



REGULAR MEETING AGENDA

Date: 2/27/2017
Time: 7:00 p.m.
City Council Chambers
701 Laurel St., Menlo Park, CA 94025

A. Call To Order

B. Roll Call

C. Reports and Announcements

Under “Reports and Announcements,” staff and Commission members may communicate general information of interest regarding matters within the jurisdiction of the Commission. No Commission discussion or action can occur on any of the presented items.

D. Public Comment

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

E. Consent Calendar

- E1. Approval of minutes from the January 23, 2017 Planning Commission meeting. ([Attachment](#))

F. Public Hearing

- F1. Use Permit/Scott Chamness/903 Timothy Lane:
Request for a use permit to add a second floor, as well as conduct interior modifications, to a single-family residence that would exceed 50 percent of the replacement value of the existing nonconforming structure in a 12-month period. The proposal would also exceed 50 percent of the existing floor area and is considered equivalent to a new structure. The subject parcel is located on a substandard lot in the R-1-U (Single-Family Urban) zoning district. ([Staff Report #17-011-PC](#))
- F2. Use Permit/Bryan Cho/515 Gilbert Avenue:
Request for a use permit to partially demolish, remodel, and add first- and second-story additions to an existing nonconforming single-story, single-family residence on a substandard lot with respect to lot area, depth, and width in the R-1-U (Single-Family Urban) zoning district. The proposed work would exceed 50 percent of the existing replacement value in a 12 month period. The proposal would also

exceed 50 percent of the existing floor area and is considered equivalent to a new structure. ([Staff Report #17-012-PC](#))

F3. Use Permit/Kanler, Inc./515 Bay Road:

Request for a use permit to construct a new two-story, single-family residence on a substandard lot with regard to lot width and lot area in the R-1-U (Single-Family Urban Residential) zoning district. In addition, one heritage Joshua tree, 30 inches in diameter, in fair condition, and one heritage coast live oak, 22 inches in diameter, in fair condition, at the right side of the property would be removed. In addition, a heritage coast live oak, 16 inches in diameter, in fair condition, would be pruned more than 25 percent. ([Staff Report #17-013-PC](#))

F4. Use Permit Revision and Architectural Control Revision/DES Architects & Engineers/
1430 O'Brien Drive:

Request for a use permit and architectural control to partially convert, expand, and architecturally update an existing research and development (R&D) building located in the M-2 (General Industrial) zoning district. This project is a revision to approvals for a use permit and architectural control previously granted by the Planning Commission on July 25, 2016. The applicant is also requesting a use permit for indoor use and indoor and outdoor storage of hazardous materials in association with life sciences and biotechnology R&D. All hazardous materials would be stored within the building, with the exception of diesel fuel for a proposed emergency generator. In addition, the applicant is requesting a use permit for an outdoor seating area associated with cafe operations to be hosted within the building. In addition, one heritage flowering pear tree (19-inch diameter), in fair condition, at the center of the property would be removed. The applicant is also requesting a parking reduction based on the uses within the building and the proposed tenants' operations. Approximately 197 parking spaces would be provided, where 282 parking spaces are required by the M-2 square-footage-based parking requirements. The project includes a Below Market Rate (BMR) Agreement for the payment of an in lieu fee or the delivery of equivalent off-site units. *[Continued to the Planning Commission meeting of March 13, 2017](#)*

G. Informational Items

G1. 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: 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: 02/22/17)

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: 1/23/2017
Time: 7:00 p.m.
City Council Chambers
701 Laurel St., Menlo Park, CA 94025

Agenda previously amended to delete item G2

A. Call To Order

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

B. Roll Call

Present: Andrew Barnes, Drew Combs (Vice Chair), Susan Goodhue, Larry Kahle, John Onken, Henry Riggs (arrived at 7:06 p.m.), Katherine Strehl (Chair)

Staff: Thomas Rogers, Principal Planner, Ori Paz, Planning Technician, Tom Smith, Associate Planner, Kaitie Meador, Associate Planner

C. Reports and Announcements

Principal Planner Thomas Rogers said the City Council at its January 24 meeting would review the Planning Commission's recommendations on zoning ordinance amendments related to secondary dwelling units and child care facilities. He said if the Council approved the changes the ordinance adoption could occur at the Council's February 7 meeting. He said at the 24th meeting the Council would also consider the primary project actions for the Station 1300 project. He said if the Council approved those actions that it could then follow up with the development agreement ordinance adoption on February 7. He said also on the 24th agenda was an information item on the implementation of ConnectMenlo. He said the Council was tentatively scheduled to hold a special meeting on January 27 during the day for a goal setting session.

D. Public Comment

There was none.

E. Consent Calendar

- E1. Approval of minutes from the December 12, 2016 Planning Commission meeting. ([Attachment](#))

ACTION: Motion and second (Larry Kahle/John Onken) to approve the minutes as submitted; passes 5-0-1-1 with Commissioner Goodhue abstaining and Commissioner Riggs not yet in attendance.

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 nonconforming single-family, two-story residence with a basement on a lot 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 from the meeting of January 9, 2017 (Staff Report #17-005-PC)*

Chair Strehl noted that Commissioner Henry Riggs had arrived.

Staff Comment: Planning Technician Ori Paz said staff had no additions to the written report.

Questions of Staff: Planning Technician Paz confirmed for Commissioner Kahle that work under the previous permit approval had been completed.

Applicant Presentation: Ms. Shannon Thoke said she and her husband were the residents and property owners of 116 O'Connor Street. She said they completed their previous addition in 2013 and since then their family had increased. She said they would like to add 107 square feet to the first floor and 315 square feet to the second story to accommodate a full remodel of the kitchen and removal of the wall between the kitchen and living room. She said they were adding three feet to the side of the kitchen along the driveway area and adding a small pantry and exit where the current exit was currently located. She said they were adding a bedroom to the second floor and a hallway to access, which required moving the egress window in one of the rooms. She said they have a great deal of trees in the rear yard providing privacy for them and their neighbors.

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

Commission Comment: Planning Technician Paz confirmed for Commissioner Onken that the residence was not within the flood zone. Commissioner Onken said the previous project had been perfectly acceptable and he didn't see any problems caused by the proposed additions. He moved to approve as recommended in the staff report. Commissioner Susan Goodhue seconded the motion.

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

1. Make a finding that the project is categorically exempt under Class 1 (Section 15301, "Existing Facilities") of the current California Environmental Quality Act (CEQA) Guidelines.
2. Make findings, as per Section 16.82.030 of the Zoning Ordinance pertaining to the granting of use permits, that the proposed use will not be detrimental to the health, safety, morals, comfort and general welfare of the persons residing or working in the neighborhood of such proposed use, and will not be detrimental to property and improvements in the neighborhood or the general welfare of the City.
3. Approve the use permit subject to the following **standard** conditions:
 - a. Development of the project shall be substantially in conformance with the plans prepared by Michelle Miner Design consisting of 8 plan sheets, dated received January 11, 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. Simultaneous with the submittal of a complete building permit application, the applicant shall submit documentation of a deferred frontage improvement agreement or plans indicating that the applicant shall remove and replace any damaged and significantly worn sections, or complete any future frontage improvements as deemed necessary by the City. The agreement or plans shall be submitted for review and approval by the Engineering Division, and must be approved prior to the issuance of building a permit.
- f. Heritage trees in the vicinity of the construction project shall be protected pursuant to the Heritage Tree Ordinance

F2. Use Permit and Variances/Eugene Sakai/1199 North Lemon Ave:

Request for a use permit to demolish two existing one-story residences to build a new two-story residence with a basement on a substandard lot with regard to lot width in the R-1-S (Single-Family Suburban Residential) zoning district. The project also includes a variance request for the residence to have a corner side (facing Croner Avenue) setback of eight feet, where the requirement is 12 feet, for both the first and second stories. In addition, one heritage coast live oak (25.3-inch diameter), in fair condition, at the front of the property, and one heritage flowering plum (19.4-inch diameter), in poor condition, at the left side of the property, would be removed. An earlier version of the project was previously reviewed and continued by the Planning Commission on August 15, 2016. ([Staff Report #17-006-PC](#))

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

Questions of Staff: Commissioner Kahle said the staff report indicated notches in the fence for pedestrian safety but he did not see those in the drawings. Associate Planner Smith said staff had discussed those with the applicant after the drawings had been completed. He said a condition was included to require the applicant to come back with revised drawings to provide at least two additional notches in the fence, each at least a foot and a half in depth, for pedestrian safety. Commissioner Kahle asked what length those would extend. Associate Planner Smith said the condition did not specify the width and suggested the Commission could amend the condition to reflect that dimension if it so desired.

Applicant Presentation: Ms. Mina Chang, one of the homeowners of the subject property, said they had not had time to present the revised drawings with the two additional fence notches before the hearing. She provided rough sketches of the proposed changes for distribution to the Commission. She said a concern was expressed in their prior hearing before the Commission regarding the proposed location of the driveway. She said the new proposal moved the driveway to the N. Lemon side. She said they had previously asked for a setback variance for eight feet as it was a corner lot. She said they had discussed that with the affected neighbor and were now requesting a four foot variance on the Croner side of the lot where the requirement was 12 feet. She said they were not asking for a variance on the interior side. Mr. Eugene Sakai, project architect, said they had reduced the width of the house by two feet.

Commissioner Onken said the garage and driveway had been put in the front but that meant removal of a Live oak. Ms. Chang said that the tree was in fair condition and there was not enough space for the driveway width if they were to build around it. Commissioner Onken asked about the tree replacement. Mr. Sakai said perhaps a sycamore but they were still discussing.

Chair Strehl opened the public hearing.

- Sue Kinder said she lived across the street from the subject property and that she had been at the previous hearing with a number of neighbors. She said it was good the applicants had reduced the home width by two feet but with the basement they would have over 5,300 square feet of livable space. She said she was upset that another heritage oak would be lost noting a prior owner of the property had removed a heritage acacia and other trees. She suggested they plant a replacement tree in the rear where their back windows overlook her pool and gazebo. She said she had also requested that the front entry be located on N. Lemon rather than on the side next to her garage noting the area was narrow and delivery trucks would create blockage. She said a 10-foot setback on the second floor of the project was appropriate.
- Tom Baker, N. Lemon Street, said his house has a 10-foot setback and the project would have 10-foot setback. He said he found the applicants amenable and he was not worried about the tree replacement. He said with the garage on N. Lemon that they could not really put the front door there as that side was not wide enough.
- Neil White, Croner Avenue, said his home was about three properties down from the subject property, and he shared the concern that circulation might be impacted indicating concern about pedestrian safety. He said the required setback was 12 feet and the variance request was for an eight foot setback. He said he could not visualize the fence notches and was concerned that fence would create an alley on Croner Avenue.

Chair Strehl closed the public hearing.

Commission Comment: Commissioner Kahle said there seemed to be a forty foot setback on the N. Lemon side and asked why house was set so far back. Ms. Chang said because of the grade and hill noting that the existing two cottage homes and heritage tree were located similarly.

Commissioner Riggs asked if there was any restriction on seven-foot fences along a property line. Assistant Planner Smith confirmed for Commissioner Riggs that the restriction would only apply to the front setback.

Commissioner Riggs said there was a tall window in the stairwell on the east side facing the neighbor's home and that stairwell windows caused view problems. He asked if the applicants would consider glass that would obscure the view. Ms. Chang said they would be willing to consider that. Mr. Sakai said they would plant trees on that side of the property as well. Commissioner Riggs noted the long window on the side of the garage and asked if they would consider a different form. Ms. Chang said it was for light and they were not attached to the form. Commissioner Kahle asked about the glazing for the stairway windows. Commissioner Riggs said there were many textured glasses and the applicant might want to have all the staircase windows the same. He said he would want the obscuring glass from the first floor plate up, noting angle views. Ms. Chang said they were open to the idea.

Commissioner Kahle said he appreciated the thought put into the responses to the comments from the previous hearing such as moving the garage and driveway to N. Lemon. He said the notches in the fence was a great idea and he would like to see those two feet deep and as long as possible, perhaps eight to 10 feet long to give pedestrians safe passage on Croner. He said he liked how the fence was brought back away from the entry to make the entry more visible from the street. He said he appreciated the comment about the glazing for the stairwell window. He said the request for the four-foot variance for the setback was reasonable. He said he supported the project as proposed.

Commissioner Onken said regarding the concern about the glass on the stairway that he believed the neighbor's house on that side was a stone wall. He asked if there were windows on the neighbor's side. Assistant Planner Smith indicated that there were. Commissioner Onken said they had to make the findings for the variance request including this was a situation specific to this property and would not set a precedent. He said this site was generally buildable but they should be very mindful about the variance request. He said regarding the concern about traffic that two driveways would be eliminated from Croner Avenue. He said beyond the threat of delivery trucks he was happy the project was not encouraging more traffic or parking on Kroner. He said it was unfortunate that the oak in the front would need to be removed but that was not possible realistically with a two-car garage there. He said other than the loss of the tree the project was within the Planning Commission's guidance and the architecture had been consciously thought through with no objectionable views. He said they had dealt with the terrace on the rear of the house.

Chair Strehl said she thought the applicants had been responsive to the direction of the Planning Commission noting they had relocated the garage to the front. She said also the setback from Croner was currently three feet but would be eight feet. She acknowledged it would be a big house and a big change for residents along Croner but she thought the applicants had been very responsive.

Commissioner Goodhue said the applicants had responded to comments and direction and had reconfigured the proposed house significantly. She said she recalled that the oak tree in the front was not in very good shape. She said the landscape plan was well thought out and it was comforting that the property would be well landscaped even with the loss of the oak tree. She said she liked the garage window as broke up the mass of stone. She said she liked the notching idea for the fence. She questioned whether they needed a seven-foot fence and suggested they might want to lower it a foot as Croner was a narrow street. She also suggested softening the interface of the paving and the masonry at the bottom of the fence. She said it was a big house but she thought the architect had done a good job given the narrowness of Croner.

Commissioner Riggs said the horizontal fence and slats were indicated as six-feet tall on the landscape plans. He said on A3.1 the fence was called out at six feet. Commissioner Kahle said that dimension looked like it was to the windowsill and from finished floor and not from grade. Mr. Sakai said they had drawn the fence as seven feet on the A3.0 and A3.1 sheets.

Commissioner Riggs moved to make the findings for the variance request and for the use permit per the staff report with one modification for obscure glass in the stairwell from the first floor plate height from seven foot of the first story up.

Commissioner Combs thanked the applicants for their responsiveness. He said he had concerns with a large imposing structure replacing two cottages on a very small narrow street. He said that they were also were requesting a variance made this extraordinary in what would be allowed, which concerned him. He said he did not like how Croner would look after the building of the proposed home and thought it would be a detriment to that street and neighborhood.

Commissioner Kahle said he appreciated Commissioner Combs' comments. He said it was a large house and very well designed. He said he was glad to see the height reduced. He made the second to Commissioner Riggs' motion. He said regarding the garage window that Commissioner Riggs had suggested breaking it up with mullions. He said the master bedroom window could be used as a template for the garage window. He said on the east elevation was a large chimney on the second floor over the master closet and asked its purpose. Mr. Sakai said the chimneys on the project were basically for plumbing, furnace and water heater vents. He said with a metal roof he thought it was nice to not have to penetrate it with such vents.

Replying to Commissioner Combs, Chair Strehl said that Commissioner Riggs had requested obscure glass on the second story stairwell and that Commissioner Kahle had made a suggestion about making some division in the garage window.

Commissioner Kahle asked if they would see the drawing again to show the notches in the fence. Chair Strehl asked if that could come back to the Commission as a substantial conformance question rather than another hearing or whether staff could staff review and approve.

Assistant Planner Smith said staff's preference would be that the Commission's conditions be defined that staff could review and approve, or if the Commission preferred they could do the email substantial conformance process. Chair Strehl said her preference was for the conditions to be made for staff review and approval.

Commissioner Riggs said he would like to add a condition that plans be revised to add notches to the fence similar to the drawing provided subject to staff review and approval. He asked if notches circled trees at the property line. Assistant Planner Smith said one notch proposed was originally to do that. He said staff suggested also doing notches for enough space for pedestrians to step aside for traffic. Commissioner Riggs said he would defer to staff on that. Assistant Planner Smith asked about the obscured window on the second floor and whether that was on the interior side. He said if it was seven feet it might result in part of the first floor window being obscured. He asked if the intent was only for the second story window portion to be covered. Commissioner Riggs said the distance specification was due to the angle of view from a stairwell. He said if there was no mullion at seven feet that the obscure glass would have to go the next mullion. He said regarding the garage window that he commented as he did not believe it would be one piece of glass without any division. He said considering the quality of the proposed design he was satisfied with calling the window to the attention of the architect if Commissioner Kahle as the maker of the second agreed.

Commissioner Kahle said he agreed.

Commissioner Goodhue confirmed that obscure glass would include textured glass.

ACTION: Motion and second (Riggs/Kahle) to make the findings for the variance request and use permit, and approve with the following modification; passes 7-0.

1. Make a finding that the project is categorically exempt under Class 3 (Section 15303, "New Construction or Conversion of Small Structures") of the current 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 the following findings as per Section 16.82.340 of the Zoning Ordinance pertaining to the granting of a variance:
 - a. The lot is substandard with regard to lot width and located on a corner with a 12-foot corner side setback. If the combined 22 feet of required side setbacks are taken into account, a new residence could be no wider than 19.34 feet, which is unusually narrow for a typical residence in the R-1-S district. These conditions represent a hardship unique to the property. This hardship was not created by the current owner.
 - b. Given the unusually narrow width of the lot, the granting of the requested variance would not constitute a special privilege to the owners. The width of the proposed residence would vary between 17 feet, 1 inch and 25 feet, 2 inches, which would still be relatively modest considering the width of a typical R-1-S-zoned residence.
 - c. The permitted encroachment would not be particularly detrimental to the public health, safety, or welfare. The proposed residence would be set back over 41 feet from North Lemon Avenue and would not substantially impair the sight distance of drivers at the intersection of North Lemon and Croner Avenues. The proposed right side setback of eight feet would be an improvement from the current one-foot setback of the existing residence from Croner Avenue. Given that an interior side yard of 10 feet would be maintained on the east side of the property and Croner Avenue separates the subject property from the adjacent residence to the west, an adequate supply of light and air would be provided to adjacent properties.
 - d. The conditions upon which the requested variance would be based are specific to this property. The unusually substandard lot width and the subject property's location on a corner make the requested variance unique to this property and not generally applicable to other properties within the same zoning classification.
 - e. The property is not within any Specific Plan area, and thus a finding regarding an unusual factor does not apply.
4. Approve the use permit and variance subject to the following **standard** conditions:

- a. Development of the project shall be substantially in conformance with the plans prepared by Studio S Squared Architecture, Inc., consisting of twenty-one plan sheets, dated received on December 17, 2017, and approved by the Planning Commission on January 23, 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. Simultaneous with the submittal of a complete building permit application, the applicant shall submit plans indicating that the applicant shall remove and replace any damaged and significantly worn sections of frontage improvements. The plans shall be submitted for review and approval of the Engineering Division.
 - f. Simultaneous with the submittal of a complete building permit application, the applicant shall submit a Grading and Drainage Plan for review and approval of the Engineering Division. The Grading and Drainage Plan shall be approved prior to the issuance of grading, demolition or building permits.
 - g. Heritage trees in the vicinity of the construction project shall be protected pursuant to the Heritage Tree Ordinance.
5. Approve the use permit and variance subject to the following ***project-specific*** conditions:
- a. Simultaneous with the submittal of a complete building permit application, the applicant shall submit a construction phasing and staging plan demonstrating that vehicular ingress and egress from Croner Avenue will not be substantially impeded by the construction process. The construction phasing and staging plan shall be subject to review and approval by Planning and Building Divisions prior to issuance of the building permit.
 - b. Simultaneous with the submittal of a complete building permit application, the applicant shall include no less than two additional notches in the proposed fence on the rear half of the lot (not including the proposed notch for the protection of a heritage oak). The notches shall be evenly-spaced along the length of the fence and have a depth of no less than one foot, six inches subject to review and approval by the Planning Division prior to issuance of the building permit.
 - c. ***Simultaneous with the submittal of a complete building permit application, the applicant shall revise the plans to specify the use of obscure glass on the central***

stairwell windows on the east (left) elevation beginning at a height seven feet above the first-story finished floor to the top of the window(s), subject to review and approval by the Planning Division prior to issuance of the building permit.

G. Regular Business

G1. Review of Determination of Substantial Conformance/Farnad Fakoor and Aria Vatankhah/755 and 763 Cambridge Avenue:

Review of the Determination of Substantial Conformance for modifications of elevations, doors, and windows to an approved use permit application for two new two-story residences located on a substandard lot with regard to lot width in the R-2 zoning district. Review requested by Commissioner Kahle. ([Attachment](#))

Commissioner Kahle said the removal of the muntin bars was not in keeping with what the Commission had approved and that at least one of the main windows had now become a sliding glass window. He said he wanted the design to be as close as possible to what the Commission had approved and he wanted the wrought iron that was now proposed to be removed to be kept.

Commissioner Riggs asked if the changes were only to 755 and not to 763 Cambridge. Principal Planner Rogers said he had compiled the final documents. He said the two buildings looked quite a bit alike and he might have removed pages he thought were duplicates but were not. He said the existing design was comparable to what was shown on the front and comparable from one building to the other. He said he thought enough information was provided for the Commission to evaluate and make a determination.

Commissioner Riggs said there was a mysterious glazing note in red: "Note that all windows are double glazed in the area."

Chair Strehl said she forgot to introduce Kaitie Meador the project planner. She asked the applicant to come forward and explain why they had made the changes.

Farnad Fakoor introduced her husband Aria Vatankhah. She said regarding the windows that they had trouble with the company they ordered from as the windows the architect had designed were not standard and needed to be customized. She said rather than have grids on the windows they wanted clearer windows like other new homes being built in the neighborhood and to have all the windows super large. She said the door to the terrace was to have been very large French doors and they thought wrought iron around a four-foot deep terrace was too much. She said the second story sliding window mentioned was for practical reasons but they were willing to change to casement. She said on the rear they have French doors. She said they were not trying to make the design cheaper. She said they intended to live in the front unit. She said they would not have a backyard and thought to gain some open space in front which was another reason they wanted to drop the wrought iron around the terrace and plant greenery.

Commissioner Combs asked about the person who prepared the design. Ms. Vatankhah said it was a designer, who had been recommended by friends.

Commissioner Onken said he was confused about the big window with the terrace in front. He said on the plan the window was setback and there seemed to be two pockets. Mr. Fakoor said that had been for the door but it was a fixed window now.

Commissioner Kahle said he now understood about the French doors and the wrought iron on the terrace, which was fine with him. He said if the windows needed to be changed to standard sizes that was fine but he did not understand why they needed to be clear without grids.

Commissioner Riggs said that all the changes proposed would save costs. He said regarding sizes that most all of the windows had been redrawn at the same sizes except for two deep French door groups, which had been shortened and that would save money. He said it was not unusual for window specifications to change with the manufacturer selection. He said that having deeper French doors at the front and back was better and suggested they look at a project on the 100 block of Sevier Avenue.

Ms. Fakoor said their purpose was not to just save money but the French doors in the front were for the purpose of going onto the terrace. She said however the terrace was so small and with the tall entry door near that the French doors were not needed. She said she had stated for the record that they had a designer that was not a licensed architect. She said her husband worked with four companies all of whom had said the windows were oversized, custom windows. She said the cost would be five to six times more but proportionately for this size home to have a huge door and a small terrace was not appealing to them. She said it was an aesthetic decision as well as a financial one. She said also when they looked at where to put a couch that a fixed window served better than large French doors.

Commissioner Onken said that if the Commission looked at the proposed elevations as a new application whether they would insist that it needed to have a French door there. He said when the design came forward the first time it had been a jumbled and not well thought out design, but had been calmed down to something they found approvable. He said that it was not that much different from the approved design. He said the house was perfectly fine as proposed.

Chair Strehl said she tended to agree with Commissioner Onken.

Commissioner Kahle said the project was proposed as a Tuscan design and for that he would want to see divided lights, which had been promised when they approved the project.

Commissioner Goodhue said regarding divided lights that they should either have true divided lights or none. She said she would not want to see dividers just for the sake of dividers. She said she thought the changes proposed were gradations enough that the project was not so different from the original proposal.

Commissioner Kahle moved that the proposed changes were not in substantial conformance with the project previously approved.

Commissioner Combs asked if this motion was carried whether the Commission would need to provide direction and if the project would need to come back before the Commission. Principal Planner Rogers said the applicant would be able to apply for a use permit revision, but if the majority of the Commission had indicated they were not supportive of those changes then that might not be fruitful. He said if the Commission made a finding that it was not in conformance, and could be very specific about the elements that were not in conformance, then the applicant could revise the plans to address those for staff to review for conformance without further Commission involvement.

Commissioner Combs seconded Commissioner Kahle's motion.

Recognized by the Chair, Commissioner Riggs said Commissioner Onken had a valid point about the proposed changes and asked Commissioner Kahle whether the use of divided light windows would make the proposed changes acceptable. Commissioner Kahle said that it would. He asked staff to address divided and simulated divided lights.

Principal Planner Rogers said manufacturers did not use terms universally as to what simulated divided light windows were so the City made a determination that the best modern windows were those with grids on both the outside and inside, as well as a spacer bar between the two panes.

Commissioner Kahle said that major manufacturers did not make true divided lights anymore as there were too many seals that could be broken. He said he wanted to keep the simulated divided light windows.

Chair Strehl said there was a first by Commissioner Kahle and a second by Commissioner Combs to find that the changes were not in substantial conformance with what the Commission had previously approved.

ACTION: Motion and second (Kahle/Combs) to find that the changes were not in substantial conformance with what the Commission had previously approved; failed 2-4-1 with Commissioners Kahle and Combs supporting, Commissioners Goodhue, Onken, Riggs, and Strehl opposed, and Commissioner Barnes abstaining.

Chair Strehl noted that the motion failed and informed the applicants their revisions were therefore in substantial conformance.

H. Informational Items

H1. Future Planning Commission Meeting Schedule

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

I. Adjournment

Chair Strehl adjourned the meeting at 8:33 p.m.

Staff Liaison: Thomas Rogers, Principal Planner

Recording Secretary: Brenda Bennett



STAFF REPORT

Planning Commission

Meeting Date: 2/27/2017
Staff Report Number: 17-011-PC

Public Hearing: Use Permit/Scott Chamness/903 Timothy Lane

Recommendation

Staff recommends that the Planning Commission approve a request for a use permit to add a second floor, as well as conduct interior modifications, to a single-family residence located on a substandard lot in the R-1-U (Single-Family Urban) zoning district, at 903 Timothy Lane. The proposed work would exceed 50 percent of the replacement value of the existing nonconforming structure in a 12-month period. The proposal would also exceed 50 percent of the existing floor area and is considered equivalent to a new structure. The recommended actions are contained within Attachment A.

Policy Issues

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

Background

Site location

The subject site is located at 903 Timothy Lane, near the intersection of Bay Road and Timothy Lane. A location map is included as Attachment B. The subject parcel is primarily surrounded by single-family homes that are also in the R-1-U zoning district. The neighboring vacant parcel on the left of the subject property (at the corner of Timothy Lane and Bay Road) is owned by the City and County of San Francisco and is used for an underground water pipeline. Timothy Lane, which forms a horseshoe with Peggy Lane, is primarily one-story in character, although there are a few two-story homes on both Timothy Lane and Peggy Lane. The neighborhood features homes of varied architectural styles, including ranch and craftsman homes.

Analysis

Project description

The applicant is proposing to remodel an existing single-story, single-family residence and attached one-car garage, and construct a new two-car attached garage and second floor. The right side of the building encroaches into required five foot setback, making it a nonconforming structure with regard to the provisions of the Zoning Ordinance. The remodeling and additions would exceed 50 percent of the existing replacement value in a 12-month period, as discussed in more detail in the Valuation section. However, the additions would comply with all the setback requirements, and the framing members of the

nonconforming walls and roof would be retained.

The house is proposed to be 25 feet, six inches in height, below the maximum permissible height of 28 feet, and the proposed structure would include an allowable intrusion into the daylight plane at the second floor gable. Parcels with a required side setback of five feet, may allow two-story buildings to include gables (or dormers) to intrude into the daylight plane by no more than 10 feet. The applicant proposes a daylight plane intrusion of two feet, one inch, in compliance with these provisions. Also, although the residence would be located at the 20-foot front setback, the second floor would be inset 33 feet, seven inches from the front property line.

The proposal is shown as complying with the FAL (Floor Area Limit). However, sections indicate that a portion of the attic may exceed five feet in height, which should be counted against the FAL total. As a result, staff has included condition 4a, requiring that the total FAL of 2,800 square feet not be exceeded. Slight changes to interior ceiling heights and/or the roof could be required as a result, but staff does not believe such modifications would affect the substance of the proposal. A data table summarizing parcel and project attributes is included as Attachment C. The project plans and the applicant's project description letter are included as Attachments D and E, respectively.

Design and materials

The applicant proposes to update this bungalow style home by remodeling the interior and adding floor area to front of the home to create a two-car garage and three additional bedrooms at the second floor. The exterior materials would remain stucco (but newly painted) with composition shingle roofing. The left side porch would feature square, fluted columns, and the remodeled home would have decorative corbels above the small rear porch. The new garage would be a prominent design feature, although many other houses in the area also have prominent garages (some in one-car configurations). In addition, the garage would have a metal carriage door in a two-door style, providing some visual interest.

All the windows would be vinyl, simulated divided light windows. The second floor would be inset on the left and front sides, which would reduce the perception of mass. The windows on the sides of the second floor would have relatively high sill heights, with the exception of the windows opposite the stairway on the right side. However, the applicant has stated that this proposal represents a design which incorporated the immediate neighbors' input regarding windows and privacy concerns. Photographs of the existing residence and perspective renderings of the project are included as Attachment F.

As part of the project review, staff encouraged the applicant to simplify and standardize elements such as the window sizes/shapes and roof pitches, as they could be considered somewhat cluttered or unnecessarily varied. The applicant has considered staff's comments and believes that the existing window locations would create natural light, a sense of openness, and well-being, as noted in their addendum to the project description letter (Attachment E). Although staff believes the design could potentially be improved further, staff believes that the new additions and the proposed façade modifications to the residence are consistent with the general neighborhood, with regard to scale, material, and style. The Planning Commission may wish to consider this topic in more detail.

Trees and landscaping

There are a total of three trees (two coast live oaks and one ginkgo biloba tree) on and near the subject property. All three trees are heritage trees. The applicant has submitted an arborist report (Attachment G) detailing the species, size, and conditions of these trees. The proposed site improvements should not adversely affect any of the trees as tree protection measures will be ensured through standard condition 3g and recommended condition 4b, which includes additional tree protection measures recommended by the City Arborist such as excavation by hand only, and no grading in tree protection zones.

Currently, the left side fencing extends past the property line, onto the San Francisco pipeline parcel. This is proposed to remain. A representative of the San Francisco Public Utilities Commission contacted staff with some initial questions about the project, but has not raised any concerns with the proposal to retain this existing fencing. If the fencing were required to be relocated to the property line, the arborist report may need to be revised, as such a change could impact the heritage ginkgo and coast live oak near the front left corner of the parcel.

Valuation

The City uses standards established by the Building Division to calculate the replacement and new construction costs on which the use permit threshold is based. The City has determined that the replacement cost of the existing structure would be \$231,290, meaning that the applicant would be allowed to propose new construction and remodeling at this site totaling less than \$115,645 in any 12-month period without applying for a use permit. The City has determined that the value of the proposed work would be approximately \$359,385. Based on this estimate, the proposed project exceeds 50 percent of the replacement cost of the existing structure, therefore requiring use permit approval by the Planning Commission.

Correspondence

The property owners have stated that they have discussed their plans with their immediate neighbors. At present, 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 metal carriage garage door and the square-columned side porch 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 1 (Section 15301, "Existing Facilities") of the current California Environmental Quality Act (CEQA) Guidelines.

