



REGULAR MEETING AGENDA

Date: 9/25/2017
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 August 28, 2017, Planning Commission meeting. ([Attachment](#))

E2. Architectural Control/Kathryn Low/26 Susan Gale Court:
Request for architectural control to make exterior modifications to the left side (west) elevation of an existing single-family townhouse in the R-E-S(X) (Residential Estate Suburban, Conditional Development) zoning district. ([Staff Report #17-060-PC](#))

F. Public Hearing

F1. Use Permit and Variances/Carl Hesse/145 Emma Lane:
Request for a use permit for an addition to the first floor, interior modifications, and to add a second floor 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 exceed 50 percent of the existing floor area and is considered equivalent to a new structure. The proposal also includes a request for two variances: (1) an encroachment into the front yard setback (as defined in Subdivision Ordinance Section 15.16.110 - Setbacks), and (2) eave encroachments into both side

setbacks on a lot in the R-1-U (Single-Family Urban) zoning district. ([Staff Report #17-061-PC](#))

F2. Use Permit/Adam Bittle/1047 Del Norte Avenue:

Request for a use permit to construct a second story addition and perform interior and exterior modifications to an existing, nonconforming, single-story single-family residence on a substandard lot with respect to width in the R-1-U (Single Family Urban Residential) zoning district. The value of the proposed work would exceed 50 percent of the existing replacement value of a nonconforming structure within a 12-month period, and therefore require use permit. ([Staff Report #17-062-PC](#))

F3. Use Permit Revision/Shannon Thoke/116 O'Connor Street:

Request for a use permit revision to improve and expand the area of the basement and for exterior modifications to an existing nonconforming two-story, single-family residence. The proposed value of the work would exceed 50 percent of the existing value of the nonconforming structure in a 12-month period. The subject property previously received a use permit revision in January 2017. ([Staff Report #17-063-PC](#))

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: October 16, 2017
- Regular Meeting: October 23, 2017
- Regular Meeting: November 6, 2017

H. 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: 09/20/17)

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: 8/28/2017
Time: 7:00 p.m.
City Council Chambers
701 Laurel St., Menlo Park, CA 94025

A. Call To Order

Chair Drew Combs called the meeting to order at 7:00 p.m.

B. Roll Call

Present: Andrew Barnes, Drew Combs (Chair), Susan Goodhue, Larry Kahle (Vice Chair), John Onken, Henry Riggs, Katherine Strehl

Staff: Corinna Sandmeier, Associate Planner; Thomas Rogers, Principal Planner; William McClure, City Attorney

C. Reports and Announcements

Principal Planner Thomas Rogers said the City Council at its August 22, 2017 meeting further considered the main Menlo Park Library philanthropic offer and directed some follow up that was occurring. He said the 2131 Sand Hill Road annexation project, which the Planning Commission reviewed and made recommendations to the City Council previously, was continued from the Council's August 22 meeting to its August 29, 2017 meeting. He said the Council at its August 22, 2017 meeting received an information item on development growth activity in the City and continued pressures in the Planning and Building, Engineering, and Public Works divisions. He said the Council at its August 29 meeting would consider the information item about secondary dwelling units, garage and carport conversion and how state law required certain action with replacement parking.

D. Public Comment

There was none.

E. Consent Calendar

E1. Approval of minutes from the July 31, 2017, Planning Commission meeting. ([Attachment](#))

Commissioner John Onken said on page 4 of the referenced minutes, center paragraph, that the first sentence should be edited from one to two sentences as follows: Commissioner John Onken said he thought the windows on the second story were set back significantly and enough. He was not concerned about the question of true divided lights considering the style of the rest of the house.

ACTION: Motion and second (Larry Kahle/Susan Goodhue) to approve the minutes with the following modification; passes 6-0 with Commissioner Combs abstaining.

- Page 4, center paragraph, 1st line; create two sentences removing the word “so” between to read: “Commissioner John Onken said he thought the windows on the second story were set back significantly and enough. He was not concerned about the question of true divided lights considering the style of the rest of the house.”

Chair Combs noted the recusal of Commissioner Onken for item F1. Commissioner Onken left the dais.

F. Public Hearing

F1. Final Environmental Impact Report (EIR), Architectural Control, Heritage Tree Removal Permits, Below Market Rate (BMR) Housing Agreement, Development Agreement/Stanford University/ Middle Plaza at 500 El Camino Real Project (300-550 El Camino Real). ([Staff Report #17-056-PC](#))

1. Final Environmental Impact Report (EIR) to analyze the potential environmental impacts of the proposed project, along with an associated Statement of Overriding Considerations and Mitigation Monitoring and Reporting Program (Attachment B);
2. Architectural Control for compliance with Specific Plan standards and guidelines for a mixed-use development consisting of office, retail, and residential uses on an 8.4-acre site, with a total of approximately 10,286 square feet of retail/restaurant, 142,840 square feet of non-medical office, and 215 residential units;
3. Heritage Tree Removal Permits to permit the removal of 18 heritage trees and the transplantation of one heritage tree associated with the proposed project;
4. Below Market Rate (BMR) Housing Agreement for compliance with the City’s Below Market Rate Housing Program; and,
5. Development Agreement for the project sponsor to secure vested rights, and for the City to secure public benefits, including up to \$5 million towards a grade separated pedestrian/bicycle crossing at the Caltrain tracks, additional affordable housing units, a financial contribution to the Menlo Park Atherton Education Foundation and a publicly accessible plaza. (The Planning Commission may recommend the City Council Subcommittee’s terms, the applicant’s terms or other terms, as described in this staff report.)

Staff Comment: Associate Planner Corinna Sandmeier highlighted one correction in the conclusion of the staff report and confirmed that the number of Below Market Rate (BMR) units under the BMR agreement was 10.

Associate Planner Sandmeier said the original submittal for the project was made in November 2012 and the Planning Commission held a study session on the project in January 2013. She said the City Council held a study session on the project in April 2013, after which a project Council subcommittee was created. She said the Planning Commission on March 27, 2017 conducted a hearing to receive testimony on the draft Infill EIR, which had been released February 28, 2017, and a study session to receive overall comment on the proposed project. She said the Commission at that time provided direction to the applicant to provide more spatial definition for the plaza, to revise the street facades of buildings A and B to decrease the repetition in the building’s design, and for additional green space to define the project along El Camino Real. She said since that

study session the plaza layout had been updated with additional landscaping elements and those were mainly shown on sheet L2.1. She said the street facades of residential buildings A and B were revised to decrease the repetition, which was shown on sheet A24.1. She said the overall landscaping for the project had been increased and that sheet L1.10 showed the landscaping proposed in March 2017 and what was proposed now. She said the term sheet for the draft Development Agreement would be considered by the City Council at its August 29 meeting and the terms included Stanford providing 50% of the costs of a bicycle/pedestrian crossing at the Caltrain tracks up to \$5,000,000, 10 onsite BMR units including two BMR units for the 2131 Sand Hill Road Stanford project, and \$100,000 annually to the Menlo Park Atherton Education Foundation for 10 years. She said the Council's subcommittee had recommended annual contributions to the Education Foundation for 15 years, which would be \$1.5 million. She said the Middle Avenue Plaza would be subject to a public use agreement. She said through the terms of the development agreement, the project would not be subject to City impact fees for the term of the agreement, which was 10 years and could be extended for up to five years.

Associate Planner Sandmeier said the Final Infill EIR was released on August 11, 2017. She said ICS, the CEQA consultant used for this project, would make a presentation with additional information on the environmental review. She said the applicant would make a presentation with additional information on the project. She noted that additional correspondence had been received since the publication of the staff report, including 26 cards in support of the project and a number of emails also in support. She said they also received emails expressing concerns with the project that mainly related to green building standards. She said there was an expressed interest in the project meeting LEED gold standards rather than LEED silver. She said traffic concerns were also raised. She said the project would next go to the City Council, the decision making body.

Questions of Staff: Replying to Commissioner Katherine Strehl, Associate Planner Sandmeier said the item was expected to go to the Council in late September 2017.

Commissioner Henry Riggs asked what the daily traffic trip impact was expected from this project. Mark Spencer, Principal Traffic Engineer, W-Trans said his company was responsible for preparing the EIR transportation analysis for the project. He said the net number of new daily trips was estimated at 2,658 per day.

Environmental Review Presentation: Jessica Viramontes, ICF, introduced Erin Efner with ICF and Mark Spencer with W-Trans. She made a presentation on the EIR process noting that the City of Menlo Park was the lead agency and ICF was the lead consultant. She said the project was within the area of the City's Specific Plan, which environmental analysis had been done through a Program EIR. She said that this project under the California Environmental Quality Act (CEQA) was allowed to use an Infill EIR for its required environmental review and provided reasons why. She showed a slide of the actions and documents prepared through the Infill EIR process. She said as shown in the Final EIR no new significant environmental impacts, no new mitigation measures, and no substantial increase in severity of an earlier identified impact that resulted from responding to the comments. She said if the City approved the project that it would file a Notice of Determination.

Applicant Presentation: John Donahoe, Associate Director of Planning and Entitlement for Stanford Real Estate, provided a PowerPoint presentation. He described the project area noting it was located equidistant between the Menlo Park and Palo Alto Caltrain stations. He said since November 2014 after Measure M had failed they reconstructed the project to significantly change

the residential and office architecture, significantly increase the plaza size, increase the number of residential units and decrease the office square footage, and eliminated the medical office space entirely. He said in doing that they decreased the number of daily a.m. and p.m. peak trips. He said the project area ended roughly at Middle Avenue on one end and at Cambridge Avenue at the other end. He said those would both be four-legged signalized intersections with enhanced pedestrian and bicycle crossings.

Mr. Donahoe said the project was below the base level Floor Area Ratio (FAR) as the total square footage was below the allowable maximum. He said the amount of office space was significantly below the allowable maximum. He said residential units numbered 215 noting the original 2012 proposal was for 170 residential units. He said open space was at 38.8% exceeding the minimum 30% required by the Specific Plan.

Mr. Donahoe said Stanford intended to give Stanford faculty priority to lease the rental residential units. He said roughly half of the units were one-bedroom and the other half two-bedroom. He said since the study session in March 2017 that they worked to enhance and upgrade the residential architecture noting numerous comments regarding repetition. He showed a slide demonstrating the changes in hardscape, materials, and color differentiation. He showed plan sheets with the changes in roof line and in color, trim and siding to create differences between the two buildings.

Mr. Donahoe said that there had not been as many changes for the office buildings 2 and 3 as there were with the residential. He said they were continuing to make enhancements in the courtyard and bring in additional landscaping along the frontage. He said one of the challenges with building 3 was to maintain the entrance into the Stanford Park Hotel. He said they were proposing transplanting a palm tree from there to another location. He said the first level of the building was parking and occupancy was on the second and third floors. He said they believed they had accomplished good screening of the parking level. He said regarding office building 1 that the first level was for retail which met the Specific Plan obligation to have 10,000 square feet of retail and that was centered on the plaza to activate the plaza. He said the second and third floors would be office space. He said they were continuing to make detail changes to the building facades.

Mr. Donahoe said they were trying to clearly define the public plaza and had changed the paving material for the public route to the future grade separated crossing, which added texture and changed the elevation. He said they were proposing a number of vertical elements to define that corridor. He said they decreased the size of the fountain and moved it back, changed the paving pattern, and added green space in the back. He said that a variety of activities were possible on the plaza.

Mr. Donahoe said at the last project study session the question of a Transportation Demand Management (TDM) program had been raised. He said they had submitted a draft plan to the City that met C-CAG standards. He noted that this project was walkable from both the Palo Alto and the Menlo Park train stations. He said the majority of office space was put on the south side so it was closer to the Palo Alto train station, which has the baby bullet train. He said the residential was located nearer the Menlo Park train station. He said Stanford's existing Marguerite shuttle had a stop in front of the project site and then circled back to campus with a stop in front of the Safeway across El Camino Real. He said they would provide a transportation coordinator for both the office and residential projects. He said carpools and zip cars would have preferred parking. He said they would participate in any bike share programs the City supported and would provide do-it-yourself

bike repair stations, vanpool and carpool programs, rideshare apps, car share on site, and showers and lockers in the office buildings. He said the preference for Stanford faculty for the residential rental units included the benefit that these residents were already pre-trained in Stanford's TDM mechanisms in that faculty already participate in a parking fee program for employees to purchase a permit to park on campus. He said they have a variety of bicycle programs they offer and provide discounts on bicycles and helmets. He said they have flexible work schedules and an online tool and human assistance to get support in planning commutes.

Mr. Donahoe said the next slide listed all the mitigation efforts to address traffic concerns, noting those were also listed in the staff report. He said they would pay the citywide traffic improvement fee (TIF) and the supplemental TIF for the Specific Plan area. He said they would enhance and upgrade the bicycle/pedestrian crossings of El Camino Real at Middle and Cambridge Avenues, help the City implement either a Class 2 or 3 bicycle lane on Middle Avenue from University Avenue to El Camino Real, make a fair share contribution for improvements at Middlefield and Marsh Roads, Middlefield Road and Glenwood Avenue and Linden Avenue, and Middlefield Road and Ravenswood Avenue, and provide a new left turn pocket on Middle Avenue turning into the project. He said this project would contribute up to half the cost of the grade separation crossing up to \$5,000,000. He said they had done studies that showed this was an appropriate amount. He said they would also upgrade 1,500 feet of linear frontage along El Camino Real, which was significant. He said that they would work to prevent intrusion of parking from their project on neighboring streets. He said another condition of approval was after six months of the under-crossing's completion that Stanford would conduct a parking duration study to determine if there were parking issues on the neighboring area across the tracks resulting from that construction.

Mr. Donahoe said the project would meet the same sustainability standards as Stanford's main campus and noted that the Stanford campus did not meet LEED gold standard. He said the City's Specific Plan required meeting LEED silver standards and the project was meeting that and with their total points was going into the LEED gold category. He said this project was walkable between two train stations and there was no other project in Menlo Park that could make that statement. He said they also have an existing shuttle and this project was the only one in the Specific Plan area making a contribution to the grade crossing.

Chair Combs opened the public hearing.

Public Comment:

- Tim Straight, Menlo Park, indicated support of the project. He asked when an expected construction date might be and about potential lane consolidation on El Camino Real.

Requested to respond by the Chair, Associate Planner Sandmeier said that there were no planned lane changes on El Camino Real related and the applicant had indicated the anticipated project start date was spring or summer of 2018.

Mr. Straight asked how a daily trip was defined, noting the 2,658 new daily trips.

Recognized by the Chair, Mr. Spencer, W-Trans, said that trip count essentially estimated around 1,300 cars entering the site and 1,300 cars leaving the site during the course of a day over a 24-hour period.

- Erik Burmeister, Superintendent, Menlo Park City School District, said he was representing the school district. He said the District board and staff were not in the practice of supporting or opposing development, and were not in support of or opposed to the Middle Plaza project. He said the District had submitted three letters expressing concerns with impacts to the District from the proposed project. He said he thought their concerns would be noted in the staff report but were not. He said residents of the Menlo Park City School District voted recently to increase their parcel taxes to provide school funding. He said as a community funded school district that the expected 39 additional students from this project without the requisite property tax funding posed a significant financial burden for the District. He said the expected revenue from the project's commercial portion of \$250,000 would help to offset what was an anticipated \$660,000 impact to the District from increased enrollment due to the project. He said Stanford was also offering \$100,000 per year for 10 years to the Menlo Park Atherton Education Foundation. He said that was appreciated and would offset expected costs by about half. He said the District had presented ideas to Stanford and the City's development agreement committee as to how these impacts might be addressed. He said one option was for Stanford to increase its contribution to \$1.5 million and over 15 years. He said Stanford had indicated it had no interest in a long-term commitment or relationship with the District to mitigate costs. He said at some point in the future, barring a much lower number of students generated by the project, or a significant decrease in enrollment in Menlo Park that was not likely, or a change in the funding model that was even more unlikely, tax payers in Menlo Park would once again be asked to support the increase in enrollment without the requisite funding streams. He said there had been discussion about reserving five of the 10 BMR units for Menlo Park City School District teachers, who would otherwise qualify, which the District thought was a great idea.
- Diane Bailey, Director, Menlo Sparks, said her group was a local non-profit group in Menlo Park aimed at a more sustainable and more carbon-free city. She said they supported the essence of this project as the City would benefit from transit-oriented, mixed use development. She said they had serious environmental and equity concerns with the project and had sent very detailed correspondence to the City about that. She said they wanted Stanford to meet the same environmental standards that it applied on its campus including smart mobility and green standards for building. She said that Commissioner Kahle had asked if the project could include some rooftop solar. She said Commissioner Barnes had asked about the TDM and suggested the project have paid parking essential to reducing daily trips and for tenants to offer employees transit passes, which appeared to be missing or optional with this proposal. She said Commissioner Strehl had noted that Greenheart's 1300 Station project was charging for commercial and residential parking. She said her organization continued to have these sustainability concerns about the project and were concerned also that it created an equity issue. She said developers in the M-2 or an affordable housing developer such as Mid-pen would have to meet superior green building standards in the Belle Haven area that were not being met with this project, and there was not enough justification for the disparity. She said recently adopted zoning standards for the M2 required LEED gold buildings as well as 100% renewable energy. She said that would be easy to do with this project, and that no one knew better than Stanford how to do that. She said paid parking and greatly subsidized transit passes were needed in the proposed TDM program.
- Katie Behroozi, Menlo Park, said she was on the Complete Streets Commission and part of Parents for Safe Routes, but noted she was speaking as a private citizen. She said as a Stanford alum and Stanford Graduate School of Business employee that she was familiar with campus transportation and thought it was brilliant. She said that Middle Avenue should at least

be Class 2 bicycle lane, which would be a clear and designated bicycle route to and from the buildings, and that bicycle path on the rear of the project property should be reconsidered. She said when she biked to her workplace that under her office building there was a designated bicycle path right to where the bike cages were, and knew such clear bike routing was possible.

- John Onken, Menlo Park Planning Commissioner, said he was speaking as a resident. He said the project had been through numerous iterations through the process in response to comments as the community and city looked at establishing what was most desirable along the El Camino Real corridor. He said through that process the project now opened up the street corridors looking down through Allied Arts so there were no buildings blocking those views, and the project now had a variety of building types, a lower scale and more residential units. He said he thought the project was almost there. He asked if this was the version of the downtown Specific Plan development they wanted or not. He suggested that the TDM program not be a sticking point noting that the project was already a model of high density and car free living even if only for Stanford faculty and Menlo Park residents. He said it was hard to think of a residential project that had more transit going for it relating to biking and walking. He suggested keeping the design bar high and expressed appreciation for how much the project had evolved.
- Adam Stern, Executive Director of Acterra, an environmental education and action organization, said he was speaking as a resident of Allied Arts. He said the project had improved greatly over the last few years to make it more sustainable. He said the project appeared to be falling short in some areas with some of the exceptional projects on the Stanford campus. He said many of their campus buildings met LEED gold standards and he there was no reason why this project could not do the same. He said as someone who drives from Menlo Park to Palo Alto every day that it was hard to imagine any additional car trips onto El Camino Real that would not lead to extreme frustration and traffic jams. He urged the project planners to look at every initiative that could be taken including paid parking, transit passes, and other things to provide financial incentive to insure that the actual impact was as low as possible in terms of additional trips.
- Skip Helton, Menlo Park, said he was a Suburban Park resident and a Stanford alum. He said he was affiliated with a number of resident groups that would like to see more live-work-play development in Menlo Park as that would bring more people to the downtown corridor but noted that he was speaking this evening as an individual. He said this project would realize many of the goals of the Specific Plan. He said in developing that Plan that it had not be exactly clear what they would get from it in project development but with projects now such as 1300 Station that they had a better sense of what was possible. He said it needed to be acknowledged that this project proposal was what they had asked for in the Specific Plan and more. He said where it was located it allowed access to two transit hubs in Menlo Park and Palo Alto. He said support of a tunnel and grade crossing addressed east-west connectivity, another important goal of the Specific Plan, and bicycle safety and safe routes to schools for neighborhoods on either side of El Camino Real. He said he agreed with the applicant that this was a great, not just a good, plan, and he supported it in general, but he would like it to be a fantastic plan. He said they needed to make sure there was no negative impact from it on the Menlo Park City School District, and that be mitigated whether that was BMR housing for teachers or increased contributions to make sure new student increases were covered. He said he did not see Caltrain passes for the workers in the draft TMD plan, which when used significantly reduced the number of office workers driving to work. He said like his 18-year old son who just graduated from Menlo Atherton High School and loved living in the “Tree City” that

they would love to see as much greenery and trees as possible for this project.

- Roy Sardina, Menlo Park resident and West Bay Sanitary District Board member, said he was speaking only as a resident. He said the 1300 Station and Middle Plaza projects were providing the City the ability to fix a multi-decade blight on the major corridor through Menlo Park. He said that section of El Camino Real was one of the worst drives but it could be fixed. He said everything proposed in this project would help accomplish that. He said Menlo Park had long grown past a “village.” He said Stanford had been an outstanding partner to the surrounding communities. He said he thought this proposal was easily the 10th one that Stanford had provided. He said Stanford had been great in listening to the residents and their project included transportation, a plaza and other improvements essential to making Menlo Park more livable. He said this project also would help in a minor way in meeting the regional housing needs allocations defined by ABAG for Menlo Park. He said the proposal was for beautiful buildings that would replace what was currently one of the ugliest drives in the peninsula.
- Fran Dehn, Chamber of Commerce, said she spoke to the Commission about this project in March to say that the Chamber endorsed it. She said the Chamber continued to endorse the project and requested that the Planning Commission, through its deliberation and review, provide a recommendation to Council to approve the project. She said this project echoed the voice of the community, which was the Specific Plan. She said it emulated the principles and guidelines of the Specific Plan, and created a cohesive project with architectural continuity. She said it was a comprehensive plan that allowed for single design review and approval, and it blended all of the components of housing, office, retail, and open space into an integrated, mixed use development. She said as noted in the staff report that the project development had been evolutionary since its initial plan introduced to the City in 2012. She said recommendations of the Council subcommittee in August 2013 had been met along with additional revisions to reflect the Planning Commission’s recommendations from the March 27, 2017 hearing including providing more spatial definition of the plaza, revising the street facades, decreasing repetitions, and allowing additional open space and landscaping along El Camino Real. She said BMR requirements were met with recommended approval by the Housing Commission earlier in the month. She said the voluntary development agreement supported by the Council subcommittee addressed key components and concerns raised outside the boundary of the Specific Plan. She noted tax-exempt organization contributions to the Menlo Park City School District and an additional \$5,000,000 contribution to the proposed Caltrain pedestrian / bicycle crossing. She said the contribution was generous and reflected a long-standing request of the community to solve or augment east-west connectivity. She said the Specific Plan was the community’s plan and the Middle Plaza proposal was a product of it and met its criteria.
- Erica Miner, Menlo Park, said green building standards were important and that Stanford should meet greater environmental standards as the current project would lock the City into a high-carbon, car-friendly development in Menlo Park for decades, noting the addition of over 2,600 car trips daily. She said the City in the heart of Silicon Valley had as much capability and intelligence as anywhere else in the world to become a model of what an environmentally neutral and friendly city could look like. She said the current administration did not believe in global warming and that now more than ever it was important to take every action to lead others as an example and take global warming seriously.

Chair Combs closed the public hearing.

Commission Questions/Comments: Commissioner Strehl asked regarding the TDM program why the office portion of the development was not requiring paid parking of the employees.

Mr. Donahoe said this related to concerns raised by the community. He said whether they tried to lower the amount of parking being provided or the decision whether to do paved parking or not had to be balanced with the concerns of the neighbors. He said one of the negatives of paid parking was anyone who drove along the Stanford campus frontage would see cars parked at the start of the work day until the end of the work day. He said those cars were employees who chose not to buy a parking permit to park on the main campus. He said College Terrace had to implement some type of parking permit program to monitor parking intrusion into the neighborhood. He said one of the conditions of approval was that they would have to, even though they were not building the undercrossing, fund the study six months after the crossing was constructed to monitor whether the undercrossing was causing parking problems in the surrounding neighborhoods. He said the required parking for the project was 1,003 spaces and they were now at 930 spaces. He said as part of the TDM each residential unit had one parking space and if a resident wanted a second parking space they would need to pay for it. He said for the office portion they would not have paid parking as they did not want to impact neighborhood parking.

Commissioner Strehl asked about transit passes. Mr. Donahoe said they would not offer GO passes as a Stanford faculty member living there most likely would not take the train to the campus. He said the offices would be required to subsidize transit passes but they had not yet defined that as GO passes. Commissioner Strehl asked if there was a reason as she expected office employees would not all live in Menlo Park.

Steve Elliott, Managing Director of Development at Stanford, said they would encourage tenants to do transit passes but they did not know who their tenants would be yet. He said their TDM would include a list of elements they would ask the office tenants to consider. He said GO passes did not work for everybody and were extremely expensive in some cases for smaller tenants. He said they did not think it wise to commit to GO passes at this time. He said one of the most sustainable aspects of a project was to have housing near a work place and that they had not gotten any sustainability credit for that either in the EIR or from some public members who spoke this evening. He said that they met with one of the groups that spoke this evening and had explained to them that Stanford was not doing anything more on its campus in terms of sustainability than what they were proposing with this project. Replying to Commissioner Strehl, Mr. Elliott said they did not have trip caps for the project.

Commissioner Andrew Barnes asked staff if a trip cap could be required for this project under the Downtown Specific Plan. City Attorney Bill McClure said a trip cap was not part of the Specific Plan. He said it was very difficult to apply a trip cap to a multi-tenant building, and especially one with combined commercial and residential uses. He said he had never seen trip caps applied to those kind of mixed use projects and he was not aware of trip caps applied to multi-tenanted buildings. He said the only trip caps the City had applied were on the Facebook project. He said a type of trip cap had been applied to the Bohannon Menlo Gateway project but was a different kind. He said trip cap compliance and enforcement mechanisms were much easier for a single tenant/occupant as they could force their employees to comply. Commissioner Barnes asked whether the M2 and life science properties had trip caps applied. Mr. McClure said they did not have any trip caps applied there.

Commissioner Goodhue asked how the figure of \$5,000,000 for the underpass crossing was determined and what the City would provide in funding. Mr. McClure said the City's long-term goal was not to fund any of the costs for that crossing. He said there was a wide range of costs identified for such a crossing and would depend upon the final design, construction method used, and requirements of the Caltrain Joint Power Board. He said the range of costs as he recalled was \$8,000,000 to \$14,000,000. He said they arrived at the \$5,000,000 through negotiation with the negotiating subcommittee pushing for the largest contribution the City could get and Stanford pushing back with what it was willing to contribute. He said it was considered 50% to encourage Menlo Park to apply for state and federal funding through C-CAG to obtain the bulk of the funding through those sources.

Commissioner Goodhue asked about the question of requiring Class 2 or Class 3 bicycle lanes. Kristiann Choi, Senior Transportation Engineer, City of Menlo Park, said the Downtown Specific Plan recommended either a minimum Class 3 bike route or a Class 2 bike lane for Middle Avenue. She said a Class 2 bike lane on Middle Avenue would require removal of parking spaces and that would need a public outreach process for approval. Mr. McClure said that Stanford would fund whichever was selected as the preferred option and the City would go through the process of determining the preferred option through the public outreach process.

Commissioner Goodhue said the negotiating subcommittee recommended that five of the 10 BMR units be given to qualifying Menlo Park City School District teachers, and asked where that stood. Mr. McClure said that it was not Stanford's purview to determine how the City allocated BMR units but was the City Council's purview if it wanted to offer certain preference or priority in the allocation of the BMR units. He said if the City Council moved to approve that recommendation, it would be included in the BMR agreement with Stanford. He said Stanford would run the process for those BMR units but would need to comply with the BMR agreement, which would be based on Council direction.

Commissioner Henry Riggs asked Mr. Donahoe about Stanford's interest in a Traffic Management Association (TMA). Mr. Donahoe said that anybody that was a subset of a community wanting to strengthen the community's ability to address such concerns would support a TMA. He said from a residential side a TMA would be very helpful for residents on the weekends.

Commissioner Riggs asked if Stanford would be interested in having an extended contribution period for the Menlo Park City School District but one that was based on the actual new population resulting from the residential project.

Jean McCown, Associate Vice President, Stanford Government and Community Relations Office, said she had been meeting on behalf of Stanford with Mr. Burmeister, some Menlo Park City School District Board members and others to discuss how Stanford could make an appropriate supportive contribution to the schools. She said they did not agree it should be tied to some predicted, speculative or unknown number of students. She said the initial proposal from the district to Stanford was that they should be making some kind of direct funding as though they were not a tax-exempt non-profit institution. She said that was not a kind of agreement they could reach. She said they were making a major investment in this property and community, in a new way that had not been the case for awhile, and they recognized that there might well be children living in the units. She said Stanford wanted to support the schools, which was how they arrived at what they considered was a generous contribution to the Menlo Park Atherton Education Foundation. Ms. McCown said this was a long-term commitment they were willing to make to the

Education Foundation, noting it was an institution seeking support from many parts of the community, from both business and residents. She said being part of that effort to support the schools was an appropriate way to proceed.

Commissioner Kahle asked if the contribution was to the Menlo Park City School District only or also to the Sequoia Unified School District. Ms. McCown said the proposal was a voluntary contribution over a 10-year term to the Menlo Park-Atherton Education Foundation in support of the elementary and middle schools in that district.

Commissioner Strehl asked if they had any discussions with the Menlo Atherton High School or Sequoia Unified School District. Ms. McCown said they had not and had literally just heard something from that entity today. She said within the entirety of Stanford properties within Menlo Park that many of those were property tax paying entities noting all the Sand Hill properties and Rosewood Hotel paid into the high school district. She said the elementary through middle school was a separate district with a specific circumstance where this project was located.

Commissioner Kahle said he saw an email from the Menlo Park Fire Protection District indicating they were in negotiations with Stanford regarding some contribution to that District of around \$200,000. Mr. Elliott said they had met with the Fire District, which was pursuing an impact fee based on a nexus study they had performed. He said they had not reached formal agreement but Stanford understood the nexus study and were willing to move forward on that.

Commissioner Kahle noted a strong desire expressed by speakers for LEED gold and asked how close they were to that. Mr. Elliott said that they were in LEED gold in many areas. He said he had to clarify the statement being repeated by Menlo Sparks as it was incorrect. He said Stanford had their head of sustainability meet with Menlo Sparks' people and explained that there was not a LEED gold certification standard at the Stanford campus. He said what they were proposing for this project was exactly what they did on campus, which was to look at the best and most relevant sustainable measures and apply those. He said on campus they might have a donor or a research or programmatic reason to get LEED platinum but they did not have a requirement for their buildings to be LEED gold certified.

Chair Combs said one of the letters received suggested there should be additional use of economic analysis separate from what was done under the Specific Plan as it had not considered a residential component for Stanford property specifically. He asked if the City had made a response. Mr. McClure said there was no requirement in the Specific Plan to update or perform a new economic analysis. He said the City Manager's Office Finance Department had looked at the issue of the financial impacts if the residential portion of the project were tax exempt. He said what they discovered was that Stanford University currently leased about 180 residential units in the City of Menlo Park, all of which were tax-exempt. He said that the tax-exempt status was applied for every year and sometimes residential units were not leased by faculty and were leased to general public creating tax revenue.

Ms. McCown said each year as of January 1 there had to be determination as to whether there was an entitlement to file for an exemption. She said if so a filing was made for that year. She said it fluctuated.

Commissioner Strehl asked if the Marguerite shuttle would be available to office workers who were not Stanford employees. Mr. Donahoe said it was available to anyone and was free.

Commissioner Strehl said on page B16 of the staff report it talked about mitigation of the Middlefield and Willow Roads intersection. She asked why Stanford was not paying toward that. Senior Transportation Engineer Choi said those mitigations were included within the TIF. Commissioner Strehl asked overall how much Stanford was paying toward transportation impacts. Mr. McClure said that the intersection changes would be paid for by Stanford. Ms. Choi said in addition to TIFs there were some fair share contributions that were cost estimates, which Stanford would provide to the City for approval before those actual amounts were determined.

Commissioner Barnes asked about the transportation and infrastructure fees and whether they knew what amount of fees would be assessed for the project. Ms. Choi said the TIF was about \$829,000 and the supplemental impact fee under the Specific Plan was \$128,000. She confirmed for Commissioner Barnes that those were one-time fees.

Commissioner Barnes asked what would happen if the undercrossing was not built and the monies from Stanford associated with that. Mr. McClure said that Stanford would not have to pay. He said the City had proposed in that instance that Stanford pay those monies to the City for use for other transportation improvements but Stanford rejected that and said those funds were only for the bicycle / pedestrian crossing. Commissioner Barnes said he did not have information regarding the \$100,000 going to the Education Foundation as to whether that was an appropriate amount or not. Mr. McClure said Stanford originally proposed a lump sum payment up front. He said members of the Foundation indicated it might adversely affect annual fund raising as one lump sum and thought it would be better over an extended period of time both to receive and have the funds for use for a longer period of time. He said the City subcommittee found that the \$100,000 suggested by Stanford to be contributed over 10 years was appropriate except it preferred a longer period to 15 years and \$1.5 million contribution.

Commissioner Barnes asked how much it would cost to maintain the Middle plaza from 6 a.m. to midnight, 365 days a year. Mr. Donahoe said that having retail and a coffee shop would work for the 6 a.m. time period. He said if a sit down restaurant occupied the retail in the evening that would cover more of the evening. He said they were considering the cost of maintenance to be normal. He said they thought the plaza design was maintainable, accessible and visible enough so that people who did not need to be there would be seen and dealt with appropriately. Replying further to Commissioner Barnes, Mr. Donahoe said that the public use agreement would allow for methods of dealing with problems as they arose and that closing the plaza to the public would be a very last resort action to be considered.

Commissioner Barnes said the staff report posed two questions regarding landscaping on page 9, one of which was whether to add more landscaping in the courtyard of the residential buildings. Mr. Donahoe said he thought so as they wanted to maintain the areas and take as great advantage of the interior spaces as well. Commissioner Barnes said the staff report also referred to enhancing the vegetation and landscaping getting to the plaza. He said Mr. Donahoe in his presentation pointed out the delineation of the plaza itself and asked about landscaping cues to the plaza and to the undercrossing. Mr. Donahoe said he had not seen that comment before today but if it was a good idea they would consider it. He said they had spent a lot of time and effort on how to delineating the way to the crossing but as that was not defined yet, they needed some flexibility with that. Commissioner Barnes noted the Hetch-Hetchy water line along the frontage and asked if that created a problem to plant more trees in that area for screening. Mr. Donahoe said that the Hetch-Hetchy water line was built in the late 1930s and was a 36-inch diameter steel pipe located

quite shallow from the surface within the City's right of way. He said subject to the approval of the SFPUC they were willing to plant more trees. He said as part of their project they needed to remove a couple of trees for the entry to their property. He said staff recommended replacing the trees. He said that if the SFPUC agreed they would do so. He said staff also noted curb cuts for what had been an auto dealership and asked if they no longer needed those that they enhance them with additional trees. He said again if the SFPUC agreed and approved that they would.

Commissioner Barnes said that solar was not cited for the office space. Mr. Donahoe said their plans indicated that all buildings would be solar ready which was required by state law. He said Stanford in the past for office has seen that as a tenant decision. He said on the residential side they had not proposed putting solar panels but they were installing thermal water heaters on the roofs of the residential units. He said that was more beneficial to them in terms of CalGreen requirements and that they had reached the LEED points they have in the gold range without proposing solar panels on the roof. Commissioner Barnes noted the 100% renewable energy requirement in the M2. He asked if they would consider onsite generation or buying through PCE to have a 100% renewable requirement for the office buildings realizing that would be based upon the tenant. Mr. Donahoe said Stanford would consider that and any other decision regarding sustainability. He said it was frustrating that at this point when they had met every existing requirement that they were now found substandard because they were not meeting something that was not even applicable to their project. He said if buying clean energy helped them meet their sustainable goals they would make a decision regarding that but they would not arbitrarily agree to the M2 standards.

Commissioner Strehl said letters from Allied Arts residents noted a study on cut through traffic and asked about those. Mr. Donahoe said Stanford paid for the traffic studies in the packets but those were conducted by W-Trans. He said he thought those were done in 2015 and more recent analysis was done for the Infill EIR. Commissioner Strehl asked if any of W-Trans mitigations were adopted to address cut through traffic through Allied Arts by the City subcommittee.

Mr. Spencer said the Specific Plan traffic analysis considered certain key intersections and roadways but the first exercise for this project found there was a potential for this project to have an impact at additional intersections and roadways requiring additional traffic analysis. He said they had looked at a very extensive analysis of cut through traffic through Allied Arts, block by block, street by street, trying to predict what the potential for traffic moving in and out of the Middle Plaza project would be. He said they made recommendations regarding lane and traffic control on El Camino Real and Middle Avenue, and some other recommendations on University Avenue, Harvard or Cambridge and some of the interior streets. He said that was worked into the project description and project analysis.

Chair Combs said the Commission would now provide comment.

Commissioner Kahle said he thought the project was great. He said he would like the contribution to the Education Foundation to be for 15 years and \$1.5 million. He said he would like five of the BMR units offered to Menlo Park teachers. He said there had been little to no discussion on the architecture. He said it was very well designed. He said the staff report asked about window grids at Building C. He said he did not see the need to require variation for those but would leave that to the design team to make those changes as they saw fit. He said he appreciated the design changes to the residential buildings as those had made a great difference. He said he also appreciated the plaza design and was looking forward to it and the future connection from Burgess

to the west side of Menlo Park. He said many were interested in using that crossing as a route to school which he thought made Class 2 bike lanes almost mandatory. He said he would like to see more roof solar panels than what was being proposed. He said he supported the project.

Commissioner Goodhue said Commissioner Kahle made many of her points. She said she agreed with the subcommittee's recommendations to have a 15-year term for the Education Foundation contributions and designate five BMR units for Menlo Park teachers. She said as a Stanford alum that she felt Stanford had an obligation to be a leader in many fields, which it was. She said for this project and through the discussion this evening that she was heartened on a number of issues. She said for instance regarding the staff recommendation for more trees along the frontage of el Camino Real that she had not realized the Hetch-Hetchy water line was located there. She said she was heartened that Stanford would plant trees there if the SFPUC allowed. She said she was also heartened with the City Attorney's clarification about the Class 2 bike lane versus the Class 3 bike route. She said that such an arterial road needed a Class 2 bike lane. She said she agreed with Stanford's position on the funding of the under crossing. She said she hoped it was a very successful project once it was built.

Commissioner Barnes said the BMR housing agreement was in compliance and he supported that recommended action. He said he supported the recommended action for the heritage tree removal. He said regarding architectural control that the project was well designed and that the efforts to decrease the repetition on the façade had been done well. He said he attended a Stanford event at the Chamber and learned that the hardscape on the rear of the property had to do with access for the Menlo Park Fire District. He said the overall landscaping proposed was well done. He said he was disappointed that the parking for office building 3 was not underground, but he said it was not visible with the increased landscaping. He said regarding environmental review that he was disappointed with the ambiguity to manage trips and people coming in and out of the site. He said he would look to the City to push a good TDM plan noting that the draft TDM plan needed to be strengthened. He said he could not support the development agreement as he did not have enough information as to whether the \$100,000 for the Education Foundation was sufficient or not.

Chair Combs said the project was laudable and had definitely evolved well. He said he was supportive of the project noting the time and effort put into it to make it right. He said he did share some of the concerns expressed such as the appropriate contribution to the Education Foundation.

Commissioner Riggs said regarding public concerns that some of those had been addressed such as the clarification on Stanford's green targets, how the undercrossing commitment came about, and that there was a TDM plan format proposed if not as firm as they would like. He said the biggest concern from the public was about traffic. He said that local traffic changed notably once schools opened. He said that traffic generated by Laurel School would be in the 500 to 700 cars per day. He said Menlo Atherton High School generated 5,722 car trips per day. He said he was sharing this information for perspective with no conclusions. He said referring to Fran Phillips' letter regarding a desired third lane on El Camino Real that option was not supported as some community members, some Council members and most of staff wanted to see bicycle lanes on El Camino Real. He said they had heard from the Fire Chief repeatedly that bicycle lanes on El Camino Real were not a good idea. He said that if Allied Arts neighbors wanted to see better traffic on El Camino Real they would have to speak up and ask for it. He said that he thought they had worked through a number of points regarding the fairness of the development agreement. He said regarding the effect of Stanford's tax-exempt status on the school district that he was finding it difficult to ask for a subsidy that other projects did not have to pay. He said there was a comment

that the overall economic system of the Downtown Specific Plan did not work unless there was a hotel on the Stanford property. He said the City already had three hotel applications in the Plan area, none of which were on Stanford lands, and that half of those rooms had already been built. He said he did not think that this project was an economic disaster. He said the last issue raised by the public was about the remaining eligible FAR in the Specific Plan and whether a large project such as this was taking an undue share. He said he thought this project was about 28% of what was planned in the Specific Plan to be built. Associate Planner Sandmeier said the FAR estimate was found on page 22 of the staff report. She said they might need to double check the existing square footage but it looked like this project was approximately 28% of the commercial square footage and 31.6% of the dwelling units.

Commissioner Riggs said this was a very attractive project and they had gotten great response from the applicant. He said the forms for the housing and office buildings were quite good. He said the detailing particularly for the office building was beyond what was done by for-profit developers. He said he appreciated car shares and bicycle accommodations noting that the last mile issue for transit was a huge one and this project solved a lot of that. He said this project was what the Specific Plan intended. He said their goals were quality building, infill that reflected town planning issues such as the through view from the Allied Arts neighborhood, the generation of vitality from the mixed use and the plaza. He said the development agreement was not required but the applicant was willing to enter into one. He said he was very supportive of the project as presented.

Commissioner Strehl said she tended to agree with Commissioner Kahle regarding the term sheet noting the designation of five BMR units for Menlo Park teachers, which would need to be a Council decision. She said she concurred with the need for additional funding for the Menlo Park City School District. She said she really appreciated the work done by the applicant in response to the Commission, the Council, and the community. She said she also wanted to commend the hard work of staff on the Specific Plan and this Final Infill EIR. She said with a future project like this she hoped Commissioners would receive their package before 9 p.m. on Friday night.

Commissioner Barnes said that receiving the packets on Friday night hampered the Commission and public's review and comprehension of a complex and large project. He said in the future he would like to have for projects such as this a reference in the staff report on sustainable and green building standards and what the project offered related to that. He said he thought five BMR units were desirable for Menlo Park teachers and he would also recommend that childcare teachers get priority for the other five BMR units.

Commissioner Riggs moved to recommend to the City Council that it take the actions to certify the Final Environmental Impact Report (EIR) and the associated Statement of Overriding Considerations and Mitigation Monitoring and Reporting Program (Attachment B); approve the Architectural Control for compliance with Specific Plan standards and guidelines for a mixed-use development consisting of office, retail, and residential uses on an 8.4-acre site, with a total of approximately 10,286 square feet of retail/restaurant, 142,840 square feet of non-medical office, and 215 residential units; approve the Heritage Tree Removal Permits to permit the removal of 18 heritage trees and the transplantation of one heritage tree associated with the proposed project; approve the Below Market Rate (BMR) Housing Agreement for compliance with the City's Below Market Rate Housing Program; and the Development Agreement for the project sponsor to secure vested rights, and for the City to secure public benefits, including up to \$5 million towards a grade separated pedestrian/bicycle crossing at the Caltrain tracks, additional affordable housing units, a financial contribution to the Menlo Park Atherton Education Foundation and a publicly accessible

plaza. He added that the Commission recommend the City look at widening the BMR availability to Menlo Park teachers and childcare teachers, and consider additional discussion about the contribution to the Menlo Park City School District.

Mr. McClure said in clarification that it appeared Commissioner Riggs was moving to make all the recommendations as shown on Attachment A with two caveats: one being to recommend the City broaden who qualified for BMR units to include Menlo Park teachers and childcare teachers, and the other to continue discussions and considerations of greater contributions by the applicant to the Menlo Park Atherton Education Foundation.

Commissioner Barnes said he would like to vote separately on the items as he did not have enough information to support the development agreement item.

Commissioner Riggs said he would separate out the fifth item regarding the development agreement from his motion. Chair Combs noted that the motion was for the first four items as shown on Attachment A including a recommendation that the City broaden who qualified for BMR units to include Menlo Park teachers and childcare teachers. Commissioner Strehl seconded the motion.

ACTION: Motion and second (Riggs/Strehl) to make the following recommendations to the City Council with an additional recommendation regarding the BMR program criteria; passes 6-0. with Commissioner Onken recused.

Middle Plaza at 500 El Camino Real Project (300-550 El Camino Real)

Environmental Review

1. Adopt a Resolution of the City Council of the City of Menlo Park Adopting Findings Required by the California Environmental Quality Act, Including a Statement of Overriding Considerations, Approving a Mitigation Monitoring and Reporting Program, and Certifying the Final Infill Environmental Impact Report for the Middle Plaza at 500 El Camino Real Project, Located at 300-550 El Camino Real (Attachment B)

Architectural Control

2. Adopt a Resolution of the City Council of the City of Menlo Park Approving Findings and Conditions for the Architectural Control for the Middle Plaza at 500 El Camino Real Project located at 300-550 El Camino Real (Attachment C)

Heritage Tree Removal Permits

3. Adopt a Resolution of the City Council of the City of Menlo Park Approving the Heritage Tree Removal Permits for the Middle Plaza at 500 El Camino Real Project, located at 300-550 El Camino Real (Attachment D)

Below Market Rate (BMR) Housing Agreement

4. Adopt a Resolution Approving a Below Market Rate Housing Agreement with Stanford University for the Middle Plaza at 500 El Camino Real Project, located at 300-550 El Camino Real (Attachment E)

- a. That the City Council give Menlo Park teachers priority for five of the 10 BMR units and Menlo Park childcare teachers priority for five of the 10 BMR units.

Commissioner Strehl moved to recommend to the City Council to approve the proposed development agreement and to continue discussions regarding an increased contribution to the Menlo Park Atherton Education Fund. Commissioner Goodhue seconded the motion.

ACTION: Motion and second (Strehl/Goodhue) to make the following recommendation to the City Council on the development agreement with an additional recommendation regarding the contribution to the Menlo Park Atherton Education Foundation; passes 5-0. with Commissioner Barnes opposing and Commissioner Onken recused.

Development Agreement

5. Introduce an Ordinance of the City Council of the City of Menlo Park Approving the Development Agreement with Stanford University for the Middle Plaza at 500 El Camino Real Project, located at 300-550 Camino Real (Attachment F)

- a. Continue discussions as to the appropriate contribution to the Menlo Park Atherton Education Foundation.

G. Informational Items

G1. Future Planning Commission Meeting Schedule

Principal Planner Rogers noted that Commissioner Strehl would be absent from both September meetings. He said there were a couple of residential items on the September 11 agenda as well as a presentation from the Transportation Division regarding options for the Ravenswood Avenue Railroad Crossing project.

- Regular Meeting: September 11, 2017
- Regular Meeting: September 25, 2017
- Regular Meeting: October 16, 2017

Principal Planner Rogers noted some personnel changes. He said Principal Planner Deanna Chow would be the staff liaison to the Commission for three months while he was doing a job exchange with the County of San Mateo's County Manager's Office through a Management Talent Exchange Program. He said he would start that position the following week and be there through December 10, 2017.

