



REGULAR MEETING AGENDA

Date: 12/10/2018
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

None

F. Public Hearing

- F1. Use Permit Revision/Donna and Carter Busse/1360 Defino Way:
Request for a use permit revision to modify the approved exterior siding on a residence, from shingles to board and batten. In May of 2016 the Planning Commission approved a use permit to remodel and add a second story to an existing nonconforming single-story, single-family residence located in the R-1-U (Single Family Urban Residential) zoning district, where the proposed work exceeded 50 percent of the existing replacement value in a 12-month period. Construction is under way on the approved project. ([Staff Report #18-99-PC](#))
- F2. Use Permit and Variance/Mark Milani/1346 Hoover Street:
Request for a use permit to demolish an existing detached garage, and construct an addition to an existing nonconforming single-family residence, consisting of an attached two-car garage and a second story with a second dwelling unit. The proposal includes a variance request on the first floor to reduce the left side setback to five feet (where 10 feet is required) for the new addition of

the garage. The proposed second floor addition would meet the minimum required setbacks. The subject parcel is a substandard lot with respect to lot area and width in the R-3 (Apartment) zoning district. (Staff Report #18-100-PC) *Continued by the Planning Commission from the 9/17/18 Planning Commission meeting.*

- F3 Architectural Control and Use Permit/Mark Cyril Johnson/600 Sharon Park Drive:
Request for architectural control review of exterior modifications to an existing pool house and site amenities in the R-3-A-X (Garden Apartment, Conditional Development) zoning district. The proposed exterior modifications would include new siding, windows, doors, and modifying the exterior color scheme. Improvements to the site amenities include new landscaping, outdoor kitchens, seating areas, tot lot, and dog park area. The proposal also includes a request for a use permit for excavation within a required setback, per the existing Conditional Development Permit, for a new retaining wall. In conjunction with the proposed improvements, 13 heritage trees located throughout the site are proposed for removal. (Staff Report #18-101-PC)
- F4 Use Permit Revision/Scott Erickson/2245 Avy Avenue:
Request for a use permit revision to update the use of the existing Phillips Brooks School located in the P-F (Public Facilities) zoning district. The request includes adding an annual summer enrichment program to the regular operation of the school and increasing the employee cap from 58 to 68 employees year-round. (Staff Report #18-102-PC)

G. Informational Items

- G1. Future Planning Commission Meeting Schedule – The upcoming Planning Commission meetings are listed here, for reference. No action will be taken on the meeting schedule, although individual Commissioners may notify staff of planned absences.
- Regular Meeting: January 14, 2019
 - Regular Meeting: January 28, 2019
 - Regular Meeting: February 11, 2019

H. Adjournment

Agendas are posted in accordance with Government Code Section 54954.2(a) or Section 54956. Members of the public can view electronic agendas and staff reports by accessing the City website at www.menlopark.org and can receive e-mail notification of agenda and staff report postings by subscribing to the "Notify Me" service at menlopark.org/notifyme. Agendas and staff reports may also be obtained by contacting the Planning Division at 650-330-6702. (Posted: 12/05/2018)

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.



STAFF REPORT

Planning Commission

Meeting Date: 12/10/2018

Staff Report Number: 18-099-PC

Public Hearing: Use Permit Revision/Donna and Carter Busse/
1360 Delfino Way

Recommendation

Staff recommends that the Planning Commission approve a request for a use permit revision to modify the approved exterior siding, from shingles to board and batten, on a second story addition to an existing nonconforming single-story, single-family residence located in the R-1-U (Single Family Urban Residential) zoning district, where the proposed work exceeded 50 percent of the existing replacement value in a 12-month period. The previous use permit was approved by the Planning Commission in May 2016. The recommended actions are included in Attachment A.

Policy Issues

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

Background

Site location

The project site is located at 1360 Delfino Way, between Valparaiso Avenue and Santa Cruz Avenue, on a cul-de-sac street. A location map is included as Attachment B. All parcels on Delfino Way are also zoned R-1-U, while parcels to the north, on North Lemon Avenue, are zoned R-1-S (Single-Family Suburban Residential). The area is close to the City's boundaries with the Town of Atherton and unincorporated San Mateo County.

The surrounding homes are predominantly single-story, single-family residences; however, two-story, single-family residences can also be found on the cul-de-sac and throughout the neighborhood. This is a neighborhood in transition; older existing residences tend to be one story in height, while newly built and remodeled residences are typically two stories in height. Residences on Delfino Way feature a variety of architectural styles including traditional ranch, Mediterranean, and contemporary residences.

Previous Planning Commission review

On May 9, 2016 the Planning Commission approved a use permit to remodel and add a second story to an existing nonconforming single-story, single-family residence located in the R-1-U (Single Family Urban Residential) zoning district, where the proposed work exceeded 50 percent of the existing replacement value in a 12-month period. Links to the staff report and minutes for the May 9, 2016 Planning

Commission meeting are included as Attachment C and D, respectively.

On October 15, 2018, staff sent a substantial conformance memo to the Planning Commission for proposed changes to the approved plan set. Although the proposed modifications warranted notification of the Planning Commission, staff believed the modifications were in substantial conformance with the original approval. No Planning Commissioners requested to discuss the changes at the next Planning Commission meeting and the modifications were subsequently incorporated into the building permit for the approved project. A link to the conformance memo is included as Attachment E.

The modifications covered by the conformance memo included the alteration of three windows and the rear sliding glass door on the first story and one window on the second story of the residence, as well as the removal of an existing door on the right side of the residence. All the proposed window revisions were located on the left side and the rear of the structure, while the revision of one approved window on the first floor to a bay window added no floor area or building coverage. The rear sliding glass door reduced the length of the doorway, but the style maintained the six-pane design, consistent with the approved architectural style. The removal of the door on the right side of the elevation, and its replacement with existing siding, had minimal impact to the elevation. A final modification covered by the conformance memo was the addition of a skylight to the second story roof, which maintained an interior height of less than 12 feet, resulting in no increase in floor area.

Building and construction

On October 12, 2017, the City issued a building permit for the addition and interior alteration. After the approval of the conformance memo, the revised building permit was revised on October 17, 2018. Construction is currently underway on the approved project and the revisions approved in the substantial conformance memo.

Analysis

Project description

At this time, the applicant is requesting a use permit revision to make changes to the approved exterior siding, from shingles to board and batten. Staff evaluated the proposed modifications and determined that this comprehensive change would not be in substantial conformance with the previous approved project (including the subsequent revisions cleared through the City's substantial conformance memo process) and consequently requires a use permit revision be reviewed by the Planning Commission.

The property was developed with a one-story, single-family residence with an attached garage until construction began on the structure after the approval of the 2016 use permit. The residence was nonconforming with regard to the front and right side setbacks. The applicant's proposal maintained the 2,562-square-foot first story, while adding a 689-square-foot second story addition over the left side of the residence, and renovating portions of the existing structure. The existing nonconforming walls at the front and right sides of the residence were proposed to remain with the wall framing retained, and all areas of approved new construction comply with current setback requirements and other development standards of the R-1-U zoning district. The approved project included new roof structure in the nonconforming area, with the new eaves compliant with the relevant requirements for architectural feature encroachments into

the setbacks. Construction of the addition and renovation is currently underway.

The proposed revisions would not change the approved Floor Area Limit (FAL) or building coverage. A data table summarizing parcel and project attributes is included for reference (Attachment F). The project plans and the applicant's project description letter, describing the proposed revisions, are included as Attachments G and H, respectively. The project would continue to adhere to all Zoning Ordinance regulations for height, daylight plane, and parking.

Design and materials

The changes approved in the 2016 use permit included a façade update, in order to achieve a more contemporary aesthetic to the traditional ranch home design. The approved project included a new covered porch to accent the front entry, and dormers were added above the front kitchen window and rear living room doors. The roof structure of the approved second story addition includes more complex hipped roof forms and four dormers. The entire roof structure was approved to be covered in high definition "wood like" composition roof shingles. The approved windows are aluminum clad, with interior and exterior grids and spacer bars between the glass.

Once constructed, the approved second story will be concentrated toward the left side of the property, where the closest adjacent residence, a single-story single-family home at 1370 Delfino Way, is located approximately 20 feet away. The second story of the proposed structure has been designed to limit potential privacy impacts. The second-story windows will have sill heights of at least three feet, and the dormers will be located on the front and rear sides, both of which would promote privacy for the neighboring side properties. Additionally, the hipped roof structure minimized the apparent mass of the second story. The approved second story is weighted toward the left side of the property, but staff believed the relatively small size and low profile of the addition would keep the expanded structure from appearing overly lopsided. In addition, two other residences at the end of Delfino Way have a similar massing pattern.

Proposed project revisions

The applicant is now requesting to revise the approved shingle siding to board and batten siding. The previous residence was clad in board and batten siding and the approved use permit replaced the existing siding with shingle siding. In their project description letter, the applicant describes the reasons for the proposed change back to board and batten siding as cost, maintenance, and personal preference.

Trees and landscaping

The approved project was not anticipated to adversely affect any of the existing trees located on the subject site or neighboring properties. Similarly, no impact to the trees or landscaping is anticipated with the proposed revisions.

Valuation

The City determined that the replacement cost of the existing structure would be \$445,620 meaning that the applicants were allowed to propose new construction and remodeling at this site totaling less than \$222,810 in any 12-month period without applying for a use permit. The City determined that the value of

the proposed work would be approximately \$358,425. Based on this estimate, the proposed project exceeded 50 percent of the replacement cost of the existing structure, therefore requiring use permit approval by the Planning Commission. The proposed revisions do not change the cost of the project.

Correspondence

Staff has not received any correspondence on the proposed use permit revision.

Conclusion

Staff does not believe the proposed changes materially change the neighborhood compatibility of the existing residence. Staff believes that with proposed revisions, the architectural style of the approved residence would remain generally intact, continue to be attractive, and would continue to be consistent with the surrounding neighborhood. Staff recommends that the Planning Commission approve the proposed revisions to the project.

Impact on City Resources

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

Environmental Review

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

Public Notice

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

Appeal Period

The Planning Commission action will be effective after 15 days unless the action is appealed to the City Council, in which case the outcome of the application shall be determined by the City Council. Due to the December holidays and the associated closure of the City Administrative Offices, the appeal period has been extended through January 2nd, 2019.

Attachments

- A. Recommended Actions
- B. Location Map
- C. Planning Commission staff report, May 9, 2016 -
Hyperlink: <https://www.menlopark.org/DocumentCenter/View/10158>

- D. Planning Commission minutes, May 9, 2016 -
Hyperlink: https://www.menlopark.org/AgendaCenter/ViewFile/Minutes/_05092016-2753
- E. Substantial Conformance Memo, October 11, 2018 -
Hyperlink: <https://www.menlopark.org/Archive.aspx?ADID=8634>
- F. Data Table
- G. Project Plans
- H. Project Description Letter

Disclaimer

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

Exhibits to Be Provided at Meeting

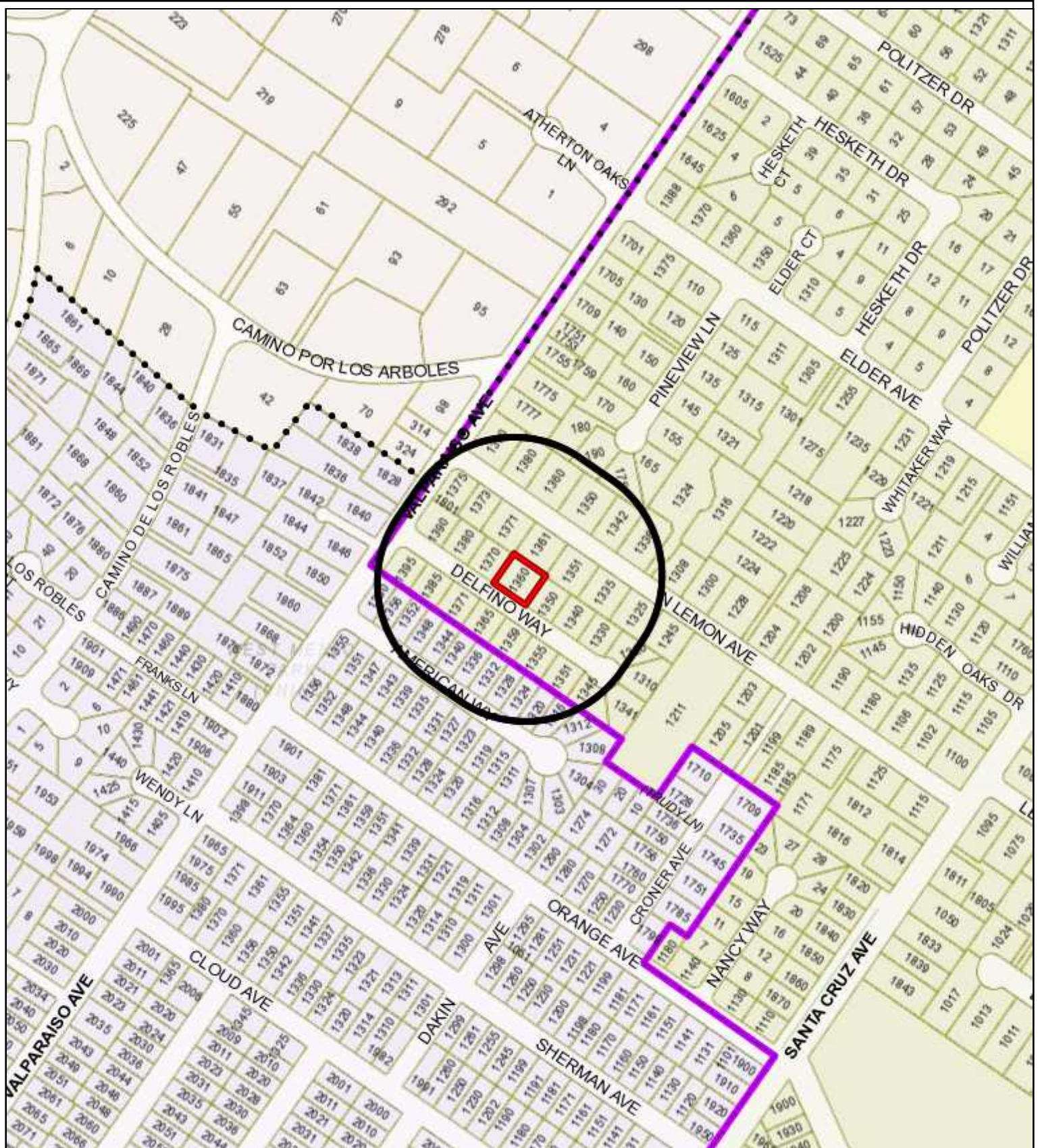
None

Report prepared by:
Cecilia Conley, Contract Planner

Report reviewed by:
Kyle Perata, Acting Principal Planner

THIS PAGE INTENTIONALLY LEFT BLANK

LOCATION: 1360 Delfino Way	PROJECT NUMBER: PLN2018-00126	APPLICANT: Donna and Carter Busse	OWNERS: Donna and Carter Busse
REQUEST: Request for a use permit revision to modify the approved exterior siding, from shingles to board and batten, on a second story addition to an existing nonconforming single-story, single-family residence located in the R-1-U (Single Family Urban Residential) zoning district, where the proposed work exceeded 50 percent of the existing replacement value in a 12-month period. The original use permit was approved in May 2016.			
DECISION ENTITY: Planning Commission	DATE: December 10, 2018	ACTION: TBD	
VOTE: TBD (Barnes, Combs, Goodhue, Kennedy, Onken, Riggs, Strehl)			
<p>ACTION:</p> <ol style="list-style-type: none"> 1. Make a finding that the project is categorically exempt under Class 1 (Section 15301, “Existing Facilities”) of the current California Environmental Quality Act (CEQA) Guidelines. 2. Make findings, as per Section 16.82.030 of the Zoning Ordinance pertaining to the granting of use permits, that the proposed use will not be detrimental to the health, safety, morals, comfort and general welfare of the persons residing or working in the neighborhood of such proposed use, and will not be detrimental to property and improvements in the neighborhood or the general welfare of the City. 3. Approve the use permit subject to the following standard conditions: <ol style="list-style-type: none"> a. Development of the project shall be substantially in conformance with the plans prepared by Hubbard Godfrey Architects Inc., consisting of 20 plan sheets, stamped received on November 6, 2018, and approved by the Planning Commission on December 10, 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. 			



City of Menlo Park
 Location Map
 1360 Delfino Way



1360 Delfino Way – Attachment F: Data Table

	PROPOSED PROJECT	EXISTING PROJECT	ZONING ORDINANCE
Lot area	9,200 sf	9,200 sf	7,000 sf min.
Lot width	100 ft.	100 ft.	65 ft. min.
Lot depth	92 ft.	92 ft.	100 ft. min.
Setbacks			
Front	19.7 ft.	19.7 ft.	20 ft. min.
Rear	25 ft.	25 ft.	20 ft. min.
Side (left)	10.2 ft.	10.2 ft.	10 ft. min.
Side (right)	9.6 ft.	9.6 ft.	10 ft. min.
Building coverage	2,664 sf 29 %	2,588 sf 28 %	3,220 sf max. 35 % max.
FAL (Floor Area Limit)	3,251 sf	2,576 sf	3,350 sf max.
Square footage by floor	2,056 sf/1st 689 sf/2nd 506 sf/garage 76 sf/porch 26 fireplace	2,070 sf/1st 506 sf/garage 12 sf/fireplace	
Square footage of buildings	3,353 sf	2,588 sf	
Building height	24 ft.	14.7 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	2*	Non-Heritage trees	5	New Trees	0
Heritage trees proposed for removal	0	Non-Heritage trees proposed for removal	0	Total Number of Trees	7

*Includes two trees on adjacent property

BUSSE-EATON RESIDENCE

1360 DELFINO WAY MENLO PARK, CALIFORNIA

Busse-Eaton Residence
Remodel & 2nd Storey Addition
1360 DELFINO WAY
MENLO PARK, CA 94025

HUBBARD GODFREY ARCHITECTS INC
3137 GEARY BOULEVARD
SAN FRANCISCO CA 94118
T. 415.379.1700
HUBBARDGODFREY.COM

CONSULTANTS

STRUCTURAL ENGINEER
SUNG ENGINEERING
29300 KIMCHUEK WAY, SUITE 100
UNION CITY, CA 94587
TEL: 510.475.7900
FAX: 510.475.7913

INTERIOR
KRISTI WILL HOME & DESIGN
270 CAPITANO ROAD, SUITE 26
HALF MOON BAY, CA 94019
TEL: 650.726.1660

LAND SURVEYOR
LEA & GRACE ENGINEERING, INC.
2495 HOLSTADT PARKWAY WEST
HAYWARD, CA 94545
510.887.4086 PHONE
510.887.3019 FAX

TITLE 24 CONSULTANT
GABEL ASSOCIATES, LLC
1818 HARMON STREET
BERKELEY, CA 94703
TEL: 510.426.0803

SYMBOLS

- PROPERTY LINE
- SETBACK
- EASMENT
- ALIGN TAG
- DETAIL BUDDLE
- SECTION CUT
- ELEVATION SYMBOL
- ELEVATION DATUM
- ROOM IDENTIFICATION TAG WITH RIA # AND INTERIOR ELEVATION DRWG. TAG WHERE SHOWN
- SHEET NOTE
- TOP OF CONCRETE CURB/ WALL MARK W/ ELEVATION
- WINDOW MARK. SEE WINDOW SCHEDULE.
- DOOR MARK. SEE DOOR SCHEDULE.
- LOUVER MARK. SEE LOUVER SCHEDULE.
- WALL TYPE. SEE ASSEMBLIES.
- FLOOR/CEILING TYPE. SEE ASSEMBLIES.
- CABINET MARK. SEE CASEWORK GENERAL NOTES.
- FINISH TAG. SEE FINISH SCHEDULE
- REVISION TAG

GENERAL NOTES

- DO NOT SCALE DRAWINGS. CONTRACTOR SHALL VERIFY ALL DIMENSIONS. IF DISCREPANCIES ARE FOUND, THE ARCHITECT SHALL BE NOTIFIED IMMEDIATELY.
- THE DIMENSIONS SHOWN ON PLANS, SECTIONS AND DETAILS ARE TO FACE OF FINISH, COLUMN LINES, OR FACE OF CONCRETE, UNLESS OTHERWISE NOTED.
- THE STRUCTURAL, ELECTRICAL, AND MECHANICAL DRAWINGS ARE SUPPLEMENTARY TO THE ARCHITECTURAL DRAWINGS. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO CHECK THE ARCHITECTURAL DRAWINGS BEFORE THE INSTALLATION OF STRUCTURAL, ELECTRICAL, OR MECHANICAL WORK. SHOULD THERE BE ANY DISCREPANCIES IN THE DRAWINGS THAT CONFLICT WITH THE ARCHITECTURAL DESIGN, THEY SHALL BE BROUGHT TO THE ARCHITECT'S ATTENTION FOR CLARIFICATION. WORK INSTALLED IN CONFLICT WITH THE ARCHITECTURAL DRAWINGS SHALL BE CORRECTED BY THE GENERAL CONTRACTOR AT HIS COST.
- INSTALLATION OF SPECIFIED ITEMS SHALL FOLLOW THE MANUFACTURERS PUBLISHED SPECIFICATIONS AND/OR TRADE STANDARDS IN ADDITION TO MEETING OR EXCEEDING THE DESIGN STANDARDS.
- INTERIOR WALLS NOT REQUIRED TO BE 1 HOUR RATED. 1/2" GYPSUM BOARD OR WALL FINISH ACCEPTABLE IN LIEU OF 5/8" TYPE 'M' GYPSUM BOARD.

APPLICABLE CODES

- APPLICABLE CODES**
(as amended by the Town of Menlo Park)
- 2013 CALIFORNIA RESIDENTIAL BUILDING CODE, PART 2.5, TITLE 24 CCR (1997 UPC AND 1998 CALIFORNIA AMENDMENTS)
 - 2013 CALIFORNIA MECHANICAL CODE, PART 4, TITLE 24 CCR (1997 LMC AND 1998 CALIFORNIA AMENDMENTS)
 - 2013 CALIFORNIA PLUMBING CODE, PART 5, TITLE 24 CCR (1997 LPC AND 1998 CALIFORNIA AMENDMENTS)
 - 2013 CALIFORNIA ELECTRICAL CODE, PART 3, SUPPLEMENT (2002) NEC
 - 2013 CALIFORNIA ENERGY CODE
 - 2013 CALIFORNIA GREEN BUILDING STANDARDS CODE
 - 2013 CALIFORNIA FIRE CODE, PART 9, TITLE 24 CCR (1997 LFC AND 1998 CALIFORNIA AMENDMENTS)
 - CALIFORNIA BUILDING CODE CHAPTER 1 PART 12.08 R105.2 (AMENDED)
 - CURRENT MENLO PARK MUNICIPAL CODE

SHEET INDEX

- A0.1 COVER SHEET
- S01 BOUNDARY SURVEY
- ARCHITECTURAL**
- A1.0 STREETScape & AREA PLAN
- A1.1 SITE PLAN
- A1.2 FAL-LOT COVERAGE CALCULATIONS
- A1.3 VALUE CALCULATIONS
- A1.4 EXISTING EXTERIOR ELEVATIONS & PHOTOS
- A2.0 DEMOLITION PLAN
- A2.1 DEMOLITION ROOF PLAN
- A2.2 CONSTRUCTION FLOOR PLAN - 1ST FLOOR
- A2.3 CONSTRUCTION FLOOR PLAN - 2ND FLOOR
- A2.4 ROOF PLAN
- A3.0A EXTERIOR FRONT ELEVATION - APPROVED & PROPOSED
- A3.0B EXTERIOR REAR ELEVATION - APPROVED & PROPOSED
- A3.1A EXTERIOR WEST ELEVATION - APPROVED & PROPOSED
- A3.1B EXTERIOR EAST ELEVATION - APPROVED & PROPOSED
- A3.1C EXTERIOR EAST SECTION ELEVATION - APPROVED & PROPOSED
- A3.2 BUILDING SECTIONS
- A3.3 BUILDING SECTIONS
- A3.4 BUILDING SECTIONS

PROJECT DATA:

PROJECT DESCRIPTION:
INTERIOR REMODEL TO EXISTING SINGLE STORY RESIDENCE, 2ND STORY MASTER BEDROOM AND BATHROOM ADDITION, REPLACE EXTERIOR WINDOWS & DOORS, REPLACE EXTERIOR SIDING & ROOFING. NO SITE WORK.

LOCATION:
1360 DELFINO WAY
MENLO PARK, CALIFORNIA 94025

APRA: 071014110

GROSS PROPERTY AREA: 9200 SQ. FT.

ZONING: R-1-J

OCCUPANCY: GROUP R, CALIFORNIA BUILDING CODE 2013

MAX I.E.L.L.: 3600 SQ. FT.

MAX ALLOWABLE LOT COVERAGE FOR R-1-J ZONING: 30%

BUILDING TYPE: TYPE V, NON-GATED

ABBREVIATIONS

- | | | | |
|------------|--------------------------|-----------|------------------------|
| @ | AT | INSUL. | INSULATION |
| A.F.F. | ABOVE FINISHED FLOOR | JT. | JOINT |
| ALUM. | ALUMINUM | L.P. | LOW POINT |
| B.F.F. | BELOW FINISHED FLOOR | LI. | LIGHT |
| BD. | BOARD | MAX. | MAXIMUM |
| BLDG. | BUILDING | MIN. | MINIMUM |
| BLDG. | BLOCKING | MTL./MET. | METAL |
| BM. | BEAM | N.I.C. | NOT IN CONTACT |
| CA. | SECURITY CAMERA | N.T.S. | NOT TO SCALE |
| CL. | CENTERLINE | NO. | NUMBER |
| C.J. | CONTROL JOINT | P.L. | PROPERTY LINE |
| CAB. | CABINET | P.LAM. | PLASTIC LAMINATE |
| CLB. | CEILING | P.T. | PRESSURE-TREATED |
| CLK. | CLARK | PERF. | PERFORATED |
| CLR. | CLERESTORY | PLYWD. | PLYWOOD |
| COL. | COLUMN | PROP. | PROPERTY |
| CONC. | CONCRETE | PT. | POINT |
| CONT. | CONTINUOUS | R. | RIBBED/RADIUS |
| CPT. | CAPIET | R.O. | ROOF DRAIN |
| DET. | DETAIL | R.W.L. | RUN WATER LEADER, DS |
| DM. | DIAMETER | RES. | RESILIENT |
| RM. | ROOM | RIA. | ROOM |
| DWG. | DRAWING | R.S. | RESISTANT SPECIES |
| EL.ELEV. | ELEVATION | S. | SWITCH |
| ELEC. | ELECTRIC | S.A.D. | SEE ARCHIT. DWGS. |
| EMERG. | EMERGENCY | S.C.D. | SEE CIVIL DWGS. |
| ENC. | ENCLOSURE | S.E.D. | SEE ELECTRICAL DWGS. |
| EQ. | EQUAL | S.L.D. | SEE LANDSCAPE DWGS. |
| EQUIP. | EQUIPMENT | S.M.D. | SEE MECHANICAL DWGS. |
| EXIST. | EXISTING | S.P.D. | SEE PLUMBING DWGS. |
| F.C. | FRIG. CABINET | S.S.D. | SEE STRUCT. DWGS. |
| F.F. | FLOOR FINISH | SHT. | SHEET |
| F.F.F.F.E. | FINISHED FLOOR | SM. | SMALL |
| F.L. | FLOOR | STD. | STANDARD |
| F.O.C. | FACE OF CONCRETE | STL. | STEEL |
| F.O.F. | FACE OF FINISH | STR. | STRUCTURAL |
| F.O.S. | FACE OF STUD | SQ. | SQUARE |
| FR. | FRISH | T.C. | TOP OF CURB |
| INT. | INTERIOR | T.C.P. | TOP OF CONCRETE |
| FRON. | FOUNDATION | T.P. | TILE/PAPER |
| FT. | FOOT/FEET | TEL. | TELEPHONE </td |
| G.F.I. | GROUND FAULT INTERRUPTER | T.P. | TYPICAL |
| G.S.M. | GALVANIZED SHEET METAL | UNO. | UNLESS OTHERWISE NOTED |
| GA. | GAS/GASE | V.C.T. | VINYL COMPOSITION TILE |
| GALV. | GALVANIZED | VERT. | VERT. RIBS/FORM SIKING |
| GL. | GLASS | W. | WITH |
| GYP. BD. | GYPSUM BOARD | WO. | WITHOUT |
| H.E.S.S. | HOLE, REIN. CON. SIKING | W.P. | WATERPROOF |
| HT. | HEIGHT | WD. | WOOD |
| HP. | HIGH POINT | | |

DEFERRED ITEMS FOR REVIEW & APPROVAL

- MECHANICAL AND ELECTRICAL TO BE DESIGN BUILT. DEFERRED SUBMITTAL AS REQUIRED BY CONTRACTORS
- FIRE SPRINKLERS AS REQUIRED

DRAWING REFERENCES

1. 124 ENERGY CALCULATIONS, GABEL & ASSOCIATES
2. STRUCTURAL, SUNG ENGINEERING
3. BOUNDARY PLAN, LEA & GRACE ENGINEERING, INC.

ALLOWABLE FLOOR AREA LIMIT CALCULATIONS FOR LOT:

FAL FORMULA:
2800 SQ. FT. + 25% LOT AREA-7000 SF)
2800 + 25%(9200-7000)
2800 + 25%(2200)
2800 + 550
TOTAL FAL ALLOWANCE: 3350 SF

2ND FLOOR ALLOWANCE (50% OF FAL):
1675 SF

CALCULATED FLOOR AREA. SEE A1.2 FOR DETAIL:

EXISTING 1ST FLOOR: 2656 SF
EXISTING GARAGE: 506 SF
TOTAL 1ST FLOOR + GARAGE: 2562 SF

PROPOSED 2ND FLOOR: 688 SF
TOTAL COMBINED FAL: 3251 SF

MAXIMUM ALLOWABLE BUILDING COVERAGE: 35%
LOT AREA: 9200 SF
ALLOWABLE BUILDING COVERAGE: 3,220 SF

CALCULATED BUILDING COVERAGE:
EXISTING 1ST FLOOR COVERAGE: 2,856 SF
NEW EXIST. POOL: 76 SF
NEW BAY WINDOW: 16 SF
TOTAL PROPOSED LOT COVERAGE: 2,948 SF

TOTAL CALCULATED BUILDING COVERAGE: 29%

EXISTING NUMBER OF FLOORS: 1
PROPOSED NUMBER OF FLOORS: 2

GROSS AREA OF REMODEL (WITHIN PAST 5 YEAR PERIOD): 0%
EXISTING IMPERVIOUS: 3123 SF
PROPOSED IMPERVIOUS: 3123 SF
NO CHANGE TO IMPERVIOUS

PROPOSED AREA OF WOOD DECK (OVER EXISTING PATIO): 369 SF

VICINITY MAP



BUSSE-EATON RESIDENCE
1360 DELFINO WAY
MENLO PARK, CA 94025

COVER SHEET

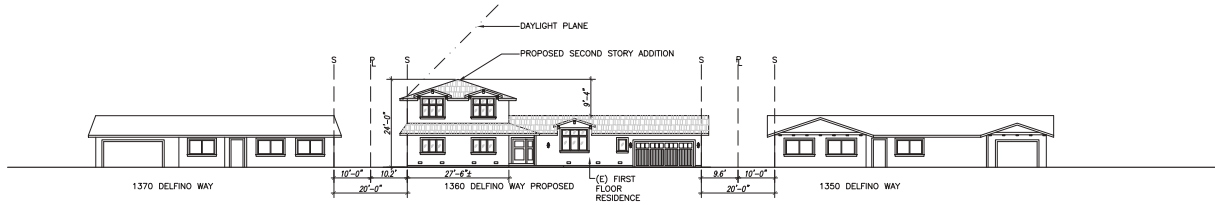
PROJECT NO: 1411 SCALE: AS NOTED



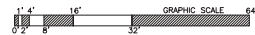
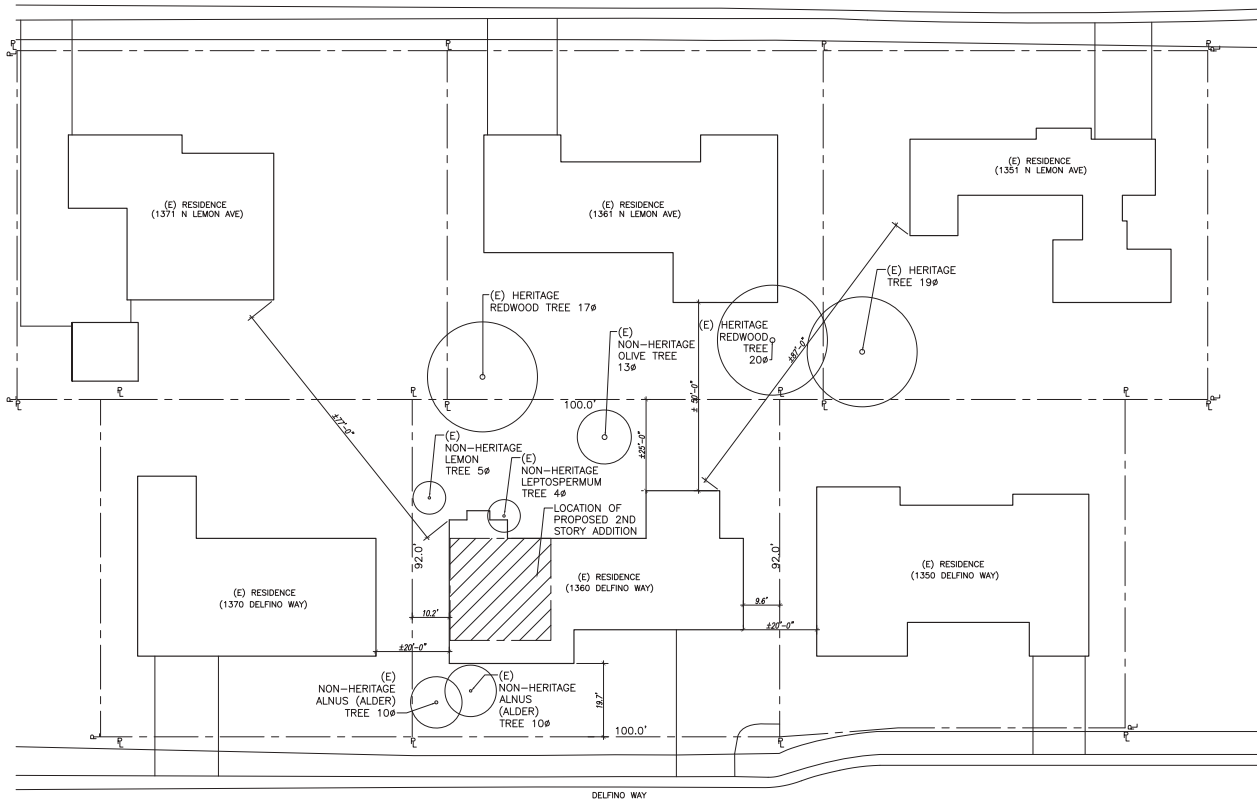
A0.1

AREA & STREETScape NOTES

1. (E) FOOTPRINT OF PROPOSED RESIDENCE TO REMAIN



2 STREETScape DRAWINGS - DELFINO WAY
A1.0 SCALE: 1/16"=1'-0"



1 AREA PLAN - DELFINO WAY
A1.0 SCALE: 1/16"=1'-0"

Busse-Eaton Residence
Remodel & 2nd Storey Addition

1360 DELFINO WAY
MENLO PARK, CA 94025

HUBBARD GODFREY ARCHITECTS INC
3137 GEARY BOULEVARD
SAN FRANCISCO CA 94118
T: 415.379.1700
HUBBARDGODFREY.COM

CONSULTANTS

STRUCTURAL ENGINEER
SUNG ENGINEERING
29300 KCHOUDRY WAY, SUITE 100
UNION CITY, CA 94587
TEL: 510.475.7900
FAX: 510.475.7913

INTERIORS
KRISTI WILL HOME & DESIGN
270 CAPSTRANO ROAD, SUITE 26
HALF MOON BAY, CA 94019
TEL: 650.726.1660

LAND SURVEYOR
LEA & GRAZIE ENGINEERING, INC.
2495 INDUSTRIAL PARKWAY WEST
HAYWARD, CA 94545
510.887.4086 PHONE
510.887.3019 FAX

TITLE 24 CONSULTANT
GABEL ASSOCIATES, LLC
1818 HARMON STREET
BERKELEY, CA 94703
TEL: 510.428.0803

NO	DATE	COMMENTS
11.01.18		USE PERMIT REVISION
09.26.18		REVISION TO BUILDING PERMIT - PLANNING RESPONSE
08.29.18		REVISION TO BUILDING PERMIT
9.14.16		RESPONSE TO BUILDING PLAN CHECK
4.06.16		REVISION TO PLANNING
3.03.16		ISSUED FOR USE PERMIT
12.08.15		ISSUED FOR PERMIT
7.27.15		END ADDENDUM #1
7.16.15		ISSUED FOR BID
1.6.15		BUDGET PRICING

REVISIONS

PLOT PLAN

BUSSE-EATON RESIDENCE
1360 DELFINO WAY
MENLO PARK, CA 94025

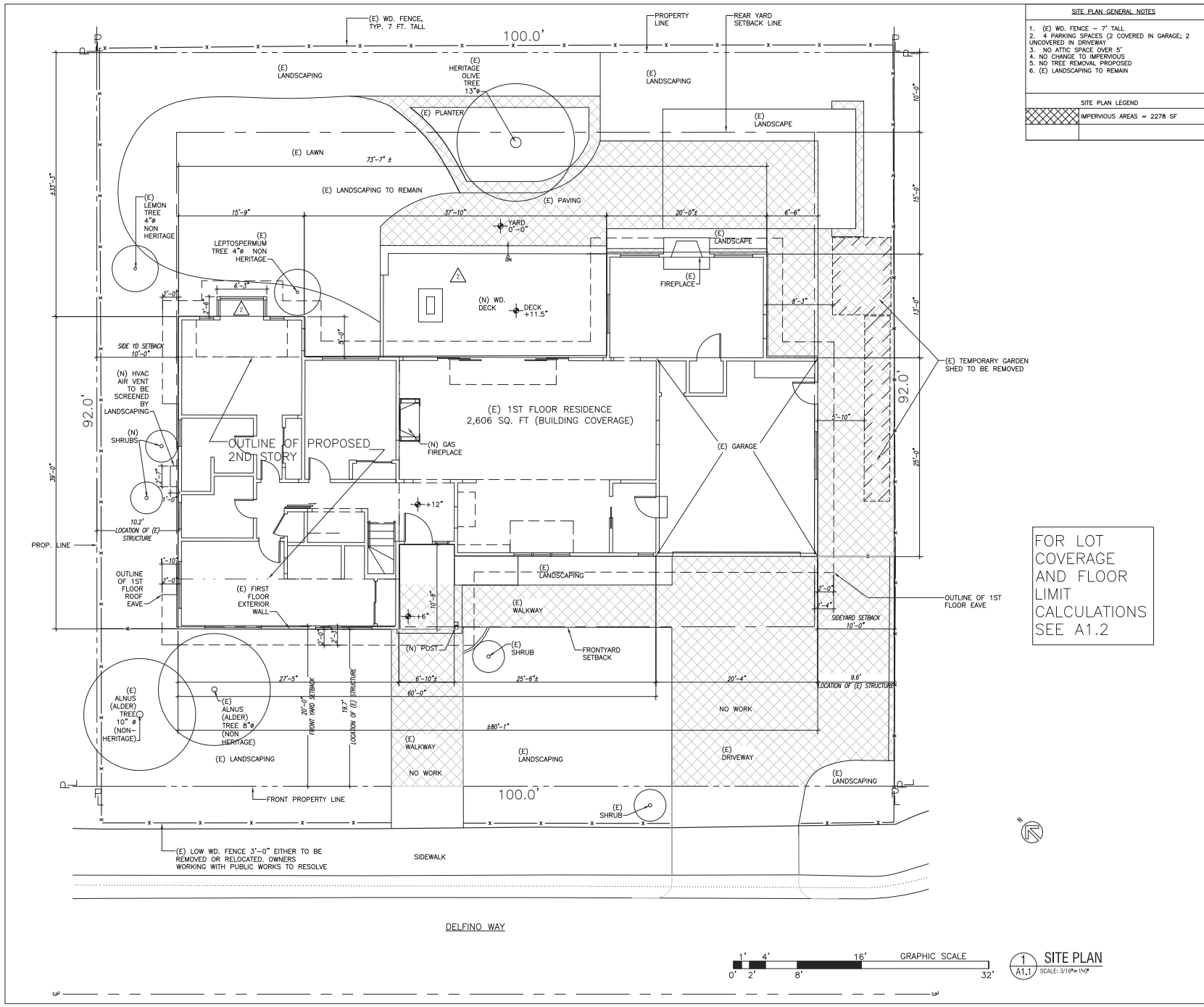
STREETScape & AREA PLAN

PROJECT NO: 1411 SCALE: 1/16"=1'-0"



A1.0

HELLSTREETSCAPE



SITE PLAN GENERAL NOTES	
1.	(E) WD. FENCE - 7' TALL
2.	4 PARKING SPACES (2 COVERED IN GARAGE; 2 UNCOVERED IN DRIVEWAY)
3.	NO ATTIC SPACE OVER 5'
4.	NO CHANGE TO IMPERVIOUS
5.	NO TREE REMOVAL PROPOSED
6.	(E) LANDSCAPING TO REMAIN

SITE PLAN LEGEND	
	IMPERVIOUS AREAS = 2278 SF

CONSULTANTS	
STRUCTURAL ENGINEER	INTERIORS
SUNG ENGINEERING 29300 KIMMELT WAY, SUITE 100 UNION CITY, CA 94587 TEL: 510.475.7900 FAX: 510.475.7913	KRISTI WILL HOME & DESIGN 270 CASTRANO ROAD, SUITE 26 HALF MOON BAY, CA 94019 TEL: 650.726.1660
LAND SURVEYOR	
LEA & GRACE ENGINEERING, INC. 2485 INDUSTRIAL PARKWAY WEST HAYWARD, CA 94545 510.887.4086 PHONE 510.887.3019 FAX	
TITLE 24 CONSULTANT	
GABEL ASSOCIATES, LLC 1818 HARMON STREET BERKELEY, CA 94703 TEL: 510.428.0803	

NO.	DATE	COMMENTS
11.01.18		USE PERMIT REVISION
09.26.18		REVISION TO BUILDING PERMIT - PLANNING RESPONSE
08.29.18		REVISION TO BUILDING PERMIT
8.14.18		RESPONSE TO BUILDING PLAN CHECK
4.06.18		REVISION TO PLANNING
3.03.18		ISSUED FOR USE PERMIT
12.08.15		ISSUED FOR PERMIT
7.27.15		END ADDENDUM #1
7.10.15		ISSUED FOR BID
1.6.15		BUDGET PRICING

REVISIONS		
NO.	DATE	COMMENTS
PLOT PLAN		
BUSSE-EATON RESIDENCE 1360 DELFINO WAY MENLO PARK, CA 94025		

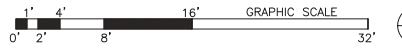
SITE PLAN

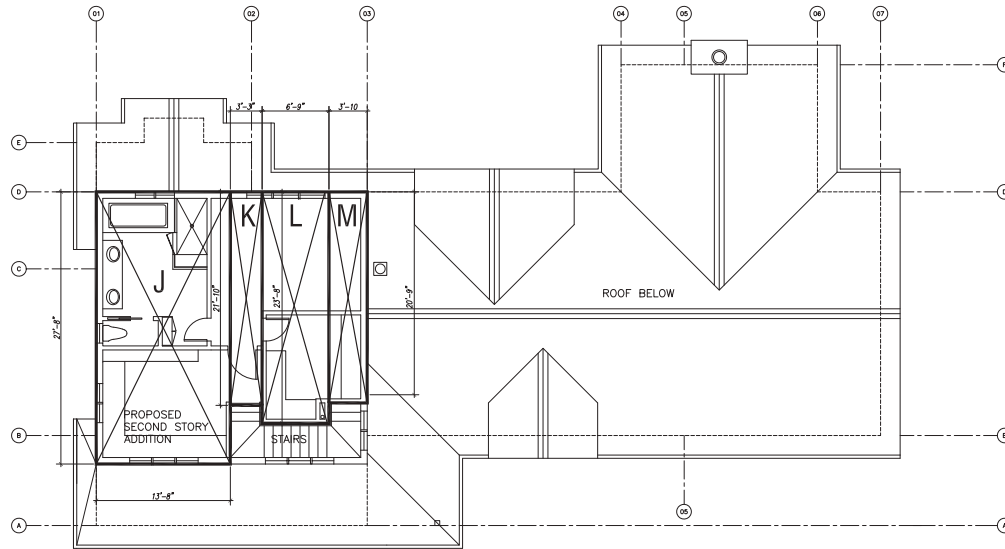
PROJECT NO: 1411 SCALE: 3/16"=1'-0"

A1.1

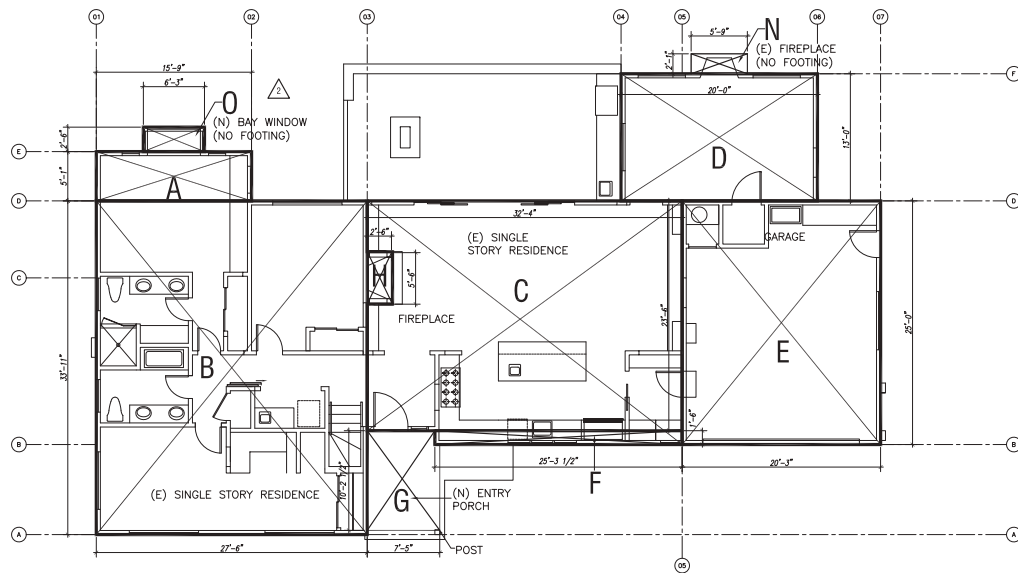
SCALE: 3/16"=1'-0"

FOR LOT COVERAGE AND FLOOR LIMIT CALCULATIONS SEE A1.2





1 SECOND FLOOR PLAN
 A1.2 SCALE: 3/16"=1'-0"



1 FIRST FLOOR PLAN
 A1.2 SCALE: 3/16"=1'-0"

GENERAL NOTES

1. ALL ATTIC SPACE LESS THAN 5' TALL. SEE BUILDING SECTIONS A3.2-A3.4

FLOOR AREA LIMIT CALCULATION

FAL FORMULA:
 2800 SQ. FT. + 25% (LOT AREA-7000 SF)
 2800 + 25% (9200-7000)
 2800 + 25% (2200)
 2800 + 550

FAL ALLOWANCE: **3350 SF**

AREA	DIMENSIONS	SF
A	5'-1" X 15'-9"	80
B	33'-11" X 27'-6"	932
C (-13.75 SF FIREPLACE)	32'-4" X 23'-5"	744
D	13'-0" X 20'-0"	260
E GARAGE	20'-3" X 25'-0"	506
F	25'-3 1/2" X 1'-6"	38
J	27'-8" X 13'-8"	378
K	21'-10" X 3'-3"	71
L	23'-8" X 6'-9"	160
M	20'-9" X 3'-10"	80
TOTAL FAL		3,251

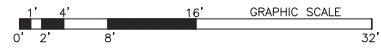
BUILDING COVERAGE CALCULATION

MAXIMUM ALLOWABLE BUILDING COVERAGE IN R-1-U ZONING: **35%**

LOT SIZE: 9200 SF

MAX ALLOWABLE BUILDING COVERAGE: **3220 SF**

AREA	DIMENSIONS	AREA (SF)
A	5'-1" X 15'-9"	80
B	33'-11" X 27'-6"	932
C	32'-4" X 23'-5"	744
D	20'-0" X 13'-0"	260
E	20'-3" X 25'-0"	506
F	25'-3 1/2" X 1'-6"	38
G	7'-8" X 10'-2 1/2"	76
H	2'-6" X 6'-6"	14
N	2'-1" X 5'-9"	12
O	2'-6" X 6'-3"	16
TOTAL BUILDING COVERAGE		2,698
PERCENTAGE OF LOT COVERAGE		29%



Busse-Eaton Residence
 Remodel & 2nd Storey Addition

1360 DELFINO WAY
 MENLO PARK, CA 94025

HUBBARD GODFREY ARCHITECTS INC

3137 GEARY BOULEVARD
 SAN FRANCISCO CA 94118
 T 415.379.1700
 HUBBARDGODFREY.COM

CONSULTANTS

STRUCTURAL ENGINEER
 SUNG ENGINEERING
 2930 KIKHOUEK WAY, SUITE 100
 UNION CITY, CA 94587
 TEL: 510.475.7900
 FAX: 510.475.7913

INTERIORS
 KRISTI WILL HOME & DESIGN
 270 CAPSTRANO ROAD, SUITE 26
 HALF MOON BAY, CA 94019
 TEL: 650.726.1660

LAND SURVEYOR
 LEA & GRAZIANO ENGINEERING, INC.
 2495 INDUSTRIAL PARKWAY WEST
 HAYWARD, CA 94545
 510.887.4086 PHONE
 510.887.3019 FAX

TITLE 24 CONSULTANT
 GABEL ASSOCIATES, LLC
 1818 HARMON STREET
 BERKELEY, CA 94703
 TEL: 510.428.0803

11.01.18	USE PERMIT REVISION
09.26.18	REVISION TO BUILDING PERMIT - PLANNING RESPONSE
08.29.18	REVISION TO BUILDING PERMIT
9.14.16	RESPONSE TO BUILDING PLAN CHECK
4.06.16	REVISION TO PLANNING
3.03.16	ISSUED FOR USE PERMIT
12.08.15	ISSUED FOR PERMIT
7.27.15	RD ADDENDUM #1
7.16.15	ISSUED FOR RD
1.6.15	BUDGET PRICING
	NO DATE COMMENTS

REVISIONS

PLOT PLAN



BUSSE-EATON RESIDENCE
 1360 DELFINO WAY
 MENLO PARK, CA 94025

FAL & LOT COVERAGE CALCULATIONS

PROJECT NO: 1411 SCALE: 3/16"=1'-0"

A1.2

NONCONFORMING STRUCTURE - NEW WORK VALUE CALCULATION

Address: 1300 DELFINO WAY, MENLO PARK, CA 94025
 Case No.: BLD0015-01737
 80% of Existing Value \$222,810.00
 75% of Existing Value \$334,215.00
 Value of Proposed Project \$358,425.00 80%

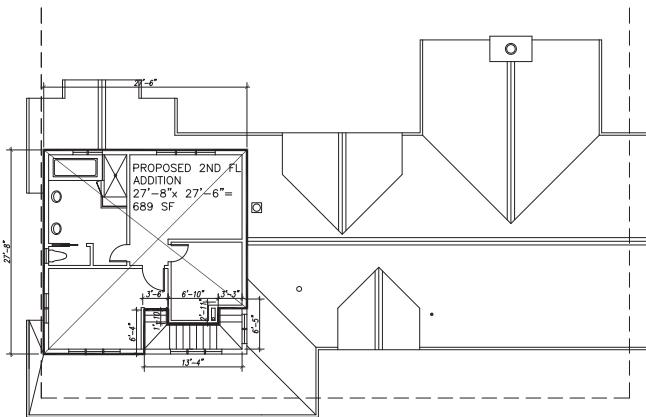
Existing Development

Non-Conforming Structure Type	Square Footage	Construction Cost	Existing Value
Existing 1st floor	2061	X \$200/Sq.Ft	\$410,200.00
Existing 2nd floor	0	X \$200/Sq.Ft	\$0.00
Existing Basement	0	X \$200/Sq.Ft	\$0.00
Existing Garage	506	X \$70/Sq.Ft	\$35,420.00
Total	2567		\$445,620.00

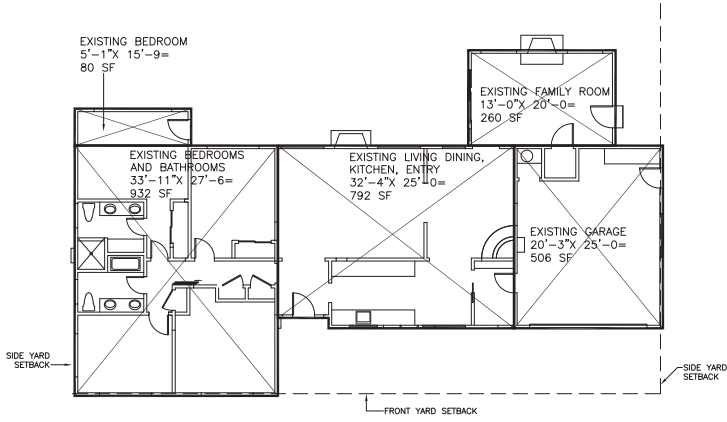
Note: This spreadsheet is only used on one nonconforming structure at a time. If there are detached structures on the same site, they are either subject to their own spreadsheet (if they are also reconfiguring and subject to new work) or ignored (if containing, or nonconforming, but not subject to new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

Proposed Development

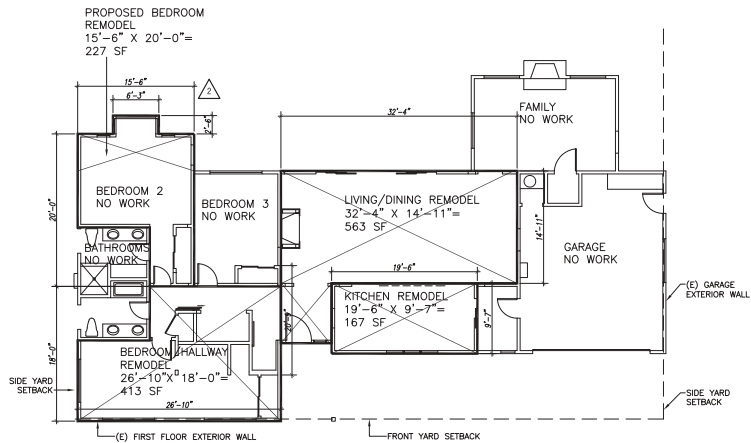
Proposed Development Type	Square Footage	Construction Cost	Development Value
Category 1: New square footage (over new foundation and/or wall framing)			
1st Floor Addition	0	X \$200/Sq.Ft	\$0.00
2nd Floor Addition	689	X \$200/Sq.Ft	\$138,000.00
Basement Floor Addition	0	X \$200/Sq.Ft	\$0.00
Garage Addition	0	X \$70/Sq.Ft	\$0.00
Category 2: Remodel of existing square footage (foundation and wall framing are both retained)			
Removal of Porches	187	X \$130/Sq.Ft	\$24,310.00
Remodel of Bathrooms	0	X \$130/Sq.Ft	\$0.00
Remodel of Other Living Areas	1,203	X \$100/Sq.Ft	\$120,300.00
Remodel of Garage	0	X \$25/Sq.Ft	\$0.00
Category 3: Exterior modifications to existing structures			
New Roof Structure Over Existing Sq. Ft.	254	X \$47/Sq.Ft	\$12,100.00
Replacement of Existing Windows	57	X \$35/Sq.Ft	\$1,995.00
Replacement of Existing Siding	1,782	X \$35/Sq.Ft	\$62,770.00
Total	4169		\$358,425.00



