ALMA STATION

MENLO PARK, CA

PERSPECTIVE VIEW 4  
LOOKING WEST ALONG ALMA STREET

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A4-04

1039





ALMA STATION

MENLO PARK, CA

PERSPECTIVE VIEW 5  
LOOKING EAST ALONG ALMA LANE

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NTS

A4-05

D40



## DEFINITIONS PER PLANNING CODE & ZONING ORDINANCE

### Floor Area Ratio (FAR):

Ratio of gross floor area of building to lot area.

### Gross Floor Area:

Sum of the horizontal areas of all floors within the surrounding solid walls of a building covered by a roof measured to the outside surfaces of exterior walls.

- Excludes covered parking and related circulation, vent shafts, covered porches, balconies, & enclosures solely for trash/recycling.
- Excludes areas of a building or buildings that are designed as non-useable or non-occupiable space with unfinished walls, floors and ceilings, not to exceed three percent (3%) of the maximum allowed gross floor area of the lot. (ie. spaces must have unconditioned air and no windows/skylights)
- Areas of a building or buildings dedicated to the enclosure of noise generating equipment, such as building mechanical equipment and generators, not to exceed one percent (1%) of the maximum allowed gross floor area of the lot. This exclusion applies to equipment utilized for the operation of the building systems and does not apply to equipment utilized in connection with a business operating within a building.

## PARKING SUMMARY

### Provided Car Parking Count:

Surface	70 Stalls
Below Grade	70 Stalls
Level -1	37 Stalls
Level -2	41 Stalls
<b>Total</b>	<b>98 Stalls</b>

### Required Car Parking Count:

Office: 75,156 SF @ 0.3 B/1000 SF	96 Stalls
Retail: 324 SF @ 6/1000SF	2 Stalls

### Provided Bicycle Parking Count:

Long Term (Secure Storage)	17 Spaces
Short Term (Outdoor)	64 Spaces
<b>Total</b>	<b>81 Spaces</b>

### Required Bicycle Parking Count:

Short Term	1 space/20,000 SF = 2 Spaces
Long Term	1 space/10,000 SF = 3 Spaces

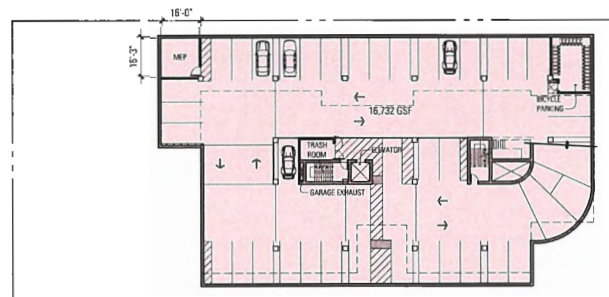
## COLOR LEGEND

- INCLUDED SPACE IN GSF CALCS
- EXCLUDED SPACE IN GSF CALCS
- OPEN SPACE
- RETAIL

## BASEMENT MECHANICAL & ELECTRICAL AREA:

LEVEL -1 MEP (260sf) + LEVEL -2 MEP (260sf) + ELEC (369sf) = 889 SF  
889 SF < 1008.24 SF (4% OF MAXIMUM ALLOWED GROSS FLOOR AREA)

## LEVEL -1 PLAN

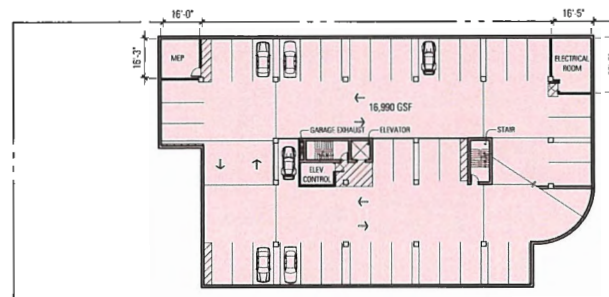


## LEVEL -1 AREA CALCULATIONS

EXCLUDED AREA  
COVERED PARKING, RELATED  
CIRCULATION, VENT SHAFTS &  
ENCLOSURES

TOTAL -1 FLOOR EXCLUDED AREA = 16,732 SF

## LEVEL -2 PLAN



## LEVEL -2 AREA CALCULATIONS

EXCLUDED AREA  
COVERED PARKING, RELATED  
CIRCULATION, VENT SHAFTS &  
ENCLOSURES

TOTAL -2 FLOOR EXCLUDED AREA = 16,990 SF

ALMA STATION

MENLO PARK, CA

GROSS FLOOR AREA - PARKING LEVELS -1 & -2

BAR architects

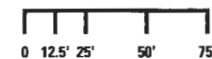
901 Battery Street, Suite 300 | San Francisco, CA 94111 | 415 293 5700 | www.bararch.com

LANE PARTNERS

544 Marin Ave. Suite 304 Menlo Park, CA 94025  
650.838.0100 650.838.0900 fax

14035

10.21.15

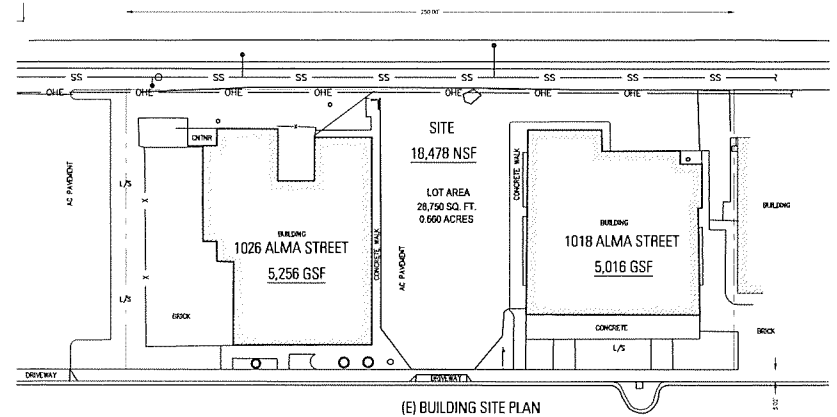


A5-01b

D42

EXISTING BUILDING GSF SUMMARY  
(MEASURED FROM ALTA SURVEY)

	Gross Floor Area (SF)
1026 Alma - First Floor	5,256
1018 Alma - First Floor	5,016
Total Exterior GSF	10,272
Total Site Gross SF:	28,750 SF
Total Site Net SF: (Lot Coverage)	18,478 SF
FAR:	0.650



ALMA STATION

MENLO PARK, CA

EXISTING BUILDINGS GROSS FLOOR AREA

**BAR** architects

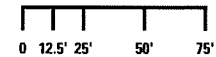
901 Battery Street, Suite 300 | San Francisco, CA 94111 | 415.293.5700 | www.bararch.com

LANE PARTNERS

544 Menlo Ave., Suite 204 | Menlo Park, CA 94025  
650.838.0100 650.838.0900 fax

14035

09.22.15



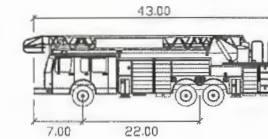
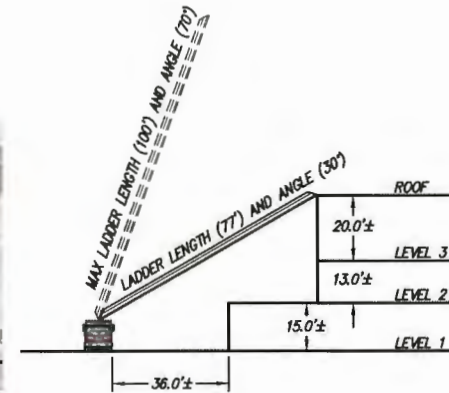
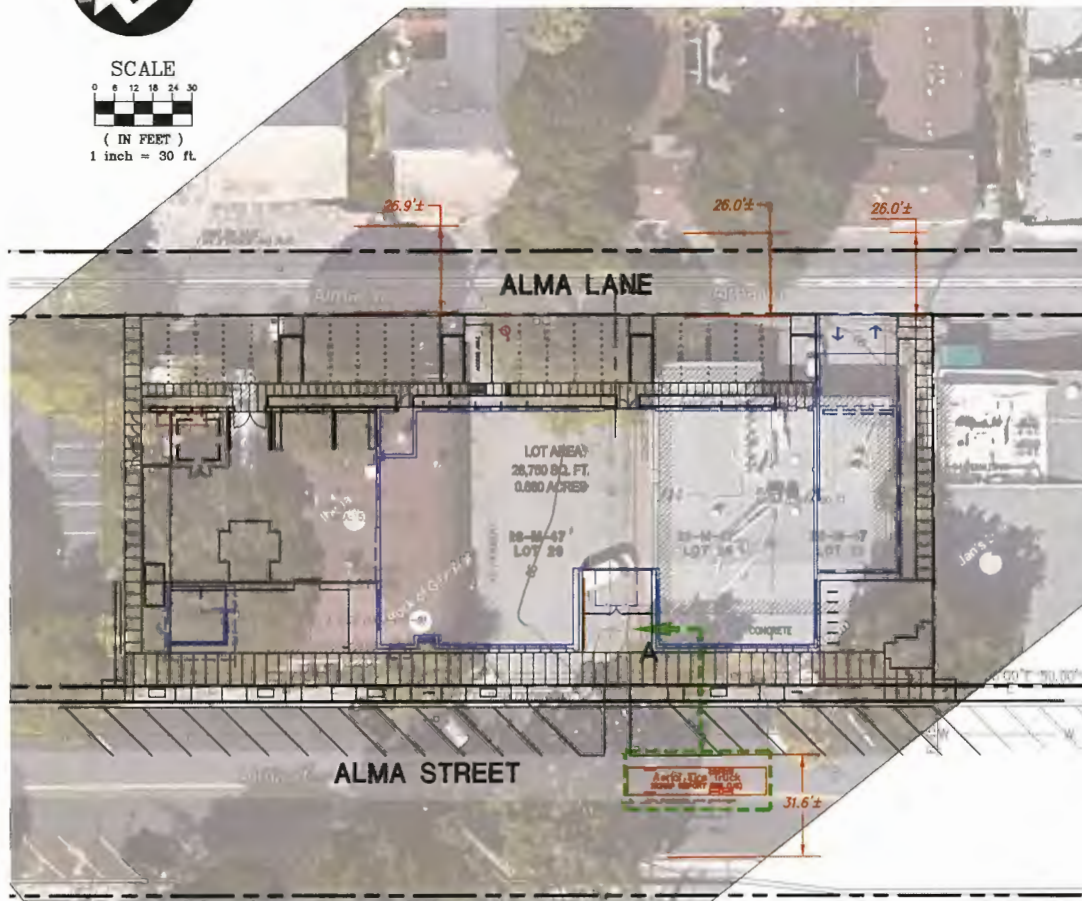
A5-02

D43





SCALE  
( IN FEET )  
1 inch = 30 ft.



Aerial Fire Truck

	feet
Width	8.50
Track	8.50
Lock to Lock Time	6.0
Steering Angle	33.3

## ACCESS NOTE

FIRE STAGING NEEDS 26' CLEAR AT BUILDING FRONTAGE FOR STAGING AREA. AERIAL LADDER REQUIRES MINIMUM 4' SETBACK AT ANY SIDE TO ALLOW FOR OUTRIGGERS.

## LEGEND

FIRE STAGING AREA



PROPERTY LINE



BUILDING LINE



ALMA STATION

MENLO PARK, CA

**BAR**architects

901 Battery Street, Suite 300 | San Francisco, CA 94111 | 415.293.5700 | www.bararch.com

LANE PARTNERS

644 Menlo Ave, Suite 204 Menlo Park, CA 94025  
650.828.0100 650.828.0900 fax

14035

09.22.15



**A5-03**

044



10

CALCULATION:  
 973 SQ FT (GLAZING) / 1,933 SQ FT (NON GLAZING)= 0.510 = 50%  
 50% TRANSPARENT FACADE @ GROUND FLOOR COMMERCIAL USES

NOTE:

ELEVATIONS BELOW REFLECT FORMER ROOF AND  
MODULATION DESIGN. FOR INFORMATION ONLY.  
MATERIALS STILL RELEVANT.



VIEW FROM FRONT



VIEW FROM REAR



REAR ELEVATION (NORTH)



FRONT ELEVATION (SOUTH)



① METAL ROOF



②① ROOF SOFFIT



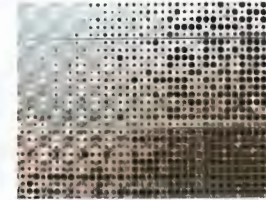
② MASONRY WALL CLADDING  
COLOR / TEXTURE 1



③ MASONRY WALL CLADDING  
COLOR / TEXTURE 2



⑨ METAL FRAME GLASS GUARDRAIL EXAMPLE



⑩ ARCHITECTURAL METAL SCREEN EXAMPLE



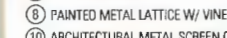
⑫ LIVING GREEN WALL



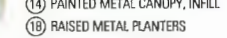
⑫① FROSTED GLASS



⑬② PAINTED METAL TRELLIS, INFILL



⑬③ PAINTED METAL LATTICE W/ VINES



⑬④ ARCHITECTURAL METAL SCREEN COLOR



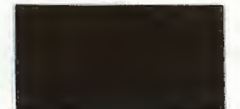
⑬⑤ PAINTED METAL CANOPY, INFILL



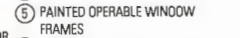
⑬⑥ RAISED METAL PLANTERS



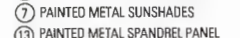
⑬⑦ PAINTED METAL LATTICE



⑬⑧ PAINTED METAL CANOPY



⑬⑨ PAINTED OPERABLE WINDOW  
FRAMES



⑬⑩ PAINTED METAL TRELLIS POSTS



⑬⑪ PAINTED METAL SUNSHADES



⑬⑫ PAINTED METAL SPANDREL PANEL

ALMA STATION

MENLO PARK, CA

REFERENCE MATERIALS

BAR architects

901 Battery Street, Suite 300 | San Francisco, CA 94111 | 415 293 5700 | www.bararch.com

LANE PARTNERS

644 Menlo Ave, Suite 204 Menlo Park, CA 94025  
650.838.0100 650.838.0500 fax

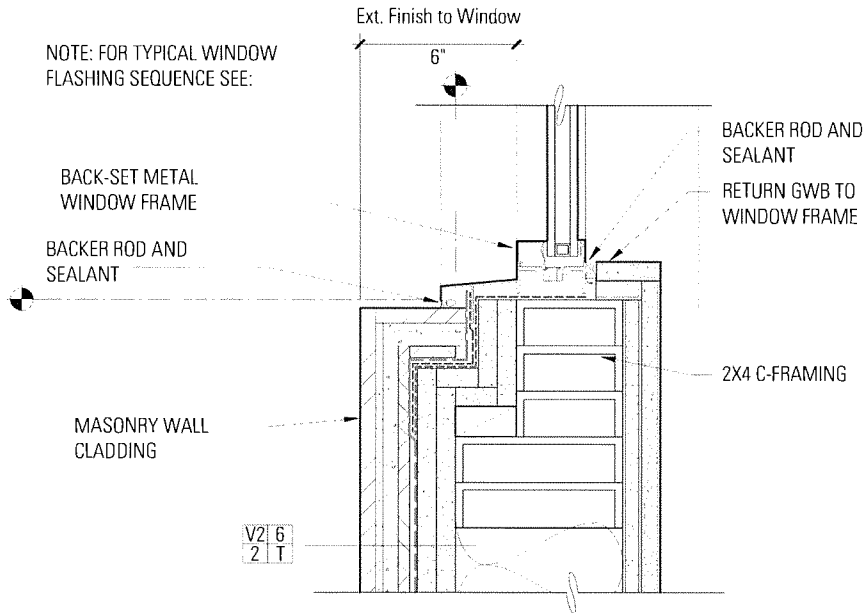
14035

09.22.15

NTS

A5-05

046



FDA-99-016

5 **BACK-SET WINDOW DETAIL**  
3" = 1'-0"

ALMA STATION

MENLO PARK, CA

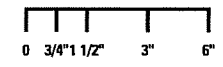
WINDOW DETAIL

**BAR** architects  
901 Battery Street, Suite 300 | San Francisco, CA 94111 | 415 293 5700 | www.bararch.com

**LANE PARTNERS**  
641 Menlo Ave., Suite 204, Menlo Park, CA 94025  
650.838.0100 650.838.0500 fax

14035

09.22.15



(ALONG ALMA STREET)

**A8.51**



RECEIVED

OCT 29 2015

CITY OF MENLO PARK  
BUILDING

**PROJECT  
DESCRIPTION**

TO: City of Menlo Park Planning Department      DATE: 08.21.15, *Updated 04.20.15, Updated 08.13.15*  
Updated 10.21.15

FROM: Ben Schaefer, BAR Architects      PROJECT: Alma Station, 1020 Alma Street

CC:      PROJECT#: 14035

RE: Project Description to Accompany  
Development Application

**Purpose of Application:**

The purpose of this letter is to present the proposed development project at 1020 Alma Street. The project contemplates replacing approximately 10,272 square feet of 1950's single story restaurant and retail space with a 25,156 SF Class-A office building.

**New Building:**

The new structure is 25,156 square feet housed in three levels above grade. Two underground levels of garage house 65% of the projects parking capacity with the remaining 35% parked at grade to the building's rear along Alma Lane. The development plans to retain the two large heritage oak trees through a maintenance program as they are both suffering from health issues. These trees are key focal points for the project and the building footprint is setback from the trees to create public and private courtyards underneath the canopies. The design contemplates significant landscape upgrades with the addition of 6 new trees and dozens of new plants.

A community serving commercial plaza and pavilion will be located under the existing west oak canopy. The plaza will be open to the public and an artisan coffee operator is contemplated to occupy the pavilion.

The design respects Menlo Park's Downtown Specific plan and effectively combines modern architecture with natural materials to appeal to both Menlo Park residents and the demand for housing local cutting edge companies.

**Construction:**

We anticipate the construction to be comprised of a concrete type I subterranean parking and three levels of type II structural steel frame with light gauge steel framing infill. This is typical of durable commercial construction for a building this size. The exterior materials are chosen from a natural palette that represents color tones and textures of stone. The project proposes rough dressed masonry cladding as a planar accent material for the wing walls along Alma Lane and at the front entry. Much of the remaining façade areas are clad in smooth surface masonry. These materials speak to the permanence and durability of the building.

**Project Data:**

Below is a summary of the site area and the current allowable FAR per the Menlo Park EI Camino/Downtown Specific Plan:

APN: 061-412-450

Property Size: 28,750 SF / 0.660 Acres

Allowable Base Office FAR:  $1.35 / 2 = 0.675 \times 28,750 = 19,406$  SF

Allowable Bonus Office FAR:  $1.75 / 2 = 0.875 \times 28,750 = 25,156$  SF

The project contemplates a new 3-story office building comprised of 25,156 SF which is an additional 5,750 SF more than what the base FAR allows ( $25,156 \text{ SF} - 19,406 \text{ SF} = 5,750 \text{ SF}$ ).

Coffee Pavilion: 324 SF (+25,156= 25,480 SF TOTAL for Office and Retail)



## Public Outreach

Efforts achieved by Lane Partners:

- Mailed over 200 letters to the surrounding property owners and tenants within a 300' radius. The letters included an invitation to come to our office to learn more about the project. We also provided our phone number and email address in case they had questions and were not able to attend the meeting.
- Held an informational meeting for the letter recipients at our office on Wednesday January 28th. Approximately 15 people attended the meeting. Sponsor showed them the project plans and renderings and answered their questions.
- Personally called the owners of 1100 Alma, 550 Ravenswood to tell them about the project as well.
- Conducted discussions with local restaurants and property owners.

Feedback received by Lane Partners:

- Feedback from the meeting was very positive.
- Attendees were impressed with the overall architecture and the coffee pavilion public space.
- They were also happy we were keeping the two big heritage trees in the courtyard and near Alma Street.
- The apartment tenants expressed some concern with the existing retail/restaurant uses on site in terms of the loitering and noise.
- They were in favor of the office use because the hours of operation would eliminate these problems

END OF DESCRIPTION

path: Z:\14035 Alma Menlo Park\3 REGULATORY\3.10 City + County\3.12 Planning Department\151021 Plan Check Comments\151021 Project Summary for Planning App.docx





Menlo Park Housing Commission  
701 Laurel St  
Menlo Park, CA 94025

April 23, 2015

**Re: 1020 Alma Street – BMR Housing Agreement**

Dear Menlo Park Housing Commission,

The purpose of this letter is to address the BMR requirement as it relates to our proposed development at the above referenced property. Based on the city's BMR Requirement calculations our project is required to provide for one (1) BMR housing unit. It was determined that a BMR unit cannot be developed on site for the following reasons:

**Maintain Street Character**

All of the buildings on Alma Street from Ravenswood to Oak Grove are commercial in nature. Our proposed project fits within this same use and keeps the character of the street consistent with the existing uses. A single residential unit on this particular section of Alma Street would be out of place in our view and potentially isolate a future resident occupant.

**Caltrain Noise**

We performed an acoustic study as part of our site due diligence. The study showed that the train noise generates up to 105 decibels at its loudest level as it approaches the station. The site is approximately 60 feet away from the Caltrain platform and the noise impact would be severe for a residential tenant especially during early morning and late evening hours. In fact, Palo Alto residents who live close to the Caltrain platform in Palo Alto recently launched a petition calling for the city to establish a quiet zone as the train approaches the station platform. Please see attached article dated October 21, 2014 from Palo Alto Online.

**Site Constraints**

A primary goal of our project is to keep the two beautiful heritage oak trees on site. We believe our proposed design utilizes these trees to their fullest and provides them the best opportunity to flourish in the future. Given the location of the trees on site and the height limits designated by the Specific Plan we had to design the project in such a way that limits the development of another structure on site, such as a residential unit.

Given the reasons listed above we plan to meet our obligation under the BMR Housing Program by paying the commercial in-lieu fee. This fee will be paid prior to pulling the construction permit after the project receives the necessary entitlements from the city.

Should you have any questions please don't hesitate to contact me at [marcus@lane-partners.com](mailto:marcus@lane-partners.com) or at (650) 838-0100.

Regards,

A blue ink signature of Marcus J. Gilmour, written in a cursive style.

Marcus J. Gilmour  
Vice President



<http://paloaltoonline.com/news/print/2014/10/21/downtown-palo-alto-residents-seek-relief-from-train-noise>

Updated: Tue, Oct 21, 2014 3:52 pm

## Downtown Palo Alto residents seek relief from train noise

Petition calls for city to establish a 'quiet zone' near University Avenue transit station

by Genriady Sheyner

Living next to downtown Palo Alto's bustling train station has many benefits, but for residents of 101 Alma St., a good night's sleep isn't one of them.

Douglas Cardwell said the number of children who live in the building has gone up markedly in the past decade, with about 25 currently inhabiting the building. But it's not the children who keep Cardwell awake at night but horns from the passing trains, a sound that has become a little too familiar to him and his neighbors in recent years.

On Monday, Cardwell joined his neighbors in asking the City Council for relief. The city, he and his neighbors said, should try to establish a "quiet zone" near the downtown station, a designation that needs an approval from the Federal Railroad Administration.

The designation effectively waives the requirement that trains sound their horns at least 15 seconds (and no more than 20 seconds) before approaching a public grade crossing. The volume must be at least 96 decibels and no more than 115, according to the Train Horn Rule adopted in 2005.

Federal regulations specify that train conductors must use the familiar pattern of two long horns, one short horn and one long horn to signal their approach. That, however, doesn't always happen, said Nancy Larson, who also lives at 101 Alma. In some cases, the train operators like to do "a little staccato" as they enter the crossing. She said she recalled watching a train pass her house and blowing the horn seven times.

"No one tells them what to do," said Larson, whose apartment overlooks the rails.

In recent weeks, residents of 101 Alma and their neighbors have been researching how to establish quiet zones and lobbying the council to create one on Alma. A petition recently launched by resident Zouhair Mahboubi calling for a quiet zone has received 127 signatures as of Tuesday morning. The petition calls train horn noise a "significant community issue" and notes that the required noise level is "very loud, and with freight trains running throughout the night, many residents struggle with sleep."

Establishing a quiet zone would "greatly improve the quality of life by reducing noise pollution in Palo Alto, while still providing a safe crossing and at no significant cost to the city," the petition states.

On Monday night, Mahboubi brought his case to the council and secured a commitment that city staff will explore that issue. Creating such a zone will not be too onerous or expensive, Mahboubi



said. Federal regulations set out the process and criteria for such zones, including a requirement that such a zone be at least half a mile in length and that certain safety measures be put in place. The measures, which would have to be approved by the FRA in advance, could include such things as wayside horns, signs or closure of crossings.

