

## **REGULAR MEETING AGENDA**

Date:2/6/2017Time:7:00 p.m.City Council Chambers701 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 January 9, 2017 Planning Commission meeting. (Attachment)
- E2. Architectural Control/Gregory Eaton/140 Forest Lane: Request for architectural control for exterior modifications to the front and rear facades of an existing residence in the R-3 (Apartment) zoning district, including the addition of new gross floor area. (Staff Report #17-007-PC)

## F. Public Hearing

- F1. Use Permit/Ali Reza Parvir/705 Cambridge Avenue: Request for a use permit to demolish an existing single-story, single-family house and build a new twostory, single-family residence with a basement on a substandard lot with regard to lot width in the R-2 (Low Density Apartment) zoning district. (Staff Report #17-008-PC)
- F2. Architectural Control and Use Permit/M Arthur Gensler Jr & Associates, Inc./2200 Sand Hill Road: Request for an Architectural Control revision to allow exterior modifications to an existing two-story office building including: the creation of a new entry, updates to the color scheme, modifications to the

building elevations, landscaping improvements, and the addition of two accessible parking spaces. The subject property is in the C-1-X (Administrative and Professional District, Restrictive - Conditional Development) zoning district. The proposal includes a request for a use permit to reduce the required parking rate per the parking reduction policy. (Staff Report #17-009-PC)

## G. Regular Business

G1. Housing Element Annual Report/City of Menlo Park:
 Opportunity to consider and provide comments and/or a recommendation to the City Council on the 2016 Annual Report on the status and implementation of the City's Housing Element (2015-2023).
 (Staff Report #17-010-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: February 27, 2017
  - Regular Meeting: March 13, 2017
  - Regular Meeting: March 27, 2017
  - Regular Meeting: April 10, 2017

## 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 and can receive e-mail notification of agenda and staff report postings by subscribing to the "Notify Me" service at menlopark.org/notifyme. Agendas and staff reports may also be obtained by contacting the Planning Division at (650) 330-6702. (Posted: 02/1/17)

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: 1/9/2017 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), Susan Goodhue, Larry Kahle, John Onken, Henry Riggs, Katherine Strehl (Chair)

Staff: Thomas Rogers, Principal Planner; Kaitie Meador, Associate Planner; Yesenia Jimenez, Associate Planner; Tom Smith, Associate Planner

## C. Reports and Announcements

Principal Planner Rogers said the City Council would hold a joint study session with the Housing Commission on January 10, 2017 on housing displacement and the Council would consider the Planning Commission's recommendations on the Station 1300 project on January 24, 2017. He said also at that meeting the Council would consider Commission recommendations on changes to secondary dwelling unit and child care regulations to bring those into compliance with state law. He said on Friday, January 27, 2017 at 1:00 p.m., the Council would hold its annual goal and priorities setting session.

## D. Public Comment

There was none.

## E. Consent Calendar

E1. Approval of minutes from the December 5, 2016 Planning Commission meeting. (Attachment)

Chair Katherine Strehl noted suggested changes to the minutes sent in by Commissioner Henry Riggs.

**ACTION:** Motion and second (Riggs/Onken) to approve the minutes with the recommended modifications; passes 6-0-1 with Commissioner Goodhue abstaining.

- Page 15, 1<sup>st</sup> paragraph, 2<sup>nd</sup> to last sentence: Delete "She noted that" before "Ms. Nagaya..."
- Page 15, last paragraph: Replace "Commissioner Riggs said City pursued Alternative C that they request the train bridge be widened by six to eight feet to have bike path" with

"Commissioner Riggs asked, if City pursues Alternative C that they request the train bridge be widened by six to eight feet to include bike path."

### F. Public Hearing

F1. Use Permit Revision/Shannon Thoke/116 O'Connor Street:

Request for a use permit revision to add first- and second-story additions to an existing previouslyapproved nonconforming single-family, two-story residence with a basement on a substandard lot with regard to lot width in the R-1-U (Single-Family Urban) zoning district. The previous use permit was approved by the Planning Commission on March 5, 2012. **Continued to the Planning Commission meeting of January 23, 2017** 

### F2. Use Permit/Brian Nguyen/445 Oak Ct:

Request for a use permit for the construction of a new two-story single-family residence with a basement, detached two-car garage, and secondary dwelling unit on a substandard lot with respect to width in the R-1-U (Single Family Urban Residential) Zoning District. The proposal includes the removal of two heritage trees. (Staff Report #17-001-PC)

Staff Comment: Associate Planner Kaitie Meador said there were no changes to the staff report but noted that five additional letters had been received and distributed to the Commission and made available to the public.

Applicant Presentation: Mr. Brian Nguyen introduced his fiancée Virginia noting they were Bay area natives and had bought their property as they wanted to live close to family and work. He said their design proposal was for a classic Spanish California design that would be harmonious with the neighborhood. He said the home was proposed as four bedroom, four bathrooms and a basement with one bedroom and one bathroom. He said they were also proposing a one-story, one bedroom, one bathroom secondary dwelling unit that would be ADA compliant noting that unit would be for his parents. He said in their culture it was the responsibility and privilege to take care of the older generation. He said they were proposing removal of an English walnut tree and cedar tree both in very poor health. He said they also had permission for removal of a camphor tree and a magnolia tree. He said the magnolia tree had been a great plumbing problem for them when they moved into the home in February 2016. He said after six months of consultation with arborists and plumbers and opposition from neighbors to remove the magnolia tree they had resolved the issue and kept the magnolia tree. He said they had reached resolution with neighbors on privacy concerns by raising the bedroom balcony railing to 42-inches, raising the secondary dwelling unit's window heights, planting cypress trees along the east border, and using translucent glass on selected second floor windows. He said over the last seven months he and his fiancée had done outreach with their neighbors. He said to date they had received eight letters of support.

Mr. Tom Sloane, project architect, said the legal width in this zoning district was 65-feet and depth was 100-feet. He said at the rear of this property was a very small area that did not meet the 65-foot width requirement. He said they did a shadow study for winter from noon to 3 p.m. and provided visual representation showing that impact was minimal to neighbors.

Commissioner Larry Kahle asked if they had considered combining the detached garage and secondary dwelling unit. Mr. Sloane said they had not considered that. He said they wanted to have a detached garage to keep it out of the view of the street and to narrow the profile of the primary home. He said the secondary dwelling unit in the rear was low profile and tucked among the trees. Commissioner Kahle said the ceilings were 10 to 11 feet on the first floor and nine feet

on the second floor. He asked if they would consider lowering the plate heights to lower the overall height and reduce massing impact. Mr. Nguyen said they were within the height limits and there were no driving factors to reduce the plate heights. He said he could discuss the possibility with his fiancée and architect.

Chair Strehl confirmed with staff that the property was not within the flood zone.

**Public Hearing:** 

- David Jones said that two other speakers (both named Anna) had donated their three minutes to him. He said his property was adjacent to the subject property. He said they opposed the use permit application for three specific reasons and two neighborhood reasons: 1) loss of privacy 2) loss of solar access 3) loss of significant sky view; and 1) changing the character of the neighborhood, and 2) loss of heritage trees. He said they hired an architectural firm to demonstrate visually the impacts to their home from a second story residence next door. He said he would present the visuals and would not review the details in the letter he had submitted. He showed slides of views from the subject property second floor windows onto his property. He said after 1:10 p.m. their family room would be in shadow or one-third of the daytime hours in winter, and even more hours in the spring and summer. He noted increased energy need impacts and loss of sky view. He said the best solution was for the neighbor to build a one-story home scaled back in square footage and with everything done possible to protect the heritage trees on the property.
- Edurne, Mr. Jones' wife, said their backyard was the only outdoor place in their home where they have privacy. She said with the proposed development that privacy would be gone for both their backyard and their home were visible through the proposed second story windows and balcony. She said they were very concerned as this was the area they entertained. She said the proposal for cypress trees was not a solution as those would take a long time to grow. She asked that the Commission not approve a two-story design.
- Candace Hathaway said she had lived in her home over 30 years and 21 of 44 neighbors on Oak Court had written regarding their concerns with this project proposal. She said Oak Court was a small country lane right off of San Francisquito Creek and one of the original neighborhoods in Menlo Park. She said her home was a farmhouse built in 1911 and this area was one of the few areas able to maintain a pastoral quality. She said the homes were a variety of architectural styles but bound together by massing and scale that created an identity and character in the neighborhood. She said the proposed project was truly massive and out of context with the home being almost three times the size of other homes on the court. She said it was 70% larger than the largest existing home on the court. She said there were no other full basements in the homes on the court and they flooded terribly when the creek topped. She said she had to buy flood insurance. Replying to Chair Strehl's request to wrap her comments up, Ms. Hathaway said she had three minutes donated by Virginia. She said the removal of the magnolia had been repealed when protested against by neighbors but the plans submitted with the application removed the magnolia tree. She said the applicants indicated the tree was distressed and might need to be removed. She said the concern was the tree would be removed sooner than necessary so the area could be paved for additional parking. She asked the Commission to consider the project proposal in the context of the neighborhood and ask the applicant to modify the design to be more harmonious.
- Tamara Striffler said her property on Woodland was directly behind the development. She said

her concern was privacy. She said there had been a lack of discussion about the secondary dwelling unit and heritage trees noting her back deck would look directly into that structure. She said she was concerned with her children's privacy. She said the parking for the project seemed to have only three spaces. She said her concern was the amount of paving and the potential for the property to become a rental and problems associated with that use.

- John Kelley said the proposal was for 8,000 square feet of building and paved area, which he said was excessive. He said the proposed home was much bigger than any of the other homes on the street. He said if neighbors' concerns were not addressed at the Commission level, neighbors would appeal to the City Council.
- Chuck Bernstein said he lived across from the subject property, and he opposed it. He said the
  eight letters of support mentioned by the property owners were actually not in support but
  expressions of appreciation for communicating. He said he thought the property was being
  redeveloped for resale noting everything proposed was maxed out or close to it. He said the lot
  was substandard and they would be building right up to neighbors' lots. He said it was not clear
  what the intrusions from the basement would be. He said he had provided the Commission with
  a letter and asked that they consider requiring the project to be reduced including the second
  floor, the driveway and parking
- Valentina Cogoni said she had lived many years on Oak Court and owned two homes there. She said Mr. Nguyen had said the home was in line with the vision of Oak Court, but it was not. She said although it was a beautiful design it did not fit with the neighborhood. She suggested it would work in the hills of Los Gatos or Woodside with a lot of land. She said her home was 850 square feet and she lived very well. She said neighbors when they remodeled took their neighbors into consideration.
- Margaret Kim said they bought a home on Oak Court that was 1400 square feet, and noted that her family has two teenage boys and a large dog. She said they love the new school and the community. She said she appreciated the property owners' efforts to communicate and try to save trees but said she had similar concerns as other neighbors. She said she hoped the applicants would reduce the size of the house, scale it back and listening to neighbors' concerns.

Chair Strehl closed the public hearing.

Commission Comment: Commissioner John Onken asked staff to clarify whether the property was in the flood zone. Principal Planner Rogers said he had reviewed at the City's GIS map, and this property and those in the immediate vicinity were outside of the flood zone.

Commissioner Combs said Mr. Jones had talked a great deal about solar access. He asked if the City had any regulations regarding this and what a neighbor might expect. Associate Planner Meador said there were provisions to protect solar access including setback and daylight plane requirements. Commissioner Combs confirmed with staff that the proposed project met guidelines and requirements protecting solar access. Principal Planner Rogers said as the architect mentioned the substandard width only occurred at the back corner of the property. He said if this was a standard lot they would have been able to build out to the setbacks and the daylight plane on both sides without any Planning Commission review.

Commissioner Kahle said he thought the entry way gable might be the cause of concern about

mass. He asked if the applicants had discussed reducing the floor to ceiling heights and if they would reconsider the front elevation to minimize its apparent mass.

Mr. Sloane said they thought the center of the home being the greatest height did not create impact unless there was a view. He said reducing the home two feet down for instance would probably result in their proposal remaining in an appellant situation. He said the opposition was a well-organized group and unless they chose to not do a second story the group would not be satisfied.

Commissioner Riggs noted a rather large amount of paving on the site plan and asked what the standard for pervious pavers was. Principal Planner Rogers said the zoning district did not establish any standards for the pavers but the Engineering Division had standards regarding storm water outflow, with credit given for pervious pavers. He said those pavers had to specifically be designed as pervious pavers and be able to transfer water through them.

Commissioner Drew Combs referred to the architect's comment about not changing the design as the neighbors' opinions would not change and asked if they were opposed to making changes. Mr. Sloane said they had discussed taking the height down one foot per floor and that would not substantially change the essence of the project. He said they had done their shadow studies. He said the video shown by one of the speakers actually showed shadow cast by a tree. Mr. Sloane said the upper story windows of concern were in the closet and the toilet room. He said they were obscured glass but they could remove them all together. Chair Strehl said that would leave a flat wall. Mr. Sloane said that they had proposed the windows there for articulation.

Chair Strehl asked about the neighbor's concern that there would be a view into their master bedroom from the project's deck. Mr. Nguyen said they had discussed this that with the neighbor and the conclusion was they would raise the rail height and plant cypress trees along the property line in addition to installing a lattice on the east wall of the deck, which would completely block their view of the neighbor's property. Chair Strehl said cypress trees were large and would impact solar access even more. Mr. Nguyen said in the discussion with that neighbor there was no mention of solar access until comments made today.

Commissioner Susan Goodhue asked what size cypress trees would be planted. Mr. Sloane said 24-inch box. He said the trees would establish quickly but when transplanted from larger boxes their growth would be slower.

Commissioner Riggs made remarks about regulations and neighborhood concern with projects proposed to the maximum standards allowed, and recommended that neighborhoods where that was a concern consider petitioning the City Council for a zoning overlay for their neighborhood. He suggested that for a zoning overlay of Oak Court they might want to ask for a significantly lower daylight plane standard, even 10-foot lower. He said if a majority of the neighbors agreed that restriction would apply to all homes, not just the subject property. He said the City Council historically had listened to such applications noting the zoning overlay for Felton Gables and Lorelei Manor. He said without a new set of rules, people were allowed to build under the existing rules. He said whatever the outcome for this project, he would like the cypress trees to be reconsidered as he did not think any property line in Menlo Park deserved 30 of them as it would create a wall that would get higher every year for a century. He said one or two medium trees appropriately placed would address some of the privacy concern. He suggested those be planted on the neighbor's property at 465 Oak Court as the angle would not have to be as high to provide view relief from the subject property's second floor to the neighbor's landscaped area. He said

there seemed to be a great deal of paving proposed but legally. He said he thought the left side of the second story balcony needed to be enclosed and might need more than lattice. He said the proposed house like its neighbor at 444 Oak Court was larger than other neighbors' homes and was quite a classic design, which most of the other homes were not. He said unlike the property at 444 Oak Court this lot was only average size with average setbacks. He said the house design was handsome and agreed with the architect that squeezing the second floor in would not be an advantage aesthetically. He said the proposed home was architecturally better than most homes proposed in Menlo Park and was built to the standards.

Commissioner Andrew Barnes said the lot was over 13,000 square feet with a relatively reasonable building coverage of 25.5% and significantly less than what was allowable for the parcel. He said the applicant was maxing out on the Floor Area Limit (FAL). He said from a materials and style viewpoint, the project was well done. He said the first and second floor setbacks were greater than what was required, was within the daylight plane, had reasonable articulation, and the applicants had shown responsiveness to the neighbors. He said regarding the heritage tree removals that previously he had served on the Environmental Quality Commission. He said there were two things they focused on when looking at projects with proposed tree removals and that was the existing canopy and the canopy that would come in later. He said regarding the standards for preservation and protection of other trees within the project and on neighbors' lots looked to be extensive. He said regarding the canopy to come in there were 24-inch box replacement trees. He concluded that although the project was not what the neighbors wanted it was not an aberration.

Commissioner John Onken said he wanted to echo Commissioner Riggs' suggestion for neighbors to apply for a zoning overlay. He said the house as proposed, and outside of neighbors' comments, accomplished much of what the Planning Commission wanted a project to do, noting the use of glazed glass to reduce privacy concerns and putting the setback a bit further from the property line. He said in many ways the project was perfectly acceptable but was in a slightly more sensitive location than other parts of Menlo Park. He said the basement did not count toward floor area and if it flooded that was the property owner's problem and not the neighbors'. He said he was relying on the arborist's report and the tree protection plan to preserve heritage trees. He said he would like to see a reduction of the overall height of the structure, noting that even with a three foot height reduction the result would be a gracious looking house. He said the loss of the windows on the side would create an apartment wall impact. He said he would like the project to be continued with a reduction in height as part of a redesign.

Commissioner Kahle said he generally agreed with Commissioner Onken's comments. He said the project was a very well-designed house and the struggle was with the neighborhood context. He said the tipping point for him was the overall height and mass. He said it seemed top-heavy and the entry gable seemed massive. He said if that could be addressed he could support the project.

Chair Strehl said in the past the Commission has looked at the context of the neighborhood and sent a project back for redesign to better fit the character of the neighborhood. She said the home was well-designed but she understood the next door neighbor's concerns. She said she agreed with Commissioners Onken and Kahle that reducing the height by three feet would hopefully address some of the neighbors' concerns. She suggested looking at more suitable replacement trees than cypress trees. She said putting trees on the neighbors' property might not be feasible or desirable. She said she would like the project to be continued to have the applicant work with the neighbors to have a redesign to lower the height of the house.

Commissioner Goodhue said she agreed with much of what had been said by other Commissioners, but did not think lowering the height three feet would satisfy the neighbors. She said she drove by the lot that day and it was an incredible tree-studded area. She said she did not know that lowering the home three feet would make a difference as there was a large tree that would filter the view of the front façade. She said she agreed with the comment to not remove the windows on the side as that would create a big, tall blank wall. She said the organized neighbors cared about their community and questioned the property owners' motive for building. She asked that they consider the project from the applicants' perspective, and regardless of whether the design was maxing out or the home was being built for spec, the applicants had worked within the current regulations for the zoning district. She said if those needed to be changed the neighbors could pursue the overlay process mentioned by Commissioner Riggs.

Commissioner Combs said he met with Mr. Nguyen and his fiancé and with Mr. Jones. He said he agreed that reducing the height might not get the project to where it would be acceptable to the neighbors. He said that the applicants' position and the neighbors' positions were very far apart. He said he would like to vote upon the project as proposed rather than putting the applicants through the process of trying to make modifications to satisfy the neighbors for approval that well might be appealed by the neighbors anyway.

Commissioner Barnes said if there was an opportunity to relook at the project that the amount of pavers was something he hoped could be reduced as that would be helpful for the project.

Commissioner Onken said that 30 or more cypress trees around the perimeter could feel very oppressive once they were grown. He referred to a house on Santa Margarita Avenue facing Seminary Oaks Park between Nash and Gilbert which was a mock Tuscan design with cypress trees on both sides. He said the trees created a large black tunnel feeling space that was oppressive to the property owners and neighbors. He said the backyard's openness was important to everyone.

Commissioner Riggs said he thought the neighborhood would benefit from a reduction in building height of at least two, if not three feet and did not foresee a downside to the architecture to do that. He said that could be done without the project needing to come back before the Commission. He said efforts to mollify the organized opposition was good for the neighborhood and making a height reduction change would make the project more defensible in front of City Council if that was needed. He made a motion to approve the project with a condition to reduce the building height on the second story two or three feet and that tree plantings be worked out with the neighbors. Commissioner Kahle seconded the motion. Commissioner Riggs said the motion should include additional screening on the balcony east side. Chair Strehl asked about the pavers. Commissioner Riggs said he really thought that was up to engineering but he would prefer less pavers.

Commissioner Onken said because of the design he would prefer to see the project come back with a design two to three feet lower so they could see how that worked between the first and second stories, with the fenestration, gables, and the home's front tall slender look. Commissioner Riggs asked if he would entertain having that emailed to the Commission for conformance findings. Commissioner Onken said he thought the proper way to review a change to a project of this scale would be for it to come back to the Commission for a hearing. Chair Strehl said she would prefer that. Commissioner Kahle said as the maker of the second he would prefer to see the project again. Commissioner Riggs said he would amend his motion to continue the application requesting a reduction in height of two feet, rethinking the trees, being more specific about the balcony, and reconsider the pavers. Commissioner Barnes said the pavers were an internal feature and did not have to be part of the motion as it had been called out to the applicants for consideration. He asked if they should specify the height reduction as to where it was hoped it would end up. Chair Strehl suggested three feet. Commissioner Riggs asked if lowering the ceiling height two feet was enough. Commissioner Onken said he would like an eave height reduction of three feet whether the applicants wanted to remove that from the first or second story, or some combination.

Commissioner Combs said the motion had moved from an approval with conditions to a continuance. He said he disagreed with Commissioner Onken that lowering the height would require the project to come back for a Commission hearing particularly with the statement that he did not care what portion the height was removed from.

Chair Strehl said Commissioner Riggs had moved to continue the project for redesign and Commission Kahle had seconded with the redesign to include lowering the height of the building, to consider different screening trees rather than the 30 cypress trees, balcony screening, and reconsideration of the paving.

Commissioner Goodhue, through the Chair, asked the applicant if reducing the height was something they were open to considering. Chair Strehl noted the applicants were nodding affirmatively. Commissioner Goodhue said the neighborhood had indicated it would appeal whatever action the Commission took. Chair Strehl said she had not heard that nor thought they should make that assumption. Commissioner Goodhue said she thought they might be prolonging a process that might well be appealed anyway and suggested that the points mentioned were all good things to be considered but questioned whether the project with those changes would really need to come back to the Commission but might rather be considered through the email conformance process.

Commissioner Riggs, through the Chair, asked staff when they might see the project again if it was continued. Principal Planner Rogers said it was dependent on the applicants' responsiveness and expected the second February meeting would be the earliest it could be noticed. He said for the public's benefit he noted that the City Attorney had stated a continuance was not appealable, and that any appealable action could occur only for an approval or denial of a project

**ACTION:** Motion and second (Riggs/Kahle) to continue the project for redesign to a future Commission meeting date with the following direction to the applicants; passes 4-2-1 with Commissioners Combs and Goodhue opposed, and Commissioner Riggs abstaining.

- Reduce the building height by approximately three feet
- Consider different screening trees other than cypress trees,
- Screen balcony on the second story
- Reconsider the amount of paving
- F3. Use Permit/Peter Impala/720 Menlo Avenue: Request for a use permit for the sale of alcohol to include the

Request for a use permit for the sale of alcohol to include the consumption of beer or wine on the premises within a restricted area of an existing grocery store (Trader Joe's) in the SP-ECR/D (El Camino Real/Downtown Specific Plan) zoning district. The applicant is simultaneously applying for a Type 42 ABC License. (Staff Report #17-002-PC)

Staff Comment: Associate Planner Meador noted a change to Attachment A for the addition of a finding required by ABC regarding public convenience such that the proposed use supported the existing off sale license and was a public convenience as there were no similar businesses within that immediate area.

Applicant Comment: Mr. Peter Impala said he was representing his client, Trader Joe's, and their request to have onsite alcohol tasting in a small area in their store. He said with a Type 42 ABC license that tastings were in small clear plastic cups and might include one to three different types of wines available for tasting. He said this was to enhance wine sales and introduce customers to products they might not otherwise purchase.

Commissioner Kahle asked about the hours for tastings. Mr. Impala said those would occur during regular store hours and would be one or two hours when sommelier staff was available. He indicated the timing would be sporadic.

Commissioner Barnes asked if they would be willing to limit tasting hours to after noon time. Mr. Impala said as the tastings were limited in nature he would not want that restriction as they might want to do a special event with a winery and start at 10:30 a.m. Commissioner Barnes clarified with Mr. Impala that he represented clients seeking ABC approval. Mr. Impala said that the tasting license would allow for beer and wine, but that Trader Joe's only planned to offer wine tastings.

Commissioner Combs asked why the Menlo Park location was selected. Mr. Impala said room was needed for this activity. He said the Menlo Park store would be remodeled and space for this would be included. He said at other stores the wine tasting had improved sales.

Chair Strehl opened the public hearing, and closed it as there were no speakers.

**ACTION:** Motion and second (Onken/Goodhue) to approve as recommended in the staff report; passes 7-0.

- 1. The project is categorically exempt under Class 1 (Section 15301, "Existing Facilities") of the current California Environmental Quality Act (CEQA) Guidelines.
- 2. Make findings, as per Section 16.82.030 of the Zoning Ordinance pertaining to the granting of use permits, that the proposed use will not be detrimental to the health, safety, morals, comfort and general welfare of the persons residing or working in the neighborhood of such proposed use, and will not be detrimental to property and improvements in the neighborhood or the general welfare of the City.
- 3. Make a finding that the proposed project would serve a Public Convenience because the proposed use would complement the existing off-sale license by allowing customers to sample small amounts of alcohol available for purchase at the store, and because the area in which this business is located does not contain a similar type use.
- 4. Approve the use permit subject to the following *standard* conditions:
  - a. Development of the project shall be substantially in conformance with the sketches prepared by Kip Klayton Architects, consisting of five sheets, dated received December 15, 2016, and the project description letter, dated received January 4, 2017, and approved by the Planning Commission on January 9, 2017, except as modified by the conditions contained herein, subject to review and approval of the Planning Division.

- b. Prior to building permit issuance, the applicant shall comply with all requirements of the Building Division, Engineering Division, and Transportation Division that are directly applicable to the project.
- 5. Approve the use permit subject to the following *project-specific* conditions:
  - a. Any citation or notification of violation by the California Department of Alcoholic Beverage Control or other agency having responsibility to assure public health and safety for the sale of alcoholic beverages will be grounds for considering revocation of the use permit

Commissioner Riggs noted on the cover sheet two-thirds down that it referred to office buildings on Gilbert Avenue and that should be Menlo Avenue or Chestnut Avenue.

F4. Use Permit/Molly Swenson/103 Gilbert Avenue:

Request for a use permit to convert a spa to a medical office within an existing building on a parcel that is substandard with regard to parking in the C-2 (Neighborhood Shopping) zoning district. The parcel has 23 usable parking stalls where 23 are required. However, because 10 of the 23 parking stalls are located completely within required setbacks, the stalls do not count as legal parking spaces and make the parcel substandard in parking. (Staff Report #17-003-PC)

Staff Comment: Associate Planner Yesenia Jimenez said a project-specific condition, 4.d, was recommended for removal as the action no longer applied regarding the Transportation Impact Fee. She noted that the redlined Attachment A had been distributed to the Commission.

Applicant Presentation: Mr. Tom Squance, project manager, Stanford, said this would provide pediatric care in Menlo Park.

Commissioner Kahle asked about the interest in the neighborhood for this practice. Mr. Squance Said through outreach and marketing surveys they had determined the need in the local community. Commissioner Kahle said there was no work proposed for the front of the building such as signage. Mr. Squance Said if the project was approved they would apply for a sign permit.

Commissioner Onken said he was concerned with the flow of traffic from the parking lot and asked if it would work without use of the alley. Mr. Squance said that access was currently chained. Replying to Commissioner Onken, Mr. Squance said they would look at formalizing non access from the alley except for emergency access.

Chair Strehl opened the public hearing.

- Kathleen Daly, Café Zoe, said she supported the project. She said regarding the parking and traffic, she and others had met with the development team and lead pediatrician. She said that they could resolve any parking concerns and help make this work for everyone. She said the salon uses at the site had just not worked and a pediatric clinic would work well for the neighborhood. She said she had a petition with 70 community members' signatures that supported the use.
- Female speaker said she supported and liked the community.
- Ana Pedros, Oak Court, said about 70% of the homes in the area have children and having pediatric services close by would be great.

Chair Strehl closed the public hearing.

Commission Comment: Commissioner Onken said he supported the project and did not think the parking within the setbacks was a problem. He said the concept of disseminating smaller clinics throughout communities was a good strategy. He said he would approve with a request to formalize non-access from the alley.

Commissioner Barnes said this was a good location and a good community serving use.

Commissioner Combs asked if there had been any previous uses at this site that generated sales tax for the City. Ms. Jimenez said not with the proposed use and had been very limited with previous uses such as hair salons.

Commissioner Riggs said the traffic issue was generally limited with a clinic as there was a rotation and turnover in the parking lot. He said it was supported by neighborhood.

Chair Strehl said she met with the applicant and lived in the neighborhood and supported the application.

**ACTION:** Motion and second (Strehl/Goodhue) to approve with the following modification; passes 7-0.

- 1. Make a finding that the project is categorically exempt Class 1 (Section 15301, "Existing Facilities") of the current California Environmental Quality Act (CEQA) Guidelines.
- 2. Make findings, as per Section 16.82.030 of the Zoning Ordinance pertaining to the granting of use permits, that the proposed use will not be detrimental to the health, safety, morals, comfort and general welfare of the persons residing or working in the neighborhood of such proposed use, and will not be detrimental to property and improvements in the neighborhood or the general welfare of the City.
- 3. Approve the use permit subject to the following *standard* conditions:
  - a. Development of the project shall be substantially in conformance with the plans prepared by Greenbough Design, consisting of 7 plan sheets, dated December 18, 2016 and stamped received on January 3, 2017, and the project description letter dated December 22, 2016 and stamped received January 3, 2017, and approved by the Planning Commission on January 9, 2017, except as modified by the conditions contained herein, subject to review and approval by the Planning Division.
  - b. Prior to building permit issuance, the applicants shall comply with all Sanitary District, Menlo Park Fire Protection District, and utility companies' regulations that are directly applicable to the project.
  - c. Prior to building permit issuance, the applicants shall comply with all requirements of the Building Division, Engineering Division, and Transportation Division that are directly applicable to the project.
  - d. Prior to building permit issuance, the applicant shall submit a plan for any new utility installations or upgrades for review and approval by the Planning, Engineering and Building Divisions. All utility equipment that is installed outside of a building and that cannot be

placed underground shall be properly screened by landscaping. The plan shall show exact locations of all meters, back flow prevention devices, transformers, junction boxes, relay boxes, and other equipment boxes.

- e. Heritage trees in the vicinity of the construction project shall be protected pursuant to the Heritage Tree Ordinance.
- 4. Approve the use permit subject to the following *project-specific* conditions:
  - a. Simultaneous with a building permit application, a floodproofing certificate shall be submitted, for review and approval by the Engineering Division.
  - b. Prior to building permit issuance, the property owner shall enter into an agreement with the City regarding the operation and maintenance of all dry-flood proofing measures, as required by the Engineering Division.
  - c. Prior to building permit issuance, a Flood Emergency Action Plan shall be submitted for review and approval by the Engineering Division, which demonstrates that the floodproofing components will operate properly under all conditions, including power failures.
  - d. Prior to building permit issuance, the applicant shall pay the Transportation Impact Fee, currently estimated at \$22,515, as required by the Transportation Division
  - e. Simultaneous with a building permit application, a revised site plan shall be submitted to indicate that the entrance and exit from the alley shall be used for emergency purposes only. The site plan shall be subject to review and approval of the Planning Division, Transportation Division, and the Menlo Park Fire Protection District.
- F5. Development Agreement Annual Review/Bohannon Development Company/101-155 Constitution Drive and 100-190 Independence Drive (Menlo Gateway Project): Annual review of the property owner's good faith compliance with the terms of the Development Agreement for the Menlo Gateway (Bohannon Hotel & Office) project. (Staff Report #17-004-PC)

Staff Comment: Associate Planner Tom Smith said he had no changes to the staff report.

Questions of Staff: Commissioner Onken asked how many years the agreement allowed for the annual check-in. Associate Planner Smith said this was through the development of the Constitution site.

Commissioner Barnes said Exhibit A, 5.2, Capital Improvements, referred to other citywide recreational improvements and included notes about funds. He asked specific to the Bohannon capital improvement funds referenced if it was permissible for that money to not be spent in that jurisdiction but for instance spent to build a dog park in the Willows. Associate Planner Smith said there was a specification that \$750,000 would be spent on the Belle Haven neighborhood and \$500,000 was available for Bedwell Bayfront Park or for other citywide recreational improvements. Responding to Commissioner Barnes' question as to when the use of those funds might come into play, Associate Planner Smith said they wanted to combine discussions about that with a Parks Master Plan to get a broad range of public input, which was expected to occur 2017-2018.

Commissioner Riggs said on sheet C.2, item 5.3, it indicated that the owner had conducted

community outreach. He said this development was across from the Lorelei Manor, and it would be nice if Lorelei Manor residents would be consulted as they had been asking formally for a year and informally for six years for attention to the Hetch Hetchy reserve which Menlo Park had agreed to maintain but had not done so yet. He noted on Page D.2, 8.71, regarding a right turn from Marsh Road to Florence, that staff had suggested a change to have concepts for bicycle lanes on Marsh Road. He said that was in conflict with Planning Commission approval and in conflict with current efforts underway on the opposite side of Marsh Road. He asked if the installation of bike lanes would be on the north or south side of the road.

Associate Planner Smith said the reason for that change was that Redwood City had a somewhat tepid interest in this project and that two large, possibly heritage trees would be impacted by the westbound right turn lane and that would also impede some of the future efforts to put bicycle lanes on Marsh Road. He said staff asked the developer for concepts of bicycle lanes on Marsh Road.

Mr. David Bohannon said he believed there was an issue with a right turn at Florence related to a tree. He said it was messy the way the right-of-way worked with the property line. He said staff asked if it would be okay if that obligation was converted to a bicycle lane obligation, which he was amenable to. He said since the north side was either County or Redwood City he thought the bicycle lanes would need to be in Menlo Park. He said he felt there was need for collaboration with Atherton with what would happen from Middlefield Road to Bohannon or Florence noting there were fairly disastrous conditions there currently.

Commissioner Riggs said the most immediate need for a bicycle lane was a coordination effort with the railroad because bicycles could not get past at the pinch at the railroad.

Mr. Bohannon said that in their weekly meeting with Planning staff they could discuss that and asked Commissioner Riggs to provide more information for that.

Applicant Presentation: Mr. Bohannon said he had no additions to the letter and written report.

Commissioner Barnes asked about the expected construction dates. Mr. Bohannon said that Phase 1, the office building, should be completed and potentially occupied this year and the hotel would be completed end of this year or early 2018. He said the parking garage would be completed before either of those buildings. He said they were in design development for Phase II and discussion with potential occupants and thought that might occur by 2020 or 2021. He said that tenant improvements could not be made to the Phase 1 office building until some percentage of the hotel was sheet rocked.

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

**ACTION:** Motion and second (Riggs/Goodhue) to make a determination that the property owner, over the course of the past year, has demonstrated good faith compliance with the provisions of the Menlo Gateway Development Agreement for the period of January 2016 through January 2017; passes 7-0.

## G. Informational Items

- G1. Future Planning Commission Meeting Schedule.
  - Regular Meeting: January 23, 2017

- Regular Meeting: February 6, 2017
- Regular Meeting: February 27, 2017
- Regular Meeting: March 13, 2017

## H. Adjournment

Chair Strehl adjourned the meeting at 9:37 p.m.

Staff Liaison: Thomas Rogers, Principal Planner

Recording Secretary: Brenda Bennett

# **Community Development**



## STAFF REPORT

Planning Commission Meeting Date: Staff Report Number:

2/6/2016 17-007-PC

Consent Calendar:

Architectural Control/Gregory Eaton/140 Forest Lane

## Recommendation

Staff recommends that the Planning Commission approve architectural control for exterior modifications to the front and rear facades of an existing residence in the R-3 (Apartment) zoning district, including the addition of new gross floor area, at 140 Forest Lane. The recommended actions are contained within 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 property is located at 140 Forest Lane, near the intersection of Forest Lane and Stone Pine Lane in the Park Forest neighborhood near the City's northern border. The adjacent parcels along Forest Lane are also located within the R-3 (Apartment) zoning district, and contain townhouses and associated common space. The parcel and the townhouses surrounding the parcel were originally developed under the jurisdiction of San Mateo County as a Planned Unit Development and are known collectively as the Park Forest development. The area represents a variety of architectural styles, with most townhouses at a three-story scale. Many residents have modified their units since being annexed into the City of Menlo Park. A location map is included as Attachment B.

## Analysis

## **Project description**

The existing single-family townhouse contains approximately 2,483 square feet of gross floor area. The existing townhouse also includes a two-car garage, which is not included in the calculation of gross floor area. The townhouse consists of three levels with two bedrooms and two bathrooms. The applicant is proposing to conduct interior alterations including remodeling the kitchen, bedrooms and bathrooms. The applicant is proposing to extend the right side of the exterior wall at the kitchen, adding 14 square feet for the kitchen pantry to the front side of the second floor. Additionally, the applicant is proposing to enclose the rear third floor balcony, adding 60 square feet to the third floor. With the remodeling and enclosure of the balcony, an additional bedroom and bathroom would be added to the third floor. There would also be

Staff Report #: 17-007-PC Page 2

exterior modifications in colors and materials, which are described in detail in the following section of this staff report. The project plans are included as Attachment C and the project description letter is included as Attachment D.

## **Design and Materials**

All exterior changes are proposed for the front and rear elevations of the townhouse. The exterior changes would include new stucco and paint, and the addition of Neolith Estatuario and Strata stone trim panels to the balcony and the vertical walls along the front elevation. Neolith Estatuario would also be added to the post supporting the balcony. Metal zinc would be added to the roof fascia along the front elevation. All the windows along the front elevation and the third floor windows along the rear elevation would be new wood-clad windows to match the existing. A wood screen would create a vertical shade element above the front elevations on Sheet A3.1 of the plan set. The proposed elevations on Sheet A3.1 also show the front elevation without the wood screen for clarity.

Staff believes the project would be consistent with the existing contemporary architectural style of the individual unit. The project would also be compatible with the existing architectural style of the overall Park Forest development, which features a number of townhouses with a variety of materials and architectural styles. In addition, the project would have a relatively small impact to the neighbors given the limited scope of work.

## Correspondence

A letter from the Park Forest II Homeowners Association relaying approval of the project is included as Attachment E. Staff has not received any other correspondence thus far.

## Conclusion

Staff believes the project would result in a consistent architectural style for the individual unit. Additionally, the project would be compatible with the existing architectural style of the overall development, which features a number of townhouses with a variety of materials and architectural styles. The proposal has been approved by the applicable homeowners association. 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. Park Forest II Homeowners Association Approval

## Disclaimer

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

## Exhibits to Be Provided at Meeting

Color and Materials Board

Report prepared by: Corinna Sandmeier, Associate Planner

Report reviewed by: Thomas Rogers, Principal Planner THIS PAGE INTENTIONALLY LEFT BLANK

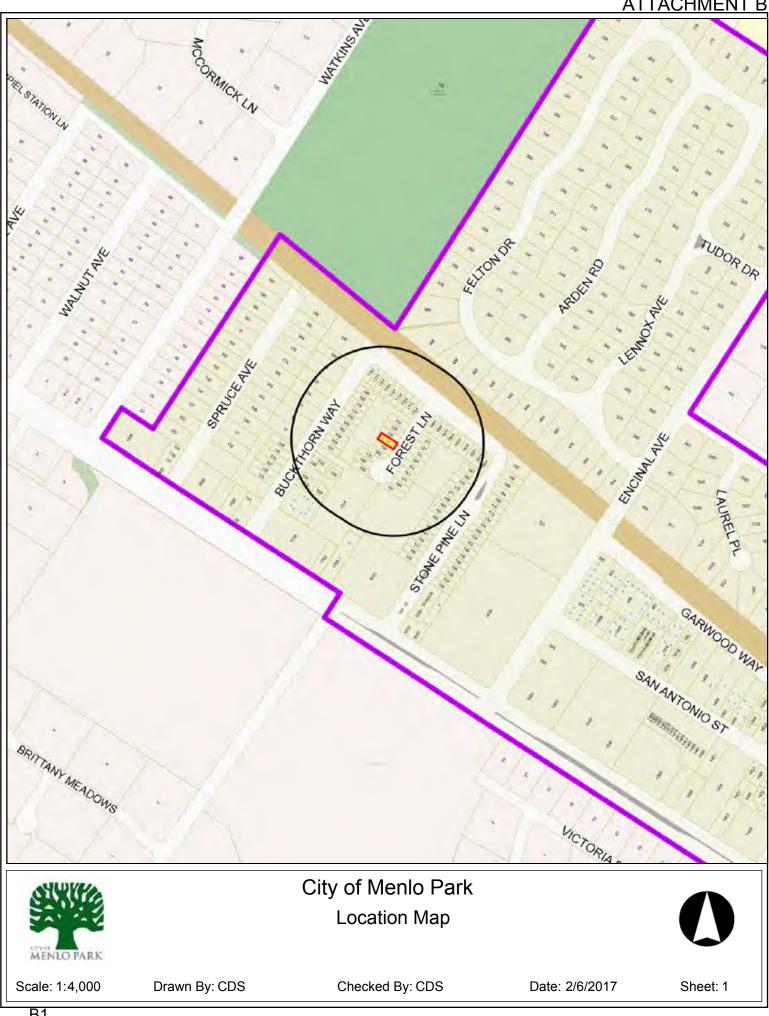
## ATTACHMENT A

## 140 Forest Lane – Attachment A: Recommended Actions

				CT NUMBER:APPLICANT: Tobin16-00101Dougherty Architects		<b>OWNER:</b> Gregory Eaton				
							nt and rear facades of an of new gross floor area.			
<b>DECISION ENTITY:</b> Planning Commission			ning	DATE: February 6, 2017		ACTION: TBD				
VC	DTE: TBE	D (Barnes, Com	nbs, Goo	dhue, Kahle, Onke	en, Riggs, Strehl)					
AC	TION:									
1.		a finding that the project is categorically exempt under Class 1 (Section 15301, "Existing es") of the current California Environmental Quality Act (CEQA) Guidelines.								
2.	Adopt t archited	nce, pertaining to								
	a.	The general a	ppearan	ce of the structure	is in keeping with	the chara	acter of the neighborhood.			
	b.	The developm	nent will r	ot be detrimental	to the harmonious	and ord	erly growth of the city.			
	C.	The developm neighborhood		ot impair the desi	rability of investme	ent or occ	cupation in the			
	d.				rking as required ir as to such parking.		cable city ordinances and			
	e.	The property i consistency is			lan area, and as s	uch no fir	nding regarding			
3.	Approv	e the architectu	ural contr	ol subject to the fo	ollowing <i>standard</i>	conditior	ns:			
	a.	Tobin Doughe and approved	erty Archi by the P	tects, consisting o lanning Commiss	of nine plan sheets	, dated re 2017 ex	th the plans provided by eceived January 24, 2017, cept as modified by the Planning Division.			
	b.		ection Di	strict, Recology, a			Sanitary District, Menlo ations that are directly			
	C.		ion, Engi	neering Division, a	blicant shall comply and Transportation		requirements of the that are directly			
	d.	installations o Divisions. All underground s	r upgrade utility equ shall be p back flow	es for review and a ipment that is inst properly screened prevention device	talled outside of a by landscaping. T	anning, E building a he plan s	or any new utility Engineering and Building and that cannot be placed shall show exact locations oxes, relay boxes, and			
	e.	submit plans i significantly w	ndicating orn secti	that the applicant	t shall remove and provements. The	replace	cation, the applicant shall any damaged and all be submitted for review			

LOCATION: 140 Forest PROJE		CT NUMBER: 6-00101	APPLICANT: Tobin Dougherty Architects		OWNER: Gregory Eaton				
<b>REQUEST:</b> Request for architectural control for exterior modifications to the front and rear facades of an existing residence in the R-3 (Apartment) zoning district, including the addition of new gross floor area.									
<b>DECISION ENTITY:</b> Plana Commission	ning	DATE: February 6, 2017		ACTION: TBD					
VOTE: TBD (Barnes, Combs, Goodhue, Kahle, Onken, Riggs, Strehl)									
ACTION:									
<li>f. Heritage trees in the vicinity of the construction project shall be protected pursuant to the Heritage Tree Ordinance.</li>									

## ATTACHMENT B



## ATTACHMENT C

# EATON RESIDENCE REMODE

MENLO PARK, CA 94025

# 140 FOREST LANE

OFFICE OF ARCHITECTURE PLANNING INTERIORS / DESIGN TOBIN T DOUGHERTY AIA

TOBIN DOUGHERTY

PRINCIPAL ARCHITECT 914 INDUSTRIAL AVE PALO ALTO, CA OFFICE: 650.323-1890 email @ info@tobinarchitects.com





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PROJECT: EATON RESIDENCE

PROJECT LOCATION: 140 FOREST LANE MENLO, CA 94025

PROJECT LOG: PRE.PLN SUB. OCT 04.2016

PRE.PLN SUB. OCT 04.2016 PRE.PLN RESUB. NOV 04.2016

1 PLN. CHECK DEC. 14.2016

PLN. CHECK JAN. 17.2017 PRELIMINARY NOT FOR CONSTRUCTION

CS Project Number: 2016-03 Sheet Date: 1/23/17

### PROJECT DATA:

#### GENERAL ZONING ANALYSIS:

PROJECT ADDRESS: 140 FOREST LANE, MENLO PARK ZONING: R-3 APARTMENT DISTRICT

CONSTRUCTION TYPE: V-B APN #: 060343390

CODE COMPLIANCE:

2013 CALIFORNIA BUILDING CODE(CBC) 2013 CALIFORNIA ELECTRICAL CODE (CMC) 2013 CALIFORNIA PLUMBING CODE (CPC) 2013 CALIFORNIA ENERGY EFFICIENCY STANDARDS

$\sim$	$\sim \sim$	$\neg \land$
( HOUSE FLOOR ARE	A:	2
(		)
(E) FIRST LEVEL FLOOR	615.00 SF	$\prec$
(E) SECOND LEVEL FLOOR	710.00 SF	~
(E) THIRD LEVEL FLOOR	1,158.00 SF	2
TOTAL (E) FLOOR AREA	2,483.00 SF	2
(N) ADDITION	60.00 SF	)
TOTAL FLOOR AREA (N+E)	2,543.00 SF	Ĵ
4 mm m	ハハ	1

#### SCOPE OF WORK

INTERIOR AND EXTERIOR REMODEL AND ADDITION TO THE EXISTING 2,870 SQ.FT TOWINHOUSE. THE EXTERIOR REMODEL CONSIST ON UPGADING THE FRONT FACADE WINDOWS, NEW STUCCO AND PAINT. THE INTERIOR SCOPE OF WORK CONSIST ON THE REMODEL OF THE KITCHEN, LIVING ROOM AREA, BEDROOMS AND BATHROOMS.

