



REGULAR MEETING AGENDA

Date: 5/23/2016
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 April 18, 2016 Planning Commission meeting. ([Attachment](#))

F. Public Hearing

- F1. Use Permit/Stanford Health Care/3700 Haven Court:
Request for a use permit for the storage and use of hazardous materials associated with general maintenance and repair activities performed by the Stanford Health Engineering and Maintenance Department, located in an existing building in the M-2 (General Industrial) zoning district. All hazardous materials would be used and stored within the building. ([Staff Report #16-037-PC](#))
- F2. Use Permit/Tusker Medical, Inc./155 Jefferson Drive: Request for a use permit for the use and storage of hazardous materials associated with the research, development and manufacturing of medical devices for ear, nose and throat patients, located in an existing building in the M-2 (General Industrial) zoning district. All hazardous materials would be used and stored within the building. ([Staff Report #16-038-PC](#))

G. Study Session

- G1. Proposed Zoning Ordinance Amendments to the M-2 Area Associated with the General Plan Update/City of Menlo Park:
Review and comment on the draft Zoning Ordinances for the creation of three new zoning districts in the M-2 Area, which is primarily the existing industrial and business parks located between Highway 101 and Bayfront Expressway. The proposed districts include the Office (O), Life Science (LS) and Residential-Mixed Use (R-MU) designations, and each zoning district includes development regulations, design standards, and green and sustainable building requirements. Provisions for community amenities in exchange for increased development potential (floor area ratio) and/or height are also being considered. In addition, changes to the C-2-B zoning district to allow for residential uses and modifications to the hazardous materials review process are also being proposed. This is a study session to receive public input and no actions will be taken. Comments provided will assist staff in preparing the final draft Zoning Ordinances. The final documents, along with the final draft Land Use and Circulation Elements, will be reviewed by the Planning Commission and City Council during future public hearings on the items. Additional noticing will be conducted for the future meetings. ([Staff Report #16-039-PC](#)).

H. Regular Business

- H1. 2016-17 Capital Improvement Program/General Plan Consistency:
Consideration of consistency of the 2016-2017 projects of the Five-Year Capital Improvement Plan with the General Plan. ([Staff Report #16-040-PC](#)).

I. Informational Items

- I1. 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: June 6, 2016
 - Regular Meeting: June 20, 2016
 - Regular Meeting: July 11, 2016

J. 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 and can receive e-mail notification of agenda and staff report postings by subscribing to the "Notify Me" service at menlopark.org/notifyme. Agendas and staff reports may also be obtained by contacting the Planning Division at (650) 330-6702. (Posted: 5/19/16)

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: 4/18/2016
Time: 7:00 p.m.
City Council Chambers
701 Laurel St., Menlo Park, CA 94025

A. Call To Order

Chair John Onken called the meeting to order at 7:00 p.m.

B. Roll Call

Present: Andrew Combs, Susan Goodhue, John Kadvany, Larry Kahle, John Onken (Chair), Katherine Strehl (Vice Chair)

Absent: Katie Ferrick

Staff: Thomas Rogers, Principal Planner; Sunny Chao, Assistant Planner; Jean Lin, Senior Planner; Michele Morris, Assistant Planner; Tom Smith, Associate Planner

C. Reports and Announcements

Principal Planner Rogers said he had been advised there was static on the meeting's audio streaming. He asked speakers to speak directly into the microphone and said staff would take extra-detailed notes for minutes preparation in case the audio failed. He introduced Assistant Planner Sunny Chao, who started with the City of Menlo Park in January. He said the General Plan Advisory Committee at its 6:30 p.m., Thursday, April 21, 2016 meeting would consider a number of items including proposals related to zoning districts, standards for green building, affordable housing and design guidelines. He said the Transportation Division was looking at potential grade crossings for the railroad in the City and was particularly focusing on the Ravenswood Avenue crossing and these would be discussed at a 6:30 p.m. May 2, 2016 public meeting. He said the April 26 City Council meeting was cancelled and all items on that agenda moved to a special meeting agenda for Tuesday, May 3.

Chair Onken asked for information about a liquor license pending for 68 Willow Road, noting an email sent to the Commission. Principal Planner Rogers said it was a pending use permit application not yet ready to bring to the Planning Commission. He said when it was ready to bring to the Commission all correspondence related to it would be included with the staff report and another public hearing notification would be sent. He said 68 Willow Road was an office building occupied by a tech innovation type company with a networking social club aspect associated with it. He said the applicants were interested in getting an ABC license to allow for certain activities, which would include alcohol sales.

Commissioner John Kadvany asked about appointments for the Planning Commission. Principal Planner Rogers said appointments would be made at the May 3rd Special City Council meeting.

Commissioner Kadvany said he had an informational handout that summarized 90% of the topics the Commission discussed on residential development use permit applications, which he was proposing for use by the Planning Division.

D. Public Comment

- Scott Marshall, a member of the Environmental Quality Commission and the Heritage Tree Subcommittee, said he was speaking as a Menlo Park resident. He asked that care be taken to preserve two Coast live oak trees that were very well established and that they be incorporated into the project design for the 1022 Alma Street development project. He suggested when the former Sunset Publications site at 80 and 81 Willow Road was developed that it include a public path along the creek which the property backs to. He expressed support for Café Zoe's application for beer and wine use permit.

Chair Onken noted that the oak trees were an integral part of the design for 1022 Alma Street, which had already been reviewed by the Planning Commission.

E. Public Hearing

- E1. Use Permit/Jasper and Connie Chan/620 College Avenue:
Request for a use permit to demolish a one-story single-family residence with a detached garage and accessory building, and build a new two-story single-family residence with attached garage on a substandard lot as to lot width in the R-1-U (Single-Family Urban Residential) zoning district. As part of the project, one heritage magnolia tree in the right of way is proposed for removal. ([Staff Report #16-026-PC](#))

Staff Comment: Assistant Planner Chao said there were no additions to the written report.

Applicant Presentation: Ms. Cynthia Munoz, Stoecker and Northway Architects, said she was representing the property owners, Jasper Chan and Connie Wang. She said they worked to create a design that complemented the one and two-story homes in the neighborhood. She said the magnolia tree proposed for removal would allow for driveway widening noting the driveway currently was one car width and pushed against the property line. She said also the arborist had found the magnolia tree to be in poor condition and advised its removal for that reason. She said the replacement tree they were proposing as a 24-inch box Chinese pistache. She said the property owners had communicated with their neighbors consistently about the design plans. She said townhome property owners behind this property on Middle Avenue had recently expressed concerns with privacy impacts. She said the rear of the second floor was stepped in considerably putting the two bedroom walls 80 and 90 feet away from the rear property line and there were only two windows on the rear wall. She said the property owners also planned to heavily plant the perimeter of the property to provide landscape screening.

Commissioner Larry Kahle said he was glad to hear they had spoken with the neighbor at 628 College Avenue as he was concerned with the amount of glass on that side. He asked if they had considered raising the sills. Ms. Munoz said they actually had had more glass there originally and had reduced the amount. She said they also considered patterned glass to further mitigate but the neighbor expressed comfort in the measures they had taken already as the windows on that side

would not look into the neighbor's living space.

Chair Onken opened and closed the public hearing as there were no speakers.

Commission Comment: Chair Onken said it was an interesting design. He said he liked the stairwell in the front. He was concerned that illumination of it at night might dominate the neighbor to the west. He said that double-wide garage doors at the front of the house were a concern generally for the Commission on projects, and would prefer to see the expanse divided or visually broken up somehow.

Commissioner Goodhue said she thought the design did a good job of bridging the one-story residence on one side and the three-story residence on the other side. She said her own home had a one double-wide garage door that was approved by the Planning Commission 10 years ago. She said there were ways to make the garage door attractive. She said she supported the project.

Commissioner Kahle said the windows on the one side were too much still for and agreed it could be overpowering in the evening when lit. He said the garage doors were prominent but he thought it worked with this style. He noted a half-wall at the front with a post that seemed somewhat out of place having the same cladding as the stair tower. He noted a louvered vent at the second story stucco gable and suggested some treatment to reduce the amount of stucco above it.

Chair Onken asked the applicants to be thoughtful in what they lighting they used to illuminate their stairway.

Commissioner Combs said it was a thoughtful, modern aesthetic design. He said he shared Chair Onken's concerns about the double garage door expanse and the potential illumination issue of the glass stairwell.

Chair Onken said that the area would still be well screened if the magnolia tree was removed. . He said the elm tree to the east was substantial enough with a replacement tree to offset the magnolia removal.

Commissioner Strehl said she had some concern with the double garage door but noted that having seen Commissioner Goodhue's double garage door was of the opinion that such a door could be quite handsome. She moved approval of the project. Commissioner Goodhue seconded the motion.

ACTION: Motion and second (Strehl/Goodhue) to approve the item as recommended in the staff report; passes 6-0 with Commissioner Ferrick 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 California Environmental Quality Act (CEQA) Guidelines.
2. Make findings, as per Section 16.82.030 of the Zoning Ordinance pertaining to the granting of use permits, that the proposed use will not be detrimental to the health, safety, morals, comfort and general welfare of the persons residing or working in the neighborhood of such

proposed use, and will not be detrimental to property and improvements in the neighborhood or the general welfare of the City.

3. Approve the use permit subject to the following **standard** conditions:

- a. Development of the project shall be substantially in conformance with the plans prepared by Stoecker and Northway Architects Incorporated consisting of thirteen plan sheets, dated received March 30, 2016, and approved by the Planning Commission on April 18, 2016, except as modified by the conditions contained herein, subject to review and approval of the Planning Division.
- b. Prior to building permit issuance, the applicants shall comply with all Sanitary District, Menlo Park Fire Protection District, and utility companies' regulations that are directly applicable to the project.
- c. Prior to building permit issuance, the applicants shall comply with all requirements of the Building Division, Engineering Division, and Transportation Division that are directly applicable to the project.
- d. Prior to building permit issuance, the applicant shall submit a plan for any new utility installations or upgrades for review and approval 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 and the recommendations in the arborist report by Kielty Arborist Services revised on February 17, 2016.

- E2. Use Permit/KZ Marketing Group LLC dba Café Zoe/1929 Menalto Ave:
Request for a use permit to allow an existing café with outside seating and live entertainment to add an on-sale beer and wine (ABC Class 41) license in the C-2 (Neighborhood Shopping) zoning district. ([Staff Report #16-027-PC](#))

Staff Comment: Assistant Planner Morris said she had distributed a recently received email in support of the project to the Commission at the dais and copies were available for the public at the table in the back of the room.

Questions of Staff: Commissioner John Kadvany asked what the language “for the sale of beer and wine for consumption on and off the premises” meant. Principal Planner Rogers said it meant that a customer could buy a closed bottle of wine or beer at the restaurant or bar and take it home to consume there, and that this was a standard part of this particular ABC license.

Commissioner Combs asked if there needed to be any distinction between bottled beer and tap beer. Principal Planner Rogers said there was no ABC mandate about that and the beer could be on tap or bottled.

Applicant Presentation: Ms. Kathleen Daly, Café Zoe proprietor, said the Café would not be a bar and there were strict regulations that they would have to follow to serve beer and wine. She said she felt situated in the neighborhood enough that should there be a problem someone would tell her. She said she would set up an account with “Safe Rides Home” if needed. She said they needed to expand the business to make it work noting that the coffee industry had changed dramatically in the eight years since she opened the Café.

Public Comment:

- Patrick Farris said his building was on the corner of Menalto and Gilbert Avenues and he been there for 19 years. He said that the Café Zoe proprietor was a true gem and a very valuable addition to the community. He said he supported the use permit request.
- Mary Hofstedt said she supported the use permit request for Café Zoe. She said the Café was a huge asset to the community and the non-profit sector.
- Ellen Hafner, a long time resident, said that a beer and wine license was not appropriate for a family centered neighborhood. She said her concern was with young children old enough to walk to the Hacienda Market to buy ice cream or gum and passing beer and wine drinkers at the two front outside tables. She said a new junior high school was going into Oak Court and those children would be able to ride their bicycles through that area as well. She suggested that wine and beer consumption not be allowed at the two front outdoor tables.

Chair Onken closed the public hearing.

Commission Comment: Commissioner Kadvany said it appeared that beer and wine were available for sale during the Café’s hours. Assistant Planner Morris said that was correct and the proposed hours were shown under condition 4.c.v.

Commissioner Kahle asked the applicant if she had considered not serving beer and wine on the street side of the Café and what the hours were for selling beer and wine.

Ms. Daly said her plan was to close at 5 p.m. on Sunday, Monday and Tuesdays, 10 p.m. on Wednesday and Thursdays, and 11 p.m. on Friday and Saturdays. She said if needed she was willing to work within parameters to not serve beer and wine outside until 6 p.m. on the street side and have the customers partaking of beer and wine served inside or outside at the back of the Café. She said the Café was very family friendly. Commissioner Kahle asked if beer and wine would be served until 11 p.m. on Friday and Saturdays. Ms. Daly said beer and wine would be served until 10:30 p.m. on those two nights.

Chair Onken asked if the alcohol license was transferrable if another dining business replaced Café Zoe. Assistant Planner Morris said the use permit was transferable if another similar use was to replace Café Zoe but not to a different use without a use permit application process.

Commissioner Strehl asked the applicant if she would serve wine and beer at 8 a.m. Ms. Daly said beer and wine sales would start during the lunch hour. Commissioner Strehl said there were many letters of support for the use permit request. She said having lived in the Willows many years she knew that Ms Daly was a very responsible community asset and had brought the community together in many ways. She said the request was absolutely supportable. She said also there was another beer and wine license establishment at the corner of Willow and Gilbert very similar to this request and that children travel by that site on bicycle.

Commissioner Combs said the project was supportable. He said he understood Ms. Hafner's concerns yet he did not see how they would apply those standards noting that restaurants on Santa Cruz Avenue have outdoor dining and serve alcohol. He said if it was to be applied because of the Café being in a neighborhood setting that did not acknowledge similar other establishments in neighborhoods.

Commissioner Kadvany said it was a positive thing to have the business open later as it would lend to increased vibrancy, neighborliness and fun in the area.

Chair Onken said he was generally supportive of the use permit because he knew the proprietor and their clientele.

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

ACTION: Motion and second (Kahle/Strehl) to approve the use permit request as recommended in the staff reports; passes 6-0 with Commissioner Ferrick absent.

1. The project is categorically exempt under Class 1 (Section 15301, "Existing Facilities") of the current California Environmental Quality Act (CEQA) Guidelines.
2. Make findings, as per Section 16.82.030 of the Zoning Ordinance pertaining to the granting of use permits, that the proposed use will not be detrimental to the health, safety, morals, comfort and general welfare of the persons residing or working in the neighborhood of such proposed use, and will not be detrimental to property and improvements in the neighborhood or the general welfare of the City.
3. Approve the use permit subject to the following **standard** conditions:
 - a. Development of the project shall be substantially in conformance with the sketches prepared by Kathleen Daly, consisting of four sheets, dated received April 13, 2016, and approved by the Planning Commission on April 18, 2016, except as modified by the conditions contained herein, subject to review and approval of the Planning Division.
 - b. Prior to building permit issuance, the applicant shall comply with all requirements of the Building Division, Engineering Division, and Transportation Division that are directly applicable to the project.
4. Approve the use permit subject to the following **project-specific** conditions:
 - a. All tenants of the subject property are responsible for daily pick up of trash and refuse in the immediate vicinity of the subject property, including the portion of the alley directly behind the property.

- b. All tenants on the subject property that are defined as a recreational facility that is privately operated as per Section 16.78.030 (13) of the Zoning Ordinance shall have a maximum class size of 18 students, and classes shall be separated by a minimum interval of 15 minutes in order to allow departing patrons to free up car and bicycle parking spaces for arriving patrons.
- c. The café use shall have the following unique conditions:
 - i. Service at the café shall be allowed to serve non-alcoholic beverages, beer, wine and food items including but not limited to baked goods and sandwiches, but excluding cooked meals.
 - ii. The café shall primarily operate as a sit down establishment as opposed to a fast food outlet that focuses on take-out business.
 - iii. The café shall be limited to a maximum of 28 seats for customers, including eight outdoor seats (four in front, four in rear).
 - iv. Service of beer and wine shall be allowed at the outdoor seating of the café.
 - v. The hours of operation for the café shall be limited to between 8:00 A.M. and 5:00 P.M. on Sunday, between 7:00 A.M. and 5:00 P.M. on Monday and Tuesday, between 7:00 A.M. and 10:00 P.M. on Wednesday and Thursday, and between 7:00 A.M. and 11:00 P.M. on Friday and Saturday.
 - vi. Live music or entertainment is permitted on Friday evenings and Sunday afternoons. Performances shall take place indoors.
- d. Any citation or notification of violation by the California Department of Alcoholic Beverage Control or other agency having responsibility to assure public health and safety for the sale of alcoholic beverages will be grounds for considering revocation of the use permit

E3. Use Permit and Architectural Control/Lauren Van Sickle/1110 Marsh Road:
Request for a use permit and architectural control to convert one service bay into additional convenience store area and install a new double front door and windows to the existing convenience store at an existing gas and auto service station. This project is located in the C-4 (General Commercial) zoning district. ([Staff Report #16-028-PC](#))

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

Applicant Presentation: Muthana Ibrahi, Bohannon Development Inc. said the proposal was to convert one storage bay and increase the convenience store area by 1,380 square feet. He said a new store front would replace the roll up doors and a new centered gabled entrance to the store with two cylindrical pilasters and symmetrical store fronts would be added.

Chair Onken opened and closed the public hearing as there was no public comment.

Commission Comment: Chair Onken said this project had no negative impact that he could see. He moved to approve as recommended in the staff report. Commissioner Goodhue seconded the motion.

ACTION: Motion and second (Onken/Goodhue) to approve the project as recommended in the staff report; passed 6-0 with Commissioner Ferrick absent.

1. Make a finding that the project is categorically exempt under Class 1 (Section 15301, "Existing Facilities") of the current California Environmental Quality Act (CEQA) Guidelines.
2. Make findings, as per Section 16.82.030 of the Zoning Ordinance pertaining to the granting of use permits, that the proposed use will not be detrimental to the health, safety, morals, comfort and general welfare of the persons residing or working in the neighborhood of such proposed use, and will not be detrimental to property and improvements in the neighborhood or the general welfare of the City.
3. Adopt the following findings, as per Section 16.68.020 of the Zoning Ordinance, pertaining to architectural control approval:
 - a. The general appearance of the structure is in keeping with the character of the neighborhood.
 - b. The development will not be detrimental to the harmonious and orderly growth of the City.
 - c. The development will not impair the desirability of investment or occupation in the neighborhood.
 - d. The development provides adequate parking as required in all applicable City Ordinances and has made adequate provisions for access to such parking.
 - e. The property is not within any Specific Plan area, and as such no finding regarding consistency is required to be made.
4. Approve the use permit and architectural control subject to the following **standard** conditions:
 - a. Development of the project shall be substantially in conformance with the plans prepared by MI Architects Incorporated consisting of seven plan sheets, dated received April 8, 2016, and approved by the Planning Commission on April 18, 2016, except as modified by the conditions contained herein, subject to review and approval of the Planning Division.
 - b. Prior to building permit issuance, the applicants shall comply with all Sanitary District, Menlo Park Fire Protection District, and utility companies' regulations that are directly applicable to the project.
 - c. Prior to building permit issuance, the applicants shall comply with all requirements of the Building Division, Engineering Division, and Transportation Division that are directly applicable to the project.
 - d. Prior to building permit issuance, the applicant shall submit a plan for any new utility installations or upgrades for review and approval 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

E4. Architectural Control, Use Permit, and Below Market Rate (BMR) In Lieu Fee Agreement/Pollock Realty Corporation/1400 El Camino Real: Request for architectural control and a use permit to construct a 61-room hotel consisting of four stories and an underground parking level 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), in recognition of the hotel use's Transient Occupancy Tax (TOT) revenue. The proposal includes the application of the Transportation Manager's discretion to approve a parking rate for the proposed use type which does not have an established parking rate under the Specific Plan, specifically, a hotel use with a restaurant which does not include conference facilities. The proposal also includes a request for a use permit for live entertainment, on-sale of alcohol, and outdoor seating as part of the hotel and restaurant uses. In addition, the applicant is requesting approval of a Below Market Rate (BMR) In Lieu Fee Agreement for this project. ([Staff Report #16-029-PC](#))

Staff Comment: Senior Planner Lin said there was one minor typographical error on page 6 of the staff report, under heading "Public Benefit Bonus," third paragraph down: "...the November 16, 2016 Planning Commission Study Session," should be replaced with "...the November 16, 2015 Planning Commission Study Session." She said the colors and materials board was located at the end of the dais. She said this project was within the El Camino Real/Downtown Specific Plan zoning district and needed to meet the standards as shown on the checklist sheet in the staff report and comply with the Specific Plan's EIR. She said Mr. Arnold Mammarella, the City's design consultant, and the project applicant were also present.

Applicant Presentation: Mr. Jeff Pollock, Pollock Financial Group, said the project was on the corner of Glenwood Avenue and El Camino Real, and its L-shape design would anchor that corner. He said attractive landscaping around the building and in the courtyard would provide a pleasant pedestrian experience. He said they put a pavilion in the front to engage people passing by with the active courtyard. He said they would have a minimum 75-parking spaces in two tiers with mechanical stackers. He said one project benefit was the Transient Occupancy Tax (TOT) revenue to the City which the fiscal analysis estimated at \$600,000 per year. He said the hotel would connect the community, downtown businesses and Caltrain and add to vibrancy. He said it was a direct economic stimulus as it was within walking distance of Santa Cruz Avenue and businesses there, as well as for others along El Camino Real. He said they would provide a dedicated right turn onto El Camino Real from Glenwood Avenue. He said they would provide wider sidewalks and deeper setbacks for landscape screening and outdoor seating along Glenwood Avenue. He said the project would be a LEED Silver building. He said their business had been in the City for 50 years and they would continue their charitable and civic relationships, and participate with the Chamber, local schools and businesses to give back to the community.

Mr. Mark Hornberger, project architect, Hornberger + Worstell, said the site and building were compact and they were trying to give variety and life to the materials, the colors, the massing and

building articulation. He said they continued to evolve the design by adding detail, articulating the parapet, the proportionality of the pavilion, and opening the glazing at the ground level. He said the project has a courtyard that opens around the Coast live oak, a green wall separating the ramp, outdoor dining spaces in the courtyard and along Glenwood Avenue. He said they were adding street trees and keeping the pedestrian environment along El Camino Real active, adequate and safe. He said there was off street drop off and loading for the underground parking. He said the ground level included reception and a restaurant and bar which opened both to the Glenwood Avenue and courtyard sides. He said noted the use of fins, two vertical light features that would softly illuminate the building exterior.

Mr. Jaime Rodriguez, Traffic Patterns, said they were the transportation and traffic consultants for the developer. He said the dedicated right turn lane from Glenwood Avenue onto El Camino Real was one of the mitigation measures identified in the Specific Plan. He said it would allow for improvements in bicycle facilities so that bicyclists going straight through the intersection to Valparaiso Avenue could be positioned to the left of right turn traffic rather than to the right as it was currently. He said the pedestrian space would be widened along El Camino Real and Glenwood Avenue. He said the project was one parking space short of the Plan's requirement of 76 spaces. He said 75 spaces were provided onsite and the developer was proposing a very aggressive transportation demand management plan and would use fulltime parking valet service. He said with valet parking and the use of aisles parking was increased another 15 to 20 spaces. He said there were also discussions with Language Pacifica located across the street for additional parking if needed of 19 spaces. He said there were three valet drop off spaces along Glenwood Avenue. He said employees and visitors would be provided with Caltrain Go Passes and would also be able to check out electric bicycles for local travel. He said they would have changing rooms and showers for employees riding bicycles to work.

Mr. Pollock said the project would be LEED Silver. He said sustainable elements included native, drought resistant plantings, hot water panels to preheat water heaters, guest room technology to keep unused rooms temperatures neutral. He said they were working with three neighbors on a tieback arrangement regarding their construction shoring. He said they had agreement with one and were nearly in final agreement with the other two. He said they did an extensive noise study. He said having an L-shaped building mitigated much of the noise to the east. He said they would meet noise ordinance standards and time restrictions on noise. He said for events at the hotel the manager would reach out to the community and provide contact information.

Commissioner Strehl asked if neighbors' concern about noise from the HVAC system had been addressed and resolved. Mr. John Spanier, Hornberger + Worstell, said they were working with the acoustic engineer to identify the best method of mitigating that noise such as providing duct liner and fans. He said they would continue to provide information about that through the building permit process.

Commissioner Goodhue asked about the capacity of the event space. Mr. Pollock said the space was 1200 square feet and they estimated an 80 person capacity. He said the restaurant was 2700 square feet and was expected to hold 60 to 70 people.

Chair Onken said the use permit indicated this was a hotel use with restaurant that did not include

conference facilities and asked about the event space as it seemed to support a conference function. Senior Planner Lin said it was not independent conference facilities including meeting rooms. She said this space was a function room and could serve for the function of a meeting but not in the sense of a conference held for out of town conference goers and multiple meeting sessions. Chair Onken asked how parking for that event space was counted. Senior Planner Lin said the 1.25 space per room rate for hotels encompassed quite a few facilities including full conference facilities, restaurant and bar, and fitness facilities with public access. She said the project has proposed 75 spaces total that equated to 1.23 spaces per room. She said they were more limited in their facilities and were not providing conference rooms or fitness facilities..

Public Hearing:

- Unidentified woman asked for clarification as to why the event function room was not a conference room

Chair Onken closed the public hearing.

Commission Comment: Chair Onken asked the Commission to first focus on architectural control and then public benefit. He said the project had moved ahead since the Commission last saw it. He said it was a good project and supportable. He said it was testament to the Specific Plan that the City has gained quality development out of it. He asked staff if a through lane for bicyclists would be created next to the dedicated right turn lane on Glenwood Avenue. Senior Planner Lin said that was her understanding.

Chair Onken said the impact of the function room on parking was very minimal as the public use space was much more limited than with larger hotel facilities.

Commissioner Strehl asked about water conservation efforts related to guest use. Mr. Hornberger said there would be low flow plumbing fixtures, postings in the rooms to encourage use of towels multiple times, and the use of soap and soap products that would be recyclable and eco-sensitive. He said there would be a laundry-bin holding area in the back of the house and laundry would be taken offsite for cleaning.

Commissioner Combs asked about the courtyard and its use. Mr. Hornberger said the restaurant and bar opened to the outdoor space. He said the event room was best described as a large private dining room. He said there would be movable furniture in the courtyard and a fire pit.

Commissioner Kahle asked about the stair tower, which he recalled being more prominent when they last saw it, noting it had been deemphasized. He asked if the stairs were now open to the air. Mr. Hornberger said they were open with a glass rail that faced Glenwood. He described the finishing materials and the architectural detail.

Commissioner Kahle said he liked the entry with the covered exposed beam work. He asked about the corner staircase from the parking underground and whether that was behind the tree. Mr. Hornberger said it was the area of the tree and the stair was hidden with a planter. He said they tried to open the corner, give more pedestrian circulation around the curb cuts and differentiated between the lower stone planter directly in front of the lobby from the planter that encloses the stair way. Commissioner Kahle asked about the darker brown material. Mr. Hornberger said they were

discussing a type of finished metal, something like Kurten steel. Commissioner Kahle asked if it was similar to the stair case at Café Borrone. Mr. Hornberger said it was. Commissioner Kahle confirmed there were planters between the outdoor dining and the sidewalk along Glenwood Avenue. He said the two fins on the El Camino Real side were very prominent. He asked how far they projected and what the lighting source was. Mr. Hornberger said the fins were made of two plates of aluminum on the sides painted in a slightly darker metal gray with perforated metal along the front like the perforations of a colander. He said in back the fin would sit off the wall four to five inches with linear LED light that would illuminate the wood and ceramic tile behind it warmly. He said a bit of light but not bright would come from the front of the fixture. Commissioner Kahle said he was concerned that the fins extended too high. Mr. Hornberger said they designed them that way to offset the parapet.

Commissioner Goodhue noted the Cor-Ten material on the corner of El Camino and Glenwood. She asked if the planter extending back to the horizontal fence was also Cor-Ten. Mr. Hornberger said those were intended to be some form of sandblasted concrete material as they wanted a change up in color and materials there. She said she supported the vertical fin detail with the illumination as she had seen it in other similar hotel projects. She said she would not want it cut off at the top as that would create a horizontal there. She said the project was required to be LEED Silver and asked if there was any chance it would be LEED Gold. Mr. Hornberger said there was a chance. He said when working towards such a rating they always tried for more points than what was required. He said if the contractor was really good about recycling and if they were able to source more of the material locally that would help, but that was yet to be determined. He said his office has a number of LEED Gold projects and they were often determined at the last third of the job by how well things went in the construction phase.

Chair Onken asked about the hotel group. Mr. Pollock said they were talking with the Broughton Group and with two branding firms both of which were very good. He said they would leave it to the experts and then get community input. He said they were a few months away from a name.

Commissioner Strehl asked if the courtyard would be open to the public. Mr. Hornberger said for anyone making use of the restaurant and bar.

Commissioner Kadvany said the architecture was very interesting and would compete well with the Epiphany and other hotels being developed in Palo Alto. He asked if they had considered capacity parking and the driveway capacity. Mr. Pollock said there was three car capacity in the valet area with a 24/7 valet. He said they had 75 spaces and their traffic consultants had identified another 20 spaces available by parking in aisles. He said the community had also asked for overflow parking and they found some across the street if it was needed. He said they could work out further arrangements as needed for bigger events. Commissioner Kadvany said his concern was about timing and phasing noting the potential bottleneck with valets having to take cars offsite. Mr. Pollock said there was always a learning curve in starting an operation and valet operators needed to get a system down. He said they would bring a professional company on board to manage this. He said Epiphany has a valet drop off and the cars needed to be parked a block away. He said El Camino Real and the traffic light would serve as a meter as well. Commissioner Kadvany asked how detailed the agreement with the professional parking operator would be and suggested including a time limit on how long a car could be in the valet area. Mr. Pollock said they could

definitely discuss those type of contract elements.

Chair Onken said the Commission had made comments previously that the project was somewhat bland and boxy and noted that much architectural improvement had been made to the project. He said he thought the project would be a success for Menlo Park. He noted the public benefit package was weighted with the TOT revenue, which he thought the Specific Plan had envisioned in encouraging hotel use, and the one-time payment of a BMR in-lieu fee.

Commissioner Strehl said she read that the City Council would take action to define TOT as public benefit. Senior Planner Lin said Council has directed staff to make changes to the Specific Plan to allow hotel development at the public benefit level in recognition of revenues generated by TOT.

Commissioner Kahle said in November there had been discussion of some type of City use of the facility such as a State of the City event or some other nonprofit use. He asked if that was formalized.

Mr. Pollack said it was not formalized. He said his company was involved with many charities such as the Heart of Silicon Valley but nothing has been formalized regarding use of the hotel facilities. He said they were giving one of the school foundations \$5,000.

Commissioner Kadvany asked about the Specific Plan lock box and TOT. Principal Planner Rogers said the Specific Plan talked about a public amenities fund that would be a locked box accounting method toward public amenities in the Specific Plan area. He said during the review of the Marriott project there was a suggestion by the Commission that TOT for that project be used specifically for public amenities in the Specific Plan area. He said that the City Manager and City Attorney advised the Council that legislatively TOT goes into the general fund. He said the City Council would need to make discrete decisions with each year's Capital Improvement Program (CIP) regarding the use of that revenue.

Commissioner Kadvany suggested making recommendations to move the TOT revenues back into the Specific Plan area. Commissioner Onken said it was an irony that the Specific Plan attracted hotels but the TOT could not be allocated solely to public amenities within the Plan area.

Commissioner Combs said it was problematic to describe TOT as a public benefit as public bonus density should be allowed based on something clearly a public benefit and not something that would be received anyway. He said public benefit was a type of benefit and not an amount.

Chair Onken noted on page J3 that there was the quarter of a million dollar in-lieu BMR fee for the bonus area.

Commissioner Goodhue said she thought this was a great project for Menlo Park and that it would be nicer than the Clemente which she understood was charging \$1,000 a night and the public was not allowed to go into the lobby. She said she looked forward to its construction, the vibrancy it would bring to the area, and the TOT revenue. She moved to approve as recommended in the staff report. Commissioner Strehl seconded the motion with a recommendation that some portion of the TOT revenue be apportioned specifically to a Specific Plan public amenity project.

ACTION: Motion and second (Goodhue/Strehl) to approve the item as recommended in the staff

report; passes 6-0 with Commissioner Ferrick absent.

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:
 - a. A checklist has been prepared detailing that no new effects could occur and no new mitigation measures would be required (Attachment K).
 - 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.
 - c. Upon completion of project improvements, the Specific Plan Maximum Allowable Development will be adjusted by 31,725 square feet of non-residential uses, accounting for the project's net share of the Plan's overall projected development and associated impacts.
2. Adopt the following findings, as per Section 16.68.020 of the Zoning Ordinance, pertaining to architectural control approval:
 - a. The general appearance of the structure is in keeping with the character of the neighborhood.
 - b. The development will not be detrimental to the harmonious and orderly growth of the City.
 - c. The development will not impair the desirability of investment or occupation in the neighborhood.
 - d. The development provides adequate parking as required in all applicable City Ordinances and has made adequate provisions for access to such parking.
 - e. The development is consistent with the El Camino Real/Downtown Specific Plan, as verified in detail in the Standards and Guidelines Compliance Worksheet (Attachment F).
3. Make findings, as per Section 16.82.030 of the Zoning Ordinance pertaining to the granting of use permits, that the proposed use will not be detrimental to the health, safety, morals, comfort and general welfare of the persons residing or working in the neighborhood of such proposed use, and will not be detrimental to property and improvements in the neighborhood or the general welfare of the City.
4. Approve the Below Market Rate Housing In Lieu Fee Agreement. (Attachment J).
5. Approve the architectural control and use permit subject to the following **standard** conditions:

- a. Development of the project shall be substantially in conformance with the plans prepared by Hornberger + Worstell, consisting of 60 plan sheets, dated received on April 8, 2016, and approved by the Planning Commission on April 18, 2016, except as modified by the conditions contained herein, subject to review and approval of the Planning Division.
- b. Prior to building permit issuance, the applicant shall comply with all requirements of the Building Division, Engineering Division, and Transportation Division that are directly applicable to the project.
- c. Prior to building permit issuance, the applicant shall comply with all Sanitary District, Menlo Park Fire Protection District, and utility companies' regulations that are directly applicable to the project.
- d. All public right-of-way improvements, including frontage improvements and the dedication of easements and public right-of-way, shall be completed to the satisfaction of the Engineering Division.
- e. Prior to commencing any work within the right-of-way or public easements, the applicant shall obtain an encroachment permit from the appropriate reviewing jurisdiction.
- f. Prior to building permit issuance, applicant shall coordinate with California Water Company to confirm the existing water mains meet the domestic and fire flow requirements of the project. If the existing water main is not sufficient as determined by California Water Company, applicant may, as part of the project, be required to construct and install new water mains sufficient to meet such requirements.
- g. Prior to building permit issuance, applicant shall coordinate with West Bay Sanitary District to confirm the existing sanitary sewer mains have sufficient capacity for the project. If the existing sanitary sewer main is not sufficient as determined by West Bay Sanitary District, applicant may, as part of the project, be required to construct and install new sanitary sewer mains sufficient to meet such requirements.
- h. 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.
- i. Simultaneous with the submittal of a complete building permit application, 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 building permit. The fences and erosion and sedimentation control measures shall be installed according to the approved plan prior to commencing construction.

- j. Simultaneous with the submittal of a complete building permit application, the applicant shall submit a draft "Stormwater Treatment Measures Operations and Maintenance (O&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.
- k. Simultaneous with the submittal of a complete building permit application, the applicant shall submit plans that comply with the C.3 requirements of the Municipal Regional Permit (MRP) NPDES Permit CAS 612008, subject to review and approval of the Engineering Division. The project has been determined by the Engineering Division to qualify for Special Project status in which case the project shall be designed to meet all C.3 requirements applicable to a Special Project. All on-site storm runoff treatment measures shall comply with Section C.10 of the Municipal Regional Permit for Stormwater with regards to trash capture.
- l. 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 building permit.
- m. 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 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.
- n. 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.
- o. 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 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. 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.

- q. Prior to issuance of 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.
 - r. 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.
 - s. If construction is not complete by the start of the wet season (October 1 through April 30), the applicant shall implement a winterization program to minimize the potential for erosion and sedimentation. As appropriate to the site and status of construction, winterization requirements shall include inspecting/maintaining/cleaning all soil erosion and sedimentation controls prior to, during, and immediately after each storm event; stabilizing disturbed soils through temporary or permanent seeding, mulching, matting, tarping or other physical means; rocking unpaved vehicle access to limit dispersion of much onto public right-of-way; and covering/tarping stored construction materials, fuels, and other chemicals. Plans to include proposed measures to prevent erosion and polluted runoff from all site conditions shall be submitted for review and approval of the Engineering Division prior to beginning construction.
 - t. 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 and Adobe PDF formats to the Engineering Division.
 - u. Heritage trees in the vicinity of the construction project shall be protected pursuant to the Heritage Tree Ordinance.
6. Approve the architectural control and use permit subject to the following ***project-specific*** conditions:
- a. 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.
 - b. 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 or as early as the project can be certified by the United States Green Building Council, the project shall submit verification that the development has achieved final LEED Silver certification.

- c. 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 along El Camino Real and the full 5'-6" wide sidewalk along Glenwood Avenue, as measured from the back of street curb. Said PAE dedication shall be subject to review and approval of the Engineering and Transportation Divisions, and shall be accepted by the City Council and recorded with the San Mateo County Recorder's Office prior to building permit final inspection.
- d. Simultaneous with the submittal of a complete building permit applicant, the applicant shall submit a draft dedication of right-of-way to the City of Menlo Park at the southeast corner of the property to accommodate the proposed westbound right-turn lane on Glenwood Avenue, subject to review and approval of the Engineering Division. Said dedication shall be accepted by City Council and recorded prior to building permit final inspection.
- e. Prior to issuance of building permit, the lot merger shall be recorded with the San Mateo County Recorder's Office.
- f. Prior to issuance of the building permit, the owner/applicant shall submit design to demonstrate the proposed shoring tie-back system does not adversely affect any existing or future utilities, to the satisfaction of the City Engineer. Prior to issuance of the building permit, the owner/applicant shall enter into a Tie-Back Agreement with the City for the tie-backs encroaching and remaining into the right of way associated with the project in a form approved by the City Attorney, which agreement shall be recorded and shall be binding on future owners of the property.
- g. Prior to issuance of the building permit, the applicant shall install reference elevation/benchmarks to monitor ground movement in the vicinity of the shoring system at the current centerline of Glenwood Avenue adjacent to the property before, during and after excavations. The benchmarks shall be surveyed by a licensed surveyor and tied to an existing city monument or benchmark. The benchmarks shall be monitored for horizontal and vertical displacement of Glenwood Avenue improvements.
- h. Prior to issuance of building permit, the applicant shall pay the commercial linkage fee of approximately \$268,076.25 in accordance with the Below Market Rate (BMR) In Lieu Fee Agreement. The BMR fee rate is subject to change annually on July 1 and the final fee will be calculated at the time of fee payment.
- i. Prior to issuance of building permit, the applicant shall submit 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 \$35,849.25 (\$1.13 x 31,725 net new square feet).
- j. Prior to issuance of building permit, the applicant shall submit all relevant transportation impact fees (TIF), subject to review and approval of the Transportation Division. Such fees include:

- i. The TIF is estimated to be \$111,857.53. This was calculated by multiplying the fee of \$1,833.73 per hotel room by 61 rooms. The project will receive credit against this TIF amount for the construction of the westbound right-turn lane on Glenwood Avenue. Please note this fee is updated annually on July 1st based on the Engineering News Record Bay Area Construction Cost Index. Fees are due before a building permit is issued.
- ii. The City has adopted a Supplemental Transportation Impact Fee for the infrastructure required as part of the Downtown Specific Plan. The fee is calculated at \$379.40 per PM peak hour vehicle trip. The proposed project is estimated to generate 37 PM peak hour trips, so the supplemental TIF is estimated to be \$14,037.80. Payment is due before a building permit is issued and the supplemental TIF will be updated annually on July 1st along with the TIF.
- k. Simultaneous with the submittal of a complete building permit application, the applicant shall submit landscape plans showing revised tree species for the two new street trees along El Camino Real, subject to review and approval of the City Arborist.
- l. Simultaneous with the submittal of a complete building permit application, the applicant shall prepare detailed construction plans for the construction of a westbound right-turn lane on Glenwood Avenue at the intersection of El Camino Real, subject to review and approval of the Public Works Director. Prior to the issuance of a building permit, the applicant shall obtain approval from the Public Works Director for the improvement construction plans and shall provide a bond for improvements in the amount equal to the estimated construction cost for the intersection improvements plus a 30 percent contingency. Complete plans shall include all necessary requirements to construct the improvements in the public right-of-way, including grading and drainage improvements, utility relocations, traffic signal relocations/modifications, tree protection requirements, and signage and striping modifications. The plans shall be subject to review and approval of the Public Works Director prior to submittal to Caltrans.

The applicant shall complete and submit an application for Caltrans encroachment permit within 30 days of receiving City approval of the plans. The applicant shall commence the construction of the improvements within 90 days of receiving approval from Caltrans and any other applicable agencies, and shall diligently prosecute such construction until it is completed. The improvements must be completed prior to final inspection of the building permit.

If Caltrans does not approve the proposed intersection improvements within 12 months of the effective date of the architectural control and use permit approval, and the applicant demonstrates that it has worked diligently to pursue Caltrans approval to the satisfaction of the Public Works Director, then the applicant 1) shall re-design and construct interim frontage improvements that install landscaping within the proposed westbound right-turn lane area to the satisfaction of the Public Works Director prior to issuance of certificate of occupancy and 2) shall continue to diligently pursue Caltrans approval for the intersection improvements for a period of 4 years from the date of occupancy. If the applicant continues to work diligently to the satisfaction of the Public Works Director, but has not yet obtained approval to construct the improvement, then the applicant shall be relieved of responsibility to construct the improvement and the bond shall be released by the City after the applicant submits funds equal to the bid

construction cost plus 30 percent contingency to the City. The City may use the funds to construct such improvements if and when approved by Caltrans or for other transportation improvements, including, but not limited to, bicycle, pedestrian, and transit improvements and TDM programs throughout the City with priority given to the Specific Plan area. Construction of this improvement, or in the case that Caltrans does not approve the intersection improvement, payment of funds equal to the bid construction cost plus 30 percent contingency to the City, by the applicant shall count as a future credit toward payment of the Transportation Impact Fee (TIF) pursuant to the TIF Ordinance that would otherwise be payable by the applicant.

7. Approve the architectural control and use permit subject to the following ***ongoing, project-specific*** conditions:
 - a. Any citation or notification of violation by the California Department of Alcoholic Beverage Control or other agency having responsibility to assure public health and safety for the sale of alcoholic beverages will be grounds for considering revocation of the use permit.
 - b. Use of the plaza courtyard for outdoor events and live entertainment shall be restricted to no later than 10:00 p.m. daily.
 - c. No outdoor sound amplification shall be directed towards the adjacent residences.
 - d. The proposed exercise room shall remain unenclosed, and no loudspeakers may be used in this area.
 - e. Should the overflow parking arrangement to use the parking spaces at 585 Glenwood Avenue be cancelled, the applicant shall submit a revised plan to provide for overflow parking, for review and approval by the Planning and Transportation Divisions. The City may impose limitations and/or a prohibition on large events should the applicant fail to prepare a revised plan that adequately addresses parking needs.

F. Informational Items

F1. Future Planning Commission Meeting Schedule

- Regular Meeting: May 9, 2016
- Regular Meeting: May 23, 2016
- Regular Meeting: June 6, 2016

Recognized by the Chair, Commissioner Strehl said she thought Commissioner Combs and she wanted to say the same thing, which was to thank Commissioner Kadvany for eight years of service. She said they would miss him and he had made great contributions. Chair Onken said they all agreed with that.

Commissioner Kadvany thanked the staff for all of their work and endurance of the many projects and changes within the City over the past eight years. He said he has watched the Commission evolve in its decision making and thought it might be more aptly named the Planning and Civic Design Commission. He said the Commission has gotten better at accepting it was not possible to

codify every possible issue and at being the forum to think through project proposal challenges. He said he enjoyed his service on the Commission.

H. Adjournment

Chair Onken adjourned the meeting at 9:08 p.m.

Staff Liaison: Thomas Rogers, Principal Planner

Recording Secretary: Brenda Bennett



STAFF REPORT

Planning Commission

Meeting Date:

5/23/2016

Staff Report Number:

16-037-PC

Public Hearing:

Use Permit/Stanford Health Care/3700 Haven Court

Recommendation

Staff recommends that the Planning Commission approve a use permit for the storage and use of hazardous materials associated with general maintenance and repair activities performed by the Stanford Health Engineering and Maintenance Department, located in an existing building in the M-2 (General Industrial) zoning district at 3700 Haven Court. All hazardous materials would be used and stored within the building. 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 project site is an existing office and light industrial building located at 3700 Haven Court, immediately north of the northbound on-ramp from Marsh Road to US Highway 101. Haven Court is a cul-de-sac off of Haven Avenue that provides access to the project site as well as a shipping and warehouse facility located at 3750 Haven Court and an office and research and development (R&D) building located at 3760 Haven Avenue. Other adjacent and nearby parcels on Haven Avenue are occupied by a variety of warehouse, light manufacturing, R&D, and office uses, as well as multifamily residential uses currently under development. West of Haven Court, properties on the south side of Haven Avenue are located in Redwood City, while properties on the north side of Haven Avenue are located within the City of Menlo Park. A location map is included as Attachment B.

Other facilities in the area received hazardous materials use permits in the past, including 3760 Haven Avenue and 3565 Haven Avenue, the latter of which was approved in 2014. The closest residential uses are Elan Menlo Park and Anton Menlo, located at 3645 Haven Avenue and 3639 Haven Avenue respectively, which are both currently under construction approximately 300 feet northwest of the subject property. Additional residential uses are located roughly 500 feet away, across US Highway 101 on Rolison Road in Redwood City. The Atherton Channel runs directly adjacent to the west side of the property.

Analysis

Project description

Stanford Health Care intends to use the entire building at 3700 Haven Court to serve as its Facilities, Infrastructure and Safety headquarters, as well as a hub for its Engineering and Maintenance Operations Department. An 11,400-square-foot area will be utilized as office space for the administrative staff of the Facilities, Infrastructure and Safety Department, while the remaining 8,600 square feet of the building will be used as a workshop space for the Engineering and Maintenance Operations Department's standard equipment and building maintenance and repair activities. The applicant submitted a project description letter that discusses the proposal in more detail (Attachment C).

Proposed hazardous materials

Proposed hazardous materials include combustibles, corrosives, flammables and irritants for cleaning and repairs, as well as oxidizing and flammable gases for use in minor welding work. The project plans provide the locations of chemical use and storage, as well as hazardous waste storage. In addition, the plans identify the location of safety equipment, such as emergency eyewash stations and showers, spill kits, and exit pathways. All hazardous materials would be used and stored inside of the building. The project plans (Attachment D) provide the locations of chemical use and storage, as well as hazardous waste storage.

The Hazardous Materials Information Form (HMIF) for the project is provided as Attachment E. The HMIF contains a description of how hazardous materials are stored and handled on-site, including the storage of hazardous materials within fire-rated storage cabinets, segregated by hazard class. The applicant indicates that the storage areas would be monitored by lab staff and weekly documented inspections would be performed. The largest waste container would be a one-gallon container, and all liquid wastes would be secondarily contained. Licensed contractors are intended to be used to haul off and dispose of the hazardous waste. The HMIF includes a discussion of the applicant's intended training plan, which encompasses the handling of hazardous materials and waste, as well as how to respond in case of an emergency. A complete list of the types of chemicals is included in Attachment F.

Staff has included recommended conditions of approval that would limit changes in the use of hazardous materials, require a new business to submit a chemical inventory to seek compliance if the existing use is discontinued, and address violations of other agencies in order to protect the health and safety of the public.

Agency review

The Menlo Park Fire Protection District, 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 (Attachment G). The Fire District approval indicates that the applicant will be subject to Fire Department permits and inspections at move in and annually thereafter. Otherwise, there would be no unique requirements for the proposed use, based on the specific types and amounts of chemicals that are proposed.

Correspondence

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

Conclusion

Staff believes that the proposed use and quantities of hazardous materials would be compatible and consistent with other uses in this area. The HMIF and chemical inventory include a discussion of the applicant's training plan and protection measures in the event of an emergency. Relevant agencies have indicated their approval of the proposed hazardous materials uses on the property. In addition, other properties in the vicinity have received use permits for the storage and use of hazardous materials. 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-foot 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 Description Letter
- D. Project Plans
- E. Hazardous Materials Information Form
- F. Chemical Inventory
- G. Hazardous Materials Agency Referral Forms

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:

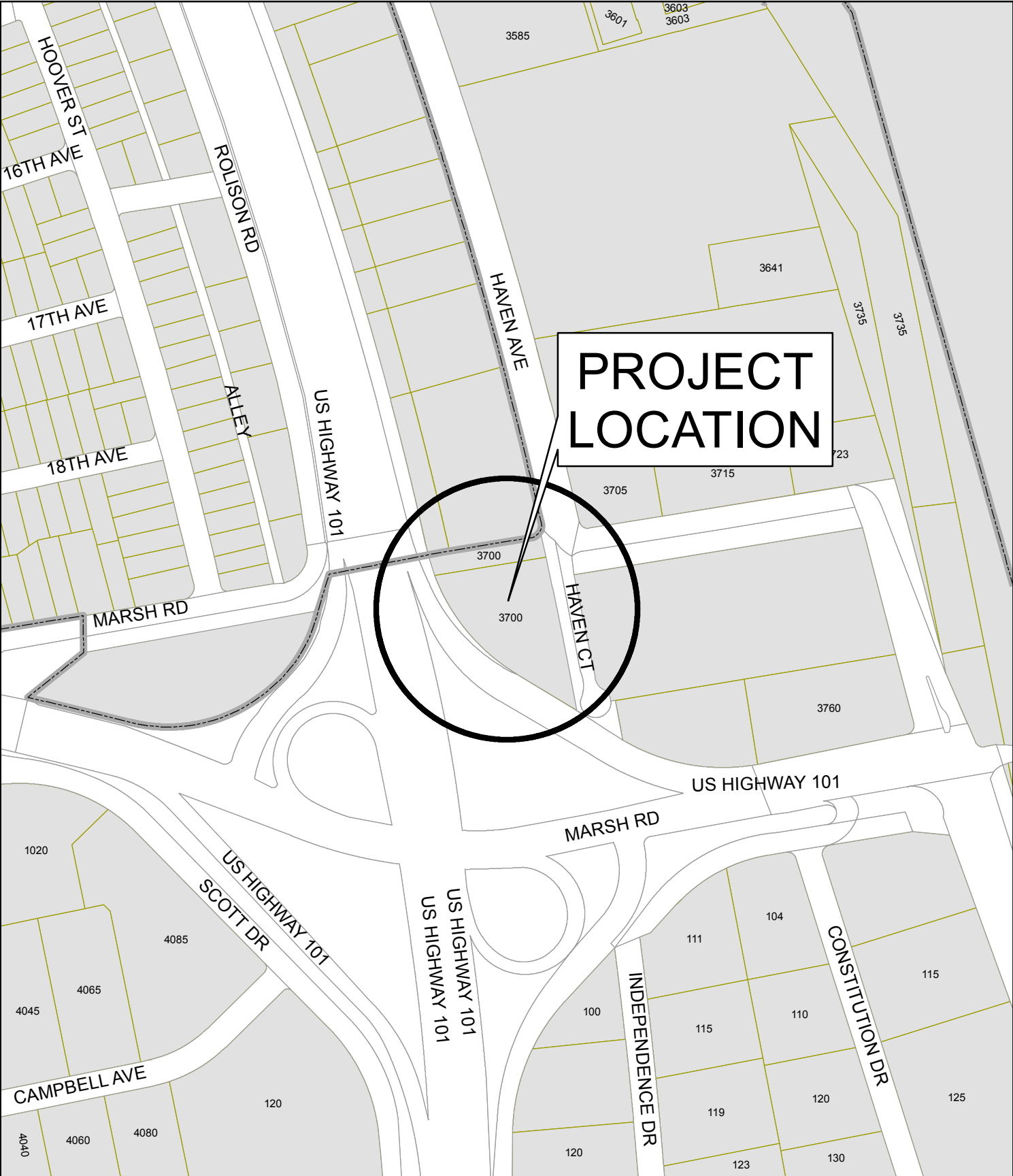
Tom Smith, Associate Planner

Report reviewed by:

Thomas Rogers, Principal Planner

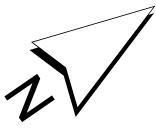
3700 Haven Court – Attachment A: Recommended Actions

LOCATION: 3700 Haven Court	PROJECT NUMBER: PLN2016-00044	APPLICANT: Stanford Health Care	OWNER: Huettig & Schromm, Inc.
REQUEST: Request for a use permit for the storage and use of hazardous materials associated with general maintenance and repair activities performed by the Stanford Health Engineering and Maintenance Department, located in an existing building in the M-2 (General Industrial) zoning district. All hazardous materials would be used and stored within the building.			
DECISION ENTITY: Planning Commission	DATE: May 23, 2016	ACTION: TBD	
VOTE: TBD (Barnes, Combs, Goodhue, Kahle, Onken, Riggs, Strehl)			
ACTION: <ol style="list-style-type: none"> 1. Make a finding that the project is categorically exempt under Class 1 (Section 15301, "Existing Facilities") of the current CEQA Guidelines. 2. Make findings, as per Section 16.82.030 of the Zoning Ordinance pertaining to the granting of use permits, that the proposed use will not be detrimental to the health, safety, morals, comfort and general welfare of the persons residing or working in the neighborhood of such proposed use, and will not be detrimental to property and improvements in the neighborhood or the general welfare of the City. 3. Approve the use permit subject to the following standard conditions: <ol style="list-style-type: none"> a. Development of the project shall be substantially in conformance with the plans provided by RMW Architecture & Interiors, consisting of nine plan sheets, dated received May 12, 2016, as well as the Hazardous Materials Information Form (HMIF), dated received March 9, 2016, approved by the Planning Commission on May 23, 2016 except as modified by the conditions contained herein, subject to review and approval of the Planning Division. b. Prior to building permit issuance, the applicant shall comply with all sanitary district, Menlo Park Fire Protection District, and utility companies regulations that are directly applicable to the project. c. Prior to building permit issuance, the applicant shall comply with all requirements of the Building Division, Engineering Division, and Transportation Division that are directly applicable to the project. d. If there is an increase in the quantity of hazardous materials on the project site, a change in the location of the storage of the hazardous materials, or the use of additional hazardous materials after this use permit is granted, the applicant shall apply for a revision to the use permit. e. Any citation or notification of violation by the Menlo Park Fire Protection District, San Mateo County Environmental Health Department, West Bay Sanitary District, Menlo Park Building Division or other agency having responsibility to assure public health and safety for the use of hazardous materials will be grounds for considering revocation of the use permit. f. If the business discontinues operations at the premises, the use permit for hazardous materials shall expire unless a new business submits a new hazardous materials business plan to the Planning Division for review by the applicable agencies to determine whether the new hazardous materials business plan is in substantial compliance with the use permit. 			



CITY OF MENLO PARK
LOCATION MAP
3700 HAVEN COURT

DRAWN: TAS CHECKED: THR DATE: 05/23/16 SCALE: 1" = 300' SHEET: 1





March 09, 2016

City of Menlo Park
701 Laurel Street
Menlo Park, CA 94025

RE: 3700 Haven Court Menlo Park, CA 94025

Project Description

Project work consists of interior improvements to the existing 20,000-sf building at 3700 Haven Court. Interior improvements to include selective demolition of interior walls, new interior wall construction and a full interior lighting upgrade to comply with current Title-24 codes.

Interior uses to consist of 11,400-sf of Office space and 8,600-sf of work shop s for Stanford Health Care to create a headquarters for Facilities, Infrastructure & Safety as well as a "hub" for Engineering & Maintenance (E&M) operations in the Peninsula.

Operations

The operations at 3700 Haven Court will be comprised of office space and Engineering & Maintenance Operation's space. The functions within the office space will be administrative staff to support the Facilities Infrastructure & Safety departments. The E&M Department's day-to-day operations for Engineers are detailed in the steps below:

- The E&M Department begins the day with a morning Huddle at Haven Court between the Engineers and the technicians to address daily activities. There will be a core team of Engineers and Technicians.
- Work orders will be performed at the hospital sites. Before departing Haven Court, the technicians will grab the tools and material required to perform the work. They may also return to Haven Court in between work orders to obtain other required tools and material.
- If an equipment or material is required to be repaired at a Haven Court shop, it will be transported (depending on size, vehicle used can vary) to Haven Court.

Proposed Hazardous Materials

Hazardous materials are primarily oils, greases, paints, and cleaning chemicals, classified as Flammables, Combustibles, and Corrosives (cleaning chemicals). These products will be used in the general maintenance and repair activities that the Engineering and Maintenance Department will perform on a day to day basis. There will also be one cylinder each of oxygen, acetylene, and carbon dioxide for minor welding work, which will be done on a very infrequent basis (less than one time per month).

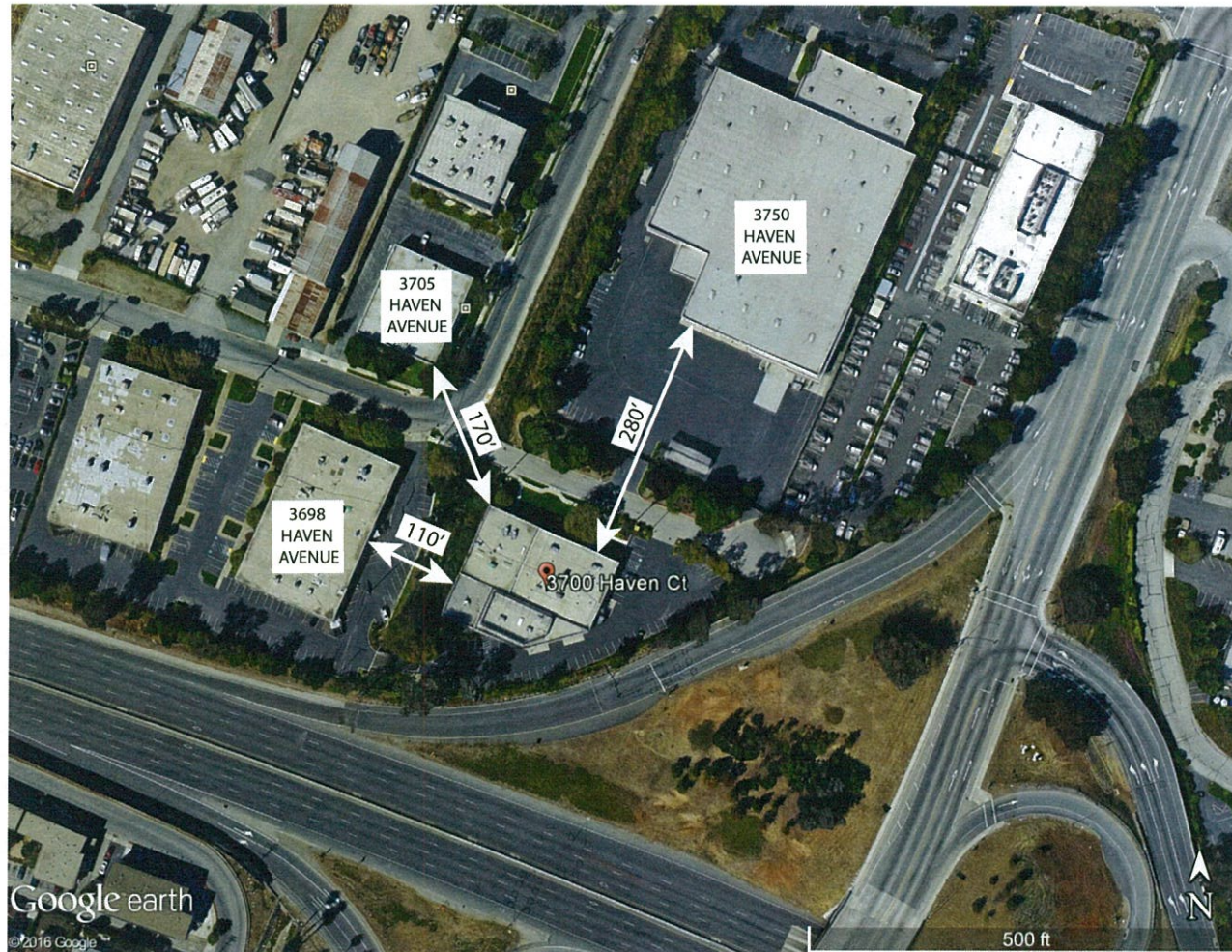
Sincerely,

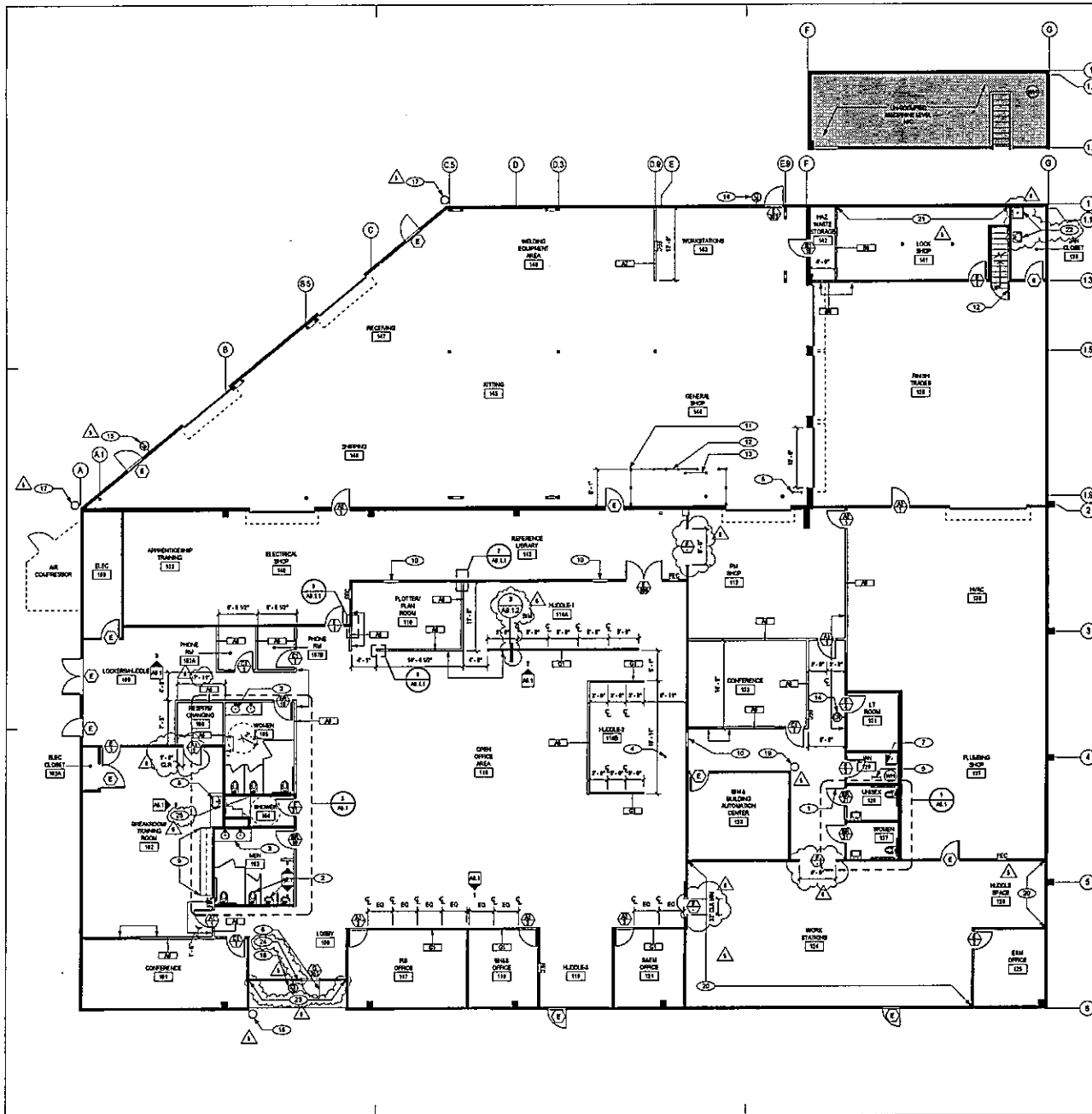
Abdul Acheckzai
Senior Project Manager
Stanford Health Care

RECEIVED

MAR 09 2016

CITY OF MENLO PARK
BUILDING





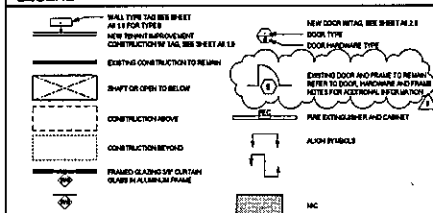
FLOOR PLAN NOTES

1. PROVIDE THE PARTITION TYPE AS NOTED IN TYPICAL PARTITION, TYPICALLY THROUGHOUT.
2. PROVIDE AND BRACE PARTITION PER CODE AND AS DETAILLED IN TYPICAL PARTITION DETAILS.
3. ANCHORS AND BRACES INDICATED ON FLOOR PLAN ARE PROJECTIONS OF FINISHED SURFACE TO FACE OF FINISHED SURFACE, UNLESS OTHERWISE NOTED.
4. AREAS MARKED "NOT IN CONTRACT" ARE EXCLUDED FROM THE SCOPE OF WORK.
5. PROVIDE REQUIRED BRACING, BRACING AND BLOCKING FOR ATTACHMENT OF CABINETWORK, EQUIPMENT AND OTHER WORK THAT REQUIRES BRACING AND SUPPORT. REFER TO DETAILS.
6. BRACE NEW PARTITION, BRACE BEHIND, LIGHT FIXTURES, CEILING SYSTEMS AND OTHER ITEMS THAT REQUIRE BRACING PER APPLICABLE CODES. IF EXISTING CONDITIONS INDICATED OR OTHERWISE ARE NONCOMPLIANT, PROVIDE BRACING AS REQUIRED TO MEET APPLICABLE CODES.
7. INSTALL PARTITIONS PARALLEL TO THE STRUCTURAL GRID OF THE BUILDING, UNLESS OTHERWISE NOTED.
8. WHERE NEW PARTITIONS MEET EXISTING OR EXTERIOR WALLS OR COLUMNS, INSTALL THE NEW PARTITION CENTERED ON WALLS OR COLUMNS AND PERPENDICULAR TO THE WALLS OR COLUMNS.
9. KEEP THE PROJECT THREE SURVEY DATA IN HANDS BEFORE PARTITION LOCATIONS ARE MARKED ON THE FLOOR FOR ARCHITECT'S REVIEW, BEFORE PROCEEDING WITH INSTALLATION OF PARTITIONS.
10. WHERE THE FACE OF EXISTING PARTITION OR COLUMN MEETS PLUMB WITH A NEW PARTITION, REMOVE THE EXISTING METAL CORNER BEAD OR CHAIRS BEFORE INSTALLING THE NEW PARTITION.
11. ALUMINUM PARTITION SURFACES WITH EXISTING ADJACENT OR ADJACENT SURFACES IN ONE LOCATED TYPE AND BRACE TO MATCH SURFACE OF NEW PARTITION.
12. PATCH EXISTING SURFACES TO MATCH ADJACENT OR ADJACENT SURFACES. WHEN PATCHING AN EXISTING WALL, PAINT THE ENTIRE EXISTING WALL, PATCH AND PAINT HOLE IN EXISTING WALL.
13. WHERE LOCATIONS OF PARTITIONS, DOORS, TELEPHONE, POWER AND COMMUNICATIONS OUTLETS, SWITCHES AND SIGNALS ARE INDICATED ON THE EXISTING CONCEPT, COORDINATE THE LOCATIONS WITH THE ARCHITECT IN THE FIELD BEFORE PROCEEDING WITH THE WORK.
14. PATCH AND REPAIR EXISTING DAMAGED FIREPROOFING WORK AS REQUIRED TO MATCH EXISTING FIRE RATING BEFORE COORDINATE AND REPAIR EXISTING WORK OR REPAIRS.
15. WHERE WOOD BLOCKING IS REQUIRED OR RELOCATED, PROVIDE FIRE RATING MATCHED WOOD.
16. COORDINATE LOCATIONS OF EXISTING, ELECTRICAL, TELEPHONE, EXISTING PLUMBING, BRASSING AND SECURITY ELEMENTS INCLUDING EXISTING ELECTRICAL, COORDINATE AND REPAIR ELEMENTS TO MEET REQUIRED CLEARANCES OR INSTALLATION AND IMPROVEMENTS OF EQUIPMENT IS PROVIDED.
17. PRIOR TO CLOSING UP THE PARTITION, NOTIFY THE ARCHITECT A MINIMUM OF THREE BUSINESS DAYS FOR REVIEW OF ARCHITECTURAL ELEMENTS. THE ARCHITECT'S REVIEW IS IN ADDITION TO INSPECTIONS REQUIRED BY APPLICABLE FIRE RATING JURISDICTION.
18. SEAL, CABINET AND WEATHERSTRIP JOINTS, PARTITIONS AND OTHER OPENINGS IN THE BUILDING ENVELOPE TO LIMIT AIR LEAKAGE AND TO MEET CODE REQUIREMENTS.
19. PROVIDE FIRE STOPPING AT PENETRATIONS THROUGH RATED ASSEMBLIES AND UNRAISED SUBFLOORS AND VOOB AS REQUIRED TO MAINTAIN THE EXISTING FIRE RATING.
20. CUT AND PATCH EXISTING CONSTRUCTION AS REQUIRED TO ACCOMMODATE NEW WORK. PATCH TO MATCH ADJACENT MATERIALS AND FINISHES.
21. PROVIDE FIRE EXTINGUISHERS IN CABINET OR ISOLATED ON JACKETS WHERE INDICATED AND AS REQUIRED BY FIRE DEPARTMENT FIELD INSPECTOR. LOCATE SUCH THAT OCCUPABLE SPACES WITHIN THE PROJECT AREA OF WORK ARE WITHIN FEET OF A FIRE EXTINGUISHER. MINIMUM SIZE OF FIRE EXTINGUISHER IS AS REQUIRED BY CALIFORNIA FIRE CODE.
22. INSTALL WEATHERED GLASS WITH MANUFACTURER'S SEAL LOCATED IN THE LOWER CORNER OF THE GLAZED PANEL. COORDINATE WITH OWNER'S P. 101.
23. WHERE SAFETY GLASS IS REQUIRED BY CODE, PROVIDE GLASS COMPLYING WITH P. 101.1 OR AS REQUIRED BY APPLICABLE CODES. PROVIDE SAFETY GLASS LABELING.
24. VERIFY THAT EXISTING ENTRANCE DOORS, STAIRWAYS AND ELEVATORS LEADING TO THE WORK AREA COMPLY WITH ACCESSIBILITY REQUIREMENTS.
25. PROVIDE A CLEAR HORIZONTAL OPENING OF 1' MINIMUM FROM THE FACE OF DOOR JAMB TO THE HANDBUILT RETURNED PARTITION OR OBSTACLE AT THE WALL SIDE OF THE DOOR JAMB. AT THE HANDBUILT SIDE OF THE DOOR JAMB, DO NOT PLACE A FINISH OR HANDBUILT PARTITION AND LOCATE THE DOOR STOP TO ALLOW FOR A MINIMUM OF 1' CLEARANCE DOOR JAMBS UNLESS OTHERWISE NOTED.
26. VERIFY THAT THERE IS A MINIMUM CLEAR WIDTH OF 4' MINIMUM LEADING TO REQUIRED CORRIDORS AND EXIT PATHS OF TRAFFIC.

