



## REGULAR MEETING AGENDA

**Date:** 7/16/2018  
**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 June 4, 2018, Planning Commission meeting. ([Attachment](#))

E2. Approval of minutes from the June 18, 2018, Planning Commission meeting. ([Attachment](#))

**F. Public Hearing**

F1. Use Permit and Variance/Jiawei Zhu/188 Elliot Drive:  
Request for a variance to reduce the subdivision ordinance front setback from approximately 50 feet to 35 feet. The proposal includes a request for a use permit for additions and interior modifications to an existing one-story single-family nonconforming structure on a standard lot in the R-1-U (Single Family Urban Residential) zoning district that would exceed 75 percent of the existing value within a 12-month period for a single-story addition and remodel. Three heritage tree removal permit applications are associated with the proposed project. ([Staff Report #18-065-PC](#))

F2. Use Permit/Evelyn Li/1031 Almanor Drive:  
Request for a use permit to construct a new secondary dwelling unit attached to the rear of an existing main dwelling unit on a lot less than 6,000 square feet in size in the R-1-U (Single Family

Urban Residential) zoning district. The proposal also requests a use permit for a remodel and additions to the existing single-story, single-family nonconforming structure on a substandard lot with respect to lot area and width. The proposed addition would exceed 50 percent of the existing floor area and the value of the proposed work would exceed 50 percent of the existing value within a 12-month period. The proposed project is considered equivalent to a new structure. *Continued to the July 30, 2018 Planning Commission meeting.*

- F3. Use Permit/Church of the Pioneers Foundation/900 Santa Cruz Avenue:  
Request for a use permit to operate an afterschool youth program and office use associated with a religious facility in and around a former bank building in the SP-ECR/D (El Camino Real/Downtown Specific Plan) zoning district, primarily on Thursdays and Sundays, with limited office uses on other days of the week. The project also includes a request to hold up to four events for church administrative purposes per year that could be located inside or outside of the building. *Continued to a future Planning Commission meeting.*

## **G. Study Session**

- G1. Use Permit, Architectural Control, and Environmental Review/Chris Middlebrooks/  
1105-1165 O'Brien Drive:  
Request for a use permit, architectural control, and environmental review for the construction of a new five-story research and development (R&D) building, approximately 120,000 square feet of gross floor area in size, and a new five-story parking structure with 281 parking stalls on a two-parcel site with two existing one-story office and R&D buildings, to be demolished, in the LS-B (Life Sciences, Bonus) zoning district. The project will be pursuing bonus level development. As part of the project, nine heritage trees are requested for removal, as well as an administrative lot merger to combine the two existing parcels into a single parcel. A diesel emergency generator and hazardous materials storage bunkers for potential R&D tenants are also proposed at the rear of the project site. The future use and storage of hazardous materials, with the exception of diesel fuel, would require project specific administrative permits. (Staff Report #18-066-PC)

## **H. Informational Items**

- H1. Future Planning Commission Meeting Schedule – The upcoming Planning Commission meetings are listed here, for reference. No action will be taken on the meeting schedule, although individual Commissioners may notify staff of planned absences.
- Regular Meeting: July 30, 2018
  - Regular Meeting: August 13, 2018
  - Regular Meeting: August 27, 2018

## **I. Adjournment**

Agendas are posted in accordance with Government Code Section 54954.2(a) or Section 54956. Members of the public can view electronic agendas and staff reports by accessing the City website at [www.menlopark.org](http://www.menlopark.org) and can receive e-mail notification of agenda and staff report postings by subscribing to the "Notify Me" service at [menlopark.org/notifyme](http://menlopark.org/notifyme). Agendas and staff reports may also be obtained by contacting the Planning Division at 650-330-6702. (Posted: 07/11/18)

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:** 6/4/2018  
**Time:** 7:00 p.m.  
**City Council Chambers**  
**701 Laurel St., Menlo Park, CA 94025**

### A. Call To Order

Vice Chair Andrew Barnes called the meeting to order at 7:00 p.m.

### B. Roll Call

Present: Andrew Barnes (Vice Chair), Drew Combs, Camille Kennedy, John Onken, Henry Riggs,

Absent: Susan Goodhue (Chair), Katherine Strehl

Staff: Deanna Chow, Principal Planner, Clay Curtin, Interim Housing and Community Development Manager, Ron La France, Assistant Community Development Director/Building Official, Michele Morris, Assistant Planner, Ori Paz, Assistant Planner, Thomas Rogers, Principal Planner, Cara Silver, Assistant City Attorney

### C. Reports and Announcements

Principal Planner Thomas Rogers said the City Council at its May 22 meeting approved the main elements of the Guild Theater Project and on June 5 would consider and potentially act upon the Specific Plan amendments associated with the project. He said also at the June 5 meeting the Council would consider an appeal by a number of nearby residents of the Planning Commission's action for a single-family residence at 752 Gilbert Avenue. He said the Council would also receive an informational item on a potential replacement of the City's parcel and permit data base system used by Building and Planning, Engineering and Police Departments and would hold a public hearing on the proposed 2018-2019 budget. He said if the proposed budget moved forward that the Council would consider its adoption at its June 19 meeting. He said the Council at its June 19 meeting would consider the RMU BMR Community Amenities item the Commission saw recently, and an anti-discrimination ordinance recently seen by the Housing Commission that prohibited landlords from discriminating against people using housing assistance such as vouchers.

### D. Public Comment

- Pamela Jones said about six weeks prior she had addressed the Commission requesting a map that showed where development was occurring. She said at a recent Facebook event she attended that City Planning staff were present with six story boards that showed every development currently happening or was anticipated. She said the boards were beautiful and she expressed appreciation to the staff for creating them.

## E. Consent Calendar

- E1. Approval of minutes from the May 7, 2018 Planning Commission meeting. ([Attachment](#))

Commissioner Henry Riggs said on page 1, under Reports and Announcements, in the Chair's comments about Mr. Kahle it was unclear where it said *he then proceeded to say he did not see his service meeting any quota* as the Chair was referring to his own service and not Mr. Kahle's. He said on page 6, bottom paragraph regarding dewatering, where it stated: *He said in this instance excavating 30% of the site would result in water* to insert *likely* before *result*. He said in the last line of that paragraph to insert *for instance those* before *done by the firm over the last 30 years*.

**ACTION:** Motion and second (Riggs/John Onken) to approve the minutes with the following modification; passes 5-0-2 with Commissioners Goodhue and Strehl absent.

- Page 1, under *Reports and Announcements*, replace sentence: *He expressed some disappointment with the City Council deliberation process to appoint commissioners in that he thought Mr. Kahle had brought a high level of voice to the Planning Commission and he did not consider his service on the Planning Commission to meet any quota.* New sentences: *He expressed some disappointment with the City Council deliberation process to appoint commissioners in that he thought Mr. Kahle had brought a high level of voice to the Planning Commission. He said in reference to the deliberation process on his appointment that he did not consider his service on the Planning Commission to meet any quota.*
- Page 6, bottom paragraph, insert "likely" before "result." Revised sentence reads: *He said in this instance excavating 30% of the site would **likely** result in water.*
- Page 6, bottom paragraph, last line, revise to read: *He said a geotechnical report for one week of a year was not sufficient to address that unless the geologist was requested to test for likelihood of groundwater so borings were done more than one time and to look at borings in the area, **for instance those** done by the firm over the last 30 years.*

- E2. Sign Review/Sharon Land Company/3000 Sand Hill Road:  
Request for sign review for a new monument sign that would feature text greater than 18 inches in height located near an existing office building in the C-1-C(X) (Administrative, Professional and Research District, Restrictive (Conditional Development)) zoning district. ([Staff Report #18-053-PC](#))

**ACTION:** Motion and second (Onken/Drew Combs) to approve the consent calendar, items E2 and E3; passes 5-0-2 with Commissioners Goodhue and Strehl absent.

1. The project is categorically exempt under Class 1 (Section 15301, "Existing Facilities") of the current California Environmental Quality Act (CEQA) Guidelines.
2. Make findings that the sign is appropriate and compatible with the businesses and signage in the general area, and is consistent with the Design Guidelines for signs.
3. Approve the sign review subject to the following **standard** conditions:
  - a. Development of the project shall be substantially in conformance with the plans prepared by C&C Studio Landscape Design, consisting of three sheets, dated received May 8, 2018,

and approved by the Planning Commission on June 4, 2018, except as modified by the conditions contained herein, subject to review and approval of the Planning Division.

- b. The applicant shall comply with all West Bay 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 applicant shall comply with all requirements of the Building Division, Engineering Division, and Transportation Division that are directly applicable to the project.

E3. Architectural Control/Katherine Glassey/25 Hallmark Circle:  
Request for architectural control to perform exterior modifications and to add a new lower level and enclose a first floor deck to an existing single-family townhome in the R-E-S(X) (Residential Estate Suburban, Conditional Development) zoning district. ([Staff Report #18-054-PC](#))

**ACTION:** Motion and second (Onken/Drew Combs) to approve the consent calendar, items E2 and E3; passes 5-0-2 with Commissioners Goodhue and 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. 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 Wegner Construction, consisting of 19 plan sheets, dated received May 24, 2018, and approved by the Planning Commission on June 4, 2018 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/Kevin Rose/635 Pierce Road:**

Request for a use permit to partially demolish and construct a new addition and interior modifications to an existing nonconforming one-story single-family residence, and construct a new detached one-car carport in the R-3 (Apartment) zoning district. The existing residence is nonconforming with respect to the right side yard setback. The value of the work would exceed the threshold for work to a nonconforming structure within a 12-month period. ([Staff Report #18-055-PC](#))

Staff Comment: Assistant Planner Michele Morris said there were no additions to the written report.

Questions of Staff: Commissioner Drew Combs said he visited the site and there seemed to be construction occurring on site. Assistant Planner Morris said that some construction had been completed at the site. She said this use permit was an effort for the property owners to legally permit most of the work they had been doing and what they proposed to do. She said the ongoing construction was on hold. Commissioner Combs confirmed that the Planning Commission should have seen the use permit application for the project prior to any work starting.

Applicant Presentation: Matthew Sum, Senior Associate with B D Square Architecture, said the property owners contacted his firm for help in finishing the project. He said initially the project had been electrical, plumbing, and interior wall finishes permits. He said during that work a worker found dry rot on the wood frame structure, and did the replacement and added square footage without properly applying for City permit. He said an inspector doing a rough inspection noticed that they were doing more work than the scope of the permits. He said the inspector filed a “stop work” notice and contacted the property owner to get the proper permit approvals. He said his firm helped the applicant redesign the project and added a carport as there had been none.

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

Commission Comment: Commissioner Riggs asked when the project was red tagged. Mr. Kevin Rose, property owner, said that occurred in July 2017. He said the project originally was just to upgrade the electrical and plumbing. He said that dry rot and termites were then found.

Commissioner John Onken said the project had no planning issues. He said since the project was red tagged and application was made for a use permit that he did not see any reason to delay the project. He moved to approve as recommended in the staff report.

Commissioner Combs said among the Commissioners that he had most often sought some punitive action for projects not following the planning process. He said in this instance he did not think there was any punitive action that would be more punitive than what the property owners had experienced through the project and process, and living in a trailer. He seconded the motion to approve.

**ACTION:** Motion and second (Onken/Combs) to approve the use permit request as recommended in the staff report; passes 5-0-2 with Commissioners Goodhue and 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 BD Square Architecture consisting of 17 plan sheets, dated received May 23, 2018, and approved by the Planning Commission on June 4, 2018 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** condition:

- a. Simultaneous with the submittal of a complete building permit application, the applicant shall submit revised plans which shows the square-footage of driveways and uncovered parking (paving) is limited to no more than 20 percent of subject property, subject to the review and approval of the Planning Division.

F2. Use Permit/Ran Chen/1901 Menalto Avenue:

Request for a use permit to demolish an existing single-family residence and construct a new two-story single-family residence on a substandard lot with respect to lot width and area in the R-1-U (Single Family Urban Residential) zoning district. ([Staff Report #18-056-PC](#))

Staff Comment: Assistant Planner Ori Paz said staff had just distributed to the Commission a pared down plan set showing a change to the rear patio doors to a bi-fold door system and to the patio itself to tie in with the new door choice.

Applicant Presentation: Yingxi Chen, project architect, said the property owner was also present. She apologized that they had made a last minute change over the weekend to the patio door but felt it was an improvement to the project. She said to meet her clients' long term needs they decided it was best to demolish the existing home and build a two-story Craftsman-style residence. She said the proposed 2,748 square foot home was four bedroom and four bathrooms. She said the lot was substandard in width and was less than 49-feet at the front of the property. She said the open living spaces were on the left side and the enclosed areas such as the garage and guest suite were on the right side. She said on the second floor all four bedrooms were on the south side. She said the second floor was setback and had a lower roof line to reduce the mass. She said the property owner shared the floor plans with the two adjacent neighbors. She said the property owners agreed with the neighbors that on the left side they would install a trellis above the existing six-foot tall fence. She said Hardy siding and fiber glass windows would be used rather than vinyl windows as suggested by the right side neighbors. She said for privacy they minimized the glazing on both sides for the second floor. She said the neighbor at the rear of the property and on the other side of the alley commented on the existing fence and ivy planted there. She said the property owner agreed to replace the fence and to not plant ivy there.

Commissioner Onken said the note on the plans about the fiber glass windows referred to simulated divided lights with grids. He asked if those had the grids within the glass. Ms. Chen said they had the spacer in between.

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

Commission Comment: Commissioner Onken said long, skinny sites like this one could be difficult. He said he thought the proposed house was successful in having its skinny face to the street gave it a small cottage-like character, which although fairly tall at the front, was consistent with the neighborhood. He said he appreciated the one-car garage with the other space perpendicular in the front.

**ACTION:** Motion and second (Riggs/Camille Kennedy) to approve the use permit request as recommended in the staff report; passes 5-0-2 with Commissioners Goodhue and Strehl absent.

1. Make a finding that the project is categorically exempt under Class 3 (Section 15303, "New Construction or Conversion of Small Structures") of the current California Environmental Quality Act (CEQA) Guidelines.
2. Make findings, as per Section 16.82.030 of the Zoning Ordinance pertaining to the granting of use permits, that the proposed use will not be detrimental to the health, safety, morals, comfort and general welfare of the persons residing or working in the neighborhood of such proposed use, and will not be detrimental to property and improvements in the neighborhood or the general welfare of the City.
3. Approve the use permit subject to the following **standard** conditions:
  - a. Development of the project shall be substantially in conformance with the plans prepared by Yingxi Chen Architect consisting of seven plan sheets, dated received May 29, 2018, and approved by the Planning Commission on June 4, 2018, 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 arborist report prepared by Advance Tree Care, dated January 27, 2018.

F3. Municipal Code Amendments:

Electric Vehicle Charging Space and Supply Equipment Requirements/City of Menlo Park: Review and provide a recommendation to the City Council on draft Building Code amendments for the creation of citywide electric vehicle charging space and supply equipment requirements and minor modifications to the Zoning Ordinance for consistency with the new requirements. The City Council will be the final decision-making body on the proposed changes. ([Staff Report #18-057-PC](#))

Staff Comment: Principal Planner Deanna Chow introduced Ron La France, Assistant Community Development Director/Building Official, and Ori Paz, Assistant Planner. She said distributed at the dais was an additional comment that staff had received from Diane Bailey earlier in the day.

Principal Planner Chow said in January staff had presented the Commission an updated version of the electric vehicle charging (EVC) requirements built from the OLS and RMU zoning district standards in response to City Council's interest in making those requirements citywide and increasing the regulations. She said staff received comment from the public and Planning Commission at the January 22 meeting. She said highlights of public comment included clarification on implementation such as where could EV spaces be located, and if for some reason EV chargers could not be installed, whether there was an exemption process. She noted the building code has a hardship exemption. She said also consistency in terminology between that used in the building code and in ConnectMenlo was desired. She said comments on additional provisions were made including a phased approach to implementation particularly in the additions and alterations for commercial buildings, and potentially increased requirements for new single-family residential and additions and alterations for multi-family residential as those were purely voluntary. She said Planning Commission comments included general support for the ordinance and requested more staff review on five items. She said that included how the EV space requirements were calculated for remodels and additions, a phased approach implementation, flexibility in the location for the Electric Vehicle Supply (EVS) installation, potential modification for increases in residential requirements for new construction, additions and alterations and to minimize impacts on secondary dwelling units. She said following input from the EV Charger City Council Subcommittee of Carlton and Cline, staff was presenting an updated ordinance for the Commission's consideration and recommendation to City Council.

Principal Planner Chow said for commercial additions and alterations that conduit only would continue to be required with a phased approach for EV spaces over the next three years. She said the maximum number would not change but would start at a lower threshold. She said for buildings between 10,000 and 25,000 square feet EV spaces would start at 1% of the total required parking for the affected area and increase to 5% over three years. She said for buildings greater than 25,000 square feet EV spaces would start at 2% of the total required parking to a maximum of 10% in year three. She said the percentages and amount of EV installations for new construction did not change from what was presented to the Planning Commission in January. She said for residential alterations and additions that staff was not recommending any changes to what was proposed previously as purely voluntary with the recognition there could be cost implications. She said for

new residential construction they were suggesting lowering the applicability threshold from five units to three units. She said new single-family and duplex residential would remain under CalGreen requirements. She said for EVC spaces it went from 10% of the required parking spaces to require conduit wiring and space in the panels for each unit's space to be EVC ready. She said regarding installation the increase was from 3% of the total number of parking spaces with a minimum of one to 15% of the total number of parking spaces having conduit wiring.

Principal Planner Chow said they would continue to require that chargers be universal so all electric vehicles could use them. She said a question about proprietary chargers was being clarified that the installation of proprietary chargers could be appropriate if there was access parking above the required parking amount. She said that one extra parking space could be used for a proprietary charger or an applicant could request permission through an administrative permit to be reviewed and approved by the Community Development Director. She said they also clarified that the calculation for EV space requirements was based on the affected area and not the total building area. She said EV installation could be anywhere on the site but must meet all development code. She said when the OLS and RMU districts' green sustainable building regulations were adopted there was a provision that for smaller additions the cumulative effects of those additions over five years would trigger a threshold cumulatively. She said they were clarifying that this cumulative addition did not apply to EV chargers.

Questions of Staff: Commissioner Combs asked what was prompting greater stringency than California standards for EVCs. Principal Planner Chow suggested it might be considered more progressive rather than more stringent. She said some zoning designation districts had their own specific EVC requirements such as the R4S district, the Specific Plan area, C2B zoning district, and with the adoption of ConnectMenlo the OLS and RMU districts. She said that created a set of green sustainable building regulations, one of which was EVC. She said after that adoption staff brought forward the changes to the building code in early 2017 to the City Council. She said the Council then expressed interest in having EVC regulations citywide and potentially to increase the requirements. She said input was received from different commercial and residential stakeholders as to what the appropriate requirements were. She said they heard that this was cost effective with new construction but might create disincentive to do tenant improvements if the regulations were onerous.

Commissioner Onken asked for staff confirmation that all the EVC stations were a percentage of the total number of required parking spaces for a site and not in addition to. He said unlike ADA spaces they were not restricted to EVC vehicles so that a non-electric vehicle would not get fined for using an EVC space. Principal Planner Chow said EVC requirements were inclusive of the overall parking requirements and not additive. She said there was a difference between public parking lots and publicly used parking lots on private property. She said for instance someone using the grocery store parking lot could park a non-electric car in the EVC space but not in public parking lots owned by the City as there they would get fined.

Vice Chair Barnes opened the public hearing.

Public Comment:

- Gary Wimmer, Ford Land Company, said his firm needed further explanation on how the accumulation formula was calculated for their projects on Sand Hill Road so they could get a

sense of when that triggered the EV stations. He said they had already planned on a progressive EV installation program prior to the discussion on changes to the City's ordinance. He said they wanted to make sure that what they were planning was consistent with what the City would adopt and also receive credit for EV stations they installed prior to an ordinance adoption. He said they needed to have further explanation of the maximum of the formula. He said for instance if their project of older buildings was to trigger some maximum at some point in its life of 100 EVC parking stations they would need to make sure they had enough electrical power to serve those. He said generally they were in favor of the ordinance but would go on record to request time with staff to address the two questions he still had and how his firm would be affected.

Vice Chair Barnes closed the public hearing.

Commission Comment: Commissioner Riggs referred to Mr. Wimmer's question for clarification that their voluntary EVC station installation would qualify toward any future requirement triggered by construction. Principal Planner Chow said the property owner's existing EVC spaces, whether required through CalGreen or done voluntarily, would count toward meeting the maximum requirement, or cap, for the site. She said EVC spaces were a subset of the overall parking and installing too many EVC spaces was not desirable. She said Mr. Wimmer was asking about the maximum cap. She said his firm's project site had multiple buildings and the cap of required EV chargers on the site would be calculated on the total square footage of the site.

Commissioner Riggs suggested revising language regarding universal chargers to allow for change in the technology from which EVs might emerge that could not use such chargers. He commented on a potential scenario where a four-unit residential site would be required to have four EVC spaces but electrical service was not adequate to the site as that would incur cost and time to remedy. He said if PGE was the electrical provider and the serving transformer was at capacity, a project needing more electricity would require a review by PGE and a deferred payment plan to upgrade the transformer, all of which might take a year to accomplish. He asked if they could clarify in the proposal that panel space could be added but the building panel itself was not for more electrical capacity than what PGE could deliver, which would prevent an issue for the developer and City.

Mr. La France said regarding PG&E and transformers that Station 1300 was such a large development as would be 500 El Camino Real that new transformers were being installed so developments that size have that folded into it. He said for instance a four-unit infill development on Middle Avenue where the PG&E transformer might be undersized for the building and the EVC stations. He said a section of CalGreen and the building code said specifically to EVC that when there was an unreasonable hardship the Building Official had the authority to modify the requirements. He said where there was not enough power coming in from a transformer that EV charging could still be accomplished through technology but taking the load coming in and distributing it across how every many EVCs there were.

Commissioner Riggs said that was helpful for residential but for commercial users that might not provide the needed charging for a user to get a full charge, and he would like some alternative for commercial. He said it made sense to put in the wiring when doing the grading and underground utilities and assuring that there was panel space in the electrical room but the panels themselves were not necessarily needed until the City started to see a demand at that level. Mr. La France said clarified Commissioner Riggs meant space in the wall for the panel not space in the panel.

Commissioner Kennedy asked if EV owners generally assumed that they got a full charge when they plugged into a charger. She said at a peak time there might be more draw and an owner could not assume getting the same charge as from their own personal charger. She said it should be simple to let people know that if they are charging during peak hours that they should assume there was other demand.

Mr. La France said in many areas infrastructure has not been upgraded so a problem with transformers and distribution lines existed. He said they were always working within the bounds of what PG&E could supply. He said if you have a 100 amp panel it could be loaded to 125 amps, which assumed that users would never have everything on all at once drawing a full load. He said EV activists have told staff that people with EVs drive wherever they need to during the day and charge at night.

Commissioner Onken said as part of building code they were demanding infrastructure but not a service. He said as Commissioner Riggs pointed out the demand of certain infrastructure might inadvertently trigger changes in service that could become hardships. He said he supported the draft ordinance generally and found the increases appropriate. He said it was not onerous with the safeguards that people with multiple properties doing a number of projects were not unreasonably burdened beyond the aggregate regarding parking count.

Commissioner Riggs said talking to EVC companies' sales people their goal was to have you buy. He said regarding load averaging on an electrical system that if you have 115 amp outlets the electrical service did not have to be 1500 amps. He said EVC sales people touting load averaging were misleading as that load averaging had been occurring since the construction of a building. He said he appreciated the potential for asking for an exemption but that might cause a property owner anxiety. He said he thought the exception could be written into the ordinance with approval of the Building Official.

Vice Chair Barnes confirmed with Mr. La France he could work with Mr. Wimmer on the more site specific question. He asked Principal Planner Chow if there was stakeholder consensus, noting the one speaker, on the e proposed revised ordinance. Principal Planner Chow said they had shared this proposed ordinance with the property owners who had spoken at the January meeting or attended workshops but they did not have official concurrence from those who were not present this evening.

Vice Chair Barnes said speakers previously had requested consideration for owners of multiple parcels to have EVCs located over those and not just at the parcel hitting a trigger for EVCs. He asked how that was treated. Principal Planner Chow said for one site with multiple buildings that EVCs could be clustered in a location on that site. She said if you had the same property owner but multiple properties that were tied together through a development permit they could be shared on one site as long as the parking for all properties was shared. She said if each site was independent each had to meet the requirement.

Commissioner Combs asked the reason for phasing for alteration and modifications and why not full implementation. He said three years seemed a small time horizon for construction. He said if the community recognized inherent value in having this infrastructure then he thought the inherent value of having whatever requirement considered as suitable should occur immediately. Principal Planner Chow said at the January meeting there were multiple comments by commercial property

owners, who were receptive to the idea but had concerns about the cost implications, and the incremental approach was in response to those concerns.

Commissioner Riggs moved to recommend to City Council adoption of the amendment to Title 12 and Title 16 with the modification that the infrastructure requirement for EVCs include an exception to provide the space in the electrical wall / closet but not to provide the physical electrical panel if there was a request for relief from a system upgrade caused by the addition of the EVCs. Mr. La France confirmed with Commissioner Riggers that by “system upgrade” he was being specific to PG&E and transformer capacity. He said he understood Commissioner Riggs’ intent and could work with the language.

Vice Chair Barnes said that the motion to recommend approval included a modification to provide an exception to not provide an electrical panel for EV infrastructure where provision would result in significant added cost for electrical service. Commissioner Riggs said that space would need to be provided in the electrical room for panel board space. Vice Chair Barnes said the last part was subject to the approval of the Building Official.

Commissioner Riggs said earlier he had requested possible flexibility to leave some room for innovation for chargers. Principal Planner Chow asked if he was suggesting that some percentage of the overall percentage did not have to be universal chargers. Commissioner Riggs said in the charts shown earlier it was shown that universal charger had to apply to all EVCs. Commissioner Combs suggested something such as meets current industry standards. Principal Planner Chow asked to clarify if Commissioner Riggs wanted flexibility to allow for a non-universal charger. Commissioner Riggs said he was seeking to allow for changes in the industry so the language used did not make it a burden on the applicant to be current. He said what was universal today might not be universal in the future. Principal Planner Chow suggested in such cases they might have to look at an existing nonconforming situation where it was universal when installed but with technology anything new would have to comply with new standard of chargers. Commissioner Onken suggested not calling the charger universal but to require that it was usable by all EVs at the time of installation based on current industry standards. Commissioner Riggs suggested saying the EVC shall recognize all current standard universal charging systems.

Vice Chair Barnes said the motion to recommend to Council to approve had two suggested changes: EVC shall recognize all current standard universal charging systems and to provide an exception to not provide an electrical panel for EVC infrastructure where the provision would result in significant added costs for electrical service but provide space in the electric closet subject to the approval of the Building Official. Commissioner Onken seconded the motion.

Principal Planner Chow asked if the exception would be applicable to all development. Commissioner Riggs noted that residential was voluntary but that the exception should apply to all development.

**ACTION:** Motion and second (Riggs/Onken) to recommend that the City Council approve ordinance amendments to Title 12 (Buildings and Construction) and Title 16 (Zoning) of the Menlo Park Municipal Code to update the requirements for electric vehicle (EV) charging spaces in projects involving tenant improvements or new construction and to make the regulations applicable citywide with the following recommended modifications; passes 5-0-2 with Commissioners Goodhue and Strehl absent.

1. Provide an exception for any development to not provide an electrical panel for EV infrastructure where provision would result in significant added cost for electrical service with the requirement that space shall be provided in the electrical room for panel board space, subject to the approval of the Building Official.
2. Revise language regarding universal EVCs with *EVC shall recognize all current standard universal charging systems.*

## **G. Regular Business**

- G1. Below Market Rate Housing Program Guidelines Amendments/City of Menlo Park: Review and provide a recommendation to the City Council on modifications to the City's Below Market Rate (BMR) Program Guidelines. ([Staff Report #18-058-PC](#))

Staff Comment: Assistant City Attorney Cara Silver introduced Clay Curtin, the Interim Community and Housing Development Manager. She said they would give an update on the BMR Program Guidelines and staff's efforts to update and modernize the guidelines. She said a few months ago the Commission saw what was proposed to update the BMR ordinance and the Program Guidelines to implement a new state law AB 1505 that reinstated inclusionary housing requirements for rental housing projects. She said the next step being implemented was to update the RMU ordinance to likewise implement AB 1505. She said the third step and what they were reviewing with the Planning Commission now was to update the BMR Program Guidelines to implement some policy recommendations proposed by the Housing Commission subcommittee. She said the final step would be to come back to the Planning Commission to review the housing fee levels and to implement some additional BMR Program Guidelines connected with the housing fees and some other issues identified by the Housing Commission.

Ms. Silver said the first recommendation was to modernize the definition of household. She said the subcommittee identified a problem that the Guidelines were limited to households of related family members. She said to correct that they adopted the definition that was being used currently by the Housing and Urban Development Department and was validated by the Fair Housing Act. She said another problem identified by the Housing Commission was that the Guidelines did not permit un-housed individuals to qualify for BMR housing due to a 12-month residency restriction. She said the Guidelines now permitted an un-housed person to apply for BMR housing when certain requirements were met. She said the second set of changes being recommended was how to address over-income tenants. She said when a tenant qualified for BMR housing if their income increased the current Guidelines required that the owner actually terminate the tenancy. She said the Housing Commission thought that was an inequitable result and were suggesting that instead of immediately evicting the unqualified tenant that the tenant be allowed to remain in the unit and pay market rate rent, and when another unit became available that unit would become the BMR unit and an income qualified tenant would be placed into that unit. She said the next update was that the current Guidelines did not reflect the current County of San Mateo income and rent levels. She said they have adjusted the tables to reflect the current rent levels and to increase the definition of moderate income from 110% area median income (AMI) to 120% AMI. She said the County's guidelines reflected the 120% AMI. She said it has the added benefit to allow more tenants to qualify for BMR housing. She said to clarify the current practice the City was using to maintain a BMR rental interest list that they kept a list but it was not ranked. She said applicants were not required to use the list but the list was made available by the City to any developer that wanted to use the list. She said they have made the list available to developers and it was being



used as a resource. She said another category of changes recommended by the Housing Commission was some expanded protections for tenants displaced by the 2008 Great Recession. She said the problem was tenants that were displaced for economic reasons might have left the City and because of the 12 month residency restriction in the existing guidelines no longer qualified for BMR housing. She said they addressed that by expanding the definition of residency and allowing displaced persons that were relocated as the result of economic reasons to be able to apply for BMR housing. She said the final suggestion proposed as part of the Guidelines was recommended by staff to address concerns raised by the development community. She said there were a couple of projects that wanted to take the BMR units required as part of the project and put them into a standalone project. She said one project wanted to create a standalone senior BMR project and another development was considering partnering with a nonprofit and creating a standalone BMR project. She said the Housing Commission had some concerns about this suggestion as the BMR guidelines supported creating an economically integrated project, and recommended against that particular exception. She said they had further discussions and had some alternative language that would satisfy at least one of the Commissioners concerns about this particular exception. She said that language had been distributed to the Planning Commission and would amend section 5.1 of the Guidelines: *The BMR unit should be distributed throughout the development and be indistinguishable from the exterior unless otherwise approved by the City Council for a project in which special circumstances demonstrate a clear public benefit to grouping the BMR units together, and upon a finding that the applicant is providing more than 15% of the total number of units as affordable.* Ms. Silver said the staff recommendation was to review these updates and recommend that the City Council adopt them, and also make a finding that the actions were exempt under the California Environmental Quality Act (CEQA).

Questions of Staff: Commissioner Combs asked regarding the over-income tenant situation if there was a time limit under which the situation became untenable as the City had an obligation for a BMR unit to be provided and it was not being provided. Ms. Silver said the current proposal did not have a time restriction. She said if that was something the Commission wanted considered, they would be happy to look at that and incorporate some language. She said the City's BMR agreements have had this provision in them for a number of years. She said she understood there had not been a significant timing issue but that did not preclude that happening in the future.

Vice Chair Barnes asked if there was an indexing of the tenant's increased income as the difference between BMR rental amount and market rate rental amount might be significant and not doable by the tenant even with their increased income. Ms. Silver said that was a provision that could be added to the guidelines and individual agreements. She said it had been the case that BMR units were required to be leased only to low income tenants. She said with the previous set of Guidelines updates the City Council modified the provision to allow an affordability mix. She said that there might be some income shift that might not justify going directly to market rate, and an index might be appropriate.

Vice Chair Barnes referred to the guideline of allowing displaced tenants no longer in Menlo Park due to the Great Recession of 2008 to apply for BMR housing, and asked in terms of ranking, if that individual's application could displace someone currently living in Menlo Park. Ms. Silver said there was some discussion about whether displaced residents would receive priority but the Housing Commission did not make that recommendation. Vice Chair Barnes confirmed there was no sunset language for displaced individuals and suggested such language be included.

Replying to Commissioner Riggs, Ms. Silver said there were two lists. She said the BMR eligibility

list for ownership units was prioritized. She said the BMR rental interest list was not prioritized. She said the latter list was updated by the City annually and provided to developers as requested but developers were not required to use that list.

Commissioner Riggs suggested that BMR tenants be required to annually file an economic statement and that over-income might balance out over two years. He said also that BMR units should be kept as BMR.

Vice Chair Barnes opened the public comment period.

Public Comment:

- Karen Grove said she was speaking as a resident but was a member of the City's Housing Commission and the BMR Guidelines Update Committee. She said the Housing Commission received much input from residents particularly from Belle Haven on displaced and homeless residents, and from Hello Housing, the City's contractor administering the BMR program, on the treatment of over-income tenants. She said they did a lot of listening to stakeholders to come up with the presented recommendations. She said the reason they went back to 2008 was that the low income community of Belle Haven was particularly targeted by predatory lenders in the years leading up to 2008 so when property values declined due to the recession those people were forced out disproportionately. She urged the Commission to recommend the recommended changes.

Vice Chair Barnes closed the public comment period.

Commission Comment: Commissioner Onken asked if everything being suggested passed muster with the Fair Housing Act. He asked whether they could discriminate on where a person had lived and what hardships had been suffered. Ms. Silver said they had reviewed the amendments and they passed muster under the Fair Housing Act. She said to clarify that the City was not giving a preference for where people lived or whether they were considered un-housed. She said they were just accommodating un-housed people. She said they viewed the proposed changes as changes that promoted fair housing rather than ran afoul of it. She clarified that Commissioner Onken was asking whether the requirement for a person to live in Menlo Park as a qualifier for BMR was discriminatory. She said the Guidelines allowed people to qualify for BMR housing if they lived or worked in Menlo Park, and based on that two-point qualification would not rise in their opinion to a Fair Housing Act violation.

Commissioner Kennedy said the focus as she understood in modifying the BMR Guidelines was driven in large part by the outcome of the recession. Ms. Silver said it was her understanding that was what motivated the formation of the subcommittee and the Housing Commission's interest in that issue. Commissioner Kennedy said the City was really looking at correcting or modifying the Guidelines with some reparative effect, to at least rebalance in particular the Belle Haven neighborhood in some way and to also protect the City from having the same thing happen should another downtown occur such that least-leveraged communities were not impacted as greatly as had occurred. She said also they hoped in Menlo Park to create a little more stability in all of the communities in the event of something like a downturn occurring again. She acknowledged there might be future work on the Guidelines but the proposed amendments were going in the right direction.

Commissioner Combs asked about developers finding tenants for BMR units and that process. Mr. Curtin said that income was verified by the property owner and reported in an annual certification to Hello Housing and the City. Ms. Silver said she had seen a BMR agreement that required a developer to look at the BMR rental interest list but developers did not have to use it.

Commissioner Combs asked for specifics about standalone BMR projects. Principal Planner Chow said this came out of the ConnectMenlo discussions when talking about the 15% BMR community amenity requirement for RMU zoning district, which requirement the Council was being asked to remove as the City now had inclusionary zoning requirements. She said no specific project was being proposed rather some RMU property owners were interested in having some flexibility to create standalone development primarily for financing reasons. She said that provision required City Council approval, was an exception to the rule and not automatic.

Vice Chair Barnes questioned not having standardized administrative process under one entity. Ms. Silver said the inclusionary housing program had not been in existence for 10 years due to the Palmer court case that invalidated all inclusionary housing requirements for rentals. She said now that cities could have inclusionary housing again they would start standardizing the requirements, and this was the first step of that process.

Vice Chair Barnes said he would like the displacement list to sunset in 2023 as that was 15 years since the 2008 recession. He said also with over-income he would suggest indexing when income increased with some type of time frame whether a cycle of 12 months or 24 months and the extent rent would increase to market rate or a percentage of, to create a proportionality index associate with that. He said congruent with the standardization of the BMR list that income verification should occur every 12 months.

Commissioner Onken said he thought two years for income verification was appropriate noting it would be based on income tax return.

Commissioner Riggs said the addition of the phrase currently lives or works in Menlo Park had to be very specific so that a person who just moved to Menlo Park would not be able to apply for BMR for some period of time. He said people that were victims of predatory lending implied they were homeowners. He said if they were trying to target former Menlo Park homeowners who lost their homes and residency because of the 2008 recession than that should be stated. He said he would also like to cover the two or three tenants who might have been renting in that home. He said there was a risk of opening the doors to anyone claiming to have been a tenant in Belle Haven 10 years ago with no documentation of any kind. He said to significantly expand the demand with tenants displaced as a result of predatory lending might be out of scale with available BMR units. He said overall he found the proposed changes very supportable with comments made by Commissioners. He said his draft motion would be for the cleanup language to move forward. He said he agreed with a sunset for the 2008 displacement, to allow two years income verification for disqualification due to over-income, indexing of rents for BMR tenants whose income increases disqualifying them for the subsidized rent amount but whose income was not sufficient for market rate rents, clarification on what the City was trying to achieve when saying the program was for people who currently live or work in Menlo Park. He said his preference was for people who lived in Menlo Park and was not sure the use of "currently" served the City.

Commissioner Kennedy asked if staff knew how quickly people rolled off the list and how far back the list went. She asked if it was feasible by 2023 to sunset every displaced person whether they

rented or owned a home. Mr. Curtin said he did not have that data but he knew people were re-verified if they had been on the list a long time. He said people qualify to get on the list and qualify before they were placed. Commissioner Kennedy asked what the average wait time for persons on that list were. Mr. Curtin said he thought he could get that information. Commissioner Combs asked for clarification as the rental list was new so there was not much precedence. Commissioner Kennedy said she was referring to rental and ownership lists as she thought it important that whether you own or rent in Menlo Park, you were still a resident and deserve the opportunity to live in Menlo Park. She said she was not disagreeing that they wanted policy that had some teeth to allow them to move forward but she also wanted to make sure they were not discriminating in the language being used. She said they were trying to create a long lasting policy that looked at residency globally in Menlo Park for people who rent or own so she would like a broader context of what it meant to reside in Menlo Park. She said it might have been useful to have someone from Hello Housing as she knew a lot of the great questions raised tonight had been answered and could have been clarified.

Vice Chair Barnes confirmed that Commissioner Riggs had made a draft motion. Commissioner Riggs said he was looking for a second and encouraged any edits or additions. Commissioner Onken said he would second that the Planning Commission recommend to the City Council to update the BMR Housing Program Guidelines and that everything else was just feedback and not part of the recommendation. Commissioner Riggs said that was not a second to his draft motion. He said the Commission was not approving but making recommendation to Council so that could include the items he listed to have some action on those. Commissioner Onken withdrew his second.

Commissioner Combs said he had three concerns with aspects of Commissioner Riggs' motion. He said the indexing idea confused him as a person was either in a BMR unit or not. He said if a person was no longer BMR he did not think they should engage in some process of indexing that individual beyond whatever the BMR threshold was. He said he had an issue with allowing flexibility for standalone projects and was fundamentally opposed. He said part of the value of this program was integration and providing BMR standalone to him represented ghetto-ization. He said he had problems with that especially as part of a larger complex. He said he had a problem with the point that the City was specifically trying to protect people who left the community because they were subject to some predatory housing lending. He said he did not know if a distinction should be made between a people who owned a home or was a renter. He said some renters were collateral damage of predatory lending schemes. He said he would like the record to highlight the concerns but not be part of the motion.

Commissioner Riggs said he accepted the logic about indexing as it was difficult to try to define a gray area and create a slide market. He said he would remove that from his motion and hope that someone would come up with a solution. He said he did not have an opinion on the flexibility of standalone. He said regarding the predatory lending victims that he did not know how to address that. He asked staff when they were talking about BMR were they including senior housing in that. Ms. Silver said the law had special options for senior housing and the affordability requirements were the same but there were certain projects where you could receive extra financing if you not only restricted income restrict but also restricted age. Commissioner Riggs asked if BMR funds could be used for senior housing. Ms. Silver said as long as the senior housing was income restricted. Commissioner Riggs said regarding standalone requests that there was certain government funding solely for projects with a single use such as senior housing. He could specify that in the motion or not include standalone flexibility at all in his motion.

Vice Chair Barnes said he would like to second the motion but with some changes if acceptable to Commissioner Riggs. He said he agreed about the indexing but for a different reason. He said if a property owner was getting tax credits or other financial incentives to have BMR units and a unit shifted from BMR to not quite market rate that could have unintended financial impacts on the property owner. He said he was willing to have that removed from the motion. He said he thought he could support the flexibility for standalone as there could be financial mechanisms that supported that and where such a project was indistinguishable from the exterior from non-BMR units. He said also in seconding the motion he would agree to the proposed amendment of Section 5.1. He said if Commissioner Riggs agreed his second would modify the motion to recommend the City Council adopt the proposed amendment, provide a sunset provision for the 2008 displacement, and add a request to review single-entity administration of the list and applicant qualifications. Commissioner Riggs said he was still concerned that they had not defined Menlo Park community members as being eligible. He said the intent was to open the door to people who had to move out of Menlo Park but instead was opening the door to people who simply did not have a connection to Menlo Park. Vice Chair Barnes said he understood a person had to be a resident in 2008 to be considered as part of the group displaced. Commissioner Riggs said he was not thinking about that as he thought that was a fairly small and defined group but was referring to an individual not having to have an address and could live or work in Menlo Park to be eligible. He said it seemed that the eligibility was getting wide in rather big steps to capture some specific individuals. Vice Chair Barnes asked if the desire was to have it preferential to Menlo Park residents or persons having a connection to Menlo Park. Commissioner Riggs answered affirmatively. He said he would modify the current "live or work in Menlo Park" to delete "work." He said for displaced persons they would just drop that as it was a 2008 issue. He said regarding allowing people who currently did not have an address that perhaps they had a Menlo Park address three out of the last five years or six out of the last 10 years. He said since this was a recommendation that staff could look at and come up with the best formula. Vice Chair Barnes suggested preference for applicants with recent live or work history in Menlo Park. Commissioner Riggs said it would probably need more than that once it was written as opposed to the Commission's recommendations. Vice Chair Barnes suggested leaving it broad and let staff create the language.

Commissioner Combs said he could support the motion as revised as he had registered his concerns regarding flexibility for standalone projects.

Ms. Silver said they were not recommending a preference for the categories the Commission had been discussing. She said she was not sure if their motion was expressing a preference or not. Commissioner Riggs said not a preference but an inclusion as one of the modifications would open the door to people that actually did not have a Menlo Park address, and that was opening the door too widely.

Vice Chair Barnes said the motion was to recommend that the City Council update the BMR Housing Program Guidelines and the Planning Commission additionally recommends: 1) Include a sunset for the 2008 displacement provision; 2) for a single entity to administer the list and applicant management for BMR; 3) proposed amendment to Section 5.1 is included; and 4) does not exclude people with recent live/work history in Menlo Park. Principal Planner Chow asked what number 4 was clarifying. Commissioner Riggs said it was a clarification to either live or work in Menlo Park without having an actual address. He asked if Vice Chair Barnes wanted to include income verification annually. Vice Chair Barnes said his thinking was that the single entity would

have best practices.

Commissioner Onken said that these preferences were purely to try to define the City's BMR interest list. He said it was not a requirement that all of the BMR tenants come off this list. He said for instance if Facebook designated that their buildings on the Prologis site would be run by Mid-pen Housing that they would not necessarily use the City's list but their own and BMR would be satisfied. Ms. Silver said that was correct under current BMR Guidelines. Vice Chair Barnes said the intent of his recommendation that the list be managed by a single entity was that it be used for all BMR units. Commissioner Kennedy asked as an example that if Facebook decided to build a whole array of housing for people who work for Facebook such as cooks and janitors, those persons would have to get on the City's BMR list and would be on the bottom of the list. She said or the building would have to be part of the BMR inventory so after the first round of people working at Facebook cycled out the inventory would be restocked with people on the existing BMR list.

Commissioner Combs said he saw the intent to have the BMR owner eligibility list be mirrored in the BMR rental eligibility list such that any BMR rentals built would be part of a pool and only one entry point to that pool with the list administered by the single entity. He said Facebook or any other developer that wanted their employees to have the BMR units would tell them to get on the City's list.

Principal Planner Chow said that for the BMR home ownership program there was a numbered list. She said people come off the list if for some reason they did not qualify such as income category or household size. She said that was different from the eligibility list for the BMR rental program. She said the St. Anton project used the state density bonus law and took on some of Facebook's BMR requirements related to their Building 20 development. She said in that instance everyone on that list was noticed there would be a lottery with numbers selected and those with selected numbers could bring in an application to see if they qualified. She said anecdotally quite a few people on that list did not qualify for one reason or another, and it was actually challenging to find the residents to fill the 37 units of that project. She said some people had been on that list for a long time as there had not been many BMR rentals particularly with the Palmer case. She said regarding public benefit that affordable housing as part of inclusionary was separate from the community amenities that would be established as part of any bonus level development.

Commissioner Riggs said he liked the idea of having a single entity in that he saw an absence of fiduciary responsibility in the process. He said the BMR rental list was lengthy and not numbered so it seemed it would default to a lottery. He said he was not a fan of the lottery process and that it should be considered a last choice when it could not be otherwise determined what the goal or priorities were. He said he would like to have this organized but to tell a developer that they must pull from this list and that City will select the tenant made him uncomfortable. He said if they established a list and said to the developer that they have to choose from the list he could see moving to that but he could not see telling a developer who their tenants would be. He said he would rather not define the single entity as one that would completely manage the process similarly to BMR ownership program.

Vice Chair Barnes referred to consolidation of the administration of not necessarily the list but the process of: collection of information, holding of the names, the vetting, the churning of the list to keep it clean, and providing names for BMR units. Commissioner Riggs said there needed to be an organization whether the City gave it to Hello Housing, kept it in-house, or some unknown choice

so that administration was complete with a complete set of rules, collected financial data annually, responded to nonconforming issues on time, and had an appeal process. He said either an external or internal control was needed functionally, responsibly and financially.

Vice Chair Barnes said they had articulated four recommendations and one was single point administration for application management for BMR housing providing structure and responsibility. He restated that the motion was to recommend that the City Council update the BMR Housing Program Guidelines to include 1) Create a sunset for the 2008 displacement provision; 2) adopt the proposed amendment to Section 5.1 BMR Program Guidelines as outlined by staff, 3) for a single point of administration for application management for BMR units from a management and administration standpoint; and 4) better clarify that the BMR program served members of the Menlo Park community.

**ACTION:** Motion and second (Riggs/Barnes) to recommend that the City Council update the BMR Housing Program Guidelines with the following recommendations; passes 5-0-2 with Commissioners Goodhue and Strehl absent.

1. Create a sunset for the 2008 displacement provision;
2. Adopt the proposed amendment to Section 5.1 BMR Program Guidelines as outlined by staff;
3. For a single point of administration for application management for BMR units from a management and administration standpoint; and
4. Better clarify that the BMR program served members of the Menlo Park community.

G2. Nominate and recommend a commissioner to serve on the Heritage Tree Ordinance Taskforce. ([Staff Report #18-059-PC](#))

Staff Comment: Principal Planner Chow said the Planning Commission had deferred this item due to some questions about the dates, with some on the weekends, and that was clarified in the staff report. She said heritage trees with development projects had been a large discussion point with the Planning Commission, which was why its representation was needed for this Taskforce. She said if there was no volunteer, staff would need to come to the Commission for input which was doable but less efficient. She said attendance expectation for the Taskforce was at least 75%.

Commissioner Combs asked if two Commissioners could share the responsibility. Principal Planner Chow said for continuity it made sense to have one person. Commissioner Onken asked why a year and a half was needed. Principal Planner Chow said the dates were set but she did not know what the reasoning was for the period of time. Commissioner Riggs said 10 three hour meetings over a year and a half asked too much of Commissioners.

Commissioner Combs volunteered to serve on the Heritage Tree Ordinance Taskforce.

**ACTION:** Motion and second (Barnes/Kennedy) to nominate Commissioner Combs to serve on the Heritage Tree Ordinance Taskforce; passes 5-0-2 with Commissioners Goodhue and Strehl absent.

## H. Informational Items

H1. Future Planning Commission Meeting Schedule

- Regular Meeting: June 18, 2018

Principal Planner Chow said that the Commission would have a few study session items on the June 16, 2018 meeting including a new high rise all residential development on a one-acre parcel in the RMU zoning district.

- Regular Meeting: July 16, 2018
- Regular Meeting: July 30, 2018

## **I. Adjournment**

Vice Chair Barnes adjourned the meeting at 10:52 pm.

Staff Liaison: Thomas Rogers, Principal Planner

Recording Secretary: Brenda Bennett





## REGULAR MEETING MINUTES - DRAFT

**Date:** 6/18/2018  
**Time:** 7:00 p.m.  
**City Council Chambers**  
**701 Laurel St., Menlo Park, CA 94025**

### A. Call To Order

Chair Susan Goodhue called the meeting to order at 7:05 p.m.

### B. Roll Call

Present: Andrew Barnes (Vice Chair), Drew Combs, Susan Goodhue (Chair), Camille Kennedy, John Onken, Henry Riggs

Absent: Katherine Strehl

Staff: Kyle Perata, Senior Planner, Matt Pruter, Associate Planner, Thomas Rogers, Principal Planner, Corinna Sandmeier, Senior Planner

### C. Reports and Announcements

Principal Planner Thomas Rogers said the City Council at its June 5 meeting heard an appeal of the Planning Commission's approval of a new two-story residence on a substandard lot at 752 Gilbert Avenue, and approved the project with a slight height reduction and some landscape screening that met with the approval of the applicant and the neighbors. He said also at the June 5 meeting, Council made the final approvals to the Guild Theater project including some amendments to the Specific Plan. He said at the June 19 meeting the Council would consider final budget approval actions, the item related to BMR units and community amenities in the RMU district, and potential approvals of contracts and authorizations for the City's new land management system.

### D. Public Comment

There was none.

### E. Consent Calendar

- E1. Approval of minutes from the May 14, 2018, Planning Commission meeting. ([Attachment](#))

Commissioner Riggs referred to page 14 of the May14, 2018 minutes, the last paragraph, third line from the bottom of the page, and that it contained the phrase "...a bobcat and a long haul truck." He said that bobcat should be replaced with bobtail.

**ACTION:** Motion and second (Goodhue/Camille Kennedy) to approve the minutes of May 14, 2018

with the following modification; passes 6-0-1 with Commissioner Strehl absent.

- Page 14, last paragraph, third line from the bottom, replace *bobcat* with ***bobtail***.

## F. Public Hearing

- F1. Minor Subdivision, Variance, and Use Permit/Siavash Akbarian/1911 Menalto Avenue: Request to subdivide one parcel into two lots in the R-1-U (Single Family Urban Residential) zoning district, and a request for a variance to reduce the minimum lot width to 50 feet where 65 feet is the minimum. In addition, a request for a use permit to construct one new two-story, single-family residence on each of the newly-created substandard lots. The proposed project includes consideration of a Negative Declaration regarding potential environmental impacts. ([Staff Report #18-060-PC](#))

Staff Comment: Senior Planner Corinna Sandmeier said two emails on the project were received after publication of the staff report. She said one was from the neighbor at 1905 Menalto Avenue and mainly cited concerns about construction activity. She said the other was from a neighbor at 402-404 Central Avenue in support of the project and additional housing units.

Questions of Staff: Commissioner Drew Combs asked if this parcel had received any code violations. He said at the moment it seemed like it was being used as some kind of parking lot. Senior Planner Sandmeier said they had not gotten any reports to that effect.

Applicant Presentation: Mr. Ashrafi said he was the project architect. He said the lot was originally two lots each having a 50-foot width and were merged for a church use. He said they were requesting to create two lots as the parcel had been originally, and were requesting a variance from the lot width requirement to do so.. He said the project would fit within the scope of the neighborhood layout, noting other lots were 50-foot wide. He said regarding the emails received that one of the neighbors who was opposed to the project mentioned a detached garage and in-law units for the project, but the garage was not detached and no in-law units. He said they spoke with the current residents and the plans had been made available.

