



## REGULAR MEETING AGENDA

**Date:** 11/14/2016  
**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 October 24, 2016 Planning Commission meeting. ([Attachment](#))

E2. Architectural Control/Ian Hamilton/2730 Sand Hill Road:  
Request for architectural control review of exterior modifications to an existing office building in the C-1-C (Administrative, Professional and Research District, Restrictive) zoning district. The proposed exterior modifications would include replacing siding, modifying the exterior color scheme, site improvements and new landscaping. ([Staff Report #16-092-PC](#))

**F. Public Hearing**

F1. Use Permit/Yu Wu/1048 Menlo Oaks Drive:  
Request for a use permit for an addition and interior modifications to an existing, nonconforming one-story, single-family residence on a lot in the R-1-U (Single-Family Urban) zoning district. The value of the work would exceed 75 percent of existing replacement value in a 12-month period. ([Staff Report #16-093-PC](#))

- F2. Use Permit/SlipChip Corporation/230 Constitution Drive:  
Request for a use permit for the use and storage of hazardous materials associated with research, development, and manufacturing of nucleic acid and protein detection equipment for point-of-care diagnostics in domestic and global health settings, field-based measurements for industrial applications, and complex assays across a range of laboratory settings, located in an existing building in the M-2 (General Industrial) zoning district. All hazardous materials would be used and stored within the existing building. ([Staff Report #16-094-PC](#))

## **G. Regular Business**

- G1. Review of Draft 2017 Planning Commission Meeting Dates. ([Staff Report #16-095-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: December 5, 2016
  - Regular Meeting: December 12, 2016

## **I. Adjournment**

Agendas are posted in accordance with Government Code Section 54954.2(a) or Section 54956. Members of the public can view electronic agendas and staff reports by accessing the City website at [www.menlopark.org](http://www.menlopark.org) and can receive e-mail notification of agenda and staff report postings by subscribing to the "Notify Me" service at [menlopark.org/notifyme](http://menlopark.org/notifyme). Agendas and staff reports may also be obtained by contacting the Planning Division at (650) 330-6702. (Posted: 11/9/16)

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:** 10/24/2016

**Time:** 7:00 p.m.

**City Council Chambers**

**701 Laurel St., Menlo Park, CA 94025**

### **A. Call To Order**

Chair Katherine Strehl called the meeting to order at 7:00 p.m.

### **B. Roll Call**

Present: Andrew Barnes, Drew Combs (Vice Chair) (recused before Item F1), Susan Goodhue (recused before Item F1), Larry Kahle, John Onken ((recused before Item F1), Henry Riggs (arrived at 7:05 p.m.) Katherine Strehl (Chair)

Staff: Deanna Chow, Principal Planner, Nikki Nagaya, Transportation Manager, Jim Cogan, Housing and Development Manager, Heather Abrams, Sustainability Manager, Azalea Mitch, Senior Civil Engineer, Leigh Prince, City Attorney

### **C. Reports and Announcements**

None.

### **D. Public Comment**

None.

Chair Strehl noted that Commissioner Riggs had arrived.

### **E. Consent Calendar**

None.

Chair Strehl noted that Commissioners Combs, Goodhue and Onken were recused and that with the arrival of Commissioner Riggs continued to have a quorum.

### **F Public Hearing**

- F1.** City of Menlo Park/General Plan and M-2 Area Zoning Update, including a General Plan Amendment, Zoning Ordinance Amendment, Rezoning, Environmental Review:

The City is proposing to update the Land Use and Circulation Elements of the General Plan, including revised goals, policies and programs, the establishment of new land use designations,

and the creation of a new street classification system. The General Plan Update seeks to create a live/work/play environment that fosters economic growth, increased sustainability, improved transportation options and mobility, while preserving the existing residential neighborhood character and quality of life enjoyed today. The land use changes are generally focused in the M-2 Area (which is primarily the existing industrial and business parks located between Bayfront Expressway and Highway 101) and could result in an increase in development potential above what would be allowed under the current General Plan, as follows:

- Up to 2.3 million square feet of non-residential space;
- Up to 4,500 residential units; and
- Up to 400 hotel rooms

This additional development potential in the M-2 Area, combined with the remaining development potential under the current General Plan, would result in a total of up to 4.1 million square feet of non-residential development and up to 5,500 residential units in the City.

The Planning Commission will consider and make recommendations to the City Council on the following:

1. General Plan Amendments: Incorporate the updated Land Use and Circulation Elements into the General Plan. Change the General Plan land use designations of properties in the M-2 Area to one of the following designations - Light Industrial, Office, Life Sciences, Mixed Use Residential, Baylands and Public Facilities. No land use designation changes are anticipated outside of the M-2 Area and Baylands Area.
2. Zoning Ordinance Amendments: Create three new zoning districts in the M-2 Area for consistency with the proposed General Plan Land Use Element. The proposed zoning districts include Office (O), Life Science (LS) and Residential-Mixed Use (R-MU) designations. The O district includes overlays to allow hotels (O-H) and corporate housing (O-CH). Overlays for bonus level development are also proposed in the Office, Life Science and Mixed-Use zoning districts (O-B, LS-B, and R-MU-B). In addition, proposed changes to the C-2-B (Neighborhood Commercial District, Restrictive) zoning district would allow for residential uses with up to 30 dwelling units per acre and heights of up to 40 feet for mixed use development. The zoning ordinance amendments also include proposed modifications to streamline the hazardous materials review process as an administrative permit, subject to the review and approval of the Community Development Director (or designee) when certain criteria are met, and other minor modifications, such as allowing administrative review for architectural changes in the O and LS districts similar to current regulations for the M-2 district, changes to the nonconforming uses and structures chapter, and other minor text amendments for consistency in implementing the proposed changes to the M-2 Area.
3. Rezoning: Rezone property in the M-2 Area to one of the following zoning designations for consistency with the proposed General Plan land use designation amendments – O (Office), Office, Hotel (O-H), Office, Corporate Housing (O-CH), Office, Bonus (O-B), Life Science (LS), Life Science, Bonus (LS-B), Residential Mixed Use, Bonus (R-MU-B), Public Facilities (P-F), and PF (Flood Plain).



4. Environmental Review: Review of the Final Environmental Impact Report (EIR) prepared for the General Plan and M-2 Area Zoning Update, which analyzes the potential environmental impacts of the General Plan and M-2 Area Zoning Update.

(Staff Report #16-083-PC)

***The Planning Commission discussed the item at its meeting on October 19, 2016 and continued the item for further discussion and recommendation.***

Staff Comment: Principal Planner Chow said tonight was a continuation of consideration of the General Plan and M-2 Area Zoning Update from the Commission's October 19, 2016 meeting. She said a stapled packet containing correspondence received since the October 19 meeting and a ConnectMenlo EIR Errata #2 memo that helped clarify bio-mitigation #1 was at the dais. She introduced Charlie Knox and Rosie Dudley with Placeworks.

Principal Planner Chow said she would address questions and topics raised at the prior meeting: biological resource mitigation, clarification on the land use element and circulation element, topics on the zoning ordinance amendment and summary of the comment letters. She said the first item was the bio-mitigation #1 and referred to the memo distributed. She said this was to clarify when a biological resource assessment was needed. She said it was not 10 feet specific but all adjacent properties to undeveloped natural habitat would trigger a biological resource assessment. She said this was applicable to all future projects that were adjacent to sensitive habitat. She said it also outlined in doing the biological resource assessment that consideration of guidance documents prepared specific to the Wildlife Refuge would be made, and it incorporated additional clarifying language that as part of the process they would consult with the Refuge representatives to determine that biological mitigations for a project were appropriate. She noted that was outlined in the underlined and strikethrough language.

Principal Planner Chow said Commissioner Riggs had requested strengthening of the language for Goal #4 to be consistent with guiding principles for a competitive and innovative business destination. She said they strengthened the language to reflect supporting the retention and attraction of successful entrepreneurship and emerging technologies that provide goods, services, amenities, and local job opportunities for local residents as well as avoiding and minimizing potential environmental and traffic impacts. She said next was the circulation element that Transportation Manager Nikki Nagaya would present.

Ms. Nagaya noted matters that had arisen at the last hearing on the General Plan and M-2 Area Zoning Updating. She said Willow Road going north to south between Bayfront Expressway and Bay Road was classified as a Boulevard, carried about 36,000 vehicles per day and had equal priority for pedestrian, transit and vehicles and a slightly lower priority for bicycle traffic. She said another section of Willow Road was considered an Avenue mixed use classification noting that volumes on this section ranged from about 34,000 at Bay Road up to 41,000 at Durham, and about 25,000 vehicles getting closer to Middlefield Road. She said on that section the priority would be split between bicyclist, pedestrians and transit with a slightly lower priority for vehicles. She said this designation was defined in the Circulation Element for looking at this section and providing priorities for potentially closing the bicycle lane gap that existed roughly between Durham Street and Bay Road. She said the Commission could discuss and make recommendations if they thought designations for Willow Road should be different. She said the last section between

Middlefield Road and Alma Street was classified as a neighborhood collector with a much lower volume of traffic between 3,000 to 5,000 vehicles per day.

Ms. Nagaya said there had been discussion about potential modifications to the City's Transportation Impact Analysis (TIA) Guidelines. She said the master planning process reviews would define how they planned and constructed the overall network outside of new development. She said related to analyzing impacts were the metrics to be used and the thresholds of significance. She said those were defined in the current TIA in two topic areas: intersections and levels of service (LOS), which was primarily a delay-based metric and daily traffic volumes that was primarily a quality of life-based metric primarily the amount of traffic that potentially would use residential streets. She said in general the direction heard from the General Plan Advisory Committee (GPAC) in August 2015 was to try to maintain the TIA Guidelines and supplement those with Vehicle Miles Traveled (VMT). She said they would like to keep the TIA Guidelines maintained for this process and that any recommendations on changes to be made toward future planned action on the TIA would occur after the Transportation Master Plan was developed.

Ms. Nagaya said the Commission had concerns with the needs for additional infrastructure improvements related to the potential land use development under the proposed General Plan. She said development of the Transportation Master Plan would look at specific improvements and needs around transportation infrastructure, conduct community engagement around what conditions were existing per neighborhood, what types of improvements could help alleviate those types of concerns; develop cost estimates, and then prioritize the different improvement projects based on safety needs, LOS delays, corridor travel time. She noted they would develop what the metrics for prioritization were going into the process. She said after the Transportation Master Plan they would have what they needed to do an updated traffic impacts fee (TIF) study. She said as those fees accumulated, improvements would be constructed and would give them the ability to leverage grants and other funding sources.

Principal Planner Chow said there was a request to look at the sharing of Floor Area Ratio (FAR) among zoning districts. She said after the Planning Commission's discussions at the study session in May, staff prepared some revisions to the zoning ordinance language in the three zoning districts to allow the calculation of FAR among contiguous properties of the same ownership within the same zoning designation. She said the continued request was to look at the sharing of FAR among different zoning districts. She said staff was open to the concept but needed some additional clarifications with the property owner that made the request. She said staff also had some reservations about implementation would work in terms of the different development standards in the different zone designations and how those would apply to different buildings. She said without further discussions staff did not have a recommendation one way or the other. She said a Master Plan might be appropriate. She said if the Commission wanted to move this forward, staff could work with the property owner and get more clarification.

Principal Planner Chow said the question of providing parks and playing fields under the updated M-2 arose. She said the three new zone districts have a requirement for public open space and that was also on the Community Amenities list for bonus level programs. She said it would be very challenging to rezone privately owned property for public use; however, if a property owner was interested in providing a public park on their site, staff would be open to identifying opportunities for transferring that property development to other sites so there was no loss of development opportunity.

Principal Planner Chow said staff was asked to look at different regulations regarding street improvements and identify flexibility. She said currently any new development or tenant improvements, or a combination of, 10,000 square feet, triggered review for street frontage improvements. She said the 10,000 square foot tenant improvement might be more onerous than intended. She said they would like at potentially adding some flexibility so that straight tenant improvements probably would not trigger street frontage improvements. She said that they needed more time to look at that and if the Commission would like them to do that they would.

Principal Planner Chow said related to the Life Sciences District (L-S) there was a request to look at the step back requirement. She said the requirement was moving up to the base level height the building would have to step back 10 feet before it could increase in height. She said they made some modifications to the design standards for maximum setbacks, the build to area, and the minor modulations requirement. She said in the L-S standards they did believe they could eliminate the step back requirement; however, they would like to add a clarification for the modulation of the building. She said that the modulation would be a minimum of 15-feet wide by 10-feet deep every 200-feet of the façade length.

Principal Planner Chow said regarding an average building height of four and a half stories discussed at the October 19 meeting that the buildings would be average height per site or within the area of a development application for one or multiple properties and was not across the entire L-S zoning district.

Principal Planner Chow said staff was not recommending any changes to the open space requirement as it was visual enhancement that would lend to the open live/work/play environment. She said they found that other local jurisdictions had similar requirements, such as the North Bayshore area of Mountain View and the City of San Carlos. She introduced Heather Abrams, Sustainability Manager.

Ms. Abrams said the City Council adopted targets for Greenhouse Gas (GhG) emissions reduction that were fairly aggressive with a targeted 27% GhG reduction by 2020 from 2005 levels. She said ConnectMenlo included a guiding principle for sustainability and they were also looking at state goals that had to do with building performance and GhG reduction. She said the Commission had requested a comparison of the City's draft zoning versus other neighboring cities. She presented a visual comparison of Menlo Park with Palo Alto and San Mateo. She said recurring themes were that all had requirements for new buildings, tenant improvements, solar, and EV chargers. She said one thing they might notice was that the Menlo Park list was a bit longer and that was purposeful as they were attempting to give as much flexibility and provide options based on different sizes of development. She said in Palo Alto they used a Tier 1 and Tier 2 and they were much more prescriptive and stringent than the LEED in Menlo Park's draft zoning ordinance. She said Palo Alto had a more prescriptive treatment on solar whereas the Menlo Park draft said the applicant would do a feasibility study and do 30% of what was feasible. She said they found Menlo Park's EV charger requirements were a bit less stringent than Palo Alto and San Mateo jurisdictions. She said regarding 100% renewable energy that commercial businesses and others were paying PG&E rates. She said compared to Peninsula Clean Energy (PCE) rates for 100% renewable energy that for 3% you would get a fairly significant savings in GhG emissions. She said one developer did the calculator tool on the PCE website and found that it would work for him. She said also there was a question about the tenant improvements. She said those over 1,000 square feet would have to go through LEED IB&C and was for tenant improvements specifically and not for the whole building. She said that their building official came up with another alternative

for consideration such that if they did not want their tenant to go through their LEED IB&C they could bring their core and shell up to current building standards. She said that would give some energy efficiencies and other benefits being looked for on the sustainability side as well going to onsite solar or energy generation. She said that would give the jump in efficiency to meet state goals in a different way.

Azalea Mitch, Senior Civil Engineer, Department of Public Works, said there had been many questions about recycled water at the last meeting. She said earlier in the year staff of the Municipal Water District completed the Urban Water Management Plan required by law to be updated every five years. She said part of that was to evaluate their potable water supply. She said that analysis included normal and dry conditions, the latter based on a drought lasting one year and multiple years. She said the study concluded during dry years that they could begin to see potable water shortfalls beginning in 2020. She said the challenge was to plan for these potential shortfalls given that there was only one water supply. She said the strategy regarding recycled water was a multi-faceted approach. She said they did not currently have access to recycled water within the District as wastewater was handled by West Bay Sanitary District and treated in Redwood City. She said two options included purchasing treated, recycled water from Redwood City and Palo Alto. She said as part of the Water System Master Plan they were analyzing the feasibility of building a purple pipe distribution system that would bring that water from either City to customers in Menlo Park. She said it was a long-term project and the capital investment was significant. She said they needed to look at what they could do now, which involved looking at onsite treatment and making that a requirement for new development. She said they modeled those requirements on the San Francisco PUC's ordinance that has been in effect since 2012.

Principal Planner Chow said the next item was clarification about the Community Amenities list and on what the actual priorities were. She said the list was identified through the Belle Haven Visioning Plan and the Connect/Menlo project, noting in 2015 they conducted a survey. She said earlier in 2016 they revisited the Community Amenities list and did a follow up exercise at another community meeting, asking participants to identify their top priorities out of which the top six were identified. She said there were comment letters indicating a preference to pay a flat rate impact fee versus doing a value appraisal before doing a contribution of community amenities. She said the option to pay an impact fee would require a nexus study, which had not yet been conducted. She said paying an in-lieu fee could become possible through a development agreement. She said clarifications that needed to be written into the code were that a developer as part of the application process would need to provide documentation of what the value of the community amenity was so that it corresponded equally to the 50% of the increased value that the bonus level development created. She said for clarification that the appraisal, if in the R-MU zoning district and 15% of the total number of units was required to be affordable, that 15% was part of the appraisal so the 50% value will have included that.

Principal Planner Chow said the Commission received a number of comment letters at the last meeting and this evening. She said many of those reiterated comments on the EIR. She said staff believed that those comments were responded to as part of the Response to Comments in the Final EIR. She said other letter writers said they did not support the proposed growth and others thought it should be phased. She said others supported the growth and sustainability improvements with a desire to do additional measures. She said other comment letters referred to various kinds of impact fees, many of which were related to policy discussions. She said the EIR did not require any additional impact fees other than those previously identified. She said lastly

there were comment letters regarding flexibility in the regulations which had been highlighted earlier in the evening.

Commissioner Kahle referred to the information on Willow Road. He said he would expect higher volume between Hwy. 101 and 84. Ms. Nagaya said the counts shown were collected in the fall of 2014. She said the City collected the data on the City-controlled sections or roughly Alma Street to Bay Road. She said the data from Bay Road north at Bayfront Expressway was calculated by Caltrans. She said the largest contributing factor was the connection to Hwy. 101. She said the connection between Middlefield Road and the freeway carried a significant amount of traffic headed to Hwy. 101 and the Dumbarton Bridge. Commissioner Kahle asked about a future Willow Road interchange project and how the trip count would be affected. Ms. Nagaya said the improvements planned for the Hwy. 101 and Willow Road interchange were not what would be called capacity enhancing nor would it create a traffic flow shift in either direction but it would eliminate some of the weaving short sections both on the freeway and Willow Road that contributed to localized congestion and would address some safety concerns.

In response to Chair Strehl, Ms. Nagaya said the City Council had approved the Transportation Master Plan as part of the CIP, its funding was available now, and it was scheduled to commence upon completion of the General Plan Update. She said the Transportation Master Plan process would likely be 12 to 18 months. She said the original thinking was to start with the Master Plan and lead into the fee program updates followed by the Transportation Impact Analysis (TIA) Guidelines update. She said they could definitely consider expediting the TIA Guidelines if that was desired.

Commissioner Riggs said he appreciated the clarification on the Willow Road classification particularly the section south of Bay Road. He said what was lacking in that section were bicycle facilities. He suggested that rather than setting a policy to prioritize bicycles that a program was established to add the necessary bicycle lanes and base the priorities upon use. He said he would not prioritize vehicles but would give equal priority to transit and pedestrians on the segment of Bay Road to Bayfront Expressway.

Ms. Nagaya said there were programs in the Circulation Element to identify and complete the bicycle network. She said there was not one specific to Willow Road and that staff would not necessarily recommend having a specific program for that particular gap closure as that was better left to prioritization in the Transportation Master Plan effort.

Commissioner Riggs said for mixed use streets that vehicles would have at least an equal priority to other users simply based on the ratio of vehicles to other modes of transport. Ms. Nagaya said they would need to do some estimation of the number of persons on transit vehicles to get to the ratio but acknowledged vehicles were predominant on Willow Road. She said the classifications were not meant necessarily to discourage vehicle use on the segment but in looking at other mixed use avenues that have been classified around the City such as Santa Cruz Avenue, Middlefield Road, those had similar context to that section of Willow Road. Commissioner Riggs said having Santa Cruz Avenue and Middlefield Road in the same classifications raised questions. He said the lowest possible priority was given to transit on Willow Road from Middlefield Road to effectively the Civic Center and that was either Burgess or Laurel. He said there was an implication to Council, Commission and future decision makers that transit was not desired there. Ms. Nagaya said the classification priorities related also to where there was limited right of way, and how they designated the space on the street supported which modes should have priority. She said in this



case the lower designation of transit priority signaled that they would not look at designating space on that segment of Willow Road for transit. She said it did not mean transit would not be allowed but would not have the priority for designated space for its use. She said to access the Civic Center there was also Middlefield to Ravenswood access points that transit vehicles could take as well. Commissioner Riggs said he thought the designations could use more thought and review as in the prioritization there might be prejudice for one use over another use. Ms. Nagaya noted that Santa Cruz Avenue was an Avenue Neighborhood designation from downtown toward the west. Commissioner Riggs said he recalled three segments that were more like collector streets that had been placed in the mixed use category and thought it would benefit to relook at those again.

Chair Strehl said she had previously asked if there was a comparison of other cities that required 100% renewable energy for their new development. Ms. Abrams said that other cities were not doing that. She said it was a solution specifically developed for Menlo Park as an alternative to the first draft which was onsite renewable generation. Chair Strehl asked if other cities required 80% renewable energy onsite for new development. Ms. Abrams said in Palo Alto they have a 5KW and City of San Mateo has a 3KW size system requirement. She said that was a size requirement as opposed to the feasibility based approach they developed. She said other cities had not started this requirement yet. She said it was reflective of the direction of making sustainability a guiding principle.

Chair Strehl recessed the meeting for a short break.

Chair Strehl reconvened the meeting.

Public Comment:

- Gita Dev, Sierra Club, Loma Prieta Chapter, said they had sent a letter today. She said staff had done well to collect all of the comments and make changes, but the Plan was not quite ready for adoption. She said in reference to the new designation, Office-Corporate Housing (O-CH), that there was no agreement on what corporate housing was. She said they needed to define it as to the population occupying it. She said a dormitory might house four to six people in any one unit. She said that would be a major population increase on a small island. She said most significant about the M-2 was its proximity to the Don Edwards National Wildlife Refuge. She suggested adding a habitat overlay to the zoning map. She said regarding R-MU that while 4500 housing units were expected looking at the bonus zoning it would allow 25% FAR for office in the residential zoning area.
- Nicole Kemeny said she supported the 100% clean renewable energy and did not think it was time to relax the green building standards. She said she would donate the rest of her time to Justine Byrd.
- Justine Burt, Palo Alto, said she was a sustainability consultant, and had been asked to share a case study of a zero net energy building in Sunnyvale accomplished through HVAC, light loads and solar. She said the walls and roofs were super insulated and were the thermal mass, with light flushing and light exchange, they were able to drop HVAC sizes from 100 tons to 22 tons. She said the architect spent \$49 per square foot more to do this design but the building saved \$89 per square foot in energy operation.

- Michael Closson, Menlo Park, said he was an environmental consultant mainly focused on energy use. He urged the Commission to support the 100% renewable energy requirement for new developments. He said this was crucial to the City accomplishing its Climate Action Plan goals. He said getting Peninsula Clean Energy established in the County was a big step toward reducing GhG emissions. He said commercial buildings after traffic were the greatest contributors to GhG emissions.
- James Tuleya, Sunnyvale, said he was a member of the leadership team of “Sunnyvale Cool” and was on the Board of “Carbon-Free Mountain View.” He said he supported the green and sustainable building requirements including the 100% renewable and the recycled water. He noted that cohesive action regionally would lead the way for other areas.

Chair Strehl asked if Sunnyvale required 100% renewable energy for new development. Mr. Telea said that city would update their building codes in the next year and among the things expected was a requirement for solar on roofs. He said what was being presented for Menlo Park allowed more flexibility particularly with the option of PCE now available.

Chair Strehl noted the next speaker was Gail Raabe and that she had an extra three minutes donated to her.

- Gail Raabe, Redwood City, said she was representing the Citizens’ Committee to Complete the Refuge, a local environmental advocacy organization. She said the group had been participant in the CEQA process for the plan update since the beginning and had submitted a detailed scoping letter and comments on the draft EIR. She said there was little revision and response to the comments received from them. She said they requested a continuance to allow the necessary time to insure the document complied with CEQA especially in indentifying, analyzing, and mitigating the significant impacts to endangered species, sensitive natural communities, and jurisdictional wetlands. She said he written response to their comments detailed conservation plans that were left out of the Final EIR, and the consultant described at length the important Natural Community Conservation Plan that we discussed such as the US Fish and Wildlife Service Tidal Salt Marsh Recovery Program for Echo Systems, Don Edwards Wildlife Refuge Comprehensive Conservation Plan, and the South Bay Salt Pond Restoration Project, Phase II Plan, and Ravenswood Pond. She said the plans identified endangered and sensitive habitats immediately adjacent to the Facebook East Campus where the updated M-2 zoning would allow for the construction of housing. She said the Final EIR had not been revised with this information. She said Bio-6 discussed impacts on the sensitive habitat in the Stanford Habitat Conservation Plan and was silent on the important regional conservation plans that were directly impacted by the zoning land use changes being proposed. She said the all inclusive mitigation measure Bio-1 still talked about “possible” sensitive biological resources on the Don Edwards SF Bay National Wildlife Refuge when those sensitive biological resources were documented, and it did not require mandatory consultation with the Refuge regarding impacts and appropriate mitigation measures. She said the Refuge was not on the list of agencies consulted for the EIR.
- Allan Bedwell, Environmental Quality Commission (EQC), said the EQC, when now Planning Commissioner Barnes served on it, put a great deal of thought into analyzing options (water and energy) so standards would allow a maximum amount of flexibility. He said there were concerns with the costs of the proposed requirements. He said he ran two state agencies

across the country where he had established stringent standards. He said the key to success was providing flexibility and establishing standards that were not only easily achievable and flexible but also allowed for either flexible financial mechanisms to use or to anticipate the fact that the cost of doing things now would be much less than doing them in the future. He said the standards for water and energy that were proposed in the draft General Plan Update (Plan) reflected that by looking at both energy costs and future regulatory requirements by the state for renewable energy use and GhG emissions reduction. He said the Plan proposal was timely and would provide developers as well as tenants with certainty. He urged the requirement for the installation of purple pipe for new development as doing that on an after the fact basis was usually cost prohibitive.

- Lily Gray, Mid-pen Housing, said they submitted a letter in advance of the October 19 meeting. She said to highlight they were supportive of affordable housing and the Plan's inclusion of significant new housing units. She said throughout the Plan update process the desire for a wide range of income-based affordable housing was clear. She said they found that ordinances designed to incentivize affordable housing worked best when they allowed for flexibility in implementation including onsite and offsite options. She said the flexibility also extended to income levels. She said they appreciated the City's targeting of extremely-low, very-low and low-income populations. She said flexibility on how units were made available and on income ranges would allow the City to weigh the cost and benefits and maximize production of affordable housing. She said they encouraged the City to look at ways to lower barriers to housing development or evaluate the tradeoff. She said stakeholders have previously commented on potential impediments in the R-MU zoning. She said they had provided comments on the C-2-B of a similar vein. She said they supported the modifications to the C-2-B zoning to allow for multi-family residential development. She said they recommended increasing height maximums to allow for the construction of ground floor commercial and three stories of residential. She said they also recommended that the front and corner setback requirements be reviewed to match the intent of the R-MU zoning and maximize the potential of the mixed use sites. She said they also wanted to insure the zoning language would allow for the provision of community amenity uses onsite as applicable to ease and incentivize the incorporation of these uses in the Belle Haven neighborhood. She said they supported the Commission moving the Plan forward so the construction of desperately needed housing could begin.

Commissioner Barnes asked about the different mix of income levels being recommended. He asked if she was being prescriptive in a project about the percentage of the different income levels or advocating not being prescriptive in percentages for those. He asked how Mid-pen solves for that. Ms. Gray said their main comment was flexibility and that made sense both from how units were provided and at what income levels. She said there were numerous financing forces for affordable housing development that had specific income targeting requirements. She said having flexibility at the City level might mean that one project might make sense to be entirely extremely-low income units and another a mix of moderate, below and very low. She said it made most sense on a project by project basis as the size of the project might have implications to what was feasible. Commissioner Barnes said there were questions as to whether inclusionary housing should be within the same building or on contiguous parcel, or a parcel with some geographic distance. Ms. Gray said their opinion she thought housing needed to be provided with all of those means.



Commissioner Riggs asked whether the state density bonus law applied for mixed use, R-MU and C-2-B, above what the City prescribed. Principal Planner Chow said the state density bonus could be implemented on any of them. Commissioner Riggs said potentially a mixed use project with commercial on the first floor and two levels of residential could have a fourth floor applied for under state density bonus. Principal Planner Chow said potentially as they would look at what type of units were being proposed, what income category, the number of units and density. She said there could be an expansion beyond what was allowed in the zoning regulations.

