



REGULAR MEETING AGENDA

Date: 11/6/2017
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 September 25, 2017, Planning Commission meeting. ([Attachment](#))

F. Public Hearing

- F1. Use Permit/Roman Klinkovich/107 Hedge Road:
Request for a use permit to perform interior modifications and construct first and second story additions to an existing 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 proposal would exceed 50 percent of the existing floor area and is considered equivalent to a new structure. ([Staff Report #17-065-PC](#))
- F2. Use Permit and Variance/Theodore J. Catino/689 University Drive:
Request for a use permit to demolish a single-story, single-family residence and detached garage, and construct a new two-story, single-family residence with an attached garage on a substandard lot with regards to lot width and area in the R-3 (Apartment) zoning district. The proposal includes a request for a variance for the new residence to encroach into the required 20-foot separation

between the main building on the subject site and the main building located on the adjacent left lot. As part of the project, one heritage plum tree in the left side yard is proposed for removal. ([Staff Report #17-066-PC](#))

- F3. Use Permit and Architectural Control/City of Menlo Park/1221 Chrysler Drive: Request for architectural control to construct a new stormwater pump station to replace the existing pump station and a request for a use permit for hazardous materials to install a new diesel emergency generator associated with the stormwater pump station, which is located in the P-F (Public Facilities) zoning district. *Item deferred to a future meeting.*

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: November 13, 2017 (Canceled)
 - Regular Meeting: December 4, 2017
 - Regular Meeting: December 11, 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: 11/1/17)

At every Regular Meeting of the Commission, in addition to the Public Comment period where the public shall have the right to address the Commission on any matters of public interest not listed on the agenda, members of the public have the right to directly address the Commission on any item listed on the agenda at a time designated by the Chair, either before or during the Commission’s consideration of the item.

At every Special Meeting of the Commission, members of the public have the right to directly address the Commission on any item listed on the agenda at a time designated by the Chair, either before or during consideration of the item.

Any writing that is distributed to a majority of the Commission by any person in connection with an agenda item is a public record (subject to any exemption under the Public Records Act) and is available for inspection at the City Clerk’s Office, 701 Laurel St., Menlo Park, CA 94025 during regular business hours.

Persons with disabilities, who require auxiliary aids or services in attending or participating in Commission meetings, may call the City Clerk’s Office at 650-330-6620.



REGULAR MEETING MINUTES - DRAFT

Date: 9/25/2017
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

Absent: Katherine Strehl

Staff: Deanna Chow, Principal Planner; Ori Paz, Planning Technician

C. Reports and Announcements

Principal Planner Deanna Chow said the City Council at its September 26, 2017 meeting would potentially take action on the 500 El Camino Real mixed-use project including its development agreement. She said at the same meeting they would consider another Stanford project, the 2131 Sand Hill Road annexation project, which had been continued from a prior meeting.

Replying to a question from Chair Combs regarding a constituent's remark on procedural differences between City Council deliberation and Planning Commission deliberation, Principal Planner Chow said that the Commission and the Council both conducted their deliberations after the close of public comment suitably. She said how the Commission has deliberated and taken action has worked well and was procedurally correct as was the Council's deliberations and action taking.

D. Public Comment

There was none.

E. Consent Calendar

Recognized by the Chair, Principal Planner Chow said that Commissioner Henry Riggs had provided some suggested changes to the August 28, 2017 minutes, a printout of which were before the Commission at the dais.

Commissioner Riggs noted that the project under item E2 had a very limited scope and had been approved by the representative Homeowner's Association (HOA). He asked why it had to come

before the Planning Commission. Principal Planner Chow said the project was within a Conditional Development Permit zoning district, which has architectural control review. She said staff might approve some minor revisions within that zoning, but this project's proposed change was such that staff believed it should be reviewed by the Planning Commission. Responding to further questions from Commissioner Riggs, Ms. Chow said staff felt such changes in the X-zoning district should come to the Planning Commission for review for consistency in approach.

Commissioner John Onken said he did not think the Commission wanted to review minimal project changes as those in item E2 and suggested that changes to square footage and such were items that the Commission would want to review. He said however as an HOA was not necessarily an architectural review body that the Commission's review did protect the rights of a property owner.

Commissioner Susan Goodhue noted some corrections to the August 28 minutes:

- Page 6, 2nd bullet point, "Diane Bailey, Director of Menlo Sparks," remove the "s" to read "Spark," (note: occurred in several places);
- Page 10, 1st partial paragraph, "the Caltrain Joint Power Board," that "Power" should be "Powers";
- Page 11 some instances of "Sparks" to be corrected to "Spark;" and
- Page 12, bottom, "Hetch-Hetchy Water," remove the dash between "Hetch" and "Hetchy." (note: occurred in several places)

Commissioner Goodhue moved to approve the consent calendar with the suggested modifications to the August 28 minutes.

Commissioner Larry Kahle said he also supported staff approving minor changes as those presented in item E.2 unless it was an absolute requirement of the zoning district for the Commission to review for approval. He seconded the motion made by Commissioner Goodhue.

ACTION: Motion and second (Goodhue/Kahle) to approve the consent calendar including the following modifications to the minutes in item E1; passes 6-0-1 with Commissioner Strehl absent.

- E1. Approval of minutes from the August 28, 2017, Planning Commission meeting.
- Page 6, 2nd bullet point, "Diane Bailey, Director of Menlo Sparks," remove the "s" to read "Spark," (note: occurred in several places);
 - Page 7, 3rd bullet point: replace "Skip Helton" with "Skip Hilton"
 - Page 9, 2nd line: replace "paved parking" with "paid parking"
 - Page 10, 1st partial paragraph, "the Caltrain Joint Power Board," that "Power" should be "Powers";
 - Page 11 some instances of "Sparks" to be corrected to "Spark;" and
 - Page 12, bottom, "Hetch-Hetchy Water," remove the dash between "Hetch" and "Hetchy." (note: occurred in several places)
- 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)

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:
 - 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:
 - 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 significantly worn sections of frontage improvements. The plans shall be submitted for review and approval of the Engineering Division.
 - f. Heritage trees in the vicinity of the construction project shall be protected pursuant to the Heritage Tree Ordinance.

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)

Staff Comment: Principal Planner Chow said the staff report incorrectly indicated the item was a Consent Calendar item, but it was a Public Hearing item. She said that was noted correctly on the agenda. She said the reference in the staff report to a 27 square foot addition was applicable only to the first floor as approximately 1100 square feet was being added as a second story.

Applicant Presentation: Carl Hesse, project architect, Square Three Design Studios, introduced the property owners, David Andeen (present) and Lori Callaghan (not present). He said the project was an existing, single-story ranch home on an approximately 8700 square foot lot. He said the lot was considered standard but due to its triangular shape it was a fairly constrained lot. He said one of the limiting factors on the property was the very acute angle at the frontage, which was just over 31-feet wide. He said with the special subdivision front setback regulation that the front building setback was almost twice the 20-foot front setback, and the existing home was set back 38 feet from the front property line. He said the work they intended on the first floor would be in the same footprint with only a small 27-square foot addition in the back where the new stair was located. He said the first floor proposal was to move all bedrooms upstairs and create a great room that opened up to the outdoors. He said that the roof alignment was cohesive with hips and valleys lining up at inside and outside corners. He said in the variance request they added a new front entry porch to emphasize the entry and downplay the garage, which currently was very prominent. He said with the articulation of the new entry porch, the new second story and the roof line that they had created relief in the front elevation as those broke down the mass and scale. He said they requested to keep the existing roofline encroachments into the side setbacks as those were very small encroachments on the right and left sides. He provided a full scale, 3-D visual of the two corners noting that the encroachments were only at the front as there was much more space on the sides of the house as it fanned out going back on the lot. He said the staff report found the eaves to be purely aesthetic and recommended denial. He said to him those were a functional and integral part of the house structure that provided a better line for rainwater management and the eaves were an important part of the house design in providing some shading in summer. He said if the eaves were clipped back there was no conventional way to do that without creating some awkward roofline details. He said the other item staff recommended for denial was the proposed garage trellis. He said they did not feel strongly about that feature if the Commission supported staff's recommendation of denial for that.

Commissioner Kahle disclosed that he has known Mr. Hesse a long time but their acquaintance did not require his recusal. He said the left side neighbor had privacy concerns and in response the applicant had raised the sill height of the window in the master bedroom. He said there were other windows along that line. He said the house next door was under construction so he could not really tell where privacy was a concern. He asked if the other windows were an issue. Mr. Hesse said the neighboring property owner was mostly concerned about the master bedroom window. He said the

next two windows, which were for the master closet and the master bath, would have translucent glass. Commissioner Kahle confirmed with Mr. Hesse that the neighbor wrote a support letter for the project after the window revision was made. He also confirmed with Mr. Hesse that the proposed first floor eave encroachments would have the same two-foot encroachment as the existing eaves. He confirmed that all the eaves were being removed and raised up two feet to allow for the second floor plywood to get to the outside wall.

Commissioner Onken asked about the removal of the Madrone at the back fence line. Mr. David Andeen, property owner, said they had no intention of removing any trees, heritage or otherwise. Commissioner Onken said it was tree #4 along the back fence that Kielty listed as 80% or not quite good condition that was proposed to be removed in the existing plan. He said in the new plan it was replaced with a fountain or sculpture. Mr. Andeen said he would rather have the tree.

Commissioner Andrew Barnes noted a variance request letter written by Mr. Hesse that said the eave encroachments were needed to properly reframe the roof. He asked what would be problematic if that variance request was not granted. Mr. Hesse pointed out the left side elevation and where the first floor roof came down the side and turned around to the front where there was a hip line. He said this made a continuous eave line, or continuous horizontal plane, which meant water was managed better. He said cutting off that corner would mean that those two perpendicular lines at the same elevation would get cut back at the pitch of the hip and they would have to slope uphill which would not permit the continuous gutter line to function properly. Commissioner Barnes asked about alternative solutions should the variance request not be granted. Mr. Hesse said one thing that someone might recommend would be to reduce the depth of the overhang or eaves. He said that would create a short, disproportionate eave for this particular style of house that would not work architecturally. He said another option would be to cut back both corners and create two short "rake" ends to that hip, which he felt would look incredibly odd. Commissioner Barnes asked about the result of shortening the eave lengths. Mr. Hesse said he thought it would result in having a less than 12-inch overhang.

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

Commission Comment: Commissioner Kahle said the City's subdivision ordinance was odd and he knew of no other city that had one quite like it. He said it had a severe impact on properties that fell under it. He said he agreed with staff's recommendation for allowing the extra floor area in the front setback and the porch. He said he tended to agree with staff on not approving the eave encroachment. He said however he looked at a project he had done some years ago, which was very similar to this one, and that had been approved with a cul de sac and little bits of eaves extended into the setbacks. He said the eaves made a huge difference to the design and was a function of reusing the existing house. He said although he supported staff's recommendation he would agree to allow the eave encroachment into the setbacks. He said he was not inclined to support the trellis at the garage. He said although he could see where it might help the appearance of the garage that the roof was being raised two feet, creating extra space. He said he could go either way on the trellis. He said the design was really nice and he appreciated how the hips and valleys would meet on the second floor. He said the covered porch was rather deep and tall and recommended that it be given more presence. He said he thought the project was approvable.

Commissioner Onken said he generally supported Commissioner Kahle's comments. He said in general he could support the uniqueness of the project's challenges enough to support it as a variance, and he did not see that would set any precedence. He said neighbors had expressed

concern about the windows on the west, left side of the house. He said he could not see how the master bedroom window at the back of the house was a concern because of the diagonal and the way it was setback. He said he would be slightly concerned about the side window on the front bedroom facing right down into the front of the neighbor's house. He said he did not think a change to it should be prescribed but for the record he urged the applicants to be mindful that the possibility of a window looking down into a neighbor's front window was typically concerning. He noted that he was not completely sure of the angles for that window. He said he could support the project with retention of the Madrone tree in the rear and approving the variance requests.

Commissioner Riggs asked what Commissioner Kahle found unique about the project and whether that was in terms of the overhangs and/or trellis. Commissioner Kahle said in clarification that he found the overhang corners were specific to the project and unique and that by allowing them to continue, they would not set an unfair precedence in terms of the City's policies regarding setbacks. He said he did not have a problem with the trellis, although a trellis that encroached in the setback generally would not get his approval. He said in this instance due to the shape of the lot and all items being requested for variance that he was happy to support the whole package as proposed.

Commissioner Riggs said he could not make the findings for the eaves and trellis variance requests as all the homes on this cul de sac had the same issue as this one, and this lot had a couple of extra thousand square feet to work with due to its notable depth. He said he did not see the lot as constrained. He said however he thought the regulations for these lots were not serving the community well if they prevented an existing first floor plan from being reused in an architecturally acceptable manner. He said it was not acceptable to clip the corners of eaves on a relatively traditionally formed home. He said if the zoning code prevented that then it lacked flexibility. He said Commissioner Kahle pointed out the subdivision ordinance was perhaps not like other cities' regulations. He said the issue was with the code in this case. He said trellises that were nine feet or lower should not be regulated by Planning. He said there were building code restrictions on how close you can go to a property line with a trellis. He said because a trellis did not provide weatherproof cover, mass, or the potential for sleeping that feature should not be regulated by Planning. He said he would support staff's recommendations with great reservations about the limits doing so would place upon this project.

Commissioner Barnes said it was a very nice project and would do the cul de sac justice with good use of the existing footprint. He said in his reading of the variance requests and staff's findings that he found special privilege would be given in extending variance to the roof eaves and trellis as much as he could see that those would be complementary to the project. He said he was inclined to support staff's recommendation to approve the entryway/porch and second story addition but not the roof eaves and trellis with encroachments in the front and sides.

Commissioner Onken noted on page 5 in the staff report it was stated that approval of variance required making all five findings and that staff did not believe all five findings could be made for the encroachment of the roof eaves and the trellis. He said the next paragraph stated that staff could make the five findings for the variances to the building footprint and second story encroachment, and asked for clarification. Principal Planner Chow said staff believed all five findings could be made for the porch encroachment and the second floor addition but that not all five findings could be made for the roof eave overhangs and the trellis above the garage.

Commissioner Onken referred to Commissioner Riggs' comment about imperfections in the City's zoning code and said that his understanding was the remedy for these anomalies of the City's zoning code was the variance process. He said if other homes on Emma Lane were also to come forward with variance requests for similar minor encroachments he thought those would be approvable as the point of the zoning code as well as to allow these variance procedures.

Commissioner Goodhue said that she came to the meeting agreeing with staff's recommendations about the roof eave encroachments. She said she was struggling now with the fact that when the house was built those were a conforming condition. She said that they would remove the roof, put on the second story and put the roof back on as it was with the existing encroachment was causing her to struggle with supporting the variance denial recommended by staff. She said as an attorney she felt the law should be flexible. She said to Commissioner Onken's point that there was concession by staff for making the five findings for the front porch and addition. She said as the project was not in the Specific Plan area only four of the five findings listed were possible to make. She said this was a situation where she thought common sense would need to apply. She said she agreed that they should not endorse lopping off roofs just to adhere to the letter of the zoning code. She said the eave overhang was originally conforming.

Principal Planner Chow said staff agreed that the eaves helped make a nice continuous appearance. She used the example of a wall as an example of an existing conformity analogous to this situation of the eave overhangs. She said the City would not allow as part of a project the removal of a nonconforming wall that was then rebuilt nonconforming. She said if there was the opportunity to rebuild that the rebuild should be to the existing standards. She said an 18-inch encroachment by an eave was allowable under code and this project's overhangs extended beyond 18 inches. She said staff did not see anything unique to the site to approve an encroachment beyond the 18-inches allowed in this zoning district. Commissioner Goodhue said she understood.

Commissioner Combs said he did not think the four findings could be made for the eave overhangs variance but he was willing to support the full variance request being made based on the idea that seven community members were reviewing the project holistically, similar to a trial by jury as opposed to a judge's sole ruling. He said the findings were a guide and if the idea was that they would follow the letter of the law each and every time then this was something staff could do and a commission review process would not be needed. He said he could support the variance requests made although it would be an uncomfortable vote for him.

Commissioner Onken moved to support the use permit and make findings in favor of the variance with the condition that tree #4 at the rear was retained. Chair Combs said to clarify that the motion was to approve the use permit and to make findings for all variances being requested with the added tree condition.

Principal Planner Chow said if Commissioners would state how the findings for the variance requests were being met that would be helpful for staff. Chair Combs said the staff report made findings for the variance request for the front encroachment and second floor. He asked if the Commission had to remake those findings and make findings for the other two variance requests not made by staff. Principal Planner Chow said the Commission might express support for staff's findings for the front encroachment and second floor addition variance requests and make the four findings for the variance requests for the eave overhangs and trellis over the garage. She noted

that as mentioned by Commissioner Goodhue the fifth finding was not applicable as the project was not located in the Specific Plan area.

Chair Combs asked if Commissioner Onken in his motion wanted to diverge from staff's recommendation for the eave overhangs and the trellis above the garage variance requests. Commissioner Onken moved that the Commission make the findings to grant the variance to allow the encroachments of the first floor eaves and overhangs beyond the permitted setback intrusion and the trellis above the garage and with an added condition to retain the Madrone. Principal Planner Chow said condition 6.a and 6.b would need to be deleted if the eaves and trellis were permitted. She noted that the Madrone was non-heritage and if they made it a condition of approval the tree would never be allowed to be removed. She clarified with Commissioner Onken that the tree was conditioned to be kept for now.

Principal Planner Chow restated the motion after ascertaining the Commission had no additional language for the findings for the variance requests to be approved. She said the Planning Commission recommended to make the findings per attachment A to the staff report with the deletion of item 2, include variances for eave overhangs and trellis over the garage in item 3, retain items 4 and 5 as written, and delete a and b under item 6 and add a new "a" to read: protect and preserve Madrone tree in rear yard.

Chair Combs asked if there was a second to the motion. Commissioner Goodhue seconded the motion.

Commissioner Riggs said he was reminded that perhaps a year before he made the rather pointed comment that he could find findings in conflict with the literal interpretation of the zoning ordinance when he found that doing so was nonproductive. He said it was consistent for him to do that again with this project.

Commissioner Onken moved and Commissioner Goodhue seconded to approve the use permit and make the findings for all the variance requests. Chair Combs called for the vote which was 5-1-1 with Commissioner Barnes opposed and Commissioner Strehl absent.

Replying to Chair Combs, Principal Planner Chow said that if the Commission had anything to add to the discussion supporting the findings for the eave overhangs that she could add that to the approval.

Commissioner Riggs said eaves were not strictly an aesthetic issue and served a function to be as responsive to solar gain as possible to have appropriate eaves on the south and west sides and that it would be a conflict of the City's own goals to shorten the eaves. He said he did not think it particularly helpful to the neighborhood to degrade the appearance of the eaves.

ACTION: Motion and second (Onken/Goodhue) to approve the use permit and make the findings for the variance request as recommended by staff with the following modification: passes 5-1-1 with Commissioner Barnes opposed and Commissioner Strehl absent.

4. 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:~~

~~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. 2. Make the following findings as per Section 16.82.340 of the Zoning Ordinance pertaining to the **granting** of a variances **to allow encroachments of the first floor eave overhangs into the required setbacks beyond the maximum permitted intrusion allowed by the zoning ordinance, and for a garage trellis**, 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. 3. 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. 4. Approve the use permit and variance ~~for~~ **to allow encroachments of the first floor eave overhangs into the required setbacks beyond the maximum permitted intrusion allowed by the zoning ordinance, and for a garage trellis**, 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. 5. Approve the use permit and variance for ***encroachments of the first floor eave overhangs into the required setbacks beyond the maximum permitted intrusion allowed by the zoning ordinance, and a garage trellis***, a new front 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.~~
 - a. ***Protect and preserve Madrone, tree # 4, in the rear yard.***

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)

Staff Comment: Planning Technician Ori Paz said that just prior to the meeting he was forwarded a piece of written correspondence from Jeff and Sarah Phillips, 1051 Del Norte Avenue, expressing their support for the project proposal.

Applicant Presentation: Adam Bittle, project architect, introduced Brian Wise, one of the property owners. He said they proposed to remodel the ground floor to open up the space more and add a modest second story of just over 700 square feet. He said a second-story addition was made recently to the property next door by the writers of the support letter received for this project. He said the project's second floor massing was pushed toward the existing adjacent second-story home rather than to the opposite side, which was a single-story structure. He said they opened up the second floor addition toward the front street side of the property and toward the rear adjacent to Flood Park. He said they tried to achieve privacy on the sides. He said homes in the neighborhood tended to be single-story with really large attic space often at eight-foot plate heights. He said for the second story they were trying to integrate with existing framing to make use of that attic space.

Commissioner Kahle said he had concerns about the number and varied sizes of the gables facing the street. He asked if the applicants would be open to modify the gables in some manner to give the project more balance and harmony. Mr. Bittle asked if Commissioner Kahle was referencing an existing gable. Commissioner Kahle said the gable over the garage and the smaller one on the second floor. Mr. Bittle said the smaller one on the second floor was for the bedroom being added there. He noted that in making use of the existing attic roof form there was not really any wall or room on the side to add appropriate egress for windows and if windows were there, they would look down on the adjacent property. He said they could probably extend the eave straight across if this was a significant issue. He said they were trying to break up the single, massive roof plane. He said the gable for the garage was into an attic storage area. He said they tried to tie the garage in with what they were doing across the rest of the project. He said they added the gable form at the entry porch and had to reduce the entry porch area due to lot coverage restraint. He said he did not know if losing the gable over the garage or potentially over the bedroom would help balance the design. Commissioner Kahle said of the two gables the small one over the bedroom caused him more concern. Mr. Bittle said the pop out at that bedroom window was for a window seat.

Commissioner Riggs said he agreed with Commissioner and had a similar reaction to the front elevation. He suggested having the second floor gable move over about eight inches to align with the entry below as that would not only reinforce the entry's importance but also simplify the appearance. He confirmed that the gable over the garage was shingled and shingles were composite. He suggested making the gable over the garage the same as the gable over the entry as he thought that would simplify the plan. He noted that the existing full house gable on the right side was plain rake and stucco. He asked if there was any interest in putting a feature on that right side even if it was just a gable vent. Mr. Bittle said he believed that part of the home was nonconforming over the setback but they would like to add something there for interest.

Planning Technician Paz said provided that no framing members were removed and proposed to be replaced that would be fine. He said a window could be cut into a nonconforming wall but a nonconforming wall could not be removed and rebuilt nonconforming with windows. Commissioner Riggs confirmed with staff that a gable could be cut in on this nonconforming wall. He said sheet A9 seemed to document the degree of nonconforming work and whether a project needed to go to Planning Commission. Planning Technician Paz said that was correct and was part of the requirements for an application submittal. He noted for reference that it appeared on D9 in the staff report and sheet A8 in the plan set.

Chair Combs open the public hearing and closed it as there were no speakers.

Commission Comment: Commissioner Barnes said he liked the project and he thought it would be a nice addition to the neighborhood. He said he appreciated the low height of the house. He said he thought the gables were fine and perfectly approvable as presented. Chair Combs said he agreed.

Commissioner Riggs asked about the second floor gable that seemed just eight inches offset from the entry way gable. Chair Combs asked the architect what their thoughts were about the suggestion to align the second floor gable with the entryway gable. Mr. Bittle said they would sacrifice the centering of the gable for a child's bedroom by aligning it with the entryway. Chair Combs said that if the applicant had no objections to centering that gable then he had no objections. Commissioner Kahle said he had noticed that gable was slightly off center and recommended it be shifted over to align with the entryway. He said he thought there was still one too many gables and suggested either losing the one for the second story bedroom or the one over the garage.

Commissioner Onken said the homes in this area were whimsical and idiosyncratic. He said the proposed addition was not doing any harm and maintained its slightly idiosyncratic qualities. He said although it was not his preference for every gable to have a downspout on both sides and gutters as he found that looked messy, he did not see anything with the proposed design that would prevent approval.

Commissioner Riggs moved to approve the project and make the findings with two changes to center the second story gable over the entry and permit the applicant the flexibility to add a gable vent on the right side. Commissioner Onken seconded the motion.

ACTION: Motion and second (Riggs/Onken) to approve the use permit as recommended by staff with the following modifications; passes 6-0-1 with Commissioner Strehl absent.

1. Make a finding that the project is categorically exempt under Class 1 (Section 15301, "Existing Facilities") of the current California Environmental Quality Act (CEQA) Guidelines.
2. Make findings, as per Section 16.82.030 of the Zoning Ordinance pertaining to the granting of use permits, that the proposed use will not be detrimental to the health, safety, morals, comfort and general welfare of the persons residing or working in the neighborhood of such proposed use, and will not be detrimental to property and improvements in the neighborhood or the general welfare of the City.

3. Approve the use permit subject to the following **standard** conditions:
 - a. Development of the project shall be substantially in conformance with the plans prepared by 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.
4. **Approve the use permit subject to the following project-specific conditions:**

- a. **Simultaneous with the submission of a complete building permit, the applicant shall provide revised plans for second floor bedroom gable to align with entryway gable and if desired to add an architectural feature to the right side existing gable wall such as a gable vent or window subject to review and approval of the Planning Division.**

- 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)

Staff Comment: Planning Technician Paz said staff recommended an additional condition 4.b: *Prior to building permit issuance, the applicant shall submit revised plans to meet applicable residential building code requirements, which may require modifications to the stairway and openings.* He said this added condition was the result of review earlier today that revealed the egress for the basement would need to be revised to have a three-foot wide egress door.

Questions of Staff: Commissioner Barnes asked if that changed anything about the steps going down, where the door was located, or how it was shown in the plans. Planning Technician Paz said those might change and they intended to give the applicant some flexibility in how they addressed that. He noted the proposed floor plans on sheet 4 that showed a two-foot, eight-inch door. He said that would have to be widened by four inches. He said to achieve that the applicant could go either into the game room or out toward the front, which would in turn shift the stair location slightly.

Commissioner Barnes said he looked at the project site that day and his expectation was there was enough room for the stairway without it bumping into the driveway. He asked if the driveway would end at the entrance of the steps. Planning Technician Paz said the two elements would be adjacent to each other as designed.

Chair Combs said a letter from neighbors, Dianna Wynne and Scott Marshall, 120 O'Connor Street, had been received by email earlier that day. He confirmed with other Commissioners that they also received this email. Principal Planner Chow said the correspondence did not sound familiar and asked if the Chair could summarize its contents.

Chair Combs read: *Our neighbors, Shannon Toke and Jason Watson, at 116 O'Connor Street, have a growing family of four, and we can definitely understand the desire to expand the basement and turn it into extra living space. However, we are writing to express our concerns regarding the use permit revision. The expansion of the basement and moving the current internal staircase to the exterior of the structure makes us concerned that in the future the downstairs area could be used as another separate dwelling or rental unit on the property. There is already a second unit on the property and the neighbors would be very unhappy if a third potential residential unit is added on. The property zone is a single-family urban residential district.* Chair Combs stopped reading indicating he thought that was sufficient to provide the theme and tone of the email.

Applicant Presentation: Shannon Toke, property owner, said they were currently doing an addition to the kitchen and the second story. She said during that process they found they did not really have any foundation, noting it was about two-inches deep and the floor was about an inch-and-a-half deep. She said there were no piers or footings. She said they have a six-foot high basement that they use for storage and the water heater and other mechanical equipment. She said because of the foundation issues they decided they wanted to make the basement a little deeper to make a room with a bathroom to be used as a playroom. She said they had no plans to have a bedroom in the space, and that the second room there would be for storage. She said during the last two additions they have done that they replaced about 75% of the foundation on the house, which was 100 years old. She said the question of where to put stairs for the basement was a concern from the beginning. She said they looked at putting them outside in the back but that was too close to the garage. She said currently they were doing drywall upstairs so they were through most of the permitting process for the inspections. She said in about a month they would be done upstairs after which they would like to go finish up downstairs what they were requesting to do this evening. Commissioner Kahle asked if they had considered an internal staircase noting there was a large

closet behind the front bedroom. Ms. Toke verified that was the downstairs bathroom. Commissioner Kahle confirmed that the basement would have a seven-foot, six-inch ceiling.