Commissioner Andrew Barnes asked about the project outreach to neighbors. Mr. Ashrafi said the project was started in 2015 and the property owner had talked to the neighbors. He said they did not receive any particular concerns from neighbors about the project. Commissioner Barnes said he thought Mr. Ashrafi said Planning had shared the plans with neighbors. Mr. Ashrafi said that was not what he meant but that the plans were available to view at the Planning Department. He said they shared the plans with neighbors when they initially met with them. Commissioner Barnes asked if the current proposal was materially the same as what they had shared with neighbors. Mr. Ashrafi said they were.

Chair Goodhue opened the public hearing.

Public Comment:

- Darshana Maya Greenfield, Menlo Park, 1905 Menalto Avenue, said that no one came to discuss the project with her, and she had only become aware of the project when a neighbor told her about it. She said the church had been a quiet neighbor for years. She said she was concerned that the project construction should meet regulations regarding noise and work

hours, and have protections from lead dust or asbestos dust becoming airborne when the building was demolished.

Replying to Chair Goodhue, Senior Planner Sandmeier said the City sends a notice to all the property owners and residents within 300 feet when the City first gets a project application. She said a notice was similarly sent again when a project was scheduled for a public hearing.

Chair Goodhue closed the public hearing.

Commission Comment: Commissioner John Onken asked about the policy on substandard lots as the applicant was requesting a variance to create two substandard lots. Senior Planner Sandmeier said the City would not generally encourage the creation of substandard lots. She said this was a specific case. She said the parcel was part of the North Palo Alto Subdivision that was recorded in 1906, and the majority of the lots in that subdivision were substandard. She said lots 15 and 16 were subsequently merged for the construction of the church. She said the applicant was requesting to subdivide the lot into the two previous parcels to add two residences. She said the existing parcel was twice the size of any of the parcels surrounding it and twice the square footage of the R1U zoning district. Commissioner Onken confirmed with staff that granting the variance would not set precedence for others to divide up standard lots into substandard lots.

Commissioner Kennedy asked if there was precedence anywhere in Menlo Park where two lots had been merged and subsequently subdivided again. Senior Planner Sandmeier said she thought there had been a couple of examples several years ago but it occurred very infrequently.

Commissioner Riggs said the proposed subdivision would create two lots equal to most of the lots on Menalto Avenue. He said regarding the neighbor's concerns about construction that the city and state jurisdictions had requirements about hazardous materials abatement during demolition and in particular regarding lead paint. He said tree roots have to be protected during demolition and construction. He moved to approve the subdivision as recommended in the staff report.

Chair Goodhue asked staff if the Commission had to address all the findings for the variance. Principal Planner Rogers said they did not and he was not sure when that was started. He said the motion could be to approve as recommended in the staff report.

Commissioner Combs asked how the property had been used since the church was no longer functioning.

Recognized by the Chair, Mr. Sam Akbarian, 545 Palmer Lane, said he and his cousin were doing the project. He said neighbors had asked if they could use the lot to park, and they allowed that as a favor.

Commissioner Onken said he was generally supportive of the project and variance given the context of the neighborhood. He said architecturally the architect had tried to make the two houses look slightly different. He encouraged the applicant to consider cladding material other than stone cladding as that was too heavy looking for a structure on a small lot. He seconded Commissioner Riggs' motion.

Chair Goodhue said she agreed it would be fine if the two residences looked similar.

Commissioner Riggs said he would like to include in his motion that it would be acceptable to the Commission if the applicant wanted to drop the stone cladding via submission of that change to staff. Commissioner Onken said as the maker of the second he accept that addition.

Chair Goodhue noted that there was a nodding of agreement from the architect and staff related to the motion modification.

Commissioner Barnes asked if the approval was conditioned upon removing the stone cladding or if it was a suggestion. Commissioner Riggs said the reference in the motion was to allow the applicant to remove the stone cladding with staff review and not have to come back for Planning Commission approval for that change.

**ACTION:** Motion and second (Riggs/Onken to approve as recommended in the staff report; passes 6-0-1 with Commissioner Strehl absent.

1. Make the following findings relative to the environmental review of the proposal and adopt the Negative Declaration:
  - a. A Negative Declaration has been prepared and circulated for public review in accordance with current State California Environmental Quality Act Guidelines;
  - b. The Planning Commission has considered the Negative Declaration prepared for the proposal and any comments received during the public review period; and
  - c. Based on the Initial Study prepared for the Negative Declaration and any comments received on the document, there is no substantial evidence that the proposed project will have a significant effect on the environment.
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 findings that the proposed minor subdivision is technically correct and in compliance with all applicable State regulations and City General Plan, Zoning and Subdivision Ordinances, and the State Subdivision Map Act.
4. Make the following findings as per Section 16.82.340 of the Zoning Ordinance pertaining to the granting of the variance:
  - a. A hardship peculiar to the property and not created by any act of the current property owner exists. The subject site originally consisted of Parcels 15 and 16 of the North Palo Alto subdivision, recorded in 1906, prior to the area's incorporation into the City in 1951. Parcels 15 and 16 each had a lot width of 50 feet, consistent with many of the lots created by the North Palo Alto subdivision. These two parcels were merged prior to the construction of the Menalto Baptist Church in 1965. The proposed variance would allow two single-family homes to be built on the newly created lots that are comparable in size to the development on many of the neighboring properties.

- b. The proposed variance is necessary for the preservation and enjoyment of substantial property rights possessed by other conforming property in the same vicinity, and the variance would not constitute a special privilege of the recipient not enjoyed by neighbors. In this case, the existing parcel size meets the minimum lot area requirements of two subdivided parcels. However, the lot widths, while consistent with surrounding parcels, would be substandard. The proposed variance would allow the subject parcel to be subdivided similar to neighboring properties.
  - c. 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. Except for the requested variance, the subdivision will conform to all other requirements of the Zoning Ordinance. Any future construction will meet the setback and daylight plane requirements per the R-1-U zoning district. The variance for minimum lot width would allow the subdivision and the creation of legal parcels, but it would not create standard lots. The provisions of Chapter 16.58 with regard to substandard lots would still apply to the two lots.
  - d. The conditions upon which the requested variance is based would not be applicable, generally, to other property within the same zoning classification. Only a small number of R-1-U parcels in the City consist of previously merged parcels that could be subdivided to re-establish the previous boundaries. Therefore, the conditions upon which the requested variance is based would not be applicable, generally, to other properties since the variance is based on the parcel's history and a parcel area that, uncommonly, is over twice the size of the R-1-U district minimum.
  - e. The property is not within any Specific Plan area. Hence, a finding regarding an unusual factor does not apply.
5. Approve the subdivision, variance, use permit, and Negative Declaration subject to the following **standard** conditions:
- a. Development of the project shall be substantially in conformance with the plans prepared by F. Ashrafi Architect consisting of 24 plan sheets, dated received June 7, 2018, and approved by the Planning Commission on June 18, 2018, except as modified by the conditions contained herein, subject to review and approval of the Planning Division.
  - b. The applicant is required to submit the parcel map for City's review and approval within two years from the date the tentative map is approved by the City.
  - c. Prior to building permit issuance, the parcel map shall be approved by the City and recorded with the County Recorder's Office.
  - d. Prior to City releasing the parcel map for recordation, the applicant is required to pay the Recreation In-Lieu Fee (\$127,400.00) to the City in accordance with the latest approved Master Fee Schedule.

- e. 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 plans should be prepared by a California licensed civil engineer and per the City's grading and drainage guidelines. The approval of the grading and drainage plan will be subject to conformance with the approved hydrology report. The Grading and Drainage Plan shall be approved prior to the issuance of grading, demolition or building permits.
- f. The public improvement plans must be reviewed and approved by the City prior to the issuance of building permit. The public improvement plans should be prepared by a California licensed civil engineer.
- g. Concurrent with building permit application submittal, the applicant shall submit proposed landscape and irrigation documentation as required by Chapter 12.44 (Water Efficient Landscaping) of the City of Menlo Park Municipal Code. The applicant shall submit all parts of the landscape project application as listed in section 12.44.040 of the City of Menlo Park Municipal Code. The proposed grading and drainage design shall not be affected by the proposed landscaping and irrigation design. The landscape and irrigation plans shall be subject to review and approval by the Engineering Division. The proposed landscaping shall be installed and a Landscape Audit Report submitted to the Engineering Division prior to final inspection of the building.
- h. All utilities shall be placed underground per Section 15.16.190 of the Menlo Park Subdivision Ordinance. All utilities to the buildings shall be placed underground from their point of service. Each unit shall have separate utility service connections.
- i. The applicant is required to show on the parcel map all existing and proposed easements that are directly applicable to the project.
- j. Construction within the City's right-of-way or the public easement areas shall conform to City standards. The applicant shall obtain an encroachment permit from the City Engineering Division prior to commencing any work within the City's right-of-way or the public easement areas. A bond will be required for any cutting or trenching of the vehicular travel way.
- k. The applicant shall schedule a pre-application meeting with the Senior Civil Engineer by calling 650-330-6743 to submit a complete parcel map submittal. The City will not accept the submittal submitted prior to the meeting. The required items for the submittal are listed in the City's parcel map checklist, which is available at the City counter and the City's website ([www.menlopark.org/DocumentCenter/View/1320](http://www.menlopark.org/DocumentCenter/View/1320)). All map review fees are due at the time of submittal based on the latest approved Master Fee Schedule.
- l. Improvement plans, hydrology report and grading and drainage plans must all be submitted as one package for review. Contact the Engineering Division for requirements as to number of plan sets required. The applicant shall submit a cost estimate for on-site and off-site improvements for City use after improvement plans and grading and drainage plans are approved by the City.

- m. The applicant shall pay an initial payment of \$700.00 of the Improvement Plan Review fee when improvement plans are first submitted to the City. The balance of the Improvement Plan Review fee shall be paid prior to building permit issuance.
- n. The applicant shall pay the following fees in accordance with City requirements and the latest approved Master Fee Schedule ([www.menlopark.org/departments/dep\\_publicworks.html](http://www.menlopark.org/departments/dep_publicworks.html)) prior to building permit issuance:
  - i. Improvement plan review fee (see condition 5(o) above)
  - ii. Construction inspection fee
  - iii. Water Efficient Landscape Plan Check fee
  - iv. Storm Drainage Connection fee
- o. 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.
- p. 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.
- q. 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.
- r. 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.
- s. Heritage trees in the vicinity of the construction project shall be protected pursuant to the Heritage Tree Ordinance and the arborist report prepared by Advance Tree Care, dated January 27, 2018.
- t. The TIF (Traffic Impact Fee) due is \$6,278.98. This was calculated by multiplying the fee of \$3,139.49 per single-family unit by 2 units. Please note this fee is updated annually on July 1<sup>st</sup> based on the Engineering News Record Bay Area Construction Cost Index. Fees are due before a building permit is issued.
- u. The approval of the subdivision is contingent upon the variance for lot width being approved and becoming effective.

Chair Goodhue said she would need to recuse herself for item F2 as she lived across the street from the project site.

- F2. Use Permit and Variance/Karen Xu/812 Woodland Avenue:  
Request for a use permit to add a second floor, as well as conduct interior modifications to a single-family residence that would exceed 50 percent of the replacement value of the existing nonconforming structure in a 12-month period. The project also includes a variance request for the residence to have a left side setback of three feet, where the requirement is five feet, for the first story. The subject property is in the R-1-U (Single Family Urban Residential) zoning district. ([Staff Report #18-061-PC](#))

Staff Comment: Principal Planner Rogers noted a supplemental piece of correspondence submitted by the applicant and transmitted to the Planning Commission. He said copies were available for the public at the back table. He said it was a revised letter from the left side neighbors Krista Rosa and Darby Brennan, 824 Woodland Avenue. He said the neighbors had submitted a support letter that was included in the agenda packet. He said this correspondence stated their continued support of the project and added one clarification that their support was contingent upon remodeling occurring within the existing daylight plane norms and regulations. He said the variance request was only at the ground level for two small elements at the front and back, and would not affect the daylight plane. He said staff was recommending denial of the variance. He said if the Commission wanted to approve the variance, it would need to state positive variance findings for items 1, 2 and 4. He said staff believed those findings could not be made but if it was the Commission's desire to grant the variance, staff would assist and transmit accordingly.

Questions of Staff: Commissioner Combs asked if the Commission denied the variance request whether the project would have to come back to the Planning Commission for approval. Principal Planner Rogers said the denial of the variance request could occur with approval of the project so the applicant was not required to come back to the Planning Commission. He said condition 6.c stated that *Simultaneous with the submittal of the complete building permit application, the applicant shall revise the plans to remove the variance elements subject to review and approval of the Planning Division*. He said staff believed the changes would be relatively modest to correct the items to meet the setbacks. He said if the Commission felt differently it could set up an alternate review process through an email review or full Planning Commission re-review.

Applicant Presentation: Michael Ryan, project architect, said he and his client started work on this project starting in 2012 with a one-year hiatus and continuing until the present. He said he had done 25 to 30 sketches and iterations and met with Planning staff noting they had been stymied in the project design. He said they felt they were acting responsibly in asking for the variance. He said they thought it was good urban planning to get the bulk of the building situated so it was not squished or stretched out. He said they wanted to keep backyard with its beautiful open space. He said one plan that would have worked put the garage on the front of the façade but the owners did not want that at all. He said he thought the back variance element would be completely integrated and have no impact at all.

Commissioner Onken asked how the building would be compromised if the 13-square foot rectangle at the corner of the master bedroom was not there other than having a slightly smaller master bedroom. Mr. Ryan said the lot got smallish when he tried to fit something in there that was an appropriate size and that kept forcing the rest of the design to react to this little piece. He said moving the garage around to get the area separation so he could widen towards the right only caused the garage bulk to either be pushed back deeper into the property. He said their other choice was to demolish and build a new home.



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

Commission Comment: Commissioner Riggs suggested since there was ample clearance from the garage building that they could turn the master bedroom into a rectangle aligned with the depth of the property and put the bedroom on the door wall. He said that would create a 12-foot wide bedroom, which was not the best for a master bedroom but worked if all the furniture was on one wall. He said he thought there was definitely an alternative there and asked if the architect was open to that. Mr. Ryan said he was and apologized that his clients were not present as he would want them to agree. He said that the front porch would be an easy fix.

Commissioner Combs said a portion of the house was within a setback and asked if that occurred through a variance, or whether the setback was applied after the structure was built. Principal Planner Rogers said to the best of staff's knowledge that the current house was built before current setback requirements were enforced. He said due to that those walls could remain and be repaired, and the overall house could be expanded and altered, but the City did not have any provisions for extending an existing non-conforming wall other than through variance.

Commissioner Onken said the design otherwise was acceptable and a welcome addition to the neighborhood. He said the front porch post could almost be called a projection outside the building envelope, and though it required a variance, he did not think it bothered anyone. He noted that existing nonconforming features were allowed to remain as long as they were not increased. He said he did not see a good reason for extending the back wall per the other variance request. He moved to approve as recommended in the staff report to approve the project and deny the variance requests.

Commissioner Kennedy noted the good urban planning discussion, and said she felt to some degree that the applicants would have a suboptimal design due to regulations applied since the home's construction. She suggested that this was probably not an isolated case and looking for solutions for similar projects might be warranted.

Commissioner Riggs seconded the motion.

Commissioner Combs said he could support approving the use permit without granting the variances. He said he wished the City had something like a minor variance process. He said he could understand the desire in this case to have a continuation of the nonconforming wall, which was only adding a small amount of square footage and had no neighbor objections. He said the architect had indicated not wanting to push into the backyard, which however was preference and did not demonstrate a clear hardship.

**ACTION:** Motion and second (Onken/Riggs) to approve as recommended in the staff report; passes 5-0-1-1 with Commissioner Goodhue recused and 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 the following findings as per Section 16.82.340 of the Zoning Ordinance pertaining to the granting of a variance to permit a three-foot left side setback, for the purposes of a front porch post and a small rear expansion:

- a. While the parcel has a few unique attributes, including the intrusion of San Francisquito Creek onto the back corner of the parcel and the associated garage angle, these do not constitute a hardship, given the space that remains on the parcel for alternate, compliant development.
  - b. The requested variance would allow for a decorative front porch post and a rectangular bedroom at the rear, which may be desired features but which do not represent substantial property rights that need to be preserved.
  - c. The side setback 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 their limited size and restriction to the first level. In addition, the support of the adjacent left side neighbor, who can be presumed to have the strongest interest in preserving light and air, is a positive factor with regard to this finding.
  - d. Due to the lack of positive findings for items a) and b), the granting of this variance could be applicable, generally, to other property in the same zoning classification.
  - e. The property is not within any Specific Plan area. Hence, a finding regarding an unusual factor does not apply.
3. Deny the variance.
  4. Make findings, as per Section 16.82.030 of the Zoning Ordinance pertaining to the granting of use permits, that the proposed use will not be detrimental to the health, safety, morals, comfort and general welfare of the persons residing or working in the neighborhood of such proposed use, and will not be detrimental to property and improvements in the neighborhood or the general welfare of the City.
  5. Approve the use permit subject to the following **standard** conditions:
    - a. Development of the project shall be substantially in conformance with the plans prepared by Michael Ryan Architecture & Design consisting of 18 plan sheets, attached to this report and approved by the Planning Commission on June 18, 2018, 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.
6. Approve the use permit subject to the following **project-specific** conditions:
- a. Simultaneous with the submittal of a complete building permit application, the applicant shall submit full elevations for the detached garage, in order to ensure that it is aesthetically compatible with the revised main residence, subject to review and approval of the Planning Division.
  - b. Simultaneous with the submittal of a complete building permit application, the applicant shall submit an arborist report, subject to review and approval of the City Arborist.
  - c. Simultaneous with the submittal of a complete building permit application, the applicant shall revise the plans to remove the variance elements, subject to review and approval of the Planning Division

F3. Use Permit/Shasank Chavan/207 Felton Drive:

Request for a use permit to demolish an existing single-story, single family residence and detached garage and shed and construct a new two-story, single family residence with attached garage on a substandard lot with regard to lot width and lot area in the R-1-S(FG) (Single Family Suburban Residential, Felton Gables) zoning district. As part of the proposed development, two heritage trees (an African fern pine and a beech tree) are proposed for removal. ([Staff Report #18-062-PC](#))

Staff Comment: Associate Planner Matt Pruter said there were no additions to the written staff report.

Applicant Presentation: Pearl Renaker, project architect, said her clients had lived in Menlo Park for many years and had three small children. She said they recently purchased the subject property with the intent of building their dream house. She said they wanted a warm, light-filled home with space for entertaining their friends and family, and to take advantage of the climate with a good flow of indoor and outdoor living. She said those goals drove the design. She said that main view windows particularly on the second story, were at the front and back to preserve the side neighbors' privacy. She said the owners wanted to have the attached garage in the front instead of the pattern of the detached rear garage so it would be easier to park and bring the children and groceries into the house. She said the layout also made it possible to have more backyard space. She said the house style was warm and contemporary. She said the colors would be earth toned using lighter stucco for the bulk of the house with a medium toned natural wood Western red cedar as accent material, and dark brown cod windows, doorframes, and fascia boards outlining the roof.

She said the project's maximum height was under 23-feet with the second story smaller than the first story and setback to break up the volumes and reduce the street presence. She said there was substantial mature vegetation around the property that would screen the home even with removal of two heritage trees. She said the latter though heritage by definition were not particularly attractive specimen trees. She said that alternate replacement trees would be planted.

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

Commission Comment: Chair Goodhue noted some Commissioner concern about Felton Gables and a desire for that area to have more traditional architecture.

Commissioner Riggs said the plan was a nice layout and the massing was friendly to the neighborhood. He said when a neighborhood had a distinct character that should figure significantly into Planning Commission's review and that Felton Gables had as distinct a character as any neighborhood in Menlo Park. He said in this instance he would rather see an honest, modern 2018 design than a Contra Costa vaguely Spanish design, or yet another modern Craftsman. He moved to approve as recommended in the staff report.

Commissioner Onken said this proposal would fit well within Felton Gables but noted the 3-D rendering was much more convincing than the elevations. He said he would encourage the center section to be raised a couple of feet as stepping up the mass in the middle would be more in keeping with Felton Gables daylight plane. He said it was something for the architect to consider.

Commissioner Riggs said he was not inclined to amend his motion as one of the problems with modern, assembled block architecture was that the roof peak was not the perceived height of the building but the perimeter plate height that was. He said if the architect was comfortable with the second story proportions he did not want to change it.

Commissioner Combs seconded Commissioner Riggs motion to approve as recommended in the staff report. He said unlike Commissioner Riggs he did not appreciate the proposed design and had issues with contemporary design in general. He said he was supportive of the applicants having the home they desired as it met zoning requirements.

**ACTION:** Motion and second (Riggs/Combs) to approve as recommended in the staff report; passes 6-0-1 with Commissioner Strehl absent.

1. Make a finding that the project is categorically exempt under Class 3 (Section 15303, "New Construction or Conversion of Small Structures") of the current California Environmental Quality Act (CEQA) Guidelines.
2. Make findings, as per Section 16.82.030 of the Zoning Ordinance pertaining to the granting of use permits, that the proposed use will not be detrimental to the health, safety, morals, comfort and general welfare of the persons residing or working in the neighborhood of such proposed use, and will not be detrimental to property and improvements in the neighborhood or the general welfare of the City.
3. Approve the use permit subject to the following **standard** conditions:

- a. Development of the project shall be substantially in conformance with the plans prepared by Tektive Design, consisting of 12 plan sheets, dated received May 31, 2018, and approved by the Planning Commission on June 18, 2018, 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 arborist report prepared by Kielty Arborist Services, LLC, dated received February 7, 2018

- F4. Variance/Jiawei Zhu/188 Elliot Drive:  
Request for a variance to reduce the Subdivision Ordinance front setback from approximately 50 feet to 35 feet. The proposal includes additions and interior modifications to an existing one-story single-family residence on a standard lot in the R-1-U (Urban Residential) zoning district. Three heritage tree removal permit applications are associated with the proposed project. *Continued to the Planning Commission meeting of July 16, 2018*

Chair Goodhue said she would need to recuse from item G1 due to her past association with Facebook.

## **G. Study Session**

- G1. Study Session/SP Menlo LLC/111 Independence Drive:  
Request for a study session review for a future application for use permit, architectural control, and environmental review to redevelop the site with 94 multi-family dwelling units in one building with

an above grade multi-story parking garage integrated into the proposed eight-story building, located in the R-MU-B (Residential Mixed Use, Bonus) zoning district. The project site currently contains an approximately 15,000 square foot single-story office building that would be demolished. The proposed 94-unit building would contain approximately 87,182 square feet of gross floor area, with a total proposed FAR of 213 percent. The proposal includes a request for an increase in height and FAR under the bonus level development allowance in exchange for community amenities. ([Staff Report #18-063-PC](#))

Staff Comment: Senior Planner Kyle Perata said that a materials board was distributed for the Commission's review. He said correspondence received after publication of the staff report included one specifically about the BMR required for the project and three additional ones generally commenting on BMR requirements pertaining to this study session item and the next study session item on tonight's agenda. He said staff had no additions to the written report. He said it would be beneficial for the Commission to refer to the questions staff had outlined in the report while hearing the applicant's presentation.

Applicant Presentation: Sateez Kadivar said he was co-developing the property with his mother, who had bought the property about 20 years prior and had operated several businesses there. He said his family was experienced in construction across a variety of industries and in technology for construction. He said their plan was to construct the project and hold the building for the long term. He said the project directly supported the live/work/play vision of ConnectMenlo as it would create housing in an area with nearby office buildings. He said the project had had quite a few iterations, and thanked staff for their efforts in this process to get to tonight's proposal. He said their site was directly across the street from the high rise Menlo Gateway project. He said their lot shape was somewhat unique best described as a triangle with a curve noting other RMU lots were mostly rectangular. He introduced the project architect, John Ennith, President of BD Architecture, and Paul Lettieri, Principal, The Guzzardo Partnership.

John Ennith introduced Nathan Simpson, the project architect, who was running the slide presentation. Mr. Ennith said the site was in the mixed use bonus district and the project was about 140,000 square feet and a height of 85 feet. He said the eight-story building had 94 dwelling units, and 134 parking spaces. He said unit size ranged from studios to three bedrooms. He said the open space provided was about twice what was required. He said the site essentially had one front and two sides. He said along the front of the building were the leasing office, the amenities lounge, fitness area, and a bicycle room. He said along the sides was some surface parking, a move in area, and a side yard along the right side. He said the base of the building was three floors with a dramatic change in massing above that. He said the arc at the third floor was convex along the street and then the building became concave. He said that was to respond to the Menlo Gateway building. He said they would use a high quality window with a factory painted finish, a variety of stucco colors, warm wood on the lower left panel, quite a bit of three coats plaster, and poured form concrete and other concrete at the base for the highlight entry area.

Paul Lettieri, The Guzzardo Partnership, said the first floor of the building was about 30 inches above the sidewalk level due to flood issues. He said the public plaza went from the street to the front of the building. He said the building on the ground floor had a patio and ADA ramp noting the building did not have direct entrances from the street except for where the lobby was. He said he would like feedback on that. He said they tried to organize the public open space with seating areas at various heights with some sculptural elements as well. He said they tried to alternate with the trees for a soft edge and paved areas with bollards to keep vehicles out and keep the

connection to the streets fairly strong. He said they looked at the proportions of it noting they looked at it with more planting, with less planting. He said they would like feedback on its relationship to the street. He said there were several seating rooms and they had broadened out the paving to make it obviously publicly accessible but trying not to make it feel like an appendage to the building and rather just an extension. He said the grade change helped them do that due to the 30-inch difference in elevation. He said the front of the building on the fourth floor was mostly large private decks with planting spaces between them. He said on the other side of the building was a more active space with both private patios and a swimming pool, spa, see-through fireplace defining the edge of the pool, a barbecue area, and various kinds of seats and furnishings. He said the eighth floor roof deck was mostly a high use space and would not have a lot of plantings.

Commissioner Riggs said Independence Drive had been getting busier, and asked how Mr. Lettieri saw the open space as comfortable to use with a high volume of traffic passing by. Mr. Lettieri said that was part of why they allowed the seating zones to be off the street and having planting zones. He said they did not think the traffic levels were any different from anywhere else on Independence Drive and did not know if it was a high noise location. He said he did not see the cars as a negative to the activity within the space, and they wanted it to feel clearly public.

Commissioner Onken asked if the public space in the front was being stipulated as public benefit within the bonus level. Senior Planner Perata said the public space was a requirement of the zoning regardless of whether base or bonus development.

Vice Chair Barnes opened the public comment period.

Public Comment:

- Cecelia Taylor, Menlo Park resident, said her concern was the challenge of traffic for a neighborhood already surrounded by a freeway, a highway and bridge traffic. She said the traffic problem should be addressed with implementation of solutions before the City approved any more projects in the M2 and RMU noting the upcoming projects already approved for that area. She said looking at public safety throughout Menlo Park that traffic needed to be addressed before more projects were built.
- Karen Grove said she was a member of the Menlo Park Housing Commission but was speaking for herself. She said it was really important that the developer know what the City expected for BMR unit provision. She said it was important to her that developers building residential projects provide BMR units at all income levels and that they at least list an average value of the low income level as specified by the City's BMR Guidelines. She said the income mix was good because it made the unit easier to manage and better for tenants so that if their income increased they did not necessarily have to move as their unit could be re-designated as a different income level. She said the BMR units needed to be dispersed throughout the project and indistinguishable from the market rate units. She said some people in the audience supported what she was saying and were raising their hands when she said something they agreed with to save the Commission's time. She said they had to take advantage of every opportunity to acquire a mix of affordability in their community. She said residents being displaced and workers needed housing.
- Matthew Zito, Facility Director for Sequoia Union High School District, said a project to add housing to the area was exciting. He said there was only one entrance into the business park in

which the project was situated and they expected that half of the students attending Tide Academy would be take the same entrance into the business park. He said that entrance had a tight corner and expressed concern to address safety with the added construction activity. He said an 800 unit building was expected soon almost adjacent to this area. He said they wanted to make sure placement of driveways and parking would not create hazards for employees in the area and their students. He said the District was open to working with the developer and appreciated the work they had recently been able to do with the Sobrato Corporation.

- Adina Levin said she was on the Complete Streets Commission but was speaking for herself. She said a key feature of the General Plan was to enable housing near jobs to address the City and region housing shortage to mitigate displacement and with affordable housing enable people of all incomes to live here. She said she wanted to reinforce what Ms. Grove said about affordability. She said she understood community concerns with traffic. She said if people living near where they worked significantly reduced car traffic. She suggested that CalTrain shuttles could do a reverse service for residents to the train station for commuting. She said the nearest grocery store was the one at Marsh Manor, about three-quarter miles away but across a clover leaf, which was scary to walk and potentially lethal to bike. She said the City has a proposed bicycle and pedestrian overpass near here that would also help existing residents on Haven Avenue. She said for public benefit she would strongly encourage the City to accelerate the overpass to help with the health and safety of residents in the area. She said there were some elements about the circulation pattern including street configuration that were unclear to her reading the staff report. She said she would appreciate the Complete Streets Commission having the opportunity to provide input on circulation on all modes.
- Evelyn Stivers, Housing Leadership Council of San Mateo County, said they worked with communities and their leaders to create and preserve quality affordable homes. She said they commended the City for its recently adopted BMR inclusionary housing program. She said the BMR guidelines were very specific as to having BMR units dispersed throughout a project and range of income levels. She said if a developer wanted to deviate or get a variance from the regulations that they should provide significant public benefit to the building, and that would be much deeper levels of affordability, larger units for families, and accepting Section 8 for some of the units.
- Pamela Jones, Menlo Park, said looking at the community amenities list and having attended ConnectMenlo workshops she realized that developers as stakeholders were a large part of those meetings. She suggested the list might not reflect what the community most directly affected by this development really wanted. She said they needed to provide public benefit to the public most deeply affected by development in this area. She noted that the BMR units for this project were grouped at the third floor at the same level as the parking garage. She recommended that those units be dispersed throughout the entire building and not just be located in one location.
- Rose Bickerstaff said she was representing the Belle Haven Neighborhood Association. She said the postage stamp size neighborhood where this project was proposed was maxed out with the highest population density in the whole city. She said the Association did not want anymore build out in this area at this time. She said in the past few years hundreds of units had been built in this community and there over 1,000 units proposed. She said that was not sustainable for the area and would create a real problem for the young people growing up in



that community. She asked the Commission to make responsible decisions and address a plan for a sustainable community as the quality of life was little to none in that community.

Vice Chair Barnes closed the public comment period.

Commission Comment: Commissioner Onken said the City's rule to screen all mechanical equipment resulted in a five and half foot screen on this building. He suggested for a building 90-feet high that mechanical screening might not be appropriate. Senior Planner Perata said zoning requirements for equipment rooftop screening, except for the Specific Plan that had a different requirement, was to the height of the equipment being screened and fully around it.

Commissioner Onken said the project was parked at 134 spaces. He suggested the applicant park the project at the minimum level with no more than one space per unit and unbundle the parking so it was not included in the rent but paid for separately. He said he thought the design would improve considerably by reducing the amount of parking in the building. He said the floor plan seemed significantly compromised by the wider vision of the large curved building and all the parking leaving very strange small bits of common space. He asked why both elevators were not located next to each other. He said regarding the front public strip he liked that they were trying to maintain a lower scale base to the building. He said as there were no public facing services on the public space and no public access to the building on it that he doubted the space would be used much. He said regarding height that he hoped there were ways to fudge the top floor up a few feet to the high rise limit to be more generous with the underneath floors. He said he was supportive of the wider size range of BMR units and as they would be different sizes they would be spread throughout the building. He said he would encourage the development to support the full income range of BMR units as opposed to only moderate income. He said the units' design should not be distinguishable from any part of the building.

Commissioner Kennedy said she strongly encouraged a variety of mixes of BMR units. She said she saw that as providing a gateway to living and enjoying the community. She said as example a person who worked at, but not for, one of the employers in Menlo Park might have a low salary and able to afford low income housing only. She said getting one of the coveted BMR units would allow the person to take a breath, work really hard and then perhaps get into a moderate income unit with some flexibility around salary increases. She said the BMR units should be dispersed throughout the building. She said the building was gorgeous and a great design with a number of amenities.

Commissioner Riggs asked where the building entries were on the first floor plan. Mr. Ennith showed the main leasing office on a slide. Commissioner Riggs confirmed with Mr. Ennith that tenants who drove would enter through the leasing office entry. Replying to Commissioner Riggs' concern that the area be attractive, Mr. Ennith said that there was a lot of turnover for such apartment buildings and a lot of activity in the leasing center so it would be very attractive. Commissioner Riggs said staff commented there was not really access from the leasing office to the public open space, which he assumed was just as available to residents as to the public. Mr. Ennith said during the 9 a.m. to 5 p.m. hours that the leasing office was open and public but it also often tended to become the living room for the building itself. He said there was a double door that led to an outside area, the leasing office patio, which was a private amenity. He said staff was asking if that could be public but he thought they wanted it to remain private. Commissioner Riggs said the warm wood bowed façade was really important to give residential character to the project. He said the rendering showed it as blocks. He asked if it would be eight inch board material. Mr.

Ennith said the material was wood veneer on a phenolic resin panel that would last forever and could be re-stained.

Commissioner Riggs said he did not really have an issue with any of the items listed on page 8 for the Commission's consideration. He said the item regarding building height item and the balconies on the corner asked for a response. He asked staff what the reference to the trellis related to.. Senior Planner Perata said it was the eave element that in earlier versions had been more open and trellis-like. He said staff was looking at height as being measured to the roof deck for the tower element or to the decking on the eighth level and to the very top roof cantilevered element. He said average height could not exceed 62.5-feet for this project although the building could be 95-feet high. Commissioner Riggs asked if the eave was included whether the average height would exceed 62.5 feet. Senior Planner Perata said technically the project average height was at 62.47 feet and that would be exceeded by factoring in the additional height area of the eaves.

Mr. Ennith asked if was acceptable to leave the shading elements at the deck and measure the height to the walking surface as they would like to keep the shading elements.

Commissioner Riggs asked if code identified eave separately from a parapet. Senior Planner Perata said essentially it was like an eave but these elements in staff's opinion were more significant in scale than a typical building eave. Commissioner Riggs said he recalled that it was the walking surfaces that they used as the measurement of height. Senior Planner Perata said that they had not historically included the little parapets that come up on a flat roof building particularly as those had some screening elements. Commissioner Riggs said the eave might look like an eyebrow if moved down three or four feet and that would impact the connection with the Bohannon building. He said it was a design issue.

Senior Planner Perata said the maximum height of the building was allowed at 95 feet. He said the applicant was proposing 84-feet. He said the average height requirement was 62.5-feet with the averages of essentially the footprints of the building based on the volume within it. He said historically they included the parking structure area. He said they have included the overall bulk of the building in the calculation. He said the balconies were definitely included in that element in terms of heights but the question was whether the Planning Commission thought the eaves extending over the top terrace balcony level should be counted in the height calculation in terms of the footprint and bulk of the tower element. He said staff thought it should be included.

Commissioner Riggs suggested the average height calculation not include the trellis element. He referred to staff's open space question stating that the proposed publicly accessible space qualified as open space as much as it could along Constitution Drive, and it was space that could be attractive. He answered affirmatively about staff's question on architectural design and materials. He said regarding compliance with design standards that his concerns had increased about the rather specific requirements for major and minor modulations. He said a building of this scale next to a 125-foot high building was not overly monolithic or continuous at the street frontage for lack of modulation, but was an attractive and well integrated façade. He said his answer to staff would be that the interpretation should be more generous and allow this design to be compatible with the modulation requirements. He said regarding the question on the parking structure it was not a scale issue as it was surrounded by large buildings and the overall design was attractive from a distance. He said attempts to add detail or break up that surface was not going to create a pedestrian relationship it did not have or needed to. He said the density was absolutely right for the site. He said regarding floor area ratio (FAR) that staff made a good conclusion on how to interpret

that. He said regarding the public access easement (PUE) he could agree with the proposal that a PUE allowed the lot area to remain more or less what the ownership has counted on for several decades. He said regarding the overall approach that the design aesthetic was very appropriate in scale given the environment of very large office buildings and created successful residential character through the wood façade and balconies.

Commissioner Kennedy asked what Mr. Ennith meant about high turnover. Mr. Ennith said that roughly half the tenants in these types of apartment buildings tended to move out after a year. Replying further to Commissioner Kennedy, he said that turnover was probably an industry average. Commissioner Kennedy asked if the property owners had contemplated any corporate leases. Mr. Kadivar said he had not gotten to that level of detail as to tenants. Commissioner Kennedy indicated the City would not approve corporate leasing for a residential project.

Vice Chair Barnes said he thought the cantilevered trellis should be included in the height calculation. He said the publicly accessible open space was fine. He said regarding architectural design and materials that the building had a full service hotel look to it but he did not have a problem with that and thought it an interesting design. He said compliance with design standards was fine. He said the parking structure was tucked in a way that was fine. He said density was appropriate for the site and FAR was appropriately calculated; He asked about the PUE. Senior Planner Perata said Independence Drive was actually over a portion of the subject property. He said they were asking the applicant to dedicate the portion of that in the actual physical roadway vehicle circulation area so that it was removed from the subject property. He said they were proposing to work with the applicant to allow use of a PUE for the required sidewalk improvements. He said staff's question was whether that square footage should count toward density for the site. He said if it was deducted the unit count would decrease to 93. He said the Specific Plan called out that PUEs could be counted towards density. Vice Chair Barnes said he had no problem with the PUE being included for the calculation for density.

Vice Chair Barnes asked the applicant if they had thought what public amenity they would provide. Mr. Kadivar said he had not yet. Vice Chair Barnes said beyond the provision of the 14 BMR units there was a requirement for 50% of the value of the additional gross floor area (GFA) for bonus development to fulfill some community amenity. Senior Planner Perata said staff was working on the appraisal process instructions. He said once those were ready to use they would determine the increased value the applicant would get from the bonus level development. He said they would then look at the community amenities list to see what 50% of that increased value would be used for most appropriately. Vice Chair Barnes encouraged the applicant to continue working with staff on determining an appropriate community amenity.

Vice Chair Barnes said correspondence and comments were received about BMR units, the associated income levels and their distribution. He asked if the applicant's intention was to have all of the BMR units at the moderate income level. Mr. Kadivar said that was correct and noted he had come before the Commission two months prior to comment on the topic of providing BMRs all at moderate income level. He said the reason was to address the "missing middle" as the City was at 1% of what they should have for moderate income level affordable housing.

Vice Chair Barnes asked if the applicant chose to have all the BMR units at a moderate income level whether it would go to the City Council for that exception. Senior Planner Perata said if the Council adopted the following evening the proposed BMR ordinance amendment recommended by

the Planning Commission and staff then a request to limit BMR units to one income level could be authorized by the final approving body, which for this project would be the Planning Commission.

Vice Chair Barnes asked the applicant about his thoughts on the parking and unbundling it. Mr. Kadivar said he thought that unbundling parking was required under the zoning. Vice Chair Barnes asked staff whether unbundling parking was a TDM measure and not prescriptive. Senior Planner Perata said it was required in this case and for any project where a single garage was not directly connected to a unit. Vice Chair Barnes asked the applicant what parking ratio they were considering. Mr. Kadivar said they were looking at 1.3 or 1.25 per unit. He said it might be a little over-parked but historically it was a reasonable level. Vice Chair Barnes confirmed the applicant was willing to consider a slightly lower parking ratio but not 1.1 as that was the minimum required parking. Vice Chair Barnes said he was predisposed to favor lower parking ratios and TDM measures. Mr. Ennith noted on parking ratios that the 80 to 85 parking utilization mentioned earlier by a commissioner was based on more vintage projects that had up to 1.75 parking spaces per unit.

Commissioner Combs said he wanted to be responsive to neighbors and the concern about the huge increase in density in the area. He said he would have liked the applicant to be somewhat more responsive to the traffic concerns and to have lowered parking ratios. He said regarding height that he agreed with Commissioner Riggs that the trellis was a decorative element and that the deck was more the appropriate measure for determining the average height. He said regarding the publicly accessible space he found it problematic that they put a private patio right at the front door to the building. He said although this was not what could be considered a high pedestrian traffic area that with a major office building across the street and Hotel Mia there was an opportunity or possibility to stimulate pedestrian traffic in the area. He said that would be helped with a more inviting front façade and a real front door rather than a setoff private space with limited accessibility through the leasing office. He said the project was well designed. He said they took a unique and interesting site and were putting a very unique and interesting building on it. He encouraged the applicants to do additional outreach to the community and the Belle Haven Homeowners Association and other stakeholders there.

Commissioner Onken said he would encourage the applicant to reduce the parking to the minimum.

The Commission discussed with staff the community amenities list and process for creating it and using it.

Commissioner Riggs said there was a traffic infrastructure issue that remained. He said communities were already impacted by the development that was built and other projects had already been approved that would add onto that. He said a lot of work was being done behind the scenes to improve transportation specifically so the area of the project site might grow. He said in two years an important if intermediate step to address traffic would take place, but there would not be significant transportation improvement for 15 years. He said it was a bit unfair to tell an architect and property owner with a nice project that they could not develop. He said it was going to be hard for him to approve another project even one providing housing without any transportation infrastructure solutions in sight.

Senior Planner Perata asked if there was more collective guidance on how to treat the eave in terms of the average height. He said two Commissioners had one opinion and one Commissioner

had another. Commissioner Onken said he was comfortable with either including the eaves or not in the average height. Commissioner Kennedy did not comment.

Chair Goodhue returned to the dais.

- G2. Amendments to the El Camino Real/Downtown Specific Plan:  
Study session on potential amendments to the El Camino Real/Downtown Specific Plan. ([Staff Report #18-064-PC](#))

Staff Comment: Senior Planner Sandmeier said emails received since publication of the staff report had been distributed to the Commissioners and were available to the public at the back table. She said most of the emails voiced concerns about jobs and housing imbalance and also a desire for more affordable housing and additional retail. She said one email spoke of the need to update the sign area limits for larger projects, which was one of the short term goals outlined in the staff report.

Senior Planner Sandmeier made a PowerPoint presentation. She referred to a development summary as of June 2018. She said after the staff report was published they realized some of the numbers for the 201 El Camino Real project were not up to date. She said the Specific Plan set maximum allowable development at 680 net new residential units and 474,000 net new non-residential square footage. She said total entitlements approved to date were 71% of the maximum allowed net new residential units (486) and 82% of the maximum allowed new non-residential square footage (389,400). She said total entitlements approved and proposed were 508 net new residential units (75%) of the maximum and 439,730 net new non-residential square footage (93%) of the maximum. She reviewed the projects under the Plan that had completed construction, were under construction, had entitlements and had not started construction, and projects pending discretionary approval.

Senior Planner Sandmeier said that some of the work had started for the short term goals outlined in the staff report resulting from the 2015 Plan review, many of which were text updates to the Plan. She said the main direction from the Commission needed this evening was on the long term goals: hotel incentives, infrastructure project list, outreach to encourage housing particularly affordable housing, parking in-lieu fees and parking reduction, and preservation of small businesses and retail uses. She said other priorities identified by the City Council and also public comment included addition of another entertainment use, addition of a parking structure, an increase in residential and/or commercial caps, and a modification to height limits that mainly referred to Santa Cruz Avenue and the discrepancy between its height limits and those in the southeast sub-districts. She said as noted in the staff report those height limits were developed with public input during the Plan development. She said the final priority was to strengthen sustainability requirements. She said regarding the addition of another entertainment use and/or addition of a parking structure that if that became one mixed-use project it would require amendments to the Plan and would have a separate amendment process.

Senior Planner Sandmeier said this item would be taken to the Housing Commission on July 11. She said staff would then prepare a scope of work to be presented at future Planning Commission and City Council meetings. She said staff would then prepare an analysis on proposed changes and make revisions to the Specific Plan document and environmental review, which likely would take the form of an environmental impact report. She said the proposed changes would be brought

to the Planning Commission for review and recommendation, and then the City Council would take action. She said the final step would be the final revisions to the Specific Plan document.

Questions of Staff: Commissioner Barnes referred to Table 2 in the staff report and priority to encourage housing and affordable housing. He asked how affordable was defined for the purpose of this document. Senior Planner Sandmeier said generally it would be in compliance with the BMR Guidelines. Commissioner Barnes asked if the priority was to encourage market rate housing with an inclusionary component. Senior Planner Sandmeier said that would be one option. Commissioner Barnes confirmed with staff that essentially it was all housing. He said the table referred to an infrastructure project list and asked what the intent was and generally what was meant by infrastructure. Senior Planner Sandmeier said those would be improvements such as bicycle lanes and grade separation for the train. Commissioner Barnes confirmed with staff that TDM was not considered infrastructure. He referred to preservation of small businesses and retail use and asked if that included food and beverage and restaurants. Senior Planner Sandmeier said she thought it could include restaurants. He said the paragraph under Table 2 referred to a public amenity fund. He asked whether by law the funds in that fund had to be used within that Plan area. Principal Planner Rogers said he did not think there was a legal requirement as it was not a specific fund under state law that had to be used in that way. He said it was set up by the Council's direction on the Specific Plan and any action from that fund would be subject to the Council's approval through public process. He said indications to date point that the funds would be used in the Plan area.

Chair Goodhue opened the public comment period.

Public Comment:

- Evelyn Stivers, Executive Director of Housing Leadership Council for San Mateo County, said it was very encouraging that this process was started. She said they were very interested in the idea of making affordable housing in the Specific Plan area a reality. She suggested to make that happen that the City be more specific about what was wanted and where it was wanted; and identifying a site perhaps a publicly owned site for housing. She said land was one of the largest costs for affordable housing projects. She said they would be happy to work with the City to identify best sites and on policies and what was needed to enable that to happen. She said they highly recommended working with a consultant both on the public participation plan and moving this item forward.
- Diane Bailey, Director of Menlo Spark, said she supported the Specific Plan update and all the priorities noted. She hoped they would all be studied together. She said she wanted to support by reference comments already made and emailed by Karen Grove and Jan Wallison, comments that would be made by Adina Levin as well as those just made by Evelyn Stivers. She said regarding sustainability that it was important for all new development to be as close to zero carbon as possible. She said there were a number of new technologies that could be incorporated to help make that happen. She said the new zoning in the Bayfront area and General Plan Update was a great step in that direction and they hoped to see that with the Specific Plan. She said it was very important to factor climate into every decision made with development and the broader plan. She said the Environmental Quality Commission would make recommendations on zero carbon building standards at their next meeting for the Specific Plan. She said she hoped those could be followed and adopted by the Planning Commission. She said regarding transportation priorities and housing that she very much

supported meeting the need for affordable housing. She said the Transportation Management Association was very critical to begin. She said they looked forward to a discussion on better parking management and as the garage entered into the discussion she wanted to note that could free up some of the parking plazas, that were publicly owned, and ideally suited for affordable housing.

- Adina Levin, Complete Streets Commission member, said her comments would represent what the Housing Commission addressed originally in a memo to City Council as well as the consensus of a subcommittee on the Specific Plan that did not yet have full Commission approval. She said she would then speak as an individual. She said the Complete Streets Commission encouraged holistic consideration of the transportation items in the Specific Plan including reconsidering the amount of parking needed in a walkable area near CalTrain, being able to have smaller properties pay in-lieu fees to reduce driving or for shared parking, and TMA. She asked that those things be continued to be studied and together. She said the Commission's subcommittee agreed with the value of having housing including affordable housing downtown in an area near jobs, transit, services and that was walkable. She said her personal comments were she would support lifting the cap on housing and addressing some of the technical barriers including height and technicalities that prevented housing from being added. She said regarding village character that desirable vibrant European villages people loved to visit had streets lined with retail storefronts and five to six story walkups with nice architecture.
- Rachel Horst said she was on the Housing Commission but was speaking as an individual. She said she was a Menlo Park resident as a renter. She said it was a great time to revisit the Plan as things had changed even in the last two years. She said as a resident she looked to the Planning Commission and the City Council to represent the big principles such as equity, sustainability, accessibility and diversity. She said the downtown represented an opportunity to realize those principles. She said regarding housing she suggested thinking about raising the cap in the Plan area of units to be built in the downtown that emphasized affordable housing and market rate. She said housing should be built in the downtown too and not just in the Bayfront area. She said they had a built in opportunity for transit oriented development in the downtown, which was a perfect opportunity for sustainability. She said public lands should be leveraged for housing. She said as a resident the library discussions had been somewhat frustrating. She said she did not really want to talk about the parking structure unless also talking about opportunities to build houses. She encouraged the Commission to embrace TDM and mitigations for traffic.
- Tom Kabat said he was on the Environmental Quality Commission (EQC) but was speaking as an individual resident. He said that they were now seeing some very dramatic changes in the understanding of natural gas. He said leakage rates were much higher than what had been self-reported. He said another change was the understanding of the global warming potential of the methane molecule itself. He said as that molecule was concentrating it was growing and becoming a bigger component of the atmosphere and getting better at reflecting back and interfering with the ability for the earth to shed the heat it needed to shed to keep temperature balance. He said they should take on the role of climate leadership to take advantage of new technologies such as induction cooking and heat pumps. He said the policy direction he would discuss with the EQC would be to consider not installing gas pipes for new development.

- Fran Dehn, Chamber of Commerce, said the Specific Plan had in many ways functioned as intended. She said it relieved as intended the decade long visual decay and abandonment of buildings along El Camino Real. She said they were just starting to see projects introduced in the downtown. She said the success there she thought was dependent upon future examination of the rules and how they looked at the downtown. She referenced a project that came forward in the downtown and the applicant commented that the design had to provide what the Plan dictated. She asked if they were not too restrictive with the Plan in the downtown. She said parking structures were mentioned in the staff report as being dealt with separately as a Council priority, which she thought was great. She said page 5 of the staff report commented on establishing a parking rate for personal improvement service uses and eliminate case by case review. She said the Plan was intended to create a template and reduce development uncertainty and case by case staff involvement. She said what was being proposed was great but cautioned understanding the elasticity of prevented use until ensuring adequate parking without compromise to retail. She said she was talking about balance and making sure that it was maintained. She said Santa Cruz Avenue was ground floor retail and to make sure the City had the ability to bring people in for ground floor retail. She said another area was setbacks, window sizes and placement. She said front setbacks were not allowed in the downtown portion of the Plan however window treatment such as planter boxes could soften facades and allow for variation in those facades. She referenced E3.3.01 on page E21 that had some visual examples of that. She said there was concern that development could result, noting window sizes, in repetitiveness, void of uniqueness and character. She said the Chamber was in agreement with described standards for the ground floor for entry, retail frontage and the like on page E30 including ground floor transparency. She said the purpose however should be an invitation to enter the retail space. She said the windows and frontage if masked by interior screening such as plywood shades disabled the Plan's criteria. She suggested going further and not allowing interior screening. She said regarding signage on page 6 of the staff report for referenced developments there and similar large building complexes that the commercial signage should be congruent with the type and location of the development. She said standards were needed for sidewalks, sidewalk furniture, and signage cluster. She said these were little details and there were numerous little details. She said people were talking about the big picture of housing, parking and TDM that were phenomenally important. She said they needed to go down another layer. She said if they were going to protect retail and say they had a downtown retail district then they needed to protect the downtown, make it inviting and help businesses not only be retained but attract new businesses.
- Karen Grove, Housing Commission member, Menlo Park, said she was speaking as an individual. She expressed support for many of the comments made by Adina Levin, Diane Bailey, and Rachel Horst regarding the importance of affordable housing. She said the benefits of putting housing in the downtown were traffic reduction, sustainability and vibrancy. She said regarding the definition of affordable housing that it was inclusionary affordable housing but she thought that the City could define what was meant by that. She said they had an extreme need for low and very low income housing. She said the people most likely to use public transit and not a car were the very lowest income residents. She said they should prioritize low and extremely low income affordable housing in the downtown. She said they could also try to address between moderate and market rate housing. She said she wanted to emphasize Ms. Bickerstaff's comments regarding the development impacts on Belle Haven, wanting it to stop and questioning why it was not happening in the downtown. She said she also wanted to echo



Ms. Stivers' comment to be very specific about affordable housing and look at dedicating public land for affordable housing.

Replying to Chair Goodhue, Senior Planner Sandmeier said there were several main questions. She said one was about increasing the residential and/or commercial development caps. She said items that came up during Council hearings were additions of another entertainment use and parking structure. She said modification of height limits was a possibility. She said they had received many comments about the strengthening of sustainability requirements. She referred also to the long term goals outlined in the staff report.

Chair Goodhue closed the public comment period.

