



REGULAR MEETING AGENDA

Date: 6/6/2016
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 May 9, 2016 Planning Commission meeting. ([Attachment](#))

E2. Architectural Control/City of Menlo Park/701 Laurel Street:
Request for architectural control to remove an existing 60-foot tall lattice tower antenna and replace it with a 120-foot tall monopole antenna for Police and Public Works transmissions located adjacent to the Police Department building in the PF (Public Facilities) zoning district. ([Staff Report #16-041-PC](#))

F. Public Hearing

F1. Use Permit/Chris Anderson/269 Santa Margarita Avenue:
Request for a use permit to remodel and add a second floor to an existing nonconforming single-story, single-family residence on a substandard lot with regard to lot width in the R-1-U (Single-Family Urban) zoning district. The proposed work would exceed 50 percent of the existing replacement value in a 12-month period and requires approval of a use permit by the Planning Commission. The expansion would also exceed 50 percent of the existing floor area, and is considered equivalent to a new structure. ([Staff Report #16-042-PC](#))

- F2. Use Permit/Muhammed Causevic/1034 Oakland Avenue:
Request for a use permit to partially demolish, remodel, and add a second story addition to an existing nonconforming single-story, single-family residence on a substandard lot with regard to lot area and lot width in the R-1-U (Single-Family Urban) zoning district. The proposed expansion and remodeling would exceed 50 percent of the existing replacement value in a 12-month period. The proposal would also exceed 50 percent of the existing floor area and is considered equivalent to a new structure. ([Staff Report #16-043-PC](#))
- F3. Use Permit/Steven MacKay and Anna Muelling/822 College Avenue:
Request for a use permit revision for a second floor addition to an existing two-story residence on a substandard lot with regard to lot width in the R-1-U (Single Family Urban) zoning district. ([Staff Report #16-044-PC](#))
- F4. Use Permit/Jessica Sin/117 O'Keefe Street:
Request for a use permit to construct an addition to and remodel an existing single-story, nonconforming structure in the R-1-U (Single-Family Urban Residential) zoning district. The value of the work would exceed 75 percent of the replacement value of the existing structure. ([Staff Report #16-045-PC](#))
- F5. Use Permit and Architectural Control/DES Architects + Engineers/1530 O'Brien Drive:
Request for a use permit to expand second-story office space within an existing research and development (R&D) and office building in the M-2 (General Industrial) zoning district. In addition, a request for architectural control for the addition of a door and window glazing on the eastern facade of the building. ([Staff Report #16-046-PC](#))
- F6. Use Permit/Facebook, Inc./923-925 Hamilton Avenue: Request for a use permit for the conversion of an existing research and development building into medical and dental offices associated with nearby multi-building office use. The site is nonconforming with regard to parking and the conversion would also include general office and employee amenity spaces within the building. The existing building is located in the M-2 (General Industrial) zoning district. ([Staff Report #16-047-PC](#))

G. Regular Business

- G1. Selection of an Alternate Vice Chair for Agenda Items Relating to ConnectMenlo and Facebook ([Staff Report #16-048-PC](#))

H. Informational Items

- H1. Future Planning Commission Meeting Schedule – The upcoming Planning Commission meetings are listed here, for reference. No action will be taken on the meeting schedule, although individual Commissioners may notify staff of planned absences.
- Regular Meeting: June 20, 2016
 - Regular Meeting: July 11, 2016
 - Regular Meeting: July 25, 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: 6/1/16)

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: 5/9/2016

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 7:02 p.m.

B. Roll Call

Present: Andrew Barnes, Drew Combs, Susan Goodhue, Larry Kahle, John Onken (Chair), Henry Riggs, Katherine Strehl (Vice Chair – arrived at 7:04 p.m.)

Absent: None

Staff: Thomas Rogers, Principal Planner; Jean Lin, Senior Planner; Corinna Sandmeier, Associate Planner; Kaitlin Meador, Associate Planner; Sunny Chao, Assistant Planner; Yesenia Jimenez, Associate Planner

C. Reports and Announcements

Principal Planner Rogers introduced Kaitlin Meador and Yesenia Jimenez, Associate Planners. He reported that on May 3, the City Council received an information item on the schedule for the Facebook Campus expansion project. He said the Council also considered the El Camino Real Corridor Study, which was looking at bicycle lanes on El Camino Real. He said the Council directed that a plan for bicycle improvements along El Camino Real be developed but deferred immediate action on that to proceed most immediately on an east-west network around Oak Grove and University Avenues. He said the Planning Division would bring an extension of the secondary dwelling unity accessory building conversion, which was set to expire this year, for the Council to consider at their May 17 meeting.

D. Public Comment

- Doug Marks, Menlo Park, noted he and his wife had concerns about the approval process for residential development permits on substandard parcels. He said 95% of the properties on Olive Street were nonstandard because of the lot width. He suggested that when substandard lots were the norm that they should be treated as standard. He said a process was needed to remove the current subjective, unpredictable and arbitrary neighbor input that took up time and expense and damaged neighbor relationships. He said applicants needed to know the rules from the start and neighbors needed to understand what could rightfully be built, and suggested the City have more definitive rules.

E. Consent Calendar

- E1. Approval of minutes from the March 21, 2016 Planning Commission meeting. ([Attachment](#))

ACTION: Motion and second (Onken/Strehl) to approve the minutes with the following edits; passes 5-0-2 with Commissioners Barnes and Riggs abstaining.

- Page 1, under “Roll Call”: Replace “(Vice Chair)” with “(Vice Chair – arrived 7:30 p.m.)”
- Page 10, 2nd paragraph from the bottom, 1st sentence: Delete “...on the project” at the end of the first sentence.

- E2. Approval of minutes from the April 11, 2016 Planning Commission meeting. ([Attachment](#))

ACTION: Motion and second (Onken/Strehl) to approve the minutes as submitted; passes 5-0-2 with Commissioners Barnes and Riggs abstaining.

Commissioner Riggs requested full size renderings for future architectural control items on the consent calendar.

- E3. Architectural Control/R. Tod Spieker/825 Menlo Avenue:

Request for architectural control to modify the exterior of an existing multi-family residential building in the SP-ECR/D (El Camino Real/Downtown Specific Plan) zoning district. The revisions would not affect the gross floor area or the number of units, but would include the replacement of existing stair and balcony railings with new steel railings, replacement of existing railings on street-facing balconies with new glass railings, replacement of board and batten siding with horizontal lap siding on front wall, replacement of pool fencing with steel and glass railings, addition of a wood belly band, addition of stone veneer over the first floor chimney and existing brick facade, and new paint. ([Staff Report #16-030-PC](#))

ACTION: Motion and second (Riggs/Strehl) to approve the item as recommended in the staff report; passes 7-0.

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. The project is categorically exempt under Class 1 (Section 15301, “Existing Facilities”) of the current CEQA Guidelines.
 - b. Relevant mitigation measures have been incorporated into the project through the Mitigation Monitoring and Reporting Program (Attachment F), which is approved as part of this finding.
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 E).

3. Approve the architectural control subject to the following **standard** conditions:

- a. Development of the project shall be substantially in conformance with the plans provided by Edwin Bruce Associates, consisting of nine plan sheets, dated received April 22, 2016, and approved by the Planning Commission on May 9, 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, Recology, 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. 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.
- e. Heritage trees in the vicinity of the construction project shall be protected pursuant to the Heritage Tree Ordinance.

E4. Architectural Control/Greg Warner/1149 Chestnut Street:

Request for architectural control to modify the exterior of an existing two-story commercial building in the SP-ECR/D (El Camino Real/Downtown Specific Plan) zoning district. The building would be comprehensively updated with stained wood and standing seam metal cladding, metal roof screen, and a new color scheme. The existing first and second floors would be reconfigured to incorporate a major building modulation inset on the west elevation (facing the parking plaza), but the gross floor area for the building would not increase as part of the project. ([Staff Report #16-031-PC](#))

ACTION: Motion and second (Riggs/Strehl) to approve the item as recommended in the staff report; passes 7-0.

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. The project is categorically exempt under Class 1 (Section 15301, "Existing Facilities") of the current CEQA Guidelines.
 - b. Relevant mitigation measures have been incorporated into the project through the Mitigation Monitoring and Reporting Program (Attachment F), which is approved as part of this finding.
 - c. Upon completion of project improvements, the Specific Plan Maximum Allowable Development will be adjusted by negative 521 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 E).
3. Approve the architectural control subject to the following **standard** conditions:
 - a. Development of the project shall be substantially in conformance with the plans provided by Walker Warner Architects, consisting of 22 plan sheets, dated received May 4, 2016, and approved by the Planning Commission on May 9, 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, Recology, 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. 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.
- e. Prior to commencing any construction activities in the public right-of-way or public easements, including, but not limited to, installation of the proposed canopy and fenestration treatments over the public sidewalk, the applicant shall obtain an encroachment permit for review and approval of the Engineering Division.
- f. Heritage trees in the vicinity of the construction project shall be protected pursuant to the Heritage Tree Ordinance.

F. Public Hearing

F1. Use Permit/Hilary Hubbard/1360 Delfino Way:

Request for a use permit to remodel and add a second story to an existing nonconforming single-story, single-family residence in the R-1-U (Single-Family Urban) zoning district. The proposed work would exceed 50 percent of the existing replacement value in a 12-month period. ([Staff Report #16-032-PC](#))

Staff Comment: Associate Planner Meador said there were no changes to the staff report.

Questions of Staff: Commissioner Kahle said he thought an application's required survey needed to show adjacent structures as a minimum under City regulations; he said that some of the applications on the agenda did not do that. Principal Planner Rogers said the general survey focused on the subject parcel. He said an area plan that provided estimates of distance to adjacent structure was required for planning applications.

Applicant Presentation: Ms. Hilary Hubbard said she was the project architect for the project. She said the residence had been built in 1962 and there were two nonconforming walls; one was the front wall and intruded into the setback three and half inches; the second was the garage wall and intruded four-inches into the setback. She said that they were not doing any work in the setback. She said it would be a great hardship for the property owners to have to tear down the two nonconforming walls and rebuild them. She said they were remodeling the existing living and dining rooms, and constructing a second story, which would be well outside the front yard setback.

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

Commission Comment: Chair Onken said the second-story addition was sensitive to the one-story homes in the neighborhood and that the existing nonconforming walls were not creating a problem.

Commissioner Combs said he had visited the neighborhood and noted there were some two-story homes but mostly one-story, and expressed his appreciation for the applicants' restraint in their second story design.

Commissioner Kahle said he did not have an issue continuing the nonconforming walls. He said found the massing of the second story to one side unbalanced and the style mixed. He said the first floor room wrapping around the corner looked awkward. He said he was having a hard time

supporting the project as he thought it could be better.

Commissioner Riggs said he had come to like the rear elevation and had no problem with the side elevation especially where the first and second floor shared a common wall. He said the asymmetrical massing could be resolved. He said he agreed with Commissioner Kahle that the wraparound roof felt awkward.

Commissioner Combs moved to approve as recommended in the staff report. Commissioner Goodhue seconded the motion.

ACTION: Motion and second (Combs/Goodhue) to approve the item as recommended in the staff report; passes 4-3 with Commissioners Kahle, Onken, and Riggs opposed

1. Make a finding that the project is categorically exempt under Class 1 (Section 15301, "Existing Facilities") of the current CEQA Guidelines.
2. Make findings, as per Section 16.82.030 of the Zoning Ordinance pertaining to the granting of use permits, that the proposed use will not be detrimental to the health, safety, morals, comfort and general welfare of the persons residing or working in the neighborhood of such proposed use, and will not be detrimental to property and improvements in the neighborhood or the general welfare of the City.
3. Approve the use permit subject to the following **standard** conditions:
 - a. Development of the project shall be substantially in conformance with the plans prepared by Hubbard Godfrey Architects Inc., consisting of 17 plan sheets, dated received on April 13, 2016, and approved by the Planning Commission on May 9, 2016, except as modified by the conditions contained herein, subject to review and approval by the Planning Division.
 - b. Prior to building permit issuance, the applicants shall comply with all Sanitary District, Menlo Park Fire Protection District, and utility companies' regulations that are directly applicable to the project.
 - c. Prior to building permit issuance, the applicants shall comply with all requirements of the Building Division, Engineering Division, and Transportation Division that are directly applicable to the project.
 - d. Prior to building permit issuance, the applicant shall submit a plan for any new utility installations or upgrades for review and approval by the Planning, Engineering and Building Divisions. All utility equipment that is installed outside of a building and that cannot be placed underground shall be properly screened by landscaping. The plan shall show exact locations of all meters, back flow prevention devices, transformers, junction boxes, relay boxes, and other equipment boxes.
 - e. Simultaneous with the submittal of a complete building permit application, the applicant shall submit plans indicating that the applicant shall remove and replace any damaged and significantly worn sections of frontage improvements. The plans shall be submitted for review and approval of the Engineering Division.
 - f. Simultaneous with the submittal of a complete building permit application, the applicant shall submit a Grading and Drainage Plan for review and approval of the Engineering

Division. The Grading and Drainage Plan shall be approved prior to the issuance of grading, demolition or building permits.

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

F2. Use Permit/Roger Kohler/317 Yale Road:

Request for a use permit to demolish an existing single-story, single-family residence and accessory buildings and construct a new two-story, single-family residence on a substandard lot with regard to lot width in the R-1-U (Single-Family Urban) zoning district. The proposal also includes the removal of a heritage holly tree on the middle-right side of the property. ([Staff Report #16-033-PC](#))

Staff Comment: Associate Planner Sandmeier said a revised map showing 317 Yale Road correctly had been distributed.

Applicant Presentation: Mr. Roger Kohler, project architect, said the property owner met and left messages with neighbors including adjacent neighbors. He said they have tried to comply with the guidelines of Menlo Park and had set back the second story.

Commissioner Kahle said the streetscape on second sheet and the house did not match the elevation on A6. Mr. Kohler reviewed and said Commissioner Kahle was correct.

Chair Onken asked if a formal amendment was needed. Associate Planner Sandmeier said that it was noted. Mr. Kohler said the plans would be amended.

Commissioner Strehl asked if the property owner would live in the home. Mr. Kohler said the property owner could not attend tonight's meeting due to a death in the family. Mr. Kohler said he thought the owner would not live in the home.

Commissioner Kahle said the garage doors looked about 10-feet tall, and asked if the doors could be smaller or if the roof line could be extended to minimize the appearance of the garage doors. Mr. Kohler said they could do both and it was a good suggestion.

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

Commission Comment: Chair Onken noted there were a lot of different style and sized homes in this area.

Commissioner Kahle said the house was nicely designed. He said he liked the materials and that the clay tile roof was two-piece rather than one piece. He said his only suggestion was to reduce the garage door size and minimize the height of the doors in some way.

Commissioner Strehl said she was concerned about the parking as there were seven bedrooms and only two garage parking spaces. She said it was a very big house for the neighborhood, and had concerns with how it would fit with the rest of the neighborhood.

Chair Onken said the lot was fairly deep and the home was fairly tight to the front setback with a driveway that would probably accommodate two cars plus the garage spaces. He said the house

would not suffer from being moved back on the lot so it was more in line with the adjacent houses.

Commissioner Combs asked if basement square footage factored into parking requirements. Associate Planner Sandmeier said single-family residential development required two off-street parking spaces and its parking requirement was not based on square footage.

Commissioner Goodhue said she had noted the number of bedrooms and bathrooms but also noted the height of the home was well below 28 feet. She agreed with Chair Onken that it would be good if the applicant could move the home back on the lot so it was more in line with the neighbors' homes.

Mr. Kohler said he could increase the front setback. Chair Onken said it appeared this project was about seven feet in front of the neighboring garage. Mr. Kohler said he thought it was about 9 or 10 feet and would push this house back so it was aligned with the edge of the neighboring house.

Chair Onken moved to approve with modifications to have the house pushed back on the site plan roughly 7 feet to align with 309 Yale Road and reduce the front garage door height and extend the roof line. Commissioner Kahle seconded the motion. Principal Planner Rogers asked if the Commission wanted to see the revised design again or the revisions would be subject to staff review and approval. Chair Onken indicated that staff review and approval would be sufficient.

ACTION: Motion and second (Onken/Kahle) to approve the item with the following modifications; passes 7-0.

1. Make a finding that the project is categorically exempt under Class 3 (Section 15303, "New Construction or Conversion of Small Structures") of the current CEQA Guidelines.
2. Make findings, as per Section 16.82.030 of the Zoning Ordinance pertaining to the granting of use permits, that the proposed use will not be detrimental to the health, safety, morals, comfort and general welfare of the persons residing or working in the neighborhood of such proposed use, and will not be detrimental to property and improvements in the neighborhood or the general welfare of the City.
3. Approve the use permit subject to the following **standard** conditions:
 - a. Development of the project shall be substantially in conformance with the plans prepared by Kohler Associates Architects consisting of 11 plan sheets, dated received April 20, 2016, and approved by the Planning Commission on May 9, 2016, except as modified by the conditions contained herein, subject to review and approval by the Planning Division.
 - b. Prior to building permit issuance, the applicants shall comply with all Sanitary District, Menlo Park Fire Protection District, and utility companies' regulations that are directly applicable to the project.
 - c. Prior to building permit issuance, the applicants shall comply with all requirements of the Building Division, Engineering Division, and Transportation Division that are directly applicable to the project.

- d. Prior to building permit issuance, the applicant shall submit a plan for any new utility installations or upgrades for review and approval by the Planning, Engineering and Building Divisions. All utility equipment that is installed outside of a building and that cannot be placed underground shall be properly screened by landscaping. The plan shall show exact locations of all meters, back flow prevention devices, transformers, junction boxes, relay boxes, and other equipment boxes.
- e. Simultaneous with the submittal of a complete building permit application, the applicant shall submit plans indicating that the applicant shall remove and replace any damaged and significantly worn sections of frontage improvements. The plans shall be submitted for review and approval of the Engineering Division.
- f. Simultaneous with the submittal of a complete building permit application, the applicant shall submit a Grading and Drainage Plan for review and approval of the Engineering Division. The Grading and Drainage Plan shall be approved prior to the issuance of grading, demolition or building permits.
- g. Heritage and street trees in the vicinity of the construction project shall be protected pursuant to the arborist report by Kevin Kielty Arborist Services LLC, dated received March 23, 2016.

4. Approve the use permit subject to the following project-specific conditions:

- a. Simultaneous with the submittal of a complete building permit application, the applicant shall submit a revised design that increases the extent of the roof eave over the garage and reduces the height of the garage door with the objective of reducing the prominence of the garage. The revised design shall be subject to review and approval of the Planning Division.**
- b. Simultaneous with the submittal of a complete building permit application, the applicant shall submit revised site and area plans that show the proposed residence pushed back approximately seven feet to align with the front of 309 Yale Road, subject to review and approval of the Planning Division.**

F3. Use Permit/Sally and Barry Karlin/624 Olive Street:

Request for a use permit to demolish an existing single-story, single-family residence and construct a new two-story, single-family residence on a substandard lot with regard to lot width in the R-1-S (Single-Family Suburban) zoning district. ([Staff Report #16-034-PC](#))

Staff Comment: Assistant Planner Chao distributed a revised condition 4.a increasing landscaping from 10 to 11 *Pittosporum tenuifolium* trees. She said staff had received a comment letter from Kevin Harris and Nancy Cox at 1060 Olive Street regarding their concern with the front alignment of the proposed house.

Applicant Presentation: Mr. Barry Karlin introduced his wife Sally Karlin. He said they had previously lived in Menlo Park, and now that they were retiring wanted to relocate here. He said they spent a great deal of time doing due diligence looking at the neighborhood and styles. He said they decided on a classic style of home. He said they met with six of their contiguous

neighbors, four of whom liked the proposal. He said one of the other neighbors had privacy concerns that were resolved with tall hedges around the perimeter to provide screening. He said the sixth neighbor whose friends had written today's letters had concerns which they had tried to address.

Ms. Sally Karlin said they looked forward to moving back to Menlo Park. She said they tried to design the home thoughtfully, noting her background in architectural interiors and design. She said there were many different styles on Olive Street including new and older homes, one-story, two-story homes, homes with large setbacks and those with smaller setbacks, homes with different heights and different styles.

Commissioner Strehl asked if there was consideration to increase the front setback.

Mr. Gary McClure, project manager, Jim Maliksi and Associates, provided the Commission with landscape plans, which he said addressed the privacy concerns. He said in response to the adjacent neighbor's concerns they moved the house back three feet and reduced the chimney height. He said earlier in response to Planner Chao's comments they had raised the sill heights of most of the windows on the second story facing the neighbor on the right. He said the house was set a bit further in front of the adjacent neighbor's home but was only the one-story portion of the porch. He said the porch was a nice transition element to the main structure of the house and it was open on all sides. He said the garage was 32 feet back from the property line. He said the original house was 39 feet back from the property line. He said the garage was one story. He said the second story massing was set back at 40 feet from the front property line. He said the applicants wanted to keep the backyard for their use.

Commissioner Kahle asked why they decided to move the house back three feet. Mr. McClure said some of the concern was the flowering cherry tree. Ms. Karlin said the neighbor on the right had concerns whether they had adequate parking. She said moving the house back three feet would allow for two cars to be parked in the garage and four in the driveway.

Chair Onken opened the public hearing.

Public Comment:

- Nancy Cox, Menlo Park, said her home was five houses away from the proposed project. She said many of the lots were substandard on Olive Street and that allowed for a process that included neighbor input. She said most homes on that street with second stories have the second story at fifty feet back from the front property line. She said her concerns were massing, height, the second story and the number of bedrooms on that floor. She said she would like a design that was more restrained.
- Jim Crowley, Menlo Park, said he and his wife Lou's home was located three homes east of the subject property. He said the substandard lots on Olive Street were never intended for massive structures as the lots were narrow. He said people who wanted to build large homes on substandard lots needed to work with neighbors to ensure there were no negative impacts to the neighbors. He said the front of the proposed project was significantly out of line with the neighborhood. He said the appearance of massing due to the second story height and narrow

width was detrimental to the neighborhood. He said the view from the front living spaces of adjacent neighbors would be the side of a two-story structure; sunlight into the front living spaces would be altered significantly in the morning or afternoon depending upon which side one's house was located. He said he did not question that everything in the plans was to code, but the concerns of adjacent neighbors needed to be taken seriously and compromises found. He requested that the Commission not approve the project as currently proposed and address neighbors' concerns.

- Maurice Schlumberger, neighbor, said he reviewed the plans to see what the proposed project would look like from the street and from his living room. He said the home was too big. He showed some photographs of the street and his home in relation to the proposed project. He said moving the home back three feet helped but was not enough. He said the home was too big and out of alignment with the other homes.
- Marianne Schlumberger, neighbor, said she and her husband lived in Menlo Park because of the trees, the gardens and the beauty of it. She said it was strange that people retiring would build a home with so many bedrooms. She said having a wall to view upset her when she had chosen to live in a beautiful place.
- Kevin Harris, neighbor, said the Schlumbergers' light and view would be destroyed by the proposed project. He said he hoped the Commission would support lessening the obtrusiveness of the home located as it was forward on the lot and lessening the heavy massing on the second story.
- Caitlin Darke, neighbor, said she lived behind the proposed house and her sister lived nearby. She said they grew up in Menlo Park and said it was the most desirable area in the Bay area and Silicon Valley. She said that she did not expect things to stay status quo as people wanted bigger houses than they had years ago. She said her home was one-story and had two-story homes on either side. She said she planted beautiful lemon trees and rosebushes which was her view from her dining room. She said the proposal was a very well designed home and thought the property owners' should be able to develop their investment.

Chair Onken closed the public hearing.

Commission Comment: Chair Onken said how many bedrooms a person should have or deserved was not a consideration in his opinion. He said they see applications with large basements which he finds personally big and pointless but people have a right to build them. He noted the renderings done by the neighbor on what the neighbor thought the house would look. He said they should not rely on the accuracy of those renderings in their consideration of the project.

Commissioner Kahle said the alignment of the front of the home seemed to be the main contention with neighbors. He asked if the applicants would consider moving it back further; he noted that it was a very well designed home.

Mr. Karlin said they would be willing to push the home back further in the spirit of compromise.

Chair Onken said it sounded like aligning the home more with the neighborhood pattern would benefit everybody without being a great detriment to the applicants' backyard. He said the

proposed second story was definitely subordinate in size to the ground floor.

Commissioner Strehl said she concurred with the comments made by Commissioners Kahle and Onken. She said stepping the home back more would make it more in line with the homes adjacent to it on either side.

Commissioner Kahle said it was a very well designed house and he thought it would be a very nice addition to the neighborhood. He said regarding height that the first floor was tall at 10-feet but the second story was only eight feet and that helped reduce the massing. He said he was not sure about the boxed out turret on the second floor but thought it was part of the style. He said the landscape plan showed planting on the side which he thought would help. He said they often see less distance between structures and what this had was generous. He said moving the house back would make the project very approvable.

Chair Onken said he liked the feature that Commissioner Kahle was questioning.

Commissioner Riggs said the design was well-massed and detailed with a 10-foot first floor plate height that would almost fill out the daylight plane but was within code. He said the roof had 30 different ridges and valleys; he said it was complicated and deserved more thought. He said overall he appreciated the architecture. He said the right hand chimney was shorter than it would have been traditionally and he thought the project would look better with another 18-inches added to the chimney.

Commissioner Combs asked about the number of substandard lots in the City. Principal Planner Rogers said there were some neighborhoods in which all the lots were substandard. He said historically there had been efforts to do things differently, with one change being overturned by referendum. He said another ordinance adopted by City Council was then overturned by the next incoming City Council. He said the ordinance being used has been in place for at least 10 years and the current City Council did not seem to have an interest in revisiting the topic in the near term. Commissioner Combs said he could support the project, with or without the additional 18-inches to the chimney, with efforts made to compromise by pushing the structure back further on the lot. He said that would lead to more harmonious relations with neighbors in the future.

Commissioner Riggs noted a deep window seat on the right side elevation near the property line that would have a view onto the adjacent property. He asked if this had been discussed with the neighbor. Associate Planner Chao confirmed with him that he was talking about the boxed out window on the right. She said she did not recall any discussion with the adjacent neighbor to the right and the applicants about privacy concerns with that window specifically; she said the main privacy concern had come from the neighbors to the rear of the subject property.

Mr. McClure said they had raised window sills as that neighbor's main concern was privacy. He said the setback of the box out window was 11-feet eight-inches. He said he was not sure what view it would have of the neighbor's home.

Mr. Jim Maliksi, architect, said that window was an egress window so they could not raise it more than 40-inches off the floor. He said they added more set back on that side for the window.

Commissioner Riggs said the window had a two-foot six-inch sill height and that was to meet not

an egress requirement but was done for the comfort to sit in the window and look out. He said he liked the boxed window from the interior and the exterior but it could impact privacy.

Chair Onken said in summary there were smaller comments about the windows and the larger conversation was about moving the house back on the lot. He said he did not know that the Commission could mandate how far to move the house back and suggested it might be better to continue the project so that could be studied. Mr. Maliksi said the house could be moved back another three feet. Chair Onken said eight-feet had been mentioned as that would make the front compliant with the neighbors' front.

Commissioner Riggs asked if the project was continued and had to be noticed again whether it would be possible to bring it back within four weeks to the Commission. Principal Planner Rogers said staff capacity was a factor, and based on the current draft agendas for June he thought it would be July before the project could return at the earliest.

Mr. Maliksi said the request was to push the house back and it was not to change the design. He suggested they could agree on a distance, which he thought could be a condition of approval.

Commissioner Onken said if they wanted to agree on a distance, he would be comfortable with that.

Commissioner Combs said if the goal was to push the house back so it would be in line with neighboring houses he did not think a continuance was necessary.

Commissioner Strehl asked the applicant how far back he was willing to move the home without compromising the plans.

Mr. McClure said the front porch was 99 percent an open structure. He said the garage was set back 32 feet and the existing house was set back 39 feet. Mr. Karlin said they wanted to have a backyard but they were willing to do what was needed to speed up the process. He said that they could support moving the garage back to where the existing house fronted the lot now. He said the most and worst case scenario would be to move it back seven feet the same as the existing house. He said he would prefer less. He said they would look at the window that was discussed and do whatever was needed so there was no privacy issue.

Mr. McClure said in response to Commissioner Kahle's request for clarity that the idea was to move the garage currently at 32 feet from the front property line back another seven feet to where the current home was located from the front property line.

Commissioner Kahle said he agreed that the chimney could be taller but it seemed it had already been dropped down and was an issue of contention so he was leery of making that change. He said regarding the side window that the minimum egress was three-foot eight-inches with 44-inches clear and suggested that getting it as close to the stock window size would be useful. He said since the window had not been a topic of concern in neighbors' letters that he was reluctant to take it further. He said he did not think the project should be continued.

Commissioner Kahle moved to approve the use permit request for 624 Olive Street with the modification to have the house shifted back an additional seven feet from its current 23-foot two-inch setback and the bay window on the side be raised to the minimum egress requirement.

Commissioner Strehl seconded the motion.

ACTION: Motion and second (Kahle/Strehl) to approve the item with the following modifications; passes 7-0.

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 J Maliksi and Associates consisting of sixteen plan sheets, dated received April 25, 2016, and approved by the Planning Commission on May 9, 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 Mayne Tree Expert Company, Incorporated revised March 9, 2016.

4. Approve the use permit subject to the following **project-specific** conditions:
 - a. Simultaneous with the submittal of a complete building permit application, the applicant shall submit revised plans with landscape screening to include ~~ten~~ **eleven** new five-gallon Pittosporum tenuifolium trees along the rear property line, subject to the review and approval of the Planning Division
 - b. Simultaneous with the submittal of a complete building permit application, the applicant shall submit revised plans that set back the proposed house an additional seven feet from the proposed front setback of 23 feet and two inches, setting the front porch of the house 30 feet and two inches from the front property line, subject to review and approval of the Planning Division.**
 - c. Simultaneous with the submittal of a complete building permit application, the applicant shall submit revised plans that raise the proposed sill height for the box-out bay window on the right elevation of the proposed house to three feet and eight inches, subject to review and approval of the Planning Division.**

- F4. Use Permit/Ohashi Design Studio/1220 Bay Laurel Drive:
Request for a use permit to demolish an existing single-story, single-family residence and construct a new two-story, single-family residence with basement on a substandard lot with regard to lot width in the R-1-S (Single-Family Suburban Residential) zoning district. The project includes a request to remove a heritage Canary Island palm tree in the left side yard. ([Staff Report #16-035-PC](#))

Staff Comment: Associate Planner Jimenez said staff had no additions to the written report.

Applicant Presentation: Mr. Mahesh Chukkapali said he lived in the home for several years to get a sense of the neighborhood and how best to redevelop the parcel. He said he worked with his architect to create a home that would reduce the carbon footprint and serve the needs of his expanding family.

Mr. Brandin Roat, Ohashi Studio Design, presented a video rendering of the proposed project.

Commissioner Kahle asked about the second story balcony as it was open on one side next to an adjacent house and about privacy. Mr. Chukkapali said he had spoken with the neighbor to the rear. He said they were lucky to have a thick forest of trees. Commissioner Kahle said he was talking about the home on Santa Rita. Mr. Chukkapali said there was a huge redwood that provided screening and the backyard of the adjacent home was far from the balcony.

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

Commission Comment: Commissioner Kahle said his concern was the screening between the second floor balcony and 300 Santa Rita Avenue. Mr. Chukkapali said there were trees on the neighbor's side so big that there was no need for any on his side but they would work with the landscape architect to provide best screening. He noted there was a requirement that the balcony be 20-feet away from the neighbor's yard.

Commissioner Kahle said it was a beautifully designed home and his only concern was the second second-story deck and its impact on the neighbor at 300 Santa Rita.

Commissioner Goodhue said six small trees would be removed per the staff report on the left side. She said the plan was to plant a Gingko Bilbao tree on the left side to screen. She said they were very slow growing trees.

Mr. Chukkapali said it was not for screening but because it was beautiful. He said neighbors had very tall trees on their side. He said there was so much foliage on that side that he had learned to not plant anything there that needed sun.

Commissioner Combs said there was lots of foliage and trees on that side of the house. He said the applicant had indicated he had spent time to understand the neighborhood but the house did not seem to reflect that as it was a very modern design and there were no modern homes on that section of Bay Laurel. Mr. Chukkapali said there was a home on San Mateo Drive he asked his architect to look at and pull elements from for this design.

Chair Onken suggested using materials to screen the deck on the open side that would maintain that sense of openness. He moved to approve with a modification to have the applicant revise the side elevation with something more permanent than the neighbors' trees to protect neighbor privacy. Commissioner Kahle seconded the motion.

Commissioner Riggs said the proposed design was not in scale with the neighborhood but it was admirably resolved and the architecture was consistent.

Principal Planner Rogers confirmed with Chair Onken that the applicant would work with staff on the additional left side elevation proposal that would then be sent to the Commission by email, and reviewed that process with the Commission.

ACTION: Motion and second (Onken/Kahle) to approve the item with the following modification; passes 7-0.

1. Make a finding that the project is categorically exempt under Class 3 (Section 15303, "New Construction or Conversion of Small Structures") of the current CEQA Guidelines.
2. Make findings, as per Section 16.82.030 of the Zoning Ordinance pertaining to the granting of use permits, that the proposed use will not be detrimental to the health, safety, morals, comfort and general welfare of the persons residing or working in the neighborhood of such proposed use, and will not be detrimental to property and improvements in the neighborhood or the general welfare of the City.
3. Approve the use permit subject to the following **standard** conditions:
 - a. Development of the project shall be substantially in conformance with the plans prepared by Ohashi Design Studio, consisting of 20 plan sheets, dated and received on April 28, 2016, and approved by the Planning Commission on May 9, 2016, except as modified by the conditions contained herein, subject to review and approval by the Planning Division.

- b. Prior to building permit issuance, the applicants shall comply with all Sanitary District, Menlo Park Fire Protection District, and utility companies' regulations that are directly applicable to the project.
- c. Prior to building permit issuance, the applicants shall comply with all requirements of the Building Division, Engineering Division, and Transportation Division that are directly applicable to the project.
- d. Prior to building permit issuance, the applicant shall submit a plan for any new utility installations or upgrades for review and approval by the Planning, Engineering and Building Divisions. All utility equipment that is installed outside of a building and that cannot be placed underground shall be properly screened by landscaping. The plan shall show exact locations of all meters, back flow prevention devices, transformers, junction boxes, relay boxes, and other equipment boxes.
- e. Simultaneous with the submittal of a complete building permit application, the applicant shall submit plans indicating that the applicant shall remove and replace any damaged and significantly worn sections of frontage improvements. The plans shall be submitted for review and approval of the Engineering Division.
- f. Simultaneous with the submittal of a complete building permit application, the applicant shall submit a Grading and Drainage Plan for review and approval of the Engineering Division. The Grading and Drainage Plan shall be approved prior to the issuance of grading, demolition or building permits.
- g. Heritage trees in the vicinity of the construction project shall be protected pursuant to the Heritage Tree Ordinance

4. Approve the use permit subject to the following project-specific condition:

- a. Simultaneous with the submittal of a complete building permit application, the applicant shall submit revised plans modifying the second floor balcony at the rear of the residence, which shall have the objective of providing screening views to the adjacent parcel at 300 Santa Rita Avenue on the left side of the subject property. The revised plans shall be subject to the review and approval of the Planning Division. The Planning Commission shall be notified by email of this action, and any Commissioner may request that the Planning Division's approval of the revised elevation may be considered at the next Planning Commission meeting. The revised elevation shall be fully approved prior to the issuance of the overall building permit.***

G. Regular Business

- G1. Selection of Planning Commission Chair and Vice Chair for May 2016 through April 2017 ([Staff Report #16-036-PC](#)).

ACTION: Motion and second (Kahle/ Onken) to select Katherine Strehl as Chair and Andrew Combs as Vice Chair; passes 7-0.

H. Informational Items

H1. Future Planning Commission Meeting Schedule

- Regular Meeting: May 23, 2016
- Regular Meeting: June 6, 2016
- Regular Meeting: June 20, 2016

Commissioner Strehl noted that she would not be able to attend the June 20 meeting. Principal Planner Rogers said that Commissioner Combs had been advised by the City Attorney that he should not attend the same meeting due to a conflict of interest, and indicated that selecting a Commissioner to Chair that meeting would be on the next agenda.

I. **Adjournment**

Chair Onken adjourned the meeting at 9:01 p.m.

Staff Liaison: Thomas Rogers, Principal Planner

Recording Secretary: Brenda Bennett



STAFF REPORT

Planning Commission

Meeting Date:

6/6/2016

Staff Report Number:

16-041-PC

Consent Calendar:

**Architectural Control/City of Menlo Park/701
Laurel Street**

Recommendation

Staff recommends that the Planning Commission approve a request for architectural control to remove an existing 60 foot tall lattice tower antenna and replace it with a 120 foot tall monopole antenna for Police and Public Works transmissions located adjacent to the Police Department building in the P-F (Public Facilities) zoning district at 701 Laurel Street. The recommended actions are included as Attachment A.

Policy Issues

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

Background

On October 21, 2014, staff presented the City Council with two design options for replacing the existing City antenna. The new antenna would replace an existing offsite antenna, which would be removed as part of a remodeling project. The two options included a monopole structure and a monopine structure, each reaching a height of 120 feet. A monopole structure is a radio antenna consisting of a straight rod-shaped conductor; a monopine structure consists of a similar rod-shaped conductor that is camouflaged with faux tree branches giving it the appearance of a pine tree. At this meeting, staff recommended the monopole design due to its lower construction and maintenance cost and because the monopine branches created transmission issues. Council requested additional perspective views of the monopole design prior to making a final determination.

On October 20, 2015, Council reviewed the additional perspective views, including photos of the existing antenna from the same location vantage points as that for the proposed monopole antenna. Council selected the proposed monopole antenna concept, subject to architectural control approval from the Planning Commission.

Site location

The project site is located at the Civic Center at 701 Laurel Street. A location map is included as Attachment B. The site is zoned P-F (Public Facilities), which allows public facilities used and operated for government purposes by City, State, or Federal government as a permitted use. Since the proposed antenna would be a public facility operated by the City of Menlo Park, it would be a permitted use.

Therefore, the use does not require review or approval by the Planning Commission. However, the proposed antenna requires review and approval of architectural control for the proposed antenna design.

The Civic Center is bounded by Ravenswood Avenue, Laurel Street, Burgess Drive, and Alma Street. The campus is approximately 27.3 acres in size, and includes the Administration Building, City Council Chambers, Child Care Center, Recreation Building, Library, Gymnasium and Gymnastics Center, Aquatics Center, skate park, play fields, and playground and picnic areas. The antenna would be located adjacent the City's dispatch center in the Administrative Building and across the street from SRI International in the C-1(X) (Administrative and Professional District, Restrictive, Conditional Development) zoning district.

Analysis

Project description

The City's existing antenna was built in September 2000 and consists of a standing lattice-style tower structure approximately 60 feet high. The height of this antenna is insufficient to provide coverage north of Highway 101, and the City's primary radio communication system relies on the antenna located on the roof of the training center of the Menlo Park Fire Protection District Station No.1 at 300 Middlefield Road. The Fire District's antenna currently functions as the primary signal broadcaster for the City's Police and Public Works transmissions. Transmissions from the antenna are used for 911 dispatchers and police units to provide necessary emergency communications and services. The City's existing antenna at the Civic Center is used as a secondary standby transmitter.

The Fire District is planning to renovate their training center, which would require the removal of the antenna used by the City. The installation of the proposed antenna is necessary to maintain the City's emergency and communications operations. The City is proposing to replace the existing antenna with a new 120 foot monopole structure mounted in the same location as the existing antenna. The antenna would be installed on a reinforced concrete footing base with a diameter of roughly four and a half feet, raised six inches from ground level. The monopole would house one dish antenna and three sets of whip antennas. The whip antennas would be attached at different heights, with two sets consisting of three whip antennas each, and a third set having two whip antennas. The three sets of whip antennas would be mounted at heights of 75 feet, 90 feet, and 119 feet. The total height of the antenna inclusive of the whip antenna attachments would be 137 feet. The proposed antenna would comply with FCC (Federal Communications Commission) and other prevailing standards for limiting human exposure to radio frequency energy. The project plans and the applicant's description letter are included as Attachments C and D, respectively.

Design and materials

The proposed monopole structure would be designed to minimize the visual impacts of the antenna. The monopole structure would consist of an eighteen-sided tapered column constructed of steel. The antenna base would be roughly two to three feet in diameter and would gradually taper to 16 to 20 inches in diameter at the top. The antenna would be partially screened from various points by existing mature trees surrounding the existing lattice antenna. To further minimize the antenna's presence, the antenna would be painted in the City's standard Mesa Brown color, which is the same color that is currently used on signal poles and utility boxes throughout the City, and which is considered to be a neutral background

color. The proposed colors would be complementary to the color scheme of existing structures in the Civic Center complex.

In order to provide security for the antenna, a fence would be constructed around the antenna base. This fence would be designed and reviewed under a separate administrative review process once the project specifications are finalized for the proposed antenna. The separate review process would determine the specific fence design such as shape, location in relation to the antenna, height, material composition, and any landscaping or decorative elements used to minimize its visual impact.

Trees and landscaping

At present, there are eight trees on or in close proximity to the project site. Six of these trees are heritage trees. One of the heritage trees is anticipated to be removed through the standard Heritage Tree Removal Permit process due to poor health. The demolition of the existing antenna and construction of the proposed antenna are not anticipated to adversely affect any of the existing trees located on the subject site given that the proposed antenna would be within the same footprint as the existing structure. Standard heritage tree protection measures would be ensured through recommended condition 3e.

Conclusion

The proposed antenna is necessary to maintain and improve the City's Police and Public Works transmissions for emergency and communications operations and extend service to areas north of Highway 101. The monopole structure and whip antennas would be designed in order to minimize visual impacts. The existing tree screening in the vicinity of the proposed antenna would be maintained to screen the structure. Staff recommends that the Planning Commission approve architectural control for the proposed monopole antenna.

Impact on City Resources

The cost of the antenna is anticipated to cost approximately \$120,000 and would be funded by the previously approved CIP (Capital Improvement Program) budget.

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 300-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 Plans
- D. Project Description Letter

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:

Kaitlin Meador, Associate Planner

Report reviewed by:

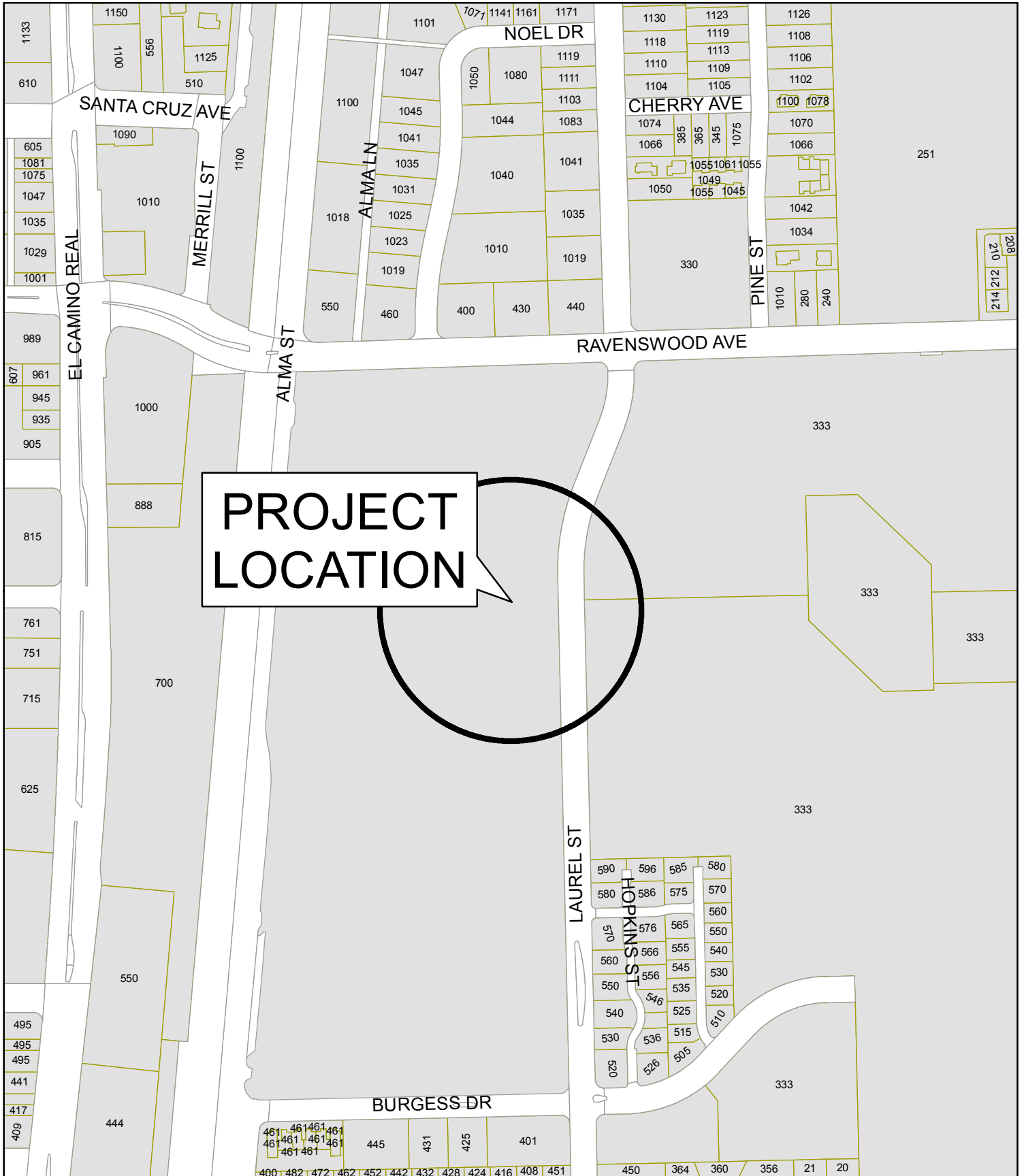
Thomas Rogers, Principal Planner

701 Laurel Street – Attachment A: Recommended Actions

LOCATION: 701 Laurel Street	PROJECT NUMBER: PLN2016-00045	APPLICANT: City of Menlo Park	OWNER: City of Menlo Park
REQUEST: Request for architectural control to remove an existing 60 foot tall lattice tower antenna and replace it with a 120 foot tall monopole antenna for Police and Public Works transmissions located adjacent to the Police Department building in the PF (Public Facilities) zoning district.			
DECISION ENTITY: Planning Commission	DATE: June 6, 2016	ACTION: TBD	
VOTE: TBD (Barnes, Combs, Goodhue, Kahle, Onken, Riggs, Strehl)			
<p>ACTION:</p> <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 California Environmental Quality Act (CEQA) Guidelines. 2. Adopt the following findings, as per Section 16.68.020 of the Zoning Ordinance, pertaining to architectural control approval: <ol style="list-style-type: none"> a. The general appearance of the structure is in keeping with the character of the neighborhood. b. The development will not be detrimental to the harmonious and orderly growth of the City. c. The development will not impair the desirability of investment or occupation in the neighborhood. d. The development provides adequate parking as required in all applicable City Ordinances and has made adequate provisions for access to such parking. e. The property is not within any Specific Plan area, and as such no finding regarding consistency is required to be made. 3. Approve the use permit and architectural control 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 prepared by City of Menlo Park Engineering Division consisting of eleven plan sheets, dated received May 16, 2016, and approved by the Planning Commission on June 6, 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. 			