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

Commission Comment: Commissioner Onken said if the project when it was before them before for a use permit had the stair and the basement that he would have found the project completely approvable. He said to safeguard the neighbors' interest that he would be happy to approve the findings of the use permit with the condition that the basement not be used as a dwelling unit under this use permit approval. Chair Combs said that it could not be used as a dwelling unit whether or not the Commission made that condition. He asked if they had to make that provision for the basement to be used in a certain way. Commissioner Onken said he thought so in view of the concerns expressed by the neighbors.

Commissioner Barnes said item 4.a of the recommended approval was a project specific condition that the basement could not be used as a bedroom. He said if it could not be used as a bedroom it could not be a dwelling unit. Commissioner Onken said per building code it could not be used as a bedroom due to lack of ventilation and windows. He said separate from that the neighbors were concerned about a self-contained dwelling unit and an extra car in the driveway. He said not allowing its use as a self-contained dwelling unit might be a better condition than it not being used as a bedroom.

Chair Combs said the neighbors' were valid. He recognized also that there were project constraints.

Recognized by the Chair, Ms. Toke said they looked at putting the staircase internally and that it had been in the back corner of the kitchen. She said the problem was it took up a whole cabinet space and prevent the space from being a square, which was why they changed the egress to a hatch. She said if they could have found anywhere in the house to put the staircase in they would have done so.

Commissioner Onken moved to make the findings, approve the use permit as recommended by staff with a modification to condition 4.a to remove "bedroom" and insert "self-contained dwelling unit" instead. Commissioner Goodhue seconded the motion.

ACTION: Motion and second (Onken/Goodhue/) to approve the use permit revision with the following modifications; passes 6-0-1 with Commissioner Strehl absent.

1. Make a finding that the project is categorically exempt under Class 1 (Section 15301, "Existing Facilities") of the current California Environmental Quality Act (CEQA) Guidelines.
2. Make findings, as per Section 16.82.030 of the Zoning Ordinance pertaining to the granting of use permits, that the proposed use will not be detrimental to the health, safety, morals, comfort and general welfare of the persons residing or working in the neighborhood of such proposed use, and will not be detrimental to property and improvements in the neighborhood or the general welfare of the City.
3. Approve the use permit subject to the following **standard** conditions:

- a. Development of the project shall be substantially in conformance with the plans prepared by Michelle Miner Design consisting of 8 plan sheets, dated received 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.
4. Approve the use permit subject to the following **project specific** conditions:
- a. As designed, the basement of the main residence shall not be used as a **bedroom self-contained dwelling unit**. Any future modifications to the space may require Planning Commission review and approval.
 - b. Prior to building permit issuance, the applicant shall submit revised plans to meet applicable residential building code requirements, which may require modifications to the stairway and openings.**

G. Informational Items

G1. Future Planning Commission Meeting Schedule

- Regular Meeting: October 16, 2017

Principal Planner Chow said that the Facebook conditional development permit revision would

potentially be on the October 16 meeting agenda.

- Regular Meeting: October 23, 2017

Principal Planner Chow said she anticipated some single-family residential development projects and potentially a commercial development project on the October 23 meeting agenda.

- Regular Meeting: November 6, 2017

Commissioner Barnes said in the study session for the first project under the new ConnectMenlo Zoning for C-S Bio they had a discussion about height, which was clearly something that needed further discussion and review. He asked where that stood. Principal Planner Chow said staff has had internal discussions. She said the applicant had submitted some graphics on how they were doing a more volume approach, which staff was still reviewing. She said that they were continuing with the average height calculation as presented in the study session and considering what the applicant has proposed. Commissioner Barnes asked if this was a global discussion and whether there was a conclusion. Principal Planner Chow said height and average height were established in the zoning regulation. She said a determined calculation for average height would be applied to all applicable projects consistently in that zoning district. Commissioner Barnes said some property owners in that area had expressed concern with how average height was calculated.

Commissioner Barnes said he wanted to highlight the community benefit process and how that worked and the structure of it. He suggested holding a study session on what the process was for working through a community benefit discussion as there would be a number of such projects coming forward in the future. He asked if that discussion was happening in Planning. Principal Planner Chow said the community benefits discussion was put aside as there were other development regulations they wanted to highlight for that particular project. She said staff was working with a consultant to determine how the appraisal instructions, which were the important part in determining what that value was, would work. She said they were in the second draft and would like to share that with applicants for feedback. She said once they have the instructions they could come to the Planning Commission with how to determine community amenities. She noted however that there was a list community benefits that was created as part of ConnectMenlo that needed to be followed. She said there was an opportunity to change what was on the list through a resolution process with City Council. She said the Commission would use that list identified through ConnectMenlo as a template in identifying what would be the greatest needs for community amenities. She said also regarding an identified community amenity that once it was used it could not be used again. She said it had been structured that way to prevent a plethora of one particular amenity and not addressing other community concerns.

H. Adjournment

Chair Combs adjourned the meeting at 8:52 p.m.

Staff Liaison: Deanna Chow, Principal Planner

Recording Secretary: Brenda Bennett



STAFF REPORT

Planning Commission

Meeting Date: 11/6/2017

Staff Report Number: 17-065-PC

Public Hearing: Use Permit/Roman Klinkovich/107 Hedge Road

Recommendation

Staff recommends that the Planning Commission approve a request for a use permit to perform interior modifications and construct first and second story additions to an existing single-story single-family residence on a substandard lot with respect to width and area in the R-1-U (Single-Family Urban Residential) zoning district, at 107 Hedge Road. The proposal would exceed 50 percent of the existing floor area and is considered equivalent to a new structure. The recommended actions are contained within Attachment A.

Policy Issues

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

Background

Site location

The subject site is located at 107 Hedge Road, an interior lot between Bay Road and Dunsmuir Way. A location map is included as Attachment B. The subject parcel is immediately surrounded by single-family homes that are also in the R-1-U zoning district. There are primarily one-story and two-story single family residences surrounding the project site which feature architectural styles including ranch, farmhouse, and contemporary homes. Most of the nearby parcels are also substandard with regard to lot width and area and feature one-car attached garages.

Analysis

Project description

The applicant is proposing to partially demolish, remodel and expand the existing residence, which includes the addition of a second story. At the ground floor, the proposal includes renovations to the interior of the residence to create two new single-car garages which would flank a new front entry leading to a new large foyer. By reconfiguring the existing bedrooms, bathrooms and kitchen, the applicant would create a new great room, office, bathroom and kitchen towards the rear of the home. On the new second floor, the applicant would build three bedrooms and a bathroom, and a master bedroom with a walk-in closet, master bathroom, and a balcony at the rear of the home. The second floor addition would comply with all the setback requirements, including the City's requirement that balconies and decks above the first floor shall be located at least 20 feet from the side lot line and 30 feet from the rear lot line.

The house is proposed to be 27 feet, nine inches in height where the maximum permissible height is 28 feet and the proposed structure would also comply with daylight plane requirements. The residence would be located approximately four feet, five inches from the front setback, the second floor would be inset 15 feet, nine inches from the left side property line, and would be approximately 31 feet, eight inches from the rear property line. 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.

Design and materials

The applicant proposes to comprehensively update the exterior materials of their residence from the existing ranch style to a French country chateau architectural style. The exterior of the residence would have smooth stucco siding, decorative bands at the first and second floors, a metal panel roof, and wood rake and shingle molding would frame the second story windows on the front façade. The applicant is proposing two single-car garages to add symmetry to the new front elevation and would feature wood-like textured doors. The first floor at the rear and sides of the home would feature a new, flat roof with an 18-inch parapet. Leading out from the master bedroom would be the new second floor deck with 42-inch wrought iron guardrails which would provide added screening. Staff believes that the scale, materials, and unique design of the revised residence would be compatible with the neighborhood's mix of architectural styles.

Trees and landscaping

There is one heritage coast live oak tree located in the rear yard of the adjacent property to the left. The subject site does not contain any trees. The applicant has submitted an arborist report (Attachment F) detailing the species, size, and conditions of the neighbor's heritage tree. The proposed project is not anticipated to adversely affect the tree, as standard tree protection measures would be ensured through standard condition 3g.

Correspondence

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

Conclusion

Staff believes the scale, materials, and style of the proposed remodel and additions are compatible with the surrounding neighborhood. The two-single car garages and decorative elements such as stucco siding and French country style-framed windows would add visual interest to the structure. The heritage coast live oak tree would be protected by standard tree protection measures. Staff recommends that the Planning Commission approve the proposed project.

Impact on City Resources

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

Environmental Review

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

Public Notice

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

Appeal Period

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

Attachments

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

Disclaimer

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

Exhibits to Be Provided at Meeting

None

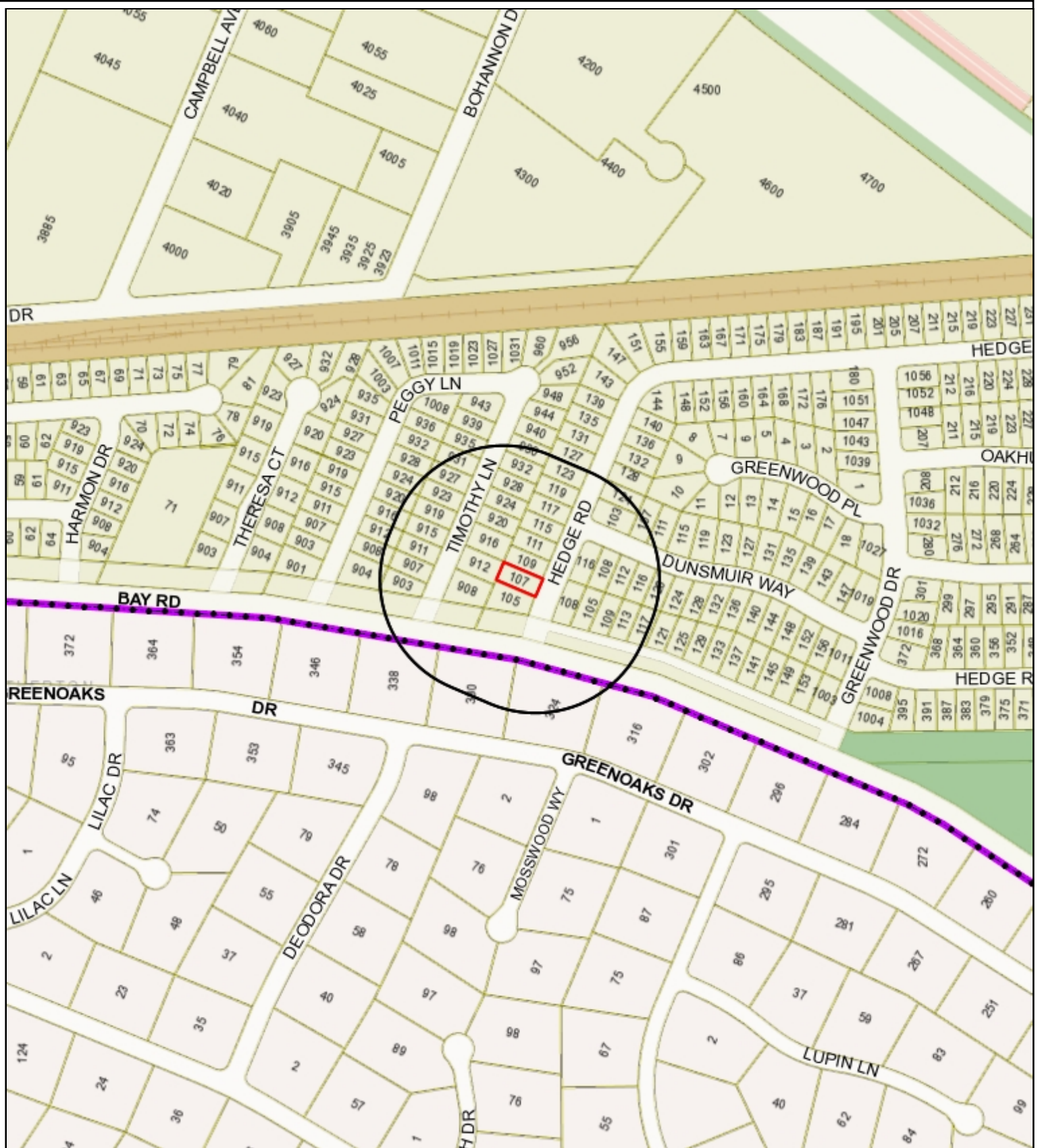
Report prepared by:

Michele T. Morris, Assistant Planner

Report reviewed by:
Deanna Chow, Principal Planner

107 Hedge Road – Attachment A: Recommended Actions

LOCATION: 107 Hedge Road	PROJECT NUMBER: PLN2017-00029	APPLICANT: 107 Hedge Road	OWNER: Roman Klinkovich
REQUEST: Request for a use permit to perform interior modifications and construct first and second story additions to an existing single-story single-family residence on a substandard lot with respect to width and lot area in the R-1-U (Single-Family Urban Residential) zoning district. The proposal would exceed 50 percent of the existing floor area and is considered equivalent to a new structure.			
DECISION ENTITY: Planning Commission	DATE: November 6, 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 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 Noble Benjamin Associates, consisting of 12 plan sheets, dated received October 31, 2017 and approved by the Planning Commission on November 6, 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 and the recommendations in the arborist report by Davey Resource Group, dated March 13, 2017. 			



City of Menlo Park
 Location Map
 107 Hedge Road



Scale: 1:4,000

Drawn By: MTM

Checked By: DMC

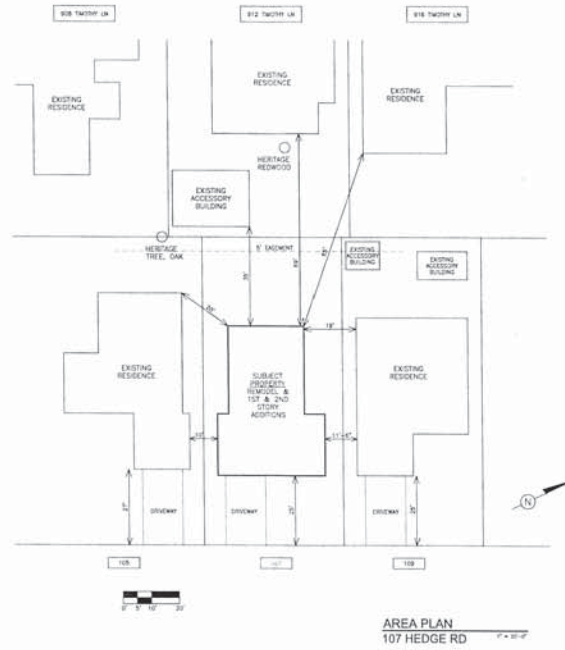
Date: 11/6/2017

Sheet: 1

	PROPOSED PROJECT	EXISTING PROJECT	ZONING ORDINANCE
Lot area	5,500 sf	5,500 sf	7,000 sf min.
Lot width	50 ft.	50 ft.	65 ft. min.
Lot depth	110 ft.	110 ft.	100 ft. min.
Setbacks			
Front	24.9 ft.	24.9 ft.	20 ft. min.
Rear	31.7 ft.	31.7 ft.	20 ft. min.
Side (left)	5 ft.	5 ft.	5 ft. min.
Side (right)	6.5 ft.	6.5 ft.	5 ft. min.
Building coverage	1,724.6 sf 31.4 %	2,194.2 sf 39.9 %	1,925 sf max. 35 % max.
FAL (Floor Area Limit)	2,799.5 sf	2,063 sf	2,800 sf max.
Square footage by floor	1,243 sf/1 st 1,081.9 sf/2 nd 474.6 sf/garage 7 sf/porch	1,647 sf/1st 416 sf/garage 131.2 sf/porches	
Square footage of building	2,806.5 sf	2,194.2 sf	
Building height	27.6 ft.	13.8 ft.	28 ft. max.
Parking	2 covered	2 covered	1 covered/1 uncovered

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

* This Heritage-sized tree is on an adjacent property.



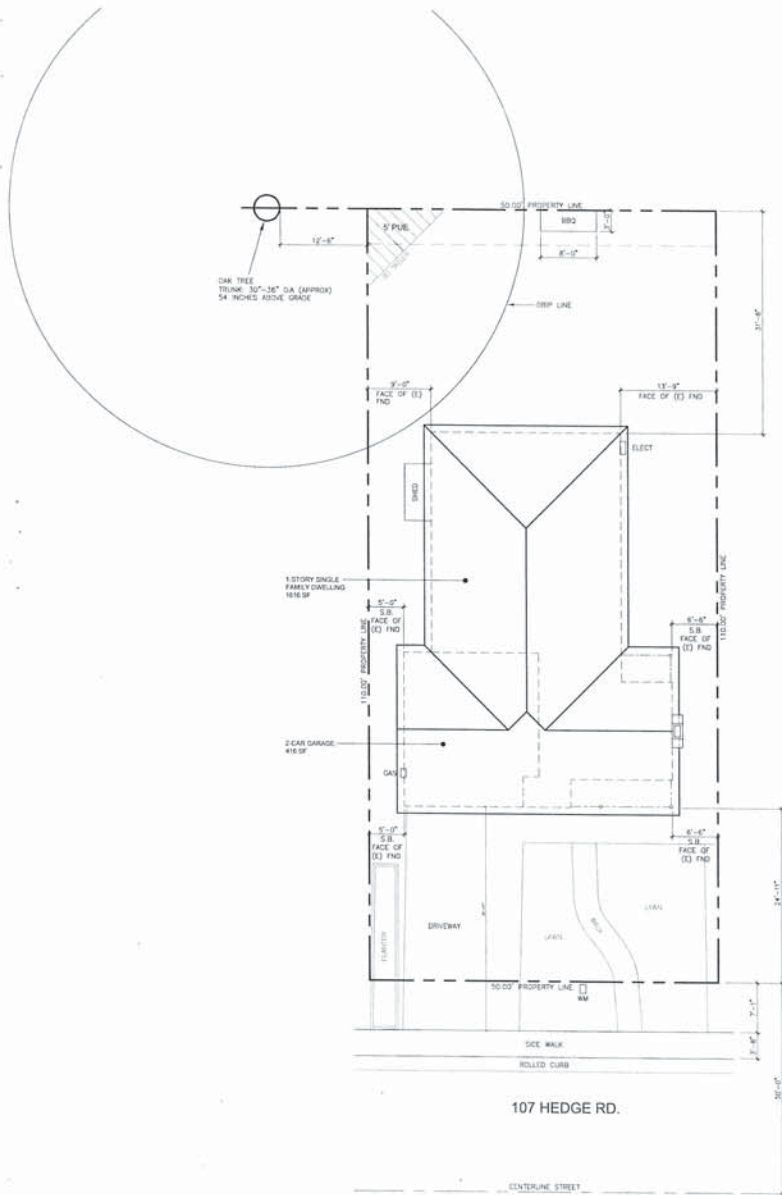
RECEIVED

AUG 24 2017

CITY OF MENLO PARK
PLANNING DIVISION

107 HEDGE RD

REVISIONS PER PLANNING REVIEW 08-15-17 (415) 846-1206	
SAN JOSE, CA 95128 NOBLE BENJAMIN ASSOCIATES noblenb@aol.com	
3033 MOORPARK AVE, STE 1 KLINKOVICH RESIDENCE 107 HEDGE RD MENLO PARK, CA 94025	
1 & 2 STORY ADDITIONS INTERIOR REMODEL	
DATE:	02-21-17
SCALE:	AS SHOWN
DRAWN:	NBH
JOB:	KLINKOVICH
A1 OF SHEETS	



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

FRONTAGE IMPROVEMENTS:

A) ANY FRONTAGE IMPROVEMENTS WHICH ARE DAMAGED AS A RESULT OF CONSTRUCTION WILL BE REQUIRED TO BE REPLACED. ALL FRONTAGE IMPROVEMENT WORK SHALL BE IN ACCORDANCE WITH THE LATEST VERSION OF THE CITY STANDARD DETAILS.

B) ALL EXISTING FRONTAGE IMPROVEMENTS WITHIN THE PROPERTY LIMITS THAT ARE DAMAGED, CRACKED, UPLIFTED OR DEPRESSED SHALL BE REPLACED IN KIND PER CITY STANDARDS.

C) AN ENCROACHMENT PERMIT FROM THE ENGINEERING DIVISION IS REQUIRED PRIOR TO ANY CONSTRUCTION ACTIVITIES, INCLUDING UTILITY LATERALS IN THE PUBLIC RIGHT OF WAY. A LIST OF REQUIREMENTS FOR ENCROACHMENT PERMIT SUBMITTAL CAN BE FOUND ON THE CITY'S WEBSITE AT: <http://www.merlotpark.org/2007/encroachment-permits>

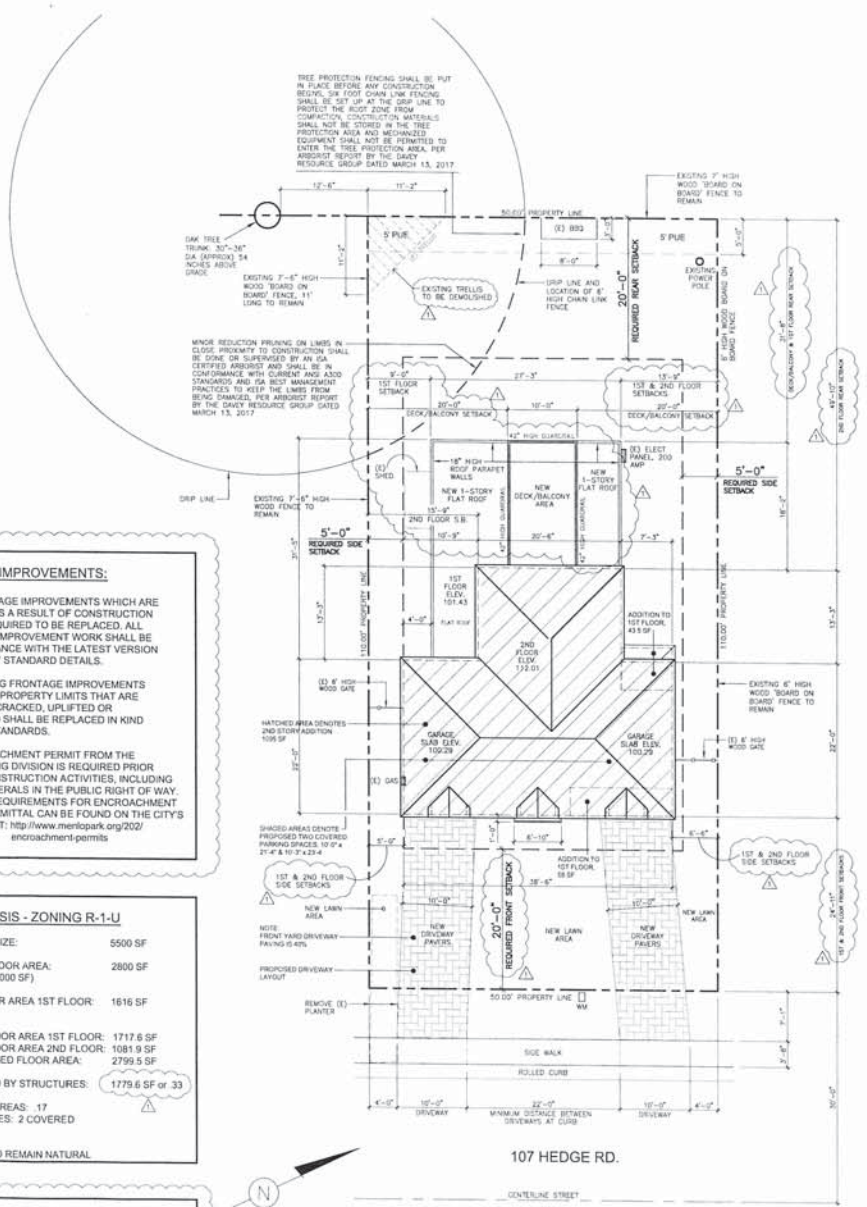
SITE ANALYSIS - ZONING R-1-U

PARCEL (LOT) SIZE:	5500 SF
ALLOWABLE FLOOR AREA: (LOTS 5000 TO 7000 SF)	2800 SF
EXISTING FLOOR AREA 1ST FLOOR:	1616 SF
PROPOSED FLOOR AREA 1ST FLOOR:	1717.6 SF
PROPOSED FLOOR AREA 2ND FLOOR:	1081.9 SF
TOTAL PROPOSED FLOOR AREA:	2799.5 SF
LAND COVERED BY STRUCTURES:	1779.6 SF of 33
PAVING: 25	
LANDSCAPED AREAS: 17	
PARKING SPACES: 2 COVERED	

ALL GRADES TO REMAIN NATURAL.

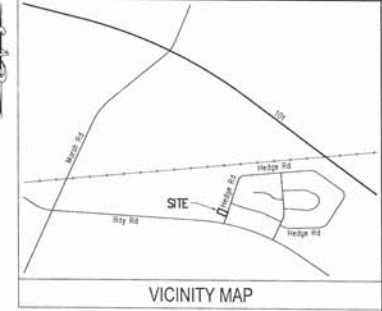
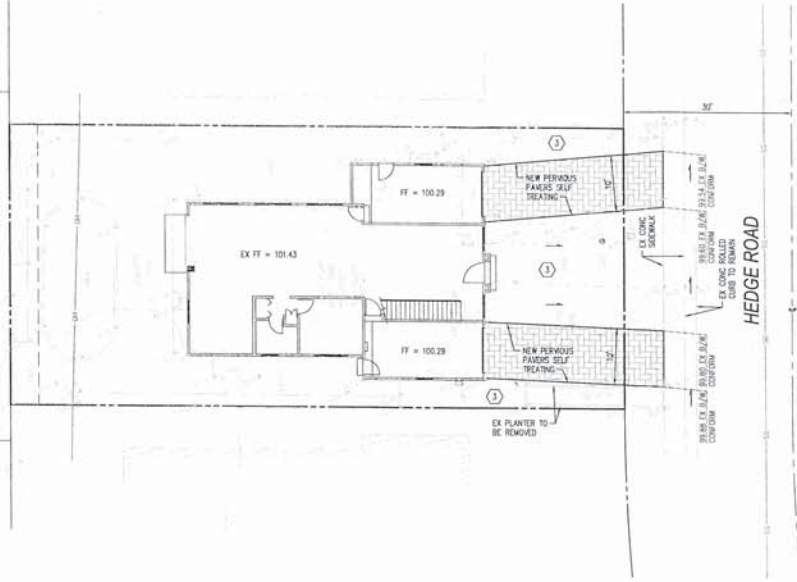
NEW LANDSCAPE AREA

TOTAL NEW LANDSCAPE AREA = 476 SF



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

<p>REVISIONS</p> <p>PER PLANNING REVIEW 08-15-17</p>	<p>SAN JOSE, CA 95128</p> <p>NOBLE BENJAMIN ASSOCIATES</p> <p>4081 646-1205</p>
<p>3033 MCCOY PARK AVE. STE 1</p> <p>KLINKOVICH RESIDENCE</p> <p>107 HEDGE RD</p> <p>MENLO PARK, CA 94025</p>	<p>1 & 2 STORY ADDITIONS</p> <p>INTERIOR REMODEL</p>
<p>DATE: 02-21-17</p> <p>SCALE: AS SHOWN</p> <p>DRAWN: MBH</p> <p>JOB: KLINKOVICH</p>	<p>A2</p> <p>OF SHEETS</p>



CONSTRUCTION NOTES

- ① ANY RUNOFF RESULTING FROM GRADING AND DRAINAGE ACTIVITIES SHALL NOT ENCROACH OR SHEET FLOW ONTO NEIGHBORING LOTS.
- ② SLOPES FOR THE FIRST 10 FEET PERPENDICULAR TO THE FOUNDATION MUST BE SIX MINIMUM FOR PERVIOUS SURFACES AND 2% MINIMUM FOR IMPERVIOUS SURFACES AS REQUIRED BY CSC 1804.4.
- ③ INSTALLATION OF NEW TURF AREAS THE SLOPES SHALL BE DIRECTED TO THE FRONT PROPERTY LINE.
- ④ ALL EXISTING GRADES SHALL REMAIN THE SAME.
- ⑤ ALL EXISTING UTILITIES SHALL REMAIN, NO NEW CONNECTION PROPOSED.
- ⑥ SEE LANDSCAPE PLANS FOR TREE PRESERVATION REQUIREMENTS.