Mahboubi's presentation came shortly before the council was set to discuss a far more ambitious proposal for the Caltrain tracks: the digging of a trench along the corridor in south Palo Alto. While that project comes at a cost of \$1 billion (or \$488 million, if the trench is built under a steeper grade), creating a quiet zone would be much cheaper and easier, he said. The group believes the crossing already has enough safety measures to enable the creation of the quiet zone with "little to no construction," he said.

"Here we present to you an opportunity to make within a very short term a very huge impact on a big community," Mahboubi said.

Mahboudi noted in a letter to the council that he and his neighbors have already relayed their concerns to Mayor Nancy Shepherd and senior staff. On Monday, City Manager James Keene said city planners will continue to work on exploring the issue of establishing a quiet zone.

"Our planning staff is attuned to this issue and has already met with some of the folks on this matter and we will continue to meet with them to explore this matter further," Keene said.

October 26, 2015

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

VIA E-MAIL

**Re: 1020 Alma Street Development – Revised Public Benefit Proposal**

Dear Jean:

The purpose of this letter is to formally document our revised public benefit proposal as it relates to our development at 1020 Alma Street. Our initial proposal was comprised of three components: (1) a one-time financial contribution of \$180,212, (2) a contribution of private property for open public amenity/plaza space and (3) the construction of a public serving coffee pavilion located within the public open space.

Our revised proposal, outlined below, is based on feedback from the planning staff, comments from the Planning Commission during the May 18<sup>th</sup> public study session, and individual meetings with you and five members of the Planning Commission at the subject property.

A summary of our revised proposal is as follows:

- We've increased the contribution of private property for public space from 2,350 SF to 3,991 SF (see Exhibit A). We accomplished this by jogging the artisan fence back behind the heritage oak tree and by eliminating the public access easement on the north side of the property. The size of the large public plaza west area was increased by 1,603 SF, or 100%. With this change, the public will now be able to enjoy the full experience of the beautiful oak tree as the trunk will now be visible in the public space.
- A great coffee pavilion operator, quality furniture pieces, and attractive hardscape and landscape will be keys to activating this space and making it successful. As previously mentioned in prior communications with you, we've had preliminary discussions with several full-service coffee and pastry providers including Blue Bottle Coffee, Zombie Runner Coffee, Caffè Sienna, and Café Borrone regarding the pavilion. They've all expressed interest in the project and have provided great feedback. We've redesigned the pavilion structure by making it larger and by adding a restroom as a result of these talks. We've also asked these groups about providing customers with access to Wi-Fi so folks can enjoy the plaza while being productive at the same time. In terms of the potential furniture and hardscape/landscape finishes, our project design and submittal package demonstrate the quality we've emphasized in these areas. Once the project receives entitlements we will have further discussions with the four operators listed above as well as other groups we haven't reached out to yet (e.g. Philz Coffee, Sightglass, Barefoot Coffee Roasters, etc.) We guarantee the coffee pavilion will be open from 7:00 am to 7:00 pm on weekdays and from 8:00 am to 1:00 pm on weekends. We would like the ability to review the hours of operation with the city after three months and potentially

adjust them. We will commit to using best efforts in working with the future operator to ensure they can remain open and in operation during the agreed upon hours.

- The installation of two (2) EV charging stations on Alma St. We will pay for the installation and on-going cost of electricity which will cost approximately \$10,000 per year. These stations will tie into the building's electrical system (see Exhibit A).
- The installation of three (3) bike racks on the sidewalk facing Alma Street.
- The installation of six (6) bike racks near the public plaza east.
- Increase of the one-time financial contribution from \$180,212 to \$185,816 (see Exhibit B).
- The value of our revised public benefit proposal is now:

	<u>Revised</u>	<u>Original</u>	<u>Increase</u>
Financial Contribution:	\$185,816	\$180,212	\$ 5,604
EV Charging Stations:	\$ 30,000	N/A	\$ 30,000
Coffee Pavilion (Ex. C):	\$200,000	\$ 60,000	\$140,000
Hardscape for 3,991 SF:	<u>\$231,000*</u>	<u>\$139,000</u>	<u>\$ 92,000</u>
<b>PUBLIC BENEFIT VALUE:</b>	<b>\$646,816</b>	<b>\$379,212</b>	<b>\$267,604</b>

*\*We used the same cost/sf (\$57.96) that BAE used in their May 14, 2015 report.*

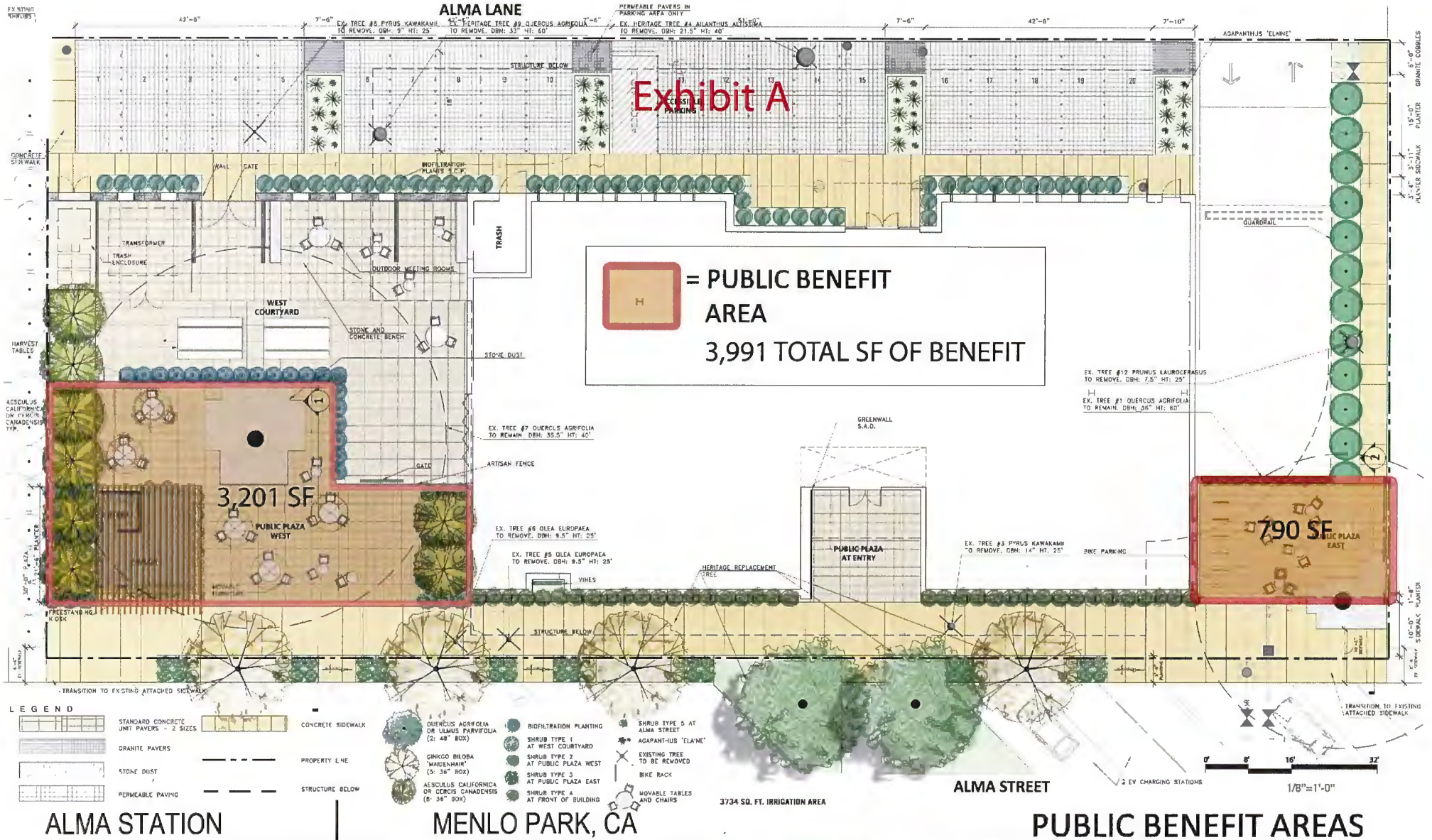
**Based on the report from BAE dated May 14, 2015, the total value of our revised public benefit proposal represents 62% of the project's entire profit of \$1,049,855.**

We appreciate your consideration and should you have any questions please don't hesitate to contact me at (650) 838-0100 or by email at [marcus@lane-partners.com](mailto:marcus@lane-partners.com).

Regards,

Marcus Gilmour  
Vice President







# Exhibit B

1020 Alma Street  
Public Benefit Cash Payment Calc  
10/21/2015

Base FAR Allowed:	19,408 SF
Bonus FAR Allowed:	25,156 SF
Bonus SF:	5,748 SF
On-site Public Area SF:	3,991 SF
<i>% of bonus FAR</i>	69%
Bonus SF not Provided on Site:	1,757 SF
Market Lease Rate	\$5.50
Monthly Value of Bonus SF not Provided On Site:	\$9,666
Value Over 10 Years:	\$1,159,884
% of 10 Year Value Given to City:	16.02%

<b>Total \$ Value Paid to City:</b>	<b>\$185,816</b>
-------------------------------------	------------------

# Exhibit C

**Marcus Gilmour**

---

**From:** Marcus Gilmour  
**Sent:** Wednesday, September 16, 2015 2:50 PM  
**To:** Marcus Gilmour  
**Subject:** FW: Pavillon RR

Marcus Gilmour  
**Lane Partners, LLC**  
O (650) 838-0100  
D (650) 665-7085  
C (310) 874-9009

---

**From:** Bill Russell [<mailto:b.russell@vancebrown.com>]  
**Sent:** Tuesday, September 1, 2015 9:29 AM  
**To:** Marcus Gilmour  
**Subject:** Re: Pavillon RR

175k to 200k depending on final finish selection

Thanks  
Bill Russell  
Vance Brown

On Sep 1, 2015, at 09:25, Marcus Gilmour <[marcus@lane-partners.com](mailto:marcus@lane-partners.com)> wrote:

Thx Bill. In total what do you think the entire pavilion including the rr will cost? Assuming we need to bring utilities to the pavilion.

Marcus Gilmour  
**Lane Partners, LLC**  
O (650) 838-0100  
D (650) 665-7085  
C (310) 874-9009



**1020 Alma Street Project (1010-1026 Alma Street)**  
Menlo Park El Camino Real/Downtown Specific Plan  
Standards and Guidelines: Project Compliance Worksheet

<u>Section</u>	<u>Standard or Guideline</u>	<u>Requirement</u>	<u>Evaluation</u>
<b>E.3.1 Development Intensity</b>			
<b>E.3.1.01</b>	Standard	Business and Professional office (inclusive of medical and dental office) shall not exceed one half of the base FAR or public benefit bonus FAR, whichever is applicable.	Complies: Use: Non-medical office: Site Area 28,750 SF Allowed Base: $1.35 \times 28,750 / 2 = 19,406$ SF Allowed Public Benefit Bonus: $1.75 \times 28,750 / 2 = 25,156$ SF Proposed: 25,156 SF
<b>E.3.1.02</b>	Standard	Medical and Dental office shall not exceed one third of the base FAR or public benefit bonus FAR, whichever is applicable.	Complies: No medical or dental office use is proposed.
<b>E.3.2 Height</b>			
<b>E.3.2.01</b>	Standard	Roof-mounted mechanical equipment, solar panels, and similar equipment may exceed the maximum building height, but shall be screened from view from publicly-accessible spaces.	<u>Solar Panels</u> Conditionally Complies: The project plans currently show some visibility of solar panels at the conceptual level. Condition of approval 5g would require solar panel installations to be screened from publicly-accessible spaces as part of the building permit submittal.  <u>Mechanical Equipment</u> Complies: Mechanical equipment not exceeding 8 feet in height from the surface of the mechanical pit at the roof would not be visible with the proposed screening panels at four feet over maximum building height (i.e., panels at 52 feet from grade per allowed maximum).
<b>E.3.2.02</b>	Standard	Vertical building projections such as parapets and balcony railings may extend up to 4 feet beyond the maximum façade height or the maximum building height, and shall be integrated into the design of the building.	Complies: Per the project architect, the floor of the mechanical pit would be 44 feet above grade and the screen would be eight feet tall (52 feet above grade) as allowed. The design and materials of the parapet match the roof and are integrated with the design of the building.
<b>E.3.2.03</b>	Standard	Rooftop elements that may need to exceed the maximum building height due to their function, such as stair and elevator towers, shall not exceed 14 feet beyond the maximum building height. Such rooftop elements shall be integrated into the design of the building.	Tentatively Complies: Elevator and stair penthouses would be approximately six feet the high point of the roof (approximately 54 feet above grade). Screening is intended to be limited to four feet above maximum roof height (52 feet above grade). Elevator and stair penthouses would be clad with the metal roofing material to integrate with the building design but final form and cladding of elements needs to be shown on drawings.
<b>E.3.3 Setbacks and Projections within Setbacks</b>			
<b>E.3.3.01</b>	Standard	Front setback areas shall be developed with sidewalks, plazas, and/or landscaping as appropriate.	Complies: Sidewalk has landscape along both sides and there is an entry plaza and two other plazas, including one with a coffee pavilion.
<b>E.3.3.02</b>	Standard	Parking shall not be permitted in front setback areas.	Complies: No parking is proposed in the front setback area.

**1020 Alma Street Project (1010-1026 Alma Street)**  
Menlo Park El Camino Real/Downtown Specific Plan  
Standards and Guidelines: Project Compliance Worksheet

<b><u>Section</u></b>	<b><u>Standard or Guideline</u></b>	<b><u>Requirement</u></b>	<b><u>Evaluation</u></b>
<b>E.3.3.03</b>	Standard	In areas where no or a minimal setback is required, limited setback for store or lobby entry recesses shall not exceed a maximum of 4-foot depth and a maximum of 6-foot width.	Not Applicable: Project setbacks are required and are not classified as minimal. The front is seven feet minimum; sides and rear setbacks are 10 feet minimum.
<b>E.3.3.04</b>	Standard	In areas where no or a minimal setback is required, building projections, such as balconies, bay windows and dormer windows, shall not project beyond a maximum of 3 feet from the building face into the sidewalk clear walking zone, public right-of-way or public spaces, provided they have a minimum 8-foot vertical clearance above the sidewalk clear walking zone, public right-of-way or public space.	Not Applicable: There are no areas with no or minimal setbacks.
<b>E.3.3.05</b>	Standard	In areas where setbacks are required, building projections, such as balconies, bay windows and dormer windows, at or above the second habitable floor shall not project beyond a maximum of 5 feet from the building face into the setback area.	Complies: Building projections not used.
<b>E.3.3.06</b>	Standard	The total area of all building projections shall not exceed 35% of the primary building façade area. Primary building façade is the façade built at the property or setback line.	Complies: Building projections not used.
<b>E.3.3.07</b>	Standard	Architectural projections like canopies, awnings and signage shall not project beyond a maximum of 6 feet horizontally from the building face at the property line or at the minimum setback line. There shall be a minimum of 8-foot vertical clearance above the sidewalk, public right-of-way or public space.	Complies: Architectural projections (painted metal sunshades/window box shades) at front elevation do not extend into sidewalk clearance zone per site and first floor plan drawings. Trellis at coffee pavilion extends over sidewalk per site plan, but maintains 8 foot vertical clearance per landscape section/elevation on sheet L-2.1.
<b>E.3.3.08</b>	Standard	No development activities may take place within the San Francisquito Creek bed, below the creek bank, or in the riparian corridor.	Not Applicable: The project is not located within the San Francisquito Creek bed, below the creek bank, nor in the riparian corridor.
<b>E.3.4 Massing and Modulation</b>			
<b>E.3.4.1 Building Breaks</b>			
<b>E.3.4.1.01</b>	Standard	The total of all building breaks shall not exceed 25 percent of the primary façade plane in a development.	Complies: The building is less than 250 feet in length, and ends before a building break is required.
<b>E.3.4.1.02</b>	Standard	Building breaks shall be located at ground level and extend the entire building height.	Complies: The building is less than 250 feet in length, and ends before a building break is required.
<b>E.3.4.1.03</b>	Standard	In all districts except the ECR-SE zoning district, recesses that function as building breaks shall have minimum dimensions of 20 feet in width and depth and a maximum dimension of 50 feet in width. For the ECR-SE zoning district, recesses that function as building breaks shall have a minimum dimension of 60 feet in width and 40 feet in depth.	Complies: The building is less than 250 feet in length, and ends before a building break is required.



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<b>E.3.4.1.04</b>	Standard	Building breaks shall be accompanied with a major change in fenestration pattern, material and color to have a distinct treatment for each volume.	Complies: The building is less than 250 feet in length, and ends before a building break is required.
<b>E.3.4.1.05</b>	Standard	In all districts except the ECR-SE zoning district, building breaks shall be required as shown in Table E3.	Complies: The building is less than 250 feet in length, and ends before a building break is required.
<b>E.3.4.1.06</b>	Standard	<p>In the ECR-SE zoning district, and consistent with Table E4 the building breaks shall:</p> <ul style="list-style-type: none"> <li>• Comply with Figure E9;</li> <li>• Be a minimum of 60 feet in width, except where noted on Figure E9;</li> <li>• Be a minimum of 120 feet in width at Middle Avenue;</li> <li>• Align with intersecting streets, except for the area between Roble Avenue and Middle Avenue;</li> <li>• Be provided at least every 350 feet in the area between Roble Avenue and Middle Avenue; where properties under different ownership coincide with this measurement, the standard side setbacks (10 to 25 feet) shall be applied, resulting in an effective break of between 20 to 50 feet.</li> <li>• Extend through the entire building height and depth at Live Oak Avenue, Roble Avenue, Middle Avenue, Partridge Avenue and Harvard Avenue; and</li> <li>• Include two publicly-accessible building breaks at Middle Avenue and Roble Avenue.</li> </ul>	Not Applicable: The project is in the SA-E zoning district.
<b>E.3.4.1.07</b>	Standard	In the ECR-SE zoning district, the Middle Avenue break shall include vehicular access; publicly-accessible open space with seating, landscaping and shade; retail and restaurant uses activating the open space; and a pedestrian/bicycle connection to Alma Street and Burgess Park. The Roble Avenue break shall include publicly-accessible open space with seating, landscaping and shade.	Not Applicable: The project is in the SA-E zoning district.
<b>E.3.4.1.08</b>	Guideline	In the ECR-SE zoning district, the breaks at Live Oak, Roble, Middle, Partridge and Harvard Avenues may provide vehicular access.	Not Applicable: The project is in the SA-E zoning district.
<b>E.3.4.2 Façade Modulation and Treatment</b>			

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E.3.4.2.01	Standard	Building façades facing public rights-of-way or public open spaces shall not exceed 50 feet in length without a minor building façade modulation. At a minimum of every 50' façade length, the <b>minor vertical façade modulation</b> shall be a minimum 2 feet deep by 5 feet wide recess or a minimum 2 foot setback of the building plane from the primary building façade.	Complies: Per A2-03 (first floor plan), A3-01 (Alma Street Elevation) and A3-03 (Alma Lane Elevation).
E.3.4.2.02	Standard	Building façades facing public rights-of-way or public open spaces shall not exceed 100 feet in length without a major building modulation. At a minimum of every 100 feet of façade length, a <b>major vertical façade modulation</b> shall be a minimum of 6 feet deep by 20 feet wide recess or a minimum of 6 feet setback of building plane from primary building façade for the full height of the building. This standard applies to all districts except ECR NE-L and ECR SW since those two districts are required to provide a building break at every 100 feet.	Complies: Per A2-03 (first floor plan), A3-01 (Alma Street Elevation) and A3-03 (Alma Lane Elevation).
E.3.4.2.03	Standard	In addition, the major building façade modulation shall be accompanied with a 4-foot minimum height modulation and a major change in fenestration pattern, material and/or color.	Complies: Per A2-03 (first floor plan), A3-01 (Alma Street Elevation) and A3-03 (Alma Lane Elevation). Notes: pitch of shed roof reversed to achieve minimum 4 feet in height modulation. Finish texture and color of stone cladding changed at major modulation.
E.3.4.2.04	Guideline	Minor façade modulation may be accompanied with a change in fenestration pattern, and/or material, and/or color, and/or height.	Complies: Per A2-03 (first floor plan), A3-01 (Alma Street Elevation) and A3-03 (Alma Lane Elevation). Note: The minor façade modulations are accompanied by a change in fenestration pattern and material, including metal latticework with vines on Alma Street side.
E.3.4.2.05	Guideline	Buildings should consider sun shading mechanisms, like overhangs, <i>bris soleils</i> and clerestory lighting, as façade articulation strategies.	Complies: Articulating elements include: --The south and east facing punched windows have architectural sunshades at each window; --The second level outdoor terrace has an ornate trellis covering; --The rear facades have architectural canopies delineating the entries; --A generous roof overhang at the third level wraps around all four facades creating a strong building silhouette; and, --An architectural canopy at the south facing third level façade breaks the window wall into two distinct vertical segments.
<b>E.3.4.3 Building Profile</b>			

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<b>E.3.4.3.01</b>	Standard	The 45-degree building profile shall be set at the minimum setback line to allow for flexibility and variation in building façade height within a district.	Complies: The 45-degree angle is set at minimum setback line and begins at the 38 feet max façade height. The building envelope does not exceed this line at either frontage.
<b>E.3.4.3.02</b>	Standard	Horizontal building and architectural projections, like balconies, bay windows, dormer windows, canopies, awnings, and signage, beyond the 45-degree building profile shall comply with the standards for Building Setbacks & Projection within Setbacks (E.3.3.04 to E.3.3.07) and shall be integrated into the design of the building.	Complies: No horizontal building and architectural projections occur beyond the 45-degree building profile.
<b>E.3.4.3.03</b>	Standard	Vertical building projections like parapets and balcony railings shall not extend 4 feet beyond the 45-degree building profile and shall be integrated into the design of the building.	Complies: No vertical building projections extend beyond the 45-degree building profile.
<b>E.3.4.3.04</b>	Standard	Rooftop elements that may need to extend beyond the 45-degree building profile due to their function, such as stair and elevator towers, shall be integrated into the design of the building.	Complies: No roof elements extend beyond the 45-degree building profile.
<b>E.3.4.4 Upper Story Façade Length</b>			
<b>E.3.4.4.01</b>	Standard	Building stories above the 38-foot façade height shall have a maximum allowable façade length of 175 feet along a public right-of-way or public open space.	Complies: The third level is above the 38-foot façade height. Exclusive of the upper balcony this level's façade width is 125.25 feet facing Alma Street and 130 feet facing Alma Lane as dimensioned on the building elevations. As measured to the post at the covered upper balcony the façade width is less than 150 feet, which still meets this standard.
<b>E.3.5 Ground Floor Treatment, Entry and Commercial Frontage</b>			
<b>Ground Floor Treatment</b>			
<b>E.3.5.01</b>	Standard	The retail or commercial ground floor shall be a minimum 15-foot floor-to-floor height to allow natural light into the space.	Complies: The ground floor (level 1) is 15 feet floor-to-floor.
<b>E.3.5.02</b>	Standard	Ground floor commercial buildings shall have a minimum of 50% transparency (i.e., clear-glass windows) for retail uses, office uses and lobbies to enhance the visual experience from the sidewalk and street. Heavily tinted or mirrored glass shall not be permitted.	Complies: Per façade transparency diagrams on A5-04, the ground floor (level 1) transparency meets 50 percent on each building face (Alma Street and Alma Lane). Note: The coffee pavilion side facing Alma Street is counted as all glazed; therefore, detailed drawings would need to show glazing on this façade, except if open to air to achieve transparency, ensured through condition of approval 5h. Note: ground floor portions of facades specifically related to parking use or entrance were excluded from the calculation.