701 Laurel Street – Attachment A: Recommended Actions

LOCATION: 701 Laurel Street	PROJECT NUMBER: PLN2016-00045	APPLICANT: City of Menlo Park	OWNER: City of Menlo Park
REQUEST: Request for architectural control to remove an existing 60 foot tall lattice tower antenna and replace it with a 120 foot tall monopole antenna for Police and Public Works transmissions located adjacent to the Police Department building in the PF (Public Facilities) zoning district.			
DECISION ENTITY: Planning Commission	DATE: June 6, 2016	ACTION: TBD	
VOTE: TBD (Barnes, Combs, Goodhue, Kahle, Onken, Riggs, Strehl)			
ACTION: <div>e. Heritage trees in the vicinity of the construction project shall be protected pursuant to the Heritage Tree Ordinance.</div>			

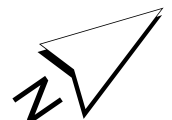


CITY OF MENLO PARK

LOCATION MAP

701 LAUREL STREET

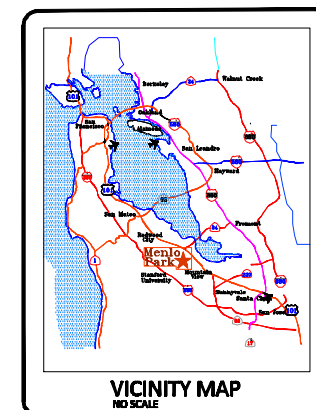
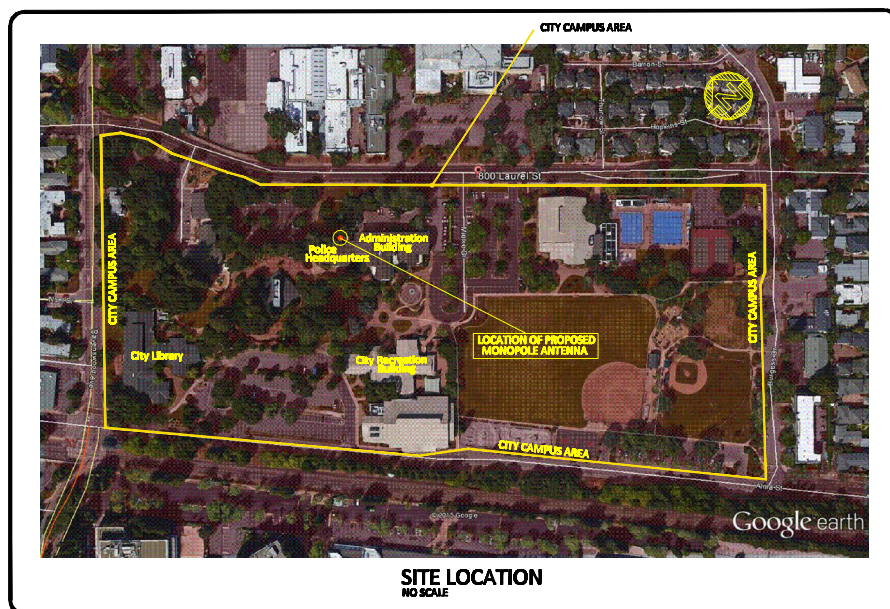
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POLICE EMERGENCY ANTENNA REPLACEMENT PROJECT

City of Menlo Park, San Mateo California

City Project Number 20-010



SHEET NAME	SHEET #	TOTAL
COVER SHEET - SITE LOCATION PLAN.....	1	OF 11
LOCATION PLAN OF PROPOSED MONOPOLE ANTENNA	2	OF 11
BURGESS PARK/CIVIC CENTER AREA PLAN		
EXISTING ANTENNA EAST & WEST PLAN ELEVATIONS.....	3	OF 11
EXISTING ANTENNA NORTH & SOUTH PLAN ELEVATIONS.....	4	OF 11
MONOPOLE ANTENNA EAST & WEST PLAN ELEVATIONS.....	5	OF 11
MONOPOLE ANTENNA NORTH & SOUTH PLAN ELEVATIONS.....	6	OF 11
EXISTING & PROPOSED ANTENNA ELEVATIONS - TYPICAL	7	OF 11
ELEVATION OF MANUFACTURED MONOPOLE ANTENNA		
AERIAL VIEW OF PROJECT SITE AND LOCATION OF ELEVATION.....	8	OF 11
VIEWS OF PROPOSED MONOPOLE ANTENNA		
ELEVATIONS VIEW #1 - EXISTING & PROPOSED ANTENNA	9	OF 11
ELEVATIONS VIEW #2 - EXISTING & PROPOSED ANTENNA	10	OF 11
ELEVATIONS VIEW #3 - EXISTING & PROPOSED ANTENNA	11	OF 11

DATE: 5/04/16
 SCALE: AS SHOWN
 DRAWN BY: RAO
 DRAWING NAME: -
 DESIGNED BY: RAO
 CHECKED BY: P-Antenna
 SURVEYED BY:

APPROVED:

MURRAY HINO, P.E., ASSISTANT DIRECTOR OF PUBLIC WORKS
 CITY OF MENLO PARK

DATE: 4/29/16
 E.C.E. #

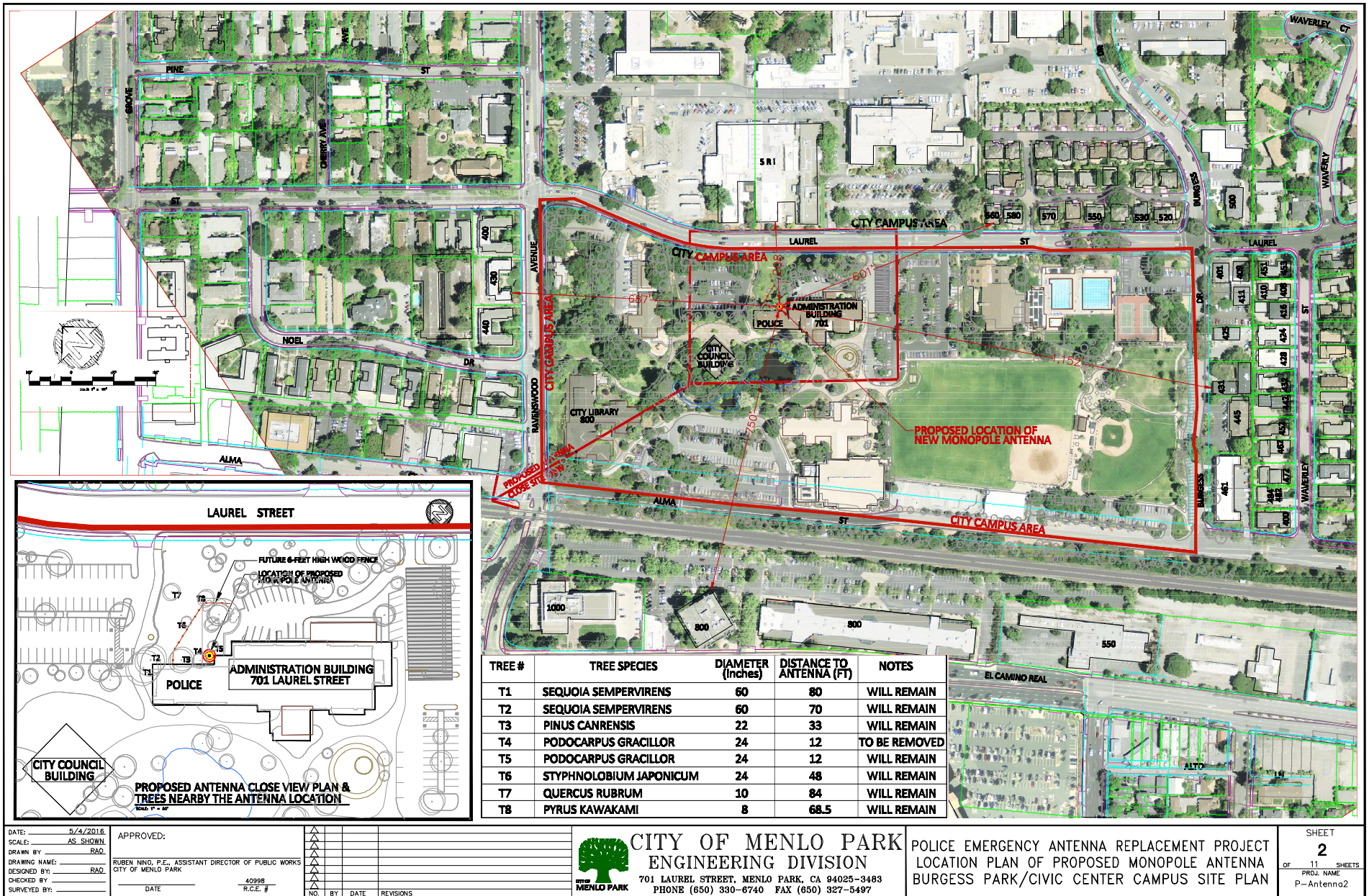
NO.	BY	DATE	REVISIONS
1			
2			
3			
4			
5			



CITY OF MENLO PARK
ENGINEERING DIVISION
 701 LAUREL STREET, MENLO PARK, CA 94025-3483
 PHONE (650) 330-6740 FAX (650) 327-5497

COVER SHEET
POLICE EMERGENCY ANTENNA
REPLACEMENT PROJECT

SHEET
1
 OF 11 SHEETS
 PROJ. NAME
 Pol_Antenna



DATE: 5/4/2016
 SCALE: AS SHOWN
 DRAWN BY: RAD
 DRAWING NAME: RUBEN NINO, P.E., ASSISTANT DIRECTOR OF PUBLIC WORKS
 DESIGNED BY: RAD CITY OF MENLO PARK
 CHECKED BY: DATE 4/29/16
 SURVEYED BY: R.C.E. #

APPROVED:
 NO. BY DATE REVISIONS



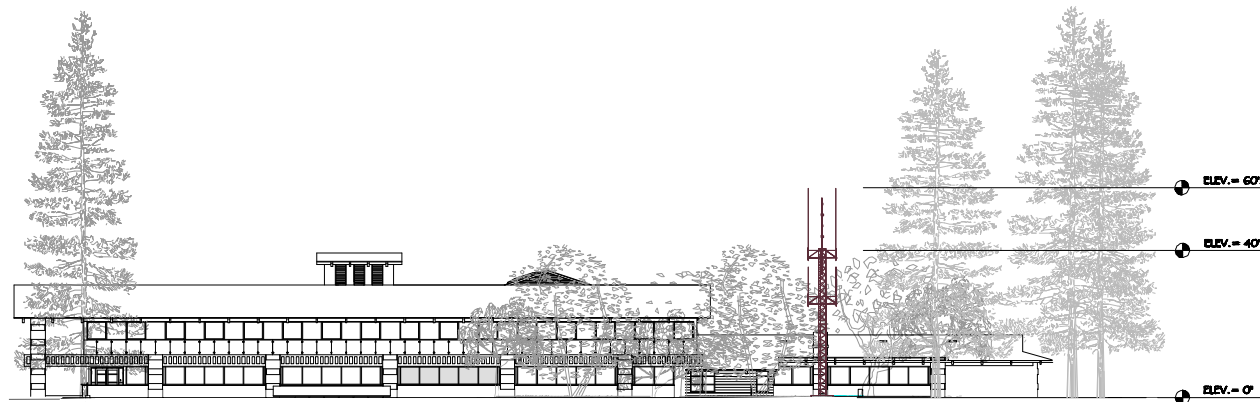
CITY OF MENLO PARK
 ENGINEERING DIVISION
 701 LAUREL STREET, MENLO PARK, CA 94025-3483
 PHONE (650) 330-6740 FAX (650) 327-3497

POLICE EMERGENCY ANTENNA REPLACEMENT PROJECT
 LOCATION PLAN OF PROPOSED MONOPOLE ANTENNA
 BURGESS PARK/CIVIC CENTER CAMPUS SITE PLAN

SHEET
 2
 OF 11 SHEETS
 PROJ. NAME
 P-Antenna2



EAST ELEVATION - EXISTING POLICE EMERGENCY TOWER ANTENNA
SCALE: 1/16" = 1'



WEST ELEVATION - EXISTING POLICE EMERGENCY TOWER ANTENNA
SCALE: 1/16" = 1'

DATE: 5/04/16
SCALE: RAO
DRAWN BY: RAO
DESIGNED BY: RAO
CHECKED BY: RAO
SURVEYED BY:

APPROVED:

MURRAY HING, P.E., ASSISTANT DIRECTOR OF PUBLIC WORKS
CITY OF MENLO PARK

DATE

45998
E.C.E. #

NO.	BY	DATE	REVISION
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SCALE: 1/16" = 1'



CITY OF MENLO PARK
ENGINEERING DIVISION

701 LAUREL STREET, MENLO PARK, CA 94025-3483
PHONE (650) 330-6740 FAX (650) 327-5497

**POLICE EMERGENCY ANTENNA
REPLACEMENT PROJECT
EXISTING ANTENNA EAST & WEST PLAN ELEVATIONS**


SHEET
3
OF 11 SHEETS
PROJ. NAME
P-Antenna2

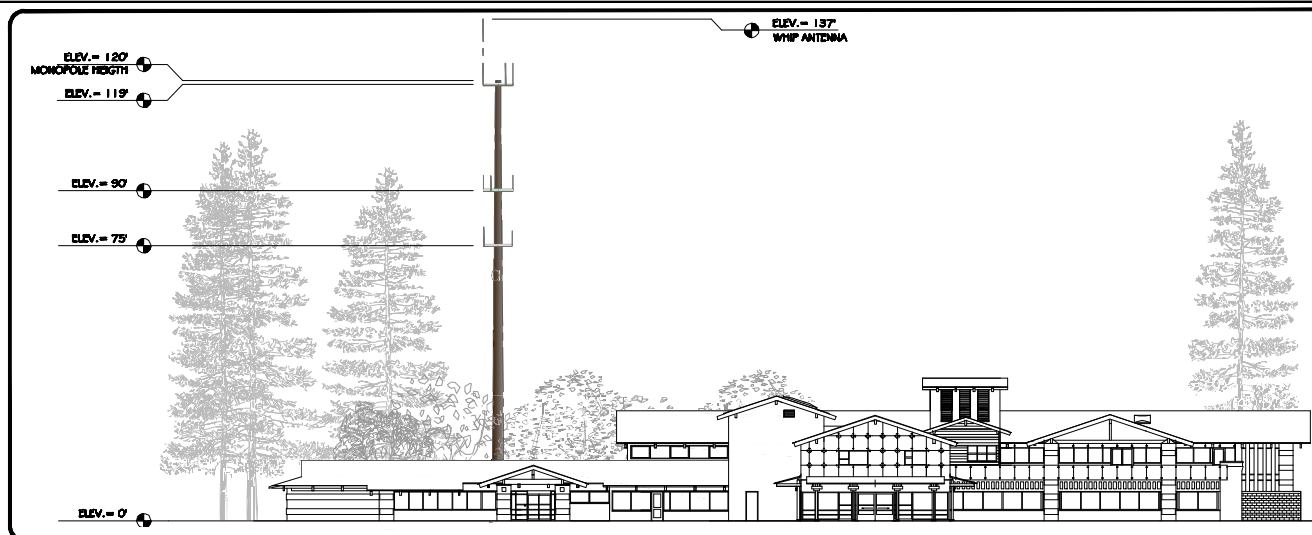


NORTH ELEVATION - EXISTING POLICE EMERGENCY TOWER ANTENNA
SCALE: 1/16" = 1'

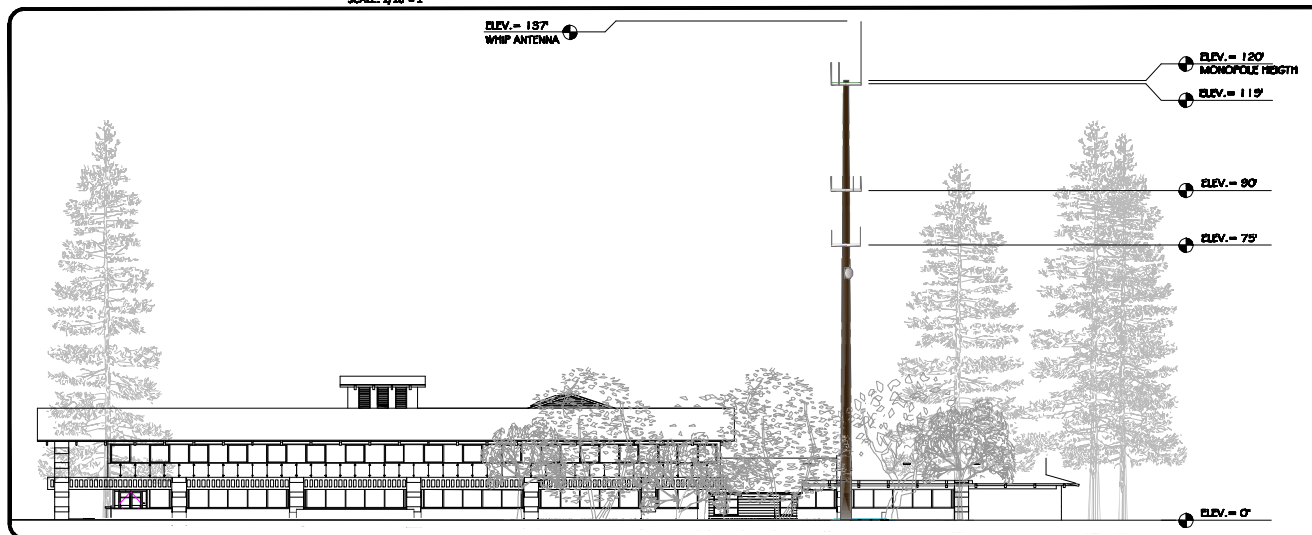


SOUTH ELEVATION - EXISTING POLICE EMERGENCY TOWER ANTENNA
SCALE: 1/16" = 1'

DATE: 5/04/16	APPROVED:	<table border="1"> <tr><td>NO.</td><td>BY</td><td>DATE</td><td>REVISIONS</td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </table>	NO.	BY	DATE	REVISIONS																	 CITY OF MENLO PARK ENGINEERING DIVISION 701 LAUREL STREET, MENLO PARK, CA 94025-3483 PHONE (650) 330-6740 FAX (650) 327-5497	POLICE EMERGENCY ANTENNA REPLACEMENT PROJECT EXISTING ANTENNA NORTH & SOUTH PLAN ELEVATIONS	SHEET 4 OF 11 SHEETS PROJ. NAME P-Antenna2
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DRAWN BY: RAO	KIMBERLY HING, P.E., ASSISTANT DIRECTOR OF PUBLIC WORKS CITY OF MENLO PARK	45998 E.C.E. #																							
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DESIGNED BY: RAO																									
CHECKED BY:																									
SURVEYED BY:	DATE																								



EAST ELEVATION - PROPOSED POLICE EMERGENCY MONOPOLE ANTENNA
SCALE: 1/16" = 1'



WEST ELEVATION - PROPOSED POLICE EMERGENCY MONOPOLE ANTENNA
SCALE: 1/16" = 1'

DATE: 5/04/16
SCALE:
DRAWN BY: RAO
DESIGNED BY: RAO
CHECKED BY:
SURVEYED BY:

APPROVED:

KAREN HING, P.E., ASSISTANT DIRECTOR OF PUBLIC WORKS
CITY OF MENLO PARK

DATE

40998
R.C.E. #

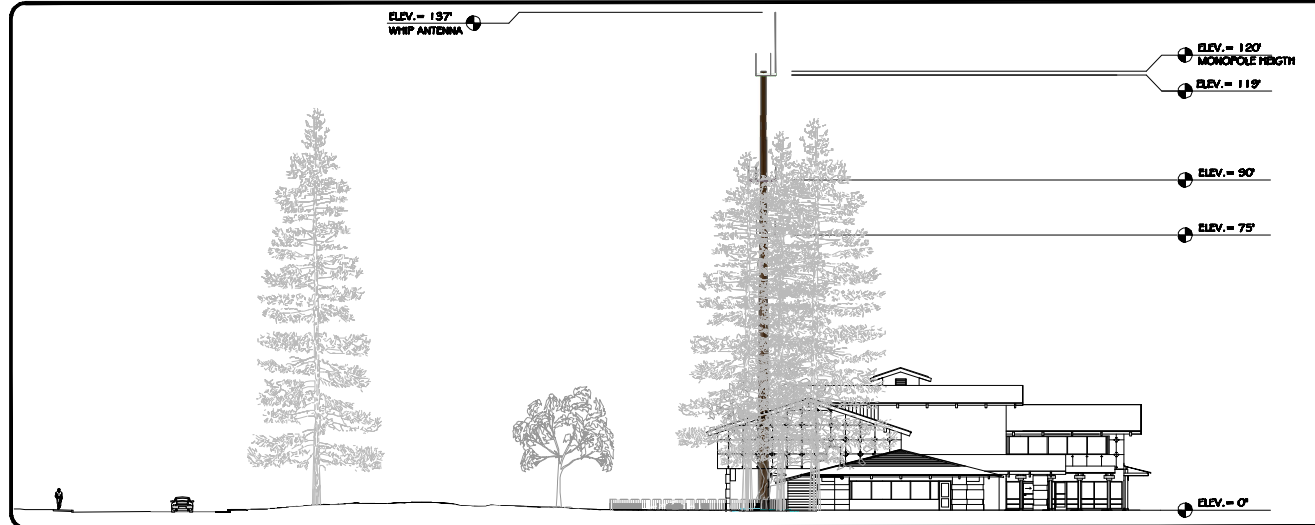
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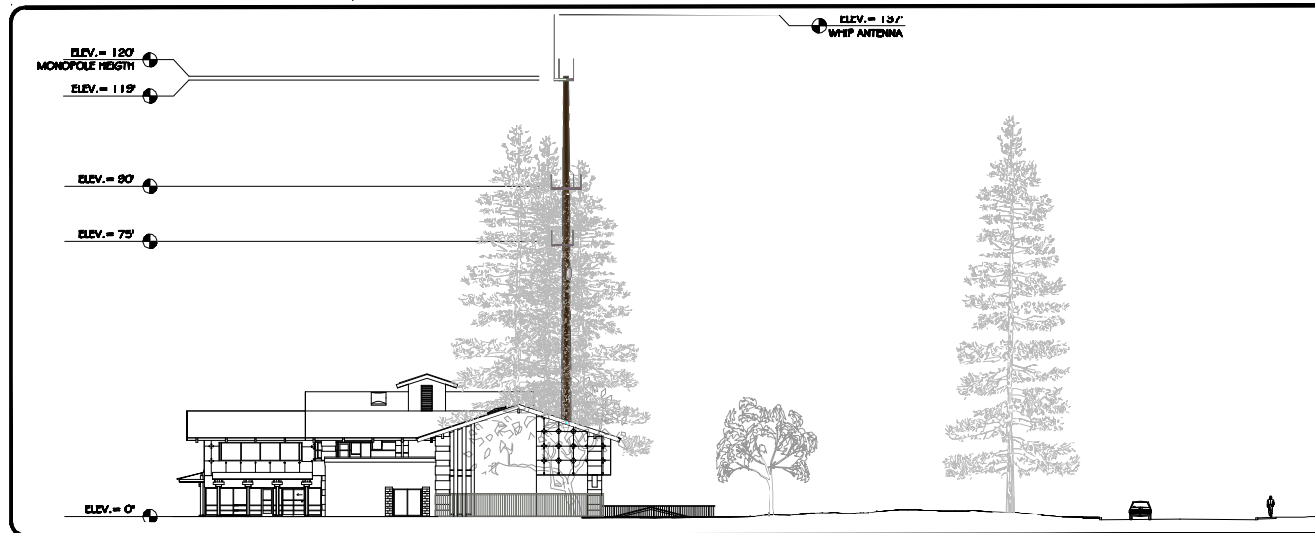
CITY OF MENLO PARK
ENGINEERING DIVISION
701 LAUREL STREET, MENLO PARK, CA 94025-3483
PHONE (650) 330-6740 FAX (650) 327-5497

**POLICE EMERGENCY ANTENNA
REPLACEMENT PROJECT
MONOPOLE ANTENNA EAST & WEST PLAN ELEVATIONS**

SHEET
5
OF 11 SHEETS
PROJ. NAME
P-Antenna2



NORTH ELEVATION - PROPOSED POLICE EMERGENCY MONOPOLE ANTENNA
SCALE: 1/16"=1'



SOUTH ELEVATION - PROPOSED POLICE EMERGENCY MONOPOLE ANTENNA
SCALE: 1/16"=1'

DATE: 5/04/16
SCALE: RAO
DRAWING NAME: RAO
DESIGNED BY: RAO
CHECKED BY: RAO
SURVEYED BY:

APPROVED:

MURRAY HING, P.E., ASSISTANT DIRECTOR OF PUBLIC WORKS
CITY OF MENLO PARK

DATE: 40998
E.C.E. #

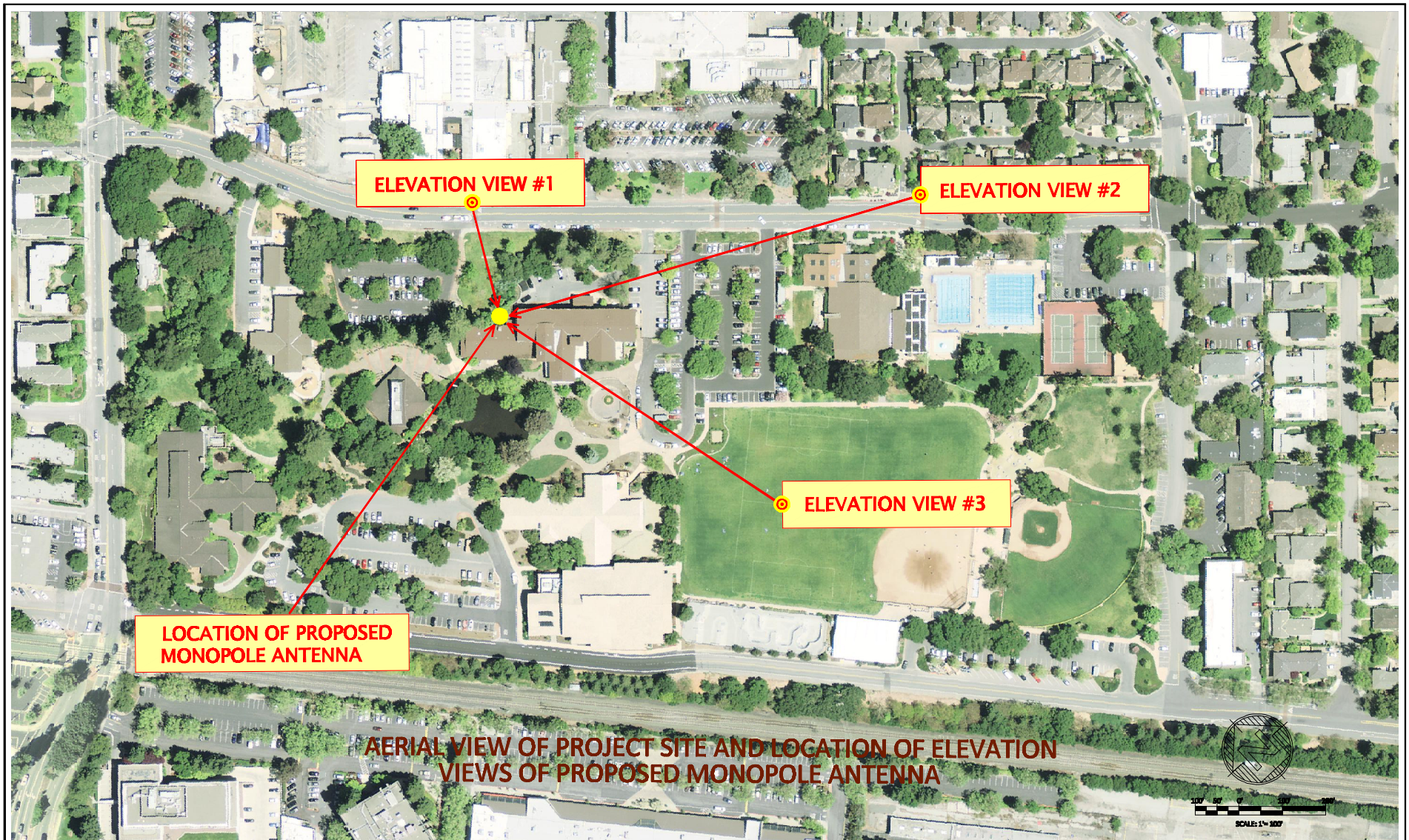
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CITY OF MENLO PARK
ENGINEERING DIVISION
701 LAUREL STREET, MENLO PARK, CA 94025-3483
PHONE (650) 330-6740 FAX (650) 327-5497

**POLICE EMERGENCY ANTENNA
REPLACEMENT PROJECT
MONOPOLE ANTENNA NORTH & SOUTH PLAN ELEVATIONS**

SHEET
6
OF 11 SHEETS
PROJ. NAME
P-Antenna2



DATE: 5/4/16	APPROVED:	<table border="1"> <tr><td>NO.</td><td>BY</td><td>DATE</td><td>REVISIONS</td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </table>	NO.	BY	DATE	REVISIONS																	 CITY OF MENLO PARK ENGINEERING DIVISION 701 LAUREL STREET, MENLO PARK, CA 94025-3483 PHONE (650) 330-6740 FAX (650) 327-5497	POLICE EMERGENCY ANTENNA REPLACEMENT PROJECT ELEVATION VIEWS OF EXISTING & PROPOSED ANTENNA	SHEET 8 OF 11 SHEETS PROJ. NAME PoliceAntenna
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DRAWING NAME:	40998																								
DESIGNED BY: RAO	R.C.E. #																								
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SURVEYED BY:																									



ELEVATION VIEW #1 -- EXISTING ANTENNA



ELEVATION VIEW #1 -- NEW ANTENNA

DATE: 4/04/16	APPROVED:	 CITY OF MENLO PARK ENGINEERING DIVISION 701 LAUREL STREET, MENLO PARK, CA 94025-3483 PHONE (650) 330-8740 FAX (650) 327-5497	POLICE EMERGENCY ANTENNA REPLACEMENT PROJECT ELEVATION VIEW #1 - EXISTING & NEW MONOPOLE ANTENNA	SHEET 9 OF 11 SHEETS PROJ. NAME P-Antenna2
DRAWN BY: RAO	MURIN HINO, P.E., ASSISTANT DIRECTOR OF PUBLIC WORKS CITY OF MENLO PARK			
DRAWING NAME:	40998			
DESIGNED BY: RAO	RCE #			
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ELEVATION VIEW #2 – EXISTING ANTENNA



ELEVATION VIEW #2 – NEW ANTENNA

DATE: 4/04/16	APPROVED:	<table border="1"> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </table>																					 CITY OF MENLO PARK ENGINEERING DIVISION 701 LAUREL STREET, MENLO PARK, CA 94025-3483 PHONE (650) 330-8740 FAX (650) 327-5497	POLICE EMERGENCY ANTENNA REPLACEMENT PROJECT ELEVATION VIEW #2 - EXISTING & NEW MONOPOLE ANTENNA	SHEET 10 OF 11 SHEETS PROJ. NAME P-Antenna2
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REVIEWED BY: RAO	REVIEWED BY: RAO	DATE: 4/09/16	NO. BY DATE REVISIONS																						



ELEVATION VIEW #3 -- EXISTING ANTENNA



ELEVATION VIEW #3 -- NEW ANTENNA

DATE: 4/04/16	APPROVED:	 CITY OF MENLO PARK ENGINEERING DIVISION 701 LAUREL STREET, MENLO PARK, CA 94025-3483 PHONE (650) 330-8740 FAX (650) 327-5497	POLICE EMERGENCY ANTENNA REPLACEMENT PROJECT ELEVATION VIEW #3 - EXISTING & NEW MONOPOLE ANTENNA	SHEET
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Public Works Department

April 28, 2016

Planning Staff

Architectural Control for City of Menlo Park Police Emergency Antenna Replacement

Subject: Civic Center — 701 Laurel Street, Menlo Park, CA – Police Emergency Antenna Replacement

Purpose

The City of Menlo Park Public Works Department is requesting Architectural Control approval to remove an existing 60-foot high lattice tower antenna and replace it with a 120-foot high monopole antenna, to be installed within the same general location behind the City's Administration building in the Civic Center complex.

Currently, City emergency calls rely upon the antenna/transmitter located on the roof of the training center of the Menlo Park Fire Protection District (Fire District) headquarters at Station No. 1 located at 300 Middlefield Road. The Fire District's antenna structure functions as the primary signal broadcaster for the City's Police and Public Works transmissions because the height of the City's emergency tower, which operates as a secondary element, is inadequate to provide communications coverage northeast of Highway 101. Compounding the problem of emergency transmissions range, the Fire Protection District has reported that the headquarters' building is scheduled for renovation and that the communication antenna housed at the roof will be removed. The Fire District has also expressed that it is not interested in co-locating its antenna with the City's, and that the existing City's antenna at Station 1 will need to be removed. Therefore, the installation of the proposed monopole antenna is necessary to carry out the City's emergency and communications functions.

Background

At the October 21, 2014 City Council study session, Council provided direction for the design options of the proposed Police and Public Works antenna structure. Two options were presented for consideration: installing either a monopole antenna or a monopine antenna, each reaching a height of approximately 120 feet. Staff presented the merits of each antenna type and their construction estimates, with a recommendation for the monopole antenna due to its lower costs to manufacture, install, and maintain. Also, the monopine antenna had the disadvantage that the use of tree-like branches created transmission issues which initially had been contemplated. The tree-like branches cannot be installed close to the whip communication antennas due to signal deterioration. The whip antennas require clear unobstructed paths for transmission/reception since they are easily prone to signal loss due interference from to close-by objects such as branches. Therefore, staff recommended the

701 Laurel Street - Menlo Park, CA 94025
Phone: (650) 330-6740 - Fax: (650) 327-5497

monopole antenna structure, which would be clear and unencumbered by cosmetic attachments. City Council expressed that they required photo representations of what the proposed monopole antenna would look like at the site location. Staff prepared perspective views from two vantage points, one view from the Burgess Park sports field, and one view along Laurel Street across the street from the Arrillaga Gymnastics Center. On October 20, 2015, Council reviewed these perspective views, including photos of the existing antenna from the same location vantage points as that for the proposed monopole antenna. Council selected the proposed monopole antenna concept, subject to approval from the Planning Commission.

Antenna Design

The monopole antenna will more likely consist of an eighteen-sided tapered column with 16 inches at the top and an approximately 2.5-foot diameter base. The antenna would be constructed of steel and would have a height of approximately 120 feet. The monopole will house three sets of whip antennas attached at different heights, with two sets consisting of three whip antennas each, and a third set having two whip antennas. The three sets of whip antennas will be mounted at heights of 75 feet, 90 feet, and 119 feet. The antenna will be installed on a reinforced concrete footing base with a diameter of 4.5 feet, raised 6 inches from ground level. The new antenna would be screened from various vantage views by existing mature vegetation surrounding the existing lattice antenna. To further conceal the antenna's presence, the antenna would be painted in the City's standardized Mesa Brown color for utility structures, or as close a brown shade to match. A 6-foot± high wood fence is being proposed to be built, under a separate project, around the antenna's area to provide security. The fence will be designed and proposed under a separate review process once the specific design details and project specifications are finished for the new antenna. It is projected that a period of ten months after an accepted construction antenna design will be required to review and determine the specific criteria such as shape, its location in relation to the of the antenna's final position, exact height, material composition: wood, or steel as well as the decorative elements to be used to lessen its impact in the area.

Antenna Function

The proposed monopole antenna would serve the following functions:

- Provide improved emergency communication coverage, mutual aid and tactical radio communications to the Menlo Park Police Department and emergency agencies;
- Enable a high level of connectivity for the City of Menlo Park to all cities in San Mateo County that are connected to the network; and,
- Provide a robust and reliable emergency communication system independent of any other public network.

Transmissions from the new antenna are primarily intended for 911 dispatchers, including emergency communication for other public agencies which also need to have uninterrupted service. Signals from this station would route to the Menlo Park 911 center that provides City 911 dispatchers with a direct connection to the mutual aid and tactical radio channels. The proposed antenna would provide public safety agencies in Menlo Park and throughout southern San Mateo County with an improved and more reliable emergency communication radio network. The proposed antenna will be able to reach police units within City limits

without gaps in coverage, and will offer the needed improved transmissions for the City's emergency system. Additionally, the antenna will also provide the City's Public Works Department and the County's mutual aid radio network with a more robust and extensive transmission range.

The proposed antenna would address the shortcomings of the current communications system as well as provide uninterrupted service in the future, guaranteeing to deliver the continued necessary function for emergency communication services for years to come.

[Y:\EngDiv\Administration\PROJECTS\POLICE STATION RADIO ANTENNA REPLACEMENT\ Planning\Communication \Planning
Commission Letter_Police Antenna 3-09-16__Rev]



STAFF REPORT

Planning Commission

Meeting Date:

6/6/2016

Staff Report Number:

16-042-PC

Public Hearing:

Use Permit/Christopher Anderson/269 Santa Margarita Avenue

Recommendation

Staff recommends that the Planning Commission approve a request for a use permit to remodel and add a second floor to an existing nonconforming single-story, single-family residence on a substandard lot with regard to lot width in the R-1-U (Single-Family Urban) zoning district, at 269 Santa Margarita Avenue. The proposed work would exceed 50 percent of the existing replacement value in a 12-month period and the expansion would also exceed 50 percent of the existing floor area which is considered equivalent to a new structure. The recommended actions are contained within Attachment A.

Policy Issues

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

Background

Site location

The subject site is located at 269 Santa Margarita Avenue, which is an interior lot located in between Middlefield Road and Nash Avenue. A location map is included as Attachment B. All parcels on Santa Margarita Avenue and within the broader vicinity contain single-family residences that are also zoned R-1-U. There is a mix of one and two-story single-family residences surrounding the project site which feature varied architectural styles, including ranch and craftsman style homes.

Analysis

Project description

The applicant is proposing to remodel and expand the existing single-family residence, including the addition of a second story. At the ground floor, the project would include remodeling the existing front covered porch and adding 36 square feet to the existing one-car garage to construct a two-car garage, a new front yard-facing porch, stairs and hallway. Additional square footage at the rear of the building would form a guest bedroom and bathroom, dining room and family room. A new second floor would include a master bedroom and bathroom with walk-in closet, and another bedroom and bathroom. Two existing sheds would be removed from the property.

The left and right sides of the existing residence encroach into the 5.5-foot side setbacks, making it a nonconforming structure with regard to the provisions of the Zoning Ordinance. The remodeling,

demolition and additions would exceed 50 percent of the existing replacement value in a 12-month period, as discussed in more detail in the Valuation section. The additions would comply with all the setback requirements, and the framing members of the nonconforming walls and roof would be retained on the right side. The nonconforming left side wall would be demolished and rebuilt to conform to the required setbacks.

The existing parking is nonconforming; however, the residence would be remodeled to provide one additional covered parking space which would bring parking into conformance with the Zoning Ordinance. A data table summarizing parcel and project attributes is included as Attachment C. The project plans and the applicant's project description letter are included as Attachments D and E, respectively.

Design and materials

The applicant proposes to comprehensively update the exterior to a craftsman style residence. The existing exterior of cement plaster and brick veneer would be replaced with cedar shingle siding and a partial stone veneer on the lower portion of the front elevation. The new gables on the building would have smooth faced horizontal lap siding (and vent screens on two of the front-facing gables), and the roof would feature asphalt shingles with thermal radiant barrier roof sheathing. The garage would have new carriage house doors similar in style to the new wood front door.

There would be new vinyl clad dual pane simulated true divided lite windows throughout the home. On the second story, there would be a limited number and size of windows on the sides of the home. The massing of the home would be varied, and the second story would be inset from the first story, helping limit the perceived mass. Staff believes that the new covered porch, combined with the façade, framing details, and separate, offset garage doors would help minimize the visual effect of the garage which would slightly project beyond the front of the residence. Staff also believes that the scale and materials, and design of the revised residence would be consistent with the neighborhood's mix of architectural styles.

Trees and landscaping

There are twelve trees on the subject property. There are three heritage trees (two redwoods, one birch and a pittosporum) on the adjacent lot to the rear of the subject property that are more than 30 feet from the proposed rear addition. The applicant proposes to apply for a heritage tree removal permit for one heritage size pittosporum tree in the right side yard at future date. The proposed construction does not appear to depend on this potential removal. A heritage size fig tree in the rear yard would remain.

The applicant proposes to remove six non-heritage size trees: two privets, an orange, a persimmon, a pittosporum, and a crab apple tree. There is one non-heritage silver leaf maple tree in the right-of-way along Santa Margarita Avenue, and four other non-heritage trees on the subject property which would remain. The proposed project is not anticipated to adversely affect any of the remaining heritage trees, as standard tree protection measures would be ensured through standard condition 3g.

Valuation

The City uses standards established by the Building Division to calculate the replacement and new construction costs on which the use permit threshold is based. The City has determined that the replacement cost of the existing structure would be \$251,790, meaning that the applicant would be allowed to propose new construction and remodeling at this site totaling less than \$125,895 in any 12-month period without applying for a use permit. The City has determined that the value of the proposed work would be approximately \$555,255. Based on this estimate, the proposed project exceeds 50 percent of the replacement cost of the existing structure, therefore requiring use permit approval by the Planning Commission.

Correspondence

Staff has not received any items of correspondence on the proposed project. The applicant has relayed that the owners conducted outreach and received positive feedback.

Conclusion

Staff believes the scale; materials, style and decorative elements such as shingle siding, stone veneer façade, and carriage style garage doors of the proposed project are compatible with the surrounding neighborhood's mix of architectural styles. The varied massing and the inset of second floor from the first floor of the home would reduce the appearance of a monolithic building. The recommended tree protection measures would help minimize impacts on the nearby heritage trees. 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 300-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. Data Table
- D. Project Plans
- E. Project Description Letter

Disclaimer

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

Exhibits to Be Provided at Meeting

None

Report prepared by:

Michele T. Morris, Assistant Planner

Report reviewed by:

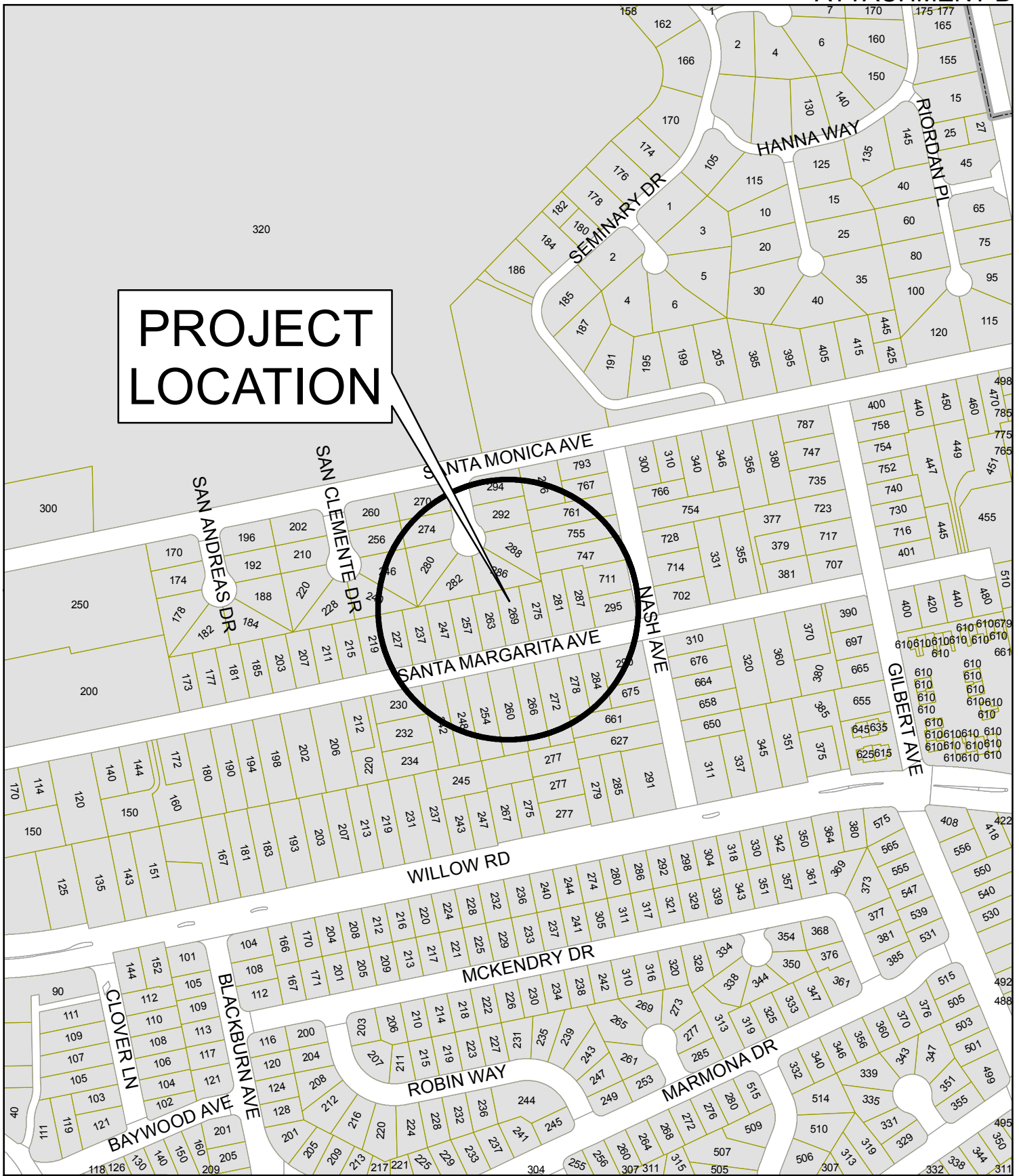
Thomas Rogers, Principal Planner

269 Santa Margarita Avenue – Attachment A: Recommended Actions

LOCATION: 269 Santa Margarita Avenue	PROJECT NUMBER: PLN2016-00021	APPLICANT: Christopher J. Anderson	OWNERS: Justin Michael Sadowski and Lisa Juarez
REQUEST: Request for a use permit to remodel and add a second floor to an existing nonconforming single-story, single-family residence on a substandard lot with regard to lot width in the R-1-U (Single-Family Urban) zoning district. The proposed work would exceed 50 percent of the existing replacement value in a 12-month period and requires approval of a use permit by the Planning Commission. The expansion would also exceed 50 percent of the existing floor area, and is considered equivalent to a new structure.			
DECISION ENTITY: Planning Commission	DATE: June 6, 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 prepared by Christopher J. Anderson, Design Discoveries Residential Building Design consisting of twelve plan sheets, dated received April 26, 2016, and approved by the Planning Commission on June 6, 2016 except as modified by the conditions contained herein, subject to review and approval by the Planning Division.b. Prior to building permit issuance, the applicants shall comply with all Sanitary District, Menlo Park Fire Protection District, and utility companies’ regulations that are directly applicable to the project.c. Prior to building permit issuance, the applicants shall comply with all requirements of the Building Division, Engineering Division, and Transportation Division that are directly applicable to the project.d. Prior to building permit issuance, the applicant shall submit a plan for any new utility installations or upgrades for review and approval by the Planning, Engineering and Building Divisions. All utility equipment that is installed outside of a building and that cannot be placed underground shall be properly screened by landscaping. The plan shall show exact locations of all meters, back flow prevention devices, transformers, junction boxes, relay boxes, and other equipment boxes.e. Simultaneous with the submittal of a complete building permit application, the applicant shall submit plans indicating that the applicant shall remove and replace any damaged and significantly worn sections of frontage improvements. The plans shall be submitted for review and approval of the Engineering Division.f. Simultaneous with the submittal of a complete building permit application, the applicant shall submit a Grading and Drainage Plan for review and approval of the Engineering Division. The Grading and Drainage Plan shall be approved prior to the issuance of grading, demolition or building permits.			

269 Santa Margarita Avenue – Attachment A: Recommended Actions

LOCATION: 269 Santa Margarita Avenue	PROJECT NUMBER: PLN2016-00021	APPLICANT: Christopher J. Anderson	OWNERS: Justin Michael Sadowski and Lisa Juarez
REQUEST: Request for a use permit to remodel and add a second floor to an existing nonconforming single-story, single-family residence on a substandard lot with regard to lot width in the R-1-U (Single-Family Urban) zoning district. The proposed work would exceed 50 percent of the existing replacement value in a 12-month period and requires approval of a use permit by the Planning Commission. The expansion would also exceed 50 percent of the existing floor area, and is considered equivalent to a new structure.			
DECISION ENTITY: Planning Commission	DATE: June 6, 2016		ACTION: TBD
VOTE: TBD (Barnes, Combs, Goodhue, Kahle, Onken, Riggs, Strehl)			
ACTION: <div><div></div><div>g. Heritage trees in the vicinity of the construction project shall be protected pursuant to the Heritage Tree Ordinance.</div></div>			

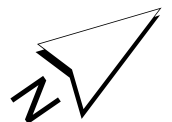


CITY OF MENLO PARK

LOCATION MAP

269 SANTA MARGARITA AVENUE

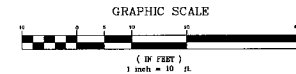
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269 Santa Margarita Avenue – Attachment C: Data Table

	PROPOSED PROJECT		EXISTING PROJECT		ZONING ORDINANCE	
Lot area	7,078	sf	7,078	sf	7,000	sf min.
Lot width	54.9	ft.	54.9	ft.	65	ft. min.
Lot depth	129	ft.	129	ft.	100	ft. min.
Setbacks						
Front	21.3	ft.	24.8	ft.	20	ft. min.
Rear	57.3	ft.	68	ft.	20	ft. min.
Side (left)	5.6	ft.	5	ft.	5.5	ft. min.
Side (right)	5	ft.	5	ft.	5.5	ft. min.
Building coverage	2,001	sf	1,674	sf	2,477	sf max.
	28.3	%	23.6	%	35	% max.
FAL (Floor Area Limit)	2,809	sf	1,604	sf	2,820	sf max.
Square footage by floor	1,528	sf/1 st	1,183	sf/1 st		
	851	sf/2 nd	217	sf/garage		
	430	sf/garage	204	sf/acc. buildings		
	43	sf/porch	70	sf/porch		
Square footage of building	2,852	sf	1,674	sf		
Building height	26.8	ft.	16	ft.	28	ft. max.
Parking	2 covered		1 covered		1 covered/1 uncovered	
Trees	Heritage trees	5*	Non-Heritage trees	10	New Trees	0
	Heritage trees proposed for removal	1	Non-Heritage trees proposed for removal	6	Total Number of Trees	8

*Three heritage trees are on the property adjacent to the rear yard.