Chair Strehl asked that speakers who had addressed the Commission at the October 19 meeting on the Plan would clarify what new comments or matters they wanted the Commission to hear.

- Kristin Duriseti, Menlo Park, said she was the EQC representative to the GPAC and spent considerable time considering issues particularly those of sustainability. She said she agreed with everything speaker Bedwell had said. She said the City has regulations coming in the future that they would need to meet. She said regarding GhG reductions that Council has asked the EQC how to do that in a cost effective way. She said as community leaders that they should think long-term responsibly both for the environment and economy sustainability. She said looking at individual projects and their competitiveness it was very important to take seriously how they would meet the coming regulations in a cost-effective way. She said if they missed this opportunity both in terms of the energy efficiency and the water budget, future solutions would be more expensive. She urged the Commission to maintain the energy efficiency requirements in terms of the flexibility for the 100% renewable and to meet the water budget.
- John Tarlton said staff referenced a developer that had done analysis on the utility rates and that was him. He said they agreed that the PCE rates could be manageable as proposed. He said they would encourage staff and Council to apply pressure to the PCE as they moved forward so those rates did not end up an introductory promo. He said regarding open space that they liked open space as well but as the zoning was currently drafted, open space created for equipment pads for Life Science, L-S zoning, didn't count toward open space. He said examples given of the North Bayshore in Mountain View and in San Carlos were office projects and those did not have the constraint of L-S. He said he supported open space but had to provide area for L-S tenants. He said a compromise was needed in the definition or reducing the requirement slightly. He said another tweak needed was regarding LEED requirement for laboratories. He said LEED did not currently work for laboratories and there was no laboratory LEED structure. He said while he supported sustainability and would build new buildings that were LEED compliant as LEED didn't work with laboratories he would have to figure out how to do that. He said if they required any tenant improvement over 1,000 square feet to be LEED then he would not be able to do tenant improvements for new Life Science companies. He said solutions might be to carve out laboratories and require LEED of office. He said he liked the creativity staff had put forth in doing core and shell in lieu of LEED tenant improvements but he wanted to make sure that tenant improvements would not be disallowed due to the regulations. He said the time frame for a shell project was much longer than for a tenant improvement project. He said they looked forward to working with staff and asked the Commission to encourage staff to work with them to develop a compromise for Life Science businesses' tenant improvements.

Commissioner Barnes asked if Mr. Tarlton was supportive of the 100% renewable energy requirement as currently written. Mr. Tarlton said with the PCE rates as set those represented a

nominal increase for them and they supported being progressive on reducing GhG emissions. Commissioner Barnes asked if Life Science businesses tended to be heavy electricity users. Mr. Tarlton said that was correct and they were quite pleased that the consultant and staff worked to create flexibility so they would not have to create onsite generation.

Chair Strehl noted that the next speaker, Eileen McLaughlin, had time donated by Steve Schmidt.

- Eileen McLaughlin, Citizen's Committee to Complete the Refuge, said she was reiterating the request made by Ms. Raabe to continue the item, noting the letter they sent jointly with the Sierra Club the past Friday. She said since the Commission's last hearing they were able to meet with Planning staff and a Placeworks representative in regards to mitigation bio-measure 1. She said they also presented information on additional biological concerns but without sufficient time to discuss comprehensively. She said the time the City was allowing for revisions was far too brief to resolve the inadequacies regarding biological resources, which made a continuance critical. She said biological resources like all other impacts, planning effects, ripple across a sphere of objectives that ConnectMenlo has pursued. She said zoning ordinances lay requirements intended to mitigate impacts. She said the proposed zoning ordinance for the O-CH, Facebook East housing project, established a 200 foot step back from the waterfront, Ravenswood slough. She said the ordinance provided no explanation why 200-feet and there was no discussion of it in the EIR. She said they thought 200-feet might be acceptable but maybe it was not enough or maybe it was too much. She said the L-S zone had properties directly abutting the wetlands but the buildings have only a required setback of 10-foot from the rear property line. She said the buildings might be five stories shadowing the wetlands by day and its windows shedding lights at night on night creatures just 10 feet away. She noted that potential significant impacts upon the federally endangered Salt Marsh Harvest Mouse, Ridgeway's rail, and the Western Snowy Plover should have been analyzed. She cited areas in which construction would be limited due to biological resource protections. She said the environmental review did not use environmental source materials or consultation with the Refuge and the entire biological resource section of the EIR needed to be redone.
- Pamela Jones, Menlo Park, said she was unsure what the Circulation Element meant noting that the collector and mixed-use avenue designation seemed to be in Belle Haven area. She said it looked like they were trying to make it safe for bicycle use and pedestrians which was a good thing. She suggested looking more at that noting Ivy Drive might be better as it was wider than Newbridge. She said she would like car cut through traffic to be stopped. She said she wondered if the Willows area had some of the same problems. She said she hoped the adopted General Plan would have a robust plan for traffic throughout their entire community.
- Diane Bailey, Menlo Spark, said she supported the clean energy provisions in the regulations and was pleased to hear Mr. Tarlton's comments. She said Menlo Park could be a leader and perform these measures earlier before they became more expensive. She said there were a lot of no cost alternatives to meeting the renewable energy standards.
- Adina Levin, Transportation Commission, Commission representative on GPAC, said she was speaking for herself. She said in response to discussion last week about the proposed General Plan policies to increase use of more space efficient and sustainable transportation there was some concern that because our transportation system has been so heavily car dominant in the past that there might be feasibility issues, and a suggestion was made to set goals moving

forward along the lines of what they had been in the past. She said she had examples in the area where there has been significant change and it was feasible. She said the City of San Mateo included in their Rail Corridor Plan a 25% vehicle trip reduction goal with requirements for measurement and public reporting; to create a transportation management association to administer benefits for the entire area, including shuttles, transit, and car share to help residents from Hayward Park to Hillsdale. She said this included a number of multi-tenanted developments. She said in the three years since the developments have been open everyone in the Plan area has been compliant. She said it was possible and feasible to have a goal of trip reductions work in an area that was multi-tenant and mixed use. She said Facebook's promise when they moved into the Sun campus was to provide parking for about half of their employees to drive and they had kept their commitment. She said Stanford was given a trip cap by Santa Clara County and the driving reduced from 70% to 50% in meeting the cap. She said a question was asked if it was realistic to increase the use of bicycle lanes. She said Facebook's bicycling rate plummeted when they moved from Palo Alto, which had better infrastructure and more people who lived within five miles of their work. She said there was strong evidence that when infrastructure was improved there was opportunity to increase the rate. She said the City Council and the community have set goals to have infill development and live/work/play. She said to make that work they needed increased use of space-efficient modes, which she thought was possible and feasible.

Chair Strehl closed the public hearing.

Commission Comment: Chair Strehl said there were letters from property owners in the M-2, noting one from the property owner of 111 Independence Drive, who said as the result of the new zoning a public street was shown running through his property. Principal Planner Chow said they have had communication and would meet with the property owner's affiliate on Thursday. She said the street being questioned was in the R-M-U district and straddled in between Bohannon properties. She said currently an S-curve comes off Marsh Road and curls into Independence Drive. She said the idea was to have a T-intersection rather than an S-curve. She said reconfiguration of the street would not occur unless redevelopment occurred. She said if a new street were to be developed the realignment of the street would provide right of way would be added to the property losing the new right of way for the road reconfiguration. She said it would be no net development property loss. She said she thought the property owner was interested in redeveloping the property as mixed use.

Chair Strehl said another letter from 1100 O'Brien Drive, an offset printing and copying business in L-S zone, asked for confirmation that they could continue their business there. Principal Planner Chow said she had follow up conversations with the owner and it appeared their existing business would be able to remain in the new L-S district regulations.

Replying to Commissioner Riggs, Principal Planner Chow said they recognized 10,000 square feet triggering street frontage improvements for tenant improvements in the L-S District might be cumbersome for every individual tenant so they were looking at an evaluation calculation or some type of threshold so that substantial improvements to the building would trigger street frontage improvements. She said that the modification would be for all three proposed zoning districts in the M-2.

Responding to Commissioner Riggs, Principal Planner Chow said the energy requirement included conducting a feasibility study to determine what would be feasible to put onsite for solar generation

and the requirement was to do 30% of what was feasible. She said the remainder of the demand would be through purchase with one of the options being the 100% renewable option through PCE. She said the requirement was applicable only to the proposed three new zoning districts in the M-2 and the 100% energy demand would be for all new construction. She said separately there were the green building requirements for different tiers for new construction depending on the size of the building, or additions and renovations, as shown in Table 16.A and B for residential and non-residential development. She said that was a separate requirement.

Commissioner Riggs questioned whether demand on PCE might eventually have the same issue as PG&E as there was only so much renewable energy being generated. Ms. Abrams said at this point PCE did not have any limit on the number of subscribers they would welcome; she said that was something PG&E set. She said there was no indication that there was a limit at which they could not purchase that amount of electricity from renewable sources. Commissioner Riggs said currently electric was one of the energy supplies. He said should everyone want to use clean renewable electric he had to wonder whether the supply would run out. Ms. Abrams said she understood the concern but the trend over the past several years had been decreasing prices for renewable energy and increasing production. She said they did not see an indication of reaching a peak capacity now or in the near future. She said Menlo Park's consumption within the region was quite small and if a peak was hit, they would have to look at that. Commissioner Riggs said at some point they would be looking at that.

Commissioner Riggs said under the Circulation Element, page A82, policy 3.4, last paragraph, regarding traffic at intersections LOS, that the policy is to strive to maintain LOS at D. He said that was a poor LOS as the minimum. He said that was at all City signalized intersections during peak hours except at the intersection of Ravenswood and Middlefield Road and the intersections along Willow Road from Middlefield Road to Hwy. 101. He asked if the City was saying it could not do better than LOS at D. Ms. Nagaya said the requirements put forward in policy 3.4 were carried forward from the 1994 General Plan language in the Circulation Element. She said they took the policies that existed previously and included them here as there were references to LOS in other programs. She said they did not change the letter grade designation or the locations from what was adopted previously. Commissioner Riggs suggested in doing the transportation update and in this case they should set a goal to have improved LOS at Ravenswood Avenue and Laurel Avenue. Ms. Nagaya said the LOS standard was set with the existing transportation network and that has a limited amount of space. She said to get to a higher LOS letter grade in the peak hours, many intersections would have to be widened and that would make them harder to cross than they were today. She said they were looking at the transportation network in the overall operations of the system and accounting for the fact that in the peak hours there would be congestion at some locations. She said they could make strategic investments to lower that as much as possible.

Commissioner Kahle thanked staff for addressing parks and the open space. He asked if corporate housing was defined. Principal Planner Chow said they had considered putting in the parameters such as room size and occupancy count but decided it was unnecessary with the deed restrictions as to who might be able to and how many could occupy the units as they would all be employees and there were not trips generated by the occupancy.

Commissioner Kahle said there was a comment that the update focused too much on the M-2. He asked when the next General Plan update was expected. Mr. Charlie Knox said cities typically update their General Plans every 15 to 20 years. He said at 10 years from the last update the state Office of Planning and Research will notify a city with a friendly reminder that their last

General Plan was 10 years prior. He said that was separate from the Housing Element that has its own cycle. He said most communities agree that in doing the Plan they look at 20 to 25 years. He said usually updates occur in the 10 to 15 year terms.

Commissioner Barnes said he was pleased with how the circulation element was constructed and that it was quite forward looking. He said he believed it was exactly what the community wanted. He read from the first page: *"The Circulation Element describes distinct issues and opportunities that the Menlo Park community is likely to face during the timeframe of the General Plan as well as key strategies for addressing them. Enacting strategies that will be effective in creating the most functional circulation system possible for a full range of users and travel modes is the focus of the goals, policies, and programs in this element. Menlo Park has a high quality transportation system that connects well internally and to the region but its efficiency can be over-matched at times by the volume of vehicle traffic commonly due to regional traffic at peak times."*

Commissioner Barnes noted the work the Transportation Commission and GPAC invested in laying out the street designations. He said he supported the Avenue designation for Willow Road and its mixed use classification. He said he was happy that transit had a higher designation than vehicle, bicycle and pedestrian there. He said he did not see single-occupancy vehicles in danger of extinction. He said regarding VMT and LOS that the GPAC when it met in October 2015 and had discussed those metrics might not have had the requisite information of SB 743. He said the Governor's Office of Planning and Research issued a press release on January 20, 2016 Notice of Availability to Provide CEQA Guidelines entitled *State seeks public comment on new rules on streamlining projects benefiting public transportation, walking and biking*. He said as they had discussed forward proofing development and putting into place the types of guidelines, policies, procedures and programs for the next 20 to 30 years, he thought it would be a great mistake to not accelerate the VMT and its inclusion in the Transportation Impact Analysis (TIA) as it related to the current master plan, fee program and TIA Guidelines update. He said they would have these new CEQA guidelines within two years and to not fully embrace those as part of the planning process was not a best practice for Menlo Park. He said cities that already use VMT were San Francisco and Pasadena. He said staff in Redwood City the past week were directed to do so too.

Chair Strehl said she understood moving forward that they would use both VMT and LOS. Ms. Nagaya said they were looking at the policies put forward in the Circulation Element and they would include both LOS and VMT. She said additional discussion was once the state guidelines under SB 743 were adopted that LOS would fall away as a CEQA requirement. She said the City if it wanted to retain it as an impact metric would need to discuss how to incorporate it into project reviews. She said there was no case law yet that defined this. She said they were looking at FY 2018-2019 to do that work. She said if the direction was to do it sooner staff would need to work with the state Office of Planning and Research on how to do the combination. She noted that they had already started using VMT as the Facebook Expansion Project EIR used VMT to analyze traffic impacts. She said they have used it as a planning tool but would need to look at how to apply it as a project impact requirement.

Commissioner Barnes asked other than funding what was needed to accelerate use of VMT so that it would be in place when the CEQA guidelines were adopted. Ms. Nagaya said key challenges were staffing and the overall band width of the community to absorb the planning work for the Transportation Master Plan combined with a discussion on impact criteria. She said CEQA legislation requirements were very technical. She said they were trying to balance the desire to put



together a very comprehensive Transportation Master Plan that reflected community input and at the same time do a TIA Guidelines update, which might pit the two projects against each other.

Chair Strehl said LOS was an important measure in addition to VMT. She said she disagreed about Willow Road. She said in an ideal world it would be great to not have single-occupancy vehicles on it but if those were not on Willow Road they would be cutting through neighborhoods such as already happens in the Willows, and that would be true too for Belle Haven and other neighborhoods impacted by future development. Ms. Nagaya said the City could continue to use LOS and maintain LOS letter grade policies without using it in impact analysis requirements for development review.

Chair Strehl asked staff to address the comments made by the Citizens Committee to Complete the Refuge and the Sierra Club. Mr. Knox said Errata #2 at the dais was developed largely through consultation today with the Citizens Committee to Complete the Refuge. He said the Committee's and the Sierra Club's comments were cogent, and that Errata #2 said the baseline biological resource assessment shall incorporate guidance from relevant regional conservation plans including but not limited to the then current (means in the future) Don Edwards San Francisco Bay North West Regional Compliance Comprehensive Plan, South Bay's Salt Pond Restoration Project, Tidal Marsh Recovery Plan, and etc. He said page 3 of the revised language it states that a qualified biologist shall make reasonable efforts to consult with the Refuge management for the purpose of determining presence or absence of sensitive biological resources. He said this did not change the effect of the mitigation measure and did not require any additional activity on the EIR. He said this explains that biological resource assessment would be comprehensive and investigative and would go well beyond the 10-feet, 100-feet, 200-feet even as far as across the Bay. Chair Strehl asked if there was any consideration of a biological overlay. Mr. Knox said it remained a possibility but would be challenging to do on a citywide basis.

Commissioner Barnes said regarding affordable housing that flexibility was sought for the provisioning of very-low, low and moderate income affordable housing. He said the staff report asks what the percentages should be for those, should they be mixed and how that would work. He said flexibility and a mix were important. He asked if staff had considered how that would be accomplished. He asked how they could be prescriptive about what they wanted to see and still allow market forces to build what it could build at a certain time and certain equity structure.

Principal Planner Chow said the most practical way would be accomplished on a case by case basis in which each project would need to provide a certain amount of extremely low, very low, and/or moderate income. She said looking at the community amenities staff did a percentage based on the percentages in the City's Housing Element. She said they could also set percentages of types of affordable housing on a project by project basis.

Commissioner Barnes asked what those percentages were per type of income. Jim Cogan, Housing and Development Manager, said he did not have those percentages memorized but would provide the information to the Commissioner and moving forward to the City Council. He said with the General Plan allowing flexibility for affordable housing the best projects would be possible at different times and different sites. Commissioner Barnes asked if that would include different mixes as well. Mr. Cogan said the need for affordability changes. He said there's been much discussion about workforce housing or super moderate incoming housing. He said the type of income for affordable housing developers seeking tax credit financing was very prescriptive and beyond that there were not many subsidies. Commissioner Barnes asked what the variables for

flexibility were. Mr. Cogan agreed it was income mix, mixing it with market rate in a project versus doing standalone. Commissioner Barnes asked about the income categories in the Housing Element. Principal Planner Chow said those were extremely low, very low, low, and moderate. She said above moderate income was not considered affordable housing. Commissioner Barnes said the economics for a developer change whether it's within the same project or a separate project. He said he thought 1% for affordable onsite was preferable to 1% affordable in a separate or offsite as they would have very different pro-formas.

Chair Strehl said the City Council the next night would be looking at a displacement policy. She asked if it was appropriate for the Planning Commission to make a recommendation to the Council about what might be included in that policy such as developing low income housing on City property, giving more money for low income housing to nonprofits, what to do to keep residents in Menlo Park, and other funding measure to implement to insure residents particularly in Belle Haven were not pressured to find additional housing. City Attorney Leigh Prince said technically there was no specific recommendation relative to the Council's discussion tomorrow night on the agenda. She said however that if that was folded in as part of the Commission's recommendation on the General Plan update that could occur.

Chair Strehl said another question was the issue of phasing, placing a cap on office development so housing development could keep pace, and the issue of flexible zoning to allow for micro-housing and offices around the L-S district. She asked if phasing would be a recommendation to the Council. Principal Planner Chow said that phasing was not studied in the EIR and it was not suggested as part of the project. She said there had been numerous comments regarding that and the Commission could make a recommendation that then would be provided to the City Council for consideration. Chair Strehl asked if it would be appropriate to recommend a residential parking permit program particularly in the Belle Haven area so employees were not parking in residential areas during the daytime. Principal Planner Chow said that could be folded into the discussion.

Commissioner Barnes asked what was being contemplated regarding zoning across districts in reference to Facebook's request. Principal Planner Chow said her understanding was that the property owner was seeking some greater flexibility to allow cross calculation of FARs as well as open space. She said the amount of floor area for each of those components would still need to comply with proposed maximum amounts per designated area. She said staff was willing to work with the property owner to better understand what that would be and they needed time to understand how that might affect placement of buildings in terms of setbacks and height as there were different regulations for R-MU and O districts. Commissioner Barnes asked if the gross floor area associated with each of those districts was contemplated to change. Principal Planner Chow said hypothetically if there were 10 acres of R-MU and 12-acres of O that staff would calculate office based on the 12 acres and R-MU density based on the 10 acres but the potential density and FAR could be placed anywhere on the 22 acres. Commissioner Barnes asked if this was something the applicant would work with staff on for a decision or would it come back to the Commission. Principal Planner Chow said if the Commission was interested in providing that option staff could pursue the option and see if it was something they could move forward with but if the Commission was not interested in having the flexibility for sharing calculations across zone designations, staff would provide language.

Chair Strehl asked Facebook representatives to talk about their planned corporate housing. Mr. Fergus O'Shea, Facilities Director, Facebook, said there was a need for affordable housing and short-term corporate housing. He said they considered how to provide housing without the need

for parking, and the idea for housing next to campus for employees emerged. He said regarding the number of employees that would live in such housing they had provided a number for the EIR but they had to do a Master Plan for the campus before they would have actual numbers. He confirmed for Chair Strehl that there would not be below market rate housing but they had committed to affordable and below market rate housing on the Prologis site.

Commissioner Riggs said the Circulation Element established policies and programs. He asked if any traffic mitigations were programs. He wanted to see what the City was committed to doing. Ms. Nagaya said that under Goal 1, Safety, there were programs to support the Safe Routes to School Program (1B) and the Capital Improvement Program (1C); Goal 2, Complete Streets, programs to manage neighborhood traffic (2A), development of the Transportation Master Plan (2C), maintenance and development of bike improvements (2D through 2I), Transportation Management programs to support TDM program development (2M), signal timing and working with Caltrans (2O and 2Q), and explore Caltrans relinquishment of Willow Road (2R). Commissioner Riggs asked why the City would want Caltrans to relinquish Willow Road. Ms. Nagaya said they heard many comments during the process and referred to the section between Bay Road and Bayfront Expressway, designated as State Route 114. She said the desire was to have more flexibility for the design and function of this segment in the future. She said Goal 5, Transit, collaboration programs with regional entities and Samtrans (5A and 5B); Goal 6, TDM, six different programs to support development of transportation demand management guidelines, develop a transportation management association, collaborate with employers and Commute.org; Goal 7, Parking, programs to update requirements and in-lieu fees.

Commissioner Barnes said he wanted to understand the requirement for recycled water and economic impact for developers. He asked what all City approved non-potable applications referred to. Azalea Mitch, Senior Civil Engineer, said those could include irrigation, flushing toilets and urinals, and heating/cooling. Commissioner Barnes said flexibility for housing and energy generation goals had been discussed. He asked if they had considered allowing an applicant for an over 250,000 square foot project to purchase their water from a third party or choose to build onsite but let them choose which one they want to do. Ms. Mitch said they were not connected to a recycled water source yet and it would be very challenging to purchase from a third party. She said that was a long-term option the City was evaluating as to perhaps to build a distribution system or tapping into storm water and groundwater. She said either they adopted a long-term plan or waited to do something should a water shortfall occur. Commissioner Barnes asked about the City's water system provision to the Sharon Heights Golf Course that might be replicable. Ms. Mitch said that West Bay Sanitary District partnered with the Golf Course. She said the Water District has an obligation to provide recycled water but if it cannot do that in a timely manner there was the potential to have another entity do. She said they granted West Bay the rights to provide recycled water to the Golf Course as the City's Water District is currently unable to provide it. She said they were working to see if there was an option in the M-2 area to develop a water recycle facility. She said they were evaluating bringing treated recycled water from Redwood City or Palo Alto, using groundwater / storm water, and the West Bay model for the M-2. She said they were all long-term options. She said the 250,000 square foot threshold was modeled on the City and County of San Francisco and they had analyzed how much water such a system could offset, and that with black water use 60% of the potable water use could be offset. She said San Francisco implemented this program in 2012. She said at their headquarters the recycled water accounted for 1% of their construction cost.



Chair Strehl asked if San Francisco was looking at 100% recycled water use for residential development. Ms. Mitch said anything new that was 250,000 square feet or greater was required to have its own treatment system onsite. Chair Strehl said she thought the Sobrato organization wanted relief from this requirement. Ms. Mitch said that they wanted residential to be exempt.

Commissioner Riggs said there had not been an economic study on the costs of a private treatment facility and it was difficult to make a policy on that without concrete cost expectation. Ms. Mitch said they had provided Commissioner Barnes a list of projects with onsite treatment that were done in San Francisco and more than half of those had the costs associated with them.

Commissioner Barnes asked about the name changes commented upon and the Commission's obligation about that. Principal Planner Chow said in the Land Use Element, the three new land designations for O, L-S, and R-MU were listed under Bayfront. Commissioner Barnes asked if it would be possible to crowd source for a name for the area. Principal Planner Chow said at the most recent community meeting they tried to get input on names and got some good suggestions, but she did not think there was the opportunity to vet those.

Commissioner Riggs said there seemed to be a misunderstanding that Belle Haven was going to be renamed but the M-2 was distinct from Belle Haven. Principal Planner Chow said in the staff report they wanted to clarify that the intent was not to rename the Belle Haven neighborhood but to rename the M-2 as that zoning district was becoming obsolete with the proposed changes to the O, L-S, and R-MU Districts.

Stephanie Hager, BAE Urban Economics, in reply to a question from Chair Strehl regarding the Sequoia and Ravenswood school districts that the proposed rezoning would have a \$5.5 million negative impact on them, said the analysis from an ongoing operating cost perspective found a net negative fiscal impact to the Sequoia Union school district of \$5 million. She said one important thing about that figure was it assumed the 1500 residential units that would be developed as corporate housing for Facebook employees would generate students. She said as that discussion among City staff and Facebook has progressed they have added to their analysis to show what the impact would be if those units did not generate students, and the impact was about \$1.6 million. She said there would be no net impact cost for the Ravenswood School District, a revenue limit district, in terms of ongoing operating costs as the state adjusts revenues to that District to account for any changes in the District's property tax funding. She said from a capital cost perspective it was more complicated to project what the impacts would be. She said district capital costs were funded through a combination of developer fees and state and local bonds.

Commissioner Riggs noted the massive undertaking the project had been and the very good work done to incorporate community input into it. He said his issue with the project was the same he had with the Specific Plan and that was for the City to take ownership to mitigate traffic impacts that resulted from the development goals set. He said the most significant objection to renewal was that development would force traffic through the neighborhoods. He said that did not contribute to the quality of life and was not a benefit to the City. He said it would be a detriment to have the renewal of development and not improve the infrastructure. He said this project on a larger scale had more traffic, more neighbor complaints from the Willows and Belle Haven and challenges at peak hours for residents of Lorelei Manor and Suburban Park. He said Facebook had committed to handling its traffic impacts and has. He said it was a good plan except for one key element and that had to do with traffic and having mitigations to make it work. He said the conclusion he was looking for was a higher level of certainty that they would have the

transportation infrastructure needed when the 2.3 million square feet was built. He said they needed programs that would fund alternative transportation. He said the City could and must identify concrete plans that would work and that they would fund with the assistance of state and federal funding. He said he would need revisions to the Circulation Element to include programs that would identify and fund systems. He said these projects had to be initiated with a time line. He suggested requiring milestones for the enactment of the Plan and those would be tied to creation of transportation alternatives such as the reinventing of Dumbarton rail as light rail. He said it could also be tied to housing milestones so that so many square feet could be built as long as so many residential units had been built first.

Commissioner Kahle said some speakers indicated this was not ready to move on, noting the Refuge and Sierra Club speakers. He said the revisions noted in Errata #2 seemed satisfactory to allay those concerns. He said Commissioner Riggs made good points about transportation. He said he however could make a recommendation to move the project forward to the City Council.

Commissioner Barnes said he agreed with Commissioner Kahle and noted a tremendous amount of work had been done. He said the development in the M-2 shouldn't conflate with the current regional issues. He said there were things the City could control and others that needed regional work. He said the only way to move forward was to signal Menlo Park's commitment to the exhaustive Circulation Element and that worked hand in hand with the regional entities. He said there were specifics they needed to work through but on the whole he could recommend moving forward to the City Council.

Chair Strehl said she had been in the business of transportation most of her life and Menlo Park had not shown leadership in this area. She said also the City's influence on the regional entities was not necessarily significant. She asked Commissioner Riggs if he could move forward on the Plan absent the Circulation Element. Commissioner Riggs said certainly for the EIR with the corrections received. He said the zoning set rules and he thought they had worked through those very well. He said that while the rules looked good his feeling was they could not let anything be built yet as the transportation infrastructure was not there. He said despite the good will and excellent work done on the project he had no faith that any general fund money would be spent or staff time on moving forward to a new kind of transit. He said the City had to lobby the state and other agencies. He said if they had a commitment to alternative transit they should try for a bond effort. He suggested pausing the General Plan amendment for a few weeks and looking at putting the commitment to infrastructure in place.

Mr. Knox said that Commissioner Riggs had made a recommendation and suggested that he might recommend a funding mechanism to consider, the type of milestones and the timeframe for those he wished to include. He suggested the recommendation to Council might be that the project is ready except for the Circulation Element and that needed a funding mechanism and identification of what infrastructure would be funded. Chair Strehl said that she believed Commissioner Riggs and she wanted to apply leverage before the plan moved ahead so the infrastructure identification and the commitment it was in the project rather than a recommendation to Council who could choose to disregard it.

Commissioner Barnes said there were issues the City controlled and those it did not. He said it seemed equally that there was distrust as to whether the City was going to do what it said it would do in addition to the regional part. He said Commissioner Riggs well articulated the regional challenges and how fraught with lack of success it had been in the past. He said it would be easier

for him if there was a separation between the things the City of Menlo Park was being asked to do and execute specific programs within it and that the regional parts be separate knowing how challenging that could be. He said mixing those two created time horizons that got blurry and did not match up. He said if it was about the City executing improvements he would support setting up the measurements for that. Commissioner Riggs said he thought it would take several weeks to identify the commitments and measurements for that. He said the General Plan amendment could either move forward or it could wait a few weeks so the Circulation Element became something more robust and specific.