#### PROJECT DIRECTORY

ARCHITECTS: TOBIN DOUGHERTY ARCHITECS 614 INDUSTRIAL AVE. PALO ALTO CA 94303 T 650.323.1890

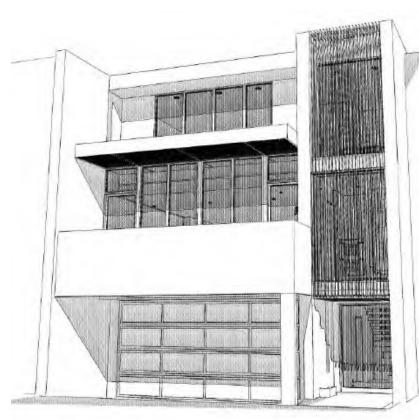
CONTRACTOR: MARK CASTELLO

T 650.207.5505 PROJECT INDEX:

#### ARCHITECTURAL

CS GENERAL INFORMATION

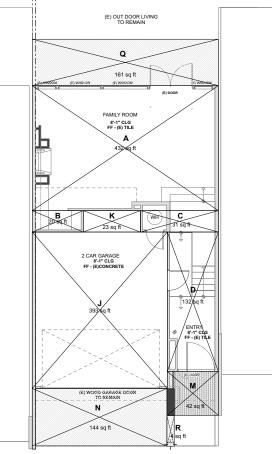
- SF FLOOR AREA COVERAGE DIAGRAM
- SITE SITE PLAN
- A1.1 (E) FLOOR PLANS DEMOLITION
- A2.1 (N) FLOOR PLANS
- A2.2 ROOF PLAN A3.1 ELEVATIONS
- A3.2 STREETSCAPE
- A4.1 BUILDING SECTION



RENDERING OF PROPOSED FRONT FACADE - SOUTH EAST. REFER TO PROPOSED FRONT

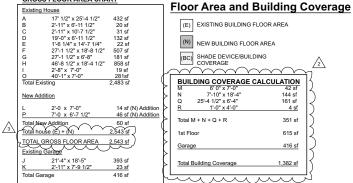
ELEVATION ON SHEET A3.1 EXTERIOR ELEVATIONS FOR MATERIAL DESCRIPTIONS

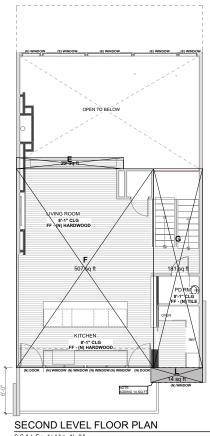
C1



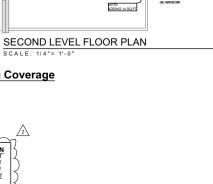
#### FIRST LEVEL FLOOR PLAN SCALE: 1/4"= 1'-0"

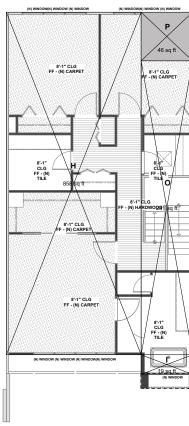
### GROSS FLOOR AREA CHART











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

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PALO ALTO, CA OFFICE: 650.323-1890 email @ info@tobinarchitects



Tobin T. Dounberty

### PROJECT: EATON RESIDENCE

PROJECT LOCATION: 140 FOREST LANE MENLO, CA 94025

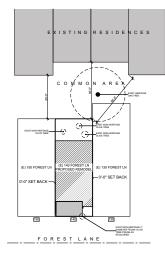
#### PROJECT LOG:

PRE.PLN SUB. OCT 04.2016 PRE.PLN RESUB. NOV 04.2016

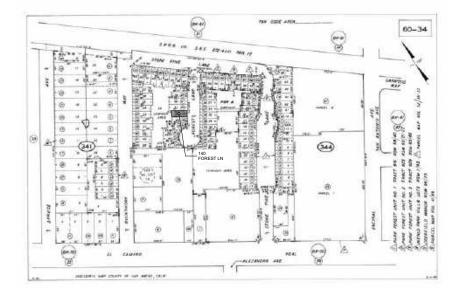


SF Project Number: 2016-03 Sheet Date: 1/23/17

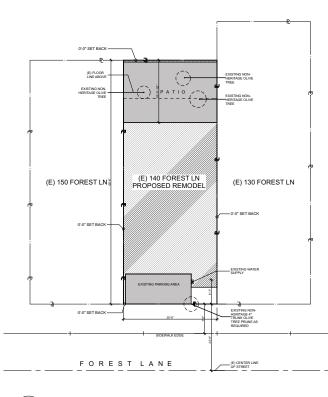




Area Plan - 140 Forest Lane



#### COMMON AREA





## Site Plan - Existing Building (Remodel)

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

SITE ANALYSIS Zoning: R-3 LOT AREA: 1885.75 ALLOWABLE FLOOR AREA: EXISTING NO ATTIC SPACE OVER 50° EXISTING FIRST FLOOR AREA: 115 of EXISTING THING FLOOR AREA: 115 of EXISTING THING FLOOR AREA: 115 of CARAGE 115 of CONTRACES: 00% LAND COVERED BY STRUCTORES: 00% COVER DIFFACES: 00% PAREN DUFFACES: TOBIN DOUGHERTY ARCHITECTS

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### PROJECT: EATON RESIDENCE

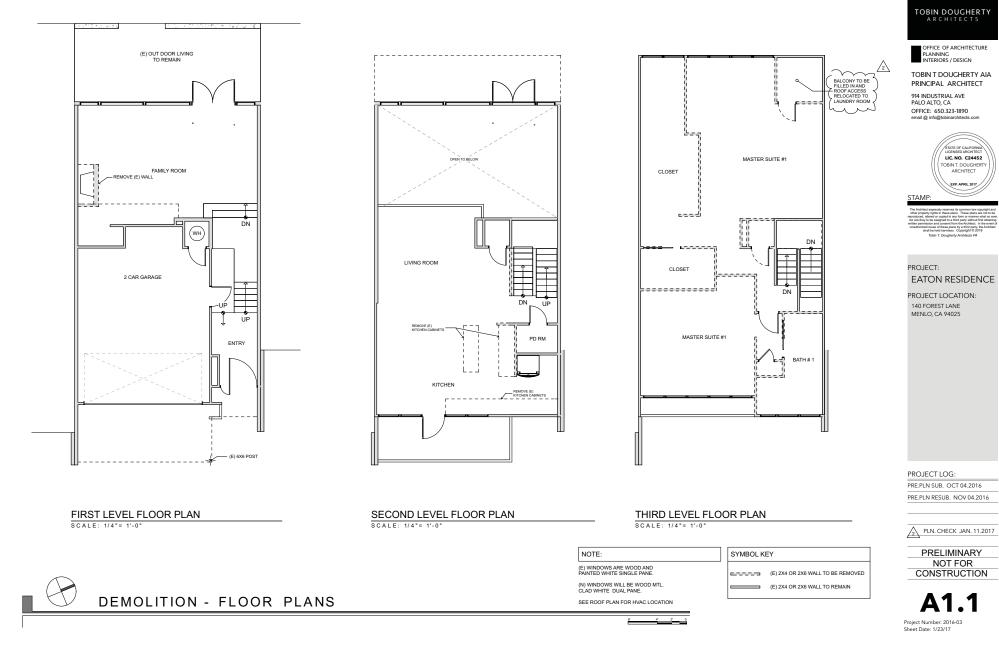
PROJECT LOCATION: 140 FOREST LANE MENLO, CA 94025

PROJECT LOG: PRE.PLN SUB. OCT 04.2016 PRE.PLN RESUB. NOV 04.2016

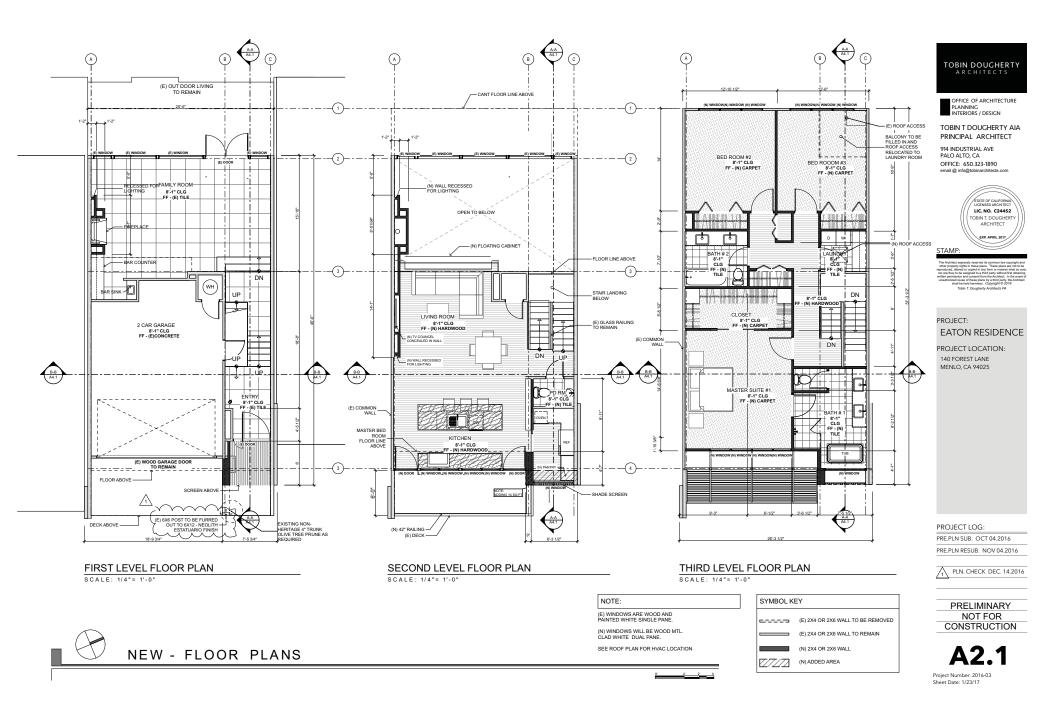
PLN. CHECK DEC. 14.2016

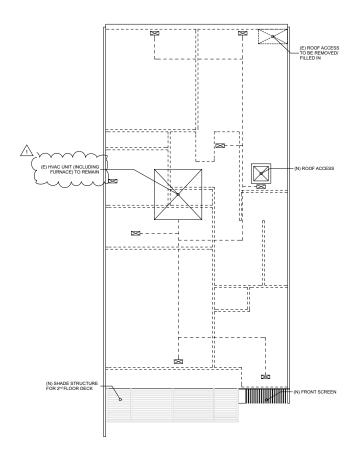


SITE Project Number: 2016-03 Sheet Date: 1/23/17



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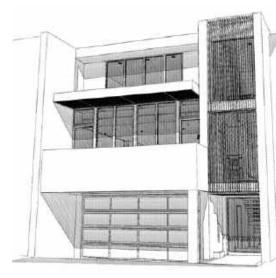




#### ROOF PLAN SCALE: 1/4"= 1'-0"



RENDERING - NORTH WEST



RENDERING - SOUTH EAST

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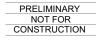
had approxing preserves its common take copyright and openly rights in when plans. These plans are used to be et, allered or copies in any form or manner what to owe hay to be assigned to a third party without first obtaining intrasison and consent from the Architect. In the event risted reuse of these plans by at third party, the Architect shall be held hermises. Copyright IG 2016 Table 7. Dougharty Architects PA

PROJECT: EATON RESIDENCE

PROJECT LOCATION: 140 FOREST LANE MENLO, CA 94025

PROJECT LOG:

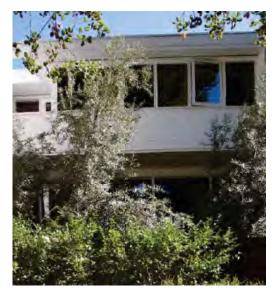
PRE.PLN SUB. OCT 04.2016 PRE.PLN RESUB. NOV 04.2016



**A2.2** Project Number: 2016-03 Sheet Date: 1/23/17



FRONT EXISTING ELEVATION - SOUTH EAST



BACK EXISTING ELEVATION - NORTH WEST



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TOBIN T DOUGHERTY AIA PRINCIPAL ARCHITECT

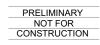
914 INDUSTRIAL AVE PALO ALTO, CA OFFICE: 650.323-1890 email @ info@tobinarchitects.c



PROJECT: EATON RESIDENCE

PROJECT LOCATION: 140 FOREST LANE MENLO, CA 94025

PROJECT LOG: PRE.PLN SUB. OCT 04.2016 PRE.PLN RESUB. NOV 04.2016



A3.2 Project Number: 2016-03 Sheet Date: 1/23/17

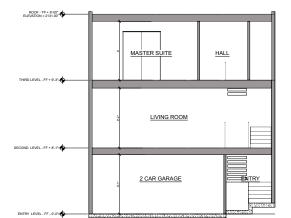


(E) 150 FOREST LN

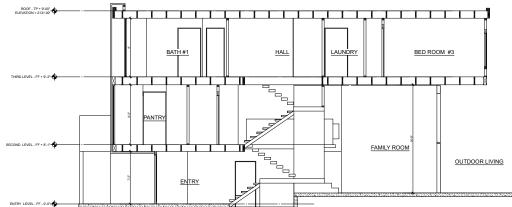
(E) 140 FOREST LN

(E) 130 FOREST LN

 $\underset{\tiny NTS}{\underline{\mathsf{EXISTING}}\ \mathsf{STREETSCAPE}\ -\ \mathsf{SOUTH}\ \mathsf{EAST}\ \mathsf{ELEVATIONS}}$ 







A-A BUILDING SECTION

TOBIN DOUGHERTY ARCHITECTS

OFFICE OF ARCHITECTURE PLANNING INTERIORS / DESIGN

TOBIN T DOUGHERTY AIA PRINCIPAL ARCHITECT 914 INDUSTRIAL AVE PALO ALTO CA

914 INDUSTRIAL AVE PALO ALTO, CA OFFICE: 650.323-1890 email @ info@tobinarchitects.com



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PROJECT: EATON RESIDENCE

PROJECT LOCATION: 140 FOREST LANE MENLO, CA 94025

PROJECT LOG: PRE.PLN SUB. OCT 04.2016

PRE.PLN RESUB. NOV 04.2016

PRELIMINARY NOT FOR CONSTRUCTION



D1

project proposed floor plans and proposed new facade. A letter from the Park Forest II Homeowners association is attached to this letter.

Please do not hesitate in contacting us if you have any questions or comments.

Sincerely,

Tobin T. Dougherty

**Planning Division** Corinna Sandmeier

**TOBIN DOUGHERTY ARCHITECTS** 

Subject: 140 Forest Lane Townhouse Remodel - Project Description Letter Revised

We are submitting the 140 Forest Lane Townhouse Remodel project to the Planning Department for their review and approval. The existing use is Residential - R-3 and the proposed use remains Residential - R-3.

The remodel consists of the following:

- 1) The remodel of the exterior front facade: upgrading the existing windows, re-stucco and paint the existing walls, introducing new materials to the existing balcony and the existing roof fascia. We are proposing the use of Neolith Estatuario and Strata panels to be added to the balcony walls and the vertical walls, and the use of Metal Zinc to the roof fascia. A wood screen has been designed to create a vertical shade element above the front entry. A Color Board is being submitting to the Planning Department together with this letter.
- bathrooms. A total of 60 sq.ft. are being added to the second and third levels, which 14
- 2) Interior remodel: consists of the remodel of the existing kitchen, bedrooms and

sq.ft. are being added to the pantry area (second floor) and 46 sq.ft are being to bedroom # 3 (third floor).

The architectural style proposed is modern to match the existing architectural style. The Park Forest II Architectural Committee and the all the neighbors have reviewed and approved the

There are not changes proposed to the existing setbacks and the existing site layout.

## CITY OF MENLO PARK Community Development Department BUILDING

ATTACHMENT D



DEC 202016

12.19.16

## ATTACHMENT E

## PARK FOREST II HOMEOWNERS ASSOCIATION ARCHITECTURAL COMMITTEE



Date: December 14, 2015

DEC **20** 2016

CITY OF MENLO PARK

**BUI DING** 

To: Gregory Eaton 140 Forest Lane Menlo Park, Ca. 94025

From: Park Forest II Architectural Committee

Subject: Proposed Remodel – Interior and Exterior Modifications Approval

Dear Greg,

Thank you for submitting the architectural plans relative to the interior and exterior upgrades and modifications to your property at 140 Forest Lane.

The plans were reviewed by the Park Forest II Architectural Committee in September 2016. The committee approved the plans as submitted with the conditions all the interior and exterior changes conform to the City of Menlo Park requirements.

The proposed changes for the interior and exterior as outlined in the architectural plans, dated 7.25.16 and color board, dated 9.2.16 will be a nice improvement to your property and the Park Forest II neighborhood.

The Architectural Committee wishes you success with your upcoming project.

Best regards,

122 200.

Anne Lear Joan Reveno Architectural Committee Park Forest II Homeowners Association

# **Community Development**



## STAFF REPORT

Planning Commission Meeting Date: Staff Report Number:

2/6/2017 17-008-PC

Public Hearing:

Use Permit/Ali Reza Parvin/705 Cambridge Avenue

## Recommendation

Staff recommends that the Planning Commission approve a request for a use permit to demolish an existing single-story, single-family house and build a new two-story, single-family residence with a basement on a substandard lot with regard to lot width in the R-2 (Low Density Apartment) zoning district, at 705 Cambridge Avenue. The recommended actions are contained within Attachment A.

## **Policy Issues**

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

## Background

## Site location

The subject site is located at 705 Cambridge Avenue, located between El Camino Real and Cornell Road. A location map is included as Attachment B. The parcel is immediately surrounded by other R-2 zoned properties; however, some properties nearby to the northeast are zoned in the SP-ECR/D (El Camino Real/Downtown Specific Plan) district and the R-3 (Apartment) district. Some properties to the southwest of the subject site are in the R-1-U (Single-Family Urban) district. There is a mix of one and two-story single-family residences, as well as attached and detached two-unit developments surrounding the project site, which feature varied architectural styles, including ranch and craftsman style homes. The adjacent left and right side properties were developed in accordance with use permits granted by the Planning Commission in 2008 and 2013, respectively.

## Analysis

## **Project description**

The applicant is proposing to demolish an existing single-story, single-family residence and attached twocar garage, and construct a new two-story, five-bedroom residence with an attached two-car garage and a new basement. All of the basement lightwells would adhere to the main building setbacks, so use permit approval of excavation in yards would not be required. The master bedroom covered balcony would comply with relevant side and rear setback requirements.

The house is proposed to be 27 feet, nine inches in height, below the maximum permissible height of 28

Staff Report #: 17-008-PC Page 2

feet, and the proposed structure would comply with daylight plane requirements. Although the new house would be located near the front setback, the second floor would be inset 28 feet, 8.5 inches from the front property line, and the setback from the rear property line would increase from approximately 26 feet, 11 inches to 56 feet, two inches.

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. The proposal is shown as complying with the FAL (Floor Area Limit). However, elevations indicate that a portion of the attic above the first level may exceed five feet in height, which should be counted against the FAL total. As a result, staff has included condition 4a, requiring an additional section with the building permit in order to verify the FAL. Slight changes to interior ceiling heights and/or this roof element could be required as a result, but staff does not believe such modifications would affect the substance of the proposal.

## Design and materials

The new home would be constructed in what the applicant describes as a modern ranch style, with a stone veneer accent around the garage and the top of the front entryway. The basement light wells would include wrought iron railings. The rest of the residence would feature a wood siding exterior, a wood shingle roof, double glazed windows with simulated divided lights, and stucco or precast stone trim sills. For simplicity, the elevation drawings do not replicate the wood siding over every facade, but the applicant has confirmed that it would be applied everywhere except for the areas explicitly labeled as other materials.

The entire second floor would be inset from the perimeter of the main floor, which would minimize the massing of the home. Most of the windows on the sides of the second floor would have relatively high sill heights. The curved stairway would feature five windows with high sill heights as a decorative feature. The front entry would include a wood front door and square, decorative columns. A wood garage door with a simulated two-door design is proposed for the two-car garage, and would be compatible with the style of the front door. The garage would be recessed from the front porch, which would help deemphasize the garage as a design feature.

The rear of the home would feature a covered porch with a skylight, and above the back porch would be a covered balcony for the master bedroom. The second floor would be inset on all sides which would reduce the perception of massing. Staff believes that the scale, materials, and design of the proposed residence would be consistent with the neighborhood's mix of architectural styles. However, staff recommends that the Planning Commission consider the stone trim, in particular its application at the top of the porch columns, which does not necessarily replicate a traditional construction method (i.e., as a heavier material, stone is more typically used at the base of a column).

## Trees and landscaping

There are a total of nine trees on and near the subject property, six of which are heritage trees. A tree of heaven and two redwoods are on the adjacent lot at the rear of the property. No trees are proposed for removal. The applicant has submitted an arborist report (Attachment F) detailing the species, size, and conditions of these trees. The City Arborist has reviewed the report and stated that it covers the prevention

Staff Report #: 17-008-PC Page 3

of potential impacts to the trees, in particular guidelines regarding trenching in proximity to the street tree number 1 (heritage-size liquidambar). The proposed project is not anticipated to adversely affect any of the heritage trees, as tree protection measures will be ensured through standard condition 3g.

#### Correspondence

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

#### Conclusion

Staff believes the scale, materials, and style of the proposed residence are compatible with the neighborhood. The applicants have set the second floor back from the first floor of the proposed residence, helping reduce the perception of mass and bulk. Design elements such as the front entry and garage doors would add visual interest to the project. The recommended tree protection measures would help minimize impacts on nearby heritage trees. Staff recommends that the Planning Commission approve the proposed project.

#### Impact on City Resources

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

#### **Environmental Review**

The project is categorically exempt under Class 3 (Section 15303, "New Construction or Conversion of Small Structures") of the current California Environmental Quality Act (CEQA) Guidelines.

#### **Public Notice**

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

#### **Appeal Period**

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

#### Attachments

- A. Recommended Actions
- B. Location Map
- C. Data Table
- D. Project Plans
- E. Project Description Letter
- F. 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

None

Report prepared by: Michele T. Morris, Assistant Planner

Report reviewed by: Thomas Rogers, Principal Planner

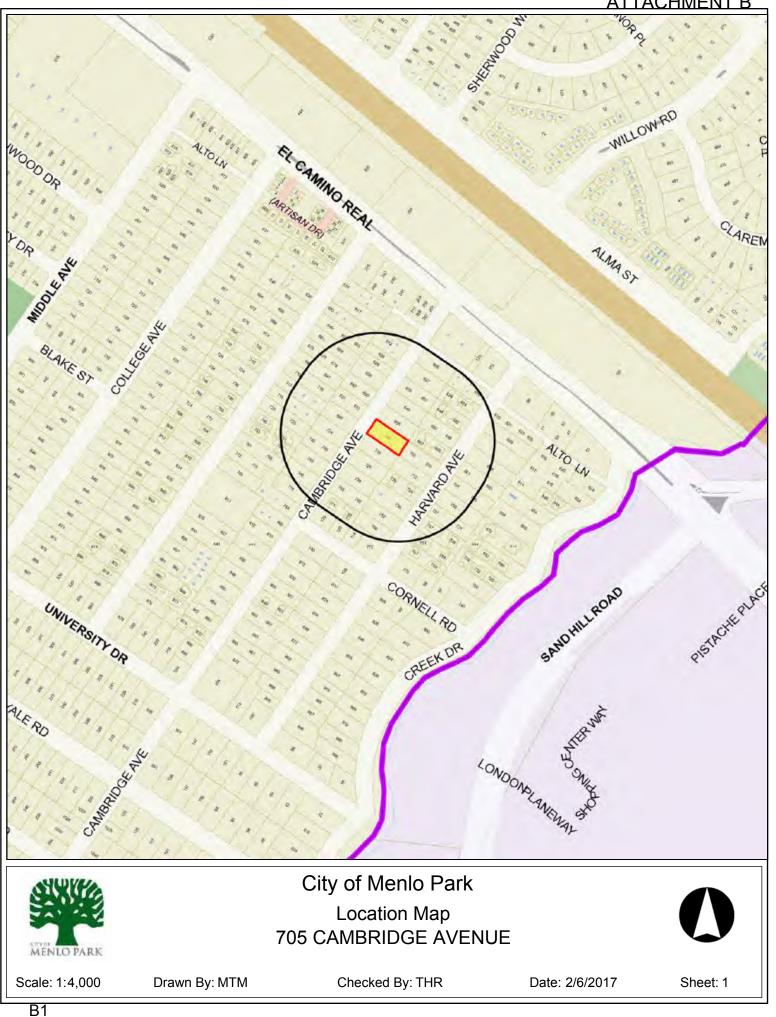
# ATTACHMENT A

## 705 Cambridge Avenue – Attachment A: Recommended Actions

	CATION mbridge	I: 705 Avenue	PROJEC	<b>CT NUMBER:</b> 6-00095	APPLICANT: Ali Parvin	Reza	OWNER: Menlo Living, LLC
nev	v two-sto		ily resider	ice with a basem			e-family house and build a the regard to lot width in
	CISION mmissio	ENTITY: Planı n	ning	DATE: February	r 6, 2017	ACTIO	N: TBD
vo	TE: TBD	O (Barnes, Cor	mbs, Goo	dhue, Kahle, Onk	(en, Riggs, Strehl)		
AC	TION:						
1.	Constru				kempt under Class ) of the current Cal		on 15303, "New nvironmental Quality Act
2.	permits genera	, that the propo I welfare of the	osed use persons i	will not be detrim residing or workir	ental to the health, ng in the neighborh	safety, i lood of s	g to the granting of use norals, comfort and uch proposed use, and wi e general welfare of the
3.	Approv	e the use perm	nit subject	to the following a	standard condition	S:	
	a.	LEL Design control the Planning (	onsisting Commissi	of 11 plan sheets on on February 6		ebruary modified	
	b.						Il Sanitary District, Menlo are directly applicable to
	C.		ion, Engir	eering Division,	plicants shall comp and Transportation		Il requirements of the that are directly
	d.	installations o Divisions. All underground	r upgrade utility equi shall be p back flow	s for review and ipment that is ins roperly screened prevention devic	talled outside of a by landscaping. T	anning, E building he plan s	or any new utility Engineering and Building and that cannot be placed shall show exact locations poxes, relay boxes, and
	e.	submit plans i significantly w	indicating /orn sectio	that the applican	t shall remove and provements. The	replace	cation, the applicant shall any damaged and all be submitted for review
	f.	submit a Grac	ding and E and Drain	Drainage Plan for age Plan shall be		al of the	cation, the applicant shall Engineering Division. ance of grading,
	g.	Heritage trees Heritage Tree			ruction project sha	ll be prot	tected pursuant to the

LOCATION: 705 Cambridge Avenue		<b>CT NUMBER:</b> 6-00095	<b>APPLICANT</b> : Ali Reza Parvin		OWNER: Menlo Living, LLC
<b>REQUEST:</b> Request for a new two-story, single-fami the R-2 (Low Density Apart	ily reside	nce with a baseme			
<b>DECISION ENTITY:</b> Planr Commission	ning	DATE: February 6, 2017 ACT			I: TBD
VOTE: TBD (Barnes, Cor	nbs, Goo	odhue, Kahle, Onk	en, Riggs, Strehl)		
ACTION:					
4. Approve the use perm	nit subject	t to the following $oldsymbol{p}$	project-specific co	ondition:	
submit an add verify the inter implications. 1	litional se rior ceiling The diagr	ection (or sections) g and attic heights ams and any asso	through the area	above th otential F the plan	

## ATTACHMENT B



# ATTACHMENT C

## 705 Cambridge Avenue – Attachment C: Data Table

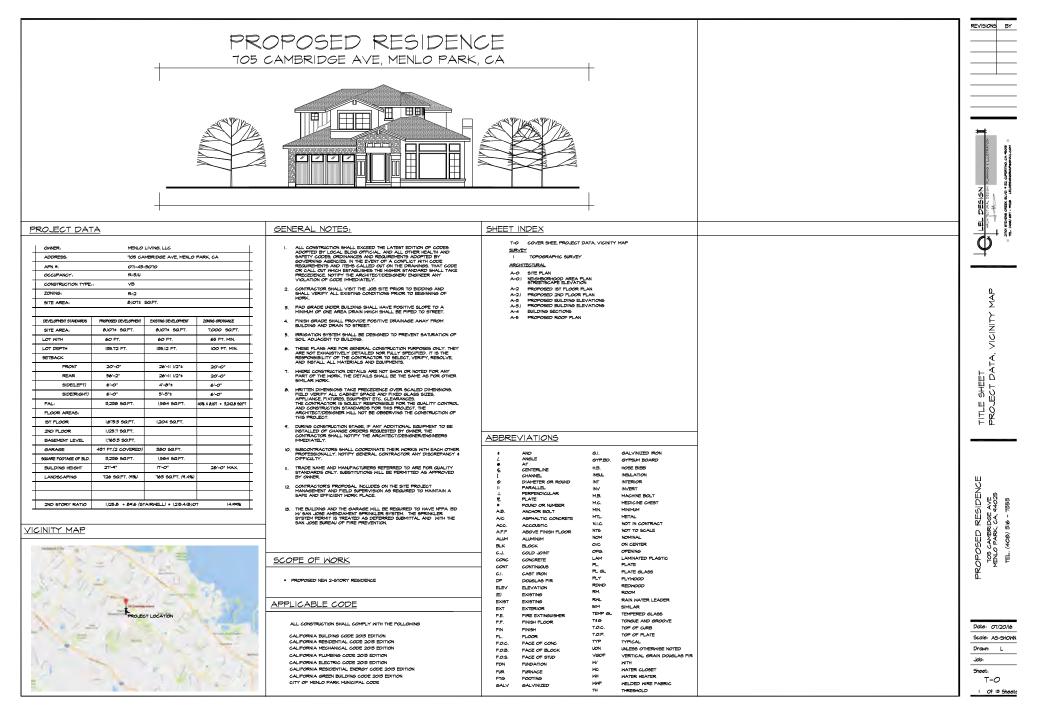
	PROP PRO		EXIS PROJ		ZON ORDIN	
Lot area	8,107	sf	8,107	sf	7,000	sf min.
Lot width	60	ft.	60	ft.	65	ft. min.
Lot depth	135	ft.	135	ft.	100	ft. min.
Setbacks						
Front	20	ft.	26.9	ft.	20	ft. min.
Rear	56.2	ft.	26.9	ft.	20	ft. min.
Side (left)	6	ft.	4.8	ft.	6	ft. min.
Side (right)	6	ft.	5.3	ft.	6	ft. min.
Building coverage	2,388.7	sf	1,584	sf	2,837.5	sf max.
	29.5	%	19.5	%	35	% max.
FAL (Floor Area Limit)	3,238.0	sf	1,584	sf	3,242.8	sf max.
Square footage by floor	1,763.3	basement	1,204	sf/1 <sup>st</sup>		
	1,675.3	sf/1 <sup>st</sup>	380	sf/garage		
	1,125.7	sf/2 <sup>nd</sup>				
	10.0	sf/fireplace				
	437.0	sf/garage				
	266.4	sf/porches				
Square footage of	5,277.7	sf	1,584	sf		
building						
Building height	27.8	ft.	17	ft.	28	ft. max.
Landscaping	9	% max.	9.4	% max.	40	% max.
Parking	2 cov	vered	2 cov	ered	1 covered/1	uncovered

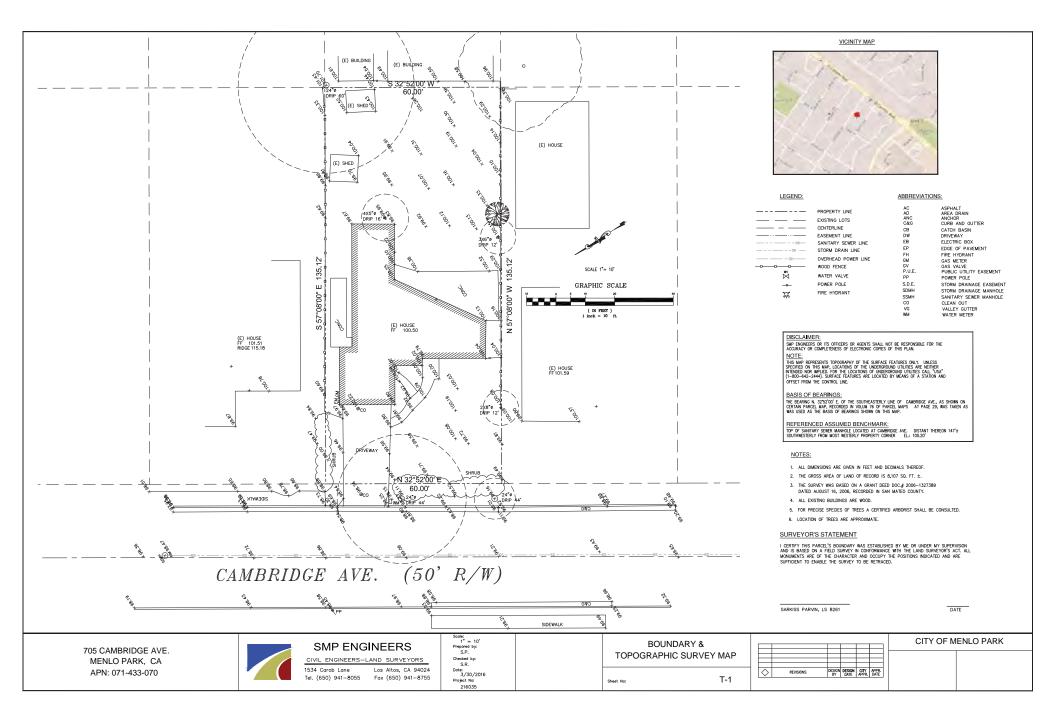
Trees

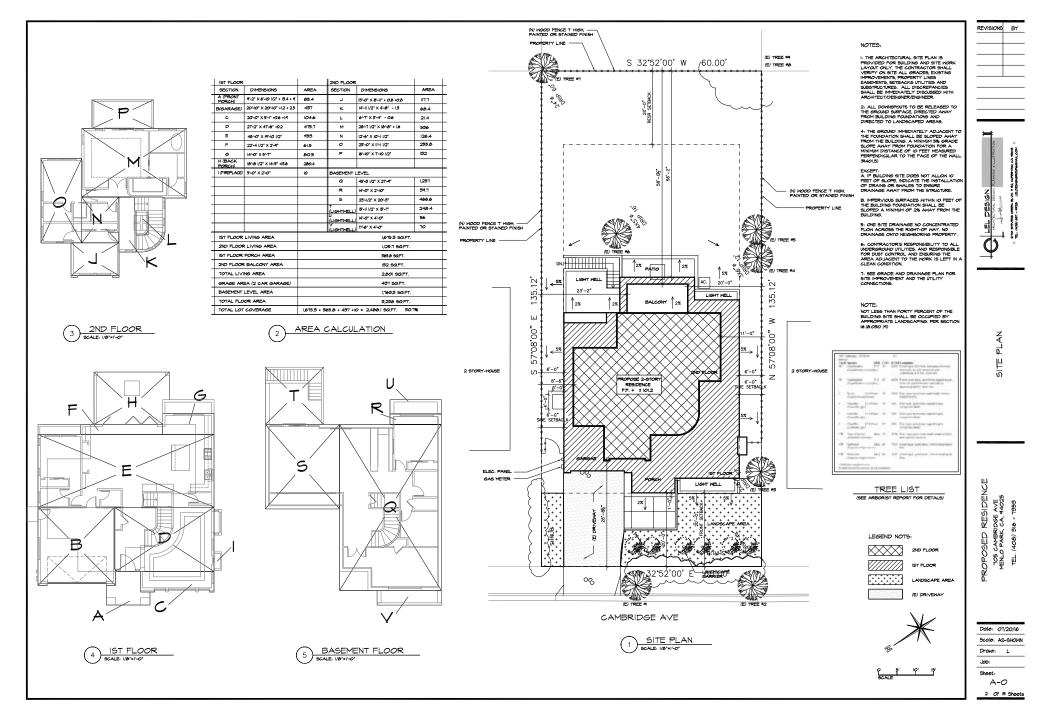
Heritage trees	6	Non-Heritage trees	3	New Trees	0
Heritage trees proposed for removal	0	Non-Heritage trees proposed for removal	0	Total Number of Trees	9*

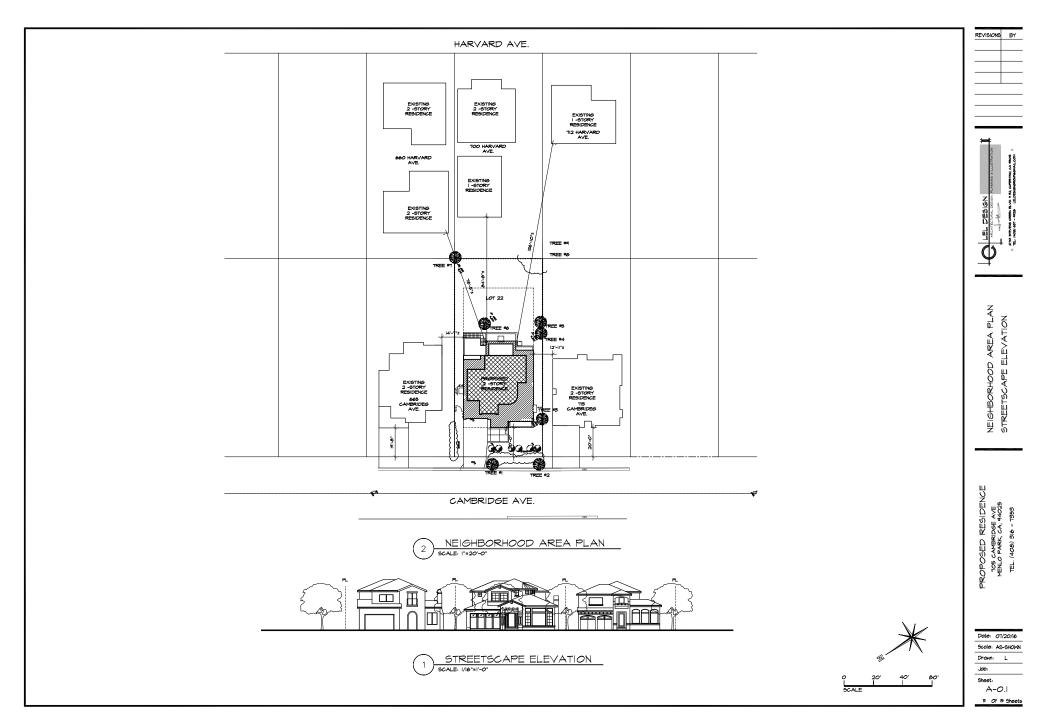
\* Three trees are on an adjacent property.