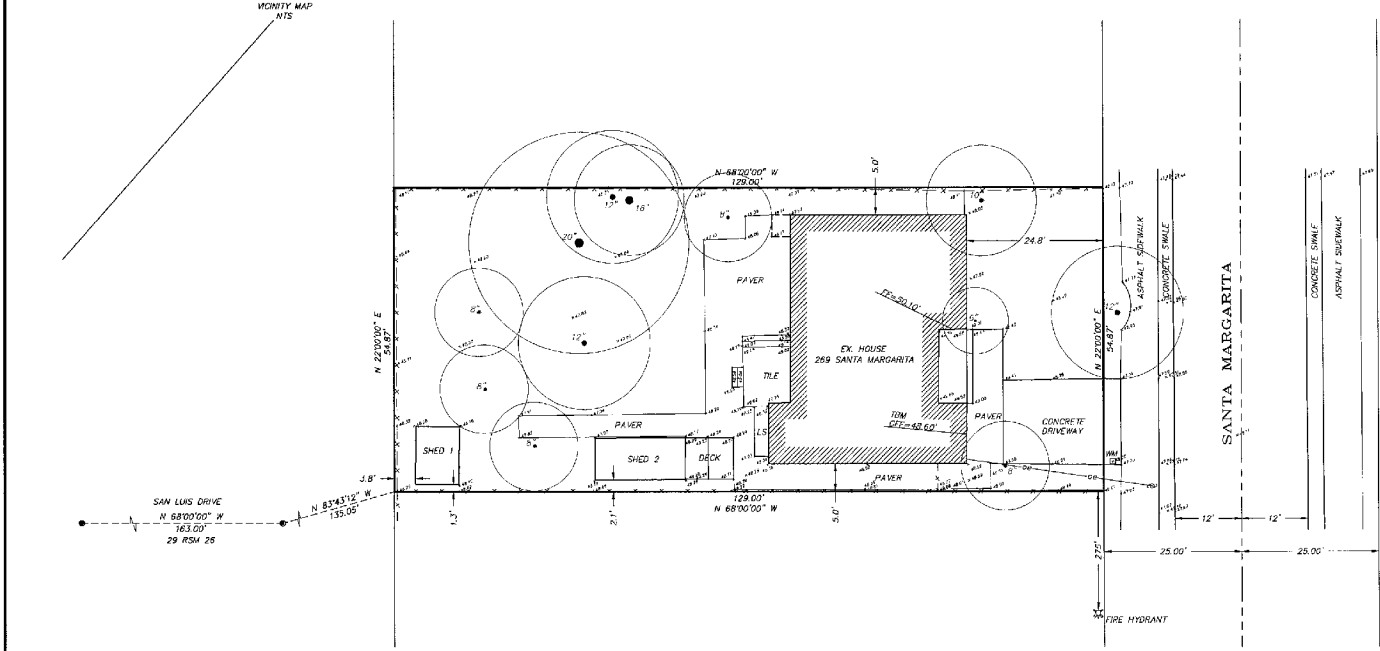


I CERTIFY THAT THIS PARCEL'S BOUNDARY WAS ESTABLISHED BY ME OR UNDER MY SUPERVISION AND IS BASED ON A FIELD SURVEY IN CONFORMANCE WITH THE LAND SURVEYOR'S ACT. ALL MONUMENTS ARE OF THE CHARACTER AND OCCUPY THE POSITIONS INDICATED AND ARE SUFFICIENT TO ENABLE THE SURVEY TO BE RETRACED.

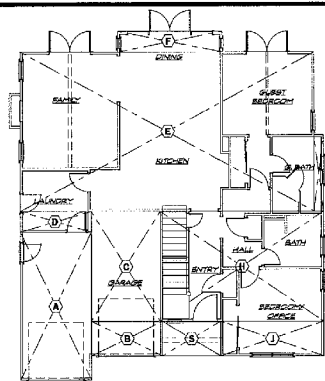
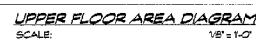
SURVEY: ALEXANDER DATE: 1/15/2016
 L.S. NO. 5071
 LICENSE EXPIRES JUNE 30, 2017



BASIS OF BEARINGS
 THE BEARINGS SHOWN HEREON WERE BASED ON TRACT MAP 608 (29 M 26).
 BASIS OF ELEVATIONS
 GPS OBSERVATION (NAVD 88), HGS AA5496 = 68.0
 TEMPORARY BENCHMARK (TBM)
 GARAGE FINISHED FLOOR = 48.60'
 NOTE: THE BUILDING LINES SHOWN HEREON WERE ESTABLISHED FROM THE OUTSIDE FINISHED SURFACE OR TRIM. THE LOCATION OF THE FOUNDATION MAY DIFFER.
 NOTE: LACKING EXCAVATION, THE EXACT LOCATION OF UNDERGROUND FEATURES CANNOT BE ACCURATELY, COMPLETELY AND RELIABLY DEPICTED.
 EASEMENT NOTE
 A PG&E POLE LINE EASEMENT (262 OR 24) EXISTS ACROSS THE EASTERLY FRONTAGE OF THIS PROPERTY. THE EXACT LOCATION CANNOT BE PLOTTED FROM RECORD.
 BUILDING SETBACK (1363 OR 191)
 25' FRONT
 5' SIDE
 AREAS
 TOTAL LOT = 7,078 SQUARE FEET
 SHED 1 = 82 SQUARE FEET
 SHED 2 = 123 SQUARE FEET
 HOUSE = 1,416 SQUARE FEET
 HARDSCAPE = 1,417 SQUARE FEET



				PROJECT NAME		DRAWN BY: STAFF				SHEET TITLE		JOB NO.: 152330		SHEET NO.: 1	
				PORTION OF LOT 12, ACORN TRACT		DESIGNED BY:				BOUNDARY & TOPOGRAPHIC SURVEY		209 NO. 1			
				(2 M 96)		CHECKED BY: DA				269 SANTA MARGARITA AVENUE		FILE NO.: 152330CAD			
				APN 67-271-37		SCALE: AS SHOWN				MENLO PARK, CALIFORNIA		DATE: JUN 2016		OF 1 SHEETS	
REV				DATE		DESCRIPTION		APPROVAL							
				SAN MATEO COUNTY, CALIFORNIA		147 OLD BERNAL AVE. SUITE 10, PLEASANTON, CALIFORNIA (925) 462-2255									

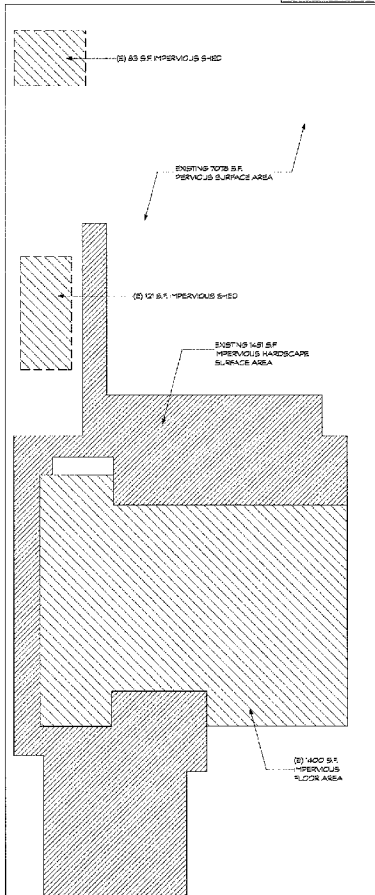


LOWER FLOOR AREA DIAGRAM
SCALE: 1/8" = 1'-0"

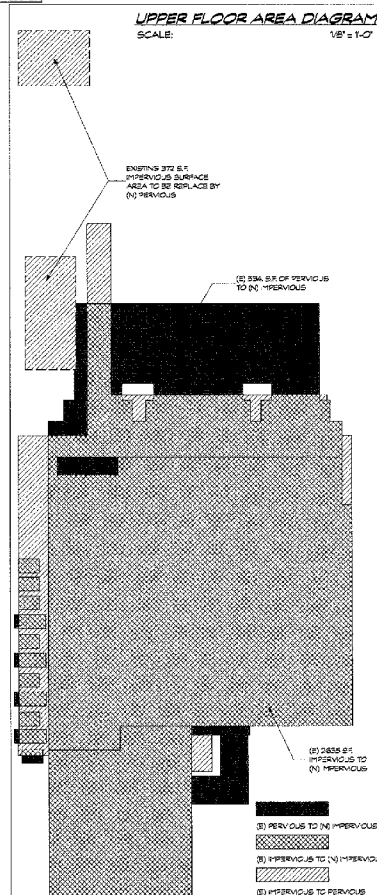
SQUARE FOOTAGE BREAKDOWN

LOT CALCULATIONS

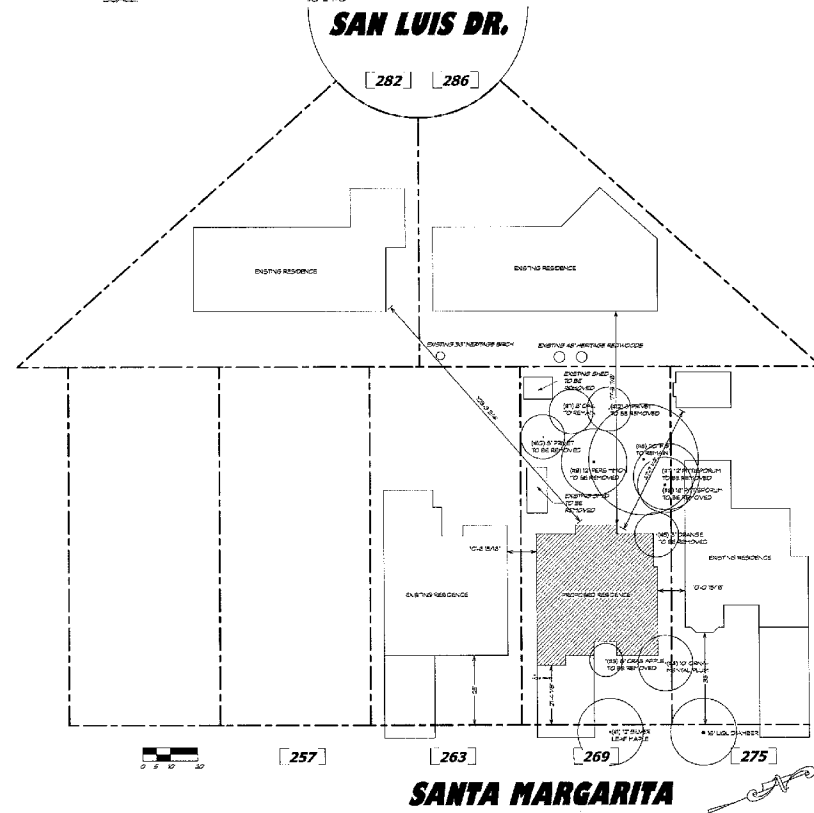
NET LOT AREA	7078
PROV. YARD HARDSCAPE AREA	524 s.f. (3.9%)
LANDSCAPING BREAKDOWN	TOTAL HARDSCAPING AREA 325 EXISTING SOFTSCAPE 2625 NEW SOFTSCAPE AREA 0



EXISTING IMPERVIOUS AREA PLAN



PROPOSED IMPERVIOUS AREA PLAN



AREA PLAN: 269 SANTA MARGARITA AVE.
SCALE: 1" = 20'-0"

REVISIONS	BY:

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Christopher J.
Anderson

**A RESIDENTIAL REMODEL FOR:
THE SADOWSKI / JUAREZ RESIDENCE
2269 SANTA MARGARITA AVE.
MENLO PARK, CA 94025**

DATE _____

4/25/2018

SCALE:

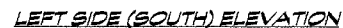
$$\mathcal{B}' = \mathcal{I} - \mathcal{O}'$$

SHEET:

A2



SCALE:

$$1/4^* = 1/20$$


NOTE:
THE EXISTING NON-
CONFORMING WALL MAY NOT
BE DEMOLISHED PRIOR TO THE
FRAMING MEMBERS. IF THE
WALL IS DEMOLISHED AS A
PART OF THE PROJECT IT
CANNOT BE REBUILT IN ITS
CURRENT NONCONFORMING
LOCATION AND WILL BE
REQUIRED TO MEET THE
CURRENT ZONING ORDINANCE
SETBACK REQUIREMENTS.

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 Christopher J. Anderson

A RESIDENTIAL REMODEL FOR:
SADOWSKI / JUAREZ RESIDENCE
2269 SANTA MARGARITA AVE.
MENLO PARK CA. 94025

DATE:

4/7/2016

SCALE:

$$V_4' = 7.0'$$

SHEET:

A3



REAR ELEVATION RENDERING
SCALE: NO SCALE



FRONT ELEVATION RENDERING
SCALE: NO SCALE



263 SANTA MARGARITA

269 SANTA MARGARITA

275 SANTA MARGARITA

STREET VIEW ELEVATION WITH ADJACENT PROPERTIES
SCALE: 1/8" = 1'-0"

REVISIONS	BY

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DESIGN DISCOVERIES
Residential Building Design

10001 9th St. Suite 100
Menlo Park, CA 94025
(650) 321-1888
info@designdiscoveries.com

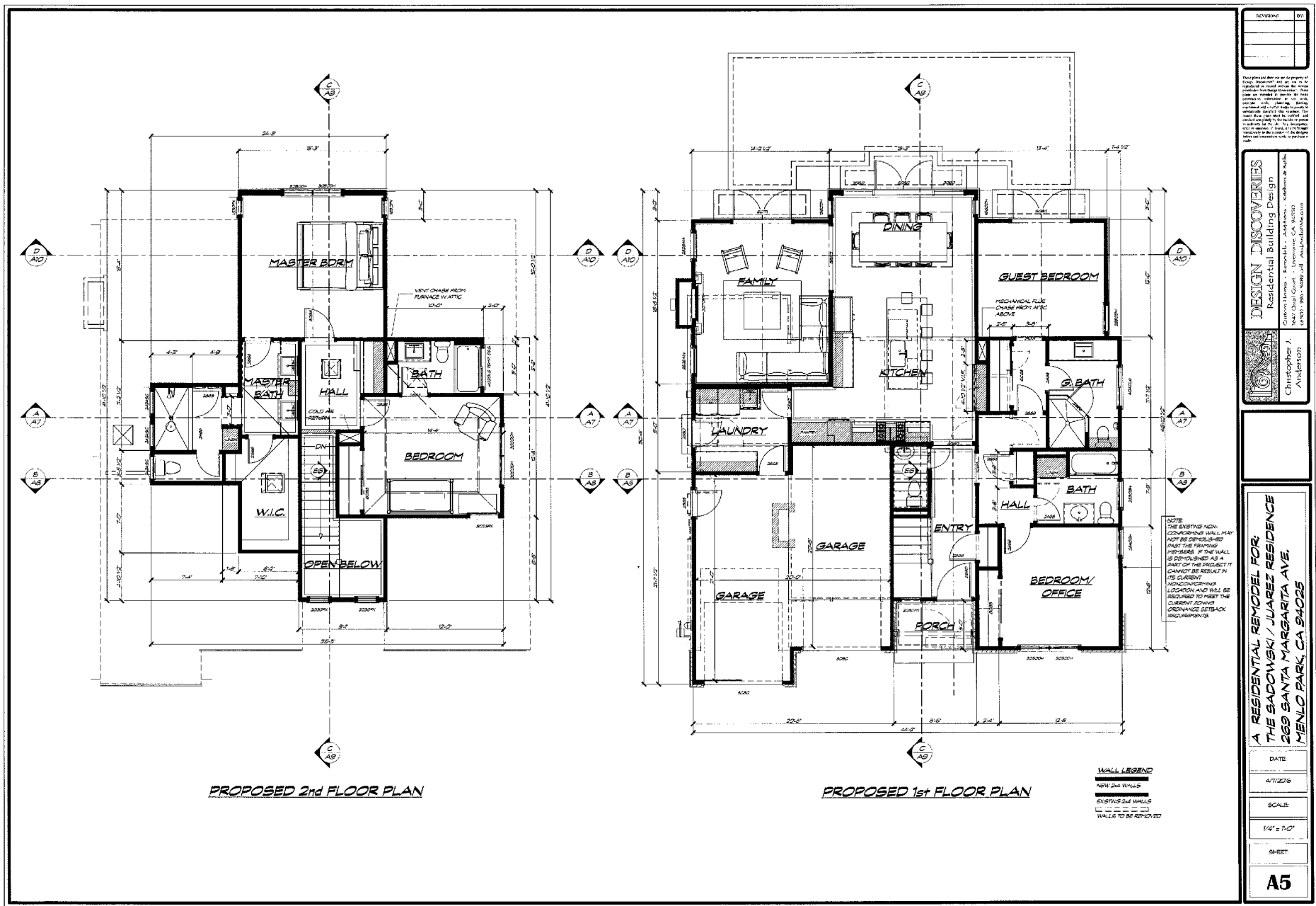
Christopher J. Anderson

**A RESIDENTIAL REMODEL FOR:
THE SADOWSKI / JUAREZ RESIDENCE
269 SANTA MARGARITA AVE.
MENLO PARK, CA 94025**

DATE: 4/7/2018

SCALE: AS SHOWN

SHEET: **A4**



REVISION	BY

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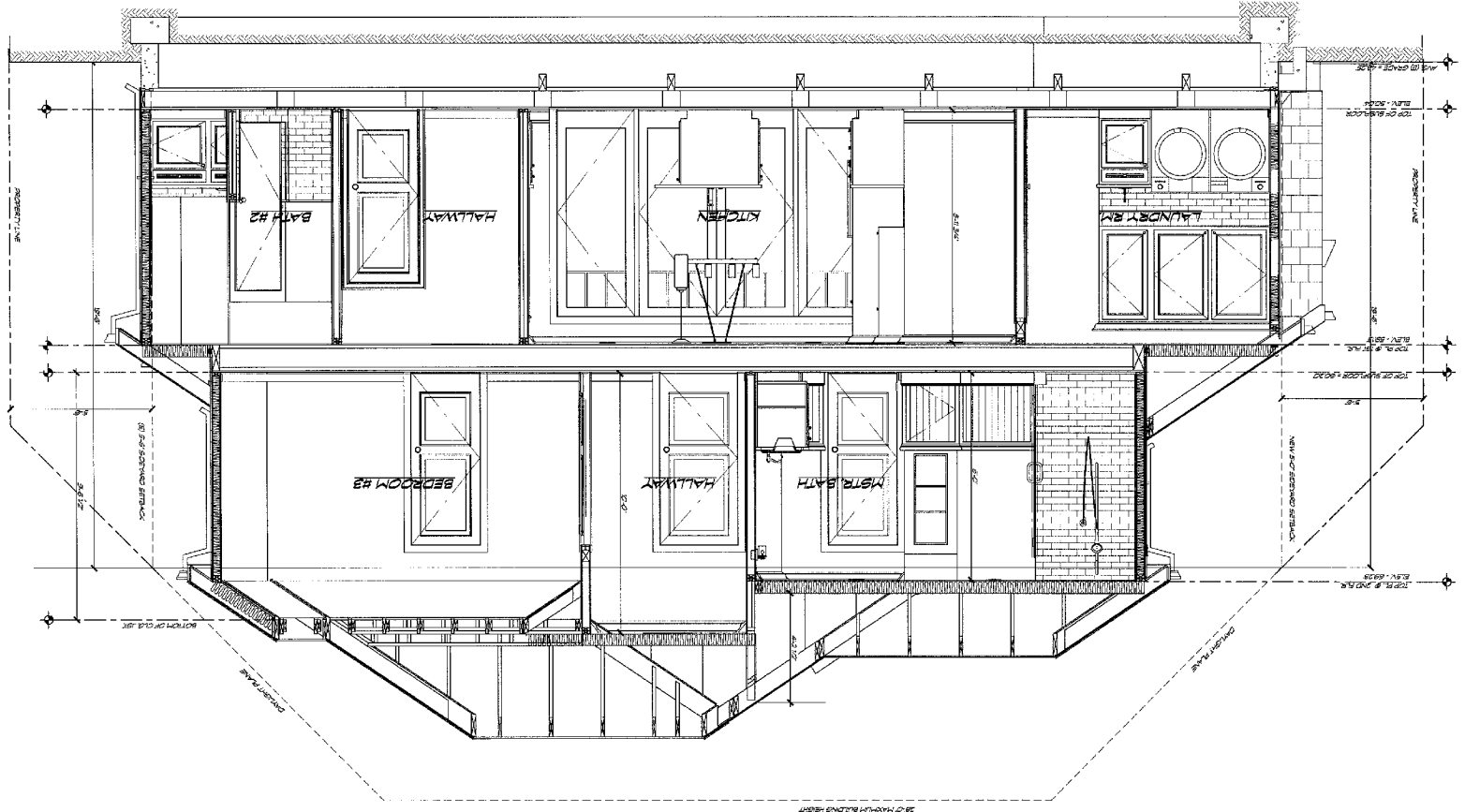
DESIGN DISCOVERIES
Residential Building Design
Cristian Ramirez - President - 415-444-0000
Newport Coast - Irvine, CA 92603
(949) 949-1488 ext. 101
info@designdiscoveries.com

Christopher J. Anderson
Architect
Cristian Ramirez - President - 415-444-0000
Newport Coast - Irvine, CA 92603
(949) 949-1488 ext. 101
info@designdiscoveries.com

**A RESIDENTIAL REMODEL FOR:
THE SADOWSKI / JUAREZ RESIDENCE
289 SANTA MARGARITA AVE.
MENLO PARK, CA 94025**

DATE:	4/7/2016
SCALE:	1/4" = 1'-0"
SHEET:	A5

A5



SECTION A

A7

SHEET

1/2" = 1'-0"

SCALE

4/17/2018

DATE

A RESIDENTIAL REMODEL FOR
THE SADOWSKI / LYRAZ RESIDENCE
269 SANTA MARGARITA AVE.
MENLO PARK, CA 94025

Christopher J.
Anderson

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REVISIONS	
1	
2	
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[illegible][illegible]



SECTION D

REVISION	BY

These plans and specifications are for the purpose of showing the general character of the proposed work and are not to be used for the purpose of obtaining a building permit. The contractor is to be responsible for obtaining all necessary permits and for complying with all applicable codes and regulations. The architect is not responsible for the construction of the work shown on these plans.

DESIGN DISCOVERIES
Residential Building Design
California, Inc. 7, Arroyo Viejo, CA 94001
Christopher J. Anderson
and@designdiscoveries.com



A RESIDENTIAL REMODEL FOR:
THE SADOWSKI / JUAREZ RESIDENCE
269 SANTA MARGARITA AVE.
MENLO PARK, CA 94025

DATE:
1/17/2018
SCALE:
1/8" = 1'-0"
SHEET:

A10

RECEIVED

FEB 09 2016

CITY OF MENLO PARK
BUILDING

Project Description Letter

For
269 Santa Margarita Ave.

Background:

This portion of Menlo Park is an old neighborhood in which previously was unincorporated San Mateo County that was incorporated by Menlo Park and has a varied style of homes along with many different setbacks. Many of the homeowners along this street had done substantial remodels.

The existing house, although pleasant in character to the neighborhood, is in its original condition and has only had a minor kitchen remodel and newer windows installed. The house is currently a 3 bedroom 1 bath single story home approximately 1100 sf. There are two very old sheds that remain in the rear of the home that will need to be removed after the construction has been finalized. The client would like to keep these during the remodel only for storage for materials during the construction.

Proposal:

We are proposing to remodel the existing structure with a new 2-story addition that will dramatically change the physical appearance of the current home. The home style will bring in many different materials to give the home a more modern California Craftsman look with Stained Cedar shingles, a stone veneer and horizontal siding at the gables. At the second story of the addition, the home has been minimized with windows to each adjoining property to the left and right for privacy.

Currently, the home sits on the lot with 5' setbacks that were allowed while it was part of San Mateo regulations. As it stands the current regulations require that the house be at 10% of the lot width which would be 5.48' approximately 5'6". With the addition, we will be proposing the entire left side will be moved to the appropriate 5'6" setback but will maintain the existing structure on the right side to its existing 5'-0.

Additionally, we are adding a second car garage to the project to reduce the already apparent number of cars that remain parked in either the driveway or on the street. This may have limited the client in living space but will improve the appearance and functionality of the home.

Site Layout:

Currently the house sites further back on the lot with which allows us to bring the addition forward to add and expand the existing garage space. Also, as mentioned above, the current setback does not meet the Menlo Park guidelines if this were a new home but as we are intending to keep the majority of the existing structure we would like to maintain the existing right side setback of 5'-0" and increase the left side to adhere to the guidelines and also maintain a clean straight-line without stepping the house back.

The addition to the rear is a moderate addition but still leave a very large setback to the rear of the property. This is the main reason for the 2-story remodel is the client wishes to keep a large backyard which so many other property are unable to do as space is very limited.

The property is littered with trees at the rear, many of which are fruit bearing or of non-significant species, and gives the rear a very private setting. One of the largest trees in the yard is a Hachiya Persimmon tree. This type of Persimmon tree is not sought after as it needs to freeze first and then become gushy before it is ready to eat, primarily, this drops to the ground and never gets to be eaten. This tree is fairly old and is on its last leg so the client has asked for it to be removed along with an additional 12" dia. Tree to the right side of the property.

Architectural Style:

The Architectural Style that the client had in mind was a moderate California Craftsman with a modern flair that would be cohesive in manner with the surrounding neighborhood. Our goal was to try and maximize the space allowed but not necessarily the overall size of the building. We maintained the addition of the second story so that it would be centralized in the middle so that we could have the roof below be a part of the main roof of the second floor area, by doing so this dramatically reduced the mass scale of the project.

Additionally, we have broken of the upper gable walls of the first and second floor areas by added a 2x8 trim band and then changing the material to a horizontal siding. This in appearance also helped in the mass scale but also softened the exterior of the project with another material.

The porch, although very modest, shall have two traditionally styled white columns flanked on either side surrounded by stone veneer.

Neighborhood meeting:

Although a neighborhood meeting was never put together, my clients wrote a nice letter and printed the project design on 8-1/2"x11" and delivered to all the adjoining neighbors as well as the neighbors across the street. The initial reaction from most of the neighbors was very positive and so far have not had any negative feedback.



STAFF REPORT

Planning Commission

Meeting Date:

6/6/2016

Staff Report Number:

16-043-PC

Public Hearing:

Use Permit/Muhammed Causevic/1034 Oakland Avenue

Recommendation

Staff recommends that the Planning Commission approve a request for a use permit to partially demolish, remodel, and add a second story addition to an existing nonconforming single-story, single-family residence on a substandard lot with regard to lot area and lot width in the R-1-U (Single-Family Urban) zoning district, at 1034 Oakland Avenue. The proposed expansion and remodeling would exceed 50 percent of the existing replacement value in a 12-month period. The proposal would also exceed 50 percent of the existing floor area and is considered equivalent to a new structure. The recommended actions are contained within Attachment A.

Policy Issues

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

Background

Site location

The subject site is located at 1034 Oakland Avenue, an interior lot between Bay Road and Van Buren Road. A location map is included as Attachment B. The subject parcel is immediately surrounded by single-family homes that are also in the R-1-U zoning district. There are primarily one-story and two-story single family residences surrounding the project site which feature architectural styles including ranch, farmhouse, and contemporary homes. Most of the nearby parcels are also substandard with regard to lot width and feature one-car attached garages.

Analysis

Project description

The applicant is proposing to remodel and expand the existing residence, including the addition of a second story. At the ground floor, the proposal includes renovations to the interior of the residence and additions at the front and rear of the home to create a new foyer and covered front porch with columns, an expanded kitchen and dining room, and a new family room in the rear of the home. By reconfiguring an existing first floor bedroom, the applicant would create a new great room and stairway. On the new second floor, the applicant would build a new bedroom and bathroom, a master bedroom, master bathroom and

walk-in closet.

The left side of the building encroaches slightly into the five foot side setback, making it a nonconforming structure with regard to the provisions of the Zoning Ordinance. The remodeling, demolition and additions would exceed 50 percent of the existing replacement value in a 12-month period, as discussed in more detail in the Valuation section. However, the additions would comply with all the setback requirements, and the framing members of the nonconforming walls and roof would be retained.

The parking would remain nonconforming; however, the driveway would provide one usable, unofficial parking space, and parking nonconformities may be permitted to remain on remodel/expansion projects. A data table summarizing parcel and project attributes is included as Attachment C. The project plans and the applicant's project description letter are included as Attachments D and E, respectively.

Design and materials

The applicant proposes to comprehensively update the exterior materials of their residence from the existing ranch/bungalow style, to a new modern farmhouse aesthetic. The exterior of the residence would use board and batten siding and the roof would feature composition shingle roofing with two new skylights, one near the stairway and the other in the great room. The windows would have white fiberglass exteriors with wood interiors and simulated divided lites. The second floor windows facing the side yards would have sill heights of 48 or 60 inches. On the right side, the window in the stairway may appear large; however, its sill would be 60 inches above the stairs landing, and the use of this area would be limited, given its stair function. The covered porch would be a welcoming and inviting feature of the home. The varied massing of the home coupled with a carriage style garage door would lessen the appearance of a bulky or monolithic building. Staff believes that the scale, materials, and design of the revised residence would be consistent with the neighborhood's mix of architectural styles.

Trees and landscaping

There are three heritage oak trees beyond the front the property in the right-of-way, and one non-heritage magnolia and one non-heritage lemon tree in the front setback of the subject property. The remaining trees on the lot are non-heritage sized pittosporum trees. The applicant does not propose to remove any trees at this time. The proposed project is not anticipated to adversely affect any of the trees, as standard tree protection measures would be ensured through standard condition 3g.

Valuation

The City uses standards established by the Building Division to calculate the replacement and new construction costs on which the use permit threshold is based. The City has determined that the replacement cost of the existing structure would be \$300,200, meaning that the applicant would be allowed to propose new construction and remodeling at this site totaling less than \$150,100 in any 12-month period without applying for a use permit. The City has determined that the value of the proposed work would be approximately \$323,860. Based on this estimate, the proposed project exceeds 50 percent of the replacement cost of the existing structure, therefore requiring use permit approval by the Planning Commission.

Correspondence

Staff has not received any items of correspondence on the proposed project. The applicant states in the project description letter (Attachment C) that the owners reached out to the side properties and did not receive any negative feedback.

Conclusion

Staff believes the scale, materials, and style of the proposed remodel and additions are compatible with the surrounding neighborhood. The covered front porch and decorative elements such as the new board and batten siding and covered front porch would add visual interest to the structure. Heritage trees would be protected by standard tree protection measures. 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 300-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. Data Table
- D. Project Plans
- E. Project Description Letter

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

Staff Report #: 16-043-PC

viewing at the Community Development Department.

Exhibits to Be Provided at Meeting

None

Report prepared by:

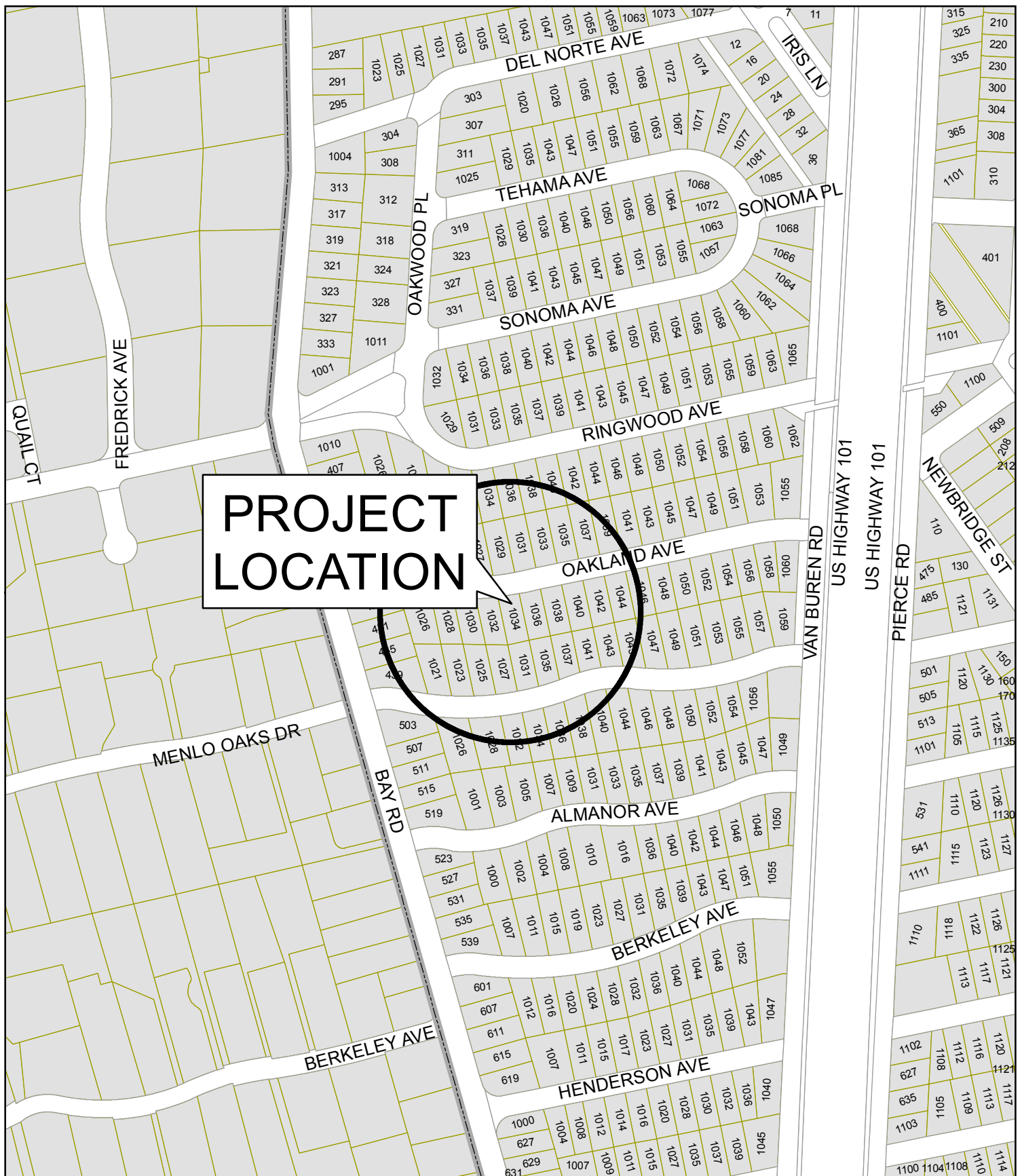
Michele T. Morris, Assistant Planner

Report reviewed by:

Thomas Rogers, Principal Planner

1034 Oakland Avenue – Attachment A: Recommended Actions

LOCATION: 1034 Oakland Avenue	PROJECT NUMBER: PLN2016-00017	APPLICANT: Muhamed Causevic	OWNER: Madeleine and Anders Viden
REQUEST: Request for a use permit to partially demolish, remodel, and add a second story addition to an existing nonconforming single-story, single-family residence on a substandard lot with regard to lot area and lot width in the R-1-U (Single-Family Urban) zoning district. The proposed expansion and remodeling would exceed 50 percent of the existing replacement value in a 12-month period. The proposal would also exceed 50 percent of the existing floor area and is considered equivalent to a new structure.			
DECISION ENTITY: Planning Commission	DATE: June 6, 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 prepared by Elaine Lee Design, consisting of six plan sheets, dated received May 26, 2016, and approved by the Planning Commission on June 6, 2016 except as modified by the conditions contained herein, subject to review and approval by the Planning Division.b. Prior to building permit issuance, the applicants shall comply with all Sanitary District, Menlo Park Fire Protection District, and utility companies’ regulations that are directly applicable to the project.c. Prior to building permit issuance, the applicants shall comply with all requirements of the Building Division, Engineering Division, and Transportation Division that are directly applicable to the project.d. Prior to building permit issuance, the applicant shall submit a plan for any new utility installations or upgrades for review and approval by the Planning, Engineering and Building Divisions. All utility equipment that is installed outside of a building and that cannot be placed underground shall be properly screened by landscaping. The plan shall show exact locations of all meters, back flow prevention devices, transformers, junction boxes, relay boxes, and other equipment boxes.e. Simultaneous with the submittal of a complete building permit application, the applicant shall submit plans indicating that the applicant shall remove and replace any damaged and significantly worn sections of frontage improvements. The plans shall be submitted for review and approval of the Engineering Division.f. Simultaneous with the submittal of a complete building permit application, the applicant shall submit a Grading and Drainage Plan for review and approval of the Engineering Division. The Grading and Drainage Plan shall be approved prior to the issuance of grading, demolition or building permits.g. Heritage trees in the vicinity of the construction project shall be protected pursuant to the Heritage Tree Ordinance.			

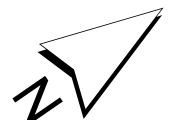


CITY OF MENLO PARK

LOCATION MAP

1034 OAKLAND AVENUE

DRAWN: TAS CHECKED: MTM DATE: 06/06/16 SCALE: 1" = 300' SHEET: 1



1034 Oakland Avenue – Attachment C: Data Table

	PROPOSED PROJECT	EXISTING PROJECT	ZONING ORDINANCE
Lot area	5,501 sf	5,501 sf	7,000 sf min.
Lot width	50 ft.	50 ft.	65 ft. min.
Lot depth	100 ft.	100 ft.	100 ft. min.
Setbacks			
Front	22 ft.	25.7 ft.	20 ft. min.
Rear	25.2 ft.	25.2 ft.	20 ft. min.
Side (left)	4.9 ft.	4.9 ft.	5 ft. min.
Side (right)	5 ft.	5 ft.	5 ft. min.
Building coverage	1924.4 sf	1,833.3 sf	1,925.4 sf max.
	34.9 %	33.3 %	35 % max.
FAL (Floor Area Limit)	2,735 sf	1,668 sf	2,800 sf max.
Square footage by floor	1,556 sf/1 st 921 sf/2 nd 258 sf/garage 108.4 sf/porch 2 sf/fireplace	1,410 sf/1st 258 sf/garage 165.3 sf/porches	
Square footage of building	2,845.4 sf	1,833.3 sf	
Building height	24.3 ft.	16.6 ft.	28 ft. max.
Parking	1 covered	1 covered	1 covered/1 uncovered
Trees	Heritage trees	3*	Non-Heritage trees 15 New Trees 0
	Heritage trees proposed for removal	0	Non-Heritage trees proposed for removal 0 Total Number of Trees 18

* These Heritage-sized trees are in the right-of-way.

ELAINE LEE
design

3223 encinal avenue
alamo, ca 94501
510.847.0377

A PROPOSED ADDITION TO
1034 OAKLAND AVENUE
MENLO PARK, CALIFORNIA
OWNERS: MADELEINE AND ANDERS VIDEN

drawing title

revisions

- 3.23.16
- 5.25.16

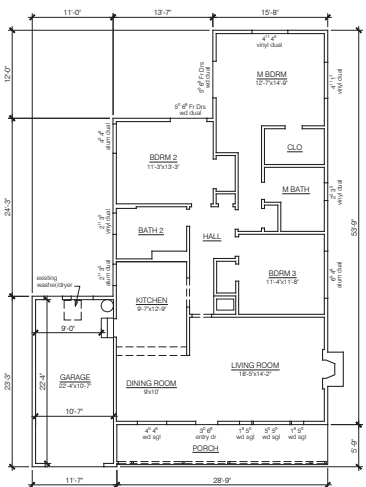
Use Permit Application

date: 1.27.16
scale: as noted
drawn by: EL
job: VIDEN
sheet

A1
of 6 sheets

VIDEN ADDITION
1034 OAKLAND AVENUE, MENLO PARK, CALIFORNIA

EXISTING FLOOR PLAN 1/8"=1'-0"



PROJECT DATA

project description: 146 sq. ft. addition to and remodel of first floor and 921 sq. ft. second floor addition to include new master suite, 3rd bedroom, and bath.

project address: 1034 Oakland Avenue, Menlo Park
owners: Anders and Madeleine Viden
APN: 062-042-260
zoning: R-1-U
occupancy group: R-3/U
construction type: V-B/sprinklered
lot size: 5,501 sq. ft.
FAL: 2,800 sq. ft.

floor area	existing	addition	total
1st flr living	1,410±	139	1,549
2nd flr living	0	921	921
garage	258±	0	258
total	1,668±	1,067	2,728

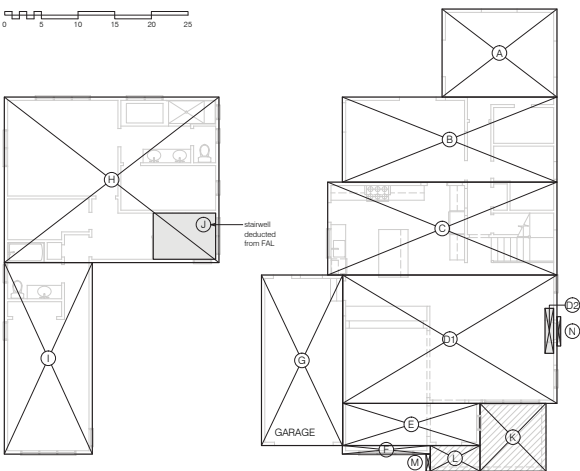
remodeled floor area: 900 sq. ft.

1 covered parking space, 1 uncovered (existing to remain unchanged)
existing building coverage: 1,837± sq. ft.
proposed building coverage: 1,924 sq. ft. (1,925 allowed)
landscaped area: 2,562± sq. ft. (47%), no new landscaping proposed
pavement and deck area: 1,015± sq. ft. (18%)

SITE PLAN LEGEND

- property line
- required setback line
- 1st floor wall
- 2nd floor wall
- area of 1st floor addition
- area of 2nd floor addition
- tree protection fencing (3 high orange plastic netting w/ posts 5' o.c.)

FLOOR AREA AND BUILDING COVERAGE DIAGRAM 1/8"=1'-0"

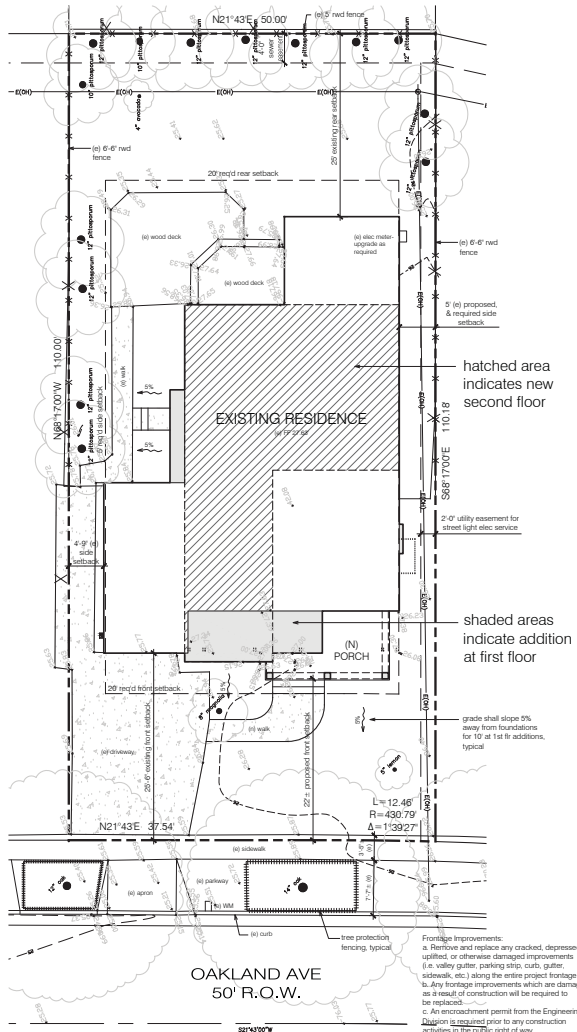


SECOND FLOOR

FIRST FLOOR

FLOOR AREA LIMIT CALCULATION		
Area	Dimensions	SF
A	12x15'-8"	188.0
B	11'-7"x29'-3"	339.7
C	12'-8"x31'-3"	396.1
D1	17'-6"x29'-3"	511.1
D2	<1'-2"x6'-2">	-7.1
E	5'-9"x18'-9"	107.6
F	1'-2"x12	14.0
G Garage	11'-1"x23'-3"	257.7
H	29'-9"x22'-7"	660.4
I	12x26'-1"	313.5
J	6'-4"x8'-6"	-53.1
TOTAL FAL		2728

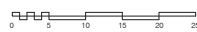
BUILDING COVERAGE CALCULATION		
Area	Dimensions	SF
K	9'x9'-3"	83.3
L	6'-9"x3'-6"	23.7
M	2'-4"x0'-7"	1.4
N	0'-6"x4	2.0
First floor and garage		1807
TOTAL BUILDING COVERAGE		1917



SITE PLAN















drawn on survey by LE Engineering, dated 1-18-16

1/8"=1'-0"





















AB	AGGREGATE BASE	IS	DOWNSPOUT	GPE	GENERAL PUBLIC	PERF	PERFORATED
BC	ASPHALT CONCRETE	DWY	DRIVEWAY	EASEMENT			PROPERTY LINE
AD	AREA DRAIN	EA	EASEMENT	CSB	GRADING SETBACK	PP	POWER POLE
BB	ANCHOR EASEMENT	ELEV	ELEVATION	GM	GAS METER	PPR	PROPOSED
BB	BUBBLER BOX	EM	ELECTRIC METER	HP	HOT POINT	PSE	PUBLIC SERVICE EASEMENT
BCL	BUILDING	EO(H)	ELECTRIC OVERHEAD	IN	INVERT	PSUE	PUBLIC SERVICE UTILITY
BLK	BUILDING ELECTRICAL LINE	EP	ELECTRIC POWER	LS	LINE OF CUTTING		
BSD	BUILDING TRAILER LINE	EP	ELECTRIC PAVEMENT	LV	LANDSCAPE AREA	PUE	PUBLIC UTILITY EASEMENT
BW	CURB OF WALK/BACK OF WALK	EA	EXISTING	MAX	MAXIMUM	PVC	POLYVINYL CHLORIDE
		EA	EXISTING ACCESS	MIN	MINIMUM	R	RADIUS
CB	CURB & GUTTER	EASEMENT		MW	MANHOLE WELL	RW	RETAINING WALL
CC	CENTERLINE	FA	FACE OF CURB	NBS	NAIL AND SILVER	REM	REMOVE
CLF	CHAIN LINK FENCE	FD	FOUND	N&S	NOT TO SCALE	R/W	RIGHT OF WAY
CLF	SANITARY SENCER	FF	FINISH ELEVATION OF SURFLOOR	OR	OVERHEAD	R	STORM DRAIN
				OS	ORIGINAL	SDE	STORM DRAIN EASEMENT
CON	CORP OPENING	FG	GROUND FINISH GRADE	PA	PAVEMENT FINISH GRADE	SE	SLOPE EASEMENT
COP	CONCRETE	FH	FIRE HYDRANT	PAD	PAD ELEVATION	SME	STRUCTURE MAINTENANCE EASEMENT
CSC	COUNTY STANDARD DETAIL	FLOW	FLOW LINE	PE	PATHWAY EASEMENT		
DE	DESIGNATION EASEMENT	G	GRADE SLAB	PEE	PEDESTRIAN EQUESTRIAN EASEMENT	SS	SANITARY SEWER/LATERAL
DVE	DRAINAGE Emitter	ELEV	ELEVATION/GAS LINE				

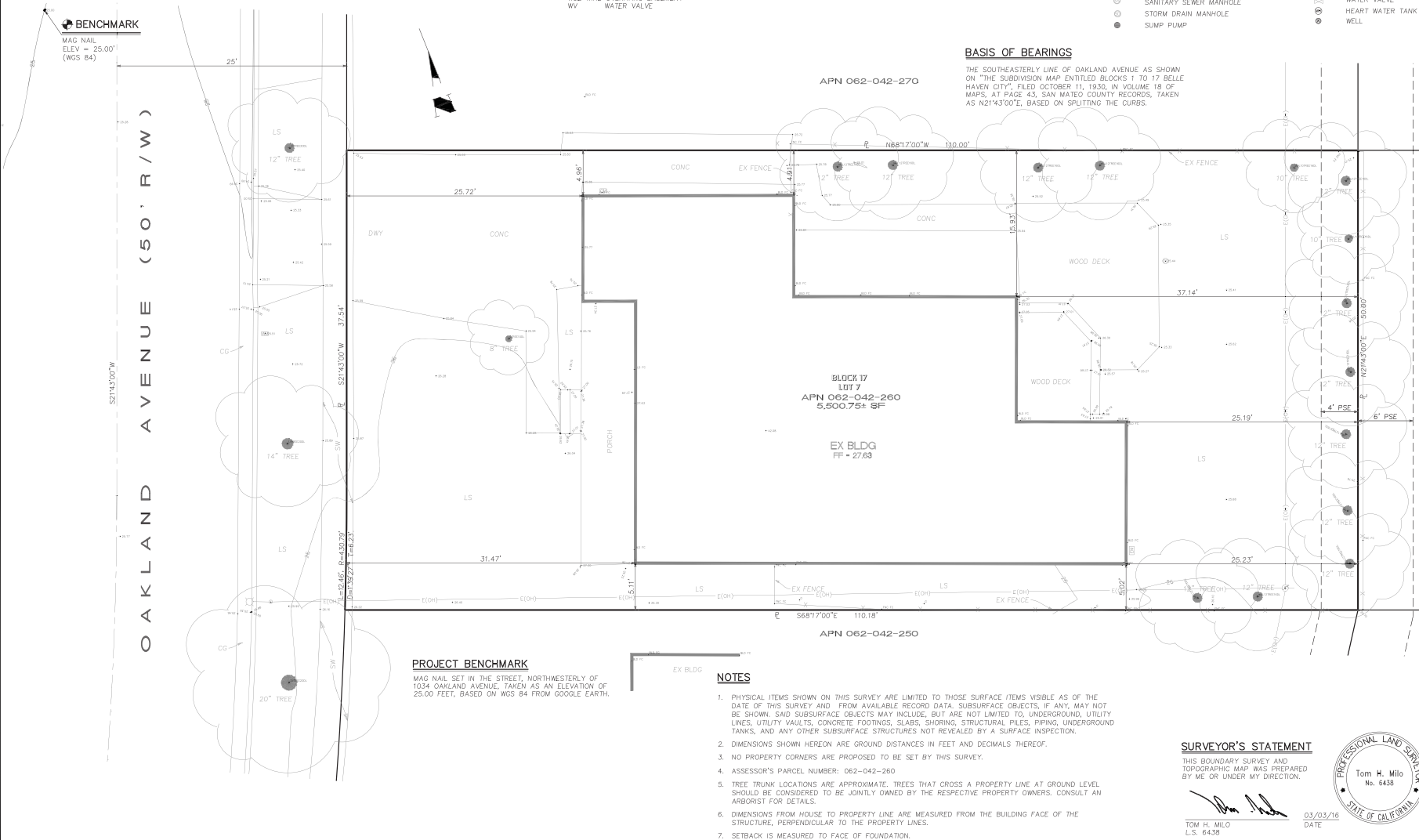
LEGEND & ABBREVIATIONS

 AREA DRAIN
 BENCHMARK
 BOUNDARY
 CATCH BASIN
 COBBLE ROCK ENERGY DISSIPATOR
 CONCRETE
 — 550 — EXISTING CONTOUR AFTER GRADING
 — 550 — ORIGINAL GROUND PRIOR TO GRADING
 — 100.46 — DESIGN GRADE
 DOWNSPOUT WITH SPLASHBLOCK
 DRAINAGE EMITTER
 DIVERSION VALVE
 BACKWATER VALVE
 — — — — — DRAINAGE SWALE