KEYNOTES

1. RELOCATED EXISTING DOOR
2. NEW TYPICAL PARTITION, TYP
3. NEW PARTITION
4. (2) COLUMN
5. (2) ROOF ACCESS LADDER
6. NEW ENTRANCE DOOR
7. NEW FLOOR FINISH
8. NEW SIGN, COUNTER AND CABINETWORK
9. (2) CABINETWORK TO REPAIR
10. PATCH WALLS AT EXISTING PARTITION THROUGHOUT
11. (2) FIBER TUB POSTS, TYP
12. (2) FIBER TUB POSTS, TYP
13. LOCKING SLIDE GATE
14. PROVIDE ELECTRICAL, PLUMBING AND TRANSFER WORK, NEW CARD READER BY OWNER'S SECURITY VENDOR
15. EXISTING DOOR AND HANDBUILT WITH NEW CARD READER BY OWNER'S SECURITY VENDOR
16. NEW CARRIER READER BY OWNER'S SECURITY VENDOR
17. (2) CAMERA AT HANDBUILT HEIGHT BY OWNER'S SECURITY VENDOR
18. (2) CAMERA BELOW HANDBUILT HEIGHT BY OWNER'S SECURITY VENDOR
19. WIDE ANGLE VIDEO CAMERA BY OWNER'S SECURITY VENDOR
20. BACKLASH AND NEW PLASTER COAT OVER EXISTING EXPOSED CONCRETE WALL
21. CLEAR SEAL AND PAINT DAMAGED EXISTING WALL
22. (2) FLOOR AND WALL MOUNTED SIGN TO REPAIR
23. REMOVE EXISTING STONEWORK SYSTEM OVER AREA AND PROVIDE NEW STONEWORK SYSTEM AND GLASS HORIZONTAL WALL MOUNTED TO MATCH EXISTING GLASS TO BE REPAIRED SAFETY GLASS, CO. OR TO MATCH EXISTING
24. ACCESSIBLE ENTRANCE INVOICE, SEE DETAIL 101.1.1
25. NEW SIGN, COUNTER AND CABINETWORK

LEGEND



Stanford
HEALTH CARE
STANFORD MEDICINE

3700 HAVEN COURT
MENLO PARK, CA 94025
TEL: (650) 495-5010

100 Pine Street
San Francisco, CA 94111
Tel: 415.771.5800
Fax: 415.771.5218
www.rmm.com

REVISIONS

NO.	Description	Date
1	ISSUE FOR PERMITTING	08.11.16
2	ISSUE FOR PERMITTING	08.11.16
3	ISSUE FOR PERMITTING	08.11.16
4	ISSUE FOR PERMITTING	08.11.16
5	ISSUE FOR PERMITTING	08.11.16
6	ISSUE FOR PERMITTING	08.11.16

KEY PLAN

PROJECT # 1507600

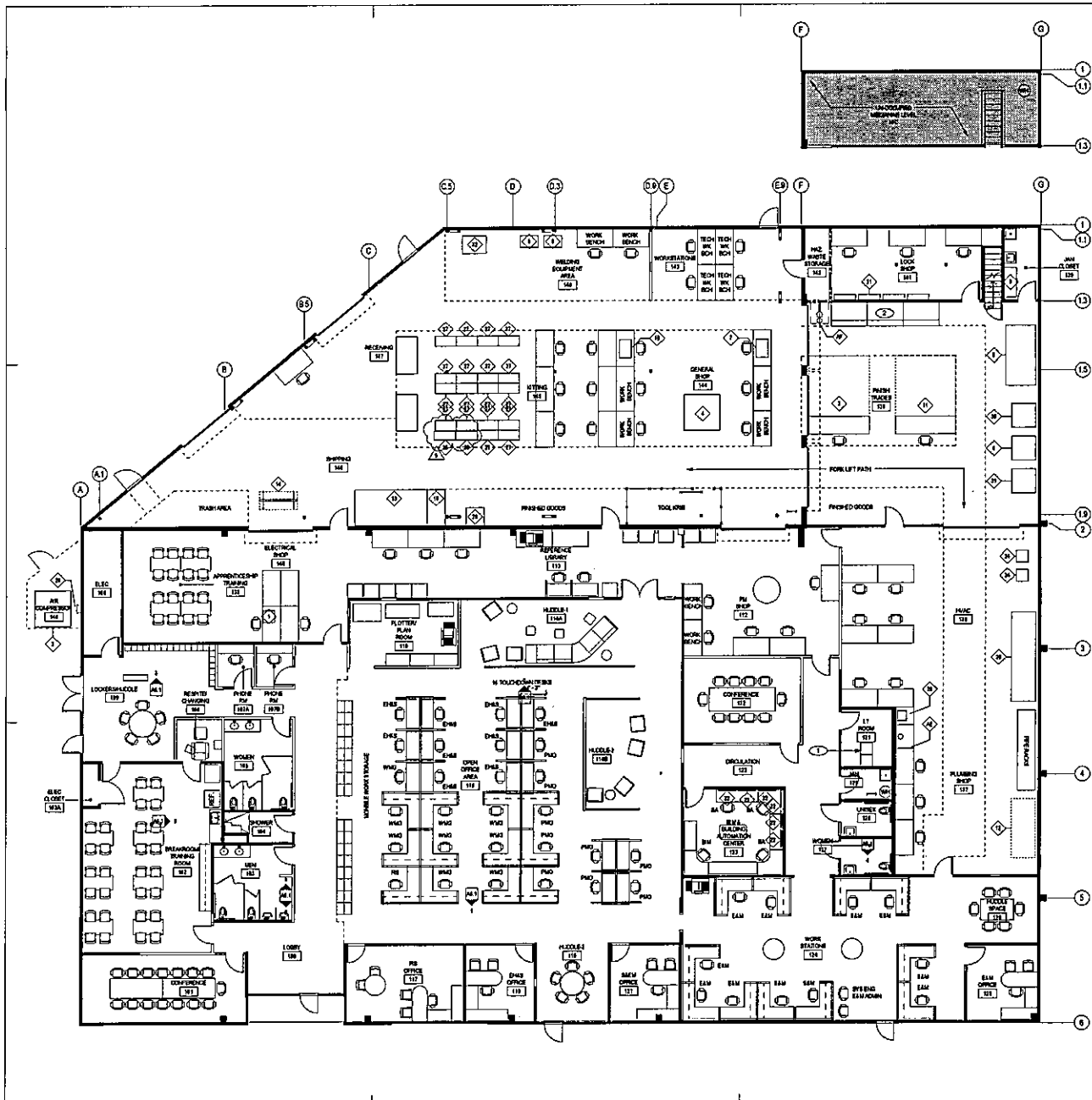
JOB TITLE
3700 HAVEN COURT
INTERIOR IMPROVEMENTS

SHEET TITLE
CONSTRUCTION PLAN

SCALE
1/8" = 1'-0"

DATE
08.11.16

SHEET
A2.1



EQUIPMENT SCHEDULE - SHOPS				
EQUIP ID	DESCRIPTION	LENGTH	WIDTH	COUNT
1	LOW VOLTAGE TESTER	2'-0"	2'-0"	1
2	AIR COMPRESSOR	6'-0"	6'-0"	1
3	LATHE	12'-0"	12'-0"	1
4	DRILL PRESS	6'-0"	6'-0"	1
5	WELDER	3'-0"	2'-0"	2
6	GRINDER	4'-0"	4'-0"	1
7	MOTOR BENCH TESTER	2'-0"	3'-0"	1
8	COMPOUND MITRE SAW	10'-0"	5'-0"	1
9	CENTRAL VACUUM SYSTEM	5'-0"	2'-0"	1
10	CUT OFF SAW	9'-0"	2'-0"	1
11	TABLE SAW	10'-0"	10'-0"	1
12	PIPE THREADER	10'-0"	4'-0"	1
13	FORK TRUCK PARKING STATION	12'-0"	8'-0"	1
14	MOVABLE HOIST	8'-4"	3'-0"	1
15	BATTERY STATION FOR FORK TRUCK	3'-0"	6'-0"	1
21	CABINETS FOR KEYS	3'-7"	0'-11"	1
22	BUILDING AUTOMATION IT EQUIPMENT	3'-0"	0'-11"	6
24	MOTORIZED SNAKES	2'-0"	2'-0"	2
25	MOP SINK	3'-0"	3'-0"	1
26	DUCT BILLS AND CRAMS	15'-0"	4'-0"	1
27	KANBAN STORAGE	5'-6"	1'-8"	18
28	VENDING MACHINE DISPENSER FOR KEYS & TOOLS (TRANKA BOX)	3'-0"	3'-0"	1
29	COMPRESSED AIR DRYER	1'-4"	0'-6"	1
30	END PLANNER	4'-0"	4'-0"	1
31	BENCH SANDER	4'-0"	4'-0"	1
32	SAND BLASTER & FILER	4'-0"	3'-0"	1
33	CHEMICAL STORAGE LOCKER	3'-7"	1'-8"	2
AS	EYE WASH	6'-0"	3'-0"	1
AP	SAFETY SHOWER / EYE WASH	6'-0"	3'-0"	1

REVISIONS		
NO.	Description	Date
1	REVISIONS	02/11/18
2	REVISIONS	02/11/18
3	REVISIONS	02/11/18
4	REVISIONS	02/11/18
5	REVISIONS	02/11/18

KEYNOTES	
1	EXIT RAMP
2	MATERIAL STORAGE

LEGEND	
	NEW TENANT IMPROVEMENT CONSTRUCTION (SEE SHEET A-1)
	EXISTING CONSTRUCTION TO REMAIN
	SHIFT OR OPEN TO BELOW
	CONSTRUCTION ABOVE
	CONSTRUCTION BELOW
	SHOP EQUIPMENT TAG
	PIPE EXTENDER AND CABINET
	ADJUSTER
	NO
	CONTRACTOR PLANNED
	CONTRACTOR NOT PLANNED
	OWNER PLANNED
	OWNER NOT PLANNED

Stanford HEALTH CARE
STANFORD MEDICINE

3700 HAVEN COURT
MENLO PARK, CA 94025
TEL: (650) 498-6010

160 Pine Street
San Francisco, CA 94111
TEL: 415.781.8888
FAX: 415.785.3216
www.nmhc.com

KEY PLAN

PROJECT # 15070.00

JOB TITLE
3700 HAVEN COURT
INTERIOR IMPROVEMENTS

SHEET TITLE
EQUIPMENT & FURNITURE PLAN

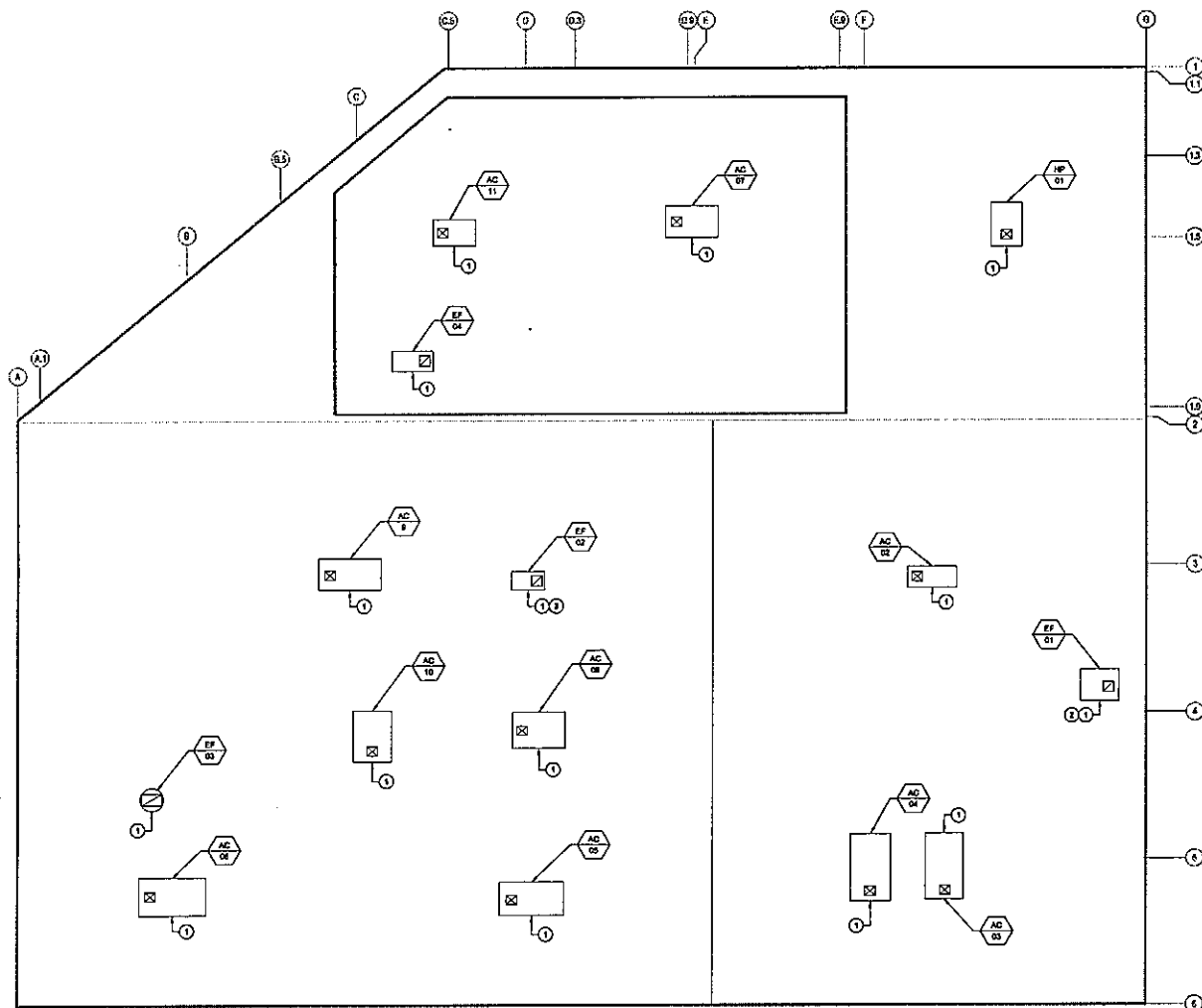
SCALE
1/8" = 1'-0"

DATE
02/11/18

SHEET
A2.7



L:\proj\0071\0071.dwg
 Drawing File: 04/07/2011 10:02:00
 User: daniel.ehrlich
 Date: 04/07/2011 10:02:00



SHEET NOTES:

1. EXISTING EQUIPMENT, CAPACITIES FOR EQUIPMENT ARE NOT KNOWN. CONTRACTOR WILL BE REQUIRED TO CONDUCT TESTING TO CONFIRM THAT EQUIPMENT IS CAPABLE OF MEETING HEATING, COOLING, AND AIR FLOW REQUIREMENTS AS SHOWN ON THE SCHEDULES.
2. EF-01 WAS NOT OPERATIONAL DURING THE SITE VISIT. THIS FAN IS TO BE RE-USED AS PART OF THE NEW DESIGN FOR THE SPACE AND IT WILL NEED TO BE REPAIRED AS NECESSARY.
3. EF-02 IS CURRENTLY NOT USED.

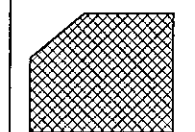
Stanford
HEALTH CARE
 STANFORD MEDICINE

3700 HAVEN COURT
 MENLO PARK, CA 94025
 TEL: (650) 498-6010

1716 Third Street, Suite #101
 Berkeley, CA 94611
 Tel: 916.446.1400
 Fax: 916.446.1410
 www.rfm.com

GUTTMANN & BLAYNEY
 CONSULTING ENGINEERS
 2221 Powell Street
 San Francisco, CA 94133-1448
 415.353.4000 F 415.353.4001
 gbl@guttmann.com

REVISIONS	Description	Date
1	WPA DESIGN SUBMITTAL	03/17/11
2	WPA DESIGN SUBMITTAL	03/17/11
3	FINAL SUBMITTAL	03/17/11



← PLAN

PROJECT # 15070.00

JOB TITLE
 3700 HAVEN COURT
 INTERIOR IMPROVEMENTS

SHEET TITLE
 ROOF PLAN - HVAC

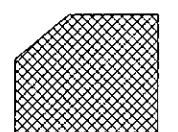
SCALE
 1/8"=1'-0"

DATE
 04/07/11

S-11
M2.02

REVISIONS

NO.	DESCRIPTION	DATE
-----	-------------	------



KEY PLAN

PROJECT / 150700

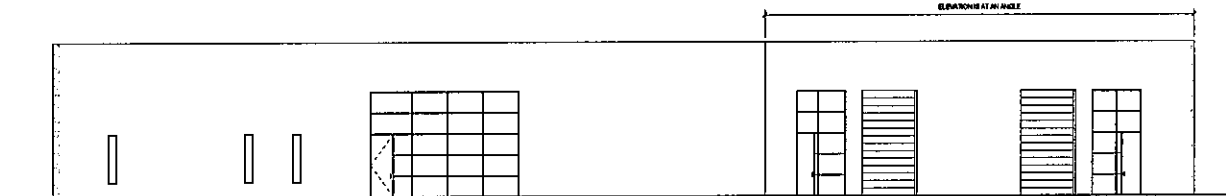
JOB TITLE
3700 HAVEN COURT
INTERIOR IMPROVEMENTS

SHEET TITLE
EXTERIOR ELEVATIONS

SCALE
1/8" = 1'-0"

DATE
03.11.18

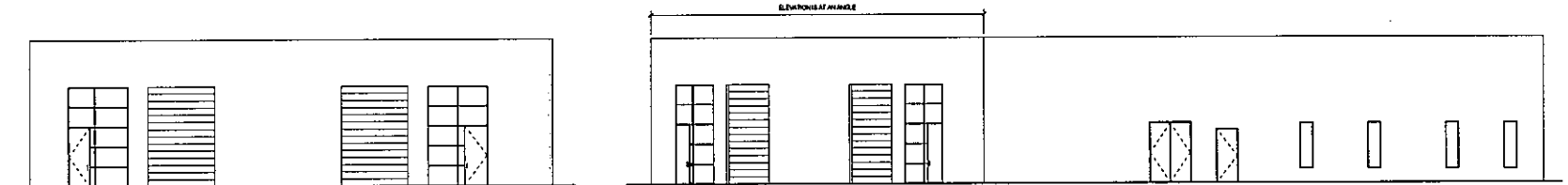
SHEET
A3.1



EXISTING - NORTH EAST ELEVATION

VF = EF

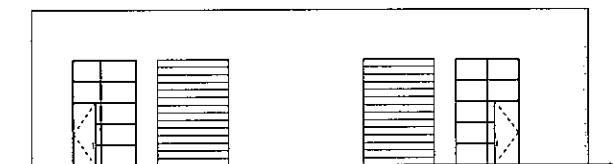
1



EXISTING - NORTH WEST ELEVATION

VF = EF

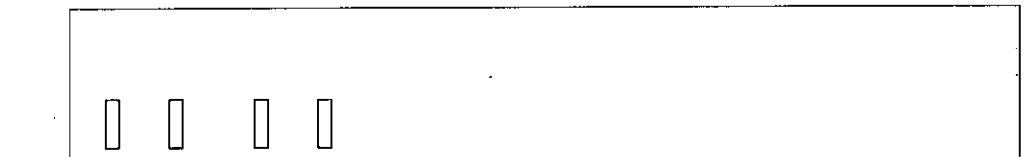
3



EXISTING - NORTH ELEVATION

VF = EF

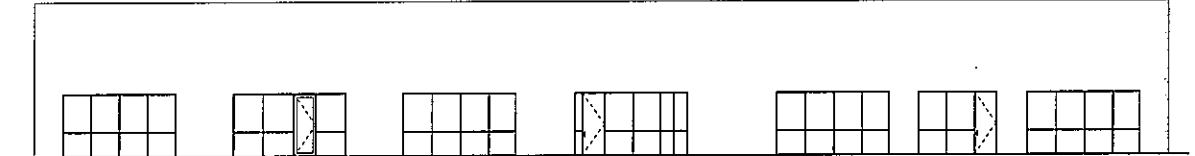
10



EXISTING - SOUTH EAST ELEVATION

VF = EF

4



EXISTING - SOUTH WEST ELEVATION

VF = EF

5



**COMMUNITY DEVELOPMENT DEPARTMENT
RECEIVED
PLANNING DIVISION**

MAR 09 2016

**CITY OF MENLO PARK
BUILDING**

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.)

Flammables Class 1A, 1B, and 1C, Combustibles Class 3B, Oxidizing Gases, Flammable Gases, Corrosives, and Irritants.

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).

Hazardous materials are primarily oils, greases, paints, and cleaning chemicals. These products will be stored in flammables storage cabinets and will remain in their original manufacturer containers. There will be one cylinder each of oxygen, acetylene, and carbon dioxide for welding operations. When not in use, the compressed gas cylinders will be secured in place with non-combustible restraints.

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.

The largest container of chemical waste will not be larger than one gallon. Hazardous waste will be accumulated in a designated hazardous waste storage area. All waste containers will be stored with secondary containment. A spill response kit will be available in the storage room.

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

Hazardous wastes will be removed by a licensed hazardous waste hauler.

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.

Items a through e are addressed in IIPP and hazard communication training provided through HealthStream (learning management system). Refresher training is performed annually.

Item f does not apply for this project.

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

All training records are maintained through HealthStream.

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 a chemical release, employees, if trained, may initiate cleanup procedures. If not trained, employees are directed to initiate 9-911. At any time if the release poses immediate danger to employee safety or to the building, employees are directed to call 9-911. Any releases to the environment, employees will call EHS.

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.

Regarding liquids, employees will dispose of any leaking containers immediately by placing it into the hazardous materials storage area for pickup by the waste hauler. For compressed gases, employees are training in closing off the valve in the event of an accidental release. If the cylinder continues to leak, employees are directed to evacuate the area, contact the gas vendor, and contact EHS.

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

Stanford Hospital located at 300 Pasteur Drive, Palo Alto.

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

Building Occupancy Classification Inventory Form

For Use by Unidocs Member Agencies or where approved by your Local Jurisdiction

MAR 11 2016

CITY OF MENLO PARK

Date: 2/19/16

Plan Check No.: _____ Proposed Occupancy Classification: F-1 Signature of Preparer: _____
 Control Area No.: 1 Is this area protected by an automatic sprinkler system? ☒ Yes; ☐ No. How Many Floors Does This Building Have? 1

1. Room No.	2. Chemical Name & Concentration (Not Trade Name)	3. CFC Class*		4. Quantity in Storage	5. Quantity in Use*		6. Stored in Approved Cabinet
		Physical	Health		Open System	Closed System	
Kitting (145)	Miscellaneous spray paints (acetone 25%, propane 25%, n-butyl acetate 25%, xylene 10%)	FL1A	OHH	5 <input checked="" type="checkbox"/> gal. <input type="checkbox"/> lbs. <input type="checkbox"/> ft. ³	<input type="checkbox"/> gal. <input type="checkbox"/> lbs. <input type="checkbox"/> ft. ³	<input type="checkbox"/> gal. <input type="checkbox"/> lbs. <input type="checkbox"/> ft. ³	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Kitting (145)	Eco-seal 44-52 (hexane 25%, toluene 25%, cyclohexane 5%)	FL1A		1 <input checked="" type="checkbox"/> gal. <input type="checkbox"/> lbs. <input type="checkbox"/> ft. ³	<input type="checkbox"/> gal. <input type="checkbox"/> lbs. <input type="checkbox"/> ft. ³	<input type="checkbox"/> gal. <input type="checkbox"/> lbs. <input type="checkbox"/> ft. ³	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Kitting (145)	Loosen-up (propane 10%, 1,8-p-menthadiene 1.5%)	FL1A	SEN	1 <input checked="" type="checkbox"/> gal. <input type="checkbox"/> lbs. <input type="checkbox"/> ft. ³	<input type="checkbox"/> gal. <input type="checkbox"/> lbs. <input type="checkbox"/> ft. ³	<input type="checkbox"/> gal. <input type="checkbox"/> lbs. <input type="checkbox"/> ft. ³	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Kitting (145)	Protect-A moisture insulator (acetone 20%, aliphatic hydrocarbons 45%, aromatic hydrocarbons 20%, xylene 55)	FL1A	CAR	1 <input checked="" type="checkbox"/> gal. <input type="checkbox"/> lbs. <input type="checkbox"/> ft. ³	<input type="checkbox"/> gal. <input type="checkbox"/> lbs. <input type="checkbox"/> ft. ³	<input type="checkbox"/> gal. <input type="checkbox"/> lbs. <input type="checkbox"/> ft. ³	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Kitting (145)	Megaphene Plus (ethanol)	FL1A		3 <input checked="" type="checkbox"/> gal. <input type="checkbox"/> lbs. <input type="checkbox"/> ft. ³	<input type="checkbox"/> gal. <input type="checkbox"/> lbs. <input type="checkbox"/> ft. ³	<input type="checkbox"/> gal. <input type="checkbox"/> lbs. <input type="checkbox"/> ft. ³	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Kitting (145)	Convert-A (acetone 60%, propane/butane 40%)	FL1B	IRR	1 <input checked="" type="checkbox"/> gal. <input type="checkbox"/> lbs. <input type="checkbox"/> ft. ³	<input type="checkbox"/> gal. <input type="checkbox"/> lbs. <input type="checkbox"/> ft. ³	<input type="checkbox"/> gal. <input type="checkbox"/> lbs. <input type="checkbox"/> ft. ³	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Kitting (145)	Super Sani-cloth disposable wipes (isopropanol 60%)	FL1C	IRR	1 <input checked="" type="checkbox"/> gal. <input type="checkbox"/> lbs. <input type="checkbox"/> ft. ³	<input type="checkbox"/> gal. <input type="checkbox"/> lbs. <input type="checkbox"/> ft. ³	<input type="checkbox"/> gal. <input type="checkbox"/> lbs. <input type="checkbox"/> ft. ³	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Kitting (145)	Miscellaneous cutting oils (petroleum distillates 80%)	CL3B		1 <input checked="" type="checkbox"/> gal. <input type="checkbox"/> lbs. <input type="checkbox"/> ft. ³	<input type="checkbox"/> gal. <input type="checkbox"/> lbs. <input type="checkbox"/> ft. ³	<input type="checkbox"/> gal. <input type="checkbox"/> lbs. <input type="checkbox"/> ft. ³	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Kitting (145)	Concrete bonding adhesive (methylene chloride 60%, toluene 10%, methyl ethyl ketone 3%)		IRR	1 <input checked="" type="checkbox"/> gal. <input type="checkbox"/> lbs. <input type="checkbox"/> ft. ³	<input type="checkbox"/> gal. <input type="checkbox"/> lbs. <input type="checkbox"/> ft. ³	<input type="checkbox"/> gal. <input type="checkbox"/> lbs. <input type="checkbox"/> ft. ³	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Kitting (145)	Sealers Choice Gold (ethylene glycol monobutyl ether 10%)		IRR	1 <input checked="" type="checkbox"/> gal. <input type="checkbox"/> lbs. <input type="checkbox"/> ft. ³	<input type="checkbox"/> gal. <input type="checkbox"/> lbs. <input type="checkbox"/> ft. ³	<input type="checkbox"/> gal. <input type="checkbox"/> lbs. <input type="checkbox"/> ft. ³	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Kitting (145)	Exit-Q (sodium hydroxide 45%, potassium hydroxide 5%)		COR	6 <input checked="" type="checkbox"/> gal. <input type="checkbox"/> lbs. <input type="checkbox"/> ft. ³	<input type="checkbox"/> gal. <input type="checkbox"/> lbs. <input type="checkbox"/> ft. ³	<input type="checkbox"/> gal. <input type="checkbox"/> lbs. <input type="checkbox"/> ft. ³	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Welding (146)	Oxygen	OG		200 <input checked="" type="checkbox"/> gal. <input type="checkbox"/> lbs. <input checked="" type="checkbox"/> ft. ³	<input type="checkbox"/> gal. <input type="checkbox"/> lbs. <input type="checkbox"/> ft. ³	<input type="checkbox"/> gal. <input type="checkbox"/> lbs. <input type="checkbox"/> ft. ³	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Welding (146)	Acetylene	FG		200	<input checked="" type="checkbox"/> gal. <input type="checkbox"/> lbs. <input type="checkbox"/> ft. ³	<input type="checkbox"/> gal. <input type="checkbox"/> lbs. <input type="checkbox"/> ft. ³	<input type="checkbox"/> gal. <input type="checkbox"/> lbs. <input type="checkbox"/> ft. ³	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Welding (146)	Carbon dioxide		OHH	200	<input checked="" type="checkbox"/> gal. <input type="checkbox"/> lbs. <input type="checkbox"/> ft. ³	<input type="checkbox"/> gal. <input type="checkbox"/> lbs. <input type="checkbox"/> ft. ³	<input type="checkbox"/> gal. <input type="checkbox"/> lbs. <input type="checkbox"/> ft. ³	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Aggregate	Totals							
		FL1A		11	<input type="checkbox"/> gal. <input type="checkbox"/> lbs. <input type="checkbox"/> ft. ³	<input type="checkbox"/> gal. <input type="checkbox"/> lbs. <input type="checkbox"/> ft. ³	<input type="checkbox"/> gal. <input type="checkbox"/> lbs. <input type="checkbox"/> ft. ³	
		FL1B		1	<input checked="" type="checkbox"/> gal. <input type="checkbox"/> lbs. <input type="checkbox"/> ft. ³	<input type="checkbox"/> gal. <input type="checkbox"/> lbs. <input type="checkbox"/> ft. ³	<input type="checkbox"/> gal. <input type="checkbox"/> lbs. <input type="checkbox"/> ft. ³	
		FL1C		1	<input checked="" type="checkbox"/> gal. <input type="checkbox"/> lbs. <input type="checkbox"/> ft. ³	<input type="checkbox"/> gal. <input type="checkbox"/> lbs. <input type="checkbox"/> ft. ³	<input type="checkbox"/> gal. <input type="checkbox"/> lbs. <input type="checkbox"/> ft. ³	
		CL3B		1	<input checked="" type="checkbox"/> gal. <input type="checkbox"/> lbs. <input type="checkbox"/> ft. ³	<input type="checkbox"/> gal. <input type="checkbox"/> lbs. <input type="checkbox"/> ft. ³	<input type="checkbox"/> gal. <input type="checkbox"/> lbs. <input type="checkbox"/> ft. ³	
		OG		200	<input type="checkbox"/> gal. <input type="checkbox"/> lbs. <input checked="" type="checkbox"/> ft. ³	<input type="checkbox"/> gal. <input type="checkbox"/> lbs. <input type="checkbox"/> ft. ³	<input type="checkbox"/> gal. <input type="checkbox"/> lbs. <input type="checkbox"/> ft. ³	
		FG		200	<input type="checkbox"/> gal. <input type="checkbox"/> lbs. <input checked="" type="checkbox"/> ft. ³	<input type="checkbox"/> gal. <input type="checkbox"/> lbs. <input type="checkbox"/> ft. ³	<input type="checkbox"/> gal. <input type="checkbox"/> lbs. <input type="checkbox"/> ft. ³	
			CAR	1	<input checked="" type="checkbox"/> gal. <input type="checkbox"/> lbs. <input type="checkbox"/> ft. ³	<input type="checkbox"/> gal. <input type="checkbox"/> lbs. <input type="checkbox"/> ft. ³	<input type="checkbox"/> gal. <input type="checkbox"/> lbs. <input type="checkbox"/> ft. ³	
			COR	6	<input checked="" type="checkbox"/> gal. <input type="checkbox"/> lbs. <input type="checkbox"/> ft. ³	<input type="checkbox"/> gal. <input type="checkbox"/> lbs. <input type="checkbox"/> ft. ³	<input type="checkbox"/> gal. <input type="checkbox"/> lbs. <input type="checkbox"/> ft. ³	
			IRR	4	<input checked="" type="checkbox"/> gal. <input type="checkbox"/> lbs. <input type="checkbox"/> ft. ³	<input type="checkbox"/> gal. <input type="checkbox"/> lbs. <input type="checkbox"/> ft. ³	<input type="checkbox"/> gal. <input type="checkbox"/> lbs. <input type="checkbox"/> ft. ³	
			SEN	1	<input checked="" type="checkbox"/> gal. <input type="checkbox"/> lbs. <input type="checkbox"/> ft. ³	<input type="checkbox"/> gal. <input type="checkbox"/> lbs. <input type="checkbox"/> ft. ³	<input type="checkbox"/> gal. <input type="checkbox"/> lbs. <input type="checkbox"/> ft. ³	
			OHH	5	<input checked="" type="checkbox"/> gal. <input type="checkbox"/> lbs. <input type="checkbox"/> ft. ³	<input type="checkbox"/> gal. <input type="checkbox"/> lbs. <input type="checkbox"/> ft. ³	<input type="checkbox"/> gal. <input type="checkbox"/> lbs. <input type="checkbox"/> ft. ³	
			OHH	200	<input type="checkbox"/> gal. <input type="checkbox"/> lbs. <input checked="" type="checkbox"/> ft. ³	<input type="checkbox"/> gal. <input type="checkbox"/> lbs. <input type="checkbox"/> ft. ³	<input type="checkbox"/> gal. <input type="checkbox"/> lbs. <input type="checkbox"/> ft. ³	

* Please see the instructions on the reverse side of this page for a list of CFC hazard classes and definitions of Open System use and Closed System use.

**DEVELOPMENT SERVICES
PLANNING DIVISION**

Contact: Tom Smith 650-330- 6730 or
tasmith@menlopark.org
701 Laurel Street
Menlo Park, CA 94025
PHONE (650) 330-6702
FAX (650) 327-1653

AGENCY REFERRAL FORM
RETURN DUE DATE: Wednesday, April 20, 2016

DATE: April 6, 2016

TO: CITY OF MENLO PARK BUILDING DIVISION
701 Laurel Street
Menlo Park, CA 94025
(650) 330-6704

Applicant	Stanford Health Care
Applicant's Address	301 Ravenswood Avenue, Menlo Park, CA 94025
Telephone/FAX	Tel: 650-454-0628
Contact Person	Abdul Acheckzai
Business Name	Stanford Health Care
Type of Business	This building will serve as office and workshop space for Stanford Health Care's Engineering & Maintenance Operations' staff as well as for administrative support of the Facilities Infrastructure & Safety Departments. Activity at this location will include the repair of equipment/material, storage and access of tools/equipment, and general office use.
Project Address	3700 Haven Court, Menlo Park, CA 94025
FOR OFFICE USE ONLY	
<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:	
Signature/Date Ron LaFrance 4/21/16	Name/Title (printed) Ron LaFrance, Building Official
Comments:	



**DEVELOPMENT SERVICES
PLANNING DIVISION**

**Contact: Tom Smith 650-330- 6730 or
tasmith@menlopark.org**
701 Laurel Street
Menlo Park, CA 94025
PHONE (650) 330-6702
FAX (650) 327-1653

**AGENCY REFERRAL FORM
RETURN DUE DATE: Wednesday, April 20, 2016**

DATE: April 6, 2016

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

Applicant	Stanford Health Care
Applicant's Address	301 Ravenswood Avenue, Menlo Park, CA 94025
Telephone/FAX	Tel: 650-454-0628
Contact Person	Abdul Acheckzai
Business Name	Stanford Health Care
Type of Business	This building will serve as office and workshop space for Stanford Health Care's Engineering & Maintenance Operations' staff as well as for administrative support of the Facilities Infrastructure & Safety Departments. Activity at this location will include the repair of equipment/material, storage and access of tools/equipment, and general office use.
Project Address	3700 Haven Court Menlo Park, CA 94025

FOR OFFICE USE ONLY

- ☐ The hazardous materials listed are not of sufficient quantity to require approval by this agency.
- ☐ 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.
- ☒ 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:

Signature/Date 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: 2016.04.14 10:31:03 -0700</small>	Name/Title (printed)
--	--	-----------------------------

Comments: Ensure to contact County Environmental Health inspector and submit electronic HMBP




**DEVELOPMENT SERVICES
PLANNING DIVISION**

**Contact: Tom Smith 650-330- 6730 or
tasmith@menlopark.org**
701 Laurel Street
Menlo Park, CA 94025
PHONE (650) 330-6702
FAX (650) 327-1653

**AGENCY REFERRAL FORM
RETURN DUE DATE: Wednesday, April 20, 2016**

DATE: April 6, 2016

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

Applicant	Stanford Health Care
Applicant's Address	301 Ravenswood Avenue, Menlo Park, CA 94025
Telephone/FAX	Tel: 650-454-0628
Contact Person	Abdul Acheckzai
Business Name	Stanford Health Care
Type of Business	
Project Address	3700 Haven Court Menlo Park, CA 94025
FOR OFFICE USE ONLY	
<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:	
Signature/Date  4-7-16	Name/Title (printed) Gordon Simpkins Contract Fire Inspector
Comments: NO EXTRAORDINARY HAZARDS PROPOSED	

APPLICANT WILL BE SUBJECT TO INSPECTION
AND PERMIT REQUIREMENTS DURING INITIAL
OCCUPANCY AND ANNUALLY THEREAFTER.



DEVELOPMENT SERVICES PLANNING DIVISION

701 Laurel Street
Menlo Park, CA 94025
PHONE (650) 858-3400
FAX (650) 327-5497

AGENCY REFERRAL FORM

DATE: May 12th, 2016

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

Applicant	Stanford Health Care
Applicant's Address	301 Ravenswood Avenue, Menlo Park, CA 94025
Telephone/FAX	Tel: 650-454-0628
Contact Person	Abdul Acheckzai
Business Name	Stanford Health Care
Type of Business	This building will serve as office and workshop space for Stanford Health Care's Engineering & Maintenance Operations' staff as well as for administrative support of the Facilities Infrastructure & Safety Departments. Activity at this location will include the repair of equipment/material, storage and access of tools/equipment, and general office use.
Project Address	3700 Haven Court Menlo Park, CA 94025

FOR OFFICE USE ONLY

- ☐ The hazardous materials listed are not of sufficient quantity to require approval by this agency.
- ☒ 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.
- ☐ 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: Jed Beyer
Inspector

Signature/Date

Phil Scott 5-12-16

Name/Title (printed)

Phil Scott / District Manager

Comments: This facility will require a walkthrough inspection within the first month of occupancy. Please see that WBSD and SVCW are listed as Emergency Contacts in the event of an accidental spill/discharge to the sanitary sewer system.



STAFF REPORT

Planning Commission

Meeting Date:

5/23/2016

Staff Report Number:

16-038-PC

Public Hearing:

Use Permit/Tusker Medical, Inc./155 Jefferson Drive

Recommendation

Staff recommends that the Planning Commission approve a use permit to allow the use and storage of hazardous materials associated with the research, development and manufacturing of medical devices for ear, nose and throat patients, located in an existing building in the M-2 (General Industrial) zoning district, at 155 Jefferson Drive. All hazardous materials would be used and stored within the building. 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 parcel is located at 155 Jefferson Drive. The applicant, Tusker Medical would occupy the eastern half of the building. The western half of the building is currently vacant; however, the applicant has indicated that Capacitor Sciences has leased the space. According to the applicant, Capacitor Sciences develops high performance capacitors and systems, and is moving from Menlo Business Park. Capacitor Sciences is currently preparing an application for its own hazardous materials use permit.

Adjacent parcels to the north, south, east, and west, (using Jefferson Drive in an east to west orientation) are also located in the M-2 zoning district, and primarily contain warehouse, light manufacturing, and office uses. The closest residences are located across the Dumbarton Rail Corridor, approximately 1,200 feet away from the subject site. The Sequoia Union High School District is proposing a new high school at 150 Jefferson Drive, located to the southwest, across Jefferson Drive from the subject parcel. A location map is included in Attachment B.

Analysis

Project description

Tusker Medical is requesting a use permit to allow the use and storage of hazardous materials associated with the research, development and manufacturing of medical devices for ear, nose and throat patients.

Tusker acquired its primary program, a suite of pediatric-focused technologies designed to enable placement of tympanostomy tubes in an office environment, from Acclarent, a former Menlo Park company. Tusker currently employs six full-time employees and expects to grow to approximately 20 full-time employees within a year. The applicant has submitted a project description letter that discusses the proposal in more detail (Attachment C).

Hazardous materials

Proposed hazardous materials include combustible liquids, corrosives, flammable liquids, toxic substances, and highly toxic chemicals. The project plans (Attachment D) provide the locations of chemical use and storage, as well as hazardous waste storage. In addition, the plans identify the location of safety equipment, such as fire extinguishers, first aid kits, emergency eyewash/shower, and spill kits. All hazardous materials would be used and stored inside of the building.

The Hazardous Materials Information Form (HMIF) for the project is provided as Attachment E. The HMIF contains a description of how hazardous materials are stored and handled on-site, including the storage of hazardous materials within fire-rated storage cabinets, segregated by hazard class. The applicant indicates that the storage areas would be monitored by lab staff and weekly documented inspections would be performed. The largest waste container would be a five-gallon container, and all liquid wastes would be secondarily contained. Licensed waste haulers would be used to haul off hazardous waste. If Tusker qualifies as a Very Small Quantity Generator (VSQG), it may use the San Mateo County VSQG disposal program. The HMIF includes a discussion of the applicant's intended training plan, which encompasses the management of chemicals and waste, as well as how to respond in case of an emergency. The applicant indicates that the procedures for notifying emergency response personnel and outside agencies are kept in the site's emergency response plan. A complete list of the types of chemicals is included in Attachment F.

Staff has included recommended conditions of approval that would limit changes in the use of hazardous materials, require a new business to submit a chemical inventory to seek compliance if the existing use is discontinued, and address violations of other agencies in order to protect the health and safety of the public.

Staff believes that the proposed use and quantities of hazardous materials would be compatible and consistent with other uses in this area, and the proposed use permit would allow an existing business to grow in Menlo Park.

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 G.

Correspondence

Staff received a letter from the Sequoia Union High School District (Attachment H) regarding the project. Sequoia Union states that they do not oppose the proposal, but requests the addition of information in the HMIF into the conditions of approval, coordination regarding the applicant's emergency response plan, and public notice if there are changes to the types or quantities of hazardous materials used at the project site. Recommended condition of approval 3a requires the proposed project to be developed in substantial conformance with both the HMIF and the project plans. The HMIF was also updated by the applicant to include the Chief Facilities Officer of the Sequoia Union High School District as a contact during a hazardous materials emergency. Recommended condition of approval 3d requires the applicant to apply for a revision to the use permit 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 the use permit is granted. Staff believes these revisions and conditions address Sequoia Union's requests. For reference, Sequoia Union was aware that this area is used by research and development and industrial users of hazardous materials, prior to acquisition of the 150 Jefferson Drive site for school purposes.

Conclusion

Staff believes that the proposed use and quantities of hazardous materials would be compatible and consistent with other uses in this area. The HMIF includes a discussion of the applicant's training plan and protection measures in the event of an emergency. Relevant agencies have indicated their approval of the proposed hazardous materials uses on the property. Staff believes that all of the Sequoia Union requests are addressed by the applicant's revisions and by the recommended conditions of approval. The proposed use permit would allow an existing business to grow in Menlo Park. 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.

Attachments

- A. Recommend Actions
- B. Location Map

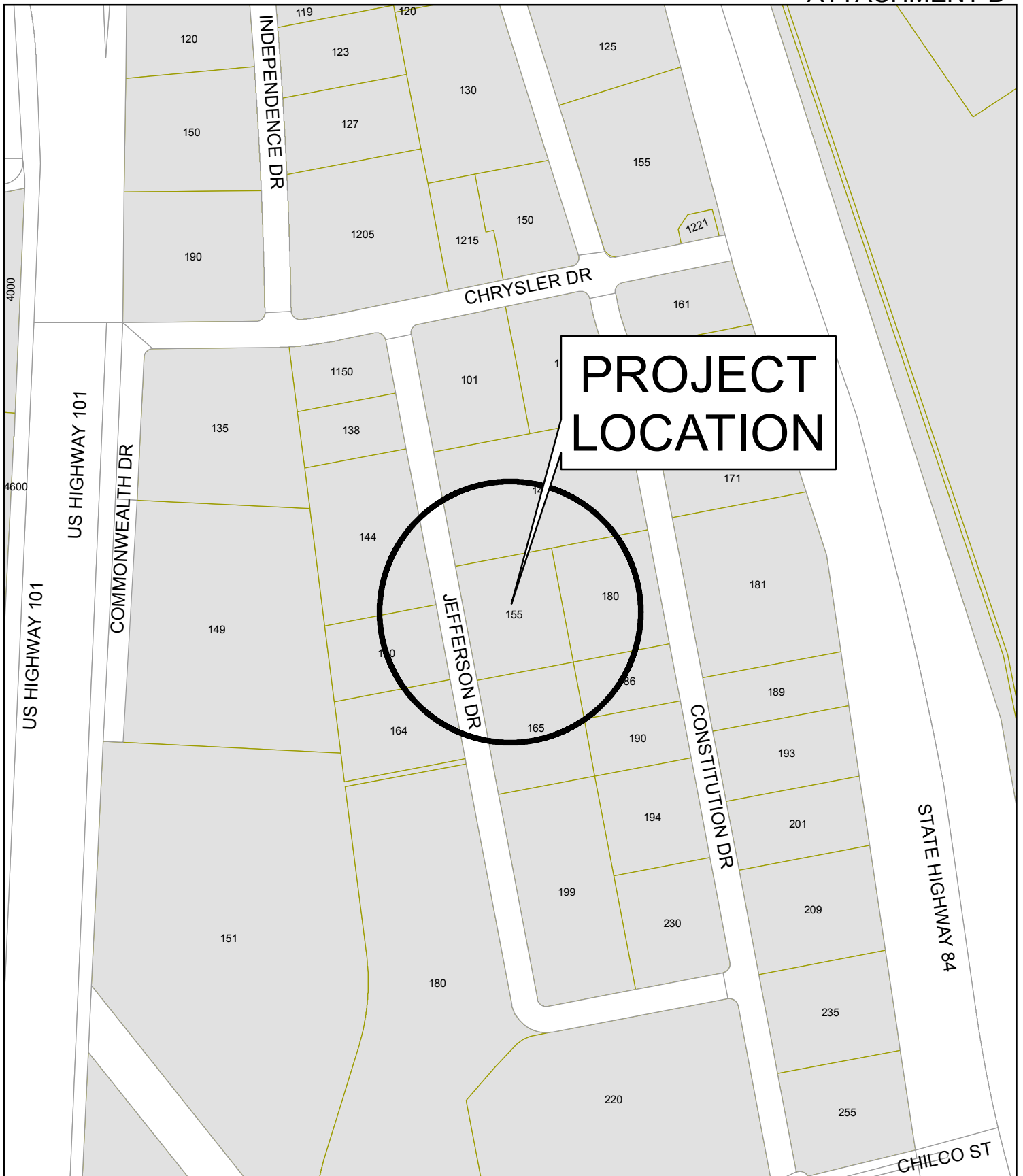
- C. Project Description Letter
- D. Project Plans
- E. Hazardous Materials Information Form (HMIF)
- F. Chemical Inventory
- G. Hazardous Materials Agency Referral Forms:
 - Menlo Park Fire Protection District
 - San Mateo County Environmental Health Department
 - West Bay Sanitary District
 - Menlo Park Building Division
- H. Correspondence

Report prepared by:
Corinna Sandmeier, Associate Planner

Report reviewed by:
Thomas Rogers, Principal Planner

155 Jefferson Drive – Attachment A: Recommended Actions

LOCATION: 155 Jefferson Drive	PROJECT NUMBER: PLN2016-00047	APPLICANT: Tusker Medical, Inc.	OWNER: Hamilton Investors, LLC
REQUEST: Request for a use permit for the use and storage of hazardous materials associated with the research, development and manufacturing of medical devices for ear, nose and throat patients, located in an existing building in the M-2 (General Industrial) zoning district. All hazardous materials would be used and stored within the building.			
DECISION ENTITY: Planning Commission	DATE: May 23, 2016	ACTION: TBD	
VOTE: TBD (Barnes, Combs, Goodhue, Kahle, Onken, Riggs, Strehl)			
ACTION: <ol style="list-style-type: none"> 1. Make a finding that the project is categorically exempt under Class 1 (Section 15301, "Existing Facilities") of the current CEQA Guidelines. 2. Make findings, as per Section 16.82.030 of the Zoning Ordinance pertaining to the granting of use permits, that the proposed use will not be detrimental to the health, safety, morals, comfort and general welfare of the persons residing or working in the neighborhood of such proposed use, and will not be detrimental to property and improvements in the neighborhood or the general welfare of the City. 3. Approve the use permit subject to the following standard conditions: <ol style="list-style-type: none"> a. Development of the project shall be substantially in conformance with the project plans provided by Green Environment, Inc., consisting of five plan sheets, dated received May 12, 2016, as well as the Hazardous Materials Information Form (HMIF), dated received May 18, 2016, approved by the Planning Commission on May 23, 2016 except as modified by the conditions contained herein, subject to review and approval of the Planning Division. b. Prior to building permit issuance, the applicant shall comply with all sanitary district, Menlo Park Fire Protection District, and utility companies regulations that are directly applicable to the project. c. Prior to building permit issuance, the applicant shall comply with all requirements of the Building Division, Engineering Division, and Transportation Division that are directly applicable to the project. d. If there is an increase in the quantity of hazardous materials on the project site, a change in the location of the storage of the hazardous materials, or the use of additional hazardous materials after this use permit is granted, the applicant shall apply for a revision to the use permit. e. Any citation or notification of violation by the Menlo Park Fire Protection District, San Mateo County Environmental Health Department, West Bay Sanitary District, Menlo Park Building Division or other agency having responsibility to assure public health and safety for the use of hazardous materials will be grounds for considering revocation of the use permit. f. If the business discontinues operations at the premises, the use permit for hazardous materials shall expire unless a new business submits a new hazardous materials business plan to the Planning Division for review by the applicable agencies to determine whether the new hazardous materials business plan is in substantial compliance with the use permit. 			

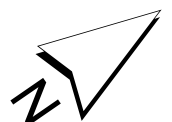


CITY OF MENLO PARK

LOCATION MAP

155 JEFFERSON DRIVE

DRAWN: TAS CHECKED: CDS DATE: 05/23/16 SCALE: 1" = 300' SHEET: 1



Business Summary
and
Discussion of Hazardous Materials Use
March 2016

Tusker Medical, Inc. (Tusker) is an innovator focused on developing and commercializing clinically proven solutions that improve quality of life for ear, nose and throat patients.

The company's initial focus is a first-of-its-kind system to enable placement of tympanostomy tubes in children in the physician's office under local anesthesia rather than in the OR under general anesthesia. Placement of tympanostomy tubes to treat otitis media is the most common surgery done on children in the US and changing the setting from the OR to the office will address concerns about general anesthesia in children, reduce the amount of parental time off from work, allow more scheduling flexibility for surgeons, and shift care into a lower cost setting.

Components of the system have received 510K clearance from the U.S. Food and Drug Administration (FDA) in March 2008, September 2008, April 2011, and May 2015 but the full system has not been submitted for clearance and is not commercially available.

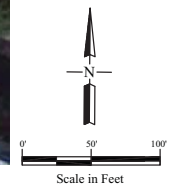
The company holds more than 9 issued U.S. patents and more than 70 pending applications worldwide.

The Menlo Park facility will serve as a R&D site for new products as well as production of Tusker devices. Some of the process steps for manufacture of the Tusker devices use chemicals. These materials are stored in the manufacturing area as well as other areas of the company in appropriate designated storage cabinets. Waste is generated as a result of the manufacturing and R&D activities. Hazardous waste is collected in appropriate containers and disposed of off-site by a licensed contractor. Alternatively, small quantities of hazardous waste may be disposed of through the San Mateo County Very Small Quantity Generator Program.

The development cycle for the Tusker products can range from 6 months to upwards of 2 years from concept to approval for commercialization. The company manufactures devices for evaluation, clinical studies and commercial sale.

Tusker currently employs 6 full time employees, and expects to grow to approximately 20 full time employees within a year.

At this time, Tusker does not anticipate needing an air emissions permit or industrial wastewater discharge permit for operations at the facility.



Distances are approximate per Google Earth 2015.

Legend:



Drawing Name:

SITE MAP WITH SCHOOL

Address:

Tusker Medical
155 Jefferson Drive
Menlo Park, California

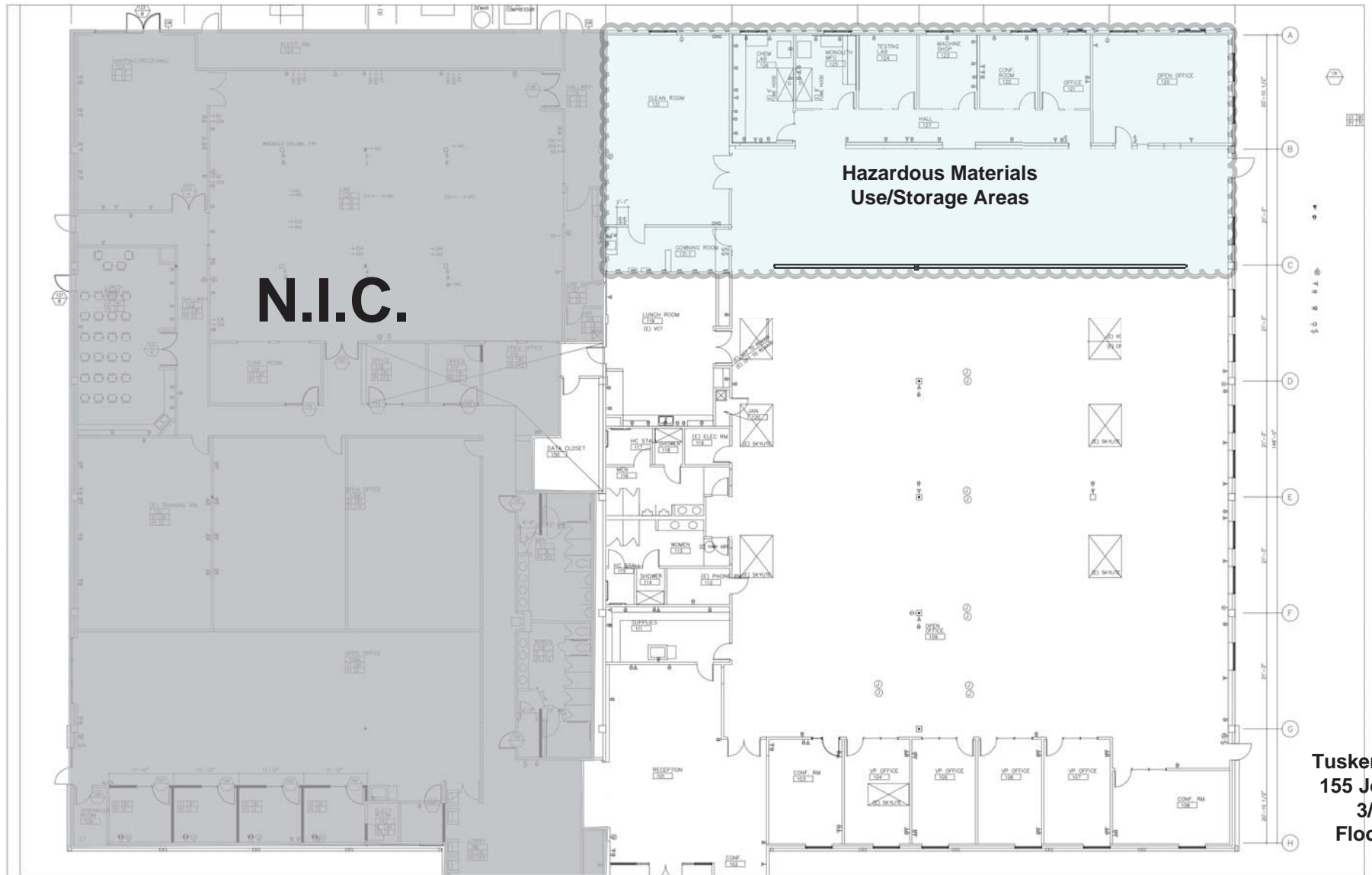
Drawn by: KA

Date: 04-25-2016

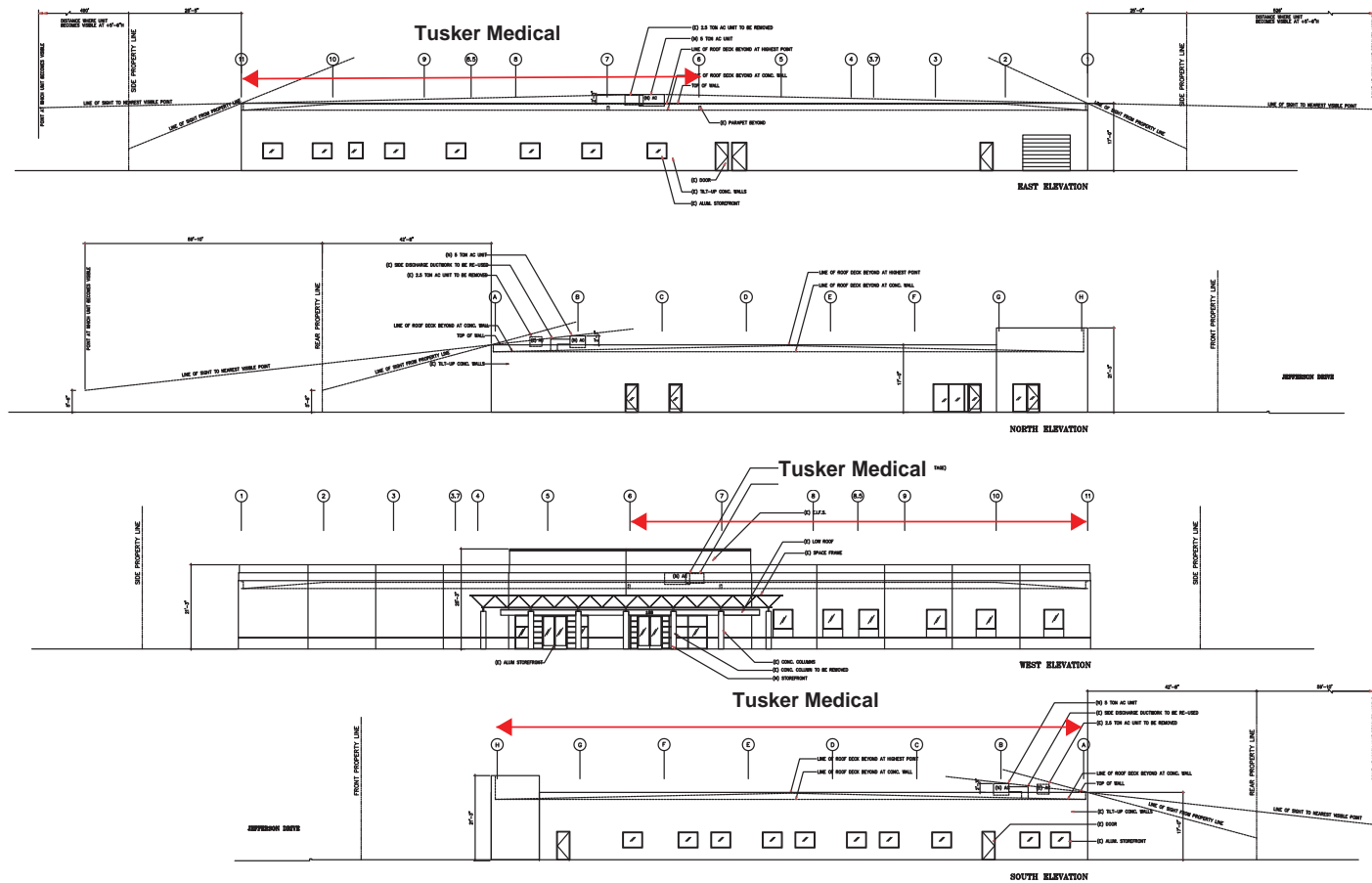
Scale:

Job # R161167

Figure # Figure 1



**Tusker Medical
155 Jefferson
3/9/16
Floor Plan**



GREG BUNTON
ARCHITECTURE
1 3 3 7 0
SKYLINE
BOULEVARD
WOODSIDE
CALIFORNIA
9 4 0 8 2
650.851.6834
FAX 650.851.6835
gbunton@gregbunton.com

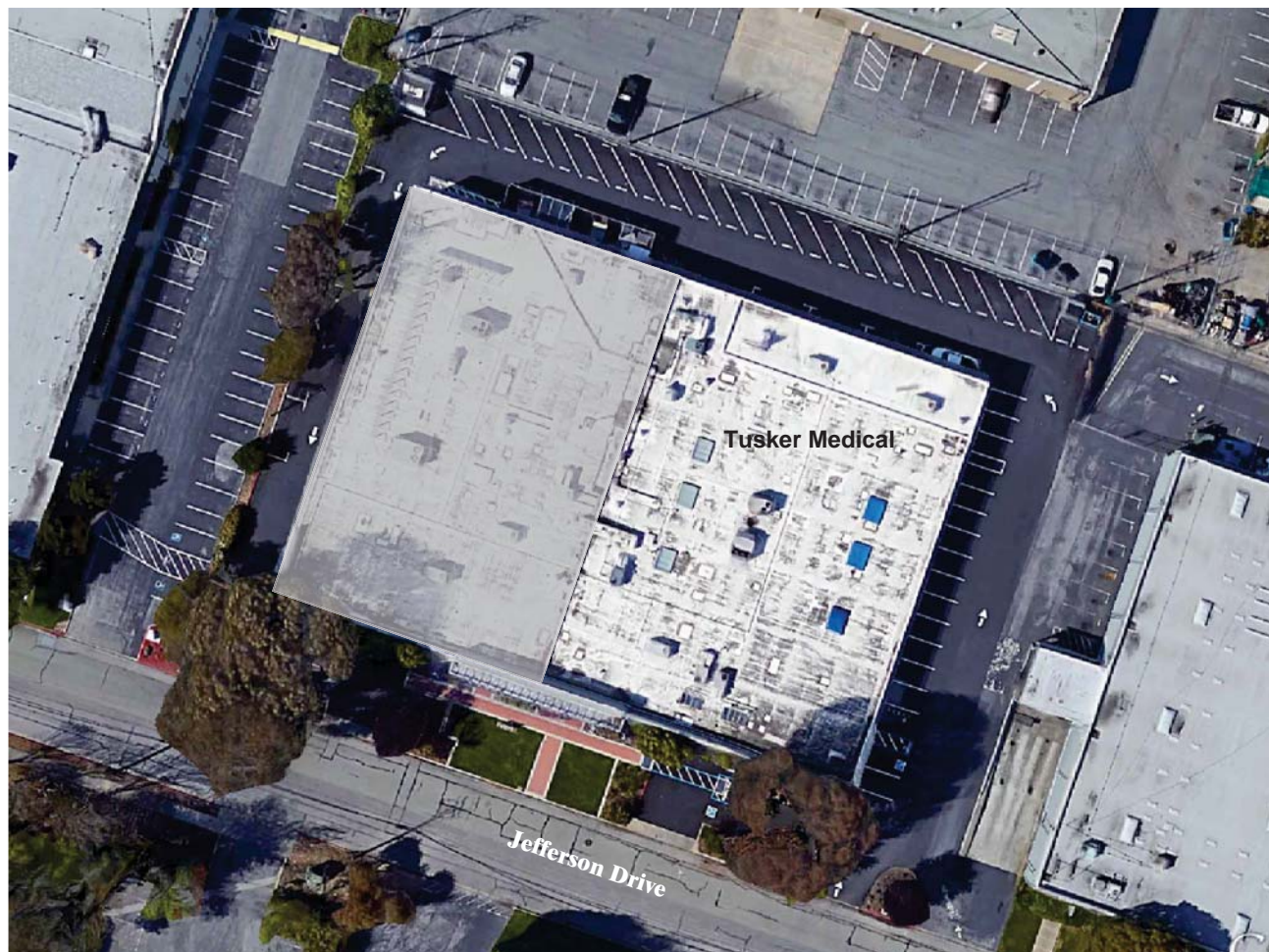


EXTERIOR ELEVATIONS

Tusker Medical
1337 Skyline Blvd
Woodside, CA 94061

Scale	3/32" = 1'-0"
Date	3/10/16
Revisions	
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	
21	
22	
23	
24	
25	
26	
27	
28	
29	
30	
31	
32	
33	
34	
35	
36	
37	
38	
39	
40	
41	
42	
43	
44	
45	
46	
47	
48	
49	
50	
51	
52	
53	
54	
55	
56	
57	
58	
59	
60	
61	
62	
63	
64	
65	
66	
67	
68	
69	
70	
71	
72	
73	
74	
75	
76	
77	
78	
79	
80	
81	
82	
83	
84	
85	
86	
87	
88	
89	
90	
91	
92	
93	
94	
95	
96	
97	
98	
99	
100	

A3.4
3/10/16



Legend:

FOR REFERENCE ONLY



Drawing Name:

ROOF PLAN

Address:

Tusker Medical, Inc.
155 Jefferson Drive
Menlo Park, California

Drawn by: KA

Date: 03-03-2016

Scale: Not To Scale

Job # R161167

Figure # Figure RP



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.)