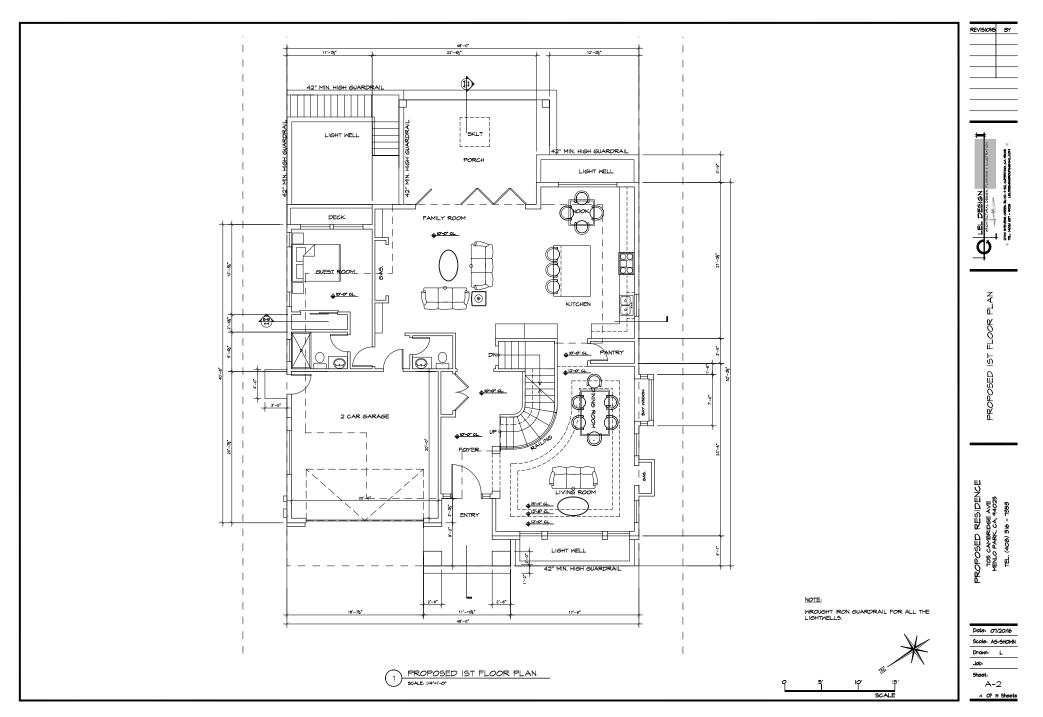
# ATTACHMENT D

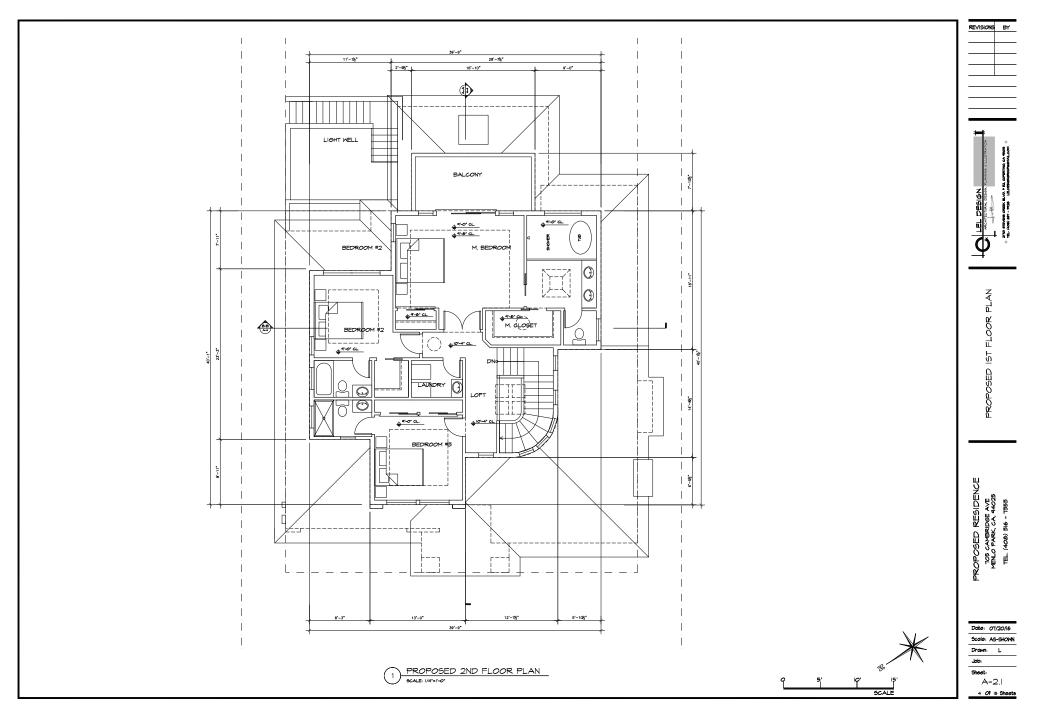


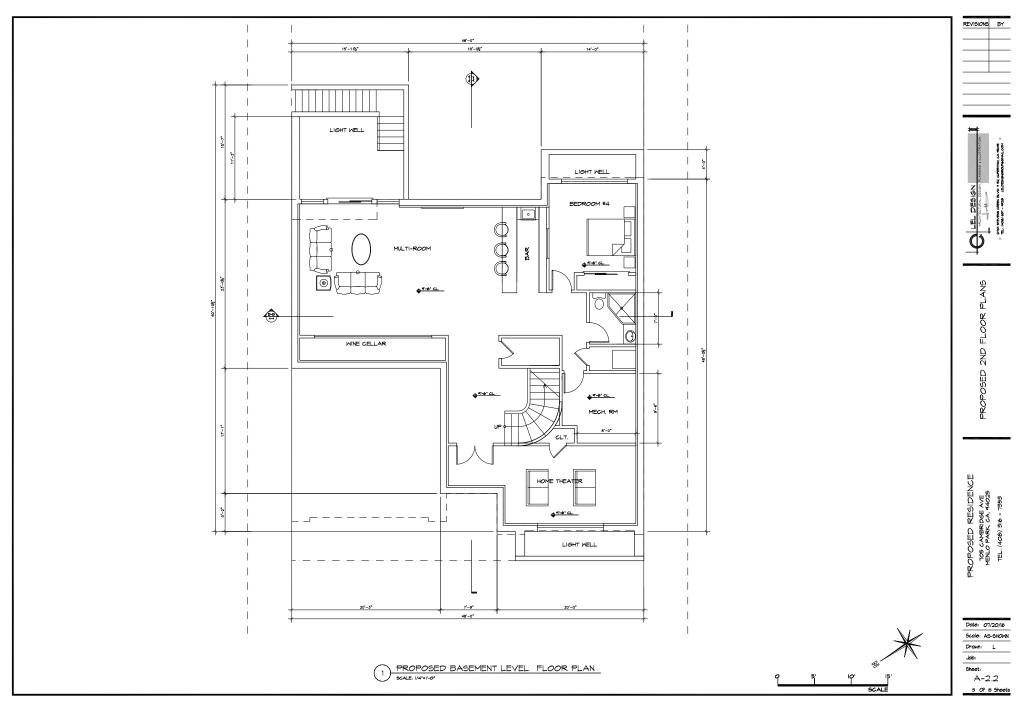


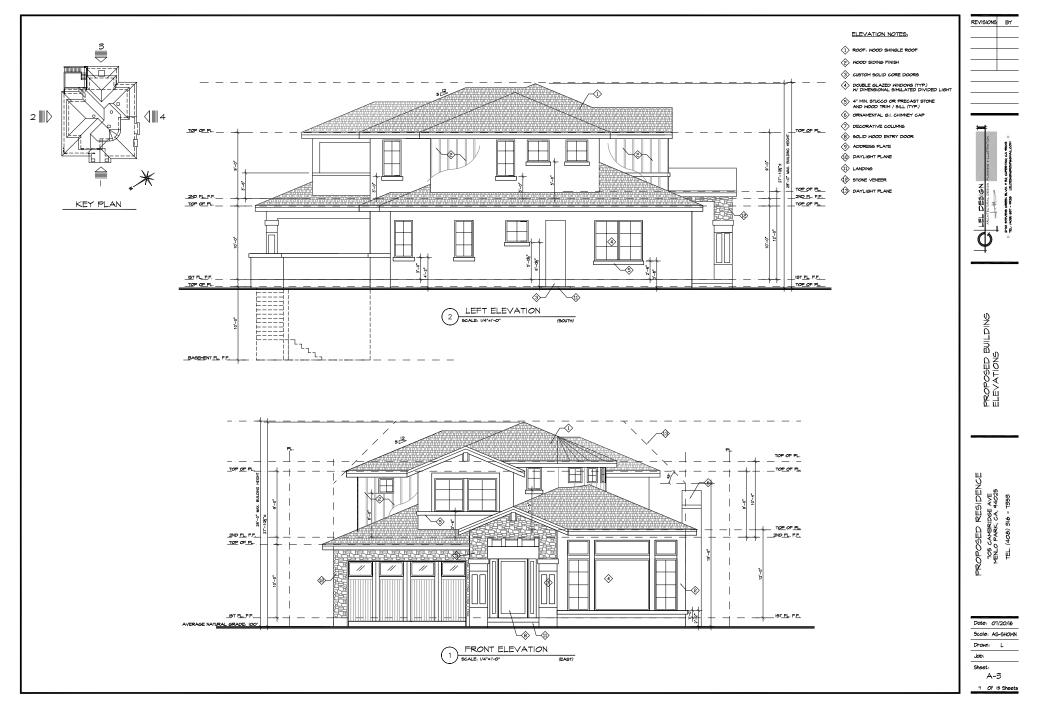


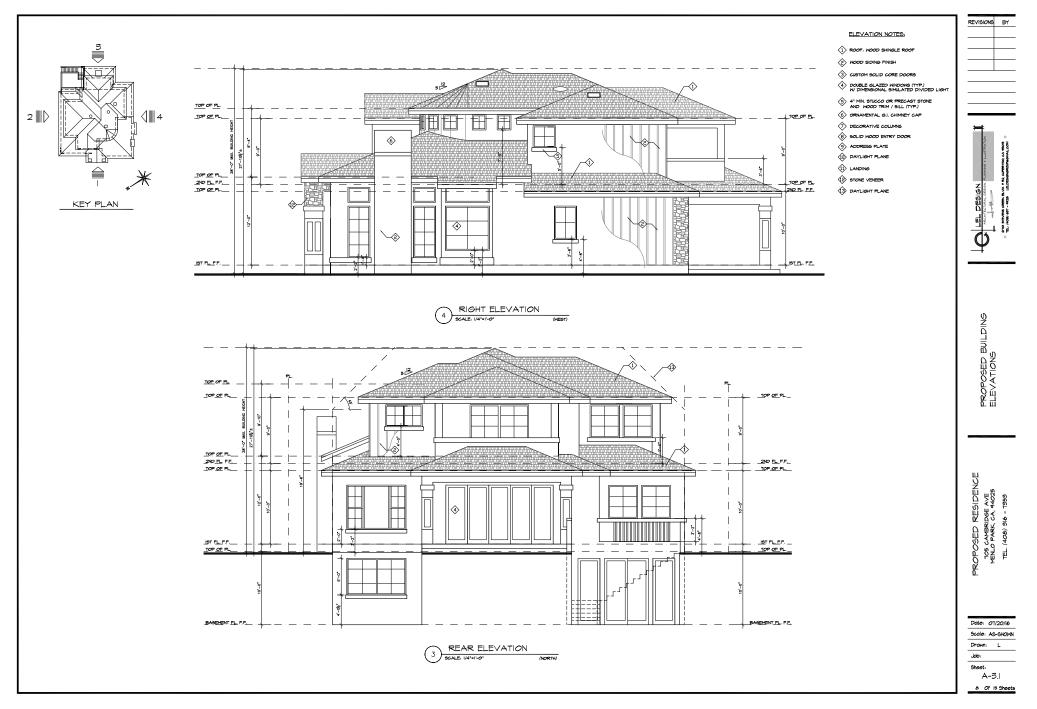


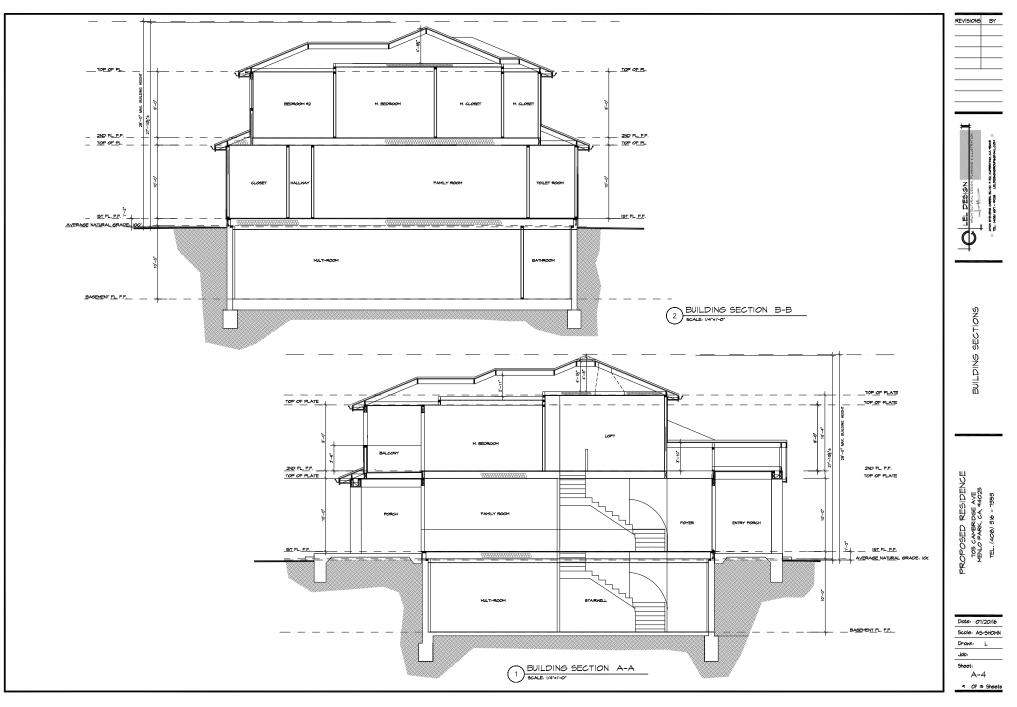


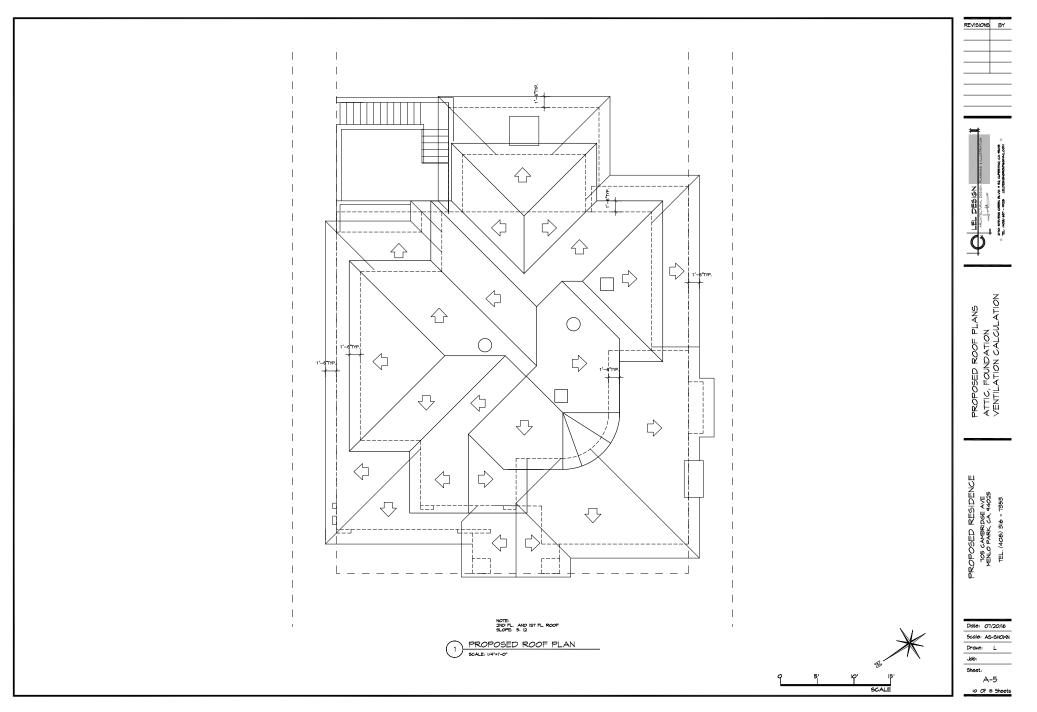












## CITY OF MENLO PARK, CA COMMUNITY DEVELOPMENT DEPARTMENT

705 Cambridge Ave Menlo Park, CA 94025

- Date: 10/05/16
- RE: Planning review of a new 3,238 square foot two story single-family residence with basement.

Address: 705 Cambridge Ave

Dear Michele,

Thank you for your time in reviewing this project. We would propose a new 2 story house with basement to replace the existing 68 years old 1-story 3 bedrooms/ one bath house. The current site sits at an inner rectangular lot with a mixture of newer & older homes. The lot frontage is northeast facing. The new house will built on the existing location following all required zoning regulations. And provide bigger backyard and more green area which will give better buffer in between neighbor lands. This custom home has been carefully designed to reflect the Modern Ranch Style. The design reflects the scale and character of the neighborhood. With back porch and welcoming front porches to soften the building facade, also to bring more outdoor enjoyment.

The architectural style includes the following features:

- 1. Wood siding with stone veneer accents exterior wall finish
- 2. Wood shingle roof
- 3. Covered porches for private & secure outdoor living
- 4. Balcony in the backyard
- 5. Recess entry door set in the porch
- 6. Small/ medium overhanging eaves
- 7. Wooden garage doors

Thank you very much for your consideration, and looking forward to work with you regarding this planning approval. We believe that our new house will be a nice addition to the neighborhood. We hope all our neighbors like our home design, as much as we do.

Sincerely

Ali Parvin

MENLO LIVING, LLC 408 316-7353

# ATTACHMENT F

Kielty Arborist Services LLC Certified Arborist WE#0476A

P.O. Box 6187 San Mateo, CA 94403 650-515-9783

October 28, 2016

Menlo Living LLC Attn: Ali Parvin P.O. Box 10517 San Jose, CA 95155

RECEIVED

OCT 3 1 2016 CITY OF MENLO PARK BUILDING

Site:705 Cambridge, Menlo Park, CA

Dear Mr. Parvin,

As requested on Wednesday, October 26, 2016, I visited the above site to inspect and comment on the trees. A new home with a basement is proposed for this site and your concern for the future health and safety of the trees has prompted this visit.

Method:

All inspections were made from the ground; the trees were not climbed for this inspection. The trees in question were located on a map provided by you. The trees were then measured for diameter at 54 inches above ground level (DBH or diameter at breast height). The trees were given a condition rating for form and vitality. The trees condition rating is based on 50 percent vitality and 50 percent form, using the following scale.

1 - 29 Very Poor 30 - 49 Poor 50 - 69 Fair 70 - 89 Good 90 - 100 Excellent

The height of the trees was measured using a Nikon Forestry 550 Hypsometer. The spread was paced off. Comments and recommendations for future maintenance are provided.

	ambridge /10/2	28/16		(2)	
Surve Tree# 1P	y: Species Liquidambar (Liquidambar	<b>DBH</b> 27.9 • styraciflua)	<b>CON</b> 70		<b>PComments</b> Good vigor, fair form, damaging driveway, street tree, heavily pruned in past, codominant at 8 feet, street tree.
2 <b>P</b>	Liquidambar (Liquidambar	25.0 r styraciflua)	45	40/20	Fair to poor vigor, poor form, topped in past, roots cut in past for new sidewalk on adjacent property, street tree.
3	Privet (Ligustrum ja	16.9@base ponicum)	45	10/10	Fair vigor, poor form, multi leader at base, topped in past.
4	Camellia (Camellia spj	13.6@base p.)	50	10/6	Fair vigor, poor form, topped in past, overgrown shrub.
5	Camellia (Camellia spj	13.9@base p.)	50	10/6	Fair vigor, poor form, topped in past, overgrown shrub.
6	Camellia (Camellia spj	13.8@base p.)	50	10/6	Fair vigor, poor form, topped in past, overgrown shrub.
7* <b>P</b>	Tree of heave (Ailanthus ali		45	45/40	Poor vigor, poor form, multi leader at 6 feet, poor species, invasive.
8* <b>P</b>	Redwood (Sequoia sem	20est pervirens)	80	75/25	Good vigor, good form, 3 feet from property line.
9* <b>P</b>	Redwood (Sequoia sem	20est pervirens)	80	75/25	Good vigor, good form, 7 feet from property line.

\*-Indicates neighbors tree

**P-** Indicates protected tree by city ordinance

#### Summary:

The trees on site are a mix of imported trees. Trees with a condition rating under 50 are considered poor trees and are not well suited for preservation. All trees with a diameter of 15 inches or more are protected in the city of Menlo Park, California, including all street trees of any size. Native trees over 10 inches in diameter are also protected. Trees that are under 12 feet in height are exempt from the ordinance. Protected trees are required to be protected during all phases of construction. Protected trees on this site are trees #1-2and neighbor's trees #7-9.

#### 705 Cambridge /10/28/16

(3)

Liquidambar street tree #1 is in good condition. The driveway near this tree has been broken down by the expanding roots of this tree. A new driveway is proposed in the same location as the existing driveway. The existing driveway shall stay in place as long as possible during the length of construction, as the driveway material offers protection to the roots that have grown underneath the driveway. At the end of the project, when the driveway is to be removed, special construction techniques shall take place to ensure the future health of this tree. All driveway material must be removed by hand. A jack hammer can be used to break up the material into hand size manageable pieces. Once the driveway has been removed all excavation for the new driveway must be done by hand in combination with an air spade. Excavation depth shall stay as minimal as possible. Base rock areas underneath the proposed driveway shall consist of structural soil. Structural soil can be packed around the existing roots in the required base rock area. This will reduce impacts as no roots will need to be cut in the required base rock area. Structural soil can be compacted to engineering standards while still allowing for future root growth. The driveway material is recommended to be pervious in order to allow the tree to receive water from annual rainfall. Pavers are highly recommended. Roots that may need to be cut must be cut cleanly. The site arborist must be on site during the driveway work to document, inspect and to offer mitigation measures. All roots to be cut over 2 inches in diameter will need to be documented by the site arborist. Mitigations will be recommended and applied depending on the amount of root loss. Mitigations will likely consist of an irrigation plan and possibly a fertilization to the tree's root zone. If the above recommendations are put in place impacts to the tree will be minor.

Liquidambar street tree #2 is in poor condition. This tree's vigor was poor when compared to liquidambar tree #2. Also this tree has been topped in the past. During my investigation of this tree I noticed that the trees roots have been cut recently due to a new sidewalk in front of the adjacent neighbor's home. Topping the tree in combination with root cutting in close proximity to the tree's buttress roots have likely caused a decline in the tree's health. This tree should be re-inspected in the spring to check for shoot elongation. This will give a better clarification on the tree's current state of health.

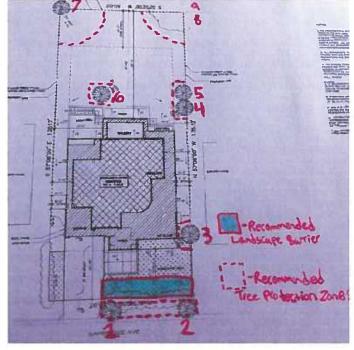
Tree protection for liquidambar trees #1 and #2 will need to be in place during the entire construction process. The entire planting pit must be fenced off. A landscape barrier is recommended to be installed on the property within 15 feet of these trees. The landscape barrier will reduce impacts from construction equipment and foot traffic near these trees. Landscape barriers consist of wood chips to a depth of 6 inches with plywood placed on top.

Trees #3-6 consist of one privet and 3 large camellias. None of these trees are protected as they are under size. Privet tree #3 is under 12 feet in height making it a non-protected tree.

Neighbor's tree #7 is a highly invasive species as new trees have propagated themselves all over the backyard of the property. Most cities encourage the removal of this species because of its invasive nature. It is recommended that the owner contact the neighbor to talk about removing this tree as it will be problematic in the future.

#### 705 Cambridge /10/28/16

Neighbors redwood trees #8 and #9 are in good condition. These trees are far from the proposed work and no impacts are expected to take place. Below is a diagram showing all recommended tree protection fencing locations as well as landscape barrier location.



## Tree Protection Plan: Tree protection fencing

Tree protection zones should be established and maintained throughout the entire length of the project. Fencing for protection zones should be 6-foot-tall metal chain link supported by 2-inch diameter poles pounded into the ground. The location for protective fencing should be as close to the dripline as possible still allowing room for construction to safely continue. No equipment or materials should be stored or cleaned inside protection zones. The protected street tree will need to have its planting pit completely fenced off.

#### Landscape Buffer

Where tree protection does not cover the entire root zone of the trees a landscape buffer consisting of wood chips spread to a depth of six inches will be placed where foot traffic is expected to be heavy. The landscape buffer will help to reduce compaction to the unprotected root zone. It is recommended to place a landscape barrier in the front yard as shown in the diagram above.

#### **Root Cutting**

Any roots to be cut should be monitored and documented. Large roots or large masses of roots to be cut should be inspected by the site arborist. The site arborist may recommend irrigation or fertilizing at that time. Cut all roots clean with a saw or loppers. Roots to be left exposed for a period of time should be covered with layers of burlap and kept moist.

#### 705 Cambridge /10/28/16

(5)

#### **Trenching and Excavation**

Trenching for irrigation, electrical, drainage or any other reason, should be hand dug when beneath the dripline of desired trees. Hand digging and careful placement of pipes below or beside protected roots will dramatically reduce root loss, thus reducing trauma to desired trees. Trenches should be back filled as soon as possible using native materials and compacted to near original levels. Trenches to be left open with exposed roots shall be covered with burlap and kept moist. Plywood laid over the trench will help to protect roots below.

#### Irrigation

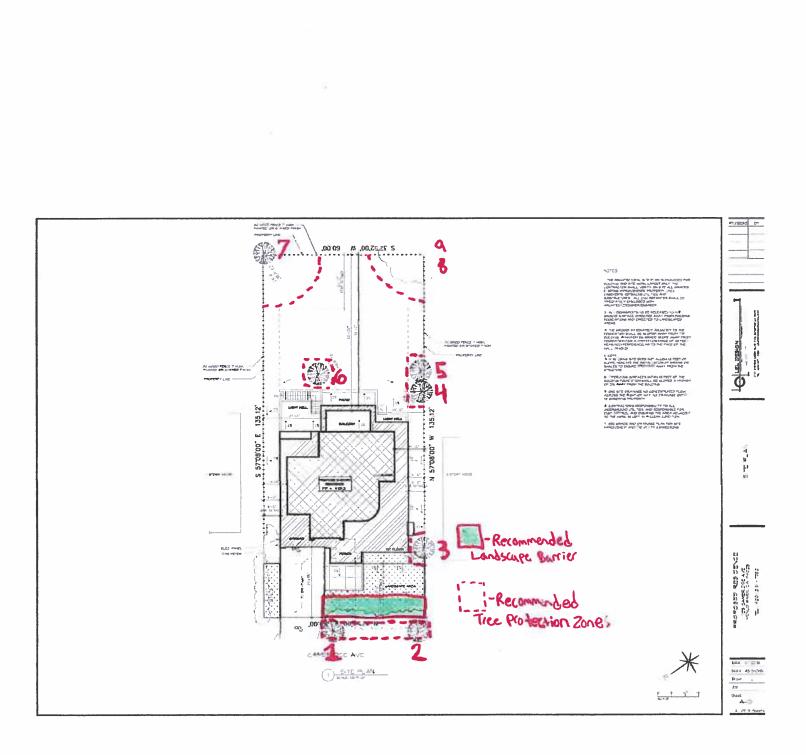
Normal irrigation should be maintained throughout the entire length of the project. All of the imported trees will require normal irrigation. This includes the redwood trees. Irrigation should consist of surface flooding, with enough water to wet the entire root zone. If the root zone is traumatized this type of irrigation should be carried out two times per month during the warm dry season.

#### Inspections

The site will be inspected after the tree protection measures are installed and before the start of construction. Other inspections will be carried out on an as needed basis. Any time work is within 20 feet of a protected tree on site, the site arborist must be notified 48 hours in advance so that a site visit can be scheduled during the proposed work.

This information should be kept on site at all times. The information included in this report is believed to be true and based on sound arboricultural principles and practices. Sincerely,

Kevin R. Kielty Certified Arborist WE#0476A David P. Beckham Certified Arborist WE#10724A



C

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# **Community Development**



## STAFF REPORT

Planning Commission Meeting Date: Staff Report Number:

2/6/2017 17-009-PC

Public Hearing:

Architectural Control & Use Permit/Josh Berliner/2200 Sand Hill Road

#### Recommendation

Staff recommends that the Planning Commission approve a request for an Architectural Control revision to allow exterior modifications to an existing two-story office building including: the creation of a new entry, modifications to the building elevations, update to the color scheme, landscaping improvements, and the addition of two accessible parking spaces. The subject property is in the C-1(X) (Administrative and Professional District, Restrictive - Conditional Development) zoning district. The proposal includes a request for a use permit to reduce the required parking rate per the parking reduction policy.

#### **Policy Issues**

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

#### Background

#### Site location

The subject property is located at 2200 Sand Hill Road in the C-1(X) (Administrative and Professional, Restrictive, Conditional Development) zoning district. The project site is developed with a two-story office building, with an interior courtyard. A conditional development permit was granted in 1967 to construct an office building on the subject property. Access to the property is provided from a signalized intersection on Sand Hill Road that also serves Branner Drive, as well as from a driveway on Sharon Park Drive.

The San Francisco Public Utility Commission (SFPUC) right-of-way is located to the west of the project site, and is zoned R-3-A(X) (Residential Apartment, Conditional Development). The parcel to the west of the project site, across the SFPUC parcel, is also located in the R-3-A(X) zoning district, and is occupied by a multi-story, multi-building condominium development. The property to the east of the subject property is located within the C-1(X) zoning district and contains a multi-story office building. The parcels across Sharon Park Drive, to the north of the site, are located in the R-3-A(X) zoning district and are occupied by multi-family dwelling units. To the south and across Sand Hill Road from the site is Stanford Hills Park and single-family dwelling units are located in the Stanford Hills neighborhood. The SLAC National Accelerator Laboratory is also located nearby, in Unincorporated San Mateo County.

## Analysis

#### **Project description**

The applicant is proposing to add an entry feature along the west elevation of the existing two-story office building. To accommodate the entry, landscape and site improvements are also proposed. The improvements include new lighting, landscaping, walkways, and a retaining wall. On the interior courtyard elevations, several existing windows and doors would be removed and replaced with new windows and doors.

As part of the proposal, the applicant is also upgrading the accessible parking on the site by reconfiguring the existing parking to accommodate two additional accessible parking spaces and creating new accessible paths of travel along the building frontage and for the new entry. The new walkway for the entry and accessible parking spaces would displace nine parking spaces, as discussed in a following section. The proposed project would not result in any changes to the gross floor area (GFA) or building coverage. The project plans and the project description letter are included in Attachments C and D respectively.

## Design and materials

The existing building contains beige plywood panel siding, painted brick columns, and dark brown wood trellises. The applicant is requesting the exterior modifications in order to update the design of the existing building with a more contemporary style. The color scheme of the entire building would be updated and feature light grey brown colors. The lower façade would be painted a slightly darker shade than the upper façade to provide contrast and add depth to the façade. The new windows and doors facing the interior courtyard would be consistent with the existing windows and doors.

The new entry would feature a bronze painted metal panel system with frameless glass doors and a decorative glass window. Concrete hardscaping would be installed for the walkways that would connect the entry to the parking lot. To delineate the entry from the parking lot, a planting area featuring a specimen olive tree and a metal retaining wall in the same color as the entry would be installed. Overall, staff believes that the proposed exterior changes would result in a consistent architectural design that would also be compatible with neighboring buildings.

#### Parking and Circulation

The existing site contains a large surface parking lot. As noted earlier, the site is accessible from both Sand Hill Road and Sharon Park Drive. Each driveway provides two-way access to and from the site. A portion of the required parking spaces are located on the adjacent SFPUC parcel, and 13 parking spaces along the building frontage are located in landscape reserve. None of the proposed work would significantly affect the SFPUC property, although coordination and any necessary SFPUC approvals would be ensured through standard condition 4b.

As part of the site improvements, the overall parking court would be reduced, and the applicant is requesting application of the use-based parking guidelines rather than the requirements prescribed in the Zoning Ordinance, which are particular to a specific district rather than the use. Although the removal of parking spaces to create accessible parking does not create a nonconformity per Zoning Ordinance section 16.80.020(5), the removal of the parking spaces for landscaping and walkways does. The

applicant is requesting an application of the use-based parking guidelines to address the final site conditions.

For non-medical office uses, the use based guidelines suggest a parking ratio of one space per 300 square feet of gross floor area versus one space per 200 square feet for the C-1 zoning district. The subject property currently contains a total of 146 spaces. The building on the subject property is 28,300 square feet of gross floor area, which requires 142 spaces to meet the Zoning Ordinance requirements. The new parking lot would have a total of 137 parking spaces. This would be five less than the Zoning Ordinance requirements.

The proposed parking would represent a ratio of one space per 207 square feet of gross floor area. While the proposed number of parking spaces would not meet the C-1 district standard, it would significantly exceed the use-based parking guidelines for non-medical office uses. Staff believes the application of the use-based parking guidelines is appropriate for the proposed project given the use of the building as non-medical office. The primary use of the site as a private office building operating from 8am-6pm, and use of the parking based on the parking survey (Attachment E) indicates that the proposed deduction in parking would be suitable for this site. The parking survey was conducted during four weekdays in November 2016 at approximately 9am and 2pm each day. During these times, the total occupancy of the parking spaces was 53.4 percent or lower. During the staff review process, the parking survey was reviewed by the Transportation Division to confirm the accuracy of the conclusions of the report.

## Trees and landscaping

At present, there are 63 trees on or in close proximity to the subject site. Twenty-two of these trees are heritage trees, none of which are proposed for removal. One non-heritage tree is proposed for removal as part of the proposed site improvements. As noted earlier, a new specimen olive tree would be planted alongside the new entry. All new landscaping would comply with the Water Efficient Landscape Ordinance (WELO). Standard heritage tree protection measures would be ensured through recommended condition 4g. The arborist report is included as Attachment F.

## 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. The proposed parking reduction would accommodate the parking needs of the building and its tenants based on the use of the building as non-medical office, operating hours, and current parking demand. Staff believes that the proposed reduction in required parking would not result in inadequate parking because the proposed parking rate would still result in the provision of more parking spaces than recommended by the use-based parking guidelines. 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. Parking Survey
- F. 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

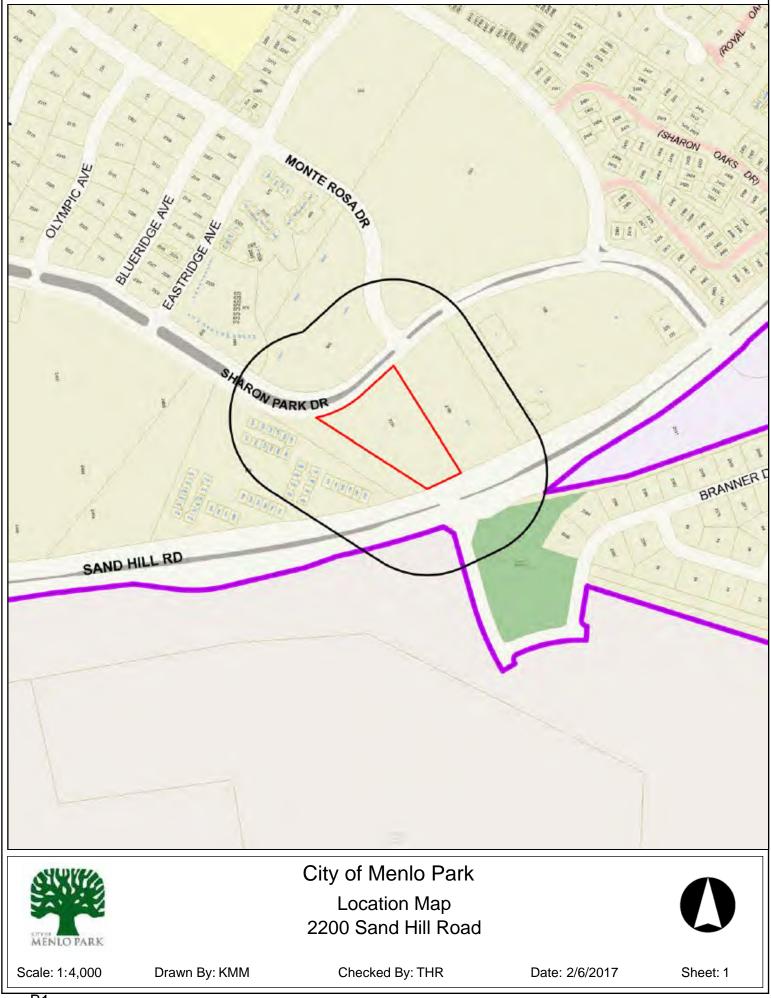
Report reviewed by: Thomas Rogers, Principal Planner

## 2200 Sand Hill Road – Attachment A: Recommended Actions

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vo	TE: TB	D (Barnes, Con	nbs, Goo	dhue, Kahle, Onke	en, Riggs, Strehl)		
AC	TION:						
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2.		he following fir ctural control a		per Section 16.68	8.020 of the Zonin	g Ordina	nce, pertaining to
	a.	The general a	appearance	ce of the structure	is in keeping with	the chara	acter of the neighborhood.
	b.	The developm	nent will r	ot be detrimental	to the harmonious	and orde	erly growth of the city.
	C.	The developm neighborhood		ot impair the desi	rability of investme	ent or occ	cupation in the
	d.				king as required ir s to such parking.	ı all appli	cable city ordinances and
	e.	The property consistency is			an area, and as si	uch no fir	nding regarding
3.	permits genera	s, that the prope I welfare of the	osed use persons	will not be detrime residing or workin	ental to the health, g in the neighborh	safety, r ood of su	to the granting of use norals, comfort and uch proposed use, and will general welfare of the
4.	Approv	e the architect	ural contr	ol and use permit	subject to the follo	wing <b>sta</b>	ndard conditions:
	a.	Gensler, cons Planning Corr	sisting of a	41 plan sheets, da on February 6, 20	ited received Janu	ary 26, 2 lified by t	th the plans prepared by 017, and approved by the he conditions contained
	b.						I Sanitary District, Menlo are directly applicable to
	C.		ion, Engi	neering Division, a	plicants shall comp and Transportation		l requirements of the that are directly

Hill Road	<b>1:</b> 2200 Sand		<b>CT NUMBER:</b> 6-00097	<b>OWNER:</b> Reata Company					
story office landscaping the C-1 (X) district. The	building includ g improvements (Administrative	ing: the c s, and the e and Pro	reation of a new e addition of two a fessional District,	entry, modifications ccessible parking Restrictive - Cond	s to the b spaces. ⊺ itional De	cations to an existing two- uilding elevations, The subject property is in evelopment) zoning parking rate per the			
DECISION Commissio	ENTITY: Planr	ning	DATE: February	6, 2017	ACTION	I: TBD			
VOTE: TBE	O (Barnes, Com	nbs, Good	dhue, Kahle, Onke	en, Riggs, Strehl)					
ACTION:									
	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.								
d.	installations o Divisions. All underground s of all meters,	r upgrade utility equ shall be p back flow	es for review and a ipment that is inst properly screened prevention device	approval by the Pla alled outside of a l by landscaping. Tl	anning, E building a he plan s	ngineering and Building and that cannot be placed hall show exact locations			
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# ATTACHMENT B



## ATTACHMENT C

# 2200 SAND HILL ROAD BASE BUILDING MODIFICATIONS

# PLANNING APPLICATION RESPONSE 2: ADDENDUM K - 01.06.2017

2200 Sand Hill Road Menlo Park, California 94025

#### Gensler

Architect 2 Harrison Street Suite 400 *San Francisco* CA 94105 Telephone 415.433.3700 Contact: Bert deViterbo, Jr.

#### CBRE

Client Representative 101 California Street, 44th Floor San Francisco, CA 94111 Telephone 415.772.0119 Contact: Steve Graziano / Jennifer Fong

#### Harvest Properties

Landlord 6475 Christie Avenue, Suite 220 Emeryville, CA 94608 Telephone 510.808.5205 Contact: Blair Volckmann

#### The Guzzardo Partnership Inc.

Landscape Architect 181 Greenwich Street San Francisco, CA 94111 Telephone 415.433.4672 Contact: James Winstead

#### Sandis

Civil Engineer 636 9th Street Oakland, CA 94607 Telephone 510.410.5920 Contact: Nathan Allen

#### ARUP

Structural Engineer 560 Mission Street, Suite 700 San Francisco, CA 94105 Telephone 415.957.9445 Contact: Jason Krolicki

#### **BCCI Construction**

General Contractor 2445 Faber Place, Suite 200 Palo Alto, California 94303 Telephone 650.543.8900 Contact: Dale Robertson / Nelson Vineyard

SCOPE OF WORK	PROJECT INFORMATION			DRAWING INDEX		2200 SAND HILL
THIS TENANT IMPROVEMENT PACKAGE INCLUDES:     DEMOLITION OF EXISTING EXTERIOR FACADE	BUILDING ADDRESS:	2200 SAND HILL ROAD	·		NSE VSE 2	RD
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TENANT IMPROVEMENT SCOPE (INTERIORS)     FIRE SPRINKLER DESIGN	FIRE SPRINKLER SYSTEM:	YES	7		DESIGN DEV NINGSUBMI NDUM C - PL NDUM F - PL NDUM F - PL NDUM K - PL	
LIFE SAFETY SYSTEMS     MECHANICAL, ELECTRICAL, AND PLUMBING	FIRE ALARM SYSTEM:	YES; VOICE/ALARM		NUMBER SHEET NAME	100% DE PLANNE ADDENC ADDENC ISSUE F ADDENC ADDENC	
ENGINEERING DESIGN	LOT AREA:	92,000 SF		GENERAL A00.00 COVER SHEET		
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2013 CALIFORNIA BUILDING CODE	1ST FLOOR AREA:	14,740 SF		A00.03         GRAPHIC SYMBOLS           A00.04         ARBORIST REPORT           A00.05         ARBORIST REPORT	••••	
2013 CALIFORNIA ELECTRICAL CODE 2013 CALIFORNIA MECHANICAL CODE	2ND FLOOR AREA:	14,740 SF		A00.05 ARBORIST REPORT ARCHITECTURE A00.20 SCHEDULES, DOOR, FRAME, AND HARDWARE	•••	
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	CURRENT USE OF SPACE:	OFFICE		A02.10 PROPOSED SITE PLAN A02.11 PROPOSED SITE PLAN	•	
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#### ACCESSIBILITY NOTES

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- I. EVERY REQUIRED ENTRANCE OR PASSAGE DOORWAY SHALL BE NOT LESS THAN 3' IN WIDTH AND NOT LESS THAN & I'N HEIGHT. DOORS SHALL BE CAPABLE OF OPENING AT LEAST 30 DEGREES AND SHALL BE SO MOUNTED THAT THE CLEAR WIDTH OF THE DOORWAY SHALL SO NOT LESS THAN 32'.
- 10. WHERE A PAIR OF DOORS IS UTILIZED, AT LEAST ONE OF THE DOORS SHALL PROVIDE A CLEAR, UNDESTRUCTED OPENING WIDTH OF 32" WITH THE LEAF POSITIONED AT AN ANGLE OF 90 DEGR
- IDENTIFY ACCESSIBLE ENTRANCES WITH AT LEAST ONE STANDARD SIGN AND WITH ADDITIONAL DIRECTIONAL SIGNS, AS REQUIRED, VISIBLE FROM APPROACHING PEDESTRIAN WAYS.
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- FLOORS OR LANDINGS SHALL BE NOT MORE THAN 1/2" LOWER THAN THE THRESHOLD OF THE DOORWAY, CHANGE IN LEVEL BETWEEN 1/4" AND 1/2" SHALL BE BEVELED WITH A SLOPE NO GREATER THAN 1.2.
- ORGATIER THM 12. 1. TO ALERT IN VIEW UNLY MARKED, MARK THE UPPER APPROACH AND THE LOWER TREAD OF EACH INTERPORTATING WITH A STREP OF CLEARLY CONTINUESTING COLOR AT LEAST 2" WICE, PLACED PARALLE, TO ANNOTING THE THM 'T FORM THE MOSE OF THE STEP OR LANDING. THE STREP SHULL BE OF A MATERIAL THAT IS AT LEAST AS SLIP RESISTANT AS THE OTHER TREADS OF THE STAR.
- STAR. ELECTRICAL SWITCH AND RECEPTACLE OUTLET BOXES SHALL BE LOCATED NO MORE THAN 48" MEASURED FROM THE TOP OF THE OUTLET BOX, AND NOT LESS THAN 15" MEASURED FROM THE BOTTOM OF THE OUTLET BOX, ABOVE THE FLOOR OR WORKING PLATFORM. 15.
- SANITARY FACILITIES LOCATED ON AN ACCESSIBLE FLOOR OF A BUILDING SHALL BE ACCESSIBLE TO THE PHYSICALLY HANDICAPPED.

- TO THE PHYSICALLY HANDICAPPED. ENTRY TO SANTARY FACULTIES: 17.1. A 47 CLEAR AIRLES OR CORROD RS WHERE OCCUPANT LOAD IS 10 0R MORE. 17.2. DOCHWINS TO JUNE A 27 CLEAR OPENING. 17.2 DOCHWINS TO JUNE A 27 CLEAR OPENING. 17.4 PRIOL AND AF SPACE WHERE OLE OF SINUS AWAY FROM APPROACH. 17.4 CLEAR AND AFSTREES WHERE ON DOCE SINUS AWAY FROM APPROACH.

- HANDICAPPED. THE HEIGHT OF THE WATER CLOSET (TOP OF SEAT) SHALL BE BETWEEN 17" AND 19 MOUNT FLUSH VALVE CONTROL NO MORE THAN 44" ABOVE THE FLOOR, ON THE SIDE OF THE TOILET WITH THE GREATEST SEPARATION FROM ADJACENT WALL OR OTHER SURFACE.
- 22

- DE A CLEAR FLOOR SPACE 30" X 48" IN FRONT OF LAVATORY TO PERMIT A FORWARD
- Prevention. In Concentration of the Concentration of Con

 COMPLY WITH APPLICABLE LOCAL, STATE AND FEDERAL CODES AND REGULATIONS PERTAINING TO SAFETY OF PERSONS, PROPERTY AND ENVIRONMENTAL PROTECTION. PROVIDE AND MAINTAIN BARRICADES, LIGHTING, AND GUARDRALES AS REQUIRED BY APPLICABLE CODES AND REGULATIONS TO PROTECT OCCUPANTS OF BUILDING AND WORKERS.

- CODES IND RESIDENTIONS TO FIND THE FOLLOWING OF BUILDING IND INDIVIDUALS I. ERECT AND MINITAIN DUSTPHOOF PARTITIONS AS REQUIRED TO PREVENT SPREAD OF DUST, FUNES, AND SMOKE, ETC. TO OTHER PARTS OF THE BUILDING. ON COMPLETION, REMOVE PARTITIONS AND REPART DAMAGED SURFACES TO MINTCH ADJACEMT SURFACES.
- IF DEMOLITION IS PERFORMED IN EXCESS OF THAT REQUIRED, RESTORE AFFECTED AREAS AT NO COST TO THE OWNER.
- REMOVE THE OWNER. REMOVE FOR SITE DAILY AND LEGALLY DISPOSE OF REPUSE, DEBRIS, RUBBISH, AND OTHER MATERIALS RESULTING FROM DEMOLITION OPERATIONS.
- REMOVE DESIGNATED PARTITIONS, COMPONENTS, BUILDING EQUIPMENT, AND FIXTURES AS REQUIRED FOR NEW WORK. 6.
- REMOVE ALL BELOW ROOF HVAC EQUIPMENT, INCLUDING DUCT WORK. REMOVE ABANDONED ELECTRICAL, TELEPHONE AND DATA CABLING AND DEVICES, UNLESS
- CONTREMISE NOTED. CLEDINGE, ILLEI NOTE NEI DIE KOLLEN OLE VOLLEN OLE UND LE VICE, GLEDIN REMOVE EXISTING FLOOR FINISHES AND PREPARE SUBFLOOR AS REQUIRED FOR NEW FLOOR FINISHES.
- INGRES.
   CONFIRM WITH BUILDING MANAGEMENT IF ANY ITEMS ARE TO BE RETURNED PRIOR TO THEIR DISPOSIL
- DEMOVE EVICTING SYSTEM EXPNITLIDE AND ALL EX ES

DEMOLITION NOTES

- DEMO CELING TILES AND GRD, AND ASSOCIATED MECHANICAL AND ELECTRICAL DEVICES. REMOVE ALL HILTI SHOT PINS FROM FLOOR SLAB AND PATCH AND REPAIR AS REQUIRED.
- REMOVE ALL ABANDONED HVAC, WIRES, PIPES, CONDUITS, ETC. TO SOURCE. IN PARTITIONS BEING DBMOUSHED, REMOVE ALL ASSOCIATED POWER AND TELIDATA LINE CABLING BACK TO SOURCE.
- REMOVE ALL EXISTING BLANK COVER PLATES. PATCH ALL UNUSED OUTLET HOLES AND PREP WALLS FOR NEW FINSH. 17. THE SPRINGERS AND LIFE SAFETY SYSTEMS TO REMAIN OPERATIONAL DURING AND AFTER DEMOLITION.

#### FINISH NOTES

 PARTICIONS ARE DIMENSIONED FROM FINISH FACE TO FINISH FACE, UNLESS OTHERIMISE NOTED.
 MAINTAIN DIMENSIONS MARKED "CLEAR". ALLOW FOR THICKNESS OF FINISHES.
 COORDINATE AND PROVIDE BACKING FOR MILLWORK AND ITEMS ATTACHED OR MOUNTED TO
 WALLS OF CELINIOS. 14. WHERE EXISTING ACCESS PANELS CONFLICT WITH CONSTRUCTION. RELOCATE PANELS TO ALIGN CAB CABINET WITH AND FIT WITHIN NEW CONSTRUCTION. 15. UNDERCUT DOORS TO CLEAR TOP OF FLOOR FINISHES BY 1/4 INCH, UNLESS OTHERWISE NOTED. CEM CEMENT/ITIOUS CERAMIC CELING CONCRETE MASONRY UNIT CER CLG CMU FIRE DEPARTMENT NOTES COATG COATING COILG COILING PROJECT AVERAGE FRE CITALISTER WITH A SUB AN ID ANILO OF VID LESS TAWA JA DESK WITHEN 75 CONTRACEL SERVICE DE LA REGISTICO OF LESS TAWA JA REGISTRICATIONAL EXTRUSISTERS A REQUERED IN FIRE EXPANITION FEED INSPECTION DU LANCE CONFINITION INSPECTION, CONFIGURAD DI TIN MERICIPATION DU LANCE CONFINITIONI INSPECTION, CONFIGURAD DI TIN AUXILIARIO DEVINITIONI DI AUXILIARIO DI AUXILIARIO DI AUXILIARI DI AUXILIARIO DEVINITIONI DI AUXILIARIO DI AUXILIARI DI AUXILIARI DI AUXILIARI DI AUXILIARIO DI AUXILIARI DI AUXILIARI DI AUXILIARIO DI AUXILIARIO DI AUXILIARI AUXILIARI DI AUXILIARI DI AUXILIARIO DI AUXILIARI DI AUXILIARI DI AUXILIARIO DI AUXILIARIO DI AUXILIARI DI AUXILIARIO DI AUXILIARI DI AUXILIARIO DI AUXILIARIO DI AUXILIARI AUXILIARI DI AUXILIARIO DI AUXILIARIO DI AUXILIARIO DI AUXILIARI DI AUXILIARIO DI AUXILIARIO DI AUXILIARIO DI AUXILIARIO DI AUXILIARI AUXILIARI DI AUXILIARIO DI AUXILIARIO DI AUXILIARIO DI AUXILIARI DI AUXILIARI DI AUXILIARIO DI AUXILIARIO DI AUXILIARIO DI AUXILIARI AUXILIARI DI AUXILIARIO DI AUXILIARIO DI AUXILIARIO DI AUXILIARIO DI AUXILIARI DI AUXILIARIO DI AUXILIARIO DI AUXILIARIO DI AUXILIARI AUXILIARI DI AUXILIARI DI AUXILIARIO DI AUXILIARIO DI AUXILIARI DI AUXILIARI DI AUXILIARIO DI AUXILIARIO DI AUXILIARI DI AUXILIARI DI AUXILIARIO DI AUXILIARIO DI AUXILIARIO DI AUXILIARI AUXILIARI DI AUXILIARI DI AUXILIARIO DI AUXILIARIO DI AUXILIARI DI AUXILIARI DI AUXILIARI DI AUXILIARIO DI AUXILIARI DI AUXILIARI DI AUXILIARI DI AUXILIARIO DI AUXILIARIO DI AUXILIARIO DI AUXILIARI AUXILIARI DI AUXILIARIO DI AUXILIARI DI AUXILIARIO DI AUXILIARIO DI AUXILIARI AUXILIARI DI AUXILIARI DI AUXILIARI DI AUXILIARI DI AUXILIARI DI AUXILIARI DI AUXILIARI AUXILIARI DI AUXILIARI AUXILIARI DI AUXILIARI AUXILIARI DI AUXILIARI AUXILIARI DI AUXILIARI DI CONC CONCRETE ENSURE SURFACES TO RECEIVE FINISHES ARE CLEAN, TRUE, AND FREE OF IRREGULARITIES. DO NOT PROCEED WITH WORK UNTIL UNSATISFACTORY CONDITIONS HAVE BEEN CORRECTED. CONSTR CONSTRUCTION CONT CONTINUOUS(ATION CONTRACT(OR) REPAIR EXISTING SURFACES TO REMAIN AS REQUIRED FOR APPLICATION OF NEW FINISHES. INTERIOR WALL AND CEILING FINISHES SHALL COMPLY WITH CBC, CHAPTER 8 COV COVER CPT CARPET COMPLY WITH BUILDING CODES PROVIDE EMERGENCY LIGHTING OF ONE FOOT-CANDLE AT FLOOR LEVEL. COMPLY WITH BUILDING CODES. SLES AT LEAST 44" WIDE AT PUBLIC AREAS. DOUBLE DBL DEPT EVERY EXIT DOOR SHALL BE OPERABLE FROM THE INSIDE WITHOUT THE USE OF A KEY OR ANY SPECIAL INXIVILEDGE OR EFFORT. SPECIAL LOCKING DEVICES SHALL BE OF AN APPROVED TYPE. ALL NEW DOORS SHALL HAVE APPROVED LEVER HANDLES. DEPARTMENT DESIGN(ED) DES DET DOORS OPENING INTO REQUIRED 1-HOUR, FIRE-RESISTIVE CORRIDORS SHALL BE PROTECTED WITH A SMOKE OR DRAFT STOP ASSEMBLY HAVING A 20-MINUTE RATING AND SHALL BE DUILE OF DRAFT STOP ASSEMBLY HAVING A 20-MINUTE RATING AND SHALL BE DETAIL DF DRINKING FOUNTAIN SELF-GLOSING. 20 JUNIUTE DOOR JUNIIS TO BE TIGHT-FITTING, SMOKE AND DRAFT CONTROLLED. EXIT DOORS SHALL SINING IN THE DIRECTION OF TRAVEL WHEN SERVING 50 OR MORE PERSONS AND IN ANY HAZARDOUS AREA. INTERICK INIL AND CELINIS FINISHES FOR EXIT CORRIDOR SHALL NOT EXCEED AN END POINT DIAMETER DIM DIMENSION DISPENSER FLME SPREAD RATING: A. CLASS I. FLAME SPREAD 0-25, SMOKE DENSITY 150, FOR MATERIALS INSTALLED IN VERTICAL DIV DIVISION EUTS. 8. CLASS II, FLAME SPREAD 26-75, SMOKE DENSITY 300, FOR MATERIALS INSTALLED IN DN DOWN DOOR CONDUCT, DARE DI CONDUCTO, DARE DENDITO DO, FORMALENDE ANDREED AN ORCONTAL ENTS. 2. CLASS III, FLAME SPREAD 76-200, SMOKE DENSITY 450, FOR MATERIALS INSTALLED IN ANY THERE I CONTON DSCON DISCONNECT DECORATIONS (CURTAINS, DRAPES, SHADES, HANGINGS, ETC.) SHALL BE NON-COMBUSTIBLE OR DWR DRAWER 10 DE ELANGEROOFED IN AN APPROVED MANNER. PROVIDE FIRE DAMPERS OR DOORS WHERE AIR DUCTS PENETRATE. FIRE-RATED WALLS OR CELINOS. F CLASSING CONTRACTOR OF THE CARACTERISTIC TRANSPORT OF THE CONTRACT OF THE CARACTERISTIC TRANSPORT OF THE CARACTERISTIC EXISTING ELAST ELASTOMERIC ELEC EMBED EMBEDD(ED)(ING) ENGR ENGINEER(ED) ENTR ENTRANCE EO EOLIAI EQUIP EXP JT EQUIPMENT EMERGENCY WARNING SYSTEMS SHALL ACTIVATE A MEANS OF WARNING THE HEARING IMPARED. FLASHING VISUAL WARNING SHALL ARE A FREQUENCY OF NOT MORE THAN 60 FLASHAR DRE MINI (TE 16. EXPANSION JOINT EXPS EXPOSE(D) FLASHES PER INNUTE. EXTEND OR MODIFY EXSTING AUTOMATIC FIRE EXTINGUISHING SYSTEM AS REQUIRED TO PROVIDE AN APPROVED AUTOMATIC FIRE EXTINGUISHING SYSTEM. SUBMIT PLANS TO FIRE DEPARTMENT AND OBTAIN APPROVAL PRIOR TO INSTALLATION. REFER TO DEFERRED 17. EXT EXTERIOR SUBMITTALS LISTED ON COVER SHEET. AUTOMATIC SPRINKLER SYSTEMS SHALL BE SUPERVISED BY AN APPROVED CENTRAL, PROPRIETARY OR REMOTE STATION SERVICE OR A LOCAL ALARM WHICH WILL GIVE AN AUDIBLE FAB FD FE FABRICATION FLOOR DRAIN

ABBREVIATIONS

ACCESSORY ACOUSTIC(AL)

ALUMINUM.