2 PROPOSED 2ND FLOOR ADDITION
 A1.3 SCALE: 1/8"=1'-0"



3 EXISTING 1ST FLOOR
 A1.3 SCALE: 1/8"=1'-0"



1 PROPOSED FIRST FLOOR REMODEL
 A1.3 SCALE: 1/8"=1'-0"



Busse-Eaton Residence

Remodel & 2nd Storey Addition

1300 DELFINO WAY
 MENLO PARK, CA 94025



HUBBARD GODFREY ARCHITECTS INC

3137 GEARY BOULEVARD
 SAN FRANCISCO CA 94118
 T: 415.379.1700
 HUBBARDGODFREY.COM

CONSULTANTS

STRUCTURAL ENGINEER

SUNG ENGINEERING
 29300 KIMCHUKE WAY, SUITE 100
 UNION CITY, CA 94587
 TEL: 510.475.7900
 FAX: 510.475.7913

INTERIORS

KRISTI WILL HOME & DESIGN
 270 CAPSTRANO ROAD, SUITE 26
 HALF MOON BAY, CA 94019
 TEL: 650.726.1660

LAND SURVEYOR

LEA & GRAZIANO ENGINEERING, INC.
 2485 INDUSTRIAL PARKWAY WEST
 HAYWARD, CA 94545
 510.887.4086 PHONE
 510.887.3019 FAX

TITLE 24 CONSULTANT

GABEL ASSOCIATES, LLC
 1818 HARMON STREET
 BERKELEY, CA 94703
 TEL: 510.426.0803

11.01.18	USE PERMIT REVISION
09.26.18	REVISION TO BUILDING PERMIT - PLANNING RESPONSE
08.29.18	REVISION TO BUILDING PERMIT
8.14.18	RESPONSE TO BUILDING PLAN CHECK
4.06.18	REVISION TO PLANNING
3.03.18	ISSUED FOR USE PERMIT
12.08.15	ISSUED FOR PERMIT
7.27.15	RD ADDENDUM #1
7.16.15	ISSUED FOR RD
1.6.15	BUDGET PRICING
NO DATE	COMMENTS

REVISIONS

PLOT PLAN

BUSSE-EATON RESIDENCE
 1300 DELFINO WAY
 MENLO PARK, CA 94025

VALUE CALCULATIONS

PROJECT NO.: 1411 SCALE: 3/16"=1'-0"



A1.3

RELEASE VALUE CALCULATING

Busse-Eaton Residence

Remodel & 2nd Storey Addition

1360 DELFINO WAY
MENLO PARK, CA 94025



HUBBARD GODFREY ARCHITECTS INC

3137 GEARY BOULEVARD
SAN FRANCISCO CA 94118
T. 415.379.1700
HUBBARDGODFREY.COM

CONSULTANTS

STRUCTURAL ENGINEER

SUNG ENGINEERING
2930 KIMCHUTE WAY, SUITE 100
UNION CITY, CA 94587
TEL: 510.475.7900
FAX: 510.475.7913

INTERIORS

KRISTI WILL HOME & DESIGN
270 CAPSTRANO ROAD, SUITE 26
HALF MOON BAY, CA 94019
TEL: 650.726.1660

LAND SURVEYOR

LEE & GRACE ENGINEERING, INC.
2485 INDUSTRIAL PARKWAY WEST
HAYWARD, CA 94545
510.887.4086 PHONE
510.887.3019 FAX

TITLE 24 CONSULTANT

GABEL ASSOCIATES, LLC
1818 HARMON STREET
BERKELEY, CA 94703
TEL: 510.428.0803

NO	DATE	COMMENTS
11.01.18	USE PERMIT REVISION	
09.26.18	REVISION TO BUILDING PERMIT - PLANNING RESPONSE	
08.29.18	REVISION TO BUILDING PERMIT	
9.14.16	RESPONSE TO BUILDING PLAN CHECK	
4.06.16	REVISION TO PLANNING	
3.03.16	ISSUED FOR USE PERMIT	
12.08.15	ISSUED FOR PERMIT	
7.27.15	END ADDENDUM #1	
7.10.15	ISSUED FOR BID	
1.6.15	BUDGET PRICING	

REVISIONS

PLOT PLAN

BUSSE-EATON RESIDENCE

1360 DELFINO WAY
MENLO PARK, CA 94025

EXISTING EXTERIOR ELEVATIONS & PHOTOS

PROJECT NO: 1411 SCALE: AS NOTED



A1.4

FILE:\A1-EXISTING EXTERIOR ELEVATIONS\PHOTOS



4C EXISTING ELEVATION, WEST
1,4 SCALE: NTS

4B EXISTING ELEVATION, WEST
1,4 SCALE: NTS

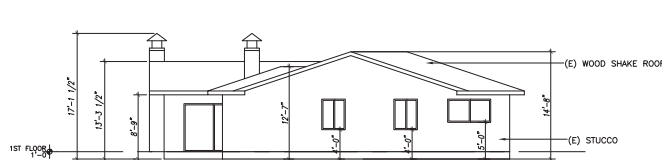
4A EXISTING ELEVATION, WEST
1,4 SCALE: NTS



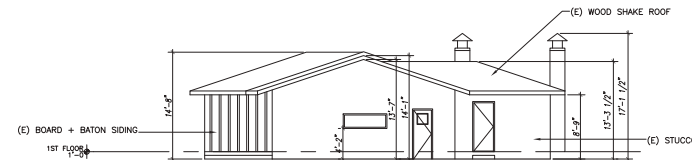
3C EXISTING ELEVATION, EAST
1,4 SCALE: NTS

3B EXISTING ELEVATION, EAST
1,4 SCALE: NTS

3A EXISTING ELEVATION, EAST
1,4 SCALE: NTS



4 EXISTING ELEVATION, WEST
1,4 SCALE: 1/8" = 1'-0"



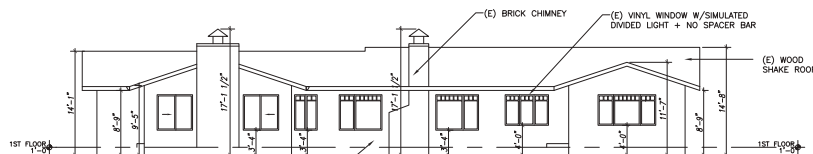
3 EXISTING ELEVATION, EAST
1,4 SCALE: 1/8" = 1'-0"



2A EXISTING ELEVATION, REAR
1,4 SCALE: NTS



1A EXISTING ELEVATION, FRONT
1,4 SCALE: NTS

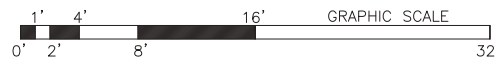
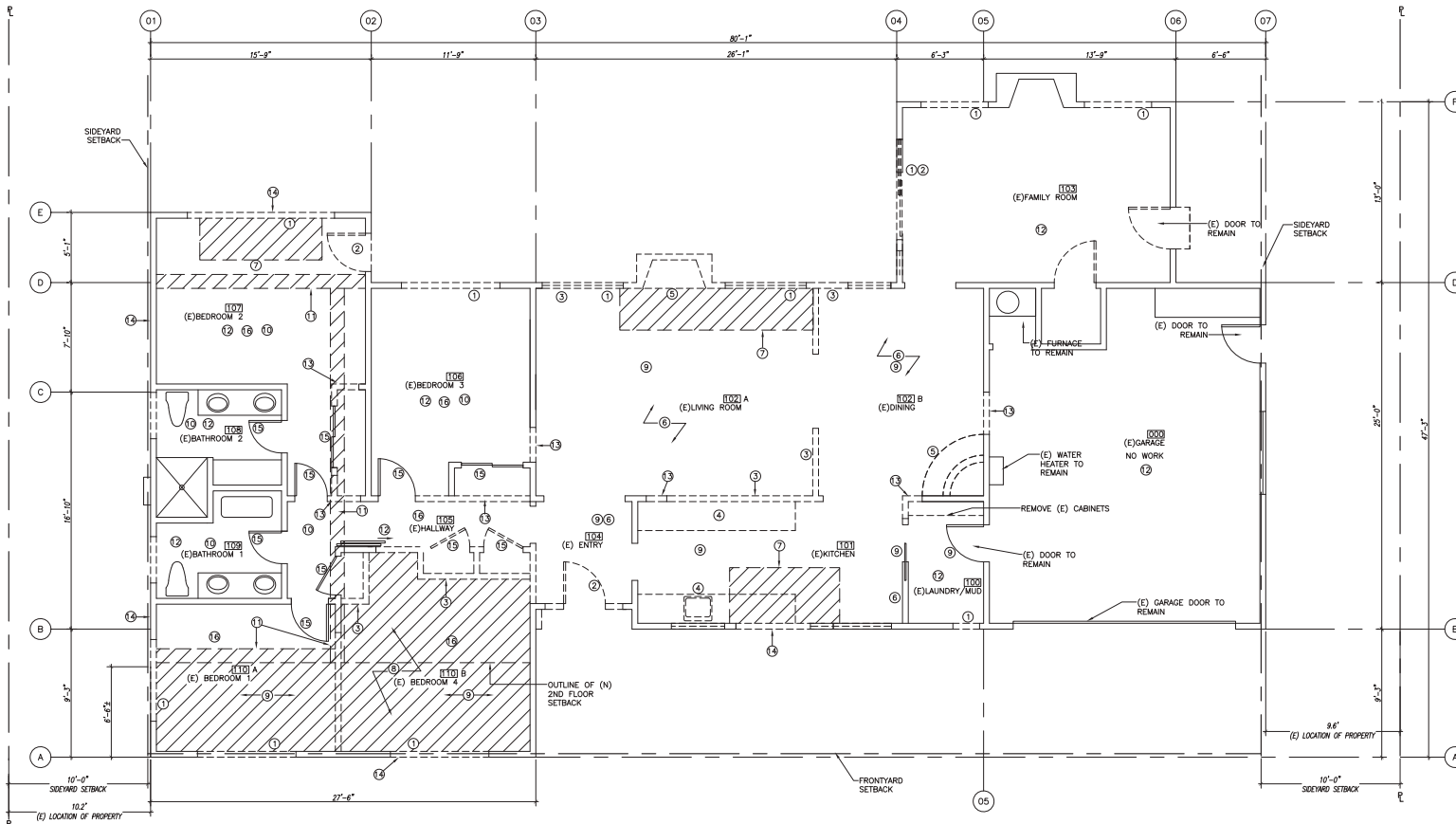


2 EXISTING ELEVATION, REAR
1,4 SCALE: 1/8" = 1'-0"



1 EXISTING ELEVATION, FRONT
1,4 SCALE: 1/8" = 1'-0"

DEMOLITION SHEET NOTES	DEMOLITION GENERAL NOTES	DEMOLITION LEGEND								
<ol style="list-style-type: none"> 1 REMOVE (E) WINDOW FOR NEW 2 REMOVE (E) DOOR FOR NEW 3 REMOVE (E) WALL AND FRAMING 4 REMOVE AND CAP ALL UTILITIES AND PLUMBING FIXTURES 5 REMOVE FIREPLACE AND FLUE 6 REMOVE CEILING AND SUSPENDED FRAMING FOR VAULTED CEILING 7 REMOVE CEILING AND ROOF FRAMING FOR NEW DORMER 8 REMOVE CEILING AND FRAMING FOR 2ND STORY ADDITION 9 REMOVE (E) LIGHT FIXTURES AND ELECTRICAL FOR NEW 10 EXISTING CEILING TO REMAIN- NO FRAMING WORK 11 REMOVE (E) CEILING AND FRAMING FOR NEW BEAM FOR 2ND FLOOR 12 EXISTING TO REMAIN, NO WORK 13 REMOVE (E) WALL FLOORING FOR NEW FOOTINGS AND SHEER WALL, S.S.D 14 REMOVE EXTERIOR SIDING/ SHEATHING FOR (N) HOLD DOWN, S.S.D. 15 REMOVE AND SAVE (E) DOOR FOR REINSTALLATION 16 REMOVE AND SAVE (E) CARPET FOR OWNER 	<ol style="list-style-type: none"> 1. VERIFY ITEMS TO REMAIN WITH ARCHITECT IN FIELD PRIOR TO COMMENCEMENT OF DEMOLITION 2. (E) NONCONFORMING WALLS (FRONT AND RIGHT SIDES) CANNOT BE DEMOLISHED PAST FRAMING MEMBERS. IF THE WALL IS DEMOLISHED AS PART OF THE PROJECT, IT CANNOT BE REBUILT IN ITS CURRENT NONCONFORMING LOCATION, AND WILL BE REQUIRED TO MEET THE CURRENT ZONING ORDINANCE SETBACK REQUIREMENTS 3. REMOVE AND CAP ANY UTILITIES SCHEDULED FOR REMOVAL 	<table border="1"> <tr> <td></td> <td>(E) CONSTRUCTION TO REMAIN</td> </tr> <tr> <td></td> <td>(E) CONSTRUCTION TO BE REMOVED</td> </tr> <tr> <td></td> <td>(E) DOOR TO BE REMOVED</td> </tr> <tr> <td></td> <td>(E) CONSTRUCTION TO BE REMOVED</td> </tr> </table>		(E) CONSTRUCTION TO REMAIN		(E) CONSTRUCTION TO BE REMOVED		(E) DOOR TO BE REMOVED		(E) CONSTRUCTION TO BE REMOVED
	(E) CONSTRUCTION TO REMAIN									
	(E) CONSTRUCTION TO BE REMOVED									
	(E) DOOR TO BE REMOVED									
	(E) CONSTRUCTION TO BE REMOVED									



1 DEMOLITION PLAN 1ST FLOOR
SCALE: 1/4"=1'-0"

Busse-Eaton Residence

Remodel & 2nd Storey Addition

1360 DELFINO WAY
MENLO PARK, CA 94025

HUBBARD GODFREY ARCHITECTS INC

3137 GEARY BOULEVARD
SAN FRANCISCO CA 94118
T. 415.379.1700
HUBBARDGODFREY.COM

CONSULTANTS

STRUCTURAL ENGINEER	INTERIORS
SUNG ENGINEERING 29300 KIMHUYEK WAY, SUITE 100 UNION CITY, CA 94587 TEL: 510.475.7900 FAX: 510.475.7913	KRISTI WILL HOME & DESIGN 270 CAPSTRANO ROAD, SUITE 26 HALF MOON BAY, CA 94019 TEL: 650.726.1660

LAND SURVEYOR

LEA & GRAZIE ENGINEERING, INC.
2495 INDUSTRIAL PARKWAY WEST
HAYWARD, CA 94545
510.887.4086 PHONE
510.887.3019 FAX

TITLE 24 CONSULTANT

GABEL ASSOCIATES, LLC
1818 HARMON STREET
BERKELEY, CA 94703
TEL: 510.428.0803

DATE	REVISIONS
11.01.18	USE PERMIT REVISION
09.26.18	REVISION TO BUILDING PERMIT - PLANNING RESPONSE
08.29.18	REVISION TO BUILDING PERMIT
9.14.16	RESPONSE TO BUILDING PLAN CHECK
4.06.16	REVISION TO PLANNING
3.03.16	ISSUED FOR USE PERMIT
12.08.15	ISSUED FOR PERMIT
7.27.15	RD ADDENDUM #1
7.10.15	ISSUED FOR RD
1.6.15	BUDGET PRICING
NO DATE	COMMENTS

REVISIONS

PLOT PLAN

BUSSE-EATON RESIDENCE
1360 DELFINO WAY
MENLO PARK, CA 94025

DEMOLITION PLAN - FIRST FLOOR

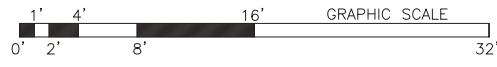
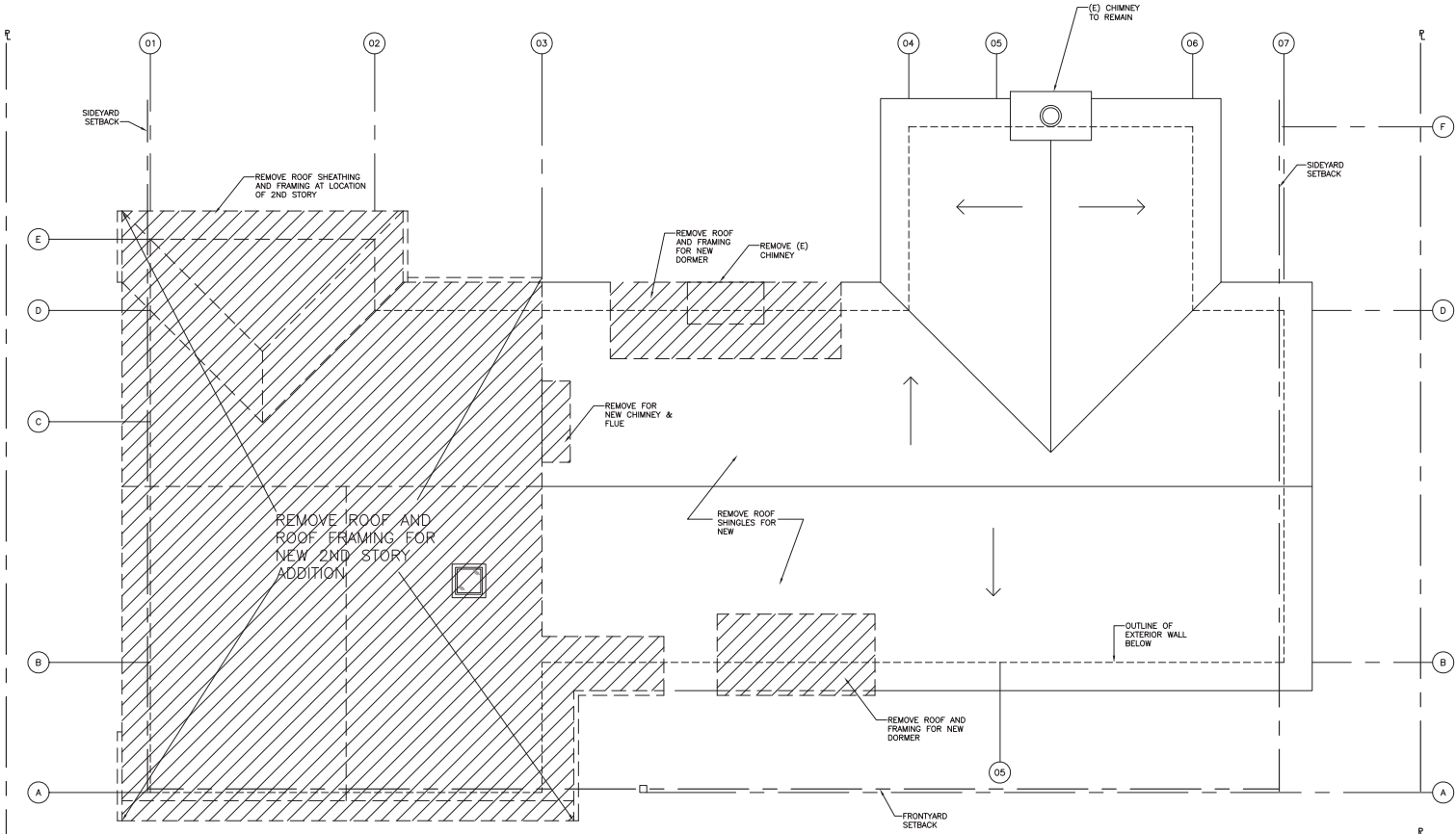
PROJECT NO: 1411 SCALE: 1/4"=1'-0"

REGISTERED ARCHITECT
HUBBARD GODFREY
C-29605
Exp-10/31/19
STATE OF CALIFORNIA

A2.0

188_2523_001_Planning

ROOF DEMOLITION NOTES	DEMOLITION LEGEND	ROOF DEMO LEGEND
1. (E) CEILING TO REMAIN AT SECOND STORY ADDITION WHERE NOTED, SEE A2.0	(E) CONSTRUCTION TO REMAIN	SYMBOL
2. REMOVE ROOF SHINGLES AND WATERPROOF MEMBRANES	(E) CONSTRUCTION TO BE REMOVED	ROOF SLOPE
3. FRAMING TO REMAIN, S.S.D FOR AUGMENTATION		GUTTER & DOWNSPOUT
		(E) CONSTRUCTION TO BE REMOVED



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

Busse-Eaton Residence
Remodel & 2nd Storey Addition
1360 DELFINO WAY
MENLO PARK, CA 94025

HUBBARD GODFREY ARCHITECTS INC
3137 GEARY BOULEVARD
SAN FRANCISCO CA 94118
T: 415.379.1700
HUBBARDGODFREY.COM

CONSULTANTS

STRUCTURAL ENGINEER SUNG ENGINEERING 29300 KIMHUTEX WAY, SUITE 100 UNION CITY, CA 94587 TEL: 510.475.7900 FAX: 510.475.7913	INTERIORS KRISTI WILL HOME & DESIGN 270 CAPSTRANO ROAD, SUITE 26 HALF MOON BAY, CA 94019 TEL: 650.726.1660
LAND SURVEYOR LEA & GRAZIE ENGINEERING, INC. 2495 INDUSTRIAL PARKWAY WEST HAYWARD, CA 94545 510.887.4086 PHONE 510.887.3019 FAX	TITLE 24 CONSULTANT GABEL ASSOCIATES, LLC 1818 HARMON STREET BERKELEY, CA 94703 TEL: 510.428.0803

NO	DATE	COMMENTS
▲	11.01.18	USE PERMIT REVISION
▲	09.26.18	REVISION TO BUILDING PERMIT - PLANNING RESPONSE
▲	08.29.18	REVISION TO BUILDING PERMIT
▲	9.14.16	RESPONSE TO BUILDING PLAN CHECK
	4.06.16	REVISION TO PLANNING
	3.03.16	ISSUED FOR USE PERMIT
	12.08.15	ISSUED FOR PERMIT
	7.27.15	END ADDENDUM #1
	7.10.15	ISSUED FOR BID
	1.6.15	BUDGET PRICING

REVISIONS

PLOT PLAN

BUSSE-EATON RESIDENCE
1360 DELFINO WAY
MENLO PARK, CA 94025

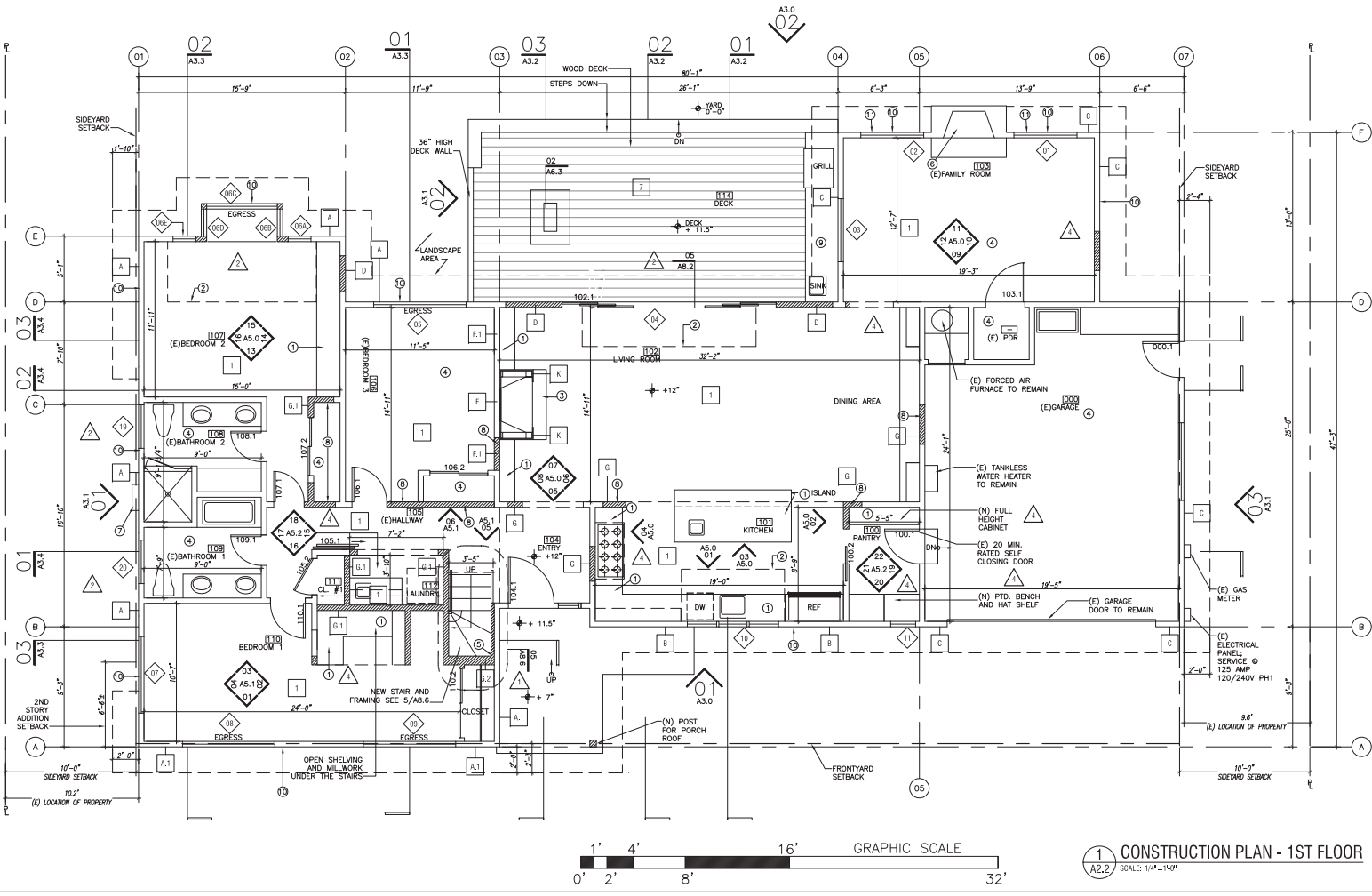
DEMOLITION PLAN - ROOF

PROJECT NO: 1411 SCALE: 1/4" = 1'-0"



A2.1

CONSTRUCTION SHEET NOTES	CONSTRUCTION GENERAL NOTES	CONSTRUCTION LEGEND
① NEW MILLWORK ② OUTLINE OF NEW DORMER ABOVE ③ NEW UL LISTED GAS FIREPLACE APPLIANCE, FRAMING, STONE, SURROUND, AND HEARTH ④ NO WORK, EXISTING TO REMAIN EXCEPT AS NOTED, SEE FINISH PLAN ⑤ FURR WALL TO LINEUP W/ UPPER (N) EXT. WALL ⑥ EXISTING FIREPLACE TO REMAIN ⑦ (N) COMPRESSOR FOR HVAC SPLIT SYSTEM AND 2ND FLOOR ADDITION ⑧ DEMO (E) WALL FOR (N) CONCRETE FOOTINGS S.S.D. ⑨ OUTDOOR STONE COUNTER AND CABINETRY ⑩ PROVIDE CRAWL SPACE VENTS TO MEET CBC SEE A/2.2 FOR CALCULATIONS	1. SEE GENERAL NOTES REGARDING SUBMITTALS AND SAMPLES FOR APPROVAL AND OTHER REQUIREMENTS REGARDING CONSTRUCTION PROCEDURES. 2. SEE DOOR AND WINDOW SCHEDULE FOR ADDITIONAL INFORMATION. 3. ALL NEW PLUMBING FIXTURES, EXCEPT WHERE NOTED. 4. ALL NEW LIGHTING, ELECTRICAL, TO COMPLY WITH CURRENT BUILDING CODE. 5. ALL NEW INTERIOR TRIM AND FINISHES, SEE INTERIOR ELEVATIONS FOR ADDITIONAL INFORMATION. 6. COORDINATE WITH ARCHITECT LOCATIONS OF ALL EXPOSED MECH., PLUMB., ELECT. DEVICES. 7. GYPSUM BOARD FINISH TO BE LEVEL 4 OR SMOOTH WALL PLASTER SKIM COAT FINISH WHERE NOTED. 8. VERIFY IN FIELD EXISTING FURNACE AND RE-WORKING OF DUCTING TO REGISTERS. 9. VERIFY IN FIELD EXISTING SEWER LINE FROM HOUSE TO STREET. 10. FIRE GLAZING INSET TO BE UL LISTED AND COMPLY WITH GREEN BUILDING STANDARDS. SEE A0.5. 11. ANY GLAZING WITHIN 24" OF EITHER VERTICAL EDGE OF A DOOR IN THE CLOSED POSITION IS TO BE TEMPERED OR SAFETY GLAZING. 12. ANY GLAZING WITHIN 36" HORIZONTALLY OF A WALKING SURFACE WHEN THE GLASS IS LESS THAN 60" ABOVE THE PLANE OF THE ADJACENT WALKING SURFACE IS TO BE TEMPERED OR SAFETY GLAZING. 13. ANY GLAZING WITHIN 60" HORIZONTALLY OF THE BOTTOM THRESHOLD OF A STAIRWAY IN ANY DIRECTION WHEN THE GLAZING IS LESS THAN 36" ABOVE THE LANDING IS TO BE TEMPERED OR SAFETY GLAZING. 14. DOORS, SLIDING GLASS DOORS, AND SKYLIGHTS MUST BE TEMPERED OR SAFETY GLAZING. 15. EGRESS WINDOWS TO PROVIDE A MINIMUM NET CLEARANCE OPENABLE AREA OF 5.7 SQ. FT. EXCEPT AT GRADE FLOOR SHALL HAVE MIN. OF 5 FT. THE FINISHED SILL HEIGHT SHALL NOT BE MORE THAN 44 INCHES ABOVE FLOOR. THE MINIMUM NET CLEAR OPENABLE HEIGHT SHALL BE 24 IN. THE MINIMUM NET CLEAR OPENABLE WIDTH SHALL BE 20 IN.	[Symbol] EXISTING CONSTRUCTION TO REMAIN. [Symbol] NEW WALL. [Symbol] EXISTING DOOR TO REMAIN. [Symbol] NEW DOOR/FRAME/HARDWARE [Symbol] EXISTING WINDOW TO REMAIN. [Symbol] NEW WINDOW



Busse-Eaton Residence
 Remodel & 2nd Storey Addition
 1300 DELFINO WAY
 MENLO PARK, CA 94025

HUBBARD GODFREY ARCHITECTS INC
 3137 GEARY BOULEVARD
 SAN FRANCISCO CA 94118
 T. 415.379.1700
 HUBBARDGODFREY.COM

CONSULTANTS

STRUCTURAL ENGINEER	INTERIORS
SUNG ENGINEERING 29300 KIMMOTEX WAY, SUITE 100 UNION CITY, CA 94587 TEL: 510.475.7900 FAX: 510.475.7913	KRISTI WILL HOME & DESIGN 270 CASTRANO ROAD, SUITE 24 HALF MOON BAY, CA 94019 TEL: 650.726.1660

LAND SURVEYOR
 LEA & GRAZIE ENGINEERING, INC.
 2485 INDUSTRIAL PARKWAY WEST
 HAYWARD, CA 94545
 510.887.4086 PHONE
 510.887.3019 FAX

TITLE 24 CONSULTANT
 GABEL ASSOCIATES, LLC
 1818 HARMON STREET
 BERKELEY, CA 94703
 TEL: 510.428.0803

NO	DATE	COMMENTS
11.01.18		USE PERMIT REVISION
09.26.18		REVISION TO BUILDING PERMIT - PLANNING RESPONSE
08.29.18		REVISION TO BUILDING PERMIT
9.14.16		RESPONSE TO BUILDING PLAN CHECK
4.06.16		REVISION TO PLANNING
3.03.16		ISSUED FOR USE PERMIT
12.08.15		ISSUED FOR PERMIT
7.27.15		RD ADDENDUM #1
7.16.15		ISSUED FOR RD
1.6.15		BUDGET PRICING

REVISIONS

PLOT PLAN



BUSSE-EATON RESIDENCE
 1300 DELFINO WAY
 MENLO PARK, CA 94025

CONSTRUCTION PLAN - 1ST FLOOR

PROJECT NO: 1411 SCALE: 1/4"=1'-0"

A2.2

CONSTRUCTION SHEET NOTES	CONSTRUCTION GENERAL NOTES	CONSTRUCTION LEGEND
<ul style="list-style-type: none"> ① NEW MILLWORK ② OUTLINE OF NEW DORMER ABOVE ③ NEW RIDGE VENT ④ EGRESS WINDOW PROVIDE MINIMUM NET CLEARANCE OF 5.7 SQ. FT. ⑤ NEW BATHTUB WITH STONE SURROUND ⑥ NEW SHOWER WITH STONE BENCH TILE AND FRAMELESS GLASS SURROUND AND DOOR ⑦ NEW ROOFING SHINGLES ⑧ NEW CHIMNEY VENT ⑨ NEW ROOF DORMER ⑩ BATHROOM VANITY WITH 2 SINKS ⑪ OPEN SHELVING ⑫ COUNTER TOP ⑬ WARDROBE CABINETRY ⑭ OUTLINE OF VAULTED CEILING ABOVE. ⑮ OUTLINE OF SUSP. SOFFIT ABOVE ⑯ TEMPERED GLASS SHOWER SURROUND 	<ul style="list-style-type: none"> 1. SEE GENERAL NOTES REGARDING SUBMITTALS AND SAMPLES FOR APPROVAL AND OTHER REQUIREMENTS REGARDING CONSTRUCTION PROCEDURES. 2. SEE DOOR AND WINDOW SCHEDULE FOR ADDITIONAL INFORMATION. 3. ALL NEW PLUMBING FIXTURES, EXCEPT WHERE NOTED. 4. ALL NEW LIGHTING, ELECTRICAL, TO COMPLY WITH CURRENT BUILDING CODE. 5. ALL NEW MECHANICAL FOR SECOND FLOOR. 6. ALL NEW INTERIOR TRIM AND FINISHES. SEE INTERIOR ELEVATIONS FOR ADDITIONAL INFORMATION ON FINISHES. 7. COORDINATE WITH ARCHITECT LOCATIONS OF ALL EXPOSED MECH. PLUMB. ELECT. DEVICES 8. GYPSUM BOARD FINISH TO BE LEVEL 4 OR SMOOTH WALL PLASTER SKIM COAT FINISH WHERE NOTED. 9. EGRESS WINDOWS TO PROVIDE A MINIMUM NET CLEARANCE OPENABLE AREA OF 5.7 SQ. FT. EXCEPT AT GRADE FLOOR SHALL HAVE MIN. OF 5 FT. THE FINISHED SILL HEIGHT SHALL NOT BE MORE THAN 44 INCHES ABOVE FLOOR. THE MINIMUM NET CLEAR OPENABLE HEIGHT SHALL BE 24 IN. THE MINIMUM NET CLEAR OPENABLE WIDTH SHALL BE 20 IN. 10. ANY GLAZING WITHIN 24" OF EITHER VERTICAL EDGE OF A DOOR IN THE CLOSED POSITION IS TO BE TEMPERED OR SAFETY GLAZING. 11. ANY GLAZING WITHIN 36" HORIZONTALLY OF A WALKING SURFACE WHEN THE GLASS IS LESS THAN 60" ABOVE THE PLANE OF THE ADJACENT WALKING SURFACE IS TO BE TEMPERED OR SAFETY GLAZING. 12. ANY GLAZING WITHIN 60" HORIZONTALLY OF THE BOTTOM THREADS OF A STAIRWAY IN ANY DIRECTION WHEN THE GLAZING IS LESS THAN 36" ABOVE THE LANDING IS TO BE TEMPERED OR SAFETY GLAZING. 13. DOORS, SLIDING GLASS DOORS, AND SKYLIGHTS MUST BE TEMPERED OR SAFETY GLAZING. 	<ul style="list-style-type: none"> EXISTING CONSTRUCTION TO REMAIN. NEW WALL. EXISTING DOOR TO REMAIN. NEW DOOR/FRAME/HARDWARE EXISTING WINDOW TO REMAIN. NEW WINDOW

Busse-Eaton Residence

Remodel & 2nd Storey Addition

1300 DELFINO WAY
MENLO PARK, CA 94025

HUBBARD GODFREY ARCHITECTS INC
3137 GEARY BOULEVARD
SAN FRANCISCO CA 94118
T. 415.379.1700
HUBBARDGODFREY.COM

CONSULTANTS

STRUCTURAL ENGINEER	INTERIORS
SUNG ENGINEERING 29300 KIMHUTEX WAY, SUITE 100 UNION CITY, CA 94587 TEL: 510.475.7900 FAX: 510.475.7913	KRISTI WILL HOME & DESIGN 270 CAPSTRANO ROAD, SUITE 26 HALF MOON BAY, CA 94019 TEL: 650.726.1660

LAND SURVEYOR
LEA & GRAZIE ENGINEERING, INC.
2485 INDUSTRIAL PARKWAY WEST
HAYWARD, CA 94545
510.887.4086 PHONE
510.887.3019 FAX

TITLE 24 CONSULTANT
GABEL ASSOCIATES, LLC
1818 HARMON STREET
BERKELEY, CA 94703
TEL: 510.426.0803

NO	DATE	COMMENTS
11.01.18		USE PERMIT REVISION
09.26.18		REVISION TO BUILDING PERMIT - PLANNING RESPONSE
08.29.18		REVISION TO BUILDING PERMIT
9.14.16		RESPONSE TO BUILDING PLAN CHECK
4.06.16		REVISION TO PLANNING
3.03.16		ISSUED FOR USE PERMIT
12.08.15		ISSUED FOR PERMIT
7.27.15		RD ADDENDUM #1
7.16.15		ISSUED FOR RD
1.6.15		BUDGET PRICING

REVISIONS

PLOT PLAN

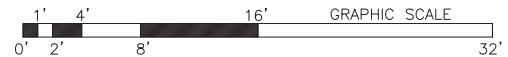
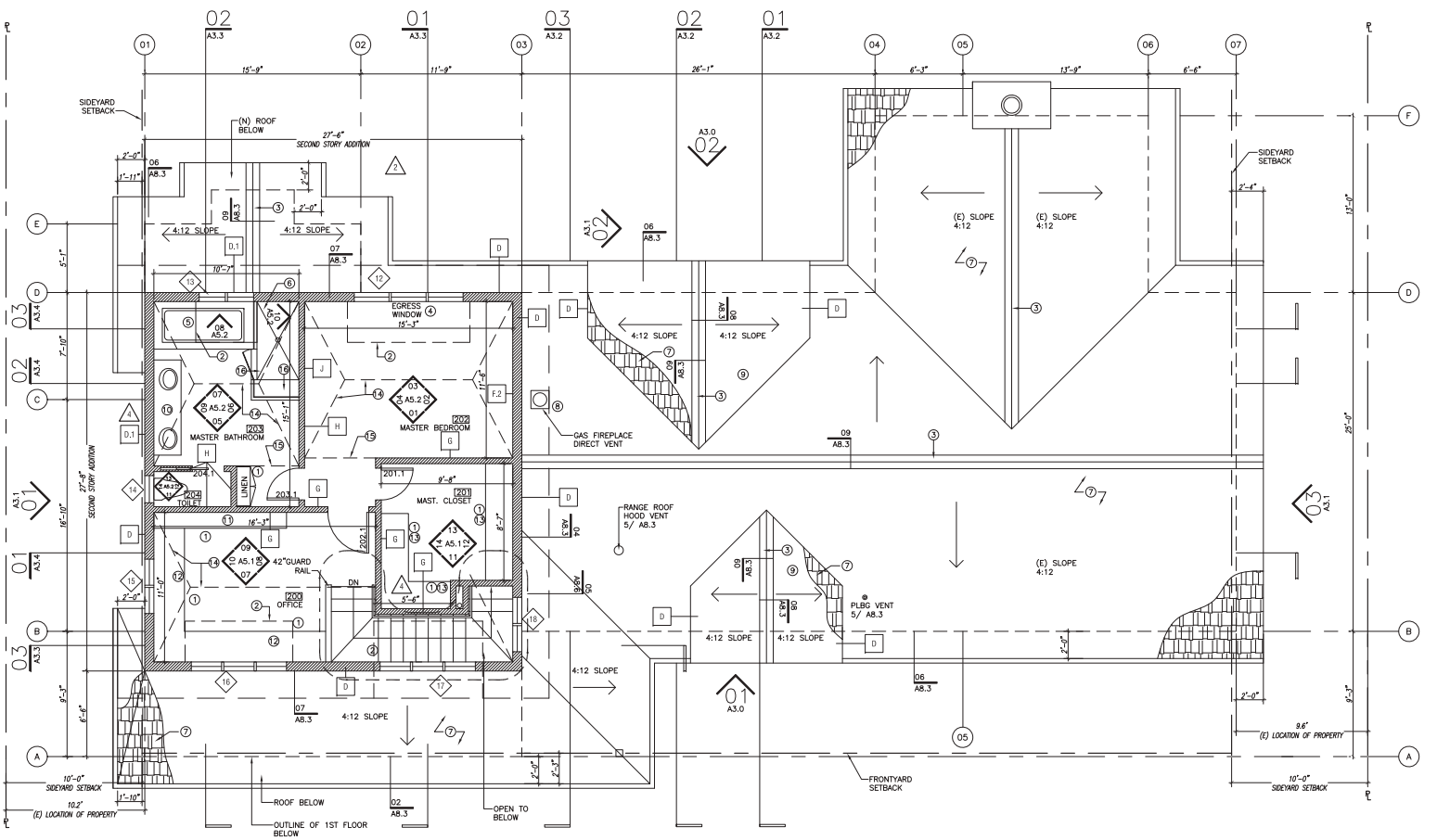


BUSSE-EATON RESIDENCE
1300 DELFINO WAY
MENLO PARK, CA 94025

CONSTRUCTION PLAN - 2ND FLOOR

PROJECT NO: 1411 SCALE: 1/4" = 1'-0"

A2.3



1 CONSTRUCTION PLAN - 2ND FLOOR
A2.3 SCALE: 1/4" = 1'-0"

ROOF NOTES

1. PROVIDE BALANCED ROOF AND ATTIC VENTILATION AT RIDGE AND EAVES.
2. PLUMBING VENTS SHALL NOT BE LOCATED LESS THAN 10'-0" FROM ANY OPENING.
3. SEE EXTERIOR ELEVATIONS FOR ADDITIONAL INFORMATION REGARDING ROOF HEIGHTS & SLOPE.
4. SEE BUILDING SECTIONS FOR ADDITIONAL INFORMATION REGARDING ROOF DRAINAGE.
5. PROVIDE FLASHING FOR ALL ROOF PENETRATIONS.
6. ALL GUTTER & R.W.L.'S SHALL BE OGEE PROFILE PAINTED TO MATCH FASADA.
7. ENCLOSED ATTICS AND RAFTERS SHALL HAVE CROSS VENTILATION FOR EACH SEPARATE SPACE BY VENTILATION: OPENINGS PROTECTED AGAINST RAIN, INSECTS, AND VERMIN. AN AIRSPACE OF NOT LESS THAN 1" SHALL BE PROVIDED. THE NET FREE VENTING AREA SHALL NOT BE LESS THAN 1/150TH OF THE AREA VENTILATED. THE NET FREE CROSS VENTILATION SHALL BE PERMITTED TO BE REDUCED TO 1/300 WHERE CLASS I OR II VAPOR BARRIERS INSTALLED ON WARM.
8. SEE SHEET A6.4 FOR ROOFING SPECIFICATIONS.
9. SEE A2.4 FOR 1ST FLOOR ROOF NOTES.

ROOF SHEET NOTES

- ① RIDGE VENT
- ② PROVIDE EYEBROW VENTS AS NEEDED IF RIDGE VENT AND EAVE VENTING IMPEDE.
- ③ (N) SKYLIGHT

ROOF LEGEND

SYMBOL	DESCRIPTION
←	ROOF SLOPE
—	GUTTER & DOWNSPOUT
⏏	(N) ROOF PATTERN

Busse-Eaton Residence
Remodel & 2nd Storey Addition

1360 DELFINO WAY
MENLO PARK, CA 94025

HUBBARD GODFREY ARCHITECTS INC

3137 GEARY BOULEVARD
SAN FRANCISCO CA 94118
T. 415.379.1700
HUBBARDGODFREY.COM

CONSULTANTS

STRUCTURAL ENGINEER	INTERIORS
SUNG ENGINEERING 29300 KIMCHUTEK WAY, SUITE 100 UNION CITY, CA 94587 TEL: 510.475.7900 FAX: 510.475.7913	KRISTI WILL HOME & DESIGN 270 CAPSTRANO ROAD, SUITE 26 HALF MOON BAY, CA 94019 TEL: 650.726.1660
LAND SURVEYOR	
LEA & GRAZIE ENGINEERING, INC. 2445 INDUSTRIAL PARKWAY WEST HAYWARD, CA 94545 510.887.4086 PHONE 510.887.3019 FAX	
TITLE 24 CONSULTANT	
GABEL ASSOCIATES, LLC 1818 HARMON STREET BERKELEY, CA 94703 TEL: 510.428.0803	

NO	DATE	COMMENTS
△	11.01.16	USE PERMIT REVISION
△	09.26.16	REVISION TO BUILDING PERMIT - PLANNING RESPONSE
△	08.29.16	REVISION TO BUILDING PERMIT
△	9.14.16	RESPONSE TO BUILDING PLAN CHECK
△	4.06.16	REVISION TO PLANNING
△	3.03.16	ISSUED FOR USE PERMIT
△	12.08.15	ISSUED FOR PERMIT
△	7.27.15	END ADDENDUM #1
△	7.16.15	ISSUED FOR BID
△	1.6.15	BUDGET PRICING

REVISIONS

PLOT PLAN

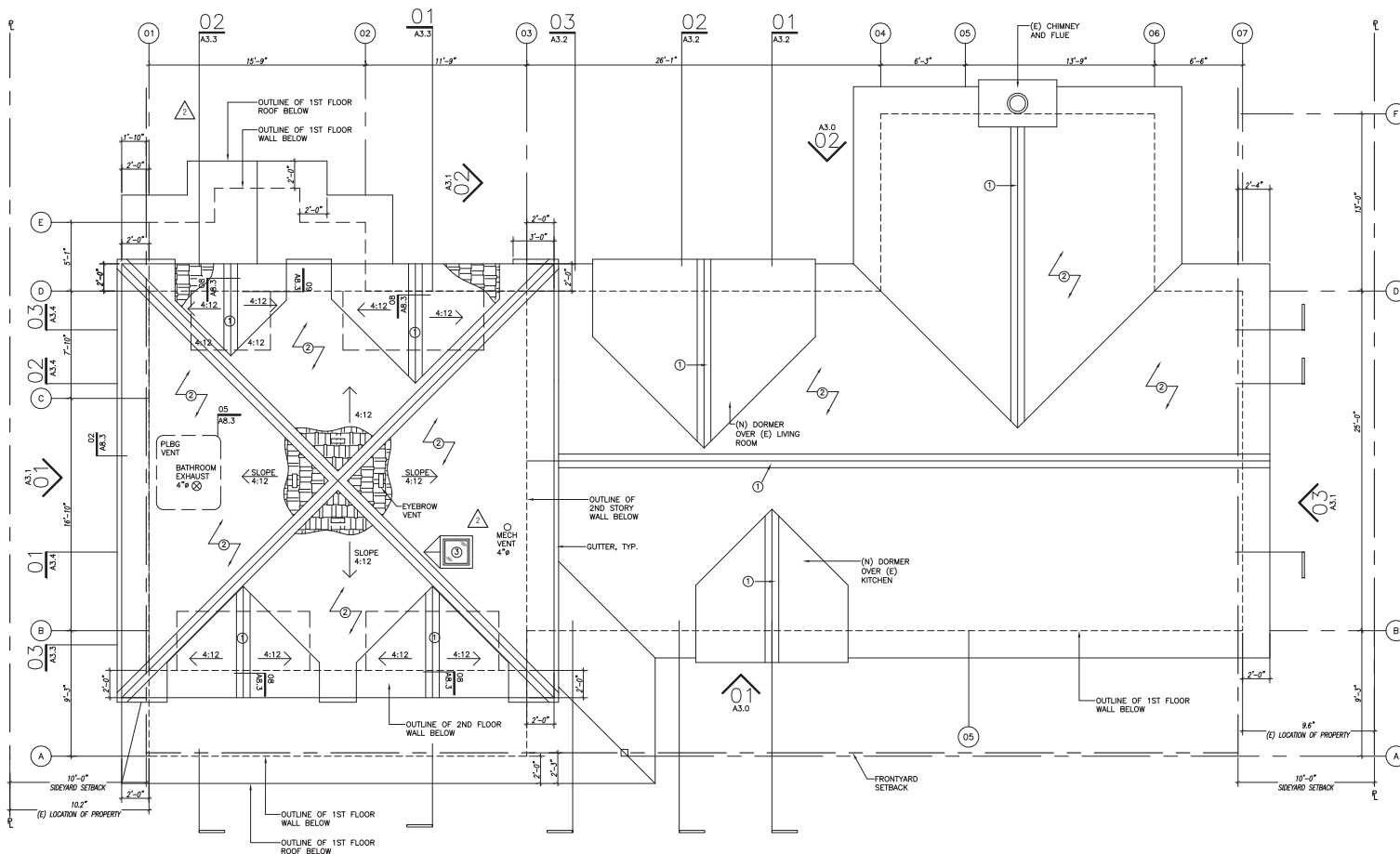
BUSSE-EATON RESIDENCE
1360 DELFINO WAY
MENLO PARK, CA 94025

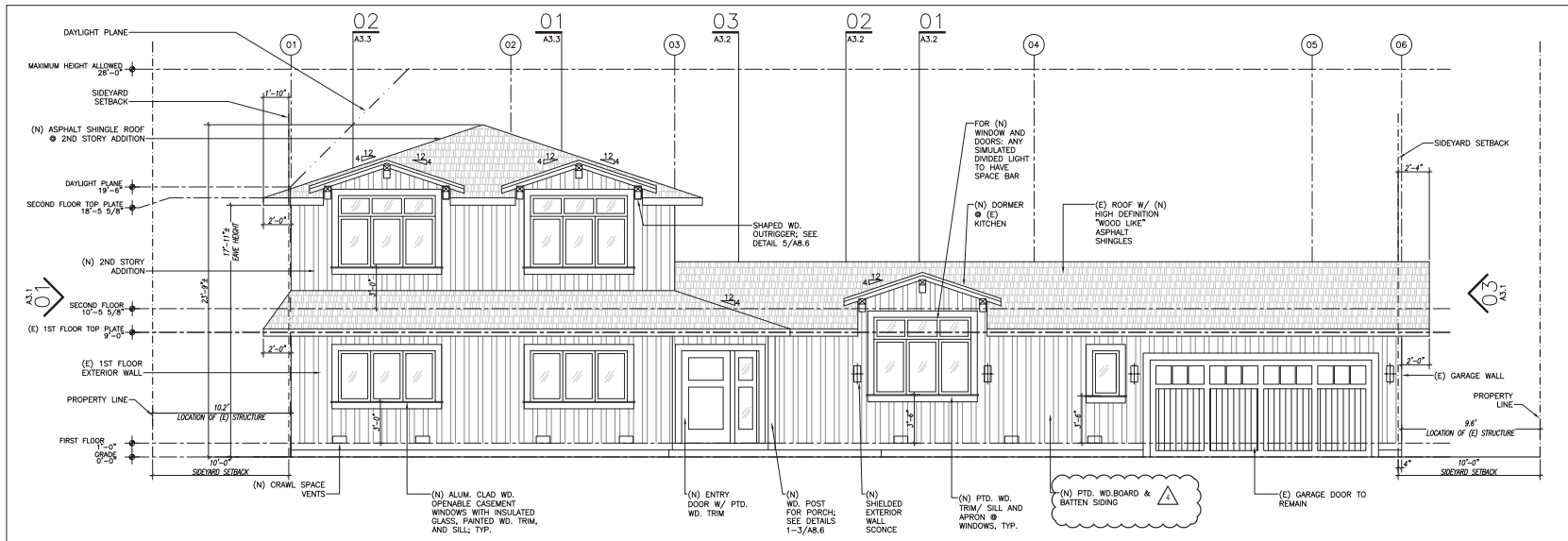
ROOF PLAN

PROJECT NO: 1411 SCALE: 1/4" = 1'-0"

A2.4

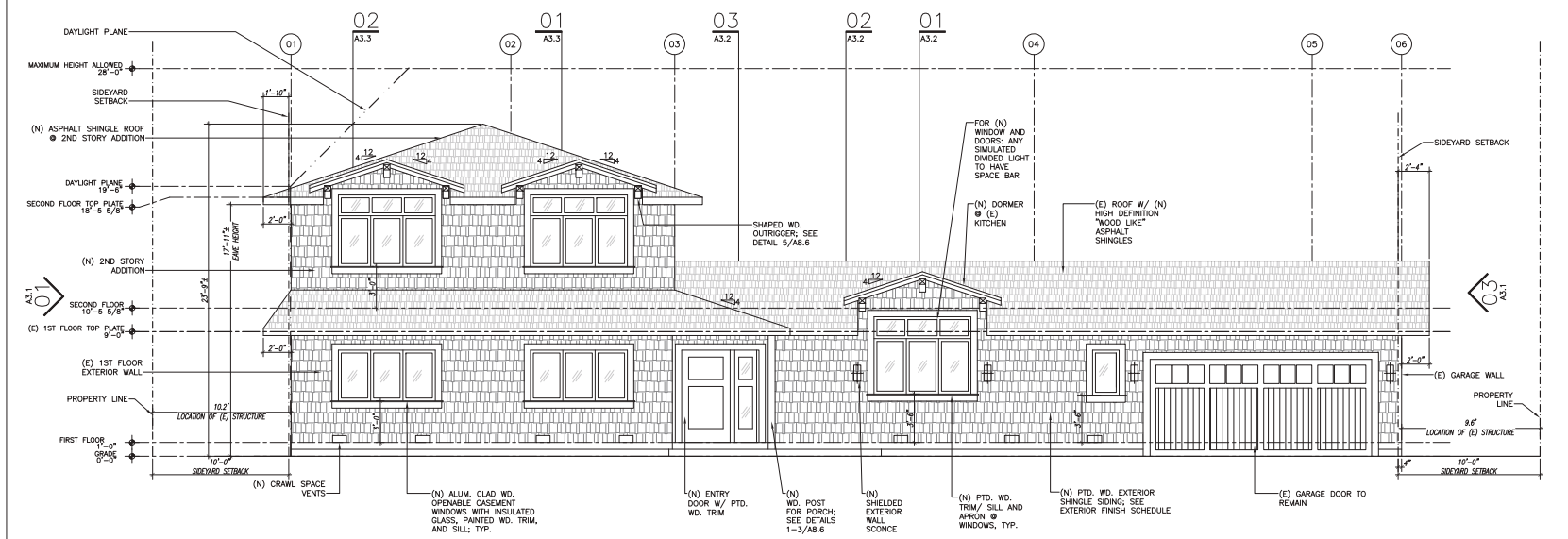
REGISTERED ARCHITECT
HUBBARD GODFREY
C-29605
EXP-10/31/16
STATE OF CALIFORNIA





PROPOSED

1B EXTERIOR ELEVATION - FRONT (PROPOSED SIDING CHANGE)
A3.0A SCALE: 1/8"=1'-0"



APPROVED

1A EXTERIOR ELEVATION - FRONT - APPROVED
A3.0A SCALE: 1/8"=1'-0"

Busse-Eaton Residence
Remodel & 2nd Storey Addition
1360 DELFINO WAY
MENLO PARK, CA 94025

HUBBARD GODFREY ARCHITECTS INC
3137 GEARY BOULEVARD
SAN FRANCISCO CA 94118
T: 415.379.1700
HUBBARDGODFREY.COM

CONSULTANTS

STRUCTURAL ENGINEER
SLING ENGINEERING
29300 KICHOUTEK WAY, SUITE 100
UNION CITY, CA 94587
TEL: 510.475.7900
FAX: 510.475.7913

INTERIORS
KRISTI WILL HOME & DESIGN
270 CASTRANO ROAD, SUITE 26
HALF MOON BAY, CA 94019
TEL: 650.726.1660

LAND SURVEYOR
LEA & GRACE ENGINEERING, INC.
2485 INDUSTRIAL PARKWAY WEST
HAYWARD, CA 94545
510.887.4086 PHONE
510.887.3019 FAX

TITLE 24 CONSULTANT
GABEL ASSOCIATES, LLC
1818 HARMON STREET
BERKELEY, CA 94703
TEL: 510.426.0803

NO	DATE	COMMENTS
11.01.16		USE PERMIT REVISION
09.26.16		REVISION TO BUILDING PERMIT - PLANNING RESPONSE
08.29.16		REVISION TO BUILDING PERMIT
9.14.16		RESPONSE TO BUILDING PLAN CHECK
4.06.16		REVISION TO PLANNING
3.03.16		ISSUED FOR USE PERMIT
12.08.15		ISSUED FOR PERMIT
7.27.15		END ADDENDUM #1
7.16.15		ISSUED FOR BID
1.6.15		BUDGET PRICING