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).

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.

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

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.

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

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.

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.

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

Chemical	Primary Hazard	Secondary Hazard	S,L,G	Initial Storage Qty	3 Year Projected Qty	Largest Container	Qty in Use
Loctite Adhesives	Comb II		L	1 lb	5 lb	0.5 lb	
Misc adhesives, epoxies, etc.	Comb II		L	5 gal	10 gal	1 gal	
WD-40	Comb II		L	1 gal	5 gal	1 gal	
Misc oils/cutting fluids	Comb II		L	3 gal	10 gal	1 gal	
Total Combustible II					26 gal		
Bleach	Corrosive		L	2 gal	20 gal	1 gal	5 gal
Virex 128 disinfectant	Corrosive		L	2 gal	20 gal	1 gal	5 gal
Sodium hydroxide	Corrosive	toxic, WR1	L	0.5 gal	2 gal	1 L	1 gal
Hydrochloric acid	Corrosive		L	1 gal	4 gal	1 L	1 gal
Waste corrosives	Corrosive		L	1 gal	5 gal	5 gal	5 gal
Total Corrosives					51 gal		
Acetone	Flam IB		L	1 gal	2 gal	4 L	1 gal
Alcohol	Flam IB		L	4 gal	8 gal	4 L	1 gal
Ethanol (Ethyl alcohol)	Flam IB		L	0	2 gal	1 L	1 gal
Ethyl acetate	Flam IB		L	1 gal	2 gal	100 ml	0.5 gal
Isopropyl Alcohol	Flam IB		L	9 gal	64 gal	4 L	10 gal
Glass cleaner	Flam IB		L	1 gal	10 gal	1 gal	5 gal
Tetrahydrofuran (Omnisolv)	Flam IB		L	1 gal	2 gal	4L	1 gal
Solvent wastes	Flam IB		L	1 gal	5 gal	5 gal	5 gal
Total Flammable IB					95 gal		
Dimethyl Sulfoxide	Comb IIIA		L	1 gal	2 gal	1L	1 gal
Total Combustible IIIA					2 gal		
Lidocaine	toxic		L	0.25 gal	0.5 gal	10 ml	< 1 gal
waste toxics	toxic			1 gal	2 gal	1 gal	< 1 gal
Total Toxics					2.5 gal		
Sodium azide	Highly toxic	UR3	L	0.25 gal	0.5 gal	1 L	0.25 gal
Total Highly Toxics					0.5 gal		


**DEVELOPMENT SERVICES
PLANNING DIVISION**

Contact: Corinna Sandmeier 650-330-6726 or
cdsandmeier@menlopark.org
 701 Laurel Street
 Menlo Park, CA 94025
 PHONE (650) 330-6702
 FAX (650) 327-1653

AGENCY REFERRAL FORM
RETURN DUE DATE: Thursday, April 21st, 2016

DATE: April 11, 2016


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

Applicant	Tusker Medical, Inc.
Applicant's Address	155 Jefferson Drive, Menlo Park, CA 94025
Telephone/FAX	Tel: 650-508-8018 (Ellen Ackerman, EHS Consultant)
Contact Person	Ellen Ackerman
Business Name	Tusker Medical, Inc.
Type of Business	Request for a use permit for the use and storage of hazardous materials associated with the research, development and manufacturing of medical devices for ear, nose and throat patients, located in an existing building in the M-2 (General Industrial) zoning district. All hazardous materials would be used and stored within the building.
Project Address	155 Jefferson Drive, Menlo Park, CA 94025

FOR OFFICE USE ONLY

- ☐ The hazardous materials listed are not of sufficient quantity to require approval by this agency.
- ☒ 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.
- ☐ 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:

Signature/Date  4-28-16	Name/Title (printed) Gordon SIMPSON CONTRACT FIRE INSPECTOR
Comments: PROJECT PROPOSED DOES NOT PRESENT ANY	

EXTRAORDINARY HAZARDS - APPLICANT WILL BE SUBJECT
 TO ANNUAL FIRE PERMIT AND INSPECTION REQUIREMENTS.



**DEVELOPMENT SERVICES
PLANNING DIVISION**

Contact: Corinna Sandmeier 650-330- 6726 or
cdsandmeier@menlopark.org
701 Laurel Street
Menlo Park, CA 94025
PHONE (650) 330-6702
FAX (650) 327-1653

AGENCY REFERRAL FORM
RETURN DUE DATE: Thursday, April 21st 2016

DATE: April 11, 2016

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

Applicant	Tusker Medical, Inc.	
Applicant's Address	155 Jefferson Drive, Menlo Park, CA 94025	
Telephone/FAX	Tel: 650-508-8018 (Ellen Ackerman, EHS Consultant)	
Contact Person	Ellen Ackerman	
Business Name	Tusker Medical, Inc.	
Type of Business	Request for a use permit for the use and storage of hazardous materials associated with the research, development and manufacturing of medical devices for ear, nose and throat patients, located in an existing building in the M-2 (General Industrial) zoning district. All hazardous materials would be used and stored within the building.	
Project Address	155 Jefferson Drive, Menlo Park, CA 94025	
FOR OFFICE USE ONLY		
<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: Darrell A. Cullen		
Signature/Date	<small>Digitally signed by Darrell A. Cullen DN: cn=Darrell A. Cullen, ou=Environmental Health Services, ou=San Mateo County, email=dcullen@smcgov.org, c=US Date: 2016.04.14 10:13:14 -0700</small> Cullen	Name/Title (printed)
Comments: Facility will be regulated by County Environmental Health.		

Submit electronic HMBP and contact inspector for inspection.



DEVELOPMENT SERVICES PLANNING DIVISION

701 Laurel Street
Menlo Park, CA 94025
PHONE (650) 858-3400
FAX (650) 327-5497

AGENCY REFERRAL FORM

DATE: April 20th, 2016

TO: WEST BAY SANITARY DISTRICT

500 Laurel Street
Menlo Park, CA 94025
(650) 321-0384

Applicant	Tusker Medical, Inc
Applicant's Address	155 Jefferson Dr, Menlo Park, Ca 94025
Telephone/FAX	Tel: 650-508-8018 (Consultant, see below)
Contact Person	Ellen Ackerman of Green Environment (650- 508-8018)
Business Name	Tusker Medical, Inc
Type of Business	Request for a use permit for the use and storage of hazardous materials associated with the research, development and manufacturing of medical devices for ear, nose and throat patients, located in an existing building in the M-2 (General Industry) zoning district. All hazardous materials would be stored within the building.
Project Address	155 Jefferson Dr, Menlo Park, Ca 94025

FOR OFFICE USE ONLY

- ☐ The hazardous materials listed are not of sufficient quantity to require approval by this agency.
- ☒ 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.
- ☐ 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: Jed Beyer
Inspector

Signature/Date

Phil Scott for Phil Scott 4-21-16

Name/Title (printed)

Phil Scott / District Manager

Comments: This facility will require a walkthrough inspection within the first month of occupancy. Please see that WBSD and SVCW are listed as Emergency Contacts in the event of an accidental spill/discharge to the sanitary sewer system.



**DEVELOPMENT SERVICES
PLANNING DIVISION**

**Contact: Corinna Sandmeier 650-330-6726 or
cdsandmeier@menlopark.org**

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

**AGENCY REFERRAL FORM
RETURN DUE DATE: Thursday, April 21st 2016**

DATE: April 11, 2016

TO: CITY OF MENLO PARK BUILDING DIVISION
701 Laurel Street
Menlo Park, CA 94025
(650) 330-6704

Applicant	Tusker Medical, Inc.
Applicant's Address	155 Jefferson Drive, Menlo Park, CA 94025
Telephone/FAX	Tel: 650-508-8018 (Ellen Ackerman, EHS Consultant)
Contact Person	Ellen Ackerman
Business Name	Tusker Medical, Inc.
Type of Business	Request for a use permit for the use and storage of hazardous materials associated with the research, development and manufacturing of medical devices for ear, nose and throat patients, located in an existing building in the M-2 (General Industrial) zoning district. All hazardous materials would be used and stored within the building.
Project Address	155 Jefferson Drive, Menlo Park, CA 94025
FOR OFFICE USE ONLY	
<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:	
Signature/Date Ron LaFrance 4/21/16	Name/Title (printed) Ron LaFrance, Building Official
Comments:	

SEQUOIA UNION HIGH SCHOOL DISTRICT

480 JAMES AVENUE, REDWOOD CITY, CALIFORNIA 94062-1098

CONSTRUCTION DEPARTMENT
TEL. (650) 369-1411 x22356
FAX (650) 306-1791

BOARD OF TRUSTEES
CARRIE DU BOIS
LAURA MARTINEZ
ALAN SARVER
CHRIS THOMSEN
ALLEN WEINER

JAMES LIANIDES
SUPERINTENDENT

ENRIQUE NAVAS
ASSISTANT SUPERINTENDENT

MATTHEW ZITO
CHIEF FACILITIES OFFICER

May 13, 2016

City of Menlo Park
Community Development Department/Planning Division
Attn: Corinna Sandmeier, Associate Planner
701 Laurel Street
Menlo Park, CA 94025

SUBJECT: Use Permit/Tusker Medical, Inc./155 Jefferson Drive

Dear Ms. Sandmeier:

I am the Chief Facilities Officer for the Sequoia Union High School District ("District") and I write in response to the application by Tusker Medical, Inc. ("Tusker"), for a use permit for the use and storage of certain hazardous materials associated with the research, development, and manufacturing of medical devices at 155 Jefferson Drive, in Menlo Park. The District owns property at 150 Jefferson Drive that it intends to develop as a small high school.

The District does not oppose Tusker's use permit application. The types and quantities of materials that Tusker proposes to store and use at the premises do not appear to present a threat to adjacent properties and, based on our review of Tusker's Hazardous Materials Information Form submitted in connection with the use permit application, it appears that Tusker has appropriate plans for the safe storage, handling and disposition of these materials.

However, we do believe that conditions of approval can and should be imposed that will ensure ongoing appropriate protection to the District and other property occupants during the term of the permit. For example, we suggest that the various processes that Tusker identifies for the handling, storage and monitoring of hazardous materials in its Hazardous Materials Information Form (i.e., storage of flammable materials in rated storage cabinets and segregation of materials by hazard class; monitoring of storage areas; and weekly documented inspections of hazardous waste storage areas) be incorporated into the conditions of approval for the use permit.

Similarly, we suggest that the training for laboratory employees that Tusker describes in its Hazardous Materials Information Form be made a condition of approval for the permit. Moreover, we suggest that the conditions of approval include a requirement that Tusker make appropriate staff members available to property owners in the vicinity of 155 Jefferson Drive to discuss and coordinate regarding its emergency response plan.

Finally, we request that the permit require an amendment and public notice and hearing if there is any change in the types or quantities of hazardous materials at the Tusker facility.

Thank you for the opportunity to provide the District's input and for your consideration in this matter.

Very truly yours,

A handwritten signature in black ink that reads "Matthew Zito". The signature is written in a cursive, flowing style.

Matthew Zito

Chief Facilities Officer



STAFF REPORT

Planning Commission

Meeting Date:

5/23/2016

Staff Report Number:

16-039-PC

Study Session:

General Plan Study Session on the Proposed M-2 Area Zoning

Recommendation

Staff recommends that the Planning Commission conduct a study session on the proposed M-2 Area zoning associated with the General Plan Update. The Planning Commission should open the discussion for public comment and provide consensus input to staff. No formal action is required, but the Commission's comments will assist staff in the preparation of the final draft Zoning Ordinances.

Policy Issues

The General Plan and M-2 Zoning update process will consider a number of policy issues. The General Plan, itself, is a policy document that will serve as the blueprint for future development in the City. The goals, policies and programs established in the Land Use and Circulation Elements are intended to identify where development would be appropriate, the type of land uses that would be permitted, and how development and infrastructure improvements would occur in the City.

While policies set the overall direction, they generally do not define the specific details about how to achieve goals. Through zoning, the City can establish performance standards, procedures, and regulations that can help achieve goals. The proposed Zoning Ordinances are necessary for consistency with the proposed land use changes in the M-2 Area, and would also serve as tools to help reinforce goals and policies as development and infrastructure improvements occur in the City. The Planning Commission and City Council will need to consider whether the proposed zoning requirements reflect desired development and support the overall Guiding Principles, and goals and policies of the General Plan Update.

Background

The General Plan serves as the City's comprehensive and long range guide to land use and infrastructure development in the City. Although required by State law, a General Plan is customized to reflect the values and vision of each jurisdiction. Since the summer of 2014, the City has embarked on the General Plan Update and M-2 Area Zoning Update process known as ConnectMenlo. Thus far, approximately 60 meetings, events and activities related to ConnectMenlo have occurred to help educate and inform, share ideas, and gather input on the potential changes in the current M-2 Area of the City and citywide circulation. A schedule of ConnectMenlo events and activities is included as Attachment A. Members of the community, property owners and other interested parties from varying organizations have been involved, and broad community outreach continues to be a key aspect of the process. The General Plan Advisory Committee (GPAC), comprised of Council, Commission and community representatives has also played an important role in helping guide the process.

The General Plan update process began with the development of the Guiding Principles. The Guiding Principles were established through a collaborative process and describe the kind of place that community members want Menlo Park to be. The Planning Commission and City Council provided key input into the

acceptance of the Guiding Principles in December 2014. Additionally, the Commission and Council provided input on the Notice of Preparation (NOP) for the Environmental Impact Report (EIR), which described the maximum potential development that could occur in the M-2 Area, and was released in June 2015. In September 2015, the Planning Commission conducted a study session on the draft Land Use and Circulation Elements and the draft M-2 Area zoning regulations summary, and a scoping session on the EIR. At that meeting, the Commission expressed interest in the community amenities program, a desire to think creatively about issues such as the use of unbundled parking, and supported sustainable requirements for all buildings. Following revisions to the draft Land Use and Circulation Element, the City Council then conducted a meeting in October 2015 to receive public input and provide feedback on the draft Land Use and Circulation Elements and the draft M-2 Zoning regulations summary. In general, the Council discussed and asked staff to consider a variety of concepts, including public amenities, affordable housing, sea level rise and other sustainability measures, full service hotels, a main street concept, emergency services, intergovernmental coordination, local employment, and jobs/housing balance.

In early January 2016, the ConnectMenlo team released the draft M-2 Area zoning ordinances, which include three new districts – Office (O), Life Science (LS) and Residential Mixed Use (R-MU). Each of the districts includes both development regulations and design standards, and will be further discussed in the Analysis section below. Since the release of the draft zoning, the ConnectMenlo team has hosted a number of meetings to engage with the GPAC and the community to receive feedback. One focus group meeting on the proposed M-2 Area zoning, three topic sessions on the subjects of 1) zoning and design regulations, 2) green and sustainable building regulations, and 3) community amenities, and two GPAC meetings were held between January and April 2016. The first drafts of the O, LS and R-MU zoning districts and summaries from the meetings are included in the April 21, 2016 GPAC packet, which is included by hyperlink in Attachment B, and a summary of the April 21 GPAC meeting is included in Attachment C. The majority of the comments received on the proposed zoning ordinances sought greater flexibility or clarity. A compilation of the public comments and the ConnectMenlo team's responses are included in a table of the April 21 GPAC packet. Additional information related to past meetings, including the presentations, video recordings, and handouts, is available for review on the ConnectMenlo webpage at www.menlopark.org/connectmenlo.

Analysis

Study Session

The May 23, 2016 Planning Commission meeting is a study session on the proposed zoning changes in the M-2 Area, with the primary focus on the new O, LS and R-MU zoning districts. In general, the ConnectMenlo team is seeking input from members of the public and the Commission on the proposed ordinances. Based on guidance from the GPAC, the staff report also highlights several specific questions for the Planning Commission to consider and on which to provide feedback. Since the April 21 GPAC meeting, the ConnectMenlo team has been revising the draft O, LS and R-MU zoning districts to reflect changes based upon feedback received from the GPAC and the public, and to make refinements to the language for clarity and consistency. The revised O, LS and R-MU zoning ordinances are included as Attachments D-F, respectively. The accompanying zoning map for the M-2 Area, which illustrates where in the City the proposed zoning districts would be located, is included as Attachment G. Staff would note that the documents are a working draft, and additional modifications for formatting, clarity and consistency will be needed as the final drafts are prepared.

As a study session, no formal action will be taken. However, staff would recommend that the Planning Commission try to gain consensus on items in an effort to provide clear direction. The comments will be used by the ConnectMenlo team to prepare the final draft ordinances. A future public hearing on the final draft Ordinances will be publicly noticed and conducted by the Planning Commission. At that time, the

Planning Commission will make a recommendation on the proposed Land Use and Circulation Elements and the draft M-2 Area Zoning Ordinances to the City Council, who is the final decision-making body.

M-2 Area Zoning Update

As part of the General Plan Update, the City is concurrently working on the M-2 Area Zoning Update to develop zoning that is consistent with the proposed new General Plan land use designations. The proposed O, LS, and R-MU zoning ordinances would implement Program LU1.A (Bayfront Area Zoning Ordinance Consistency) of the proposed Land Use Element and set the framework for creating the live/work/play environment concept that was desired for the area. All of the proposed zoning changes would be incorporated into Title 16 (Zoning Ordinance) of the Municipal Code, but would generally only impact properties in the M-2 Area.

To further enhance the live/work/play concept, the idea of permitting residential uses on existing commercial properties zoned C-2-B was discussed as part of the creation of the M-2 Area potential maximum development map. As part of the proposed zoning ordinance update, staff is suggesting to revise the C-2-B (Commercial Neighborhood) zoning district to allow residential uses up to a density of 30 du/ac as a conditional use. There are several C-2-B zoned parcels in the M-2 Area, located along the western side of Willow Road at the corners of Newbridge Street and Ivy Drive. The addition of residential uses would increase housing, allow mixed use developments to foster the live/work/play environment, and provide opportunities for growth on key locations in the area.

Throughout the process, a number of comments have been included about the desire for more predictability and streamlining of processes. Because the use and storage of hazardous materials is often a key component of uses located in the M-2 Area, staff is exploring modifications to the hazardous materials process, which currently triggers a use permit in the M-2 Area. As part of the current review process, the Menlo Park Fire Protection District, San Mateo County Health, West Bay Sanitary District, and the City's Building Division all review and provide input on the proposed hazardous materials use prior to Planning Commission review. Given the interagency coordination and expertise by the respective agencies to ensure safeguards are in place and proper handling and storage occur, staff believes it is appropriate to pursue zoning changes that would allow for the administrative review of hazardous materials by the Community Development Director instead of a use permit.

Proposed Office (O), Life Science (LS) and Residential Mixed Use (R-MU) Zoning Districts

As part of the Zoning Update, the ConnectMenlo team is proposing three new zoning districts, with the name of the district representing the predominant use category for the district. Like other zoning districts in the Zoning Ordinance, the proposed language specifies the types of uses that are allowed in each district, as well as uses that require administrative review by the Community Development Director or a use permit, subject to the review and approval of the Planning Commission. In addition, each district outlines detailed development standards such as setbacks, floor area ratio, and height requirements. In response to the Guiding Principles that call for corporate contribution in exchange from increased development potential, well integrated and designed development, and sustainable planning, the ConnectMenlo team crafted zoning language that addresses community amenities, and establishes design standards and green and sustainable building regulations into each zoning district. These standards attempt to reflect values from community input and guidance from the Council, Planning Commission and GPAC on how to balance growth and potential impacts.

Most of the existing M-2 zoned land would be replaced by one of the three new zoning districts. A small portion of M-2 zoning would be retained on Haven Avenue. The proposed zoning map for the M-2 Area (Attachment G) reflects a mix of land uses to help transform the area from a traditional warehousing and

industrial district into a live/work/play environment. One of the key changes to the area is the introduction of residential uses, up to 4,500 new units. Residential uses zoned R-MU would be concentrated in either stand-alone or mixed-use developments in two primary locations, including 1) an area between Menlo Gateway and between Jefferson Drive and Constitution Drive and 2) along the eastern side of Willow Road on a portion of the Menlo Park Science and Technology campus. Most of the other M-2 zoned properties would be rezoned to Office or Life Science, with the latter zoning to occur on properties that already predominantly engage in research and development type uses along O'Brien Drive and Adams Drive.

Each of the three zoning districts is intended to be compatible with each other in both uses and physical form. Each of the proposed chapters for the O, LM and R-MU districts includes the same sections, but may have varying standards depending on the district. Table 1 identifies the sections and includes a brief description of the section.

Table 1: Overview of Proposed O, LS and R-MU Zoning Districts

Section	Description
Purpose	Provides the purpose and intent of the zoning district.
Permitted Uses	Identifies the uses that are allowed by-right.
Administratively Permitted Uses	Identifies the uses that are permitted, subject to an administrative permit review and approval by the Community Development Director.
Conditional Uses	Identifies the uses that are permitted, subject to a use permit review and approval by the Planning Commission.
Development Regulations	Identifies various regulations such as minimum and maximum setbacks, FAR, height, and minimum open space requirements. Requirements are included for both base level development and bonus level development. The intent is to generally maintain the existing development regulations under the current M-2 zoning as the base level standards while providing flexibility to increase the FAR and/or density and heights under bonus level development requirements.
Additional Bonus Development Regulations	A development may seek a bonus in floor area ratio and/or height in areas denoted with a "B" for bonus level development.
Community Amenities Required for Bonus Development	To be eligible for bonus FAR and/or density and height, a project shall provide one or more community amenities, either through the construction of the amenity, which is preferred, or payment of a fee. The section describes three different mechanisms for determining how community amenities can be provided. For reference, Attachment H includes the list of community amenities for the M-2 Area that was developed through the ConnectMenlo process.
Parking Standards	Minimum and maximum parking ratios are established based on a land use. In addition, minimum parking ratios for both short and long term parking are included. Shared parking facilities may be considered at the discretion of the Transportation Manager. In the R-MU district, parking spaces would be unbundled from the price of the residential units.

Table 1: Overview of Proposed O, LS and R-MU Zoning Districts

Transportation Demand Management	New construction, additions and changes of uses affecting 10,000 or more square feet of floor area would be required to develop a Transportation Demand Management (TDM) plan to reduce the associated vehicle trips to at least 20 percent below the standard generation rates for the uses on the project site.
New Connections	The zoning map identifies future connections in the form of either a public street or paseo. New development will be required to provide new pedestrian, bicycle and/or vehicle connections to support connectivity and circulation.
Required Street Improvements	New construction, building additions, and interior alterations of an existing building, or a combination thereof, affecting 10,000 or more square feet of gross floor area will be required to provide street frontage improvements.
Design Standards	Identifies various design standards that must be met for all new construction and additions involving 10,000 or more square feet of gross floor area. The standards address the following: 1) relationship to the street, 2) building mass and scale, 3) ground floor exterior, 4) open space, 5) paseos, 6) building design, and 7) access and parking. Compliance with the design standards will be reviewed through architectural control. One or more of the design standards may be modified through approval of a use permit.
Green and Sustainable Building	Identifies standards related to the following categories: 1) green building, 2) energy, 3) water use and recycled water, 4) hazard mitigation and sea level rise resiliency, 5) waste management, and 6) bird-friendly design.

Key topics for the Planning Commission's Consideration

As part of the ConnectMenlo's team review of the comments received on the first draft of the proposed Zoning Ordinances, the team identified key areas that would benefit from discussion and guidance from the GPAC. During the April 21 GPAC meeting, the GPAC believed some of the topics would benefit from additional consideration by the Planning Commission. The topics are noted below. As part of the study session, the ConnectMenlo team is requesting Planning Commission feedback on these questions as well as overall comments on the proposed zoning districts.

1. Sharing FAR: Should properties in close proximity to each other be allowed to share FAR? The public comments received express a desire for FAR to be shared across properties in close proximity, potentially of the same or different zoning districts in the M-2 Area, under the condition that the total FAR allowed for all sites would not exceed the stated maximums. Staff is supportive of the shared FAR concept amongst parcels of the same zoning to allow for greater site planning and design flexibility. However, this type of provision could also create the potential for imbalanced massing and heights with larger and taller buildings on one property and a smaller or no buildings on another property. Other issues that should be considered are the number of properties that can be included and whether to define what is meant by "in close proximity".
2. Development Potential (FAR): Should the maximum allowed FAR in the R-MU be increased

beyond 200% to accommodate more three bedroom units? The comments express a concern that 200% FAR (bonus level) will only accommodate studios, one-bedroom, and two-bedroom units. Under the proposed bonus level R-MU zoning, the maximum density is 100 dwelling units per acre, meaning the average unit size is 871 square feet. The Commission may wish to consider the value of having larger units or more three bedroom units, potentially family-sized units as part of future residential in the area. Staff would note that there are no proposed restrictions or limitations on the number of bedrooms in a unit, but larger size units would effectively result in a reduction in overall density without an increase in FAR.

3. Heights: Should adjustments be made to the base and bonus level maximum heights and average heights to accommodate additional sea level rise and flood zone requirements and to match construction types? As part of the proposed sea level rise measures as part of the Green and Sustainable Regulations, the proposed ordinance requires new buildings to be constructed a minimum of 24 inches above base flood elevation when properties are located in a flood zone or a minimum of 24 inches above existing grade for properties not located in a flood zone. The additional height required to meet the measures for hazard planning could place constraints on overall height. Several comments related to height were received, all seeking greater heights and more flexibility. For hotels, the request is for 130 feet and 12 stories instead of 110 feet and 10 stories. For residential in the R-MU district, the desire is to see the maximum base height increase from 40 to 50 feet and the maximum bonus level height from 70 to 85 feet. In the O district, the desire from a commenter is to remove the requirement for a maximum average height of 4.5 stories and the maximum number of stories because the requirements are believed to be too restrictive and results in the underutilization of land.

While staff generally agrees that additional height may be appropriate to accommodate construction types and sea level rise measures, no changes to the draft zoning ordinances have been proposed given the extensive prior discussions conducted by the GPAC and City Council regarding appropriate heights for the area. The Planning Commission may wish to consider whether heights should be adjusted and how this may impact the overall average heights and number of stories that were discussed as part of the development of the maximum potential development map. Any adjusted heights that are being contemplated by the Planning Commission should be considered as part of the EIR to provide flexibility to the decision-makers should an increase in maximum buildings heights be ultimately desired.

4. Affordable Housing (Community Amenities): Should residential development be required to provide community amenities in addition to the 15% affordable units required as a threshold for bonus level development? Should the threshold percentage of affordable units be higher than 15%? Throughout the ConnectMenlo process, affordable housing and housing for all income levels has been a common theme. The draft R-MU district requires any residential development seeking a density bonus to provide a minimum of 15% of the total number of units as affordable to low, very low and extremely low-income households. This requirement for bonus level development is in addition to the City's existing Below Market Rate (BMR) requirement (which currently applies only to for sale housing), and the provision for community amenities. Concerns have been raised about the feasibility of providing community amenities on top of the 15% affordable housing requirement. The Planning Commission may wish to discuss the appropriate mix of affordable housing and community amenities as part of bonus level development in the R-MU zoning district.
5. Community Amenities List: What should be the framework for reevaluating the community amenities list? A list of community amenities (Attachment H) was developed through the ConnectMenlo process and stemmed from the Belle Haven Visioning process. A number of

comments have suggested that the list is inadequate in that some items should be provided by the City and that the list does not appropriately prioritize the amenities that are most desired. A grocery store, improvements to education in Belle Haven, job opportunities for residents and underground power lines have been consistently noted as priorities. The Planning Commission may wish to provide guidance on whether any changes to or prioritization of the amenities on the list should occur. As development occurs and community amenities are removed from the list and/or community priorities shift, the Planning Commission may also wish to consider triggers or factors to consider when the community amenities list should be reevaluated.

Schedule

The ConnectMenlo process is anticipated to be completed in October 2016. The Planning Commission meeting of May 23 is an opportunity for the Planning Commission and public to provide comments on the proposed zoning ordinances prior to the final draft ordinances, along with the draft Land Use and Circulation Elements, being presented to the Planning Commission for a recommendation and City Council for action in late August and September, respectively.

Staff anticipates releasing the Draft EIR in early June. The Planning Commission is tentatively scheduled to conduct a meeting on June 20, during the 45-day review period, to receive and provide comments on the Draft EIR. Responses to comments will be circulated as part of the Final EIR in the late summer.

Conclusion

The Planning Commission meeting of May 23 is a study session on the proposed M-2 Area zoning update. Although no formal action is required, the Planning Commission should provide comments and seek public input on the highlighted questions and overall content of the proposed zoning ordinances. Following input on May 23, staff will make revisions based upon feedback from the study session and continue to review and enhance the document for completeness, and may further refine the language and format the document for comprehension and consistency.

Impact on City Resources

The General Plan Update scope of services and budget was approved by the City Council on June 17, 2014, and amended in April 2015 to accommodate additional outreach.

Environmental Review

An EIR is being prepared for the project. Following the release of the Draft EIR, a public hearing will be held by the Planning Commission to provide an opportunity for verbal public comment. Written comments on the Draft EIR will also be solicited at that time. Comments will then be addressed as part of the Final EIR, which would be reviewed at a subsequent meeting.

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. In addition, the ConnectMenlo project page is available at www.menlopark.org/connectmenlo. This page provides up-to-date information about the project page, allowing interested parties to stay informed of its progress.

Appeal Period

No action is required by the Planning Commission at this time.

Attachments

- A. Schedule of Events and Activities (August 2014 to April 2016)
- B. General Plan Advisory Committee (GPAC) April 21, 2016 Packet
<http://menlopark.org/AgendaCenter/ViewFile/Agenda/04212016-2745>
- C. General Plan Advisory Committee (GPAC) April 21, 2016 Meeting Summary
- D. Draft O – Office District Zoning
- E. Draft LS – Life Sciences District Zoning
- F. Draft R-MU – Residential Mixed Use District Zoning
- G. Proposed M-2 Area Zoning Map
- H. Proposed M-2 Area Community Amenities List

Exhibits to Be Provided at Meeting – None

Report prepared by:
Deanna Chow, Principal Planner

Report reviewed by:
Arlinda Heineck, Community Development Director



CONNECTMENLO
menlo park land use & mobility update

**ConnectMenlo Activities and Events
(August 2014 – April 2016)**

Meeting Topic	Meeting Date
GPAC Meeting #1	August 25, 2014
Launch ConnectMenlo Survey – Guiding Principles	September 10, 2014
Workshop #1 – Guiding Principles	September 11, 2014
Workshop #1 – Guiding Principles (repeat)	September 17, 2014
Symposium #1: Growth Management & Economic Development	September 23, 2014
Focus Group #1: Receive community feedback on ideas discussed at Symposium #1	September 29, 2014
Mobile Tour #1: Menlo Park	October 1, 2014
Stakeholders Meeting	October 2, 2014
Symposium #2 – Transportation – LOS Case Studies	October 8, 2014
Mobile Tour #2 – Other Communities	October 14, 2014
Focus Group #2 – Receive community feedback on ideas discussed at Symposium #2	October 16, 2014
Launch ConnectMenlo mobile app	October 20, 2014
End Survey on Guiding Principles	October 26, 2014
GPAC Meeting #2	November 10, 2014
City Council Presentation – Guiding Principles	November 18, 2014
GPAC Meeting #3	December 4, 2014
Joint City Council/Planning Commission Study Session – Guiding Principles	December 9, 2014
City Council – Accept the Guiding Principles	December 16, 2014
Workshop #2- Present Future Land Use and	December 18, 2014

Meeting Topic	Meeting Date
Circulation in M-2 Area	
Launch ConnectMenlo Survey – M-2 Area Land Use Alternatives Map	December 30, 2014
Open House	January 8, 2015
Release Pubic Review Draft Existing Conditions Reports	Week of January 12, 2015
City Council Status Report	January 13, 2015
End Survey on Land Use Alternatives	Tuesday, January 20, 2015
GPAC Meeting #4 – Review Findings from Workshop #2 and Land Use Alternatives	Wednesday, January 28, 2015
Comment Deadline for Public Review Draft Existing Conditions Reports	Week of February 9, 2015
Planning Commission Status Report	Monday, February 9, 2015
GPAC Meeting #5 – Discuss Preferred Alternative	Thursday, February 12, 2015
City Council Status Report	Tuesday, February 24, 2015
Workshop #3 Review Preferred Land Use Alternative and Community Programs	Thursday, March 12, 2015
Launch ConnectMenlo Survey – Community Programs/Amenities	March 17, 2015
Open House #3 Review Preferred Land Use Alternative and Community Programs Survey	Thursday, March 19, 2015
GPAC Meeting #6 – Review Findings from Workshop #3	Wednesday, March 25, 2015
Joint City Council/Planning Commission Meeting on Preferred Land Use Alternative	Tuesday, March 31, 2015

Meeting Topic	Meeting Date
City Council Schedule Update	Tuesday, April 14, 2015
End Survey on Community Amenities	Monday, April 20, 2015
Community Open House	Saturday, May 2, 2015
Community Open House	Thursday, May 7, 2015
City Manager's Budget Workshop	Tuesday, May 26, 2015
Housing Commission Meeting – Housing Panel Discussion	Thursday, May 28, 2015
Joint Transportation and Bicycle Commission Meeting on Circulation/Transportation Issues	Monday, June 1, 2015
GPAC Meeting #6.5 on Preliminary Draft Notice of Preparation (NOP) with Description of Maximum Development Potential and Review Results of Community Program Survey	Wednesday, June 3, 2015
Belle Haven Community Resource Fair	Saturday, June 6, 2015
Planning Commission Meeting on Draft NOP with Description of Maximum Development Potential	Monday, June 8, 2015
City Council Meeting to Authorize Release of NOP with a Maximum Development Potential	Tuesday, June 16, 2015
Downtown Block Party	Wednesday, June 17, 2015
Notice of Preparation (NOP) for Environmental Impact Report (EIR) comment period	Thursday, June 18, 2015 to Monday, July 20, 2015
GPAC Meeting #7 – Review Draft General Plan Policies and Consistency Analysis	Tuesday, June 30, 2015
GPAC Meeting #8 – Review Draft Land Use and Circulation Elements and Zoning Ordinance Update	Thursday, July 23, 2015

Meeting Topic	Meeting Date
GPAC Meeting #8.5 – Review of Draft Land Use and Circulation Elements and Zoning Ordinance Update	Monday, August 24, 2015
Community Open House on Draft Land Use and Circulation Elements and Zoning Ordinance Update	Wednesday, September 2, 2015
Community Open House on Draft Land Use and Circulation Elements and Zoning Ordinance Update	Wednesday, September 9, 2015
Planning Commission – Review of Preliminary Draft Land Use and Circulation Elements and Zoning Ordinance Update and EIR Scoping Session	Monday, September 21, 2015
City Council - Review of Preliminary Draft Land Use and Circulation Elements and Zoning Ordinance Update	Tuesday, October 6, 2015
Symposium on Zoning and Design Standards	Wednesday, November 18, 2015
Focus Group Meeting on Proposed M-2 Area Zoning	Thursday, January 14, 2016
GPAC Meeting – Review of M-2 Area Zoning	Thursday, January 28, 2016
Topic Discussion – Zoning Regulations and Design Standards	Thursday, March 3, 2016
Topic Discussion – Green and Sustainable Building Regulations	Thursday, March 10, 2016
Topic Discussion – Community Amenities	Thursday, March 24, 2016
GPAC Meeting – Review of M-2 Area Zoning	Thursday, April 21, 2016
Belle Haven Community Resource Fair	Saturday, April 23, 2016



CONNECTMENLO

menlo park land use & mobility update

General Plan Advisory Committee Meeting Summary

This General Plan Advisory Committee (GPAC) Meeting was conducted on April 21, 2016 (6:00-9:30 pm) in the City Council Chambers, Menlo Park, CA 94025.

CITY STAFF AND CONSULTANTS PRESENT:

Chip Taylor, Assistant City Manager
Arlinda Heineck, Community Development Director
Ron LaFrance, Asst. Community Development Director
Jim Cogan, Housing & Econ. Development Manager
Nikki Nagaya, Transportation Manager
Heather Abrams, Environmental Programs Manager
Azalea Mitch, Senior Civil Engineer
Deanna Chow, Principal Planner
Leigh Prince, Assistant City Attorney
Charlie Knox, PlaceWorks
Rosie Dudley, PlaceWorks
David Shiver, Bay Area Economics

GPAC MEMBERS PRESENT:

Ray Mueller, City Council (Co-Chair)
Peter Ohtaki, City Council (Co-Chair)
Harry Bims, At-Large
Vince Bressler, At-Large
James Cebrian, Parks and Recreation Commission
Kristin Duriseti, Environmental Quality Commission
Katherine Strehl, Planning Commission
Michele Tate, Housing Commission
Roger Royse, At-Large
Cindy Welton, Bicycle Commission
Matt Zumstein, At-Large

MEETING PURPOSE AND OVERVIEW

The primary purpose of the meeting was to present the comments received on the M-2 Area zoning regulations and design standards and get the GPAC's feedback on the proposed response and potential revisions. Principal Planner Deanna Chow welcomed everyone, described the meeting format, and turned the presentation over to PlaceWorks Principal Charlie Knox. Mr. Knox went over the agenda and asked if there were any public comments on items that were not on the agenda. When there were none he presented updates on the project schedule, process, community engagement, and the status of the draft zoning. He then reviewed the major comments received on the draft zoning by topic: Zoning Regulations, Community Benefits, and Green and Sustainable Building. He described the key changes proposed by Staff in response to the comments, and he posed questions for the GPAC to consider according to the three topics.

Following the presentation, discussion on each topic began. For each topic, GPAC began by asking clarifying questions, then the floor was opened up for public comment (with speaker cards), and finally GPAC provided

GPAC #10 SUMMARY

guidance and responses to specific outstanding questions. The discussion is summarized below.

Note: The comments are not verbatim.

ZONING REGULATIONS

GPAC CLARIFYING QUESTIONS

- Harry Bims: Projects of all sizes would have to contribute to affordable housing. Have you considered for all development to pay into a community amenity fund, not just those with bonus level development?
Response: We are suggesting an alternative approach which is to lower the minimum lot size to 25,000 square feet to be eligible to build at the bonus level, thereby increasing the potential for more projects to pay into a community amenity fund.
- Bims: Currently there is a big bump in cost to go above base level? Why not ask base level to contribute?
Response: We received direction from City Council to allow existing land use rights to remain.
- Duriseti: Would there be an adjustment to the school impact fee if we had more 3-bedroom units?
Response: Fees are paid based on the square footage of the units, regardless of bedroom size. Since 3-bedroom units tend to be larger, it could result in higher fees to the school districts.
- Bressler: Regarding water, is there a mechanism to make sure people are paying for the mitigation services they are receiving?
Response: We have been studying feasibility of bringing in recycled water. Payments would be based on usage. Anyone using would have to pay.
- Strehl: I was under the impression that we would see the revised zoning before we went to Planning Commission. Is that not correct?
Response: It was not our intent to revise the zoning for GPAC. It will be revised in advance of the Planning Commission in May. It would require another GPAC meeting prior to PC in May which is not part of our scope.
- Strehl: Concerned that we can't absorb all these changes in the current format and need to see them all in one place.
- Ohtaki: Let's discuss that possibility at the end of discussion.
- Mueller: A change to the scope would have to be approved by the Council.

PUBLIC COMMENTS

- Tim Tosta: This is a very complex process. You're being asked to decide without seeing the EIR document and that could impact your decision. The fee for amenities is also unknown and it could have huge impacts on development. The process is getting more into the weeds and don't let it distract from the big picture. This is

GPAC #10 SUMMARY

about a deal with the developers to develop and give benefits to the Belle Haven neighborhood. This is not “wrapped up” since we do not know the answers to those 2 huge components.

- Rich Truempner: The M-2 is a collection of older buildings that don’t meet current needs. We recognize the housing and traffic conditions in the area. Sobrato is a major property owner in the area. We are excited about developing a mix of housing and office to balance employment growth and housing. The affordable housing requirement should stay at 15% (5% moderate, 5% low, 5% very low). The renewable energy requirement is important, yet solar panels can meet the goals. Dual plumbing should be the City’s responsibility. Regarding height, slightly higher would be beneficial especially near Menlo Gateway with taller buildings. We would like to build 5 stories over 2 stories of parking. We will provide more housing, market rate and affordable.
- Fergus O’Shea: This update will shape the future generation. We want to get it right. We are pleased with the majority of proposed changes; we have some comments. Regarding height, we agree with Sobrato that increased height in certain areas will allow us to provide more housing and increase the supply of affordable housing. Height increases should be allowed in specific areas only; not along Willow. It should be set back from certain streets. Increasing the height will help the jobs/housing balance. We recommend that you allow FAR sharing across lots. All projects will still go through a public review process where it will be decided if the future projects are appropriate. We encourage the GPAC to move this process along.

GPAC DISCUSSION AND GUIDANCE

ARE THEATERS IN OFFICE & RESIDENTIAL-MIXED USE DISTRICTS AND AUTO DEALERS IN THE OFFICE DISTRICT APPROPRIATE?

- Bims: Concern that there would not be space for surface parking and that certain new uses are going to require a lot of parking.
- Bressler: Auto dealerships have new models that don’t require surface parking. We can make it work.
- Mueller: Agree we can make it work. Are certain areas being contemplated for theater?
Response: No specific site is specified. Theaters are not allowed in the Life Science district, they would be a conditional use in Office and R-MU districts.
- Mueller: It makes sense to have a theater; it would require a conditional use permit so would be reviewed closely.
- Royse: Theater adds to the live/work/play environment and should be driven by the market. Leave it in as is.

GPAC #10 SUMMARY

SHOULD NEARBY PROPERTIES BE ALLOWED TO SHARE F.A.R.? SHOULD TALLER BUILDINGS BE ALLOWED DUE TO FLOOD PROTECTION AND CONSTRUCTION-TYPE NEEDS?

- *Clarification: It wouldn't change the total development, since sites that will not develop can share their FAR with another site that wants to build higher/more. It is tied into the taller building discussion.*
- Ohtaki: So there still will be an aggregate? Doesn't that promote variation? Lots near each other will have a mix of heights, correct?
Response: Yes, but every project would need review.
- Duriseti: Would the average stories remain? Or would the average increase?
Response: Only a certain amount of square feet is allowed in the General Plan Update, so the average height would remain across the M-2.
- Mueller: What's the limit? How high can the building be? Has the public been properly noticed about this discussion?
Response: Seven stories is the limit. The memo that was released to the public in advance of this meeting asks whether heights should be increased to accommodate Sea Level Rise and construction types? Many of the comments asked for 7 stories.
- Duriseti: Adding another story at this stage is problematic. The Sobrato properties are surrounded by taller buildings is a specific request.
- Mueller: I'm not comfortable making a recommendation on height; recommend Planning Commission consider with more notice to public.
- Bressler: Would the bonus benefit still be required if FAR is shared?
Response: Yes.
- Ohtaki: Include the flood zone map in the Planning Commission packet to show which properties are going to be affected by it and SLR.
- Bims: Sharing FAR would likely increase the property values of lots adjacent to single-family homes because they would be able to sell their "air rights" to other properties.
- *Summary Response: We'll report the discussion to the Planning Commission, but GPAC does not appear ready to make a recommendation.*

SHOULD MAPPED LOCATIONS OF PASEOS AND STREETS SUBSTITUTE FOR BLOCK LENGTH STANDARDS?

- *Summary Response: All GPAC members agree with map approach.*

COMMUNITY AMENITIES

GPAC CLARIFYING QUESTIONS

- Bims: With respect to the list of amenities, there has been discussion about creating a basic city services list vs. an amenities list. Are we going to separate them?

Response: It is for discussion tonight. We may not have to take any off depending on the discussion about prioritizing the list.

- Bims: Can some amenities be combined to make a project more viable (e.g., aggregate bank, pharmacy, ATM, etc.)?

Response: Yes, they can be aggregated.

PUBLIC COMMENTS

- Rose Bickerstaff: My topic is schools. We keep hearing it doesn't fit into a meeting's agenda and we can't discuss it. I feel we have to address schools—in particular, Belle Haven Elementary School. We have two extreme districts: Menlo Park School District is performing highest in the state. The other is the worst performing. It is shameful that we are letting students fall off the cliff. Standards are so low and they make students non-competitive. They aren't at the same level. We are doing all this planning in the M-2 Area, but we haven't addressed schools. All the dollars spent on consultants and none are spent on studying schools. Leaders owe it to the community to address this. We need a commitment from the City to address the Ravenswood School District. It is broken. We can't keep developing and overlooking these kids.
- Sheryl Bims: I agree that it's time to do something transformative. It needs a new approach. It's been at least 15 years since it's been worked on without visible progress. We see world class areas being created but it's not showing up in Belle Haven. Where is the money going? There are so many developer impact fees, yet where is that being spent/allocated? We need to be able to account for it. One example is Hamilton Avenue, which under the Redevelopment Agency project had its power lines put underground. The residents are bearing the brunt of the impacts (traffic on Willow). We need commitment to study traffic. I recommend an Infrastructure Financing District/Community Improvement District is put in place so we see results. Regarding affordable housing—the people who live in Belle Haven now live in single family homes. Consider using BMR funds to supplement existing residents so current residents aren't forced out.
- Rachel Bickerstaff: I reiterate the previous two comments regarding: 1) Education—all schools should prepare students to reach fullest potential. Belle Haven has become an educational desert. Ravenswood School District is not performing. We need to create an actionable plan to address. I support realignment of schools and include Belle Haven Elementary and Saint Anton. 2) Affordable housing—it needs to help current residents. They need help now, not with new housing developed.
- Rich Truempner: The single-most important community benefit is affordable housing. We don't think residential projects should be required to provide additional community benefits. The cost of the affordable

GPAC #10 SUMMARY

units should be enough given the cost to construct. Community amenities should benefit new development and Belle Haven. I'm interested in funding a district if it helps get community benefits done sooner.

GPAC DISCUSSION AND GUIDANCE

SHOULD THE LIST BE REVISED, INCLUDING BY REMOVING OR ADDING ANY?

- Bims: It's helpful to group together amenities to achieve a goal. In an attempt to answer the question, residents have met with developers to come up with groups of amenities:
 - 1) Streetscape improvements (curb, gutters, sidewalks, dark fiber, undergrounding power)
 - 2) K-8 education
 - 3) Affordable housing to address current residents living in single family housing, since they will not move into the new units. We need a solution to allow residents can remain in their homes.
- Strehl: Clarify that some of these are huge projects, and not items developers can pay for (i.e. Dumbarton Rail).
- Ohtaki: Undergrounding power lines should be broadened into overall streetscape improvements. Regarding the grocery store—there is a fund (California Fresh Works) with \$200 Million available to finance full-service grocery stores in food deserts. Education improvements in Belle Haven: request that Sobrato Foundation which has expertise in education, look into this and meet with Belle Haven residents.
Truempler's Response: The Sobrato organization, Tarlton, Bohannon, and (I think) Facebook have talked to the Belle Haven community and have agreed to fund the study.

SHOULD THE CONTRIBUTION PROCESS BE CHANGED TO ALLOW DIRECT RESPONSIBILITY, STUDY-BASED FEE AND/OR DEVELOPMENT AGREEMENTS?

- Bressler: The appraisal fee is needed to know what dollar amount is needed for community amenities. I can't think of a simpler way to understand the value of the land with bonus development.
Response: It would be an area-wide approach. The nexus study based fee would establish the number now for the whole area. City Council will have to decide how often to reassess the number. The appraisal process was going to be on a project by project basis.
- Ohtaki: I am open to looking at the different options and having Planning Commission and City Council decide. What are other cities charging/proposing? I don't want our fee to be too high compared to surrounding cities.
Response: At the topic session on Community Amenities we showed rates/approaches in other cities. Many use a negotiated method that determines a rate per project. Mountain View in the Precise Plan Area charges \$20/square foot. Eastern Neighborhoods in SF use varied rates (\$12-16 per residential unit and \$20-24/square foot for non-residential), plus requires inclusionary housing. Culver City is 50% of developer profit. Central South of Mission in SF's target is 66% to

GPAC #10 SUMMARY

75%, but it is not adopted yet; Cupertino has a target of 15%, but it is not adopted yet. We can look into other adjacent cities.

- Bressler: The proposed approach is 50% of increased land value.

Response: There are two different ways at getting at the same thing—the additional value. The appraisal method is one way. The negotiated approach is another and uses a spreadsheet/pro forma.

- Bims: Regarding the construction cost—if it's more than 50% of the appraised value, bonus development won't be worth doing. The appraisal process is problematic since you don't know what the cost will be until the end, it's not known upfront. The City hires an appraiser which is not ideal for the developer. The fund that Ohtaki mentioned is good to supplement these contributions. External funding will make this much more viable for the developer. I support a collaborative study to address the K-8 education and has the commitment of property owners in the area and using the Redevelopment Agency model used on Hamilton Avenue to address streetscape.
- Mueller: We didn't discuss the 3-bedroom question in the previous topic. Let's go back to it later. There's a portion of our community that are renters. We are adding more demand for rental housing. I'd like to see how other communities combatted displacement through processes like these. We have to see best practices. A study-based fee will get down to the details and without them it's hard to make the decision. We should talk about an Education Overlay Zone that target schools in the area, which all property owners would have to contribute to if the study doesn't result in anything. That is the number one issue in Belle Haven.
- Ohtaki: Will there be an amenity fund to track where the dollars are going. Is that still included?
Response: Yes, the details are being discussed. The nexus study is an industry standard process and will assess amenities.
- Bims: The HIP program is promoting shared housing to split the cost of housing for residents. The Hello program and MidPen Housing are purchasing single family homes and renting them at a low, stable rate.

SHOULD RESIDENTIAL PROJECTS PROVIDE:

More than 15% affordable units?

Amenities in addition to required affordable units?

What size should units be?

Should affordable housing be able to be located anywhere in the city?

- Duriseti: Draw a comparison between the percentage of affordable units and the 50% profit of increased value. Can we say 50% across the board, and then have a share between residential and non-residential?

Response: Believe at 15% the developer would be below the 50%.

- Bims: The priority is the displacement issue. We need data on how many people in the neighborhood are at risk of displacement and compare to number of BMR units that are being proposed to see how they will address current residents.

Response: According to the census, 30% of households are at extremely low. General Plan zoning cannot ensure that existing residents will get to live in new units. The best it can do is create the opportunity to build more housing. There are limits on deed-restricted housing under California State law. City Council is scheduling a meeting on displacement and rent costs to address existing concerns.

GPAC #10 SUMMARY

- Strehl: We cannot require 15% on rental housing at the base level. We don't want to disincentivize with too high of a requirement for affordable units.
Response: We can only require it in bonus development on not-for-sale units. The exact percentage depends on the type and size of the unit.
- Ohtaki: It would be useful to see a feasibility study looking at rental housing. How can we maximize affordable housing in rental housing and not kill the feasibility? Can we see some cases?
Response: A nexus study would illuminate that. Will use data from the 21 Elements effort, but the nexus study will be specific to Menlo Park. These will be addressed as soon as possible.
- *Summary: Not lower than 15%; somewhere above based on feasibility (to be studied), the type of unit will impact feasibility.*
- Bims: Regarding whether affordable housing can be built anywhere in the city, the city already has a BMR fund for affordable units to be built throughout the city; use up that fund before allowing other non-residential uses to choose affordable housing as their amenity.
- Mueller: Should create a roadmap for staff to prioritize other amenities and when get to the bottom of the list of amenities.

GREEN AND SUSTAINABLE DEVELOPMENT

GPAC CLARIFYING QUESTIONS

- None.

PUBLIC COMMENTS

- Clark Brockman: I'm a LEED Fellow and green building expert. I applaud the efforts; they are very reasonable. Regarding LEED: be more specific on the system; draft proposes two versions that are allowed; specify the "most current version". LEED has a lot of options, the City can choose which aspects they want development to address to meet the standards. I strongly encourage you to require LEED certification so the burden isn't on City staff. Regarding Energy: energy efficiency and Title 24 — provide a selection criteria and create a gradient. Regarding Water: Have a richer discussion to get to goals. It's not cost-effective to address at the building scale, except for multi-family housing, — it can address gray water. I have other specific comments that I will submit.
- Sheryl Bims: Bike lanes aren't in Belle Haven; until they are, biking won't be safe in the community. As such, we have to drive everywhere. In addition to developer fees, property taxes, TOT from the hotels, sales taxes are going to increase, so it's important to look at those sources of revenue to fund all these improvements and amenities.

GPAC #10 SUMMARY

- John Tarlton: I would like to revisit the issue of raising buildings up 24 inches. Need to focus on levee improvements rather than raising all buildings to the detriment of single-family homes.

GPAC DISCUSSION AND GUIDANCE

- Durisetti: It is important to distinguish between flooding and Sea Level Rise. Are we requiring that property owners invest in a levee system?

Response: We have been meeting with San Mateo County to discuss measures to address flooding and Sea Level Rise. The JPA project is looking to decide what is feasible portion or "fair share" from new development. We are studying what we can do now.

SHOULD PROJECTS OF VARYING SIZES MEET DIFFERENT LEVELS OF LEED?

- Durisetti: The LEED standards have been adequately addressed. I understand that regulations are coming. Not sure how they relate to the current standards. We should not approve tiers or levels that will be lesser than the regulations that are in the pipeline.

Response: Some of the proposed standards are now being revisited. They are based on CALGreen and those will become more stringent. In all cases, we are requiring more green standards than what is required today.

- Summary: We need to protect entire area with a holistic strategy rather than by individual buildings to address sea level rise.

- Mueller: Where did the 24 inches come from?

Response: The maximum rise by 2050; recommend adaptive measure to add a level of protection; it's buying us time.

- Mueller: What are we doing to address liquefaction?

Response: The state did a survey of Menlo Park. The state will take further measures to address areas that are becoming more liquefied.

WHAT PERCENTAGE OF POTENTIAL ON-SITE ENERGY GENERATION SHOULD BE REQUIRED?

- Ohtaki: Clean energy is different than on-site energy. Is this percentage including on-site?

Response: To make more feasible, we decided to require 100% renewable power achieved by a combination of credits/programs. What percentage of this should be on-site?

- Durisetti: EQC recommends a ranked approach: 3 options. Why is percentage requirement decreased? Shouldn't feasibility study determine what can be provided?

Response: There still is an opportunity to rank the items. Some sites have other uses on the roof that then cannot use solar.

- Bims: There are efficiencies for sharing energy.

- Bressler: Favor off-site options nearby, so one property is overprescribed.

GPAC #10 SUMMARY

SHOULD THE USE OF RECYCLED WATER AND ON-SITE TREATMENT SYSTEMS BE REQUIRED?

- Ohtaki: The Redwood City recycled water lines will be within 1-mile of Menlo Park by 2018, correct?
Response: Correct. Modeled after San Francisco, focused on buildings over 250,000 square feet. We are evaluating all the options now to determine cost effectiveness. Cost of recycled water for Redwood City is \$16/unit which is more than 3 times as much as potable water. We won't have enough potable water to meet our needs. Redwood City is subsidizing the water for users.

CONCLUDING REMARKS

- Ohtaki: Thanks for the hard work.
- Mueller: Thanks to staff and consultants for the hard work, and thanks to all the stakeholders' for your participation; we appreciate all the long hours.
- Bims: Thanks for opportunity to participate in the process. Let's mobilize the political will to activate the Dumbarton Rail and see how we can make it happen, not saddled on the backs of private development.
- Bressler: Thanks Charlie and team, you've done a terrific job. Feel good about the community engagement. I am concerned about Willow Development and connections; the community should stay involved.

Chapter 16.XX
O – OFFICE DISTRICT

Sections:

- 16.XX.010 Purpose.
- 16.XX.015 Definitions.
- 16.XX.020 Permitted uses.
- 16.XX.030 Administratively permitted uses.
- 16.XX.040 Conditional uses.
- 16.XX.050 Development regulations.
- 16.XX.060 Additional bonus development regulations.
- 16.XX.070 Community amenities required for bonus development.
- 16.XX.080 Parking standards.
- 16.XX.090 Transportation demand management.
- 16.XX.100 New connections.
- 16.XX.110 Required street improvements.
- 16.XX.120 Design standards.
- 16.XX.130 Green and sustainable building.

16.XX.010 Purpose.

The purpose and intent of the Office district is to:

- (1) Accommodate and encourage large-scale administrative and professional office development.
- (2) Provide retail and service uses at administrative and professional office sites and nearby.
- (3) Provide quality employment opportunities and promote emerging technology, entrepreneurship, and innovation.
- (4) Facilitate the creation of a “live/work/play” environment with goods and services that support adjacent neighborhoods as well as the employment base.
- (5) Accommodate light industrial and research and development uses that do not pose hazards to or disrupt adjacent businesses or neighborhoods.

16.XX.015 Definitions.

Terms are defined in the City’s Municipal Code Chapter 16.04 unless otherwise stated in this chapter.

16.XX.020 Permitted uses.

Permitted uses in the Office district are as follows:

- (1) Administrative and professional offices and ancillary uses in buildings two hundred fifty thousand (250,000) or less square feet of gross floor area;
- (2) Light industrial and research and development, except when requiring hazardous material review ();
- (3) Hotel, in a location identified on the adopted City of Menlo Park Zoning Map;
- (4) Financial services, including banks and other financial institutions;
- (5) Retail sales establishments, excluding the sale of beer, wine and alcohol;
- (6) Eating establishments, excluding the sale of beer, wine and alcohol, live entertainment, and/or that are portable ;
- (7) Personal services, excluding tattooing, piercing, palm-reading, or similar services;
- (8) Recreational facilities privately operated, twenty thousand (20,000) or less square feet of gross floor area;
- (9) Community education/training center, which provides free or low-cost educational and vocational programs to help prepare local youth and adults for entry into college and/or the local job market.

16.XX.030 Administratively permitted uses.

Uses allowed in the Office district, subject to obtaining an administrative permit per Municipal Code Chapter 16.82, are as follows:

- (1) Any outside storage of material, equipment or vehicles associated with the main use (Ord 931 § 5, 2004);
- (2) Child day care center;
- (3) Eating establishments, including beer and wine only, and/or that have live music or other live entertainment;
- (4) Research and development and light industrial uses, including uses involving hazardous materials;
- (5) Diesel generators.

16.XX.040 Conditional uses.

Conditional uses allowed in the Office district, subject to obtaining a use permit per Municipal Code Chapter 16.82, are as follows:

- (1) Administrative and professional offices in buildings greater than two hundred fifty thousand (250,000) square feet of gross floor area;
- (2) Hotel in locations not specifically shown on the City Zoning Map;

- (3) Eating and drinking establishments with alcohol sales, or that are portable;
- (4) Retail sales establishments with alcohol sales;
- (5) Movie theater;
- (6) Automobile dealership, provided that all vehicles for sale or being serviced are contained in enclosed buildings;
- (7) Special uses, in accordance with Chapter 16.78 of this title, including private recreational facilities exceeding twenty thousand (20,000) square feet of gross floor area;
- (8) Uses identified in 16.XX.020, 16.XX.030, and 16.XX.040 proposing Bonus level development, in accordance with Section 16.XX.060 of this Chapter;
- (9) Public utilities, in accordance with Chapter 16.76 of this title.

DRAFT

16.XX.050 Development regulations.

Development regulations in the Office district are as follows:

<i>Regulation</i>	<i>Definition</i>	<i>Base level</i>	<i>Bonus level</i>	<i>Notes/Additional Requirements</i>
<i>Minimum lot area</i>	Minimum area of building site (includes public access easements).	25,000 square feet	25,000 square feet	
<i>Minimum lot dimensions</i>	Minimum size of a lot calculated using lot lines.	100 feet width 100 feet depth	100 feet width 100 feet depth	
<i>Minimum setback at street</i>	Minimum linear feet building can be sited from property line adjacent to street.	5 feet	5 feet	Setbacks shall be measured from the property line. In instances where there will be a sidewalk easement, measure the setback from the back of the sidewalk. See build-to area requirements in Section 16.XX.120(1).
<i>Maximum setback at street</i>	Maximum linear feet building can be sited from property line adjacent to street.	25 feet	25 feet	See build-to area requirements in Section 16.XX.120 (1).
<i>Minimum interior side and rear setbacks</i>	Minimum linear feet building can be sited from interior and rear property lines.	10 feet	10 feet	See Section 16.XX.120 (5) if property is required to have a paseo. Interior side setback may be reduced to 0 feet for the entire building mass where there is retail frontage.
<i>Maximum floor area ratio</i>	Maximum permitted ratio of the total square footage of the gross floor area of all buildings on a lot to the square footage of the lot.	45% (plus 10% commercial and 175% hotel, if allowed)	100% (plus 25% commercial)	Per community amenities requirements of Section 16.XX.070.
<i>Maximum commercial floor area ratio</i>	Maximum permitted ratio of commercial square footage of the gross floor area of all buildings on a lot to the square footage of the lot.	10%	25%	
<i>Maximum height</i>	Maximum building height not including roof utilities.	35 feet; except hotels: 110 feet and 10 stories	110 feet and 6 stories	A parapet used to screen mechanical equipment is not included in the maximum height. The maximum allowed height for rooftop mechanical equipment is 14 feet, except for elevator towers and associated equipment, which may be 20 feet. Per community amenities requirements of Section 16.XX.070.
<i>Average height</i>	The average of building heights on one site that cannot be exceeded.	35 feet	4.5 stories except hotels	For calculation purposes, a story is defined as 15 feet.
<i>Minimum open space requirement</i>	Minimum portion of the building site open, unobstructed and unoccupied.	30%	30%	See Section 16.XX.120 (4) for open space requirements.

16.XX.060 Additional bonus development regulations.

A development may seek an increase in floor area ratio and/or height as established in Bonus level per Section 16.XX.050 of this Chapter in areas denoted as O-B district on the City Zoning Map, subject to obtaining a use permit per Chapter 16.82 and providing community amenities consistent with Section 16.XX.070.

16.XX.070 Community amenities required for bonus development.

To be eligible for bonus floor area ratio and/or height, a project shall provide one or more community amenities, either through construction of the amenity, which is preferable, or payment of a fee.

- (1) An applicant's proposal for community amenities shall be subject to review by the Planning Commission in conjunction with a Use Permit or Conditional Development Permit. Consideration by the Planning Commission shall include differentiation between amenities proposed to be provided on-site and amenities proposed to be provided off-site, which may require a separate discretionary review and environmental review per the California Environmental Quality Act.
- (2) A community amenity shall be provided utilizing any one of the following three mechanisms:
 - (A) Part of the Project. An applicant, as part of the project, designs and constructs one or more of the community amenities provided that the value of the amenity or amenities is reasonably equivalent to the value defined in subsection (3) or per nexus study. Once any one of these community amenities is provided, it will no longer be an option available to other applicants. Prior to approval of the Final Occupancy Permit for any portion of the project, the applicant shall complete (or bond for) the construction and installation of the community amenities included in the project and shall provide documentation sufficient for the City Manager or designee to certify compliance with this section. The amenities proposed by the applicant shall be selected from a list of amenities adopted by the City Council pursuant to resolution.
 - (B) Impact Fee Payment. If the City has adopted an impact fee that identifies a square foot fee for community amenities, an applicant for the bonus development shall pay 120% of the fee provided that the fee adopted by the Council is less than full cost recovery. In the alternative, the applicant may design and construct one or more those amenities identified in the nexus study in an amount equal to the fee payment.
 - (C) Agreement. An applicant may propose amenities to be included in an agreement, including a development agreement. The amenities proposed by the applicant shall be selected from a list of amenities adopted by the City Council pursuant to resolution. If an impact fee per square foot has

been identified through an impact fee, the proposal for amenities shall be reasonably equivalent to the value of the fee, otherwise the value shall be reasonably equivalent to the value defined in subsection (3). The timing of the provision of the community amenities shall be identified in the agreement.