ALTERNATE

ANODIZED APPLIANCE

AUTOMATIC

AVERAGE

BOARD BUILDING

BLOCKING

BOLLARD

BROADLOOM BUILT UP

FIRE EXTINGUISHER

FIRE HOSE CABINET

FIRE RAT(ING)(ED)

FOLDING

FLOOR(ING)

FIREPLACE

FRAMING

FIXED

GLASS

GYPSUM

HEAD HARDWOOD

HARDWARE

HORIZONTAL HIGH POINT

INFILTRATION

INFORMATION INSTRUMENT(ATION)

INTERLOCK(ING)

JANITOR

HOLLOW METAL

HEATING, VENTILATING, AND AIR CONDITIONING

GRAD(E)(ING)

FIXTURE

FE&C

FHC FIN

FLDG FLR

FPLC

FRMG

FURN FWC FXD

FXTR

GA GFRC GAUGE

GFRG

GFRP

GL

GR

GYP

HDWD

HDWE

HORIZ

HVAC

INFILTR

INFO

INSUL

INTLK

JAN

FR

ANNI INCIATOR

ACCES ACOUS

AFF

AL ALT

ANNUNC

AUTO

BLDG

BLKG

BOLLD

BRDLM

AVG

GENERAL NOTES

COMPLY WITH CODES, LAWS, ORDINANCES, RULES, AND REGULATIONS OF PUBLIC AUTHORITIES OBTAIN AND PAY FOR PERMITS AND INSPECTIONS REQUIRED BY PUBLIC AUTHORITIES GOVERNING THE WORK.

GOVERNMG THE WORK. REVIEW DOCUMENTS, VERIFY DIMENSIONS AND FIELD CONDITIONS AND CONFRM THAT WORK IS BUILDABLE AS SHOWN. REPORT ANY CONFLICTS OR OMISSIONS TO THE ARCHITECT FOR CLARFICATION PRIOR TO PERFORMING ANY WORK IN QUESTION.

BULLENDER ALL PHONE REPORT AND CORE LET DE CALESTORIS DE LA REGISTERTARI BUBIER FOLGESTER DE SABELTURISTICA REMONSION DE LA REGISTERTARI PROY TO PAROME. REMONSION DE RETURISTANTE DE CALESTORIS DE LA REGISTERTARI PROY TO PAROME. REMONSION DE RETURISTANTE DE LA REMONSION DE LA REMONSION DE LA REMONSION DE LE MANDE DE LA REMONSION DE LA REMONSION DE LA REMONSION DE LA REMONSION DE LE MANDE DE DETERMANCE DE BULDAR FUNCTION DE LA REMONSION DE LA REMONSION DE LE MANDE DE DETERMANCE DE BULDAR FUNCTION DE LA REMONSIONE DE LE MANDE DE DETERMANCE DE BULDAR FUNCTION DE LA REMONSIONE DE LE MANDE DE DETERMANCE DE BULDAR FUNCTIONE DE LA REMONSIONE DE LEMANDE MANDE DE LE MANDE PARCINER DE MANDE DE LA REMONSIONE DE LE MANDE MANDE DE LE MANDE PARCINER DE MANDE MANDE DE LE MANDE MANDE DE LE MANDE DE LA REMONSIONE DE LE MANDE DE LE MANDE DE LA REMONSIONE DE LE MANDE MANDE DE LA REMONSIONE DE LA REMONSIONE DE LE MANDE MANDE DE LA REMONSIONE DE LA REMONSIONE DE LE MANDE MANDE DEL LA REMONSIONE DE LA REMONSIONE DE LE MANDE MANDE DE LE MANDE DE LA REMONSIONE DE LE MANDE MANDE DE LA REMONSIONE DE LA REMONSIONE DE LE MANDE MANDE DE LA REMONSIONE DE LA REMONSIONE DE LE MANDE MANDE DE LA REMONSIONE DE LA REMONSIONE DE LE MANDE MANDE DE LA REMONSIONE DE LA REMONSIONE DE LE MANDE MANDE DE LA REMONSIONE DE LA REMONSIONE DE LE MANDE MANDE DE LA REMONSIONE DE LA REMONSIONE MEN DE LE MANDE MANDE DE LA REMONSIONE DE LA REMONSIONE MEN DE LE MANDE MANDE DE LA REMONSIONE DE LA REMONSIONE DE LA REMONSIONE DE LE MANDE MANDE DE LA REMONSIONE DE LA RE

11. DO NOT SCALE DRAWINGS. WRITTEN DIMENSIONS GOVERN. IN CASE OF CONFLICT, CONSULT THE ARCHITECT

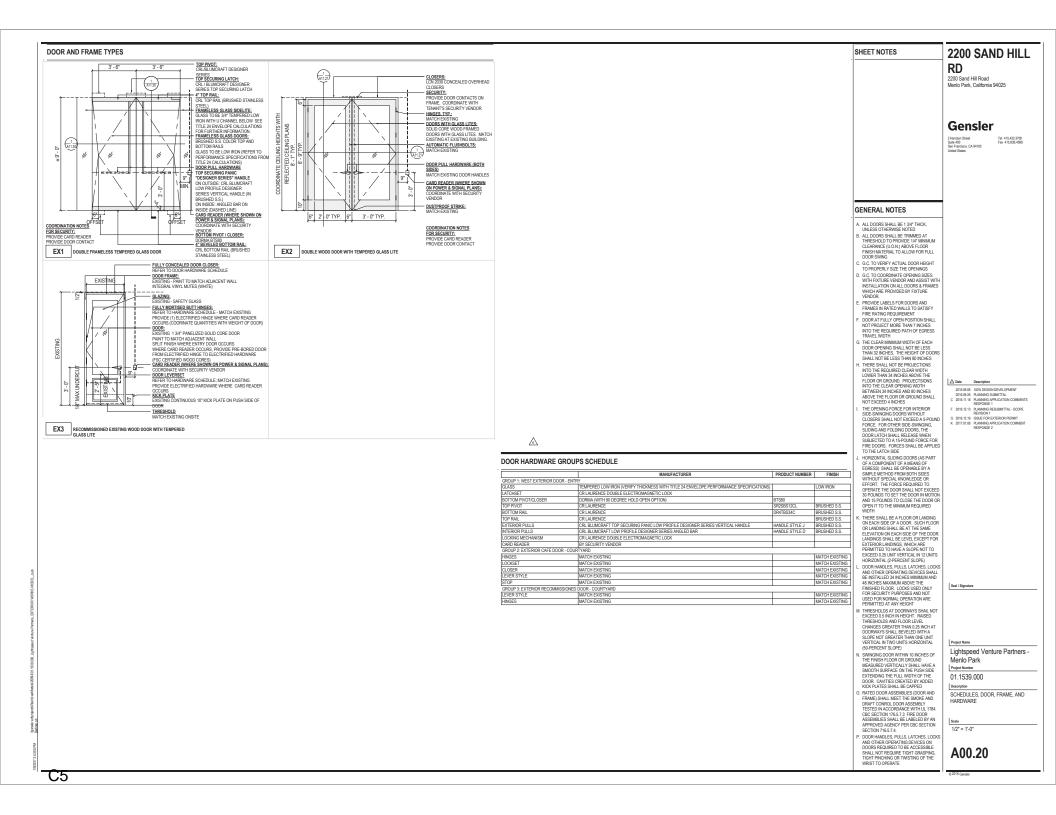
- PHONE/ENRY OF BROUTE 30 STUDIES DRUGE OF A COLOR ADDRESS THIS WITHOUT WILL SHE AVAILABLE SIGNAL AT A CONSTANLEY ATTENDED LOCATION EVERY EXIT DOOR SHALL BE OPERABLE FROM THE INSIDE WITHOUT THE USE OF A KEY OR ANY SPECIAL KNOWLEDGE OR FEFORT. SPECIAL LOCKING DEVES SHALL BE OF AN APPROVED TYP ALL NEW DOORS SHALL HAVE APPROVED LEVER HANDLES. MANUALLY OPERATED EDGE - OR SURFACE MOUNTED FLUSH BOLT AND SURFACE BOLTS SHALL NOT BE USED ON EXIT DOORS. SUPPROVEN DURING FLATION PROVINCES FOR THE HEARING IMPARED SHALL BE PROVIDED TO APPROVEN DRIVEN THE PROVISIONS OF NFPA 725 IN THE FOLLOWING AREAS: RESTROOM COORDINACE WITH THE PROVISIONS OF NFPA 725 IN THE FOLLOWING AREAS: RESTROOM CORRIDORS LOBBIES, MEETING ROOMS, COULPANCIES WHERE AMBIENT NOISE IMPARES
- COMPRISIONS, LOBBIES, INC. INVESTIGATIONS, OUCCAPTINGUES INTEREMINIENT TRADE, INTERNATIONAL DE LA COMPRESSION DE LA COMP
- MINUTE SHALL BE EQUIPHED WITH AN AUTOMALIC SHOTCH-AUTWALED STANDARD BE EXCLUDE AUTOMALIC SHUTCH'S INOT REQUIRED WIEN ALL OCCUPIED ROOKS SERVED BY THE AIR-HANDLING EQUIPHENT HAVE DIRECT EXIT TO THE EXTERIOR AND THE TRAVEL DISTANCE DOES NOT EXCPENT TO EFFT
- RD KIT KITCHEN 2200 Sand Hill Road Menlo Park. California 94025 ABOVE FINISHED FLOOR LAVATORY LB POUND LEASE LINE LOUVER LOW POINT LIGHT Gensler LVLG LEVELING 2 Harrison Street Suite 400 San Francisco, CA 94105 United States Tel 415.433.3700 Fax 415.836.4599 MAXIMUM MECH MECHANICAL MEMB MEMBRANE MET METAI METAL MEZZANINE MANUFACTURED MANUFACTURER MEZZ MFD MIN MINIMUM MISC MISCELLANEOUS MWK MILLWORK MULLWORK MOISTURE MOTOR(IZED) MOUNTED MOT MTD NOT IN CONTRACT NUMBER NOT TO SCALE NTS 0000 OCCUPANT OPPOSITE HAND OPENING(S) OPERABLE OPNG OPR ORNA ORNAMENTAL OVFL OVERFLOW OVHD OVERHEAD PARTICLE BOARD PRD PEDTR PEDESTRIAN PLAM PLASTIC LAMINATE PLAS PLASTER PLASTER PLASTIC PLYWOOD PLSTC PLYWD PNL PANEL POLYST POLYSTYRENE PORTABLE PREFABRICATED PREFINISHED POPT PRFFAR PREFIN △ Date Description PRTECN PROTECTION PTN PARTITION 2016.09.06 100% DESIGN DEVELOPMENT 2016.09.26 PLANNING SUBMITTAL C 2016.11.18 PLANNING APPLICATION COMMENTS RESPONSE 1 READER RECESS(ED) RECEPTACLE RESPONSE 1 F 2016.12.13 PLANING RESUBMITTAL - SCOPE REVISION 1 G 2016.12.16 ISSUE FOR EXTERIOR PERMIT K 2017.01.06 PLANING APPLICATION COMMENT RESPONSE 2 RECPT REF REFER(ENCE) REFL REFLECTED PEEP REFRIGERATOR REQD REQUIRED RESIST(ANT)(IVE) RFG ROOFING RM ROOM ROOF DRAIN RO ROUGH OPENING FIRE EXTINGUISHER AND CABINET SCR SCRIBE SECUR SECURITY SOLIARE FEET SINGLE SHORING SIM SST SIMILAR STAINLESS STEEL FURNITURE FABRIC WALL COVERING STD STL STRFR STANDARD STEEL STOREFRONT STRUCT SURF SURFACE SUSP SYS SUSPENDED SYSTEM/S GAUGE GLASS FIBER REINFORCED CONCRETE GLASS FIBER REINFORCED GYPSUM GLASS FIBER REINFORCED PLASTER CLASS TONGUE AND GROOVE Seal / Signature THK THICK TLT TOILET TOS TOP OF STEEL TRAFFIC TRANSPARENT TRTD TREATED TYP TYPCIAL U UNDRLY UNO UNDERLAYMENT Project Name UNLESS NOTED OTHERWISE UTILITY Lightspeed Venture Partners -UTIL Menlo Park Project Numb 01.1539.000 VEH VEHICLE VERTICLE VERIFY IN FIELD VEF VIF Description GENERAL NOTES W WITH WITH WITHOUT WATER CLOSET WOOD WIC WC WD Scale WDW WINDOW WT WEIGHT WTRPPF WATERPROOFING

2200 SAND HILL

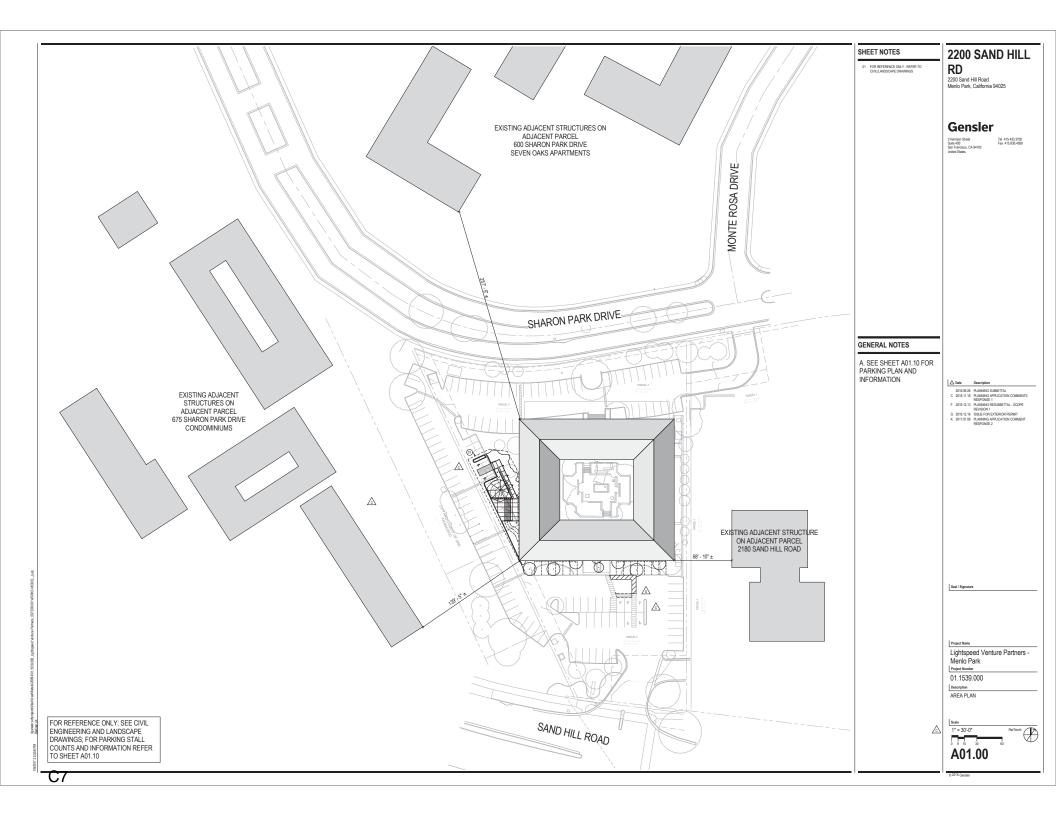
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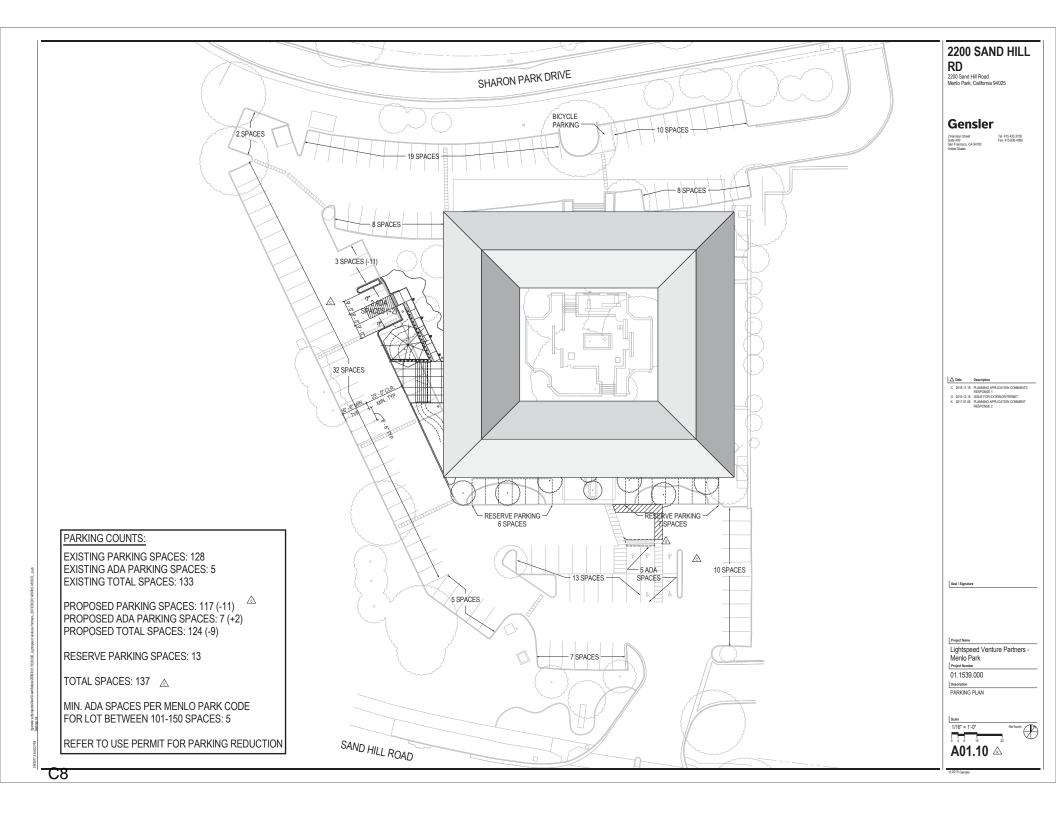
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~	ITED FIRE ALARM STROBE	O O					ALUMINUM	I Y	COLUMN GRID REFERENCE NUMBER	Menlo Park, California 94025	
FA FIRE ALARM P			FLUSH FLOOR MOUNTED, POKE THRU, SINGLE RECEPTACLE - SEPARATE		SURFACE FLOOR MOUNTED, POKE THRU, SINGLE RECEPTACLE - SEPARATE SURFACE FLOOR MOUNTED, POKE THRU, DUPLEX RECEPTACLE - CONVENIENCE	200000			COLUMN GRID LINES AND REFERENCE NUMBER		
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	ITED, SINGLE RECEPTACLE - CONVENIENCE	0	FLUSH FLOOR MOUNTED, POKE THRU, DUPLEX RECEPTACLE - DEDICATED	0	SURFACE FLOOR MOUNTED, POKE THRU, DUPLEX RECEPTACLE - DEDICATED SURFACE FLOOR MOUNTED, POKE THRU, DUPLEX RECEPTACLE - SEPARATE		CARPET		EXISTING CONSTRUCTION TO BE DEMOLISHED NEW PARTITION		
+	ITED, SINGLE RECEPTACLE - DEDICATED	e	FLUSH FLOOR MOUNTED, POKE THRU, QUADRAPLEX RECEPTACLE -		SURFACE FLOOR MOUNTED, POKE THRU, QUADRAPLEX RECEPTACLE -		CONCRETE			Gensler	
	ITED, SINGLE RECEPTACLE - SEPARATE		CONVENIENCE FLUSH FLOOR MOUNTED, POKE THRU, QUADRAPLEX RECEPTACLE - DEDICATED		CONVENIENCE SURFACE FLOOR MOUNTED, POKE THRU, QUADRAPLEX RECEPTACLE -	200000000	CONCRETE MASONRY UNIT		<ul> <li>3 HR. RATED PARTITION</li> </ul>		
н	ITED, DUPLEX RECEPTACLE - CONVENIENCE		FLUSH FLOOR MOUNTED. POKE THRU. QUADRAPLEX RECEPTACLE - HALF	₩ #	DEDICATED SURFACE FLOOR MOUNTED. POKE THRU. QUADRAPLEX RECEPTACLE - HALF				<ul> <li>4 HR. RATED PARTITION</li> <li>SMOKE PARTITION</li> </ul>	2 Hamson Street Tel 415. Suite 400 Fax 415 San Francisco, CA 94105 United States	
	ITED, DUPLEX RECEPTACLE - DEDICATED	ē	DEDICATED FLUSH FLOOR MOUNTED, POKE THRU, COMBINATION DUPLEX & VOICE/DATA	<u> </u>	DEDICATED SURFACE FLOOR MOUNTED, POKE THRU, COMBINATION DUPLEX & VOICE/DATA		CUT STONE		EGRESS PATH PRIMARY	United States	
	ITED, DUPLEX RECEPTACLE - SEPARATE	œ	RECEPTACLE - CONVENIENCE FLUSH FLOOR MOUNTED, POKE THRU, COMBINATION DUPLEX & VOICE/DATA RECEPTACLE - DEDICATED	<u>o</u>	RECEPTACLE - CONVENENCE SURFACE FLOOR MOUNTED, POKE THRU, COMBINATION DUPLEX & VOICE/DATA		EARTH		EGRESS PATH SECONDARY — MILLWORK		
	ITED, QUADRAPLEX RECEPTACLE - CONVENIENCE	۵.	RECEPTACLE - DEDICATED FLUSH FLOOR MOUNTED, POKE THRU, COMBINATION DUPLEX & VOICE/DATA	(III)			FABRIC WRAPPED PANEL	<del>1</del> /29-	MILLWORK ABOVE		
	ITED, QUADRAPLEX RECEPTACLE - DEDICATED	Ð	FLUSH FLOOR MOUNTED, POKE THRU, COMBINATION DUPLEX & VOICEDATA RECEPTACE - SEPARATE FLUSH FLOOR MOUNTED, POKE THRU, COMBINATION QUADRAPLEX & VOICEDATA RECEPTACLES - CONVENIENCE		SURFACE FLOOR MOUNTED, POKE THRU, COMBINATION DUPLEX & VOICEIDATA RECEPTACLE - SEPARATE SURFACE FLOOR MOUNTED, POKE THRU, COMBINATION QUADRAPLEX &		PADRIC WRAPPED PAREL		DETAIL NUMBER		
H		60	VOICEIDATA RECEPTACLES - CONVENIENCE FLUSH FLOOR MOUNTED, POKE THRU, COMBINATION QUADRAPLEX & VOICEIDATA RECEPTACLES - DEDICATED	• • • • • • • • • • • • • • • • • • •	VOICE/DATA RECEPTACLES - CONVENIENCE SURFACE FLOOR MOUNTED, POKE THRU, COMBINATION QUADRAPLEX &		GLASS	00.000	SHEET NUMBER		
	ITED, VOICE/DATA RECEPTACLE	60	VUICE/DATA RECEPT ACLES - DEUICATED FLUSH FLOOR MOUNTED, POKET THRU, COMBINATION QUADRAPLEX & VOICE/DATA RECEPTACLES - HALF DEDICATED		VOICE/DATA RECEPTACLES - DEDICATED SURFACE FLOOR MOUNTED, POKE THRU, COMBINATION QUADRAPLEX & VOICE/DATA RECEPTACLES - HALF DEDICATED	66666	GRAVEL	$  \cap \neg \cap$	SM DESCRIPTION OF SIMILAR OR OPPOSITE		
		(1) (1)	FLUSH FLOOR MOUNTED. POKE THRU, COMBINATION DUPLEX, AUDIO VISUAL	(14) (14)	VOICEDATA RECEPTACLES - HALF DEDICATED SURFACE FLOOR MOUNTED, PORE THRU, COMBINATION DUPLEX, AUDIO VISUAL AND VOICEDATA RECEPTACLES - CONVENIENCE	1212202023	GYPSUM PLASTER		AREA TO BE DETAILED		
	ITED, VOICE RECEPTACLE	() ()	AND VOICE/DATA RECEPTACLES - CONVENIENCE FLUSH FLOOR MOUNTED, POKE THRU, COMBINATION DUPLEX, AUDIO VISUAL		SURFACE FLOOR MOUNTED, POKE THRU, COMBINATION DUPLEX, AUDIO VISUAL				LOCATION ON SHEET WHERE ELEVATION IS SHOWN		
0	ITED, THERMOSTAT		AND VOICEUDATA RECEPTACLES - DEDICATED FLUSH FLOOR MOUNTED, POKE THRU, COMBINATION DUPLEX, AUDIO VISUAL AND VOICEUDATA RECEPTACLES - SEPARATE		AND VOICE/DATA RECEPTACLES - DEDICATED SURFACE FLOOR MOUNTED, POKE THRU, COMBINATION DUPLEX, AUDIO VISUAL	10000000	INSULTATION (LODSE OR BATT)	👗	DIRECTION OF ELEVATION		
	ITED, CABLE TV RECEPTACLE		AND VOICE/DATA RECEPTACLES - SEPARATE FLUSH FLOOR MOUNTED, POKE THRU, COMBINATION QUADRAPLEX, AV & VOICE/DATA RECEPTACLES - CONVENIENCE		AND VOICEIDATA RECEPTACLES - SEPARATE SURFACE FLOOR MOUNTED. POKE THRU. COMBINATION QUADRAPLEX. AV &		INSULATION (RIGID)	2 (A11.XX)	SHEET NUMBER WHERE ELEVATION IS SHOWN INTERIOR AND EXTERIOR ELEVATION MARKER		
т	(TED, AV RECEPTACLE		FLUSH FLOOR MOUNTED, POKE THRU, COMBINATION QUADRAPLEX, AV &		VOICE/DATA RECEPTACLES - CONVENIENCE SURFACE FLOOR NOUNTED, PORE THRU, COMBINATION QUADRAPLEX, AV & VOICE/DATA RECEPTACLES - DEDICATED		METAL				
	ITED, AV TROUGH		VOICE/DATA RECEPTACLES - DEDICATED FLUSH FLOOR MOUNTED, POKE THRU, COMBINATION QUADRAPLEX, AV & VOICE/DATA DESERVICE, LIVE DEPONDENTED		VOICE/DATA RECEPTACLES - DEDICATED SURFACE FLOOR MOUNTED, POKE THRU, COMBINATION QUADRAPLEX, AV & VOICE/DATA RECEPTACLES - HALF DEDICATED				C REVISION REFERENCE NUMBER		
Ŧ	(TED, ELECTRICAL JUNCTION BOX	Ø	VOICEIDATA RECEPTACLES - HALF DEDICATED FLUSH FLOOR MOUNTED, POKE THRU, VOICEIDATA RECEPTACLE	(Will)	VOICEIDATA RECEPTACLES - HALF DEDICATED SURFACE FLOOR MOUNTED, POKE THRU, VOICEIDATA RECEPTACLE		PLASTIC	$  \bigcirc$	REVISION CLOUD DEPICTING AREA REVISED		
T	(TED, VOICE/DATA JUNCTION BOX	ŏ	FLUSH FLOOR MOUNTED, POKE THRU, DATA RECEPTACLE	ŏ	SURFACE FLOOR MOUNTED, POKE THRU, DATA RECEPTACLE		PLYWOOD	NAME	ROOM NAME		
Ŧ	(TED, SYSTEMS WORKSTATION PANEL POWER INFEED	õ	FLUSH FLOOR MOUNTED, POKE THRU, VOICE RECEPTACLE	l õ	SURFACE FLOOR MOUNTED, POKE THRU, VOICE RECEPTACLE		PRE-CAST PANELS	1234	ROOM NUMBER SHEETNOTE REFERENCE		
Υ · · ·	(TED, SYSTEMS WORKSTATION PANEL VOICE/DATA INFEED	ŏ	FLUSH FLOOR MOUNTED, POKE THRU, AV RECEPTACLE	Ň	SURFACE FLOOR MOUNTED, POKE THRU, AV RECEPTACLE	E Farmer and		(1) 1,635-	SHEETNOTE REFERENCE		
Ŧ	ITED, CONDUIT STUB-OUT POWER	ŏ	FLUSH FLOOR MOUNTED, POKE THRU, SYSTEMS WORKSTATION PANEL POWER	Ø	SURFACE FLOOR MOUNTED, POKE THRU, SYSTEMS WORKSTATION PANEL POWER INFEED		SAND OR GROUT	I 4	FIRE RATING		
1	(TED, CONDUIT STUB-OUT VOICE AND DATA	ŏ	INFEED FLUSH RLOOR MOUNTED, POKE THRU, SYSTEMS WORKSTATION PANEL VOICE INFERD	l ©	POMER INFEED SURFACE FLOOR MOUNTED, POKE THRU, SYSTEMS WORKSTATION PANEL VOICE INFEED	2-20-53	STONE		DOOR REFERENCE NUMBER (REFER TO DOOR SCHEDULE)		
	ITED, CUNDOI STOB-OOT AV	-					WOOD (FINISHED )		DOOR NUMBER DOOR TYPE		
FLUSH FLOOR MOUNTED DEVICES		SURFACE FLOOR MOUN	NTED DEVICES SURFACE FLOOR MOUNTED, SINGLE RECEPTACLE- CONVENIENCE	FURNITURE SYSTEMS	NOUNTED DEVICES FURNITURE SYSTEMS MOUNTED. SINGLE RECEPTACLE - CONVENIENCE				DOOR NUMBER DOOR TYPE   HARDWARE TYPE		
	OR MOUNTED, SINGLE RECEPTACLE - CONVENIENCE		SURFACE FLOOR MOUNTED, SINGLE RECEPTACLE- CONVENIENCE SURFACE FLOOR MOUNTED, SINGLE RECEPTACLE- DEDICATED	ψ	FURNITURE SYSTEMS MOUNTED, SINGLE RECEPTACLE - CONVENIENCE				WINDOW REFERENCE NUMBER (REFER TO WINDOW SCHEDULE)		
=	OR MOUNTED, SINGLE RECEPTACLE - DEDICATED	€ ●	SURFACE FLOOR MOUNTED, SINGLE RECEPTACLE - DEDICATED SURFACE FLOOR MOUNTED, SINGLE RECEPTACLE - SEPARATE	1 4 1	FURNITURE SYSTEMS MOUNTED, SINGLE RECEPTACLE- DEDICATED		WOOD (INTERRUPTED MEMBER		MILLWORK REFERENCE NUMBER (REFER TO MILLWORK SCHEDULE)		
	OR MOUNTED, SINGLE RECEPTACLE - SEPARATE		SURFACE FLOOR MOUNTED, SINGLE RECEPTACLE - SEPARATE SURFACE FLOOR MOUNTED, DUPLEX RECEPTACLE - CONVENIENCE		FURNITURE SYSTEMS MOUNTED, SINGLE RECEPTACLE - SEPARATE FURNITURE SYSTEMS MOUNTED, DUPLEX RECEPTACLE - CONVENIENCE	DEC: 50			ELEVATION DATUM REFERENCE		
	OR MOUNTED, DUPLEX RECEPTACLE - CONVENIENCE	Ø	SURFACE FLOOR MOUNTED, DUPLEX RECEPTACLE- CONVENIENCE SURFACE FLOOR MOUNTED, DUPLEX RECEPTACLE - DEDICATED		FURNITURE SYSTEMS MOUNTED, DUPLEX RECEPTACLE - CONVENIENCE FURNITURE SYSTEMS MOUNTED, DUPLEX RECEPTACLE- DEDICATED	REFLECTE	D CEILING	+6"			
=	OR MOUNTED, DUPLEX RECEPTACLE - DEDICATED	(D)	SURFACE FLOOR MOUNTED, DUPLEX RECEPTACLE - DEDICATED SURFACE FLOOR MOUNTED, DUPLEX RECEPTACLE - SEPARATE		FURNITURE SYSTEMS MOUNTED, DUPLEX RECEPTACLE - DEDICATED FURNITURE SYSTEMS MOUNTED, DUPLEX RECEPTACLE - SEPARATE	++++		0.	FLOOR ELEVATION TRANSITION	△ Date Description	
	OR MOUNTED, DUPLEX RECEPTACLE - SEPARATE	®_	SURFACE FLOOR MOUNTED, DUPLEX RECEPTACLE - SEPARATE SURFACE FLOOR MOUNTED, QUADRAPLEX RECEPTACLE- CONVENIENCE	-	FURNITURE SYSTEMS MOUNTED, DUPLEX RECEPTACLE - SEPARATE FURNITURE SYSTEMS MOUNTED, QUADRAPLEX RECEPTACLE - CONVENIENCE	+++++	ACOUSTICAL CEILING AND GRID	MATCH LINE SEE ) ALIGN	XXX MATCH LINE SYMBOL	2016.09.06 100% DESIGN DEVELOPI 2016.09.26 PLANNING SUBMITTAL	
	OR MOUNTED, QUADRAPLEX RECEPTACLE - CONVENIENCE		SURFACE FLOOR MOUNTED, QUADRAPLEX RECEPTACLE - DOWNENERGE SURFACE FLOOR MOUNTED, QUADRAPLEX RECEPTACLE - DEDICATED		FURNITURE SYSTEMS MOUNTED, QUADRAPLEX RECEPTACLE - CONVENIENCE FURNITURE SYSTEMS MOUNTED, QUADRAPLEX RECEPTACLE - DEDICATED	++++			ALIGN WITH ESTABLISHED / ADJACENT SURFACES	C 2016.11.18 PLANNING APPLICATION RESPONSE 1	
	OR MOUNTED, QUADRAPLEX RECEPTACLE - DEDICATED		SURFACE FLOOR MOUNTED, QUADRAPLEX RECEPTACLE - DEDICATED		FURNITURE SYSTEMS MOUNTED, QUADRAPLEA RECEPTACLE - DEDICATED FURNITURE SYSTEMS MOUNTED, QUADRAPLEX RECEPTACLE - HALF DEDICATED	X X	CEILING HEIGHT CHANGE SYMBOL	WALL MOUNTED L	IFE SAFETY EQUIPMENT AND DEVICES	F 2016.12.13 PLANNING RESUBMITTAL REVISION 1	
	OR MOUNTED, QUADRAPLEX RECEPTACLE - HALF DEDICATED	₫977	SURFACE FLOOR MOUNTED, QUADRAPLEX RECEPTACLE - HALF DEDICATED SURFACE FLOOR MOUNTED, COMBINATION DUPLEX & VOICE/DATA RECEPTACLE -	14- 12	FURNITURE STSTEMS MOUNTED, QUICHARDELA RECEPTACLE - PALP DEDICATED	201-201			FIRE WARDEN STATION SYMBOL	G 2016.12.16 ISSUE FOR EXTERIOR PE K 2017.01.06 PLANNING APPLICATION	
FLUSH FLOOR CONVENIENCE	OR MOUNTED, COMBINATION DUPLEX & VOICE/DATA RECEPTACLE -	017	CONVENIENCE SURFACE FLOOR MOUNTED. COMBINATION DUPLEX & VOICE/DATA RECEPTACLE -	1 12	FURNITURE SYSTEMS INDURTED, VOICEDATA RECEPTACLE	x.x	FINISH CEILING HEIGHT SYMBOL	ŀΆ	WALL MOUNTED FIRE ALARM STROBE SYMBOL	RESPONSE 2	
FLUSH FLOOR DEDICATED	OR MOUNTED, COMBINATION DUPLEX & VOICE/DATA RECEPTACLE -	00 V	DEDICATED SURFACE FLOOR MOUNTED, COMBINATION DUPLEX & VOICE/DATA RECEPTACLE -	۳ ۳	FURNITURE SYSTEMS MOUNTED, VOICE RECEPTACLE	ATI	GRID STARTPOINT SYMBOL CEILING FINISH TAG		FIRE ALARM PULL SYMBOL		
FLUSH FLOOR SEPARATE	OR MOUNTED, COMBINATION DUPLEX & VOICE/DATA RECEPTACLE -	\$ \$ \$	SEPARATE SURFACE FLOOR MOUNTED, COMBINATION QUADRAPLEX & VOICE/DATA RECEPTACLES - CONVENIENCE		FURNITURE SYSTEM ELECTRIC PIGTAIL	Z ATT S	CEILING FINISH TAG MOTION SENSOR	FEC	WALL MOUNTED, FIRE EXTINGUISHER CABINET		
FLUSH FLOOR RECEPTACIES	OR MOUNTED, COMBINATION QUADRAPLEX & VOICE/DATA LES - CONVENIENCE		SURFACE FLOOR MOUNTED. COMBINATION QUADRAPLEX & VOICE/DATA	PP ()	FURNITURE MOUNTED, POWER POLE	6	CEILING MOUNTED SPEAKER	0	WALL MOUNTED FIRE EXTINGUISHER		
FLUSH FLOOR RECEPTACLES	OR MOUNTED, COMBINATION QUADRAPLEX & VOICE/DATA ES - DEDICATED		RECEPTACLES - DEDICATED SURFACE FLOOR MOUNTED, COMBINATION QUADRAPLEX & VOICE/DATA	SECURITY DEVICES	··· · · ·		CEILING MOUINTED CAMERA		WALL MOUNTED FIRE HOSE CABINET		
FLUSH FLOOR RECEPTACLES	ES - HALF DEDICATED	(\$41,10)	RECEPTACLES - HALF DEDICATED SURFACE FLOOR MOUNTED, COMBINATION DUPLEX, AUDIO VISUAL AND VOICE/DATA RECEPTACLES - CONVENIENCE	CR	CARD READER	+	CEILING MOUNTED SPRINKLER HEAD		WALL MOUNTED FIRE VALVE		
CAN FLUSH FLOOR VOICE/DATA R	OR MOUNTED, COMBINATION DUPLEX, AUDIO VISUAL AND A RECEPTACLES - CONVENIENCE	0	SURFACE FLOOR MOUNTED. COMBINATION DUPLEX. AUDIO VISUAL AND		CAMERA		CEILING MOUNTED SMOKE DETECTOR	-	WALL MOUNTED FIRE VALVE CABINET		
FLUSH FLOOR VOICEDATA R	OR MOUNTED, COMBINATION DUPLEX, AUDIO VISUAL AND RECEPTACLES - DEDICATED		VOICE/DATA RECEPTACLES - DEDICATED SURFACE FLOOR MOUNTED, COMBINATION DUPLEX, AUDIO VISUAL AND		ELECTRIC DOOR BELL PUSH	x a tal tal	CEILING MOUNTED STROBE LIGHT				
FLUSH FLOOR VOICE/DATA R	OR MOUNTED, COMBINATION DUPLEX, AUDIO VISUAL AND A RECEPTACLES - SEPARATE		VOICE/DATA RECEPTACLES - SEPARATE SURFACE FLOOR MOUNTED, COMBINATION QUADRAPLEX, AV & VOICE/DATA	8	ELECTRIC DOOR BELL			FINISH			
FLUSH FLOOR RECEPTACLES	OR MOUNTED, COMBINATION QUADRAPLEX, AV & VOICE/DATA ES - CONVENIENCE		RECEPTACLES - CONVENIENCE SUBFACE FLOOR MOUNTED, COMBINATION QUADRAPLEX, AV & VOICEIDATA	Ē	INTERCOM			, 1000	WALL FINISH TAG		
FLUSH FLOOR RECEPTACLES	OR MOUNTED, COMBINATION QUADRAPLEX, AV & VOICE/DATA LES - DEDICATED		RECEPTACLES - DEDICATED SURFACE FLOOR MOUNTED, COMBINATION QUADRAPLEX, AV & VOICEIDATA RECEPTACLES - HALF DEDICATED	0	REMOTE DOOR RELEASE BUTTON	ই হ ই			BASE FINISH TAG EXTENT OF FINISH TYP.		
FLUSH FLOOR RECEPTACLES	R MOUNTED, COMBINATION QUADRAPLEX, AV & VOICE/DATA LES - HALF DEDICATED	V	RECEPTACLES - HALF DEDICATED SURFACE FLOOR MOUNTED, VOICE/DATA RECEPTACLE	MS	MOTION SENSOR	ଡ଼ା ଡ଼ା ଡ଼	WALL MOUNTED EXIT SIGNS - PERPENDICULAR				
	OR MOUNTED, VOICE/DATA RECEPTACLE		SURFACE FLOOR MOUNTED, DATA RECEPTACLE	®	INTRUSION ALARM	ବା ବା ବ					
	OR MOUNTED, DATA RECEPTACLE		SURFACE FLOOR MOUNTED, VOICE RECEPTACLE	EH	ELECTRIC DOOR HINGE	E	DENOTES EXISTING TO REMAIN	()()()	SPECIAL FINISH TAG		
	OR MOUNTED, VOICE RECEPTACLE	AV.	SURFACE FLOOR MOUNTED, AV RECEPTACLE	E	ELECTRICAL DOOR HOLD OPEN	R	DENOTES EXISTING TO BE RELOCATED	0000	FLOOR FINISH TAG		
	OR MOUNTED, SYSTEMS WORKSTATION PANEL POWER INFEED	P	SURFACE FLOOR MOUNTED, SYSTEMS WORKSTATION PANEL POWER INFEED	DR	ELECTRICAL DOOR RELEASE		ACCESS DOOR		CEILING FINISH TAG		
V FLUSH FLOOR	OR MOUNTED, SYSTEMS WORKSTATION PANEL VOICE INFEED	V	SURFACE FLOOR MOUNTED, SYSTEMS WORKSTATION PANEL VOICE INFEED	DC	ELECTRICAL DOOR MONITOR CONTACT	LIGHT FIXTURES			General FIRIT INC	Seal / Signature	
	OR MOUNTED, AV RECEPTACLE	•	SURFACE FLOOR MOUNTED, CONDUIT STUB UP, AV	DDC	DOUBLE DOOR MONITOR CONTACT		FLORESCENT LIGHT FIXTURE	→	CHANGE IN FLOOR FINISH		
	OR MOUNTED, RAISED FLOOR BOX, COMBINATION POWER,	ō	SURFACE FLOOR MOUNTED, CONDUIT STUB UP, POWER	E	ELECTRIC LOCKSET		FLORESCENT LIGHT FIXTURE / EMERGENCY CIRCUIT				
PVA FLUSH FLOOR VOICEIDATA, A	OR MOUNTED, RAISED FLOOR BOX, COMBINATION POWER, AV		SURFACE FLOOR MOUNTED, CONDUIT STUB UP, VOICEIDATA	KS	ELECTRIC KEY SWITCH		EXISTING LIGHT FIXTURE TO BE REMOVED				
AV FLUSH FLOOR	OR MOUNTED, RAISED FLOOR BOX, AV	<sup>*</sup>		ES	ELECTRIC STRIKE		UNDER CABINET FLORESCENT FIXTURE				
				ML	MAGNETIC LOCKSET		FLORESCENT STRIP FIXTURE FLORESCENT PENDANT FIXTURE	EL EVATO	ON INDICATION		
							RECESSED DOWNLIGHT		-	Project Name	
						•	RECESSED ADJUSTABLE DOWNLIGHT RECESSED WALL WASHER	,	GLASS SYMBOL	Lightspeed Venture Pa	
						***	TRACK LIGHTING SURFACE MOUNTED LIGHT FIXTURE		-	Menlo Park	
						Ď	WALL SCONCE		MASONRY COURSING	Project Number	
						\$	LIGHT SWITCH		a	01.1539.000	
						5 5	DIMMER SWITCH		WOOD VENEER	Description	
						MECHANICAL FIXTUR	RES		-	GRAPHIC SYMBOLS	
							RETURN AIR		STONE		
							SUPPLY AIR	L		1	
						0	CIRCULAR DIFFUSER			Scale	
						0	LINEAR DIFFUSER EXHAUST FAN				
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										A00.03	