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<b>E.3.5.03</b>	Guideline	Buildings should orient ground-floor retail uses, entries and direct-access residential units to the street.	Complies: The building's two lobbies are both oriented towards streets, with the main (front) lobby to Alma Street and the secondary (rear) lobby to Alma Lane. The coffee pavilion is also oriented towards Alma Street at the sidewalk.
<b>E.3.5.04</b>	Guideline	Buildings should activate the street by providing visually interesting and active uses, such as retail and personal service uses, in ground floors that face the street. If office and residential uses are provided, they should be enhanced with landscaping and interesting building design and materials.	Complies: Office use is proposed at the ground level along with retail (the coffee pavilion) and outdoor seating adjacent. Alma Street is the primary active street. The building's façade along this street has: --A 2 foot wide landscape planter at its base along the new sidewalk; --Each building window articulated with an architectural sunshade; --The building entry with a unique green living wall; --Two existing mature heritage oak trees visible from Alma Street proposed to be preserved; and, --The building is clad in natural materials such as board formed concrete, a green living wall and alternative wood product fiber reinforced rain screen panels that echo the natural environment surrounding the Menlo Park area.
<b>E.3.5.05</b>	Guideline	For buildings where ground floor retail, commercial or residential uses are not desired or viable, other project-related uses, such as a community room, fitness center, daycare facility or sales center, should be located at the ground floor to activate the street.	Complies: Office use is proposed at the ground level with more than 50% transparency so that the public can see into the interior spaces.
<b>E.3.5.06</b>	Guideline	Blank walls at ground floor are discouraged and should be minimized. When unavoidable, continuous lengths of blank wall at the street should use other appropriate measures such as landscaping or artistic intervention, such as murals.	Complies: The ground floor along the primary street, Alma Street, is articulated with large openings and architectural projections, continuous landscaping along the wall base and storefront at the entry to avoid blank wall conditions. Similar features occur along Alma Lane with a stone clad courtyard wall with large openings and inset decorative perforated metal panels.
<b>E.3.5.07</b>	Guideline	Residential units located at ground level should have their floors elevated a minimum of 2 feet to a maximum of 4 feet above the finished grade sidewalk for better transition and privacy, provided that accessibility codes are met.	Not Applicable: Residential use is not proposed.



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<b>E.3.5.08</b>	Guideline	Architectural projections like canopies and awnings should be integrated with the ground floor and overall building design to break up building mass, to add visual interest to the building and provide shelter and shade.	Complies: The building façades include the following features: --Each building window articulated with an architectural sunshade; --The building entry with a unique green living wall; --The second level outdoor terrace stepping back to create a variety in scale along the façade; --An architectural trellis covering the top of the second level outdoor terrace; and, -- Two existing large canopy mature heritage oak trees visible from Alma Street are proposed to be preserved.
<b>Building Entries</b>			
<b>E.3.5.09</b>	Standard	Building entries shall be oriented to a public street or other public space. For larger residential buildings with shared entries, the main entry shall be through prominent entry lobbies or central courtyards facing the street. From the street, these entries and courtyards provide additional visual interest, orientation and a sense of invitation.	Complies: The primary (front) lobby is oriented to Alma Street (primary street) and the secondary (rear) lobby to Alma Lane (secondary service alley). Both lobbies have projecting canopies that provide visual interest and delineate the entries from the rest of the building. The Alma Street entry is also off a small plaza/courtyard space.
<b>E.3.5.10</b>	Guideline	Entries should be prominent and visually distinctive from the rest of the façade with creative use of scale, materials, glazing, projecting or recessed forms, architectural details, color, and/or awnings.	Complies: Proposed building entries are as follows: --The primary (front) lobby to Alma Street creates a distinction by the use of tall storefront. The entry is 1 foot higher than the adjacent opening head heights. A large window is aligned above to create an ever greater sense of height. A two story architectural living green wall signifies the entry when approaching from down the block; and, --The secondary (rear) lobby at Alma Lane is stitched together with metal spandrel to the window aligned above to read as a 25-foot high transparent opening. An architectural canopy that is visible from an approach in either direction projects out to designate the entry.
<b>E.3.5.11</b>	Guideline	Multiple entries at street level are encouraged where appropriate.	Complies: One entry along Alma Street and one entry along Alma Lane are proposed. Secondary entries are provided into the large courtyard space through gates on each frontage. This is generally viewed as appropriate for the proposed use.
<b>E.3.5.12</b>	Guideline	Ground floor residential units are encouraged to have their entrance from the street.	Not Applicable: Residential use is not proposed.

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<b>E.3.5.13</b>	Guideline	Stoops and entry steps from the street are encouraged for individual unit entries when compliant with applicable accessibility codes. Stoops associated with landscaping create inviting, usable and visually attractive transitions from private spaces to the street.	Not Applicable: Residential use is not proposed.
<b>E.3.5.14</b>	Guideline	Building entries are allowed to be recessed from the primary building façade.	Complies: The building entries are flush with the primary building façade, but portions of the façade stand forward of the primary façade.
<b>Commercial Frontage</b>			
<b>E.3.5.15</b>	Standard	Commercial windows/storefronts shall be recessed from the primary building façade a minimum of 6 inches	Complies: Ground floor windows shown recessed 6 inches along Alma Street with detail provided on sheet A8.51.
<b>E.3.5.16</b>	Standard	Retail frontage, whether ground floor or upper floor shall have a minimum 50% of the façade area transparent with clear vision glass, not heavily tinted or highly mirrored glass.	Not Applicable: Retail use is not proposed, but the ground floor along Alma Street and Alma Lane would have a minimum of 50% of the façade area transparent with clear vision glass.
<b>E.3.5.17</b>	Guideline	Storefront design should be consistent with the building's overall design and contribute to establishing a well-defined ground floor for the façade along streets.	Not Applicable: Retail storefronts are not proposed.
<b>E.3.5.18</b>	Guideline	The distinction between individual storefronts, entire building façades and adjacent properties should be maintained.	Not Applicable: Retail storefronts are not proposed.
<b>E.3.5.19</b>	Guideline	Storefront elements such as windows, entrances and signage should provide clarity and lend interest to the façade.	Not Applicable: Retail storefronts are not proposed.
<b>E.3.5.20</b>	Guideline	Individual storefronts should have clearly defined bays. These bays should be no greater than 20 feet in length. Architectural elements, such as piers, recesses and projections help articulate bays.	Not Applicable: Retail storefronts are not proposed.
<b>E.3.5.21</b>	Guideline	All individual retail uses should have direct access from the public sidewalk. For larger retail tenants, entries should occur at lengths at a maximum at every 50 feet, consistent with the typical lot size in downtown.	Complies: Coffee pavilion fronts onto the sidewalk along Alma Street.
<b>E.3.5.22</b>	Guideline	Recessed doorways for retail uses should be a minimum of two feet in depth. Recessed doorways provide cover or shade, help identify the location of store entrances, provide a clear area for out-swinging doors and offer the opportunity for interesting paving patterns, signage and displays.	Not Applicable: Retail storefronts are not proposed.
<b>E.3.5.23</b>	Guideline	Storefronts should remain un-shuttered at night and provide clear views of interior spaces lit from within. If storefronts must be shuttered for security reasons, the shutters should be located on the inside of the store windows and allow for maximum visibility of the interior.	Not Applicable: Retail storefronts are not proposed.

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<b>E.3.5.24</b>	Guideline	Storefronts should not be completely obscured with display cases that prevent customers and pedestrians from seeing inside.	Not Applicable: Retail storefronts are not proposed. Transparency requirements would need to be met and interior obstructions to view, such as partitions facing glass, would not be permitted.
<b>E.3.5.25</b>	Guideline	Signage should not be attached to storefront windows.	Not Applicable: Retail storefronts are not proposed. Building signage would be reviewed under a separate permit, and is not included in this plan set.
<b>E.3.6 Open Space</b>			
<b>E.3.6.01</b>	Standard	Residential developments or Mixed Use developments with residential use shall have a minimum of 100 square feet of open space per unit created as common open space or a minimum of 80 square feet of open space per unit created as private open space, where private open space shall have a minimum dimension of 6 feet by 6 feet. In case of a mix of private and common open space, such common open space shall be provided at a ratio equal to 1.25 square feet for each one square foot of private open space that is not provided.	Not Applicable: The project is not proposing a residential or mixed-use development. (Note: The project complies with a 20 percent general open space requirement, where the majority of the open space is provided at-grade.)
<b>E.3.6.02</b>	Standard	Residential open space (whether in common or private areas) and accessible open space above parking podiums up to 16 feet high shall count towards the minimum open space requirement for the development.	Not Applicable: Residential use is not proposed.
<b>E.3.6.03</b>	Guideline	Private and/or common open spaces are encouraged in all developments as part of building modulation and articulation to enhance building façade.	Complies: The project proposes three public plazas/courtyards facing Alma Street and a recessed entry zone facing Alma Lane. Also, upper level open spaces would provide building modulation/articulation.
<b>E.3.6.04</b>	Guideline	Private development should provide accessible and usable common open space for building occupants and/or the general public.	Complies: Usable common open space for the general public includes a 20-foot by 40-foot plaza (exclusive of landscape and sidewalk area next to the coffee pavilion and a 20-foot by 25-foot plaza next to the heritage oak at the east end of the building on the Alma Street side. Building occupants have access to the large west courtyard, approximately 50 feet by 65 feet, and large upper level terraces.
<b>E.3.6.05</b>	Guideline	For residential developments, private open space should be designed as an extension of the indoor living area, providing an area that is usable and has some degree of privacy.	Not Applicable: Residential use is not proposed.

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<b>E.3.6.06</b>	Guideline	Landscaping in setback areas should define and enhance pedestrian and open space areas. It should provide visual interest to streets and sidewalks, particularly where building façades are long.	Complies: Landscaping is proposed in all setback areas. The landscape palette is varied in scale, plant material and color and provides visual interest to streets and sidewalks. Two existing heritage oak trees that are visible from Alma Street are proposed to remain and would further add interest to the adjacent public environment. Six new street trees are proposed along Alma Street, including four heritage replacement trees. Two large planters with two street trees are proposed on Alma Street that break up the on-street angled parking.
<b>E.3.6.07</b>	Guideline	Landscaping of private open spaces should be attractive, durable and drought-resistant.	Complies: The landscape palette on L-3.5 shows attention to using attractive, durable and drought-resistant plants.
<b>E.3.7 Parking, Service and Utilities</b>			
<b>General Parking and Service Access</b>			
<b>E.3.7.01</b>	Guideline	The location, number and width of parking and service entrances should be limited to minimize breaks in building design, sidewalk curb cuts and potential conflicts with streetscape elements.	Complies: All parking access would be located off Alma Lane, a service alley without sidewalks: --The surface parking area is broken up to approximately 45 feet wide segments by landscape planters. --The underground garage entrance is 24 feet wide to meet the city's minimum drive aisle width and located at the end of the structure. --One stall is proposed at the surface parking area for loading and service vehicle parking and is located at the west end where it can be accessed easily for trash and recycling. --There is one service door each for the exterior and interior trash enclosures, two stair exits facing Alma Lane, and no service doors facing Alma Street.
<b>E.3.7.02</b>	Guideline	In order to minimize curb cuts, shared entrances for both retail and residential use are encouraged. In shared entrance conditions, secure access for residential parking should be provided.	Complies: No curb cuts are proposed along Alma Street. Alma Lane is a service alley without sidewalks or curb cuts. The project proposes to keep the existing condition without sidewalks and curb cuts.
<b>E.3.7.03</b>	Guideline	When feasible, service access and loading docks should be located on secondary streets or alleys and to the rear of the building.	Complies: One stall is proposed at the surface parking area along Alma Lane for loading and service vehicle parking. Loading and service entry into the building would occur through the building's rear lobby doors.
<b>E.3.7.04</b>	Guideline	The size and pattern of loading dock entrances and doors should be integrated with the overall building design.	Complies: No loading docks are proposed. Loading and service entry into the building would occur through the building's rear lobby doors.



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E.3.7.05	Guideline	Loading docks should be screened from public ways and adjacent properties to the greatest extent possible. In particular, buildings that directly adjoin residential properties should limit the potential for loading-related impacts, such as noise. Where possible, loading docks should be internal to the building envelope and equipped with closable doors. For all locations, loading areas should be kept clean.	Complies: One stall is proposed at the surface parking area along Alma Lane for loading and service vehicle parking. Loading and service entry into the building would occur through the building's rear lobby doors. Loading and service activities for office use are typically low impact and occur during normal business hours.
E.3.7.06	Guideline	Surface parking should be visually attractive, address security and safety concerns, retain existing mature trees and incorporate canopy trees for shade. See Section D.5 for more complete guidelines regarding landscaping in parking areas.	Complies: On-street parking along Alma Street is angled, with paving and planting in the furnishings zone between the on-street parking stalls and the sidewalk. Large planting areas extend into the parking zone near the building entrance, with two heritage replacement trees shown to break up the length of on-street parking. On the Alma Lane side, surface parking is provided at a 90 degree angle to the alley and interrupted every 45 feet or so with a 7.5-foot wide planter with grasses and bamboo planting. A bio-retention planter is also provided along the back of the sidewalk/against the building on the Alma Lane side for storm water mitigation.
<b>Utilities</b>			
E.3.7.07	Guideline	All utilities in conjunction with new residential and commercial development should be placed underground.	Complies: New utilities in conjunction with the new project would be placed underground.
E.3.7.08	Guideline	Above ground meters, boxes and other utility equipment should be screened from public view through use of landscaping or by integrating into the overall building design.	Tentatively Complies: Most utility equipment would either be screened or placed inside the building, including back flow devices, per the project architect. Final location for the transformer has not been determined yet. One option has it underground in the parking garage. A second option has it within the large private courtyard, screened by a fence. Per the project architect, the preference is to place the transformer underground at the first parking level, but a determination has not been made as of this time, and would be made during design development when PG&E would be consulted. At the proposed exterior location, the transformer is screened from public view sufficiently that it should comply at this location.
<b>Parking Garages</b>			

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<b>E.3.7.09</b>	Standard	To promote the use of bicycles, secure bicycle parking shall be provided at the street level of public parking garages. Bicycle parking is also discussed in more detail in Section F.5 "Bicycle Storage Standards and Guidelines."	Complies: Six bicycle parking racks for parking 12 bicycles short-term are provided at the east plaza at the Alma Street side and accessible from Alma Lane by a walkway down the east side lot line. Additionally, 26 racks for 52 bicycles are provided on parking level one in a secure bicycle room for long-term parking. These numbers significantly exceed required short and long-term bicycle parking requirements.
<b>E.3.7.10</b>	Guideline	Parking garages on downtown parking plazas should avoid monolithic massing by employing change in façade rhythm, materials and/or color.	Not applicable: Parking would be provided on site.
<b>E.3.7.11</b>	Guideline	To minimize or eliminate their visibility and impact from the street and other significant public spaces, parking garages should be underground, wrapped by other uses (i.e. parking podium within a development) and/or screened from view through architectural and/or landscape treatment.	Complies: All parking is located off Alma Lane a service alley and is not visible from a significant public space, and all garage spaces are underground.
<b>E.3.7.12</b>	Guideline	Whether free-standing or incorporated into overall building design, garage façades should be designed with a modulated system of vertical openings and pilasters, with design attention to an overall building façade that fits comfortably and compatibly into the pattern, articulation, scale and massing of surrounding building character.	Complies: The garage opening is no more than 24 feet wide to meet the city's minimum drive aisle width. The opening head height aligns with the head height of adjacent façade openings so as not to exceed the scale of the ground level.
<b>E.3.7.13</b>	Guideline	Shared parking is encouraged where feasible to minimize space needs, and it is effectively codified through the plan's off-street parking standards and allowance for shared parking studies.	Not Applicable: Shared parking is not proposed. The proposed office and coffee pavilion components would comply with the respective parking requirements.
<b>E.3.7.14</b>	Guideline	A parking garage roof should be approached as a usable surface and an opportunity for sustainable strategies, such as installment of a green roof, solar panels or other measures that minimize the heat island effect.	Complies: The parking garage is underground and with the building above, except along the service alley where surface parking is provided above the garage. At this location, landscape planters are provided for a portion of the area for decorative features and storm water management.
<b>E.3.8 Sustainable Practices</b>			
<b>Overall Standards</b>			
<b>E.3.8.01</b>	Standard	Unless the Specific Plan area is explicitly exempted, all citywide sustainability codes or requirements shall apply.	Acknowledged.
<b>Overall Guidelines</b>			
<b>E.3.8.02</b>	Guideline	Because green building standards are constantly evolving, the requirements in this section should be reviewed and updated on a regular basis of at least every two years.	Acknowledged.
<b>Leadership in Energy and Environmental Design (LEED) Standards</b>			

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<u>Section</u>	<u>Standard or Guideline</u>	<u>Requirement</u>	<u>Evaluation</u>
E.3.8.03	Standard	<p>Development shall achieve LEED certification, at Silver level or higher, or a LEED Silver equivalent standard for the project types listed below. For LEED certification, the applicable standards include LEED New Construction; LEED Core and Shell; LEED New Homes; LEED Schools; and LEED Commercial Interiors. Attainment shall be achieved through LEED certification or through a City-approved outside auditor for those projects pursuing a LEED equivalent standard. The requirements, process and applicable fees for an outside auditor program shall be established by the City and shall be reviewed and updated on a regular basis. LEED certification or equivalent standard, at a Silver level or higher, shall be required for:</p> <ul style="list-style-type: none"> <li>• Newly constructed residential buildings of Group R (single-family, duplex and multi-family);</li> <li>• Newly constructed commercial buildings of Group B (occupancies including among others office, professional and service type transactions) and Group M (occupancies including among others display or sale of merchandise such as department stores, retail stores, wholesale stores, markets and sales rooms) that are 5,000 gross square feet or more;</li> <li>• New first-time build-outs of commercial interiors that are 20,000 gross square feet or more in buildings of Group B and M occupancies; and</li> <li>• Major alterations that are 20,000 gross square feet or more in existing buildings of Group B, M and R occupancies, where interior finishes are removed and significant upgrades to structural and mechanical, electrical and/or plumbing systems are proposed.</li> </ul> <p>All residential and/or mixed use developments of sufficient size to require LEED certification or equivalent standard under the Specific Plan shall install one dedicated electric vehicle/plug-in hybrid electric vehicle recharging station for every 20 residential parking spaces provided. Per the Climate Action Plan the complying applicant could receive incentives, such as streamlined permit processing, fee discounts, or design templates.</p>	<p>Tentatively Complies: Per applicant, project will comply with the requirement for LEED Certification. Preliminary LEED Checklist submitted. Full LEED certification would be ensured through condition of approval 5d.</p>
<b>Leadership in Energy and Environmental Design (LEED) Guidelines</b>			

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<u>Section</u>	<u>Standard or Guideline</u>	<u>Requirement</u>	<u>Evaluation</u>
E.3.8.04	Guideline	<p>The development of larger projects allows for more comprehensive sustainability planning and design, such as efficiency in water use, stormwater management, renewable energy sources and carbon reduction features. A larger development project is defined as one with two or more buildings on a lot one acre or larger in size. Such development projects should have sustainability requirements and GHG reduction targets that address neighborhood planning, in addition to the sustainability requirements for individual buildings (See Standard E.3.8.03 above). These should include being certified or equivalently verified at a LEED-ND (neighborhood development), Silver level or higher, and mandating a phased reduction of GHG emissions over a period of time as prescribed in the 2030 Challenge.</p> <p>The sustainable guidelines listed below are also relevant to the project area. They relate to but do not replace LEED certification or equivalent standard rating requirements.</p>	Not applicable: The project consists of only two buildings on a site well under one acre in size.
<b>Building Design Guidelines</b>			
E.3.8.05	Guideline	Buildings should incorporate narrow floor plates to allow natural light deeper into the interior.	Complies: The building floor plate is narrow with 74 feet at the ground floor, varies between 54 feet and 68 feet on the second level, and is approximately 50 feet at the third level. The building is oriented east/west with the longer façade facing south/east to take advantage of full day sunlight. The typical window head heights are set at 10-11 feet above finish floor with actual window dimensions of 8 feet tall. These dimensions allow light to penetrate deep within the floor plate.



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Section	Standard or Guideline	Requirement	Evaluation
E.3.8.06	Guideline	Buildings should reduce use of daytime artificial lighting through design elements, such as bigger wall openings, light shelves, clerestory lighting, skylights, and translucent wall materials.	<p>Complies: The building is oriented east/west with the longer façade facing southeast to take advantage of full day sunlight. The typical window dimensions are 10'-6" tall on the ground level and 8'-5" on the second level to allow light to penetrate deeper within the floor plate. The third level is wrapped in glass to optimize daylight. All east/south/west facing windows have an appropriate sunshade device to help mitigate solar heat gain and glare during the warmer/lighter months.</p> <p>The configuration of interior floor layouts for open office or enclosed office would have a potentially significant influence on daylight versus artificial light usage on the lower floors. On the upper floor, the tall zones of glazing should allow penetration of daylight into the whole space, unless window shades or interior partitions are deployed at full height.</p>
E.3.8.07	Guideline	Buildings should allow for flexibility to regulate the amount of direct sunlight into the interiors. Louvered wall openings or shading devices like <i>bris soleils</i> help control solar gain and check overheating. <i>Bris soleils</i> , which are permanent sun-shading elements, extend from the sun-facing façade of a building, in the form of horizontal or vertical projections depending on sun orientation, to cut out the sun's direct rays, help protect windows from excessive solar light and heat and reduce glare within.	Complies: Deep overhangs for the roof and deep canopy style sunshades and similar devices, including vertical fins and hoods around windows are shown on the plans. In concept these would regulate light to allow daylight but help shade direct sunlight, so less enters the building. The upper floor, however, could experience significant heat gain due to the tall, continuous glazing at the perimeter. Without sophisticated modeling it is not possible to determine how effective the proposed design would be over the course of the year given variation in the sun's vertical angle and direction.
E.3.8.08	Guideline	Where appropriate, buildings should incorporate arcades, trellis and appropriate tree planting to screen and mitigate south and west sun exposure during summer. This guideline would not apply to downtown, the station area and the west side of El Camino Real where buildings have a narrower setback and street trees provide shade.	Complies: Southeast (project east) and southwest (project south) exposures have adequate screening per preliminary evaluation due to deep overhangs, trellis elements, etc. at the southwest exposure and the deep covered porch at the upper floor facing southeast along with limited windows on the lower floors with this orientation. Existing trees could also facilitate shading at the south face of the building and at the lower levels on the west face.
E.3.8.09	Guideline	Operable windows are encouraged in new buildings for natural ventilation.	Complies: Operable windows would be provided to the greatest extent allowed by the local energy code.
E.3.8.10	Guideline	To maximize use of solar energy, buildings should consider integrating photovoltaic panels on roofs.	Complies: Solar panels are proposed on the roof.

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<b>Section</b>	<b>Standard or Guideline</b>	<b>Requirement</b>	<b>Evaluation</b>
<b>E.3.8.11</b>	Guideline	Inclusion of recycling centers in kitchen facilities of commercial and residential buildings shall be encouraged. The minimum size of recycling centers in commercial buildings should be 20 cubic feet (48 inches wide x 30 inches deep x 24 inches high) to provide for garbage and recyclable materials.	Note: Per the project architect, the project is a core and shell construction. Tenant improvements that encompass kitchen planning would be submitted under separate permit in the building permit review stage. One trash room located at garage level -1 would provide room for both trash and recycling bins. There is also a trash room at the outside of the building facing Alma Lane.
<b>Stormwater and Wastewater Management Guidelines</b>			
<b>E.3.8.12</b>	Guideline	Buildings should incorporate intensive or extensive green roofs in their design. Green roofs harvest rain water that can be recycled for plant irrigation or for some domestic uses. Green roofs are also effective in cutting-back on the cooling load of the air-conditioning system of the building and reducing the heat island effect from the roof surface.	Complies: --Green roofs above the office use building envelope are not proposed. The proposed metal standing seam roof finish and color would be chosen with a high solar reflective index to meet the city's green ordinance. (Note: solar panels effectively block much direct solar access to roof surface)  --The underground garage roof provides landscaped areas that would act as storm water management media to either or in combination: re-use water for irrigation, infiltrate run-off, reduce and/or slow down discharge into the city's storm water system during storm events. The numerous landscaped areas and light colored paving in the courtyards would reduce the heat island effect created chiefly by the existing paved lot area.
<b>E.3.8.13</b>	Guideline	Projects should use porous material on driveways and parking lots to minimize stormwater run-off from paved surfaces.	Complies: Much of the exterior open area is on top of the garage podium, and is not open to earth. Surface parking stalls along Alma Lane would be paved with permeable pavers, with driveway and ramp to underground garage being paved with concrete. The underground garage roof does provide landscaped areas that would act as storm water management media to either or in combination: re-use water for irrigation, infiltrate run-off, reduce and/or slow down discharge into the city's storm water system during storm events.
<b>Landscaping Guidelines</b>			

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<b>Section</b>	<b>Standard or Guideline</b>	<b>Requirement</b>	<b>Evaluation</b>
<b>E.3.8.14</b>	Guideline	Planting plans should support passive heating and cooling of buildings and outdoor spaces.	Complies: Proposed plantings would prove passive heating and cooling as follows: --The two existing oak trees would provide an ample amount of shading at the east and west exterior courtyards and onto openings in the east/west and south building facades; and, --The planting plan for new plants would take into account appropriate shading techniques to further shade the façade in the summer months and allow solar radiation into the building during the winter months.
<b>E.3.8.15</b>	Guideline	Regional native and drought resistant plant species are encouraged as planting material.	Complies: Regional native and drought resistant plant species would be provided to the greatest extent possible with consideration for stormwater management requirements.
<b>E.3.8.16</b>	Guideline	Provision of efficient irrigation system is recommended, consistent with the City's Municipal Code Chapter 12.44 "Water-Efficient Landscaping".	Complies: Irrigation plans submitted in the building permit stage would be reviewed for compliance with the Water-Efficient Landscaping Ordinance.
<b>Lighting Standards</b>			
<b>E.3.8.17</b>	Standard	Exterior lighting fixtures shall use fixtures with low cut-off angles, appropriately positioned, to minimize glare into dwelling units and light pollution into the night sky.	To Be Determined: Lighting information not available with plans. Per project architect, exterior lighting would use fixtures with low cut-off angles, appropriately positioned, to minimize glare into dwelling units and light pollution into the night sky. Condition of approval 4m would ensure compliance with this standard.
<b>E.3.8.18</b>	Standard	Lighting in parking garages shall be screened and controlled so as not to disturb surrounding properties, but shall ensure adequate public security.	To Be Determined: Lighting information not available with plans. Per project architect, lighting in the parking areas would be screened and controlled so as not to disturb surrounding properties, but shall ensure adequate public security. Condition of approval 4m would ensure compliance with this standard.
<b>Lighting Guidelines</b>			
<b>E.3.8.19</b>	Guideline	Energy-efficient and color-balanced outdoor lighting, at the lowest lighting levels possible, are encouraged to provide for safe pedestrian and auto circulation.	To Be Determined: Lighting information not available with plans. Per project architect, energy-efficient and color-balanced outdoor lighting, at the lowest lighting levels possible, would be provided where possible. Condition of approval 4m would ensure compliance with this guideline.
<b>E.3.8.20</b>	Guideline	Improvements should use ENERGY STAR-qualified fixtures to reduce a building's energy consumption.	To Be Determined: Lighting information not available with plans. Per project architect, ENERGY STAR-qualified fixtures would be used where possible. Condition of approval 4m would ensure compliance with this guideline.