H. Adjournment

Chair Combs adjourned the meeting at 10:00 p.m.

Staff Liaison: Thomas Rogers, Principal Planner

Recording Secretary: Brenda Bennett



STAFF REPORT

Planning Commission

Meeting Date: 9/25/2017
Staff Report Number: 17-060-PC

Consent Calendar: Architectural Control/Kathryn Low/26 Susan Gale Court

Recommendation

Staff recommends that the Planning Commission approve architectural control to make exterior modifications to the left side (west) elevation of an existing single-family townhouse in the R-E-S(X) (Residential Estate Suburban, Conditional Development) zoning district at 26 Susan Gale Court. The recommended actions are contained within Attachment A.

Policy Issues

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

Background

Site location

The subject site is located at 26 Susan Gale Court in the Sharon Heights neighborhood. The other nearby parcels are also located within the R-E-S(X) (Residential Estate Suburban, Conditional Development) zoning district, and contain similar townhouses as the subject property. The properties were developed through a Conditional Development Permit (CDP) approved in 1974 and are part of the Sharon Hills Community Association. In this area, the townhouse development adjoins Sharon Hills Park as well as residential properties located within unincorporated West Menlo Park. A location map is included as Attachment B.

Building Permit

The applicant applied for a building permit on March 7, 2017 for window and patio door revisions that would generally be within the existing openings. In addition, the original scope of work included the redesign of the window above the front door and the addition of an adjacent window on the west elevation. On April 3, 2017, staff sent the applicant and architect a comment letter explaining that the CDP requires Planning Commission review for any substantial exterior modifications to the elevations of buildings in the development and outlining the detailed submittal guidelines for architectural control review. In response, the applicant modified the building permit to exclude the new window above the front door and the new window adjacent to the right of the front door. Staff found the revised proposed window and doors to be similar to that of existing fenestration on the townhouse and issued the building permit on June 2, 2017. Subsequently, the applicant submitted an architectural control application on June 27, 2017 for the

additional modifications to the windows which are more substantial exterior modifications to the home and triggers architectural control review. The architectural control review specifically pertains to these two windows on the west elevation of the townhouse. Although the work on the existing building permit is in progress, a revised building permit would not be issued unless the Planning Commission approves the architectural control.

Analysis

Project description

The subject townhouse is the left side unit of three attached townhouses. The front entry of the home faces west onto the common area and not the street. The unit is a split-level home with the master bedroom and bathroom and living room on a slightly lower level than the main level of the home. The guest bedroom and bathroom, half bathroom, living room, dining room, kitchen, and laundry room are on the main level. The garage level is located slightly higher than the main level. There are no proposed changes to the floor plan.

The applicant is proposing exterior modifications to two windows on the west side (left) elevation. The project would not increase the floor area or height of the structure, would maintain the existing two-car parking, and would remain in compliance with the building coverage limits for the overall townhouse development. As a result, the proposed project would be in conformance with the approved CDP. The project plans are included as Attachment C and the cover letter and the project description letter are included as Attachments D and E, respectively.

Design and Materials

The west side (left) elevation of the townhouse is proposed to change. The applicant is proposing to replace two existing windows, the one above the front door and the one adjacent to the right of the front door, with new windows. The proposed windows would be bronze anodized aluminum with wood trim to match the color and material of the other fenestration on the townhouse approved through the building permit. The color and materials board is included in the plan set on Sheet CB1.0. The existing window proposed to be replaced would change in size from a more horizontally-oriented rectangular shape (3'-10" x 6'-0") to a more square shape (5'-2.5" x 5'-10"). The new windows would also include roll up shades on the exterior of the windows, which would match that of other window treatments on the townhouse.

Staff believes the project would be compatible with the existing architectural style of the development, which features a number of townhouses with similar remodels. In addition, the project would have a relatively small impact to the neighbors given the limited scope of work and limited view of the proposed modifications from the street and neighboring properties. Staff does not believe there will be privacy issues with the proposed window changes.

Correspondence

A letter from the Sharon Hills Community Association relaying its initial approval of the project during the building permit process and the additional two proposed windows under architectural control review is included as Attachment F. The applicant submitted a letter of correspondence (Attachment G) in support of the modifications from the neighbor at 19 Susan Gale Court. Staff has not received any other

correspondence thus far.

Conclusion

Staff believes that the project would have minimal impacts to the neighbors given the limited scope of work and visibility due to its location near an area with existing mature landscape screening. Additionally, the project would be compatible with the existing architectural style of the development, and has been approved by the applicable homeowners association. Staff recommends that the Planning Commission approve the proposed project.

Impact on City Resources

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

Environmental Review

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

Public Notice

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

Appeal Period

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

Attachments

- A. Recommended Actions
- B. Location Map
- C. Project Plans
- D. Cover Letter
- E. Project Description Letter
- F. Sharon Hills Community Association Approval
- G. Correspondence

Disclaimer

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

Exhibits to Be Provided at Meeting

None

Report prepared by:
Sunny Chao, Assistant Planner

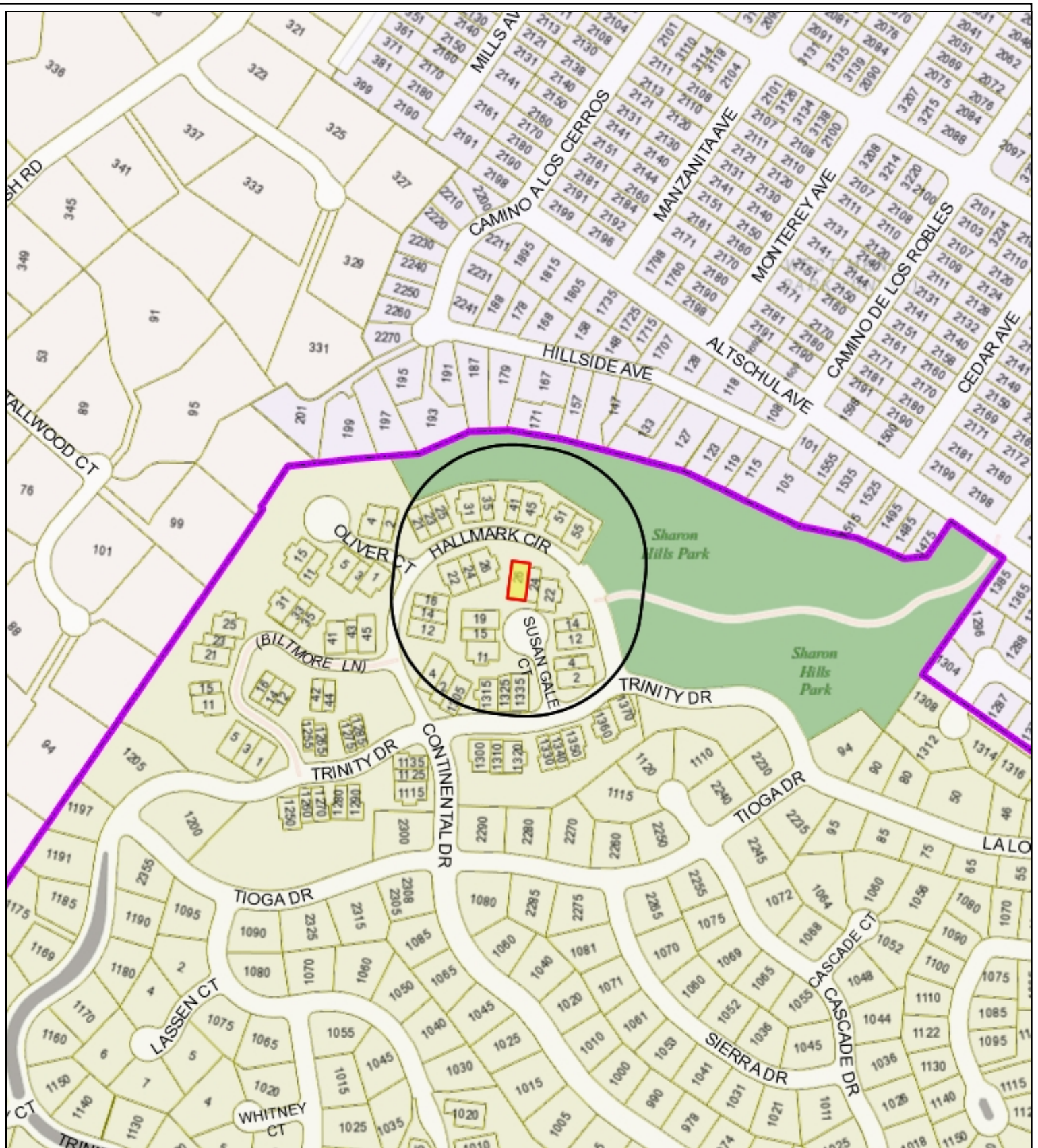
Report reviewed by:
Deanna Chow, Principal Planner

26 Susan Gale Court – Attachment A: Recommended Actions

LOCATION: 26 Susan Gale Court	PROJECT NUMBER: PLN2017-00059	APPLICANT: Kathryn Low	OWNER: Kathryn Low
REQUEST: Request for architectural control to make exterior modifications to the left side (west) elevation of an existing single-family townhouse in the R-E-S(X) (Residential Estate Suburban, Conditional Development) zoning district.			
DECISION ENTITY: Planning Commission	DATE: September 25, 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. Adopt the following findings, as per Section 16.68.020 of the Zoning Ordinance, pertaining to architectural control approval: <ol style="list-style-type: none"> a. The general appearance of the structure is in keeping with the character of the neighborhood. b. The development will not be detrimental to the harmonious and orderly growth of the city. c. The development will not impair the desirability of investment or occupation in the neighborhood. d. The development provides adequate parking as required in all applicable city ordinances and has made adequate provisions for access to such parking. e. The property is not within any Specific Plan area, and as such no finding regarding consistency is required to be made. 3. Approve the architectural control subject to the following standard conditions: <ol style="list-style-type: none"> a. Development of the project shall be substantially in conformance with the plans provided by Moore Architects, consisting of seven plan sheets, dated received September 11, 2017, and approved by the Planning Commission on September 25, 2017 except as modified by the conditions contained herein, subject to review and approval of the Planning Division. b. Prior to building permit issuance, the applicant shall comply with all Sanitary District, Menlo Park Fire Protection District, Recology, and utility companies’ regulations that are directly applicable to the project. c. Prior to building permit issuance, the applicant shall comply with all requirements of the Building Division, Engineering Division, and Transportation Division that are directly applicable to the project. d. 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 			

26 Susan Gale Court – Attachment A: Recommended Actions

LOCATION: 26 Susan Gale Court	PROJECT NUMBER: PLN2017-00059	APPLICANT: Kathryn Low	OWNER: Kathryn Low
REQUEST: Request for architectural control to make exterior modifications to the left side (west) elevation of an existing single-family townhouse in the R-E-S(X) (Residential Estate Suburban, Conditional Development) zoning district.			
DECISION ENTITY: Planning Commission	DATE: September 25, 2017	ACTION: TBD	
VOTE: TBD (Barnes, Combs, Goodhue, Kahle, Onken, Riggs, Strehl)			
ACTION: <p>significantly worn sections of frontage improvements. The plans shall be submitted for review and approval of the Engineering Division.</p> <p>f. Heritage trees in the vicinity of the construction project shall be protected pursuant to the Heritage Tree Ordinance.</p>			



CITY OF
MENLO PARK

City of Menlo Park
Location Map
26 Susan Gale Court



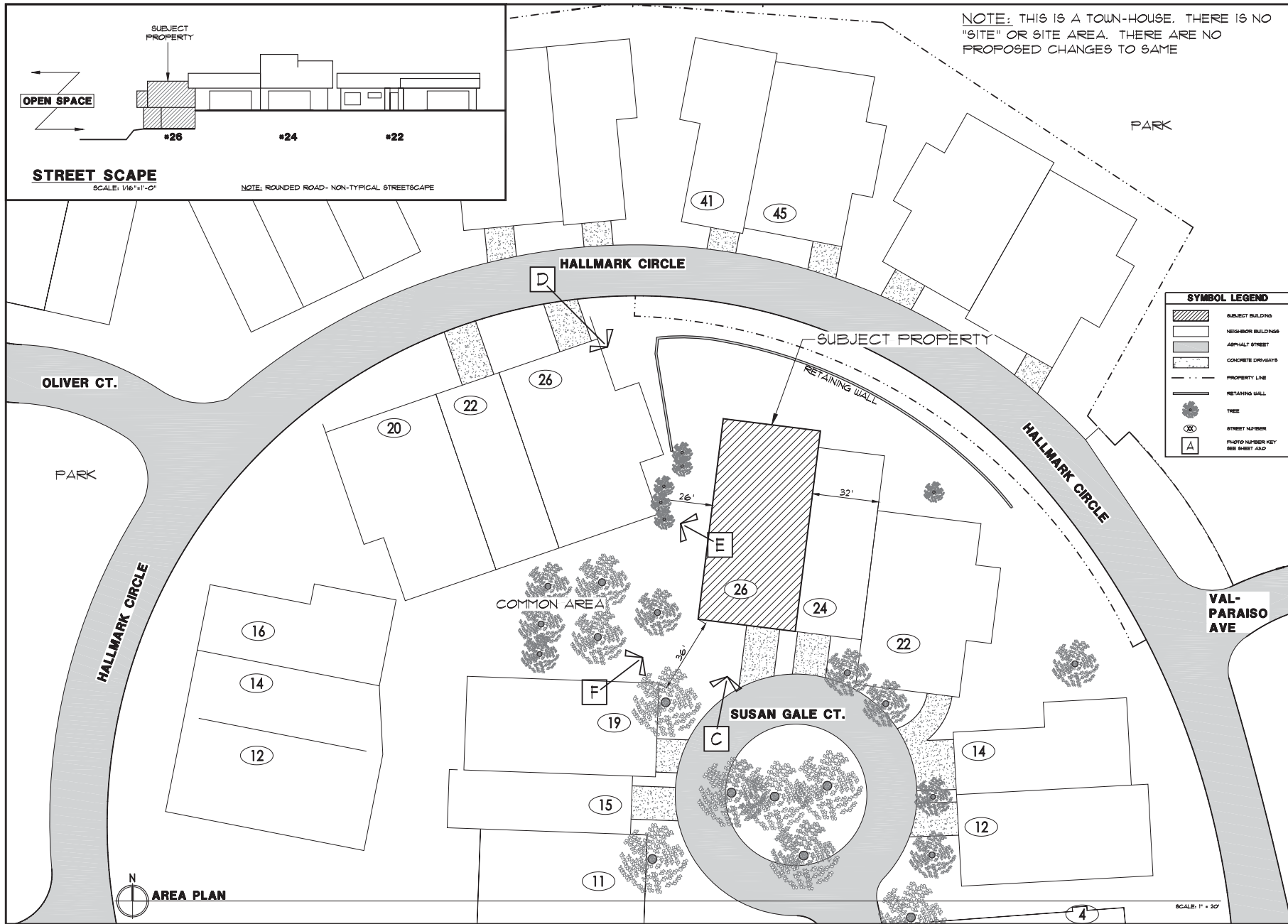
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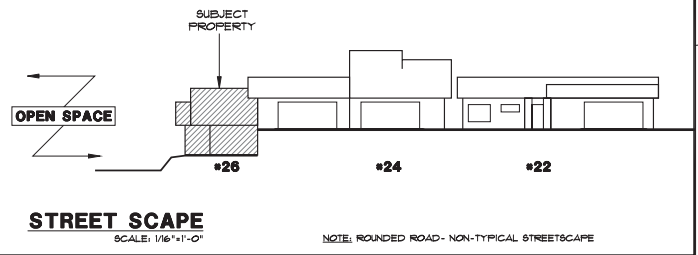
Checked By: DMC

Date: 9/25/2017

Sheet: 1



NOTE: THIS IS A TOWN-HOUSE. THERE IS NO "SITE" OR SITE AREA. THERE ARE NO PROPOSED CHANGES TO SAME



SYMBOL LEGEND

	SUBJECT BUILDING
	NEIGHBOR BUILDINGS
	ASPHALT STREET
	CONCRETE DRIVEWAYS
	PROPERTY LINE
	RETAINING WALL
	TREE
	STREET NUMBER
	PHOTO NUMBER KEY SEE SHEET 4500

Stamp

Project Title

**LOW RESIDENCE
26 SUSAN GALE CT
MENLO PARK, CA 94025**

Client

SUSAN NAYLOR LOW
26 SUSAN GALE CT
MENLO PARK, CA 94025

Issues and Revisions

No.	Description	Date
	CITY PLAN CHECK JUNE 15, 2017	
	CITY PLAN CHECK AUG. 02, 2017	
	CITY PLAN CHECK SEPT. 08, 2017	

Project	PROJECT NAME
Drawn By	MOORE/SBT
Reviewed By	JBM
Scale	AS NOTED
Date	JUNE 15, 2017
Sheet Title	(E) CONDITIONS: AREA PLAN & STREETSCAPE

Sheet #

AB1.0

DRAFTING BY: TAYLOR DRAFTING



EXISTING CONDITIONS NORTH ELEVATION
NO SCALE

- ARCHITECTURAL ASPHALT SHINGLES
- PAINTED CEDAR SHINGLE SIDING SYSTEM
- WOOD PANEL GARAGE DOOR



EXISTING CONDITIONS SOUTH ELEVATION
NO SCALE

NOTE: ALL MATERIALS TO REMAIN A6 - 1S



EXISTING CONDITIONS VIEW TO EAST
NO SCALE

- WOOD PANEL GARAGE DOOR
- LOW E GLAZING IN DARK BROWN ALUMINUM WINDOW FRAME
- PAINTED CEDAR SHINGLE SIDING SYSTEM
- WOOD DECK RAILING & BALUSTRADE LIGHT TAN PAINT



EXISTING CONDITIONS EAST ELEVATION
NO SCALE



MOORE ARCHITECTS
140 NORMAN DRIVE
SUNNYVALE, CA 94087
T: 810 - 812 - 6888
joshua@moorearchitects.com



Project Title

**LOW RESIDENCE
26 SUSAN GALE CT
MENLO PARK, CA 94025**

Client
**SUSAN NAYLOR LOW
26 SUSAN GALE CT
MENLO PARK, CA 94025**

Issues and Revisions	No.	Description	Date
CITY PLAN CHECK	JUNE 15, 2017		
CITY PLAN CHECK	AUG. 02, 2017		
CITY PLAN CHECK	SEPT. 08, 2017		

Project	PROJECT NAME
Drawn By	MOORE/SBT
Reviewed By	JBM
Scale	1/4" = 1'-0"
Date	JUNE 15, 2017
Sheet Title	EXISTING CONDITIONS ELEVATION PHOTOS

Sheet #

AB1.1

DRAFTING BY: TAYLOR DRAFTING



MOORE ARCHITECTS
 1480 NORMAN DRIVE
 SUNNYVALE, CA 94087
 T: 810 - 812 - 6888
 joshua@moore@gmail.com

Stamp



Project Title

LOW RESIDENCE
26 SUSAN GALE CT
MENLO PARK, CA 94025

Client

SUSAN NAYLOR LOW
26 SUSAN GALE CT
MENLO PARK, CA 94025

Issues and Revisions

No.	Description	Date
	CITY PLAN CHECK JUNE 15, 2017	
△	CITY PLAN CHECK AUG. 02, 2017	
	CITY PLAN CHECK SEPT. 08, 2017	

Project PROJECT NAME

Drawn By MOORE/SBT

Reviewed By JBM

Scale N/A

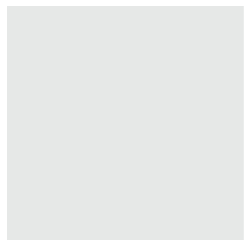
Date JUNE 15, 2017

Sheet Title COLOR AND MATERIALS

Sheet #

CB1.0

DRAFTING BY: TAYLOR DRAFTING



LOW-E GLASS



BRONZE ANODIZED
 ALUMINUM WINDOW MULLION



*DEC16 STONISH BEIGE
 DUN EDWARDS EVERSHIELD 20
 EXTERIOR PAINT
 FOR WOOD SHINGLE SIDING & DECK RAILINGS



*DEC16 WEATHERED BROWN
 DUN EDWARDS EVERSHIELD 20
 EXTERIOR PAINT
 FOR WOOD TRIM, FASCIA & BEAMS



SHADOW GRAY
 CERTAINTED PRESIDENTIAL COMPOSITE
 ARCHITECTURAL ASPHALT SHINGLE

PROPOSED MATERIALS & COLOR

NOTE: ALL MATERIALS TO REMAIN AS - IS



EXISTING CONDITIONS NORTH WEST VIEW
 NO SCALE

SHADOW GRAY
 ARCHITECTURAL ASPHALT
 SHINGLES

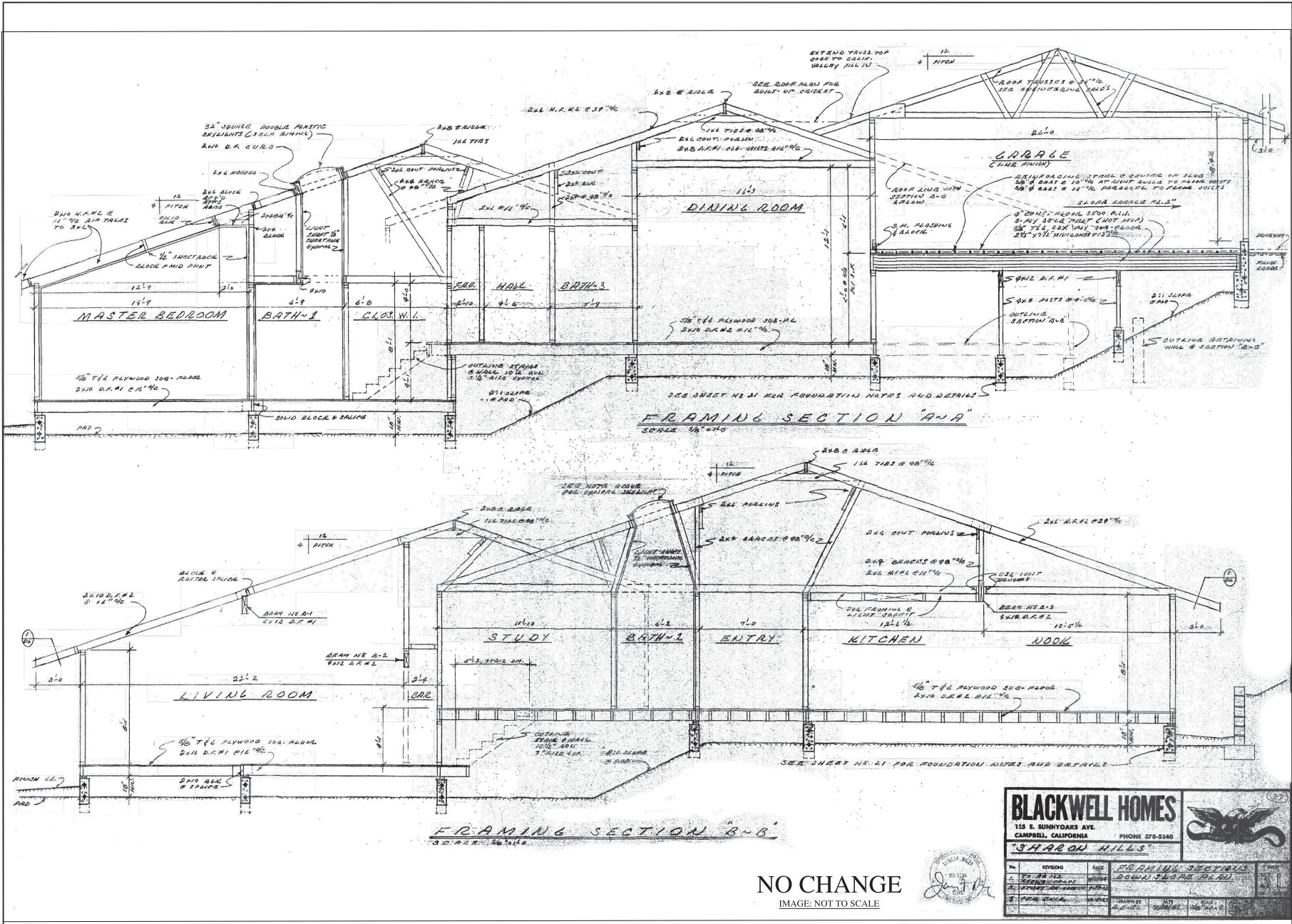
BIEGE PAINTED
 CEDAR SHINGLE
 SIDING SYSTEM

LOW E GLAZING BRONZE ANODIZED
 ALUMINUM WINDOW FRAME
 WITH WEATHERED BROWN WOOD TRIM
 THIS WINDOW ENLARGED

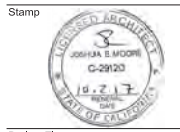
BIEGE PAINTED WOOD
 DECK RAILING & BALUSTRADE



PROPOSED CONDITIONS NORTH WEST VIEW
 NO SCALE



MOORE ARCHITECTS
1400 NORMAN DRIVE
SUNNYVALE, CA 94087
T: 510-812-5688
josh@moorearch.com



Project Title

LOW RESIDENCE
26 SUSAN GALE CT
MENLO PARK, CA 94025

Client

SUSAN NAYLOR LOW
26 SUSAN GALE CT
MENLO PARK, CA 94025

Issues and Revisions

No.	Description	Date
1	CITY PLAN CHECK	JUNE 15, 2017
2	CITY PLAN CHECK	SEPT. 08, 2017

CITY PLAN CHECK JUNE 15, 2017

CITY PLAN CHECK SEPT. 08, 2017

Project PROJECT NAME

Drawn By MOORE/SBT

Reviewed By JBM

Scale AS NOTED

Date JUNE 15, 2017

Sheet Title ORIGINAL DRAWINGS
FRAMING SECTIONS SHEET 3.1

Sheet #

OR3.1

DRAFTING BY: TAYLOR DRAFTING

BLACKWELL HOMES
125 E. SUNNYDAKES AVE. CAMPBELL, CALIFORNIA 95008
PHONE 378-5340

SHARON HILLS

NO.	REVISIONS	DATE
1	ISSUED FOR PERMITS	6/15/17
2	REVISED PER COMMENTS	9/15/17
3	REVISED PER COMMENTS	10/15/17
4	REVISED PER COMMENTS	11/15/17

**FRAMING SECTIONS
DOWN 5/4 SCALE PER PLAN**

NO CHANGE
IMAGE: NOT TO SCALE





MOORE ARCHITECTS
1400 NORMAN DRIVE
SUNNYVALE, CA 94087
T: 510-812-5688
josh@moorearchitects.com

Stamp



Project Title

LOW RESIDENCE
26 SUSAN GALE CT
MENLO PARK, CA 94025

Client

SUSAN NAYLOR LOW
26 SUSAN GALE CT
MENLO PARK, CA 94025

Issues and Revisions

No.	Description	Date
1	CITY PLAN CHECK	JUNE 15, 2017
2	CITY PLAN CHECK	SEPT. 08, 2017

CITY PLAN CHECK JUNE 15, 2017

CITY PLAN CHECK SEPT. 08, 2017

Project PROJECT NAME

Drawn By MOORE/SBT

Reviewed By JBM

Scale AS NOTED

Date JUNE 15, 2017

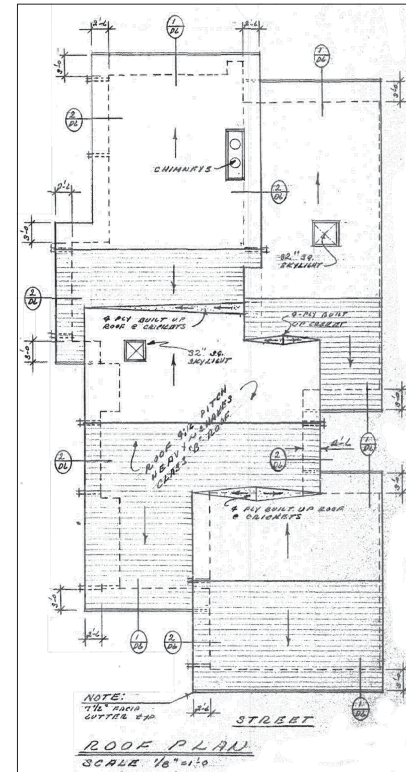
Sheet Title ORIGINAL DRAWINGS

DOWN SLOPE ELEVATIONS SHEET 3.2

Sheet #

OR3.2

DRAFTING BY: TAYLOR DRAFTING



BLACKWELL HOMES
135 E. SUNNYOAKS AVE.
CAMPBELL, CALIFORNIA PHONE 978-5340

SHARON HILLS

No.	REVISIONS	DATE
1	DOWN SLOPE ELEV'S (BEHIND BOTTOM)	6/15/17

NO CHANGE
IMAGE: NOT TO SCALE

FOR REFERENCE
ONLY

MOORE ARCHITECTS
 1480 NORMAN DRIVE
 SUNNYVALE, CA 94087
 T: 810 - 812 - 6888
 joshua@moorearchitects.com



Project Title
**LOW RESIDENCE
 26 SUSAN GALE CT
 MENLO PARK, CA 94025**

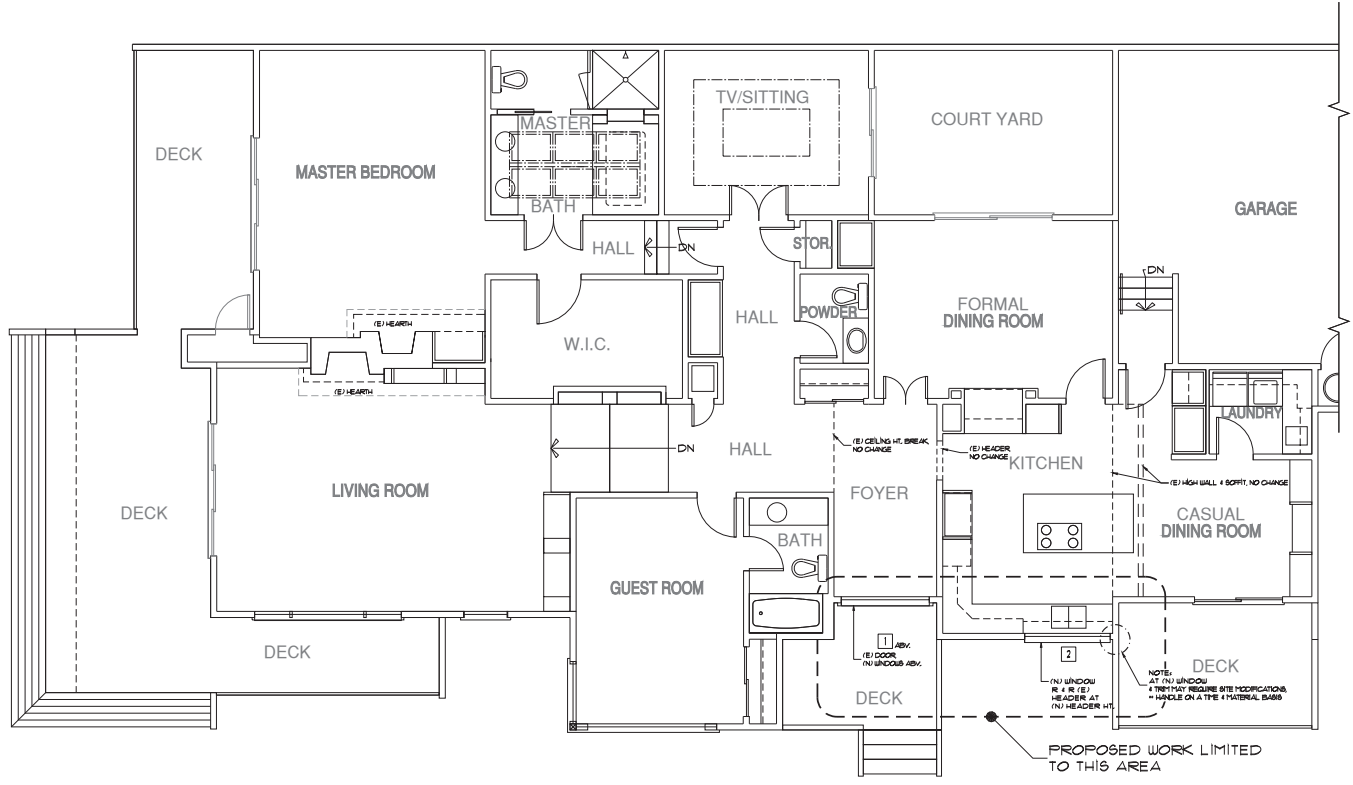
Client
**SUSAN NAYLOR LOW
 26 SUSAN GALE CT
 MENLO PARK, CA 94025**

Issues and Revisions

No.	Description	Date
	CITY PLAN CHECK JUNE 15, 2017	
	CITY PLAN CHECK AUG. 02, 2017	
	CITY PLAN CHECK SEPT. 08, 2017	

Project PROJECT NAME
 Drawn By MOORE/SBT
 Reviewed By JBM
 Scale 1/4" = 1'-0"
 Date JUNE 15, 2017
 Sheet Title (E) CONDITION FLOOR PLAN
 PROPOSED FLOOR PLAN

Sheet #
AB2.1
 DRAFTING BY: TAYLOR DRAFTING



SYMBOL LEGEND

(E) PRIME WALL 2014 STUDS
(E) PRIME PARTITION WALL SEE DETAIL 1.8-BAYERS
(E) SUPPORT POST, REPAIRS



EXISTING CONDITIONS FLOOR PLAN W/ PROPOSED CHANGES

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



MOORE ARCHITECTS
140 NORMAN DRIVE
SUNNYVALE, CA 94087
T: 810-812-5888
joshuamoore@gmail.com

Stamp



Project Title

LOW RESIDENCE
26 SUSAN GALE CT
MENLO PARK, CA 94025

Client

SUSAN NAYLOR LOW
26 SUSAN GALE CT
MENLO PARK, CA 94025

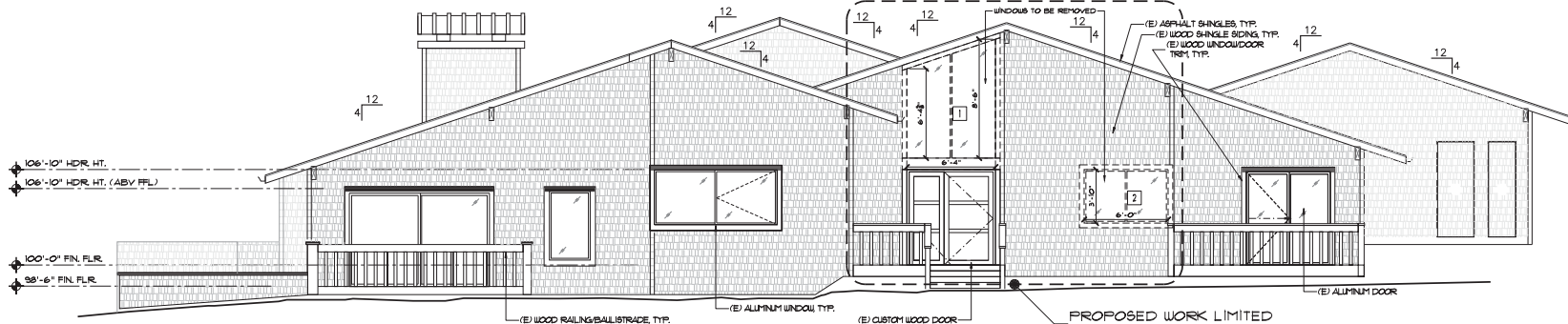
Issues and Revisions		Date
No.	Description	
	CITY PLAN CHECK JUNE 15, 2017	
	CITY PLAN CHECK AUG. 02, 2017	
	CITY PLAN CHECK SEPT. 08, 2017	

Project	PROJECT NAME
Drawn By	MOORE/SBT
Reviewed By	JBM
Scale	1/4" = 1'-0"
Date	JUNE 15, 2017
Sheet Title	(E) CONDITIONS ELEVATIONS
	PROPOSED WEST ELEVATION

Sheet #

AB3.1

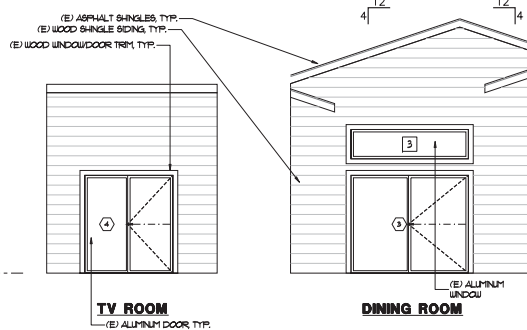
DRAFTING BY TAYLOR DRAFTING



EXISTING CONDITIONS WEST ELEVATION

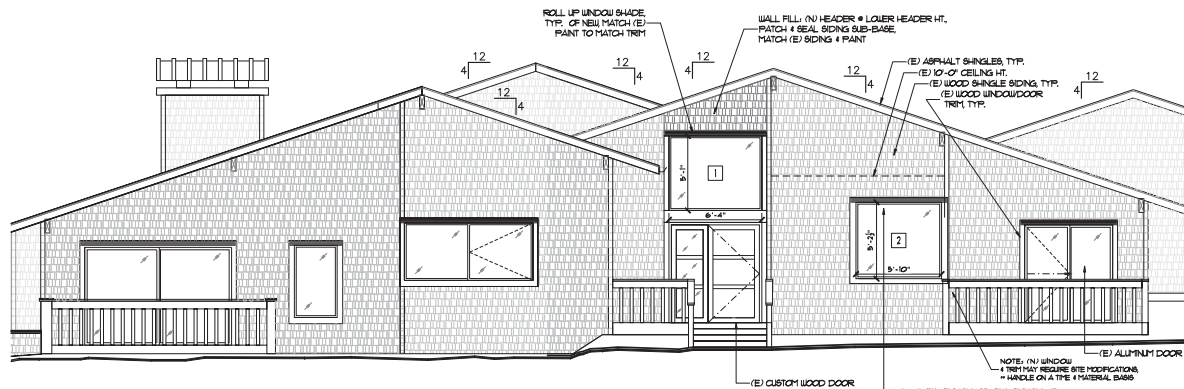
SCALE: 1/4"=1'-0"

SHEET NOTES: 1. ALL MATERIALS & COLORS TO REMAIN AS - IS
2. NO PROPOSED CHANGES TO GRADE, BUILDING HEIGHT, EAVES, OR THE LIKE



EXISTING CONDITIONS COURTYARD ELEVATIONS
SHOWN FROM EXTERIOR
(NO CHANGES)

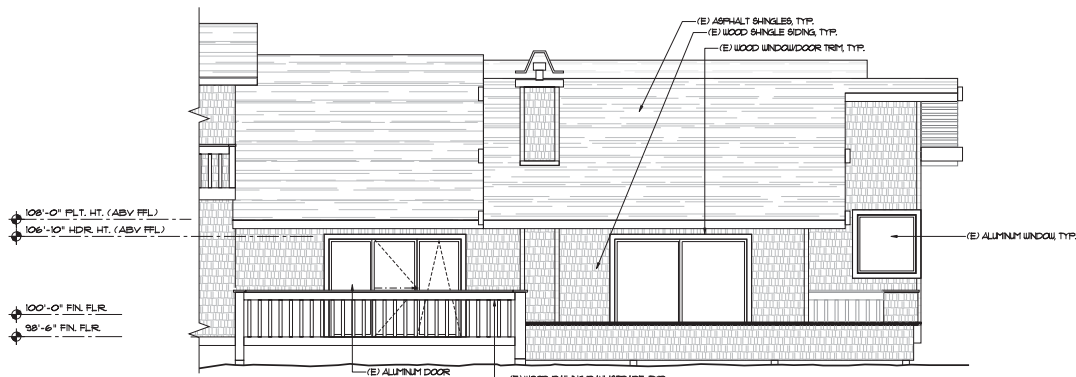
SCALE: 1/4"=1'-0"



WEST ELEVATION

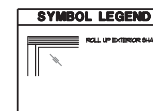
SCALE: 1/4"=1'-0"

NOTE: WINDOWS & DOORS TO MATCH (E) ALUMINUM. ALL MATERIALS ARE TO REMAIN AS - IS. NO PROPOSED CHANGES TO GRADE, BLDG. HT., EAVES, OR THE LIKE



EXISTING CONDITIONS NORTH ELEVATION
(NO CHANGES)

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



RECEIVED

SEP 11 2017

CITY OF MENLO PARK
BUILDING

**Cover Letter
For
26 Susan Gale Ct.**

26 Susan Gale Ct is a single story ranch style townhouse located in Menlo Park. 26 Susan Gale Ct shares a roof with 24 and 22. The Architectural Control Application is generated because the owner Kathryn Low would like to make a modest change to two fixed windows in this 33 year old townhouse. All other windows and sliding doors already have a building permit #17-280 and have been replaced with new energy efficient windows/sliding doors and thus do not pertain to this application.

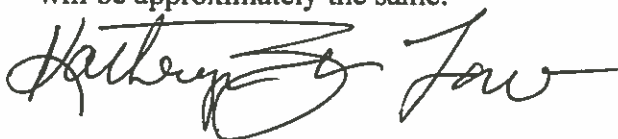
One fixed window will be approximately 16" taller to increase the light into the kitchen. The 2nd fixed window is located in the entry and will be slightly shorter by changing the top triangular shape to a rectangular shape that is more in keeping with the other windows in this townhouse and within this association. In addition, an outside shade will be installed on the trim above the western facing windows that will help the house maintain an even temperature throughout the seasons.

Due to how 26 Susan Gale Ct sits on the land and due to the growth of the 33+ year old vegetation, these two fixed windows are mostly unseen by neighbors (see streetscapes). The only home that has a partial view of these two windows is 19 Susan Gale Ct. (see attached e-mail).

26 Susan Gale Ct is one townhouse within an association of 77 townhouses. The association is called Sharon Hills Community Association (SHCA). Any proposed exterior change to a townhouse first must be approved by the SHCA's Architectural Control Committee (ACC). The ACC consists of a chairman, 4 committee members and a SHCA Board member. The SHCA governing documents require that the ACC meet to assess if the proposed exterior modification continues to uphold the aesthetic of the community with the impact on neighbors taken into consideration. All SHCA homeowners receive a monthly Board agenda and are encouraged to attend Board meeting. The SHCA Board, considering the ACC's recommendation, will approve or not any exterior modification before that townhouse owner can apply for a building permit.

The SHCA Board approved this exterior modification (see enclosed SHCA Board Approval Letter). The materials and color of these windows, siding, and trim will be almost indistinguishable from the existing windows, siding, and trim. Once installed, there will not be any significant change to the style, structure nor feel of this townhouse within the SHCA.

It should be noted that there are no proposed changes to the interior of the home. No square footage is being added to this townhouse. The amount of window coverage as a result of the kitchen window becoming longer and the entry window becoming shorter will be approximately the same.



Moore Architects, PC
1490 Norman Drive
Sunnyvale, CA 94087
Tel: 510-812-5688
www.mooredb.com

PROJECT DESCRIPTION

TO: City of Menlo Park, Planning Division

RE: 26 Susan Gale Ct

DATE: 9/9/17

PURPOSE OF PROPOSAL

To demonstrate:

- there is little to no public visibility to the proposed minor alterations to the two subject windows
- change will not alter the style of the architecture and in fact will marry more closely to the rest of the homes windows and doors which were all replaced except the two subject windows and doors
- the small change in size to two windows has been approved by the Board of Directors of the Sharon Hills Community Association

SCOPE OF WORK

- Replace two old aluminum windows with new more energy efficient units and add exterior window shades

ARCHITECTURAL STYLE, MATERIALS, COLORS AND CONSTRUCTION METHODS

- Style to match existing dark bronze colored aluminum framed windows

BASIS FOR SITE LAYOUT

- Not applicable

EXISTING AND PROPOSED USES

- Not applicable

OUTREACH TO NEIGHBORING PROPERTIES

- See attached home owners association approval letter



Joshua Moore, Architect C29120

SHARON HILLS COMMUNITY CORPORATION

Managed by Bay Area Property Services

BAY AREA

PROPERTY
SERVICES

August 8, 2017

Kathryn Naylor Low
26 Susan Gale Ct.
Menlo Park, CA 94025

Re Address: 26 Susan Gale Ct.
Account Number: 114400560

Dear Kathryn Naylor Low:

The Board has received and approved your proposal to replace all exterior windows/sliding doors per the submitted architectural application dated 5/23/2016. All windows will be double paned, aluminum, color to match existing.

*The only modifications are as follows:

- 1). Large Western Facing LR window: To extend the length of the large Western Facing LR window an additional 2 feet towards the floor, same width so it will have one fixed window and one sliding door, same width. This window/sliding door will match the LR North window/sliding door in appearance.
- 2). Replace your existing double front door with a new front door (one) with sidelights. It will be a wood door with an exterior metal cladding in sage brown or bronze color.
- 3). Master Bedroom window
- 4). Exterior window blinds may be added to all West facing windows
- 5). Window over the kitchen sink will be higher
- 6). Entry window will be reduced

Please note: According to our governing documents, SHCA's Board gives approval not tentative approval for any changes to the exterior of a townhouse. The SHCA does not give approval for any interior changes to a townhouse. Homeowners may make any changes to the interior of their home they wish subject to any MP Building requirements.

*Please provide license, insurance, and contact information for your contractor.

*Homeowners are responsible for obtaining a City of Menlo Park Building Permit, if necessary to complete their project.

*This approval is good for one year and the construction must start within the one-year period.

*Work hours can only be Monday through Friday from 9am to 5pm.

NO WEEKEND WORK ALLOWED

The Board is hereby informing you that you are responsible for ensuring that no refuse is dumped into recycle containers and that no inordinate amount of refuse is dumped at the waste site. Please ensure that waste material is removed from the premises in a timely manner.

Thank you for your cooperation, and we wish you the best of luck on your project.

Sincerely,


Selina Bravo, CCAM
Community Manager
Sharon Hills Community Association

Cc: Unit File
Board of Directors

1661 Tice Valley Blvd.
Suite 200
Walnut Creek
CA 94595-1648

info@bayservice.net
800-610-0757
Office: 925-746-0542
fax: 925-746-0554
www.bayservice.net



From: Wynne Dubovoy wdub@me.com 
Subject: Your Windows
Date: April 14, 2017 at 11:19 PM
To: Kathryn Low low.k@sbcglobal.net

Dear Kathryn,

Please feel free to use this with your MP application:

To whom it may concern,

My name is Wynne Segal Dubovoy. I live at [19 Susan Gale Ct.](#) and I am Kathryn Low's nearest neighbor. The only windows that I can see from my house is her kitchen window and kitchen sliding door and her entry window. I have no problem with Kathryn changing her windows to new energy efficient windows, nor do I have a problem with her increasing the length of her kitchen window nor her squaring off her entry window (which will look exactly like mine).

Thank you.