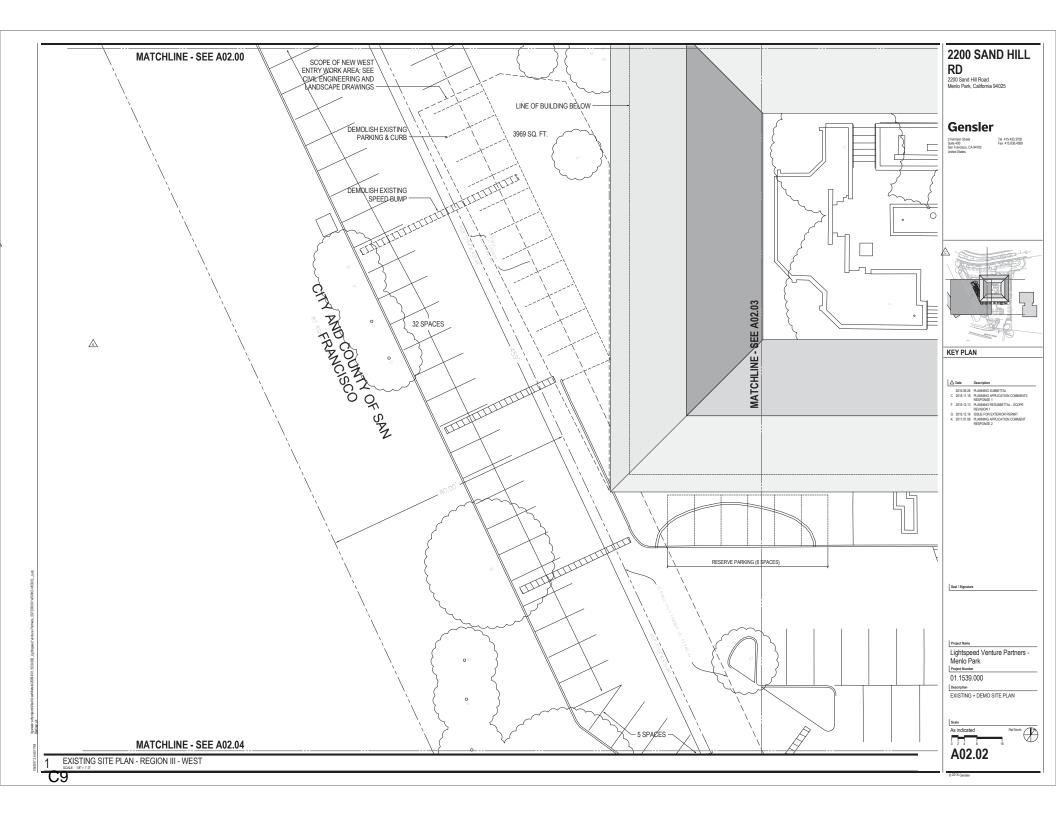
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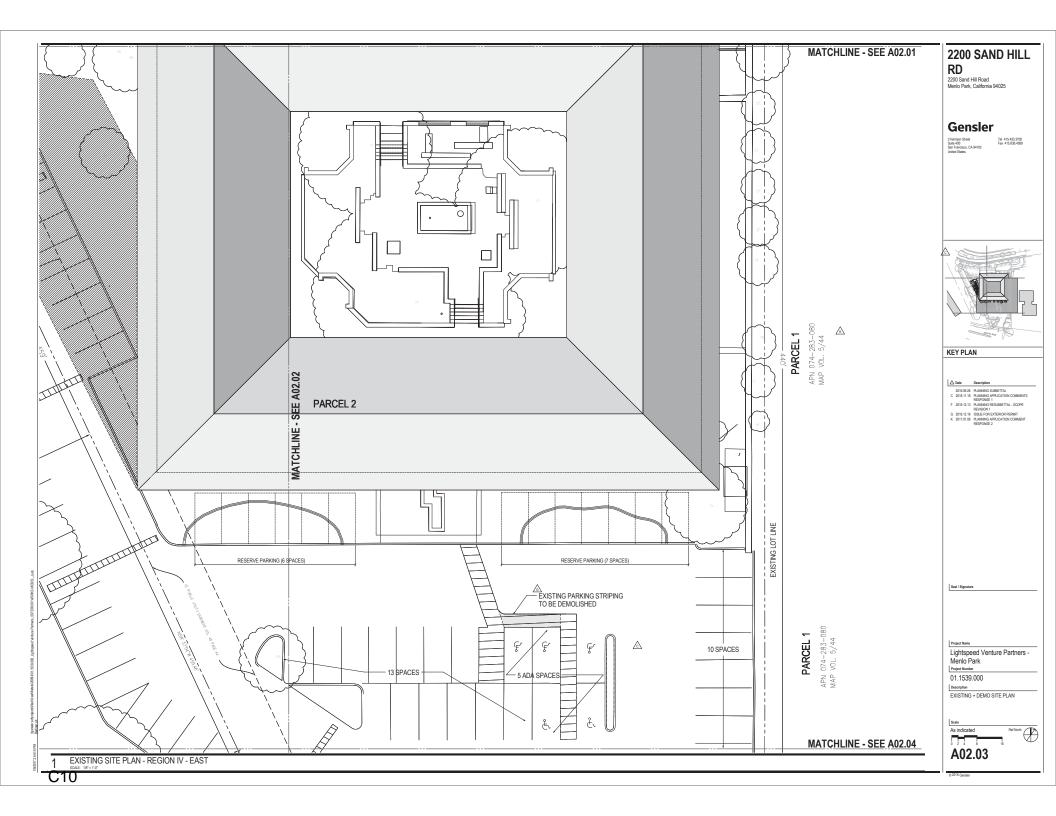


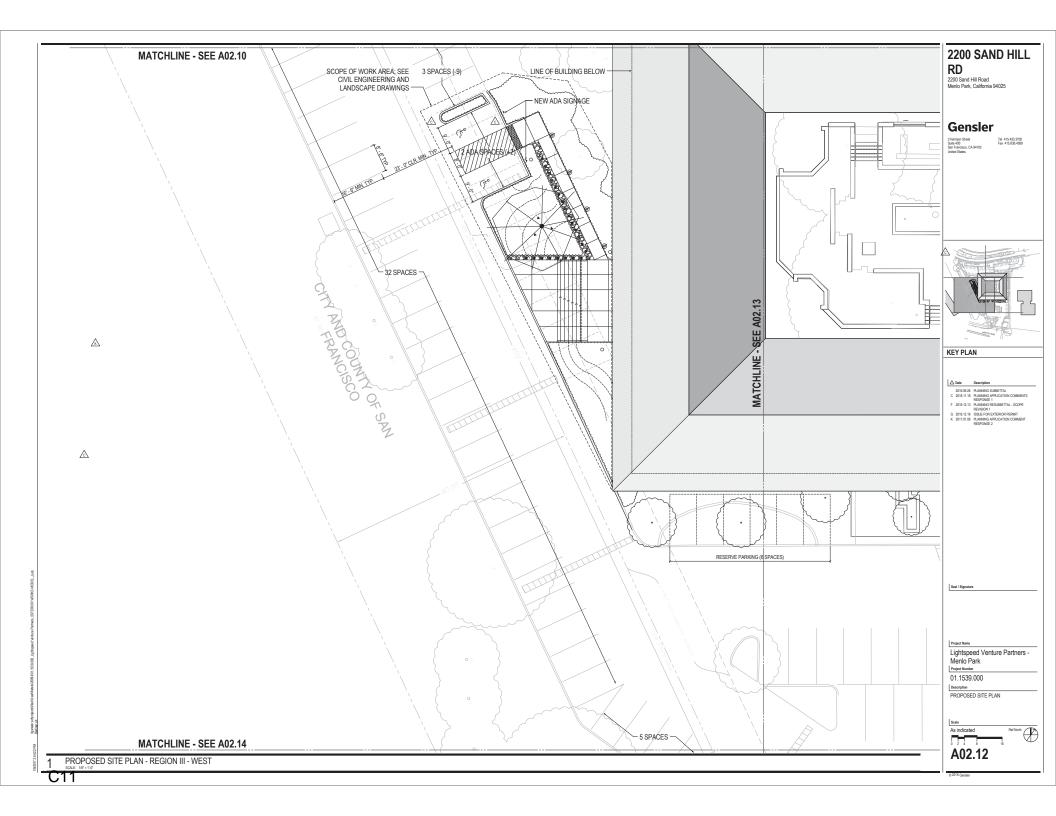
	GLAZING		PAINTS	SPECI	ALTY METAL & FINISHES		FLOOR FINISHES	2200 SAND HILL
SYMBOL	MANUFACTURER/DESCRIPTION	SYMBOL	MANUFACTURER/DESCRIPTION	SYMBOL	MANUFACTURER/DESCRIPTION	SYMBOL	MANUFACTURER/DESCRIPTION	RD
	GLAZING (EXTERIOR - PORTAL) CODE: 63 MANUFACTURER: CLASS-PRO SUPPLER: RAVIE FENSIFICATION CODE: 62 CODE: 62 CO	(PT-6)	PAINT (EXTERIOR - FIELD) CODE: PT6 MMURACULERE: SHERWIN WILLIAMS TYPE: 245-C5 MUBER: NV TM6 COLOR: AUXMOUS STILE: SHERWING: 2207 VOCS STILE: SHERWING: 2207 VOCS NOTE: EXTERIOR GRADE PANT FOR LEVEL 1	MT-2	METAL (EXTERIOR) COL: MT-2 MM::EXTERIOR GRADE PAINTED METAL DESCRIPTION DECORATIVE FORMED METAL DESCRIPTION DECORATIVE FORMED METAL USZ: VARIES COL OR CUSTIS ORANG.20 D UST WITH ADDED SCHOLTON METAL POTAL VINTO METAL DESCRIPTION DESCRIPTION DESCRIPTION MOTI ENERTER TO SPES SECTION RESVIET ON ATOLA ADJACENT METAL RETAINING WALL @ MEY STAR'S & WALKWAY (SEE LAD)		EXTERIOR CONCRETE FLOORING OBE: CONI SUPPLET.LOCAL VENDOR MATERIAL:INTEGRAL CONCRETE COLOR MATCH AGENTECTS SAMPLE LOCATION: EXTERIOR VESTS ENTRANCE STYLE: SMOOTH ROMEL NOTE: REPER TO LANDSCAPE SPECIFICATION	2200 Sand Hill Road Menio Park, California 94025 Geensleer 2 Junnas Bant Sandom, CA 9406 Far. 415.03.200 Far. 415.04.609 Far. 415.04.609
	GLAZING (EXTERIOR STOREFRONT)	(PT.7)	PAINT (EXTERIOR ACCENT)           ODE PT7: MARKEGUERE PTTSBURD PAINT (PPG) CONTACT: TANDEP 71:31:223           NUMBER: PF004 COLOR HOT STOVE FINSH: LL42, B2:2280 VOCS TOTE: EXTERIOR GRADE PAINT FOR LEVEL 2           PAINT (EXTERIOR ACCENT)           CODE: PT4 MARKEGUERE: SHERWIN WILLIAMS TYPE: 3452 cm				WALK-OFF MAT ODE: WM4 MHE: COTLINE OF MHUH-CITURER: PEDISYSTEMS SUPPLIER: MOLINERIA ASSOLTES CONTACT: IP HALVESON (IS) 495-4475 MATERIAL: STALESS STEEL TYPE LOUR ORAVIE TYPE LOUR ORAVIE TYPE LOUR ORAVIE THE STALESS STEEL TYPE LOUR ORAVIE THE STALESS STEEL TYPE LOUR ORAVIE TYPE SALESS I CONTON ANY WEST ENTRY WOTH WARE SALESS AND AND AND AND AND REVIEWS SAFE ORAWINGS PROCENT OF CAREAR WALK-OFF MAT (COURTYARD)	
			N MBRE: SW 704 COLOR: AWAYNG GAY FNISH LRV-47 NOTE: EXTERIOR GRADE PAINT FOR LEVEL 2 MULLIONS/TRIM NOTE: EXTERIOR GRADE PAINT FOR LEVEL 2 MULLIONS/TRIM				CODE: WW-2 MADE: WATCH EXISTING MADE FAILURER MATCH EXISTING MADE FAILURER MATCH SIZE: MATCH EXISTING COLOR MATCH EXISTING LOCATION: INSET IN STORE & NEW EXTERIOR COURTVARD LOCATION: INSET IN STORE & NEW EXTERIOR COURTVARD LOCATION: INSET IN STORE & NEW EXTERIOR COURTVARD LOCATION: STORE FLOORING	
							CODE: ST2 MONTACT: HAVEST ROPERFITES BLAR VOLCKMANN MATERNI, MANCESTRING FANGE MACRO-RUSTING FANGE MACRO-RUSTING LOGATION WALK OFF MAIL TANLL@ DEMOLISHED NTERIOR LOGATION WALK OFF MAIL TANLL@ DEMOLISHED NTERIOR TO ESSERVE TAY 2° NOTE: MATCH EXISTING	Data         Description           2016.006         1000.005.000.0000.0000000           2016.108         PARIME DEPORT           2017.0106         PARIME DEPORT           2017.0106         PARIME DEPORT           2017.0106         PARIME DEPORT           2017.0106         PARIME DEPORT
								End / Signature Project Name LightSpeed Venture Partners - Meriol Park Project Name Cd. 4720 000
								01.1539.000   berryten SCHEDULES, FINISHES   task 12" = 1-0" A00.30 * 2819 Sender

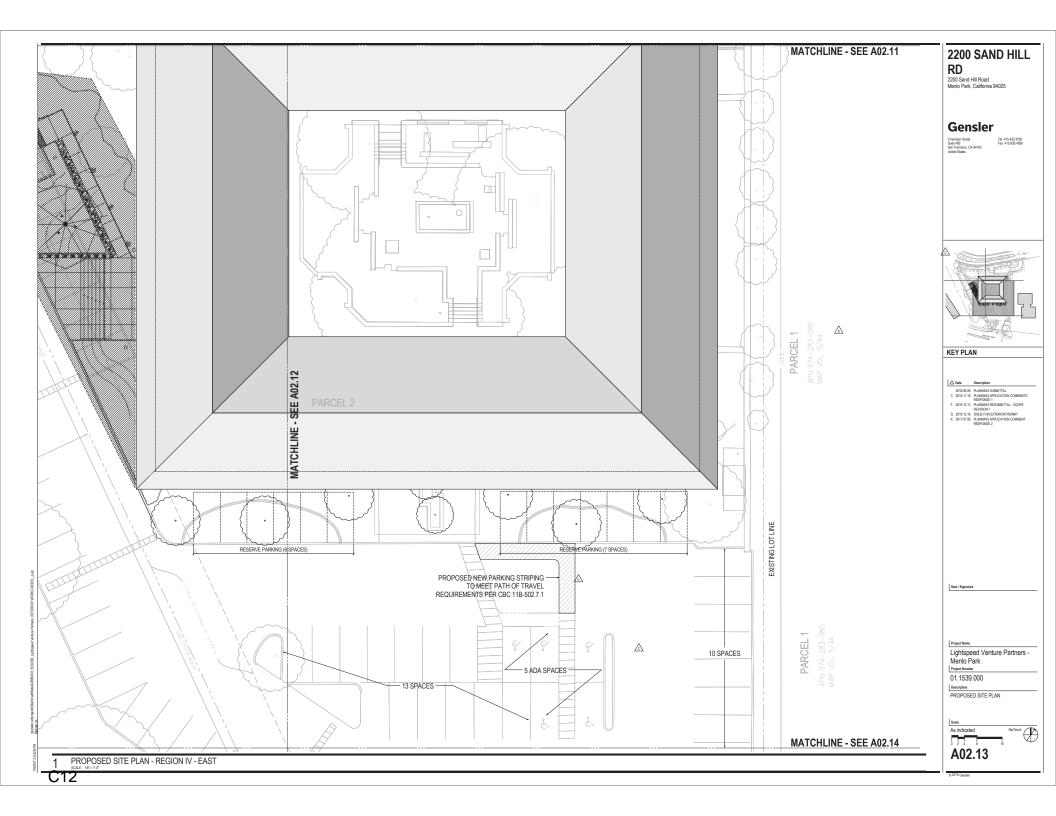


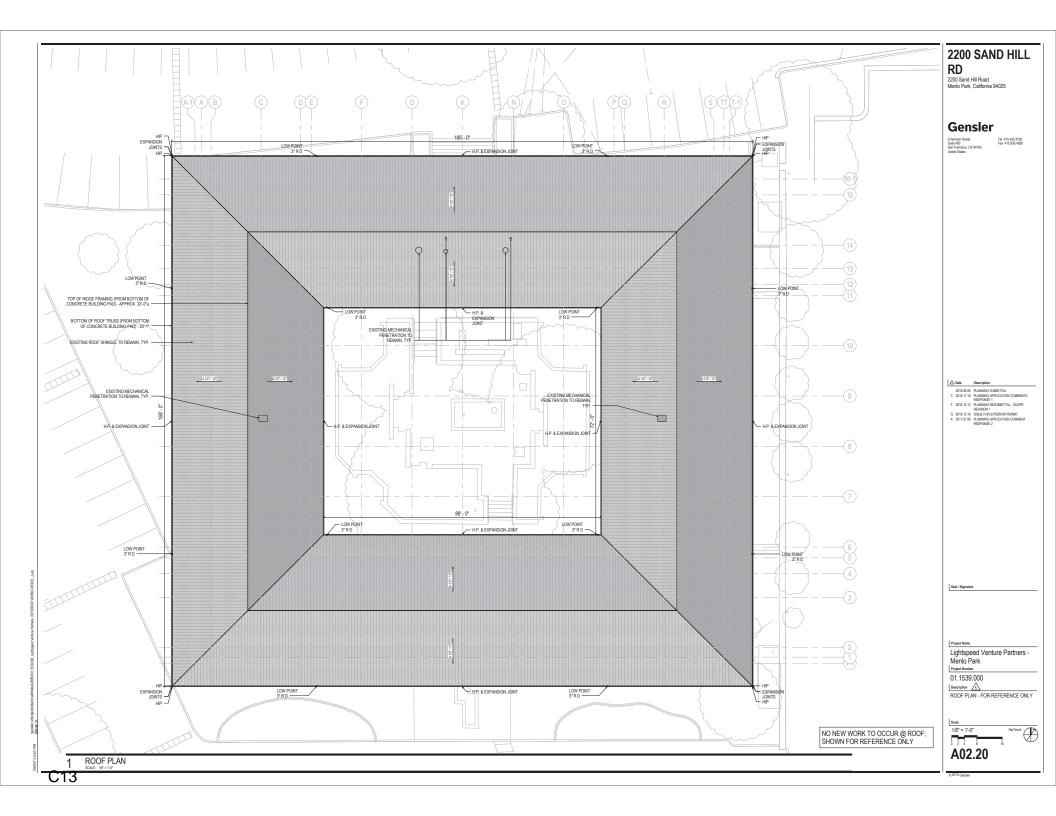


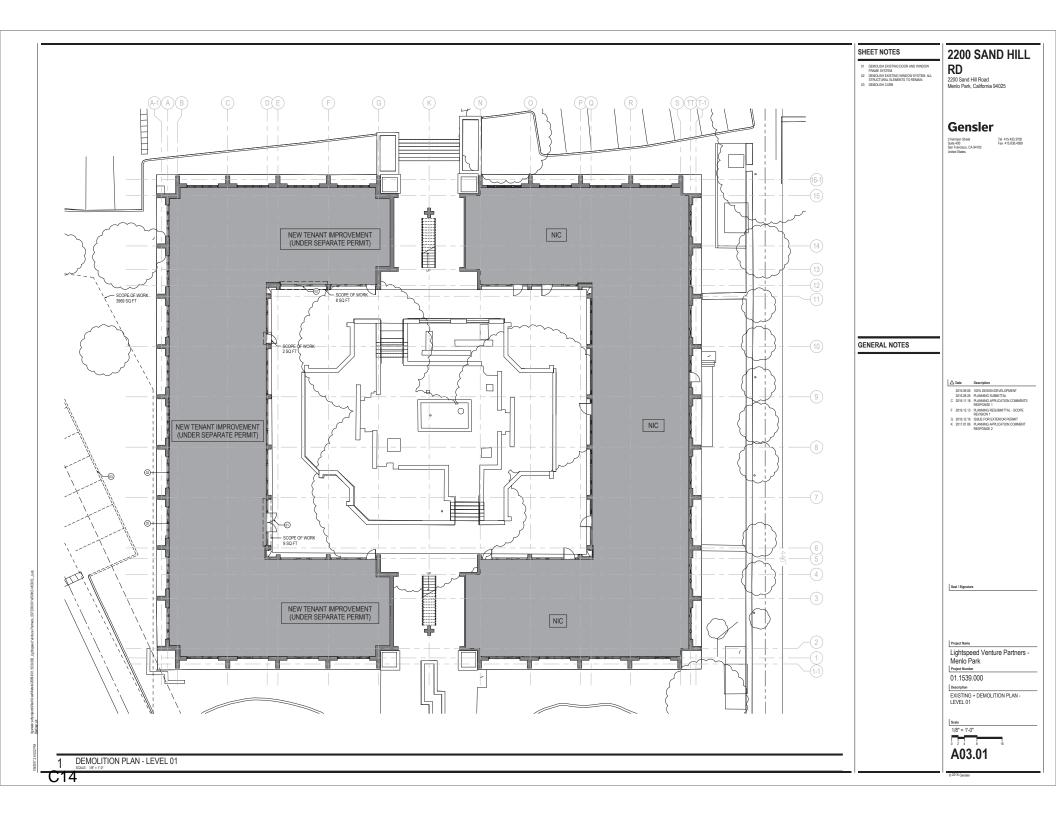


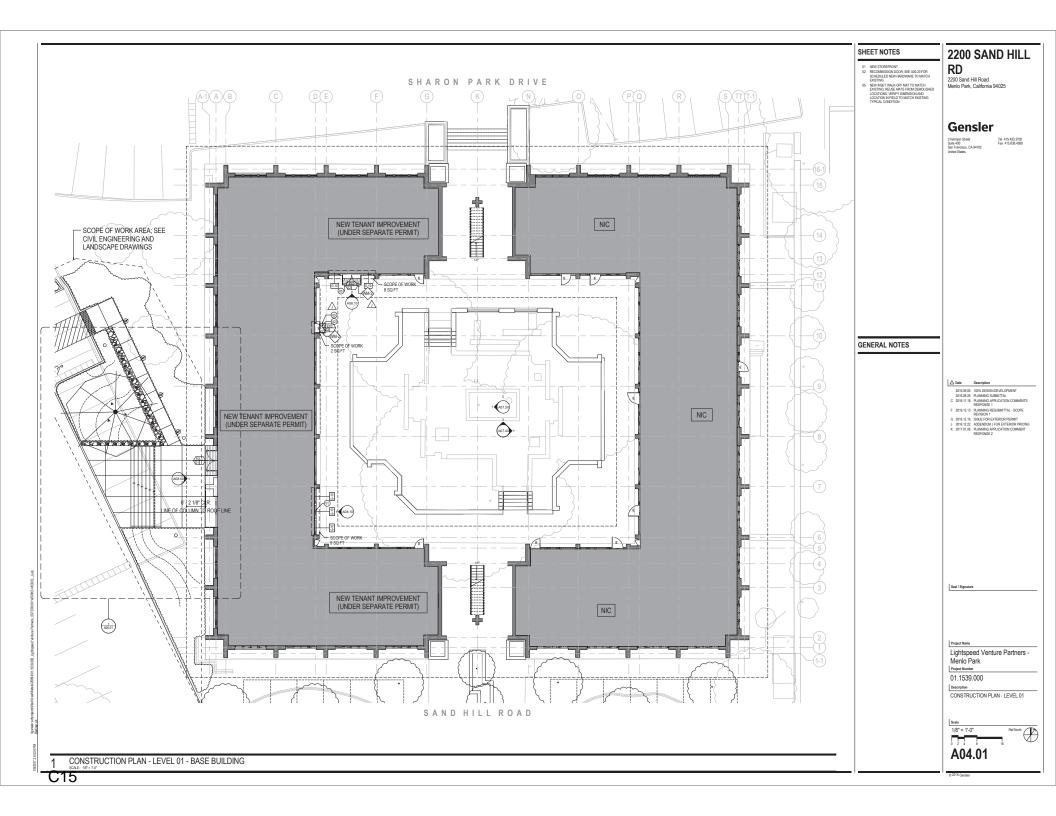


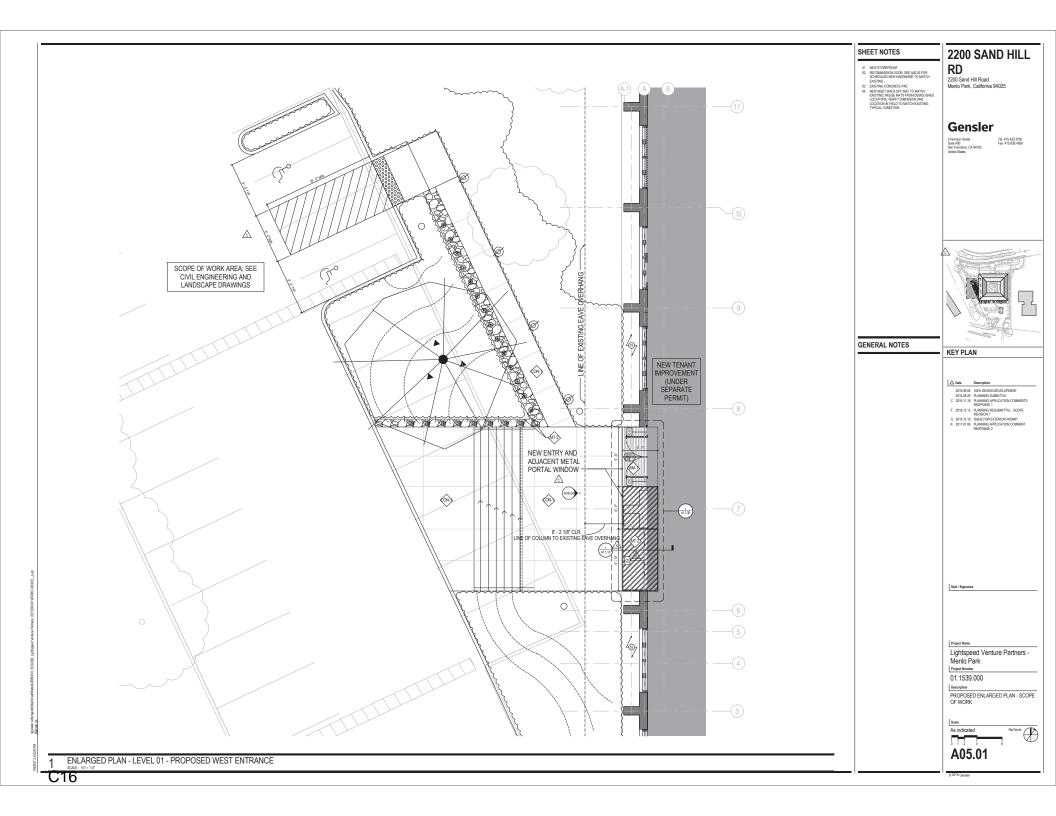












2200 SAND HILL RD





ENTRY - APPROACH

ENTRY - FRONT



ENTRY - WALKWAY

FRAMELESS GLASS ENTRY DOORS -

NEW LIGHTING BOLLARDS -

NEW WALKWAY -

NEW PAINTED METAL ENTRY PANEL SYSTEM -

2200 Sand Hill Road Menlo Park, California 94025

# Gensler

2 Harrison Street Tel 415.433.3700 Saite 400 Fax 415.836.4599 San Francisco, CA 94105 United States

 Date
 Description

 2016.09.06
 10% DESIGN DEVELOPMENT

 2016.09.26
 F4.NNNIG APPLICATION COMMENTS

 RESPONSE
 F

 F
 2016.12.13

 F4.NNNIG RESUBNITTAL - SCOPE

 EVENDING

REVISION 1 G 2016.12.16 ISSUE FOR EXTERIOR PERMIT K 2017.01.06 PLANING APPLICATION COMM RESPONSE 2

Sear / Signature
Project Name
LightSpeed Venture Partners Mento Park
Project Name

01.1539.000 Description EXTERIOR RENDERINGS

A06.00

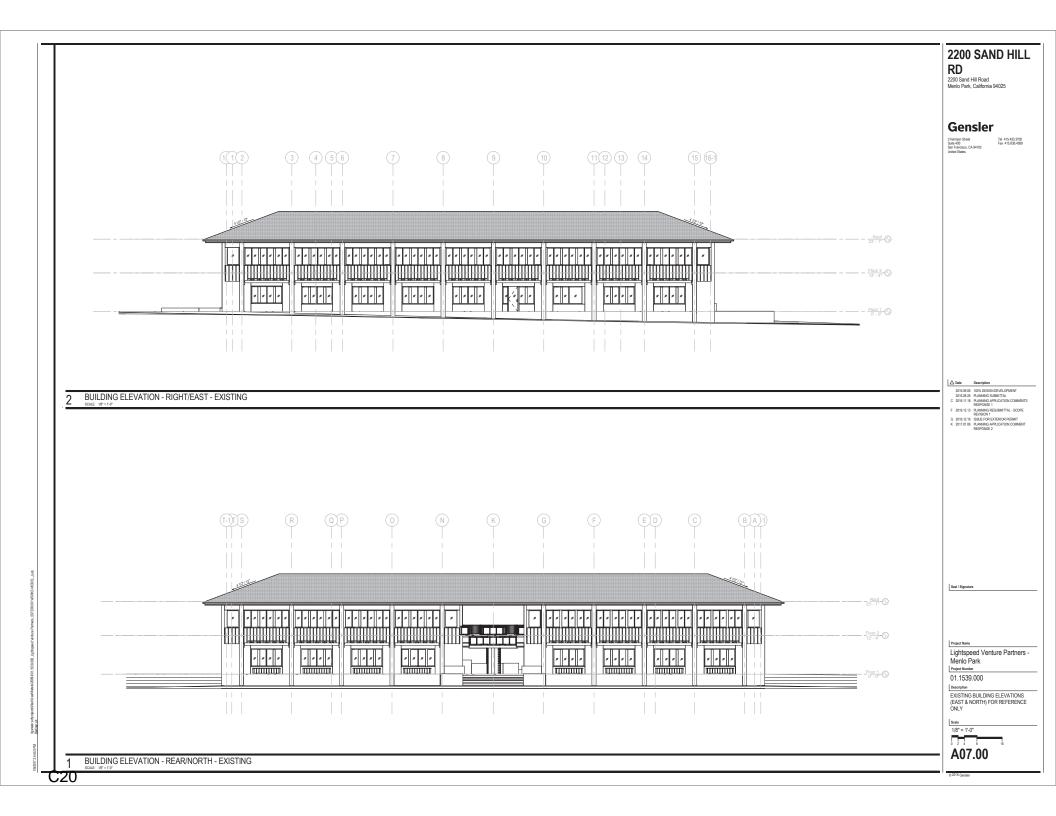
Scale

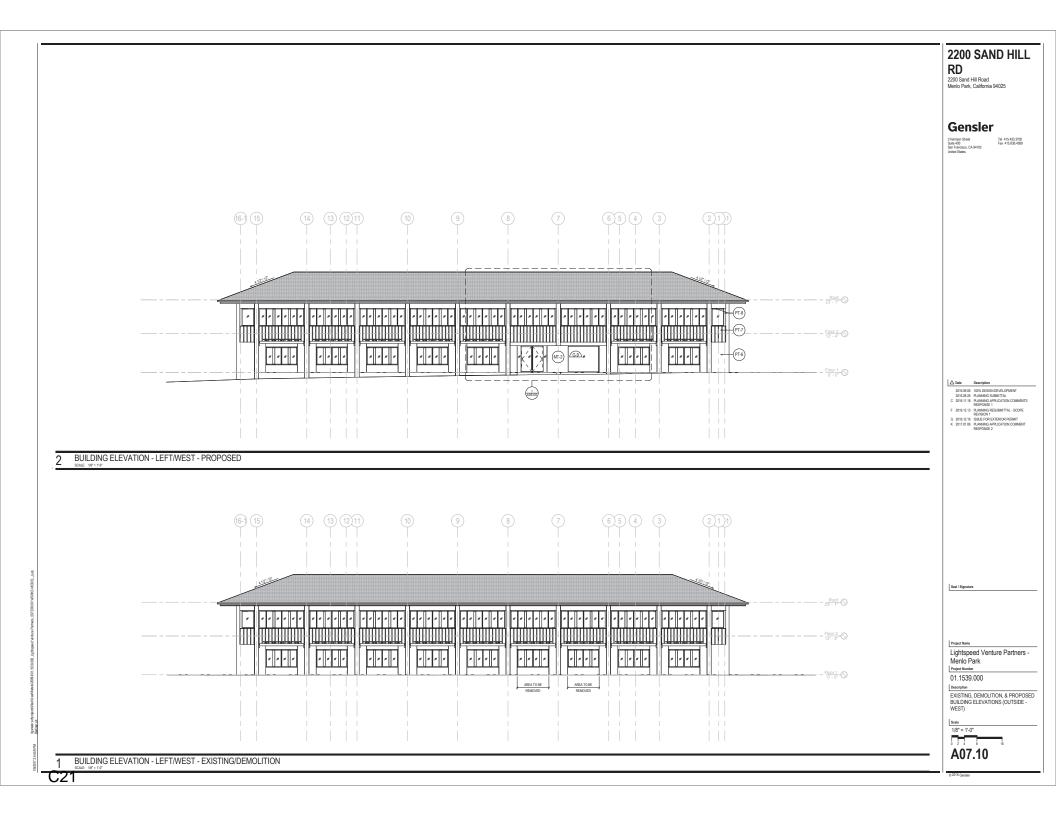
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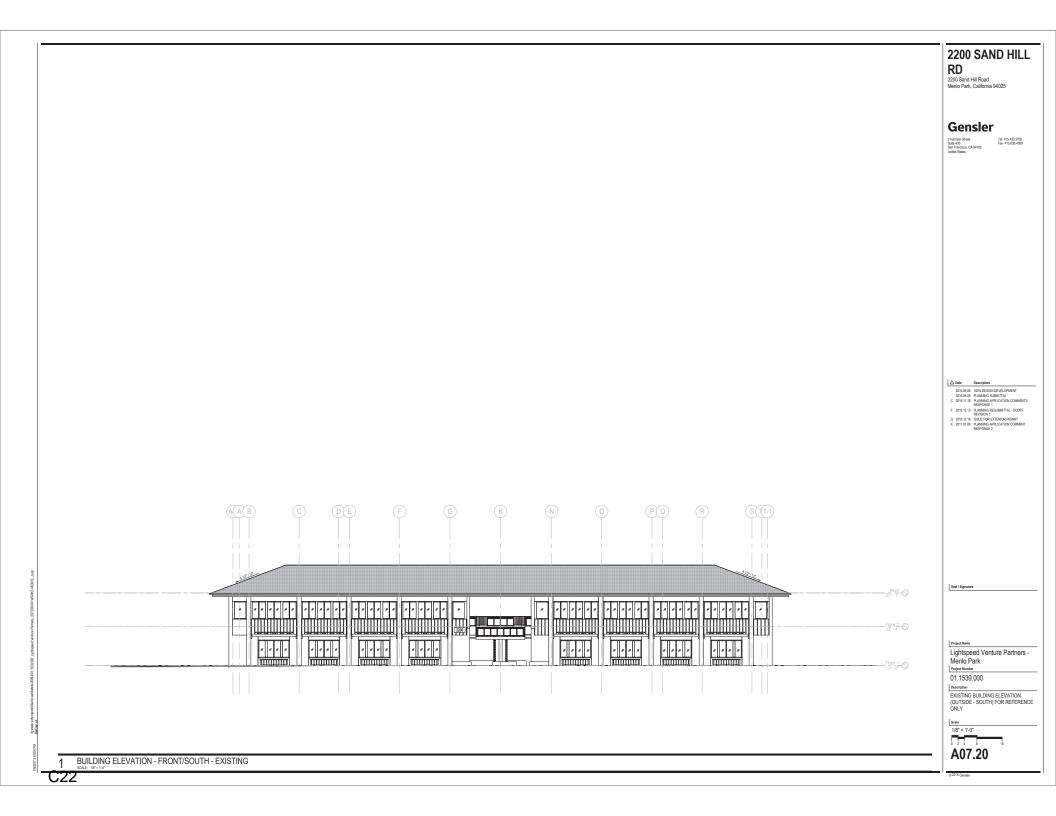


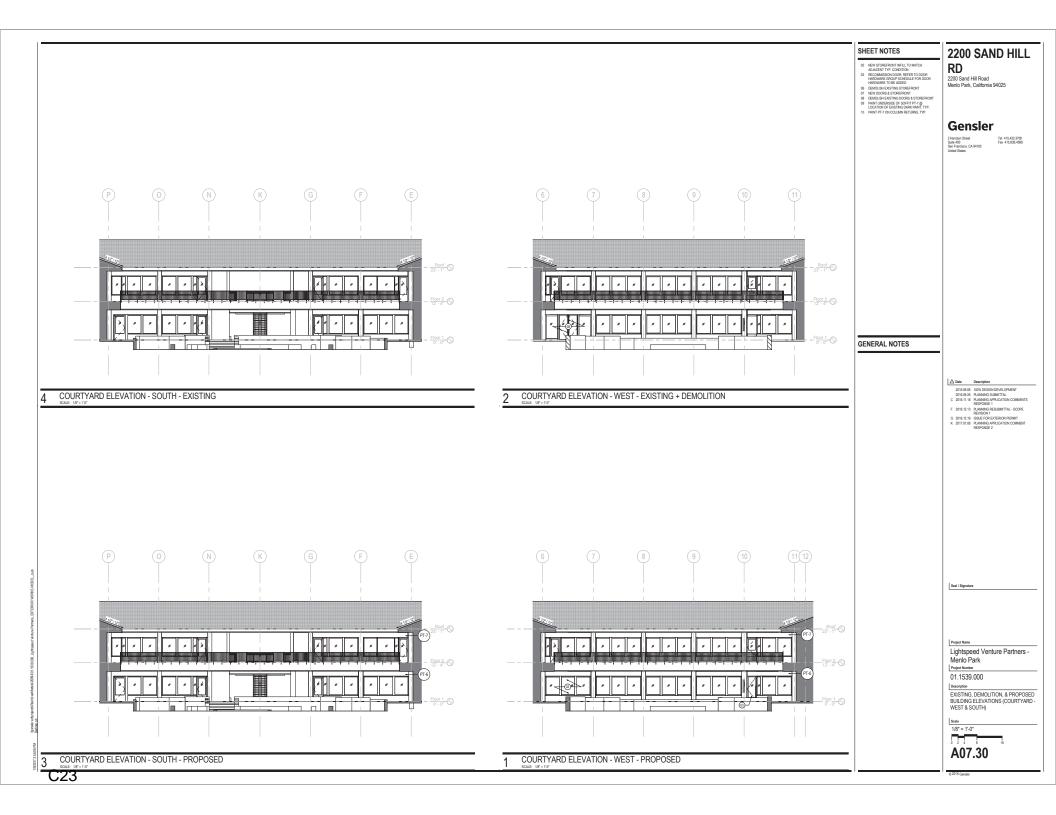


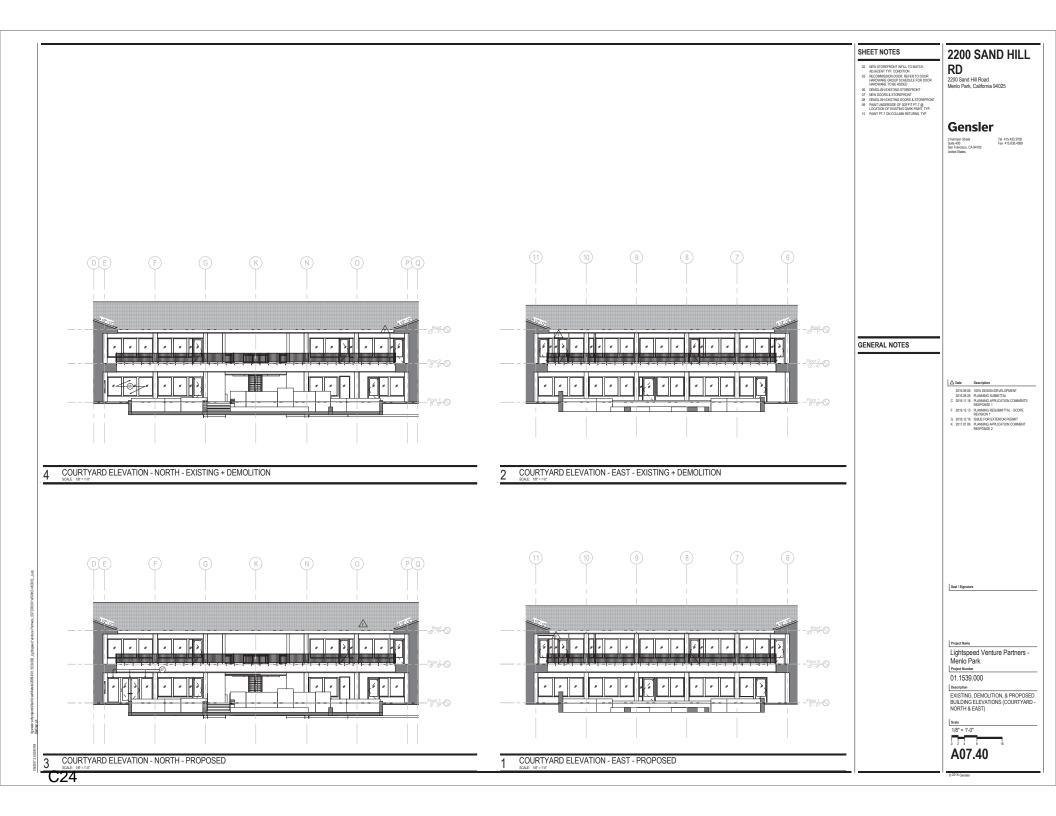
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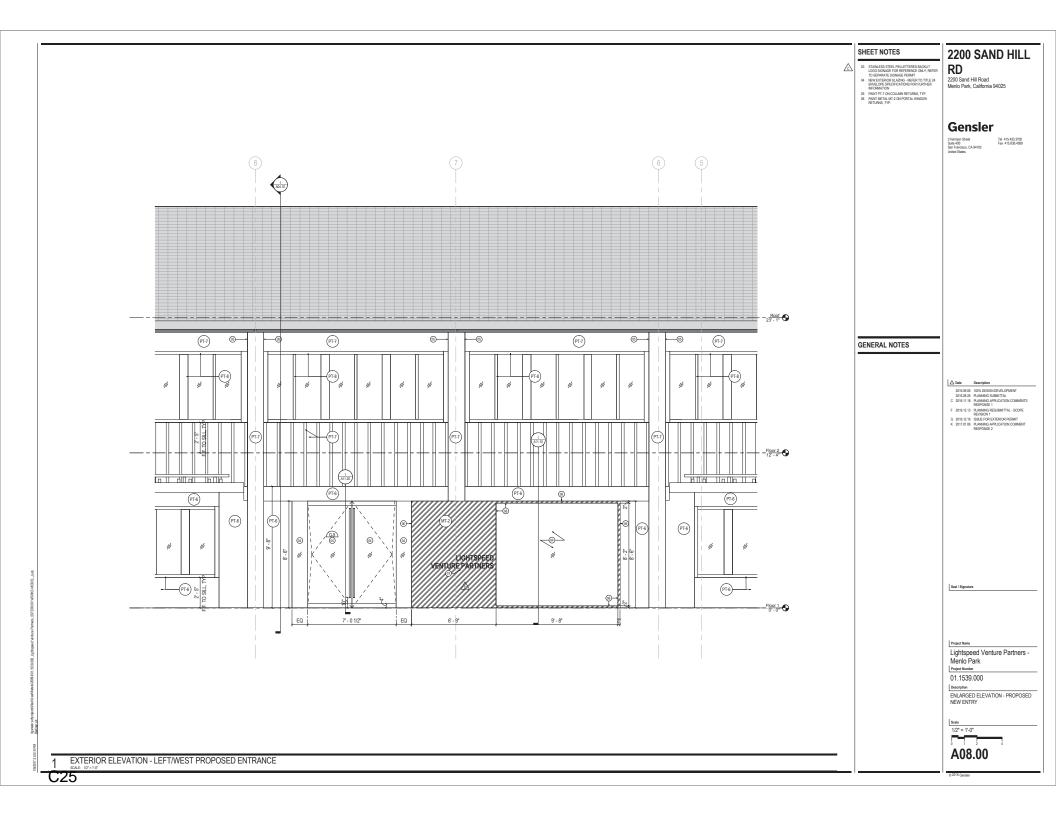


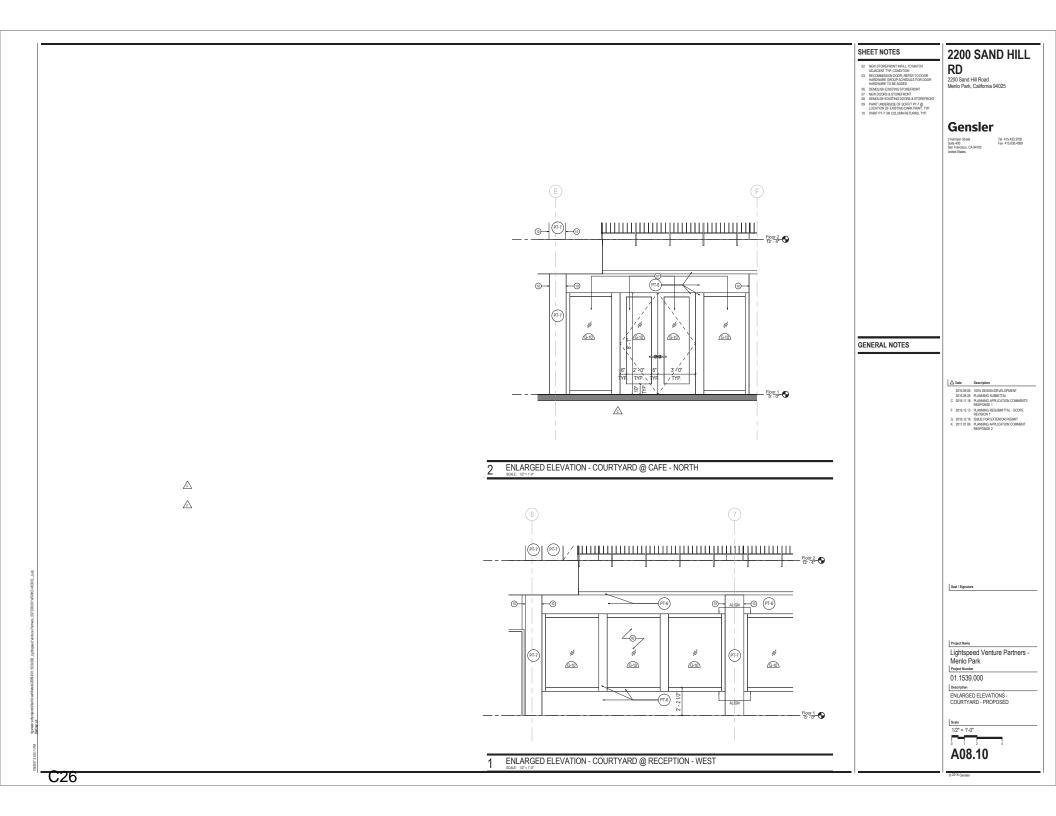












LEGEND		
	EXISTING	PROPOSED
SAWCUT AND CONFORM LINE		
RETAINING WALL		
A.C. PAVEMENT		
CONC. VALLEY GUTTER		
CONC. SIDEWALK OR PAD		
6° CURB & GUTTER		
EDGE OF A.C. PAVEMENT	EP~	
6" VERTICAL CURB		
SANITARY SEWER MAIN	8"SS	
STORM DRAIN MAIN	SD	
WATER MADV		4*
FIRE WATER MAIN		
IRRIGATION LINE	IRR	4. 105
TRENCH DRAIN		
FLOW LINE		
CHAIN LINK FENCE	x x	xx
GAS MAIN		G
ELECTRIC AND SIGNAL DUCT BANK		£
CONTOUR ELEVATION LINE		
SPOT ELEVATION	x 95.94 🚀	FG 95.94
DIRECTION OF SLOPE	•	2:1 18
GAS METER	12	GM GM
GAS VALVE	<sup>av</sup>	Ä
WATER METER	52	■ ww
WATER VALVE	N S	Ĥ
FIRE HYDRANT	207 -404	*
BACK FLOW PREVENTOR	BOV	
POST INDICATOR VALVE	PGV	PIV
FIRE DEPARTMENT CONNECTION	25	<b>.</b>
SIGN	1	+
ACCESSIBLE RAMP	4.1	<b>A_N</b>
SANITARY SEWER MANHOLE		
SANITARY SEWER CLEANOUT	ssco	ssco
STORM DRAIN MANHOLE	0 0	۲
STORMCEPTOR		۲
STORM DRAIN AREA DRAIN		0
STORM DRAIN CATCH BASIN	CB	=
STORM DRAIN CURB UNLET		
STORM DRAIN CLEANOUT	spco	SOCO
ELECTROLIER	** 	* * * * *
JOINT POLE		
OVERLAND RELEASE		⇒
CONSTRUCTION DETAIL REFERENCE		(15) DETAIL REFERENCE C5.2 SHEET REFERENCE

UNAUTHORIZED CHANGES AND USES CAUTION : The engineer preparing these plans will not be responsible for, or liable for, unauthorized changes to ar uses of these plans. All changes to the plans must be in writing and must be approved by the preparer of the plans.