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<b>Section</b>	<b>Standard or Guideline</b>	<b>Requirement</b>	<b>Evaluation</b>
<b>E.3.8.21</b>	Guideline	Installation of high-efficiency lighting systems with advanced lighting control, including motion sensors tied to dimmable lighting controls or lighting controlled by timers set to turn off at the earliest practicable hour, are recommended.	To Be Determined: Lighting information not available with plans. Per project architect, installation of high-efficiency lighting systems with advanced lighting control, including motion sensors tied to dimmable lighting controls or lighting controlled by timers set to turn off at the earliest practicable hour would be provided where possible. Condition of approval 4m would ensure compliance with this guideline.
<b>Green Building Material Guidelines</b>			
<b>E.3.8.22</b>	Guideline	The reuse and recycle of construction and demolition materials is recommended. The use of demolition materials as a base course for a parking lot keeps materials out of landfills and reduces costs.	Tentatively Complies: Per project architect, construction and demolition materials would be reused and recycled where possible.
<b>E.3.8.23</b>	Guideline	The use of products with identifiable recycled content, including post-industrial content with a preference for post-consumer content, are encouraged.	Tentatively Complies: Per project architect, products with identifiable recycled content, including post-industrial content with a preference for post-consumer content would be used where possible.
<b>E.3.8.24</b>	Guideline	Building materials, components, and systems found locally or regionally should be used, thereby saving energy and resources in transportation.	Tentatively Complies: Per project architect, building materials, components, and systems found locally or regionally would be used where possible.
<b>E.3.8.25</b>	Guideline	A design with adequate space to facilitate recycling collection and to incorporate a solid waste management program, preventing waste generation, is recommended.	Complies: There appears to be adequate space for recycling and solid waste management.
<b>E.3.8.26</b>	Guideline	The use of material from renewable sources is encouraged.	Tentatively Complies: Per project architect, materials from renewable sources would be used where possible.



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CITY OF MENLO PARK  
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# Arborist Report

Prepared at the request of:

Lane Partners  
644 Menlo Avenue, Suite 204  
Menlo Park, CA 94025

## Alma Station Tree Survey

DATE: 2-25-15

Prepared by:

### *SBCA TREE CONSULTING*

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## Assignment:

Arborists were asked to survey trees opposite the Alma Station train station between Alma Street and Alma Lane. SBCA Tree Consulting was asked to include Tree Preservation Guidelines for trees designated to be retained.

## Scope:

Arborists surveyed 12 trees and recorded data on tree size and condition. Though some potential health concerns were noted for the large oak trees, a definitive diagnosis of the problem and pathogen was not undertaken.

Appendix 2 provides Tree Preservation Guidelines that are based upon the current project design. The guidelines do not any cover design modifications that may occur.

## Introduction

This report provides information on twelve trees surveyed on and adjacent to the parcel at 1028 Alma Street in Menlo Park. Survey data was recorded on Oct. 30, 2014. The parcel outline and tree locations are identified on Appendix 1, as existing and on the proposed plan.

## Summary

Twelve (12) trees were surveyed. Six (6) of the trees qualify as City Heritage Trees. Three (3) trees are native Coast Live Oak (*Quercus agrifolia*). The nine (9) remaining trees are exotic species.

Nine (9) trees are located within the designated parcel; one (1) Carolina Cherry Laurel (*Prunus caroliniana*) is located in a City street planter area; two (2) Chinese Elms (*Ulmus parvifolia*) are located on adjacent property to the west.

The project design requires the removal of eight (8) trees including one of the three Coast Live Oak trees. The City owned tree is also recommended for removal due to its declining health condition. Two (2) trees to be removed are Heritage Trees.

Oak trees #1 and #7 are designated to remain. Both trees exhibit signs of marginal health. Structurally, oak tree #1 has a significant lean and oak tree #7 possesses a number of defective stem attachments that pose a safety concern.

The two Chinese Elm trees surveyed are located immediately to the west of the project site on adjacent property. Both elm trees will be protected during construction activity as the roots likely extend into the proposed project site.

**All construction activities within the Tree Protection Zone of all trees to be preserved will be under the supervision of Project Arborist.**



**Table 1.**

Table below provides basic information on the twelve trees surveyed. The numbers correspond to those on the tree location map, *Appendix 1*.

- No. – Tree number as referenced on the tree location map Appendix 1.
- Species – Tree species.
- DBH in. – Tree diameter in inches measured at 54 inches above average soil grade.
- Ht. ft. – Estimated tree height in feet.
- Spread – Maximum width of the tree canopy.
- Struct. – Structural safety condition: G-good, F-fair, P-poor.
- Hlth. – Tree health: G-good, F-fair, P-poor.
- Action – Expected or recommended action.
- Heritage Tree? – Meets City requirements for Heritage Tree status
- Notes – Pertinent notes and observations.

No.	Species	DBH In.	Ht. Ft.	Spread	Structure	Health	Action	Heritage Tree?	Notes
1	<i>Quercus agrifolia</i>	36	60	55	P	F	RETAIN Soil mitigation, Safety prune, Cable	Yes	RPZ is 36 feet radial distance. Included bark and codominance. Possible <i>Diplodia</i> Dieback in crown. Soil compacted and restricted root zone.
2	<i>Prunus caroliniana</i>	11	25	25	P	P	Remove	No	Dying
3	<i>Pyrus kawakamii</i>	14	25	4575	P	P	Remove	No	Some fungal leaf blotch, Headed, 19 degree lean
4	<i>Ailanthus altissima</i>	20, 21.5, 5.5	40	30	P	F-G	Remove	Yes	Structurally problematic due to codominant stems with included bark, Power line clearance pruning
5	<i>Olea europaea</i>	9.5	25	30	F	G	Remove	No	In planter
6	<i>Olea europaea</i>	9.5	25	75	F	G	Remove	No	In planter
7	<i>Quercus agrifolia</i>	35.5	40	2050	F-G	F	RETAIN Investigate Health	Yes	RPZ is 36 feet radial distance. 21 degree lean. Suspected root disease, bleeding lesions and thinning crown, 8" decay pocket
8	<i>Pyrus kawakamii</i>	9, 8	25	65	F	F	Remove	No	Fair condition, Headed
9	<i>Quercus agrifolia</i>	33	60	55	P	G	Remove	Yes	10 degree lean. Codominance with included bark, power line clearance pruning
10	<i>Ulmus parviflora</i>	20.5	30	25	F	F	RETAIN Protect roots	Yes	RPZ is 21 feet On adjacent property but within impact range of the project.
11	<i>Ulmus parviflora</i>	15.5	40		G	F	RETAIN Protect Roots	Yes	RPZ is 16 feet. On adjacent property but within impact range of the project.
12	<i>Prunus laurocerasus</i>	7, 7.5, 6, 5.5, 4	25		F-P	F-G	Remove	No	Small, multi stemmed shrub-tree.



## Discussion

**Tree Removal** – Based upon the proposed project design and parking garage footprint, it does appear that eight of the trees surveyed will require removal to accommodate the project design. Trees to be removed are identified in **Table 1**.

It is recommended that the Carolina Cherry Laurel be removed and replaced due to its condition. The Coast Live Oak tree #9 and the Ailanthus tree #4 are the largest of the trees proposed for removal.

**Coast Live Oak tree #1 Designated for Retention** – This is a very large oak that appears fairly healthy. There are signs of dieback throughout the crown that may be attributable to *Diplodia*, a fungal stem pathogen that favors trees in marginal health.

The tree safety is of concern due to the many structurally weak stem attachments<sup>1</sup>. This tree will require special pruning treatments and possibly cabling to render it safer.

Prior health mitigation is needed to reduce soil compaction and improve soil gas exchange. Some root loss is expected on northwest side of the tree to accommodate the entrance to the proposed underground garage. With proper care and mitigation, it is believed that the tree can withstand the expected root loss.

**Coast Live Oak tree #7 Designated for Retention** – Primary concerns include:

- The 21 degree lean
- The tensile roots of the tree are likely under the adjacent structure.
- The tree does not exhibit signs of trunk expansion, indicating marginal health.
- The black exudes observed on the bark of the tree may be indications of the presence of root pathogens. The thinning leaf cover in the tree is another indication of possible root problems.

Due to the adjacent structure and patio paving, it is not possible to conduct investigation into the possible cause of the poor health. Further assessment is needed once there is access to the roots. Investigation and mitigation treatments must begin well in advance of any construction activities due to the expected root loss. Any necessary root pruning must be undertaken in advance of excavation activities and preferably in late fall. Details are in the Tree Protection Guidelines in *Appendix 2*.

**Coast Live Oak Tolerance for Root Loss** – The Coast Live Oak is generally known for its ability to withstand higher root loss relative to other tree species. However, those trees are less healthy have less tolerance for adverse impacts, such as root loss. Such trees must be provided all possible mitigation to improve tree health prior to the beginning of construction.

**Retention of Two Chinese Elm Trees Located on Adjacent Property** – These trees are subject to the same tree protection requirements as are the two oak trees to be retained.

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<sup>1</sup> Known as “embedded bark” or “Included bark”. Prevents wood from the two stems from joining. Attachments having “codominant stems” of equal size are also known to have a greater potential for failure. The combination of the two is particularly problematic.





## Photo Supplement



**Photo 1.** Photo to the left shows Coast Live Oak tree #1. Though the foliage is full and of good color, there appears to be some dieback (brown) of small stems throughout the crown. Such dieback is generally attributed to a fungal stem canker known as *Diplodia dieback* (*Diplodia quercina*). It is generally indicative of low energy reserves or poor health.



**Photo 2.** Photo above right shows the soil surrounding tree #1 is highly compacted. Such compaction inhibits soil gas exchange thereby reducing the ability of the roots to uptake water and nutrients. Soil mitigation is best administered early on to improve the health prior to the expected root loss.



**Photo 3.** Photo shows the "included bark" attachment of the codominant stems on tree #1. The bulging below attachment (red arrow) is a possible indication of an expanding internal crack. Such stem attachments are considered structurally problematic.



**Photo 4.** Photo to the right shows Coast Live Oak #7. This tree has a significant lean (21°). Photo also shows the sparse foliage in the crown, a possible symptom of root disease.



**Photo 5.** Photo shows the black exude on the bark of tree #7. Such lesions are often signs of possible root disease. It is suspected that soil compaction may be a contribution factor.







Photo 6. Photo shows the Ailanthus tree what is located within the perimeter foundation of the proposed structure.



Photo 7. Photo shows Coast Live Oak tree #9 that requires removal to accommodate the proposed project.



**Photo 8.** Photo shows the Carolina Cherry Laurel tree #2. The tree is growing in a planting area that extends into Alma Street and belongs to the City. The health of the tree is extremely poor.



**Photo 9.** Last photo to the left shows one of the Chinese Elm trees located on adjacent parcel. Arrow indicates the approximate location of the property line.

**End Photo Supplement**





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BUILDING

## Tree Preservation Guidelines

The project site is at 1020 Alma Street in Menlo Park, CA. The Arborist Report (amended 1/19/15) provides survey data on all trees. The focus of the Preservation Guidelines is the protection of two Coast Live Oak (*Quercus agrifolia*) and two Chinese Elm (*Ulmus parvifolia*) located on adjacent property. All are Heritage trees and subject to City Ordinance. It does appear that the two elm trees will be out of the area of potential impact.

Trees on site are identified as Coast Live Oaks #1 and #7. The two elm trees on adjacent property are identified as Trees #'s 10 & 11. The guidelines provide for the care and maintenance of trees before, during and after construction. The goal of tree protection and preservation guidelines is to provide for a successful transition for the trees within the modified site. To be most effective, tree preservation and health mitigation measures should commence well before the time the trees are to be adversely impacted.

### Summary of Impacts and Mitigation

1. Early Investigation and Health Mitigation – All trees appear to be in marginal health and will greatly benefit from investigation and mitigation treatments.
2. Root Protection Zone (RPZ) – The RPZ is initially set at a distance equal to one radial foot for every one inch is tree diameter (DBH). The two Coast Live Oak trees have an initial RPZ of 36 feet radial distance from the base of the trees. The elm trees have an initial RPZ of 21 feet and 16 feet. Tree protection fencing is generally placed at the limit of the RPZ. The working RPZ and fenced area are determined by project arborist based upon investigation and structure footprint.
3. Trunk and Scaffold Protections – Due to the proximity of the construction activities to the tree, much of the activities will encroach into the designated Root Protection Zone (RPZ). Tree protection fencing will be used where possible. The exposed trees will require armoring to protect from mechanical injury.
4. Necessary Root Pruning – It will likely be necessary to sever all tree roots that intersect the footprint of the underground garage. Such root pruning occurs prior to excavation activities.
5. Soil Protection – All areas where roots can be retained will require protection from soil compaction. Treatments are provided for soil protection and mitigation of existing soil compaction.
6. Tree Safety – It was noted that tree #1 has a number of problematic stem attachments that need to be addressed through pruning and possibly cabling. Tree #7 has a significant lean that will impact excavation activities on the side of the tree opposite the lean (tensile root side).
7. Later Decisions on Ultimate Viability of Heritage Oak Trees – Arborist observations thus far indicate that there may be problems identified after demolition activities have occurred that preclude the retention of either or both oak trees. If such an issue arises during the investigation, City Arborist will be consulted prior to taking any action.



## SITE ANALYSIS AND EARLY TREE HEALTH MITIGATION

The information gained from site analysis is utilized in the guidelines for root and soil protection. The limited access to the root zone, particularly for tree #7 may delay some of the activities suggested.

Soil Profile Examination – The soil profile examination determines soil texture, compaction and moisture. Soil compaction is mitigated through the use of a water jet or possibly and air spade to improve soil gas exchange.

Root Investigation – Root presence, depth, size and amount are determined in critical areas. This information is vital to the understanding of the level of soil protection and the level of root loss that will likely occur.

Soil and Leaf Tissue Analysis – Laboratory analysis of soil and leaf tissue helps identify limitations in soil nutrition, the presence of heavy metals, pH problems and numerous identifiable limitations. Mitigate soil limitations identified in analysis.

Fluorometer Readings – This tool can be used to determine the general health of the trees prior to construction and to track tree health during and after construction activities. The chlorophyll fluorometer can identify decline in tree vigor before signs can be noted in the appearance of the tree.

## PRE-CONSTRUCTION ACTIVITIES

These activities should be undertaken prior to initiation of construction activity. In addition to modifications to the project design to reduce tree impacts, all steps that improve the health of trees prior to construction will greatly improve the chance of survival.

Designate Tree Root Protection Zone (RPZ)–The tree Root Protection Zone designates an area surrounding a tree or grouping of trees that is to be fenced off from all access until designated by a certified arborist. The RPZ is commonly defined as one (1) foot radial distance for every one (1) inch in tree diameter (DBH). Initial RPZ for all trees are provided in the survey data in Table 1.

Arborist can modify the RPZ distance from the base of the tree based upon site conditions and the level of root presence observed during early investigation. In urban settings it is often difficult to know where roots have developed in advance of investigation. RPZ modification is best conducted during the demolition phase when there is better access to the soil profile.

**Until modified by soil investigation or necessary root pruning, the RPZ for both tree #1 and #7 is a radial distance of 36 feet from the base of the tree.** Arborist will control and supervise all encroachment into the designated RPZ. The protection zones for the adjacent elm trees are 16 feet and 21 feet.

- [S1] Tree Root Protection Zone Fencing – Tree protection fencing shall be 6' tall chain link type, secured to steel posts driven two-feet into the ground at a spacing of 10 feet. Fencing shall have signage in place stating: "Tree Protection Area - Do Not Enter". It is understood that there will be encroachment into the RPZ. When moved, tree fencing is installed in the new location in the same manner.

- [S2] Trunk and Scaffold Protection – Whenever construction activity must occur inside the tree protection zone, the base of the tree and the first eight-feet of the trunk must be protected. Protection is generally provided by wrapping the trunk up to the first branch with 10 wraps of orange plastic construction fencing or use of straw waddles wrapped around the tree. Additional protection can be provided by either straw bales or use of vertical 2x4 boards strapped to the tree. Arborist may require any or all of the trunk protection measures depending upon the situation. Arborist approval will be required for acceptance of the measures used.

Root Pruning – Root pruning is best conducted in the late fall and in advance of construction activities. Root pruning is preceded by careful hand, air or water excavation to first expose the roots. Root pruning is conducted by arborist using sharp tools. Severed roots are immediately sprayed with a sugar solution (6 oz. granulated sugar per gallon of water) and covered with either burlap or soil. Pruning both the canopy and roots at the same time should be avoided if possible.

- [S3] Soil Protection – Soil areas inside of the designated RPZ that are not fenced must be properly covered to prevent soil compaction. If equipment is to be used, first place 12 inches of wood chip mulch on the soil surface. Place either trenching plates or 1 1/8 inch plywood connected with metal straps on the wood chips. Soil protections must remain in place until the end of construction activities.

- [S4] Supplemental Irrigation – Arborist will designate supplemental irrigation based upon the level of root loss, soil conditions, tree health and time of year. Supplemental irrigation will be applied prior to the application of mulch, as per City requirements.

Mulching – Use of four to six inches of organic mulch (wood chips are best) on soil surface will reduce soil compaction and evaporative soil moisture loss. Recommended material is wood chips generated from tree trimming. Fresh redwood, incense cedar and walnut chips are not acceptable, nor is palm generated mulch.

Compost – Compost is often recommended for placement immediately under the mulch. Good quality compost provides nutrient value. Compost must be represented by a recent laboratory analysis to confirm quality.

Pruning – All pruning must comply with ANSI A300 Pruning Standards. Pruning must be minimized, particularly when root loss occurs. Pruning prior to construction should include: Necessary Clearance Pruning, Deadwood Removal and Safety Pruning.

In the situation with tree #7, pruning must be primarily on one of any two stems having an included bark attachment, usually the smaller of more horizontal stem. The purpose is to encourage dominance in one of the stems thereby reducing the potential for stem failure.

## TREE PROTECTION DURING CONSTRUCTION

The level of arborist monitoring of the project can be quite variable, depending upon the degree of encroachment into root systems and the early levels of contractor compliance with the tree protection guidelines.

**Pre-Construction Meeting** – It is important that construction crew understands the tree protection requirements. All personnel working on site are to be provided an orientation to tree preservation measures and rules by the arborist assigned to monitor tree preservation. All tree protection measures must be in place and approved at this time.

**Observe Fenced RPZ** – This area is off limits to all personnel, equipment, materials storage, or any other activities. Fencing may be relocated only under arborist supervision.

**Demolition Activities** – All demolition activities include removal of pavement or structures are considered to be part of the construction project. The same restrictions on the use of equipment and encroachment into the designated root protection zone apply to all such activities. Project arborist must supervise all activities where encroachment into the RPZ occurs.

- [S5] It is understood that most of the tree protection fencing cannot be put in place until after the initial demolition activities are complete. Therefore, installation of trunk, scaffold and soil protection will be required. The RPZ is marked out prior to the beginning of demolition activities. Arborist will supervise all activities that occur inside of the 36 foot radius of the initial RPZ. As per City requirements, "remove and/or reduce size of concrete debris abutting the root collar of tree #1 taking care to avoid damaging stem tissue."

#### **WORK ACTIVITIES OCCURING WITHIN THE DESIGNATED RPZ**

Due to the relatively tight space, it appears that many activities will occur inside of the designated 36 foot RPZ. Under such circumstances the following protections are required.

- [S6] **Arborist Supervision** – All activities occurring inside of the designated RPZ must be approved and an arborist must be present to supervise tree protection and root pruning activities. Arborist shall monitor trees throughout all phases of development to ensure Tree Protection Measures remain in place. Tree Protection measures are to remain in place until final inspection.

**Root Protection** – Areas where roots cannot be fenced require protection from contaminants and compaction. The effects of foot traffic can be mitigated through the use of six (6) inches of wood chip mulch and ¾ inch plywood placed on top.

When equipment is to be used inside of the designated RPZ, soil must be covered with 12 inches of wood chips and two layers of ¾ inch plywood or one layer of 1 1/8 inch plywood or metal trench plates.

**Soil Moisture Control** – Water stress is detrimental to tree health, particularly during the spring. Supplemental irrigation is required whenever tree roots are uncovered or severed due to trenching or grading. Open trenches with exposed roots require minimum two layers of damp burlap or other acceptable covering at all times. An arborist will determine the amount of supplemental watering required based upon soil moisture investigation and weather conditions.

- [S8] **Required Method of Excavation Within Critical Root Zone** – Carefully hand excavation or **tunneling** shall be the accepted method for installing underground utilities. The Air Spade and hydraulic water excavation can also be used much more efficiently when a large amount of such trenching must be undertaken. Arborist is to supervise any such activity.



## POST CONSTRUCTION MITIGATION

All valuable trees which have been impacted in any manner (root loss, soil moisture changes, or necessary pruning) will require mitigation to offset the adverse impact and maintain the level of vigor in the tree prior to being impacted. Trees that were not vigorous prior to construction will require extra care.

Monitoring Tree Health – Regular visual inspection of trees will aid in assessing where further mitigation is required. Tree decline should be recorded and referenced against pre-construction health assessment. Leaf and stem insects and fungal pathogens are a sign of poor tree health (low energy reserves).

Monitoring of Soil Moisture – It is important that significant changes in soil moisture levels within tree root zones be identified early, prior to visible evidence of tree decline. Moisture should be monitored by visual inspection using a soil probe or through the use of tensiometers placed at key locations. Supplemental irrigation is best provided during middle and late spring. In cases where trees have suffered root loss, supplemental irrigation will be required for a number of years in the area where roots were severed.

Mitigation of Soil Compaction – The level and depth of soil compaction must be assessed and mitigated as necessary. Mitigation of soil compaction in areas where roots are present must minimize root loss. Tools most suitable to mitigate soil compaction are the water jet or air spade.

Landscaping – Landscape materials planted within the designated RPZ must be compatible with the moisture needs of the Coast Live Oak. Air spade or Ditchwitch are recommended for excavation within the designated RPZ.