**ACTION:** Motion and second (Kahle/Barnes) to make a recommendation to the City Council to approve the General Plan and to use all means possible within Menlo Park's influence to push regional transportation solutions forward; 2-2 with Commissioner Kahle and Barnes supporting and Commissioners Riggs and Strehl opposed.

Chair Strehl said regardless of whether they recommended the item to move forward or not that it would be on the City Council's agenda on November 15 and they could do what they chose to do without the Commission's recommendation. Principal Planner Chow said the City Council's schedule was to consider the General Plan Update on their November 15, 2016 agenda.

Chair Strehl said the Commission's action at this point was they had no recommendation to the Council.

**ACTION:** Motion and second (Riggs/Strehl) to make a recommendation to the City Council that the Plan process be continued to create a more robust and specific set of programs aimed at identifying the systems and funding for local and regional transportation alternatives; 2-2 Commissioners Riggs and Strehl supporting and with Commissioner Kahle and Barnes opposed.

Chair Strehl said the biggest problem she had with the project was the Circulation Element and the fact they had no identified programs and projects that would advance infrastructure improvements in the nearer term rather than the long term. She said for instance the City Council has considered a number of times a grade separation at Ravenswood for the railroad and only now was getting to the point hopefully have a recommendation and seek funding, which would be about \$250 million project. She said without concrete steps she was afraid nothing would get done. She said Facebook would do their parts; other developers would add shuttles, but those would not take care of the bigger transportation issues.

Commissioner Barnes noted staff had listed three things on a slide including impact fees and TIA Guidelines update and asked if those were worked on whether that would represent everything that Menlo Park could exert control on for measurement. Ms. Nagaya said the EIR acknowledged and included language recommending that the impact fee program include improvements that might be outside of the City's jurisdiction such as the Dumbarton corridor improvements and East Palo Alto improvements, and for those they would look at recouping some of the costs. She said with adoption of the impact fee program they would collect funds towards improvements of a regional nature.

Commissioner Barnes asked if the depth and scope of what was presented in the impact fee program was satisfactory and whether it was an issue of identifying enough things, or the right things, and those coming to fruition. Commissioner Riggs said there was only a minor reference to alternative and new modes of transit. He said there was nothing specific as to the Menlo Park goal

of the Dumbarton rail. He said it would be helpful for the City to rationally state what was needed and then lobby and argue for it. Chair Strehl said what was in the Circulation Element was satisfactory but it did not go far enough.

City Attorney Prince noted that it was past 11 p.m. She said currently both the motions with a 2-2 vote were essentially denials. She said the Council would receive a record of the Commission's discussion. She asked whether they might speak to the other items under consideration other than the Circulation Element.

Chair Strehl said regarding the R-MU zoning that she would like some flexibility in the wording for the BMR housing and for the developer to have the flexibility to construct it offsite in another area either adjacent to their property or elsewhere in the City. Principal Planner Chow said that was how it was written for the R-MU zoning designation and it has no prohibition of where BMR housing could be – it could be standalone, integrated, adjacent, onsite and offsite. Commissioner Barnes suggested that if it was allowed offsite that it be required to have a higher percentage of affordable housing in it. Chair Strehl said she would prefer to keep it as recommended. Commissioner Riggs said if it was being built by a nonprofit that federal funding had certain income requirements. Mr. Knox said the federal low income tax credit relied on a project that was entirely or mostly entirely below market rate. He said there was a state low income tax credit that was slightly more favorable.

Commissioner Barnes recommended they follow the Housing Element for a benchmark for the mix in affordable housing for it to be extremely low, very low, low and moderate income. Commissioner Riggs said he agreed. Commissioner Barnes said there was flexibility for how the affordable housing was accomplished. Chair Strehl noted there was consensus for that recommendation.

Chair Strehl said regarding the recycled water requirement for projects larger than 250,000 square feet that she would not like residential development included as it might discourage that development. Commissioner Barnes said he thought it should be required for residential development of that size as well as for commercial development. He said he would not remove R-MU from that requirement. Commissioner Kahle said he agreed with Commissioner Barnes. Commissioner Riggs said he agreed with Commissioners Kahle and Barnes.

Chair Strehl asked if there was flexibility under the design standards. Principal Planner Chow said with a use permit or a conditional use permit the Commission would be able to waive any of the design standards.

**ACTION:** Motion and second (Barnes/Strehl) to make a recommendation to the City Council for the TIA Guidelines update to occur concurrent with the Transportation Master Plan in 2017 given the importance of transportation; passes 4-0.

**ACTION:** Motion and second (Strehl/Barnes) to make a recommendation to the City Council as part of the Circulation Element that the Council consider establishing a residential parking permit program specifically in the Belle Haven neighborhood to discourage employee parking in the area; fails 2-2 with Commissioners Strehl and Barnes supporting, Commissioner Kahle opposing, and Commissioner Riggs silent. 0.

Chair Strehl said she would like a better definition of corporate housing for the City Council. City Attorney Prince said the intent was for the deed restrictions to define it and they would not get to that point before the Council meeting.

Commissioner Barnes recommended that staff look at distributing FAR across districts with the express objective to better master planning efforts by the proponent. Chair Strehl said she agreed.

Chair Strehl said they should recommend phasing of development so that housing was encouraged and housing and office development were complementary to each other. Commissioner Kahle said that staff addressed that previously and he did not think it was an issue. Commissioner Barnes said it was tricky and any mechanism to do that was cumbersome to execute. Commissioner Riggs said he thought it could be done. Commissioner Kahle said he could support the recommendation.

Chair Strehl made a recommendation that the City Council look at preventing displacement of Belle Haven residents because of the pressure for housing. Commissioner Barnes recommended that Council figure out what to do about naming of the area. Chair Strehl asked if there was support regarding displacement. Commissioner Riggs said he thought that just cause eviction and protection and some level of rent control needed to come to the City. Commissioner Kahle said he supported a study for displacement. He said transportation was the main issue and he thought bringing all these other ideas up was clouding the topic. City Attorney Prince said the issue of displacement was in the EIR being considered this evening. She said just cause eviction and rent control were not part of the items for consideration. Commissioner Riggs said he supported the Chair's recommendation. Chair Strehl noted that Commissioner Barnes' recommendation about naming was also supported.

Commissioner Riggs said he thought he could support the Plan in a matter of weeks if there was direction from Council to staff to have more specific and specifically funded systems.

Chair Strehl said they reached an impasse as Commissioner Riggs and she wanted a more specific action plan in the Circulation Element prior to the adoption of the General Plan.

## **H. Informational Items**

### **H1. Future Planning Commission Meeting Schedule**

- Regular Meeting: November 7, 2016
- Regular Meeting: November 14, 2016
- Regular Meeting: December 5, 2016
- Regular Meeting: December 12, 2016

## **I. Adjournment**

Chair Strehl adjourned the meeting at 11:40 p.m.

Staff Liaison: Deanna Chow, Principal Planner

Recording Secretary: Brenda Bennett



## STAFF REPORT

### Planning Commission

**Meeting Date:**

**11/14/2016**

**Staff Report Number:**

**16-092-PC**

**Consent Calendar:**

**Architectural Control/Ian Hamilton/2730 Sand Hill Road**

## Recommendation

Staff recommends that the Planning Commission approve a request for architectural control review of exterior modifications to an existing office building in the C-1-C (Administrative, Professional and Research District, Restrictive) zoning district, at 2730 Sand Hill Road. The proposed exterior modifications would include replacing siding, modifying the exterior color scheme, site improvements and new landscaping. 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

### *Site location*

The subject site is located at 2730 Sand Hill Road between Monte Rosa Drive and Interstate 280. The subject building has generally limited visibility from Sand Hill Road and is screened by existing trees and vegetation. The subject building is part of a larger office campus which is addressed 2700-2770 Sand Hill Road. The subject property contains seven multi-story office buildings along with ancillary employee amenity buildings, and is adjacent to other office buildings and complexes to the west, which are also located in the C-1-C (Administrative, Professional and Research District, Restrictive) zoning district. The subject site abuts R-1-S (Single Family, Suburban) zoned parcels to the north and east which include several single-family residences and St. Bede's Episcopal Church and Trinity School. To the south and across Sand Hill Road is the Rosewood Sand Hill hotel, which is zoned C-4(X) (General Commercial, Conditional Development) and an office complex located at 2725-2775 Sand Hill Road zoned C-1-C (Administrative, Professional and Research District, Restrictive). A location map is included in Attachment B.

## Analysis

### *Project description*

The applicant is proposing to modify the main entrance along the south elevation of the existing three-story office building addressed 2730 Sand Hill Road by removing the glass and steel canopy over the



entry on the ground level. On the second and third levels, the existing windows and plywood panels would be removed and replaced with a floor-to-ceiling glass window system and backpainted glass spandrel panels between the floor levels.

As part of the overall improvements, the outdoor courtyard adjacent to the office building would be renovated. The applicant is proposing a contemporary steel trellis which would connect the building entrance to the outdoor courtyard. The courtyard improvements include new outdoor furniture, planter boxes, landscaping, and benches. The proposed project would not result in any changes to the gross floor area (GFA), or on-site parking. The addition of the trellis structure would result in a slight increase in the total building coverage of the entire complex, but the total building coverage would not exceed the allowed limit of 20 percent. The project plans and the project description letter are included in Attachment C and D respectively.

### ***Design and materials***

The existing building contains beige plywood panel siding, brick veneer cladding, and dark brown wood trim. The applicant is requesting the exterior modifications in order to update the design and materials of the existing entry and courtyard with a more contemporary design. The proposed window system and frames would match the existing windows. The trim color on the entire building would be painted a light brown color. The proposed trellis structure would be painted a dark bronze color to coordinate with the window and door frames. On each side of the entrance, planter boxes composed of metal would be installed, and new precast concrete pavers would be installed for the walkways and courtyard areas. Overall, staff believes that the proposed exterior changes would result in a consistent architectural design that would also be compatible with neighboring buildings.

### ***Trees and landscaping***

At present, there are 25 trees on or in close proximity to the project area. Five of these trees are heritage trees, none of which are proposed for removal. Five non-heritage trees are proposed for removal as part of the proposed site improvements. Standard heritage tree protection measures would be ensured through recommended condition 3f. The arborist report is included as Attachment E.

### ***Conclusion***

Staff believes that the project would result in a consistent architectural design for the development as a whole and would generally complement the existing building. In addition, the proposed design, materials, and colors are compatible with those in the surrounding area. 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. Project Plans
- D. Project Description Letter
- E. Arborist Report

### **Disclaimer**

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

### **Exhibits to Be Provided at Meeting**

Color and material board

Report prepared by:

Kaitie Meador, Associate Planner

Report reviewed by:

Thomas Rogers, Principal Planner

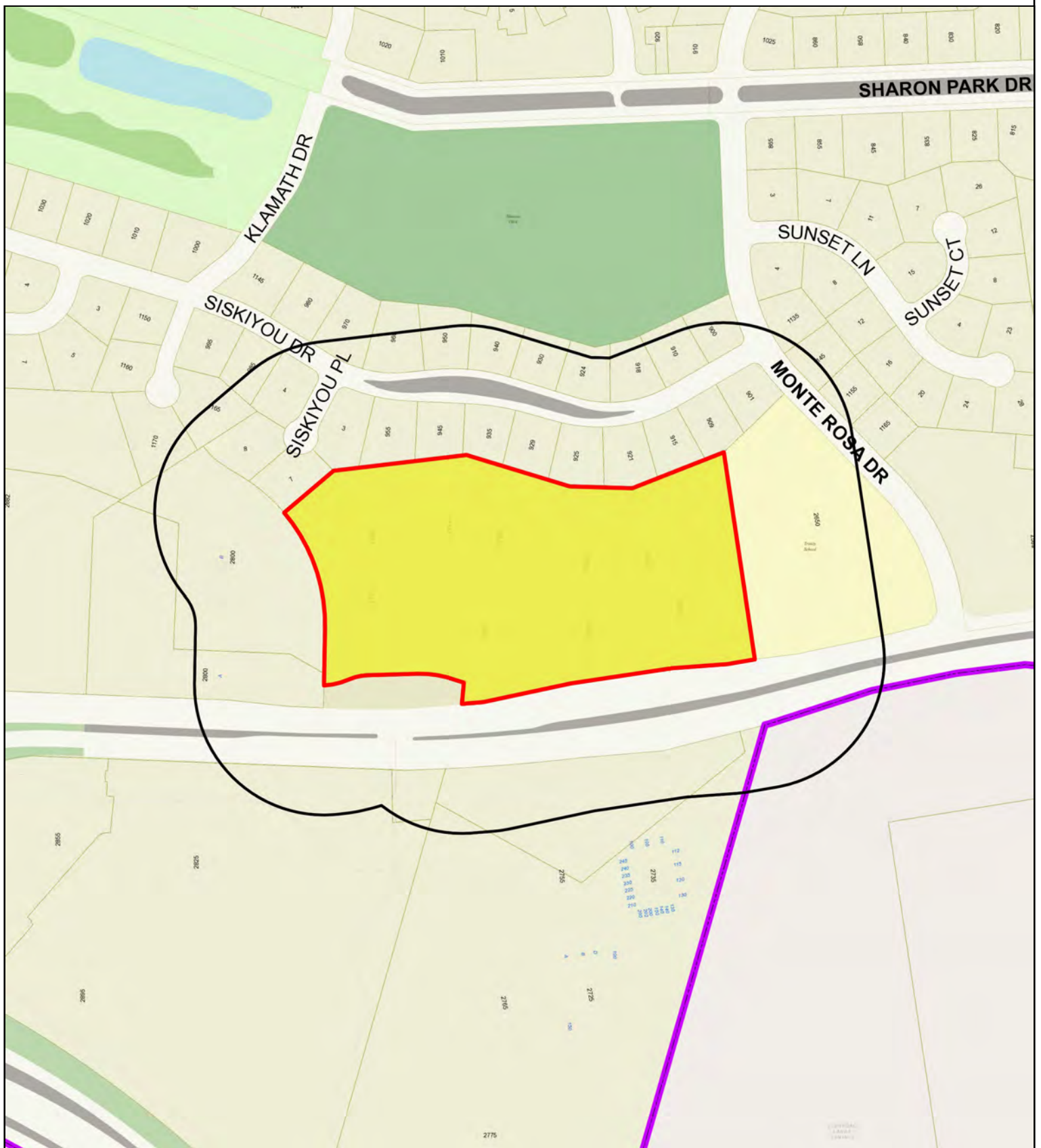


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## 2730 Sand Hill Road – Attachment A: Recommended Actions

<b>LOCATION:</b> 2730 Sand Hill Road	<b>PROJECT NUMBER:</b> PLN2016-00090	<b>APPLICANT:</b> Ian Hamilton	<b>OWNER:</b> Ford Land Company
<b>REQUEST:</b> Request for architectural control review of exterior modifications to an existing office building in the C-1-C (Administrative, Professional and Research District, Restrictive) zoning district. The proposed exterior modifications would include replacing siding, modifying the exterior color scheme, site improvements and new landscaping.			
<b>DECISION ENTITY:</b> Planning Commission	<b>DATE:</b> November 14, 2016	<b>ACTION:</b> TBD	
<b>VOTE:</b> TBD (Barnes, Combs, Goodhue, Kahle, Onken, Riggs, Strehl)			
<b>ACTION:</b> <ol style="list-style-type: none"><li>1. Make a finding that the project is categorically exempt under Class 1 (Section 15301, “Existing Facilities”) of the current California Environmental Quality Act (CEQA) Guidelines.</li><li>2. Adopt the following findings, as per Section 16.68.020 of the Zoning Ordinance, pertaining to architectural control approval:<ol style="list-style-type: none"><li>a. The general appearance of the structure is in keeping with the character of the neighborhood.</li><li>b. The development will not be detrimental to the harmonious and orderly growth of the city.</li><li>c. The development will not impair the desirability of investment or occupation in the neighborhood.</li><li>d. The development provides adequate parking as required in all applicable city ordinances and has made adequate provisions for access to such parking.</li><li>e. The property is not within any Specific Plan area, and as such no finding regarding consistency is required to be made.</li></ol></li><li>3. Approve the architectural control subject to the following <b>standard</b> conditions:<ol style="list-style-type: none"><li>a. Development of the project shall be substantially in conformance with the plans provided by Jay Adams Design, consisting of 20 plan sheets, dated received October 31, 2016, and approved by the Planning Commission on November 14, 2016 except as modified by the conditions contained herein, subject to review and approval of the Planning Division.</li><li>b. Prior to building permit issuance, the applicant shall comply with all Sanitary District, Menlo Park Fire Protection District, Recology, and utility companies’ regulations that are directly applicable to the project.</li><li>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.</li><li>d. Prior to building permit issuance, the applicant shall submit a plan for any new utility installations or upgrades for review and approval by the Planning, Engineering and Building Divisions. All utility equipment that is installed outside of a building and that cannot be placed underground shall be properly screened by landscaping. The plan shall show exact locations of all meters, back flow prevention devices, transformers, junction boxes, relay boxes, and</li></ol></li></ol>			

<b>LOCATION:</b> 2730 Sand Hill Road	<b>PROJECT NUMBER:</b> PLN2016-00090	<b>APPLICANT:</b> Ian Hamilton	<b>OWNER:</b> Ford Land Company
<b>REQUEST:</b> Request for architectural control review of exterior modifications to an existing office building in the C-1-C (Administrative, Professional and Research District, Restrictive) zoning district. The proposed exterior modifications would include replacing siding, modifying the exterior color scheme, site improvements and new landscaping.			
<b>DECISION ENTITY:</b> Planning Commission	<b>DATE:</b> November 14, 2016	<b>ACTION:</b> TBD	
<b>VOTE:</b> TBD (Barnes, Combs, Goodhue, Kahle, Onken, Riggs, Strehl)			
<b>ACTION:</b>  <div style="margin-left: 40px;">other equipment boxes.</div> <div style="margin-left: 20px;">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.</div> <div style="margin-left: 20px;">f. 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  
2730 Sand Hill Road



Scale: 1:3,600

Drawn By: KMM

Checked By: THR

Date: 11/14/2016

Sheet: 1

GENERAL NOTES		PROJECT INFORMATION	DRAWING INDEX
<div>1. A/J.A. Document A201- General Conditions for the Performance of a Contract, is hereby incorporated into these drawings and shall be considered as part of the requirements for the completion of work.</div> <div>2. The Contractor shall thoroughly examine the premises and shall base his bid on the existing conditions. The Contractor shall notify the Architect immediately of any discrepancies between the drawings and the actual field conditions.</div> <div>3. Prior to construction, discrepancies between the architectural and engineering drawings shall be reported to the Architect.</div> <div>4. The Contractor shall be responsible for providing all materials and workmanship in accordance with the applicable CBC, handpump access code &amp; all applicable ordinances, including state and local building codes and requirements.</div> <div>5. The Contractor shall coordinate all work with the Architect and the Owner's Representative.</div> <div>6. The Contractor shall provide temporary partitions and perform the following work in a manner so as to cause the least disturbance to building occupants.</div> <div>7. The Contractor shall confirm in writing approximate on-site-delivery dates for all construction items as required by the construction documents and shall notify the Architect in writing of any possible delays affecting occupancy.</div> <div>8. The Contractor shall provide a schedule for construction as required to meet the Owner's phasing requirements and ultimate completion date.</div> <div>9. The Contractor shall verify that no conflicts exist in the location of any and all mechanical, electrical, telephone, lighting, plumbing and fire sprinkler work (including piping, ductwork and conduits), and that all clearances for installation and maintenance are provided.</div> <div>10. No work defective in construction or quality or deficient in any requirement of the contract documents will be acceptable in consequence of the Owner's or Architect's failure to discover or point out deficiencies or defects during construction. Defective work revealed within the time required by guarantees shall be replaced by work conforming to the intent of the contract. No payment, either partial or final, shall be construed as acceptance of defective work or improper installation.</div> <div>11. The Contractor shall take care not to damage existing construction and shall be responsible for repairing all damages caused by the contractor or sub-contractors.</div> <div>12. The Contractor shall review, approve, stamp and submit with reasonable promptness and in such sequences as to cause no delay in the work, product data, shop drawings and samples for the project.</div> <div>13. By approving, stamping and submitting shop drawings, product data and samples, the Contractor represents that he has determined and verified materials, field measurements, and field construction criteria related thereto, and that he has checked and coordinated the information within such submittals with the requirements of the work and contract documents.</div> <div>14. The Contractor shall not be relieved of responsibility for any deviation from the requirements of the contract documents by the Architect's review of the shop drawings, product data or samples, unless the Contractor has specifically informed the Architect in writing of such deviation at the time of submission and the Architect has given written approval to the specific deviation.</div> <div>14. The Contractor shall submit to the Architect two (2) prints, typically, of each shop drawing submittal plus three (3) copies of either product data or samples.</div> <div>15. The Architect assumes no responsibility for dimensions or quantities on reviewed submittals.</div> <div>16. Substitutions, revisions and/or changes must have prior written approval by the Architect.</div> <div>17. The Contractor shall, upon substantial completion, submit a complete set of "as-built" drawings to the Architect on CAD backgrounds provided by the Architect at the Owner's expense.</div> <div>18. The Contractor shall provide complete product data and related information appropriate for the Owner's maintenance &amp; operation of products furnished under the contract.</div> <div>19. Work under this Contract shall be warranted by the Contractor against all defects for one (1) year from the date of substantial completion of the work or designated portions thereof or for one (1) year after acceptance by the Owner of designated equipment or as given by manufacturer if greater than one year. In case of items remaining uncompleted after the date of substantial completion, the one-year warranty period shall be from date of acceptance of such items.</div> <div>20. Each trade shall examine the premises to insure that conditions are appropriate for his work to commence, prior to commencing his work. Areas not appropriate shall be brought to the attention of the Architects. Commencing work implies acceptance of existing conditions.</div> <div>21. All drawings &amp; notes are considered complementary, &amp; what is called for by either will be as binding as if called for by all. Any work shown or referred to on any one set of drawings shall be provided as though shown on all related drawings.</div>		<div>PROJECT DESCRIPTION: EXTERIOR IMPROVEMENTS</div> <div>PROJECT ADDRESS: 2730 SAND HILL ROAD MENLO PARK, CA 94025</div> <div>OCCUPANCY: GROUP B OFFICE USE</div> <div>TYPE OF CONSTRUCTION: TYPE V - B</div> <div>ZONING: C-1-C</div> <div>TOTAL BUILDING AREA: 27,862 SQUARE FEET (APPROXIMATE)</div> <div>PROPERTY OWNER: FORD LAND COMPANY ATTN: IAN HAMILTON 3000 SAND HILL ROAD BUILDING 4, SUITE 120 MENLO PARK, CA 94025 T: 650.854.3000 F: 650.854.8031</div> <div>APPLICABLE CODES: 2013 CALIFORNIA BUILDING, MECHANICAL PLUMBING, ENERGY &amp; ELECTRICAL CODES AND ALL STATE OF CALIFORNIA AMENDMENTS TO EACH OF THESE CODES AS ADOPTED BY THE CITY OF MENLO PARK</div> <div>SPRINKLERED: FULLY SPRINKLERED</div> <div>LOT SIZE: APPROXIMATELY 476,546 SQ. FT. (PER CITY RECORDS)</div> <div>LOT COVERAGE FOR ENTIRE SITE: 11% APPROXIMATELY (PER CITY RECORDS) = APPROXIMATELY 52,420 SQ. FT. TOTAL</div> <div>LOT COVERAGE FOR PROJECT BLDG: 14,474 SQ. FT. - EXISTING + 315 SQ. FT. - ADDITIONAL FOR NEW TRELLIS 14,789 SQ. FT. - TOTAL NEW LOT COVERAGE</div> <div>NEW LOT COVERAGE FOR ENTIRE SITE: 0.07% ADDITIONAL COVERAGE = APPROXIMATELY 52,736 SQ. FT. TOTAL</div> <div>SEE SHEET A0.2 FOR LOT COVERAGE DIAGRAMS &amp; DETAILED CALCULATIONS</div>	<div>ARCHITECTURAL DRAWINGS</div> <div>A0.1 PROJECT INFORMATION</div> <div>A0.2 LOT COVERAGE DIAGRAMS</div> <div>A1.1 FLOOR PLAN - EXISTING CONDITIONS, 1st FLOOR</div> <div>A1.2 FLOOR PLAN - EXISTING CONDITIONS, 2nd FLOOR (3rd FLOOR SIMILAR)</div> <div>A1.3 ROOF PLAN - EXISTING CONDITIONS</div> <div>A2.1 DEMOLITION PARTIAL PLAN - 2nd FLOOR (3rd FLOOR SIMILAR)</div> <div>A3.1 NEW CONSTRUCTION PARTIAL PLANS - 1st &amp; 2nd FLOOR (3rd FLOOR SIMILAR)</div> <div>A4.1 EXTERIOR ELEVATIONS - EXISTING &amp; PROPOSED</div> <div>A4.2 ENLARGED ENTRY ELEVATION &amp; SECTION</div> <div>A5.1 RENDERED ELEVATION</div> <div>A5.2 TRELLIS DETAILS, PHOTOS &amp; MATERIALS INFORMATION</div> <div>LANDSCAPE DRAWINGS</div> <div>L0.1 LANDSCAPE DEMOLITION PLAN</div> <div>L1.0 ILLUSTRATIVE LANDSCAPE PLAN</div> <div>L2.0 GRADING PLAN</div> <div>L3.0 SITE ELEVATIONS</div> <div>L4.0 LANDSCAPE CONSTRUCTION DETAILS</div> <div>L4.1 LANDSCAPE CONSTRUCTION DETAILS</div> <div>L5.0 PLANTING IMAGES</div>
REFERENCE SITE PLAN		1/64" = 1' - 0"	KEY NOTES
		<div>① EXISTING ACCESSIBLE PARKING STALL.</div> <div>② LOCATION OF PROPOSED LANDSCAPE IMPROVEMENTS. SEE LANDSCAPE ARCHITECT'S DRAWINGS.</div> <div>③ LOCATION OF PROPOSED FACADE IMPROVEMENTS AT MAIN BUILDING ENTRANCE.</div> <div>④ LOCATION OF EXISTING ADA ACCESSIBLE ENTRY TO REMAIN.</div>	
			<div>LANDSCAPE ARCHITECTURAL SCOPE DESCRIPTION</div> <div>5. NEW SITE FURNISHINGS INCLUDING PLANTERS, BENCHES &amp; PICNIC TABLE.</div> <div>6. REMOVE (5) EXISTING TREES, NONE OF WHICH MEETS "HERITAGE TREE" DEFINITION PER MENLO PARK CODE CHAPTER 13.24.</div> <div>7. PLANT APPROXIMATELY (8) NEW TREES, NEW SHRUBS &amp; NEW GROUND COVER. ALL NEW PLANTING TO COMPLY WITH MENLO PARK MODEL WATER EFFICIENT LANDSCAPE ORDINANCE (MWELO).</div> <div>8. REMOVE 3632 SQ. FT. OF EXISTING PAVING AND REPLACE WITH 4195 SQ. FT. OF NEW CONCRETE &amp; UNIT PAVERS. BASED ON THE LIMITED AREA OF NEW &amp; REPLACED PAVING, THIS PROJECT MEETS "SMALL PROJECT" DEFINITION PER PROVISION C.3.1 OF THE 2015 MUNICIPAL REGIONAL PERMIT. WATER RUNOFF WILL BE DIRECTED FROM WALKWAYS AND TERRACE AREAS INTO VEGETATED AREAS, WHERE POSSIBLE.</div> <div>NO HAZARDOUS MATERIALS WILL BE USED OR STORED AT THE SITE. ALL NEW WORK WILL COMPLY WITH THE DISABLED ACCESSIBILITY REQUIREMENTS OF CALIFORNIA BUILDING CODE CHAPTER 11B, THE EXISTING PARKING AND PATH OF TRAVEL SERVING THE BUILDING MEET THE REQUIREMENTS OF CALIFORNIA BUILDING CODE SECTION 11B-202.4</div>
			<div>LOCATION MAP</div>

Jay Adams DESIGN

Jay Adams Design  
117 Broad Street  
San Francisco, CA 94112  
c: 415.987.9360  
j@jayadamsdesign.com  
www.jayadamsdesign.com

**BUILDING OWNER**  
Ford Land Company  
Attn: Ian Hamilton  
3000 Sand Hill Road  
Building 4, Suite 120  
Menlo Park, CA 94025  
T: 650.854.3000  
ian@fordlandco.com