STORM WATER NOTES PRECONSTRUCTION

EXISTING LOT AREA:	5,500 SF
EXISTING HARDSCAPE:	2,316.5 SF
EXISTING HOUSE FOOTPRINT:	1,616 SF
TOTAL IMPERVIOUS:	3,932.5 SF
PERVIOUS:	1,567.5 SF

STORM WATER NOTES POST CONSTRUCTION

EXISTING LOT AREA:	5,500 SF
HARDSCAPE:	1,685.5 SF
HOUSE FOOTPRINT:	1,717.8 SF
PERVIOUS PAVERS:	SELF TREATING 500 SF
TOTAL IMPERVIOUS:	3,403.3 SF
PERVIOUS:	2,096.9 SF

DECREASE OF IMPERVIOUS AREA = 529.4 SF
NO RETENTION REQUIRED

NO.	DATE	BY

KLINKOVICH RESIDENCE
107 HEDGE ROAD
GRADING AND DRAINAGE PLAN

MENLO PARK
CALIFORNIA

JAD Engineering, Inc.
CIVIL ENGINEERS
1545 Santa Monica Avenue
San Jose, CA 95118
(408) 316-9281



DATE: 8/7/2017
SCALE: 1"=10'
DRAWN BY: CH
SHEET NO:
C1
OF SHEETS



STREETScape

1/16" = 1'-0"

REVISIONS

△	PER PLANNING REVIEW 08-15-17
△	
△	

3033 MOORPARK AVE. STE 1
 SAN JOSE, CA 95128
 NOBLE BENJAMIN ASSOCIATES
 (408) 646-1206
 noblink@aol.com

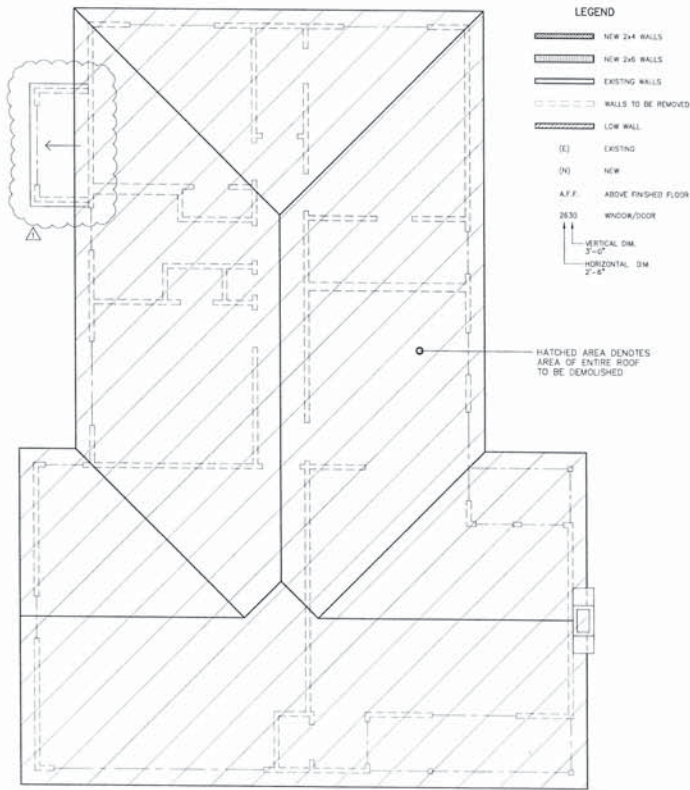
KLINKOVICH RESIDENCE
 107 HEDGE RD
 MENLO PARK, CA 94025

1 & 2 STORY ADDITIONS
 INTERIOR REMODEL

DATE: 02-21-17
 SCALE: AS SHOWN
 DRAWN: NBH
 JOB: KLINKOVICH

A3
 OF SHEETS

107 HEDGE RD



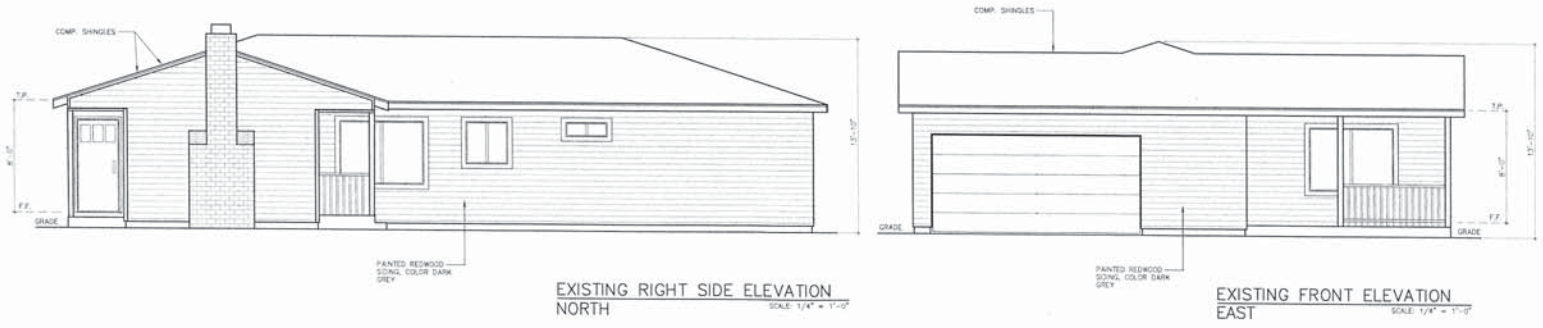
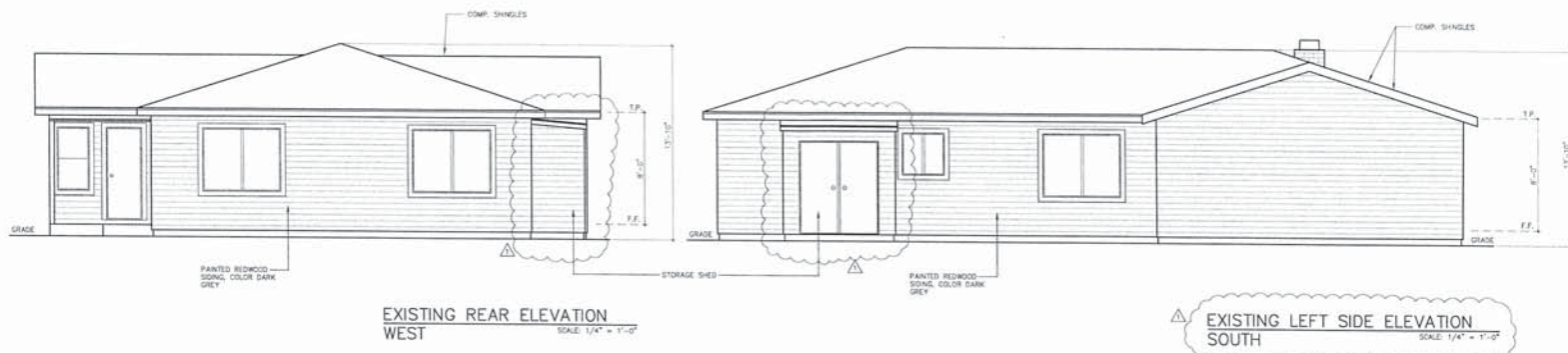
EXISTING / DEMO ROOF PLAN
SCALE: 1/4" = 1'-0"



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

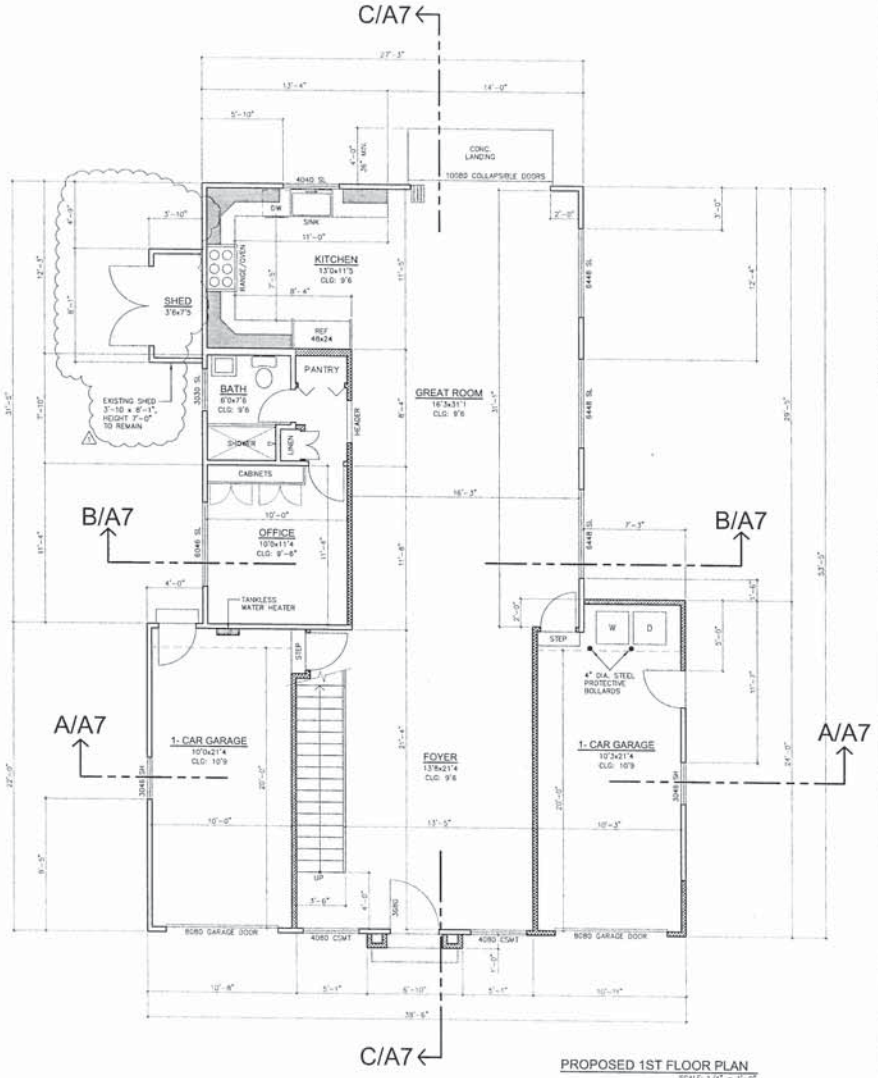
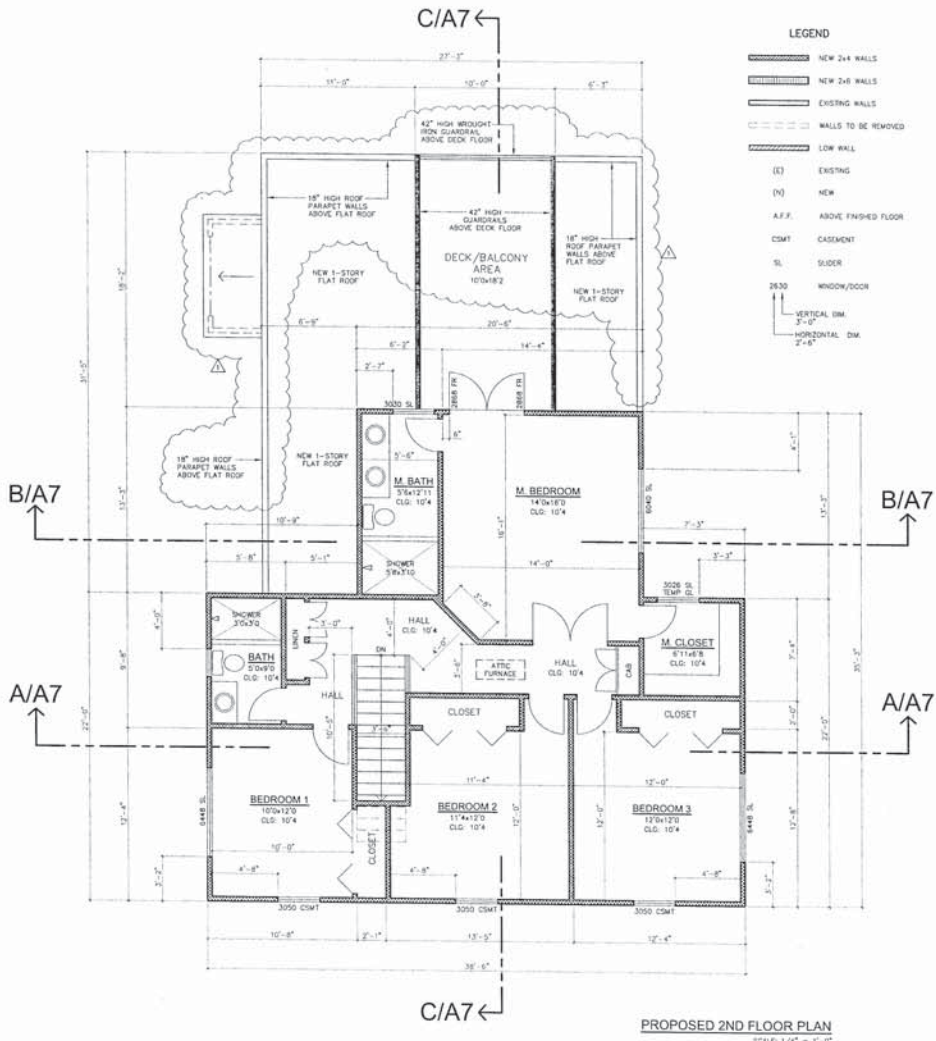
REVISIONS PER PLANNING REVIEW 08-15-17 SAN JOSE, CA 95128 NOBLE BENJAMIN ASSOCIATES (408) 646-1206 noblenb@pbassoc.com	
3033 HODGSPARK AVE. STE 1 KLINKOVICH RESIDENCE 107 HEDGE RD MENLO PARK, CA 94025	
1 & 2 STORY ADDITIONS INTERIOR REMODEL	
DATE: 02-21-17	A4 <small>OF SHEETS</small>
SCALE: AS SHOWN	
DRAWN: NBH	
JOB: KLINKOVICH	

107 HEDGE RD

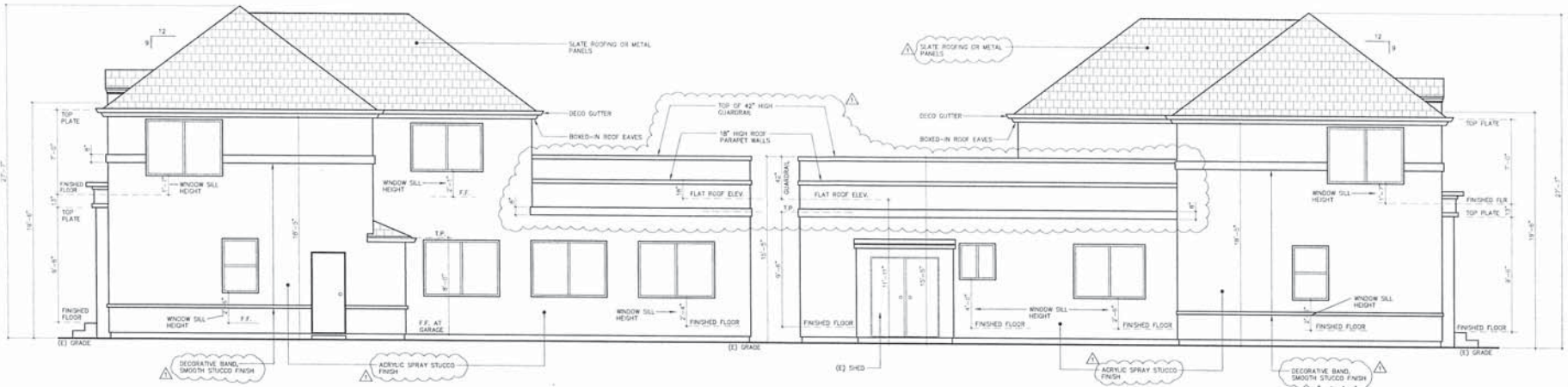


REVISIONS PER PLANNING REVIEW 08-15-17	
SAN JOSE CA 95128 NOBLE BENJAMIN ASSOCIATES (408) 646-1206 noblesb@nbaa.com	
3033 MCCORPARK AVE, STE 1 KLINKOVICH RESIDENCE 107 HEDGE RD MENLO PARK, CA 94025	
1 & 2 STORY ADDITIONS INTERIOR REMODEL	
DATE:	02-21-17
SCALE:	AS SHOWN
DRAWN:	NBH
JOB:	KLINKOVICH
A4.1 OF SHEETS	

107 HEDGE RD



REVISIONS PER PLANNING REVIEW 08-15-17	
SAN JOSE, CA 95128	
NOBLE BENJAMIN ASSOCIATES	
3533 MOORPARK AVE. STE 1 MENLO PARK, CA 94025 noblenb@aol.com	
KLINKOVICH RESIDENCE 107 HEDGE RD MENLO PARK, CA 94025	
2 STORY ADDITION	
DATE: 02-21-17 SCALE: AS SHOWN DRAWN: NGB JOB: KLINKOVICH	A5 OF SHEETS

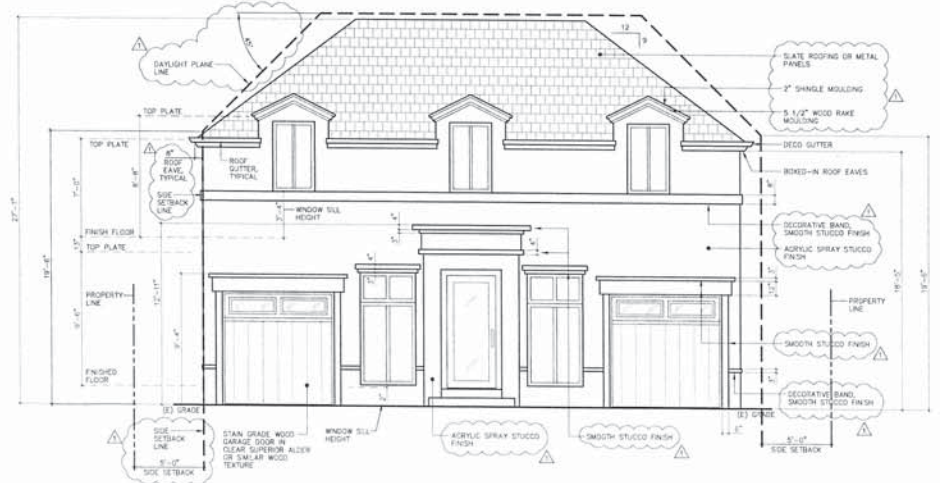


PROPOSED RIGHT SIDE ELEVATION NORTH
SCALE 1/4" = 1'-0"

PROPOSED LEFT SIDE ELEVATION SOUTH
SCALE 1/4" = 1'-0"



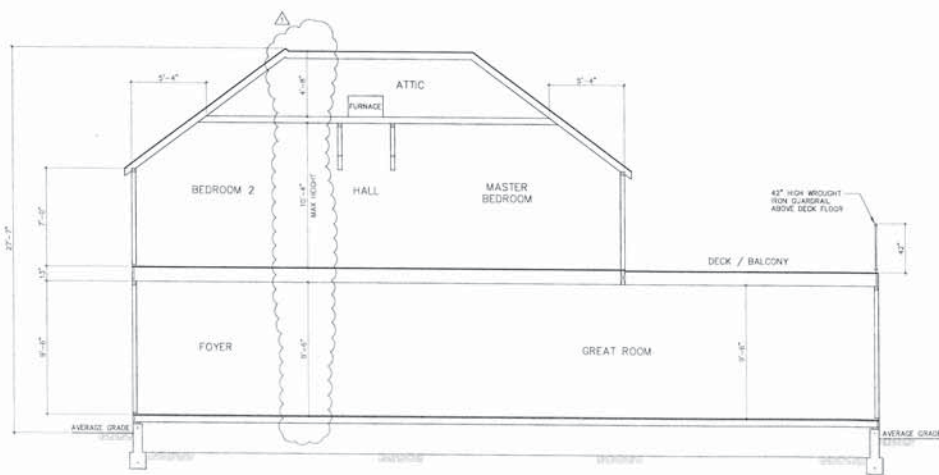
PROPOSED REAR ELEVATION WEST
SCALE 1/4" = 1'-0"



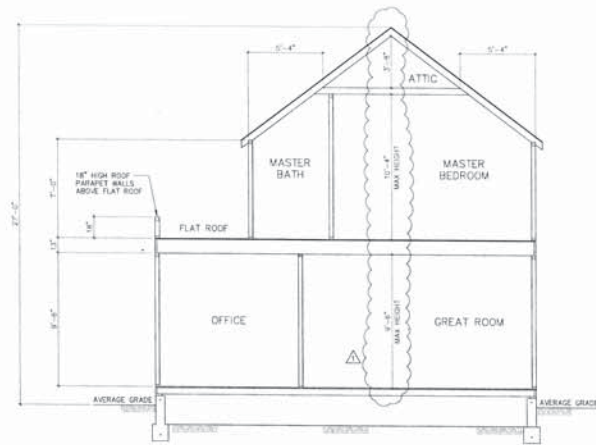
PROPOSED FRONT ELEVATION EAST
SCALE 1/4" = 1'-0"



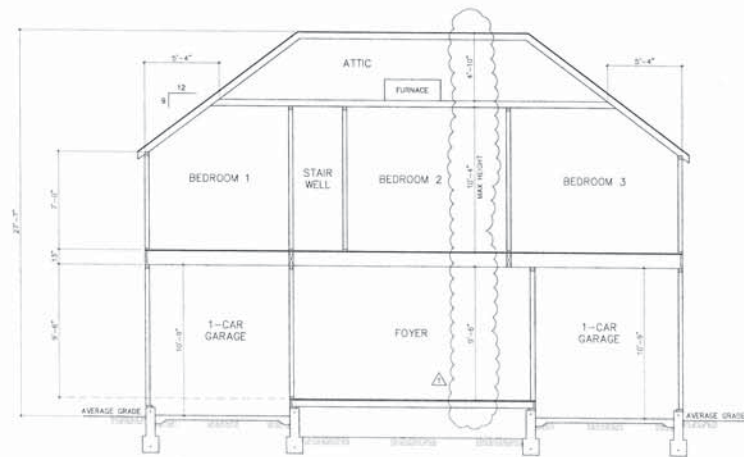
REVISIONS PER PLANNING REVIEW 08-15-17 (A)	
SAN JOSE, CA 95128 NOBLE BENJAMIN ASSOCIATES (408) 646-1208 nob@nba.com	
KLINKOVICH RESIDENCE 107 HEDGE RD MENLO PARK, CA 94025	
2 STORY ADDITION	
DATE: 02-21-17 SCALE: AS SHOWN DRAWN: NBH JOB: KLINKOVICH	A6 OF SHEETS



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



CROSS SECTION B-B
SCALE 1/4" = 1'-0"



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

REVISIONS	
▲	PER PLANNING REVIEW 08-15-17
▲	
▲	
SAN JOSE, CA 95128	
NOBLE BENJAMIN ASSOCIATES	
(408) 646-1206	
3033 MOORPARK AVE. STE 11	
arbn@nbaa.com	
KLINKOVICH RESIDENCE	
107 HEDGE RD	
MENLO PARK, CA 94025	
2 STORY ADDITION	
DATE:	02-21-17
SCALE:	AS SHOWN
DRAWN BY:	MHR
JOB:	KLINKOVICH
A7	
SHEETS	

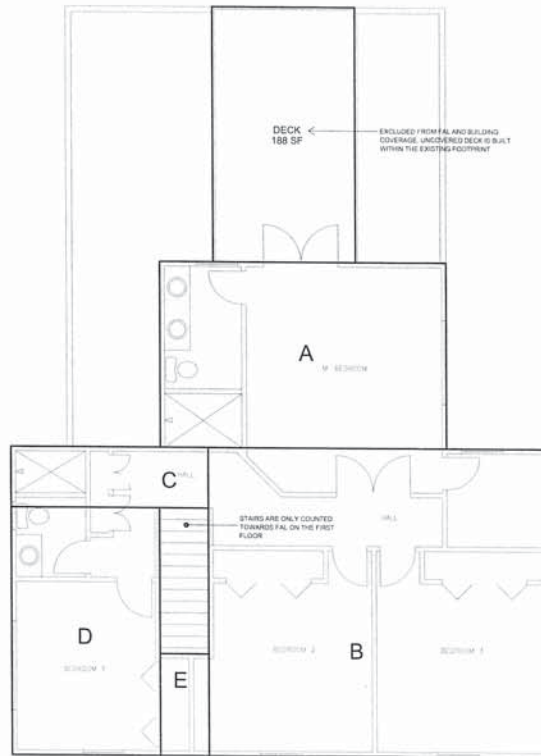
107 HEDGE RD

2ND FLOOR AREA CALCULATION		
AREA	DIMENSIONS	SF
A	22'-0" x 13'-0"	271.6
B	24'-0" x 22'-0"	528.0
C	14'-0" x 4'-0"	61.3
D	10'-0" x 17'-0"	188.3
E	3'-0" x 7'-0"	21.4
TOTAL		1081.9

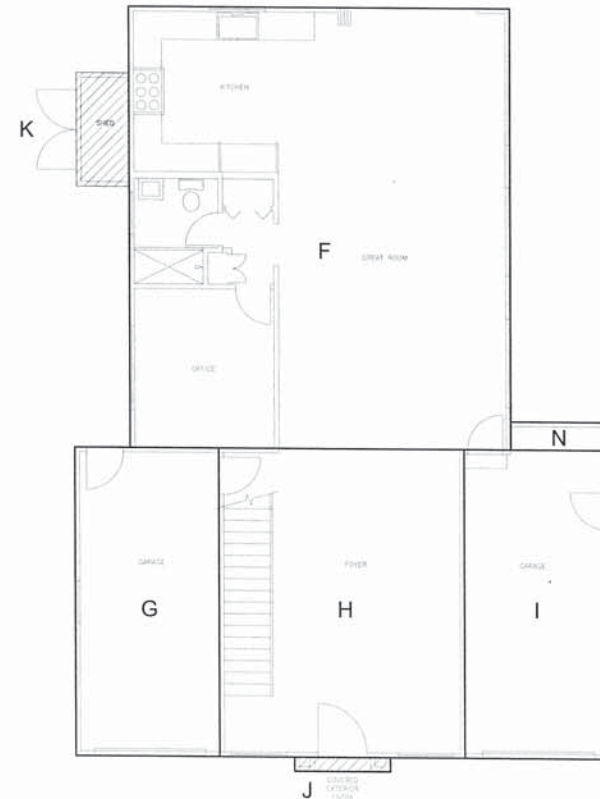
NOTE: PROPOSED 2ND FLOOR AREA IS 33% (1081.9 / 3200) OF THE FAL FOR THE ENTIRE PROPERTY.