Public Notice

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

Appeal Period

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

Attachments

- A. Recommended Actions
- B. Location Map
- C. Data Table
- D. Project Plans
- E. Project Description Letter
- F. Photographs and Perspective Renderings
- G. 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:

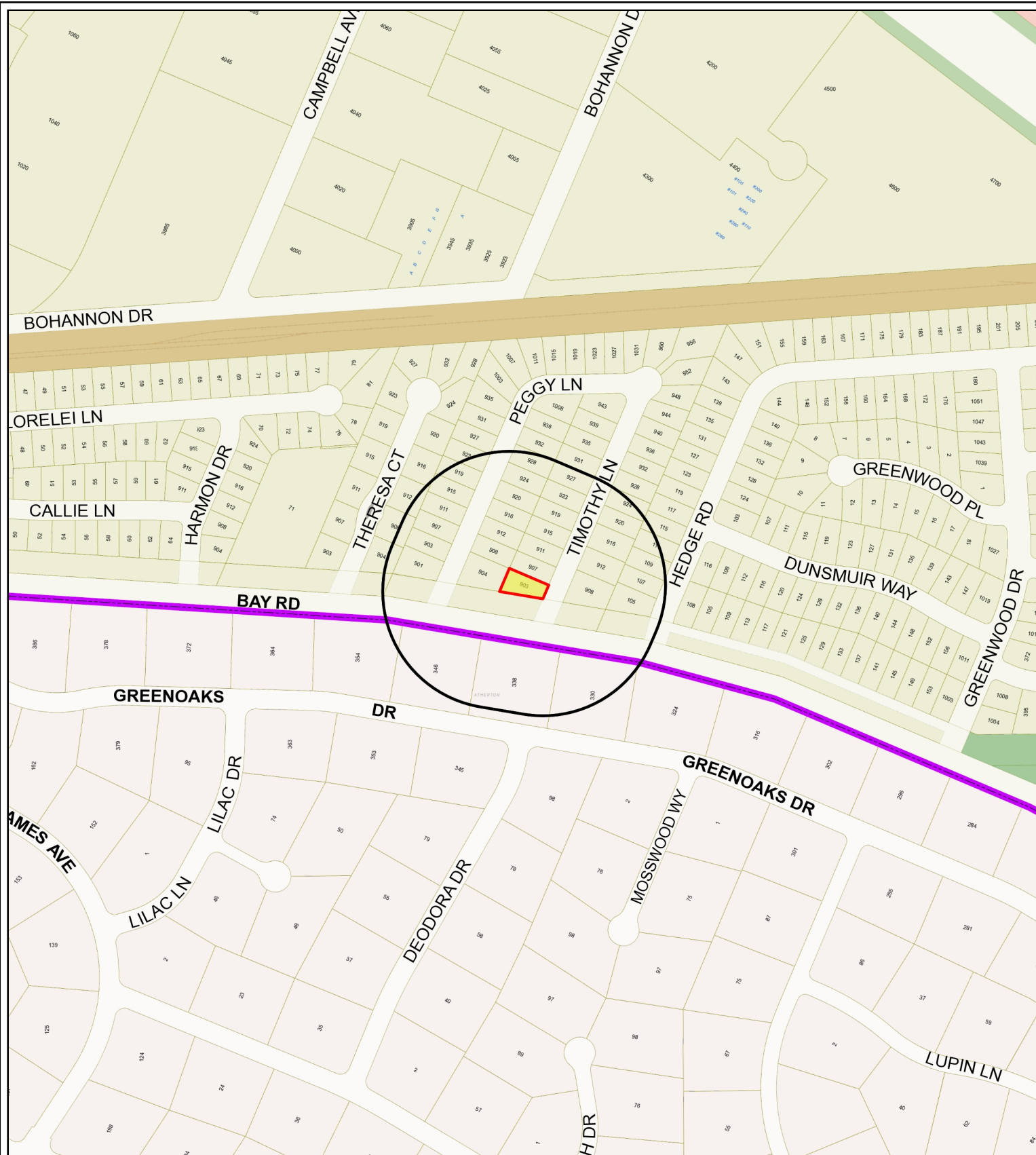
Thomas Rogers, Principal Planner

903 Timothy Lane – Attachment A: Recommended Actions

LOCATION: 903 Timothy Lane	PROJECT NUMBER: PLN2016-00096	APPLICANT: Scott Chamness	OWNER: Scott and Tandra Chamness
REQUEST: Request for a use permit to add a second floor, as well as conduct interior modifications, to a single-family residence located on a substandard lot in the R-1-U (Single-Family Urban) zoning district. The proposed work would exceed 50 percent of the replacement value of the existing nonconforming structure in a 12-month period. The proposal would also exceed 50 percent of the existing floor area and is considered equivalent to a new structure.			
DECISION ENTITY: Planning Commission	DATE: February 27, 2017	ACTION: TBD	
VOTE: TBD (Barnes, Combs, Goodhue, Kahle, Onken, Riggs, Strehl)			
<p>ACTION:</p> <ol style="list-style-type: none"> 1. Make a finding that the project is categorically exempt under Class 1 (Section 15301, “Existing Facilities”) of the current California Environmental Quality Act (CEQA) Guidelines. 2. Make findings, as per Section 16.82.030 of the Zoning Ordinance pertaining to the granting of use permits, that the proposed use will not be detrimental to the health, safety, morals, comfort and general welfare of the persons residing or working in the neighborhood of such proposed use, and will not be detrimental to property and improvements in the neighborhood or the general welfare of the City. 3. Approve the use permit subject to the following standard conditions: <ol style="list-style-type: none"> a. Development of the project shall be substantially in conformance with the plans prepared by Rod Lacasia consisting of six plan sheets, dated received February 22, 2017, and approved by the Planning Commission on February 27, 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. Simultaneous with the submittal of a complete building permit application, the applicant shall submit plans indicating that the applicant shall remove and replace any damaged and significantly worn sections of frontage improvements. The plans shall be submitted for review and approval of the Engineering Division. f. Simultaneous with the submittal of a complete building permit application, the applicant shall submit a Grading and Drainage Plan for review and approval of the Engineering Division. The Grading and Drainage Plan shall be approved prior to the issuance of grading, demolition or building permits. g. Heritage trees in the vicinity of the construction project shall be protected pursuant to the Heritage Tree Ordinance. 4. Approve the use permit subject to the following project-specific conditions: 			

903 Timothy Lane – Attachment A: Recommended Actions

LOCATION: 903 Timothy Lane	PROJECT NUMBER: PLN2016-00096	APPLICANT: Scott Chamness	OWNER: Scott and Tandra Chamness
REQUEST: Request for a use permit to add a second floor, as well as conduct interior modifications, to a single-family residence located on a substandard lot in the R-1-U (Single-Family Urban) zoning district. The proposed work would exceed 50 percent of the replacement value of the existing nonconforming structure in a 12-month period. The proposal would also exceed 50 percent of the existing floor area and is considered equivalent to a new structure.			
DECISION ENTITY: Planning Commission	DATE: February 27, 2017	ACTION: TBD	
VOTE: TBD (Barnes, Combs, Goodhue, Kahle, Onken, Riggs, Strehl)			
<p>ACTION:</p> <ul style="list-style-type: none"> a. Simultaneous with the submittal of a complete building permit application, the applicant shall submit revised plans that demonstrate full compliance with the allowable floor area limit (FAL), subject to review and approval of the Planning Division. In particular, section diagrams and dimensions shall be provided to verify interior attic height measurements as measured from the top of the ceiling joist to the bottom of the roof sheathing. b. Simultaneous with the submittal of a complete building permit application, the applicant shall submit a revised arborist report addressing the following, subject to the review and approval of the Planning Division: <ul style="list-style-type: none"> i. Add to the Tree Protection Plan guidelines: "Any excavation within the tree protection zone shall be carefully performed by hand." ii. Add to the Tree Protection Plan guidelines: "No grading within the tree protection zones of on- and off-site Heritage trees." 			



City of Menlo Park
 Location Map
 903 TIMOTHY LANE



Scale: 1:4,000

Drawn By: MTM

Checked By: THR

Date: 2/27/2017

Sheet: 1

903 Timothy Lane – Attachment C: Data Table

	PROPOSED PROJECT	EXISTING PROJECT	ZONING ORDINANCE
Lot area	5,636 sf	5,636 sf	7,000 sf min.
Lot width	38 ft.	38 ft.	65 ft. min.
Lot depth	111.3 ft.	111.3 ft.	100 ft. min.
Setbacks			
Front	20 ft.	26.5 ft.	20 ft. min.
Rear	24.8 ft.	24.8 ft.	20 ft. min.
Side (left)	16.9 ft.	16.9 ft.	5 ft. min.
Side (right)	4.9 ft.	4.9 ft.	5 ft. min.
Building coverage	1,730 sf 30.6 %	1,649.8 sf 29.3 %	1,972 sf max. 35 % max.
FAL (Floor Area Limit)	2,798 sf	1,606.8 sf	2,800 sf max.
Square footage by floor	1,167 sf/1 st 1,068 sf/2 nd 460 sf/garage 103 attic > 5ft 12 sf/fireplaces 119 sf/porch	1,339 sf/1 st 267.8 sf/garage 43 sf/porch	
Square footage of building	2,929 sf	1,649.8 sf	
Building height	25.5 ft.	15.3 ft.	28 ft. max.
Parking	2 covered	1 covered	1 covered/1 uncovered
Trees	Heritage trees 3	Non-Heritage trees 0	New Trees 0
	Heritage trees proposed for removal 0	Non-Heritage trees proposed for removal 0	Total Number of Trees *3

* Two trees are on neighboring parcels.



REVISION NO.	DATE	DESCRIPTION
1	11/16/16	R/LB
2	2/21/2017	R/LB

REMODEL & SECOND STORY ADDITION
903 TIMOTHY LANE,
MENLO PARK, CA

SITE PLAN, AREA PLAN,
STREET VIEW

DRAWINGS PROVIDED BY:
R/S/L/S/ASA
890-766-2463
RE-CONSTRUCTION
4 E. SERENO DR.
SAN CARLOS, CA 94070

DATE:

9/22/2016

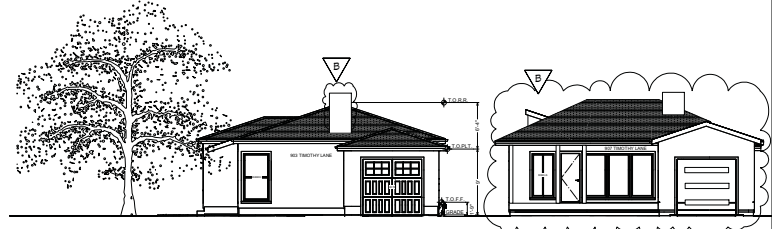
SCALE:

AS SHOWN

SHEET:

A1

PAGE: 1



3 (E) EAST STREET VIEW
SCALE 1/8" = 1'-0"

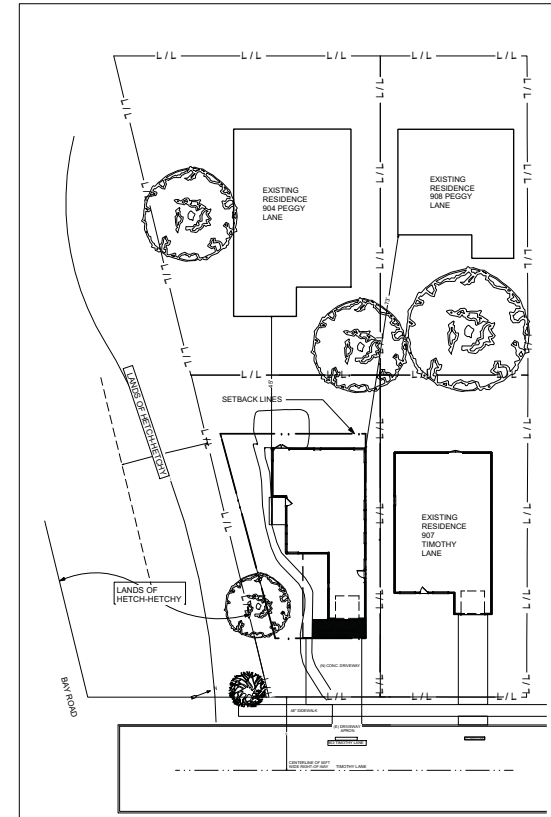
SHEET INDEX	
PAGE	SHEET TITLE
1	A1 SITE PLAN, AREA PLAN, STREET VIEW
2	A2 PERMEABLE AREA CALCULATIONS, (E) FLOOR & ROOF PLANE ELEVATIONS, SURVEY
3	A3 SITE ANALYSIS, AREA CALCULATIONS, (N) FLOOR PLANS
4	A4 ROOF PLAN (E) & (N)
5	A5 (N) EXTERIOR ELEVATIONS
6	A6 (N) INTERIOR SECTIONS

PROJECT INFORMATION

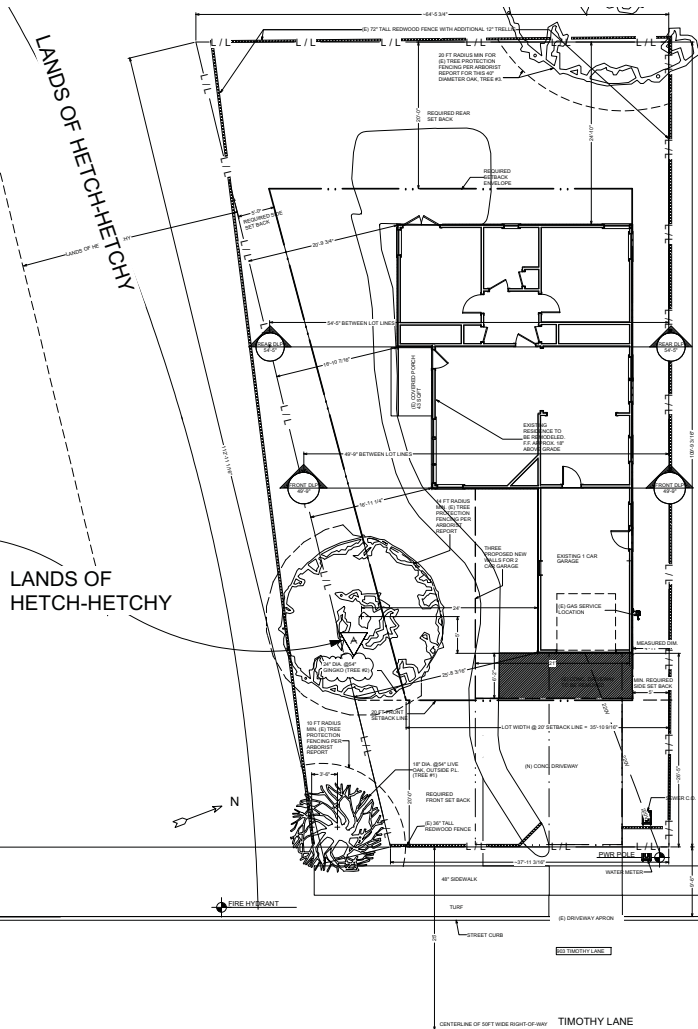
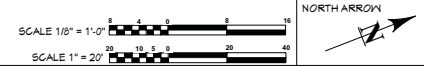
SITE ADDRESS: 903 TIMOTHY LANE MENLO PARK.
PROPERTY OWNERS: SCOTT AND TAMARA CHAINNESS
APN: 061-022-110
ZONING: R-1-U

SCOPE OF WORK: REMODEL LOWER LEVEL FOR IMPROVED FLOOR SPACE AND FLOW. ADD A 2 CAR GARAGE. ADD A SECOND STORY FOR ADDITIONAL BEDROOMS AND BATHS. NO WORK TO BE DONE IN (E) KITCHEN AREA.

- LIST OF ABBREVIATIONS**
- ABS = acrylonitrile-butadiene-styrene plastic pipe.
 - AHJ = authority having jurisdiction
 - Appl = appliance
 - ASTM = American Society for Testing and Materials
 - AWG = American Wire Gauge
 - B (vent) = double-walled round gas appliance flue
 - Bldg = building
 - BO = building official
 - Btu = British thermal unit
 - BUR = built-up roofing
 - BW = double-walled oval gas appliance flue
 - CPVC = chlorinated polyvinyl chloride plastic pipe
 - CSST = corrugated stainless-steel tubing (gas pipe)
 - Cu = copper
 - CWV = combination waste and vent
 - DFU = drainage fixture unit(s)
 - Dia = diameter
 - DWV = drain, waste & vent
 - EGC = equipment grounding conductor
 - EMT = electrical metallic tubing (thin wall electrical conduit)
 - Eqmt = equipment
 - ExI = exterior
 - Fe = iron or steel pipe
 - FMC = flexible metal conduit ("Flex" or "Greenfield")
 - Fdn = foundation
 - FP = fireplace
 - GEC = grounding electrode conductor
 - GPM = gallons per minute
 - Kw = kilowatts
 - Ga = gage or gauge
 - Galv = galvanized
 - L&L = listed & labeled
 - LAVY = lavatory (bathroom sink)
 - LFMC = liquid tight flexible metal conduit ("sealtight")
 - LFNC = liquid tight flexible nonmetallic conduit
 - Loc = located, location
 - O.C. = on center
 - OFD = one-family dwelling
 - PB = polybutylene plastic pipe
 - PE = polyethylene plastic pipe
 - Pending = likely to be adopted, check with local jurisdiction
 - PL = property line
 - Prefab = prefabricated
 - PMI = per manufacturer, instructions
 - PSI = pounds per square inch
 - PVC = polyvinyl-chloride plastic, pipe or electrical conduit
 - Recap = replace outlet (electrical)
 - RMC = rigid metal conduit
 - RNC = rigid nonmetallic conduit (PVC electrical conduit)
 - SA = small appliance (branch circuits)
 - Sch. = schedule of pipe, i.e., schedule 40 PVC
 - SDC = Seismic Design Category
 - SE = service entrance
 - SW = single-wall gas flue pipe
 - SZ = seismic zone
 - TOFF = Top of finished floor
 - TOPL = Top of plate
 - UL = Underwriter's Laboratories, Inc.
 - UNO = Unless Noted Otherwise
 - W = electrical conductors rated for wet location
 - WH = water heater



2 AREA PLAN
SCALE 1" = 20'

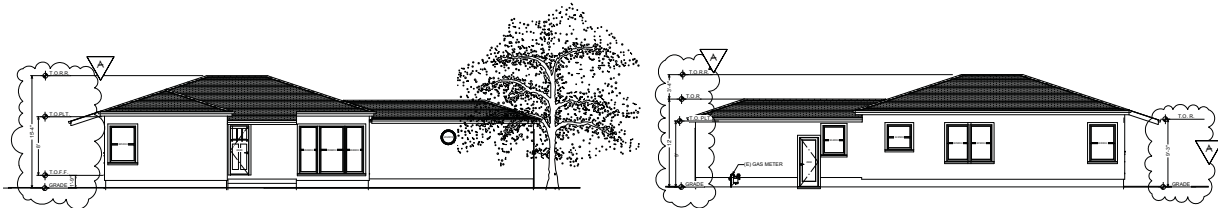


1 SITE PLAN
SCALE 1/8" = 1'-0"

BAY ROAD

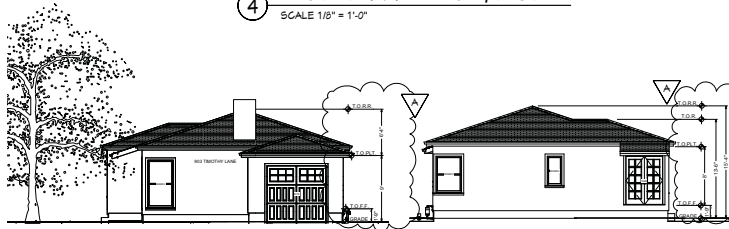
LANDS OF HETCH-HETCHY

LANDS OF HETCH-HETCHY



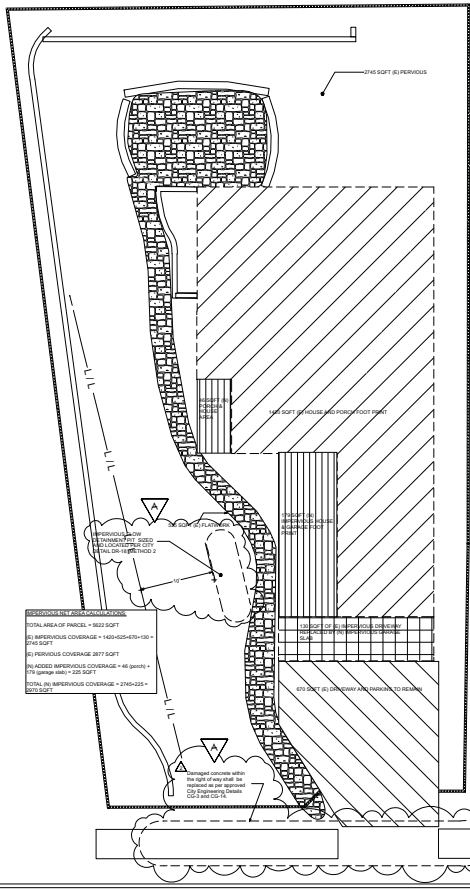
3 SOUTH ELEVATION, LEFT
SCALE 1/8" = 1'-0"

4 NORTH ELEVATION, RIGHT
SCALE 1/8" = 1'-0"



1 EAST ELEVATION, FRONT
SCALE 1/8" = 1'-0"

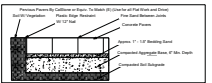
2 WEST ELEVATION, REAR
SCALE 1/8" = 1'-0"



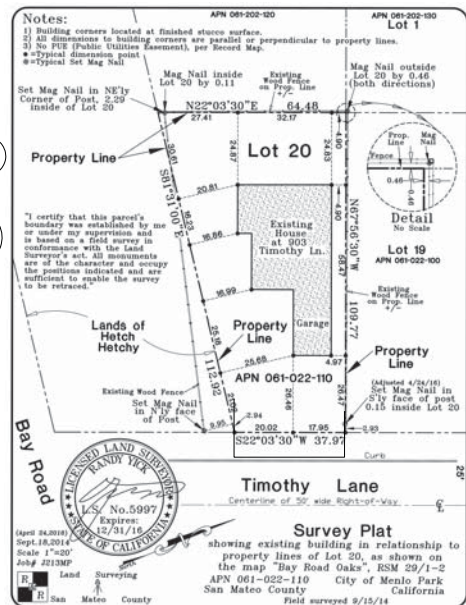
5 IMPERVIOUS AREA ANALYSIS
SCALE 1/8" = 1'-0"

GENERAL ENGINEERING NOTES:

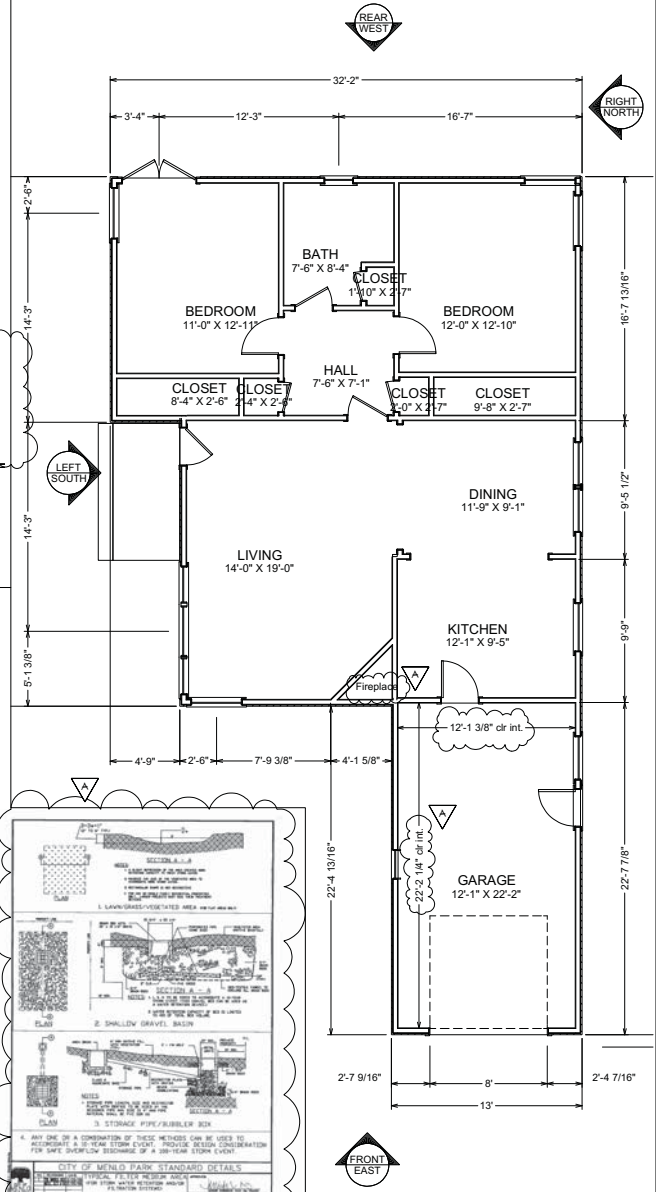
- The City has a policy of no increase in storm water runoff from existing conditions. Although a grading and drainage plan will not be required, all new impervious area shall be retained on-site. Net new impervious area is impervious area that was previously pervious. Refer to City Standard Detail DR-19, identified below, for typical retention structures that have been utilized on precedent projects - the shallow gravel basin (option 2) is the most commonly used. Applicant reserves the right to use City approved rain barrels as suitable alternative to detention pit.
- Frontage Improvements:
 - All visible cracks and damaged areas along the existing sidewalk and driveway shall be replaced per detail CG-3 and CG-14 as shown graphically in View 5 below. All frontage improvement work shall be in accordance with the latest version of the City Standard Details.
 - Any frontage improvements which are damaged as a result of construction will be required to be replaced.
 - An encroachment permit from the Engineering Division is required prior to any construction activities in the public right of way. A list of requirements for encroachment permit submittal can be found on the City's web page at: <http://www.menlopark.org/202/Encroachment-Permits>.



6 Pervious Paver Construction Detail
scale: none



7 SURVEY
SCALE 1" = 20'

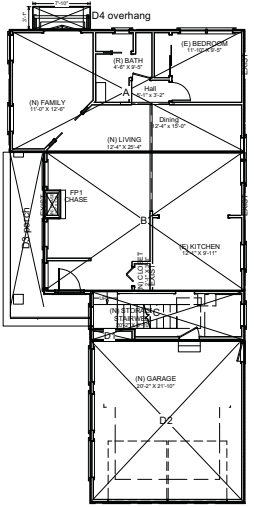


8 DRAINAGE DETAIL
SCALE: NONE

9 (E) FLOOR PLAN
SCALE 1/4" = 1'-0"



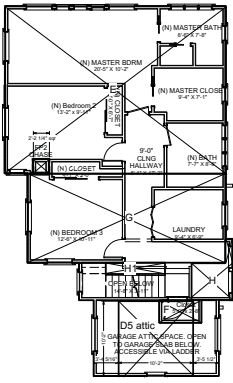
CONSTRUCTION	
REVISION DATE	REVISION BY / DESCRIPTION
CAD/DRAWN DATE	11/01/16
SCALE	AS SHOWN
SHEET	A2
PROJECT TITLE	
REMODEL & SECOND STORY ADDITION	
903 TIMOTHY LANE, MENLO PARK, CA	
DRAWINGS PROVIDED BY:	
RSD LACASA 890-766-2463 RE-CONSTRUCTION 4 ELLIOTT DR. SAN CARLOS, CA 94070	
DATE:	9/22/2016
SCALE:	AS SHOWN
SHEET:	A2
PAGE:	2



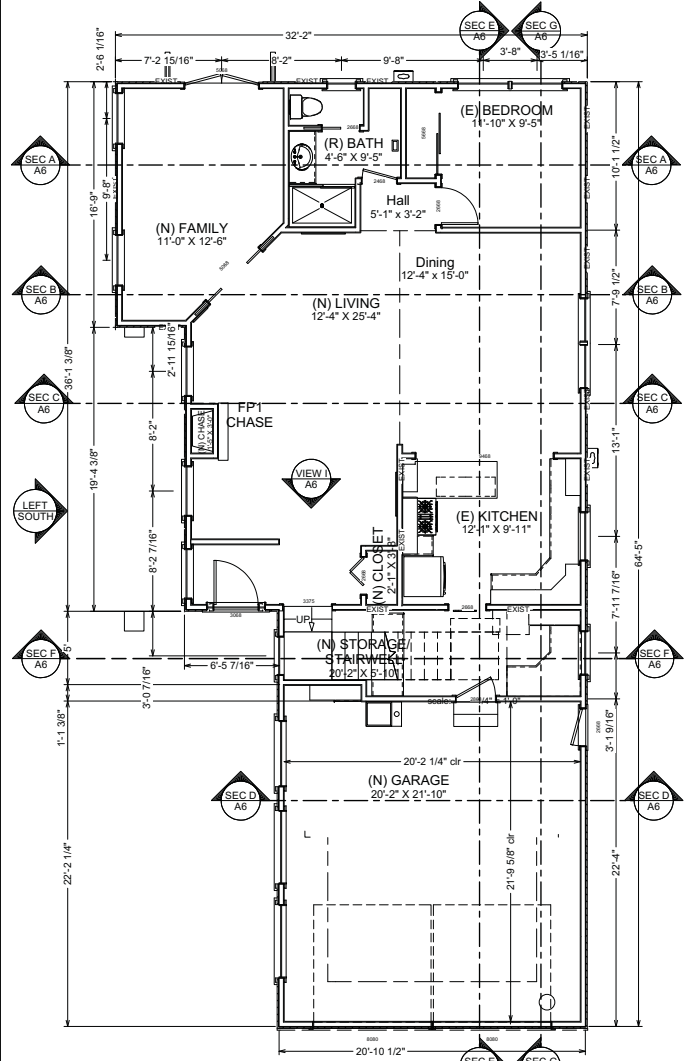
FLOOR PLAN SQUARE FOOTAGE CALCULATIONS:

FLOOR	BLOCK	AREA (SQFT)	FAL	BC
1ST FLR.	BLOCK "A"	526	X	X
	BLOCK "B"	516	X	X
	BLOCK "C"	141	X	X
	BLOCK "D1"	8	X	X
	BLOCK "D2"	460	X	X
	BLOCK "D3"	45	X	X
	BLOCK "D4"	24	X	X
SUB TOTAL AREA		1627		1730
		1627		1730
2ND FLR.	BLOCK "E"	684.5	X	X
	BLOCK "F"	11	X	X
	BLOCK "G"	326	X	X
	BLOCK "H"	31.4	X	X
	BLOCK "I"	13	X	X
	BLOCK "J"	4	X	X
	BLOCK "FP1"	1	X	X
SUB TOTAL AREA		1068		
		1068		
ATTIC.	BLOCK "D5"	103	X	X
		103		
TTL FAL =		2718		SQFT

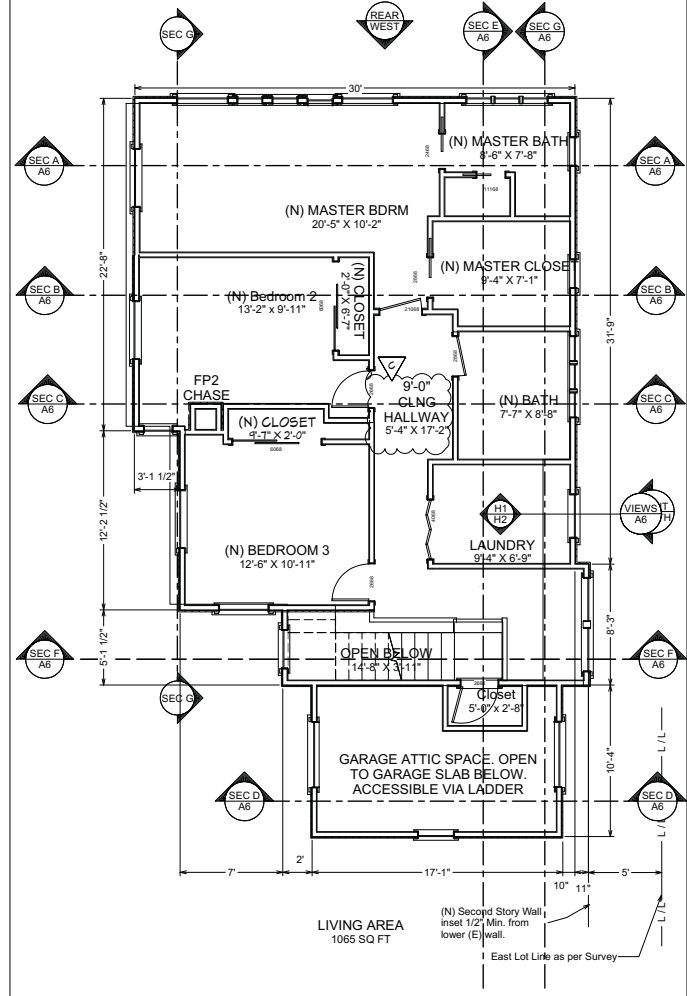
③ 1st Floor
SCALE 1/8" = 1'-0"



2nd Floor & Attic
SCALE 1/8" = 1'-0"



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



② UPPER LEVEL FLOOR PLAN
SCALE 1/4" = 1'-0"



DATE	BY	DESCRIPTION
1/15/16	RLB	1/15/16 COMMENT
2/2/2017	RLB	1/17/17 COMMENT
2/2/2017	RLB	1/17/17 COMMENT
2/2/2017	RLB	2/2/17 COMMENT
	RLB	2/2/17 COMMENT

REMODEL & SECOND STORY ADDITION
903 TIMOTHY LANE,
MENLO PARK, CA

SITE ANALYSIS, AREA CALCULATIONS, (N) FLOOR PLANS

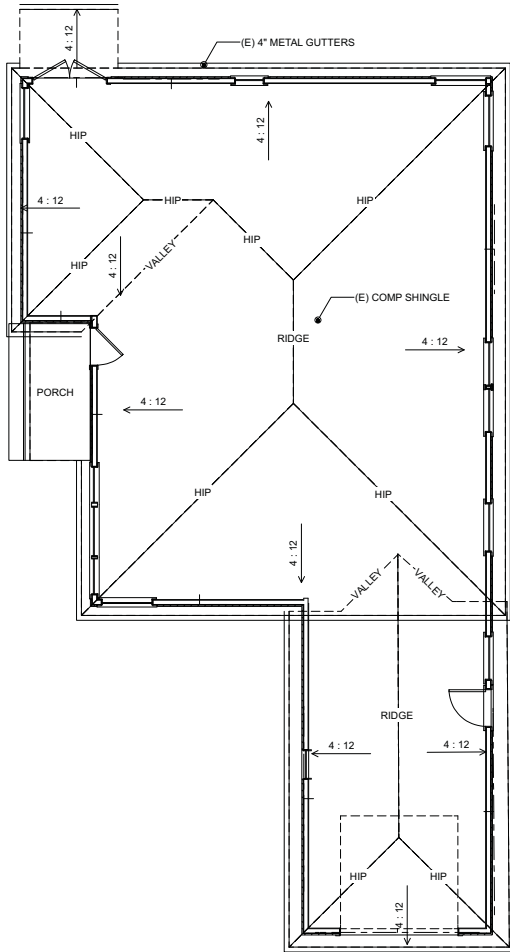
DRAWINGS PROVIDED BY:
RDS L&S ASSA
890-766-2463
RE-CONSTRUCTION
4 EIL SERENO DR.
SAN CARLOS, CA 94070

DATE:
9/22/2016

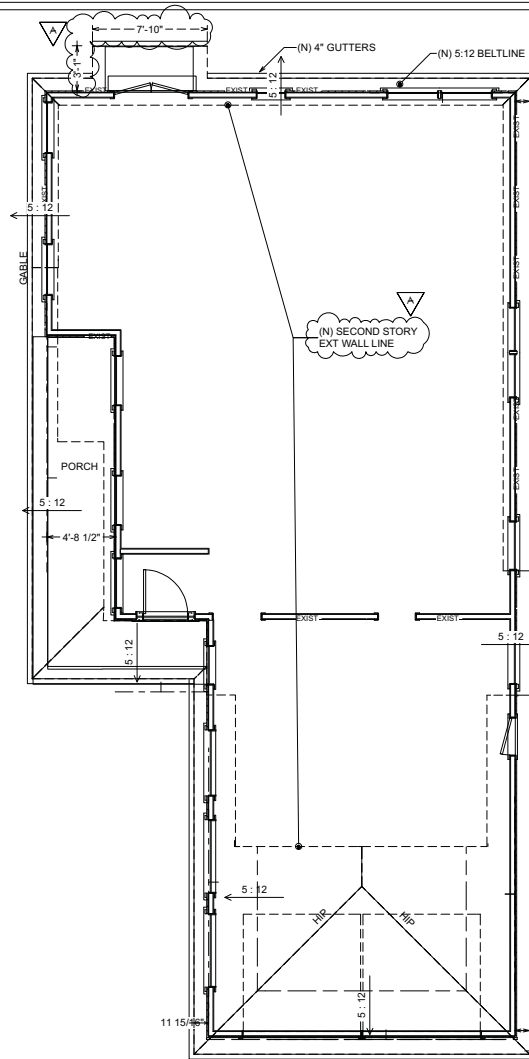
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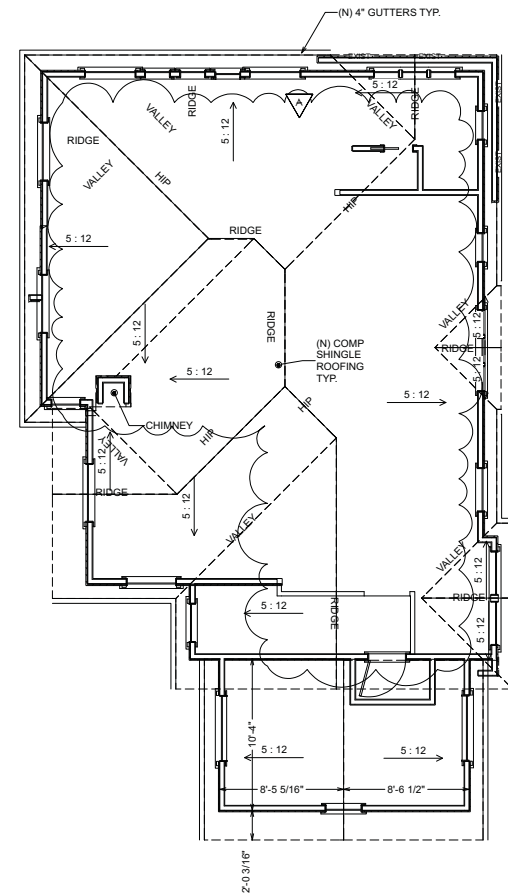
PAGE: 3