Sincerely,

Wynne Segal Dubovoy

Wynne
Sent from my iPhone



STAFF REPORT

Planning Commission

Meeting Date: 9/25/2017
Staff Report Number: 17-061-PC

Consent Calendar: Use Permit and Variance/Carl Hesse/145 Emma Lane

Recommendation

Staff recommends that the Planning Commission approve a use permit and variance to add 27 square feet and conduct interior modifications on the first floor, add a new front entry porch, and construct a new second story to an existing nonconforming single story, single-family residence in the R-1-U (Single Family Urban) zoning district at 145 Emma Lane. The proposed work requires a use permit because it would exceed 50 percent of the existing replacement value in a 12-month period, and a variance because the proposed second story addition and new front porch would encroach into the required front-yard setback, as defined by Section 15.16.110 of the Subdivision Ordinance. Staff also recommends the denial of (1) a request for a variance to allow new roof eaves to encroach into the required side setbacks beyond the maximum permitted intrusion allowed by the Zoning Ordinance and (2) a request for a variance for a garage trellis encroachment into the required front setback, as defined by the Subdivision Ordinance. The recommended actions are included as Attachment A, including two conditions of approval that would allow the project to proceed without additional Planning Commission review.

Policy Issues

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

Background

Site location

The project site is located at 145 Emma Lane, a cul-de-sac street north of Woodland Avenue in the Willows neighborhood. The subject parcel is irregular in shape, and it is located at the very end of the cul-de-sac, with a narrow, 31.58 foot frontage (on the radius), that flares out toward the rear, where the width of the property line is 108.85 feet. All nine residences on the cul-de-sac street, including the subject property, are single-story ranch homes; however, a variety of architectural styles including traditional ranch, craftsman, and contemporary residential are found in the larger vicinity. The surrounding homes also share the same R-1-U (Single Family Urban) zoning designation.

Analysis

Project description

The subject site is currently occupied by a single-story residence with an attached two-car garage. The structure is nonconforming with regard to the front and right side setbacks. The applicant is proposing to maintain the overall footprint of the 2,040 square-foot single-story structure, while adding 27 square feet at the rear, to accommodate a new staircase leading to the proposed 1,126 square-foot second floor. In addition, the applicant proposes to reconfigure the layout of the first floor, raise the ceiling height, construct a new roof, add a new covered front entry, and add a cantilevered trellis over the existing garage.

Due to the location of the lot where the frontage abuts the outside curve of a radius that is 100 feet or less, the front setback is determined where the lot width equals 65 feet rather than defined by the standard 20-foot requirement of the R-1-U zoning district. This will be discussed further in the Variances section of this report. A data table summarizing the parcel and project attributes is included as Attachment C. The project plans and the applicant's project description letter are included as Attachments D and E, respectively.

The existing residence would be expanded into a four-bedroom home with three and-a-half bathrooms. The first story living space would be reconfigured by relocating the existing bedrooms at the rear of the home to the proposed second floor, in order to provide an open floor plan kitchen and dining area oriented towards the rear yard. The existing laundry area would be relocated and expanded to be located outside of the garage, which would create a conforming interior clearance of 20 feet by 20 feet for two parking spaces. The second story would feature three bedrooms, two bathrooms and an office niche in the master bedroom. As part of the remodel, the interior ceiling height would be raised, requiring the removal of the existing ceiling and roof framing, and a new roof would be constructed. The applicant proposes to generally replicate the existing roof forms of the house, while increasing the plate height 12 inches. A request for a variance is proposed for small, triangular portions of the continuous hipped roofline to encroach approximately 8 inches into the required left side setback and approximately 13 inches into the required right side setback, beyond the maximum permitted intrusion of 18 inches, as regulated by the Zoning Ordinance. The existing nonconforming walls at the front and right sides of the residence are proposed to remain.

The floor area, building coverage, and height of the proposed residence would all be below the maximum amounts permitted by the Zoning Ordinance, and the structure would comply with the daylight plane for a two-story home in the R-1-U zoning district. The residence would meet all Zoning Ordinance requirements aside from the variance requests for the proposed encroachments of the covered entry, trellis, roof eaves, and a portion of the second-story.

Design and materials

The existing residence is a traditional single-story ranch home with a long, low profile, simple gabled roof and board and batten siding. As part of the proposed project, the exterior would be updated to achieve a desired traditional Hampton aesthetic. The proposed exterior finish materials would include the use of primarily painted cedar shingle siding, with a minimal amount of painted board and batten siding at the staircase. A new, custom wood front door would complement the new covered entry that would provide a focal point for the front elevation. The proposed roofing would remain asphalt composition shingle, and the proposed windows would be light-colored metal clad wood windows with painted trim, and with interior and exterior grids and spacer bars between the glass. The existing garage door would be replaced and

upgraded to match the new windows and doors, and would include translucent glazed windows. A painted wood cantilevered trellis over the garage door is also proposed as part of the multiple variance requests.

The new second story would be concentrated toward the center of the property and would be stepped in from the first story footprint. The closest adjacent residence, a single-story single-family home at 150 Emma Lane, is approximately 18 feet away from the proposed second story. Due to the distance between the neighboring residences and the second-story sill heights being at least three feet, potential privacy impacts should be limited.

Staff believes that the scale, materials, and style of the proposed residence are consistent with the broader neighborhood, given the architectural styles and sizes of structures in the area.

Variations

As part of this proposal, the applicant is requesting a variance for the encroachment of several features into the required 38-foot front yard setback, as required by Section 15.16.110 of the Municipal Code (Subdivision Ordinance). This section states that the building setback for lots where the frontage abuts the outside of any curve of a radius of 100 feet or less shall be 1) of equal length to the minimum lot width as required by the Zoning Ordinance and 2) perpendicular to a radial line passing through the center of the front lot line. In this case, the front setback is 38 feet where 20 feet is otherwise required on R-1-U lots not subject to Section 15.16.100. The applicants are requesting a variance into the front setback for 1) a new covered front entry porch roof and columns, 2) a new wall mounted cantilevered trellis 3) 54 square feet of the proposed second floor addition. The front entry porch would encroach approximately 13 feet into the required front setback, as measured from the posts, and the cantilevered trellis over the existing garage would encroach approximately 10 feet into the setback. In addition, the applicants are also requesting to construct roof eave overhangs that would exceed the maximum side setback intrusion of 18 inches for a length of approximately 8 inches on the left side and approximately 13 inches on the right side. The applicant has provided a variance request letter that has been included as Attachment F. The required variance findings are evaluated below in succession:

1. *That a hardship peculiar to the property and not created by any act of the owner exists. In this context, personal, family or financial difficulties, loss of prospective profits and neighboring violations are not hardships justifying a variance. Further, a previous variance can never have set a precedent, for each case must be considered only on its individual merits;*

The applicant states that a combination of factors create a hardship for the owners, who wish to remodel and expand their home in a functional manner. The subject site, is not a typical, rectangular-shaped lot, but rather a triangular shape on a cul-de-sac street. In addition, the letter indicates that the property has the narrowest frontage on the street, measuring 31.58 feet, and that the existing residence is sited in a non-orthogonal manner with regard to the property lines. The combination of the triangular lot shape and the associated narrowness of the property frontage, as well as the placement of the existing house, creates a hardship. Staff believes that this is a hardship peculiar to the property and not created by an act of the owner. The parcel was created as part of a 1956 subdivision in unincorporated San Mateo County, which was later annexed into the City of Menlo Park in 1959. As a result, Subdivision Ordinance Section 15.16.110, which was primarily intended to be used when conducting new subdivisions of land, is retroactively applied to this irregular-shaped subject lot, resulting in the unusually large front setback requirement. Staff believes that the hardship is applicable to the proposed building footprint encroachments for the front entry and a portion of the second-floor. The proposed additions would provide a functional and conventional design, which are typical to other residential uses in the area. However, staff does not believe that the same hardship justification is appropriate for the proposed roof eave

encroachments or for the proposed trellis over the garage. The applicant states that the proposed encroachments replicate the existing roof encroachments and are necessary in order to properly frame the roof, but staff believes that the encroachments are not a necessary component to frame the roof. Although reframing a roof of a nonconforming structure is allowed, the creation of nonconforming eaves is not permitted, and the existing encroachments into the required side-yard setbacks cannot itself serve as the basis for new encroachments. Further, the proposed roof eave and trellis encroachments are aesthetic elements, which are not considered in the variance findings. The roof eaves can be rebuilt in such a manner that they do not exceed the maximum permitted intrusion of 18 inches, as allowed by the Zoning Ordinance, and not require a variance. With regard to the garage trellis, the applicant states in the variance letter that the trellis is proposed as a horizontal design element to help lower the perceived height of the garage door wall face in order to reduce the prominence of the garage. Staff believes that minimizing the prominence of the garage can be accomplished by design alternatives that would not require a variance, such as adding windows to the door (which were done) or forgoing the proposed increase in the ceiling height.

- 2. That such variance is necessary for the preservation and enjoyment of substantial property rights possessed by other conforming property in the same vicinity and that a variance, if granted, would not constitute a special privilege of the recipient not enjoyed by his/her neighbors;*

The applicant states that the requested variances are necessary to create conventionally sized, functional space while preserving a usable yard. The applicant indicates that the proposed second floor would be positioned centrally over the existing first-floor building footprint, which would allow for an efficient use of space, rather than adding significantly onto the ground-floor, which is constrained by the lot shape and placement of the structure. Staff believes that adding the new second floor and covered entry as proposed, would not constitute a special privilege for the owners, since the home is constrained by its placement and the overall lot shape, which make it difficult to comply with the required Subdivision Ordinance front setback applicable to this property. Staff agrees that the second-story building footprint encroachments would make efficient, practical use of space, as it would avoid pushing back the overall massing of the residence with respect to the existing placement of the house. Additionally, the proposed front entry encroachment would help create a focal point for the front entry and reduce the prominence of the existing two-car garage at the front left side of the house, while providing a 25-foot front setback where 20 feet is typically required in the R-1-U zoning district. Both of these encroachments would allow for typical modifications that other conforming properties would be able to more easily achieve with a standard 20-foot required front setback. The applicant also states that the owners would like to replicate the existing roof eave encroachments after replacing the roof in order to keep a contiguous roofline and to properly frame the roof. However, staff believes the roof can be effectively re-framed without the proposed encroachments beyond the allowed 18 inches, and permitting the proposed roof eave or trellis encroachments could constitute a special privilege since other properties in the area also need to comply with the same regulation.

- 3. That the granting of the variance will not be materially detrimental to the public health, safety, or welfare, or will not impair an adequate supply of light and air to adjacent property; and*

Staff believes that the proposed encroachments would not be detrimental to the public health, safety, and welfare, or impair an adequate supply of light and air to the adjacent properties, given that the encroachments are modest in size, and the remodeled and expanded residence would comply with all other development regulations prescribed by the Zoning Ordinance, such as building coverage, floor area limit, side and rear setbacks, daylight plane, and building height.

- 4. That the conditions upon which the requested variance is based would not be applicable, generally, to other property within the same zoning classification.*

Because the variances for the front entry porch and second floor encroachments into the required front yard setback would be based on the unique conditions of a narrow, triangular shaped parcel at the end of a cul-de-sac street and the placement of the existing house, they would not be applicable, generally, to other properties within the same zoning classification. However, the proposed first-floor roof eave overhangs that would exceed the maximum permitted intrusion allowance (on the left-side and right-side) are not directly related to the property's unique, unusual lot shape, but rather a preference for a certain architectural style. Similarly, the proposed garage trellis encroachment is an architectural element and would project into the front yard setback. Staff believes that the particular site layout, while presenting some constraints to development given its nonconforming setback, is not particularly unique and that the justifications for this particular variance request would be broadly applicable to other lots with nonconforming developments in this area.

- 5. That the condition upon which the requested variance is based is an unusual factor that was not anticipated or discussed in detail during any applicable Specific Plan process.*

The property is not within any Specific Plan area. Hence, a finding regarding an unusual factor does not apply.

Approval of a variance requires that all five findings be made. Since staff believes all of the findings cannot be made for the encroachments of the roof eaves into the required side setbacks and for the encroachment into the Subdivision Ordinance front yard setback for the proposed trellis over the garage, denial of these variance requests is recommended. Condition 6a allows the project to be revised and continue with administrative approval with the modification of the eaves to conform to all requirements for new construction and for the trellis to be removed. For the Planning Commission's reference, staff provided the applicant with feedback during the initial review process that the required variance findings did not appear to be applicable to the proposed trellis and eave overhangs and encouraged modest revisions that would keep all new construction conforming. However, the applicant elected to pursue this request, as is their option. The Commission does have the discretion to approve the variance if all of the findings to that effect can be specified.

Staff believes that the five findings can be made with regard to the proposed variances for the building footprint and second story encroachments into the required Subdivision Ordinance front yard setback, given the unique condition of the existing, relatively-narrow and triangular-shaped parcel that was created prior to the application of the Subdivision Ordinance Section 15.16.110, which would otherwise constrain development farther back on this lot. Staff recommends approval for these variances and findings to this effect are included in the recommended actions.

Trees and landscaping

At present, there are 10 trees on or in near proximity to the project site. The applicant submitted an arborist report, included as Attachment G, detailing the species, size and conditions of the trees on or near the site as part of the project review. Five of these trees are heritage trees, including two coast live oaks, a liquidambar, magnolia, and redwood. All but one non-heritage tree are proposed to remain. A six inch in diameter Marina madrone located in the rear yard is proposed to be removed. The construction of the proposed addition is not anticipated to adversely affect any of the existing trees located on the subject site or neighboring properties, given that the bulk of the proposed addition is within the footprint of the existing

structure. Standard heritage tree protection measures and those identified in the arborist report will be ensured through recommended condition 5g. No new landscaping is currently proposed.

Valuation

To calculate the replacement and new construction costs on which the use permit threshold is based, the City uses standards established by the Building Division. The City has determined that the replacement cost of the existing structure would be \$408,000 meaning that the applicants would be allowed to propose new construction and remodeling at this site totaling less than \$204,000 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 \$481,715. 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 applicant indicates that the property owners conducted outreach by contacting adjacent property owners regarding the proposed project. The adjacent neighbor on the left at 135 Emma Lane was concerned about the view from the new tall second-floor master bedroom side-facing window into her property. To address her concern, the owners raised the sill height of the master bedroom window to five feet, four inches above the finished floor in order to reduce the view line of sight. A letter with five neighbor signatures, including the 135 Emma Lane property owner, was submitted with the application indicating that they reviewed the drawings of the proposed project and are in support for the proposed project (Attachment H).

Conclusion

Staff believes that the scale, materials, and style of the proposed additions are compatible with those of the greater neighborhood. No heritage tree impacts are anticipated. Aside from the variance request, the floor area, building coverage, and height of the remodeled residence would all be at or below the maximum amounts permitted by the Zoning Ordinance, and the new second-floor would be within the daylight plane requirements.

Staff believes that the five findings can be made with regard to the proposed variances for the front porch and second floor encroachments into the required front yard setback, given the unique condition of the existing, relatively-narrow and triangular-shaped parcel and the almost doubling of the setback requirement from 20 feet to 38 feet. Staff also believes that findings cannot be made for the proposed roof eave encroachments, as they are not necessary to be rebuilt in order for the property owners to enjoy the same privileges as neighboring properties, or effectively use the building. Staff further believes that there are feasible design alternatives for reducing the prominence of the garage, which would avoid the variance request for the proposed trellis encroachment. Staff recommends that the Planning Commission approve the use permit, grant the variances for the proposed front entry and second floor encroachments into the required front yard setback, and deny the variances for the proposed roof eave and trellis encroachments, subject to the actions in Attachment A

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. Variance Letter
- G. Arborist Report
- H. Correspondence

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:

Yesenia Jimenez, Associate Planner

Report reviewed by:
Deanna Chow, Principal Planner

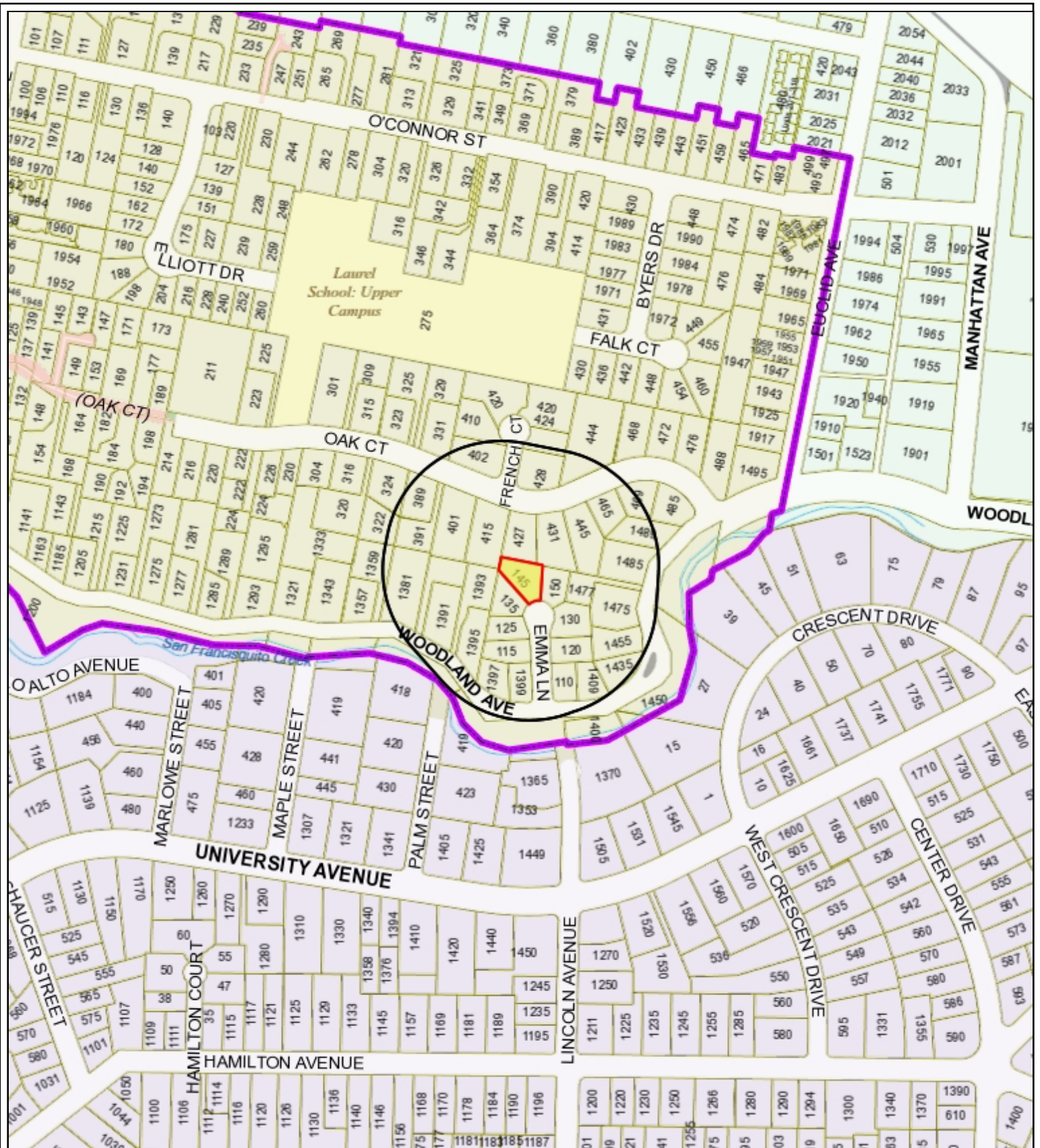
LOCATION: 145 Emma Lane	PROJECT NUMBER: PLN2017-00041	APPLICANT: Carl Hesse	OWNER: David Andeen, Lori Callaghan
REQUEST: Request for a use permit to add 27 square feet on the first floor, as well as conduct interior modifications, and add a second floor to a single-family residence that would exceed 50 percent of the replacement value of the existing nonconforming structure in a 12-month period. The proposal would exceed 50 percent of the existing floor area and is considered equivalent to a new structure. The proposal also includes a request for two variances: (1) an encroachment into the front yard setback (as defined in Subdivision Ordinance Section 15.16.110 - Setbacks) for a front entry porch, a second floor addition, and a trellis over the garage door, and (2) eave encroachments into both side setbacks on a lot in the R-1-U (Single-Family Urban) zoning district			
DECISION ENTITY: Planning Commission	DATE: September 25, 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 Guidelines. 2. Make the following findings as per Section 16.82.340 of the Zoning Ordinance pertaining to the denial of variances to allow encroachments of first-floor roof eave overhangs into the required side setbacks beyond the maximum permitted intrusion allowed by the Zoning Ordinance and for a garage trellis to encroach into the required front setback, as defined by the Subdivision Ordinance: <ol style="list-style-type: none"> a. The roof eave and trellis encroachments are aesthetic elements and do not impact the desired goal of creating a functional second floor addition and interior layout that meets the clients' needs. The roof eaves can be rebuilt in such a manner that they do not exceed the maximum permitted intrusion of 18 inches, as required by the Zoning Ordinance. Minimizing the presence of the garage can also be accomplished by design alternatives that would not require a variance. The architectural elements appear to be driven by aesthetics elements, which is not considered in the variance findings. b. The roof eave and trellis encroachments are aesthetic elements, and these would not be necessary to be constructed in order for the owners to enjoy the same privileges as neighboring properties, or to effectively use the building. The maximum permitted encroachments of architectural features are prescribed by the Zoning Ordinance, which every property needs to abide by and granting of the variance could be considered a special privilege. c. The proposed encroachments would not be detrimental to the public health, safety, and welfare, or impair an adequate supply of light and air to the adjacent properties, given that the 			

encroachments are modest in size, and the remodeled and expanded residence would comply with all other development regulations prescribed by the Zoning Ordinance, such as building coverage, side and rear setbacks, daylight plane, and building height.

- d. The proposed first-floor roof eave overhangs that would exceed the maximum permitted intrusion allowance (on the left-side and right-side) is not directly related to the property's unique, unusual lot shape or a result of the nonconforming front-yard setback, as defined by the Subdivision Ordinance. Encroachments of architectural features are regulated by the Zoning Ordinance, and this requirement is applicable to all properties. The proposed cantilevered trellis over the garage would encroach into the required front-yard setback, as defined by the Subdivision Ordinance. This and the roof eave overhangs are aesthetic elements that do not need to be constructed in order to effectively use the building and could be considered a special privilege since the variance request could be broadly applicable to other lots in the area.
 - e. The property is not within any Specific Plan area. Hence, a finding regarding an unusual factor does not apply.
3. Make the following findings as per Section 16.82.340 of the Zoning Ordinance pertaining to the **granting** of a variance for a new front entry and second floor encroachments into the required front yard setback, as defined by the Subdivision Ordinance:
- a. A hardship is presented given the unique condition of the existing, relatively-narrow and triangular-shaped parcel that was created in unincorporated San Mateo County and only later annexed into the City, after which the requirements of the Subdivision Ordinance Section 15.16.110 have been applied to create an almost doubling of the front yard setback. This hardship is peculiar to the property and was not created by any act of the owner.
 - b. The requested variance for the building footprint encroachments into the required front yard setback are necessary to allow the property owners to conduct typical modifications that other conforming properties would be able to more easily achieve on a typical rectangular-shaped lot with a standard 20-foot required front setback in the R-1-U zoning district. The requested variance is necessary for the preservation and enjoyment of substantial property rights possessed by other conforming properties in the vicinity, and the proposal would maintain a setback greater than the typical 20-foot setback of the R-1-U district, and does not grant the property a special privilege.
 - c. Although the proposed front porch and second floor encroachments would affect the required front yard setback, the encroachments would not be detrimental to the public health, safety, and welfare, or impair an adequate supply of light and air to the adjacent properties, given that the encroachments are modest in size, and the remodeled and expanded residence would comply with all other development regulations prescribed by the Zoning Ordinance, such as side and rear setbacks, daylight plane, and building height.

- d. Because the variance would be based on the unique conditions of a narrow, triangular shaped parcel at the end of a cul-de-sac street and at the placement of the existing residence, the conditions would not be applicable, generally, to other properties within the same zoning classification.
 - e. The property is not within any Specific Plan area. Hence, a finding regarding an unusual factor does not apply.
4. 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.
 5. Approve the use permit and variance for a front porch entry and second floor encroachments into the required front yard setback, as defined by the Subdivision Ordinance, subject to the following **standard** conditions:
 - a. Development of the project shall be substantially in conformance with the plans prepared by Square Three Design Studies, Inc, consisting of 14 plan sheets, dated received September 12, 2017, and approved by the Planning Commission on September 25, 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 and street trees in the vicinity of the construction project shall be protected pursuant to the Heritage Tree Ordinance and the arborist report by Kielty Arborist Services, LLC dated March 15, 2017.
6. Approve the use permit and variance for a front porch entry and second floor encroachments into the required front yard setback, as defined by the Subdivision Ordinance, subject to the following **project-specific** conditions:
- a. Simultaneous with the submittal of a complete building permit application, the applicant shall submit revised plans demonstrating that the new left side and right side first-floor roof eave overhangs do not exceed the maximum permitted side-yard setback intrusion of 18 inches, as required by Zoning Ordinance Section 16.60.010. The revisions shall be subject to Planning Division review and approval.
 - b. Simultaneous with the submittal of a complete building permit application, the applicant shall submit revised plans without a cantilevered trellis over the garage. The revisions shall be subject to Planning Division review and approval.



CITY OF MENLO PARK

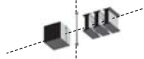
City of Menlo Park
 Location Map
 145 Emma Lane



	PROPOSED PROJECT	EXISTING PROJECT	ZONING ORDINANCE
Lot area	8,586 sf	8,586 sf	7,000 sf min.
Lot width	65 ft.	65 ft.	65** ft. min.
Lot depth	111.5 ft.	111.5 ft.	100 ft. min.
Setbacks			
Front	25* ft.	28.5 ft.	38** ft. min.
Rear	20.1 ft.	20.1 ft.	20 ft. min.
Side (left)	6.6 ft.	6.6 ft.	6.5 ft. min.
Side (right)	6.4 ft.	6.4 ft.	6.5 ft. min.
Building coverage	2,242 sf 26 %	2,040 sf 24 %	3,005 sf max. 35 % max.
FAL (Floor Area Limit)	3,193 sf	2,040 sf	3,197 sf max.
Square footage by floor	1,603 sf/1 st 1,126 sf/2 nd 464 sf/garage 120 sf/entry* 55 sf/trellis*	1,576 sf/1st 464 sf/garage	
Square footage of buildings	3,368 sf	2,040 sf	
Building height	25.3 ft.	15.6 ft.	28 ft. max.
Parking	2 covered	2 covered	1 covered/1 uncovered
Note: Areas shown highlighted indicate a nonconforming or substandard situation. * Applicants are requesting a variance **Per Section 15.16.100 (Subdivision Ordinance) of the Municipal Code			

Trees					
Heritage trees	5*	Non-Heritage trees	6	New Trees	0
Heritage trees proposed for removal	0	Non-Heritage trees proposed for removal	1	Total Number of Trees	9

*Two of which are located on the adjacent properties.



revision table with columns for revision, date, and user/permissions

sheet title PROJECT DIRECTORY SHEET INDEX VICINITY MAP TABULATION ABBREVIATIONS & SYMBOLS

date 01/17 job no. 1810 scale 1"=10'-0"

P.D. 08.25.17 A0.01

USE PERMIT / VARIANCE APPLICATION PACKAGE - NOT FOR CONSTRUCTION

CIVIL ENGINEER MAUGLIO & ASSOCIATES, INC. 868 CENTER STREET SAN CARLOS, CA 94070

ARCHITECT SQUARE THREE DESIGN STUDIOS 800 HIGH STREET, SUITE 3 PALO ALTO, CA 94301-9222

ARCHITECT KELLY ARBONIT SERVICES P.O. BOX 997 SAN MARINO, CA 94133

PROJECT DIRECTORY table with 1 entry: 1. REMODEL OF EXISTING 1-STORY SINGLE-FAMILY RESIDENTIAL STRUCTURE.

THIS PROJECT INVOLVES THE FOLLOWING: 1. REMODEL OF EXISTING 1-STORY SINGLE-FAMILY RESIDENTIAL STRUCTURE. 2. ADDITION OF 27 SF AT FIRST FLOOR AND A 1126 SF SECOND-STORY ADDITION (SEE PROJECT DATA SHEET FOR AREA TABULATIONS).

PROJECT DESCRIPTION table with 14 entries: A0.01 COVER SHEET PROJECT DATA, B01 EXISTING TOPOGRAPHY SURVEY, C03 EXISTING SITE PLAN, etc.

- 1. THESE DRAWINGS AND SPECIFICATIONS ARE THE PROPERTY AND COPYRIGHT OF THE DESIGN PROFESSIONAL... 2. THE GENERAL CONTRACTOR SHALL BE RESPONSIBLE FOR SCHEDULING AND BEING PRESENT FOR ALL INSPECTIONS... 3. CONTRACTOR SHALL NOT SCALE DIMENSIONS OF DRAWINGS...

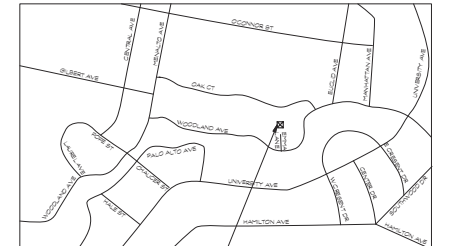
GENERAL NOTES table with 5 entries: SITE DATA, EXISTING RESIDENCE SETBACKS, PROPOSED RESIDENCE SETBACKS, PROJECT DATA, FLOOR AREA RATIO

EXISTING RESIDENCE SETBACKS: FRONT YARD 25'-6", REAR YARD 20'-0", SIDE (LEFT) 6'-0", SIDE (RIGHT) 6'-0". PROPOSED RESIDENCE SETBACKS: FRONT YARD 25'-0", REAR YARD 20'-0", SIDE (LEFT) 6'-0", SIDE (RIGHT) 6'-0".

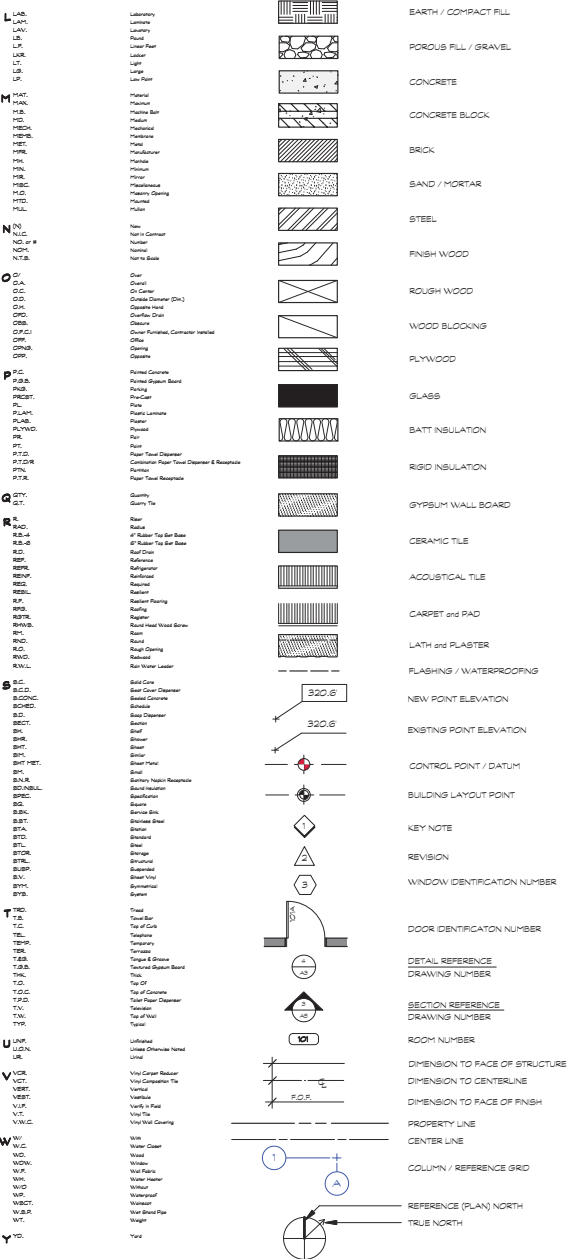
PROJECT DATA: A. LOT AREA 8,597 SF, B. EXISTING FIRST FLOOR 1,504 SF, C. PROPOSED FIRST FLOOR ADDITION 27 SF, D. PROPOSED SECOND FLOOR 1,126 SF, E. GARAGE 476 SF, F. FRONT PORCH 120 SF, G. TERRACE 78 SF.

FLOOR AREA RATIO: ALLOWABLE 3,197 SF, PROPOSED 3,199 SF. LOT COVERAGE AREA RATIO: ALLOWABLE 3,005 SF, PROPOSED 3,005 SF.

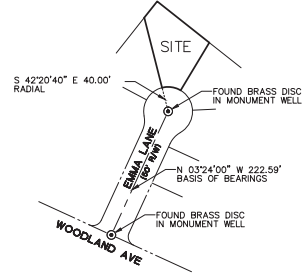
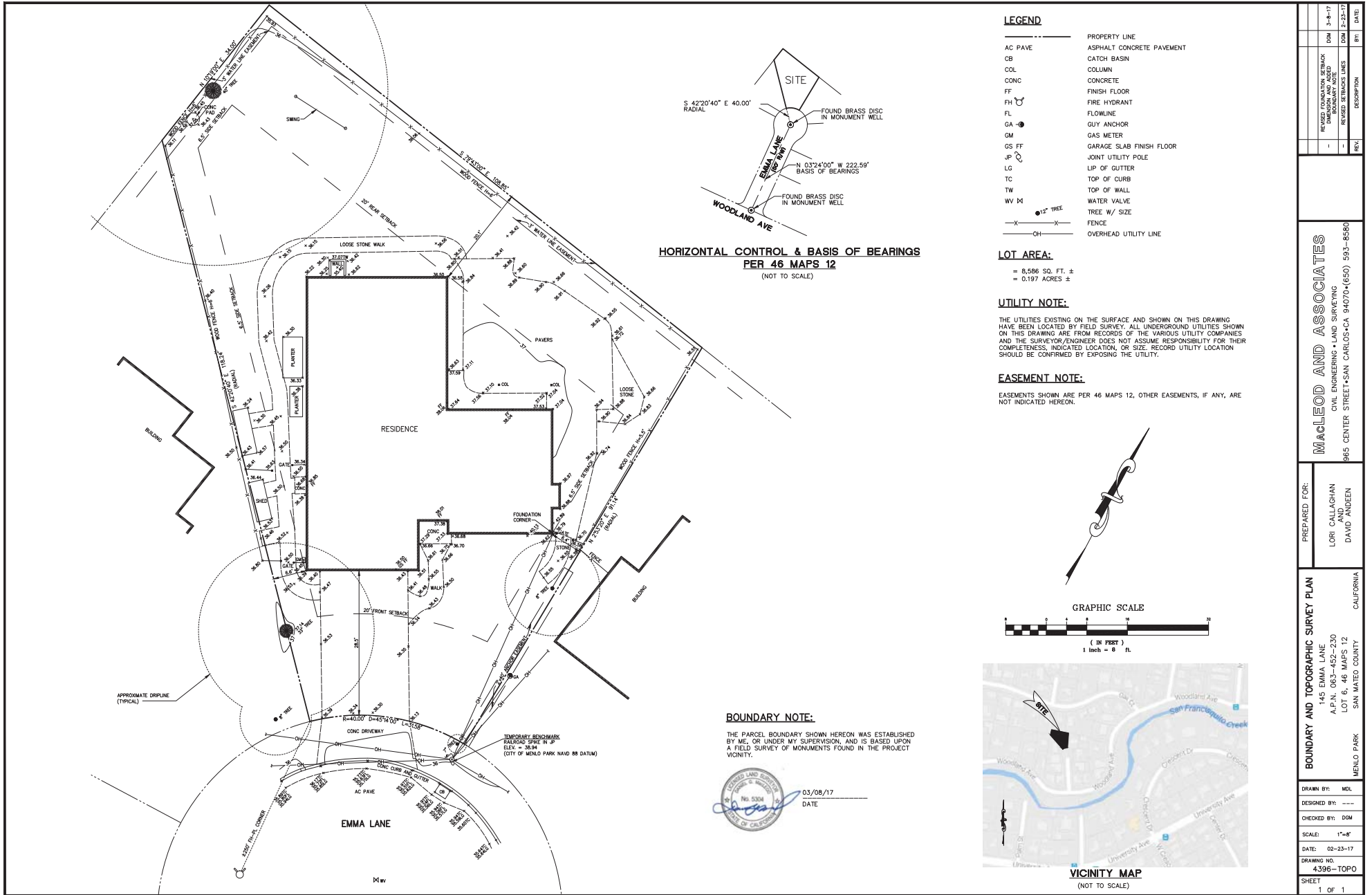
SHEET INDEX table with 3 entries: PROJECT DIRECTORY, SHEET INDEX, VICINITY MAP



VICINITY MAP table with 4 entries: PROJECT DIRECTORY, SHEET INDEX, VICINITY MAP, TABULATION



ABBREVIATIONS AND SYMBOLS table with 7 columns: ABBREVIATIONS AND SYMBOLS, 7, PROJECT DATA/TABULATION, 6, VICINITY MAP, 4



HORIZONTAL CONTROL & BASIS OF BEARINGS
PER 46 MAPS 12
 (NOT TO SCALE)

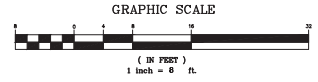
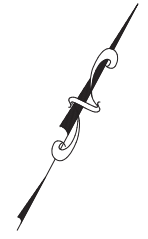
LEGEND

AC PAVE	PROPERTY LINE
CB	ASPHALT CONCRETE PAVEMENT
COL	CATCH BASIN
CONC	CONCRETE
FF	COLUMN
FF	CONCRETE
FL	FINISH FLOOR
FH	FIRE HYDRANT
FL	FLOWLINE
GA	GUY ANCHOR
GM	GAS METER
GS FF	GARAGE SLAB FINISH FLOOR
JP	JOINT UTILITY POLE
LG	LIP OF GUTTER
TC	TOP OF CURB
TW	TOP OF WALL
WV M	WATER VALVE
● 12" TREE	TREE W/ SIZE
-X-X-	FENCE
OH	OVERHEAD UTILITY LINE

LOT AREA:
 = 8,586 SQ. FT. ±
 = 0.197 ACRES ±

UTILITY NOTE:
 THE UTILITIES EXISTING ON THE SURFACE AND SHOWN ON THIS DRAWING HAVE BEEN LOCATED BY FIELD SURVEY. ALL UNDERGROUND UTILITIES SHOWN ON THIS DRAWING ARE FROM RECORDS OF THE VARIOUS UTILITY COMPANIES AND THE SURVEYOR/ENGINEER DOES NOT ASSUME RESPONSIBILITY FOR THEIR COMPLETENESS, INDICATED LOCATION, OR SIZE. RECORD UTILITY LOCATION SHOULD BE CONFIRMED BY EXPOSING THE UTILITY.

EASEMENT NOTE:
 EASEMENTS SHOWN ARE PER 46 MAPS 12. OTHER EASEMENTS, IF ANY, ARE NOT INDICATED HEREON.



BOUNDARY NOTE:
 THE PARCEL BOUNDARY SHOWN HEREON WAS ESTABLISHED BY ME, OR UNDER MY SUPERVISION, AND IS BASED UPON A FIELD SURVEY OF MONUMENTS FOUND IN THE PROJECT VICINITY.



REV.	DESCRIPTION	DATE
1	REVISED FOUNDATION SETBACK DIMENSIONS AND BOUNDARY NOTED	DOM 3-9-17
1	REVISED SETBACKS LINE	DOM 2-23-17

MACLEOD AND ASSOCIATES
 CIVIL ENGINEERING • LAND SURVEYING
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PREPARED FOR:
 LORI CALLAGHAN
 AND
 DAVID ARBEEEN

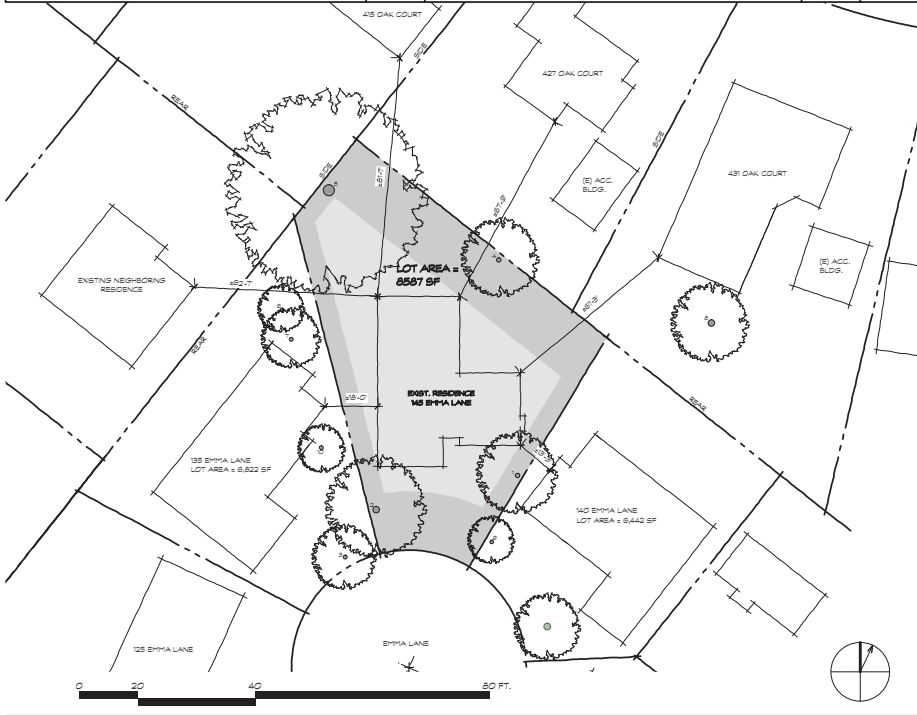
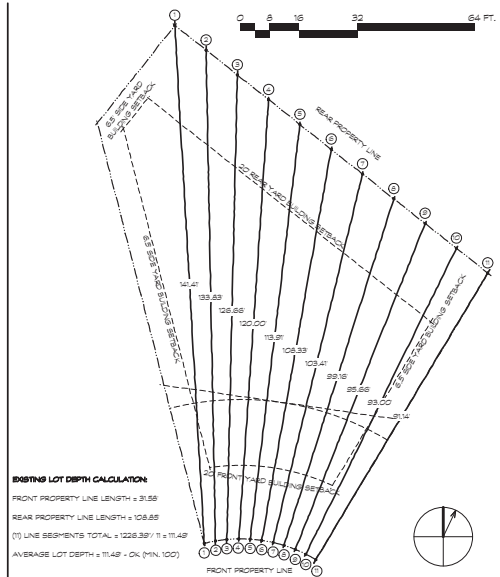
BOUNDARY AND TOPOGRAPHIC SURVEY PLAN
 145 EMMA LANE
 A.P.N. 063-452-230
 LOT 6, 46 MAPS 12
 SAN MATEO COUNTY
 CALIFORNIA

DRAWN BY:	MDL
DESIGNED BY:	---
CHECKED BY:	DOM
SCALE:	1"=8'
DATE:	02-23-17
DRAWING NO.:	4306-TOPO
SHEET	1 OF 1

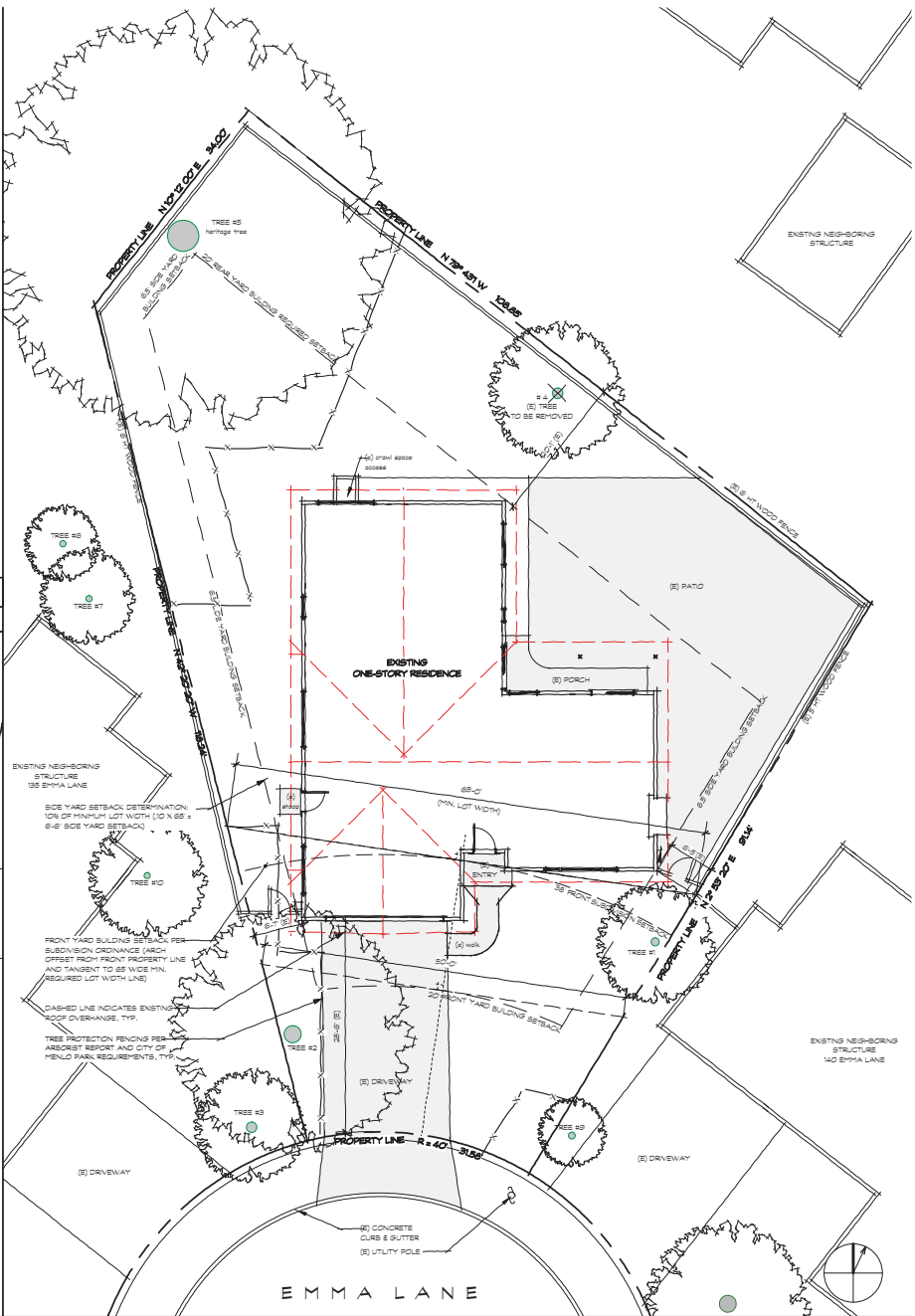
TREE SPECIES	TRUNK DIAMETER	PROTECTED TREE
1. COAST LIVE OAK	8.8	NO
2. LIQUIDAMBAR	91.9	YES
3. COAST LIVE OAK	8.5	NO
4. MARINA MADRONE	6" @ BASE	NO
5. COAST LIVE OAK	40 (EST.)	YES
6. MADRONE	20 (EST.)	YES
7. ORANGE	8 (EST.)	NO
8. REDWOOD	30 (EST.)	YES
9. COAST LIVE OAK	71	YES
10. SAUCER MADRONE	10	NO

SEE ARBORIST REPORT FOR MORE INFORMATION

SITE TREE INFORMATION	4	EXISTING LOT DEPTH DETERMINATION	1/16"	2
-----------------------	---	----------------------------------	-------	---



AREA PLAN 1"=20' 3



EXISTING SITE PLAN 1"=20' 1

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 MENLO PARK, CA 94025

revision	date

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sheet title
 EXISTING SITE PLAN

DATE
 02.22.17

JOB NO.
 18110

SCALE
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P.D. 08.25.17

EC1

FILE: 18110_EC_2D_ARCH_SITE_PLAN_VIA



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EXISTING FLOOR PLAN WITH DEMOLITION INFORMATION

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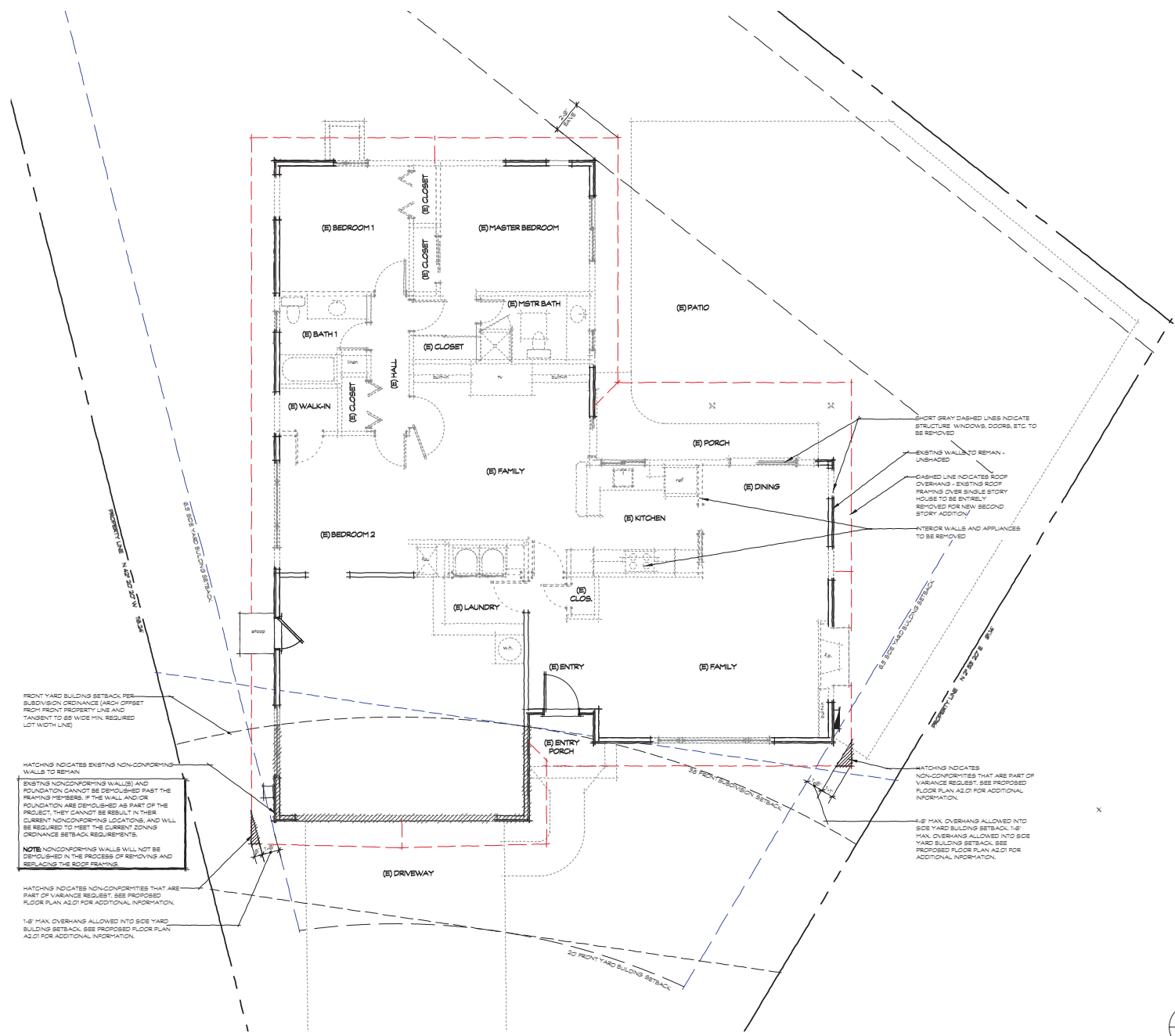
job no. 16110

scale
1" INCH AT FULL SCALE, IF NOT 1" INCH
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EC2

FILE: 16110_EC_2D_ARCH.dwg



FRONT YARD BUILDING SETBACK PER SUBDIVISION ORDINANCE (ARCH OFFSET FROM FRONT PROPERTY LINE AND TANGENT TO 50' MIN. REQUIRED LOT WIDTH LINE)

HATCHING INDICATES EXISTING NONCONFORMING WALLS TO REMAIN
EXISTING NONCONFORMING WALLS AND FOUNDATION CANNOT BE DEMOLISHED PART THE FRAMING MEMBERS, IF THE WALL AND/OR FOUNDATION ARE DEMOLISHED AS PART OF THE PROJECT, THEY CANNOT BE RESULT IN THEIR CURRENT NONCONFORMING LOCATIONS, AND WILL BE REQUIRED TO MEET THE CURRENT ZONING ORDINANCE SETBACK REQUIREMENTS.