FLOOR AREA LIMIT CALCULATION		
AREA	DIMENSIONS	SF
A	22'-0" x 13'-0"	271.6
B	24'-0" x 22'-0"	528.0
C	14'-0" x 4'-0"	61.3
D	10'-0" x 17'-0"	188.3
E	3'-0" x 7'-0"	21.4
F	27'-0" x 17'-0"	459.2
G Garage	10'-0" x 22'-0"	227.3
H	11'-0" x 22'-0"	242.8
I Garage	10'-0" x 22'-0"	227.3
N Garage	7'-0" x 2'-0"	14.1
TOTAL FAL		2793.5

BUILDING COVERAGE CALCULATION		
AREA	DIMENSIONS	SF
J	6'-0" x 4'-0"	24.0
K	3'-0" x 6'-0"	18.0
M	8'-0" x 8'-0"	64.0
N	7'-0" x 2'-0"	14.1
TOTAL BUILDING COVERAGE		1796.1



SQUARE FOOTAGE CALCULATION PLAN
2ND FLOOR SCALE: 1/4" = 1'-0"

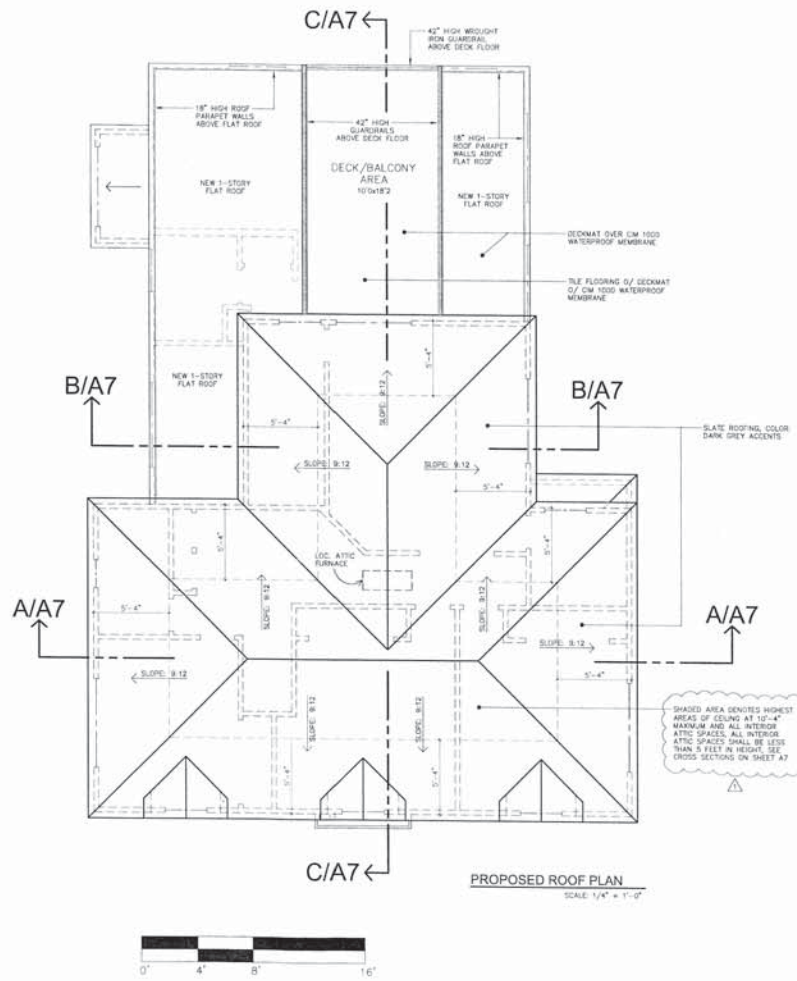


SQUARE FOOTAGE CALCULATION PLAN
1ST FLOOR SCALE: 1/4" = 1'-0"



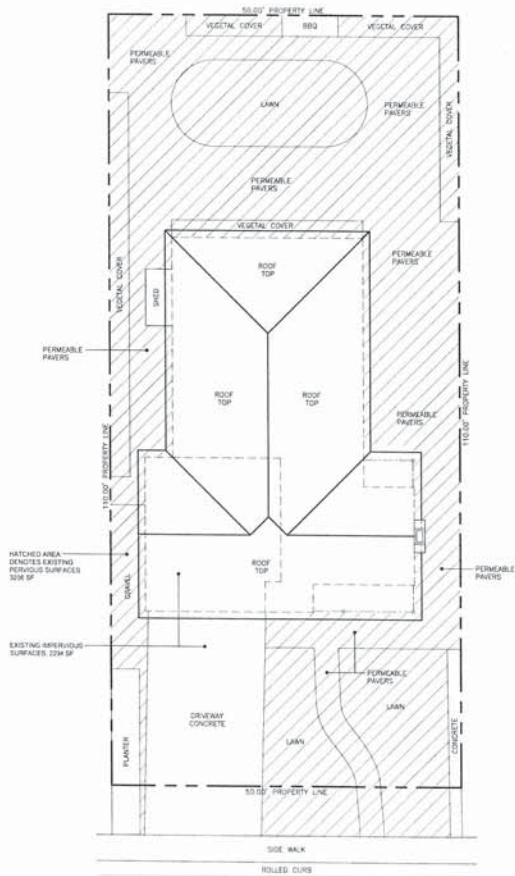
REVISIONS	PER PLANNING REVIEW 08-15-17
PER PLANNING REVIEW 08-15-17	
PER PLANNING REVIEW 08-15-17	
PER PLANNING REVIEW 08-15-17	
SAN JOSE, CA 95128	
NOBLE BENJAMIN ASSOCIATES	
(408) 648-1200	
3333 MOONPARK AVE. STE. 1	
menlo@nba.com	
KLINKOVICH RESIDENCE	
107 HEDGE RD	
MENLO PARK, CA 94025	
2 STORY ADDITION	
DATE:	02-21-17
SCALE:	AS SHOWN
DRAWN:	NBH
JOB:	KLINKOVICH
A8	
SF SHEETS	

107 HEDGE RD

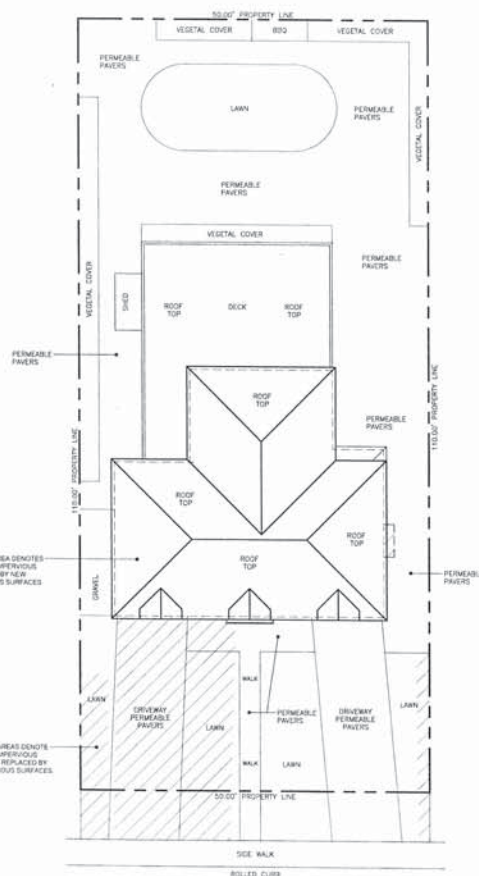


REVISIONS	
△	PER PLANNING REVIEW 08-15-17
△	
△	
SAN JOSE, CA 95128	
3033 MOORPARK AVE, STE 1	
NOBLE BENJAMIN ASSOCIATES	
(408) 946-1206	
nob@nbassoc.com	
KLINKOVICH RESIDENCE	
107 HEDGE RD	
MENLO PARK, CA 94025	
2 STORY ADDITION	
DATE:	02-21-17
SCALE:	AS SHOWN
DRAWN BY:	NRH
JOB:	KLINKOVICH
A9	
OF	SHEETS

107 HEDGE RD



5500 SF LOT
EXISTING PLAN
107 HEDGE RD



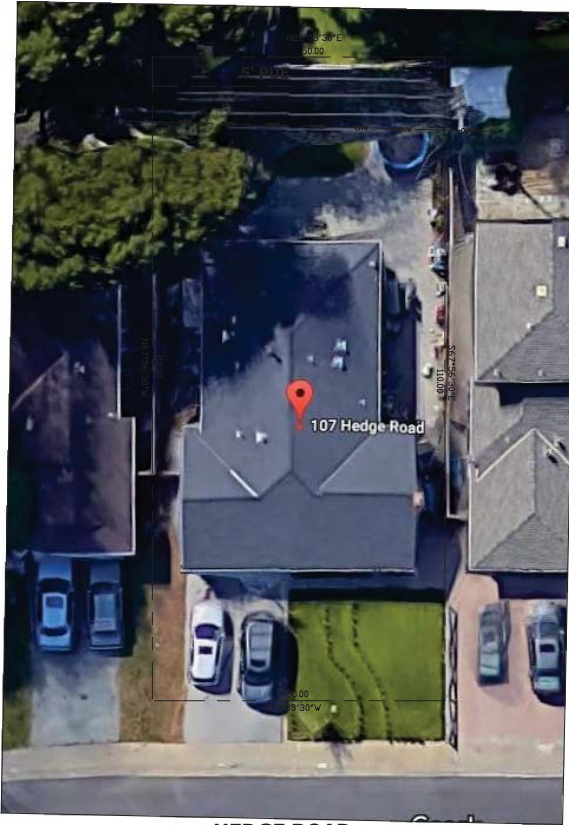
5500 SF LOT
PROPOSED PLAN
107 HEDGE RD

IMPERVIOUS AREA PLAN

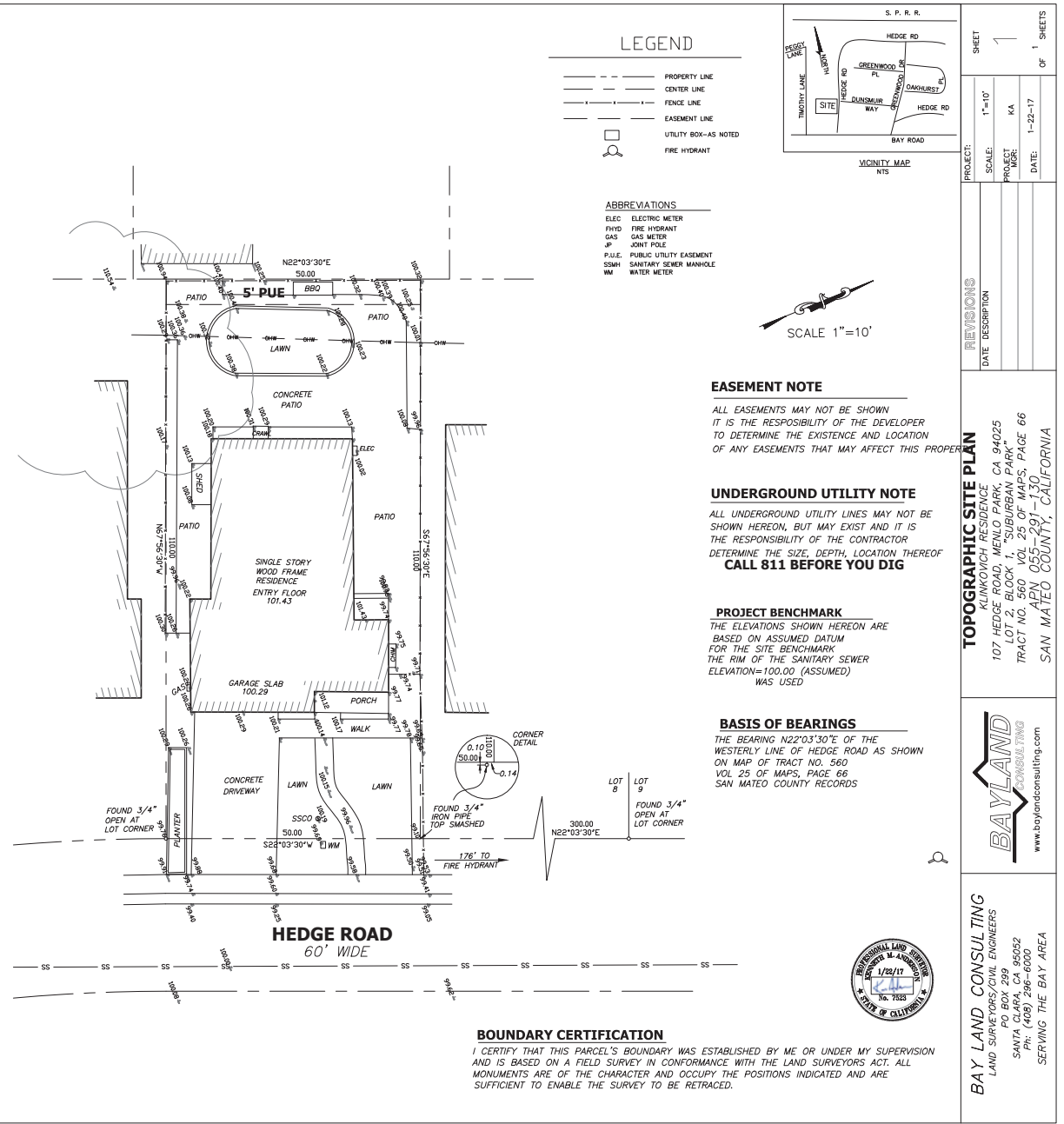
1/8" = 1'-0"

107 HEDGE RD

<p>REVISIONS</p> <p>△ PER PLANNING REVIEW 08-15-17</p> <p>△</p> <p>△</p> <p>△</p>	
<p>3033 MOORPARK AVE. STE. 1 SAN JOSE, CA 95128 (408) 646-1206</p>	<p>NOBLE BENJAMIN ASSOCIATES</p>
<p>KLINKOVICH RESIDENCE 107 HEDGE RD MENLO PARK, CA 94025</p>	<p>IMPERVIOUS AREA PLAN</p>
<p>DATE: 02-21-17 SCALE: AS SHOWN DRAWN: NBH JOB: KLINKOVICH</p>	<p>A10 OF SHEETS</p>



HEDGE ROAD
60' WIDE



Klinkovich Project – Project Description

Purpose of Proposal:

The Klinkovich family desires, like many families in the neighborhood, to enhance their home into the “dream home” they've always wanted, especially, in the French Country Chateau architectural style as illustrated in the plans. They now have the financial means to make it possible. The reconstructed home will also provide another Bedroom for the growing family, and for the adults, a comfortable Master Suite and a Home Office. The new Kitchen will now be bigger with modern streamlined appliances that will open up into the new Great Room which will become the center piece for entertaining friends and extended family. The new Foyer, which also accommodates the staircase, will be furnished so as to give all visitors a warm welcome and provide an entry point to transition into the Great Room. The two new single car Garages will also be accessed from both sides of the Foyer, and the Garages being on each side of the front part of the house will contribute to the symmetrical design of the front facade. The new second floor will have three Bedrooms, a Master Suite and a full Bath. The floor plan is designed to maximize the available space, but at the same time, have good flow especially when moving furniture into the upper floor. The Master Suite, with its walk-in closet and full bath, will also have access to a 10'x18' exterior deck to enjoy on those great warm summer evenings that Menlo Park has to offer. The Klinkovich family is proud of their proposal for their new home and they also believe that it will enhance the neighborhood and that their neighbors will feel proud as well. This is the purpose of the proposal.

Scope of Work:

1st floor additions: 94 sf in areas of new foyer and right side new single car garage
 2nd floor addition: 1095 sf to include a master suite with bath and walk-in closet, 3 bedrooms, a full hallway bath and an exterior deck area, 188 sf off the master suite

- demolish front and rear porches
- demolish garage concrete slab
- remove all windows except windows at existing bedroom #3 and hallway bath
- demolish existing kitchen including all electrical & plumbing
- demolish entire roof framing
- demolish interior walls as required per plan
- pour two new garage concrete slabs and foundation/floor framing work for 1st floor additions
- raise remaining interior and exterior walls to the 9'-6" plate height
- construct 2nd floor floor framing and upper floor walls
- construct new roof over entire structure, construct deck
- install new HVAC and tank-less on demand water heater systems

Architectural style, materials, colors and construction methods:

The architectural style is a French Country Chateau. The construction materials will consist of local wood species, stucco exterior finishes, concrete foundations and slate tile roofing. The construction methods will be standard wood framing consistent with local

practices.

Basis for Site Layout:

The 1st and 2nd floor additions are being built within the existing foot print of the residence, site layout at the ground floor remains the same.

Existing and Proposed Uses:

Existing use is residential, single family. Proposed use is the same.

Outreach to Neighboring Properties:

The Klinkovich family has discussed the project with their neighbors on both sides of their property and they've shown positive interest in the project.

Arborist Report

107 Hedge Road.
Menlo Park, CA

Prepared for:

Noble Hernandez

Noble Benjamin Associates.

March 13, 2017

Prepared By:

Lori Murphy

Certified Arborist/Municipal
Specialist

WE-7844AM

ISA Tree Risk Assessment Qualified

Western Region Office

6005 Capistrano, Suite A

Atascadero, CA 93422

Company Headquarters

1500 N Mantua Street

Kent, OH 44240

www.daveyresourcegroup.com



Notice of Disclaimer

Data provided by Davey Resource Group is based on visual recording at the time of inspection. Visual records do not include testing or analysis and do not include aerial or subterranean inspection unless indicated. Davey Resource Group is not responsible for discovery or identification of hidden or otherwise non-observable risks. Records may not remain accurate after inspection due to variable deterioration of surveyed material. Risk ratings, if provided, are based on observable defects and mitigation/pruning recommendations do not reduce potential liability to the tree owner or do they transfer liability to Davey Resource Group. Davey Resource Group provides no warranty with respect to the fitness or future outcomes of the surveyed trees for any use or purpose whatsoever

Table of Contents

Introduction	3
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Limits and Assumptions.....	3
Site Observations	3
Tree Observations	4
Summary and Recommendations.....	4
Appendix A – Tree Assessment.....	5
Appendix B – Photographs.....	6
Appendix C – Tree Protection Zone Example.....	11

Introduction

A tree assessment was performed for a coast live oak tree (*Quercus agrifolia*) at 105 Hedge Road, in Menlo Park CA. The canopy of this heritage tree extends over the shared fence of the property next door at 107 Hedge Road where proposed construction will add a second story to the existing residence. The inspection of the tree was conducted by an International Society of Arboriculture (ISA) certified Arborist on March 9, 2017. The evaluation is summarized in the following report, which provides recommendations for this tree.

Methods

A visual inspection was used to develop the findings, conclusions, and recommendations found in this report. Data collection included measuring the diameter of the tree at approximately 54 inches above grade (DBH), height estimation, canopy radius estimation, a visual assessment of tree condition, structure and health, and a photographic record. Numerical values were assigned to grade the attributes of the trees, including structure and canopy health, and to obtain an overall condition rating. No physical inspection of the upper canopy, sounding, root crown excavation, resistograph, or other technologies were used in the evaluation of the trees.

Limits and Assumptions

Many factors can limit specific and accurate data when performing evaluations of trees and their potential for failure. No soil or tissue testing was performed. All observations were made from the ground and no soil excavation to expose roots was performed. The determinations and recommendations presented here are based on current data and conditions that existed at the time of the evaluation and cannot be a predictor of the ultimate outcome for the evaluated tree in the future. Arborist assessments should be used as guidelines and the tree owner assumes all liability and risks.

Site Observations

The mature coast live oak tree evaluated is in a residential backyard in Menlo Park, CA. The property is level and the tree is in a three-foot-wide strip between a patio and fence. The tree is on the fenceline with half of the trunk in the backyard at 105 Hedge Road, and the remaining section in the backyard at 908 Timothy Lane. Two structures at the Timothy Lane parcel are in very close proximity to the trunk. The canopy extends into the yard at 107 Hedge Road almost to the eaves of the structure where a second story addition is planned.

Tree Observations

The oak tree was inspected and assessed for health and structure on March 9, 2017. The observed tree was a coast live oak in the back yard of the residence at 105 Hedge Rd. in Menlo Park. The subject tree has an approximate 44 inch DBH (diameter at breast height) and is approximately 45 feet tall with a canopy spread of approximately 70 feet. The DBH is estimated as a fence on the property line is in line with the trunk and restricts full measurement. The canopy extends over the backyard of the adjacent yard at 107 Hedge Rd. where a second story addition is planned.

Overhead high voltage utility lines are directly above the tree, and the center of the canopy has been reduced for clearance. One large scaffold limb estimated at 16 inches in diameter had failed approximately seven years ago per the homeowner. Very little callusing was visible at this failure, which suggests that the failure may be more recent. Small epicormic shoots were visible on the remaining stub. Very little small deadwood was noted in the canopy, and foliage was vigorous and healthy throughout. Observations determined the oak tree to be in Fair condition.

Photographs of the tree can be found in Appendix C.

Summary and Recommendations

The inspection revealed the coast live oak tree to be in fair condition. The tree's defects include previous failure of a large scaffold limb, and reduction in the crown for utility clearance. Evidence of minor borer activity was noted.

Minor reduction pruning is recommended on the limbs in close proximity to the construction to keep them from being damaged. No excavation is planned for this project, but tree protection fencing should be put in place before any construction begins. Six foot chain link fencing should be set up at the dripline to protect the root zone from compaction (see Appendix C). Construction materials shall not be stored in the tree protection area, and mechanized equipment shall not be permitted to enter the tree protection area.

All pruning shall be done or supervised by an ISA certified arborist and shall be in conformance with current ANSI A300 standards and ISA Best Management Practices.

Appendix A – Tree Assessment

Tree #	DBH (in.)	Species	Roots		Trunk		Scaffold Branches		Twigs	Foliage	Condition Rating (%)	Condition	Approx. Canopy Radius (feet)	Approx. Height (feet)	Comments	Overhead Utilities	Pests	Broken branches
			H	S	H	S	H	S	H	H								
1	44	Coast live oak	2.5	2.5	2.5	2.5	2.5	2	2.5	3	63	Fair	35	45	Utility pruned; previous failure; minor borers	X	X	X

H= Health, S = Structure; Range 1 = Lowest (poor), 4 = Highest (excellent)

Appendix B – Photographs



Photo 1. View from 107 Hedge Rd of utility pruned oak canopy



Photo 2 Oak tree canopy near eaves of 107 Hedge Rd.



Photo 3. Oak tree on fenceline at 105 Hedge Rd.



Photo 4. Failed scaffold limb



Photo 5. Trunk shows signs of minor borer activity

Appendix C – Tree Protection Zone Example

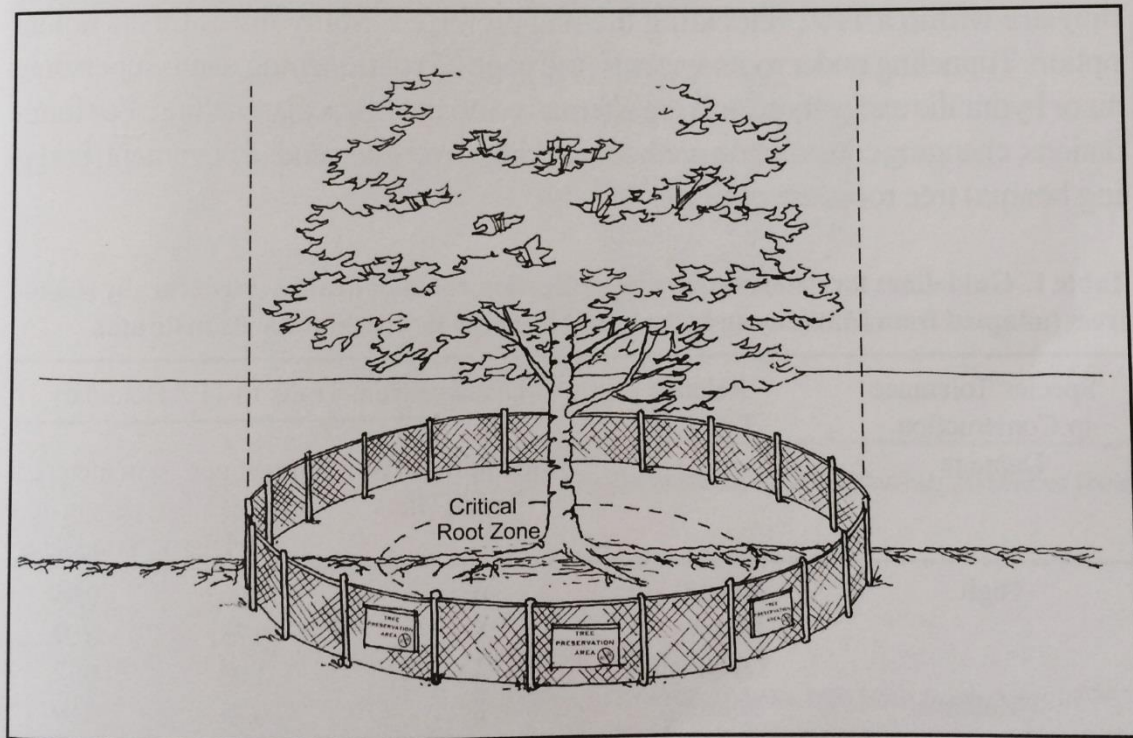


Figure 1. Dripline method of establishing a TPZ.



STAFF REPORT

Planning Commission

Meeting Date: 11/6/2017
Staff Report Number: 17-066-PC

Public Hearing: Use Permit and Variance/Theodore J. Catino/689 University Drive

Recommendation

Staff recommends that the Planning Commission approve a use permit and variance to demolish a single-story, single-family residence and detached garage, and construct a new two-story, single-family residence with an attached garage on a substandard lot with regards to lot width and area in the R-3 (Apartment) zoning district at 689 University Drive. The proposal includes a request for a variance for the new residence to encroach into the required 20-foot separation between the main building on the subject site and the main building located on the adjacent left lot. As part of the project, one heritage plum tree in the left side yard is proposed for removal. The recommended actions are included as Attachment A.

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 689 University Drive in the West Menlo Park neighborhood. Using Florence Lane in the north-south orientation, the subject property is located on the southeast corner of Florence Lane and University Drive. A location map is included as Attachment B. The surrounding parcels have been developed with a mixture of one- and two-story, single-family residential and multi-family residential developments. The subject parcel is surrounded by multi-family residential developments across University Drive and to the left of the subject site on University Drive. The subject parcel is surrounded by a one-story, single-family residence to the rear of the subject site on Florence Lane. Adjacent parcels are also zoned R-3. Older developments in the neighborhood are generally one-story, single-family residences and two-story, multi-family residential units, while newer residences are typically two stories in height. Single-story residences in the neighborhood tend to have a ranch or bungalow architectural style, while the multi-family residential developments have a variety of architectural styles.

Analysis

Project description

The subject site is currently occupied by an existing one-story, single-family residence and a detached two-car garage. The applicant is proposing to demolish both buildings and construct a new two-story, single-family residence with an attached two-car garage. The subject lot is substandard with regard to lot width, with a lot width of 48 feet where 70 feet is required, and lot area, with a lot area of 5,136 square feet where

7,000 square feet is required. 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 proposed residence would have a gross floor area (GFA) of 2,311 square feet, which is the maximum allowable GFA for this parcel, and a building coverage of 29.9 percent where 30 percent is the maximum permitted. The residence would have four bedrooms and four bathrooms, with one bathroom on the first floor, and four bedrooms and three bathrooms on the second floor. The residence would have two balconies on the second floor, one located on the front along University Drive and the second on the right side along Florence Lane. Balconies above the first floor in residential districts other than single family, such as the R-3 apartment district, may be located at the building setback line. The residence would have an overall height of 24 feet and 11 inches, but the applicant is requesting approval of an overall height of 25 feet and 11 inches for flexibility of adding mechanical equipment, where 35 feet is the maximum allowable height. An increased in height could change the roof pitch of the residence, but it would retain the overall character and design of the proposed residence. Staff has added condition 5a to allow for flexibility in the height to accommodate potential mechanical equipment during the building permit process, so long as the overall architectural design is retained.

Design and materials

The applicant describes the proposed residence as a contemporary/modern architectural style, featuring a standing seam metal roof, a mixture of stucco, wood, and composite panel siding, and aluminum windows and doors. University Drive is the technical front lot line but the house is oriented towards Florence Lane. The front elevation on University Drive would feature two aluminum garage doors, a mixture of stucco and horizontal wood siding, and steel railing on the second floor balcony. The garage is designed with two separate doors with one door set back six feet, nine inches more than the required twenty foot front setback, which would help ensure that the parking features would not dominate the frontage of this relatively narrow parcel. The gabled roof would be made of standing seam metal. The various materials for the roof, siding, fenestration, and railings are compatible with one another and reflect a contemporary/modern architectural style.