Construction contractor capters that in occurrisms with generally accepted construction protons, contraction contractor will be required to assume size and complete responsibly in give the contraction of provide the requirement shall be made to apply continuously and not all persons and providely. That the requirement shall be made to apply continuously and not internity and hald design proteinand humans from each or apply continuously internity one hald design proteinand humans from each or apply continuously contention with the performance of work on this project, encapting lability arising from sale enginese of edges proteinand humans.

## CONSTRUCTION NOTES

ABBREVIATIONS

S.A.D. 50 S.E.D. SG S.L.D. SS STA STD S/W TB

TOE TOS TOW TS TOP UON U/G VC

UNDERGROUND VERTICAL CURVE WATER METER WATER VALVE WEST WITH

- ALL OFF-SITE CONSTRUCTION MATERIAL AND METHODS SHALL COMPLY WITH THE WITH THE LATEST EDITION OF THE CITY OF MENLO PARK STANDARD PLANS & SPECIFICATIONS AND THE LATEST CALITRANS STANDARD SPECIFICATIONS. 2. CONTRACTOR SHALL LEAVE AN EMERGENCY PHONE NUMBER WITH THE POLICE AND TIRE DEPARTMENTS.
- CONTRACTOR SHALL POST ON THE SITE, EMERGENCY TELEPHONE NUMBERS FOR PUBLIC WORKS, AMBULANCE, POLICE, AND FIRE DEPARTMENTS.
- CONTRACTOR SHALL NOTIFY ALL PUBLIC OR PRIVATE UTLITY OWNERS 48 HOURS PRIOR TO COMMENCEMENT OF WORK ADJACENT TO THE UTLITY UNLESS AN EXCAVATION PERMIT SPECIFIES OTHERWISE.
- C. UTURES AND UNDERFORMED ACTIONS ADDRESS A
- 6. CONTRACTOR TO CONTACT UNDERGROUND SERVICE ALERT U.S.A. 800-227-2800 FORT-SCHI (48) HOURS PRICE TO BECOMMO WORK TO HAVE THE (LCA DON OF EXISTIN UNDERGROUND UTURES MARKED IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO BENTIFY, LOCATE, AND PROTECT ALL UNDERGROUND FAULTES.
- THE CONTRACTOR SHALL HARE A STREET CLEANING CONTRACTOR TO CLEAN UP DATE AND DEBRIS FROM CITY STREETS THAT ARE ATTRIBUTABLE TO THE DEVELOPMENT'S CONSTRUCTION ACTIVITIES.
- ALL GRADING SHALL BE PERFORMED IN SUCH A MANNER AS TO COMPLY WITH THE STANDARDS ESTABLISHED BY THE AR QUALITY MAINTENANCE DISTRICT FOR ARBORNE PARTICULATES (DUST).
- ALL GRAING SHALL CONFORM TO APPROVED SPECIFICATIONS PRESENTED APPEORN ON ATTACHED REPETID ALL COMMON NORM SHALL BE ORDERVED AND APPEORN AND ATTACHED REPETID ALL COMMON AND ADDRESS AND ATLASTA HAUSS BETTORE EXONNO ANY ODDRESS UNDERSERVED AND UNAPPROVED GRADNE KROF SHALL BE REMOVED AND REDORE AT THE CONTRACTORES EXPERIES.
- ALL MATERIALS, REDURED FOR THE COMPLETE EXECUTION OF THE PROJECT, SHALL BE FURNISHED AND INSTALLED BY THE CONTRACTOR UNLESS OTHERMISE NOTED.
- 11. THE CONTRACTOR SHALL PROVIDE ALL LIGHTS, SIGNS, BARRICADES, FLAGMEN OR OTHER DEVICES MECESSARY TO PROVIDE FOR PUBLIC SAFETY DURING THE CONSTRUCTION PERIOD.
- THE CONTRACTOR SHALL BE RESPONSIBLE TO REPAIR OR REPLACE ANY EXISTING IMPROVEMENTS OF UNDERGROUND FACULTES DAMAGED DURING THE CONSTRUCTION PERIOD.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL ENGROACHMENT, EXCALATION, CONCRETE, ELECTRICAL, PLUMBING, ETC. PERMITS NECESSARY PROOF TO BEGINING CONSTRUCTION FOR ANY WORK.
- 14. THE CONTRACTOR SHALL HAVE A SUPERINTENDENT OR REPRESENTATIVE ON SITE AT ALL TIMES DURING CONSTRUCTION. 15. STORAGE OF CONSTRUCTION MATERIAL AND EQUIPMENT ON CITY STREETS WILL NOT BE PERMITTED.
- 16. CONSTRUCTION EQUIPMENT SHALL BE PROPERLY MUFFLED. UNINECESSARY IDLING OF GRADING CONSTRUCTION EQUIPMENT IS PROHIBITED.
- 17. CONSTRUCTION EQUIPMENT, TOOLS, ETC. SHALL NOT BE CLEANED OR RINSED WITO A STREET, GUTTER OR STORM DRAIN.
- IF A OUTABLE, OUTBER OF OWNER OF SHALL BE USED FOR STORAGE OF CHENT BASS, PANTS, FLAMMERE, ONS, FERTUZERS, PESTODES, OR MY OTHER MERIAS, THAT HAVE POTIETURE, POR BEIND DESDARGEET TO THE STORM DRAW SYSTEM BY WIND OR IN THE EVENT OF A MATERIAL SPLL.
- 19. ALL CONSTRUCTION DEBRIS SHALL BE GATHERED ON A RECULAR BASIS AND PLACED IN A DUMPSTER WHICH IS EMPTRED OR REMOVED WEEKLY. INHELI FEASINE, TAPPS SHALL BE USED ON THE GROUND TO COLLECT FALLEN DEBRIS OR SPLATTERS THAT COULD CONTINUE/TE TO STORMWATER POLLUTION.
- 20. ANY TEMPORARY ON-SITE CONSTRUCTION PLES SHALL BE SECURELY COVERED WITH A TARP OR OTHER DEVICE TO CONTAIN DEBRIS.
- 21. CONCRETE TRUCKS AND CONCRETE FINISHING OPERATIONS SHALL NOT DISCHARGE WASH WATER INTO THE STREET GUTTERS OR DRAWS.

#### ADA NOTES

- ALL SITE WORK SHALL BE IN CONFORMANCE WITH TITLE 24 OF THE CALIFORNIA ADMINISTRATIVE CODE AND WITH THE AMERICANS WITH DISABUTIES ACT.
- 2. CURB RAMPS SHALL NOT EXCEED A SLOPE OF 1:12 (8.33%).
- PATH OF TRAVEL TO BUILDINGS SHALL NOT EXCEED A SLOPE OF 1:20 (5%) UNLESS RAILINGS ARE SHOWN ON ARCHOTECTURAL PLANS, IN WHICH CASE THE SLOPE SHALL NOT EXCEED 1:12 (8.33%).
- 4. A 2% MAXMAM SLOPE LANDNIG SHALL BE PROMOED AT PRIMARY LITTRANCES TO BULDINGS, THE LANDINGS SHALL HAVE A MINIMUM WOTH OF 60" AND A MINIMAM DEPTH OF 60" WHEN THE DOOR OPENS INTO THE BULDING, AND 42" PLUS THE WOTH OF THE DOOR WHEN THE DOOR OPEN ONTO THE LANDING.

- MAXWAM CROSS SLOPE ON ANY SUBWALK OR RAWP SHALL BE 2% MAXWAM. MAXWAM SLOPE WITHIN PARINING STALLS DESIGNATED AS ACCESSIBLE PARKING SHALL BE 2% M ANY DIRECTION.
- ALL SDEWALK SHALL HAVE A 4' MINIMUM CLEAR WOTH FOR ACCESSIBLE CONFORMATION.

#### UNDERGROUND UTILITY NOTE





# KEY MAP

## SURVEY NOTES

- ALL DISTANCES AND DIMENSIONS ARE SHOWN IN FEET AND DECIMALS THEREOF.
   AND THE REPORT MAS RETERINED FOR THIS DAMINING. ELSEMINTS WITH DOWNIN THE DIROTH 4 OF PARTIES, MARKEN, PARE 3, PER 300 MARTIES CONTINUES
   ALL BOURDARY MEASUREMENTS WERE REFERENCED ON BOOK 44 OF PARELL MARYS, INC. 2, PER 5 MAN MARCH 3, 2016, MARCH 7, 2016 AND MARCH 7, 2016.

#### BENCHMARK

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ELEV=147.346 FEET, CITY OF MENLO PARK (NGVD 29 DATUM)

#### BASIS OF BEARINGS

THE BEARING IN6'15'00'E, OF THE CENTERLINE OF SHARON PARK DRIVE, AS SHOWN ON THAT CERTINI MAP FILED FOR RECORD ON JULY 9, 1968 IN BOCK 44 OF PARCEL MAPS, PAGE 5, SAN MATEO COLUMNT RECORDS 15 TAKEN AS THE BASIS OF BEARINGS FOR THIS MAP.

## STORMWATER POLLUTION PREVENTION

- CONTRACTOR SHALL IMPEEMENT AND MANTANI A STORMMATER POLLUTION PREVENTION PLAN POR THE CANSIGNAL STORMMATER UNLITY ASSOCIATION (CASOA) BEST MANAGEMENT PRACTICESTS FAULT BE (PROVIDED TO MATCH STE CONSTITIONS & PHASES AS NEEDED BY THE CONTRACTOR.
- IN AREAS OF DISTURBED LANDSCAPE OR HARDSCAPE, CONTRACTOR SHALL PROTECT NEAREST DOWNSTREAM INLET(S) FOR SEDIMENT PER CASOA BEST MANAGEMENT PRACTICES.
- 3. CONTRACTOR SHALL PROVIDE A CONCRETE WASHOUT IN THE CONSTRUCTION AREA PER CASOA BEST MANAGEMENT PRACTICES.

### SHEET INDEX

- COURS SEETING: (FOR REFERENCE ON 1) TOPICORAPING SURVEY (FOR REFERENCE ON 1) TOPICORAPING SURVEY (FOR REFERENCE ON 1) ORIGINATION CONTROL AND STREET PLAN GRADING, DRAWAGE, AND UTUTY PLAN CHR. CONSTRUCTION DETAILS EROSION CONTROL PLAN & DETAILS C-0.0 C-0.1

Scale NTS C-0.0

COVER SHEET

Seal / Signatu

Project Name

Menlo Park

Project Number 01.1539.000

Description

Lightspeed Venture Partners -

2200 Sand Hill Road Menlo Park, California 94025

Gensler

DATE \_\_\_\_\_

▲ Date Description

1 2016.09.06 100% DESIGN DEVELOPMENT 2 2016.09.26 PLANNING SUBMITTAL

2 2016/02/69 FARMING SUBMITTAL
 3 2016.02/00 FARMING SUBMITTAL
 3 2016.11.18 PLANING APPLICATION COMMENTS
 RESPONSE
 2016.12.16 ISSUE FOR EXTERIOR PERMIT
 x 2017.01 06 PLANING APPLICATION PERMIT
 RESPONSE 2

2 Harrison Street Sulle 400

\_\_\_\_\_ San Francisco, CA 94105 United States

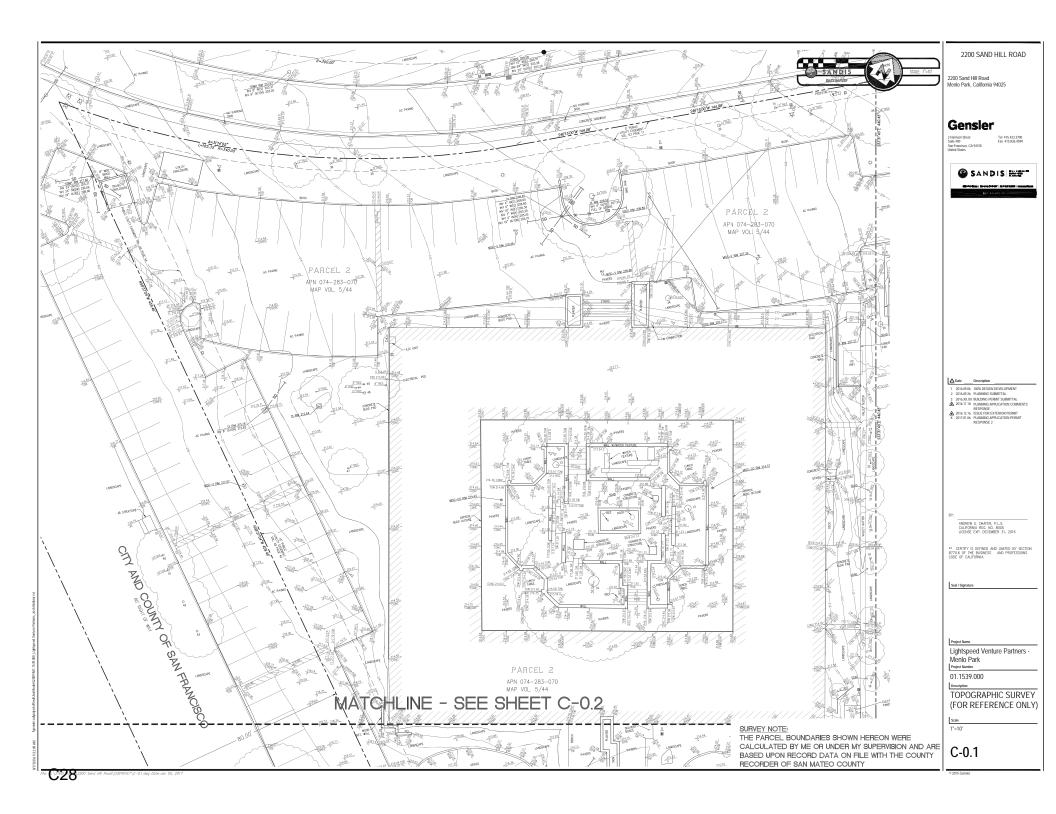
2200 SAND HILL ROAD

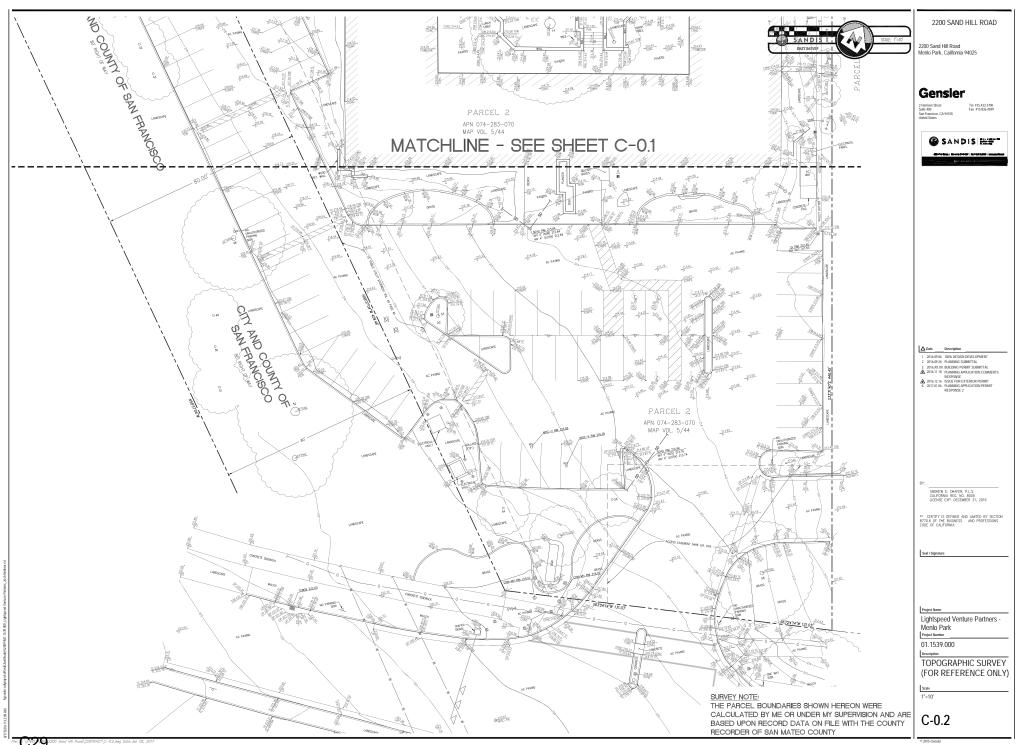
Tel 415.433.3700 Fax 415.836.4599

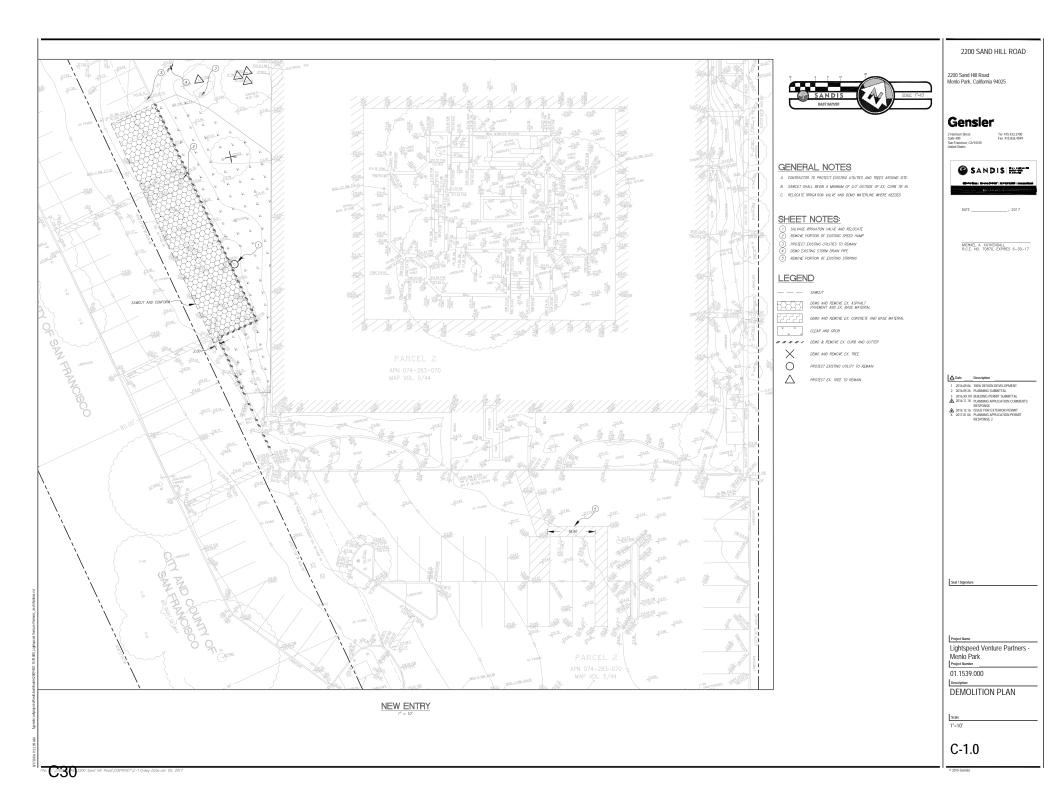
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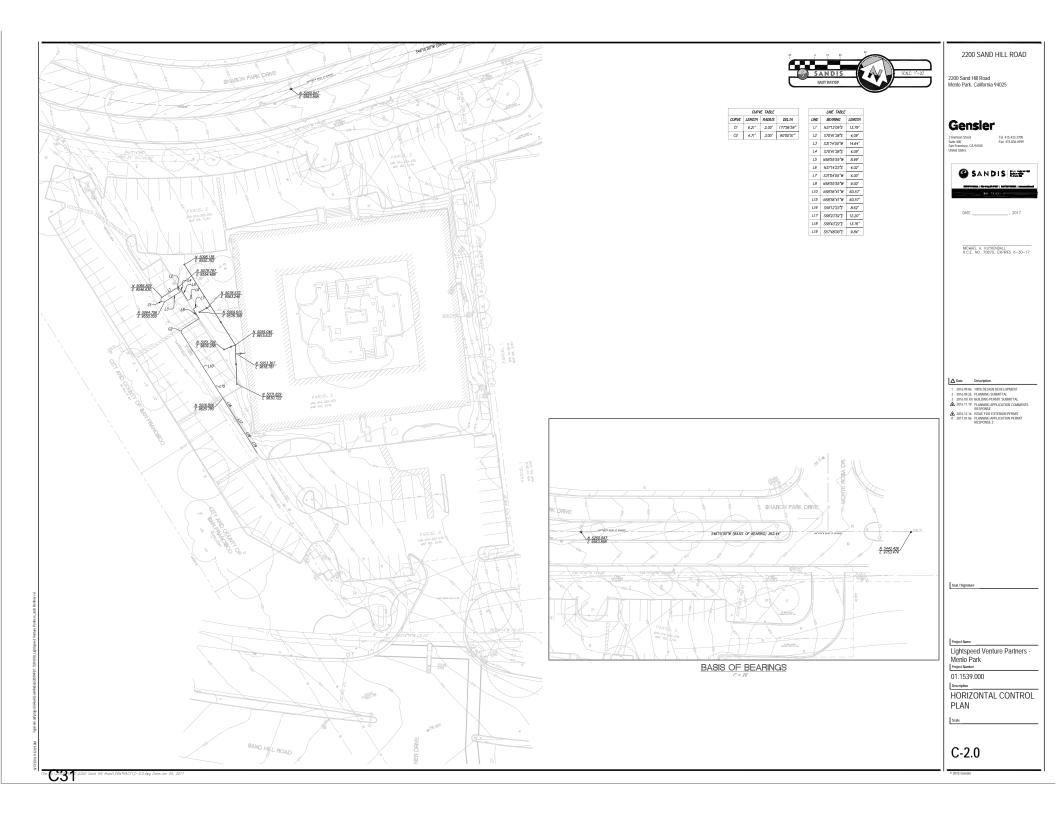
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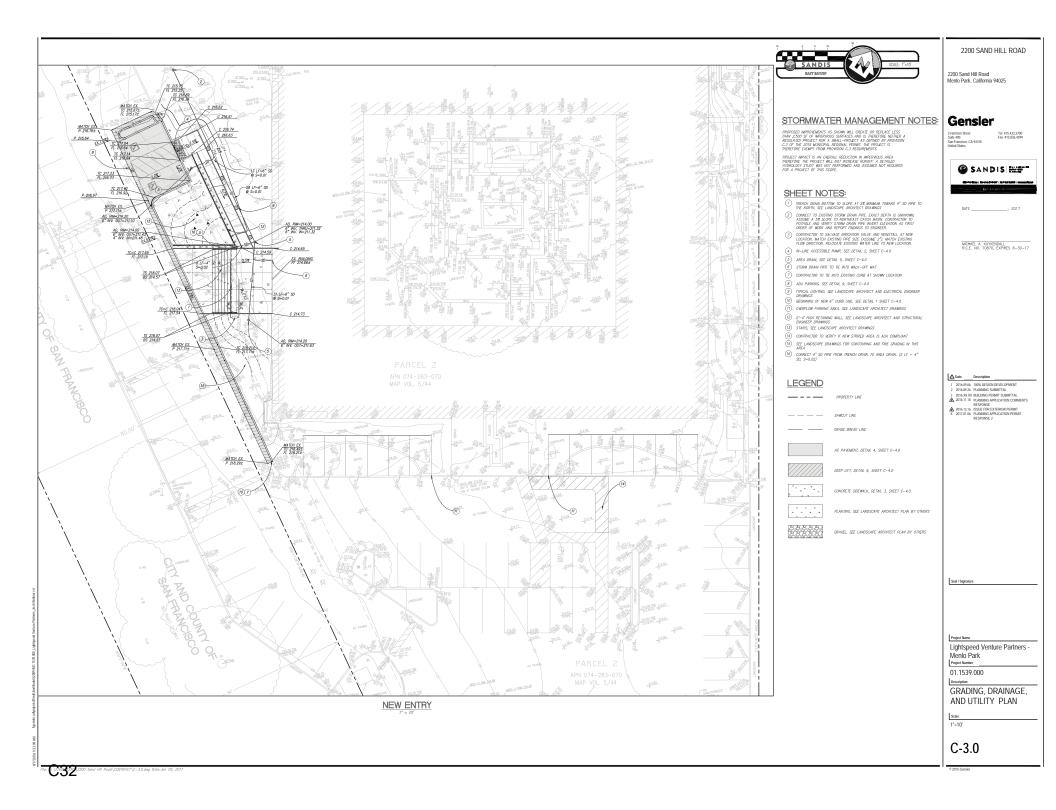
MICHAEL A. KUYKENDALL R.C.E. NO. 70870, EXPIRES 6-30-17

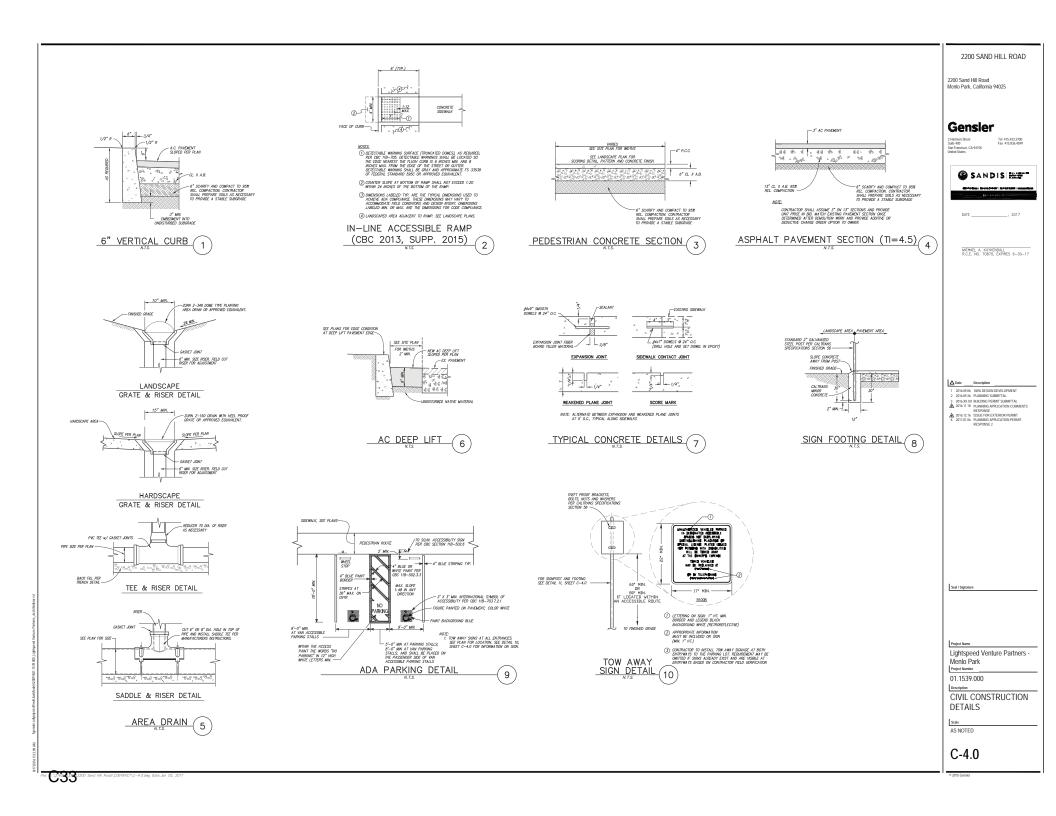


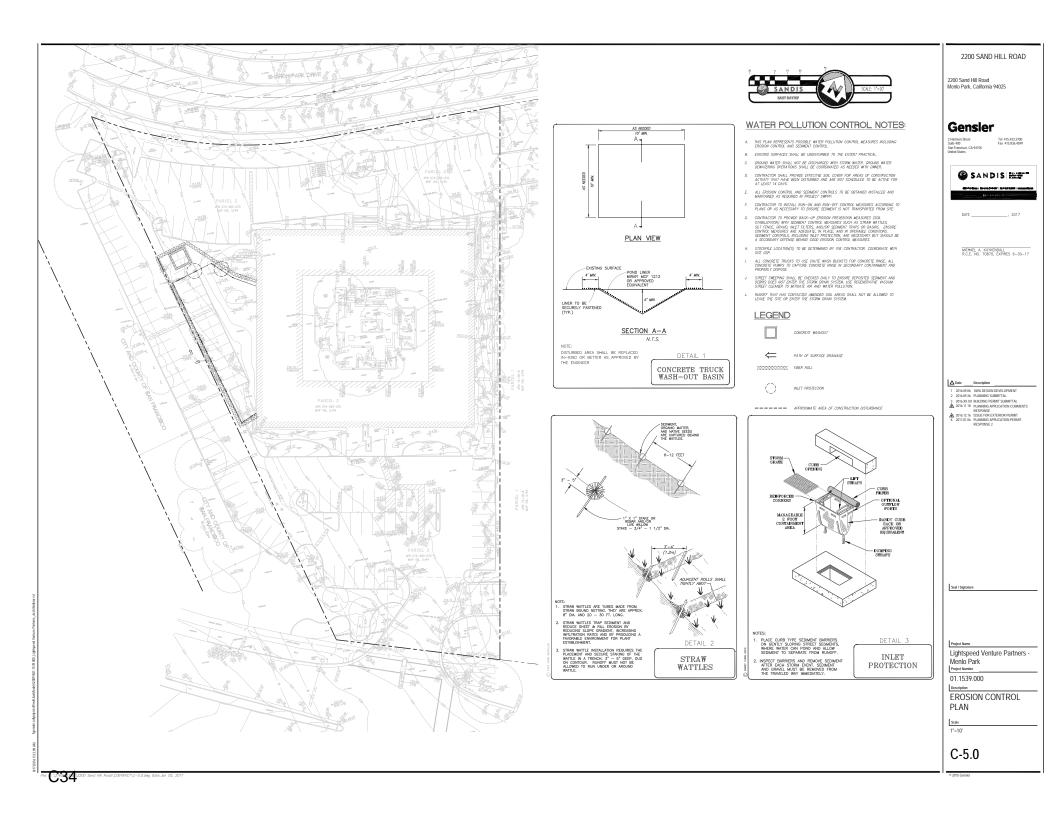












#### LAYOUT NOTES

- The Contractor shall werify all distortes and dimensions in the field and bring my discreptomets to the attention of the Landscope Architect for a decision before proceeding with the work. Contractor to take all necessary precoultions to protect buildings and weterprot membranes from damage. Any damage caused by the Contractor or the Contractor for presentatives adming their activities shall be regarded at no cost 2. to the Owner
- all written dimensions supersede all scaled distances and dimensions. Dimensions shown are from the face of building wall, face of curb, edge of walk, property line, or centerline of column unless otherwise noted on the drawings. 3.
- Walk scoring, expansion joints and paving shall be located as indicated on the Layout Plans, Landscope Construction Details, in the Specifications, or as field adjusted under the direction of the Landscape Architects.
- Al building information is based on drawings prepared by: Genetier Architec Buile 400 San Francisco, Ca. 94105 http://www.gensier.com 415.433.4700 5.
- All site civil information is based on drawings prepared by: Sandis Civil Engineer 636 9th Street Oakland, CA 94607 www.sandis.net 510.873.8866
- 7. All structural engineer information is based on drawings prepared by: Arup 560 Mission Street Suite 700 San Francisco, CA 94105 www.arup.com 415.957.9445
- All uplights are to be directed upward into the trees or objects they are intended to illuminate. Uplight positioning is subject to field modification by the Landscape Architect.
- Expansion joints shall be located no less than 16' o.c. nor greater than 20' o.c. and/or as indicated on the Layout Plans, Landscape Construction Details, in Specifications, or as field adjusted under the direction of the Landscape Architect. 9.

## FINE GRADING NOTES

- The Landscape Contractor is responsible for fine grading and positive surface drainage in all landscape areas. The Contractor shall verify all rough grades in the field and bring any discrepancies to the attention of the Landscape Architect and Civil Engineer for a decision before proceeding with the work. 1.
- See Civil Engineer's drawings for road surface elevations, roadway sections, catch basins, and top of curb elevations. Top of curb elevations shown on Landscape drawings are for reference and coordination purposes only.
- Earth mounds are shown diagrammatically for form and location. Shaping of mounds to be reviewed and approved in the field by the Landscape Architect.
- Contractors are to exercise extreme care in back filling and compacting any excavation or trenching in areas previously compacted for other aspects of the 4. work
- The Landscape Contractor shall remove from the site all debris and unsuitable material generated by the Contractor's operations. 5.
- 6. Catch basins, area drains, planter drains, and perforated drain lines are to be connected to the storm drain system as specified in the Civil Engineer's plans. See Civil Engineer's drawings for all connections.
- All catch basins and other drains are to be free of obstructions and maintained open and free running during and upon completion of the Contractor's work. 7
- 8. All on-prode press to receive plotting one to be revelved by the fine grading contractor within a test of a fort of final gradia. The Londscape Contractor shall rip compacted rough gradest soil to a digth of 12 inches in plonting ores that one outside of existing tree contactors, then till in the soil amendment. Soil amendment shall be determined by an Agricultural Subbilities Analysis conducted by a Ginessed soil solorotary our presentative sample(s) taken from the rough graded soil. This analysis shall be conducted and plate our cours within the protection zone.
- See structural soils report for recommendations on soil type, grading procedures, soil compaction, maximum allowable slopes, flatwork base material,
- Minimum planting area slope to be 2% typically. Bring any discrepancies to the attention of the Landscape Architect for a decision prior to fine grading.
- All slopes 2-½:1 and greater shall have jute mesh erosion control netting installed per manufacturer's specifications. Lap netting minimum 2'-0" and stake. Sod slopes shall not have jute netting.
- Grading shall be in conformance with all local codes and ordinances. Swales shall be a minimum of four (4) feet from all structures.
- 13. Grades to be constant and uniform between spot elevations

## COLOR AND FINISH SCHEDULE

PEDESTRIAN CONCRETE PAVING \*All Colors to be Davis Type 1 Integral Color Concrete, Davis Color to be TBD with light washed finish. Contractor to provide Mock-up for approval by landscape architect prior to construction

DECORATIVE GRAVEL PAVING

Black La Paz Pebbles - 1-2" Size

Contractor to provide Sample for approval by landscape architect prior to construction

#### TRENCH DRAIN

Mini-Slot 100 Sideways - by Sigma Co. Stainless Steel Slot and Catchbasin

#### ACCENT WALL

Powdercoated Steel, Color to Match Architect Finish MT-2 - See Architect's Drawings Contractor to provide Sample for approval by landscape architect prior to construction

#### LIGHTING FIXTURES

- Ø Bollard Light: 88 657 by Bega, Color Black. Color temp to be 3000k Qtv 4
- Wall Up-Light: 77 066 by Bega, Adjustable Angle Floodlight. Qty 22 Color temp to be 3000k
- ▼ Tree Up-Light: 'Nite Star' by B-K Lighting. Qty 3 at Tree Powdercoat finish in BLP. Provide with Powerpipe Transformers Qty 2 at Sign (TBD)

∐ Date	Description
- 09.06.16 - 09.26.16 ▲ 11.18.16 ▲ 12.16.16 01.06.17	DD SET PLANING SJEMITTAL PLANING APPLICATION COMMENTS RESPONSE ISSUE FOR EXTENIOR PERMIT ADDENDUM K. PLANING PERMIT RESPONSE #2

## LAYOUT LEGEND

	Lawn		Pedestrian/Vehicular Concrete
E3	Ground Cover		Decorative Gravel Paving
(X)	-Detail Number	S.C.F.S.	See Color and Finish Schedule
(L-X)	-Sheet Number	E.J.	Expansion Joint
	Property Line	S.A.D.	See Architect's Drawings
	Center Line	S.C.D.	See Civil Engineer's Drawings
	Tree Protection Fence Match Line	S.E.D.	See Electrical Engineer's Drawings
	Align	S.S.D.	See Structural Drawings
Ø	Bollard Light. S.E.D. See Color and Finish Schedule	<u>م</u>	Fire Hydrant S.C.D.
$\otimes$	Wall Uplight, S.E.D. See Color and Finish Schedule	$\boxtimes$	Utility Boxes S.C.D.
•	Tree and Sign Uplight, S.E.D. See Color and Finish Schedule		Below grade utilities as noted. S.C.D.

### FINE GRADING AND DRAINAGE LEGEND

#### +60.3 Spot Elevation T.C. (60.6) Top of Curb Elevation (from Civil Engineer's Drawings, verify)

- T.C.I. (60.6) Top of Curb Elevation Interpolated (from Civil Engineer's Drawings, verify)
- T.F. 59.5 Top of Footing

B.R. 60.1

- +H.P. 61.2 Relative High Point
- T.S. 61.25 Top of Step Elevation
- B.S. 60.1 Bottom of Step Elevation
- T.R. 61.25 Top of Ramo Elevation
- T.W. 63.4 Top of Wall Elevation
- Bottom of Wall Elevation. (Finish Grade of Soil or Paving) B.W. 60.4
- AD 00.00 Area Drain w/Rim Elevation
- On-Grade Pavina: NDS 4" 910B (Brushed)

Bottom of Ramp Elevation

- 0 Ground Cover Areas:NDS Spee-D-Basin and Grate, NDS #90 6" Atrium Grate, Black.
- Ħ Catch Basin See Civil Engineer's Drawings

#### - - - Direction of Surface Water Flow in Swale (2% Minimum) \_

Grade Break (Ridge Line)

----- Direction of Surface Water Flow

----- Perforated Drainpipe: PVC AS987 by Acme Industries 4".

Existing 1' Contours

\_

1

Proposed 1' Contou

SHEET INDEX

- L1.1 Landscape Notes and Legends L1.2 Landscape Notes, Legends and Details
- L2.1 Landscape Layout Plan
- L3.1 Landscape Fine Grading Plan
- L4.1 Planting Plan
- L5.1 Irrigation Zone Diagram
- L6.1 Landscape Construction Detail

L1.1 0 2015 Georg

Scale as noted

Seal / Signature

Project Name

Project Numbe

16505

Description

Lightspeed Venture Partners -Menlo Park

LANDSCAPE NOTES AND LEGENDS

C35

Gensler Tel 415.433.370 Fax 415.836.459 2 Hamson Can Suite 400 San Francisco, CA 94105 THE

> GUZZARDO PARTNERSHIPINC e Architects · Land Plar 181 Greenwich Street Sen Francisco, CA 94111 T 415 433 4672 F 415 433 5003

2200 SAND HILL ROAD Menlo Park, California 94025

#### IRRIGATION PERFORMANCE SPECIFICATIONS

The contractor shall include in his bid, a proposal to install individual landscape irrigation systems for the new planting areas indicated in the planting plans. All proposals shall meet the requirements of the outline specifications below:

- 1. Planting Areas and Method of Irrigation a. Lawn Areas - Lawn areas shall be irritated with netafim sub-surface drip.
- b. Shrub Areas Shrub areas shall be irrigated with netafim sub-surface drip.

c. Trees - Trees to be irrigated with 1 Rainbird 1400 series drip-bubbler held 8" away from trunk and 1 Rainbird RWS deep root watering bubbler.

#### 2. Irrigation Equipment

a. Point of Connection: A gate valve shall be provided for connection of new planting/irrigation areas to existing system. Irrigation demand is not to exceed sixty (60) galons per minute. Required pressure is 40 P.S.1 or more.

b. Remote Control Valves: An electrically activated solenoid control valve shall control each circuit of sprinklers. Size will vary according to gpm demand of circuit. Sizes to be 3/4 trough 2." Valves shall be Rhoited EV series, and in-siphon valves. Valve shall be housed in a plastic valve box set flush with grade. Fee gravel shall be installed below valve, 6° deer, Four bricks shall support the plastic valve box at the box et flush with prode. Solenoid control wire shall be spliced using eopy-filed waterproof splite apote.

c. Controller and Wire: Irrigation Controller to be automatic and self-adjusting with moisture sensor and rain sensor automatic shutoff, WeatherTrak Efpro3 or equivalent the controller shall be mounted autodor in a veatherproof housing. Each controller station will require an underground AWO-UF 14-1 control wire to the valve location. A common wire MAGU-UF 14-1 shall be connected to all valves related to a single controller

#### d. Pipe and Fittinas

i. Main line (constant pressure): 2" and smaller pipe shall be plastic PVC 1120 Schedule 40 with plastic PVC Schedule 40 solvent weld fittings, buried 18" deep.

ii. Lateral lines (non-constant pressure) to sprinklers: Pipe shall be plastic PVC 1120-200 PSI with plastic Schedule 40 solvent weld fittings, buried 12" deep.

e. Sleeving: All pipe under paving shall be housed in a PVC plastic pipe sleeve. Sleeving material shall be 1120-200 P.S.I. PVC plastic pipe of size adequate to accommodate necessary pipes and wiring. Sleeves shall extend beyond walk, curb, or edge of paving. Sleeves shall be installed by concrete subcontractor.

f. Wye Strainer: Wye strainer shall be of plastic construction with 150 mesh PVC screen. Strainer shall be placed in a valve box below grade and connected into the lateral line downstream of the drip irrigation remote control valves.

g. Trim all spray heads to eliminate overspray onto walks and building.

This performance specification is intended as a brief description of the methods of irrigation to be applied to this project. This specification is not intended as a construction document.

#### TREE PROTECTION/PRUNING NOTES

- All trees designated to be preserved shall be verified by the Project Superintendent. This shall occur prior to the removal of any trees on-site.
- Neighboring trees overhanging the site should be protected from site construc-tion impacts in the same manner as existing on-site trees to be preserved.
- 3. Tree drip zone proos shall be protected with a 5 high chain link fence enclosure mounted on 2 inch dameter golvanized iron posts driven into the ground to a sections the entry area under the driptine. Spray paint the top of the shall enclose the entry area under the driptine. Spray paint before uncelling the fabric to ensure visibility of the barrier. In no case shall any which so requirem the permitted to be stored within this enclosed area. Fence shall be eracted before construction begins and remain in place until time for relacotion.
- 4. No materials or topsoil shall be stored within the tree enclosure area.
- No tranching within enclosure shall be permitted. Any tree roots encountered outside of the enclosure shall be permitted. Any tree roots encountered outside of the enclosure shall than 2 shall be out clean with the approved tree pruning tools and sealed with an approved fungicidal tree sealant. Tree roots 2 of algoer shall not be out. Roote playes into alternate location to avoid conflict. Any damaged or torn roots are to be root pruned and sealed with
- No grading or trenching shall be permitted within the fenced zone or under the dripline except as specifically noted on the plans.
- 7. No soil sterilants shall be applied under pavement near existing trees.
- 8. Fertilizer and water soil injections must be done during April-May of the year of construction as well as the year after. These shall consist of Miller equivalent, or as recommended by the Arborist. This shall be applied to a depth of at least 18° and at a 20 degree angle toward the tree trunk at a role of 10 galons per inch of three caliper.
- Above ground surface runoff shall not be directed into the tree canopy area from adjacent areas.
- 10. A supplemental irrigation program is recommended at regular intervals (every three to four weeks) during the period in May 1 through Oct. 31. Irrigation is to be applied at or above the driptine in an amount sufficient to supply approximately firteen gallons of water for each inch in trunk diameter.
- Irrigation can be provide by means of a soil needle, 'socker' or permeable hose. When using 'socker' or permeable hose, water is to be run at low pressure, avoiding runoff/puddling, allowing the needed moisture to penetrate the soil to feeder root depths.
- 12. Periodic inspections by a qualified Arborist are recommended during construction activities, particularly as trees are impacted by trenching/grading operations. Any recommendations by the Arborist for maintaining the health of trees are to be implemented.

- All work shall be performed by persons familiar with planting work and under supervisions of a qualified planting foreman.
- Plant material locations shown are diagrammatic and may be subject to change in the field by the Landscape Architect before the maintenance period begins.