Commission Comment: Commissioner Onken said the Plan had been serving its purpose of increased density and vibrancy, which had been more market led than prescriptive of what the City wanted. He said they had a lot more office space than maybe they expected, and perhaps a few less hotel rooms downtown and more hotel rooms in the M2. He said his recommendation was to let the Plan play out noting they would hit the non-residential cap in five years rather than 20 years. He said after that they could have a discretionary moratorium on office space, which he thought was fine. He said he did not think it was appropriate to force more retail into the area as it was contracting now in most town centers and shopping centers as they all turned to food and other ways of making money. He suggested that when the Plan was effectively built out would be a great opportunity for the City to prescribe what it wanted. He said he thought they had to be careful of not asking too much now as that would create an entirely new EIR structure. He said it was very important to work with staff to carefully manage the EIR process so that a year from now with sites coming up for development to know what they could build rather than wait several years to figure out the EIR process.

Commissioner Combs asked what the process would be when the caps under the Plan were reached for a property owner who wanted to develop in the Plan area. Senior Planner Sandmeier said any project needing to go over the cap would need to apply for a Plan amendment and do the environmental review for that project.

Commissioner Combs said addressing LEED seemed nonexistent in what was being proposed. He said items highlighted were affordability, affordable housing, sustainability and transportation issues on which there was limited to no agreement on. He said the present issue was the caps and whether those should be increased or not. He questioned whether the Plan was a moment in time that was now passed and whether to return to zoning where development projects were treated on an individual basis and therefore above the caps, or whether to begin a process that recognized an underestimate of what the demand would be in the Plan area and think about how to increase for both residential and non-residential uses.

Commissioner Barnes said he thought the lead time associated with a Plan EIR done was important. He said if there was intent to add housing that going to a Plan amendment development process would be difficult and more costly for applicants. He said the economics of non-market rate housing were by definition worse than for market rate housing. He said if the community wanted to add housing then having a Plan EIR that covered the Plan to allow for housing needed to start timely. He said he agreed that housing and more housing in the Plan area was a good thing, and they should start on that now in terms of preparing for it as it would take time to get there.

Commissioner Barnes asked staff if height and density were to remain the same in the Plan whether they thought there was the ability to increase the amount of units that could be added to the Plan area. He asked without those changes what would stimulate the development of housing in the Plan area. Senior Planner Sandmeier said she thought required parking could be reduced and that would help stimulate housing. She said also changing the review process from conditional review to ministerial would help. Principal Planner Rogers said in the R-4-S district located along Willow Road, Hamilton Avenue and a few other locations projects came to the Planning Commission for a study session and its input was taken as value. He said the decision maker was the Community Development Director noting approval was based on some stricter standards. He said that meant less time spent which made the project more feasible and increased certainty.

Commissioner Barnes said that to have more housing that density and height might have to increase and setbacks might have to be addressed for upper floors. He said he thought it was a community discussion whether to have more housing downtown and changing the look of buildings was acceptable. He said he thought this was a worthy thing for the City to pursue.

Commissioner Barnes said the parking garage was a side issue but it was almost impossible to discuss how to locate space in the Plan area without that garage. He asked whether the incremental density would come from in-lieu fees. He said the Guild Theater was just approved and parking was identified at 280 spaces, which was a lot of revenue based on parking space costs committed to that development. He said how affordable housing would pay in-lieu fees for a parking garage needed to be discussed. He said he did not think any of those discussions would work without a parking structure that was linked to in-lieu fees linked to density. He asked regarding preserving retail if closing Santa Cruz Avenue to car traffic was a good idea that had been considered. Principal Planner Rogers said that idea surfaced during the original Plan development process. He said there were advocates but more opponents to it so the idea was abandoned fairly quickly. Commissioner Barnes said if a parking garage became a reality parking along Santa Cruz Avenue could be parked in the garage.

Commissioner Barnes referred to his comment on the community amenities fund and equitable allocation that the impact of vibrancy would be people coming into that area and getting there from places outside the area. He proposed reexamining traffic patterns. He said let the money from an impact or amenities fund ostensibly caused by development in that area be used to relieve the traffic problems for getting to that area. He said he wanted to advocate for smart usage of community amenities funds for areas that get the impact of the downtown vibrancy as it might not be where the actual development was happening.

Commissioner Riggs said he supported revision to the permitted signage and incentivizing affordable housing in the downtown. He said reducing or excluding parking would be a huge incentive for developers and was consistent with the City building a parking structure. He said the City had suffered from a bottleneck in downtown El Camino Real for as long as he had lived in Menlo Park. He said they were now in a great position to increase their own traffic flow without inducing increased demand noting bottlenecks in Palo Alto and Redwood City. He said what was approved with the Plan was the recognition there could be more development on El Camino Real than what was historically the case. He said to mitigate traffic there and make traffic flow better on El Camino Real was a citywide responsibility and process. He said the City had to get back to serious thought about making the local traffic work. He said he would support augmenting the housing limit and not augmenting the non-residential limit square footage. He said he would favor

for the latter an exception for retail under 10,000 square feet as they wanted more people to come downtown to shop or eat and more places for them to eat and shop. He said he thought the part of the Plan that defined modulation of façade should be changed to allow alternative ways to break up mass. He said the Stanford project design looked like the graphic in the Plan. He said another project in the downtown came with the exact same modulations as well as another in the train station area. He said the last thing they had wanted was to make it prescriptive but it was. He said amending the Plan should not require hiring a consultant. He said it was a great time and opportunity to make some modifications to the Plan.

Commissioner Onken said he wanted to contradict one of his earlier comments. He said once the caps were hit he would like to give the desired growth of small incremental improvements the ability to happen. He said steering toward housing was important but allowing small incremental increases was desired. He said dropping the parking requirement was important. He said what was holding development back at the smaller level was the parking burden that housing developers had to comply with, which he suggested softening a bit.

Commissioner Kennedy said they were looking at amending the Plan, looking at things done in the past and over time that people were comfortable with and slowly pushing the envelope to get people more comfortable with things they were not yet comfortable with. She said she suspected at some point a downturn might result in empty spaces in the downtown. She said to bring back some robust activity at the street level they might fill spaces with other uses than what was intended. She asked regarding amending the Plan if there was space for a more tactical rather than a strategic approach to give a little more flexibility into how robust the downtown spaces becomes. She said she supported increased housing and density in the Plan area. She said it would be helpful to think about what greater density through height would look like on Santa Cruz Avenue and adjacent streets. She said regarding El Camino Real and its bottleneck that even if they did no development there would be that bottleneck. She said they might consider how to take the things that were troublesome and make them work to the City's advantage.

Commissioner Barnes said all this highlighted the importance of TDM programs. He said when they talked of scaling back parking requirements they needed to understand what that mean in real time and how people were getting in and out of the City. He said TDM programs were very good in tracking that. He said non-residential uses paid for things. He said housing was lagging behind commercial development as it was not as profitable. He said to see more affordable housing in the downtown they would need a parking structure. He said even after the reduction in parking rates they should consider the importance of commercial uses in paying in-lieu fees for the parking garage. He said regarding sustainability he liked the idea of standardizing the requirements across the City. He questioned whether the smaller parcel and footprints of buildings in the Plan area could accommodate some of the requirements that the ConnectMenlo process had. He said reducing parking around transit hubs with more information about that was something to be pursued. He said if adding density on Santa Cruz Avenue that it was not just the height but the setbacks on the upper floors that made a difference in unit counts.

## **H. Informational Items**

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

- Regular Meeting: July 16, 2018
- Regular Meeting: July 30, 2018

- Regular Meeting: August 13, 2018

**I. Adjournment**

Chair Goodhue adjourned the meeting at 11:27 p.m.

Staff Liaison: Thomas Rogers, Principal Planner

Recording Secretary: Brenda Bennett



## STAFF REPORT

### Planning Commission

**Meeting Date:** 7/16/2018

**Staff Report Number:** 18-065-PC

**Public Hearing:** Use Permit and Variance/Chiawang Zhu/188 Elliot Drive

### Recommendation

Staff recommends that the Planning Commission approve a use permit and variance to construct an addition and conduct interior modifications to an existing nonconforming single-story, single-family residence in the R-1-U (Single Family Urban) zoning district at 188 Elliot Drive. The proposed work requires a use permit because it would exceed 75 percent of the existing replacement value in a 12-month period, and a variance because areas of addition would encroach into the required front yard setback, as defined by Section 15.16.110 of the Subdivision Ordinance. As part of the proposal two heritage trees have been requested for removal, which have been tentatively approved for removal by the City Arborist. 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 188 Elliot Drive, north of Woodland Avenue in the Willows neighborhood. The subject parcel is irregular in shape, and it is located at the corner of a curved street, with a narrow, 35.87 foot frontage (on the radius), that flares out toward the rear. The subject property, along with neighboring properties are single-story ranch homes; however, a variety of architectural styles, including traditional ranch, craftsman, and contemporary residential are found in the larger vicinity. The surrounding homes also share the same R-1-U (Single Family Urban) zoning designation.

### Analysis

#### *Project description*

The subject site is currently occupied by a single-story residence with an attached two-car garage. The structure is nonconforming with regard to the front and left side setbacks, which are proposed to remain. The applicant is proposing to maintain the overall footprint, while adding onto both sides, to accommodate a fourth bedroom and to enlarge the existing kitchen and living room. In addition, this will help relocate the entryway to face the front rather than the side of the property.

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

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

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

The existing residence is a traditional single-story ranch home with a long, low profile, simple gabled roof and stucco. The proposed exterior finish materials would primarily include the use of stucco and vertical redwood siding on front of the garage. A new, custom wood front door would complement the new covered entry that would provide a focal point for the front elevation. The proposed roofing would remain asphalt composition shingle, and the proposed windows would have wood trim, and the sliding doors would have metal clad trim. The existing wooden garage door would remain.

Staff believes that the scale, materials, and style of the proposed residence are consistent with the broader neighborhood, given the architectural styles and sizes of structures in the area. Privacy impacts would be limited, due to the one-story nature of the structure.

### ***Variances***

The applicant is requesting a variance for additions within the required 50-foot front yard setback, as required by Section 15.16.110 of the Municipal Code (Subdivision Ordinance). This section states that the building setback for lots where the frontage abuts the outside of any curve of a radius of 100 feet or less shall be 1) of equal length to the minimum lot width as required by the Zoning Ordinance and 2) perpendicular to a radial line passing through the center of the front lot line. In this case, the front setback is approximately 50 feet where 20 feet is otherwise required on R-1-U lots not subject to Section 15.16.100. The applicant is requesting a variance into the front setback for portions of the additions. The most prominent element, the front entry porch, would encroach approximately 14 feet into the required front setback. The applicant has provided a variance request letter that has been included as Attachment F. The required variance findings are evaluated below in succession:

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

The applicant states that a combination of factors create a hardship for the owners, who wish to remodel and expand their home in a functional manner. The subject site, is not a typical, rectangular-shaped lot, but rather a pie shape with a curved front. In addition, the letter indicates that the property has the narrowest frontage on the street, measuring 35.87 feet, and that the existing residence is sited in a non-

orthogonal manner with regard to the property lines. One-third of the existing house currently sits in the front setback. The combination of the pie shaped lot and the associated narrowness of the property frontage, as well as the placement of the existing house, creates a hardship. Not allowing the addition at the proposed location will push the addition to the north side of the property which will then make the house wider and close to a 40 inch diameter redwood tree. Additionally, this addition will bring the entry way to face the front of the property which will be consistent with nearby houses. Staff believes that characteristics of the property and the siting of the house are a hardship peculiar to the property and not created by an act of the owner. The parcel was created as part of a 1956 subdivision in unincorporated San Mateo County, which was later annexed into the City of Menlo Park in 1958. As a result, Subdivision Ordinance Section 15.16.110, which was primarily intended to be used when conducting new subdivisions of land, is retroactively applied to this irregular-shaped subject lot, resulting in the unusually large front setback requirement. Staff believes that the hardship is applicable to the proposed building footprint encroachments for the proposed additions. The proposed additions would provide a functional and conventional design, which are typical to other residential uses in the area.

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

The applicant states that the requested variance is necessary to create conventionally sized, functional space while preserving a usable rear yard. Additionally, the proposed front entry encroachment would help create a focal point for the front entry and reduce the prominence of the existing two-car garage at the front left side of the house, while providing a 30-foot front setback where 20 feet is typically required in the R-1-U zoning district. This encroachment would allow for typical modifications that other conforming properties would be able to more easily achieve with a standard 20-foot required front setback. The applicant also states that the proposed addition is tucked between the existing garage at the front and rear of the house and within the side setbacks; the proposed building coverage is well below the maximum allowed. Staff believes that the requested variance would not be giving special privilege to the owner but rather provide a more functional way to expand the existing residence and to preserve and enjoy substantial property rights possessed by other conforming properties.

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

Staff believes that the proposed encroachment 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 encroachment is modest in size and would remain a single-story residence, and that the remodeled and expanded residence would comply with all other development regulations prescribed by the Zoning Ordinance, such as building coverage, floor area limit, side and rear setbacks, daylight plane, and building height.

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

Because the variance for the additions into the required front yard setback would be based on the unique conditions of a narrow, triangular shaped parcel, the curved front, and the placement of the existing house,

they would not be applicable, generally, to other properties within 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. Hence, a finding regarding an unusual factor does not apply.

Approval of a variance requires that all five findings be made. Per the previous discussion, staff recommends approval of the variance, and findings to this effect are included in the recommended actions.

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

At present, there are 11 trees on or close to the project site. The applicant submitted an arborist report, included as Attachment F, detailing the species, size and conditions of the trees on or near the site as part of the project review. Four of these trees are heritage trees, including two junipers, a Chinese elm, and redwood. All but two heritage trees are proposed to remain. As part of the proposal, two Hollywood juniper heritage trees (trees #3 and #4) were requested for removal, and have been tentatively approved for removal by the City Arborist. A third heritage tree, Chinese elm, was originally proposed for removal, but the City Arborist denied the permit. Two replacement trees, one camphor and coast live oak, are proposed to be planted on the rear yard. The construction of the proposed addition is not anticipated to adversely affect any of the existing trees located on the subject site or neighboring properties, given that the bulk of the proposed addition is within and around the footprint of the existing structure. Standard heritage tree protection measures and those identified in the arborist report will be ensured through recommended condition 4g. No new landscaping is currently proposed.

### ***Valuation***

To calculate the replacement and new construction costs on which the use permit threshold is based, the City uses standards established by the Building Division. The City has determined that the replacement cost of the existing structure would be \$298,660 meaning that the applicants would be allowed to propose new construction and remodeling at this site totaling less than \$223,995 in any 12-month period without applying for a use permit. The City has determined that the value of the proposed work would be approximately \$226,150. Based on this estimate, the proposed project does exceed 75 percent of the replacement cost of the existing structure, therefore does requires a use permit.

### ***Correspondence***

The applicant indicates that the property owners conducted outreach by contacting adjacent property owners regarding the proposed project. Staff has not received any correspondence regarding the application.

### ***Conclusion***

Staff believes that the scale, materials, and style of the proposed additions are compatible with those of the greater neighborhood. No heritage tree impacts are anticipated, however f two have been tentatively approved to be removed by the City Arborist. Aside from the variance request, the floor area, building



coverage, and height of the remodeled residence would all be at or below the maximum amounts permitted by the Zoning Ordinance, and would be within the daylight plane requirements.

Staff believes that the five findings can be made with regard to the proposed variances for the encroachments into the required front yard setback, given the unique condition of the existing pie-shaped parcel and the almost doubling of the setback requirement from 20 feet to 50 feet. Staff recommends that the Planning Commission grant approval of the variance for the proposed front additions into the required front yard setback and for the use permit, subject to the actions in Attachment A

### **Impact on City Resources**

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

### **Environmental Review**

The project is categorically exempt under Class 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 and Variance 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:  
Fahteen Khan, Contract Assistant Planner

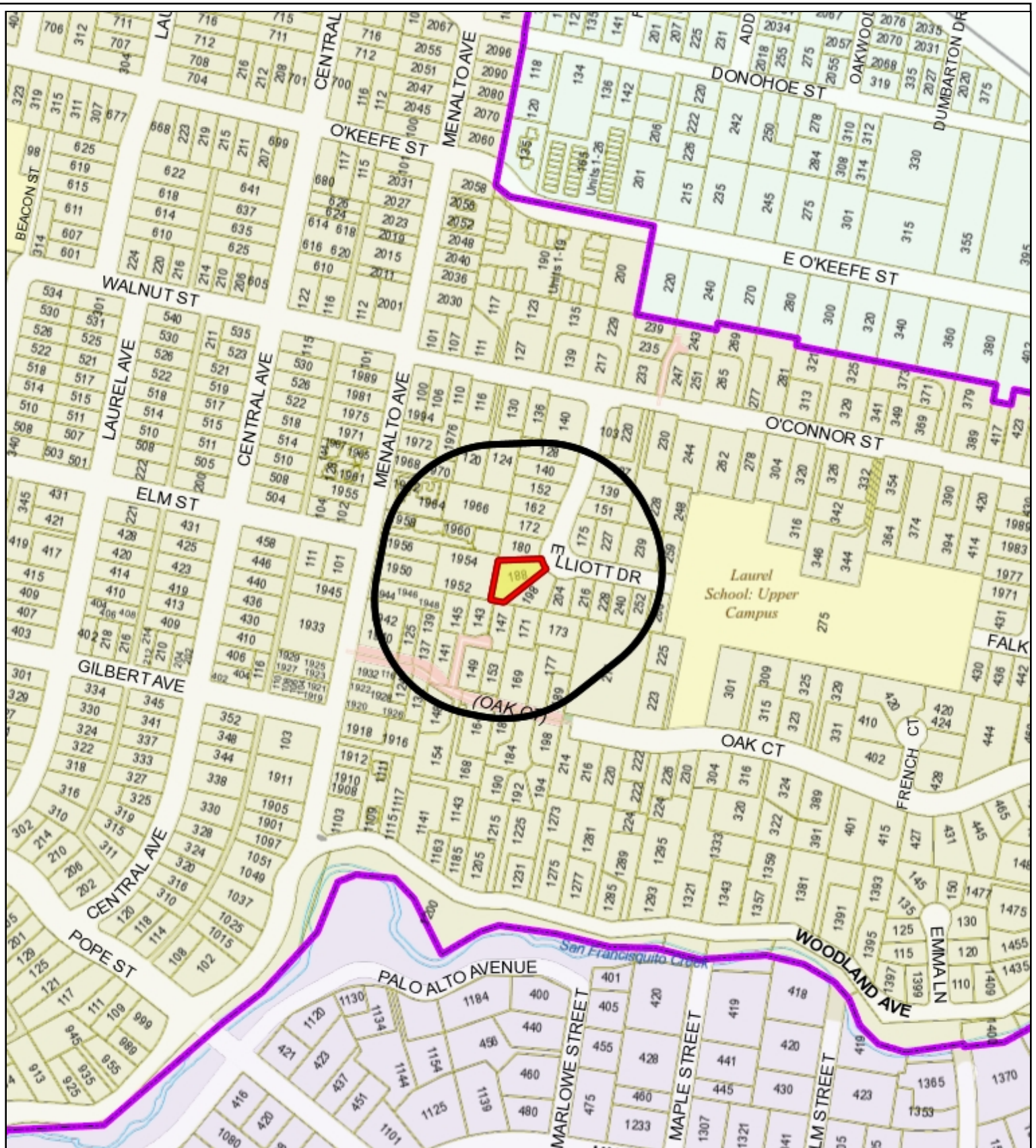
Report reviewed by:  
Thomas Rogers, Principal Planner

188 Elliot Drive – Attachment A: Recommended Actions

<b>LOCATION:</b> 188 Elliot Drive	<b>PROJECT NUMBER:</b> PLN2017-00129	<b>APPLICANT:</b> Chiawang Yeh	<b>OWNER:</b> Zhu Jianwei
<b>PROPOSAL:</b> Request for a variance to reduce the subdivision ordinance front setback from approximately 50 feet to 35 feet. The proposal includes a request for a use permit for additions and interior modifications to an existing one-story single-family nonconforming structure on a standard lot in the R-1-U (Single Family Urban Residential) zoning district that would exceed 75 percent of the existing value within a 12-month period for a single-story addition and remodel. Two heritage tree removal permit applications are associated with the proposed project.			
<b>DECISION ENTITY:</b> Planning Commission	<b>DATE:</b> July 16, 2018	<b>ACTION:</b> TBD	
<b>VOTE:</b> TBD (Barnes, Combs, Goodhue, Kennedy, Onken, Riggs, Strehl)			
<p><b>ACTION:</b></p> <ol style="list-style-type: none"> <li>1. Make a finding that the project is categorically exempt under Class 1 (Section 15301, “Existing Facilities”) of the current California Environmental Quality Act (CEQA) Guidelines.</li> <li>2. Make 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"> <li>a. The hardship at 188 Elliot Drive is caused by the combination of the property being a narrow lot and irregularly shaped and the placement of the existing house on the lot. The subject site, is not a typical, rectangular-shaped lot, but rather a pie shape with a narrow curved front. The hardship is unique to the property, and has not been created by an act of the owner.</li> <li>b. The variance is necessary to create a conventionally sized, functional space while preserving a usable rear yard. Additionally, the proposed front entry encroachment would help create a focal point for the front entry and reduce the prominence of the existing two-car garage at the front left side of the house, while providing a 30-foot front setback where 20 feet is typically required in the R-1-U zoning district. This encroachment would allow for typical modifications that other conforming properties would be able to more easily achieve with a standard 20-foot required front setback.</li> <li>c. The proposed project would be modest in size and remain a single-story residence, and all other development standards would also be met. As such, granting of the variance for proposed front yard encroachment would not be materially detrimental to the public health, safety, or welfare, and will not impair adequate supply of light and air to adjacent property.</li> <li>d. The variance request is based on the nonconformance of the existing structure as it encroaches into the required front yard setback due to the unique condition of a narrow, pie shaped lot. This variance would not typically apply to other properties in the same zoning district as the situation is unique to this site.</li> <li>e. The property is not within any Specific Plan area. Hence, a finding regarding an unusual factor does not apply.</li> </ol> </li> <li>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.</li> <li>4. Approve the use permit and variance subject to the following <b>standard</b> conditions:</li> </ol>			

188 Elliot Drive – Attachment A: Recommended Actions

<b>LOCATION:</b> 188 Elliot Drive	<b>PROJECT NUMBER:</b> PLN2017-00129	<b>APPLICANT:</b> Chiawang Yeh	<b>OWNER:</b> Zhu Jianwei
<p><b>PROPOSAL:</b> Request for a variance to reduce the subdivision ordinance front setback from approximately 50 feet to 35 feet. The proposal includes a request for a use permit for additions and interior modifications to an existing one-story single-family nonconforming structure on a standard lot in the R-1-U (Single Family Urban Residential) zoning district that would exceed 75 percent of the existing value within a 12-month period for a single-story addition and remodel. Two heritage tree removal permit applications are associated with the proposed project.</p>			
<b>DECISION ENTITY:</b> Planning Commission	<b>DATE:</b> July 16, 2018	<b>ACTION:</b> TBD	
<b>VOTE:</b> TBD (Barnes, Combs, Goodhue, Kennedy, Onken, Riggs, Strehl)			
<p><b>ACTION:</b></p> <ul style="list-style-type: none"> <li>a. Development of the project shall be substantially in conformance with the plans prepared by Chiawang Structural Engineering, Inc., consisting of 11 plan sheets, dated received June 28, 2018, subject to review and approval by the Planning Division.</li> <li>b. Prior to building permit issuance, the applicants shall comply with all Sanitary District, Menlo Park Fire Protection District, and utility companies' regulations that are directly applicable to the project.</li> <li>c. Prior to building permit issuance, the applicants shall comply with all requirements of the Building Division, Engineering Division, and Transportation Division that are directly applicable to the project.</li> <li>d. Prior to building permit issuance, the applicant shall submit a plan for any new utility installations or upgrades for review and approval by the Planning, Engineering and Building Divisions. All utility equipment that is installed outside of a building and that cannot be placed underground shall be properly screened by landscaping. The plan shall show exact locations of all meters, back flow prevention devices, transformers, junction boxes, relay boxes, and other equipment boxes.</li> <li>e. Simultaneous with the submittal of a complete building permit application, the applicant shall submit plans indicating that the applicant shall remove and replace any damaged and significantly worn sections of frontage improvements. The plans shall be submitted for review and approval of the Engineering Division.</li> <li>f. Simultaneous with the submittal of a complete building permit application, the applicant shall submit a Grading and Drainage Plan for review and approval of the Engineering Division. The Grading and Drainage Plan shall be approved prior to the issuance of grading, demolition or building permits.</li> <li>g. Heritage and street trees in the vicinity of the construction project shall be protected pursuant to the Heritage Tree Ordinance and the arborist report by Dsoto Tree &amp; Arborist Services dated June 5, 2018.</li> </ul>			



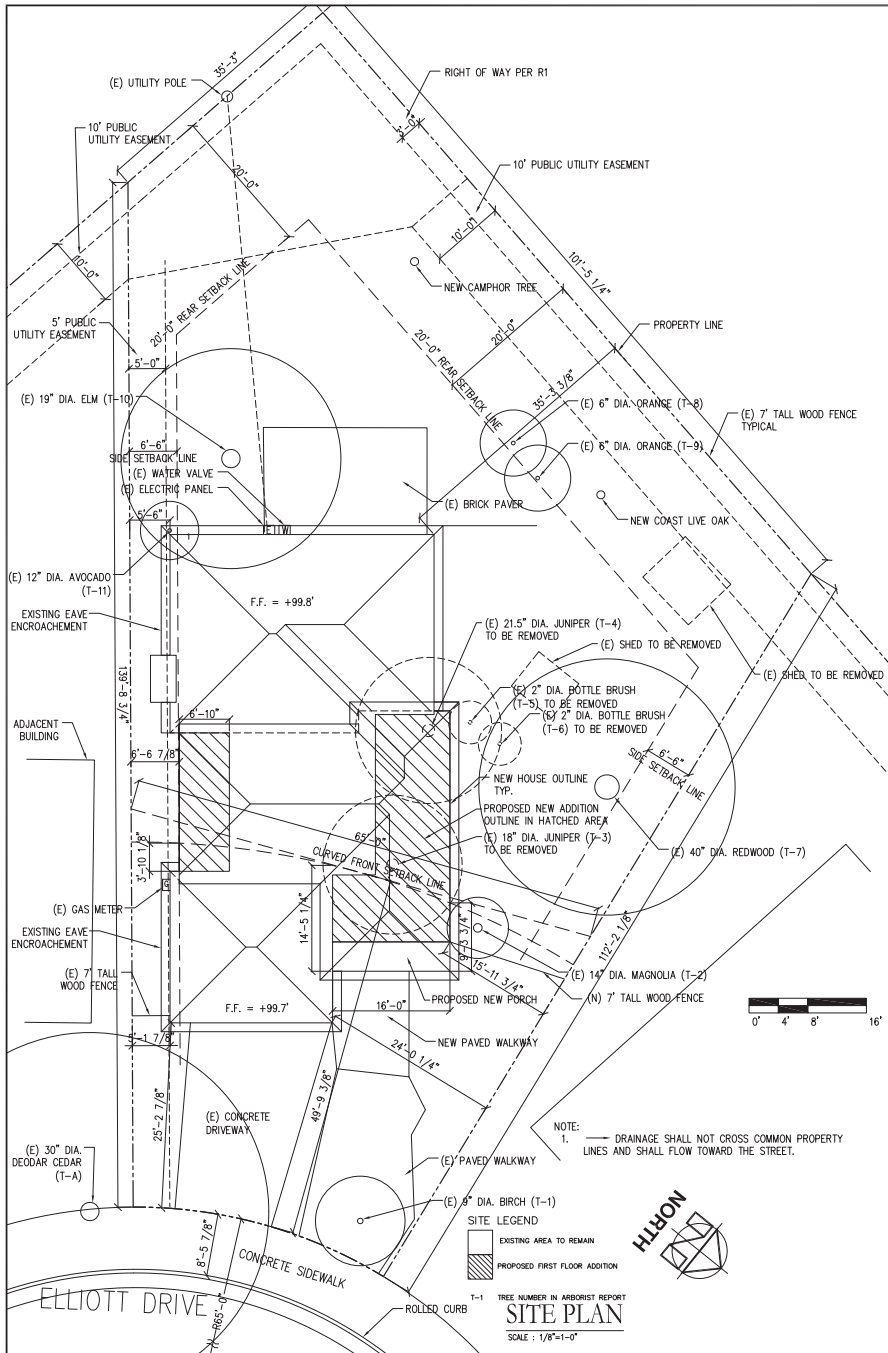
CITY OF  
MENLO PARK

### City of Menlo Park

Location Map  
188 Elliot Drive



	<b>PROPOSED PROJECT</b>	<b>EXISTING DEVELOPMENT</b>	<b>ZONING ORDINANCE</b>
Lot area	9,862 sf	9,862 sf	7,000.0 sf min.
Lot width	65.0 ft.	65.0 ft.	65.0 ft. min.
Lot depth	136.6 ft.	136.6 ft.	100.0 ft. min.
Setbacks			
Front	25.3 ft.	25.3 ft.	50.4 ft. min.
Rear	35.3 ft.	35.3 ft.	20.0 ft. min.
Side (left)	5.3 ft.	5.3 ft.	6.5 ft. min.
Side (right)	15.9 ft.	29.5 ft.	6.5 ft. min.
Building coverage	2,370 sf 24.0 %	1,791 sf 18.3 %	3,541.6 sf max. 35.9 % max.
FAL (Floor Area Limit)	2,306 sf	1,791 sf	3515.5 sf max.
Square footage by floor	1,848 sf/1 <sup>st</sup> floor 64 sf/porch 458 garage	1,333 sf/1 <sup>st</sup> floor - 458 garage	
Square footage of buildings	2,370.0 sf	1,791.0 sf	
Building height	14.10 ft.	14.8 ft.	28 ft. max.
Parking	2 covered	2 covered	1 covered/1 uncovered
Note: Areas shown highlighted indicate a nonconforming or substandard situation.			
Trees	Heritage trees: 5	Non-Heritage trees: 6	New Trees: 2
	Heritage trees proposed for removal: 2	Non-Heritage trees proposed for removal: 2	Total Number of Trees: 11



VICINITY MAP

ALL MATERIALS AND WORK SHALL CONFORM TO THE REQUIREMENTS OF THE CURRENT BUILDING CODES.  
 2016 CALIFORNIA BUILDING CODE  
 2016 CALIFORNIA RESIDENTIAL CODE  
 2016 CALIFORNIA ELECTRICAL CODE  
 2016 CALIFORNIA MECHANICAL CODE  
 2016 CALIFORNIA PLUMBING CODE  
 2016 CALIFORNIA ENERGY CODE  
 2016 CALIFORNIA GREEN BUILDING STANDARD CODE  
 2016 CALIFORNIA FIRE CODE

**DRAWING INDEX**

- A0.1 SITE PLAN AND NOTES
- A0.2 AREA AND SQUARE-FOOTAGE CALCULATION PLANS
- A0.3 NEW WORK VALUE CALCULATION DIAGRAMS
- A1.1 EXISTING & DEMOLITION AND PROPOSED FLOOR PLANS
- A1.2 EXISTING AND PROPOSED ROOF PLANS
- A1.3 EAST & WEST ELEVATIONS
- A1.4 NORTH ELEVATIONS
- A1.5 SOUTH ELEVATIONS
- A1.6 PROPOSED BUILDING SECTIONS
- C1 BOUNDARY AND TOPOGRAPHIC MAP
- C2 BOUNDARY AND TOPOGRAPHIC MAP

PROJECT DATA TABLE		OWNERS' NAME : JIANWEI ZHU OWNERS' PHONE : 626-537-6499	
PROJECT ADDRESS 188 ELLIOTT DR., MENLO PARK, CA 94025	CONSTRUCTION TYPE V-B	PARCEL NUMBER 063430230	GROSS LOT SIZE 9,862 S.F.
ALLOWABLE FLOOR AREA = (9,862-7,000)÷2.0×+2,800 = 3,515.5 S.F.			
FLOOR AREA CALCULATIONS (FAL)		PROPOSED NEW ADDITION AREA	
EXISTING LIVING AREA	1,333 S.F.	TOTAL PROPOSED NEW LIVING AREA	1,831 S.F.
EXISTING GARAGE	458 S.F.	TOTAL PROPOSED NEW GARAGE	458 S.F.
TOTAL EXISTING HOUSE FLOOR AREA	1,791 S.F.	TOTAL PROPOSED HOUSE AREA	2,289 S.F.
EXISTING TOTAL FLOOR COVERAGE RATIO	18.16 %	TOTAL PROPOSED FLOOR COVERAGE RATIO	23.22 %
EXISTING FIREPLACE	17 S.F.	FIREPLACE	17 S.F.
		PORCH	64 S.F.
TOTAL EXISTING BUILDING COVERAGE AREA	1,808 S.F.	TOTAL PROPOSED FLOOR COVERAGE	2,370 S.F.
TOTAL EXISTING BUILDING COVERAGE RATIO	18.33 %	TOTAL PROPOSED FLOOR COVERAGE RATIO	24.03 %
		TOTAL PROPOSED ADDITION LIVING AREA	498 S.F.
3 BEDROOMS AND 2 BATH ROOMS		4 BEDROOMS AND 2 BATH ROOMS	
2-CAR ATTACHED GARAGE		2-CAR ATTACHED GARAGE	

**SCOPE OF WORK**

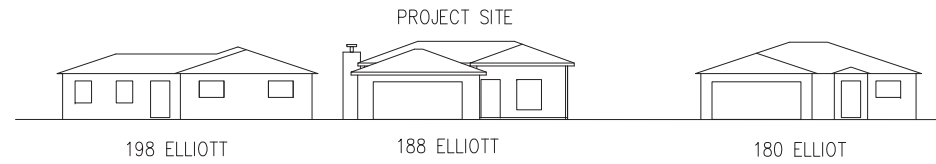
1. ONE STORY ADDITION OF 498 S.F. LIVING SPACE AS LISTED IN FLOOR AREA CALCULATIONS.
2. ADDITION AREA IS TO BE ADDED TO THE NORTH AND SOUTH SIDES OF THE EXISTING HOUSE AS SHOWN ON PLAN.
3. ADDITION WALL HEIGHT IN LIVING AREA TO 10'-0" PER PLAN.
4. NEW 64 S.F. FRONT PORCH.
5. REMODEL OF LIVING SPACES INCLUDING KITCHEN AND BATH ROOM AS SHOWN ON PLAN.
6. INSTALL NEW ELECTRICAL OUTLETS AND WIRING AS SHOWN ON ELECTRICAL PLAN.

**ZONING DATA**

ZONING DISTRICT	R-1-U	FLOOD ZONE	AE
NEW BUILDING AREA	2370 S.F.	NEAR CREEK FEATURE	NO
		HISTORICAL AREA	NO

**FIRE SPRINKLER SYSTEM**

1. FIRE SPRINKLER SYSTEM IS NOT REQUIRED.



**STREETSCAPE**

SCALE: 3/32"=1'-0"

**PUBLIC WORKS/ENGINEERING NOTE:**

A retention structure will be required if the project documents and increase in net impervious area from existing conditions. A grading and drainage plans shall be furnished as part of the Building Permit Application to substantiate compliance with this condition.

**FRONTAGE IMPROVEMENT NOTES:**

ALL EXISTING CRACKED OR DAMAGED FEATURES ALONG THE PROPERTY FRONTAGE MUST BE REPAIRED IN KIND.

ALL FRONTAGE IMPROVEMENT WORK SHALL BE IN ACCORDANCE WITH THE LATEST VERSION OF THE CITY STANDARD DETAILS.

ANY FRONTAGE IMPROVEMENTS WHICH ARE DAMAGED AS A RESULT OF CONSTRUCTION WILL BE REQUIRED TO BE REPLACED.

AN ENCROACHMENT PERMIT FROM THE ENGINEERING DIVISION IS REQUIRED PRIOR TO ANY CONSTRUCTION ACTIVITIES IN THE PUBLIC RIGHT OF WAY.



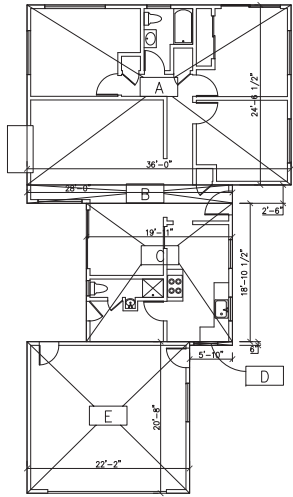
ZHU RESIDENCE @  
188 Elliott Dr., Menlo Park, CA 94025

ADDITION @  
188 Elliott Dr., Menlo Park, CA 94025  
SITE PLAN AND NOTES

REVISIONS	
▲	PLANNING COMMISSION REVIEW
▲	PLANNING COMMISSION SUBMISSION
▲	PLANNING COMMISSION SUBMISSION
▲	PLANNING COMMISSION SUBMISSION
▲	PLANNING COMMISSION SUBMISSION

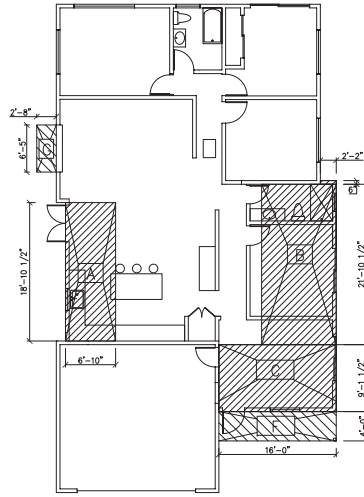
PROJECT FILE:	R17053
SHEET FILE:	
DRAWN BY:	CHK
CHECKED BY:	
SCALE (SHEET):	AS SHOWN
DATE:	7/7/2017

**A0.1**  
9 SHEETS



**EXISTING HOUSE AREA**

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



**PROPOSED ADDITIONS**

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

**EXISTING HOUSE AREA CALCULATION**

TOTAL FLOOR AREA =	WIDTH	x	LENGTH	=	AREA
AREA A	36'-0"		24'-6 $\frac{1}{2}$ "		883.5 S.F.
AREA B	28'-0"		2'-6"		70.0 S.F.
AREA C	19'-11"		18'-10 $\frac{1}{2}$ "		375.9 S.F.
AREA D	5'-10"		0'-6"		3.0 S.F.
AREA E (GARAGE)	22'-2"		20'-8"		458.1 S.F.
EXISTING FLOOR AREA =					1,791 S.F.

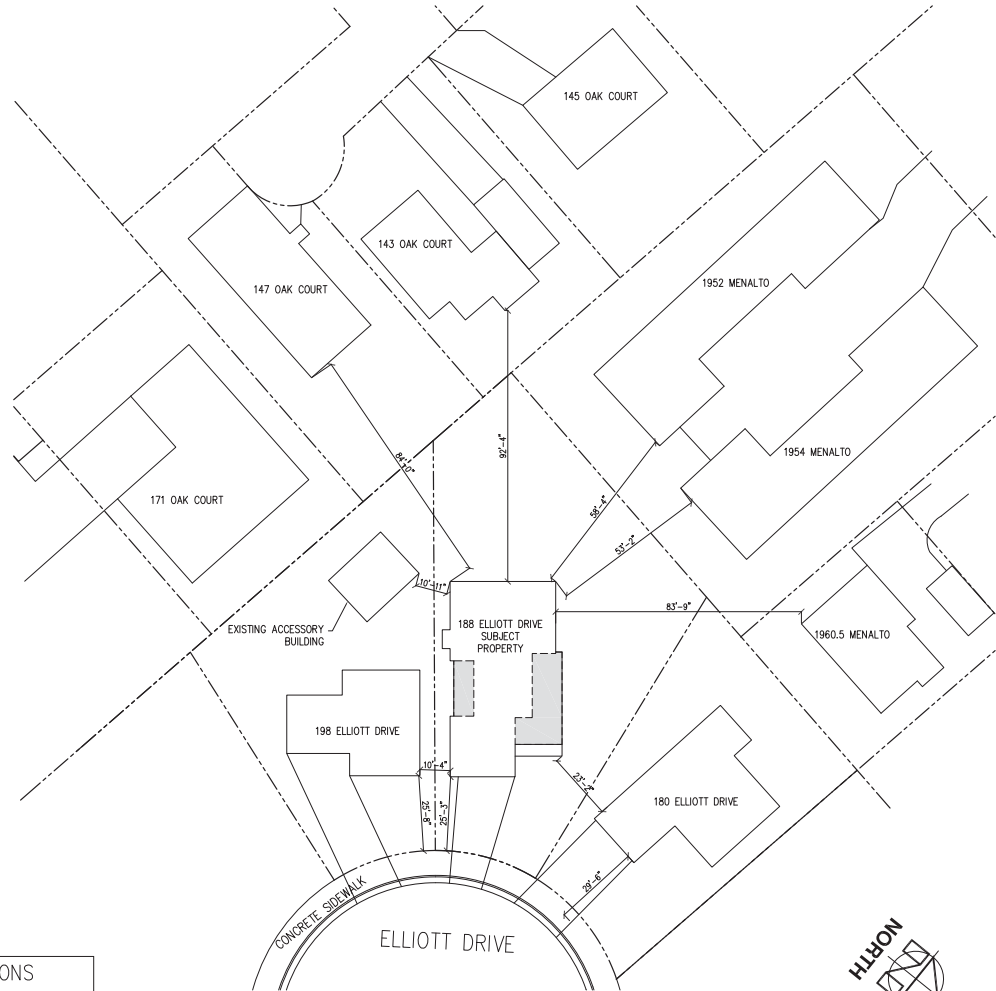
**PROPOSED ADDITION AREA CALCULATION**

TOTAL FLOOR AREA =	WIDTH	x	LENGTH	=	AREA
<b>NEW ADDITION</b>					
AREA A	6'-10"		18'-10 $\frac{1}{2}$ "		129.0 S.F.
AREA B	10'-2"		21'-10 $\frac{1}{2}$ "		223.5 S.F.
AREA C	+2'-2"		0'-6"		146.0 S.F.
TOTAL ADDITION =					498.4 S.F.
TOTAL PROPOSED FLOOR AREA =					1,791 + 498.4 = 2,289.4 S.F.

**AREA FOR BUILDING COVERAGE (HATCHED)**

TOTAL FLOOR AREA =	WIDTH	x	LENGTH	=	AREA
AREA F (PORCH)	16'-0"		4'-0"		64.0 S.F.
AREA G (FIREPLACE)	2'-8"		6'-5"		17.1 S.F.
TOTAL =					81.1 S.F.
TOTAL BUILDING COVERAGE =					2,289 + 81 = 2,370 S.F.

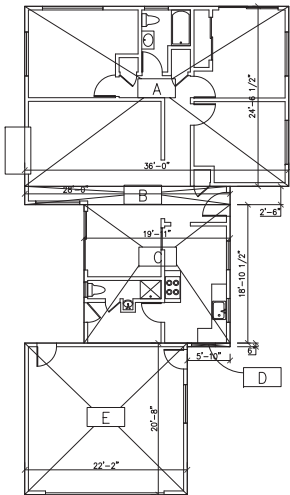
LAND COVERAGE CALCULATIONS		
STRUCTURE COVERAGE	EXISTING 18.33%	PROPOSED 24.03%
LANDSCAPING	67.53%	63.35%
PAVED SURFACES	14.14%	12.61%



**AREA PLAN**

SCALE: 1/20"=1'-0"

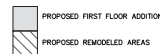
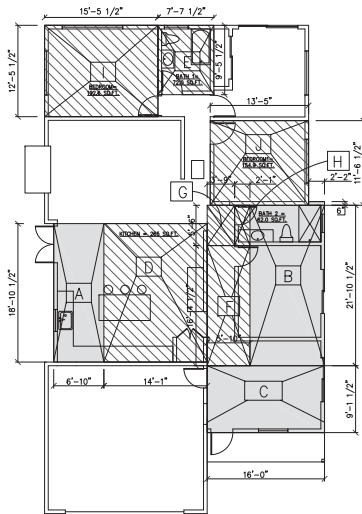




### EXISTING HOUSE VALUE AREA

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

TOTAL FLOOR AREA =	WIDTH	x	LENGTH	=	AREA
AREA A	36'-0"		24'-6 1/2"		883.5 S.F.
AREA B	28'-0"		2'-6"		70.0 S.F.
AREA C	19'-11"		18'-10 1/2"		375.9 S.F.
AREA D	5'-10"		0'-6"		3.0 S.F.
EXISTING HOUSE AREA = 1,333 S.F.					
AREA E (GARAGE)	22'-2"		20'-8"		458.1 S.F.
EXISTING GARAGE AREA = 458 S.F.					



### PROPOSED WORK VALUE AREA

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

TOTAL FLOOR AREA =	WIDTH	x	LENGTH	=	AREA
<b>NEW ADDITION</b>					
AREA A	6'-10"		18'-10 1/2"		129.0 S.F.
AREA B	10'-2"		21'-10 1/2"		223.4 S.F.
	+2'-2"		0'-6"		146.0 S.F.
AREA C	16'-0"		9'-1 1/2"		146.0 S.F.
TOTAL ADDITION = 498 S.F.					
<b>KITCHEN REMODEL</b>					
AREA D	14'-1"		18'-10 1/2"		265.8 S.F.
TOTAL FLOOR AREA = 266 S.F.					
<b>BATHROOM REMODEL</b>					
AREA E	7'-7 1/2"		9'-5 1/2"		72.0 S.F.
AREA H	2'-1"		5'-6"		11.4 S.F.
TOTAL FLOOR AREA = 84 S.F.					
<b>OTHER REMODEL</b>					
AREA F	5'-10"		16'-4 1/2"		195.5 S.F.
AREA G	3'-9"		5'-6"		20.6 S.F.
AREA I	15'-5 1/2"		12'-5 1/2"		192.6 S.F.
AREA J	13'-5"		11'-6 1/2"		154.9 S.F.
TOTAL FLOOR AREA = 564 S.F.					
<b>NEW ROOF STRUCTURE OVER EXISTING AREA</b>					
AREA D+G+H+F					493.3 S.F.
TOTAL FLOOR AREA = 493 S.F.					

### NONCONFORMING STRUCTURE - NEW WORK VALUE CALCULATION

Address: 188 Elliott Drive, Menlo Park

Case No.:

89% of Existing Value \$148,330.00

78% of Existing Value \$223,895.00

Value of Proposed Project \$228,150.00 78%

Existing Development			
Non-Conforming Structure Type	Square Footage	Construction Cost	Existing Value
Existing 1st floor	1333	X \$200/Sq.Ft.	\$266,600.00
Existing 2nd floor	0	X \$200/Sq.Ft.	\$0.00
Existing Basement	0	X \$200/Sq.Ft.	\$0.00
Existing Garage	458	X \$70/Sq.Ft.	\$32,060.00
<b>Total</b>	<b>1791</b>		<b>\$298,660.00</b>

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

Proposed Development			
Proposed Development Type	Square Footage	Construction Cost	Development Value
<b>Category 1: New square footages (areas of new foundation and/or wall framing)</b>			
1st Floor Addition	498	X \$200/Sq.Ft.	\$99,600.00
2nd Floor Addition	0	X \$200/Sq.Ft.	\$0.00
Basement Floor Addition	0	X \$200/Sq.Ft.	\$0.00
Garage Addition	0	X \$70/Sq.Ft.	\$0.00
<b>Category 2: Removal of existing square footages, foundation and wall framing are both retained</b>			
Note: Square footage measurements are taken to full extent of any room with any interior modifications. When the use of a room is changing, the proposed use should be used for this calculation.			
Remodel of Kitchen	266	X \$130/Sq.Ft.	\$34,580.00
Remodel of Bathrooms	84	X \$190/Sq.Ft.	\$10,920.00
Remodel of Other Living Areas	564	X \$100/Sq.Ft.	\$56,400.00
Remodel of Garage	0	X \$35/Sq.Ft.	\$0.00
<b>Category 3: Exterior modifications to existing structure</b>			
Window and exterior door replacements are included in areas remodelled and accounted for in Category 2. New roofs and new siding on existing portions of the structure are not included in Category 2 or Category 1 and should be accounted for using the calculation below.			
New Roof Structure Over Existing Sq. Ft.	493	X \$50/Sq.Ft.	\$24,650.00
Replacement of Existing Windows/Exterior Doors	0	X \$35/Sq.Ft.	\$0.00
Replacement of Existing Siding	0	X \$35/Sq.Ft.	\$0.00
<b>Total</b>	<b>1985</b>		<b>\$226,150.00</b>



CLIENT:

PROJECT TITLE:

REVISIONS

DATE: 1/7/2017

DATE: 1/7/2017

DATE: 1/7/2017

DATE: 1/7/2017

DATE: 1/7/2017

DATE: 1/7/2017

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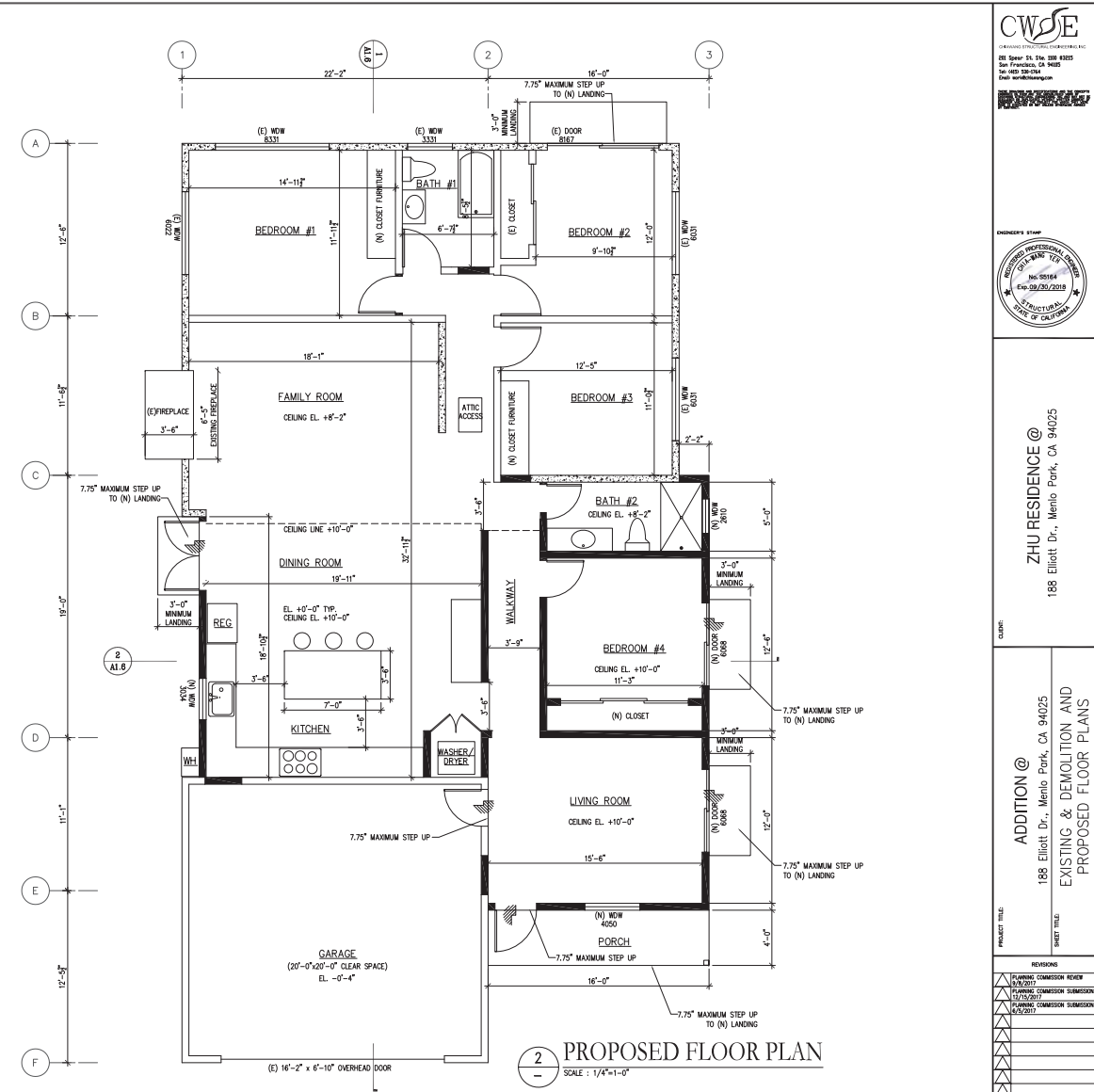
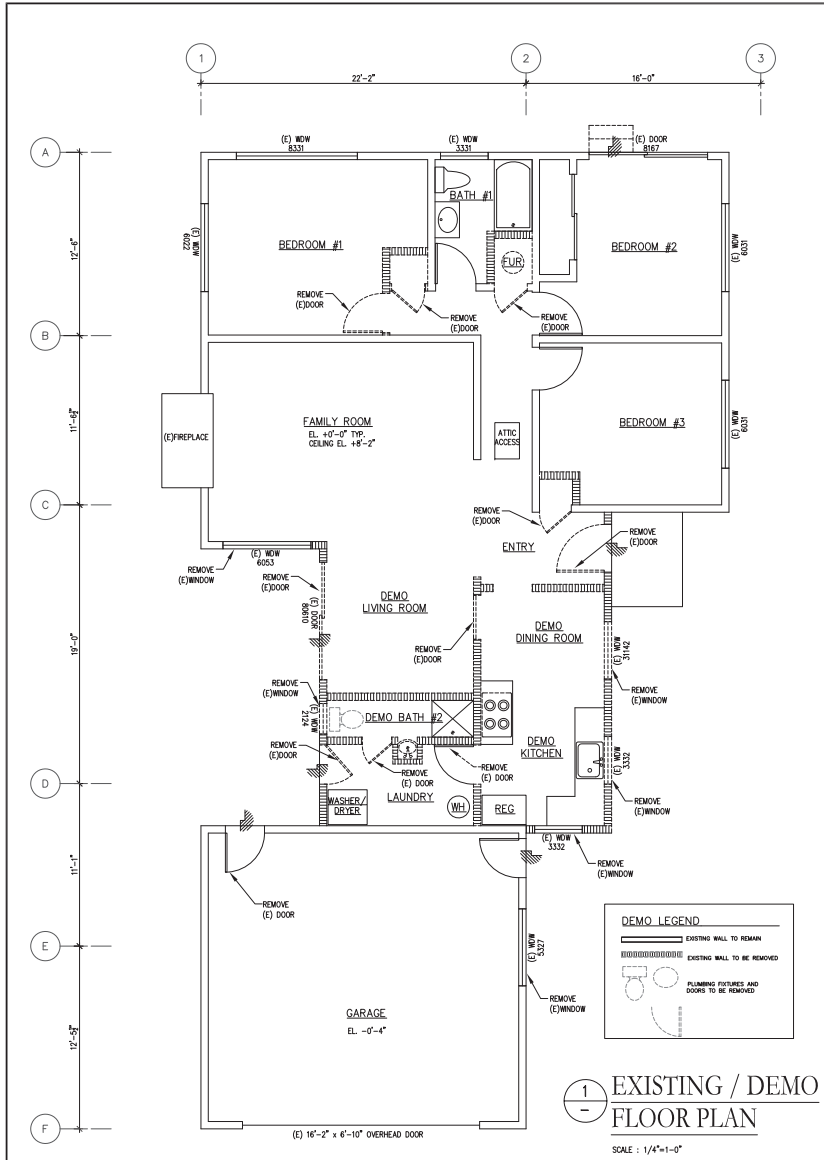
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DATE: 1/7/2017

REVISIONS	
▲	PLANNING COMMISSION REVIEW 10/20/21
▲	PLANNING COMMISSION SUBMISSION 12/15/21
▲	PLANNING COMMISSION SUBMISSION 02/22/22
▲	PLANNING COMMISSION SUBMISSION 02/22/22

JOB NUMBER	R17053
DRAWN BY:	CMV
CHECKED BY:	AS SHOWN
SCALE (SUA)	AS SHOWN
DATE	7/7/2017
SHEET NUMBER	A1.1
	9 SHEETS



- GENERAL PLAN NOTES**
- GENERAL NOTES
  - REMOVE EXISTING EXTERIOR WINDOWS AS REQUIRED. PREPARE EXTERIOR PARTITION TO RECEIVE REPLACEMENTS AS REQUIRED.
  - PROVIDE WATERPROOFING MEMBRANE AND ROOF INSULATION FOR IRC. ROOFING MATERIALS SHALL BE CLASS A OR B.
  - PROVIDE (3) 2" RIVET HOLES AT JOINTS BETWEEN ROOF RAFTERS.
  - ROOF DRAIN AND OVERFLOW DRAIN AT ROOF SHALL BE CONNECTED TO (E) DRAINAGE SYSTEM. PROVIDE METAL GUTTER & LEADER.
  - ALL DIMENSIONS ARE TO FACE OF FINISHED WALL, U.O.N. EXISTING CONDITIONS SHOWN ARE APPROXIMATE. VERIFY SITE CONDITIONS PRIOR TO THE START OF WORK. NOTIFY THE ENGINEER OF RECORD OF DISCREPANCIES AFFECTING THE PROJECT.
  - DO NOT MAKE CHANGES TO THESE DRAWINGS WITHOUT THE APPROVAL OF THE ENGINEER OF RECORD.
  - ALL NEW APPLIANCES TO BE COVERED BY THE OWNER.
  - ALL DOORS AND WINDOWS TO HAVE WOOD CLAD FRAME AND CLEAR TEMPERED GLASS TYPICAL UNLESS OTHERWISE NOTICED. ALL DOORS AND WINDOWS SHALL BE CONFIRMED BY THE OWNER.
  - PROVIDE INSULATION AT NEW ROOF, CEILING, WALL AND FLOOR AS REQUIRED BY CODE. SEE BUILDING ELEVATIONS. RELOCATE EXISTING GAS METER AND ELECTRICAL PANEL AS REQUIRED.