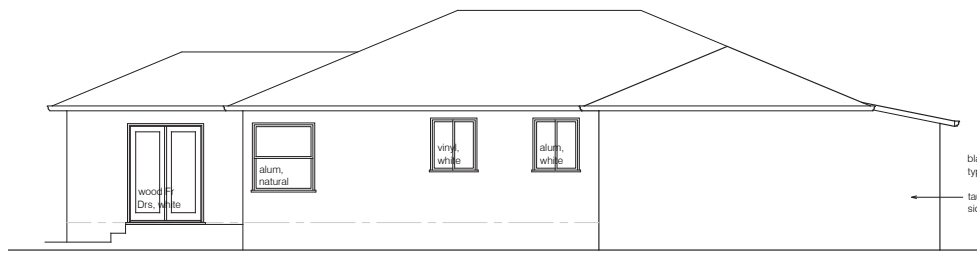
--- EASEMENT LINE
 +101.70 OR (101.70) EXISTING ELEVATION
 EXISTING FENCE
 EXISTING TREE TO BE REMOVED
 EXISTING TREE TO REMAIN
 FOUND IRON PIPE AT PROPERTY CORNER
 FIBER ROLLS
 GAS METER
 GAS VALVE
 GRADE TO DRAIN
 GUY POLE
 GUY WIRE ANCHOR
 HIGH POINT
 HYDRANT: EXISTING
 HYDRANT: PROPOSED

	INLET
	JOINT POLE
	LIGHTING POLE
	LOW POINT
	MAIL BOX
	MONUMENT WELL
	OVERLAND FLOW DIRECTION
	PGE BOX
	POST CONSTRUCTION STORM WATER POLLUTION CONTROL MEASURE
	PROJECT SITE
	ROCK RETAINING WALL
	RIGHT OF WAY
	SANITARY SEWER CLEAN OUT MANHOLE
	SANITARY SEWER MANHOLE
	STORM DRAIN MANHOLE
	SUMP PUMP

	ELECTRICAL BOX
	ELECTRIC METER
	TELEPHONE BOX
	TELEVISION BOX
	TEST PIT
	TOP OF FILL
	TOE OF FILL
	TOP OF CUT
	TOE OF CUT
	TREE NUMBER
	T—VAULT
	UTILITY: EXISTING
	UTILITY: PROPOSED OR NEW
	VERTICAL SHORING
	WATER METER
	WATER VALVE
	HEART WATER TANK
	WELL



BOUNDARY SURVEY AND TOPOGRAPHIC MAP LANDS OF VIDEN 1034 OAKLAND AVENUE APN 062-042-260		California	
Mento Park		CONTRACT NO.	
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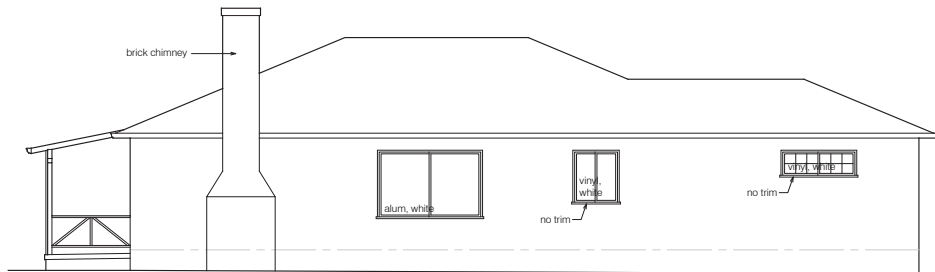
EXISTING LEFT-SIDE (NORTH) ELEVATION

1/4" = 1'-0"



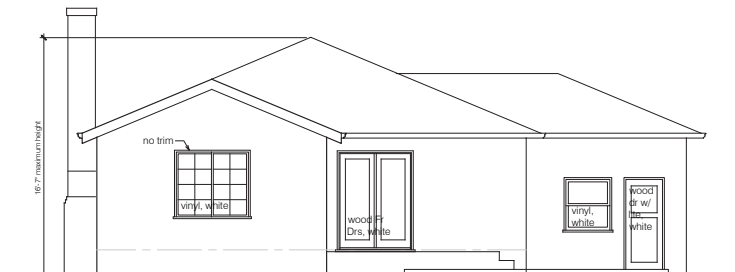
EXISTING FRONT (WEST) ELEVATION

1/4" = 1'-0"



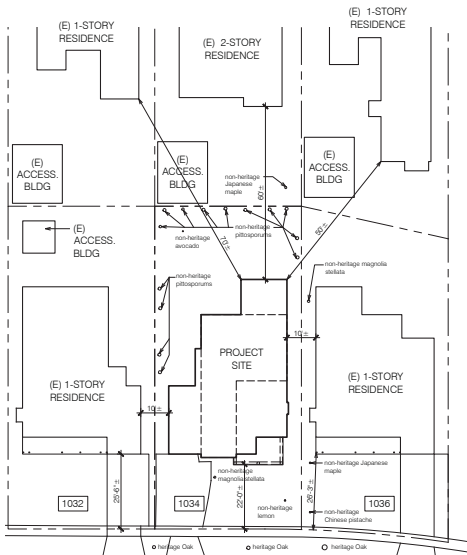
EXISTING RIGHT-SIDE (SOUTH) ELEVATION

1/4" = 1'-0"



EXISTING REAR (EAST) ELEVATION

1/4" = 1'-0"



AREA PLAN OAKLAND AVENUE

1/20" = 1'-0"



STREETSCAPE

1/8" = 1'-0"

ELAINE LEE
design

3223 encinal avenue
alamo, ca 94501
510.847.0377

A PROPOSED ADDITION TO
1034 OAKLAND AVENUE
MENLO PARK, CALIFORNIA
OWNERS: MADELINE AND ANDERS VIDEN

drawing title

revisions

Δ 3.23.16
Δ 5.25.16

Use Permit Application

date: 1.27.16
scale: as noted
drawn by: EL
job: VIDEN

sheet

A2

of 6 sheets

A PROPOSED ADDITION TO
1034 OAKLAND AVENUE
MENLO PARK, CALIFORNIA
OWNERS: MADELEINE AND ANDERS VIDEN

drawing title

revisions

- △ 3.23.16
△ 5.25.16

Use Permit Application

date: 1.27.16

scale: as noted

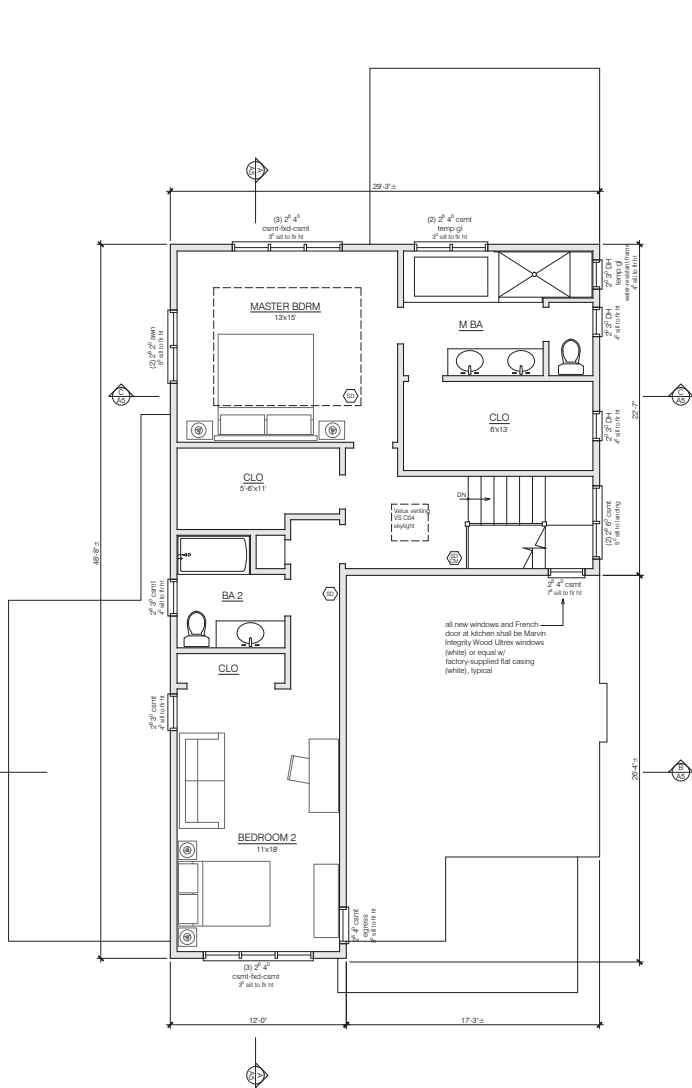
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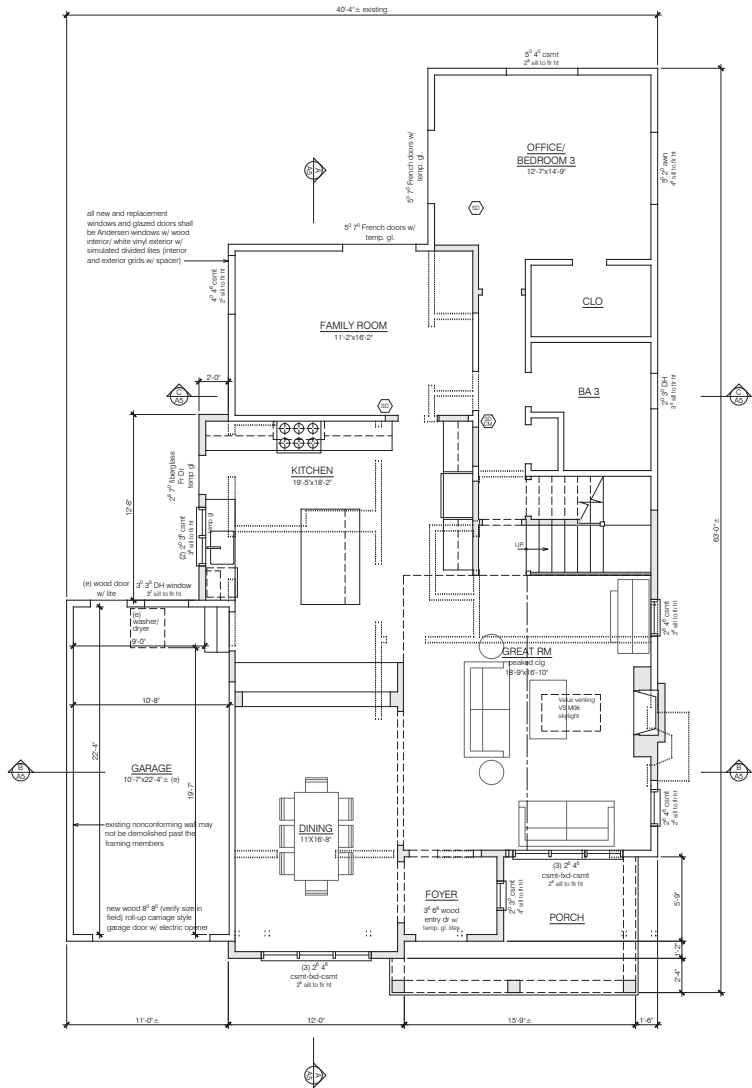
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of 6 sheets



NEW SECOND FLOOR PLAN

1/4" = 1'-0"

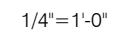
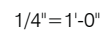
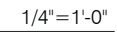
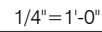


DEMOLITION AND PROPOSED FIRST FLOOR PLAN

1/4" = 1'-0"



- indicates existing wall to be removed
——— indicates existing wall to remain
——— indicates new construction



of 6 sheets

A PROPOSED ADDITION TO
1034 OAKLAND AVENUE
MENLO PARK, CALIFORNIA
OWNERS: MADELEINE AND ANDERS VIDEN

drawing title

revisions

- △ 3.23.16
- △ 5.25.16

Use Permit Application

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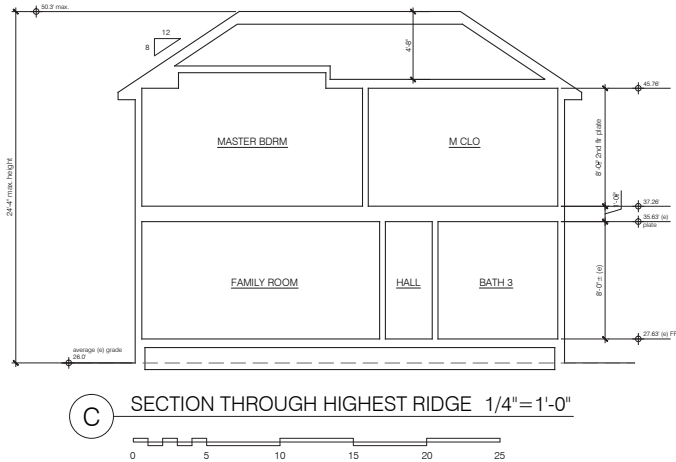
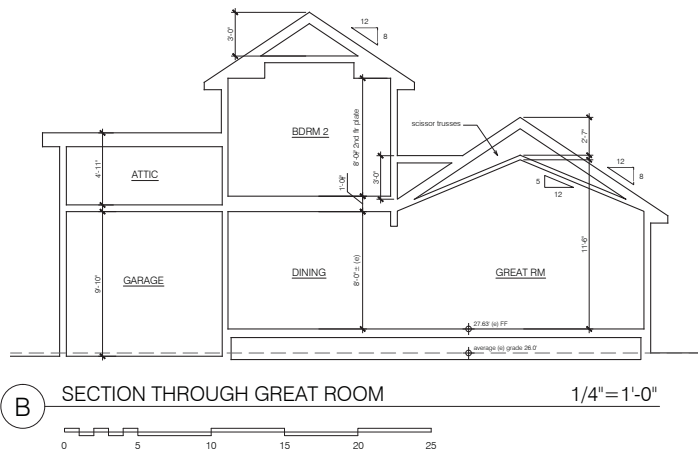
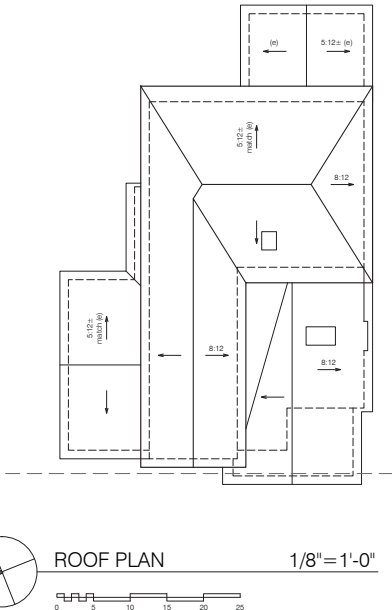
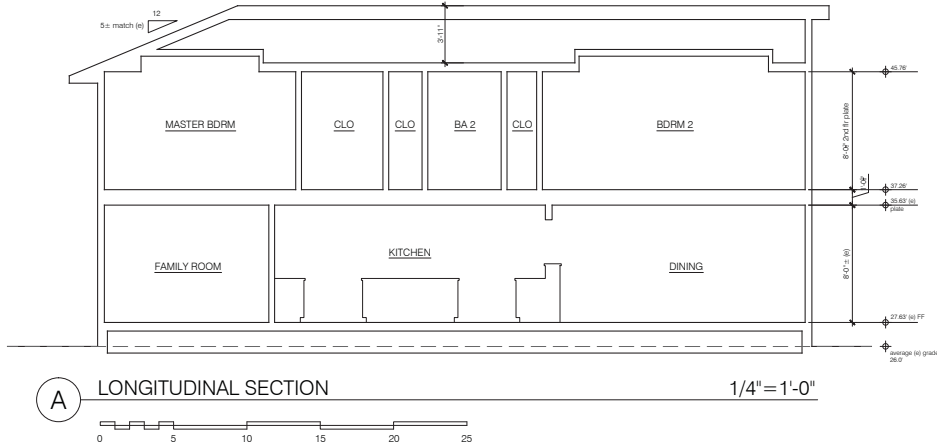
drawn by: EL

job: VIDEN

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of 6 sheets



JAN 28 2016

CITY OF MENLO PARK
PLANNING**Viden Residence Project Description**

1034 Oakland Avenue, Menlo Park

January 27, 2016

The Viden family would like to add more space to their home and improve the curb appeal of the house. Anders works from home and the family has diverse hobbies that they would like to be able to accommodate in their home. The existing residence is a one-story ranch built in the 1940s and is very typical of other homes on the block.

Quite a few homes in the immediate vicinity have already added second stories. The new style of the house is modern farmhouse. The entry porch has been designed to create a street-friendly façade and to balance the second story element. The bulk of the second story is set back towards the rear of the house and is visually recessed from the street. By adding a second floor, the Videns are able to add the additional space that they need whilst preserving as much of the yard as they can, as they are avid gardeners. As part of this project, the kitchen and portions of the existing first floor will be remodeled to create a more open floor plan. The siting of the second floor also allows for a peaked ceiling in the great room that has been created at the front of the house. The current house has 3 bedrooms and 2 baths. The proposed project will have 3 bedrooms, 3 baths, and a family room.

The Videns spoke with the neighbors to each side of their house on Oakland Avenue and left copies of the design with them. Neither neighbor expressed any concern about the design and have not made any further comment to the Videns since their respective meetings.



STAFF REPORT

Planning Commission

Meeting Date:

6/6/2016

Staff Report Number:

16-044-PC

Public Hearing:

Use Permit/Steven MacKay and Anna Muelling/822 College Avenue

Recommendation

Staff recommends that the Planning Commission approve a use permit revision for a second floor addition to an existing two-story residence on a substandard lot with regard to lot width in the R-1-U (Single Family Urban) zoning district, at 822 College Avenue. The recommended actions are contained within Attachment A.

Policy Issues

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

Background

Site location

The project site is located at 822 College Avenue. Using College Avenue in the east-west orientation, the subject property is on the north side of College Avenue between Blake Street and University Drive, in the Allied Arts neighborhood. A location map is included as Attachment B. Adjacent parcels are also zoned R-1-U, with a mix of one- and two-story, single-family residences. Older residences in the neighborhood are generally one story in height, while newer residences are typically two stories in height. Single-story residences in the neighborhood tend to have a craftsman or bungalow architectural style, while two-story residences have a variety of styles including Cape Cod, Tudor, and contemporary architectural styles.

1992 Use Permit

On May 18, 1992, the Planning Commission unanimously approved a use permit for a 206-square-foot first floor addition and a 790-square-foot second floor addition, which exceeded 50 percent of the floor area of the existing one-story residence on the substandard lot at 822 College Avenue.

Analysis

Project description

The subject site is currently occupied by a two-story residence with a detached two-car garage. The applicant is proposing to maintain the existing 1,329-square-foot residence of three bedrooms and two and a half bathrooms, while expanding the second-floor master bedroom, bathroom, closet, and the shared

bathroom with a 93-square-foot addition at the rear of the home. With the new addition, the residence would remain a three-bedroom, two and a half bathroom home. The existing detached two-car garage would also remain. The proposed residence would have a floor area of 2,688 square feet where 2,800 square feet is the allowable floor area limit (FAL), and a building coverage of 33 percent where 35 is the maximum permitted. The proposal would be in compliance with building height and daylight plane requirements.

The scope of the currently-proposed changes is relatively modest, but Planning Commission review is required because the previous development received a use permit. A data table summarizing parcel and project attributes is included as Attachment C. The project plans and the applicant's project description letter are included as Attachments D and E, respectively.

Design and materials

The existing residence is a rectangular, two-story house with composition shingle gabled roofs, a covered entry porch, and fiber cement HardiePlank siding, which are characteristic of a contemporary Colonial style. The exterior modifications of the rear addition are limited to the right-rear corner of the house. The new composition shingle roofs would match the existing roof. The new walls with fiber cement HardiePlank siding would match existing walls of the residence. The new vinyl clad windows with wood trim and simulated divided lites with an interior spacer bar in between the glass would match the remaining fenestration on the house. The consistency in design and materials would create a cohesive design and maintain the existing style of the home.

In relation to neighboring properties, the new windows on the second-floor addition would have sill heights with a minimum of four feet to promote privacy. The applicant also proposes two skylights at the rear of the house, which would furthermore promote privacy while providing natural light. Staff believes that the scale, materials, and design of the proposed rear addition would be consistent with the existing residence.

Trees and landscaping

There are nine trees on or near the project site, including three heritage magnolias in the right-of-way, one non-heritage viburnum trilobium, one non-heritage parotia persica, and one non-heritage maple in the front yard of the project site, and two non-heritage frangula californica, one parotia persica tree, and one non-heritage fruit tree in the rear yard of the project site. Only the non-heritage fruit tree at the right rear corner of the property where the second story addition would be constructed is proposed to be removed. All other eight trees would remain. With the implementation of the standard heritage tree protection measures, the construction of the proposed addition in the rear is not anticipated to adversely affect the heritage trees located in the right-of-way. These standard heritage tree protection measures will be ensured through recommended condition 3f.

Correspondence

As part of the project description letter (Attachment E), the applicants have provided a summary of their neighbor outreach efforts. Staff has not received any correspondence directed to the Planning Commission thus far.

Conclusion

Staff believes that the scale, materials, and design of the proposed rear addition are compatible with the existing residence. The proposed exterior modifications are limited to the right-rear corner of the house. The proposed exterior materials, including roof, siding, and windows, would match those on the existing residence. No heritage tree impacts are anticipated. The floor area, building coverage, and height of the proposed residence would all be below the maximum amounts permitted by the Zoning Ordinance, and the new addition would be within the setback and daylight plane requirements. 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 300-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. Data Table
- D. Project Plans
- E. Project Description Letter

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:

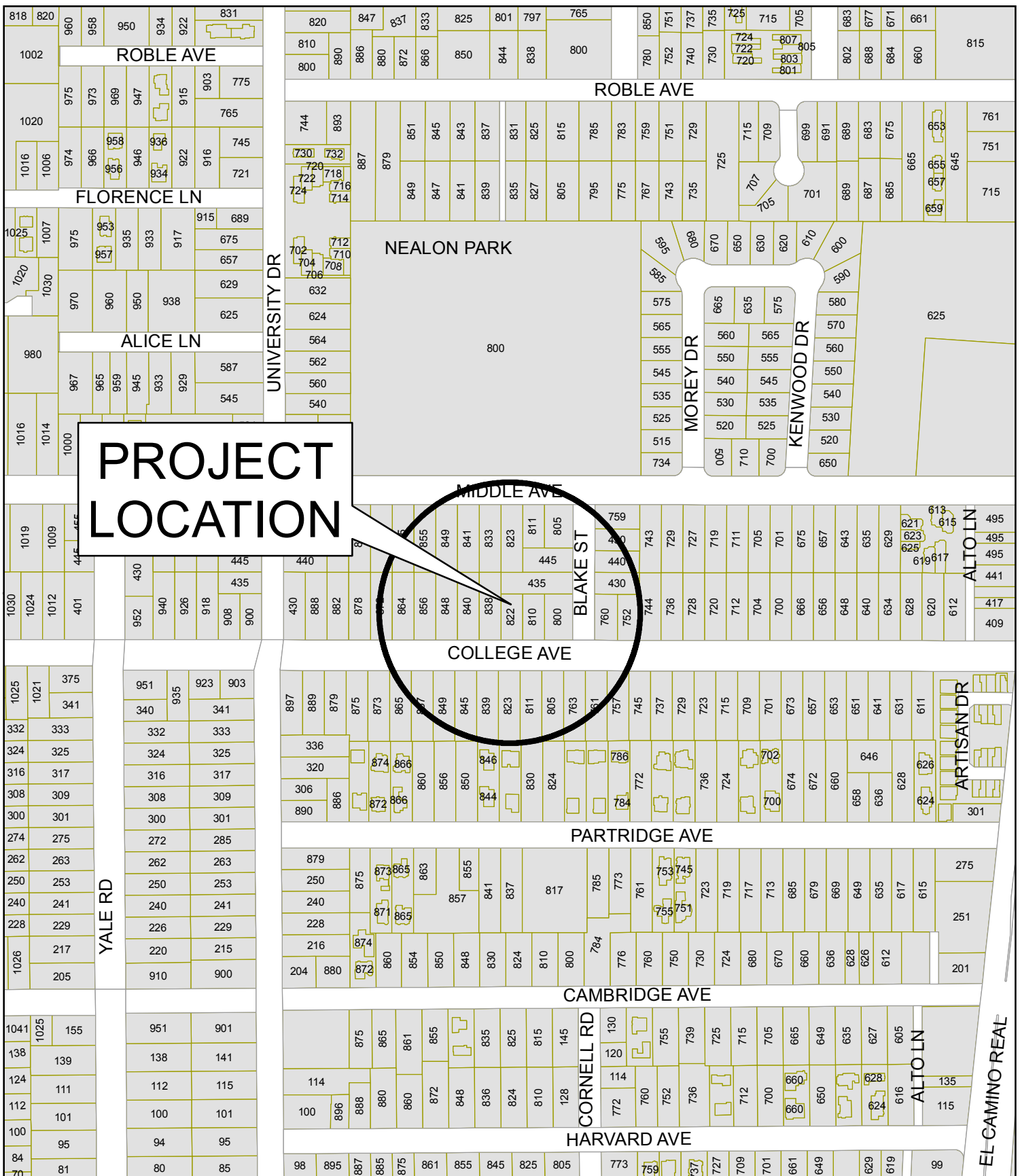
Sunny Chao, Assistant Planner

Report reviewed by:

Thomas Rogers, Principal Planner

822 College Avenue – Attachment A: Recommended Actions

LOCATION: 822 College Avenue	PROJECT NUMBER: PLN2016-00016	APPLICANT: Steven MacKay and Anna Muelling	OWNER: Steven MacKay and Anna Muelling
REQUEST: Request for a use permit revision for a second floor addition to an existing two-story residence on a substandard lot with regard to lot width in the R-1-U (Single Family Urban) zoning district.			
DECISION ENTITY: Planning Commission	DATE: June 6, 2016	ACTION: TBD	
VOTE: TBD (Barnes, Combs, Goodhue, Kahle, Onken, Riggs, Strehl)			
<p>ACTION:</p> <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 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: <ol style="list-style-type: none"> a. Development of the project shall be substantially in conformance with the plans prepared by Tali Hardonag Architect consisting of six plan sheets, dated received May 20, 2016, and approved by the Planning Commission on June 6, 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. Heritage trees in the vicinity of the construction project shall be protected pursuant to the Heritage Tree Ordinance. 			

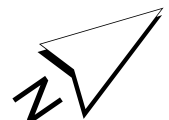


CITY OF MENLO PARK

LOCATION MAP

822 COLLEGE AVENUE

DRAWN: TAS CHECKED: SYC DATE: 06/06/16 SCALE: 1" = 300' SHEET: 1



822 College Avenue – Attachment C: Data Table

	PROPOSED PROJECT	EXISTING PROJECT	ZONING ORDINANCE
Lot area	5,308 sf	5,308 sf	7,000 sf min.
Lot width	50 ft.	50 ft.	65 ft. min.
Lot depth	106.1 ft.	106.1 ft.	100 ft. min.
Setbacks			
Front	22.1 ft.	22.1 ft.	20 ft. min.
Rear	40.5 ft.	43.5 ft.	20 ft. min.
Side (left)	5.5 ft.	5.5 ft.	5 ft. min.
Side (right)	9.2 ft.	9.2 ft.	5 ft. min.
Building coverage	1,733.3 sf	1,733.3 sf	1,857.7 sf max.
	33 %	33 %	35 % max.
FAL (Floor Area Limit)	2,688.4 sf	2,595.8 sf	2,800 sf max.
Square footage by floor	1,317.1 sf/1st	1,317.1 sf/1st	
	874.2 sf/2nd	747.7 sf/2nd	
	131.3 sf/attic	165.2 sf/attic	
	365.8 sf/garage	365.8 sf/garage	
	38.9 sf/porch	38.9 sf/porch	
	11.5 sf/fireplace	11.5 sf/fireplace	
Square footage of buildings	2,779.1 sf	2,686.5 sf	
Building height	24.5 ft.	24.5 ft.	28 ft. max.
Parking	2 covered	2 covered	1 covered/1 uncovered
Note: Areas shown highlighted indicate a nonconforming or substandard situation.			

Trees	Heritage trees	3*	Non-Heritage trees	7	New Trees	0
	Heritage trees proposed for removal	0	Non-Heritage trees proposed for removal	1	Total Number of Trees	9*

*Includes three street trees.



TALI HARDONAG
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3075 REMONT STREET
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MacKay/MUELLING RESIDENCE RENOVATION
822 COLLEGE AVENUE
MENLO PARK, CALIFORNIA

CLIENT: Eileen MacKay and Anna Mueller
822 College Avenue
Menlo Park, CA 94025
Tel: (650) 322-1004
Cell: (650) 600-0000

JOB NO. 1505

DATE: JANUARY 27, 2016
REVISIONS: MARCH 13, 2016
APRIL 12, 2016
MAY 17, 2016

USE PERMIT 1

822 COLLEGE AVE
MENLO PARK



SCOPE OF WORK
REMODEL 2ND FLOOR MASTER SUITE AND HALL BATH
* EXPAND MASTER BEDROOM INTO (E)GABLE
* ADDITIONAL WALLS IN CLUSTER OVER EXISTING BELOW
* ADDITIONAL BATHROOMS, CANTILEVER FLOOR FOR REAR YARD

GENERAL REQUIREMENTS

A. GENERAL
ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE CALIFORNIA BUILDING CODE AND ALL APPLICABLE LOCAL ORDINANCES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES.

B. BUILDING CODE
ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE CALIFORNIA BUILDING CODE AND ALL APPLICABLE LOCAL ORDINANCES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES.

C. DIMENSIONS AND SCALE
CONSTRUCTION OBSERVATION OR VISUAL INSPECTION OF THE PROJECT SHALL BE THE RESPONSIBILITY OF THE ARCHITECT. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES.

D. CONSTRUCTION OBSERVATION/REVIEW DEFINITION
CONSTRUCTION OBSERVATION OR VISUAL INSPECTION OF THE PROJECT SHALL BE THE RESPONSIBILITY OF THE ARCHITECT. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES.

E. CLEAN UP
CONTRACTOR SHALL BE RESPONSIBLE FOR CONTINUOUS REMOVAL AND DISPOSAL OF ALL CONSTRUCTION DEBRIS. ALL DEBRIS SHALL BE LEFT FREE FROM ALL FOREIGN MATTER. AT COMPLETION, HOUSE SHALL BE PROFESSIONALLY CLEANED.

SUPPLEMENTARY CONDITIONS

1. THE CONTRACTOR SHALL THOROUGHLY EXAMINE THE PREMISES AND SHALL BASE HIS BID UPON EXISTING CONDITIONS. ALL EXISTING CONDITIONS SHALL BE VERIFIED FOR COMPLETION WITH NEW CONSTRUCTION. IN THE EVENT THAT DISCREPANCIES ARE FOUND IN THE DRAWINGS, THE ARCHITECT SHALL BE NOTIFIED BEFORE WORK PROCEEDS.

2. THE CONTRACTOR SHALL FIELD INSPECT THE JOB SITE PRIOR TO COMMENCEMENT OF WORK AND SHALL ADHERE TO ALL RULES GOVERNING CONSTRUCTION, BUILDING AGENCIES, AND THE USE OF THE FACILITIES AS SET BY THE BUILDING OWNER, BUILDING DEPARTMENT AND ALL OTHER LOCAL AGENCIES.

3. THE CONTRACTOR SHALL PROVIDE ALL WORK AND MATERIALS IN ACCORDANCE WITH ALL FEDERAL, STATE AND LOCAL CODES AND PRE-INDUSTRY STANDARDS UNLESS NOTED OTHERWISE. ALL PRODUCTS SHALL BE USED PER MANUFACTURER'S RECOMMENDATION.

4. ANY PORTION OF THE EXISTING BUILDING, SITE OR LANDSCAPE DAMAGED BY THE CONTRACTOR OR HIS SUBCONTRACTORS SHALL BE RESTORED TO THE CONDITION PRIOR TO DAMAGE AT NO COST TO THE OWNER OR TENANT.

5. BEFORE THE ARCHITECT'S REVIEW APPROVAL OF SHOP DRAWINGS SHALL RELIEVE THE CONTRACTOR FROM THE RESPONSIBILITY FOR DEVIATIONS FROM THE INTENT OF THE DRAWINGS AND SPECIFICATIONS UNLESS AGREED TO BY THE ARCHITECT IN WRITTEN FORM.

6. THE CONTRACTOR IS RESPONSIBLE FOR COORDINATION OF ALL WORK IN THE FIELD TO ENSURE TIMELY COMPLETION OF THE PROJECT.

7. THE GENERAL CONTRACTOR SHALL BE RESPONSIBLE FOR ALL WORK REQUIRED TO COMPLETE THE WORK, INCLUDING, BUT NOT LIMITED TO:

(1) ALL WORK REQUIRED TO PREPARE FOR NEW WORK.

(2) THE REMOVAL OR RELOCATION OF ALL EXISTING PIPES, CONDUITS, WIRING, ETC. AS REQUIRED IN ORDER TO COMPLETE THE WORK.

(3) ALL TEMPORARY SHORING REQUIRED DURING CONSTRUCTION TO ALLOW FOR NEWWORK.

(4) THE PROTECTION OF THE WORK FROM ANY DAMAGE DUE TO FIRE, WEATHER OR VANDALISM.

(5) THE REMOVAL OF ALL DEBRIS AND EXCESS MATERIAL AND BROOM CLEANING EACH AREA AFTER WORK IS COMPLETED.

8. THE FOLLOWING CODES AND REGULATIONS SHALL BE APPLICABLE:

2015 IBC - CALIFORNIA BUILDING CODE
2015 IBC - CALIFORNIA RESIDENTIAL CODE
2015 IBC - CALIFORNIA MECHANICAL CODE
2015 IBC - CALIFORNIA FIRE ALARMS CODE
2015 IBC - CALIFORNIA ELECTRICAL CODE
2015 IBC - CALIFORNIA ENERGY CODE
2015 IBC - CALIFORNIA GREEN BUILDING STANDARDS
ALONG WITH ANY OTHER APPLICABLE LOCAL LAWS AND REGULATIONS

INDEX OF DRAWINGS

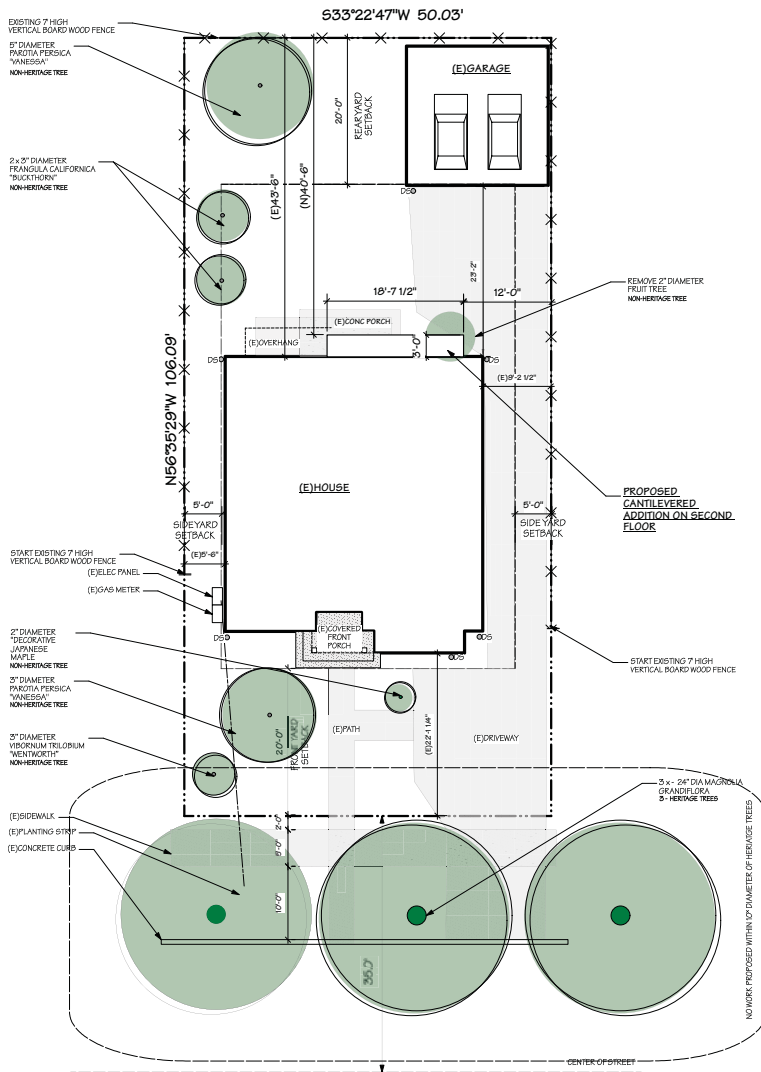
USE PERMIT 1	SITE PLAN
USE PERMIT 2	SURVEY
USE PERMIT 3	EXISTING FLOOR PLAN
USE PERMIT 4	NEW FLOOR PLAN
USE PERMIT 5	ROOF PLAN AND BUILDING SECTIONS
USE PERMIT 6	NEW EXTERIOR ELEVATIONS

SITE DATA

APN	071-425-170
ZONE	R-1
FLOOD ZONE	NO
CONSTRUCTION TYPE	15
OCCUPANCY TYPE	R-SU
LOT AREA	5,307.7 SQ FT
MAX. COVERAGE (25%)	1,326.9 SQ FT
MAX. FLOOR AREA	2,653.8 SQ FT
MAX. SECOND FLOOR AREA	1,400.0 SQ FT
(E) FIRST FLOOR	1,326.6 SQ FT
(E) GARAGE	365.8 SQ FT
(E) PORCH	362.5 SQ FT
TOTAL (E) COVERAGE	1,733.3 SQ FT
(E) FIRST FLOOR	1,326.6 SQ FT
(E) FIREPLACE	-115.0 SQ FT
(E) GARAGE	365.8 SQ FT
(E) SECOND FLOOR	788.0 SQ FT
(E) SECOND FLOOR STAIR	40.3 SQ FT
(E) SECOND FLOOR EQUV. (Attic over 5' & Ceiling over 12')	119.4 SQ FT
(E) THIRD FLOOR EQUV. (Attic over 5')	45.8 SQ FT
TOTAL (E) FAL	2,658.8 SQ FT
(E) FIRST FLOOR	1,326.6 SQ FT
(E) GARAGE	365.8 SQ FT
(E) PORCH	362.5 SQ FT
TOTAL (N) COVERAGE	1,733.3 SQ FT
(E) FIRST FLOOR	1,326.6 SQ FT
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(E) SECOND FLOOR EQUV. (Attic over 5' & Ceiling over 12')	119.4 SQ FT
(E) THIRD FLOOR EQUV. (Attic over 5')	45.8 SQ FT
PROPOSED ADD 2ND FLOOR IN (E) GABLE	32.9 SQ FT
PROPOSED ADDITION 2ND FLOOR	82.6 SQ FT
TOTAL (N) FAL	2,658.8 SQ FT
LAND COVERED BY STRUCTURES	32.76 SQ FT
LANDSCAPING	42.25 SQ FT
PIVED SURFACES	24.69 SQ FT
PIVING SPACES	2.0 COVERED



Scale: 1" = 20 FT



NOTE:
NO HERITAGE TREES ON PROPERTY
NO WORK PROPOSED WITHIN 10' DIAMETER OF HERITAGE STREET TREES
NO CHANGE TO EXISTING PLANTING OR HARDSCAPE
NO CHANGE TO EXISTING GRADE

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



TALI HARDONAG
ARCHITECT

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PUEBLO, CO 81001
PHONE: (505) 679-0341

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MACKEY/MUELLING RESIDENCE RENOVATION
822 COLLEGE AVENUE
MENLO PARK, CALIFORNIA

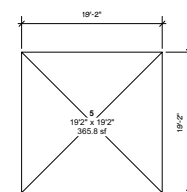
CLIENT: Steven Mackay and Anna Mueller
822 College Avenue
Menlo Park, CA 94025
Tel: (650) 322-1004
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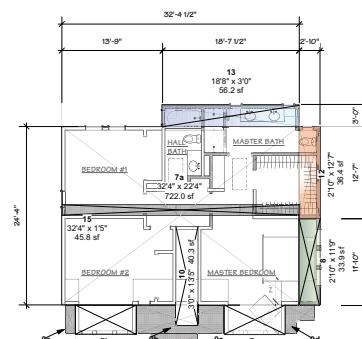
USE PERMIT **2**

EXISTING		
1st FLOOR	1	452.5
1st FLOOR	2	217.4
1st FLOOR	3	621.5
1st FLOOR	4	37.9
GARAGE	5	365.5
FRONT PORCH	6	38.9
TOTAL (EXIST) COVERAGE		1,733.5
1st FLOOR	1	452.5
1st FLOOR	2	217.4
1st FLOOR	3	621.5
1st FLOOR	4	37.9
FIREPLACE, 1st FLOOR	11	11.5
GARAGE	5	365.5
2nd FLOOR	7	722.0
2nd FLOOR	7b	33.0
2nd FLOOR	7c	33.0
CONVERTED ATTIC, 2nd FLOOR	8	33.0
ATTIC, 2nd FLOOR	9a	5.4
ATTIC, 2nd FLOOR	9b	45.8
ATTIC, 2nd FLOOR	9c	22.9
ATTIC, 2nd FLOOR	9d	11.4
ATTIC, 3rd FLOOR	13	45.8
STAIR	10	20.8
TOTAL (EXIST) AREA		2,555.8
NEW		
(EXIST) FLOOR/GAR/PORCH		1,733.5
TOTAL (EXIST) COVERAGE		1,733.5
(EXIST) AREA		2,555.8
2nd FLOOR	12	18.4
2nd FLOOR	13	56.2
TOTAL (NEW) AREA		2,688.4



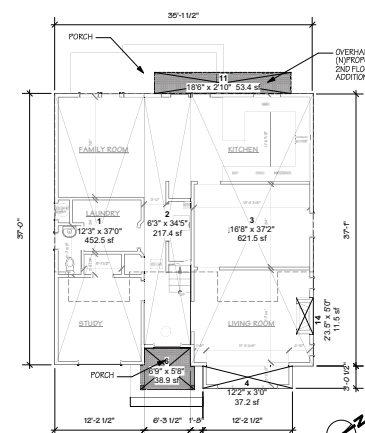
EXISTING GARAGE

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



SECOND FLOOR

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

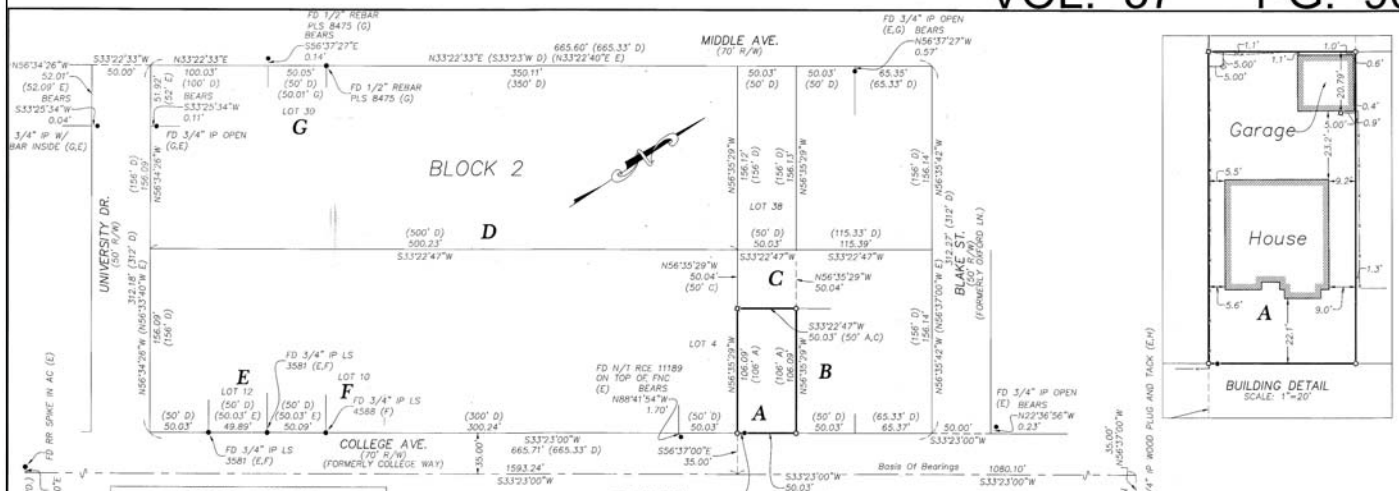


PROPOSED FIRST FLOOR

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

NO CHANGE TO EXISTING

VOL. 37 PG. 90



PARCELS, ADJOINERS AND REFERENCE DATA	
A	2010-017906 APN: 071-403-170 5308 SF
B	91-057404 APN: 071-403-160
C	2011-104135 APN: 071-403-140
D	8 MAPS 46
E	14 LLS 82
F	CR #532
G	CR #1667
H	CR #628

NOTES

ALL DISTANCES AND DIMENSIONS ARE IN FEET AND DECIMALS.

THIS RECORD OF SURVEY IS BEING FILED IN COMPLIANCE WITH SECTION 8762

PARAGRAPH B 1.2, 1.4, 1.5 OF THE PROFESSIONAL LAND SURVEYORS' ACT

BASIS OF BEARINGS

THE BEARING SOUTH 33°23'00" WEST
BETWEEN TWO FOUND MONUMENTS ALONG
COLLEGE AVENUE AS SHOWN ON 14 LLS 82.

LEGEND

- SET 1/4" IRON PIPE WITH PLASTIC TAG "PLS 6163"
- FD POINT AS NOTED
- SET "2x2" WOOD STAKE W/PLASTIC TAG "PLS 6163"
- SET NAIL/PLASTIC TAG "PLS 6163"
- FENCE
- () RECORD DATA / REFERENCE
- NRM NO RECORD OF MONUMENT
- FNC FENCE
- N/T NAIL AND TAG

COUNTY RECORDER'S STATEMENT

FILED THIS 37th DAY OF December 2012 AT
11:23 AM IN VOLUME 57 OF L.L.S. MAPS AT
PAGE 90 AT THE REQUEST OF LOUIS WADE HAMMOND

FILE NO. 2012-900139 FEE \$10.00

MARK CHURCH, COUNTY RECORDER

BY [Signature] DEPUTY

COUNTY SURVEYOR'S STATEMENT

THIS MAP HAS BEEN EXAMINED IN ACCORDANCE WITH SECTION 8766

OF THE PROFESSIONAL LAND SURVEYORS' ACT THIS 11th DAY

OF December 2012

1 Brian C. Lee

BRIAN C. LEE, DEPUTY DIRECTOR OF PUBLIC WORKS

RCE 26573

SURVEYOR'S STATEMENT

THIS MAP CORRECTLY REPRESENTS A SURVEY MADE BY ME OR UNDER MY
DIRECTION IN CONFORMANCE WITH THE REQUIREMENTS OF THE PROFESSIONAL
LAND SURVEYORS' ACT AT THE REQUEST OF S. MACKEY IN OCTOBER 2012.