The massing of the house would be balanced with the second floor aligned to the left wall of the first floor and featuring recesses on the front, right, and rear sides. The first floor would also feature an inset from the half of the garage being further setback. Additionally, the varying roof awnings and use of three different siding materials would help minimize the perception of building massing by applying texture and visual interest. Most of the second-floor windows would have sill heights with a minimum of two feet and a maximum of six feet to promote privacy. Specifically, the sill heights on the second-floor windows of the stairwell would be three feet.

The applicant also proposes a seven foot tall tube steel garden and stucco fence and seven foot tall sheet metal entry gate along a portion of the corner side property, which encloses the yard area before entering the home on Florence Lane. The new enclosure would be accented by low two foot planters finished in wood or stucco. In addition, a new seven foot tall wood fence would extend the remaining length of the property.

Staff believes that the materials, scale, and design of the proposed residence would be compatible with those in the surrounding neighborhood.

Variance

As part of this proposal, the applicant is requesting a variance for the new residence to encroach into the required 20-foot separation between the proposed residence and the main building located on the adjacent lot. The proposed separation between main buildings would be 14.9 feet. As required by the Zoning Ordinance, the variance would not exceed 50 percent of the required 20-foot separation. 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 main building on the left side of the subject parcel has a setback of approximately four feet, 11 inches and does not conform to the required interior 10-foot side setback required in the R-3 zone. As a result of this nonconforming setback, the subject property would be required to provide a setback of 15 feet, one inch. When combined with this non-conforming building, the narrow width of the parcel creates a uniquely small area for the permitted building footprint. Additionally, the heritage-size redwood tree in the front right corner of the lot limits the permitted building footprint to ensure the new construction would not impact the existing heritage tree. This hardship is unique to the property, and has not been created by an act of the owner.

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;*

If the proposed residence were built 20 feet from the main building on the neighboring lot to the left, the residence would only be 13 feet wide, resulting in a long narrow structure. If the structure on the left side was in conformance with its required side setback, the variance would not be necessary for the proposed 23-foot wide residence. The variance would thus be necessary for the preservation and enjoyment of substantial property rights possessed by other conforming property. Due to the placement of the adjacent structure and the narrowness of the lot, the requested variance would not represent a special privilege.

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*

The distance to the building on the left side of the subject property would be 14.9 feet. If the left adjacent parcel is redeveloped in the future, it would be required to adhere to the 10 foot side yard setback and the proposed variance would no longer be needed. The proposed project would be below the maximum allowed building coverage and all other Zoning Ordinance standards would be met. In particular, the structure would be well below the 35-foot maximum height limit, with a maximum ridge height of 25 feet and 11 inches. As such, granting of the variance would not be materially detrimental to the public health, safety, or welfare, and will not impair an adequate supply of light and air to adjacent property.

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

Although there are a few other narrow parcels in the area that may be adjacent to properties that are not in conformance with the required 10 foot interior side yard setbacks on either side, these are exceptions. Each project would be reviewed individually. The unique conditions of the short substandard lot width, the adjacent nonconforming structure in regards to side setback, and close proximity of the large heritage tree make the variance specific to this lot's conditions. As such, the conditions on which the variance is based would not be generally applicable to other property in the same zoning classification.

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, and thus a finding regarding an unusual factor does not apply.

Due to the above factors, staff is recommending approval of the variance request, and has included findings to that effect in the recommended actions (Attachment A).

Trees and landscaping

The project site has six trees, including two heritage trees on site. The applicant has submitted an arborist report (Attachment G) detailing the species, size, and conditions of these trees. The applicant has designed a portion of the garage of the new house to be further back on the lot to preserve the heritage redwood tree (tree #744) in the right corner of the front yard. One heritage plum tree (tree #746) in the left side yard is proposed to be removed due to its poor condition and moderate impact level from the proposed site improvements. A non-heritage poplar tree (tree #747) in the left side yard, and two non-heritage pine trees (trees #748 and 749) and a non-heritage plum tree (tree #750) in the right side yard are proposed to be removed due to their conflict with the proposed construction. The applicant has submitted a heritage tree removal permit application for tree #746 and received tentative approval from the City Arborist pending Planning Commission approval of the overall project. One replacement heritage-size Catalina ironwood tree is proposed in the same location as the proposed heritage plum tree proposed for removal.

During the demolition phase of the project, the remaining heritage tree in the front yard (tree #744) would be protected by tree protection fencing. The tree protection plan includes restrictions within the tree protection zone and measures for monitoring, root pruning, hand digging, and canopy pruning as needed. Recommended tree protection measures, including specific measures to ensure the protection of heritage tree #744, would be ensured through recommended condition 3g.

Correspondence

In the project description letter (Attachment E), the applicant states that they mailed a neighbor notification letter, which a copy has been attached to the project description letter. The applicant states that he only received a comment from the adjacent neighbor at 721 University Drive requesting a copy of the proposed plan set. Staff has received a comment letter (Attachment G) expressing his opposition towards the use of a substandard lot in a multi-family residential zone for a single-family residence. Staff forwarded the comment to the applicant to take into consideration. Staff has not received any other correspondence on the proposed project.

Conclusion

Staff believes the scale, materials, and design of the proposed residence are in keeping with other homes in the vicinity. The gabled standing seam metal roof, stucco, horizontal wood, and composite panel siding, and

aluminum windows and doors would create a design for the proposed single-family residence that would be compatible with various architectural styles in the greater neighborhood. Although the project would be a two-story residence, the applicant has varied the roof awnings, designed insets on the first and second floor, and utilized different siding and fenestration materials to minimize the perception of building massing. The variance would be based on the uniquely narrow lot width, location of the heritage tree, and the nonconforming side yard setback of the existing nonconforming structure on the adjacent left parcel. The remaining heritage tree on the subject property would be protected by tree protection fencing and specific measures outlined in the arborist report. Additional landscaping would also be planted to replace the heritage tree on site to be removed. Staff recommends that the Planning Commission approve the proposed use permit and variance.

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:
Sunny Chao, Assistant Planner

Report reviewed by:
Deanna Chow, Principal Planner

689 University Drive – Attachment A: Recommended Actions

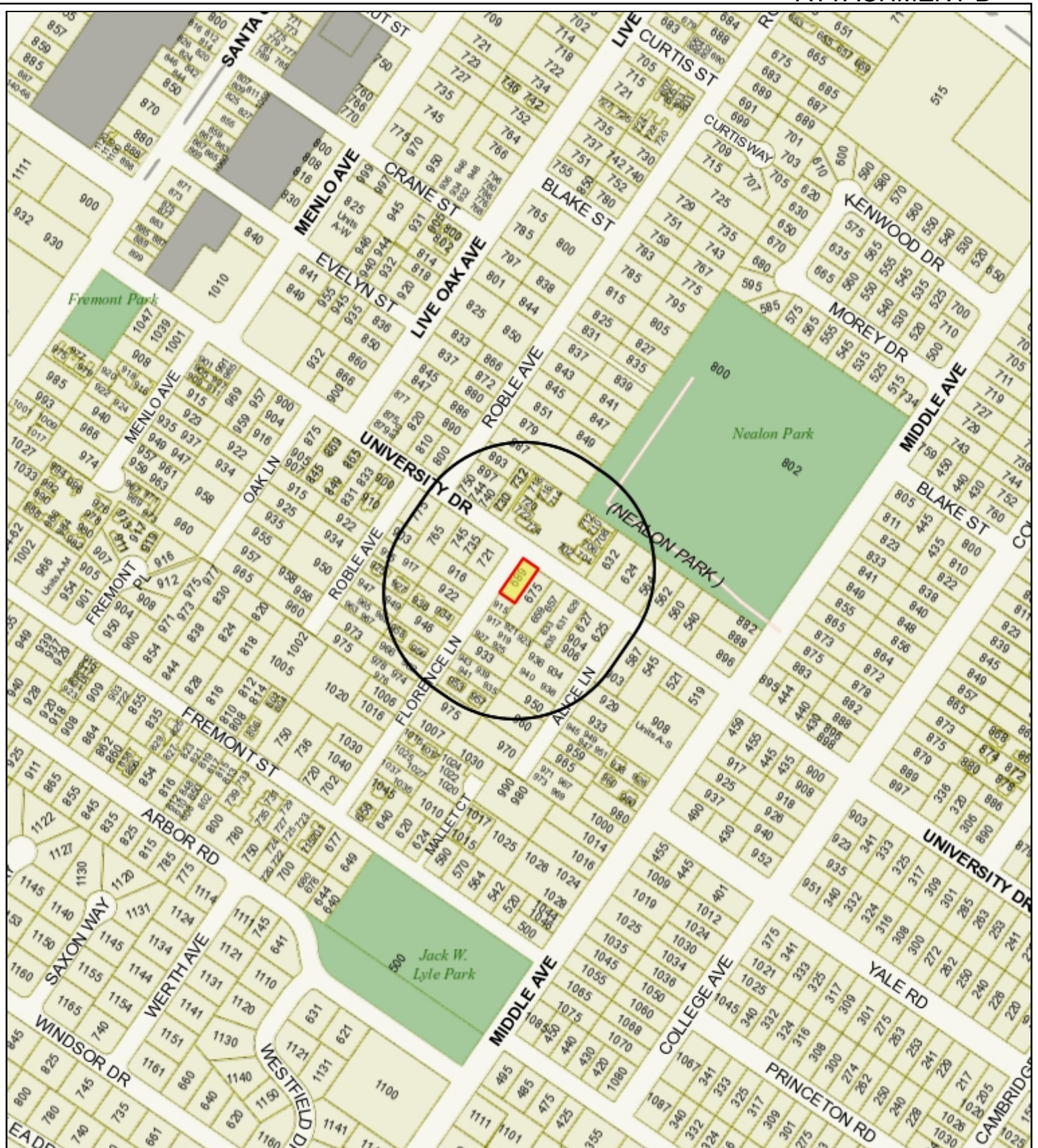
LOCATION: 689 University Drive	PROJECT NUMBER: PLN2017-00046	APPLICANT: Theodore J. Catino	OWNER: Theodore J. Catino
REQUEST: Request for a use permit to demolish a single-story, single-family residence and detached garage, and construct a new two-story, single-family residence with an attached garage on a substandard lot with regards to lot width and area in the R-3 (Apartment) zoning district. The proposal includes a request for a variance for the new residence to encroach into the required 20-foot separation between the main building on the subject site and the main building located on the adjacent left lot. As part of the project, one heritage plum tree in the left side yard is proposed for removal.			
DECISION ENTITY: Planning Commission	DATE: November 6, 2017	ACTION: TBD	
VOTE: TBD (Barnes, Combs, Goodhue, Kahle, Onken, Riggs, Strehl)			
<p>ACTION:</p> <ol style="list-style-type: none"> 1. Make a finding that the project is categorically exempt under Class 3 (Section 15303, “New Construction or Conversion of Small Structures”) of the current California Environmental Quality Act (CEQA) Guidelines. 2. Make findings, as per Section 16.82.030 of the Zoning Ordinance pertaining to the granting of use permits, that the proposed use will not be detrimental to the health, safety, morals, comfort and general welfare of the persons residing or working in the neighborhood of such proposed use, and will not be detrimental to property and improvements in the neighborhood or the general welfare of the City. 3. Make the following findings as per Section 16.82.340 of the Zoning Ordinance pertaining to the granting of variances: <ol style="list-style-type: none"> a. The main building on the left side of the subject parcel has a setback of approximately four feet, 11 inches and does not conform to the required interior 10-foot side setback required in the R-3 zone. As a result of this nonconforming setback, the subject property would be required to provide a setback of 15 feet, one inch. When combined with this non-conforming building, the narrow width of the parcel creates a uniquely small area for the permitted building footprint. Additionally, the heritage-size redwood tree in the front right corner of the lot limits the permitted building footprint to ensure the new construction would not impact the existing heritage tree. This hardship is unique to the property, and has not been created by an act of the owner. b. If the proposed residence were built 20 feet from the main building on the neighboring lot to the left, the residence would only be 13 feet wide, resulting in a long narrow structure. If the structure on the left side was in conformance with its required side setback, the variance would not be necessary for the proposed 23-foot wide residence. The variance would thus be necessary for the preservation and enjoyment of substantial property rights possessed by other conforming property. Due to the placement of the adjacent structure and the narrowness of the lot, the requested variance would not represent a special privilege. c. The distance to the building on the left side of the subject property would be 14.9 feet. If the left adjacent parcel is redeveloped in the future, it would be required to adhere to the 10 foot side yard setback and the proposed variance would no longer be needed. The proposed project would be below the maximum allowed building coverage and all other Zoning Ordinance standards would be met. In particular, the structure would be well below the 35-foot maximum height limit, with a maximum ridge height of 25 feet and 11 inches. As such, granting of the variance would not be materially detrimental to the public health, safety, or welfare, and will not impair an adequate supply of light and air to adjacent property. d. Although there are a few other narrow parcels in the area that may be adjacent to properties that are not in conformance with the required 10 foot interior side yard setbacks on either side, these are exceptions. Each project would be reviewed individually. The unique conditions of the 			

689 University Drive – Attachment A: Recommended Actions

LOCATION: 689 University Drive	PROJECT NUMBER: PLN2017-00046	APPLICANT: Theodore J. Catino	OWNER: Theodore J. Catino
REQUEST: Request for a use permit to demolish a single-story, single-family residence and detached garage, and construct a new two-story, single-family residence with an attached garage on a substandard lot with regards to lot width and area in the R-3 (Apartment) zoning district. The proposal includes a request for a variance for the new residence to encroach into the required 20-foot separation between the main building on the subject site and the main building located on the adjacent left lot. As part of the project, one heritage plum tree in the left side yard is proposed for removal.			
DECISION ENTITY: Planning Commission	DATE: November 6, 2017	ACTION: TBD	
VOTE: TBD (Barnes, Combs, Goodhue, Kahle, Onken, Riggs, Strehl)			
<p>ACTION:</p> <p>short substandard lot width, the adjacent nonconforming structure in regards to side setback, and close proximity of the large heritage tree make the variance specific to this lot's conditions. As such, the conditions on which the variance is based would not be generally applicable to other property in the same zoning classification.</p> <p>e. The property is not within any Specific Plan area, and thus a finding regarding an unusual factor does not apply.</p> <p>4. Approve the use permit and variance subject to the following standard conditions:</p> <ul style="list-style-type: none"> a. Development of the project shall be substantially in conformance with the plans prepared by Rockwood Design consisting of nine plan sheets, dated received October 24, 2017, and approved by the Planning Commission on November 6, 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 and the recommendations in the arborist report by Monarch Consulting Arborists, LLC dated April 7, 2017 (dated received May 11, 2017). 			

689 University Drive – Attachment A: Recommended Actions

LOCATION: 689 University Drive	PROJECT NUMBER: PLN2017-00046	APPLICANT: Theodore J. Catino	OWNER: Theodore J. Catino
REQUEST: Request for a use permit to demolish a single-story, single-family residence and detached garage, and construct a new two-story, single-family residence with an attached garage on a substandard lot with regards to lot width and area in the R-3 (Apartment) zoning district. The proposal includes a request for a variance for the new residence to encroach into the required 20-foot separation between the main building on the subject site and the main building located on the adjacent left lot. As part of the project, one heritage plum tree in the left side yard is proposed for removal.			
DECISION ENTITY: Planning Commission	DATE: November 6, 2017	ACTION: TBD	
VOTE: TBD (Barnes, Combs, Goodhue, Kahle, Onken, Riggs, Strehl)			
<p>ACTION:</p> <p>5. Approve the use permit subject to the following <i>project-specific</i> conditions:</p> <ul style="list-style-type: none"> a. Simultaneous with the submittal of a complete building permit application, the applicant shall have the flexibility to propose a maximum height of 25 feet, 11 inches for the new two-story, single-family residence to accommodate any potential mechanical or structural coordination so long as the overall architectural design is retained. This is subject to the review and approval of the Planning Division. 			



City of Menlo Park
 Location Map
 689 University Drive



689 University Drive – Attachment C: Data Table

	PROPOSED PROJECT	EXISTING PROJECT	ZONING ORDINANCE
Lot area	5,136 sf	5,136 sf	7,000 sf min.
Lot width	48 ft.	48 ft.	70 ft. min.
Lot depth	107 ft.	107 ft.	100 ft. min.
Setbacks			
Front	20 ft.	25.2 ft.	20 ft. min.
Rear	15 ft.	41.5 ft.	15 ft. min.
Side (left)	10 ft.	5.7 ft.	10 ft. min.
Side (right)	15 ft.	13.9 ft.	15 ft. min.
Distance between Main Buildings Located on One Property and Adjacent Property	14.9 ft.	10.6 ft.	20 ft. min.
Building coverage	1,537.6 sf 30 %	1,706 sf 33 %	1,540.8 sf max. 30 % max.
FAR (Floor Area Ratio)	2,311.1 sf 45 %	1,140 sf 22 %	2,311.2 sf max. 45 % max.
Landscaping	3,105.4 sf 60 %	3,030 sf 59 %	2,568 sf min. 50 % min.
Paving	493 sf 10 %	400 sf 8 %	1,027.2 sf max. 20 % max.
Square footage by floor	1,020.4 sf/1st 1,290.7 sf/2nd 517.2 sf/garage	1,140 sf/1st 566 sf/garage	
Square footage of buildings	2,828.3 sf	1,706 sf	
Building height	25.9 ft.	15 ft.	35 ft. max.
Parking	2 covered	2 covered	1 covered/1 uncovered
Note: Areas shown highlighted indicate a nonconforming or substandard situation.			
Trees	Heritage trees 2	Non-Heritage trees 6*	New Trees 1
	Heritage trees proposed for removal 1	Non-Heritage trees proposed for removal 4	Total Number of Trees 4*

*Includes one tree on the adjacent left parcel and one tree on the adjacent right parcel.

CATINO_MURPHY RESIDENCE

G1.1 TITLE PAGE & SITE PLAN
 G1.2 SURVEY
 G1.3 AREA PLAN, QFT.CALCULATION PLANS & EXISTING & REPLACED PERVIOUS/ IMPERVIOUS PLAN
 A1.0 (E) FLOOR PLAN & (E) ELEVATIONS PHOTOGRAPHS
 A1.1 PROPOSED FIRST FLOOR & STREETScape
 A1.2 PROPOSED SECOND FLOOR & ROOF PLAN
 A2.1 PROPOSED ELEVATIONS
 A2.2 PROPOSED ELEVATIONS
 A2.3 PROPOSED SECTIONS

SCOPE OF WORK:
 DEMOLITION OF EXISTING SINGLE FAMILY RESIDENCE AND REMOVAL OF (1) HERITAGE TREE.
 NEW TWO STORY SINGLE FAMILY RESIDENCE WITH ATTACHED GARAGE.

Client / Project Address
 T.J. Catino and Clona Murphy
 689 University Drive
 Menlo Park, CA. 94025

APN
 071-302-070

Zoning
 R-3

Lot Area (Per Survey)
 5,136 S.F.

Lot Dimensions
 48'-0" x 107'-0"

PROPOSED MAXIMUM BUILDING COVERAGE ZONING R-3		EXISTING MAXIMUM BUILDING COVERAGE ZONING R-3	
DRIVEWAY / OPEN PARKING NOT TO EXCEED 20% OF LOT AREA = 1,027 SQ.FT. MAX.		DRIVEWAY / OPEN PARKING NOT TO EXCEED 20% OF LOT AREA = 1,027 SQ.FT. MAX.	
PROPOSED: 493 SQ.FT.	EXISTING: 400 SQ.FT.	MAX. BLDG. COVERAGE NOT TO EXCEED 30% OF LOT AREA = 1,541 SQ.FT. MAX.	
MAX. BLDG. COVERAGE NOT TO EXCEED 30% OF LOT AREA = 1,541 SQ.FT. MAX.		PROPOSED: 1,538 SQ.FT.	EXISTING: 1,706 SQ.FT.
OPEN SPACE LOT AREA 5,136 SQ.FT. 50% LOT AREA = 2,568 SQ.FT. MIN REQD. OPEN SPACE 493 SQ.FT. DRIVEWAY + 1,538		OPEN SPACE LOT AREA 5,136 SQ.FT. 50% LOT AREA = 2,568 SQ.FT. MIN REQD. OPEN SPACE 400 SQ.FT. DRIVEWAY + 1,706	
BUILDING COVERAGE TOTAL: 2,631 SQ.FT.	BUILDING COVERAGE TOTAL: 2,106 SQ.FT.		

PROPOSED SITE ANALYSIS ZONING R-3		EXISTING SITE ANALYSIS ZONING R-3	
LOT AREA:	5,136 SQ.FT.	LOT AREA:	5,136 SQ.FT.
FLOOR AREA RATIO: 45% = 45 x 5,136 = 2,311 SQ.FT.		FLOOR AREA RATIO: 45% = 45 x 5,136 = 2,311 SQ.FT.	
PROPOSED FIRST FLOOR: 1,020 SQ.FT.		EXISTING FLOOR PLAN: 1,140 SQ.FT.	
PROPOSED SECOND FLOOR: 1,291 SQ.FT.		MAXIMUM COVERAGE: 30% = 30 x 5,136 = 1,541 S.F.	
TOTAL: 2,311 SQ.FT.		EXISTING COVERAGE: 1,140 SQ.FT.	
MAXIMUM COVERAGE: 30% = 30 x 5,136 = 1,541 S.F.		FLOOR FLOOR GARAGE: 566 SQ.FT.	
PROPOSED COVERAGE FIRST FLOOR: 1,020 SQ.FT.		TOTAL: 1,706 SQ.FT.	
(2) PARKING SPACES: 1,537 SQ.FT.			

Maximum Coverage
 30% = 30 x 5,136 = **1,541 S.F.**

Floor Area Ratio
 45% = 45 x 5,136 = **2,311 S.F.**

Minimum Landscaping
 50% = 50 x 5,136 = 2,568 S.F.

Setbacks
 20'-0" Front
 15'-0" Rear
 10'-0" Interior Side
 15'-0" Corner Side

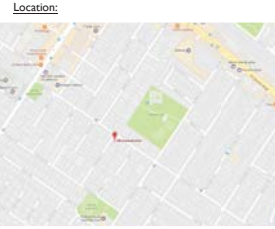
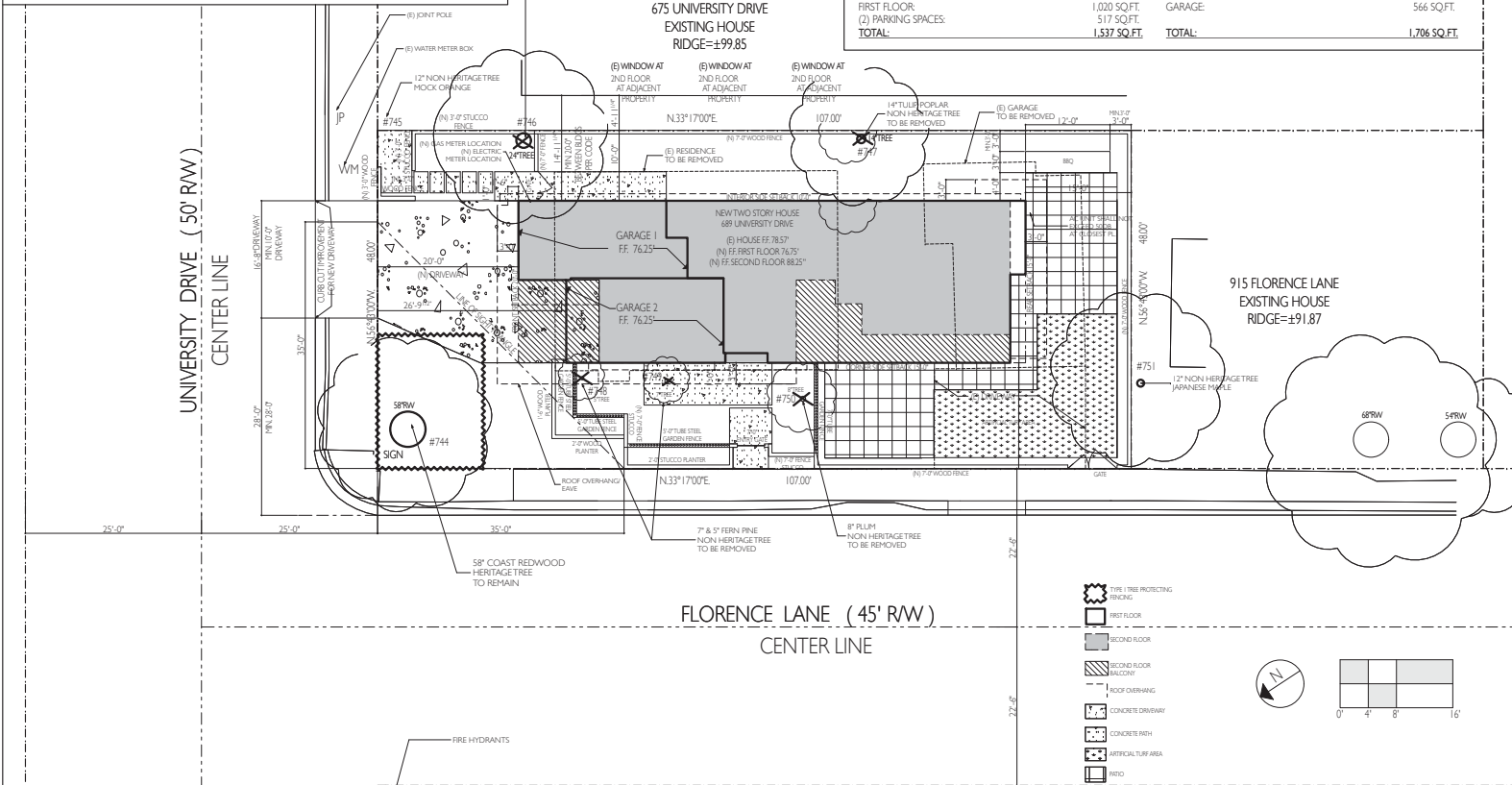
Daylight Plane / Building Profile Analysis
 None Required.

Building Height
 35'-0" Max.

Off Street Parking
 2 spaces per dwelling unit, one of which must be covered. Required spaces cannot be located in the required front or side yard setbacks or in tandem.

Fence Heights
 Typical 7'-0" height.
 In Front Setback Area: 4'-0"
 Within Corner Triangle: 3'-0". Note- Corner triangle is 35'-0" each leg from the corner.

Detached Garage (Accessory Structure)
 Max. Size: 700 S.F.
 Location: Rear 1/2 of the lot
 Side Setback (Corner): Equal to the required main building setback of the adjacent street facing lot.
 Rear Setback: 3'-0"
 Setback from Dwelling: 10'-0"
 Max. Height: 14'-0"
 Max. Wall Height: 9'-0"



CATINO_MURPHY RESIDENCE
 689 UNIVERSITY DRIVE MENLO PARK, CA. 94025

DATE: 10-24-2017
 DATE: 10-23-2017
 DATE: 10-03-2017
 DATE: 08-22-2017

ROCKWOOD DESIGN

3 HIGH SCHOOL COURT
 LOS GATOS, CA 95030
 408/354-2128
 A@ROCKWOODDESIGN.COM

DATE: 05-09-2017
 DRAWN BY:
 LORENA PEREZ
 G.I.I.