**LEGEND**

	REMOVE EXISTING WALL		DUPLEX OUTLET
	ROOF BEAM OR WINDOWS		GROUND FAULT INTERRUPTER CIRCUIT
	EXISTING CONCRETE WALL		OVER COUNTER
	EXISTING WALL		SWITCH
	NEW FULL HEIGHT WALL		PROJECTION LIGHT
	NEW WALL		LIGHT FIXTURE
	EXISTING WALL		RECESSED LIGHT
	NEW WINDOW		SMOKE DETECTOR
	EXISTING WINDOW		CARBON MONOXIDE DETECTOR
	DUPLEX OUTLET		TV CABLE OUTLET
	GROUND FAULT INTERRUPTER CIRCUIT		EXHAUST FAN
	OVER COUNTER		TELEPHONE OUTLET
	SWITCH		
	PROJECTION LIGHT		
	LIGHT FIXTURE		
	RECESSED LIGHT		
	SMOKE DETECTOR		
	CARBON MONOXIDE DETECTOR		
	TV CABLE OUTLET		
	EXHAUST FAN		
	TELEPHONE OUTLET		

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

REVISIONS	
1	PLANNING COMMISSION REVIEW 10/20/17
2	PLANNING COMMISSION SUBMISSION 11/15/17
3	PLANNING COMMISSION SUBMISSION 12/15/17
4	PLANNING COMMISSION SUBMISSION 02/22/18
5	PLANNING COMMISSION SUBMISSION 02/22/18
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JOB NUMBER  
 R17053

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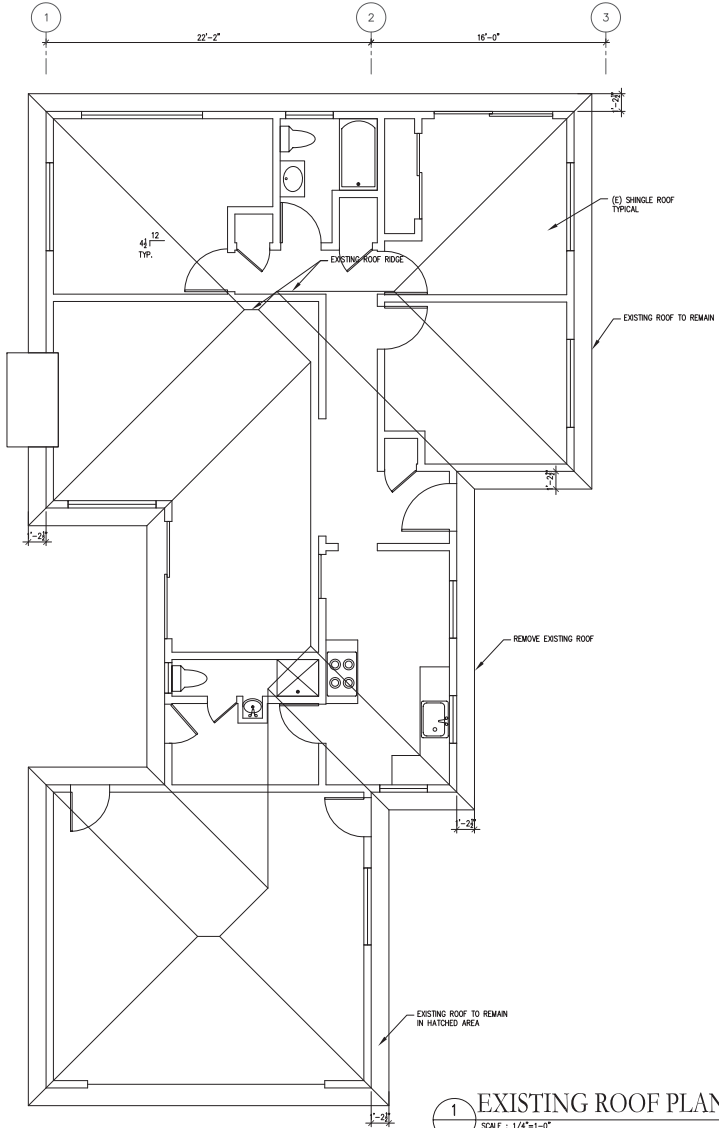
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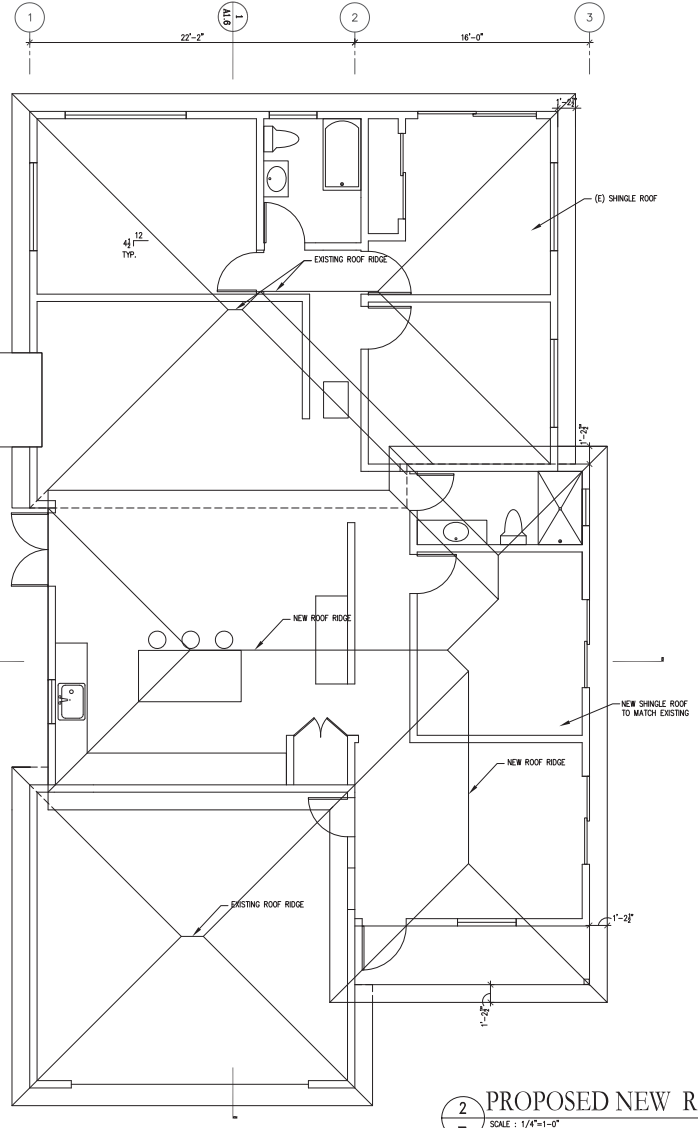
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 7/7/2017

SHEET NUMBER  
 A1.2

9 SHEETS



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



**2 PROPOSED NEW ROOF PLAN**  
 SCALE: 1/4"=1'-0"

**1 ARCHITECTURAL NOTES**

- GENERAL NOTES
- PROVIDE WATERPROOFING MEMBRANE AND ROOF INSULATION PER IBC. ROOFING MATERIALS SHALL BE CLASS A OR B.
- ALL DIMENSIONS ARE TO FACE OF FINISHED WALL, U.O.A.
- DO NOT MAKE CHANGES TO THESE DRAWINGS WITHOUT THE APPROVAL OF THE ENGINEER OF RECORD.
- ALL NEW APPLIANCES TO BE CONFIRMED BY CLIENT.
- ALL DOORS AND WINDOWS TO HAVE WOOD CLAD FRAME AND CLEAR TEMPERED GLASS TYPICAL UNLESS OTHERWISE NOTICED. ALL DOORS AND WINDOWS SHALL BE CONFIRMED BY THE OWNER.
- PROVIDE INSULATION AT NEW ROOF, CEILING, WALL AND FLOOR AS REQUIRED BY CODE.
- USE 5/8" GYPSUM BOARD ON WALLS & CEILING AS REQUIRED. SEE TITLE 24 REPORT FOR INSULATION REQUIREMENTS.
- INSTALL CEMENT-FIBER BOARD BACKING TO A HEIGHT OF 72" ABOVE DRAIN INLET BEHIND ALL CERAMIC TILE FINISH IN THE SHOWER. ADD. MIN. MEMBRANE.

- EMERGENCY ESCAPE WINDOW W/NET CLEAR OPENING OF 5.7 SQ. FT. & MIN. DIMENSIONS OF 20" HEIGHT AND 20" WIDTH IS REQUIRED IN NEW BEDROOM. THE BOTTOM OF CLEAR OPENING OF WINDOW SHALL NOT BE GREATER THAN 44" MEASURED FROM THE FINISH FLOOR.
- TEMPERED GLASS TUB & SHOWER DOORS & ENCLOSURES.
- SHOWER COMPARTMENTS SHALL HAVE A MINIMUM INTERIOR FLOOR AREA OF 100K SQUARE INCHES AND BE CIRCULAR OR ENCOMPASSING 30-INCH CIRCLE.
- STEPDOWN AT NEW LANDING DOOR TO BE SMALLER THAN 2".
- STEPDOWN AT SLING DOOR TO BE SMALLER THAN 2".
- TRANKLESS WATER HEATER TO BE RINNY BURISH WITH RECIRCULATING BUILT-IN PUMP. THE ENERGY FACTOR TO BE 0.95 WITH 199K BTU/Hr.
- FLOORING SYSTEM TO BE RESILIENT FLOORING SYSTEM FOR 100K.
- REFER TO SHEET 08-1 FOR CHILDREN REQUIREMENTS.

- ALL HABITABLE ROOMS SHALL HAVE AN AGGREGATE GLAZING AREA OF NOT LESS THAN 8 PERCENT OF THE FLOOR AREA OF SUCH ROOM. THE MINIMUM OPENABLE AREA TO THE OUTDOORS SHALL BE 4 PERCENT OF THE FLOOR AREA BEING VENTILATED. (R303.1)
- LANDING OR FLOORS AT REQUIRED EGRESS DOORS SHALL BE AS WIDE AS THE DOOR SERVED AND 36" IN MINIMUM IN THE DIRECTION OF TRAVEL. (R311.3.2) LANDINGS OR FLOORS SHALL NOT BE LESS THAN 1 1/2' LOWER THAN THE TOP OF THE THRESHOLD. (R311.3.1) WHERE THE DOOR DOES NOT SWING OVER THE LANDING OR FLOOR, 3/4" BELOW THE TOP OF THRESHOLD IS PERMITTED. (R311.3.1) EXCEPTION)
- DOORS OTHER THAN THE REQUIRED EGRESS DOOR SHALL BE PROVIDED WITH SIGHTGLASS TO BE DECK MOUNTED TYPE BY VELUX OR EQUAL.
- MODEL NUMBER TO BE FS-W.

- DUCTS PENETRATING THE WALLS OR CEILING SEPARATING THE DWELLING FROM THE GARAGE SHALL BE CONSTRUCTED OF A MIN. NO. 26 GAGE STEEL SHEET.

**LEGEND**

	REMOVE EXISTING WALL, ROOF BEAM OR WINDOWS		DUPLEX OUTLET		RECESSED LIGHT
	EXISTING CONCRETE WALL		GROUND FAULT INTERRUPTER CIRCUIT		SMOKE DETECTOR
	EXISTING WALL		OVER COUNTER		CARBON MONOXIDE DETECTOR
	NEW FULL HEIGHT WALL		SWITCH		TV CABLE OUTLET
(N)	NEW		PROJECTION LIGHT		EXHAUST FAN
(E)	EXISTING		LIGHT FIXTURE		TELEPHONE OUTLET

HEIGHT IN INCH  
 4044G  
 HEIGHT IN FEET





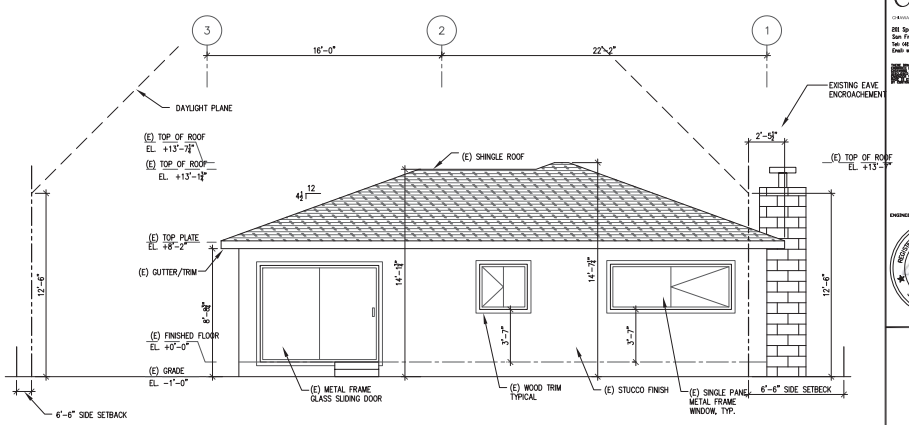
ZHU RESIDENCE @  
 188 Elliott Dr., Menlo Park, CA 94025

ADDITION @  
 188 Elliott Dr., Menlo Park, CA 94025  
 EAST & WEST ELEVATIONS

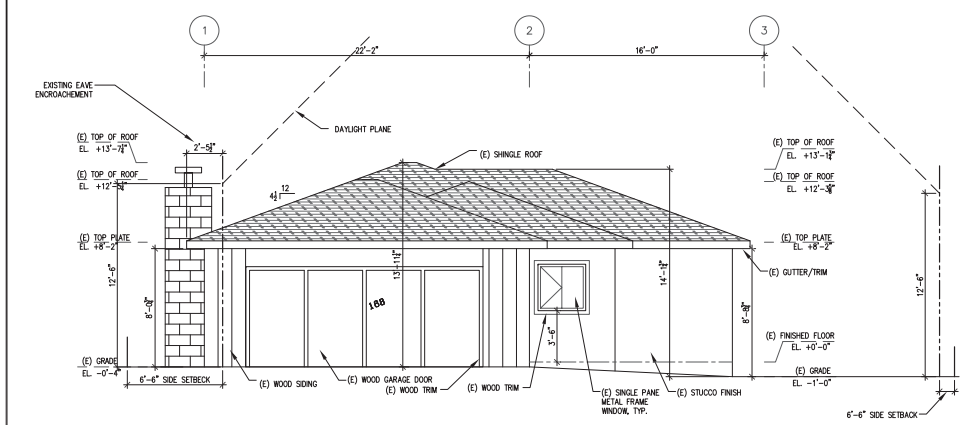
PROJECT FILE:  
 SHEET FILE:

REVISIONS	
▲	PLANNING COMMISSION REVIEW 10/20/17
▲	PLANNING COMMISSION SUBMISSION 11/20/17
▲	PLANNING COMMISSION SUBMISSION 12/15/17
▲	PLANNING COMMISSION SUBMISSION 01/22/18

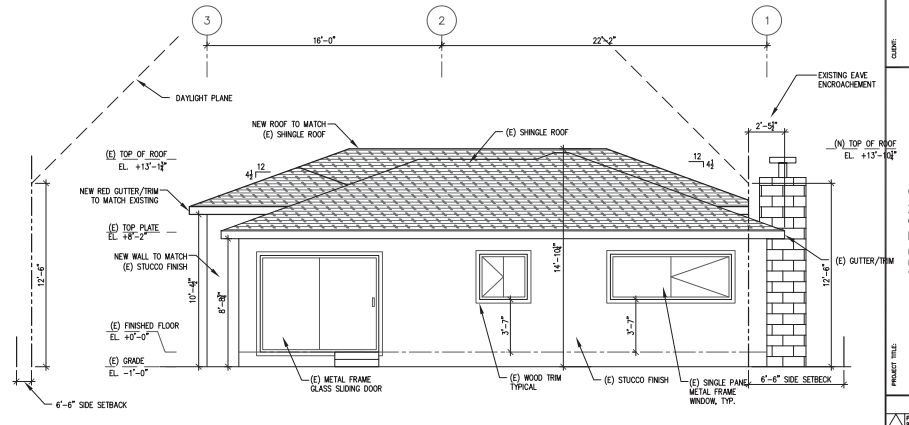
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DRAWN BY:	LCY
CHECKED BY:	CMW
SCALE (SUA):	AS SHOWN
DATE:	7/7/2017
SHEET NUMBER	A1.3
	9 SHEETS



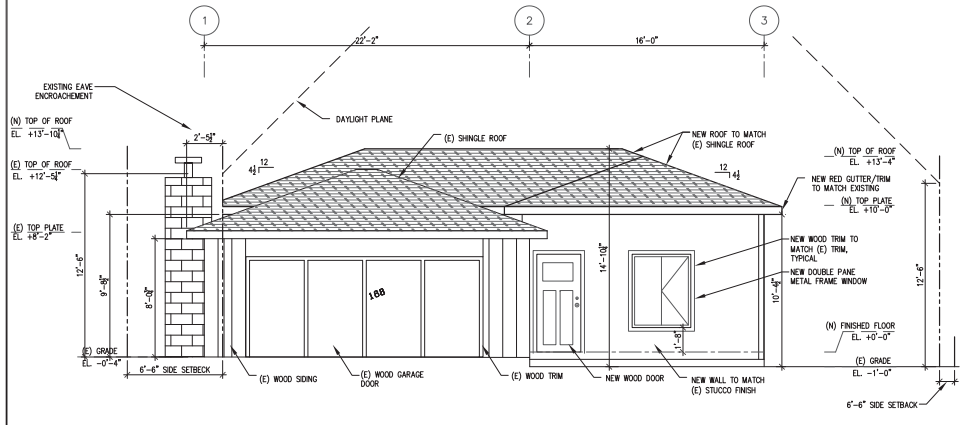
3 EXISTING WEST ELEVATION (BACK)  
 SCALE: 1/4"=1'-0"



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

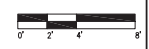


4 NEW WEST ELEVATION (BACK)  
 SCALE: 1/4"=1'-0"



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

- 1 GENERAL PLAN NOTES
- WINDOW HEIGHT SHALL BE AT 6'-8", TYPICAL, UNLESS OTHERWISE NOTICE.
  - APPROVED NUMBERS OR ADDRESSES SHALL BE PROVIDED FOR ALL BUILDINGS IN SUCH A POSTING AS TO BE PLAINLY VISIBLE AND LEGIBLE FROM THE STREET OR ROAD FRONTING THE PROPERTY.
  - BUILDING COMPONENTS:
  - ROOF:  
 LIGHT-WEIGHT METAL ROOF, CLASS "30" MIN. Q / NON-PERFORATED BUILDINGS PAPER (2 LAYERS OF 15 LB. FELT) O / 15/32" PLYWOOD O / RAFTERS PER FRAMING PLAN W / R-30 RIGID INSULATION INFILL.
  - EXTERIOR WALL:  
 HARDBOARD PANEL FINISH WITH VERTICAL WOOD STRIPS PER FOOT O / 1 LAYER OF NO. 15 ASPHALT FELT O / PLYWOOD PER FRAMING PLAN O / STUDS PER FRAMING PLAN WITH R-15 INSULATION INFILL.

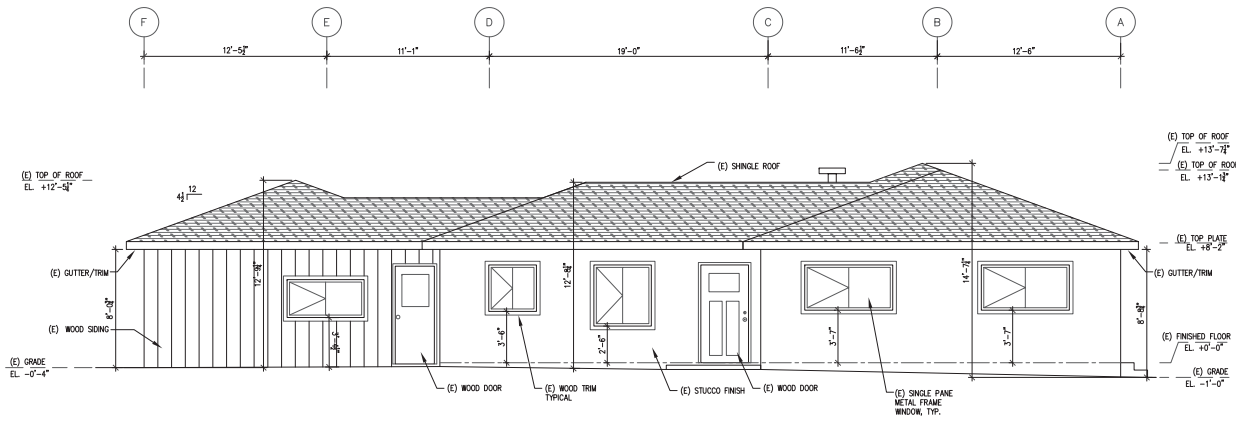


**A1.3**  
 9 SHEETS

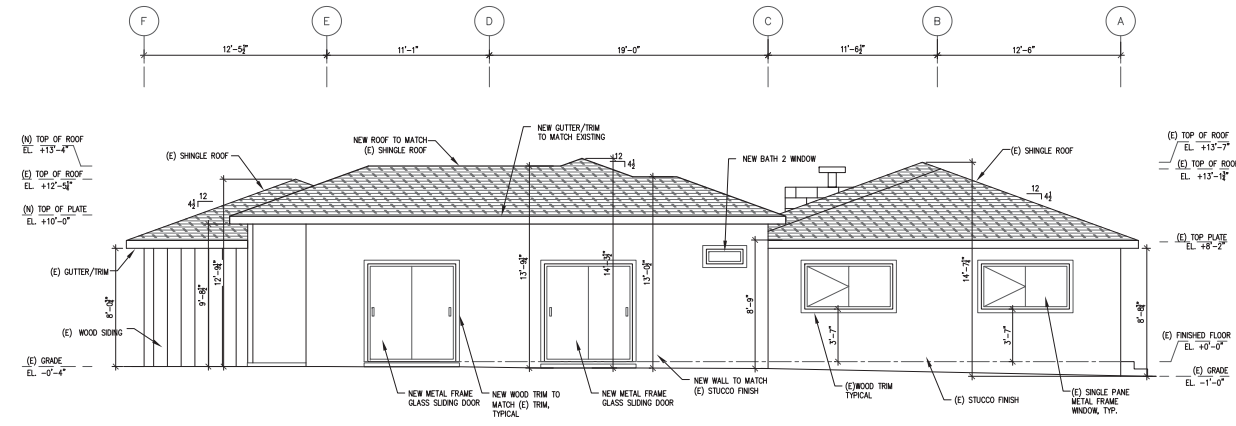


REVISIONS	
▲	PLANNING COMMISSION REVIEW 10/20/2017
▲	PLANNING COMMISSION SUBMISSION 11/15/2017
▲	PLANNING COMMISSION SUBMISSION 01/20/2018
▲	PLANNING COMMISSION SUBMISSION 03/22/2018

JOB NUMBER R17053	
DRAWN BY: LCY	CHECKED BY: CWT
SCALE (SUN): AS SHOWN	
DATE: 7/7/2017	
SHEET NUMBER	



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



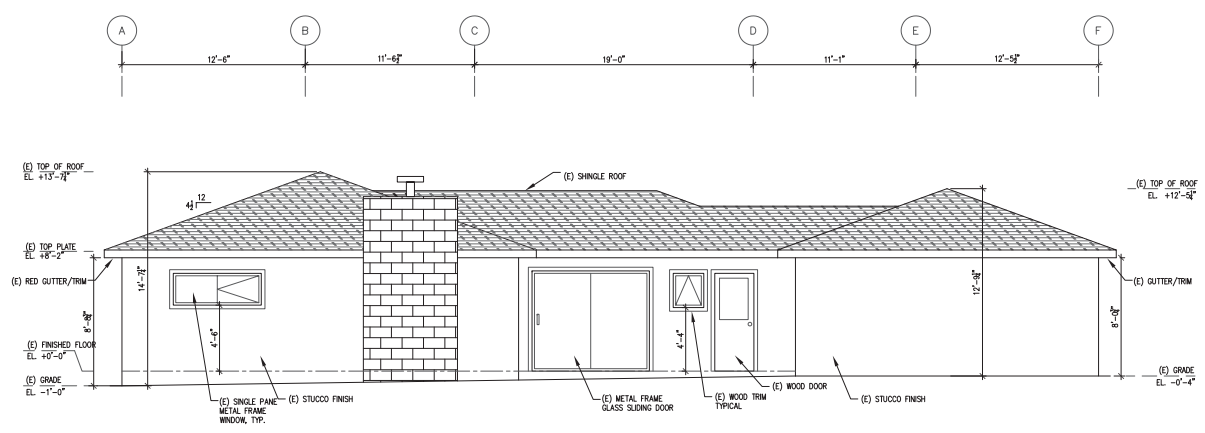
2 NEW NORTH ELEVATION (RIGHT)  
 SCALE : 1/4"=1'-0"

1 GENERAL PLAN NOTES

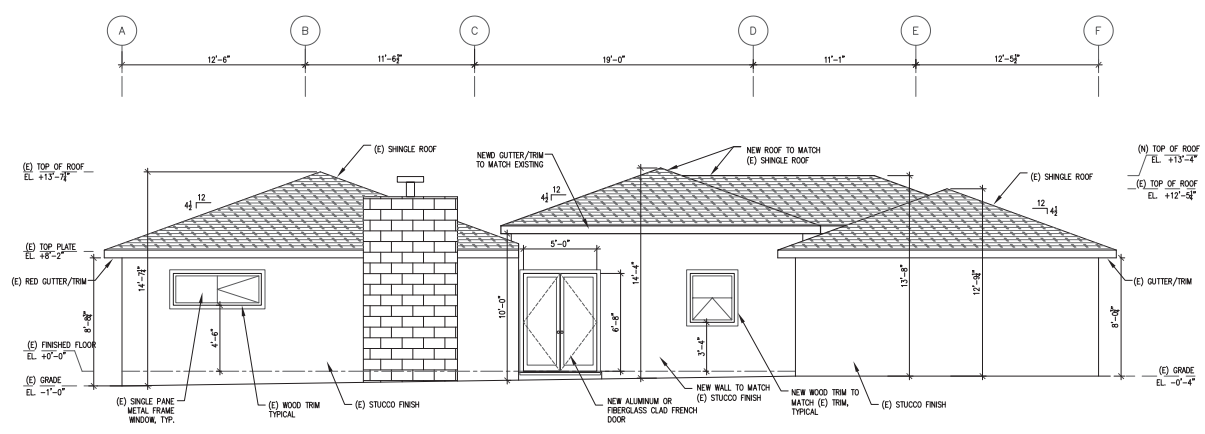
- WINDOW HEIGHT SHALL BE AT 6'-8", TYPICAL, UNLESS OTHERWISE NOTICE.
- APPROVED NUMBERS OR ADDRESSES SHALL BE PROVIDED FOR ALL BUILDINGS IN SUCH A POSTING AS TO BE PLAINLY VISIBLE AND LEGIBLE FROM THE STREET OR ROAD FRONTING THE PROPERTY.
- BUILDING COMPONENTS:
- ROOF:  
 LIGHT-WEIGHT METAL ROOF, CLASS "24" MIN. 0/ NON-PERFORATED BUILDINGS PAPER (2 LAYERS OF 15 LB. FELT) 0/ 15/32" PLYWOOD 0/ RAFTERS PER FRAMING PLAN W/ R-30 RIGID INSULATION INFILL.
- EXTERIOR WALL:  
 HARDY EXOSKER PANEL FINISH WITH VERTICAL WOOD STRIPS PER FOOT 0/ 1 LAYER OF NO. 15 ASPHALT FELT 0/ PLYWOOD PER FRAMING PLAN 0/ STUDS PER FRAMING PLAN WITH R-15 INSULATION INFILL.

REVISIONS	
▲	PLANNING COMMISSION REVIEW 10/20/17
▲	PLANNING COMMISSION SUBMISSION 11/20/17
▲	PLANNING COMMISSION SUBMISSION 01/20/18
▲	PLANNING COMMISSION SUBMISSION 03/20/18

JOB NUMBER R17053	
DRAWN BY: LCY	CHECKED BY: CWT
SCALE (S.I.): AS SHOWN	
DATE: 7/7/2017	
SHEET NUMBER	



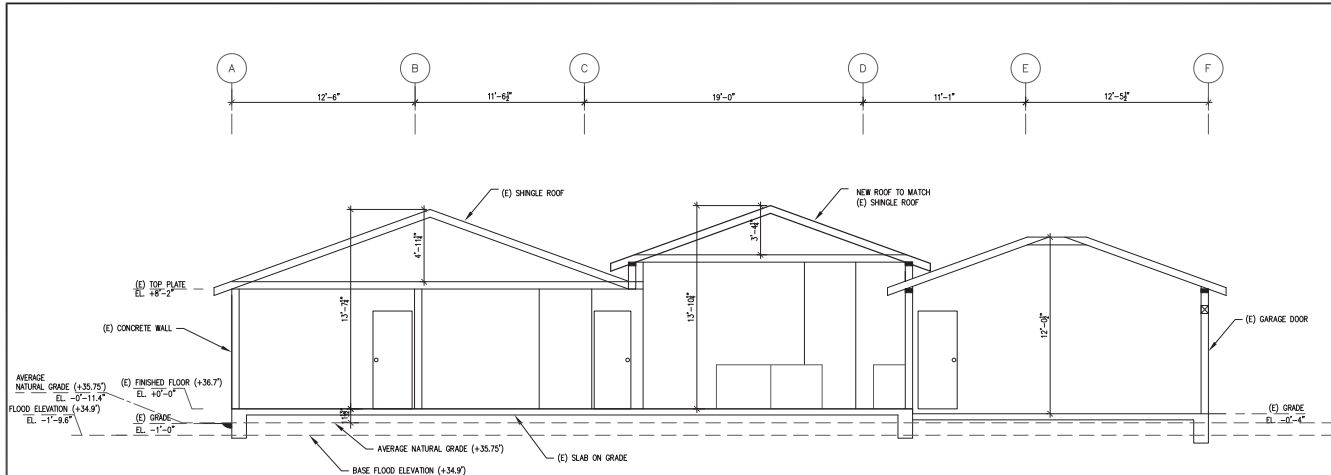
**1 EXISTING SOUTH ELEVATION (LEFT)**  
 SCALE : 1/4"=1'-0"



**2 NEW SOUTH ELEVATION (LEFT)**  
 SCALE : 1/4"=1'-0"

**GENERAL PLAN NOTES**

- WINDOW HEIGHT SHALL BE AT 6'-8", TYPICAL, UNLESS OTHERWISE NOTICE.
- APPROVED NUMBERS OR ADDRESSES SHALL BE PROVIDED FOR ALL BUILDINGS IN SUCH A POSTING AS TO BE PLAINLY VISIBLE AND LEGIBLE FROM THE STREET OR ROAD FRONTING THE PROPERTY.
- BUILDING COMPONENTS:
- ROOF:  
 LIGHT-WEIGHT METAL ROOF, CLASS "C" MIN. Q/ NON-PERFORATED BUILDINGS PAPER (2 LAYERS OF 15 LB. FELT) O/ 15/32" PLYWOOD O/ RAFTERS PER FRAMING PLAN W/ R-30 RIGID INSULATION INFILL.
- EXTERIOR WALL:  
 HARDE BRICKER PANEL FINISH WITH VERTICAL WOOD STRIPS PER FOOT O/ 1 LAYER OF NO. 15 ASPHALT FELT O/ PLYWOOD PER FRAMING PLAN O/ STUDS PER FRAMING PLAN WITH R-15 INSULATION INFELL.

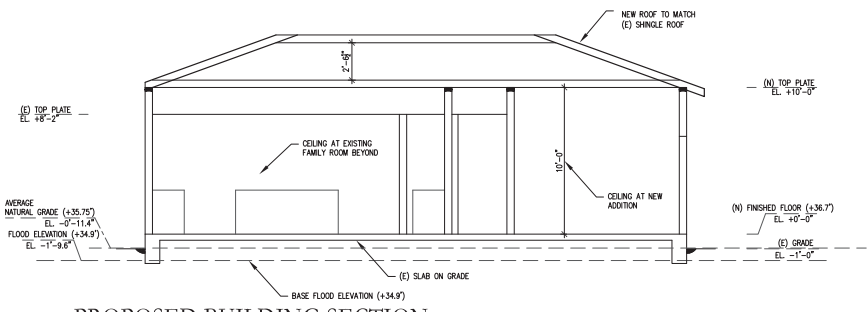
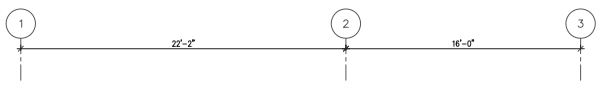


**1 PROPOSED BUILDING SECTION**  
SCALE : 1/4"=1'-0"

**AVERAGE NATURAL GARDE CALCULATION**  
 TOPO ELEVATIONS FROM SURVEY PLANS (SHEET 2 OF 2)  
 HIGHEST POINT OF NATURAL GRADE COVERED BY THE STRUCTURE +36.5'  
 LOWEST POINT OF NATURAL GRADE COVERED BY THE STRUCTURE +35.0'  
 AVERAGE NATURAL GRADE =  $(36.5+35)/2 = +35.75'$   
 HOUSE FINISHED FLOOR ELEVATION IS +36.7'



**ZHU RESIDENCE @**  
188 Elliott Dr., Menlo Park, CA 94025



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

**ADDITION @**  
188 Elliott Dr., Menlo Park, CA 94025  
**PROPOSED BUILDING SECTIONS**

**REVISIONS**

▲	PLANNING COMMISSION REVIEW	10/20/2017
▲	PLANNING COMMISSION SUBMISSION	12/15/2017
▲	PLANNING COMMISSION SUBMISSION	02/22/2018
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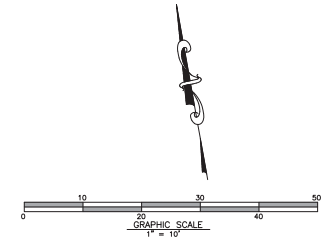
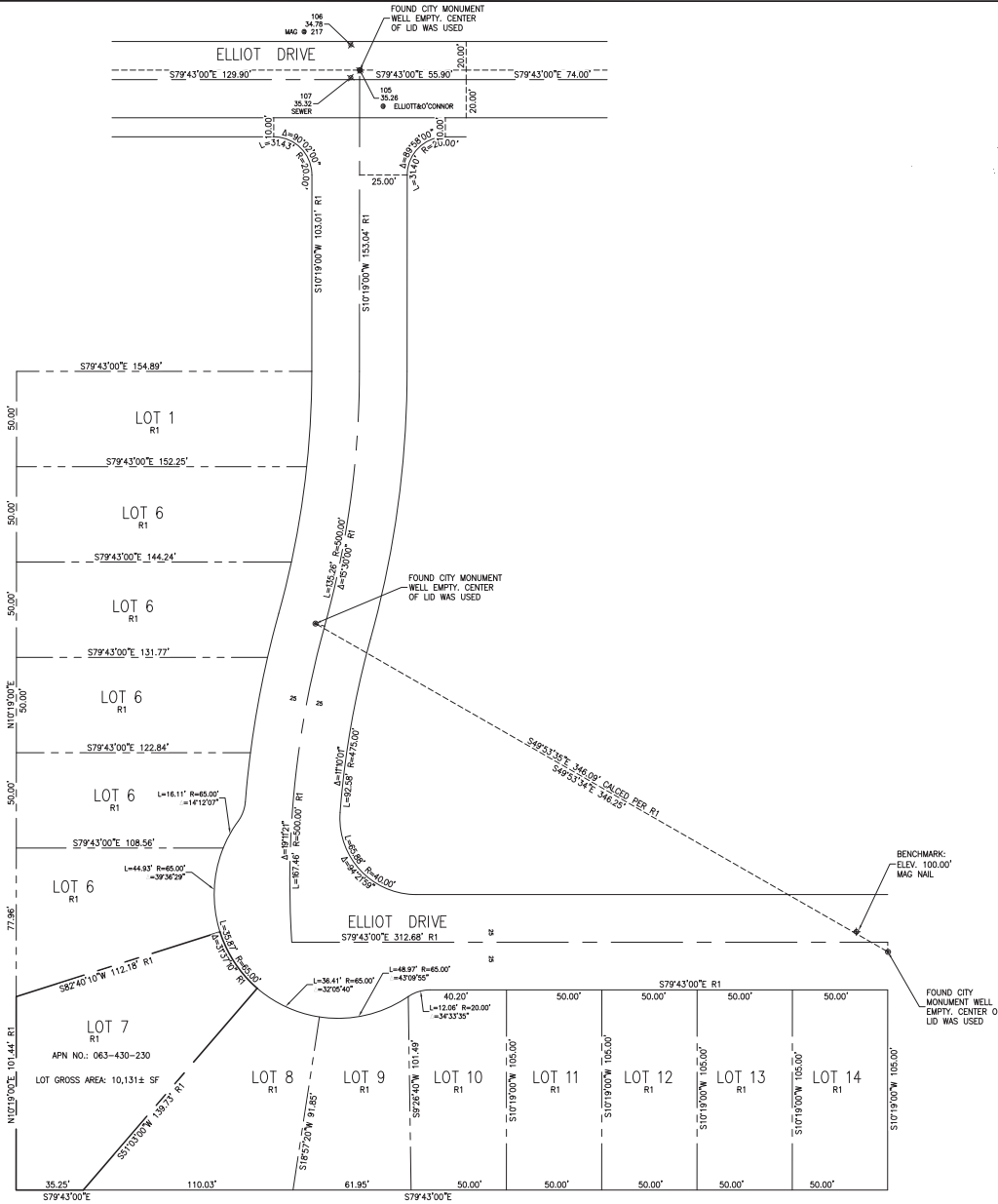
**JOB NUMBER**  
R17053

**DRAWN BY:** LCV    **CHECKED BY:** CWI  
**SCALE (S.I./I.S.):** AS SHOWN  
**DATE:** 7/7/2017  
**SHEET NUMBER:**



**A1.6**  
9 SHEETS

- LEGEND**
- 200--- EXISTING CONTOUR LINE
  - 200--- NATURAL GRADE CONTOUR LINE
  - ⊙ FOUND CITY MONUMENT BOX, OR AS NOTED
  - BOUNDARY OF PROPERTY SURVEYED
  - ( ) RECORD INFORMATION
  - CENTERLINE
  - △ CURB INLET
  - CURB LINE
  - DRIVEWAY APRON
  - ELECTRODER
  - FENCE
  - △ FIRE HYDRANT
  - FLAT GRATE INLET
  - O.H. PWR. OVERHEAD POWER LINE
  - O.H. TEL. OVERHEAD TELEPHONE LINE
  - SANITARY SEWER LINE
  - SANITARY SEWER MANHOLE
  - ⊙ SANITARY SEWER CLEANOUT
  - SIGN
  - STORM DRAIN LINE
  - STORM DRAIN MANHOLE
  - UTILITY BOX
  - UTILITY POLE
  - WATER LINE
  - ⊙ WATER METER
  - ⊙ WATER VALVE
  - ⊙ ELECTRIC METER
  - ⊙ WATER HEATER
  - ⊙ GAS



**BASIS OF BEARINGS**  
 THE BEARINGS SOUTH 89°55'50" EAST OF THE ELLIOT DRIVE AS CALCULATED ON THAT MAP OF TRACT NO. 691 FILED FOR RECORD IN BOOK 39 OF MAPS PAGES 53 THROUGH 54, SANTA CLARA COUNTY RECORDS, AND AS FOUND MONUMENTED, WAS TAKEN AS THE BASIS OF BEARING FOR THIS SURVEY.

**REFERENCES:**  
 R1 TRACT NO. 691 39-M-41

**BENCH MARK**  
 DESCRIPTION: CITY BENCHMARK #4, BRASS DISK SET IN TOP OF CURB AT REAR OF CATCH BASIN, STAMPED "CITY BENCHMARK 4" AT THE INTERSECTION OF GILBERT AVENUE AND LAUREL AVENUE. AT THE SOUTHERLY END OF THE SOUTHEASTERLY CURB RETURN.  
 ELEV.: 34.76 FEET (NAVD 88 DATUM)

- ABBREVIATIONS**
- APN ASSESSOR'S PARCEL NUMBER
  - BM BENCH MARK
  - CATV CABLE TELEVISION OVERHEAD
  - D CURVE DELTA
  - DRWY DRIVEWAY
  - DS DOWNSPOUT
  - FL FLOW LINE ELEVATION
  - IP IRON PIPE
  - L CURVE LENGTH
  - R RADIUS
  - R# REFERENCE DOCUMENT
  - M-M MONUMENT TO MONUMENT
  - O.H. PWR. OVERHEAD POWER LINE
  - O.H. TEL. OVERHEAD TELEPHONE LINE
  - PCL PARCEL
  - P.M. PARCEL MAP
  - PTN PORTION
  - R RADIUS
  - SD STORM DRAIN
  - SS SANITARY SEWER
  - TC TOP OF CURB ELEVATION
  - TEMP. TEMPORARY
  - PUE PUBLIC UTILITY EASEMENT
  - WLE WATER LINE EASEMENT

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

*Porfirio Oscar Osuna*  
 DATE: 3/01/18  
 PORFIRIO OSCAR OSUNA, PRESIDENT  
 GREENLEAFTH INC.  
 P.L.S. NO.8921 EXPIRES 9/30/18



- NOTES:**
1. DISTANCES AND DIMENSIONS ARE SHOWN IN FEET AND DECIMALS THEREOF.
  2. THE DISTINCTIVE BORDER LINE DENOTES THE BOUNDARY.
  3. TREES SPECIES NAMES ARE APPROXIMATE, AND LABELED BY THEIR COMMON NAME TO THE BEST OF OUR KNOWLEDGE. IT IS NOT BASED ON AN ARBORIST REPORT.
  4. THIS MAPS REPRESENTS TOPOGRAPHY OF THE SURFACE FEATURES ONLY.
  5. UNLESS SPECIFIED ON THIS MAP, LOCATIONS OF THE UNDERGROUND AND OVERHEAD UTILITIES ARE NEITHER INTEREDED NOR IMPLIED. FOR THE LOCATIONS OF UNDERGROUND UTILITIES CALL "USA" (1-800-642-2440).
  6. BUILDING FOOTPRINTS ARE SHOWN AT GROUND LEVEL.
  7. FINISH FLOOR ELEVATION TAKEN AT DOOR THRESHOLD (EXTERIOR).
  8. A TITLE REPORT FOR THE SUBJECT PROPERTY HAS NOT BEEN EXAMINED BY GREENLEAFTH, INC.. OTHER EASEMENTS OF RECORD MAY EXIST THAT ARE NOT SHOWN ON THIS MAP.

DATE	3-01-18
SCALE	AS SHOWN
DRAWN BY	O. OSUNA
CHECKED BY	OSUNA
REVISED	
DATE	
SCALE	
DRAWN BY	
CHECKED BY	

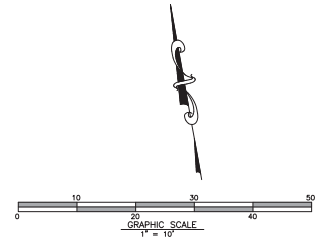
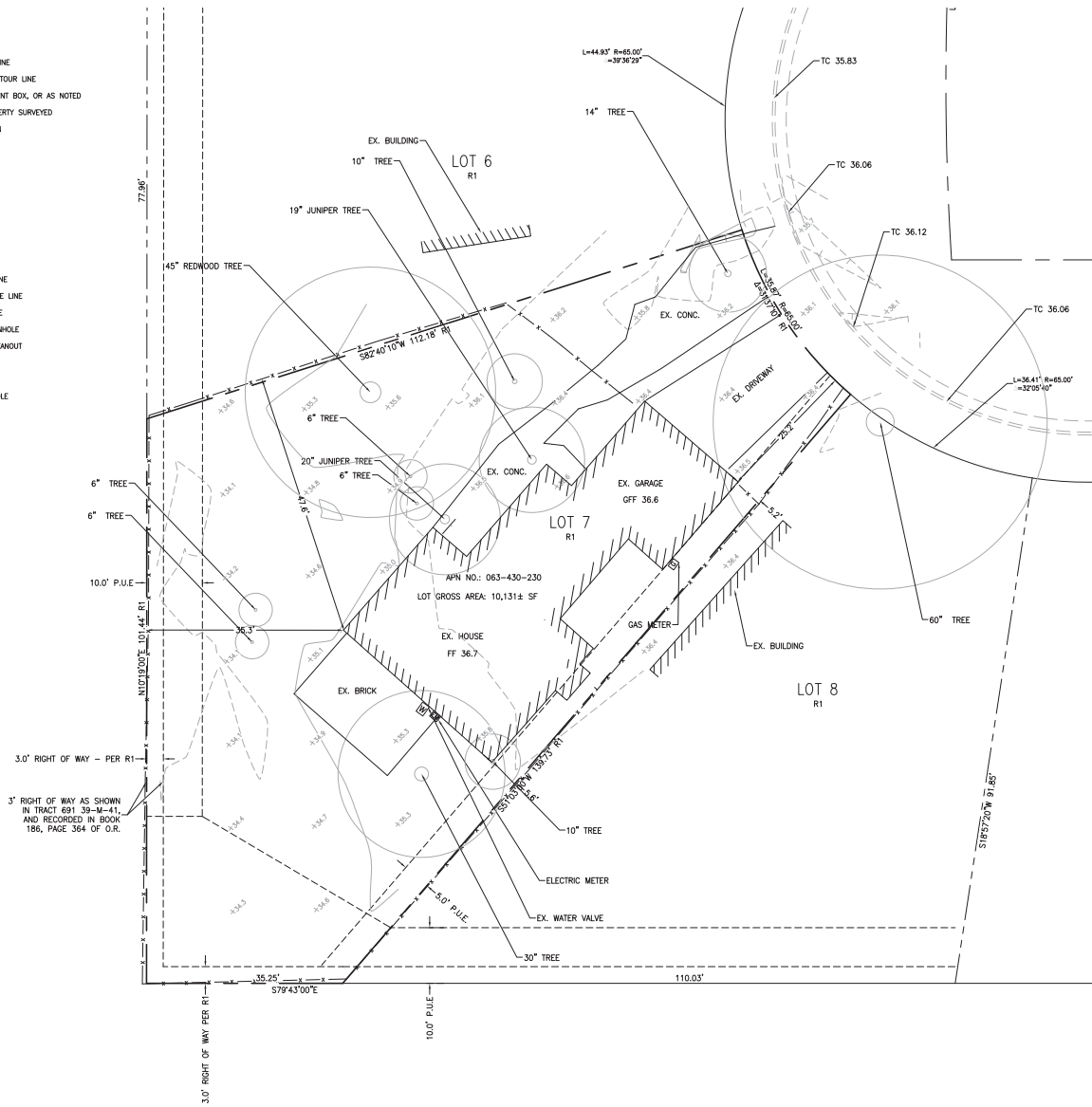
SUPERSEDED BY  
*Porfirio Oscar Osuna*  
 PROFESSIONAL LAND SURVEYOR NO. 8921  
 LICENSE 25828E

**BOUNDARY AND TOPOGRAPHIC MAP**  
**LANDS OF MCCLLELLAN**  
 188 ELLIOT DR  
 MENLO PARK, CALIFORNIA

JOB NO.	1447
SHEET	1
OF	2



LEGEND	
---	EXISTING CONTOUR LINE
---	NATURAL GRADE CONTOUR LINE
⊙	FOUND CITY MONUMENT BOX, OR AS NOTED
---	BOUNDARY OF PROPERTY SURVEYED
( )	RECORD INFORMATION
---	CENTERLINE
△	CURB INLET
---	CURB LINE
---	DRIVEWAY APRON
○	ELECTROLIER
---	FENCE
△	FIRE HYDRANT
■	FLAT GRATE INLET
---	OVERHEAD POWER LINE
---	OVERHEAD TELEPHONE LINE
---	SANITARY SEWER LINE
○	SANITARY SEWER MANHOLE
○	SANITARY SEWER CLEANOUT
---	SIGN
---	STORM DRAIN LINE
⊙	STORM DRAIN MANHOLE
□	UTILITY BOX
□	UTILITY POLE
---	WATER LINE
⊙	WATER METER
⊙	WATER VALVE
⊙	ELECTRIC METER
⊙	WATER HEATER
⊙	GAS



**BASIS OF BEARINGS**  
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ELEV.: 34.76 FEET (NAVD 88 DATUM)

**ABBREVIATIONS**

APN	ASSESSOR'S PARCEL NUMBER
BM	BENCH MARK
CATV	CABLE TELEVISION OVERHEAD
D	CURVE DELTA
DRWY	DRIVEWAY
DS	DOWNSPOUT
FL	FLOW LINE ELEVATION
IP	IRON PIPE
L	CURVE LENGTH
R	RADIUS
R#	REFERENCE DOCUMENT
M-M	MONUMENT TO MONUMENT
O.H. PWR	OVERHEAD POWER LINE
O.H. TEL	OVERHEAD TELEPHONE LINE
P.M.	PARCEL MAP
PTN	PORTION
R	RADIUS
SD	STORM DRAIN
SS	SANITARY SEWER
TC	TOP OF CURB ELEVATION
TEMP.	TEMPORARY
PUE	PUBLIC UTILITY EASEMENT
WLE	WATER LINE EASEMENT

**SURVEYOR'S STATEMENT**

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

*Porfirio Oscar Osuna*  
DATE: 3/01/18  
PORFIRIO OSCAR OSUNA, PRESIDENT  
GREENLEAFARTH, INC.  
P.L.S. NO.8921 EXPIRES 9/30/18



**NOTES:**

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- FINISH FLOOR ELEVATION TAKEN AT DOOR THRESHOLD (EXTERIOR).
- A TITLE REPORT FOR THE SUBJECT PROPERTY HAS NOT BEEN EXAMINED BY GREENLEAFARTH, INC.. OTHER EASEMENTS OF RECORD MAY EXIST THAT ARE NOT SHOWN ON THIS MAP.