**LANDSCAPE ARCHITECT**  
PG&A Design  
Attn: Collin Jones  
444 17th Street  
Oakland, CA 94612  
T: 510.465.1284  
jones@pgadesign.com

SYMBOL KEY: ☐ DRAWING ISSUANCE  
☒ DRAWING REVISION

NO.	DATE	DESCRIPTION
04.08.16		Issue for Review & Coordination
08.26.16		Issue for Planning Review
10.07.16		Planning Review Response
10.31.16		Issue for Planning Commission

PROJECT NUMBER: 1512  
DRAWING SCALE: AS NOTED

Exterior Improvements  
2730 Sand Hill Road  
Menlo Park, CA 94025

Project Information

A0.1



**BUILDING OWNER**  
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Attn: Ian Hamilton  
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T: 510.465.1284  
jones@pgadesign.com

SYMBOL KEY: ☐ DRAWING ISSUANCE

☐ DRAWING REVISION

NO. DATE DESCRIPTION

04.08.16 Issue for Review & Coordination

08.26.16 Issue for Planning Review

10.07.16 Planning Review Response

10.31.16 Issue for Planning Commission

PROJECT NORTH



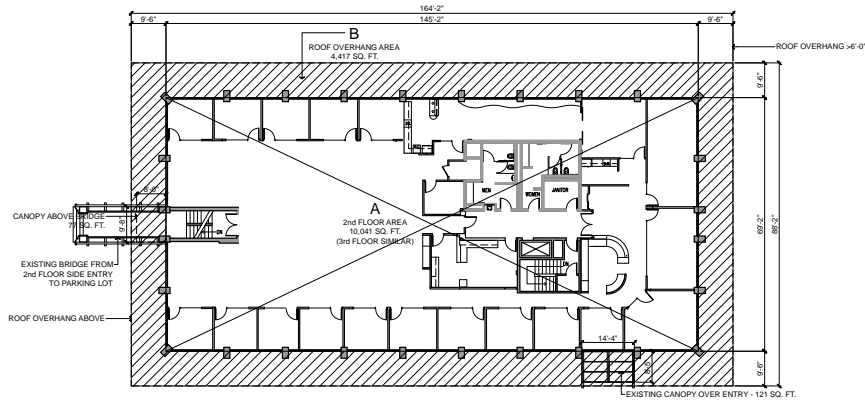
PROJECT NUMBER: 1512

DRAWING SCALE: AS NOTED

Exterior Improvements  
2730 Sand Hill Road  
Menlo Park, CA 94025

Lot Coverage  
Diagrams

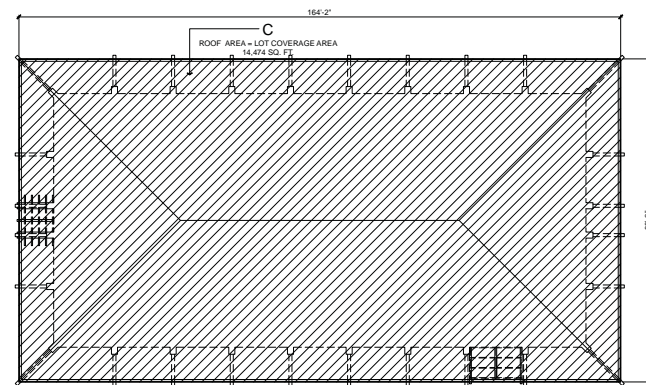
A0.2



EXISTING 2nd FLOOR BUILDING COVERAGE DIAGRAM (3rd FLOOR SIMILAR)

1/16" = 1'-0"

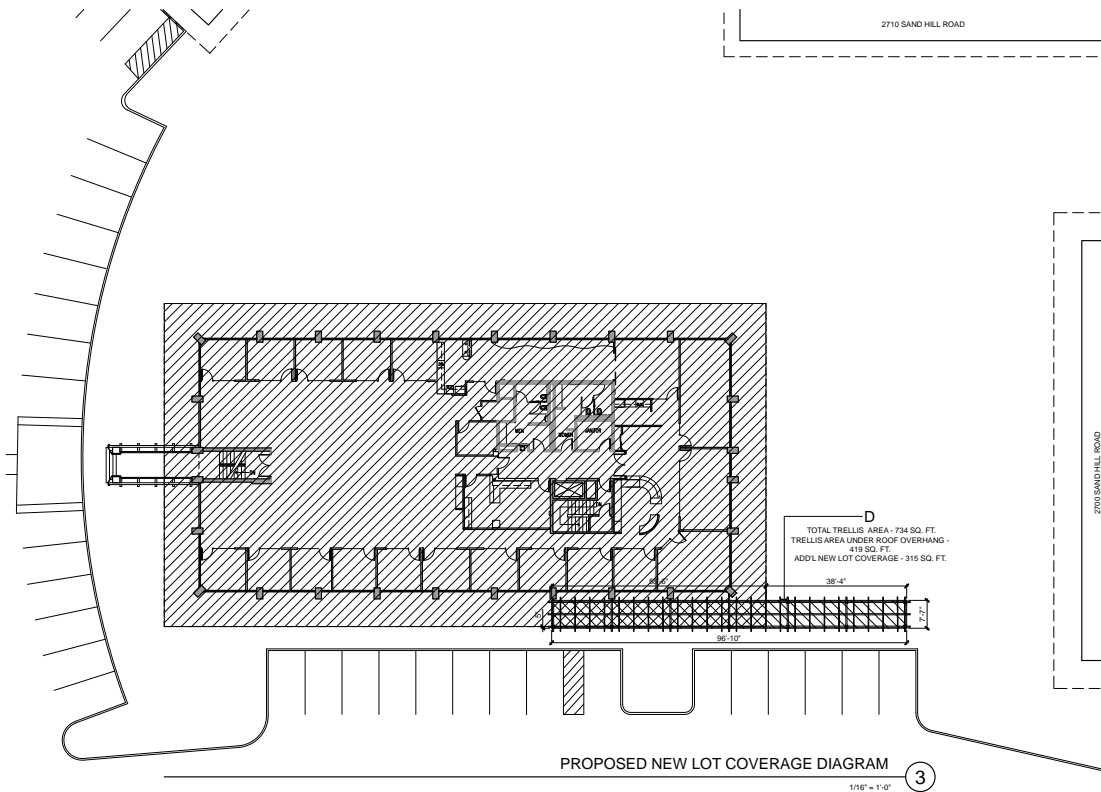
1



EXISTING LOT COVERAGE DIAGRAM

1/16" = 1'-0"

2



PROPOSED NEW LOT COVERAGE DIAGRAM

1/16" = 1'-0"

3

LOT COVERAGE CALCULATIONS			
AREA	DIMENSIONS	SQ. FT.	NOTES
A	69'-2" x 145'-2"	10,041	1st FLOOR INSET 4'-3" ON ALL SIDES SO GROUND FLOOR AREA IS ONLY 8,177 SQ. FT.
B	(69'-2" x 9'-6") x 2 + (164'-1" x 9'-6") x 2	4,433	ROOF OVERHANG AREA > 6'-0"
C	88'-1" x 164'-1"	14,474	ROOF AREA IS LOT EXISTING COVERAGE AREA
EXISTING LOT COVERAGE AREA		14,474	
D	7'-7" x 96'-10"	734	TOTAL NEW TRELLIS AREA
		419	TRELLIS AREA UNDER ROOF OVERHANG
	ADDITIONAL AREA	315	TRELLIS AREA BEYOND EXISTING LOT COVERAGE AREA
TOTAL NEW LOT COVERAGE		14,789	ROOF AREA PLUS TRELLIS AREA BEYOND ROOF OVERHANG



BUILDING OWNER

Ford Land Company

Attn: Ian Hamilton

3000 Sand Hill Road

Building 4, Suite 120

Menlo Park, CA 94025

T: 650.854.3000

ian@fordlandco.com

LANDSCAPE ARCHITECT

PGA Design

Attn: Collin Jones

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jones@pgadesign.com

SYMBOL KEY:

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NO.	DATE	DESCRIPTION
04.08.16		Issue for Review & Coordination
08.26.16		Issue for Planning Review
10.07.16		Planning Review Response
10.21.16		Issue for Planning Commission



PROJECT NUMBER: 1512

DRAWING SCALE: AS NOTED

Exterior Improvements

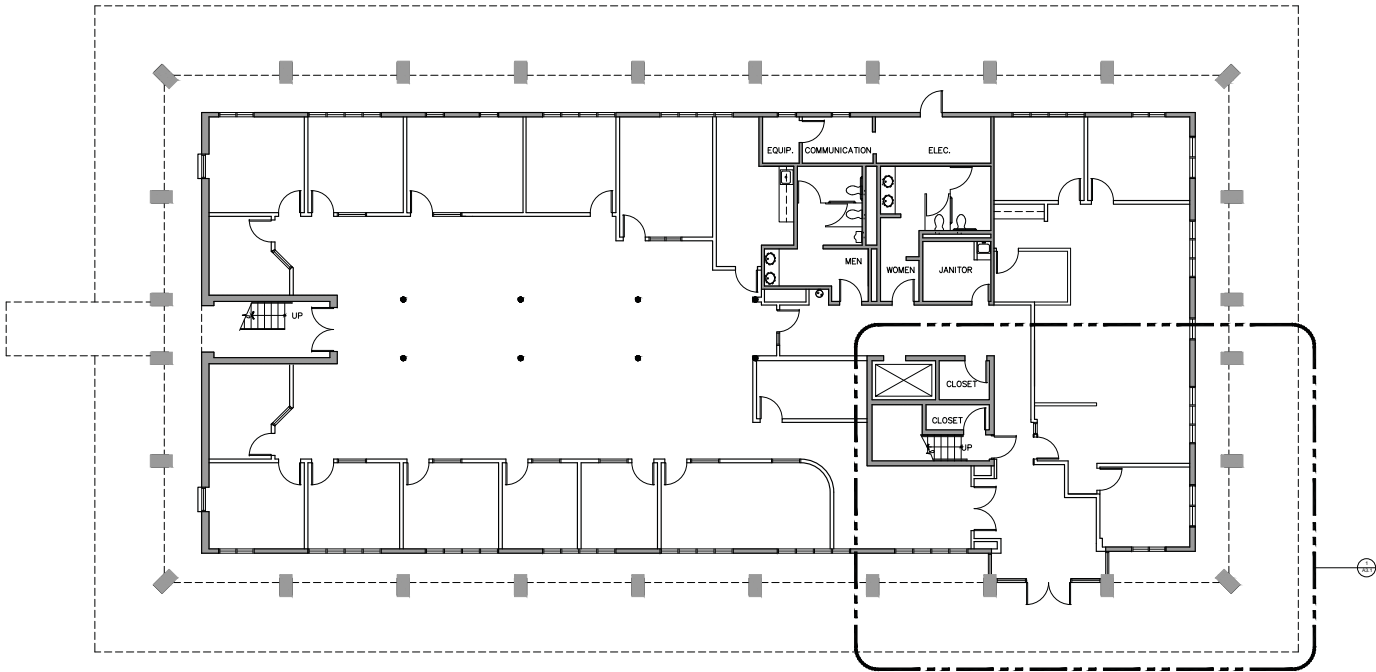
2730 Sand Hill Road

Menlo Park, CA 94025

Floor Plan - Existing Conditions

1st Floor

A1.1



1st FLOOR PLAN - EXISTING CONDITIONS

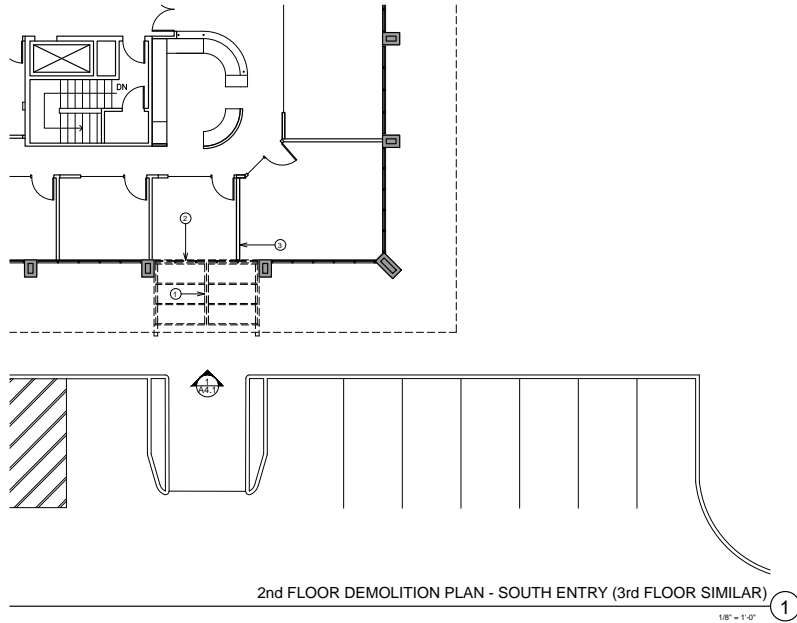
1

1/8" = 1'-0"









- Demolition Notes**
1. THE CONTRACTOR SHALL THOROUGHLY EXAMINE THE PREMISES AND SHALL BASE THEIR BID ON THE EXISTING CONDITIONS. THE CONTRACTOR SHALL NOTIFY THE ARCHITECT IMMEDIATELY OF ANY DISCREPANCIES BETWEEN THE DRAWINGS AND THE ACTUAL FIELD CONDITIONS.
  2. PRIOR TO DEMOLITION, DISCREPANCIES BETWEEN THE DRAWINGS AND EXISTING CONDITIONS SHALL BE REPORTED TO THE ARCHITECT.
  3. THE CONTRACTOR SHALL PROVIDE A SCHEDULE FOR DEMOLITION AS REQUIRED TO MEET THE OWNER'S SCHEDULE FOR OCCUPANCY.
  4. REMOVE DESIGNATED PARTITIONS, COMPONENTS, BUILDING EQUIPMENT, AND FIXTURES AS REQUIRED FOR NEW WORK.
  5. COMPLY WITH APPLICABLE LOCAL, STATE, AND FEDERAL CODES AND REGULATIONS PERTAINING TO SAFETY OF PERSONS, PROPERTY, ENVIRONMENTAL PROTECTION AND DISPOSAL OF DEBRIS.
  6. MAINTAIN FREE AND SAFE FIRE EXITS.
  7. REPAIR ALL DEMOLITION PERFORMED IN EXCESS OF THAT REQUIRED AT NO COST TO THE OWNER AND TENANT.
  8. REMOVE FROM THE SITE AND LEGALLY DISPOSE OF ALL REFUSE, DEBRIS AND OTHER MATERIALS RESULTING FROM DEMOLITION OPERATIONS ON A TIMELY MANNER. BURNING OF DEBRIS ON THE SITE SHALL NOT BE PERMITTED.
  9. REMOVE TOOLS AND EQUIPMENT FROM THE SITE UPON COMPLETION OF THE WORK. LEAVE CONTRACT AREAS AND SITE CLEAN, ORDERLY, AND IN A CONDITION ACCEPTABLE FOR NEW OR OTHER CONSTRUCTION.
  10. DAMAGE OR DISTURBANCE TO THE EXISTING BUILDING OR ANY IMPAIRMENT OF FACILITIES DESIGNATED TO REMAIN SHALL BE PROMPTLY RESTORED, REPAIRED, OR REPLACED WITH MATERIAL, WORKMANSHIP, AND FINISHES TO MATCH THE EXISTING AT NO COST TO THE OWNER OR TENANT.

- Demolition Plan Key Notes**
- ① REMOVE EXISTING CANTILEVERED STEEL & GLASS CANOPY OVER MAIN ENTRY.
  - ② REMOVE EXISTING GLASS, GLAZING FRAMES, STUD FRAMING, DRYWALL & EXTERIOR SIDING IN ENTRY BAY ONLY.
  - ③ MODIFY EXISTING INTERIOR PARTITION, AS REQUIRED, TO PROVIDE ACOUSTICAL SEAL AT NEW GLAZING FRAME LOCATION.

- Legend**
- EXISTING STRUCTURAL ELEMENT TO REMAIN
  - EXISTING CONSTRUCTION TO BE REMOVED

Jay Adams DESIGN

Jay Adams Design  
117 Broad Street  
San Francisco, CA 94112  
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jay@jayadamsdesign.com  
www.jayadamsdesign.com

SEAL OF THE ARCHITECT  
JAY ADAMS  
CSES  
JULY 31, 2017  
STATE OF CALIFORNIA

**BUILDING OWNER**  
Ford Land Company  
Attn: Ian Hamilton  
3000 Sand Hill Road  
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08.26.16	Issue for Planning Review	
10.07.16	Planning Review Response	
10.21.16	Issue for Planning Commission	

PROJECT NORTH

PROJECT NUMBER: 1512  
DRAWING SCALE: AS NOTED

Exterior Improvements  
2730 Sand Hill Road  
Menlo Park, CA 94025

Demolition Partial  
Plan - 2nd Floor (3rd  
Floor Similar)

A2.1





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SYMBOL KEY: ☐ DRAWING ISSUANCE

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NO. DATE DESCRIPTION

04.08.16 Issue for Review & Coordination

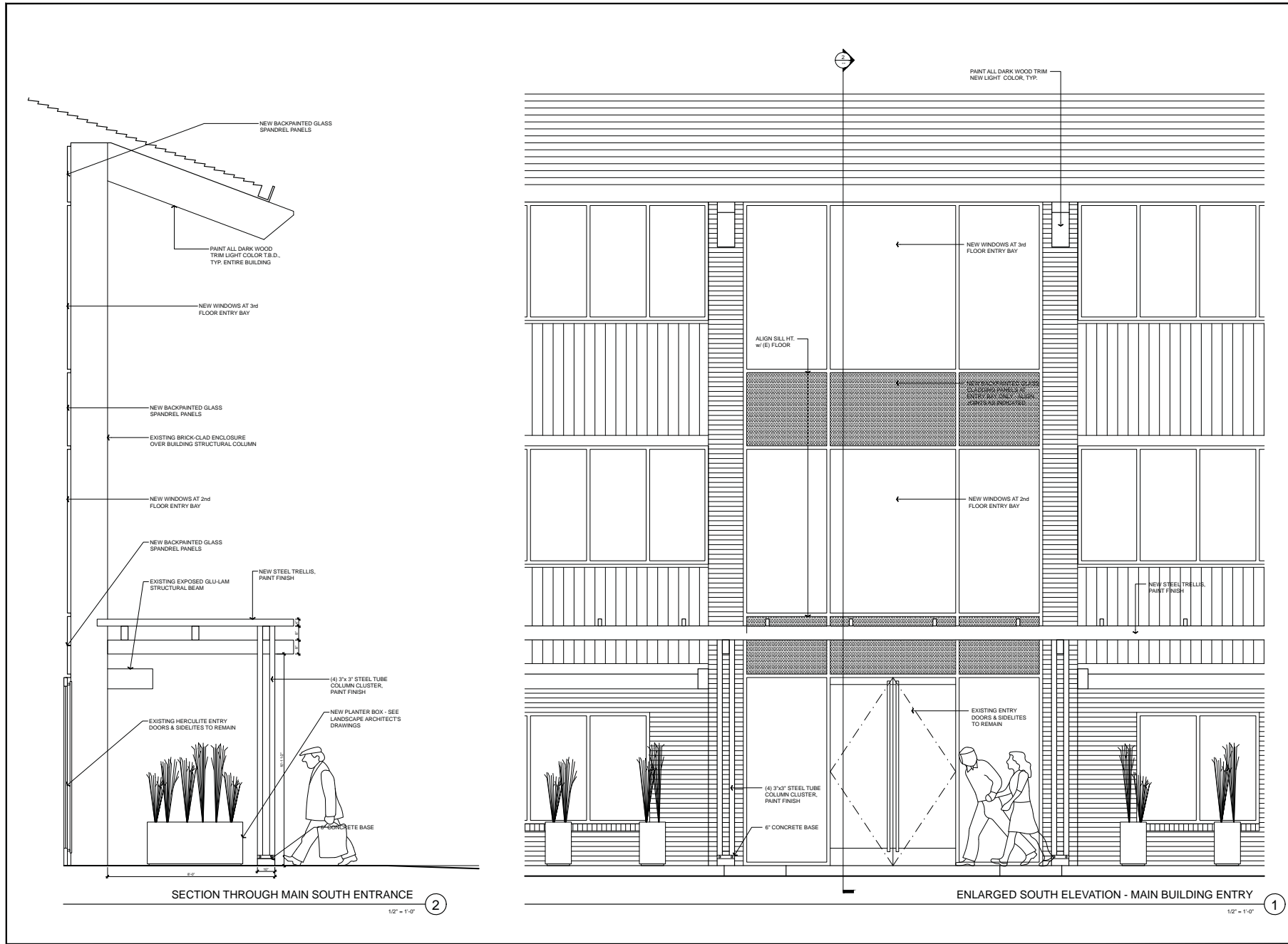
08.26.16 Issue for Planning Review

10.07.16 Planning Review Response

10.21.16 Issue for Planning Commission



All drawings and written material appearing herein constitute original and unpublished work of the Architect and may not be duplicated, used or disclosed without consent of the Architect. If this drawing is not 24\"/>



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NO. DATE DESCRIPTION

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08.26.16 Issue for Planning Review

10.07.16 Planning Review Response

10.21.16 Issue for Planning Commission

PROJECT NORTH



PROJECT NUMBER: 1012

DRAWING SCALE: AS NOTED

Exterior Improvements  
2730 Sand Hill Road  
Menlo Park, CA 94025

Enlarged Entry  
Elevation & Section

A4.2

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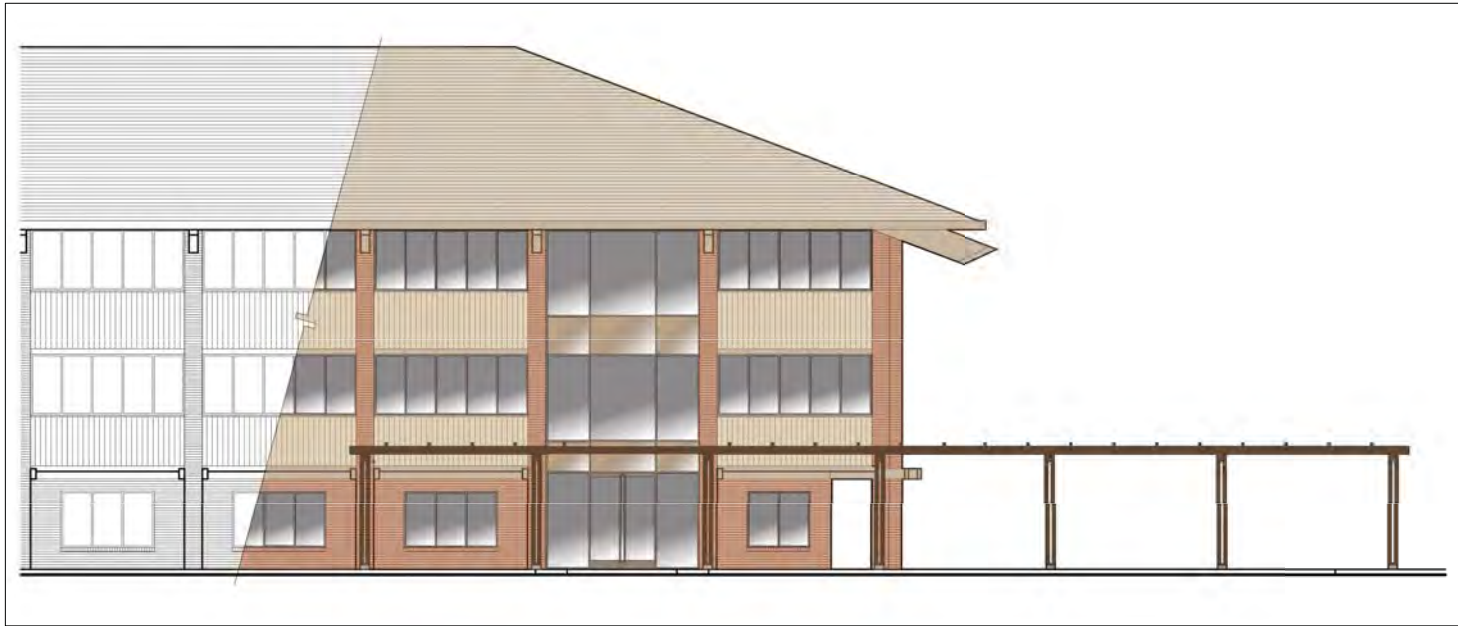
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Adams  
DESIGN

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jones@pgadesign.com



NOTE: SEE SHEET A0.2 FOR TRELLIS AREA CALCULATIONS & LOT COVERAGE.

PARTIAL SOUTH ELEVATION - RENDERED ①  
N.T.S.

SYMBOL KEY: <input type="checkbox"/> DRAWING ISSUANCE	
<input type="checkbox"/> DRAWING REVISION	
NO.	DATE
DESCRIPTION	
04.08.16	Issue for Review & Coordination
08.26.16	Issue for Planning Review
10.07.16	Planning Review Response
10.21.16	Issue for Planning Commission

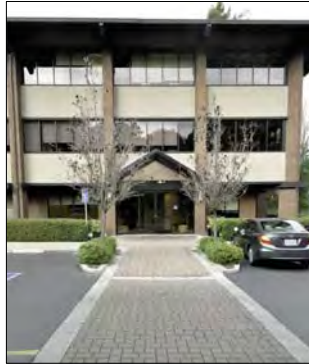


PROJECT NUMBER: 1512  
DRAWING SCALE: AS NOTED

Exterior Improvements  
2730 Sand Hill Road  
Menlo Park, CA 94025

Rendered Elevation

A5.1



SOUTH ENTRANCE FACADE



SOUTH ENTRANCE CANOPY



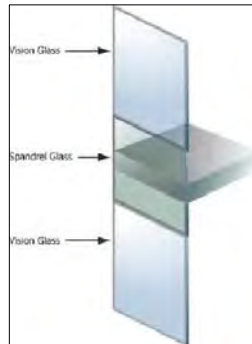
SOUTH ENTRANCE



SOUTHEAST CORNER FACADE

PHOTOS - EXISTING CONDITIONS

N.T.S. 3



GLAZING SYSTEM DIAGRAM

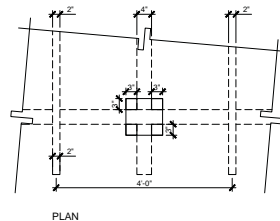


SPANDREL GLASS COLOR

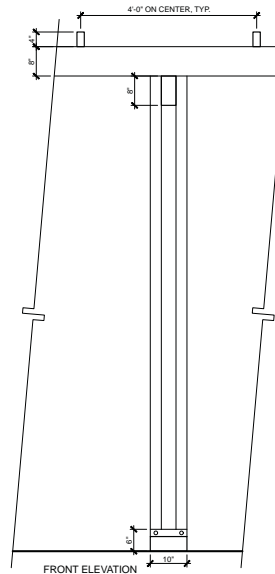
MATERIALS INFORMATION - BACK PAINTED SPANDREL GLASS

N.T.S. 2

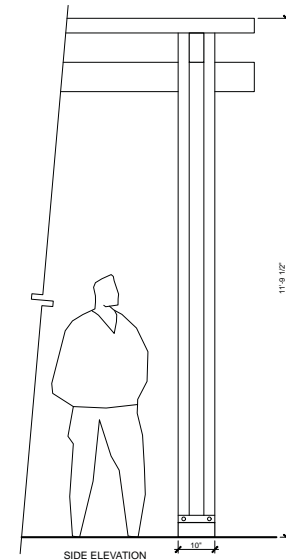
NOTE: SEE SHEET A0.2 FOR TRELLIS AREA CALCULATIONS & LOT COVERAGE.