NOTE: NONCONFORMING WALLS WILL NOT BE DEMOLISHED IN THE PROCESS OF REMOVING AND REPLACING THE ROOF FRAMING.

HATCHING INDICATES NONCONFORMITIES THAT ARE PART OF VARIANCE REQUEST. SEE PROPOSED FLOOR PLAN A2.01 FOR ADDITIONAL INFORMATION.

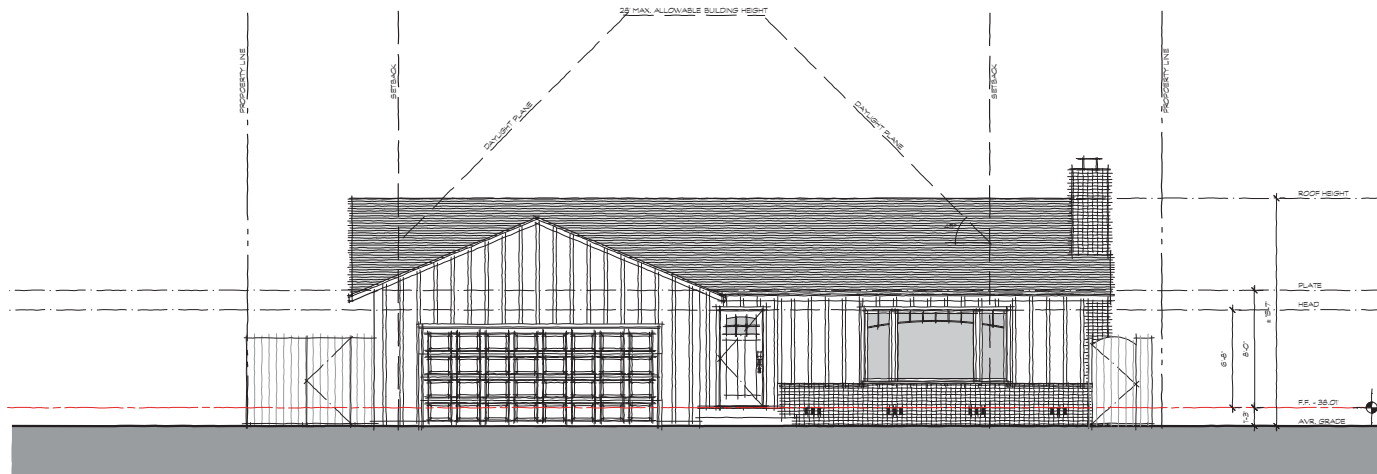
16' MAX OVERHANG ALLOWED INTO SIDE YARD BUILDING SETBACK. SEE PROPOSED FLOOR PLAN A2.01 FOR ADDITIONAL INFORMATION.

SHORT GRAY DASHED LINES INDICATE STRUCTURE WINDOWS, DOORS, ETC. TO BE REMOVED
EXISTING WALLS TO REMAIN - UNHATCHED
DASHED LINE INDICATES ROOF OVERHANG - EXISTING ROOF FRAMING OVER SINGLE STORY HOUSE TO BE ENTIRELY REMOVED FOR NEW SECOND STORY ADDITION
INTERIOR WALLS AND APPLIANCES TO BE REMOVED

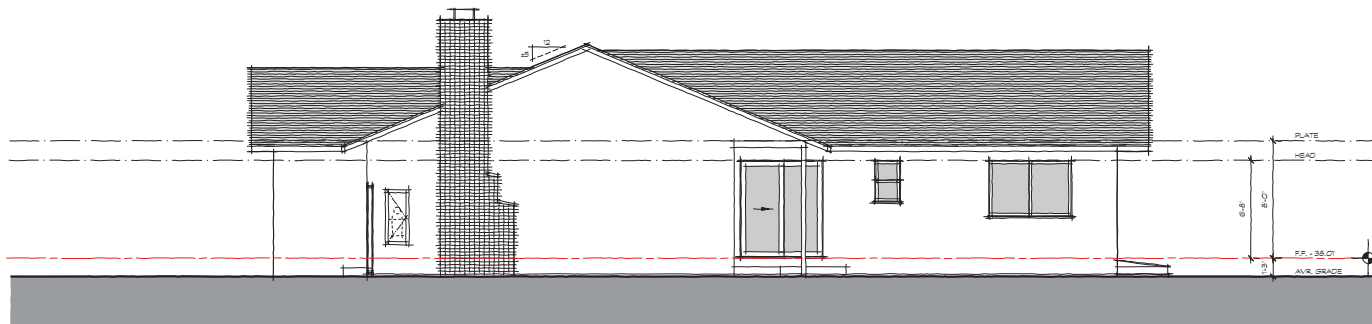
HATCHING INDICATES NONCONFORMITIES THAT ARE PART OF VARIANCE REQUEST. SEE PROPOSED FLOOR PLAN A2.01 FOR ADDITIONAL INFORMATION.
16' MAX OVERHANG ALLOWED INTO SIDE YARD BUILDING SETBACK. 16' MAX OVERHANGS ALLOWED INTO SIDE YARD BUILDING SETBACK. SEE PROPOSED FLOOR PLAN A2.01 FOR ADDITIONAL INFORMATION.

FIRST FLOOR DEMOLITION PLAN

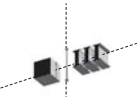
1/4" 1



EXISTING FRONT (SOUTH) EXTERIOR ELEVATION



EXISTING SIDE (EAST) EXTERIOR ELEVATION



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EXISTING FRONT & SIDE
EXTERIOR ELEVATIONS
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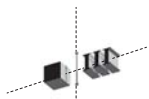
date 10.14.16

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EC3
FILE: 16110.EC.dal17.rvt

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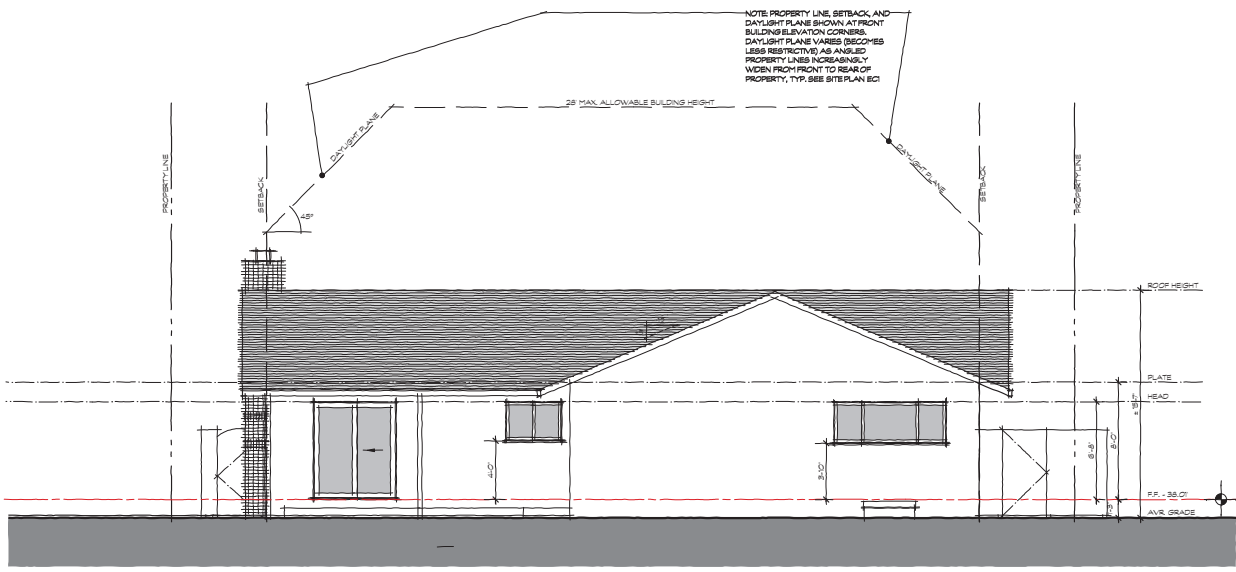


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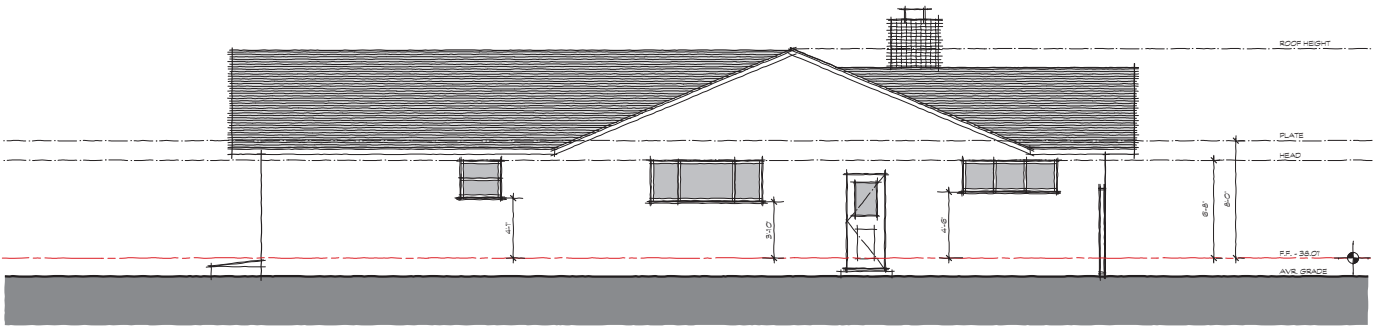
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NOTE: PROPERTY LINE, SETBACK, AND DAYLIGHT PLANE SHOWN AT FRONT BUILDING ELEVATION CORNERS. DAYLIGHT PLANE VARIES (BECOMES LESS RESTRICTIVE) AS ANGLE PROPERTY LINES INCREASINGLY WIDEN FROM FRONT TO REAR OF PROPERTY, TYP. SEE SITE PLAN ECI

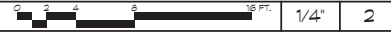
FOR ADDITIONAL INFORMATION, SEE 

EXISTING REAR (NORTH) EXTERIOR ELEVATION



FOR ADDITIONAL INFORMATION, SEE 

EXISTING SIDE (WEST) EXTERIOR ELEVATION



0	2	4	6	8	16 FT.
1/4" = 1'					

revision	date
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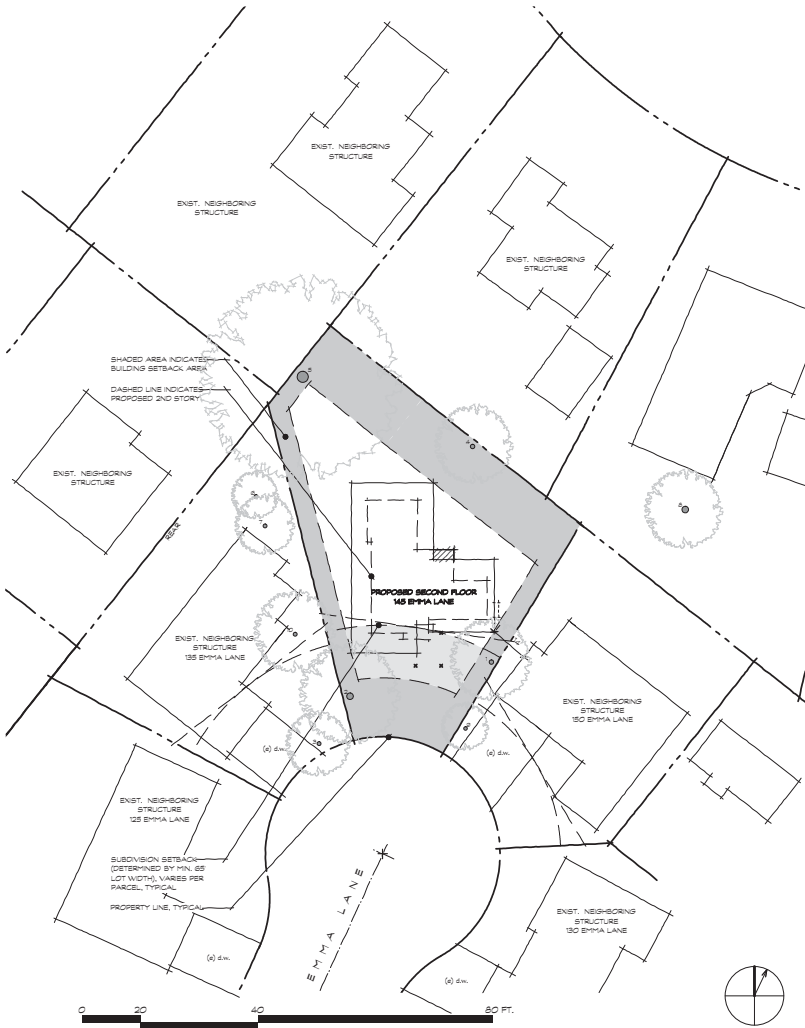
sheet title
EXISTING REAR & SIDE EXTERIOR ELEVATIONS
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date 10.14.16

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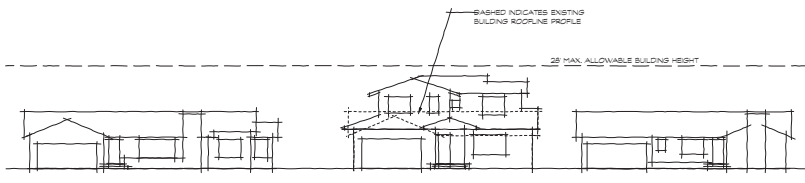
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EC4
FILE: 1610_EC_2D.dwg



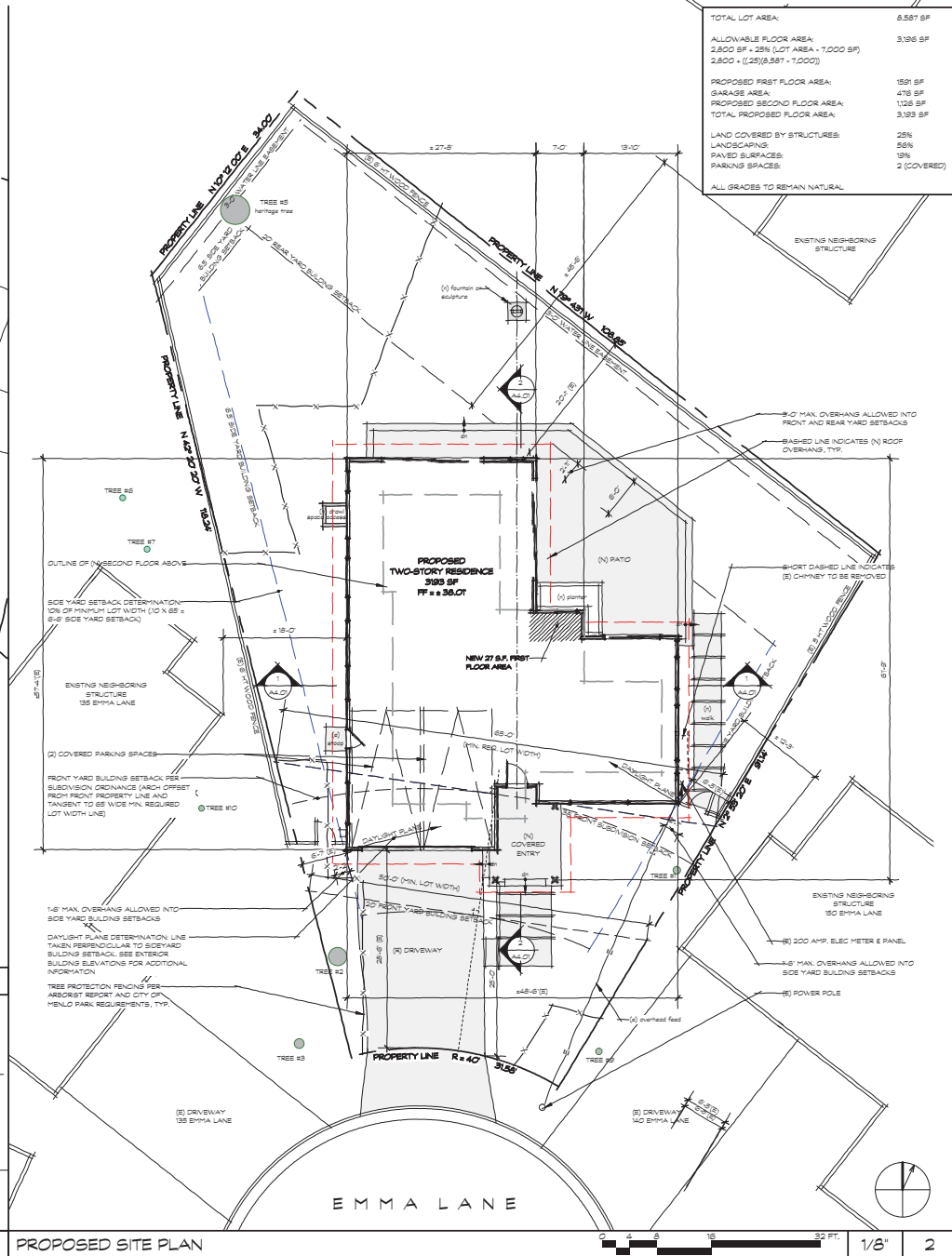
PROPOSED CONTEXTUAL SITE PLAN

1"=20' 3



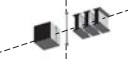
PROPOSED STREETSCAPE ELEVATION

1"=16' 4



PROPOSED SITE PLAN

TOTAL LOT AREA:	3,587 SF
ALLOWABLE FLOOR AREA:	3,136 SF
2,800 SF + 32% (LOT AREA - 7,000 SF)	
2,800 + ((25)/3,587 * 7,000)	
PROPOSED FIRST FLOOR AREA:	157 SF
GARAGE AREA:	478 SF
PROPOSED SECOND FLOOR AREA:	1,125 SF
TOTAL PROPOSED FLOOR AREA:	1,760 SF
LAND COVERED BY STRUCTURES:	25%
LANDSCAPING:	54%
PAVED SURFACES:	19%
PARKING SPACES:	2 (COVERED)
ALL GRADES TO REMAIN NATURAL.	



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PROPOSED SITE PLAN
PROPOSED CONTEXTUAL SITE PLAN
PROPOSED STREETSCAPE ELEVATION

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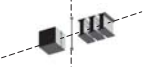
job no. 16110

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A1.01

FILE: 16110_S02C.dwg, plotna.vba



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VARIANCE REV.

sheet title
PROPOSED FIRST FLOOR PLAN

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date 01.17

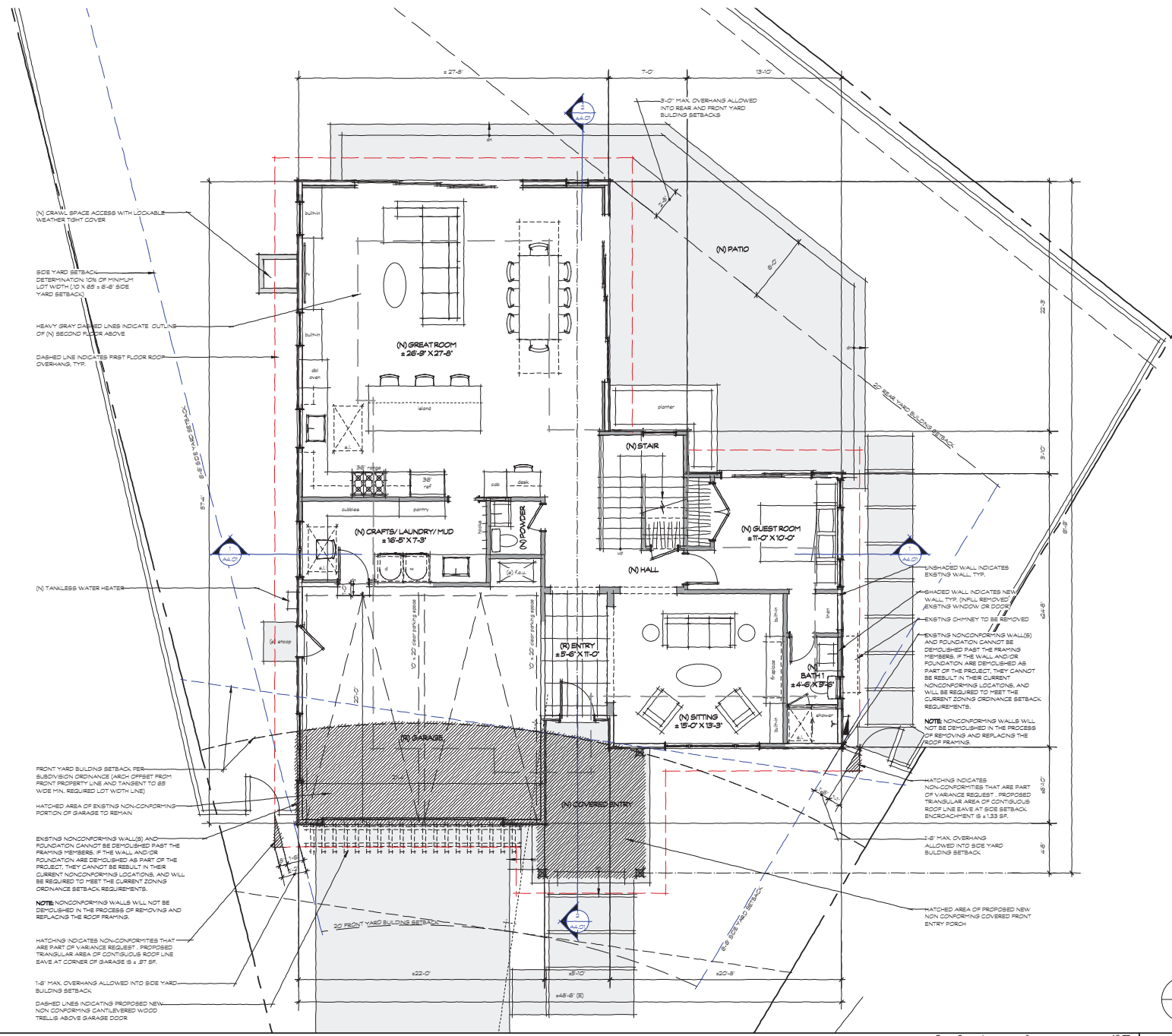
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A2.01

FILE: 1810_SDC3.dwg (2/16/17)



(N) DRIVWAY SPACE ACCESS WITH LOCKABLE WEATHER TIGHT COVER

SIDE YARD SETBACK DETERMINATION 10% OF MINIMUM LOT WIDTH (10 X 88 = 8.8' SIDE YARD SETBACK)

HEAVY GRAY DASHED LINES INDICATE OUTLINE OF (N) SECOND FLOOR ABOVE

DASHED LINE INDICATES FIRST FLOOR ROOF OVERHANG, TYP.

(N) TANKLESS WATER HEATER

FRONT YARD BUILDING SETBACK PER SUBDIVISION ORDINANCE (ARCH OFFSET FROM FRONT PROPERTY LINE AND TANGENT TO 88' WIDE MIN. REQUIRED LOT WIDTH LINE)

HATCHED AREA OF EXISTING NON-CONFORMING PORTION OF GARAGE TO REMAIN

EXISTING NONCONFORMING WALL(S) AND FOUNDATION CANNOT BE DEMOLISHED PAST THE FRAMING MEMBERS, IF THE WALL AND/OR FOUNDATION ARE DEMOLISHED AS PART OF THE PROJECT THEY CANNOT BE REBUILT IN THEIR CURRENT NONCONFORMING LOCATIONS, AND WILL BE REQUIRED TO MEET THE CURRENT ZONING ORDINANCE SETBACK REQUIREMENTS.

NOTE: NONCONFORMING WALLS WILL NOT BE DEMOLISHED IN THE PROCESS OF REMOVING AND REPLACING THE ROOF FRAMING.

HATCHING INDICATES NON-CONFORMITIES THAT ARE PART OF VARIANCE REQUEST. PROPOSED TRIANGULAR AREA OF CONTIGUOUS ROOF LINE LEAVE AT CORNER OF GARAGE IS 1.37 SF.

1'-6" MAX. OVERHANG ALLOWED INTO SIDE YARD BUILDING SETBACK

DASHED LINES INDICATING PROPOSED NEW NON-CONFORMING CANTILEVERED WOOD TRELLIS ABOVE GARAGE DOOR

3'-0" MAX. OVERHANGS ALLOWED INTO REAR AND FRONT YARD BUILDING SETBACKS

LINE-SHADED WALL INDICATES EXISTING WALL, TYP.

SHADE WALL INDICATES NEW WALL, TYP. (WALL REMOVED/ EXISTING WINDOW OR DOOR)

EXISTING CHIMNEY TO BE REMOVED

EXISTING NONCONFORMING WALL(S) AND FOUNDATION CANNOT BE DEMOLISHED PART THE REMAINING MEMBERS, IF THE WALL AND/OR FOUNDATION ARE DEMOLISHED AS PART OF THE PROJECT THEY CANNOT BE REBUILT IN THEIR CURRENT NONCONFORMING LOCATIONS, AND WILL BE REQUIRED TO MEET THE CURRENT ZONING ORDINANCE SETBACK REQUIREMENTS.

NOTE: NONCONFORMING WALLS WILL NOT BE DEMOLISHED IN THE PROCESS OF REMOVING AND REPLACING THE ROOF FRAMING.

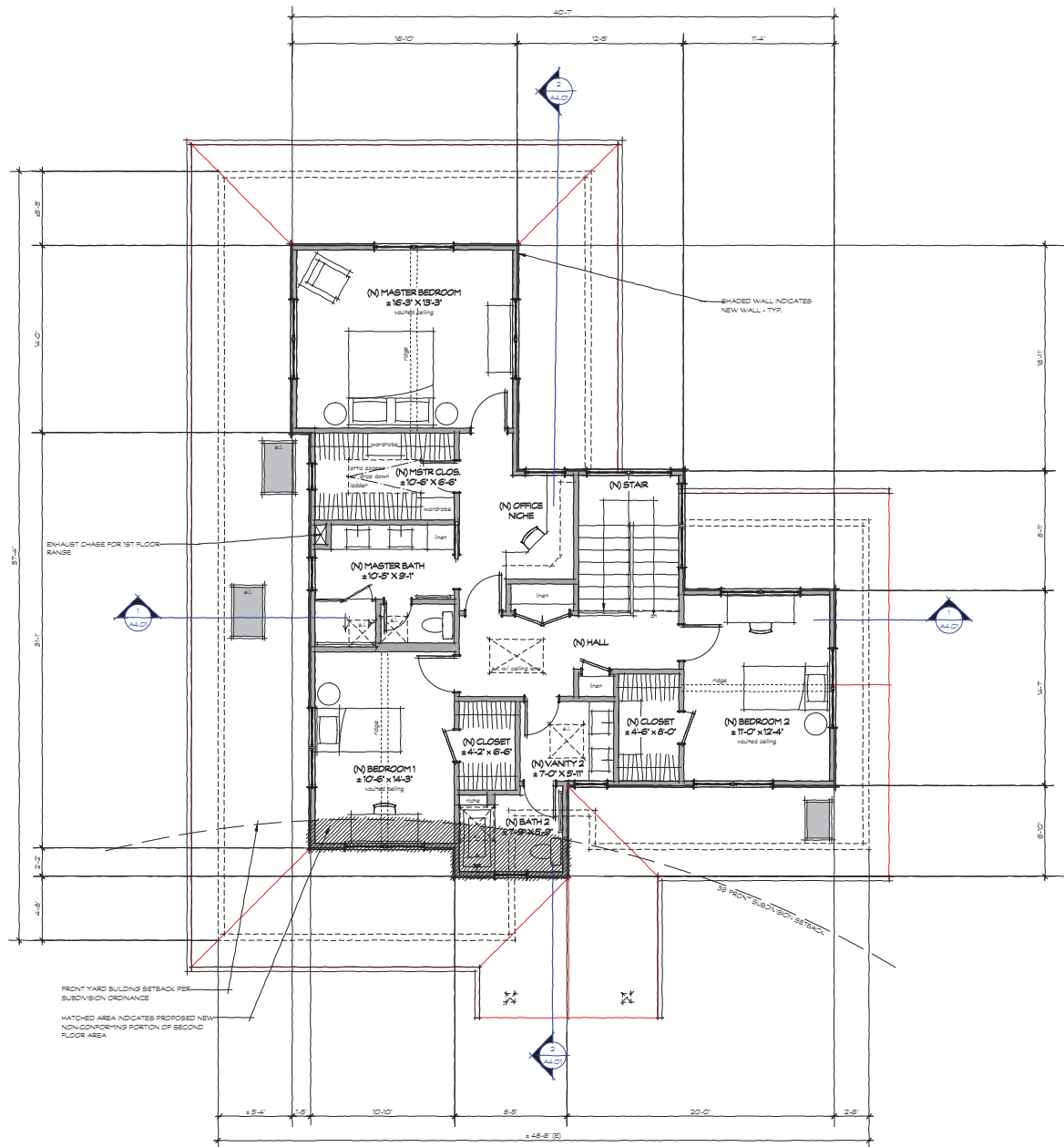
HATCHING INDICATES NON-CONFORMITIES THAT ARE PART OF VARIANCE REQUEST. PROPOSED TRIANGULAR AREA OF CONTIGUOUS ROOF LINE LEAVE AT SIDE SETBACK ENCROACHMENT IS 1.33 SF.

1'-6" MAX. OVERHANGS ALLOWED INTO SIDE YARD BUILDING SETBACK

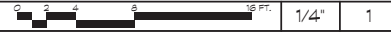
HATCHED AREA OF PROPOSED NEW NON-CONFORMING COVERED FRONT ENTRY PORCH

PROPOSED FIRST FLOOR PLAN





PROPOSED SECOND FLOOR PLAN



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PROPOSED SECOND FLOOR PLAN
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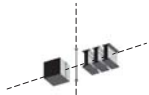
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scale 1/4" = 1'-0"
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A2.02

FILE: 1810_S02C.dwg.pln.wks



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PROPOSED ROOF PLAN

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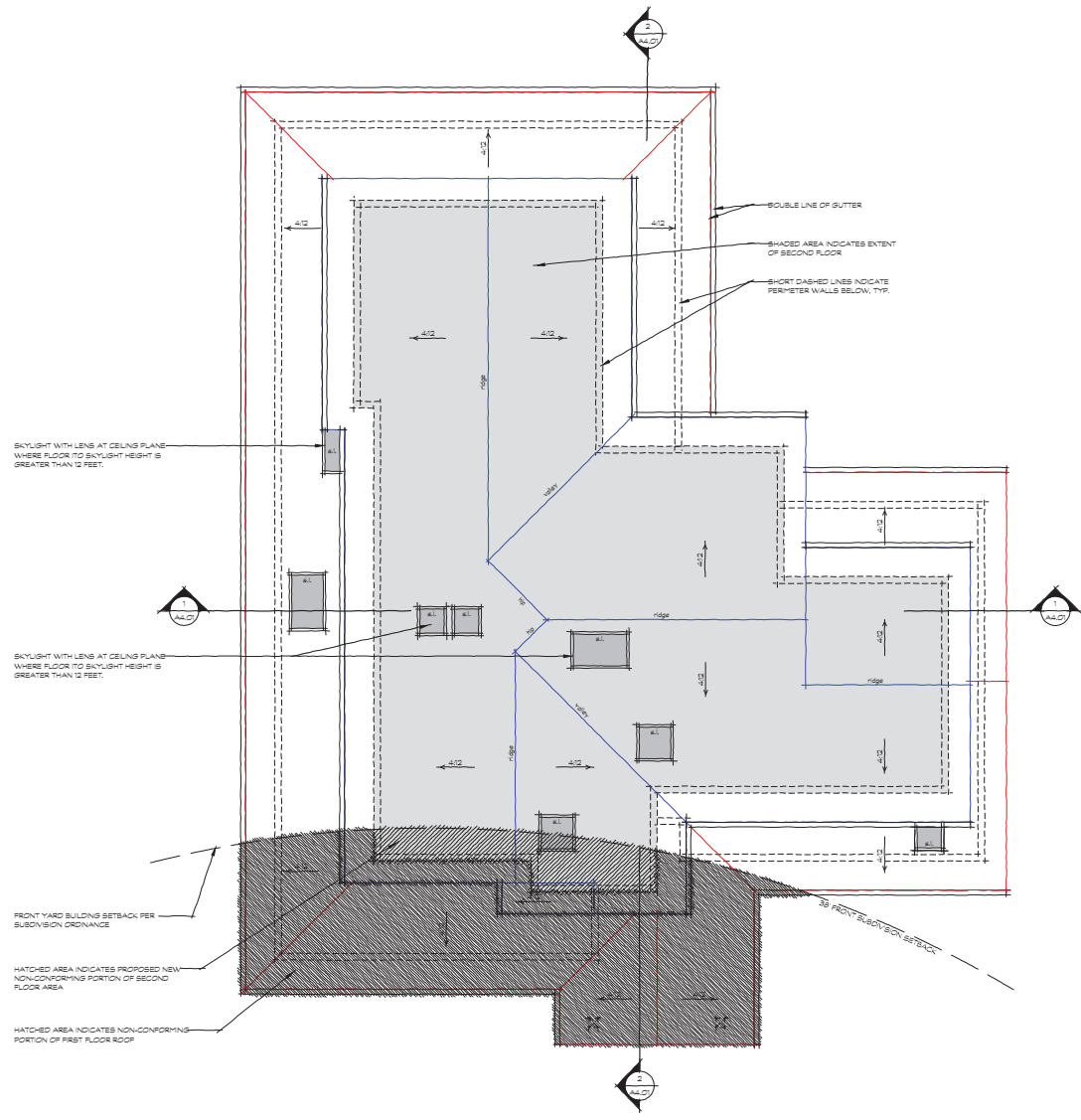
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A2.03

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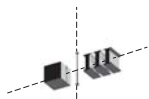


PROPOSED ROOF PLAN



1/4" = 1'





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PROPOSED FLOOR AREA
BLOCKOUT DIAGRAMS &
CALCULATION

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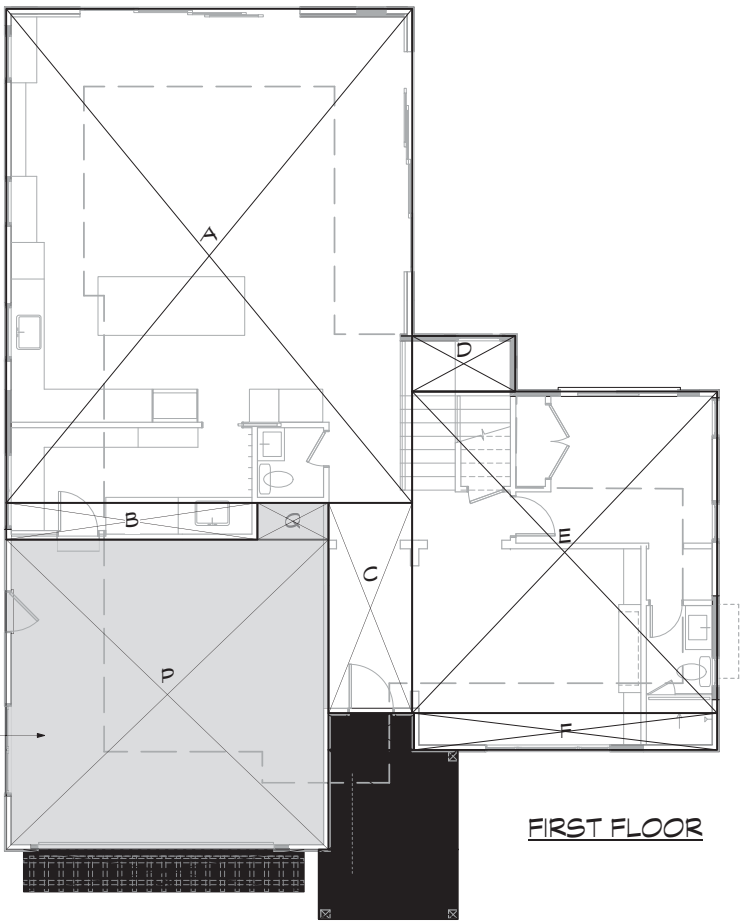
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(NOT TO SCALE SHOWING)

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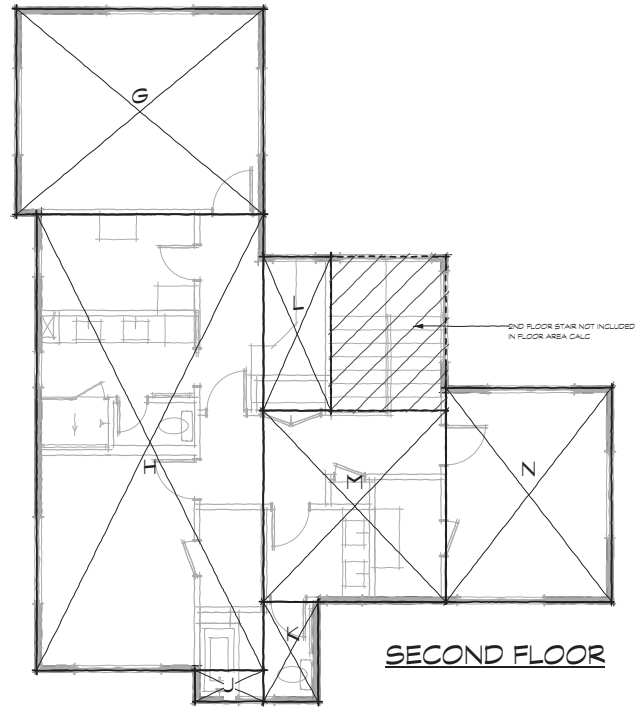
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FIRST FLOOR



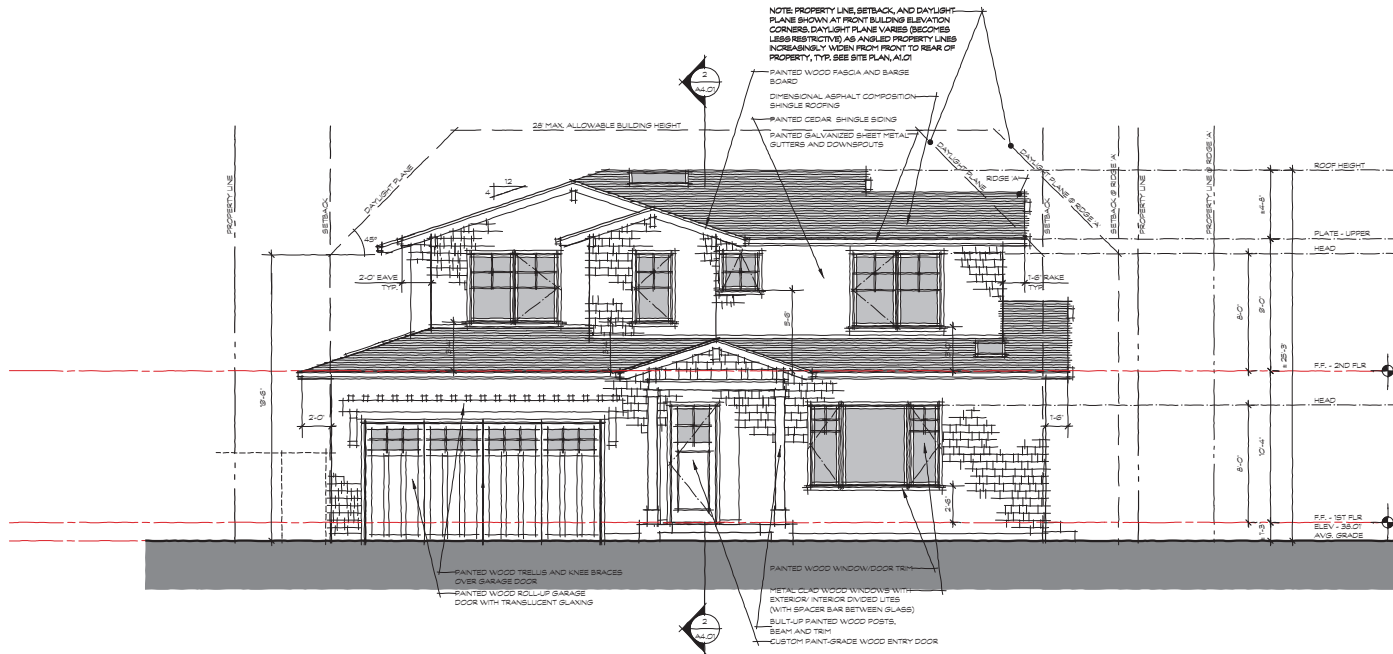
SECOND FLOOR

FLOOR AREA CALCULATION			
	SECTION	DIMENSION	AREA
FIRST FLOOR AREA	A	27'-8" X 33'-8"	932 SF
	B	17'-2" X 2'-6"	43 SF
	C	5'-10" X 14'-4"	84 SF
	D	7'-0" X 3'-10"	27 SF
	E	20'-8" X 21'-11"	453 SF
	F	20'-8" X 2'-6"	52 SF
FIRST FLOOR SUBTOTAL			1591 SF
GARAGE	P	22'-0" X 21'-2"	464 SF
	Q	4'-10" X 2'-6"	12 SF
	FIRST FLOOR TOTAL		
SECOND FLOOR AREA	G	16'-10" X 14'-0"	236 SF
	H	15'-5" X 31'-1"	479 SF
	J	4'-8" X 2'-2"	10 SF
	K	3'-9" X 6'-10"	26 SF
	L	4'-7" X 10'-8"	48 SF
	M	12'-5" X 13'-0"	162 SF
	N	11'-4" X 14'-7"	165 SF
	SECOND FLOOR TOTAL		
TOTAL FLOOR AREA			3,193 SF
SECOND FLOOR AREA	Q	19'-1" X 2'-10"	55 SF
	R	9'-6" X 4'-9"	45 SF
	S	8'-10" X 6'-10"	60 SF
	T	5'-10" X 2'-6"	15 SF
	COVERAGE		