① (E) ROOF PLAN
SCALE 1/4" = 1'-0"



② (N) LOWER FLOOR ROOF PLAN
SCALE 1/4" = 1'-0"



③ (N) UPPER FLOOR ROOF PLAN
SCALE 1/4" = 1'-0"

SCALE 1/4" = 1'-0"



REVISION	DATE	DESCRIPTION
1	11/07/16	COMMENT
2		LTR
3		
4		

REMODEL & SECOND
STORY ADDITION
903 TIMOTHY LANE,
MENLO PARK, CA

ROOF PLAN (E) & (N)

DRAWINGS PROVIDED BY:
RDS LLC/ASA
890-766-2463
RE-CONSTRUCTION
4 ELLIOTT DR.
SAN CARLOS, CA 94070

DATE:

9/22/2016

SCALE:

1/4" = 1'-0"

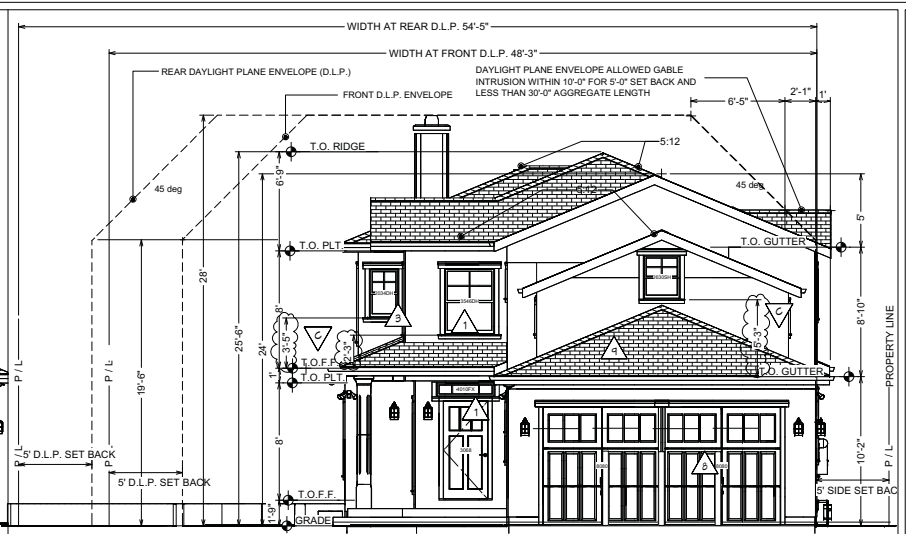
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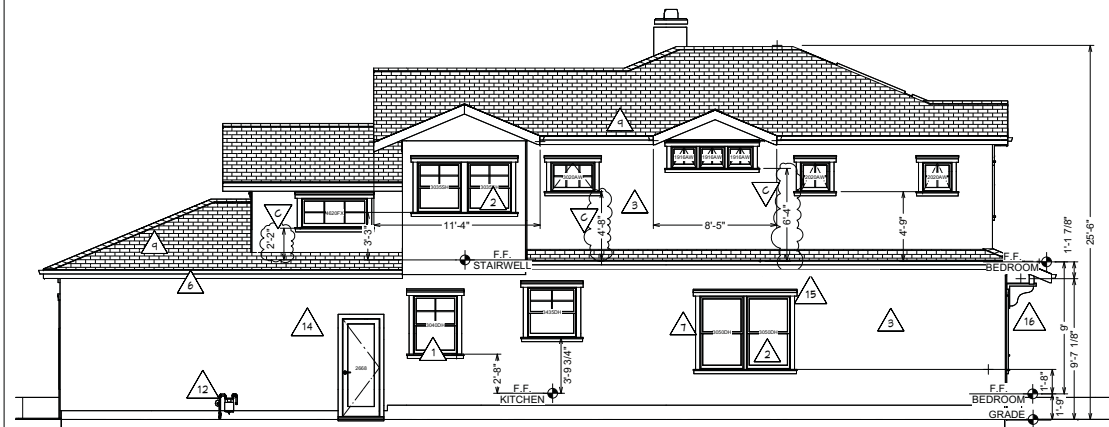
PAGE: 4



① South Elevation (LEFT)
SCALE 1/4" = 1'-0"



② East Elevation (FRONT)
SCALE 1/4" = 1'-0"



③ North Elevation (RIGHT)
SCALE 1/4" = 1'-0"



④ West Elevation (REAR)
SCALE 1/4" = 1'-0"

- △1 TEMPERED GLASS
- △2 WHITE VINYL WINDOWS WITH SIMULATED DIVIDED LIGHT, TYP.
- △3 STUCCO COLOR SHERWIN WILLIAMS "CONCORD BUFF" SW 1684 CREAMY YELLOW, TYP. LOWER LEVEL, ALSO SOLD AS DRYVIT 1436 "OYSTER SHELL"
- △4 TBD
- △5 CHIMNEY CAP FOR ANNULAR GAS APPLIANCE FIRE PLACE
- △6 4" GALV GUTTERS
- △7 TYP. 2X4 WINDOW AND DOOR CASING
- △8 WHITE, METAL CARRIAGE GARAGE DOOR
- △9 30 YEAR CLASS "A" BLACK COMPOSITION SHINGLE ROOFING
- △10 EGRESS WINDOW
- △11 12" SQUARE COLUMN FLUTED POSTS, TYP. 2 PLCS
- △12 (E) GAS METER
- △13 TBD
- △14 HIGH EFFICACY EXTERIOR LIGHTING.
- △15 TYP. 2X4 WINDOW WRAP WITH 1" OVERHANGING LINTEL AND BILL.
- △16 4X20X24 SHAPED CORBELS



DATE	BY	DESCRIPTION
11/6/16	RLB	11/15/16 COMMENT
2/2/2017	RLB	1/27/17 COMMENT
2/21/2017	RLB	2/21/17 COMMENT
	LTR	

REMODEL & SECOND STORY ADDITION
903 TIMOTHY LANE,
MENLO PARK, CA

(N) EXTERIOR ELEVATIONS

DRAWINGS PROVIDED BY:
RDS ARCHITECTS
690-766-2463
RE-CONSTRUCTION
4 E.L. SERENO DR.
SAN CARLOS, CA 94070

DATE:

9/22/2016

SCALE:

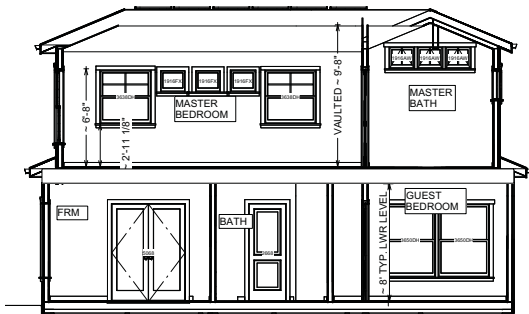
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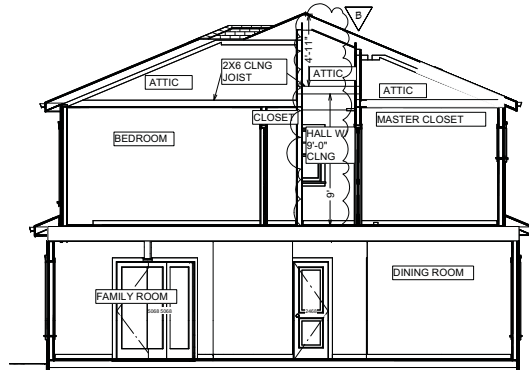
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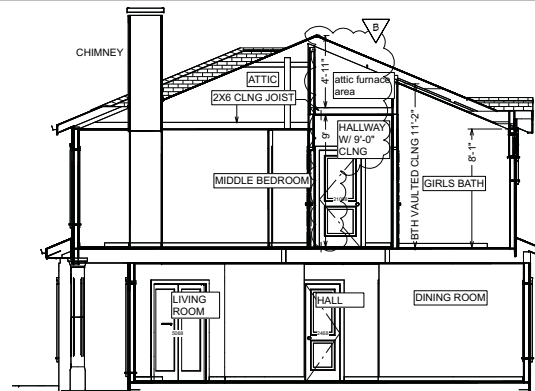
SCALE 1/4" = 1'-0"



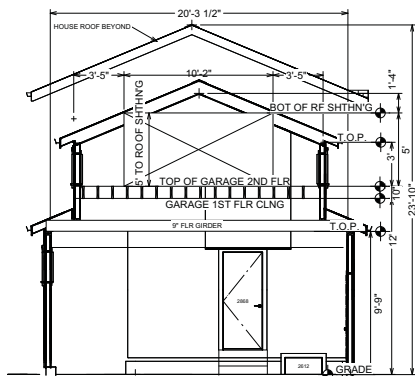
SEC A
1/4" = 1'-0"



SEC B
1/4" = 1'-0"



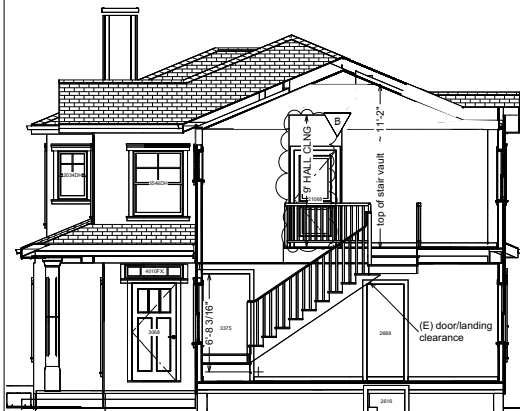
SEC C
1/4" = 1'-0"



SEC D
1/4" = 1'-0"



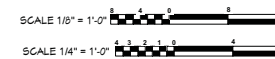
SEC E
1/4" = 1'-0"



SEC F
1/4" = 1'-0"



SEC G 1/4" = 1'-0"



Label	Date	Revised By	Description
A	2/22/2017	RLB	1/27/17 COMMENT REVISION
B	2/21/2017	RLB	2/21/17 COMMENT LTR

REMODEL & SECOND STORY ADDITION
903 TIMOTHY LANE,
MENLO PARK, CA

(N) INTERIOR SECTIONS

DRAWINGS PROVIDED BY:
RDS LLC/ASA
690-766-2463
RE-CONSTRUCTION
4 EIL SERENO DR.
SAN CARLOS, CA 94070

DATE:
9/22/2016

SCALE:
AS SHOWN

SHEET:
A6

PAGE: 6

Menlo Park Planning Department
701 Laurel Street
Menlo Park, CA 94025

RECEIVED

SEP 28 2016

September 23, 2016

CITY OF MENLO PARK
BUILDING

RE: Second Story Addition
Project No: 2015-
Project Address: 903 Timothy Lane
APN: 061-022-110

Dear Planner and Plans Examiner.

Attached is an application for a remodel to the single story home located at 903 Timothy Lane. The scope of work includes a minor reconfiguration of the lower floor plan, the addition of some space for a 2 car garage and mud room, and a substantial addition of 3 bedrooms and 2 baths and laundry room upstairs. The existing lower level floor structure will be reconfigured to improve traffic flow and augmented by 133 sqft to create a mud room/pantry. There is no work being done to the existing kitchen. The existing 287 sqft one car garage will become a 468 sqft two car garage. I have included a Nonconforming Structure New Work Value Calculation sheet for the scope of this work.

The new structure is in general conformance of architectural appearance and consistent with other remodeled and existing architectural elements of the surrounding neighborhoods. Window placements have taken into consideration neighboring window locations on the right and rear sides in order to promote privacy for the neighbor at 907 Timothy Lane, yet provide ample natural day lighting.

The new gable and hip composition roofs complement existing neighborhood roof lines and bring balance to the gabled and hip combination front garage walls as they step down towards the front. The hip roof over the porch at the entrance, with the two large square columns, creates a welcoming feel, enhancing the strength and statement that an entry should possess. The front elevation is stepped and articulated in multiple planes per planning guidelines. The property is overall well articulated with various roof lines and bump out gabled roofs at the four elevations. The massing is broken up by various differing roof styles, and by the first story hip roof belt lines on all four sides. Stepping down the ridge lines, as the roof progresses towards the garage door in a gable/hip combination, minimizes the garage door effects as viewed from the street.

I have identified the lot coverage and Floor Area Limits on sheet A3. The lot coverage of the property is well below the 40% limit for R1-U, and in conformance with the Lot Area, Orientation, Width, and Depth requirements for the City. A recent survey certifying the parcels boundary is included on sheet A1. The total square footage of the residence is 2798 sqft (just under the 2800 sqft limit) for this non-conforming 5622 sqft lot. The maximum ridge height is 25'-6", well below the maximum height limit of 28'. The second story gable roof at the right side of the property is within the daylight plane envelope exception per page 12 of Single Family Residential and R-2 Zoning Districts handout.

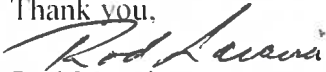
The existing wide driveway and apron will be maintained for the two car garage. The existing flagstone sidewalks along the left side (South) will be maintained to complement the color scheme of

the exterior. Exterior paint color will be Dryvit 456 oyster shell. freestyle smooth (FSSM), control number 080816-FSSM-P-5-10-CA. A sample color rendering with the selected color is enclosed.

Color photos of the existing property, as well as the adjacent neighboring houses, are also enclosed. The property owners have discussed these plans with their immediate neighbors as part of neighboring outreach.

Please feel free to call me regarding any questions or clarifications which would expedite approval of the project.

Thank you,



Rod Lacasia

RE-Construction

Residential Design and Construction, 650-766-2463 cell, CCL B938572

Michele Morris
Menlo Park Planning Department
701 Laurel Street
Menlo Park, CA 94025

February 22 2017

RE: Second Story Addition - Revised Project Description Letter – Outreach to Neighbors

Project No: 2016-00096

Project Address: 903 Timothy Lane

APN: 061-022-110

Dear Michele,

In response to the Feb 21, 2017 Application Confirmation Notice, Item #6, "Project Description Letter", we would like to share the communication we have had with our neighbors regarding our remodel plans. We presented our initial construction plans to our immediate neighbors this past fall. We consider them all friends and sincerely desire to maintain these great relationships during the entire planning and construction process. Toward this end and as a courtesy, we personally met with these neighbors to review and discuss the plans in detail, and provide them the opportunity to voice any concerns directly to us in advance of the official, less personal notification process. All were happy with the plans except our friends to the north. They expressed concern regarding the roof height and overall architectural style.


In order to align on a more acceptable design, we walked our neighborhood together so they could point out the existing second story remodel styles they prefer to what we had planned. My wife and I and our designer really liked our initial plans and had invested much time, effort, and money to complete them. However, out of a desire to be good neighbors and value these friendships over our initial vision, we took their concerns to heart and initiated a significant redesign based on an architectural style and roof design and height that the neighbors preferred. The completed, subject set of plans represents that design.

I believe all of the neighbors within the designated radius have received the current plans via the City's standard mail notification process. We have heard nothing but positive feedback from the neighbors who have commented. We have not yet personally reviewed the latest version with the neighbors who initially expressed concern, but will attempt to do so in advance of the Planning meeting on the 27th.

It might be helpful for us to share that we have had several compelling opportunities to move this past year. In the end, we decided not to, in part due to how much we love Menlo Park - specifically our local neighborhood. It is a fantastic block for our children - with many school friends and playmates spending time together in each other's homes and yards with creative and spontaneous play. And we can't imagine a warmer, more generous community of adult friends who enjoy opening their homes to one another, sharing kid duties, and generally enjoying life in community together.

While we have an acute need to add space to our small home, we wish to do so in the most neighborly, least disruptive, and transparent manner.

Sincerely,



Scott Chamness

RECEIVED

SEP 28 2016

ATTACHMENT F



Front of 903 Timothy Lane





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SEP 28 2016

CITY OF MENLO PARK
BUILDING



RECEIVED

SEP 28 2016

CITY OF MENLO PARK
BUILDING





Advanced Tree Care

P. O. Box 5326 Redwood City, CA 94063

903 Timothy Lane, Menlo Park

September 10, 2016

Scott and Tami Chamness
903 Timothy Lane
Menlo Park, CA 94025

Site: 903 Timothy Lane, Menlo Park

Dear Scott and Tami

RECEIVED

SEP 28 2016

CITY OF MENLO PARK
BUILDING

At your request I visited the above site for the purpose of inspecting and commenting on the heritage trees around the property. A remodel and addition is planned, prompting the need for this tree protection report.

Method:

The location of the trees on this site can be found on the plan provided by you. Each tree is given an identification number. The trees are measured at 54 inches above ground level (DBH or Diameter at Breast Height). A condition rating of 1 to 100 is assigned to each tree representing form and vitality on the following scale:

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

The height and spread of each tree is estimated. A Comments section is provided for any significant observations affecting the condition rating of the tree.

A Summary and Tree Protection Plan are at the end of the end of the survey providing recommendations for maintaining the health and condition of the trees during and after construction.

If you have any questions, please don't hesitate to call. Sincerely



Robert Weatherill
Certified Arborist WE 1936A

Tree survey

Tree#	Species	DBH	Ht/Sp	Con Rating	Comments
1	Coast live oak <i>Quercus agrifolia</i>	17.4"	30/40	60	Fair health and condition. Pruned for PG and E. Regulated
2	Maiden hair tree <i>Ginkgo biloba</i>	23.9"	50/30	70	Good health and condition Some dead wood Regulated
3	Coast live oak <i>Quercus agrifolia</i>	40"est	50/60	80	Good health and condition. neighbor's tree. well maintained. Regulated

Summary:

The trees on the site are a variety of natives and non-natives of which all are regulated trees by virtue of their trunk diameter at standard height.

Tree # 1 is a coast live oak at the front of the property in good health and fair condition. The canopy of the tree has been pruned to accommodate power lines. No signs of **decay** or **cavities**. The tree should be protected during construction.

Tree # 2 is a ginkgo biloba in good health and condition. There is some dead wood in the canopy caused perhaps by drought stress. This tree should be protected during construction.

Tree # 3 is a coast live oak on the back neighbor's property. The tree is in good health and condition and has been recently well maintained by the owner. This tree should be protected during construction.

Tree Protection Plan

The Tree Protection Zone (TPZ) should be defined with protective fencing. This should be cyclone or chain link fencing on 1 1/2" or 2" posts driven at least 2 feet in to the ground standing at least 6 feet tall. Posts in concrete blocks is also acceptable to avoid damage to the lawn. Normally a TPZ is defined by the **dripline** of the tree. I recommend the TPZ's as follows:-

Tree # 1: TPZ should be at 10 feet radius from the trunk closing on the fence line in accordance with Type I Tree Protection as outlined and illustrated in image 2.15-1 and 2⁽⁶⁾

Tree # 2: TPZ should be at 14 feet radius from the trunk closing on the fence line in accordance with Type I Tree Protection as outlined and illustrated in image 2.15-1 and 2⁽⁶⁾. The TPZ can be reduced to 10 feet along the edge of construction to allow for access into the back yard.

Tree #3: TPZ should be at 20 feet radius from the trunk closing on the fence lines in accordance with Type I Tree Protection as outlined and illustrated in image 2.15-1 and 2⁽⁶⁾



IMAGE 2.15-1
Tree Protection Fence at the Dripline



IMAGE 2.15-2
Tree Protection Fence at the Dripline

• **Type I Tree Protection**

The fences shall enclose the entire area under the **canopy dripline or TPZ** of the tree(s) to be saved throughout the life of the project, or until final improvement work within the area is required, typically near the end of the project (see *Images 2.15-1 and 2.15-2*). Parking Areas: If the fencing must be located on paving or sidewalk that will not be demolished, the posts may be supported by an appropriate grade level concrete base.

3. Any pruning and maintenance of the tree shall be carried out before construction begins. This should allow for any clearance requirements for both the new structure and any construction machinery. This will eliminate the possibility of damage during construction. **The pruning should be carried out by an arborist, not by construction personnel.** No limbs greater than 4" in diameter shall be removed.
4. Any excavation in ground where there is a potential to damage roots of 1" or more in diameter should be carefully hand dug. Where possible, roots should be dug around rather than cut.⁽²⁾
5. If roots are broken, every effort should be made to remove the damaged area and cut it back to its closest lateral root. A clean cut should be made with a saw or pruners. This will prevent any infection from damaged roots spreading throughout the root system and into the tree.⁽²⁾
6. **Do Not:**⁽⁴⁾
 - a. Allow run off or spillage of damaging materials into the area below any tree canopy.
 - b. Store materials, stockpile soil, park or drive vehicles within the TPZ of the tree.
 - c. Cut, break, skin or bruise roots, branches or trunk without first obtaining permission from the city arborist.
 - d. Allow fires under any adjacent trees.
 - e. Discharge exhaust into foliage.
 - f. Secure cable, chain or rope to trees or shrubs.
 - g. Apply soil sterilants under pavement near existing trees.

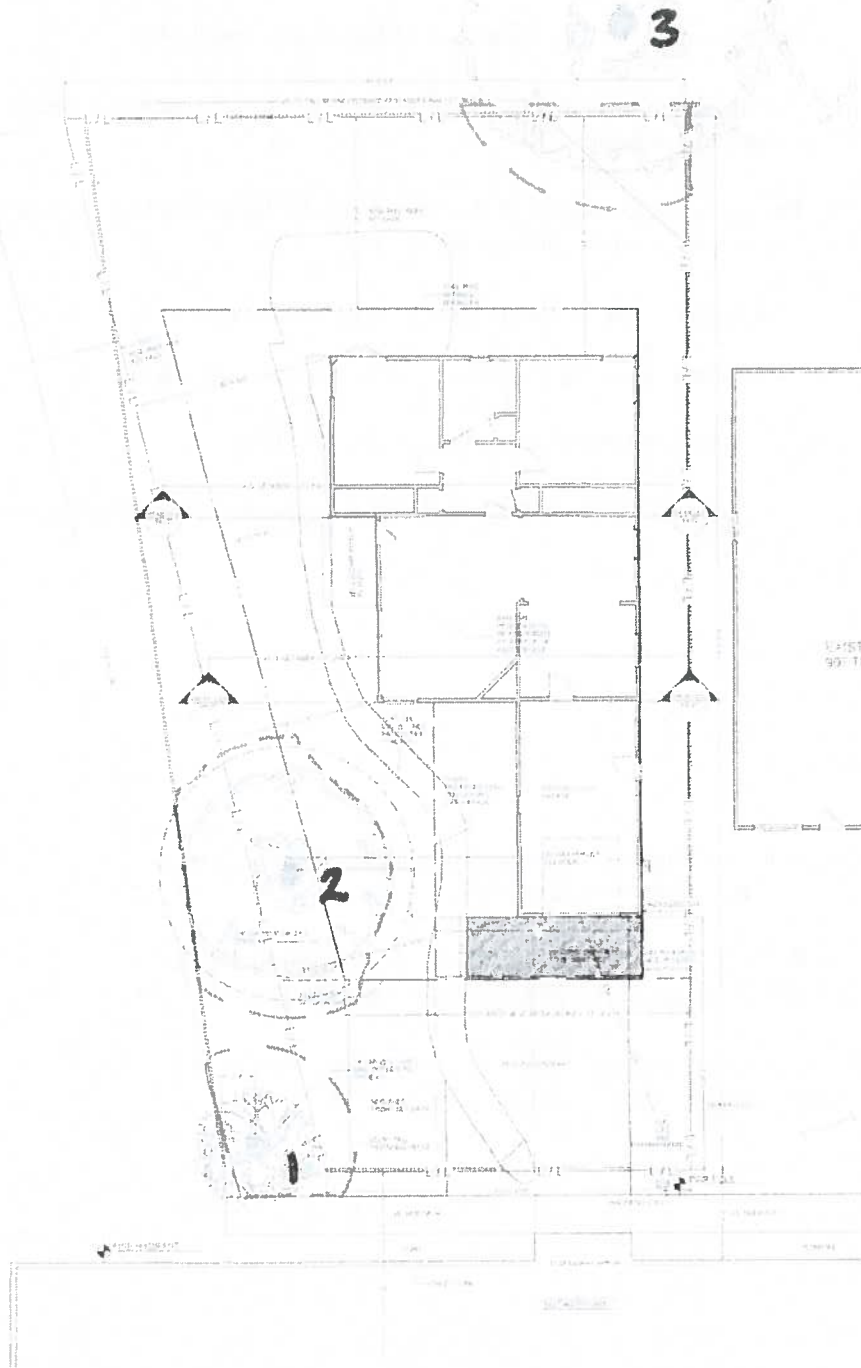
Advanced Tree Care

P. O. Box 5326 Redwood City, CA 94063

903 Timothy Lane, Menlo Park

September 10, 2016

7. Where roots are exposed, they should be kept covered with the native soil or four layers of wetted, untreated burlap. Roots will dry out and die if left exposed to the air for too long.⁽¹⁾
8. Route pipes into alternate locations to avoid conflict with roots.⁽¹⁾
9. Where it is not possible to reroute pipes or trenches, the contractor is to bore beneath the dripline of the tree. The boring shall take place no less than 3 feet below the surface of the soil in order to avoid encountering "feeder" roots.⁽¹⁾
10. Compaction of the soil within the dripline shall be kept to a minimum.⁽²⁾
11. Any damage due to construction activities shall be reported to the project arborist or city arborist within 6 hours so that remedial action can be taken.
12. Ensure upon completion of the project that the original ground level is restored



Location of protected trees and their Tree Protection Zones

Glossary

Canopy	The part of the crown composed of leaves and small twigs. ⁽²⁾
Cavities	An open wound, characterized by the presence of extensive decay and resulting in a hollow. ⁽¹⁾
Decay	Process of degradation of woody tissues by fungi and bacteria through the decomposition of cellulose and lignin ⁽¹⁾
Dripline	The width of the crown as measured by the lateral extent of the foliage. ⁽¹⁾
Genus	A classification of plants showing similar characteristics.
Species	A Classification that identifies a particular plant.
Standard height	Height at which the girth of the tree is measured. Typically 4 1/2 feet above ground level

References

(1) Matheny, N.P., and Clark, J.P. Evaluation of Hazard Trees in Urban Areas. International Society of Arboriculture, 1994.

(2) Harris, R.W., Matheny, N.P. and Clark, J.R.. Arboriculture: Integrated Management of Landscape Trees, Shrubs and Vines. Prentice Hall, 1999.

(3) Carlson, Russell E. Paulownia on The Green: An Assessment of Tree Health and Structural Condition. Tree Tech Consulting, 1998.

(4) Extracted from a copy of Tree Protection guidelines. Anon

(5) T. D. Sydnor, Arboricultural Glossary. School of Natural Resources, 2000

(6) D Dockter, Tree Technical Manual. City of Palo Alto, June, 2001

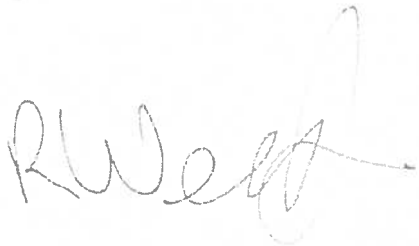
Certification of Performance⁽³⁾

I, Robert Weatherill certify:

- * That I have personally inspected the tree(s) and/or the property referred to in this report, and have stated my findings accurately. The extent of the evaluation and appraisal is stated in the attached report and the Terms and Conditions;
- * That I have no current or prospective interest in the vegetation or the property that is the subject of this report, and I have no personal interest or bias with respect to the parties involved;
- * That the analysis, opinions and conclusions stated herein are my own, and are based on current scientific procedures and facts;
- * That my compensation is not contingent upon the reporting of a predetermined conclusion that favors the cause of the client or any other party, nor upon the results of the assessment, the attainment of stipulated results, or the occurrence of any subsequent events;
- * That my analysis, opinions, and conclusions were developed and this report has been prepared according to commonly accepted Arboricultural practices;
- * That no one provided significant professional assistance to the consultant, except as indicated within the report.

I further certify that I am a member of the International Society of Arboriculture and a Certified Arborist. I have been involved in the practice of arboriculture and the care and study of trees for over 15 years.

Signed



Date: 9/10/16

Terms and Conditions(3)

The following terms and conditions apply to all oral and written reports and correspondence pertaining to consultations, inspections and activities of Advanced Tree Care :

1. All property lines and ownership of property, trees, and landscape plants and fixtures are assumed to be accurate and reliable as presented and described to the consultant, either verbally or in writing. The consultant assumes no responsibility for verification of ownership or locations of property lines, or for results of any actions or recommendations based on inaccurate information.
2. It is assumed that any property referred to in any report or in conjunction with any services performed by Advanced Tree Care, is not in violation of any applicable codes, ordinances, statutes, or other governmental regulations, and that any titles and ownership to any property are assumed to be good and marketable. Any existing liens and encumbrances have been disregarded.
3. All reports and other correspondence are confidential, and are the property of Advanced Tree Care and it's named clients and their assignees or agents. Possession of this report or a copy thereof does not imply any right of publication or use for any purpose, without the express permission of the consultant and the client to whom the report was issued. Loss, removal or alteration of any part of a report invalidates the entire appraisal/evaluation.
4. The scope of any report or other correspondence is limited to the trees and conditions specifically mentioned in those reports and correspondence. Advanced Tree Care and the consultant assume no liability for the failure of trees or parts of trees, either inspected or otherwise. The consultant assumes no responsibility to report on the condition of any tree or landscape feature not specifically requested by the named client.
5. All inspections are limited to visual examination of accessible parts, without dissection, excavation, probing, boring or other invasive procedures, unless otherwise noted in the report. No warrantee or guarantee is made, expressed or implied, that problems or deficiencies of the plants or the property will not occur in the future, from any cause. The consultant shall not be responsible for damages caused by any tree defects, and assumes no responsibility for the correction of defects or tree related problems.
6. The consultant shall not be required to provide further documentation, give testimony, be deposed, or attend court by reason of this appraisal/report unless subsequent contractual arrangements are made, including payment of additional fees for such services as described by the consultant or in the fee schedules or contract.
7. Advanced Tree Care has no warrantee, either expressed or implied, as to the suitability of the information contained in the reports for any purpose. It remains the responsibility of the client to determine applicability to his/her particular case.
8. Any report and the values, observations, and recommendations expressed therein represent the professional opinion of the consultants, and the fee for services is in no manner contingent upon the reporting of a specified value nor upon any particular finding to be reported.
9. Any photographs, diagrams, graphs, sketches, or other graphic material included in any report, being intended solely as visual aids, are not necessarily to scale and should not be construed as engineering reports or surveys, unless otherwise noted in the report. Any reproductions of graphs material or the work product of any other persons is intended solely for the purpose of clarification and ease of reference. Inclusion of said information does not constitute a representation by Advanced Tree Care or the consultant as to the sufficiency or accuracy of that information.



STAFF REPORT

Planning Commission

Meeting Date: 2/27/2017
Staff Report Number: 17-012-PC

Public Hearing: Use Permit/Bryan Cho/515 Gilbert Avenue

Recommendation

Staff recommends that the Planning Commission approve a request for a use permit to partially demolish, remodel, and add first- and second-story additions to an existing nonconforming single-story, single-family residence on a substandard lot with respect to lot area, depth, and width in the R-1-U (Single-Family Urban) zoning district, at 515 Gilbert Avenue. The proposed work would exceed 50 percent of the existing replacement value in a 12 month period. The proposal would also exceed 50 percent of the existing floor area and is considered equivalent to a new structure. The recommended actions are contained within Attachment A.

Policy Issues

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

Background

Site location

The subject site is located at 515 Gilbert Avenue, located at the corner of Gilbert Avenue and Marmona Drive. A location map is included as Attachment B. It is mainly surrounded by R-1-U zoned properties; however, some properties nearby to the northeast are zoned in the C-2-A (Neighborhood Shopping, Restrictive) district. There is a mix of one and two-story single-family residences surrounding the project site which feature varied architectural styles, including California/Spanish, ranch, and craftsman homes.

Analysis

Project description

The applicant is proposing to partially demolish and remodel an existing single-story, single-family residence and attached one-car garage. The applicant would add floor area to the first floor and construct a new second floor. The existing concrete patio and front yard path at the front of the home would be removed and replaced with a foyer, a new covered front porch, and a new living room. By reconfiguring the existing living and dining rooms, the applicant would create a stairway, and the kitchen would be expanded at the rear of the building. The kitchen would be adjacent to the new dining room that would lead to a covered porch at the rear of the home.

The corner side and the interior left side of the building encroach into their respective 12-foot and 5.7-foot required setbacks, making it a nonconforming structure with regard to the provisions of the Zoning Ordinance. The remodeling, demolition and additions would exceed 50 percent of the existing replacement value in a 12-month period, as discussed in more detail in the Valuation section. However, the additions would comply with all the setback requirements, and the framing members of the nonconforming walls and roof would be retained. The fencing on this property complies with fence height limitations for corner parcels, although part of it is in the public right-of-way and is proposed to remain. The parking would remain nonconforming; however, the driveway would provide one usable, unofficial parking space located partly in the corner side setback and partly in the public right-of-way. Parking nonconformities may be permitted to remain on remodel/expansion projects.

The house is proposed to be 23 feet, one inch in height, well below the maximum permissible height of 28 feet, and the proposed structure would comply with daylight plane requirements. Although the residence would be located six inches from the front setback, the second floor would be inset 34 feet, five inches from the front property line, and would be approximately 32 feet, two inches from the rear property line. A data table summarizing parcel and project attributes is included as Attachment C. The project plans and the applicant's project description letter are included as Attachments D and E, respectively.

Design and materials

The applicant proposes to update the ranch/bungalow style home by removing the existing vinyl siding, applying stucco to the left and right sides of the first floor, and using horizontal wood siding on the remainder of the first floor and the entire second story. The variation of exterior materials would add visual interest to the project. The home would include a covered front porch, new standing seam metal roof, and new fiberglass windows. The new wood front door with top and side lights would be compatible with the style of the revised structure. The second floor would be inset on all sides, which would reduce the perception of mass from both street frontages. Staff believes that the additions and the proposed façade modifications to the residence are consistent with the general neighborhood, with regard to scale, material, and style.

Trees and landscaping

There are a total of five trees on and near the subject property, two of which are heritage size magnolia street trees. The applicant does not propose to remove any trees at this time. The applicant has submitted an arborist report (Attachment F) detailing the species, size, and conditions of these trees. The proposed project is not anticipated to adversely affect any of the heritage trees, as the construction would not be located close to the heritage magnolias, and tree protection measures will be ensured through standard condition 3g.

Valuation

The City uses standards established by the Building Division to calculate the replacement and new construction costs on which the use permit threshold is based. The City has determined that the replacement cost of the existing structure would be \$197,310, meaning that the applicant would be

allowed to propose new construction and remodeling at this site totaling less than \$98,655 in any 12-month period without applying for a use permit. The City has determined that the value of the proposed work would be approximately \$303,500. Based on this estimate, the proposed project exceeds 50 percent of the replacement cost of the existing structure, therefore requiring use permit approval by the Planning Commission.