REVISIONS

PLOT PLAN

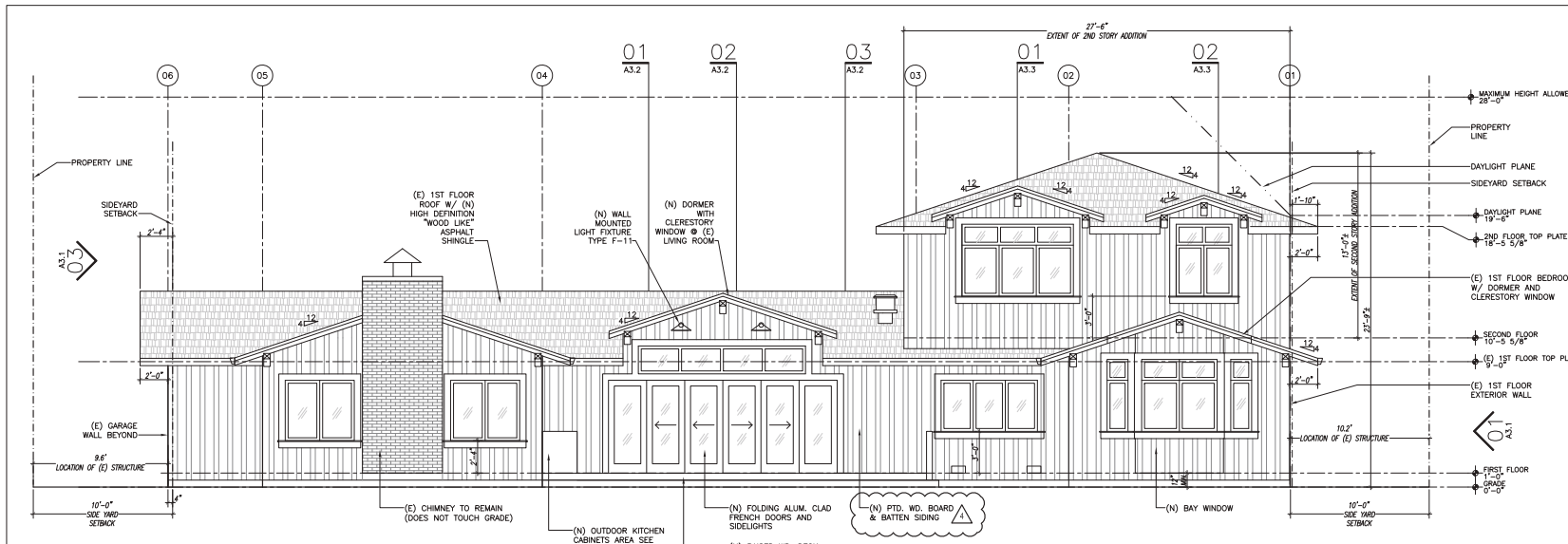
BUSSE-EATON RESIDENCE
1360 DELFINO WAY
MENLO PARK, CA 94025

EXTERIOR ELEVATIONS COMPARISON

PROJECT NO: 1411 SCALE: 1/4"=1'-0"

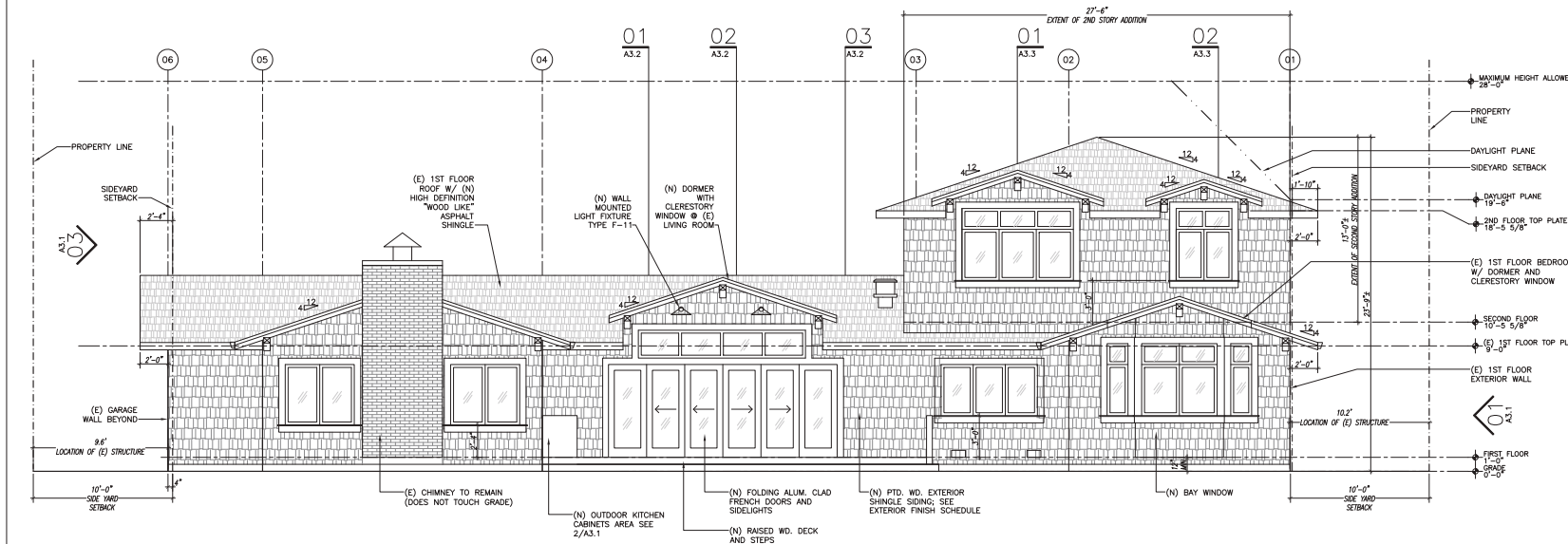


A3.0A



PROPOSED

1B EXTERIOR ELEVATION - REAR - (PROPOSED SIDING CHANGE)
A3.0B SCALE: 1/4"=1'-0"



APPROVED

1A EXTERIOR ELEVATION - REAR - APPROVED
A3.0B SCALE: 1/4"=1'-0"

Busse-Eaton Residence
Remodel & 2nd Storey Addition

1360 DELFINO WAY
MENLO PARK, CA 94025

HUBBARD GODFREY ARCHITECTS INC

3137 GEARY BOULEVARD
SAN FRANCISCO CA 94118
T. 415.379.1700
HUBBARDGODFREY.COM

CONSULTANTS

STRUCTURAL ENGINEER	INTERIORS
SUNG ENGINEERING 29300 KICHOUK WAY, SUITE 100 UNION CITY, CA 94587 TEL: 510.475.7900 FAX: 510.475.7913	KRISTI WILL HOME & DESIGN 270 CAPITANO ROAD, SUITE 26 HALF MOON BAY, CA 94019 TEL: 650.726.1660

LAND SURVEYOR

LEA & GRACE ENGINEERING, INC.
2485 INDUSTRIAL PARKWAY WEST
HAYWARD, CA 94545
510.887.4086 PHONE
510.887.3019 FAX

TITLE 24 CONSULTANT

GABEL ASSOCIATES, LLC
1818 HARMONY STREET
BERKELEY, CA 94703
TEL: 510.426.0803

NO	DATE	COMMENTS
△	11.01.18	USE PERMIT REVISION
△	09.26.18	REVISION TO BUILDING PERMIT - PLANNING RESPONSE
△	08.29.18	REVISION TO BUILDING PERMIT
△	8.14.16	RESPONSE TO BUILDING PLAN CHECK
	4.06.16	REVISION TO PLANNING
	3.03.16	ISSUED FOR USE PERMIT
	12.08.15	ISSUED FOR PERMIT
	7.27.15	RD ADDENDUM #1
	7.16.15	ISSUED FOR RD
	1.6.15	BUDGET PRICING

REVISIONS

PLOT PLAN

BUSSE-EATON RESIDENCE
1360 DELFINO WAY
MENLO PARK, CA 94025

EXTERIOR ELEVATIONS COMPARISON

PROJECT NO: 1411 SCALE: 1/4"=1'-0"

A3.0B

HUBBARDGODFREY.COM

Busse-Eaton Residence

Remodel & 2nd Storey Addition

1360 DELFINO WAY
MENLO PARK, CA 94025

HUBBARD GODFREY ARCHITECTS INC

3137 GEARY BOULEVARD
SAN FRANCISCO CA 94118
T: 415.379.1700
HUBBARDGODFREY.COM

CONSULTANTS

STRUCTURAL ENGINEER
SUNG ENGINEERING
29300 KIMHOUTEK WAY, SUITE 100
UNION CITY, CA 94587
TEL: 510.475.7900
FAX: 510.475.7913

INTERIORS
KRISTI WILL HOME & DESIGN
270 CASTRANO ROAD, SUITE 26
HALF MOON BAY, CA 94019
TEL: 650.726.1660

LAND SURVEYOR
LEA & GRAZIE ENGINEERING, INC.
2485 INDUSTRIAL PARKWAY WEST
HAYWARD, CA 94545
510.887.4086 PHONE
510.887.3019 FAX

TITLE 24 CONSULTANT
GABEL ASSOCIATES, LLC
1818 HARMON STREET
BERKELEY, CA 94703
TEL: 510.426.0803

NO	DATE	COMMENTS
11.01.18		USE PERMIT REVISION
09.26.18		REVISION TO BUILDING PERMIT - PLANNING RESPONSE
08.29.18		REVISION TO BUILDING PERMIT
9.14.16		RESPONSE TO BUILDING PLAN CHECK
4.06.16		REVISION TO PLANNING
3.03.16		ISSUED FOR USE PERMIT
12.08.15		ISSUED FOR PERMIT
7.27.15		END ADDENDUM #1
7.10.15		ISSUED FOR BID
1.6.15		BUDGET PRICING

REVISIONS

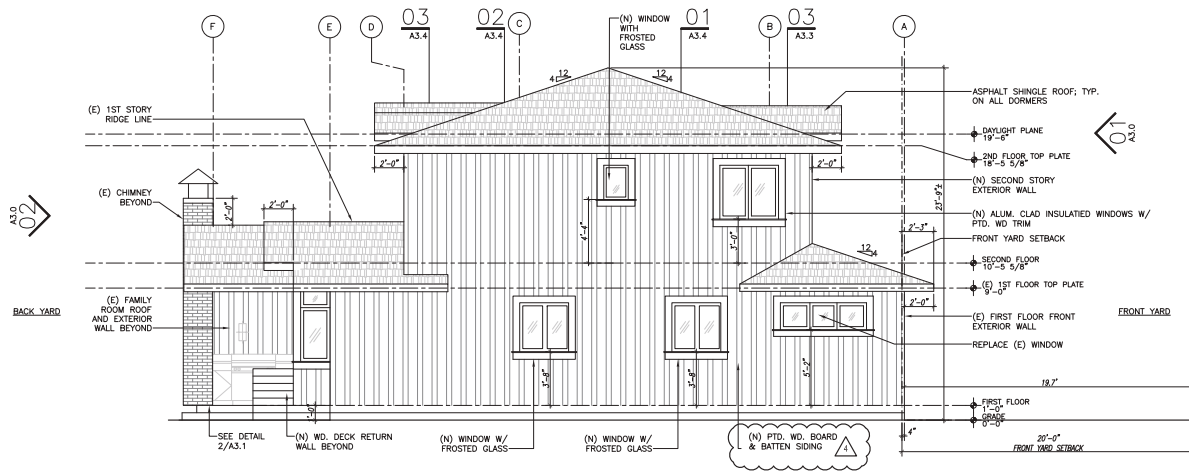
PLOT PLAN

BUSSE-EATON RESIDENCE
1360 DELFINO WAY
MENLO PARK, CA 94025

EXTERIOR ELEVATIONS COMPARISON

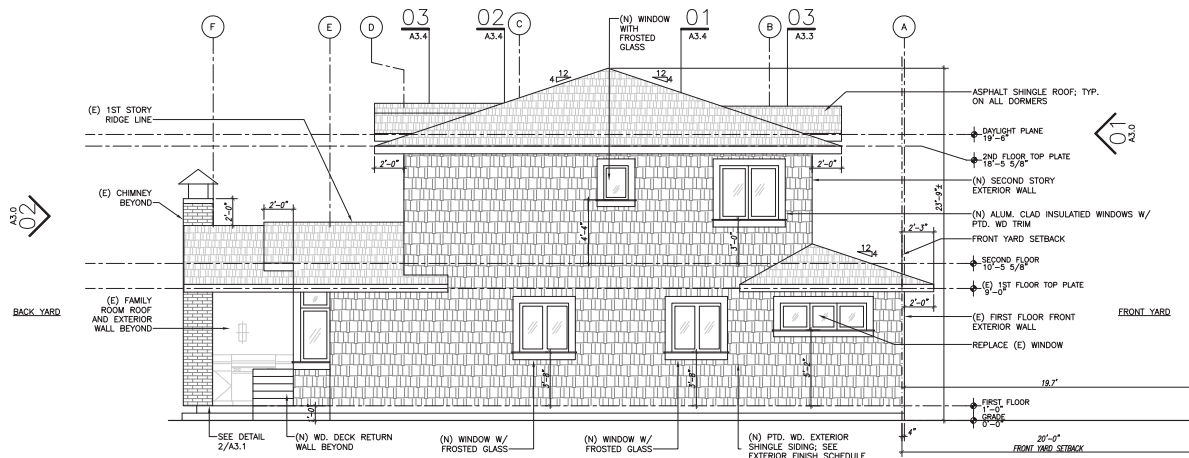
PROJECT NO: 1411 SCALE: 1/4" = 1'-0"

A3.1A



PROPOSED

1B EXTERIOR ELEVATION, WEST (PROPOSED SIDING CHANGE)
A3.2 SCALE: 1/4"=1'-0"



APPROVED

1A EXTERIOR ELEVATION, WEST - APPROVED
A3.2 SCALE: 1/4"=1'-0"

Busse-Eaton Residence

Remodel & 2nd Storey Addition

1360 DELFINO WAY
MENLO PARK, CA 94025

HUBBARD GODFREY ARCHITECTS INC
3137 GEARY BOULEVARD
SAN FRANCISCO CA 94118
T. 415.379.1700
HUBBARDGODFREY.COM

CONSULTANTS

STRUCTURAL ENGINEER
SUNG ENGINEERING
29300 KICHOUTEK WAY, SUITE 100
UNION CITY, CA 94587
TEL: 510.475.7900
FAX: 510.475.7913

INTERIORS
KRISTI WILL HOME & DESIGN
270 CAPSTRANO ROAD, SUITE 26
HALF MOON BAY, CA 94019
TEL: 650.726.1660

LAND SURVEYOR
LEA & GRAZIE ENGINEERING, INC.
2495 INDUSTRIAL PARKWAY WEST
HAYWARD, CA 94545
510.887.4086 PHONE
510.887.3019 FAX

TITLE 24 CONSULTANT
GABEL ASSOCIATES, LLC
1818 HARMON STREET
BERKELEY, CA 94703
TEL: 510.428.0803

NO	DATE	COMMENTS
△	11.01.18	USE PERMIT REVISION
△	09.26.18	REVISION TO BUILDING PERMIT - PLANNING RESPONSE
△	08.29.18	REVISION TO BUILDING PERMIT
△	9.14.16	RESPONSE TO BUILDING PLAN CHECK
△	4.06.16	REVISION TO PLANNING
△	3.03.16	ISSUED FOR USE PERMIT
△	12.08.15	ISSUED FOR PERMIT
△	7.27.15	END ADDENDUM #1
△	7.10.15	ISSUED FOR BID
△	1.6.15	BUDGET PRICING

REVISIONS

PLOT PLAN

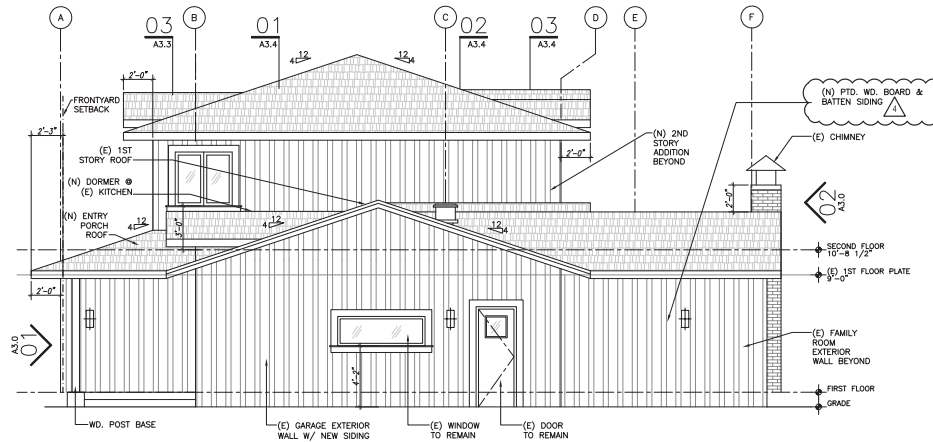
BUSSE-EATON RESIDENCE
1360 DELFINO WAY
MENLO PARK, CA 94025

EXTERIOR ELEVATIONS COMPARISON

PROJECT NO: 1411 SCALE: 1/4" = 1'-0"

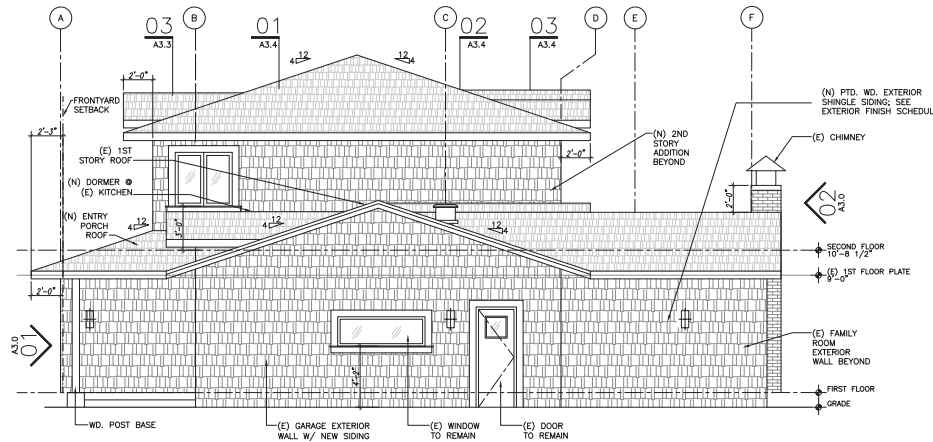


A3.1B



1B EXTERIOR ELEVATION, EAST (PROPOSED SIDING CHANGE)
SCALE: 1/8" = 1'-0"

PROPOSED



1A EXTERIOR ELEVATION, EAST - APPROVED
SCALE: 1/8" = 1'-0"

APPROVED

Busse-Eaton Residence

Remodel & 2nd Storey Addition

1360 DELFINO WAY
MENLO PARK, CA 94025

HUBBARD GODFREY ARCHITECTS INC

3137 GEARY BOULEVARD
SAN FRANCISCO CA 94118
T. 415.379.1700
HUBBARDGODFREY.COM

CONSULTANTS

STRUCTURAL ENGINEER
SUNG ENGINEERING
29300 KIMMOTEX WAY, SUITE 100
UNION CITY, CA 94587
TEL: 510.475.7900
FAX: 510.475.7913

INTERIORS
KRISTI WILL HOME & DESIGN
270 CAPSTRANO ROAD, SUITE 26
HALF MOON BAY, CA 94019
TEL: 650.726.1660

LAND SURVEYOR
LEA & GRAZIE ENGINEERING, INC.
2485 INDUSTRIAL PARKWAY WEST
HAYWARD, CA 94545
510.887.4086 PHONE
510.887.3019 FAX

TITLE 24 CONSULTANT
GABEL ASSOCIATES, LLC
1818 HARMON STREET
BERKELEY, CA 94703
TEL: 510.428.0803

NO	DATE	COMMENTS
△	11.01.18	USE PERMIT REVISION
△	09.26.18	REVISION TO BUILDING PERMIT - PLANNING RESPONSE
△	08.29.18	REVISION TO BUILDING PERMIT
△	9.14.16	RESPONSE TO BUILDING PLAN CHECK
△	4.06.16	REVISION TO PLANNING
△	3.03.16	ISSUED FOR USE PERMIT
△	12.08.15	ISSUED FOR PERMIT
△	7.27.15	END ADDENDUM #1
△	7.10.15	ISSUED FOR BID
△	1.6.15	BUDGET PRICING

REVISIONS

PLOT PLAN

BUSSE-EATON RESIDENCE

1360 DELFINO WAY
MENLO PARK, CA 94025

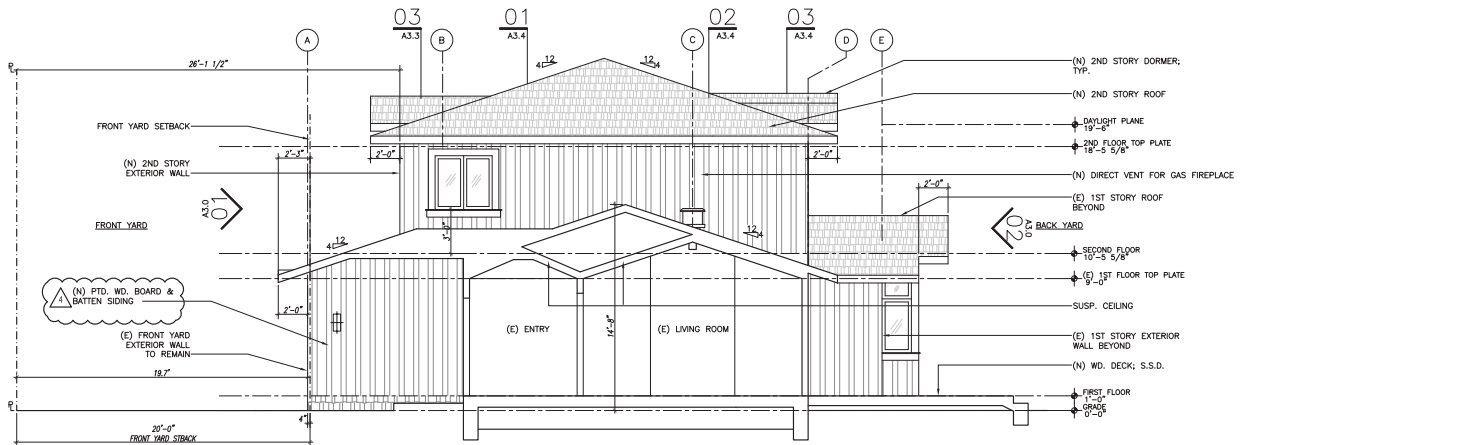
EXTERIOR ELEVATIONS COMPARISON

PROJECT NO: 1411 SCALE: 1/4" = 1'-0"

REGISTERED ARCHITECT
HUBBARD GODFREY
C-29605
Exp-10/31/19
STATE OF CALIFORNIA

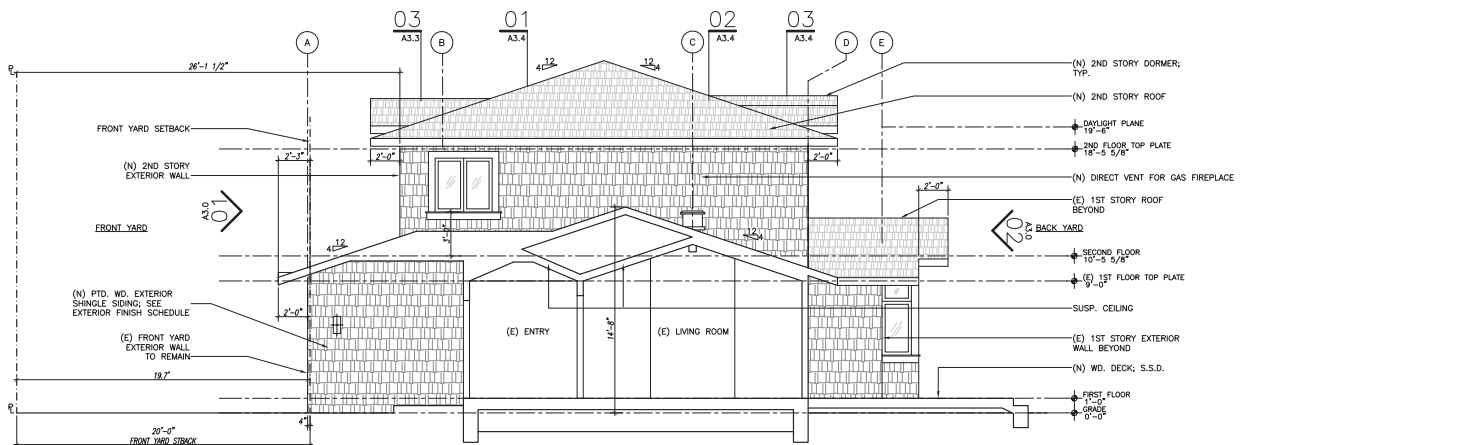
A3.1C

RELEASE DATE



1B SECTION/ELEVATION DETAIL, EAST (PROPOSED SIDING CHANGE)
SCALE: 1/4" = 1'-0"

PROPOSED



1A SECTION/ELEVATION DETAIL, EAST - APPROVED
SCALE: 1/4" = 1'-0"

APPROVED

Busse-Eaton Residence

Remodel & 2nd Storey Addition

1360 DELFINO WAY
MENLO PARK, CA 94025



HUBBARD GODFREY ARCHITECTS INC

3137 GEARY BOULEVARD
SAN FRANCISCO CA 94118
T: 415.379.1700
HUBBARDGODFREY.COM

CONSULTANTS

STRUCTURAL ENGINEER

SUNG ENGINEERING
29300 KIKOHUEK WAY, SUITE 100
UNION CITY, CA 94587
TEL: 510.475.7900
FAX: 510.475.7913

INTERIORS

KRISTI WILL HOME & DESIGN
270 CASTRANO ROAD, SUITE 26
HALF MOON BAY, CA 94019
TEL: 650.726.1660

LAND SURVEYOR

LEE & GRAZIE ENGINEERING, INC.
2485 INDUSTRIAL PARKWAY WEST
HAYWARD, CA 94545
510.887.4086 PHONE
510.887.3019 FAX

TITLE 24 CONSULTANT

GABEL ASSOCIATES, LLC
1818 HARMON STREET
BERKELEY, CA 94703
TEL: 510.428.0803

△	11.01.18	USE PERMIT REVISION
△	09.26.18	REVISION TO BUILDING PERMIT - PLANNING RESPONSE
△	08.29.18	REVISION TO BUILDING PERMIT
△	9.14.16	RESPONSE TO BUILDING PLAN CHECK
△	4.06.16	REVISION TO PLANNING
△	3.03.16	ISSUED FOR USE PERMIT
	12.08.15	ISSUED FOR PERMIT
	7.27.15	END ADDENDUM #1
	7.10.15	ISSUED FOR BID
	1.6.15	BUDGET PRICING
NO	DATE	COMMENTS

REVISIONS

PLOT PLAN

BUSSE-EATON RESIDENCE

1360 DELFINO WAY
MENLO PARK, CA 94025

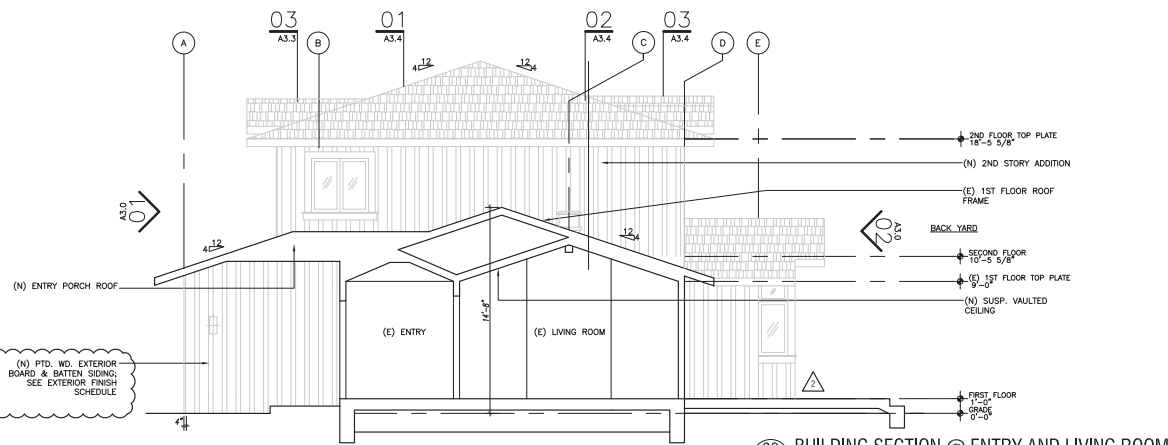
BUILDING SECTIONS

PROJECT NO: 1411 SCALE: 1/4" = 1'-0"

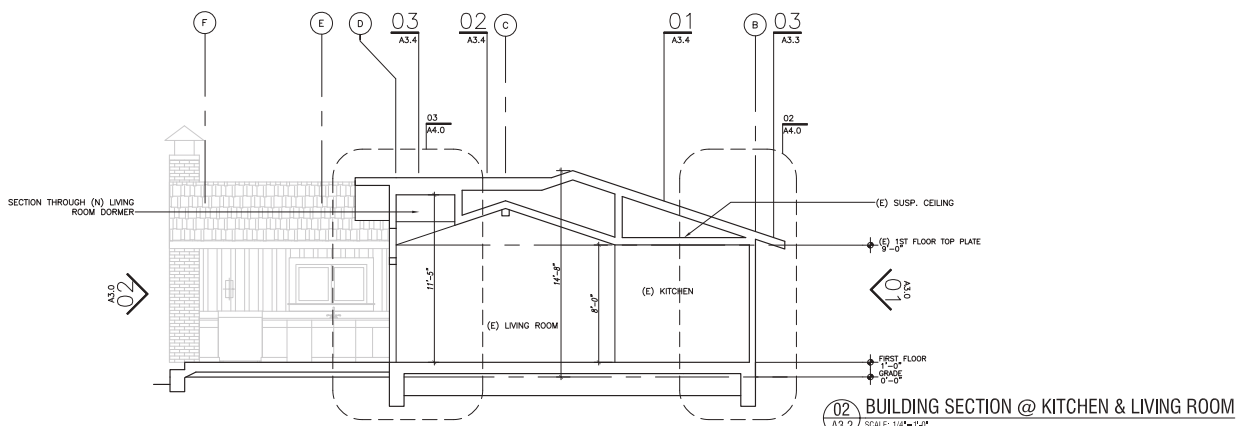


A3.2

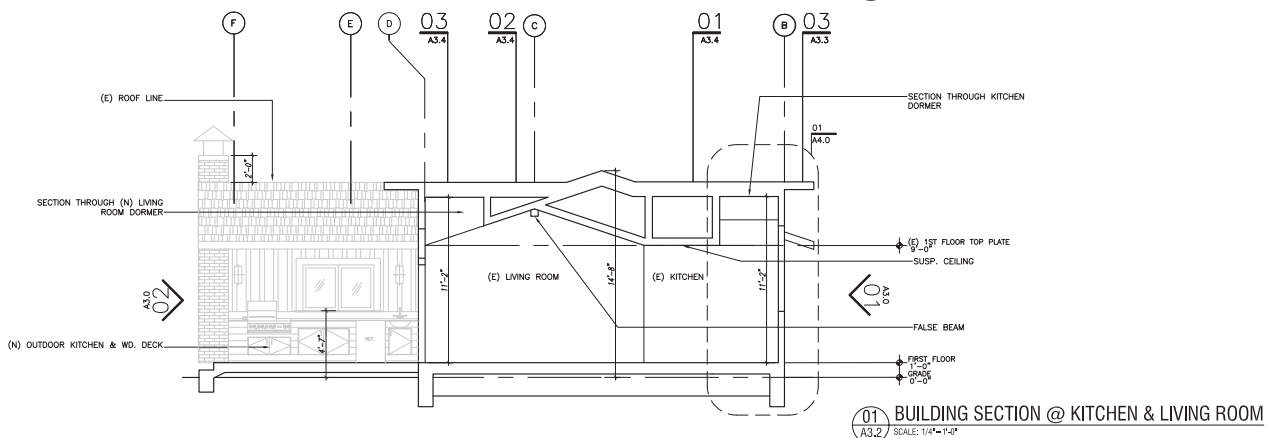
RELEASE SECTION



03 BUILDING SECTION @ ENTRY AND LIVING ROOM
SCALE: 1/4" = 1'-0"



02 BUILDING SECTION @ KITCHEN & LIVING ROOM
SCALE: 1/4" = 1'-0"



01 BUILDING SECTION @ KITCHEN & LIVING ROOM
SCALE: 1/4" = 1'-0"

Busse-Eaton Residence

Remodel & 2nd Storey Addition

1360 DELFINO WAY
MENLO PARK, CA 94025

HUBBARD GODFREY ARCHITECTS INC
3137 GEARY BOULEVARD
SAN FRANCISCO CA 94118
T: 415.379.1700
HUBBARDGODFREY.COM

CONSULTANTS

STRUCTURAL ENGINEER
SUNG ENGINEERING
29300 KIKHOUEX WAY, SUITE 100
UNION CITY, CA 94587
TEL: 510.475.7900
FAX: 510.475.7913

INTERIORS
KRISTI WILL HOME & DESIGN
270 CAPSTRANO ROAD, SUITE 26
HALF MOON BAY, CA 94019
TEL: 650.726.1660

LAND SURVEYOR
LEA & GRAZIE ENGINEERING, INC.
2485 INDUSTRIAL PARKWAY WEST
HAYWARD, CA 94545
510.887.4086 PHONE
510.887.3019 FAX

TITLE 24 CONSULTANT
GABEL ASSOCIATES, LLC
1818 HARMON STREET
BERKELEY, CA 94703
TEL: 510.428.0803

NO	DATE	COMMENTS
11.01.18		USE PERMIT REVISION
09.26.18		REVISION TO BUILDING PERMIT - PLANNING RESPONSE
08.29.18		REVISION TO BUILDING PERMIT
9.14.16		RESPONSE TO BUILDING PLAN CHECK
4.06.16		REVISION TO PLANNING
3.03.16		ISSUED FOR USE PERMIT
12.08.15		ISSUED FOR PERMIT
7.27.15		END ADDENDUM #1
7.10.15		ISSUED FOR BID
1.6.15		BUDGET PRICING

REVISIONS

PLOT PLAN

BUSSE-EATON RESIDENCE
1360 DELFINO WAY
MENLO PARK, CA 94025

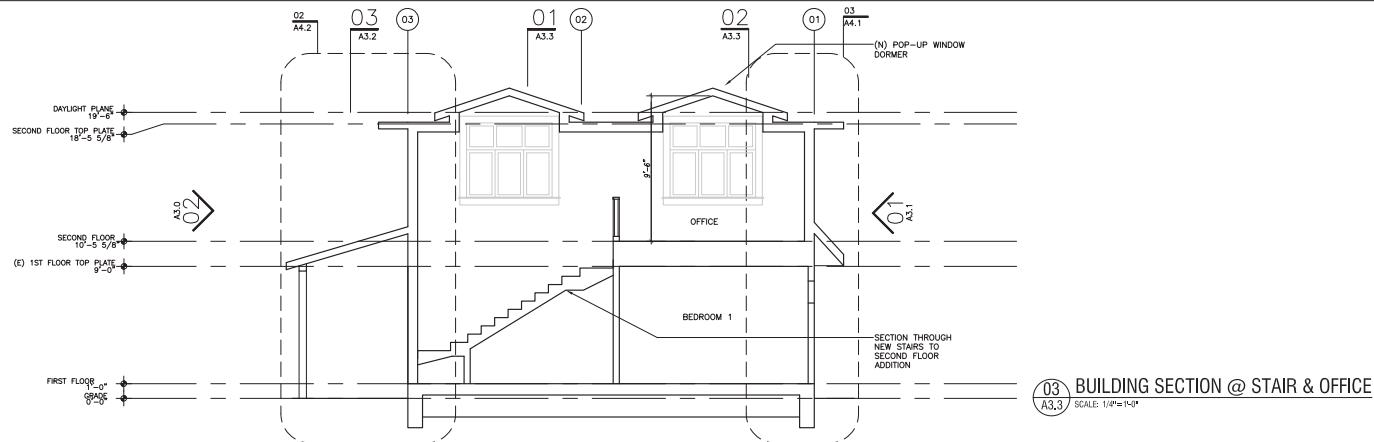
BUILDING SECTIONS

PROJECT NO: 1411 SCALE: 1/4" = 1'-0"

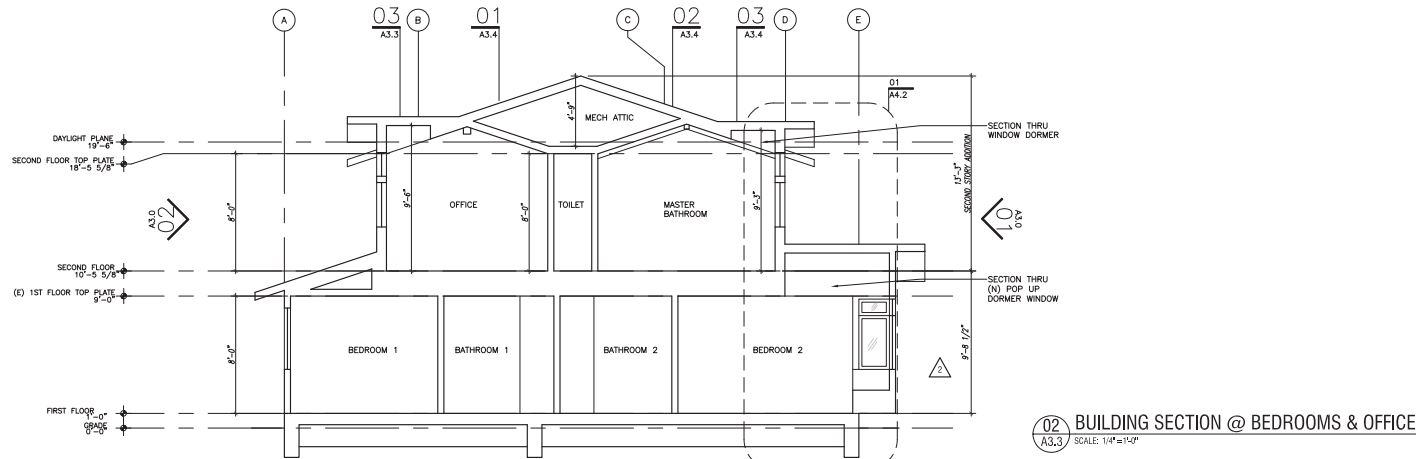


A3.3

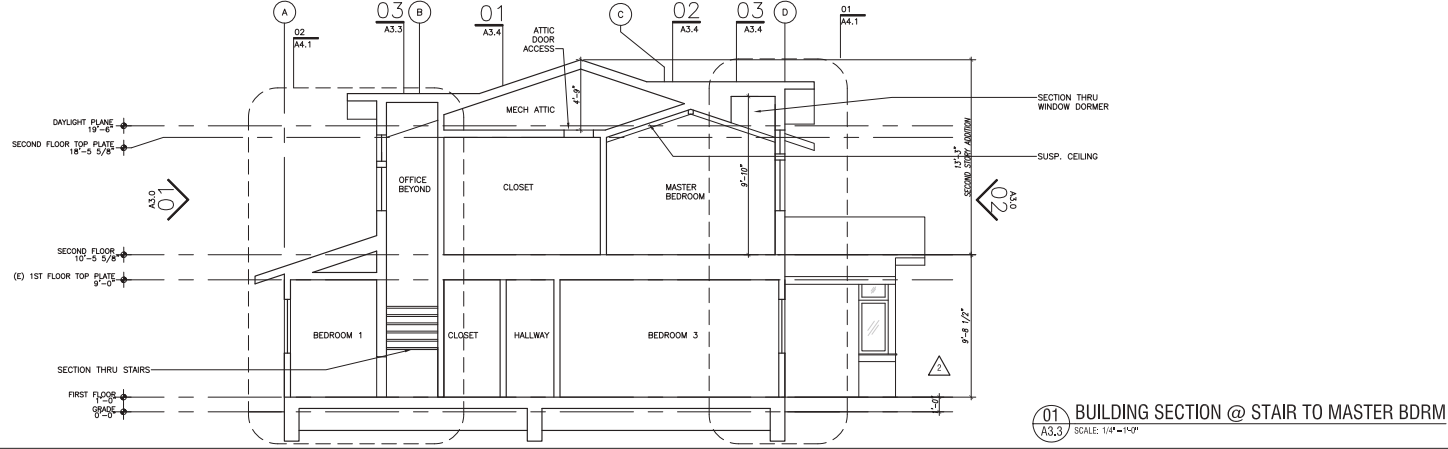
FILE: A3.3_SECTION



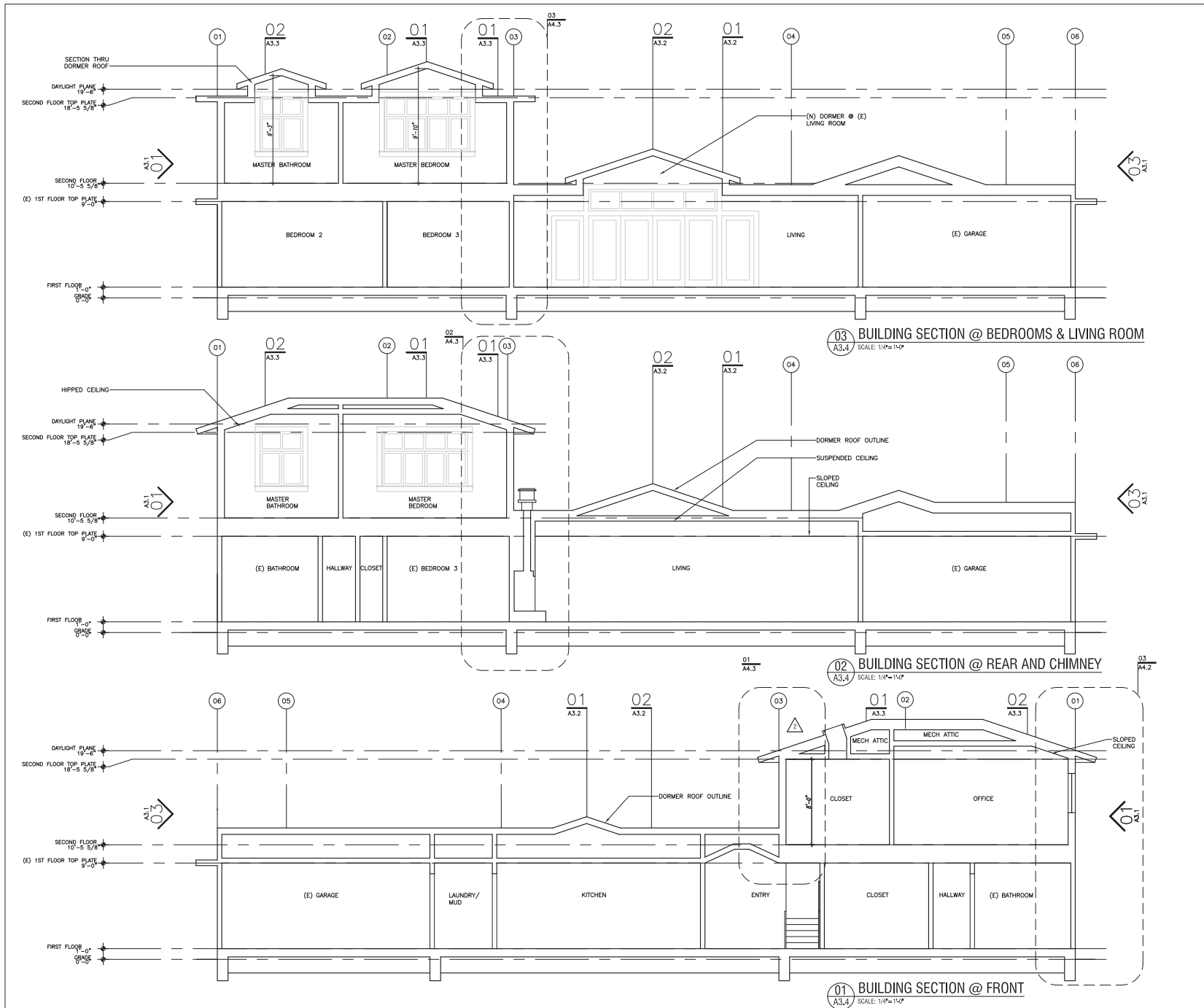
03 BUILDING SECTION @ STAIR & OFFICE
SCALE: 1/8" = 1'-0"



02 BUILDING SECTION @ BEDROOMS & OFFICE
SCALE: 1/8" = 1'-0"



01 BUILDING SECTION @ STAIR TO MASTER BDRM
SCALE: 1/8" = 1'-0"



Busse-Eaton Residence

Remodel & 2nd Storey Addition

1360 DELFINO WAY
 MENLO PARK, CA 94025

HUBBARD GODFREY ARCHITECTS INC

3137 GEARY BOULEVARD
 SAN FRANCISCO CA 94118
 T 415.379.1700
 HUBBARDGODFREY.COM

CONSULTANTS

STRUCTURAL ENGINEER	INTERIORS
SUNING ENGINEERING	KRISTI WILL HOME & DESIGN
29300 KICHOUTEK WAY, SUITE 100	270 CAPSTRANO ROAD, SUITE 26
UNION CITY, CA 94587	HALF MOON BAY, CA 94019
TEL: 510.475.7900	TEL: 650.726.1660
FAX: 510.475.7913	

LAND SURVEYOR

LEA & GRAZIE ENGINEERING, INC.

2495 INDUSTRIAL PARKWAY WEST
 HAYWARD, CA 94545
 510.887.4086 PHONE
 510.887.3019 FAX

TITLE 24 CONSULTANT

GABEL ASSOCIATES, LLC

1818 HARMON STREET
 BERKELEY, CA 94703
 TEL: 510.428.0803

11.01.18	USE PERMIT REVISION
09.26.18	REVISION TO BUILDING PERMIT - PLANNING RESPONSE
08.29.18	REVISION TO BUILDING PERMIT
9.14.16	RESPONSE TO BUILDING PLAN CHECK
4.06.16	REVISION TO PLANNING
3.03.16	ISSUED FOR USE PERMIT
12.08.15	ISSUED FOR PERMIT
7.27.15	END ADDENDUM #1
7.10.15	ISSUED FOR BID
1.6.15	BUDGET PRICING

NO DATE COMMENTS

REVISIONS


PLOT PLAN

BUSSE-EATON RESIDENCE

1360 DELFINO WAY
 MENLO PARK, CA 94025

BUILDING SECTIONS

PROJECT NO: 1411 SCALE: 1/4"=1'-0"



A3.4

HUBBARD GODFREY ARCHITECTS INC



LEA & BRAJE ENGINEERING, INC.
 CIVIL ENGINEERS
 3450 KENNEDY BLVD., SUITE 200
 SAN MATEO, CALIFORNIA 94401
 (415) 352-4444 FAX (415) 352-4448
 (415) 352-3039 WWW.LEAANDBRAJE.COM

**1360 DELFINO WAY
 MENLO PARK,
 CALIFORNIA**
 SAN MATEO COUNTY
 APR 07-01-11-118

**BOUNDARY
 SURVEY**

NO.	DATE	BY
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		

JOB NO. 200404
 DATE: 05-18-11
 SCALE: 1" = 8'
 DRAWN BY: RB
 SHEET NO.
SU1
 1 OF 1 SHEETS

LANDS OF CHAMBERS
 DEED DOC. 2043-34907

LANDS OF WARD
 DEED DOC. 2002-16648

LANDS OF MIDDLETON
 DEED DOC. 1987-46178

104.30'±

1" WOOD FENCE

100.00'

LANDS OF BUSSE
 DEED DOC. 2003-042894
 8,500± SQ.FT.
 0.3% ACRES

25.0'

91.00'

LOT 15
 SS M 28



0 4 8 16
 SCALE: 1" = 8'

ONE-STORY
 WOOD HOUSE

TEMPORARY
 SHEET
 ROOF HEIGHT
 4.0'

LOT 16
 SS M 28

GRASS

GRASS

CONCRETE

GATE

4.0'

103.25'±

3' WOOD FENCE

3' WOOD FENCE

ADPHAL

GUTTER

DELFINO WAY (50')

NOV 06 2018

CITY OF MENLO PARK
PLANNING DIVISION

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

Subject: Project Description for 1360 Delfino Way (BLD2015-01737)

To Whom it May Concern:

We are changing the plans for the siding of house. When we originally did the plans 4 years ago we thought we wanted to do shingles, we now want to go back to board and batten siding that was originally on the house.

We made this decision for the following reasons:

- 1) It is \$30,000 less expensive
- 2) It is less maintenance
- 3) Personal preference

Carter and Donna Busse

Owners



STAFF REPORT

Planning Commission

Meeting Date: 12/10/2018

Staff Report Number: 18-100-PC

Public Hearing: Use Permit and Variance/Mark Milani/1346 Hoover Street

Recommendation

Staff recommends the Planning Commission approve the requests for a use permit and variance to demolish an existing detached garage, and construct a two-story addition consisting of a second unit and new attached garage to an existing nonconforming single-family residence. The second story addition would conform to the required 10 foot setback. The subject parcel is a substandard lot with respect to lot area and width in the R-3 (Apartment) zoning district. The proposed work would exceed 50 percent of the replacement value of the existing nonconforming structure in a 12-month period. The recommended actions are included in 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 subject property is located at 1346 Hoover Street, between Valparaiso and Oak Grove Avenues, one block west of El Camino Real. The adjacent parcels along Hoover Street are also located within the R-3 (Apartment) zoning district, and contain a mix of apartments, smaller multi-family developments with associated common space, and some single-family residences. The area represents a variety of architectural styles, including Mediterranean, traditional ranch, and colonial revival buildings. At the rear, the property adjoins a multi-family lot that fronts on Valparaiso Avenue. The downtown area is also located fairly close by. A location map is included as Attachment B.

Continuance from the September 17, 2018 Planning Commission Meeting

The Planning Commission voted 6-0-1 (with Chair Goodhue absent) to continue the item at the meeting on September 17, 2018. At that meeting the Commission provided general support of the ground floor variance and the overall use permit request as well as direction to the applicant to revise the proposal to remove the second floor variance element and meet the required 10-foot setback. The applicant has incorporated this direction into their proposal by shifting the second floor toward the interior of the lot by approximately five feet. The second floor of the current proposal would now meet the setback requirement for the R-3 zoning district and alleviate privacy concerns expressed by the neighbor on the left side in advance of the first meeting. The meeting minutes and staff report from the September 17 meeting are available at the following links:

1. Staff Report: <https://www.menlopark.org/DocumentCenter/View/18664/F3---1346-Hoover-Street?bidId=>
2. 9/17/2018 Meeting Minutes:
https://www.menlopark.org/AgendaCenter/ViewFile/Minutes/_09172018-3157

Analysis

Project description

The applicant is proposing to demolish an existing detached two-car garage and construct a new side-loading two-car garage with a second unit above. The proposed garage and second unit would be attached to the existing single-story, single-family residence, which is nonconforming with respect to the left side setback and the required separation between buildings on the right side. The layout of the existing residence is not proposed to be modified. Two uncovered spaces would be located at the rear, between the exterior stairs leading to the unit at the second story and the existing fence at the rear property line, which would provide conforming parking with regard to size, location, and access. The proposed first floor addition would require a variance, which the applicant is requesting. This request is discussed in more detail in a following section. The existing nonconforming walls would remain, with the structural members retained.

The parcel is a substandard lot with regard to lot width and area. The gross floor area (GFA) increase would be less than 50 percent over the existing total GFA on the parcel. However, use permit approval is required for the proposed additions and modifications due to the nonconforming nature of the existing structure and the fact that a separate work value threshold would be exceeded, as discussed further in the Valuation section. In shifting the proposed location of the second floor to meet the required setback, per the Planning Commission's guidance, the applicant determined that additional seismic and structural improvements to the walls at the rear would be required and has added these upgrades to the valuation provided with the plans. A data table summarizing parcel and project attributes is included as Attachment C. The project plans and the applicant's project description letter are included as Attachments D and E, respectively.

The existing single-family residence at the first floor would remain mostly unchanged. A new side-loading two-car garage is proposed to be added to the rear of the residence. A second unit is proposed above the garage with an open layout, and would contain one bedroom and a full bath. Of particular note with regard to the development regulations:

- The height of the residence would be modest, at 25.75 feet in height, where the maximum permitted height is 35 feet;
- The R-3 zoning district allows for the development of two units on lots of this size;
- The proposed garage would need the requested variance from the left side setback to achieve the required back up distance of 24 feet from a garage door as required by the City's Parking Stalls and Driveway Design Guidelines;
- The proposed second floor would be set back approximately 20 feet from the right side property line, 22 feet from the rear, and approximately 67 feet from the front property line;
- The second level would be relatively limited in size, at 26 percent of the maximum FAR (589 square feet); and
- The location of the second floor would meet all applicable zoning regulations including setback requirements.

Design and materials

The project description letter indicates the style of the existing residence to be a “Spanish-style peninsula home”. The designer has proposed a “contemporary” second story addition, with the use of materials similar to the palate of the existing home. The primary exterior material is currently stucco. The existing roofing material is terra cotta clay tile. The existing windows are primarily rectangular single-hung, wood and fiberglass clad, with the exception of the larger fixed arched-shaped window at the front. The windows at the first floor are proposed to remain unchanged. The new windows at the second floor would be rectangular with trim and finish to match the existing home. The new roof is proposed to use concrete tile matching the color of the existing clay-tile roof. The applicant has indicated clay would be used if available. The location of the garage and uncovered spaces at the back of the property would help limit the visual effect of parking features on the property frontage, which is a positive aspect of the proposed site layout.

With regard to privacy, the second-floor side-facing windows would feature five- to six-foot sill heights on the left side. However, on the right side sill heights would be lower, but the second-floor setback noted above would provide a buffer that would help limit potential privacy impacts. The applicant has incorporated direction received from the Planning Commission to shift the second floor addition to be set in at the ten foot side setback and cantilevered out over the entrance to the covered parking spaces below. The cantilevered portion would extend approximately three feet from the exterior walls of the ground level and therefore, would not be calculated as building coverage. In addition to removing the need for the requested second floor variance, this redesign would appear more balanced from the front façade, and would break up the mass of the previously proposed two-story unbroken stucco wall on the left side.

Overall, staff believes the proposed design would represent a consistent aesthetic approach and responds to the Planning Commission’s previous direction. Additionally, the proposed project’s size and scale would be consistent with the neighboring properties and the overall neighborhood.

Valuation

For projects involving existing nonconforming structures, the City uses standards established by the Building Division to calculate the replacement and new construction costs on which the use permit threshold is based. The City has determined that the replacement cost of the existing structure would be \$248,800, meaning that the applicant would be allowed to propose new construction and remodeling at this site totaling less than \$124,000 in any 12-month period without applying for a use permit. The City has determined that the value of the proposed work would be approximately \$180,360. This valuation increased from the initial proposal, due to additional walls within the existing residence requiring modification to support the weight of the second unit above in the revised location. Based on this estimate, the proposed project exceeds 50 percent of the replacement cost of the existing structure, therefore requiring use permit review by the Planning Commission.

Trees and landscaping

The site features one 38-inch heritage oak tree at the rear-left corner that would be approximately 16 feet from the proposed garage and second unit. An arborist report outlining specific tree protection measures to be met is included as Attachment F. Further from the construction, three smaller trees are equally spaced along the left side of the property, an 18-inch silver tip is at the front of the property, and there is one street tree along the property frontage. All heritage trees are proposed to remain. The proposed construction is unlikely to affect the trees at the front. The property is currently nonconforming with respect to the 50-percent landscaping requirement for the R-3 zoning district. The proposed plans would improve the existing nonconforming landscaping condition by increasing the amount of landscaped area on site by removing existing patio pavement at the rear and providing additional landscaping along the edge of the driveway at

the rear of the property where the detached garage was previously. The project plans show a number of new accent trees and low landscaping, although the precise landscaping could vary at the point of construction. A new street tree is proposed at the front, the species of which will be determined by the City Arborist with the review of the building permit, as outlined in project-specific condition of approval 6a.

Variance requests

As part of this proposal, the applicant is requesting a variance to reduce the required left side setback from 10 feet to five feet to allow a new side-loading two-car garage on the first floor. The revised variance request is limited to the first floor for the garage addition.

The variance request for the reduced left side setback for the first floor would comply with the Zoning Ordinance requirement that variances not reduce a specific development standard by more than 50 percent of the requirement. In this case, for a ten-foot setback requirement, a variance could not be granted for a structure closer than five feet to the property line.

The applicant has provided a variance request letter that is included as Attachment G. The required variance findings are evaluated below in succession. All findings are required to be met in order for each variance to be granted.

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 relays two primary property aspects they believe to be unique, including:

- The substandard width of the parcel that limits their ability to meet the City's requirement for 24 feet of backup from the garage; and
- The 38-inch heritage oak tree at the rear of the property;

In staff's view, the substandard lot width, the location of the existing structure, which is mostly to remain, and the location of the tree present physical hardships for the location of the garage to meet a 10-foot side setback. These conditions did not preclude the proposed second unit above the garage from meeting the required 10 foot side setback, and formed the basis for the previous recommendation by staff, at the September Planning Commission meeting, to remove that variance element. The current proposal has incorporated the feedback from the Planning Commission's September 17th meeting directing the applicant to revise the second floor to comply with the required setbacks. Staff supports this finding for the ground floor addition due to the access requirements for covered parking, the substandard width of the lot, and the limitations for the site planning due to the preservation of the 38-inch heritage oak tree.