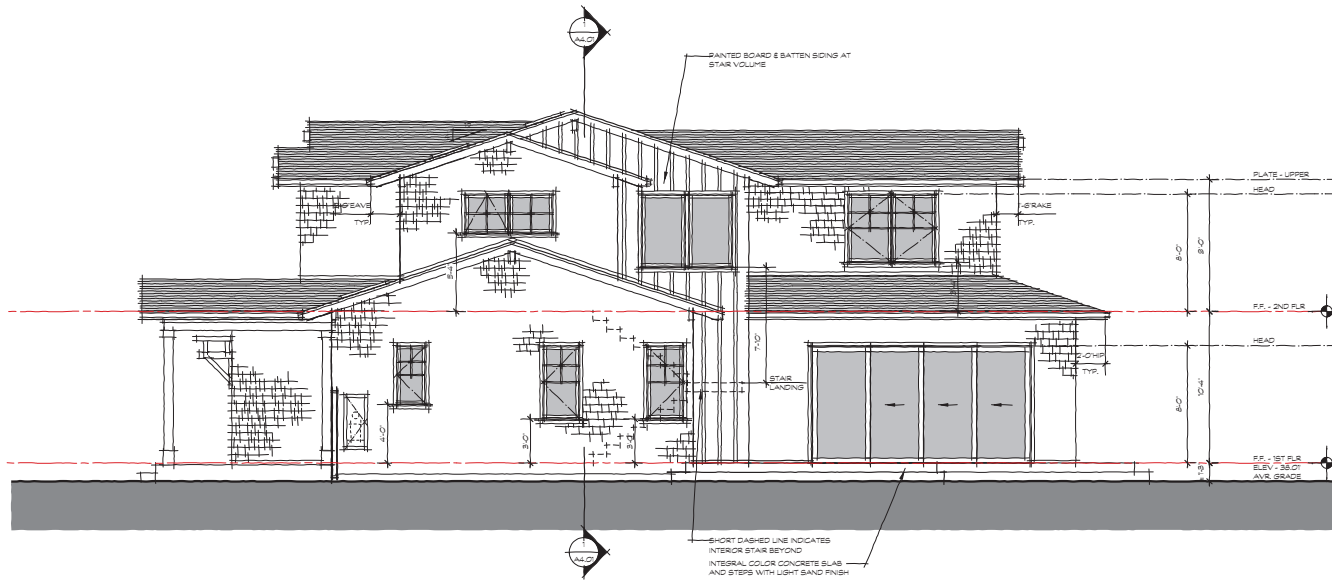
PROPOSED FLOOR AREA BLOCKOUT DIAGRAMS & CALCULATION



1/4" = 1'



PROPOSED FRONT (SOUTH) EXTERIOR ELEVATION



PROPOSED RIGHT SIDE (EAST) EXTERIOR ELEVATION



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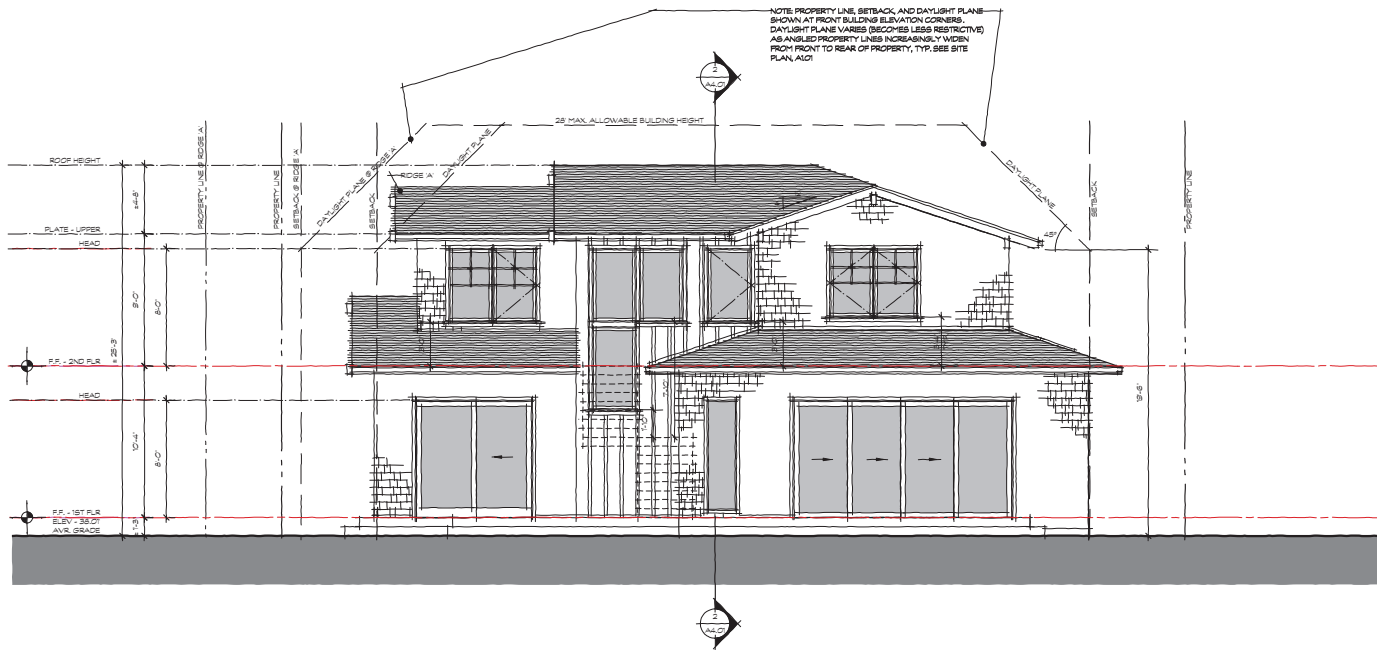
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A3.01

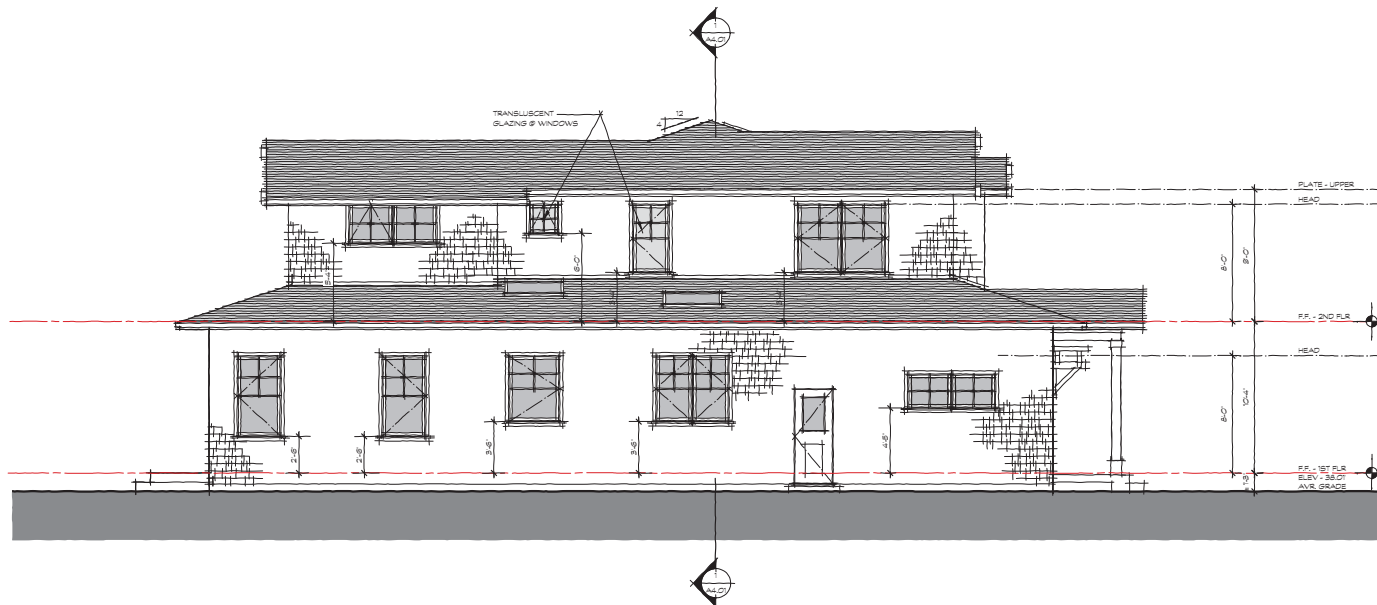
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PROPOSED REAR (NORTH) EXTERIOR ELEVATION



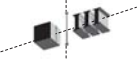
FOR ADDITIONAL INFORMATION, SEE (A3.0)



PROPOSED LEFT SIDE (WEST) EXTERIOR ELEVATION



FOR ADDITIONAL INFORMATION, SEE (A3.0)



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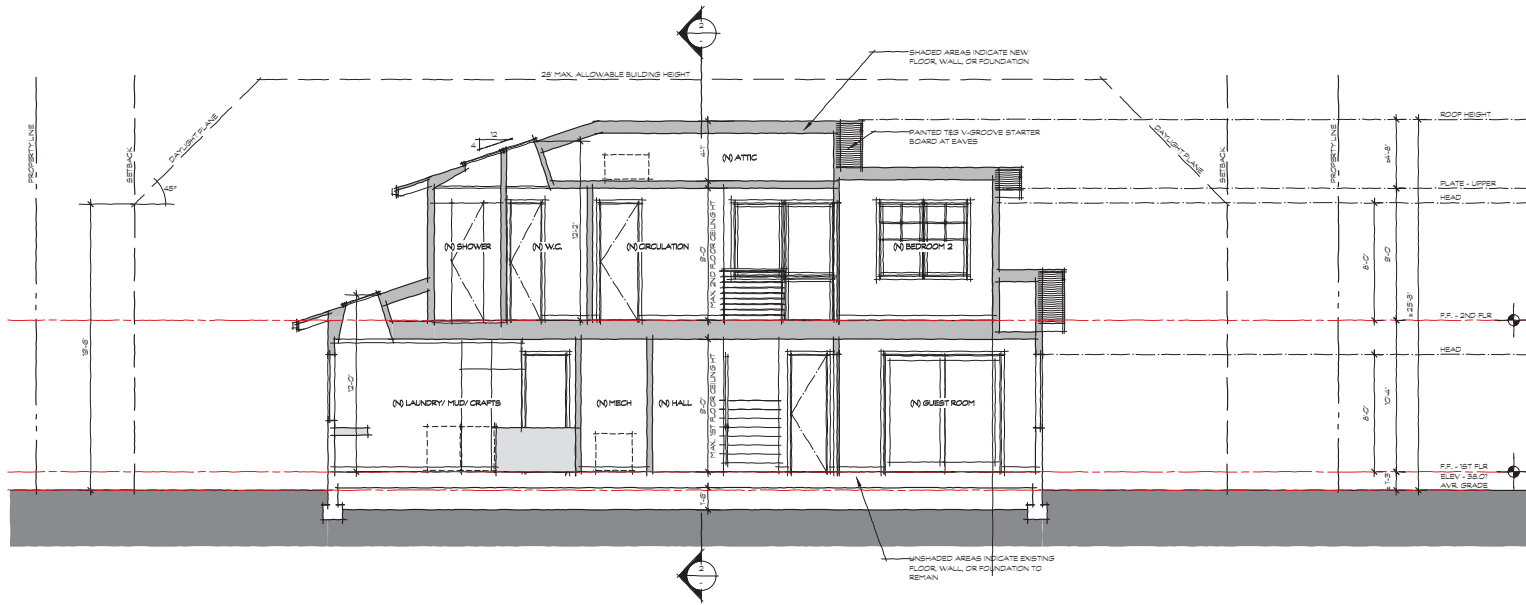
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job no. 1810

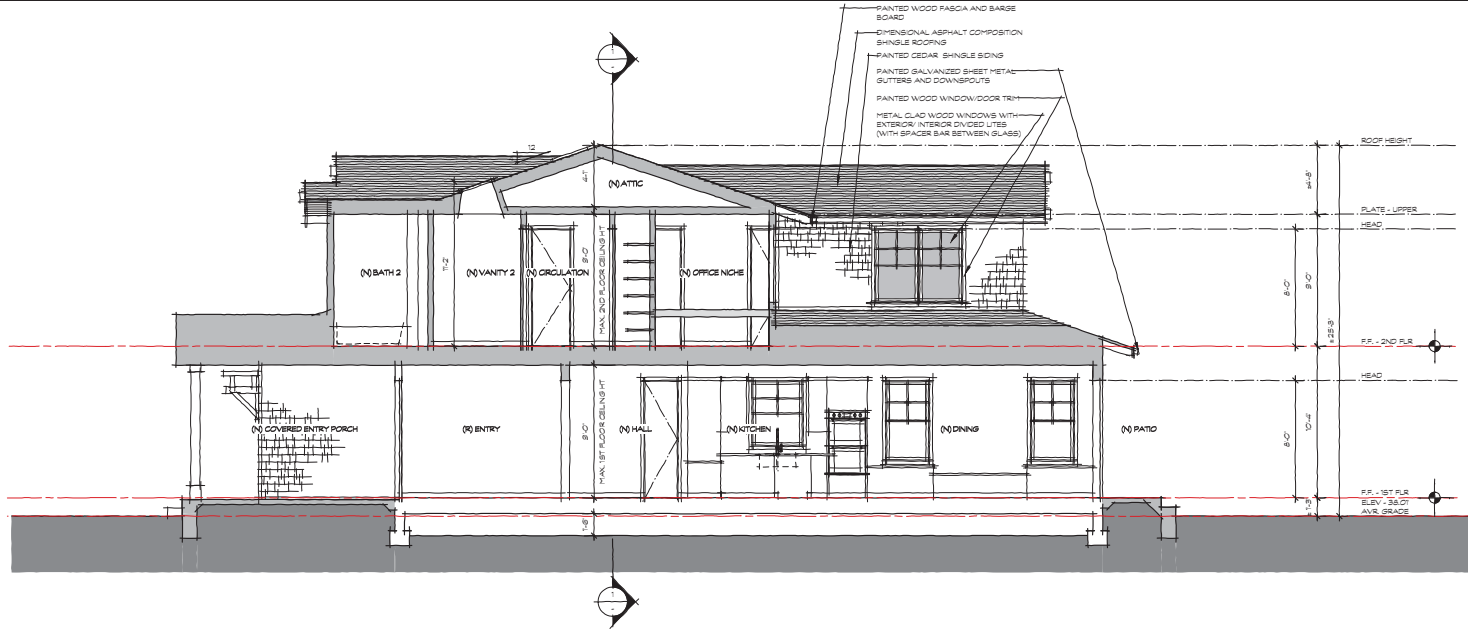
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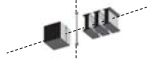
USE PERMIT / VARIANCE APPLICATION PACKAGE - NOT FOR CONSTRUCTION



PROPOSED EAST-WEST BUILDING SECTION



PROPOSED NORTH-SOUTH BUILDING SECTION



square three design studios inc
architecture

900 high street suite 3
palo alto, ca 94301
650 • 326 • 3860

A REVISION / ADDITION FOR:
LORI CALLAGHAN & DAVID ANDEEN
145 EMMA LANE
MENLO PARK, CA 94025

revision	date

USE PERMIT / VARIANCE REV. 07.13.17

sheet title

PROPOSED BUILDING SECTIONS

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date 07.11.17

job no. 18110

scale 1/4" AT FULL SCALE IF NOT 1/4" THIS DRAWING HAS BEEN REPRODUCED (NOT TO SCALE SHOWN)

P.D. 08.25.17

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square three design studios llp

TO:
 City of Menlo Park
 Planning Department
 Attn: Kaitlin Meador

**Residence of David Andeen & Lori Callaghan
 145 Emma Lane, Menlo Park, CA 94025 – project description letter**

• **Purpose of the proposal, existing and proposed uses**

The existing single family residence at 145 Emma lane will be expanded to provide a living environment that meets the owners' lifestyle and needs. The most functional and sensible solution, and coincidentally the owners' preference, is to add a second story.

• **Scope of work**

The existing residence is a one story ranch home. The first floor will be reconfigured to provide an open floor plan (great room) oriented towards the rear yard, a more defined entry and porch, sitting room, guest suite and a combination mud/laundry/craft room located adjacent to the garage and kitchen area. The new second floor contains the private family spaces including the master suite and two children's bedrooms that accommodate the Andeen/Callaghan family with two children.

• **Architectural style, materials, colors, and construction methods**

The proposed two story home has been designed in a traditional beachy, shingle/Hampton aesthetic, the architectural style that appeals to the owners. The exterior finish materials will be dimensional asphalt shingle roofing, painted sheet metal gutters and downspouts, stained or painted cedar shingle siding, light colored metal clad wood windows and painted trim.

• **Basis for site layout**

Because the site is triangular in shape and the existing house is sited on a property in a non-orthogonal manner with regard to the property lines, there aren't good opportunities to add onto the existing first floor in a conventional and functional manner. The Owners, Lori and David, are also interested in preserving the usable yard area they have for out door

functions such as entertaining guests and play areas for their children. The obvious, and preferred, solution to the expansion of the existing house was to build a second floor over the existing ground floor. The new second floor should be arranged in a orthogonal manner with regard to the ground floor below. This will provide the most functional and conventional use of the available square footage. The existing single story house has an 8 foot plate height. With the new design that incorporates a "great room" space, the ceiling height needs to be raised. The best method of doing this while preserving the existing house is to remove the existing roof and ceiling framing, install a new 4x12 solid rim joist around the perimeter walls of the existing house and any remaining interior walls (new interior walls will be conventionally framed to 9 feet high). New engineered second floor truss joists will be installed to bear on top of the new 9 feet top plate. The roof over the first floor will be framed on top of the new second floor truss joists. This new roof framing will very closely replicate the existing roof line around the perimeter but will be raised approximately 2 feet above the old location. The new second floor and roof over the second floor are conventionally framed on top of the new second floor diaphragm. Care has been taken to configure the perimeter of the second floor and the first floor perimeter roofline so that wall corners and roof hip, ridge and valleys align to present a smooth, contiguous roofline.

- **Outreach to neighboring properties**

The Owners, Lori Callaghan and David Andeen, have met with several of their surrounding neighbors and presented their proposed remodel/addition project. The neighbor to the left at 135 Emma lane had a concern about the view from the new tall second floor master bedroom side facing window into their property. Lori and David agreed to raise the sill height of that window to reduce the view line of sight. The window has been reduced in height by 50% (so that the proportions of the new shorter windows match the upper half of the other windows in the room). The sill height of the new smaller window is at 5'6" AFF and the bottom of glass is roughly 2" higher than that.

Attached are signatures from several of the neighbors (including the neighbors at 135 Emma lane) indicating that they have reviewed the drawings of the proposed project and are in support of the proposed project.

Thank you for your consideration.

Regards,

Carl Hesse



square three design studios inc

TO:
 City of Menlo Park
 Planning Department
 Attn: Yesenia Jiminez

September 8, 2017

RE:
 Variance Letter for the property of:
 David Andeen & Lori Callaghan
 145 Emma Lane, Menlo Park 94025

Two variance approvals are being requested as part of the proposed remodel/addition project for David Andeen and Lori Callaghan, 145 Emma Lane, Menlo Park, CA 94025. Variance One request is for the encroachment of several components into the front subdivision setback (details below). Variance Two request is for a very minor encroachment of roof eaves into the side setbacks (details below)

Variance One is a request to allow is for the encroachment of several components, including a new front entry porch roof and columns, a wall mounted trellis over the garage door, one triangular portion of the first floor roof eaves (one at each front corner of the house) and a small area of +/- 54 sf of the proposed new second floor (that is strategically and centrally located over the existing footprint/first floor of the home) into the front subdivision setback.

Below is a bullet point list describing the design background of each of the components that are part of Variance One request:

- The existing house has modest entry that is subordinate to the garage that commands the majority of the front elevation presence. The proposed, centrally located (in terms of property and building width) new single story front entry porch roof projects beyond the front face of the existing garage in an effort to identify the pedestrian entrance to the home, provide weather protection for visitors, while at the same time reducing the prominence of the garage and automobile. The front edge of the proposed entry porch (columns) are set back from the front property line a distance of 25' which is 5' greater than the standard 20' front setback.
- The proposed new wall mounted cantilevered trellis over the roll-up garage door encroaches into the front subdivision setback. This trellis is being proposed as a horizontal design element intended to lower the perceived height of the garage door wall face in an additional effort to reduce the

prominence of the garage door. These first two encroachments are requested so that the front elevation of this home, that is extremely constrained at the front elevation due to the exceptionally narrow frontage, can present an articulated and layered front elevation similar to what other homes on conventional lot widths in the area are able to achieve.

- The proposed new second floor addition has been carefully designed to provide a conventional and functional floor plan layout (3 bedrooms, 2 bathrooms) while at the same time seamlessly integrating over the existing ground level footprint. The footprint of the new second floor roughly centers over the existing ground floor and results in an intentional roofline that seamlessly integrates the two floor levels together (wall corners line up with hips, valleys and ridges). To accomplish this conventional layout, typical of what other two-story homes on conventionally shaped conforming lots in the same area are able to achieve, a small area, 54 sf, of the proposed new second floor encroaches into the front subdivision setback.
- As part of the proposed second story addition to the existing house, the existing roof framing needs to be removed in order to install new floor joists to bear on the top plate of the existing perimeter walls. The roofline will be replaced in replication of the existing in terms of rafter tails, eave projection, etc. A small triangular portion of the continuous hipped roofline, at the front left corner of the house, that wraps around the first floor level of the existing building footprint encroaches into the front subdivision setback and the left side setback, beyond the allowed 18" encroachment, by +/-8". This insignificant encroachment replicates the existing roof encroachment and is necessary in order to properly frame the roof, connecting two perpendicular lines on this triangular shaped property.

Below is a bullet point list describing the design background of Variance Two request:

- As part of the proposed second story addition to the existing house, the existing roof framing needs to be removed in order to install new floor joists to bear on the top plate of the existing perimeter walls. The roofline will be replaced in replication of the existing in terms of rafter tails, eave/rake projection, etc. A small triangular portion of the gable roofline, at the front right corner of the house, that wraps around the first floor level of the existing building footprint encroaches into the right side setback, beyond the allowed 18" encroachment, by +/-13". This insignificant encroachment replicates the existing roof encroachments and is necessary in order to properly frame the roof, connecting two perpendicular lines on this triangular shaped property.

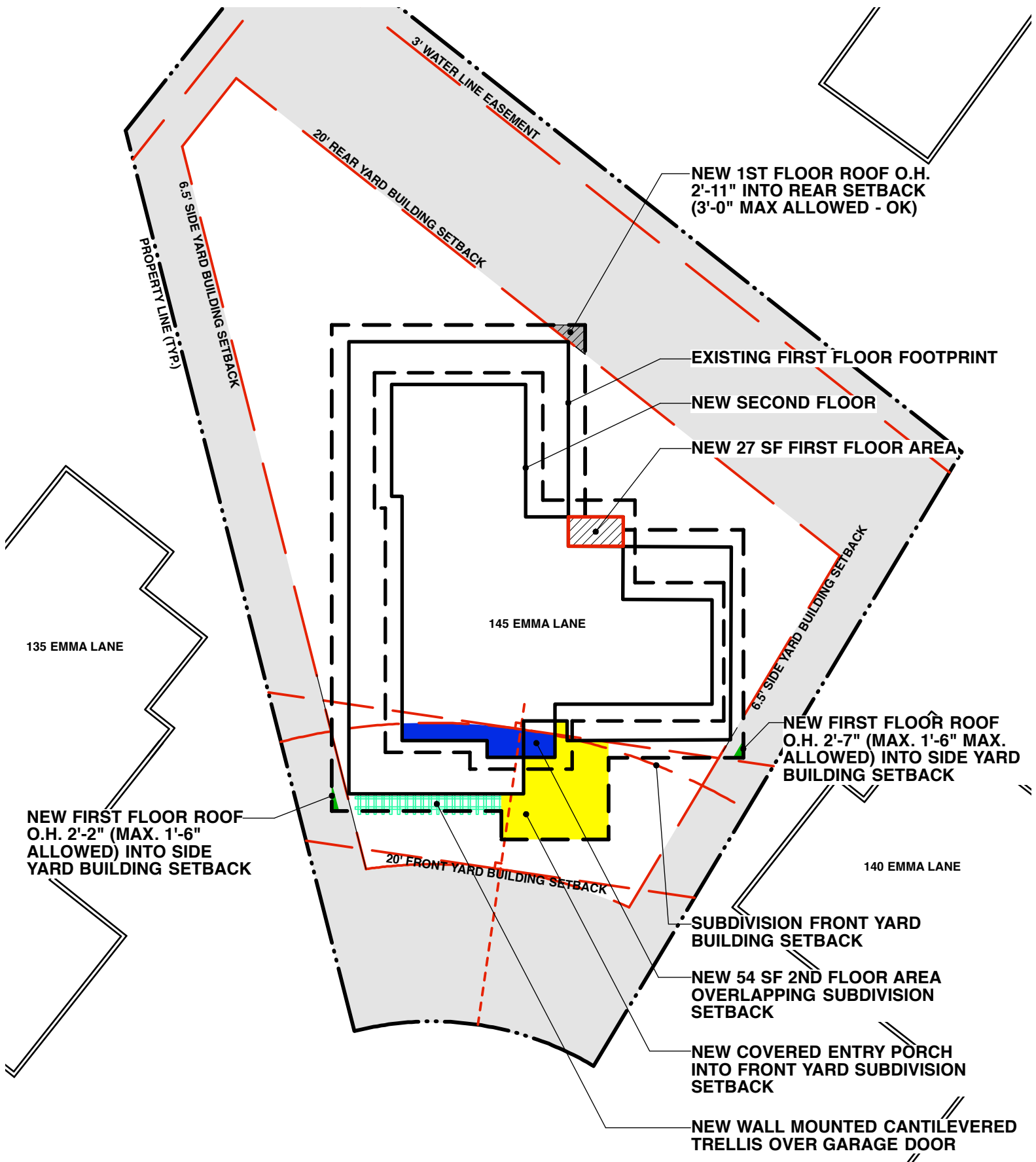
1. A hardship peculiar to the property and not created by any act of the Owner exists:
 - The 8,587 sf (0.20 acre) flat, triangular conforming lot (see attached reference diagram and drawing package) is located on the cul-de-sac street of Emma Lane in Menlo Park. The property frontage is exceptionally narrow at 31.58' (on the radius) and is the narrowest frontage on the street. Because of the narrow frontage and the acute angle of the two side property lines, the required 65' property width subdivision front setback is 38' feet from the front property line as compared to the standard 20' front setback for the R1U zone. The 65' minimum property width subdivision front setback for the adjacent 135 Emma Lane, to the left, is 34' from the front property line and 21' at 140 Emma Lane to the right. Due to the unusual narrowness of the 145 Emma Lane lot frontage, the required 65' property width front subdivision setback is located deeper into the front of the property than most properties in the same R1U vicinity. The existing single story ranch house is very close to being in compliance with side and rear setbacks and is in compliance with regard to the standard R1U 20' front setback. However, a portion of the existing attached two-car garage, which is to remain, encroaches slightly into the required 65' minimum property width subdivision front setback by roughly 8'. The combination of the acute angle of the triangular lot shape and the associated unusual narrowness of the property frontage as well as the location of the existing house, which is to remain, on the site, creates a hardship in terms of being able to conventionally remodel and expand the home in a functional manner.
2. Preservation and enjoyment of substantial property rights possessed by other conforming properties in the vicinity:
 - Additional floor area can be added to the home based on the zoning ordinance formula for allowable floor area: based on the lot area of 8,587sf, the total allowable floor area for the property is 3,196sf where 2,047sf currently exists, hence an additional 1,149sf can be added to the existing home. Due to the constrained triangular shaped lot, it is difficult to add conventionally sized and functioning spaces on the ground level while preserving usable yard. The obvious and conventional solution is to add a new second floor over the preserved footprint of existing single story house. The central positioning of the proposed new second floor over the existing ground level footprint provides for an efficient use of space while architecturally creating a balanced and proportional architectural massing. This leads to the preservation and enjoyment of the property by providing a conventional and functional expanded single family residence that is properly scaled and proportioned similar to other single family residences in the area. Additionally, the proposed second story addition design solution preserves the existing usable yard space which is a common feature possessed by other conforming properties in the vicinity.

3. Granting of the variance will not be materially detrimental to the public health, safety or welfare, or will not impair an adequate supply of light and air to adjacent property:
 - The main component of the variance request is the allowance of 54sf of the new 1,129sf second floor area to encroach into the 65ft min width front subdivision setback (38' from front property line) by a maximum of 4.25ft (see attached reference diagram). This minimal amount of encroachment will not be detrimental to the public health, safety or welfare as it does not create any significant impact on neighboring properties. The new second floor addition, where encroaching into front subdivision setback, is set back 6'10" from the existing first floor building line at the front (south) and left (west) side elevations which is setback an average of 30' from the front property line. The minimum distance from the proposed new second floor (front west corner) to the left (west) side property line, parallel to the property line and side building setback line, is 15ft. Taking all the above factors into account, the requested variance will not be materially detrimental to the public health, safety or welfare, or will not impair an adequate supply of light and air to adjacent properties.
4. The conditions upon which the requested variance is based, would not be applicable, generally, to other properties within the same zoning classification.
 - Most single family R1U properties are generally rectangular in shape which results in the subdivision setback being the same or similar as the required 20' front building setback. The unusual narrowness of this property frontage and the constrained triangular lot shape, forces the subdivision setback line further into the lot area of the acute angle established by the two side property lines as compared to most lots in the same zoning classification.
5. The condition upon which the requested variance is based is an unusual factor that was not anticipated or discussed in any applicable "specific plan process".
 - The project is not within any Specific Plan area. Therefore, a finding regarding an unusual factor does not apply.

Thank you for your consideration.

Regards,

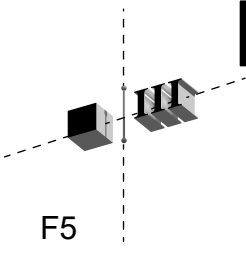
Carl Hesse



square three design studios inc architect's supplemental instructions

architecture
COPYRIGHT 2016 SQUARE THREE DESIGN STUDIOS, INC
 900 high street suite 3
 palo alto, ca 94301
 650 • 326 • 3860

title VARIANCE LETTER GRAPHIC
date 9/8/17
scale 1/16"
project name/no. 16110



Kiely Arborist Services LLC

Certified Arborist WE#0476A

P.O. Box 6187

San Mateo, CA 94403

650-515-9783

March 15, 2017

Square Three Design Studios inc.

Attn: Eric Eichstaedt

900 High Street, Suite 3

Palo Alto, CA 94301

Site: 145 Emma Lane, Menlo Park

Dear Mr. Eichstaedt,

As requested on Tuesday, March 15, 2017, I visited the above site to inspect and comment on the trees. A home addition/remodel is planned for this site and your concerns as to the future health and safety of the trees on site has prompted this visit

Method:

The significant trees on this site were located on a map provided by you. Each tree was given an identification number. This number was inscribed on a metal foil tag and nailed to the trees at eye level. The trees were then measured for diameter at 54 inches above ground level (DBH or diameter at breast height). A condition rating of 1 – 100 was assigned to each tree representing form and vitality using the following scale:

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

The height of each tree was estimated and the spread was paced off. Lastly, a comments section is provided.

145 Emma Lane /3/15/17

(2)

Survey:

Tree#	Species	DBH	CON	HT/SP	Comments
1	Coast live oak (<i>Quercus agrifolia</i>)	8.8	80	15/12	Good vigor, good form, codominant at 10 feet, close proximity to home and neighbors home.
2P	Liquidambar (<i>Liquidambar styraciflua</i>)	31.5	55	60/35	Fair vigor, fair form, large decay pocket at 25 feet, limbs reduced in past, 5.5 feet from driveway, 11.5 feet from corner of home. 10 times diameter=26'.
3	Coast live oak (<i>Quercus agrifolia</i>)	8.5	75	12/10	Good vigor, fair form, codominant at 5 feet with poor crotch.
4	Marina madrone 6@base (<i>Arbutus 'Marina'</i>)		80	12/10	Good vigor, good form, young tree.
5P	Coast live oak (<i>Quercus agrifolia</i>)	40est	80	35/50	Good vigor, fair form, codominant at 10 feet, spreading canopy, leans north east, good crotches throughout tree, well maintained, no turf out to dripline, aesthetically pleasing, recommended to prop. 10 times diameter=33.3'
6*P	Magnolia (<i>Magnolia grandiflora</i>)	20est	55	25/20	Fair vigor, fair to poor form, codominant at base, minor deadwood in canopy, 1 foot from property line, limited visual inspection. 10 times diameter=16.6'
7*	Orange (<i>Citrus spp.</i>)	8est	70	12/15	Good vigor, fair form, 2 feet from property line, good fruit producer.
8*P	Redwood (<i>Sequoia sempervirens</i>)	30est	50	45/20	Fair vigor, poor form, top failed in past, 20 feet from property line. 10 times diameter=25'.
9P	Coast live oak (<i>Quercus agrifolia</i>)	7.1	50	20/8	Fair vigor, fair form, poor location underneath utilities, future problem. Street tree, 10 times diameter=5.9'
10*	Saucer magnolia (<i>Magnolia x soulangeana</i>)	10est	80	20/25	Good vigor, good form, aesthetically pleasing, estimated 10 feet from property line.

*Indicates neighbor's trees P-Indicates protected tree R-Indicates tree proposed for removal.

Summary:

The trees on site are a mix of native and imported trees. All of the trees surveyed are in fair to good condition. Native oak trees with a diameter of 10 inches or larger are protected in the city of Menlo Park, all other trees with a diameter of 15 inches or larger are also protected. Proposed work on this site consist of a second story addition, new driveway, a small first story addition, walkways, and a patio.

Coast live oak tree #1 is located on the property line to the east, in close proximity to the home and neighbors home. This tree is in good condition and will one day be a great asset to the property as the tree matures. This tree is under the protected size in the city of Menlo Park.



Showing liquidambar #2

Liquidambar tree #2 is a protected tree. Any excavation within the trees calculated tree protection zone (10 times diameter=26 feet) will need to be documented by the site arborist. This tree is on the property line to the west and is considered a shared tree. This tree has a large decay pocket at 25 feet. The extent of decay is not know. Limbs on the tree have been reduced in the past to lessen the chance of limb failure. This type of pruning should continue every 3-5 years. The existing driveway is 5.5 feet away from the large liquidambar tree. The roots of the liquidambar tree have heavily damaged the existing driveway. A new driveway is proposed in the same general location as the existing driveway. The existing driveway should stay in place for as long as possible during the construction process, as the driveway is protecting the roots.

At the end of the project when it is time to start the driveway work the site arborist must be notified so that proper documentation can take place. All existing driveway material must be removed by hand when within 26 feet of this tree. A jackhammer can be used to break the material into small hand manageable sized pieces. All existing base rock material must also be removed by hand. Any excavation in this area must take place by hand. Roots shall be exposed and remain damage free for the site arborist to view. All roots shall be wrapped with burlap and kept moist once exposed, by soaking the burlap multiple times a day. The new driveway's base rock material shall be structural soil. Structural soil can be packed around the existing roots and compacted to engineering standards. Structural soil should completely cover all exposed roots so that no roots need to be cut. Driveway material shall then be placed on top of the structural soil. With the use of structural soil impacts to the tree are expected to be minor to nonexistent as no roots will be cut. The use of an air spade is highly recommended when excavating near this tree.

Coast live oak tree #3 is located on neighbors property to the west, in close proximity to the existing driveway. This tree is in good condition and will one day be a great asset to the property as the tree matures. This tree is under the protected size in the city of Menlo Park. Using structural soil for the driveway will also help this tree as conditions will be more favorable for the tree.



Marina madrone tree #4 is in good condition. This tree has a diameter of 6 inches making it a non protected tree. Removal of this tree is proposed as work consisting of a patio is proposed near this tree. If the owner would like to keep this tree it is of a transplantable size.

Showing marina madrone #4



Coast live oak tree #5 is in good condition. This tree is well placed in the corner of the backyard. The tree has a large spreading canopy and is very aesthetically pleasing to the eye. The tree has been well maintained in the past through pruning. All turf has been removed out to the tree's dripline and the root crown of the tree is well exposed. The trunk of the tree bends to the north. In order to reduce the load on the tree from the tree's bend a prop is recommended to be installed. This would likely extend the life of the tree as extra support would be put in place for the tree. No work is proposed near this tree. Because this is a protected tree, tree protection fencing must be place at 10 times diameter(33.3 feet) where possible. No impacts to this tree are expected.

Showing oak tree #5

Neighbor's magnolia tree #6 is a protected tree. Tree protection fencing will need to expand off the existing property line fence to a distance of 16.6 feet from this tree (10 times diameter), where possible. No impacts are expected to occur to this tree.

Neighbor's orange tree #7 is under the protected size. No excavation work is proposed near this tree, therefore no impacts are expected.

Redwood tree #8 is a protected tree located on the neighbor's property to the north. The tree is 20 feet from the property line and not expected to be impacted by the proposed construction. Existing property line fence shall serve as tree protection fencing.

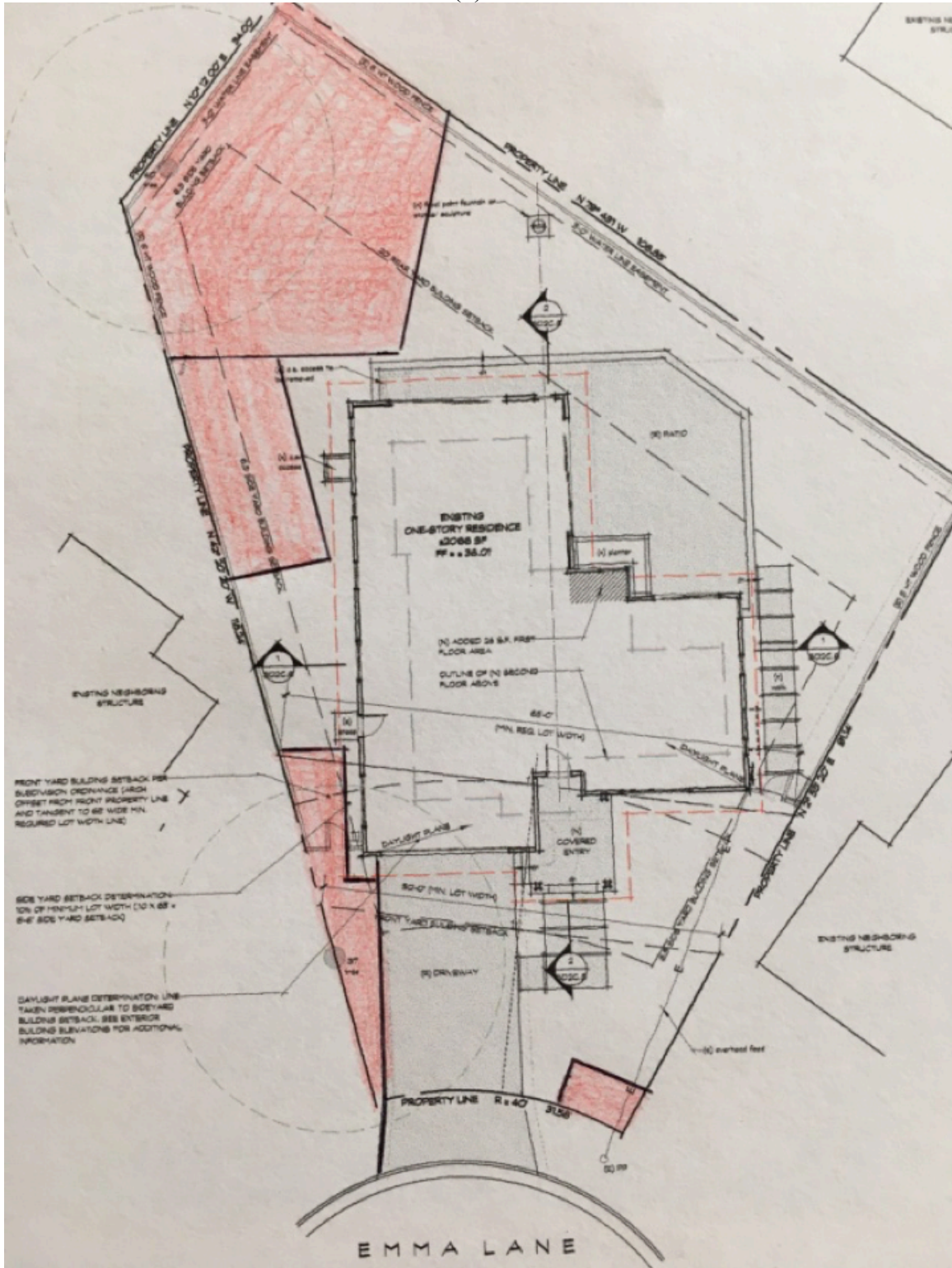
Coast live oak tree #9 is considered a street tree because it is in the right-of-way. All street trees are protected regardless of size in the city of Menlo Park. This tree is poorly located directly underneath utility lines. In the future this tree will need to be pruned for line clearance. This tree is likely a volunteer that grew naturally in this location. Tree protection for this tree must be placed at 5.9 feet (10 times diameter) from this tree.

Saucer magnoli#10 is located on the neighbor's property to the west. The tree is an estimated 10 feet from the property line. No impacts are expected for this tree. The following tree protection plan will help to ensure that the trees will survive the construction process.

Tree Protection Plan:

Tree Protection Zones

Tree protection zones should be installed and maintained throughout the entire length of the project. Fencing for tree protection zones 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 for the protected trees on site should be placed at 10 times the tree diameter where possible. Where not possible because of proposed work or existing hardscapes, the tree protection fencing shall be placed at the edge of the proposed work or existing hardscapes. No equipment or materials shall be stored or cleaned inside the protection zones. Areas where tree protection fencing needs to be reduced for access, should be mulched with 6" of coarse wood chips with ½ inch plywood on top. The plywood boards should be attached together in order to minimize movement. The spreading of chips will help to reduce compaction and improve soil structure. All tree protection measures must be installed prior to any demolition or construction activity at the site. On the next page is a diagram showing the recommended tree protection fencing locations for the protected trees on site as well as off site.



Red areas showing the mandatory tree protection for the protected trees on and off site. All other trees are recommended to be protected by tree protection fencing placed at the dripline if to be retained.

Landscape Buffer

Where tree protection does not cover the entire root zone of the trees (10X diameter), or when a smaller tree protection zone is needed for access, a landscape buffer consisting of wood chips spread to a depth of six inches with plywood or steel plates placed on top will be placed where foot traffic is expected to be heavy. The landscape buffer will help to reduce compaction to the unprotected root zone.

Root Cutting and Grading

Any roots to be cut 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 and Excavation

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, will require the covering of all exposed roots with burlap and be kept moist. The trenches will also need to be covered with plywood to help protect the exposed roots.

145 Emma Lane /3/15/17

(7)

Irrigation

Normal irrigation shall be maintained on this site at all times. The imported trees will require normal irrigation. On a construction site, I recommend irrigation during winter months, 1 time per month. Seasonal rainfall may reduce the need for additional irrigation. During the warm season, April – November, my recommendation is to use heavy irrigation, 2 times per month. This type of irrigation should be started prior to any excavation. The irrigation will improve the vigor and water content of the trees. 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. None of the native oak trees should be irrigated unless their root zones are traumatized.

Demolition

All tree protection must be in place prior to the start of demolition. Demolition equipment must enter the project from the existing driveway. If vehicles are to stray off the drive the area within the dripline of a protected tree must be covered with 6 inches of wood chips and steel plates or 11/4 inch plywood. The city of Menlo Park requires inspections before demolition and before construction to make sure the trees are being well protected.

Inspections

It is the contractor's responsibility to contact the site arborist when work is to take place within 10 times the diameter of a protected tree on site, so that proper documentation can take place

with mitigation measures recommended. Kielty Arborist Services can be reached by email at kkarbor0476@yahoo.com or by phone at (650) 515-9783 (Kevin) or (650) 532-4418 (David).

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

Kielty Arborist Services

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

ARBORIST DISCLOSURE STATEMENT

Arborists are tree specialists who use their education, knowledge, training and experience to examine trees, recommend measures to enhance the beauty and health of trees, and attempt to reduce the risk of living near trees. Clients may choose to accept or disregard the recommendations of the arborist, or seek additional advice.

Arborists cannot detect every condition that could possibly lead to the structural failure of a tree. Trees are living organisms that fail in ways we do not fully understand. Conditions are often hidden within trees and below ground. Arborists cannot guarantee that a tree will be healthy or safe under all circumstances, or for a specified period of time. Likewise, remedial treatments, like a medicine, cannot be guaranteed.

Treatment, pruning, and removal of trees may involve considerations beyond the scope of the arborist's services such as property boundaries, property ownership, site lines, disputes between neighbors, landlord-tenant matters, etc. Arborists cannot take such issues into account unless complete and accurate information is given to the arborist. The person hiring the arborist accepts full responsibility for authorizing the recommended treatment or remedial measures.

Trees can be managed, but they cannot be controlled. To live near a tree is to accept some degree of risk. The only way to eliminate all risks is to eliminate all trees.

Arborist: _____
Kevin R. Kielty

Date: March 15, 2017

SUBJECT: PROPOSED ADDITION TO ANDEEN/CALLAGHAN RESIDENCE AT 145 EMMA LANE, MENLO PARK, CA

TO: PLANNING DEPARTMENT
COMUNITY DEVELOPMENT DEPARTMENT
MENLO PARK, CA

I/We have reviewed the design drawings depicting the proposed addition to the residence of David Andeen and Lori Callaghan at 145 Emma Lane, Menlo Park, CA 94025. My/Our signature below represents my/our understanding and support of the proposed project.

Name: Greta Kim

Address: 427 Oak Ct.

Signature: [Handwritten Signature]

pls. send pdf elevations gretakim@gmail.com

Name: Barbara Kent

Address: 130 Emma Lane

Signature: Barbara A Kent

Name: Guine & Harold Sweeney

Address: 415 Oak Court

Signature: [Handwritten Signature]

Name: Nasrin Sheikholeslam

Address: 150 Emma Lane

Signature: [Handwritten Signature]

Name: SACHIN REKHI

Address: 135 EMMA LN

Signature: [Handwritten Signature]

Name: _____

Address: _____

Signature: _____

Name: _____

Address: _____

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Name: _____

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Signature: _____

Name: _____

Address: _____

Signature: _____



STAFF REPORT

Planning Commission

Meeting Date: 9/25/2017
Staff Report Number: 17-062-PC

Public Hearing: Use Permit/ /1047 Del Norte Avenue

Recommendation

Staff recommends that the Planning Commission approve a use permit to construct a second story addition and perform interior and exterior modifications to an existing nonconforming, single-story single-family residence on a substandard lot with respect to width in the R-1-U (Single Family Urban Residential) zoning district. The value of the proposed work would exceed 50 percent of the existing replacement value of a nonconforming structure within a 12-month period, and therefore require use permit. 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 1047 Del Norte Avenue, abutting Flood Park in the Flood Triangle neighborhood. Using Del Norte Avenue in the north-south orientation, the subject property is adjacent to Flood Park, on the west side of Del Norte Avenue between Iris Lane and Oakwood Place. A location map is included as Attachment B.