Correspondence

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

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 covered front porch, and wood front door, and the variation of exterior materials such as the stucco and horizontal wood siding 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 1 (Section 15301, "Existing Facilities") of the current California Environmental Quality Act (CEQA) Guidelines.

Public Notice

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

Appeal Period

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

Attachments

- A. Recommended Actions
- B. Location Map

- C. Data Table
- D. Project Plans
- E. Project Description Letter
- F. 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

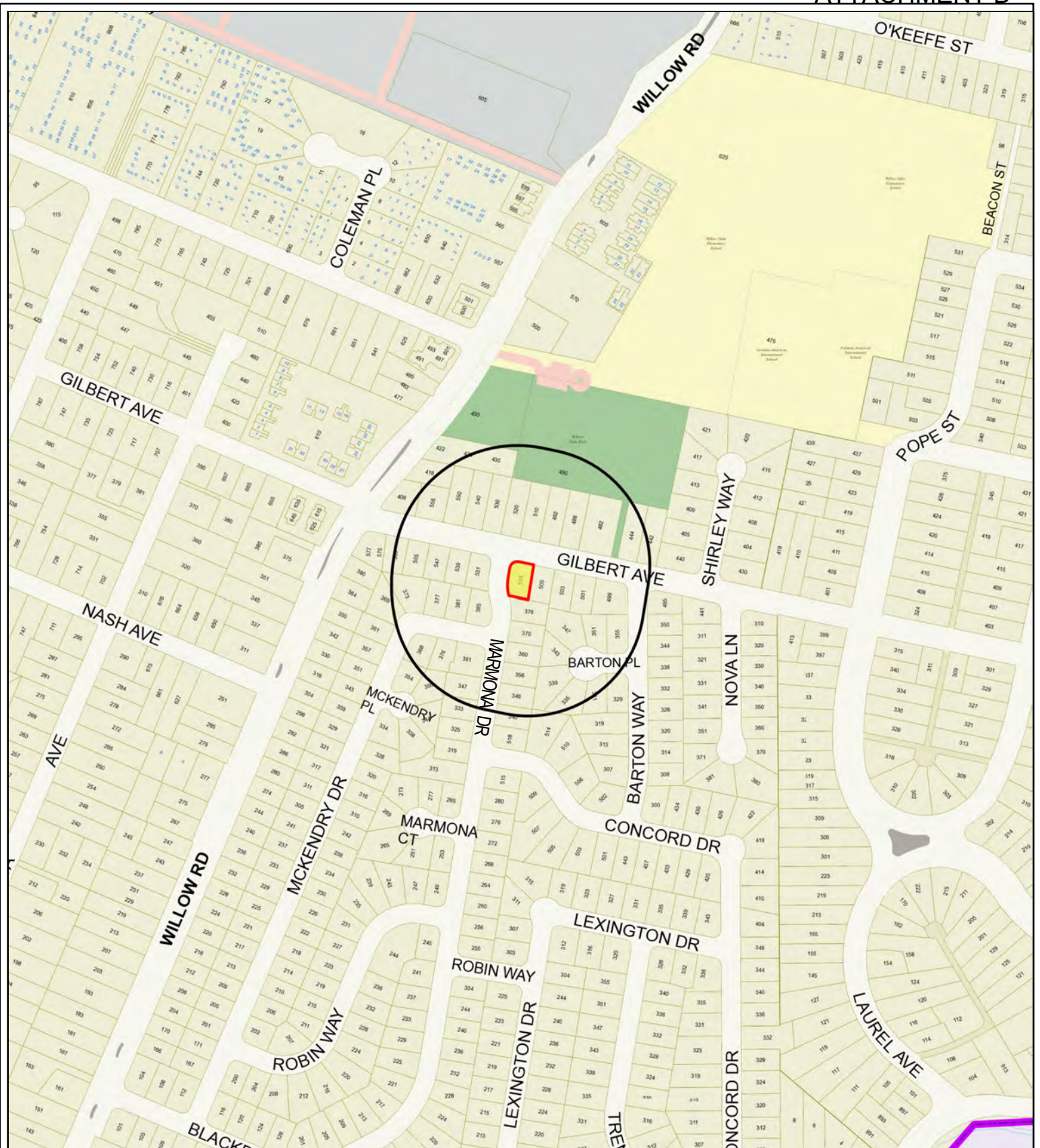
None

Report prepared by:
Michele T. Morris, Assistant Planner

Report reviewed by:
Thomas Rogers, Principal Planner

515 Gilbert Avenue – Attachment A: Recommended Actions

LOCATION: 515 Gilbert Avenue	PROJECT NUMBER: PLN2016-00103	APPLICANT: Bryan Cho	OWNER: Bryan Cho
REQUEST: Request for a use permit to partially demolish, remodel, and add first- and second-story additions to an existing nonconforming single-story, single-family residence on a substandard lot with respect to lot area, depth, and width in the R-1-U (Single-Family Urban) zoning district. The proposed work would exceed 50 percent of the existing replacement value in a 12 month period. The proposal would also exceed 50 percent of the existing floor area and is considered equivalent to a new structure.			
DECISION ENTITY: Planning Commission	DATE: February 27, 2017	ACTION: TBD	
VOTE: TBD (Barnes, Combs, Goodhue, Kahle, Onken, Riggs, Strehl)			
ACTION:			
<ol style="list-style-type: none"> 1. Make a finding that the project is categorically exempt under Class 1 (Section 15301, "Existing Facilities") of the current California Environmental Quality Act (CEQA) Guidelines. 2. Make findings, as per Section 16.82.030 of the Zoning Ordinance pertaining to the granting of use permits, that the proposed use will not be detrimental to the health, safety, morals, comfort and general welfare of the persons residing or working in the neighborhood of such proposed use, and will not be detrimental to property and improvements in the neighborhood or the general welfare of the City. 3. Approve the use permit subject to the following standard conditions: <ol style="list-style-type: none"> a. Development of the project shall be substantially in conformance with the plans prepared by Ogawa Fisher Architects, consisting of 14 plan sheets, dated received February 21, 2017, and approved by the Planning Commission on February 27, 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. Simultaneous with the submittal of a complete building permit application, the applicant shall submit plans indicating that the applicant shall remove and replace any damaged and significantly worn sections of frontage improvements. The plans shall be submitted for review and approval of the Engineering Division. f. Simultaneous with the submittal of a complete building permit application, the applicant shall submit a Grading and Drainage Plan for review and approval of the Engineering Division. The Grading and Drainage Plan shall be approved prior to the issuance of grading, demolition or building permits. g. Heritage trees in the vicinity of the construction project shall be protected pursuant to the Heritage Tree Ordinance. 			



City of Menlo Park
 Location Map
 515 GILBERT AVENUE



Scale: 1:4,000

Drawn By: MTM

Checked By: THR

Date: 2/27/2017

Sheet: 1

515 Gilbert Avenue – Attachment C: Data Table

	PROPOSED PROJECT	EXISTING PROJECT	ZONING ORDINANCE
Lot area	5,227 sf	5,227 sf	7,000 sf min.
Lot width	57.4 ft.	57.4 ft.	65 ft. min.
Lot depth	89.6 ft.	89.6 ft.	100 ft. min.
Setbacks			
Front	20.5 ft.	24.9 ft.	20 ft. min.
Rear	24.1 ft.	32.2 ft.	20 ft. min.
Side (corner side left)	7.5 ft.	7.5 ft.	12 ft. min.
Side (right)	3.1 ft.	3.1 ft.	5.7 ft. min.
Building coverage	1,805 sf 34.5 %	1,193 sf 23 %	1,829.5 sf max. 35 % max.
FAL (Floor Area Limit)	2,272 sf	1,164 sf	2,800 sf max.
Square footage by floor	1,249 sf/1 st 692 sf/2 nd 273 sf/garage 30 ceiling ht. > 12ft. 28 sf/attic > 5ft. 283 sf/porches	891 sf/1 st 273 sf/garage 29 sf/porch	
Square footage of building	2,555 sf	1,193 sf	
Building height	23.1 ft.	13.2 ft.	28 ft. max.
Parking	1 covered	1 covered	1 covered/1 uncovered

Trees					
Heritage trees	2	Non-Heritage trees	3	New Trees	0
Heritage trees proposed for removal	0	Non-Heritage trees proposed for removal	0	Total Number of Trees	*5

* Four trees are in the City's right-of-way.

GENERAL ARCHITECTURAL LEGEND

NOT INTENDED TO BE EXHAUSTIVE

	EXISTING WALL		INTERIOR ELEVATION REFERENCE
	EXISTING WALL TO BE DEMOLISHED		DETAIL REFERENCE
	NEW WOOD FRAME WALL		WINDOW & SKYLIGHT REFERENCE
	NEW CONCRETE WALL		DOOR REFERENCE
	DATUM OR WORK POINT		PARTITION TYPE REFERENCE
	GRID LINE		
	SECTION/ELEVATION REFERENCE		

PROJECT GENERAL NOTES

- IF DRAWING SHEET IS LESS THAN 22"x34" IT HAS BEEN SCALED FROM THE ORIGINAL SIZE.
- DO NOT SCALE DRAWINGS. IF UNABLE TO LOCATE DIMENSIONS FOR ANY ITEM OF WORK, CONSULT WITH ARCHITECT BEFORE PROCEEDING.
- VERIFY ALL DIMENSIONS BEFORE PROCEEDING WITH WORK. NOTIFY THE ARCHITECT IMMEDIATELY OF ANY DISCREPANCY OR VARIATION; DO NOT PROCEED WITH WORK UNTIL DISCREPANCY IS RESOLVED.
- GRID LINES ARE TO OUTSIDE FACE OF EXTERIOR STUD UNLESS OTHERWISE NOTED.
- HORIZONTAL DIMENSIONS AND GRID LINES ARE TO FACE OF INTERIOR FINISH; FACE OF CMU, OUTSIDE FACE OF EXTERIOR STUD, OR FACE OF CONCRETE, UNLESS OTHERWISE NOTED.
- VERTICAL DIMENSIONS ARE MEASURED FROM TOP OF FINISH FLOOR TO EITHER ONE OF:
A. TOP OF FINISH FLOOR ABOVE
B. ROOF BEARING ELEVATION
C. AS NOTED
- DETAILS SHOWN ON DRAWINGS SHALL BE INCORPORATED INTO THE PROJECT AT ALL APPROPRIATE LOCATIONS WHETHER SPECIFICALLY REFERENCED OR NOT.
- ANY DISCREPANCIES BETWEEN DRAWINGS, BETWEEN DRAWINGS AND SPECIFICATIONS OR WITHIN THE SPECIFICATIONS SHALL BE BROUGHT TO THE ATTENTION OF THE ARCHITECT BEFORE PROCEEDING WITH AFFECTED WORK; DO NOT PROCEED WITH WORK BEFORE DISCREPANCY IS RESOLVED.
- CONTRACTOR IS RESPONSIBLE TO TAKE PRECAUTIONS AND MEASURES TO PROTECT EXISTING LANDSCAPE, PLANTING AND TREES FROM DAMAGE DURING CONSTRUCTION. CONTRACTOR WILL BE RESPONSIBLE TO MAINTAIN LANDSCAPE IRRIGATION SYSTEM, OR PROVIDE ALTERNATE MEANS FOR IRRIGATION OF LANDSCAPE.
- CONTRACTOR SHALL KEEP JOBSITE CLEAN AND FREE OF DUST AND DEBRIS DURING NON-WORKING HOURS.
- ALL DUCT OPENINGS AND RELATED AIR DISTRIBUTION COMPONENTS SHALL BE COVERED AND PROTECTED DURING CONSTRUCTION, PER CALGREEN SECTION 4.504.1.
- CODES USED:
2013 CALIFORNIA RESIDENTIAL CODE (2012 IRC)
2013 CALIFORNIA BUILDING CODE (2012 IBC)
2013 CALIFORNIA MECHANICAL CODE (2012 UMC)
2013 CALIFORNIA PLUMBING CODE (2012 UPC)
2013 CALIFORNIA FIRE CODE (2012 FIC)
2013 CALIFORNIA ELECTRICAL CODE (2012 NEC)
2013 CALIFORNIA ENERGY CODE
2013 CALIFORNIA GREEN BUILDING STANDARDS
- AT THE COMPLETION OF THE JOB, AN OPERATION & MAINTENANCE MANUAL SHALL BE PROVIDED TO THE OWNER, PER CALGREEN SECTION 4.410.1.
- UPON REQUEST, VERIFICATION OF COMPLIANCE WITH THE CALGREEN MANDATORY MEASURES SHALL BE PROVIDED TO THE BUILDING OFFICIAL. SEE EN-2 FOR FULL CHECKLIST.

PROJECT SPECIFIC NOTES

- NO HABITABLE ENCLOSURES (BASEMENTS, ETC.) SHALL BE CONSTRUCTED BELOW THE BASE FLOOD ELEVATION.
- REMOVE AND REPLACE ANY CRACKED, DEPRESSED, UPLIFTED, OR OTHERWISE DAMAGED IMPROVEMENTS (I.E. CURB, GUTTER, SIDEWALK, ETC.) ALONG THE ENTIRE PROJECT FRONTAGE.
- ANY FRONTAGE IMPROVEMENTS WHICH ARE DAMAGED AS A RESULT OF CONSTRUCTION WILL BE REQUIRED TO BE REPLACED. ALL FRONTAGE IMPROVEMENT WORK SHALL BE IN ACCORDANCE WITH THE LATEST VERSION OF THE CITY STANDARD DETAILS.
- AN ENCROACHMENT PERMIT FROM THE ENGINEERING DIVISION IS REQUIRED PRIOR TO ANY CONSTRUCTION ACTIVITIES, INCLUDING UTILITY LATERALS, IN THE PUBLIC RIGHT OF WAY. A LIST OF REQUIREMENTS FOR ENCROACHMENT PERMIT SUBMITTAL CAN BE FOUND ON THE CITY'S WEBSITE AT: [HTTP://WWW.MENLOPARK.ORG/202/ENCROACHMENT-PERMITS](http://www.menlopark.org/202/ENCROACHMENT-PERMITS).

ABBREVIATION LIST

NOT INTENDED TO BE EXHAUSTIVE

(N)	NEW	OFCI	OWNER-FURNISHED, CONTRACTOR-INSTALLED
(E)	EXISTING	CFCI	CONTRACTOR-FURNISHED, CONTRACTOR-INSTALLED
TYP.	TYPICAL		
SIM.	SIMILAR		
U.N./O./U.O.N.	UNLESS NOTED OTHERWISE		
N.I.C.	NOT IN CONTRACT	GW/B/GYP. BD.	GYPSUM BOARD
CONT.	CONTINUOUS		
CLR.	CLEAR	DS/RWL	DOWN SPOUT / RAINWATER LEADER
ADJ.	ADJACENT		
T.O.	TOP OF	C.T.	CERAMIC TILE
B.O.	BOTTOM OF	WD.	WOOD
E.O.	EDGE OF	PLAM.	PLASTIC LAMINATE

PROJECT INFORMATION

ADDRESS: 515 GILBERT AVENUE, MENLO PARK
APN: 062-342-080
ZONING: R1-U

	<u>EXISTING</u>	<u>PROPOSED</u>	<u>ALLOWED</u>
OCCUPANCY	R-3U	R-3U	R-3U
CONSTRUCTION TYPE	V-B	V-B	V-B
# OF STORIES	1	2	2
SPRINKLERED?	NO	YES	

	<u>EXISTING</u>	<u>PROPOSED</u>	<u>ALLOWED</u>
MAXIMUM BLDG HEIGHT	14.6'	23.5'	28.0'

FRONT SETBACK	24.9'	20.5'	20.0'
FIRST FLOOR			
SECOND FLOOR		34.4'	20.0'

SIDE SETBACK (WEST)	7.5'	7.5'	12.0'
FIRST FLOOR		18.4'	12.0'
SECOND FLOOR			

SIDE SETBACK (EAST)	3.2'	3.2'	7.0'
FIRST FLOOR			
SECOND FLOOR			

REAR SETBACK	32.2'	24.1'	20.0'
FIRST FLOOR			
SECOND FLOOR			

OFF-STREET PARKING SPACES	1 SPACES	1 SPACES	1 SPACES
---------------------------	----------	----------	----------

(E) NON CONFORMING GARAGE TO REMAIN

SITE ANALYSIS

(SEE A1.0 FOR SITE PLANS)

LOT AREA: 5,227 SF
FLOOR AREA LIMIT: 2,800 SF

	<u>EXISTING</u>	<u>PROPOSED</u>	<u>ALLOWED</u>
--	-----------------	-----------------	----------------

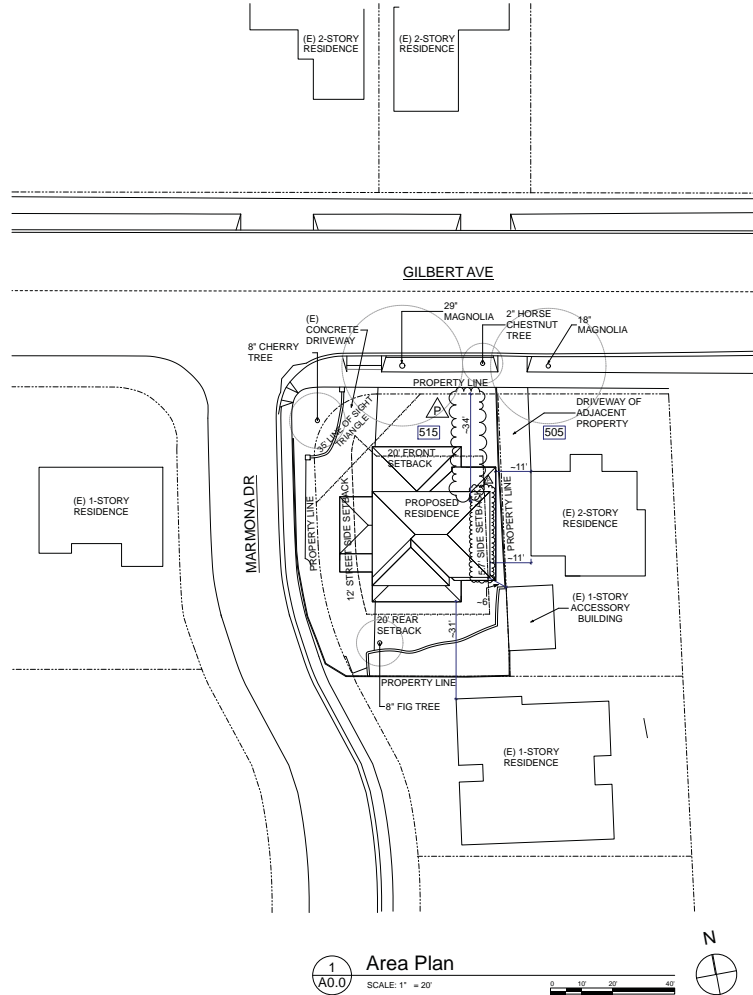
FLOOR AREA:			
FIRST FLOOR	891 SF	1,279 SF	1,400 SF MAX
SECOND FLOOR	-	692 SF	
GARAGE	273 SF	273 SF	
TOTAL	1,164 SF	2,244 SF	2,800 SF

BUILDING COVERAGE	1,193 SF	1,828 SF	1,829 SF
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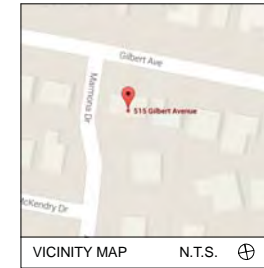
	22.8%	35%	35%
--	-------	-----	-----

LAND COVERED BY LANDSCAPING	50.2%	38.5%	-
-----------------------------	-------	-------	---

PAVED SURFACES	26.9%	26.4%	-
----------------	-------	-------	---



1 A0.0 Area Plan
SCALE: 1" = 20'



JOB DIRECTORY

OWNER: BRIAN CHO & HOLLI KANG
515 GILBERT AVENUE
MENLO PARK, CA 94025
PH: 415-230-0067

ARCHITECT: HIROMI OGAWA / LYNN FISHER
OGAWA FISHER ARCHITECTS
715 COLORADO AVENUE SUITE D
PALO ALTO, CA 94303
PH: 415-230-0067

STRUCTURAL ENGINEER: SARAH LEONG / BILL HARRISON
SARAH LEONG CONSULTING ENGINEER
226 PERSIA STREET
SAN FRANCISCO, CA 94112
PH: 415-333-4014

SURVEYOR: WADE HAMMOND
LAND SURVEYOR PLS 6163
36660 NEWARK BLVD, SUITE C
NEWARK, CA 94560
PH: 510-579-6112

SCOPE OF WORK

ADD 358 SF HORIZONTAL ADDITION AND (N) 690 SF 2ND STORY TO (E) ONE-STORY HOME. SCOPE INCLUDES INTERIOR REMODEL OF (E) HOME.

ID	NAME
A0.0	Project Information
A0.1	Existing/Proposed Site/Roof Plan
A0.2	Square Footage Calculations
A1.0	Existing/Demo First Floor Plan
A1.1	Proposed First Floor Plan
A1.2	Proposed Second Floor Plan
A1.3	Proposed Roof Plan
A2.0	Existing Exterior Elevations
A2.1	Proposed Exterior Elevations
A2.2	Proposed Exterior Elevations
A3.0	Building Sections
A3.1	Building Sections
	Exterior Views
	Survey

OGAWA FISHER
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Palo Alto, California 94303-3907

CHO/KANG RESIDENCE
REMODEL & ADDITION

515 Gilbert Ave
Menlo Park, CA 94025
APN: 062-342-080
OFA job number: 1516

revisions

Use Permit Resubmittal 2/21/2017

Use Permit Resubmittal 1/09/2017

Use Permit Submittal 10/10/16

sheet number

Project Information

sheet number

A0.0

- TREE LIST:
 1. 29" Magnolia
 2. 2" Horse Chestnut
 3. 18" Magnolia
 4. 8" Fig Tree
 5. 8" Cherry Tree

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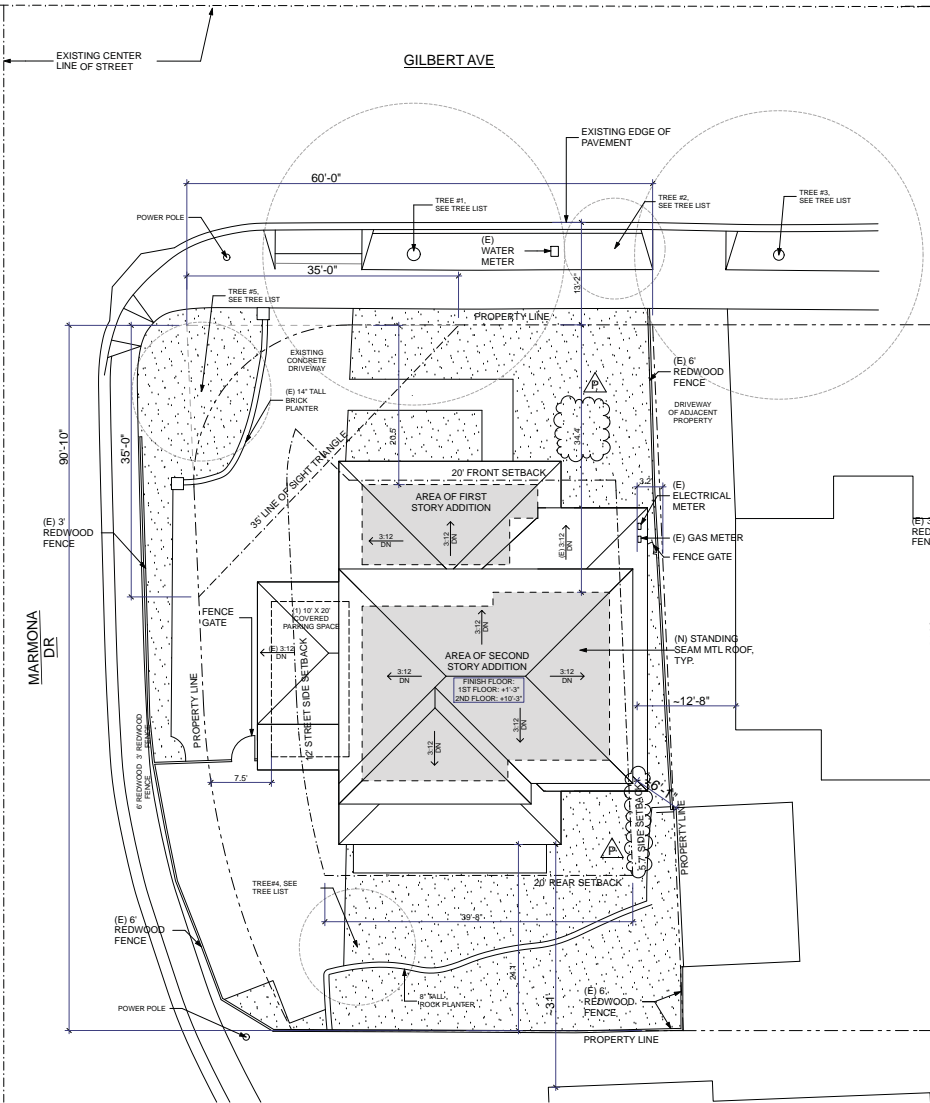
revisions

- Use Permit Resubmittal 2/21/2017
- Use Permit Resubmittal 1/09/2017
- Use Permit Submittal 10/10/16

Sheet Index
**Proposed Site/
Roof Plan**

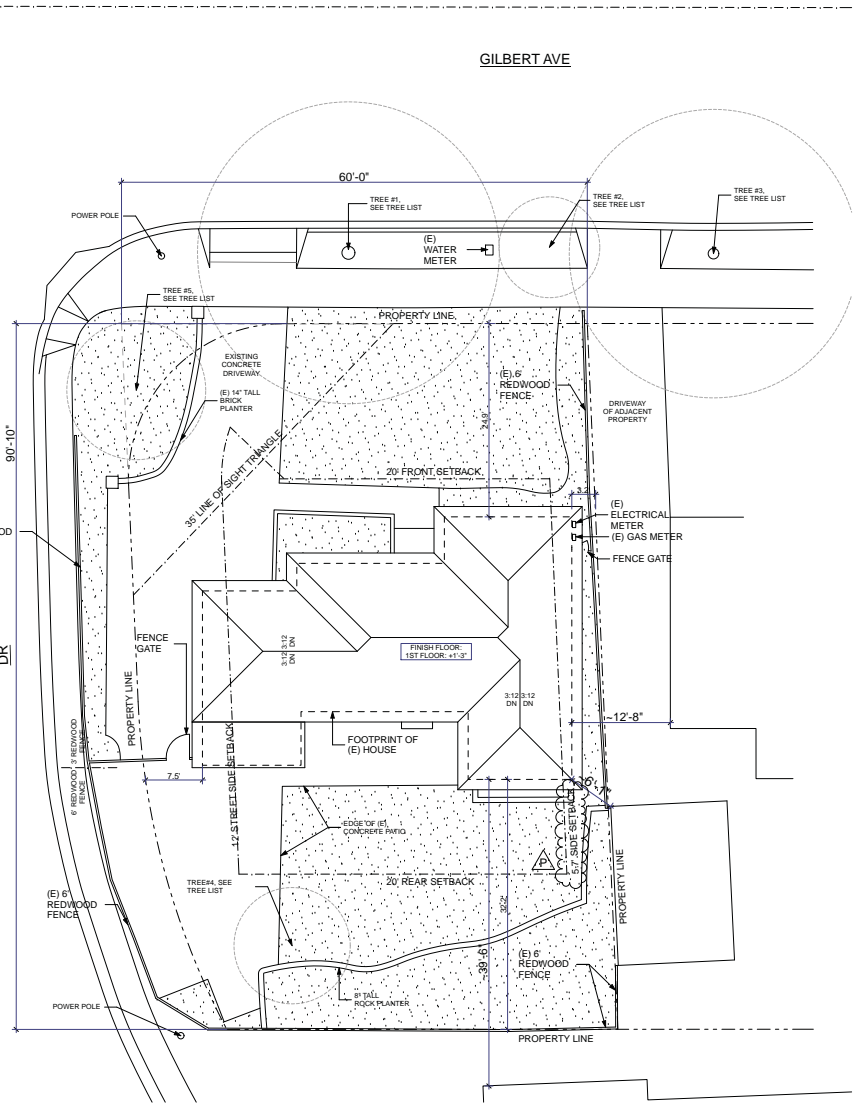
sheet number

A0.1



1 Proposed Site/Roof Plan

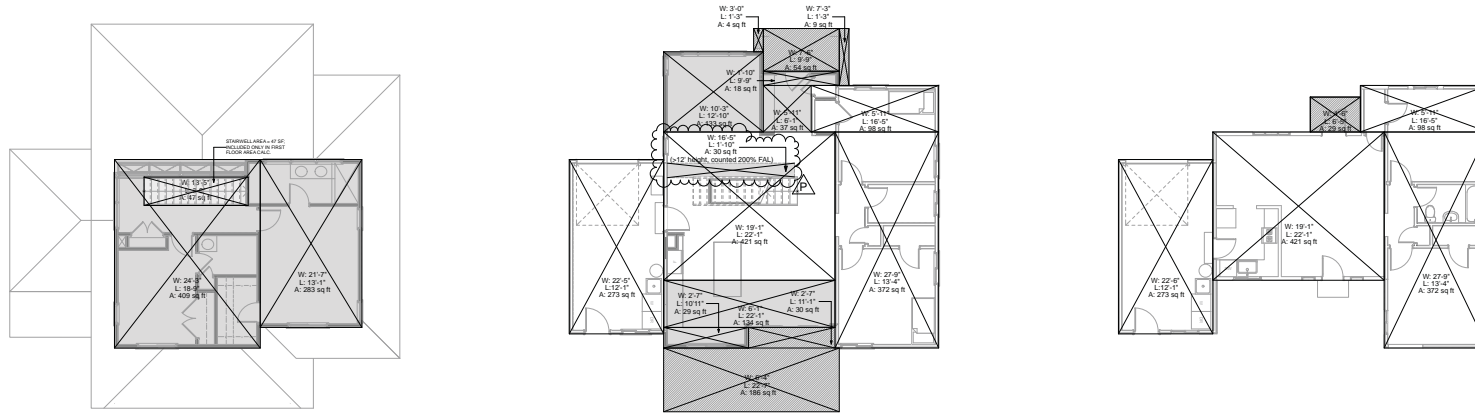
SCALE: 1/8" = 1'-0"



1 Existing Site/Roof Plan

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





3 Square Footage Calculation - Proposed Second Floor Plan

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



2 Square Footage Calculation - Proposed First Floor Plan

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



1 Square Footage Calculation - Existing First Floor Plan

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



KEY:

- Existing
- Proposed
- Included in Building Coverage but not Floor Area

PROPOSED BUILDING COVERAGE:

First Floor	= 1272 SF
Garage	= 273 SF
Porch	= 283 SF
Total	= 1828 SF

PROPOSED FLOOR AREA:

First Floor	= 1278 SF
Garage	= 273 SF
Second Floor	= 692 SF
Total	= 2244 SF

PROPOSED IMPERVIOUS AREA:

Building Coverage	= 1828 SF
Garage	= 273 SF
Other Paved Surfaces	= 1362 SF
Total	= 3210 SF

PROPOSED PERVIOUS AREA:

Landscaping	= 2017 SF
Total	= 2017 SF

EXISTING BUILDING COVERAGE:

First Floor	= 891 SF
Garage	= 273 SF
Porch	= 29 SF
Total	= 1193 SF

EXISTING FLOOR AREA:

First Floor	= 891 SF
Garage	= 273 SF
Second Floor	= 0 SF
Total	= 1164 SF

EXISTING IMPERVIOUS AREA:

Building Coverage	= 1183 SF
Garage	= 273 SF
Other Paved Surfaces	= 1411 SF
Total	= 2667 SF

EXISTING PERVIOUS AREA:

Landscaping	= 2623 SF
Total	= 2623 SF

revisions

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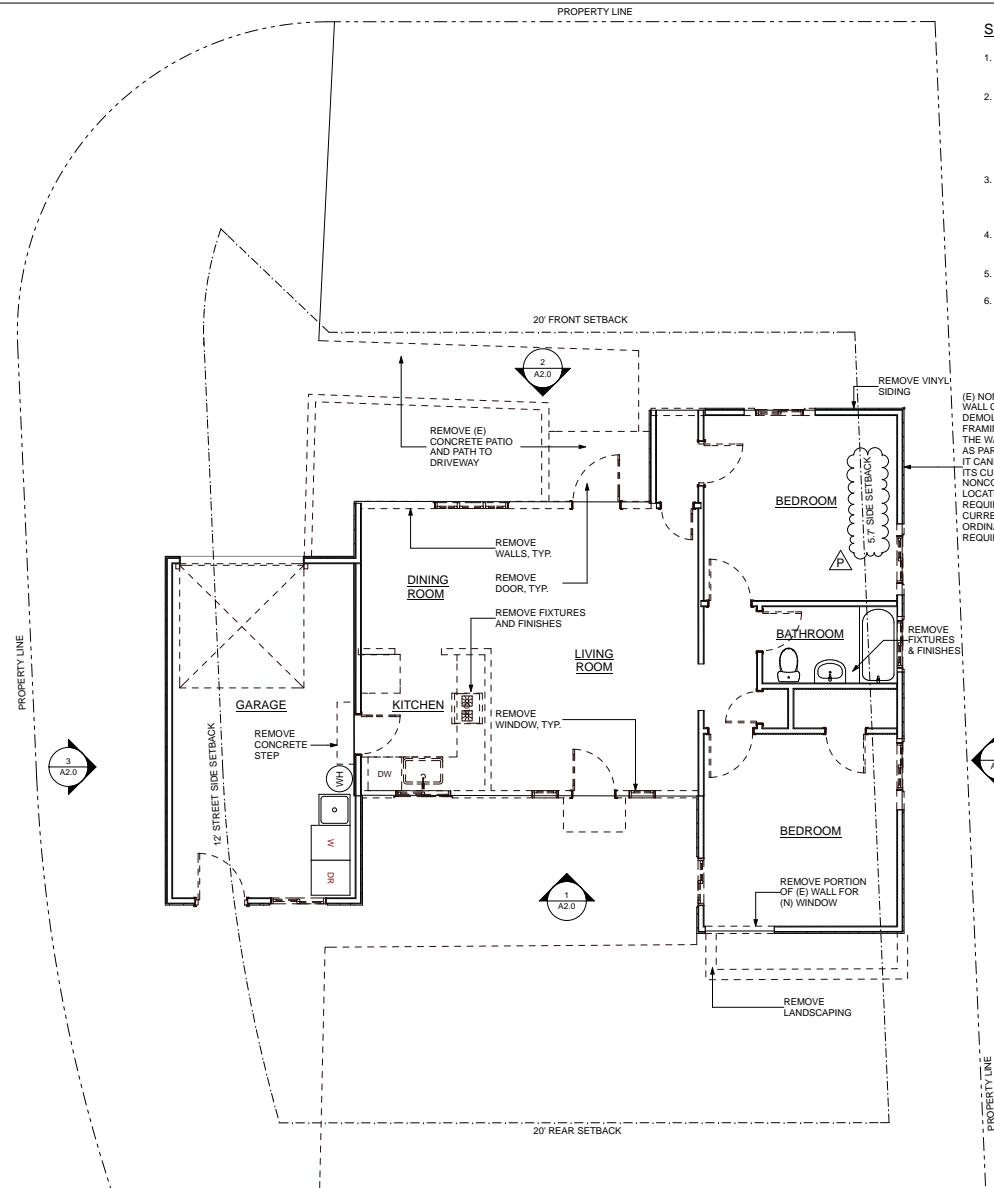
Use Permit Resubmittal 1/09/2017 A

Use Permit Submittal 10/10/16

sheet index
**Square
Footage
Calculations**

sheet number

A0.2



SHEET NOTES

1. CONTRACTOR SHALL KEEP JOBSITE CLEAN AND FREE OF DUST AND DEBRIS DURING NON-WORKING HOURS.
2. (E) FIXTURES, FINISHES AND EQUIPMENT OUTSIDE THE SCOPE OF WORK SHALL REMAIN INTACT AND SHALL BE PROTECTED DURING CONSTRUCTION. IF AFFECTED DURING CONSTRUCTION, CONTRACTOR IS RESPONSIBLE FOR REPAIRING THEM TO THEIR ORIGINAL STATE WITHIN THE CONTRACT SUM.
3. ALL MATERIALS THAT CAN BE SALVAGED SHALL BE SALVAGED & PROPERLY STORED. ANY MATERIALS THAT CANNOT BE SALVAGED SHALL BE RECYCLED IF POSSIBLE.
4. PATCH AND REPAIR ALL INTERSECTIONS OF DEMOLISHED WALLS TO EXISTING WALLS TO REMAIN.
5. STOCKPILE AND PROTECT ALL (E) DOORS & HARDWARE FOR POSSIBLE RE-USE.
6. ERECT TEMPORARY SHORING AT BEARING WALLS PRIOR TO DEMO. CONSULT ENGINEERS OF RECORD AS NEEDED FOR LOCATIONS OF THE BEARING WALLS.