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 development of a second unit would not be viable if the ten-foot side setback were required, as there are limited options for compliant off-street parking spaces given the position of the existing development and the heritage tree in the rear portion of the lot. The development regulations for the R-3 zoning district indicate that "any lot in excess of five thousand (5,000) square feet in area shall be

permitted a minimum of two (2) units..." These two units would each be required to provide two off-street parking spaces per unit, one of which must be covered. The size and orientation of the existing home and location of buildings on neighboring properties limits the viable locations of detached covered parking alternatives because there is a 10-foot separation requirement between dwelling units and an accessory building. In addition, due to the maximum building coverage limit for the site, the second unit would need to be above the garage, which would further limit the viable locations for a detached garage option with a unit above due to greater setbacks for a dwelling unit.

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;

The applicant notes that the additions will be set back significantly from the front property line, and that the proposed design of the additions will maintain the character of the existing home. They also indicate that the second floor would be southeast of neighboring carports and roof deck, and would be designed to minimize privacy concerns through the use of increased sill heights on the left side wall. The revised location of the second floor further reduces the potential impacts on the neighboring lot to the left. Staff believes that the variance request for the garage setback at the first floor would likely have a minimal impact on the neighboring property with respect to light and air and that the variance would not be materially detrimental to the public health, safety or welfare. Meeting the 10-foot setback at the second floor would be compliant with the Zoning Ordinance and ensure privacy and adequate supply of light and air to the adjacent property.

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

The applicant highlights the position of the existing residence, as well as the lot size of the parcel as justification for this finding. Staff believes that the requested variance for the ground floor garage setback would not be applicable, generally, to other property in the same zoning district due to the confluence of the location of the existing residence, the substandard width of the lot, minimum back-up requirement for covered parking, and the location of the existing heritage tree.

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

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

Due to the above factors, and staff's belief that the applicant has incorporated the direction given at the September 17 Planning Commission meeting, staff is recommending the Planning Commission approve the variance request for the ground floor garage addition.

Correspondence

Staff has not received any additional correspondence from neighbors since the Planning Commission meeting on September 17. Correspondence received from the neighbors in advance of the September 17 meeting is included with the staff report for that meeting.

Conclusion

Staff believes the applicant has incorporated the direction given by the Planning Commission at the September 17, 2018 meeting while maintaining a design that would represent a consistent aesthetic approach to providing an additional housing unit, with a size and scale that would be consistent with the

neighboring properties, and the overall neighborhood. The location of the garage and uncovered spaces at the rear would help limit the prominence of parking features at the front, which is positive, and the proposed building height would be well below the maximum allowed height. As outlined in the Variance section of the staff report, Staff believes that the variance request for the garage component is justifiable. Staff recommends that the Planning Commission approve the use permit and the variance.

Impact on City Resources

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

Environmental Review

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

Public Notice

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

Appeal Period

The Planning Commission action will be effective after 15 days unless the action is appealed to the City Council, in which case the outcome of the application shall be determined by the City Council. Due to the December holidays and the associated closure of the City Administrative Offices, the appeal period has been extended through January 2nd, 2019.

Attachments

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

Disclaimer

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

Exhibits to Be Provided at Meeting

None

Report prepared by:
Ori Paz, Assistant Planner

Report reviewed by:
Kyle Perata, Acting Principal Planner

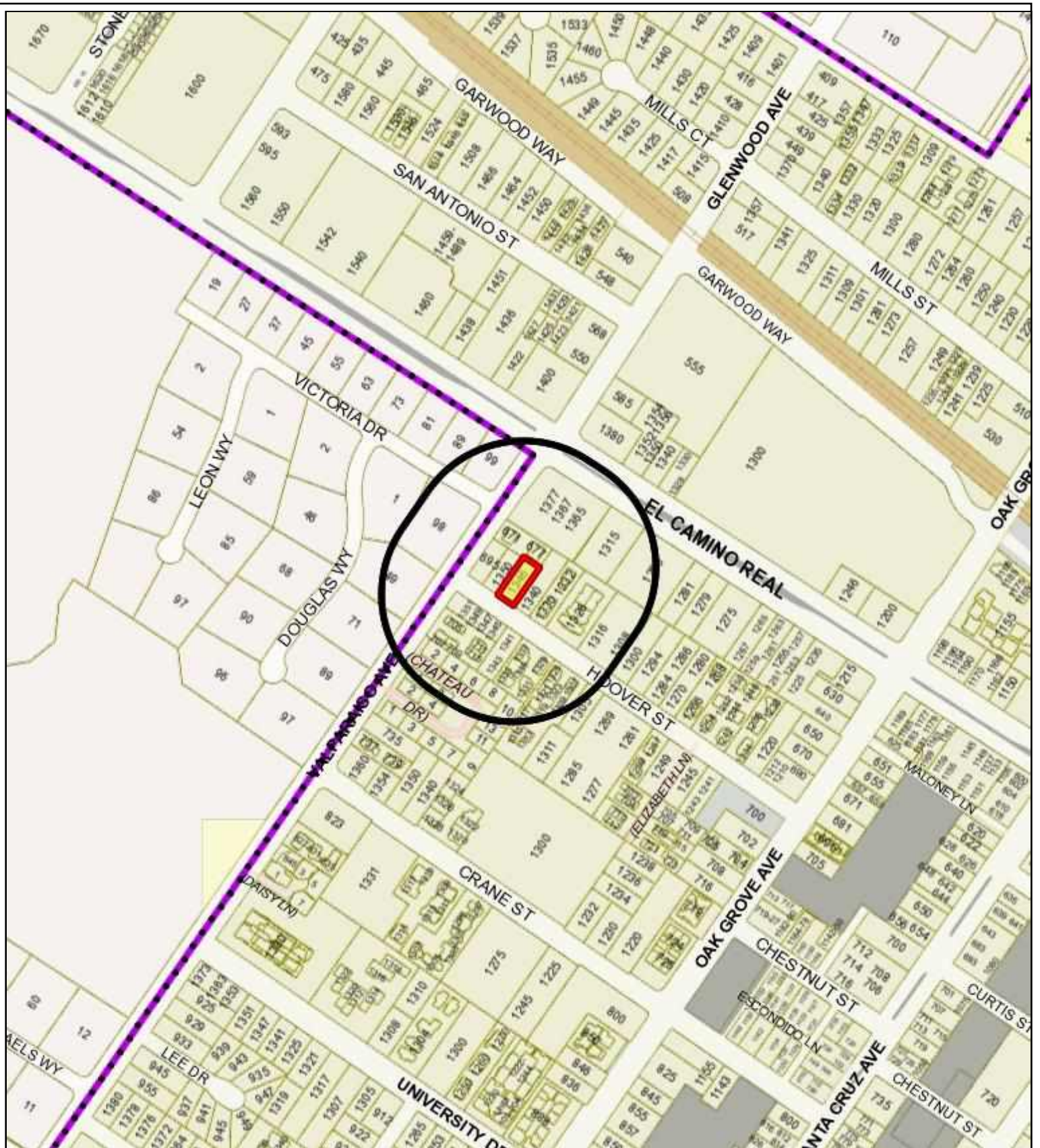
THIS PAGE INTENTIONALLY LEFT BLANK

1346 Hoover Street – Attachment A: Recommended Actions

LOCATION: 1346 Hoover Street	PROJECT NUMBER: PLN2018-00074	APPLICANT: Mark Milani	OWNER: Milani Family Trust
<p>PROPOSAL: Request for a use permit to demolish an existing detached garage, and construct an addition to an existing nonconforming single-family residence, consisting of an attached two-car garage and a second story with a second dwelling unit. The proposal includes a variance request to modify the left side setback to five feet (where 10 feet is required) for the new addition of the garage. The second unit addition would meet the required 10-foot side-yard setback. The subject parcel is a substandard lot with respect to lot area and width in the R-3 (Apartment) zoning district. The work would exceed 50 percent of the replacement value of the existing nonconforming structure in a 12-month period.</p>			
DECISION ENTITY: Planning Commission	DATE: December 10, 2018	ACTION: TBD	
<p>VOTE: TBD (Barnes, Combs, Kennedy, Onken, Riggs, Strehl; Goodhue)</p>			
<p>ACTION:</p> <ol style="list-style-type: none"> 1. Make a finding that the project is categorically exempt under Class 3 (Section 15303, “New Construction or Conversion of Small Structures”) of the current California Environmental Quality Act (CEQA) Guidelines. 2. Make the following findings as per Section 16.82.340 of the Zoning Ordinance pertaining to the granting of a variance to permit a five-foot left side setback for the first level garage addition: <ol style="list-style-type: none"> a. The parcel has a few unique attributes, including the substandard width of the lot and the large heritage tree in the rear, which would constitute a hardship for the proposed side-loading garage. The applicant states that a detached garage cannot be provided in the rear due to the desire to preserve the heritage tree and adhere to the building coverage limitations for the site. Further, the applicant states that the City’s back-up requirements for garage entrances and the substandard width of the lot necessitate the variance. b. The requested variance for the encroachment of the garage at the first floor would allow for the provision of required parking associated with the development of a second unit. The development of two units is permitted on lots of this size and each unit is required to have two parking spaces, one of which must be covered. Due to the site constraints created by the substandard lot, the existing site development, limited available building coverage, the heritage tree, and the off street parking requirement, a variance for the reduced side yard setback is necessary to provide the required number of covered parking spaces and meet the City’s back-up requirements. c. The side setback encroachment at the first floor would not be detrimental to the public health, safety, and welfare, or impair an adequate supply of light and air to the adjacent properties since the proposed location would maintain five feet of separation from the property line and the variance is limited to the ground floor of the garage addition. d. The requested variance for the ground floor garage setback would not be applicable, generally, to other property in the same zoning district due to the confluence of the location of the existing residence, the substandard width of the lot, minimum back-up requirement for covered parking, and the location of the existing heritage tree. e. The property is not within any Specific Plan area. Hence, a finding regarding an unusual factor does not apply. 3. Approve the variance to permit a five foot setback for the proposed garage addition. 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. 			

1346 Hoover Street – Attachment A: Recommended Actions

LOCATION: 1346 Hoover Street	PROJECT NUMBER: PLN2018-00074	APPLICANT: Mark Milani	OWNER: Milani Family Trust
<p>PROPOSAL: Request for a use permit to demolish an existing detached garage, and construct an addition to an existing nonconforming single-family residence, consisting of an attached two-car garage and a second story with a second dwelling unit. The proposal includes a variance request to modify the left side setback to five feet (where 10 feet is required) for the new addition of the garage. The second unit addition would meet the required 10-foot side-yard setback. The subject parcel is a substandard lot with respect to lot area and width in the R-3 (Apartment) zoning district. The work would exceed 50 percent of the replacement value of the existing nonconforming structure in a 12-month period.</p>			
DECISION ENTITY: Planning Commission	DATE: December 10, 2018	ACTION: TBD	
VOTE: TBD (Barnes, Combs, Kennedy, Onken, Riggs, Strehl; Goodhue)			
<p>ACTION:</p> <p>5. Approve the use permit subject to the following standard conditions:</p> <ul style="list-style-type: none"> a. Development of the project shall be substantially in conformance with the plans prepared by Collaborative Design Studio consisting of 14 plan sheets, attached to this report and approved by the Planning Commission on December 10, 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 Monarch Consulting Arborists, LLC. Revised June 6, 2018. <p>6. Approve the use permit subject to the following project-specific conditions:</p> <ul style="list-style-type: none"> a. Simultaneous with the submittal of a complete building permit application, the applicant shall submit plans identifying the proposed species of the new street tree at the front of the property, subject to review and approval by the City Arborist. 			



City of Menlo Park
 Location Map
 1346 HOOVER ST



Scale: 1:4,000

Drawn By: OP

Checked By: KTP

Date: 12/10/2018

Sheet: 1

1346 Hoover Street – Attachment C: Data Table

	PROPOSED PROJECT	EXISTING PROJECT	ZONING ORDINANCE
Lot area	5,952.4 sf	5,952.4 sf	7,000 sf min.
Lot width	50.0 ft.	50.0 ft.	70 ft. min.
Lot depth	119.0 ft.	119.0 ft.	100 ft. min.
Setbacks			
Front	31.9 ft.	31.9 ft.	20 ft. min.
Rear	22.0 ft.	43.2 ft.	15 ft. min.
Side (left)	4.9 ft.	4.9 ft.	10 ft. min.
Side (right)	13.9 ft.	13.9 ft.	10 ft. min.
Building coverage	1,769.0 sf 29.7 %	1,701.0 sf 28.6 %	1,785.7 sf max. 30.0 % max.
FAR (Floor Area Ratio)	1,829.0 sf 30.7 %	1,240.0 sf 20.8 %	2,678.6 sf max. 45.0 % max
Square footage by floor	1,240.0 sf/1st 589.0 sf/2nd 434.0 sf/garage 95.0 sf/porch	1,240.0 sf/1st 366.0 sf/garage 95.0 sf/porch	
Square footage of buildings	2,358.3 sf	1,702.0 sf	
Building height	25.1 ft.	17.8 ft.	35 ft. max.
Parking	2 covered/2 uncovered	2 covered	2 covered/2 uncovered
Note: Areas shown highlighted indicate a nonconforming or substandard situation.			

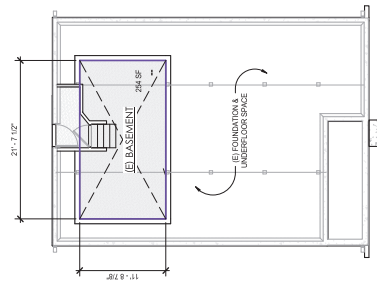
Trees	Heritage trees	2	Non-Heritage trees	4*	New trees	1**
	Heritage trees proposed for removal	0	Non-Heritage trees proposed for removal	0	Total Number of trees	7*

*Includes street trees

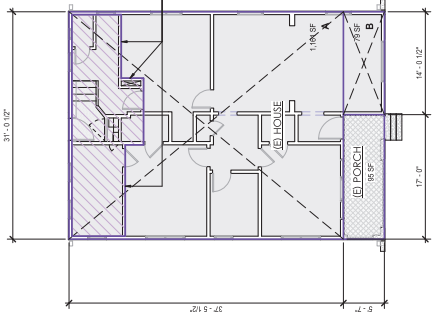
**New street tree

VALUATION CALCULATION

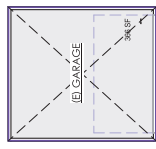
- EXISTING 1ST FLOOR 1240 SF
- EXISTING BASEMENT 290 SF
- GARAGE ADDITION 443 SF
- 2ND FLOOR ADDITION 208 SF
- REMODEL OF (E) FLOOR AREA 215 SF
- NEW ROOFING ABOVE (E) 8 DOORS 200 SF
- REPLACEMENT OF EXISTING SOUND 200 SF
- 917,500 (17,750)
- REFERENCE NEW WORK VALUATION CALC.



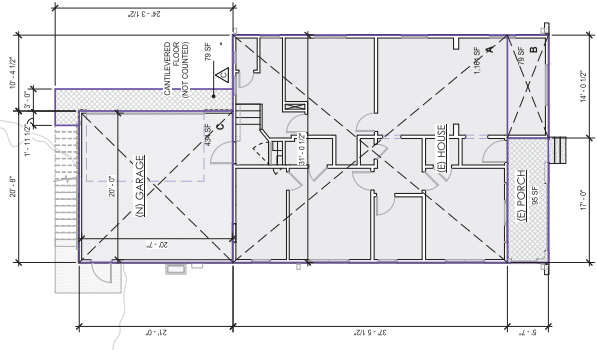
EXISTING BASEMENT



EXISTING FIRST FLOOR



PROPOSED SECOND FLOOR



PROPOSED FIRST FLOOR



- VISION
- MARK SET
- A. PLANNING RESPONSE 1 08/2014
- B. PLANNING RESPONSE 2 09/2014
- C. PLANNING RESPONSE 3 11/2014
- D. PLANNING RESPONSE 4 12/2014

MILANI RESIDENCE
 ADDITION AND ALTERATIONS PREPARED FOR
 MARK & GINA MILANI
 1346 HOOVER STREET
 MENLO PARK, CA 94025
 APN: 071-103-33-030

PROJ. NO. 1801
 DATE: 11/06/18
 DRAWN BY: RJS
 CHECKED BY: RJS
 SCALE: 1/8" = 1'-0"
 SHEET TITLE: AREA DIAGRAMS

G1

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

PROPOSED LOT COVER SCHEDULE

FLOOR AREAS	MARK	AREA
(E) HOUSE	A	1,161 SF
(E) PORCH	B	79 SF
(E) GARAGE	C	1,240 SF
(E) 2ND UNIT	D	545 SF
(E) 1ST UNIT	E	9 SF
(E) 2ND UNIT	F	9 SF
TOTAL PROPOSED LOT COVER		1,790 SF

PROPOSED GROSS FLOOR AREA SCHEDULE

FLOOR AREAS	MARK	AREA
(E) HOUSE	A	1,161 SF
(E) PORCH	B	79 SF
(E) GARAGE	C	1,240 SF
(E) 2ND UNIT	D	545 SF
(E) 1ST UNIT	E	9 SF
(E) 2ND UNIT	F	9 SF
TOTAL GROSS FLOOR AREA		1,865 SF

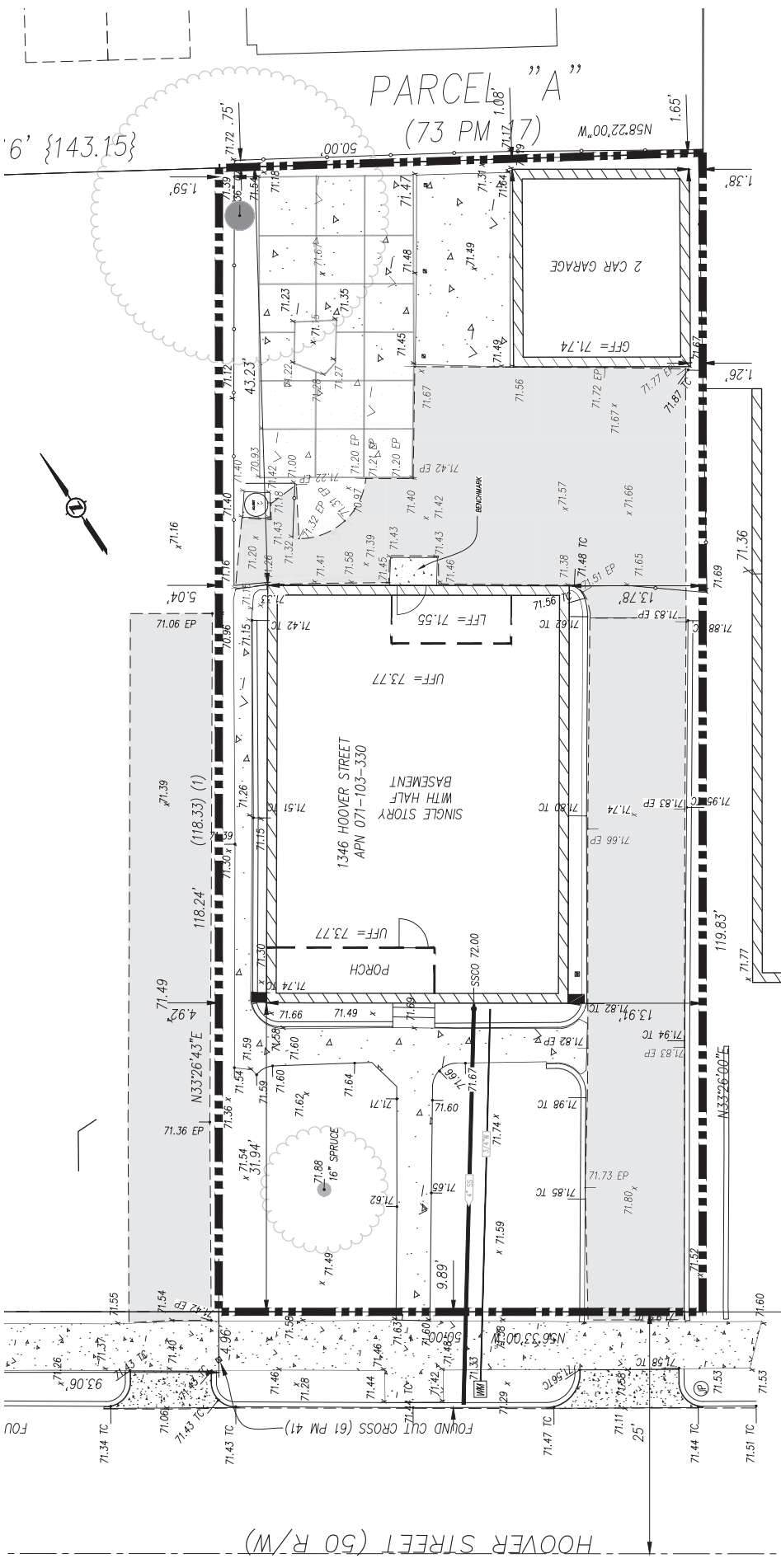
2 CONSTRUCTION VALUATION DIAGRAM
 SCALE: 1/8" = 1'-0"

RESIDENTIAL CONSTRUCTION - NEW WORK VALUE CALCULATION

Item	Quantity	Unit	Rate	Value
Excavation	1,000	SF	\$100.00	\$100,000.00
Foundation	1,000	SF	\$150.00	\$150,000.00
Roofing	1,000	SF	\$200.00	\$200,000.00
Interior Finishes	1,000	SF	\$100.00	\$100,000.00
Exterior Finishes	1,000	SF	\$50.00	\$50,000.00
Landscaping	1,000	SF	\$20.00	\$20,000.00
Total				\$640,000.00

PROPOSED CONSTRUCTION - NEW WORK VALUE CALCULATION

Item	Quantity	Unit	Rate	Value
Excavation	1,000	SF	\$100.00	\$100,000.00
Foundation	1,000	SF	\$150.00	\$150,000.00
Roofing	1,000	SF	\$200.00	\$200,000.00
Interior Finishes	1,000	SF	\$100.00	\$100,000.00
Exterior Finishes	1,000	SF	\$50.00	\$50,000.00
Landscaping	1,000	SF	\$20.00	\$20,000.00
Total				\$640,000.00

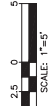


REVIEW COPY
 SUBJECT TO REVISION
 NOT FINAL
 THIS MAP IS TO BE MARKED UP
 AND RETURNED TO THE
 ARCHITECTURAL FIRM OF MAP



BASIS OF REVISIONS:
 THE MOST RECENT LINE OF HOOPER STREET (50 R/W)
 (FORMERLY 73 PM 7) IS SHOWN ON THE MAP
 FOR THE REVISION. THE REVISION IS BASED UPON THE BOOK
 10 OF MAPS AT PAGE 99 TAKEN AS NORTH 52° 30' 00" WEST.

BENCHMARK:
 TEMPORARY BENCHMARK BEING THE BACK REAR CONCRETE
 FOUNDATION OF THE RESIDENCE.
 ELEVATION TAKEN AS 71.42.



I CERTIFY THAT THIS PARCEL BOUNDARY SURVEY WAS CONDUCTED UNDER MY DIRECTION ON JUNE 2018 AND IS BASED UPON A FIELD SURVEY IN CONFORMANCE WITH THE LAND SURVEYOR'S ACT. ALL MONUMENTS ARE OF THE CHARACTER AND OCCUPY THE POSITIONS INDICATED AND ARE REQUEST OF THE MILANI FAMILY. THE REFRAGMENT SURVEY IS BASED UPON THE TRACT MAP REENTITLED MAP OF PARASO PARK FILE NOVEMBER 15, 1921 IN BOOK 10 OF MAPS AT PAGE 20, SAN MATEO COUNTY RECORDS.

MICHAEL E. MILANI
 LICENSED PROFESSIONAL ENGINEER
 LICENSE NO. 5371



MILANI & Associates
 Planning & Mapping
 Land Development Engineering
 Surveying
 Geotechnical Engineering
 Environmental Engineering
 Stormwater Engineering & Reporting

2655 Stowell Drive, Suite 105
 Concord, CA 94520
 Phone: (925) 674-9278
 Fax: (925) 674-9279
 Web: www.milaniasociates.com

BOUNDARY AND TOPO BASE MAP

APN 071-103-330
 PORTION OF LOT 1 BLOCK A PARASO PARK (10 RSM 50)

1346 HOOPER STREET SITE DEVELOPMENT PLAN

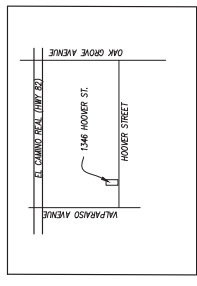
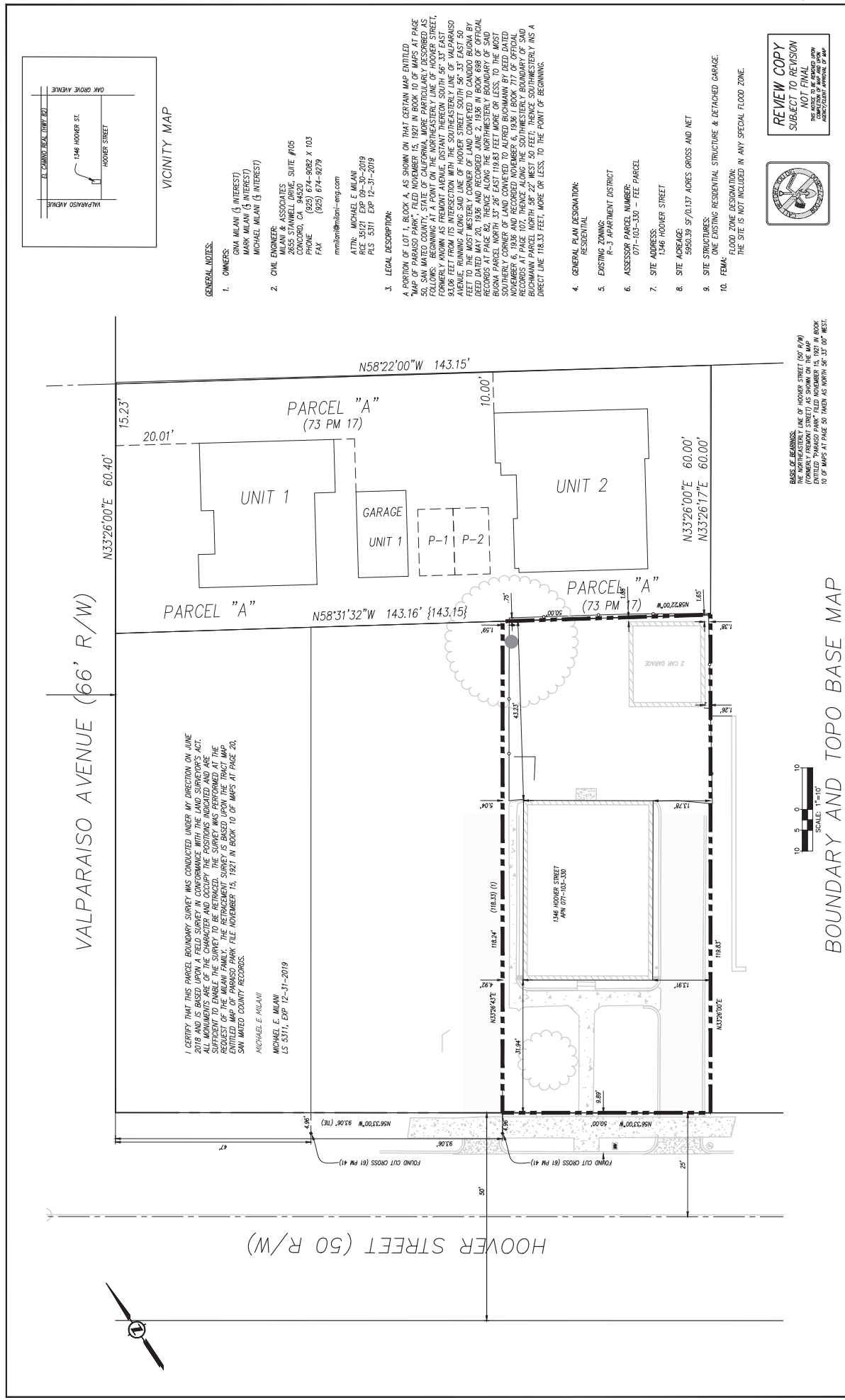
SAN MATEO COUNTY
 CITY OF MENLO PARK

DESIGNED UNDER THE DIRECTION OF:

MICHAEL E. MILANI
 U.S. N.E. 5371 (PROFESSIONAL ENGINEER LICENSE)
 JOB NO. 1805
 DESIGN: MEM
 DRAWING: MEB
 DATE: 05/23/2018
 SCALE: AS SHOWN



NO.	REVISIONS	BY	APP.	DATE	SHEET
1					1
2					2



VICINITY MAP

I CERTIFY THAT THIS PARCEL BOUNDARY SURVEY WAS CONDUCTED UNDER MY DIRECTION ON JUNE 2018 AND IS BASED UPON A FIELD SURVEY IN CONFORMANCE WITH THE LAND SURVEYOR'S ACT. ALL MONUMENTS ARE OF THE CHARACTER AND OCCUPY THE POSITIONS INDICATED AND ARE SUFFICIENTLY IDENTIFIED TO BE REPRODUCED. THIS SURVEY IS BASED UPON THE TRACT MAP ENTITLED MAP OF PARASO PARK THE REBENCHMARK SURVEY AS SHOWN ON THE MAP ENTITLED MAP OF PARASO PARK FILE NOVEMBER 15, 1921 IN BOOK 10 OF MAPS AT PAGE 20, SAN MATEO COUNTY RECORDS.

MICHAEL E. MILANI
 LS 5311, EXP 12-31-2019

- GENERAL NOTES:**
- OWNERS:
 GINA MILANI (1 INTEREST)
 MARK MILANI (1 INTEREST)
 MICHAEL MILANI (1 INTEREST)
 - CIVIL ENGINEER:
 MICHAEL E. MILANI
 2655 STANWELL DRIVE, SUITE #105
 CONCORD, CA 94520
 PHONE (925) 674-9082 X 103
 FAX (925) 674-9279
 mmilani@mehi.com

LEGAL DESCRIPTION:

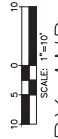
A PORTION OF LOT 1, BLOCK A, AS SHOWN ON THAT CERTAIN MAP ENTITLED "MAP OF PARASO PARK", FILED NOVEMBER 15, 1921 IN BOOK 10 OF MAPS AT PAGE 50, SAN MATEO COUNTY, STATE OF CALIFORNIA, MORE PARTICULARLY DESCRIBED AS FOLLOWS: BEGINNING AT A POINT ON THE NORTHEASTLY LINE OF HOOVER STREET, 93.08 FEET FROM ITS INTERSECTION WITH THE SOUTHEASTLY LINE OF VALPARAISO AVENUE, RUNNING ALONG SAID LINE OF HOOVER STREET SOUTH 56.33 EAST 50 FEET TO THE MOST WESTLY CORNER OF LAND CONVEYED TO CANDIDO BUONA BY DEED DATED MAY 20, 1936 AND RECORDED JUNE 2, 1936 IN BOOK 688 OF OFFICIAL RECORDS AT PAGE 102; THENCE ALONG SAID LINE OF HOOVER STREET TO THE SOUTHERLY CORNER OF LAND CONVEYED TO ALFRED BUCHMANN BY DEED DATED NOVEMBER 6, 1938 AND RECORDED NOVEMBER 6, 1938 IN BOOK 717 OF OFFICIAL RECORDS AT PAGE 102; THENCE ALONG THE SOUTHWESTLY BOUNDARY OF SAID BUCHMANN PARCEL NORTH 33° 05' EAST 108.83 FEET MORE OR LESS TO THE MOST SOUTHERLY CORNER OF LAND CONVEYED TO ALFRED BUCHMANN BY DEED DATED NOVEMBER 6, 1938 AND RECORDED NOVEMBER 6, 1938 IN BOOK 717 OF OFFICIAL RECORDS AT PAGE 102; THENCE ALONG THE SOUTHWESTLY BOUNDARY OF SAID BUCHMANN PARCEL NORTH 33° 05' EAST 108.83 FEET MORE OR LESS TO THE POINT OF BEGINNING.

- GENERAL PLAN DESIGNATION:
RESIDENTIAL
- EXISTING ZONING:
R-3 APARTMENT DISTRICT
- ASSESSOR PARCEL NUMBER:
071-103-330 - FEE PARCEL
- SITE ADDRESS:
1346 HOOVER STREET
- SITE AREAS:
5950.59 SF/6137 SQUARE GROSS AND NET
- SITE STRUCTURES:
ONE EXISTING RESIDENTIAL STRUCTURE & DETACHED GARAGE.
- FEMA:
FLOOD ZONE DESIGNATION:
THE SITE IS NOT INCLUDED IN ANY SPECIAL FLOOD ZONE.



REVIEW COPY
 SUBJECT TO REVISION
 THIS MAP IS TO BE MARKED WITH
 ADDITIONS BY A LINE OF MAP

BASE OF BEGINNING
 (THE NORTHEASTLY LINE OF HOOVER STREET 150' R/W)
 (FORMERLY PROMONT STREET) AS SHOWN ON THE MAP
 ENTITLED MAP OF PARASO PARK FILE NOVEMBER 15, 1921
 IN BOOK 10 OF MAPS AT PAGE 50 TAKEN AS NORTH 56.33 EAST 50 WEST.



BOUNDARY AND TOPO BASE MAP

APN 071-103-330
 PORTION OF LOT 1 BLOCK A PARASO PARK (10 RSM 50)
1346 HOOVER STREET
SITE DEVELOPMENT PLAN
 SAN MATEO COUNTY
 CITY OF MENLO PARK
 CALIFORNIA

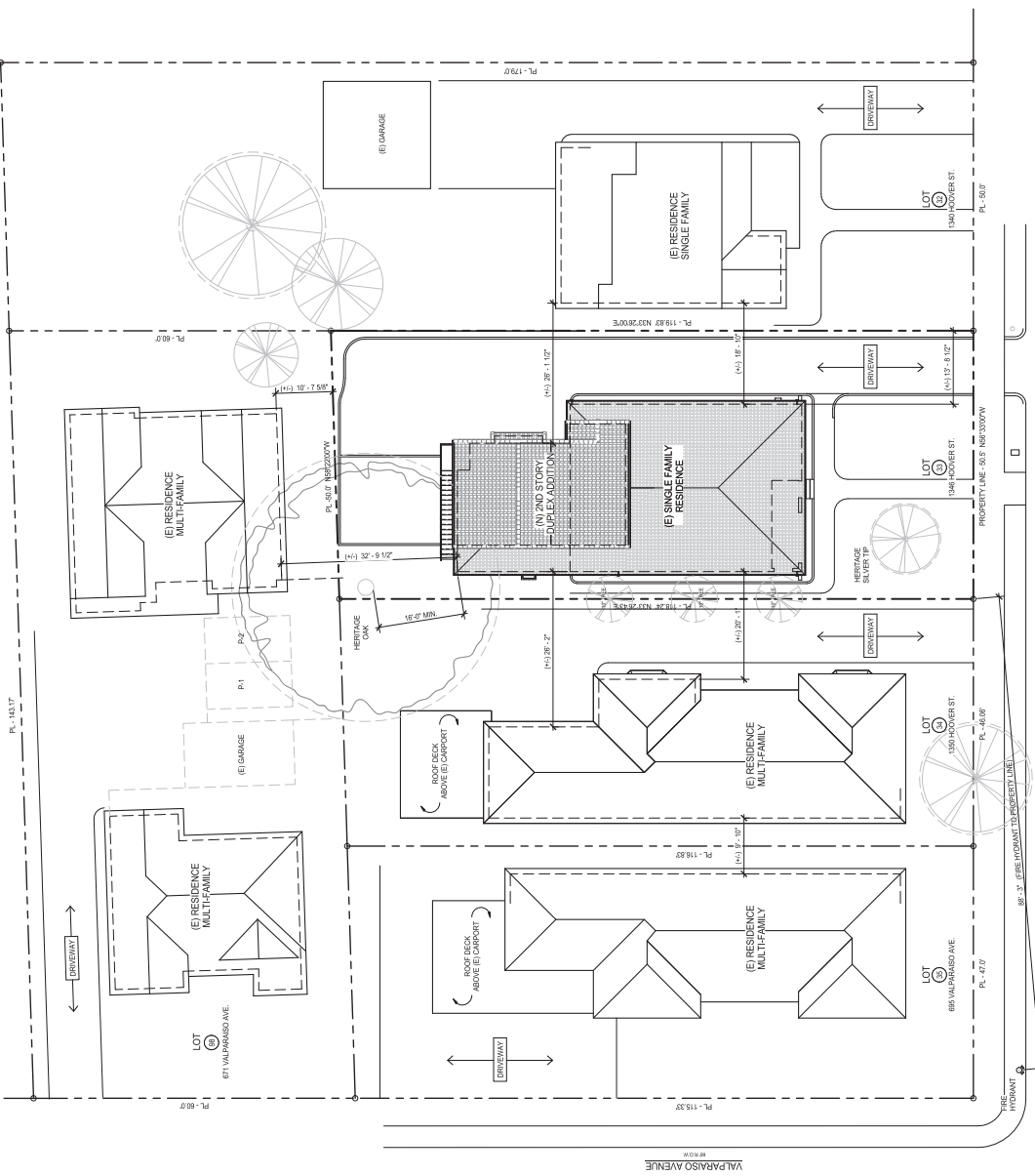
DESIGNED UNDER THE DIRECTION OF:
 MICHAEL E. MILANI DATE: _____
 LICENSE NO. 5311 (EXPIRES) EXP. 12/31/19
 DESIGN: MEMI DATE: _____
 DRAWING: MEMI DATE: _____
 CHECKED: MMIL DATE: _____
 SCALE: AS SHOWN

2655 Stowell Drive, Suite 105
 Concord, CA 94520
 Phone: (925) 674-9082
 Fax: (925) 674-9279
 Web: www.milaniassociates.com

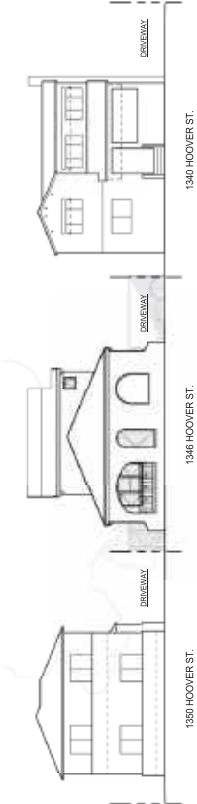
MILANI & Associates
 Planning & Mapping
 Land Development Engineering
 Surveying
 Geotechnical Engineering
 Environmental Engineering
 Stormwater Engineering & Reporting

NO.	REVISIONS	BY	APP.	DATE
2				

SHEET 2 OF 2



1 NEIGHBORHOOD AREA PLAN & STREETSCAPE ELEVATION
 SCALE: 3/32" = 1'-0"



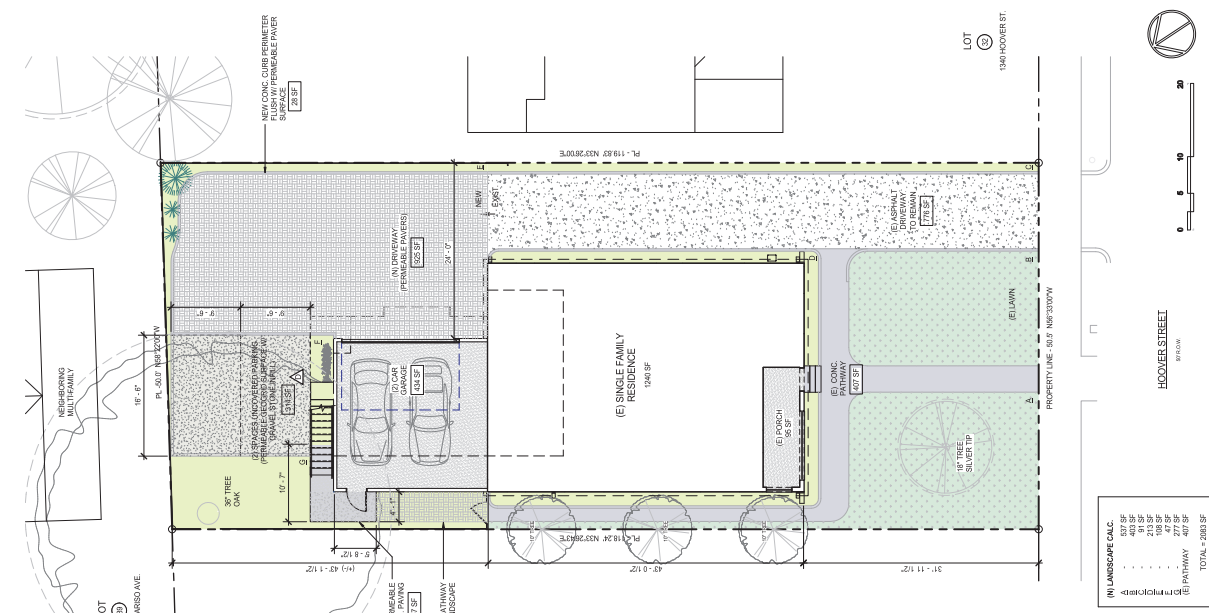
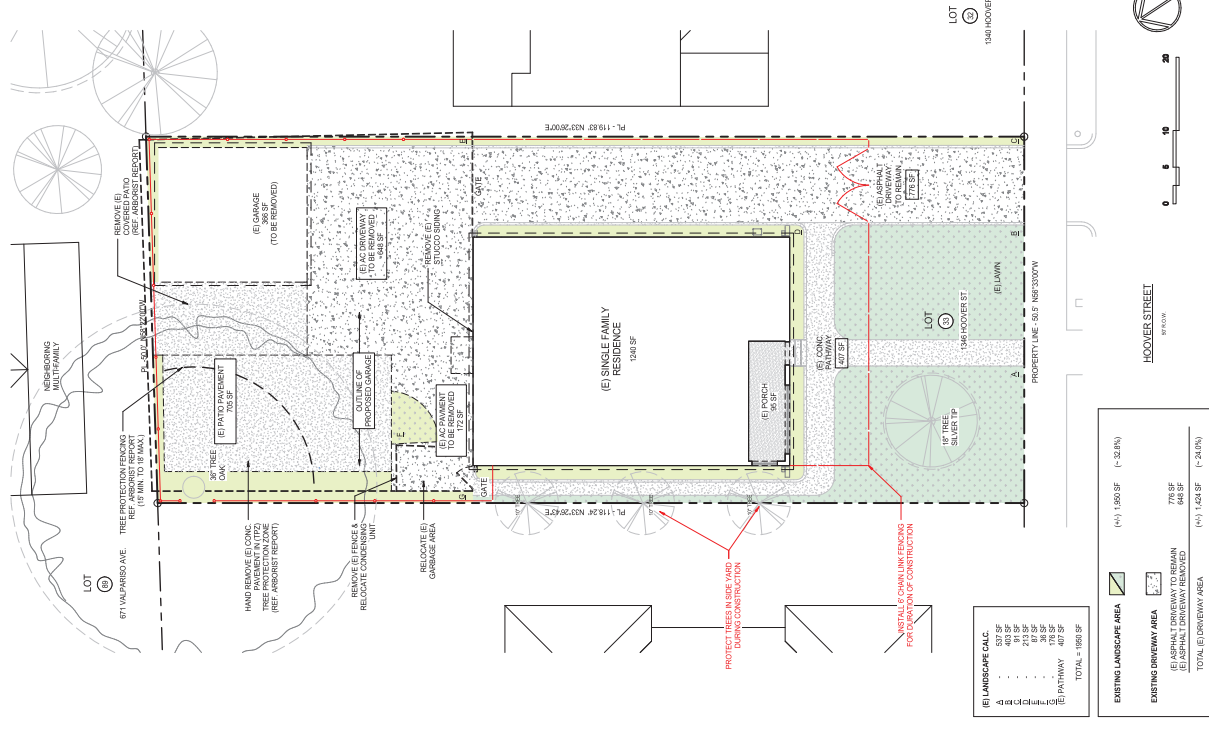


VISION
 A. PLANNING RESPONSE 1. 2024/21
 B. PLANNING RESPONSE 2. 2024/21
 C. PLANNING RESPONSE 3. 2024/21
 D. PLANNING RESPONSE 4. 2024/21
 E. PLANNING RESPONSE 5. 2024/21

MILANI RESIDENCE
 ADDITION AND ALTERATIONS PREPARED FOR
 MARK & GINA MILANI
 1346 HOOVER STREET
 MENLO PARK, CA 94025
 APN: 071-103-330

PROJECT NO. 19011
 PLANNING SUBMITTAL
 DATE 11/06/18
 DRAWN BY: [Signature]
 CHECKED BY: [Signature]
 SCALE: 1/8" = 1'-0"
 SHEET TITLE: (E) SITE DEMO PERMEABLE AREAS

(E) SITE DEMO PERMEABLE AREAS
A0.1



SITE MATERIALS LEGEND	
[Symbol]	ASPHALT CONCRETE
[Symbol]	PERMEABLE ALUMINUM WEATHER SURFACE
[Symbol]	CONCRETE PATHWAY
[Symbol]	PERMEABLE PAVER
[Symbol]	PLANTING AREA
[Symbol]	TURF AREA

LANDSCAPE & PAVING CALCULATION	
PROPOSED LANDSCAPE AREA	2,083 SF (~35.0%)
EXISTING LANDSCAPE AREA	(+) 1,590 SF (~32.8%)
PROPOSED DRIVEWAY & PARKING AREA	
(E) ASPHALT DRIVEWAY TO BE DEMO	778 SF
(E) ASPHALT DRIVEWAY TO BE DEMO	407 SF
(P) PERMEABLE UNCOVERED PARKING	1,482 SF (~24.2%)
TOTAL DRIVEWAYS & PARKING	(+) 1,388 SF (~33.2%)

PERMEABLE AREA CALCULATION	
TOTAL AREA OF PARCEL	5,592 SF (0.14 ACRES)
EXISTING IMPERVIOUS & PAVEMENT AREA	
(E) HOUSE, GARAGE & PORCH	1,721 SF
(E) ASPHALT DRIVEWAY & PATIO TO PAVEMENT	2,081 SF
TOTAL EXISTING IMPERVIOUS & PAVEMENT AREA	3,802 SF (~68.0%)
TOTAL (E) IMPERVIOUS AREA	(-) 3,802 SF (~68.0%)
PROPOSED IMPERVIOUS & PAVEMENT AREA	
(P) HOUSE, GARAGE & PORCH	1,721 SF
(P) ASPHALT DRIVEWAY & PATIO TO PAVEMENT	2,081 SF
(P) PERMEABLE UNCOVERED PARKING	1,482 SF
TOTAL PROPOSED IMPERVIOUS & PAVEMENT AREA	5,284 SF (~94.5%)
TOTAL IMPERVIOUS AREA	(+) 5,284 SF (~94.5%)
TOTAL IMPERVIOUS AREA	(+) 3,480 SF (~62.0%)

1 (E) SITE / DEMOLITION PLAN
 SCALE: 1/8" = 1'-0"

2 PROPOSED PERMEABLE AREA PLAN
 SCALE: 1/8" = 1'-0"

HW 03.14.19-050551



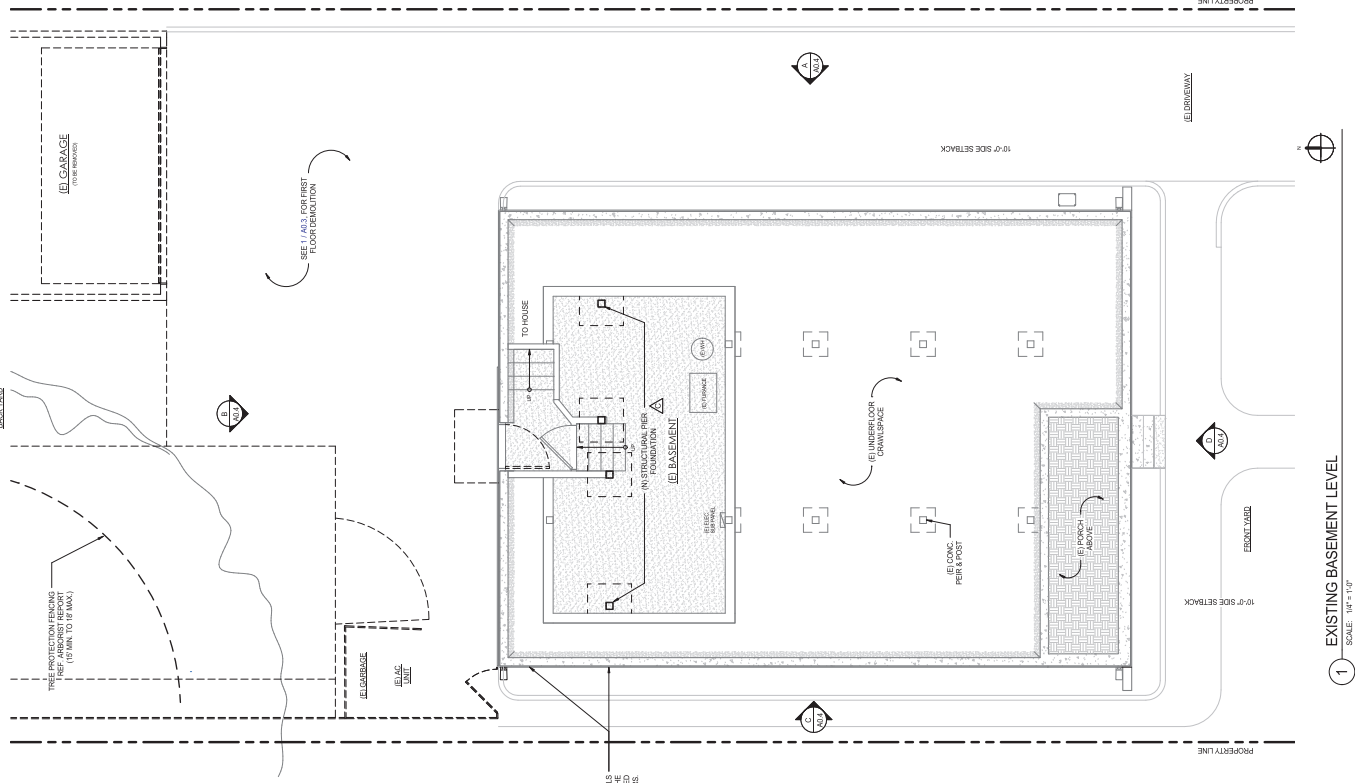
ARCHITECT
 MARK & GINA MILANI
 1346 HOOVER STREET
 MENLO PARK, CA 94025
 APN: 071-103-330

PROJECT NAME
 ADDITION AND ALTERATIONS PREPARED FOR
 MILANI RESIDENCE

PROJECT NO.
 18001
 DATE
 11/06/18
 DRAWN BY
 CHECKED BY
 SCALE
 1/4" = 1'-0"

SHEET TITLE
 (E) BASEMENT LEVEL

A0.2



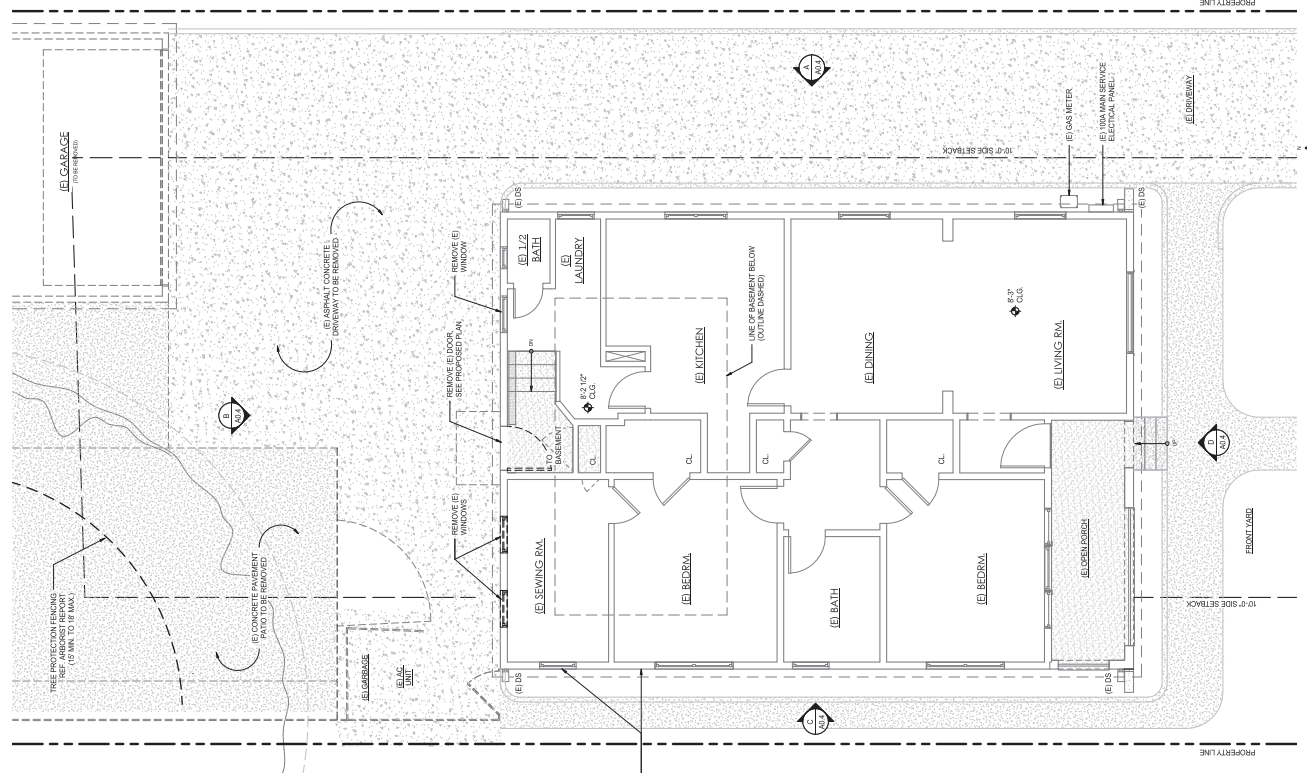
1 EXISTING BASEMENT LEVEL
 SCALE: 1/4" = 1'-0"

NO. 001	DATE
01	11/20/18
02	11/20/18
03	11/20/18
04	11/20/18
05	11/20/18
06	11/20/18
07	11/20/18
08	11/20/18
09	11/20/18
10	11/20/18
11	11/20/18
12	11/20/18
13	11/20/18
14	11/20/18
15	11/20/18
16	11/20/18
17	11/20/18
18	11/20/18
19	11/20/18
20	11/20/18
21	11/20/18
22	11/20/18
23	11/20/18
24	11/20/18
25	11/20/18
26	11/20/18
27	11/20/18
28	11/20/18
29	11/20/18
30	11/20/18
31	11/20/18
32	11/20/18
33	11/20/18
34	11/20/18
35	11/20/18
36	11/20/18
37	11/20/18
38	11/20/18
39	11/20/18
40	11/20/18

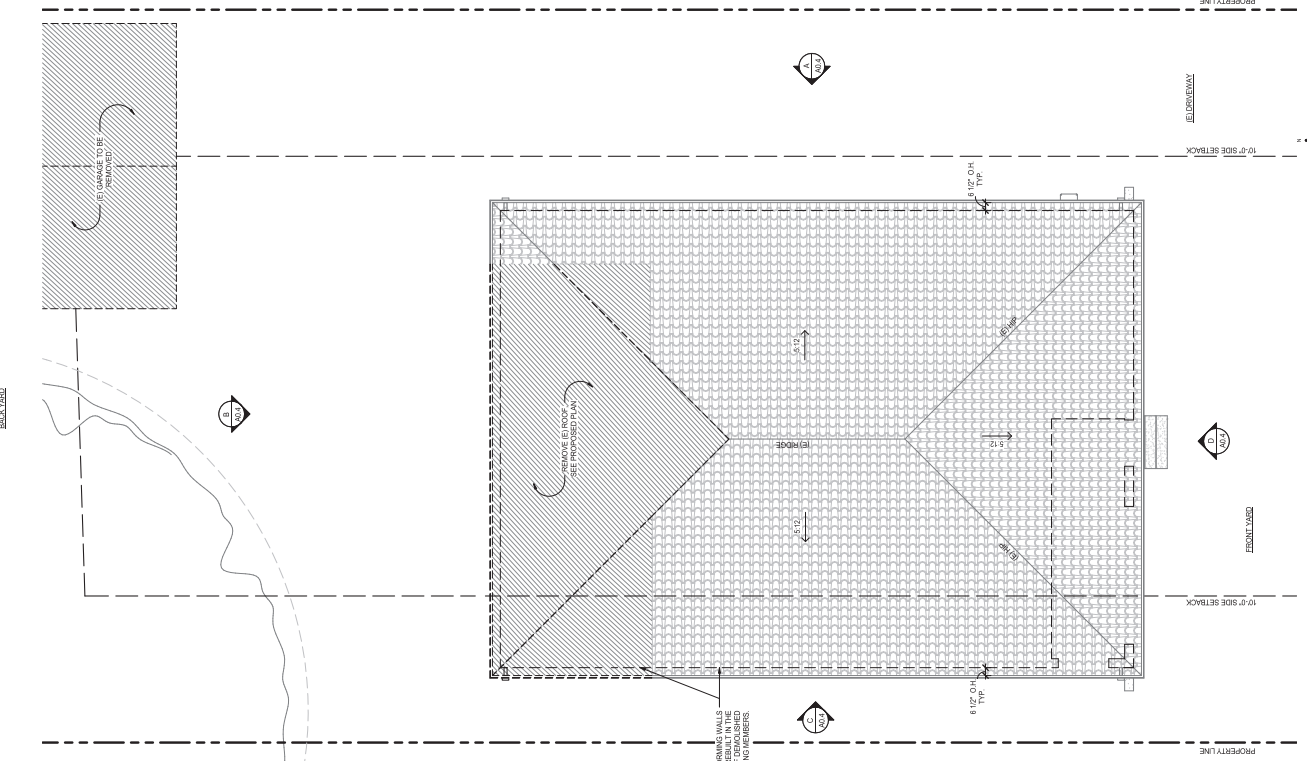
MILANI RESIDENCE
ADDITION AND ALTERATIONS PREPARED FOR
MARK & GINA MILANI
1346 HOOVER STREET
MENLO PARK, CA 94025
APN: 071-103-330