- (3) **Bonus Value Calculation.** An applicant shall provide, at their expense, an appraisal performed within ninety (90) days of the application date by a licensed appraisal firm approved by (and with form and content approved by) the Community Development Director that sets a single value per square foot of the finished floor area of the development ("floor area-foot" value). The City, at applicant's expense, may obtain a second appraisal also by a licensed appraisal firm that identifies floor area-foot value. If the two appraisals are obtained, the average of the two appraisals shall be utilized to set the floor area-foot value. The value of the community amenities shall be fifty percent for the floor area-foot value multiplied by the amount of gross floor area that is proposed beyond the base-level zoning.
- (4) All community amenities, except affordable housing, must be provided within the area between U.S. Highway 101 and the San Francisco Bay in the City of Menlo Park. Affordable housing may be located anywhere housing is allowed in the City of Menlo Park.

16.XX.080 Parking standards.

Development in the Office district shall meet the following parking requirements.

<i>Land Use</i>	<i>Minimum Spaces (Per 1,000 Sq. Ft.)</i>	<i>Maximum Spaces (Per 1,000 Sq. Ft.)</i>	<i>Minimum Bicycle Parking¹</i>
<i>Office</i>	2	3	
<i>Light Industrial, Research and Development</i>	1.5	2.5	1 per 5,000 sq. ft. of gross floor area; Minimum two spaces
<i>Retail</i>	2.5	3.3	
<i>Financial services</i>	2	3.3	For Office and Research Development:
<i>Eating and drinking establishment</i>	2.5	3.3	80% for long-term ² and 20% for short-term ²
<i>Personal services</i>	2	3.3	For all other commercial uses:
<i>Private recreation</i>	2	3.3	20% for long-term ² and 80% for short-term ²
<i>Daycare facility</i>	2	3.3	
<i>Hotel</i>	0.75 spaces per guest room	1.1 spaces per guest room	
<i>Publicly accessible parking lot or structure</i>			One space per 20 vehicle spaces
<i>Other</i>	At Community Transportation Manager discretion	At Transportation Manager discretion	At Transportation Manager discretion

¹ See Section 16.XX.120 (7) and the latest edition of best practice design standards in Association of Pedestrian and Bicycle Professionals Bicycle Parking Guidelines.

² Long-term parking is for use over several hours or overnight, typically used by employees and residents. Short-term parking is considered visitor parking for use from several minutes to up to a couple of hours.

Parking facilities may be shared at the discretion of the City's Transportation Manager if multiple uses cooperatively establish and operate the facilities, if these uses generate parking demands primarily during different hours than the remaining uses, and if a sufficient number of spaces are provided to meet the maximum cumulative parking demand of the participating uses at any time. An individual development proposal may incorporate a shared parking study to account for the mixture of uses, either on-site or within a reasonable distance. However, the precise shared parking supply impact would be subject to review and approval based on the specific design and site conditions. Project applicants may also be allowed to meet the minimum parking requirements through the use of nearby off-site facilities at the discretion of the Transportation Manager.

16.XX.090 Transportation demand management.

New construction and building additions of an existing building involving ten thousand (10,000) or more square feet of gross floor area, or a change of use of ten thousand (10,000) or more square feet of gross floor area shall develop a Transportation Demand Management (TDM) plan necessary to reduce associated vehicle trips to at least twenty (20) percent below standard generation rates for uses on the project site. Each individual applicant will prepare its own TDM plan and provide an analysis to the satisfaction of the City's Transportation Manager of the impact of that TDM program.

- (1) Eligible TDM measures may include but are not limited to:
 - (A) Participation in a local Transportation Management Association (TMA) that provides documented, ongoing support for alternative commute programs;
 - (B) Appropriately located transit shelter(s);
 - (C) Preferred parking for carpools or vanpools;
 - (D) Designated parking for car-share vehicles;
 - (E) Requiring drivers to pay directly for using parking facilities;
 - (F) Public and/or private bike share program;
 - (G) Provision or subsidy of carpool, vanpool, shuttle, or bus service, including transit passes for site occupants;
 - (H) Required alternative work schedules and/or telecommuting;
 - (I) Passenger loading zones for carpools and vanpools at main building entrance;
 - (J) Safe, well-lit, accessible, and direct route to the nearest transit or shuttle stop or dedicated, fully accessible bicycle and pedestrian trail;
 - (K) Car share membership for employees or residents;

- (L) Emergency Ride Home programs;
- (M) Green Trip Certification.

(2) Measures receiving TDM credit shall be:

- (A) Documented in a TDM plan developed specifically for each project and noted on project site plans, if and as appropriate;
- (B) Guaranteed to achieve the intended reduction over the life of the development, as evidenced by annual reporting provided to the satisfaction of the City's Transportation Manager;
- (C) Required to be replaced by appropriate substitute measures if unable to achieve intended trip reduction in any reporting year;
- (D) Administered by a representative whose updated contact information is provided to the Transportation Manager.

16.XX.100 New connections.

Proposed development will be required to provide new pedestrian, bicycle, and/or vehicle connections to support connectivity and circulation as denoted in the City Zoning Map. These connections may be in the form of either a public street or a paseo as denoted in the City Zoning Map and are pursuant to the standards in Section 16.XX.120. Streets shall meet the requirements of the adopted City of Menlo Park street classification map in the General Plan Circulation Element.

- (1) If the location of new connection is split between parcel/ownership, the first applicant must set aside the required right-of-way through dedication or a public access easement and bond for the completion of the new connection, or reach agreement with the other property owner(s) to allow the first applicant to complete the entire new connection;
- (2) If the location of new connection is located on multiple properties with the same owner, applicant may move the connection up to 50 feet in either direction from what is shown on the City Zoning Map for enhanced connectivity, and/or other considerations, subject to the approval of the City's Public Works Director;
- (3) For phased project implementation, applicant must show implementation plan for the new connection and the City may require a bond or right of way dedication or public access easement prior to the completion of the first phase;
- (4) The land area dedicated for new connections in the form of public streets (right-of-way) will be subtracted from the total lot area to determine the site's Floor Area Ratio;

- (5) The land area dedicated for new connections in the form of paseos will require a public access easement (PAE). The area of the PAE is included in the total lot area to determine the site's Floor Area Ratio.

16.XX.110 Required street improvements.

For new construction, building additions, and interior alterations of an existing building, or a combination thereof, affecting ten thousand (10,000) or more square feet of gross floor area, the Public Works Director shall require the project to provide street improvements on public street edges of the property that comply with adopted City of Menlo Park street construction requirements for the adjacent street type. When these are required by the Public Works Director these do not count as public benefit pursuant to Section 16.XX.070.

- (1) Improvements shall include curb, gutter, sidewalk, street trees, and street lights;
- (2) Overhead electric distribution lines of less than sixty (60) kilovolts and communication lines shall be placed underground along the property frontage;
 - (A) The Public Works Director may allow a Deferred Frontage Improvement Agreement, including a bond to cover the full cost of the improvements and installation to accomplish needed improvements in coordination with other street improvements at a later date.

16.XX.120 Design standards.

All new construction, regardless of size, and building additions and/or exterior alterations affecting 10,000 square feet or more of gross floor area of an existing building shall adhere to the following design standards, subject to architectural control established in Section 16.68.020. For building additions and/or exterior alterations, the applicable design standards apply only to the new construction. The existing building and new addition and/or alteration shall have an integrated design. Design standards may be modified subject to approval of a use permit established in Section 16.82.030 or a conditional use permit per Section 16.82.050.

- (1) Relationship to the street. The following standards regulate the siting and placement of buildings, parking areas, and other features in relation to the street. The dimensions between building facades and the street and types of features allowed in these spaces are critical to the quality of the pedestrian experience.

Standard	Definition	Base level	Bonus level fronting a Local street*	Bonus level fronting a Boulevard, Thoroughfare, Mixed Use Collector, or Neighborhood street*	Notes/Additional Requirements
Build-to Area Requirement (see Figure 1)	The minimum building frontage at the ground floor or podium level, as a percentage of the street frontage length, that must be located within the area of the lot between the minimum and maximum setback lines parallel to the street.	Minimum 40% of frontage	Minimum 40% of frontage	Minimum 60% of frontage	Ground-floor retail uses must be a minimum 75% of frontage.
Corner Build-to Area Requirement	The minimum building frontage, as a percentage of the street frontage length, that must be located within the build-to area, defined as the area of the lot between the minimum and maximum setback lines parallel to streets on a corner lot.	75% of building frontage must be located within build-to area.	75% of building frontage must be located within build-to area.	75% of building frontage must be located within build-to area.	Exception: If public plaza is provided pursuant to open space standards in 16.XX.120 (4) and bounded by buildings on at least two sides.
Frontage Landscaping	The percentage of the setback area devoted to ground cover and vegetation. Trees may or may not be within the landscaped area. For this requirement, the setback area is the area between the property line and the face of the building.	Minimum of 40% (50% of which shall provide on-site infiltration of stormwater runoff). No maximum.	Minimum of 25% (50% of which should provide on-site infiltration of stormwater runoff). Maximum of 40%.	Minimum of 25% (50% of which should provide on-site infiltration of stormwater runoff). Maximum of 40%.	Setback areas adjacent to active ground-floor uses, including lobbies, retail sales, and eating and drinking establishments are excepted. In the case of a PUE adjacent to the street, frontage landscaping requirement may be measured from street right-of-way instead of property line.
Frontage Uses	Allowable frontage uses in order to support a positive integration of new buildings into the streetscape character.	No restrictions	No restrictions	Setback areas parallel to street not used for frontage landscaping must provide pedestrian circulation (e.g., entryways, stairways, accessible ramps), other publicly accessible open spaces (e.g., plazas, gathering areas, outdoor seating areas), access to parking, bicycle parking, or other uses that the Planning Commission deems appropriate.	Hotels are allowed to use this area for guest arrivals/drop-off zone. Commercial uses shall be a minimum of 50 feet in depth. Publicly accessible open space is further defined and regulated in Section 16.XX.120 (4).
Surface Parking Along Street Frontage (See Figure 2, A)	Surface parking may be located along the street. The maximum percentage of linear frontage of property adjacent to the street allowed to be off-street surface parking.	Maximum of 35%	Maximum of 35%	Maximum of 25%	

*See the General Plan Circulation Element Street Classification Map for street types.

Figure 1. Build-to Area

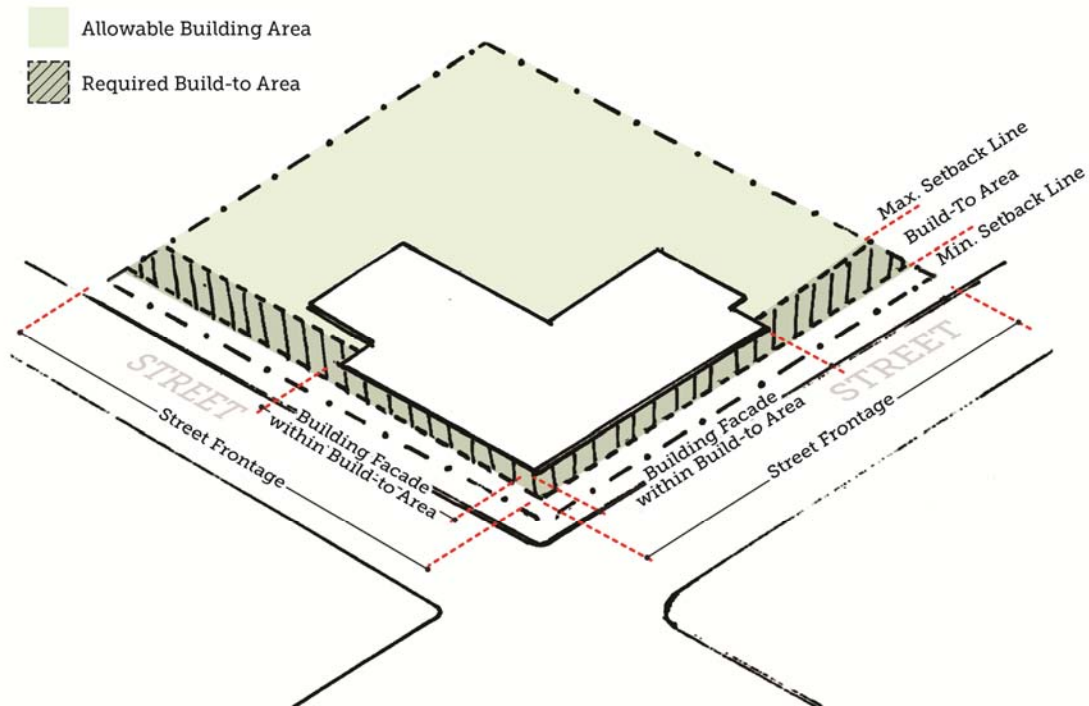
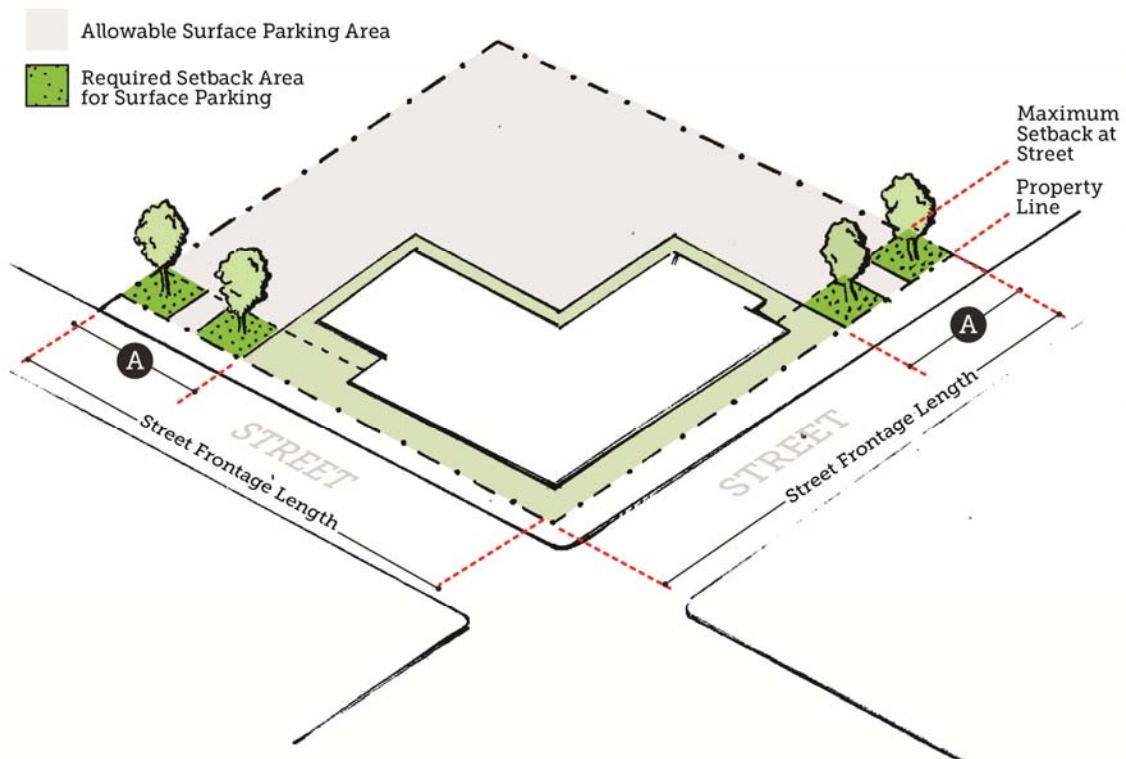


Figure 2. Surface Parking

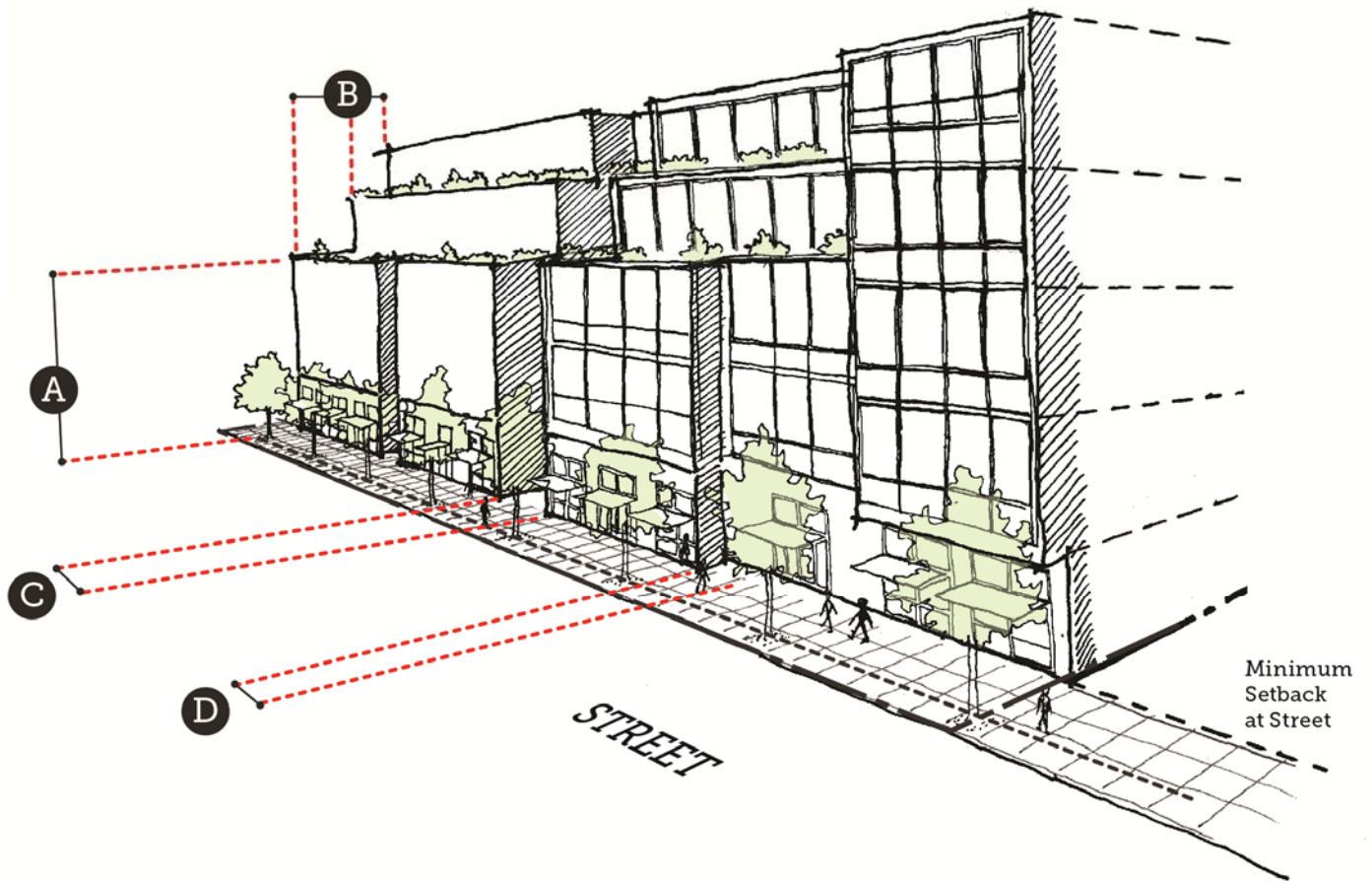


- (2) Building mass and scale. The following standards regulate building mass, bulk, size, and vertical building planes to minimize the visual impacts of large buildings and maximize visual interest of building facades as experienced by pedestrians.

<i>Standard and Figure 3 label (in Caps)</i>	<i>Definition</i>	<i>Base level</i>	<i>Bonus level fronting a Local street*</i>	<i>Bonus level fronting a Boulevard, Thoroughfare, Mixed Use Collector, or Neighborhood street*</i>	<i>Notes/Additional Requirements</i>
<i>Base Height</i> A	The maximum height of a building at the setback line adjacent to the street.	35 feet	45 feet	45 feet	
<i>Minimum Stepback</i> B	The horizontal distance a building's upper story(ies) must be set back above the Base level height.	N/A	10' for a minimum of 75% of the building face along public street(s)	10' for a minimum of 75% of the building face along public street(s)	A maximum of 25% of the building face along public streets may be excepted from this standard in order to provide a significant vertical feature, such as a tower. Exception: hotels shall step back a minimum of 15 feet above 60 feet and an additional 10 feet for buildings 75 feet.
<i>Building Projections</i>	The maximum depth of allowable building projections, such as balconies or bay windows, from the required stepback for portions of the building above the ground floor.	6 feet	6 feet	6 feet	
<i>Building Modulations</i> C & D	A major building modulation is a break in the building plane from the ground level to the top of the buildings' base height that provides visual variety, reduces large building volumes and provides spaces for entryways and publicly accessible spaces.	One every 200 feet or a minimum of one per façade, whichever is greater	One every 200 feet or a minimum of one per façade, whichever is greater	One every 200 feet or a minimum of one per façade, whichever is greater	Modulation is required regardless of build-to area. Parking is not allowed in the modulation recess. Building projections with 3 feet to 6 feet depth may satisfy this requirement in-lieu of a recess.

*See the General Plan Circulation Element Street Classification Map for street types.

Figure 3. Building Mass and Scale



- (3) Ground-floor exterior. The following standards regulate the ground-floor façade of buildings in order to enhance pedestrian experience, as well as visual continuity along the street.

<i>Standard and Figure 4 label (in Caps)</i>	<i>Definition</i>	<i>Base level</i>	<i>Bonus level fronting a Local street*</i>	<i>Bonus level fronting a Boulevard, Thoroughfare, Mixed Use Collector, or Neighborhood street*</i>	<i>Notes/Additional Requirements</i>
<i>Building Entrances</i> A	The minimum ratio of entrances to building length along a public street or paseo.	One entrance per public street frontage	One entrance per public street frontage	One entrance per public street frontage	Entrances at building corners may be used to satisfy this requirement. Stairs must be located in locations convenient to building users.
<i>Ground-floor Transparency</i> B	The minimum percentage of the ground-floor façade area that must provide visual transparency, such as clear-glass windows, doors, etc.	30%; 50% for commercial uses	50%	50%	Windows shall not be opaque or mirrored.
<i>Minimum Ground Floor Height Along Street Frontage</i> C	The minimum height between the ground-level finished floor to the second level finished floor along the street.	n/a	15 feet	15 feet	
<i>Garage Entrances</i>	Width of garage entry/door along street frontage.	Maximum 12-foot opening for one-way entrance; Maximum 24-foot opening for two-way entrance.	Maximum 12-foot opening for one-way entrance; Maximum 24-foot opening for two-way entrance.	Maximum 12-foot opening for one-way entrance; Maximum 24-foot opening for two-way entrance.	Garage entrances must be separated by a minimum of 100 feet to ensure all entrances/exits are not grouped together or resulting in an entire stretch of sidewalk unsafe and undesirable for pedestrians.
<i>Awnings, Signs, and Canopies</i> D	The maximum depth of awnings, signs, and canopies that project horizontally from the face of the building.	7 feet	7 feet	7 feet	A minimum vertical clearance of 8 feet from finished grade to the bottom of the projection is required.

*See the General Plan Circulation Element Street Classification Map for street types.

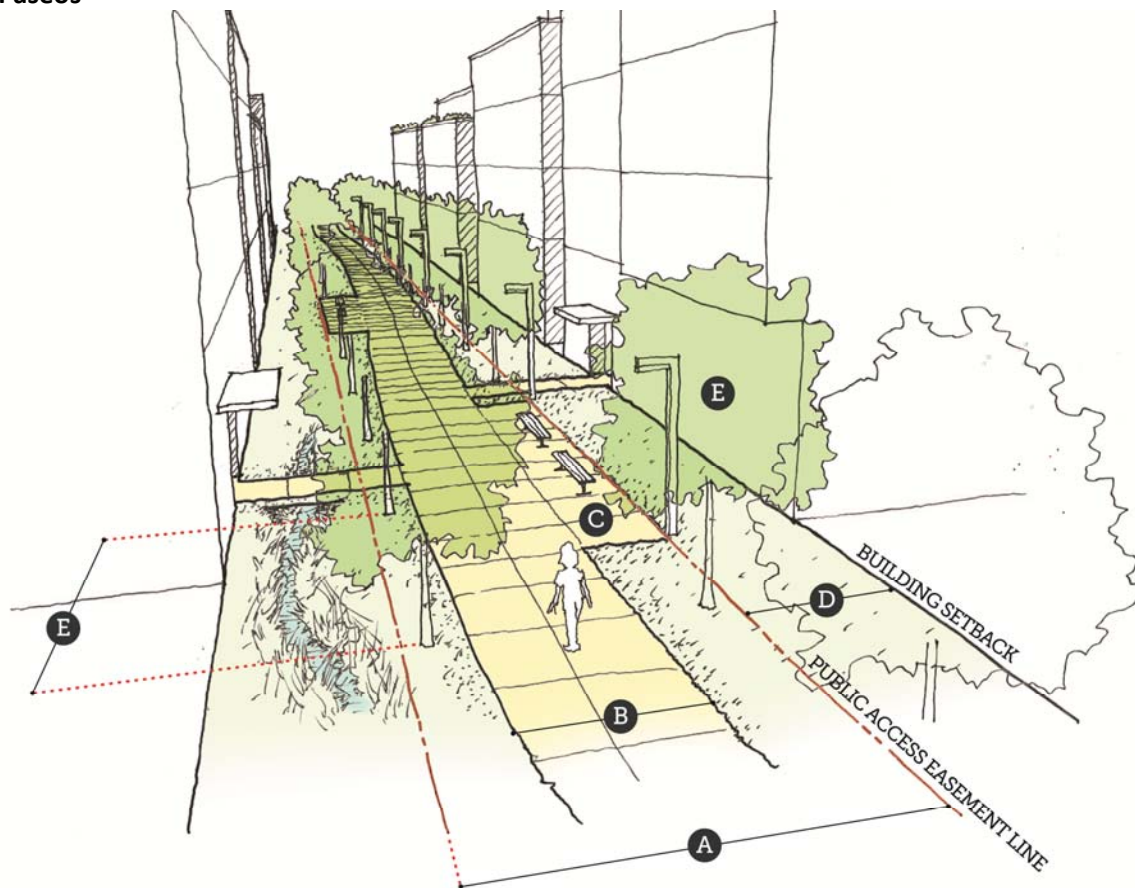
- (4) Open space. All development in the Office district shall provide a minimum amount of open space equal to thirty (30) percent of the total lot area, with a minimum amount of publicly accessible open space equal to fifty (50) percent of the total open space area.
- (A) Publicly accessible open space consists of areas unobstructed by fully enclosed structures with a mixture of landscaping and hardscape that provides seating and places to rest, places for gathering, passive and/or active recreation, pedestrian circulation, or other similar use as determined by the Planning Commission. Publicly accessible open space types include, but are not limited to paseos, plazas, forecourts and entryways, and outdoor dining areas. Publicly accessible open space must:
- (i) Contain site furnishings, art, or landscaping;
 - (ii) Be on the ground floor or podium level;
 - (iii) Be at least partially visible from a public right-of-way such as a street or paseo;
 - (iv) Have a direct, accessible pedestrian connection to a public right-of-way or easement.
- (B) Quasi-public and private open spaces, which may or may not be accessible to the public, include patios, balconies, roof terraces, and courtyards.
- (C) All open spaces shall:
- (i) Interface with adjacent buildings via direct connections through doors, windows, and entryways;
 - (ii) Be integrated as part of building modulation and articulation to enhance building façade and should be sited and designed to be appropriate for the size of the development and accommodate different activities, groups and both active and passive uses;
 - (iii) Be incorporated into the landscaping design of the project and include:
 - (iv) Sustainable stormwater features;
 - (v) A minimum landscaping bed no less than three (3) feet in length or width and five (5) feet in depth for infiltration planting;
 - (vi) Native species able to grow to their maximum size without shearing.
- (D) All exterior landscaping counts towards open space requirements.

(5) Paseos. A paseo is defined as a pedestrian and bicycle path that provides a member of the public access through one or more parcels and to public streets and/or other paseos. Paseos must meet the following standards:

- (A) Paseos may be located within the required side setback areas. Paseos may not be located within the minimum setback at street except where it connects to that street;
- (B) Paseos must be publicly accessible established through a public access easement, but they remain private property;
- (C) Paseos count as publicly accessible open space.

Standard and Figure 5 label (in Caps)	Definition	Bonus level	Notes/Additional Requirements
<i>Paseo Width</i> A	The minimum dimension in overall width of the paseo, including landscaping and hardscape components.	20 feet	
<i>Pathway Width</i> B	The minimum and maximum width of the paved, hardscape portion of the paseo, which provides the pathway for pedestrians.	10 feet minimum; 14 feet maximum	The paseo pathway shall be connected to building entrances with hardscaped pathways. Pathways may be used for emergency vehicle access use and allowed a maximum paved width exemption to accommodate standards of the Menlo Park Fire Protection District with prior approval by Transportation Manager.
<i>Furnishing Zones</i> C	Requirements for pockets of hardscape areas dedicated to seating, adjacent to the main pedestrian pathway area.	Minimum dimension of 5 feet wide by 20 feet long, provided at a minimum interval of 100 feet.	Furnishing zones must include benches or other type of seating and pedestrian-scaled lighting.
<i>Paseo Frontage Setback</i> D	The minimum setback for adjacent buildings from the edge of the paseo property line.	10 feet	A minimum of 50% of the setback area between the building and paseo shall be landscaped (50% of which should provide on-site infiltration of stormwater runoff.) Plants should be climate-adapted species, able to grow to their maximum size without shearing, and provide screening of at least 1-3 feet in height.
<i>Trees</i> E	The size and spacing of trees that are required along the paseo.	Small canopy trees with a maximum mature height of 40 feet and canopy diameter of 25 feet, planted at maximum intervals of 40 feet.	Trees must be planted within the paseo width, with the tree canopy allowed to overhang into the setback.
<i>Landscaping</i>	The minimum percentage of the paseo that is dedicated to vegetation.	20%	On-site infiltration of stormwater runoff is required.
<i>Lighting</i>	Pedestrian-oriented street lamps.	One light fixture every 40 feet.	Use energy efficient lighting per Title 24. Lights shall be located a minimum of 20 feet from trees.

Figure 5. Paseos



(6) Building design.

- (A) Main building entrances shall face the street or a publicly accessible courtyard. Building and/or frontage landscaping shall bring the human scale to the edges of the street. Retail building frontage shall be parallel to the street.
- (B) Utilities, including meters, backflow prevention devices, etc., shall be concealed or integrated into the building design to the extent feasible, as determined by the Public Works Director.
- (C) Projects shall include dedicated, screened, and easily accessible space for recycling, compost, and solid waste storage and collection.
- (D) Trash and storage shall be enclosed attractively screened from public view.
- (E) Materials and colors of utility, trash, and storage enclosures shall match or be compatible with the primary building.
- (F) Building materials shall be durable and high-quality to ensure adaptability and re-use over time. Glass paneling and windows shall be used to invite outdoor views and introduce natural light into interior spaces. Stucco shall not be used on more than fifty (50) percent of the building facade. When stucco is used, it must be smooth troweled.
- (G) Roof lines and eaves adjacent to street-facing facades shall vary across a building, including a four-foot minimum height modulation to break visual monotony and create a visually interesting skyline as seen from public streets (see Figure 6).
- (H) Rooftop elements including mechanical equipment, stair and elevator towers shall be concealed in a manner that incorporates building color and architectural and structural design and shall not exceed twenty (20) percent of roof area. Mechanical equipment does not include solar panels, wind turbines and other passive collection systems, and thus do not count towards the twenty (20) percent maximum.

Figure 6. Roof Lines



DRAFT

(7) Access and parking.

- (A) Shared entrances to retail and office uses shall be used where possible.
- (B) Service access and loading docks shall be located on local or interior access streets and to the rear of buildings, and shall not be located along a publicly accessible open space.
- (C) Above-ground garages shall be screened (with perforated walls, vertical elements or materials that provide visual interest at the pedestrian scale) or located behind buildings that are along public streets.
- (D) Garage and surface parking access shall be screened or set behind buildings located along a publicly accessible open space or paseo.
- (E) Surface parking lots shall be buffered from adjacent buildings by a minimum six (6) feet of paved pathway or landscaped area (see Figure 7, label A).
- (F) Surface parking lots shall be screened with landscaping features such as trees, planters, and vegetation, including a twenty (20) foot deep landscaped area along sidewalks, as measured from the setback line adjacent to the street, or paseos (see Figure 7, label B). The portion of this area not devoted to driveways shall be landscaped. Trees shall be planted at a ratio of 1 per 400 square feet of required setback area for surface parking.
- (G) Surface parking lots shall be planted with at least one (1) tree with a minimum size of a twenty-four (24) inch box for every eight (8) parking spaces (see Figure 7, label C). Required plantings may be grouped where carports with solar panels are provided.
- (H) Surface parking can be located along a paseo for a maximum of forty (40) percent of a paseo's length (see Figure 7, label D).
- (I) Short-term bicycle parking shall be located within fifty (50) feet of lobby or main entrance. Long-term bicycle parking facilities shall protect against theft and inclement weather, and consist of a fully enclosed, weather-resistant locker with key locking mechanism or an interior locked room or enclosure. Long-term parking shall be provided in locations that are convenient and functional for cyclists. Bicycle parking shall be (see Figure 8):
 - (i) Consistent with the latest edition of the Association of Pedestrian and Bicycle Professionals Bicycle Parking Guide;
 - (ii) Designed to accommodate standard six (6) foot bicycles;
 - (iii) Paved or hardscaped;
 - (iv) Accessed by an aisle in the front or rear of parked bicycles of at least five (5) feet;

- (v) At least five (5) feet from vehicle parking spaces;
 - (vi) At least thirty (30) inches of clearance in all directions from any obstruction, including but not limited to other racks, walls, and landscaping;
 - (vii) Lit with no less than one (1) footcandle of illumination at ground level;
 - (viii) Space-efficient bicycle parking such as double-decker lift-assist and vertical bicycle racks are also permitted.
- (J) Pedestrian access shall be provided, with a minimum hardscape width of six (6) feet, to sidewalks to all building entries, parking areas, and publicly accessible open spaces, and shall be clearly marked with signage directing pedestrians to common destinations.
- (K) Entries to parking areas and other important destinations shall be clearly identified for all travel modes with such wayfinding features as marked crossings, lighting, and clear signage.

Figure 7. Surface Parking Access

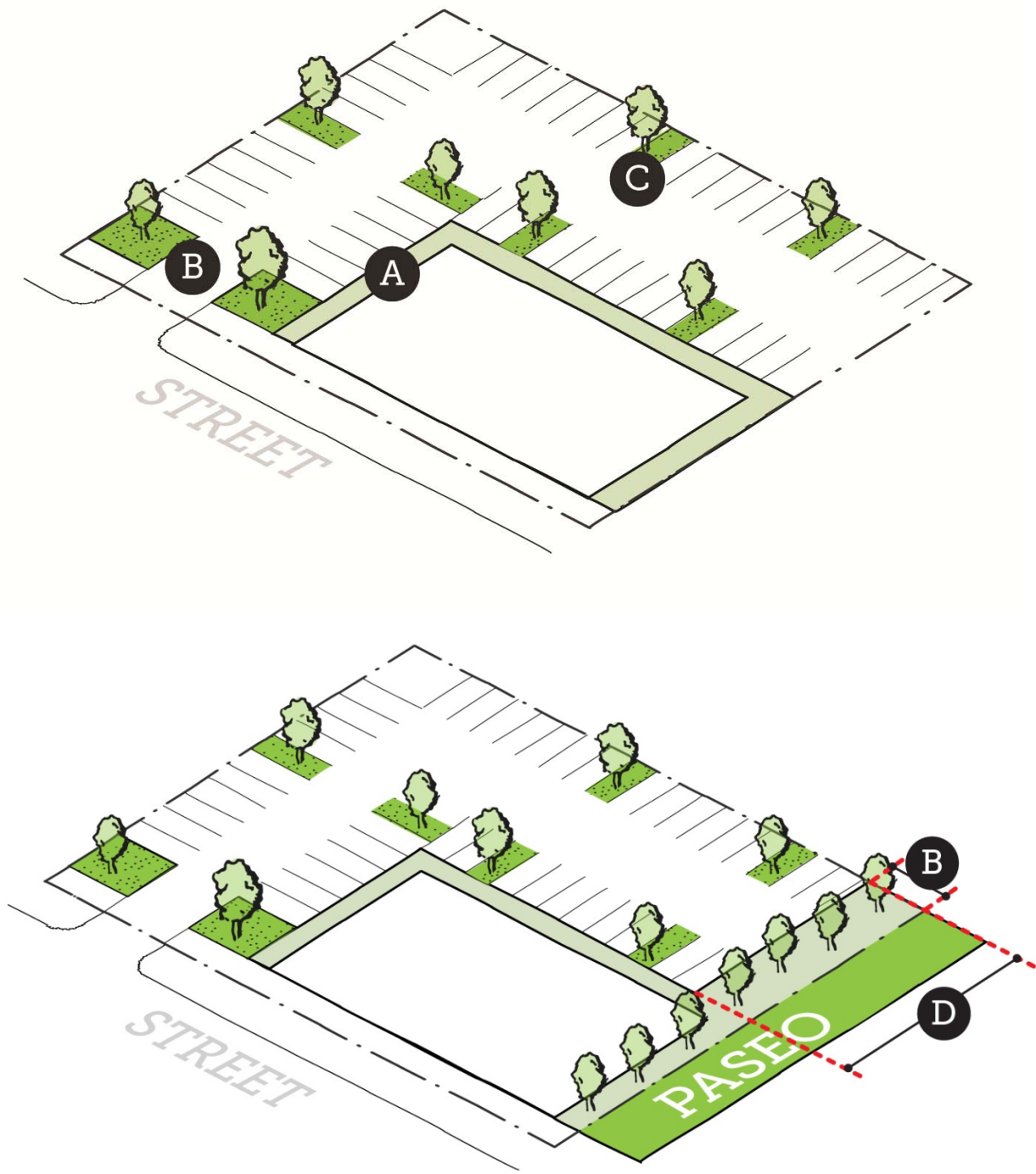
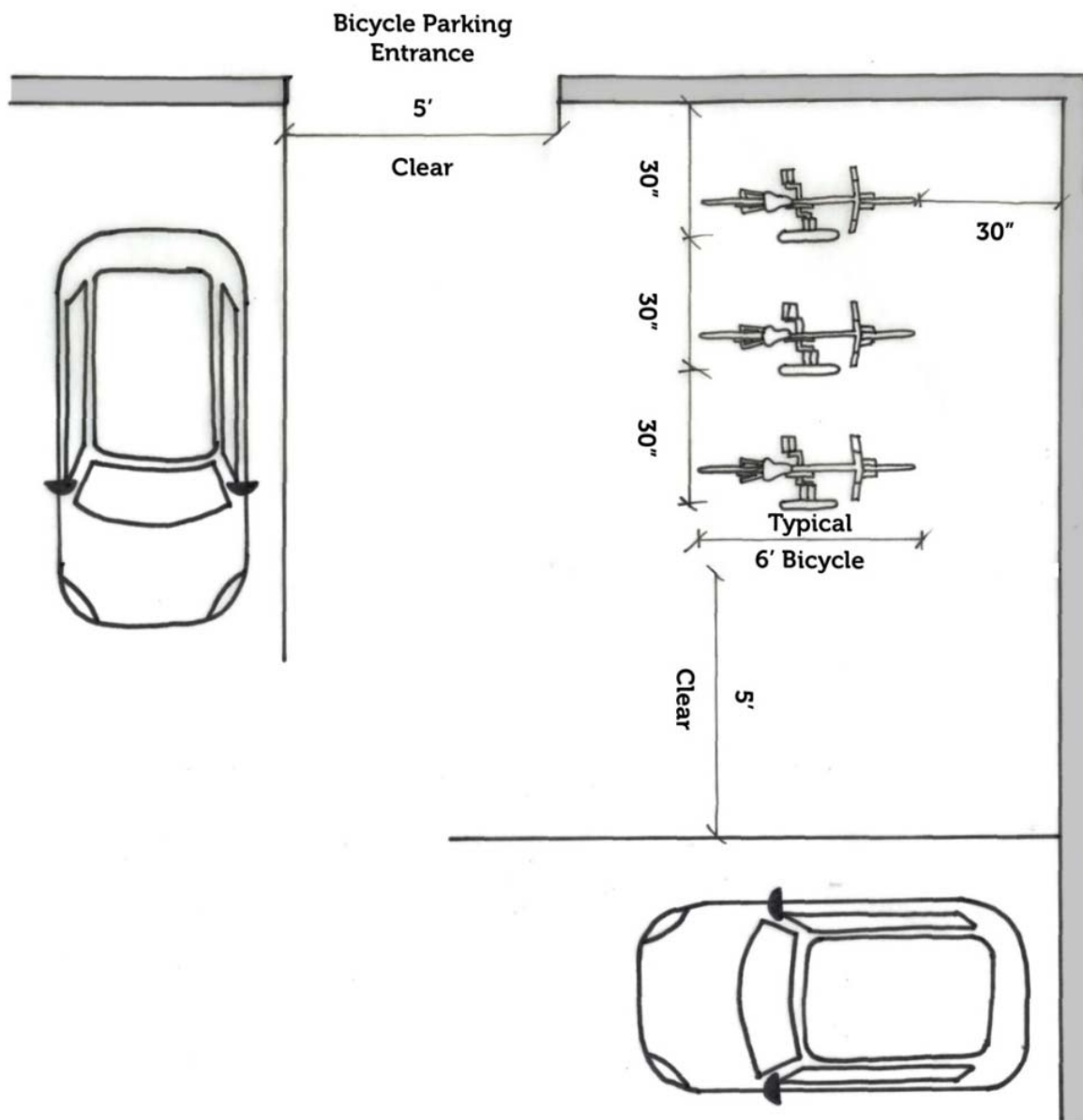


Figure 8. Bicycle Parking



16.XX.130 Green and sustainable building.

In addition to meeting all applicable regulations specified in Municipal Code Title 12 (Buildings and Construction), the following provisions shall apply to projects

(1) Green building.

- (A) Any new construction, addition or alteration of a building shall be required to comply with tables 16.XX.010.A and 16.XX.010.B

(2) Energy.

- (A) All new construction will meet 100% of energy demand (electricity and natural gas) through on-site generation as required in tables 16.XX.010.A and 16.XX.0101.B, and any combination of the following measures:
 - (i) Purchase of 100% renewable electricity through Peninsula Clean Energy or Pacific Gas and Electric Company in an amount equal to the annual energy demand of the project;
 - (ii) Purchase and installation of local renewable energy generation within the City of Menlo Park in an amount equal to the annual energy demand of the project;
 - (iii) Purchase of certified renewable energy credits annual in an amount equal to the annual energy demand of the project.

TABLE 16.XX.010.A: RESIDENTIAL GREEN BUILDING REQUIREMENTS

PROJECT TYPE	NEW CONSTRUCTION			ADDITIONS AND/OR ALTERATIONS		
Green Building Requirement	10,000 sq. ft. — 25,000 sq. ft.	25,001 sq. ft. — 100,000 sq. ft.	100,001 sq. ft. and above	1 sq. ft. to 1,000 sq. ft./ of conditioned area, volume or size	1,001 sq. ft. — 25,000 sq. ft. of conditioned area, volume or size	25,001 sq. ft. and above of conditioned area, volume or size
Green Building Certification	Designed to meet LEED Silver BD+C*	Designed to meet LEED Silver BD+C*	Designed to meet LEED Gold BD+C*	CALGreen Mandatory	Designed to meet LEED Silver ID+C*	Designed to meet LEED Gold ID+C*
EV Chargers	<u>Pre-Wire**</u> <ul style="list-style-type: none"> For EV chargers in 5% of total number of parking stalls. <u>Install EV Chargers***</u> <ul style="list-style-type: none"> Install a minimum of 2 in the pre-wire locations. 	<u>Pre-Wire**</u> <ul style="list-style-type: none"> For EV chargers in 5% of total number of parking stalls. <u>Install EV Chargers***</u> <ul style="list-style-type: none"> Install a total of 2 plus 1% of the total parking stalls in the pre-wire locations. 	<u>Pre-Wire**</u> <ul style="list-style-type: none"> For EV chargers in 5% of total number of parking stalls. <u>Install EV Chargers***</u> <ul style="list-style-type: none"> Install a total of 6 plus 1% of the total parking stalls in the pre-wire locations. 	N/A (Voluntary)	N/A (Voluntary)	N/A (Voluntary)
On-Site Energy Generation	30% of maximum extent feasible as determined by the On-Site Renewable Energy Feasibility Study****	30% of maximum extent feasible as determined by the On-Site Renewable Energy Feasibility Study****	30% of maximum extent feasible as determined by the On-Site Renewable Energy Feasibility Study****	N/A (Voluntary)	N/A (Voluntary)	N/A (Voluntary)
Energy Reporting	Enroll in EPA Energy Star Building Portfolio Manager and submit documentation of compliance as required by the City.	Enroll in EPA Energy Star Building Portfolio Manager and submit documentation of compliance as required by the City.	Enroll in EPA Energy Star Building Portfolio Manager and submit documentation of compliance as required by the City.	Enroll in EPA Energy Star Building Portfolio Manager and submit documentation of compliance as required by the City.	Enroll in EPA Energy Star Building Portfolio Manager and submit documentation of compliance as required by the City.	Enroll in EPA Energy Star Building Portfolio Manager and submit documentation of compliance as required by the City.

*Designed to meet LEED standards is defined as follows: a) Applicant must submit appropriate LEED checklist and verifying cover letter from a project LEED AP with the project application, b) Applicant must complete all applicable LEED certification documents prior to final building permit issuance to be reviewed either for LEED certification, or for verification by a third party approved by the City for which the applicant will pay for review and/or certification.

**Pre-wire is defined as conduit and wire installed from electrical panel board to junction box at parking stall, with sufficient electrical service to power chargers at all pre-wire locations.

***Charger is defined as follows: One electric vehicle (EV) charger or charger head reaching each designated EV parking stall and delivering a minimum of 240 V and 40 AMPs such that it can be used by all electric vehicles.

**** On-Site Renewable Energy Feasibility Study shall demonstrate the following cases: 1. Maximum on-site generation potential. 2. Solar feasibility for roof and parking areas (excluding roof mounted HVAC equipment). 3. Maximum solar generation potential solely on the roof area.

TABLE 16.XX.010.B: NON-RESIDENTIAL GREEN BUILDING REQUIREMENTS

PROJECT TYPE	NEW CONSTRUCTION			ADDITIONS AND/OR ALTERATIONS		
Green Building Requirement	10,000 sq. ft. – 25,000 sq. ft.	25,001 sq. ft. – 100,000 sq. ft.	100,001 sq. ft. and above	1 sq. ft. – 1,000 sq. ft. of conditioned area, volume or size	1,001 sq. ft. – 25,000 sq. ft. of conditioned area, volume or size	25,001 sq. ft. and above of conditioned area, volume or size
Green Building Certification	Designed to meet LEED Silver BD+C *	Designed to meet LEED Silver BD+C *	Designed to meet LEED Gold BD+C *	CALGreen Mandatory	Designed to meet LEED Silver ID+C *	Designed to meet LEED Gold ID+C *
EV Chargers	<u>Pre-Wire**</u> • For EV chargers in 5% of total number of parking stalls. <u>Install EV Chargers***</u> • Install a minimum of 2 in the pre-wire locations.	<u>Pre-Wire**</u> • For EV chargers in 5% of total number of parking stalls. <u>Install EV Chargers***</u> • Install a total of 2 plus 1% of the total parking stalls in the pre-wire locations.	<u>Pre-Wire**</u> • For EV chargers in 5% of total number of parking stalls. <u>Install EV Chargers***</u> • Install a total of 6 plus 1% of the total parking stalls in the pre-wire locations.	N/A (Voluntary)	Install conduit, wiring and electrical service for EV Chargers for 5% of parking spaces AND a minimum of 2 chargers***	Install conduit, wiring and electrical service for EV Chargers for 5% of parking spaces AND a minimum of 2 + (1% spaces) chargers***
On-Site Energy Generation	30% of maximum extent feasible as determined by the On-Site Renewable Energy Feasibility Study****	30% of maximum extent feasible as determined by the On-Site Renewable Energy Feasibility Study****	30% of maximum extent feasible as determined by the On-Site Renewable Energy Feasibility Study****	N/A (Voluntary)	N/A (Voluntary)	N/A (Voluntary)
Energy Reporting	Enroll in EPA Energy Star Building Portfolio Manager and submit documentation of compliance as required by the City.	Enroll in EPA Energy Star Building Portfolio Manager and submit documentation of compliance as required by the City.	Enroll in EPA Energy Star Building Portfolio Manager and submit documentation of compliance as required by the City.	Enroll in EPA Energy Star Building Portfolio Manager and submit documentation of compliance as required by the City.	Enroll in EPA Energy Star Building Portfolio Manager and submit documentation of compliance as required by the City.	Enroll in EPA Energy Star Building Portfolio Manager and submit documentation of compliance as required by the City.

*Designed to meet LEED standards is defined as follows: a) Applicant must submit appropriate LEED checklist and verifying cover letter from a project LEED AP with the project application, b) Applicant must complete all applicable LEED certification documents prior to final building permit issuance to be reviewed either for LEED certification, or for verification by a third party approved by the City for which the applicant will pay for review and/or certification.

**Pre-wire is defined as conduit and wire installed from electrical panel board to junction box at parking stall, with sufficient electrical service to power chargers at all pre-wire locations.

***Charger is defined as follows: One electric vehicle (EV) charger or charger head reaching each designated EV parking stall and delivering a minimum of 240 V and 40 AMPs such that it can be used by all electric vehicles.

****On-site Renewable Energy Feasibility Study shall demonstrate the following cases: 1. Maximum on-site generation potential. 2. Solar feasibility for roof and parking areas (excluding roof mounted HVAC equipment). 3. Maximum solar generation potential solely on the roof area.

- (3) Water use efficiency and recycled water.
- (A) Single pass cooling systems shall be prohibited in all new buildings.
 - (B) All new buildings shall be built and maintained without the use of well water.
 - (C) Applicants for a new building(s) one hundred thousand (100,000) square feet or more in gross floor area shall prepare and submit a proposed water budget and accompanying calculations following the methodology approved by the City. The water budget and calculations shall be reviewed and approved by the City's Public Works Director prior to certification of occupancy. Twelve (12) months after the date of the certification of occupancy, the building owner shall submit data and information sufficient to allow the City to compare the actual water use to the allocation in the approved water budget. In the event that actual water consumption exceeds the water budget, a water conservation program, as approved by the City's Public Works Director, shall be implemented. Twelve (12) months after City approval of the water conservation program, the building owner shall submit data and information sufficient to allow the City to determine compliance with the conservation program. If water consumption exceeds the budgeted amount, the City's Public Works Director may prohibit the use of water for irrigation or enforce compliance as an infraction pursuant to Chapter 1.12 of the Municipal Code until compliance with the water budget is achieved.
 - (D) All new buildings shall be dual plumbed for the internal use of recycled water.
 - (E) All new buildings two hundred and fifty (250,000) square feet or more in gross floor area shall use an alternate water source for all City approved non-potable applications. An alternative water source may include, but is not limited to, treated non-potable water such as graywater. An Alternate Water Source Assessment shall be submitted that describes the alternative water source and proposed non-potable application. Approval of the Alternate Water Source Assessment, the alternative water source and its proposed uses shall be approved by the City's Public Works Director and Community Development Director.
 - (F) Potable water shall not be used for dust control on construction projects.
 - (G) Potable water shall not be used for decorative features, unless the water recirculates.
- (4) Hazard mitigation and sea level rise resiliency.
- (A) The first floor elevation of all new buildings shall be twenty four (24) inches above the Federal Emergency Management Agency base flood elevation (BFE) to account for sea level rise. Where no BFE exists, the first floor (bottom of floor beams) elevation shall be 24 inches above the existing grade.

The building design and protective measures shall not create adverse impacts on adjacent sites as determined by the City.

- (B) Prior to building permit issuance, all new buildings shall pay any required fee or proportionate fair share for the funding of sea level rise projects, if applicable.

(5) Waste management.

- (A) Applicants shall submit a zero-waste management plan to the City, which will cover how the applicant plans to minimize waste to landfill and incineration in accordance with all applicable state and local regulations. Applicants shall show in their zero-waste plan how they will reduce, recycle and compost wastes from the demolition, construction and occupancy phases of the building. For the purposes of this ordinance, Zero Waste is defined as ninety (90) percent overall diversion of non-hazardous materials from landfill and incineration, wherein discarded materials are reduced, reused, recycled, or composted. Zero Waste plan elements shall include the property owner's assessment of the types of waste to be generated during demolition, construction and occupancy, and a plan to collect, sort and transport materials to uses other than landfill and incineration.

(6) Bird-friendly design.

- (A) No more than ten (10) percent of façade surface area shall have non-bird-friendly glazing.
- (B) Bird-friendly glazing includes, but is not limited to opaque glass, covering of clear glass surface with patterns, paned glass with fenestration patterns, and external screens over non-reflective glass.
- (C) Occupancy sensors or other switch control devices shall be installed on non-emergency lights and shall be programmed to shut off during non-work hours and between 10 PM and sunrise.
- (D) Placement of buildings shall avoid the potential funneling of flight paths towards a building façade.
- (E) Glass skyways or walkways, freestanding glass walls, and transparent building corners shall not be allowed.
- (F) Transparent glass shall not be allowed at the rooflines of buildings, including in conjunction with green roofs.
- (G) A project may receive a waiver from one or more of the items (A) to (F) listed above, subject to the submittal of a site specific evaluation from a qualified biologist and review and approval by the Planning Commission.

Chapter 16.XX
LS – LIFE SCIENCES DISTRICT

Sections:

- 16.XX.010 Purpose.
- 16.XX.015 Definitions.
- 16.XX.020 Permitted uses.
- 16.XX.030 Administratively permitted uses.
- 16.XX.040 Conditional uses.
- 16.XX.050 Development regulations.
- 16.XX.060 Additional bonus development regulations.
- 16.XX.070 Community amenities required for bonus development.
- 16.XX.080 Parking standards.
- 16.XX.090 Transportation demand management
- 16.XX.100 New connections.
- 16.XX.110 Required street improvements.
- 16.XX.120 Design standards.
- 16.XX.130 Green and sustainable building.

16.XX.010 Purpose.

The purpose and intent of the Life Sciences district is to:

- (1) Attract research and development and light industrial and uses particularly those that support bioscience and biomedical product development and manufacturing and/or are potentially revenue generating businesses.
- (2) Allow administrative and professional office uses and other services that support light industrial and research and development sites and nearby.
- (3) Provide quality employment opportunities and promote emerging technology, entrepreneurship, and innovation.
- (4) Facilitate the creation of a thriving business environment with goods and services that support adjacent neighborhoods as well as the employment base.

16.XX.015 Definitions.

Terms are defined in the City's Municipal Code Chapter 16.04 unless otherwise stated in this chapter.

16.XX.020 Permitted uses.

Permitted uses in the Life Sciences district are as follows:

- (1) Light industrial and research and development and ancillary uses, except when requiring hazardous material review;
- (2) Administrative and professional offices in buildings not exceeding twenty thousand (20,000) square feet of gross floor area;
- (3) Retail sales establishments, excluding the sale of beer, wine and alcohol;
- (4) Eating establishments, excluding the sale of beer, wine, and alcohol or live entertainment, and/or that are portable;
- (5) Personal services, excluding tattooing, piercing, palm-reading, or similar services;
- (6) Recreational and fitness center facilities privately operated, not exceeding twenty thousand (20,000) square feet of gross floor area;
- (7) Community education/training center, which provides free or low-cost educational and vocational programs to help prepare local youth and adults for entry into college and/or the local job market.

16.XX.030 Administratively permitted uses.

Uses allowed in the Life Sciences district, subject to obtaining an administrative permit, are as follows:

- (1) Any outside storage of material, equipment or vehicles associated with the main use;
- (2) Eating establishments, including the sale of beer and wine only, and/or those that have live music or other live entertainment;
- (3) Research and development and light industrial uses, including uses involving hazardous materials;
- (4) Diesel generators.

16.XX.040 Conditional uses.

Conditional uses allowed in the Life Sciences district, subject to obtaining a use permit per Municipal Code Chapter 16.82, are as follows:

- (1) Administrative and professional offices in buildings greater than twenty thousand (20,000) square feet of gross floor area;
- (2) Eating and drinking establishments with alcohol sales, or that are portable;
- (3) Retail sales establishments with alcohol sales;
- (4) Special uses, in accordance with Chapter 16.78 of this title, including private recreational facilities exceeding twenty thousand (20,000) square feet of gross floor area;
- (5) Uses identified in 16.XX.020, 16.XX.030, and 16.XX.040 proposing Bonus level development, in accordance with Section 16.XX.060;
- (6) Public utilities, in accordance with Chapter 16.76 of this title.

16.XX.050 Development regulations.

Development regulations in the Life Sciences district are as follows:

<i>Regulation</i>	<i>Definition</i>	<i>Base level</i>	<i>Bonus level</i>	<i>Notes/Additional Requirements</i>
<i>Minimum lot area</i>	Minimum area of building site (includes public access easements).	25,000 square feet	25,000 square feet	
<i>Minimum lot dimensions</i>	Minimum size of a lot calculated using lot lines.	100 feet width 100 feet depth	100 feet width 100 feet depth	
<i>Minimum setback at street</i>	Minimum linear feet building can be sited from property line adjacent to street.	5 feet	5 feet	Setbacks shall be measured from the property line. In instances where there will be a sidewalk easement, measure the setback from the back of the sidewalk. See build-to area requirements in Section 16.XX.120(1).
<i>Maximum setback at street</i>	Maximum linear feet building can be sited from front property line.	35 feet	35 feet	See build-to area requirements in Section 16.XX.120 (1).
<i>Minimum interior side and rear setbacks</i>	Minimum linear feet building can be sited from interior and rear property lines.	10 feet	10 feet	See Section 16.XX.120 (5) if property is required to have a paseo. Interior side setback may be reduced to 0 feet for the entire building mass where there is retail frontage.
<i>Maximum floor area ratio</i>	Maximum permitted ratio of the total square footage of the gross floor area of all buildings on a lot to the square footage of the lot.	55% plus 10% commercial	125% plus 10% commercial	Per community amenities requirements of Section 16.XX.070. FAR not used in LS area may be transferred via permanent purchase into LS-B area.
<i>Maximum commercial floor area</i>	Maximum permitted ratio of commercial square footage of the gross floor area of all buildings on a lot to the square footage of the lot.	10%	10%	
<i>Maximum height</i>	Maximum building height not including roof utilities.	35 feet	110 feet (6 stories)	A parapet used to screen mechanical equipment is not included in the maximum height. The maximum allowed height for rooftop mechanical equipment is 14 feet, except for elevator towers and associated equipment, which may be 20 feet. Per community amenities requirements of Section 16.XX.070.
<i>Average height</i>	The average of building heights on one site that cannot be exceeded.	35 feet	4.5 stories	For calculation purposes, a story is defined as 15 feet.
<i>Minimum open space requirement</i>	Minimum portion of the building site open, unobstructed and unoccupied.	30%	30%	See Section 16.XX.120 (4) for open space requirements.

16.XX.060 Additional bonus development regulations.

A development may seek an increase in floor area ratio and/or height as established in the Bonus level per Section 16.XX.050 of this Chapter in areas denoted as LS-B district on the City Zoning Map, subject to obtaining a use permit per Chapter 16.82 and providing community amenities consistent with Section 16.XX.070.

16.XX.070 Community amenities required for bonus development.

To be eligible for bonus floor area ratio and/or height, a project shall provide one or more community amenities, either through construction of the amenity, which is preferable, or payment of a fee.

- (1) An applicant's proposal for community amenities shall be subject to review by the Planning Commission in conjunction with a Use Permit or Conditional Development Permit. Consideration by the Planning Commission shall include differentiation between amenities proposed to be provided on-site and amenities proposed to be provided off-site, which may require a separate discretionary review and environmental review per the California Environmental Quality Act.
- (2) A community amenity shall be provided utilizing any one of the following three mechanisms:
 - (A) Part of the Project. An applicant, as part of the project, designs and constructs one or more of the community amenities provided that the value of the amenity or amenities is reasonably equivalent to the value defined in subsection (3) or per nexus study. Once any one of these community amenities is provided, it will no longer be an option available to other applicants. Prior to approval of the Final Occupancy Permit for any portion of the project, the applicant shall complete (or bond for) the construction and installation of the community amenities included in the project and shall provide documentation sufficient for the City Manager or designee to certify compliance with this section. The amenities proposed by the applicant shall be selected from a list of amenities adopted by the City Council pursuant to resolution.
 - (B) Impact Fee Payment. If the City has adopted an impact fee that identifies a square foot fee for community amenities, an applicant for the bonus development shall pay 120% of the fee provided that the fee adopted by the Council is less than full cost recovery. In the alternative, the applicant may design and construct one or more those amenities identified in the nexus study in an amount equal to the fee payment.
 - (C) Agreement. An applicant may propose amenities to be included in an agreement, including a development agreement. The amenities proposed by the applicant shall be selected from a list of amenities adopted by the City Council pursuant to resolution. If an impact fee per square foot has

been identified through an impact fee, the proposal for amenities shall be reasonably equivalent to the value of the fee, otherwise the value shall be reasonably equivalent to the value defined in subsection (3). The timing of the provision of the community amenities shall be identified in the agreement.

- (3) **Bonus Value Calculation.** An applicant shall provide, at their expense, an appraisal performed within ninety (90) days of the application date by a licensed appraisal firm approved by (and with form and content approved by) the Community Development Director that sets a single value per square foot of the finished floor area of the development ("floor area-foot" value). The City, at applicant's expense, may obtain a second appraisal also by a licensed appraisal firm that identifies floor area-foot value. If the two appraisals are obtained, the average of the two appraisals shall be utilized to set the floor area-foot value. The value of the community amenities shall be fifty percent for the floor area-foot value multiplied by the amount of gross floor area that is proposed beyond the base-level zoning.
- (4) All community amenities, except affordable housing, must be provided within the area between U.S. Highway 101 and the San Francisco Bay in the City of Menlo Park. Affordable housing may be located anywhere housing is allowed in the City of Menlo Park.

16.XX.080 Parking standards.

Development in the Life Sciences district shall meet the following parking requirements.

<i>Land Use</i>	<i>Minimum Spaces (Per 1,000 Sq. Ft.)</i>	<i>Maximum Spaces (Per 1,000 Sq. Ft.)</i>	<i>Minimum Bicycle Parking¹</i>
<i>Office</i>	2	3	
<i>Light Industrial, Research and Development</i>	1.5	2.5	1 per 5,000 sq. ft. of gross floor area; Minimum 2 spaces
<i>Retail</i>	2.5	3.3	For Office and Research Development:
<i>Financial services</i>	2	3.3	80% for long-term ² and 20% for short-term ²
<i>Eating and drinking establishment</i>	2.5	3.3	For all other commercial uses:
<i>Personal services</i>	2	3.3	20% for long-term ² and 80% for short-term ²
<i>Private recreation</i>	2	3.3	
<i>Daycare facility</i>	2	3.3	
<i>Publicly accessible parking lot or structure</i>			1 space per 20 vehicle spaces
<i>Other</i>	At Community Transportation Manager discretion	At Transportation Manager discretion	At Transportation Manager discretion

¹ See Section 16.XX.120 (7) and the latest edition of best practice design standards in Association of Pedestrian and Bicycle Professionals Bicycle Parking Guidelines.

² Long-term parking is for use over several hours or overnight, typically used by employees and residents. Short-term parking is considered visitor parking for use from several minutes to up to a couple of hours.

Parking facilities may be shared at the discretion of the City's Transportation Manager if multiple uses cooperatively establish and operate the facilities, if these uses generate parking demands primarily during different hours than the remaining uses, and if a sufficient number of spaces are provided to meet the maximum cumulative parking demand of the participating uses at any time. An individual development proposal may incorporate a shared parking study to account for the mixture of uses, either on-site or within a reasonable distance. However, the precise shared parking supply impact would be subject to review and approval based on the specific design and site conditions. Project applicants may also be allowed to meet the minimum parking requirements through the use of nearby off-site facilities at the discretion of the Transportation Manager.

16.XX.090 Transportation demand management.

New construction and building additions of an existing building involving ten thousand (10,000) or more square feet of gross floor area, or a change of use of ten thousand (10,000) or more square feet of gross floor area shall develop a Transportation Demand Management (TDM) plan necessary to reduce associated vehicle trips to at least twenty (20) percent below standard generation rates for uses on the project site.

- (1) Eligible TDM measures may include but are not limited to:
 - (A) Participation in a local Transportation Management Association (TMA) that provides documented, ongoing support for alternative commute programs;
 - (B) Appropriately located transit shelter(s);
 - (C) Preferred parking for carpools or vanpools;
 - (D) Designated parking for car-share vehicles;
 - (E) Requiring drivers to pay directly for using parking facilities;
 - (F) Public and/or private bike share program; Provision or subsidy of carpool, vanpool, shuttle, or bus service, including transit passes for site occupants;
 - (G) Required alternative work schedules and/or telecommuting;
 - (H) Passenger loading zones for carpools and vanpools at main building entrance;
 - (I) Safe, well-lit, accessible, and direct route to the nearest transit or shuttle stop or dedicated, fully accessible bicycle and pedestrian trail;
 - (J) Car share membership for employees or residents;
 - (K) Emergency Ride Home programs;
 - (L) Green Trip Certification.

(2) Measures receiving TDM credit shall be:

- (A) Documented in a TDM plan developed specifically for each project and noted on project site plans, if and as appropriate;
- (B) Guaranteed to achieve the intended reduction over the life of the development, as evidenced by annual reporting provided to the satisfaction of the City's Transportation Manager;
- (C) Required to be replaced by appropriate substitute measures if unable to achieve intended trip reduction in any reporting year, failure to do so will result in revocation of permit;
- (D) Administered by a representative whose updated contact information is provided to the Transportation Manager.

16.XX.100 New connections.