With the exception of Flood Park, which is zoned OSC (Open Space and Conservation), and the Haven Family House at 260 Van Buren Road, which is a transitional housing use, the subject property is surrounded by single-family residences that are zoned R-1-U (Single Family Urban). There are a mix of single-story and two-story residences along Del Norte Avenue and throughout the neighborhood. The older residences in the neighborhood are generally one story in height, while the two-story residences are a combination of newer residences and older residences with second floor additions. The single-story residences in the neighborhood tend to have a ranch architectural style, while some of the two-story residences were built in a contemporary architectural style. Of note, the Planning Commission approved a two-story residence at 1074 Del Norte at the meeting of September 11, 2017.

Analysis

Project description

The subject site is currently occupied by a single-story residence that is nonconforming with regard to the right side yard setback and the daylight plane for a single-story residence. The applicant is proposing to

maintain and remodel the existing 1,957-square-foot residence with a one-car garage and construct a second floor addition of approximately 712 square feet. With the new addition, the residence would become a four-bedroom, three-bathroom home.

The existing nonconforming walls at the right side of the residence are proposed to remain with the wall framing retained, but all areas of new construction would comply with current setback requirements of the R-1-U zoning district. The existing right side of the roof would remain nonconforming with respect to the daylight plane. The proposed gable on the right side of the new roof structure over the second floor would encroach approximately six inches into the daylight plane where a five foot encroachment is allowed. The floor area and height of the proposed residence would be below the maximum amounts permitted by the Zoning Ordinance. A data table summarizing parcel and project attributes is included as Attachment C. The project plans and the applicant's project description letter are included as Attachments D and E, respectively.

Design and materials

As described by the applicant, the new residence would be consistent with the architectural style of the existing residence. The second story would feature painted cedar shingle siding to complement the existing painted plaster at the first floor. The applicant has proposed to remove portions of the roof at the front for the creation of two dormers, one centered over the new wood garage door and another centered above a redesigned front porch framed by a new gable roof. The front façade would be further modified with new simulated true divided lite windows with wood trim and a new wood garage door. The chimney on the right side of the home would be replaced with a smaller chimney framing the second story addition at the right. The distinction between wood and plaster siding continues on the three other elevations to add depth and dimension to the design.

The proposed second floor would be concentrated on the right side however, the addition would be set in on all sides from the building footprint of the first floor to lessen the massing and privacy impact of the second floor. There are no second-story windows proposed on the right side elevation, and the three second story windows on the left have a minimum sill heights of four feet, three inches to further promote privacy for the neighbors. Staff believes that the scale, materials, and style of the proposed residence are consistent with the broader neighborhood.

Trees and landscaping

Currently, there are two non-heritage trees on the subject site, one of which is located in the public right-of-way in front of the home. The trees are proposed to remain. Standard heritage tree protection measures will be ensured through recommended condition 3g.

Valuation

To calculate the replacement and new construction costs on which the use permit threshold is based, the City uses standards established by the Building Division. The City has determined that the replacement cost of the existing structure would be \$355,420, meaning that the applicants would be allowed to propose new construction and remodeling at this site totaling less than \$177,710 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 \$233,743. 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 received no correspondence related to this proposal.

Conclusion

Staff believes that the design for the proposed residence would be compatible with those of the greater neighborhood. In particular, the proposed massing and location of the second floor addition reduce potential privacy concerns by neighbors, and the material selections will improve the visual quality of the residence. The floor area, building coverage, and height of the proposed residence would all be below the maximum amounts permitted by the Zoning Ordinance, and the new additions would be within the setback and daylight plane requirements. Staff recommends that the Planning Commission approve the proposed project.

Impact on City Resources

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

Environmental Review

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

Public Notice

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

Appeal Period

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

Attachments

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

Disclaimer

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

Exhibits to Be Provided at Meeting

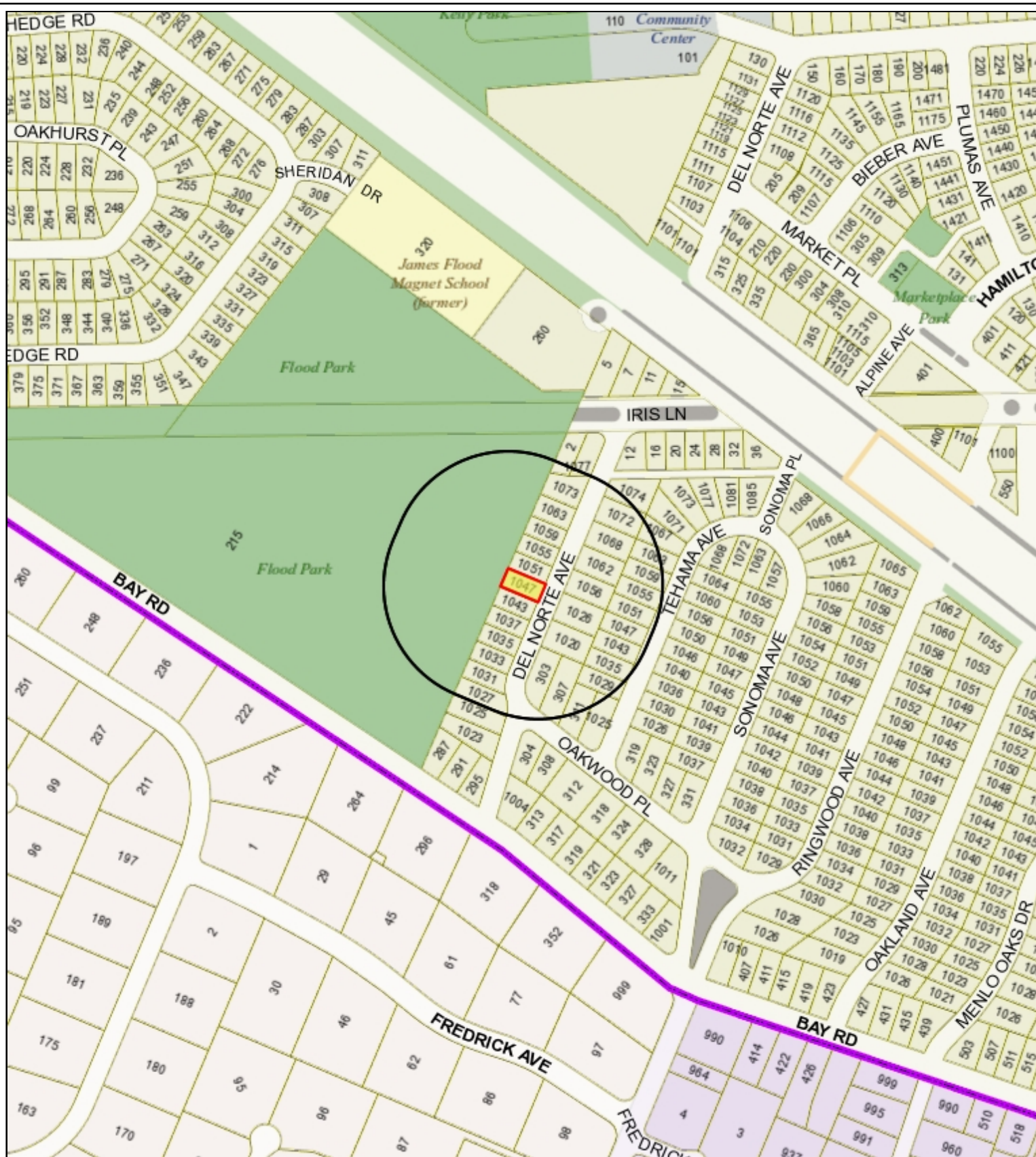
None

Report prepared by:
Ori Paz, Planning Technician

Report reviewed by:
Deanna Chow, Principal Planner

1047 Del Norte Avenue – Attachment A: Recommended Actions

LOCATION: 1047 Del Norte Avenue	PROJECT NUMBER: PLN2017-0062	APPLICANT: Adam Bittle	OWNER: Brian & Janne Wise
REQUEST: Request for a use permit to construct a second story addition and perform interior and exterior modifications to an existing nonconforming, single-story single-family residence on a substandard lot with respect to width in the R-1-U (Single Family Urban Residential) zoning district. The value of the proposed work would exceed 50 percent of the existing replacement value of a nonconforming structure within a 12-month period, and therefore require use permit.			
DECISION ENTITY: Planning Commission	DATE: September 25, 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 Allure Architecture consisting of 10 plan sheets, dated received September 20, 2017, and approved by the Planning Commission on September 25, 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 Heritage Tree Ordinance. 			



CITY OF
MENLO PARK

City of Menlo Park
Location Map
1047 Del Norte Ave



Scale: 1:4,000

Drawn By: OP

Checked By: DMC

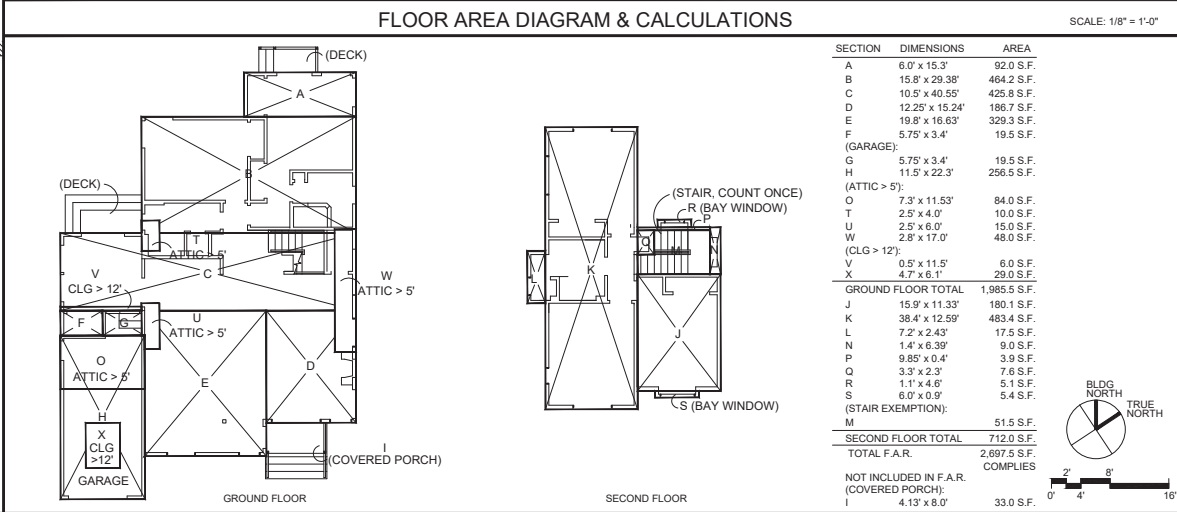
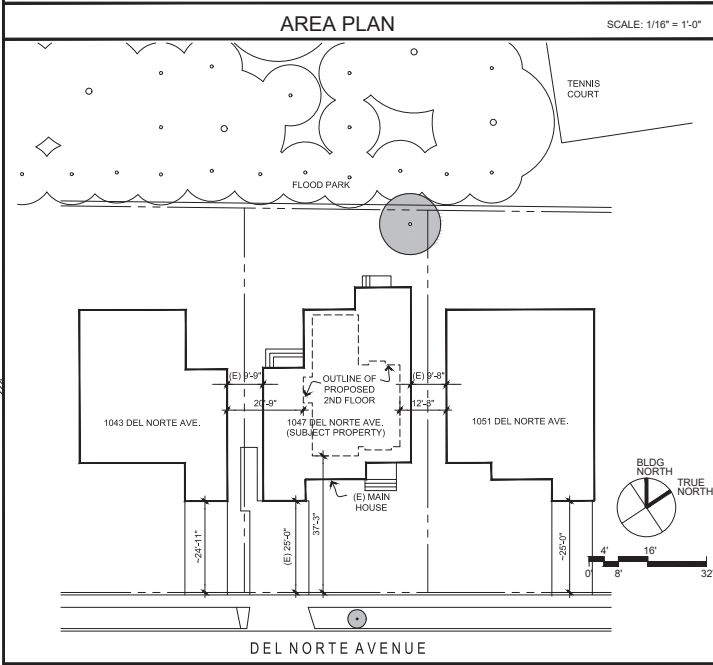
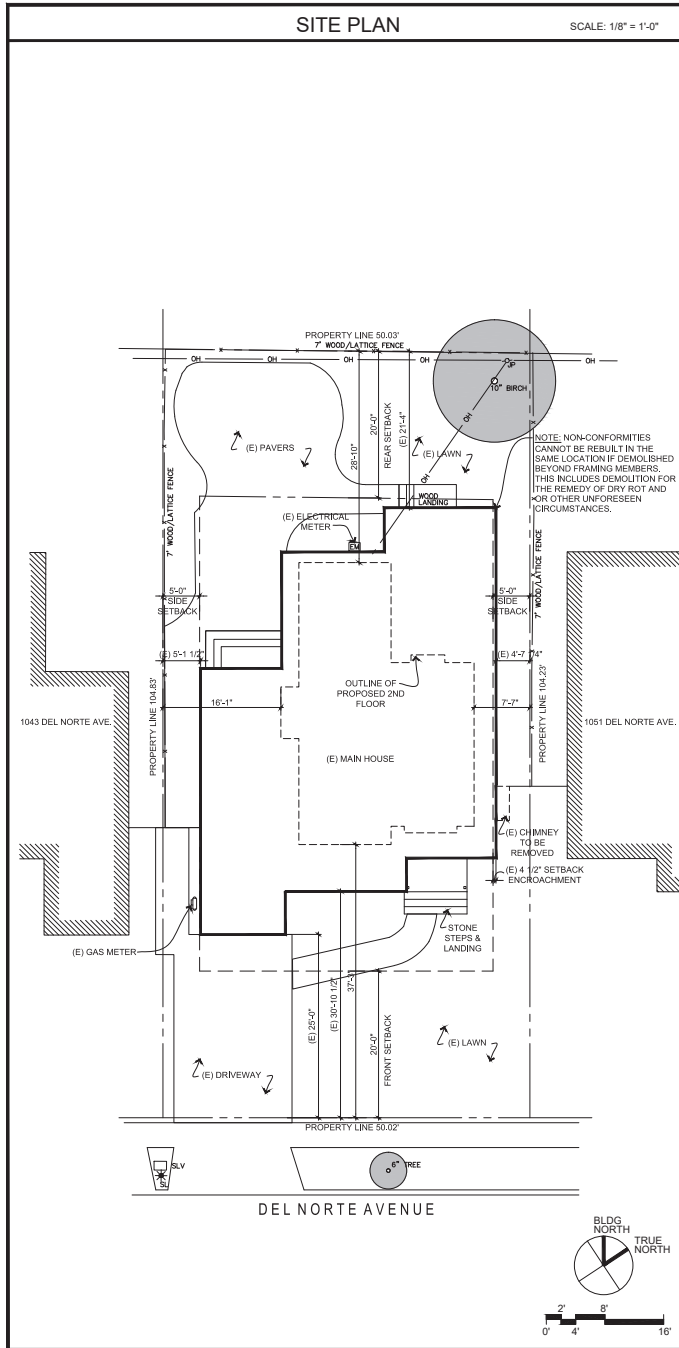
Date: 9/25/2017

Sheet: 1

	PROPOSED PROJECT	EXISTING PROJECT	ZONING ORDINANCE
Lot area	5,229 sf	5,229 sf	7,000 sf min.
Lot width	50.0 ft.	50.0 ft.	65 ft. min.
Lot depth	104.2 ft.	104.3 ft.	100 ft. min.
Setbacks			
Front	25.0 ft.	25.0 ft.	20 ft. min.
Rear	21.3 ft.	21.3 ft.	20 ft. min.
Side (left)	5.1 ft.	5.1 ft.	5 ft. min.
Side (right)	4.6 ft.	4.6 ft.	5 ft. min.
Building coverage	1,826.5 Sf 34.9 %	1,855.1 sf 35.5 %	1,830.2 sf max. 35 % max.
FAL (Floor Area Limit)	2,739.1 sf	1,912.5 sf	2,800 sf max.
Square footage by floor	1,508.6 sf/1st 712 sf/2nd 276.0 sf/garage 193.5 sf/attic 49.0 sf/>12ft 8.9 sf/fireplace 33.0 sf/porches	1,506.4 sf/1st 276.0 sf/garage 19.7 sf/fireplace 53.4 sf/porches 200.5 sf/>17ft	
Square footage of buildings	2,781.0 sf	2,056.0 Sf	
Building height	22.5 ft.	20.5 ft.	28 ft. max.
Parking	1 covered	1 covered	1 covered/1 uncovered
Note: Areas shown highlighted indicate a nonconforming or substandard situation.			

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

*Includes one tree in the right-of-way.



DRAWING INDEX

• A1 COVER SHEET, SITE PLAN, FLOOR AREA CALCULATIONS	• A7 EXTERIOR ELEVATIONS
• SU-1 TOPOGRAPHIC SURVEY	• A8 SECTIONS, NON-CONFORMING WORK VALUE CALCULATION & DIAGRAMS
• A2 EXISTING & PROPOSED PLANS	• A9 SECTIONS
• A3 PROPOSED PLAN, ROOF PLAN	
• A4 EXTERIOR ELEVATIONS	
• A5 EXTERIOR ELEVATIONS	
• A6 EXTERIOR ELEVATIONS	

PROJECT DIRECTORY

OWNER:	Janne & Bryan Wise 1047 Del Norte Avenue Menlo Park, CA 94025	
ARCHITECT:	Architecture Allure, Inc. 1501 Mariposa Street, Suite 308 San Francisco, CA 94103	Adam Bittle Tel: (650) 208-1204 adam@archallure.com
SURVEYOR:	BGT Land Surveying 1206 S. Amphlett Blvd., Suite 3 San Mateo, CA 94402	Tel: (650) 212-1030

PROJECT DATA

PROJECT LOCATION:	1047 DEL NORTE AVENUE
A.P.N.:	062-031-080
ZONING:	R-1U (SINGLE FAMILY URBAN RESIDENTIAL)
SIZE OF PROPERTY:	5,229 SF
LOT COVERAGE:	
ALLOWED (ONE STORY):	40(5,229 SF) = 2,091.6 SF
ALLOWED (TWO STORY):	39(5,229 SF) = 1,830.15 SF
EXISTING SITE COVERAGE:	1,855.5 SF
PROPOSED SITE COVERAGE:	1,826.5 SF (COMPLIES)
TOTAL FLOOR AREA LIMIT:	
MAXIMUM ALLOWED (TOTAL):	2,800 SF
MAXIMUM ALLOWED (2ND STORY):	50(2,800 SF) = 1,400 SF
EXISTING:	1,956.5 SF
PROPOSED:	1,956.5 SF
	712.0 SF (SECOND FLOOR ADDITION)
	2,697.5 SF TOTAL FLOOR AREA (COMPLIES)
	(SEE FLOOR AREA CALCULATIONS ON SHEET A1)

ARCHITECTURE ALLURE
Architecture + Interiors

LICENSED ARCHITECT
ADAM J. BITTLE
No. C-31938
Exp. 01/31/2019
STATE OF CALIFORNIA

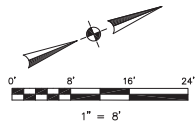
WISE RESIDENCE
1047 DEL NORTE AVENUE
MENLO PARK, CALIFORNIA
APN: 062-031-080

DATE: 06/17/17
DRAWN BY: [Signature]
CHECKED BY: [Signature]
DATE: 06/17/17
REVISION: PLANNING REVIEW
DATE: 06/17/17
REVISION: PLANNING RESUBMITTAL

COVER SHEET, SITE PLAN, FLOOR AREA CALCS

SCALE: AS NOTED

A1



FLOOD PARK

BASIS OF BEARINGS

BEARINGS SHOWN TAKEN FROM THE SUBDIVISION MAP ENTITLED, "BELLE HAVEN CITY" WHICH WAS FILED FOR RECORD IN VOLUME 18 OF MAPS PAGES 43-45, SAN MATEO COUNTY RECORDS.

BENCHMARK

ELEVATIONS SHOWN HEREON ARE BASED UPON NAVD 88 DATUM BASED UPON A GPS SURVEY USING A LEICA SMARTROVER AND TYING INTO THE LEICA SMARTNET GPS SYSTEM OF CONTROL. LOCAL BENCHMARK IS THE MAG NAIL WITH STAINLESS STEEL WASHER WITH AN ELEVATION OF 20.81 FEET.

NOTES:

I CERTIFY THAT THE PARCEL BOUNDARY WAS ESTABLISHED BY ME OR UNDER MY DIRECT SUPERVISION AND IS BASED UPON A FIELD SURVEY AND I CERTIFY THAT MONUMENTS SHOWN ARE OF THE CHARACTER STATED AS OF THE DATE OF THE FIELD SURVEY SHOWN BELOW.

BGT RELIED UPON A FIDELITY NATIONAL TITLE COMPANY PRELIMINARY TITLE REPORT, ORDER NO. 08-5014099, AS TITLE REFERENCE. NO EASEMENTS WERE REFERENCED WITHIN SAID REPORT, DESPITE THE EXISTING OVERHEAD LINES WHICH RUN ALONG THE REAR OF SUBJECT PROPERTY. UTILITIES SHOWN HEREON TAKEN FROM VISUAL SURFACE EVIDENCE AND SHOULD BE CONSIDERED AS APPROXIMATE ONLY. ACTUAL LOCATIONS OF UTILITIES MAY VARY. TRUE LOCATION OF UTILITIES CAN ONLY BE OBTAINED BY EXPOSING THE UTILITY.

TREE LOCATIONS SHOWN HEREON ARE SHOWN SYMBOLICALLY WITH SYMBOL SIZES BASED UPON TRUNK DIAMETER AT CHEST HEIGHT, AT THE LOCATION WHERE THE TREE ENTERS THE GROUND SURFACE. LOCATIONS AND SIZES OF TREE TRUNKS CAN ONLY BE CONSIDERED APPROXIMATE UNLESS OTHERWISE STATED ON THE MAP. TREES OF TRUNK DIAMETER SIZES OF 6 INCHES OR GREATER WERE LOCATED BY THE FIELDCREW.

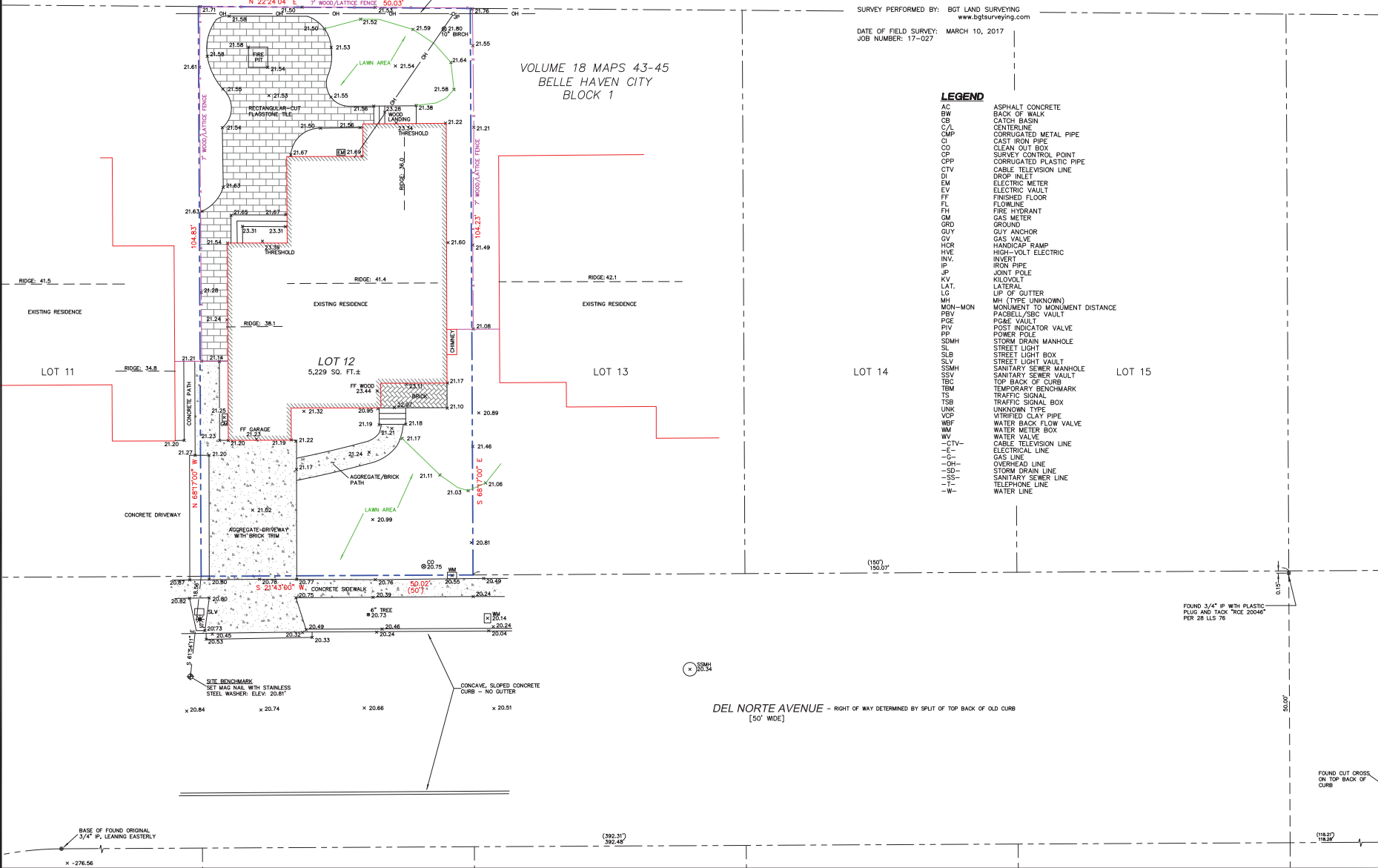
SURVEY PERFORMED BY: BGT LAND SURVEYING
www.bgtlandsurveying.com

DATE OF FIELD SURVEY: MARCH 10, 2017
JOB NUMBER: 17-027

VOLUME 18 MAPS 43-45
BELLE HAVEN CITY
BLOCK 1

LEGEND

AC	ASPHALT CONCRETE
BW	BACK OF WALK
CB	CATCH BASIN
C/L	CENTERLINE
CMP	CORRUGATED METAL PIPE
CI	CAST IRON PIPE
CO	CLEAN OUT BOX
CP	SURVEY CONTROL POINT
CPP	CORRUGATED PLASTIC PIPE
CTV	CABLE TELEVISION LINE
DI	DROP INLET
EM	ELECTRIC METER
EV	ELECTRIC VAULT
FF	FINISHED FLOOR
FL	FLOWLINE
FM	FIRE HYDRANT
GM	GAS METER
GRD	GROUND
GUY	GUY ANCHOR
GV	GAS VALVE
HCB	HANDICAP RAMP
HVE	HIGH-VOLT ELECTRIC
INVT	INVERT
IP	IRON PIPE
JP	JOINT POLE
KV	KILOVOLT
LAT.	LATERAL
LG	LIP OF GUTTER
MH	MH (TYPE UNKNOWN)
MON-MON	MONUMENT TO MONUMENT DISTANCE
PBV	PACBELL/SBC VAULT
PGE	PGE VAULT
PSV	POST INDICATOR VALVE
PIP	POWER POLE
SDM	STORM DRAIN MANHOLE
SL	STREET LIGHT
SLV	STREET LIGHT VAULT
SSM	SANITARY SEWER MANHOLE
SSV	SANITARY SEWER VAULT
TBC	TOP BACK OF CURB
TBM	TEMPORARY BENCHMARK
TS	TRAFFIC SIGNAL
TSB	TRAFFIC SIGNAL BOX
UNK	UNKNOWN TYPE
VCP	VITRIFIED CLAY PIPE
WBF	WATER BACK FLOW VALVE
WM	WATER METER BOX
WV	WATER VALVE
-CTV-	CABLE TELEVISION LINE
-E-	ELECTRICAL LINE
-G-	GAS LINE
-OH-	OVERHEAD LINE
-SD-	STORM DRAIN LINE
-SS-	SANITARY SEWER LINE
-T-	TELEPHONE LINE
-W-	WATER LINE



BOUNDARY AND TOPOGRAPHIC SURVEY
LOT 12, BLOCK 1, BELLE HAVEN CITY (VOLUME 18 MAPS 43-45)
1047 DEL NORTE AVENUE
MENLO PARK, SAN MATEO COUNTY, CALIFORNIA

Assessor Parcel Number:
062-031-080

Prepared For:
BRYAN AND JANNIC WEST
1047 Del Norte Avenue
Menlo Park, CA 94025

Date: MAR, 2017
Scale: 1" = 8'
Contour Interval: 1'
Drawn by: LHL

Revisions:

SU-1

Job No. 17-027

WISE RESIDENCE
1047 DEL NORTE AVENUE
MENLO PARK, CALIFORNIA
APN: 062-031-080

Drawn By	
Checked By	TJG
Project No.	
Date	10/26/17
Revised	10/26/17
By	
Reason	PLANNING REVIEW
	PLANNING RESUBMITTAL

GROUND FLOOR PLANS

0' 1' 2' 4' 8'

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

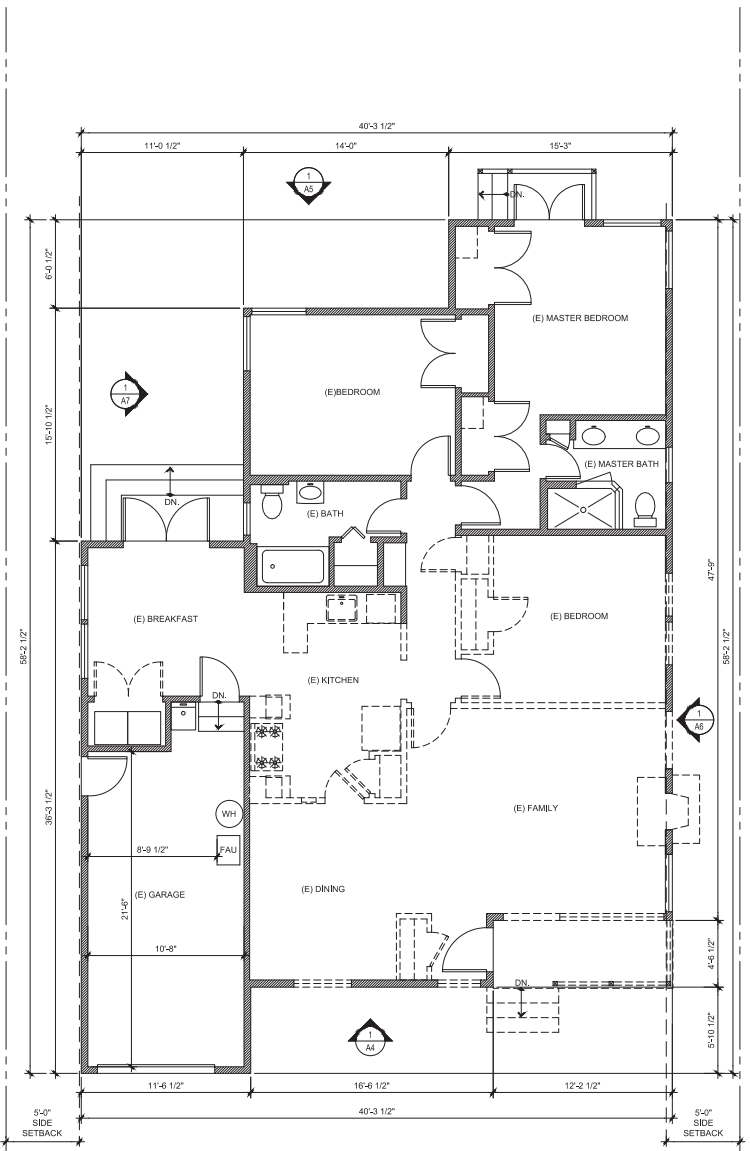
A2

WINDOW	SIZE (RO) WIDTH / HEIGHT
101A	4'-3" / 4'-6"
101B	3'-3" / 4'-6"
101C	7'-0" / 4'-6"
102A	3'-3" / 4'-6"
102B	4'-3" / 4'-6"

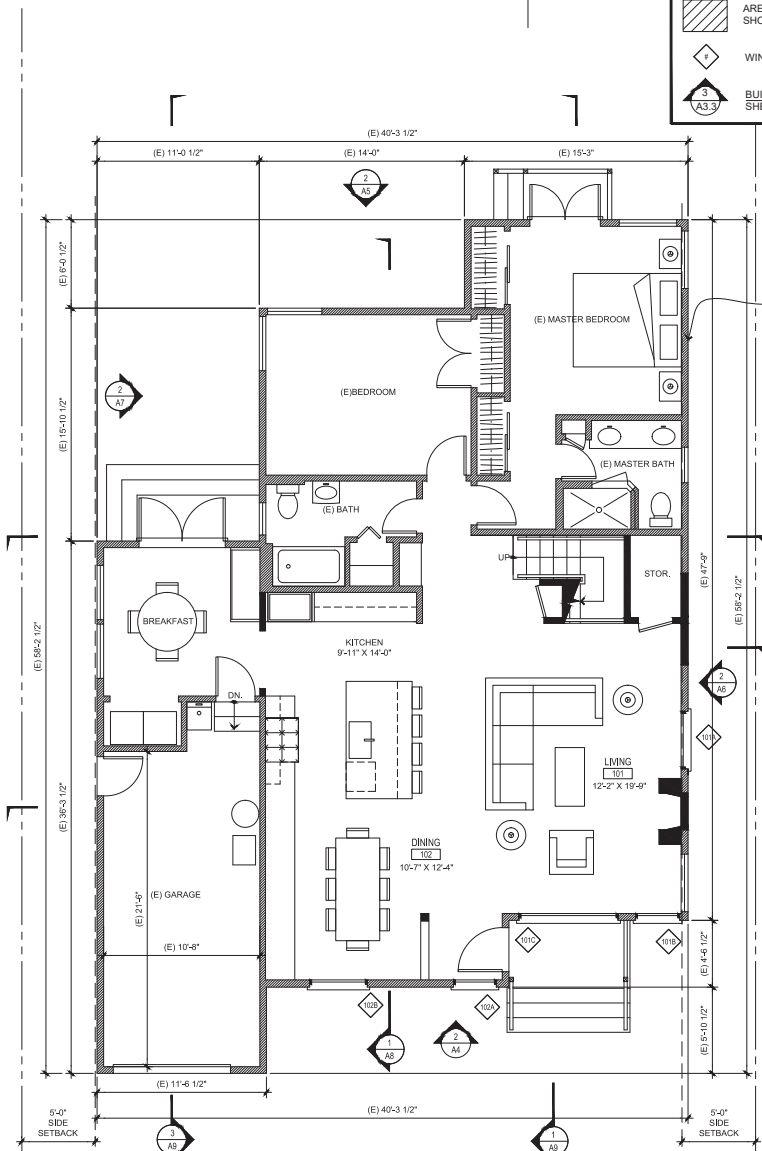
LEGEND

- (N) WALLS
- (E) WALLS TO REMAIN
- (E) WALLS TO BE REMOVED
- AREA NOT IN SCOPE OF WORK, SHOWN HATCHED
- WINDOW SYMBOL
- BUILDING ELEVATION NUMBER, SHEET NUMBER

NOTE: NON-CONFORMITIES CANNOT BE REBUILT IN THE SAME LOCATION IF DEMOLISHED BEYOND FRAMING MEMBERS. THIS INCLUDES DEMOLITION FOR THE REMEDY OF DRY ROT AND OR OTHER UNFORESEEN CIRCUMSTANCES.



2 A2 EXISTING GROUND FLOOR PLAN
SCALE: 1/4" = 1'-0"



1 A2 PROPOSED GROUND FLOOR PLAN
SCALE: 1/4" = 1'-0"





WISE RESIDENCE
1047 DEL NORTE AVENUE
MENLO PARK, CALIFORNIA
APN: 062-031-080

Date: _____
Drawn By: _____
Checked By: _____
Project No.: _____
Date: 10/26/17
10/26/17
Revised: _____
By: _____
Reason: PLANNING REVIEW
PLANNING RESUBMITTAL

PROPOSED FLOOR
PLAN, ROOF PLAN

0' 1' 2' 4' 8'
SCALE: 1/4" = 1'-0"

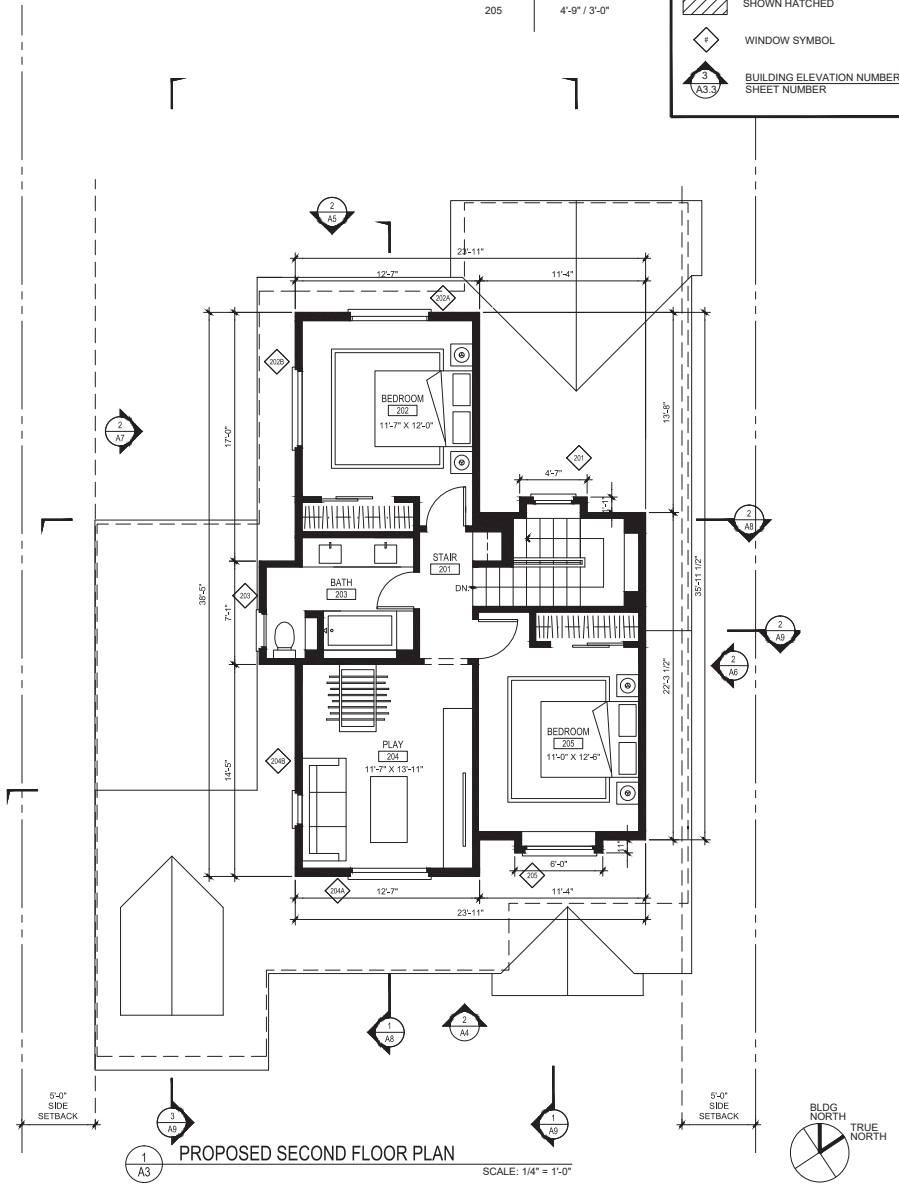
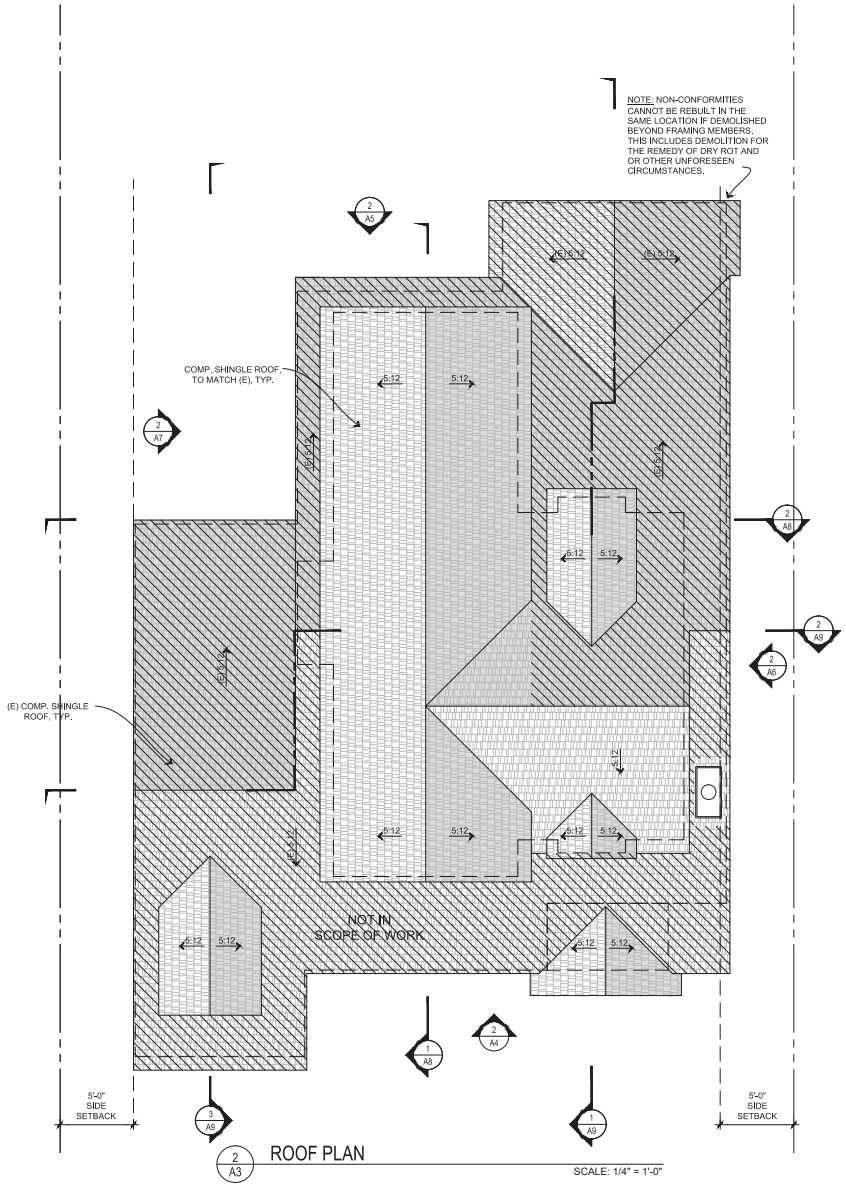
A3

WINDOW	SIZE (RO) WIDTH / HEIGHT
201	2'-0" / 2'-0"
202A	8'-9" / 4'-6"
202B	4'-9" / 2'-9"
203	2'-6" / 3'-0"
204A	8'-9" / 4'-6"
204B	2'-3" / 2'-3"
205	4'-9" / 3'-0"

LEGEND

- (N) WALLS
- (E) WALLS TO REMAIN
- (E) WALLS TO BE REMOVED
- AREA NOT IN SCOPE OF WORK, SHOWN HATCHED
- WINDOW SYMBOL
- BUILDING ELEVATION NUMBER, SHEET NUMBER

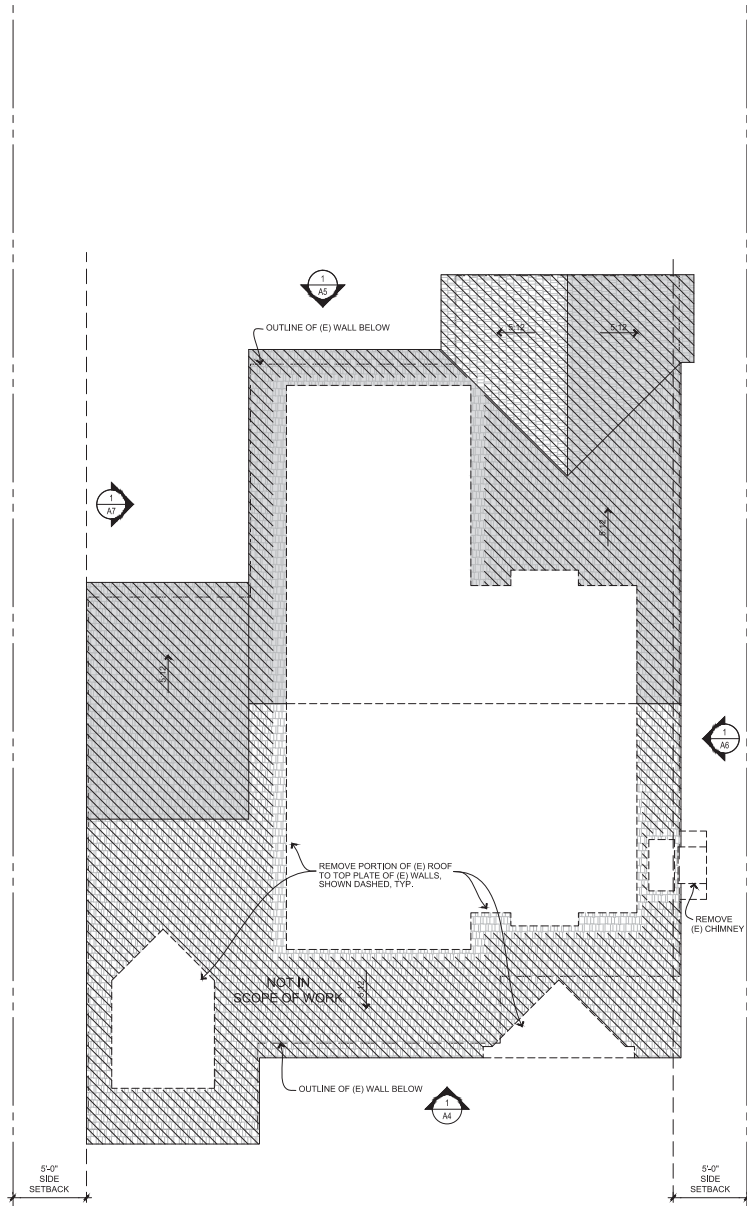
NOTE: NON-CONFORMITIES CANNOT BE RESULT IN THE SAME LOCATION IF DEMOLISHED BEYOND FRAMING MEMBERS. THIS INCLUDES DEMOLITION FOR THE REMEDY OF DRY ROT AND OR OTHER UNFORESEEN CIRCUMSTANCES.