PROJECT NO. 1801
DATE: 11/20/18
SCALE: 1/8" = 1'-0"
DRAWN BY: RJS
CHECKED BY: RJS
PROJECT TITLE: (E) FLOOR & ROOF PLAN
SHEET TITLE: A0.3

A0.3



1 EXISTING / DEMOLITION PLAN SCALE: 1/8" = 1'-0"



2 EXISTING / DEMOLITION ROOF PLAN SCALE: 1/8" = 1'-0"

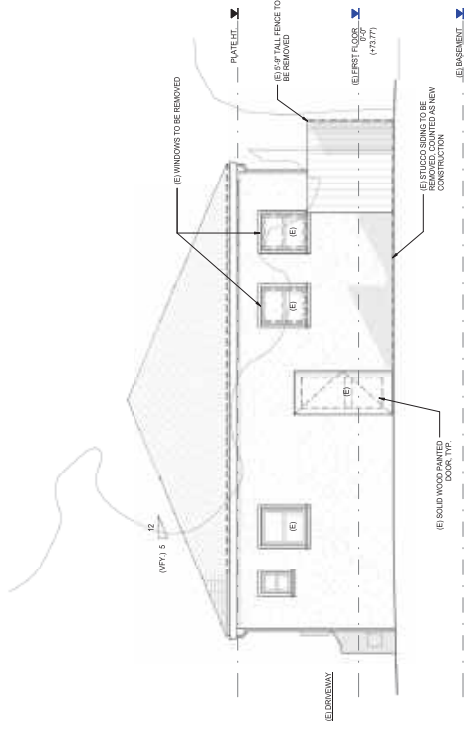
PROJECT	MILANI RESIDENCE
DATE	08/14/2018
DESIGNER	MARK & GINA MILANI
CLIENT	MARK & GINA MILANI
ADDRESS	1346 HOOVER STREET, MENLO PARK, CA 94025
PHONE	415.353.3330
WEBSITE	WWW.MILANIDESIGNSTUDIO.COM

MILANI RESIDENCE
ADDITION AND ALTERATIONS PREPARED FOR
MARK & GINA MILANI
1346 HOOVER STREET
MENLO PARK, CA 94025
APN: 071-103-330

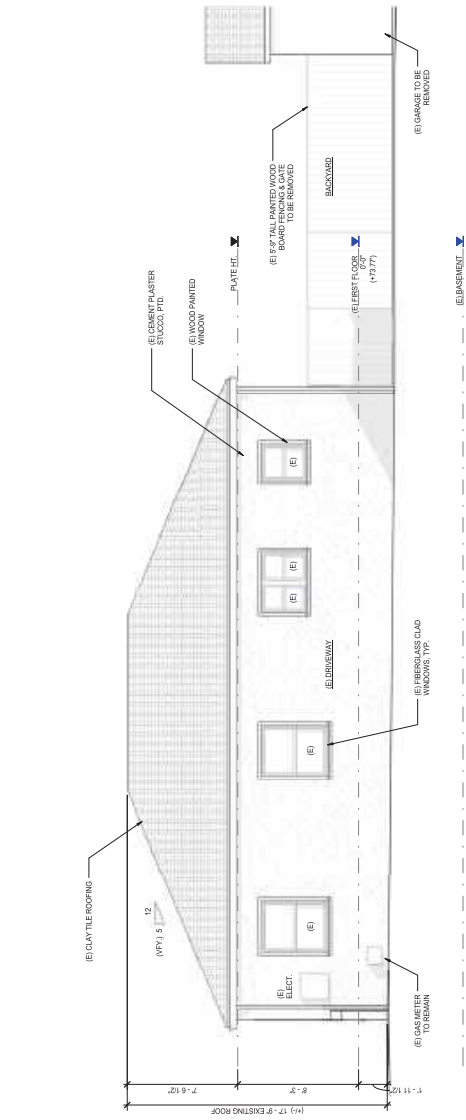
PROJECT	MILANI RESIDENCE
DATE	08/14/2018
DESIGNER	MARK & GINA MILANI
CLIENT	MARK & GINA MILANI
ADDRESS	1346 HOOVER STREET, MENLO PARK, CA 94025
PHONE	415.353.3330
WEBSITE	WWW.MILANIDESIGNSTUDIO.COM

(E) ELEVATIONS
SHEET TITLE

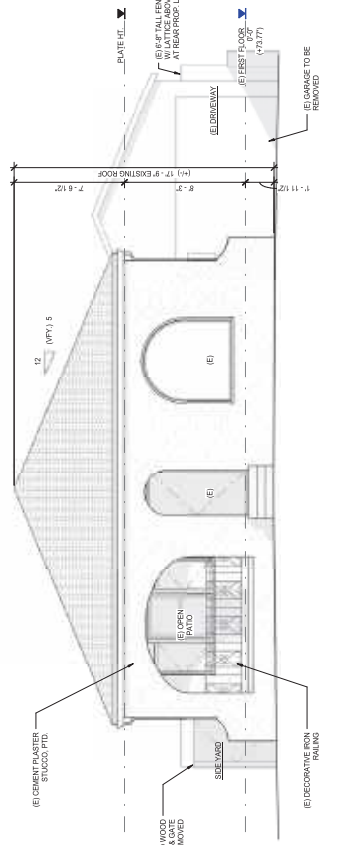
A0.4



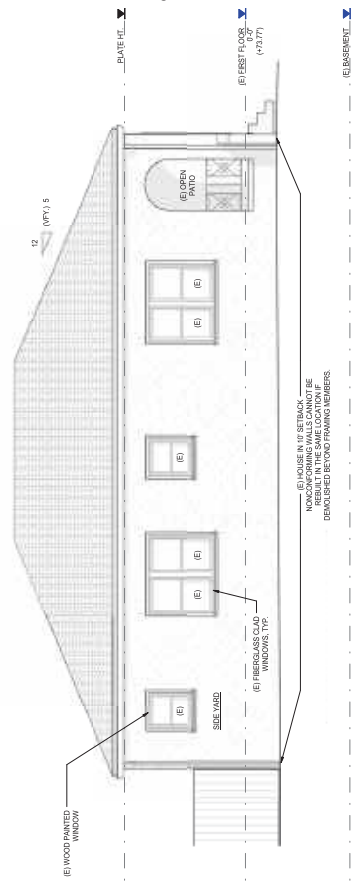
(B) EXISTING REAR ELEVATION - NORTH
SCALE: 1/4" = 1'-0"



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



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

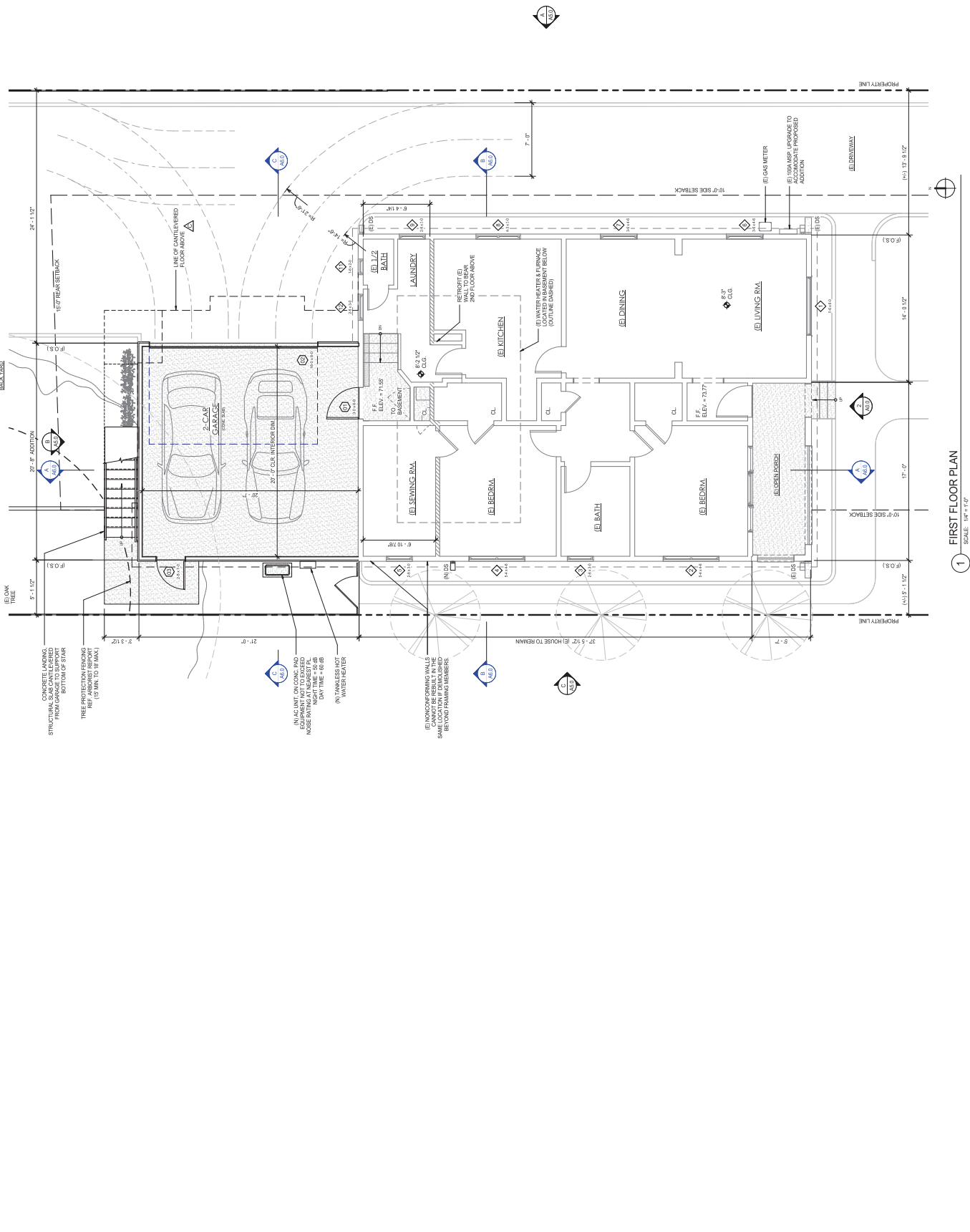


(C) EXISTING SIDE ELEVATION - WEST
SCALE: 1/4" = 1'-0"

NOTE: (E) HOUSE IN THE BACKGROUND
IS NOT TO BE CONSIDERED IN THE
RESULT IN THE SAME LOCATION AS
INDICATED BY THE FRAMING MEMBERS.

REVISION	DATE
A. MARK SET	08/14/18
B. PLANNING RESPONSE 1	08/20/18
C. PLANNING RESPONSE 2	11/02/18

PROJECT NO.	18001
DATE	11/02/18
SCALE	1/4" = 1'-0"
DESIGNER	RS
DATE	11/02/18
PROJECT NO.	18001
DATE	11/02/18



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

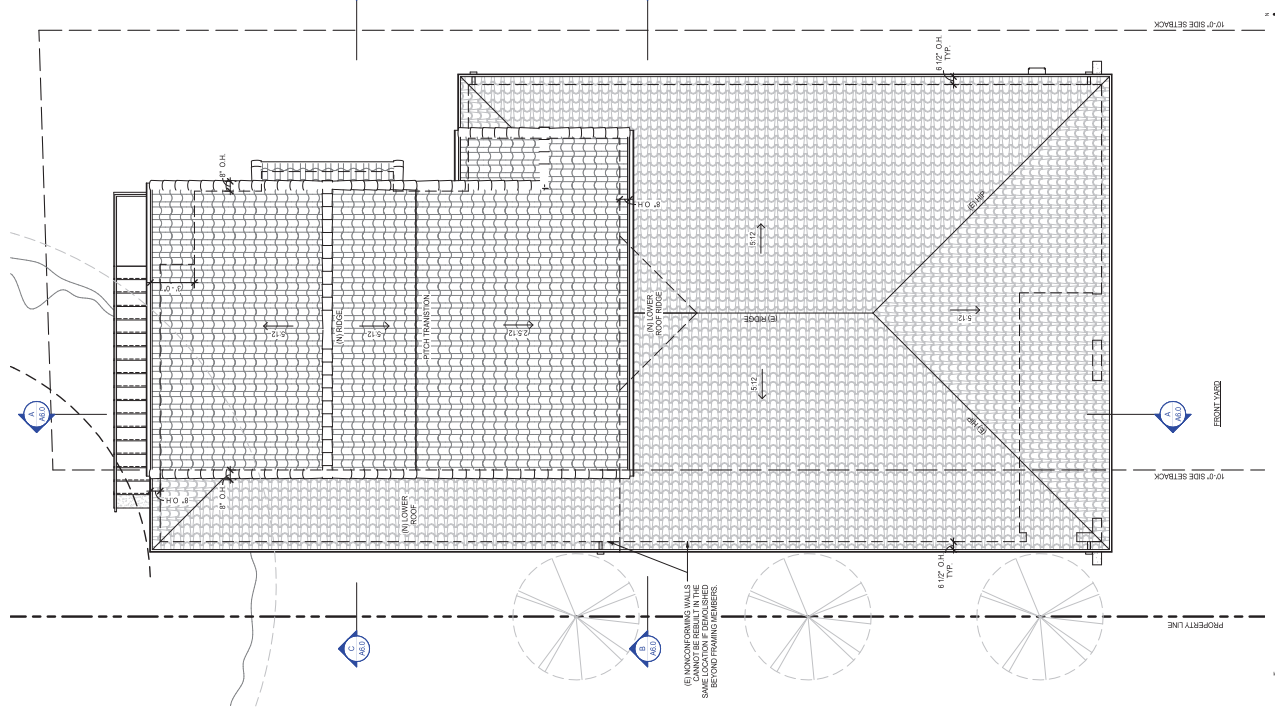
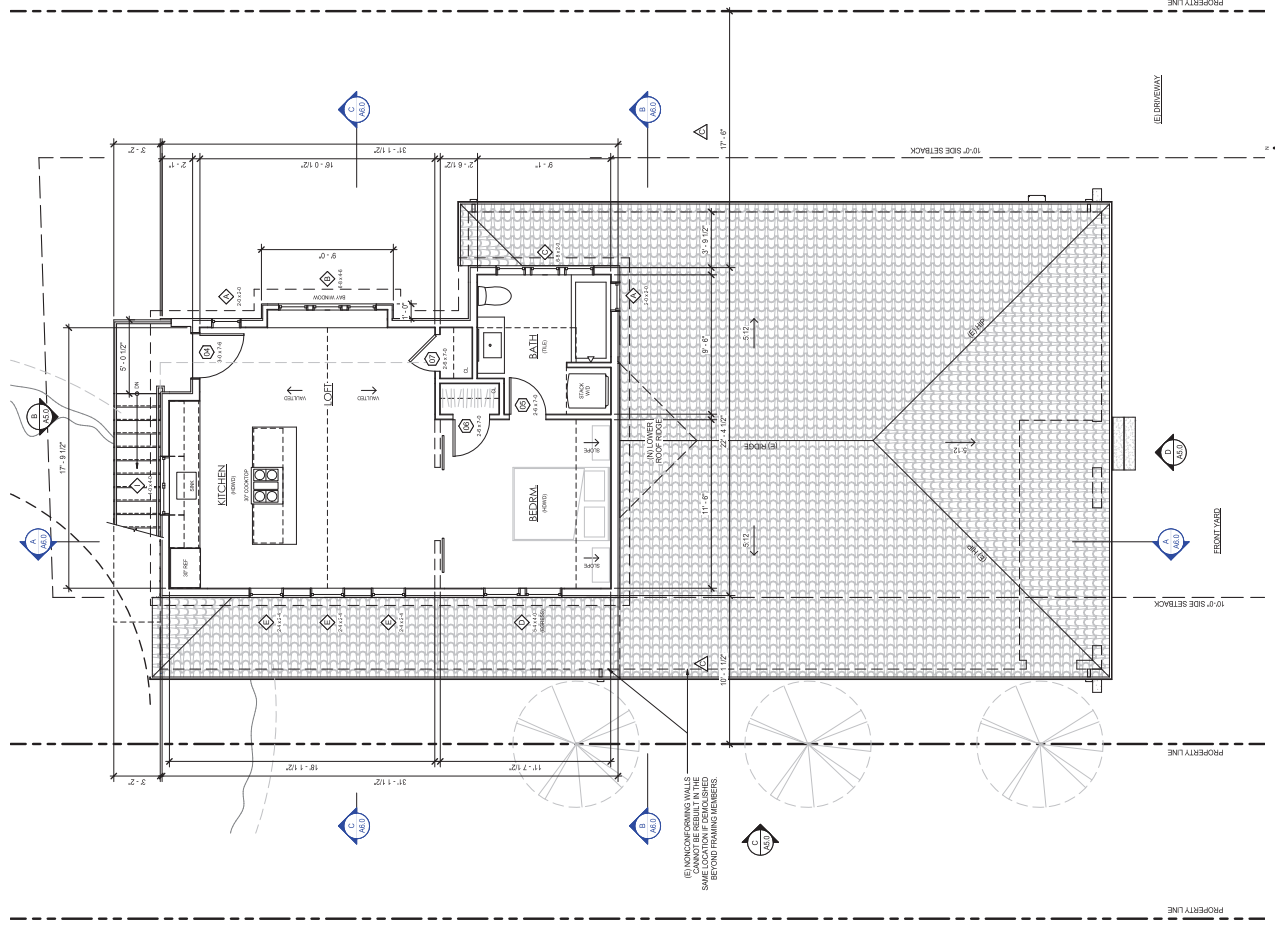
NO. DRAWING	REVISION
A. PLANNING RESPONSE 1	08/20/18
B. PLANNING RESPONSE 2	09/07/18
C. PLANNING RESPONSE 3	10/02/18

MILANI RESIDENCE
ADDITION AND ALTERATIONS PREPARED FOR
MARK & GINA MILANI
1346 HOOVER STREET
MENLO PARK, CA 94025
APN: 071-103-330

PROJECT NO.	18071
DATE	10/02/18
SCALE	1/4" = 1'-0"
DESIGNED BY	RS
DRAWN BY	RS
CHECKED BY	RS

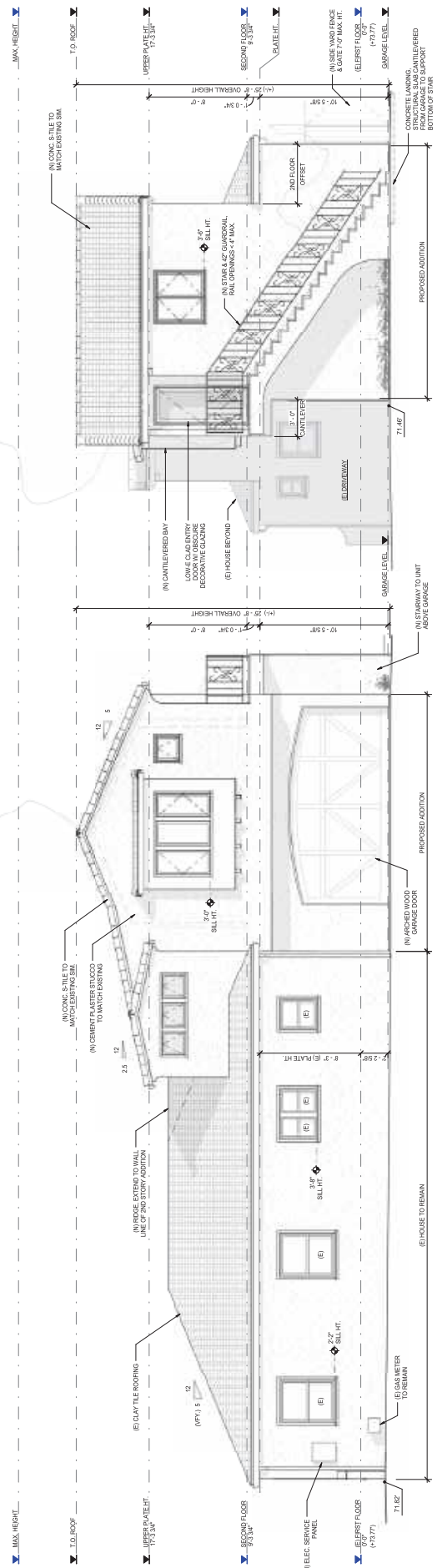
SECOND FLOOR
PLAN

A2.1



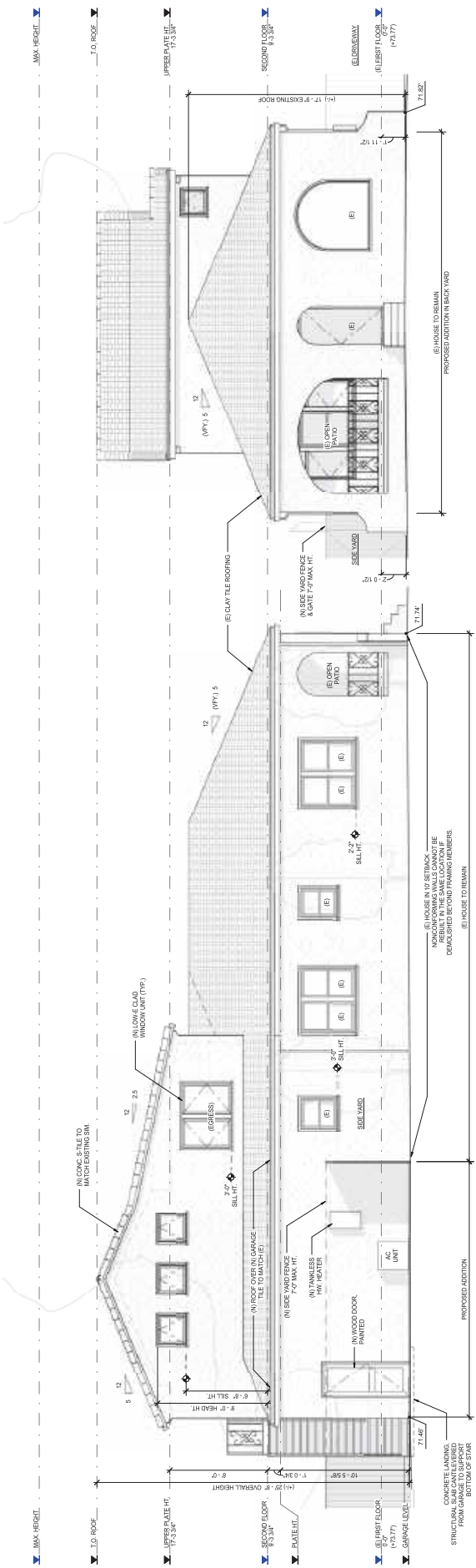
NO. DRAWING	DATE	DESCRIPTION
A. PLANNING RESPONSE 1	08/20/18	CONCEPT
B. PLANNING RESPONSE 2	09/07/18	CONCEPT
C. PLANNING RESPONSE 3	10/02/18	CONCEPT
D. PLANNING RESPONSE 4	10/02/18	CONCEPT
E. PLANNING RESPONSE 5	10/02/18	CONCEPT
F. PLANNING RESPONSE 6	10/02/18	CONCEPT
G. PLANNING RESPONSE 7	10/02/18	CONCEPT
H. PLANNING RESPONSE 8	10/02/18	CONCEPT
I. PLANNING RESPONSE 9	10/02/18	CONCEPT
J. PLANNING RESPONSE 10	10/02/18	CONCEPT

PROJECT NO.	1801
DATE	10/02/18
DESIGNER	COLLABORATIVE DESIGN STUDIO
CLIENT	MARK & GINA MILANI
SCALE	1/4" = 1'-0"



(A) SIDE ELEVATION - EAST
 SCALE: 1/4" = 1'-0"

(B) REAR ELEVATION - NORTH
 SCALE: 1/4" = 1'-0"



(C) SIDE ELEVATION - WEST
 SCALE: 1/4" = 1'-0"

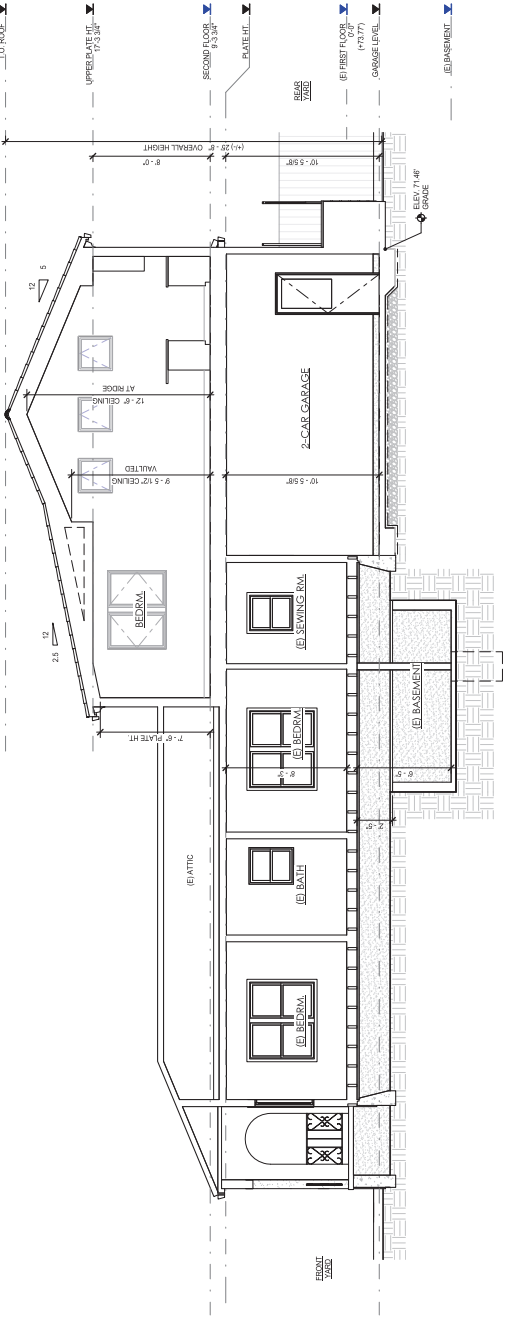
(D) FRONT ELEVATION - SOUTH
 SCALE: 1/4" = 1'-0"

NO.	REVISION
1	ISSUED SET
2	PLANNING RESPONSE 1
3	PLANNING RESPONSE 2
4	PLANNING RESPONSE 3
5	PLANNING RESPONSE 4

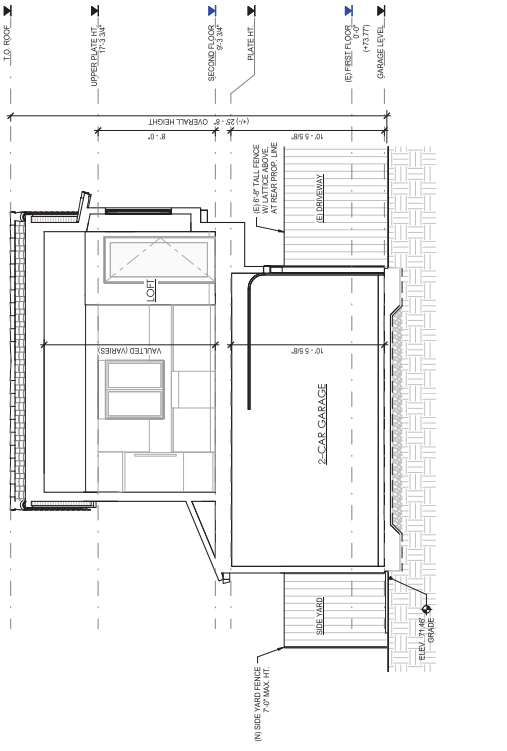
MILANI RESIDENCE
ADDITION AND ALTERATIONS PREPARED FOR
MARK & GINA MILANI
1346 HOOVER STREET
MENLO PARK, CA 94025
APN: 071-103-330

PROJECT NO.	18001
DATE	11/06/18
SCALE	1/4" = 1'-0"
DESIGNED BY	RS
DRAWN BY	RS
CHECKED BY	RS
DATE	11/06/18
PROJECT	MILANI RESIDENCE

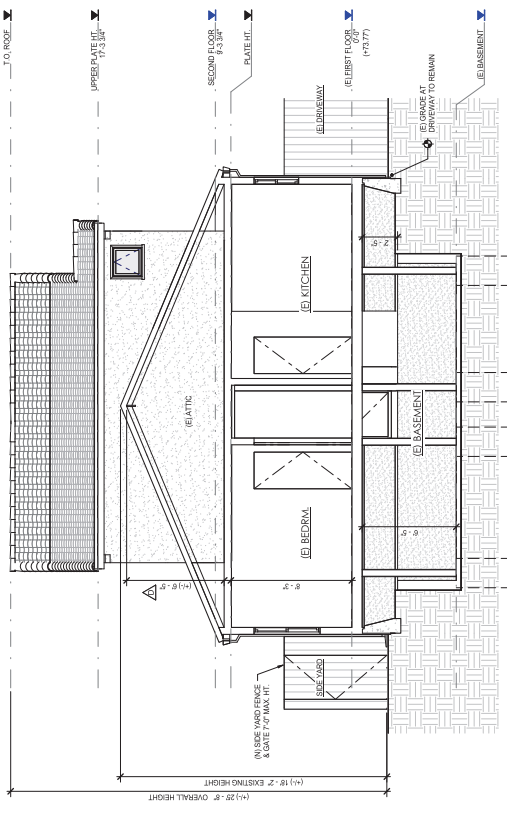
BUILDING SECTIONS
A6.0



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



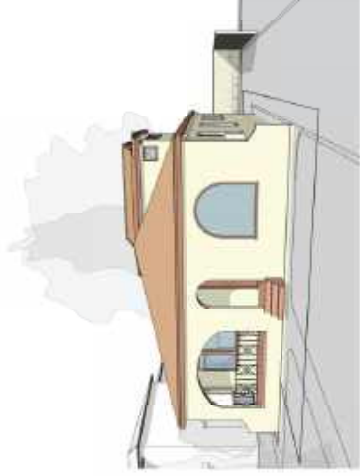
C CROSS SECTION THRU PROPOSED ADDITION
SCALE: 1/4" = 1'-0"



B CROSS SECTION THRU EXISTING HOUSE
SCALE: 1/4" = 1'-0"



NORTHEAST RENDERING



SOUTH RENDERING (STREET)



SOUTH EAST RENDERING (DRIVEWAY)



NORTHWEST RENDERING



SOUTH WEST RENDERING



NORTH WEST RENDERING

11/5/2018

Community Development Department

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

Attention: Ori Paz, Assistant Planner

Subject: 1346 Hoover Street Project Description

To whom it may concern,

The purpose of our development proposal located at 1346 Hoover Street is to add a second living unit onto the existing single-family residence. The property is owned by the Milani Family (Mark, Gina & Mike), who grew up living in the house years ago. The house has been part of the family for multiple generations. The proposed duplex unit is intended to preserve the family's inheritance for future generations, while currently providing a place for one of the siblings to live on the Peninsula.

Scope of work includes removal of an existing garage (rear northeast corner) to be replaced with a new garage supporting a new 2nd story duplex unit above. Site improvements include new permeable driveway paving and an all-weather parking surface for two uncovered parking spaces. The existing rear yard is confined by a heritage oak tree and the narrow 50' sub-standard lot width. The proposed development requests a side setback reduction to align the new *1st floor garage* addition with the existing house, in doing so to provide the required parking and driveway access space.

The existing house built circa 1939, is a 1-story spanish style peninsula home. The existing roof is terra cotta, clay tile roofing. The existing exterior siding is painted stucco. Front porch and entryway have arched openings reminiscent of the early 1930's to early 1940's. Existing windows are primarily single-hung, rectangular in shape, except for the front living room window, which is arched similar to the existing porch openings.

The proposed addition is intended to adopt a similar materials palate of the existing house. The architectural style is a contemporary addition to the existing 1940's spanish style home. Proposed construction is Type-V wood frame on a concrete slab on grade. New roofing to be concrete s-tile, color to match existing. If clay-tile is available during construction, it may be used as an alternate. New siding to be cement plaster stucco, to match existing texture and color. Proposed window to be rectangular in shape with trim and finish to match the existing house. Proposed stairway railing to match similar to the existing wrought iron railing of the front entry porch.

The existing house at 1346 Hoover Street is currently a single-family residence located in the R-3 Apartment District of downtown Menlo Park. It is located between Valparaiso and Oak Grove, a short walk to Santa Cruz Avenue. The proposed development will change use from a single-family residence into a duplex with a new second unit above new garage. The property owners have conducted neighborhood outreach, to inform neighbors by providing elevations and perspectives of the proposed project. Those neighbors include; 1340 Hoover, 1350 Hoover, 1343 Hoover, 1245-1351 Hoover. The owners have also done initial outreach to the residents behind the property at 677 and 671 Valparaiso.

Thank you,



R. Ross Stilleson
Collaborative Design Studio

June 6, 2018

Mark Milani
Milani & Associates
2655 Stanwell Drive, Suite 105
Concord, CA. 94520



Summary

The plans for the proposed project include a second story to be constructed above a new garage. The coast live oak (*Quercus agrifolia*) is located in back of the property along the northwest boundary, has a trunk diameter of approximately 36 inches, and is considered a “Heritage Tree”. The tree is in fair overall condition with good suitability for conservation. The project will impact both portions of the crown and some of the root zone, but expected impacts are moderate. The new structure is to be built outside the tree’s critical root zone. The area under the tree where the proposed parking is located will consist of stone pavers installed above the native grade to avoid digging into the root area while meeting the City of Menlo Park’s required surface specifications. No linear cuts inside the CRZ or TPZ are proposed. Tree protection fence will need to be established at fifteen feet on the construction side and expand to eighteen where the existing driveway and garage are located.

Introduction

Assignment and Limits

- Provide an arborist’s report including an assessment of the coast live oak within the project area. The assessment is to include the species, size (trunk diameter), condition (health and structure), and suitability for conservation ratings.
- Provide tree protection specifications/guidelines and expected impact ratings.
- The information in this report is limited to the condition of the tree during my inspection on March 21, 2018.
- The plans reviewed for this assignment were as follows: Site Plan - Duplex Unit Option A not dated. Paver cross section diagram.

Purpose and Use

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



Observations

The coast live oak is located in back of the property along the northwest boundary. The tree has a trunk diameter of approximately 36 inches (113 inches in circumference) and is about 45 feet tall with a 40 foot crown radius into the site (Image 1). Foliar color, size, and density are normal for the species. The crown has been thinned and branches have been lions-tailed with most of the interior branches removed and foliage concentrated at the ends. The branches extend to the house and garage but have been reduced over the adjacent property. The trunk bifurcates about eight feet above grade supporting the crown with typical form and habit characteristic of the species. The trunk flare is partially exposed and the nearby adjacent concrete panels are currently being heaved and displaced.

The plans for the proposed project include a second story to be constructed above the new garage. The tree has some lower branches growing in the area where the addition is proposed. The proposed structure is located sixteen feet from the tree to the south and the existing building is thirty-six feet from the trunk. The heaved concrete will be removed and the existing garage structure demolished. The proposed parking area will be covered in gravel.

Image 1: Coast live oak behind 1346 Hoover Street.



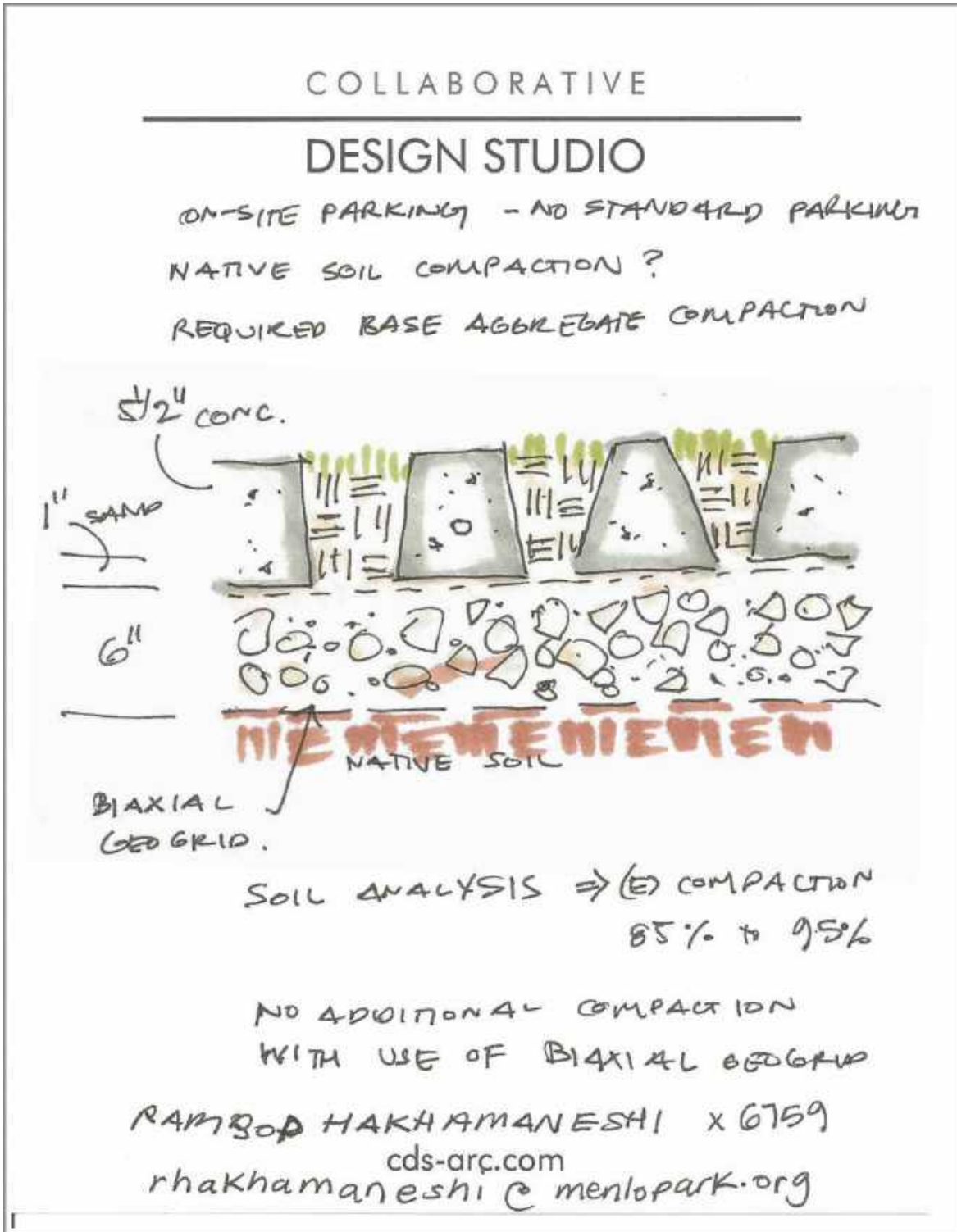
Below is the proposed Site Plan Duplex Unit Option A with Parking not to scale (Image 2).



Image 2:



Below is a sample proposed paver cross section to avoid digging into the reboot area with (Image 3).



Discussion

Condition

A tree's condition percentage is a determination of its overall health and structure based on five aspects: roots, trunk, scaffold branches, twigs, and foliage. The tree has some structural defects such as large laterals limbs with poor taper and multiple branches originating in the same location (codominant stems). The coast live oak is vigorous with about 75 percent crown opacity. I considered the tree to be in fair overall condition (health and structure combined) with minor problems that could be mitigated through cultural practices such as proper pruning or a plant health care program.

Suitability for Conservation

A tree's suitability for conservation is determined based on its health, structure, age, species and disturbance tolerances, proximity to cutting and filling, proximity to construction or demolition, and potential longevity using a scale of good, fair, or poor (Fite, K, and Smiley, E. T., 2016). Trees with good suitability have good vigor, structural stability, and potential longevity after construction. The coast live oak, although in fair condition, has good suitability for conservation, is large, valuable, and should be retained and monitored.

Expected Impacts and Tree Protection

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

Low = The construction activity will have little influence on the tree.

Moderate = The construction may cause future health or structural problems, and steps must be taken to protect the tree to reduce future problems.

High = Tree structure and health will be compromised and removal is recommended, or other actions must be taken for the tree to remain. The tree is located in the building envelope.

Because the project will impact both portions of the crown and some of the root zone the expected impacts are moderate. Pruning will be required to provide clearance but it should not adversely affect the health or structure of the tree. The new structure is to be built outside the tree's critical root zone of five times the trunk diameter distance (Costello, L. R., Hagen, B.W., and Jones, K.S. 2011). The area under the tree where the proposed parking is located will consist of stone pavers on grade with a biaxial geogric base to disperse compaction and reduce root zone impacts.



The City of Menlo Park defines “Heritage Tree” as the following: 13.24.020 subsection (2) An oak tree (*Quercus*) which is native to California and has a trunk with a circumference of 31.4 inches (diameter of ten (10) inches) or more, measured at fifty-four (54) inches above natural grade. Trees with more than one trunk shall be measured at the point where the trunks divide, with the exception of trees that are under twelve (12) feet in height, which will be exempt from this section.” The coast live oak falls into this protected category as a “Heritage Tree”.

Tree protection focuses on preventing damage to the roots, trunk, or scaffold branches. The most current accepted method for determining the Tree Protection Zone (TPZ) is to use a formula based on species tolerance, tree age/vigor, and trunk diameter (Matheny, N. and Clark, J. 1998) (Fite, K, and Smiley, E. T., 2016). Preventing mechanical damage to the trunk from equipment or hand tools can be accomplished by wrapping the main stem with straw wattle or using vertical timbers. Coast live oak is considered to have “good” tolerance to construction impacts and the tree is mature in age. The result would require a tree protection zone of six times the trunk diameter distance of eighteen feet. The closest portion of the proposed structure is located at sixteen feet.

The critical root zone (CRZ) is the area of soil around the trunk of a tree where roots are located that provide stability and uptake of water and nutrients required for the tree’s survival. The CRZ is the minimum distance from the trunk that trenching or root cutting can occur and will be defined by the trunk diameter as a distance of three times the DBH in feet, and preferably, five times (Costello, L., Watson, G., Smiley, E.T. 2017). For example if the tree is two feet in diameter, the minimum CRZ distance would be six to ten feet from the stem on one side of the tree. The recommended maximum encroachment distance into the root zone of oaks on one side is five times the trunk diameter (Coate, B.)(Costello, L., Hagan, B., Jones, K. 2011). The result of this assessment would allow for a maximum encroachment of fifteen feet from the tree on one side.

Because the CRZ and TPZ are fifteen to eighteen feet from the trunk there is adequate tree protection space that should allow for the tree to be retained. No linear cuts inside the CRZ or TPZ are proposed and the closest encroachment is about sixteen feet from the tree.

Tree protection fence will need to be established at fifteen feet on the construction side and expand to eighteen where the existing driveway and garage are located. There is adequate space for a proper tree protection zone without compromising the health or structural integrity of the tree.



Conclusion

The plans for the proposed project include a second story to be constructed above the garage. The coast live oak is located in back of the property along the northwest boundary, has a trunk diameter of approximately 36 inches, and is considered a “Heritage Tree”. The oak is in fair overall condition with good suitability for conservation. The tree is large, valuable, and should be retained and monitored. The project will impact both portions of the crown and some of the root zone, and the expected impacts are moderate. Pruning will be required to provide clearance but it should not adversely affect the health or structure of the tree. The new structure is to be built outside the tree’s critical root zone. The area under the tree where the proposed parking is located will consist of stone pavers installed above the native grade to avoid digging into the root area while meeting the City of Menlo Park’s required surface specifications.. Because the CRZ and TPZ are fifteen to eighteen feet from the trunk there is adequate tree protection space allowing for preservation. No linear cuts inside the CRZ or TPZ are proposed and the closest encroachment is about sixteen feet from the tree. Tree protection fence will need to be established at fifteen feet on the construction side and expand to eighteen where the existing driveway and garage are located.

Recommendations

Pre-construction and Planning Phase

1. Once the existing garage and concrete is removed place tree protection fence at a radius of fifteen feet toward the new construction and eighteen feet toward the old garage.
2. All tree maintenance and care shall be performed by a qualified arborist with a C-61/D-49 California Contractors License. Tree maintenance and care shall be specified in writing according to American National Standard for Tree Care Operations: *Tree, Shrub and Other Woody Plant Management: Standard Practices* parts 1 through 10 and adhere to ANSI Z133.1 safety standards and local regulations. All maintenance is to be performed according to ISA Best Management Practices.
3. Refer to Appendix A for general tree protection guidelines including recommendations for arborist assistance while working under trees, trenching, or excavation within a trees drip line or designated TPZ/CRZ.
4. Provide a copy of this report to all contractors and project managers, including the architect, civil engineer, and landscape designer or architect. It is the responsibility of the owner to ensure all parties are familiar with this document.



5. Arrange a pre-construction meeting with the project arborist or landscape architect to verify tree protection is in place, with the correct materials, and at the proper distances.

Construction Phase

1. Periodically monitor tree health and condition and treat accordingly.
2. The first priority is to adopt a no dig policy and incorporate a design plan that will minimize soil compaction and root disturbances around the tree.
3. Use the thinnest material possible to achieve structural compliance and use porous material that allows for water infiltration under the surface.
4. Adjust the finished grade to be above the natural grade without digging for a sub-grade treatment. In this instance the pavement will be higher up and edge treatments or curbing also need to be constructed above grade.
5. Use paving material that does not rely on the strength of a compacted sub-base for strength. This may be accomplished by reinforcing the surface layer material.
6. Place geotextile fabric at the bottom of the sub-base to reduce displacement into the parent soil along with a reduction in compaction requirements. Use biaxial Tensor BX-1100 or equivalent to manufacturer specifications on grade.
7. Place irrigation within the tree protection zone and irrigate the root zone with ten gallons of water per inch of trunk diameter twice a month during the summer and fall.

Post-Construction Phase

1. Monitor the health and structure of all trees for any changes in condition.
2. Perform any other mitigation measures to help ensure long term survival.
3. Have a qualified arborist perform a Level 2: Basic Assessment according to *Best Management Practices: Tree Risk Assessment*: International Society of Arboriculture, 2017



Bibliography

Costello, Laurence Raleigh, Bruce W. Hagen, and Katherine S. Jones. *Oaks in the urban landscape: selection, care, and preservation*. Oakland, CA: University of California, Agriculture and Natural Resources, 2011. Print.

Costello, Lawrence, Gary Watson, E. Thomas Smiley, 2017. *Best Management Practices: Root Management* International Society of Arboriculture, Print.

Fite, Kelby, and Edgar Thomas. Smiley. *Managing trees during construction*, second edition. Champaign, IL: International Society of Arboriculture, 2016.

Matheny, Nelda P., Clark, James R. *Trees and development: A technical guide to preservation of trees during land development*. Bedminster, PA: International Society of Arboriculture 1998.



Appendix A: Tree Protection Guidelines

Pre-Construction Meeting with the Project Arborist

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

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

Tree Protection Zones and Fence Specifications

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

The fence should be maintained throughout the site during the construction period and should be inspected periodically for damage and proper functions. Fence should be repaired, as necessary, to provide a physical barrier from construction activities.

Monitoring

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

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

Restrictions Within the Tree Protection Zone

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



Root Pruning

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

Boring or Tunneling

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

Timing

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

Tree Pruning and Removal Operations

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

Tree Protection Signs

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



Appendix B: Tree Protection Signs

B1: English

WARNING

Tree Protection Zone

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

Project Arborist



B2: Spanish

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

Project Arborist



Qualifications, Assumptions, and Limiting Conditions

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

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

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

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

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

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

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



Certification of Performance

I Richard Gessner, Certify:

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

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

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

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

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

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

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

Richard J. Gessner



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



Copyright

© Copyright 2018, Monarch Consulting Arborists LLC. Other than specific exception granted for copies made by the client for the express uses stated in this report, no parts of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, recording, or otherwise without the express, written permission of the author.



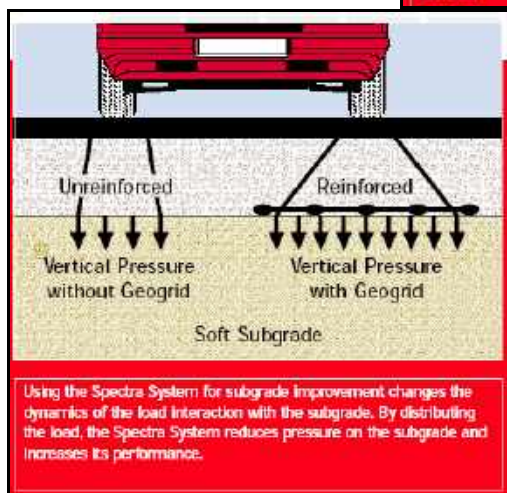
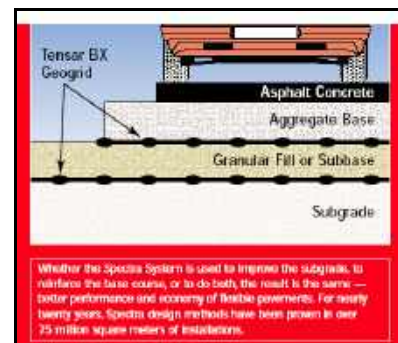
Road building over soft soil or tree root zone using Biaxial Geogrid material

Dave Dockter, Landscape Specialist, City of Palo Alto

Synopsis

Biaxial geogrid material is used as a subgrade layer below aggregate (rock) in reinforcing pavement and all-season road building applications. It is a stiff synthetic permeable material consisting of sets of tensile ribs pre-tensioned in two directions to allow pinning down of surrounding soil, stone, or other material. Geogrid can be constructed over soft soils or tree root zones, improves filtration, reduces base thickness needed, compaction of underlying parent soil (85%) and incidents of tire ruts and soil migration. Product specifications and details are available from manufacturer at <http://www.tensarcorp.com.html>.

Tensar BX-1100 or equivalent is acceptable for use over tree root zones when recommended under purview of consulting arborist.



Figures supplied by manufacturer

Road building over soft soil or tree root zone using Biaxial Geogrid material

- No additional compaction. To protect the root zones affected by a driveway in the root zone of a protected tree, consider the best management practice use of Tensar BX-1100 Biaxial Geogrid to minimize required compaction and to relieve the roots from strain caused by passing cars. With Tensar BX-1100 geogrid, compaction can be limited to 85%, and is more than adequate (BX-1200 material is rated for freeways).



Figure 7 – Tensar Biaxial Geogrid – not just a geotextile

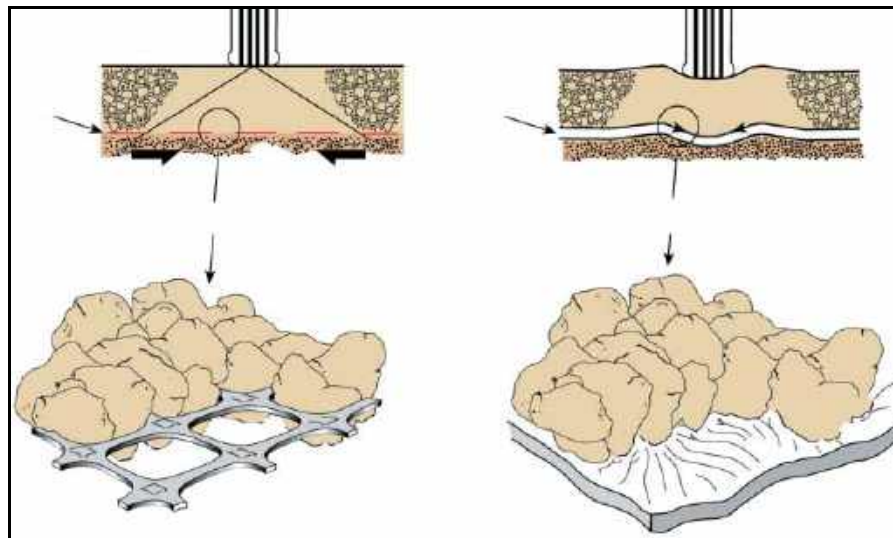


Figure 8 – Confinement Effect – Biaxial Geogrid vs Tensioned Membranes

- Soil Analysis: The soil analysis should be performed and may show existing compaction of 85%-95% at test sites. Generally, the soil will not need additional compaction to support the Biaxial Geogrid. Once installed the Geogrid will disperse the load from vehicles.
- Permeable surfaces. Proposed driveways should be evaluated for the percentage of cover within the drip line area of the trees. To allow the needed water to reach the roots consider the use of permeable paver stones. The advantages over concrete include permeability, attractiveness; they won't crack, and are known to have good traction.

11/26/18

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

To Menlo Park Planning Division,

This letter is prepared in request for a variance ruling of the residence at 1346 Hoover Street in Menlo Park. The property is located in a R-3 district, where development standards require 10'-0" side setbacks. The variance request proposes a 50% reduction in the side setback to allow *the 1st floor garage addition* to align with the existing house (built circa 1940). Allowance of the requested setback reduction provides adequate side loaded driveway access based on city parking requirements, it also provides a garage base structure and foundation for the second living unit above while preserving the existing heritage tree located near the rear property line. *Upon continuance ruling by the Planning Commission, we have revised the 2nd floor to conform with the 10' side setback.*

1. Hardships specific to the subject property (not created by any act of the owner) are stated below.

The existing lot is substandard to the R-3 zoning regulations, where 10' side setbacks are applied to lots with a minimum width of 70' and minimum area of 7,000 SF. The subject property width is 50' and the lot area is just under 6,000 SF. Hardship of the existing property relates to the limited rear yard buildable area, with respect to existing lot width, existing rear yard depth and the location of existing residence.

Additional conditions that constrain the proposed development include; the existing heritage oak tree with a 15' to 18' protection boundary, the requirement for 2 covered and 2 uncovered parking spaces, as well as a driveway access requirement of 24'-0" backup space in front of the proposed garage. Secondary zoning constraints include 10' building separations, 30% max building cover, and a duplex second unit requirement for the R-3 zoning district.

2. The request of such variance is necessary for the preservation and enjoyment of substantial property rights possessed by other conforming property in the same vicinity as the subject property. And, if granted, would not constitute a special privilege of the recipient not enjoyed by his/her neighbors.

Our variance request relates to development of the site, by creating two separate dwellings. This property right is possessed by other conforming properties in the same vicinity of the R-3 Apartment District. Due to it's substandard lot conditions (noted above) any proposed two dwelling development would require a variance ruling to allow permissible conformance.

Please also consider that none of the adjacent properties (left and right) are conforming with regards to the current 10' side setback. The subject property and neighboring parcels all have driveways to the right side of each residence. And all three properties have setbacks no greater than 5'-4". If granted, the variance ruling would not constitute special privilege, because neighboring properties also provide similar setback distances.

3. The granting of such 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.

Maintaining the existing house would improve the current condition of the property, while maintaining the past character of the neighborhood. The design will consider a similar residential vernacular of the existing house, where the proposed structure does not heavily impact the street presence. New duplex second unit will consider privacy concerns by limiting windows adjacent to the neighboring northwest property. The proposed rear yard structure is south east of an existing

carport and roof deck that serves the multi-family residence at 1350 Hoover. The proposed rear yard structure is located next to an existing heritage oak, where there are minimal affects to the supply of light and air.

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

Current R-3 zoning requires 10'-0" side setbacks. The subject lot, both size and width, are less than the district minimum of 7,000 SF and 70' - 80' minimum width. Thus, creating a condition generally not applicable to other conforming properties within the same district. The existing house location, lot width and rear yard constraints make proposed development more challenging to meet all required zoning regulations.

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.

The condition of the requested variance is based on existing site-specific factors, as stated in findings 1 to 4. None of which were anticipated or created by any act of the property owner.