PLAN



FRONT ELEVATION



SIDE ELEVATION

STEEL TRELLIS DETAILS

3/4" = 1'-0" 1

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SYMBOL KEY: ☐ DRAWING ISSUANCE

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NO. DATE DESCRIPTION

04.08.16 Issue for Review & Coordination

08.26.16 Issue for Planning Review

10.07.16 Planning Review Response

10.21.16 Issue for Planning Commission



PROJECT NUMBER: 1512

DRAWING SCALE: AS NOTED

Exterior Improvements

2730 Sand Hill Road

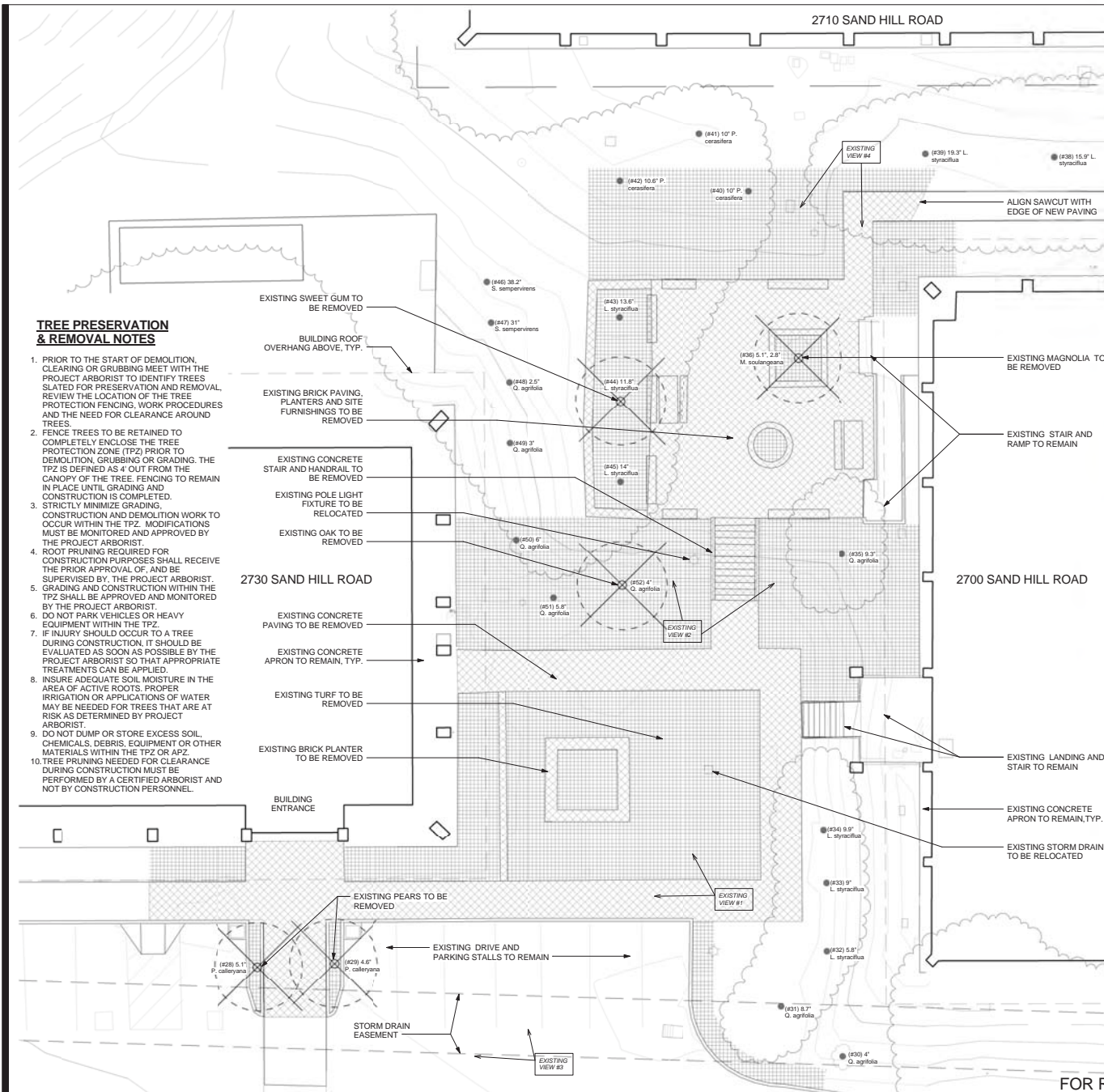
Menlo Park, CA 94025

Trellis Details,

Photos & Materials

Information

A5.2



### SITE DEMOLITION LEGEND



FOR REVIEW ONLY - NOT FOR CONSTRUCTION



## Courtyard Renovation

2730 Sand Hill Road  
Menlo Park, CA 94025

DRAWING STATUS	
Revised	0.0000

Planning Review	8/26/16
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ADDENDA					
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Landscape  
Demolition Plan

10/07/16

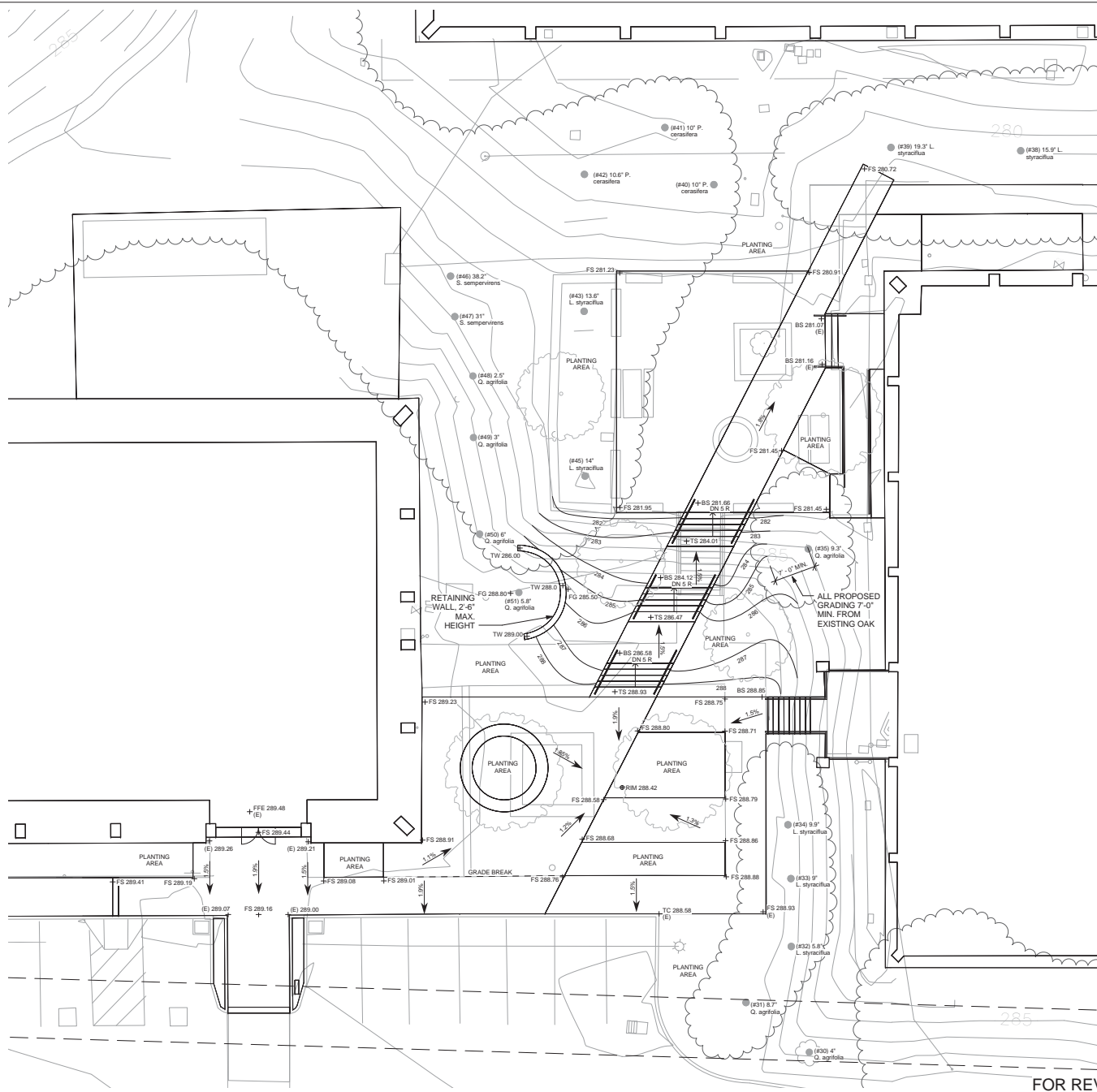
SCALE	1 000	1 000
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1/8" = 1'-0"	
DRAWN	CHECKED

## L0.1











NOTE: SIGNAGE INDICATED FOR SITE CONTEXT ONLY. NO SIGNAGE WILL BE REVIEWED OR APPROVED AS PART OF PLANNING REVIEW.

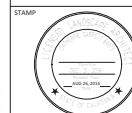
1 EAST-WEST SITE ELEVATION  
3/16" = 1'-0"



NOTE: SIGNAGE INDICATED FOR SITE CONTEXT ONLY. NO SIGNAGE WILL BE REVIEWED OR APPROVED AS PART OF PLANNING REVIEW.

2 NORTH-SOUTH SITE SECTION  
3/16" = 1'-0"

FOR REVIEW ONLY - NOT FOR CONSTRUCTION



**Courtyard Renovation**  
2730 Sand Hill Road  
Menlo Park, CA 94025

DRAWING STATUS  
Planning Review 10/26/16


ADDENDA

NO.	DATE	DESCRIPTION

Site Elevations

DATE

10/07/16

SCALE

3/16" = 1'-0"

DESIGN

CJ

CG

**L3.0**





**Courtyard Renovation**  
2730 Sand Hill Road  
Menlo Park, CA 94025

DRAWING STATUS	10/26/16
Planning Review	

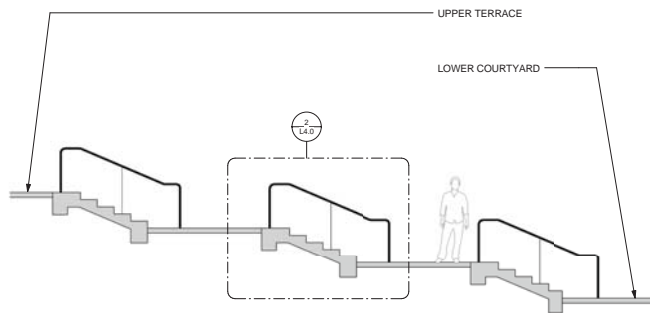
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1	
2	
3	
4	
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6	
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10	

LANDSCAPE  
Construction  
Details

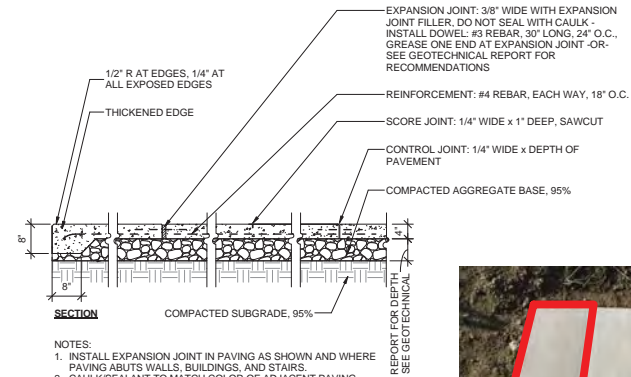
DATE	10/07/16
SCALE	As indicated
DESIGN	CJ
CONSTRUCTION	CG

**L4.0**

FOR REVIEW ONLY - NOT FOR CONSTRUCTION



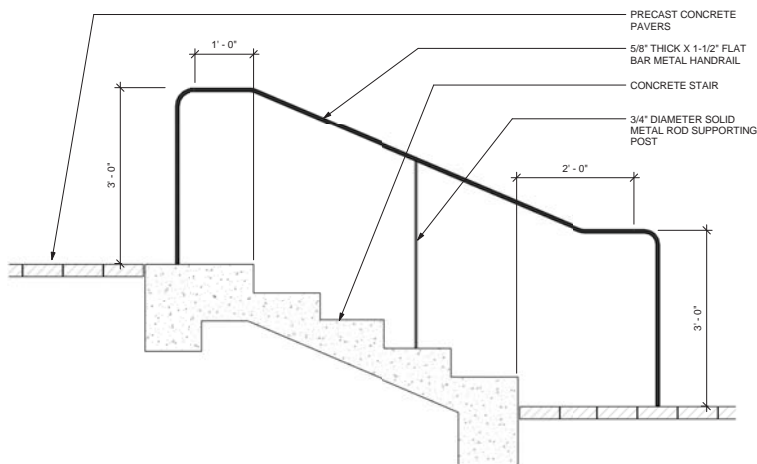
**1**  
L4.0  
TERRACED STAIRS - WEST ELEVATION  
1/4" = 1'-0"



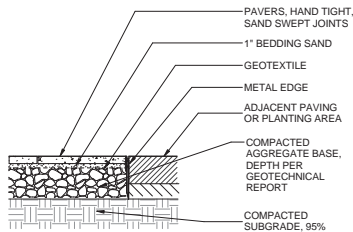
SCORELINE SCHEDULE		
PATH WIDTH	SCORE JOINT SPACING	EXPANSION JOINT SPACING
4'-0"	4' O.C.	16' O.C.
5'-0"	5' O.C.	20' O.C.
6' OR GREATER	12' O.C.	24' O.C.

PROVIDE SCORE JOINTS IN CONCRETE AT RIGHT ANGLES TO THE PAVING OR AS SHOWN, SPACING ACCORDING TO TABLE ABOVE UNLESS OTHERWISE SHOWN

**3**  
L4.0  
CONCRETE PAVING  
3/4" = 1'-0"



**2**  
L4.0  
STAIR HANDRAIL  
1" = 1'-0"

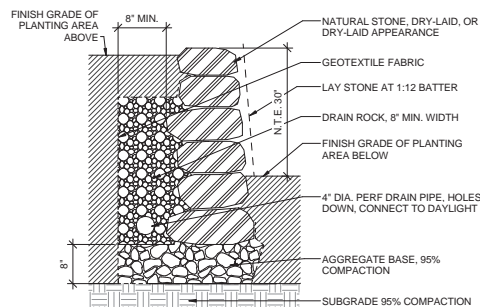


- NOTES:
1. WHERE A UNIT PAVER LESS THAN 30% OF A FULL SIZE PAVER WOULD BE REQUIRED TO END A LINE OF PAVERS IN THE RUNNING BOND, PUT THE END TWO PAVERS IN THE LINE WITH NEITHER PAVER BEING LESS THAN 30%.
  2. PAVER MFR: STEPSTONE, INC. MODEL: 8" X 24" X 2-1/2" THICKNESS, MATERIAL: PRECAST CONCRETE, CONTACT: <http://www.stepstoneinc.com>



PRECAST CONCRETE PAVERS: BY STEPSTONE, INC.

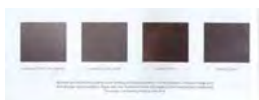
1 PRECAST CONCRETE PAVERS  
L4.1 3/4" = 1'-0"



2 LOW STONE RETAINING WALL  
L4.1 1" = 1'-0"



CORTEN 'RANCH' PLANTERS BY PLANTERWORK



NATURAL METAL FINISHES FOR PLANTERWORK SITE FURNISHINGS



CORTEN 'BAMBU' PLANTERS BY I.D. METALCO

3 METAL PLANTERS  
L4.1 1" = 1'-0"



LEVIT BENCH BY ESCOFET FOR LANDSCAPE FORMS



4 LINEAR BENCH  
L4.1 1" = 1'-0"

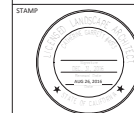


CIRCULAR BENCH BY STREETLIFE



CIRCULAR BENCH BY STREETLIFE - MOCKUP

5 CIRCULAR BENCH PLANTER  
L4.1 1" = 1'-0"



**Courtyard Renovation**  
2730 Sand Hill Road  
Menlo Park, CA 94025

DRAWING STATUS	
Planning Review	8/26/16

ADDENDA

NO.	DATE	DESCRIPTION

DATE TITLED

Landscape Construction Details

DATE	10/07/16
SCALE	As indicated
DESIGN	CJ
PROJECT	CG

**L4.1**

FOR REVIEW ONLY - NOT FOR CONSTRUCTION

## PRELIMINARY PLANT PALETTE

### TREES



Frontier Elm / *Ulmus americana* 'Frontier'



Japanese Zelkova / *Zelkova serrata*



Ginkgo / *Ginkgo biloba*



Saucer Magnolia / *Magnolia soulangeana*

### SHRUBS



Dwarf Olive / *Olea europea* 'Montra'



Australian Fuchsia / *Correa* 'Dusky Bells'



Box Honeysuckle / *Lonicera nitida* 'Maigrun'

### GROUNDCOVERS & GRASSES



Carmel Sur Manzanita / *Arctostaphylos edmundsii* 'Carmel Sur'



Creeping Myoporum / *Myoporum parvifolium*



California Fescue / *Festuca californica*

### CONTAINER SHRUBS



Horsetail Restio / *Eragrostis capensis*



Alphonse Karr Bamboo / *Bambusa multiplex* 'Alphonse Karr'



Horsetail / *Equisetum hyemale*

**PGAdesign**  
LANDSCAPE ARCHITECTS  
tel: 510.405.1284 or PGAdesign.com  
444 17th Street Oakland, CA 94612



**Courtyard Renovation**  
2730 Sand Hill Road  
Menlo Park, CA 94025

DRAWING STATUS  
Planning Review 8/26/16


ADDENDUM

NO.	DATE	DESCRIPTION

DATE TITLED  
Planting Images


DATE  
10/07/16

SCALE

DESIGN  
CJ

CONSTRUCTION  
CG

**L5.0**

FOR REVIEW ONLY - NOT FOR CONSTRUCTION





EXHIBIT A - TREE LOCATION MAP  
2700-2730 SAND HILL ROAD  
MENLO PARK, CA

October 20, 2016

Ms. Kaitie Meador

City of Menlo Park Planning Department

701 Laurel Street

Menlo Park, CA 94025

RECEIVED

OCT 20 2016

CITY OF MENLO PARK  
BUILDING

**Subject: Planning Submittal – 2700 and 2730 Sand Hill Road –  
Updated and revised description letter**

Dear Kaitie,

Included with this letter is our updated planning submittal, complete with all of the requested changes, clarifications and needed copies for the exterior façade upgrades at 2730 Sand Hill Road and the landscape upgrades at the rear courtyard of 2700 Sand Hill Road.

As a reminder, the purpose of the proposed changes is to refresh an older more mature look, with a balanced, updated and pleasing approach to the front of 2730, as well as tie together the upper and lower courtyard spaces adjacent to 2730, leading to the rear of 2700.

At 2730, we have designed a ‘gateway’ at the front to reinforce the building entry and create a connection with the exterior space. We have also updated and modified window panels at the front of the building to provide a similar feel and look to our building next door at the front of 2700.

The square footage of the buildings, the use of the buildings and the parking count are not affected by the work we propose.

Architectural improvements:

The limited exterior improvements to our 27,862 square foot building at 2730 Sand Hill Rd. include -

- Removal of the existing cantilevered metal and glass canopy above the main south entrance.
- Replacement of the existing 2<sup>nd</sup> and 3<sup>rd</sup> floor windows in the entry bay only, with new full height windows. The new glass tint will match the existing windows on the rest of the building.
- Replacement of the existing plywood panels in the entry bay only, with new back-painted glass spandrel panels. The glass color will be similar to the existing building paint color.
- Furnish and install new an open steel Trellis at the existing sidewalk in front of the main building entry. The Trellis will be painted to match the existing window frames.

3000 Sand Hill Road, 4-120  
Menlo Park, CA 94025  
Tel (650) 854-3000  
Fax (650) 854-8031



# Ford Land Company, LLC

## Landscape improvements:

The modifications to the existing landscape serve to 1) provide increased usability and connectivity between the exterior and interior spaces, 2) provide a stronger relationship between the Upper Courtyard and Lower Terrace and 3) to upgrade and update the landscape materials. These goals are achieved by the following means:

- Added and varied seating options throughout
- A renovated, terraced stair that gradually connects the Upper Terrace with the Lower Courtyard
- Improved paving materials, including precast pavers and colored concrete
- New planting, including trees and low water-use shrubs and groundcover, complying with the Model Water Efficiency Landscape Ordinance (MWELO).

These improvements will provide a hierarchy of spaces allowing for conversation and quiet reflection for employees and visitors alike.

3,532 square feet of existing paving will be removed and replaced with 4,195 square feet of new paving, a net increase of 663 square feet. The project is considered a 'small project' as described in provision C.3.i of the 2015 Municipal Regional Stormwater Permit. As a compliance measure, runoff will be directed from paved surfaces toward planting areas wherever possible.

Finally, landscape lighting will provide the minimum amount necessary to assure safe access along walking paths and sitting areas.

If you have any questions regarding our request, please do not hesitate to call me at our office: 650.854.3000.

Sincerely,



Ian Hamilton

Project Manager

Ford Land Company



3000 Sand Hill Road, 4-120  
Menlo Park, CA 94025  
Tel (650) 854-3000  
Fax (650) 854-8031



RECEIVED ATTACHMENT E

OCT 20 2016

CITY OF MENLO PARK  
BUILDING

## Tree Protection and Retention Survey For:

Ford Land Company  
3000 Sand Hill Road

Monte Rosa Properties

Requested by:  
Ian Hamilton

Provided by:  
McCarthy Tree Specialties, Inc.  
John McCarthy  
Certified Arborist WE0956A

# McCarthy

TREE SPECIALTIES, INC.

CONT. LIC. # 762280

650-367-7552

April 8, 2016

Ford Land Company  
3000 Sand Hill Road  
Menlo Park, CA 94025

Attention: Ian Hamilton

RE: Tree protection and retention survey

Ian,

The intention of this report is a guideline to protect the trees growing in the priority 1 areas for construction of renovated landscape at 3000 Sand Hill and Monte Rosa property.

Trees are identified by botanical name, common name, tree diameter measured 4 ½ feet from grade, and a generalization of tree health condition (good, fair, poor)

This report does not address each individual trees health, structure or hazardous problems or specific causes for tree health conditions.

Attached are arborist recommendations for tree retention during construction processes.

John H. McCarthy  
Certified Arborist  
WE0956A

## **TREE PROTECTION ZONES**

*All trees on site to be preserved should be clearly established and identified by tree protection zone barriers. Barriers shall be 6' to 8' high portable cyclone fencing installed at each trees drip line to protect the space above and below ground to the outer edges of the tree branching structure. All exposed tree trunks within tree protection zones shall be encased around each trunk using 2'x4' or 2'x6' lumber stood on end and secured by rope or wire. At no time may this tree trunk protection be removed.*

*Tree protection place cards stating DO NOT ENTER TREE PROTECTION ZONE shall be placed on each tree protection zone fence. This protective fencing may not be moved or adjusted without the permission and under the direction of the construction managing arborist. At no time may this tree trunk protection be removed. Any intrusion on tree protection zones, barriers, damage to soil within tree protection zones or damage to roots, tree limbs, or the tree trunks themselves must be reported to the arborist within four hours of the action.*

## **SOIL EXCAVATION**

*All soils that need excavation within tree protection zone barriers shall be exhumed under the direction of the site arborist and his employees with the use of an air spade. No roots, branches, or pruning of trees shall be allowed unless directed by the arborist or his employees.*

*After completion of air spading for foundation excavation, pier holes shall be located to layout the caisson to grade beam preferred type of foundation construction.*

## **WAREHOUSING OF CONSTRUCTION MATERIAL**

*There shall be no warehousing of building materials, parking of construction equipment or any other imposing entry within the tree protection zones.*

*A 10'x10' slurry box built from 2"x4" lumber and 1" plywood lined with 30ml plastic shall be constructed for the collection of concrete, mortar or other toxic type materials and all cleaning of tools, so these materials can be collected and disposed of properly later. Site of slurry box to be determined by the arborist prior to beginning of construction.*

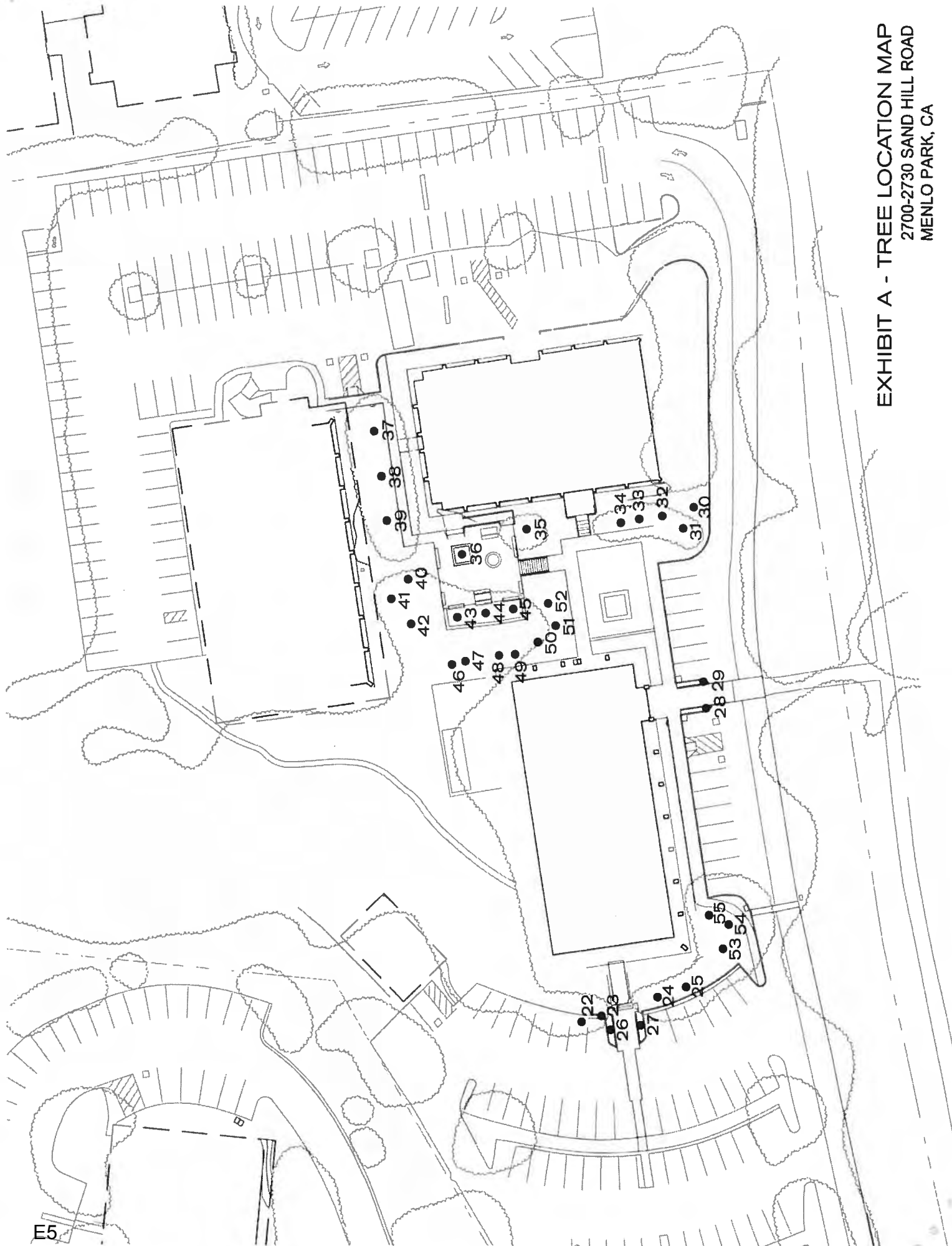
## **ON SITE CONSTRUCTION PHASE**

- 1. All contractors, sub-contractors and their employees shall be informed of the tree protection plans, tree protection zones and their barriers and all applicable rules pertaining to them.*
- 2. The construction site arborist shall through job site visitations monitor and implement the recommendation of this tree protection report.*

3. *Arborist will advise, implement and correct any damage, if applicable, to the trees at the protected zone areas.*
4. *Site arborist will document and report to the City of Menlo Park's arborist any non-compliances of the tree protection plan when deemed necessary.*
5. *Any intrusion on tree protection zones, barriers, damage to soil within tree protection zones or damage to roots, tree limbs or the tree trunks themselves must be reported to the arborist within four hours.*

### **POST CONSTRUCTION**

1. *All tree protection zone barriers and protection devices shall be removed.*
2. *All trees on site protected for conservation shall be fertilized in the following method: Using Romeo Greenbelt 22-14-14 soluble fertilizer. Mix the fertilizer in an agitating spray tank at a rate of 3lbs fertilizer per 100 gallons of water. Using a fertilizer injection soil probe at 200psi dispense fertilizer at the drip line of the tree to within 8 feet of the trunk in a triangular pattern spaced 18 inches apart. Sink probe into soil 6-18 inches deep. Apply 10 gallons of fertilizer for every 1 inch of trunk diameter per tree. This will be administered under the directions of the arborist.*



E5

EXHIBIT A - TREE LOCATION MAP  
2700-2730 SAND HILL ROAD  
MENLO PARK, CA

2730 and 2700 Sand Hill Road  
Tree Evaluation Summary  
Keyed to Exhibit A - Tree Location Map

<u># on Map</u>	<u>Botanical Name</u>	<u>Common Name</u>	<u>Tree Diameter 4.5 ft above grade</u>	<u>Tree Condition</u>
22	Quercus agrifolia	coast live oak	13"	fair
23	Quercus agrifolia	coast live oak	12 4/10"	good
24	Quercus agrifolia	coast live oak	8.5"	fair
25	Quercus agrifolia	coast live oak	12"	good
26	Pyrus calleryana	pear	4 4/10"	fair
27	Pyrus calleryana	pear	5 8/10"	fair
28	Pyrus calleryana	pear	5 1/10"	fair
29	Pyrus calleryana	pear	4 6/10"	fair
30	Quercus agrifolia	coast live oak	4"	good
31	Quercus agrifolia	coast live oak	8 7/10"	good
32	Liquidamber styracif	gum tree	5 8/10"	good
33	Liquidamber styracif	gum tree	9"	good
34	Liquidamber styracif	gum tree	9 9/10"	good
35	Quercus agrifolia	coast live oak	9 3/10"	good
36	Magnolia soulangiar	chinese magnolia	5 1/10" & 2 8/10"	good
37	Liquidamber styracif	gum tree	16 3/10"	good
38	Liquidamber styracif	gum tree	15 9/10"	good
39	Liquidamber styracif	gum tree	19 3/10"	good
40	Prunus cerasifera	plum	10"	fair
41	Prunus cerasifera	plum	10"	fair
42	Prunus cerasifera	plum	10.6"	good
43	Liquidamber styracif	gum tree	13 6/10"	good
44	Liquidamber styracif	gum tree	11 8/10"	good
45	Liquidamber styracif	gum tree	14"	good
46	Sequoia sempervirer	coast redwood	38 2/10"	good
47	Sequoia sempervirer	coast redwood	31"	good
48	Quercus agrifolia	coast live oak	2.5"	good
49	Quercus agrifolia	coast live oak	3"	good
50	Quercus agrifolia	coast live oak	6"	good
51	Quercus agrifolia	coast live oak	5 8/10"	good
52	Quercus agrifolia	coast live oak	4"	good
53	Sequoia sempervirer	coast redwood	36"	good
54	Sequoia sempervirer	coast redwood	27"	good
55	Sequoia sempervirer	coast redwood	29"	good





## STAFF REPORT

### Planning Commission

**Meeting Date:** 11/14/2016

**Staff Report Number:** 16-093-PC

**Public Hearing:** Use Permit/Yu Wu/1048 Menlo Oaks Drive

### 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 1048 Menlo Oaks Drive. 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 1048 Menlo Oaks Drive. Using Menlo Oaks Drive in the north-south orientation, the subject property is on the east side of Menlo Oaks Drive between Bay Road and Van Buren Road, in the Flood Triangle neighborhood. A location map is included as Attachment B. Adjacent parcels are also zoned R-1-U, with predominantly one-story, single-family residences that generally feature the ranch architectural style.