DATE	REVISIONS
3-01-18 <td>AS SHOWN</td>	AS SHOWN
	OSUNA
	G.C.

DATE	SCALE	DRAWN BY	CHECKED BY

BOUNDARY AND TOPOGRAPHIC MAP	
LANDS OF MCLELLAN	
188 ELLIOT DR	
MENLO PARK, CALIFORNIA	

JOB NO.	SHEET
1447	2
	2

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

April 9, 2018

RE: ZHU Residence  
188 Elliot Drive  
Menlo Park, CA 94025

ZONING: R1-U  
APN: 063-430-230  
Year Built: 1955

## **PROJECT SCOPE LETTER**

---

Purpose of the proposal is to allow a modest addition to an existing single story residence. Scope of work includes an addition of 499 square feet to an existing single story house. Included in the addition is relocated kitchen that opens onto the existing family room, ad expanded living room area with relocated front entry door, and addition of a 4<sup>th</sup> bedroom. One bath remains existing and a second bath is relocated.

New 64 square foot covered front porch is proposed to protect the new front entry door. New lighting and electrical is included in the remodeled areas.

The Architectural Style: California Ranch  
Roof Material: Composition Roof  
Exterior Paint Color: Terra Cotta or Light Pink  
Construction Methods: Concrete Slab on Grade Foundation and  
Conventional Wood Framing  
Exterior Siding: Stucco and Redwood Bat and Board Siding on front of garage

The basis for site layout is to maintain the rear 3 bedrooms and bath, and front 2-car garage, with the addition between these 2 areas. We feel that this offers a minimal impact to the existing character of the house.

The Existing Use and Proposed use will be as a single family residence.

## **VARIANCE LETTER**

---

The existing house consists of a 1,333 square foot living area with an attached 458 square foot garage for a total of 1,791 square feet. The existing house has a 2-car garage located in the front of the property with a side facing front entry door that is approximately 35' beyond the front (garage) wall of the house and 60' from the property line.

The current owner would like to update the house and relocate the front door to face the front so that it is more visible from the street and to offer a more friendly and welcoming appearance, as opposed to the existing side facing front door that is hidden from sight from the street.

The proposed plan adds 498 square feet of living area. The living room and front entry is expanded to allow a better approach to the house. The new front entry will include an exterior covered porch feature.

The proposed kitchen addition is located between the existing garage and family room. The new exterior wall of kitchen addition will be aligned with the required 6'-6" side setback which is not aligned with existing house exterior walls located inside the side setback. This is essentially filling in this existing 'courtyard' space between garage and family room.

The variance being sought with this application is to allow a front addition to be built behind and adjacent to the existing garage. Currently, almost one third of the existing house is within the front setback based on city ordinance 15.16.110 requirement which results in a 50' front setback. The proposed addition will be about 8' into this 50' front setback but it's well behind the typical R1U 20' setback and also adjacent properties.

We believe that this proposal will not have an impact on the surrounding neighboring properties because the addition is behind the garage and will not be seen from the street.

Findings:

*(1) A hardship peculiar to the property and not created by any act of the owner exists.*

**Finding:** The existing property is a pie shaped lot where the dimension of the front property line is 35.87'. The city ordinance 15.16.110 applies a different front setback calculation method which often results in a larger setback than a typical 50' wide property. In our case, the front setback is about 50' from the front property line. This extreme setback puts one third of the existing house inside the front setback where the common front setback in this R1U zoning district is 20'. These hardships are unique to the property and have not been created by an act of the owner. Not allowing the addition to be able to sit inside this front setback will push the possible addition to the North side of the property which makes the house very wide and close to a 45" diameter existing tree. In any case, this front setback makes the existing house a non-conforming structure even without any addition. What we are proposing (about 40' away from front property line) is not alter the front view of the street since all the nearby house, especially in this circular drive way, is similar at 20'.

*(2) 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;*

**Finding:** The proposed addition is tucked between the front existing garage and rear house and inside the side setbacks. Although partial of the addition is within the required front set but it is still greatly larger than the typical 20' front setback in the vicinity. The proposed building coverage is well below the maximum allowed coverage. The variance would thus be necessary for the preservation and enjoyment of substantial property rights possessed by other conforming properties. The requested variance would not represent a special privilege due to the larger front setback from the unique property line.

*(3) 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;*

**Finding:** The proposed addition naturally fits in to the existing architectural style and is largely behind the existing front garage. The proposed project addition would be below the maximum allowed building coverage and all other Zoning Ordinance standards would be met. There will be no detrimental impact to the public health, safety or welfare and will not impair an adequate supply of light and air to adjacent properties as the addition fits well with in the context of the existing structure and neighborhood character.

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

**Finding:** The common conditions in this zoning classification, R-1-U are rectangular shaped lots with a standard 20' front setback in this vicinity. The subject lot is oddly-shaped with short arc front property line. As such, the conditions on which the variance is based are not generally applicable to other properties in the same zoning classification.

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

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



## Arborist Report

*Daniel Soto, ISA Certified Arborist WE-8884A*

*ISA Tree Risk Assessment Qualified*

*California Contractor's License #1003812*

*650.722.0908 - daniel@dsotoinc.com*

Prepared For:

*Jianwei Zhu*

*188 Elliot Dr.*

*Menlo Park, CA 94025*



## ISA Certified Arborist WE-8884A

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ISA Certified Arborist WE-8884A

*Site Address:*

APN 063430230

188 Elliot Dr.

Menlo Park, CA 94025

## 1.1 Introduction

Mr. Jianwei Zhu is planning an addition to his existing home. The new addition would add 543 square feet of living space to the north side of the existing structure. As requested by Jianwei Zhu, Dsoto Inc. was assigned to generate an arborist report for trees on site. This report is for eleven trees on the subject site and one neighboring tree that is within ten feet of the property line that may be impacted by the site development. On March 25, 2018 Dsoto Inc conducted a visual inspection of the trees, site, and proposed plans.

### Report Limitations

The report provides recommendations for preservation and or removal for the eleven trees on site and one tree (T-A) on an adjacent neighboring property. My evaluation of the trees is based on a basic visual inspection of the site and trees. My assessment and the information in this report is restricted to the time my inspection took place. The information in this report is restricted to the condition of the trees and site at the time of my inspection. Existing topographic and new proposed plans were provided by Jianwei and reviewed to assess the potential impact to the trees on site.

### *Purpose and Use of Report*

This report can be used to help in planning and plan review. It will help identify tree size, species, tree conditions, tree location, as well as tree protection measures. It will help guide during the design of the project for the placements of utilities, structures, hardscape, and construction activities. It presents recommendations and mitigation options. The recommendations in this report are restricted to the condition of the trees during my site visit on March 25, 2018.

## 1.2 Assignment, Report Information

- a) Provide tree inventory of trees located at 188 Elliot Dr.
- b) Assess current tree health, structure, vigor, and overall tree condition.
- c) Assess impact to trees by proposed construction and assess suitability for preservation.
- d) Provide guidelines for tree preservation during construction.

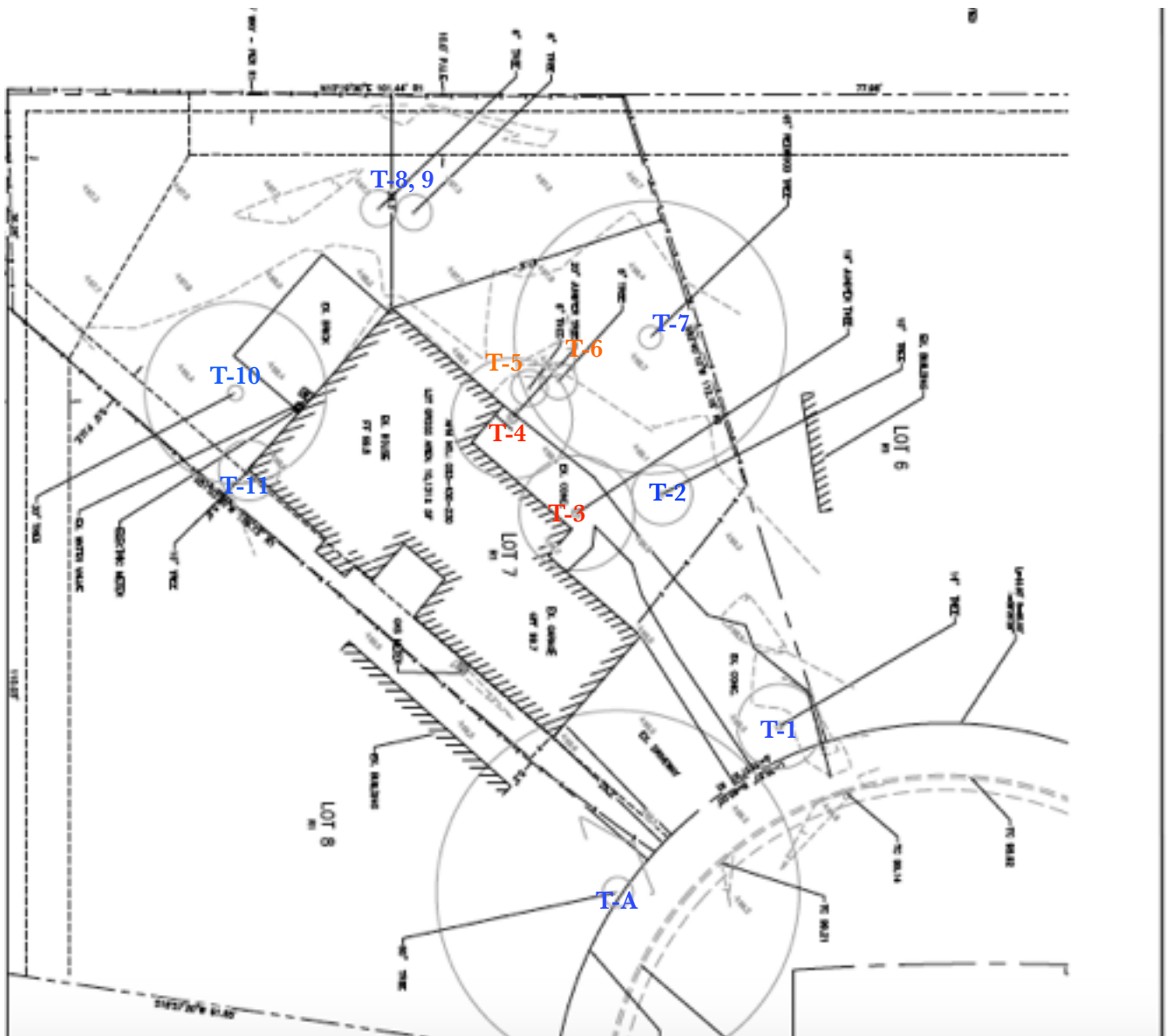




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### 1.3 Project Description (for clarity see original map provided by homeowner)

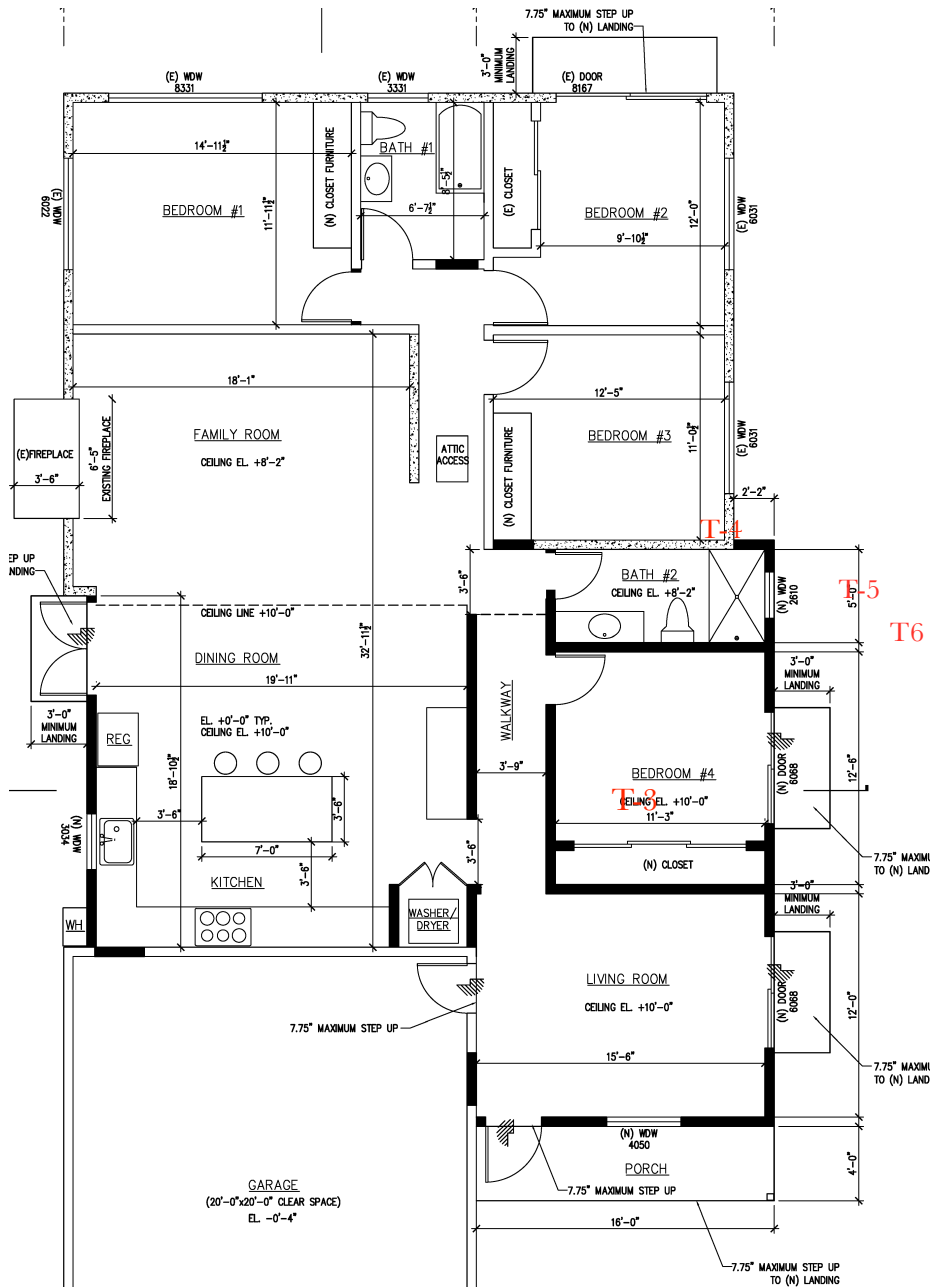
Existing Site Plan - Existing Tree Map - Tree Removal Map





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 New Addition Plans - Tree Removal Map

NEW PLAN 3 -20180406  
 EXISTING LIVING AREA 1333 ft<sup>2</sup>  
 NEW LIVING AREA 1831 ft<sup>2</sup>  
 ADDITION LIVING AREA 498 ft<sup>2</sup>





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## 1.4 Menlo Park Heritage Tree Ordinance

Chapter 13.24 of the Menlo Park Municipal Code

### **Definition of a heritage tree**

- 1 Any tree having a trunk with a circumference of 47.1 inches (diameter of 15 inches) or more measured at 54 inches above natural grade.
- 2 Any oak tree native to California, with a circumference of 31.4 inches (diameter of 10 inches) or more measured at 54 inches above natural grade.
- 3 Any tree or group of trees specifically designated by the City Council for protection because of its historical significance, special character or community benefit.
- 4 Any tree with more than one trunk measured at the point where the trunks divide, with a circumference of 47.1 inches (diameter of 15 inches) or more, with the exception of trees that are under 12 feet in height, which are exempt from the ordinance.



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Rating method for suitability for preservation

Several factors were evaluated to make an assessment of suitability for preservation including but not limited to tree health, tree structure, age, vigor, and species, and potential longevity. The trees received a rating of high, moderate, or low.

**High:**

Trees in good health and good structural stability. With minimal construction impacts, and has the potential for longevity after construction.

**Moderate:**

Trees in fair health and structural stability, minor structural defects and health problems, and minor to moderate construction impacts on tree longevity that can be mitigated or corrected with industry best management practices.

**Low:**

Trees in poor health or with significant structural defects, or detrimental construction impacts on tree health and longevity that cannot be mitigated or corrected with industry best management practices.



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The health and structural condition of the trees was evaluated by the using a scale of 1 – 5.

**1 - A tree in severe decline, 20% or less live crown ratio, major branch or trunk dieback, history of large branch failure, infested by pests, Major conks and cavities, major structural defects that cannot be corrected.**

**2 - A tree in decline, with 20-60% live crown ratio, medium-large branch dieback, history of large or scaffold branch failure, vast pest infestation, decay and cavities present, significant structural defects that cannot be corrected.**

**3 - A tree with low-moderate vigor, 60-80% live crown ratio, small twig and branch dieback, signs of decay, history of one or more branch failure, minor pest infestation, poor leaf color, and moderate structural defects that may be mitigated with regular care.**

**4 - A tree with good vigor, more than 80-90% live crown ratio, small amounts of deadwood, no history of failure, minor pest present, minor structural defects that can be corrected, minor signs of compartmentalized decay.**

**5 - A tree with overall excellent vigor, 100% canopy density, no amounts of deadwood, no history of branch failure, no pest, and so signs or symptoms of decay, good structure and form.**



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## 1.5 Trees Suitable for Preservation

Tree: A (neighboring tree located 198 Elliot)

Species: Deodar Cedar - *Cedrus deodara*



City Status: Heritage  
Diameter: 30 inches  
Health & Structure: 4  
Preservation: High  
Canopy: 35 ft.  
Construction  
Tolerance: Good  
TPZ: 0.75' x 30''=  
22.5' Radius

Orange lines outline  
approximate location for  
TPZ

Recommendation: This deodar cedar tree belongs to 198 Elliot Dr. It is located 9 feet from the left property line (facing house from street) and must be preserved. According to the proposed site plans there will be no construction near this tree. However a TPZ fence should be installed on the soil area that is left of the driveway to protect roots and prevent soil compaction by construction vehicles or equipment. The TPZ can be adjusted to allow adequate room for entry to the back yard via lefts side gate. No construction materials should be stored near tree. The existing concrete driveway will protect this tree's roots from compaction by construction vehicles or equipment and should remain in place for the entire duration of project.



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Tree No: 1

Species: -Paper Birch Tree - betula papyrifera



City Status: Not Protected  
Diameter: 9 inches  
Health & Structure: 4  
Preservation: High  
Canopy: 21 ft.  
Construction Tolerance: Poor  
TPZ: 1.5' x 9" = 13.5 feet Radius

*A large tree protection zone is recommended due to species poor construction tolerance*

Recommendation: Preserve tree. This species has poor construction tolerance but it is highly suitable to be preserve on this site as there is no construction proposed near this tree. The tree protection fence should be placed accordingly to cover the recommended 27 feet TPZ on sides where possible. Monthly deep root watering is recommended for this tree during the summer months to prevent from drought stress.



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Tree No: 7

Species: Redwood - *sequoia sempervirens*

City Status: Heritage

Trunk diameter: 40 inches

Health & Structure: 4

Preservation: High

Canopy: 40ft

Construction

Tolerance: Good

TPZ: 0.5' x 40" = 20ft radius



Recommendation: Preserve tree. Species has a good tolerance to construction. Construction will take place outside of the recommended TPZ. Construction impacts to this tree will be minor and recoverable. Tree protection fencing should be placed to cover the maximum recommended radius. If existing shed interferes with TPZ installation then partial side of shed should be enclosed inside TPZ to cover the recommended covered area. Monthly deep root watering is recommended for this tree during the summer months to prevent from drought stress. If any roots larger than 2 inches in diameter are encountered during the excavation of the new foundation they should not be removed before inspected and approved for removal by project arborist. Proper root pruning standards should be applied under arborist supervision.





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Tree No: 8 & 9.

Species: Orange- *Citrus × sinensis*



City Status: Not Protected  
Trunk diameter:  
T8 = 6” inches  
T9= 6 inches  
Health & Structure: 3  
Preservation:  
Moderate  
Canopy: 12 ft.  
Construction  
Tolerance: Poor-  
Moderate  
TPZ: 9 ft radius

Recommendation: Preserve trees. Install one TPZ fence to enclose both trees. Radius should be measured from the outer most tree trunk which will result in a larger TPZ than recommended. This will benefit the health and longevity of the citrus trees. Monthly deep root watering is recommended during entire construction period. Fertilize trees as needed.



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Tree No: 2.

Species: Saucer magnolia- *Magnolia X soulangeana*



City Status: Not Protected  
Trunk diameter: 14”  
Health & Structure: 4  
Preservation: Low  
Canopy: 18ft.  
Construction Tolerance: Moderate  
TPZ: 0.75’ x 14”= 10 ft radius

Recommendation: This tree is not a heritage tree and is not protected according to city ordinance. The foundation for the new addition will come within 2 feet of the trunk of this tree. The tree is fairly young and healthy and may survive construction impacts. The preservation of this tree will greatly depend on implementing all best management practices for preserving trees during construction. An advanced assessment is recommended to determine actual amount of root loss.

The excavation for the foundation should be done by hand inside the TPZ. A certified arborist should be onsite to ensure proper root care and pruning and minimize root damage. Root cutting will occur only on one side of the tree. The project arborist should then determine the actual amount of root loss caused by the new foundation and should assess the impacts to the tree’s structural stability.



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Tree No. 11

Species: Avocado - *Persea americana*



City Status: Not Protected  
Trunk diameter: 12 inches.

Health & Structure: 4

Preservation: Moderate

Canopy: 17 ft.

Construction Tolerance: Moderate

TPZ:  $0.75' \times 12'' = 9'$  radius



The tree has a co-dominant trunk also known as a weak structural defect. This can be corrected by reducing and controlling tree height or removal of the smaller co-dominant stem.

No construction is proposed near this tree. Install TPZ to accommodate access to side yard if access is required.



**ISA Certified Arborist WE-8884A**

Tree No. 10

Species: Chinese Elm - *Ulmus parvifolia*



City Status: Heritage  
Trunk diameter: 19 inches.

Health & Structure: 2

Preservation: Moderate

Canopy: 30ft.

Construction Tolerance: Good

TPZ: 1.0' x 19"= 19' ft radius

Protect. There is no proposed construction near this elm tree. Foliage is emerging and appears in good color, size, and evenly distributed throughout the canopy. The tree has a significant structural defect (3 co-dominant trunks). This type of defects should be corrected on trees while the tree is young and smaller wounds can be easily compartmentalized. This correction appears to have been done late in the trees life, the two co-dominant stems that were removed to correct the defect were around

9-12 inches in diameter when cut. There are signs and symptoms of extensive internal decay on and near the removed stems. The tree has an extensive deep cavity at the base, wounds from stems removed are poorly healing, there are fruiting bodies (mushrooms) of *armillaria mellea* present near the wounds. This fungus is know to be aggressive in digesting the dead supporting heartwood inside trees. The location of the cavity and the significant structural defect and the loss of structural supporting wood are a safety concern in this tree. The canopy is wide and heavy. The fungi will continue to further decay wood and the tree will slowly decline in health. The likelihood of whole tree failure is moderately high in normal weather conditions and will only increase with time. This tree is considered a potential hazard as the landscape is to be renovated and the yard becomes frequently occupied.





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*1.6 Trees to Remove*

Prior to any phase of construction all trees recommended for removal should be safely removed to grade level and stumps ground below grade. This will provide an increased measure of safety for all contractors working on site during the different phases of construction.

Tree No. 3

Species: Hollywood Juniper - *Juniperus chinensis*



City Status:  
Heritage  
Trunk diameter:  
18 inches.  
Health &  
Structure: 4  
Preservation: Low  
Canopy: 25ft.  
Construction  
Tolerance: Poor  
TPZ: 1.25' x  
18"=  
22.5 ft radius

Recommendation: Remove tree due to construction. This juniper tree is located within the proposed addition. The tree was planted excessively close to the existing house wall that the trunk developed a lean away from the structure.



ISA Certified Arborist WE-8884A

Tree No. 4

Species: Hollywood Juniper - *Juniperus chinensis*



City Status:  
Heritage  
Trunk diameter:  
21.5 inches.  
Health &  
Structure: 4  
Preservation:  
Low  
Canopy: 25ft.  
Construction  
Tolerance: Poor  
TPZ: 1.25' x  
21.5" = 26' ft  
radius

Recommendation: Remove tree due to construction. This juniper tree is located within the proposed addition. The tree is currently causing damage to property's concrete walkway. The tree was planted excessively close to the existing house wall that the trunk developed a lean away from the structure.



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Tree No. 5 & 6

Species: Bottle brush - *Callistemon citrinus*



City Status: Not Protected  
Trunk diameter:  
T5= 2 inches.  
T6= 2 inches  
Health & Structure:  
1-2  
Preservation: Low  
Canopy: 5ft.  
Construction Tolerance: Poor  
TPZ: 1.25' x 2" = 2.5' ft radius

Recommendation: Trees 5 and 6 are in poor condition. They are suppressed near the redwood tree and ivy. Foliage is discolored and vigor is low. The trees will not provide any benefits to the landscape, are in poor condition and should be removed to benefit the heritage redwood tree.



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## *1.7 Tree Preservation Plan*

It is important, for safety and the health of the trees to be preserved that a Tree Preservation Plan be established prior to any activity on the site.

### **Fencing**

The fence must be installed prior to any construction activity. The purpose of the fence is to define the Tree Protection Zone, which is to be protected from any activity throughout the construction and landscaping phases.

The Tree Protection Zone must remain fully intact, and cannot be used for the temporary storage of fill, topsoil, building materials, equipment storage, washing of equipment, nor the dumping of any construction debris.

All of the general tree protection guidelines should be applied to the following tree.

The following provides the recommended radial distances from the trunk for installation of TPZ for the trees to be preserved:

**Tree - A     TPZ: 0.75' x 30"= 22.5' Radius**

The fence must form a closed rectangular shape using the existing wood boundary fence as one side of the TPZ. (see 1.8 tree inventory for individual tree specs.)

**Tree - 1     TPZ: 1.5' x 9"= 13.5 feet Radius**

**Tree - 2     TPZ: 0.75' x 14"= 10 feet Radius**

**Tree - 7     TPZ: 0.5' x 40" =20 feet Radius**

**Tree - 8     TPZ: 9 feet Radius**

**Tree - 9     TPZ: 9 feet Radius**

**Tree - 10    TPZ: 19 feet Radius**

**Tree - 11    TPZ: 0.75' x 12"= 9 feet Radius**





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### *1.8 Tree Removal List*

A total of two heritage trees are proposed for removal at this site

**Tree No. 3 (Heritage Tree)**

**Species: Hollywood Juniper - *Juniperus chinensis***

**Tree No. 4 (Heritage Tree)**

**Species: Hollywood Juniper - *Juniperus chinensis***

**Tree No. 5 (Not Protected)**

**Species: Bottle brush - *Callistemon citrinus***

**Tree No. 6 (Not Protected)**

**Species: Bottle brush - *Callistemon citrinus***



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## 1.9 General Tree Protection

### ***General Tree Protection***

Construction within the root zone of trees can have a devastating impact on their health, longevity, and stability. Root injury from excavation and soil compaction are the two most important concerns. There should be no pruning done to the tree other than removal of deadwood to clean up the canopy. The protected trees must have protective fencing erected around the recommended radius and straw wattle around their trunks to a height of four feet. It is crucial for the trees to avoid soil compaction or contamination, mechanical injury to the roots, trunk, branches or foliage, and to delineate the tree protection zone (TPZ). Fencing should be installed using

1. TPZ to use for all trees to be preserve. Install a (5'-6') foot high chain link fence mounted on two inch diameter galvanized iron post driven into the ground to a depth of at least 1.5-feet or temporary fence mounted on metal fence stands.

This fencing must be installed before beginning demolition and should maintain in place until entire project is completed and no work is to be performed near the trees. Absolutely no activity is allowed within the tree protection fencing without approval of the project arborist.

Trees are very susceptible to various wood rotting pathogens. These digesting pathogens are naturally present in soils. These pathogens can enter the tree through damage or torn tissues in the trunk, branches, and roots. Roots exposed by excavation should be protected from exposure to sun and desiccation. A two inch layer of wood chips is recommended to be spread inside the TPZ before installing. When excavating near or beyond the drip-line. Ripped, splintered or fractured portions of roots should be re-cut using sharp tools only and the cut should be made flat across the root and with the adjacent bark intact.

A Warning or Do not Enter sign shall be visibly displayed on the protective fence. No tree may have their canopy altered without prior consent of the project arborist. Wood chips or leaf litter shall cover bare soil inside the trees TPZ prior to fencing to help lessen compaction & improve soil profile. The chips shall cover the entire TPZ to a depth of no more than 4 inches. The tree trunks shall remain clear of debris. Leaf litter inside the TPZ should be left on the ground & not raked up. Drainage or grade changes are not allowed within the (TPZ) under no circumstances.



### ISA Certified Arborist WE-8884A

All contractors, sub-contractors and employees should be notified of activities prohibited within the tree protection zone (TPZ) such as storage of equipment, vehicles, building material, waste, or soil and there should be no dumping of poisonous materials on or around the (TPZ). Poisonous materials include, but are not limited to, paint, concrete, petroleum products, stucco, stucco mix, dirty water, or any other material that may have a negative affect on tree health. Finish work plays a major role, and at this phase poisonous materials are often poured within the (TPZ).

A designated area for the following should be implemented as far away from the tree protection zone preferably on the opposite side of any protected tree. Building material storage, area for cleaning equipment, dumping toxic building wastes, storing excavated soils, and access routes for building equipment.

Construction sites can be very stressful to trees. Proper tree preparation & protection are key to tree survival & will benefit the owners & help retain the semi-rural feel of the property in the end. Tree irrigation, protective fencing, and proper planning & communication with all contractors will go a long way towards a successful project. Trees should be monitored for symptoms of stress and injury at least one per month.

Sincerely,

Daniel Soto

ISA Certified Arborist WE-8884A

650-722-0908



ISA Certified Arborist WE-8884A

## 2.0 Tree Inventory List

***Tree Inventory for 188 Elliot Dr. Menlo Park, CA 94025***

T#	Species	DBH	Heritage?	Condition	Preservation	Comments
1=poor -5=Good						
<b>A</b>	Deodar cedar	30"	Yes	4	High	Preserve
1	Birch	9"	No	4	High	Preserve
2	Magnolia	14"	No	4	Low	Preserve
3	Juniper	18"	Yes	4	Low	Remove
4	Juniper	21.5"	Yes	4	Low	Remove
5	Bottle Brush	2"	No	1	Low	Remove
6	Bottle Brush	2"	No	2	Low	Remove
7	Redwood	40"	Yes	4	High	Preserve
8	Orange	6"	No	3	Moderate	Preserve
9	Orange	6"	No	3	Moderate	Preserve
10	Elm	19"	Yes	2	Moderate	Preserve
11	Avocado	12"	No	4	Moderate	Preserve



## STAFF REPORT

### Planning Commission

**Meeting Date:** 7/16/2018  
**Staff Report Number:** 18-066-PC

**Study Session:** Consider and provide feedback on a proposed new research and development (R&D) building at 1105-1165 O'Brien Drive

### Recommendation

Staff recommends that the Planning Commission review and provide feedback on a proposal to construct a new approximately 120,000 square-foot, five-story research and development (R&D) building with a six-story parking structure integrated into the building, located in the LS-B (Life Science, Bonus) zoning district. The 120,000 square feet of gross floor area (GFA) would include a 14,000 square-foot fitness center on the sixth level of the garage for Menlo Business Park employees and a 700 square-foot commercial space on the ground floor of the R&D building with an entrance off of a proposed pedestrian plaza. The project site currently contains two existing R&D and warehouse buildings with three tenant spaces, which would be demolished as part of the project. The new building would have a total proposed floor area ratio (FAR) of 124 percent for the project site. The proposal includes a request for an increase in height and FAR under the bonus level development allowance in exchange for community amenities. The project will require the following actions:

1. **Environmental Review** to analyze potential environmental impacts of the project through an Environmental Impact Report (EIR), pursuant to the California Environmental Quality Act (CEQA);
2. **Use Permit** for bonus-level development (which requires the provision of community amenities) and the use and storage of hazardous materials for an emergency diesel generator;
3. **Architectural Control** to review the design of the new building and associated site improvements;
4. **Heritage Tree Removal Permits** to remove development-related heritage trees and replace them according to the City's heritage tree replacement guidelines; and
5. **Below Market Rate (BMR) Housing Agreement** to pay in-lieu fees in accordance with the City's BMR Ordinance.

Safety-rated chemical storage units are also proposed at the rear of the site. The use and storage of hazardous materials in the storage units and elsewhere on the site would require project-specific administrative permits once R&D tenants for the building have been identified. Additional actions and entitlements may be required as the project plans are refined. No formal actions will be taken at this time.

### Policy Issues

Study sessions provide an opportunity for Planning Commissioners and the public to provide preliminary feedback on a project, with comments used to inform future review and consideration of the proposal.

### Background

#### *Site location*

The project site consists of two parcels with a total lot area of 2.2 acres. The existing parcels would be

merged as part of an administrative lot merger application to create a single parcel for the entire project site. The site contains two one-story R&D and warehouse buildings with three tenant spaces addressed 1105, 1135, and 1165 O'Brien Drive. For purposes of this staff report, O'Brien Drive is considered to have an east-west orientation, and all compass directions referenced will use this orientation. The site is located on the northern side of O'Brien Drive between the Kelly Court and Casey Court cul-de-sacs.

Immediately north and west of the project site are LS-B-zoned properties that are currently developed with a mix of R&D, warehouse, and industrial uses. A child day care center at 1215 O'Brien Drive is also located north of the site, adjacent to a portion of the Hetch Hetchy right-of-way. The Hetch Hetchy right-of-way, which is owned by the San Francisco Public Utilities Commission (SFPUC), is located farther north, approximately 300 feet from the project site. The Menlo Technology and Science Park is located to the north of the Hetch Hetchy right-of-way and is a multi-building office park owned and partially occupied by Facebook. The business park, which is zoned R-MU-B (Residential Mixed Use-Bonus) and O-B (Office-Bonus), also contains other general office, R&D, manufacturing, and warehousing uses. However, an application was submitted for the comprehensive redevelopment of the site into a mixed-use residential, commercial, and office campus, which is currently under review, pending a resubmittal by the applicant following Planning Commission and City Council feedback from study sessions held in spring 2018. The Mid-Peninsula High School play field is approximately 400 feet west of the project site. Properties to the south and east are zoned LS with a mix of R&D, manufacturing, office, and other uses. The project site is slightly more than 100 feet from JobTrain, located at 1200 O'Brien Drive, which is east of the project site. Farther south and east are single-family residences located in East Palo Alto. The closest residential properties are located to the south along Alborni Street in East Palo Alto (see Attachment A).

## **Analysis**

### ***Project description***

The applicant is proposing to demolish the two existing buildings, surface parking lots, and landscape areas on the project site, and construct a new approximately 120,000 square foot, five-story R&D building with associated fitness and commercial uses. The applicant's project description is included as Attachment B, and the project plans are included as Attachment C. The applicant is proposing to develop the building utilizing the bonus level provisions permitted by the Zoning Ordinance. The LS-B zoning district regulations allow a development to seek an increase in FAR and/or height subject to obtaining a use permit or conditional development permit and providing one or more community amenities.

### **Site layout**

The proposed R&D building would be constructed in an east-west orientation with a curving front façade following the curve of O'Brien Drive, while the parking structure would be attached to the western side of the R&D building, but constructed in a north-south orientation. The main entrance would be located on the curved O'Brien Drive frontage and would be connected to the street by a landscaped entry plaza serving as publicly accessible open space with seat walls, benches, and tables. Behind the proposed building, to the north, would be a trash enclosure, emergency generator, chemical storage units, and a delivery area. The chemical storage units have been proposed as part of the project even though a specific tenant has not been identified and hazardous materials needs on the site are currently unknown. The Planning Commission should consider whether the proposed chemical storage units should be included as part of the use permit application, or whether the applicant should wait until a future tenant with specific hazardous materials uses has been identified to pursue a separate administrative hazardous materials permit.

Above the fifth level of the parking structure would be a fitness center for Menlo Business Park employees and an outdoor area programmed with a badminton court, bocce courts, and landscape and seating areas,

also for use of the Menlo Business Park employees.

#### Floor Area Ratio (FAR) and Gross Floor Area (GFA)

The project would be developed at a floor area ratio (FAR) of approximately 124 percent, where 125 percent is the maximum permitted for bonus level development, and 55 percent is the maximum for base level developments in the LS-B zoning district.

#### Height

The proposed building would have a maximum height of 99 feet, where 120 feet is the maximum height permitted for any building on a bonus level development site in the LS-B district. Section 16.44.050 of the Zoning Ordinance permits applicants to calculate height amongst multiple properties in the same zoning district, subject to a deed restriction and approval by the Planning Commission. As part of the proposed project, the applicant is requesting to deed restrict the height of the building at 1140 O'Brien Drive, located across O'Brien Drive to the southwest of the project site. The height of the existing building is 19 feet. The average height of the proposed building on the site and any future building at 1140 O'Brien Drive would be 63.7 feet or less, below the maximum average height of all buildings on one site of 77.5 feet permitted for a bonus level development in the LS-B district. If the height of the proposed building at 1105-1165 O'Brien Drive and a deed restriction on the height of the existing building or any future redevelopment at 1140 O'Brien Drive are acceptable to the Planning Commission, staff will work with the applicant to determine the appropriate height limit and any other restrictions on future redevelopment of the 1140 O'Brien Drive site. If the proposed height calculation and deed restriction are not acceptable to the Planning Commission, the height of the proposed 1105-1165 O'Brien Drive building would need to be reduced in order to comply with the average height limit.

#### ***Parking and circulation***

##### Vehicular

A proposed five-story parking structure would be located at the western end of the proposed R&D building. With 281 stalls in the proposed structure, the parking ratio for the project site would be 2.36 stalls per 1,000 square feet of gross floor area. For R&D and light industrial land uses, the LS zoning district requires a minimum parking ratio of 1.5 spaces per 1,000 square feet of gross floor area and a maximum parking ratio of 2.5 spaces per 1,000 square feet of gross floor area. Therefore, the proposed project would comply with the parking requirements of the LS zoning district. Each level of the parking structure would have an internal connection to the corresponding level of the R&D building for direct access by employees.

Vehicular access onto the project site would be from a one-way entrance drive aisle behind the proposed R&D building. Vehicles would exit the project site from a one-way drive aisle onto O'Brien Drive at the southwest corner of the project site. A loading/service area would be located behind the building to the north. By virtue of its placement behind the R&D building and with landscape screening on the north and west sides of the project site, this area would not be particularly visible from the public right of way (ROW).

##### Bicycle and pedestrian

As part of the proposed project, it is anticipated that bicycle lanes would be constructed around the perimeter of project site along with new sidewalks, which would result in the removal of existing off-street parking spaces bordering the site frontage. Staff is currently reviewing the proposed project to determine the appropriate frontage improvements. There would be 20 long-term bicycle parking spaces on the lower parking level of the garage and five bicycle racks for short-term parking located near the entry plaza on the south side of the building. For pedestrian circulation, sidewalks are proposed on the project frontage along O'Brien Drive, which would connect at multiple locations to a pedestrian entry plaza on the project site with publicly accessible open space including street furnishings and landscaping.

### ***Open space***

The proposed project would be required to provide open space equivalent to 20 percent of the project site area and would be further required to provide 50 percent of the required open space (or 10 percent of the site area) as publicly accessible open space. According to the Zoning Ordinance (Chapter 16.44.120(4)(A)), publicly accessible open space is defined as:

Publicly accessible open space consists of areas unobstructed by fully enclosed structures with a mixture of landscaping and hardscape that provides seating and places to rest, places for gathering, passive and/or active recreation, pedestrian circulation, or other similar use as determined by the planning commission. Publicly accessible open space types include, but are not limited to, paseos, plazas, forecourts and entryways, and outdoor dining areas. Publicly accessible open space must:

- (i) Contain site furnishings, art, or landscaping;
- (ii) Be on the ground floor or podium level;
- (iii) Be at least partially visible from a public right-of-way such as a street or paseo;
- (iv) Have a direct, accessible pedestrian connection to a public right-of-way or easement.

The applicant is proposing to utilize the area between the O'Brien Drive frontage of the site and the front façade of the building as publicly accessible open space. The publicly accessible open space, as proposed by the applicant, would include a variety of seating areas and pathways to the building within the landscaped areas, accessed from the public ROW. The majority of the publicly accessible open space would be elevated above the adjacent public ROW due to hazard mitigation and sea level rise resiliency requirements in the zoning ordinance. Multiple stairway connections and an accessible path would lead up to the publicly accessible open space from the ROW. A 10-foot landscape strip between the front of the parking structure and the sidewalk would also be included in the publicly accessible open space, although it would not include art or street furnishings. The Planning Commission should consider the criteria for the publicly accessible open space and provide feedback on the applicant's proposal with regard to the general functionality and usability of the publicly accessible open space.

The applicant is requesting the removal of 24 trees in the existing parking and landscape areas, nine of which are heritage size trees. If all removals are approved by the City Arborist, the project would require a minimum of 18 heritage tree replacements, per the required two-to-one replacement ratio.

### ***Community amenities***

As mentioned in the previous section, the LS-B zoning district permits bonus level development, subject to providing one or more community amenities. As part of the ConnectMenlo process, a list of community amenities was generated based on public input and adopted through a resolution of the City Council. Community amenities are intended to address identified community needs that result from the effect of the increased development intensity on the surrounding community. Project requirements (such as the publicly-accessible open space, and street improvements determined by the Public Works Director) do not count as community amenities.

An applicant requesting bonus level development must provide the City with a proposal indicating the specific amount of bonus development sought and the value of the amenity. The value of the amenity to be provided must equal 50 percent of the fair market value of the additional GFA of the bonus level development. The applicant must provide an appraisal performed by a licensed appraisal firm that sets a fair market value of the GFA of the bonus level of development. The City is in the process of finalizing more



specific appraisal instructions, and staff and the applicant will continue to work together through the process as the project plans are refined. The applicant's proposal for community amenities will be subject to review by the Planning Commission through a later study session, or in conjunction with the other project entitlements.

### ***Design standards***

In the LS zoning district, all new construction and building additions of 10,000 square feet of GFA or more must meet design standards subject to architectural control review. The design standards regulate the siting and placement of buildings, landscaping, parking, and other features in relation to the street; building mass, bulk, size, and vertical building planes; ground floor exterior facades of buildings; open space, including publicly accessible open space; development of paseos to enhance pedestrian and bicycle connections between parcels and public streets in the vicinity; building design, materials, screening, and rooflines; and site access and parking.

### **Architectural style and materials**

The design of the proposed life sciences building would have a contemporary architectural style, utilizing low-e blue tinted bird friendly glass for the majority of the building facades along with glass fiber reinforced concrete (GFRC) panels. The glass portions of the facades would have aluminum mullions. The GFRC panels would be white and the vertical accent panels would be gray.

The proposed parking structure would be integrated into the western portion of the building and would extend from the north and the south beyond the main R&D building façade. The garage façades to the south (along O'Brien Drive) and the west would be clad in pre-cast concrete panels painted to match the GFRC panels on the main building. The pattern for the upper four levels of the five-story garage would differ slightly in architecture from the other portions of the building through the use of decorative painted tube steel and wire mesh that would provide screening but also allow some transparency into the parking structure. The architectural style of the south and west facades of the parking structure would be generally consistent with the main building, despite the difference in building materials. The north façade of the parking structure would not feature the tube steel and wire mesh screening. However, at 55 feet, six inches in height, the northern façade may be visible from adjacent developments and nearby public ROWs since buildings to the north of the project site are generally one story tall. The Planning Commission should consider whether the ground level of all sides of the parking structure and the north (rear) façade are adequately screened and consistent with the proposed design of the R&D building and the remainder of the parking structure.

As previously mentioned, the applicant proposes to meet the minimum public open space requirement of 10 percent of the lot area by providing additional landscaping, seating areas, and pathways on an entry plaza adjacent to the public ROWs.

### **Building modulations**

The proposed building would be designed with a curved glass front façade following the curve of O'Brien Drive. The other sides of the building would have more traditional rectangular forms with repetitive window patterns along the sides and rear of the building. The main entry of the proposed building would be located near the center of the curved frontage along O'Brien Drive and would be clad in glass curtain walls with a metal panel projection framing the entrance. Stair towers would be located on the east and west ends of the building and would project above the roof level. Based on preliminary staff analysis, the proposed recesses and projections created by stair towers bordering either end of the curved glass façade would meet the design standards for articulation and building breaks.

The design standards for the LS-B zoning district require modulations on facades facing publicly accessible spaces. A building must have a minimum of one recess of 15 feet wide by 10 feet deep per every 200 feet of facade length. The proposed building includes modulations between the front façade of the parking garage and the front-facing stair tower of the R&D building, and also on the east side of the building where approximately half of the façade projects slightly outward from the remainder of the façade. As part of the next round of review, staff will request the dimensions of the proposed modulations to be labeled to ensure compliance with the zoning ordinance requirements.

#### Ground floor exterior

As part of the project review, staff will review the project to ensure that it meets the ground floor transparency requirement and building entrance location and frequency requirements. Staff believes the project generally would meet the ground floor transparency requirement; however, further documentation is required. The current proposal would comply with the ground floor minimum height requirement.

#### Summary

With regard to the application of basic LS district design standards, staff believes that the application would be in compliance based on preliminary staff analysis. The Planning Commission may wish to provide additional feedback on how the proposed building, parking structure, and site layout could be modified and refined for a more cohesive style between all elements of the project before it advances to the full submittal stage.

#### ***Green and sustainable building***

In the LS zoning district, projects are required to meet green and sustainable building regulations. The proposed building will be required to meet 100 percent of its energy demand through any combination of on-site energy generation, purchase of 100 percent renewable electricity, and/or purchase of certified renewable energy credits. Additionally, as currently proposed, the new building will need to be designed to meet LEED (Leadership in Energy and Environmental Design) Gold BD+C, pre-wire five percent of the total required parking stalls for EV chargers and install six EV chargers and one percent of the total stalls in the pre-wire locations, and incorporate bird-friendly design in the placement of the building and the use of exterior glazing. The EV charger regulations are currently under review for modifications, which could increase the required number of EV chargers noted above. Other green building requirements, including water use efficiency, placement of new buildings 24 inches above the Federal Emergency Management Agency (FEMA) base flood elevation (BFE) to account for sea level rise, and waste management planning, would also apply to the project. Details regarding how the proposed building would meet the green and sustainable building requirements will be provided as the project plans and materials are further developed.

#### ***Planning Commission considerations***

The following comments/questions are suggested by staff to guide the Commission's discussion, although Commissioners should feel free to explore other topics of interest.

- **Building Height.** Is the proposed building height acceptable within the context of other existing and proposed development in the area? Would the Planning Commission consider supporting a deed restriction to limit the height of any future buildings at 1140 O'Brien Drive (across the street) in order to support additional height for the proposed building at 1105-1165 O'Brien Drive?
- **Architectural Design and Materials.** Is the architectural design of the proposed building appropriate for its use as a life sciences building and for the overall vision of the Bayfront Area? Does the Commission believe that the proposed materials are appropriate for the building?

- **Parking Structure.** As previously noted, the parking structure would be integrated with the proposed building but would differ from the other facades of the building with regard to the specific materials and patterns. Do the front and side elevations as viewed from O'Brien Drive and the publicly accessible open space on the site have adequate detail and integration with the rest of the building on the site, or should other architectural treatments or screening measures be explored? Does the overall design of the parking structure feature good proportion, balance, and materials, or do certain elements need more attention? With regard to the east façade projecting beyond the front of the R&D building and facing the proposed public open space, should the design be enhanced?
- **Site Access and Layout.** Is the proposed site circulation to the parking structure and the service/loading area generally acceptable?
- **Outdoor Chemical Storage.** Should the safety-rated chemical storage units proposed at the rear of the site be included as part of the use permit application, or should the applicant wait until a future tenant with specific hazardous materials uses has been identified to pursue a separate administrative hazardous materials permit?
- **Public Open Space.** Is the proposed entry plaza along the length of the proposed building suitable to serve as public open space? According to the LS zoning regulations, publicly accessible open space must contain site furnishings, art, or landscaping; be on the ground floor; be at least partially visible from a public right-of-way; and have a direct, accessible pedestrian connection to a public right-of-way. The plans note that site furnishings with benches and resting areas would be provided to help activate the setback areas. Does the proposed design meet the intent of publicly accessible open space? Would the proposed site furnishings be adequate, or should additional features be considered? Should additional connections to the public ROW be added given the elevated height of the public open space above the ROW? Is the 10-foot landscape strip adjacent to the front of the parking structure and sidewalk adequately designed to serve as publicly accessible open space?
- **Overall Aesthetic.** Is the overall aesthetic approach for the project consistent with the Planning Commission's expectations for new development in the LS zoning district?

### **Correspondence**

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

### **Impact on City Resources**

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

### **Environmental Review**

Study sessions do not require analysis under the California Environmental Quality Act (CEQA). With regard to the overall project review and action, the terms of a recent settlement agreement with East Palo Alto require projects seeking bonus level development to complete an EIR. City staff is coordinating with the project sponsor to select a qualified consultant to complete the environmental review and prepare an initial study and EIR for the proposed project. The City Council must authorize the City Manager to enter into a contract with a qualified consultant to perform the environmental review. Depending on the initial study, a

focused EIR may be prepared only on the topics that warrant further analysis but would include a transportation and housing analysis at a minimum, per the terms of the settlement agreement. The Planning Commission would take the final action on the project entitlements, including the EIR, after the completion of the environmental review and any revisions to the plans based on feedback from the Planning Commission and Planning staff.