Conclusion:

It is our intent that the requested variance allow for a 50% reduction in the west side setback (left side from front) as required by the zoning regulations of Chapter 16, Menlo Park Municipal Code. The owner applicant would like to propose adding a duplex second unit to the existing residence to be self-occupied. The owner applicant would like to preserve the existing house built in the early 1940's.

Considering the applicant's desire to add new living space, we find the proposed option a most practical and a best use of the site relative to parking requirements and back yard space. *The proposed addition has been refined to a single option that incorporates the Planning Commission & Planning Staff's recommendations.* We hope the Commission understands the desire of the applicant and the information presented. Thank you for the time and careful consideration in review of our proposed application.

Sincerely,



Ross Stilleson
Collaborative Design Studio



STAFF REPORT

Planning Commission

Meeting Date: 12/10/2018

Staff Report Number: 18-101-PC

Public Hearing: Architectural Control and Use Permit/Rodger Griffin/600 Sharon Park Drive

Recommendation

Staff recommends that the Planning Commission approve a request for architectural control review of exterior modifications to an existing pool house and site amenities in the R-3-A-X (Garden Apartment, Conditional Development) zoning district. The proposed exterior modifications would include new siding, windows, doors, and modifying the exterior color scheme. Improvements to the site amenities include new landscaping, outdoor kitchens, seating areas, tot lot, and dog park area. The proposal also includes a request for a use permit for excavation within a required setback, per the existing conditional development permit, for a new retaining wall. In conjunction with the proposed improvements, 13 heritage trees located throughout the site are proposed for removal. The recommended actions are included as Attachment A.

Policy Issues

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

Background

Site location

The subject property is located at 600 Sharon Park Drive in the R-3-A-X (Garden Apartment, Conditional Development) zoning district. The project site is developed with four, three-story multi-family residential buildings. A conditional development permit (CDP) was granted in 1965 to construct the residential buildings on the subject property. The property contains a below grade parking garage with access provided from driveways on Monte Rosa Drive and Sharon Park Drive. A small surface parking lot is located on the lot with access from an ingress egress easement partially on the property at 680 Sharon Park Drive.

For the purposes of this report, Sharon Park Drive is considered to be in an east/west orientation. Parcels to the north, east and west of the site are also located within the R-3-A-X zoning district. These parcels are generally occupied by multi-family developments. To the south of the site and across Sharon Park Drive, the parcels are located in the C-1-X (Administrative and Professional Restrictive, Conditional Development) zoning district and are occupied by commercial office buildings. A location map is included as Attachment B.

Analysis

Project description

The applicant is requesting to make exterior modifications to an existing pool house and site amenities. On the pool house elevations, new siding and exterior materials would be installed and the existing windows and doors would be removed and replaced with new windows and doors. The pool house interior would also be reconfigured to create a new fitness center. The proposed site improvements would include new lighting, landscaping, walkways and paving, seating areas, a tot lot, and a dog park. The proposal also includes restriping ten surface parking spaces. No modifications are proposed to the exterior residential building elevations.

To accommodate the site improvements, a retaining wall would be constructed in the required rear (north) yard. A use permit would be required for the retaining wall excavation within the required yard; however, the retaining wall itself does not have a required minimum setback. The retaining wall would be located approximately 21 feet from the property line. The excavation for the retaining wall would meet the R-3-A rear setback requirement of 10 feet; however, this site is part of a conditional development permit and the required setbacks are based on the approved development permits for the residential buildings. Since the approved setbacks of the residential buildings are greater than the proposed retaining wall setback, the proposed excavation for the retaining wall is located in the required rear yard setback and requires a use permit.

The proposed project would not result in any changes to the gross floor area (GFA) or building coverage. The existing building coverage exceeds the maximum amount permitted by the CDP and is considered a legal nonconforming condition. The applicant's proposal would not alter the existing building coverage and therefore would not increase the nonconformity. The project plans and the project description letter are included in Attachments C and D respectively.

Design and materials

The applicant is requesting the exterior modifications in order to update the overall design and materials of the existing pool house building and site amenities with a more contemporary design. The existing pool house features beige and muted green exterior elevations with wood siding. The existing site amenities primarily include turf landscaping, two large concrete courtyards, and a pool area. The proposed exterior modifications would include the following:

- Updates to the exterior pool house façades with new materials. The walls of the building would be primarily smooth finish stucco and the base would feature a stone clad veneer.
- Modification of the roof structure from a pitched roof to a flat roof. The flat roof would be accentuated with wood trim and a large overhang on the front elevation.
- Installation of an aluminum folding door system on the front elevation. The new window on the front elevation would be vinyl. The window and door framing and trim would be painted white to be consistent.
- Modification of the existing guardrails on two residential unit patios directly adjacent to the pool area with new clear plexiglass screens to mitigate noise from the pool.
- Addition of a tot lot and dog park along the north property line. The proposed tot lot would include a

- play structure.
- Updates to the existing swimming pool and addition of a new spa. The pool area would also feature new decorative paving and BBQs.
- Enhancements to the concrete courtyards. New decorative decking and pavers, landscaping, fireplaces, outdoor kitchens, and seating areas would be installed.
- Addition of an accessible path of travel on Monte Rosa Drive connecting the building to the City sidewalk.

The proposed modifications and use of materials would provide more variation in the pool house building, helping to add depth and architectural interest to the building facade. In addition, the upgrades to the site amenities would achieve a more contemporary site design and activate the existing concrete patios and turf landscape areas. Overall, the proposed exterior changes would result in a consistent architectural design throughout the site. Staff believes that the proposed design, materials, and colors are compatible with those of the surrounding neighborhood.

Trees and landscaping

The applicant has submitted an arborist report (Attachment E) detailing the species, size, and conditions of the heritage and non-heritage trees on-site. The report discusses the impacts of the proposed improvements, including temporary construction impacts, and provides recommendations for tree maintenance and the protection of the trees.

The site includes 94 trees near the proposed work, 40 of which are heritage trees. The proposal includes the removal of 13 heritage trees and 32 non-heritage trees. The 13 heritage tree removals are summarized in the following table:

Table 1: Proposed Heritage Tree Removal Summary		
Tree Type	Reason for removal	Number of Trees
Coast live oak (Tree #33)	dead	1
Blackwood acacia (Tree #31)	poor structure and proximity to existing or proposed structures	1
Shamel ash (Tree 29)	declining health and poor structure	1
Red ironbark (Trees #27-28)	poor structure and proximity to existing or proposed structures	2
Monterey pine (Trees #5-10, 25-26)	declining health, poor structure, and disease	8
Total Tree Removals		13

The City Arborist has reviewed the arborist report and project plans and tentatively recommended approval of the removals generally due to the poor health and structure of the trees. The arborist report also outlines tree protection measures to mitigate or avoid impacts to the existing trees proposed to remain. The arborist report indicated that all construction activities occurring inside the root protection zone should be avoided or must be approved and supervised by an arborist. Tree protection fencing is

required around the tree protection zone. Any digging and/or trenching in the root protection zone shall be manually performed. All recommendations identified in the arborist report shall be implemented as part of condition 4g.

The City's heritage tree replacement guidelines for residential projects requires a 1:1 replacement ratio. The heritage tree replacements must be of a species that can reach a mature height of greater than 40 feet. The applicant is proposing to provide 30, 24-inch box trees that qualify as heritage replacement trees throughout the site, to compensate for the removal of the 13 heritage trees. The project plans identify additional replacement trees; however, only the trees that qualify for the size requirements are counted in this number. The proposed replacement trees would exceed a 2:1 replacement ratio for the heritage trees. Additionally approximately 100 new non-heritage trees would be provided throughout the site. The heritage tree replacements would include but not be limited to maidenhair, coast live oak, sycamore, and Chinese elm which the City Arborist has reviewed for consistency with the heritage tree replacement requirements. As part of the project, the site landscaping would also be updated throughout portions of the site and would feature predominantly low water plantings. The proposed plantings would be required to comply with the City's Water Efficient Landscape Ordinance (WELo).

Correspondence

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

Conclusion

Staff believes that the materials and proposed design would be compatible with the existing residential development and surrounding buildings. The proposed design elements would update the pool house façades and overall site design to a more contemporary style. Materials, finishes, colors, and planting would add additional architectural interest to the site. The heritage trees proposed for removal would be replaced with new trees and the existing heritage and non-heritage trees would be protected during construction. Staff recommends that the Planning Commission approve the proposed project.

Impact on City Resources

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

Environmental Review

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

Public Notice

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

Appeal Period

The Planning Commission action will be effective after 15 days unless the action is appealed to the City Council, in which case the outcome of the application shall be determined by the City Council. Due to the December holidays and the associated closure of the City Administrative Offices, the appeal period has been extended through January 2nd, 2019.

Attachments

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

Disclaimer

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

Exhibits to Be Provided at Meeting

Color and materials board

Report prepared by:
Kaitie Meador, Senior Planner

Report reviewed by:
Kyle Perata, Acting Principal Planner

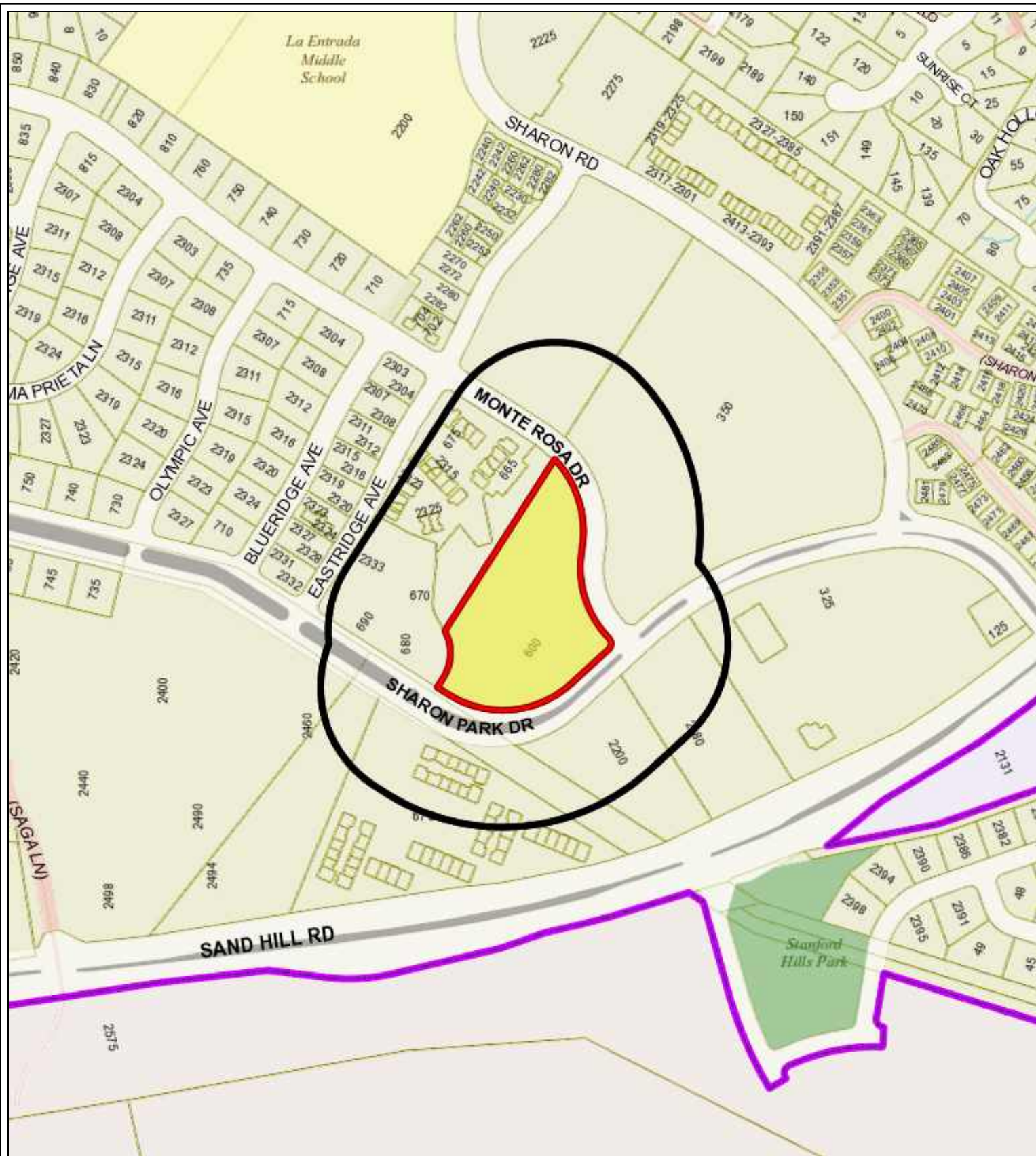
THIS PAGE INTENTIONALLY LEFT BLANK

2180 Sand Hill Road – Attachment A: Recommended Actions

LOCATION: 600 Sharon Park Drive	PROJECT NUMBER: PLN2017-00090	APPLICANT: Rodger Griffin	OWNER: Radin Investment Co
<p>REQUEST: Architectural control review of exterior modifications to an existing pool house and site amenities in the R-3-A-X (Garden Apartment, Conditional Development) zoning district. The proposed exterior modifications would include new siding, windows, doors, and modifying the exterior color scheme. Improvements to the site amenities include new landscaping, outdoor kitchens, seating areas, tot lot, and dog park area. The proposal also includes a request for a use permit for excavation within a required setback, per the existing Conditional Development Permit, for a new retaining wall. In conjunction with the proposed improvements, 13 heritage trees located throughout the site are proposed for removal.</p>			
DECISION ENTITY: Planning Commission	DATE: December 10, 2018	ACTION: TBD	
VOTE: TBD (Barnes, Combs, Goodhue, Kennedy, Onken, Riggs, Strehl)			
<p>ACTION:</p> <ol style="list-style-type: none"> 1. Make a finding that the project is categorically exempt under Class 1 (Section 15301, “Existing Facilities”) of the current California Environmental Quality Act (CEQA) Guidelines. 2. Make findings, as per Section 16.82.030 of the Zoning Ordinance pertaining to the granting of use permit, that the proposed excavation into the required yard 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. Adopt the following findings, as per Section 16.68.020 of the Zoning Ordinance, pertaining to architectural control approval: <ol style="list-style-type: none"> a. The general appearance of the structure is in keeping with the character of the neighborhood. b. The development will not be detrimental to the harmonious and orderly growth of the city. c. The development will not impair the desirability of investment or occupation in the neighborhood. d. The development provides adequate parking as required in all applicable city ordinances and has made adequate provisions for access to such parking. e. The property is not within any Specific Plan area, and as such no finding regarding consistency is required to be made. 4. Approve the architectural control and use permit subject to the following standard conditions: <ol style="list-style-type: none"> a. Development of the project shall be substantially in conformance with the plans prepared by Paragon Design Group INC., consisting of 15 plan sheets, dated received November 28, 2018, and approved by the Planning Commission on December 10, 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. 			

2180 Sand Hill Road – Attachment A: Recommended Actions

LOCATION: 600 Sharon Park Drive	PROJECT NUMBER: PLN2017-00090	APPLICANT: Rodger Griffin	OWNER: Radin Investment Co
REQUEST: Architectural control review of exterior modifications to an existing pool house and site amenities in the R-3-A-X (Garden Apartment, Conditional Development) zoning district. The proposed exterior modifications would include new siding, windows, doors, and modifying the exterior color scheme. Improvements to the site amenities include new landscaping, outdoor kitchens, seating areas, tot lot, and dog park area. The proposal also includes a request for a use permit for excavation within a required setback, per the existing Conditional Development Permit, for a new retaining wall. In conjunction with the proposed improvements, 13 heritage trees located throughout the site are proposed for removal.			
DECISION ENTITY: Planning Commission	DATE: December 10, 2018	ACTION: TBD	
VOTE: TBD (Barnes, Combs, Goodhue, Kennedy, Onken, Riggs, Strehl)			
<p>ACTION:</p> <ul style="list-style-type: none"> 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 David L. Babby and dated August 30, 2018. 			



City of Menlo Park
 Location Map
 600 Sharon Park Drive



Scale: 1:4,000

Drawn By: KMM

Checked By: KTP

Date: 12/10/2018

Sheet: 1

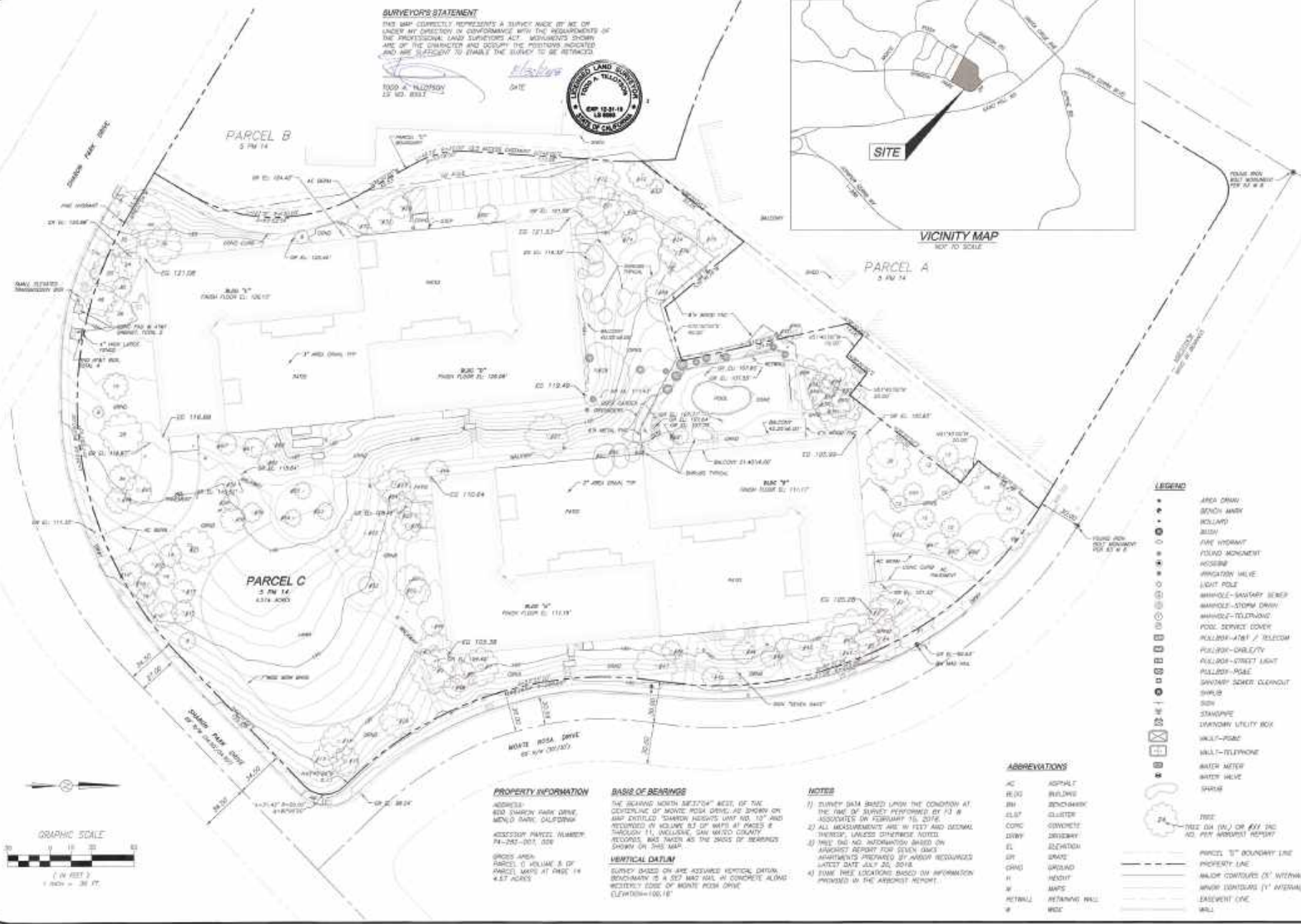
SURVEYOR'S STATEMENT

THIS MAP CORRECTLY REPRESENTS A SURVEY MADE BY ME OR UNDER MY SUPERVISION IN CONFORMANCE WITH THE REQUIREMENTS OF THE PROFESSIONAL LAND SURVEYORS ACT. MEASUREMENTS SHOWN ARE OF THE DIMENSIONS AND OCCUPY THE POSITIONS INDICATED AND ARE SUFFICIENT TO STAKE THE SURVEY TO BE REPRODUCED.

RODOLFO A. HILDEBRAND
12-02-2018



F3 & Associates, Inc.
LAND SURVEYING & TOPOGRAPHIC SURVEYING
701 E. H. ST. BENICIA, CA 94510
PHONE 707/767-4300 FAX 707/767-5295
WWW.F3-INC.COM



PROPERTY INFORMATION
ADDRESS:
600 SHARON PARK DRIVE
MENLO PARK, CALIFORNIA
ACCESSORY PARCEL NUMBER:
74-252-001, 002
GROSS AREA:
PARCELS B, HILLARY & D' PARCEL MAPS AT PAGE 14
4.57 ACRES

BASE OF BEARINGS
THE BEARING NORTH 82°20'4" WEST OF THE CENTERLINE OF MONTE ROSA DRIVE, AS SHOWN ON MAP ENTITLED "SHARON HEIGHTS UNIT NO. 10" AND RECORDED IN VOLUME 87 OF MAPS AT PAGES 8 THROUGH 11, INCLUDING SAN MATEO COUNTY RECORDS, WAS TAKEN AS THE BASIS OF BEARINGS SHOWN ON THIS MAP.

VERTICAL DATUM
SURVEY DATUM ON ARE ASSUMED VERTICAL DATUM BENCHMARK IS A SET MARK NAIL IN CONCRETE ALONG WESTEY'S EDGE OF MONTE ROSA DRIVE (ELEVATION=100.18')

- NOTES**
- 1) SURVEY DATA SHOWN WITHIN THE BOUNDARY AT THE TIME OF SURVEY PERFORMED BY F3 & ASSOCIATES ON FEBRUARY 16, 2018.
 - 2) ALL MEASUREMENTS ARE IN FEET AND DECIMAL THEREAFTER, UNLESS OTHERWISE NOTED.
 - 3) THIS MAP HAS NO INFORMATION BASED ON AERIAL PHOTOGRAPHY FOR SEVEN OAKS APARTMENTS PREPARED BY AEROSUR RECORDINGS LATEST DATE JULY 20, 2018.
 - 4) SHOW THESE LOCATIONS BASED ON INFORMATION PROVIDED IN THE AERIAL PHOTOGRAPHY.

ABBREVIATIONS

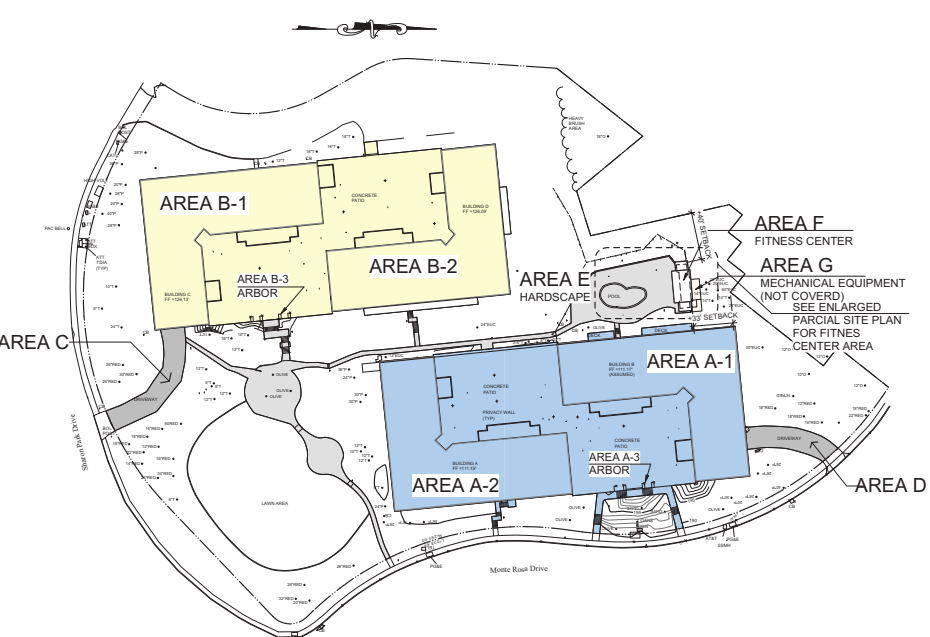
AC	ASPHALT
BLDG	BUILDING
BH	BENCH MARK
CLST	CLUSTER
CONC	CONCRETE
DWNY	DRAINWAY
EL	ELEVATION
GR	GRADE
GRND	GROUND
H	HEIGHT
MPS	MAPS
RET WALL	RETAINING WALL
W	WALL

LEGEND

	AREA DRAIN
	BENCH MARK
	BUILDING
	BUSH
	FIRE HYDRANT
	Fossil ALIGNMENT
	Fossil
	IRRIGATION VALVE
	LIGHT POLE
	MANHOLE-SANITARY SEWER
	MANHOLE-STORM DRAIN
	MANHOLE-TELEPHONE
	POOL SERVICE COVER
	PULLBOX-4x8ft / 8x8in
	PULLBOX-4x6x4x8
	PULLBOX-4x6x4x6
	PULLBOX-STREET LIGHT
	PULLBOX-PS&E
	SIGNPOST-SANITARY SEWER ELEVATION
	SIGNPOST
	STANDPIPE
	STANDPIPE UTILITY BOX
	WALL-FORM
	WALL-TELEPHONE
	WATER METER
	WATER VALVE
	WELL
	TREE
	TREE 10' OR MORE IN DIAMETER
	TREE 4' OR LESS IN DIAMETER
	PARCEL "B" BOUNDARY LINE
	PROPERTY LINE
	MAJOR CONTOUR (2' INTERVAL)
	MINOR CONTOUR (1' INTERVAL)
	EASEMENT LINE
	WALL

600 SHARON PARK DRIVE
BOUNDARY & TOPOGRAPHIC SURVEY
SEVEN OAKS APARTMENTS
SAN MATEO COUNTY
CALIFORNIA
MENLO PARK

DESIGN BY: N/A
DRAWN BY: CEJ
DATE: 8/24/2018
SCALE: 1"=30'
PAGE 1
OF 1
JOB NUMBER: 18081



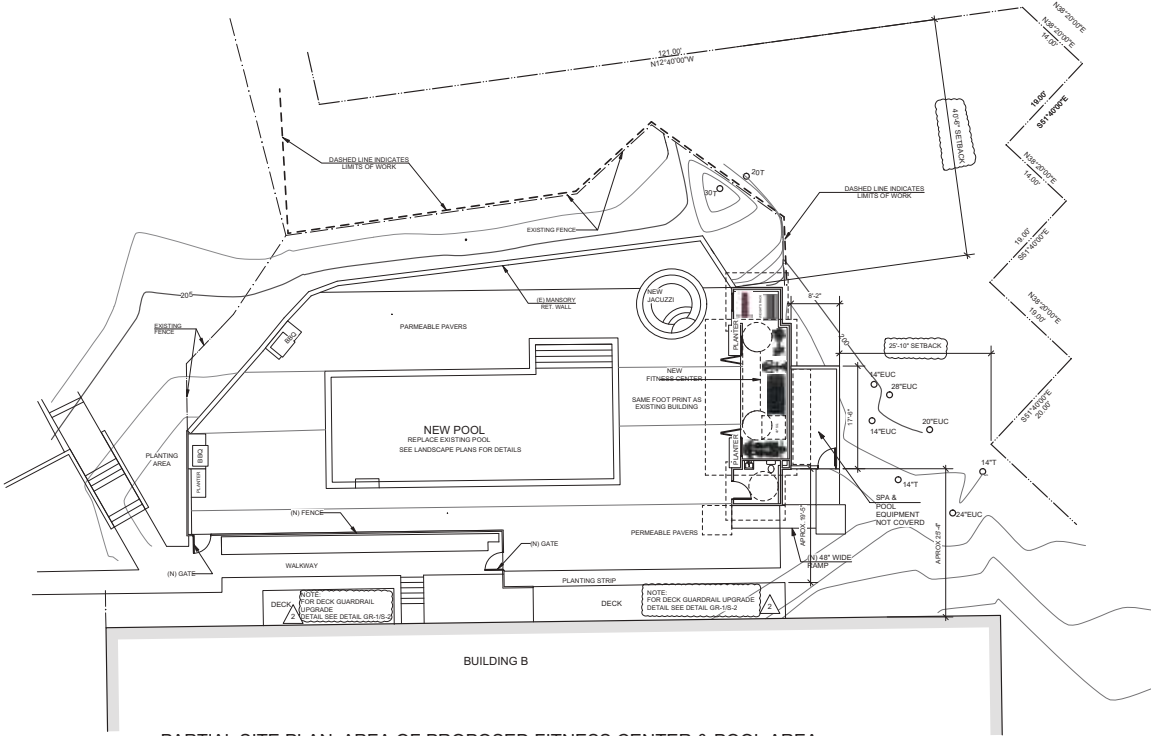
AREA CALCULATION PLAN



AREA CALCULATIONS TABLE	
LOT AREA	210,836 S.F.
AREA A-1	11,480 S.F.
AREA A-2	11,560 S.F.
AREA A-3 ARBOR	144 S.F.
AREA B-1	11,560 S.F.
AREA B-2	11,480 S.F.
AREA B-3 ARBOR	144 S.F.
AREA C (NOT COUNTED)	(1,985 S.F.)
AREA D (NOT COUNTED)	(1,388 S.F.)
AREA E (NOT COUNTED)	(9,160 S.F.)
AREA F	320 S.F.
AREA G (NOT COUNTED)	(207 S.F.)
TOTAL COVERAGE	46,680 S.F. = 22.1%

SCOPE OF WORK

DEMOLISH EXISTING POOL AREA RECREATIONAL BUILDING AND REBUILD NEW FITNESS CENTER, THE AREA OF NEW FITNESS CENTER SHALL BE THE SAME AREA AND BUILDING FOOT PRINT OF EXISTING RECREATIONAL BUILDING
 NEW PAD FOR MECHANICAL EQUIPMENT LOCATED AT THE REAR OF NEW FITNESS CENTER BUILDING



PARTIAL SITE PLAN, AREA OF PROPOSED FITNESS CENTER & POOL AREA



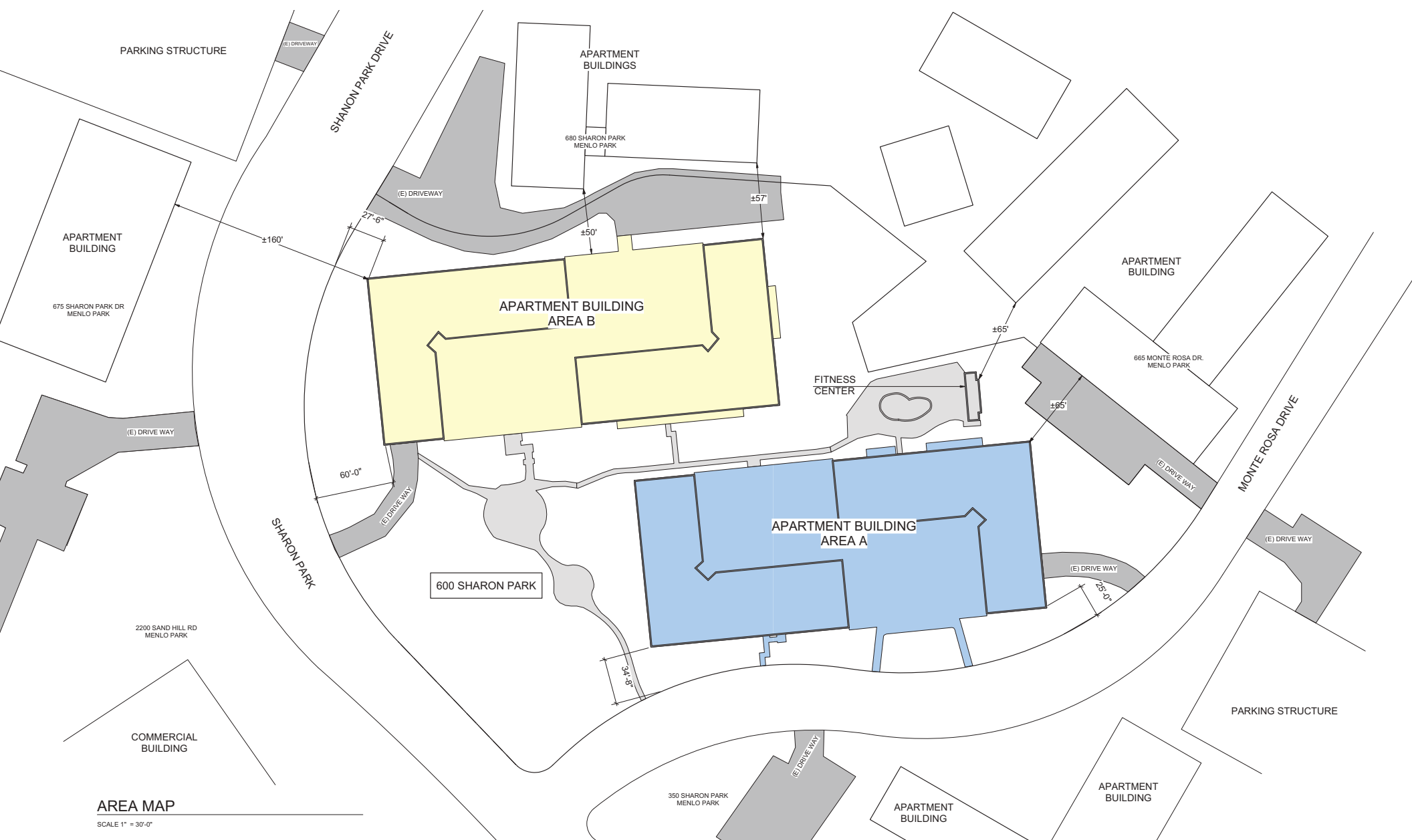
PHOTO OF EXISTING CONDITION

Seven Oaks Apartments
 Pool Area Fitness Center
 600 Sharon Park Drive, Menlo Park, CA
 Project # 210118
 Revised 10-2-2018

• SITE PLAN & AREA CALCULATION PLAN •

PARAGON DESIGN GROUP, INC.
URBAN DESIGN & PLANNING
 16165 Montley Rd, Suite 108
 Menlo Park, CA 94025
 Ph: 650.288.3707
 Arnet Shamman P.E.
 www.paragondesign.com

A-0



AREA MAP

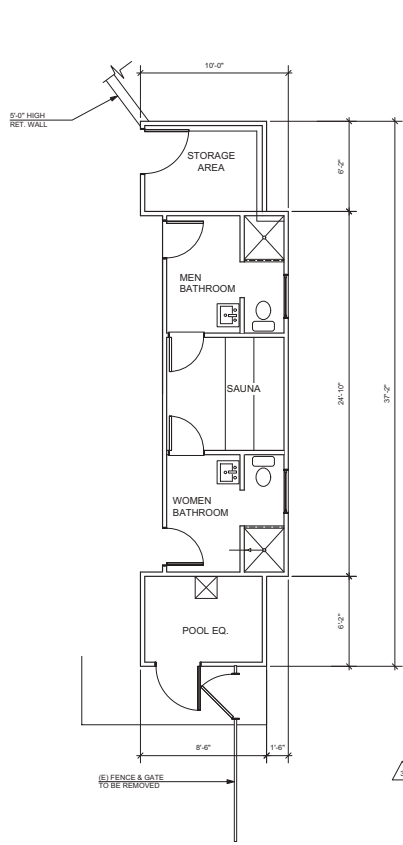
SCALE 1" = 30'-0"

Seven Oaks Apartments
 Pool Area Fitness Center
 600 Sharon Park Drive, Menlo Park, CA
 Project # 21011
 Revised 10-2-2018
 REVISOR PER COMMENTS DATED 9-29-2017
 REVISOR PER COMMENTS DATED 9-27-2018
 REVISOR PER COMMENTS DATED 9-28-2018

• AREA MAP •

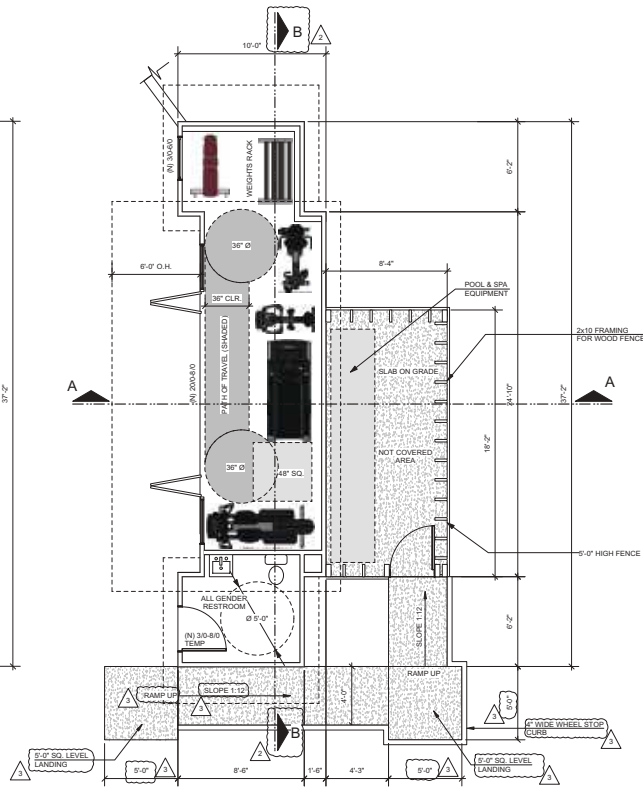

PARAGON
 PARAGON DESIGN GROUP, INC.
 URBAN DESIGN & PLANNING
 16165 Monterey Rd., Suite 108
 Menlo Park, CA 94025
 Ph: 650.248.3707
 Arnet Shamman P.E.
 arnet@paragondesign.com
 www.paragondesign.com

A-0.1



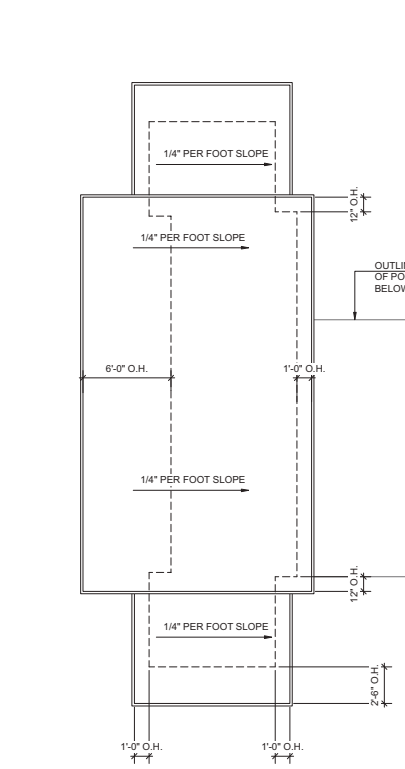
EXISTING FLOOR PLAN - RECREATION BUILDING

SCALE 1/4" = 1'-0"
 NOTE:
 ALL EXISTING WALLS ROOF AND FIXTURES TO BE REMOVED AND REPLACED WITH A NEW BUILDING AREA 320 S.F.



PROPOSED FLOOR PLAN - FITNESS CENTER

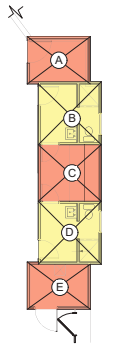
SCALE 1/4" = 1'-0"
 AREA 320 S.F.



PROPOSED ROOF PLAN - FITNESS CENTER

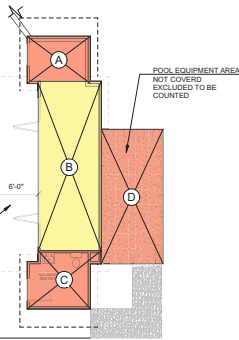
SCALE 1/4" = 1'-0"

FLOOR AREA DIAGRAM			
EXISTING USE			
AREA	DIMENSIONS	SF	USE
A	8'-7" X 6'-0"	53.39 S.F.	RESTROOM
B	8'-7" X 8'-7"	73.61 S.F.	SAUNA
C	8'-7" X 7'-8 1/2"	68.02 S.F.	RESTROOM
D	8'-7" X 8'-7"	73.61	RESTROOM
E	8'-7" X 6'-0"	53.39 S.F.	POOL EQ.
TOTAL AREA BUILDING COVERAGE= 320 S.F.			
*INDICATES DIMENSIONS FOR REFERENCE ONLY			



EXISTING FLOOR AREA DIAGRAM
 SCALE 1/8" = 1'-0"

FLOOR AREA DIAGRAM			
PROPOSED USE			
AREA	DIMENSIONS	SF	USE
A	8'-7" X 6'-0"	53.39 S.F.	FITNESS CENTER
B	8'-7" X 23'-1"	198.29 S.F.	FITNESS CENTER
C	8'-7" X 7'-11"	68.41 S.F.	RESTROOM
TOTAL AREA BUILDING COVERAGE = 320 S.F.			
D	8'-4" X 18'-4"	154 S.F.	POOL EQUIPMENT NOT COVERED NOT COUNTED
*INDICATES DIMENSIONS FOR REFERENCE ONLY			



PROPOSED FLOOR AREA DIAGRAM
 SCALE 1/8" = 1'-0"

OVERHANGING NOT EXCEEDING 6'-0" EXCLUDED TO BE COUNTED

Seven Oaks Apartments
 Pool Area Fitness Center
 600 Sharon Park Drive - Menlo Park CA
 Project # 21011
 Revised 10-2-2018

• FLOOR PLANS •

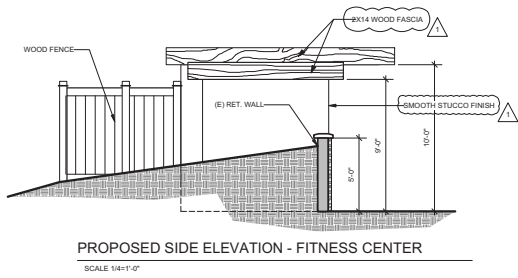
SCALE 1/4" = 1'-0"



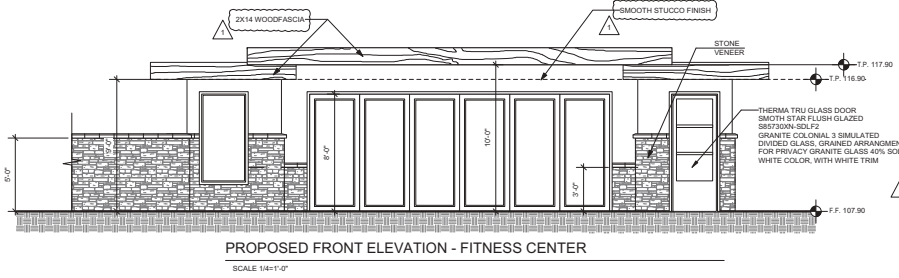
REVISOR PER COMMENTS DATED 9-29-2017
 REVISOR PER COMMENTS DATED 9-27-2018
 REVISOR PER COMMENTS DATED 9-28-2018

PARAGON
 PARAGON DESIGN GROUP, INC.
 URBAN DESIGN & PLANNING
 16165 Monterey Rd., Suite 108
 Menlo Park, CA 94025
 Ph: 650.248.3707
 Arther Shamman P.E.
 Director
 www.paragongroup.com

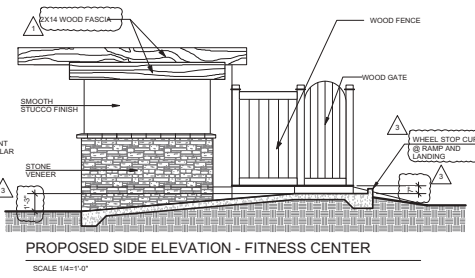
A-1



PROPOSED SIDE ELEVATION - FITNESS CENTER
SCALE 1/4" = 1'-0"



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



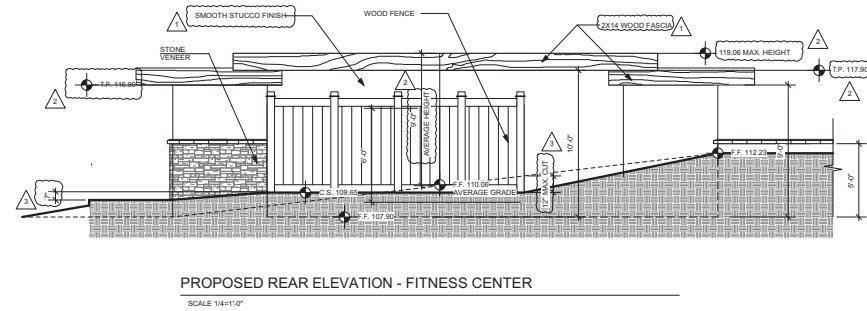
PROPOSED SIDE ELEVATION - FITNESS CENTER
SCALE 1/4" = 1'-0"



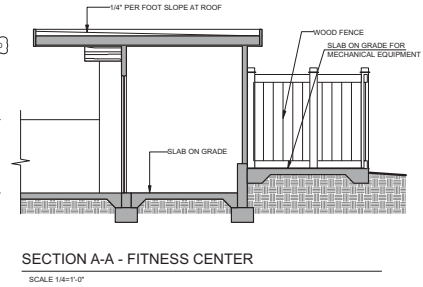
EXISTING GUARDRAIL
2ND STORY GUARDRAIL ALREADY EXTENDED



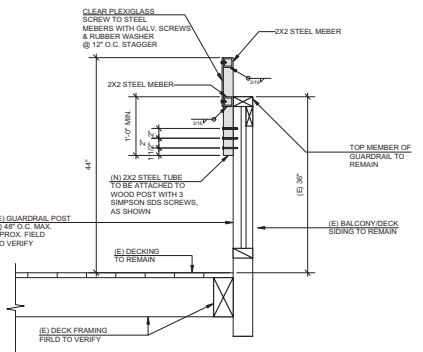
PROPOSED GUARDRAIL
NEW ADDITION TO LOWER LEVEL GUARDRAIL TO BE SIMILAR AT THE SECOND STORY EXISTING GUARDRAIL



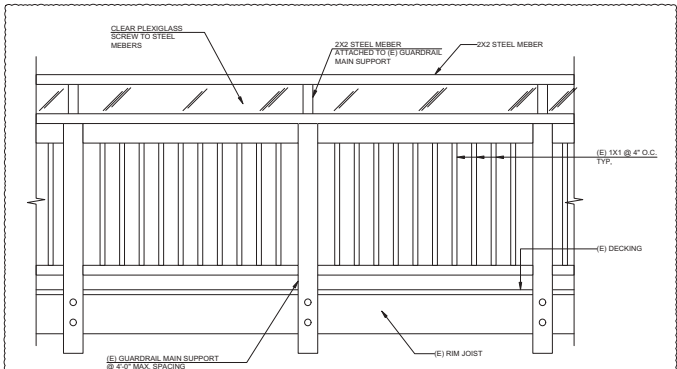
PROPOSED REAR ELEVATION - FITNESS CENTER
SCALE 1/4" = 1'-0"



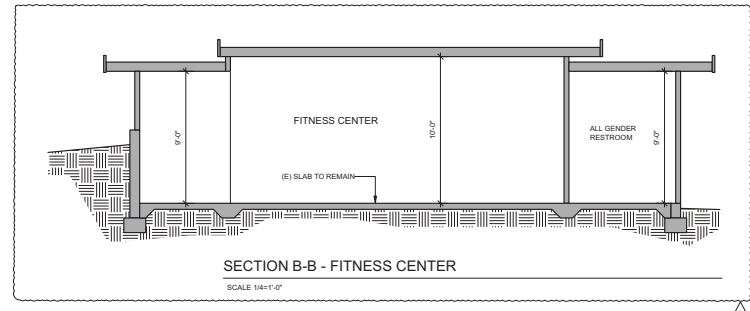
SECTION A-A - FITNESS CENTER
SCALE 1/4" = 1'-0"



DETAIL GR-1
UPGRADE TO EXISTING GUARDRAIL @ DECK & BALCONIES NEAR THE POOL REMODEL
SCALE 1" = 1'-0"



DETAIL GR-2
TYPICAL ELEVATION UPGRADE TO EXISTING GUARDRAIL @ DECK & BALCONIES NEAR THE POOL REMODEL
SCALE 1" = 1'-0"



SECTION B-B - FITNESS CENTER
SCALE 1/4" = 1'-0"

NOTE:
WINDOW SHALL BE MILGARD VINYL WHITE COLOR AND CLEAR GLASS
FITNESS CENTER AREA FOLDING DOOR & FIXED PANES
SHALL BE MILGARD ALUMINUM PAINTED WHITE & CLEAR GLASS

Seven Oaks Apartments
Pool Area Fitness Center
600 Sharon Park Drive - Menlo Park CA
Project # 21011
Revised 11-2-2018

REVISD PER COMMENTS DATED 9-29-2017
REVISD PER COMMENTS DATED 8-28-2018

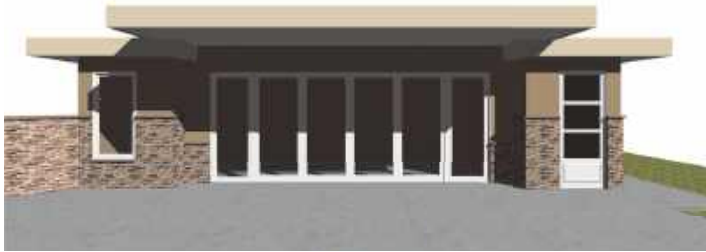
• ELEVATIONS & SECTION •



PARAGON DESIGN GROUP, INC.
URBAN DESIGN & PLANNING
16165 Monterey Rd., Suite 103
Woodside, CA 94062
Tel: 650.848.3207
Arbiter Shambhoo P.E.
www.paragondesign.com

A-2

PROPOSED BUILDING RENDERINGS



PERSPECTIVE FRONT VIEW



FRONT VIEW



ISOMETRIC VIEW

EXISTING BUILDING PHOTOS



EXISTING BUILDING GENERAL VIEW (BUILDING TO BE REMOVED)



EXISTING BUILDING PARTIAL FRONT VIEW



EXISTING BUILDING MEN RESTROOM



EXISTING BUILDING SIDE VIEW



EXISTING BUILDING WOMEN RESTROOM

Seven Oaks Apartments
 Pool Area Fitness Center
 600 Sharon Park Drive - Menlo Park, CA
 Project # 2-1011
 Revised 10-2-2018

REVISÉ PER COMMENTS DATED 9-29-2017
 REVISÉ PER COMMENTS DATED 9-27-2018
 REVISÉ PER COMMENTS DATED 8-28-2018

• RENDERINGS & PHOTOS •

PARAGON
 PARAGON DESIGN GROUP, INC.
 URBAN DESIGN & PLANNING
 16165 Monterey Rd., Suite 108
 Menlo Park, CA 94025
 Ph: 650.248.3707
 Arthen.Shanahan@pdg.com
 arthen@paragondesign.com
 www.paragondesign.com



SEVEN OAKS APARTMENTS

MENLO PARK, CA

DEVELOPER:
JCJ Investments
 125 WILLOW ROAD
 MENLO PARK, CALIFORNIA 94025

OVERALL SITE PLAN

11.28.18

L-1.1



THE GUZZARDO PARTNERSHIP INC.
 Landscape Architects • Land Planners

181 Greenwich Street
 San Francisco, CA 94111
 T 415 433 4672
 F 415 433 5003



SEVEN OAKS APARTMENTS

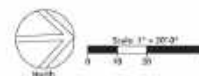
MENLO PARK, CA

DEVELOPER:
JCJ Investments
 125 WILLOW ROAD
 MENLO PARK, CALIFORNIA 94025

FRONT PODIUM ENLARGEMENT

11.28.18

L-1.2



THE GUZZARDO PARTNERSHIP INC.
 Landscape Architects • Land Planners

181 Greenwich Street
 San Francisco, CA 94111
 T 415 433 4672
 F 415 433 5003



SEVEN OAKS APARTMENTS

MENLO PARK, CA

DEVELOPER:
JCJ Investments
 125 WILLOW ROAD
 MENLO PARK, CALIFORNIA 94025

REAR PODIUM ENLARGEMENT

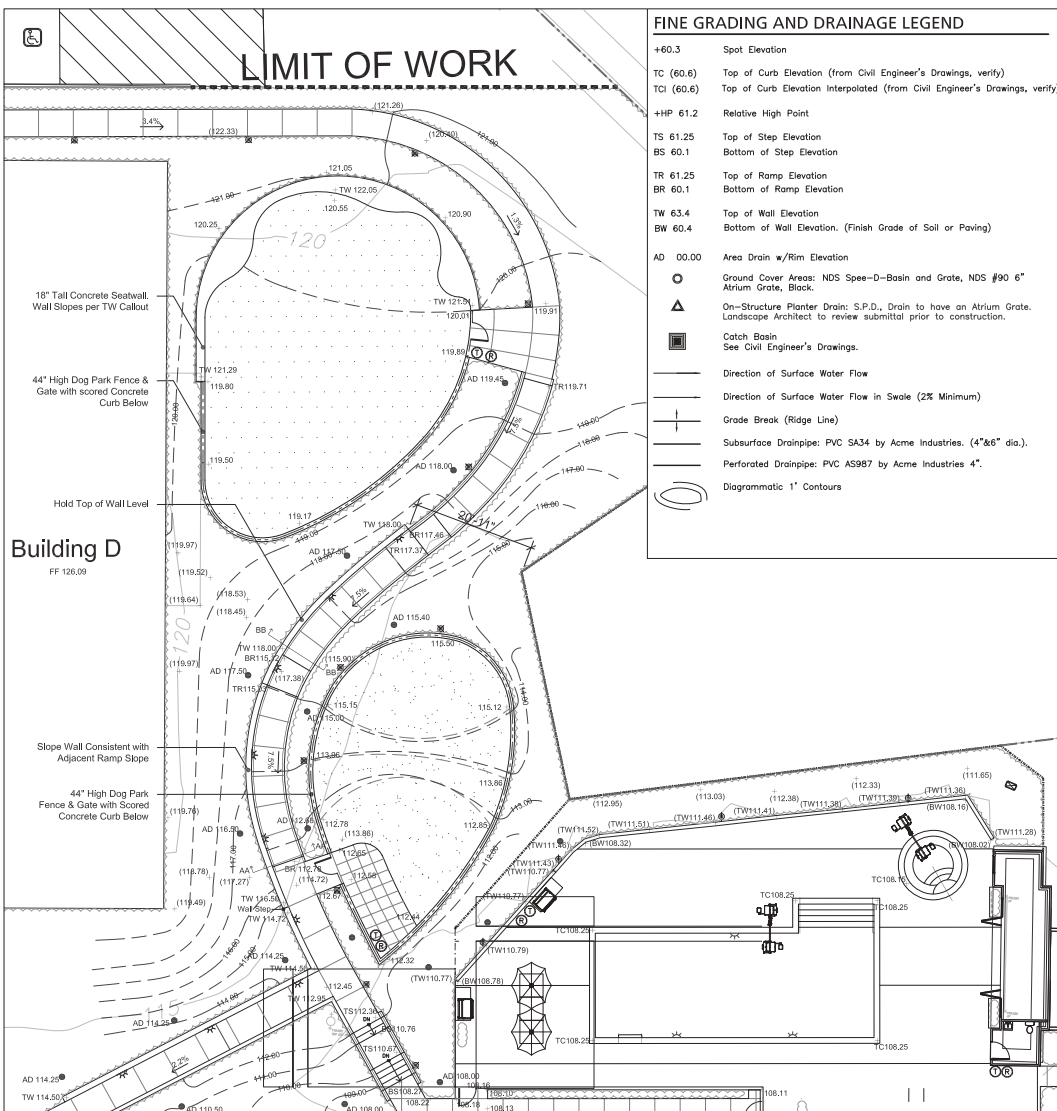
11.28.18

L-1.3



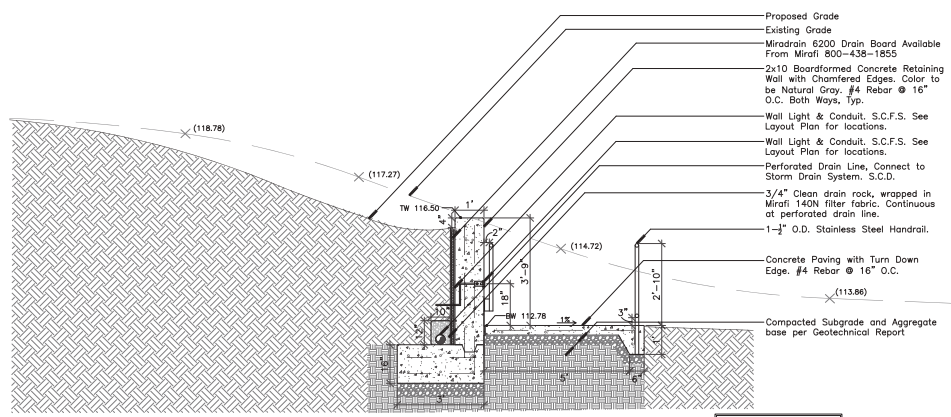
THE GUZZARDO PARTNERSHIP INC.
 Landscape Architects • Land Planners

181 Greenwich Street
 San Francisco, CA 94111
 T 415 433 4672
 F 415 433 5003

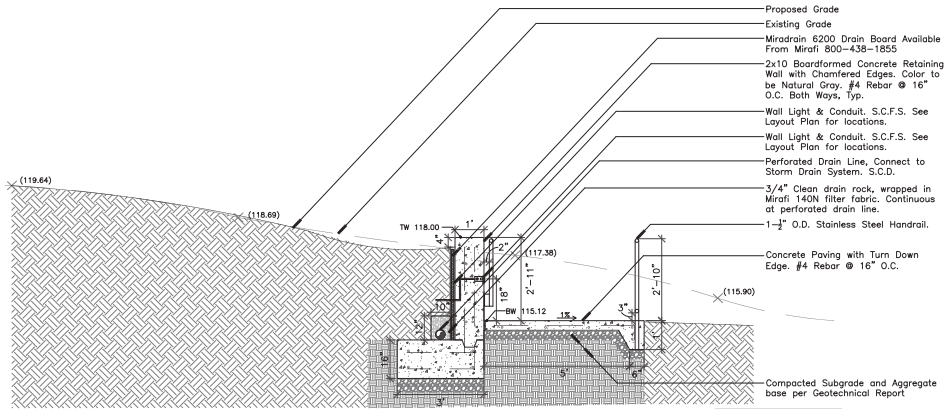


FINE GRADING AND DRAINAGE LEGEND

- +60.3 Spot Elevation
- TC (60.6) Top of Curb Elevation (from Civil Engineer's Drawings, verify)
- TCI (60.6) Top of Curb Elevation Interpolated (from Civil Engineer's Drawings, verify)
- +HP 61.2 Relative High Point
- TS 61.25 Top of Step Elevation
- BS 60.1 Bottom of Step Elevation
- TR 61.25 Top of Ramp Elevation
- BR 60.1 Bottom of Ramp Elevation
- TW 63.4 Top of Wall Elevation
- BW 60.4 Bottom of Wall Elevation. (Finish Grade of Soil or Paving)
- AD 00.00 Area Drain w/Rim Elevation
- Ground Cover Area: NDS Spee-D-Basin and Grate, NDS #90 6" Atrium Grate, Black.
- △ On-Structure Planter Drain: S.P.D., Drain to have an Atrium Grate. Landscape Architect to review submittal prior to construction.
- Catch Basin See Civil Engineer's Drawings.
- Direction of Surface Water Flow
- Direction of Surface Water Flow in Swale (2% Minimum)
- Grade Break (Ridge Line)
- Subsurface Drainpipe: PVC SA34 by Acme Industries. (4"x6" dia.)
- Perforated Drainpipe: PVC AS987 by Acme Industries 4".
- Diagrammatic 1" Contours



Pedestrian Concrete Ramp -Section AA
 Scale: 1/2" = 1'-0"
 NOTE: Detail to be Reviewed by Structural Engineer

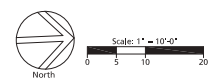


Pedestrian Concrete Ramp -Section BB
 Scale: 1/2" = 1'-0"
 NOTE: Detail to be Reviewed by Structural Engineer

SEVEN OAKS APARTMENTS
 MENLO PARK, CA

DEVELOPER:
JCJ Investments
 125 WILLOW ROAD
 MENLO PARK, CALIFORNIA 94025

HILLSIDE GRADING PLAN
 11.28.18
L-1.4



THE GUZZARDO PARTNERSHIP INC.
 Landscape Architects • Land Planners
 181 Greenwich Street
 San Francisco, CA 94111
 T 415 433 4672
 F 415 433 5003



VIEW FROM MONTE ROSA DRIVE & GREAT LAWN AREA



PODIUM AT BUILDINGS A & B



HILLSIDE TO THE NORTH OF BUILDINGS C & D (TOT LOT/DOG PARK AREA)



PODIUM AT BUILDINGS C & D

SEVEN OAKS APARTMENTS

MENLO PARK, CA

DEVELOPER:

JCJ Investments
125 WILLOW ROAD
MENLO PARK, CALIFORNIA 94025

EXISTING SITE PHOTOS

11.28.18

L-2.1

THE GUZZARDO PARTNERSHIP INC.
Landscape Architects · Land Planners

181 Greenwich Street
San Francisco, CA 94111
T 415 433 4672
F 415 433 5003



SEVEN OAKS APARTMENTS

MENLO PARK, CA

DEVELOPER:
JCJ Investments
 125 WILLOW ROAD
 MENLO PARK, CALIFORNIA 94025

SITE IMAGERY

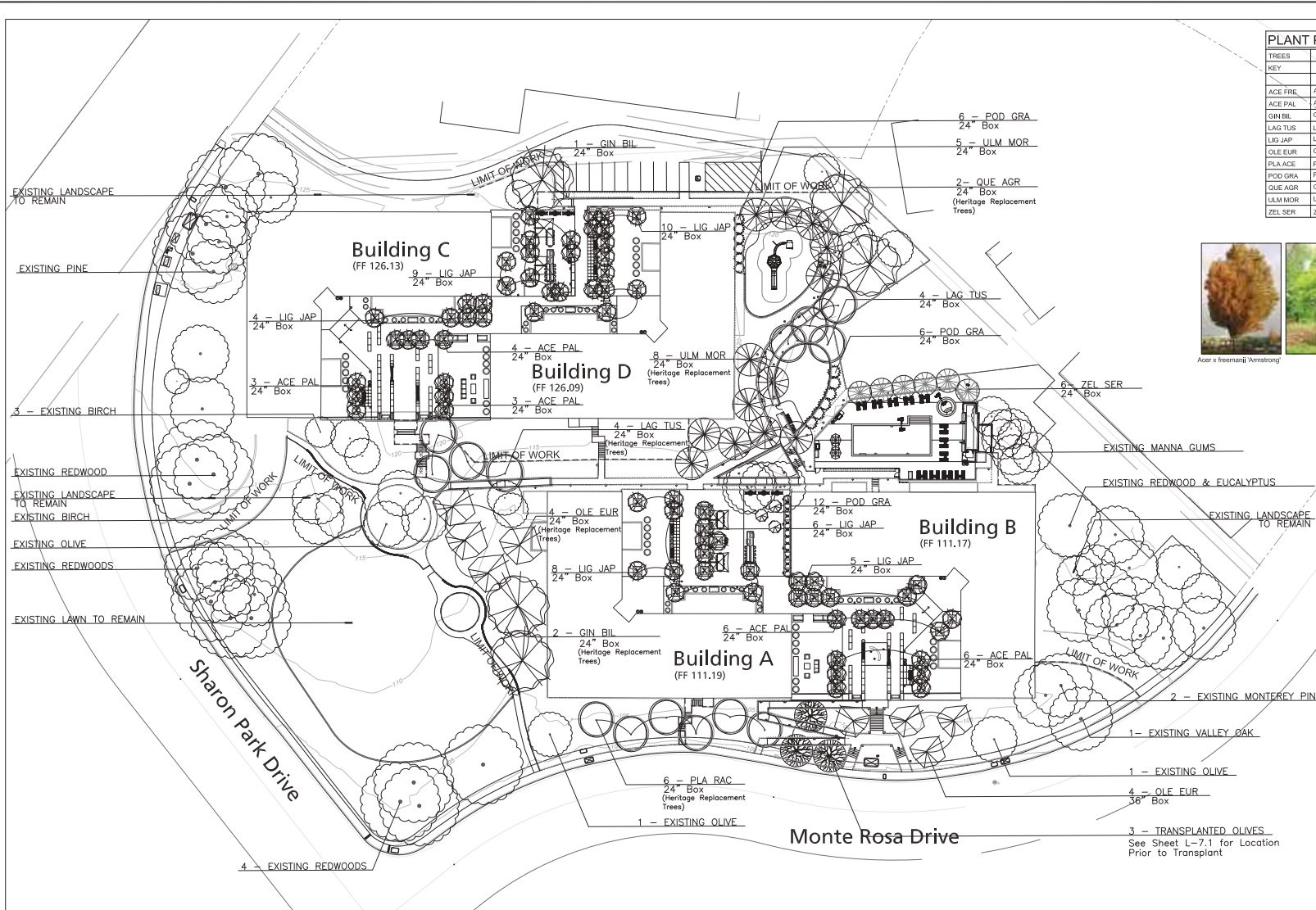
11.28.18

L-3.1

THE GUZZARDO PARTNERSHIP INC.