LOUIS WADE HAMMOND

P.L.S. 6163



RECORD OF SURVEY
R/S NO. 2396
LANDS OF MACKEY / MUELLING
PORTION OF LOT 3, BLOCK 2, 8 MAPS 46 AS DESCRIBED IN
2010-017906
MENLO PARK, SAN MATEO COUNTY, CALIFORNIA
SCALE: 1" = 50' OCTOBER 2012
L. Wade Hammond
Licensed Land Surveyor No. 6163
36660 Newark Blvd., Suite C, Newark, California 94560
Tel: (510) 579-6112 Fax: (510) 991-8054
wade@wadehammondpls.com

SHEET ONE OF ONE



(E)FRONT VIEW



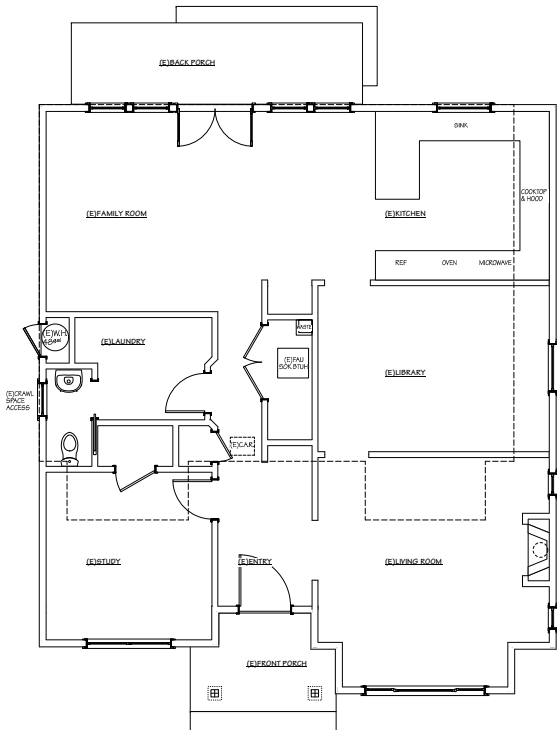
(E)RIGHT VIEW



(E)REAR VIEW

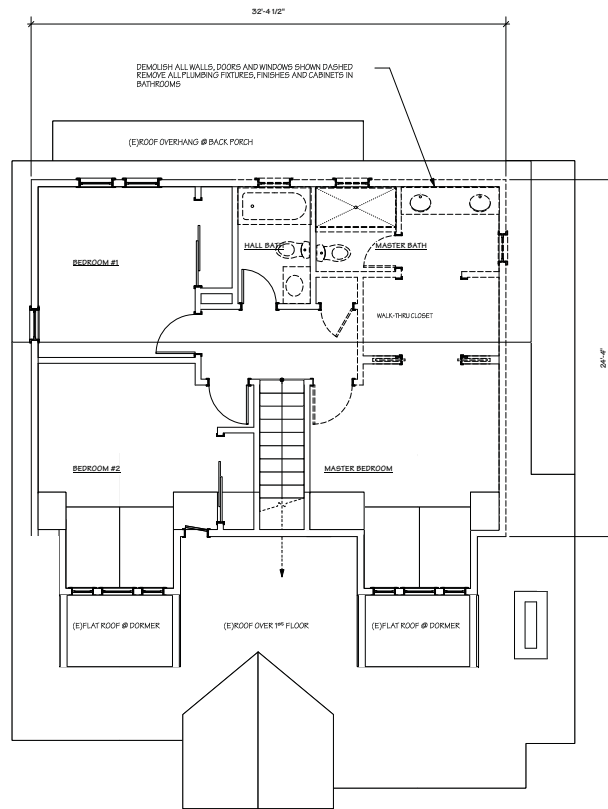


(E)LEFT VIEW



EXISTING 1st FLOOR

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



EXISTING 2nd FLOOR

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



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MACKEY/MUELLING RESIDENCE RENOVATION
822 COLLEGE AVENUE
MENLO PARK, CALIFORNIA

CLIENT: Edwin Mackay and Anna Mueller
822 College Avenue
Menlo Park, CA 94025
Tel: (650) 322-1004
Cell: (650) 300-1000

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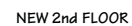
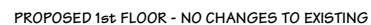
USE PERMIT **3**



CLIENT Steven MacKay and Anna Maelling
822 College Avenue
Menlo Park, CA 94025
Tel: (650) 823-0604
Cel: (650) xxx-xxxx

DATE	JANUARY 27, 2016
REVISIONS	MARCH 3, 2016 APRIL 12, 2016 MAY 17, 2016

USE PERMIT **4**





CLIENT Steven MacKay and Anna Maelling
822 College Avenue
Menlo Park, CA 94025
Tel: (650) 823-0604
Cel: (650) xxx-xxxx

DATE	JANUARY 27, 2016
REVISIONS	MARCH 3, 2016 APRIL 12, 2016 MAY 17, 2016

USE PERMIT **5**



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



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



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





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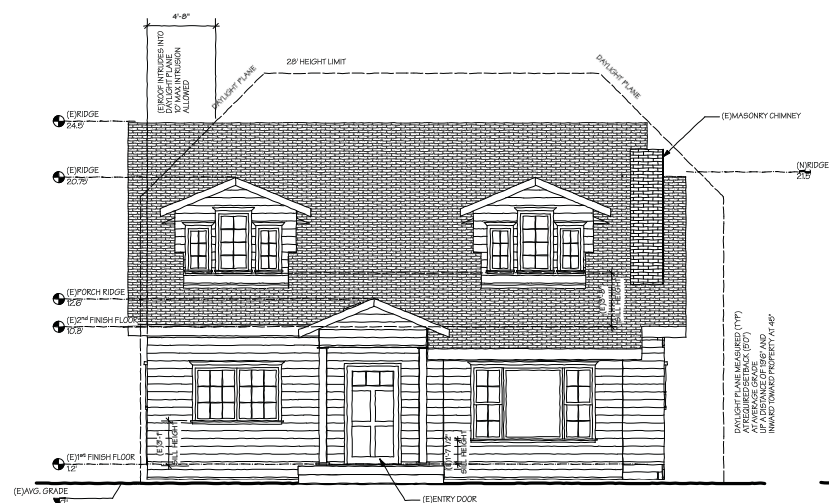
MACKEY/MUELLING RESIDENCE RENOVATION
822 COLLEGE AVENUE
MENLO PARK, CALIFORNIA

CLIENT Eileen MacKay and Anna Mueller
822 College Avenue
Menlo Park, CA 94025
Tel: (650) 322-1004
Cell: (650) 400-1000

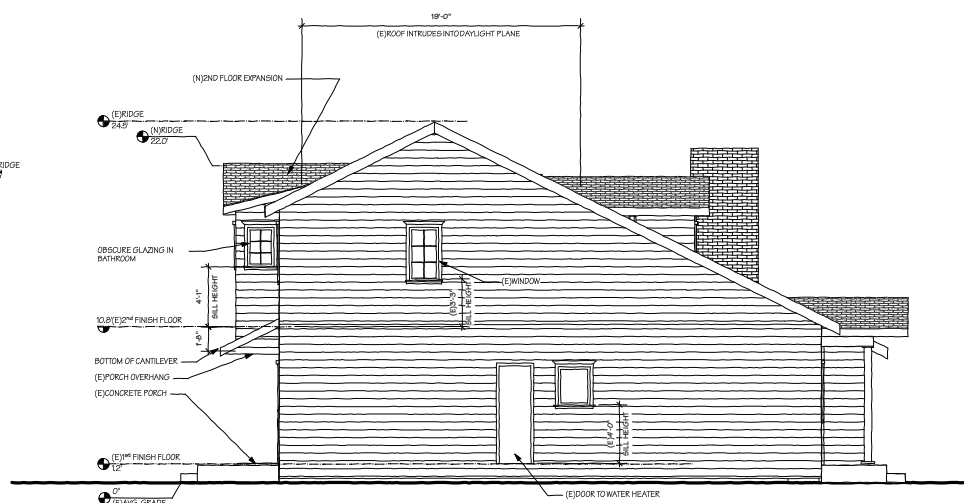
JOB NO. 1505

DATE JANUARY 27, 2016
REVISIONS MARCH 3, 2016
APRIL 12, 2016
MAY 17, 2016

USE
PERMIT **6**



(N)FRONT VIEW SOUTH-EAST
Scale: 1/4" = 1'-0"

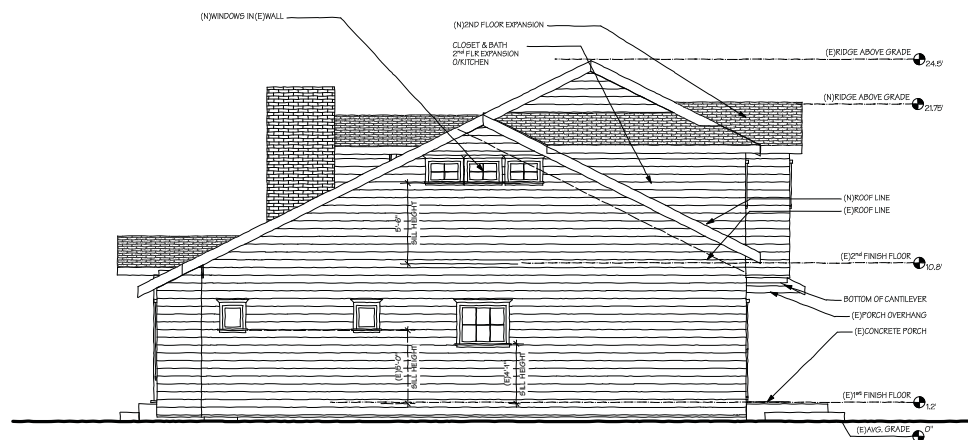


(N)LEFT VIEW SOUTH-WEST
Scale: 1/4" = 1'-0"

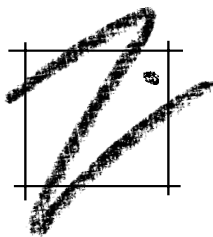
EXTERIOR MATERIAL FINISHES
NEW EXTERIOR FINISHES SHALL MATCH (E)FIBER CEMENT HARDY PLANK SIDING, WOODGRAIN, PAINTED
NEW WINDOWS SHALL MATCH (E)WYLL CLAD ANDERSEN WINDOWS, WHITE, SOL (EXTINT DIVIDED W/SPACER IN GLASS)
NEW WINDOW TRIM SHALL MATCH (E)WOOD PAINTED TRIM
NEW ROOFING SHALL MATCH (E)COMP ROOF WITH SIMILAR FASGIA AND GUTTER PROFILE



(N)REAR VIEW NORTH-WEST
Scale: 1/4" = 1'-0"



(N)RIGHT VIEW NORTH-EAST
Scale: 1/4" = 1'-0"



TALI HARDONAG
ARCHITECT

May 31, 2016

Community Development Department
City of Menlo Park Planning Division
701 Laurel Street
Menlo Park, CA 94025

SUBJECT: 822 College Avenue
Use Permit Application

Project Description:

This proposal seeks a Use Permit to allow the remodel and expansion of an existing two-story home on a substandard lot size.

The scope of work remodels the existing second floor to enlarge the master bedroom and closet over the existing first floor, and enlarges two bathrooms for a total additional floor area of 126.5 sf. The addition makes use of 70.3 sf existing attic space in the right side gable roof, and cantilevering 56.2 sf over the existing first floor towards the back yard. Total new Lot Coverage and FAL are within the maximum allowed on the property.

The new addition is located towards the center of the width of the property and creates no impact on neighboring properties solar access. The bathroom window that faces the neighbor property on the left has obscure glazing, respecting neighbor privacy. The small windows in the master bedroom on the right are set more than 5' above floor level, in consideration of neighbor privacy. Bathroom windows facing the rear are set more than 40 ft from the neighbor property and are screened from that neighbor by existing large trees.

The small addition matches existing exterior siding materials and colors, extends existing roofing materials and window manufacturer and trim details. The addition is in the rear yard, creating no impact on streetscape. Materials and colors match existing for a cohesive integrated design.

The homeowners, Steve and Anna, have reached out to their neighbors. They have left a package with a project description and drawings at the immediate surrounding neighbors. They have talked in person with the neighbors Bronwyn Dobberstein at 838 College (on the left) and with Harumi Ito at 435 Blake (behind), who is also the property owner of 810 College (on the right). There seems to be no issue with bulk, massing or style, only a question verifying privacy from the bathroom windows. The tenants at 810 College are expecting a baby and hope that construction noise will not be too disruptive.

Unfortunately, my clients will not be attending the meeting in person, as they are attending the happy event of their son's college graduation. They have made every effort to inform their neighbors in person of the project scope and design, and have responded to issues that were raised.

Thank you for your consideration of this application,

Sincerely

Tali Hardonag, Architect

Property Owners: Steve MacKay and Anna Muelling



STAFF REPORT

Planning Commission

Meeting Date:

6/6/2016

Staff Report Number:

16-045-PC

Public Hearing:

Use Permit/Jessica Sin/117 O'Keefe Street

Recommendation

Staff recommends that the Planning Commission approve a use permit to construct an addition to and remodel an existing single-story, nonconforming structure in the R-1-U (Single-Family Urban Residential) zoning district, at 117 O'Keefe Street. The value of the work would exceed 75 percent of the replacement value of the existing structure. The recommended actions are included as Attachment A.

Policy Issues

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

Background

Site location

The project site is located at 117 O'Keefe Street. Using O'Keefe Street in the north-south orientation, the subject property is on the west side of O'Keefe Street between Central Avenue and Menalto Avenue, in the Willows neighborhood and in the Federal Emergency Management Agency (FEMA) flood zone. A location map is included as Attachment B. Adjacent parcels are also zoned R-1-U and in the FEMA flood zone, with predominantly one-story, single-family residences that predominately feature the ranch and bungalow architectural styles.

Analysis

Project description

The subject site is currently occupied by a single-story residence that is nonconforming with regard to the right side yard setback and daylight plane encroachment on the left side of the roof. The applicant is proposing to maintain and remodel the existing 1,267-square-foot residence of two bedrooms and one bathroom, while constructing a new single-story addition of approximately 830 square feet at the rear of the existing residence and demolishing the existing 82-square-foot shed in the rear yard. With the new addition, the residence would become a three-bedroom, two bathroom home.

The existing nonconforming walls at the right side of the residence are proposed to remain with the wall framing retained, but all areas of new construction would comply with current setback requirements and other development standards of the R-1-U zoning district. The existing nonconforming roof at the left side

of the residence is proposed to remain with the roof framing retained, but all areas of new roof would comply with daylight plane requirements and other development standards of the R-1-U zoning district.

The floor area, building coverage, and height of the proposed residence would all be below the maximum amounts permitted by the Zoning Ordinance. A data table summarizing parcel and project attributes is included as Attachment C. The project plans and the applicant's project description letter are included as Attachments D and E, respectively.

Design and materials

The existing residence features a single-story house with wood shingle gabled and hipped roofs, a covered front porch, a built-in garage, horizontal wood siding, and sliding and picture windows, which are characteristic of the ranch style. The new rear addition would be concentrated toward the right side of the property, where the closest adjacent residence, a one-story, single-family residence at 680 Central Avenue, is approximately eleven feet and four inches away. On the opposite left side of the property, the closest adjacent residence, a one-story, single-family residence at 115 O'Keefe Street, is approximately ten feet and two inches away. The four new skylights would provide natural light, while promoting privacy.

In addition to the proposed rear addition, the applicant proposes to remodel the house, including new shingle siding on all exterior facades, new aluminum clad wood windows and doors with true divided lites and wood trim, and new skylights. Two vinyl windows and one fiberglass door on the east side elevation would remain and would be adjacent to the new aluminum clad wood windows and doors. The front façade would have a new wood entry door, a new wood carriage-style garage door with a row of windows across the top, and a new guardrail along the covered front porch. The rear façade would have new aluminum clad wood patio doors leading out to the new rear patio and steps. The rear portion of the existing roof structure would be replaced with and connected to the new composition shingle gabled and hipped roof over the rear addition. Staff believes that the scale, materials, and style of the proposed residence are consistent with the broader neighborhood, given the similar architectural styles and sizes of structures in the area.

Trees and landscaping

Currently, there are five trees on or near the project site, which consists of two non-heritage maple trees and one heritage oak tree on the adjacent left property, both to remain, and one non-heritage magnolia tree in the front yard of the property and one non-heritage fig tree in the rear yard of the property, both to be removed. The construction of the proposed addition and remodel is not anticipated to adversely affect the heritage tree located on the adjacent left property, given there is an approximate distance of 40 feet between the heritage tree and the closest point of the proposed structure. Standard heritage tree protection measures will be ensured through recommended condition 3g.

Valuation

To calculate the replacement and new construction costs on which the use permit threshold is based, the City uses standards established by the Building Division. The City has determined that the replacement cost of the existing structure would be \$217,910, meaning that the applicants would be allowed to propose new construction and remodeling at this site totaling less than \$163,433 in any 12-month period without

applying for a use permit. The City has determined that the value of the proposed work would be approximately \$257,021. Based on this estimate, the proposed project exceeds 75 percent of the replacement cost of the existing structure, therefore requiring use permit approval by the Planning Commission.

Correspondence

The applicants indicate that they performed outreach by sending the adjacent property owners a letter regarding the proposed project. A copy of the letter they sent to their adjacent neighbors is included as Attachment F. Staff did not receive any correspondence thus far.

Conclusion

Staff believes that the scale, materials, and style of the proposed residence are compatible with those of the greater neighborhood. No heritage tree impacts are anticipated. The floor area, building coverage, and height of the proposed residence would all be below the maximum amounts permitted by the Zoning Ordinance, and the new addition would be within the setback and daylight plane requirements. 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 300-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. Data Table
- D. Project Plans
- E. Project Description Letter

F. Correspondence to Adjacent Neighbors

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:

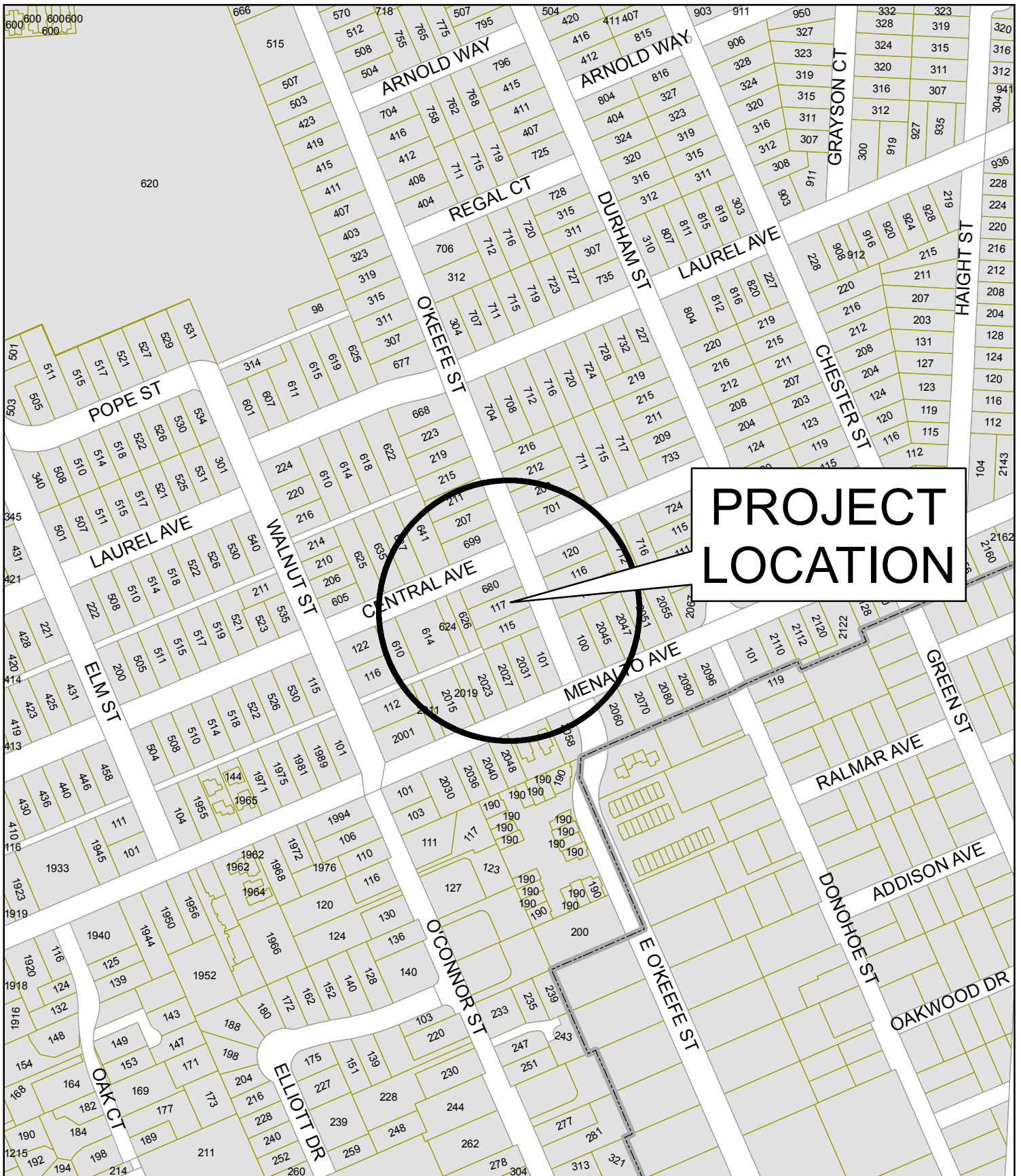
Sunny Chao, Assistant Planner

Report reviewed by:

Thomas Rogers, Principal Planner

117 O'Keefe Street – Attachment A: Recommended Actions

LOCATION: 117 O'Keefe Street	PROJECT NUMBER: PLN2016-00024	APPLICANT: Jessica Sin	OWNER: Ashton and Katherine Grewal
REQUEST: Request for a use permit to construct an addition and remodel an existing single-story, nonconforming structure in the R-1-U (Single-Family Urban Residential) zoning district. The value of the work would exceed 75 percent of the replacement value of the existing structure.			
DECISION ENTITY: Planning Commission	DATE: June 6, 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 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 <i>standard</i> conditions:<ol style="list-style-type: none">a. Development of the project shall be substantially in conformance with the plans prepared by JSD Architecture and Interiors consisting of eight plan sheets, dated received May 19, 2016, and approved by the Planning Commission on June 6, 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.			



**PROJECT
LOCATION**

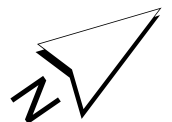


CITY OF MENLO PARK

LOCATION MAP

117 O'KEEFE STREET

DRAWN: TAS CHECKED: SYC DATE: 06/06/16 SCALE: 1" = 300' SHEET: 1



117 O'Keefe Street – Attachment C: Data Table

	PROPOSED PROJECT	EXISTING PROJECT	ZONING ORDINANCE
Lot area	7,006 sf	7,006 sf	7,000 sf min.
Lot width	50.1 ft.	50.1 ft.	65 ft. min.
Lot depth	140 ft.	140 ft.	100 ft. min.
Setbacks			
Front	24.9 ft.	24.9 ft.	20 ft. min.
Rear	49.2 ft.	79.2 ft.	20 ft. min.
Side (left)	5.1 ft.	5.1 ft.	5 ft. min.
Side (right)	3.7 ft.	3.7 ft.	5 ft. min.
Building coverage	2,189 sf 31 %	1,441.4 sf 21 %	2,802 sf max. 40 % max.
FAL (Floor Area Limit)	2,097 sf	1,267 sf	2,801.5 sf max.
Square footage by floor	1,824 sf/1st 273 sf/garage 83.2 sf/porch 9.2 sf/fireplace	994 sf/1st 273 sf/garage 82 sf/shed 83.2 sf/porch 9.2 sf/fireplace	
Square footage of buildings	2,189.4 sf	1,441.4 sf	
Building height	17.3 ft.	15.4 ft.	28 ft. max.
Parking	1 covered/1 uncovered	1 covered/1 uncovered	1 covered/1 uncovered
Note: Areas shown highlighted indicate a nonconforming or substandard situation.			

Trees			
	Heritage trees	1*	Non-Heritage trees 4**
	Heritage trees proposed for removal	0	Non-Heritage trees proposed for removal
			New Trees 0
			Total Number of Trees 3

*This one heritage tree is on the adjacent left property.

**Includes two non-heritage trees on the adjacent left property.



ARCHITECTURE + INTERIORS

117 O'KEEFE STREET

MENLO PARK CA 94025

GENERAL NOTES	PROJECT TEAM	PROJECT SUMMARY	DRAWING SHEET INDEX
<p>1. THE CONTRACTOR IS SOLELY RESPONSIBLE FOR THE CONSTRUCTION MEANS, METHODS, TECHNIQUES, SEQUENCES AND PROCEDURE AND FOR ALL SAFETY PROGRAMS AND PRECAUTIONS IN CONNECTION WITH THE PROJECT. NEITHER THE OWNER NOR THE ARCHITECT IS RESPONSIBLE FOR THE CONTRACTOR'S FAILURE TO FOLLOW PROPER SAFETY PROCEDURES.</p> <p>2. ALL CODES HAVING JURISDICTION ARE HEREBY MADE A PART OF THIS DOCUMENT AND ARE TO BE STRICTLY OBSERVED BY THE CONTRACTOR IN THE CONSTRUCTION OF THE PROJECT. IN THE EVENT OF CONFLICT BETWEEN THESE DOCUMENT AND THE CODE, THE CODE SHALL PREVAIL. ANY CONFLICT OR DISCREPANCY SHALL IMMEDIATELY BE BROUGHT TO THE ATTENTION OF THE ARCHITECT.</p> <p>3. ALL WORK, TO BE ACCEPTABLE, MUST BE IN COMPLIANCE WITH THESE DRAWINGS AND SPECIFICATIONS, AND MUST BE OF A QUALITY EQUAL OR BETTER THAN THE STANDARD OF THE TRADE. FINISHED WORK SHALL BE FIRM, WELL-ANCHORED, IN TRUE ALIGNMENT, PLUMB, LEVEL, WITH SMOOTH, CLEAN, UNIFORM APPEARANCE.</p> <p>4. CONTRACTOR SHALL AT ALL TIMES PROVIDE PROTECTION AGAINST WEATHER, RAIN, WINDSTORMS, OR HEAT SO AS TO MAINTAIN ALL WORK, MATERIALS, EQUIPMENT AND APPARATUS FREE FROM INJURY OR DAMAGE.</p> <p>5. CONTRACTOR SHALL VISIT THE SITE OF THE PROJECT, EXAMINE THE NATURE OF THE EXISTING CONDITIONS AND ALL OTHER CONDITIONS RELEVANT TO THE SATISFACTORY COMPLETION OF THE PROJECT. SUBMISSION OF A BID FOR CONSTRUCTION SHALL BE CONSIDERED EVIDENCE OF SUCH EXAMINATION BY THE CONTRACTOR.</p> <p>6. ANY DIMENSIONS THAT INCLUDE EXISTING STRUCTURES ARE APPROXIMATE AND ARE TO BE FIELD VERIFIED BY THE CONTRACTOR. ANY DISCREPANCIES BETWEEN THE DOCUMENTS AND THE EXISTING CONDITIONS SHALL BE REFERRED TO THE ARCHITECT.</p> <p>7. BEFORE ORDERING MATERIAL OR COMMENCING WORK WHICH IS DEPENDENT FOR THE PROPER SIZE AND INSTALLATION UPON COORDINATION WITH CONDITIONS IN THE BUILDING, THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND SHALL BE RESPONSIBLE FOR THE CORRECTNESS.</p> <p>8. CONTRACTOR SHALL BE RESPONSIBLE FOR LOCATING ALL DEBRIS IN A LOCATION OF THE PROPERTY APPROVED BY THE OWNER AND SHALL REMOVE SAME IN A TIMELY MANNER DURING THE COURSE OF WORK.</p> <p>9. CONTRACTOR SHALL REMOVE FROM SITE ALL EXISTING CONSTRUCTION AND IMPROVEMENTS NECESSARY FOR COMPLETION OF THE PROJECT, PROTECTION FROM DAMAGE OR INJURY ALL EXISTING TREES, LANDSCAPING AND IMPROVEMENTS INDICATED BY THE DRAWINGS.</p> <p>10. EXCAVATE ALL FOOTING AS INDICATED ON THE DRAWING TO REACH SOLID, UNDISTURBED SOIL. BOTTOMS OF EXCAVATIONS SHALL BE LEVEL, CLEAN AND DRY AND AT THE ELEVATIONS INDICATED ON THE STRUCTURAL DRAWINGS.</p> <p>11. PROVIDE FINISH GRADES TO DRAIN AWAY FROM THE FOUNDATIONS ON ALL SIDE OF THE BUILDING.</p> <p>12. CONTRACTOR TO PRECISELY LOCATE ALL UTILITIES PRIOR TO ANY CONSTRUCTION AND/OR EXCAVATION.</p> <p>13. SEE STRUCTURAL DRAWINGS FOR REQUIRED SPECIAL INSPECTIONS.</p>	<p>ARCHITECT:</p> <p>JESSICA SIN JSD ARCHITECTURE + INTERIORS 1328 EBENER STREET REDWOOD CITY CA 94061 JSIN@JESSICASINDESIGNS.COM 650-206-4608</p> <p>SURVEYOR:</p> <p>WADE HAMMOND 36660 NEWARK BLVD. SUITE C NEWARK CA 94560 WADE@WHLANDSURVEYOR.COM 510-579-6112</p> <p>PROJECT DESCRIPTION</p> <p>THIS PROJECT INVOLVES AN ADDITION AND INTERIOR REMODELING AND RECONFIGURATION OF THE KITCHEN, LIVING AND DINING ROOM SPACES.</p> <p>APPLICABLE CODES</p> <p>2013 CALIFORNIA BUILDING CODE, VOLUMES 1 AND 2 2013 CALIFORNIA RESIDENTIAL CODE 2013 CALIFORNIA ENERGY CODE 2013 CALIFORNIA ELECTRICAL CODE 2013 CALIFORNIA PLUMBING CODE 2013 CALIFORNIA MECHANICAL CODE 2013 CALIFORNIA FIRE CODE 2013 CALIFORNIA GREEN BUILDING CODE AND CURRENT LOCAL BUILDING AND ZONING CODES</p>	<p>ZONING: R-1-U CONSTRUCTION TYPE: V-B OCCUPANCY TYPE: R-3 LOT SIZE: 7,006 SF (50.06' X 140') SETBACKS: 20' FRONT 20' REAR 5'-0" SIDE (10% OF LOT WIDTH) PARKING: (1) EXISTING COVERED PARKING SPACE TO REMAIN MAX. HEIGHT: 28'-0" PROPOSED HEIGHT: ±17'-3 3/4" MAX. SITE COVERAGE: 40% X 7,006 = 2,802 SF LOT COVERAGE: EXISTING HOUSE: 994 SF EXISTING GARAGE: 273 SF (E) COVERED PORCH: 83 SF (E) SHED: 82 SF TOTAL EXISTING LOT COVERAGE: 1,432 SF ADDITION: 830 SF (E) SHED TO BE DEMO: 82 SF TOTAL PROPOSED LOT COVERAGE: 2,189 SF MAX. FLOOR AREA: 2,800 + 25% X (7,006 - 7,000) = 2,801.5 SF PROPOSED FLOOR AREA: EXISTING HOUSE: 994 SF EXISTING GARAGE: 273 SF ADDITION: 830 SF TOTAL PROPOSED FLOOR AREA: 2,097 SF EXISTING PERVIOUS VS IMPERVIOUS AREAS (AREAS ARE APPROXIMATE): EXISTING PERVIOUS: 4,527 SF = 65% EXISTING IMPERVIOUS: 2,479 SF = 35% PROPOSED PERVIOUS VS IMPERVIOUS AREAS (AREAS ARE APPROXIMATE): PROPOSED PERVIOUS: 3,481 SF = 50% PROPOSED IMPERVIOUS: 3,525 SF = 50%</p>	<p>ARCHITECTURAL:</p> <p>A0.0 COVER SHEET A1.0 SITE PLAN, AREA PLAN & STREETSCAPE A2.0 EXISTING FLOOR PLAN, DEMO PLAN, NON-CONFORMING AREA CALCULATIONS A2.1 NEW FLOOR PLAN & AREA CALCULATIONS A2.2 ROOF PLAN & SECTIONS A3.0 EXISTING ELEVATIONS A3.1 PROPOSED ELEVATIONS</p> <p>CIVIL:</p> <p>S1.0 SURVEY</p>

117 O'KEEFE STREET

MENLO PARK, CA 94025

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MAY 5, 2016 USE PERMIT RESPONSE
MAR 28, 2016 USE PERMIT RESPONSE
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A0.0

COVER

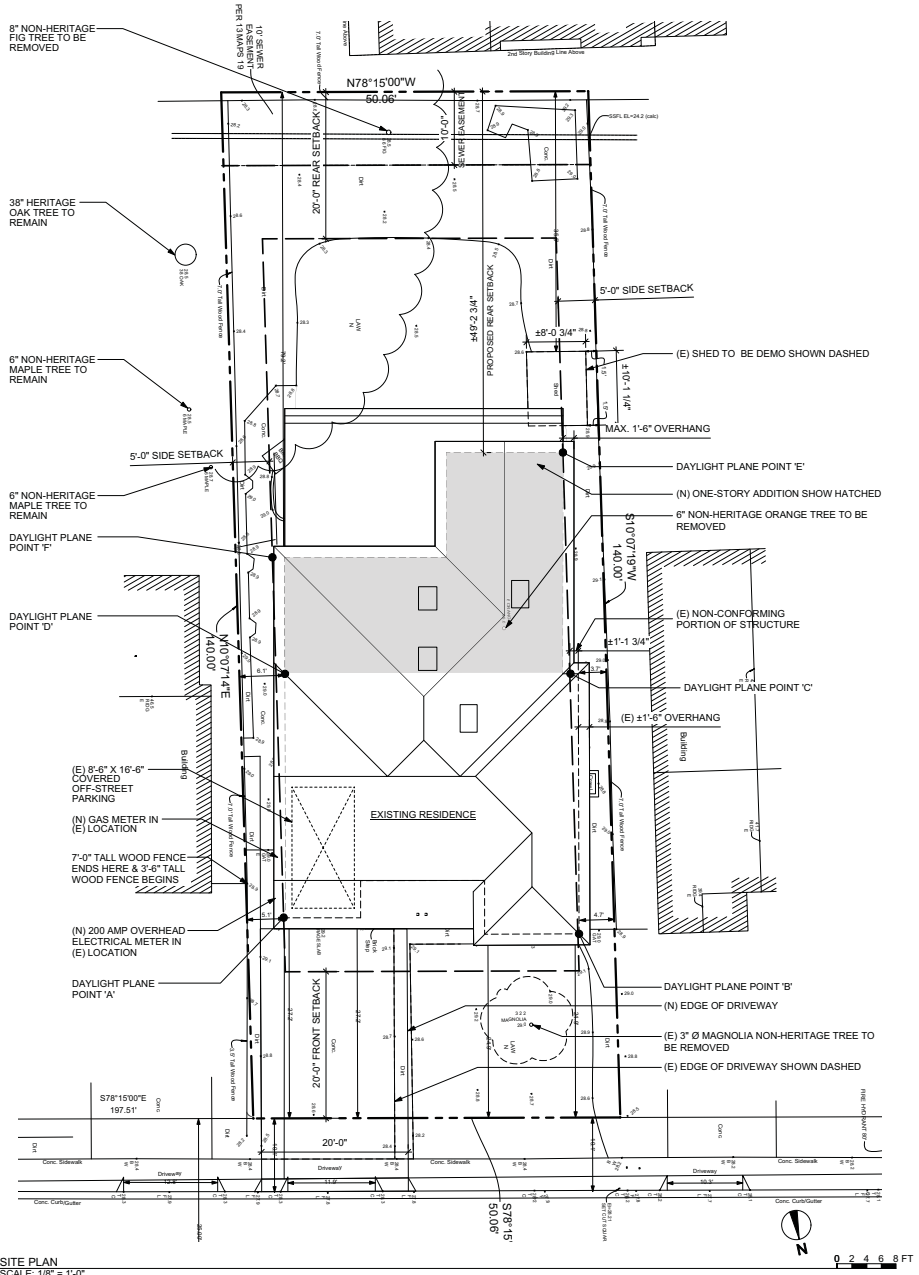
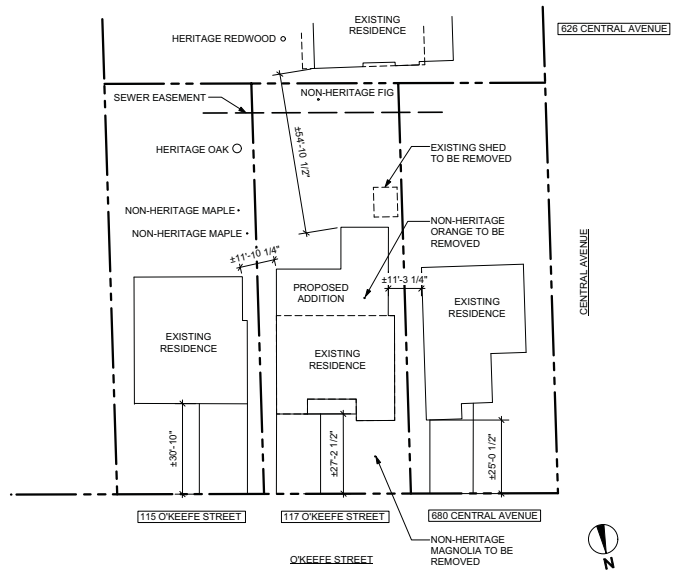
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A1.0

SITE PLAN





ARCHITECTURE + INTERIORS

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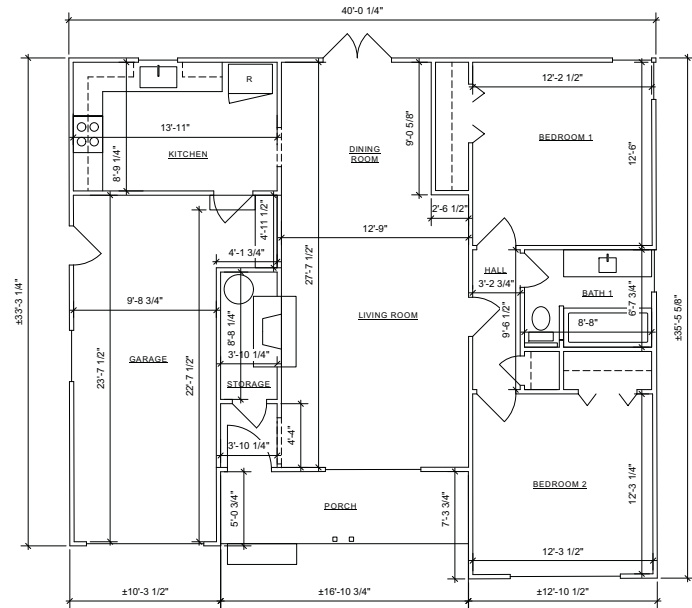
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A2.0

EXISTING FLOOR PLAN



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

NON-CONFORMING STRUCTURES EXISTING VALUATION CALCULATION

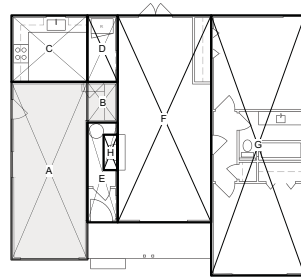
AREA	DIMENSIONS	SF
A	24'-2 1/2" X 10'-4 1/4"	250.5 SF
B	5'-6 1/2" X 4'-1 3/4"	22.97 SF
C	9'-0 3/4" X 10'-4 1/4"	93.8 SF
D	9'-0 3/4" X 4'-1 3/4"	37.6 SF
E	13'-7 1/4" X 4'-1 3/4"	56.5 SF
F	28'-2 1/2" X 12'-9"	359.8 SF
G	35'-5 3/4" X 12'-10 1/2"	455.2 SF
H	4'-9 3/4" X 1'-11"	9.2 SF

EXISTING GARAGE
A + B = 273.47 SF = 273 SF

EXISTING FLOOR AREA (NOT INCLUDING GARAGE)
C + D + E + F + G + H = 993.7 SF = 994 SF

NON-CONFORMING STRUCTURE TYPE	SF	X CONSTRUCTION COST	EXISTING VALUE
EXISTING GARAGE	273	X \$70/SF	\$19,110
EXISTING FIRST FLOOR	994	X \$200/SF	\$198,800
TOTAL	1267	SF	\$217,910

NOTE: EXISTING NON-CONFORMING WALL AND FOUNDATION CANNOT BE DEMOLISHED PAST THE FRAMING MEMBERS. IF THE WALL AND/OR FOUNDATION ARE DEMOLISHED AS PART OF THE PROJECT, THEY CANNOT BE REBUILT IN ITS CURRENT NON-CONFORMING LOCATION, AND WILL BE REQUIRED TO MEET THE CURRENT ZONING ORDINANCE SETBACK REQUIREMENTS.



3 NON-CONFORMING STRUCTURES - EXISTING VALUATION CALCULATION
SCALE: 1/8" = 1'-0"

NON-CONFORMING STRUCTURES NEW WORK VALUE CALCULATION

AREA	DIMENSIONS	SF
A	5'-11 1/2" X 10'-4 1/4"	61.7 SF
B	5'-11 1/2" X 4'-1 3/4"	24.7 SF
C	3'-1 1/4" X 11'-9"	36.5 SF
D	3'-1 1/4" X 2'-9"	8.6 SF
E	28'-2 1/2" X 13'-0 1/2"	359.8 SF
F	12'-9 1/2" X 12'-9 3/4"	163.7 SF
G	15'-10 1/2" X 37'-11"	602.1 SF
H	14'-3 1/2" X 15'-11"	227.5 SF

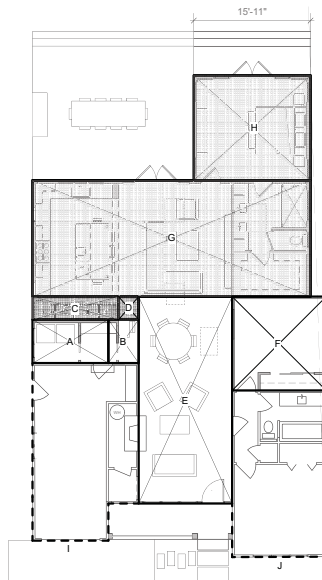
NEW FIRST FLOOR ADDITION
G + H = 829.6 SF

REMODEL OF KITCHEN
C + D = 45.1 SF

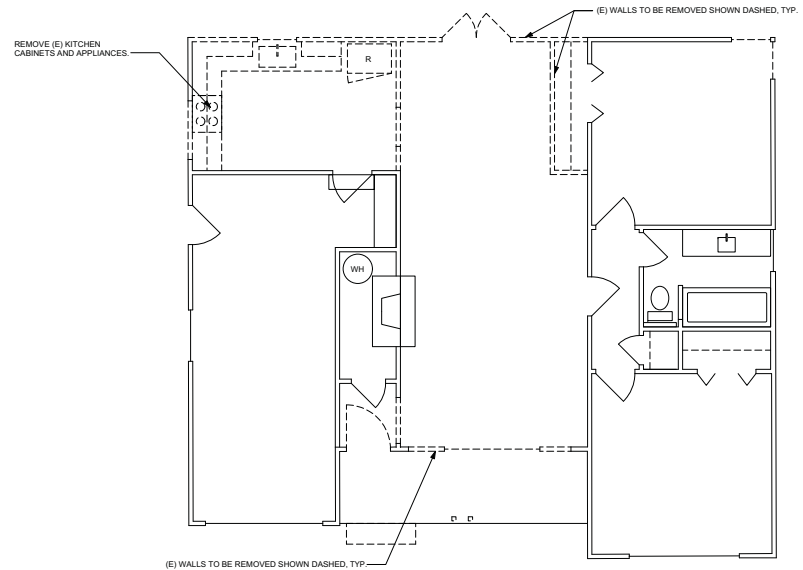
REMODEL OF OTHER LIVING AREAS
A + B + E + F = 609.9 SF

REPLACEMENT OF EXISTING SIDING
I + J = 86.6 LF X 8 FEET SIDING HEIGHT = 692.8 SF

NON-CONFORMING STRUCTURE TYPE	SF	X CONSTRUCTION COST	EXISTING VALUE
FIRST FLOOR ADDITION	829.6	X \$200/SF	\$165,920
REMODEL OF KITCHEN	45.1	X \$130/SF	\$5,863
REMODEL OF LIVING AREAS	609.9	X \$100/SF	\$60,990
SIDING REPLACEMENT	692.8	X \$35/SF	\$24,248
TOTAL	1484.6	SF	\$257,021



4 NON-CONFORMING STRUCTURES - NEW WORK VALUE CALCULATION
SCALE: 1/8" = 1'-0"



2 DEMOLITION PLAN
SCALE: 1/4" = 1'-0"

117 O'KEEFE STREET

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A2.1

FLOOR PLANS & AREA CALCULATIONS

FLOOR AREA LIMIT CALCULATION

AREA	DIMENSIONS	SF
A	24'-2 1/2" X 10'-4 1/4"	250.5 SF
B	5'-6 1/2" X 4'-1 3/4"	22.97 SF
C	9'-0 3/4" X 10'-4 1/4"	93.8 SF
D	9'-0 3/4" X 4'-1 3/4"	37.6 SF
E	13'-7 1/4" X 4'-1 3/4"	56.5 SF
F	28'-2 1/2" X 12'-9"	359.8 SF
G	35'-5 3/4" X 12'-10 1/2"	455.2 SF
H	15'-10 1/2" X 37'-11"	602.1 SF
I	14'-3 1/2" X 15'-11"	227.5 SF
J	4'-9 3/4" X 1'-11"	9.2 SF
K	4'-11" X 16'-10 3/4"	83.2 SF

EXISTING GARAGE
A + B = 273.47 SF = 273 SF

EXISTING FLOOR AREA (NOT INCLUDING GARAGE)
C + D + E + F + G + J = 993.7 SF = 994 SF

PROPOSED ADDITIONAL FLOOR AREA
H + I = 829.6 SF = 830 SF

TOTAL PROPOSED FLOOR AREA
A + B + C + D + E + F + G + H + I + J = 2096.77 SF = 2097 SF

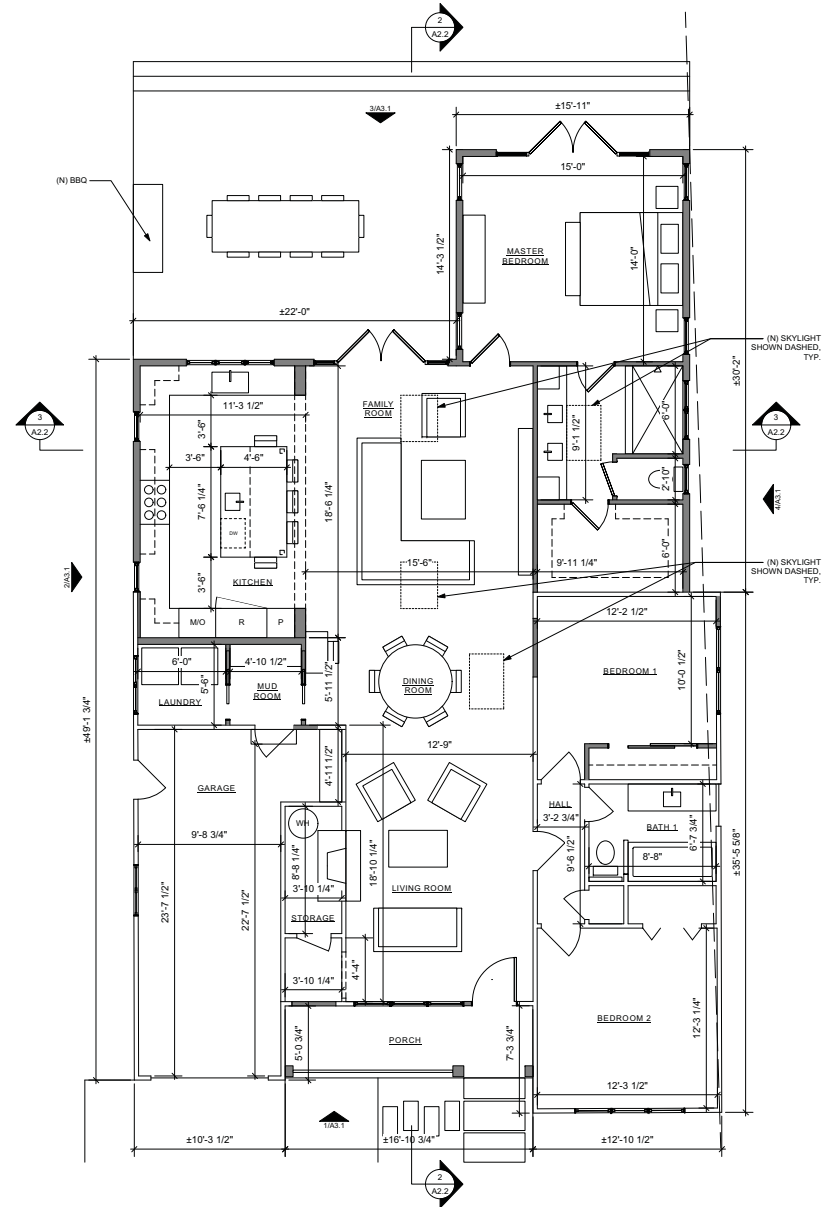
EXISTING COVERED AREA
K = 83.2 SF = 83 SF

TOTAL BUILDING COVERAGE
A + B + C + D + E + F + G + H + I + J + K = 2189.17 SF = 2189 SF

NOTE: EXISTING NON-CONFORMING WALL AND FOUNDATION CANNOT BE DEMOLISHED PAST THE FRAMING MEMBERS. IF THE WALL AND/OR FOUNDATION ARE DEMOLISHED AS PART OF THE PROJECT, THEY CANNOT BE REBUILT IN ITS CURRENT NON-CONFORMING LOCATION, AND WILL BE REQUIRED TO MEET THE CURRENT ZONING ORDINANCE SETBACK REQUIREMENTS.