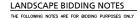
PLANTING NOTES

- 3. All trees are to be staked as shown in the staking diagrams.
- All tree stakes shall be cut 6" above tree ties after stakes have been installed to the depth indicated in the staking diagrams. Single stake all conifers per tree staking depth
- Plant locations are to be adjusted in the field as necessary to screen utilities but not to block windows nor impade access. The Landscape Architect reserves the right to make minor adjustments in tree locations after jointing at no cost to the Owner. All planting located adjacent to signs shall be field adjusted so as not to interfere with visibility of the signs.
- The Landscape Architect reserves the right to make substitutions, additions, and deletion in the planting scheme as felt necessary while work is in progress. Such changes are to be accompanied by equitable adjustments in the contract price if/when necessary an subject to the Owner's approval.
- The contractor is to secure all vines to walls and columns with approved fasteners, allowing for two (2) years growth. Submit sample of fastener to Landscape Architec for review prior to ordering.
- All planting areas, except lowns and storm water treatment zones (as defined by the cvW engineer), shall be too-artessed with a 3' loyer of recycled wood mulch, Prochip by RI (408.884752; www.st.Comb requal. This shall include all pro-cast planter post Match shall be float in color. Submit sample to Londscope Architect for revise prior to oroball.
- 9. Plants shall be installed to anticipate settlement. See Tree and Shrub Planting Details.
  - 10. All trees noted with deep root and those planted within 5 -0° of concrete paying, curbs, and walls shall have deep root barriers installed per manufacturer's specifications See specifications and details for materials, depth of material, and location of
  - 11. The landscape Controtor shall arrange with a nursery to secure plant material noted on the damages and have those participational for merine by the noner and Landscape Architect within thing (50) days of avert of contract. The Contractor shall purchase the motorier and have it segregated and growing for the job upon approval of the plant material. The deposit necessary for such contract growing is to be born by the Contractor.
  - The project has been designed to make efficient use of earlier through the use of drought tokeren beint materials. Desp coting shall be encouraged by desp extering plant material as a part of normal landscape maintenance. The irrigation for all planting shall be limited to the amount required to maintain desquete plant heath and gravity. Water usage should be decreased as plants mature and become established. The plant requirements will be objected on second to reflect changes in section plant requirements.
  - 13. The Landscape Contractor shall verify the location of underground utilities and bring any conflicts with plant material locations to the attention of the Landscape Architect for a decision before proceeding with the work. Any utilities shown on the Landscape drawing are for reference and coordination purposes only. See Civil Drawings.
  - 14. The design intent of the planting plan is to establish an immediate and attractive mature landscape appearance. Future plant growth will necessitate trimming, shaping and, in some cases, removal of trees and shrubs as an on-poing maintenance procedure.
  - 15. Install all plonts per plan locations and per patterns shown on the plans. Install all shrubs to ensure that anticipated, maintained plant size is at least 2-o<sup>2</sup> from the face of building() unless shown otherwise on the plans. Refer to Plant Spacing Diagram for plant masses indicated in a diagrammatic manner on the plans. Refer to Plant Spacing Diagram for spacing of formal hedge rows.
  - 16. Contractor to provide one (1) Reference Planting Area for review by Landscope Architect prior to isstallation of the project planting. The Reference Planting Area shall consist of Contractor to set out plants, in continerse, in the isocolons and patterns share an othe plants, for field review by the Landscope Architect. The Reference Planting Area will be used as a guide for the remaining plant installation.
  - Contractor to verify drainage of all tree planting pits. See Planting Specifications. Install drainage well per specifications and Tree Planting Detail(s) if the tree planting pit does not drain at a rate to meet the specifications.
  - Contractor shall remove all plant and bar code labels from all installed plants and landscape materials prior to arranging a site visit by the Landscape Architect.
  - 19. The Landscope Contractor shall, as a part of this bid, provide for a planting allowance for the amount of \$4,000 (Four Thousand Dollars) to be used for supplying and installing additional plant material as directed by the Landscope Architect and approved by the Owner in writing. The unused portion of the allowance shall be returned to the Owner at the beginning of the maintenance period.

GROUND COVER - PAVING

Scale: 3/4" = 1'-0"

ti ti ti



- The contractor is required to submit plant quantities and unit prices for all plant materials as a part of the bid.
  - Assume 15 gallon plant for any un−labelled or un−sized tree; 5 gallon plant for any un−labelled or un−sized shrub; and 4\* pots (not flats) ⊕ 12\* o.c. for any un−labelled ground cover.
- Assume 5 gallon plant size at 36" o.c. for all planting beds not provided with planting callouts or planting information.
- All planting beds, except for lawns, are to receive ground cover plant installation in addition to the shrubs and trees shown on the plans.
- The planting areas shall be ripped to a depth of 12 inches to reduce compaction. The native subgrade soil shall be treated with 100 libs of gypsum/1000 sf and lacabed to improve drivinge and reduce the soil interface barrier. Contractor shall coordinate this work with other trades. This is subject to the final recommendations of the soils test (see below) and review by the clandscope Architect and the Owner.
  - below) by the Landscape Architect and the Owner.
- 7
- 8.

- All planting areas are to receive iron and nitrogen stabilized soil conditioner by BFI (408.888.7832; www.bf.com), or approved equal, at the rate of 6 cubic yards/1000 square feet, eventy litele of deep into the soil to finish grades. All planting areas shall have 6-20-20 Commercial Fertilizer at 2516s/1000 square feet evenly distributed into the soil. This is subject to the final recommendations and review of the soils test (see
- Planting pits are to be backfilled with a mixture of 50% native soil and 50% amended
- The General Contractor is to provide an agricultural suitabilities analysis for on-site rough graded soil and any imported topsal. Recommendations for ameniments contained in this analysis are to be carried out before planting accurs. Such changes are to be accompanied by equitable adjustments in the contract price if/when necessa See specifications for testing procedure.
- The Maintenance Period(s) shall be for 60 (sixty) days. Portions of the installed landscape of a project may be placed on a maintenance period prior to the completion of the project at the owner's request and with the owner's concurrence.

- Quantity (or See Spacing Comments)
  Plant Key (See Plant List)

SPACING 'A'	SPACING 'B'	SPACING 'C'	NO. OF PLANTS/SQUARE FOOT
6 0.C.	5.20	2.60*	4.60
8" 0.C.	6.93	3.47*	2.60
9" O.C.	7.79*	3.90*	1.78
10" O.C.	8.66*	4.33*	1.66
12" 0.C.	10.40*	5.20*	1.15
15" O.C.	13.00"	6.50"	0.74
18" O.C.	15.60"	7.80*	0.51
24° 0.C.	20.80"	10.40*	0.29
30° 0.C.	26.00"	13.00*	0.18
36° 0.C.	30.00*	15.00*	0.12
48° 0.C.	40.00"	20.00"	0.07
72" O.C.	62.35*	31.18"	0.04

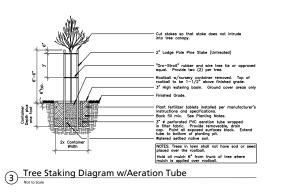
See Plant Spacing Diagram for maximum triangular spacing 'A'. This chart is to be used to determine number of ground cover required in a given area and spacing between shrub massings. Where shrub massings are shown, calculate shrub mass areas before utilizing spacing chart to determine plant quantities.

\* Where curb, sidewalk, adjacent planting bed or wall condition occurs, utilize spacing C to determine plant distance from wall, sidewalk, adjace lanting bed or back of curb, where C=1/2 B.

### PLANT PALETTE

KEY					
TREES	SIZE*	BOTANICAL NAME	COMMON NAME	COMMENTS	WATER US
OLE EUR	SPECIMEN**	Olea europaea 'Swan Hill'	Swan Hill Olive	Specimen, Multi	Very Low
** Trees r	noted as sp	unless otherwise noted on plans ecimen to be 60° Box minimum ar or. Photographs of specimen trees	nd sourced within 30 Days o to be provided for review b	f Contract being awarded y Landscape Architect and	to d Owner

SHRUBS	, GRASSES	AND GROUNDCOVERS			
KEY	SIZE	BOTANICAL NAME	COMMON NAME	SPACING**/COMMENTS	WATER USE
APM	5 Gal	Arctostaphylos 'Pacific Mist'	Manzanita	48* 0.C.	Low
CHT	5 Gal	Chondropetalum teuctorum	Cope Rush	48" O.C.	Low
CXT	1 Gal	Carex tumulicola	Berkeley Sedge	24" O.C.	Low
FEG	1 Gal	Festuca glauca	Blue Fescue	18" O.C.	Low
HYP	5 Gal	Hypericum moserianum	Gold Flower	48* 0.C.	Medium
PEN	5 Gal	Pennisetum spathiolatum	Slender Veldt Grass	24° 0.C.	Low
PMR	5 Gal	Phormium Monrovia Red	Hybrid New Zealand Flax	36° 0.C.	Low



# 2200 SAND HILL ROAD

Menlo Park California 94025

GUZZARDO

PARTNERSHIPINC

Architects - Land Pla 181 Greenwich Stree Sen Francisco, CA 94 T 415 433 4672 F 415 433 5003 incisco, CA 94111

Tel 415.433.370 Fax 415.836.459

Gensler

Suite 400 San Francisco, CA 94105

0 0 000 Adjacent Curb, Sidewalk, Planting Bed or Wall, where occurs. \_ 0 0 0 0 0 0 0

-Plant Los Diagram for use when plants are spaced equidistant from each other as in all ground cover plantings and massed shuth plantings.

## PLANT CALLOUT SYMBOL

PLANT SPACING DIAGRAM

o\_\_\_\_o

à\ /a

0 0

0

PLANT	OUANTITY	DIAGRAM
-------	----------	---------

SPACING 'A'	SPACING 'B'	SPACING 'C'	NO. OF PLANTS/SQUARE FOOT
6 0.C.	5.20"	2.60	4.60
8" 0.C.	6.93	3.47	2.60
9" 0.C.	7.79*	3.90*	1.78
10" 0.C.	8.66*	4.33	1.66
12" 0.C.	10.40*	5.20*	1.15
15" O.C.	13.00*	6.50*	0.74
18" O.C.	15.60*	7.80*	0.51
24" O.C.	20.80"	10.40	0.29
30" O.C.	26.00"	13.00*	0.18
36" O.C.	30.00*	15.00*	0.12
48" O.C.	40.00"	20.00"	0.07
72" O.C.	62.35*	31.18"	0.04

△ Date	Description
- 09.06.16	DD SET
- 09.26.16	PLANNING SUBMITTAL
A 11.18.16	PLANNING APPLICATION
	COMMENTS RESPONSE
12.16.16	ISSUE FOR EXTERIOR PERMIT
01.06.17	ADDENDUM K - PLANNING PERMIT

Seal / Signatur

Project Name

Project Numbe

16505

Description

Scale as noted

L1.2

Menlo Park

TT OF CAU

Lightspeed Venture Partners -

ANDSCAPE NOTES LEGENDS AND

/	-Soil Finish Grade 1* Below Adj. Povement
	— Mulch. Hold Mulch Flush with Adj. Poving and Tapper Up to Required 3" Depth Within 18" of Pavement Edge.
	Hold Top of Sod Soil Flush with Adj. Paving. For Depth of Sod Soil, See Mfr's Specs.
Andrew : All March 1	
	-Finish Grade of Amended Soil.
	-Curb at Parking/Dirve Aisle, S.C.D.

PAVING - LAWN

1 Fine Grading @ Paving Edges

, 2x Container

2 Shrub Planting Detail

Planting Soli Compacted to 85% Relative Compaction or as Recommended by Solis PLANTING AREA – CURB Engineer.

Plant Crown 1" Above Grade for 5 Gol Shrubs and 2" Above Grade for 15 Gol or Larger Shrube for Settlement

- 2" High Watering Basin. Ground Cover Areas Only

Plant Fertilizer Tablets Installed Per Manufacturer's Instructions And The Specifications

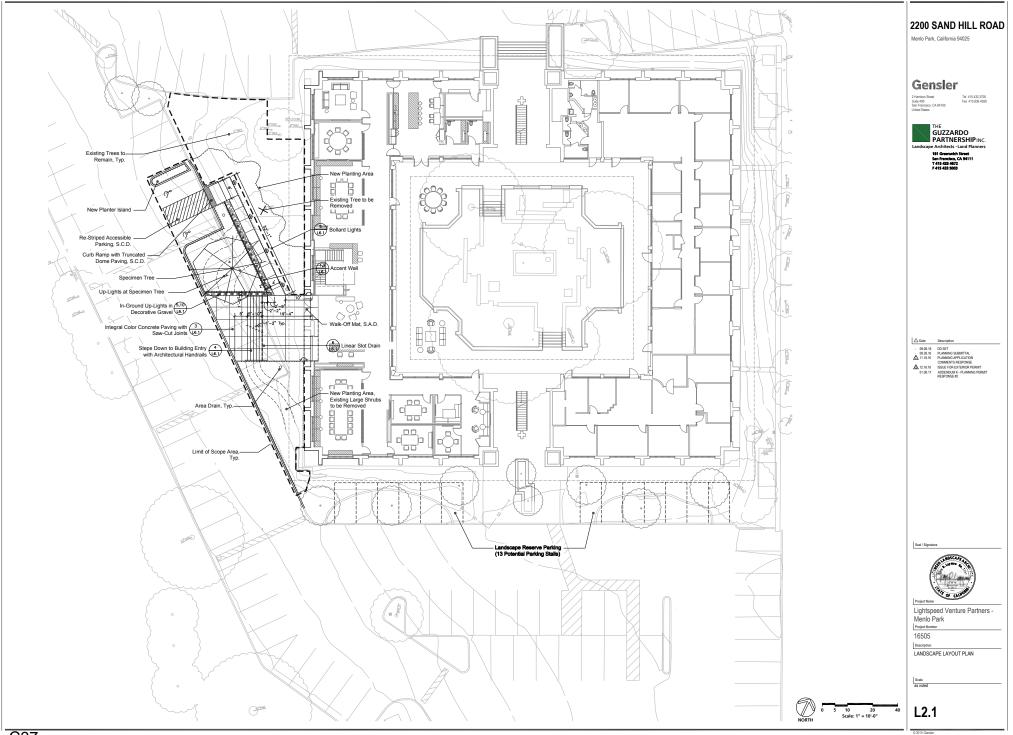
- Water Settled Native Soil, Prior to Installing Plan

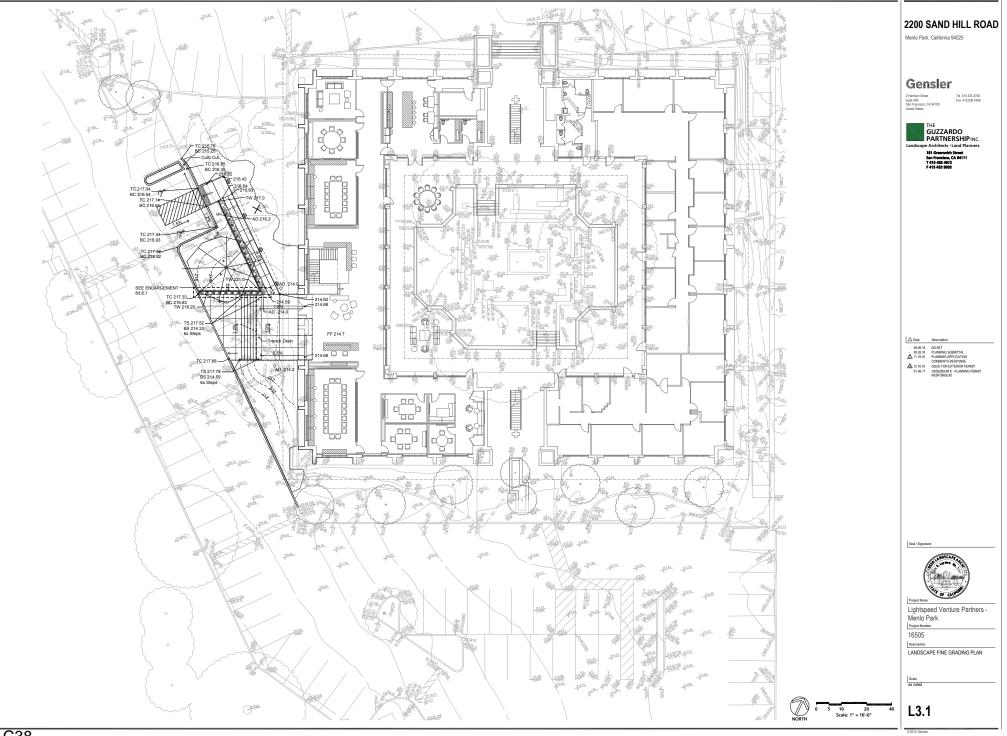
2" Layer of Wood Mulch, 4' Diameter Circle Around Each Shrub.

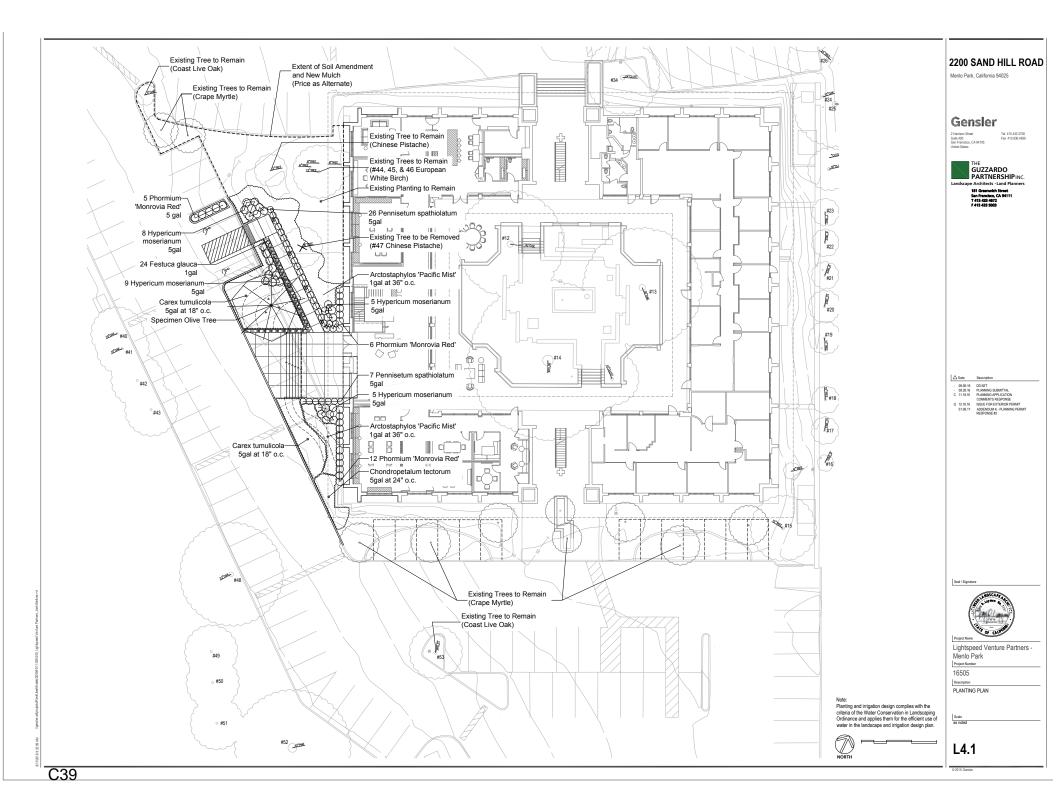
Finished Grade

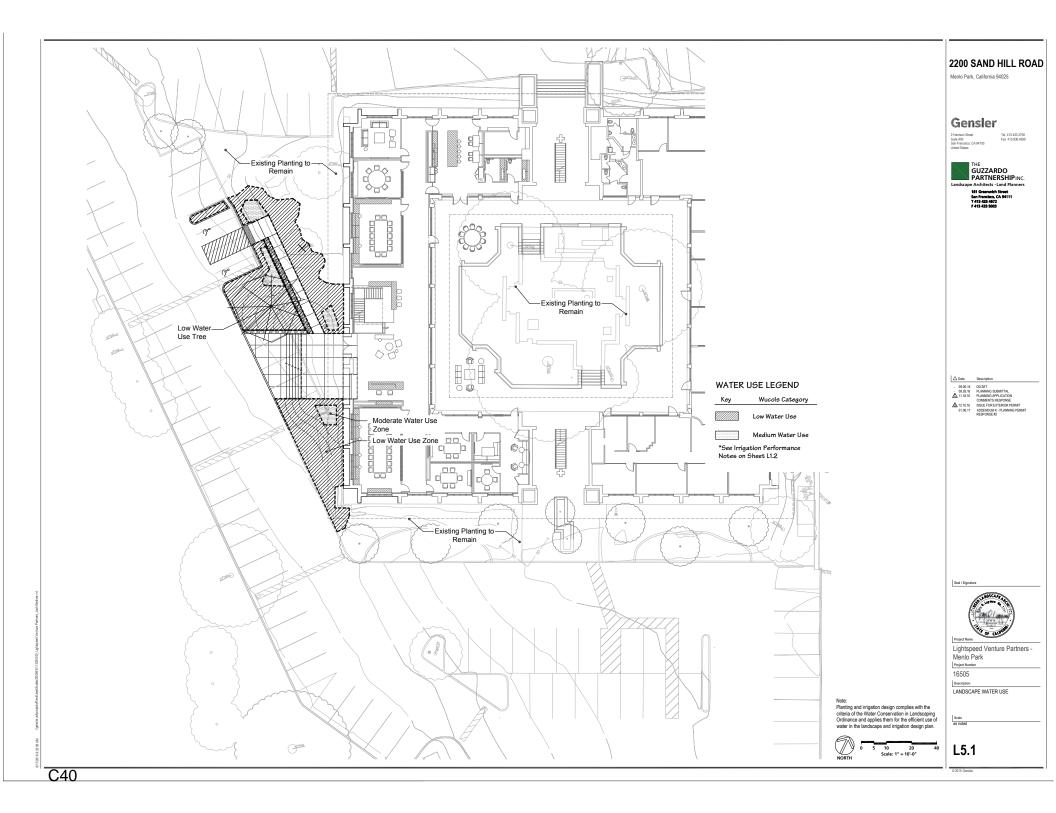
tootball Centered in Pit.

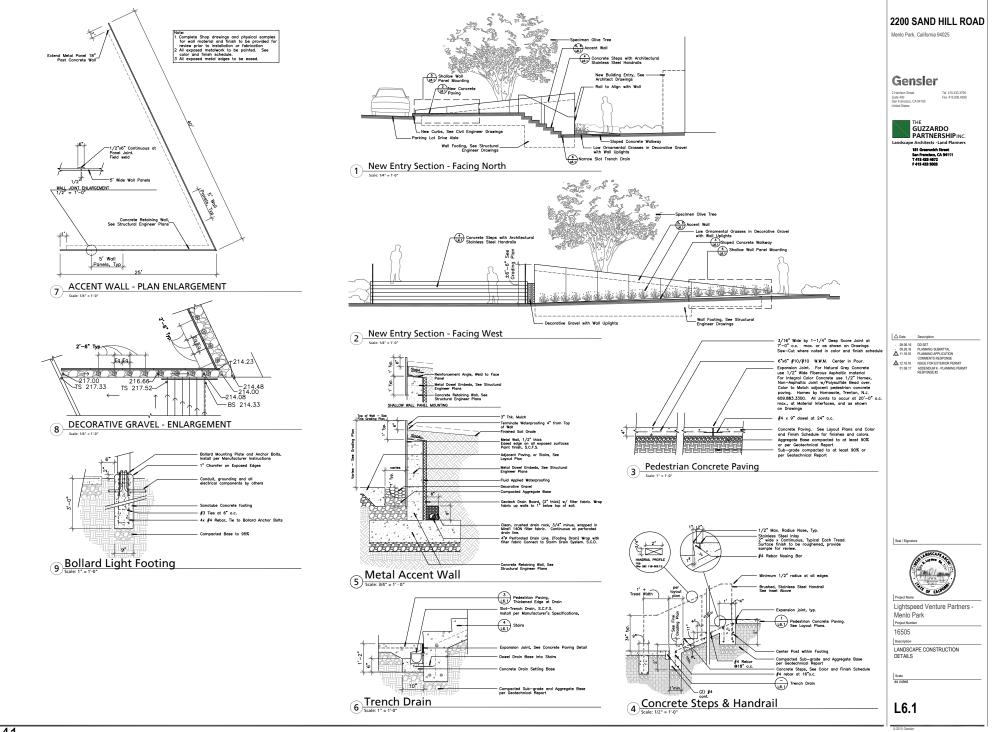
Back Fill Mix. See Planting Note











C41



Revised Project Description Letter February 1, 2017

Dear City of Menlo Park Planning Officials:

2200 Sand Hill Road was built as a two-story office building in 1968-1969, designed by Albert A. Hoover and Associate Architects on Parcel 2 (APN 074-283-070) on the north side of Sand Hill Road. It has a large central courtyard that currently serves as the main access to all of the multi-tenant suites in the building. A parking lot surrounds the building on three sides.

The building ownership of 2200 Sand Hill Road (Harvest Properties/Reata Company) and the current tenant (Lightspeed Venture Partners) have agreed to submit a Development Permit Application requesting a new entry on the west side of the building. Lightspeed Venture Partners have just renewed their lease and are undertaking tenant improvements now on the west side of the first and second floors. No improvements are planned on the east side of the building.

We would like to submit our proposal for creating a dedicated entry on the west side of 2200 Sand Hill Road for the tenant. We have included in this package our architectural, civil, and landscape drawings, a color board, and all the applicable applications that describe our project.

After meeting with key stakeholders, our design solution includes proposing a quiet modern architectural approach to this new entry with a painted metal retaining wall delineating the new entry from the parking lot. This wall defines the approach with six poured concrete steps leading to the front door. As part of the new landscape revitalization, we will be planting a specimen olive tree as a marker to the new entry. The new frameless glass front door allows for greater transparency into the workspace creating a connection with the natural surroundings of the building from the interior. To the right of the front doors, we are proposing a large picture window framed in the same painted "bronze-colored" metal of the retaining wall. The large window is edge lit on the outside of the glass pane. In addition to the new entry, we are proposing to paint the building with a warm contemporary color scheme, accentuating the existing building structure, keeping with the neighborhood context while giving it more of a modern, updated look.

In addition to the specimen olive tree, we are proposing other landscape and civil work, including providing two new accessible parking stalls with one of them being van accessible. From these stalls, we will be providing a concrete walk-way to the proposed front entry door on the west side. Along the path will be new landscape plantings to create a natural barrier between the path and the landscaping.

No major structural changes to the existing building are foreseen and no heritage trees are proposed to be removed. The current courtyard is being left as is and the north, east, and south side of the building will not be touched. There is a multi-family residential property that faces the west elevation of the building and commercial office building and banking facilities that face the east side as well as a multi-family residential property across Sharon Park Drive to the north. A letter describing the scope and timeline of the project along with rendered imagery, plans, and elevations of the new west entry was sent to all relevant neighbors in the vicinity.

The proposed works on the west side of the building will result in an overall reduction of 9 parking spaces but an increase in ADA spaces of +2. As such we would like to submit for a Use Permit. The Transportation Department has determined a reduced parking ratio of 1:207 as indicated on the site plan as opposed to the existing 1:200 ratio for this site, meaning that the proposed total of 137 spaces on site would meet the proposed ratio. The primary use of the site as a private office building operating from 8am-6pm, bicycle racks on site, and historical use of the parking as supported by the attached parking survey indicates that the proposed deduction in parking would be applicable for this site. The proposed parking numbers satisfy the proposed use. There are no further shared parking agreements on site – only shared access easements. Estimates of number of employees & customers on site for the entire building will total roughly 65 people/day.

Sincerely,

Bert deViterbo, Jr. AIA, CDT, LEED AP Senior Associate - Gensler

# ATTACHMENT E

	Parking S	ourvey at 2200 Sand	Hill Road, Menlo Par	k, CA 94025	
Date	Time	No. of Cars	No. of Vacant	Percentage	Percentage
		Occupied Spaces	<b>Unoccupied Spaces</b>	Occupied	Vacant
11/7/2016	9:00 AM	39	94	29.3%	70.7%
11/7/2016	2:03 PM	71	62	53.4%	46.6%
Date	Time	No. of Cars	No. of Vacant	Percentage	Percentage
		Occupied Spaces	Unoccupied Spaces	Occupied	Vacant
11/8/2016	8:57 AM	36	97	27.1%	72.9%
11/8/2016	2:05 PM	50	83	37.6%	62.4%
Date	Time	No. of Cars	No. of Vacant	Percentage	Percentage
		Occupied Spaces	Unoccupied Spaces	Occupied	Vacant
11/9/2016	9:07 AM	25	108	18.8%	81.2%
11/9/2016	2:07 PM	51	82	38.3%	61.7%
Date	Time	No. of Cars	No. of Vacant	Percentage	Percentage
		Occupied Spaces	Unoccupied Spaces	Occupied	Vacant
11/10/2016	9:05 AM	40	93	30.1%	69.9%
11/10/2016	2:00 PM	45	88	33.8%	66.2%

ŧ,

# ATTACHMENT F

# RECEIVED

SEP 28 2016

CITY OF MENLO PARK BUILDING

# Arborist Report

2200 Sand Hill Road Menlo Park, CA

PREPARED FOR Reata Company 4555 Great America Parkway #110 Santa Clara, CA 95050

> PREPARED BY: HortScience, Inc. 325 Ray St. Pleasanton, CA 94566

> > September 26, 2016

# Arborist Report 2200 Sand Hill Road Menlo Park, CA

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Exhibits					
Tree Assessment Plan Tree Assessment Form Tree Protection Plan					

# Arborist Report 2200 Sand Hill Road Menlo Park, CA

#### Introduction and Overview

Reata is planning to remodel 2200 Sand Hill Road in Menlo Park, CA. Currently the site is a commercial building with parking lots and landscape. Reata plans to rehabilitate the interiors of the building and adjacent parking. HortScience, Inc. was asked to prepare an **Arborist Report** for the site as part of the application to the City of Menlo Park.

This report provides the following information:

- 1. Evaluation of the health and structural condition of the trees within the proposed project area based on a visual inspection from the ground.
- 2. Assessment of the trees that would be preserved and removed based on Reatas's development plans.
- 3. Guidelines for tree preservation during the design, construction and maintenance phases of development.

#### **Tree Assessment Methods**

Trees were assessed on March 8, 2016. The survey included trees 6" in diameter and greater, located within and adjacent to the proposed project area. Off-site trees with canopies extending over the property line were included in the inventory. The assessment procedure consisted of the following steps:

- 1. Identifying the tree as to species;
- 2. Tagging each tree with an identifying number and recording its location on a map;
- 3. Measuring the trunk diameter at a point 4.5' above grade;
- 4. Evaluating the health and structural condition using a scale of 1 5:
  - 5 A healthy, vigorous tree, reasonably free of signs and symptoms of disease, with good structure and form typical of the species.
  - 4 Tree with slight decline in vigor, small amount of twig dieback, minor structural defects that could be corrected.
  - 3 Tree with moderate vigor, moderate twig and small branch dieback, thinning of crown, poor leaf color, moderate structural defects that might be mitigated with regular care.
  - 2 Tree in decline, epicormic growth, extensive dieback of medium to large branches, significant structural defects that cannot be abated.
  - Tree in severe decline, dieback of scaffold branches and/or trunk; most of foliage from epicormics; extensive structural defects that cannot be abated.

5. Rating the suitability for preservation as "high", "moderate" or "low". Suitability for preservation considers the health, age and structural condition of the tree, and its potential to remain an asset to the site for years to come.

- *High*: Trees with good health and structural stability that have the potential for longevity at the site.
- *Moderate*: Trees with somewhat declining health and/or structural defects that can be abated with treatment. The tree will require more intense management and monitoring, and may have shorter life span than those in 'high' category.
- Low: Tree in poor health or with significant structural defects that cannot be mitigated. Tree is expected to continue to decline, regardless of treatment. The species or individual may have characteristics that are undesirable for landscapes and generally are unsuited for use areas.

### **Description of Trees**

Forty-seven (47) trees representing nine species were evaluated (Table 1). Across all species, 43% of trees were in fair and in good condition, 15% were in poor condition. Sixteen (16) off-site trees were included in the assessment (#25, 27, 28, 29, 38, 39, 40, 41, 42, 48, 49, 50, 51, 52 and 57). Descriptions of each tree are found in the *Tree Assessment Form* and approximate locations are plotted on the *Tree Assessment Plan* (see Exhibits).

Common Name	Scientific Name	С	Total		
		Poor (1-2)	Fair (3)	Good (4-5)	
European white birch	Betula pendula	-	4	1	5
Red ironbark	Eucalyptus sideroxylon	2	-	-	2
Sweetgum	Liquidambar styraciflua	3	4	3	10
Aleppo pine	Pinus halepensis	-	-	1	1
Italian stone pine	Pinus pinea	1	-	-	1
Chinese pistache	Pistacia chinensis	-	-	1	1
Callery pear	Pyrus calleryana	-	7	1	8
Coast live oak	Quercus agrifolia	1	4	10	15
Valley oak	Quercus lobata	-	1	3	4
Total		7	20	20	47

Table 1.	Condition ratings and frequency of occurrence of trees
	2200 Sand Hill Road, Menlo Park, CA

The two coast live oaks (#12 and 13) and one valley oak (#14) growing in the interior courtyard were most noteworthy. All were mature and were most likely preserved in existing locations during the original construction of the building. These trees were growing in small islands in the interior courtyard which was entirely shaded by their canopy. Coast live oak #12 was in good condition with a seam running from the codominant trunk attachment to the base (Photo 1). Coast live oak #13 had a dense crown (Photo 2) and signs of minor decay in some branches. Valley oak #14 was in moderate condition with extensive decay and a thin crown (Photo 3). Coast live oak #12 had one cable and valley oak #14 had 6 cables, to help balance weight loads.

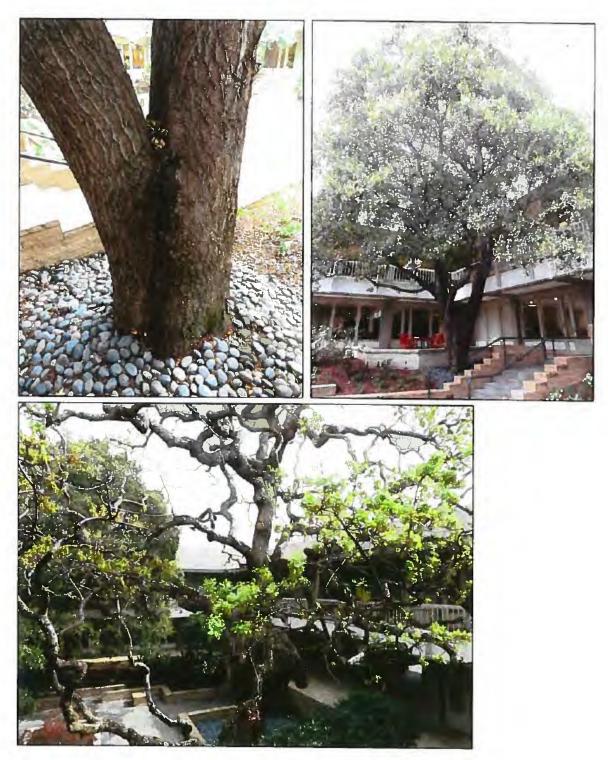
Coast live oak was the most common species assessed (15 trees, 32% of the population). They were in good (10 trees) to fair (4 trees) condition with one tree in poor condition. Coast live oaks ranged from young (6" DBH) to mature (33" DBH) with an average trunk diameter of 16 inches.

Ten (10) sweetgums were growing primarily along Sharon Park Drive. These trees ranged from good (3 trees) to poor (3 trees) condition with four trees in fair condition. The sweetgums were on average semi-mature (13" DBH) and ranged from 6" to18" in diameter. The sweetgums suffered from poor structure, the worst of which was #32 (Photo 4).

Eight Calley pears were growing primarily along the eastern property edge. The pears were growing as part of a hedge and were in fair condition with structural problems. The pears were young with an average diameter of 9".

Arborist Report, 2200 Sand Hill Road September 26, 2016

HortScience, Inc. Page 3



**Photo 1 (top left)** – Coast live oak #12 was growing in the interior courtyard and had a seam from the codominant trunk attachment to the ground.

Photo 2 (top right) – Coast live oak #13 was growing in the interior courtyard and had a dense crown.

**Photo 3 (bottom)** – Valley oak #14 was growing in the interior courtyard and had major decay and a thin crown. This was the largest tree assessed.

Five European white birch were spread throughout the property. The birch were generally in fair condition and were growing in groups or as a multi-stemmed tree with trunks attached at the base (Photo 5).

Four valley oaks were assessed. While valley oak #14 was the largest tree assessed, it was the only valley oak not in good condition. The remaining oaks were smaller, although trees #25 and 58 were 24 and 21" respectively. These two trees were prominent features in the landscape (Photo 6).





Photo 4 (top left) – Sweetgum #32 had very bad form and structure. Photo 5 (top right) – The European white birches were multi-stemmed trees such as #34 or were growing in groups planted closely together. Photo 6 (bottom right) – Valley oak #58

was a prominent feature of the site when entering off of Sand Hill Road.

The City of Menlo Park Municipal Code Chapter 13.24 protects native oak trees 10" and greater and all trees 15" and greater in trunk diameter. Based on this definition, 22 *Heritage* trees were present. Tree *Heritage* status is identified in the *Tree Assessment Form* (see Exhibits).

#### Suitability for Preservation

Before evaluating the impacts that will occur during development, it is important to consider the quality of the tree resource itself, and the potential for individual trees to function well over an extended length of time. Trees that are preserved on development sites must be carefully selected to make sure that they may survive development impacts, adapt to a new environment and perform well in the landscape.

Our goal is to identify trees that have the potential for long-term health, structural stability and longevity. For trees growing in open fields, away from areas where people and property are present, structural defects and/or poor health presents a low risk of damage or injury if they fail. However, we must be concerned about safety in use areas. Therefore, where development encroaches into existing plantings, we must consider their structural stability as well as their potential to grow and thrive in a new environment. Where development will not occur, the normal life cycles of decline, structural failure and death should be allowed to continue.

Evaluation of suitability for preservation considers several factors:

• Tree health

Healthy, vigorous trees are better able to tolerate impacts such as root injury, demolition of existing structures, changes in soil grade and moisture, and soil compaction than are non-vigorous trees. For example, Coast live oak #53 likely will not tolerate construction impacts as well as the healthier coast live oak.

#### • Structural integrity

Trees with significant amounts of wood decay and other structural defects that cannot be corrected are likely to fail. Such trees should not be preserved in areas where damage to people or property is likely. Sweetgum #32 is an example of such a tree.

#### • Species response

There is a wide variation in the response of individual species to construction impacts and changes in the environment. For instance, coast live oak is more tolerant of construction impacts than valley oak.

#### • Tree age and longevity

Old trees, while having significant emotional and aesthetic appeal, have limited physiological capacity to adjust to an altered environment. Young trees are better able to generate new tissue and respond to change.

#### • Species invasiveness

Species that spread across a site and displace desired vegetation are not always appropriate for retention. This is particularly true when indigenous species are displaced. The California Invasive Plant Inventory Database (<u>http://www.cal-ipc.org/paf/</u>) lists species identified as being invasive. Menlo Park is part of the Central West Floristic Province. No tree species were identified as invasive.

Each tree was rated for suitability for preservation based upon its age, health, structural condition and ability to safely coexist within a development environment (see *Tree Assessment Forms* in Exhibits, and Table 2). We consider trees with high suitability for preservation to be the best candidates for preservation. We do not recommend retention of trees with low suitability for preservation in areas where people or property will be present. Retention of trees with moderate suitability for preservation depends upon the intensity of proposed site changes.

# Table 2: Tree suitability for preservation2200 Sand Hill Road, Menlo Park, CA

- **High** These are trees with good health and structural stability that have the potential for longevity at the site. Seventeen (17) trees had high suitability for preservation. Nine (9) coast live oaks, three sweetgums, three valley oaks, a Chinese elm and a Callery pear.
- **Moderate** Trees in this category have fair health and/or structural defects that may be abated with treatment. These trees require more intense management and monitoring, and may have shorter life-spans than those in the "high" category. Eighteen (18) trees had moderate suitability for preservation. Seven (7) Callery pears, five European white birch, one Aleppo, coast live oak and a valley oak.
  - Low Trees in this category are in poor health or have significant defects in structure that cannot be abated with treatment. These trees can be expected to decline regardless of management. The species or individual tree may possess either characteristics that are undesirable in landscape settings or be unsuited for use areas. Twelve (12) trees had low suitability for preservation. Five (5) coast live oaks, four sweetgums, two red ironbark and one Italian stone pine.

We consider trees with high suitability for preservation to be the best candidates for preservation. We do not recommend retention of trees with low suitability for preservation in areas where people or property will be present. Retention of trees with moderate suitability for preservation depends upon the intensity of proposed site changes.

#### **Evaluation of Impacts and Recommendations**

Appropriate tree retention develops a practical match between the location and intensity of construction activities and the quality and health of trees. The *Tree Assessment* was the reference point for tree health, condition, and suitability for preservation. There were many desirable trees throughout the site to try work into the future landscape.

I referred to the *100% Design Review Plan* created by Gensler dated September 6, 2016 to estimate tree impacts. The plan includes the tenant improvements for the interiors of the existing structure and parking lot, improvements to the entrance and west side of the existing building.

Based on my evaluation of the plans, one tree will be impacted by the construction. Chinese pistache #47 is approximately 2 feet from the planned storm drain and is unlikely to tolerate the root loss from this construction. No *Heritage* trees are planned for removal as part of this project.

The remaining 38 trees are located away from the construction and should not be impacted. Four on-site trees were in poor condition (#28, 30, 32 and 53), I generally recommend removing and replacing landscape trees in poor condition. These trees will not be removed at this time. Their health and structure should be monitored, and their replacement should be planned in the future. In order to best preserve trees on the site, follow the **Tree Preservation Guidelines**.

Trees on the west side of the property appear to be going within the San Francisco Public Utility District (SFPUD) right-of-way. Trees adjacent to the SFPUD are subject to the encroachment policy which states the following: "...where the encroachment consists of trees or vegetation, or the owner of the encroachment is unknown, SFPUC RES staff may determine to cause the removal of the encroachment following notice (posting and/or mail) of the date set for removal without first requesting that the removal be performed by adjoining property owners."

Table 3: Tree	disposition summary
2200 Sand Hill	Road, Menlo Park, CA

Tree No.	Species	Trunk Diameter (in.)	Heritage Tree?	Disposition	Comments
15	Sweetgum	15	Yes	Preserve	5 feet from parking potential future parking
28	Sweetgum	10	No	Monitor	Poor condition
30	Sweetgum	15	Yes	Monitor	Poor condition
32	Sweetgum	14	No	Monitor	Poor condition
44	European white birch	6	No	Preserve	Fence dripline
45	European white birch	9	No	Preserve	Fence dripline
46	European white birch	11	No	Preserve	Fence dripline
47	Chinese pistache	7	No	Remove	2 feet from storm drain
53	Coast live oak	16	Yes	Monitor	Poor condition

#### **Tree Preservation Guidelines**

The following recommendations will help reduce impacts to trees from development and maintain and improve their health and vitality through the clearing, grading and construction phases.

#### **Design recommendations**

- 1. Project plans affecting the trees shall be reviewed by the Consulting Arborist with regard to tree impacts. These include, but are not limited to, demolition plans, site plans, improvement plans, utility and drainage plans, grding plans, and landscape and irrigation plans.
- 2. No underground services including utilities, sub-drains, water or sewer shall be placed in the Tree Protection Zones (see attached Tree Protection Plan).
- 3. Irrigation systems must be designed so that no trenching will occur within the Tree Protection Zones (see attached Tree Protection Plan).

#### Pre-construction treatments and recommendations

- 1. Fence trees #44-46 at their dripline as shown in the Tree Protection Plan (attached). Fencing shall be 6' tall chain link fence and remain in place through demolition and construction.
- 2. Prune trees to be preserved to clean the crown of dead branches 1" and larger in diameter, raise canopies as needed for construction activities. All pruning shall be done by a State of California Licensed Tree Contractor (C61/D49). All pruning shall be done by Certified Arborist or Certified Tree Worker in accordance with the Best Management Practices for Pruning (International Society of Arboriculture, 2002) and adhere to the most recent editions of the American National Standard for Tree Care Operations (Z133.1) and Pruning (A300). The Consulting Arborist will provide pruning specifications prior to site demolition. Branches extending into the work area that can remain following demolition shall be tied back and protected from damage.
- 3. Tree(s) to be removed that have branches extending into the canopy of tree(s) to remain must be removed by a qualified arborist and not by construction contractors. The qualified arborist shall remove the tree in a manner that causes no damage to the tree(s) and understory to remain. Tree stumps shall be ground 12" below ground surface.

4. All tree work shall comply with the Migratory Bird Treaty Act as well as California Fish and Wildlife code 3503-3513 to not disturb nesting birds. Tree pruning and removal should be scheduled outside of the breeding season to avoid scheduling delays. Breeding bird surveys should be conducted prior to tree work. Qualified biologists should be involved in establishing work buffers for active nests.

#### **Recommendations for tree protection during construction**

- 1. Prior to beginning work, the contractors working in the vicinity of trees to be preserved are required to meet with the Consulting Arborist at the site to review all work procedures, access routes, storage areas and tree protection measures.
- 2. All contractors shall conduct operations in a manner that will prevent damage to trees to be preserved.
- 3. Any grading, construction, demolition or other work that is expected to encounter tree roots should be monitored by the Consulting Arborist.
- 4. Construction trailers, traffic and storage areas must remain outside of the driplines of trees at all times.
- 5. Any root pruning required for construction purposes shall receive the prior approval of and be supervised by the Consulting Arborist.
- 6. If injury should occur to any tree during construction, it should be evaluated as soon as possible by the Consulting Arborist so that appropriate treatments can be applied.
- 7. No excess soil, chemicals, debris, equipment or other materials shall be dumped or stored on soil within the dripline of any trees.
- 8. Any additional tree pruning needed for clearance during construction must be performed by a Certified Arborist and not by construction personnel.
- 9. All trees shall be irrigated on a schedule to be determined by the Consulting Arborist (every 3 to 6 weeks April through October is typical). Each irrigation shall wet the soil within the soil area under the dripline of trees to a depth of 24".

#### Maintenance of impacted trees

Preserved trees will experience a physical environment different from that pre-development. As a result, tree health and structural stability should be monitored. Occasional pruning, fertilization, mulch, pest management, replanting and irrigation may be required. In addition, provisions for monitoring both tree health and structural stability following construction must be made a priority. As trees age, the likelihood of failure of branches or entire trees increases. Therefore, annual inspection for structural condition is recommended.

If you have any questions about my observations or recommendations, please contact me.