Proposed development will be required to provide new pedestrian, bicycle, and/or vehicle connections to support connectivity and circulation as denoted in the City Zoning Map. These connections may be in the form of either a public street or a paseo as denoted in the City Zoning Map and are pursuant to the standards in Section 16.XX.120. Streets shall meet the requirements of the adopted City of Menlo Park street classification map in the General Plan Circulation Element.

- (1) If the location of new connection is split between parcel/ownership, the first applicant must set aside the required right-of-way through dedication or a public access easement and bond for the completion of the new connection, or reach agreement with the other property owner(s) to allow the first applicant to complete the entire new connection;
- (2) If the location of new connection is located on multiple properties with the same owner, applicant may move the connection up to 50 feet in either direction from what is shown on the City Zoning Map for enhanced connectivity, and/or other considerations, subject to the approval of the City's Public Works Director;
- (3) For phased project implementation, applicant must show implementation plan for the new connection and the City may require a bond or right of way dedication or public access easement prior to the completion of the first phase;
- (4) The land area dedicated for new connections in the form of public streets (right-of-way) will be subtracted from the total lot area to determine the site's Floor Area Ratio;
- (5) The land area dedicated for new connections in the form of paseos will require a public access easement (PAE). The area of the PAE is included in the total lot area to determine the site's Floor Area Ratio.

16.XX.110 Required street improvements.

For new construction, building additions, and interior alterations of an existing building, or a combination thereof, affecting ten thousand (10,000) or more square feet of gross floor area, the Public Works Director shall require the project to provide street improvements on public street edges of the property that comply with adopted City of Menlo Park street construction requirements for the adjacent street type. When these are required by the Public Works Director these do not count as public benefit pursuant to Section 16.XX.070.

- (1) Improvements shall include curb, gutter, sidewalk, street trees, and street lights;
- (2) Overhead electric distribution lines of less than sixty (60) kilovolts and communication lines shall be placed underground along the property frontage;
 - (A) The Public Works Director may allow a Deferred Frontage Improvement Agreement, including a bond to cover the full cost of the improvements and installation to accomplish needed improvements in coordination with other street improvements at a later date.

16.XX.120 Design standards.

All new construction, regardless of size, and building additions and/or exterior alterations affecting 10,000 square feet or more of gross floor area of an existing building shall adhere to the following design standards, subject to architectural control established in Section 16.68.020. For building additions and/or exterior alterations, the applicable design standards apply only to the new construction. The existing building and new addition and/or alteration shall have an integrated design. Design standards may be modified subject to approval of a use permit established in Section 16.82.030 or a conditional use permit per Section 16.82.050.

- (1) Relationship to the street. The following standards regulate the siting and placement of buildings, parking areas, and other features in relation to the street. The dimensions between building facades and the street and types of features allowed in these spaces are critical to the quality of the pedestrian experience.

Standard	Definition	Base level	Bonus level fronting a Local street*	Bonus level fronting a Boulevard, Thoroughfare, Mixed Use Collector, or Neighborhood street*	Notes/Additional Requirements
Build-to Area Requirement (see Figure 1)	The minimum building frontage at the ground floor or podium level, as a percentage of the street frontage length, that must be located within the area of the lot between the minimum and maximum setback lines parallel to the street.	Minimum 40% of frontage	Minimum 40% of frontage	Minimum 60% of frontage	Ground-floor retail uses must be a minimum 75% of frontage.
Corner Build-to Area Requirement	The minimum building frontage, as a percentage of the street frontage length, that must be located within the build-to area, defined as the area of the lot between the minimum and maximum setback lines parallel to streets on a corner lot.	75% of building frontage must be located within build-to area.	75% of building frontage must be located within build-to area.	75% of building frontage must be located within build-to area.	Exception: If public plaza is provided pursuant to open space standards in 16.XX.120 (4) and bounded by buildings at least two sides.
Frontage Landscaping	The percentage of the setback area devoted to groundcover and vegetation. Trees may or may not be within the landscaped area. For this requirement, the setback area is the area between the property line and the face of the building.	Minimum of 40% (50% of which shall provide on-site infiltration of stormwater runoff). No maximum.	Minimum of 25% (50% of which should provide on-site infiltration of stormwater runoff). Maximum of 40%.	Minimum of 25% (50% of which should provide on-site infiltration of stormwater runoff). Maximum of 40%.	Setback areas adjacent to active ground-floor uses, including lobbies, retail sales, and eating and drinking establishments are excepted. In the case of a PUE adjacent to the street, frontage landscaping requirement may be measured from street right-of-way instead of property line.
Frontage Uses	Allowable frontage uses in order to support a positive integration of new buildings into the streetscape character.	No restrictions	No restrictions	Setback areas parallel to street not used for frontage landscaping must provide pedestrian circulation (e.g., entryways, stairways, accessible ramps), other publicly accessible open spaces (e.g., plazas, gathering areas, outdoor seating areas), access to parking, bicycle parking, or other uses that the Planning Commission deems appropriate.	Commercial uses shall be a minimum of 50 feet in depth. Publicly accessible open space is further defined and regulated in Section 16.XX.120 (4).
Surface Parking Along Street Frontage (See Figure 2, A)	Surface parking may be located along the street. The maximum percentage of linear frontage of property adjacent to the street allowed to be off-street surface parking.	Maximum of 35%	Maximum of 35%	Maximum of 25%	.

*See the General Plan Circulation Element Street Classification Map for street types.

Figure 1. Build-to Area

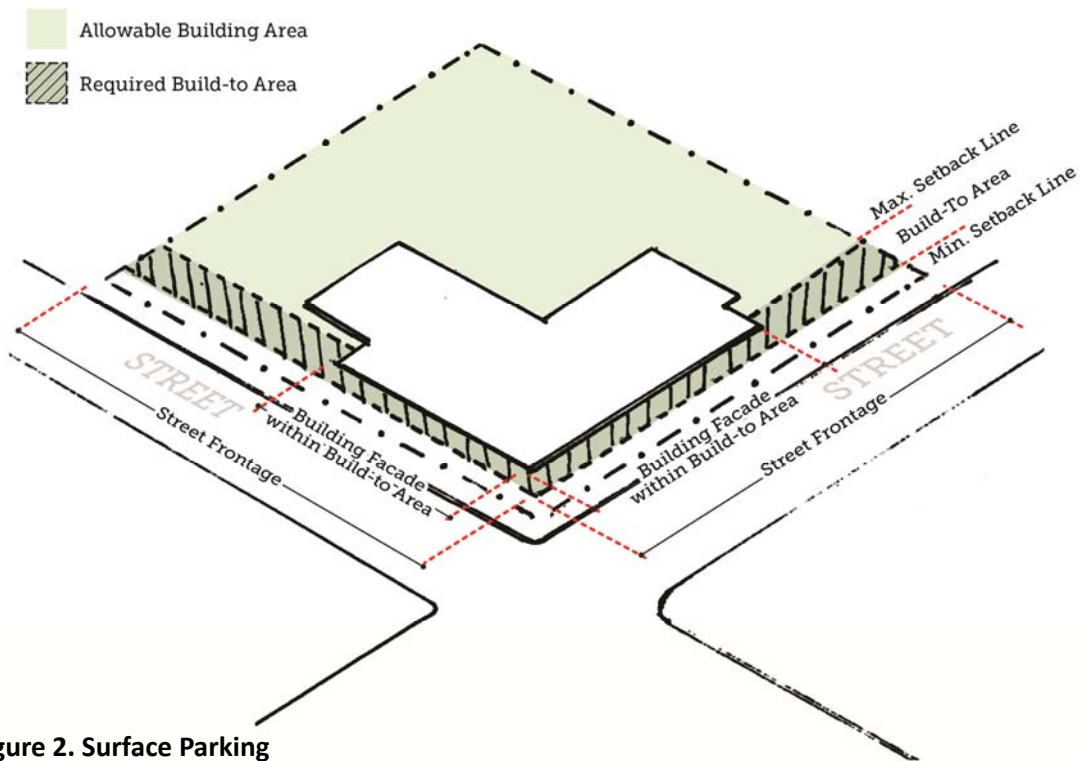
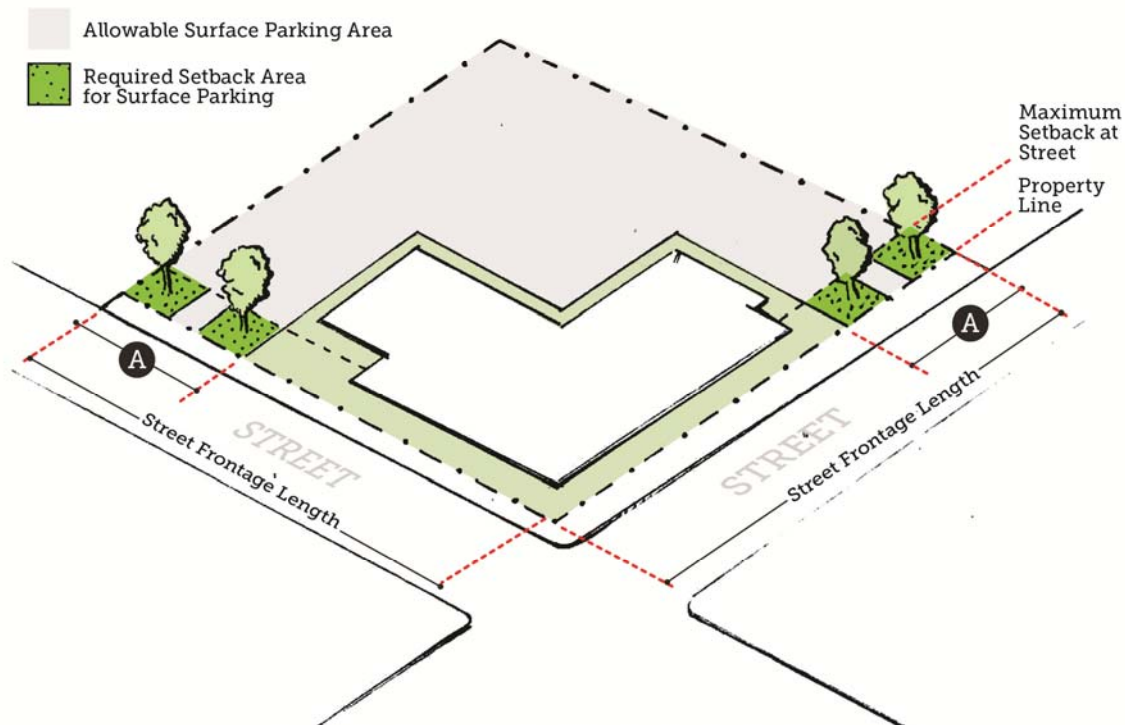


Figure 2. Surface Parking

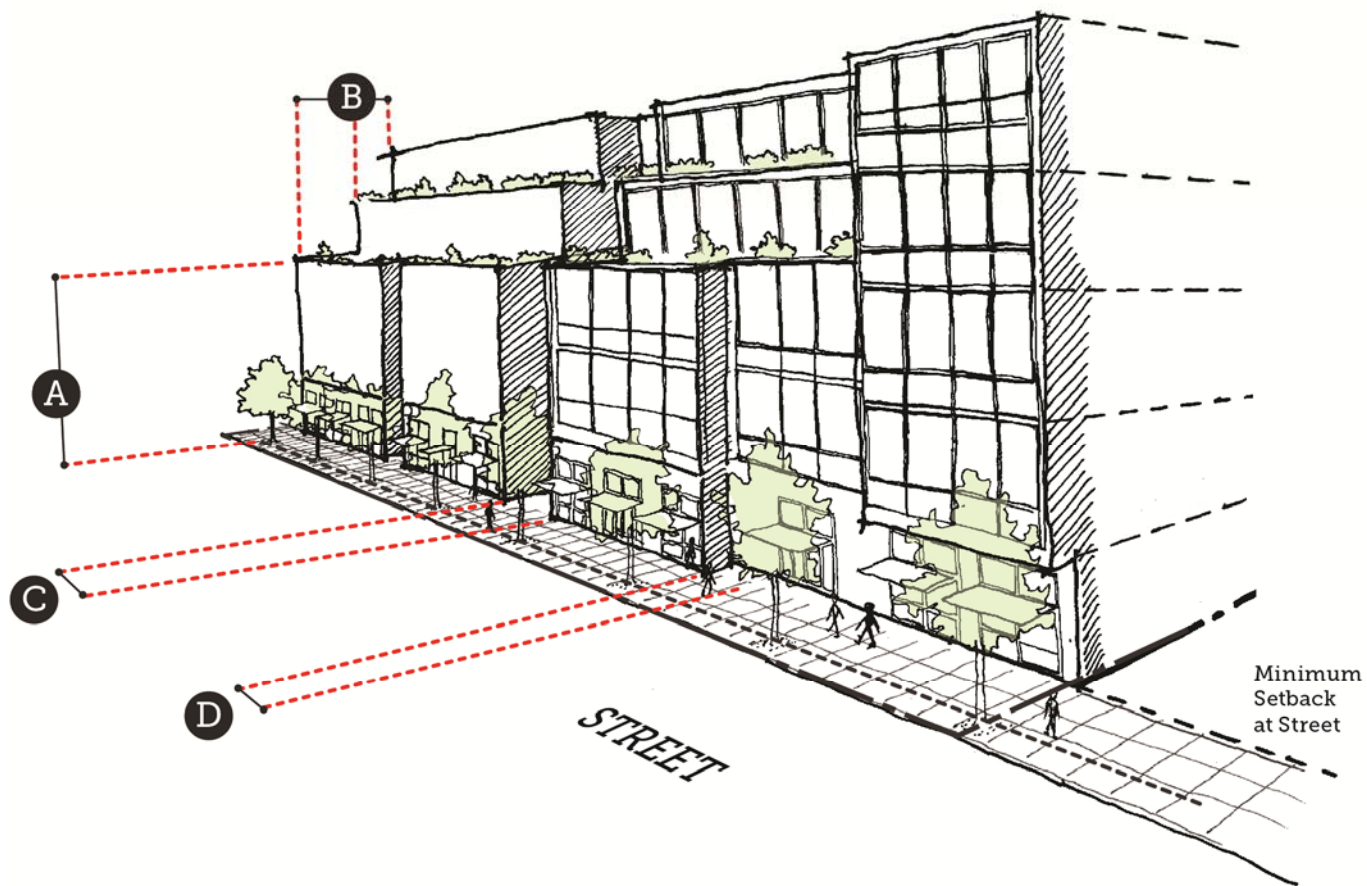


- (2) Building mass and scale. The following standards regulate building mass, bulk, size, and vertical building planes to minimize the visual impacts of large buildings and maximize visual interest of building facades as experienced by pedestrians.

Standard and Figure 3 label (in Caps)	Definition	Base level	Bonus level fronting a Local street*	Bonus level fronting a Boulevard, Thoroughfare, Mixed Use Collector, or Neighborhood street*	Notes/Additional Requirements
<i>Base Height</i> A	The maximum height of a building at the setback line adjacent to street.	35 feet	45 feet	45 feet	
<i>Minimum Stepback</i> B	The horizontal distance a building's upper story(ies) must be set back above the Base level height.	N/A	10' for a minimum of 75% of the building face along public street(s).	10' for a minimum of 75% of the building face along public street(s).	A maximum of 25% of the building face along public streets may be excepted from this standard in order to provide a significant vertical feature, such as a tower.
<i>Building Projections</i>	The maximum depth of allowable building projections, such as balconies or bay windows, from the required stepback for portions of the building above the ground floor.	6 feet	6 feet	6 feet	
<i>Building Modulation</i> C & D	A major building modulation is a break in the building plane from the ground level to the top of the buildings' base height that provides visual variety, reduces large building volumes, and provides spaces for entryways and publicly accessible spaces.	One every 200 feet or a minimum of one per façade, whichever is greater	One every 200 feet or a minimum of one per façade, whichever is greater	One every 200 feet or a minimum of one per façade, whichever is greater	Modulation is required regardless of build-to area. Parking is not allowed in the modulation recess. Building projections with 3 feet to 6 feet depth may satisfy this requirement in-lieu of a recess.

*See the General Plan Circulation Element Street Classification Map for street types.

Figure 3. Building Mass and Scale



- (3) Ground-floor exterior. The following standards regulate the ground-floor façade of buildings in order to enhance pedestrian experience, as well as visual continuity along the street.

<i>Standard and Figure 4 label (in Caps)</i>	<i>Definition</i>	<i>Base level</i>	<i>Bonus level fronting a Local or Interior Access street*</i>	<i>Bonus level fronting a Boulevard, Thoroughfare, Mixed Use Collector, or Neighborhood street*</i>	<i>Notes/Additional Requirements</i>
<i>Building Entrances A</i>	The minimum ratio of entrances to building length along a public street or paseo.	One entrance per public street frontage	One entrance per public street frontage	One entrance per public street frontage	Entrances at building corners may be used to satisfy this requirement. Stairs must be located in locations convenient to building users.
<i>Ground-floor Transparency B</i>	The minimum percentage of the ground-floor façade area that must provide visual transparency, such as clear glass windows, doors, etc.	25%; 50% for commercial uses	25%	40%	Windows shall not be opaque or mirrored.
<i>Minimum Ground Floor Height Along Street Frontage C</i>	The minimum height between the ground-level finished floor to the second level finished floor along the street.	N/A	15 feet	15 feet	
<i>Garage Entrances</i>	Width of garage entry/door along street frontage.	Maximum 12-foot opening for one-way entrance; Maximum 24-foot opening for two-way entrance.	Maximum 12-foot opening for one-way entrance; Maximum 24-foot opening for two-way entrance.	Maximum 12-foot opening for one-way entrance; Maximum 24-foot opening for two-way entrance.	Garage entrances must be separated by a minimum of 100 feet to ensure all entrances/exits are not grouped together or resulting in an entire stretch of sidewalk unsafe and undesirable for pedestrians.
<i>Awnings, Signs, and Canopies D</i>	The maximum depth of awnings, signs, and canopies that project horizontally from the face of the building.	7 feet	7 feet	7 feet	A minimum vertical clearance of 8 feet from finished grade to the bottom of the projection is required.

*See the General Plan Circulation Element Street Classification Map for street types.

Figure 4. Ground-Floor Exterior



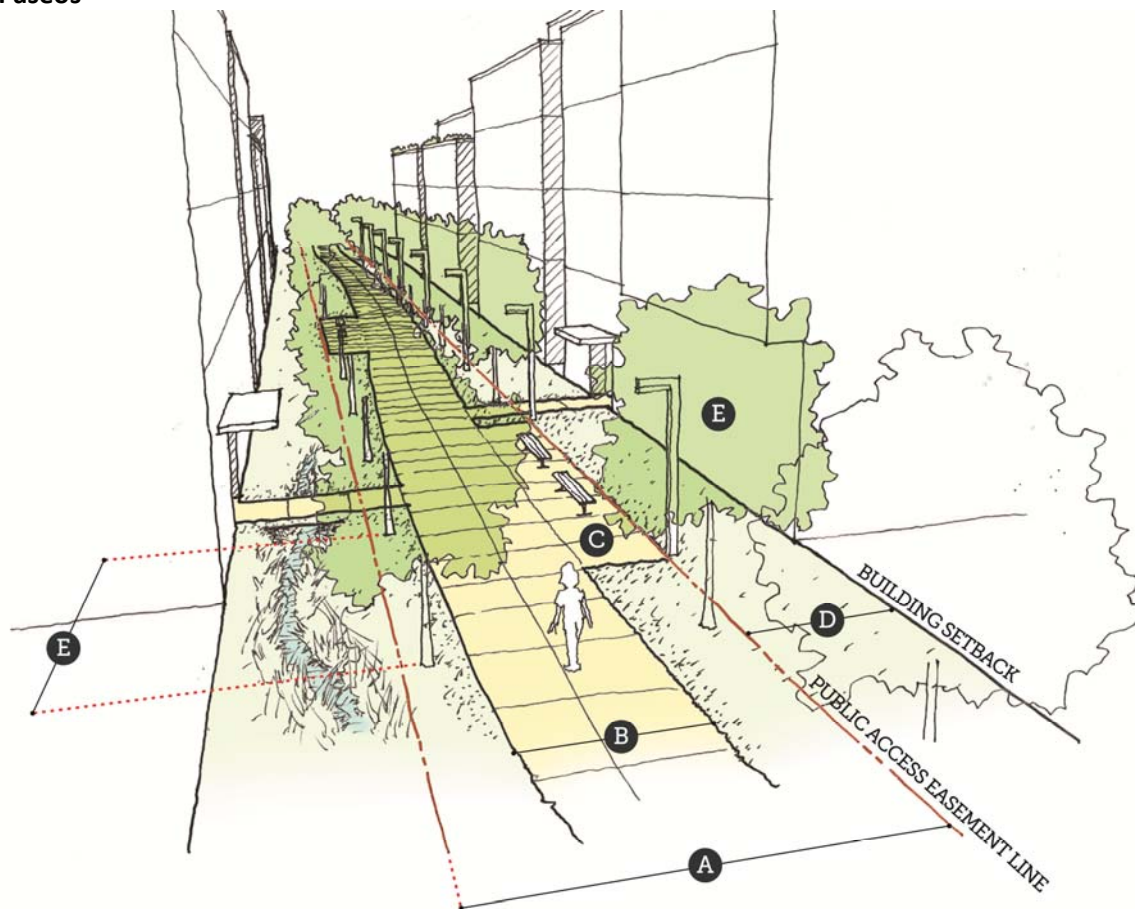
- (4) Open space. All development in the Life Sciences district shall provide a minimum amount of open space equal to thirty (30) percent of the total lot area, with a minimum amount of publicly accessible open space equal to fifty (50) percent of the total open space area.
- (A) Publicly accessible open space consists of areas unobstructed by fully enclosed structures with a mixture of landscaping and hardscape that provides seating and places to rest, places for gathering, passive and/or active recreation, pedestrian circulation, or other similar use as determined by the Planning Commission. Publicly accessible open space types include, but are not limited to paseos, plazas, forecourts and entryways, and outdoor dining areas. Publicly accessible open space must:
- (i) Contain site furnishings, art, or landscaping;
 - (ii) Be on the ground floor or podium level;
 - (iii) Be at least partially visible from a public right-of-way such as a street or paseo;
 - (iv) Have a direct, accessible pedestrian connection to a public right-of-way or easement.
- (B) Quasi-public and private open spaces, which may or may not be accessible to the public, include patios, balconies, roof terraces, and courtyards.
- (C) All open space shall:
- (i) Interface with adjacent buildings via direct connections through doors, windows, and entryways;
 - (ii) Be integrated as part of building modulation and articulation to enhance building façade and should be sited and designed to be appropriate for the size of the development and accommodate different activities, groups and both active and passive uses;
 - (iii) Be incorporated into the landscaping design of the project and include:
 - a. Sustainable stormwater features;
 - b. A minimum landscaping bed no less than three (3) feet in length or width and five (5) feet in depth for infiltration planting;
 - c. Native species able to grow to their maximum size without shearing.
- (D) All exterior landscaping counts towards open space requirements.

(5) Paseos. A paseo is defined as a pedestrian and bicycle path that provides a member of the public access through one or more parcels and to public streets and/or other paseos. Paseos must meet the following standards:

- (A) Paseos may be located within the required side setback areas. Paseos may not be located within the minimum setback at street except where it connects to that street;
- (B) Paseos must be publicly accessible established through a public access easement, but they remain private property;
- (C) Paseos count as publicly accessible open space.

Standard and Figure 5 label (in Caps)	Definition	Bonus level	Notes/Additional Requirements
Paseo Width A	The minimum dimension in overall width of the paseo, including landscaping and hardscape components.	20 feet	
Pathway Width B	The minimum and maximum width of the paved, hardscape portion of the paseo, which provides the pathway for pedestrians.	10 feet minimum; 14 feet maximum	The paseo pathway shall be connected to building entrances with hardscaped pathways. Pathways may be used for emergency vehicle access use and allowed a maximum paved width exemption to accommodate standards of the Menlo Park Fire Protection District with prior approval by Transportation Manager.
Furnishing Zones C	Requirements for pockets of hardscape areas dedicated to seating, adjacent to the main pedestrian pathway area.	Minimum dimension of 5 feet wide by 20 feet long, provided at a minimum interval of 100 feet.	Furnishing zones must include benches or other type of seating and pedestrian-scaled lighting.
Paseo Frontage Setback D	The minimum setback for adjacent buildings from the edge of the paseo property line.	10 feet	A minimum of 50% of the setback area between the building and paseo shall be landscaped (50% of which should provide on-site infiltration of stormwater runoff.) Plants should be climate-adapted species, able to grow to their maximum size without shearing, and provide screening of at least 1-3 feet in height.
Trees E	The size and spacing of trees that are required along the paseo.	Small canopy trees with a maximum mature height of 40 feet and canopy diameter of 25 feet, planted at maximum intervals of 40 feet.	Trees must be planted within the paseo width, with the tree canopy allowed to overhang into the setback.
Landscaping	The minimum percentage of the paseo that is dedicated to vegetation.	20%	On-site infiltration of stormwater runoff is required.
Lighting	Pedestrian-oriented street lamps.	One light fixture every 40 feet.	Use energy efficient lighting per Title 24. Lights shall be located a minimum of 20 feet from trees.

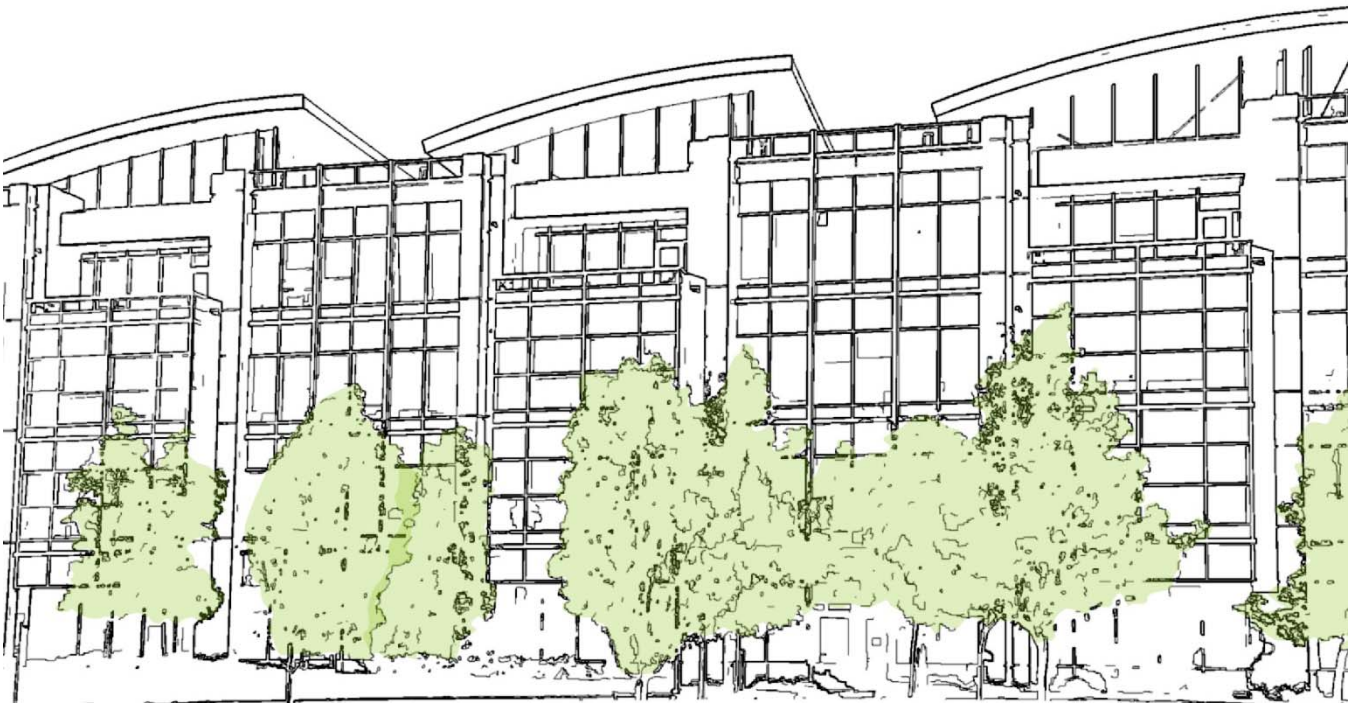
Figure 5. Paseos



(6) Building design.

- (A) Main building entrances shall face the street or a publicly accessible courtyard. Building and/or frontage landscaping shall bring the human scale to the edges of the street. Retail building frontage shall be parallel to the street.
- (B) Utilities, including meters, backflow prevention devices, etc., shall be concealed or integrated into the building design to the extent feasible, as determined by the Public Works Director.
- (C) Projects shall include dedicated, screened, and easily accessible space for recycling, compost, and solid waste storage and collection.
- (D) Trash and storage shall be enclosed and attractively screened from public view.
- (E) Materials and colors of utility, trash, and storage enclosures shall match or be compatible with the primary building.
- (F) Building materials shall be durable and high-quality to ensure adaptability and re-use over time. Glass paneling and windows shall be used to invite outdoor views and introduce natural light into interior spaces. Stucco shall not be used on more than fifty (50) percent of the building facade. When stucco is used, it must be smooth troweled.
- (G) Roof lines and eaves adjacent to street-facing facades shall vary across a building, including a four-foot minimum height modulation to break visual monotony and create a visually interesting skyline as seen from public streets (see Figure 6).
- (H) Rooftop elements including mechanical equipment, stair and elevator towers shall be concealed in a manner that incorporates building color and architectural and structural design and shall not exceed twenty (20) percent of roof area. Mechanical equipment does not include solar panels, wind turbines and other passive collection systems, and thus do not count towards the twenty (20) percent maximum.

Figure 6. Roof Lines



(7) Access and parking.

- (A) Shared entrances to retail and office uses shall be used where possible.
- (B) Service access and loading docks shall be located on local or interior access streets and to the rear of buildings, and shall not be located along a publicly accessible open space.
- (C) Above-ground garages shall be screened (with perforated walls, vertical elements or materials that provide visual interest at the pedestrian scale) or located behind buildings that are along public streets.
- (D) Garage and surface parking access shall be screened or set behind buildings located along a publicly accessible open space or paseo.
- (E) Surface parking lots shall be buffered from adjacent buildings by a minimum six (6) feet of paved pathway or landscaped area (see Figure 7, label A).
- (F) Surface parking lots shall be screened with landscaping features such as trees, planters, and vegetation, including a twenty (20) foot deep landscaped area along sidewalks, as measured from the setback line adjacent to street, or paseos (see Figure 7, label B). The portion of this area not devoted to driveways shall be landscaped. Trees shall be planted at a ratio of 1 per 400 square feet of required setback area for surface parking.
- (G) Surface parking lots shall be planted with at least one (1) tree with a minimum size of a twenty-four (24) inch box for every eight (8) parking spaces (see Figure 7, label C). Required plantings may be grouped where carports with solar panels are provided.
- (H) Surface parking can be located along a paseo for a maximum of forty (40) percent of a paseo's length (see Figure 7, label D).
- (I) Short-term bicycle parking shall be located within fifty (50) feet of lobby or main entrances. Long-term bicycle parking facilities shall protect against theft and inclement weather, and consist of a fully enclosed, weather-resistant locker with key locking mechanism or an interior locked room or enclosure. Long-term parking shall be provided in locations that are convenient and functional for cyclists. Bicycle parking shall be (See Figure 8):
 - (i) Consistent with the latest edition of the Association of Pedestrian and Bicycle Professionals Bicycle Parking Guide;
 - (ii) Designed to accommodate standard six (6) foot bicycles;
 - (iii) Paved or hardscaped;
 - (iv) Accessed by an aisle in the front or rear of parked bicycles of at least five (5) feet;
 - (v) At least five (5) feet from vehicle parking spaces;

- (vi) At least thirty (30) inches of clearance in all directions from any obstruction, including but not limited to other racks, walls, and landscaping;
 - (vii) Lit with no less than one (1) footcandle of illumination at ground level;
 - (viii) Space-efficient bicycle parking such as double-decker lift-assist and vertical bicycle racks are also permitted.
- (J) Pedestrian connections shall be provided, with a minimum hardscape width of six (6) feet, to sidewalks to all building entries, parking areas, and publicly accessible open spaces, and shall be clearly marked with signage directing pedestrians to common destinations.
- (K) Entries to parking areas and other important destinations shall be clearly identified for all travel modes with such wayfinding features as marked crossings, lighting, and clear signage.

DRAFT

Figure 7. Surface Parking Access

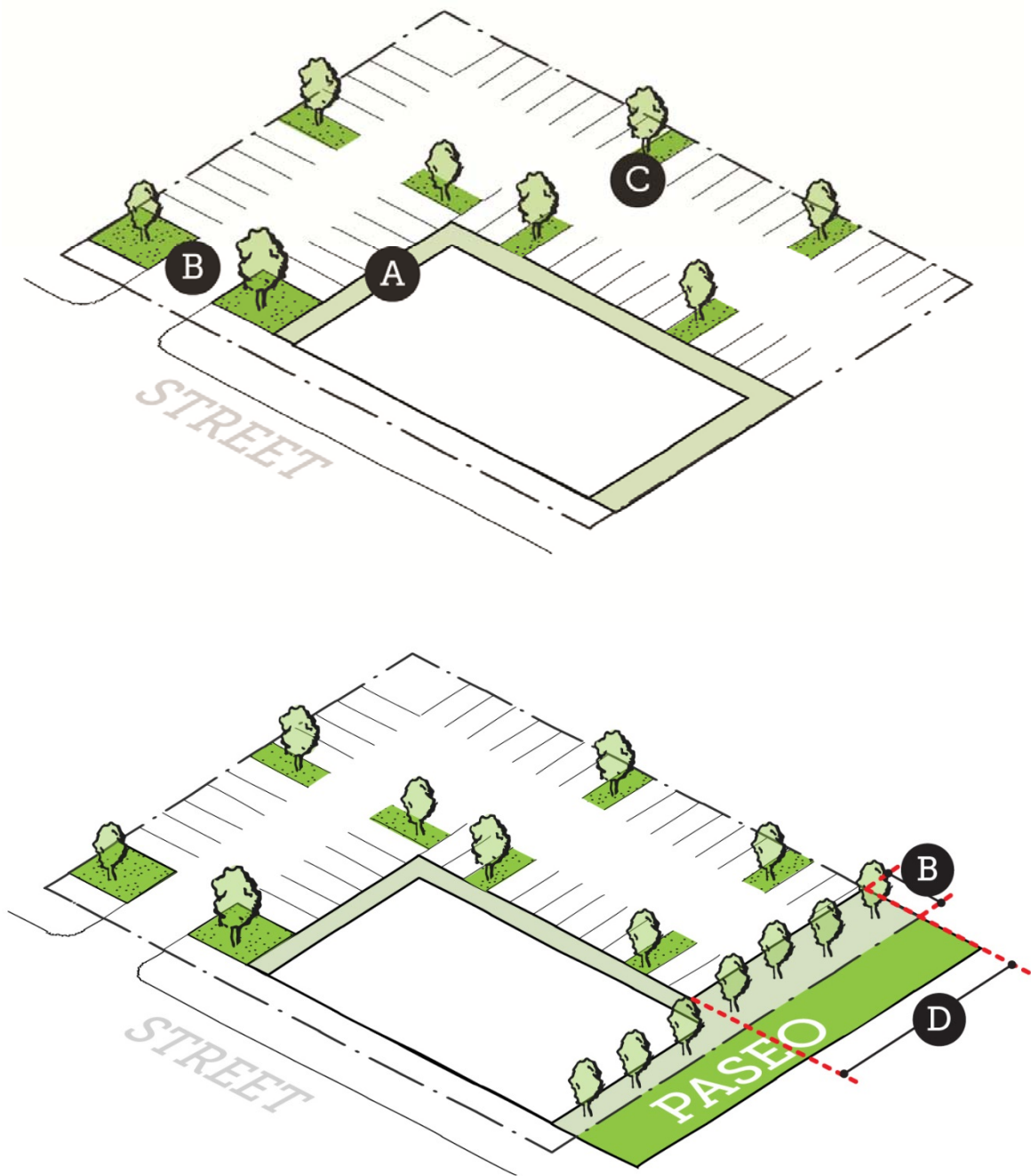
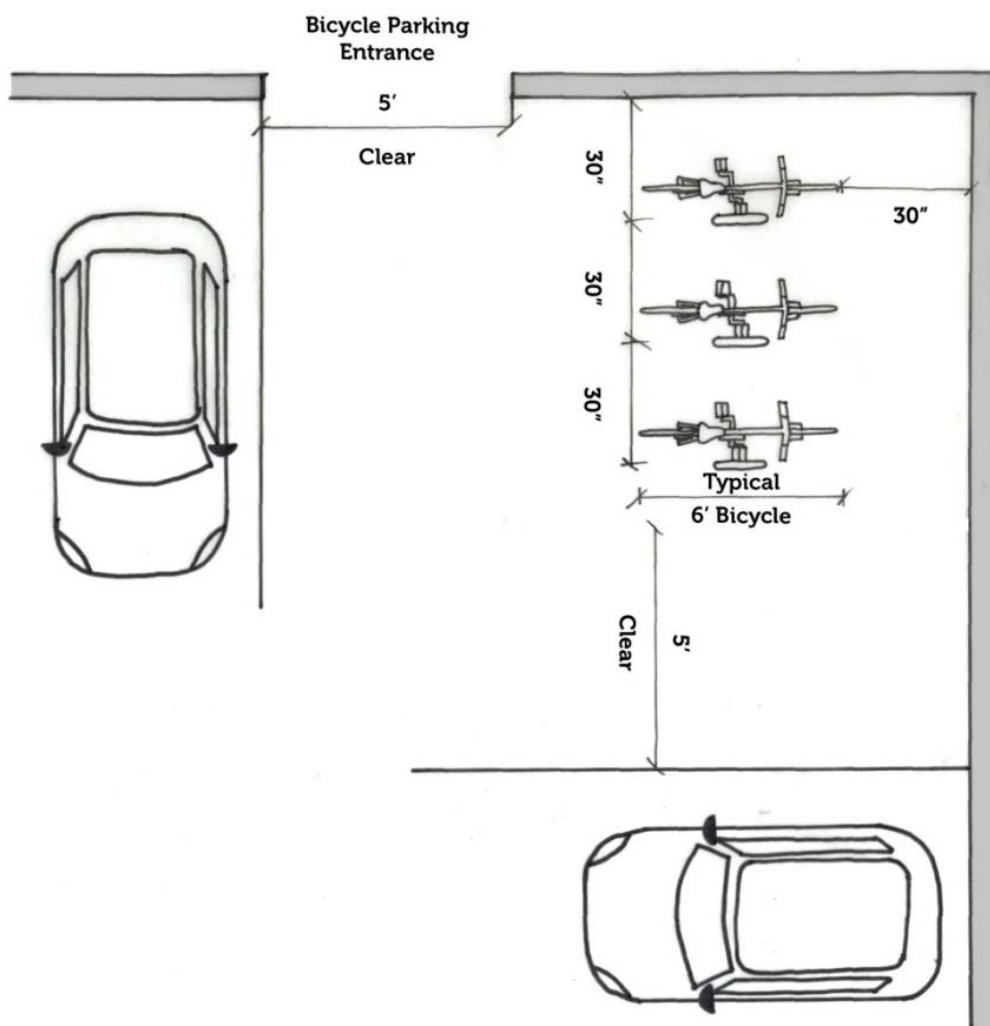


Figure 8. Bicycle Parking



16.XX.130 Green and sustainable building.

In addition to meeting all applicable regulations specified in Municipal Code Title 12 (Buildings and Construction), the following provisions shall apply to projects.

(1) Green building.

- (A) Any new construction, addition or alteration of a building shall be required to comply with tables 16.XX.010.A and 16.XX.010.B

(2) Energy.

- (A) All new construction will meet 100% of energy demand (electricity and natural gas) through on-site generation as required in tables 16.XX.010.A and 16.XX.0101.B, and any combination of the following measures:
 - (i) Purchase of 100% renewable electricity through Peninsula Clean Energy or Pacific Gas and Electric Company in an amount equal to the annual energy demand of the project;
 - (ii) Purchase and installation of local renewable energy generation within the City of Menlo Park in an amount equal to the annual energy demand of the project;
 - (iii) Purchase of certified renewable energy credits annual in an amount equal to the annual energy demand of the project.

TABLE 16.XX.010.A: RESIDENTIAL GREEN BUILDING REQUIREMENTS

PROJECT TYPE	NEW CONSTRUCTION			ADDITIONS AND/OR ALTERATIONS		
Green Building Requirement	10,000 sq. ft. — 25,000 sq. ft.	25,001 sq. ft. — 100,000 sq. ft.	100,001 sq. ft. and above	1 sq. ft. to 1,000 sq. ft./of conditioned area, volume or size	1,001 sq. ft. — 25,000 sq. ft. of conditioned area, volume or size	25,001 sq. ft. and above of conditioned area, volume or size
Green Building Certification	Designed to meet LEED Silver BD+C*	Designed to meet LEED Silver BD+C*	Designed to meet LEED Gold BD+C*	CALGreen Mandatory	Designed to meet LEED Silver ID+C*	Designed to meet LEED Gold ID+C*
EV Chargers	<u>Pre-Wire**</u> <ul style="list-style-type: none"> For EV chargers in 5% of total number of parking stalls. <u>Install EV Chargers***</u> <ul style="list-style-type: none"> Install a minimum of 2 in the pre-wire locations. 	<u>Pre-Wire**</u> <ul style="list-style-type: none"> For EV chargers in 5% of total number of parking stalls. <u>Install EV Chargers***</u> <ul style="list-style-type: none"> Install a total of 2 plus 1% of the total parking stalls in the pre-wire locations. 	<u>Pre-Wire**</u> <ul style="list-style-type: none"> For EV chargers in 5% of total number of parking stalls. <u>Install EV Chargers***</u> <ul style="list-style-type: none"> Install a total of 6 plus 1% of the total parking stalls in the pre-wire locations. 	N/A (Voluntary)	N/A (Voluntary)	N/A (Voluntary)
On-Site Energy Generation	30% of maximum extent feasible as determined by the On-Site Renewable Energy Feasibility Study****	30% of maximum extent feasible as determined by the On-Site Renewable Energy Feasibility Study****	30% of maximum extent feasible as determined by the On-Site Renewable Energy Feasibility Study****	N/A (Voluntary)	N/A (Voluntary)	N/A (Voluntary)
Energy Reporting	Enroll in EPA Energy Star Building Portfolio Manager and submit documentation of compliance as required by the City.	Enroll in EPA Energy Star Building Portfolio Manager and submit documentation of compliance as required by the City.	Enroll in EPA Energy Star Building Portfolio Manager and submit documentation of compliance as required by the City.	Enroll in EPA Energy Star Building Portfolio Manager and submit documentation of compliance as required by the City.	Enroll in EPA Energy Star Building Portfolio Manager and submit documentation of compliance as required by the City.	Enroll in EPA Energy Star Building Portfolio Manager and submit documentation of compliance as required by the City.

*Designed to meet LEED standards is defined as follows: a) Applicant must submit appropriate LEED checklist and verifying cover letter from a project LEED AP with the project application, b) Applicant must complete all applicable LEED certification documents prior to final building permit issuance to be reviewed either for LEED certification, or for verification by a third party approved by the City for which the applicant will pay for review and/or certification.

**Pre-wire is defined as conduit and wire installed from electrical panel board to junction box at parking stall, with sufficient electrical service to power chargers at all pre-wire locations.

***Charger is defined as follows: One electric vehicle (EV) charger or charger head reaching each designated EV parking stall and delivering a minimum of 240 V and 40 AMPs such that it can be used by all electric vehicles.

**** On-Site Renewable Energy Feasibility Study shall demonstrate the following cases: 1. Maximum on-site generation potential. 2. Solar feasibility for roof and parking areas (excluding roof mounted HVAC equipment). 3. Maximum solar generation potential solely on the roof area.

TABLE 16.XX.010.B: NON-RESIDENTIAL GREEN BUILDING REQUIREMENTS						
PROJECT TYPE	NEW CONSTRUCTION			ADDITIONS AND/OR ALTERATIONS		
Green Building Requirement	10,000 sq. ft. – 25,000 sq. ft.	25,001 sq. ft. – 100,000 sq. ft.	100,001 sq. ft. and above	1 sq. ft. – 1,000 sq. ft. of conditioned area, volume or size	1,001 sq. ft.– 25,000 sq. ft. of conditioned area, volume or size	25,001 sq. ft. and above of conditioned area, volume or size
Green Building Certification	Designed to meet LEED Silver BD+C *	Designed to meet LEED Silver BD+C *	Designed to meet LEED Gold BD+C *	CALGreen Mandatory	Designed to meet LEED Silver ID+C *	Designed to meet LEED Gold ID+C *
EV Chargers	<u>Pre-Wire**</u> <ul style="list-style-type: none"> For EV chargers in 5% of total number of parking stalls. <u>Install EV Chargers***</u> <ul style="list-style-type: none"> Install a minimum of 2 in the pre-wire locations. 	<u>Pre-Wire**</u> <ul style="list-style-type: none"> For EV chargers in 5% of total number of parking stalls. <u>Install EV Chargers***</u> <ul style="list-style-type: none"> Install a total of 2 plus 1% of the total parking stalls in the pre-wire locations. 	<u>Pre-Wire**</u> <ul style="list-style-type: none"> For EV chargers in 5% of total number of parking stalls. <u>Install EV Chargers***</u> <ul style="list-style-type: none"> Install a total of 6 plus 1% of the total parking stalls in the pre-wire locations. 	N/A (Voluntary)	Install conduit, wiring and electrical service for EV Chargers for 5% of parking spaces AND a minimum of 2 chargers***	Install conduit, wiring and electrical service for EV Chargers for 5% of parking spaces AND a minimum of 2 + (1% spaces) chargers***
On-Site Energy Generation	30% of maximum extent feasible as determined by the On-Site Renewable Energy Feasibility Study****	30% of maximum extent feasible as determined by the On-Site Renewable Energy Feasibility Study****	30% of maximum extent feasible as determined by the On-Site Renewable Energy Feasibility Study****	N/A (Voluntary)	N/A (Voluntary)	N/A (Voluntary)
Energy Reporting	Enroll in EPA Energy Star Building Portfolio Manager and submit documentation of compliance as required by the City.	Enroll in EPA Energy Star Building Portfolio Manager and submit documentation of compliance as required by the City.	Enroll in EPA Energy Star Building Portfolio Manager and submit documentation of compliance as required by the City.	Enroll in EPA Energy Star Building Portfolio Manager and submit documentation of compliance as required by the City.	Enroll in EPA Energy Star Building Portfolio Manager and submit documentation of compliance as required by the City.	Enroll in EPA Energy Star Building Portfolio Manager and submit documentation of compliance as required by the City.

*Designed to meet LEED standards is defined as follows: a) Applicant must submit appropriate LEED checklist and verifying cover letter from a project LEED AP with the project application, b) Applicant must complete all applicable LEED certification documents prior to final building permit issuance to be reviewed either for LEED certification, or for verification by a third party approved by the City for which the applicant will pay for review and/or certification.

**Pre-wire is defined as conduit and wire installed from electrical panel board to junction box at parking stall, with sufficient electrical service to power chargers at all pre-wire locations.

***Charger is defined as follows: One electric vehicle (EV) charger or charger head reaching each designated EV parking stall and delivering a minimum of 240 V and 40 AMPs such that it can be used by all electric vehicles.

****On-site Renewable Energy Feasibility Study shall demonstrate the following cases: 1. Maximum on-site generation potential. 2. Solar feasibility for roof and parking areas (excluding roof mounted HVAC equipment). 3. Maximum solar generation potential solely on the roof area.

(3) Water use efficiency and recycled water.

- (A) Single pass cooling systems shall be prohibited in all new buildings.
- (B) All new buildings shall be built and maintained without the use of well water.
- (C) Applicants for a new building(s) one hundred thousand (100,000) square feet or more in gross floor area shall prepare and submit a proposed water budget and accompanying calculations following the methodology approved by the City. The water budget and calculations shall be reviewed and approved by the City's Public Works Director prior to certification of occupancy. Twelve (12) months after the date of the certification of occupancy, the building owner shall submit data and information sufficient to allow the City to compare the actual water use to the allocation in the approved water budget. In the event that actual water consumption exceeds the water budget, a water conservation program, as approved by the City's Public Works Director, shall be implemented. Twelve (12) months after City approval of the water conservation program, the building owner shall submit data and information sufficient to allow the City to determine compliance with the conservation program. If water consumption exceeds the budgeted amount, the City's Public Works Director may prohibit the use of water for irrigation or enforce compliance as an infraction pursuant to Chapter 1.12 of the Municipal Code until compliance with the water budget is achieved.
- (D) All new buildings shall be dual plumbed for the internal use of recycled water.
- (E) All new buildings two hundred and fifty (250,000) square feet or more in gross floor area shall use an alternate water source for all City approved non-potable applications. An alternative water source may include, but is not limited to, treated non-potable water such as graywater. An Alternate Water Source Assessment shall be submitted that describes the alternative water source and proposed non-potable application. Approval of the Alternate Water Source Assessment, the alternative water source and its proposed uses shall be approved by the City's Public Works Director and Community Development Director.
- (F) Potable water shall not be used for dust control on construction projects.
- (G) Potable water shall not be used for decorative features, unless the water recirculates.

(4) Hazard mitigation and sea level rise resiliency.

- (A) The first floor elevation of all new buildings shall be twenty four (24) inches above the Federal Emergency Management Agency base flood elevation (BFE) to account for sea level rise. Where no BFE exists, the first floor (bottom of floor beams) elevation shall be 24 inches above the existing grade. The

building design and protective measures shall not create adverse impacts on adjacent sites as determined by the City.

- (B) Prior to building permit issuance, all new buildings shall pay any required fee or proportionate fair share for the funding of sea level rise projects, if applicable.

(5) Waste management.

- (A) Applicants shall submit a zero-waste management plan to the City, which will cover how the applicant plans to minimize waste to landfill and incineration in accordance with all applicable state and local regulations. Applicants shall show in their zero-waste plan how they will reduce, recycle and compost wastes from the demolition, construction and occupancy phases of the building. For the purposes of this ordinance, Zero Waste is defined as ninety (90) percent overall diversion of non-hazardous materials from landfill and incineration, wherein discarded materials are reduced, reused, recycled, or composted. Zero Waste plan elements shall include the property owner's assessment of the types of waste to be generated during demolition, construction and occupancy, and a plan to collect, sort and transport materials to uses other than landfill and incineration.

(6) Bird-friendly design.

- (A) No more than ten (10) percent of façade surface area shall have non-bird-friendly glazing.
- (B) Bird-friendly glazing includes, but is not limited to opaque glass, covering of clear glass surface with patterns, paned glass with fenestration patterns, and external screens over non-reflective glass.
- (C) Occupancy sensors or other switch control devices shall be installed on non-emergency lights and shall be programmed to shut off during non-work hours and between 10 PM and sunrise.
- (D) Placement of buildings shall avoid the potential funneling of flight paths towards a building façade.
- (E) Glass skyways or walkways, freestanding glass walls, and transparent building corners shall not be allowed.
- (F) Transparent glass shall not be allowed at the rooflines of buildings, including in conjunction with green roofs.
- (G) A project may receive a waiver from one or more of the items (A) to (F) listed above, subject to the submittal of a site specific evaluation from a qualified biologist and review and approval by the Planning Commission.

Chapter 16.XX
R-MU – RESIDENTIAL MIXED USE DISTRICT

Sections:

- 16.XX.010 Purpose.
- 16.XX.015 Definitions.
- 16.XX.020 Permitted uses.
- 16.XX.030 Administratively permitted uses.
- 16.XX.040 Conditional uses.
- 16.XX.050 Development regulations.
- 16.XX.060 Additional bonus development regulations.
- 16.XX.070 Community amenities required for bonus development.
- 16.XX.080 Parking standards.
- 16.XX.090 Transportation demand management.
- 16.XX.100 New connections.
- 16.XX.110 Required street improvements.
- 16.XX.120 Design standards.
- 16.XX.130 Green and sustainable building.

16.XX.010 Purpose.

The purpose and intent of the Residential Mixed Use district is to:

- (1) Provide high density housing to complement nearby employment;
- (2) Encourage mixed-use development with a quality living environment and neighborhood-serving retail and services on the ground floor that are oriented to the public, and promote a live/work/play environment with pedestrian activity;
- (3) Blend with and complement existing neighborhoods through site regulations and design standards that minimize impacts to adjacent uses;

16.XX.015 Definitions.

Terms are defined in the City's Municipal Code Chapter 16.04 unless otherwise stated in this chapter.

16.XX.020 Permitted uses.

Permitted uses in the Residential-Mixed Use district are as follows:

- (1) Twenty (20) to thirty (30) dwelling units per acre, which is a required component of any development in the R-MU district;
- (2) Administrative and professional office not exceeding twenty thousand (20,000) square feet of gross floor area;
- (3) Financial services, including banks and other financial institutions;
- (4) Retail sales establishments twenty thousand (20,000) or less square feet of gross floor area and excluding the sale of beer, wine and alcohol;
- (5) Eating establishments, excluding the sale of beer, wine and alcohol, live entertainment, and/or that are portable;
- (6) Personal services, excluding tattooing, piercing, palm-reading, or similar services;
- (7) Recreational facilities privately operated, twenty thousand (20,000) or less square feet of gross floor area;
- (8) Community education/training center, which provides free or low-cost educational and vocational programs to help prepare local youth and adults for entry into college and/or the local job market.

16.XX.030 Administratively permitted uses.

Uses allowed in the Residential-Mixed Use district, subject to obtaining an administrative permit per Municipal Code Chapter 16.82, are as follows:

- (1) Eating establishments, including the sale of beer and wine only, and/or those that have live music or other live entertainment;
- (2) Child day care center.

16.XX.040 Conditional uses.

Conditional uses allowed in the Residential-Mixed Use district, subject to obtaining a use permit per Municipal Code Chapter 16.82, are as follows:

- (1) Multi-family residential exceeding thirty (30) dwelling units per acre, subject to requirements in Section 16.XX.060;
- (2) Workforce/corporate housing north of Bayfront Expressway;
- (3) Home occupations;

- (4) Administrative and professional offices greater than twenty thousand (20,000) square feet of gross floor area;
- (5) Research and development uses, excluding uses involving hazardous materials;
- (6) Eating and drinking establishments with alcohol sales, or that are portable;
- (7) Retail sales establishments greater than twenty thousand (20,000) square feet of gross floor area and/or with alcohol sales;
- (8) Personal services, including tattooing, piercing, palm-reading, or similar services;
- (9) Movie theater;
- (10) Special uses, in accordance with Chapter 16.78 of this title, including private recreational facilities exceeding twenty thousand (20,000) square feet of gross floor area;
- (11) Uses identified in 16.XX.020, 16.XX.030, and 16.XX.040 proposing Bonus level development, in accordance with Section 16.XX.060;
- (12) Public utilities, in accordance with Chapter 16.76 of this title.

16.XX.050 Development regulations.

Development regulations in the Residential-Mixed Use district are as follows:

Regulation	Definition	Base level	Bonus level	Notes/Additional Requirements
<i>Minimum lot area</i>	Minimum area of building site (includes public access easements).	20,000 square feet	25,000 square feet	
<i>Minimum lot dimensions</i>	Minimum size of a lot calculated using lot lines	100 feet width 100 feet depth	100 feet width 100 feet depth	
<i>Minimum setback at street</i>	Minimum linear feet building can be sited from property line adjacent to street.	0 feet	0 feet	See build-to area requirements in Section 16.XX.120(1).
<i>Maximum setback at street</i>	Maximum linear feet building can be sited from property line adjacent to street.	25 feet	25 feet	See build-to area requirements in Section 16.XX.120 (1). Maximum setback may be 50 feet along Willow Road for surface parking where ground floor commercial uses are provided.
<i>Minimum interior side and rear setbacks</i>	Minimum linear feet building can be sited from interior and rear property lines.	10 feet	10 feet	See Section 16.XX.120 (5) if property is required to have a paseo. Interior side setback may be reduced to 0 feet for the entire building mass where there is retail frontage.
<i>Maximum residential floor area ratio</i>	Maximum permitted ratio of residential square footage of the gross floor area of all buildings on a lot to the square footage of the lot.	60% to 90%	200%	Floor area ratio shall increase on an even gradient from 60% for 20 du/ac to 90% for 30 du/ac.
<i>Density</i>	The number of dwelling units in an acre.	20 du/acre to 30 du/acre	>30 du/acre to 100 du/acre	A percentage of total dwelling units built in Bonus level shall be affordable per Section 16.XX.070.
<i>Maximum commercial floor area ratio</i>	Maximum permitted ratio of commercial square footage of the gross floor area of all buildings on a lot to the square footage of the lot.	15%	25%	Commercial permitted subject to residential development.
<i>Maximum height</i>	Maximum building height not including roof utilities and mechanical equipment.	40 feet	70 feet	A parapet used to screen mechanical equipment is not included in the maximum height. The maximum allowed height for rooftop mechanical equipment is 14 feet, except for elevator towers and associated equipment, which may be 20 feet. Per community amenities requirements of Section 16.XX.070.
<i>Minimum open space requirement</i>	Minimum portion of the building site open, unobstructed and unoccupied.	25%	25%	See Section 16.XX.120 (4) for open space requirements.

16.XX.060 Additional bonus development regulations.

A development may seek an increase in floor area ratio and/or height as established in the Bonus level per Section 16.XX.050 of this Chapter in areas denoted as R-MU-B district on the City Zoning Map, subject to obtaining a use permit per Chapter 16.82 and providing:

- (1) Community amenities consistent with Section 16.XX.070;
 - (A) A minimum of fifteen (15) percent of total units on-site must be affordable housing units for low, very low, and extremely low income households. However, with the approval of the Planning Commission, these units may be provided anywhere in the City of Menlo Park. This affordable unit requirement is in addition to the City's below market rate requirements per Section 16.96.

16.XX.070 Community amenities required for bonus development.

To be eligible for bonus floor area ratio and/or height, a project shall provide one or more community amenities, either through construction of the amenity, which is preferable, or payment of a fee.

- (1) An applicant's proposal for community amenities shall be subject to review by the Planning Commission in conjunction with a Use Permit or Conditional Development Permit. Consideration by the Planning Commission shall include differentiation between amenities proposed to be provided on-site and amenities proposed to be provided off-site, which may require a separate discretionary review and environmental review per the California Environmental Quality Act.
- (2) A community amenity shall be provided utilizing any one of the following three mechanisms:
 - (A) Part of the Project. An applicant, as part of the project, designs and constructs one or more of the community amenities to the parameters identified in this section, provided that the value of the amenity or amenities is reasonably equivalent to the value defined in subsection (3) or per nexus study. Once any one of these community amenities is provided, it will no longer be an option available to other applicants. Prior to approval of the Final Occupancy Permit for any portion of the project, the applicant shall complete (or bond for) the construction and installation of the community amenities included in the project and shall provide documentation sufficient for the City Manager or designee to certify compliance with this section. The amenities proposed by the applicant shall be selected from a list of amenities adopted by the City Council pursuant to resolution.
 - (B) Impact Fee Payment. If the City has adopted an impact fee that identifies a square foot fee for community amenities, an applicant for the bonus development shall pay 120% of the fee provided that the fee adopted by the Council is less than full cost recovery. In the alternative, the applicant may

design and construct one or more those amenities identified in the nexus study in an amount equal to the fee payment.

(C) Agreement. An applicant may propose amenities to be included in an agreement, including a development agreement. The amenities proposed by the applicant shall be selected from a list of amenities adopted by the City Council pursuant to resolution. If an impact fee per square foot has been identified through an impact fee, the proposal for amenities shall be reasonably equivalent to the value of the fee, otherwise the value shall be reasonably equivalent to the value defined in subsection (3). The timing of the provision of the community amenities shall be identified in the agreement.

- (3) Bonus Value Calculation. An applicant shall provide, at their expense, an appraisal performed within ninety (90) days of the application date by a licensed appraisal firm approved by (and with form and content approved by) the Community Development Director that sets a single value per square foot of the finished floor area of the development ("floor area-foot" value). The City, at applicant's expense, may obtain a second appraisal also by a licensed appraisal firm that identifies floor area-foot value. If the two appraisals are obtained, the average of the two appraisals shall be utilized to set the floor area-foot value. The value of the community amenities shall be fifty percent for the floor area-foot value multiplied by the amount of gross floor area that is proposed beyond the base-level zoning.
- (4) All community amenities, except affordable housing, must be provided within the area between U.S. Highway 101 and the San Francisco Bay in the City of Menlo Park. Affordable housing may be located anywhere housing is allowed in the City of Menlo Park.

16.XX.080 Parking standards.

Development in the R-MU district shall meet the following parking requirements.

<i>Land Use</i>	<i>Minimum Spaces (Per Unit or 1,000 Sq. Ft.)</i>	<i>Maximum Spaces (Per Unit or 1,000 Sq. Ft.)</i>	<i>Minimum Bicycle Parking¹</i>
<i>Residential Units</i>	1 per unit	1.5 per unit	1.5 long-term ² per unit; 10% additional short-term ² for guests
<i>Office</i>	2	3	1 per 5,000 sq.ft. of gross floor area Minimum two spaces For Office and Research Development: 80% for long-term ² and 20% for short-term ² For all other commercial uses: 20% for long-term ² and 80% for short-term ²)
<i>Research and Development</i>	1.5	2.5	
<i>Retail</i>	2.5	3.3	
<i>Financial services</i>	2	3.3	
<i>Eating and drinking establishment</i>	2.5	3.3	
<i>Personal services</i>	2	3.3	
<i>Private recreation</i>	2	3.3	
<i>Daycare facility</i>	2	3.3	
<i>Publicly accessible parking lot or structure</i>			One space per 20 vehicle spaces
<i>Other</i>	At Community Transportation Manager discretion	At Transportation Manager discretion	At Transportation Manager discretion

¹ See Section 16.XX.120 (7) and the latest edition of best practice design standards in Association of Pedestrian and Bicycle Professionals Bicycle Parking Guidelines.

² Long-term parking is for use over several hours or overnight, typically used by employees and residents. Short-term parking is considered visitor parking for use from several minutes to up to a couple of hours.

- (1) Parking spaces shall be unbundled from the price of residential units such that parking is sold or rented separately, except in cases where parking is physically connected to only one unit. However, the Planning Commission may grant an exception from this requirement for projects which include financing for affordable housing that requires that costs for parking and housing be bundled together.
- (2) Parking facilities may be shared at the discretion of the City's Transportation Manager if multiple uses cooperatively establish and operate the facilities, if these uses generate parking demands primarily during different hours than the remaining uses, and if a sufficient number of spaces are provided to meet the maximum cumulative parking demand of the participating uses at any time. An individual development proposal may incorporate a shared parking study to account for the mixture of uses, either on-site or within a reasonable distance. By virtue of the existing diversity of nearby uses, parcels in the district would effectively have lower parking rates. However, the precise shared parking supply impact would be subject to review and approval based on the specific design and site conditions. Project applicants may also be allowed to meet the minimum parking requirements through the use of nearby off-site facilities at the discretion of the Transportation Manager.

16.XX.090 Transportation demand management.

New construction and building additions of an existing building involving ten thousand (10,000) or more square feet of gross floor area, or a change of use of ten thousand (10,000) or more square feet of gross floor area shall develop a Transportation Demand Management (TDM) plan necessary to reduce associated vehicle trips to at least twenty (20) percent below standard generation rates for uses on the project site. Each individual applicant will prepare its own TDM plan and provide an analysis to the satisfaction of the City's Transportation Manager of the impact of that TDM program.

(1) Eligible TDM measures may include but are not limited to:

- (A) Participation in a local Transportation Management Association (TMA) that provides documented, ongoing support for alternative commute programs;
- (B) Appropriately located transit shelter(s);
- (C) Preferred parking for carpools or vanpools;
- (D) Designated parking for car-share vehicles;
- (E) Requiring drivers to pay directly for using parking facilities;
- (F) Public and/or private bike share program;
- (G) Provision or subsidy of carpool, vanpool, shuttle, or bus service, including transit passes for site occupants;
- (H) Required alternative work schedules and/or telecommuting for non-residential uses;
- (I) Passenger loading zones for carpools and vanpools at main building entrance;
- (J) Safe, well-lit, accessible, and direct route to the nearest transit or shuttle stop or dedicated, fully accessible bicycle and pedestrian trail;
- (K) Car share membership for employees or residents;
- (L) Emergency Ride Home programs;
- (M) Green Trip Certification.

(2) Measures receiving TDM credit shall be:

- (A) Documented in a TDM plan developed specifically for each project and noted on project site plans, if and as appropriate;
- (B) Guaranteed to achieve the intended reduction over the life of the development, as evidenced by annual reporting provided to the satisfaction of City's Transportation Manager;

- (C) Required to be replaced by appropriate substitute measures if unable to achieve intended trip reduction in any reporting year;
- (D) Administered by a representative whose updated contact information is provided to the Transportation Manager.

16.XX.100 New connections.

Proposed development will be required to provide new pedestrian, bicycle, and/or vehicle connections to support connectivity and circulation as denoted in the City Zoning Map. These connections may be in the form of either a public street or a paseo as denoted in the City Zoning Map and are pursuant to the standards in Section 16.XX.120. Streets shall meet the requirements of the adopted City of Menlo Park street classification map in the General Plan Circulation Element.

- (1) If the location of new connection is split between parcel/ownership, the first applicant must set aside the required right-of-way through dedication or a public access easement and bond for the completion of the new connection, or reach agreement with the other property owner(s) to allow the first applicant to complete the entire new connection;
- (2) If the location of new connection is located on multiple properties with the same owner, applicant may move the connection up to 50 feet in either direction from what is shown on the City Zoning Map for enhanced connectivity, and/or other considerations, subject to the approval of the City's Public Works Director;
- (3) For phased project implementation, applicant must show implementation plan for the new connection and the City may require a bond or right of way dedication or public access easement prior to the completion of the first phase;
- (4) The land area dedicated for new connections in the form of public streets (right-of-way) will be subtracted from the total lot area to determine the site's Floor Area Ratio;
- (5) The land area dedicated for new connections in the form of paseos will require a public access easement (PAE). The area of the PAE is included in the total lot area to determine the site's Floor Area Ratio.

16.XX.110 Required street improvements.

For new construction, building additions, and interior alterations of an existing building, or a combination thereof, affecting ten thousand (10,000) or more square feet of gross floor area, the Public Works Director shall require the project to provide street improvements on public street edges of the property that comply with adopted City of Menlo Park street construction requirements for the adjacent street type. When these are

required by the Public Works Director these do not count as community amenities pursuant to Section 16.XX.070.

- (1) Improvements shall include curb, gutter, sidewalk, street trees, and street lights;
- (2) Overhead electric distribution lines of less than sixty (60) kilovolts and communication lines shall be placed underground along the property frontage;
- (3) The Public Works Director may allow a Deferred Frontage Improvement Agreement, including a bond to cover the full cost of the improvements and installation to accomplish needed improvements in coordination with other street improvements at a later date.