(E) NONCONFORMING WALL CANNOT BE DEMOLISHED PAST FRAMING MEMBERS. IF THE WALL IS DEMOLISHED AS PART OF THE PROJECT, IT CANNOT BE REBUILT IN ITS CURRENT NONCONFORMING LOCATION, AND WILL BE REQUIRED TO MEET THE CURRENT ZONING ORDINANCE SETBACK REQUIREMENTS.



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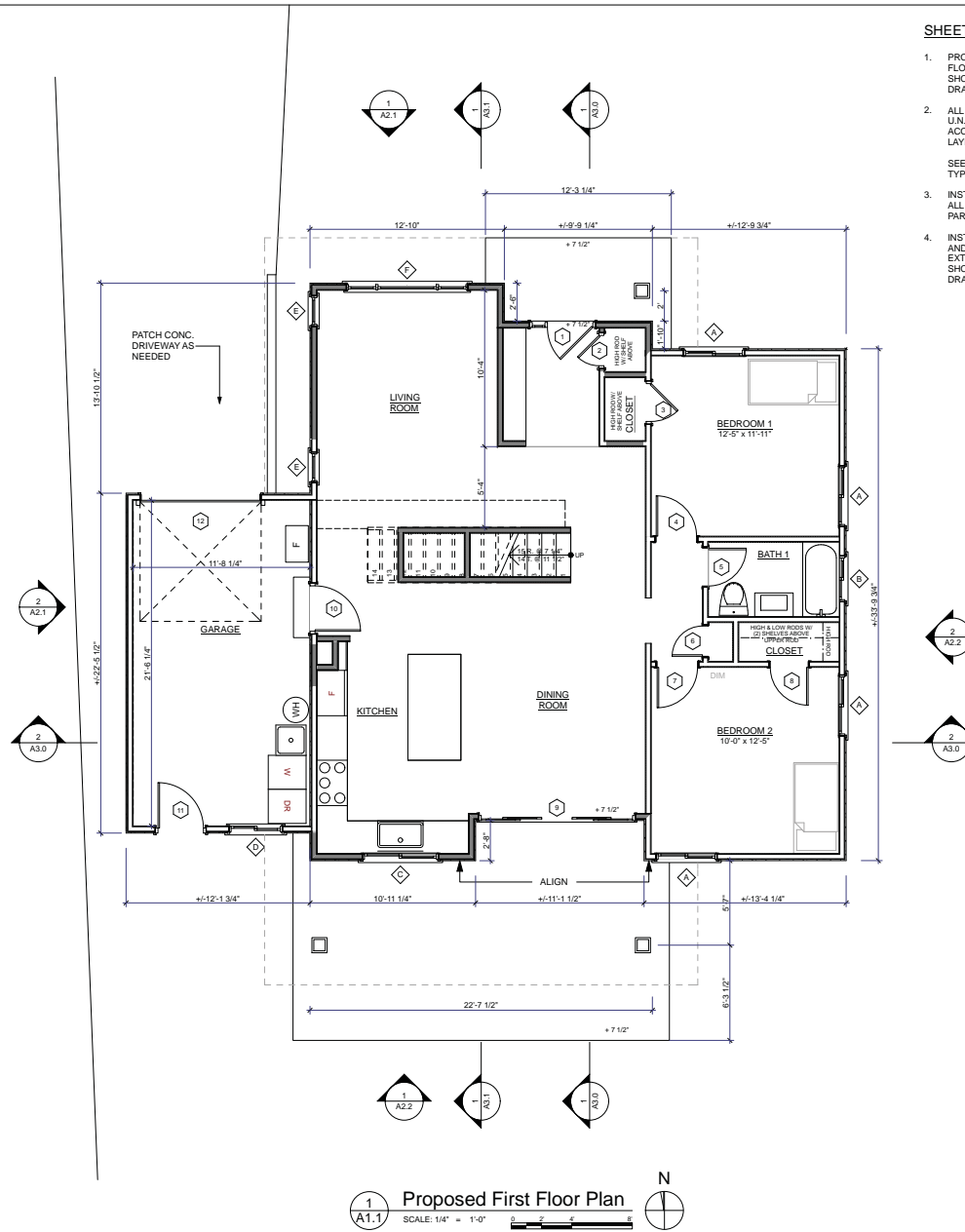
**CHO/KANG RESIDENCE
REMODEL & ADDITION**

515 Gilbert Ave
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APN: 062-342-080
OFA job number: 1516

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Sheet Index	
Existing/Demo	
First Floor	
Plan	
Sheet number	

1
A1.0 Existing/Demo First Floor Plan
SCALE: 1/4" = 1'-0"
N

A1.0



SHEET NOTES

1. PROVIDE FIRE-BLOCKING AT CEILING, FLOORS, FURRED DOWN CEILINGS, SHOWERS, SOFFITS, AND CONCEALED DRAFT OPENINGS. @ 10'-0" O.C. MAX.
2. ALL NEW PARTITIONS TO BE TYPE P1A U.N.O. (2X4 FRAMING @ 16" O.C. W/ ACOUSTIC BATT INSULATION AND (1) LAYER 5/8" GYP BD EACH SIDE.)
SEE SHEET A5.0 FOR ALL PARTITION TYPES (P1/P1A, P2/P2A, AND P1F).
3. INSTALL ACOUSTIC BATT INSULATION AT ALL OPEN BATHROOM AND BEDROOM PARTITIONS.
4. INSTALL "FULL HT TILE" AT ALL SHOWERS AND BATHTUB SURROUNDS: TILE SHALL EXTEND FROM TOP OF TUB OR TOP OF SHOWER PAN TO CEILING (72" MIN. ABOVE DRAIN INLET).

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Use Permit Resubmittal 1/09/2017	A
Use Permit Submittal 10/10/16	

sheet index

**Proposed First
Floor Plan**

sheet number

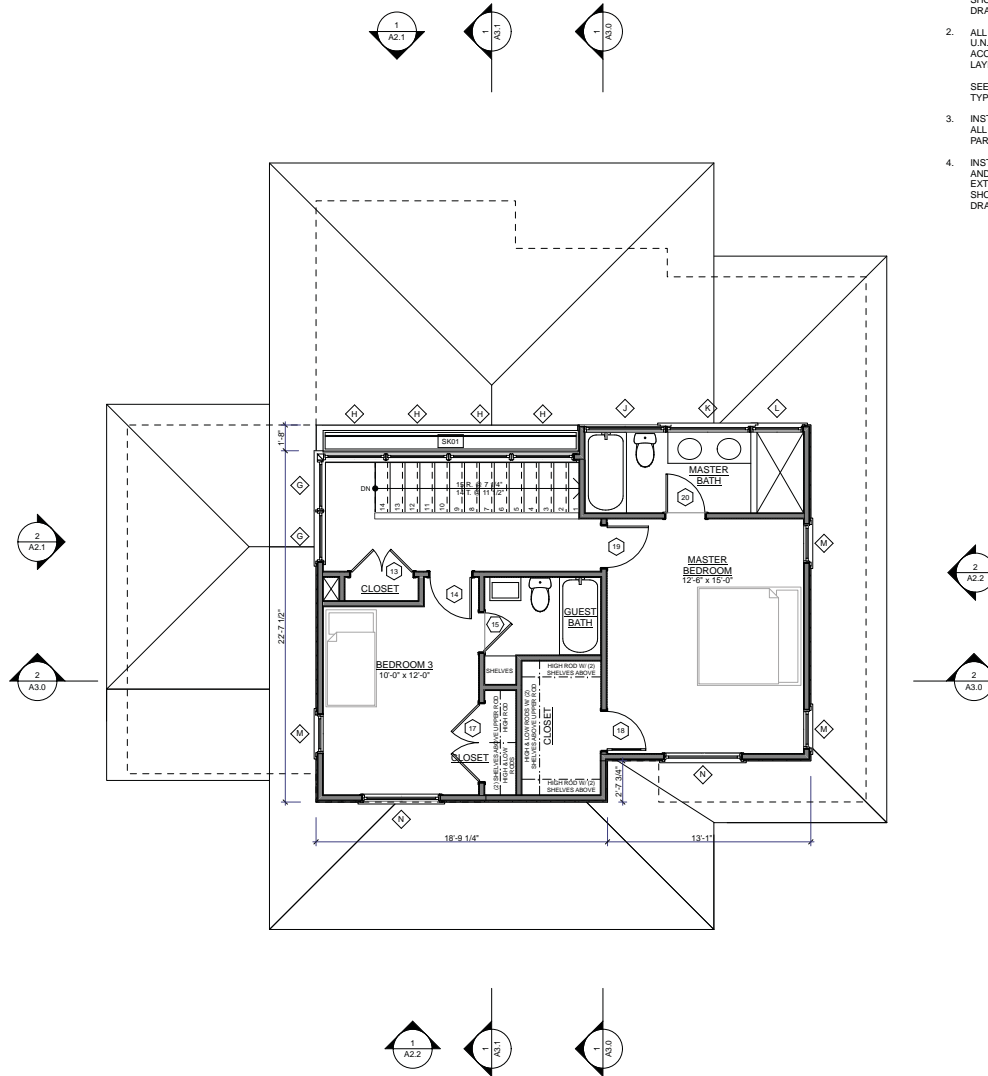
A1.1

1
A1.1 Proposed First Floor Plan
SCALE: 1/4" = 1'-0"
0 2 4 8
N

DOOR SCHEDULE							
ID	TYPE	MATL	NOMINAL WIDTH	NOMINAL HEIGHT	DETAILS		REMARKS
					HEAD	JAMB	
1			3"	6'-6"			
2			2"	6'-8"			
3			2'-6"	6'-8"			Replace (E) door (same size)
4			2'-6"	6'-8"			Replace (E) door (same size)
5			2'-6"	6'-8"			Replace (E) door (same size)
6			2"	6'-8"			Replace (E) door (same size)
7			2'-6"	6'-8"			Replace (E) door (same size)
8			2'-6"	6'-8"			Replace (E) door (same size)
9			10"	6'-8"			
10			3"	6'-8"			Replace (E) door (same size)
11			3"	6'-8"			Replace (E) door (same size)
12			8"	8"			Replace (E) door (same size)
13			4"	6'-8"			
14			2'-6"	6'-8"			
15			2'-6"	6'-8"			
17			5"	6'-8"			
18			2'-6"	6'-8"			
19			2'-6"	6'-8"			
20			2'-6"	6'-8"			

SHEET NOTES

1. PROVIDE FIRE-BLOCKING AT CEILING, FLOORS, FURRED DOWN CEILINGS, SHOWERS, SIFTS, AND CONCEALED DRAFT OPENINGS. @ 10'-0" O.C. MAX.
2. ALL NEW PARTITIONS TO BE TYPE P1A U.N.O. (2X4 FRAMING @ 16" O.C. W/ ACOUSTIC BATT INSULATION AND (1) LAYER 5/8" GYP BD EACH SIDE.)
SEE SHEET A5.0 FOR ALL PARTITION TYPES (P1/P1A, P2/P2A, AND P1F).
3. INSTALL ACOUSTIC BATT INSULATION AT ALL OPEN BATHROOM AND BEDROOM PARTITIONS.
4. INSTALL "FULL HT TILE" AT ALL SHOWERS AND BATHTUB SURROUNDS: TILE SHALL EXTEND FROM TOP OF TUB OR TOP OF SHOWER PAN TO CEILING (72" MIN. ABOVE DRAIN INLET).



1
A1.2 Proposed Second Floor Plan
SCALE: 1/4" = 1'-0"
0 2 4 8

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revisions

Use Permit Resubmittal 2/21/2017

Use Permit Resubmittal 1/09/2017

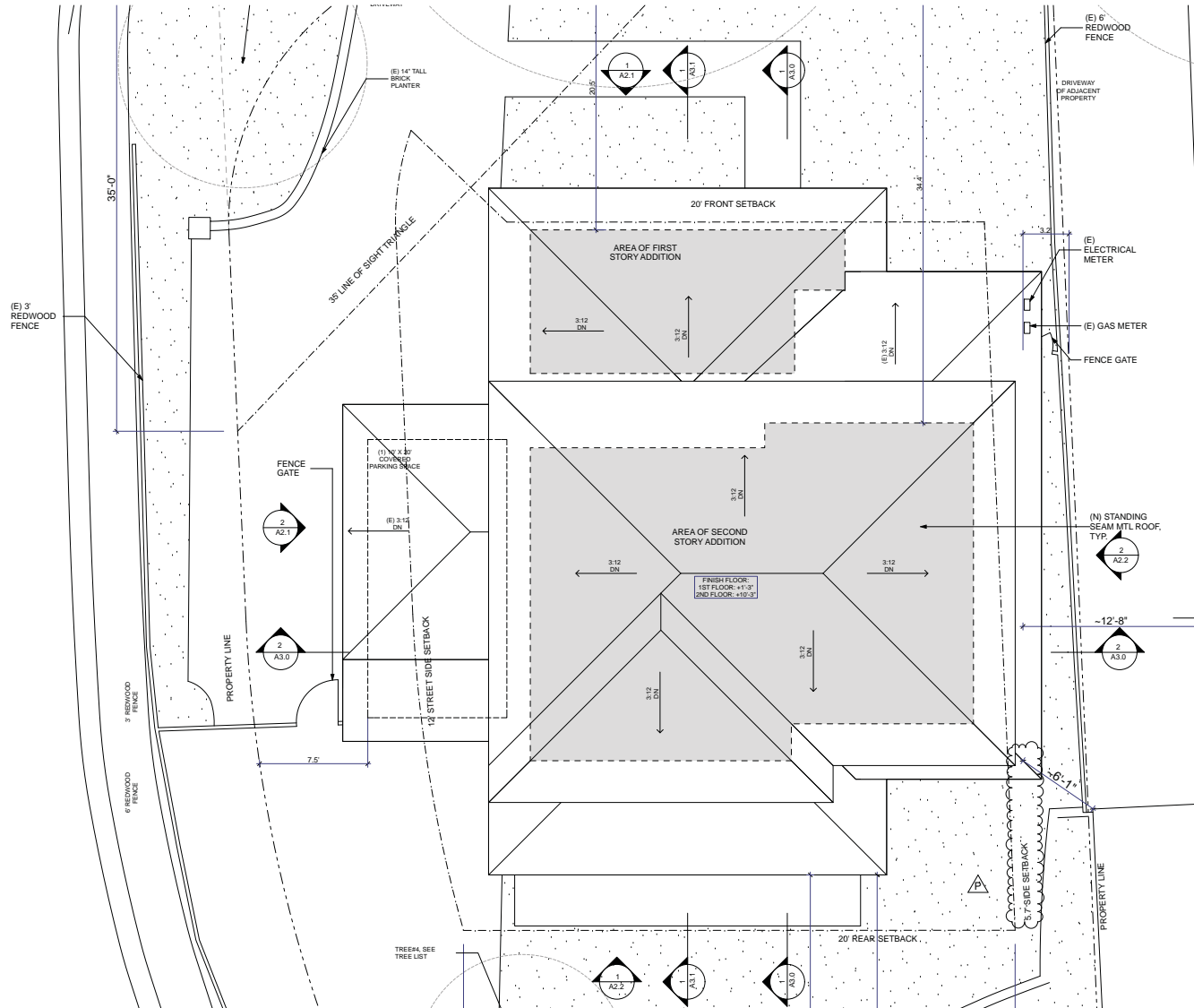
Use Permit Submittal 10/10/16

sheet index

**Proposed
Second Floor
Plan**

sheet number

A1.2



1 Proposed Roof Plan
A1.3 SCALE: 1/4" = 1'-0"



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**CHO/KANG RESIDENCE
REMODEL & ADDITION**

515 Gilbert Ave
Menlo Park, CA 94025
APN: 062-342-080
OFA job number: 1516

revisions

- Use Permit Resubmittal 2/21/2017 A
- Use Permit Resubmittal 1/09/2017 A
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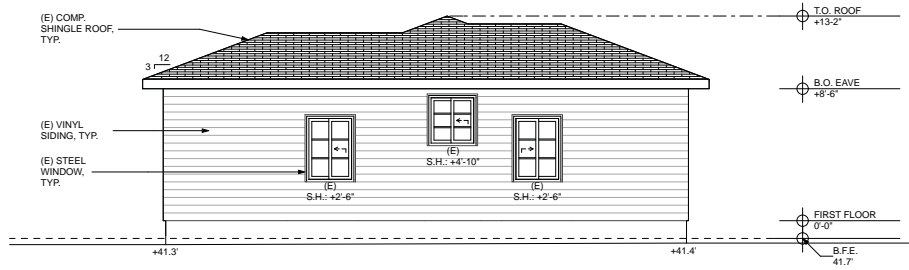
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Plan**

sheet number

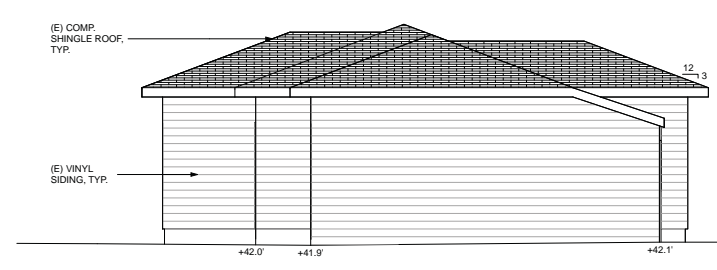
A1.3

SHEET NOTES

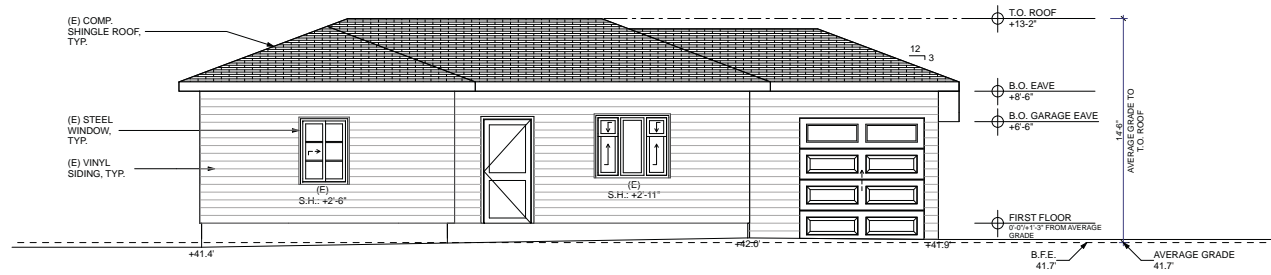
1. ALL S.H. RELATIVE TO FINISH FLOOR.



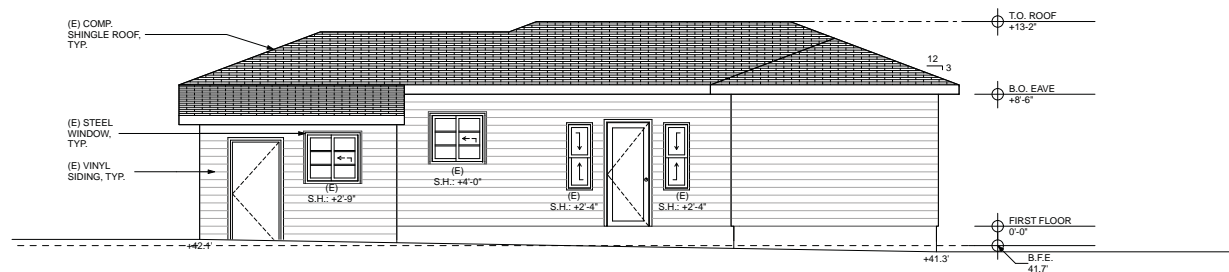
3 Existing East (Right Side) Elevation
SCALE: 1/4" = 1'-0"



4 Existing West (Left Side) Elevation
SCALE: 1/4" = 1'-0"



2 Existing North (Front) Elevation
SCALE: 1/4" = 1'-0"



1 Existing South (Rear) Elevation
SCALE: 1/4" = 1'-0"

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**Existing
Exterior
Elevations**

sheet number

A2.0

WINDOW SCHEDULE					
ID	SIZE		FRAME*	TYPE	REMARKS
	WIDTH	HEIGHT			
A	4'	4'	CLAD	SLIDING	Replace (E) window (same size)
B	3'	2'	CLAD	SLIDING	Replace (E) window (same size)
C	5'	3'-6"	CLAD	SLIDING	
D	3'-6"	3'-3"	CLAD	SLIDING	Replace (E) window (same size)
E	2'	5'-6"	CLAD	FIXED/AWNING	
F	8'	5'-6"	CLAD	SLIDING/FIXED/SLIDING	
G	3'-3"	1'-6"	CLAD	AWNING	
H	4'	1'-6"	CLAD	AWNING	
J	5'-2 3/4"	1'-6"	CLAD	FIXED	
K	5'-9"	1'-6"	CLAD	FIXED	
L	3'-4"	1'-6"	CLAD	AWNING	
M	2'-6"	5'	CLAD	FIXED/AWNING	
N	5'	3'-6"	CLAD	SLIDING	

ALL WINDOWS FIBERGLASS CLAD WOOD WITH WOOD SILLS/CASING INSIDE AND OUT.

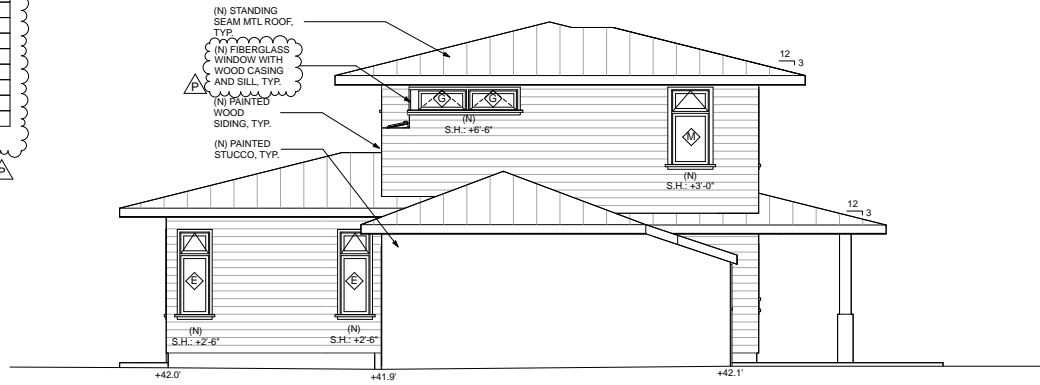
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- ALL S.H. RELATIVE TO FINISH FLOOR.

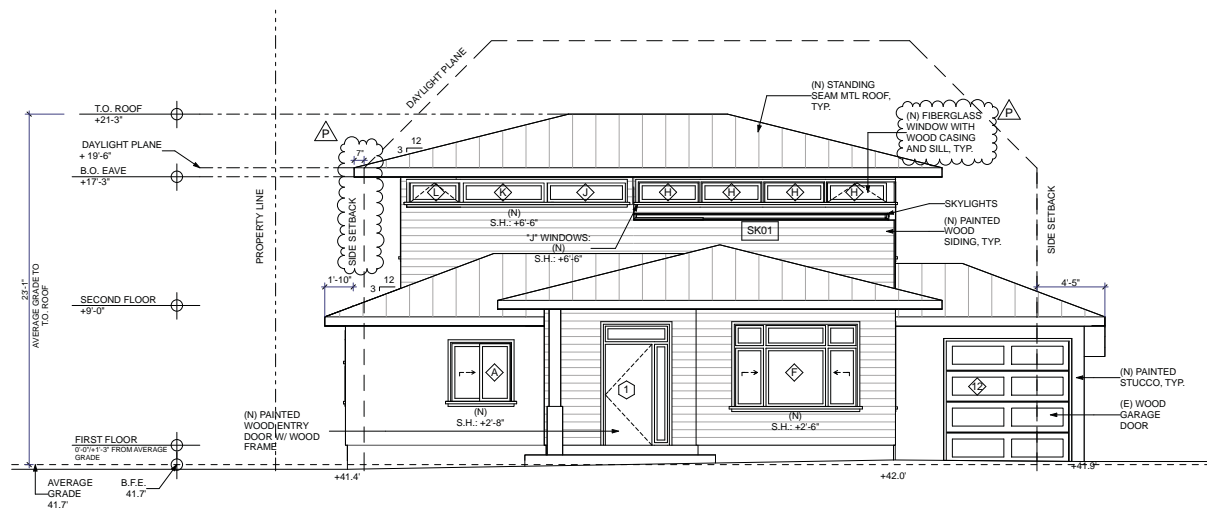
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2 Proposed West (Right Side) Elevation
SCALE: 1/4" = 1'-0"



1 Proposed North (Front) Elevation
SCALE: 1/4" = 1'-0"

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Proposed Exterior Elevations
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A2.1

SHEET NOTES

1. ALL S.H. RELATIVE TO FINISH FLOOR.

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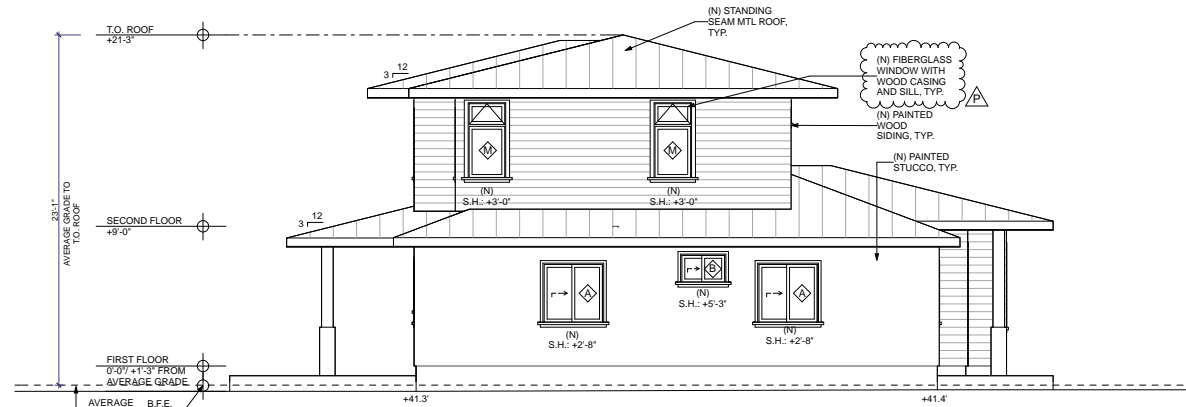
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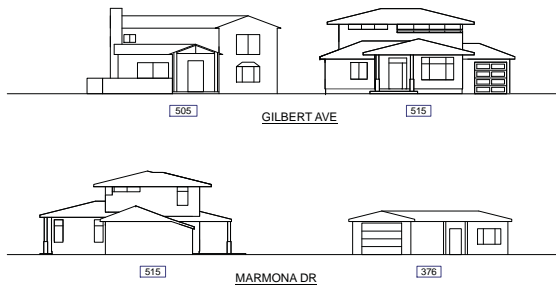
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APN: 062-342-080

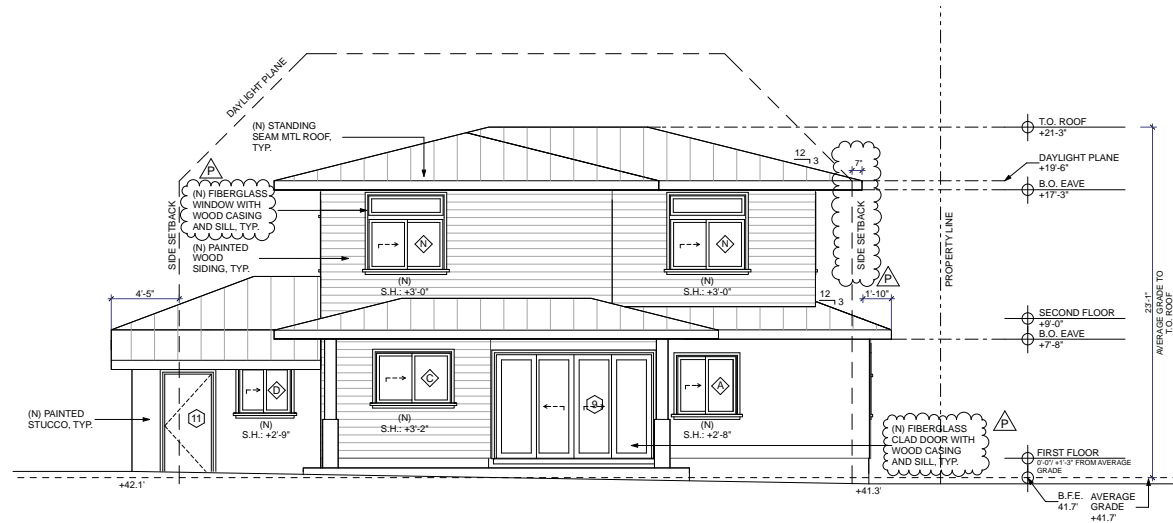
OFA job number: 1516



2 Proposed East (Left Side) Elevation
SCALE: 1/4" = 1'-0"



3 Streetscape
SCALE: 1/16" = 1'-0"



1 Proposed South (Rear) Elevation
SCALE: 1/4" = 1'-0"

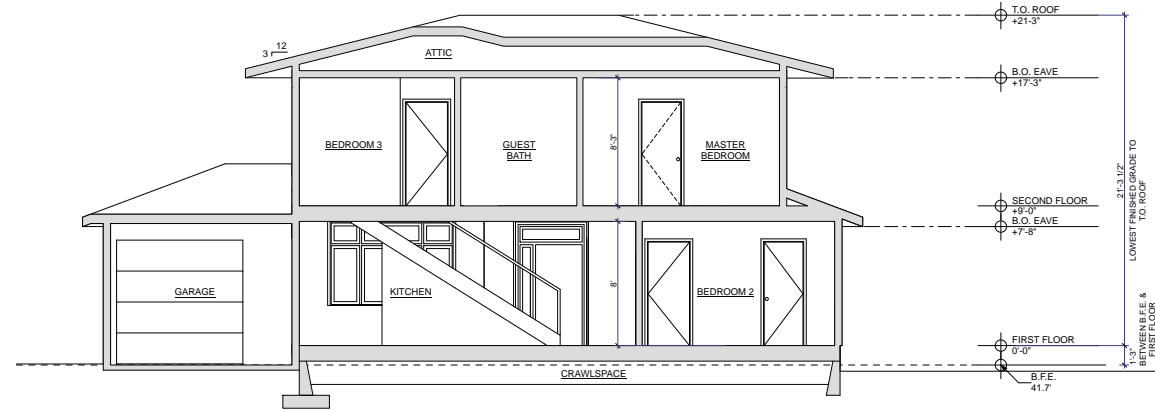
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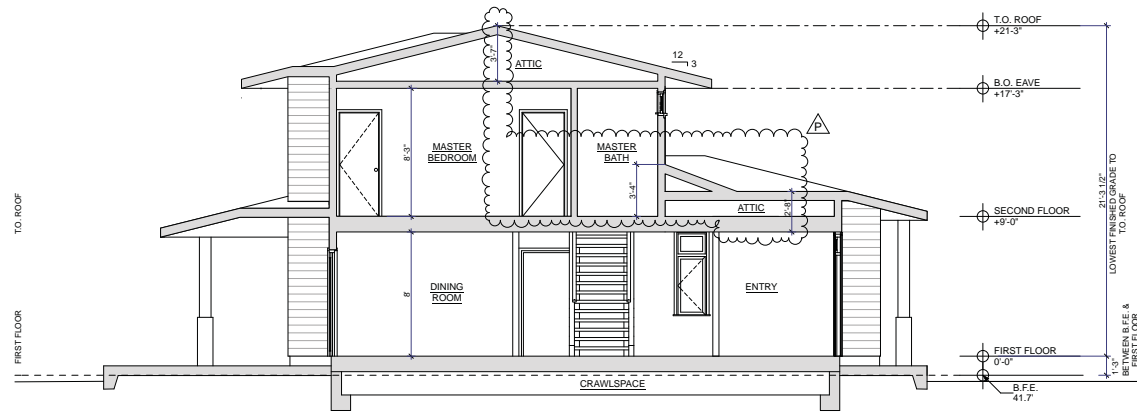
**Proposed
Exterior
Elevations**

sheet number

A2.2



2
A3.0 Cross Section Through (E) House & Proposed Second Story Addition
SCALE: 1/4" = 1'-0"



1
A3.0 Longitudinal Section Through (E) House & Proposed Second Story Addition
SCALE: 1/4" = 1'-0"

CHO/KANG RESIDENCE
REMODEL & ADDITION
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Building
Sections

sheet number

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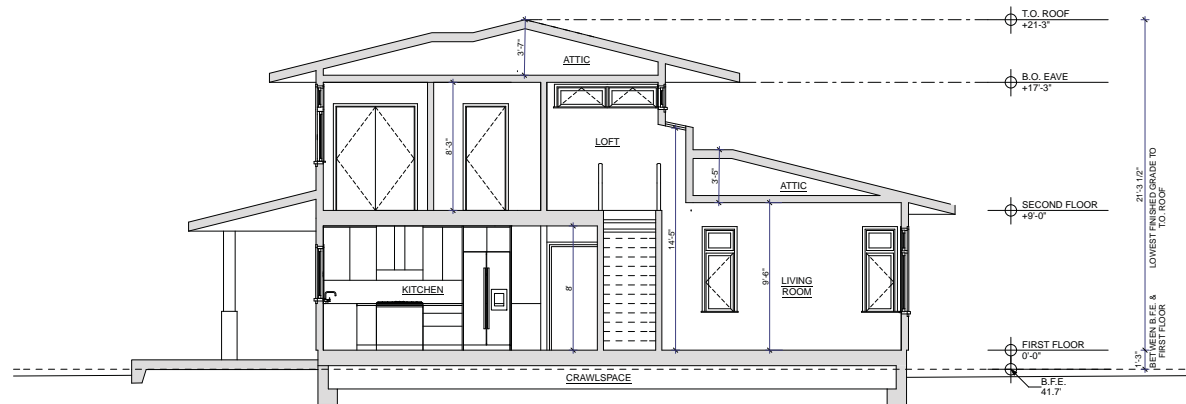
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1
A3.1 Longitudinal Section Through (E) House & Proposed Second Story Addition
SCALE: 1/4" = 1'-0"

revisions

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**Building
Sections**

sheet number

A3.1



Street View



Rear View 1

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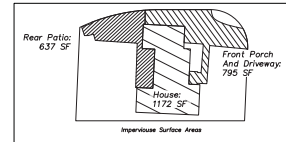
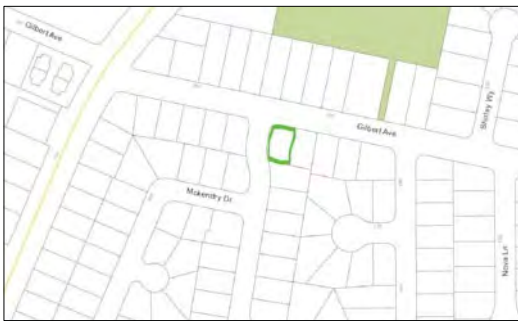
Use Permit Resubmittal 1/09/2017 