### Analysis

#### *Project description*

The subject site is currently occupied by a single-story residence that is nonconforming with regard to the left side yard setback and daylight plane encroachment on the right side of the roof. The applicant is proposing to maintain and remodel the existing 1,723-square-foot residence of three bedrooms and two bathrooms, while constructing new single-story additions at the front and the rear of the existing residence, and demolishing a shed in the rear yard. As part of this project, the applicant is proposing to legalize an existing 260 square feet addition at the rear which was constructed without a building permit. With the new additions, the residence would become a four-bedroom, three-bathroom home.

The existing nonconforming walls at the left side of the attached garage 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 right side of the residence is likewise 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 composite shingle gabled 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 front addition would be concentrated toward the right side of the property. The front façade would have a new, more prominent front entry with a cantilevered covering above wooden double doors and a concrete landing. A new composite shingle gabled roof above the proposed addition would be tied into the existing ridge, along with a new slider window to the right of the entry. To the left of the entry, the existing garage door with a row of windows across the top would remain. The rear façade would preserve the existing sliding glass door on the left of the property and the two slider windows in the center addition to be legalized. One small slider is proposed to be removed, as the new addition to the rear at the right would be brought flush with the center addition. The right side of the rear portion of the existing roof structure would be replaced with and connected to the new composition shingle gabled 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 eight trees on or near the project site: six non-heritage trees on the property, one non-heritage City street tree, and one heritage street tree. All are proposed to remain. The construction of the proposed additions and remodeling are not anticipated to adversely affect the heritage tree located in the public right-of-way, given there is an approximate distance of 32 feet between the heritage tree and the closest point of the proposed structure. There is a non-heritage tree on the right side of the property which the applicant has specified to be protected during construction.

### ***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 \$241,238.89, meaning that the applicants would be allowed to propose new construction and remodeling at this site totaling less than \$180,929.17 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 \$267,252.50. 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***

Staff has not received 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

### **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:  
Ori Paz, Planning Technician

Report Reviewed by:  
Thomas Rogers, Principal Planner

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## 1048 Menlo Oaks Drive— Attachment A: Recommended Actions

<b>LOCATION:</b> 1048 Menlo Oaks Drive	<b>PROJECT NUMBER:</b> PLN2016-00089	<b>APPLICANT:</b> Yu Wu	<b>OWNER:</b> Yu Wu, Zhihui Chen
<b>REQUEST:</b> Request for a use permit for an addition and interior modifications to an existing, nonconforming one-story, single-family residence on a lot in the R-1-U (Single-Family Urban) zoning district. The value of the work would exceed 75 percent of existing replacement value in a 12-month period.			
<b>DECISION ENTITY:</b> Planning Commission	<b>DATE:</b> November 14, 2016	<b>ACTION:</b> TBD	
<b>VOTE:</b> TBD (Barnes, Combs, Goodhue, Kahle, Onken, Riggs, Strehl)			
<b>ACTION:</b> <ol style="list-style-type: none"> <li>1. Make a finding that the project is categorically exempt under Class 1 (Section 15301, "Existing Facilities") of the current California Environmental Quality Act (CEQA) Guidelines.</li> <li>2. Make findings, as per Section 16.82.030 of the Zoning Ordinance pertaining to the granting of use permits, that the proposed use will not be detrimental to the health, safety, morals, comfort and general welfare of the persons residing or working in the neighborhood of such proposed use, and will not be detrimental to property and improvements in the neighborhood or the general welfare of the City.</li> <li>3. Approve the use permit subject to the following <b>standard</b> conditions: <ol style="list-style-type: none"> <li>a. Development of the project shall be substantially in conformance with the plans prepared by SC Design Group and Interiors consisting of eight plan sheets, dated received November 08, 2016, and approved by the Planning Commission on November 14, 2016, except as modified by the conditions contained herein, subject to review and approval of the Planning Division.</li> <li>b. Prior to building permit issuance, the applicants shall comply with all Sanitary District, Menlo Park Fire Protection District, and utility companies' regulations that are directly applicable to the project.</li> <li>c. Prior to building permit issuance, the applicants shall comply with all requirements of the Building Division, Engineering Division, and Transportation Division that are directly applicable to the project.</li> <li>d. Prior to building permit issuance, the applicant shall submit a plan for any new utility installations or upgrades for review and approval by the Planning, Engineering and Building Divisions. All utility equipment that is installed outside of a building and that cannot be placed underground shall be properly screened by landscaping. The plan shall show exact locations of all meters, back flow prevention devices, transformers, junction boxes, relay boxes, and other equipment boxes.</li> <li>e. Simultaneous with the submittal of a complete building permit application, the applicant shall submit plans indicating that the applicant shall remove and replace any damaged and significantly worn sections of frontage improvements. The plans shall be submitted for review and approval of the Engineering Division.</li> <li>f. Simultaneous with the submittal of a complete building permit application, the applicant shall submit a Grading and Drainage Plan for review and approval of the Engineering Division. The Grading and Drainage Plan shall be approved prior to the issuance of grading, demolition or building permits.</li> <li>g. Heritage trees in the vicinity of the construction project shall be protected pursuant to the Heritage Tree Ordinance.</li> </ol> </li> </ol>			



City of Menlo Park  
Location Map  
Wu Residence



Scale: 1:3,600

Drawn By: OP

Checked By: THR

Date: 11/14/2016

Sheet:



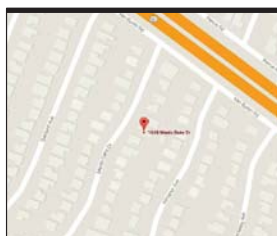
## 1048 Menlo Oaks Drive – Attachment C: Data Table

	PROPOSED PROJECT	EXISTING PROJECT	ZONING ORDINANCE
Lot area	6,185 sf	6,185 sf	7,000 sf min.
Lot width (front)	51.2 ft.	51.2 ft.	65 ft. min.
Lot width (rear)	50.1 ft.	50.1 ft.	65 ft. min.
Lot depth (left)	120.2 ft.	120.2 ft.	100 ft. min.
Lot depth (right)	127.9 ft.	127.9 ft.	100 ft. min.
Setbacks			
Front	20.7 ft.	25.1 ft.	20 ft. min.
Rear	30.8 ft.	30.8 ft.	20 ft. min.
Side (left)	4.8 ft.	4.8 ft.	5 ft. min.
Side (right)	5 ft.	5 ft.	5 ft. min.
Building coverage	2,389 sf	1,862.3 sf	2,802 sf max.
	38.6 %	30.1 %	40 % max.
FAL (Floor Area Limit)	2,389 sf	1,803 sf	2,801.5 sf max.
Square footage by floor	1,997 sf/1st 392 sf/garage	1,331 sf/1st 392 sf/garage 80 sf/shed 48 sf/porch 11.3 sf/fireplace	
Square footage of buildings	2,389 sf	1,862.3 sf	
Building height	14.6 ft.	14.6 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	1*	Non-Heritage trees	7**	New Trees	0
	Heritage trees proposed for removal	0	Non-Heritage trees proposed for removal	0	Total Number of Trees	8

\*This one heritage tree is in the City right of way at the front of the property.

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



## VICINITY MAP

## GENERAL INFORMATION

PROPERTY ADDRESS:	1048 MENLO OAKS DR.
APN:	MENLO PARK CA 94025
DESCRIPTION OF WORK:	APN:062-051-300
	BACK BIDE ADDITION
	<N>MASTER BATH 75.00 SQ. FT.
	FRONT BIDE ADDITION 595.00 SQ. FT.
	<N> FRONT LANDING 35.5 SQ. FT.
	REMODEL AREA 60.7 SQ. FT.
	LEGALIZED AREA 246.9 SQ. FT.
ARCHITECT OF RECORD:	SUSAN CHEN
	20020 TOWN CENTER LN. SUITE 139
	CUPERTINO, CA 95070
	408.865.0577
ZONING:	R-1U
OCCUPANCY GROUP:	R-3U
TYPE OF CONSTRUCTION:	V/B
STARTS:	Q1 STORY

### FLOOR CALCULATION

<b>CODE &amp; REGULATION</b>	
(E) LIVING FLOOR AREA	1,089 SQ. FT.
(E) LEGAL, EXISTING AREA TO BE CONVERTED TO LEGAL	242 SQ. FT.
(E) PORCH	45 SQ. FT.
(E) GARAGE	392 SQ. FT.
	79 SQ. FT.
<b>TOTAL:</b>	<b>1,848 SQ. FT.</b>
<b>NEW ADDITION AREA</b>	
NEW FRONT ADDITION, LIVING	593 SQ. FT.
NEW REAR ADDITION, LIVING	75 SQ. FT.
NEW LANDING	35.5 SQ. FT.
<N> TOTAL PROPOSED LIVING AREA	2,389.9 SQ. FT.
<N> TOTAL PROPOSED BUILDING COVERAGE	2,389.9 SQ. FT.
<N> PROPOSED BUILDING COVERAGE (2,389.96 / 185)	38.6
<b>BUILDING COVERAGE FOR LOT</b>	
UNDER 7,000 sq. ft. 0.185/4048	34.64 SQ. FT.
<b>PERCENT ADDITION</b>	
LAND COVERED BY STRUCTURES	2.80 PERCENT
LANDSCAPING	40.4%
PAVED SURFACES	19.6%
PLANTING SPACES	1 COVERED

## PROPERTY SETBACKS

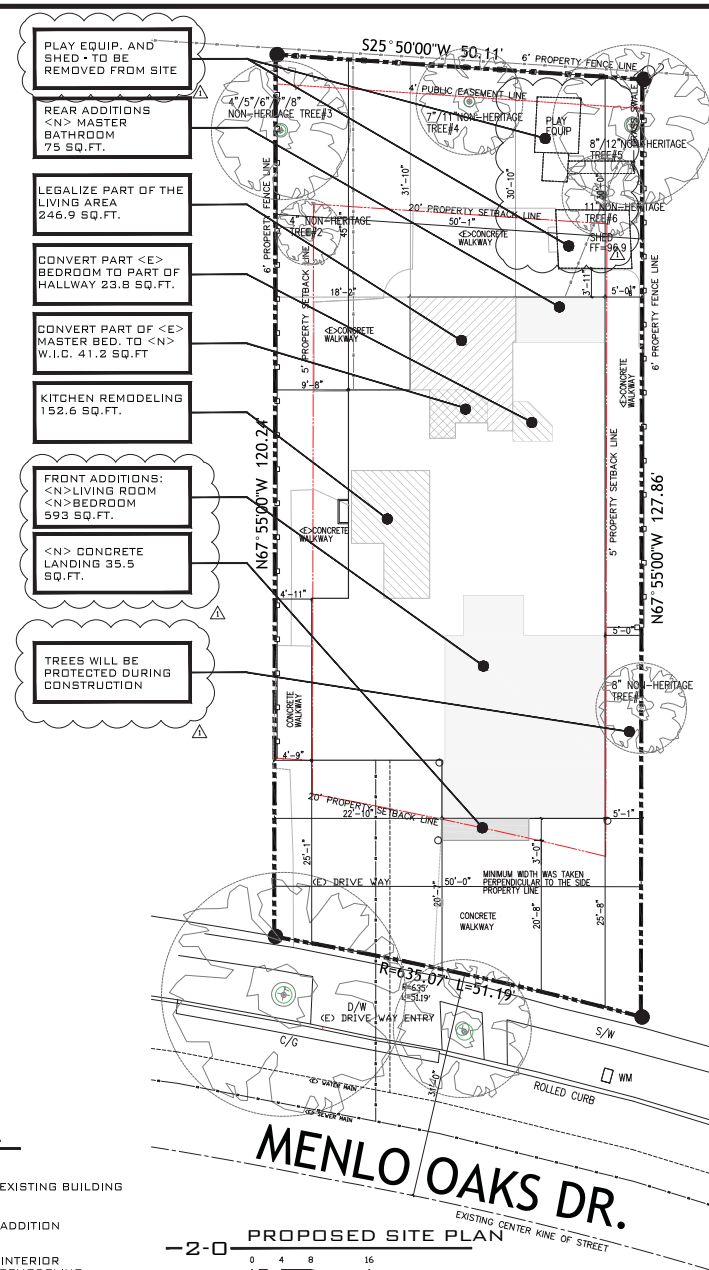
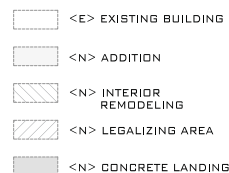
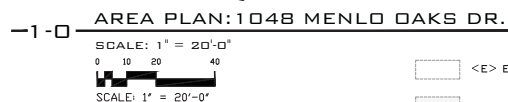
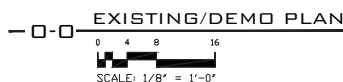
SETBACK:	REQUIRED:	PROPOSED:
FRONT	20'-0"	20'-7"
SIDE	5'-0"	5'-0"
REAR	20'-0"	31'-10"
MAX. HEIGHT	20'-0"	NO CHANGE

## OTHER PLAN NOTES

## ARCHITECTURAL

A-1.0	COVER SHEET / SITE PLAN / DEMO PLAN/ AREA PLAN
A-2.0	PROPOSED FLOOR PLAN/ CROSS SECTIONS/ROOF PLAN
A-2.1	FAL/BUILDING COVERAGE BLOCK DIAGRAMS
A-2.2	NEW WORK VOLUME BLOCK DIAGRAMS
A-3.0	EXISTING ELEVATIONS/PHOTOS
A-3.1	PROPOSED ELEVATIONS/STREETSCAPE
T-1	TOPOGRAPHICAL LAND SURVEY
T-2	TOPOGRAPHICAL LAND SURVEY

## PROJECT DATA

CHEN  
RESIDENCE

1048 MENLO OAKS DR.,  
MENLO PARK, CA  
94025



20370 TOWN CENTER LN  
SUITE 139  
CUPERTINO, CA 95014  
408 865 0527



REVISION	
02.20.16	SUBMITTAL
03.14.16	REVISION 
08.11.16	REVISION 

PROJECT NO. 1539 DATE 02.03.16

SITE PLAN  
DEMO PLAN  
AREA PLAN

**A-1.0**

48 MENLO OAKS DR.,  
MENLO PARK, CA  
94025



0 2' 4' 8'

SCALE:  $1/4" = 1'-0"$

0      2'      4'      8'

SCALE:  $\frac{1}{4}'' = 1'-0''$

0 2' 4' 8'

SCALE:  $1/4" = 1'-0"$

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

SUBJECT NO. 1539 DATE 02.03.16

## A-2.0

EXISTING F.A.L.BLOCK DIAGRAM  
LEGEND

SECTION	LENGTH	WIDTH	AREA
1	17'-0"	18'-2"	308.8
2	5'-1"	5'-0"	25.4
3	33'-6"	15'-8"	524.8
4	28'-0"	19'-4"	541.3
5	5'-6"	11'-1"	61
6	12'-8"	14'-5"	182.6
7	6'-6"	12'-2"	79
			1,722.9 SQ.FT.

ALL DIMENSIONS ARE MEASURED FROM EXTERIOR WALLS

TOTAL EXISTING F.A.L.: 1,723 SQ.FT.

FLOOR AREA ALLOWANCE:

LOT AREA SIZE: 6,185 SQ.FT.

LOTS BETWEEN 5,000 AND 7,000 SQ.FT.

TOTAL ALLOWANCE FLOOR AREA: 2800.00 SQ.FT.

EXISTING BUILDING AREA  
BLOCK DIAGRAM LEGEND

SECTION	LENGTH	WIDTH	AREA
LIVING AREA AND GARAGE			1,722.9
8	5'-6"	8'-3"	45.4
9	7'-11"	10'-0"	79.2
			1,847.5 SQ.FT.

ALL DIMENSIONS ARE MEASURED FROM EXTERIOR WALLS

TOTAL EXISTING BUILDING COVERAGE: 1,848 SQ.FT.

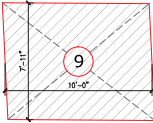
FLOOR AREA ALLOWANCE:

LOT AREA SIZE: 6,185 SQ.FT.

LOT COVERAGE: 30.2%

FOR LOT UNDER 7,000 IS 40%

TOTAL ALLOWANCE BUILDING AREA: 2,474.00 SQ.FT.



PROPOSED F.A.L.BLOCK  
DIAGRAM LEGEND

SECTION	LENGTH	WIDTH	AREA
1	22'-1"	17'-9"	392
2	29'-11"	22'-3"	645.6
3	28'-5"	35'-0"	994.6
4	12'-8"	28'-7"	337.7
			2,389.9 SQ.FT.

ALL DIMENSIONS ARE MEASURED FROM EXTERIOR WALLS

TOTAL PROPOSED F.A.L.: 2,390 SQ.FT.

R1-U ZONING DISTRICT:

FLOOR AREA ALLOWANCE:

LOT AREA SIZE: 6,185 SQ.FT.

LOTS BETWEEN 5,000 AND 7,000 SQ.FT.

TOTAL ALLOWANCE FLOOR AREA: 2800.00 SQ.FT.

PROPOSED BUILDING AREA  
BLOCK DIAGRAM LEGEND

SECTION	LENGTH	WIDTH	AREA
1	22'-1"	17'-9"	392
2	29'-11"	22'-3"	645.6
3	28'-5"	35'-0"	994.6
4	12'-8"	28'-7"	337.7
			2,389.9 SQ.FT.

ALL DIMENSIONS ARE MEASURED FROM EXTERIOR WALLS

TOTAL PROPOSED BUILDING COVERAGE: 2,389.9 SQ.FT.

R1-U ZONING DISTRICT:

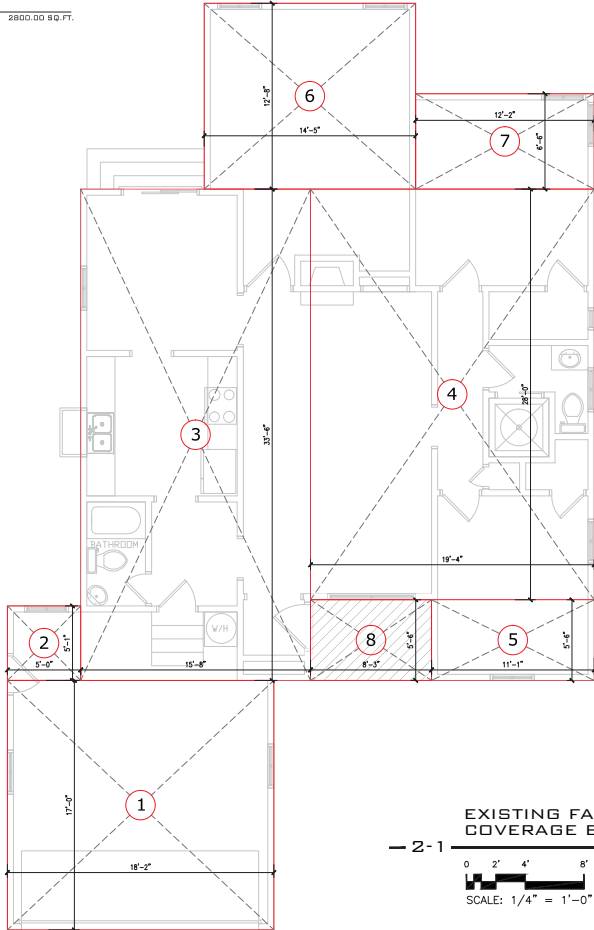
FLOOR AREA ALLOWANCE:

LOT AREA SIZE: 6,185 SQ.FT.

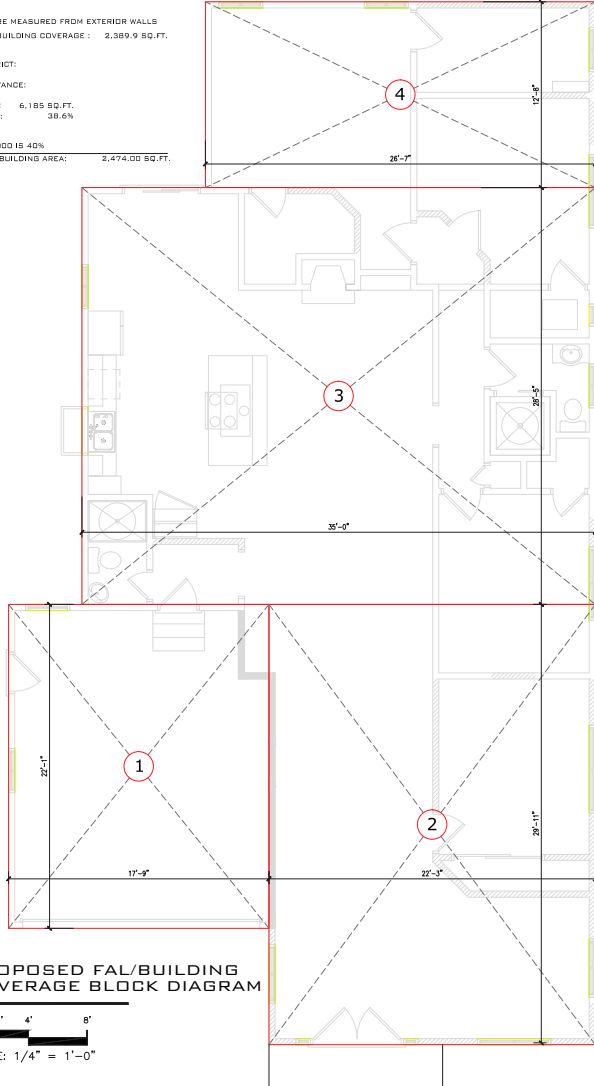
LOT COVERAGE: 38.6%

FOR LOT UNDER 7,000 IS 40%

TOTAL ALLOWANCE BUILDING AREA: 2,474.00 SQ.FT.



EXISTING FAL/BUILDING  
COVERAGE BLOCK DIAGRAM



PROPOSED FAL/BUILDING  
COVERAGE BLOCK DIAGRAM

CHEN  
RESIDENCE

1048 MENLO OAKS DR.,  
MENLO PARK, CA  
94025



20370 TOWN CENTER LN  
SUITE 139  
CLIPPING, CA 94014  
408.865.0577



REVISION  
02.20.16 SUBMITTAL  
03.14.16 REVISION  
05.11.16 REVISION

PROJECT NO. 1539 DATE 02.03.16

FAL/BUILDING  
COVERAGE  
BLOCK  
DIAGRAMS

A-2.1

# CHEN RESIDENCE

1048 MENLO OAKS DR.,  
MENLO PARK, CA  
94025



20370 TOWN CENTER LN  
SUITE 130  
CUPERTINO, CA 95014  
408.865.0577



## PREVIOUS CALCULATION EXISTING DEVELOPMENT

NON-CONFORMING STRUCTURE TYPE	SQUARE FOOTAGE	CONSTRUCTION COST	EXISTING VALUE
EXISTING FLOOR	1090	\$200/Sq.Ft.	\$218,000
EXISTING GARAGE	393	\$70/Sq.Ft.	\$27,440
TOTAL:			\$245,440.00

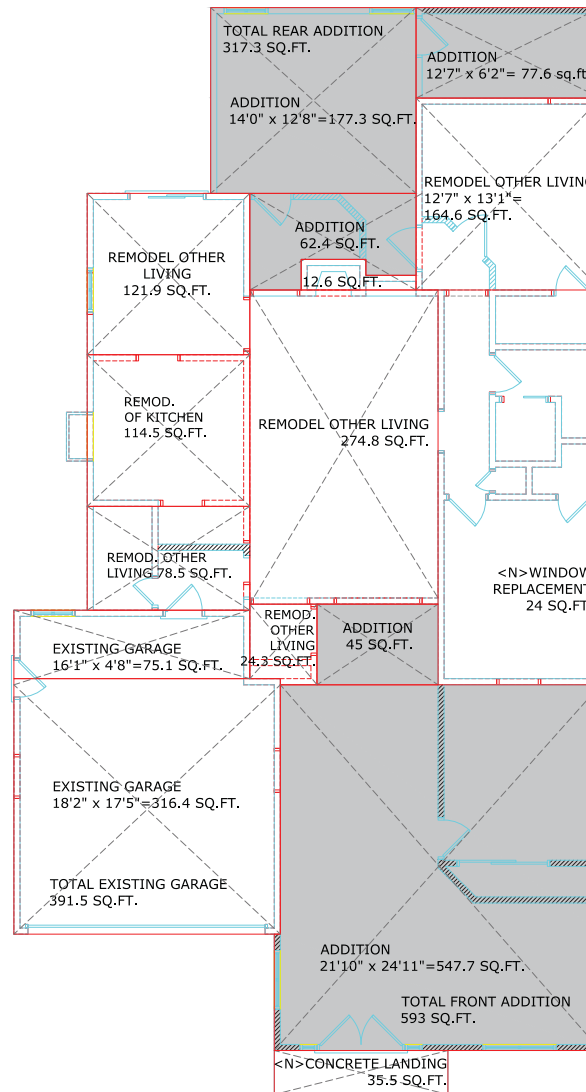
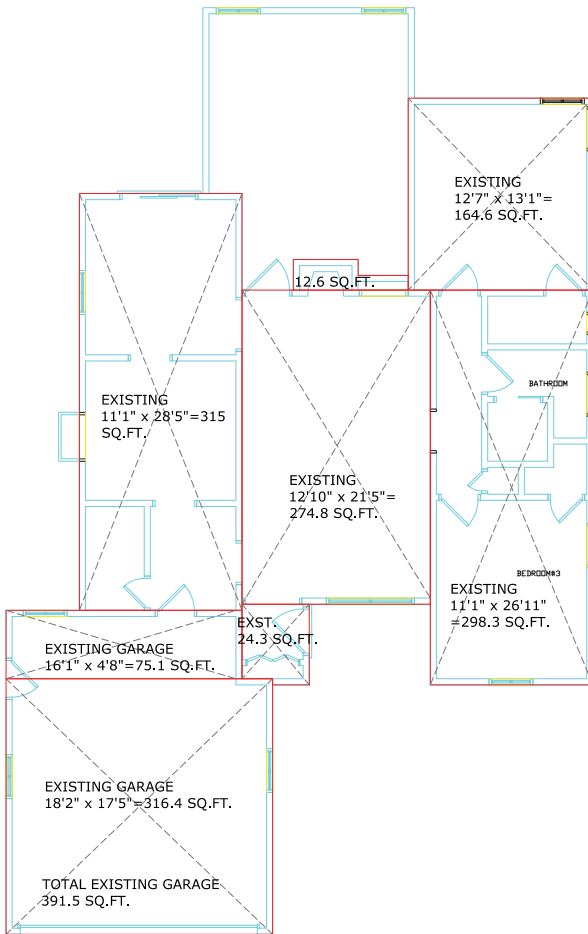
SINGLE-FAMILY  
DEVELOPMENT-SINGLE-STORY (R-1-U)  
PERMIT THRESHOLD: 75%  
75% OF 245,440 = \$184,080.00