16.XX.120 Design standards.

All new construction, regardless of size, and building additions and/or exterior alterations affecting 10,000 square feet or more of gross floor area of an existing building shall adhere to the following design standards, subject to architectural control established in Section 16.68.020. For building additions and/or exterior alterations, the applicable design standards apply only to the new construction. The existing building and new addition and/or alteration shall have an integrated design. Design standards may be modified subject to approval of a use permit established in Section 16.82.030 or a conditional use permit per Section 16.82.050.

- (1) Relationship to the street. The following standards regulate the siting and placement of buildings, parking areas, and other features in relation to the street. The dimensions between building facades and the street and types of features allowed in these spaces are critical to the quality of the pedestrian experience.

Standard	Definition	Base level	Bonus level fronting a Local street*	Bonus level fronting a Boulevard, Thoroughfare, Mixed Use Collector, or Neighborhood street*	Notes/Additional Requirements
Build-to Area Requirement (see Figure 1)	The minimum building frontage at the ground floor or podium level, as a percentage of the street frontage length, that must be located within the area of the lot between the minimum and maximum setback lines parallel to the street.	Minimum 40% of frontage	Minimum 40% of frontage	Minimum 60% of frontage	Ground-floor retail uses must be a minimum 75% of frontage.
Corner Build-to Area Requirement	The minimum building frontage, as a percentage of the street frontage length, that must be located within the build-to area, defined as the area of the lot between the minimum and maximum setback lines parallel to streets on a corner lot.	75% of building frontage must be located within build-to area	75% of building frontage must be located within build-to area	75% of building frontage must be located within build-to area	Exception: If public plaza is provided pursuant to open space standards in 16.XX.120 (4) and bounded by buildings on at least two sides.
Frontage Landscaping	The percentage of the setback area devoted to ground cover and vegetation. Trees may or may not be within the landscaped area. For this requirement, the setback area is the area between the property line and the face of the building.	Minimum of 40% (50% of which shall provide on-site infiltration of stormwater runoff.) No maximum.	Minimum of 40% (50% of which shall provide on-site infiltration of stormwater runoff.) No maximum.	Minimum of 25% (50% of which should provide on-site infiltration of stormwater runoff.) Maximum of 40%.	Setback areas adjacent to active ground-floor uses, including lobbies, retail sales, and eating and drinking establishments are excepted. In the case of a PUE adjacent to the street, frontage landscaping requirement may be measured from street right-of-way instead of property line.
Frontage Uses	Allowable frontage uses in order to support a positive integration of new buildings into the streetscape character.	No restrictions	No restrictions	Setback areas parallel to street not used for frontage landscaping must provide pedestrian circulation (e.g., entryways, stairways, accessible ramps), other publicly accessible open spaces (e.g., plazas, gathering areas, outdoor seating areas), access to parking, bicycle parking, or other uses that the Planning Commission deems appropriate.	Hotels are allowed to use this area for guest arrivals/drop-off zone. Commercial uses shall be a minimum of 50 feet in depth. Publicly accessible open space is further defined and regulated in Section 16.XX.120 (4).
Surface Parking Along Street Frontage (See Figure 2, A)	Surface parking may be located along the street if set back appropriately. The maximum percentage of linear frontage of property adjacent to the street allowed to be off-street surface parking.	Maximum of 35%	Maximum of 35%	Maximum of 25%	

*See the General Plan Circulation Element Street Classification Map for street types.

Figure 1. Build-to Area

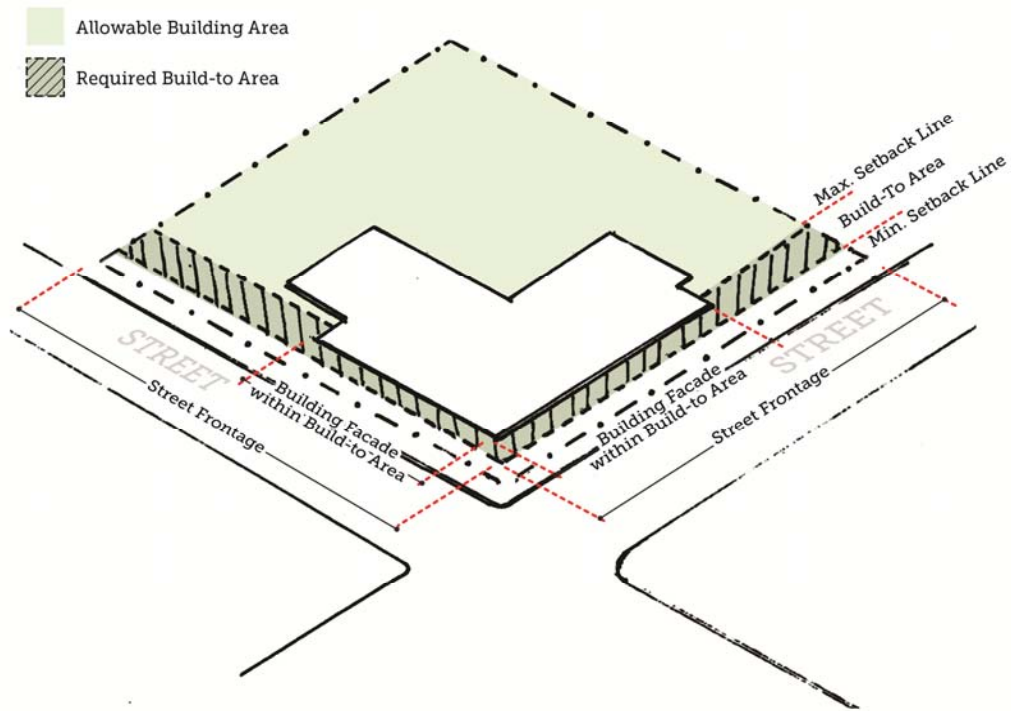
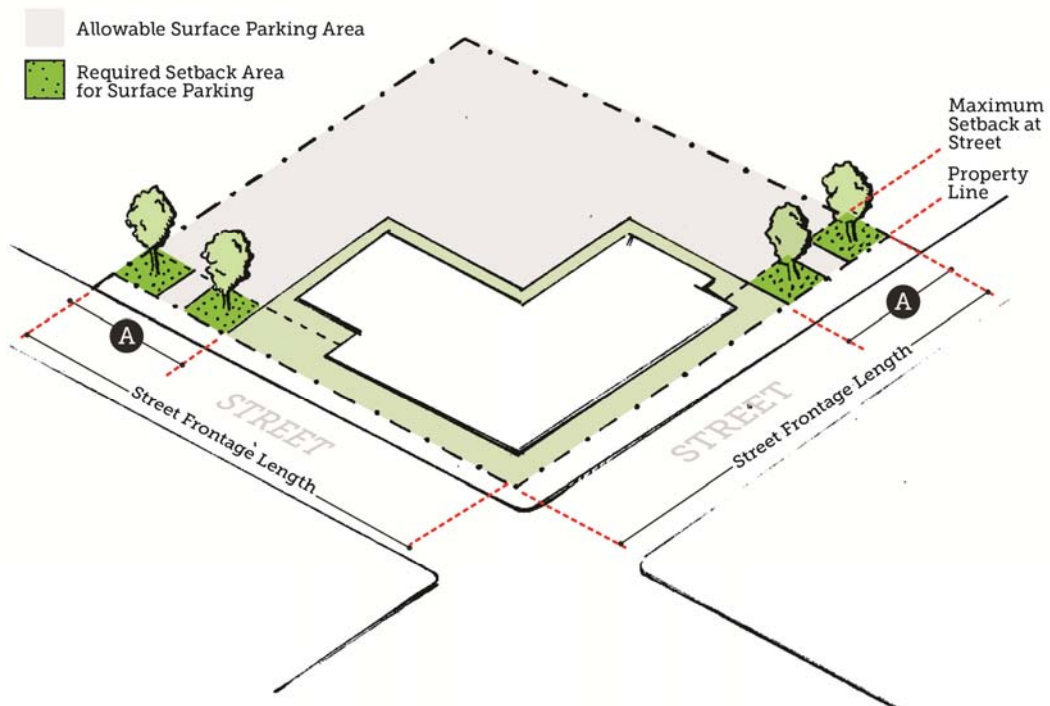


Figure 2. Surface Parking

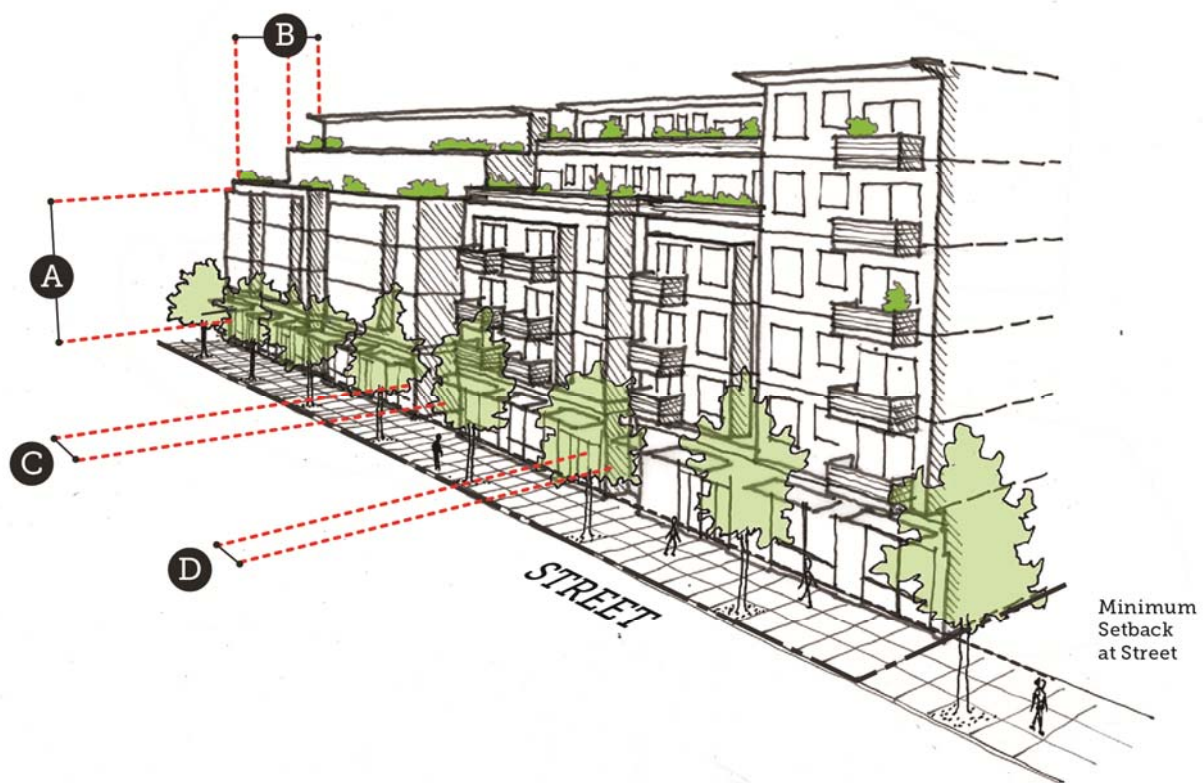


- (2) Building mass and scale. The following standards regulate building mass, bulk, size, and vertical building planes to minimize the visual impacts of large buildings and maximize visual interest of building facades as experienced by pedestrians.

Standard and Figure 3 Label (in Caps)	Definition	Base level	Bonus level fronting a Local street*	Bonus level fronting a Boulevard, Thoroughfare, Mixed Use Collector, or Neighborhood street*	Notes/Additional Requirements
Base Height A	The maximum height of a building at the setback line adjacent to the street.	40 feet	45 feet	45 feet	
Minimum Stepback B	The horizontal distance a building's upper story(ies) must be set back above the Base level height.	N/A	10' for a minimum of 75% of the building face along public street(s)	10' for a minimum of 75% of the building face along public street(s)	A maximum of 25% of the building face along public street(s) may be excepted from this standard in order to provide significant vertical features.
Building Projections	The maximum depth of allowable building projections, such as balconies or bay windows, from the required stepback for portions of the building above the ground floor.	6 feet	6 feet	6 feet	
Building Modulation C & D	A major modulation is a break in the building plane from the ground level to the top of the buildings' base height that provides visual variety, reduces large building volumes, and provides spaces for entryways and publicly accessible spaces. A minor modulation is a recess in a building plane, providing further visual variety.	Major modulation: Minimum of one recess of 15 feet wide by 10 feet deep per 200 feet of façade length Minor modulation: Minimum recess of 5 feet wide by 5 feet deep per 50 feet of façade length			Modulation is required regardless of build-to area. Parking is not allowed in the modulation recess. Building projections with 3 feet to 6 feet depth may satisfy this requirement in-lieu of a recess.

*See the General Plan Circulation Element Street Classification Map for street types.

Figure 3. Building Mass and Scale



- (3) Ground-floor exterior. The following standards regulate the ground-floor façade of buildings in order to enhance pedestrian experience, as well as visual continuity along the street.

Standard and Figure 4 label (in Caps)	Definition	Base level	Bonus level fronting a Local street*	Bonus level fronting a Boulevard, Thoroughfare, Mixed Use Collector, or Neighborhood street*	Notes/Additional Requirements
Building Entrances A	The minimum ratio of entrances to building length along a public street or paseo.	One entrance every 100 feet of building length or every building length along a public street or paseo, whichever is greater	One entrance every 100 feet of building length or every building length along a public street or paseo, whichever is greater	One entrance every 100 feet of building length or every building length along a public street or paseo, whichever is greater	Entrances at building corners may be used to satisfy this requirement. Stairs must be located in locations convenient to building users.
Ground-floor Transparency B	The minimum percentage of the ground-floor façade area that must provide visual transparency, such as clear-glass windows, doors, etc.	30% for residential uses; 50% for commercial uses	30% for residential uses; 50% for commercial uses	30% for residential uses; 50% for commercial uses	Windows shall not be opaque or mirrored.
Minimum Ground Floor Height Along Street Frontage C	The minimum height between the ground-level finished floor to the second level finished floor along the street.	N/A	10 feet for residential uses; 15 feet for commercial uses	10 feet for residential uses; 15 feet for commercial uses	Where individual residential units' entries face a street, finish floor shall be elevated 24 inches minimum above sidewalk level.
Garage Entrances	Width of garage entry/door along street frontage	Maximum 12-foot opening for one-way entrance; Maximum 24-foot opening for two-way entrance.	Maximum 12-foot opening for one-way entrance; Maximum 24-foot opening for two-way entrance.	Maximum 12-foot opening for one-way entrance; Maximum 24-foot opening for two-way entrance.	Garage entrances must be separated by a minimum of 100 feet to ensure all entrances/exits are not grouped together or resulting in an entire stretch of sidewalk unsafe and undesirable for pedestrians.
Awnings, Signs, and Canopies D	The maximum depth of awnings, signs, and canopies that project horizontally from the face of the building.	7 feet	7 feet	7 feet	A minimum vertical clearance of 8 feet from finished grade to the bottom of the projection is required.

*See the General Plan Circulation Element Street Classification Map for street types.

Figure 4. Ground-floor Exterior



(4) Open space. All development in the Residential-Mixed Use district shall provide a minimum amount of open space equal to twenty-five (25) percent of the total lot area, with a minimum amount of publicly accessible open space equal to twenty-five (25) percent of the total open space area.

(A) Publicly accessible open space consists of areas unobstructed by fully enclosed structures with a mixture of landscaping and hardscape that provides seating and places to rest, places for gathering, passive and/or active recreation, pedestrian circulation, or other similar use as determined by the Planning Commission. Publicly accessible open space types include, but are not limited to paseos, plazas, forecourts and entryways, and outdoor dining areas. Publicly accessible open space must:

- (i) Contain site furnishings, art, or landscaping;
- (ii) Be on the ground floor or podium level;
- (iii) Be at least partially visible from a public right-of-way such as a street or paseo;
- (iv) Have a direct, accessible pedestrian connection to a public right-of-way or easement.

(B) Quasi-public and private open spaces, which may or may not be accessible to the public, include patios, balconies, roof terraces, and courtyards.

(C) Residential developments shall have a minimum of common open space and private open space. These requirements are counted towards the minimum amount of open space equal to twenty-five (25) percent of the total lot area.

- (i) One hundred (100) square feet of open space per unit shall be created as common open space or a minimum of eighty (80) square feet of open space per unit created as private open space, where private open space shall have a minimum dimension of six (6) feet by six (6) feet;
- (ii) In the case of a mix of private and common open space, such common open space shall be provided at a ratio equal to one and one-quarter (1.25) square feet for each one (1) square foot of private open space that is not provided.
- (iii) Depending on the number of dwelling units, common open space shall be provided to meet the following criteria:
 - a. Ten (10) to fifty (50) units: minimum of one (1) space, twenty (20) feet minimum dimension (four hundred (400) sf total, minimum);
 - b. Fifty-one (51) to one hundred (100) units: minimum of one (1) space, thirty (30) feet minimum dimension (nine hundred (900) sf total, minimum);
 - c. One hundred one (101) or more units: minimum of one (1) space, forty (40) feet minimum dimension (one thousand six hundred (1,600) sf total, minimum).

(D) All open spaces shall:

- (i) Interface with adjacent buildings via direct connections through doors, windows, and entryways;
- (ii) Be integrated as part of building modulation and articulation to enhance building façade and should be sited and designed to be appropriate for the size of the development and accommodate different activities, groups and both active and passive uses;
- (iii) Be incorporated into the landscaping design of the project and include:
 - a. Sustainable stormwater features;
 - b. A minimum landscaping bed no less than three (3) feet in length or width and five (5) feet in depth for infiltration planting;
 - c. Native species able to grow to their maximum size without shearing.

(E) All exterior landscaping counts towards open space requirements.

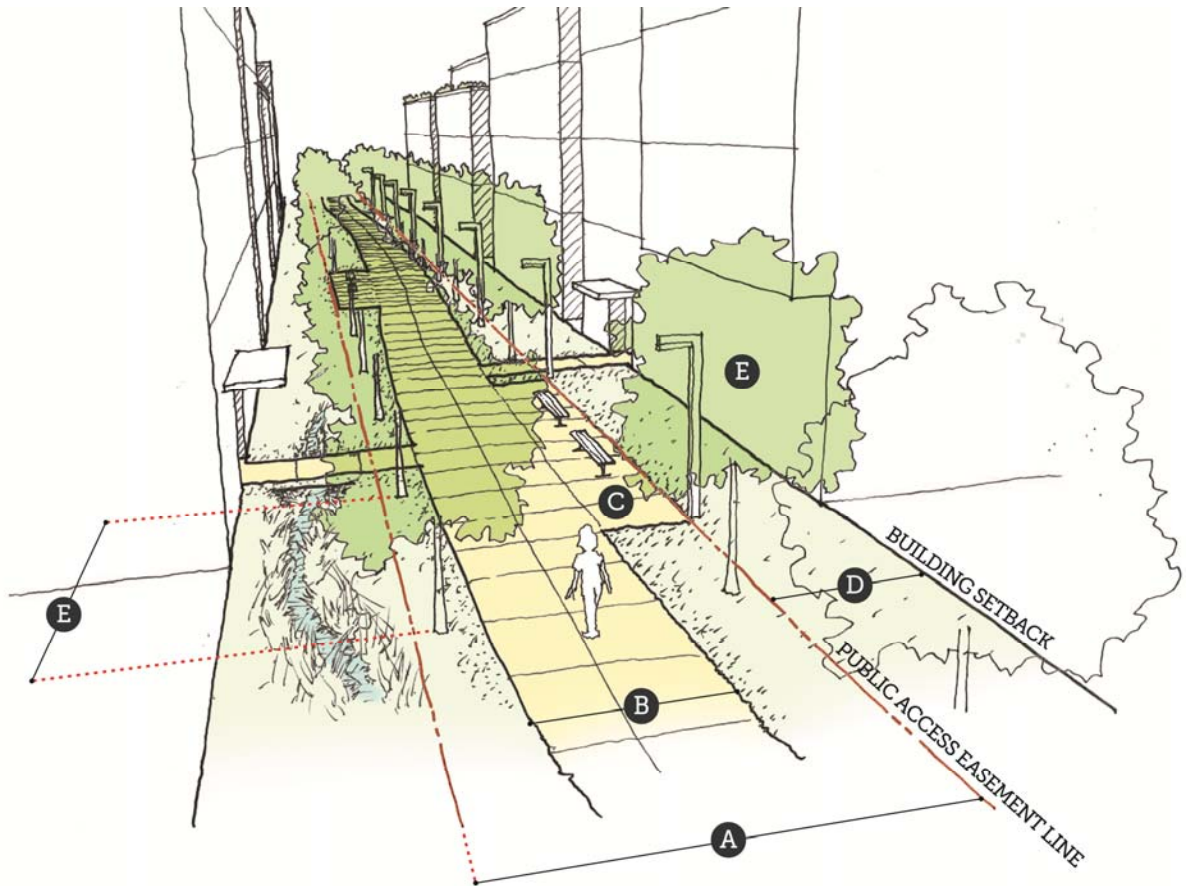
DRAFT

(5) Paseos. A paseo is defined as a pedestrian and bicycle path that provides a member of the public access through one or more parcels and to public streets and/or other paseos. Paseos must meet the following standards:

- (A) Paseos may be located within the required side setback areas. Paseos may not be located within the minimum setback at street except where it connects to that street;
- (B) Paseos must be publicly accessible established through a public access easement, but they remain private property;
- (C) Paseos count as publicly accessible open space.

Standard and Figures 5 label (in Caps)	Definition	Required Paseo per Section 16.XX.100	Notes/Additional Requirements
<i>Paseo Width</i> A	The minimum dimension in overall width of the paseo, including landscaping and hardscape components.	20 feet	
<i>Pathway Width</i> B	The minimum and maximum width of the hardscape portion of the paseo, which provides the pathway for pedestrians.	10 feet minimum; 14 feet maximum	The paseo pathway shall be connected to building entrances with hardscaped pathways. Pathways may be used for emergency vehicle access use and allowed a maximum paved width exemption to accommodate standards of the Menlo Park Fire Protection District with prior approval by Transportation Manager.
<i>Furnishing Zones</i> C	Requirements for pockets of hardscape areas dedicated to seating, adjacent to the main pedestrian pathway area.	Minimum dimension of 5 feet wide by 20 feet long, provided at a minimum interval of 100 feet.	Furnishing zones must include benches or other type of seating and pedestrian-scaled lighting.
<i>Paseo Frontage Setback</i> D	The minimum setback for adjacent buildings from the edge of the paseo property line.	5 feet	A minimum of 50% of the setback area between the building and paseo shall be landscaped (50% of which should provide on-site infiltration of stormwater runoff.) Plants should be climate-adapted species, able to grow to their maximum size without shearing, and provide screening of at least 1-3 feet in height.
<i>Trees</i> E	The size and spacing of trees that are required along the paseo.	Small canopy trees with a maximum mature height of 40 feet and canopy diameter of 25 feet, planted at maximum intervals of 40 feet.	Trees must be planted within the paseo width, with the tree canopy allowed to overhang into the setback.
<i>Landscaping</i>	The minimum percentage of the paseo that is dedicated to vegetation.	20%	On-site infiltration of stormwater runoff is required.
<i>Lighting</i>	Pedestrian-oriented street lamps.	One light fixture every 40 feet.	Use energy efficient lighting per Title 24. Lights shall be located a minimum of 20 feet from trees.

Figure 5.Paseos



(6) Building design.

- (A) Main building entrances shall face the street or a publicly accessible courtyard. Building and/or frontage landscaping shall bring the human scale to the edges of the street. Retail building frontage shall be parallel to the street.
- (B) Utilities, including meters, backflow prevention devices, etc., shall be concealed or integrated into the building design to the extent feasible.
- (C) Projects shall include dedicated, screened, and easily accessible space for recycling, compost, and solid waste storage and collection.
- (D) Trash and storage shall be enclosed and attractively screened from public view.
- (E) Materials and colors of utility, trash, and storage enclosures shall match or be compatible with the primary building.
- (F) Building materials shall be durable and high-quality to ensure adaptability and re-use over time. Glass paneling and windows shall be used to invite outdoor views and introduce natural light into interior spaces. Stucco shall not be used on more than fifty (50) percent of the building facade. When stucco is used, it must be smooth troweled.
- (G) Roof lines and eaves adjacent to street-facing facades shall vary across a building, including a four-foot minimum height modulation to break visual monotony and create a visually interesting skyline as seen from public streets (see Figure 6).
- (H) Rooftop elements including mechanical equipment, stair and elevator towers shall be concealed in a manner that incorporates building color and architectural and structural design and shall not exceed twenty (20) percent of roof area. Mechanical equipment does not include solar panels, wind turbines and other passive collection systems, and thus do not count towards the twenty (20) percent maximum.

Figure 6. Roof Lines



(7) Access and parking.

- (A) Shared entrances to parking for retail and residential uses shall be used where possible.
- (B) Service access and loading docks shall be located on local or interior access streets and to the rear of buildings, and shall not be located along a publicly accessible open space.
- (C) Above-ground garages shall be screened (with perforated walls, vertical elements or materials that provide visual interest at the pedestrian scale) or located behind buildings that are along public streets.
- (D) Garage and surface parking access shall be screened or set behind buildings located along a publicly accessible open space and paseos.
- (E) Surface parking lots shall be buffered from adjacent buildings by a minimum six (6) feet of paved pathway or landscaped area (see Figure 7, label A).
- (F) Surface parking lots shall be screened with landscaping features such as trees, planters, and vegetation, including a twenty (20) foot deep landscaped area along sidewalks, as measured from the setback line adjacent to the street, or paseos (see Figure 7, label B). The portion of this area not devoted to driveways shall be landscaped. Trees shall be planted at a ratio of 1 per 400 square feet of required setback area for surface parking.
- (G) Surface parking lots shall be planted with at least one (1) tree with a minimum size of a twenty-four (24) inch box for every eight (8) parking spaces (see Figure 7, label C). Required plantings may be grouped where carports with solar panels are provided.
- (H) Surface parking can be located along a paseo for a maximum of forty (40) percent of a paseo's length (see Figure 7, label D).
- (I) Short-term bicycle parking shall be located within fifty (50) feet of lobby or main entrance. Long-term bicycle parking facilities shall protect against theft and inclement weather, and consist of a fully enclosed, weather-resistant locker with key locking mechanism or an interior locked room or enclosure. Long-term parking shall be provided in locations that are convenient and functional for cyclists. Bicycle parking shall be (see Figure 8):
 - (i) Consistent with the latest edition of the Association of Pedestrian and Bicycle Professionals Bicycle Parking Guide;
 - (ii) Designed to accommodate standard six (6) foot bicycles;
 - (iii) Paved or hardscaped;
 - (iv) Accessed by an aisle in the front or rear of parked bicycles of at least five (5) feet;

- (v) At least five (5) feet from vehicle parking spaces;
 - (vi) At least thirty (30) inches of clearance in all directions from any obstruction, including but not limited to other racks, walls, and landscaping;
 - (vii) Lit with no less than one (1) footcandle of illumination at ground level;
 - (viii) Space-efficient bicycle parking such as double-decker lift-assist and vertical bicycle racks are also permitted.
- (J) Pedestrian access shall be provided, with a minimum hardscape width of six (6) feet, to sidewalks to all building entries, parking areas, and publicly accessible open spaces, and shall be clearly marked with signage directing pedestrians to common destinations.
- (K) Entries to parking areas and other important destinations shall be clearly identified for all travel modes with such wayfinding features as marked crossings, lighting, and clear signage.

Figure 7. Surface Parking Access

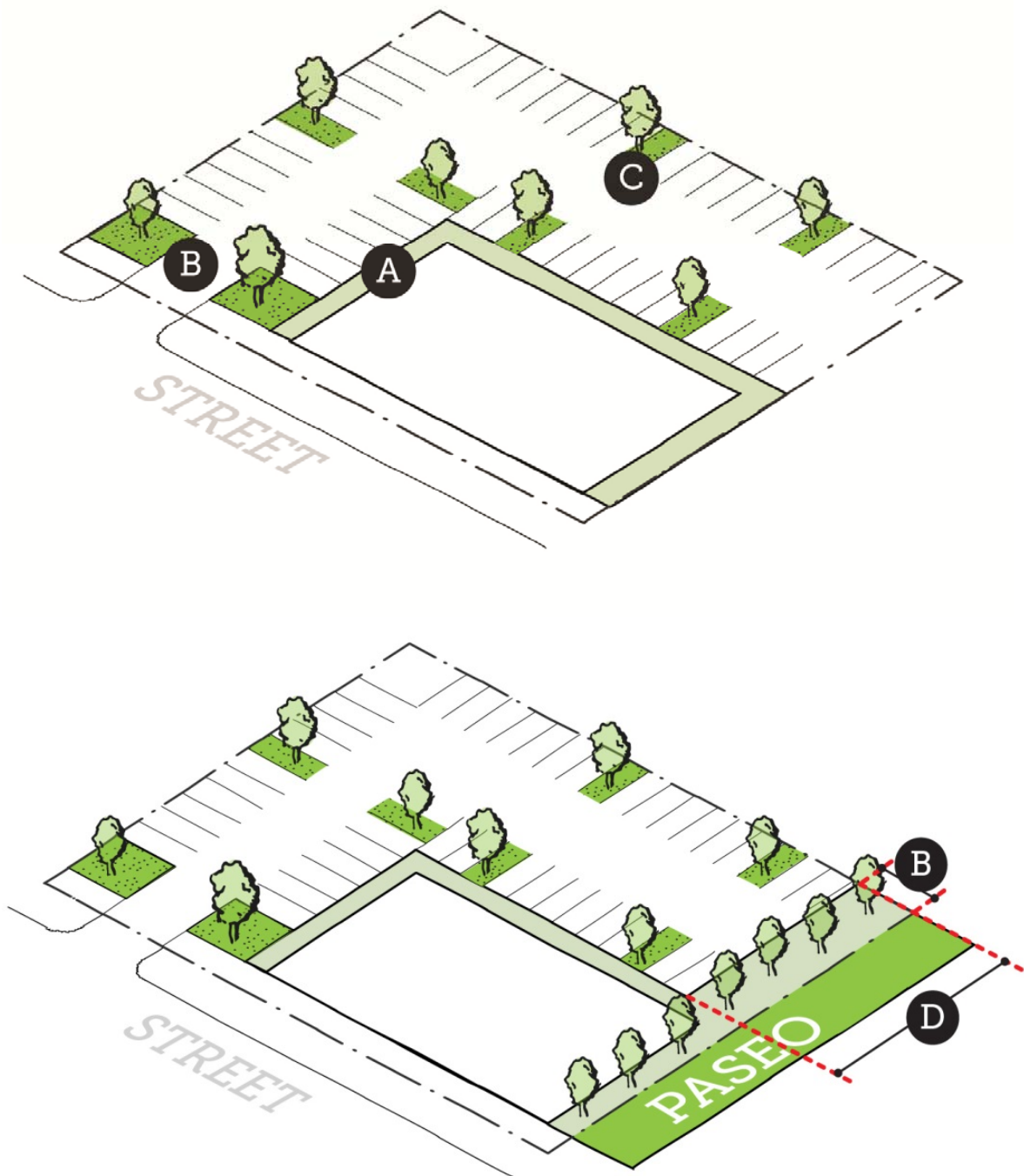
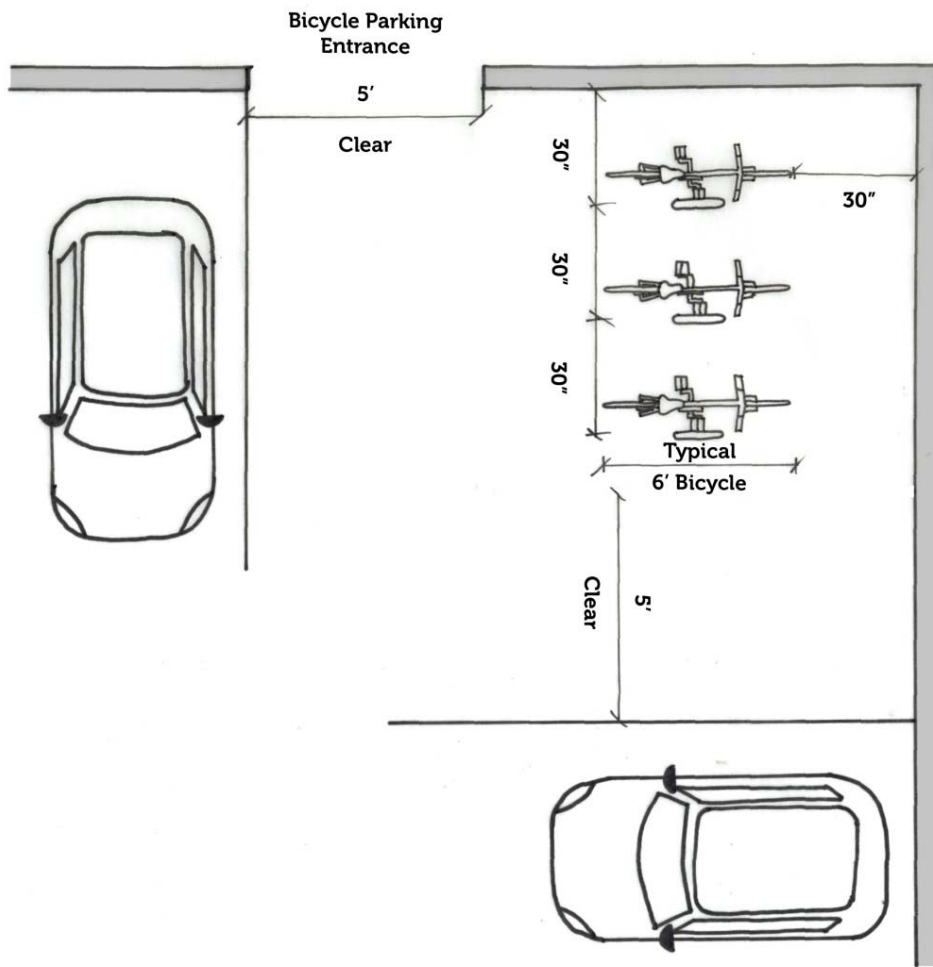


Figure 8. Bicycle Parking



16.XX.130 Green and sustainable building.

In addition to meeting all applicable regulations specified in Municipal Code Title 12 (Buildings and Construction), the following provisions shall apply to projects.

(1) Green building.

- (A) Any new construction, addition or alteration of a building shall be required to comply with tables 16.XX.010.A and 16.XX.010.B

(2) Energy.

- (A) All new construction will meet 100% of energy demand (electricity and natural gas) through on-site generation as required in tables 16.XX.010.A and 16.XX.0101.B, and any combination of the following measures:
 - (i) Purchase of 100% renewable electricity through Peninsula Clean Energy or Pacific Gas and Electric Company in an amount equal to the annual energy demand of the project;
 - (ii) Purchase and installation of local renewable energy generation within the City of Menlo Park in an amount equal to the annual energy demand of the project;
 - (iii) Purchase of certified renewable energy credits annual in an amount equal to the annual energy demand of the project.

TABLE 16.XX.010.A: RESIDENTIAL GREEN BUILDING REQUIREMENTS

PROJECT TYPE	NEW CONSTRUCTION			ADDITIONS AND/OR ALTERATIONS		
Green Building Requirement	10,000 sq. ft. — 25,000 sq. ft.	25,001 sq. ft. — 100,000 sq. ft.	100,001 sq. ft. and above	1 sq. ft. to 1,000 sq. ft/ of conditioned area, volume or size	1,001 sq. ft. — 25,000 sq. ft. of conditioned area, volume or size	25,001 sq. ft. and above of conditioned area, volume or size
Green Building Certification	Designed to meet LEED Silver BD+C*	Designed to meet LEED Silver BD+C*	Designed to meet LEED Gold BD+C*	CALGreen Mandatory	Designed to meet LEED Silver ID+C*	Designed to meet LEED Gold ID+C*
EV Chargers	<u>Pre-Wire**</u> <ul style="list-style-type: none"> For EV chargers in 5% of total number of parking stalls. <u>Install EV Chargers***</u> <ul style="list-style-type: none"> Install a minimum of 2 in the pre-wire locations. 	<u>Pre-Wire**</u> <ul style="list-style-type: none"> For EV chargers in 5% of total number of parking stalls. <u>Install EV Chargers***</u> <ul style="list-style-type: none"> Install a total of 2 plus 1% of the total parking stalls in the pre-wire locations. 	<u>Pre-Wire**</u> <ul style="list-style-type: none"> For EV chargers in 5% of total number of parking stalls. <u>Install EV Chargers***</u> <ul style="list-style-type: none"> Install a total of 6 plus 1% of the total parking stalls in the pre-wire locations. 	N/A (Voluntary)	N/A (Voluntary)	N/A (Voluntary)
On-Site Energy Generation	30% of maximum extent feasible as determined by the On-Site Renewable Energy Feasibility Study****	30% of maximum extent feasible as determined by the On-Site Renewable Energy Feasibility Study****	30% of maximum extent feasible as determined by the On-Site Renewable Energy Feasibility Study****	N/A (Voluntary)	N/A (Voluntary)	N/A (Voluntary)
Energy Reporting	Enroll in EPA Energy Star Building Portfolio Manager and submit documentation of compliance as required by the City.	Enroll in EPA Energy Star Building Portfolio Manager and submit documentation of compliance as required by the City.	Enroll in EPA Energy Star Building Portfolio Manager and submit documentation of compliance as required by the City.	Enroll in EPA Energy Star Building Portfolio Manager and submit documentation of compliance as required by the City.	Enroll in EPA Energy Star Building Portfolio Manager and submit documentation of compliance as required by the City.	Enroll in EPA Energy Star Building Portfolio Manager and submit documentation of compliance as required by the City.

*Designed to meet LEED standards is defined as follows: a) Applicant must submit appropriate LEED checklist and verifying cover letter from a project LEED AP with the project application, b) Applicant must complete all applicable LEED certification documents prior to final building permit issuance to be reviewed either for LEED certification, or for verification by a third party approved by the City for which the applicant will pay for review and/or certification.

**Pre-wire is defined as conduit and wire installed from electrical panel board to junction box at parking stall, with sufficient electrical service to power chargers at all pre-wire locations.

***Charger is defined as follows: One electric vehicle (EV) charger or charger head reaching each designated EV parking stall and delivering a minimum of 240 V and 40 AMPs such that it can be used by all electric vehicles.

**** On-Site Renewable Energy Feasibility Study shall demonstrate the following cases: 1. Maximum on-site generation potential. 2. Solar feasibility for roof and parking areas (excluding roof mounted HVAC equipment). 3. Maximum solar generation potential solely on the roof area.

TABLE 16.XX.010.B: NON-RESIDENTIAL GREEN BUILDING REQUIREMENTS

PROJECT TYPE	NEW CONSTRUCTION			ADDITIONS AND/OR ALTERATIONS		
Green Building Requirement	10,000 sq. ft. – 25,000 sq. ft.	25,001 sq. ft. – 100,000 sq. ft.	100,001 sq. ft. and above	1 sq. ft. – 1,000 sq. ft. of conditioned area, volume or size	1,001 sq. ft.– 25,000 sq. ft. of conditioned area, volume or size	25,001 sq. ft. and above of conditioned area, volume or size
Green Building Certification	Designed to meet LEED Silver BD+C *	Designed to meet LEED Silver BD+C *	Designed to meet LEED Gold BD+C *	CALGreen Mandatory	Designed to meet LEED Silver ID+C *	Designed to meet LEED Gold ID+C *
EV Chargers	<u>Pre-Wire**</u> • For EV chargers in 5% of total number of parking stalls. <u>Install EV Chargers***</u> • Install a minimum of 2 in the pre-wire locations.	<u>Pre-Wire**</u> • For EV chargers in 5% of total number of parking stalls. <u>Install EV Chargers***</u> • Install a total of 2 plus 1% of the total parking stalls in the pre-wire locations.	<u>Pre-Wire**</u> • For EV chargers in 5% of total number of parking stalls. <u>Install EV Chargers***</u> • Install a total of 6 plus 1% of the total parking stalls in the pre-wire locations.	N/A (Voluntary)	Install conduit, wiring and electrical service for EV Chargers for 5% of parking spaces AND a minimum of 2 chargers***	Install conduit, wiring and electrical service for EV Chargers for 5% of parking spaces AND a minimum of 2 + (1% spaces) chargers***
On-Site Energy Generation	30% of maximum extent feasible as determined by the On-Site Renewable Energy Feasibility Study****	30% of maximum extent feasible as determined by the On-Site Renewable Energy Feasibility Study****	30% of maximum extent feasible as determined by the On-Site Renewable Energy Feasibility Study****	N/A (Voluntary)	N/A (Voluntary)	N/A (Voluntary)
Energy Reporting	Enroll in EPA Energy Star Building Portfolio Manager and submit documentation of compliance as required by the City.	Enroll in EPA Energy Star Building Portfolio Manager and submit documentation of compliance as required by the City.	Enroll in EPA Energy Star Building Portfolio Manager and submit documentation of compliance as required by the City.	Enroll in EPA Energy Star Building Portfolio Manager and submit documentation of compliance as required by the City.	Enroll in EPA Energy Star Building Portfolio Manager and submit documentation of compliance as required by the City.	Enroll in EPA Energy Star Building Portfolio Manager and submit documentation of compliance as required by the City.

*Designed to meet LEED standards is defined as follows: a) Applicant must submit appropriate LEED checklist and verifying cover letter from a project LEED AP with the project application, b) Applicant must complete all applicable LEED certification documents prior to final building permit issuance to be reviewed either for LEED certification, or for verification by a third party approved by the City for which the applicant will pay for review and/or certification.

**Pre-wire is defined as conduit and wire installed from electrical panel board to junction box at parking stall, with sufficient electrical service to power chargers at all pre-wire locations.

***Charger is defined as follows: One electric vehicle (EV) charger or charger head reaching each designated EV parking stall and delivering a minimum of 240 V and 40 AMPs such that it can be used by all electric vehicles.

****On-site Renewable Energy Feasibility Study shall demonstrate the following cases: 1. Maximum on-site generation potential. 2. Solar feasibility for roof and parking areas (excluding roof mounted HVAC equipment). 3. Maximum solar generation potential solely on the roof area.

(3) Water use efficiency and recycled water.

- (A) Single pass cooling systems shall be prohibited in all new buildings.
- (B) All new buildings shall be built and maintained without the use of well water.
- (C) Applicants for a new building(s) one hundred thousand (100,000) square feet or more in gross floor area shall prepare and submit a proposed water budget and accompanying calculations following the methodology approved by the City. The water budget and calculations shall be reviewed and approved by the City's Public Works Director prior to certification of occupancy. Twelve (12) months after the date of the certification of occupancy, the building owner shall submit data and information sufficient to allow the City to compare the actual water use to the allocation in the approved water budget. In the event that actual water consumption exceeds the water budget, a water conservation program, as approved by the City's Public Works Director, shall be implemented. Twelve (12) months after City approval of the water conservation program, the building owner shall submit data and information sufficient to allow the City to determine compliance with the conservation program. If water consumption exceeds the budgeted amount, the City's Public Works Director may prohibit the use of water for irrigation or enforce compliance as an infraction pursuant to Chapter 1.12 of the Municipal Code until compliance with the water budget is achieved.
- (D) All new buildings shall be dual plumbed for the internal use of recycled water.
- (E) All new buildings two hundred and fifty (250,000) square feet or more in gross floor area shall use an alternate water source for all City approved non-potable applications. An alternative water source may include, but is not limited to, treated non-potable water such as graywater. An Alternate Water Source Assessment shall be submitted that describes the alternative water source and proposed non-potable application. Approval of the Alternate Water Source Assessment, the alternative water source and its proposed uses shall be approved by the City's Public Works Director and Community Development Director.
- (F) Potable water shall not be used for dust control on construction projects.
- (G) Potable water shall not be used for decorative features, unless the water recirculates.

(4) Hazard mitigation and sea level rise resiliency.

- (A) The first floor elevation of all new buildings shall be twenty four (24) inches above the Federal Emergency Management Agency base flood elevation (BFE) to account for sea level rise. Where no BFE exists, the first floor (bottom of floor beams) elevation shall be 24 inches above the existing grade. The

building design and protective measures shall not create adverse impacts on adjacent sites as determined by the City.

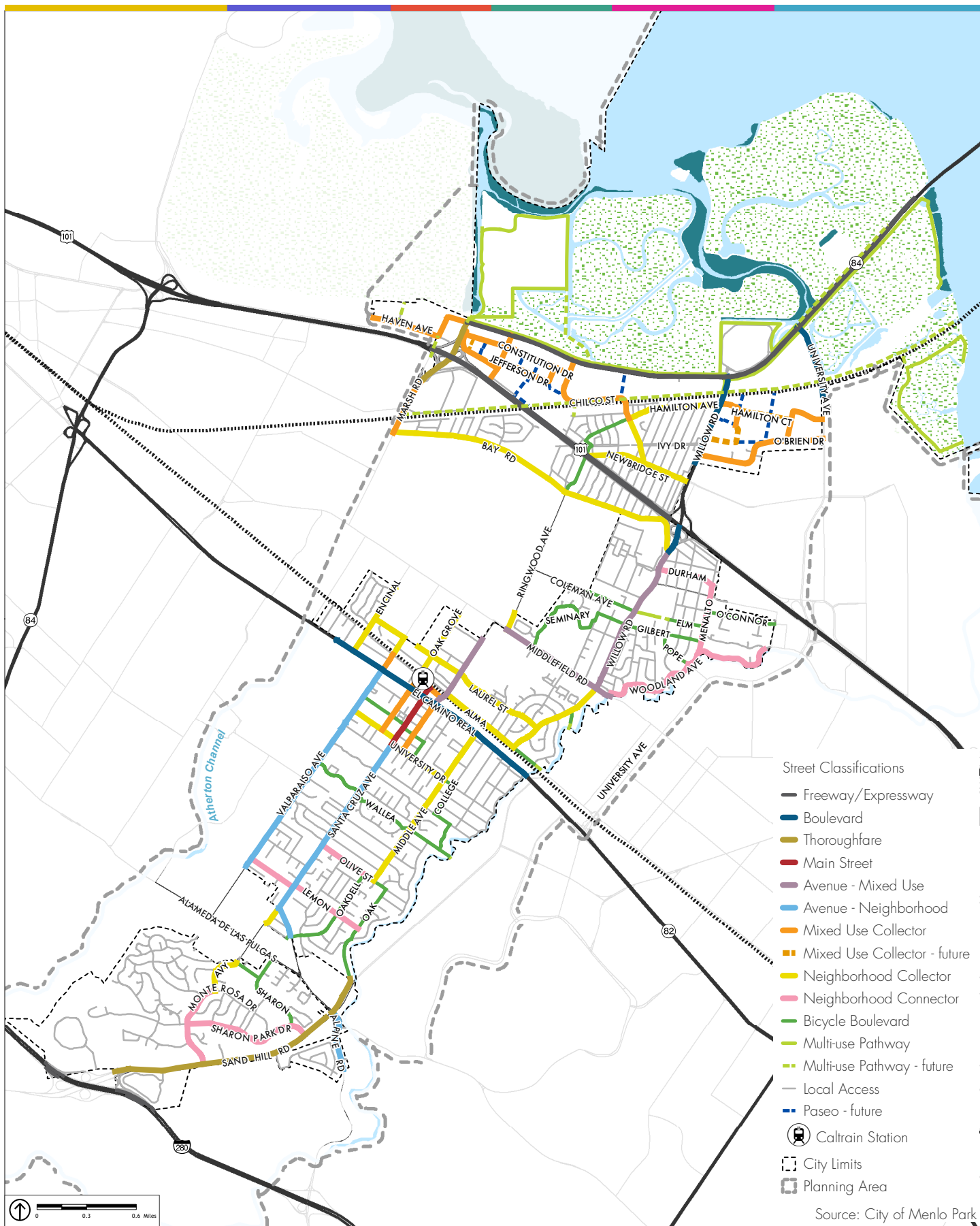
- (B) Prior to building permit issuance, all new buildings shall pay any required fee or proportionate fair share for the funding of sea level rise projects, if applicable.

(5) Waste management.

- (A) Applicants shall submit a zero-waste management plan to the City, which will cover how the applicant plans to minimize waste to landfill and incineration in accordance with all applicable state and local regulations. Applicants shall show in their zero-waste plan how they will reduce, recycle and compost wastes from the demolition, construction and occupancy phases of the building. For the purposes of this ordinance, Zero Waste is defined as ninety (90) percent overall diversion of non-hazardous materials from landfill and incineration, wherein discarded materials are reduced, reused, recycled, or composted. Zero Waste plan elements shall include the property owner's assessment of the types of waste to be generated during demolition, construction and occupancy, and a plan to collect, sort and transport materials to uses other than landfill and incineration.

(6) Bird-friendly design.

- (A) No more than ten (10) percent of façade surface area shall have non-bird-friendly glazing.
- (B) Bird-friendly glazing includes, but is not limited to opaque glass, covering of clear glass surface with patterns, paned glass with fenestration patterns, and external screens over non-reflective glass.
- (C) Occupancy sensors or other switch control devices shall be installed on non-emergency lights and shall be programmed to shut off during non-work hours and between 10 PM and sunrise.
- (D) Placement of buildings shall avoid the potential funneling of flight paths towards a building façade.
- (E) Glass skyways or walkways, freestanding glass walls, and transparent building corners shall not be allowed.
- (F) Transparent glass shall not be allowed at the rooflines of buildings, including in conjunction with green roofs.
- (G) A project may receive a waiver from one or more of the items (A) to (F) listed above, subject to the submittal of a site specific evaluation from a qualified biologist and review and approval by the Planning Commission.





REVIEW THE PROPOSED COMMUNITY AMENITIES

The amenities described below were identified during the Belle Haven Vision Plan and during the first year of the ConnectMenlo process. They were ranked in this order in a survey in March/April, 2015. Approximate cost estimates have been added for each amenity.

Place a dot to the left of the amenities that you think are most important.

Transit and Transportation Improvements		Jobs and Training at M-2 Area Companies		Social Service Improvements	
A.	Sidewalks, lighting, and landscaping – \$100 per linear foot <i>Enhance landscaping and lighting and fill gaps in sidewalk to improve the overall walkability</i>	A.	Job opportunities for residents – \$10,000 in specialized training per employee <i>Local employers have a hiring preference for qualified residents</i>	A.	Education improvements in Belle Haven – \$10,000 per student <i>Improvements to the quality of student education and experience in Belle Haven</i>
B.	Traffic-calming on neighborhood streets – \$100,000 per block/intersection <i>Address cut-through traffic with design features</i>	B.	Education and enrichment programs for young adults – \$10,000 per participant <i>Provide programs that target students and young adults to be competitive in the job market, including existing tech jobs</i>	B.	Medical center – \$6 million to construct (\$300 per square foot) <i>Medical center providing health care services and out-patient care</i>
C.	Bike trails, paths or lanes – \$100,000/ mile <i>Install new bike lanes and pedestrian paths and connect them to existing facilities and BayTrail</i>	C.	Job training programs and education center – \$10,000 per participant <i>Provide residents with job training programs that prepare them with job skills</i>	C.	Library improvements at Belle Haven – \$300,000 <i>Expand library programs and activities, especially for children</i>
D.	Dumbarton Rail– \$175 million to construct and open trolley <i>Utilize the right-of-way for new transit line between Redwood City and Menlo Park in the near term with stations and a new bike/pedestrian path</i>	D.	Paid internships and scholarships for young adults – \$10,000 per participant <i>Provide internships at local companies and scholarships to local youth to become trained for tech jobs</i>	D.	High-Quality Affordable Housing – \$440,000/unit less land; \$82,000 typical per-unit local gap financing needed for a tax-credit project <i>Integrate quality affordable housing units into new development</i>
E.	Innovative transportation solutions (i.e. personal rapid transit) – PriceVaries <i>Invest in new technology like pod cars and transit that uses separate tracks</i>	Energy, Technology, & Utilities Infrastructure		E.	Senior service improvements – \$100,000 per year <i>Increase the senior services at the Senior Center to include more aides and programs</i>
F.	Bus service and amenities – \$5,000 per rider seat <i>Increase the number of bus stops, bus frequency and shuttles, and bus shelters</i>	A.	Underground power lines – \$200/foot min.; \$50,000/project <i>Remove overhead power lines and install them underground along certain roads</i>	F.	Add restroom at Onetta Harris Community Center – \$100,000 <i>Additional restroom at the community center</i>
Community-serving Retail		B.	Incentives for private home energy upgrades, renewable energy, and water conservation – \$5,000 per home <i>Offer financial assistance or other incentives to help area residents pay for energy-efficient and water conserving home improvements</i>	G.	Pool House remodel in Belle Haven – \$300,000 <i>Remodel pool for year-round use with new heating and changing areas</i>
A.	Grocery store – \$15 million to construct (\$200 per sq ft) plus 25% soft costs, financing, etc.; \$3.7 million for 2 years of subsidized rent <i>A full-service grocery store providing a range of goods, including fresh fruits, vegetables and meat and dairy products</i>	C.	Telecommunications investment – \$250 per linear foot <i>Improve the area's access to wifi, broadband, and other new technologies</i>	Park and Open Space Improvements	
B.	Restaurants – \$1.5 million (3,000 sq ft at \$400 per sq ft plus 25% for soft costs, financing, etc.) <i>A range of dining options, from cafes to sit-down restaurants, serving residents and local employees</i>	D.	Soundwalls adjacent to Highway 101– \$300,000 (\$600/foot) <i>Construct soundwalls between Highway 101 and Kelly Park to reduce sound</i>	A.	Tree planting – \$10,000 per acre <i>Plant trees along streets and parks to increase tree canopy</i>
C.	Pharmacy – \$3.75 million (15,000 sq ft at \$200 per sq ft, plus 25% for soft costs, financing, etc.) <i>A full-service pharmacy that fills prescriptions and offers convenience goods</i>			B.	Bedwell Bayfront Park improvements – \$300,000 <i>Improve access to the park and trails within it</i>
D.	Bank/ATM – \$1.88 million (3,000 sq ft at \$500 per sq ft plus 25% for soft costs, financing, etc.) <i>A bank or credit union branch with an ATM</i>			C.	Community garden(s) – \$26,000 to construct ~0.3 acres, 25 beds, 2 picnic tables <i>Expand space for community to plant their own produce and flower gardens</i>
				D.	Dog park – \$200,000 for 0.5 acre (no land cost included) <i>Provide a dedicated, enclosed place where dogs can run</i>

Chapter 16.XX
LS – LIFE SCIENCES DISTRICT

Sections:

- 16.XX.010 Purpose.
- 16.XX.015 Definitions.
- 16.XX.020 Permitted uses.
- 16.XX.030 Administratively permitted uses.
- 16.XX.040 Conditional uses.
- 16.XX.050 Development regulations.
- 16.XX.060 Additional bonus development regulations.
- 16.XX.070 Community amenities required for bonus development.
- 16.XX.080 Parking standards.
- 16.XX.090 Transportation demand management
- 16.XX.100 New connections.
- 16.XX.110 Required street improvements.
- 16.XX.120 Design standards.
- 16.XX.130 Green and sustainable building.

16.XX.010 Purpose.

The purpose and intent of the Life Sciences district is to:

- (1) Attract research and development and light industrial and uses particularly those that support bioscience and biomedical product development and manufacturing and/or are potentially revenue generating businesses.
- (2) Allow administrative and professional office uses and other services that support light industrial and research and development sites and nearby.
- (3) Provide quality employment opportunities and promote emerging technology, entrepreneurship, and innovation.
- (4) Facilitate the creation of a thriving business environment with goods and services that support adjacent neighborhoods as well as the employment base.

16.XX.015 Definitions.

Terms are defined in the City's Municipal Code Chapter 16.04 unless otherwise stated in this chapter.

16.XX.020 Permitted uses.

Permitted uses in the Life Sciences district are as follows:

- (1) Light industrial and research and development and ancillary uses, except when requiring hazardous material review;
- (2) Administrative and professional offices in buildings not exceeding twenty thousand (20,000) square feet of gross floor area;
- (3) Retail sales establishments, excluding the sale of beer, wine and alcohol;
- (4) Eating establishments, excluding the sale of beer, wine, and alcohol or live entertainment, and/or that are portable;
- (5) Personal services, excluding tattooing, piercing, palm-reading, or similar services;
- (6) Recreational and fitness center facilities privately operated, not exceeding twenty thousand (20,000) square feet of gross floor area;
- (7) Community education/training center, which provides free or low-cost educational and vocational programs to help prepare local youth and adults for entry into college and/or the local job market.

16.XX.030 Administratively permitted uses.

Uses allowed in the Life Sciences district, subject to obtaining an administrative permit, are as follows:

- (1) Any outside storage of material, equipment or vehicles associated with the main use;
- (2) Eating establishments, including the sale of beer and wine only, and/or those that have live music or other live entertainment;
- (3) Research and development and light industrial uses, including uses involving hazardous materials;
- (4) Diesel generators.

16.XX.040 Conditional uses.

Conditional uses allowed in the Life Sciences district, subject to obtaining a use permit per Municipal Code Chapter 16.82, are as follows:

- (1) Administrative and professional offices in buildings greater than twenty thousand (20,000) square feet of gross floor area;
- (2) Eating and drinking establishments with alcohol sales, or that are portable;
- (3) Retail sales establishments with alcohol sales;
- (4) Special uses, in accordance with Chapter 16.78 of this title, including private recreational facilities exceeding twenty thousand (20,000) square feet of gross floor area;
- (5) Uses identified in 16.XX.020, 16.XX.030, and 16.XX.040 proposing Bonus level development, in accordance with Section 16.XX.060;
- (6) Public utilities, in accordance with Chapter 16.76 of this title.

16.XX.050 Development regulations.

Development regulations in the Life Sciences district are as follows:

<i>Regulation</i>	<i>Definition</i>	<i>Base level</i>	<i>Bonus level</i>	<i>Notes/Additional Requirements</i>
<i>Minimum lot area</i>	Minimum area of building site (includes public access easements).	25,000 square feet	25,000 square feet	
<i>Minimum lot dimensions</i>	Minimum size of a lot calculated using lot lines.	100 feet width 100 feet depth	100 feet width 100 feet depth	
<i>Minimum setback at street</i>	Minimum linear feet building can be sited from property line adjacent to street.	5 feet	5 feet	Setbacks shall be measured from the property line. In instances where there will be a sidewalk easement, measure the setback from the back of the sidewalk. See build-to area requirements in Section 16.XX.120(1).
<i>Maximum setback at street</i>	Maximum linear feet building can be sited from front property line.	35 feet	35 feet	See build-to area requirements in Section 16.XX.120 (1).
<i>Minimum interior side and rear setbacks</i>	Minimum linear feet building can be sited from interior and rear property lines.	10 feet	10 feet	See Section 16.XX.120 (5) if property is required to have a paseo. Interior side setback may be reduced to 0 feet for the entire building mass where there is retail frontage.
<i>Maximum floor area ratio</i>	Maximum permitted ratio of the total square footage of the gross floor area of all buildings on a lot to the square footage of the lot.	55% plus 10% commercial	125% plus 10% commercial	Per community amenities requirements of Section 16.XX.070. FAR not used in LS area may be transferred via permanent purchase into LS-B area.
<i>Maximum commercial floor area</i>	Maximum permitted ratio of commercial square footage of the gross floor area of all buildings on a lot to the square footage of the lot.	10%	10%	
<i>Maximum height</i>	Maximum building height not including roof utilities.	35 feet	110 feet (6 stories)	A parapet used to screen mechanical equipment is not included in the maximum height. The maximum allowed height for rooftop mechanical equipment is 14 feet, except for elevator towers and associated equipment, which may be 20 feet. Per community amenities requirements of Section 16.XX.070.
<i>Average height</i>	The average of building heights on one site that cannot be exceeded.	35 feet	4.5 stories	For calculation purposes, a story is defined as 15 feet.
<i>Minimum open space requirement</i>	Minimum portion of the building site open, unobstructed and unoccupied.	30%	30%	See Section 16.XX.120 (4) for open space requirements.

16.XX.060 Additional bonus development regulations.

A development may seek an increase in floor area ratio and/or height as established in the Bonus level per Section 16.XX.050 of this Chapter in areas denoted as LS-B district on the City Zoning Map, subject to obtaining a use permit per Chapter 16.82 and providing community amenities consistent with Section 16.XX.070.

16.XX.070 Community amenities required for bonus development.

To be eligible for bonus floor area ratio and/or height, a project shall provide one or more community amenities, either through construction of the amenity, which is preferable, or payment of a fee.

- (1) An applicant's proposal for community amenities shall be subject to review by the Planning Commission in conjunction with a Use Permit or Conditional Development Permit. Consideration by the Planning Commission shall include differentiation between amenities proposed to be provided on-site and amenities proposed to be provided off-site, which may require a separate discretionary review and environmental review per the California Environmental Quality Act.
- (2) A community amenity shall be provided utilizing any one of the following three mechanisms:
 - (A) Part of the Project. An applicant, as part of the project, designs and constructs one or more of the community amenities provided that the value of the amenity or amenities is reasonably equivalent to the value defined in subsection (3) or per nexus study. Once any one of these community amenities is provided, it will no longer be an option available to other applicants. Prior to approval of the Final Occupancy Permit for any portion of the project, the applicant shall complete (or bond for) the construction and installation of the community amenities included in the project and shall provide documentation sufficient for the City Manager or designee to certify compliance with this section. The amenities proposed by the applicant shall be selected from a list of amenities adopted by the City Council pursuant to resolution.
 - (B) Impact Fee Payment. If the City has adopted an impact fee that identifies a square foot fee for community amenities, an applicant for the bonus development shall pay 120% of the fee provided that the fee adopted by the Council is less than full cost recovery. In the alternative, the applicant may design and construct one or more those amenities identified in the nexus study in an amount equal to the fee payment.
 - (C) Agreement. An applicant may propose amenities to be included in an agreement, including a development agreement. The amenities proposed by the applicant shall be selected from a list of amenities adopted by the City Council pursuant to resolution. If an impact fee per square foot has

been identified through an impact fee, the proposal for amenities shall be reasonably equivalent to the value of the fee, otherwise the value shall be reasonably equivalent to the value defined in subsection (3). The timing of the provision of the community amenities shall be identified in the agreement.

- (3) **Bonus Value Calculation.** An applicant shall provide, at their expense, an appraisal performed within ninety (90) days of the application date by a licensed appraisal firm approved by (and with form and content approved by) the Community Development Director that sets a single value per square foot of the finished floor area of the development ("floor area-foot" value). The City, at applicant's expense, may obtain a second appraisal also by a licensed appraisal firm that identifies floor area-foot value. If the two appraisals are obtained, the average of the two appraisals shall be utilized to set the floor area-foot value. The value of the community amenities shall be fifty percent for the floor area-foot value multiplied by the amount of gross floor area that is proposed beyond the base-level zoning.
- (4) All community amenities, except affordable housing, must be provided within the area between U.S. Highway 101 and the San Francisco Bay in the City of Menlo Park. Affordable housing may be located anywhere housing is allowed in the City of Menlo Park.

16.XX.080 Parking standards.

Development in the Life Sciences district shall meet the following parking requirements.

<i>Land Use</i>	<i>Minimum Spaces (Per 1,000 Sq. Ft.)</i>	<i>Maximum Spaces (Per 1,000 Sq. Ft.)</i>	<i>Minimum Bicycle Parking¹</i>
<i>Office</i>	2	3	
<i>Light Industrial, Research and Development</i>	1.5	2.5	1 per 5,000 sq. ft. of gross floor area; Minimum 2 spaces
<i>Retail</i>	2.5	3.3	For Office and Research Development:
<i>Financial services</i>	2	3.3	80% for long-term ² and 20% for short-term ²
<i>Eating and drinking establishment</i>	2.5	3.3	For all other commercial uses:
<i>Personal services</i>	2	3.3	20% for long-term ² and 80% for short-term ²
<i>Private recreation</i>	2	3.3	
<i>Daycare facility</i>	2	3.3	
<i>Publicly accessible parking lot or structure</i>			1 space per 20 vehicle spaces
<i>Other</i>	At Community Transportation Manager discretion	At Transportation Manager discretion	At Transportation Manager discretion

¹ See Section 16.XX.120 (7) and the latest edition of best practice design standards in Association of Pedestrian and Bicycle Professionals Bicycle Parking Guidelines.

² Long-term parking is for use over several hours or overnight, typically used by employees and residents. Short-term parking is considered visitor parking for use from several minutes to up to a couple of hours.

Parking facilities may be shared at the discretion of the City's Transportation Manager if multiple uses cooperatively establish and operate the facilities, if these uses generate parking demands primarily during different hours than the remaining uses, and if a sufficient number of spaces are provided to meet the maximum cumulative parking demand of the participating uses at any time. An individual development proposal may incorporate a shared parking study to account for the mixture of uses, either on-site or within a reasonable distance. However, the precise shared parking supply impact would be subject to review and approval based on the specific design and site conditions. Project applicants may also be allowed to meet the minimum parking requirements through the use of nearby off-site facilities at the discretion of the Transportation Manager.

16.XX.090 Transportation demand management.

New construction and building additions of an existing building involving ten thousand (10,000) or more square feet of gross floor area, or a change of use of ten thousand (10,000) or more square feet of gross floor area shall develop a Transportation Demand Management (TDM) plan necessary to reduce associated vehicle trips to at least twenty (20) percent below standard generation rates for uses on the project site.

- (1) Eligible TDM measures may include but are not limited to:
- (A) Participation in a local Transportation Management Association (TMA) that provides documented, ongoing support for alternative commute programs;
 - (B) Appropriately located transit shelter(s);
 - (C) Preferred parking for carpools or vanpools;
 - (D) Designated parking for car-share vehicles;
 - (E) Requiring drivers to pay directly for using parking facilities;
 - (F) Public and/or private bike share program; Provision or subsidy of carpool, vanpool, shuttle, or bus service, including transit passes for site occupants;
 - (G) Required alternative work schedules and/or telecommuting;
 - (H) Passenger loading zones for carpools and vanpools at main building entrance;
 - (I) Safe, well-lit, accessible, and direct route to the nearest transit or shuttle stop or dedicated, fully accessible bicycle and pedestrian trail;
 - (J) Car share membership for employees or residents;
 - (K) Emergency Ride Home programs;
 - (L) Green Trip Certification.

(2) Measures receiving TDM credit shall be:

- (A) Documented in a TDM plan developed specifically for each project and noted on project site plans, if and as appropriate;
- (B) Guaranteed to achieve the intended reduction over the life of the development, as evidenced by annual reporting provided to the satisfaction of the City's Transportation Manager;
- (C) Required to be replaced by appropriate substitute measures if unable to achieve intended trip reduction in any reporting year, failure to do so will result in revocation of permit;
- (D) Administered by a representative whose updated contact information is provided to the Transportation Manager.