### **Public Notice**

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

### **Attachments**

- A. Location Map
- B. Project Description Letter
- C. Project Plans

### **Disclaimer**

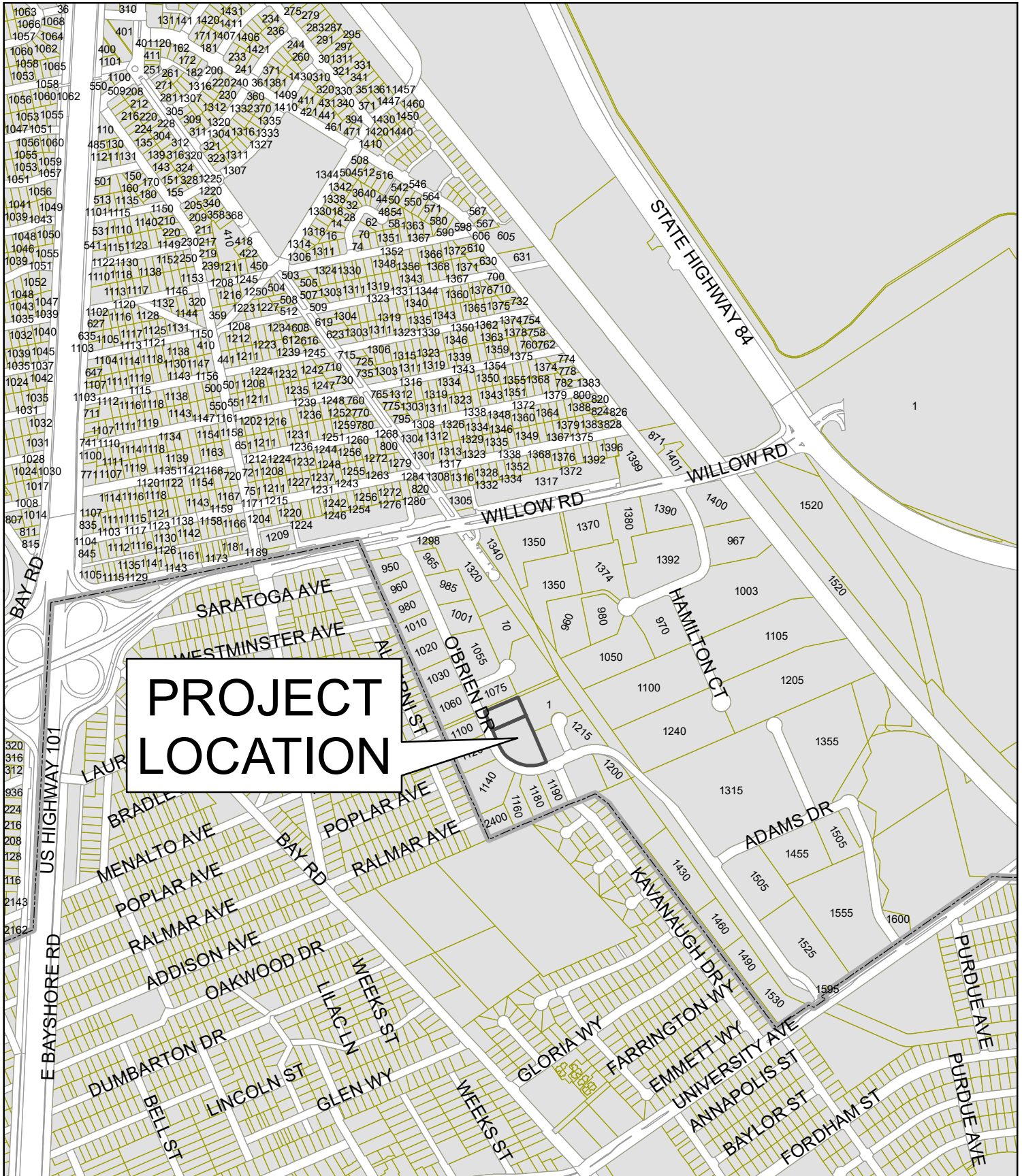
Attached are reduced versions of maps and diagrams submitted by the applicants. The accuracy of the information in these drawings is the responsibility of the applicants, and verification of the accuracy by City Staff is not always possible. The original full-scale maps, drawings and exhibits are available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

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

Color and materials board

Report prepared by:  
Tom Smith, Senior Planner

Report reviewed by:  
Thomas Rogers, Principal Planner



**PROJECT  
LOCATION**

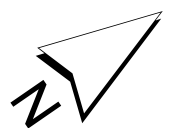


# CITY OF MENLO PARK

## LOCATION MAP

**1105-1135 O'BRIEN DRIVE**

DRAWN: TAS CHECKED: THR DATE: 07/16/18 SCALE: 1" = 300' SHEET: 1



## 1105 O'Brien Drive Project Description

### **Project Background:**

Tarlton Properties would like to replace three existing single story buildings with one five story new building and a parking garage. The three existing building addresses are 1105, 1135 and 1165 O'Brien Drive. The existing buildings are located on two properties which will be merged into one lot.

The proposed project consists of new five story steel frame structure and a five tier concrete parking garage with amenities on the roof of the garage. The anticipated tenants are R&D life science.

#### Existing buildings:

- 1) One story commercial with partial mezzanine
- 2) Existing building use – Office/ R&D
- 3) Total 38,900 sq. ft. (0.41 FAR)
- 4) 98 uncovered stalls on the surface parking lots
- 5) Minimal landscaping at the front entry; no sensitive habitat

#### Proposed buildings:

- 1) Five story commercial
- 2) Proposed building use – Office/ R&D.
- 3) Total 119,820 sq. ft. (1.25 FAR) 4) 296 covered stalls in parking garage
- 5) Building to be elevated 24" above BFE (12.8')
- 6) New entry lobby at the center of the south elevation; new high performance tinted and bird friendly glazing with aluminum mullions.
- 8) Mechanical equipment located within roof screen.
- 9) Remove three of five existing drive aisles onto O'Brien Drive.
- 10) Provide environmentally sensitive and pedestrian friendly landscaping along south and east sides of property

### **Site, Utilities:**

The existing site is served by all required utilities and public services including a 4" water line for fire sprinklers. Proposed project will provide:

- 1) New fire department connection (FDC) and backflow preventer
- 2) All new electrical connected underground from existing service on O'Brien Drive.
- 3) Two new sprinkler risers for each of the building and parking garage.

### **Allocation of Uses:**

The 1105 O'Brien building is designed to accommodate R&D tenant suites. Anticipated ratios range from 30-45% office and 55-70% R&D areas.

Tarlton Properties has supported a variety of tenants over the last 36 years. In the last 15 years the tenants have predominantly been R&D type facilities. These have included companies that design medical devices and services, develop clean technology products and engineer environmentally sustainable foods. All tenants require lab-related, clean manufacturing environments. The open office areas adjacent to the labs provide technical working areas for scientists, lab technicians and researchers. The open office areas also provide working space for sales, marketing and office support staff. Since these companies are in the development stages of their products their R&D staff is proportionately larger than their support staff.

### **Parking and EV to Support Uses:**

180-298 parking spaces are required, based on the LS zoning calculation of 1.5-2.5 parking spaces/1000 sf.

Of the 296 parking spaces provided:

- 1) 9 near the front door will be striped for accessibility.
- 2) 20 additional stalls will be designated for EV charging stations including two ADA Van parking stall.

### **Recology:**

Waste Zero Specialist from Recology San Mateo County reviewed project and provided trash and enclosure guidelines. Recommendation letter is in progress.

**Flood Elevation:** This site has a B.F.E. of 12.8 per the FEMA map indicated on the topo. The building slab will be elevated 24" above BFE.

**Impervious Area Calculations:** To be provided with CUP plan check response package.

**Hydrology Report:** To be provided with the construction documents submittal package.

**Landscaping and Project Site Amenities:** Proposed site amenities and plants complement twelve other Tarlton buildings along O'Brien Drive.



1105 -1165 O'BRIEN DR  
MENLO PARK, CA 94025

COVER SHEET

03-13-2018 CUP SET  
05-09-2018 CUP COMMENTS  
07-10-2018 CUP COMMENTS 2

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# MENLO BUSINESS PARK 1105 O'BRIEN DRIVE MENLO PARK, CA 94025

## SHEET INDEX

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- G2 EXISTING 1105 O'BRIEN DRIVE GROSS AREA
- G3 EXISTING 1135-1165 O'BRIEN DRIVE GROSS AREA
- G4 EXISTING 1135 O'BRIEN DRIVE GROSS AREA
- A1 AREA PLAN
- A3B EXISTING TREE PLAN
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- A5 PROPOSED SITE PLAN
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- A9 GROSS FLOOR AREA DIAGRAMS
- A10 PARKING DIAGRAMS
- A16 R&D ROOF PLAN
- A17 PROPOSED BUILDING ELEVATIONS
- A18 PROPOSED BUILDING ELEVATIONS

### PROJECT DATA

LEGAL JURISDICTION: MENLO PARK, CA.  
 TOTAL SITE AREA: 95,862 SF  
 ZONING DESIGNATION: LS-B  
 CONSTRUCTION TYPE: IB, SPRINKLERED  
 BUILDING OCCUPANCY: B, A2, A3, S2  
 FIRE PROTECTION: FULLY SPRINKLERED  
 BFE: 12.8'

R&D BUILDING AREA:  
 LEVEL 1- 20,420 SF  
 LEVEL 2- 20,196 SF  
 LEVEL 3- 20,640 SF  
 LEVEL 4- 20,640 SF  
 LEVEL 5- 20,640 SF  
 TOTAL - 102,536 SF

FITNESS: 13,990 SF  
 GRAB&GO: 860 SF  
 CHEMICAL STORAGE: 450 SF

TOTAL BUILDING AREA: 117,836 SF (1.23 FAR)  
 MAX: 119,827 SF (1.25 FAR)

SHAFTS: 1,856 SF (1.6%)  
 (NOT INCLUDED IN BUILDING TOTAL)

PARKING GARAGE AREA:  
 LEVEL 1- 27,497 SF  
 LEVEL 2- 20,810 SF  
 LEVEL 3- 27,497 SF  
 LEVEL 4- 27,497 SF  
 LEVEL 5- 13,785 SF  
 TOTAL - 117,086 SF

### EXISTING BUILDINGS:

1105 & 1135-1165 O'BRIEN  
 GROSS FLOOR AREA: 38,688 SF (FAR: .40)  
 MAX HEIGHT: 20 FT  
 (E) PARKING SPACES: 101  
 (E) PARKING RATIO: (3.3/1,000 SF)

### PROPOSED BUILDINGS:

R&D BUILDING: 117,836 SF  
 PARKING GARAGE: 117,086 SF  
 TOTAL: 234,922 SF  
 (237,000 SF, MAX. ALLOWABLE AREA PER  
 CBC 2016 TABLE 506.2)

AVERAGE HEIGHT: 60.34'

PARKING REQUIRED: 177 - 295 STALLS  
 (1.5-2.5/1,000SF)

PARKING PROVIDED:  
 REGULAR STALLS: 247  
 CLEAN AIR/VANPOOL 17  
 ADA STALLS: 11 (INC. 3 VAN)  
 EV STALLS: 20 (INC. 1 ADA VAN,  
 ALL PRE-WIRED)  
 TOTAL 295 STALLS

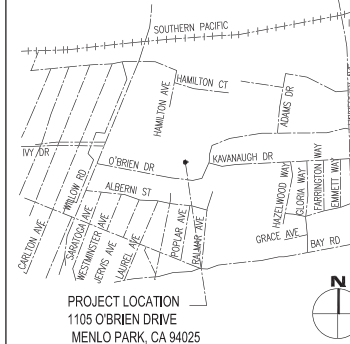
BICYCLE: 5 SHORT TERM, 20 LONG TERM

### PROJECT TEAM

**BLDG. OWNER:** O'BRIEN DRIVE PORTFOLIO  
 c/o TARLTON PROPERTIES  
 1530 O'BRIEN DRIVE, SUITE C  
 REDWOOD CITY, CA 94025  
 PHONE: 650.330.3600  
 CONTACT: RON KRIEMEYER

**ARCHITECT:** DES ARCHITECTS + ENGINEERS  
 399 BRADFORD STREET  
 REDWOOD CITY, CA. 94063  
 PHONE: 650.364.6453  
 CONTACT: ELKE MACGREGOR

### PROJECT LOCATION



**1105 -1165 O'BRIEN DR**  
 MENLO PARK, CA 94025

PROJECT DATA

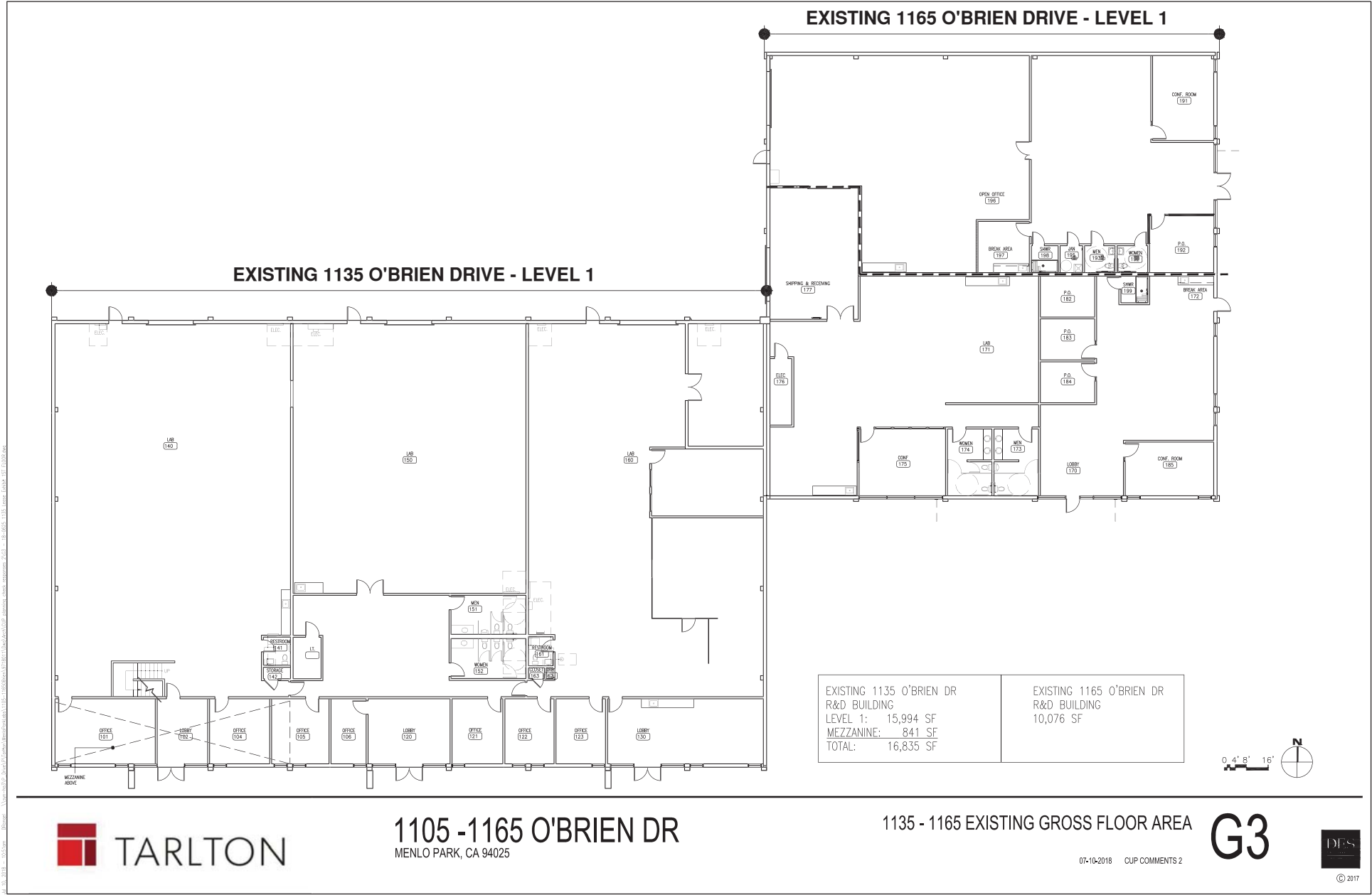
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# G1



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**1105 -1165 O'BRIEN DR**  
MENLO PARK, CA 94025

1135 - 1165 EXISTING GROSS FLOOR AREA

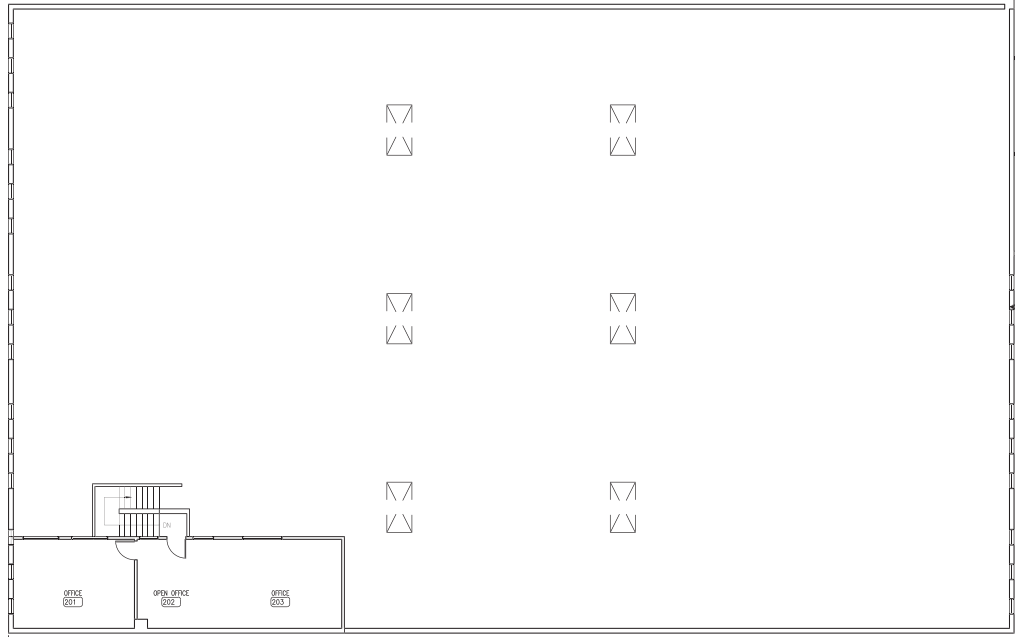


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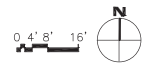
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EXISTING 1135 O'BRIEN DRIVE - MEZZANINE

EXISTING 1135 O'BRIEN DR
R&D BUILDING
LEVEL 1: 15,994 SF
MEZZANINE: 841 SF
TOTAL: 16,835 SF



1105 -1165 O'BRIEN DR  
MENLO PARK, CA 94025

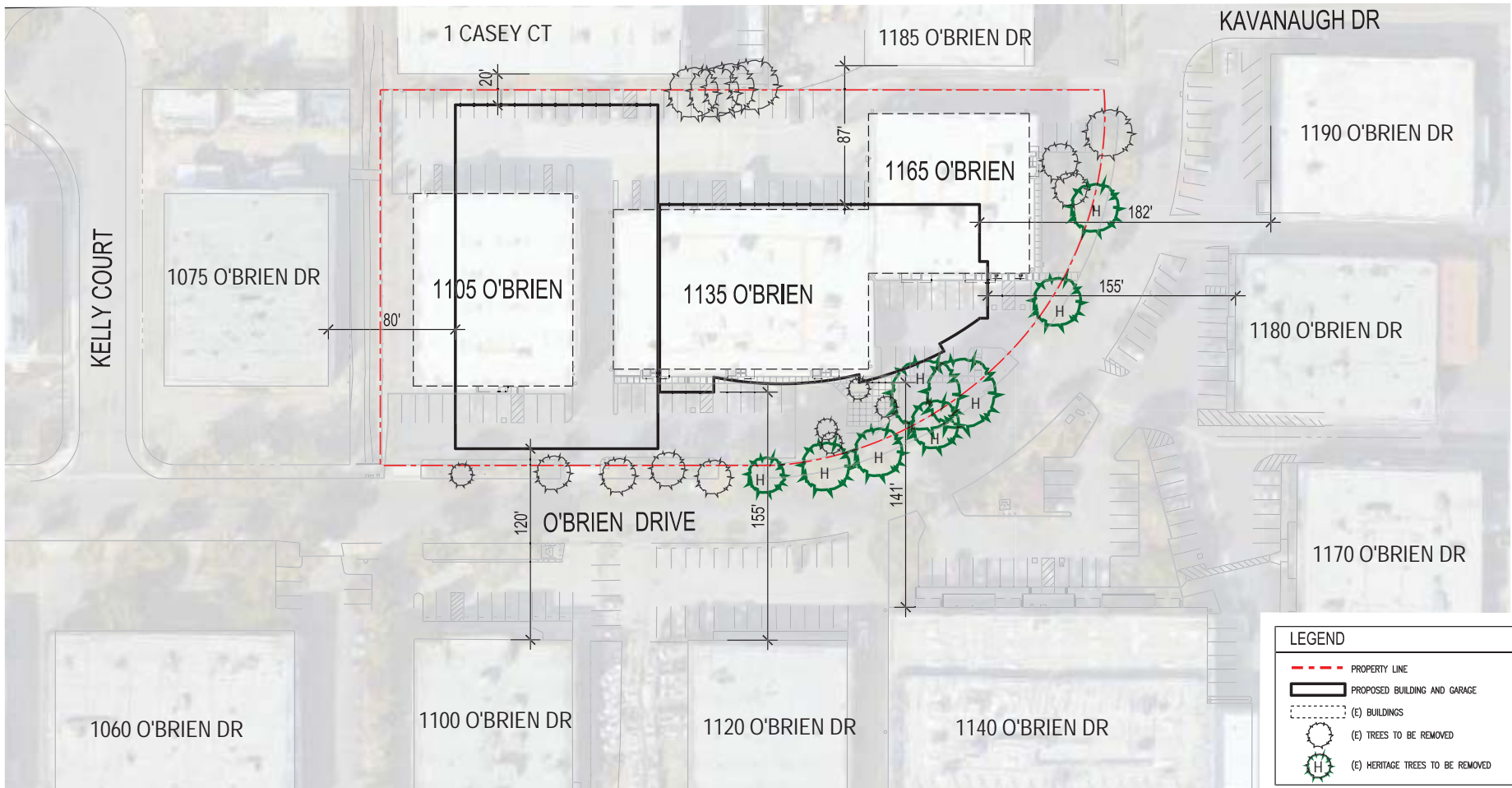
1135 EXISTING GROSS FLOOR AREA

G4

07-10-2016 CUP COMMENTS 2

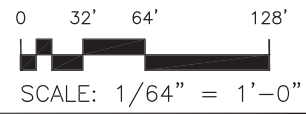


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LEGEND

- PROPERTY LINE
- PROPOSED BUILDING AND GARAGE
- (E) BUILDINGS
- (E) TREES TO BE REMOVED
- H (E) HERITAGE TREES TO BE REMOVED



**1105 -1165 O'BRIEN DR**  
 MENLO PARK, CA 94025

**AREA PLAN**  
 03-13-2018 CUP SET  
 05-08-2018 CUP COMMENTS  
 07-10-2018 CUP COMMENTS 2

**A1**



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1



5



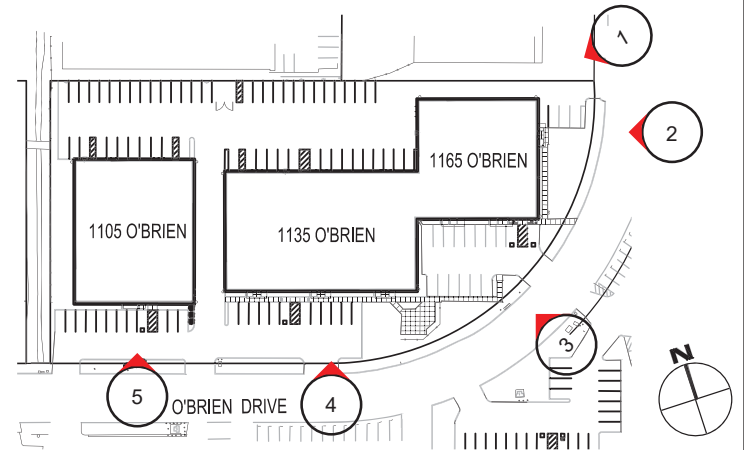
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3



4



 **TARLTON**

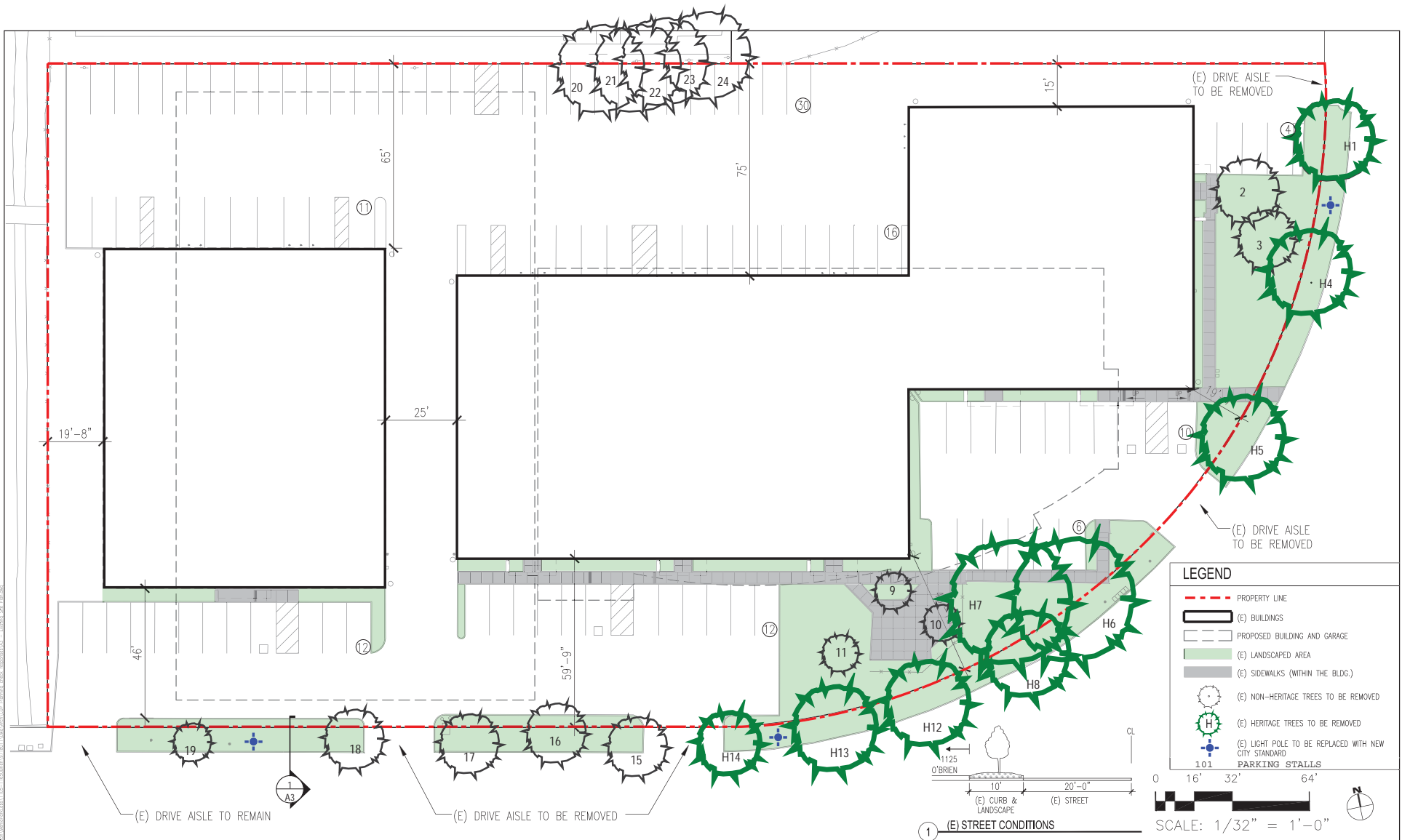
**1105 - 1165 O'BRIEN DR**  
MENLO PARK, CA 94025

EXISTING SITE CONDITIONS - SITE PHOTOS

03-13-2018 CUP SET  
05-10-2018 CUP COMMENTS

**A2** 

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**TARLTON**

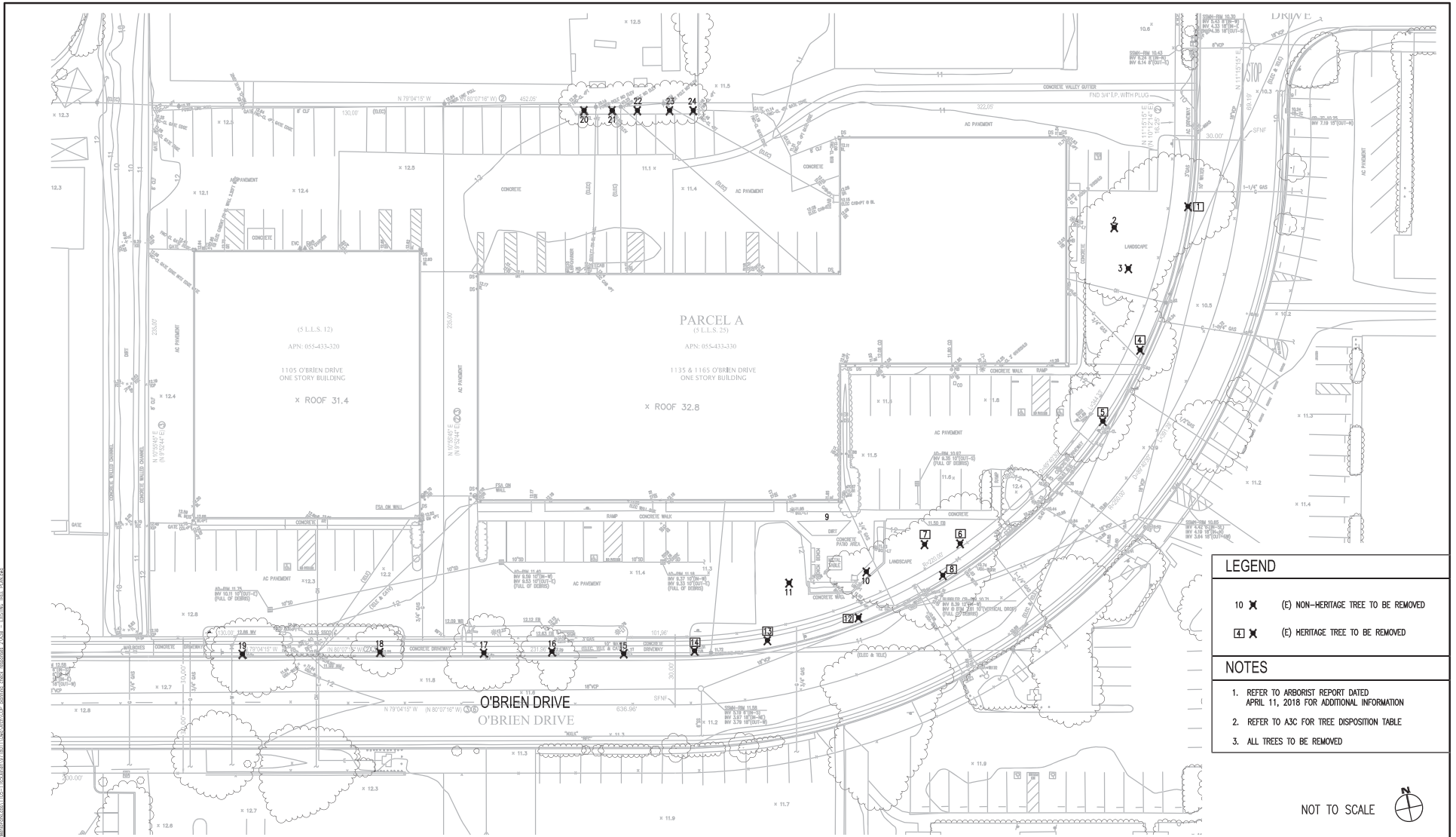
**1105 -1165 O'BRIEN DR**  
 MENLO PARK, CA 94025

**EXISTING SITE PLAN**  
 03-13-2018 CUP SET  
 05-10-2018 CUP COMMENTS

**A3**



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1105 -1165 O'BRIEN DR  
 MENLO PARK, CA 94025

EXISTING TREE PLAN

A3B

07-10-2018

CUP COMMENTS 2



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**TREE INVENTORY TABLE**

TREE/ TAG NO.	TREE NAME	SIZE		CONDITION			Suitability for Preservation (Good/Moderate/Low)	Heritage Tree	Street Tree
		Trunk Diameter (in.)	Height (ft.)	Health Condition (100%=Best, 0%=Worst)	Structural Integrity (100%=Best, 0%=Worst)	Overall Condition (Good/Fair/Poor/Dead)			
1	Modesto ash ( <i>Fraxinus v. Modesto</i> )	22	35	50%	30%	Poor	Low	X	X
<p>Comments: Base/root crown grows against and 1-inch over adjacent curb. Curb and gutter are cracked and pushed slightly towards street. Partly beneath high-voltage wires and crown is reduced, wounds throughout are decaying. Highly elevated canopy, and multiple leaders originate at 9' high. Between two dominant leaders is a distinct seam indicative of a narrow crack where slight separation has occurred.</p>									
2	Bradford flowering pear ( <i>Pyrus c. Bradford</i> )	<15	35	60%	30%	Poor	Low		
<p>Comments: Crown reduced in past. Multi-leaders at 7' high and form weak attachments. Leggy form and a broad spreading crown. Infected with fireblight.</p>									
3	Bradford flowering pear ( <i>Pyrus c. Bradford</i> )	13	30	60%	30%	Poor	Low		
<p>Comments: Crown reduced in past. Narrow form and multiple leaders begin at 8' high, numerous forming weak attachments. Large prior, decaying cut at 5' high. Infected with fireblight.</p>									
4	Modesto ash ( <i>Fraxinus v. Modesto</i> )	18	30	60%	20%	Poor	Low	X	X
<p>Comments: Beneath high-voltage wires, and crown is reduced. Base is 6" from back of curb, and has a pronounced surface root mass towards curb and gutter. Multiple leaders begin 6.5' high, and there is a large decay column from this point down to soil grade. Buried root collar upslope. Highly elevated canopy.</p>									
5	Modesto ash ( <i>Fraxinus v. Modesto</i> )	22	35	60%	30%	Poor	Low	X	X
<p>Comments: Beneath high-voltage wires, and crown is reduced. Highly elevated canopy. Base is near curb. Multiple leaders begin at 5' high. Buried root collar upslope.</p>									
6	Coast redwood ( <i>Sequoia sempervirens</i> )	35	80	60%	70%	Fair	Good	X	
<p>Comments: Curb is raised 9' from trunk. Water meter is 6' feet from trunk. Canopy grows to 5.5' high. Lower trunk leans east, then at -35°, sweeps towards vertical.</p>									

Site: 1105 O'Brien Drive, Menlo Park  
Prepared for: DES Architects + Engineers, Inc.  
Prepared by: David L. Babby

1 of 4

April 11, 2018

**TREE INVENTORY TABLE**

TREE/ TAG NO.	TREE NAME	SIZE		CONDITION			Suitability for Preservation (Good/Moderate/Low)	Heritage Tree	Street Tree
		Trunk Diameter (in.)	Height (ft.)	Health Condition (100%=Best, 0%=Worst)	Structural Integrity (100%=Best, 0%=Worst)	Overall Condition (Good/Fair/Poor/Dead)			
7	Coast redwood ( <i>Sequoia sempervirens</i> )	29	95	80%	40%	Fair	Moderate	X	
<p>Comments: Formed by two trunks which form a union up to 4' high. Full crown, canopy nearing 8' high.</p>									
8	Modesto ash ( <i>Fraxinus v. Modesto</i> )	17	45	50%	30%	Poor	Low	X	X
<p>Comments: Grows alongside, and has a nearly one sided canopy away from #6 and 7. Crown was reduced some time ago, and canopy is highly elevated. Large decaying basal wound. Buried root collar.</p>									
9	Aristocrat flowering pear ( <i>Pyrus c. Aristocrat</i> )	7	20	60%	30%	Poor	Low		
<p>Comments: Within courtyard. Leans NW towards building. Low crown over south side. Base is flat along NE side, likely from a girdling root and/or old wound.</p>									
10	Aristocrat flowering pear ( <i>Pyrus c. Aristocrat</i> )	10	30	60%	70%	Fair	Moderate		
<p>Comments: Within courtyard. Small girdling root, and has a slight SW lean. Infected with fireblight.</p>									
11	Purple-leaf plum ( <i>Prunus c. 'Rauter Venustus'</i> )	6	15	70%	40%	Fair	Moderate		
<p>Comments: Adjacent to courtyard. Low-branching structure begins at 3' high. Leans east.</p>									
12	Modesto ash ( <i>Fraxinus v. Modesto</i> )	18	40	50%	20%	Poor	Low	X	X
<p>Comments: Mostly beneath high-voltage wires, and section of crown is reduced. Highly elevated canopy. Multiple leaders at 5' high. Has a large basal wound. Buried root collar. Adjacent curb is 14" away from base and is cracked/pushed out. History of limb failure at multiple locations, all with decaying wounds.</p>									
13	Modesto ash ( <i>Fraxinus v. Modesto</i> )	18	40	50%	30%	Poor	Low	X	X
<p>Comments: Mostly beneath high-voltage wires, and crown is reduced. Adjacent curb is 18" from base and raised. Has a highly elevated canopy. Multiple leaders at 6.5' high.</p>									

Site: 1105 O'Brien Drive, Menlo Park  
Prepared for: DES Architects + Engineers, Inc.  
Prepared by: David L. Babby

2 of 4

April 11, 2018

**TREE INVENTORY TABLE**

TREE/ TAG NO.	TREE NAME	SIZE		CONDITION			Suitability for Preservation (Good/Moderate/Low)	Heritage Tree	Street Tree
		Trunk Diameter (in.)	Height (ft.)	Health Condition (100%=Best, 0%=Worst)	Structural Integrity (100%=Best, 0%=Worst)	Overall Condition (Good/Fair/Poor/Dead)			
14	Shamel ash ( <i>Fraxinus uhdei</i> )	19	35	60%	30%	Poor	Low	X	X
<p>Comments: Beneath high-voltage wires, and crown is reduced. Surface roots radiate 10' east towards NE. Base is at edge of driveway apron, the buttress root growing over concrete by 6". Adjacent curb is cracked and pushed out. Asphalt within lot is rippled from roots. Pronounced buttress root area at an elevation higher than adjacent curb and driveway apron.</p>									
15	Modesto ash ( <i>Fraxinus v. Modesto</i> )	14	35	50%	30%	Poor	Low		X
<p>Comments: Beneath high-voltage wires, and crown is reduced. Highly elevated canopy. Buried root collar. Codominant leaders at 8' high. Trunk is at corner of driveway apron and curb, which is 4" away. Large decaying wound 4.5' along the trunk's east side, created from a prior limb failure.</p>									
16	Raywood ash ( <i>Fraxinus v. 'Raywood'</i> )	10	30	40%	30%	Poor	Low		X
<p>Comments: Beneath high-voltage wires, and crown is reduced. Very thin and highly elevated canopy. Curb is within 2' from base. Phone and cable wires through canopy.</p>									
17	Modesto ash ( <i>Fraxinus v. Modesto</i> )	13	35	60%	40%	Poor	Low		X
<p>Comments: Beneath high-voltage wires, and crown is reduced. Highly elevated canopy. Buried root collar. Curb is 6" from base. Water meter is &lt;3' from base. Phone and cable routed through canopy.</p>									
18	Raywood ash ( <i>Fraxinus v. 'Raywood'</i> )	9	25	50%	30%	Poor	Low		X
<p>Comments: Beneath high-voltage wires, and was extensively pruned sometime ago. Curb is 6" from base. Leggy remaining form. Phone and cable wires routed through canopy.</p>									
19	Columbia London plane ( <i>Platanus x k. 'Columbia'</i> )	10	35	70%	40%	Fair	Moderate		X
<p>Comments: Beneath high-voltage wires and leans towards street. Buttress root 6" from cracked curb. Crown is not yet reduced, but will inevitably as foliage nears wires. Phone and cable routed through canopy.</p>									

Site: 1105 O'Brien Drive, Menlo Park  
Prepared for: DES Architects + Engineers, Inc.  
Prepared by: David L. Babby

3 of 4

April 11, 2018

**TREE INVENTORY TABLE**

TREE/ TAG NO.	TREE NAME	SIZE		CONDITION			Suitability for Preservation (Good/Moderate/Low)	Heritage Tree	Street Tree
		Trunk Diameter (in.)	Height (ft.)	Health Condition (100%=Best, 0%=Worst)	Structural Integrity (100%=Best, 0%=Worst)	Overall Condition (Good/Fair/Poor/Dead)			
20	Giant yucca ( <i>Yucca elephantipes</i> )	Multi	15	70%	40%	Fair	Moderate		
<p>Comments: On opposite side of fence. Multi-trunk.</p>									
21	Giant yucca ( <i>Yucca elephantipes</i> )	Multi	10	70%	40%	Fair	Moderate		
<p>Comments: On opposite side of fence. Multi-trunk.</p>									
22	Giant yucca ( <i>Yucca elephantipes</i> )	Multi	10	70%	40%	Fair	Moderate		
<p>Comments: Offsite. On opposite side of fence. Multi-trunk.</p>									
23	Giant yucca ( <i>Yucca elephantipes</i> )	Multi	10	70%	40%	Fair	Moderate		
<p>Comments: Along property line. On opposite side of fence. Multi-trunk.</p>									
24	Giant yucca ( <i>Yucca elephantipes</i> )	Multi	15	70%	40%	Fair	Moderate		
<p>Comments: Offsite. On opposite side of fence. Multi-trunk.</p>									

**NOTES**

- EXCERPTS TAKEN FROM ARBORIST REPORT DATED APRIL 11, 2018
- ALL TREES TO BE REMOVED

**TREE DISPOSITION TABLE**

**A3C**

07-10-2018

CUP COMMENTS 2



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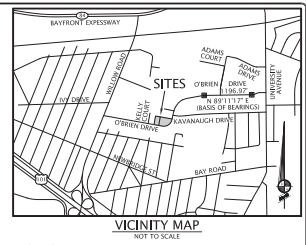
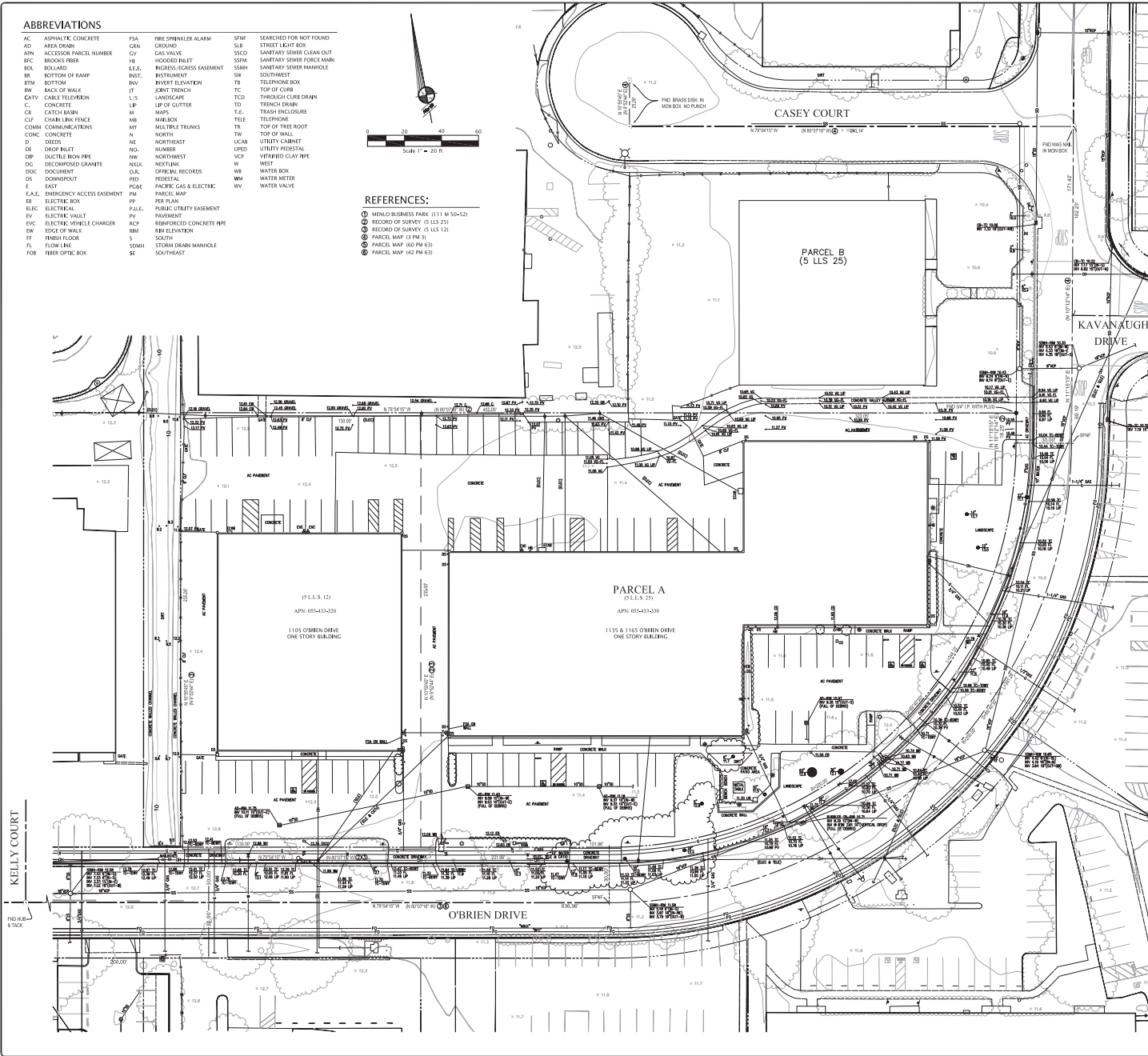
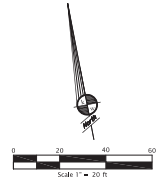
**1105 -1165 O'BRIEN DR**  
MENLO PARK, CA 94025

**ABBREVIATIONS**

AC ASPHALTIC CONCRETE	FSA FIRE SPRINKLER ALARM	SFNF SEARCHED FOR NOT FOUND
AD AREA DRAIN	GRN GROUND	SLB STREET LIGHT BOX
APN ACCESSOR PARCEL NUMBER	GV GAS VALVE	SSEO SANITARY SEWER CLEAN OUT
BFC BROOKS FIBER	HI HOODED INLET	SSM SANITARY SEWER FORCE MAIN
BOL ISOLATED	I.E.L. INGRESS/EGRESS ASSESSMENT	SSMH SANITARY SEWER MANHOLE
BR BOTTOM OF RAMP	INST. INSTRUMENT	SSW SOUTHWEST
BTM BOTTOM	INV INVERT ELEVATION	TR TELEPHONE BOX
CAW BACK OF WALK	JF JOINT TRENCH	TC TOP OF CURB
CATV CABLE TELEVISION	LC LANDSCAPE	TCO THROUGH CURB DRAIN
CB CONCRETE	LP LIFT OF CUTTER	TD TRENCH DRAIN
CE CATCH BASIN	M MAPS	T.E. TRASH ENCLOSURE
CFJ CHAIN LINK FENCE	MB MAIL BOX	TR TELEPHONE
COMM COMMUNICATIONS	MT MULTIPLE TRUNKS	TR TOP OF TREE ROOT
CONC CONCRETE	N NORTH	TW TOP OF WALL
D DRAIN	NE NORTHWEST	UCAB UTILITY CABINET
DI DROP INLET	NO. NUMBER	UPFD UTILITY FEEDSTAL
DP DUCTILE IRON PIPE	NW NORTHWEST	VCP VETTERED CAV PIPE
DG DECOMPOSED GRANITE	NSLK NEXT/SLK	W WEST
DOC DOCUMENT	QAL OFFICIAL RECORDS	WB WATER BOX
DS DOWNPOUT	PEF PEDESTAL	WM WATER METER
E EAST	PGSE PACIFIC GAS & ELECTRIC	WV WATER VALVE
E.A.G. EMERGENCY ACCESS EASEMENT	PH PARCEL MAP	
EB ELECTRIC BOX	PP PER PLAN	
ELEC ELECTRICAL	P.U.E. PUBLIC UTILITY EASEMENT	
EV ELECTRIC VAULT	PV PAVEMENT	
EW ELECTRIC WIRELESS CHARGER	RCP REINFORCED CONCRETE PIPE	
EW EDGE OF WALK	RM RM ELEVATION	
FF FIBER FLOOR	S SOUTH	
FL FLOW LINE	SDMH STORM DRAIN MANHOLE	
FOR FIBER OPTIC BOX	SE SOUTHWEST	

**REFERENCES:**

- 1 MENDI BUSINESS PARK (111 M 50-52)
- 2 RECORD OF SURVEY (S LLS 25)
- 3 RECORD OF SURVEY (S LLS 12)
- 4 PARCEL MAP (3 PM 3)
- 5 PARCEL MAP (60 PM 63)
- 6 PARCEL MAP (42 PM 63)



**NOTES**

- This survey was prepared from information furnished in a Preliminary T&U Report prepared by First American T&U Insurance Company, dated November 27, 2017, under No. HCS-183544-04. No liability is assumed for matters of record not stated in said Preliminary T&U Report that may affect the utility lines, or exceptions, or easements of the property.
- The types, locations, sizes and/or depths of existing underground utilities as shown on the topographic survey were obtained from sources of varying reliability. The contractor is cautioned that only actual excavation will reveal the types, extent, sizes, locations and depths of such underground utilities. A reasonable effort has been made to locate and identify all unknown underground utilities. However, the engineer can assume no responsibility for the completeness or accuracy of the identification of such underground utilities which may be encountered, but which are not shown on these drawings.
- Benches: W=150' (HD) HT 1394' Brass Disk set in top of concrete monument, stamped 1954-1955. Elevation: 9.88' (NAVD 88 Datum)
- Flood Zone Notes: The subject property is shown on the Federal Emergency Management Agency Flood Insurance Rate Map, Community Panel Number 050231 0307 E, dated October 16, 2013, with the site being located in Flood Zone "X-1". Areas of the 1% annual flood (100-year flood, also known as the base flood) the flood that has a 1% chance of being equaled or exceeded in any given year; Base Flood Elevation determined as 12.8 feet. Information was obtained from the FEMA website (www.fema.gov) on December 7, 2017.
- Bank of Benches: The Benches of North 89°17'17" East taken on the centerline of O'Brien Drive as shown on that certain Flood Map of Mendocino Business Park filed for record on April 9, 1984 in Book 111 of Maps at Page 150432, San Mateo County Records was taken at the Bank of all Benches shown herein.
- This map was prepared using computer assisted, photogrammetric methods by M&A Surveying, Inc., in Dublin, California. In areas of dense vegetation, accuracy of contours may vary from accepted accuracy standards. The date of Photography was November 1, 2017 for job No. 183544-04.
- TOTAL AREA: 95,862 SF for both lots combined.