## PROPOSED DEVELOPMENT

CATEGORY 1: NEW SQUARE FOOTAGE			
NON-CONFORMING STRUCTURE TYPE	SQUARE FOOTAGE	CONSTRUCTION COST	EXISTING VALUE
FRONT FLOOR ADDITION	593	\$200/Sq.Ft.	\$118,600
REAR FLOOR ADDITION	317	\$200/Sq.Ft.	\$63,400
TOTAL:			\$182,000.00

CATEGORY 2: REMODEL OF EXISTING SQUARE FOOTAGE			
NON-CONFORMING STRUCTURE TYPE	SQUARE FOOTAGE	CONSTRUCTION COST	EXISTING VALUE
REMODEL OTHER LIVING	677	\$100/Sq.Ft.	\$67,700
REMODEL GARAGE	392	\$35/Sq.Ft.	\$13,720
WINDOW REPLACEMENT	24	\$35/Sq.Ft.	\$840
REMODEL KITCHEN	115	\$130/Sq.Ft.	\$14,950

TOTAL: \$97,210.00  
GRAND TOTAL: \$279,210.00  
113.7%



-1- EXISTING DEVELOPMENT BLOCK DIAGRAM

0 2 4 8

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

-2- PROPOSED DEVELOPMENT BLOCK DIAGRAM

0 2 4 8

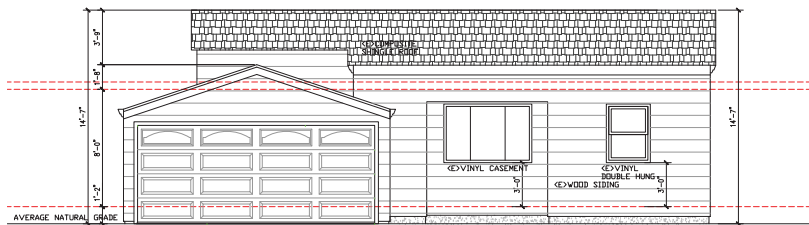
SCALE: 1/4" = 1'-0"

REVISION  
02.20.16 SUBMITAL  
03.14.16 REVISION  
05.11.16 REVISION

PROJECT NO. 1539 DATE 02.03.16

BLOCK DIAGRAM  
EXISTING/  
NONCONFORMING  
NEW WORK VALUE  
CALCULATION  
DIAGRAMS

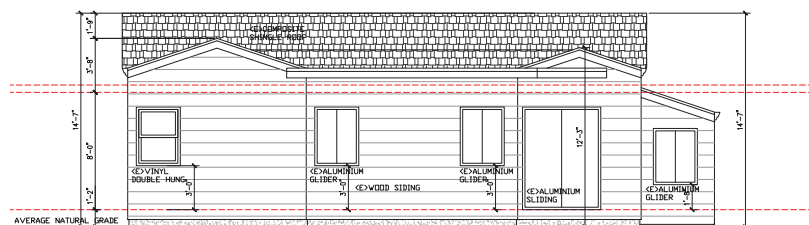
A-2.2



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



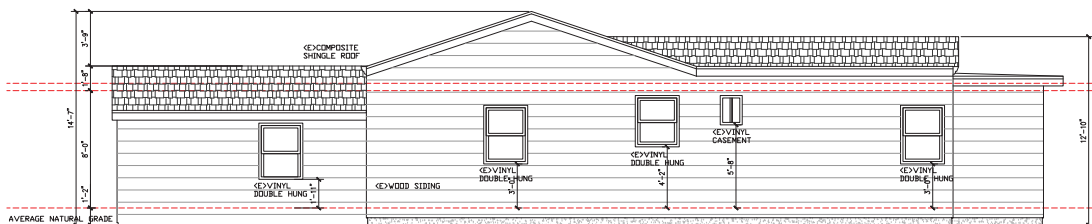
EXISTING FRONT WEST ELEVATION



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



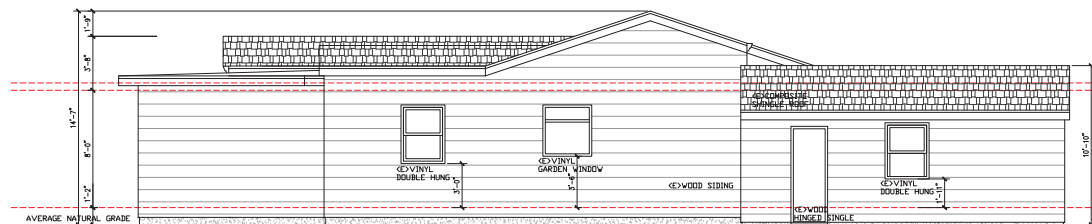
EXISTING REAR EAST ELEVATION



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



EXISTING RIGHT SOUTH ELEVATION



-4-1  
EXISTING LEFT NORTH ELEVATION  
SCALE: 1/4" = 1'-0"



EXISTING LEFT NORTH ELEVATION

# CHEN RESIDENCE

1048 MENLO OAKS DR.,  
MENLO PARK, CA  
94025



20370 TOWN CENTER LN  
SUITE 139  
CLIFTON, CA 95014  
408.865.0577



REVISION  
02.20.16 SUBMITTAL  
03.14.16 REVISION  
05.11.16 REVISION

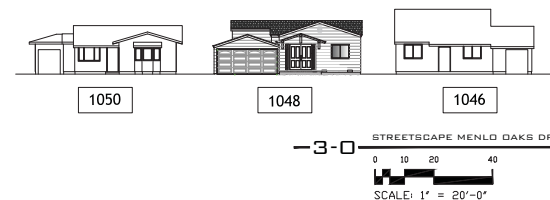
PROJECT NO. 1539 DATE 02.03.16

EXISTING  
ELEVATIONS/  
PHOTOS

A-3.0



1048 MENLO OAKS DR.  
MENLO PARK, CA  
94025



REVISION	
02.20.16	SUBMITTAL
03.14.16	REVISION
08.11.16	REVISION

PROJECT NO. 1539 DATE 02.03.16

PROPOSED  
ELEVATIONS/  
STREETSCAPE

### A-3.1

## **1048 Menlo Oaks Dr Menlo Park, CA 94025 Addition Project**

The main purpose for the proposal is to provide additional living area; family preparing to have additional family members living with them at the current project location.

This project consists of a front and back addition to an existing single-family home, as well as remodeling of the interior space.

The architecture of the building is to remain, the roof ridge remains at the same height and the new additions will employ matching gabled roof similar to the existing. The project provides new gabled cantilevered roof, defining main entry and matching the existing Ranch style. The exterior materials will be similar to the existing finish.

The addition almost retains the existing house untouched; it stays within front and rear yard setbacks. The front addition creates new living area and bedroom and the rear addition creates new master bathroom. Interior remodeling consists of removing the wall, enclosing the kitchen, to combine it with family room and some minor changes for creating new master walk in closet and the hallway between garage and kitchen. The existing driveway and garage are to remain unchanged. The rear addition creates master bathroom suite. The house has existing illegal rear part which will be legalized as a part of the project.

The project remains in use as a single-family home, no changes to the family that resides there. It will better facilitate their desired uses and improve the perception of the home as seen from the street. As a result of the property being a regular lot, only two neighbors were in position to be affected by the work, keeping these neighbors in mind the roofline keeps at or below the existing roofline, so no additional shadows and limited line-of-sight would be affected.

In conclusion the project is a simple addition of 670 sq. ft., keeping with the neighborhood existing architectural conditions, and it will improve the perception of the existing site conditions as a whole for the owners family use and keeping the existing architecture without any major modifications or alterations.



## STAFF REPORT

### Planning Commission

**Meeting Date:**

**11/14/2016**

**Staff Report Number:**

**16-094-PC**

**Public Hearing:**

**Use Permit/SlipChip Corporation/230 Constitution Drive**

### Recommendation

Staff recommends that the Planning Commission approve a use permit for the use and storage of hazardous materials associated with research, development, and manufacturing of nucleic acid and protein detection equipment for point-of-care diagnostics in domestic and global health settings, field-based measurements for industrial applications, and complex assays across a range of laboratory settings, located in an existing building at 230 Constitution Drive in the M-2 (General Industrial) zoning district. All hazardous materials would be used and stored within the existing building. 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 an existing office and research and development (R&D) building located at 230 Constitution Drive, southwest of the intersection of Constitution Drive and Jefferson Drive. A location map is included as Attachment B. Adjacent parcels are also zoned M-2 and primarily contain warehouse, light manufacturing, R&D, and office uses. Other facilities in the area have previously received hazardous materials use permits, including 200 Constitution Drive, adjacent to the west, and 175-177 Jefferson Drive, adjacent to the south. Other properties in the vicinity, such as 125 Constitution Drive, across Chrysler Drive to the west, and 155 Jefferson Drive, southwest of the subject site, also received use permits for use and storage of hazardous materials within the past 18 months. The closest residential uses are located along Hedge Road in the Suburban Park neighborhood, approximately 1,400 feet southwest of the subject property. The subject building is located approximately 1,400 feet north of Kelly Park and the Onetta Harris Community Center, and 750 feet east of a proposed high school for the Sequoia Union High School District at 150 Jefferson Drive.

### Analysis

#### *Project description*

SlipChip Corporation develops, manufactures and markets laboratory tests that are traditionally highly complex in nature, which can be used in point-of-care diagnostics. The business is moving its operations

from San Jose to a larger space at 230 Constitution Drive. The new facility will be the company's sole location for research, product development, and manufacturing. SlipChip currently has 27 employees, and expects to grow to as many as 100 employees over the next five years. The project plans and the applicant's project description letter are included as Attachments C and D, respectively.

### ***Proposed hazardous materials***

Proposed hazardous materials include non-flammable gases, oxidizing gases, combustibles, corrosives, flammables, oxidizers, toxics, unstable reactives, and water reactives. The project plans provide the locations of chemical use and storage, as well as hazardous waste storage. In addition, the plans identify the location of safety equipment, such as emergency eyewash stations and showers, spill kits, and exit pathways. All hazardous materials would be used and stored inside of the building.

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

Staff believes that the proposed use and quantities of hazardous materials would be compatible and consistent with other uses in the area, and would bring a new business to Menlo Park. Staff has included recommended conditions of approval that would limit changes in the use of hazardous materials, require a new business to submit a chemical inventory to seek compliance if the existing use is discontinued, and address violations of other agencies in order to protect the health and safety of the public.

### ***Agency review***

The Menlo Park Fire Protection District, City of Menlo Park Building Division, West Bay Sanitary District, and San Mateo County Environmental Health Services Division were contacted regarding the proposed use and storage of hazardous materials on the project site. Each entity found the proposal to be in compliance with all applicable standards (Attachment G). The West Bay Sanitary District requested confirmation that it is listed as an emergency contact in the emergency response plan, as well as Silicon Valley Clean Water, in case of an accidental discharge into the sanitary sewer system. This has been included as part of Condition 4a. The County Environmental Health Services Division approval indicates that the Health Department must inspect the facility once it is in operation. Otherwise, there would be no unique requirements for the proposed use, based on the specific types and amounts of chemicals that are proposed.

### ***Correspondence***

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

### **Conclusion**

Staff believes that the proposed use and quantities of hazardous materials would be compatible and consistent with other uses in this area, and would allow a new business to locate in Menlo Park. The HMIF and chemical inventory include a discussion of the applicant's training plan and protection measures in the event of an emergency. Relevant agencies have indicated their approval of the proposed hazardous materials uses on the property. Staff recommends that the Planning Commission approve the proposed project.

### **Impact on City Resources**

The project sponsor is required to pay Planning, Building and Public Works permit fees, based on the City's Master Fee Schedule, to fully cover the cost of staff time spent on the review of the project.

### **Environmental Review**

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

### **Public Notice**

Public Notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting. Public notification also consisted of publishing a notice in the local newspaper and notification by mail of owners and occupants within a 1,320-foot radius of the subject property.

### **Appeal Period**

The Planning Commission action will be effective after 15 days unless the action is appealed to the City Council, in which case the outcome of the application shall be determined by the City Council.

### **Attachments**

- A. Recommended Actions
- B. Location Map
- C. Project Plans
- D. Project Description Letter
- E. Hazardous Materials Information Form
- F. Chemical Inventory
- G. Hazardous Materials Agency Referral Forms

### **Disclaimer**

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

### **Exhibits to Be Provided at Meeting**

None



Staff Report #: 16-094-PC

Report prepared by:  
Tom Smith, Associate Planner

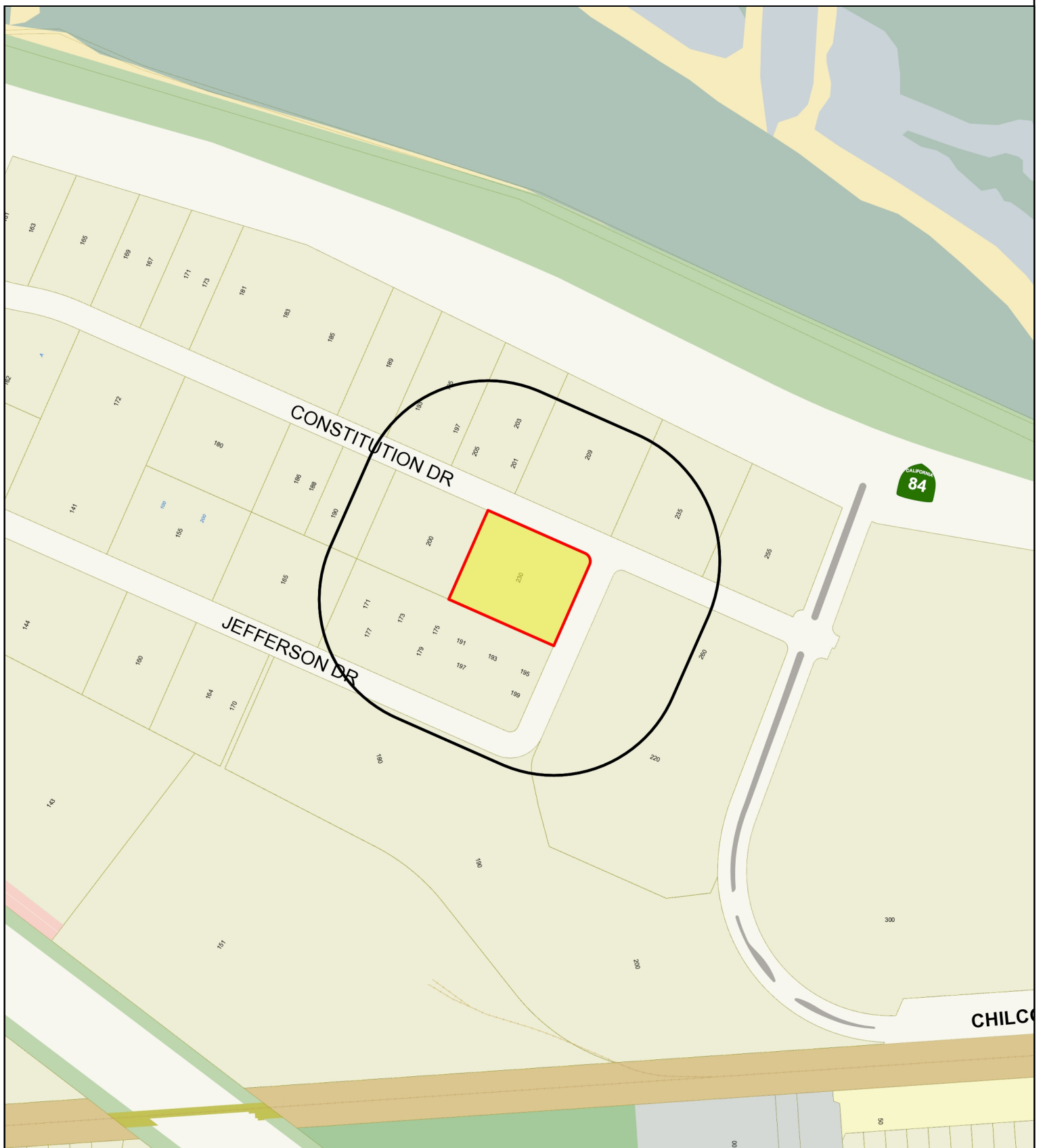
Report reviewed by:  
Thomas Rogers, Principal Planner

## 230 Constitution Drive – Attachment A: Recommended Actions

<b>LOCATION:</b> 230 Constitution Drive	<b>PROJECT NUMBER:</b> PLN2016-00092	<b>APPLICANT:</b> SlipChip Corporation	<b>OWNER:</b> David D. Bohannon Organization
<b>REQUEST:</b> Request for a use permit for the use and storage of hazardous materials associated with research, development, and manufacturing of nucleic acid and protein detection equipment for point-of-care diagnostics in domestic and global health settings, field-based measurements for industrial applications, and complex assays across a range of laboratory settings, located in an existing building in the M-2 (General Industrial) zoning district. All hazardous materials would be used and stored within the existing building.			
<b>DECISION ENTITY:</b> Planning Commission	<b>DATE:</b> November 14, 2016	<b>ACTION:</b> TBD	
<b>VOTE:</b> TBD (Barnes, Combs, Goodhue, Kahle, Onken, Riggs, Strehl)			
<b>ACTION:</b> <ol style="list-style-type: none"><li>1. Make a finding that the project is categorically exempt under Class 1 (Section 15301, "Existing Facilities") of the current California Environmental Quality Act (CEQA) Guidelines.</li><li>2. Make findings, as per Section 16.82.030 of the Zoning Ordinance pertaining to the granting of use permits, that the proposed use will not be detrimental to the health, safety, morals, comfort and general welfare of the persons residing or working in the neighborhood of such proposed use, and will not be detrimental to property and improvements in the neighborhood or the general welfare of the City.</li><li>3. Approve the use permit subject to the following <i>standard</i> conditions:<ol style="list-style-type: none"><li>a. Development of the project shall be substantially in conformance with the plans provided by Green Environment, Inc., consisting of six plan sheets, dated received September 7, 2016, as well as the Hazardous Materials Information Form (HMIF), dated received September 7, 2016, approved by the Planning Commission on November 14, 2016 except as modified by the conditions contained herein, subject to review and approval of the Planning Division.</li><li>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.</li><li>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.</li><li>d. If there is an increase in the quantity of hazardous materials on the project site, a change in the location of the storage of the hazardous materials, or the use of additional hazardous materials after this use permit is granted, the applicant shall apply for a revision to the use permit.</li><li>e. Any citation or notification of violation by the Menlo Park Fire Protection District, San Mateo County Environmental Health Department, West Bay Sanitary District, Menlo Park Building Division or other agency having responsibility to assure public health and safety for the use of hazardous materials will be grounds for considering revocation of the use permit.</li><li>f. If the business discontinues operations at the premises, the use permit for hazardous materials shall expire unless a new business submits a new hazardous materials information form and chemical inventory to the Planning Division for review by the</li></ol></li></ol>			

230 Constitution Drive – Attachment A: Recommended Actions

<b>LOCATION:</b> 230 Constitution Drive	<b>PROJECT NUMBER:</b> PLN2016-00092	<b>APPLICANT:</b> SlipChip Corporation	<b>OWNER:</b> David D. Bohannon Organization
<b>REQUEST:</b> Request for a use permit for the use and storage of hazardous materials associated with research, development, and manufacturing of nucleic acid and protein detection equipment for point-of-care diagnostics in domestic and global health settings, field-based measurements for industrial applications, and complex assays across a range of laboratory settings, located in an existing building in the M-2 (General Industrial) zoning district. All hazardous materials would be used and stored within the existing building.			
<b>DECISION ENTITY:</b> Planning Commission	<b>DATE:</b> November 14, 2016	<b>ACTION:</b> TBD	
<b>VOTE:</b> TBD (Barnes, Combs, Goodhue, Kahle, Onken, Riggs, Strehl)			
<b>ACTION:</b>  applicable agencies to determine whether the new hazardous materials information form and chemical inventory are in substantial compliance with the use permit.			



City of Menlo Park  
Location Map  
230 Constitution Drive



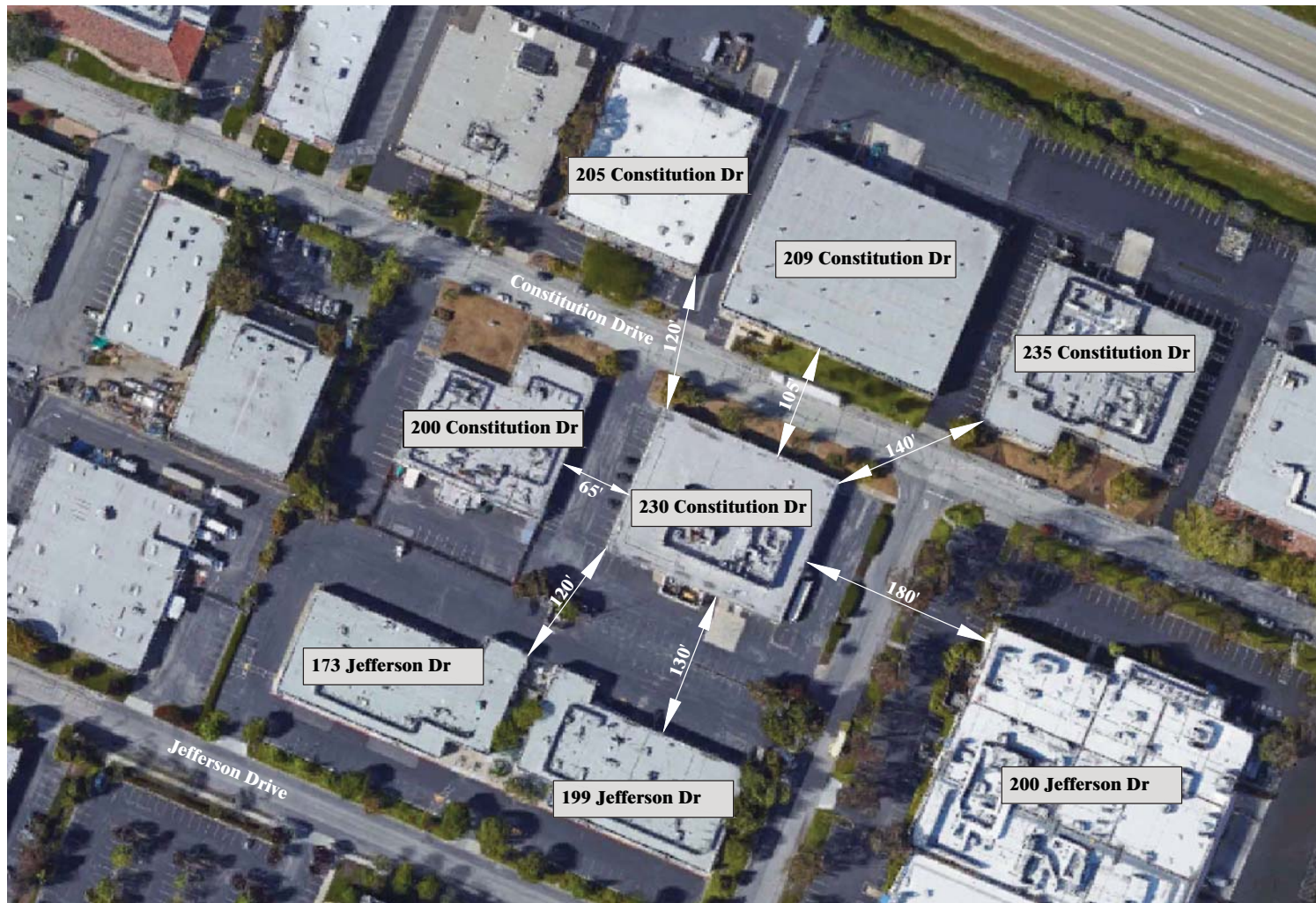
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Drawn By: TAS

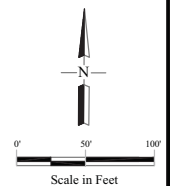
Checked By: THR

Date: 11/14/2016

Sheet: 1

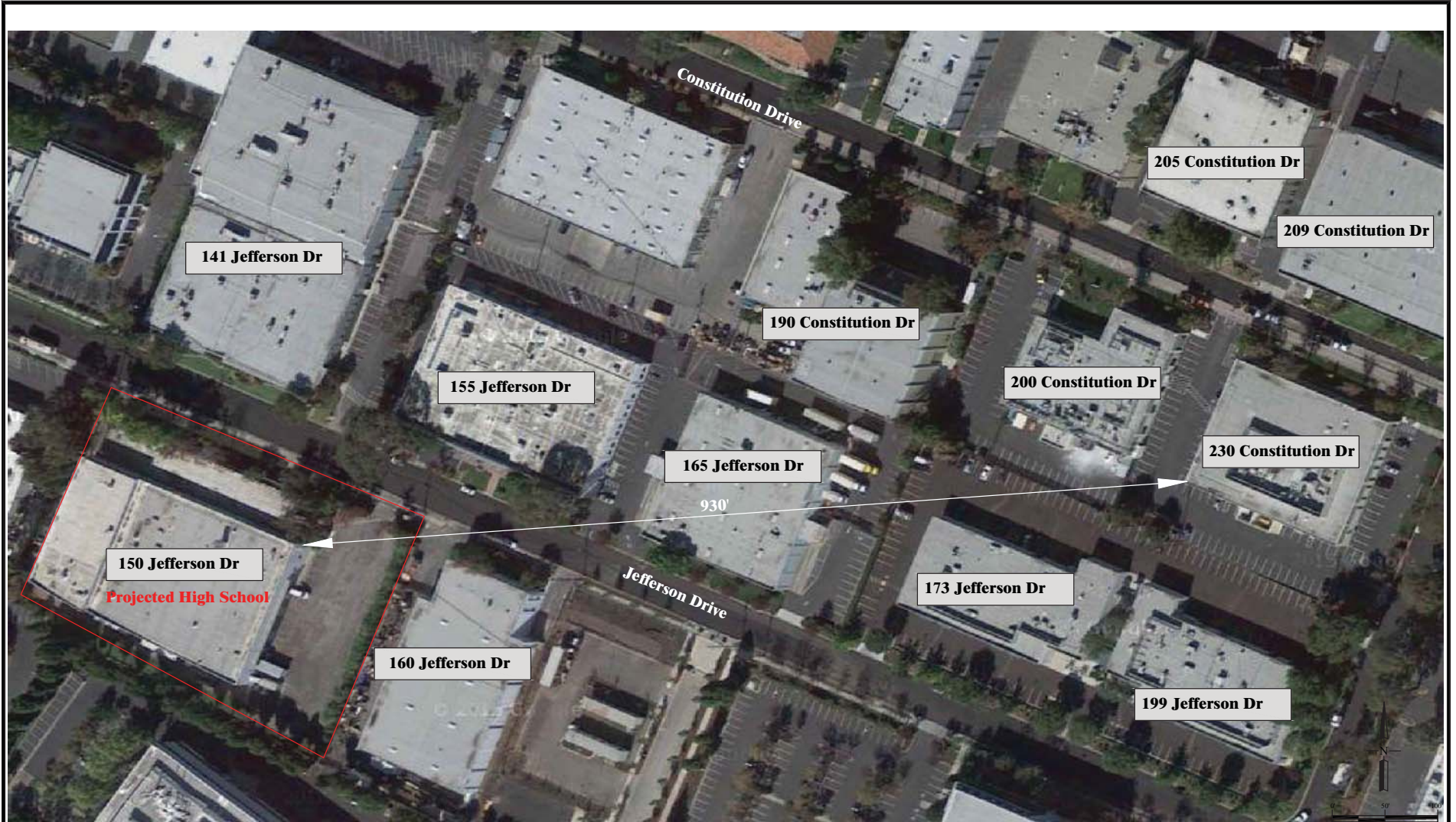


Distances are approximate per Google Earth 2015.