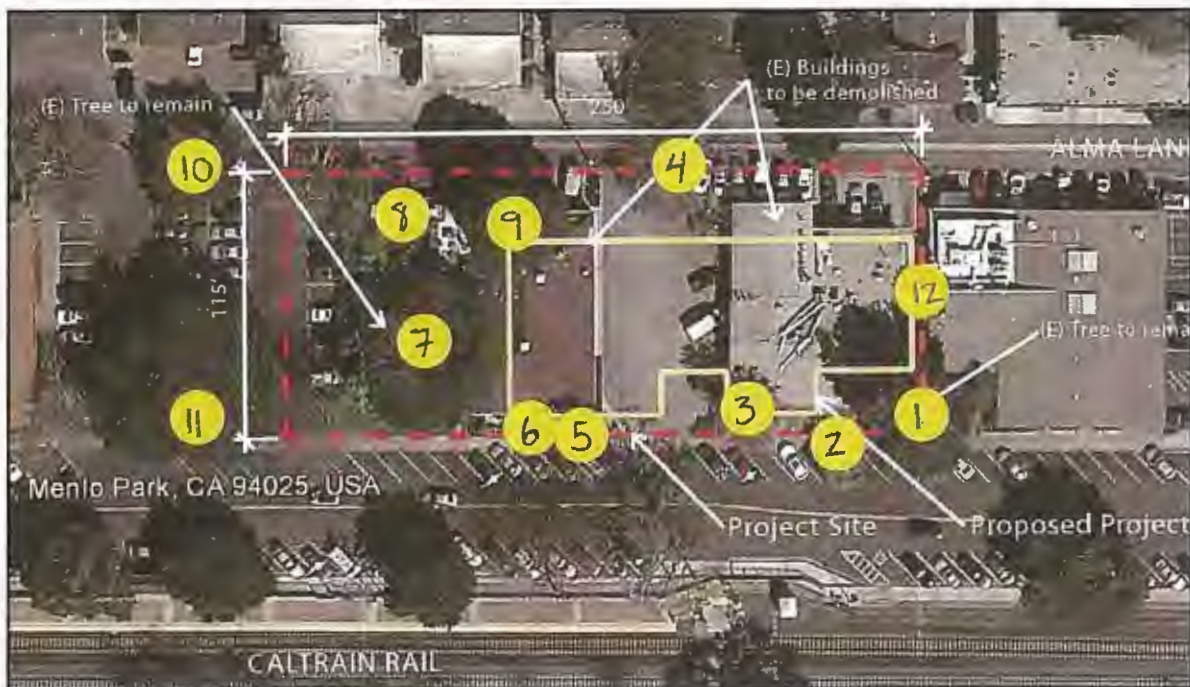
Continued Mulching – Mulch is extremely beneficial in creating a healthy root environment. A regular program of mulch application is recommended to help retain soil moisture, provide a source of nutrients, and help control weeds. The continued use of good quality compost as a mulch is beneficial as a source of nutrition.

Fertilization – Prior to fertilization, soil analysis and possibly leaf tissue analysis must be undertaken. Trees should be fertilized only when the nutritional limitations have been identified. Leaf tissue analysis is another excellent tool for this determination. Excessive nitrogen fertilization is known to draw sucking insects (aphid, scale, etc.) to the plants and provide nutrition to fungal pathogens in the soil.

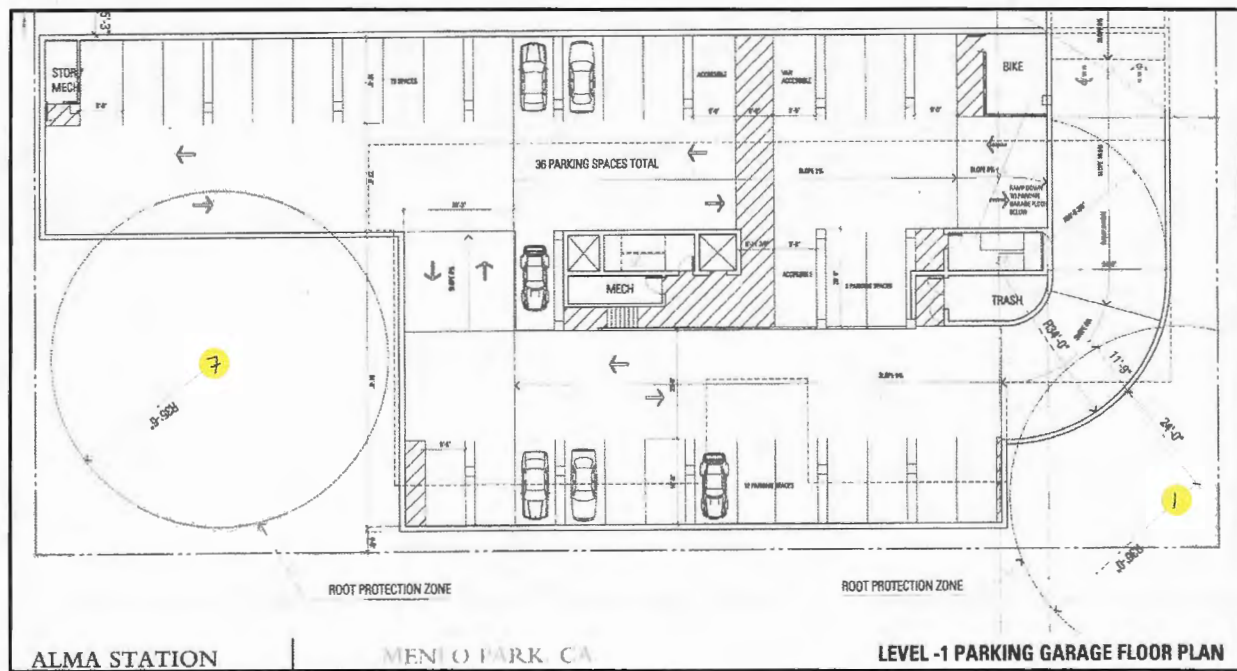
Pest Management Program – Healthy trees do not generally have serious pest problems. Stressed trees are attractive hosts to pathogens, which can contribute to decline and eventual death. Pest management is prescribed when monitoring indicates a need and tree health is in decline.

**End**





This location map shows the four trees to be retained and will require Tree Protection. Locations are approximate for Trees #10 and 11, located on adjacent property. Trees to be removed are either located within or on the boundary of the proposed parking structure.



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

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

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

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

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

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



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

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

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

Vice Chair Onken closed the public comment.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **F. REGULAR BUSINESS**

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

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

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

Motion carried 6-0 with Commissioner Onken abstaining.

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

Motion carried 6-0 with Commissioner Strehl abstaining.

## **G. COMMISSION BUSINESS**

There was none.

## **H. INFORMATION ITEMS**

There were none.

## **ADJOURNMENT**

The meeting adjourned at 11:28 p.m.

Staff Liaison: Thomas Rogers, Senior Planner

Recording Secretary: Brenda Bennett

Approved by the Planning Commission on June 29, 2015.



## REGULAR MEETING MINUTES - DRAFT

**Date:** 8/5/2015  
**Time:** 5:30 p.m.  
**Administration Building**  
**701 Laurel St., Menlo Park, CA 94025**

Chair Clarke called the meeting to order at 5:35 p.m.

### Roll Call

Present: Clarke (Chair), Cadigan, Calder  
Absent: Dodick, Tate  
Staff: Mariano, Lin

#### A. Public Comment - None

#### B. Regular Business

- B1. Approve the Below Market Rate In Lieu Fee Agreement Term Sheet with Lane Partners for 1010-1026 Alma St. (Staff Report 15-001-HC).

Associate Planner Jean Lin provided the staff presentation.

**ACTION:** Motion by Cadigan, Second by Clarke to approve the Below Market Rate Housing In-Lieu Term Sheet with Lane Partners for 1010-1026 Alma St. Motion passes 3-0 (Dodick and Tate absent).

- B2. Approve the minutes of the January 28, 2015, Housing Commission Special Meeting.

Staff member Nicole Mariano stated that this item would be tabled until the next meeting as Chair Clarke was absent on January 28, 2015, and unable to vote on this item.

**ACTION:** None.

- B3. Approve the minutes of the May 6, 2015, Housing Commission Regular Meeting.

**ACTION:** Motion by Cadigan, Second by Calder, to approve the minutes of the May 6, 2015, Housing Commission Regular Meeting. Motion passes 3-0 (Dodick and Tate absent).

- B4. Approve the minutes of the May 28, 2015, Housing Commission Special Meeting.

Staff member Nicole Mariano stated that this item would be tabled until the next meeting as Commissioner Calder was absent on May 28, 2015, and unable to vote on this item.

**ACTION:** None.



**C. Reports and Announcements**

**C1. Commissioner Reports.**

Commissioner Clarke stated she was happy to see that the City had recently released this year's Notice of Funding Availability (NOFA).

**D. Informational Items – None**

**E. Adjournment**

Chair Clarke adjourned the meeting at 5:46 p.m.

## BELOW MARKET RATE HOUSING IN LIEU FEE AGREEMENT

This Below Market Rate Housing In Lieu Fee Agreement ("Agreement") is made as of this \_\_\_\_ day of \_\_\_\_\_, 2015 by and between the City of Menlo Park, a California municipality ("City") and Lane Partners, LLC, a California Corporation ("Applicant"), with respect to the following:

### RECITALS

- A. Applicant has a ground lease on certain real property in the City of Menlo Park, County of San Mateo, State of California, consisting of approximately 28,750 square feet, more particularly described as Assessor's Parcel Number: 061-412-450 ("Property"), more commonly known as 1010-1026 Alma Street, Menlo Park.
- B. The Property currently contains two buildings containing a combination of restaurant, personal service, and retail uses. The existing gross floor area of both existing buildings is approximately 10,272 square feet.
- C. Applicant proposes to demolish the two existing commercial buildings, and construct a new office building with two levels of underground parking and a coffee pavilion totaling approximately 25,480 square feet. Applicant has applied to the City for architectural control approval at the Public Benefit Bonus level ("Project"), which would exceed the Base level floor area ratio (FAR) for office uses on the subject site.
- D. Applicant is required to comply with Chapter 16.96 of City's Municipal Code ("BMR Ordinance") and with the Below Market Rate Housing Program Guidelines ("Guidelines") adopted by the City Council to implement the BMR Ordinance. In order to process its application, the BMR Ordinance requires Applicant to submit a Below Market Rate Housing Agreement. This Agreement is intended to satisfy that requirement. Approval of a Below Market Rate Housing Agreement is a condition precedent to the approval of the applications and the issuance of a building permit for the Project.
- E. Residential use of the Property is allowed by the applicable zoning regulations. Applicant is not proposing to construct residential uses as part of the proposed project. Site constraints due to the preservation of heritage trees limits opportunities to develop residential units as part of the Project as it is currently designed. Applicant does not own any sites in the City that are available and feasible for construction of sufficient below market rate residential housing units to satisfy the requirements of the BMR Ordinance. Based on these facts, the City has found that development of such units off-site in accordance with the requirements of the BMR Ordinance and Guidelines is not feasible.

F. Applicant, therefore, is required to pay an in lieu fee as provided for in this Agreement. Applicant is willing to pay the in lieu fee on the terms set forth in this Agreement, which the City has found are consistent with the BMR Ordinance and Guidelines.

NOW, THEREFORE, the parties agree as follows:

1. If Applicant elects to proceed with the Project, Applicant shall pay the in lieu fee as provided for in the BMR Ordinance and Guidelines. Notwithstanding the proceeding, nothing in this Agreement shall obligate Applicant to proceed with the Project. The applicable in lieu fee is that which is in effect on the date the payment is made. The in lieu fee will be calculated as set forth in the table below; however, the applicable fee for the Project will be based upon the amount of square footage within Group A and Group B at the time of payment. The estimated in lieu fee is provided below.

	Use Group	Fee/SF	Square Feet	Component Fees
Existing Building - Non-Office Areas	B- Non-Office	\$8.45	10,272	(\$86,798.40)
Proposed Building- Office Areas	A-Office/R&D	\$15.57	25,156	\$391,678.92
Proposed Building- Non-Office Areas	B- Non-Office	\$8.45	324	\$2,737.80
<b>Total Estimated In Lieu Fee</b>				<b>\$307,618.32</b>

2. If the Applicant elects to proceed with the Project, the Applicant shall pay the in lieu fee before the City issues a building permit for the Project. The in lieu fee may be paid at any time after approval of this Agreement by the Planning Commission. If for any reason, a building permit is not issued within a reasonable time after Applicant's payment of the in lieu fee, upon request by Applicant, City shall promptly refund the in lieu fee, without interest, in which case the building permit shall not be issued until payment of the in lieu fee is again made at the rate applicable at the time of payment.
3. This Agreement shall be binding on and inure to the benefit of the parties hereto and their successors and assigns. Each party may assign this Agreement, subject to the reasonable consent of the other party, and the assignment must be in writing.

4. If any legal action is commenced to interpret or enforce this Agreement or to collect damages as a result of any breach of this Agreement, the prevailing party shall be entitled to recover all reasonable attorney's fees and costs incurred in such action from the other party.
5. This Agreement shall be governed by and construed in accordance with the laws of the State of California and the venue for any action shall be the County of San Mateo.
6. The terms of this Agreement may not be modified or amended except by an instrument in writing executed by all of the parties hereto.
7. This Agreement supersedes any prior agreements, negotiations, and communications, oral or written, and contains the entire agreement between the parties as to the subject matter hereof.
8. Any and all obligations or responsibilities of Applicant under this Agreement shall terminate upon the payment of the required fee.
9. To the extent there is any conflict between the terms and provisions of the Guidelines and the terms and provisions of this Agreement, the terms and provisions of this Agreement shall prevail.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first written above.

CITY OF MENLO PARK

Lane Partners, LLC

By: \_\_\_\_\_  
City Manager

By: \_\_\_\_\_  
Marcus Gilmour  
Lane Partners, LLC



**1020 Alma Street Project (1010-1026 Alma Street)  
El Camino Real/Downtown Specific Plan Program EIR – Conformance Checklist**

**Introduction**

The City of Menlo Park (City) has developed the El Camino Real/Downtown Specific Plan (Specific Plan) to establish a framework for private and public improvements in the Specific Plan area for the next 30 years. The Specific Plan addresses approximately 130 acres and focuses on the character and density of private infill development, the character and extent of enhanced public spaces, and circulation and connectivity improvements. The primary goal of the Specific Plan is to “enhance the community life, character and vitality through mixed use infill projects sensitive to the small-town character of Menlo Park, an expanded public realm, and improved connections across El Camino Real.” The Specific Plan includes objectives, policies, development standards, and design guidelines intended to guide new private development and public space and transportation improvements in the Specific Plan area over the next 30 years. The Plan builds upon the El Camino Real/Downtown Vision Plan that was unanimously accepted by the Menlo Park City Council on July 15, 2008.

On June 5, 2012, the City Council certified the Menlo Park El Camino Real and Downtown Specific Plan Program EIR (Program EIR). According to the Program EIR, the Specific Plan does not propose specific private developments, but establishes a maximum development capacity of 474,000 square feet of non-residential development (inclusive of retail, hotel, and commercial development), and 680 new residential units.

Lane Partners has submitted an application for a 25,156-square-foot non-medical office building comprised of three levels above grade with two levels of underground parking, and a 324-square-foot coffee pavilion. The project site is located at 1010-1026 Alma Street and currently consists of 10,272 square feet of restaurant, personal service, and retail uses in two single-story buildings. The proposed project would demolish the existing buildings, parking and improvements, and retain two heritage oak trees. The property is part of the Specific Plan area, and as such may be covered by the Program EIR analysis. The intent of this Environmental Conformity Analysis is to determine: 1) whether the proposed project does or does not exceed the environmental impacts analyzed in the Program EIR, 2) whether new impacts have or have not been identified, and 3) whether new mitigation measures are or are not required.

**Existing Condition**

Using Alma Street in a north-south orientation, the subject property is located at 1010-1026 Alma Street, on the east side of Alma Street between Ravenswood and Oak Grove Avenues, and is in the SP-ECR/D (El Camino Real/Downtown Specific Plan) zoning district. The overall site is rectangular in shape and consists of five through lots fronting on both Alma Street and Alma Lane, with Alma Street being the primary frontage. The site is bounded by residential apartments and Alma Lane to the east, a commercial building with a deli and personal training facility to the south, Alma Street and the Menlo Park Caltrain Station to the west, and a commercial office building and parking lot to the north.

The project site consists of five legal parcels under the same ownership (Assessor's Parcel Number: 061-412-450), with a total lot area of approximately 0.66 acres (28,750 square feet). 1010-1026 Alma Street is currently developed with two commercial buildings, consisting of an

approximately 5,246-square-foot single-story restaurant (Iberia) and an approximately 5,016-square-foot retail/personal service building.

### **Proposed Project**

The project includes the demolition of two existing commercial buildings, and the construction of a new three-story, non-medical office building comprised of 25,156 square feet with two levels of below grade parking and a coffee pavilion comprised of 324 square feet. The five existing legal parcels would be merged into one parcel.

The applicant is requesting a higher commercial office floor area ratio (FAR) at the Public Benefit Bonus level development beyond what is allowed at the Base level development, which can be considered under the Specific Plan and would not entail any changes to the General Plan. The applicant is requesting an additional 5,750 square feet of non-medical office use as compared with the 19,406 square feet allowed under the Base level FAR. The Specific Plan allows for a higher amount of FAR in exchange for public benefits. Proposed public benefits include the following:

- Two public plazas along Alma Lane totaling approximately 3,991 square feet;
- A 324-square-foot coffee pavilion;
- Installation of two electric vehicle charging stations along Alma Street, with on-going operation and maintenance costs to be assumed by the applicant;
- Installation of three public bicycle racks along Alma Street; and,
- A one-time financial contribution to the City in the amount of \$185,816.

The public benefit package would be reviewed by Planning Commission. The proposed development and public benefit bonus proposal would not conflict with any applicable land use plans or policies.

The site layout is designed around the retention of two heritage oak trees along Alma Street. The oak trees are key focal points for the project and the building footprint is setback from the trees to create public and private courtyards underneath the canopies. A community-serving public plaza of approximately 3,201 square feet with a 324-square-foot pavilion would be located under the canopy of one oak tree in "public plaza west." A separate, smaller plaza of approximately 790 square feet would be located under the canopy of the second oak tree in "public plaza east," near the right side property line. The plazas would be open to the public, and a coffee operator is proposed to occupy the pavilion.

Parking consists of 98 parking stalls, including 78 parking stalls in the underground parking and 20 surface-level stalls. The surface-level stalls are located at grade to the building's rear along Alma Lane, and would be paved with permeable pavers. Access to all on-site parking would be along Alma Lane, including a 24-foot wide driveway ramp to access the underground parking levels.

There are currently 12 trees on or near the site, including six heritage trees. The proposal includes the removal of two heritage trees: one 33-inch oak tree and one 20-inch Chinese tree of heaven, both located at the rear of the property. New landscaping is proposed around the perimeter of the proposed building and the project site. The design provides significant landscape upgrades with the addition of six new trees and dozens of new plants.

The project requires Planning Commission architectural control review, including the consideration of a project at the Public Benefit Bonus level to allow a Floor Area Ratio (FAR)

above the Base level FAR. In addition, the proposed Below Market Housing (BMR) Agreement requires Housing Commission review and recommendation.

### **Environmental Analysis**

As discussed in the introduction, this comparative analysis has been undertaken to analyze whether the project would have any significant environmental impacts that are not addressed in the Program EIR. The comparative analysis discusses whether impacts are increased, decreased, or unchanged from the conclusions discussed in the Program EIR. The comparative analysis also addresses whether any changes to mitigation measures are required.

As noted previously, the proposed development consists of a three-story, non-medical office building with two levels of below grade parking and a small coffee pavilion, totaling 25,480 square feet. Assuming full occupancy, the proposed project is estimated to generate 42 net new AM peak hour trips and 38 net new PM peak hour trips as compared to existing conditions. Based on this level of vehicle traffic, a detailed traffic study is not required to be prepared as the land use assumptions on site are consistent with those outlined in the Downtown Specific Plan. Given the proximity of public transit and the proposed non-medical office use of the project, it is likely that a higher percentage of transit use would be achieved with the proposed use as compared to the existing uses.

The proposed project is consistent with the Specific Plan land uses. The applicant has submitted a draft Transportation Management Program (TDM) for review to reduce the number of trips proposed. The goal of the TDM plan is to identify trip reduction methods to be implemented in order to reduce the number of AM and PM peak single occupant vehicle (SOV) trips that are generated by the project site. This draft TDM plan is estimated to reduce the number of new SOV trips by 36 AM and by 36 PM peak hour trips. Prior to building permit issuance, the applicant would need to revise the draft TDM plan to conceptually show no net increase in peak hour trips. The proposed project would be subject to the fair share contribution towards infrastructure required to mitigate transportation impacts as identified in the Downtown Specific Plan Final Environmental Impact Report.

### ***Aesthetic Resources***

Impacts would be the same as the Specific Plan. The Program EIR concluded that the project would not have a substantial adverse effect on a scenic view, vista, or designated state scenic highway, nor would the project have significant impacts to the degradation of character/quality, light and glare, or shadows.

Implementation of the proposed project would result in the construction of a non-medical office building, coffee pavilion, and associated site improvements. Potential aesthetic impacts at full build-out was evaluated under the Specific Plan EIR, and determined that changes to the visual character would not be substantially adverse, and that the impact would be considered to be less than significant. The project would be subject to the Planning Commission architectural control review and approval, which would ensure aesthetic compatibility. Therefore, the project would not result in any impacts to the existing visual character of the site and its surroundings.

Potential light and glare impacts were evaluated under the Specific Plan EIR, and determined that changes to light and glare would not be substantially adverse, and the resulting impact would be less than significant. The Specific Plan includes regulatory standards and guidelines

for nighttime lighting and nighttime and daytime glare. Therefore, the proposed project would not result in any impacts associated with substantial light or glare.

As was the case with the Specific Plan, the proposed project would not have a substantial adverse effect on a scenic view or vista, a state scenic highway, character/quality, or light and glare impacts. Therefore, no new impacts have been identified and no new mitigation measures are required for the proposed project.

#### *Agriculture Resources*

Impacts would be the same as the Specific Plan. The Program EIR concluded that no impacts would result with regard to Prime Farmland, Unique Farmland, or Farmland of Statewide Importance, or any area zoned for agricultural use or forest land.

As was the case with the Program EIR, the proposed project would not result in any impacts to farmland, agricultural uses, or forest land. Therefore, no new impacts have been identified and no new mitigation measures are required for the proposed project.

#### *Air Quality*

Impacts would be the same as the Specific Plan.

AIR-1: The Program EIR determined that emissions of criteria pollutants associated with construction would be significant, and established Mitigation Measures AIR-1a and AIR-1b to address such impacts. However, the Program EIR concluded that impacts could still be significant and unavoidable even with implementation of such mitigations. The proposed project would construct a 25,156-square-foot, non-medical office building with two levels of below grade parking and a 324-square-foot coffee pavilion. The project would not involve the type of large-scale construction activities that would create significant impacts, as the proposed project would be well below the 346,000 square feet of construction screening threshold adopted by the Bay Area Air Quality Management District. Mitigation Measure AIR-1a includes basic controls that would apply to all construction sites, and would need to be implemented as part of the proposed project. Implementation of Mitigation Measure AIR-1b would not be required for this project because it is below the construction screening threshold.

AIR-2: The Program EIR determined that the Specific Plan would have long-term emissions of criteria pollutants from increased vehicle traffic and on-site area sources that would contribute to an air quality violation (due to being inconsistent with an element of the *2010 Clean Air Plan*), and established Mitigation Measure AIR-2 requiring implementation of Mitigation Measure TR-2 regarding Transportation Demand Management (TDM) strategies to address this impact. However, the Program EIR noted that TDM effectiveness cannot be guaranteed, and concluded that the impact would be significant and unavoidable. The proposed project would be consistent with the Program EIR analysis, and as such would be required to implement Mitigation Measure AIR-2.

AIR-3: The Program EIR determined that the Specific Plan would increase levels of Toxic Air Contaminants (TACs) due to increased heavy duty truck traffic, but that the impacts would be less than significant. The proposed project would not generate an unusual amount of heavy truck traffic relative to other office developments due to the limited nature of the construction, and the proposed project's share of overall Specific Plan development would be accounted for through deduction of this total from the maximum allowable development under the Specific



Plan. The health risks posed by Plan-generated traffic on El Camino Real would be less than significant.

AIR-4: The Program EIR concluded that the Specific Plan would not have a substantial adverse effect pertaining to particulate matter (PM<sub>2.5</sub>). The proposed project is consistent with the assumptions of this analysis.

AIR-5, AIR-6, AIR-7, AIR-8, AIR-10, and AIR-11: The Specific Plan pertains to introducing sensitive receptors (i.e., new residences) to an environment with elevated concentrations of TACs and PM<sub>2.5</sub> could result in significant or potentially significant impacts, and established Mitigation Measures AIR-5, AIR-7, and AIR-10 to bring impacts to less than significant levels. The proposed project includes non-medical office and restaurant uses, and would not expose any new sensitive receptors to elevated concentrations of air pollutants, therefore, Mitigation Measures AIR-5, AIR-6, AIR-7, and AIR-10 would not need to be implemented as part of the proposed development.