**LEGEND**

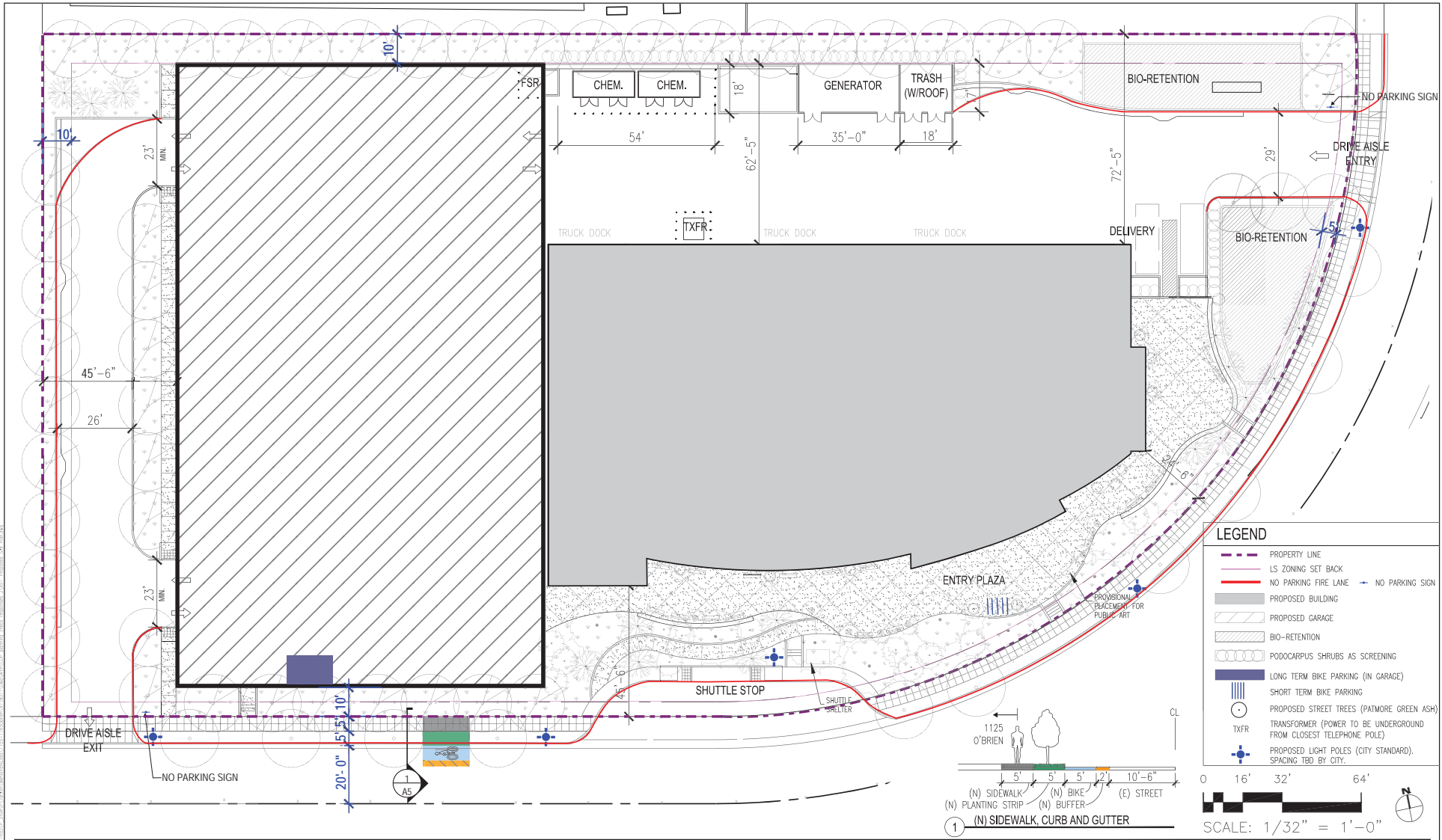
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ADJACENT PROPERTY LINE	—————
CENTERLINE	—————
EASEMENT	—————
BUILDING LINE	—————
BUILDING OVERSHANG	—————
FOUND MONUMENT	●
FOUND IRON PIPE (OR OTHERS NOTED)	○
BOLLARD LIGHT	⊙
LIGHT	⊙
TRANSFORMER	⊙
FIRE HYDRANT	⊙
STORM DRAIN MANHOLE	⊙
CLEAN OUT	⊙
GAS METER	⊙
ELECTRIC CAR CHARGER	⊙
AUTOMATIC SPRINKLER KEYS	⊙
VALVE	⊙
CATCH BASIN / DROP INLET	⊙
FIRE DEPARTMENT CONNECTION	⊙
BACK FLOW PREVENTER	⊙
POST INDICATOR VALVE	⊙
UTILITY BOX (SEE SCHEDULE)	⊙
SIGN	⊙
BOLLARD (UNLESS NOTED OTHERWISE)	⊙
TREE W/ SIZE AND ELEVATION	⊙
SPOT ELEVATION	⊙
GROUND SPOT ELEVATION	⊙
CURB	—————
CURB & CUTTER	—————
CONCRETE	—————
FENCE	—————
WALL	—————
CONTOUR	—————
INDEX CONTOUR	—————
SANITARY SEWER	—————
STORM DRAIN	—————
WATER	—————
GAS	—————
JOINT TRENCH	—————
FIBER OPTIC	—————
OVERHEAD	—————
SINGLE TREE	⊙
TREES AND BUSH	—————

**KIER & WRIGHT**  
TOPOGRAPHIC & UTILITY SURVEY

FOR: FARLTON PROPERTIES, INC.  
1105, 1135 AND 1165 O'BRIEN DRIVE  
MENDOCINO, CALIFORNIA

DATE	DEC. 2017
SCALE	1"=20'
DRAWN BY	JRW
CHECKED BY	CL
JOB NO.	AT7186
SHEET	1
OF 1	SHEETS

12-13-17  
DATE  
PREPARED BY OR UNDER THE SUPERVISION OF  
JERRY R. WRIGHT, L.S. 2555  
jrw@kierwright.com



1105 -1165 O'BRIEN DR  
 MENLO PARK, CA 94025

PROPOSED SITE PLAN

03-13-2018 CUP SET  
 05-08-2018 CUP COMMENTS  
 07-10-2018 CUP COMMENTS 2

A5



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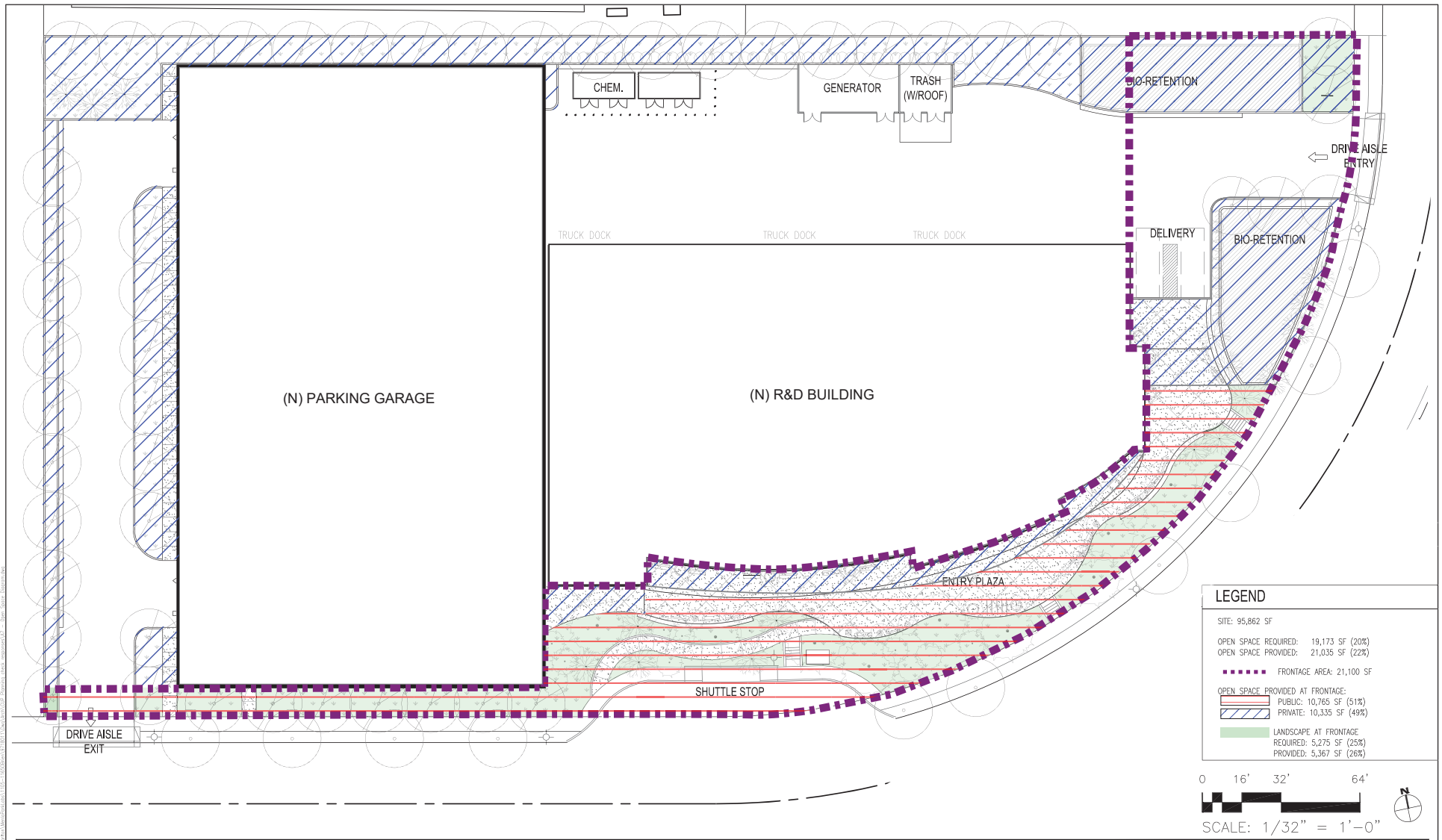
PROPOSED LANDSCAPE PLAN

03-13-2018 CUP SET  
05-09-2018 CUP COMMENTS  
07-10-2018 CUP COMMENTS 2

A6



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1105 -1165 O'BRIEN DR  
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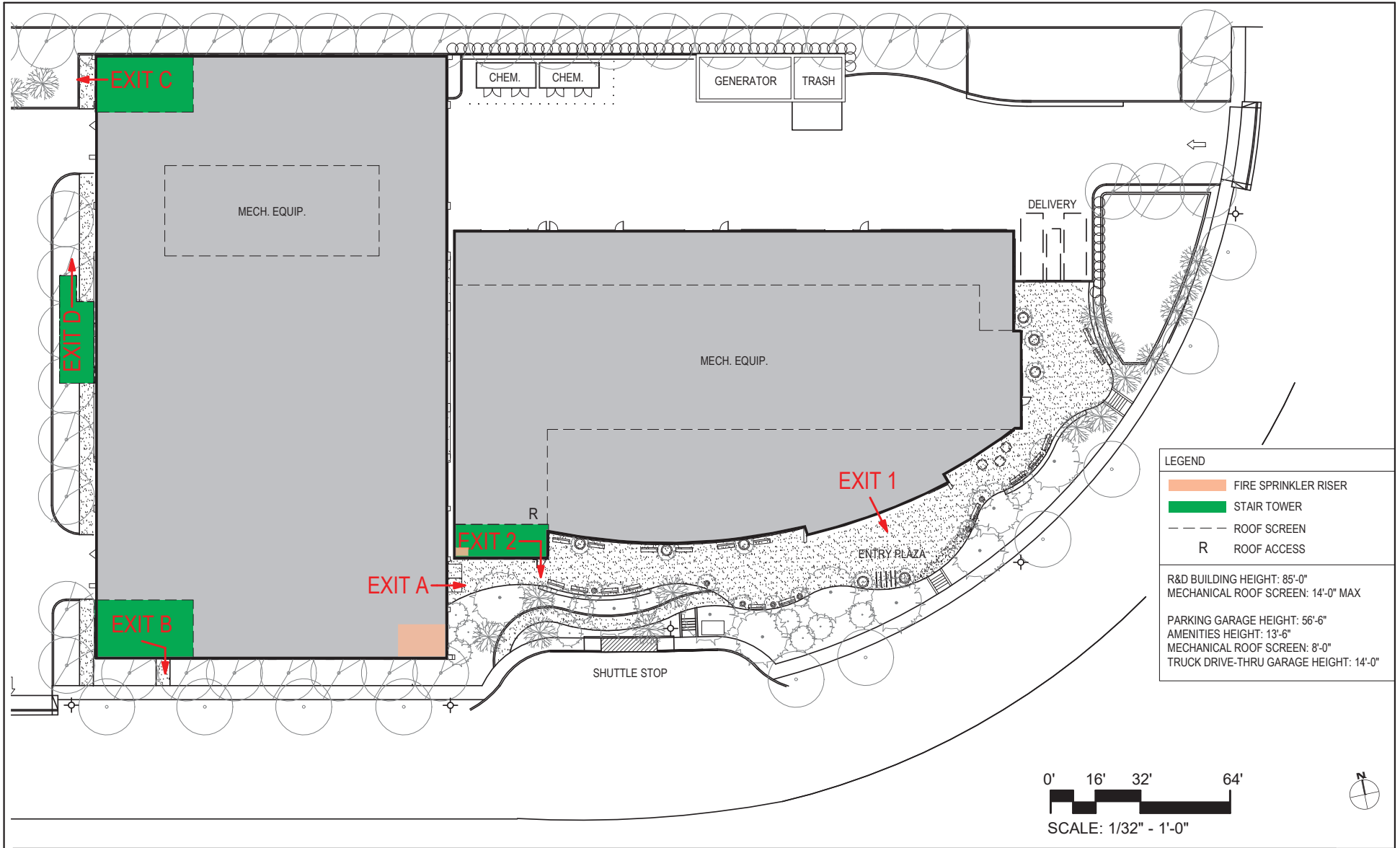
OPEN SPACE DIAGRAM  
 03-13-2018 CUP SET  
 05-10-2018 CUP COMMENTS

A7



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C:\Users\CWire\Documents\9718011\_Arch\1125 O'Brien\_Central\_cwire@ds-ae.com.rvt



1105-1165 O'BRIEN DRIVE  
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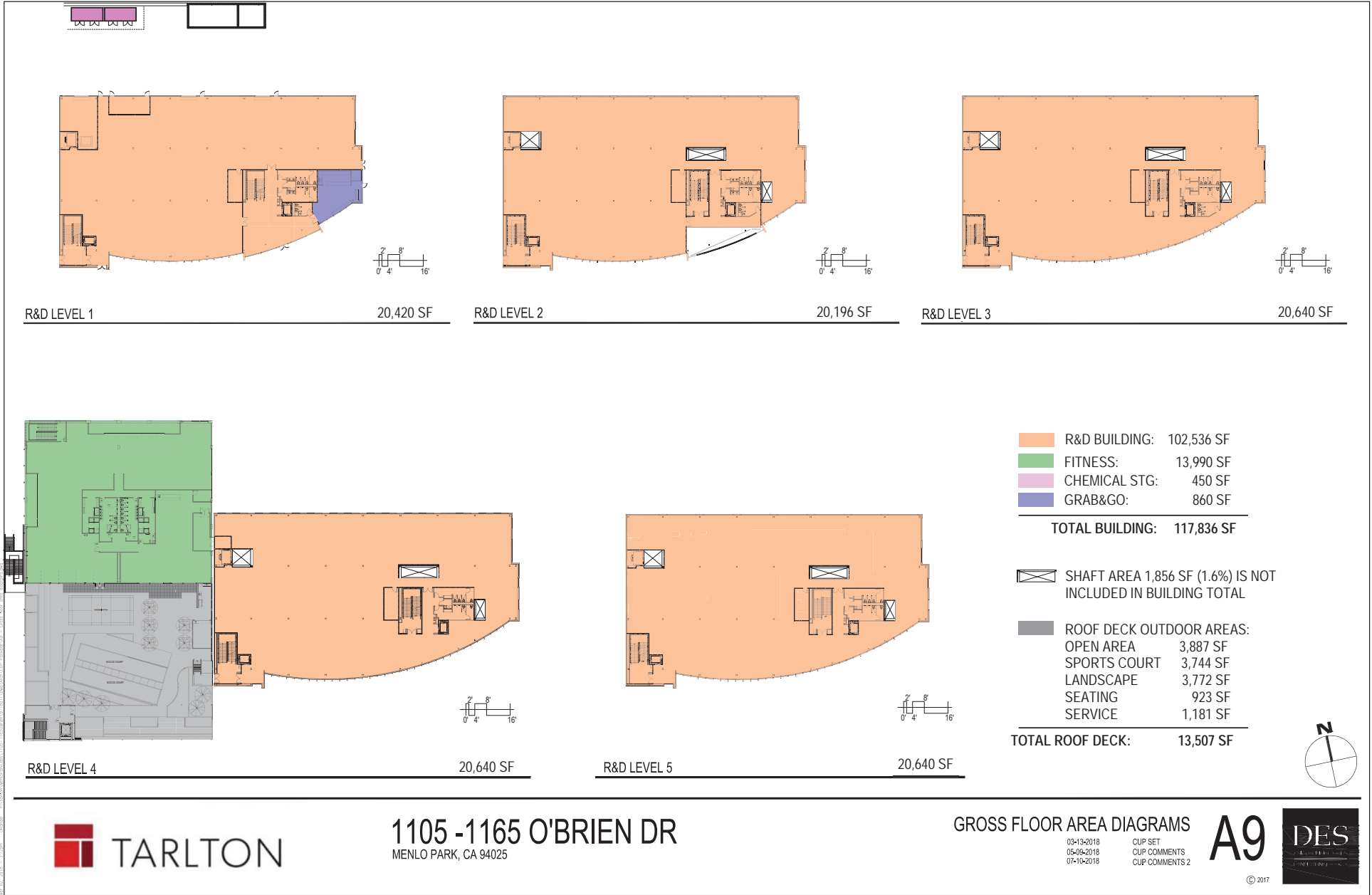
EMERGENCY PLAN

03-13-2018 CUP SET  
05-10-2018 CUP COMMENTS

A8



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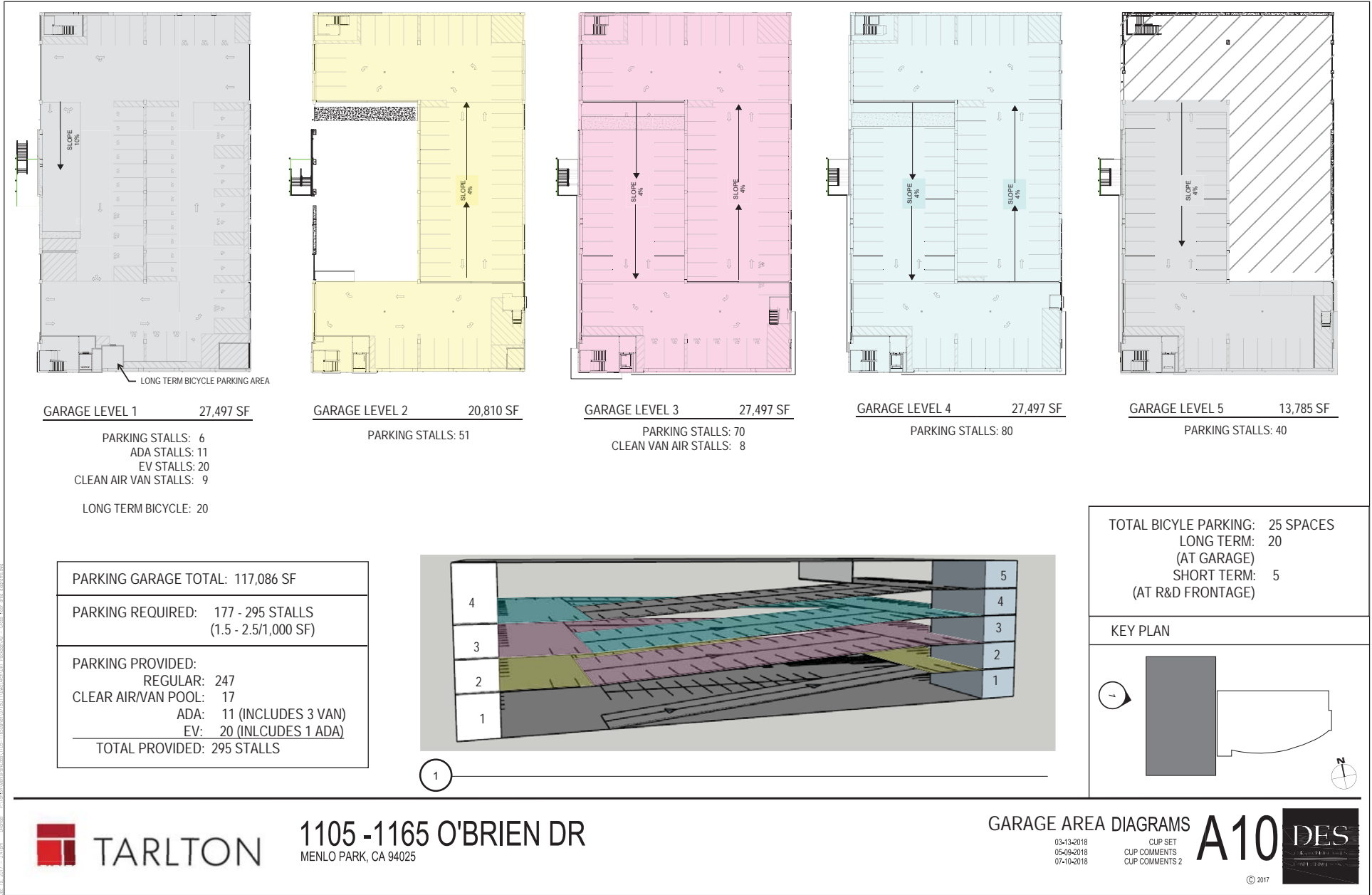
1105 -1165 O'BRIEN DR  
MENLO PARK, CA 94025

GROSS FLOOR AREA DIAGRAMS

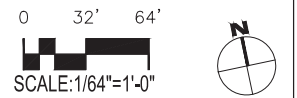
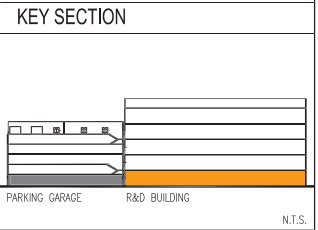
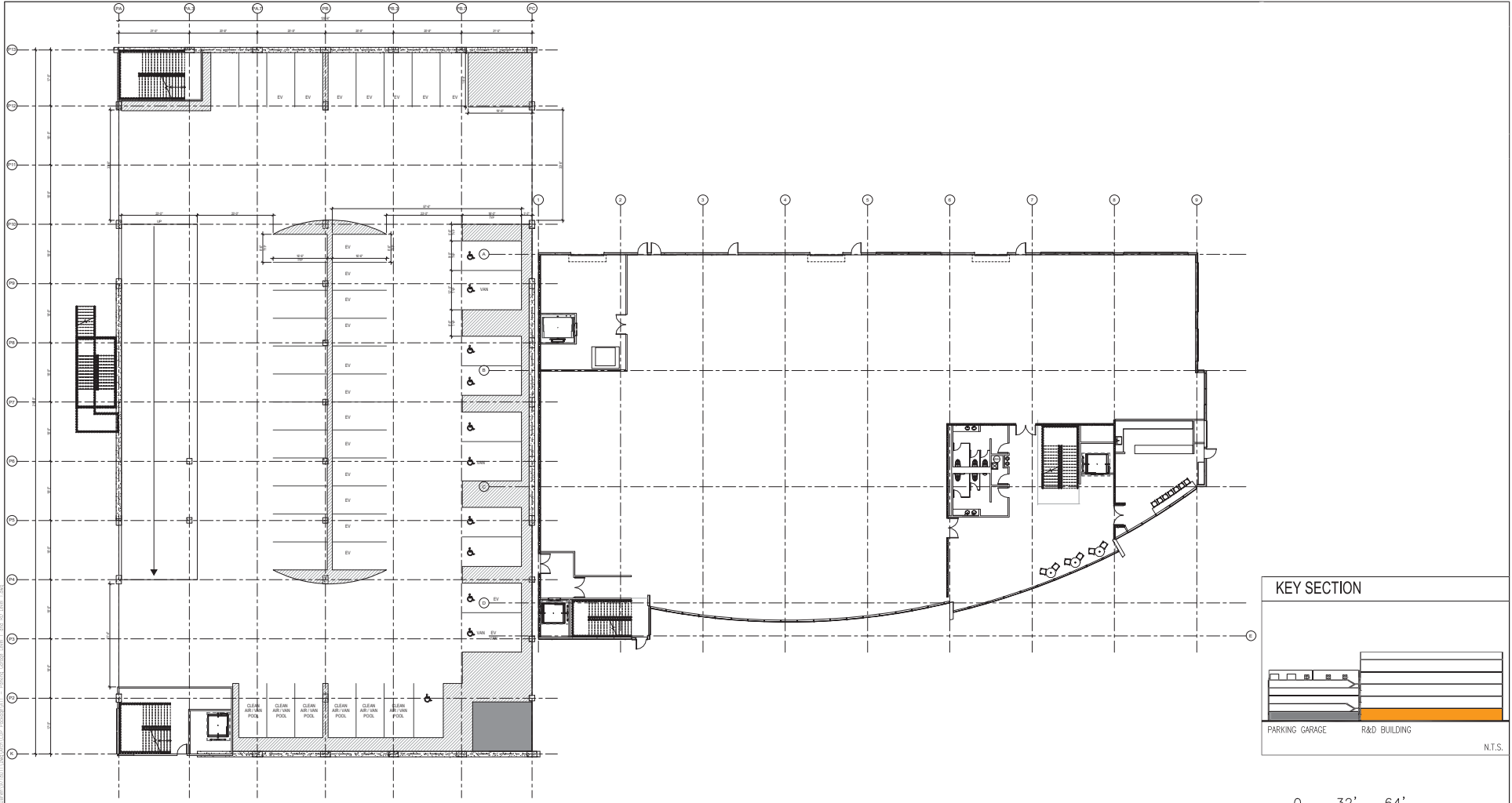
03-13-2018 CUP SET  
05-09-2018 CUP COMMENTS  
07-10-2018 CUP COMMENTS 2



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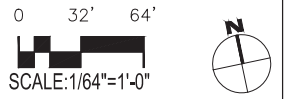
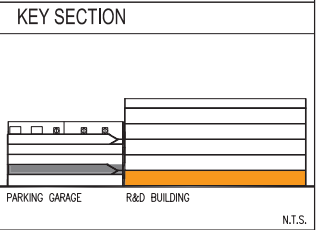
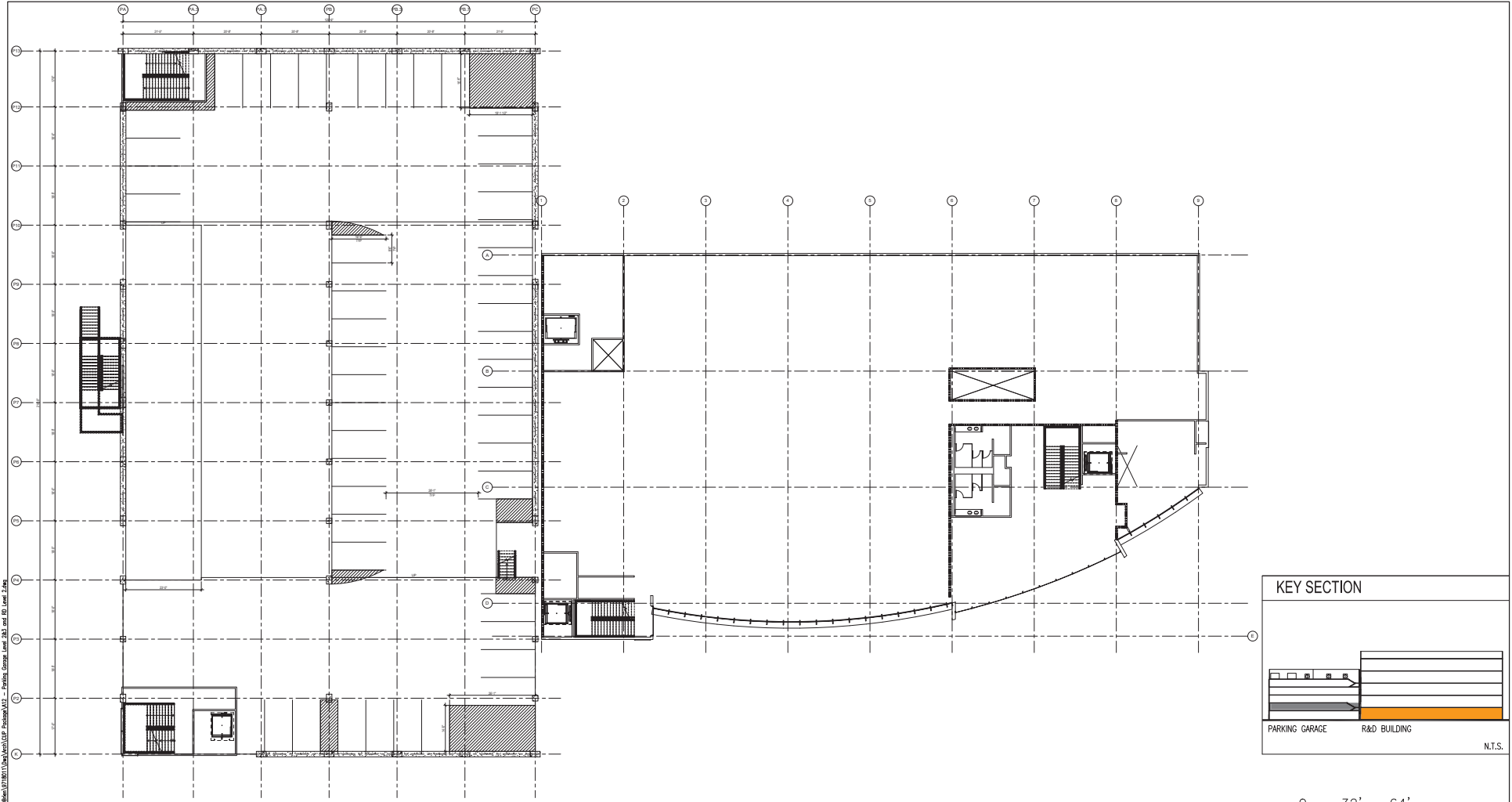
PARKING GARAGE LEVEL 1 AND R&D LEVEL 1

03-13-2018 CUP SET  
 05-10-2018 CUP COMMENTS

**A11**



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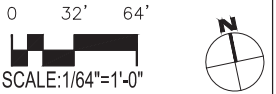
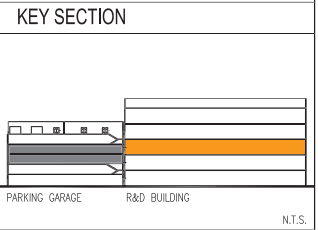
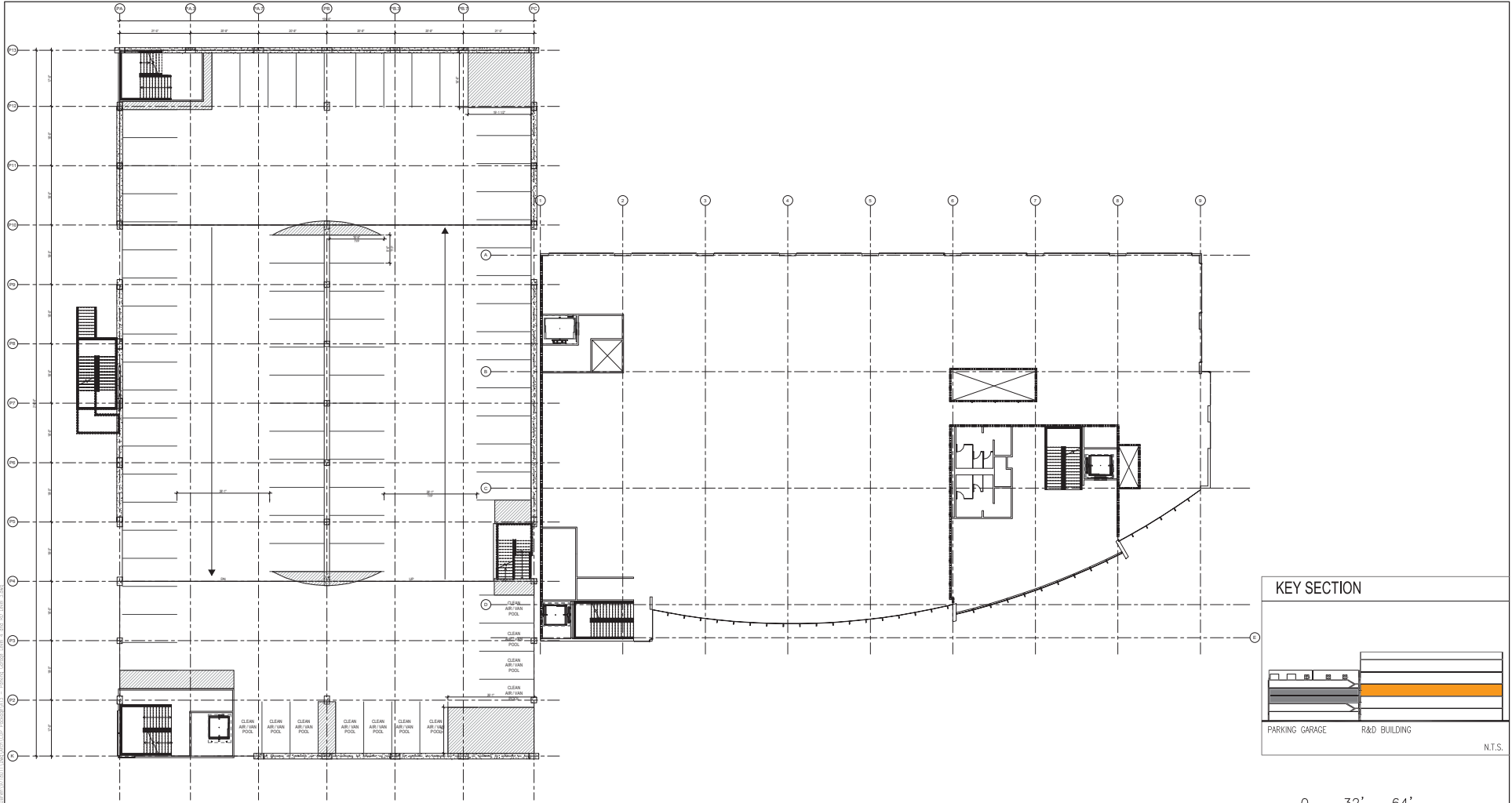
PARKING GARAGE LEVEL 2 AND R&D LEVEL

02-13-2018 CUP SET  
 05-10-2018 CUP COMMENTS

A12



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1105 -1165 O'BRIEN DR  
 MENLO PARK, CA 94025

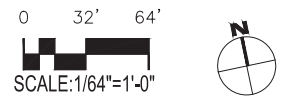
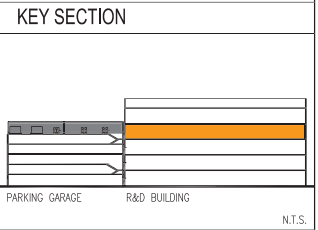
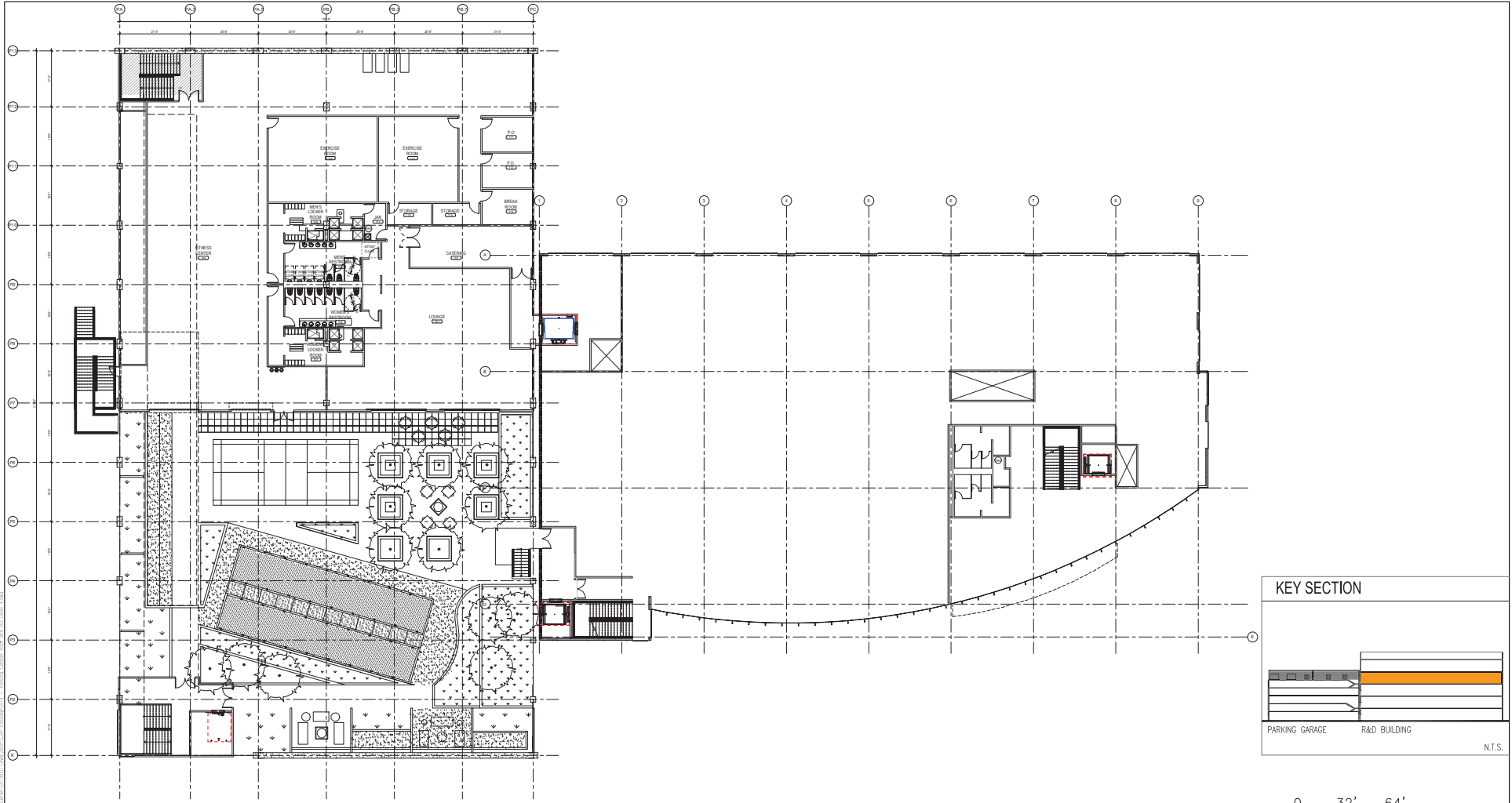
PARKING GARAGE LEVEL 3&4 AND R&D LEVEL 3

03-13-2018 CUP SET  
 05-10-2018 CUP COMMENTS

**A13**



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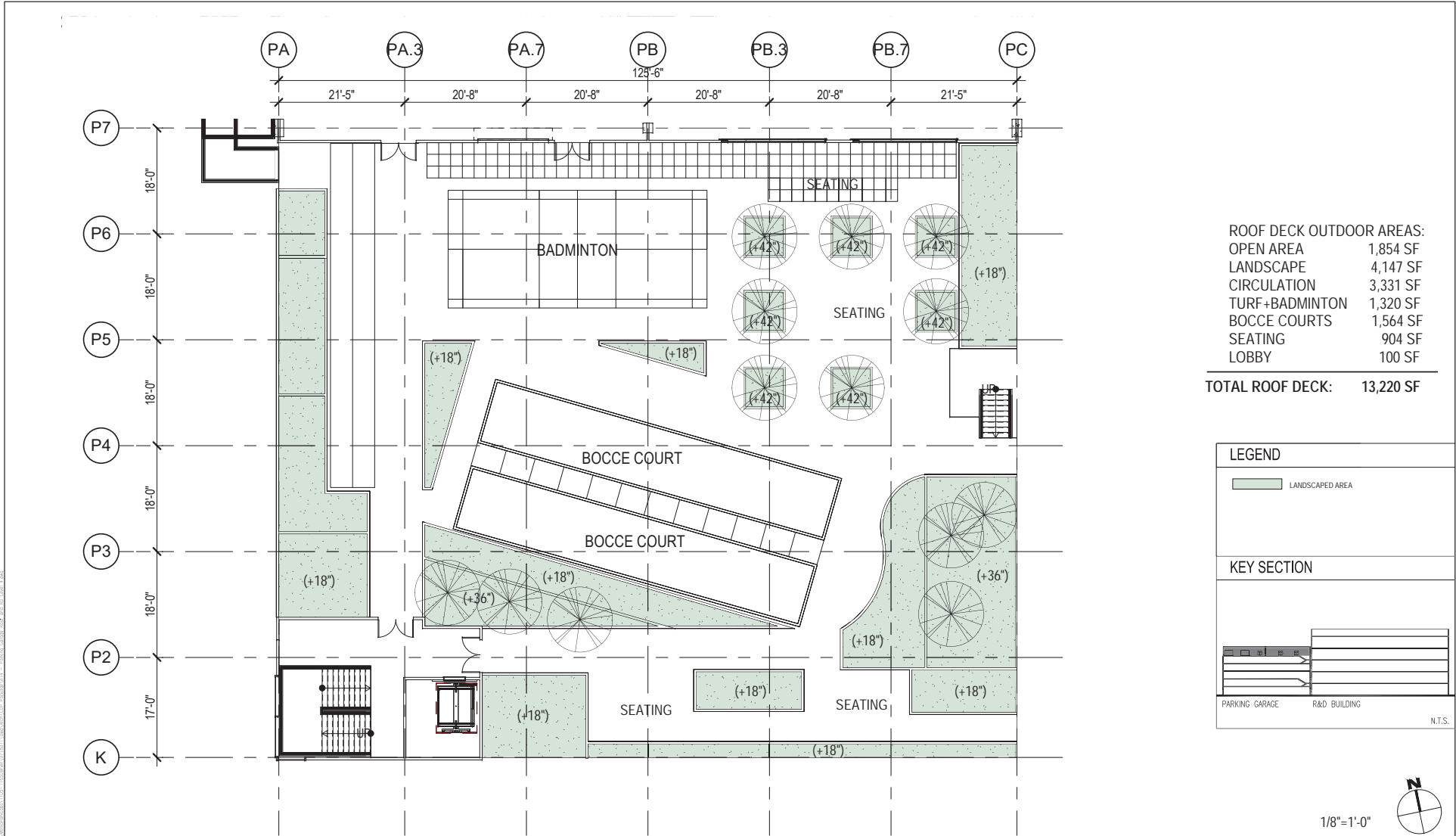
1105 -1165 O'BRIEN DR  
 MENLO PARK, CA 94025

PARKING GARAGE ROOF AND R&D LEVEL 4

03-13-2018 CUP SET  
 05-10-2018 CUP COMMENTS

**A14A**

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ROOF DECK OUTDOOR AREAS:

OPEN AREA	1,854 SF
LANDSCAPE	4,147 SF
CIRCULATION	3,331 SF
TURF+BADMINTON	1,320 SF
BOCCE COURTS	1,564 SF
SEATING	904 SF
LOBBY	100 SF
<b>TOTAL ROOF DECK:</b>	<b>13,220 SF</b>

**LEGEND**

LANDSCAPED AREA

**KEY SECTION**

PARKING GARAGE      R&D BUILDING

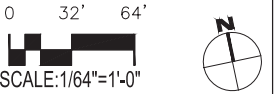
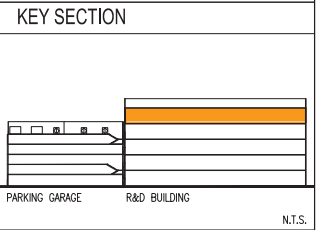
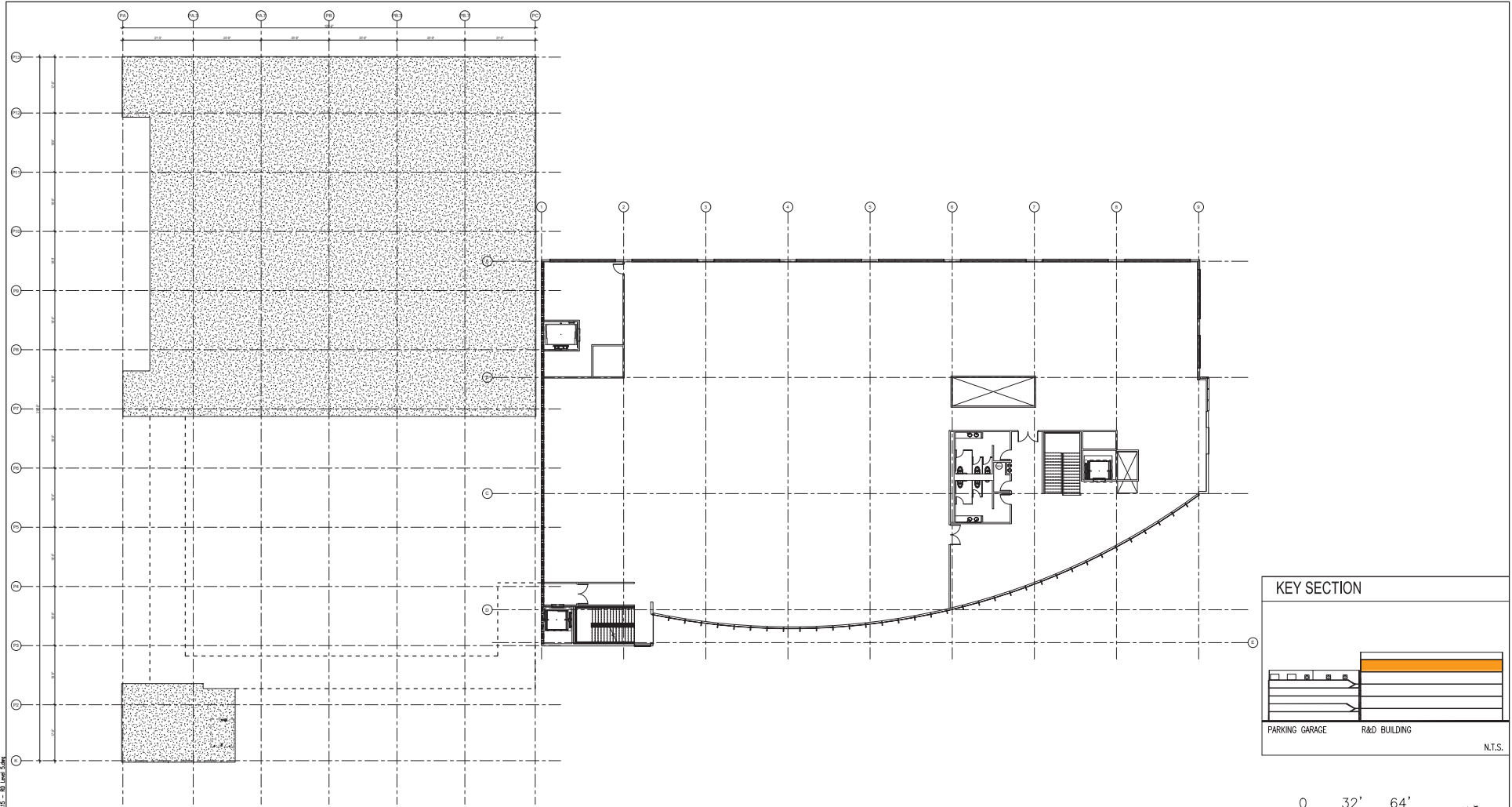
N.T.S.



1105 -1165 O'BRIEN DR  
 MENLO PARK, CA 94025

GARAGE ROOF  
 03-13-2018 CUP SET  
 05-10-2018 CUP COMMENTS  
**A14B**

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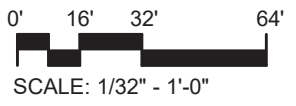
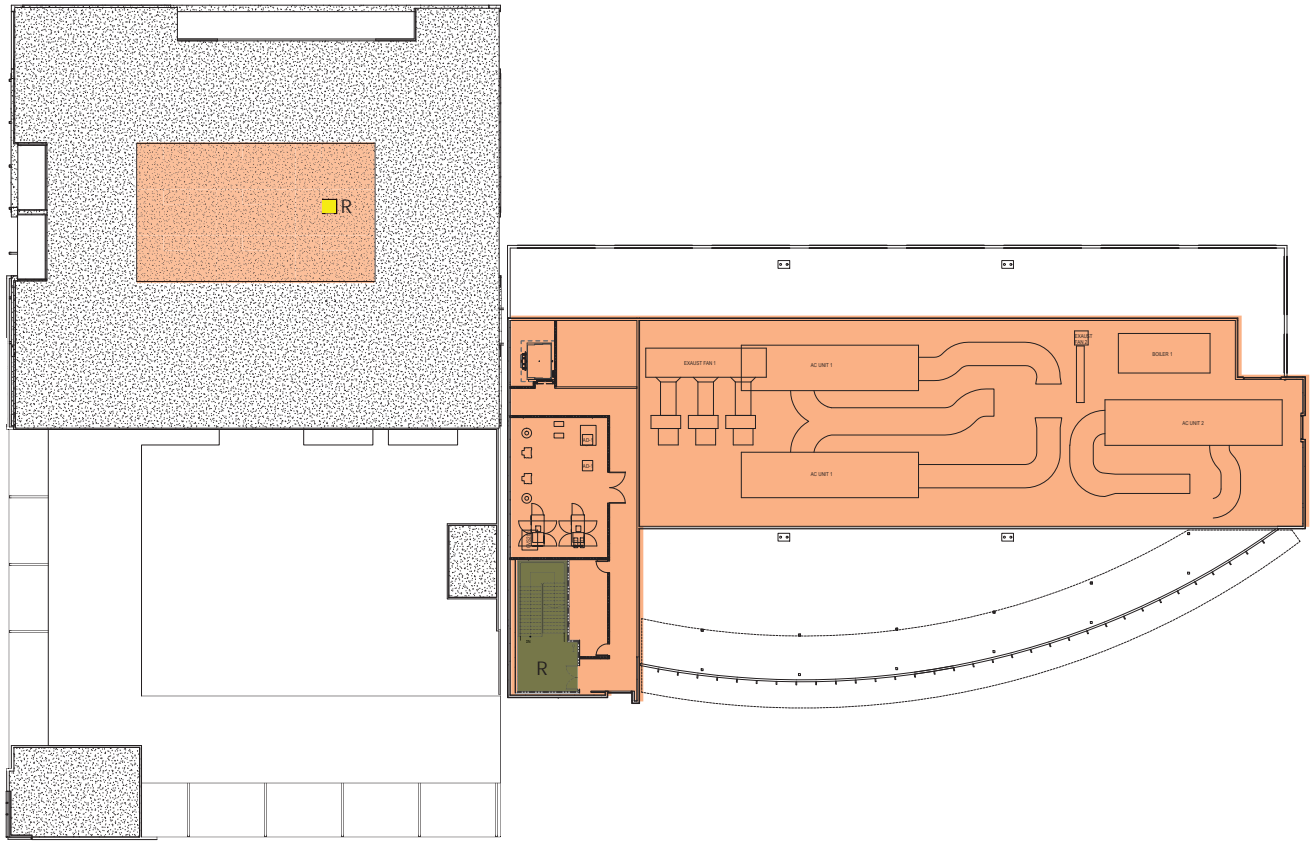
R&D LEVEL 5  
 03-13-2018 CUP SET  
 05-10-2018 CUP COMMENTS

**A15**



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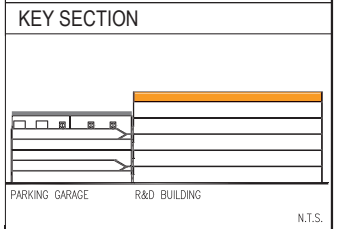
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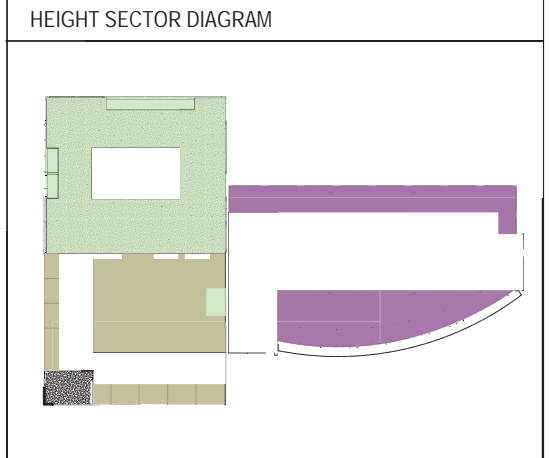
AVERAGE HEIGHT CALCULATION:

BUILDING	FLOORPLATE (SF)	BLDG HEIGHT (FT)
1105 R&D	21,400	85
1105 GARAGE+AMENITIES	27,380	69
1140 O'BRIEN DRIVE	31,254	35
AVERAGE HEIGHT:		60.34

- LEGEND**
- R STAIR TOWER WITH ROOF ACCESS
  - R ROOF LADDER HATCH
  - MECHANICAL EQUIPMENT AND ROOF SCREEN



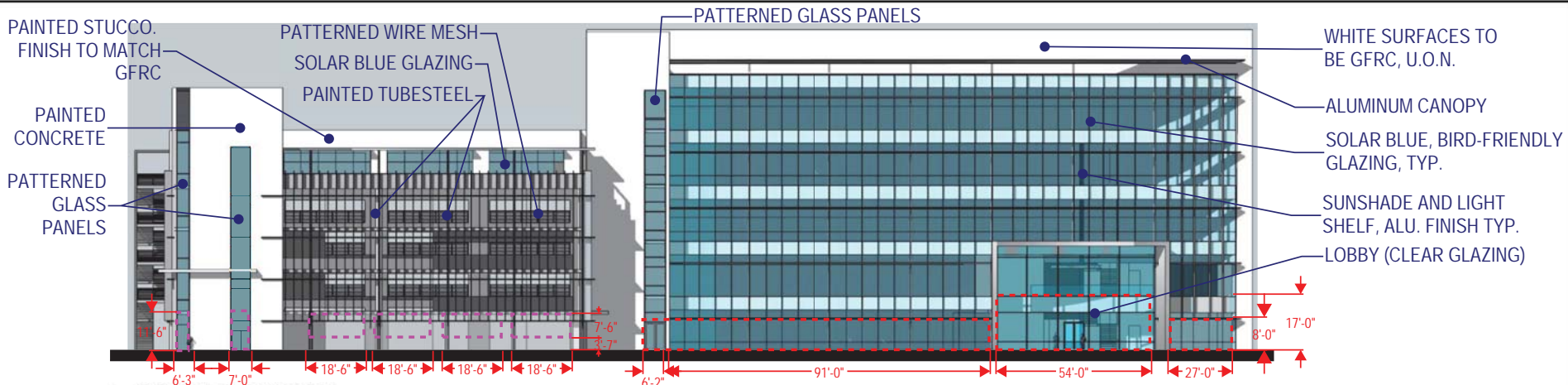
- LEGEND: HEIGHT DIAGRAM**
- (+85')
  - (+69')
  - (+55'-8")



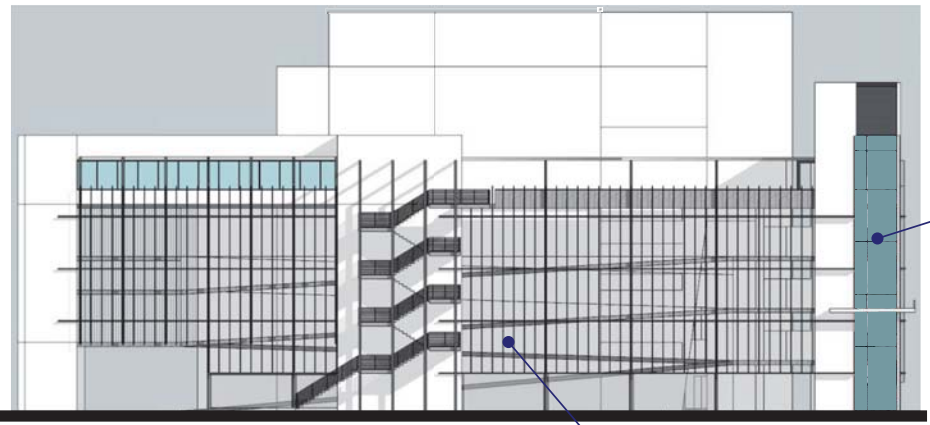
**1105 -1165 O'BRIEN DR**  
 MENLO PARK, CA 94025

**R&D ROOF PLAN A16**

03-13-2018 CUP SET  
 05-09-2018 CUP COMMENTS  
 07-16-2018 CUP COMMENTS 2



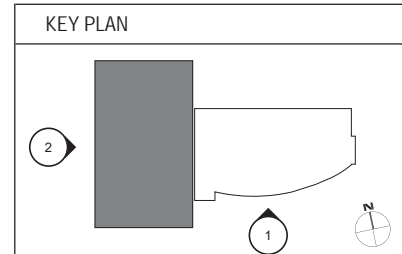
**1 SOUTH ELEVATION**  
N.T.S.