NEW RESIDENCE

689 UNIVERSITY DRIVE
MENLO PARK, CA
APN: 071-302-070

WEC & ASSOCIATES

3625 MIDDLEFIELD RD #658
PALO ALTO, CA 94306
TEL: (650) 823-6466
FAX: (650) 887-1294

LICENSE STAMPS AND SIGNATURE

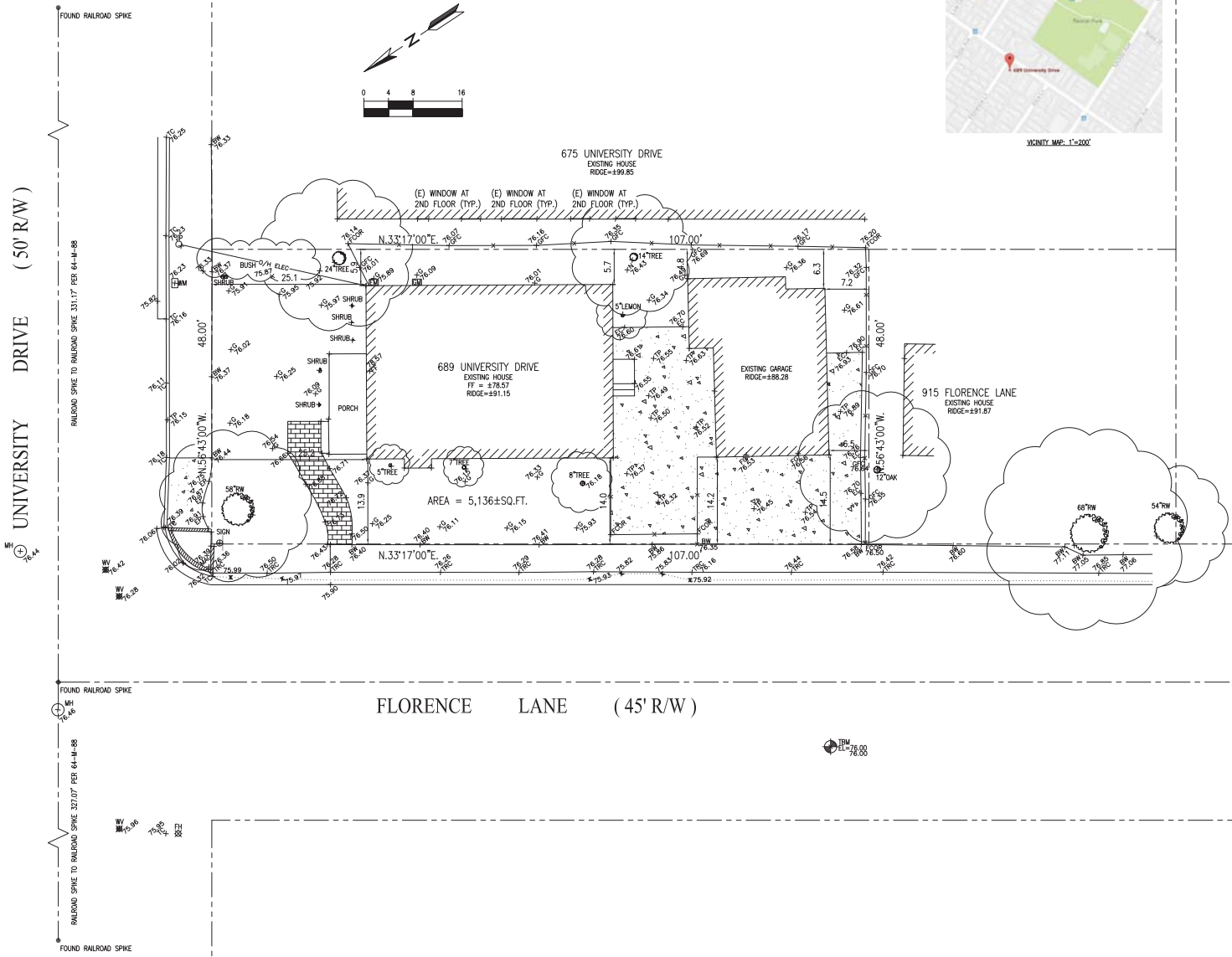


ISSUED		
No.	Description	Date

DATE: DEC 26, 2015
SCALE: 1/8"=1'-0"
DRAWN: BG
JOB: 10078

SHEET TITLE:
BOUNDARY & TOPOGRAPHIC SURVEY

SHEET NO.: G1.2



- LEGEND**
- AC ASPHALT CONCRETE
 - BC BUILDING CORNER
 - EM BACK OF WALK
 - CB CATCH BASIN
 - CMP CORRUGATED METAL PIPE
 - CO CLEAN OUT
 - CBN CROWN
 - DM DRIVEWAY
 - EC EDGE OF CONCRETE
 - EM ELECTRIC METER
 - EP EDGE OF PAVEMENT
 - FOR FENCE
 - FD FOUND
 - FF FINISHED FLOOR
 - FL FLOW LINE
 - FI FRIE HYDRANT
 - FW FRONT OF WALK
 - G GROUND
 - GC GARAGE CORNER
 - GF GARAGE FACE/FRONT
 - GFZ GROUND AT FENCE
 - GM GAS METER
 - HCR HANDICAP RAMP
 - INV INVERT
 - IP IRON PIPE
 - JP JOINT POLE
 - LG UP OF GUTTER
 - O/H OVERHEAD
 - PC PROPERTY CORNER
 - RW RETAINING WALL
 - SL STREET LIGHT
 - SSCO SANITARY SEWER CLEANOUT
 - SSMH SANITARY SEWER MANHOLE
 - SSWH STORM DRAIN MANHOLE
 - TBC TOP BACK ROLLED CURB
 - TC TOP OF CURB
 - TOS TOP OF BANK
 - TOE TOP OF BANK
 - TP TOP OF PAVEMENT
 - TRC TOP OF ROLLED CURB
 - TW TOP OF WALL
 - U/G UNDERGROUND
 - VCP VIRIFIED CLAY PIPE
 - WV WATER VALVE
 - WM WATER METER BOX
 - CIV- CABLE TELEVISION LINE
 - E- ELECTRICAL LINE
 - G- GAS LINE
 - SS- SANITARY SEWER LINE
 - SD- STORM DRAIN LINE
 - T- TELEPHONE LINE
 - W- WATER LINE

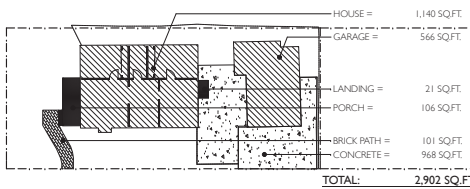
BASIS OF BEARINGS
THE BEARING, N33°17'00"E, OF THE RIGHT OF WAY LINE OF FLORENCE LANE, AS SHOWN ON THAT CERTAIN MAP FILED IN THE OFFICE OF THE RECORDER OF SAN MATEO COUNTY, STATE OF CALIFORNIA, IN BOOK 9 OF MAPS AT PAGE 9, WAS USED AS THE BASIS OF BEARINGS SHOWN ON THIS MAP.

BASIS OF ELEVATION
1/8" = 1' - 0"
1" = 10'

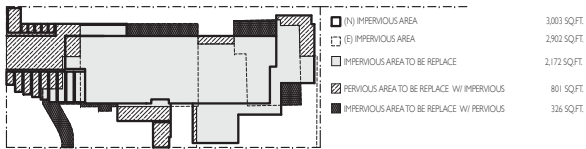
UTILITY NOTE
UNDERGROUND UTILITIES, SHOWN PER SURFACE EVIDENCE AND RECORD MAPS, MAY BE DIFFERENT THAN AS SHOWN. BEFORE EXCAVATION, CALL UNDERGROUND SERVICE ALERT (USA) 1-800-842-2444.

NOTE
1. MEASUREMENT OF BUILDING LINE IS TO THE FACE OF STUDCO OR SIMILAR.
2. THIS SURVEY MEETS CITY OF MENLO PARK'S FIELD BASED BOUNDARY SURVEY REQUIREMENT.

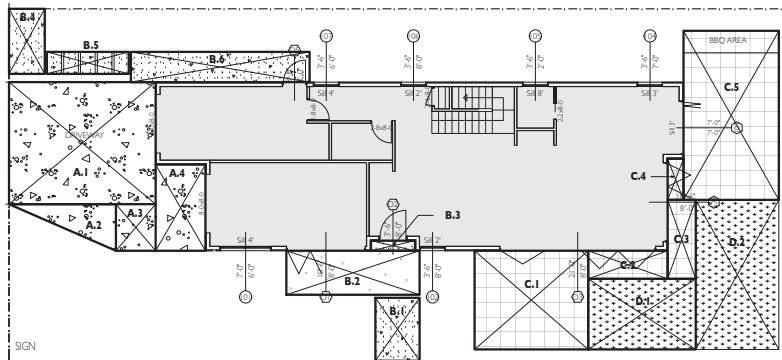
1. I, W. E. C., WILL CERTIFY THAT THIS PARCEL'S BOUNDARY WAS ESTABLISHED BY ME OR UNDER MY SUPERVISION AND IS BASED ON A FIELD SURVEY IN CONFORMANCE WITH THE LAND SURVEYORS' ACT. ALL MONUMENTS WERE OF THE CHARACTER AND OCCUPY THE POSITIONS INDICATED AND ARE SUFFICIENT TO ENABLE THE SURVEY TO BE RE-TRACED.



1 EXISTING IMPERVIOUS SCALE 1" = 20'-0"



2 EXISTING IMPERVIOUS TO BE REPLACE SCALE 1" = 20'-0"



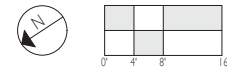
COVERAGE CALCULATION
ZONING R-3

DRIVEWAY/ OPEN PARKING NOT TO EXCEED
20% OF LOT AREA = 1,027 SQ.FT. MAX.
PROPOSED = 493 SQ.FT.

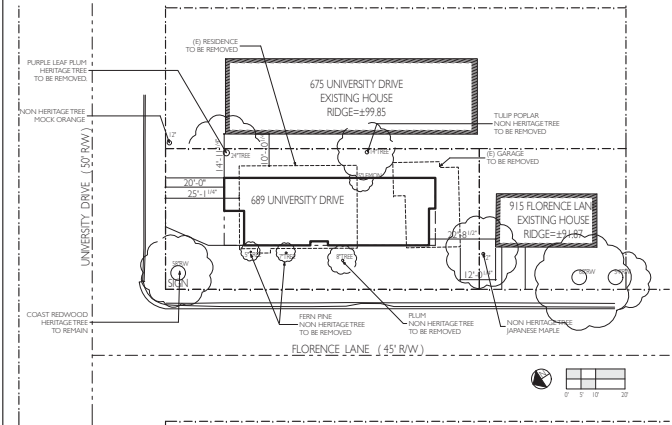
MAX. BLDG. COVERAGE NOT TO EXCEED
30% OF LOT AREA = 1,541 SQ.FT. MAX.
PROPOSED = 1,538 SQ.FT.
SEE 5/G/1.3

OPEN SPACE
LOT AREA 5,136 SQ.FT.
50% LOT AREA = 2,568 SQ.FT. MIN REQD. OPEN SPACE
493 SQ.FT. DRIVEWAY + 1,538 BUILDING COVERAGE = 2,031 SQ.FT.

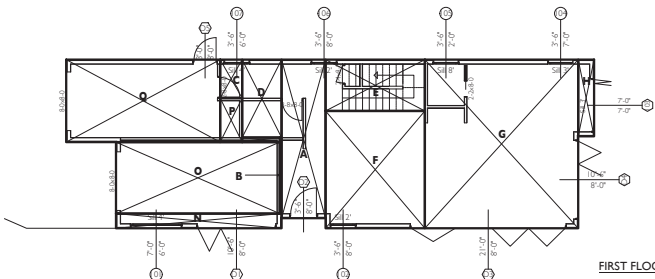
PROPOSED OPEN SPACE
5,136 SQ.FT. LOT SIZE LESS 2,031 SQ.FT. BUILDING COVERAGE AND DRIVEWAY
= 3,105 SQ.FT.



4 SITE PLAN SQ.FT. CALCULATION SCALE 1/8" = 1'-0"

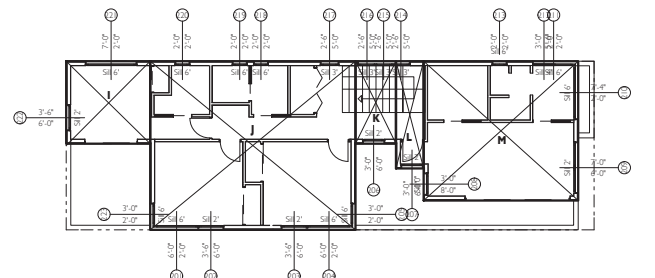


3 AREA PLAN 689 UNIVERSITY DRIVE SCALE 1" = 20'-0"



FLOOR AREA CALCULATION
ZONING R-3
FIRST FLOOR

AREA	DIMENSIONS	SQ.FT.
A	21'-3 1/2" X 6'-0"	129.75
B	10'-4 1/2" X 0'-3"	2.59
C	5'-3" X 3'-0"	15.75
D	10'-7 1/2" X 5'-4 1/2"	57.11
E	13'-6 1/2" X 7'-0"	94.79
F	16'-0" X 13'-6 1/2"	216.67
G	23'-0" X 20'-11"	481.08
H	10'-5 1/2" X 2'-2"	22.66
TOTAL		1,020 SQ.FT.



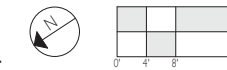
FLOOR AREA CALCULATION
ZONING R-3
SECOND FLOOR

AREA	DIMENSIONS	SQ.FT.
I	11'-5 1/2" X 11'-3"	128.91
J	23'-0" X 28'-0"	644
K	11'-3" X 5'-6 1/4"	62.11
L	14'-7 1/2" X 3'-9 1/4"	55.15
M	21'-1" X 19'-0"	400.59
TOTAL		1,291 SQ.FT.

PROPOSED AREA 2,311 SQ.FT.

BUILDING COVERAGE CALCULATION
ZONING R-3

AREA	DIMENSIONS	SQ.FT.
N	22'-7" X 2'-0"	45.17
O	22'-4" X 9'-9"	217.75
P	6'-0" X 3'-0"	18.00
Q	21'-0" X 11'-3"	236.25
FIRST FLOOR (A,B,C,D,E,F,G,H)		1,020.40
PROPOSED COVERAGE		1,538 SQ.FT.



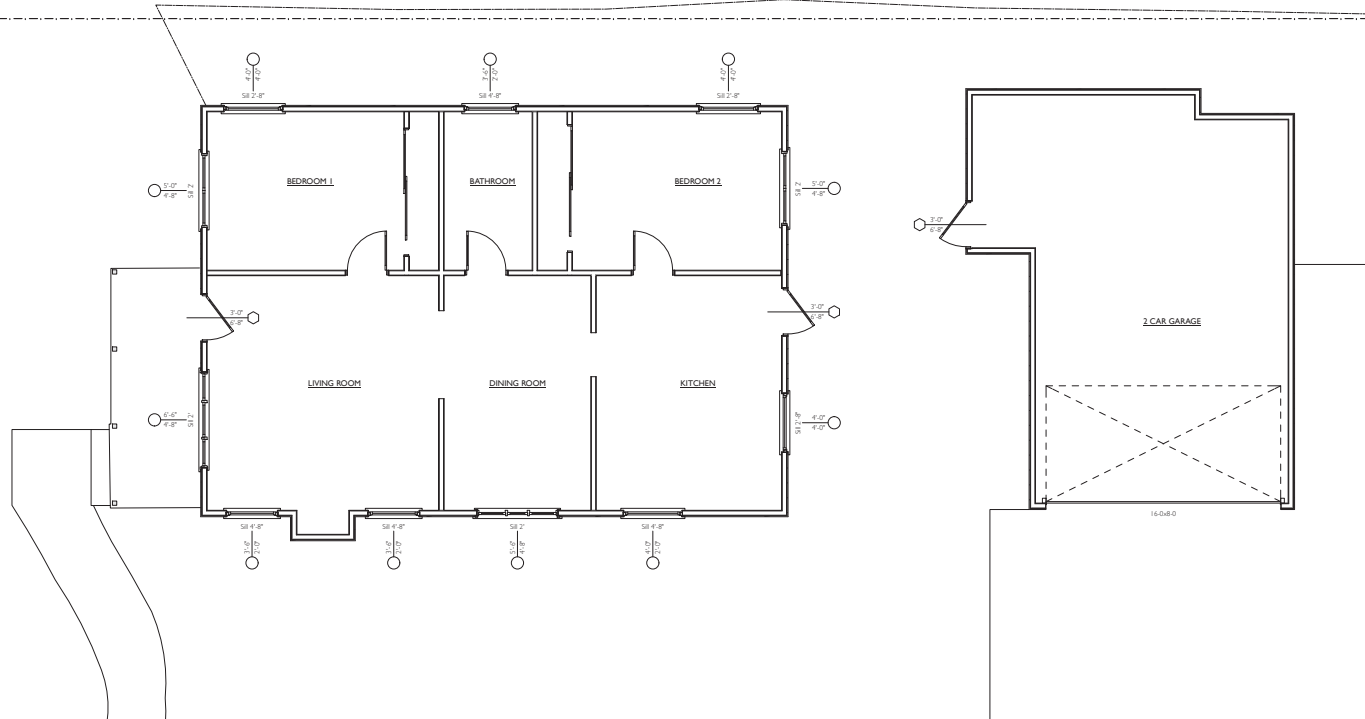
5 FLOOR AREA CALCULATION SCALE 1/8" = 1'-0"

CATINO_MURPHY RESIDENCE
689 UNIVERSITY DRIVE MENLO PARK, CA. 94025

DATE: 10-24-2017
DATE: 10-23-2017
DATE: 10-03-2017
DATE: 08-22-2017

ROCKWOOD DESIGN
3 HIGH SCHOOL COURT
LOS GATOS, CA 95030
408/254-2128
AROCKWOOD@ROCKWOODDESIGN.NET

DATE: 05-09-2017
DRAWN BY: LORENA PEREZ
G1.3



EXISTING SITE ANALYSIS
ZONING R-3

LOT AREA:	5,136 SQ.FT.
FLOOR AREA RATIO: 45% = 45 x 5,136 = 2,312 SQ.FT.	
EXISTING FLOOR PLAN:	1,140 SQ.FT.
MAXIMUM COVERAGE: 30% = 30 x 5,136 = 1,541 SF.	
EXISTING COVERAGE:	
FLOOR FLOOR:	1,140 SQ.FT.
GARAGE:	566 SQ.FT.
TOTAL:	1,706 SQ.FT.

1 EXISTING FLOOR PLAN

SCALE 1/4" = 1'-0"



OVERALL HEIGHT
11'-6" FROM FINISH GRADE

2 EXISTING FRONT NORTH ELEVATION



OVERALL HEIGHT
11'-6" FROM FINISH GRADE

3 EXISTING RIGHT SIDE WEST ELEVATION



OVERALL HEIGHT
10'-0" FROM FINISH GRADE

4 EXISTING GARAGE FRONT WEST ELEVATION

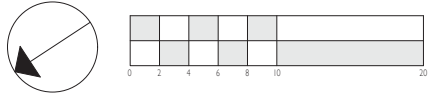
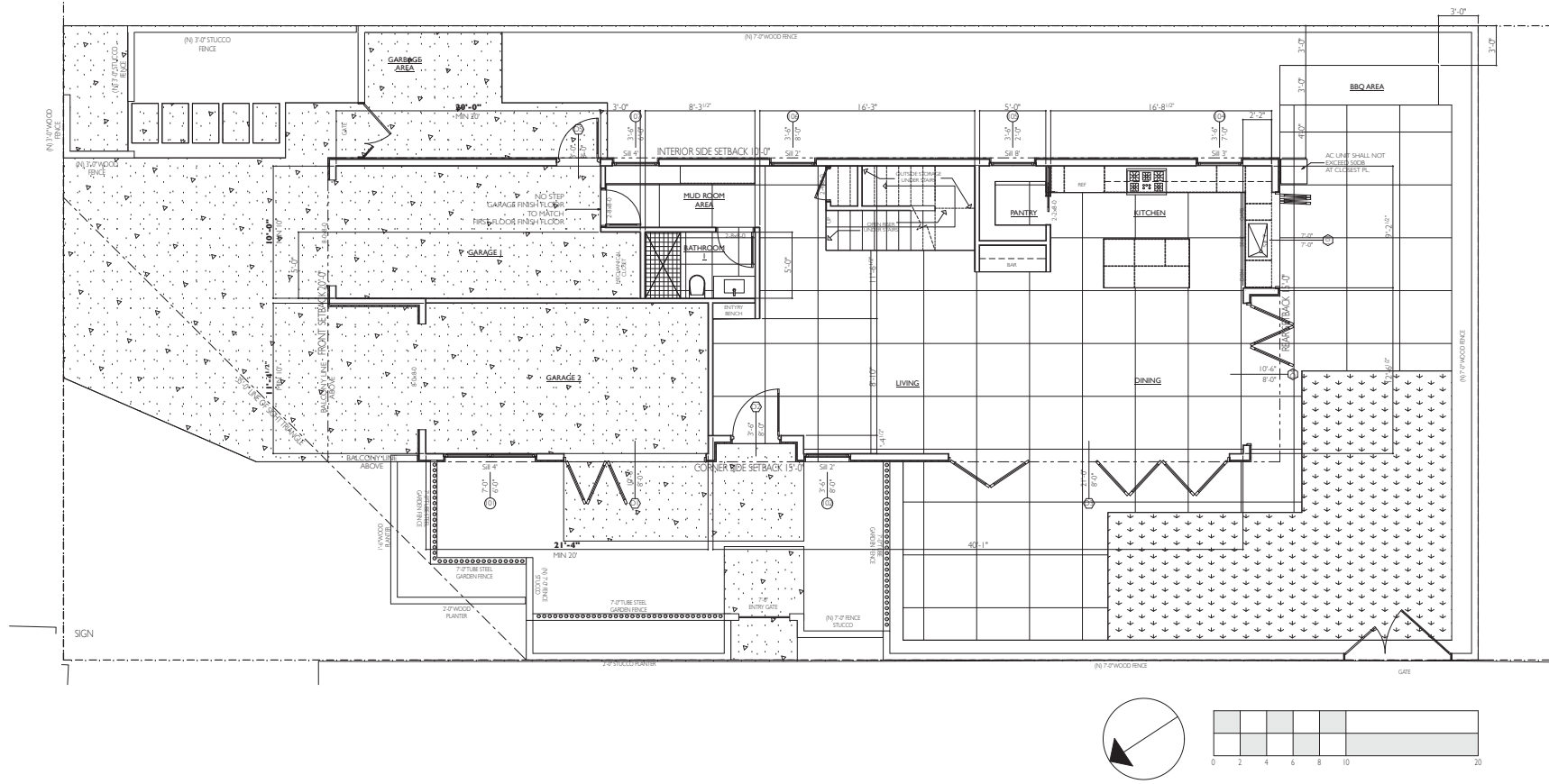
CATINO_MURPHY RESIDENCE
689 UNIVERSITY DRIVE MENLO PARK, CA. 94025

DATE: 08-22-2017
ROCKWOOD DESIGN
3 HIGH SCHOOL COURT
LOS GATOS, CA. 95030
408/354-2128
AROCKWOOD@ROCKWOODDESIGN.NET



DATE: 05-09-2017
DRAWN BY:
LORENA PEREZ

CATINO_MURPHY RESIDENCE
689 UNIVERSITY DRIVE MENLO PARK, CA 94025



1 | PROPOSED FIRST FLOOR

SCALE 1/4" = 1'-0"



- EXTERIOR WALL
- INTERIOR WALL
- CONCRETE DRIVEWAY & PATH
- ARTIFICIAL TURF AREA
- TILE

DATE: 10-23-2017
DATE: 10-03-2017
DATE: 08-22-2017

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408/254-2128
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DATE: 05-09-2017
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LORENA PEREZ

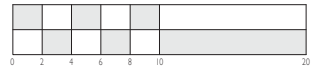
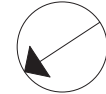
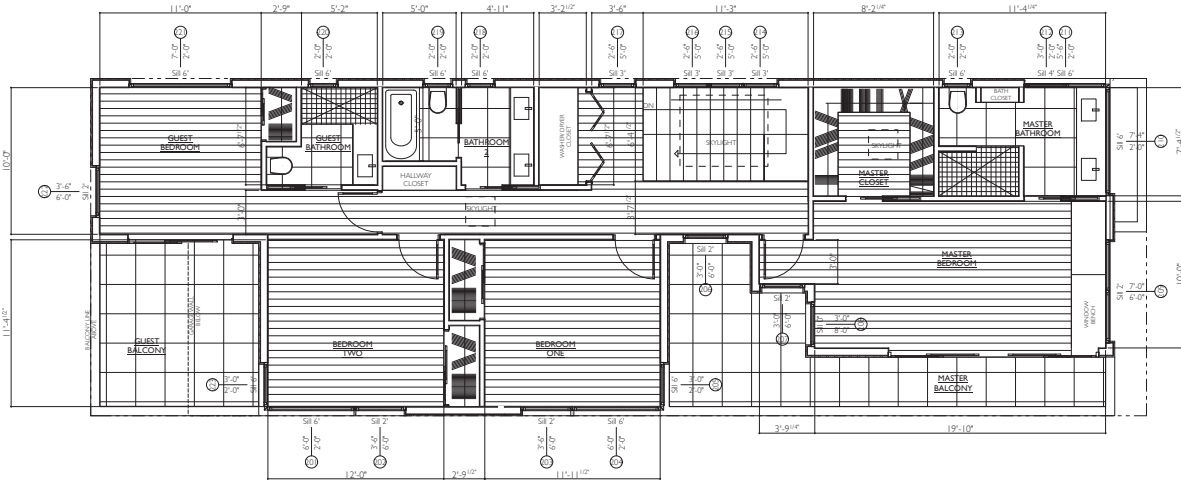
A.I.I.