16.XX.100 New connections.

Proposed development will be required to provide new pedestrian, bicycle, and/or vehicle connections to support connectivity and circulation as denoted in the City Zoning Map. These connections may be in the form of either a public street or a paseo as denoted in the City Zoning Map and are pursuant to the standards in Section 16.XX.120. Streets shall meet the requirements of the adopted City of Menlo Park street classification map in the General Plan Circulation Element.

- (1) If the location of new connection is split between parcel/ownership, the first applicant must set aside the required right-of-way through dedication or a public access easement and bond for the completion of the new connection, or reach agreement with the other property owner(s) to allow the first applicant to complete the entire new connection;
- (2) If the location of new connection is located on multiple properties with the same owner, applicant may move the connection up to 50 feet in either direction from what is shown on the City Zoning Map for enhanced connectivity, and/or other considerations, subject to the approval of the City's Public Works Director;
- (3) For phased project implementation, applicant must show implementation plan for the new connection and the City may require a bond or right of way dedication or public access easement prior to the completion of the first phase;
- (4) The land area dedicated for new connections in the form of public streets (right-of-way) will be subtracted from the total lot area to determine the site's Floor Area Ratio;
- (5) The land area dedicated for new connections in the form of paseos will require a public access easement (PAE). The area of the PAE is included in the total lot area to determine the site's Floor Area Ratio.

16.XX.110 Required street improvements.

For new construction, building additions, and interior alterations of an existing building, or a combination thereof, affecting ten thousand (10,000) or more square feet of gross floor area, the Public Works Director shall require the project to provide street improvements on public street edges of the property that comply with adopted City of Menlo Park street construction requirements for the adjacent street type. When these are required by the Public Works Director these do not count as public benefit pursuant to Section 16.XX.070.

- (1) Improvements shall include curb, gutter, sidewalk, street trees, and street lights;
- (2) Overhead electric distribution lines of less than sixty (60) kilovolts and communication lines shall be placed underground along the property frontage;
 - (A) The Public Works Director may allow a Deferred Frontage Improvement Agreement, including a bond to cover the full cost of the improvements and installation to accomplish needed improvements in coordination with other street improvements at a later date.

16.XX.120 Design standards.

All new construction, regardless of size, and building additions and/or exterior alterations affecting 10,000 square feet or more of gross floor area of an existing building shall adhere to the following design standards, subject to architectural control established in Section 16.68.020. For building additions and/or exterior alterations, the applicable design standards apply only to the new construction. The existing building and new addition and/or alteration shall have an integrated design. Design standards may be modified subject to approval of a use permit established in Section 16.82.030 or a conditional use permit per Section 16.82.050.

- (1) Relationship to the street. The following standards regulate the siting and placement of buildings, parking areas, and other features in relation to the street. The dimensions between building facades and the street and types of features allowed in these spaces are critical to the quality of the pedestrian experience.

<i>Standard</i>	<i>Definition</i>	<i>Base level</i>	<i>Bonus level fronting a Local street*</i>	<i>Bonus level fronting a Boulevard, Thoroughfare, Mixed Use Collector, or Neighborhood street*</i>	<i>Notes/Additional Requirements</i>
<i>Build-to Area Requirement (see Figure 1)</i>	The minimum building frontage at the ground floor or podium level, as a percentage of the street frontage length, that must be located within the area of the lot between the minimum and maximum setback lines parallel to the street.	Minimum 40% of frontage	Minimum 40% of frontage	Minimum 60% of frontage	Ground-floor retail uses must be a minimum 75% of frontage.
<i>Corner Build-to Area Requirement</i>	The minimum building frontage, as a percentage of the street frontage length, that must be located within the build-to area, defined as the area of the lot between the minimum and maximum setback lines parallel to streets on a corner lot.	75% of building frontage must be located within build-to area.	75% of building frontage must be located within build-to area.	75% of building frontage must be located within build-to area.	Exception: If public plaza is provided pursuant to open space standards in 16.XX.120 (4) and bounded by buildings at least two sides.
<i>Frontage Landscaping</i>	The percentage of the setback area devoted to groundcover and vegetation. Trees may or may not be within the landscaped area. For this requirement, the setback area is the area between the property line and the face of the building.	Minimum of 40% (50% of which shall provide on-site infiltration of stormwater runoff). No maximum.	Minimum of 25% (50% of which should provide on-site infiltration of stormwater runoff). Maximum of 40%.	Minimum of 25% (50% of which should provide on-site infiltration of stormwater runoff). Maximum of 40%.	Setback areas adjacent to active ground-floor uses, including lobbies, retail sales, and eating and drinking establishments are excepted. In the case of a PUE adjacent to the street, frontage landscaping requirement may be measured from street right-of-way instead of property line.
<i>Frontage Uses</i>	Allowable frontage uses in order to support a positive integration of new buildings into the streetscape character.	No restrictions	No restrictions	Setback areas parallel to street not used for frontage landscaping must provide pedestrian circulation (e.g., entryways, stairways, accessible ramps), other publicly accessible open spaces (e.g., plazas, gathering areas, outdoor seating areas), access to parking, bicycle parking, or other uses that the Planning Commission deems appropriate.	Commercial uses shall be a minimum of 50 feet in depth. Publicly accessible open space is further defined and regulated in Section 16.XX.120 (4).
<i>Surface Parking Along Street Frontage (See Figure 2, A)</i>	Surface parking may be located along the street. The maximum percentage of linear frontage of property adjacent to the street allowed to be off-street surface parking.	Maximum of 35%	Maximum of 35%	Maximum of 25%	.

*See the General Plan Circulation Element Street Classification Map for street types.

Figure 1. Build-to Area

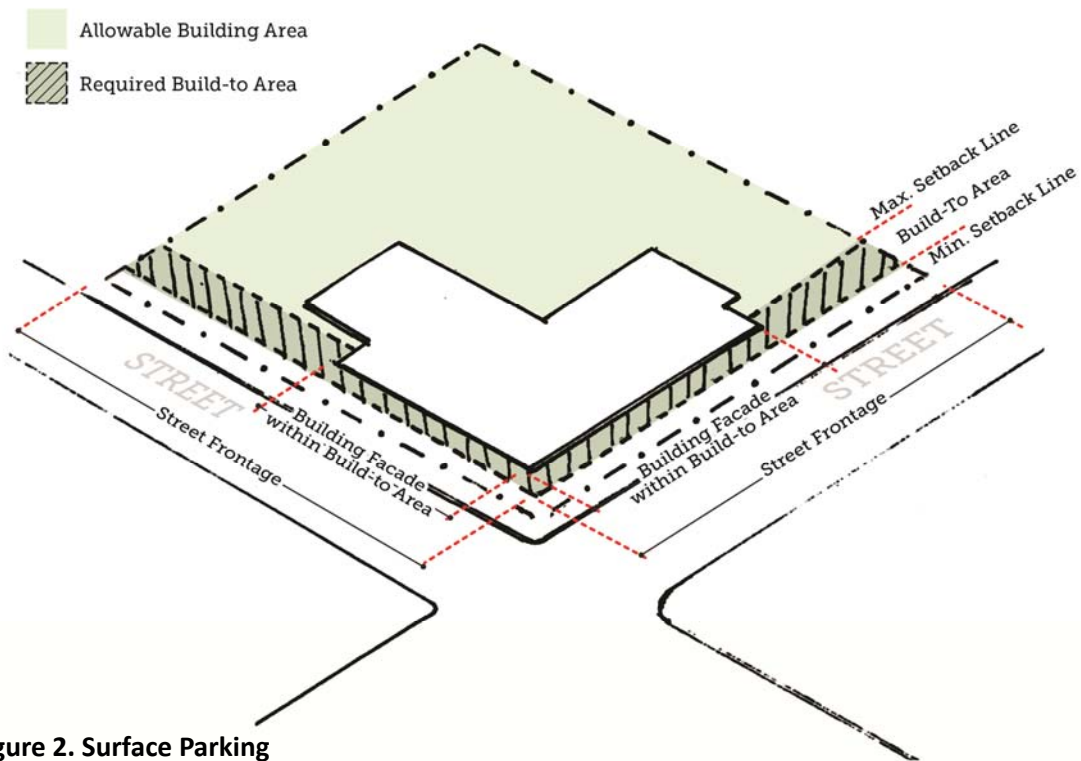
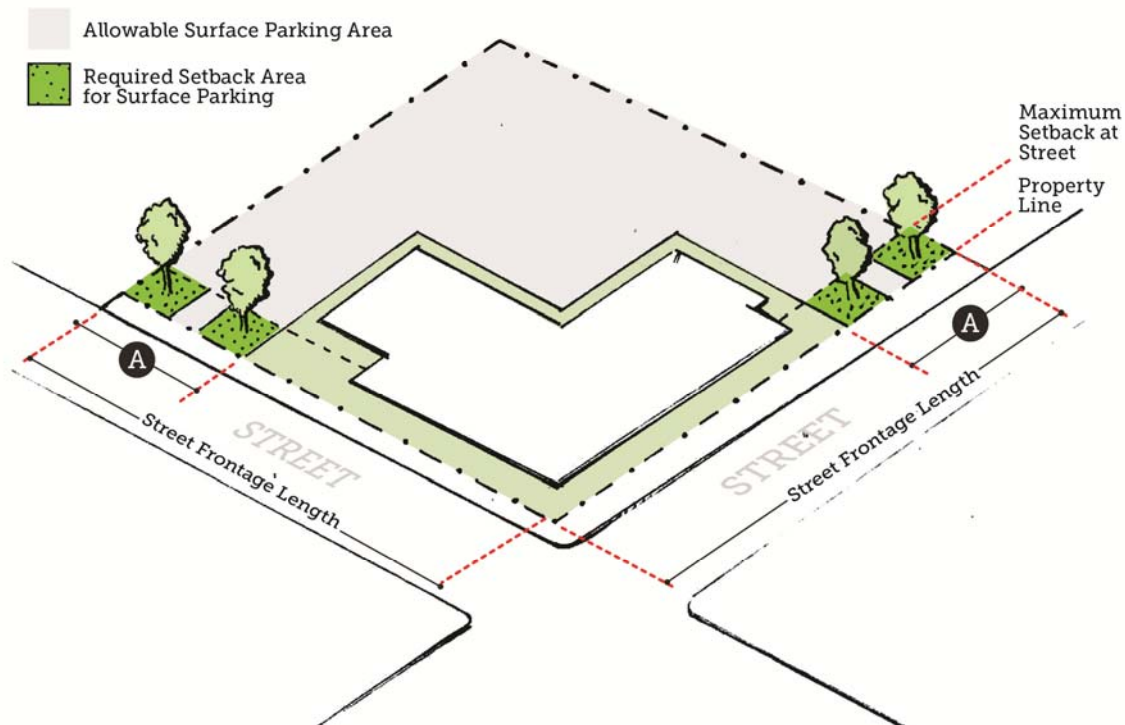


Figure 2. Surface Parking

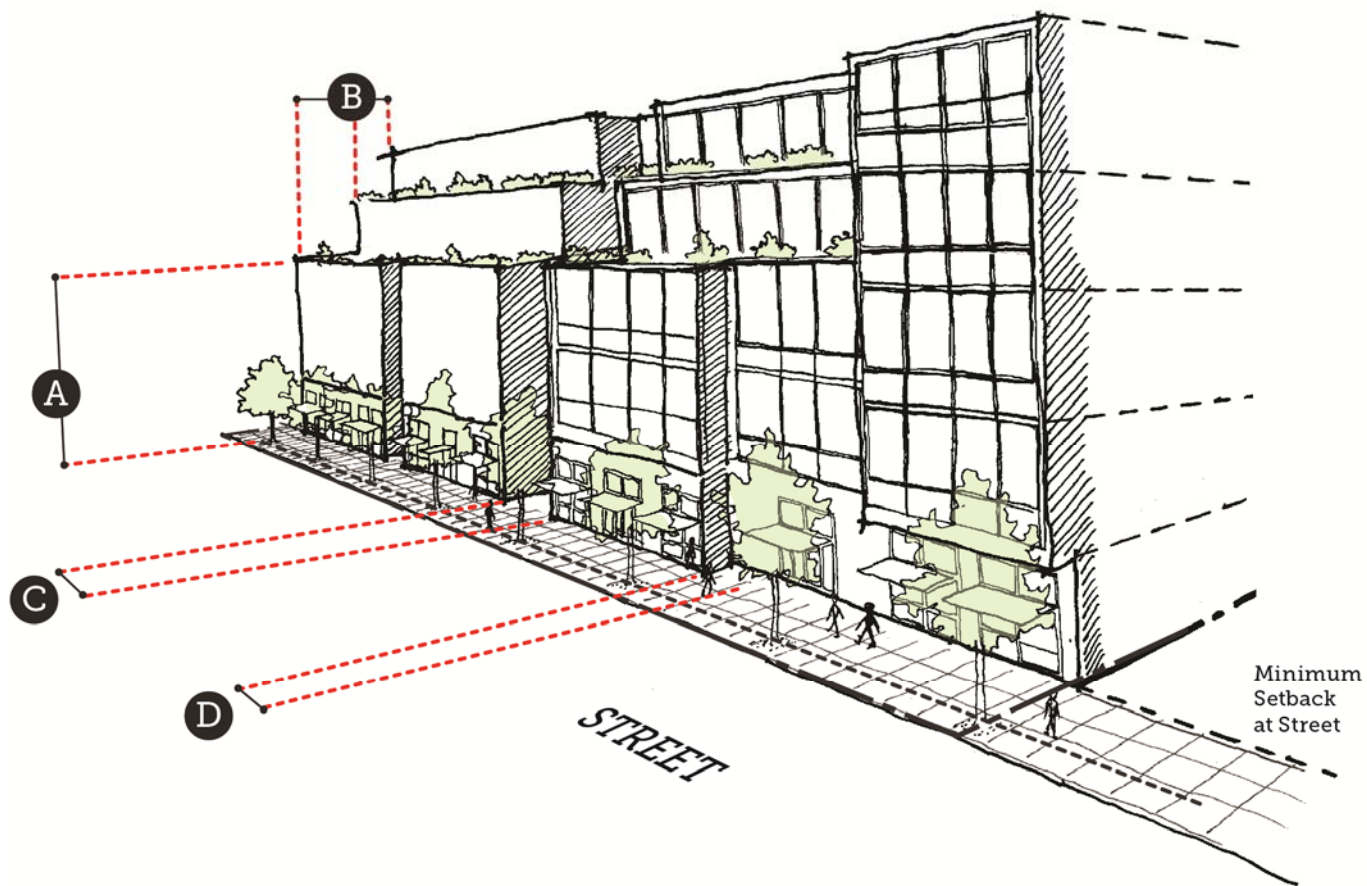


- (2) Building mass and scale. The following standards regulate building mass, bulk, size, and vertical building planes to minimize the visual impacts of large buildings and maximize visual interest of building facades as experienced by pedestrians.

Standard and Figure 3 label (in Caps)	Definition	Base level	Bonus level fronting a Local street*	Bonus level fronting a Boulevard, Thoroughfare, Mixed Use Collector, or Neighborhood street*	Notes/Additional Requirements
<i>Base Height</i> A	The maximum height of a building at the setback line adjacent to street.	35 feet	45 feet	45 feet	
<i>Minimum Stepback</i> B	The horizontal distance a building's upper story(ies) must be set back above the Base level height.	N/A	10' for a minimum of 75% of the building face along public street(s).	10' for a minimum of 75% of the building face along public street(s).	A maximum of 25% of the building face along public streets may be excepted from this standard in order to provide a significant vertical feature, such as a tower.
<i>Building Projections</i>	The maximum depth of allowable building projections, such as balconies or bay windows, from the required stepback for portions of the building above the ground floor.	6 feet	6 feet	6 feet	
<i>Building Modulation</i> C & D	A major building modulation is a break in the building plane from the ground level to the top of the buildings' base height that provides visual variety, reduces large building volumes, and provides spaces for entryways and publicly accessible spaces.	One every 200 feet or a minimum of one per façade, whichever is greater	One every 200 feet or a minimum of one per façade, whichever is greater	One every 200 feet or a minimum of one per façade, whichever is greater	Modulation is required regardless of build-to area. Parking is not allowed in the modulation recess. Building projections with 3 feet to 6 feet depth may satisfy this requirement in-lieu of a recess.

*See the General Plan Circulation Element Street Classification Map for street types.

Figure 3. Building Mass and Scale



- (3) Ground-floor exterior. The following standards regulate the ground-floor façade of buildings in order to enhance pedestrian experience, as well as visual continuity along the street.

Standard and Figure 4 label (in Caps)	Definition	Base level	Bonus level fronting a Local or Interior Access street*	Bonus level fronting a Boulevard, Thoroughfare, Mixed Use Collector, or Neighborhood street*	Notes/Additional Requirements
Building Entrances A	The minimum ratio of entrances to building length along a public street or paseo.	One entrance per public street frontage	One entrance per public street frontage	One entrance per public street frontage	Entrances at building corners may be used to satisfy this requirement. Stairs must be located in locations convenient to building users.
Ground-floor Transparency B	The minimum percentage of the ground-floor façade area that must provide visual transparency, such as clear glass windows, doors, etc.	25%; 50% for commercial uses	25%	40%	Windows shall not be opaque or mirrored.
Minimum Ground Floor Height Along Street Frontage C	The minimum height between the ground-level finished floor to the second level finished floor along the street.	N/A	15 feet	15 feet	
Garage Entrances	Width of garage entry/door along street frontage.	Maximum 12-foot opening for one-way entrance; Maximum 24-foot opening for two-way entrance.	Maximum 12-foot opening for one-way entrance; Maximum 24-foot opening for two-way entrance.	Maximum 12-foot opening for one-way entrance; Maximum 24-foot opening for two-way entrance.	Garage entrances must be separated by a minimum of 100 feet to ensure all entrances/exits are not grouped together or resulting in an entire stretch of sidewalk unsafe and undesirable for pedestrians.
Awnings, Signs, and Canopies D	The maximum depth of awnings, signs, and canopies that project horizontally from the face of the building.	7 feet	7 feet	7 feet	A minimum vertical clearance of 8 feet from finished grade to the bottom of the projection is required.

*See the General Plan Circulation Element Street Classification Map for street types.

Figure 4. Ground-Floor Exterior



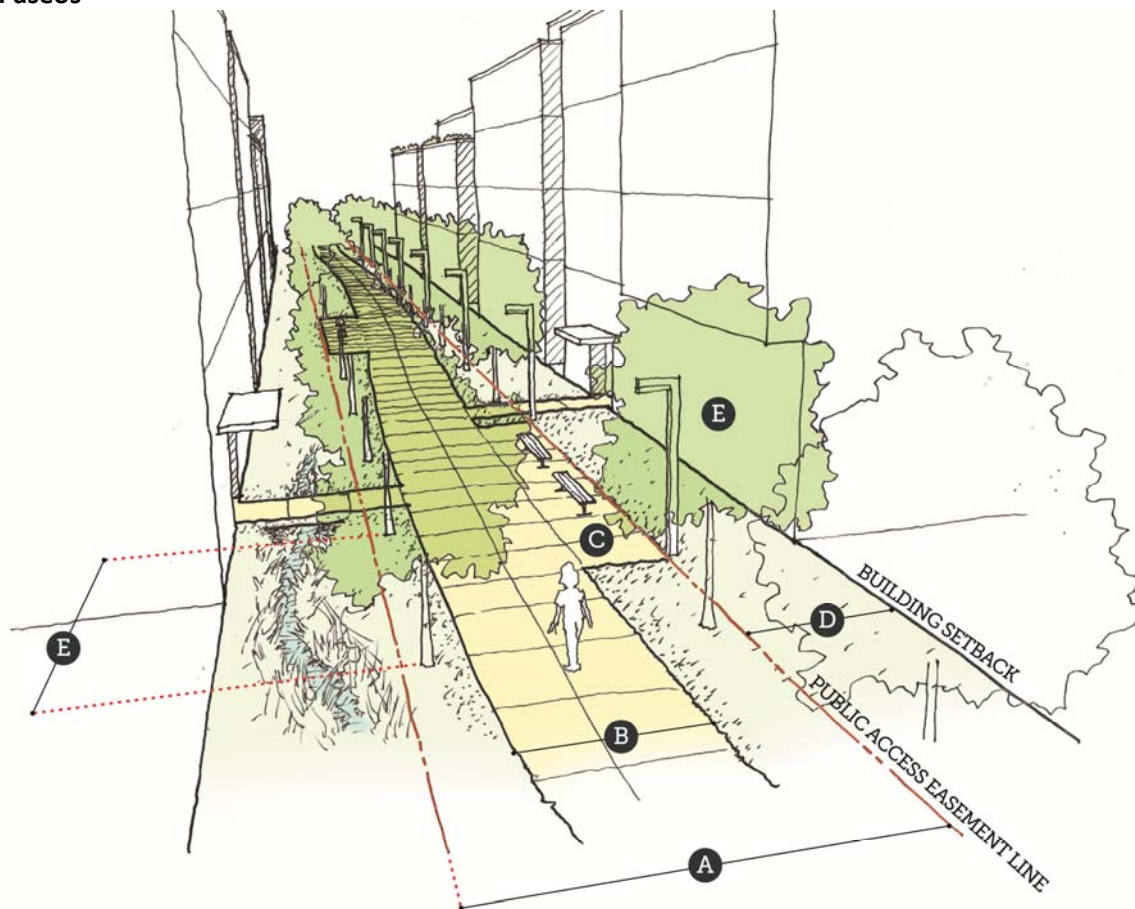
- (4) Open space. All development in the Life Sciences district shall provide a minimum amount of open space equal to thirty (30) percent of the total lot area, with a minimum amount of publicly accessible open space equal to fifty (50) percent of the total open space area.
- (A) Publicly accessible open space consists of areas unobstructed by fully enclosed structures with a mixture of landscaping and hardscape that provides seating and places to rest, places for gathering, passive and/or active recreation, pedestrian circulation, or other similar use as determined by the Planning Commission. Publicly accessible open space types include, but are not limited to paseos, plazas, forecourts and entryways, and outdoor dining areas. Publicly accessible open space must:
- (i) Contain site furnishings, art, or landscaping;
 - (ii) Be on the ground floor or podium level;
 - (iii) Be at least partially visible from a public right-of-way such as a street or paseo;
 - (iv) Have a direct, accessible pedestrian connection to a public right-of-way or easement.
- (B) Quasi-public and private open spaces, which may or may not be accessible to the public, include patios, balconies, roof terraces, and courtyards.
- (C) All open space shall:
- (i) Interface with adjacent buildings via direct connections through doors, windows, and entryways;
 - (ii) Be integrated as part of building modulation and articulation to enhance building façade and should be sited and designed to be appropriate for the size of the development and accommodate different activities, groups and both active and passive uses;
 - (iii) Be incorporated into the landscaping design of the project and include:
 - a. Sustainable stormwater features;
 - b. A minimum landscaping bed no less than three (3) feet in length or width and five (5) feet in depth for infiltration planting;
 - c. Native species able to grow to their maximum size without shearing.
- (D) All exterior landscaping counts towards open space requirements.

(5) Paseos. A paseo is defined as a pedestrian and bicycle path that provides a member of the public access through one or more parcels and to public streets and/or other paseos. Paseos must meet the following standards:

- (A) Paseos may be located within the required side setback areas. Paseos may not be located within the minimum setback at street except where it connects to that street;
- (B) Paseos must be publicly accessible established through a public access easement, but they remain private property;
- (C) Paseos count as publicly accessible open space.

Standard and Figure 5 label (in Caps)	Definition	Bonus level	Notes/Additional Requirements
Paseo Width A	The minimum dimension in overall width of the paseo, including landscaping and hardscape components.	20 feet	
Pathway Width B	The minimum and maximum width of the paved, hardscape portion of the paseo, which provides the pathway for pedestrians.	10 feet minimum; 14 feet maximum	The paseo pathway shall be connected to building entrances with hardscaped pathways. Pathways may be used for emergency vehicle access use and allowed a maximum paved width exemption to accommodate standards of the Menlo Park Fire Protection District with prior approval by Transportation Manager.
Furnishing Zones C	Requirements for pockets of hardscape areas dedicated to seating, adjacent to the main pedestrian pathway area.	Minimum dimension of 5 feet wide by 20 feet long, provided at a minimum interval of 100 feet.	Furnishing zones must include benches or other type of seating and pedestrian-scaled lighting.
Paseo Frontage Setback D	The minimum setback for adjacent buildings from the edge of the paseo property line.	10 feet	A minimum of 50% of the setback area between the building and paseo shall be landscaped (50% of which should provide on-site infiltration of stormwater runoff.) Plants should be climate-adapted species, able to grow to their maximum size without shearing, and provide screening of at least 1-3 feet in height.
Trees E	The size and spacing of trees that are required along the paseo.	Small canopy trees with a maximum mature height of 40 feet and canopy diameter of 25 feet, planted at maximum intervals of 40 feet.	Trees must be planted within the paseo width, with the tree canopy allowed to overhang into the setback.
Landscaping	The minimum percentage of the paseo that is dedicated to vegetation.	20%	On-site infiltration of stormwater runoff is required.
Lighting	Pedestrian-oriented street lamps.	One light fixture every 40 feet.	Use energy efficient lighting per Title 24. Lights shall be located a minimum of 20 feet from trees.

Figure 5. Paseos

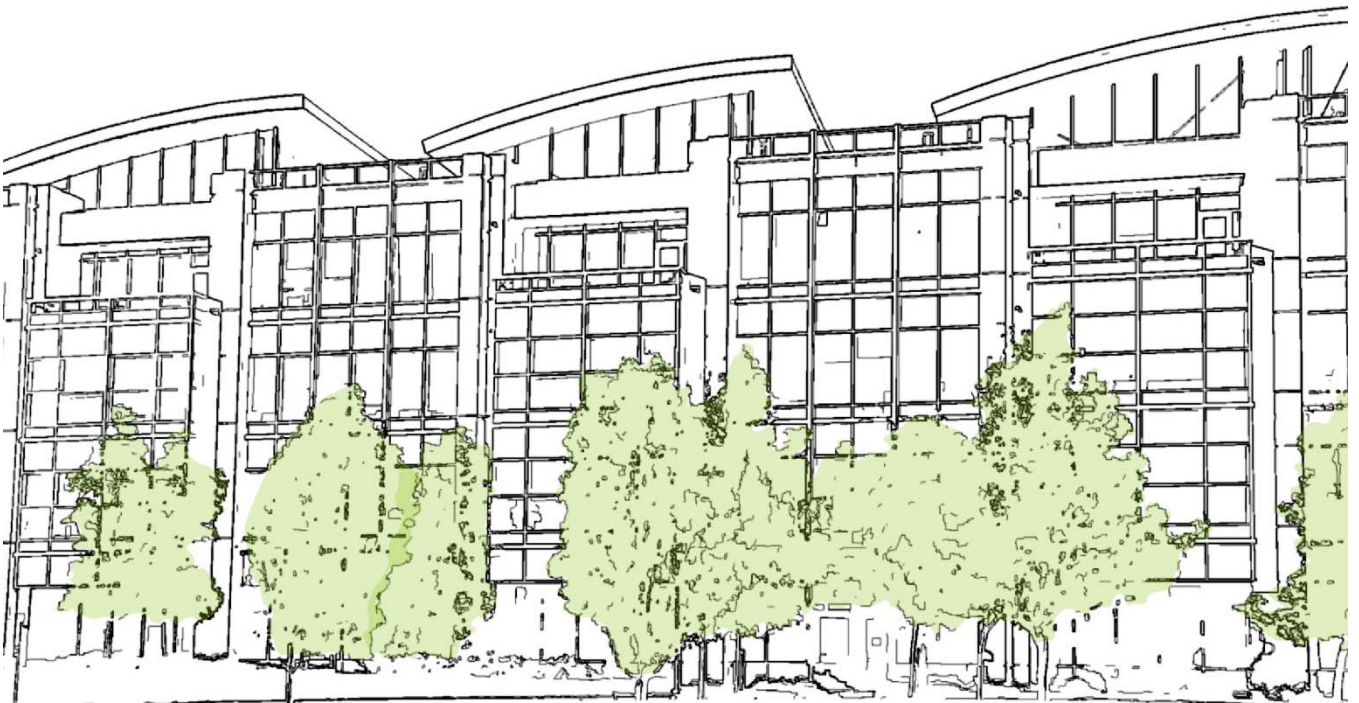


DRAFT

(6) Building design.

- (A) Main building entrances shall face the street or a publicly accessible courtyard. Building and/or frontage landscaping shall bring the human scale to the edges of the street. Retail building frontage shall be parallel to the street.
- (B) Utilities, including meters, backflow prevention devices, etc., shall be concealed or integrated into the building design to the extent feasible, as determined by the Public Works Director.
- (C) Projects shall include dedicated, screened, and easily accessible space for recycling, compost, and solid waste storage and collection.
- (D) Trash and storage shall be enclosed and attractively screened from public view.
- (E) Materials and colors of utility, trash, and storage enclosures shall match or be compatible with the primary building.
- (F) Building materials shall be durable and high-quality to ensure adaptability and re-use over time. Glass paneling and windows shall be used to invite outdoor views and introduce natural light into interior spaces. Stucco shall not be used on more than fifty (50) percent of the building facade. When stucco is used, it must be smooth troweled.
- (G) Roof lines and eaves adjacent to street-facing facades shall vary across a building, including a four-foot minimum height modulation to break visual monotony and create a visually interesting skyline as seen from public streets (see Figure 6).
- (H) Rooftop elements including mechanical equipment, stair and elevator towers shall be concealed in a manner that incorporates building color and architectural and structural design and shall not exceed twenty (20) percent of roof area. Mechanical equipment does not include solar panels, wind turbines and other passive collection systems, and thus do not count towards the twenty (20) percent maximum.

Figure 6. Roof Lines



(7) Access and parking.

- (A) Shared entrances to retail and office uses shall be used where possible.
- (B) Service access and loading docks shall be located on local or interior access streets and to the rear of buildings, and shall not be located along a publicly accessible open space.
- (C) Above-ground garages shall be screened (with perforated walls, vertical elements or materials that provide visual interest at the pedestrian scale) or located behind buildings that are along public streets.
- (D) Garage and surface parking access shall be screened or set behind buildings located along a publicly accessible open space or paseo.
- (E) Surface parking lots shall be buffered from adjacent buildings by a minimum six (6) feet of paved pathway or landscaped area (see Figure 7, label A).
- (F) Surface parking lots shall be screened with landscaping features such as trees, planters, and vegetation, including a twenty (20) foot deep landscaped area along sidewalks, as measured from the setback line adjacent to street, or paseos (see Figure 7, label B). The portion of this area not devoted to driveways shall be landscaped. Trees shall be planted at a ratio of 1 per 400 square feet of required setback area for surface parking.
- (G) Surface parking lots shall be planted with at least one (1) tree with a minimum size of a twenty-four (24) inch box for every eight (8) parking spaces (see Figure 7, label C). Required plantings may be grouped where carports with solar panels are provided.
- (H) Surface parking can be located along a paseo for a maximum of forty (40) percent of a paseo's length (see Figure 7, label D).
- (I) Short-term bicycle parking shall be located within fifty (50) feet of lobby or main entrances. Long-term bicycle parking facilities shall protect against theft and inclement weather, and consist of a fully enclosed, weather-resistant locker with key locking mechanism or an interior locked room or enclosure. Long-term parking shall be provided in locations that are convenient and functional for cyclists. Bicycle parking shall be (See Figure 8):
 - (i) Consistent with the latest edition of the Association of Pedestrian and Bicycle Professionals Bicycle Parking Guide;
 - (ii) Designed to accommodate standard six (6) foot bicycles;
 - (iii) Paved or hardscaped;
 - (iv) Accessed by an aisle in the front or rear of parked bicycles of at least five (5) feet;
 - (v) At least five (5) feet from vehicle parking spaces;

- (vi) At least thirty (30) inches of clearance in all directions from any obstruction, including but not limited to other racks, walls, and landscaping;
 - (vii) Lit with no less than one (1) footcandle of illumination at ground level;
 - (viii) Space-efficient bicycle parking such as double-decker lift-assist and vertical bicycle racks are also permitted.
- (J) Pedestrian connections shall be provided, with a minimum hardscape width of six (6) feet, to sidewalks to all building entries, parking areas, and publicly accessible open spaces, and shall be clearly marked with signage directing pedestrians to common destinations.
- (K) Entries to parking areas and other important destinations shall be clearly identified for all travel modes with such wayfinding features as marked crossings, lighting, and clear signage.

DRAFT

Figure 7. Surface Parking Access

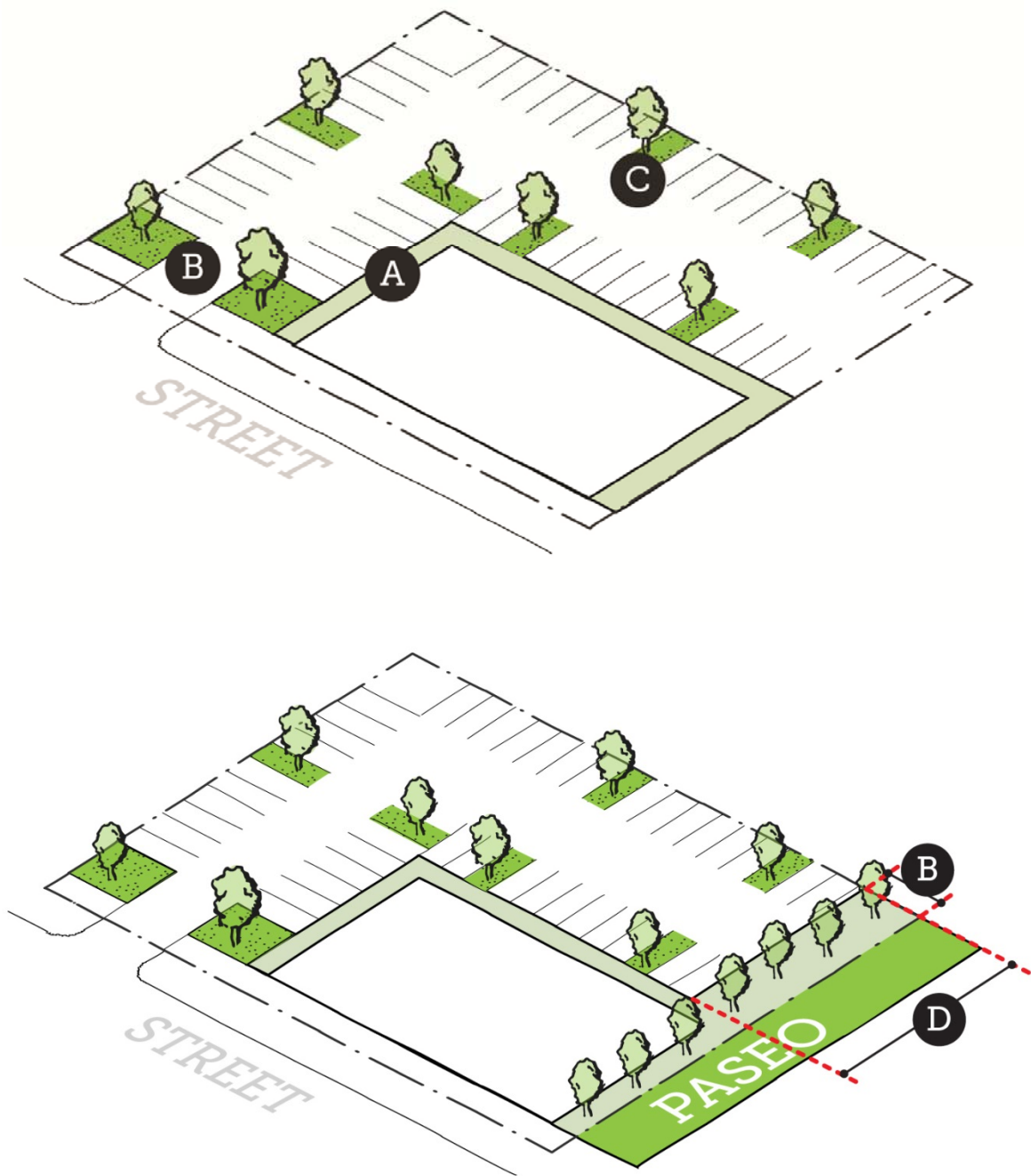
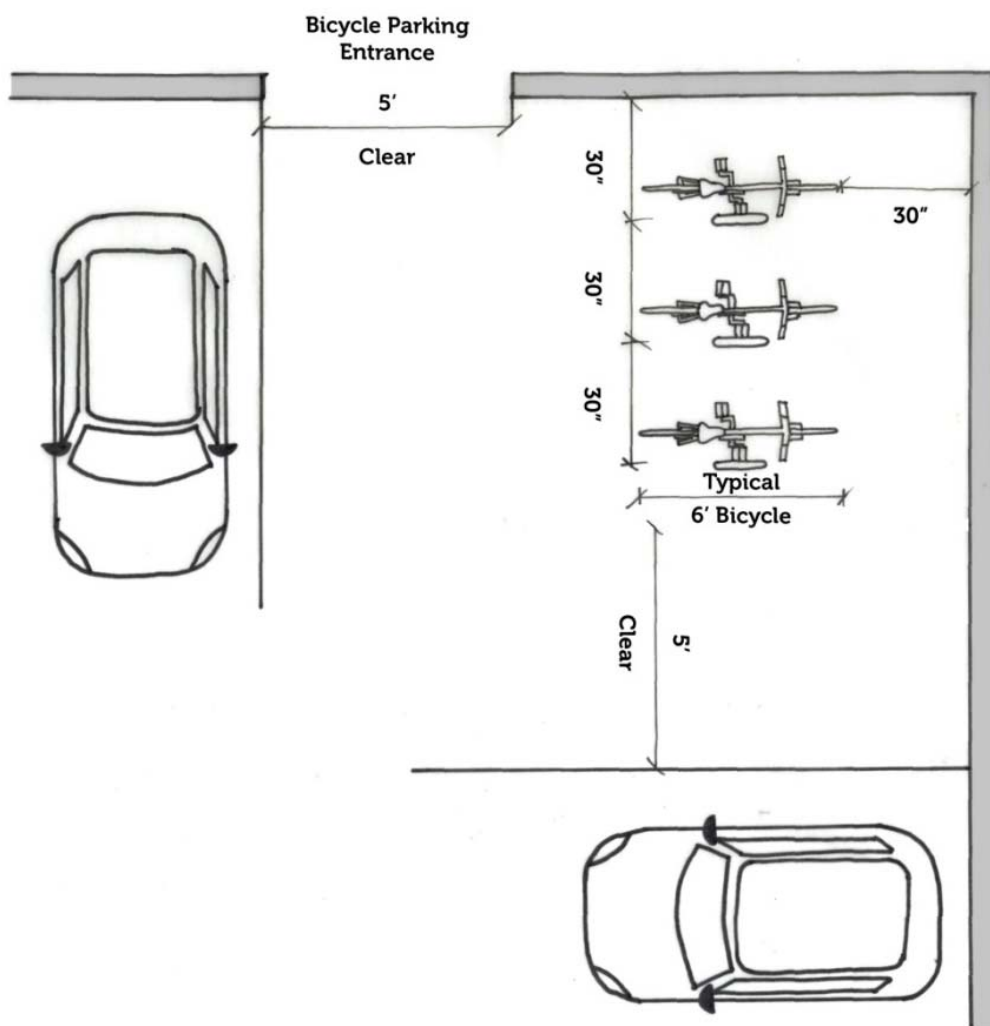


Figure 8. Bicycle Parking



16.XX.130 Green and sustainable building.

In addition to meeting all applicable regulations specified in Municipal Code Title 12 (Buildings and Construction), the following provisions shall apply to projects.

(1) Green building.

- (A) Any new construction, addition or alteration of a building shall be required to comply with tables 16.XX.010.A and 16.XX.010.B

(2) Energy.

- (A) All new construction will meet 100% of energy demand (electricity and natural gas) through on-site generation as required in tables 16.XX.010.A and 16.XX.0101.B, and any combination of the following measures:
 - (i) Purchase of 100% renewable electricity through Peninsula Clean Energy or Pacific Gas and Electric Company in an amount equal to the annual energy demand of the project;
 - (ii) Purchase and installation of local renewable energy generation within the City of Menlo Park in an amount equal to the annual energy demand of the project;
 - (iii) Purchase of certified renewable energy credits annual in an amount equal to the annual energy demand of the project.

TABLE 16.XX.010.A: RESIDENTIAL GREEN BUILDING REQUIREMENTS

PROJECT TYPE	NEW CONSTRUCTION			ADDITIONS AND/OR ALTERATIONS		
Green Building Requirement	10,000 sq. ft. — 25,000 sq. ft.	25,001 sq. ft. — 100,000 sq. ft.	100,001 sq. ft. and above	1 sq. ft. to 1,000 sq. ft./of conditioned area, volume or size	1,001 sq. ft. — 25,000 sq. ft. of conditioned area, volume or size	25,001 sq. ft. and above of conditioned area, volume or size
Green Building Certification	Designed to meet LEED Silver BD+C*	Designed to meet LEED Silver BD+C*	Designed to meet LEED Gold BD+C*	CALGreen Mandatory	Designed to meet LEED Silver ID+C*	Designed to meet LEED Gold ID+C*
EV Chargers	<u>Pre-Wire**</u> <ul style="list-style-type: none"> For EV chargers in 5% of total number of parking stalls. <u>Install EV Chargers***</u> <ul style="list-style-type: none"> Install a minimum of 2 in the pre-wire locations. 	<u>Pre-Wire**</u> <ul style="list-style-type: none"> For EV chargers in 5% of total number of parking stalls. <u>Install EV Chargers***</u> <ul style="list-style-type: none"> Install a total of 2 plus 1% of the total parking stalls in the pre-wire locations. 	<u>Pre-Wire**</u> <ul style="list-style-type: none"> For EV chargers in 5% of total number of parking stalls. <u>Install EV Chargers***</u> <ul style="list-style-type: none"> Install a total of 6 plus 1% of the total parking stalls in the pre-wire locations. 	N/A (Voluntary)	N/A (Voluntary)	N/A (Voluntary)
On-Site Energy Generation	30% of maximum extent feasible as determined by the On-Site Renewable Energy Feasibility Study****	30% of maximum extent feasible as determined by the On-Site Renewable Energy Feasibility Study****	30% of maximum extent feasible as determined by the On-Site Renewable Energy Feasibility Study****	N/A (Voluntary)	N/A (Voluntary)	N/A (Voluntary)
Energy Reporting	Enroll in EPA Energy Star Building Portfolio Manager and submit documentation of compliance as required by the City.	Enroll in EPA Energy Star Building Portfolio Manager and submit documentation of compliance as required by the City.	Enroll in EPA Energy Star Building Portfolio Manager and submit documentation of compliance as required by the City.	Enroll in EPA Energy Star Building Portfolio Manager and submit documentation of compliance as required by the City.	Enroll in EPA Energy Star Building Portfolio Manager and submit documentation of compliance as required by the City.	Enroll in EPA Energy Star Building Portfolio Manager and submit documentation of compliance as required by the City.

*Designed to meet LEED standards is defined as follows: a) Applicant must submit appropriate LEED checklist and verifying cover letter from a project LEED AP with the project application, b) Applicant must complete all applicable LEED certification documents prior to final building permit issuance to be reviewed either for LEED certification, or for verification by a third party approved by the City for which the applicant will pay for review and/or certification.

**Pre-wire is defined as conduit and wire installed from electrical panel board to junction box at parking stall, with sufficient electrical service to power chargers at all pre-wire locations.

***Charger is defined as follows: One electric vehicle (EV) charger or charger head reaching each designated EV parking stall and delivering a minimum of 240 V and 40 AMPs such that it can be used by all electric vehicles.

**** On-Site Renewable Energy Feasibility Study shall demonstrate the following cases: 1. Maximum on-site generation potential. 2. Solar feasibility for roof and parking areas (excluding roof mounted HVAC equipment). 3. Maximum solar generation potential solely on the roof area.

TABLE 16.XX.010.B: NON-RESIDENTIAL GREEN BUILDING REQUIREMENTS

PROJECT TYPE	NEW CONSTRUCTION			ADDITIONS AND/OR ALTERATIONS		
Green Building Requirement	10,000 sq. ft. – 25,000 sq. ft.	25,001 sq. ft. – 100,000 sq. ft.	100,001 sq. ft. and above	1 sq. ft. – 1,000 sq. ft. of conditioned area, volume or size	1,001 sq. ft.– 25,000 sq. ft. of conditioned area, volume or size	25,001 sq. ft. and above of conditioned area, volume or size
Green Building Certification	Designed to meet LEED Silver BD+C *	Designed to meet LEED Silver BD+C *	Designed to meet LEED Gold BD+C *	CALGreen Mandatory	Designed to meet LEED Silver ID+C *	Designed to meet LEED Gold ID+C *
EV Chargers	<u>Pre-Wire**</u> <ul style="list-style-type: none"> For EV chargers in 5% of total number of parking stalls. <u>Install EV Chargers***</u> <ul style="list-style-type: none"> Install a minimum of 2 in the pre-wire locations. 	<u>Pre-Wire**</u> <ul style="list-style-type: none"> For EV chargers in 5% of total number of parking stalls. <u>Install EV Chargers***</u> <ul style="list-style-type: none"> Install a total of 2 plus 1% of the total parking stalls in the pre-wire locations. 	<u>Pre-Wire**</u> <ul style="list-style-type: none"> For EV chargers in 5% of total number of parking stalls. <u>Install EV Chargers***</u> <ul style="list-style-type: none"> Install a total of 6 plus 1% of the total parking stalls in the pre-wire locations. 	N/A (Voluntary)	Install conduit, wiring and electrical service for EV Chargers for 5% of parking spaces AND a minimum of 2 chargers***	Install conduit, wiring and electrical service for EV Chargers for 5% of parking spaces AND a minimum of 2 + (1% spaces) chargers***
On-Site Energy Generation	30% of maximum extent feasible as determined by the On-Site Renewable Energy Feasibility Study****	30% of maximum extent feasible as determined by the On-Site Renewable Energy Feasibility Study****	30% of maximum extent feasible as determined by the On-Site Renewable Energy Feasibility Study****	N/A (Voluntary)	N/A (Voluntary)	N/A (Voluntary)
Energy Reporting	Enroll in EPA Energy Star Building Portfolio Manager and submit documentation of compliance as required by the City.	Enroll in EPA Energy Star Building Portfolio Manager and submit documentation of compliance as required by the City.	Enroll in EPA Energy Star Building Portfolio Manager and submit documentation of compliance as required by the City.	Enroll in EPA Energy Star Building Portfolio Manager and submit documentation of compliance as required by the City.	Enroll in EPA Energy Star Building Portfolio Manager and submit documentation of compliance as required by the City.	Enroll in EPA Energy Star Building Portfolio Manager and submit documentation of compliance as required by the City.

*Designed to meet LEED standards is defined as follows: a) Applicant must submit appropriate LEED checklist and verifying cover letter from a project LEED AP with the project application, b) Applicant must complete all applicable LEED certification documents prior to final building permit issuance to be reviewed either for LEED certification, or for verification by a third party approved by the City for which the applicant will pay for review and/or certification.

**Pre-wire is defined as conduit and wire installed from electrical panel board to junction box at parking stall, with sufficient electrical service to power chargers at all pre-wire locations.

***Charger is defined as follows: One electric vehicle (EV) charger or charger head reaching each designated EV parking stall and delivering a minimum of 240 V and 40 AMPs such that it can be used by all electric vehicles.

****On-site Renewable Energy Feasibility Study shall demonstrate the following cases: 1. Maximum on-site generation potential. 2. Solar feasibility for roof and parking areas (excluding roof mounted HVAC equipment). 3. Maximum solar generation potential solely on the roof area.

(3) Water use efficiency and recycled water.

- (A) Single pass cooling systems shall be prohibited in all new buildings.
- (B) All new buildings shall be built and maintained without the use of well water.
- (C) Applicants for a new building(s) one hundred thousand (100,000) square feet or more in gross floor area shall prepare and submit a proposed water budget and accompanying calculations following the methodology approved by the City. The water budget and calculations shall be reviewed and approved by the City's Public Works Director prior to certification of occupancy. Twelve (12) months after the date of the certification of occupancy, the building owner shall submit data and information sufficient to allow the City to compare the actual water use to the allocation in the approved water budget. In the event that actual water consumption exceeds the water budget, a water conservation program, as approved by the City's Public Works Director, shall be implemented. Twelve (12) months after City approval of the water conservation program, the building owner shall submit data and information sufficient to allow the City to determine compliance with the conservation program. If water consumption exceeds the budgeted amount, the City's Public Works Director may prohibit the use of water for irrigation or enforce compliance as an infraction pursuant to Chapter 1.12 of the Municipal Code until compliance with the water budget is achieved.
- (D) All new buildings shall be dual plumbed for the internal use of recycled water.
- (E) All new buildings two hundred and fifty (250,000) square feet or more in gross floor area shall use an alternate water source for all City approved non-potable applications. An alternative water source may include, but is not limited to, treated non-potable water such as graywater. An Alternate Water Source Assessment shall be submitted that describes the alternative water source and proposed non-potable application. Approval of the Alternate Water Source Assessment, the alternative water source and its proposed uses shall be approved by the City's Public Works Director and Community Development Director.
- (F) Potable water shall not be used for dust control on construction projects.
- (G) Potable water shall not be used for decorative features, unless the water recirculates.

(4) Hazard mitigation and sea level rise resiliency.

- (A) The first floor elevation of all new buildings shall be twenty four (24) inches above the Federal Emergency Management Agency base flood elevation (BFE) to account for sea level rise. Where no BFE exists, the first floor (bottom of floor beams) elevation shall be 24 inches above the existing grade. The

building design and protective measures shall not create adverse impacts on adjacent sites as determined by the City.

- (B) Prior to building permit issuance, all new buildings shall pay any required fee or proportionate fair share for the funding of sea level rise projects, if applicable.

(5) Waste management.

- (A) Applicants shall submit a zero-waste management plan to the City, which will cover how the applicant plans to minimize waste to landfill and incineration in accordance with all applicable state and local regulations. Applicants shall show in their zero-waste plan how they will reduce, recycle and compost wastes from the demolition, construction and occupancy phases of the building. For the purposes of this ordinance, Zero Waste is defined as ninety (90) percent overall diversion of non-hazardous materials from landfill and incineration, wherein discarded materials are reduced, reused, recycled, or composted. Zero Waste plan elements shall include the property owner's assessment of the types of waste to be generated during demolition, construction and occupancy, and a plan to collect, sort and transport materials to uses other than landfill and incineration.

(6) Bird-friendly design.

- (A) No more than ten (10) percent of façade surface area shall have non-bird-friendly glazing.
- (B) Bird-friendly glazing includes, but is not limited to opaque glass, covering of clear glass surface with patterns, paned glass with fenestration patterns, and external screens over non-reflective glass.
- (C) Occupancy sensors or other switch control devices shall be installed on non-emergency lights and shall be programmed to shut off during non-work hours and between 10 PM and sunrise.
- (D) Placement of buildings shall avoid the potential funneling of flight paths towards a building façade.
- (E) Glass skyways or walkways, freestanding glass walls, and transparent building corners shall not be allowed.
- (F) Transparent glass shall not be allowed at the rooflines of buildings, including in conjunction with green roofs.
- (G) A project may receive a waiver from one or more of the items (A) to (F) listed above, subject to the submittal of a site specific evaluation from a qualified biologist and review and approval by the Planning Commission.

Chapter 16.XX
R-MU – RESIDENTIAL MIXED USE DISTRICT

Sections:

- 16.XX.010 Purpose.
- 16.XX.015 Definitions.
- 16.XX.020 Permitted uses.
- 16.XX.030 Administratively permitted uses.
- 16.XX.040 Conditional uses.
- 16.XX.050 Development regulations.
- 16.XX.060 Additional bonus development regulations.
- 16.XX.070 Community amenities required for bonus development.
- 16.XX.080 Parking standards.
- 16.XX.090 Transportation demand management.
- 16.XX.100 New connections.
- 16.XX.110 Required street improvements.
- 16.XX.120 Design standards.
- 16.XX.130 Green and sustainable building.

16.XX.010 Purpose.

The purpose and intent of the Residential Mixed Use district is to:

- (1) Provide high density housing to complement nearby employment;
- (2) Encourage mixed-use development with a quality living environment and neighborhood-serving retail and services on the ground floor that are oriented to the public, and promote a live/work/play environment with pedestrian activity;
- (3) Blend with and complement existing neighborhoods through site regulations and design standards that minimize impacts to adjacent uses;

16.XX.015 Definitions.

Terms are defined in the City's Municipal Code Chapter 16.04 unless otherwise stated in this chapter.

16.XX.020 Permitted uses.

Permitted uses in the Residential-Mixed Use district are as follows:

- (1) Twenty (20) to thirty (30) dwelling units per acre, which is a required component of any development in the R-MU district;
- (2) Administrative and professional office not exceeding twenty thousand (20,000) square feet of gross floor area;
- (3) Financial services, including banks and other financial institutions;
- (4) Retail sales establishments twenty thousand (20,000) or less square feet of gross floor area and excluding the sale of beer, wine and alcohol;
- (5) Eating establishments, excluding the sale of beer, wine and alcohol, live entertainment, and/or that are portable;
- (6) Personal services, excluding tattooing, piercing, palm-reading, or similar services;
- (7) Recreational facilities privately operated, twenty thousand (20,000) or less square feet of gross floor area;
- (8) Community education/training center, which provides free or low-cost educational and vocational programs to help prepare local youth and adults for entry into college and/or the local job market.

16.XX.030 Administratively permitted uses.

Uses allowed in the Residential-Mixed Use district, subject to obtaining an administrative permit per Municipal Code Chapter 16.82, are as follows:

- (1) Eating establishments, including the sale of beer and wine only, and/or those that have live music or other live entertainment;
- (2) Child day care center.

16.XX.040 Conditional uses.

Conditional uses allowed in the Residential-Mixed Use district, subject to obtaining a use permit per Municipal Code Chapter 16.82, are as follows:

- (1) Multi-family residential exceeding thirty (30) dwelling units per acre, subject to requirements in Section 16.XX.060;
- (2) Workforce/corporate housing north of Bayfront Expressway;
- (3) Home occupations;

- (4) Administrative and professional offices greater than twenty thousand (20,000) square feet of gross floor area;
- (5) Research and development uses, excluding uses involving hazardous materials;
- (6) Eating and drinking establishments with alcohol sales, or that are portable;
- (7) Retail sales establishments greater than twenty thousand (20,000) square feet of gross floor area and/or with alcohol sales;
- (8) Personal services, including tattooing, piercing, palm-reading, or similar services;
- (9) Movie theater;
- (10) Special uses, in accordance with Chapter 16.78 of this title, including private recreational facilities exceeding twenty thousand (20,000) square feet of gross floor area;
- (11) Uses identified in 16.XX.020, 16.XX.030, and 16.XX.040 proposing Bonus level development, in accordance with Section 16.XX.060;
- (12) Public utilities, in accordance with Chapter 16.76 of this title.

16.XX.050 Development regulations.

Development regulations in the Residential-Mixed Use district are as follows:

Regulation	Definition	Base level	Bonus level	Notes/Additional Requirements
<i>Minimum lot area</i>	Minimum area of building site (includes public access easements).	20,000 square feet	25,000 square feet	
<i>Minimum lot dimensions</i>	Minimum size of a lot calculated using lot lines	100 feet width 100 feet depth	100 feet width 100 feet depth	
<i>Minimum setback at street</i>	Minimum linear feet building can be sited from property line adjacent to street.	0 feet	0 feet	See build-to area requirements in Section 16.XX.120(1).
<i>Maximum setback at street</i>	Maximum linear feet building can be sited from property line adjacent to street.	25 feet	25 feet	See build-to area requirements in Section 16.XX.120 (1). Maximum setback may be 50 feet along Willow Road for surface parking where ground floor commercial uses are provided.
<i>Minimum interior side and rear setbacks</i>	Minimum linear feet building can be sited from interior and rear property lines.	10 feet	10 feet	See Section 16.XX.120 (5) if property is required to have a paseo. Interior side setback may be reduced to 0 feet for the entire building mass where there is retail frontage.
<i>Maximum residential floor area ratio</i>	Maximum permitted ratio of residential square footage of the gross floor area of all buildings on a lot to the square footage of the lot.	60% to 90%	200%	Floor area ratio shall increase on an even gradient from 60% for 20 du/ac to 90% for 30 du/ac.
<i>Density</i>	The number of dwelling units in an acre.	20 du/acre to 30 du/acre	>30 du/acre to 100 du/acre	A percentage of total dwelling units built in Bonus level shall be affordable per Section 16.XX.070.
<i>Maximum commercial floor area ratio</i>	Maximum permitted ratio of commercial square footage of the gross floor area of all buildings on a lot to the square footage of the lot.	15%	25%	Commercial permitted subject to residential development.
<i>Maximum height</i>	Maximum building height not including roof utilities and mechanical equipment.	40 feet	70 feet	A parapet used to screen mechanical equipment is not included in the maximum height. The maximum allowed height for rooftop mechanical equipment is 14 feet, except for elevator towers and associated equipment, which may be 20 feet. Per community amenities requirements of Section 16.XX.070.
<i>Minimum open space requirement</i>	Minimum portion of the building site open, unobstructed and unoccupied.	25%	25%	See Section 16.XX.120 (4) for open space requirements.

16.XX.060 Additional bonus development regulations.

A development may seek an increase in floor area ratio and/or height as established in the Bonus level per Section 16.XX.050 of this Chapter in areas denoted as R-MU-B district on the City Zoning Map, subject to obtaining a use permit per Chapter 16.82 and providing:

- (1) Community amenities consistent with Section 16.XX.070;
 - (A) A minimum of fifteen (15) percent of total units on-site must be affordable housing units for low, very low, and extremely low income households. However, with the approval of the Planning Commission, these units may be provided anywhere in the City of Menlo Park. This affordable unit requirement is in addition to the City's below market rate requirements per Section 16.96.

16.XX.070 Community amenities required for bonus development.

To be eligible for bonus floor area ratio and/or height, a project shall provide one or more community amenities, either through construction of the amenity, which is preferable, or payment of a fee.

- (1) An applicant's proposal for community amenities shall be subject to review by the Planning Commission in conjunction with a Use Permit or Conditional Development Permit. Consideration by the Planning Commission shall include differentiation between amenities proposed to be provided on-site and amenities proposed to be provided off-site, which may require a separate discretionary review and environmental review per the California Environmental Quality Act.
- (2) A community amenity shall be provided utilizing any one of the following three mechanisms:
 - (A) Part of the Project. An applicant, as part of the project, designs and constructs one or more of the community amenities to the parameters identified in this section, provided that the value of the amenity or amenities is reasonably equivalent to the value defined in subsection (3) or per nexus study. Once any one of these community amenities is provided, it will no longer be an option available to other applicants. Prior to approval of the Final Occupancy Permit for any portion of the project, the applicant shall complete (or bond for) the construction and installation of the community amenities included in the project and shall provide documentation sufficient for the City Manager or designee to certify compliance with this section. The amenities proposed by the applicant shall be selected from a list of amenities adopted by the City Council pursuant to resolution.
 - (B) Impact Fee Payment. If the City has adopted an impact fee that identifies a square foot fee for community amenities, an applicant for the bonus development shall pay 120% of the fee provided that the fee adopted by the Council is less than full cost recovery. In the alternative, the applicant may

design and construct one or more those amenities identified in the nexus study in an amount equal to the fee payment.

(C) Agreement. An applicant may propose amenities to be included in an agreement, including a development agreement. The amenities proposed by the applicant shall be selected from a list of amenities adopted by the City Council pursuant to resolution. If an impact fee per square foot has been identified through an impact fee, the proposal for amenities shall be reasonably equivalent to the value of the fee, otherwise the value shall be reasonably equivalent to the value defined in subsection (3). The timing of the provision of the community amenities shall be identified in the agreement.

- (3) Bonus Value Calculation. An applicant shall provide, at their expense, an appraisal performed within ninety (90) days of the application date by a licensed appraisal firm approved by (and with form and content approved by) the Community Development Director that sets a single value per square foot of the finished floor area of the development ("floor area-foot" value). The City, at applicant's expense, may obtain a second appraisal also by a licensed appraisal firm that identifies floor area-foot value. If the two appraisals are obtained, the average of the two appraisals shall be utilized to set the floor area-foot value. The value of the community amenities shall be fifty percent for the floor area-foot value multiplied by the amount of gross floor area that is proposed beyond the base-level zoning.
- (4) All community amenities, except affordable housing, must be provided within the area between U.S. Highway 101 and the San Francisco Bay in the City of Menlo Park. Affordable housing may be located anywhere housing is allowed in the City of Menlo Park.

16.XX.080 Parking standards.

Development in the R-MU district shall meet the following parking requirements.

<i>Land Use</i>	<i>Minimum Spaces (Per Unit or 1,000 Sq. Ft.)</i>	<i>Maximum Spaces (Per Unit or 1,000 Sq. Ft.)</i>	<i>Minimum Bicycle Parking¹</i>
<i>Residential Units</i>	1 per unit	1.5 per unit	1.5 long-term ² per unit; 10% additional short-term ² for guests
<i>Office</i>	2	3	1 per 5,000 sq.ft. of gross floor area Minimum two spaces For Office and Research Development: 80% for long-term ² and 20% for short-term ² For all other commercial uses: 20% for long-term ² and 80% for short-term ²)
<i>Research and Development</i>	1.5	2.5	
<i>Retail</i>	2.5	3.3	
<i>Financial services</i>	2	3.3	
<i>Eating and drinking establishment</i>	2.5	3.3	
<i>Personal services</i>	2	3.3	
<i>Private recreation</i>	2	3.3	
<i>Daycare facility</i>	2	3.3	
<i>Publicly accessible parking lot or structure</i>			One space per 20 vehicle spaces
<i>Other</i>	At Community Transportation Manager discretion	At Transportation Manager discretion	At Transportation Manager discretion

¹ See Section 16.XX.120 (7) and the latest edition of best practice design standards in Association of Pedestrian and Bicycle Professionals Bicycle Parking Guidelines.

² Long-term parking is for use over several hours or overnight, typically used by employees and residents. Short-term parking is considered visitor parking for use from several minutes to up to a couple of hours.

- (1) Parking spaces shall be unbundled from the price of residential units such that parking is sold or rented separately, except in cases where parking is physically connected to only one unit. However, the Planning Commission may grant an exception from this requirement for projects which include financing for affordable housing that requires that costs for parking and housing be bundled together.
- (2) Parking facilities may be shared at the discretion of the City's Transportation Manager if multiple uses cooperatively establish and operate the facilities, if these uses generate parking demands primarily during different hours than the remaining uses, and if a sufficient number of spaces are provided to meet the maximum cumulative parking demand of the participating uses at any time. An individual development proposal may incorporate a shared parking study to account for the mixture of uses, either on-site or within a reasonable distance. By virtue of the existing diversity of nearby uses, parcels in the district would effectively have lower parking rates. However, the precise shared parking supply impact would be subject to review and approval based on the specific design and site conditions. Project applicants may also be allowed to meet the minimum parking requirements through the use of nearby off-site facilities at the discretion of the Transportation Manager.

16.XX.090 Transportation demand management.

New construction and building additions of an existing building involving ten thousand (10,000) or more square feet of gross floor area, or a change of use of ten thousand (10,000) or more square feet of gross floor area shall develop a Transportation Demand Management (TDM) plan necessary to reduce associated vehicle trips to at least twenty (20) percent below standard generation rates for uses on the project site. Each individual applicant will prepare its own TDM plan and provide an analysis to the satisfaction of the City's Transportation Manager of the impact of that TDM program.

(1) Eligible TDM measures may include but are not limited to:

- (A) Participation in a local Transportation Management Association (TMA) that provides documented, ongoing support for alternative commute programs;
- (B) Appropriately located transit shelter(s);
- (C) Preferred parking for carpools or vanpools;
- (D) Designated parking for car-share vehicles;
- (E) Requiring drivers to pay directly for using parking facilities;
- (F) Public and/or private bike share program;
- (G) Provision or subsidy of carpool, vanpool, shuttle, or bus service, including transit passes for site occupants;
- (H) Required alternative work schedules and/or telecommuting for non-residential uses;
- (I) Passenger loading zones for carpools and vanpools at main building entrance;
- (J) Safe, well-lit, accessible, and direct route to the nearest transit or shuttle stop or dedicated, fully accessible bicycle and pedestrian trail;
- (K) Car share membership for employees or residents;
- (L) Emergency Ride Home programs;
- (M) Green Trip Certification.

(2) Measures receiving TDM credit shall be:

- (A) Documented in a TDM plan developed specifically for each project and noted on project site plans, if and as appropriate;
- (B) Guaranteed to achieve the intended reduction over the life of the development, as evidenced by annual reporting provided to the satisfaction of City's Transportation Manager;

- (C) Required to be replaced by appropriate substitute measures if unable to achieve intended trip reduction in any reporting year;
- (D) Administered by a representative whose updated contact information is provided to the Transportation Manager.

16.XX.100 New connections.

Proposed development will be required to provide new pedestrian, bicycle, and/or vehicle connections to support connectivity and circulation as denoted in the City Zoning Map. These connections may be in the form of either a public street or a paseo as denoted in the City Zoning Map and are pursuant to the standards in Section 16.XX.120. Streets shall meet the requirements of the adopted City of Menlo Park street classification map in the General Plan Circulation Element.

- (1) If the location of new connection is split between parcel/ownership, the first applicant must set aside the required right-of-way through dedication or a public access easement and bond for the completion of the new connection, or reach agreement with the other property owner(s) to allow the first applicant to complete the entire new connection;
- (2) If the location of new connection is located on multiple properties with the same owner, applicant may move the connection up to 50 feet in either direction from what is shown on the City Zoning Map for enhanced connectivity, and/or other considerations, subject to the approval of the City's Public Works Director;
- (3) For phased project implementation, applicant must show implementation plan for the new connection and the City may require a bond or right of way dedication or public access easement prior to the completion of the first phase;
- (4) The land area dedicated for new connections in the form of public streets (right-of-way) will be subtracted from the total lot area to determine the site's Floor Area Ratio;
- (5) The land area dedicated for new connections in the form of paseos will require a public access easement (PAE). The area of the PAE is included in the total lot area to determine the site's Floor Area Ratio.

16.XX.110 Required street improvements.