<p>Legend:</p>		<p>Drawing Name: SITE MAP</p> <p>Address: SlipChip Corporation 230 Constitution Drive Menlo Park, California</p>	<p>Drawn by: KA</p> <p>Date: 05-26-2016</p> <p>Scale:</p> <p>Job # R161188</p> <p>Figure # Figure 1</p>
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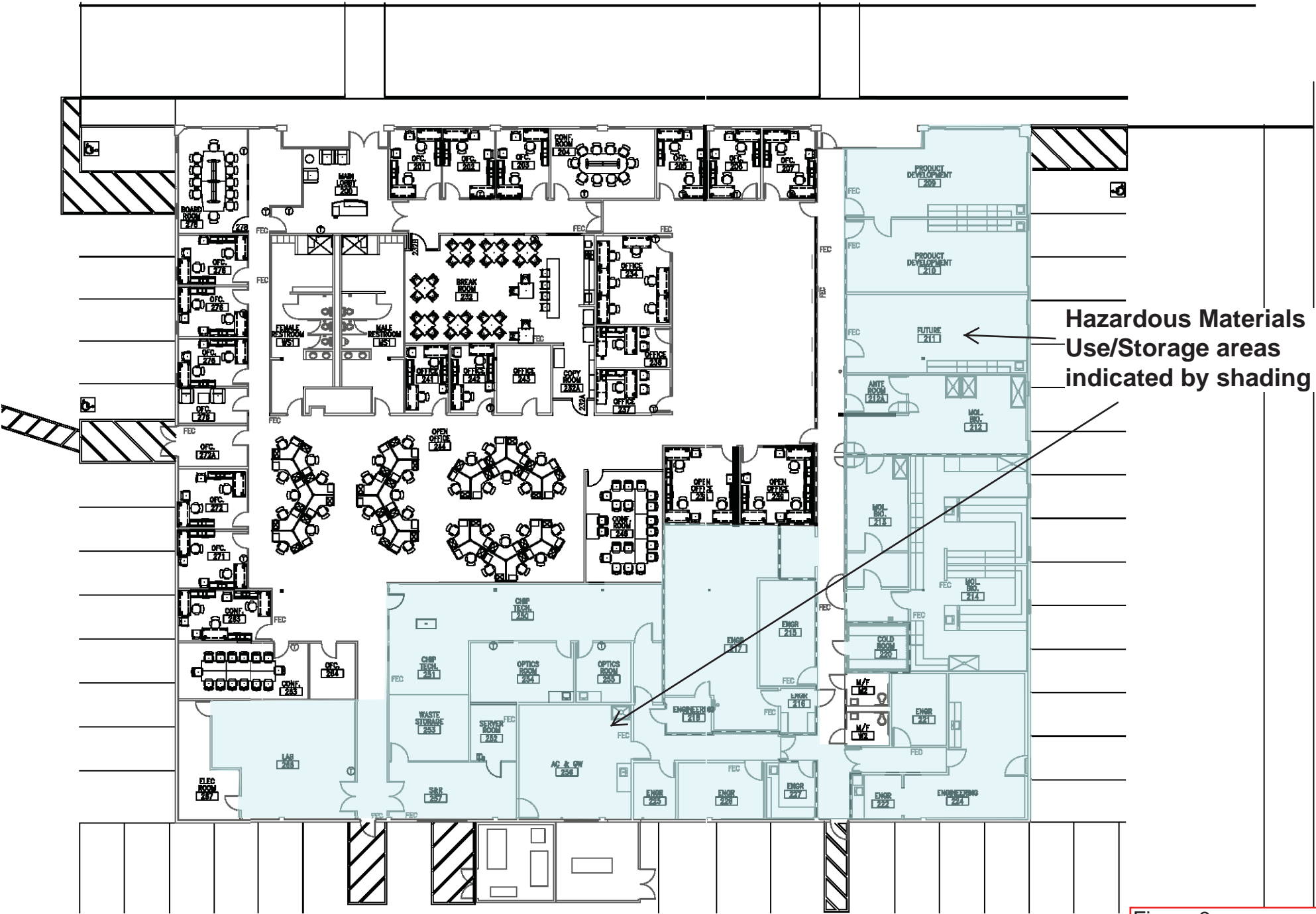




Distances are approximate per Google Earth 2015.

Scale in Feet

<p>Legend:</p>		<p>Drawing Name: SITE MAP WITH SCHOOL</p> <p>Address: SlipChip Corporation 230 Constitution Drive Menlo Park, California</p>	<p>Drawn by: KA</p> <p>Date: 05-26-2016</p> <p>Scale:</p> <p>Job #: R161188</p> <p>Figure #: Figure 2</p>
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**Hazardous Materials  
Use/Storage areas  
indicated by shading**

JEFFERSON AVENUE

**Floor plan represents existing  
condition, to be used as is**

**Figure 3  
Existing Floor Plan**

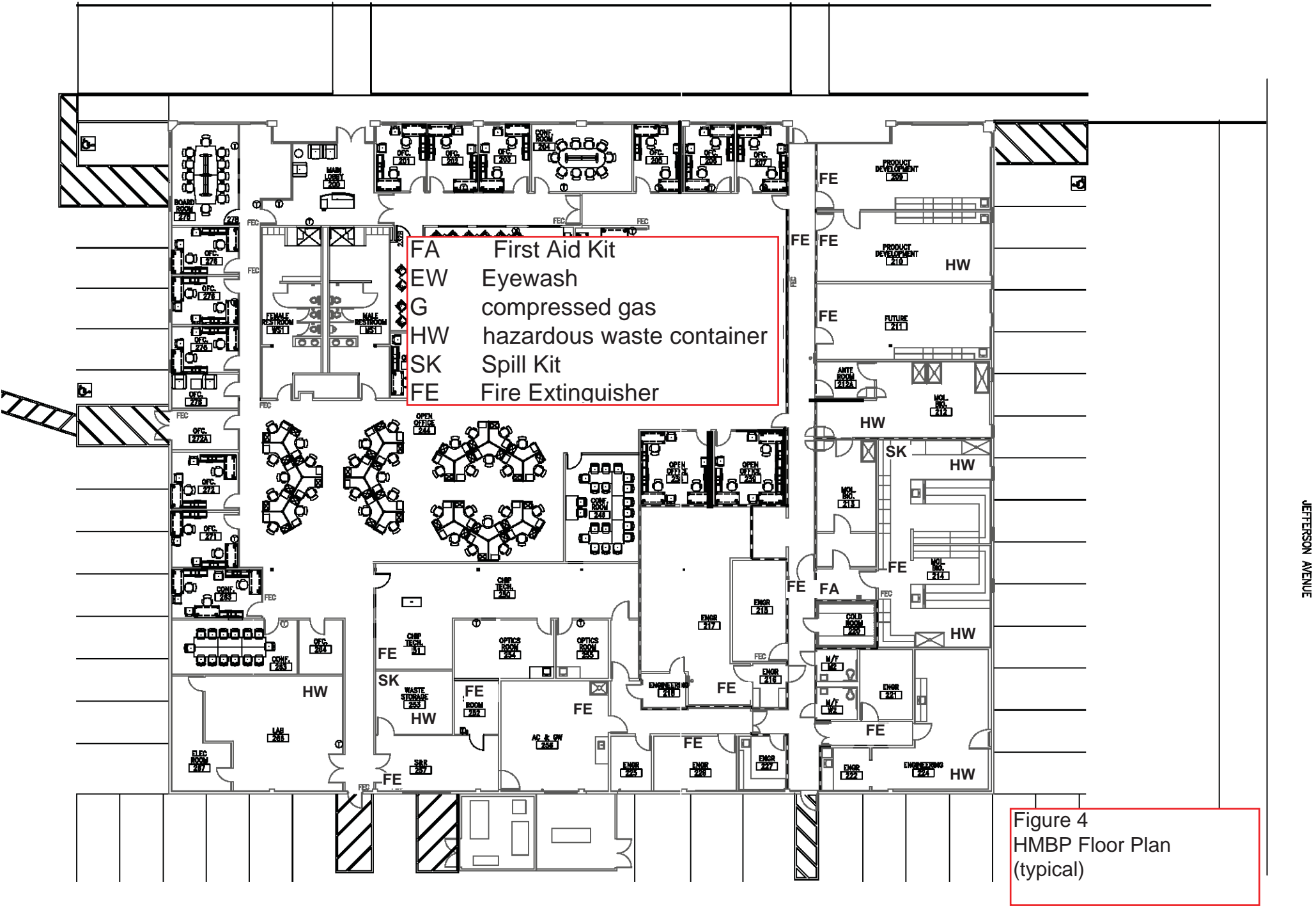


Figure 4  
HMBP Floor Plan  
(typical)





**WEST SIDE OF BUILDING**



**NORTH SIDE OF BUILDING**



**SOUTH SIDE OF BUILDING**



**EAST SIDE OF BUILDING**

Legend:

**FOR REFERENCE ONLY**



Drawing Name:

**ELEVATIONS**

Address:

SlipChip Corporation  
230 Constitution Drive  
Menlo Park, California

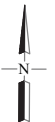
Drawn by: KA

Date: 07-22-2016

Scale: Not To Scale

Job # R161188

Figure # Figure 5



Legend:

**FOR REFERENCE ONLY**



Drawing Name:

**ROOF PLAN**

Address:

SlipChip Corporation  
230 Constitution Drive  
Menlo Park, California

Drawn by:	KA
Date:	07-20-2016
Scale:	Not To Scale
Job #	R161188
Figure #	Figure 6



Project Description  
October 2016

At SlipChip, we make high-complexity laboratory tests easy to perform, affordable and accessible even in developing areas. Many *qualitative* tests that provide a simple "yes" or "no" answer (like an at-home pregnancy test) have been optimized for use in resource-limited settings. SlipChip is developing a way to provide accurate *quantitative data* outside a lab setting, which can be used in point-of-care diagnostics in domestic and global health settings.

SlipChip is moving its operations from south San Jose to this site at 230 Constitution Drive. The new facility will be the sole location for research, product development and manufacturing. SlipChip currently has 32 employees on-site and expects to grow to as many as 100 employees in Menlo Park over the next five years.

As part of its research and development efforts, SlipChip will use small quantities of some hazardous materials, in the properly equipped labs on site. These materials will be used in fume hoods or other appropriately exhausted space. Small quantities of chemicals such as acids are used in preparing experimental solutions. Other various solvents, including isopropyl alcohol, are used to clean and process our components. The container size for most hazardous substances are one gallon or less.

SlipChip will not manufacture any materials at the site for some time and will produce hazardous waste on the order of a few gallons per month as a result of its R&D activities.

Neither an air emissions permit nor a wastewater discharge permit is anticipated to be required for the facility.

Chemicals and other reagents will be delivered by common carrier. Delivery frequency will vary with the pace of activities, but is not expected to exceed bi-monthly. Hazardous waste is removed from site by a licensed hauler; removal is generally on a bi-monthly basis.



**COMMUNITY DEVELOPMENT DEPARTMENT**  
**RECEIVED**  
**PLANNING DIVISION**

SEP 07 2016

CITY OF MENLO PARK  
BUILDING

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

## HAZARDOUS MATERIALS INFORMATION FORM

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

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

Please see attached spreadsheet.

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

Flammable materials will be stored within rated storage cabinets and segregated by hazard class. Storage areas for chemicals will be monitored by lab staff during normal business hours (visual). Weekly documented inspections of hazardous waste storage areas are performed.

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

The largest waste container will be 10-gallon capacity. All liquid wastes are secondarily contained, and a Spill Kit is stored on site.

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

Licensed waste haulers will be used. If SlipChip qualifies as a Very Small Quantity Generator, it may use the San Mateo County VSQG disposal program.

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

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

Lab employees receive training on management of chemicals and waste. All employees receive training on what to do in case of emergencies, including chemical spills. The site's emergency response plan includes procedures to notify first responders and make reports to outside agencies. There are no USTs at the site.

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

All training is documented, and training records are kept by the Manager responsible for safety issues.

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

The procedures for notifying emergency response personnel and outside agencies are contained in the site's written emergency response plan. This plan describes various emergency scenarios and specifically who to call and how to respond, internally and in conjunction with responding agencies, including SFPUC and the Chief Facilities Officer for Sequoia Union High School District.

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

EHS/Facilities personnel are authorized to shut down utilities if a spill requires such action. Spills are contained using materials from Spill Kit, and if larger than internal capabilities, the outside emergency response contractor is called. If danger exists, MP FPD is also called.

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

Stanford Hospital, Palo Alto

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

RECEIVED

ATTACHMENT F

SEP 07 2016

SlipChip Hazardous Materials

Chemical	S,L G	Initial Qty	Future Qty	Unit	Fire Code Hazard 1	Fire Code Hazard 2	Fire Code Hazard 3	Fire Code Hazard 4
Argon	G	228	456	cf	NFG			
Nitrogen	G	2052	2736	cf	NFG			
<b>Total Non-flammable (inert) gases</b>			<b>3192</b>	<b>cf</b>				
Oxygen	G	228	456	cf	OX			
<b>Total Oxidizing gases</b>			<b>456</b>	<b>cf</b>				
Liquid Nitrogen		500	500	gal	cryo			
Liquid Argon		0	100	gal	cryo			
<b>Cryogenic inert</b>			<b>600</b>	<b>gallons</b>				
(R)-(+)-Limonene		250	1000	mL	Comb II			
(Tridecafluoro-1,1,2,2-tetrahydrooctyl)-1-trichlorosilane		5	100	g	Comb II	WR3	corrosive	
3-(trimethoxysilyl)propyl methacrylate		50	1000	mL	Comb II	UR1		
Acetic Acid, Glacial		1	4	L	Comb II	corrosive		
Dimethylpolysiloxane (12500 cSt)		100	1000	g	Comb II			
N,N-Dimethylformamide		100	1000	mL	Comb II			
Syl-off 4000 Catalyst		0.96	2	kg	Comb II			
Syl-off 7682-055 Crosslinker		0.5	1	kg	Comb II			
Syl-off 9176 Anchorage Additive		0.5	1	kg	Comb II			
Syl-off SL9250 Anchorage Additive		1	2	kg	Comb II			
<b>Total Combustible II</b>			<b>3</b>	<b>gal</b>				
2-Mercaptoethanol		100	200	mL	Comb IIIB	toxic		
<b>Total Combustible IIIA</b>			<b>&lt;1</b>	<b>gal</b>				
Dimethyl sulfoxide		550	2000	mL	Comb IIIB			
Mineral Oil		500	2000	mL	Comb IIIB			
Paraffin Oil		1	4	L	Comb IIIB			
Polyethylene glycol 50% w/v		200	2000	mL	Comb IIIB			
silicone oil AP 150 Wacker		250	2000	mL	Comb IIIB			
Syl-off 7682-055 Crosslinker		20	30	kg	Comb IIIB			
Tetradecane		3100	6200	mL	Comb IIIB			
Thesit		100	1000	g	Comb IIIB	corrosive		
Triton X-100		100	1000	mL	Comb IIIB			
<b>Total Combustible IIIB</b>			<b>12</b>	<b>gal</b>				
Buffered Oxide Etchants		1	5	gal	corrosive	toxic		
Chromium Etchant		1	5	gal	corrosive	toxic		
Hydrochloric Acid 36.5-38.0%, bioreagent, for molecular biology		100	2000	ml	corrosive			
waste corrosive liquids		3	55	gal	corrosive			
<b>Total Corrosives</b>			<b>65.5</b>	<b>gal</b>				
<b>Total Corrosives including secondary hazards</b>			<b>67+11</b>	<b>gal/lb</b>				
Ethanol 200 Proof		6	12	gal	Flam IB			
Ethanol 70%		1	4	gal	Flam IB			
Isopropyl Alcohol 70%		2	6	gal	Flam IB			
Acetone		4	12	L	Flam IB			
Aculon AL-B		240	1000	mL	Flam IB			
Cyclohexane		500	2000	mL	Flam IB			
Dichlorodimethylsilane		300	1000	mL	Flam IB	WR1	corrosive	
Dynasolve 225		1	4	gal	Flam IB			
Dynasolve 230	L	1	4	gal	Flam IB			
Hexane	L	16	32	L	Flam IB			
Methanol	L	1	4	L	Flam IB			
Tetramethylethyldiamine	L	5	1000	mL	Flam IB	corrosive	toxic	
waste organic solvents	L	5	55	gal	Flam IB			
waste Dynasolve	L	3	25	gal				
<b>Total Flammable IB</b>			<b>124</b>	<b>gal</b>				

# SlipChip Hazardous Materials

Chemical	S,L G	Initial Qty	Future Qty	Unit	Fire Code Hazard 1	Fire Code Hazard 2	Fire Code Hazard 3	Fire Code Hazard 4
Ammonium Persulfate		10	1000	g	OX1			
Iron(III) nitrate nonahydrate		100	1000	g	OX1			
Potassium Dichromate		500	2000	g	OX1	corrosive		
Sulfuric Acid	L	2.5	5	L	OX1	WR2	corrosive	toxic
<b>Total Oxidizer 1</b>				<b>8.8 + 1.25 lb/gal</b>				
Hydrogen Peroxide	L	500	1000	ml	OX2	corrosive	UR1	
<b>Total Oxidizer 2</b>				<b>0.25 gal</b>				
Chloroform	L	4	8	L	toxic			
<b>Total Toxics</b>				<b>2 gal</b>				
<b>Total Toxics including secondary hazards</b>				<b>16 + 6.6 gal/lb</b>				
Acrylamide		500	1000	g	UR2	toxic		
<b>Total Unstable Reactive 2</b>				<b>2.2 lb</b>				
<b>Total Unstable Reactive 1</b>				<b>0.25 gal</b>				
Hydrofluoric Acid	L	500	1000	ml	WR1	corrosive	toxic	
Sodium hydroxide	S	500	2000	g	WR1	corrosive	toxic	
<b>Total Water Reactive 1</b>				<b>0.5 + 4.4 gal/lb</b>				
<b>Total Water Reactive 2</b>				<b>1.25 gal</b>				
<b>Total Water Reactive 3</b>				<b>0.22 lb</b>				
<b>Materials not regulated by Fire Code not listed</b>								





**DEVELOPMENT SERVICES  
PLANNING DIVISION**


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

**AGENCY REFERRAL FORM**  
**RETURN DUE DATE: Monday, October 3, 2016**

DATE: September 19, 2016

**TO: WEST BAY SANITARY DISTRICT**

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

<b>Applicant</b>	SlipChip Corporation
<b>Applicant's Address</b>	230 Constitution Drive, Menlo Park, CA 94025
<b>Telephone/FAX</b>	Tel: 650-508-8018 (Ellen Ackerman, EHS Consultant)
<b>Contact Person</b>	Ellen Ackerman
<b>Business Name</b>	SlipChip Corporation
<b>Type of Business</b>	Research, development, and manufacturing of nucleic acid and protein detection equipment for point-of-care diagnostics in domestic and global health settings, field-based measurements for industrial applications, and complex assays across a range of laboratory settings.
<b>Project Address</b>	230 Constitution Drive, Menlo Park, CA 94025
<b>FOR OFFICE USE ONLY</b>	
<input type="checkbox"/> The hazardous materials listed are not of sufficient quantity to require approval by this agency. <input type="checkbox"/> The Sanitary District has reviewed the applicant's proposed plans and use of listed hazardous materials/chemicals and has found that the proposal meets all applicable Code requirements. <input checked="" type="checkbox"/> The Sanitary District has reviewed the applicant's plans and use of listed hazardous materials/chemicals outlined, and suggests conditions and mitigation measures to be made a part of the City's Use Permit approval (please list the suggested conditions and mitigation measures).	
The applicant's proposal has been reviewed by the West Bay Sanitary District by: <u>John Simonetti</u> <div style="text-align: right;">Regulatory Compliance Coordinator</div>	
<b>Signature/Date</b>  11-02-2016	<b>Name/Title (printed)</b> Phil Scott, District Manager
<b>Comments:</b>	Prior to occupancy the WBSD will inspect the facility. Please contact the District to schedule a facility inspection with the Regulatory Compliance Coordinator, I can be reached at 650-321-0384.



**DEVELOPMENT SERVICES  
PLANNING DIVISION**

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

**AGENCY REFERRAL FORM  
RETURN DUE DATE: Monday, October 3, 2016**

DATE: September 19, 2016

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

<b>Applicant</b>	SlipChip Corporation
<b>Applicant's Address</b>	230 Constitution Drive, Menlo Park, CA 94025
<b>Telephone/FAX</b>	Tel: 650-508-8018 (Ellen Ackerman, EHS Consultant)
<b>Contact Person</b>	Ellen Ackerman
<b>Business Name</b>	SlipChip Corporation
<b>Type of Business</b>	Research, development, and manufacturing of nucleic acid and protein detection equipment for point-of-care diagnostics in domestic and global health settings, field-based measurements for industrial applications, and complex assays across a range of laboratory settings.
<b>Project Address</b>	230 Constitution Drive, Menlo Park, CA 94025
<b>FOR OFFICE USE ONLY</b>	
<input type="checkbox"/> The hazardous materials listed are not of sufficient quantity to require approval by this Division.	
<input checked="" type="checkbox"/> The Building Division has reviewed the applicant's plans and listed hazardous materials/chemicals and has found that the proposal meets all applicable California Building Code requirements.	
<input type="checkbox"/> The Building Division has reviewed the applicant's plans and use of listed hazardous materials/chemicals outlined, and suggests conditions and mitigation measures to be made a part of the City's Use Permit approval (please list the suggested conditions and mitigation measures).	
The applicant's proposal has been reviewed by the City of Menlo Park's Building Division by:	
Signature/Date <i>Ron LaFrance</i> 10/12/16	Name/Title (printed) Ron LaFrance, Building Official
Comments:	



**DEVELOPMENT SERVICES  
PLANNING DIVISION**

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

**AGENCY REFERRAL FORM**  
**RETURN DUE DATE: Monday, October 3, 2016**

DATE: September 19, 2016

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

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

<b>Applicant</b>	SlipChip Corporation
<b>Applicant's Address</b>	230 Constitution Drive, Menlo Park, CA 94025
<b>Telephone/FAX</b>	Tel: 650-508-8018 (Ellen Ackerman, EHS Consultant)
<b>Contact Person</b>	Ellen Ackerman
<b>Business Name</b>	SlipChip Corporation
<b>Type of Business</b>	Research, development, and manufacturing of nucleic acid and protein detection equipment for point-of-care diagnostics in domestic and global health settings, field-based measurements for industrial applications, and complex assays across a range of laboratory settings.
<b>Project Address</b>	230 Constitution Drive, Menlo Park, CA 94025
<b>FOR OFFICE USE ONLY</b>	
<input type="checkbox"/> The hazardous materials listed are not of sufficient quantity to require approval by this agency.	
<input type="checkbox"/> The Health Department has reviewed the applicant's plans and use of listed hazardous materials/chemicals and has found the proposal to be in compliance with all applicable Codes.	
<input checked="" type="checkbox"/> The Health Department has reviewed the applicant's plans and use of listed hazardous materials/chemicals outlined, and suggests conditions and mitigation measures to be made a part of the City's Use Permit approval (please list the suggested conditions and mitigation measures). The Health Department will inspect the facility once it is in operation to assure compliance with applicable laws and regulations.	
The applicant's proposal has been reviewed by the San Mateo County Environmental Health Services Division by:	
<b>Signature/Date</b> 11-2-2016	<b>Name/Title (printed)</b> Amy E DeMasi 650-339-5849
<b>Comments:</b> Facility will be regulated by San Mateo County Env Health for generation of hazardous waste and should contact the inspector to schedule inspection.	



**DEVELOPMENT SERVICES  
PLANNING DIVISION**

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

**AGENCY REFERRAL FORM  
RETURN DUE DATE: Monday, October 3, 2016**

DATE: September 19, 2016

**TO: MENLO PARK FIRE PROTECTION DISTRICT**

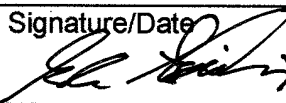
Jon Johnston  
170 Middlefield Road  
Menlo Park, CA 94025  
(650) 323-2407

<b>Applicant</b>	SlipChip Corporation
<b>Applicant's Address</b>	230 Constitution Drive, Menlo Park, CA 94025
<b>Telephone/FAX</b>	Tel: 650-508-8018 (Ellen Ackerman, EHS Consultant)
<b>Contact Person</b>	Ellen Ackerman
<b>Business Name</b>	SlipChip Corporation
<b>Type of Business</b>	Research, development, and manufacturing of nucleic acid and protein detection equipment for point-of-care diagnostics in domestic and global health settings, field-based measurements for industrial applications, and complex assays across a range of laboratory settings.
<b>Project Address</b>	230 Constitution Drive, Menlo Park, CA 94025

**FOR OFFICE USE ONLY**

- ☐ The hazardous materials listed are not of sufficient quantity to require approval by this agency.
- ☒ The Fire District has reviewed the applicant's plans and use of listed hazardous materials/chemicals and has found the proposal to be in compliance with all applicable Fire Codes.
- ☐ The Fire District has reviewed the applicant's plans and use of listed hazardous materials/chemicals outlined, and suggests conditions and mitigation measures to be made a part of the City's Use Permit approval (please list the suggested conditions and mitigation measures).

The applicant's proposal has been reviewed by the Menlo Park Fire Protection District by:

Signature/Date  9-20-16	Name/Title (printed) Gordon Simpson Contract Fire Inspector
---	---

Comments: PROPOSED USE PRESENTS NO EXTRAORDINARY HAZARDS. APPLICANT WILL BE SUBJECT TO INITIAL

AND ONGOING PERMITS AND INSPECTIONS FOR USE AND STORAGE OF HAZARDOUS MATERIALS.



## STAFF REPORT

### Planning Commission

**Meeting Date:** 11/14/2016

**Staff Report Number:** 16-095-PC

### Regular Business:

**Review of Draft 2017 Planning Commission Meeting Dates**

### Recommendation

Staff recommends that the Planning Commission provide feedback on the proposed 2017 Planning Commission calendar, included as Attachment A.

### Policy Issues

Review of the draft Planning Commission calendar does raise any particular policy issues.

### Background

Each year, the Planning Commission reviews the Planning Commission calendar for the upcoming year.

### Analysis

Attachment A identifies the proposed 2017 Planning Commission meeting dates. The proposed meeting dates were selected with consideration of factors including the following:

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

At times, the Planning Commission may also need to schedule a study session or special meetings. These meetings can be scheduled on as needed basis, and therefore, have not been identified on the calendar.

At the November 14 meeting, the Commissioners should be prepared to discuss their schedules to determine if any modifications are needed to the draft schedule. Staff recognizes that schedule conflicts may arise in the future, but if the Commission can determine if any meeting dates would result in a lack of a quorum, these dates should be avoided now. For example, if a Planning Commissioner is aware of a particularly problematic conflict with a local school break, that can be discussed at this meeting.

The Planning Commission may make a formal motion/second and vote to approve the draft calendar (with or without revisions), or Commissioners may provide individual input for staff to review and finalize administratively. Once the Commission has approved the 2017 meeting dates, staff will provide the City Clerk with the information and update the City's webpage.



### **Impact on City Resources**

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

### **Environmental Review**

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

### **Public Notice**

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

### **Attachments**

A. Draft 2017 Planning Commission Calendar

Report prepared by:  
Thomas Rogers, Principal Planner

# PLANNING COMMISSION

## DRAFT MEETING DATES FOR 2017

January						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11*	12*	13	14	15
16	17*	18*	19	20	21	22
23	24	25	26	27	28	29
30						

May						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31*			

June						
S	M	T	W	T	F	S
				1*	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21*	22*	23
24	25	26	27	28	29	30*

October						
S	M	T	W	T	F	S
1	2	3	4	5*	6*	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						






PC MEETINGS

CITY HALL CLOSED

CITY HOLIDAYS

SPECIAL MEETINGS WILL BE SCHEDULED AS NEEDED

### Legend

	PC Meetings
	City Hall Closed
	City Holidays
	Jewish Holidays
	Columbus Day (City Hall will be opened)

<u>Date</u>	<u>Jewish Holidays</u>
Apr 11	Passover (start) - Begins at sunset
Apr 18	Passover (end) - Ends at nightfall
5/31 & 6/1	Shavuot
Sept. 21 & 22	Rosh Hashanah
Sept. 30	Yom Kippur
Oct. 5-11	Sukkot
Dec. 13-20	Chanukah/Hanukkah

### Note:

\*No work is permitted

<u>Date</u>	<u>City Hall Holidays</u>
Jan. 1	New Year's Day (observed 12/30/16)
Jan. 16	Martin Luther King Day
Feb. 20	President's Day
May 29	Memorial Day
July 4	Independence Day's observed
Sept. 4	Labor Day
Nov 11	Veterans Day
Nov 23-25	Thanksgiving
Dec. 25	Christmas