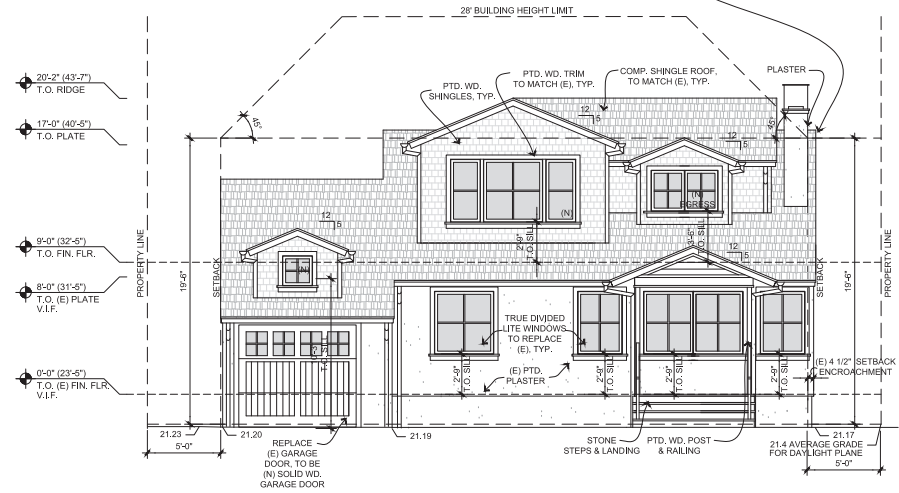
LEGEND

AREA NOT IN SCOPE OF WORK, SHOWN HATCHED

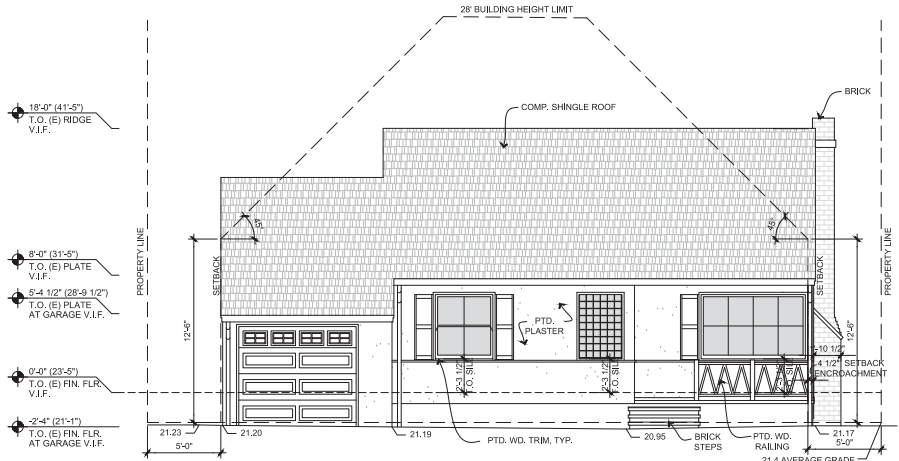
NOTE: NON-CONFORMITIES CANNOT BE REBUILT IN THE SAME LOCATION IF DEMOLISHED BEYOND FRAMING MEMBERS. THIS INCLUDES DEMOLITION FOR THE REMEDY OF DRY ROT AND OR OTHER UNFORESEEN CIRCUMSTANCES.



3 A4 EXISTING/DEMOLITION ROOF PLAN SCALE: 1/4" = 1'-0"



2 A4 PROPOSED EAST (FRONT) ELEVATION SCALE: 1/4" = 1'-0"



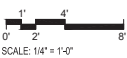
1 A4 EXISTING EAST (FRONT) ELEVATION SCALE: 1/4" = 1'-0"



WISE RESIDENCE
1047 DEL NORTE AVENUE
MENLO PARK, CALIFORNIA
APN: 062-031-080

Date	Drawn By	Checked By	Project No.
10/26/17	TJG	TJG	
Date	Revised	By	For
10/26/17	PLANNING REVIEW	TJG	PLANNING RESUBMITTAL

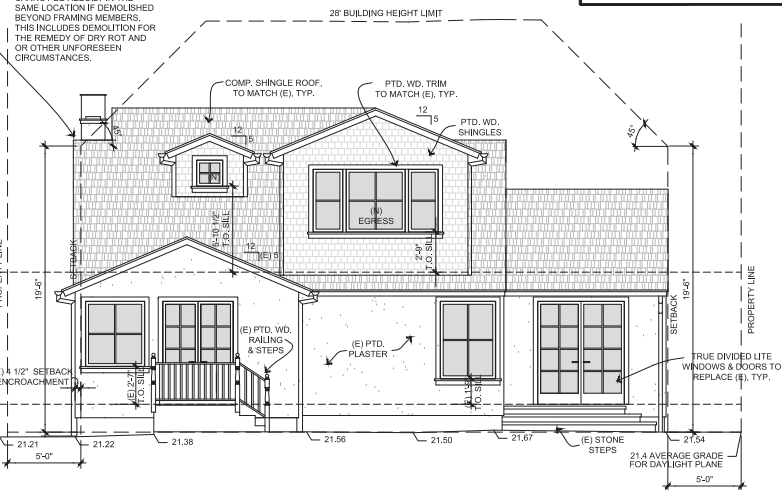
EXTERIOR ELEVATIONS



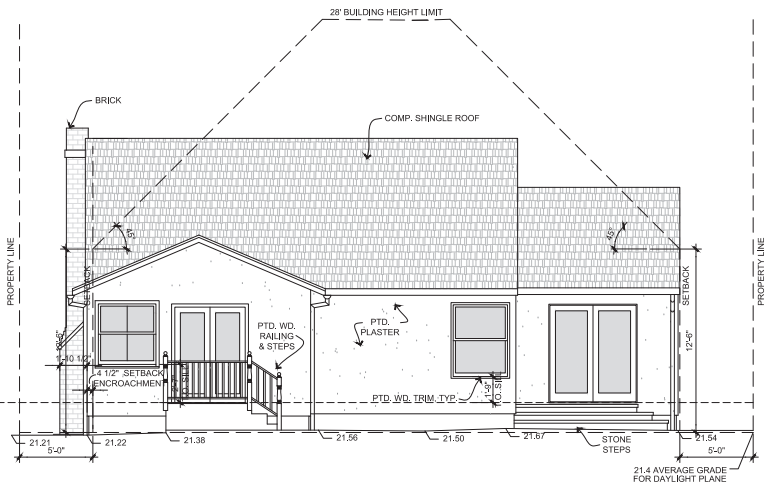
A4

LEGEND

AREA NOT IN SCOPE OF WORK, SHOWN HATCHED



2 PROPOSED WEST (REAR) ELEVATION SCALE: 1/4" = 1'-0"



1 EXISTING WEST (REAR) ELEVATION SCALE: 1/4" = 1'-0"



WISE RESIDENCE
1047 DEL NORTE AVENUE
MENLO PARK, CALIFORNIA
APN: 062-031-080

Date	11/26/17
Drawn By	TJG
Checked By	
Project No.	
Date	11/26/17
Review	PLANNING REVIEW
By	PLANNING REVIEW

EXTERIOR ELEVATIONS

1" 4" 8"
0" 2" 4" 8"
SCALE: 1/4" = 1'-0"

A5

LEGEND

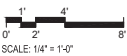
 AREA NOT IN SCOPE OF WORK, SHOWN HATCHED



WISE RESIDENCE
1047 DEL NORTE AVENUE
MENLO PARK, CALIFORNIA
APN: 062-031-080

Date	
Drawn By	TJG
Checked By	
Project No.	
Date	10/26/17
Issue	PLANNING REVIEW
	PLANNING RESUBMITTAL

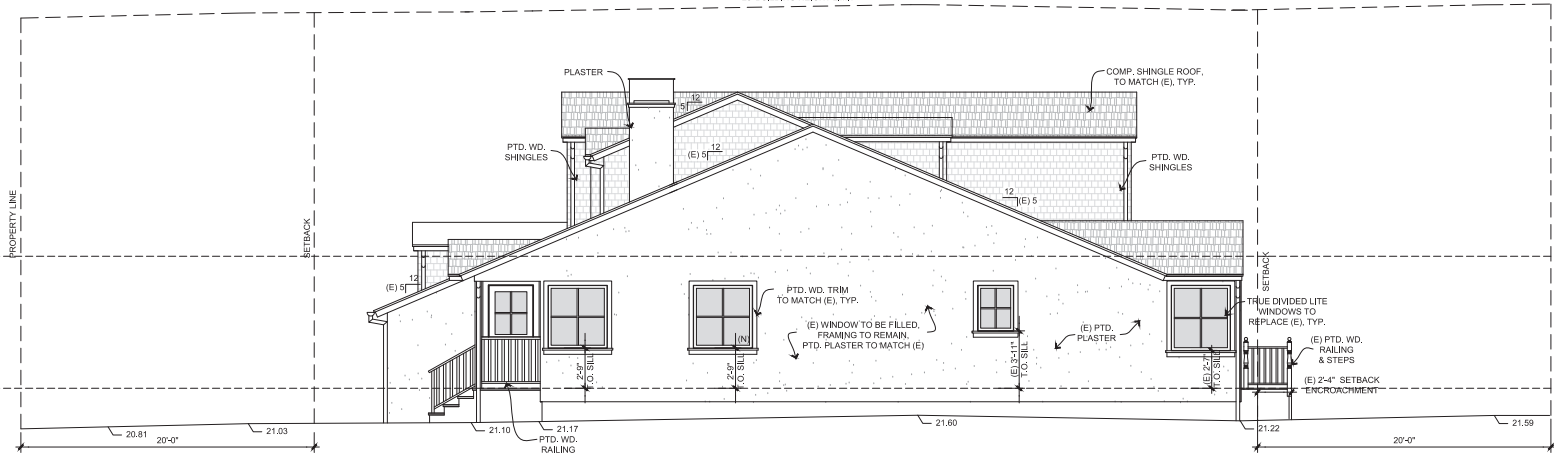
EXTERIOR ELEVATIONS



A6

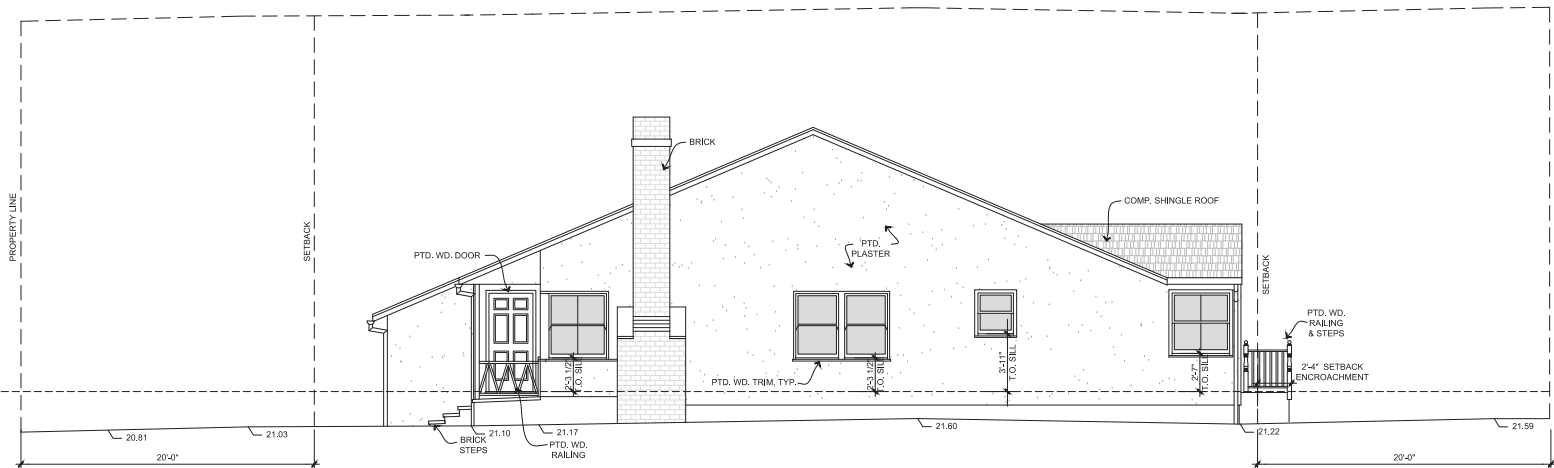
28' BUILDING HEIGHT LIMIT

- 20'-2" (43'-7") T.O. RIDGE
- 17'-0" (40'-5") T.O. PLATE
- 9'-0" (32'-5") T.O. FIN. FLR.
- 8'-0" (31'-5") T.O. (E) PLATE V.I.F.
- 0'-0" (23'-5") T.O. (E) FIN. FLR. V.I.F.



2 PROPOSED NORTH (SIDE) ELEVATION SCALE: 1/4" = 1'-0"

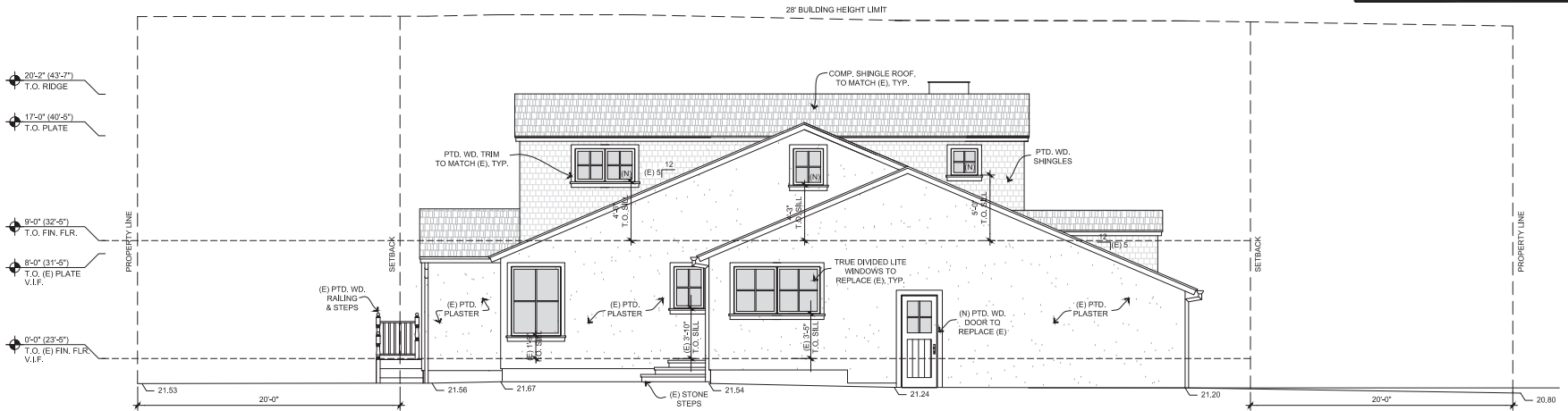
- 18'-0" (41'-5") T.O. (E) RIDGE V.I.F.
- 8'-0" (31'-5") T.O. (E) PLATE V.I.F.
- 5'-4 1/2" (28'-9 1/2") T.O. (E) PLATE AT GARAGE V.I.F.
- 0'-0" (23'-5") T.O. (E) FIN. FLR. V.I.F.
- 2'-4" (21'-1") T.O. (E) FIN. FLR. AT GARAGE V.I.F.



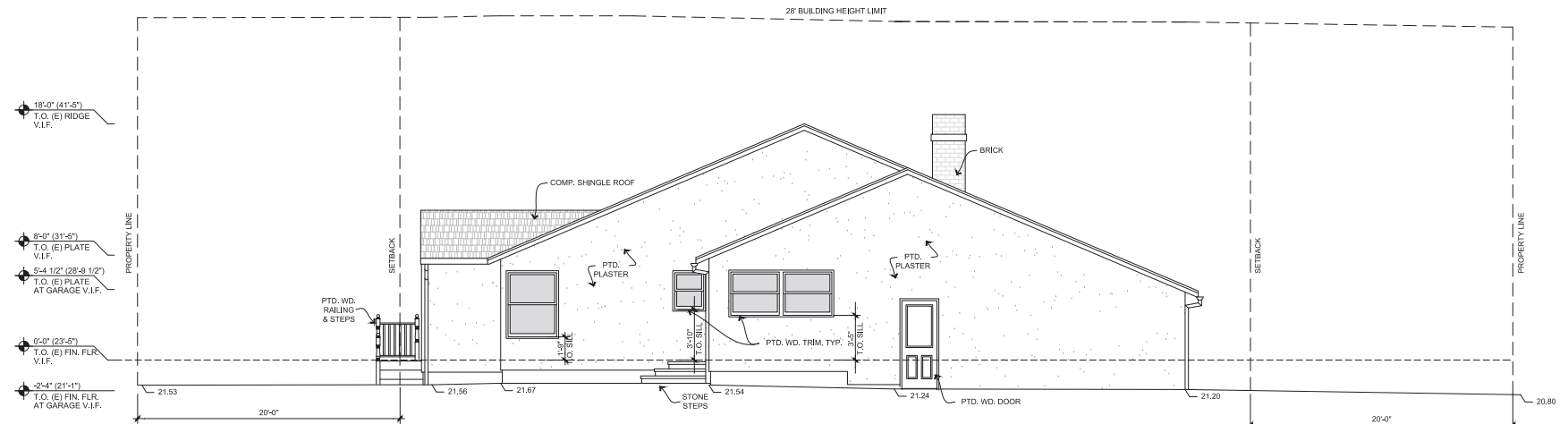
1 EXISTING NORTH (SIDE) ELEVATION SCALE: 1/4" = 1'-0"

LEGEND

AREA NOT IN SCOPE OF WORK, SHOWN HATCHED



2 PROPOSED SOUTH (SIDE) ELEVATION SCALE: 1/4" = 1'-0"



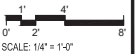
1 EXISTING SOUTH (SIDE) ELEVATION SCALE: 1/4" = 1'-0"



WISE RESIDENCE
1047 DEL NORTE AVENUE
MENLO PARK, CALIFORNIA
APN: 062-031-080

Date	12/26/17
Drawn By	TJG
Checked By	
Project No.	
Date	12/26/17
Review	PLANNING REVIEW
	PLANNING RESUBMITTAL

EXTERIOR ELEVATIONS

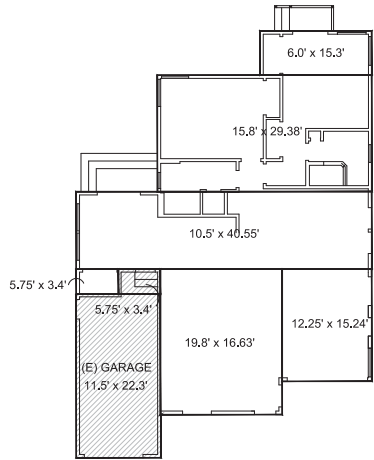


A7

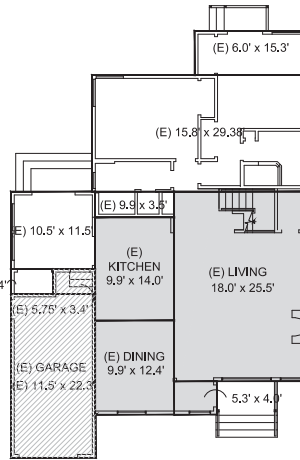
NON-CONFORMING NEW WORK VALUE CALCULATION & DIAGRAMS

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

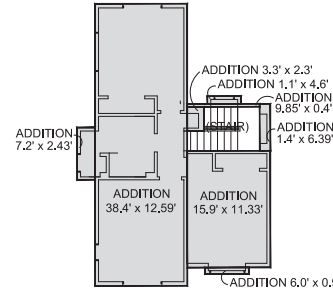
Existing Development				
Non-Conforming Structure Type	Square Footage	Construction Cost	Existing Value	
Existing 1st floor	1880.5	X \$200/Sq Ft	\$376,100.00	
Existing 2nd floor	0	X \$200/Sq Ft	\$0.00	
Existing Basement	0	X \$200/Sq Ft	\$0.00	
Existing Garage	276	X \$70/Sq Ft	\$19,320.00	
Total	1956.5		\$395,420.00	



EXISTING GROUND FLOOR PLAN



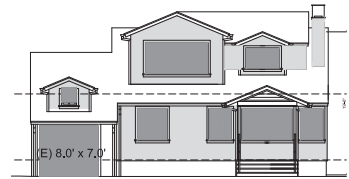
PROPOSED FIRST FLOOR



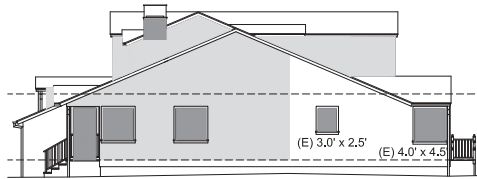
PROPOSED SECOND FLOOR ADDITION

Proposed Development			
Proposed Development Type	Square Footage	Construction Cost	Development Value
Category 1: New square footage (new of its kind) and/or new structure			
1st Floor Addition	0	X \$200/Sq Ft	\$0.00
2nd Floor Addition	712	X \$200/Sq Ft	\$142,400.00
Basement Floor Addition	0	X \$200/Sq Ft	\$0.00
Garage Addition	276	X \$70/Sq Ft	\$19,320.00
Category 2: Remodel of existing square footage (foundations and wall frames are both retained)			
Note: Square footage measurements are taken to full extent of any room with any interior modifications. When the use of a room is changed, the proposed use should be used for this calculation.			
Remodel of Kitchen	138.8	X \$150/Sq Ft	\$18,016.00
Remodel of Bathrooms	0	X \$100/Sq Ft	\$0.00
Remodel of Other Living Areas	463	X \$100/Sq Ft	\$46,300.00
Remodel of Garage	0	X \$35/Sq Ft	\$0.00
Category 3: Exterior modifications to existing structure			
Window and exterior door measurements are included in areas remodelled and accounted for in Category 2. New roofs and new siding on existing portions of the structure are not included in Category 2 or Category 1 and should be accounted for using the calculation below.			
New Roof Structure Over Existing Sq. Ft.	0	X \$50/Sq Ft	\$0.00
Replacement of Existing Windows/Exterior Doors	282.72	X \$35/Sq Ft	\$9,895.20
Replacement of Existing Siding	0	X \$35/Sq Ft	\$0.00
Total	1781.32		\$233,743.20

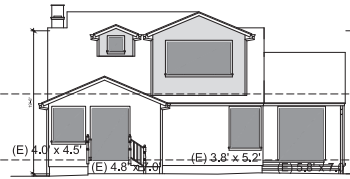
98% of Existing Value	\$177,710.00	
75% of Existing Value	\$266,565.00	
Value of Proposed Project	\$233,743.20	96%



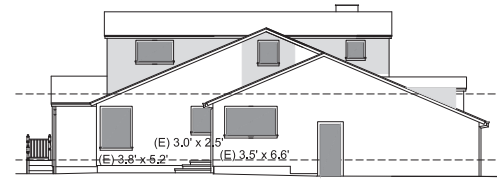
PROPOSED EAST (FRONT) ELEVATION



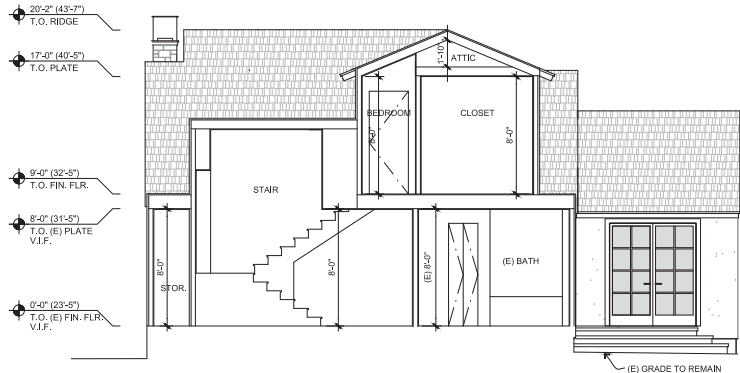
PROPOSED NORTH (SIDE) ELEVATION



PROPOSED WEST (REAR) ELEVATION

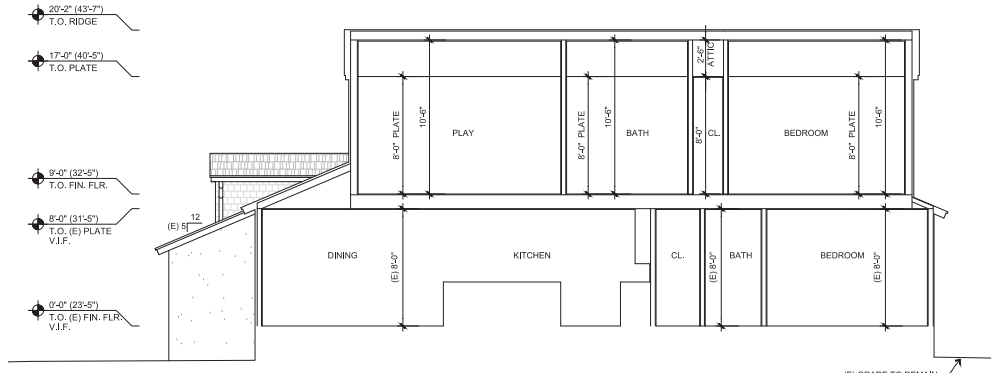


PROPOSED SOUTH (SIDE) ELEVATION



SECTION 2 A8

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



SECTION 1 A8

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



WISE RESIDENCE
1047 DEL NORTE AVENUE
MENLO PARK, CALIFORNIA
APN: 062-031-080

Date Drawn By	
Checked By	
Project No.	1704
Date	02/06/17
Revision	PLANNING REVIEW
	PLANNING RESUBMITTAL

SECTIONS, NON-CONFORMING CALC & DIAGRAMS

SCALE: AS NOTED

A8



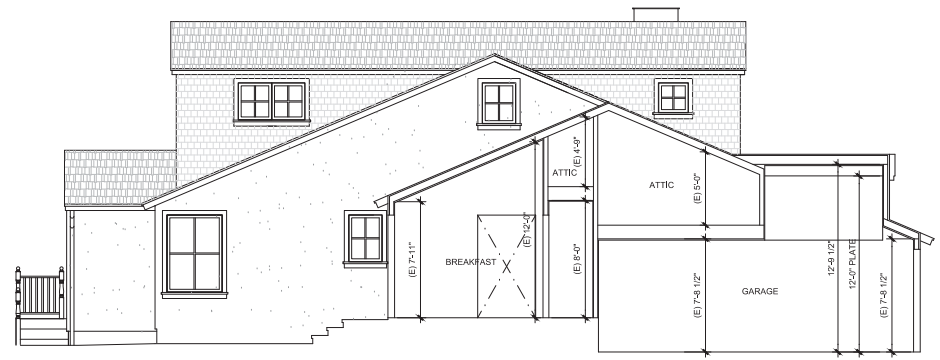
WISE RESIDENCE
1047 DEL NORTE AVENUE
MENLO PARK, CALIFORNIA
APN: 062-031-080

Date	12/26/17	Rev.	PLANNING REVIEW
Drawn by	17/01	Rev.	PLANNING RESUBMITTAL
Checked by		Rev.	
Project No.		Rev.	

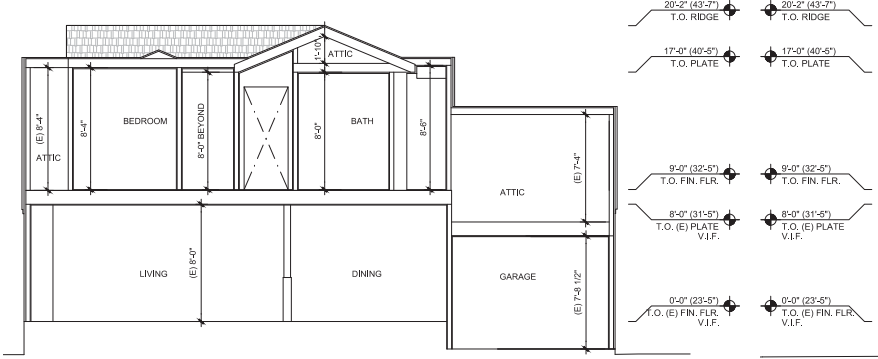
SECTIONS

SCALE: AS NOTED

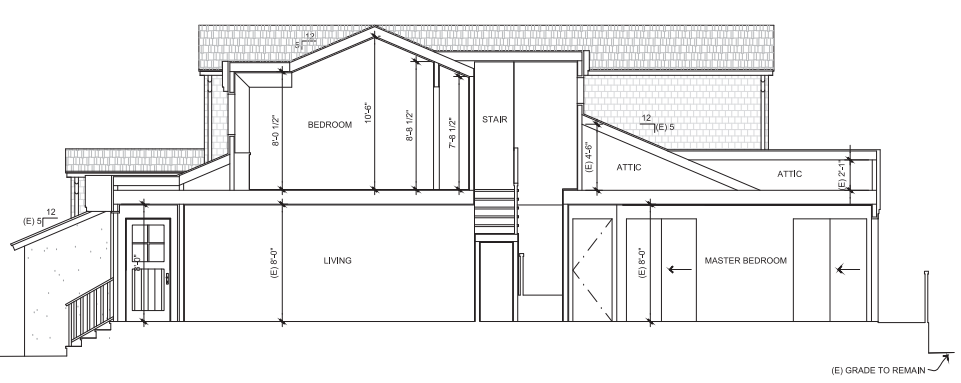
A9



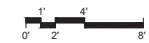
3 SECTION
SCALE: 1/4" = 1'-0"



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



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





1047 Del Norte Avenue – Project Description



For the property located at 1047 Del Norte Avenue in Menlo Park, the proposed improvements include a 712 sf second story addition to an existing single-family home. In addition, interior improvements include a remodel of the existing kitchen and living areas. A new and reduced front porch, and the removal of the existing chimney is proposed to reduce site coverage to meet the requirements for allowable site coverage.

The existing home is a non-conforming, one-story 1,956.5 sf home, located on a 5,229 sf substandard lot. The value of the proposed improvements exceeds 50% of the existing value of the home, triggering the need for a use permit.

The proposed addition’s architectural style is to be in line with the design of the existing home. The material palette is to complement the existing palette that reflects the neighborhood character. The proposed addition is to be painted wood shingle siding. The shingles in combination with the existing painted plaster exterior of the ground floor will increase visual appeal and help reduce the overall scale and bulk of the home. The existing garage door and windows will be replaced and updated to a more inviting aesthetic, and will match the windows of the proposed addition for a comprehensive look. The existing landscape is to remain.

Sincerely,

Adam Bittle
Architecture Allure, Inc.
(650) 208-1204
adam@archallure.com



STAFF REPORT

Planning Commission

Meeting Date: 9/25/2017

Staff Report Number: 17-063-PC

Public Hearing: Use Permit Revision/Shannon Thoke/116
O'Connor Street

Recommendation

Staff recommends that the Planning Commission approve a request for a use permit revision to improve and expand the area of the basement and for exterior modifications to an existing nonconforming two-story, single-family residence. The proposed value of the work would exceed 50 percent of the existing value of the nonconforming structure in a 12-month period. The previous use permit revision was approved by the Planning Commission on January 23, 2017.

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 116 O'Connor Street between Menalto Avenue and Elliott Drive in the Willows neighborhood. The residences in the area are varied between single- and two-story and represent various styles. Like the neighboring properties, the subject site is zoned R-1-U (Single-Family Urban Residential) and contains a single-family residential unit. The subject site also contains a detached garage and secondary dwelling unit. The property is a standard size lot, meeting the minimum lot depth, width and area per the R-1-U zoning district standards. Although the rear portion of the lot is located within the flood zone, the project is not subject to the Federal Emergency Management Agency (FEMA) because the proposed scope of work is outside of the flood zone area.

Previous Planning Commission review

On January 23, 2017, the Planning Commission granted a use permit revision for interior modifications and first and second floor additions to an existing nonconforming, single-family residence located in the R-1-U (Single-Family Urban) zoning district. The proposed scope of work required approval of a use permit revision by the Planning Commission because the home previously received a use permit for first floor and second story additions and interior modifications in 2012.

Analysis

Project description

The applicant is proposing to expand the basement of the existing two-story residence, as well as conduct exterior remodeling for a new stairwell to access the basement. No interior access to the basement is proposed. The existing structure is nonconforming with regard to the front setback. The existing nonconformity is proposed to remain, but all areas of the new construction would comply with current setbacks and other development standard requirements. Because the property previously received a use permit and the proposed work, in combination with the changes approved in January 2017, would be greater than 50 percent of the existing structure's replacement value within a 12-month period, a use permit revision is required. Project plans and a project description letter are included as Attachments D and E, respectively.

The floor area of the previously approved project was approximately 2,700 square feet, inclusive of the garage and secondary dwelling unit, but excluding the approximately 228-square foot basement. The approved residence became a five-bedroom, four-bathroom residence. During the construction of the approved proposal it was discovered that significant changes to the foundation would be required. The applicant now proposes to expand the useable space within the basement by approximately 550 square feet and perform the structural adjustments necessary for the previously approved scope of work. As part of the proposed project, the applicant has removed the approved interior access hatch to the basement. A new exterior stairwell is proposed to access the new game room, storage and full bath, and the existing utility room and crawlspaces in the basement. As designed, the proposed basement would not meet Building Code ventilation and daylighting requirements for a bedroom. Staff has included a project specific condition, 4a, to specify that the basement cannot be used as a bedroom. Any future modifications to the basement may require Planning Commission review and approval.

The additional square footage at the basement level would not contribute to the floor area limit. The existing floor area, building coverage, height and daylight plane would remain unchanged from the previous approval in January 2017. A data table is included as Attachment C.

The site would remain legal, nonconforming with regard to the number of parking spaces, as may be permitted on expansion or remodel projects. The subject property currently has a detached garage, which provides one covered parking space where two spaces (one covered and one covered or uncovered space) are required for the main dwelling unit. The detached garage is also a nonconforming structure, but can remain. No modifications to this structure are proposed. The driveway would continue to provide at least three uncovered parking spaces. Staff believes that the retention of the existing residence poses some physical constraints to easily creating an additional parking space that is not in tandem. In addition, the existing parking condition appears to have served the existing residence and secondary dwelling unit adequately, and the property will retain the current parking configuration and uses.

Design and materials

The existing residence is a two-story structure, designed in a craftsman style. With the exception of the stairwell leading to the basement, no exterior changes are being proposed. The proposed materials for the exterior stairwell will match the existing railings. Staff believes that the scale, materials, and style of the

proposed residence are in keeping with those of the broader neighborhood and the project would preserve the existing architectural style of the home.

Trees and landscaping

The subject project site includes one 20-inch heritage magnolia tree in the front yard, within the public right of way, and 11 non-heritage trees of varying sizes along the rear property line. Given the location of the trees and the proposed construction, impacts to the tree are not expected. However, standard tree protection measures per conditions 3e would need to be followed during construction. No changes to the landscaping are being proposed.

Correspondence

Staff has not received any written correspondence regarding the proposed project.

Conclusion

Staff believes the proposed changes does not materially affect the style or neighborhood compatibility of the existing residence. No significant privacy concerns are anticipated, as the proposed expansion is in the basement and within the footprint of the existing residence. Staff recommends that the Planning Commission approve the proposed revisions to the project.

Impact on City Resources

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

Environmental Review

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

Public Notice

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

Appeal Period

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

Attachments

- A. Recommended Actions
- B. Location Map

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

Disclaimer

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

Exhibits to Be Provided at Meeting

None

Report prepared by:
Ori Paz, Planning Technician

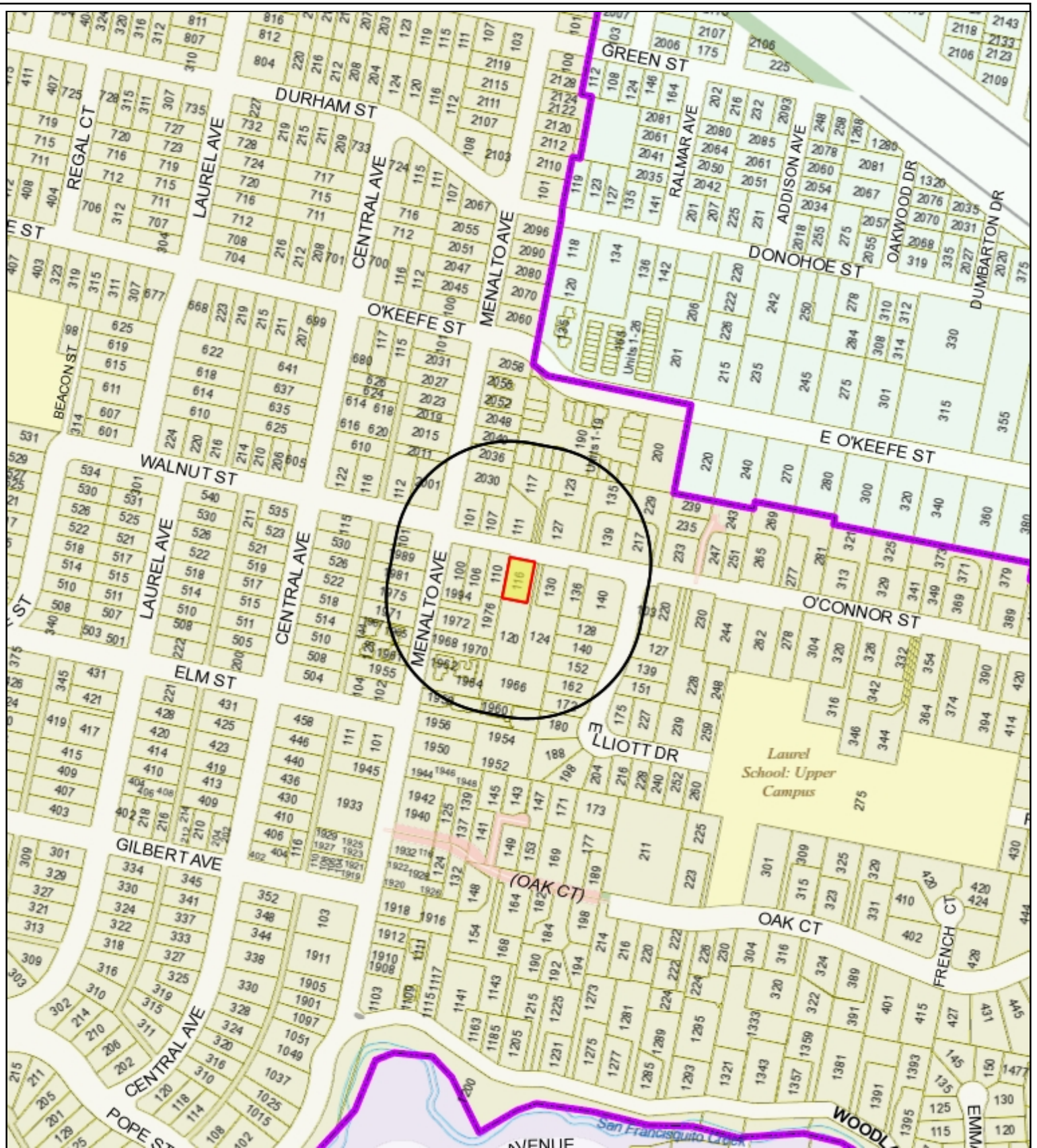
Report reviewed by:
Deanna Chow, Principal Planner

116 O'Connor Street – Attachment A: Recommended Actions

LOCATION: 116 O'Connor Street	PROJECT NUMBER: PLN2017-00076	APPLICANT: Shannon Thoke	OWNER: Shannon Thoke
REQUEST: Request for a use permit revision to improve and expand the area of the basement and for exterior modifications to an existing nonconforming two-story, single-family residence. The proposed value of the work would exceed 50 percent of the existing value of the nonconforming structure in a 12-month period. The subject property previously received a use permit revision in January 2017.			
DECISION ENTITY: Planning Commission	DATE: September 25, 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 Michelle Miner Design consisting of 8 plan sheets, dated received September 18, 2017, and approved by the Planning Commission on September 25, 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. 			

116 O'Connor Street – Attachment A: Recommended Actions

LOCATION: 116 O'Connor Street	PROJECT NUMBER: PLN2017-00076	APPLICANT: Shannon Thoke	OWNER: Shannon Thoke
REQUEST: Request for a use permit revision to improve and expand the area of the basement and for exterior modifications to an existing nonconforming two-story, single-family residence. The proposed value of the work would exceed 50 percent of the existing value of the nonconforming structure in a 12-month period. The subject property previously received a use permit revision in January 2017.			
DECISION ENTITY: Planning Commission	DATE: September 25, 2017	ACTION: TBD	
VOTE: TBD (Barnes, Combs, Goodhue, Kahle, Onken, Riggs, Strehl)			
<p>ACTION:</p> <p>4. Approve the use permit subject to the following <i>project specific</i> conditions:</p> <ul style="list-style-type: none"> a. As designed, the basement of the main residence shall not be used as a bedroom. Any future modifications to the space may require Planning Commission review and approval. 			



CITY OF
MENLO PARK

City of Menlo Park
Location Map
116 O'Connor St



Scale: 1:4,000

Drawn By: OP

Checked By: DMC

Date: 9/25/2017

Sheet: 1

	PROPOSED PROJECT	EXISTING DEVELOPMENT	ZONING ORDINANCE
Lot area	7,005 sf	7,005 sf	7,000.0 sf min.
Lot width	65.45 ft.	65.45 ft.	65.0 ft. min.
Lot depth	107.04 ft.	107.04 ft.	100.0 ft. min.
Setbacks			
Front	16.58 ft.	16.58 ft.	20.0 ft. min.
Rear	45.43 ft.	45.43 ft.	20.0 ft. min.
Side (left)	14 ft.	14 ft.	5.0 ft. min.
Side (right)	12.58 ft.	15.55 ft.	5.0 ft. min.
Building coverage	1,992.4 sf 28.4 %	1,992.4 sf 28.4 %	2,451.8 sf max. 35.0 % max.
FAL (Floor Area Limit)	2,768.4 sf	2,768.4 sf	2,801.3 sf max.
Square footage by floor	1,369.1 sf/1 st floor 898 sf/2 nd floor 781 sf/basement 316.4 sf/garage 184.9 sf/secondary dwelling unit 72 sf/porch 50 sf/porch (rear of garage)	1,369.1 sf/1 st floor 898 sf/2 nd floor 227.5 sf/basement 316.4 sf/garage 184.9 sf/secondary dwelling unit 72 sf/porch 50 sf/porch (rear of garage)	
Square footage of buildings	3,671.4 sf	3,117.9 sf	
Building height	24 ft.	24 ft.	28.0 ft. max.
Parking	1 covered/2 uncovered	1 covered/2 uncovered	1 covered/1 uncovered
	Note: Areas shown highlighted indicate a nonconforming or substandard situation.		
Trees	Heritage trees: 2*	Non-Heritage trees: 17**	New Trees: 0
	Heritage trees proposed for removal: 0	Non-Heritage trees proposed for removal: 0	Total Number of Trees: 19
	* One heritage tree is located in the right-of-way in front of the property, and one is located on a neighboring property at the rear		
	** Six of the non-heritage trees are located on neighboring properties		



The work hours are regulated by the noise levels created during construction. The maximum noise levels allowed are specified in the City of Menlo Park Municipal Code Chapter 8.06. Noise:

- Any and all excessively annoying, loud or unusual noises or vibrations such as affect the peace and quiet of persons or ordinary activities and which interfere with the comfortable enjoyment of life or property and affect at the same time an entire neighborhood or any considerable number of persons shall be considered a noise disturbance.

2. Construction Activities:

- Construction activities are limited to the hours of eight A.M. and Six P.M. Monday through Friday.
- Construction activities by residents and property owners personally undertaking construction activities to maintain or improve their property are allowed on Saturdays, Sundays or holidays between the hours of nine A.M. and Five P.M.
- A sign containing the permitted hours of construction activities exceeding the noise limits set forth in Section 8.06.030 shall be posted at all entrances to a construction site upon the commencement of construction for the purpose of informing contractors and subcontractors and all other persons at the construction site of the basic requirements of this chapter. The sign shall be at least five feet above ground level and shall consist of a white background and black letter.
- Notwithstanding any other provision set forth above, all powered equipment shall comply with the limits set forth in Section 8.06.040(b).

Frontage improvements that are damaged during construction and are subject to PERA regulations and the City's Flood Damage Prevention Ordinance if alterations are proposed. An encroachment permit is required for frontage improvements in the City's right-of-way.

- The house is outside floodplain boundary and is not subject to PERA review.
- Garage is partially inside the floodplain boundary and is subject to PERA regulations and the City's Flood Damage Prevention Ordinance if alterations are proposed.



1/16" STREET SCAPE

ANALYSIS

ASSESSOR'S PARCEL # 063 430 680
 LOT AREA: 1005.11 S.F.
 ZONING: R-1U
 TYPE OF CONSTRUCTION: V-B
 OCCUPANCY RATING: R-3, U
 EXISTING USE: SINGLE FAMILY RES. BUILT IN 1921
 SLOPE OF LOT: FLAT LOT
 FLOOD ZONE: AH
 PARKING: 1 COVERED, 2 UNCOVERED
 AUTOMATIC FIRE SPRINKLERS: NO
 BASEMENT: (DOES NOT COUNT) 221.5 S.F.
 EXISTING LOWER FLOOR: 1261.6 S.F.
 EXISTING UPPER: 593 S.F.
 DETACHED GARAGE: 316.4 S.F.
 ACCESSORY STRUCTURE: 184.9 S.F.
 PREVIOUSLY APPROVED LOWER: 2345.9 S.F.
 UPPER: 107.5 S.F.
 TOTAL SQUARE FOOTAGE: 416.5 S.F.
 COVERED FRONT PORCH: 72 S.F.
 COVERED REAR PORCH OF GARAGE: 50 S.F.
 TOTAL PORCHES (DOES NOT COUNT): 122 S.F.
 ACTUAL FLOOR AREA F.A.L.: 2804 S.F.
 MAX LOT COVERAGE 35%: 2481.75 S.F.
 ACTUAL LOT COVERAGE 28.4%: 1992.4 S.F.
 DRIVEWAYS, WALKWAYS AND PATIOS: 1050 S.F.

INDEX

- INDEX - VICINITY MAP - ANALYSIS - SITE PLAN - AREA CALC
- SURVEY
- TITLE 24
- AREA PLAN - SECTION - ROOF PLAN
- BLOCK PLAN
- PREVIOUSLY APPROVED NEW FLOOR PLANS
- NEW FLOOR PLANS
- EXISTING EXTERIOR ELEVATIONS
- NEW EXTERIOR ELEVATIONS
- NOTES
- DETAILS
- DETAILS
- DETAILS PLAN
- FIRST FLOOR FRAMING
- 2ND FLOOR PLAN
- DETAILS

SCOPE OF WORK

PREVIOUSLY APPROVED SCOPE OF WORK
 ADD 104.5 S.F. TO LOWER FLOOR TO ENLARGE DINING AND KITCHEN
 ADD 316 S.F. TO UPPER FLOOR TO ADD 1 BEDROOM AND A BATHROOM

(REVISION - JULY 21 2011)
 ENLARGE BASEMENT - ADD BATHROOM IN BASEMENT
 ADD EXTERIOR STAIR TO BASEMENT
 MOVE GAS METER

GENERAL NOTES:

ALL WRITTEN DIMENSIONS SHALL TAKE PRECEDENCE OVER SCALED DIMENSIONS, ANY DISCREPANCIES SHALL BE BROUGHT TO THE ATTENTION OF MICHELLE MINER DESIGN PRIOR TO CONSTRUCTION.

VERIFY LOCATION OF UTILITIES AND EXISTING CONDITIONS AT SITE PRIOR TO CONSTRUCTION AND BIDDING.