#### HortScience, Inc.

Ryan Gilpin, M.S. Certified Arborist #WE-10268A

# Exhibits

# **Tree Assessment Plan**

**Tree Assessment Form** 

**Tree Protection Plan** 



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F12

Tree	Tree Assessment		<b>2200 Sand Hill Road</b> Menlo Park, CA March 8, 2016	Road		HORTSCIENCE	÷
Tree No	Tree No. Species	Trunk Diameter (in.)	Protected Tree?	Condition 1=poor 5=excellent	Suitability for Preservation	Comments	
12	Coast live oak	21,20	Yes	ო	Moderate	Interior courtyard; codominant trunks arise from 4 feet with seam; cabled at 15 feet with wound growth around cables; narrow crown pruned away from buildings; aerial inspection recommended.	C
13	Coast live oak	33	Yes	4	High	Interior courtyard; codominant trunks arise from 10 feet with seam at attachment; decay in branches with small cavity; good crown density; pruned away from building; aerial insepction	
14	Valley oak	48	Yes	8	Low	Interior courtyard; multiple trunks arise from 10 feet; 6 cables; Interior courtyard; multiple trunks arise from 10 feet; 6 cables; extensive decay and cavities; lion tailed; moderate vigor; leafing out; dead branch cabled to west; advanced inspection required.	
15	Sweetgum	17	Yes	З	Low	Codominant trunks arise from 20 feet with narrow attachment;	
16	Callery pear	2	NO NO	с (	Moderate	Crook in trunk at 8 feet; narrow crown; part of hedge.	
17	Callery pear	<del>.</del>	No	ო	Moderate	Codominant trunks arise from 7 feet; narrow crown; part of hedge.	(
18	Callery pear	11	No	S	Moderate	Multiple trunks arise from 7 feet; narrow crown; part of hedge.	0
19	Callery pear	10	No	4	High	Codominant trunks arise from 15 feet; narrow crown; part of	
20	Callery pear	6	No	ю	Moderate	Multiple trunks arise from 7 feet; narrow crown; part of hedge.	
21	Callery pear	ω	No	ю	Moderate	Codominant trunks arise from 7 feet; narrow crown; part of hedge.	
22	Callery pear	9	No	ю	Moderate	Codominant trunks arise from 4 feet; narrow crown; part of hedge.	
23	Callery pear	ω	No	ო	Moderate	Codominant trunks arise from 8 feet; narrow crown; part of hedge.	

Tree	Tree Assessment		<b>2200 Sand Hill Road</b> Menlo Park, CA March 8, 2016	toad		HORT
Tree No.	Tree No. Species	Trunk Diameter (in.)	Protected Tree?	Condition 1=poor 5=excellent	Suitability for Preservation	Comments
24	Coast live oak	12	Yes	m	Low	Codominant trunks arise from 7 feet; suppressed by #25; poor
25	Valley oak	24	Yes	4	High	Off-site; multiple trunks arise in upper crown; 6" from retaining
26	Coast live oak	25	Yes	4	High	wall; bulging retaining wall; leaning east. Property line tree; multiple trunks arise from 4 feet; cabled at 10 feat: slictbut this crown: leaning east
27	Sweetgum	12	No	4	High	Off-site; codominant trunks arise from 15 feet; low branches turn
28	Sweetgum	10	No	2	Low	upright; narrow crown. Off-site; multiple trunks arise from 5 feet with failed branch; cavity
29	Sweetgum	18	Yes	ю	Moderate	with decay at attachment; girdling root. Off-site; codominant trunks arise from 8 feet with bulge; narrow
30	Sweetgum	15	Yes	2	Low	crown. Poor form and structure; barely budding out.
31	Sweetgum	13	No	e	Moderate	Multiple trunks arise from 15 feet; narrow crown.
32	Sweetgum	14	No	2	Low	Poor form and structure; good vigor.
33	Coast live oak	28	Yes	4	High	Multiple trunks arise from 4 feet with included bark; dense wide
34	European white birch	11,10,7	Yes	4	Moderate	spreading crown. Multiple trunks arise from base; good vigor.
35	Sweetgum	6	No	4	High	Strong central leader; moderate structure; good vigor.
36	Sweetgum	8	No	က	Moderate	Multiple trunks arise from 12 feet; narrow crown; moderate vigor.
37	Sweetgum	12	No	4	High	Multiple trunks arise from 12 feet; narrow crown; good vigor.
38	Red ironbark	22	Yes	-	Low	Off-site; topped; vigorous bushy regrowth.
39	Aleppo pine	28	Yes	4	Moderate	Off-site; codominant trunks arise from 20 feet; long lateral limb to
40	Coast live oak	6	No	5	High	west; raising parking iot; gense surrace root mat. Off-site; good young tree; growing in oleander hedge.

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ree	Tree Assessment		<b>2200 Sand Hill Road</b> Menlo Park, CA March 8, 2016	Road		HORTSCIENCE
ree No.	Tree No. Species	Trunk Diameter (in.)	Protected Tree?	Condition 1=poor 5≡excellent	Suitability for Preservation	Comments
41	Coast live oak	ω	No	4	High	Off-site; good young tree; leaning west; growing in oleander
42	Red ironbark	7,3,2,2	No	<del></del>	Low	neage. Off-site; stump sprout; in hedge.
43	Coast live oak	9	No	5	Moderate	Good young tree; growing in hedge; under off-site eucalyptus
44	European white birch	9	No	ю	Moderate	In group of three; one sided; moderate vigor.
45	European white birch	თ	No	ю	Moderate	In group of three; one sided; moderate vigor.
46	European white birch	11	No	e	Moderate	In group of three; one sided; moderate vigor.
47	Chinese pistache	7	No	4	High	Good young tree; codominant trunks arise from 6 feet.
48	Coast live oak	20	Yes	4	High	Off-site; codominant trunks arise from 8 feet; dense crown;
49	Coast live oak	11	Yes	ß	Low	off-site, narrow sinuous crown; interior tree; base at dead pine.
50	Coast live oak	9'6	Yes	e	Low	Off-site; codominant trunks arise from base; narrow, interior tree.
51	Coast live oak	12	Yes	с	Low	Off-site; narrow, interior tree; sinuous trunk.
52	Italian stone pine	36	Yes	-	Low	Off-site; all but dead.
53	Coast live oak	16	Yes	2	Low	Codominant trunks arise from 5 feet with major decay; vigorous, dense crown: growing in small island.
54	Valley oak	9	No	Ŋ	High	Good young tree.
55	European white birch	10,7,7,6	Yes	ო	Moderate	Multiple trunks arise from base; recent broken branches; slightly
56	Coast live oak	9	No	5	High	tnin. Good young tree; squat form .
-	Coast live oak	20	Yes	4	High	Off-site; multiple trunks arise from 7 feet; lion tailed; pruned to 15

		Ç	C	
HORT	Comments	Codominant trunks arise from 10 feet; wide spreading crown; minor dieback; horizontal cracks in bark at 8 feet; in turf.		
	Suitability for Preservation	High		
oad	Condition 1=poor 5=excellent	4		
<b>2200 Sand Hill Road</b> Menlo Park, CA March 8, 2016	Protected Tree?	Yes		
	Trunk Diameter (in.)	3		
Tree Assessment	Tree No. Species	58 Valley oak		
	-			

×	Tree Protection Plan	2200 Sand Hill Road Menlo Park, CA	Prepared for: Reata Company Santa Clara, CA	September, 2016	Base map provided by: Gensler	Any demolition, storage of materials and construction activity shall not occur within the Tree Protection Zone unless approved by the Pro- ject Arborist.	Six feet tall chain link fence shall be installed at the dripline of trees #44- 46.	Refer to Tree Preservation Guide- lines in the Arborist Report (HortScience, Inc, 9/22/16) for tree protection specifications during demolition and construction.	HORT SCIENCE HORT SCIENCE 325 Ray St Paraantor Gattornia 94566 Phone 325 444 0596
	Legend #15 Tree #	Limits of Fenced Tree Protec- tion Zone (TPZ)	Limits of Tree Protection Zone (TPZ)						
						Tree Protection Zone			
						********* ***		Tree Protection Zone	SAND HILL ROAD

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# **Community Development**



## STAFF REPORT

Planning Commission Meeting Date: Staff Report Number:

2/6/2017 17-010-PC

**Regular Business:** 

2016 Annual Report on the Status and Progress in Implementing the City's Housing Element

### Recommendation

Staff recommends that the Planning Commission consider the report and provide comments and/or a recommendation to the City Council on the 2016 Housing Element Annual Report.

#### **Policy Issues**

The preparation and submittal of the Housing Element Annual Report to the state Housing and Community Development Department (HCD) and Governor's Office of Planning and Research (OPR) is required by State law. The Annual Report documents past housing-related activities and may identify the timing of upcoming activities, but does not authorize the implementation of programs or expenditure of funds.

#### Background

Government Code 65400 requires each governing body to prepare an annual report on the status and progress of implementing the jurisdiction's Housing Element of the General Plan using forms and definitions adopted by the HCD. Housing Element Annual Reports are due annually by April 1 for the calendar year immediately preceding the April 1 reporting deadline. Therefore, this year's report evaluates the status of the implementation programs and housing production for the time period between January 1 and December 31, 2016.

As part of the Housing Element Annual Review process, staff will be seeking input from the Housing Commission and Planning Commission prior to presenting the report to the City Council. At the Planning Commission meeting, Commissioners and the public will have an opportunity to provide comments on the Annual Report. The Housing Commission is scheduled to review the report at its meeting on February 1. Due to the publication timing of the Planning Commission staff report, staff will provide a verbal report of the Housing Commission and recommendation at the Planning Commission meeting. Both Commissions' comments will be forwarded to the City Council for its review, which will be scheduled for a meeting in March 2017.

### Analysis

Attachment A includes the 2016 Housing Element Annual Report. The Annual Report includes a status update of the Housing Element's implementation programs and an inventory of housing production in the City for the 2016 calendar year. This staff report highlights a few key accomplishments and other

programs that are in progress and will be continued in 2017, in more detail below.

### Implementation Programs

#### General Plan Update

In 2016, the City Council adopted the Land Use and Circulation Elements of the General Plan and the M-2 Area Zoning Update after a multi-year, comprehensive and collaborative process. While the General Plan Update is not a Housing Element implementation program, a number of programs in the Housing Element were identified to be considered as part of the General Plan timeframe. The Housing Element includes 11 programs that were to be considered during the General Plan Update process. A few of the programs were directly related to the work of the General Plan and were implemented concurrently while other programs were considered more appropriate to be implemented at a future date, given the topic or geographic focus. The topic of housing, itself, was a major theme throughout the General Plan discussion that influenced policy, ordinance changes, and a dialogue that will continue beyond the conclusion of the General Plan process.

One way to address housing needs is through housing production. As part of a vision to create a live/work/play environment in the former industrial and warehousing M-2 (zone) Area of the City, the General Plan Land Use Element and the newly crafted R-MU (Residential Mixed Use) zoning district would allow up to 4,500 net new housing units where no housing was previously permitted. In addition to the R-MU zoning district, the C-2-B zoning district, which is zoned at key intersections along the Willow Road Corridor north of Highway 101, was amended to allow residential uses and is consistent with Housing Element Program H4.N (Create Opportunities for Mixed Use Development). The zoning changes will provide opportunities for small-scale mixed use developments in the area. In addition, program H4.I (Create Multi-Family and Residential Mixed Use Design Guidelines) was fulfilled with the creation of a comprehensive set of design standards in the R-MU zoning district. The design standards create a number of provisions that address height variation, building modulation, site planning, and open space concepts that will help create cohesive and visually attractive development that activate the street and activity on a site.

One of the successes of the R-MU zoning district and the General Plan Update was the inclusion of an affordable housing requirement for residential/mixed-use projects seeking bonus level development. In exchange for higher density, more floor area or greater building height, a project sponsor is required to provide a minimum of 15 percent affordable housing of the total number of units in a project, regardless if the project is rental units or for ownership. The affordable levels target very low, low and moderate income households, and at a minimum would be commensurate with the percentage breakdown established by the regional housing need allocation (RHNA) for the Housing Element in effect at the time of the development application. Any lower income category could substitute for a higher income category. The Council also adopted a provision whereby current or recently displaced Belle Haven residents would have a preference for the units, in recognition that the community amenities should benefit the people and area that may be most directly impacted by increased development. Program H4.H (Work with Non-Profits and Property Owners on Housing Opportunity Sites) is an ongoing Housing Element program to identify incentives and procedures to facilitate the development of affordable housing on higher density housing sites. The R-MU zoning for bonus level development helps create an incentive and establishes a process to build more housing while recognizing the priority to provide affordable housing.

In 2016, the City Council also adopted an updated Circulation Element. The topic of traffic and congestion was often raised as a concern during the General Plan process. With the Circulation Element, the focus and vision for mobility in Menlo Park is to increasingly provide transportation options for residents and employees, to improve access to a safe and connected network of facilities, to encourage physical activity and health, and to reduce greenhouse emissions. As part of the M-2 Area zoning update, each of the three new zoning districts includes a requirement for transportation demand management measures, which requires all new projects to reduce vehicle trips by at least 20 percent below standard generation rates for the use at the subject site. This requirement, along with the standards for bicycle parking and multi-use pathways, will help improve transportation options and mobility. Program H4.S (Explore Creation of a Transportation Management Association) and program H4.P (Update Parking Stall and Driveway Design Guidelines) will complement the work that has already been completed and is expected to start in 2017 along with the Transportation Master Plan, which would review the City's multi-modal transportation needs and prioritize projects constructed across the City.

### MidPen Housing

Through the 2013-2014 Notice of Funding Availability (NOFA) process, the City Council awarded MidPen up to \$3.2 million from the City's Below Market Rate (BMR) housing fund for use towards the development of a 90-unit, affordable senior housing development at 1221 Willow Road. These funds were released to MidPen in 2016, which coincided with the issuance of the building permit for the development and commencement of construction.

The 90-unit development replaces a 48-unit apartment complex for a net new 42 dwelling units. The project consists of a combination of extremely low (up to 30% of Area Median Income) and very lowincome (31 percent to 50 percent of Area Median Income) units and helps the City meet its regional allocation for the lower income household levels, which are often the hardest to meet. Twenty of the units in the development have been established with preferences for people who live and/or work in Menlo Park with a deed restriction period of 55 years. The City's collaboration and coordination with MidPen is an example of how to leverage Below Market Rate (BMR) funds and utilize the affordable housing overlay (AHO) to maximize the number of affordable dwelling units.

## Affordable Housing Nexus Study

As part of a collaborative effort working with 13 jurisdictions in San Mateo County, San Mateo County and the City of Palo Alto, the City pursued an affordable housing nexus study. The nexus study would provide a defensible analysis to maintain legal justification for the City's BMR Housing Program, which includes both inclusionary zoning and affordable housing impact fees for commercial developments. Participation in this effort supports Program H4.D (Update the BMR Fee Nexus Study). In July 2016, the City Council received a presentation by the consultant and reviewed a draft of the nexus study. The City Council requested further information and additional review at a future meeting, and action is anticipated in 2017. The Housing Commission and Planning Commission will have opportunities to provide input on the nexus study, and the City Council will ultimately have a policy decision to make on whether to modify the City's BMR Program and/or adopt any other housing-related ordinances.

### Housing Displacement

In October 2016, the City Council started more formal discussions on how to address housing

displacement in the City. With an extremely robust economy, high housing rents and minimal vacancy rates, the concern about displacement has become more prevalent. At its initial meeting, the Council directed staff to return with recommendations for actions that the City Council could take in the short term as well as information that could be used to prioritize possible future actions aimed at further addressing the concerns of possible resident displacement. In December, the City Council adopted an ordinance requiring the option for 12-month lease agreements for apartments with four or more units. The Council referred the two other potential ordinances, mandatory mediation for rent conflicts and rental relocation assistance, to the Housing Commission for further review. These programs help implement Program H1.K (Address Rent Conflicts), and the Council and Housing Commission will be continuing its dialogue on how to address displacement in 2017.

## **Housing Production**

In 2016, the City issued building permits for 66 net new dwelling units. Forty-two of those units are located within MidPen's Sequoia Belle Haven senior affordable development located at 1221 Willow Road and 15 units are located within a mixed-use development at 1285 El Camino Real. The remaining units are a mix of single-family residential and secondary dwelling units. While the number of residential building permits issued in 2016 decreased from 2015, the numbers are encouraging and are relatively high in comparison to previous years when there was no multi-family residential being developed in the city. The City continues to receive development proposals in the El Camino Real/Downtown Specific Plan Area. In 2016, the Planning Commission and/or City Council approved an additional 27 units (133 Encinal Avenue and 1275 El Camino Real). Of the 27 units, one unit would be made affordable at the low-income level and two would be affordable to moderate-income households. Although the projects were approved, building permits have not yet been issued and therefore, are not counted in this report.

In June 2016, the City Council adopted a resolution to extend the secondary dwelling unit conversion process for an additional three years. However, recent State legislation would supersede the City's ordinance and allow the conversion of accessory buildings meeting certain criteria into secondary dwelling units through a non-discretionary process. Of the seven secondary dwelling unit permits issued in 2016, one was from the conversion of a detached garage into a secondary dwelling unit. No other application for the conversion process was received in 2016.

While the City's housing production during the past two years exceed the City's Regional Housing Need Allocation of 655 units for the 8-year planning period, the City still needs to strive to meet its numbers for affordable housing. Consideration of the nexus study and potential changes to the City's BMR Ordinance and success in awarding BMR funds through the City's Notice of Funding Availability (NOFA) could have positive impacts to the City's affordable housing stock and are likely to be under consideration in 2017.

## What is Ahead

Below is Table 1, which lists the Housing Element programs that were to be considered as part of the General Plan Update or in the 2016 timeframe, but have not yet been thoroughly evaluated. For the City Council goal-setting session on January 27, staff identified three programs for prioritization during 2017. The programs are H1.G (Adopt an Anti-Discrimination Ordinance), H2.C (Amend the Zoning Ordinance to Protect Existing Housing) and H4.A (Modify R-2 Zoning to Maximize Unit Potential). The City Council

acknowledged the prioritization of these programs for the year and will be considering approval of the overall goals and work plan at its meeting of February 7, 2017.

Tab	ble 1: Housing Element Programs to be Considered During the General Plan Update Timeframe
Program No.	Housing Element Program
H1.G	Adopt an Anti-Discrimination Ordinance
H2.A	Adopt Ordinance for "At Risk" Units
H2.C	Amend the Zoning Ordinance to Protect Existing Housing
H3.G	Develop Incentives for Special Needs Housing
H4.A	Modify R-2 Zoning to Maximize Unit Potential
H4.J	Consider Surplus City Land for Housing
H4.M	Review the Subdivision Ordinance
H4.O	Review Transportation Impact Analysis Guidelines
H4.S	Explore Creation of a Transportation Management Association
H4.T	Explore Pedestrian and Bicycle Improvements (coordination with Redwood City)

### Impact on City Resources

There are no impacts to City resources besides the preparation of the report. Program implementation may have impacts to staffing resources and/or projects/priorities and will be considered as part of the City's annual Capital Improvement Plan and budget process.

### **Environmental Review**

The Housing Element Annual Report is not considered a project. Implementation of Housing Programs may be subject to the California Environmental Quality Act (CEQA), and each program will be evaluated on a case-by-case basis.

### **Public Notice**

Public Notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting. In addition, the City sent an email update to the subscribers of the Housing Element webpage.

### Attachments

- A. 2016 Housing Element Annual Report
- B. Link to: Adopted Housing Element for the 2015-2023 Planning Period http://menlopark.org/DocumentCenter/View/4329

Report prepared by: Deanna Chow, Principal Planner

Report reviewed by: Linda Heineck, Community Development Director

(CCR Title 25 §6202)

Jurisdiction

City of Menlo Park

**Reporting Period** 

1/1/2016 -

12/31/2016

#### Table A

#### Annual Building Activity Report Summary - New Construction Very Low-, Low-, and Mixed-Income Multifamily Projects

	Housing Development Information								Housing with Finan and/c Deed Restr	or	Housing without Financial Assistance or Deed Restrictions
1	2	3		4	4		5	5a	6	7	8
Project Identifier (may be APN No., project name or	Unit Category	Tenure R=Renter	Very Low-	Low-	busehold Incon	nes Above Moderate-	Total Units per Project	Est. # Infill Units*	Assistance Programs for Each Development		Note below the number of units determined to be affordable without financial or deed restrictions and attach an explanation how the jurisdiction determined the units were
address)		O=Owner	Income	Income	Income	Income			See Instructions	See Instructions	affordable. Refer to instructions.
1221 Willow Road	5+	R	42	0	0	0	42	42	TCAC; City BMR	DB; Affordable Housing Agreement	
1440 Mills Ct.	SU	R		1			1	1			
804 Woodland Ave.	SU	R	1				1	1			
321 Laurel Ave.	SU	R	1				1	1			
560 Olive St.	SU	R		1			1	1			
1121 Werth Ave.	SU	R		1			1	1			
2108 Clayton Dr.	SU	R		1			1	1			
220 Robin Way	SU	R	1				1	1			
SU Subtotal (9) Total of Moderate	SU and Above	R	3 Trom Table A	4	0	1	17	17			
					-						
	(10) Total by income Table A/A3       45       4       0       18       66       66         (11) Total Extremely Low-Income Units*       9 units at 1221 Willow Road are deed-restricted for extremely low income households       9 units at 1221 Willow Road are deed-restricted for extremely low income										

\* Note: These fields are voluntary

Second Unit (SU) affordability is consistent with the Housing Element assumptions and based on a survey of San Mateo County jurisdictions.

(CCR Title 25 §6202)

Jurisdiction

City of Menlo Park

**Reporting Period** 

1/1/2016 -

12/31/2016

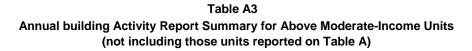
## Table A2

# Annual Building Activity Report Summary - Units Rehabilitated, Preserved and Acquired pursuant to GC Section 65583.1(c)(1)

Please note: Units may only be credited to the table below when a jurisdiction has included a program it its housing element to rehabilitate, preserve or acquire units to accommodate a portion of its RHNA whichmeet the specific criteria as outlined in GC Section 65583.1(c)(1)

	Affo	rdability by H	ousehold Incor	nes			
Activity Type	Extremely Low- Income*	Very Low- Income	Low- Income	TOTAL UNITS	(4) The Description should adequately document how each unit complies with subsection (c)(7) of Government Code Section 65583.1		
(1) Rehabilitation Activity				0			
(2) Preservation of Units At-Risk				0			
(3) Acquisition of Units				0			
(5) Total Units by Income	0	0	0	0			

\* Note: This field is voluntary



	1. Single Family	2. 2 - 4 Units	3. 5+ Units	4. Second Unit	5. Mobile Homes	6. Total	7. Number of infill units*
No. of Units Permitted for <b>Moderate</b>	0	0	0	0	0	0	0
No. of Units Permitted for Above Moderate	0	2	15	0	0	17	17

\* Note: This field is voluntary

(CCR Title 25 §6202)

Jurisdiction

City of Menlo Park

**Reporting Period** 

1/1/2016 -

12/31/2016

Table B

#### **Regional Housing Needs Allocation Progress**

Permitted Units Issued by Affordability

	dar Year starting with llocation period. See		2014	2015	2016	2017	2018	2019	2020	2021	2022	Total Units	Total
Inco	me Level	RHNA Allocation by Income Level	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	to Date (all years)	Remaining RHNA by Income Level
	Deed Restricted	000	59	22	42							123	100
Very Low	Non-deed restricted	233	1	3	3							7	103
	Deed Restricted	100	0	15	0							15	100
Low	Non-deed restricted	129	2	5	4							11	103
Marianata	Deed Restricted	440	0	0	0							0	140
Moderate	Non-deed restricted	- 143	0	0	0							0	- 143
Above Moder	ate	150	9	703	17							729	-579
Total RHNA Enter allocat	by COG. tion number:	655	71	748	66							885	
Total Units	<b>&gt; &gt; &gt;</b>												-230
Remaining N	Need for RHNA Perio	od 🕨 🕨 🕨	▶ ▶						•			•	

Note: units serving extremely low-income households are included in the very low-income permitted units totals.

(CCR Title 25 §6202)

Jurisdiction

City of Menlo Park

**Reporting Period** 

1/1/2016 -

12/31/2016

#### Table C

#### **Program Implementation Status**

Program Description (By Housing Element Program Names)	Describe progress of all progra	ams including loca	s Report - Government Code Section 65583. al efforts to remove governmental constraints to the maintenance, nt of housing as identified in the housing element.
Name of Program	Objective	Timeframe in H.E.	Status of Program Implementation
H1.A Establish City Staff Work Priorities for Implementing Housing Element Programs	Establish staff priorities for implementing Housing Element Programs	Annually	This will be done annually as part of the annual Housing Element review.
H1.B Review the Housing Element Annually	Review and monitor Housing Element implementation; conduct public review with the Housing Commission, Planning Commission and City Council, and submit Annual Report to HCD		Annual Review for the 2015 calendar year was accepted by the City Council on March 15, 2016 and submitted to HCD for review. Using forms provided by HCD, the 2016 Annual Review will be undertaken between February and March 2017, and reviewed by the Housing Commission, Planning Commission and accepted by the City Council.
H1.C Publicize Fair Housing Laws and Respond to Discrimination Complaints	Obtain and distribute materials (see Program 1H.D)	Ongoing	Materials available at the counter at City Hall and on the City's Web site.
H1.D Provide Information on Housing Programs	Obtain and distribute materials at public locations; conduct staff training	Annually	Materials available at the counter at City Hall and on the City's Web site. Housing Commission meetings were conducted on a quarterly basis, at a minimum. In 2016, the Housing Commission conducted eight meetings. Also, in 2016, the City created the Housing and Economic Development Division to dedicate staff to work on housing issues and programs. Housing Commission agendas and notices are posted at City Hall and on the City's website. As part of the Energy Workshop, Grid Alternatives, HERO, PACE and Water Rebate programs, the City conducted a variety of different outreach, including posts on social media, City Council Digest items, quarterly garbage bill inserts (which is sent to over 7,800 residential customers), quarterly water bill inserts (which is sent to over 4,300 customers), and for Grid Alternatives, 1,300 letters were mailed to residents in the Belle Haven neighborhood.
H1.E Undertake Community Outreach When Implementing Housing Element Programs	Conduct community outreach and distribute materials (see Programs H1.C and 1H.D)	Consistent with program timelines	Materials available at the counter at City Hall and on the City's Web site. Housing Commission meetings were conducted on a quarterly basis, at a minimum. In 2016, the Housing Commission conducted eight meetings. Agendas and notices are posted at City Hall and on the City's website. Email notifications are also sent to interested parties. Additional outreach to targeted populations and interested parties depending on program.
H1.F Work with the San Mateo County Department of Housing	Coordinate with County efforts to maintain and support affordable housing	Ongoing	Continued participation and coordination has occurred as part of the countywide 21 Elements process, coordination with the Department of Housing and other jurisdictions on a countywide nexus study and coordination in implementing Housing Element programs. The City also maintains a City Council representative on the Closing the Jobs/Housing Gap Task Force, which was established by the County of Board of Supervisors to address the regional affordable housing issues.

(CCR Title 25 §6202 )

Jurisdiction	City of Menlo Park			
Reporting Period	1/1/2016 -	12/31/2016		
H1.G Adopt an Anti-Disc	crimination Ordinance	Undertake Municipal Code amendment and ensure effective implementation of anti-discrimination policies and enforcement as needed	2016	No activity to date. An anti-discrimination ordinance is one tool that will be considered amongst a number of policy issues the City will be considering to address housing issues as part of its ongoing discussion about housing supply, affordable housing and displacement.
H1.H Utilize the City's B Housing Fund	elow Market Rate (BMR)	Accumulate and distribute funds for housing affordable to extremely low, very low, low and moderate income households	Ongoing	The City issued a Notice of Funding Availability (NOFA) in July 2013, and awarded MidPen a loan for up to \$3.2 million for an affordable senior development at 1221 Willow Road in September 2014. In June 2015, the Community Development Director issued a compliance letter indicating that the proposed 90-unit senior development is in compliance with the zoning regulations and design standards, and funds were distributed to MidPen for construction in 2016. The project targets extremely low and very low income senior households. In July 2015, the City issued its second NOFA for new affordable rental projects. Approximately \$7.8 million BMR housing funds are available under the NOFA to support the acquisition, rehabilitation and/or construction of housing that will provide long-term affordability. Staff received three applications and is working with one applicant on the viability of its application.
H1.I Work with Non-Pro	fits on Housing	Maintain a working relationship with non-profit housing sponsors	Ongoing	The City has worked closely with MidPen to assist in their application submittal to redevelop its property on the 1200 block of Willow Road from 48 dwelling units to 90 dwelling units, including an application to abandon a portion of the public right-of-way for the proposed project, as well as other supportive documents needed for financing of the project. The building permits for MidPen's project were issued in 2016 and occupany is expected in early 2017. The City will continue to undertake outreach to non-profit housing sponsors throughout the 2015-2023 Housing Element period. Annual funding provided to HIP and HEART.
H1.J Update the Housin	g Element	Assure consistency with SB375 and Housing Element law	2023	Completed. The City Council adopted the 2015-2023 Housing Element on April 1, 2014, and was certified by HCD on April 16, 2014.
H1.K Address Rent Con	flicts	Resolve rent conflicts as they arise	Ongoing	The City Council held a study session on November 9, 2016 to discuss requiring landlords to provide tenants with a 12-month lease option, instituting mandatory mediation for rent conflicts and rental relocation assistance. In December 2016, the City Council adopted an ordinance requiring the option for 12-month lease agreements for apartments with four or more units. The Council referred the other two items to the Housing Commission for further review and consideration.
H1.L Update Priority Pro Water Service to Afforda Developments	5	Comply with Government Code Section 65589.7	2015 and 2020 (as part of Urban Water Management Plan updates)	Program completed in February 2014. No additional work on this program is needed at this time.
H1.M Lobby for Change Requirements	s to State Housing Element	Work with other San Mateo County jurisdictions and lobby for modifications to Housing Element law (coordinate with Program H1.B)	Ongoing	Meet with State Representative and other jurisdictions and provided input on proposed legislation as needed.

(CCR Title 25 §6202)

Jurisdiction	City of Menlo Park			
Reporting Period	1/1/2016 -	12/31/2016		
H2.A Adopt Ordinance f	or "At Risk" Units	Protect existing affordable housing	2016	In early 2016, the City facilitated the sale and purchase of two below market rate units in order to maintain them in the City's BMR portfolio. There are currently no "at risk" subsidized affordable units in Menlo Park at the current time. "At risk" units are those that appear to be in danger of conversion from subsidized housing units to market rents.
H2.B Promote Energy E Programs	fficient/Renewable	50 or more homes and businesses participating in a program	Establish policy and programs by 2017; Participation rate by 2022	In addition to 2015 activities previously reported, in 2016, the City, in partnership with San Mateo County and BayRen, hosted a home energy upgrade workshop in summer 2016. The City worked with non-profits Grid Alternatives and Menlo Spark, and funder Facebook, to provide 15 qualifying low-income Belle Haven homeowners with free solar systems. 28 households participated in the City's Washing Machine Rebate programs administered by both the Menlo Park Municipal Water District and PG&E. In 2016, a total of 5 Menlo Park properties participated in the HERO Program which is a Property Assessed Clean Energy (PACE) financing program. PACE allows qualified property owners the ability to finance renewable energy and water efficient retrofits through a voluntary special assessment or tax placed on their annual tax bill. The 5 completed projects amount to 1.21M KWh in energy savings and a reduction of 367 tons of GHG emissions.
H2.C Amend the Zoning Existing Housing	g Ordinance to Protect	Protect existing rental housing as part of infill implementation and other Zoning Ordinance changes	Consider as part of the City's General Plan Update (2014- 2017)	The topic of housing was a key theme throughout the General Plan Update. As part of the General Plan Update, which was adopted in November and December 2016, properties in the M-2 (General Industrial) zoning area were rezoned to allow up to 4,500 net new residential units. The zoning ordinance efforts during the General Plan process focused on the creation of new housing in an area that previoulsy did not allow residential uses. Staff recognizes that potential ordinance changes to limit the loss of residential units or the conversion of units can be strategies to maintian the City's housing stock and will consider them along with a number of other housing strategies the City Council and Housing Commission will be considering in 2017.

(CCR Title 25 §6202 )

Jurisdiction City of Menlo Park			
Reporting Period 1/1/2016 -	12/31/2016		
H2.D Assist in Implementing Housing Rehabilitation Programs	Apply to the County for CDBG funds to provide loans to rehabilitate very low and low income housing (20 loans from 2015-2023)	2015-2023	The County has temporarily stopped administering the CDBG rehabilitation loan program, except in emergency situations.
H3.A Zone for Emergency Shelter for the Homeless	Amend the Zoning Ordinance	2014; concurrent with RHNA 5 Housing Element Update	Completed. Ordinance adopted on April 29, 2014. Ordinance identifies the location of the overlay to allow an emergency shelter for the homeless for up to 16 beds as a use by right and includes standards consistent with State law as established in SB2.
H3.B Zone for Transitional and Supportive Housing	g Amend the Zoning Ordinance	2014; concurrent with RHNA 5 Housing Element Update	Completed. Ordinance adopted on April 29, 2014 to update the definitions of transitional and supportive housing to be consistent with State law and adds transitional, supportive housing and small (6 or fewer) residential care facilities as part of the definition of a "dwelling" in the Zoning Ordinance so these uses are treated the same way as other residential uses as required by State law under SB2.
H3.C Adopt Procedures for Reasonable Accommodation	Amend the Zoning Ordinance and/or modify administrative procedures; create public handout	2014; concurrent with RHNA 5 Housing Element Update	Completed. Ordinance adopted April 29, 2014 to establish procedures, criteria and findings for enabling individuals with disabilities to make improvements and overcome barriers to their housing.
H3.D Encourage Rental Housing Assistance Programs	Provide assistance at current Section 8 funding levels to assist 220 extremely low and very low-income households per year (assumes continued funding of program)	2015-2023	There are 222 households provided rental assistance in Menlo Park througl Section 8 and other programs. In addition, many of the tenants at the new 60-unit affordable housing project at the VA Campus receive rental assistance, including project-based HUD VASH (Veterans Affairs Supportive Housing) from the Housing Authority of San Mateo County and HUD-VASH tenant based assistance.
H3.E Investigate Possible Multi-Jurisdictional Emergency Shelter	Coordinate in the construction of homeless facility (if determined feasible)	Longer term program as the opportunity arises	There are no plans for a specific facility at this time.
H3.F Assist in Providing Housing for Persons Living with Disabilities	Provide housing and services for disabled persons	Ongoing	Annual funding provided to HIP.
H3.G Develop Incentives for Special Needs Housing	Amend the Zoning Ordinance to provide opportunities for housing and adequate support services for seniors and people living with disabilities	Consider as part of the City's General Plan Update (2014- 2017)	The City's Affordable Housing Overlay (AHO), which was established in 2013, was applied to MidPen's 90-unit affordable, senior housing development. Along with financial incentives, the AHO provides density bonuses and a parking reduction for senior housing.
H3.H Continue Support for Countywide Homeless Programs	Support housing and services for the homeless and at-risk persons and families	Ongoing	The City has continued to support HEART and has participated in countywide activities to address homeless needs. In addition, through the City's Community Funding program, the City supports LifeMoves.

(CCR Title 25 §6202)

Jurisdiction	City of Menlo Park			
Reporting Period	1/1/2016 -	12/31/2016		
H3.I Work with the Depa on Homeless Issues	artment of Veterans Affairs	Coordination in addressing the needs of the homeless	2014; ongoing thereafter	In January 2014 the City Council authorized a loan increase from the City's BMR funds to CORE Housing for up to \$2.86 million for affordable housing at 605 Willow Road (Veterans Affairs Campus). The development includes 60 dwelling units and would provide permanent housing to extremely low- and very low-income veterans. The development received its certificate of occupancy in December 2015.
H4.A Modify R-2 Zoning		Amend the Zoning Ordinance to minimize underutilization of R-2 development potential	Consider as part of the City's General Plan Update (2014- 2017)	The General Plan Update focused on the M-2 Area, which was primarily the City's office and industrial area. The geographic area did not contain properties zoned R-2 and therefore, changes were not evaluated as part of the General Plan and M-2 Area Zoning Update, which was completed in November and December 2016. In 2016, the Council also began a broader housing discussion and potential policies, particularly to address displacement. In 2017, the Housing Commission will be reviewing those programs. Potential ordinance changes to minimize underutilzation of R-2 properties, while not directly related to displacement, may be considered as part of a strategy to address overall housing in the City.
H4.B Implement Inclusio		Implement requirements to assist in providing housing affordable to extremely low, very low, low and moderate income households in Menlo Park	Ongoing	To comply with the City's BMR Ordinance for commercial and industrial projects, new commercial/industrial development (meeting certain criteria) in the City contributed \$4,385,311.46 of BMR in-lieu fees to the City's BMR fund in 2016. The funds will be used to help house extremely low, very low, low and moderate-income households (see Program H1.H).
H4.C Modify BMR Guide	elines	Amend the Zoning Ordinance to require affordable units in market rate developments	2015	Modification to the City's BMR Guidelines will be considered as part of the Housing Commission's 2017-2019 work plan for recmmendation to the City Council (see Program H4.D).
H4.D Update the BMR F	Fee Nexus Study	Update to fees consistent with the nexus of potential impacts on affordable housing need	2015	The City participated in a multi-jurisdictional nexus study that would provide a defensibile analysis to maintain the legal justification for inclusionary zoning and affordable housing impact fees. The study was reviewed by the City Council in July 2016. The City Council requested further review and action is anticipated in 2017.

(CCR Title 25 §6202 )

Jurisdiction	City of Menlo Park			
Reporting Period	1/1/2016 -	12/31/2016		
H4.E Modify Second Dv Standards and Permit F	welling Unit Development Process	Amend the Zoning Ordinance to reduce the minimum lot size to create greater opportunities for new second units to be built. Achieve Housing Element target for new second units (40 new secondary dwelling units between 2015-2023, with 5 per year) — 18 very low, 18 low and 4 moderate income second units.	2014; ongoing thereafter	Concurrent with the adoption of the 2007-2014 Housing Element in May 2013, the City of Menlo Park reviewed a Zoning Ordinance amendment for modifications to the Secondary Dwelling Unit Ordinance in recognition that secondary dwelling units can be a valuable source of affordable units because they often house family members at low or no cost, and many are limited in size and therefore, have lower rents. Besides making the City's ordinance compliant with State law, the Zoning Ordinance amendment included a number of revisions to provide greater flexibility in the development regulations to encourage more development of secondary dwelling units, which exceeds the target of 5 per year. As part of the Housing Element for the 2015-2023 Housing Element, the City of Menlo Park continued this program to further explore opportunities for additional revisions to the Secondary Dwelling Unit Ordinance. In April 2014, the City Council adopted additional revisions to the secondary dwelling unit ordinance, including increasing the maximum unit size for unit that comply with accessibility requirements, establishing a new daylight plane requirement in lieu of the wall height requirement, and providing flexibility in the tenancy requirement. In 2016, the Planning Commission considered and recommended approval of changes to the secondary dwelling unit ordinance for consistency with State law changes. The Council is considering the proposed amendments in January 2017. In 2016, building permits for 7 new secondary dwelling units were issued.
H4.F Establish a Proce the Conversion of Acce Structures to a Second	, ,	Adopt procedures and requirements to allow conversion of accessory structures and buildings (15 new secondary dwelling units — 6 very low income, 6 low income and 3 moderate income units)	2014; review the effectiveness of the ordinance in 2015	In April 2014, the City adopted an ordinance, that would allow legally permitted accessory buildings that do not meet the setback requirements for a secondary dwelling unit to be converted to a secondary dwelling unit through an administrative permit process. This conversion process through the administrative permit process was set to expire in one year from ordinance adoption, but was extended in May 2015 for one additional year, expiring in June 2016. In 2016, the City Council extended the conversion provision for an additional three years. Of the 7 building permits issued for secondary dwelling units in 2016, one resulted from the conversion process. New state law requirements would supersede the City's local ordinance regarding the conversion of accessory buildings into secondary dwelling units, and the City is currently in the process of updating its secondary dwelling commission reviewed the changes in December 2016 and the City Council is considering the amendments in January 2017.
H4.G Implement First-T	ime Homebuyer Program	Provide referrals	2015-2023	The City is referring first time homebuyers to HEART for down payment assistance since BMR funds are no longer available for this program. Information is available on the City's Housing webpage per Housing Programs H1.C and H1.D.

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(CCR Title 25 §6202)

Reporting Period	1/1/2016 -	12/31/2016		
H4.H Work with Non-Profits a on Housing Opportunity Sites	and Property Owners	Identify incentives and procedures to facilitate development of housing affordable to extremely low, very low, low and moderate income households on higher density housing sites	Ongoing	The City continues to work with Mid-Pen Housing on potential housing projects in the City. As part of the General Plan Update, zoning amendments were adopted to allow housing and mixed use developments in the C-2-B zone, which provides an opportunity to increase housing supp while adding services to key locations in the City. During the General Plan Update, the City also adopted provisions for community amenities. One of the required amenities identified was affordable housing. In exchange for increased density, height or floor area ratio, an applicant would need to commit to a minimum of 15 percent affordable housing of the total number of dwelling units in the project, regardless of whether the residential units are rental or ownership. This requirement is in addition to any BMR requirements applicable to the project.
H4.I Create Multi-Family and Use Design Guidelines	Residential Mixed	Adopt design guidelines for multi- family and mixed use housing developments	Consider as part of the City's General Plan Update (2014- 2017)	As part of the General Plan and M-2 Area Zoning Update, the City Council adopted the new R-MU (Residential Mixed Use) zoning district. The proposed zoning district includes design standards, which include a numbe of provisions addressing building modulation, height variation, site design, and open space requirements.
H4.J Consider Surplus City-C Housing	Dwned Land for	Identify opportunities for housing as they arise	Consider as part of the City's General Plan Update (2014- 2017)	As part of the General Plan and M-2 Area Zoning Update, the geographic focus was on the M-2 Area and there was no City-owned land suitable for housing. As part of a Council study session in May 2016, the Council considered potential ways to redevelop the City-owned parking plazas in th downtown with retail, entertainment and housing options.
H4.K Work with the Fire Dist	rict	Undertake local amendments to the State Fire Code and approve City Council Resolution ratifying the Fire District's local amendments	2014 (in progress)	Staff worked with the Menlo Park Fire Protection District to develop a draft ordinance to the 2016 Fire Code, and Council review is expected in early 2017.
H4.L Coordinate with School Housing with School District		Coordinate and consider school districts long-range planning, resources and capacity in planning for housing	Ongoing with Housing Element program implementation. Consider as part of the City's General Plan Update (2014- 2017)	Continued coordination on new residential development (unit type, timing, etc.) and implications for enrollment growth and facility planning with various school districts. As part of the General Plan and M-2 Area Zoning Update, staff provided the potentially affected school districts in the area with an opportunity to provide input on the Environmental Impact Report and Fiscal Impact Study prepared for the project. In addition, as part of the project, property owned by the Sequoia Union High School District was rezoned to PF (Public Facilities) to reflect the school district's desire to use the property as a future school site.
H4.M Review the Subdivisior	n Ordinance	Modify the Subdivision Ordinance as needed	Consider as part of the City's General Plan Update (2014- 2017)	No activity to date. Review is anticipated to commence in 2018.
H4.N Create Opportunities fo Development	or Mixed Use	Conduct study and establish regulations to allow housing in commercial zones	Consider as part of the City's General Plan Update (2014- 2017)	As part of the General Plan and M-2 Area Update approval in December 2016, the Council adopted zoning amendments to the C-2-B zoning district to allow residential uses to create mixed-use opportunities in key areas along the Willow Road Corridor.

(CCR Title 25 §6202)

Jurisdiction City of Menlo Park			
Reporting Period 1/1/2016 -	12/31/2016		
H4.O Review Transportation Impact Analysis Guidelines	Modify Transportation Impact Analysis (TIA) guidelines	Consider as part of the City's General Plan Update (2014- 2017)	In December 2016, the City Council adopted a new Circulation Element, recognizing that work on the Transportation Master Plan was a high priority Work on modifications to the TIA will be considered a future program and may be informed by the work of the Transportation Master Plan that is underway.
H4.P Update Parking Stall and Driveway Design Guidelines	Modify Parking Stall and Driveway Design Guidelines	2014	No activity to date. Program is to be considered in 2017.
H4.Q Achieve Long-Term Viability of Affordable Housing	Establish project management and other ongoing project coordination needs	As developments are proposed and ongoing thereafter	As part of creating the R-MU (Residential Mixed Use) zoning district concurrent with the General Plan Update, the Council included a provision that stated a preference for current or recently displaced Belle Haven residents for the affordable housing units created through the community amenity process. The City continues to partner with Hello Housing to administer the City's BMR list and to coordinate with project sponsors on qualifying tenants for affordable housing in the City per the BMR Guidelines
H4.R Modify Overnight Parking Requirements to include the R-4-S Zoning District	Modify Section 11.24.050 [Night Parking Prohibited] of the Municipal Code as needed	2014	In October 2015, the City Council approved the removal of on-street parkin along the north side of Haven Avenue as part of the Haven Avenue Streetscape Project. Identified as housing opportunity sites in the Housing Element, two parcels along Haven Avenue are currently being redeveloped with 540 multi-family residential units. The objective of the Haven Avenue Streetscape Project is to provide a direct connection for bicyclists and pedestrians between the Bay Trail and the City of Redwood City's bikeway and sidewalk network by constructing sidewalks and bicycle facilities along Haven Avenue. The removal of on-street parking is helping facilitate the enhanced multi-modal improvements along this corridor.
H4.S Explore Creation of a Transportation Management Association	Explore creation of a Transportation Management Association	Consider as part of the City's General Plan Update (2014- 2017)	As part of the General Plan and M-2 Area Update, the theme of multi-moda transportation was important. As part of three new zoning districts for the former M-2 Area, transportation demand management measures are required to reduce the number of vehicle trips by at least 20 percent below standard generation rates based on the use of the site. The creation of a TMA will be further discussed in 2017.
H4.T Explore Pedestrian and Bicycle Improvements	Coordinate with Redwood City on potential pedestrian and bicycle improvements	Consider as part of the City's General Plan Update (2014- 2017)	The City was awarded a grant from the San Mateo County Transportation Authority (Measure A funds) to implement the Haven Avenue bicycle/pedestrian improvements. The improvements include new facilities to a key corridor that connects Menio Park, San Mateo County and Redwood City. The project area includes Haven Avenue between Marsh Road and the Redwood City boundary, an area where several properties were recently rezoned to higher density housing. Through work on the Transportation Master Plan, improvements in the area can be identified. In addition, as part of the Menio Gateyway hotel and office project, pedestrian and bicycle improvements will be implemented.