**2 WEST ELEVATION**  
N.T.S.

  GROUND FLOOR TRANSPARENCY ALONG BUILDING FRONTAGE  
PROVIDED: 91%  
REQUIRED: 25%

  GROUND FLOOR TRANSPARENCY ALONG GARAGE FRONTAGE  
PROVIDED: 48%  
REQUIRED: 25%



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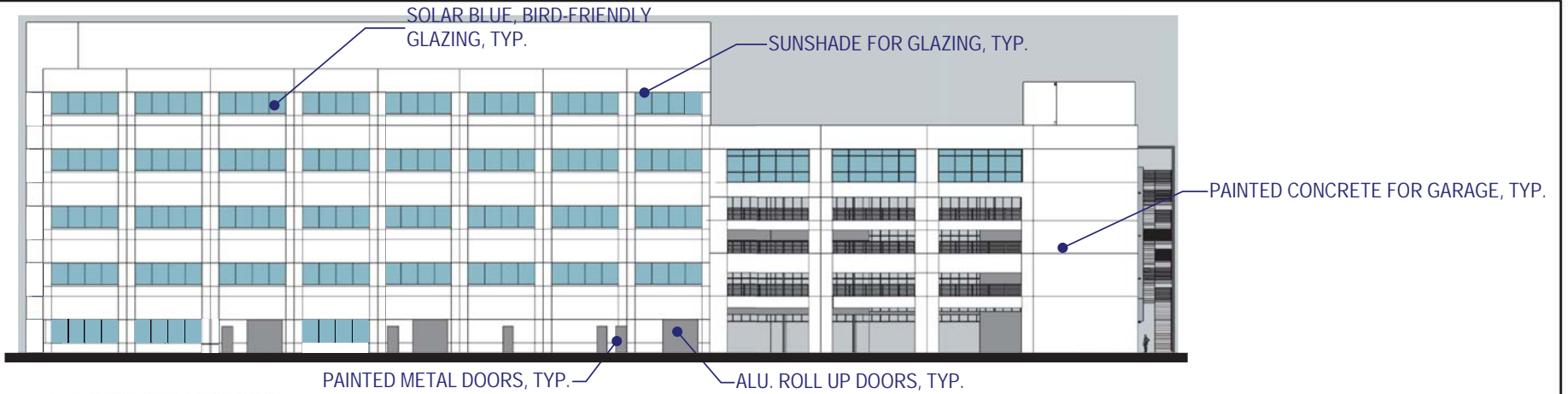
PROPOSED BUILDING ELEVATIONS

03-13-2018  
05-09-2018  
07-10-2018

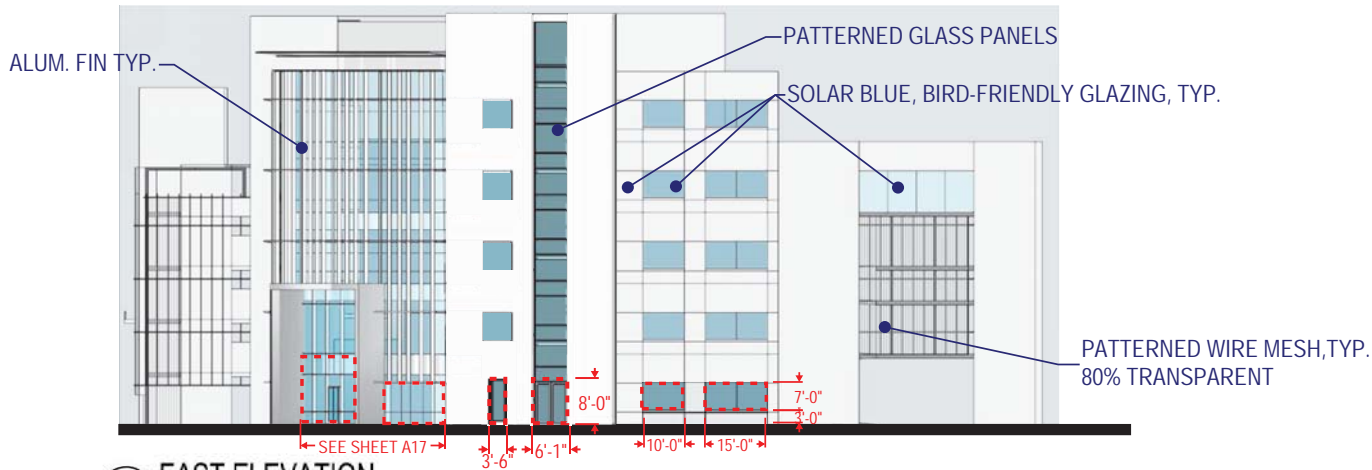
CUP SET  
CUP COMMENTS  
CUP COMMENTS 2



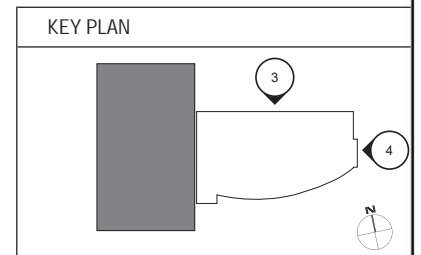




3 NORTH ELEVATION  
N.T.S.



4 EAST ELEVATION  
N.T.S.



1105 -1165 O'BRIEN DR  
MENLO PARK, CA 94025

PROPOSED BUILDING ELEVATIONS

03-13-2018  
05-09-2018  
07-10-2018

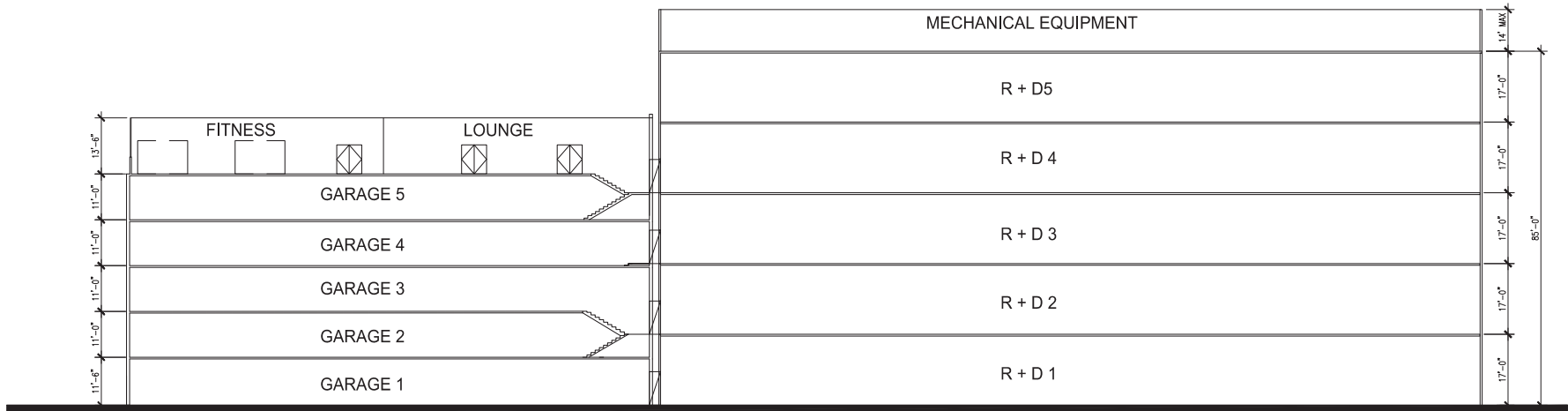
CUP SET  
CUP COMMENTS  
CUP COMMENTS 2

A18

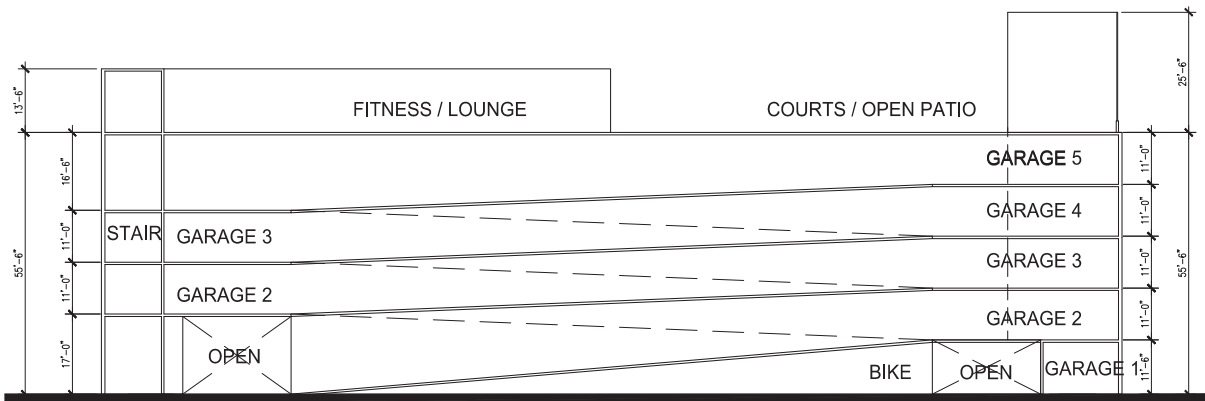
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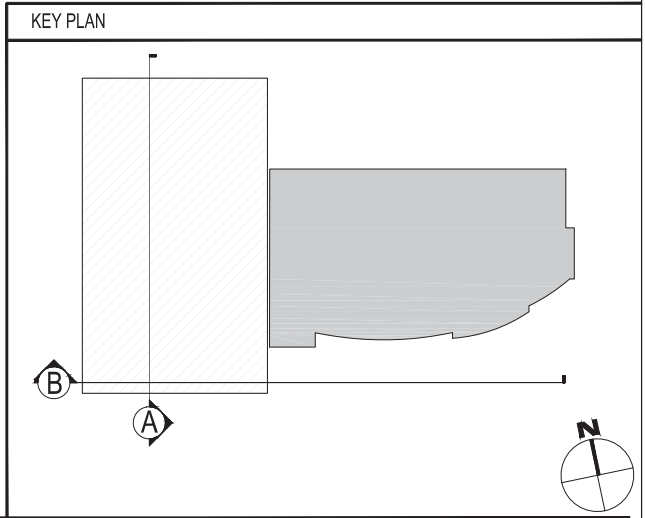
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**B** SECTION FACING NORTH - PARKING GARAGE AND R&D BUILDING  
N.T.S.



**A** SECTION FACING EAST - PARKING GARAGE  
N.T.S.



1105 -1165 O'BRIEN DR  
MENLO PARK, CA 94025

BUILDING SECTIONS  
03-13-2018 CUP SET  
05-10-2018 CUP COMMENTS

**A19**



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VIEW FROM SOUTH-EAST CORNER



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3D BUILDING MASS STUDY  
03-13-2018  
05-10-2018

CUP SET  
CUP COMMENTS



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VIEW FROM SOUTH-WEST CORNER

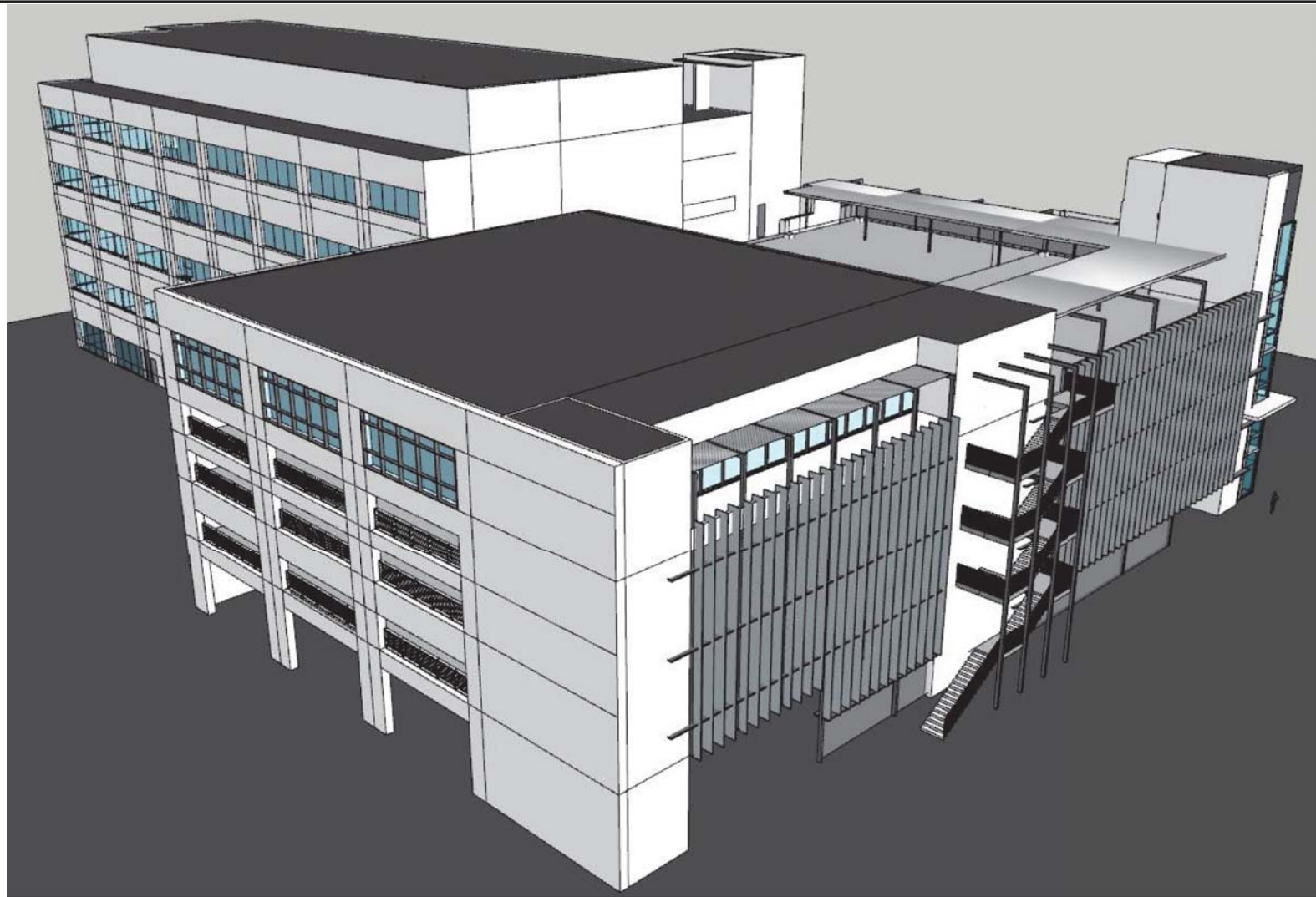
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3D BUILDING MASS STUDY  
03-13-2018 CUP SET  
05-10-2018 CUP COMMENTS

**A21** 

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VIEW FROM NORTH-WEST CORNER



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3D BUILDING MASS STUDY

03-13-2018  
05-10-2018

CUP SET  
CUP COMMENTS



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VIEW FROM NORTH-EAST CORNER



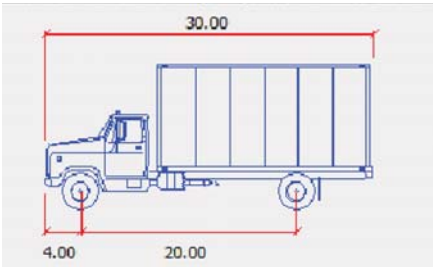
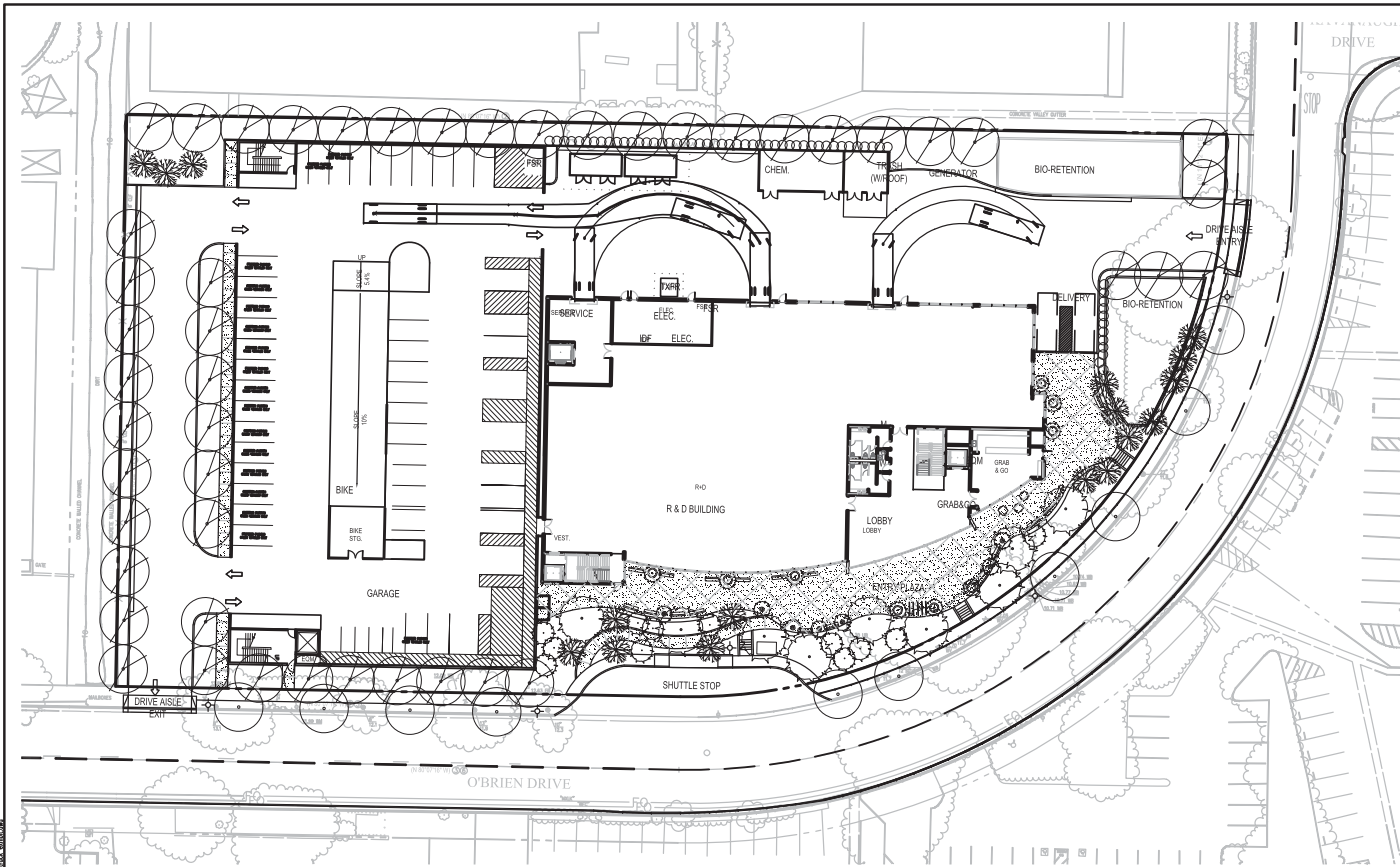
1105 -1165 O'BRIEN DR  
MENLO PARK, CA 94025

3D BUILDING MASS STUDY  
03-13-2018  
05-10-2018

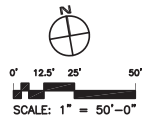
CUP SET  
CUP COMMENTS



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SEMI-AXLE TRUCK  
 WIDTH: 8'-0"  
 TRACK: 8'-0"  
 LOCK TO LOCK TIME: 6.0 SECONDS  
 STEERING ANGLE: 31.8 DEGREE



1105 -1165 O'BRIEN DR  
 MENLO PARK, CA 94025

# DELIVERY TRUCK TURNING EXHIBIT

03-13-2018  
 05-10-2018

CUP SET  
 CUP COMMENTS

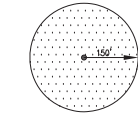
EX-1



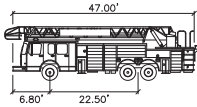
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150' RADIUS  
FIRE HYDRANT  
COVERAGE AREA



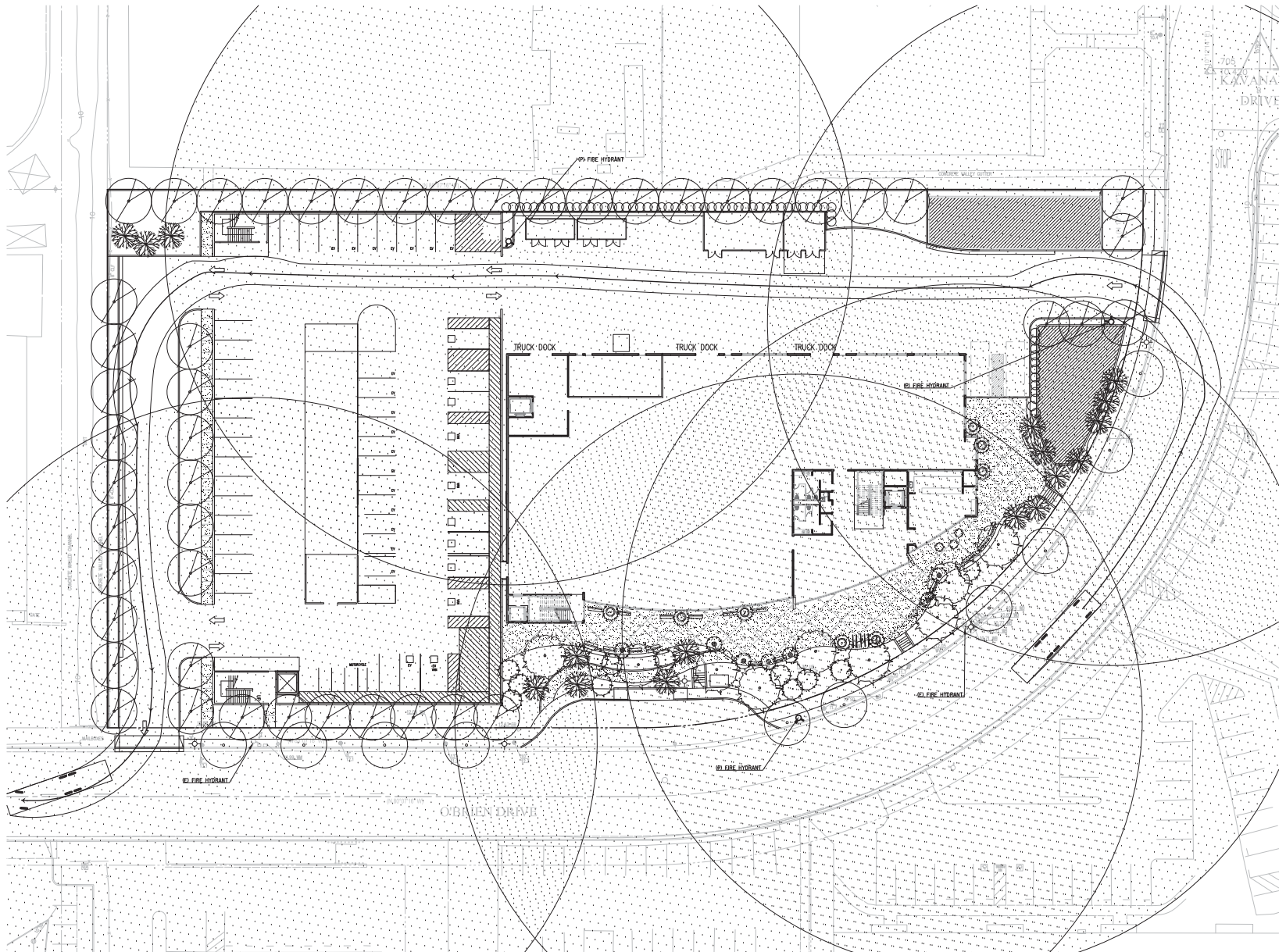
Menlo Park Fire Truck  
Width : 9.50'  
Track : 8.25'  
Lock to Lock Time : 6.0 seconds  
Steering Angle : 25.5 degrees

**LEGEND:**

 FIRE TRUCK COMPUTER SIMULATED  
PATH OF TRAVEL

**NOTE:**

- 1. FIRE TRUCK COMPUTER SIMULATED PATH OF TRAVEL  
CREATED USING AUTOTURN VERSION 7.0 SOFTWARE AND  
THE VEHICLE PROFILE INFORMATION INDICATED.



SCALE 1"=20'



# 1105-1165 O'BRIEN DRIVE

MENLO PARK, CA 94025

FIRE TRUCK TURNING AND FIRE HYDRANT COVERAGE

03-13-2018  
05-10-2018

CUP SET  
CUP COMMENTS

## C2



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**LEGEND:**

- TP TOP OF PAVEMENT
- TC TOP OF CURB
- FF FINISH FLOOR ELEVATION
- FL FLOWLINE
- FG FINISH GRADE
- RM RM OF SD CATCH BASIN
- SDCB STORM DRAIN CATCH BASIN
- AD AREA DRAIN
- HP HIGH POINT
- (E) EXISTING
- DIRECTION OF SURFACE DRAINAGE
- PROPERTY LINE
- EDGE OF FOOTING
- CATCH BASIN

**BENCHMARK:** (FROM TOPOGRAPHIC SURVEY PREPARED BY KIER & WRIGHT SURVEYORS; JOB A17010 DATED JUNE 2011)

W-150, (PID HT 1394) BRASS DISK SET IN TOP OF CONCRETE MONUMENT, STAMPED W150-1933, HIGH POINT, ELEVATION: 9.88' (NAD 88 DATUM)

**FLOOD ZONE NOTE:**

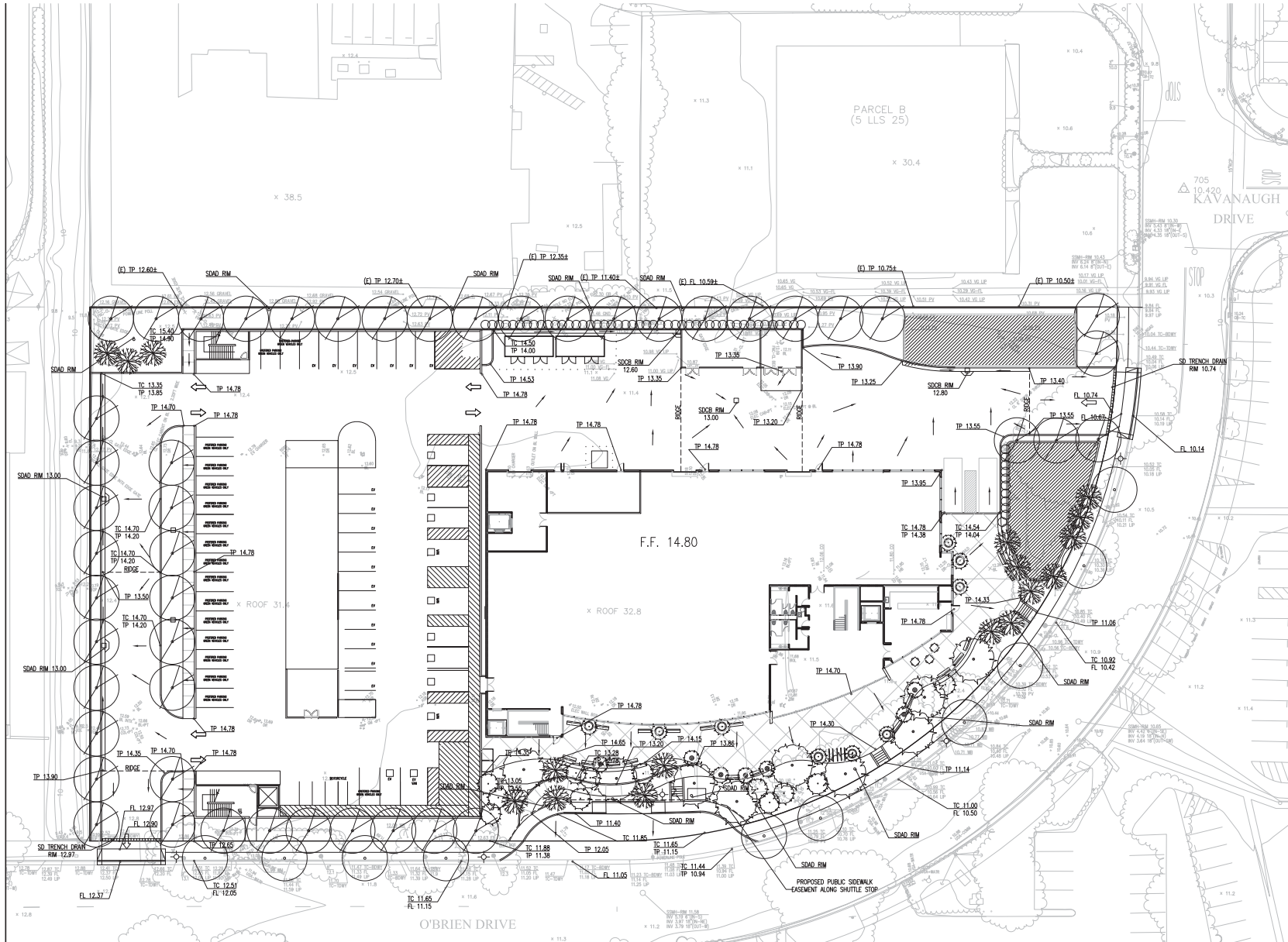
THE SUBJECT PROPERTY IS SHOWN ON THE FEDERAL EMERGENCY MANAGEMENT AGENCY FLOOD INSURANCE RATE MAP, COMMUNITY PANEL NUMBER 980321 0307 E, DATED OCTOBER 16, 2012, WITH THE SITE BEING LOCATED IN FLOOD ZONE "A1".

AREAS OF THE 1% ANNUAL FLOOD (100-YEAR FLOOD), ALSO KNOWN AS THE BASE FLOOD, IS THE FLOOD THAT HAS A 1% CHANCE OF BEING EQUALED OR EXCEEDED IN ANY GIVEN YEAR; BASE FLOOD ELEVATION DETERMINED AS 12.8 FEET.

INFORMATION WAS OBTAINED FROM THE FEMA WEBSITE (WWW.FEMA.GOV) ON DECEMBER 7, 2017.

**NOTE:**

SEE SHEET C6 FOR SECTIONS OF EXISTING AND PROPOSED CONDITIONS ALONG O'BRIEN DRIVE AND BOUNDARY.



**1105-1165 O'BRIEN DRIVE**  
MENLO PARK, CA 94025

PRELIMINARY GRADING PLAN  
03-13-2018 CUP SET  
05-10-2018 CUP COMMENTS

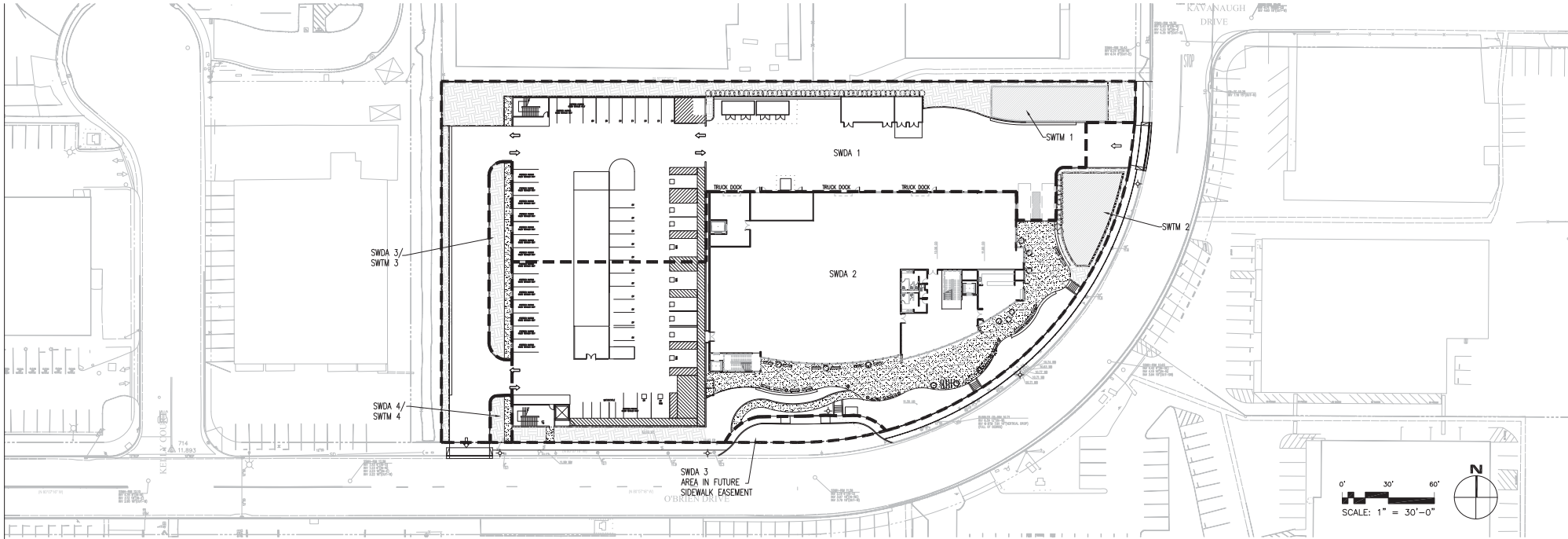
**C3**



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DES Project Number: 9718.011

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May 04, 2018 - 4:03pm  
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**STORMWATER MANAGEMENT TREATMENT MEASURE SUMMARY:**

DRAINAGE AREA #	STORMWATER TREATMENT MEASURE	TREATMENT MEASURE DESIGNATION #	TOTAL AREA (SQ. FT.)	IMPERVIOUS AREA (SQ. FT.)	PERVIOUS AREA (SQ. FT.)	TREATMENT AREA REQUIRED* (SQ.FT.)	TREATMENT AREA PROVIDED (SQ.FT.)	SELF-TREATING AREA PROVIDED* (SQ. FT.)
SWDA 1	FLOW-THROUGH PLANTER	SWTM 1	42148	34563	7585	1382	1620	7585
SWDA 2	BIORETENTION PLANTER	SWTM 2	49932	42888	7044	1715	1735	3435
SWDA 3	SELF-RETAINING AREA	SWTM 3	1887	645	1242	323	1242	0
	SELF-RETAINING AREA	SWTM 4	429	154	275	138	275	0

\*PRELIMINARY SIZING IS BASED ON THE SIMPLIFIED APPROACH OR FLOW-BASED SIZING APPROACH IN WHICH THE SURFACE AREA OF THE TREATMENT MEASURE IS DESIGNED TO BE 4% OF THE IMPERVIOUS AREA THAT DRAINS TO THE TREATMENT MEASURE PER THE "C.3" HANDBOOK CHAPTER 5.

**AREA INSIDE FUTURE SIDEWALK EASEMENT**

DRAINAGE AREA #	TOTAL AREA (SQ. FT.)	IMPERVIOUS AREA (SQ. FT.)	PERVIOUS AREA (SQ. FT.)
SWDA 3	1466	1466	0

**C.3. REGULATION CHECKLIST:**

REVIEW STEPS	YES/NO	INFORMATION
IS THE TOTAL IMPERVIOUS SURFACE REPLACED OR CREATED GREATER THAN 10,000 SQ.FT. OR 5,000 SQ.FT. FOR UNCOVERED PARKING?	YES	"IF YES": PROJECT IS C.3. REGULATED
IS THE TOTAL EXISTING IMPERVIOUS SURFACED REPLACED GREATER THAN 50% OF THE TOTAL PRE-PROJECT IMPERVIOUS SURFACE?	YES	"IF YES": SOURCE CONTROL AND TREATMENT REQUIREMENTS APPLY TO THE WHOLE SITE
IS THE PROJECT SITE LOCATED IN A HYDROMODIFICATION MANAGEMENT CONTROL AREA? (LOCATED IN APPENDIX H OF C.3.)	NO	"IF YES": SITE IS SUBJECT TO HYDROMODIFICATION MANAGEMENT REQUIREMENTS
IS THIS REGARDED AS A SPECIAL PROJECT PER PROVISION C.3.E.II. OF THE MUNICIPAL REGIONAL STORMWATER PERMIT (MRP)?	NO	"IF YES" PROJECT IS A SPECIAL PROJECT. SEE ATTACHED SPECIAL PROJECT DETERMINATION WORKSHEET.
IS IT FEASIBLE TO USE INFILTRATION OR REINWATER HARVESTING?	NO	"IF YES" SEE ATTACHED INFILTRATION FEASIBILITY WORKSHEET.

**PROJECT DATA:**

- TOTAL SITE AREA (ACRES): 95862 SF (2.20 ACRES)
- TOTAL AREA OF LAND DISTURBED DURING CONSTRUCTION (ACRES): 2.20
- NAME OF RECEIVING WATER OR DRAINAGE BASIN: SAN FRANCISCO BAY
- TYPE OF LAND USE FOR PROJECT: COMMERCIAL, MIXED-USE.
- FLOOD ZONE: AE
- FLOOD ELEVATION: 12.80
- SOILS TYPE: D
- GROUNDWATER DEPTH (FT): ±15 BELOW FINISH GRADE

**LEGEND:**

- PROPOSED STORMWATER DRAINAGE AREA BOUNDARY
- FLOW THROUGH PLANTER
- BIORETENTION BASIN
- SELF-RETAINING AREA/ SELF-TREATING AREA

**APPROVIATIONS:**

- SWDA STORMWATER DRAINAGE AREA
- SWTM STORMWATER TREATMENT MEASURE

**SOURCE CONTROL MEASURES:**

- MARK ON-SITE INLETS WITH THE WORDS "NO DUMPING: DRAINS TO BAY" OR EQUIVALENT.
- ALL INTERIOR FLOOR DRAINS TO CONNECT TO SANITARY SEWER.
- PROPOSED LANDSCAPING WILL INCLUDE PEST AND/OR DISEASE RESISTANT, DROUGHT-TOLERANT, AND ATTRACT BENEFICIAL INSECTS.
- USE WATER EFFICIENT IRRIGATION SYSTEM.

**SITE DESIGN MEASURES:**

- DIRECT ROOF RUNOFF ONTO VEGETATED AREAS.
- DIRECT RUNOFF FROM UNCOVERED PARKING AREAS AND/OR DRIVEWAYS ONTO VEGETATED AREAS.
- MINIMIZE IMPERVIOUS SURFACES.
- PROVIDED SELF-TREATING AREAS.

**STORMWATER TREATMENT NOTES:**

- FOR EACH DRAINAGE AREA, STORMWATER RUNOFF WILL BE COLLECTED AND OVERTO TO A BIO-RETENTION AREA AND/OR FLOW-THROUGH PLANTER BY GRAVITY FLOW. THE WATER IS TEMPORARILY STORED AND PERCOLATES IN THE BIO-TREATMENT SOIL, ONCE TREATED THE STORM WATER DRAINS TO THE PUBLIC STORM DRAIN SYSTEM.
- BIO-TREATMENT SOIL MIX SHALL MEET THE REQUIREMENTS OF APPENDIX L OF THE MUNICIPAL REGIONAL STORMWATER PERMIT (MRP). THE BIOTREATMENT SOIL MIX SHALL HAVE A MINIMUM PERCOLATION RATE OF 5%/HR AND BE A MINIMUM SOIL DEPTH OF 18 INCHES.
- SEE PRELIMINARY GRADING PLAN FOR FOR BASIN FOOTPRINT AND ELEVATIONS.



**1105-1165 O'BRIEN DRIVE**  
MENLO PARK, CA 94025

**PRELIMINARY STORMWATER MANAGEMENT PLAN**

03-13-2018  
05-10-2018

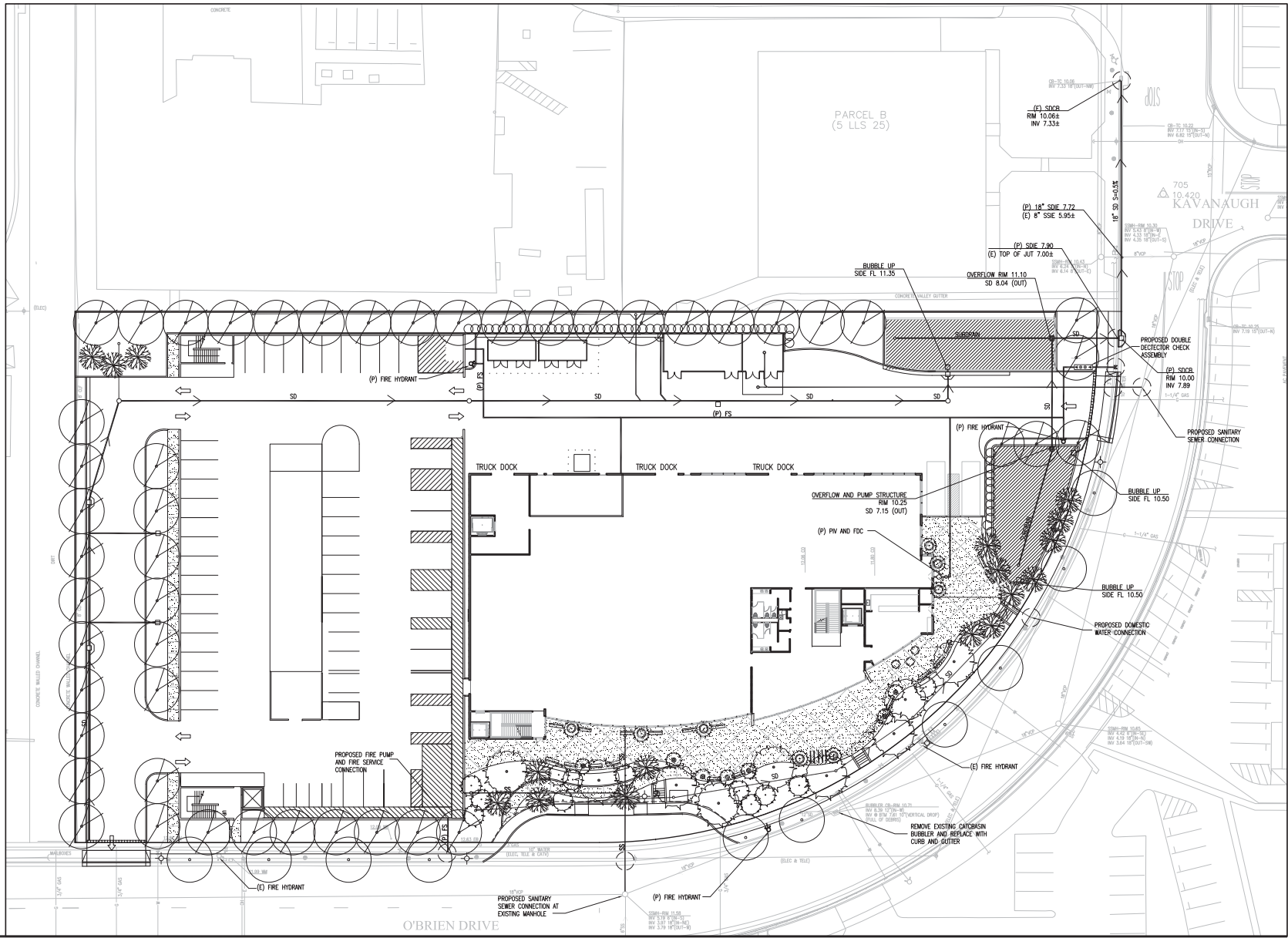
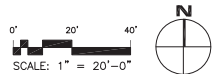
CUP SET  
CUP COMMENTS



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DES Project Number: 9718.011

ABBREVIATIONS & LEGEND:

- SS SANITARY SEWER
  - SD STORM DRAIN
  - TP TOP OF PAVEMENT
  - TC TOP OF CURB
  - FF FINISH FLOOR ELEVATION
  - FS FIRE SERVICE
  - DW DOMESTIC WATER
  - (P) PROPOSED
  - SDCB STORM DRAIN CATCH BASIN
  - AB AREA BRAIN
  - JUT JOINT UTILITY TRENCH
  - HP HIGH POINT
  - (E) EXISTING
  - FH FIRE HYDRANT
  - CRATE OF CATCH BASIN, MANHOLE OR AREA DRAIN RM ELEVATION
  - P.O.C. POINT OF CONNECTION
  - P.I.V. POST INDICATOR VALVE
  - F.D.C. FIRE DEPT. CONNECTION
- 
- [Hatched Area] FLOW-THROUGH PLANTERS
  - [Square] CATCH BASIN
  - [Circle] STORM DRAIN MANHOLE
  - [Arrow in Circle] (P) SD PROPOSED STORM DRAIN WITH DIRECTION OF FLOW
  - [Line with Dash] (P) FS LINE
  - [Line with Dotted Dash] (P) DW LINE
  - [Line with Dashed Dash] (P) SS LINE
  - [Rectangular with Zig-Zag] PROPOSED BACKFLOW PREVENTOR DOUBLE DETECTOR CHECK ASSEMBLY
  - [Circle with Dotted Line] UTILITY CROSSING OR P.O.C. ROUTING TO BE DETERMINED PRIOR TO CONSTRUCTION
  - [Circle with Solid Line] SANITARY SEWER MANHOLE
  - [Square with 'F'] FDC
  - [Square with 'H'] FH FIRE HYDRANT
  - [Square with 'B'] BUBBLE-UP STRUCTURE
  - [Square with 'O'] OVERFLOW STRUCTURE



**TARLTON**

**1105-1165 O'BRIEN DRIVE**

MENLO PARK, CA 94025

PRELIMINARY UTILITY PLAN

03-13-2018 CUP SET  
05-10-2018 CUP COMMENTS

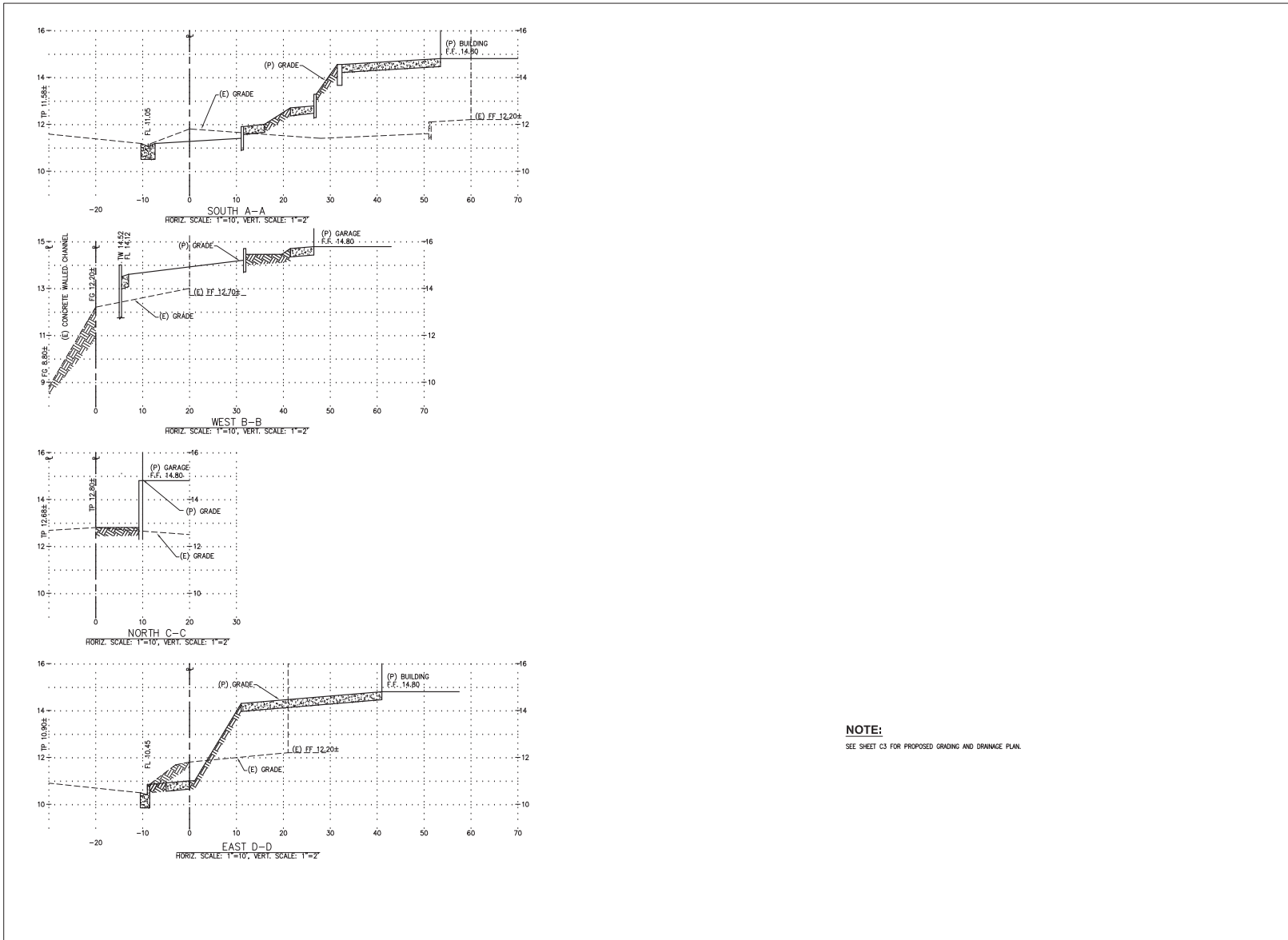
**C5**

**DES**  
DESIGN ENGINEERING SERVICES

TARLTON  
DES Project Number: 9718.011

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**NOTE:**  
SEE SHEET C3 FOR PROPOSED GRADING AND DRAINAGE PLAN.



# 1105-1165 O'BRIEN DRIVE

MENLO PARK, CA 94025

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GRADING SECTIONS  
03-13-2018 CUP SET  
05-10-2018 CUP COMMENTS

# C6



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