Landscape Architects · Land Planners

181 Greenwich Street
 San Francisco, CA 94111
 T 415 433 4672
 F 415 433 5003



TREES	BOTANICAL NAME	COMMON NAME	NOTES	SIZE	WUCOLS
ACE FRE	Acer x freemanii 'Armstrong'	Freeman Maple		24" Box	M
ACE PAL	Acer palmatum	Japanese Maple	Multi Trunk	24" Box	M
GIN BIL	Ginkgo biloba	Madamri: Tree		24" Box	M
LAG TUS	Laserstroemia 'Tuscara'	Crape Myrtle	Multi Trunk	24" Box	L
LIG JAP	Ligustrum japonicum	Japanese Privet	Multi Trunk	24" Box	M
OLE EUR	Olea europaea 'Swan Hill'	Fruitless Olive Tree	Multi Trunk	36" Box	VL
PLA ACE	Platanus x acerifolia 'Columbia'	Columbia Sycamore		24" Box	M
POD GRA	Podocarpus gracilis	Fern Podocarpus		24" Box	M
QUE AGR	Quercus agrifolia	Coast Live Oak	Field Grown	36" Box	VL
ULM MOR	Ulmus parviflora	Chinese Evergreen Elm		24" Box	L
ZEL SER	Zelkova serata	Sawleaf Zelkova		24" Box	M



Acer x freemanii 'Armstrong'



Acer palmatum



Ginkgo biloba



Laserstroemia 'Tuscara'



Ligustrum japonicum



Olea europaea 'Swan Hill'



Platanus x acerifolia 'Columbia'



Podocarpus gracilis



Quercus agrifolia



Ulmus parviflora



Zelkova serata

SEVEN OAKS APARTMENTS

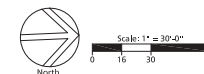
MENLO PARK, CA

DEVELOPER:
JCJ Investments
 125 WILLOW ROAD
 MENLO PARK, CALIFORNIA 94025

PLANTING PLAN

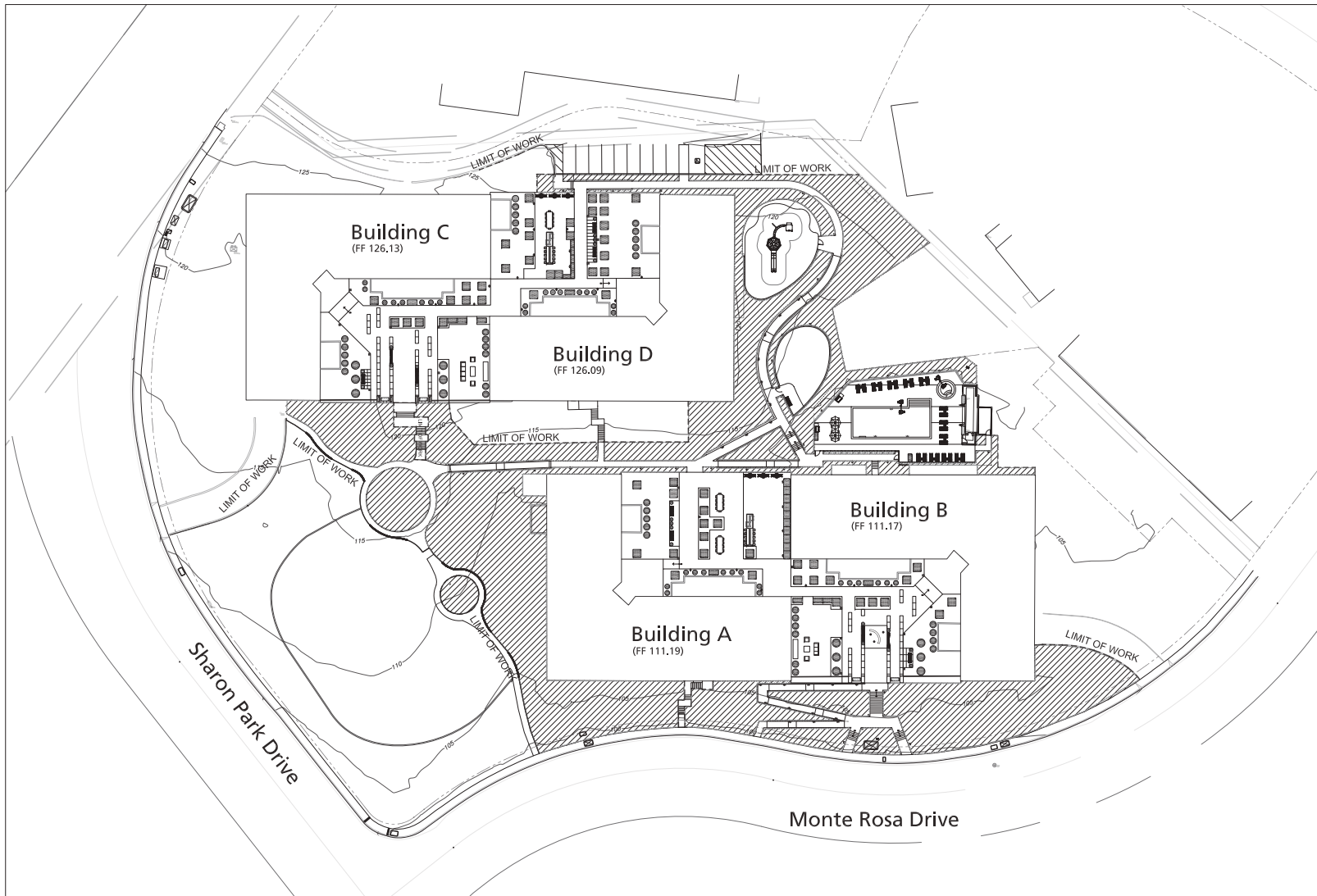
11.28.18

L-4.1





THE GUZZARDO PARTNERSHIP INC.
 Landscape Architects • Land Planners

181 Greenwich Street
 San Francisco, CA 94111
 T 415 433 4672
 F 415 433 5003



WATER USE LEGEND

Key	WUCOLS Category
	LOW WATER USE TOTAL: 35152 SF
	MEDIUM WATER USE TOTAL: 2324 SF

SEVEN OAKS APARTMENTS

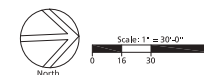
MENLO PARK, CA

DEVELOPER:
JCJ Investments
 125 WILLOW ROAD
 MENLO PARK, CALIFORNIA 94025

HYDROZONE PLAN

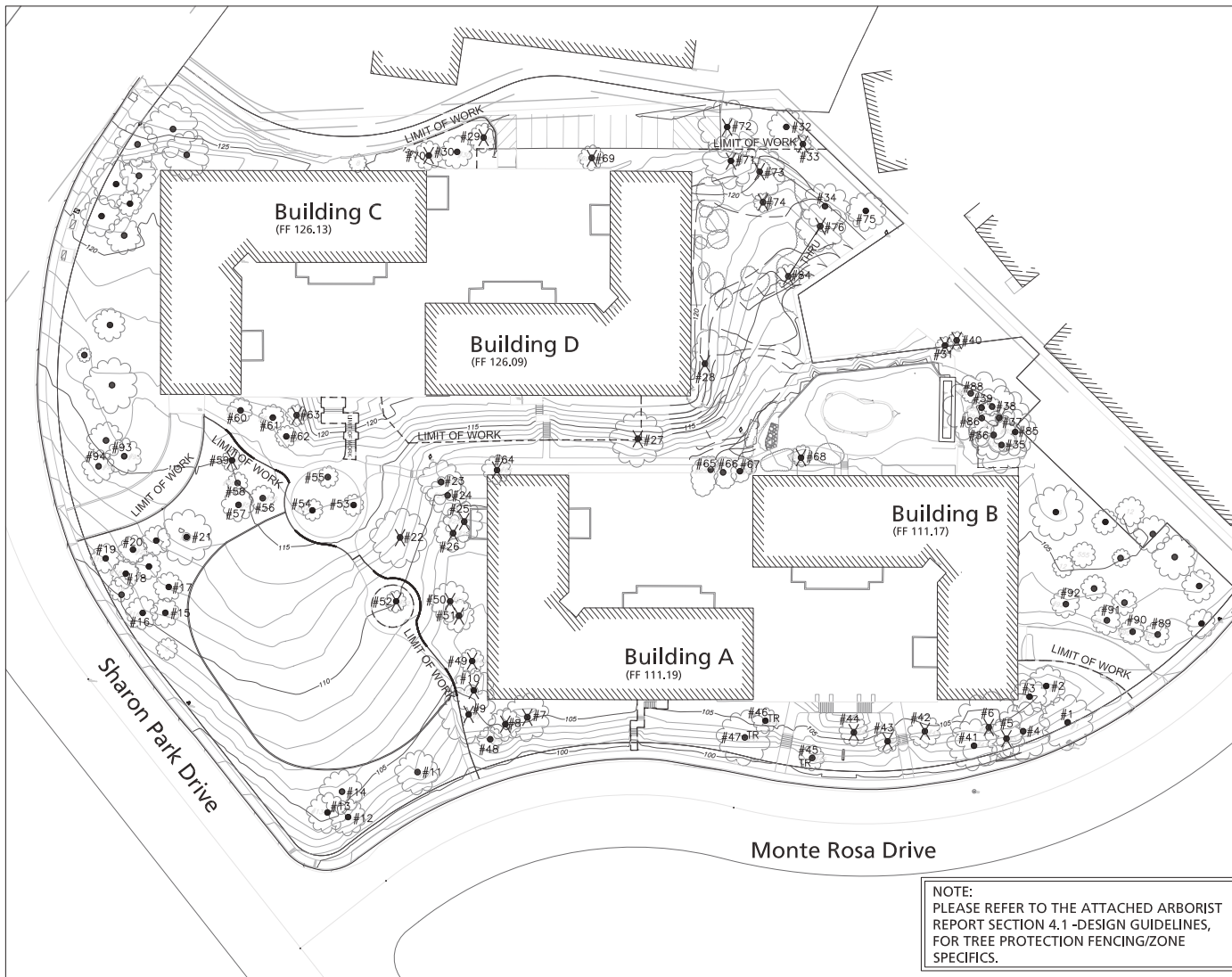
11.28.18

L-5.1



 **THE GUZZARDO PARTNERSHIP INC.**
 Landscape Architects • Land Planners

181 Greenwich Street
 San Francisco, CA 94111
 T 415 433 4672
 F 415 433 5003



NOTE:
PLEASE REFER TO THE ATTACHED ARBORIST
REPORT SECTION 4.1 -DESIGN GUIDELINES,
FOR TREE PROTECTION FENCING/ZONE
SPECIFICS.

TREE #	TREE NAME	HERITAGE	SAVE/REMOVE	SIZE (DBH)
1	Quercus lobata	YES	SAVE	30"
2	Ficus radicata	YES	SAVE	26"
3	Ficus radicata	YES	SAVE	26"
4	Ficus radicata	YES	SAVE	33"
5	Ficus radicata	YES	REMOVE	15"
6	Ficus radicata	YES	REMOVE	34"
7	Ficus radicata	YES	REMOVE	42"
8	Ficus radicata	YES	REMOVE	15"
9	Ficus radicata	YES	REMOVE	28"
10	Ficus radicata	YES	REMOVE	22"
11	Secoia sempervirens	YES	SAVE	25"
12	Secoia sempervirens	YES	SAVE	25"
13	Secoia sempervirens	YES	SAVE	20"
14	Secoia sempervirens	YES	SAVE	32"
15	Secoia sempervirens	YES	SAVE	22"
16	Secoia sempervirens	YES	SAVE	21"
17	Secoia sempervirens	YES	SAVE	15"
18	Secoia sempervirens	YES	SAVE	23"
19	Secoia sempervirens	YES	SAVE	15"
20	Secoia sempervirens	YES	SAVE	18"
21	Secoia sempervirens	YES	SAVE	36"
22	Quercus agrifolia	YES	SAVE	23"
23	Ficus radicata	YES	SAVE	36"
24	Ficus radicata	YES	SAVE	24"
25	Ficus radicata	YES	REMOVE	22"
26	Ficus radicata	YES	REMOVE	32"
27	Eucalyptus viminalis	YES	REMOVE	26"
28	Eucalyptus viminalis	YES	REMOVE	26"
29	Fraxinus uhdei	YES	REMOVE	17"
30	Fraxinus uhdei	YES	SAVE	17"
31	Acacia melanocoryna	YES	REMOVE	15"
32	Quercus agrifolia	NO	REMOVE	18"
33	Quercus agrifolia	YES	REMOVE	14"
34	Quercus agrifolia	YES	SAVE	16"
35	Eucalyptus viminalis	YES	SAVE	25"
36	Eucalyptus viminalis	YES	SAVE	16"
37	Eucalyptus viminalis	YES	SAVE	56"
38	Eucalyptus viminalis	YES	SAVE	21"
39	Eucalyptus viminalis	YES	SAVE	24 2/3"
40	Quercus lobata	YES	SAVE	34"
41	Qlea europaea	NO	SAVE	12
42	Qlea europaea	NO	REMOVE	11
43	Qlea europaea	NO	REMOVE	12
44	Qlea europaea	NO	REMOVE	10
45	Qlea europaea	NO	SAVE	11
46	Qlea europaea	NO	SAVE	5
47	Qlea europaea	NO	SAVE	5
48	Qlea europaea	NO	SAVE	11 7/8
49	Banksia pendula	NO	REMOVE	8.65

50	Banksia pendula	NO	REMOVE	10
51	Banksia pendula	NO	REMOVE	9.85
52	Qlea europaea	NO	REMOVE	5.4 4.3.3.2
53	Qlea europaea	NO	REMOVE	5.4
54	Qlea europaea	NO	SAVE	5.4 4.3.3.2
55	Qlea europaea	NO	SAVE	4.4 3.3.2
56	Banksia pendula	NO	SAVE	12
57	Banksia pendula	NO	SAVE	9
58	Banksia pendula	NO	SAVE	6.4
59	Banksia pendula	NO	REMOVE	10
60	Banksia pendula	NO	SAVE	12
61	Banksia pendula	NO	SAVE	13
62	Banksia pendula	NO	REMOVE	10
63	Banksia pendula	NO	REMOVE	8
64	Eucalyptus viminalis	NO	REMOVE	14
65	Banksia pendula	NO	SAVE	7.6
66	Banksia pendula	NO	SAVE	5
67	Secoia sempervirens	NO	SAVE	7
68	Qlea europaea	NO	REMOVE	9
69	Magnolia grandiflora	NO	REMOVE	9
70	Fraxinus uhdei	NO	REMOVE	14
71	Quercus lobata	NO	REMOVE	10
72	Jurberina L. Thunbergii	NO	REMOVE	10
73	Platanus racemosa	NO	REMOVE	5.4 4.3.3.1
74	Quercus lobata	NO	REMOVE	3
75	Quercus agrifolia	NO	SAVE	10
76	Acacia melanocoryna	NO	REMOVE	4
77	Acacia melanocoryna	NO	REMOVE	4
78	Acacia melanocoryna	NO	REMOVE	6
79	Acacia melanocoryna	NO	REMOVE	3
80	Acacia melanocoryna	NO	REMOVE	4
81	Acacia melanocoryna	NO	REMOVE	6
82	Quercus agrifolia	NO	REMOVE	4
83	Phytolacca	NO	REMOVE	5.3
84	Quercus agrifolia	NO	REMOVE	6
85	Eucalyptus viminalis	NO	REMOVE	13
86	Eucalyptus viminalis	NO	REMOVE	14
87	Eucalyptus viminalis	NO	REMOVE	5
88	Eucalyptus viminalis	NO	REMOVE	5
89	Secoia sempervirens	NO	SAVE	13
90	Secoia sempervirens	NO	SAVE	14
91	Secoia sempervirens	NO	SAVE	17
92	Secoia sempervirens	NO	SAVE	16
93	Secoia sempervirens	NO	SAVE	20
94	Secoia sempervirens	NO	SAVE	27

TREE DISPOSITION LEGEND
More information provided in the Seven Oaks Apartments Arborist Report, Menlo Park, California, prepared by Arbor Resources, July 20, 2018. See Arborist Report for tree protection notes.

- Existing Trees to Remain, to be Coordinated with Civil Engineer and Proposed Grading Plan.
- ✕ Existing Tree to be Removed
- TR Existing Tree to be Transplanted

Tree Disposition Table

Total Existing On-Site Trees	94
to Remain	49
to be Removed	45
to be Transplanted	3
Total Heritage Trees In Report 40	
On-Site H, Trees to Remain	27
On-Site H, Trees to be Removed	13
Total Mitigation Trees Needed 26	
(24" box, 2:1 replacement ratio)	
Mitigation Trees Proposed	32
(24" Box Size or Greater)	
Total Site Trees Proposed	59
(24" Box Size or Greater)	

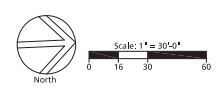
SEVEN OAKS APARTMENTS

MENLO PARK, CA

DEVELOPER:
JCJ Investments
125 WILLOW ROAD
MENLO PARK, CALIFORNIA 94025

TREE DISPOSITION PLAN

11.28.18
L-6.1



THE GUZZARDO PARTNERSHIP INC.
Landscape Architects • Land Planners
181 Greenwich Street
San Francisco, CA 94111
T 415 433 4672
F 415 433 5003

600 SHARON PARK DRIVE
EXTERIOR SPACE RENNOVATION
PROJECT DESCRIPTION

The goal of this project is to create enhanced exterior facilities for both lounging and other activities. Where there is now a large open deck area on each of the existing apartment groups, we will provide exterior lounging areas for conversation along with outdoor BBQ facilities that can be used by the apartment residents and their guests.

Mature, overgrown and water intense landscaping will be enhanced and updated with drought tolerant plants. This will add to the enjoyment and use by the residents while conserving precious water.

The existing swimming pool will be replaced with a more useful shaped pool and the addition of a new in-ground spa will further compliment the residents' water experience.

The existing restroom facilities at the pool area will be reconstructed on the same footprint to provide new facilities conforming to current ADA requirements. A part of the building will be outfitted with exercise equipment that will have lanai doors that open to the poolside for enhanced use of the facility.

The new and quieter pool equipment will be moved to the existing space behind the recreation building. For sound attenuation of the pool equipment a heavy wood fence of 6.5lb's per face square foot will enclose the equipment.



ARBORIST REPORT

SEVEN OAKS APARTMENTS

600 SHARON PARK DRIVE
MENLO PARK, CALIFORNIA
(PLN 2017-00090)

Submitted to:

Mr. Mark Johnson
Seven Oaks Apartments
600 Sharon Park Drive
Menlo Park, CA 94025

Prepared by:

David L. Babby
Registered Consulting Arborist® #399
Board-Certified Master Arborist® #WE-4001B

Initial: July 10, 2017

Revised: November 1, 2017

Current: July 20, 2018

TABLE OF CONTENTS

<u>SECTION</u>	<u>TITLE</u>	<u>PAGE</u>
1.0	INTRODUCTION	1
2.0	TREE COUNT AND COMPOSITION	2
3.0	SUITABILITY FOR PRESERVATION	4
4.0	PROPOSED TREE DISPOSITION	5
5.0	TREE PROTECTION MEASURES	7
5.1	Design Guidelines	7
5.2	Before Demolition, Grading and Construction	9
5.3	During Demolition, Grading and Construction	11
6.0	ASSUMPTIONS AND LIMITING CONDITIONS	13

EXHIBITS

<u>EXHIBIT</u>	<u>TITLE</u>
A	TREE INVENTORY TABLE (13 sheets)
B	SITE MAP (1 sheet)
C	PHOTOGRAPHS (15 sheets)

1.0 INTRODUCTION

Mr. Mark Johnson has retained me to prepare this *Arborist Report* in connection with the future landscape renovation and improvements at Seven Oaks Apartments, located at 600 Sharon Park Drive, Menlo Park (at the northwest corner of Sharon Park and Monte Rosa Drives, APN 009-013-008). Specific tasks assigned to execute are as follows, and this report serves as an update to my previous one dated 11/1/17:

- Visit the site, performed on 6/22/17, 7/7/17, 7/18/18 and 7/31/18 to identify 94 trees of both of heritage¹ status and non-heritage status located within or immediately adjacent to, or 30 feet from the limit of work area, as well as several aligning both existing drive aisles. Heritage trees shown beyond 30 feet from the limit of work area and not aligning the drive aisles were derived for prior limit considered in 2016.
- Determine each tree's trunk diameter in accordance with Section 13.24.020 of the Menlo Park Municipal Code, rounded to the nearest inch. Trees with more than one diameter listed are comprised of multiple trunks.
- Ascertain each tree's health and structural integrity, and assign an overall condition rating (e.g. good, fair, poor or dead).
- Determine each tree's suitability for preservation (e.g. good, moderate or low).
- Document pertinent and observed health, structural and adjacent hardscape issues.
- Obtain photographs; see Exhibit C.
- Assign numbers in a sequential pattern to each inventoried tree, and show the numbers on a copy of the *Topographic Survey* prepared by F3 & Associates, Inc., dated 4/23/18; see Exhibit B. For trees not provided on the survey, estimate their approximate trunk or group locations.
- Nail round metal tags with corresponding engraved numbers onto each heritage tree (pending for #91 thru 94).
- Review the *Tree Disposition Plan* (Sheet L-7.1) by The Guzzardo Partnership, dated 4/30/18, to identify which trees are proposed for retention, removal or transplant.
- Provide protection measures to help mitigate or avoid impacts to trees being retained.
- Prepare a written report that presents the aforementioned information, and submit via email as a PDF document.

¹ A "heritage tree" for this project is defined as follows per Section 13.24.020 of the Menlo Park Municipal Code: any California native oak $\geq 12'$ tall, and having a trunk diameter $\geq 10"$ at 54" above grade; [2] any other tree $\geq 12'$ tall, and having a trunk diameter $\geq 15"$ at 54" above grade; and [3] any multi-trunk tree $\geq 12'$ tall and having a trunk diameter $\geq 10"$ (native oaks) or $\geq 15"$ (all others) where trunks divide.

2.0 TREE COUNT AND COMPOSITION

Ninety-four (94) trees of 14 various species were inventoried for this report. They are sequentially numbered 1 thru 94, and the table below identifies their names, assigned numbers, counts and overall percentages.

NAME	TREE NUMBER(S)	COUNT	% OF TOTAL
Blackwood acacia	31, 76-81	7	7%
Coast live oak	22, 32-34, 75, 82, 84	7	7%
Coast redwood	11-21, 89-94	17	18%
European white birch	49-51, 56-63, 65-67	14	15%
Hollyleaf cherry	83	1	1%
Hollywood juniper	72	1	1%
Lemonwood tree	73	1	1%
Manna gum	35-39, 85-88	9	10%
Monterey pine	2-10, 23-26	13	14%
Olive tree	41-48, 52-55, 68	13	14%
Red ironbark	27, 28, 64	3	3%
Shamel ash	29, 30, 70	3	3%
Southern magnolia	69	1	1%
Valley oak	1, 40, 71, 74	4	4%

Total

94

100%

Specific information regarding each tree is presented within the table in **Exhibit A**. The trees' numbers and approximate locations can be viewed on the site map in **Exhibit B**, and photographs are presented in **Exhibit C**.

As illustrated in the table, the immediate project area is populated predominantly by coast redwoods, followed white birch, Monterey pines, olive trees and eucalyptus (manna gum and red ironbark).

Forty-four (44) of the inventoried trees, namely #1-40 and 91-94, are defined by City Code as heritage trees. The other 48 trees, namely #41 thru 90, are considered non-heritage.

Two (2) trees, #31 and 40, are situated on a western neighboring property, adjacent to the swimming pool area. All others originate from the project site.

The locations of the following 13 trees are reflected on the site map in Exhibit B, indicated at the end of the red arrows, and note they are only roughly approximate and should not be construed as being surveyed: #34, 72 and 74-84.

3.0 SUITABILITY FOR TREE PRESERVATION

Each tree has been assigned either a “good,” “moderate” or “low” suitability for preservation rating as a means to cumulatively measure its existing health (e.g. live crown ratio, vigor, shoot growth, foliage density and color, etc.); structural integrity (e.g. limb and trunk strength, taper, defects, root crown, etc.); anticipated life span; remaining life expectancy; prognosis; location; size; particular species; tolerance to construction impacts; growing space; and safety to property and persons within striking distance. Descriptions of these ratings are presented below; the good category is comprised of 14 trees (or 15%), the moderate category 35 (or 37%), and the low category 45 (or 48%).

Good: Applies to #11, 12, 14-16, 18, 56, 69 and 89-94.

These trees appear relatively healthy and structurally stable; have no apparent, significant health issues or structural defects; present a good potential for contributing long-term to the site; and seemingly require only periodic or regular care and monitoring to maintain their longevity and structural integrity.

Moderate: Applies to #1, 4, 13, 17, 19-23, 32, 34, 40, 41, 44, 46-48, 52-55, 57-62, 65-68, 71, 75, 78 and 81 .

These trees contribute to the site, but at levels less than those assigned a good suitability; might have health and/or structural issues which may or may not be reasonably addressed and properly mitigated; and frequent care is typically required for their remaining lifespan.

Low: Applies to #2, 3, 5-10, 24-31, 33, 35-39, 42, 43, 45, 49-51, 63, 64, 70, 72-74, 76, 77, 79, 80 and 82-88.

These trees have significant health and/or structural issues expected to worsen regardless of tree care measures employed (i.e. beyond likely recovery); in the case of #7 (42" pine), it is nearly dead, and #33 (14" oak) completely dead. As a general guideline, these trees are not suitable for incorporating into the future landscape, and removal at this time is the appropriate action regardless of any future development.

4.0 PROPOSED TREE DISPOSITION

Implementing the proposed design results in removing the following 24 heritage trees: **#2-10, 23-31, 33 and 35-39**. This section discusses the proposed removal of heritage trees, and the disposition for non-heritage trees can be determined following the trees' numbers and locations being incorporated into the plan set.

Of the heritage tree removal list, **#2-10 and 23-26** are large Monterey pines proposed for removal due to the following reasons: located immediately adjacent to buildings; exhibit symptoms of notable advanced decline; have short anticipated remaining lifespans as their continued decline or demise is highly likely regardless of measures employed; have weak or compromised structures; present an increasing threat of large limb failure; numerous being infested by red turpentine bark beetles; nearly all being assigned a low suitability for preservation (only two, #4 and 23, present a moderate to low suitability); to improve site safety and the future tree landscape; and to significantly reduce liability and maintenance expenses.

City comments mention permitting the removal of #5 thru 10, denying a permit for removing #2 thru 4, and do not mention permitting for #23 thru 26. For #2 and 3, they seemingly strongly qualify as removals due to the following: #2's weak structure and lean towards high value targets, and #3's even weaker structure and also having notably declined since last year.

Trees #27, 28 and 35-39 are eucalyptus trees all assigned a low suitability for preservation, and have been 'topped' before, resulting in notably weak and irreparable structure structures. Trees #27 and 28 are red ironbark situated within the future grading footprint. Trees #35 thru 39 are manna gum, overhanging and/or within striking distance of constantly or frequently occupied targets, such as the apartment building, adjacent condominium complex, parking lot, swimming pool, restrooms and shed.

The most probable risk associated with these manna gum seemingly involves limb and/branch failure, a likely occurrence given their rapid growth rates and having been 'topped' in the past. They shed an abundant amount of bark, which can be considered flammable and present an ongoing threat to nearby structures and occupants. They also inhibit, suppress or eliminate plant material growing or attempting to grow beneath or immediately surrounding their location; the unfavorable exception at this size is ivy and poison oak. In general, they are best suited for windbreaks and shelterbelts for erosion control along agriculture fields or highly rural areas (similar to blue gum eucalyptus). They can serve as beneficial screening elements, however, their notable risk factors in an occupied setting, such as this one, seemingly outweighs that benefit. Furthermore, the necessity to minimize the risk would require an unusually significant and highly frequent monitoring and pruning cycle throughout their remaining lifespans.

Additional proposed removals include **#29-31 and 33**, all also assigned a low suitability for preservation. Trees #29 and 30 are ash trees in poor, declining health with weak structures. Tree #31 is a blackwood acacia formed by a weak structures, and tree #33 is a dead coast live oak.

5.0 TREE PROTECTION MEASURES

Recommendations presented within this section serve as measures to help mitigate or avoid impacts to trees being retained, and all should be carefully followed throughout all demolition and landscape construction phases. They are subject to change upon reviewing future project plans, and I (hereinafter, "project arborist") should be consulted in the event any cannot be feasibly implemented. Please note that, unless otherwise stated, all referenced distances from trunks are intended to be from the closest edge, face of, their outer perimeter at soil grade.

5.1 Design Guidelines

1. A Tree Protection Zone (TPZ) is necessary to restrict or confine the following activities for achieving a reasonable assurance of a tree's vigor, longevity and anchoring capacity: trenching, soil scraping, compaction, mass and finish-grading, overexcavation, subexcavation, tilling, ripping, swales, bioswales, storm drains, dissipaters, equipment cleaning, stockpiling and dumping of materials, and equipment and vehicle operation. For this project, a particular TPZ should be the linear distance from a trunk of 7 to 10 times its diameter (strive for 10 times wherever possible), in all directions away from foundations and retaining walls; for trees formed by multiple trunks, the largest one can be considered for the setback. In the event an impact encroaches slightly within a setback, it can be reviewed on a case-by-case basis by the project arborist to determine whether measures can sufficiently mitigate the impacts to less-than-significant levels.
2. All site-related plans should contain notes referencing this report for tree protection measures.
3. Show the trunk locations, assigned numbers and diameters (as a circle to-scale) on the landscape, site-related plans.
4. Abandon all existing, unused lines or pipes within a TPZ, and any above-ground section should be cut off at existing soil grade (rather than being dug up and causing subsequent root damage); this provision should be specified on the demolition plan.

5. Design and route future utilities, irrigation, storm drains, dissipaters and swales beyond TPZs. Depending on the proximity to tree trunks, directional boring by at least four feet below existing grade may be needed, or digging within a TPZ can be manually performed using shovels (no jackhammers, and roots \geq two inches in diameter retained and not damaged during the process). Pipe bursting is also a possible alternative option to consider. All tentative routes should be reviewed with the project arborist beforehand, and any authorized digging within a TPZ shall only be performed under supervision by the project arborist.
6. If applicable, any erosion control should consider that any straw wattle or fiber rolls require a maximum vertical soil cut of two inches for their embedment, and are established as close to canopy edges as possible (and not against a tree trunk).
7. The permanent and temporary drainage design, including downspouts, should not require water being discharged towards an oak's trunk.
8. The future staging area and route(s) of access should be routed beyond TPZs (or if needed within, reviewed with the project arborist beforehand).
9. Avoid specifying the use of herbicides use within a TPZ; where used on site, they should be labeled for safe use near trees. Also avoid prescribing liming within 50 feet of a tree's canopy.
10. The irrigation source for all retained redwoods should remain potable.
11. Where within 10 feet from a TPZ, overexcavation shall be avoided, or at a minimum, confined to 6 to 12 inches from a proposed feature, and installed under supervision by the project arborist; each instance can be reviewed on a case-by-case basis.
12. Adhere to the following additional landscape guidelines:
 - a. Establish irrigation and lighting features (e.g. main line, lateral lines, valve boxes, wiring and controllers) so no trenching occurs within a TPZ. Where needed within a TPZ, lay Netafim soaker hoses on grade and cover with mulch (versus being dug into the ground), and associated header lines should terminate beyond

- a TPZ. Should they absolutely require trenching within a TPZ, the routes should be in a radial direction to a tree's trunk, and terminate a specific distance from a trunk (versus crossing past it). The routes and overall layout should ultimately be reviewed with the project arborist prior to any trenching or excavation occurring.
- b. Design any new site fencing or fence posts to be at least five feet from a tree's trunk (depends on trunk size and anticipated root concentration).
 - a. Avoid tilling, ripping and compaction within TPZs.
 - b. Establish any bender board or other edging material within TPZs to be on top of existing soil grade (such as by using vertical stakes).
 - c. Utilize a three- to four-inch layer of coarse wood chips or other high-quality mulch for new ground cover beneath canopies (gorilla hair, bark or rock, stone, gravel, black plastic or other synthetic ground cover should be avoided).

5.2 Before Demolition, Grading and Construction

13. Several weeks (or more) prior to any demolition, conduct a site meeting between the general contractor and project arborist for the purpose of reviewing tree fencing, removals, routes of access, staging, watering, and other protection measures presented in this report.
14. Prior to ground work being performed, stake the limits of grading, and if possible, trenching routes for review by the project arborist.
15. Any future pruning should only be performed in accordance with the most recent ANSI A300 standards, and by a California licensed and bonded tree-service contractor (D-49) which has an ISA certified arborist in a supervisory role, and carries General Liability and Worker's Compensation insurance.
16. Clear soil and rock to expose any buried root collars² of retained trees. This work must be manually and carefully performed to avoid damaging the trunk and roots during the process, and preferably by a tree-service company using an Air-Spade® to avoid unnecessary root and/or trunk damage.

² A "root collar" is the distinct swollen area near the ground where buttress roots and the main trunk merge.

17. Continue applying irrigation, preferably at increased amounts for redwoods. For trees within the proximity of where approved trenching or soil disturbance will occur, provide supplemental levels of water for a specified time frame. The methodology, frequency and amounts shall be reviewed with the project arborist prior to application, and various methodologies include flooding the ground, soaker hoses, or deep-root injection.
18. Install tree protection fencing prior to demolition for the purpose of restricting access into *unpaved* sections of ground within a TPZ. Fencing does not need to enclose any pavement remaining within a TPZ (in effect, the pavement allows access within a TPZ while serving as a superior root zone buffer). Fencing should consist of six-foot tall chain link mounted on roughly two-inch diameter steel posts, which are driven into the ground, where needed, for vertical alignment. Fencing shall remain in place throughout site development, and will need to be installed, when needed, in various phases (e.g. demolition is phase 1, grading and construction phase 2). Note that prior to the City issuing a permit, they require a letter by the project arborist confirming fencing has been installed per this report.
19. Removing hardscape within a TPZ will trigger fencing being modified to capture the newly exposed area.
20. Spread, and replenish as needed throughout the entire construction process, a three- to five-inch (maximum) layer of coarse wood chips (1/4- to 3/4-inch in size) from a tree-service company over unpaved ground within TPZs.
21. Fertilization may benefit a tree's health, vigor and appearance. If applied, however, soil samples should first be obtained to identify the pH levels and nutrient levels so a proper fertilization program can be established. I further recommend any fertilization is performed under the direction and supervision of a certified arborist, and in accordance with the most recent ANSI A300 standards.

5.3 During Demolition, Grading and Construction

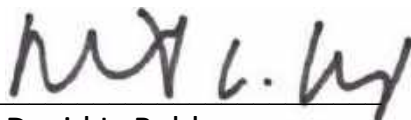
22. Take great care during demolition of existing pavement and other features to avoid damaging a tree's trunk, crown and roots within a TPZ.
23. Great care must also be taken by equipment operators to position their equipment to avoid trunks and branches, including the scorching of foliage. Any tree damage or injury should be reported to the project arborist for review of treatment.
24. Removing existing hardscape (including curbs and gutters) within a TPZ should be carefully performed to avoid excavating roots and soil during the process, and removal of base material shall be performed under direction of the project arborist (and where necessary, shall remain in place and utilized as future base course).
25. Avoid using the trees' trunks as winch supports for moving or lifting heavy loads.
26. Avoid disposing harmful products (such as cement, paint, chemicals, oil and gasoline) beneath canopies or anywhere on site that allows drainage within or near TPZs. Herbicides should not be used with a TPZ; where used on site, they should be labeled for safe use near trees. Liming shall not occur within 50 feet from a trunk.
27. Any authorized access, digging or trenching within designated-fenced areas shall be foot-traffic only and manually performed under supervision by the project arborist, and without the use of heavy equipment or tractors.
28. Avoid damaging or cutting roots with diameters \geq two inches without prior assessment by the project arborist. Should roots of this size become encountered, within one hour of exposure, they should either be buried by soil or covered by burlap that remains continually moist until those roots are covered by soil. If they are approved for cutting, cleanly sever at 90° to the angle of root growth against the cut line (using loppers or a sharp hand saw), and then immediately after, the cut end either buried with soil or covered by a plastic sandwich bag (and secured using a rubber band, and removed just before backfilling). Roots encountered with diameters less than two inches and require removal can be cleanly severed at 90° to the direction of root growth.

29. Spoils created during digging shall not be piled or spread on unpaved ground within a TPZ. If essential, spoils can be temporarily piled on plywood or a tarp.
30. Dust accumulating on trunks and canopies during dry weather periods should be periodically washed away (e.g. every three to four months).
31. New irrigation and lighting features (e.g. main line, laterals, valve boxes, wiring and controllers) should be established so that no trenching occurs within a TPZ. In the event this is not feasible, the trenches may require being installed in a radial direction to a tree's trunk, and terminate a specific distance from a trunk (versus crossing past it). The use of a pneumatic air device (such as an Air-Spade®) may be needed to avoid root damage. Additionally, any Netafim tubing used should be placed on grade, and header lines installed as mentioned above. All routes within and near a TPZ shall be reviewed with the project arborist several weeks or months prior to installation.
32. Digging holes for fence posts within a TPZ should be manually performed using a post-hole digger or shovel, and in the event a root or two inches and greater in diameter is encountered during the process, the hole should be shifted over by 12 inches and the process repeated. The fence and post locations should be reviewed with the project arborist prior to installation.

6.0 ASSUMPTIONS AND LIMITING CONDITIONS

- All information presented herein covers only the inventoried trees, and reflects their size, condition, and areas viewed from the ground and project site on 6/22/17, 7/7/17, 7/18/18 and 7/31/18.
- The documented condition, suitability ratings and species of deciduous trees are subject to change once they can be observed following complete regrowth of new leaves.
- My observations were performed visually without probing, coring, dissecting or excavating. I cannot, in any way, assume responsibility for any defects that could only have been discovered by performing the mentioned services in the specific area(s) where a defect was located.
- The assignment pertains solely to trees listed in Exhibit A. I hold no opinion towards other trees on or surrounding the project area.
- I cannot provide a guarantee or warranty, expressed or implied, that deficiencies or problems of any trees or property in question may not arise in the future.
- No assurance can be offered that if all my recommendations and precautionary measures (verbal or in writing) are accepted and followed, that the desired results may be achieved.
- I cannot guarantee or be responsible for the accuracy of information provided by others.
- I assume no responsibility for the means and methods used by any person or company implementing the recommendations provided in this report.
- The information provided herein represents my opinion. Accordingly, my fee is in no way contingent upon the reporting of a specified finding, conclusion or value.
- The numbers shown on the site map in Exhibit B are solely intended to roughly approximate a tree's location, and do not represent surveyed points.
- This report is proprietary to me and may not be copied or reproduced in whole or part without prior written consent. It has been prepared for the sole and exclusive use of the parties to who submitted for the purpose of contracting services provided by David L. Babby.
- If any part of this report or copy thereof be lost or altered, the entire evaluation shall be invalid.

Prepared By:



David L. Babby

Registered Consulting Arborist® #399

Board-Certified Master Arborist® #WE-4001B

CA Licensed Tree Service Contractor #796763 (C61/D49)

Date: July 20, 2018



EXHIBIT A:

TREE INVENTORY TABLE

(13 sheets)



TREE INVENTORY TABLE

TREE/ TAG NO.	TREE NAME	SIZE	CONDITION			Suitability for Preservation (Good/Moderate/Low)
		Trunk Diameter (in.)	Health Condition (100%=Best, 0%=Worst)	Structural Integrity (100%=Best, 0%=Worst)	Overall Condition (Good/Fair/Poor/Dead)	

1	Valley oak (<i>Quercus lobata</i>)	39	40%	30%	Poor	Moderate
---	---	----	-----	-----	------	----------

Comments: Crowded-growing conditions have created a highly asymmetrical canopy growing NE. Several massive hollows filled with concrete. One steel support cable through lower crown, and an old one dangles from midcrown. History of limb failure. Has somewhat of a buried root collar.

2	Monterey pine (<i>Pinus radiata</i>)	26	50%	40%	Poor	Low
---	---	----	-----	-----	------	-----

Comments: Excessively thinned and elevated canopy. Deadwood. Codominant tops with a weak union. Leans NW towards drive aisle. Located on gentle slope, and contains a small girdling root along the uphill side. Asymmetrical canopy away from #3.

3	Monterey pine (<i>Pinus radiata</i>)	26	30%	30%	Poor	Low
---	---	----	-----	-----	------	-----

Comments: Excessively thinned and elevated canopy above roof line. Trunk within 6' of adjacent building. Numerous small girdling roots grow over buttress roots. Very sparse canopy has been declining over the past year. Has several dead branches over roof.

4	Monterey pine (<i>Pinus radiata</i>)	33	60%	40%	Fair	Moderate
---	---	----	-----	-----	------	----------

Comments: Thin interior canopy, codominant tops, and excessive limb weight. Large deadwood. Trunk leans towards road, and root plate at base is flat. Has numerous girdling roots at base. Overhanging the street is one large 9" diameter, cracked limb, and a 5" diameter, highly decayed one just below. Moderate to low suitability. Has a dead branch at bottom of canopy.

5	Monterey pine (<i>Pinus radiata</i>)	18	30%	30%	Poor	Low
---	---	----	-----	-----	------	-----

Comments: Narrow form and crowded-growing conditions pinched between #4 and 6. Canopy is sparse and declining. Codominant tops form a weak attachment. Deadwood.

6	Monterey pine (<i>Pinus radiata</i>)	34	40%	30%	Poor	Low
---	---	----	-----	-----	------	-----

Comments: Large deadwood, having a broken branch suspended in lower crown. Multi-leader crown begins <1/2 way up. Has a very sparse and declining canopy.

**TREE INVENTORY TABLE**

TREE/ TAG NO.	TREE NAME	SIZE	CONDITION			Suitability for Preservation (Good/Moderate/Low)
		Trunk Diameter (in.)	Health Condition (100%=Best, 0%=Worst)	Structural Integrity (100%=Best, 0%=Worst)	Overall Condition (Good/Fair/Poor/Dead)	

7	Monterey pine (<i>Pinus radiata</i>)	42	10%	10%	Dead	Low
---	---	----	-----	-----	------	-----

Comments: Nearly dead and should be removed asap. Pronounced lean towards road, sweeping near vertical. Multiple leaders originate at 12' high. Red turpentine bark beetle infestation. Excessive limb weight. Buried root collar downhill side.

8	Monterey pine (<i>Pinus radiata</i>)	19	30%	30%	Poor	Low
---	---	----	-----	-----	------	-----

Comments: Excessively elevated canopy. Very narrow form pinched between #7 and 9.

9	Monterey pine (<i>Pinus radiata</i>)	28	20%	30%	Poor	Low
---	---	----	-----	-----	------	-----

Comments: Advanced decline. Severely thinned and elevated canopy. Large deadwood, and a few red turpentine bark beetle attacks have occurred. Excessive limb weight.

10	Monterey pine (<i>Pinus radiata</i>)	27	30%	40%	Poor	Low
----	---	----	-----	-----	------	-----

Comments: Excessively thinned and elevated canopy. Significant level of red turpentine bark beetle attacks.

11	Coast redwood (<i>Sequoia sempervirens</i>)	29	60%	90%	Fair	Good
----	--	----	-----	-----	------	------

Comments: Good form. Sparse canopy.

12	Coast redwood (<i>Sequoia sempervirens</i>)	29	70%	80%	Good	Good
----	--	----	-----	-----	------	------

Comments: Good form and generally healthy canopy.

13	Coast redwood (<i>Sequoia sempervirens</i>)	20	80%	50%	Fair	Moderate
----	--	----	-----	-----	------	----------

Comments: Crowded-growing conditions adjacent to dominant trees #12 and 14.

14	Coast redwood (<i>Sequoia sempervirens</i>)	32	70%	70%	Good	Good
----	--	----	-----	-----	------	------

Comments: Reasonably healthy with good form.



TREE INVENTORY TABLE

TREE/ TAG NO.	TREE NAME	SIZE	CONDITION			Suitability for Preservation (Good/Moderate/Low)
		Trunk Diameter (in.)	Health Condition (100%=Best, 0%=Worst)	Structural Integrity (100%=Best, 0%=Worst)	Overall Condition (Good/Fair/Poor/Dead)	

15	Coast redwood (<i>Sequoia sempervirens</i>)	21	70%	70%	Good	Good
----	--	----	-----	-----	------	------

Comments: Reasonably healthy with good form.

16	Coast redwood (<i>Sequoia sempervirens</i>)	21	60%	70%	Fair	Good
----	--	----	-----	-----	------	------

Comments: Somewhat sparse canopy. Reasonably good form.

17	Coast redwood (<i>Sequoia sempervirens</i>)	15	60%	50%	Fair	Moderate
----	--	----	-----	-----	------	----------

Comments: Crowded-growing conditions.

18	Coast redwood (<i>Sequoia sempervirens</i>)	21	70%	70%	Good	Good
----	--	----	-----	-----	------	------

Comments: Reasonably healthy with good form.

19	Coast redwood (<i>Sequoia sempervirens</i>)	16	50%	50%	Fair	Moderate
----	--	----	-----	-----	------	----------

Comments: Fair health and crowded-growing conditions.

20	Coast redwood (<i>Sequoia sempervirens</i>)	18	40%	50%	Poor	Moderate
----	--	----	-----	-----	------	----------

Comments: Sparse canopy. Crowded-growing conditions.

21	Coast redwood (<i>Sequoia sempervirens</i>)	58	70%	30%	Fair	Moderate
----	--	----	-----	-----	------	----------

Comments: Massive redwood, formed by two codominant trunks originating near grade. These trunks bifurcate 4' high along the north side, and 6' high along the south side. Has a pronounced root collar.

22	Coast live oak (<i>Quercus agrifolia</i>)	21	40%	50%	Poor	Moderate
----	--	----	-----	-----	------	----------

Comments: Added to map. Low crown, its first limb originating at 3.5' high, and is mostly one-sided away from adjacent pines. Excessive limb weight, and its canopy is sparse and declining canopy with notable levels of deadwood and dieback.



TREE INVENTORY TABLE

TREE/ TAG NO.	TREE NAME	SIZE	CONDITION			Suitability for Preservation (Good/Moderate/Low)
		Trunk Diameter (in.)	Health Condition (100%=Best, 0%=Worst)	Structural Integrity (100%=Best, 0%=Worst)	Overall Condition (Good/Fair/Poor/Dead)	

23	Monterey pine (<i>Pinus radiata</i>)	38	50%	40%	Poor	Moderate
----	---	----	-----	-----	------	----------

Comments: Codominant leaders at 12' high. Excessive limb weight and decline, including large dead branches. Also has a large girdling root, an one attack site of red turpentine bark beetles was observed at base. Moderate to low suitability.

24	Monterey pine (<i>Pinus radiata</i>)	24	40%	30%	Poor	Low
----	---	----	-----	-----	------	-----

Comments: Crowded-growing conditions, pinched between #23 and 25. Deadwood. Small girdling root.

25	Monterey pine (<i>Pinus radiata</i>)	29	40%	30%	Poor	Low
----	---	----	-----	-----	------	-----

Comments: Base is only a few feet away from top of tall retaining wall. Terrible form, the trunk bifurcating into codominant leaders at 6' high, and contains 6' of included bark (forming an extremely weak attachment). Deadwood.

26	Monterey pine (<i>Pinus radiata</i>)	32	30%	30%	Poor	Low
----	---	----	-----	-----	------	-----

Comments: Red turpentine bark beetle infestation. Codominant leaders begin 5' high, and are formed with 6' of included bark. Narrow, asymmetrical and one-sided form away from #25 (crowded-growing conditions). Canopy is excessively elevated.

27	Red Ironbark (<i>Eucalyptus sideroxylon</i>)	26	50%	30%	Poor	Low
----	---	----	-----	-----	------	-----

Comments: Located on slope. Canopy is excessively elevated, and was topped in past, ensuing growth being nearly 30' high. Codominant leaders at 15' high, and structure contains weak attachments throughout.

28	Red Ironbark (<i>Eucalyptus sideroxylon</i>)	26	50%	30%	Poor	Low
----	---	----	-----	-----	------	-----

Comments: Located at top of slope, adjacent to building. Topped before, ensuing growth 20' high. Codominant leaders bifurcate at 13' high and form a weak attachment. Weak attachments also formed throughout crown.