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Exterior Views

sheet number



LEGEND

- FOUND POINT IN MONUMENT CASTING (AS NOTED)
- FOUND POINT AS NOTED
- () RECORD DATA / REFERENCE
- ⊠ WATER METER OR WATER VALVE BOX
- ⊠ FIRE HYDRANT
- ⊙ 16 12 8 OAK TREE - TRUNK DIAMETER IN INCHES
TREE SPECIES IDENTIFICATION: BEST EFFORT, WE ARE NOT ARBORISTS OR DENDROLOGISTS
- ⊙ 16 12 8 OAK TREE WITH MULTIPLE TRUNKS
- TRUNK TREE DRIP LINE POINTS TOWARDS TREE TRUNKS. TREE DRIP LINES ABOVE PROPERTY LOCATED AS SHOWN.
- TOP OF CURB
- FENCE
- OVERHEAD WIRES
- POWER POLE
- SPOT ELEVATION
- SANITARY SEWER CLEAN OUT
- SIGN
- HANDICAP RAMP OR PARKING
- STORM DRAIN CURB INLET

- ABBREVIATIONS**
- BW BACK OF WALK
 - CONC. CONCRETE
 - TC TOP OF CURB
 - FL FLOW LINE
 - SDMH STORM DRAIN MANHOLE
 - SSMH SANITARY SEWER MANHOLE

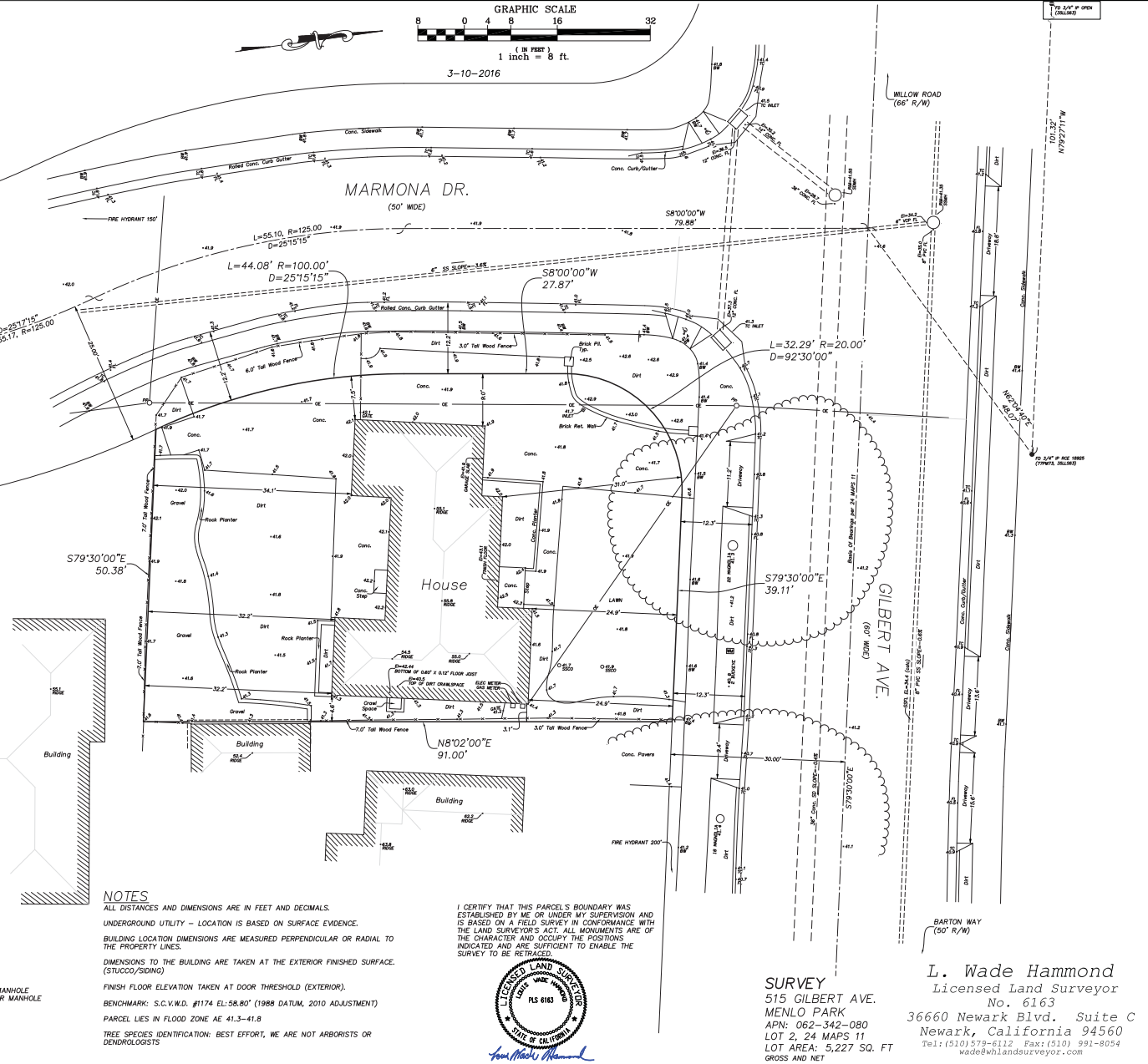
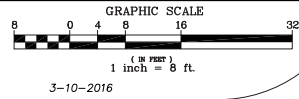
NOTES

ALL DISTANCES AND DIMENSIONS ARE IN FEET AND DECIMALS.
 UNDERGROUND UTILITY - LOCATION IS BASED ON SURFACE EVIDENCE.
 BUILDING LOCATION DIMENSIONS ARE MEASURED PERPENDICULAR OR RADIAL TO THE PROPERTY LINES.
 DIMENSIONS TO THE BUILDING ARE TAKEN AT THE EXTERIOR FINISHED SURFACE. (STUCCO/SIDING)
 FINISH FLOOR ELEVATION TAKEN AT DOOR THRESHOLD (EXTERIOR).
 BENCHMARK: S.C.V.M.D. #1174 EL:58.80' (1988 DATUM, 2010 ADJUSTMENT)
 PARCEL LIES IN FLOOD ZONE AE 41.3-41.8
 TREE SPECIES IDENTIFICATION: BEST EFFORT, WE ARE NOT ARBORISTS OR DENDROLOGISTS

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



L. Wade Hammond



SURVEY
 515 GILBERT AVE.
 MENLO PARK
 APN: 062-342-080
 LOT 2, 24 MAPS 11
 LOT AREA: 5,227 SQ. FT
 GROSS AND NET

L. Wade Hammond
 Licensed Land Surveyor
 No. 6163
 36660 Newark Blvd. Suite C
 Newark, California 94560
 Tel: (510) 579-6112 Fax: (510) 991-8054
 wade@wlandsurveyor.com



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OCT 10 2016

CITY OF MENLO PARK
BUILDING

October 10, 2016

Project Description

515 Gilbert Avenue, Menlo Park

The existing single-family home at 515 Gilbert Street is a very compact two-bedroom, one-bath house with a small living/dining/kitchen area. At 1164 sf total (891 sf of dwelling space + 273 sf of garage), it is scaled more like an apartment than a house; it is smaller than most of the surrounding houses in the neighborhood, and too small for most of today's families. The current construction quality of the house (vinyl siding, single-paned steel sash windows, no insulation) is also outdated, and out of keeping with the neighborhood. The owners would like to enlarge and improve the existing home to better suit their family's needs, and to better align with the quality of the surrounding neighborhood.

We are proposing a 1,048 SF addition, which includes a new 690 SF second story. The existing bedrooms, bath, and garage would remain. The central, first floor public living spaces (kitchen, dining, and living) would be remodeled and expanded to the front and rear. Upstairs, we are adding two bedrooms and two bathrooms. A new covered front entry porch and covered rear patio help to transition from the street to the front door, and from the indoors to the rear yard.

The original house is an early 1940's ranch/bungalow style, with a hip roof, and stucco under the existing vinyl siding. We've taken cues from this original language, translating it into a simple, classic style. Major features of the proposed design include hip roofs, restoring the original stucco, and using new painted wood siding on the central/second story addition. Paintable, fiberglass windows and standing seam metal roofing are durable materials that should maintain their appearance for years to come.

The upstairs massing is as compact as possible, with deep roof overhangs that help create a sense of horizontality, rather than height. The upper floor is set back from the first floor walls at the two sides and the front, to help reduce the sense of mass from the street, the corner, and the side neighbor. Upper floor windows on the side lot line were located with care to minimize direct sightlines into the neighbor's second story windows. High, second story clerestory windows and skylights on the street side will provide privacy to/from the street while bringing ample daylight into the first and second floors.

The owners have begun to reach out to their immediate neighbors, with a face-to-face conversation about the proposed design with the owners of the two-story home at 505 Gilbert.

Kielty Arborist Services

Certified Arborist WE#0476A

P.O. Box 6187

San Mateo, CA 94403

650- 515-9783

RECEIVED

JAN 10 2017

CITY OF MENLO PARK
BUILDING

December 22, 2016

Mr. Bryan Cho
1032 Hollyburne Avenue
Menlo Park, CA 94025

Site: 515 Gilbert, Menlo Park, CA

Dear Mr. Cho,

As requested on Tuesday, June 13, 2016, I visited the above site to inspect and comment on the trees. This inspection and the tree protection plan is required by the city of Menlo Park.

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.

Survey:

Tree#	Species	DBH	CON	HT/SP	Comments
1	Southern magnolia (<i>Magnolia grandiflora</i>)	28.6	65	30/55	Good vigor, poor-fair form, topped for utility line clearance. Large surface roots damaging sidewalk and driveway.



Observations:

The tree in question is a southern magnolia (*Magnolia grandiflora*) with a diameter at breast height of 28.6 inches. The tree is located in the front of the property in the 3 foot wide planting strip. The estimated height of the magnolia is 30 feet with a total crown spread of 55 feet. The vigor of the tree is good with normal shoot growth for the species. The form of the tree is poor-fair with an over-extended canopy and large surface roots. The large surface roots are damaging the sidewalk and driveway.

Southern Magnolia in front.

Summary:

The large magnolia is in fair condition with good vigor. The large surface roots have damaged the sidewalk resulting in repairs in the past (new sections and grinding of the lifted edges). The proposed construction should have little or no impacts of the tree. The existing driveway should be retained during the construction. Retaining the concrete driveway will allow for staging and parking and will prevent further compaction of the roots.



Standard tree protection will be provided for the construction including the wrapping of the trunk with straw wattle and orange plastic fencing. The following tree protection plan will help reduce impacts to the tree.

Tree Protection Plan:

Tree protection zones should be installed and maintained throughout the entire length of the project. Fencing for tree protection should be 6' tall, metal chain link material supported by metal 2" diameter poles, pounded into the ground to a depth of no less than 2'. The location for the protective fencing should be as close to the dripline of desired trees as possible, still allowing room for construction to safely continue. The tree protection fence for the trees must be maintained throughout the entire project. For this site wrapping the trunk with straw wattle and orange plastic will suffice.

Example of straw wattle and orange plastic type protection.

No equipment or materials shall be stored or cleaned inside the protection zones. Areas outside protection fence, but still beneath the tree's driplines, where foot traffic is expected to be heavy, should be mulched with 4-6" of chipper chips covered with plywood.

Staging

Prior to the start of the project, all tree protection measures must be in place. An inspection prior to the start of the construction is required. All vehicles must remain on paved surfaces if possible. Existing pavement should remain and should be used for staging. If vehicles are to stray from paved surfaces, 4 to 6 inches of chips shall be spread and plywood laid over the mulch layer. This type of landscape buffer will help reduce compaction of desired trees. Parking will not be allowed off the paved surfaces.

Root Cutting

If any roots are to be cut (not expected as there will be no digging at this site) they shall be monitored and documented. Large roots (over 2" diameter) or large masses of roots to be cut must be inspected by the site arborist. The site arborist, at this time, may recommend irrigation or fertilization of the root zone. All roots needing to be cut should be cut clean with a saw or lopper. Roots to be left exposed for a period of time should be covered with layers of burlap and kept moist.

Trenching

Trenching for irrigation, drainage, electrical or any other reason shall be done by hand when inside the dripline of a protected tree. Hand digging and the careful placement of pipes below or besides protected roots will significantly reduce root loss, thus reducing trauma to the tree. All trenches shall be backfilled with native materials and compacted to near its original level, as soon as possible. Trenches to be left open for a period of time (24 hours), will require the covering of all exposed roots with burlap and be kept moist.

Irrigation

Normal irrigation shall be maintained on this site at all times. During the warm season, April – November, I typically recommend some additional heavy irrigation, 2 times per month. During the winter months, it will not be necessary to irrigate unless there will be trauma to the root zone of the protected trees. Seasonal rainfall may reduce the need for additional irrigation. The on-site arborist may make adjustments to the irrigation recommendations as needed. The foliage of the trees may need cleaning if dust levels are extreme. Removing dust from the foliage will help to reduce mite and insect infestation.

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



STAFF REPORT

Planning Commission

Meeting Date: 2/27/2017

Staff Report Number: 17-013-PC

Public Hearing: Use Permit/Ramin Masoumi/515 Bay Road

Recommendation

Staff recommends that the Planning Commission approve a use permit to construct a new two-story, single-family residence on a substandard lot with regard to lot width and lot area in the R-1-U (Single-Family Urban Residential) zoning district at 515 Bay Road. In addition, one heritage Joshua tree, 30 inches in diameter, in fair condition, and one heritage coast live oak, 22 inches in diameter, in fair condition, at the right side of the property would be removed. In addition, a heritage coast live oak, 16 inches in diameter, in fair condition, would be pruned more than 25 percent. The recommended actions are included as Attachment A.

Policy Issues

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

Background

Site location

The project site is located at 515 Bay Road, between Menlo Oaks Drive and Almanor Avenue in the Flood Triangle neighborhood. A location map is included as Attachment B. Considering Bay Road in an east-west orientation, adjacent parcels north of Bay Road are also zoned R-1-U, while parcels south of Bay Road are located within unincorporated San Mateo County and zoned for single-family residential uses. Residences along both sides of Bay Road and in the general vicinity of the subject site are predominantly one-story, single-family homes featuring the ranch architectural style.

Analysis

Project description

The subject site is currently occupied by a single-story residence that is nonconforming with regard to the left side yard setback and also encroaches into a six-foot public utility easement (PUE) running the length of the left side yard. A detached single-car garage is located at the rear right side of the lot. The applicant proposes to demolish the existing 1,235-square-foot residence featuring two bedrooms and one bathroom, as well as the detached garage, and construct a new two-story residence with four bedrooms, five and a half bathrooms, and an attached two-car garage.

The floor area, building coverage, and height of the proposed residence would be below the maximum amounts permitted by the Zoning Ordinance, and the structure would comply with the daylight plane for a

two-story home. The new residence would adhere to all setback requirements, including the six-foot PUE on the left side. A data table summarizing parcel and project attributes is included as Attachment C. The project plans and the applicant's project description letter are included as Attachments D and E, respectively.

Design and materials

The existing residence features a single-story house with composite shingle hipped roofs, a covered front porch, and stucco cladding, which are characteristic of the ranch style. The applicant states that the proposed residence would be built in a modern craftsman style, featuring cedar shingle siding, gridded windows, and roof gables with timbering details and exposed rafter tails. Although the elevations do not graphically show the shingle siding, notations and the three-dimensional renderings confirm that this material would be used on all facades.

The second story of the proposed residence would be limited in size, concentrated toward the center of the structure, and inset on all sides to help reduce privacy impacts and perceptions of building massing, given the number of single-story residences in the vicinity. Windows for the proposed residence would be vinyl with wood trim and simulated divided lights. Second-story sill heights along both sides of the residence would vary between approximately three feet and four feet in height. The closest adjacent residence to the east would be nearly 11 and a half feet away, and the closest adjacent residence to the west would be slightly over 12 feet away. The garage would feature separate and offset one-car doors, which would help deemphasize this element as a design feature.

During the project review process, staff relayed concerns to the applicant regarding the volume created by the proposed first-story roof heights, especially along the front and right side elevations, where it may be considered to create an unusual/unbalanced aesthetic. The applicant indicated a desire to proceed with the chosen design to create more height within the first-floor interior of the residence, especially in the area of the family room. As designed, the ceiling and attic heights of the proposed residence would not create any additional floor area for the project, and the overall height of the proposed residence would be well below the maximum permitted. However, the Planning Commission may wish to consider requiring changes to reduce the first story roof volume to improve the aesthetics of the proposed residence. Otherwise, staff believes that the scale, materials, and style of the proposed residence are compatible with the broader neighborhood.

Trees and landscaping

Currently, there are 13 trees on or near the project site: three heritage and nine non-heritage trees on the property, four non-heritage City street trees, and one heritage tree on the adjacent left side lot. The applicant has submitted an arborist report (Attachment F) detailing the species, size, and conditions of these trees. The applicant proposes the removal of two heritage trees, a 30-inch Joshua tree (tree #4) and a 22-inch coast live oak (tree #3), both located in the required right side yard of the subject property. In addition, a 16-inch coast live oak heritage tree located in the required left side yard (tree #2) would be pruned more than 25 percent to reduce interference with the proposed residence. The City Arborist reviewed the requested heritage tree removals and pruning, and has tentatively recommended approval due to the condition of the trees with respect to disease, danger of falling, proximity to existing and proposed structures, and potential interference with utility services. Four replacement trees would be

planted on the property, subject to review and approval by the City Arborist at the time of building permit submittal, as stated in project condition 4a.

In addition, the City Arborist approved the removal of a non-heritage lemon street tree in front of the subject property (tree #9). During his site visit, the Arborist also noted the presence of three additional young trees in the public right of way that are not in the City street tree inventory (trees #11-13). Accordingly, the City Arborist has recommended removal of the three young street trees and replacement with three Saratoga sweet bay trees, which the applicant has incorporated into the project plans. The proposed project is not anticipated to adversely affect the remaining trees on the lot, as tree protection measures will be ensured through standard condition 3g.

Correspondence

As of the writing of this report, staff has not received any correspondence regarding the proposed project.

Conclusion

The proposed project would develop a new single-family residence that conforms to the required setbacks for the subject property and lies outside of a required six-foot public utility easement in the left side yard. In addition, the proposed project would provide additional covered parking for two vehicles that meets the City's current standards. Staff believes that the scale, materials, and style of the proposed residence are compatible with those of the greater neighborhood, aside from the volume of the first-story roof. Design elements such as the exposed rafter tails along the roof line and timbering details in the eaves would add visual interest to the project. The floor area, building coverage, and height of the proposed residence would be below the maximum amounts permitted by the Zoning Ordinance. Heritage trees proposed for removal have been tentatively approved by the City Arborist and will be replaced on the site. Staff recommends that the Planning Commission approve the proposed project.

Impact on City Resources

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

Environmental Review

The project is categorically exempt under Class 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:
Tom Smith, Associate Planner

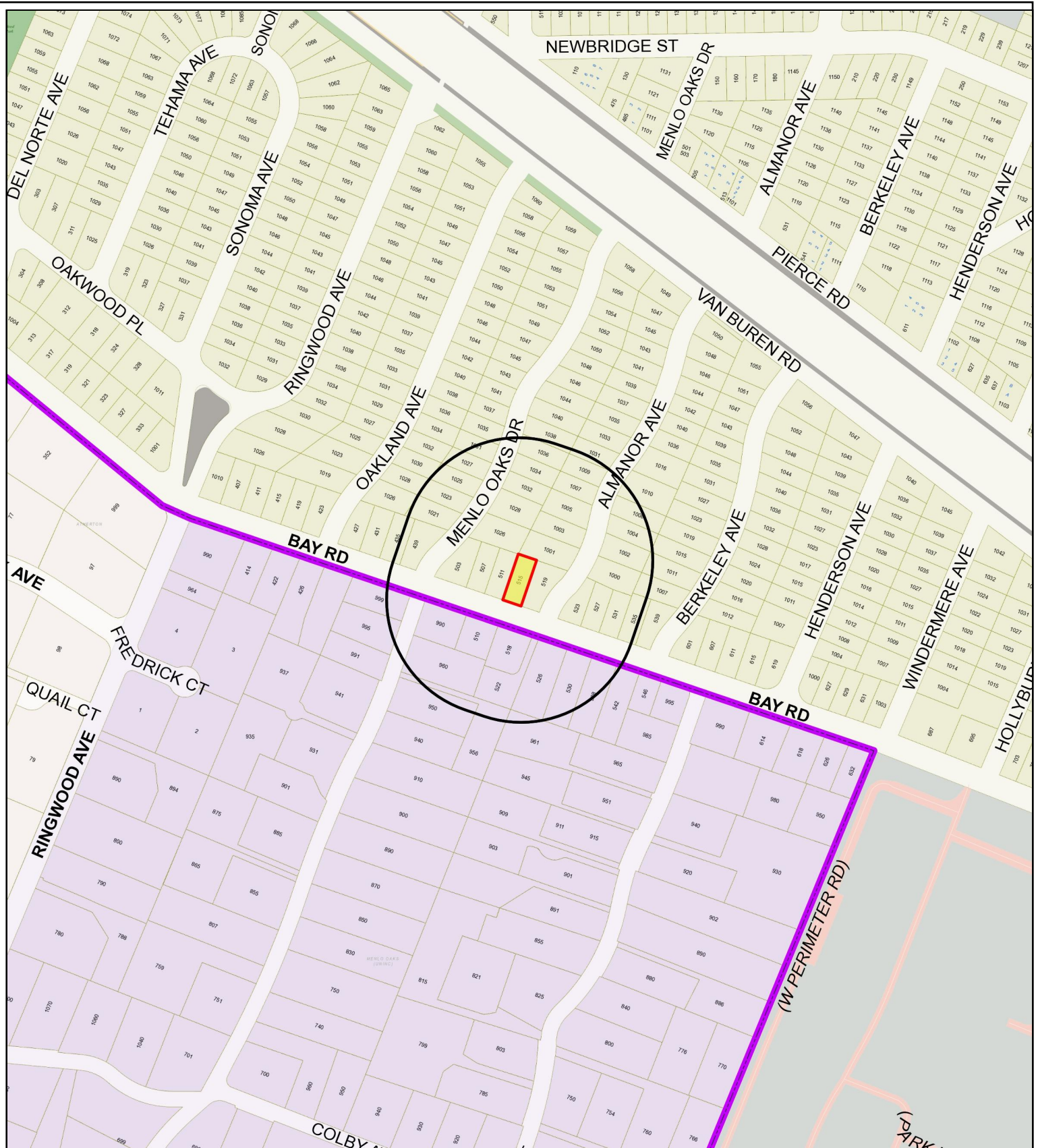
Report Reviewed by:
Thomas Rogers, Principal Planner

515 Bay Road – Attachment A: Recommended Actions

LOCATION: 515 Bay Road	PROJECT NUMBER: PLN2015-00107	APPLICANT: Ramin Masoumi	OWNER: Rajiv Agarwal
REQUEST: Request for a use permit to construct a new two-story, single-family residence on a substandard lot with regard to lot width and lot area in the R-1-U (Single-Family Urban Residential) zoning district. In addition, one heritage Joshua tree, 30 inches in diameter, in fair condition, and one heritage coast live oak, 22 inches in diameter, in fair condition, at the right side of the property would be removed. In addition, a heritage coast live oak, 16 inches in diameter, in fair condition, would be pruned more than 25 percent.			
DECISION ENTITY: Planning Commission	DATE: February 27, 2017	ACTION: TBD	
VOTE: TBD (Barnes, Combs, Goodhue, Kahle, Onken, Riggs, Strehl)			
ACTION:			
<ol style="list-style-type: none"> 1. Make a finding that the project is categorically exempt under Class 3 (Section 15303, “New Construction or Conversion of Small Structures”) of the current California Environmental Quality Act (CEQA) Guidelines. 2. Make findings, as per Section 16.82.030 of the Zoning Ordinance pertaining to the granting of use permits, that the proposed use will not be detrimental to the health, safety, morals, comfort and general welfare of the persons residing or working in the neighborhood of such proposed use, and will not be detrimental to property and improvements in the neighborhood or the general welfare of the City. 3. Approve the use permit subject to the following standard conditions: <ol style="list-style-type: none"> a. Development of the project shall be substantially in conformance with the plans prepared by ROLM Design Studio consisting of 11 plan sheets, dated received February 22, 2017, and approved by the Planning Commission on February 27, 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 applicants shall comply with all Sanitary District, Menlo Park Fire Protection District, and utility companies’ regulations that are directly applicable to the project. c. Prior to building permit issuance, the applicants shall comply with all requirements of the Building Division, Engineering Division, and Transportation Division that are directly applicable to the project. d. Prior to building permit issuance, the applicant shall submit a plan for any new utility installations or upgrades for review and approval by the Planning, Engineering and Building Divisions. All utility equipment that is installed outside of a building and that cannot be placed underground shall be properly screened by landscaping. The plan shall show exact locations of all meters, back flow prevention devices, transformers, junction boxes, relay boxes, and other equipment boxes. e. Simultaneous with the submittal of a complete building permit application, the applicant shall submit plans indicating that the applicant shall remove and replace any damaged and significantly worn sections of frontage improvements. The plans shall be submitted for review and approval of the Engineering Division. f. Simultaneous with the submittal of a complete building permit application, the applicant shall submit a Grading and Drainage Plan for review and approval of the Engineering Division. The Grading and Drainage Plan shall be approved prior to the issuance of grading, demolition or building permits. g. Heritage trees in the vicinity of the construction project shall be protected pursuant to the 			

515 Bay Road – Attachment A: Recommended Actions

LOCATION: 515 Bay Road	PROJECT NUMBER: PLN2015-00107	APPLICANT: Ramin Masoumi	OWNER: Rajiv Agarwal
REQUEST: Request for a use permit to construct a new two-story, single-family residence on a substandard lot with regard to lot width and lot area in the R-1-U (Single-Family Urban Residential) zoning district. In addition, one heritage Joshua tree, 30 inches in diameter, in fair condition, and one heritage coast live oak, 22 inches in diameter, in fair condition, at the right side of the property would be removed. In addition, a heritage coast live oak, 16 inches in diameter, in fair condition, would be pruned more than 25 percent.			
DECISION ENTITY: Planning Commission	DATE: February 27, 2017	ACTION: TBD	
VOTE: TBD (Barnes, Combs, Goodhue, Kahle, Onken, Riggs, Strehl)			
<p>ACTION:</p> <p style="padding-left: 40px;">Heritage Tree Ordinance.</p> <p>4. Approve the use permit subject to the following <i>project-specific</i> conditions:</p> <p style="padding-left: 40px;">a. Simultaneous with the submittal of a complete building permit application, the applicant shall submit a revised site plan identifying four proposed heritage tree replacements on the property, subject to review and approval of the City Arborist.</p>			



City of Menlo Park
 Location Map
 515 Bay Road



Scale: 1:4,000

Drawn By: TAS

Checked By: THR

Date: 2/27/2017

Sheet: 1

	PROPOSED PROJECT	EXISTING PROJECT	ZONING ORDINANCE			
Lot area	6,249 sf	6,249 sf	7,000 sf min.			
Lot width	50 ft.	50 ft.	65 ft. min.			
Lot depth	125 ft.	125 ft.	100 ft. min.			
Setbacks						
Front	20 ft.	25.5 ft.	20 ft. min.			
Rear	31.8 ft.	38.2 ft.	20 ft. min.			
Side (left)	6.7 ft.	4.3 ft.	6* ft. min.			
Side (right)	5.2 ft.	12.8 ft.	5 ft. min.			
Building coverage	2,152.3 sf 34.4 %	1,392 sf 22.3 %	2,187.2 sf max. 35 % max.			
FAL (Floor Area Limit)	2,779.1 sf	1,239 sf	2,800 sf max.			
Square footage by floor	1,679.4 sf/1 st 658.4 sf/2 nd 441.3 sf/garage 19.3 sf/porches 12.3 sf/fireplace	882 sf/1st 266 sf/garage 87 sf/accessory				
Square footage of building	2,810.7 sf	1,239 sf				
Building height	21.6 ft.	15 ft.	28 ft. max.			
Parking	2 covered	1 covered	1 covered/1 uncovered			
Trees	Heritage trees	4**	Non-Heritage trees	9***	New Trees	9
	Heritage trees proposed for removal	2	Non-Heritage trees proposed for removal	7	Total Number of Trees	13

*Includes six-foot public utility easement

**One heritage tree is located on an adjacent property

***Four trees are located in the public right of way

NO.	DATE	DESCRIPTION
1	05/08/16	ISSUED FOR PERMITS
2	05/12/2017	REVISED
3	05/12/2017	REVISED
4	05/12/2017	REVISED
5	05/12/2017	REVISED
6	05/12/2017	REVISED
7	05/12/2017	REVISED
8	05/12/2017	REVISED
9	05/12/2017	REVISED
10	05/12/2017	REVISED
11	05/12/2017	REVISED
12	05/12/2017	REVISED
13	05/12/2017	REVISED
14	05/12/2017	REVISED
15	05/12/2017	REVISED
16	05/12/2017	REVISED
17	05/12/2017	REVISED
18	05/12/2017	REVISED
19	05/12/2017	REVISED
20	05/12/2017	REVISED

REVISIONS

Project
Rajiv Agarwal
 515 Bay Rd.
 Menlo Park, CA

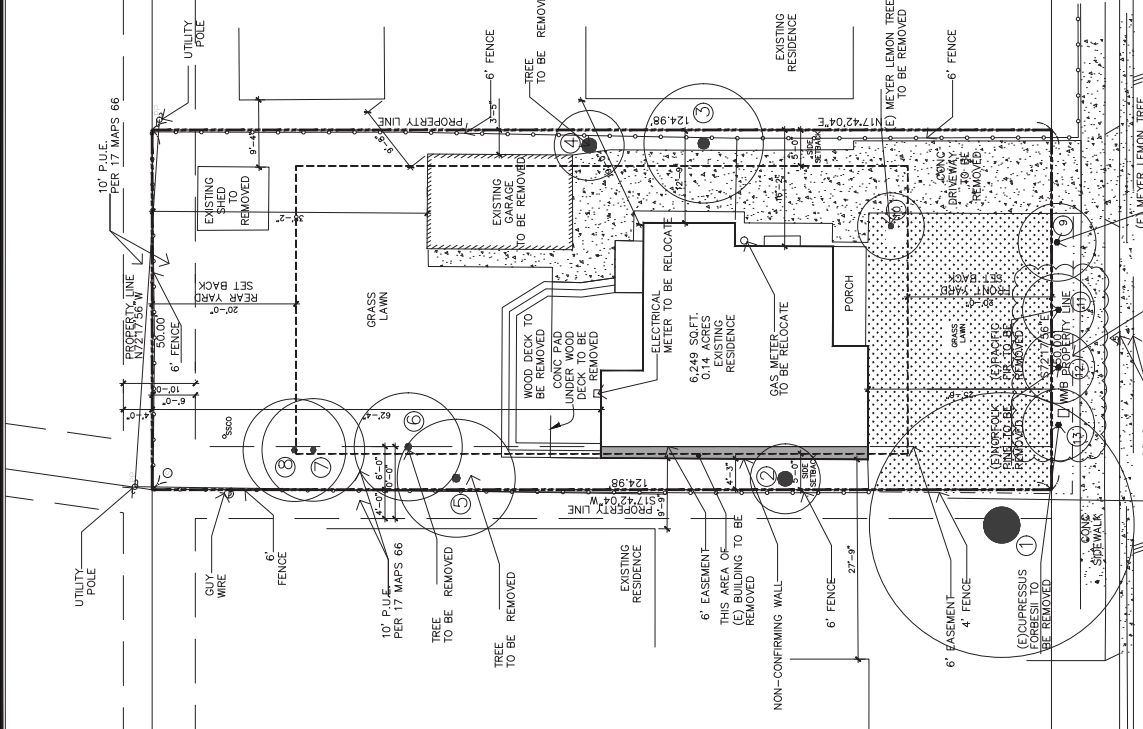
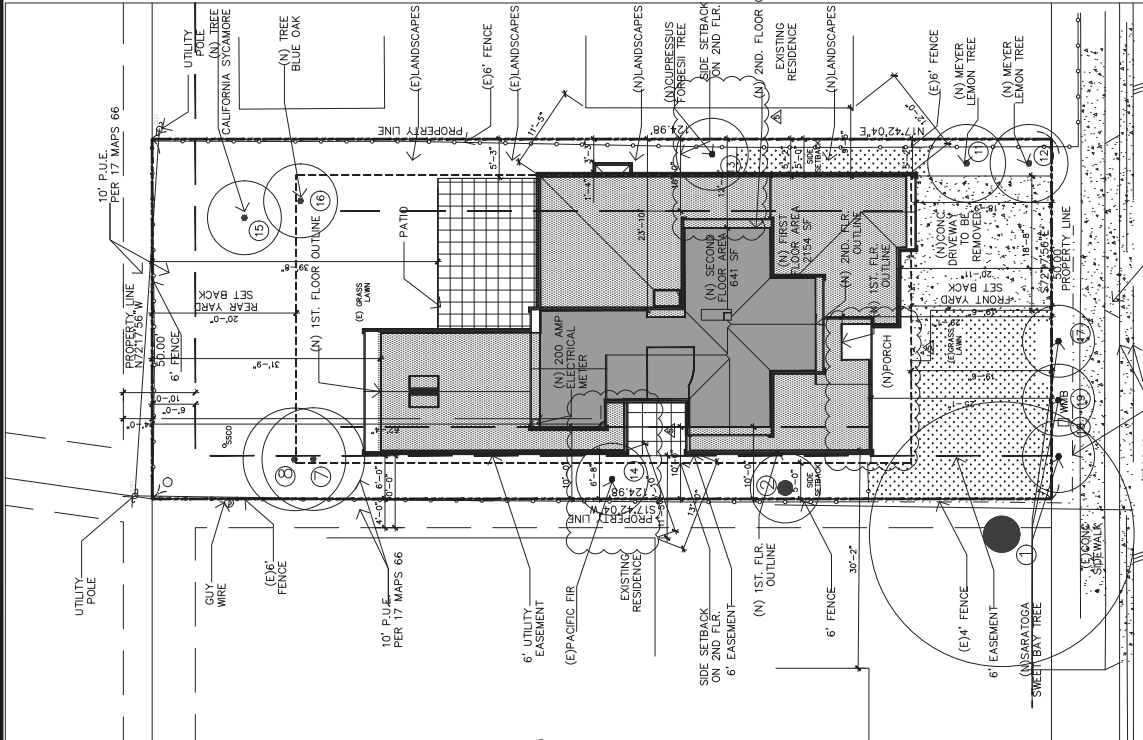
Mehtan Solatazadeh
 925, 949 6052
 rolmdesign@gmail.com