2 FLOOR AREA CALCULATIONS
SCALE: 1/8" = 1'-0"

0 2 4 6 8 FT



1 PROPOSED FLOOR PLAN
SCALE: 1/4" = 1'-0"

0 2 4 6 FT



MENLO PARK, CA 94025

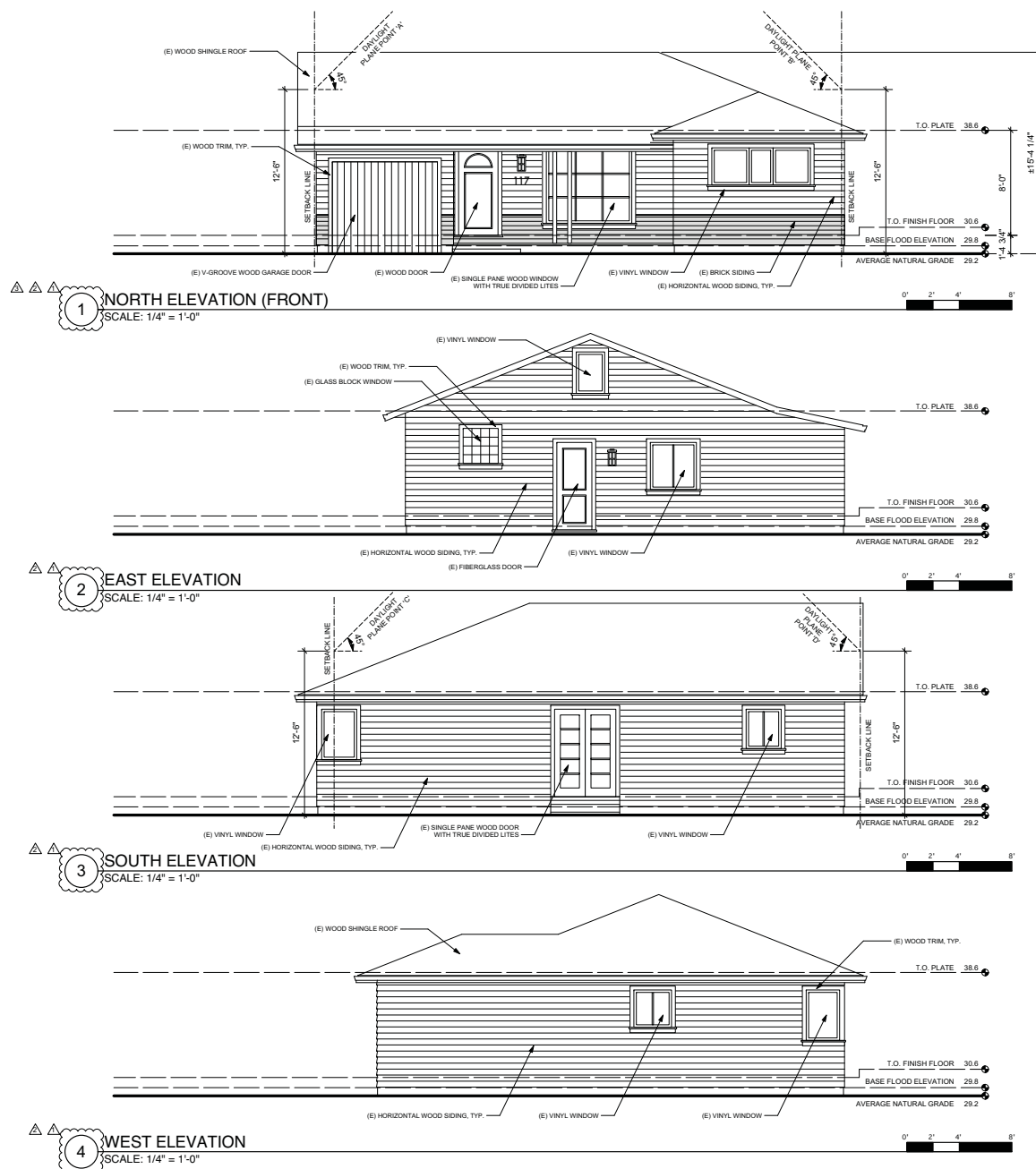
117 O'KEEFE STREET

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1	MAR 28, 2016	USE PERMIT RESPONSE
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A3.0

EXISTING ELEVATIONS





ARCHITECTURE + INTERIORS

MENLO PARK, CA 94025

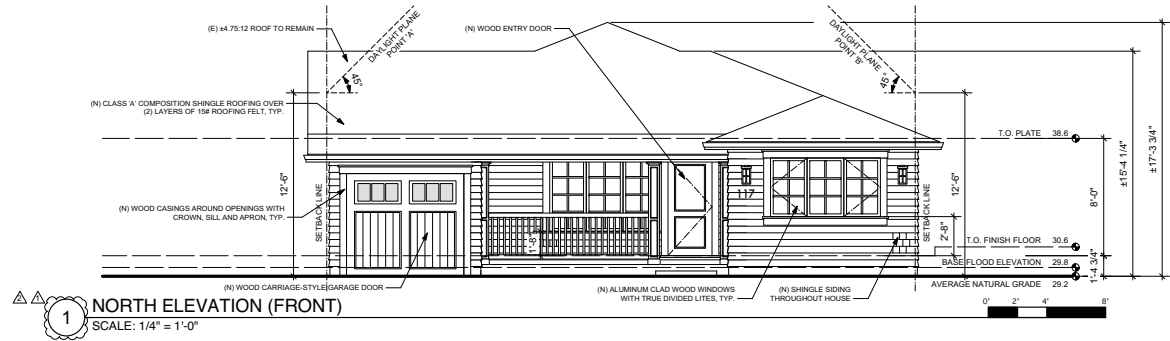
117 O'KEEFE STREET

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△ MAR 28, 2016	USE PERMIT RESPONSE
FEB 9, 2016	USE PERMIT SUBMITTAL

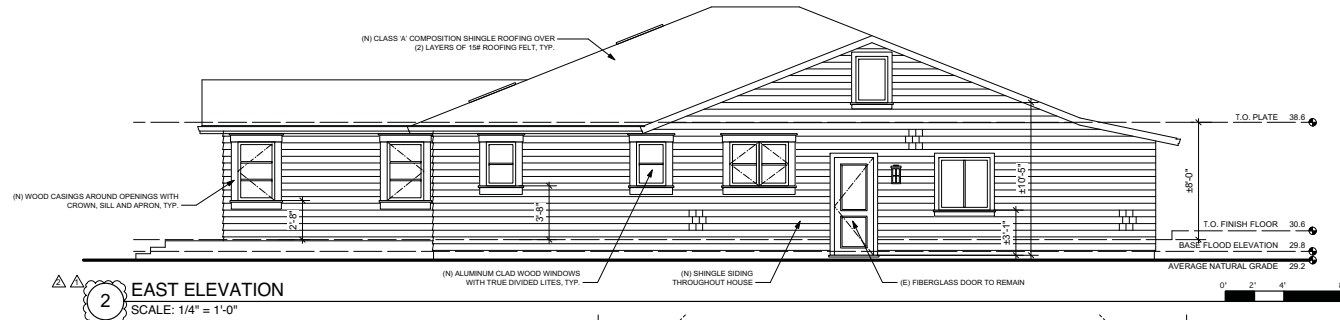


A3.1

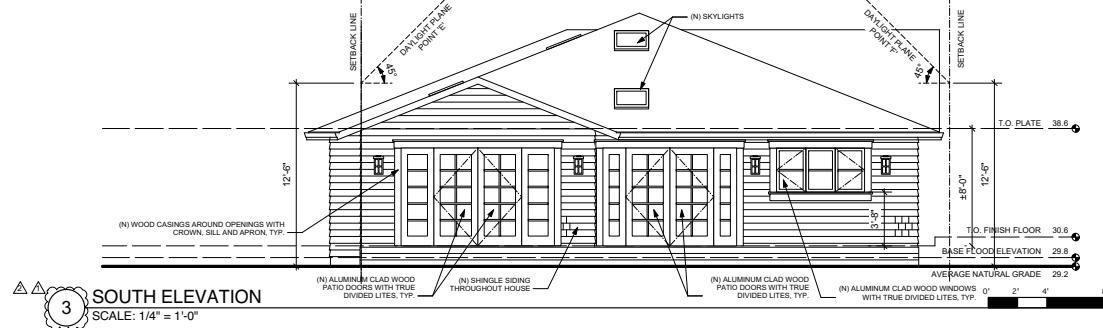
PROPOSED ELEVATIONS



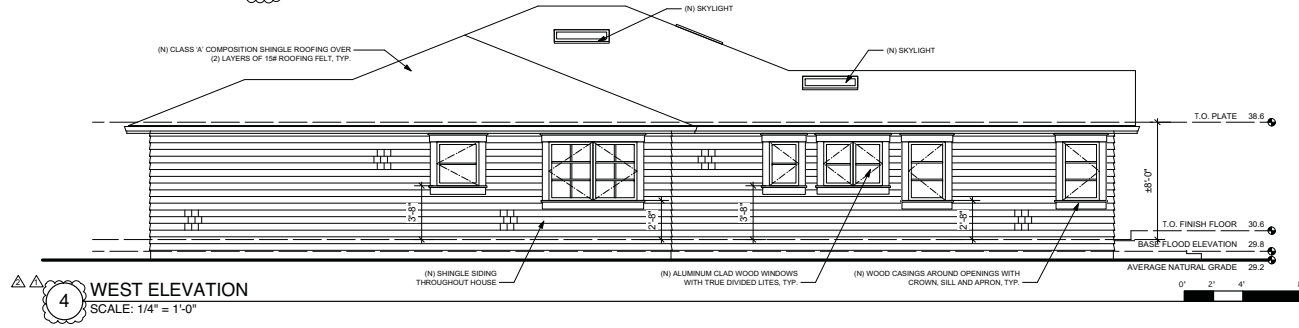
1 NORTH ELEVATION (FRONT)
SCALE: 1/4" = 1'-0"



2 EAST ELEVATION
SCALE: 1/4" = 1'-0"



3 SOUTH ELEVATION
SCALE: 1/4" = 1'-0"



4 WEST ELEVATION
SCALE: 1/4" = 1'-0"

NOTE: EXISTING NON-CONFORMING ROOF CANNOT BE DEMOLISHED PAST THE FRAMING MEMBERS. IF THE ROOF IS DEMOLISHED AS PART OF THE PROJECT, IT CANNOT BE REBUILT IN ITS CURRENT NON-CONFORMING LOCATION, AND WILL BE REQUIRED TO MEET THE CURRENT ZONING ORDINANCE DAYLIGHT PLANE REQUIREMENTS.

NOTES

ALL DISTANCES AND DIMENSIONS ARE IN FEET AND DECIMALS.

UNDERGROUND UTILITY - LOCATION IS BASED ON SURFACE EVIDENCE.

BUILDING LOCATION DIMENSIONS ARE MEASURED PERPENDICULAR TO THE PROPERTY LINES.

DIMENSIONS TO THE BUILDING ARE TAKEN AT THE EXTERIOR FINISHED SURFACE. (STUCCO/SIDING)

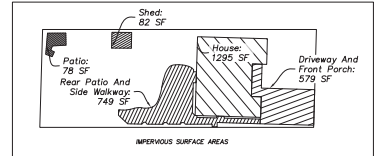
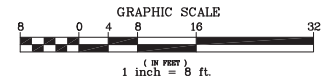
FINISH FLOOR ELEVATION TAKEN AT DOOR THRESHOLD (EXTERIOR).

BENCHMARK: S.C.V.W.D. #456 ELEVATION: 44.15' (1988 DATUM, 2010 ADJUSTMENT)

TREE SPECIES IDENTIFICATION: BEST EFFORT, WE ARE NOT ARBORISTS OR DENDROLOGISTS

ABBREVIATIONS

BW BACK OF WALK
CONC. CONCRETE
TC TOP OF CURB
FL FLOW LINE
SSMH SANITARY SEWER MANHOLE
P.U.E PUBLIC UTILITY EASEMENT



LEGEND

- FOUND POINT IN MONUMENT CASTING (AS NOTED)
- ⊕ WATER METER OR WATER VALVE BOX
- ⊕ FIRE HYDRANT
- ⊕ TREE - TRUNK DIAMETER IN INCHES
- ⊕ TREE SPECIES IDENTIFICATION: BEST EFFORT, WE ARE NOT ARBORISTS OR DENDROLOGISTS
- ⊕ TREE WITH MULTIPLE TRUNKS
- ⊕ TRUNK
- ⊕ TREE DRIP LINE POINTS TOWARDS TREE TRUNKS. TREE DRIP LINES ABOVE PROPERTY LOCATED AS SHOWN.
- ⊕ TOP OF CURB
- ⊕ FENCE
- ⊕ OVERHEAD WIRES
- ⊕ POWER POLE
- ⊕ SPOT ELEVATION
- ⊕ SANITARY SEWER CLEAN OUT
- ⊕ FLOW LINE

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



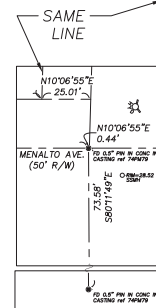
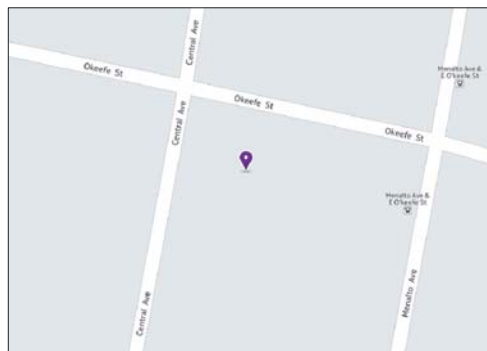
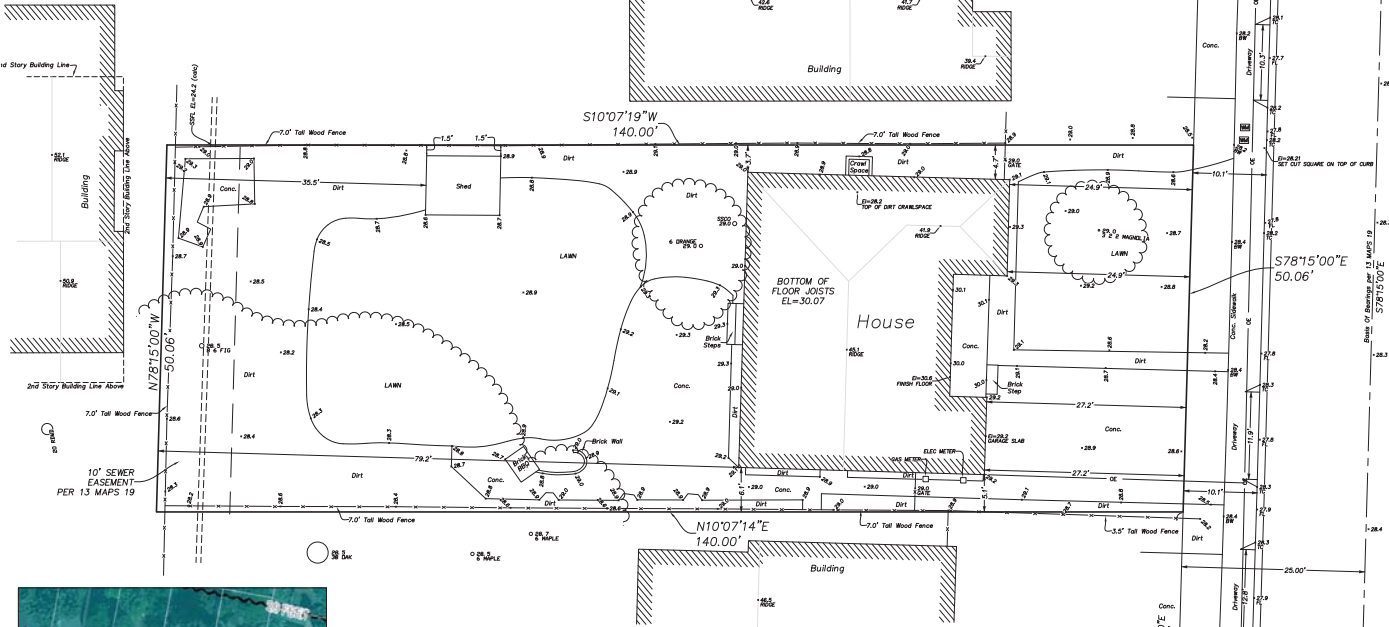
L. Wade Hammond

Licensed Land Surveyor
No. 6163

36660 Newark Blvd. Suite C
Newark, California 94560
Tel: (510) 579-6112 Fax: (510) 991-8054
wade@whlandsurveyor.com

SURVEY

117 O'KEEFE ST.
MENLO PARK
APN: 062-232-020
LOT 2 BLOCK 11, 13 MAPS 19
LOT AREA: 7006 SQ. FT.
GROSS AND NET



February 19, 2016

Dear City of Menlo Park,

We're Ashton and KC Grewal, and we are proposing an 830 sf one-story addition to an existing 1,276 sf one-story home (1,003 sf living area + 273 sf existing garage) at 117 O'Keefe Street. We'd like to add a Master Bedroom and Master Bath to our existing 2 Bedroom, 1 Bathroom house, and also enlarge our Kitchen and Living spaces.

This home has been in KC's family for over 50 years. KC was born in this house and more recently, KC's grandmother Nettie Wise lived in it before moving out of state. We are the fourth generation living in the house and we're looking forward to raising our three young children in it. The majority of the home hasn't been updated since the house was built in 1949, and at present, doesn't meet our current needs. We'd like to expand it so that it functions better for our daily lives, and we'd like to update the existing spaces so that it is up to current building codes and safe for our family to live in.



The Grewals

Ashton Grewal and KC Grewal

Holland (5), Rowan (3) and Ford (6 weeks)

The one-story addition will be at the rear of the house, and the front of the home will be updated while preserving the original character of the Ranch-style home. New shingle siding is proposed, with new windows and doors and new trim throughout. The addition will be wood-

February 19, 2016

framed on foundation footings similar to the existing house, and a new composition shingle roof will be California-framed over the existing roof.

We went door-to-door to our neighbors on February 15th, 2016 to talk about the project but unfortunately many of them were not home. We later sent a letter to our neighbors about our plans for the project.

We're looking forward to making this project a reality and we welcome your feedback on the project and proposal. Please don't hesitate to contact us via email or through our Architect, Jessica Sin, at jsin@jessicasindesigns.com or 650-206-4608.

Warm regards,

Ashton and KC Grewal

ashton.grewal@gmail.com
wise.kc@gmail.com

Hello New Neighbor!

We're Ashton and KC Grewal, and we recently purchased the house at 117 O'Keefe Street. The home has actually been in my family for more than 50 years! My great grandparents bought it in the early 1960s, and it was in fact, the home I came home to when I was born. You may have known my Grandmother, Nettie Wise, who was living in the home for the past 18 years or so. She moved to Utah just last October, and misses the area so much. However, she is excited for her grandchildren and great grandchildren to get to be a part of this wonderful neighborhood!

We're going to renovate the house a bit before we move in at the end of the year. We'll be keeping the same style, just updating and adding on in the back. We hope it won't be too much of a pain for you. Please let us know if you have any questions or concerns. We look forward to getting to know you!



The Grewals
Ashton & KC
Holland (5), Rowan (3) and Ford (6 weeks)

Ashton
ashton.grewal@gmail.com

KC
wise.kc@gmail.com



STAFF REPORT

Planning Commission

Meeting Date:

6/6/2016

Staff Report Number:

16-046-PC

Public Hearing:

**Use Permit and Architectural Control/DES
Architects + Engineers/1530 O'Brien Drive**

Recommendation

Staff recommends that the Planning Commission approve a use permit for a 1,150 square-foot expansion of second-story office space within an existing research and development (R&D) and office building in the M-2 (General Industrial) zoning district at 1530 O'Brien Drive. In addition, staff recommends approval of a request for architectural control to add a new door and window glazing on the eastern facade of the building. The applicant is also requesting approval of a parking reduction and a Below Market Rate (BMR) In-Lieu Fee Agreement for this project. The recommended actions are included as Attachment A.

Policy Issues

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

Background

Site location

The project site is an existing office and R&D building located at 1530 O'Brien Drive, southwest of the intersection of O'Brien Drive and University Avenue in the Menlo Business Park. A location map is included as Attachment B. Since the parcel is a corner lot fronting on two public streets, the University Avenue lot line is considered the front lot line, as defined by the Zoning Ordinance, because it has the shorter street frontage. Consequently, this report refers to the University Drive frontage (east property line) as the front of the building, and the O'Brien Drive frontage (north property line) as the right side of the building, despite the address and main entrance of the building being located on the O'Brien Drive side.

A parcel owned by the San Francisco Public Utility Commission (SFPUC) containing Hetchy Hetchy Regional Water System infrastructure runs immediately adjacent to the right-side (north) building exterior, then curves northeast toward the intersection of O'Brien Drive and University Avenue. Based on past approvals for development of the subject property, the SFPUC parcel is considered part of the development site in terms of FAR, setbacks, parking, and other purposes. Parcels further north across O'Brien Drive and also adjacent to the west are located in the M-2 zoning district and primarily contain warehouse, light manufacturing, R&D, and office uses. Single-family residences in the City of East Palo Alto are located directly south of the business park. These parcels front onto Kavanaugh Road, and many of the residences are within 100 feet of the subject building. Properties across University Avenue to the

east include single-family residences in East Palo Alto, as well as the Costano School and San Francisco 49ers Academy athletic fields.

Analysis

Project description

Presently, the site contains an existing two-story concrete tilt-up building constructed around 1986 as part of the Menlo Business Park development. The building is a multi-tenant structure currently occupied by two life-science R&D companies and the Tarlton Properties company offices. The building has 35,426 square feet of gross floor area (GFA) and a floor area ratio (FAR) of 35.8 percent, and it conforms to all FAR, setback, and height requirements established for the M-2 zoning district.

At this time, the applicant is proposing to add an additional 1,150 square feet of GFA at the second floor level into space that is currently open to the first floor below. The proposed addition would be used for private offices, conference room space, and storage for the Tarlton Properties suite. The proposed project would result in 36,576 square feet of GFA and an FAR of 39.8 percent for the entire building, which would remain below the maximum FAR permitted for an M-2 zoned property. Minor modifications to the building façade would also be made related to the conversion of the interior space. All new construction within the M-2 zoning district requires use permit approval from the Planning Commission. The proposed exterior changes also require architectural control approval from the Planning Commission and are described in the section below. The project plans and the applicant's project description letter are included as Attachments C and D, respectively.

Design and materials

As part of the addition of GFA to the second floor within the building, the applicant is proposing minor exterior façade changes that require architectural control. For life safety purposes, a new interior staircase exiting from the second floor office space directly to the ground level of the eastern facade is required. At the bottom of the staircase, an external metal door, painted to match the existing exterior, would be added. Additionally, new dual-paned solar backed glazing would be added at the second story to match the appearance and extent of the existing first-story glazing on the east side of the building. Finally, two new rectangular first-story windows with glazing to match the existing eastern facade would be added to bring more light into the existing ground level space. The rectangular windows would be centered in an area of the facade that currently has no windows or ornamentation and would help provide some visual interest to this part of the building. Staff believes that the requested modifications would enhance the building façade by matching the extents of the first- and second-story glazing and adding new windows in an area of large unbroken wall surface compared with the existing eastern facade.

Parking and circulation

The M-2 zoning district requires three off-street parking spaces per 1,000 square feet of GFA not in the front one-quarter of any required front yard. The submitted plans indicate an existing gross floor area of 35,426 square feet, meaning that the building has a parking requirement of 118 spaces. The site currently contains 108 parking stalls that comply with the Zoning Ordinance off-street parking requirement. Therefore, the parking situation at the site is considered existing nonconforming. The original entitlements for the building permitted construction of 41 of the 108 parking spaces within an easement over the SFPUC parcel that runs directly adjacent to the right side of the property. The original entitlements also

permitted six of the 108 spaces to be located partially within City right-of-way beyond the edge of the SFPUC parcel.

Based on the proposed expansion of 1,150 square feet of GFA, four additional parking spaces would be required under the M-2 zoning district parking ratio. However, after surveying the present and future employee needs of the building's three tenants, the applicant has requested a parking reduction to maintain the existing 108 spaces at the site, which would represent a ratio of 2.95 parking spaces per 1,000 square feet of GFA. Currently, 71 employees are located in the building, and future growth needs indicate an occupant load of 97 persons for the entire building, which would be met by the current parking. Of the 71 current employees, seven bike to work three or more days per week and five utilize public transit and/or the Tarlton Properties shuttle three or more days per week. Bicycle parking is provided in front of the building, with some employees choosing to store their bicycles within the building during work hours. The applicant has provided a parking reduction request letter as Attachment E.

Furthermore, the provision of any new parking stalls on the site would be difficult without comprehensive redevelopment of the property. The site is constrained by the SFPUC parcel running along the right side of the building, single-family housing along the left-side property line, and a large landscaped berm containing mature trees along the northern half of the University Drive frontage. Based on the applicant's survey of current and future employee needs, and because existing site constraints would make it difficult to provide new parking, staff recommends approval of the parking reduction request subject to the recommended conditions of approval. However, the Planning Commission has the discretion to consider additional conditions, such as limiting the total number of employees on the site, if desired.

Below Market Rate (BMR) Housing Agreement

Per the Zoning Ordinance, commercial projects inclusive of 10,000 square feet or more are subject to the BMR requirements. Since the overall site contains more than 10,000 square feet of gross floor area, the project is subject to BMR requirements. The in lieu fee is paid based on the square footage of office area (Group A) and non-office commercial area (Group B). For an addition of new square footage, the applicant is required to pay the difference between Group A and Group B square footage for the project. The draft BMR in lieu fee agreement was reviewed by the Housing Commission at its May 4, 2016 meeting. The Commission recommended approval of the in lieu fee agreement 3-0, with Commissioners Cadigan and Dodick absent. Since the Housing Commission's review, staff has further reviewed the change in square footages and determined that the increase in office (Group A) square footage is slightly more than originally represented to the Housing Commission. The attached draft BMR Agreement (Attachment D) has been updated to reflect the clarified square footages. The applicant proposes to pay a commercial linkage fee per the BMR requirements since residential development is not permitted at the site and the applicant does not own any other sites in the city that are available and feasible for construction of BMR units to satisfy the requirement. The current in lieu rate for office uses (Group A) is \$15.57 per square foot and the in lieu fee rate for non-office commercial uses (Group B) is \$8.45 per square foot. The rate is adjusted annually on July 1 and the applicable fee for the project will be based upon the amount of square footage within Group A and B, as well as the rate that is in effect at time of payment. The in lieu fee is required to be paid prior to building permit issuance. The estimated BMR in lieu fee for the proposed project is \$17,905.50, based upon the proposed land use breakdown within the building. The draft BMR agreement is included as Attachment F.

Correspondence

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

Conclusion

The proposed addition of 1,150 square feet of GFA within the existing building would result in an FAR of 39.8 percent for the entire building, which is below the maximum FAR permitted in the M-2 zoning district. Staff believes that the requested modifications to the eastern side of the building would enhance the facade by matching the extents of the first- and second-story glazing and adding new windows in an area of large unbroken wall surface compared with the existing facade. Based on the applicant's survey of existing and future employee needs, staff believes that the proposed expansion would not negatively affect parking at the site. Additionally, unique site constraints would make creating additional parking difficult and could result in the removal or damage of mature trees on the site. Staff recommends that the Planning Commission approve the requested use permit, architectural control, parking reduction, and BMR in lieu fee agreement.

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 300-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 Plans
- D. Project Description Letter
- E. Request for Parking Reduction Letter
- F. Draft BMR In Lieu Fee Agreement

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

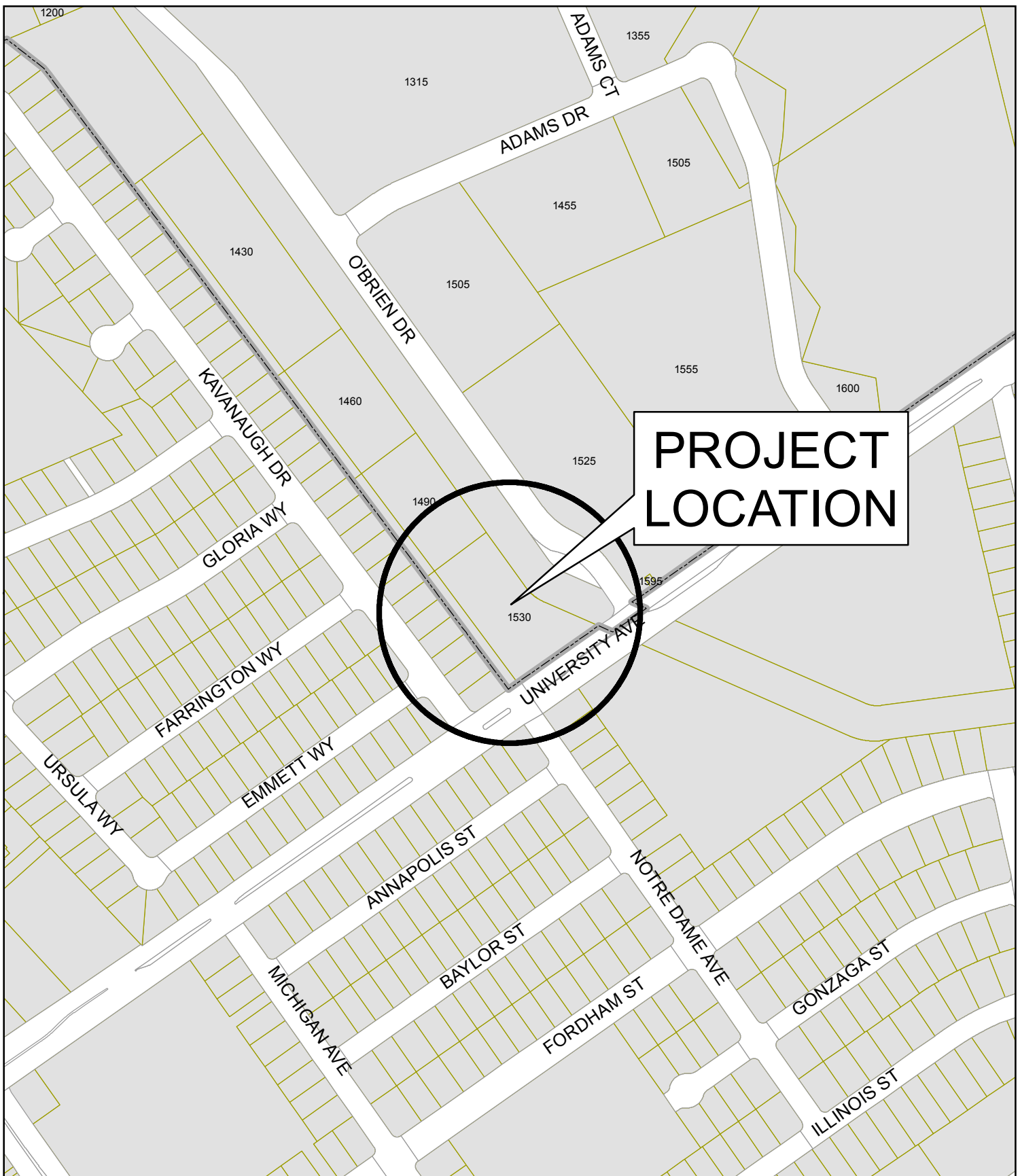
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1530 O'Brien Drive – Attachment A: Recommended Actions

LOCATION: 1530 O'Brien Drive	PROJECT NUMBER: PLN2016-00033	APPLICANT: DES Architects + Engineers	OWNER: Menlo Business Park, LLC
REQUEST: Request for a use permit to expand second-story office space within an existing research and development (R&D) and office building in the M-2 (General Industrial) zoning district. In addition, a request for architectural control for the addition of a door and window glazing on the eastern facade of the building, a parking reduction to maintain the existing 108 parking stalls on the site, and a Below Market Rate Housing In Lieu Fee Agreement.			
DECISION ENTITY: Planning Commission	DATE: June 6, 2016	ACTION: TBD	
VOTE: TBD (Combs, Goodhue, Kahle, Onken, Strehl, Barnes, Riggs)			
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 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 Below Market Rate Housing In Lieu Fee Agreement.4. Adopt the following findings, as per Section 16.68.020 of the Zoning Ordinance, pertaining to architectural control approval:<ol style="list-style-type: none">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.5. Approve the use permit and architectural control 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 prepared by DES Architects + Engineers consisting of eighteen plan sheets, dated received June 1, 2016, as well as the Project Description Letter, dated received February 25, 2016, and the Request for Parking Reduction Letter, dated May 25, 2016, approved by the Planning Commission on June 6, 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.			

1530 O'Brien Drive – Attachment A: Recommended Actions

LOCATION: 1530 O'Brien Drive	PROJECT NUMBER: PLN2016-00033	APPLICANT: DES Architects + Engineers	OWNER: Menlo Business Park, LLC
REQUEST: Request for a use permit to expand second-story office space within an existing research and development (R&D) and office building in the M-2 (General Industrial) zoning district. In addition, a request for architectural control for the addition of a door and window glazing on the eastern facade of the building, a parking reduction to maintain the existing 108 parking stalls on the site, and a Below Market Rate Housing In Lieu Fee Agreement.			
DECISION ENTITY: Planning Commission	DATE: June 6, 2016	ACTION: TBD	
VOTE: TBD (Combs, Goodhue, Kahle, Onken, Strehl, Barnes, Riggs)			
ACTION: <ul style="list-style-type: none">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.			

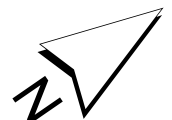


CITY OF MENLO PARK

LOCATION MAP

1530 O'BRIEN DRIVE

DRAWN: TAS CHECKED: THR DATE: 06/06/16 SCALE: 1" = 300' SHEET: 1



MENLO BUSINESS PARK BLDG. 11 MEZZANINE EXPANSION

1530 O'BRIEN DRIVE, MENLO PARK, CALIFORNIA 94025
PLANNING APPLICATION SUBMITTAL
FEBRUARY 22, 2016



PLANNING REVIEW RESPONSE 2
MAY 25, 2016
PLANNING REVIEW RESPONSE
APRIL 8, 2016

DES
ARCHITECTS
ENGINEERS

1 SITE AND ZONING REQUIREMENTS

- ## 2 EXISTING PROJECT

- ### 3 PROPOSED PROJECT

- b.
- EXISTING BUILDING TO REMAIN

- c.
- TOTAL BUILDING AREA

- d. PROPOSED FLOOR AREA RATIO

- #### h. BUILDING SETBACKS:

- ### NOTES ON CODE COMPLIANCE

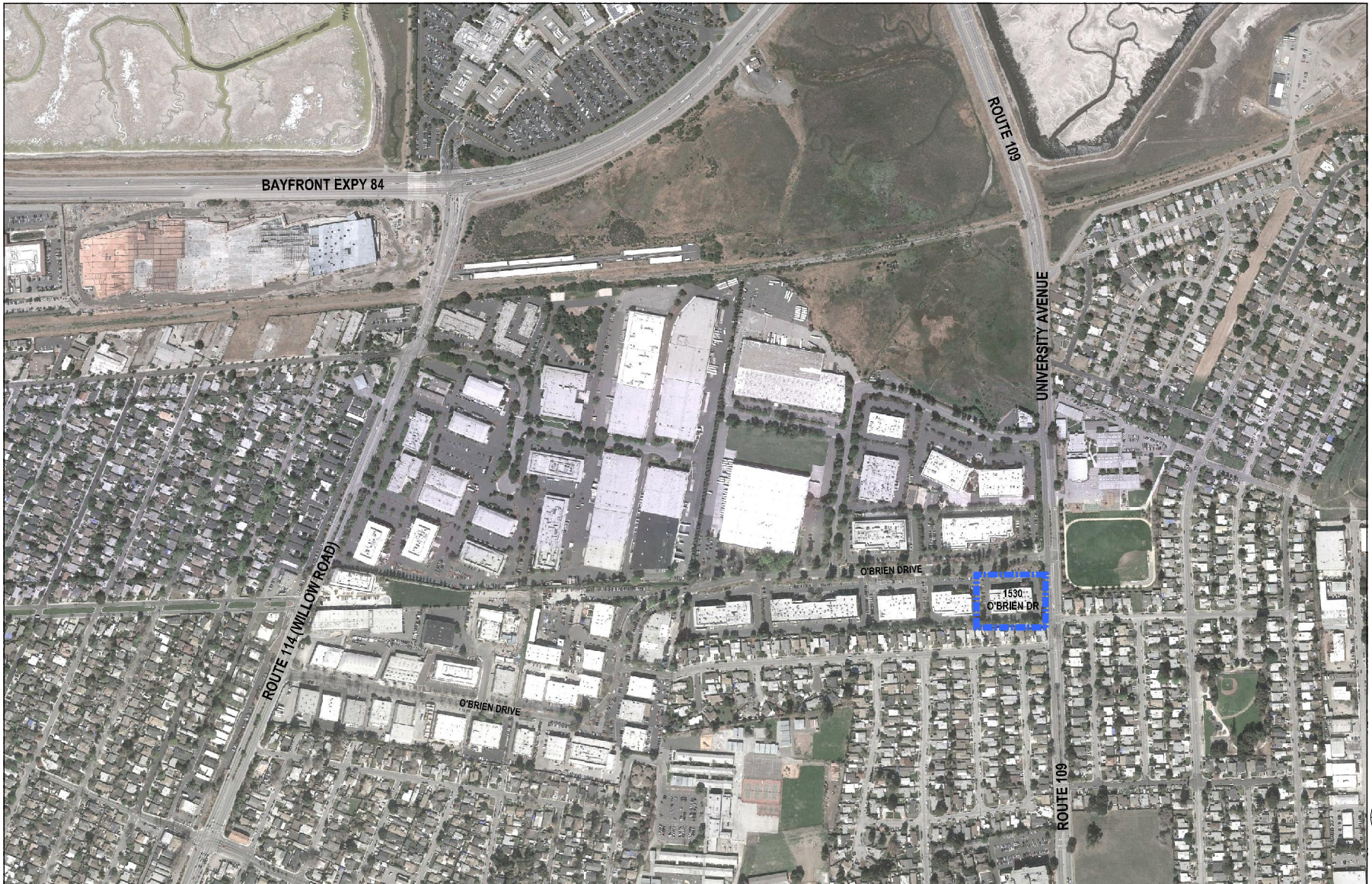
- COVER SHEET

- ### C1 FIRE TRUCK TURNING AND FIRE HYDRANT COVERAGE

CLIENT/OWNER

ARCHITECTS

PROJECT SCOPE

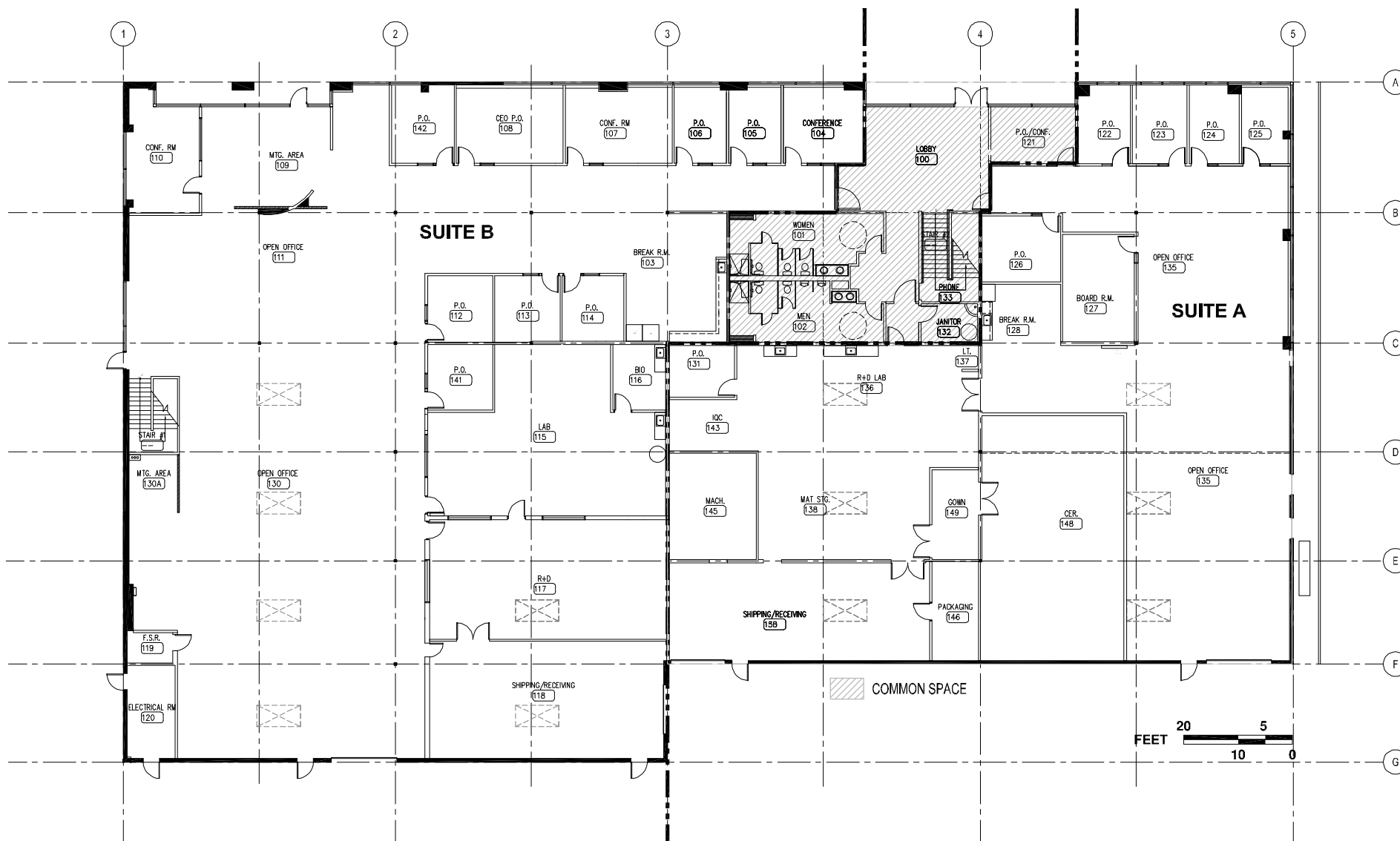


MENLO BUSINESS PARK, BLDG 11
1530 O'BRIEN DRIVE MENLO PARK, CA

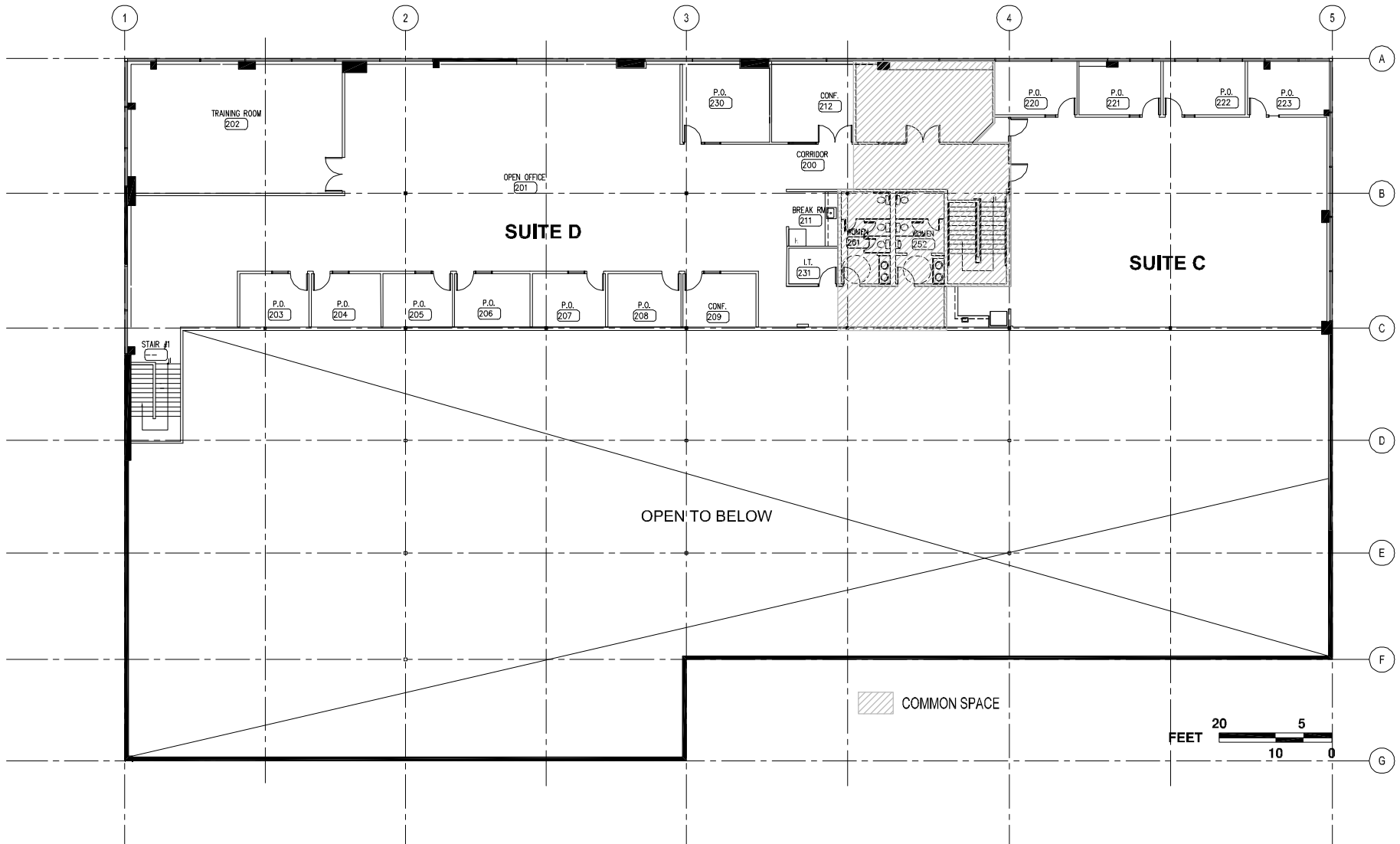
VICINITY MAP
02/04/16

2





1530 O'Brien Drive, Menlo Park, CA 94025 | Tel: 650.321.1000 | Fax: 650.321.1001 | www.tarlton.com



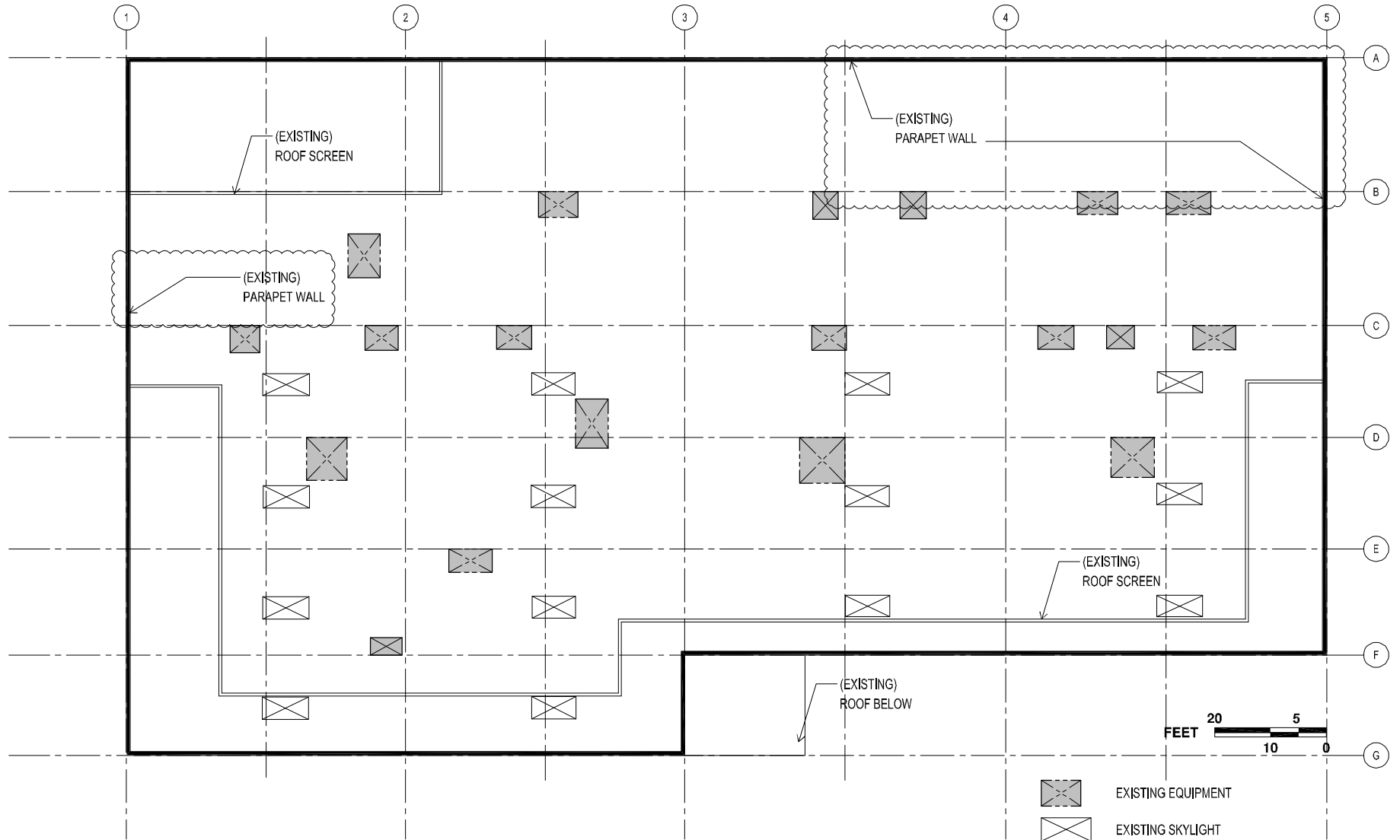
MENLO BUSINESS PARK, BLDG 11
1530 O'BRIEN DRIVE MENLO PARK, CA

EXISTING SECOND FLOOR PLAN
02/22/16

5



Apr. 08, 2016 - 11:00am J:\Users\jamesp\Documents\15300\15300-MP-11\15300-MP-11-DWG\15300-MP-11-Existing Roof Plan.dwg



MENLO BUSINESS PARK, BLDG 11
1530 O'BRIEN DRIVE MENLO PARK, CA

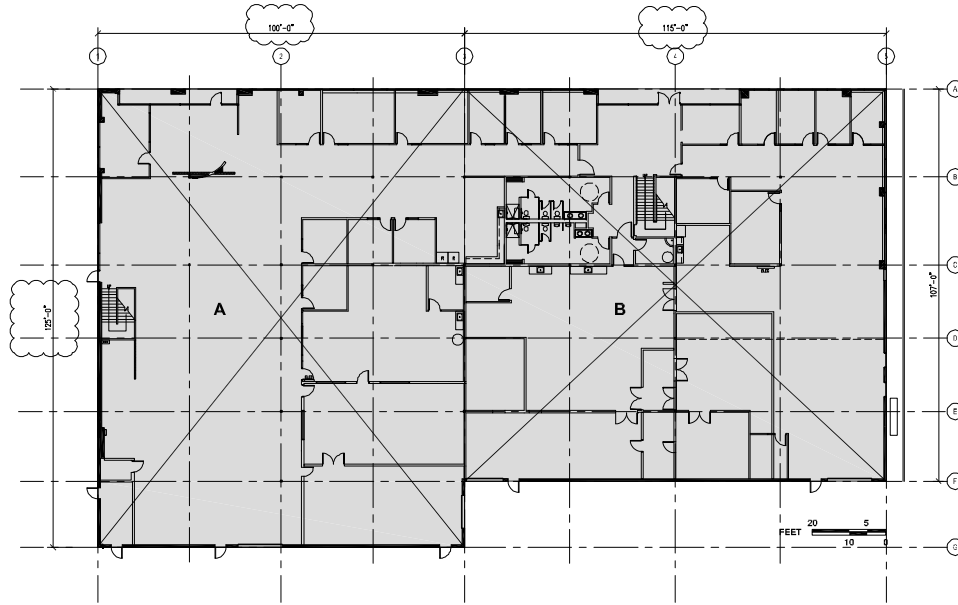
EXISTING ROOF PLAN
04/08/16

6

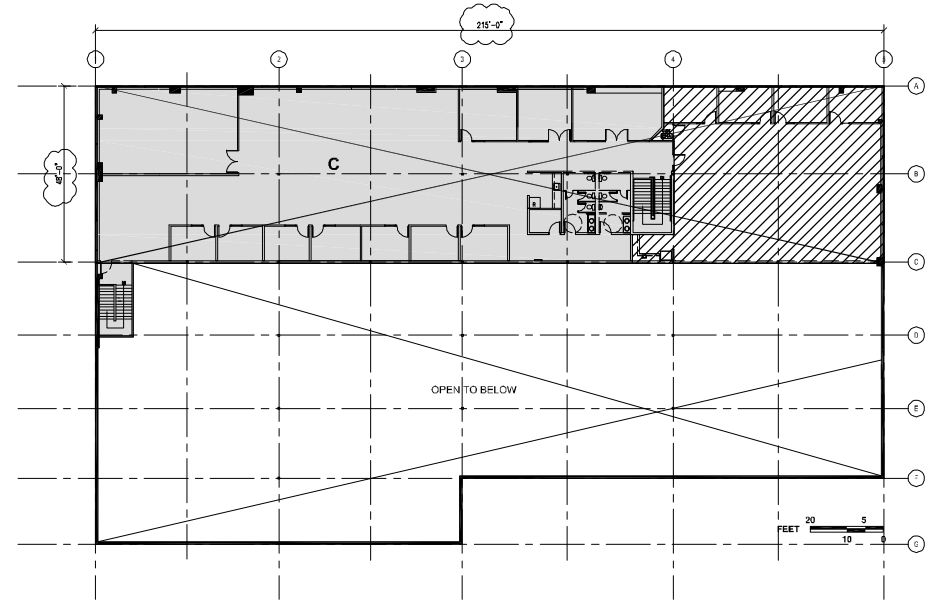


TOTAL BUILDING AREA (EXISTING GFA)

FIRST FLOOR AREA A: 125' X 100' = 12,500 SQ. FT.
 FIRST FLOOR AREA B: 107' X 115' = 12,305 SQ. FT.
 SECOND FLOOR AREA C: 48' X 215' = 10,320 SQ. FT.
 TOTAL: 35,125 SQ. FT.