2 | STREETScape UNIVERSITY DRIVE

SCALE 1/16" = 1'-0"

3 | STREETScape FLORENCE LANE

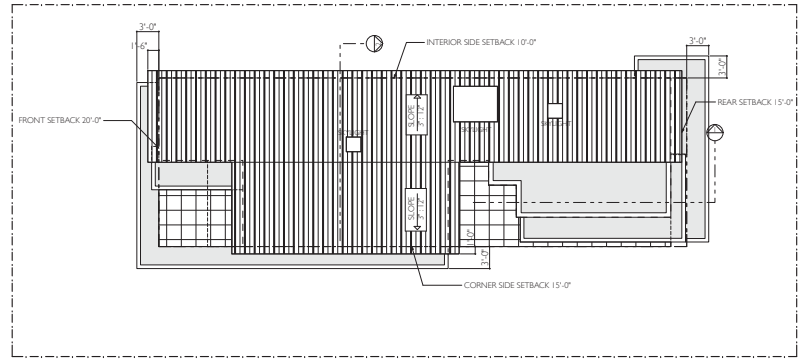
CATINO_MURPHY RESIDENCE
 689 UNIVERSITY DRIVE MENLO PARK, CA. 94025



- EXTERIOR WALL
- INTERIOR WALL
- HARDWOOD FLOOR

1 | PROPOSED SECOND FLOOR

SCALE 1/4" = 1'-0"



- STANDING SEAM METAL ROOF
DARK BRONZE COLOR
- TPO ROOF (THERMOPLASTIC POLYOLEFIN)
SLOPE MIN 1/4" : 12"
- BALCONY TILE
- SECOND FLOOR
- FIRST FLOOR



2 | PROPOSED ROOF PLAN

SCALE 1/8" = 1'-0"

DATE: 10-23-2017

DATE: 08-22-2017

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 LOS GATOS, CA 95030
 408/354-2128
 AROCKWOOD@ROCKWOODDESIGN.NET

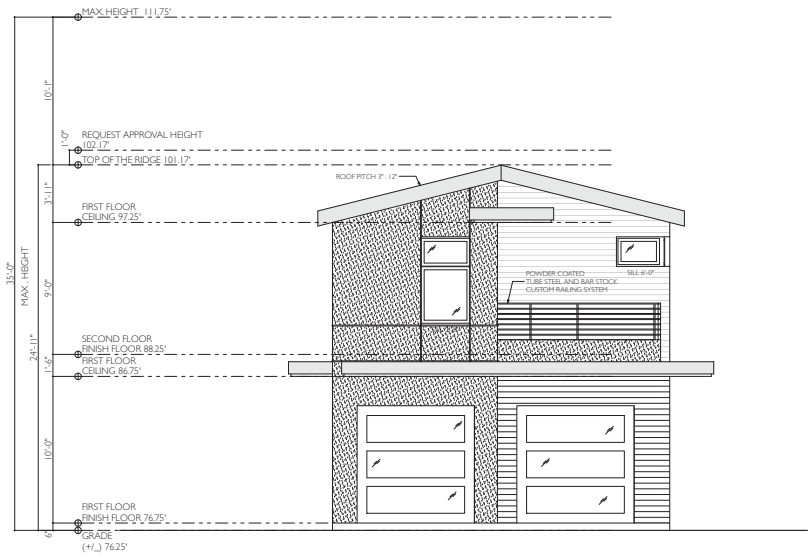
DATE: 05-09-2017
 DRAWN BY:
 LORENA PEREZ
AI.2



- SHEET METAL GATE
- WOOD CEDAR FENCE
- ACRYLIC STUCCO TROWEL FINISH FENCE
- S.S. POST FENCE

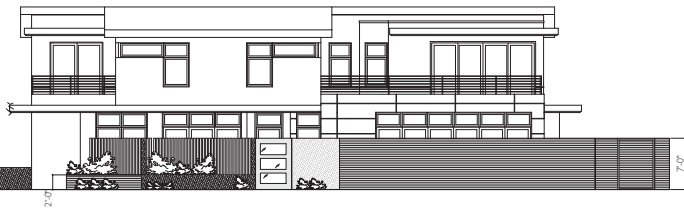
3 PROPOSED FENCE FRONT NORTH ELEVATION

SCALE 1/8" = 1'-0"



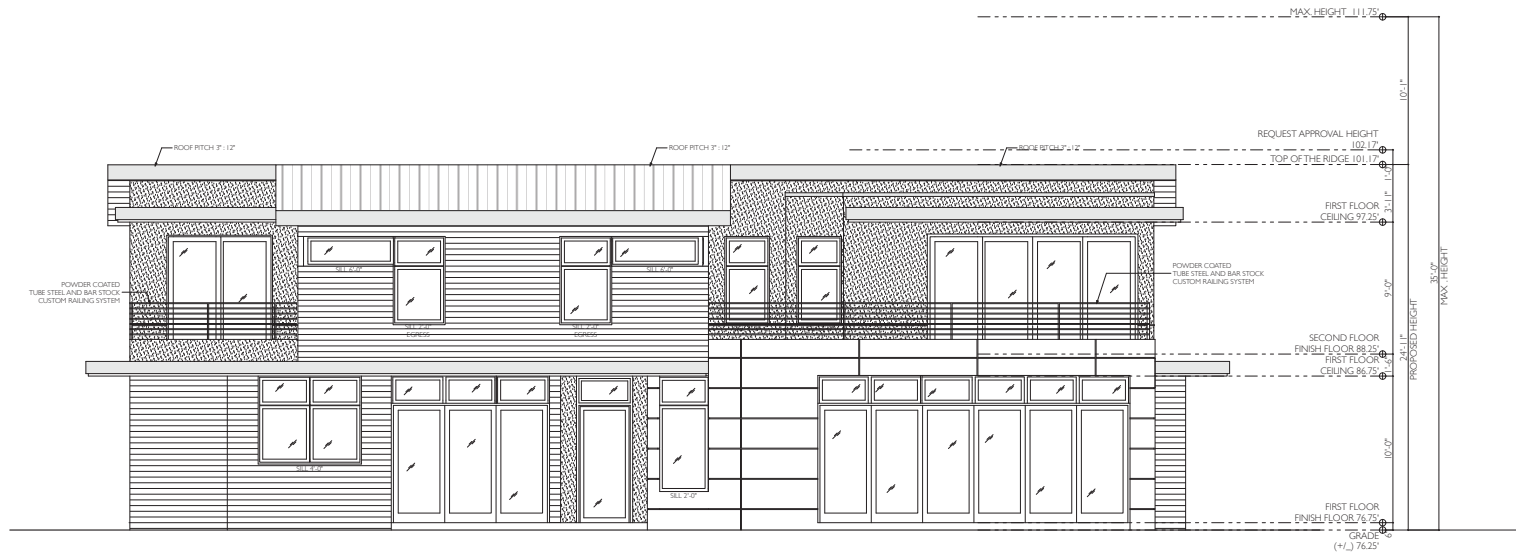
1 PROPOSED FRONT NORTH ELEVATION

SCALE 1/4" = 1'-0"



4 PROPOSED FENCE RIGHT SIDE WEST ELEVATION

SCALE 1/8" = 1'-0"



2 PROPOSED RIGHT SIDE WEST ELEVATION

SCALE 1/4" = 1'-0"

- SHEET METAL FLASHING TYP OR ROOF FASCIA
- WOOD CEDAR SIDING
- COMPOSITE PANEL
- ACRYLIC STUCCO TROWEL FINISH W/RY REGLET
- STANDING SEAM METAL ROOF
- ALUMINUM WINDOWS & DOOR- ALL MATERIALS TO FINISH TO WINDOW FRAME EDGE (TRIMLESS)

MATERIAL KEY FENCE AND ELEVATION



CATINO_MURPHY RESIDENCE
689 UNIVERSITY DRIVE MENLO PARK, CA. 94025

DATE: 10-23-2017

DATE: 08-22-2017





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LORENA PEREZ

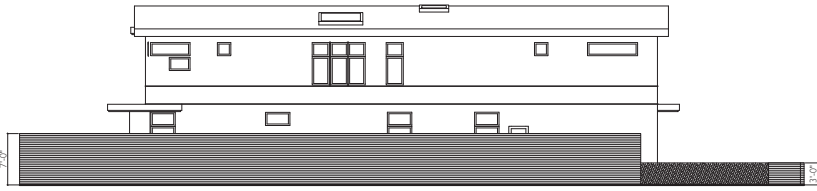




-  SHEET METAL GATE
-  WOOD CEDAR FENCE
-  ACRYLIC STUCCO TROWER FINISH FENCE
-  S.S. POST FENCE

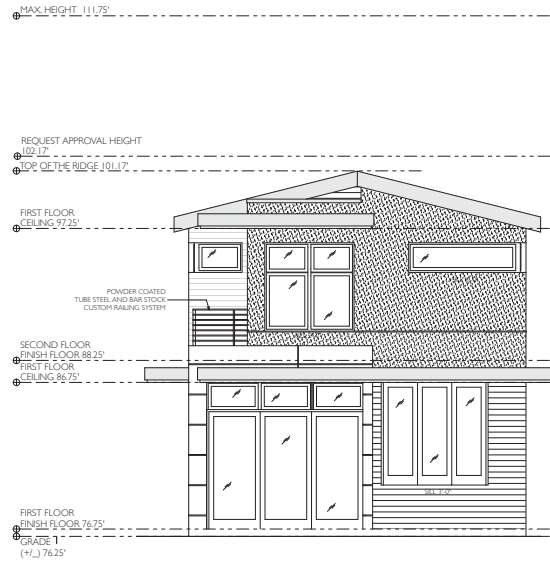
3 PROPOSED FENCE REAR, SOUTH ELEVATION

SCALE 1/8" = 1'-0"









4 PROPOSED FENCE LEFT SIDE, EAST ELEVATION

SCALE 1/8" = 1'-0"



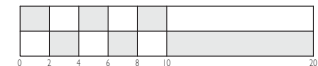
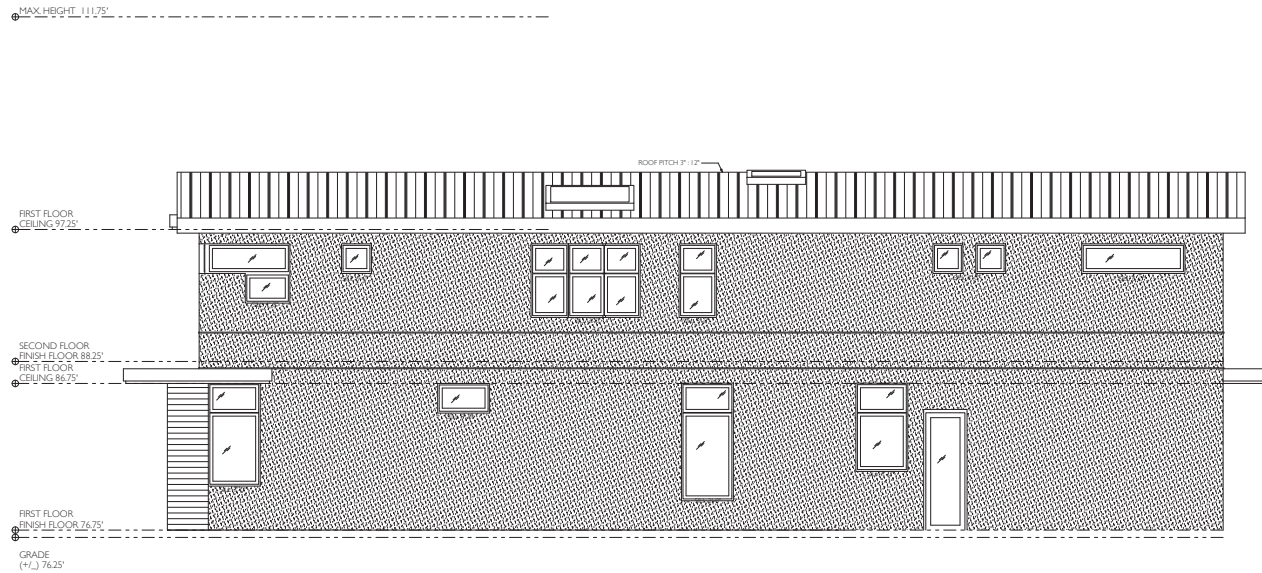
1 PROPOSED REAR, SOUTH ELEVATION

SCALE 1/4" = 1'-0"

-  SHEET METAL FLASHING TYP OR ROOF FASCIA
-  WOOD CEDAR SIDING
-  COMPOSITE PANEL
-  ACRYLIC STUCCO TROWER FINISH W/ FRY REGLET
-  STANDING SEAM METAL ROOF
-  ALUMINUM WINDOWS & DOOR- ALL MATERIALS TO FINISH TO WINDOW FRAME EDGE (TRIMLESS)

MATERIAL KEY FENCE AND ELEVATION

2 PROPOSED LEFT SIDE, EAST ELEVATION



SCALE 1/4" = 1'-0"

CATINO_MURPHY RESIDENCE
689 UNIVERSITY DRIVE MENLO PARK, CA 94025

DATE: 10-23-2017

DATE: 08-22-2017

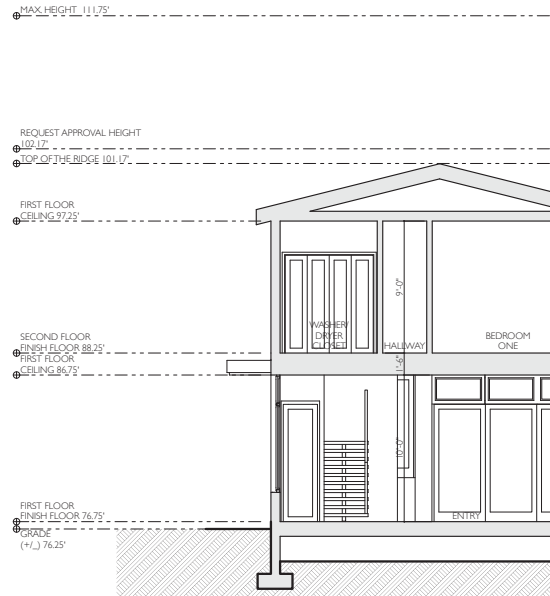
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3 HIGH SCHOOL COURT
LOS GATOS, CA 95030
408/354-2128
AROCKWOOD@ROCKWOODDESIGN.NET

DATE: 05-09-2017
DRAWN BY:
LORENA PEREZ

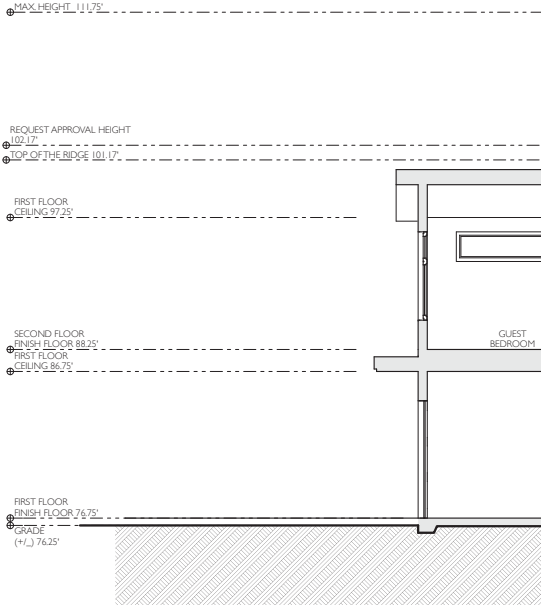


A2.2

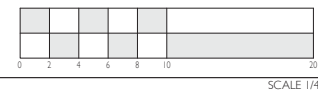


1 | PROPOSED CROSS SECTION

SCALE 1/4" = 1'-0"



2 | PROPOSED LONG SECTION



SCALE 1/4" = 1'-0"

DATE: 08-22-2017
 ROCKWOOD DESIGN
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 408/354-2128
 AROCKWOOD@ROCKWOODDESIGN.NET

DATE: 05-09-2017
 DRAWN BY:
 LORENA PEREZ
A2.3

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

October 3, 2017

Attn: Sunny Chao

RE: 689 University Drive
PN: PLN2017-00046

PROJECT DESCRIPTION

To whom it may concern, the following is a summary project description for the project located at 689 University, Menlo Park.

This project proposes the removal of a non-historical existing one-story single family residence of 1,140 s.f. and detached existing garage and for the construction of a new 2-story single family residence on a lot zoned R-3.

The existing lot area is 5,136 square feet.

We have proposed lot coverage in the amount of 1,537.57 square feet where 1,541 s.f. is what is allowable.

Our proposed Floor Area is 2,311.16 s.f.

The purpose of our proposal is to create a new residence for our Client T.J Catino and Cliona Murphy. This will be their primary residence. The architectural style is contemporary / modern, utilizing a pitched roof with a standing seam metal roof, along with cedar / wood siding, integrated color stucco and composite (typically cementitious) panels. The windows and doors will be high quality aluminum in a dark bronze or balck color and we have included site walls for privacy as this is a corner lot.

We had originally submitted a proposal with the garages located at the Florence Lane elevation, but after review and discussion of the interpretation of the code, it was determined that we would need to have a garage setback of 20'-0" if we were to maintain the proposed garages at the Florence elevation...

We redesigned the residence and have proposed the garages off of University in order to comply with the applicable setbacks.

Our project includes the removal of (1) heritage tree supported by our arborist report.

We mailed a Neighbor notification letter, a copy of which has been attached to this document for reference to all of the adjacent neighbors, as well as the Planning Department to the attention of our Planner.

As of the date of this Project Description, we have only received comment from the adjacent neighbor at 721 University, requesting a pdf of the proposed drawing set for their review and comment.

Thank You-

Adam Rockwood, AIA Associate
Rockwood Design Associates, Inc.
3 High School Court
Los Gatos, CA. 95030
www.rockwooddesign.net
408-781-7067 cell
rockwooddesign@mac.com

Rockwood Design Associates, Inc.
3 High School Court
Los Gatos, CA. 95030

August 18, 2017

RE: Proposed new residence located at 689 University Drive, Menlo Park

To whom it may concern:

My name is Adam Rockwood and I am with the firm Rockwood Design Associates, Inc. We have been working with our client on a proposal for a new 2 story residence to be located at 689 University drive at the corner of Florence.

You may have received previous communication from the City of Mountain View and / or my office regarding the proposal in the last month or so.

This letter is to inform you that we have revised the design of the proposal with the major change that the garage areas have moved from Florence to University. This should alleviate traffic flow issues on Florence and will improve pedestrian flow as well.

We have resubmitted the revised design to the planning department for review and anticipated approval.

If you have any interest in the proposed design, feel free to either email or call me per my contact information below. I would be happy to provide you a pdf of the drawing set for your review and comment so that we can address any issues or concerns you may have with regard to the proposed design.

I will also serve as the point of contact as for any planning or construction related issues so please keep this contact information in the event you need to contact me as the project moves forward.

Sincerely-

Adam Rockwood
Rockwood Design
3 High School Court
Los Gatos, CA. 95030
www.rockwooddesign.net
408-354-2160
email: arockwood@rockwooddesign.net

October 16, 2017

City of Menlo Park
Community Development Department
Planning Division
Attn: Sunny Chao, Assistant Planner
701 Laurel Street
Menlo Park, CA 94025

Project: Variance application for 689 University Drive

Dear Planning Commission,

We are requesting a variance for a new two-story residence to be located at 689 University Drive. The requested variance is based upon the following findings:

Finding 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;”

Justification for Finding 1:

The hardship at 689 University Drive is the combination of three things: a narrow lot, a corner lot, and the existing structure on an adjacent property that is built within its 10’-0” side setback. Menlo Park’s Zoning Ordinance 16.20.030 does not allow a residence to be built within 20’-0” of an adjacent structure in the R-3 district. Because the apartment building located at 675 University Drive encroaches approximately 5’-0” into its side yard setback, our proposed structure at 689 University Drive would need to be approx. 15’-0” from the property line to conform to the separation requirement (or approx. 5’-0” beyond the minimum 10 foot interior side yard setback).

This variance will allow the new structure to encroach into the 20-foot separation for an approximate separation of 15’-0” between structures. Please note however, that the project will conform with the minimum interior side setback of 10’-0”.

Finding 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;

Justification for Finding 2:

The variance is necessary to use the full width of the buildable area. If the structure on the adjacent property were in compliance with the setbacks, the proposed project would be able to use all of the buildable area of the lot. We are not requesting a variance to the applicable 10’-0” interior side yard requirement. Therefore, granting this variance does not allow a special privilege.

Finding 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;

Justification for Finding 3:

Granting this variance will not affect the public health, safety or welfare, and does not impair adequate light and air to the adjacent properties, especially due to the fact that our proposed residence is on a corner lot to the north and west of the adjacent nonconforming structure in question.

Finding 4

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

Justification for Finding 4:

The variance request is based primarily on the nonconformance of the adjacent structure. Since other properties are generally located next to a compliant adjacent structures or have more width for buildable area, this variance would not apply, generally, to other properties within the same zoning designation.

Finding 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.

Justification for Finding 5:

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

Furthermore....

We have requested this variance due to the fact that the “Strict Interpretation of the Zoning Ordinance” would require our proposed otherwise conforming development to be setback further from the property line at the side yard setback, due to the fact that the adjacent property has a nonconforming setback of approx. 5’-0”.

In accordance with the zoning ordinance:

16.80.010 Determination of nonconforming uses and structures.

Where uses of land legally exist or where structures legally have been constructed but such uses do not conform with the provisions of this title, such uses and structures are declared to be nonconforming. (Ord. 936 § 8 (part), 2005: Ord. 558 § 1, 1974: Ord. 548 § 1, 1973: Prior code § 30.601).

Per this section of the code, our neighboring development is defined as nonconforming.

However, the Municipal Code also requires that ” All nonconforming uses and structures shall be discontinued and removed, or altered to conform with the regulations specified for the district in which located”.

Here is the section of the municipal code that provides for this:

16.80.060 Amortization of nonconforming uses and structures.

All nonconforming uses and structures shall be discontinued and removed, or altered to conform with the regulations specified for the district in which located, within the period of time specified, measured from the date of original construction, based upon the type of construction, as defined in the uniform building code, and according to the following schedule:

- (1) *Types I and II buildings (fire resistive), forty (40) years;*

- (2) *Type III buildings (heavy timber and ordinary masonry), thirty (30) years;*
- (3) *Types IV and V buildings (light incombustible frame and wood frame), twenty-five (25) years;*
- (4) *Any other type of building, twenty (20) years.*

In all other cases mentioned in this section, discontinuance, removal or alteration shall not be required within five (5) years of the effective date of the ordinance codified in this title, and not less than one (1) year subsequent to official notification thereof. (Prior code § 30.606).

16.80.070 Public hearing.

Official notification of elimination, discontinuance, removal or alteration of a nonconforming use or structure shall only be made by order of the planning commission following a hearing by the planning commission, due notice of which has been given to the affected property owner.

The foregoing provisions shall apply to structures, land and uses which hereafter become nonconforming due to any amount of reclassification of districts under this chapter. (Prior code § 30.607).

It does not seem fair or in accordance with the intent of the Municipal Code and Zoning Ordinance generally, that an otherwise conforming development is required to apply for a variance and pay a \$ 3,000 deposit due to the nonconformity of an adjacent dwelling that was built in c. 1951, that under provisions and “Strict Interpretation of the Zoning Ordinance”, should have been made to conform to all applicable provisions of the zoning ordinance by the Community Development Department through the powers of the Planning Commission as of 1991 at the latest.

If the adjacent property were forced to comply with the code through the same “Strict Interpretation of the Zoning Ordinance” for which we are required to request a variance, our variance would not be required as our minimum 20’-0” separation would be maintained in accordance with the 10’-0” minimum interior side yard setback between structures.

In our opinion and based upon consultation with our Attorney and real estate agent, we feel that the requirement of a variance devalues our property. Especially in the event the property needed to be sold prior to any forthcoming Planning review and approval as the requirement for a variance would need to be disclosed to any potential buyer.

We would humbly request that the Planning Commission consider if the variance is necessary, due to the fact that Menlo Park, through “Strict Interpretation of the Zoning Ordinance”, should have made the adjacent property conform to the applicable zoning ordinance.

In the event that the Commission determines that the variance is in fact necessary, we would further request that the \$ 3,000 deposit paid along with the variance request is refunded to us in consideration of the fact that the variance would not have been required if Menlo Park had required the adjacent property to conform with the Municipal Code.

Thank you for your consideration-

Adam Rockwood, AIA Associate

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**Tree Inventory, Assessment,
and
Protection**

**689 University Drive
Menlo Park, CA 94025**

Prepared for:

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Summary

The property is located at the corner of University Drive and Florence Lane and the inventory contains eight trees comprised of seven different species. Only two trees have trunk diameters greater than 15 inches which are coast redwood (*Sequoia sempervirens*) #744 and purple leaf plum (*Prunus cerasifera*) #746. Three trees are in poor condition including the “heritage tree” purple leaf plum #746 along with the two fern pines (*Afrocarpus gracilior*) #748 and #749 growing against the house. Four trees are in fair shape while the tulip poplar (*Liriodendron tulipifera*) #747 is the only tree in good condition. Two trees have fair suitability for retention while the remaining six are poorly suited for preservation due to location and species. The only trees highly impacted by the project will be the fern pines #748, and #749 along with plum (*Prunus sp.*) #750, all of which are growing against the existing structure and are not “heritage trees”. There is very limited space and the coast redwood #744 will need to have Type I tree protection around it onto the site and trees #746 and #747 can only have Type III trunk protection.

Introduction

Background

The property owners asked me to assess the site, trees, proposed footprint plan, and to provide a report with my findings and recommendations to help satisfy the City of Menlo Park planning requirements.

Assignment

- Provide an arborist’s report that includes an assessment of the trees within the project area. The assessment is to include the species, size (trunk diameter), condition (health and structure), and suitability for preservation ratings.
- Provide tree protection guidelines and impact ratings for those affected by the project.

Limits of the assignment

- No tree risk assessments were performed.
- The information in this report is limited to the condition of the trees and site during my inspection on January 13, 2017.
- The plans reviewed for this assignment were as follows: Proposed site plans A.0 dated April 6, 2017 provide by Rockwood Design (Appendix A).



Purpose and use of the report

The report is intended to identify all the trees within the plan area that could be affected by a project. The report is to be used by the property owners, their agents, and the City of Menlo Park as a reference for existing tree conditions to help satisfy planning requirements.

Observations

The property is located at the corner of University Drive and Florence Lane with one large 66.4 inch trunk diameter “heritage tree” coast redwood #744 situated on the corner (Appendix A and C1) (Image 1). The coast redwood is heaving the sidewalk which has been modified to rubber panels to accommodate the trunk flare and the tree is pruned for overhead utility clearance. There is one other “heritage tree” on the site which is purple leaf plum #746 near the northeast corner of the house. The plum has a large trunk and sparse crown with a *Ganoderma sp.* fungal conk growing between two stems (Appendix C2). On the east side of the house is a 14.9 inch trunk diameter tulip polar sandwiched between the house and neighbor fence. In front of the house on the west side are two small fern pines (#748 and #749) and a volunteer plum #750. On the adjacent site along Florence Lane is a large Japanese maple #751 labeled as an oak on the plans. The crown of the Japanese maple extends over the property boundary near the existing garage (Appendix C5).

The plans call for a renovation of the structure largely in the footprint of existing infrastructure with the elimination of the garage and a rearrangement of the front porch (Appendix A). From the plan provided I was not able to determine if this is a remodel with extensions or a tear down and rebuild.

Image 1 (right): Aerial overview of the site. Google Maps 2017.



Discussion

Tree Inventory

All the trees on the property with a trunk diameter greater than four inches at fifty-four inches above grade were inventoried and assessed including those on adjacent properties with crowns extending over the neighbor fence boundary. All trees referenced in this report have aluminum number tags affixed to them for reference in the report, on the site plans, and on the site itself. Trees on adjacent properties have number tags affixed to the fence near the tree location. Multi stem trees were measured at the bifurcation.

Section 13.24.020 of the City of Menlo Park ordinance defines “heritage tree” as the following:

1. A tree or group of trees of historical significance, special character or community benefit, specifically designated by resolution of the city council;
2. An oak tree (*Quercus*) which is native to California and has a trunk with a circumference of 31.4 inches (diameter of ten (10) inches) or more, measured at fifty-four (54) inches above natural grade. Trees with more than one trunk shall be measured at the point where the trunks divide, with the exception of trees that are under twelve (12) feet in height, which will be exempt from this section.
3. All trees other than oaks which have a trunk with a circumference of 47.1 inches (diameter of fifteen (15) inches) or more, measured fifty-four (54) inches above natural grade. Trees with more than one trunk shall be measured at the point where the trunks divide, with the exception of trees that are under twelve (12) feet in height, which will be exempt from this section. (Ord. 928 § 1 (part), 2004).

Eight trees were inventoried from the site including one Japanese maple #751 located on the adjacent property. Only two trees have trunk diameters greater than 15 inches which are coast redwood #744 and purple leaf plum #746. The tulip poplar #747 has a trunk diameter of 14.9 inches which is just under “heritage tree” size. The inventory contains eight trees comprised of seven different species (Table 1, Pg. 4).



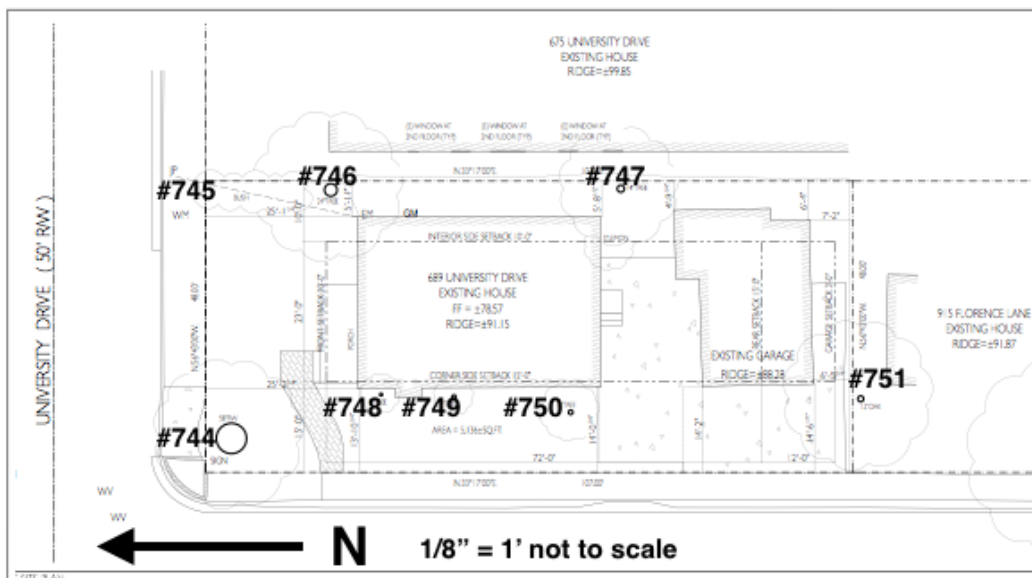
Listed below are the trees and their characteristics (Table 1) (Image 2).