AIR-9: The Program EIR determined that the Specific Plan is fundamentally consistent with the growth projections of the Bay Area 2010 Clean Air Plan, particularly with regard to residential development. The project proposes commercial uses, which is consistent with the growth projections of the Bay Area 2010 Clean Air Plan.

No new Air Quality impacts have been identified and no new mitigation measures are required for the proposed project.

### *Biological Resources*

Impacts would be the same as the Specific Plan. The Program EIR determined that less than significant impacts would result with regard to special status plant and wildlife species, sensitive natural communities, migratory birds, and jurisdictional waters and wetlands upon implementation of the recommended Mitigation Measures BIO-1a, BIO-1b, BIO-3a, BIO-3b, BIO-5a through BIO-5c, and BIO-6a. The analysis also found that the Specific Plan would not conflict with local policies, ordinances, or plans. The project site is fully developed and within a highly urbanized/landscaped area.

The project site provides little wildlife habitat and essentially no habitat for plants other than the opportunity ruderal species adapted to the built environment or horticultural plants used in landscaping. The project would not result in the take of candidate, sensitive, or special-status species.

The proposal includes the removal of two heritage trees located at the rear of the property: one oak tree and one Chinese tree of heaven. Two heritage oak trees on the subject site and two heritage elm trees on the left adjacent site are proposed to be retained. The Program EIR determined that no mitigation would be required with implementation of the Heritage Tree Ordinance Chapter 13.24, which requires a planting replacement at a two replacement trees to one removed tree basis for commercial projects. Additionally, the City of Menlo Park's Building Division provides "Tree Protection Specification" measures and procedures to further insure the protection of heritage trees during construction. Compliance with these existing code requirements, guidelines, and Tree Protection Specification measures and procedures, coupled with the additional tree planting resulting from implementation of the Specific Plan, would mitigate the impact of any loss of heritage trees and would constitute consistency with local

ordinances designed to protect existing tree resources. The impact would be less than significant.

Proposed construction activities would occur on an existing developed site. Therefore, as with the Program EIR, the proposed project would result in less than significant impacts to biological resources with implementation of Mitigation Measures BIO-1a, BIO-1b, BIO-3a, BIO-3b, and BIO-5a through BIO-5c, and no new mitigation measures would be required. Mitigation Measure BIO-6a would not apply as the project is not located near the San Francisquito Creek. The proposed project would also not conflict with local policies, ordinances, or plans, similar to the Program EIR. No new impacts have been identified and no new mitigation measures are required for the proposed project.

### *Cultural Resources*

Impacts would be the same as the Specific Plan. The Program EIR determined that no significant impacts to a historic resource would result with implementation of Mitigation Measure CUL-1. The analysis also concluded that the Specific Plan would result in less than significant impacts to archeological resources, paleontological resources, and burial sites with implementation of Mitigation Measures CUL-2a, CUL-2b, CUL-3, and CUL-4. With regard to the project site, the physical conditions, as they relate to archeological resource, have not changed in the Specific Plan area since the preparation of the Specific Plan EIR. The proposed project would incorporate Mitigation Measures CUL-1, CUL-2a, CUL-2b, CUL-3, and CUL-4.

In accordance with Mitigation Measure CUL-1, a historic resource evaluation was prepared for the proposed project by Archeological Resource Management, dated December 1, 2014, for the project. The report concluded that the two commercial buildings at 1010- 1026 Alma Street are not historically significant according to the criteria of the California Register of Historical Resources, and thus are not considered historic resources under CEQA.

In accordance with Mitigation Measure CUL-2, a cultural resource evaluation was prepared for the proposed project by Archaeological Resource Management, dated February 20, 2015. The report concluded that there are no recorded cultural resources located within the study area. One recorded historic resource, the Menlo Park Railroad Station, is located across Alma Street from the proposed project. No traces of significant cultural materials, prehistoric or historic, were noted during the surface reconnaissance. In the event, however, that prehistoric traces are encountered, the Specific EIR requires protection activities if archaeological artifacts are found during construction.

No new impacts have been identified and no new mitigation measures are required.

### *Geology and Soils*

Impacts would be the same as the Specific Plan. The Program EIR found that no significant impacts pertaining to earthquake faults, seismic ground shaking, seismically induced hazards (e.g., liquefaction, lateral spreading, land sliding, settlement, and ground lurching), unstable geologic units, expansive soils, corrosive soils, landslides, and soil erosion would result. No mitigation measures are required.

The project site is not located within an Alquist-Priolo Earthquake Fault Zone as designated by the California Geological Society, and no known active faults exist on the site. The nearest active fault to the project area is the San Andreas fault which is located approximately seven

miles southwest. Although this is the case, the proposed project is located in a seismically active area and, while unlikely, there is a possibility of future faulting and consequent secondary ground failure from unknown faults is considered to be low.

A Geotechnical Investigation was prepared by Rockridge Geotechnical, dated February 24, 2015 for the project. The report concluded the site can be developed as proposed, provided recommendations presented in the report are incorporated into the project plans and specifications and implemented during construction. The primary geotechnical issues affecting the proposed development include: 1) the need for an adequate shoring system to support the proposed excavation, and 2) potential influence of the proposed excavation on the existing buildings near the site.

Furthermore, the project would comply with requirements set in the California Building Code (CBC) to withstand settlement and forces associated with the maximum credible earthquake. The CBC provides standards intended to permit structures to withstand seismic hazards. Therefore, the code sets standards for excavation, grading, construction earthwork, fill embankments, expansive soils, foundation investigations, liquefaction potential, and soil strength loss. The project would adhere to the Geotechnical Report prepared by Rockridge Geotechnical, dated February 24, 2015 and the California Building Code requirements. No mitigation is required.

#### *Greenhouse Gas Emissions*

Impacts would be the same as the Specific Plan.

GHG-1: The Program EIR determined that the Specific Plan would generate Greenhouse Gas (GHG) emissions, both directly and indirectly, that would have a significant impact on the environment. Specifically, the operational GHG using the Bay Area Air Quality District (BAAQMD) GHG Model, measured on a "GHG: service population" ratio, were determined to exceed the BAAQMD threshold. The proposed project's share of this development (15,208 net new square feet of non-residential uses) and associated GHG emissions and service population, would be accounted for through deduction of this total from the maximum allowable development under the Specific Plan, and as such is consistent with the Program EIR analysis. The Program EIR established Mitigation Measure GHG-1, although it was determined that the impact would remain significant and unavoidable even with this mitigation. For the proposed project, implementation of Mitigation Measure GHG-1 is not necessary as the BAAQMD-identified GHG Mitigation Measures are primarily relevant to City-wide plans and policies, and also because the City's CAL Green Amendments have since been adopted and are applied to all projects, including the proposed project.

GHG-2: The Program EIR determined that the Specific Plan could conflict with AB 32 and its Climate Change Scoping Plan by virtue of exceeding the per-capita threshold cited in GHG-1. Again, the proposed project's share of this development (15,208 net new square feet of non-residential uses) and associated GHG emissions and service population, would be accounted for through deduction of this total from the maximum allowable development under the Specific Plan, and as such is consistent with the Program EIR analysis. The Program EIR established Mitigation Measure GHG-2a and GHG-2b, although it was determined that the impact would remain significant and unavoidable even with this mitigation. While Mitigation Measure GHG-2a would not be applicable to this project because the project is neither mixed-use nor residential, the applicant is proposing to install two private electric vehicle charging stations in the underground garage in addition to two public charging stations along Alma Street.

No new impacts have been identified and no new mitigation measures are required for the proposed project.

#### *Hazards and Hazardous Materials*

Impacts would be the same as the Specific Plan. The Program EIR determined that a less than significant impact would result in regards to the handling, transport, use, or disposal of hazardous materials during construction operations. The analysis also concluded that the project site is not included on a list of hazardous materials sites, is not within the vicinity of an airport or private airstrip, would not conflict with an emergency response plan, and would not be located in an area at risk for wildfires. The Specific Plan analysis determined that with implementation of Mitigation Measures HAZ-1 and HAZ-3, impacts related to short-term construction activities, and the potential handling of and accidental release of hazardous materials would be reduced to less than significant levels.

A Phase I Environmental Site Assessment (ESA) and a Phase II ESA that included soil sampling were prepared by WEST Environmental Services and Technology. The analysis determined that given the *de minimis* conditions of presence of volatile organic compounds (VOC's) in the ground water, the conditions do not present a threat to human health. The analysis also determined the presence of polycyclic aromatic hydrocarbons (PAHs) in the soil, but recognizes that the proposed development would include soil excavation to approximately 30 feet below grade and that PAHs in the soil should not represent a recognized environmental condition. Additional soil sampling is recommended to further characterize the presence of polycyclic aromatic hydrocarbons (PAHs) in the soil. With implementation of Mitigation Measure HAZ-1, impacts would be reduced to less than significant levels. The mitigation measure provides remediation and cleanup to levels established by the overseeing agency.

The proposed project would involve ground-disturbance activities and demolition of an existing commercial building and as such, implementation of Mitigation Measures HAZ-1 and HAZ-3 would be required. The proposed project would not handle, store, or transport hazardous materials in quantities that would be required to be regulated. Thus, project operations would result in similar impacts as that analyzed for the Specific Plan. No new impacts have been identified and no new mitigation measures are required for the proposed project.

#### *Hydrology and Water Quality*

Impacts would be the same as the Specific Plan. The Program EIR found that no significant impacts pertaining to construction-related impacts (i.e., water quality and drainage patterns due to erosion and sedimentation), or operational-related impacts to water quality, groundwater recharge, the alteration of drainage patterns, or flooding would result. The City of Menlo Park Engineering Division requires a Grading and Drainage Permit and preparation of a construction plan for any construction project disturbing 500 square feet or more. The Grading and Drainage (G&D) Permit requirements specify that the construction must demonstrate that the sediment laden-water shall not leave the site. Incorporation of these requirements would be expected to reduce the impact of erosion and sedimentation to a less-than-significant level. No mitigation measures are required.

A hydrology report prepared by Sandis determined that the proposed project would result in a slight decrease in the amount of runoff as compared with existing conditions, and retention is incorporated into the project to treat all runoff on site. Engineering Division staff have completed



preliminary review of this report and the associated civil plans, and tentatively determined that the project should be able to meet the detailed hydrology/grading requirements at the building permit stage. Thus, the proposed project would result in less than significant impacts, no new impacts have been identified, and no new mitigation measures are required.

### *Land Use and Planning*

The proposed development and public benefit bonus proposal would not conflict with any applicable land use plans or policies. Impacts would be the same as the Specific Plan.

LU-1: The Program EIR determined that the Specific Plan would not divide an established community. The proposed project would involve demolition of two existing single-story buildings on a commercial site. The Specific Plan allows for taller buildings, any new development would occur along the existing grid pattern, and proposed heights and massing controls would result in buildings comparable with existing buildings found in the Plan area. The proposed development consists of one, three-story building with two levels of below grade parking and one small single-story coffee pavilion, and is subject to architectural review by the Planning Commission. The project would not create a physical or visual barrier, therefore would not physically divide a community. There are no impacts.

LU-2: The Program EIR determined that the Specific Plan would not alter the type and intensity of land uses in a manner that would cause them to be substantially incompatible with surrounding land uses or neighborhood character. The proposed project is an infill non-medical office development at the Public Benefit Bonus level that meets the intent of the Specific Plan, and would be consistent with the General Plan. The Specific Plan allows for a higher FAR in exchange for public benefits. The public benefit package would be reviewed by the Planning Commission, and would have to achieve key standards as noted in the Specific Plan. Therefore, the project would not conflict with any applicable land use plans or policies.

LU-3: The Program EIR determined that the Specific Plan would not conflict with the City's General Plan, Zoning Ordinance, or other land use plans or policies adopted for the purpose of mitigating an environmental effect. The General Plan and Zoning Ordinance were amended concurrent with the Specific Plan adoption, and the proposed project would comply with all relevant regulations. No mitigation is required for this impact, which is less than significant.

LU-4: The Program EIR determined that the Specific Plan, in combination with other plans and projects, would not result in cumulatively considerable impacts to land use. The proposed project, being a part of the Specific Plan area and accounted for as part of the maximum allowable development, is consistent with this determination. No mitigation is required for this impact, which is less than significant.

No new impacts have been identified and no new mitigation measures are required for the proposed project.

### *Mineral Resources*

Impacts would be the same as the Specific Plan. The Program EIR noted that the project site is not located within an area of known mineral resources, either of regional or local value.

As was the case with the Specific Plan, the proposed project would not result in the loss of availability of a known mineral resource or mineral resources recovery site. No new impacts have been identified and no new mitigation measures are required for the proposed project.

### *Noise*

Impacts would be the same as the Specific Plan.

NOI-1: The Program EIR determined that construction noise, in particular exterior sources such as jackhammering and pile driving, could result in a potentially significant impact, and established Mitigation Measures NOI-1a through NOI-1c to address such impacts. The physical conditions as they relate to noise levels have not changed substantially in the Specific Plan area since the preparation of the Specific Plan EIR. Therefore, construction noise impacts of the proposed project would be less than significant, and these mitigation measures would apply.

NOI-2: The Program EIR determined that impacts to ambient noise and traffic-related noise levels as a result of the Specific Plan would be less than significant. The proposed project's share of this development (15,208 net new square feet of non-residential uses) would be accounted for through deduction of this total from the maximum allowable development under the Specific Plan.

NOI-3, NOI-4, and NOI-6: The Program EIR determined that the Specific Plan could include the introduction of sensitive receptors (i.e., new residences) to a noise environment with noise levels in excess of standards considered acceptable under the City of Menlo Park Municipal Code (i.e., near the Caltrain tracks), as well as the introduction of sensitive receptors to substantial levels of ground borne vibration from the Caltrain tracks. The proposed project includes non-medical office and restaurant uses, and would not expose any new sensitive receptors to elevated noise or groundborne vibration levels; therefore, Mitigation Measures NOI-3 and NOI-4 would not need to be implemented as part of the proposed development.

NOI-5: The Program EIR determined that implementation of the Specific Plan, together with anticipated future development in the area in general, would result in a significant increase in noise levels in the area. The Program EIR established Mitigation Measure NOI-5 to require the City to use rubberized asphalt in future paving projects within the Plan area if it determines that it would significantly reduce noise levels and is feasible given cost and durability, but determined that due to uncertainties regarding Caltrans approval and cost/feasibility factors, the cumulative impact of increased traffic noise on existing sensitive receptors is significant and unavoidable. The proposed project's share of this development (15,208 net new square feet of non-residential uses) would be accounted for through deduction of this total from the maximum allowable development under the Specific Plan.

No new Noise impacts have been identified and no new mitigation measures are required for the proposed project.

### *Population and Housing*

Impacts would be similar from that analyzed in the Program EIR.

POP-1: The Program EIR determined that the implementation of the Specific Plan would not cause the displacement of existing residents to the extent that the construction of replacement facilities outside of the Plan area would be required. The project would not eliminate any

existing residential units, therefore, no residents would be displaced. No mitigation is required for this impact, which is less than significant.

POP-2: The Program EIR determined that the implementation of the Specific Plan would not be expected to induce growth in excess of current projections, either directly or indirectly. The Program EIR found that full build-out under the Specific Plan would result in 1,537 new residents, well within the Association of Bay Area Governments (ABAG) projection of 5,400 new residents between 2010 and 2030 in Menlo Park and its sphere of influence. Additionally, the Program EIR projected the new job growth associated with the new retail, commercial and hotel development to be 1,357 new jobs. The ABAG projection for job growth within Menlo Park and its sphere of influence is an increase of 7,240 jobs between 2010 and 2030. The Program EIR further determines that based on the ratio of new residents to new jobs, the Specific Plan would result in a jobs-housing ratio of 1.56, below the projected overall ratio for Menlo Park and its sphere of influence of 1.70 in 2030 and below the existing ratio of 1.78.

The project includes the construction of 25,156 of non-medical office space which would generate approximately 84 new employees (applying an employment density factor of 300 square feet per employee). Construction of the project, including site preparation and building demolition phase, would temporarily increase construction employment. Given the relatively common nature and scale of the construction associated with the project, the demand for construction employment would likely be met within the existing and future labor market in the City and the County. The size of the construction workforce would vary during the different stages of construction, but a substantial quality of workers from outside the City or County would not be expected to relocate permanently. Although this project alone would not improve the City's jobs-housing ratio, other projects with residential components are underway in the Specific Plan area. In addition, this proposal would not displace any existing residential units.

POP-3: The Program EIR determined that implementation of the Specific Plan, in combination with other plans and projects would not result in cumulatively considerable impacts to population and housing. The EIR identified an additional 959 new residents and 4,126 new jobs as a result of other pending projects. These combined with the projection for residents and jobs from the Specific Plan equate to 2,496 new residents and 5,483 new jobs, both within ABAG projections for Menlo Park and its sphere of influence in 2030. The estimated additional 84 jobs associated with the proposed non-medical office project would not be considered a substantial increase, would continue to be within all projections and impacts in this regard would be considered less than significant. Thus, no new impacts have been identified and no new mitigation measures are required for the proposed project.

No new population and housing impacts have been identified and no new mitigation measures are required for the proposed project.

#### *Public Services and Utilities*

Impacts would be the same as the Specific Plan. The Program EIR concluded that less than significant impacts to public services, including fire protection, police protection, schools, parks, and other public facilities would result. In addition, the Program EIR concluded that Specific Plan build-out would result in less than significant impacts to utilities and service systems, including water services, wastewater services, and solid waste. No mitigation measures were required under the Program EIR for public services and utilities impacts.

The Menlo Park Fire Protection District (MPFPD) currently serves the project area. MPFPD review and approval of individual development plans is a standard part of the project review process, ensuring that new buildings meet all relevant service requirements. The project would not intensify development over what has previously been analyzed, nor modify building standards (height, setbacks, etc.) in a way that could affect the provision of emergency services by the MPFPD. Therefore, the project would not result in any impacts resulting in the need for new or physically altered fire facilities.

Public parks near the project area include Burgess Park, Fremont Park, and Nealon Park. Additional public facilities, such as the library and recreational facilities at the Civic Center complex are located next to Burgess Park. The project would not intensify development over what has previously been analyzed, and existing public facilities would continue to be sufficient to serve the population of the project area. Therefore, the proposed project would not result in the demand for new public parks or other public facilities.

The existing water, wastewater, electric, gas, and solid waste infrastructure is adequate to support the proposed project, as the amount of non-commercial square footage would not exceed what was previously analyzed.

No new public services and utilities impacts have been identified, and no new mitigation measures are required for the proposed project.

#### *Transportation, Circulation and Parking*

As noted previously, the proposal is a non-medical office project, demolishing the existing commercial buildings. Assuming full occupancy, the proposed project is estimated to generate 42 net new AM peak hour trips and 38 net new PM peak hour trips. Based on this level of vehicle traffic, a detailed traffic study is not required as the land use assumptions on site are consistent with those outlined in the Downtown Specific Plan. Given the proximity of public transit and the proposed non-medical office use of the project, it is likely that a higher percentage of transit use would be achieved with the proposed use as compared to the existing retail and personal uses.

The proposed project is consistent with the Specific Plan land uses. The applicant has submitted a draft Transportation Management Program (TDM) for review to reduce the number of trips proposed. The goal of the draft TDM plan is to identify trip reduction methods to be implemented in order to reduce the number of AM and PM peak single occupant vehicle (SOV) trips that are generated by the project site. This draft TDM plan is estimated to reduce the number of new SOV trips by 36 AM peak hour trips and 36 PM peak hour trips. Prior to building permit issuance, the applicant would need to revise the draft TDM plan to conceptually show no net increase in peak hour trips. The proposed project would be subject to the fair share contribution towards infrastructure required to mitigate transportation impacts as identified in the Downtown Specific Plan Final Environmental Impact Report.

The City is currently considering options to modify the Ravenswood Avenue and Alma Street intersection in order to improve vehicular and pedestrian safety at the Ravenswood Avenue Caltrain railroad crossing. A six-month trial was initiated in June 2015 to test out potential modifications at this intersection which included the installation of full-time left- and right-turn restrictions at Alma Street and Ravenswood Avenue. While the right-turn restrictions have since been removed, the left-turn restrictions are still in place. At the end of the trial, Transportation Division staff will be taking their findings to the City Council. Such restrictions would not



materially affect this pending development, given that multiple streets would still allow different access points to the subject site.

TR-1 and TR-7: The Program EIR concluded that the Specific Plan would result in significant and unavoidable traffic impacts related to operation of area intersections and local roadway segments, in both the short-term and cumulative scenarios, even after implementation of Mitigation Measures TR-1a through TRA-1d, TR-2, TR-7a through TR-7n, and TR-8. The proposed project's share of the overall Specific Plan development (15,208 net new square feet of non-residential uses) would be accounted for through deduction of this total from the maximum allowable development under the Specific Plan, and as such is consistent with the Program EIR analysis.

TR-2 and TR-8: The Program EIR determined that the Specific Plan would adversely affect operation of certain local roadway segments, in both the near-term and cumulative scenarios. Assuming full occupancy, the proposal is a non-medical office project, demolishing the existing commercial buildings. Assuming full occupancy, the proposed project is estimated to generate 42 net new AM peak hour trips and 38 net new PM peak hour trips. Given the proximity of public transit and the proposed non-medical office use of the project, it is likely that a higher percentage of transit use would be achieved with the proposed use as compared to the existing uses. The applicant has submitted a draft TDM Plan, but as noted below, this mitigation cannot have its effectiveness guaranteed; the impact would remain significant and unavoidable.

The proposed project's share of the overall Specific Plan development (15,208 net new square feet of non-residential uses) would be accounted for through deduction of this total from the maximum allowable development under the Specific Plan, and as such is consistent with the Program EIR analysis.

In addition, the proposed project would be required through the MMRP to implement Mitigation Measure TR-2, requiring submittal and City approval of a Transportation Demand Management (TDM) program prior to project occupancy. However, this mitigation (which is also implemented through Mitigation Measure AIR-2) cannot have its effectiveness guaranteed, as noted by the Program EIR, so the impact remains significant and unavoidable.

TR-3, TR-4, TR-5, and TR-6: The Program EIR determined that the Specific Plan would not result in impacts to freeway segment operations, transit ridership, pedestrian and bicycle safety, or parking in the downtown. The proposed project, using a parking rate supported by appropriate data and analysis, would be consistent with this analysis, and no new impacts or mitigation measures would be projected.

No new impacts have been identified and no new mitigation measures are required for the proposed project.

## **Conclusion**

As discussed, the Conformance Checklist is to confirm that 1) the proposed project does not exceed the environmental impacts analyzed in the Program EIR, 2) that no new impacts have been identified, and 3) no new mitigation measures are required. As detailed in the analysis presented above, the proposed project would not result in greater impacts than were identified for the Program EIR. No new impacts have been identified and no new mitigation measures are required for the proposed project.

## References

1. Arborist Report prepared by SBCA Tree Consulting, dated February 25, 2015 and amended July 24, 2015.
2. Archeological Resource Evaluation prepared by Archeological Resource Management, dated February 20, 2015.
3. Historic Resource Evaluation prepared by Archeological Resource Management, dated December 1, 2014.
4. Geotechnical Investigation prepared by Rockridge Geotechnical, dated February 24, 2015.
5. Phase I Environmental Site Assessment prepared by WEST Environmental Services and Technology, dated March 2015.
6. Hydrology Report prepared by Sandis, dated May 2015.
7. Transportation Demand Management Plan prepared by Sandis, dated September 17, 2015.
8. Traffic Queuing and Trip Generation Analysis prepared by Sandis, revised December 9, 2014.
9. Applicant's Project Description Letter, dated received October 29, 2015.
10. Plans prepared by the Dahlin Group, date stamped March 16, 2015.
11. Staff site visit, August 14, 2015.

**1020 Alma Street Project (1010-1026 Alma Street) Mitigation Monitoring and Reporting Program**

Mitigation Measure	Action	Timing	Implementing Party	Monitoring Party
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**AIR QUALITY**

**IMPACT BEING ADDRESSED: Impact AIR-1: Implementation of the Specific Plan would result in increased long-term emissions of criteria pollutants associated with construction activities that could contribute substantially to an air quality violation. (Significant)**

*Mitigation Measure AIR-1a:* During construction of individual projects under the Specific Plan, project applicants shall require the construction contractor(s) to implement the following measures required as part of Bay Area Air Quality Management District's (BAAQMD) basic dust control procedures required for construction sites. For projects for which construction emissions exceed one or more of the applicable BAAQMD thresholds, additional measures shall be required as indicated in the list following the Basic Controls.