FIRST FLOOR



SECOND FLOOR

EXISTING R & D USE
 EXISTING OFFICE USE



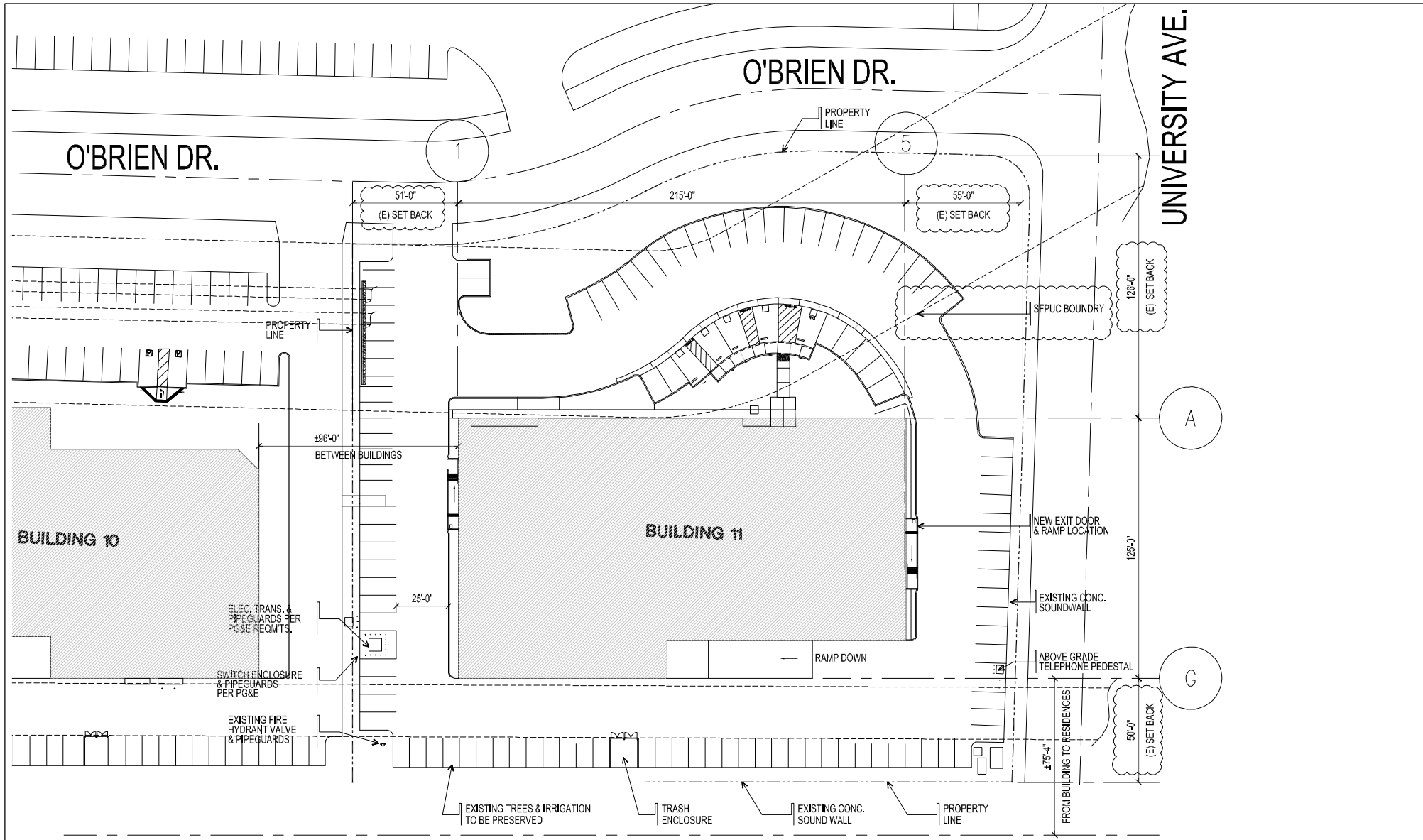
MENLO BUSINESS PARK, BLDG 11
 1530 O'BRIEN DRIVE MENLO PARK, CA

EXISTING GFA DIAGRAMS & BLDG USE
 04/08/16

7



May 25, 2016 - 14:00pm
Where: P:\Sales\Marketing\27000\Bldg-11\44020\440718.dwg (DIP: Permit\A.L. - Site Plan-Bldg Setbacks.dwg)



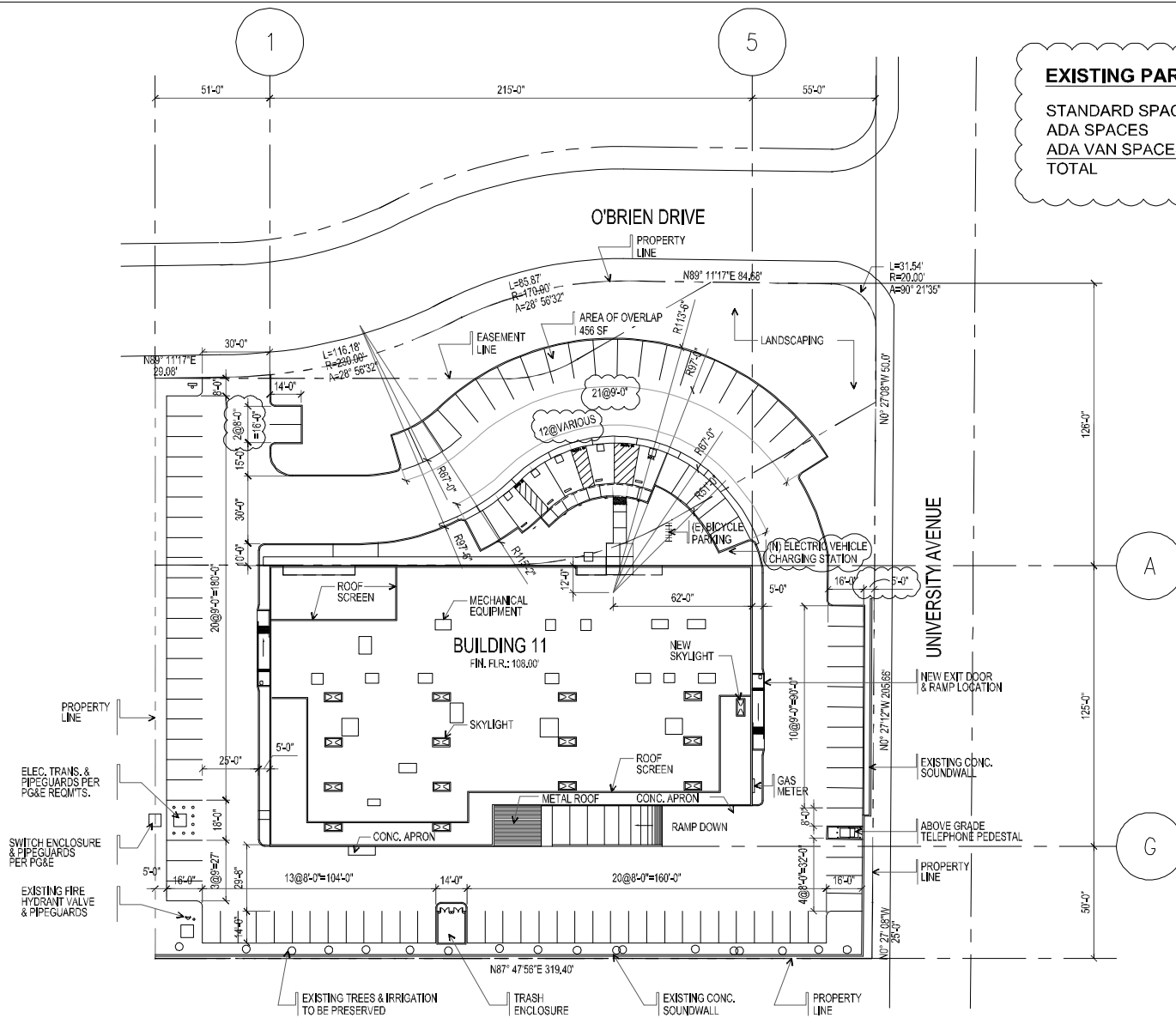
MENLO BUSINESS PARK, BLDG 11
1530 O'BRIEN DRIVE MENLO PARK, CA

SITE PLAN - BUILDING SETBACKS

05/25/16

8



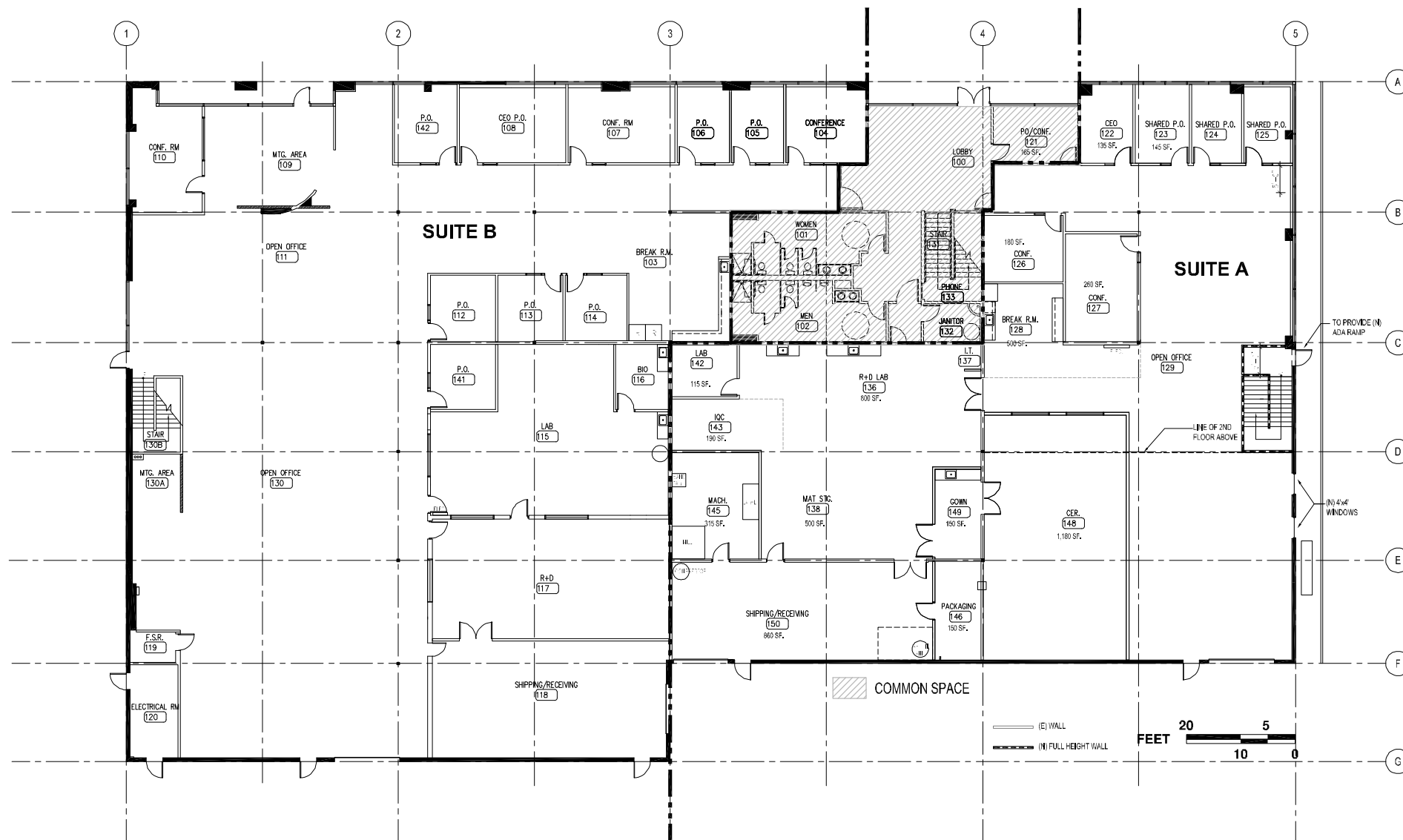


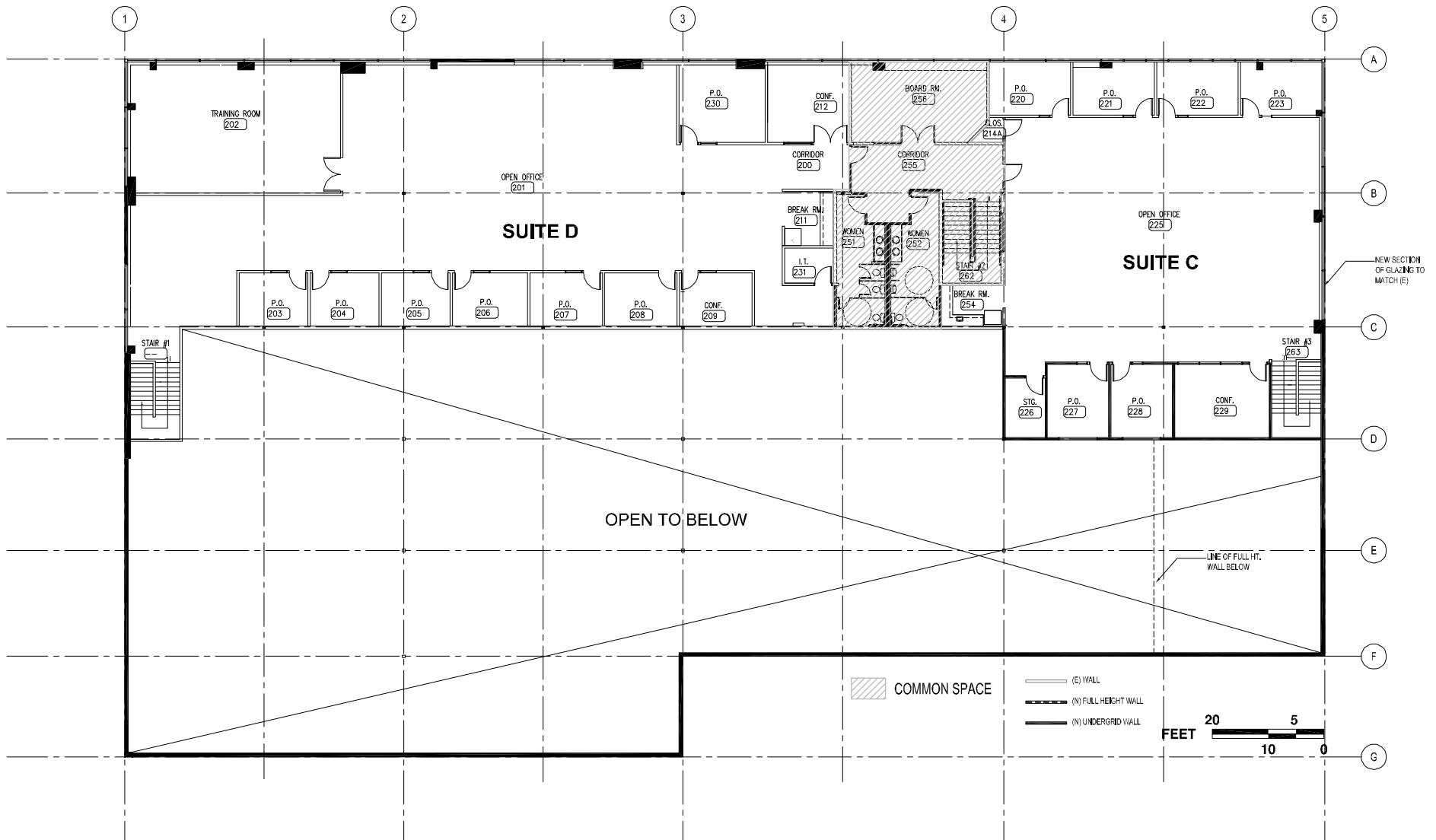
MENLO BUSINESS PARK, BLDG 11
1530 O'BRIEN DRIVE MENLO PARK, CA

SITE PLAN - PARKING
05/25/16

9







MENLO BUSINESS PARK, BLDG 11
1530 O'BRIEN DRIVE MENLO PARK, CA

PROPOSED TENANT IMPROVEMENT SECOND FLOOR PLAN


02/22/18

11



FIRST FLOOR AREA A:	125' X 100' = 12,500 SQ. FT.
FIRST FLOOR AREA B:	107' X 115' = 12,305 SQ. FT.
SECOND FLOOR AREA C:	48' X 215' = 10,320 SQ. FT.
SECOND FLOOR AREA D:	20' X 57.5' = 1,150 SQ. FT.
TOTAL:	36,275 SQ. FT.



- 

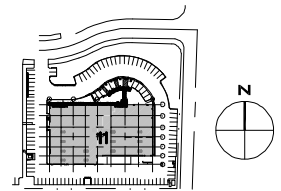
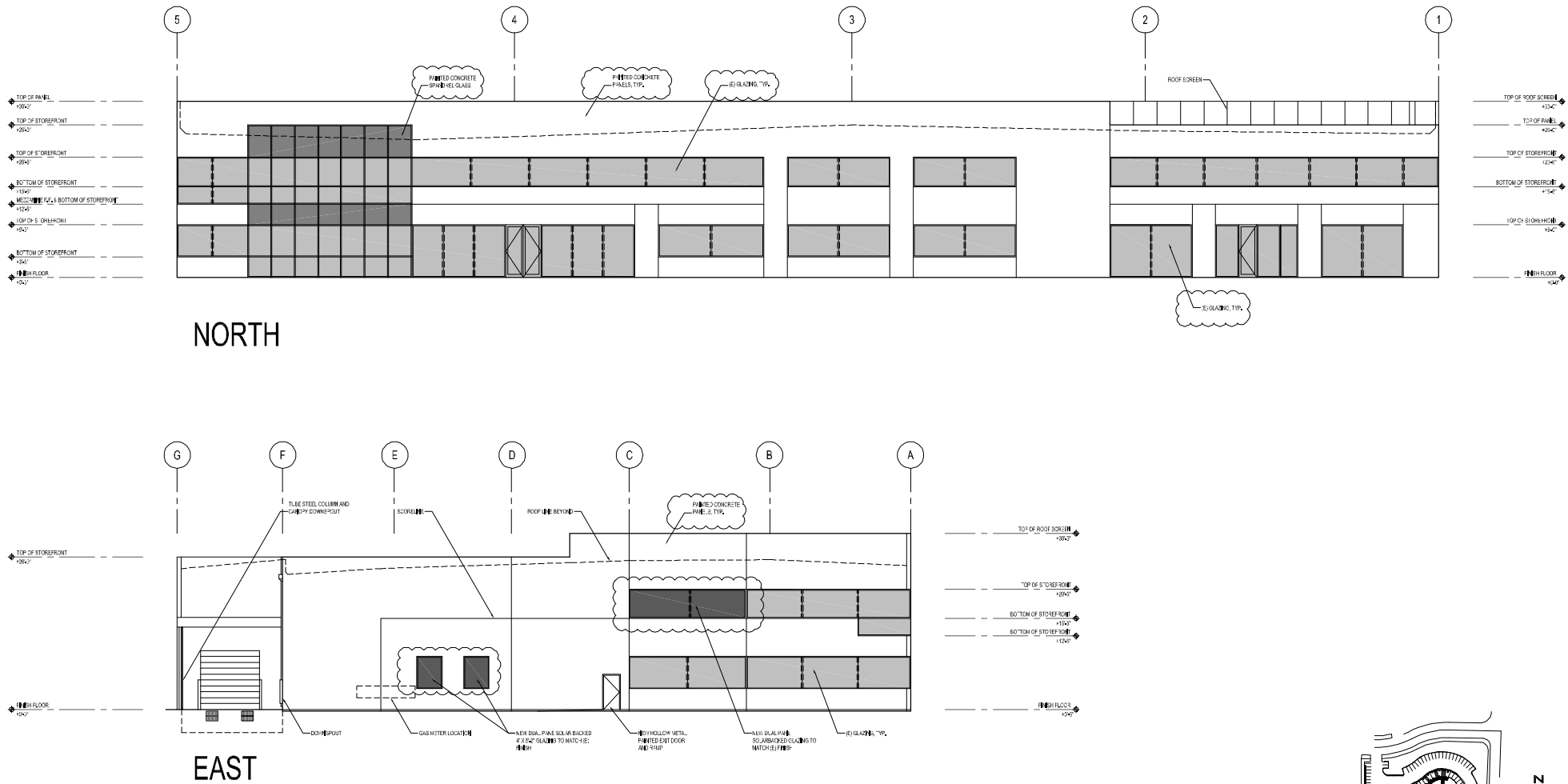


MENLO BUSINESS PARK, BLDG 11
1530 O'BRIEN DRIVE MENLO PARK, CA

PROPOSED BUILDING USE AND GFA DIAGRAMS

13



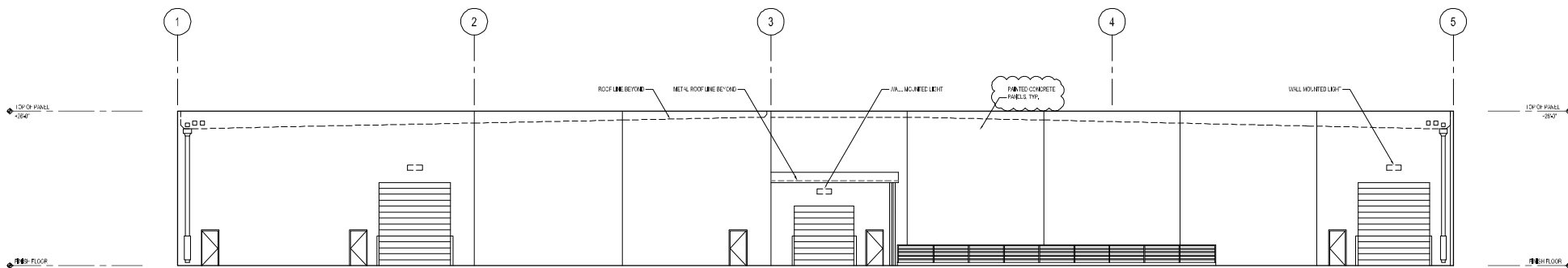


MENLO BUSINESS PARK, BLDG 11
1530 O'BRIEN DRIVE MENLO PARK, CA

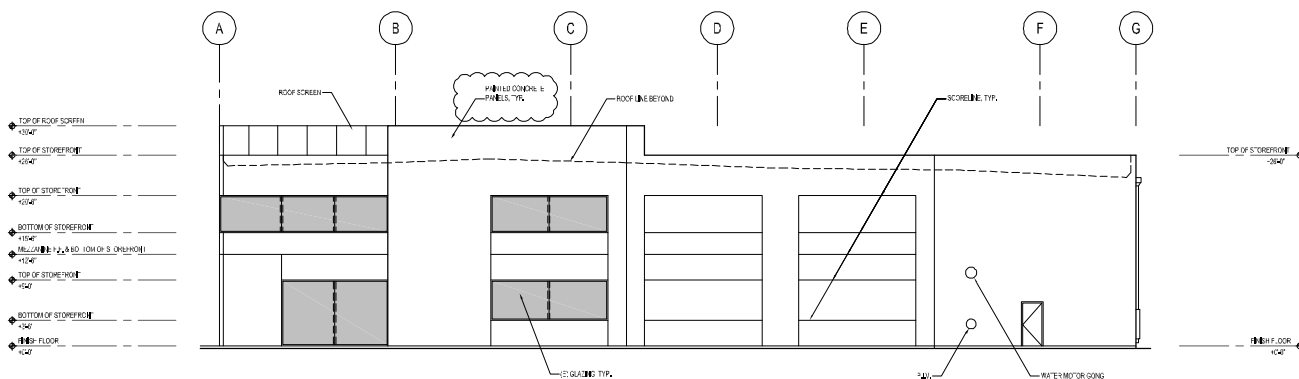
BUILDING ELEVATIONS

14A

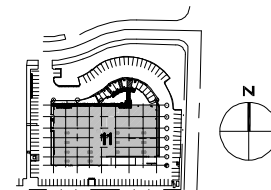




SOUTH



WEST

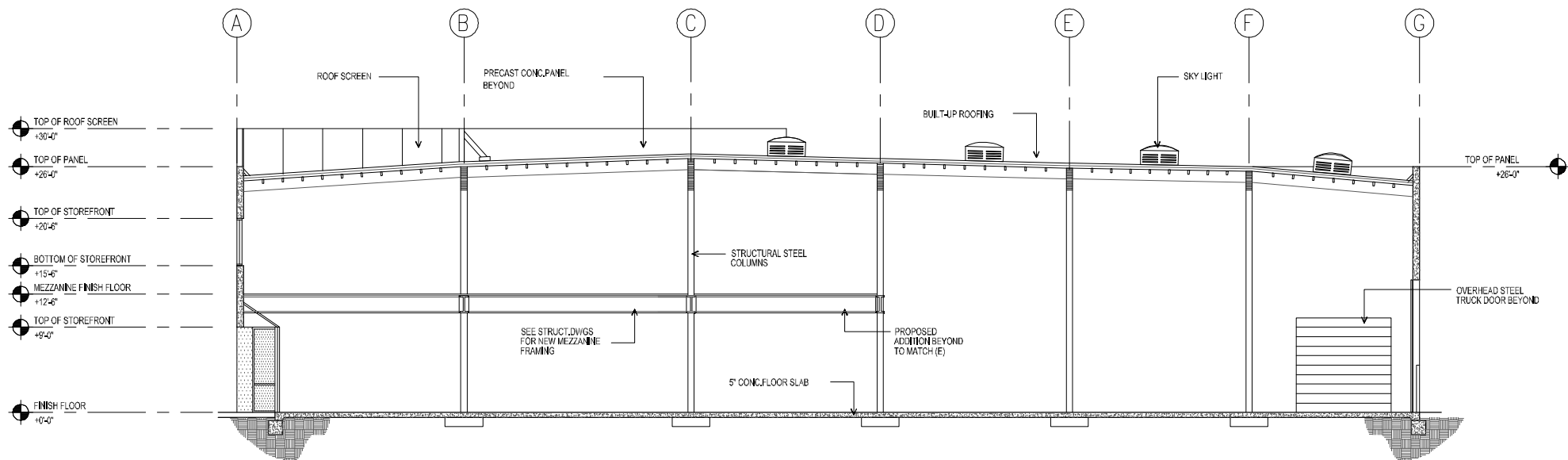


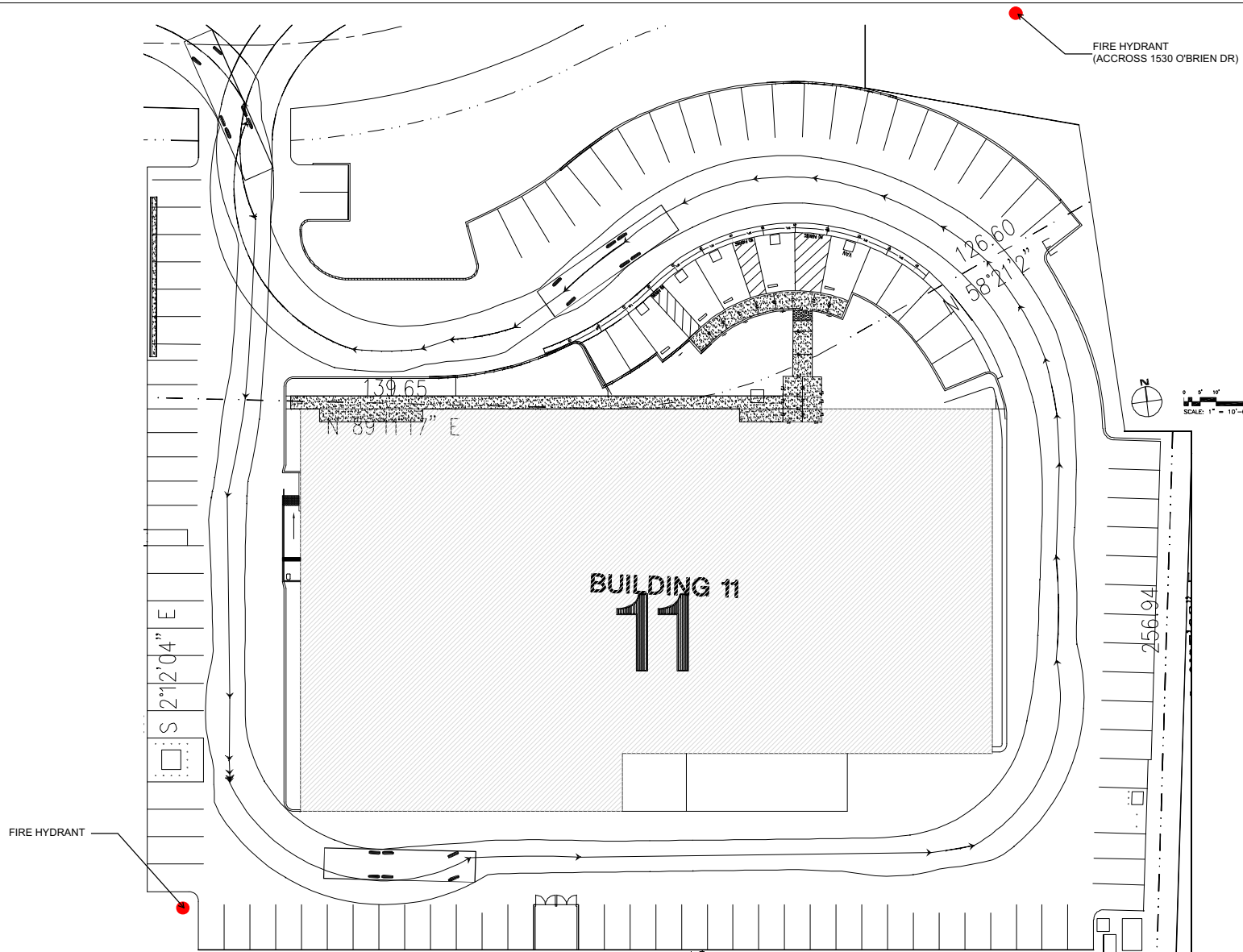
MENLO BUSINESS PARK, BLDG 11
1530 O'BRIEN DRIVE MENLO PARK, CA

EXISTING BUILDING ELEVATIONS

14B







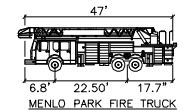
LEGEND:

FIRE TRUCK COMPUTER SIMULATED PATH OF TRAVEL

NOTES:

1. FIRE TRUCK COMPUTER SIMULATED PATH OF TRAVEL CREATED USING AUTOTURN VERSION 7.0 SOFTWARE AND THE FIRE TRUCK PROFILE INFORMATION INDICATED.

FIRE TRUCK PROFILE:



WIDTH: 9'-6"
TRACK: 8'-3"
LOCK TO LOCK TIME: 6.0 SECONDS
STEERING ANGLE: 25.50 DEGREE
INNER TURNING RADIUS: 44'



MENLO BUSINESS PARK, BLDG 11
1530 O'BRIEN DRIVE MENLO PARK, CA

FIRE TRUCK TURNING AND FIRE HYDRANT COVERAGE

02/22/16

C1



RECEIVED

FEB 25 2016

1530 O'BRIEN DRIVE ■

February 22, 2016

CITY OF MENLO PARK
BUILDING**Project Description**

Tarltan Properties is renovating an existing R&D building to create additional office space. We will extend the second floor mezzanine by one bay (approximately 1,100sf) above an existing double height space.

DES
ARCHITECTS
ENGINEERS**Existing Site and Building**

The project is located at 1530 O'Brien Drive and the site area is 2.11 acres (91,912 sq. ft.). It has always been identified as Building 11 of the Menlo Business Park. The site is adjacent to a residential zone to the south. The existing building was originally designed in 1986 by DES and is approximately 35,426 sq. ft., including a partial second floor. It occupies the central portion of the site with parking areas on all sides. One driveway entrance is located along O'Brien Drive. There are paved patios and walkways at the building entries facing O'Brien Drive and this street frontage is screened by mature trees and landscaping. More recently this building has been used as a multitenant building for a variety of research and development, life science companies.

The site is zoned as M-2 General Industrial that allows a maximum 55% FAR and currently requires parking at 1 car/300 sq. ft. The existing FAR is 38.5%.

Proposed Project

1. Tarltan Properties intends to add additional area to the second floor office area in Suite C.
2. The addition of this area requires a new staircase for exiting from the second floor office space directly to the eastern façade.
3. Additional glazing will be added on both first and second floors on the eastern façade.

Site

To meet current city parking and Calgreen guidelines the project will include one new EV charging stall.



**Request for
Parking
Reduction**

May 25, 2016

Dear Madam/Sir

We would like to request consideration of the building use at 1530 O'Brien Drive in relation to the quantity of onsite parking provided. This 35,426sf building has 108 parking spaces. It is currently occupied by three tenants: Abbott, Phillips and Tarlton Properties with a total of 71 occupants (36, 20 and 15 respectively).

The expansion of the second floor mezzanine, proposed in this conditional use permit will increase the building by 1,150sf to a total of 36,576sf. The proposed growth for the tenants in this building will bring the occupant load to 97 persons (45, 35 and 17 respectively).

In addition to vehicle parking there are four bicycle parking spaces on the exterior of the building and many people also bring their bicycles into their workspaces (due to the value of the bicycles).

Currently a total of 7 building occupants bike to work 3 or more days per week and 5 building occupants ride the train/ Tarlton Properties shuttle to work 3 or more days per week.

In consideration of the quantity of parking spaces used by the employees (maximum 97) we would like to request the the existing 108 spaces onsite be considered sufficient parking for this building.

Elke MacGregor
Project Manager, DES Architects + Engineers

P:\Tarlton\MenloBP\273000\MBP-B11\948700\948718\Admin\CUP\16-0525 PCR2_CUP\16-0525 -Request for Parking reduction.doc

BELOW MARKET RATE HOUSING IN LIEU FEE AGREEMENT

This Below Market Rate Housing In Lieu Fee Agreement ("Agreement") is made as of this ____ day of _____, 2016 by and between the City of Menlo Park, a California municipality ("City") and Tarlton Properties, Inc., a California Corporation ("Applicant"), with respect to the following:

RECITALS

- A. Applicant leases a building, located at that certain real property in the City of Menlo Park, County of San Mateo, State of California, consisting of approximately 1.22 acres, more particularly described as Assessor's Parcel Number: 055-473-140 ("Property"), and commonly known as 1530 O'Brien Drive, Menlo Park.
- B. The Property currently contains one building with a combination of office and research and development (R&D) spaces. The gross floor area of the existing building is approximately 35,426 square feet.
- C. Applicant proposes to add approximately 1,150 square feet of gross floor area for office uses on the second floor within the existing building. Applicant has applied to the City for a use permit to increase the office square footage within the building ("Project").
- D. Applicant is required to comply with Chapter 16.96 of City's Municipal Code ("BMR Ordinance") and with the Below Market Rate Housing Program Guidelines ("Guidelines") adopted by the City Council to implement the BMR Ordinance. In order to process its application, the BMR Ordinance requires Applicant to submit a Below Market Rate Housing Agreement. This Agreement is intended to satisfy that requirement. Approval of a Below Market Rate Housing Agreement is a condition precedent to the approval of the applications and the issuance of a building permit for the Project.
- E. Residential use of the Property is not allowed by the applicable zoning regulations. Applicant does not own any sites in the City that are available and feasible for construction of sufficient below market rate residential housing units to satisfy the requirements of the BMR Ordinance. Based on these facts, the City has found that development of such units off-site in accordance with the requirements of the BMR Ordinance and Guidelines is not feasible.
- F. Applicant, therefore, is required to pay an in lieu fee as provided for in this Agreement. Applicant is willing to pay the in lieu fee on the terms set forth in this Agreement, which the City has found are consistent with the BMR Ordinance and Guidelines.

NOW, THEREFORE, the parties agree as follows:

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

Table 1: BMR Requirements and Applicant Proposal			
	Fee per square foot	Square feet	Component fees
Existing Building - Office	\$15.57	35,426	(\$551,582.82)
Existing Building - Non-Office	\$8.45	0	\$0.00
Proposed Building - Office	\$15.57	36,576	\$569,488.32
Proposed Building - Non-Office	\$8.45	0	\$0.00
BMR In-Lieu Fee Option			\$17,905.50

2. If the Applicant elects to proceed with the Project, the Applicant shall pay the in lieu fee before the City issues a building permit for the Project. The in lieu fee may be paid at any time after approval of this Agreement by the Planning Commission. If for any reason, a building permit is not issued within a reasonable time after Applicant's payment of the in lieu fee, upon request by Applicant, City shall promptly refund the in lieu fee, without interest, in which case the building permit shall not be issued until payment of the in lieu fee is again made at the rate applicable at the time of payment.
3. This Agreement shall be binding on and inure to the benefit of the parties hereto and their successors and assigns. Each party may assign this Agreement, subject to the reasonable consent of the other party, and the assignment must be in writing.
4. If any legal action is commenced to interpret or enforce this Agreement or to collect damages as a result of any breach of this Agreement, the prevailing party shall be entitled to recover all reasonable attorney's fees and costs incurred in such action from the other party.

5. This Agreement shall be governed by and construed in accordance with the laws of the State of California and the venue for any action shall be the County of San Mateo.
6. The terms of this Agreement may not be modified or amended except by an instrument in writing executed by all of the parties hereto.
7. This Agreement supersedes any prior agreements, negotiations, and communications, oral or written, and contains the entire agreement between the parties as to the subject matter hereof.
8. Any and all obligations or responsibilities of Applicant under this Agreement shall terminate upon the payment of the required fee.
9. To the extent there is any conflict between the terms and provisions of the Guidelines and the terms and provisions of this Agreement, the terms and provisions of this Agreement shall prevail.

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

CITY OF MENLO PARK

Tarlton Properties Inc.

By: _____
City Manager

By: _____
Its: _____



STAFF REPORT

Planning Commission

Meeting Date:

6/6/2016

Staff Report Number:

16-047-PC

Public Hearing:

Use Permit/Facebook Inc./923-925 Hamilton Avenue

Recommendation

Staff recommends that the Planning Commission approve the use permit request for the conversion of an existing research and development (R&D) building into medical and dental offices associated with a nearby multi-building office use, where the site is nonconforming with regard to parking. The conversion would also include general office and flexible employee amenity space within the existing building, located in the M-2 (General Industrial) zoning district. 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 R&D building located at 923-925 Hamilton Avenue, which is located in the Willow Science and Technology Park. Peninsula Innovation Partners, LLC a subsidiary of Facebook, Inc. recently purchased this campus. The subject building is approximately 24,000 square feet and Facebook would occupy the entire building.

The subject building is located at the corner of Hamilton Avenue and Willow Road. The immediately adjacent parcels to the south and east are also part of the M-2 zoning district, and are occupied by a variety of R&D, offices, warehouse, and light manufacturing uses. These parcels are also located within the Willow Science and Technology Park. Across Willow Road to the west of the site is a retail center. Both parcels at the corner of Willow Road and Hamilton Avenue are located in the C-2-S (Neighborhood Commercial, Special) zoning district and are occupied by retail and restaurant uses. A gas station is located at the southwestern corner of the Hamilton Avenue and Willow Road intersection. To the north of the subject building is the Dumbarton Rail Corridor. Facebook Building 20 (1 Facebook Way) is located at the corner of Willow Road and Bayfront Expressway, approximately 400 feet to the northwest of the subject building. To the west of Building 20 is the TE Connectivity campus, which is the site of the pending Facebook Campus Expansion Project. The Campus Expansion Project would contain two new office buildings and a hotel. This proposal is currently under review. In addition, the East Campus at 1601 Hacker Way (Buildings 10-19), is located to the north of Bayfront Expressway at the intersection of Willow

Road. A location map is included in Attachment B. The project plans (Attachment D) identify the location of the Facebook-occupied buildings within the vicinity of the project.

Analysis

Project description

The applicant is requesting a use permit to convert the existing building from office and R&D uses to medical offices and open office/employee amenity space, specifically a music practice room. Facebook currently provides medical and dental services to its employees through two contractors: Crossover Health and Onsite Dental. These services are currently offered at the East Campus. Facebook is proposing to relocate these tenants to the building at 923-925 Hamilton Avenue. The entire interior of the building would be remodeled to accommodate the medical offices and employee music practice room. The proposed project would result in limited changes to the facades of the building, with the exception of new aluminum storefront systems in a number of the existing roll-up doors along with the removal of an existing man door. The landscaping and parking layouts would not be changed, with the exception of small striping changes related to accessible parking.

The medical facility would provide primary care, physical medicine, health consultations, dental care, and optometry to full time Facebook employees and their dependents over 12 years of age. The facility would be open Monday through Friday from 8 a.m. to 7 p.m. and would not be open to the public. Facebook anticipates that a maximum of 30 staff members would be working at the site at any one time. Given the proximity of Facebook's East Campus, Building 20, and the Campus Expansion Project, most patients are expected to visit the site by walking, bicycling, or using the intra-campus shuttle van service, which would transport employees closer to the site.

As stated previously, the building is approximately 24,000 square feet and the medical offices would utilize approximately 19,500 square feet. The remaining approximately 4,500 square feet would be used for open offices and employee amenities/flexible space. The applicant has submitted a project description letter that discusses the proposal in more detail (Attachment C).

Parking and Circulation

The project site is substandard with regard to parking, containing 71 parking spaces where 80 would be required by the Zoning Ordinance. As part of the project, the applicant submitted a memorandum on the trip generation and Transportation Demand Management (TDM) program for the facility (Attachment E). The trip generation analysis quantifies the trip generation for typical medical offices, dental offices, and the employee amenities/flex space. In addition to the trip generation analysis, the memorandum describes Facebook's TDM program. The proposed change of use would not exceed the Traffic Impact Analysis (TIA) threshold of an equivalent 10,000 square foot general office building.

Given the proximity of Facebook's adjacent campuses, its robust TDM program, and the intra-campus tram, it is likely that most employees would travel to the site via bicycle, as pedestrians, or via the shuttle vans. The maximum number of staff on-site at any given time is approximately 30 and the facility is expected to accommodate up to 16 patients an hour. Therefore, the 71 parking spaces on-site would be able to accommodate the anticipated staff members and any patients that drive to the site. In addition, the

medical and dental offices would not be open to the public, nor would the open office/flexible amenity space. Therefore, the on-site parking is anticipated to accommodate the proposed use, despite being nonconforming to the Zoning Ordinance.

This use permit would not be limited to Facebook, but any potential new user would be required to be in conformance with the TDM program and overall operations (condition 3a). The health center would not open to the public, and therefore, a medical office that is not associated with a nearby multi-building office user would not be consistent with this use permit.

Hazardous Materials

The Fire District was contacted regarding the proposed hazardous materials associated with the medical and dental facilities. The Fire Marshall confirmed that the quantities of hazardous materials proposed to be used and stored at the site are below the fire permit thresholds, and therefore, would also be below the use permit thresholds. Therefore, no review or action by the Planning Commission is required regarding hazardous materials.

Correspondence

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

Conclusion

Staff believes that the proposed use would be consistent with the greater Facebook campus within the vicinity of the site. The relocation of the medical and dental facilities would allow Facebook to continue to offer this service to its employees. The specific operations of the facility, Facebook's robust TDM program, and the proximity of the other campuses to the site would limit the need for parking at the site. Therefore, staff believes the existing parking would be sufficient for the site. 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 300-foot radius of the subject property.