Table 1: Tree Inventory

Species	Number	Trunk Diameter (in.)	Trunk circumference (in.)	~ Height (ft.)	~ Crown Diameter (ft.)	Heritage Tree
coast redwood (<i>Sequoia sempervirens</i>)	744	66.4	208.496	75	40	Yes
mock orange (<i>Pittosporum tibiria</i>)	745	10	31.4	15	15	No
purple leaf plum (<i>Prunus cerasifera</i>)	746	30	94.2	35	30	Yes
tulip poplar (<i>Liriodendron tulipifera</i>)	747	14.9	46.786	45	35	No
fern pine (<i>Afrocarpus gracilior</i>)	748	7	21.98	12	8	No
fern pine (<i>Afrocarpus gracilior</i>)	749	8	25.12	12	8	No
plum (<i>Prunus sp.</i>)	750	9	28.26	25	15	No
*Japanese maple (<i>Acer palmatum</i>)	751	14	43.96	20	20	No/ Adjacent site

Trees in bold are of “heritage tree” size according to the Menlo Park Municipal Code and the * is in the adjacent site.

Image 2 (below): Tree locations on existing site plan



Condition Rating

A tree's condition is a determination of its overall health and structure based on five aspects: roots, trunk, scaffold branches, twigs, and foliage. The assessment considered both the health and structure of the trees for a combined condition rating.

- Exceptional = Good health and structure with significant size, location or quality.
- Good = No apparent problems, good structure and health.
- Fair = Minor problems, at least one structural defect or health concern, problems can be mitigated through cultural practices such as pruning or a plant health care program.
- Poor = Major problems with multiple structural defects or declining health, not a good candidate for retention.
- Dead/Unstable = Extreme problems, irreversible decline, failing structure, or dead.

Three trees are in poor condition including the “heritage tree” purple leaf plum #746 along with the two fern pines #748 and #749 growing against the house. Four trees are in fair shape including the neighbor's Japanese maple #751 and the large “heritage tree” coast redwood #744 at the corner of University Drive and Florence Lane. The mock orange (*Pittosporum tobira*) #745 near the sidewalk along University Drive and volunteer plum #750 are also in fair condition. The only tree considered to be in good condition is the tulip poplar #747 against the east neighbor fence. One tree is in good condition, four fair, and three in poor shape (Table 2).

Table 2: Condition Rating

Species	Number	Trunk Diameter (in.)	~ Height (ft.)	Condition
coast redwood (<i>Sequoia sempervirens</i>)	744	66.4	75	Fair
mock orange (<i>Pittosporum tobira</i>)	745	10	15	Fair
purple leaf plum (<i>Prunus cerasifera</i>)	746	30	35	Poor
tulip poplar (<i>Liriodendron tulipifera</i>)	747	14.9	45	Good
fern pine (<i>Afrocarpus gracilior</i>)	748	7	12	Poor
fern pine (<i>Afrocarpus gracilior</i>)	749	8	12	Poor
plum (<i>Prunus sp.</i>)	750	9	25	Fair
Japanese maple (<i>Acer palmatum</i>)	751	14	20	Fair

Trees in bold are of “heritage tree” size according to the Menlo Park Municipal Code and the * is in the adjacent site.



Suitability for Preservation

A tree's suitability for preservation is determined based on its health, structure, age, species characteristics, and longevity using a scale of good, fair, or poor. The following list defines the rating scale:

- Good = Trees with good health, structural stability and longevity.
- Fair = Trees with fair health and/or structural defects that may be mitigated through treatment. These trees require more intense management and monitoring, and may have shorter life spans than those in the good category.
- Poor = Trees in poor health with significant structural defects that cannot be mitigated and will continue to decline regardless of treatment. The species or individual may possess characteristics that are incompatible or undesirable in landscape settings or unsuited for the intended use of the site.

No trees have good suitability for preservation. Two trees have fair suitability including “heritage tree” coast redwood #744 and the neighbor’s Japanese maple #751. The coast redwood #744 is located at the street corner and is heaving the sidewalk. The tree is also adjacent to the high voltage lines and the species is not particularly well drought adapted outside its native range. The remaining six trees have poor suitability for preservation primarily due to location and species selection. The tulip poplar is in good condition however the species has moderate watering requirements and susceptible to tulip tree scale (*Toumeyella liriodendri*), which is difficult to control and a significant nuisance. Two trees have fair suitability for preservation and the remaining six are poorly suited for retention (Table 3).

Table 3: Suitability for Preservation Rating

Species	Number	Trunk Diameter (in.)	~ Height (ft.)	Suitability
coast redwood (<i>Sequoia sempervirens</i>)	744	66.4	75	Fair
mock orange (<i>Pittosporum tibiria</i>)	745	10	15	Poor
purple leaf plum (<i>Prunus cerasifera</i>)	746	30	35	Poor
tulip poplar (<i>Liriodendron tulipifera</i>)	747	14.9	45	Poor
fern pine (<i>Afrocarpus gracilior</i>)	748	7	12	Poor
fern pine (<i>Afrocarpus gracilior</i>)	749	8	12	Poor
plum (<i>Prunus sp.</i>)	750	9	25	Poor
Japanese maple (<i>Acer palmatum</i>)	751	14	20	Fair

Trees in bold are of “heritage tree” size according to the Menlo Park Municipal Code and the * is in the adjacent site.



Impact Level

Impact level defines how a tree may be affected by construction activity and proximity to the tree, and is described as low, moderate, or high. The following scale defines the impact rating:

- Low = The construction activity will have little influence on the tree.
- Moderate = The construction may cause future health or structural problems, and steps must be taken to protect the tree to reduce future problems.
- High = Tree structure and health will be compromised and removal is recommended, or other actions must be taken for the tree to remain. The tree is located in the building envelope.

The only trees highly impacted by the project will be the fern pines #748, and #749 along with plum #750 all of which are growing against the existing structure. The neighbor's Japanese maple #751 and mock orange #745 are both far enough from any planned improvements to not be affected. The coast redwood #744, purple leaf plum #746, and tulip poplar #747 will likely be moderately affected and are to be retained. Two trees will not be affected while three will be highly impacted and three moderately influenced requiring protection (Table 4).

Table 4: Project Impact Ratings

Species	Number	Trunk Diameter (in.)	~ Height (ft.)	Impact Level
coast redwood (<i>Sequoia sempervirens</i>)	744	66.4	75	Moderate
mock orange (<i>Pittosporum tibiria</i>)	745	10	15	Low
purple leaf plum (<i>Prunus cerasifera</i>)	746	30	35	Moderate
tulip poplar (<i>Liriodendron tulipifera</i>)	747	14.9	45	Moderate
fern pine (<i>Afrocarpus gracilior</i>)	748	7	12	High
fern pine (<i>Afrocarpus gracilior</i>)	749	8	12	High
plum (<i>Prunus sp.</i>)	750	9	25	High
*Japanese maple (<i>Acer palmatum</i>)	751	14	20	Low

Trees in bold are of “heritage tree” size according to the Menlo Park Municipal Code and the * is in the adjacent site.



Tree Protection

There are three different tree protection schemes which are called Type I, Type II and Type III trunk protection only (Figures 1, 2, and 3). Tree protection for this project will be Type I and Type III for trees retained. There is very limited space around the trees to be preserved because there is already infrastructure surrounding the trees. The coast redwood will need to have Type I protection around it into the site to try to prevent damage to the existing root area. There is little space around trees #746 and #747 and only Type III protection will be possible. It may be possible to mulch and bridge over the root zones of these trees and this option should be decided depending on whether the existing structure is to be completely demolished or simply remodeled (Figure 4).

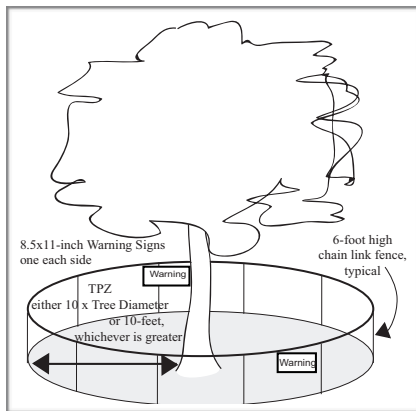


Figure 1: Type I Tree protection with fence placed at a radius of ten times the trunk diameter. Image City of Palo Alto 2006.

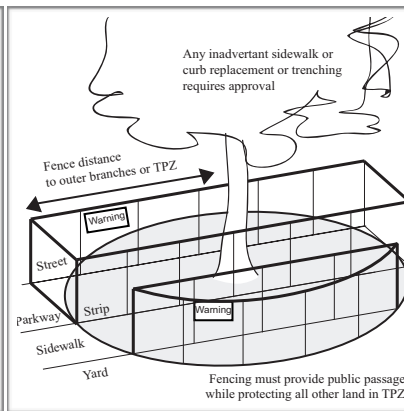


Figure 2: Type II Tree protection with fence placed along the sidewalk and curb to enclose the tree. Image City of Palo Alto 2006.

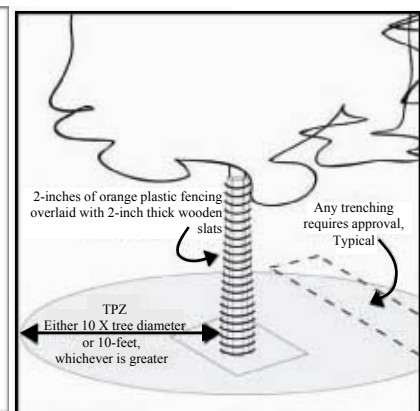
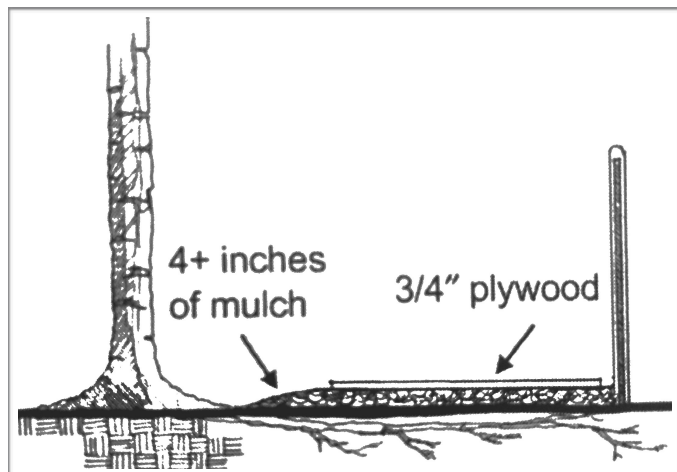


Figure 3: Type III Tree protection with trunk protected by a barrier to prevent mechanical damage. Image City of Davis.

Figure 4 (right): Root Zone Protection with bridging technique (Image from ISA Best Management Practices : Managing Trees During Construction second edition 2016)



Conclusion

The property is located at the corner of University Drive and Florence Lane and the inventory contains eight trees comprised of seven different species. Only two trees have trunk diameters greater than 15 inches which are coast redwood #744 and purple leaf plum #746. Three trees are in poor condition including the “heritage tree” purple leaf plum #746 along with the two fern pines #748 and #749 growing against the house. Four trees are in fair shape including the neighbor’s Japanese maple #751 and the large “heritage tree” coast redwood #744 at the corner of University Drive and Florence Lane along with mock orange #745 and volunteer plum #750. No trees have good suitability for preservation while two have fair suitability including “heritage tree” coast redwood #744 and the neighbor’s Japanese maple #751. The remaining six trees have poor suitability for preservation primarily due to location and species selection. The only trees highly impacted by the project will be the fern pines #748, and #749 along with plum #750, all of which are growing against the existing structure and are not “heritage trees”. There is very limited space around the trees to be preserved because there is already infrastructure surrounding them. The coast redwood will need to have Type I protection around it onto the site to try to prevent damage to the existing root area. There is little space around trees #746 and #747 and only Type III protection will be possible.

Recommendations

1. Protect the coast redwood #744 by placing Type I tree protection fence onto the site at the limits of construction.
2. Consider removing plum #746 and tulip poplar #747 and replacing them rather than protecting.
3. Obtain approval to remove non-heritage trees #748, #749, and #750 to accommodate the plan.
4. Place Type III tree protection around the trunks of all trees retained.
5. Provide any other relevant plans including demolition, grading, drainage, and utility plans to the project arborist for review.
6. Explore the sidewalk configuration design around coast redwood #744 by using alternative techniques and materials to help preserve the tree and reduce tripping hazards.



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Glossary of Terms

Defect: An imperfection, weakness, or lack of something necessary. In trees defects are injuries, growth patterns, decay, or other conditions that reduce the tree's structural strength.

Diameter at breast height (DBH): Measures at 1.4 meters (4.5 feet) above ground in the United States, Australia (arboriculture), New Zealand, and when using the Guide for Plant Appraisal, 9th edition; at 1.3 meters (4.3 feet) above ground in Australia (forestry), Canada, the European Union, and in UK forestry; and at 1.5 meters (5 feet) above ground in UK arboriculture.

Drip Line: Imaginary line defined by the branch spread or a single plant or group of plants.

Mechanical damage: Physical damage caused by outside forces such as cutting, chopping or any mechanized device that may strike the tree trunk, roots or branches.

Scaffold branches: Permanent or structural branches that form the scaffold architecture or structure of a tree.

Straw wattle: also known as straw worms, bio-logs, straw noodles, or straw tubes are man made cylinders of compressed, weed free straw (wheat or rice), 8 to 12 inches in diameter and 20 to 25 feet long. They are encased in jute, nylon, or other photo degradable materials, and have an average weight of 35 pounds.

Tree Protection Zone (TPZ): Defined area within which certain activities are prohibited or restricted to prevent or minimize potential injury to designated trees, especially during construction or development.

Tree Risk Assessment: Process of evaluating what unexpected things could happen, how likely it is, and what the likely outcomes are. In tree management, the systematic process to determine the level of risk posed by a tree, tree part, or group of trees.

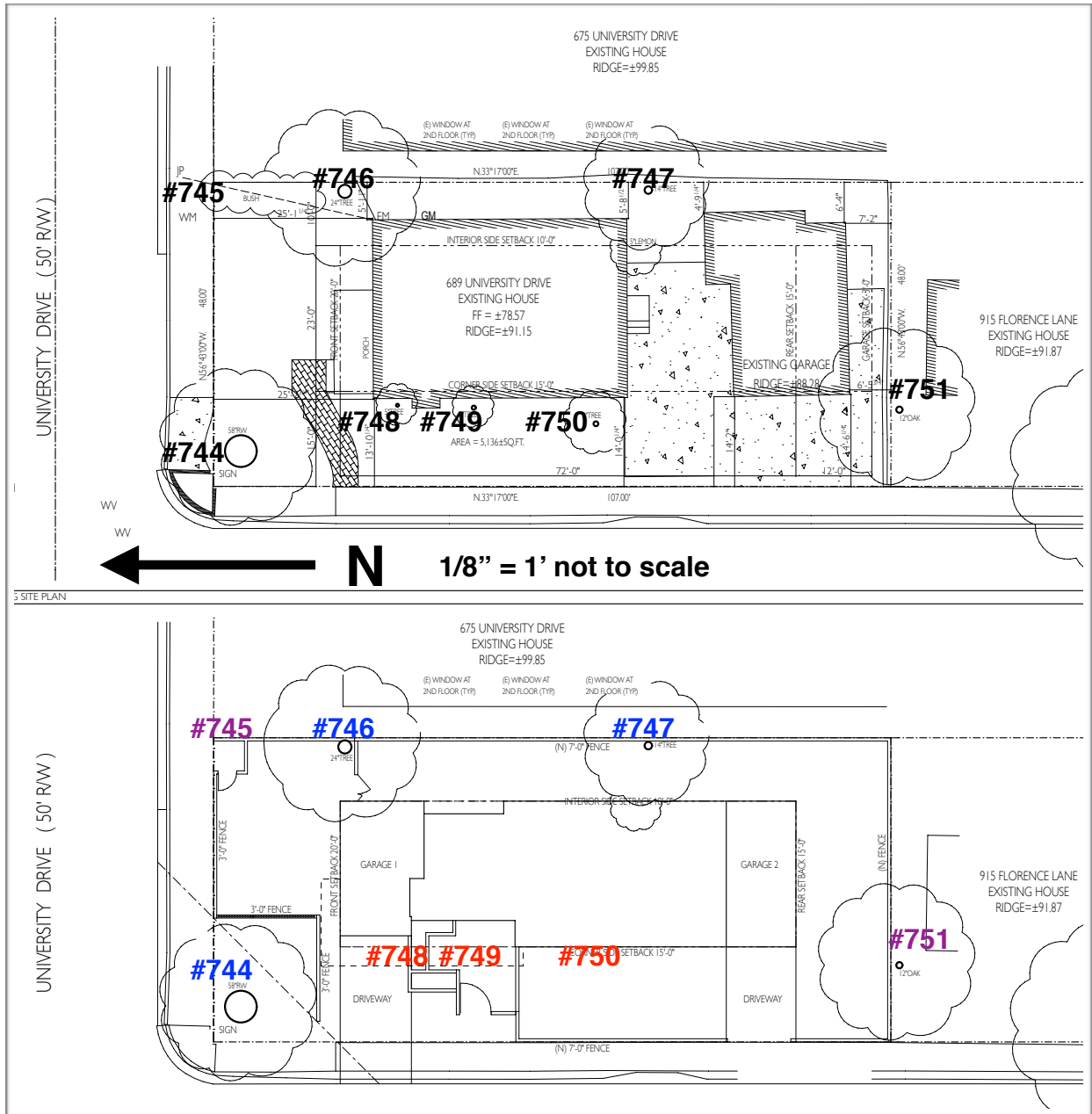
Trunk: Stem of a tree.

Volunteer: A tree, not planted by human hands, that begins to grow on residential or commercial property. Unlike trees that are brought in and installed on property, volunteer trees usually spring up on their own from seeds placed onto the ground by natural causes or accidental transport by people. Normally, volunteer trees are considered weeds and removed, but many desirable and attractive specimens have gone on to become permanent residents on many public and private grounds.



Appendix A: Tree Inventory Locations

Existing and proposed site plans A.0 dated April 6, 2017 provide by Rockwood Design.



Blue = Moderately Impacted
 Red = Highly Impacted and Remove
 Purple = Low Impact



Appendix B: Tree Inventory and Disposition Tables

B1: Inventory and Assessment

Table 5: Tree Inventory and Assessment

Species	Number	Trunk Diameter (in.)	Trunk circumference (in.)	~ Height (ft.)	Condition	Suitability	Impact Level
coast redwood (<i>Sequoia sempervirens</i>)	744	66.4	75	40	Fair	Fair	Moderate
mock orange (<i>Pittosporum tibiria</i>)	745	10	15	15	Fair	Poor	Low
purple leaf plum (<i>Prunus cerasifera</i>)	746	30	35	30	Poor	Poor	Moderate
tulip poplar (<i>Liriodendron tulipifera</i>)	747	14.9	45	35	Good	Poor	Moderate
fern pine (<i>Afrocarpus gracilior</i>)	748	7	12	8	Poor	Poor	High
fern pine (<i>Afrocarpus gracilior</i>)	749	8	12	8	Poor	Poor	High
plum (<i>Prunus sp.</i>)	750	9	25	15	Fair	Poor	High
*Japanese maple (<i>Acer palmatum</i>)	751	14	20	20	Fair	Fair	Low

Trees in bold are of “heritage tree” size according to the Menlo Park Municipal Code and the * is in the adjacent site.



B2: Disposition Table

Table 6: Tree Disposition

Species	Number	Trunk Diameter (in.)	Trunk circumference (in.)	~ Height (ft.)	Impact Level	Heritage Tree	Remove or Retain
coast redwood (<i>Sequoia sempervirens</i>)	744	66.4	75	40	Moderate	Yes	Retain
mock orange (<i>Pittosporum tibiria</i>)	745	10	15	15	Low	No	Retain
purple leaf plum (<i>Prunus cerasifera</i>)	746	30	35	30	Moderate	Yes	Retain
tulip poplar (<i>Liriodendron tulipifera</i>)	747	14.9	45	35	Moderate	No	Retain
fern pine (<i>Afrocarpus gracilior</i>)	748	7	12	8	High	No	Remove
fern pine (<i>Afrocarpus gracilior</i>)	749	8	12	8	High	No	Remove
plum (<i>Prunus sp.</i>)	750	9	25	15	High	No	Remove
*Japanese maple (<i>Acer palmatum</i>)	751	14	20	20	Low	No/ Adjacent site	Retain

Trees in bold are of “heritage tree” size according to the Menlo Park Municipal Code and the * is in the adjacent site.



Appendix C: Photographs

C1: Coast redwood #744 and mock orange #745



C2: Plum #746

Arrow indicates Ganoderma sp. conk.



C3: Tulip poplar #747



C4: Fern pines #748, #749 and plum #750



C5: Japanese maple #751



Appendix D: Tree Protection Guidelines

Tree protection locations should be marked before any fencing contractor arrives.

Pre-Construction Meeting with the Project Arborist

Prior to beginning work, all contractors involved with the project should attend a pre construction meeting with the project arborist to review the tree protection guidelines. Access routes, storage areas, and work procedures will be discussed.

Tree Protection Zones and Fence Specifications

Tree protection fence should be established prior to the arrival of construction equipment or materials on site. Fence should be comprised of six-foot high chain link fence mounted on eight-foot tall, 1 7/8-inch diameter galvanized posts, driven 24 inches into the ground and spaced no more than 10 feet apart. Once established, the fence must remain undisturbed and be maintained throughout the construction process until final inspection.

The fence should be maintained throughout the site during the construction period and should be inspected periodically for damage and proper functions.

Fence should be repaired, as necessary, to provide a physical barrier from construction activities.

A final inspection by the city arborist at the end of the project will be required prior to removing any tree protection fence and replacement tree shall be planted at this time.

Monitoring

Any trenching, construction or demolition that is expected to damage or encounter tree roots should be monitored by the project arborist or a qualified ISA Certified Arborist and should be documented.

The site should be evaluated by the project arborist or a qualified ISA Certified Arborist after construction is complete, and any necessary remedial work that needs to be performed should be noted.

Restrictions Within the Tree Protection Zone

No storage of construction materials, debris, or excess soil will be allowed within the Tree Protection Zone. Spoils from the trenching shall not be placed within the tree protection zone either temporarily or permanently. Construction personnel and equipment shall be routed outside the tree protection zones.



Root Pruning

Root pruning shall be supervised by the project arborist. When roots over two inches in diameter are encountered they should be pruned by hand with loppers, handsaw, reciprocating saw, or chain saw rather than left crushed or torn. Roots should be cut beyond sinker roots or outside root branch junctions and be supervised by the project arborist. When completed, exposed roots should be kept moist with burlap or backfilled within one hour.

Boring or Tunneling

Boring machines should be set up outside the drip line or established Tree Protection Zone. Boring may also be performed by digging a trench on both sides of the tree until roots one inch in diameter are encountered and then hand dug or excavated with an Air Spade® or similar air or water excavation tool. Bore holes should be adjacent to the trunk and never go directly under the main stem to avoid oblique (heart) roots. Bore holes should be a minimum of three feet deep.

Timing

If the construction is to occur during the summer months supplemental watering and bark beetle treatments should be applied to help ensure survival during and after construction.

Tree Pruning and Removal Operations

All tree pruning or removals should be performed by a qualified arborist with a C-61/D-49 California Contractors License. Tree pruning should be specified in writing according to ANSI A-300A pruning standards and adhere to ANSI Z133.1 safety standards. Trees that need to be removed or pruned should be identified in the pre-construction walk through.

Tree Protection Signs

All sections of fencing should be clearly marked with signs stating that all areas within the fencing are Tree Protection Zones and that disturbance is prohibited. Text on the signs should be in both English and Spanish (Appendix E).



Appendix E: Tree Protection Signs

E1: English

WARNING
Tree Protection Zone
**This Fence Shall not be moved without
approval. Only authorized personnel
may enter this area!**

Project Arborist



E2: Spanish

CUIDADO
Zona De Arbol Pretejido
Esta cerca no sera removida sin
aprobacion. Solo personal autorizado
entrara en esta area!

Project Arborist



Qualifications, Assumptions, and Limiting Conditions

Any legal description provided to the consultant is assumed to be correct. Any titles or ownership of properties are assumed to be good and marketable. All property is appraised or evaluated as though free and clear, under responsible ownership and competent management.

All property is presumed to be in conformance with applicable codes, ordinances, statutes, or other regulations.

Care has been taken to obtain information from reliable sources. However, the consultant cannot be responsible for the accuracy of information provided by others.

The consultant shall not be required to give testimony or attend meetings, hearings, conferences, mediations, arbitration, or trials by reason of this report unless subsequent contractual arrangements are made, including payment of an additional fee for such services.

This report and any appraisal value expressed herein represent the opinion of the consultant, and the consultant's fee is not contingent upon the reporting of a specified appraisal value, a stipulated result, or the occurrence of a subsequent event.

Sketches, drawings, and photographs in this report are intended for use as visual aids, are not necessarily to scale, and should not be construed as engineering or architectural reports or surveys. The reproduction of information generated by architects, engineers, or other consultants on any sketches, drawings, or photographs is only for coordination and ease of reference. Inclusion of said information with any drawings or other documents does not constitute a representation as to the sufficiency or accuracy of said information.

Unless otherwise expressed: a) this report covers only examined items and their condition at the time of inspection; and b) the inspection is limited to visual examination of accessible items without dissection, excavation, probing, or coring. There is no warranty or guarantee, expressed or implied, that structural problems or deficiencies of plants or property may not arise in the future.



Certification of Performance

I Richard Gessner, Certify:

That I have personally inspected the tree(s) and/or the property referred to in this report, and have stated my findings accurately. The extent of the evaluation and/or appraisal is stated in the attached report and Terms of Assignment;

That I have no current or prospective interest in the vegetation or the property that is the subject of this report, and I have no personal interest or bias with respect to the parties involved;

That the analysis, opinions and conclusions stated herein are my own;

That my analysis, opinions, and conclusions were developed and this report has been prepared according to commonly accepted Arboricultural practices;

That no one provided significant professional assistance to the consultant, except as indicated within the report.

That my compensation is not contingent upon the reporting of a predetermined conclusion that favors the cause of the client or any other party, nor upon the results of the assessment, the attainment of stipulated results, or the occurrence of any other subsequent events;

I further certify that I am a Registered Consulting Arborist® with the American Society of Consulting Arborists, and that I acknowledge, accept and adhere to the ASCA Standards of Professional Practice. I am an International Society of Arboriculture Board Certified Master Arborist®. I have been involved with the practice of Arboriculture and the care and study of trees since 1998.

Richard J. Gessner 

ASCA Registered Consulting Arborist® #496
ISA Board Certified Master Arborist® WE-4341B
ISA Tree Risk Assessor Qualified



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From: Scott Martin
To: [Chao, Sunny Y](#)
Subject: 689 University Drive use permit
Date: Wednesday, June 7, 2017 5:18:03 PM

Hello,

I'm writing to say that in general I oppose granting substandard lot permits to build single-family homes in areas zoned for multi-family dwellings.

Thank you,
Scott Martin