For new construction, building additions, and interior alterations of an existing building, or a combination thereof, affecting ten thousand (10,000) or more square feet of gross floor area, the Public Works Director shall require the project to provide street improvements on public street edges of the property that comply with adopted City of Menlo Park street construction requirements for the adjacent street type. When these are

required by the Public Works Director these do not count as community amenities pursuant to Section 16.XX.070.

- (1) Improvements shall include curb, gutter, sidewalk, street trees, and street lights;
- (2) Overhead electric distribution lines of less than sixty (60) kilovolts and communication lines shall be placed underground along the property frontage;
- (3) The Public Works Director may allow a Deferred Frontage Improvement Agreement, including a bond to cover the full cost of the improvements and installation to accomplish needed improvements in coordination with other street improvements at a later date.

16.XX.120 Design standards.

All new construction, regardless of size, and building additions and/or exterior alterations affecting 10,000 square feet or more of gross floor area of an existing building shall adhere to the following design standards, subject to architectural control established in Section 16.68.020. For building additions and/or exterior alterations, the applicable design standards apply only to the new construction. The existing building and new addition and/or alteration shall have an integrated design. Design standards may be modified subject to approval of a use permit established in Section 16.82.030 or a conditional use permit per Section 16.82.050.

- (1) Relationship to the street. The following standards regulate the siting and placement of buildings, parking areas, and other features in relation to the street. The dimensions between building facades and the street and types of features allowed in these spaces are critical to the quality of the pedestrian experience.

Standard	Definition	Base level	Bonus level fronting a Local street*	Bonus level fronting a Boulevard, Thoroughfare, Mixed Use Collector, or Neighborhood street*	Notes/Additional Requirements
Build-to Area Requirement (see Figure 1)	The minimum building frontage at the ground floor or podium level, as a percentage of the street frontage length, that must be located within the area of the lot between the minimum and maximum setback lines parallel to the street.	Minimum 40% of frontage	Minimum 40% of frontage	Minimum 60% of frontage	Ground-floor retail uses must be a minimum 75% of frontage.
Corner Build-to Area Requirement	The minimum building frontage, as a percentage of the street frontage length, that must be located within the build-to area, defined as the area of the lot between the minimum and maximum setback lines parallel to streets on a corner lot.	75% of building frontage must be located within build-to area	75% of building frontage must be located within build-to area	75% of building frontage must be located within build-to area	Exception: If public plaza is provided pursuant to open space standards in 16.XX.120 (4) and bounded by buildings on at least two sides.
Frontage Landscaping	The percentage of the setback area devoted to ground cover and vegetation. Trees may or may not be within the landscaped area. For this requirement, the setback area is the area between the property line and the face of the building.	Minimum of 40% (50% of which shall provide on-site infiltration of stormwater runoff.) No maximum.	Minimum of 40% (50% of which shall provide on-site infiltration of stormwater runoff.) No maximum.	Minimum of 25% (50% of which should provide on-site infiltration of stormwater runoff.) Maximum of 40%.	Setback areas adjacent to active ground-floor uses, including lobbies, retail sales, and eating and drinking establishments are excepted. In the case of a PUE adjacent to the street, frontage landscaping requirement may be measured from street right-of-way instead of property line.
Frontage Uses	Allowable frontage uses in order to support a positive integration of new buildings into the streetscape character.	No restrictions	No restrictions	Setback areas parallel to street not used for frontage landscaping must provide pedestrian circulation (e.g., entryways, stairways, accessible ramps), other publicly accessible open spaces (e.g., plazas, gathering areas, outdoor seating areas), access to parking, bicycle parking, or other uses that the Planning Commission deems appropriate.	Hotels are allowed to use this area for guest arrivals/drop-off zone. Commercial uses shall be a minimum of 50 feet in depth. Publicly accessible open space is further defined and regulated in Section 16.XX.120 (4).
Surface Parking Along Street Frontage (See Figure 2, A)	Surface parking may be located along the street if set back appropriately. The maximum percentage of linear frontage of property adjacent to the street allowed to be off-street surface parking.	Maximum of 35%	Maximum of 35%	Maximum of 25%	

*See the General Plan Circulation Element Street Classification Map for street types.

Figure 1. Build-to Area

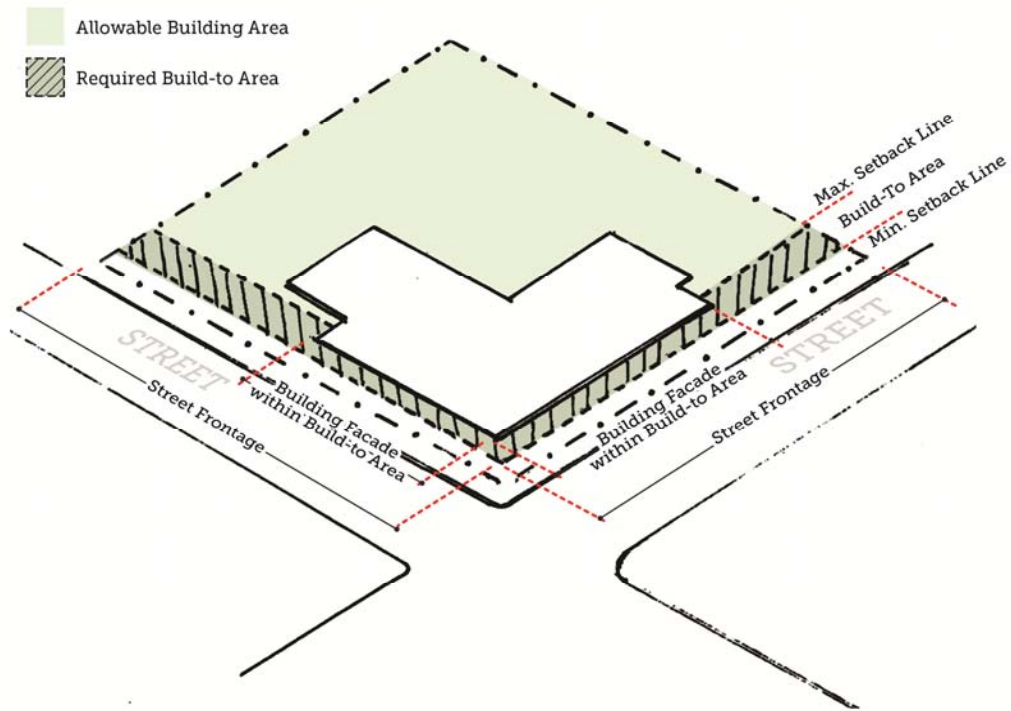
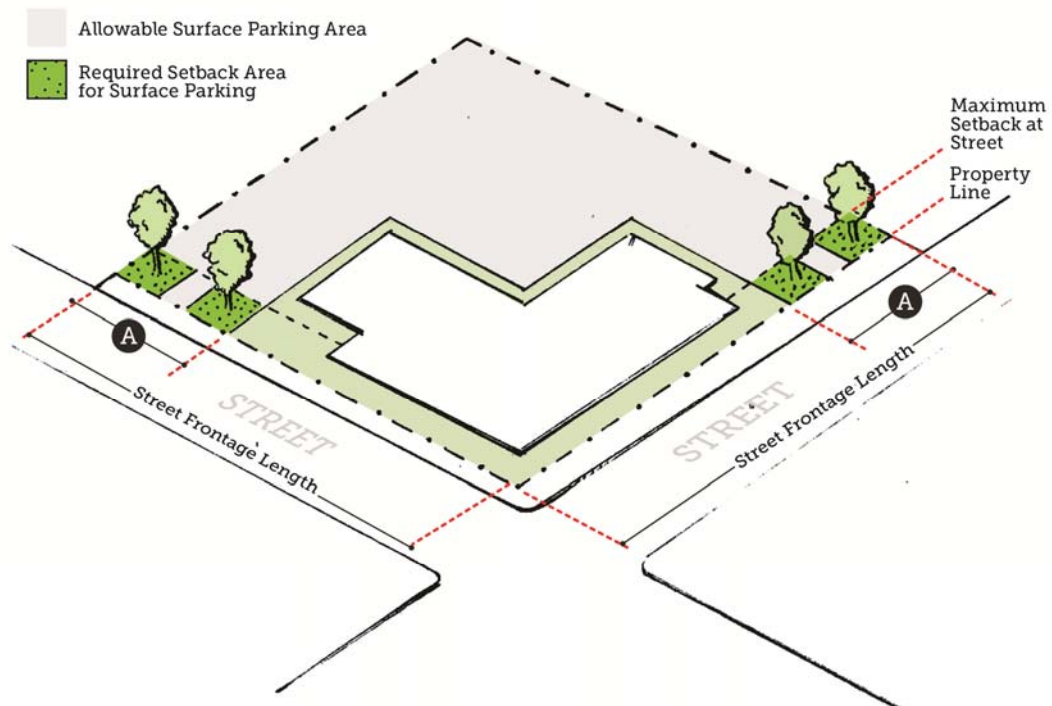


Figure 2. Surface Parking

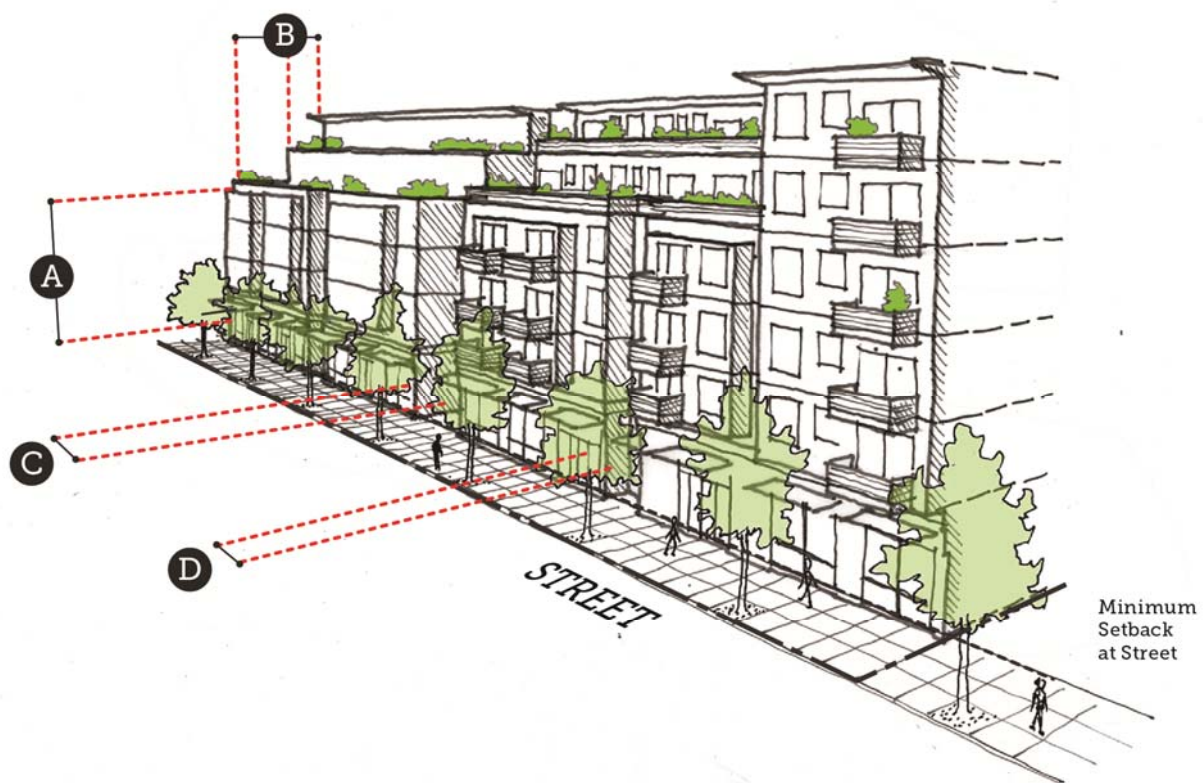


- (2) Building mass and scale. The following standards regulate building mass, bulk, size, and vertical building planes to minimize the visual impacts of large buildings and maximize visual interest of building facades as experienced by pedestrians.

Standard and Figure 3 Label (in Caps)	Definition	Base level	Bonus level fronting a Local street*	Bonus level fronting a Boulevard, Thoroughfare, Mixed Use Collector, or Neighborhood street*	Notes/Additional Requirements
Base Height A	The maximum height of a building at the setback line adjacent to the street.	40 feet	45 feet	45 feet	
Minimum Stepback B	The horizontal distance a building's upper story(ies) must be set back above the Base level height.	N/A	10' for a minimum of 75% of the building face along public street(s)	10' for a minimum of 75% of the building face along public street(s)	A maximum of 25% of the building face along public street(s) may be excepted from this standard in order to provide significant vertical features.
Building Projections	The maximum depth of allowable building projections, such as balconies or bay windows, from the required stepback for portions of the building above the ground floor.	6 feet	6 feet	6 feet	
Building Modulation C & D	A major modulation is a break in the building plane from the ground level to the top of the buildings' base height that provides visual variety, reduces large building volumes, and provides spaces for entryways and publicly accessible spaces. A minor modulation is a recess in a building plane, providing further visual variety.	Major modulation: Minimum of one recess of 15 feet wide by 10 feet deep per 200 feet of façade length Minor modulation: Minimum recess of 5 feet wide by 5 feet deep per 50 feet of façade length			Modulation is required regardless of build-to area. Parking is not allowed in the modulation recess. Building projections with 3 feet to 6 feet depth may satisfy this requirement in-lieu of a recess.

*See the General Plan Circulation Element Street Classification Map for street types.

Figure 3. Building Mass and Scale



- (3) Ground-floor exterior. The following standards regulate the ground-floor façade of buildings in order to enhance pedestrian experience, as well as visual continuity along the street.

Standard and Figure 4 label (in Caps)	Definition	Base level	Bonus level fronting a Local street*	Bonus level fronting a Boulevard, Thoroughfare, Mixed Use Collector, or Neighborhood street*	Notes/Additional Requirements
Building Entrances A	The minimum ratio of entrances to building length along a public street or paseo.	One entrance every 100 feet of building length or every building length along a public street or paseo, whichever is greater	One entrance every 100 feet of building length or every building length along a public street or paseo, whichever is greater	One entrance every 100 feet of building length or every building length along a public street or paseo, whichever is greater	Entrances at building corners may be used to satisfy this requirement. Stairs must be located in locations convenient to building users.
Ground-floor Transparency B	The minimum percentage of the ground-floor façade area that must provide visual transparency, such as clear-glass windows, doors, etc.	30% for residential uses; 50% for commercial uses	30% for residential uses; 50% for commercial uses	30% for residential uses; 50% for commercial uses	Windows shall not be opaque or mirrored.
Minimum Ground Floor Height Along Street Frontage C	The minimum height between the ground-level finished floor to the second level finished floor along the street.	N/A	10 feet for residential uses; 15 feet for commercial uses	10 feet for residential uses; 15 feet for commercial uses	Where individual residential units' entries face a street, finish floor shall be elevated 24 inches minimum above sidewalk level.
Garage Entrances	Width of garage entry/door along street frontage	Maximum 12-foot opening for one-way entrance; Maximum 24-foot opening for two-way entrance.	Maximum 12-foot opening for one-way entrance; Maximum 24-foot opening for two-way entrance.	Maximum 12-foot opening for one-way entrance; Maximum 24-foot opening for two-way entrance.	Garage entrances must be separated by a minimum of 100 feet to ensure all entrances/exits are not grouped together or resulting in an entire stretch of sidewalk unsafe and undesirable for pedestrians.
Awnings, Signs, and Canopies D	The maximum depth of awnings, signs, and canopies that project horizontally from the face of the building.	7 feet	7 feet	7 feet	A minimum vertical clearance of 8 feet from finished grade to the bottom of the projection is required.

*See the General Plan Circulation Element Street Classification Map for street types.

Figure 4. Ground-floor Exterior



(4) Open space. All development in the Residential-Mixed Use district shall provide a minimum amount of open space equal to twenty-five (25) percent of the total lot area, with a minimum amount of publicly accessible open space equal to twenty-five (25) percent of the total open space area.

(A) Publicly accessible open space consists of areas unobstructed by fully enclosed structures with a mixture of landscaping and hardscape that provides seating and places to rest, places for gathering, passive and/or active recreation, pedestrian circulation, or other similar use as determined by the Planning Commission. Publicly accessible open space types include, but are not limited to paseos, plazas, forecourts and entryways, and outdoor dining areas. Publicly accessible open space must:

- (i) Contain site furnishings, art, or landscaping;
- (ii) Be on the ground floor or podium level;
- (iii) Be at least partially visible from a public right-of-way such as a street or paseo;
- (iv) Have a direct, accessible pedestrian connection to a public right-of-way or easement.

(B) Quasi-public and private open spaces, which may or may not be accessible to the public, include patios, balconies, roof terraces, and courtyards.

(C) Residential developments shall have a minimum of common open space and private open space. These requirements are counted towards the minimum amount of open space equal to twenty-five (25) percent of the total lot area.

- (i) One hundred (100) square feet of open space per unit shall be created as common open space or a minimum of eighty (80) square feet of open space per unit created as private open space, where private open space shall have a minimum dimension of six (6) feet by six (6) feet;
- (ii) In the case of a mix of private and common open space, such common open space shall be provided at a ratio equal to one and one-quarter (1.25) square feet for each one (1) square foot of private open space that is not provided.
- (iii) Depending on the number of dwelling units, common open space shall be provided to meet the following criteria:
 - a. Ten (10) to fifty (50) units: minimum of one (1) space, twenty (20) feet minimum dimension (four hundred (400) sf total, minimum);
 - b. Fifty-one (51) to one hundred (100) units: minimum of one (1) space, thirty (30) feet minimum dimension (nine hundred (900) sf total, minimum);
 - c. One hundred one (101) or more units: minimum of one (1) space, forty (40) feet minimum dimension (one thousand six hundred (1,600) sf total, minimum).

(D) All open spaces shall:

- (i) Interface with adjacent buildings via direct connections through doors, windows, and entryways;
- (ii) Be integrated as part of building modulation and articulation to enhance building façade and should be sited and designed to be appropriate for the size of the development and accommodate different activities, groups and both active and passive uses;
- (iii) Be incorporated into the landscaping design of the project and include:
 - a. Sustainable stormwater features;
 - b. A minimum landscaping bed no less than three (3) feet in length or width and five (5) feet in depth for infiltration planting;
 - c. Native species able to grow to their maximum size without shearing.

(E) All exterior landscaping counts towards open space requirements.

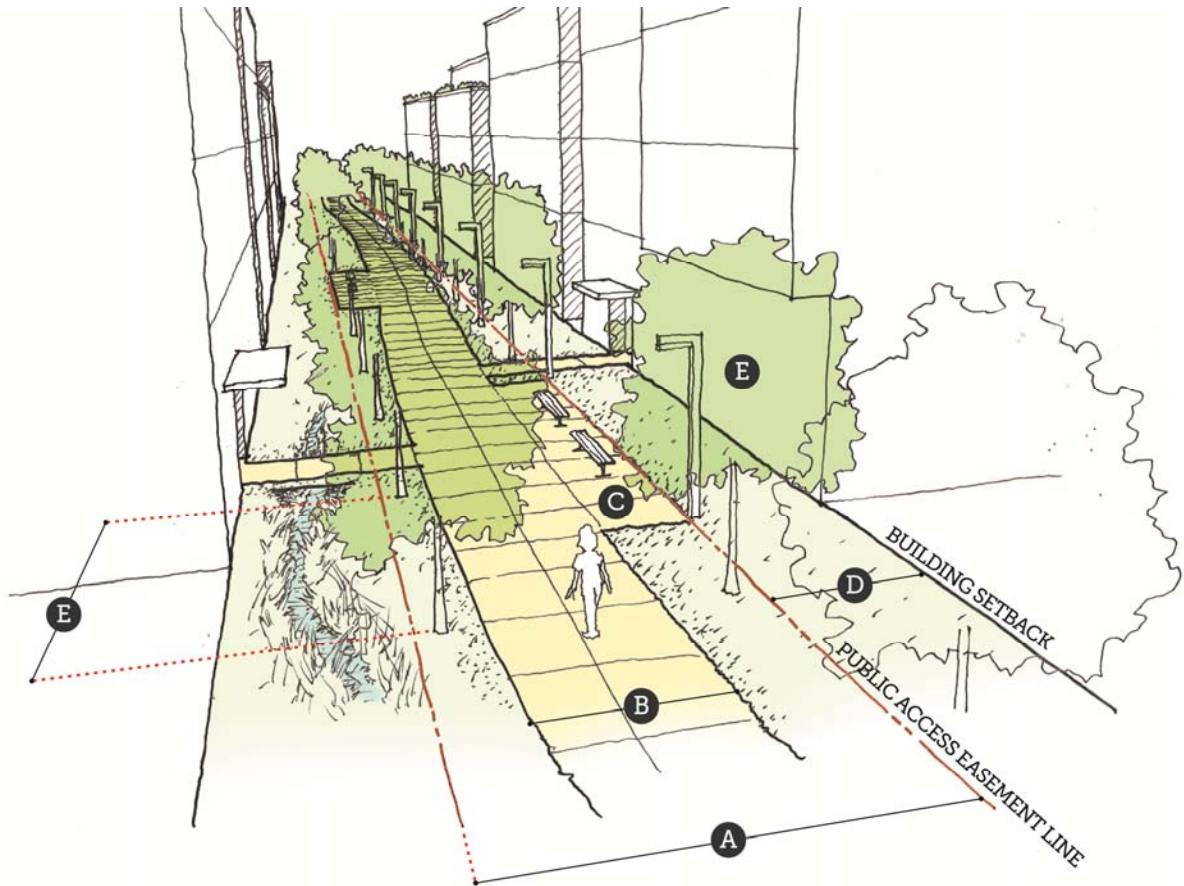
DRAFT

(5) Paseos. A paseo is defined as a pedestrian and bicycle path that provides a member of the public access through one or more parcels and to public streets and/or other paseos. Paseos must meet the following standards:

- (A) Paseos may be located within the required side setback areas. Paseos may not be located within the minimum setback at street except where it connects to that street;
- (B) Paseos must be publicly accessible established through a public access easement, but they remain private property;
- (C) Paseos count as publicly accessible open space.

Standard and Figures 5 label (in Caps)	Definition	Required Paseo per Section 16.XX.100	Notes/Additional Requirements
<i>Paseo Width</i> A	The minimum dimension in overall width of the paseo, including landscaping and hardscape components.	20 feet	
<i>Pathway Width</i> B	The minimum and maximum width of the hardscape portion of the paseo, which provides the pathway for pedestrians.	10 feet minimum; 14 feet maximum	The paseo pathway shall be connected to building entrances with hardscaped pathways. Pathways may be used for emergency vehicle access use and allowed a maximum paved width exemption to accommodate standards of the Menlo Park Fire Protection District with prior approval by Transportation Manager.
<i>Furnishing Zones</i> C	Requirements for pockets of hardscape areas dedicated to seating, adjacent to the main pedestrian pathway area.	Minimum dimension of 5 feet wide by 20 feet long, provided at a minimum interval of 100 feet.	Furnishing zones must include benches or other type of seating and pedestrian-scaled lighting.
<i>Paseo Frontage Setback</i> D	The minimum setback for adjacent buildings from the edge of the paseo property line.	5 feet	A minimum of 50% of the setback area between the building and paseo shall be landscaped (50% of which should provide on-site infiltration of stormwater runoff.) Plants should be climate-adapted species, able to grow to their maximum size without shearing, and provide screening of at least 1-3 feet in height.
<i>Trees</i> E	The size and spacing of trees that are required along the paseo.	Small canopy trees with a maximum mature height of 40 feet and canopy diameter of 25 feet, planted at maximum intervals of 40 feet.	Trees must be planted within the paseo width, with the tree canopy allowed to overhang into the setback.
<i>Landscaping</i>	The minimum percentage of the paseo that is dedicated to vegetation.	20%	On-site infiltration of stormwater runoff is required.
<i>Lighting</i>	Pedestrian-oriented street lamps.	One light fixture every 40 feet.	Use energy efficient lighting per Title 24. Lights shall be located a minimum of 20 feet from trees.

Figure 5.Paseos



(6) Building design.

- (A) Main building entrances shall face the street or a publicly accessible courtyard. Building and/or frontage landscaping shall bring the human scale to the edges of the street. Retail building frontage shall be parallel to the street.
- (B) Utilities, including meters, backflow prevention devices, etc., shall be concealed or integrated into the building design to the extent feasible.
- (C) Projects shall include dedicated, screened, and easily accessible space for recycling, compost, and solid waste storage and collection.
- (D) Trash and storage shall be enclosed and attractively screened from public view.
- (E) Materials and colors of utility, trash, and storage enclosures shall match or be compatible with the primary building.
- (F) Building materials shall be durable and high-quality to ensure adaptability and re-use over time. Glass paneling and windows shall be used to invite outdoor views and introduce natural light into interior spaces. Stucco shall not be used on more than fifty (50) percent of the building facade. When stucco is used, it must be smooth troweled.
- (G) Roof lines and eaves adjacent to street-facing facades shall vary across a building, including a four-foot minimum height modulation to break visual monotony and create a visually interesting skyline as seen from public streets (see Figure 6).
- (H) Rooftop elements including mechanical equipment, stair and elevator towers shall be concealed in a manner that incorporates building color and architectural and structural design and shall not exceed twenty (20) percent of roof area. Mechanical equipment does not include solar panels, wind turbines and other passive collection systems, and thus do not count towards the twenty (20) percent maximum.

Figure 6. Roof Lines



(7) Access and parking.

- (A) Shared entrances to parking for retail and residential uses shall be used where possible.
- (B) Service access and loading docks shall be located on local or interior access streets and to the rear of buildings, and shall not be located along a publicly accessible open space.
- (C) Above-ground garages shall be screened (with perforated walls, vertical elements or materials that provide visual interest at the pedestrian scale) or located behind buildings that are along public streets.
- (D) Garage and surface parking access shall be screened or set behind buildings located along a publicly accessible open space and paseos.
- (E) Surface parking lots shall be buffered from adjacent buildings by a minimum six (6) feet of paved pathway or landscaped area (see Figure 7, label A).
- (F) Surface parking lots shall be screened with landscaping features such as trees, planters, and vegetation, including a twenty (20) foot deep landscaped area along sidewalks, as measured from the setback line adjacent to the street, or paseos (see Figure 7, label B). The portion of this area not devoted to driveways shall be landscaped. Trees shall be planted at a ratio of 1 per 400 square feet of required setback area for surface parking.
- (G) Surface parking lots shall be planted with at least one (1) tree with a minimum size of a twenty-four (24) inch box for every eight (8) parking spaces (see Figure 7, label C). Required plantings may be grouped where carports with solar panels are provided.
- (H) Surface parking can be located along a paseo for a maximum of forty (40) percent of a paseo's length (see Figure 7, label D).
- (I) Short-term bicycle parking shall be located within fifty (50) feet of lobby or main entrance. Long-term bicycle parking facilities shall protect against theft and inclement weather, and consist of a fully enclosed, weather-resistant locker with key locking mechanism or an interior locked room or enclosure. Long-term parking shall be provided in locations that are convenient and functional for cyclists. Bicycle parking shall be (see Figure 8):
 - (i) Consistent with the latest edition of the Association of Pedestrian and Bicycle Professionals Bicycle Parking Guide;
 - (ii) Designed to accommodate standard six (6) foot bicycles;
 - (iii) Paved or hardscaped;
 - (iv) Accessed by an aisle in the front or rear of parked bicycles of at least five (5) feet;

- (v) At least five (5) feet from vehicle parking spaces;
 - (vi) At least thirty (30) inches of clearance in all directions from any obstruction, including but not limited to other racks, walls, and landscaping;
 - (vii) Lit with no less than one (1) footcandle of illumination at ground level;
 - (viii) Space-efficient bicycle parking such as double-decker lift-assist and vertical bicycle racks are also permitted.
- (J) Pedestrian access shall be provided, with a minimum hardscape width of six (6) feet, to sidewalks to all building entries, parking areas, and publicly accessible open spaces, and shall be clearly marked with signage directing pedestrians to common destinations.
- (K) Entries to parking areas and other important destinations shall be clearly identified for all travel modes with such wayfinding features as marked crossings, lighting, and clear signage.

Figure 7. Surface Parking Access

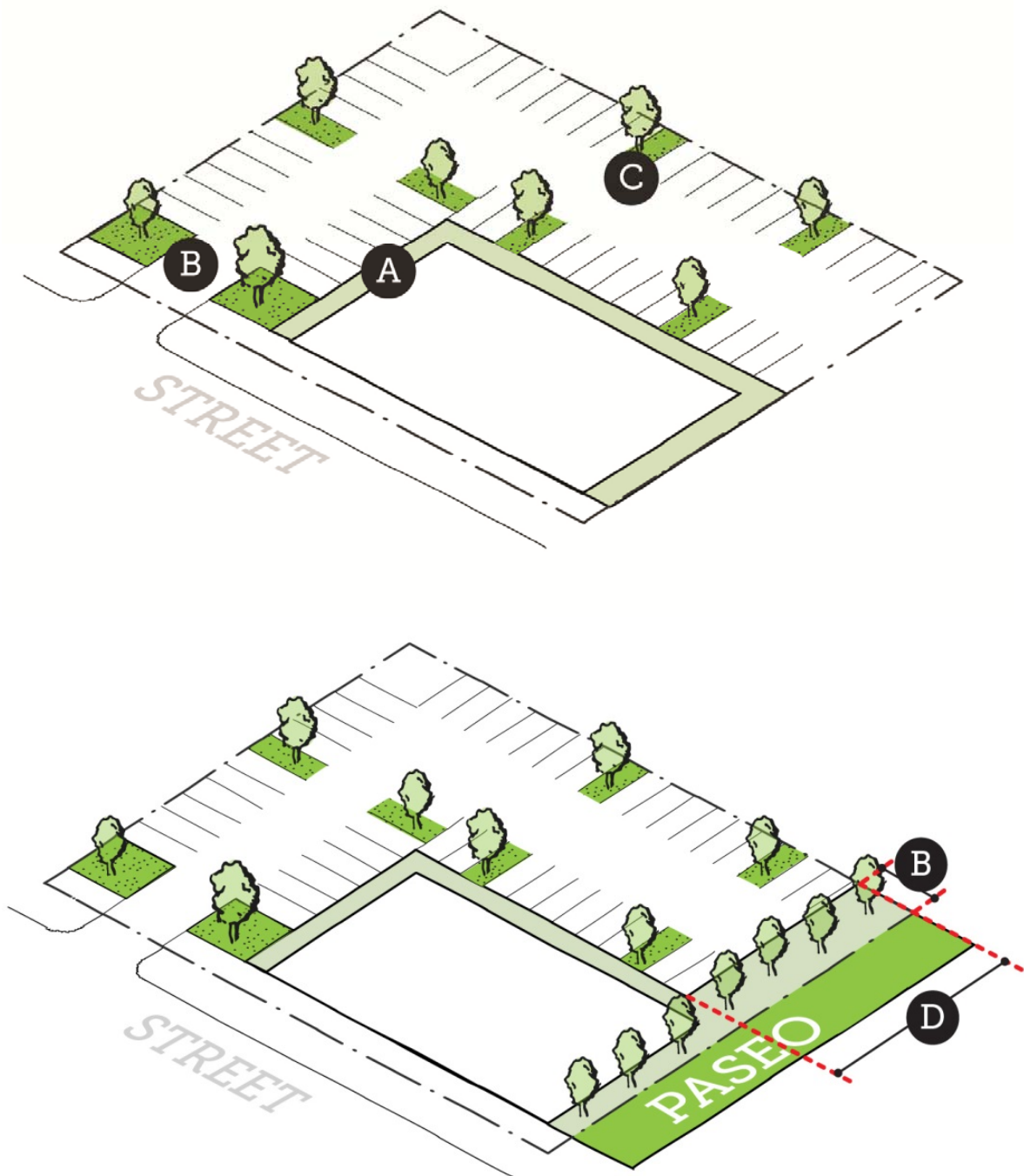
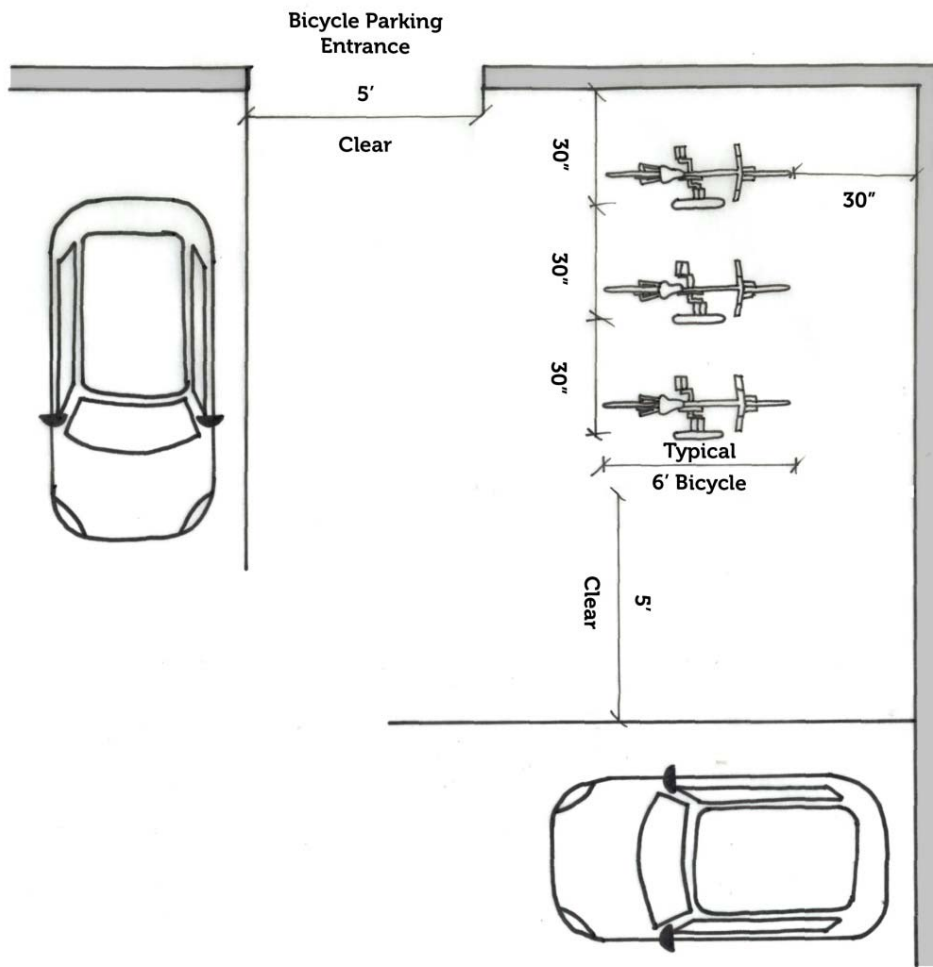


Figure 8. Bicycle Parking



16.XX.130 Green and sustainable building.

In addition to meeting all applicable regulations specified in Municipal Code Title 12 (Buildings and Construction), the following provisions shall apply to projects.

(1) Green building.

- (A) Any new construction, addition or alteration of a building shall be required to comply with tables 16.XX.010.A and 16.XX.010.B

(2) Energy.

- (A) All new construction will meet 100% of energy demand (electricity and natural gas) through on-site generation as required in tables 16.XX.010.A and 16.XX.0101.B, and any combination of the following measures:
 - (i) Purchase of 100% renewable electricity through Peninsula Clean Energy or Pacific Gas and Electric Company in an amount equal to the annual energy demand of the project;
 - (ii) Purchase and installation of local renewable energy generation within the City of Menlo Park in an amount equal to the annual energy demand of the project;
 - (iii) Purchase of certified renewable energy credits annual in an amount equal to the annual energy demand of the project.

TABLE 16.XX.010.A: RESIDENTIAL GREEN BUILDING REQUIREMENTS

PROJECT TYPE	NEW CONSTRUCTION			ADDITIONS AND/OR ALTERATIONS		
Green Building Requirement	10,000 sq. ft. — 25,000 sq. ft.	25,001 sq. ft. — 100,000 sq. ft.	100,001 sq. ft. and above	1 sq. ft. to 1,000 sq. ft/ of conditioned area, volume or size	1,001 sq. ft. — 25,000 sq. ft. of conditioned area, volume or size	25,001 sq. ft. and above of conditioned area, volume or size
Green Building Certification	Designed to meet LEED Silver BD+C*	Designed to meet LEED Silver BD+C*	Designed to meet LEED Gold BD+C*	CALGreen Mandatory	Designed to meet LEED Silver ID+C*	Designed to meet LEED Gold ID+C*
EV Chargers	<u>Pre-Wire**</u> <ul style="list-style-type: none"> For EV chargers in 5% of total number of parking stalls. <u>Install EV Chargers***</u> <ul style="list-style-type: none"> Install a minimum of 2 in the pre-wire locations. 	<u>Pre-Wire**</u> <ul style="list-style-type: none"> For EV chargers in 5% of total number of parking stalls. <u>Install EV Chargers***</u> <ul style="list-style-type: none"> Install a total of 2 plus 1% of the total parking stalls in the pre-wire locations. 	<u>Pre-Wire**</u> <ul style="list-style-type: none"> For EV chargers in 5% of total number of parking stalls. <u>Install EV Chargers***</u> <ul style="list-style-type: none"> Install a total of 6 plus 1% of the total parking stalls in the pre-wire locations. 	N/A (Voluntary)	N/A (Voluntary)	N/A (Voluntary)
On-Site Energy Generation	30% of maximum extent feasible as determined by the On-Site Renewable Energy Feasibility Study****	30% of maximum extent feasible as determined by the On-Site Renewable Energy Feasibility Study****	30% of maximum extent feasible as determined by the On-Site Renewable Energy Feasibility Study****	N/A (Voluntary)	N/A (Voluntary)	N/A (Voluntary)
Energy Reporting	Enroll in EPA Energy Star Building Portfolio Manager and submit documentation of compliance as required by the City.	Enroll in EPA Energy Star Building Portfolio Manager and submit documentation of compliance as required by the City.	Enroll in EPA Energy Star Building Portfolio Manager and submit documentation of compliance as required by the City.	Enroll in EPA Energy Star Building Portfolio Manager and submit documentation of compliance as required by the City.	Enroll in EPA Energy Star Building Portfolio Manager and submit documentation of compliance as required by the City.	Enroll in EPA Energy Star Building Portfolio Manager and submit documentation of compliance as required by the City.

*Designed to meet LEED standards is defined as follows: a) Applicant must submit appropriate LEED checklist and verifying cover letter from a project LEED AP with the project application, b) Applicant must complete all applicable LEED certification documents prior to final building permit issuance to be reviewed either for LEED certification, or for verification by a third party approved by the City for which the applicant will pay for review and/or certification.

**Pre-wire is defined as conduit and wire installed from electrical panel board to junction box at parking stall, with sufficient electrical service to power chargers at all pre-wire locations.

***Charger is defined as follows: One electric vehicle (EV) charger or charger head reaching each designated EV parking stall and delivering a minimum of 240 V and 40 AMPs such that it can be used by all electric vehicles.

**** On-Site Renewable Energy Feasibility Study shall demonstrate the following cases: 1. Maximum on-site generation potential. 2. Solar feasibility for roof and parking areas (excluding roof mounted HVAC equipment). 3. Maximum solar generation potential solely on the roof area.

TABLE 16.XX.010.B: NON-RESIDENTIAL GREEN BUILDING REQUIREMENTS

PROJECT TYPE	NEW CONSTRUCTION			ADDITIONS AND/OR ALTERATIONS		
Green Building Requirement	10,000 sq. ft. – 25,000 sq. ft.	25,001 sq. ft. – 100,000 sq. ft.	100,001 sq. ft. and above	1 sq. ft. – 1,000 sq. ft. of conditioned area, volume or size	1,001 sq. ft.– 25,000 sq. ft. of conditioned area, volume or size	25,001 sq. ft. and above of conditioned area, volume or size
Green Building Certification	Designed to meet LEED Silver BD+C *	Designed to meet LEED Silver BD+C *	Designed to meet LEED Gold BD+C *	CALGreen Mandatory	Designed to meet LEED Silver ID+C *	Designed to meet LEED Gold ID+C *
EV Chargers	<u>Pre-Wire**</u> • For EV chargers in 5% of total number of parking stalls. <u>Install EV Chargers***</u> • Install a minimum of 2 in the pre-wire locations.	<u>Pre-Wire**</u> • For EV chargers in 5% of total number of parking stalls. <u>Install EV Chargers***</u> • Install a total of 2 plus 1% of the total parking stalls in the pre-wire locations.	<u>Pre-Wire**</u> • For EV chargers in 5% of total number of parking stalls. <u>Install EV Chargers***</u> • Install a total of 6 plus 1% of the total parking stalls in the pre-wire locations.	N/A (Voluntary)	Install conduit, wiring and electrical service for EV Chargers for 5% of parking spaces AND a minimum of 2 chargers***	Install conduit, wiring and electrical service for EV Chargers for 5% of parking spaces AND a minimum of 2 + (1% spaces) chargers***
On-Site Energy Generation	30% of maximum extent feasible as determined by the On-Site Renewable Energy Feasibility Study****	30% of maximum extent feasible as determined by the On-Site Renewable Energy Feasibility Study****	30% of maximum extent feasible as determined by the On-Site Renewable Energy Feasibility Study****	N/A (Voluntary)	N/A (Voluntary)	N/A (Voluntary)
Energy Reporting	Enroll in EPA Energy Star Building Portfolio Manager and submit documentation of compliance as required by the City.	Enroll in EPA Energy Star Building Portfolio Manager and submit documentation of compliance as required by the City.	Enroll in EPA Energy Star Building Portfolio Manager and submit documentation of compliance as required by the City.	Enroll in EPA Energy Star Building Portfolio Manager and submit documentation of compliance as required by the City.	Enroll in EPA Energy Star Building Portfolio Manager and submit documentation of compliance as required by the City.	Enroll in EPA Energy Star Building Portfolio Manager and submit documentation of compliance as required by the City.

*Designed to meet LEED standards is defined as follows: a) Applicant must submit appropriate LEED checklist and verifying cover letter from a project LEED AP with the project application, b) Applicant must complete all applicable LEED certification documents prior to final building permit issuance to be reviewed either for LEED certification, or for verification by a third party approved by the City for which the applicant will pay for review and/or certification.

**Pre-wire is defined as conduit and wire installed from electrical panel board to junction box at parking stall, with sufficient electrical service to power chargers at all pre-wire locations.

***Charger is defined as follows: One electric vehicle (EV) charger or charger head reaching each designated EV parking stall and delivering a minimum of 240 V and 40 AMPs such that it can be used by all electric vehicles.

****On-site Renewable Energy Feasibility Study shall demonstrate the following cases: 1. Maximum on-site generation potential. 2. Solar feasibility for roof and parking areas (excluding roof mounted HVAC equipment). 3. Maximum solar generation potential solely on the roof area.

(3) Water use efficiency and recycled water.

- (A) Single pass cooling systems shall be prohibited in all new buildings.
- (B) All new buildings shall be built and maintained without the use of well water.
- (C) Applicants for a new building(s) one hundred thousand (100,000) square feet or more in gross floor area shall prepare and submit a proposed water budget and accompanying calculations following the methodology approved by the City. The water budget and calculations shall be reviewed and approved by the City's Public Works Director prior to certification of occupancy. Twelve (12) months after the date of the certification of occupancy, the building owner shall submit data and information sufficient to allow the City to compare the actual water use to the allocation in the approved water budget. In the event that actual water consumption exceeds the water budget, a water conservation program, as approved by the City's Public Works Director, shall be implemented. Twelve (12) months after City approval of the water conservation program, the building owner shall submit data and information sufficient to allow the City to determine compliance with the conservation program. If water consumption exceeds the budgeted amount, the City's Public Works Director may prohibit the use of water for irrigation or enforce compliance as an infraction pursuant to Chapter 1.12 of the Municipal Code until compliance with the water budget is achieved.
- (D) All new buildings shall be dual plumbed for the internal use of recycled water.
- (E) All new buildings two hundred and fifty (250,000) square feet or more in gross floor area shall use an alternate water source for all City approved non-potable applications. An alternative water source may include, but is not limited to, treated non-potable water such as graywater. An Alternate Water Source Assessment shall be submitted that describes the alternative water source and proposed non-potable application. Approval of the Alternate Water Source Assessment, the alternative water source and its proposed uses shall be approved by the City's Public Works Director and Community Development Director.
- (F) Potable water shall not be used for dust control on construction projects.
- (G) Potable water shall not be used for decorative features, unless the water recirculates.

(4) Hazard mitigation and sea level rise resiliency.

- (A) The first floor elevation of all new buildings shall be twenty four (24) inches above the Federal Emergency Management Agency base flood elevation (BFE) to account for sea level rise. Where no BFE exists, the first floor (bottom of floor beams) elevation shall be 24 inches above the existing grade. The

building design and protective measures shall not create adverse impacts on adjacent sites as determined by the City.

- (B) Prior to building permit issuance, all new buildings shall pay any required fee or proportionate fair share for the funding of sea level rise projects, if applicable.

(5) Waste management.

- (A) Applicants shall submit a zero-waste management plan to the City, which will cover how the applicant plans to minimize waste to landfill and incineration in accordance with all applicable state and local regulations. Applicants shall show in their zero-waste plan how they will reduce, recycle and compost wastes from the demolition, construction and occupancy phases of the building. For the purposes of this ordinance, Zero Waste is defined as ninety (90) percent overall diversion of non-hazardous materials from landfill and incineration, wherein discarded materials are reduced, reused, recycled, or composted. Zero Waste plan elements shall include the property owner's assessment of the types of waste to be generated during demolition, construction and occupancy, and a plan to collect, sort and transport materials to uses other than landfill and incineration.

(6) Bird-friendly design.

- (A) No more than ten (10) percent of façade surface area shall have non-bird-friendly glazing.
- (B) Bird-friendly glazing includes, but is not limited to opaque glass, covering of clear glass surface with patterns, paned glass with fenestration patterns, and external screens over non-reflective glass.
- (C) Occupancy sensors or other switch control devices shall be installed on non-emergency lights and shall be programmed to shut off during non-work hours and between 10 PM and sunrise.
- (D) Placement of buildings shall avoid the potential funneling of flight paths towards a building façade.
- (E) Glass skyways or walkways, freestanding glass walls, and transparent building corners shall not be allowed.
- (F) Transparent glass shall not be allowed at the rooflines of buildings, including in conjunction with green roofs.
- (G) A project may receive a waiver from one or more of the items (A) to (F) listed above, subject to the submittal of a site specific evaluation from a qualified biologist and review and approval by the Planning Commission.

Potential Zoning

- O Office/ O-B (-B= Bonus Available)
- H Optional Hotel
- M-2 Light Industrial/M-3-X Business Park
- LS Life Sciences/ LS-B (-B = Bonus Available)
- PF Public Facilities
- C-2-B Neighborhood Commercial, Restrictive
- C-2-S Neighborhood Commercial, Special
- OSC Open Space and Conservation
- R-4-S(AHO) High Density Residential, Special/ R-MU Residential Mixed Use/ R-MU-B (-B = Bonus Available)

New Connections

- New Public Street
- Paseo

The map displays various zoning districts across San Francisco, including Lorelei Manor, Suburban Park, Belle Haven, Flood Triangle, and The Willows. It highlights potential new public streets and paseos. Key locations like Bedwell Bayfront Park, Don Edwards San Francisco Bay National Wildlife Refuge, and the Dumbarton Bridge are also shown. A legend on the left explains the zoning codes and new connections.





REVIEW THE PROPOSED COMMUNITY AMENITIES

The amenities described below were identified during the Belle Haven Vision Plan and during the first year of the ConnectMenlo process. They were ranked in this order in a survey in March/April, 2015. Approximate cost estimates have been added for each amenity.

Place a dot to the left of the amenities that you think are most important.

Transit and Transportation Improvements		Jobs and Training at M-2 Area Companies		Social Service Improvements	
A.	Sidewalks, lighting, and landscaping – \$100 per linear foot <i>Enhance landscaping and lighting and fill gaps in sidewalk to improve the overall walkability</i>	A.	Job opportunities for residents – \$10,000 in specialized training per employee <i>Local employers have a hiring preference for qualified residents</i>	A.	Education improvements in Belle Haven – \$10,000 per student <i>Improvements to the quality of student education and experience in Belle Haven</i>
B.	Traffic-calming on neighborhood streets – \$100,000 per block/intersection <i>Address cut-through traffic with design features</i>	B.	Education and enrichment programs for young adults – \$10,000 per participant <i>Provide programs that target students and young adults to be competitive in the job market, including existing tech jobs</i>	B.	Medical center – \$6 million to construct (\$300 per square foot) <i>Medical center providing health care services and out-patient care</i>
C.	Bike trails, paths or lanes – \$100,000/ mile <i>Install new bike lanes and pedestrian paths and connect them to existing facilities and BayTrail</i>	C.	Job training programs and education center – \$10,000 per participant <i>Provide residents with job training programs that prepare them with job skills</i>	C.	Library improvements at Belle Haven – \$300,000 <i>Expand library programs and activities, especially for children</i>
D.	Dumbarton Rail– \$175 million to construct and open trolley <i>Utilize the right-of-way for new transit line between Redwood City and Menlo Park in the near term with stations and a new bike/pedestrian path</i>	D.	Paid internships and scholarships for young adults – \$10,000 per participant <i>Provide internships at local companies and scholarships to local youth to become trained for tech jobs</i>	D.	High-Quality Affordable Housing – \$440,000/unit less land; \$82,000 typical per-unit local gap financing needed for a tax-credit project <i>Integrate quality affordable housing units into new development</i>
E.	Innovative transportation solutions (i.e. personal rapid transit) – Price Varies <i>Invest in new technology like pod cars and transit that uses separate tracks</i>	Energy, Technology, & Utilities Infrastructure		E.	Senior service improvements – \$100,000 per year <i>Increase the senior services at the Senior Center to include more aides and programs</i>
F.	Bus service and amenities – \$5,000 per rider seat <i>Increase the number of bus stops, bus frequency and shuttles, and bus shelters</i>	A.	Underground power lines – \$200/foot min.; \$50,000/project <i>Remove overhead power lines and install them underground along certain roads</i>	F.	Add restroom at Onetta Harris Community Center – \$100,000 <i>Additional restroom at the community center</i>
Community-serving Retail		B.	Incentives for private home energy upgrades, renewable energy, and water conservation – \$5,000 per home <i>Offer financial assistance or other incentives to help area residents pay for energy-efficient and water conserving home improvements</i>	G.	Pool House remodel in Belle Haven – \$300,000 <i>Remodel pool for year-round use with new heating and changing areas</i>
A.	Grocery store – \$15 million to construct (\$200 per sq ft) plus 25% soft costs, financing, etc.; \$3.7 million for 2 years of subsidized rent <i>A full-service grocery store providing a range of goods, including fresh fruits, vegetables and meat and dairy products</i>	C.	Telecommunications investment – \$250 per linear foot <i>Improve the area's access to wifi, broadband, and other new technologies</i>	Park and Open Space Improvements	
B.	Restaurants – \$1.5 million (3,000 sq ft at \$400 per sq ft plus 25% for soft costs, financing, etc.) <i>A range of dining options, from cafes to sit-down restaurants, serving residents and local employees</i>	D.	Soundwalls adjacent to Highway 101– \$300,000 (\$600/foot) <i>Construct soundwalls between Highway 101 and Kelly Park to reduce sound</i>	A.	Tree planting – \$10,000 per acre <i>Plant trees along streets and parks to increase tree canopy</i>
C.	Pharmacy – \$3.75 million (15,000 sq ft at \$200 per sq ft, plus 25% for soft costs, financing, etc.) <i>A full-service pharmacy that fills prescriptions and offers convenience goods</i>			B.	Bedwell Bayfront Park improvements – \$300,000 <i>Improve access to the park and trails within it</i>
D.	Bank/ATM – \$1.88 million (3,000 sq ft at \$500 per sq ft plus 25% for soft costs, financing, etc.) <i>A bank or credit union branch with an ATM</i>			C.	Community garden(s) – \$26,000 to construct ~0.3 acres, 25 beds, 2 picnic tables <i>Expand space for community to plant their own produce and flower gardens</i>
				D.	Dog park – \$200,000 for 0.5 acre (no land cost included) <i>Provide a dedicated, enclosed place where dogs can run</i>



STAFF REPORT

Planning Commission

Meeting Date:

5/23/2016

Staff Report Number:

16-040-PC

Regular Business:

Consideration of General Plan Consistency for the 2016-17 Projects of the Five-Year Capital Improvement Plan

Recommendation

Staff recommends that the Planning Commission adopt Resolution No. 2016-01 determining that the 5-Year Capital Improvement Plan's projects for Fiscal Year (FY) 2016-17 are consistent with the General Plan (Attachment A).

Policy Issues

State law (Government Code Section 65401) requires the City planning agency (Planning Commission) to review the City's Capital Improvement Plan (CIP) and determine whether the projects are consistent with the City's General Plan.

Background

The 5-Year CIP provides a link between the City's General Plan and various master planning documents and budgets, providing a means for planning, scheduling and implementing capital and comprehensive planning projects. The plan includes long-range projects as well as near-term projects that will be budgeted in the upcoming fiscal year.

Although the 5-Year CIP includes projects in upcoming fiscal years, the Planning Commission is being asked to determine General Plan consistency for only the FY 2016-17 projects at this time. The Planning Commission will have opportunities to review the CIP and determine consistency each year.

On June 7, 2016, the City Council will review on the 5-Year CIP and projects planned for FY 2016-17 that are included in the City Manager's Proposed 2016-17 Budget. Preceding this, the City will hold a public workshop on the Budget on May 25, 2016.

Analysis

Staff has identified the General Plan goal and/or policy that most directly pertains to each project. Overall, staff finds that the proposed projects do not directly or indirectly conflict with the General Plan goals and policies.

The project descriptions and General Plan reference for each can be found as Exhibit A, attached to the

proposed Resolution 2016-01.

Impact on City Resources

CIP projects require an allocation of staff time and funds to support community engagement, design and construction, which will occur as a part of the annual budget adoption process.

Environmental Review

The potential environmental impacts associated with the FY 2016-17 projects in 5-Year CIP will be considered for each individual project as part of its implementation.

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 Resolution of the Planning Commission Determining that the 5-Year Capital Improvement Plan's Fiscal Year 2016-17 Projects re Consistent with the General Plan
 - I. Exhibit A: City of Menlo Park 5-Year CIP - Projects for Consideration in Fiscal Year 2016-17

Exhibits to Be Provided at Meeting

None

Report prepared by:
Justin Murphy, Public Works Director

DRAFT RESOLUTION NO. 2016-01

**RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF MENLO PARK
DETERMINING THAT THE FIVE-YEAR CAPITAL IMPROVEMENT PLAN'S FISCAL
YEAR 2016-17 PROJECTS ARE CONSISTENT WITH THE GENERAL PLAN**

WHEREAS, the Planning Commission of the City of Menlo Park has reviewed the Fiscal Year 2016-17 projects of the Five-Year Capital Improvement Plan (CIP); and

WHEREAS, the Planning Commission has held a public meeting on this subject on May 23, 2016, having provided public notification by publishing the agenda in accordance with the Brown Act and related procedures; and

WHEREAS, the Planning Commission of the City of Menlo Park has determined that all of the current CIP projects correlate with adopted goals of the City's General Plan, as shown in the attached Exhibit A; and

NOW, THEREFORE, BE IT RESOLVED that the Planning Commission of the City of Menlo Park hereby determines that the Five-Year Capital Improvement Plan's Fiscal Year 2016-17 projects are consistent with the General Plan.

I, Arlinda Heineck, do hereby certify that the above and foregoing Resolution was duly and regularly passed and adopted by a majority of the total voting members of the Planning Commission of the City of Menlo Park at a meeting held by said Commission on the 23rd day of May, 2016, by the following vote:

AYES:	Commissioners:
NOES:	Commissioners:
ABSTAIN:	Commissioners:
ABSENT:	Commissioners:

I further certify that the foregoing copy is a true and correct copy of the original of said resolution on file in the office of the Community Development Department, City Hall, Menlo Park, California.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City this 24th day of May, 2016.

Arlinda Heineck
Community Development Director
City of Menlo Park

DRAFT PC RESOLUTION NO. 2016-01 - Exhibit A:
City of Menlo Park 5 Year CIP
Projects for Consideration in Fiscal Year 2016-17

Project Name

Project Description

<p style="text-align: center;">General Plan Reference: Goal #I-B</p> <p style="text-align: center;">To strengthen Downtown as a vital and competitive shopping area while encouraging the preservation and enhancement of Downtown's historic atmosphere and character.</p>	
Downtown Parking Utility Underground	A project study was initiated in fiscal year 2008-09 to investigate the use of Rule 20A funding for undergrounding overhead power, telephone, and cable utilities in the downtown parking plazas. PG&E has now confirmed that this project is eligible for use of Rule 20A undergrounding utilities funds. As a result, the City will begin the process of creating an underground utility district in the downtown area, in a phased approach on either side of Santa Cruz Avenue. In addition, the underground district may extend along Santa Cruz Avenue from University Avenue to Arbor Road in order to improve the usability of the sidewalks on the south side of the street.
Downtown Streetscape Improvement Project (Specific Plan)	The project will consist of planning and implementing improvements in the downtown area per the Specific Plan considering the street café program, Chestnut Paseo and Santa Cruz Avenue Sidewalk and the development of new streetscape plans. The first phase of the project proposed here will install street cafes at up to six locations and installation of the Chestnut Paseo. Both projects will include coordination with property owners and businesses, design and construction work in 2016-2017. Later phases of this project may be added in future years for the Santa Cruz Avenue Sidewalk improvements and development of new streetscape plans.
<p style="text-align: center;">General Plan Reference: Goal #I-G</p> <p style="text-align: center;">To promote the preservation of open-space lands for recreation, protection of natural resources, the production of managed resources, protection of health and safety and/or the enhancement of scenic qualities.</p>	
Climate Action Plan Implementation	The City first adopted a Climate Action Plan (CAP) in 2009, and in 2013 the City set a greenhouse gas (GHG) reduction target of 27% from 2005 levels by 2020. Annually, the City completes a greenhouse gas inventory and adopts a five-year climate action plan strategy to assess progress towards the GHG reduction target. The purpose of this project is to provide an annual funding source to continue implementation of the CAP programs and strategies.

DRAFT PC RESOLUTION NO. 2016-01 - Exhibit A:
City of Menlo Park 5 Year CIP
Projects for Consideration in Fiscal Year 2016-17

Project Name

Project Description

<p style="text-align: center;">General Plan Reference: Goal #I-G (continued)</p> <p style="text-align: center;">To promote the preservation of open-space lands for recreation, protection of natural resources, the production of managed resources, protection of health and safety and/or the enhancement of scenic qualities.</p>	
Community Zero Waste Policy	This project was identified in the Climate Action Plan's five year strategy approved in July 2011 and identified as an important project in the City Council's Work Plan for fiscal year 2016-17. Landfilled waste emits methane that is twenty times more potent than carbon dioxide emissions that contribute to climate change. A zero waste policy would provide a road map for the city to follow to reduce landfilled waste through less waste generation and recycling. This project would include community engagement and a draft policy for the City Council to consider.
Green Infrastructure Plan	As part of the new stormwater municipal regional permit, the City will be required to develop a Green Infrastructure (GI) Plan that identifies areas throughout the watershed that can be disconnected from the storm system to reduce storm runoff and improve water quality. The regulations expect this effort to span four years. During the first year, or Phase 1 of this project, the City will be required to develop and approve the GI framework. Prioritization and mapping of potential areas for GI will be required during the second year. As part of this effort, the study will require an assessment of the land uses in the watershed and a hydraulic evaluation of the City's existing stormwater system. In the third and fourth years, the GI Plan is to be finalized and submitted to the State for approval. The estimated budget is for Phase 1/Year 1. The budget for the following Phases/Years of this project will be determined following Phase 1.
<p style="text-align: center;">General Plan Reference: Goal #I-H</p> <p style="text-align: center;">To promote the development and maintenance of adequate public and quasi-public facilities and services to meet the needs of Menlo Park's residents, businesses, workers and visitors.</p>	
Arrillaga Family Recreation Center Heating, Ventilation and Air Conditionning (HVAC) System upgrade	When the Arrillaga Family Recreation Center was remodeled in 2011, a new HVAC system was installed that cooled/heated solely outside air as opposed to a more traditional recirculating system similar to those in many residential homes. The advantage of an HVAC system configured to pull air from the outside was cost and time savings during the renovation project. The decision at the time, however, came at the expense of energy efficiency and has resulted in extreme wear and tear on the cooling condensers due wide fluctuations in temperature experienced outside when compared to relatively constant indoor temperatures. This project will evaluate options to reduce the energy to control temperatures in the Recreation Center with a more efficient HVAC system and install the improvements.

DRAFT PC RESOLUTION NO. 2016-01 - Exhibit A:
City of Menlo Park 5 Year CIP
Projects for Consideration in Fiscal Year 2016-17

Project Name

Project Description

<p style="text-align: center;">General Plan Reference: Goal #I-H (continued)</p> <p style="text-align: center;">To promote the development and maintenance of adequate public and quasi-public facilities and services to meet the needs of Menlo Park's residents, businesses, workers and visitors.</p>	
Bedwell Bayfront Park Master Plan	The master plan will provide a long term vision and general development guide for the park and its facilities, including how to best protect park resources, provide quality visitor experiences, manage visitor use, and plan for future park development. The plan will also identify infrastructure needs related to the methane gas and leachate collection systems and other issues associated with managing the closed landfill.
Chrysler Pump Station Improvements	Improvements to the stormwater pump will include design and construction of upgrades to the aging equipment (may consist of pumps, motors, electrical system, heaters, fans, flap gates, generator, trash collection and filtration).
City Buildings (Minor)	As established in fiscal year 2004-05, the City contributes an annual amount to the capital improvement budget for the purpose of funding minor improvements that extend the useful life of systems and equipment in all City buildings. This budget does not provide for the replacement or significant renovation of City facilities.
Facilities Management System	This project will create an asset management system for preserving existing City facilities in order to pursue proactive, preventative maintenance instead of reacting to failures of building components, which often necessitates more expensive emergency repairs..
Gatehouse Fence Replacement	Portions of the existing Gate House fence along Ravenswood Avenue need to be replaced. Due to its intricate details, and the need to match existing, the fence is expensive to replace.
Jack Lyle Park Restrooms Construction	This project will involve engaging the neighboring community in developing a conceptual design, then constructing restrooms at Jack Lyle Park.
Park Improvements (Minor)	The first phase of this project involved engaging the neighboring community in developing a conceptual design. This year's funding will be used to construct the restrooms at Jack Lyle Park.
Parks and Recreation Master Plan Update	This project will consist of community engagement activities to get input from the public in developing an update of the Parks and Recreation Master Plan (1999) and eventually establishing priorities for the Measure T Fund for a potential third phase of bond funds in fiscal year 2017-18.

DRAFT PC RESOLUTION NO. 2016-01 - Exhibit A:
City of Menlo Park 5 Year CIP
Projects for Consideration in Fiscal Year 2016-17

Project Name

Project Description

General Plan Reference: Goal #I-H (continued) To promote the development and maintenance of adequate public and quasi-public facilities and services to meet the needs of Menlo Park's residents, businesses, workers and visitors.	
Police Radio Infrastructure Replacement	The dispatch center utilizes an extensive network of radio equipment which has a useful lifespan of 10 to 15 years. If equipment is not replaced it can malfunction, leading to a loss of communication with police officers in the field. This would lead to an enhanced level of risk to officers and a decrease in service to the community. A multi-year replacement schedule was created in 2010 by the County which stipulates equipment to be replaced based on lifespan. All costs to install include labor.
Trash Capture Device Installation	This project will install trash capture devices in storm drain inlets as required by the Municipal Regional Permit to reduce the amount of pollutants going into the Bay from high trash generating areas.
Water Main Replacement	This recurring project involves replacement and improvements to the Menlo Park Municipal Water District's distribution system. The locations of work are determined through maintenance records and as needed to support other major capital projects such as the emergency water supply project. In future years, the water main replacement schedule will be based on the Water System Master Plan, scheduled for completion in 2017.
Willow Oaks Park Restrooms	This project would design and construct restrooms at Willow Oaks Park. Work includes community engagement to identify a location and develop a conceptual design, selecting a design consultant, managing the design and construction through project completion.

DRAFT PC RESOLUTION NO. 2016-01 - Exhibit A:
City of Menlo Park 5 Year CIP
Projects for Consideration in Fiscal Year 2016-17

Project Name

Project Description

<p style="text-align: center;">General Plan Reference: Goal #II-A</p> <p style="text-align: center;">To maintain a circulation system using the Roadway Classification System that will provide for the safe and efficient movement of people and goods throughout Menlo Park for residential and commercial purposes.</p>	
Middle Avenue Bicycle and Pedestrian Rail Crossing	This project will provide a grade separated crossing through the Caltrain railway to create a pedestrian and bicycle connection and bridge the gap between east and west Menlo Park. The crossing will be located near Middle Avenue, connecting Alma Street near Burgess Park to El Camino Real at the proposed open space plaza as identified in the El Camino Real/Downtown Specific Plan. The long crossing distances make traversing the street inconvenient and this crossing would improve connectivity for neighborhoods on both sides of the Caltrain tracks with City amenities, schools, and access to public transit and Downtown Menlo Park. The project would expand on the undercrossing study completed in fiscal year 2007-08 where the preferred Middle Avenue crossing location was selected. This project would develop preliminary design alternatives, seek community feedback around a preferred alternative, and complete environmental clearance.
Street Resurfacing	This ongoing project will include the detailed design and selection of streets to be resurfaced throughout the City during the fiscal year. This project will utilize the City's Pavement Management System (PMS) to assess the condition of existing streets and assist in the selection process.
<p style="text-align: center;">General Plan Reference: Goal #II-E</p> <p style="text-align: center;">To promote walking as a commute alternative and for short trips</p>	
Santa Cruz Avenue Sidewalks Implementation	In March 2015, the City Council identified a preferred design concept for Santa Cruz Avenue between Johnson Street and Olive Street. This project will fund construction of sidewalks and crosswalk improvements. Work includes additional storm drain improvements, property drainage, street lighting and striping.
Sidewalk Repair Program	This ongoing project consists of removing hazardous sidewalk offsets and replacing sidewalk sections that have been damaged by City tree roots in order to eliminate trip hazards.
Transportation Master Plan	The development of a Transportation Master Plan would allow the City to identify and prioritize transportation infrastructure investments to overcome existing barriers and identify safe multi-modal routes to key destinations in the City. The Plan would build on and ultimately supplant the 2005 Comprehensive Bicycle Development Plan and the 2009 Sidewalk Master Plan. The Plan was identified in the City's revised Circulation Element as part of the ConnectMenlo General Plan Update.