*Basic Controls that Apply to All Construction Sites*

1. All exposed surfaces (e.g., parking areas, staging areas, soil piles, graded areas, and unpaved access roads) shall be watered two times per day.
2. All haul trucks transporting soil, sand, or other loose material off-site shall be covered.
3. All visible mud or dirt track-out onto adjacent public roads shall be removed using wet power vacuum street sweepers at least once per day. The use of dry power sweeping is prohibited.
4. All vehicle speeds on unpaved roads shall be limited to 15 mph.
5. All roadways, driveways, and sidewalks to be paved shall be completed as soon as possible. Building pads shall be laid as soon as possible after grading unless seeding or soil binders are used.
6. Idling times shall be minimized either by shutting equipment off when not in use or reducing the maximum idling time to 5 minutes (as required by the California airborne toxics control measure Title 13, Section 2485 of California Code of Regulations [CCR]). Clear signage shall be provided for construction workers at all access points.
7. All construction equipment shall be maintained and properly tuned in accordance with manufacturer's specifications. All equipment shall be checked by a certified mechanic and determined to be running in proper condition prior to operation.

Exposed surfaces shall be watered twice daily.

Trucks carrying demolition debris shall be covered.

Dirt carried from construction areas shall be cleaned daily.

Speed limit on unpaved roads shall be 15 mph.

Roadways, driveways, sidewalks and building pads shall be laid as soon as possible after grading.

Idling times shall be minimized to 5 minutes or less; Signage posted at all access points.

Construction equipment shall be properly tuned and maintained.

Measures shown on plans, construction documents and on-going during demolition, excavation and construction.

Project sponsor(s) and contractor(s)

PW/CDD

**1020 Alma Street Project (1010-1026 Alma Street) Mitigation Monitoring and Reporting Program**

Mitigation Measure	Action	Timing	Implementing Party	Monitoring Party
8. Post a publicly visible sign with the telephone number and person to contact at the Lead Agency regarding dust complaints. This person shall respond and take corrective action within 48 hours. The BAAQMD's phone number shall also be visible to ensure compliance with applicable regulations.	Signage will be posted with the appropriate contact information regarding dust complaints.			
<b><i>Impact AIR-2: Implementation of the Specific Plan would result in increased long-term emissions of criteria pollutants from increased vehicle traffic and on-site area sources that would contribute substantially to an air quality violation. (Significant)</i></b>				
<b>Mitigation Measure AIR-2:</b> Mitigation Measure TR-2 of Section 4.13, Transportation, Circulation and Parking, identifies Transportation Demand Management (TDM) strategies to be implemented by individual project applicants, although the precise effectiveness of a TDM program cannot be guaranteed. As the transportation demand management strategies included in Mitigation Measure TR-2 represent the majority of available measures with which to reduce VMT, no further mitigation measures are available and this impact is considered to be significant and unavoidable.	See Mitigation Measure TR-2.			



**1020 Alma Street Project (1010-1026 Alma Street) Mitigation Monitoring and Reporting Program**

Mitigation Measure	Action	Timing	Implementing Party	Monitoring Party
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**BIOLOGICAL RESOURCES**

***Impact BIO-1: The Specific Plan could result in the take of special-status birds or their nests. (Potentially Significant)***

<p><b>Mitigation Measure BIO-1a:</b> Pre-Construction Special-Status Avian Surveys. No more than two weeks in advance of any tree or shrub pruning, removal, or ground-disturbing activity that will commence during the breeding season (February 1 through August 31), a qualified wildlife biologist will conduct pre-construction surveys of all potential special-status bird nesting habitat in the vicinity of the planned activity. Pre-construction surveys are not required for construction activities scheduled to occur during the non-breeding season (August 31 through January 31). Construction activities commencing during the non-breeding season and continuing into the breeding season do not require surveys (as it is assumed that any breeding birds taking up nests would be acclimated to project-related activities already under way). Nests initiated during construction activities would be presumed to be unaffected by the activity, and a buffer zone around such nests would not be necessary. However, a nest initiated during construction cannot be moved or altered.</p> <p><b><i>If pre-construction surveys indicate that no nests of special-status birds are present or that nests are inactive or potential habitat is unoccupied:</i></b> no further mitigation is required.</p> <p><b><i>If active nests of special-status birds are found during the surveys:</i></b> implement Mitigation Measure BIO-1b.</p>	<p>A nesting bird survey shall be prepared if tree or shrub pruning, removal or ground-disturbing activity will commence between February 1 through August 31.</p>	<p>Prior to tree or shrub pruning or removal, any ground disturbing activity and/or issuance of demolition, grading or building permits.</p>	<p>Qualified wildlife biologist retained by project sponsor(s)</p>	<p>CDD</p>
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**1020 Alma Street Project (1010-1026 Alma Street) Mitigation Monitoring and Reporting Program**

Mitigation Measure	Action	Timing	Implementing Party	Monitoring Party
<p><b>Mitigation Measure BIO-1b:</b> Avoidance of active nests. If active nests of special-status birds or other birds are found during surveys, the results of the surveys would be discussed with the California Department of Fish and Game and avoidance procedures will be adopted, if necessary, on a case-by- case basis. In the event that a special-status bird or protected nest is found, construction would be stopped until either the bird leaves the area or avoidance measures are adopted. Avoidance measures can include construction buffer areas (up to several hundred feet in the case of raptors), relocation of birds, or seasonal avoidance. If buffers are created, a no disturbance zone will be created around active nests during the breeding season or until a qualified biologist determines that all young have fledged. The size of the buffer zones and types of construction activities restricted will take into account factors such as the following:</p> <ol style="list-style-type: none"> <li>1. Noise and human disturbance levels at the Plan area and the nesting site at the time of the survey and the noise and disturbance expected during the construction activity;</li> <li>2. Distance and amount of vegetation or other screening between the Plan area and the nest; and</li> <li>3. Sensitivity of individual nesting species and behaviors of the nesting birds.</li> </ol>	<p>If active nests are found during survey, the results will be discussed with the California Department of Fish and Game and avoidance procedures adopted.</p> <p>Halt construction if a special-status bird or protected nest is found until the bird leaves the area or avoidance measures are adopted.</p>	<p>Prior to tree or shrub pruning or removal, any ground-disturbing activities and/or issuance of demolition, grading or building permits.</p>	<p>Project sponsor(s) and contractor(s)</p>	<p>CDD</p>
<p><b><i>Impact BIO-3: Impacts to migratory or breeding special-status birds and other special-status species due to lighting conditions. (Potentially Significant)</i></b></p>				
<p><b>Mitigation Measure BIO-3a:</b> Reduce building lighting from exterior sources.</p> <ol style="list-style-type: none"> <li>a. Minimize amount and visual impact of perimeter lighting and façade up-lighting and avoid uplighting of rooftop antennae and other tall equipment, as well as of any decorative features;</li> <li>b. Installing motion-sensor lighting, or lighting controlled by timers set to turn off at the earliest practicable hour;</li> <li>c. Utilize minimum wattage fixtures to achieve required lighting levels;</li> <li>d. Comply with federal aviation safety regulations for large buildings by installing minimum intensity white strobe lighting with a three-second flash interval instead of continuous flood lighting, rotating lights, or red lighting</li> <li>e. Use cutoff shields on streetlight and external lights to prevent upwards lighting.</li> </ol>	<p>Reduce building lighting from exterior sources.</p>	<p>Prior to building permit issuance and ongoing.</p>	<p>Project sponsor(s) and contractor(s)</p>	<p>CDD</p>

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**1020 Alma Street Project (1010-1026 Alma Street) Mitigation Monitoring and Reporting Program**

Mitigation Measure	Action	Timing	Implementing Party	Monitoring Party
<b>Mitigation Measure BIO-3b:</b> Reduce building lighting from interior sources. a. Dim lights in lobbies, perimeter circulation areas, and atria; b. Turn off all unnecessary lighting by 11pm thorough sunrise, especially during peak migration periods (mid-March to early June and late August through late October); c. Use gradual or staggered switching to progressively turn on building lights at sunrise. d. Utilize automatic controls (motion sensors, photo sensors, etc.) to shut off lights in the evening when no one is present; e. Encourage the use of localized task lighting to reduce the need for more extensive overhead lighting; f. Schedule nightly maintenance to conclude by 11 p.m.; g. Educate building users about the dangers of night lighting to birds.	Reduce building lighting from interior sources.	Prior to building permit issuance and ongoing.	Project sponsor(s) and contractor(s)	CDD
<b>Impact BIO-5: The Specific Plan could result in the take of special-status bat species. (Potentially Significant)</b>				
<b>Mitigation Measure BIO-5a:</b> Preconstruction surveys. Potential direct and indirect disturbances to special-status bats will be identified by locating colonies and instituting protective measures prior to construction of any subsequent development project. No more than two weeks in advance of tree removal or structural alterations to buildings with closed areas such as attics, a qualified bat biologist (e.g., a biologist holding a California Department of Fish and Game collection permit and a Memorandum of Understanding with the California Department of Fish and Game allowing the biologist to handle and collect bats) shall conduct pre-construction surveys for potential bats in the vicinity of the planned activity. A qualified biologist will survey buildings and trees (over 12 inches in diameter at 4.5-foot height) scheduled for demolition to assess whether these structures are occupied by bats. No activities that would result in disturbance to active roosts will proceed prior to the completed surveys. If bats are discovered during construction, any and all construction activities that threaten individuals, roosts, or hibernacula will be stopped until surveys can be completed by a qualified bat biologist and proper mitigation measures implemented.	Retain a qualified bat biologist to conduct pre-construction survey for bats and potential roosting sites in vicinity of planned activity.  Halt construction if bats are discovered during construction until surveys can be completed and proper mitigation measures implemented.	Prior to tree pruning or removal or issuance of demolition, grading or building permits.	Qualified bat biologist retained by project sponsor(s)	CDD

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**1020 Alma Street Project (1010-1026 Alma Street) Mitigation Monitoring and Reporting Program**

Mitigation Measure	Action	Timing	Implementing Party	Monitoring Party
<p><i>If no active roosts present:</i> no further action is warranted.</p> <p><i>If roosts or hibernacula are present:</i> implement Mitigation Measures BIO-5b and 5c.</p>				
<p><b>Mitigation Measure BIO-5b:</b> Avoidance. If any active nursery or maternity roosts or hibernacula of special-status bats are located, the subsequent development project may be redesigned to avoid impacts. Demolition of that tree or structure will commence after young are flying (i.e., after July 31, confirmed by a qualified bat biologist) or before maternity colonies forms the following year (i.e., prior to March 1). For hibernacula, any subsequent development project shall only commence after bats have left the hibernacula. No-disturbance buffer zones acceptable to the California Department of Fish and Game will be observed during the maternity roost season (March 1 through July 31) and during the winter for hibernacula (October 15 through February 15). Also, a no-disturbance buffer acceptable in size to the California Department of Fish and Game will be created around any roosts in the Project vicinity (roosts that will not be destroyed by the Project but are within the Plan area) during the breeding season (April 15 through August 15), and around hibernacula during winter (October 15 through February 15). Bat roosts initiated during construction are presumed to be unaffected, and no buffer is necessary. However, the "take" of individuals is prohibited.</p>	<p>If any active nursery or maternity roosts or hibernacula are located, no disturbance buffer zones shall be established during the maternity roost and breeding seasons and hibernacula.</p>	<p>Prior to tree removal or pruning or issuance of demolition, grading or building permits</p>	<p>Qualified bat biologist retained by project sponsor(s)</p>	<p>CDD</p>
<p><b>Mitigation Measure BIO-5c:</b> Safely evict non-breeding roosts. Non-breeding roosts of special-status bats shall be evicted under the direction of a qualified bat biologist. This will be done by opening the roosting area to allow airflow through the cavity. Demolition will then follow no sooner or later than the following day. There should not be less than one night between initial disturbance with airflow and demolition. This action should allow bats to leave during dark hours, thus increasing their chance of finding new roosts with a minimum of potential predation during daylight. Trees with roosts that need to be removed should first be disturbed at dusk, just prior to removal that same evening, to allow bats to escape during the darker hours. However, the "take" of individuals is prohibited.</p>	<p>A qualified bat biologist shall direct the eviction of non-breeding roosts.</p>	<p>Prior to tree removal or pruning or issuance of demolition, grading or building permits.</p>	<p>Qualified bat biologist retained by project sponsor(s)</p>	<p>CDD</p>

**1020 Alma Street Project (1010-1026 Alma Street) Mitigation Monitoring and Reporting Program**

Mitigation Measure	Action	Timing	Implementing Party	Monitoring Party
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**CULTURAL RESOURCES**

**Impact CUL-1: The proposed Specific Plan could have a significant impact on historic architectural resources. (Potentially Significant)**

**Mitigation Measure CUL-1:** Site Specific Evaluations and Treatment in Accordance with the Secretary of the Interior's Standards:

**Site-Specific Evaluations:** In order to adequately address the level of potential impacts for an individual project and thereby design appropriate mitigation measures, the City shall require project sponsors to complete site-specific evaluations at the time that individual projects are proposed at or adjacent to buildings that are at least 50 years old.

The project sponsor shall be required to complete a site-specific historic resources study performed by a qualified architectural historian meeting the Secretary of the Interior's Standards for Architecture or Architectural History. At a minimum, the evaluation shall consist of a records search, an intensive-level pedestrian field survey, an evaluation of significance using standard National Register Historic Preservation and California Register Historic Preservation evaluation criteria, and recordation of all identified historic buildings and structures on California Department of Parks and Recreation 523 Site Record forms. The evaluation shall describe the historic context and setting, methods used in the investigation, results of the evaluation, and recommendations for management of identified resources. If federal or state funds are involved, certain agencies, such as the Federal Highway Administration and California Department of Transportation (Caltrans), have specific requirements for inventory areas and documentation format.

**Treatment in Accordance with the Secretary of the Interior's Standards.** Any future proposed project in the Plan Area that would affect previously recorded historic resources, or those identified as a result of site-specific surveys and evaluations, shall conform to the Secretary of the Interior's Standards for the Treatment of Historic Properties and Guidelines for Preserving, Rehabilitating, Restoring, and Reconstructing Historic Buildings (1995). The Standards require the preservation of character defining features which convey a building's historical significance, and offers guidance about appropriate and compatible alterations to such structures.

A qualified architectural historian shall complete a site-specific historic resources study. For structures found to be historic, specify treating conforming to Secretary of the Interior's standards, as applicable.

Simultaneously with a project application submittal.

Qualified architectural historian retained by the Project sponsor(s).

CDD  
**STATUS: COMPLETE:** The historic resource evaluation from Archaeological Resource Management, dated December 1, 2014, concludes that the two existing commercial buildings at the subject property are not historic resources, and the project will not have an adverse effect on a historic resource, as the property is not eligible for the California Register of Historical Resources. Due to the fact that the property is not eligible for the Register, the project is not required under CEQA to comply with the Secretary of the Interior's Standards for the Treatment of Historic Properties and Guidelines for Preserving, Rehabilitating, Restoring, and Reconstructing Historic Buildings.



**1020 Alma Street Project (1010-1026 Alma Street) Mitigation Monitoring and Reporting Program**

Mitigation Measure	Action	Timing	Implementing Party	Monitoring Party
<b>Impact CUL-2: The proposed Specific Plan could impact currently unknown archaeological resources. (Potentially Significant)</b>				
<b>Mitigation Measure CUL-2a:</b> When specific projects are proposed that involve ground disturbing activity, a site-specific cultural resources study shall be performed by a qualified archaeologist or equivalent cultural resources professional that will include an updated records search, pedestrian survey of the project area, development of a historic context, sensitivity assessment for buried prehistoric and historic-period deposits, and preparation of a technical report that meets federal and state requirements. If historic or unique resources are identified and cannot be avoided, treatment plans will be developed in consultation with the City and Native American representatives to mitigate potential impacts to less than significant based on either the Secretary of the Interior's Standards described in Mitigation Measure CUL-1 (if the site is historic) or the provisions of Public Resources Code Section 21083.2 (if a unique archaeological site).	<p>A qualified archeologist shall complete a site-specific cultural resources study.</p> <p>If resources are identified and cannot be avoided, treatment plans will be developed to mitigate impacts to less than significant, as specified.</p>	Simultaneously with a project application submittal.	Qualified archaeologist retained by the project sponsor(s).	<p>CDD</p> <p><b>STATUS: COMPLETE:</b> The cultural resource evaluation, prepared by Archaeological Resource Management, dated February 20, 2014, concluded that the proposed project will have no impact on cultural resources.</p>
<b>Mitigation Measure CUL-2b:</b> Should any archaeological artifacts be found during construction, all construction activities within 50 feet shall immediately halt and the City must be notified. A qualified archaeologist shall inspect the findings within 24 hours of the discovery. If the resource is determined to be a historical resource or unique resource, the archaeologist shall prepare a plan to identify, record, report, evaluate, and recover the resources as necessary, which shall be implemented by the developer. Construction within the area of the find shall not recommence until impacts on the historical or unique archaeological resource are mitigated as described in Mitigation Measure CUL-2a above. Additionally, Public Resources Code Section 5097.993 stipulates that a project sponsor must inform project personnel that collection of any Native American artifact is prohibited by law.	<p>If any archaeological artifacts are discovered during demolition/construction, all ground disturbing activity within 50 feet shall be halted immediately, and the City of Menlo Park Community Development Department shall be notified within 24 hours.</p> <p>A qualified archaeologist shall inspect any archaeological artifacts found during construction and if determined to be a resource shall prepare a plan meeting the specified standards which shall be implemented by the project sponsor(s).</p>	Ongoing during construction.	Qualified archaeologist retained by the project sponsor(s).	CDD

**1020 Alma Street Project (1010-1026 Alma Street) Mitigation Monitoring and Reporting Program**

Mitigation Measure	Action	Timing	Implementing Party	Monitoring Party
<b>Impact CUL-3: The proposed Specific Plan may adversely affect unidentifiable paleontological resources. (Potentially Significant)</b>				
<b>Mitigation Measure CUL-3:</b> Prior to the start of any subsurface excavations that would extend beyond previously disturbed soils, all construction forepersons and field supervisors shall receive training by a qualified professional paleontologist, as defined by the Society of Vertebrate Paleontology (SVP), who is experienced in teaching non-specialists, to ensure they can recognize fossil materials and will follow proper notification procedures in the event any are uncovered during construction. Procedures to be conveyed to workers include halting construction within 50 feet of any potential fossil find and notifying a qualified paleontologist, who will evaluate its significance. Training on paleontological resources will also be provided to all other construction workers, but may involve using a videotape of the initial training and/or written materials rather than in-person training by a paleontologist. If a fossil is determined to be significant and avoidance is not feasible, the paleontologist will develop and implement an excavation and salvage plan in accordance with SVP standards. (SVP, 1996)	<p>A qualified paleontologist shall conduct training for all construction personnel and field supervisors.</p> <p>If a fossil is determined to be significant and avoidance is not feasible, the paleontologist will develop and implement an excavation and salvage plan in accordance with SVP standards.</p>	<p>Prior to issuance of grading or building permits that include subsurface excavations and ongoing through subsurface excavation.</p>	<p>Qualified archaeologist retained by the project sponsor(s).</p>	<p>CDD</p>
<b>Impact CUL-4: Implementation of the Plan may cause disturbance of human remains including those interred outside of formal cemeteries. (Potentially Significant)</b>				
<b>Mitigation Measure CUL-4:</b> If human remains are discovered during construction, CEQA Guidelines 15064.5(e)(1) shall be followed, which is as follows: * In the event of the accidental discovery or recognition of any human remains in any location other than a dedicated cemetery, the following steps should be taken: 1) There shall be no further excavation or disturbance of the site or any nearby area reasonably suspected to overlie adjacent human remains until: a) The San Mateo County coroner must be contacted to determine that no investigation of the cause of death is required; and b) If the coroner determines the remains to be Native American: 1. The coroner shall contact the Native American heritage Commission within 24 hours; 2. The Native American Heritage Commission shall identify the person or persons it believes to be the most likely descended from the deceased Native American; 3. The most likely descendent may make recommendations to the landowner or the	<p>If human remains are discovered during any construction activities, all ground-disturbing activity within the site or any nearby area shall be halted immediately, and the County coroner must be contacted immediately and other specified procedures must be followed as applicable.</p>	<p>On-going during construction</p>	<p>Qualified archaeologist retained by the project sponsor(s)</p>	<p>CDD</p>

**1020 Alma Street Project (1010-1026 Alma Street) Mitigation Monitoring and Reporting Program**

Mitigation Measure	Action	Timing	Implementing Party	Monitoring Party
<p>person responsible for the excavation work, for means of treating or disposing of, with appropriate dignity, the human remains and any associated grave goods as provided in Public Resources Code Section 5097.98; or</p> <p>2) Where the following conditions occur, the landowner or his authorized representative shall rebury the Native American human remains and associated grave goods with appropriate dignity on the property in a location not subject to further subsurface disturbance.</p> <p>a) The Native American Heritage Commission is unable to identify a most likely descendent or the most likely descendent failed to make a recommendation within 48 hours after being notified by the Commission.</p> <p>b) The descendant identified fails to make a recommendation; or</p> <p>c) The landowner or his authorized representative rejects the recommendation of the descendant, and the mediation by the Native American Heritage Commission fails to provide measures acceptable to the landowner.</p>				

**1020 Alma Street Project (1010-1026 Alma Street) Mitigation Monitoring and Reporting Program**

Mitigation Measure	Action	Timing	Implementing Party	Monitoring Party
<b>HAZARDOUS MATERIALS</b>				
<b><i>Impact HAZ-1: Disturbance and release of contaminated soil during demolition and construction phases of the project, or transportation of excavated material, or contaminated groundwater could expose construction workers, the public, or the environment to adverse conditions related to hazardous materials handling. (Potentially Significant)</i></b>				
<b>Mitigation Measure HAZ-1:</b> Prior to issuance of any building permit for sites where ground breaking activities would occur, all proposed development sites shall have a Phase I site assessment performed by a qualified environmental consulting firm in accordance with the industry required standard known as ASTM E 1527-05. The City may waive the requirement for a Phase I site assessment for sites under current and recent regulatory oversight with respect to hazardous materials contamination. If the Phase I assessment shows the potential for hazardous releases, then Phase II site assessments or other appropriate analyses shall be conducted to determine the extent of the contamination and the process for remediation. All proposed development in the Plan area where previous hazardous materials releases have occurred shall require remediation and cleanup to levels established by the overseeing regulatory agency (San Mateo County Environmental Health (SMCEH), Regional Water Quality Control Board (RWQCB) or Department of Toxic Substances Control (DTSC) appropriate for the proposed new use of the site. All proposed groundbreaking activities within areas of identified or suspected contamination shall be conducted according to a site specific health and safety plan, prepared by a licensed professional in accordance with Cal/OHSA regulations (contained in Title 8 of the California Code of Regulations) and approved by SMCEH prior to the commencement of groundbreaking.	<p>Prepare a Phase I site assessment.</p> <p>If assessment shows potential for hazardous releases, then a Phase II site assessment shall be conducted.</p> <p>Remediation shall be conducted according to standards of overseeing regulatory agency where previous hazardous releases have occurred.</p> <p>Groundbreaking activities where there is identified or suspected contamination shall be conducted according to a site-specific health and safety plan.</p>	<p>Prior to issuance of any grading or building permit for sites with groundbreaking activity.</p>	<p>Qualified environmental consulting firm and licensed professionals hired by project sponsor(s)</p>	<p>CDD</p> <p><b>STATUS: PARTIALLY COMPLETE:</b></p> <p>Phases I and II Environmental Site Assessments prepared by WEST Environmental Services and Technology, dated March 2015, determined the presence of volatile organic compounds at concentrations that do not present a threat to human health. Additionally, the presence of polycyclic aromatic hydrocarbons (PAHs) was detected in the soil, and additional soil sampling shall be performed to characterize the presence of PAHs prior to building permit issuance.</p>
<b><i>Impact HAZ-3: Hazardous materials used on any individual site during construction activities (i.e., fuels, lubricants, solvents) could be released to the environment through improper handling or storage. (Potentially Significant)</i></b>				
<b>Mitigation Measure HAZ-3:</b> All development and redevelopment shall require the use of construction Best Management Practices (BMPs) to control handling of hazardous materials during construction to minimize the potential negative effects from accidental release to groundwater and soils. For projects that disturb less than one acre, a list of BMPs to be implemented shall be part of building specifications and approved of by the City Building Department prior to issuance of a building permit.	<p>Implement best management practices to reduce the release of hazardous materials during construction.</p>	<p>Prior to building permit issuance for sites disturbing less than one acre and on-going during construction for all project sites</p>	<p>Project sponsor(s) and contractor(s)</p>	<p>CDD</p>