DATE: 05/08/16
 DRAWN BY: MS
 SCALE: 1/8"=1'-0"
 PROJECT NO.: 165-10-07
 SHEET NO.: 004

A1.1
 of 0000

A.P.N. # 065-05-1170



PROPOSED SITE PLAN
 1/8"=1'-0"
 0 4 8 16

SITE ANALYSIS

ZONING R-U	1,800 SF
ALLOWABLE FLOOR AREA	2,800 SF
NO AUTOMATIC COVER UP	
PROPOSED FIRST FLOOR AREA	1,800 SF
TOTAL PROPOSED FLOOR AREA	2,800 SF
LANDSCAPING (10% OF TOTAL FLOOR AREA)	280 SF
PARKING SPACES	5%
ALL ORDERS TO REMAIN UNCHANGED	2.000 / 2.000

EXISTING LIST OF TREES

- Coccoloba diodora 48"
- Quercus agrifolia 16"
- Quercus agrifolia 22"
- Quercus agrifolia 30"
- Juglans nigra 8"
- Malus 8"
- Erubroya japonica 6"
- Robinia pseudacacia 6"
- Meyer Lemon Tree 6"
- Meyer Lemon Tree 6"
- Pacific Fir Tree 8"
- Blue Oak 24"
- Leaves noble 10"
- Leaves noble 10"

EXISTING SITE PLAN
 1/8"=1'-0"
 0 4 8 16

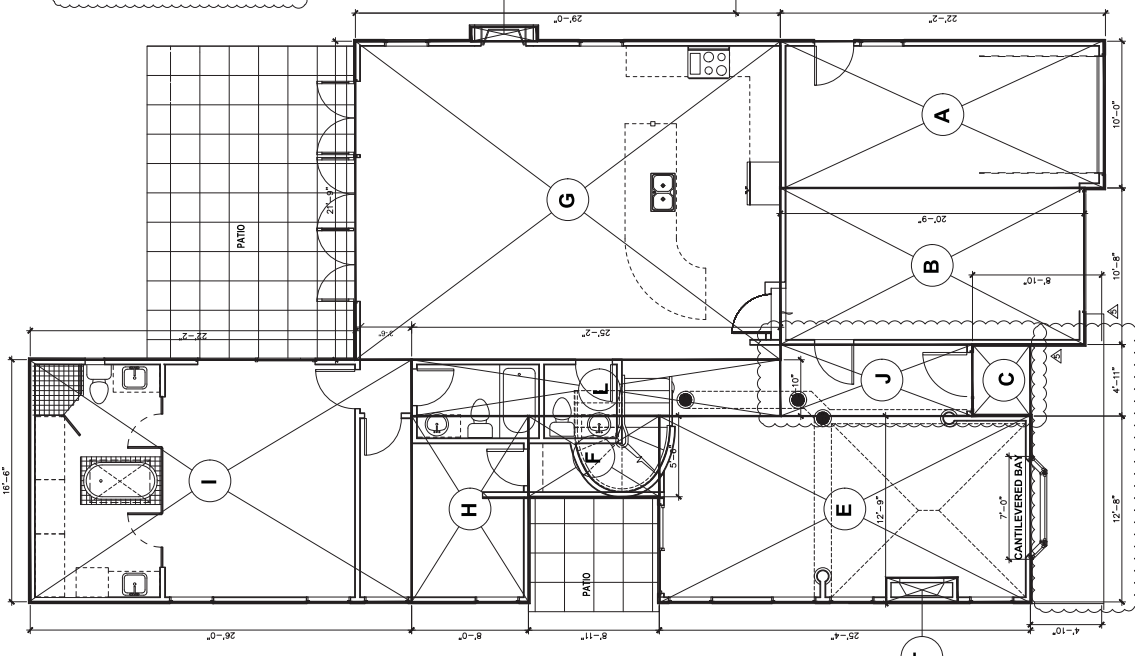
LIST OF TREES

- Coccoloba diodora 48"
- Quercus agrifolia 16"
- Quercus agrifolia 22"
- Quercus agrifolia 30"
- Juglans nigra 8"
- Malus 8"
- Erubroya japonica 6"
- Robinia pseudacacia 6"
- Meyer Lemon Tree 6"
- Meyer Lemon Tree 6"
- Pacific Fir Tree 8"
- Blue Oak 24"
- Leaves noble 10"
- Leaves noble 10"

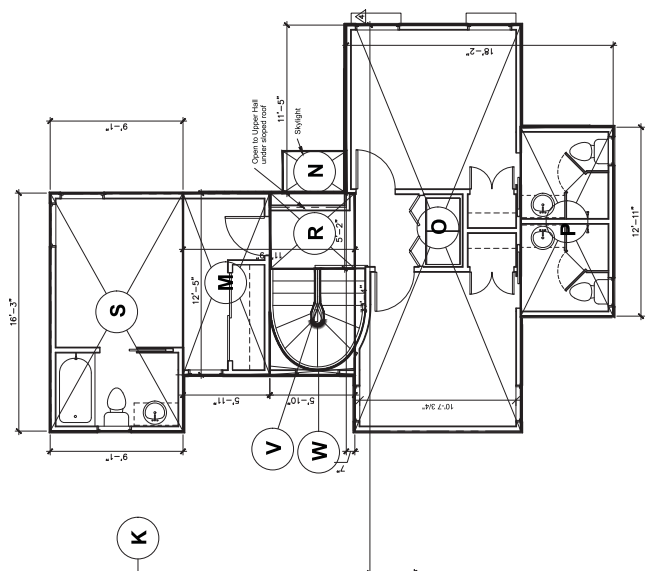
NO.	DATE	DESCRIPTION
1	05/08/16	ISSUED FOR PERMITS
2	07/12/16	REVISED PER COMMENTS
3	07/12/16	REVISED PER COMMENTS

FLOOR AREA LIMIT CALCULATION	
A=	220.40 SF
B=	220.90 SF
E=	312.30 SF
G=	628.60 SF
H=	100.80 SF
I=	428.80 SF
J=	85.30 SF
K=	65.80 SF
M=	73.30 SF
O=	319.60 SF
R=	29.80 SF
S=	146.80 SF
V=	6.00 SF
W=	6.00 SF
TOTAL FAL= 2779.10 SF	

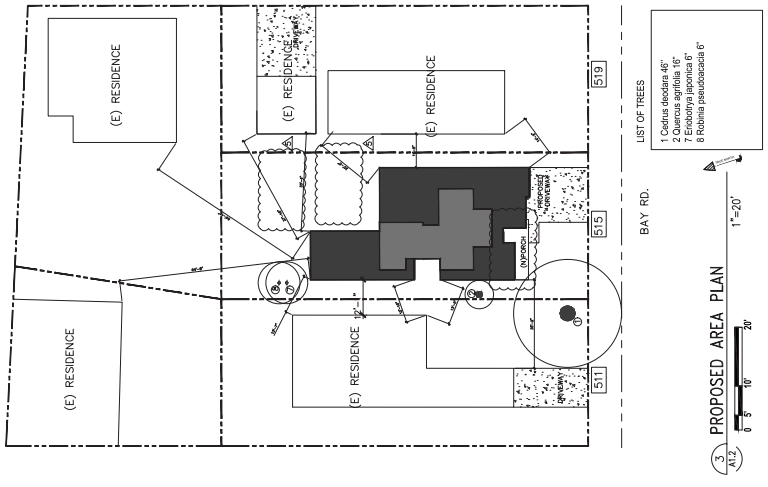
BUILDING COVERAGE CALCULATION	
C=	19.3 SF
F=	8.00 SF
L=	8.00 SF
N=	8.00 SF
BLDG. COVERAGE= 31.60 SF	
FIRST FLR. AND GARAGE = 2120.7 SF	
TOTAL BLDG. COVERAGE= 2152.3 SF	



1. FLOOR AREA AND BLDG. COVERAGE DIAGRAM— 1ST. FLOOR PLAN
1/4"=1'-0"



2. FLOOR AREA AND BLDG. COVERAGE DIAGRAM— 2ND. FLOOR PLAN
1/4"=1'-0"



- LIST OF TREES
- 1 Cactus deadara 46"
 - 2 Cactus agnifolia 16"
 - 5 Emburyya japonica 6"
 - 6 Solanum peruvianense 6"

A.P.N. # 062-05-1170

Project
Rajiv Agarwal
515 Bay Rd.
Menlo Park, CA

Mehtan Solatazadeh
rolmdesign@gmail.com
925.949.6025



DATE: 05/08/16
DRAWN BY: RMS
PROJECT NO.:
AS SHOWN: GSP
SHEET NO.:
SHEETS: 1/3

A1.2
of sheets

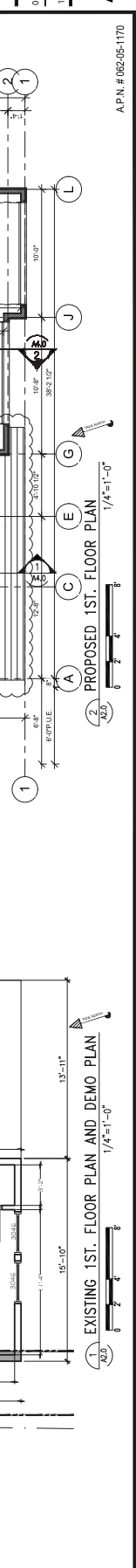
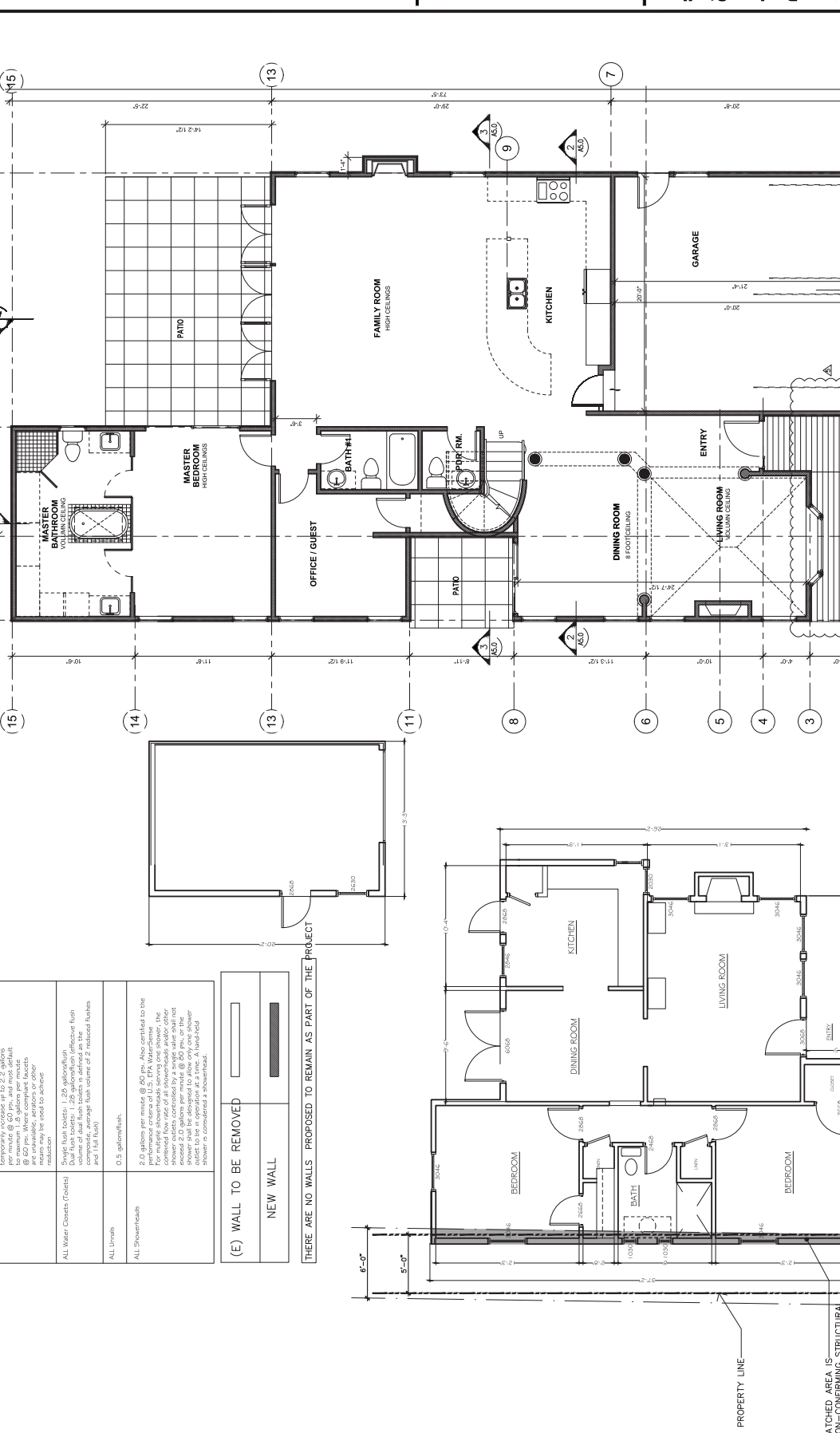
NO.	DATE	DESCRIPTION
1	05/08/16	ISSUED FOR PERMITS
2	07/12/2017	ISSUED FOR PERMITS
3	07/12/2017	ISSUED FOR PERMITS

Feature Type	Maximum Water Usage/Flow Rate
All Laundry Fixtures	Maximum 1.5 gpm per minute @ 60 psi; Minimum 0.5 gpm per minute @ 50 psi
All Kitchen Fixtures	1.5 gpm per minute @ 60 psi. May temporarily increase up to 2.2 gpm for maximum @ 80 psi. Where compact faucets are used, the manufacturer's flow restriction means may be used to achieve reduction
All Water Closets (Toilets)	Single flush toilets: 1.20 gallons/flush; Dual flush toilets: 0.80 gallons/flush. Volume of dual flush toilets is defined as the average flush volume of 2 reduced flushes and 1 full flush.
All Urinals	0.5 gallons/flush.
All Showers	2.0 gpm per minute @ 80 psi. Also certified to the ASSE 1016 standard. For multiple showerheads serving one shower, the combined flow rate of all showerheads and/or other fixtures serving the shower shall not exceed 2.0 gpm per minute @ 80 psi, or the manufacturer's flow restriction means shall be used to achieve reduction. A hand-held shower is considered a showerhead.

(E) WALL TO BE REMOVED

NEW WALL

THERE ARE NO WALLS PROPOSED TO REMAIN AS PART OF THE PROJECT



PROPERTY LINE

HATCHED AREA IS NON-CONFORMING STRUCTURAL

Project
Rajiv Agarwal
515 Bay Rd.
Menlo Park, CA

ROLM Design Studio
Mehran Soltanazadeh
rolmdesign@gmail.com
925.949.6052

ROLM Design Studio
DATE: 05/08/16
DRAWN BY: MS
PROJECT NO.: 14001
SHEET NO.: 004

A2.0
SHEET NO. of SHEETS

A.P.N. # 065-05-1170

NO.	DATE	REVISIONS
1	05/08/16	ISSUE FOR PERMIT
2	02/10/2017	REVISED

Project
Rajiv Agarwal
 515 Bay Rd.
 Menlo Park, CA

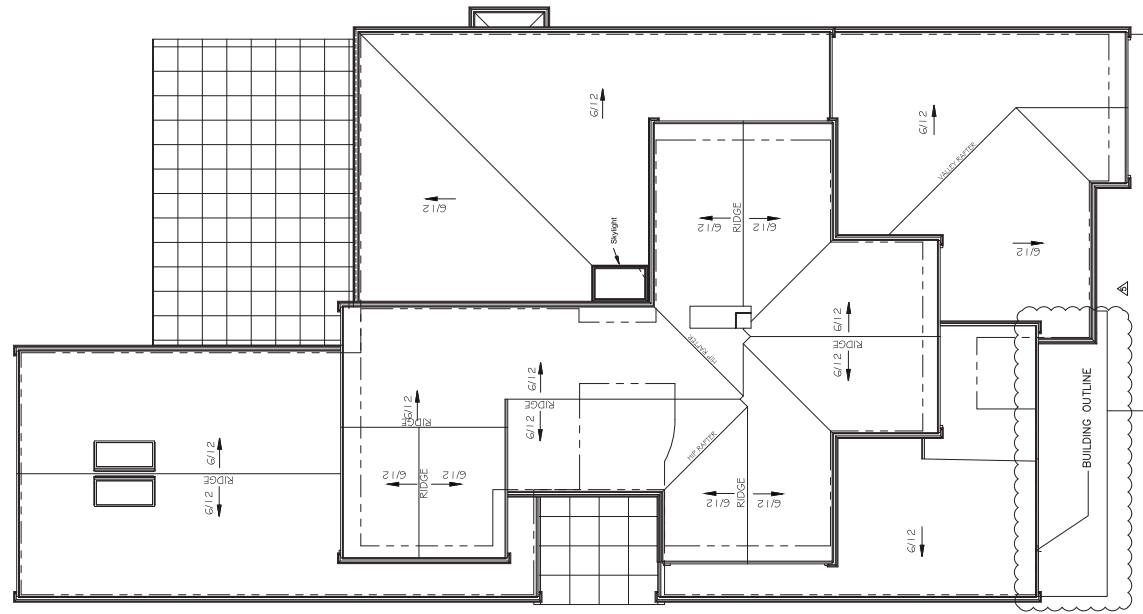
ROLM Design Studio
 Mehnan Solmazadeh
 rolmdesign@gmail.com
 925.949.6052



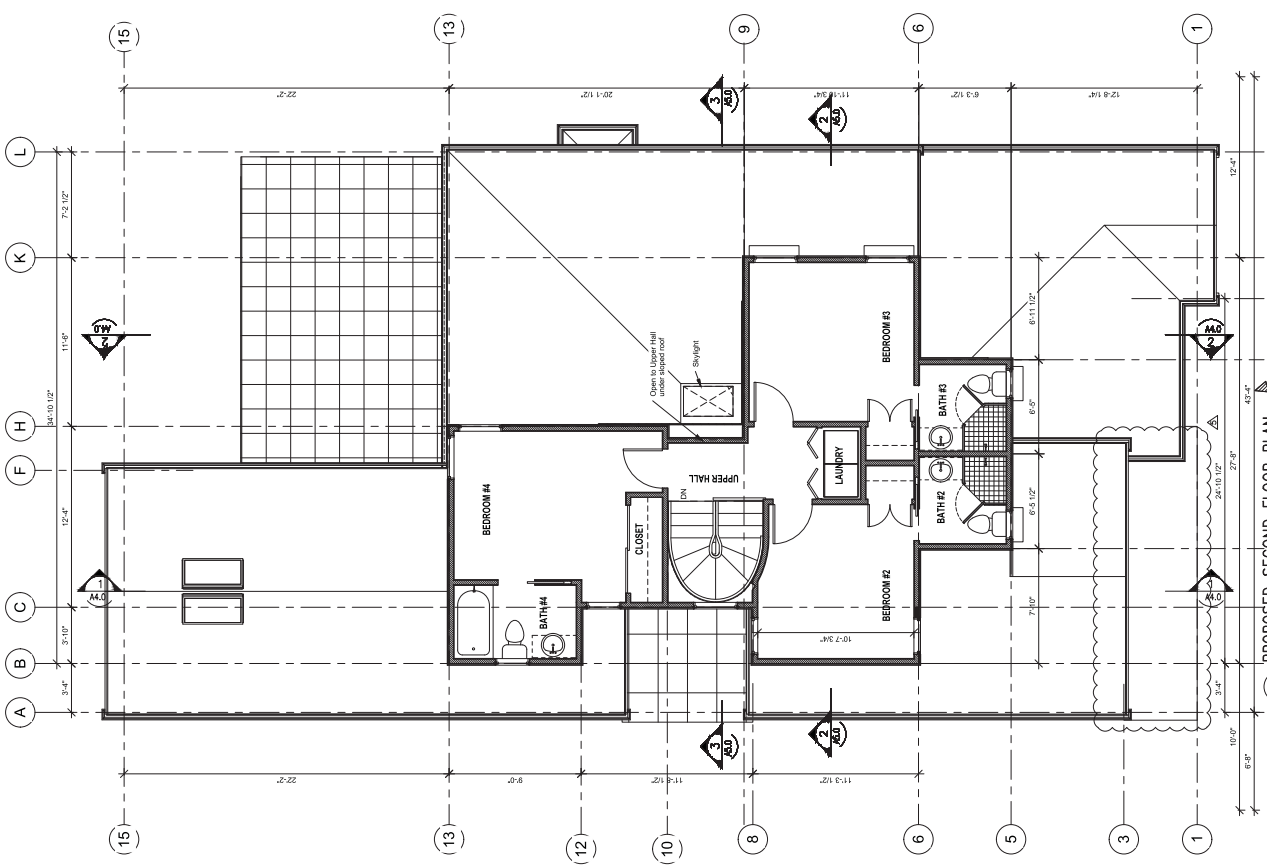
DATE: 05/08/16
 DRAWN BY: RMS
 PROJECT NO.: 1407-15-01
 SHEET NO.: 008

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 SHEET NO.
 of SHEETS

A.P.N. # 062-05-1170

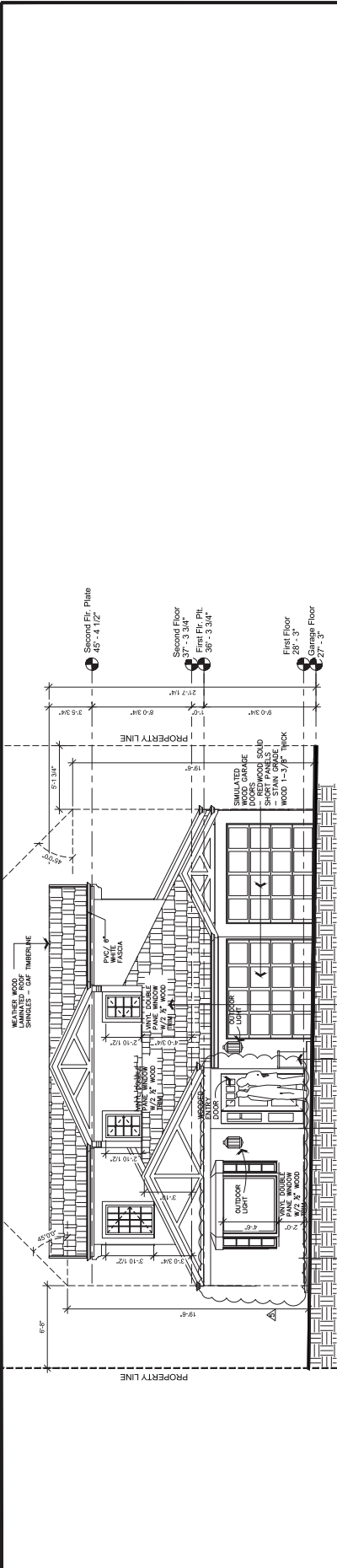


(2) PROPOSED ROOF PLAN
 1/4"=1'-0"
 Scale: 0 2 4 8



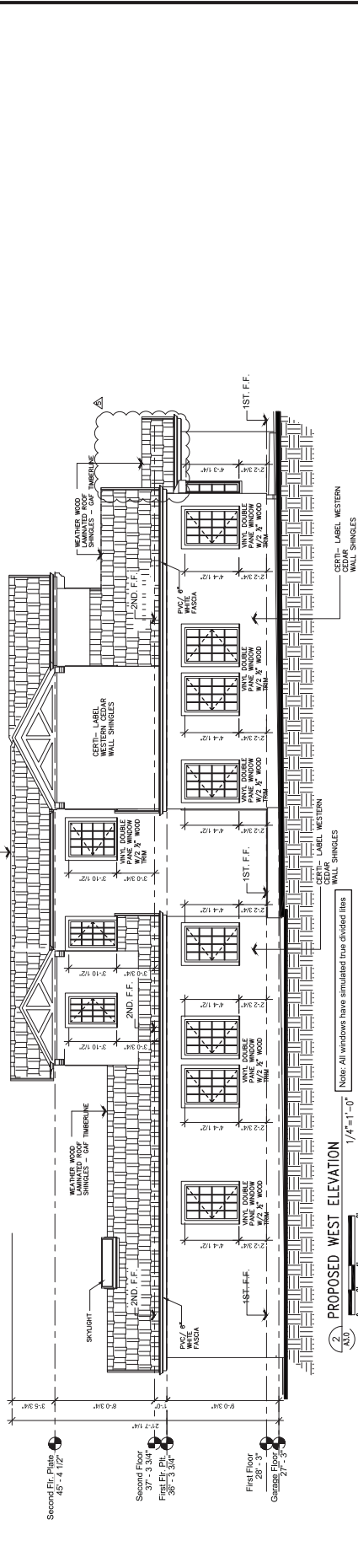
(1) PROPOSED SECOND FLOOR PLAN
 1/4"=1'-0"
 Scale: 0 2 4 8

NO.	DATE	REVISIONS
1	12/15/2017	ISSUE FOR PERMIT
2	02/15/2018	ISSUE FOR PERMIT



1 PROPOSED SOUTH ELEVATION
1/4"=1'-0"

Note: All windows have simulated true divided lites

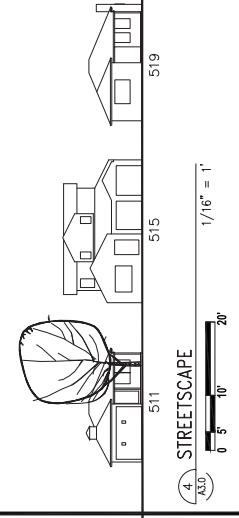


2 PROPOSED WEST ELEVATION
1/4"=1'-0"

Note: All windows have simulated true divided lites



3 EXISTING STREET PHOTOS
NTS



4 STREETSCAPE
1/16" = 1'

AP.N. # 062-05-1170

Project
Rajiv Agarwal
515 Bay Rd.
Menlo Park, CA

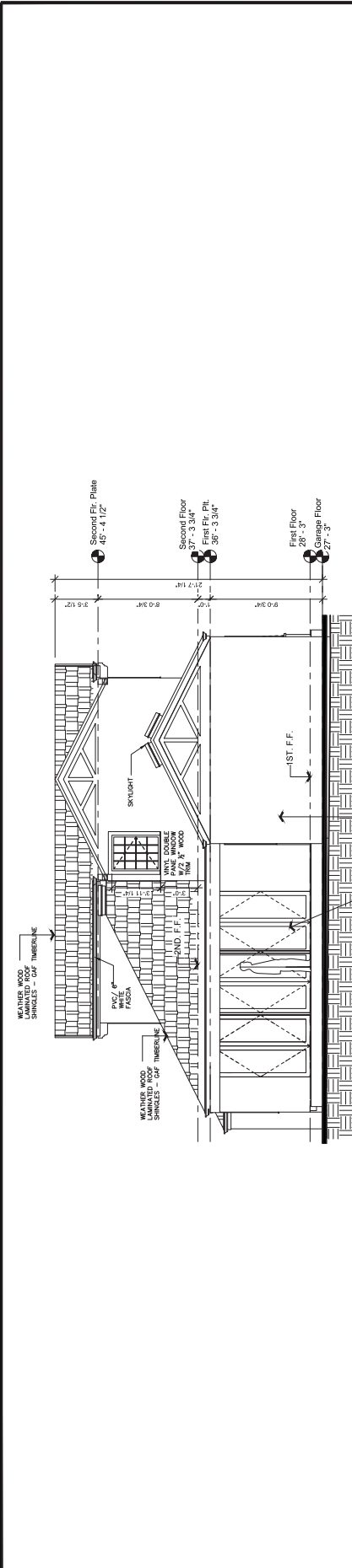
ROLM Design Studio
Mehtan Solatazadeh
rolmdesign@gmail.com
925.949.6052



DATE: 05/08/16
DRAWN BY: RMS
PROJECT NO.:
AS SHOWN: 06P

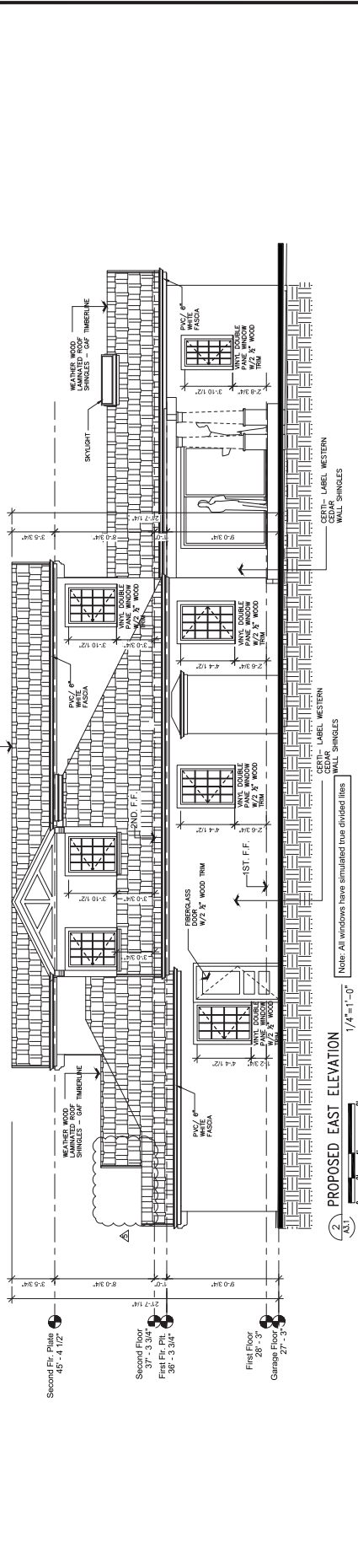
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SHEET NO. OF SHEETS

NO.	DATE	REVISIONS
1	12/12/2011	
2		
3		
4		
5		
6		
7		
8		
9		
10		



1. PROPOSED NORTH ELEVATION
1/4" = 1'-0"

Note: All windows have simulated true divided lites



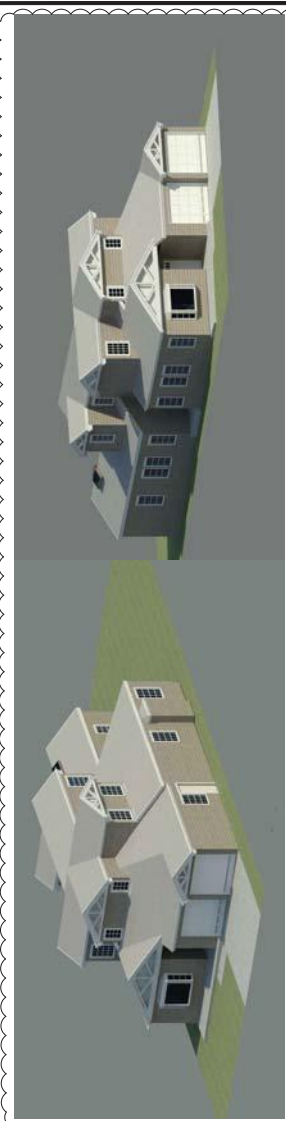
2. PROPOSED EAST ELEVATION
1/4" = 1'-0"

Note: All windows have simulated true divided lites

Client Meeting - North View made to better capture north light



3. Existing Back View
NTS



3. Renders
NTS

Project
Rajiv Agarwal
515 Bay Rd.
Menlo Park, CA

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515 Bay Rd.
Menlo Park, CA

NO.	DATE	REVISIONS
1	05/08/16	AS SHOWN

Project
Rajiv Agarwal
 515 Bay Rd.
 Menlo Park, CA

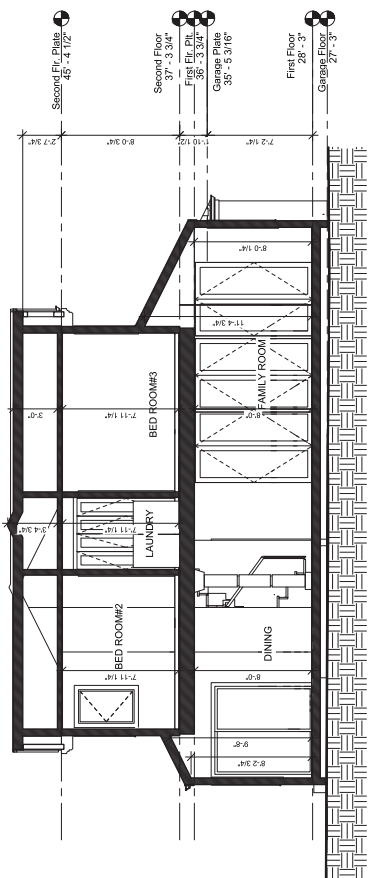
Mehtan Soltanzen
 rolmsdesign@gmail.com
 925.949.6052