Attachments

- A. Recommend Actions
- B. Location Map
- C. Project Description Letter
- D. Project Plans
- E. Trip Generation and TDM Program Memorandum

Report prepared by:
Kyle Perata, Senior Planner

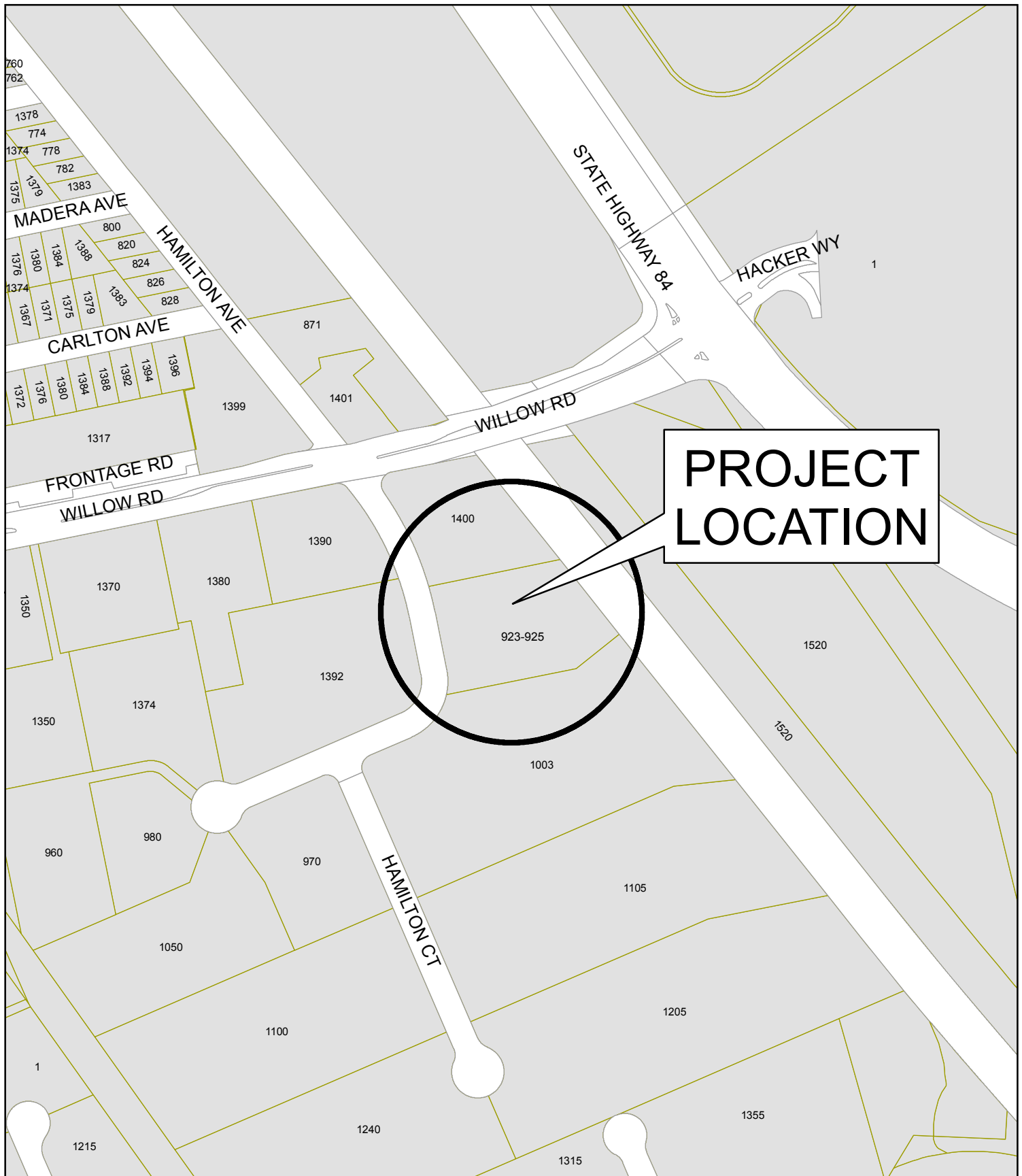
Report reviewed by:
Thomas Rogers, Principal Planner

923-925 Hamilton Avenue – Attachment A: Recommended Actions

LOCATION: 923-925 Hamilton Avenue	PROJECT NUMBER: PLN2016-00049	APPLICANT: Facebook, Inc.	OWNER: Peninsula Innovation Partners, LLC
REQUEST: Request for a use permit for the conversion of an existing research and development building into medical and dental offices associated with a nearby multi-building office use. The site is nonconforming with regard to parking and the conversion would also include general office and employee amenity spaces within the building. The existing building is located in the M-2 (General Industrial) zoning district.			
DECISION ENTITY: Planning Commission	DATE: June 6, 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 <i>standard</i> conditions:<ol style="list-style-type: none">a. Development of the project shall be substantially in conformance with the project plans by DES Architects and Engineers consisting of 12 plan sheets (dated received May 20, 2016), the project description letter (dated March 25, 2016), trip generation and TDM memorandum (dated May 25, 2016) and approved by the Planning Commission on June 6, 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.a. 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.b. 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.c. 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.d. 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.c. Heritage trees in the vicinity of the construction project shall be protected pursuant to the			

923-925 Hamilton Avenue – Attachment A: Recommended Actions

LOCATION: 923-925 Hamilton Avenue	PROJECT NUMBER: PLN2016-00049	APPLICANT: Facebook, Inc.	OWNER: Peninsula Innovation Partners, LLC
REQUEST: Request for a use permit for the conversion of an existing research and development building into medical and dental offices associated with a nearby multi-building office use. The site is nonconforming with regard to parking and the conversion would also include general office and employee amenity spaces within the building. The existing building is located in the M-2 (General Industrial) zoning district.			
DECISION ENTITY: Planning Commission	DATE: June 6, 2016		ACTION: TBD
VOTE: TBD (Barnes, Combs, Goodhue, Kahle, Onken, Riggs, Strehl)			
ACTION: Heritage Tree Ordinance.			

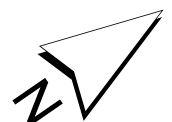


CITY OF MENLO PARK

LOCATION MAP

923-925 HAMILTON AVENUE

DRAWN: TAS CHECKED: KTP DATE: 06/06/16 SCALE: 1" = 300' SHEET: 1



March 25, 2016

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

Attn: Kyle Perata, Senior Planner

RE: 923/925 Hamilton Ave Change of Use

Dear Mr. Perata,

Facebook will be relocating their existing tenants, Crossover Health and Onsite Dental to a new facility located at 923/925 Hamilton Ave, Menlo Park. The new center will occupy 19,500 sq. ft of the existing one story 24,000 sq. ft. building. The remaining 4,500 sq.ft. will be used by Facebook as an open office. The previous tenant used this space as an R&D facility.

The wellness center will provide health, dental, and vision services to Facebook full-time employees and their dependents over 12 years old. Services will be provided Monday-Friday from 8 a.m .to 7 p.m. and the center is not open to the public.

Based on the usage of our current facility, we expect the center to see approximately 175 patients a day including dependents. This would result in an average of 16 patients an hour. Given the proximity to the existing campus we expect that most patients will travel to their appointments using the inter-campus tram, bikes, or on foot. We plan to accommodate a maximum staff of approximately 30 clinic personnel. The clinic staff is expected to make use the Facebook provided shuttles and other forms of alternate transportation in reaching the Menlo Park campus.

A hazardous material plan has been assembled for this space and is submitted as part of this package. A separate submittal will be prepared for the Fire Department's review.

Please let me know if you have any questions.

Sincerely,

Steve Tsuruoka
Senior Project Manager
Facebook, Inc.

Contact Information**Applicant**

Facebook Inc.
1 Hacker Way
Menlo Park, California
Phone: (650)704-7915
Contact: Steve Tsuruoka
Mandy Spain

Architect

DES Architect + Engineers
388 Bradford Street
Redwood City, California
Phone: (650)364-6453
Contact: Susan Eschweiler
Howard Kwok

M-2 Zone Project Requirements

Zoning Destination:	M-2
Building Height Limit:	35 ft max.
Building Setbacks:	20 ft Front Yard 0 ft Rear Yard 10 ft each side
Floor Area Ratio:	0.55
Site Coverage:	50% Max
M-2 required parking per zoning ordinance:	1/300 (80 stalls)

Allowable Floor Area Calculation

Type 5B Fully Sprinklered
Per 2013 CBC Section 506

Allowable Floor Area
= $9000 + (9000 \times 0.61) + (9000 \times 3)$
= 41,490 sf

Existing Floor Area (No change to existing)
= 24,000 sf (< 41,490 sf allowable)

Facebook Health Center

Tenant Improvement Project

923-925 Hamilton Ave.

Planning Submittal March 25, 2015

05/17/2016
Revised

**Existing Project Data**

Project site area:	1,658 acres (72,236 sf)
Project floor area:	24,000 sf existing
Floor Area Ratio:	0.33 existing
Building Height Limit:	35 ft max. existing
Building Setbacks:	57 ft min. Front Yard 35 ft min. Rear Yard 14 ft East side 17 ft West side
Site Coverage:	33% existing
Existing parking provided:	71
Type of Construction:	5B
Occupancy Type:	B & S-1
Fire Sprinkler System:	Fully Sprinkled

Proposed Project Data

Project site area:	No change to existing
Project floor area:	No change to existing
Floor Area Ratio:	No change to existing
Building Height Limit:	No change to existing
Building Setbacks:	No change to existing
Site Coverage:	No change to existing
Landscape Area:	No change to existing
Proposed parking provided:	No change to existing
Type of Construction:	5B (see allowable floor area calculations per 2013 CBC Section 506)
Occupancy Type:	B
Fire Sprinkler System:	Fully Sprinkled

March 25, 2016

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

Attn: Kyle Perata, Senior Planner

RE: 923/925 Hamilton Ave Change of Use

Dear Mr. Perata,

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Please let me know if you have any questions.

Sincerely,

Steve Tsuruoka
Project Manager at Facebook Inc.

Sheet Index

1	Project Data, Sheet Index and Contact
2	Vicinity Map
3a	Site Survey Plan
3b	Large Site Survey Plan
4	Existing Floor Plan (Previous tenant)
5	Existing Roof Plan
6	Proposed Site Plan
6a	Existing Building Photographs
7	Proposed Floor Plan
8	Chemical & Gases List and Plan
9	Exterior Elevations

05/17/2016
Revised
03/25/2016





05/17/2016
Revised



03/25/2016



Facebook Health Center . 923-925 Hamilton Ave . Menlo Park . CA

Vicinity Map

2





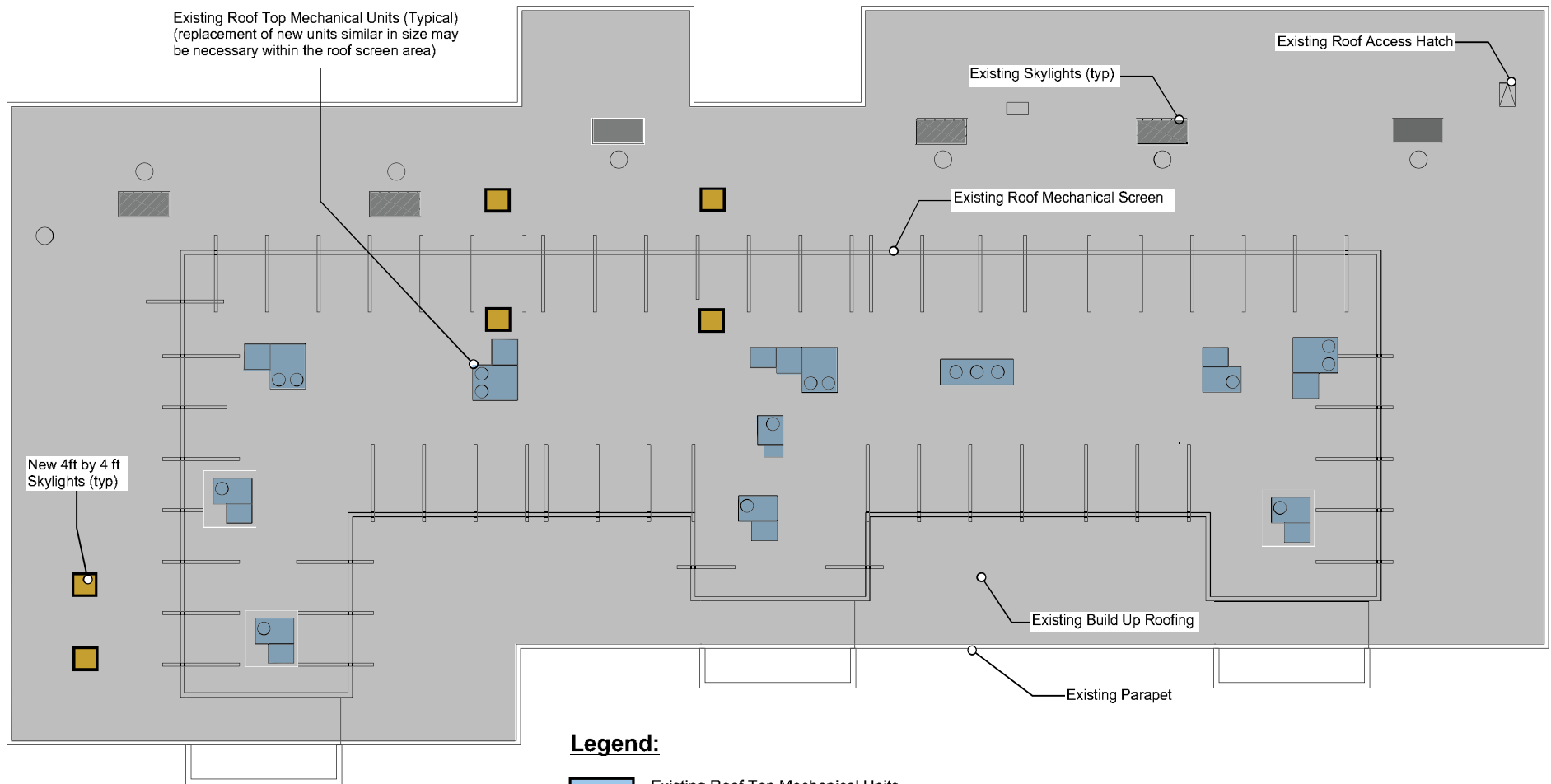


Facebook Health Center . 923-925 Hamilton Ave . Menlo Park . CA

Enlarged Alta/ACSM Land Title Survey
of 923-925 Hamilton Ave.

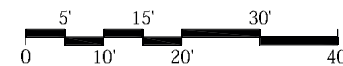
3b





Legend:

- Existing Roof Top Mechanical Units
(replacement of new units similar in size may be necessary within the roof screen area)
- Existing Skylight
- New 4 ft by 4 ft Skylights



03/25/2016

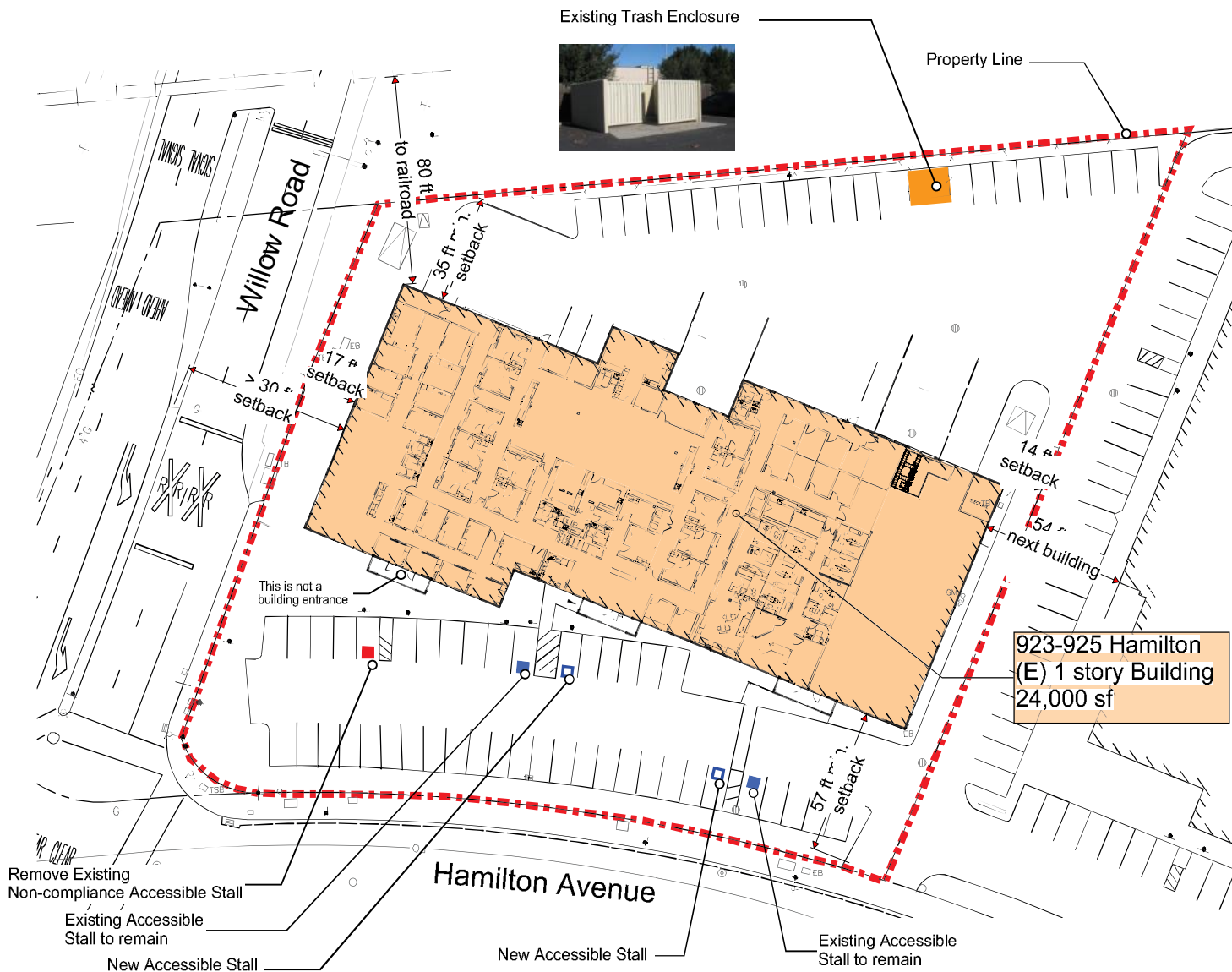


Facebook Health Center . 923-925 Hamilton Ave . Menlo Park . CA

Existing Roof Plan
with proposed elements

5





Existing Parking Data

Project floor area: 24,000 sf existing

Floor Area Ratio: 0.33 existing

Site Coverage: 33% existing

Type of Construction: 5B

Proposed Occupancy Type: B

Fire Sprinkler System: Fully Sprinkled

Trash Enclosure: Yes (Existing)

Existing parking provided: 71 stalls
80 stalls required

Proposed parking: No change to existing

(including 3 regular accessible stalls and 1 accessible van stall)

Landscape Area: No change to existing

Note:

- 1) Remove striping of existing non-compliance accessible stall at South East corner of site.
- 2) Provide new striping to provide 2 new accessible parking stalls by entry areas.

Legend

- = Existing Accessible Stall to remain
- = Remove Existing Non-compliance Accessible Stall
- = New Accessible Stall

North



05/17/2016
Revised

03/25/2016





Building Southwest corner facing Hamilton Ave.



Building South side facing Hamilton Ave.



Building Southeast corner



Existing Trash enclosure



Existing Trash enclosure



Building Northeast corner facing Parking lot



Building North side facing Parking lot



925 Hamilton Building main entry area



Building East side (Typical existing window and exterior light fixture)



Building Northeast corner landscape area



Building North side - viewing East



Building North side typical truck dock facing Parking lot

03/25/2016

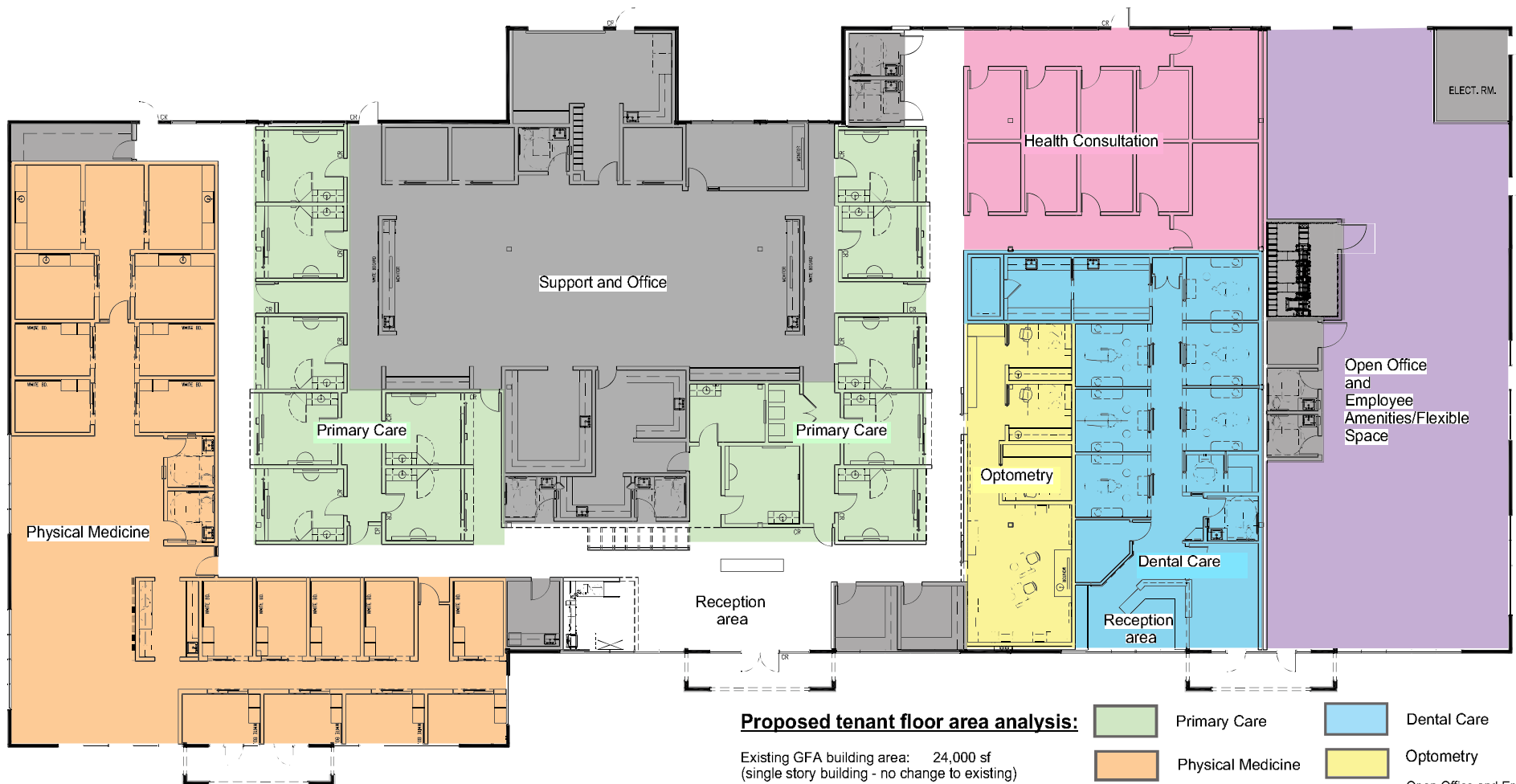
Facebook Health Center . 923-925 Hamilton Ave . Menlo Park . CA

Existing Building Photographs

6a



DES
ARCHITECTS
ENGINEERS



Proposed tenant use of the building (Brief Version):

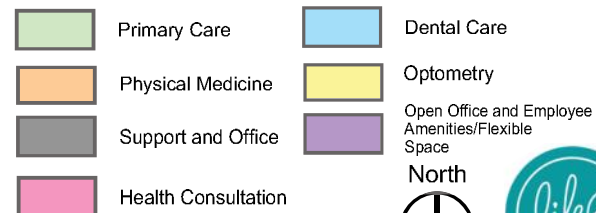
Facebook Inc. is constructing this Health/Wellness Center for staff use at 925 Hamilton, and Open office space at 923 Hamilton Ave.. The Health Center will provide Primary health care, Physical Medicine treatments, Optometry/Vision care, Dental care and Health Consultation for Facebook staff members use. This is not an ambulatory/OSHPD facility.

The Open Office space at 923 Hamilton Ave. is an open office studio space for future Facebook expansion use. This open office space is not designed for any kind of assembly use and function.

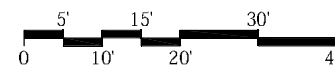
Proposed tenant floor area analysis:

Existing GFA building area: 24,000 sf
(single story building - no change to existing)

Proposed Office area: 5,795 sf
Proposed Care area: 13,705 sf
Proposed Open Office area: 4,500 sf
Total existing 24,000 sf



North



03/25/2016



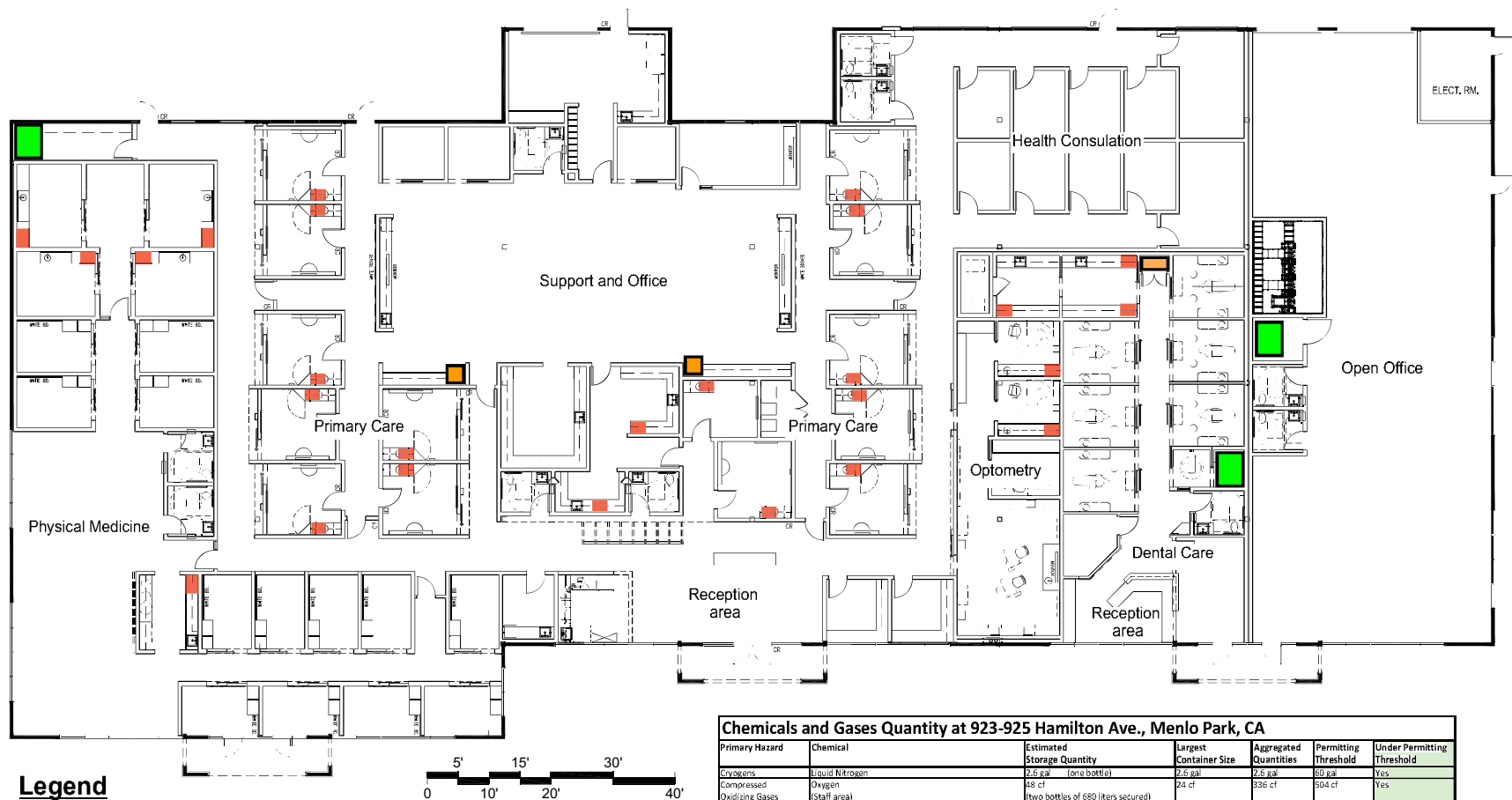
Facebook Health Center . 923-925 Hamilton Ave . Menlo Park . CA

Proposed Floor Plan

04/25/2016
Revised

7





Chemicals and Gases Quantity at 923-925 Hamilton Ave., Menlo Park, CA						
Primary Hazard	Chemical	Estimated Storage Quantity	Largest Container Size	Aggregated Quantities	Permitting Threshold	Under Permitting Threshold
Cryogenics Compressed Oxidizing Gases	Liquid Nitrogen	2.6 gal (one bottle)	2.6 gal	2.6 gal	60 gal	Yes
	Oxygen (Staff area)	48 cf	24 cf	336 cf	504 cf	Yes
	Nitrous Oxide (at Dental)	168 cf	56 cf			
	Oxygen (at Dental)	120 cf (five 21 c.f. bottle in exam rooms and one 8 c.f. emergency pack in storage)	24 cf			
Corrosive Liquids	Presoak Kleenzyme	0.5 gal	1 gal	10.25 gal	55 gal	Yes
	Germicide Pink	0.5 gal	1 gal			
	Wavecide Concentrate	0.5 gal	1 gal			
	Citrox Plus	0.5 gal	1 gal			
	bleach	2 gal	1 gal			
	Phosphoric Acid (at Dental Lab & storage)	0.25 gal	0.5 gal			
	Sodium Fluoride (at Dental Lab & storage)	1 gal	1 gal			
	409 Cleaner	3 gal	16 oz			
Flammable Liquids	Ultrasonic Cleaning Solution (at Dental Lab & storage)	2 gal	1 gal			
	IPA	2.5 gal	1 quart	4.295 gal	5 gal	Yes
	Methyl Methacrylate	0.125 gal	0.03125 gal			
	Acetone	0.01 gal	0.01 gal			
	Citrac Disinfectant Spray	0.66 gal	14 oz			
Combustible Liquids	Ethyl Alcohol	1 gal	1 gal			
	Misc Janitorial Cleaners	7.25 gal	5 oz	7.25 gal	25 gal	Yes
Class 1 Oxidizers	Hydrogen Peroxide	3 gal (24 bottles of 16 oz)	16 oz	3 gal	55 gal	Yes



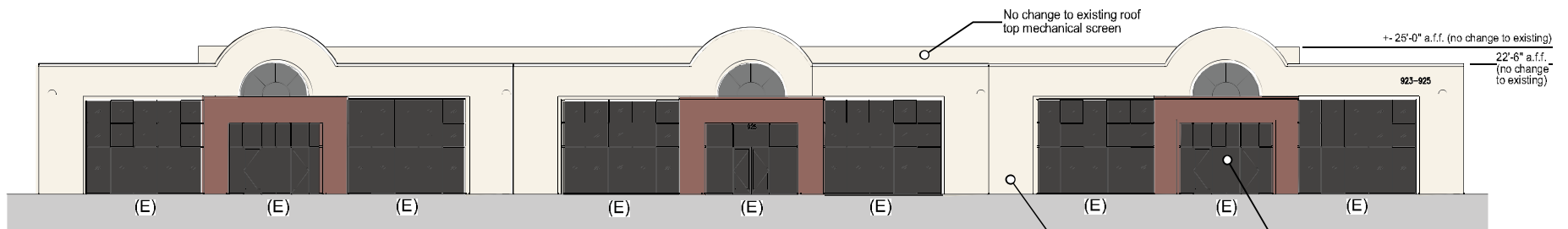
03/25/2016

Facebook Health Center . 923-925 Hamilton Ave . Menlo Park . CA

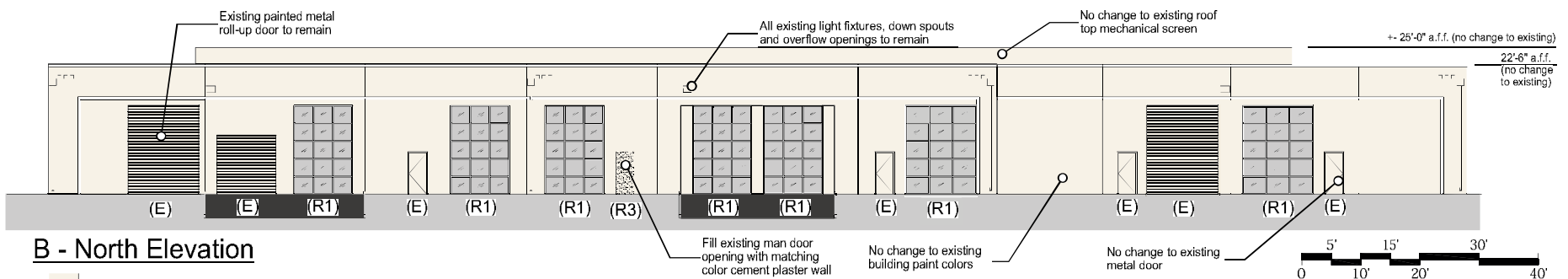
Proposed Floor Plan

8

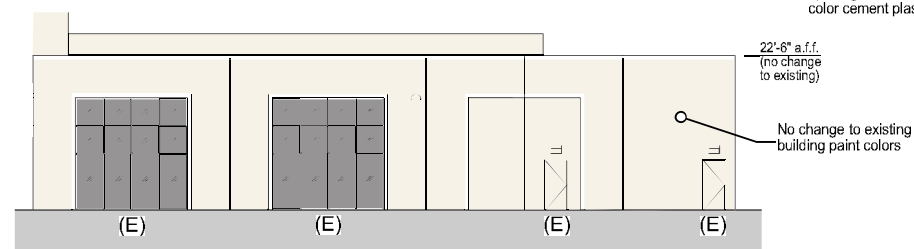




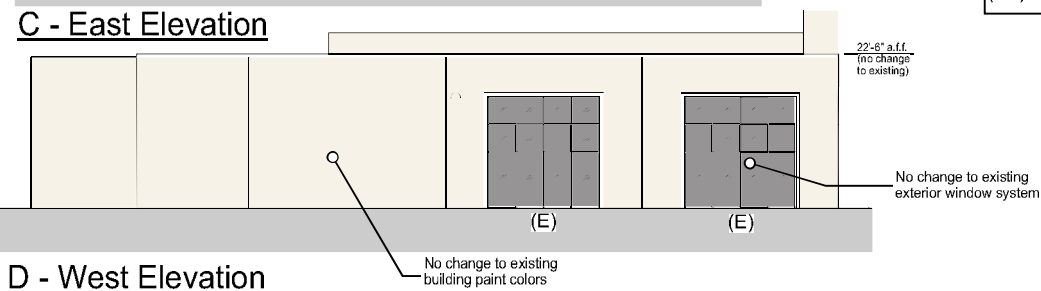
A - South Elevation



B - North Elevation



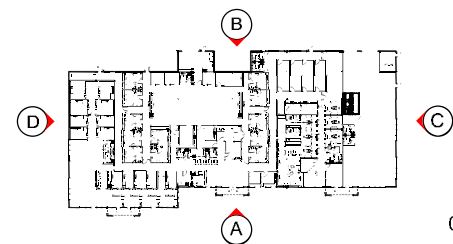
C - East Elevation



D - West Elevation

Legend

- (E) = Existing window, door or roll-up door to remain
- (R1) = Replace existing steel roll up door with alum storefront system in existing opening
- ~~(R2) = Replace existing steel roll up door with new garage door in project scope~~
- (R3) = Fill existing door opening with color matching painted cement plaster wall



04/25/2016
Revised 03/25/2016



Facebook Health Center . 923-925 Hamilton Ave . Menlo Park . CA

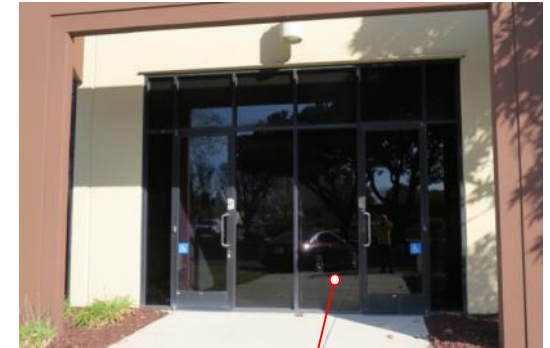
Exterior Elevations
with improvement update elements

9



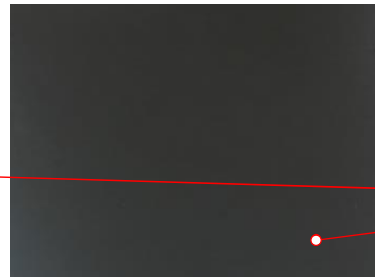


South Elevation photographs of existing storefront system



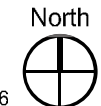
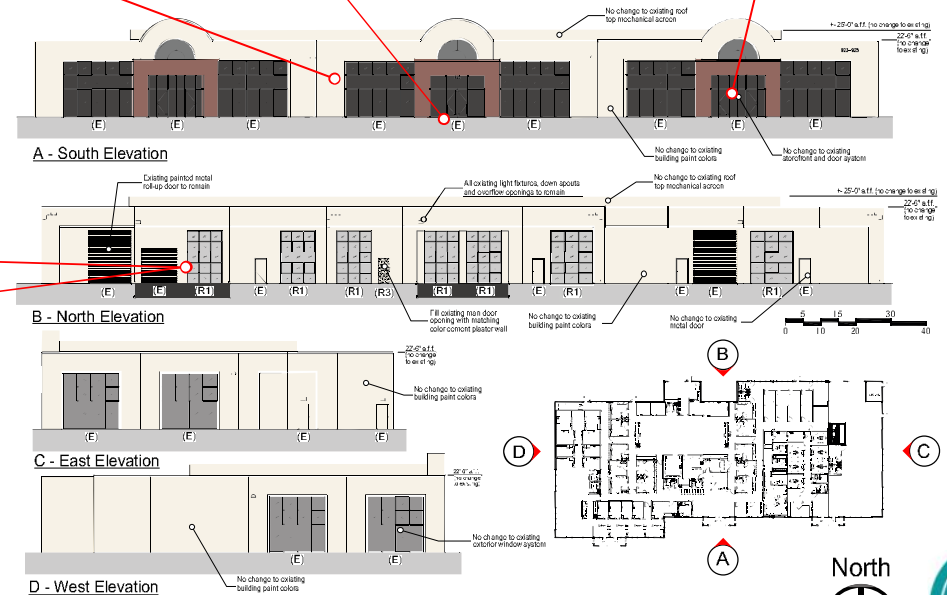
North Elevation proposed new medium gray tint double glazing glass with performance to meet latest energy code requirement

Glazing: Viracon 1" VRE24-65 or equal (insulated optiwhite HS/HS)



North Elevation proposed new storefront system alum. mullion color to match existing dark bronze/black color on South side. (Contractor to field verify and match existing color)
System: Kawneer 1620 System

North Elevation proposed new storefront system





MEMORANDUM

Date: May 25, 2016

To: Nikki Nagaya, City of Menlo Park
Kristiann Choy, City of Menlo Park

From: Robert H. Eckols, P.E.

Subject: Facebook Health Center – 923-925 Hamilton Avenue – Trip Generation

SJ16-1647

Facebook is proposing to relocate their existing health center from the Buildings 10 – 19 complex at 1601 Hacker Way to an existing office building located at 923/925 Hamilton Avenue. The health center, operated by Crossover Health and Onsite Dental, provides services to Facebook employees working at the Menlo Park campus. The center also provides care to some employee dependents (over 12 years old) that live within 10 miles of the Menlo Park campus. The center will not be open to the general public.

The proposed site for the health center is an existing one story, 24,000 sq. ft. research & design (R&D) office building. The health center will occupy 19,500 sq. ft. and the remaining 4,500 sq. ft. will be used as a music practice room and for storage, replacing an existing drop-in music room at 1601 Hacker Way that is used for band practices, but not for performances.

The Health Center will operate Monday through Friday from 8:00 am to 7:00 pm. Based on current operations at the existing Health Center, there will be a maximum staff of 30 and approximately 175 patients per day, or an average of 16 patients per hour.

A traffic impact analysis (TIA) is required for proposed changes of use over 10,000 square feet, unless the new use would add fewer peak hour trips than the equivalent to 10,000 sq. ft. of general office space (16 AM peak hour trips or 15 PM peak hour trips) or includes a TDM plan effective at reducing the added trips to below the threshold.

The following describes the trip generation for the proposed change and TDM programs available to the health center employees and patients.



DISCUSSION

Table 1 was prepared using the trip generation rates from the Institute of Transportation Engineers (ITE) *Trip Generation* (2012) and shows the following:

- Trip generation for the existing 24,000 sq. ft. of R&D office uses,
- The threshold of added trips that would require preparation of a TIA, and
- The maximum number of trips allowed for the proposed change in use.

Table 1
Trip Generation Summary

Land Use (LU)	ITE LU #	Units	AM Peak Hour				PM Peak Hour			
			Rate	Total	In	Out	Rate	Total	In	Out
Existing Use		Sq. Ft.	Trips/KSF				Trips/KSF			
R&D Office	760	24,000	1.22		83%	17%	1.07		15%	85%
				29	24	5		26	4	22
Threshold		Sq. Ft.								
General Office	710	10,000	1.56		88%	12%	1.49		17%	83%
				16	14	2		15	3	12
Change in Use Maximum Trips				45	38	7		41	7	34

Source: Fehr & Peers, 2016

Based on the information summarized in **Table 1**, the proposed health center could generate a maximum of 45 AM peak hour trips and 41 PM peak hour trips without requiring the preparation of a TIA.

The *Trip Generation* includes two medical land uses that could apply to the proposed health center use; however, neither of these uses accurately reflects the operations of the proposed health center that is linked to a single company's employees. The two potential uses are:

- **Clinic - Land Use 630:** A clinic is any facility that provides limited diagnostic and outpatient care but is unable to provide prolonged in-house medical and surgical care. Clinics commonly have lab facilities, supporting pharmacies and a wide range of services.
- **Medical-Dental Office - Land Use 720:** A medical-dental office is a facility that provides diagnoses and outpatient care on a routine basis, but is unable to provide prolonged in-



house medical and surgical care. One or more physician or dentists generally operate this type of facility.

Both of these medical uses describe facilities that are open to the general public and whose patients would arrive from locations scattered throughout the community. For the proposed health center, 90% to 95% of patients will likely be coming from the nearby Facebook campuses with the opportunity to walk, bike or use a campus shuttle to access the health center. Therefore, the trip generation rates presented in the ITE Trip Generation Manual do not apply.

Based on the anticipated operation, the health center would see an average of 16 patients per hour. Assuming they all arrive and leave within the hour, there would be 32 patient trips in the peak hour, which would be fewer trips than allowed under the change of use threshold. Further, the majority of the patients could walk, bike, or use a campus shuttle to access the site, resulting in substantially fewer than 32 vehicle trips. Therefore, the peak hour trips would likely be less than the allowed threshold and be lower than the existing R&D uses.

Health center employee commute trips would also be substantially lower than a typical medical center or clinic, since health center employees have access to all of the TDM programs offered to Facebook employees. **Table 2** summarizes the TDM programs that are available to the health center employees. The Facebook drive-alone rate is currently 54% as compared to the San Mateo County average of 84%. In addition, since the health center hours for patients are 8:00 AM to 7:00 PM, many of the employee trips will occur outside the commute travel peaks.

The music practice space and storage areas will generate a minimal number of peak hour trips due to the low intensity use, size of the bands, and rehearsal times. The new practice area would be similar to the existing music practice area located in Building 15 where an amplifier, piano and chairs are provided. The space can be used by an individual employee or an employee formed band for music practice or rehearsals. Recording equipment may be provided in the future.

CONCLUSION

Based on Fehr & Peers' review of the project description, comparison to the ITE rates for the existing and proposed uses and available TDM programs, the proposed Health Center will not generate added trips in excess of the City of Menlo Park's change of use threshold. Due to the nature of the Health Center's operations, the Health Center will be similar to other amenities provided on the Facebook campus that reduce or eliminate vehicle trips, or shorten trip length. The key factors considered are:



- Health Center patients are primarily Facebook employees located at the Menlo Park campus,
- Health Center patients will be able to walk, bike, or use shuttle to access the Health Center, and
- Health Center employees have access to all of the TDM programs available to Facebook employees.

TABLE 2: TDM PROGRAM SUMMARY

TDM	Description	Facebook Program
Caltrain Go-Passes and Caltrain Station Shuttles	Provides unlimited rides (stickers affixed to an approved identification badge).	All full time Facebook employees receive free Caltrain Go-Passes and shuttle service provided from Caltrain to the Facebook campus. Facebook also reimburses up to \$50/month for parking at Caltrain stations (post-tax). Facebook uses Wage Works to provide tax-free funds for other public transit passes. Employee guests are also able to ride shuttles from Caltrain if they request a pass.
Employee Commuter Shuttle Bus Services / Intern Shuttles	Private shuttle service from employee residential neighborhoods and cities to MPK.	Currently, Facebook provides free direct services between Menlo Park and Sunnyvale, Palo Alto, San Francisco, Mountain View, Cupertino, Campbell, Berkeley, Oakland, Dublin, Castro Valley, Redwood City, San Jose, and Fremont for employees and vendors. Facebook provides shuttles service to campus from intern housing located in Mountain View, Sunnyvale, Palo Alto, Menlo Park and San Francisco.
Campus Bike Share Program	Bicycles provided for employee use on campus.	This program provides Facebook Bike Share Bicycles for employees to use for trips around campus.
Bicycle Amenities and Perks	Bike shop, lockers, towel service for showers, bicycle pumps, FixIt self-repair station, etc.	An onsite bike shop has been opened at the Transportation Hub. Dedicated mechanics service personal bikes for free and charge only for the cost of parts. A 24/7 DIY FixIt station is also available along with a free vending machine with emergency parts for repair. A monthly Bike to Work Day with giveaway is also held with bike shop staff leading group rides each month. The Bike Shop has also implemented a loaner program where employees can check out a bike for up to a week. Interns can also check out a long-term loaner for the duration of their internship. Each employee-occupied building has interior bike parking, and a bike cage offers additional bike parking space. These support services improve the convenience of riding a bicycle.



TABLE 2: TDM PROGRAM SUMMARY

TDM	Description	Facebook Program
Vanpool Program	A program that allows groups of people to share rides to and from work.	Facebook provides vanpools to and from surrounding areas, mostly South Bay and East Bay.
Education and Promotion	Educational and promotional events to encourage employees to use alternative modes to travel to and from the workplace.	Drop-in commute advice is available through the Transportation Desk at the Transportation Hub. Events and competitions for prizes include bike commuting classes, monthly Bike to Work Day, and the Great Race for Clean Air. New employees receive information on various commute options during orientation.
Zimride Rideshare Program	A social rideshare community that allows users to quickly find other drivers or passengers who are traveling along the same route.	Zimride provides ridesharing, vanpooling and shuttle coordinating capabilities to any employee with a Facebook email address.
Emergency Ride Home	Rides provided for employees in case of emergency.	In the event of an emergency, Facebook provides rides home to all ride share and alternative mode commuters who many not have a vehicle readily accessible.
Zipcar	Car sharing available on campus.	Zipcar vehicles are located at 1601 Willow Road.
Electric Vehicle Parking	Dedicated parking for electric vehicles.	Facebook provides preferred parking for electric vehicles as well as free charging stations at MPK. Facebook now has a total of 162 electric vehicle parking spaces.

Source: Facebook, 2016.



STAFF REPORT

Planning Commission

Meeting Date:

6/6/2016

Staff Report Number:

16-048-PC

Regular Business:

Selection of an Alternate Vice Chair for Agenda Items Relating to ConnectMenlo and Facebook

Recommendation

Staff recommends that the Planning Commission select an alternate Vice Chair for agenda items relating to ConnectMenlo and Facebook.

Policy Issues

The selection of an alternate Vice Chair does not raise any particular policy issues.

Background

Commissioner Strehl, who is serving as the Planning Commission Chair for the term of May 2016 through April 2017, notified staff that she is unable to attend the June 20, 2016 meeting. The role of Chair would normally be filled by the Vice Chair (Commissioner Combs). However, at the June 20 meeting, the two main agenda items are related to ConnectMenlo (General Plan Update) and the Facebook Campus Expansion Project, and Commissioner Combs is recused from both of these projects due to a conflict of interest. As a result, staff recommends that the Commission designate an alternate Vice Chair for these items, both for the known June 20 conflict, as well as for any future agenda items relating to these projects, through Commissioner Combs' term as Vice Chair.

Analysis

The Commission should seek nominations for the position of alternate Vice Chair for ConnectMenlo and Facebook projects, with the selection requiring a majority vote of Commissioners. Commissioners who themselves have a conflict of interest with either project should fully recuse themselves from this discussion/selection process.

The alternate Vice Chair should have a basic familiarity with typical meeting rules of order, although staff would note that this does not require any specialized training; most Commissioners have likely absorbed these procedures through their membership on the Commission, and staff will always provide support.

Impact on City Resources

Selection of an alternate Vice Chair for the ConnectMenlo and Facebook projects does not have any impact on City resources.

Environmental Review

Selection of an alternate Vice Chair is not considered a project under the California Environmental Quality Act (CEQA), and thus does not require any environmental review.

Public Notice

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

Attachments

None

Report prepared by:

Thomas Rogers, Principal Planner

Report reviewed by:

Arlinda Heineck, Community Development Director