**1020 Alma Street Project (1010-1026 Alma Street) Mitigation Monitoring and Reporting Program**

Mitigation Measure	Action	Timing	Implementing Party	Monitoring Party
<b>NOISE</b>				
<b><i>Impact NOI-1: Construction activities associated with implementation of the Specific Plan would result in substantial temporary or periodic increases in ambient noise levels in the Specific Plan area above levels existing without the Specific Plan and in excess of standards established in the local general plan or noise ordinance, or applicable standards of other agencies. (Potentially Significant)</i></b>				
<p><i>Mitigation Measure NOI-1a:</i> Construction contractors for subsequent development projects within the Specific Plan area shall utilize the best available noise control techniques (e.g., improved mufflers, equipment redesign, use of intake silencers, ducts, engine enclosures, and acoustically attenuating shields or shrouds, etc.) when within 400 feet of sensitive receptor locations. Prior to demolition, grading or building permit issuance, a construction noise control plan that identifies the best available noise control techniques to be implemented, shall be prepared by the construction contractor and submitted to the City for review and approval. The plan shall include, but not be limited to, the following noise control elements:</p> <p>* Impact tools (e.g., jack hammers, pavement breakers, and rock drills) used for construction shall be hydraulically or electrically powered wherever possible to avoid noise associated with compressed air exhaust from pneumatically powered tools. However, where use of pneumatic tools is unavoidable, an exhaust muffler on the compressed air exhaust shall be used; this muffler shall achieve lower noise levels from the exhaust by approximately 10 dBA. External jackets on the tools themselves shall be used where feasible in order to achieve a reduction of 5 dBA. Quieter procedures shall be used, such as drills rather than impact equipment, whenever feasible;</p> <p>* Stationary noise sources shall be located as far from adjacent receptors as possible and they shall be muffled and enclosed within temporary sheds, incorporate insulation barriers, or other measures to the extent feasible; and</p>	<p>A construction noise control plan shall be prepared and submitted to the City for review.</p>	<p>Prior to demolition, grading or building permit issuance</p>	<p>Project sponsor(s) and contractor(s)</p>	<p>CDD</p>
	<p>Implement noise control techniques to reduce ambient noise levels.</p>	<p>Measures shown on plans, construction documents and specification and ongoing through construction</p>	<p>Project sponsor(s) and contractor(s)</p>	<p>CDD</p>



**1020 Alma Street Project (1010-1026 Alma Street) Mitigation Monitoring and Reporting Program**

Mitigation Measure	Action	Timing	Implementing Party	Monitoring Party
<p>* When construction occurs near residents, affected parties within 400 feet of the construction area shall be notified of the construction schedule prior to demolition, grading or building permit issuance. Notices sent to residents shall include a project hotline where residents would be able to call and issue complaints. A Project Construction Complaint and Enforcement Manager shall be designated to receive complaints and notify the appropriate City staff of such complaints. Signs shall be posted at the construction site that include permitted construction days and hours, a day and evening contact number for the job site, and day and evening contact numbers, both for the construction contractor and City representative(s), in the event of problems.</p>				
<p><i>Mitigation Measure NOI-1b:</i> Noise Control Measures for Pile Driving: Should pile-driving be necessary for a subsequently proposed development project, the project sponsor would require that the project contractor predrill holes (if feasible based on soils) for piles to the maximum feasible depth to minimize noise and vibration from pile driving. Should pile-driving be necessary for the proposed project, the project sponsor would require that the construction contractor limit pile driving activity to result in the least disturbance to neighboring uses.</p>	<p>If pile-driving is necessary for project, predrill holes to minimize noise and vibration and limit activity to result in the least disturbance to neighboring uses.</p>	<p>Measures shown on plans, construction documents and specifications and ongoing during construction.</p>	<p>Project sponsor(s) and contractor(s)</p>	<p>CDD</p>
<p><i>Mitigation Measure NOI-1c:</i> The City shall condition approval of projects near receptors sensitive to construction noise, such as residences and schools, such that, in the event of a justified complaint regarding construction noise, the City would have the ability to require changes in the construction control noise plan to address complaints.</p>	<p>Condition projects such that if justified complaints from adjacent sensitive receptors are received, City may require changes in construction noise control plan.</p>	<p>Condition shown on plans, construction documents and specifications. When justified complaint received by City.</p>	<p>Project sponsor(s) and contractor(s) for revisions to construction noise control plan.</p>	<p>CDD</p>

**1020 Alma Street Project (1010-1026 Alma Street) Mitigation Monitoring and Reporting Program**

Mitigation Measure	Action	Timing	Implementing Party	Monitoring Party
<b>TRANSPORTATION, CIRCULATION AND PARKING</b>				
<b>Impact TR-1: Traffic from future development in the Plan area would adversely affect operation of area intersections. (Significant)</b>				
Mitigation Measures TR-1a through TR-1d: (see EIR for details)	Payment of fair share funding.	Prior to building permit issuance.	Project sponsor(s)	PW/CDD
<b>Impact TR-2: Traffic from future development in the Plan area would adversely affect operation of local roadway segments. (Significant)</b>				
<p><i>Mitigation Measure TR-2:</i> New developments within the Specific Plan area, regardless of the amount of new traffic they would generate, are required to have in-place a City-approved Transportation Demand Management (TDM) program prior to project occupancy to mitigate impacts on roadway segments and intersections. TDM programs could include the following measures for site users (taken from the C/CAG CMP), as applicable:</p> <ul style="list-style-type: none"> <li>* Commute alternative information;</li> <li>* Bicycle storage facilities;</li> <li>* Showers and changing rooms;</li> <li>* Pedestrian and bicycle subsidies;</li> <li>* Operating dedicated shuttle service (or buying into a shuttle consortium);</li> <li>* Subsidizing transit tickets;</li> <li>* Preferential parking for carpoolers;</li> <li>* Provide child care services and convenience shopping within new developments;</li> <li>* Van pool programs;</li> <li>* Guaranteed ride home program for those who use alternative modes;</li> <li>* Parking cashout programs and discounts for persons who carpool, vanpool, bicycle or use public transit;</li> <li>* Imposing charges for parking rather than providing free parking;</li> <li>* Providing shuttles for customers and visitors; and/or</li> <li>* Car share programs.</li> </ul>	Develop a Transportation Demand Management program.	Submit draft TDM program with building permit. City approval required before permit issuance. Implementation prior to project occupancy.	Project sponsor(s)	<p>PW/CDD</p> <p><b>STATUS: PARTIALLY COMPLETE:</b> The applicant has submitted a draft TDM plan prepared by Sandis, dated September 17, 2015 for review. Review of the TDM plan is pending, and a final approved TDM plan would be required prior to building permit issuance.</p>
<b>Impact TR-7: Cumulative development, along with development in the Plan area, would adversely affect operation of local intersections. (Significant)</b>				
Mitigation Measures TR-7a through TR-7n: (see EIR for details)	Payment of fair share funding.	Prior to building permit issuance.	Project sponsor(s)	PW/CDD
<b>Impact TR-8: Cumulative development, along with development in the Plan area would adversely affect operation of local roadway segments. (Significant)</b>				
Mitigation Measure TR-8: Implement TR-2 (TDM Program).	See Mitigation Measure TR-2.			

**Lin, Jean P**

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**From:** levinloire <levinloire@yahoo.com>  
**Sent:** Friday, October 09, 2015 8:51 AM  
**To:** \_Planning Commission

Dear Planning Commission,

My name is Matt Levin and I am the owner of Refuge in downtown Menlo Park. I was recently made aware of the proposed office building at 1020 Alma Street and I'd like to convey my support for the project. As a restaurant owner I welcome the potential for an additional consistent customer base. Adding more daytime employees to downtown will be beneficial for our business and the dozens of other restaurants and shops in the area. Thank you.

Best,

Matt Levin  
Owner, Refuge

Lin, Jean P

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**From:** carol schumacher <cbschumacher@gmail.com>  
**Sent:** Sunday, October 11, 2015 1:36 PM  
**To:** \_Planning Commission; PlanningDept  
**Subject:** [Sent to Planning ]1020 Alma St. project

John Onken, Chair  
Menlo Park Planning Commission  
October 11, 2015

Dear Chair Onken,

I am writing regarding the proposed development for 1020 Alma St. I regret that I will not be able to attend your October 19 meeting. I own property on Merrill St. and lease other property on Santa Cruz near the train station, where my colleagues and I operate a small business that has been in Menlo Park for over 50 years. Our business will not be impacted by this development, nor does it have a position on this project.

Over the years I have come to know the area well and to care about it very much. I lived with my family for a number of years in an apartment we have across from the train station. Our kids went to Menlo Park schools. I have participated in all the planning opportunities the City has provided for the public over the past 20 years. I found the process to have been democratic and open. Thanks to that, people like me can feel that "we" the community, created good downtown and train station plans to refer to when evaluating proposed development projects. We have a plan that is open for new ideas and seeks to allow development of the worn-out spaces, without letting our city looking like our neighbor to the North with massive-Block-long-monstrosities which would destroy the "village feel" that Menlo Park cherishes. This project fits perfectly in that plan, and so I offer my strong support as an active, civic-oriented member of the community adjacent to this project.

I support this office building, as proposed, mainly because we need many more office workers downtown to patronize the restaurants and shops near the station at lunchtime, and during the day. We also don't need new retail on the East side of the tracks, especially when the businesses on the West side are struggling for more daytime patrons. What we need, in my opinion, are more people actually working downtown during the day. Otherwise, even with the in-fill housing that will be added from other projects, there will not be enough people downtown during the day to patronize the businesses that exist now, as well as the new ones that will be coming to the area soon with the focus on "multi-use". This small office project helps bring that much-needed-daytime vitality to the area, while retaining the "village feel" that we all like about Menlo Park.

These are the project-specific points I would like to make:

- The public benefit component, including the public plaza space and coffee/pastry kiosk, will be a great addition to the city. It fits within the overall look and feel of the building and it will activate Alma street and foster vitality on the East side of the train station.
- The building size and design are well suited to the location. It is attractive and inviting.
- The coffee/pastry concept is perfect as it will attract the increasing number of Caltrain commuters who are looking for a quick bite/coffee, as opposed to another sit-down restaurant.

The grab & go option is best suited to this location and serves the patrons of the adjacent businesses, as well as nearby residents.

- It also keeps a "shop-keeper" on the new plaza keeping the area attractive and welcoming, as was agreed to by consensus during the "Imagine Downtown" review.
- The plaza allows the public to continue to enjoy the heritage tree that canopies over it, creating an attractive spot to visit with friends and/or co-workers.
- The size of the plaza is just right for that "village feel". If it was much bigger you'd risk the potential of creating too much open space which may go unused and/or attract transients who seem to make the station area home from time to time. Creating too much open space around the train station has proven to be risky. The downside of creating too much space around the station is greater than the downside of creating too little space.

For the reasons stated above I lend my support to the proposed development of 1020 Alma street that the planning commission has under review.

Sincerely,

Carol B. Schumacher

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Mid-Peninsula Animal Hospital

Annette Funicello Research Fund for Neurological Diseases

International Society for Neurovascular Disease

Buffalo Neuroimaging Analysis Center Advisory Council

+1-510-367-1096 (p)

+1-650-325-8163 (f)

[midpen.com](http://midpen.com)

[annetteconnection.com](http://annetteconnection.com)

[isnvd.org](http://isnvd.org)

[bnac.net](http://bnac.net)



**Lin, Jean P**

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**From:** Michael Tupac <mtupac@lbsteak.com>  
**Sent:** Thursday, October 15, 2015 3:54 PM  
**To:** \_Planning Commission  
**Subject:** 1020 Alma

Hello,  
I support the project at 1020 Alma as it would grow our potential guest base in Menlo Park.

Thank you,  
Michael

Michael Tupac  
General Manager  
Certified Sommelier  
[mtupac@lbsteak.com](mailto:mtupac@lbsteak.com)  
LB Steak  
898 Santa Cruz Avenue  
Menlo Park, California



**Lin, Jean P**

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**From:** Allison Allen <aallen@axispt.com>  
**Sent:** Sunday, October 18, 2015 7:08 PM  
**To:** \_CCIN; \_Planning Commission; Penelope Huang; Adina Levin; Philip Mazzara; Michael Meyer; Jason Pfannenstiel; Maurice Shiu; Bianca Walser  
**Cc:** Scott Norton; Allison Allen  
**Subject:** 1010-1026 Alma St Project/Ravenswood Median

Members of the City Council, Transportation Commission and Planning Commission,

We have had a very successful business on the corner of Ravenswood and Alma for over 19 years. We have paid huge sums of taxes over the years and have been a big part of the community, supporting the local schools as well as City events. We have given many people opportunities for great careers where they can support themselves and their families in one of the most expensive places in the country to live. AXIS continues to be a wonderful Menlo Park business. It is our hope we can have a long and prosperous future at this location.

We are very concerned with the median on Ravenswood that now blocks all left turns to Alma St, Alma Alley and Noel. This has been a disaster for traffic and business. Not only has it made it more difficult to access our business, it has made traffic worse and the intersection more dangerous than ever, mainly for pedestrians. This trial was put in place based on one car driving westbound who was struck by the train. The median would not have changed the outcome of that accident. A single incident in 19 years should not impact our business or other businesses in the area that drive revenue for the City of Menlo Park.

Removing the barrier on the Ravenswood Ave/Alma St southbound corner was a great decision, as it was dangerous and caused more problems. Now the community can reach the library, pool and other burgess/Menlo Park venues as well as neighborhoods, safely.

With the impending approval of a large office space on Alma St, with underground parking access on Alma Alley, we are concerned how this area will be impacted if the median is not removed. We were very supportive of this project in the beginning and feel it would be beneficial to bring more life to this area of the City. It will bring a significant increase in auto and pedestrian traffic and if the median becomes a permanent fixture, that will be a huge problem. The area will be more congested and dangerous. During construction, we personally would be impacted on all sides of our business for the next few years.

We hope you will seriously consider the negative ramifications of keeping this median in place. We are in favor of this new development if the median is removed to allow traffic to flow more freely and to keep pedestrians and cyclists safer. Let's bring more life to this area of Menlo Park by removing the median, allowing this construction to move forward, and finally adding a traffic light at Ravenswood Ave and Alma St to increase safety and regulate traffic flow in our neighborhood.

Thank you for your time and consideration.

Scott Norton  
Founder/Owner  
AXIS Personal Trainers

Allison Allen  
Managing Director  
AXIS Personal Trainers

**Lin, Jean P**

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**From:** Carl Hansen <carl.hansen@gmail.com>  
**Sent:** Tuesday, October 20, 2015 10:48 AM  
**To:** \_Planning Commission  
**Subject:** 1020 Alma

To whom it may concern,

As a resident of Menlo Park, I would like to wholeheartedly endorse the proposed development at 1020 Alma Street. I think it will help inject some much needed life into the downtown core and will fit well with the existing product in the area and the planned re-opening of the BBC.

Thank you for your consideration.

Best,

Carl Hansen

**Lin, Jean P**

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**From:** Shawn Sieck <shawn.sieck@gmail.com>  
**Sent:** Tuesday, October 20, 2015 11:58 AM  
**To:** \_Planning Commission; PlanningDept  
**Subject:** [Sent to Planning ]1020 Alma

Hello Team Menlo Park -

My wife and her family have lived in Menlo Park since 1975. My wife and I moved back to Menlo Park in 2011.

We are huge supporters of our community and want to encourage additional and future retail, dining, and corporate space in Menlo Park. These are 3 areas in which Menlo Park is noticeably stagnant compared to our neighboring towns. (Redwood City seems to be evolving every day!!)

Last month, I tried to move my business from the south bay to Menlo Park, but could not find any suitable class A space in the downtown area. (<10,000 sq ft)

I am writing to request your support for the development of the project at 1020 Alma near the Cal-Train station. I have had a chance to review some of the renderings and proposals, and adding a fresh look to Menlo Park is exactly what the downtown area needs. Combining the office space with the convenience of local dining is an incredible draw to business owners such as myself. I want my employees to experience the full offering of Menlo Park.

There currently is not enough space for diversity of dining (lunch time) locations, as well as space for businesses and growth.

I can only imagine the additional tax revenue this would generate for the city, while still respecting the desired cosmetic objectives the city has established.

So, let's find a way to approve these impressive projects and increase available options for business owners.

Warmest regards,

Shawn Sieck  
Direct Line: 650-444-5115

**Lin, Jean P**

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**From:** Rogers, Thomas H  
**Sent:** Thursday, October 22, 2015 10:32 AM  
**To:** Lin, Jean P  
**Subject:** FW: [Sent to Planning ]1020 Alma

**From:** Graham Woodall [<mailto:gwoodall73@gmail.com>]  
**Sent:** Thursday, October 22, 2015 9:27 AM  
**To:** [planning.comission@menlopark.org](mailto:planning.comission@menlopark.org); PlanningDept  
**Subject:** [Sent to Planning ]1020 Alma

Hello -

I am writing you in support of the new proposed development at 1020 Alma. I grew up in Palo Alto and have lived in West Menlo Park with my family for the past five years.

Downtown Menlo Park has remained essentially the same since I can remember. It is time for downtown to evolve and accentuate the already great characteristics of the area. We need new buildings and the workforce they provide to support the existing local businesses and attract new ones.

I also happen to be a client of Axis Fitness next door to 1020 Alma. Having a new building next to that facility will help enliven the area. The current buildings are dilapidated and need to be replaced. It would be great to have a place to grab a coffee and quick bite to eat after my workout.

I think projects like this will improve downtown Menlo Park by making it a destination for it's own citizens and not only a "pass through" for non residents on their way to Redwood City or Palo Alto.

Thanks,  
Graham Woodall



**Lin, Jean P**

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**From:** Jack Cassel <jcassel@growthpointpartners.com>  
**Sent:** Friday, October 23, 2015 1:05 PM  
**To:** \_Planning Commission; PlanningDept  
**Subject:** [Sent to Planning ]1020 Alma - VOTE YES!

Dear MP Planning Commission,

Happy Friday to you all and I wish you a great weekend!

My family and I spend the majority of our days in Menlo Park - my office is located on Sand Hill, my children attend St Raymond and my in-laws are long-time MP residents. We love the area and look forward to watching it continue to evolve as a family-friendly neighborhood with contemporary attractions. Therefore, I want to express my **strong support** and **excitement** for the proposed new development at **1020 Alma** in the downtown Menlo Park.

I firmly believe that this development is necessary for Menlo Park. It will bring new, viable life to the downtown area, provide both residents and commuters with convenient food/restaurant options, offer businesses additional office space in the tech epicenter of the world and most importantly, display to the rest of the peninsula that Menlo Park is investing in it's future.

Thank you for your consideration on this and cheers to keeping Menlo Park great!

All the best,  
Jack



Jack Cassel  
office: +1 (650) 887-6721  
mobile: +1 (650) 229-2017  
[jcassel@growthpointpartners.com](mailto:jcassel@growthpointpartners.com)

WE HAVE MOVED! Our new address is:  
2740 Sand Hill Road Suite 100  
Menlo Park, CA 94025

The information in this email may contain privileged and/or confidential information and is intended for the named recipients only. If you are not the addressee indicated in this message, please do not copy or deliver this message to anyone. In such case, destroy this message and notify us immediately by replying to this email or by calling us directly, in the U.S. at +1-650-322-2500 and in the U.K. at +44 0207 321 0232.

**Lin, Jean P**

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**From:** Forrest Mozart <FMozart@mozartdev.com>  
**Sent:** Wednesday, October 28, 2015 11:41 AM  
**To:** \_Planning Commission  
**Subject:** 1020 Alma

Dear Planning Commission,

This is exactly the kind of project our "outdated" city needs. I am a resident of Menlo Park and have conducted business in the city within the last two years. I love Menlo Park but I must say we need to make a change to bring in new developments downtown to increase the energy(if we have any energy at all). This project will bring in workers who will support our local restaurants which is very important.... Most people leave Menlo Park to eat in other cities.

It would be a good time to start approving these projects before the market cools again and the pipeline runs out. Look at San Carlos.... That downtown blows us away. I think 1020 is a perfect project for its location. I understand parking is an issue and given the location to the train this makes a lot of sense.

Thank you,

Forrest Mozart  
California Communities, LLC  
1068 East Meadow Circle  
Palo Alto, CA 94303  
[fmozart@mozartdev.com](mailto:fmozart@mozartdev.com)  
O:650 213 1129  
C:650 380 5399



Lin, Jean P

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**From:** Joseph Chait <jwchait@gmail.com>  
**Sent:** Thursday, October 29, 2015 3:35 PM  
**To:** \_Planning Commission; PlanningDept  
**Subject:** [Sent to Planning ]Support for 1020 Alma Project

To The Members of the Menlo Park Planning Commission,

My name is Joseph Chait and my family and I have lived in Menlo Park for over 40 years. My parents lived here. My kids live here and attended Las Lomas, La Entrada and Menlo-Atherton. Now my grandchildren live here. We have been proud lifelong Menlo Park residents and supporters for four generations and, rest assured we only want what is best for our community. It has recently come to my attention that the planning commission is reviewing a proposal for a new three story building across from the Caltrain station at 1020 Alma, and I felt compelled to write this email to show my STRONG SUPPORT for this much needed project.

I think we can all agree that downtown Menlo Park, despite its quaint charm and family friendly vibe, could use a bit of a facelift. I believe this new project is right in line with what our much loved town needs. Beyond the fact that it will surely be a beautiful piece of new architecture, the building will add an element of excitement and energy to downtown that we're drastically lacking. With all of the dated buildings in Menlo Park, we could use a new architectural highlight to show that we are a thriving community every bit as forward thinking as any of our neighbors on the Peninsula. The new building will not only improve the visual look of our downtown area, but the coffee kiosk along with the young professionals who will no doubt inhabit the office space should drive a new exciting energy to the area that we will all appreciate and benefit from. It goes without saying that those working in the new building will support our local restaurants, especially during the often drowsy lunch hour. And hopefully this will encourage new restaurants to open as well...which we could certainly use!

It is an exciting time to live in Menlo Park with all of the innovation going on around us quite literally in our backyards. We need projects like this one at 1020 Alma to keep Menlo Park the vibrant and thriving community it has always been. On behalf of my family, I thank the planning commission for looking out for our best interests and urge you to please approve this new building.

Sincerely,

Joseph Chait





## STAFF REPORT

### Planning Commission

**Meeting Date:**

**11/2/2015**

**Staff Report Number:**

**15-024-PC**

**Regular Business:**

**Review of Draft 2016 Planning Commission Meeting Dates**

### Recommendation

Staff recommends that the Planning Commission provide feedback on the proposed 2016 Planning Commission calendar, included as Attachment A.

### Policy Issues

None

### Background

None

### Analysis

Each year, the Planning Commission reviews the Planning Commission calendar for the upcoming year. Attachment A identifies the proposed 2016 Planning Commission meeting dates. The proposed meeting dates were selected with consideration of factors including the following:

- City holidays and other noted celebrations and religious holidays
- Typical schedule of two meetings per month
- Avoidance of back-to-back meetings; and
- Preferred Planning Commission packet release during a week when City Hall is open on Friday to allow more time for staff to respond to questions before the meeting.

At times, the Planning Commission may also need to schedule a study session or special meetings. These meetings can be scheduled on as needed basis, and therefore, have not been identified on the calendar. In particular, the Commission should note that study sessions and special meetings could be required for the in-progress General Plan Update (ConnectMenlo).

At the November 2 meeting, the Commissioners should be prepared to discuss their schedules to determine if any modifications are needed to the draft schedule. Staff recognizes that the schedule conflicts may arise in the future, but if the Commission can determine if any meeting dates would result in a lack of quorum, these dates should be avoided now. For example, if a Planning Commissioner is aware of a particularly problematic conflict with a local school break, that can be discussed at this meeting.

The Planning Commission may make a formal motion/second and vote to approve the draft calendar (with or without revisions), or Commissioners may provide individual input for staff to review and finalize administratively. Once the Commission has approved the 2015 meeting dates, staff will provide the City Clerk with the information and update the City's webpage.

### **Impact on City Resources**

Review of the draft Planning Commission calendar does not affect City resources.

### **Environmental Review**

Review of the draft Planning Commission calendar is not a "project" under the California Environmental Quality Act (CEQA), and thus no environmental review is required.

### **Public Notice**

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

### **Attachments**

A. Draft 2016 Planning Commission Calendar

Report prepared by:  
Thomas Rogers, Interim Principal Planner



# PLANNING COMMISSION MEETING SCHEDULE 2016

DRAFT



## JANUARY

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## FEBRUARY

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## MARCH

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## APRIL

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## SEPTEMBER

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## NOVEMBER

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## DECEMBER

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