CONTRACTOR ASSUMES FULL RESPONSIBILITY FOR METHOD AND MANNER OF CONSTRUCTION AND FOR ALL JOB SITE SAFETY DURING CONSTRUCTION.

SLOPE ALL FINISH GRADES IN 5% 5'-0" ALLY FROM STRUCTURE FOR POSITIVE DRAINAGE * LANDSCAPED AREA * SLOPE GRADE 2% MIN. * PAVED AREAS.

ALL WORK APPLIANCES AND EQUIPMENT SHALL COMPLY WITH C.E.C. TITLE 24 RESIDENTIAL ENERGY STANDARDS.

NO CONSTRUCTION EQUIPMENT OR PRIVATE VEHICLES SHALL PARK OR BE STORED WITHIN THE DRIFLINE OF ANY ORDINANCE PROTECTED TREES ON SITE.

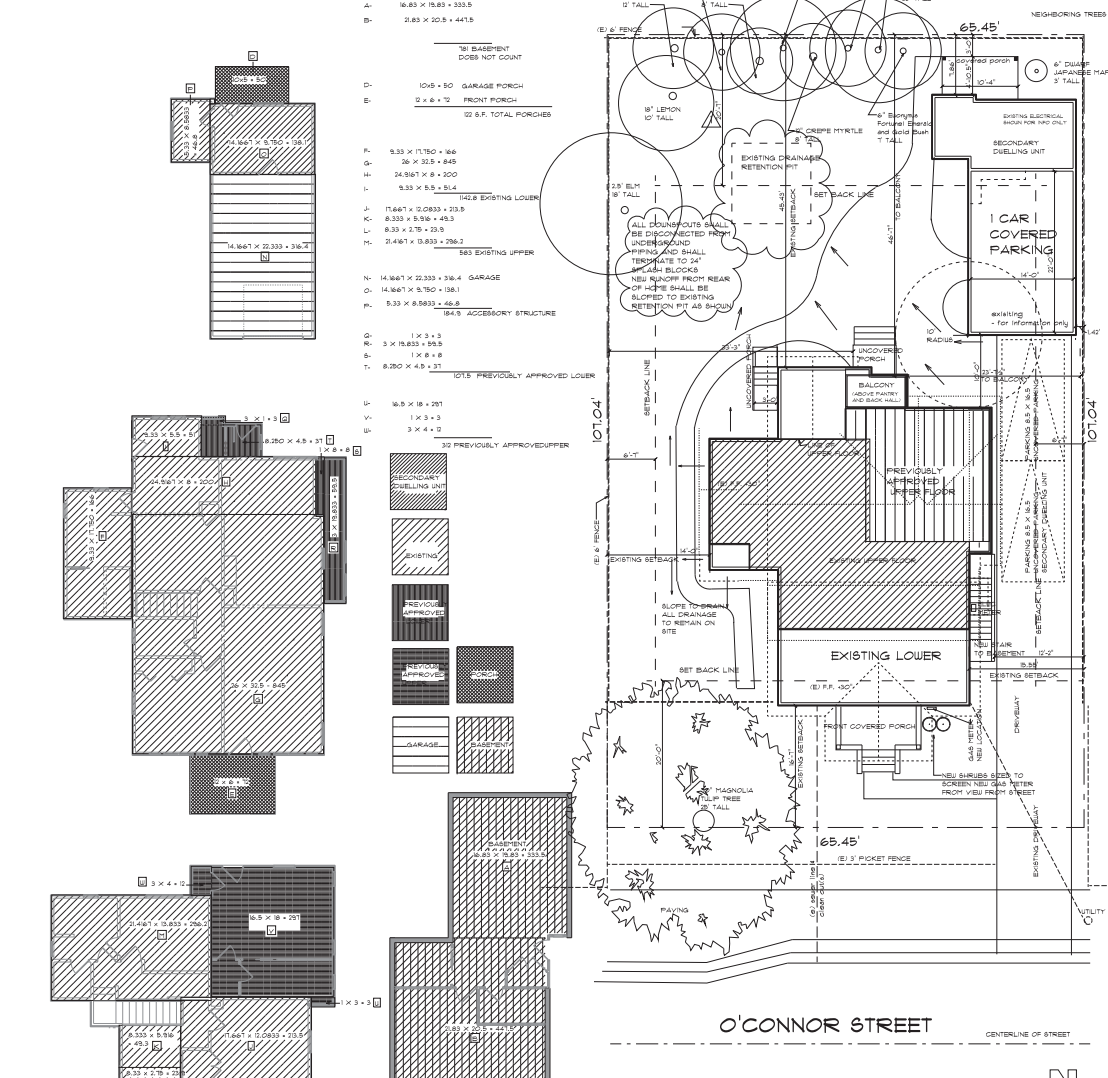
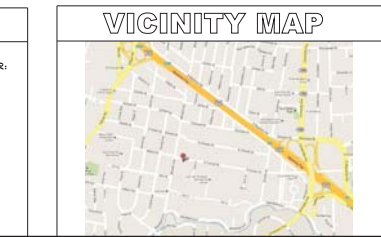
ADDRESS NUMBERS ON BUILDING SHALL BE CLEARLY VISIBLE FROM STREET OR ROAD FRONTING THE PROPERTY. MIN. 4" HIGH X 1" WIDE PER CRC R319.

NOTES

- ALL CONSTRUCTION SHALL COMPLY WITH:
 - 2016 CALIF. FIRE CODE
 - 2016 CALIF. BLDG CODE
 - 2016 CALIF. RESIDENTIAL CODE
 - 2016 CALIF. MECH. CODE
 - 2016 CALIF. PLUMBING CODE
 - 2016 CALIF. ELEC. CODE
 - 2016 CALIF. ENERGY CODES
 - 2016 CALIF. GREEN BUILDING CODES
- ANY OTHER APPLICABLE LOCAL + STATE LAWS + REGULATIONS.

PERSONAE

OWNER SHANNON THOKE 116 O'CONNOR ST. MENLO PARK, CA 94025 671-504-1312	STRUCTURAL ENGINEER: MHA CONSULTING ENGINEERS 1623 URGENT AVE. SAN JOSE, CA 94081 (408) 358-5024
DESIGNER: MICHELLE MINER DESIGN MICHELLE MINER 3038 BOBBIE AVE. SAN JOSE, CA 95130	JM TITLE 24 JOHN MINER 2288 INCANUS DR. HERNDON, VA 20154 (408) 394-6882



1/8" SITE PLAN

0' 4' 8' 16'

O'CONNOR STREET

CENTERLINE OF STREET

REVISIONS	BY
MAR. 28, 2011	ML

PRINTED ON:
Thursday, September 07, 2011

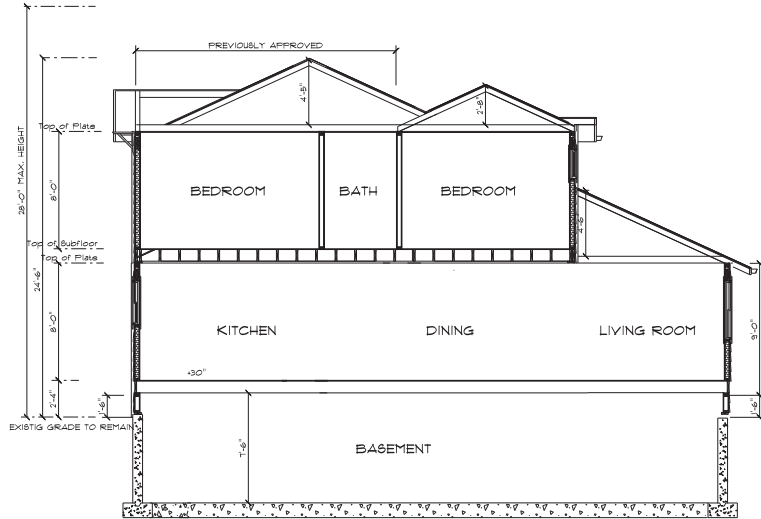
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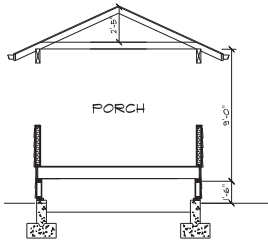
An Addition and Remodel for:
Shannon Thoke
 116 O'Connor St. Menlo Park, Ca 94025

DRAWN	ML
CHECKED	ML
DATE	FEB. 22, 2011
SCALE	AS SHOWN
JOB NO.	1630
SHEET	1

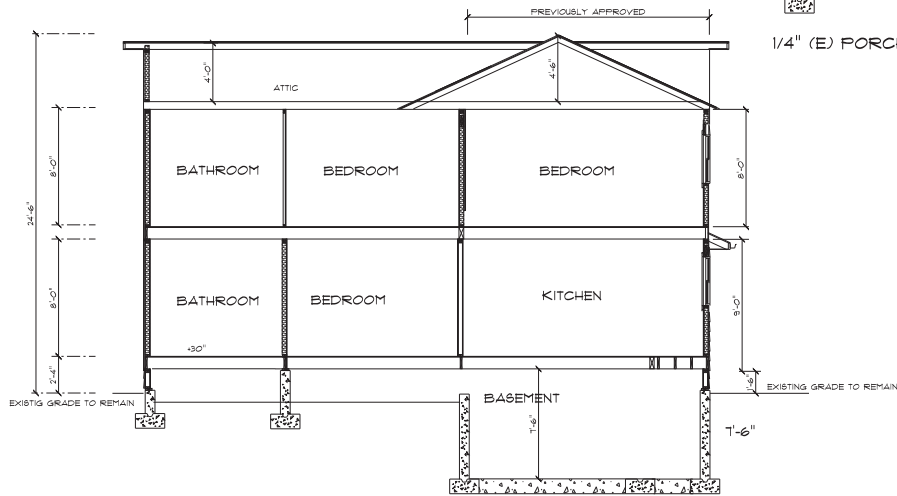
OF SHEETS



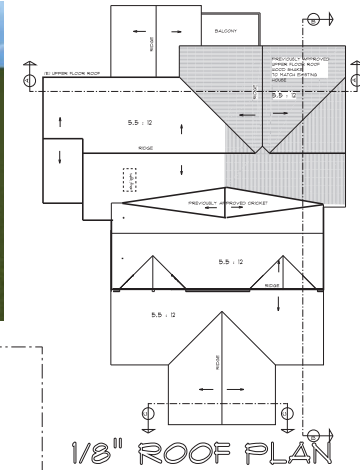
1/4" SECTION B



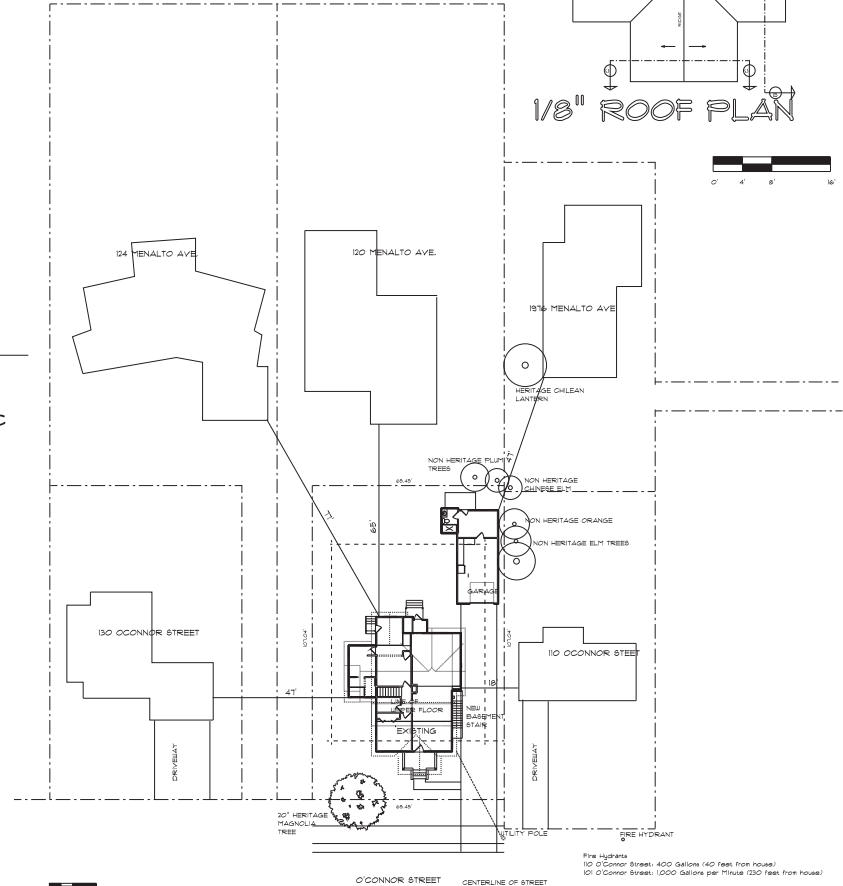
1/4" (E) PORCH SECTION C



1/4" SECTION A



1/8" ROOF PLAN



1/20" AREA PLAN

REVISIONS	BY

PRINTED ON
Friday, September 18, 2015

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An Addition and Remodel for:
Shannon Thoke
116 O'Connor St. Menlo Park, Ca 94025

DRAWN	MM
CHECKED	MM
DATE	FEB. 20, 2011
SCALE	AS SHOWN
JOB NO.	160
SHEET	2

OF SHEETS

NONCONFORMING STRUCTURE - NEW WORK VALUE CALCULATION

Address: 116 O'CONNOR ST. MENLO PARK

Case No.:

50% of Existing Value \$207,100.00
75% of Existing Value \$310,650.00

Value of Proposed Project \$325,995.00 79%

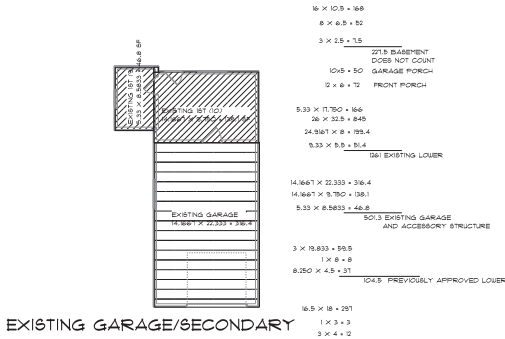
Existing Development

Non-Conforming Structure Type	Square Footage	Construction Cost	Existing Value
Existing 1st floor	1261	X \$200/Sq Ft	\$252,200.00
Existing 2nd floor	583	X \$200/Sq Ft	\$116,600.00
Existing Basement	227	X \$200/Sq Ft	\$45,400.00
Existing Garage	0	X \$70/Sq Ft	\$0.00
Total	2071		\$414,200.00

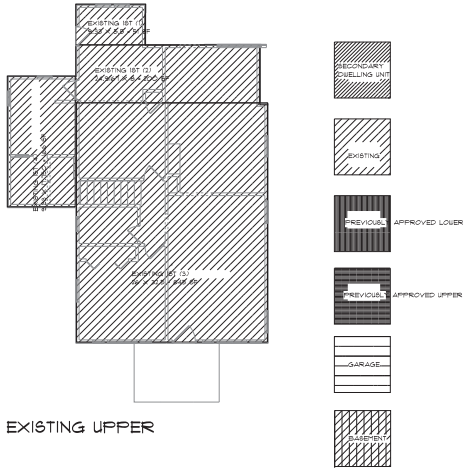
Note: This spreadsheet is only used on one nonconforming structure at a time. If there are detached structures on the same site, they are either subject to their own spreadsheet (if they are also nonconforming and subject to new work) or ignored (if conforming, or nonconforming but not subject to new work).

Proposed Development

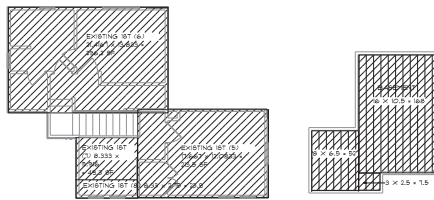
Proposed Development Type	Square Footage	Construction Cost	Development Value
Category 1: New square footage (areas of new foundation and/or wall framing)			
1st Floor Addition	107.5	X \$200/Sq Ft	\$21,500.00
2nd Floor Addition	312	X \$200/Sq Ft	\$62,400.00
Basement Floor Addition	554	X \$200/Sq Ft	\$110,800.00
Garage Addition	0	X \$70/Sq Ft	\$0.00
Category 2: Remodel of existing square footage (foundation and wall framing are both retained)			
Note: Square footage measurements are taken to full extent of any room with any interior modifications			
Remodel of Kitchen	278	X \$130/Sq Ft	\$36,140.00
Remodel of Bathrooms	0	X \$130/Sq Ft	\$0.00
Remodel of Other Living Areas	362	X \$100/Sq Ft	\$36,200.00
Remodel of Garage	0	X \$35/Sq Ft	\$0.00
Category 3: Exterior modifications to existing structure			
Window replacements are included in areas remodeled and accounted for in Category 2. New roofs and new siding on existing portions of the structure are not included in Category 2 or Category 1 and should be accounted for using the calculation below.			
New Roof Structure Over Existing Sq. Ft.	180	X \$50/Sq Ft	\$9,000.00
Replacement of Existing Windows	23	X \$35/Sq Ft	\$805.00
Replacement of Existing Siding	50	X \$35/Sq Ft	\$1,750.00
Total	1886.5		\$280,595.00



EXISTING GARAGE/SECONDARY



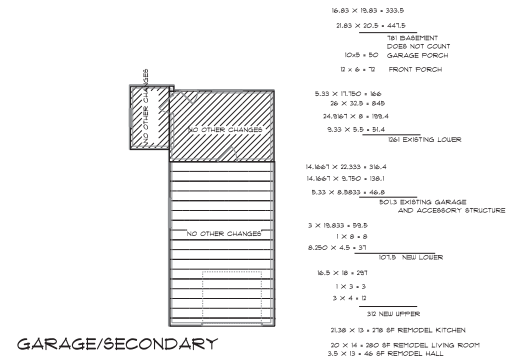
EXISTING UPPER



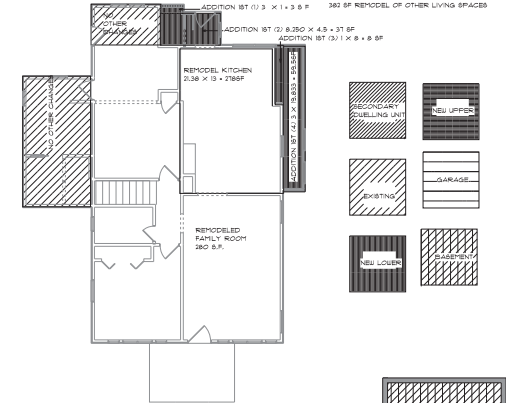
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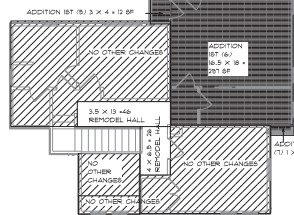
REAR ELEV.



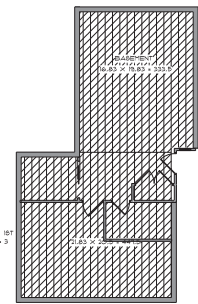
GARAGE/SECONDARY



PREVIOUSLY APPROVED UPPER



PREVIOUSLY APPROVED UPPER



PROPOSED BASEMENT ADDITION

REVISIONS	BY

PRINTED ON:
Thursday, September 07, 2011

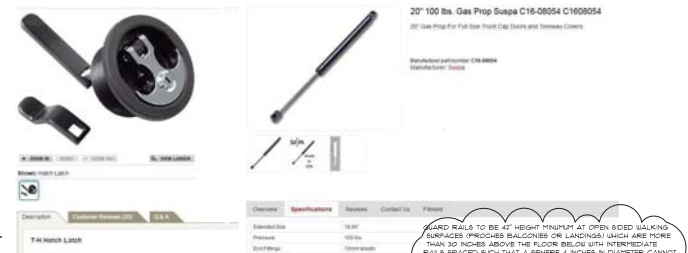
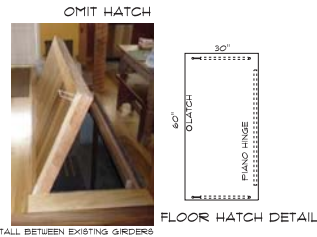
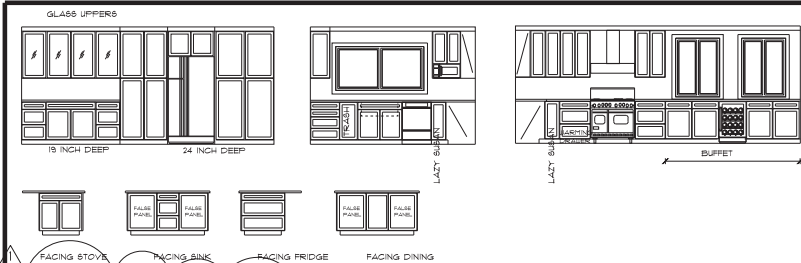
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19488 Prospect Rd. #6 Saratoga, Ca 95070
408.396.0984. Shaiminer@aol.com

An Addition and Remodel for:
Shannon Thoke
116 O'Connor St. Menlo Park, Ca 94025

DRAWN	HY
CHECKED	HY
DATE	FEB. 20, 2011
SCALE	AS SHOWN
JOB NO.	1650
SHEET	

2.1
OF SHEETS



ATTIC VENTILATION CALC'S:

UPPER FLOOR
 32 S.F./ 150' x 2.08 S.F.
 2.08 S.F. (144) x 1.52 S.F.
 11 L.R./ 133' x 8 BLK'S
 8 BLK'S (3) x 24 HOLES
 24 (3.142) x 5.63 (L 1.8 S.)

INSTALL GABLE VENTS AND RIDGE VENTS TO EQUAL 182 S.F. TO MAKE UP DIFFERENCE OF 300 S.F.)

INSTALL RIDGE VENT(S) TO PROVIDE PROPER VENTILATION

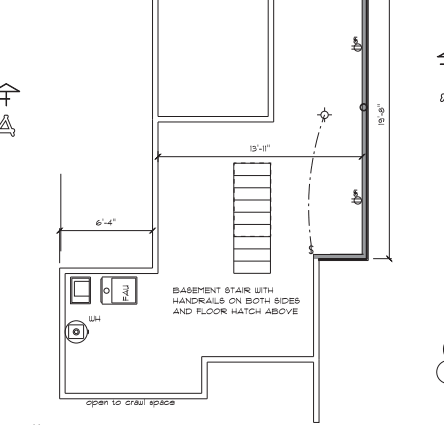
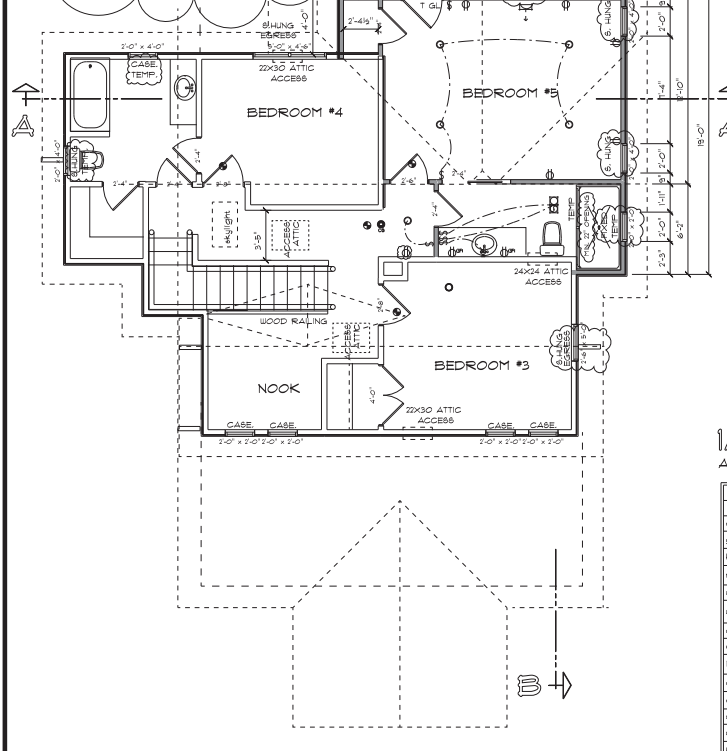
50% OF THE REQUIRED VENTILATING AREA WILL BE PROVIDED BY VENTILATORS LOCATED IN THE UPPER PORTION OF THE SPACE TO BE VENTILATED AT LEAST 3 FEET ABOVE EAVE OR CORNICE VENTS WITH THE BALANCE OF THE REQUIRED VENTILATION PROVIDED BY EAVE OR CORNICE VENTS.

RAISED RAILS TO BE 42" HEIGHT FINNUP AT OPEN SIDED WALKING SURFACES (PROVIDES BALCONIES OR LANDINGS) WHICH ARE MORE THAN 30 INCHES ABOVE THE FLOOR BELOW WITH INTERMEDIATE RAILS SPACED SUCH THAT A SPHERE 4 INCHES IN DIAMETER CANNOT PASS THROUGH O.C.G. RISE 1.2

SEE DETAILS PAGE 8 DETAIL #1 FOR FURTHER CLARIFICATION

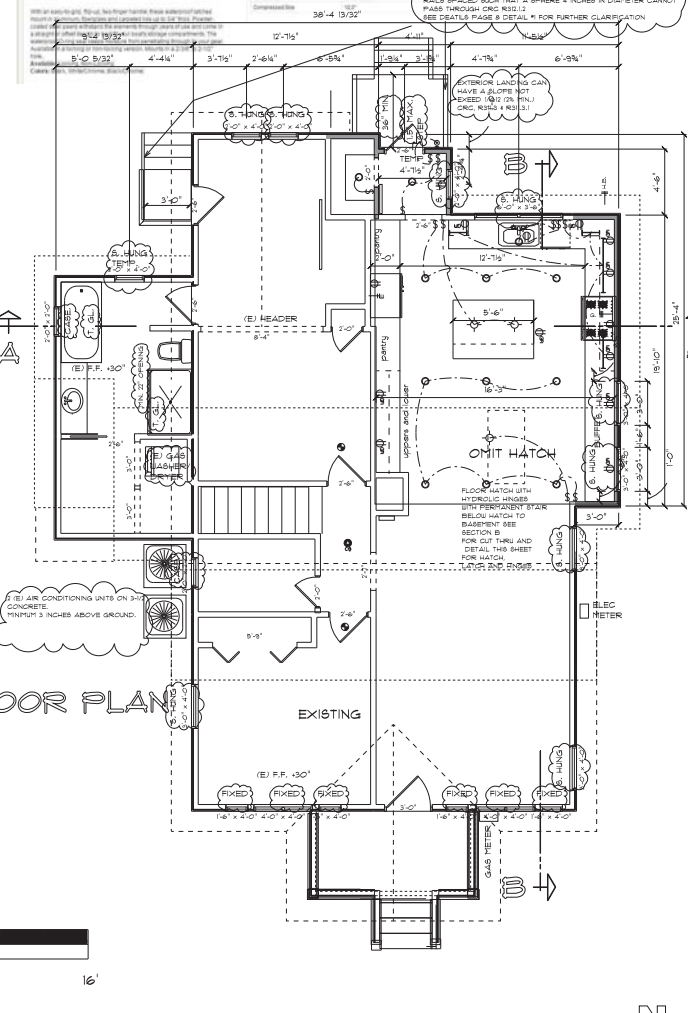
FOUNDATION VENTILATION CALC'S:

104.5 S.F./ 150' x .56' x 2 VENTS SPACED EQ.
 FOR CROSS VENTILATION, USE 6" x 14" SCREENED FND VENTS OR APPROVED EQ.
 VENTS SHALL PROVIDE ADEQUATE CROSS VENTILATION. COORDINATE PLACEMENT OF VENTS WITH ENGINEER. VENTS SHALL NOT BE PLACED ON CLOSE PROXIMITY OF HOLD-DOWNS. COMPENSATE EXISTING VENTS COVERED BY NEW ADDITION



1/4" EXISTING BASEMENT FLOOR PLAN
 Approved by Planning Commission in January '11, 2011

ELECTRICAL LEGEND		
ELECTRICAL	COUNT	SYMBOL
exhaust fan with light	1	⊠
gas trap	1	⊠
house trap	1	⊠
register	1	⊠
under cabinets LED lighting	4	⊠
water	1	⊠
can light switch	35	⊠
co detector	2	⊠
light	4	⊠
outlet	10	⊠
outlet gfi	16	⊠
smoke detector	6	⊠
switch	19	⊠
wall sconce G2	3	⊠



1/4" EXISTING LOWER FLOOR PLAN
 Approved by Planning Commission in January '11, 2011

REVISIONS BY

PRINTED ON
 Friday, September 9, 2011

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 408.396.0984 Shelmimer@aol.com

An Addition and Remodel for:
Shannon Thoke
 116 O'Connor St. Menlo Park, Ca 94025

DRAWN: MM
 CHECKED: MM
 DATE: FEB. 20, 2011
 SCALE: AS SHOWN
 JOB NO: 1690
 SHEET: 3
 OF: 3 SHEETS

REVISIONS	BY

PRINTED ON:
Thursday, September 07, 2011

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408.396.0984. Shaiminer@aol.com

An Addition and Remodel for:
Shannon Thoke
116 O'Connor St. Menlo Park, Ca 94025

DRAWN	MM
CHECKED	MM
DATE	FEB 20, 2011
SCALE	AS SHOWN
JOB NO.	1630
SHEET	4

OF SHEETS

LEGEND

-  EXISTING WALLS
-  PREVIOUSLY APPROVED WALLS
-  PROPOSED WALLS

ATTIC VENTILATION CALC'S:

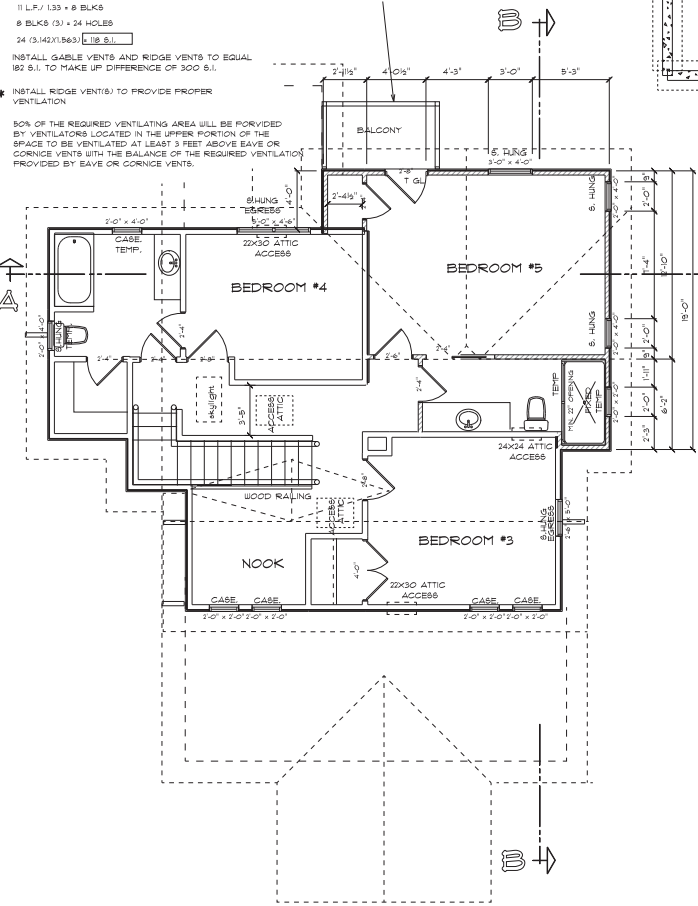
- UPPER FLOOR
- 32 S.F. / 150 + 2.08 S.F.
- 2.08 S.F. (144) / 1000 S.F.
- 11 L.F. / 133 + 8 B.L.K.S.
- 8 B.L.K.S. (3) x 24 HOLE.S.
- 24 (3x12) / 144 (18 S.F.)

INSTALL GABLE VENTS AND RIDGE VENTS TO EQUAL 183 S.F. TO MAKE UP DIFFERENCE OF 300 S.F.















* INSTALL RIDGE VENT(S) TO PROVIDE PROPER VENTILATION

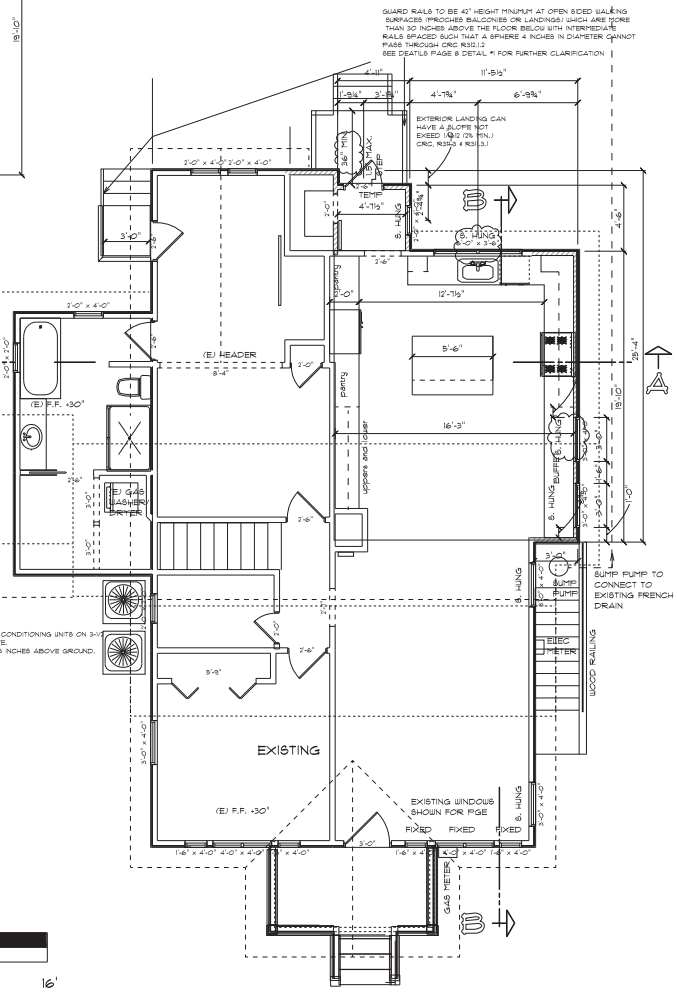
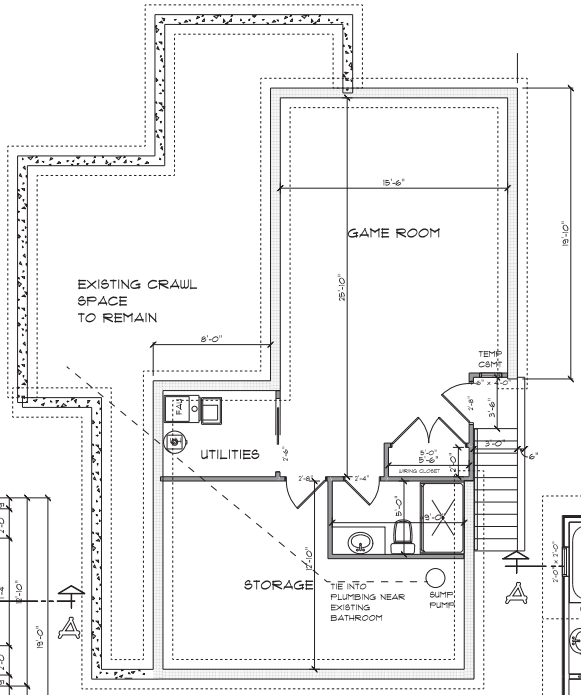
80% OF THE REQUIRED VENTILATING AREA WILL BE PROVIDED BY VENTILATORS LOCATED IN THE UPPER PORTION OF THE SPACE TO BE VENTILATED AT LEAST 3 FEET ABOVE EAVE OR CORNICE VENTS WITH THE BALANCE OF THE REQUIRED VENTILATION PROVIDED BY EAVE OR CORNICE VENTS.

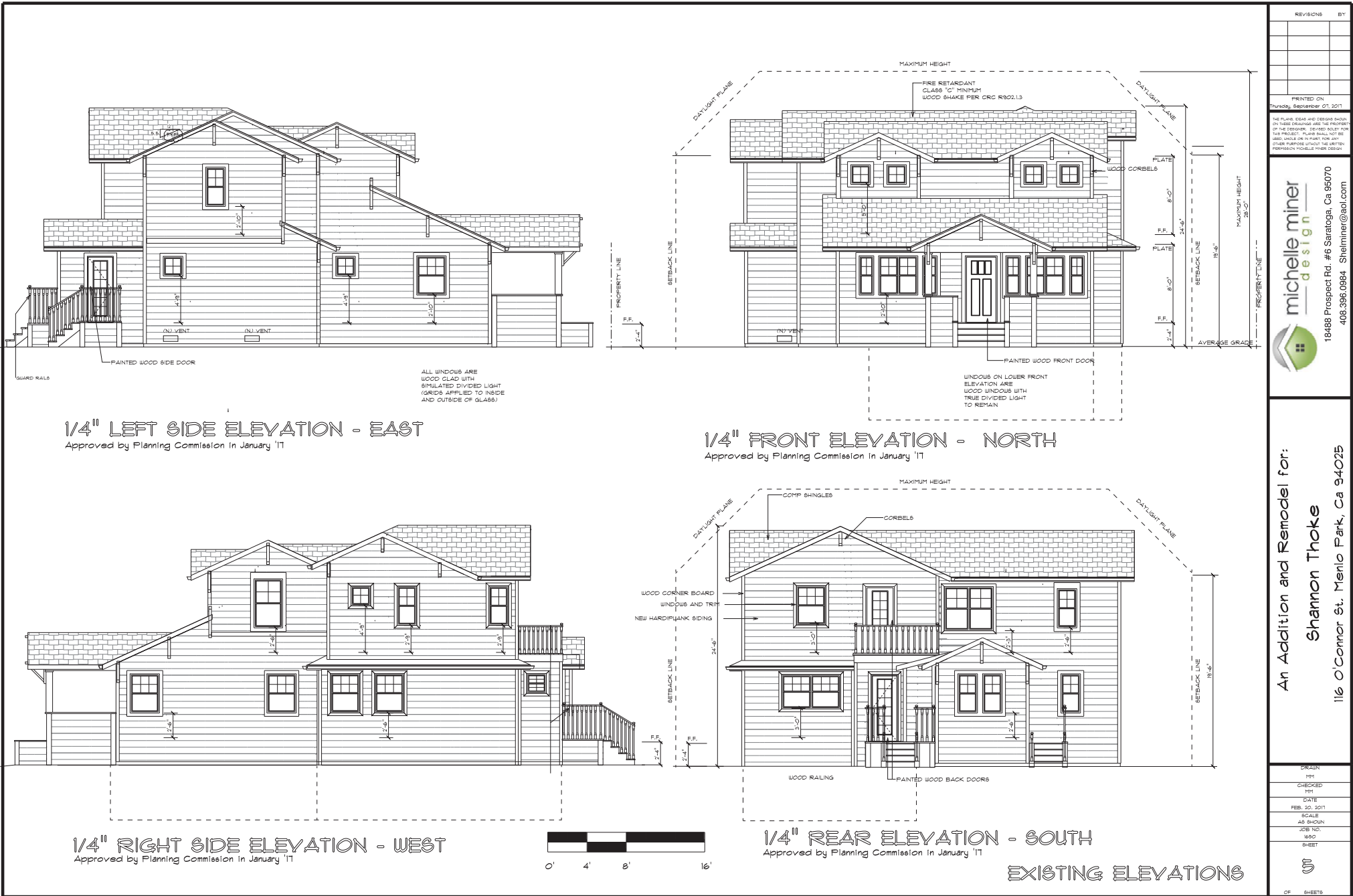
GUARD RAILS TO BE 42" HEIGHT MINIMUM AT OPEN SIDED WALKING SURFACES FINISHED BALCONIES OR LANDINGS WHICH ARE MORE THAN 30 INCHES ABOVE THE FLOOR BELOW WITH INTERMEDIATE RAILE SPACED SUCH THAT A SPHERE 4 INCHES IN DIAMETER CANNOT PASS THROUGH CRC RISE 1.2. SEE DETAIL PAGE 9 DETAIL #1 FOR FURTHER CLARIFICATION.



ELECTRICAL LEGEND

ELECTRICAL	COUNT	SYMBOL
exhaust fan with light	1	
gas bibco	1	
hose bibco	1	
register	1	
under cabinets LED lighting	4	
water	1	
cen light switch	34	
co detector	2	
light	3	
outlet	10	
outlet gfi	14	
smoke detector	6	
switch	18	
wall sconce O2	3	





REVISIONS	BY

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Thursday, September 07, 2011

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408.396.0984. Shalminer@aol.com

An Addition and Remodel for:
Shannon Thoke
116 O'Connor St. Menlo Park, Ca 94025

DRAWN: HT
CHECKED: HT
DATE: FEB. 20, 2011
SCALE: AS SHOWN
JOB NO: 1800
SHEET: 5

OF SHEETS

1/4" LEFT SIDE ELEVATION - EAST
Approved by Planning Commission in January '11

1/4" FRONT ELEVATION - NORTH
Approved by Planning Commission in January '11

1/4" RIGHT SIDE ELEVATION - WEST
Approved by Planning Commission in January '11

1/4" REAR ELEVATION - SOUTH
Approved by Planning Commission in January '11



EXISTING ELEVATIONS

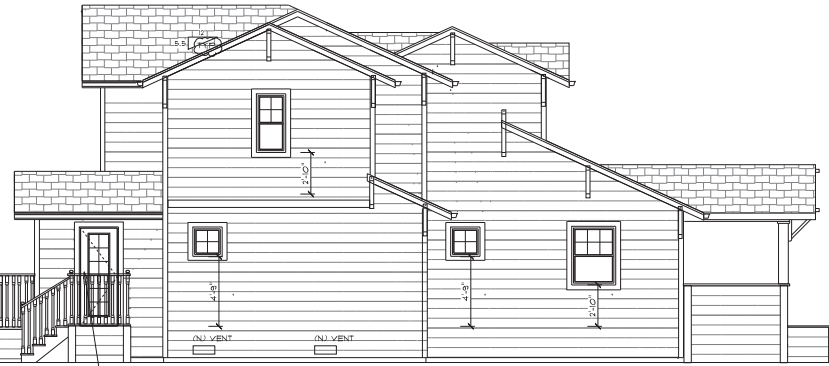
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design**
16488 Prospect Rd. #6 Saratoga, Ca 95070
408.396.0984 shminer@aol.com

An Addition and Remodel for:
Shannon Thoke
116 O'Connor St. Menlo Park, Ca 94025

DRAWN
HM
CHECKED
HM
DATE
FEB. 20, 2011
SCALE
AS SHOWN
JOB NO.
650
SHEET



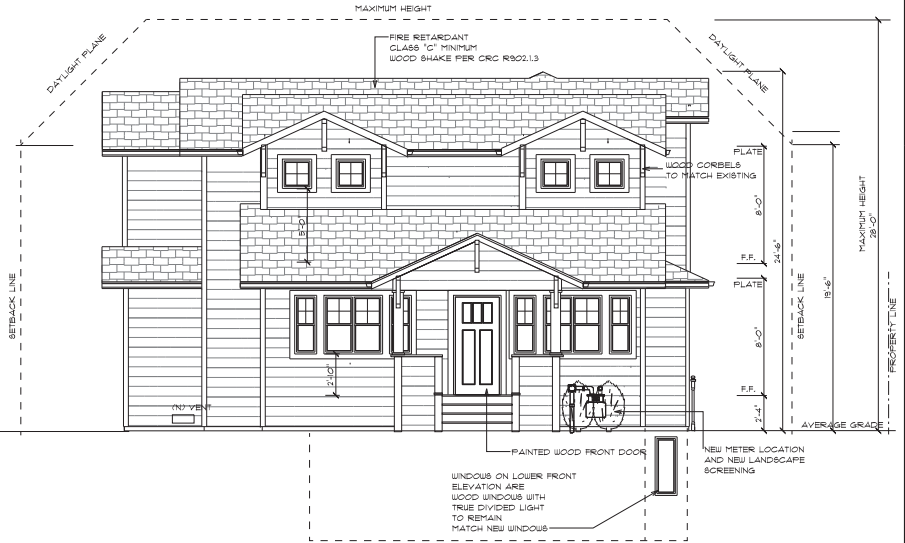
PAINTED WOOD SIDE DOOR

GUARD RAILS TO BE 42" HEIGHT MINIMUM AT OPEN SIDED WALKING SURFACES (PORCHES, BALCONIES OR LANDINGS) WHICH ARE MORE THAN 30 INCHES ABOVE THE FLOOR BELOW WITH INTERMEDIATE RAILS SPACED SUCH THAT A SPHERE 4 INCHES IN DIAMETER CANNOT PASS THROUGH IRC R302.2. SEE DETAILS PAGE 6 DETAIL # FOR FURTHER CLARIFICATION.

1/4" LEFT SIDE ELEVATION - EAST

NO CHANGE

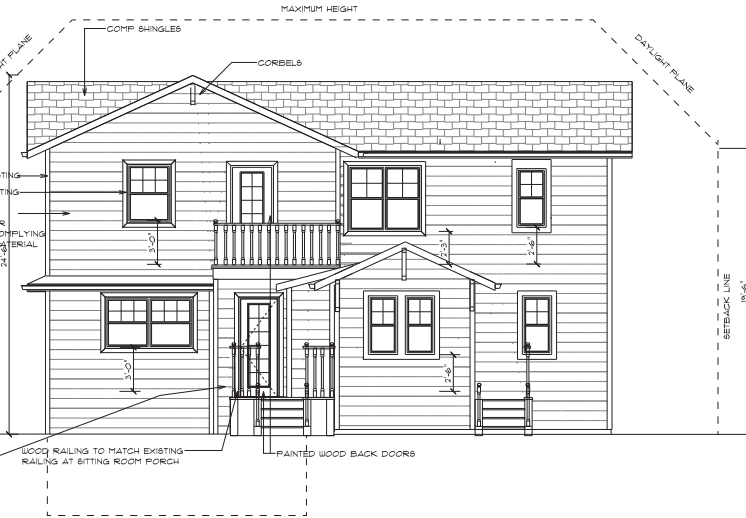
ALL WINDOWS ARE WOOD CLAD WITH SIMULATED DIVIDED LIGHT (GRADE APPLIED TO INSIDE AND OUTSIDE OF GLASS) TO MATCH EXISTING W.C.



1/4" FRONT ELEVATION - NORTH



1/4" RIGHT SIDE ELEVATION - WEST



1/4" REAR ELEVATION - SOUTH

NO CHANGE



NEW ELEVATIONS

Project Description – 116 O'Connor Street, Menlo Park CA

This use permit submittal is to modify an existing use permit approved in January 2017 which has yet to finish construction. The original use permit included an addition of 416.5 square feet and the remodel of an existing kitchen. The downstairs had 107.5 additional square feet within the kitchen and the upstairs had 312 square feet from a new bedroom and bathroom. Currently, we have passed our forms inspection and begin framing the week of August 14, 2017.

The reason for this use permit adjustment is to move the basement stairs from inside the home using a hatch to the exterior, add 555.5 square feet of below grade square footage which does not count, and move the gas meter. The below grade square footage will include a game room, bathroom, storage room, and utility room. There are no above grade changes with the exception of the basement stairs.