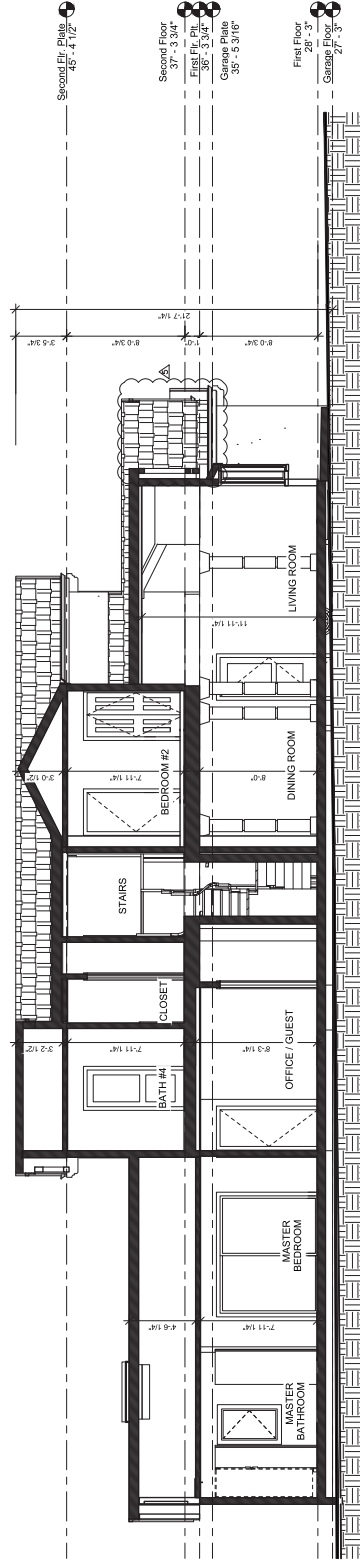
ROLM Design Studio
 DATE: 05/08/16
 DRAWN BY: RMS
 CHECKED BY: AS SHOWN
 SUBJECT NO.: 0097
 SHEET NO.: 0097

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 of sheets

A.P.N. # 062-05-1170

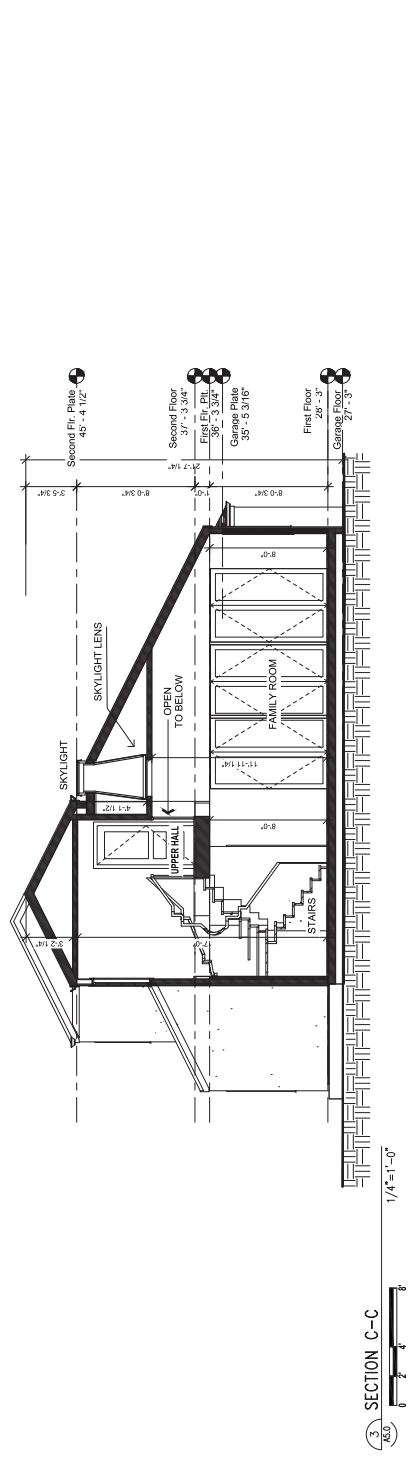


4 SECTION A-A
 1/4" = 1'-0"

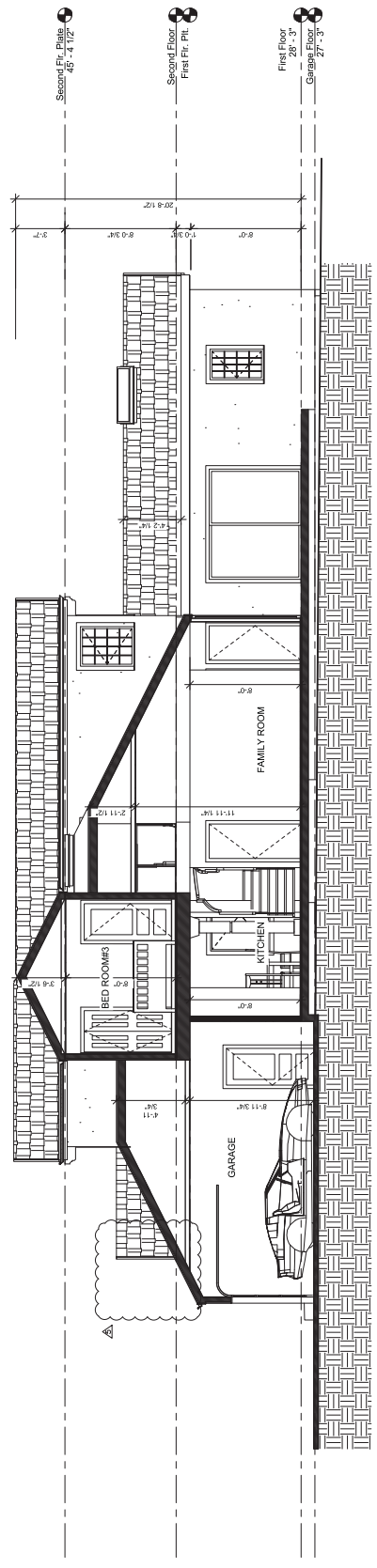


2 SECTION B-B
 1/4" = 1'-0"

NO.	DATE	REVISIONS
1	05/08/16	AS SHOWN
2	05/08/16	AS SHOWN
3	05/08/16	AS SHOWN



SECTION C-C
1/4" = 1'-0"



SECTION D-D
1/4" = 1'-0"

A.P.N. # 062-05-1170

A4.1
of sheets

DATE	DRAWN BY	SHEET NO.
05/08/16	MS	AS SHOWN
		AS SHOWN

ROLM Design Studio
Mehran Solatazadeh
rolmdesign@gmail.com
925.949.6052

Rajiv Agarwal
515 Bay Rd.
Menlo Park, CA

NO.	DATE	DESCRIPTION
1	05/08/16	AS SHOWN

NO.	DATE	DESCRIPTION
2	05/08/16	AS SHOWN

NO.	DATE	DESCRIPTION
3	05/08/16	AS SHOWN

NO.	DATE	DESCRIPTION
4	05/08/16	AS SHOWN

NO.	DATE	DESCRIPTION
5	05/08/16	AS SHOWN

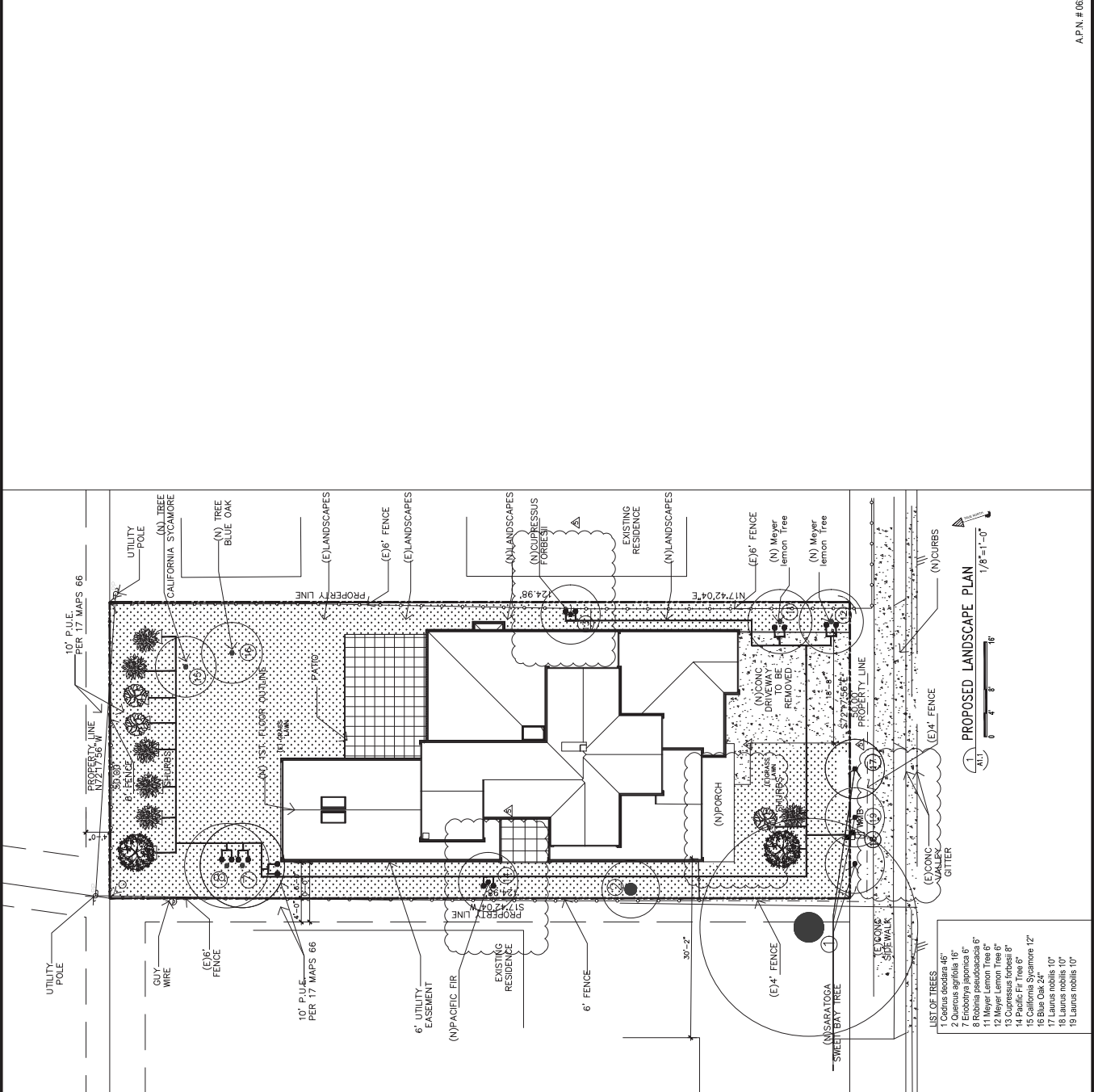
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NO.	DATE	DESCRIPTION
7	05/08/16	AS SHOWN

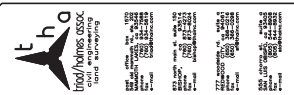
NO.	DATE	DESCRIPTION
8	05/08/16	AS SHOWN

NO.	DATE	DESCRIPTION
9	05/08/16	AS SHOWN

NO.	DATE	DESCRIPTION
10	05/08/16	AS SHOWN



- LIST OF TREES**
- 1 Codrus spodiata 48"
 - 2 Quercus agrifolia 16"
 - 7 Eriobotrya japonica 6"
 - 8 Robinia pseudacacia 6"
 - 9 Magnolia grandiflora 6"
 - 12 Meyer Lemon Tree 6"
 - 13 Cupressus forbesii 6"
 - 14 Pacific Fir Tree 6"
 - 15 California Sycamore 12"
 - 16 Blue Oak 24"
 - 17 Laurus nobilis 10"
 - 18 Laurus nobilis 10"
 - 19 Laurus nobilis 10"
- PLANTING NOTES**
1. PLANT QUANTITIES INDICATED IN THE PLANT LIST ARE FOR CONTRACTOR'S INFORMATION. CONTRACTOR TO VERIFY PLANT QUANTITIES PER PLAN TO BID. CONTRACTOR TO PROVIDE AND INSTALL ALL PLANTS INDICATED PER PLAN.
 2. ALL TREES WITHIN FIVE FEET OF PAVING SHALL BE INSTALLED WITH APPROVED DEEP ROOT BARRIER.
 3. THE PROJECT WILL RECEIVE A DRIP IRRIGATION SYSTEM. EACH PLANT WILL RECEIVE AN EMITTER AND EACH TREE TWO BUBBLERS.
- BUBBLERS**

EMITTER




DATE	10/22/15
SCALE	1" = 10'
DRAWN	MM
CHECKED	9-1706
DATE	9-1706/090
PROJECT	1
SHEETS	1



LEGEND:

- PROPERTY LINE
- ADJACENT PROPERTY LINE
- WOOD FENCE
- EASEMENT
- CENTERLINE
- OVERHEAD UTILITIES
- EDGE OF PAVEMENT
- SPOT ELEVATIONS
- ASPHALT CONCRETE
- CONCRETE
- CONC. ON GRADE
- CONC. ON PAVEMENT
- EP
- FINISHED FLOOR
- CM
- GAS METER
- PP
- POWER POLE
- SSCO
- SANITARY SEWER CLEAN OUT
- WMB
- WATER METER BOX
- CONCRETE

NOTES:

TRUNK & DRUMLINE
 ACTUAL TREE TRUNK LOCATIONS ARE SHOWN.
 DIMENSIONS IN AREAS OF PROPOSED
 CONSTRUCTION SHOULD BE FIELD VERIFIED.

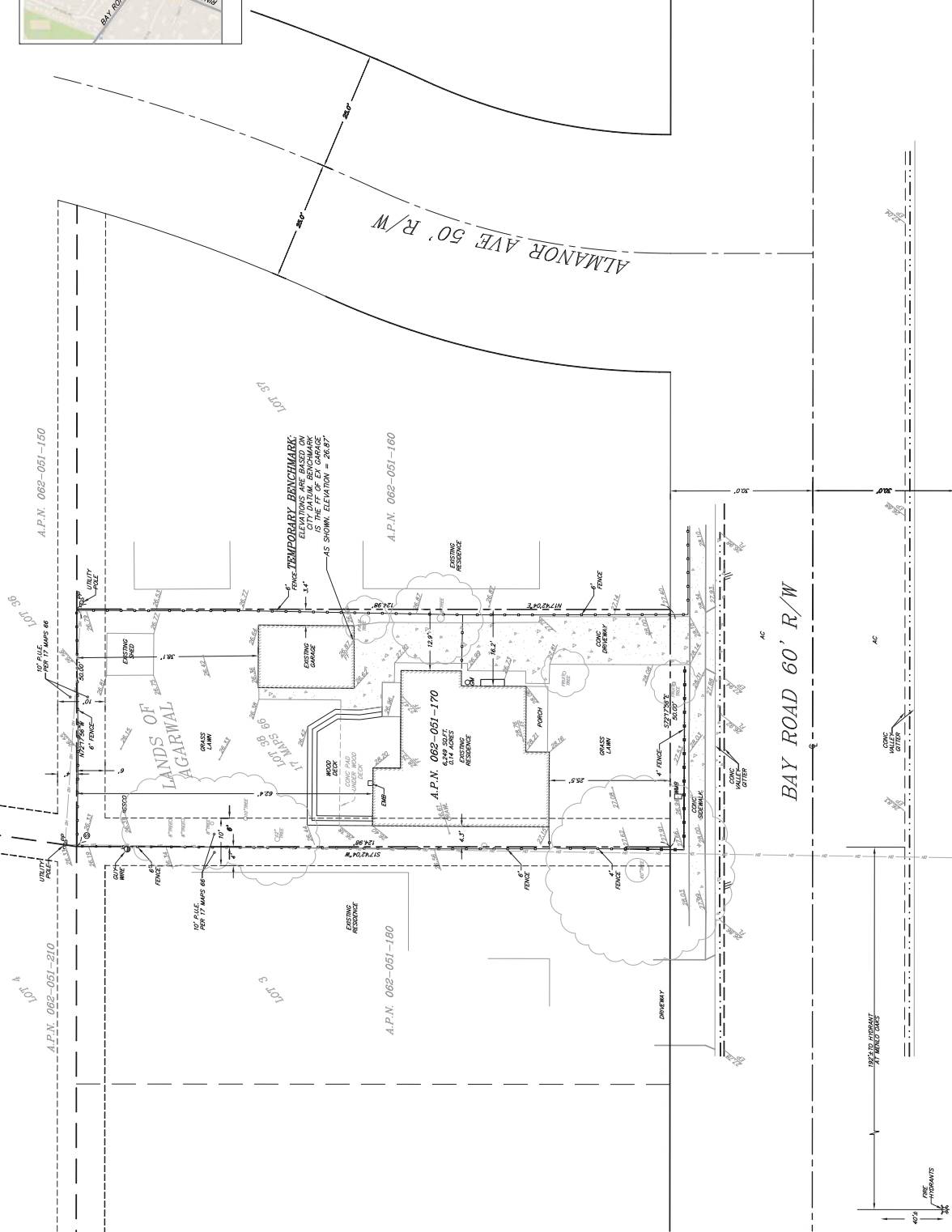
RESOURCES:
 2015 CALIFORNIA STATE PLANT LIST
 PER NATIONAL GEODETIC SURVEY

BASES OF BEARINGS:
 THE BEARING OF SOUTH 27°56' EAST AS SHOWN HEREON
 IS THE BEARING OF BAY ROAD PER 17 MAPS 66, WAS
 515 BAY ROAD
 MENLO PARK, CA 94025
 APR 082-081-170
 6,249 SQ.FT.(GROSS)
 0.14 ACRES

USE:
 RESIDENTIAL
 FLOOD ZONE: X (AREA OF MINIMAL FLOOD HAZARD)

I HEREBY STATE THAT I AM A LICENSED SURVEYOR OF THE STATE OF CALIFORNIA, THAT THIS MAP CORRECTLY REPRESENTS A SURVEY AND THAT THIS MAP DOES NOT INCLUDE EASEMENTS EXCEPT THOSE PROPERTY LINES SHOWN HEREON ARE COMPALED FROM RECORD DATA IF UNDERGROUND UTILITIES, ZONE STRUCK AND STREET WIDENING DATA ARE SHOWN HEREON, IT IS FOR INFORMATION ONLY. MAKING THIS CORPORATION, THEREFORE, NO GUARANTEE IS MADE AS TO THE ACCURACY OR COMPLETENESS OF SAID INFORMATION.

ANDREW K. HODGES
 LICENSED SURVEYOR
 LICENSE NO. 11513
 EXP. 9/30/17
 LS 1428



BEFORE EXCAVATING CALL U.S.A.

OWNER AND/OR CONTRACTOR ARE RESPONSIBLE FOR LOCATION AND VERIFICATION OF ALL EXISTING UNDERGROUND UTILITIES. THE U.S.A. AUTHORITY NUMBER SHALL BE KEPT AT THE JOB SITE. A COMBINATION OF SURFACE STRUCTURE OBSERVATION AND/OR THE RECORDS OF THE CONTROLLING AGENCY SHALL BE USED TO IDENTIFY ALL EXISTING UTILITIES. OTHER UNDERGROUND FEATURES SUCH AS WELLS, TANKS, BASINS, BURIED OBJECTS, ETC.

PREPARED FOR:
 KANLER INC

OWNER:
 RALEE AGARWAL
 515 BAY ROAD
 MENLO PARK CA 94025

Date: September 1, 2016
Project Description
515 Bay Rd, Menlo Park

House Background, Existing style, and New deigns style:

The residence was built in 1945 in a non-descript track-house style of the post-war era, using less expensive materials of stucco, minimal wood trim and double hung windows.

The owner's desire was to upgrade the existing non-descript style into a modified craftsman style which would blend into and improve the neighborhoods residential environment. The owner's needs and desires was to construct a five bedroom, five and one-half bath residence in this desirable neighborhood. On the first floor, a large master suit was incorporated with a bedroom that would serve as an office as well as a new Kitchen / Family room area with a separate area for a formal Dining and Living room area. The second floor includes three bedrooms and three baths. The new exterior materials, used throughout and in keeping with a Craftsman style home, is cedar shingle siding, exposed timbered gables with typical craftsman porch columns. The windows are to have simulated true divided light windows. At the rear of the residence and main entertainment area is a paved deck with wood trellis covering for more year round enjoyment and privacy.

The existing residence had non-conforming side yard setbacks which were corrected with the new residential configuration. The detached one car garage was removed and replaced with a new attached 2 car garage with oversized garage door heights to accommodate attached cartop carriers or RV. The desire of the owner was to increase the living area to accommodate their needs, which increased the existing single story residence of 1,300 sq. ft. to 2,724 sq. ft.

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ARBORIST REPORT

**515 Bay Road
Menlo Park, CA 94025**

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MAY 24 2016

CITY OF MENLO PARK
BUILDING

Prepared for:
**Ragiv Agarwal
515 Bay Road, Menlo Park**

Prepared by:
**Henry Ardalan
Horticulturist/Certified Arborist
ISA/WC, Certification #2005**

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May 20, 2016

ARBORIST REPORT
515 Bay Road, Menlo Park

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Warning Sign
Assumptions and Limiting Conditions
Certification of Performance

Introduction and Overview

Project site is Mr. Ragiv Agarwal property at 515 Bay Road, Menlo Park. The proposed construction will remodel existing structure and build new second floor with new structure. I was asked by Mr. Mehran Soltanzadeh from **ROLM Design Studio** to prepare an Arborist Report for the site as part of the development submittals for review by the City of Menlo Park.

This report provides the following information:

1. A survey of trees within and immediately adjacent to the proposed project;
2. An assessment of the impacts of constructing the proposed project on the trees based on the plans provided by Mr. Soltanzadeh
3. Guidelines for tree preservation before, during and after - maintenance phase - the construction.

Assessment Methods

Trees were evaluated on May 13, 2016. The evaluation included 8 trees, either located within and immediately adjacent to the proposed construction or highly suitable for preservation. The survey procedure consisted of the following steps:

A. Identifying the tree species;

B. Recording each tree location on a site plan;

C. Measuring the trunk diameter at a point 54 inches above natural grade (ground level);

D. Evaluating the health and the structural condition using a scale of 1-5 where :

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, pale or discolored leaf, moderate structural defects that might be mitigated with regular care.

2 – Tree in decline, epicormic growth –a survival reaction/ response when tree is damaged or in serious decline-, extensive dieback of medium to large branches, significant structural defects that cannot be abated.

1 – Tree in severe decline, dieback of scaffold branches and/or trunk, most of foliage is formed from epicormic growth, extensive structural defects that cannot be abated.

E. 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 moderate declining health and/or structural defects than can be abated with treatment. Subject tree will require more intense management and monitoring, and may have shorter life span than those in “high” category.

Low: Trees in poor health or with significant structural defects that cannot be mitigated. Subject tree is expected to continue to decline, regardless of treatment. The species or individual tree may have characteristics that are undesirable for landscapes, and generally are unsuitable for use areas.

Description of trees

8 trees were evaluated, representing 7 species, of which 4 are qualified as Heritage tree based on the City of Menlo Park definition for Heritage tree.

City of Menlo Park Municipal Code 13.24.020 defines a Heritage tree as follows:

- 1- All trees other than OAKS which have a trunk with a circumference of 47.1 inches (diameter of 15 inches) or more measured 54 inches above natural grade.
- 2- A tree or group of trees of historical significance, special character or community benefit, specially designated by resolution of the City Council.
- 3- Any Oak tree which is native to California and has a trunk with circumference of 31.4 inches (diameter of 10 inches) or more, measured at 54 inches above natural grade.
- 4- Trees with more than one trunk shall be measured at the point where the trunks divide, with the exception of trees that are less than 12 feet in height, which will be exempt from this section.

Evaluated Trees

ID #	Species	Trunk Diameter	Heritage Tree	Suitability for preservation	Condition
1	<i>Cedrus deodara</i>	46"	Yes	High	5
2	<i>Quercus agrifolia</i>	16"	Yes	Low	3
3	<i>Quercus agrifolia</i>	22"	Yes	Low	3
4	<i>Yucca brevifolia</i>	30"	Yes	Low	3
5	<i>Juglans nigra</i>	8"	No	Low	3
6	<i>Malus</i>	8"	No	Moderate	4
7	<i>Eriobotrya japonica</i>	6"	No	Moderate	4
8	<i>Robinia pseudoacacia</i>	6"	No	Moderate	4

As the site plan indicates, Tree #1, neighbor tree is located outside of the proposed construction, but needs to be protected. Tree # 2 is immediately adjacent to the proposed construction and should be protected. Tree # 3, 4 & 5 are in direct conflict with proposed construction and should be removed.

Evaluation of Impacts and Recommendations for Preservation

The tree assessment was the reference point for tree condition and quality. Potential impacts from construction were evaluated using the survey plan and proposed construction site plan (Sheet A1.11), prepared by the ROLM Design Studio (dated May 6, 2016).

The site plan showed proposed construction foot print. Also survey plan exhibited the tree locations for each tree that were evaluated.

Tree Preservation Guidelines

The goal of tree preservation is not merely tree survival during construction, but also maintenance of tree health and aesthetic for many years. **Trees retained on site that are either subject to extensive injury during construction or are inadequately maintained become a liability rather than an asset.** The response of individual trees will depend on the species characteristic, amount of excavation and grading, proximity of the earth work to the trees, and demolition/construction methods.

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

Design and Pre-Construction Treatments Recommendations

1. All Plans affecting trees shall be reviewed by the **Consulting Arborist** with regard to tree impacts. These include, but are not limited to demolition plans, grading and utility plans, landscape and irrigation plans.
2. **Tree # 2 should be pruned to provide construction clearance. Portion of subject tree canopy which grown over the existing structure should be cut back and possibly raised 10-12 feet to allow adequate clearance for the construction of second floor. All pruning shall be performed or supervised by a Certified Arborist, and adhere to the latest edition of the ANSI – 2133, and A300 standards, as well as the best Management Practice.**
3. A Tree Protection Zone “TPZ” – 10 times the diameter of the tree trunk - shall be established around each tree to be protected. No trenching, grading and excavation shall occur within the TPZ. No underground services including utilities, sub-drains, water or sewer shall be placed in the TPZ.
4. **Fence all trees to be protected to completely enclose the TPZ prior to demolition, or grading. Fence shall be 6 feet high, minimum 12 gauge chain link attached to 2 inches diameter galvanized iron posts driven 1.5 feet into the ground at no more than 10 feet spacing. Fences must remain in place during the entire construction to prevent impingement of construction vehicles, materials, spoils, and equipment into or upon the TPZ.**
5. **Mulch the TPZ prior to the onset of site work with 6 inches coarse wood chip or mulch. Mulch is to be kept 12 inches from the tree trunk.**
6. **No excess soil, additional fill, chemicals, paints, cement or construction spoils and debris shall be placed within the TPZ.**
7. **Warning signs shall be posted on the protective fences, warning that all personnel must keep out of the fence perimeter.**

8. **No excess soil**, additional fill, chemicals, paints, cement or construction spoils and debris shall be placed within the TPZ.
9. **Irrigation & drainage systems** must be designed so that no trenching will occur within the TPZ.
10. **Permeable material** should be used for the construction of paved area with minimum sub grade compaction near protected trees.
11. **Significant root cutting** (over 2”) will require a letter from the **Project Arborist** which will include mitigation measures. The **Town Arborist** shall review any and all proposed hand digging, significant root cutting and mitigation measures within required tree protection areas and plan approval is required prior to starting such work.
12. **Any herbicides** placed under paving materials must be safer for use around trees and labeled for that use.
13. **Irrigation systems** must be designed so that no trenching will occur within **TPZ**.
14. **Any changes to**, or temporary removal of fencing or section of fencing shall be done under advise and supervision of the **Project Arborist**.
15. **If injury should occur** to any of the protected trees during construction, the **Project Arborist** shall be notified as soon as possible so that remedial treatment can be applied. Periodic routine inspection by the Project Arborist is recommended during construction, particularly if trees are impacted by trenching/grading operations. The Project Arborist should be consulted as to timing of removal of the protective fencing.

This report should be copied onto a plan sheet and become part of the final plan set. Once it done, the Arborist Report serves as a Tree Protection Plan.

Owner, Contractor, and Architect are all responsible for knowing the information included in this Arborist Report and should adhere to the conditions provided.

Regards,


Henry Ardalan
Certified Arborist-ISA/WC #2005

ASSUMPTIONS AND LIMITING CONDITIONS

A – Any legal description provided to the consultant is assumed to be correct. Title and ownership of all property considered are assumed to be good and marketable. No responsibility is assumed for matters legal in character. Any and all property is appraised or evaluated as though free and clear, under responsible ownership and competent management.

B – *It is assumed that any property is not in violation of any applicable codes, ordinances, statutes or other governmental regulations.*

C – Care has been taken to obtain all information from reliable sources. All data has been verified insofar as possible. The consultant can neither guarantee nor be responsible for the accuracy of information provided by others.

D – Various diagrams, sketches and photographs in this report are intended as visual aids and are not to scale, unless specifically stated as such on the drawing. These communication tools in no way substitute for nor should be considered as surveys, architectural or engineering drawings.

E – Loss or alteration of any part of this report invalidates the entire report.

F – Possession of this report or a copy thereof does not imply right of publication or use for any purpose by any other than the person to whom it is addressed, without the prior written or verbal consent of the consultant.

G – This report is confidential and to be distributed only to the individual or entity to whom it is addressed. Any or all of the contents of this report may be conveyed to another party only with the express prior written or verbal consent of the consultant. Such limitations apply to the original report, a copy, facsimile, scanned image or digital version thereof.

H – This report represents the opinion of the consultant. In no way is the consultant's fee contingent upon a stipulated result, the occurrence of a subsequent event, nor upon any finding to be reported.

I – The consultant shall not be required to give testimony or to attend court by reason of this report unless subsequent contractual arrangements are made, including payment of an additional fee for such services as described in the fee schedule, an agreement or a contract.

J – Information contained in this report reflects observations made only to those items described and only reflects the condition of those items at the time of the site visit. Furthermore; the inspection is limited to visual examination of items and elements at the site, unless expressly stated otherwise. There is no expressed or implied warranty or guarantee that problems or deficiencies of the plants or property inspected may not arise in the future.

CERTIFICATION OF PERFORMANCE

I, Henry Ardalan certify:

- *That I have personally inspected the trees and/ or property evaluated in this report. I have stated my findings accurately, insofar as limitations of my assignment and within the extent and context identified by this report;*
- *That I have no current or prospective interest in the vegetation or any real estate that is the subject of this report, and have no personal interest or bias with respect to the parties involved;*
- *That the analysis, opinions and conclusions stated herein are my own and are based on current scientific procedures and facts and according to commonly accepted arboricultural practice;*
- *That no significant professional assistance was provided, except as indicated by the inclusion of another professional report within this report;*
- *That my compensation is not contingent upon the reporting of a predetermined conclusion that favors the cause of the client or any other party.*

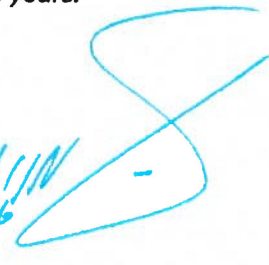
I am Certified Arborist and a member of ISA "International Society of Arboriculture". Also, I am member in good standing of PAPA "Pesticide Applicators Professional Association " and WCISA "Western Chapter ISA".

I have attained professional training in all areas of knowledge asserted through this report by completion of Bachelor degree in Horticulture and MBA , by routinely attending pertinent professional conferences and reading current research from professional journals, books and other media.

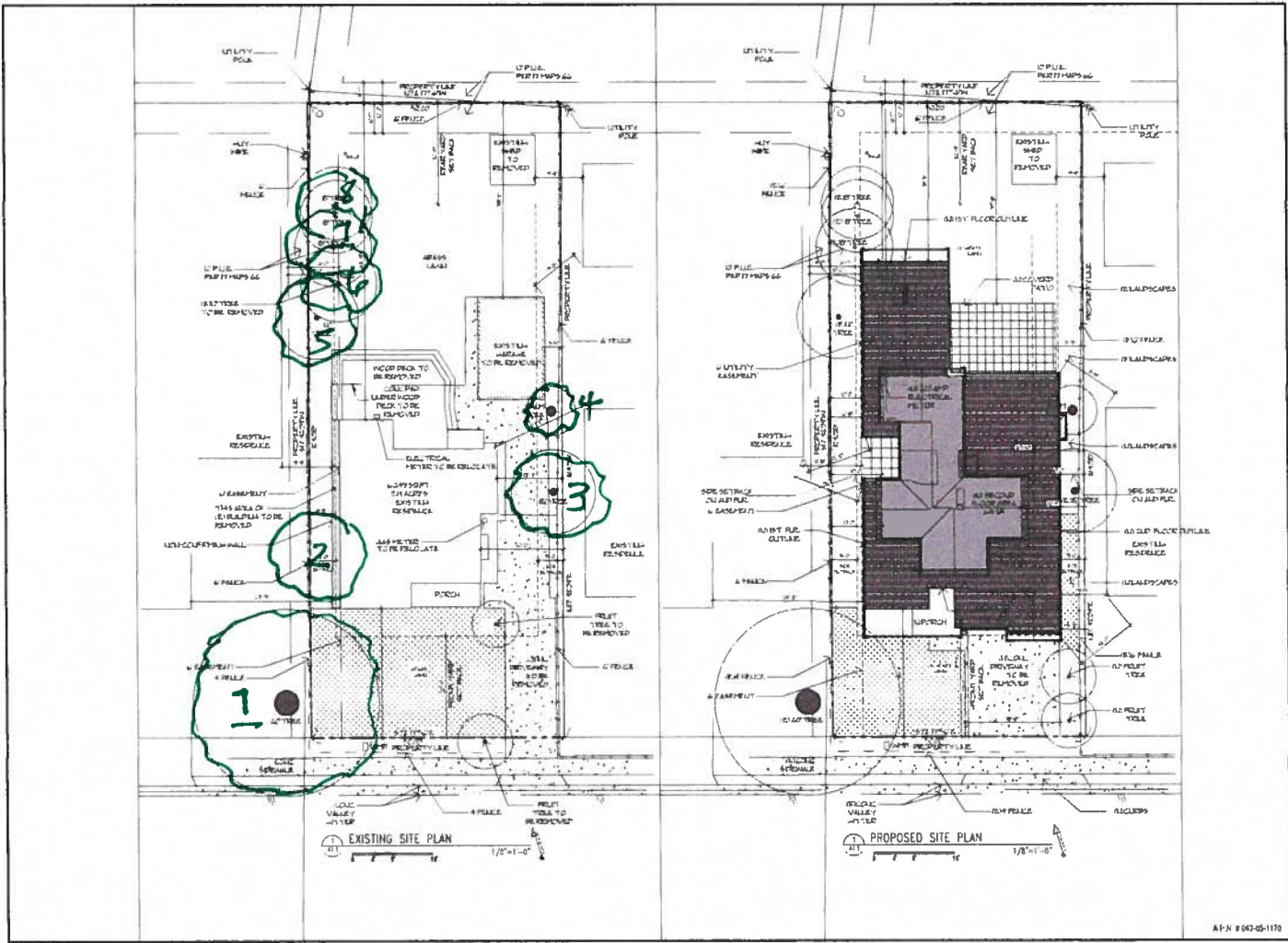
I have rendered professional services in a full time capacity in the field of horticulture and arboriculture for more than 28 years.

Signed:

Date:

5/20/16 

NO.	DATE	REVISIONS



Project
 Regiv Agarwal
 515 Bay Rd.
 Menlo Park, CA

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DATE: 05/20/14
 DRAWN BY: MS
 CHECKED BY: MS
 SCALE: 1/8" = 1'-0"

A1.1
 SITE PLAN

WARNING
***TREE
PRESERVATION
AREA***

KEEP OUT

**NOTICE: PROTECTIVE TREE FENCING IS
REQUIRED ON THIS JOB SITE.**