TREE INVENTORY TABLE

TREE/ TAG NO.	TREE NAME	SIZE	CONDITION			Suitability for Preservation (Good/Moderate/Low)
		Trunk Diameter (in.)	Health Condition (100%=Best, 0%=Worst)	Structural Integrity (100%=Best, 0%=Worst)	Overall Condition (Good/Fair/Poor/Dead)	
29	Shamel ash (<i>Fraxinus uhdei</i>)	17	30%	20%	Poor	Low
<p>Comments: River rock surrounds base. Has a slight easterly lean and irregular crown. Large deadwood, particularly over parking lot and central crown. Advanced decline and should be removed asap. Extensive amount of sprouts comprise crown's interior.</p>						
30	Shamel ash (<i>Fraxinus uhdei</i>)	17	40%	40%	Poor	Low
<p>Comments: River rock surrounds base. Extensive amount of sprouts comprise crown's interior. Deadwood and dieback.</p>						
31	Blackwood acacia (<i>Acacia melanoxylon</i>)	19	70%	30%	Fair	Low
<p>Comments: Adjacent to tree #40. Trunk bifurcates into two codominant leaders at 9' high, and form a weak attachment. A prior codominant leader was removed near union of two remaining ones. Has a pronounced E lean towards pool equipment shed, away from #40.</p>						
32	Coast live oak (<i>Quercus agrifolia</i>)	18	70%	40%	Fair	Moderate
<p>Comments: Added to map. Grows within densely vegetated area (overgrown). Ivy along trunk and into crown. Buried root collar. Formed with weak attachments</p>						
33	Coast live oak (<i>Quercus agrifolia</i>)	14	0%	0%	Dead	Low
<p>Comments: Added to map. Dead tree, growing beneath #32. One-sided crown.</p>						
34	Coast live oak (<i>Quercus agrifolia</i>)	10	90%	50%	Fair	Moderate
<p>Comments: Leans SE. A main limb of an adjacent 9" oak is embedded into trunk. Should #34 be retained, also keep the adjacent 10" oak #74 (structurally reliant upon another).</p>						
35	Manna gum (<i>Eucalyptus viminalis</i>)	20	40%	30%	Poor	Low
<p>Comments: Sinuous form and sparse canopy.</p>						



TREE INVENTORY TABLE

TREE/ TAG NO.	TREE NAME	SIZE	CONDITION			Suitability for Preservation (Good/Moderate/Low)
		Trunk Diameter (in.)	Health Condition (100%=Best, 0%=Worst)	Structural Integrity (100%=Best, 0%=Worst)	Overall Condition (Good/Fair/Poor/Dead)	

36	Manna gum (<i>Eucalyptus viminalis</i>)	16	50%	20%	Poor	Low
----	--	----	-----	-----	------	-----

Comments: Highly crowded-growing conditions. Lanky form (poor trunk taper), the trunk bifurcates at 6' high into codominant leaders which form a weak attachment. Ivy along lower trunk (near base).

37	Manna gum (<i>Eucalyptus viminalis</i>)	~56	60%	30%	Poor	Low
----	--	-----	-----	-----	------	-----

Comments: Three leaders at 7' high. Massive, decaying wound near attachment. Sparse canopy. Ivy at base. Tree #38 embedded between S and W leaders.

38	Manna gum (<i>Eucalyptus viminalis</i>)	21	40%	30%	Poor	Low
----	--	----	-----	-----	------	-----

Comments: Base is ~1' from #39. Grows E, and is within S and W leaders of #37. Sparse canopy.

39	Manna gum (<i>Eucalyptus viminalis</i>)	~24, 23	50%	30%	Poor	Low
----	--	---------	-----	-----	------	-----

Comments: Base is 4' of #38. Leans NW. Trunk bifurcates 2' high and forms a weak union.

40	Valley oak (<i>Quercus lobata</i>)	34	50%	20%	Poor	Moderate
----	---	----	-----	-----	------	----------

Comments: Mostly one-sided crown away from #31. Has a very poor/weak, highly degraded structure comprised of numerous decayed and hollowed wounds. Deadwood throughout most notable being a dead, 15" diameter limb along the crown's south side. History of large limb failure. A moderate suitability is assigned due to a lack of foreseeable immediate targets beneath (otherwise it would be low).

41	Olive tree (<i>Olea europaea</i>)	12	70%	30%	Fair	Moderate
----	--	----	-----	-----	------	----------

Comments: Trunk bifurcates 4.5' high and forms a weak attachment. Bows SE away from dominant pines.

42	Olive tree (<i>Olea europaea</i>)	11	30%	20%	Poor	Low
----	--	----	-----	-----	------	-----

Comments: Severe sunscald and decay along trunk and root crown (with hollows). Very sparse canopy.



TREE INVENTORY TABLE

TREE/ TAG NO.	TREE NAME	SIZE	CONDITION			Suitability for Preservation (Good/Moderate/Low)
		Trunk Diameter (in.)	Health Condition (100%=Best, 0%=Worst)	Structural Integrity (100%=Best, 0%=Worst)	Overall Condition (Good/Fair/Poor/Dead)	

43	Olive tree (<i>Olea europaea</i>)	12	20%	20%	Poor	Low
----	--	----	-----	-----	------	-----

Comments: Extremely sparse canopy. Deadwood and advanced decay along trunk and root crown (and a hollow at the root crown).

44	Olive tree (<i>Olea europaea</i>)	10	40%	50%	Poor	Moderate
----	--	----	-----	-----	------	----------

Comments: Trunk bifurcates at 4.5' high.

45	Olive tree (<i>Olea europaea</i>)	11	30%	40%	Poor	Low
----	--	----	-----	-----	------	-----

Comments: Very sparse and thin canopy. Multiple leaders originate at 4.5' high.

46	Olive tree (<i>Olea europaea</i>)	9	50%	40%	Poor	Moderate
----	--	---	-----	-----	------	----------

Comments: Sunscald and decay along stem and southern leader. Trunk bifurcates 4.5' high.

47	Olive tree (<i>Olea europaea</i>)	9	30%	50%	Poor	Moderate
----	--	---	-----	-----	------	----------

Comments: Very sparse canopy.

48	Olive tree (<i>Olea europaea</i>)	11, 7	70%	50%	Fair	Moderate
----	--	-------	-----	-----	------	----------

Comments: Multi-trunks originate near grade, both limbing out at 10 to 12" above grade. Grows beneath adjacent pines being removed.

49	European white birch (<i>Betula pendula</i>)	8, 6, 5	30%	40%	Poor	Low
----	---	---------	-----	-----	------	-----

Comments: Top is dead, and tree is declining. Deadwood. Three trunks originate at grade.

50	European white birch (<i>Betula pendula</i>)	10	30%	40%	Poor	Low
----	---	----	-----	-----	------	-----

Comments: Top is dead. Two trunks originate near grade and form a weak union.



TREE INVENTORY TABLE

TREE/ TAG NO.	TREE NAME	SIZE	CONDITION			Suitability for Preservation (Good/Moderate/Low)
		Trunk Diameter (in.)	Health Condition (100%=Best, 0%=Worst)	Structural Integrity (100%=Best, 0%=Worst)	Overall Condition (Good/Fair/Poor/Dead)	
51	European white birch (<i>Betula pendula</i>)	9, 8, 5	10%	30%	Poor	Low
Comments: Advanced decline and significant portion is dead. Three trunks originate near grade, the 9 and 5" trunks forming a weak union.						
52	Olive tree (<i>Olea europaea</i>)	5, 4, 4, 3, 3, 2	50%	40%	Poor	Moderate
Comments: Short and broad, elevated canopy which has been shaped and elevated in past. Sunscald and decay along leaders.						
53	Olive tree (<i>Olea europaea</i>)	6, 4	70%	50%	Fair	Moderate
Comments: Multi-trunks originate at grade. Shaped and elevated canopy.						
54	Olive tree (<i>Olea europaea</i>)	5, 4, 4, 3, 3	70%	50%	Fair	Moderate
Comments: Multi-trunks originate at grade. Shaped and elevated canopy.						
55	Olive tree (<i>Olea europaea</i>)	4, 4, 3, 3, 2	70%	50%	Fair	Moderate
Comments: Multi-trunks originate at grade. Shaped and elevated canopy.						
56	European white birch (<i>Betula pendula</i>)	12	80%	60%	Good	Good
Comments: Trunk bifurcates at 8' high, and has a narrow attachment.						
57	European white birch (<i>Betula pendula</i>)	9	70%	40%	Fair	Moderate
Comments: Decaying wound along trunk at 10' high. Deadwood.						
58	European white birch (<i>Betula pendula</i>)	6, 4	60%	60%	Fair	Moderate
Comments: Trunks originate at 18" high.						

**TREE INVENTORY TABLE**

TREE/ TAG NO.	TREE NAME	SIZE	CONDITION			Suitability for Preservation (Good/Moderate/Low)
		Trunk Diameter (in.)	Health Condition (100%=Best, 0%=Worst)	Structural Integrity (100%=Best, 0%=Worst)	Overall Condition (Good/Fair/Poor/Dead)	

59	European white birch (<i>Betula pendula</i>)	10	40%	40%	Poor	Moderate
----	---	----	-----	-----	------	----------

Comments: Somewhat sinuous trunk which leans NE. Deadwood and a declining top. High crown and lanky trunk.

60	European white birch (<i>Betula pendula</i>)	12	50%	60%	Fair	Moderate
----	---	----	-----	-----	------	----------

Comments: Some decline with deadwood.

61	European white birch (<i>Betula pendula</i>)	13	50%	50%	Fair	Moderate
----	---	----	-----	-----	------	----------

Comments: Trunk bifurcates at 4' high. Deadwood.

62	European white birch (<i>Betula pendula</i>)	10	50%	40%	Poor	Moderate
----	---	----	-----	-----	------	----------

Comments: Codominant tops with a weak union. Declining top.

63	European white birch (<i>Betula pendula</i>)	8	40%	30%	Poor	Low
----	---	---	-----	-----	------	-----

Comments: Leans north and has an old decaying wound at union where trunk bifurcates at 8' high. Has a dead top and deadwood within canopy.

64	Red Ironbark (<i>Eucalyptus sideroxylon</i>)	14	40%	30%	Poor	Low
----	---	----	-----	-----	------	-----

Comments: Grows with a pronounced sweep away from the adjacent building, the entire trunk curving/arching away. Sinuous limb structure.

65	European white birch (<i>Betula pendula</i>)	7, 6	50%	50%	Fair	Moderate
----	---	------	-----	-----	------	----------

Comments: Two trunks originate near grade.

66	European white birch (<i>Betula pendula</i>)	8	70%	50%	Fair	Moderate
----	---	---	-----	-----	------	----------

Comments: Leggy crown and leans SE. The adjacent sidewalk is slightly raised, and has historically been shaved down seemingly once.



TREE INVENTORY TABLE

TREE/ TAG NO.	TREE NAME	SIZE	CONDITION			Suitability for Preservation (Good/Moderate/Low)
		Trunk Diameter (in.)	Health Condition (100%=Best, 0%=Worst)	Structural Integrity (100%=Best, 0%=Worst)	Overall Condition (Good/Fair/Poor/Dead)	
67	European white birch (<i>Betula pendula</i>)	7	40%	50%	Poor	Moderate
Comments: Thin canopy with a declining top. Branches are against building.						
68	Olive tree (<i>Olea europaea</i>)	9	50%	40%	Poor	Moderate
Comments: Inside pool area and viewed from afar. Limbs originate at 4.5' high. Decay along leaders. Canopy shaped and elevated in past.						
69	Southern magnolia (<i>Magnolia grandiflora</i>)	9	80%	70%	Good	Good
Comments: Conflicts with future walk.						
70	Shamel ash (<i>Fraxinus uhdei</i>)	14	40%	40%	Poor	Low
Comments: Multi-leader at 6' high, and river rock surround base. Buried root collar. Has a mostly one-sided canopy growing towards drive aisle. Declining with deadwood. Most of foliage within interior unfavorably comprised of watersprouts.						
71	Valley oak (<i>Quercus lobata</i>)	10	70%	40%	Fair	Moderate
Comments: Asymmetrical canopy. Ivy grows along base. Trunk bifurcates at 6.5' high.						
72	Hollywood juniper (<i>Juniperus c. 'Torulosa'</i>)	10	20%	20%	Poor	Low
Comments: Dense mat of ivy covering nearly entire canopy. Also has large diameter ivy stems along trunk. Pronounced southerly lean. Only truly visible portion of canopy is the top of several branches above the ivy.						
73	Lemonwood tree (<i>Pittosporum eugenioides</i>)	5, 4, 4, 3(4), 2(3), 1	50%	20%	Poor	Low
Comments: Broad spacing of trunks, which represent suckers from a stump. Notably weak structure. One trunk grows along ground for roughly 3 feet.						

**TREE INVENTORY TABLE**

TREE/ TAG NO.	TREE NAME	SIZE	CONDITION			Suitability for Preservation (Good/Moderate/Low)
		Trunk Diameter (in.)	Health Condition (100%=Best, 0%=Worst)	Structural Integrity (100%=Best, 0%=Worst)	Overall Condition (Good/Fair/Poor/Dead)	

74	Valley oak (<i>Quercus lobata</i>)	3	80%	30%	Fair	Low
-----------	---	---	-----	-----	------	-----

Comments: Entire tree bows/arches away from dense surrounding canopies. Poor trunk taper and highly crowded-growing conditions.

75	Coast live oak (<i>Quercus agrifolia</i>)	10	80%	30%	Fair	Moderate
-----------	--	----	-----	-----	------	----------

Comments: Immediately adjacent to #34. Where the trunk bifurcates at 10' high, the two ensuing leaders are fused into #34's trunk, being structurally reliant upon #34. Ivy along trunk.

76	Blackwood acacia (<i>Acacia melanoxylon</i>)	4	70%	40%	Fair	Low
-----------	---	---	-----	-----	------	-----

Comments: A volunteer.

77	Blackwood acacia (<i>Acacia melanoxylon</i>)	4	70%	40%	Fair	Low
-----------	---	---	-----	-----	------	-----

Comments: A volunteer.

78	Blackwood acacia (<i>Acacia melanoxylon</i>)	6	70%	60%	Fair	Moderate
-----------	---	---	-----	-----	------	----------

Comments: A volunteer. Limb originates at 4.5' high.

79	Blackwood acacia (<i>Acacia melanoxylon</i>)	3	60%	30%	Poor	Low
-----------	---	---	-----	-----	------	-----

Comments: A volunteer. Ivy along trunk.

80	Blackwood acacia (<i>Acacia melanoxylon</i>)	4	30%	30%	Poor	Low
-----------	---	---	-----	-----	------	-----

Comments: A volunteer.

81	Blackwood acacia (<i>Acacia melanoxylon</i>)	6	70%	60%	Fair	Moderate
-----------	---	---	-----	-----	------	----------

Comments: A volunteer.

**TREE INVENTORY TABLE**

TREE/ TAG NO.	TREE NAME	SIZE	CONDITION			Suitability for Preservation (Good/Moderate/Low)
		Trunk Diameter (in.)	Health Condition (100%=Best, 0%=Worst)	Structural Integrity (100%=Best, 0%=Worst)	Overall Condition (Good/Fair/Poor/Dead)	
82	Coast live oak (<i>Quercus agrifolia</i>)	4	70%	30%	Fair	Low
Comments: Highly crowded-growing conditions. Entire tree arches away from competing dominant canopies. Ivy at base.						
83	Hollyleaf cherry (<i>Prunus ilicifolia</i>)	5, 3	30%	40%	Poor	Low
Comments: Crowded-growing conditions. Ivy along trunk. Two trunks originate at grade. Has a very thin canopy.						
84	Coast live oak (<i>Quercus agrifolia</i>)	5	70%	60%	Fair	Low
Comments: Crowded-growing conditions. Ivy at base.						
85	Manna gum (<i>Eucalyptus viminalis</i>)	13	50%	30%	Poor	Low
Comments: Trunk bifurcates at 11' high and forms a weak attachment. Arches north and grows under crowded conditions. Thin canopy. Ivy along trunk.						
86	Manna gum (<i>Eucalyptus viminalis</i>)	14	60%	30%	Poor	Low
Comments: Crook at the top where trunk sweeps sharply towards pool. Poison oak along lower trunk.						
87	Manna gum (<i>Eucalyptus viminalis</i>)	6	60%	20%	Poor	Low
Comments: Grows at a severe angle north, towards and over the neighbor's property.						
88	Manna gum (<i>Eucalyptus viminalis</i>)	5	60%	30%	Poor	Low
Comments: Lanky trunk with a crook at top.						



TREE INVENTORY TABLE

TREE/ TAG NO.	TREE NAME	SIZE	CONDITION			Suitability for Preservation (Good/Moderate/Low)
		Trunk Diameter (in.)	Health Condition (100%=Best, 0%=Worst)	Structural Integrity (100%=Best, 0%=Worst)	Overall Condition (Good/Fair/Poor/Dead)	

89	Coast redwood (<i>Sequoia sempervirens</i>)	13	50%	70%	Fair	Good
----	--	----	-----	-----	------	------

Comments:

90	Coast redwood (<i>Sequoia sempervirens</i>)	14	40%	70%	Fair	Good
----	--	----	-----	-----	------	------

Comments: Slight lean south. Sparse and thin canopy.

91	Coast redwood (<i>Sequoia sempervirens</i>)	17	70%	70%	Good	Good
----	--	----	-----	-----	------	------

Comments:

92	Coast redwood (<i>Sequoia sempervirens</i>)	16	80%	70%	Good	Good
----	--	----	-----	-----	------	------

Comments:

93	Coast redwood (<i>Sequoia sempervirens</i>)	30	80%	70%	Good	Good
----	--	----	-----	-----	------	------

Comments: Adjacent to #94.

94	Coast redwood (<i>Sequoia sempervirens</i>)	27	70%	70%	Good	Good
----	--	----	-----	-----	------	------

Comments: Adjacent to #93.

EXHIBIT B:

SITE MAP

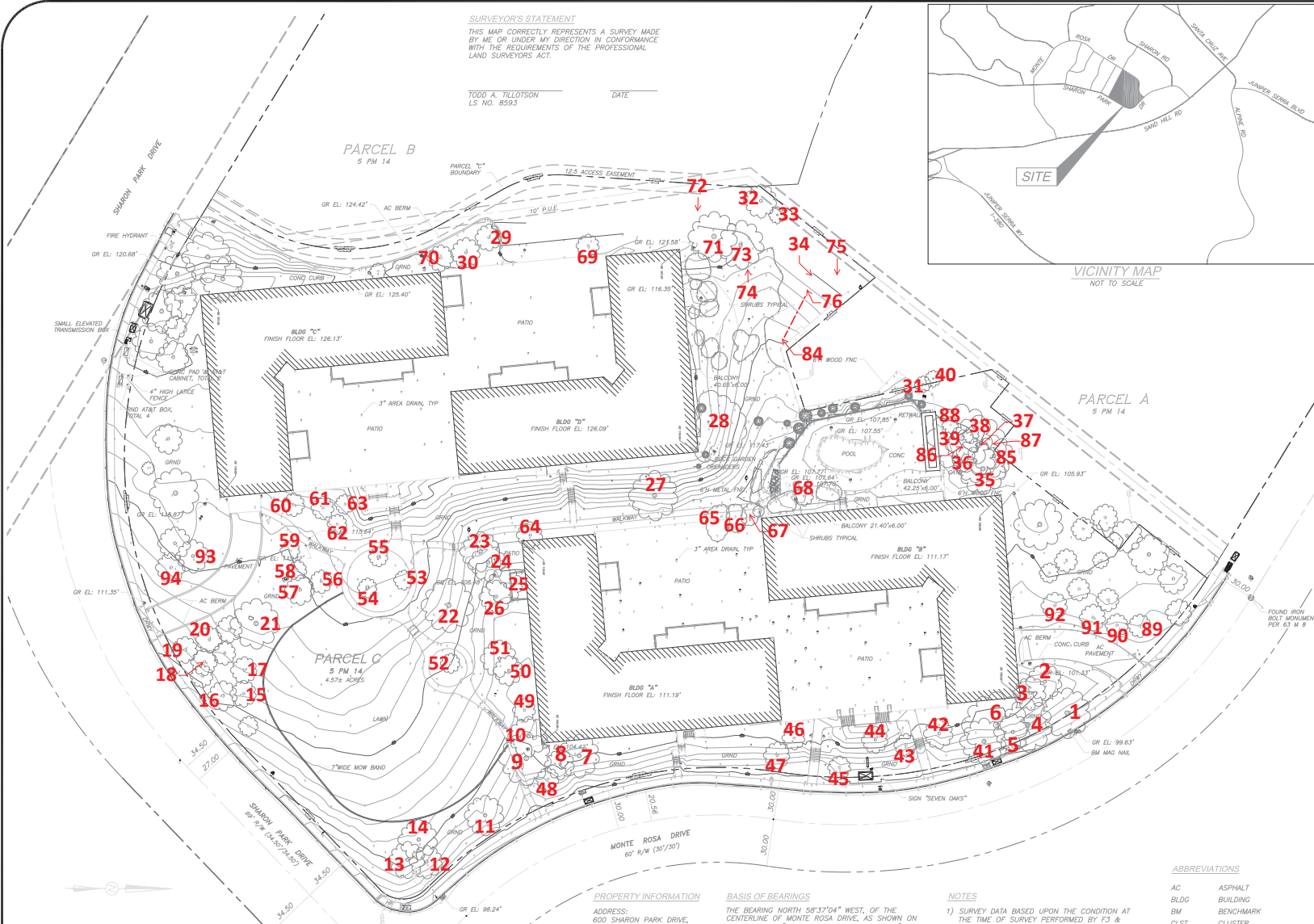
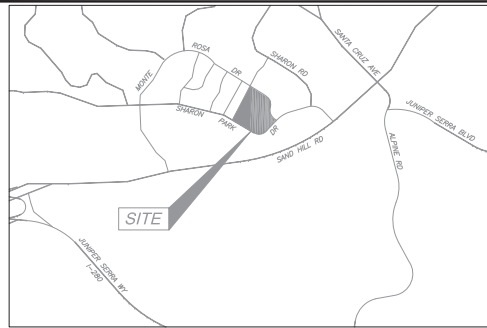
(1 sheet)

SURVEYOR'S STATEMENT

THIS MAP CORRECTLY REPRESENTS A SURVEY MADE BY ME OR UNDER MY DIRECTION IN CONFORMANCE WITH THE REQUIREMENTS OF THE PROFESSIONAL LAND SURVEYORS ACT.

TODD A. TILLOTSON
LS NO. 8593

DATE _____



PROPERTY INFORMATION

ADDRESS: 600 SHARON PARK DRIVE, MENLO PARK, CALIFORNIA
ASSESSOR PARCEL NUMBER: 74-082-007, 008
GROSS AREA: PARCEL C VOLUME 5 OF PARCEL MAPS AT PAGE 14 4.57 ACRES

BASIS OF BEARINGS

THE BEARING NORTH 58°37'04" WEST, OF THE CENTERLINE OF MONTE ROSA DRIVE, AS SHOWN ON MAP ENTITLED "SHARON HEIGHTS UNIT NO. 10" AND RECORDED IN VOLUME 63 OF MAPS AT PAGES 8 THROUGH 11, INCLUSIVE, SAN MATEO COUNTY RECORDS, WAS TAKEN AS THE BASIS OF BEARINGS SHOWN ON THIS MAP.

VERTICAL DATUM

SURVEY BASED ON ARE ASSUMED VERTICAL DATUM. BENCHMARK IS A SET MAG NAIL IN CONCRETE ALONG WESTERLY EDGE OF MONTE ROSA DRIVE. ELEVATION=100.18'

NOTES

- 1) SURVEY DATA BASED UPON THE CONDITION AT THE TIME OF SURVEY PERFORMED BY F3 & ASSOCIATES ON FEBRUARY 15, 2018.
- 2) ALL MEASUREMENTS ARE IN FEET AND DECIMAL THEREOF, UNLESS OTHERWISE NOTED.

LEGEND

- AREA DRAIN
 - BENCH MARK
 - BOLLARD
 - BUSH
 - FIRE HYDRANT
 - FOUND MONUMENT
 - HOSEBIB
 - IRRIGATION VALVE
 - LIGHT POLE
 - MANHOLE-SANITARY SEWER
 - MANHOLE-STORM DRAIN
 - MANHOLE-TELEPHONE
 - POOL SERVICE COVER
 - PULLBOX-AT&T / TELECOM
 - PULLBOX-CABLE/TV
 - PULLBOX-STREET LIGHT
 - PULLBOX-P&E
 - SANITARY SEWER CLEANOUT
 - SHRUB
 - SIGN
 - STANDPIPE
 - UNKNOWN UTILITY BOX
 - VAULT-P&E
 - VAULT-TELEPHONE
 - WATER METER
 - WATER VALVE
 - SHRUB
 - 24 TREE
- SIZE (INCHES)
- PARCEL "C" BOUNDARY LINE
 - PROPERTY LINE
 - MAJOR CONTOURS (5' INTERVAL)
 - MINOR CONTOURS (1' INTERVAL)
 - EASEMENT LINE
 - WALL

ABBREVIATIONS

- AC ASPHALT
- BLDG BUILDING
- BM BENCHMARK
- CLST CLUSTER
- CONC CONCRETE
- DRWY DRIVEWAY
- EL ELEVATION
- GR GRATE
- GRND GROUND
- H' HEIGHT
- M MAPS
- RETWALL RETAINING WALL
- W WIDE



GRAPHIC SCALE



(IN FEET)
1 INCH = 30 FT.

F3 & Associates,
LAND SURVEYING & INDUSTRIAL LASER SCANNING
701 E.H ST. BENICIA, CA 94510
PHONE(707)768-4300 FAX(707)361-6285
www.F3-Intc.com

600 SHARON PARK DRIVE
TOPOGRAPHIC SURVEY
SEVEN OAKS APARTMENTS
SAN MATEO COUNTY
CALIFORNIA

DESIGN BY: N/A
DRAWN BY: CES
DATE: 4/23/2018
SCALE: 1"=30'
PAGE 1 OF 1
JOB NUMBER: 18061

EXHIBIT C:

PHOTOGRAPHS

(15 sheets)

Photo Index

Page C-1: Trees #1 thru 7

Page C-2: Trees #7 thru 18

Page C-3: Trees #19 thru 23

Page C-4: Trees #23 thru 28

Page C-5: Trees #29, 30 and 32

Page C-6: Trees #29, 30 and 32

Page C-7: Trees #35 thru 39

Page C-8: Trees #31 and 40

Page C-9: Trees #41 thru 48

Page C-10: Trees #49 thru 57

Page C-11: Trees #58 thru 68

Page C-12: Trees #69 thru 72

Page C-13: Trees #74 thru 83, 34

Page C-14: Trees #84 thru 88

Page C-15: Trees #89 thru 94



















Seven Oaks Apartments, 600 Sharon Park Drive, Menlo Park
Mr. Mark Johnson, Seven Oaks Apartments















STAFF REPORT

Planning Commission

Meeting Date: 12/10/2018

Staff Report Number: 18-102-PC

Public Hearing: Use Permit Revision/Scott Erickson/
2245 Avy Avenue

Recommendation

Staff recommends that the Planning Commission approve a use permit revision to update the use of the existing Phillips Brooks School at 2245 Avy Avenue, located in the P-F (Public Facilities) zoning district. The request includes adding an annual summer enrichment program to the regular operation of the school and increasing the employee cap from 58 to 68 employees year-round. The recommended actions are included as Attachment A.

Policy Issues

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

Background

Site location

The subject property is located at 2245 Avy Avenue in the Sharon Park neighborhood. Using Avy Avenue in the north-south orientation, the subject property is located at the eastern side of Avy Avenue. A location map is included as Attachment B.

The subject property, Phillips Brooks School (PBS), is located in the P-F (Public Facilities) zoning district. PBS is a private elementary school located on property owned by the Las Lomas Elementary School District. The school provides instruction for pre-kindergarten through fifth grade students. The surrounding zoning and land uses are summarized in the table below.

Location/ Direction	Zoning	Existing and Proposed Land Uses
Project Site	Public Facilities (P-F)	Phillips Brooks School (PBS)
North	Single Family Suburban Residential District (R-1-S) and Single Family Urban Residential District (R-1-U)	Small lot single family residences
East	Public Facilities (P-F)	La Entrada Middle School
South	Single Family Suburban Residential District (R-1-S)	Small lot single family residences
West	Single Family Suburban Residential District (R-1-S)	Small lot single family residences

History of the project

PBS has been operating as a private school at 2245 Avy Avenue since 1978, on property owned by the Las Lomas Elementary School District. The school provides instruction for students in grades ranging from pre-kindergarten to fifth grade. The original use permit approval allowed a private school to operate with up to 205 students and 22 teachers on a temporary basis. Subsequent use permit revisions have increased the maximum permitted school population, with the most recent approval in 2013 for 320 students and 58 staff (teachers and administrative staff), which would remain in effect until the school vacates the site or until July 31, 2032, whichever comes first. The term limits for the previous use permits has historically been aligned with the term of PBS's lease with the Las Lomas Elementary School District.

PBS obtained a determination of substantial conformance for a pilot summer program, which PBS operated during the summer of 2018. Staff determined (and notified the Planning Commission) that the summer program was a school-related activity, as an extension of the existing PBS school program. The previous use permit hours of operation were unaffected by the inclusion of the summer program. In addition, enrollment, staffing, and circulation associated with the summer program were generally consistent with the previous use permit approvals. The pilot program allowed PBS to decide whether or not to continue and/or modify the program in future years. The applicant is now seeking a use permit revision to continue this summer program permanently. The request also includes an increase of 10 employees (teachers and administrative staff) for a proposed maximum employee cap of 68. Attachment C contains a link to the substantial conformance memo for the pilot summer program at PBS, along with the existing use permit conditions.

Analysis

Project description

PBS is a private school, and the proposed summer program would be a continuation of what Planning Division staff and the Planning Commission determined to be in substantial conformance earlier this year. The summer program would be open to existing students who are looking to enhance their PBS experience. A variety of classes would be offered during the eight-week program (from June through early August). Classes would be held between 10:00 a.m. and 3:00 p.m., with morning care provided between 8:00 a.m. and 10:00 a.m. and aftercare from 3:00 p.m. to 5:00 p.m. The enrollment cap would be limited to 120 students (ages 5 to 11) each day per week, remaining below the maximum student count of 320 established by the existing use permit. A total of 25 staff members would work for the summer program, consisting of lead teachers and assistants providing instruction for the students. As with previous years, no more than 25 additional school staff and administrators would work in the office buildings during the summer. In total, no more than 120 students and 50 staff would be on site each day of the summer program.

Amplified sound would be limited to one outdoor location and one indoor location, and all noise generated from the summer program would be required to comply with the Noise Ordinance requirements of the Menlo Park Municipal Code. A carpentry class would use amplified sound in the school amphitheater from 10:00 a.m. to 12:00 p.m. and 1:00 to 3:00 p.m., and the applicant has stated that a portable Bluetooth speaker of approximately 10 watts of output, designed for audio playback in a small area, would be used

outdoors. Indoors, amplified sound would be used in the multipurpose room for theater performances, intermittently from 10:00 a.m. and 12:00 p.m. and 1:00 to 3:00 p.m. The applicant has stated that the sound system in the multipurpose room would be calibrated in such a way as to keep sound from being audible from outside. In addition, recess and lunch periods would be held from 12:00 to 12:30 p.m. and 12:30 to 1:00 p.m., respectively, and would be outdoors in two areas located in the east of the site.

In addition, the applicant is requesting the allowance of third-party vendors to operate independent programs on the school campus during the summer program and throughout the school year, to complement school and summer program operations. During the summer program, these staff would be included in the 50 daily summer staff count and would not increase staff numbers further. During the other parts of the school year, the number of vendors would be included in the proposed count of 68 staff. The purpose of these third party vendors is to provide instruction for specific courses for which PBS does not have the resources or staffing to operate. In this capacity, the third-party vendors would support the school-related activities on campus.

As stated previously, the applicant is also seeking to increase its annual employee cap from 58 to 68 employees. The applicant has stated that there is a need to increase the number of staff at PBS to increase the amount of classroom support with more associate teachers, offer more program support and leadership for staff, and provide more visitor management and security staff throughout the year.

The applicant has provided a project description letter, outlining their proposal in more detail, included in Attachment D. The project plans, which indicate the locations of various activities and components of the summer program, are also included as Attachment E.

Parking and circulation

As seen in the project plans, the circulation pattern for loading and unloading and the number of parking spaces would remain the same during the summer program as has been provided during the school year. PBS has designated loading and unloading zones and required drop-off and pick-up protocols as part of this use permit revision. In addition, since the summer program would generally be attended by current PBS students, the applicant has clarified that most parents would be familiar with the existing practices. The Recommended Actions (Attachment A) carry forward the ongoing project specific conditions of the previous use permit approval and incorporate the requirements for the summer enrichment program and the staffing increase.

The existing use permit (Condition 3g) included a five-year monitoring period for the school's trip cap that recently concluded this year. This trip cap limits the school to a maximum of 140 outbound trips from the site between 7:45 a.m. and 8:45 a.m., and the City conducted annual counts every fall (between October and November) for the years 2014-2018. For each of these years, the school maintained a trip count below its cap, and the Transportation Division has indicated that the trip count generated by PBS has decreased over the years. Per the use permit, the annual monitoring may cease at this time since the monitoring has documented compliance, but monitoring may be resumed at any time, per the discretion of the Community Development Director, if the City receives complaints regarding the traffic volume on Avy Avenue related to PBS during the morning peak hour. This requirement would be enforced through project-specific Condition 4g. The proposed summer program would not exceed the trip cap established in

the existing use permit, but if any complaints emerge as a result of the traffic volume on Avy Avenue related to PBS during the morning peak hour, monitoring, along with potential fees and fines, may be required.

As is required in the existing use permit, drop-off activities would continue to only occur between the hours of 7:30 to 8:00 a.m. Thus, the trip generation affecting the trip cap period at PBS would only overlap for 15 minutes, from 7:45 to 8:00 a.m. In addition, the student enrollment for the summer enrichment program would be significantly reduced from the maximum student enrollment as participants would be encouraged to carpool and use alternate modes of transportation, which would help ensure that the vehicle trip cap would be met.

The addition of 10 staff on site would not impact the trip cap, as the staff working at the subject property would not generally arrive or leave during the trip cap period. As such, the Transportation Division has stated that the parking and circulation requirements found in the existing use permit would still be met.

Overall, staff believes that the proposed summer program would continue to operate in the same manner as has been indicated in the substantial conformance memo and would be consistent with the overall parameters of the existing use permit, including the trip cap. The additional 10 staff would similarly not cause exceedance of the trip cap. Further, following their review, the Transportation Division has indicated that the proposed summer program and the increase in staffing numbers would not result in substantial parking and circulation issues.

Correspondence

As of the writing of this report, staff has received a total of four letters of opposition and nine letters of support (Attachment F). The letters of support were provided by the applicant to staff. Each of the opposition letters expressed concern with potential noise generation as a result of the summer program and three of the letters also discussed concerns with traffic. One letter also discussed issues with waste generation and the request for third-party vendor operations. One letter expressed concerns with noise and traffic violations that have been committed over the past few years, and provided a few examples of non-compliance. In accordance with the existing use permit, the applicant states in their project description letter that they have held quarterly neighbor meetings. The applicant has stated that few neighbors attend the quarterly meetings, and these neighbors have not expressed concerns with the program or any of the issues that the letters have indicated. According to the applicant, the most recent meeting was held on November 28, 2018 and had no attendees.

In their project description, the applicant has also explained that the proposed project would have limited noises beyond those typical to the school uses that occur at other times of the year. Additionally, the proposed project would be required to comply with the Noise Ordinance. Planning staff reached out to the Menlo Park Police Department (MPPD) and reviewed the records of reports that occurred at and/or around the subject property and found that most complaints were related to potential noise and parking violations. Most noise complaints involved construction activities, but the report log also includes noise and parking incidents. These incidents appear to be isolated occurrences and not ongoing violations of PBS' use permit conditions. Since January 2016, no citations have been given to PBS as a result of these complaints, and the school has generally worked with the Police Department to address the incidents

related to construction, parking, and noise. Compliance with the Noise Ordinance would continue to be required as part of the project conditions, and any violations of the Noise Ordinance could be grounds for revocation of the use permit.

Concerning traffic and waste management, the applicant has clarified that the summer program would not exceed the requirements already established in the existing use permit. The summer program, in addition to activities involving assistance from third-party vendors, would remain a school-related activity operated by PBS faculty for the enhancement of the school's existing curriculum.

Conclusion

Staff believes that the proposed summer program, along with the increase in the cap on annual staff from 58 to 68, would allow PBS to enhance its current operations while remaining in compliance with the requirements, such as the parking and circulation requirements and trip cap, in its existing use permit. Traffic and noise generated from the additional operations would be within the limits established in the existing use permit. Activities associated with the summer program and third-party vendors would involve school-related activities operated by PBS faculty for the enhancement of the school's existing curriculum. As provided in Conditions 4g and 4m, the Community Development Director would work with the applicant to resolve any complaints and may request monitoring of traffic generated by PBS, if necessary. Staff recommends that the Planning Commission approve the proposed project.

Impact on City Resources

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

Environmental Review

The project is categorically exempt under Class 14 (Section 15314, "Minor Additions to Schools") 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. Due to the December holidays and the associated closure of the City Administrative Offices, the appeal period has been extended through January 2, 2019.

Attachments

- A. Recommended Actions
- B. Location Map
- C. Substantial Conformance Memo, March 1, 2018
Hyperlink: <https://www.menlopark.org/ArchiveCenter/ViewFile/Item/8764>
- D. Project Description Letter
- E. Project Plans
- F. Correspondence

Disclaimer

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

Exhibits to Be Provided at Meeting

None

Report prepared by:
Matt Pruter, Associate Planner

Report reviewed by:
Kyle Perata, Acting Principal Planner

2245 Avy Avenue – Attachment A: Recommended Actions

LOCATION: 2245 Avy Avenue	PROJECT NUMBER: PLN2018-00111	APPLICANT: Scott Erickson	OWNER: Las Lomitas Elementary School District
PROPOSAL: Use Permit Revision/Scott Erickson/2245 Avy Avenue: Request for a use permit revision to update the use of the existing Phillips Brooks School located in the P-F (Public Facilities) zoning district. The request includes adding an annual summer enrichment program to the regular operation of the school and increasing the employee cap from 58 to 68 employees year-round.			
DECISION ENTITY: Planning Commission	DATE: December 10, 2018	ACTION: TBD	
VOTE: TBD (Barnes, Combs, Goodhue, Kennedy, Onken, Riggs, Strehl)			
<p>ACTION:</p> <ol style="list-style-type: none"> 1. Make a finding that the project is categorically exempt under Class 14 (Section 15314, “Minor Additions to Schools”) of the current CEQA Guidelines. 2. Make findings, as per Section 16.82.030 of the Zoning Ordinance pertaining to the granting of use permits, that the proposed use will not be detrimental to the health, safety, morals, comfort and general welfare of the persons residing or working in the neighborhood of such proposed use, and will not be detrimental to property and improvements in the neighborhood or the general welfare of the City. 3. Approve the use permit subject to the following standard conditions: <ol style="list-style-type: none"> a. Development of the project shall be substantially in conformance with the plans prepared by Phillips Brooks School, consisting of two plan sheets, dated received November 13, 2018, and the project description letter dated November 30, 2018, and approved by the Planning Commission on December 10, 2018, except as modified by the conditions contained herein, subject to review and approval of the Planning Division. 4. Approve the use permit subject to the following ongoing, project-specific conditions: <ol style="list-style-type: none"> a. The applicant shall comply with all Sanitary District, Menlo Park Fire Protection District, and utility companies’ regulations that are directly applicable to the project. b. The applicant shall comply with all requirements of the Building Division, Engineering Division, and Transportation Division that are directly applicable to the new construction. c. Subleasing of the site, or allowing use of the site for non-school related activities, by Phillips Brooks School shall require approval of a use permit revision by the Planning Commission. d. The maximum allowable student population on the site shall be 320 students. This increase shall be valid until either the earlier of the school leaving the site or the expiration of the school’s lease on July 31, 2032. e. The maximum allowable number of staff on the site shall be 68 staff. This increase shall be valid until either the earlier of the school leaving the site or the expiration of the school’s lease on July 31, 2032. f. All student instruction and regular school activities shall continue to be limited to the hours of 8:00 a.m. to 3:30 p.m. The school’s hours of operation shall be extended with the goal of ending at 10:00 p.m., except for the monthly board meetings, which would be allowed to occur until 11:00 p.m., for the following ancillary School activities: <ul style="list-style-type: none"> • Daily student drop off from 7:30 to 8:00 a.m.; • Daily after school care; • After school sports practices (three times per week); 			

2245 Avy Avenue – Attachment A: Recommended Actions

LOCATION: 2245 Avy Avenue	PROJECT NUMBER: PLN2018-00111	APPLICANT: Scott Erickson	OWNER: Las Lomas Elementary School District
PROPOSAL: Use Permit Revision/Scott Erickson/2245 Avy Avenue: Request for a use permit revision to update the use of the existing Phillips Brooks School located in the P-F (Public Facilities) zoning district. The request includes adding an annual summer enrichment program to the regular operation of the school and increasing the employee cap from 58 to 68 employees year-round.			
DECISION ENTITY: Planning Commission	DATE: December 10, 2018	ACTION: TBD	
VOTE: TBD (Barnes, Combs, Goodhue, Kennedy, Onken, Riggs, Strehl)			
<p>ACTION:</p> <ul style="list-style-type: none"> • “Back-to-School” night (once per year); • Middle School Admissions Night (once per year); • Board Meetings (once per month); • Board Committee Meetings (two to three times per month); • Parent Coffees (six times per year); • Parent’s Association Meeting (two to three times per year); • Student Presentations (once per year for each class); • New Family Picnic (once per year); • Book Fair (once per year); and • Neighborhood meetings on school operations. <p>g. The applicant shall not allow more than 140 outbound vehicle trips to be generated by the school during the morning traffic peak hour period (7:45 a.m. – 8:45 a.m.). Annual traffic counts were performed that documented compliance through the five year period set by the 2013 Use Permit approval and therefore, are no longer required as that condition has been met. Monitoring may be resumed at any time if the City receives complaints regarding the traffic volume on Avy Avenue related to Phillips Brooks School during the morning peak hour. After a complaint has been received, the City will evaluate whether a potential violation has occurred, and the Community Development Director shall have the discretion to resume the monitoring. If monitoring is deemed warranted, the City will notify the applicant of the determination at least one week before initiating the monitoring program. The applicant will be responsible for reimbursing the City for the cost of the traffic count, \$975.00 (adjusted annually starting in 2014 per the Consumer Price Index for All Urban Consumers in the San Francisco-Oakland-San Jose area). In this instance, at least one year of monitoring will be completed.</p> <p>If the supplemental traffic count shows that actual outbound trips exceed the trip limitation, the applicant shall pay a penalty of an annual \$500 per excess AM peak hour outbound trip (adjusted annually starting in 2014 per the Consumer Price Index for All Urban Consumers in the San Francisco-Oakland-San Jose area). Revenues from the payment of penalties shall be due to the City within 30 days of City’s issuance of the invoice and the City shall use the money for programs designed to reduce trips or traffic congestion within the City of Menlo Park. Annual monetary penalties shall apply for each subsequent year the trip limit is exceeded; the penalty amount shall increase by \$500 per trip for each subsequent year that a violation occurs.</p> <p>h. The applicant shall continue to communicate in writing to all parents of students enrolled in the school that no parking is allowed on the north side of Avy Avenue and the first block of</p>			

2245 Avy Avenue – Attachment A: Recommended Actions

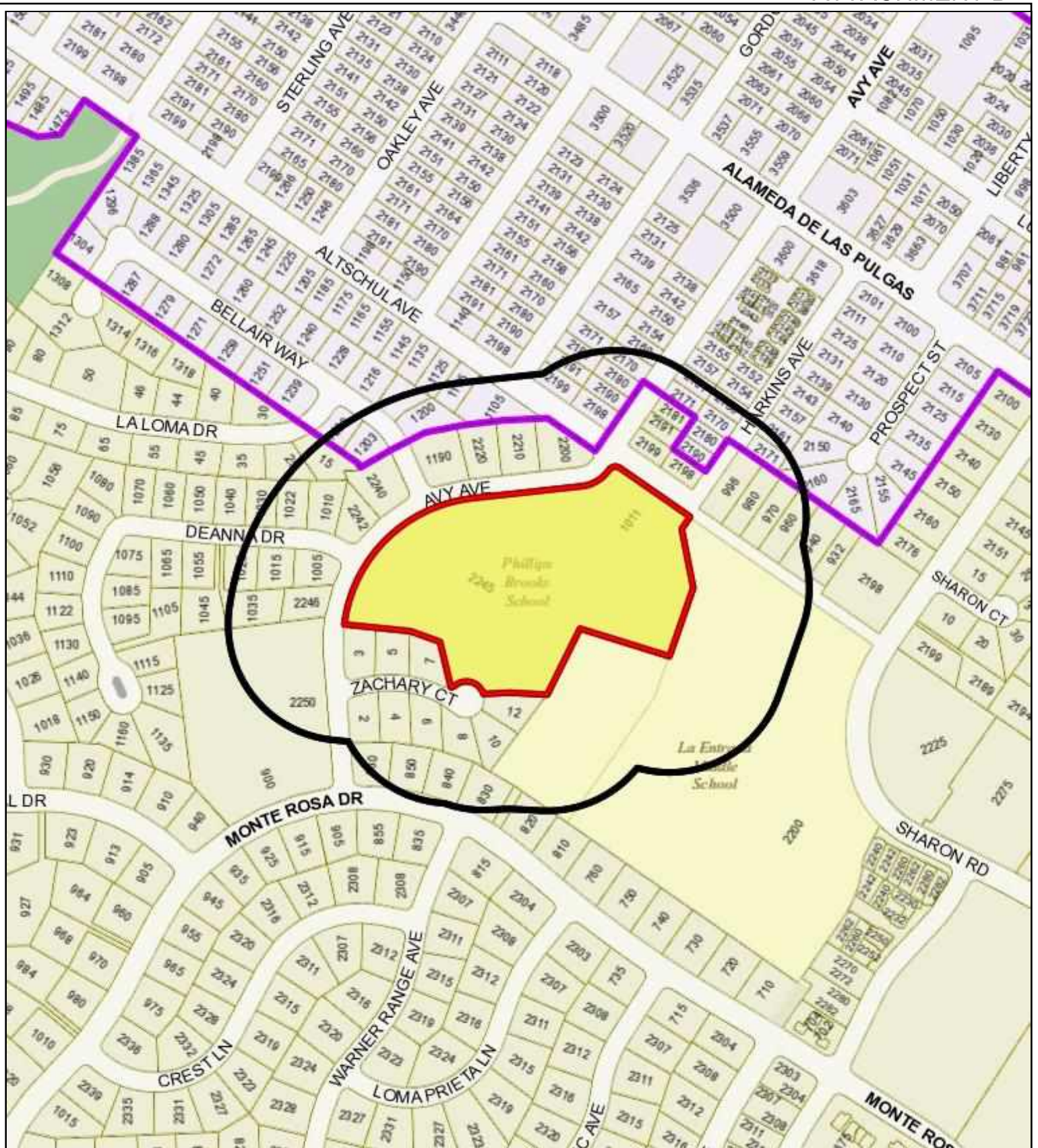
LOCATION: 2245 Avy Avenue	PROJECT NUMBER: PLN2018-00111	APPLICANT: Scott Erickson	OWNER: Las Lomas Elementary School District
PROPOSAL: Use Permit Revision/Scott Erickson/2245 Avy Avenue: Request for a use permit revision to update the use of the existing Phillips Brooks School located in the P-F (Public Facilities) zoning district. The request includes adding an annual summer enrichment program to the regular operation of the school and increasing the employee cap from 58 to 68 employees year-round.			
DECISION ENTITY: Planning Commission	DATE: December 10, 2018	ACTION: TBD	
VOTE: TBD (Barnes, Combs, Goodhue, Kennedy, Onken, Riggs, Strehl)			
<p>ACTION:</p> <p>Bellair Way. Documentation of the communication shall be submitted to the Planning Division on an annual basis, and the effectiveness of the street parking restriction shall be analyzed by the Transportation Division.</p> <ul style="list-style-type: none"> i. The existing “right turn only” sign located at the exit of the school’s parking lot shall be maintained until the City Council directs otherwise. The right-turn only sign may be modified to display actual carpool times. j. The applicant shall submit a copy of the student enrollment roster and the staff roster to the Planning Division for purposes of verifying the student enrollment and staff numbers. The rosters shall be submitted annually three months from the first day of the school year. The Planning Division shall return the rosters to the school within one week of receipt. The City shall not make copies of the rosters or disseminate any information from the rosters to the public to the extent allowed by law. k. The applicant shall maintain the committee of school representatives and neighbors to identify issues related to the school’s operation and develop resolutions to those issues. The committee shall meet a minimum of once every three months starting from October 2, 2001. The results of the committee’s work shall be reported annually by the applicant in writing to the Planning Division. l. The applicant shall comply with all aspects of the traffic safety control program approved by the City Council on February 12, 2002. Compliance with these items shall be to the satisfaction of the Transportation Division: <ul style="list-style-type: none"> • Maintain the landscaping in front of the site in order to provide adequate visibility for vehicles exiting the driveway, yet also maintain the screening of the school facilities. • Encourage the Las Lomas Elementary School District to monitor the intersection of Avy Avenue and Altschul Avenue during the times when the District’s students use the intersection. • Maintain the curb red for a distance of 20 feet on the south side of Avy Avenue to the east of the driveway exit to allow improved visibility and to allow improved turning movements from the driveway exit onto Avy Avenue. • Maintain the curb red for a distance of 165 feet on the south side of Avy Avenue to the west of the driveway exit to allow improved visibility and to allow improved turning movements from the driveway exit onto Avy Avenue. • Maintain “school zone” signage on the eastbound and westbound approaches of Avy Avenue near the site. • The Police Department shall augment its enforcement efforts to enforce the parking prohibitions at the red curb locations on Avy Avenue, as budget resources allow. 			

2245 Avy Avenue – Attachment A: Recommended Actions

LOCATION: 2245 Avy Avenue	PROJECT NUMBER: PLN2018-00111	APPLICANT: Scott Erickson	OWNER: Las Lomas Elementary School District
PROPOSAL: Use Permit Revision/Scott Erickson/2245 Avy Avenue: Request for a use permit revision to update the use of the existing Phillips Brooks School located in the P-F (Public Facilities) zoning district. The request includes adding an annual summer enrichment program to the regular operation of the school and increasing the employee cap from 58 to 68 employees year-round.			
DECISION ENTITY: Planning Commission	DATE: December 10, 2018	ACTION: TBD	
VOTE: TBD (Barnes, Combs, Goodhue, Kennedy, Onken, Riggs, Strehl)			
<p>ACTION:</p> <ul style="list-style-type: none"> • The Police Department shall augment its enforcement efforts near La Entrada School and the intersection of Avy Avenue and Altschul Avenue during the morning drop-off and afternoon pick-up periods, as budget resources allow. <p>m. The Community Development Director shall review any complaints received by the City regarding the expanded student enrollments and staff numbers at Phillips Brooks School. The Community Development Director and his/her designee shall work with the School and the neighbors to try to resolve such complaints, when possible. The Community Development Director shall have the discretion to bring complaints to the Planning Commission for review.</p> <p>n. The applicant shall maintain the site in compliance with the following approved plans:</p> <ul style="list-style-type: none"> • The approved plans prepared by BFGC Architecture, consisting of seven plan sheets, dated received September 15, 2009, and approved by the Planning Commission on September 21, 2009, except as modified by the conditions. • The approved plans prepared by Berger Detmer Ennis, consisting of 28 plan sheets, dated received January 5, 2006 and approved by the Planning Commission on January 9, 2006, and subsequent revisions dated May 1, 2007 consisting of 18 plan sheets except as modified by the conditions. <p>o. The landscaping and irrigation plan shall comply with the Water Efficient Landscape Ordinance. The applicant shall maintain landscaping and irrigation along Avy Avenue and within the campus per the approved plans. Plantings should include native species, a variety of trees, plants, shrubs, and groundcover.</p> <p>p. The applicant shall require that drop-off and pick-up of passengers occur only in designated loading and unloading zones, as specified on plans dated received January 5, 2006. Compliance with this item shall be to the satisfaction of the Transportation Division. The applicant shall also require that no drop-off or pick-up of passengers occur on Zachary Court.</p> <p>q. The sports court canopy can be used for play during recesses, physical education classes, after school sports practices, and school assemblies. Modifications to the appearance or use of the structure may warrant a use permit revision and architectural control review by the Planning Commission as determined by the Planning Division.</p> <p>r. Should the informal arrangement between Phillips Brooks School and St. Denis Church (2250 Avy Avenue) for the use of St. Denis Church's parking lot be cancelled, the applicant shall submit a plan to provide for overflow parking, for review and approval by the Planning and Transportation Divisions.</p> <p>s. The summer program shall be subject to the following requirements:</p>			

2245 Avy Avenue – Attachment A: Recommended Actions

LOCATION: 2245 Avy Avenue	PROJECT NUMBER: PLN2018-00111	APPLICANT: Scott Erickson	OWNER: Las Lomas Elementary School District
PROPOSAL: Use Permit Revision/Scott Erickson/2245 Avy Avenue: Request for a use permit revision to update the use of the existing Phillips Brooks School located in the P-F (Public Facilities) zoning district. The request includes adding an annual summer enrichment program to the regular operation of the school and increasing the employee cap from 58 to 68 employees year-round.			
DECISION ENTITY: Planning Commission	DATE: December 10, 2018	ACTION: TBD	
VOTE: TBD (Barnes, Combs, Goodhue, Kennedy, Onken, Riggs, Strehl)			
ACTION: <ul style="list-style-type: none"> • The maximum allowable student population on the site during the summer program shall be 120 students, aged 5 to 11 years. • The maximum allowable number of staff on the site shall be 50 staff, of which no more than 25 staff shall be administrators working in the office buildings and no more than 25 staff shall be working for the summer program, as school staff or as third-party vendors. • All summer program classes shall be limited to the hours between 10:00 a.m. and 3:00 p.m., with morning care provided between 8:00 a.m. and 10:00 a.m. and aftercare from 3:00 p.m. to 5:00 p.m. • The summer program shall run for an eight-week period, generally between June and August. 			



City of Menlo Park
 Location Map
 2245 Avy Avenue





Phillips Brooks School

November 30, 2018

Matthew A. Pruter, Associate Planner
Planning Division
City of Menlo Park
701 Laurel Street
Menlo Park, CA 94025

RE: Phillips Brooks School–Additional Materials in Support of Conditional Use Permit Amendment for Summer Program (PLN2018-00111)

Dear Matthew:

We are writing on behalf of the Phillips Brooks School (PBS) with respect to the proposed project located at 2245 Avy Avenue (PLN2018-00111), responding to the memo we received dated November 28, 2018, informing us that our use permit revision application is complete but requesting several amendments to the Project Description. That document has been updated as follows to address the questions and prompts presented:

1. In response to General Comment 1, the Project Description has been edited to include section labeled “Employee increase” under “Purpose of the proposal” and under “Scope of work” to include the specifics of the employee request we detailed in our original request dated October 4, 2018.
2. General Comment 2 had three sub-points, each of which has been addressed under “[Note 1]” in a new section of the Project Description labeled “Clarifications and notes.” Each sub-point is quoted and then addressed, in turn.
3. We address General Comment 3 in “[Note 2]” under the “Clarifications and notes” section.

We look forward to the discussion at the meeting on December 10, 2018. Thank you for your diligence in ensuring that our submission is complete and addresses all necessary points.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Scott Erickson', with a long horizontal flourish extending to the right.

Scott Erickson
Head of School

Attachments



Phillips Brooks School

Project Description

Proposed Use Permit Revision - 2245 Avy Avenue (PLN2018-00111) • Revised 11/30/2018

Purpose of the proposal

Summer program

PBS ran a pilot program during the Summer of 2018 to test the efficacy of an enrichment program in order to assess its advantages to the PBS community. The Program is an extension of PBS's existing academic programming by allowing PBS instructors to explore new ideas and teaching methods around topics of interest that cannot always be pursued in depth during the academic year. PBS is excited to advance its academic mission and vision by offering this opportunity for students and parents to enhance their experience with the community. Importantly, the scale of the Program will involve a much smaller population than the regular, academic year.

Employee increase

We request an increase of our employee cap from 58 to 68. Our current headcount stands at 57; we have grown our staff in the last several years to accomplish these objectives:

- Increase classroom support and supervision of students, especially those in our younger grades, by expanding the number of associate teachers
- Provide program support and leadership in areas like curriculum development, faculty professional growth, emotional intelligence, and technology
- Add coverage in our Welcome Center to oversee visitor management and add a layer of security as concerns over campus safety nationwide have increased

As we plan for the next several years, we've identified a number of additional curricular areas in need of increased faculty support, and we anticipate needing to increase our support staff as demand on those resources increases.

Scope of work

Summer program details

As described in the Program Overview included in the initial filing, the Program will consist of the following:

- No more than 120 students each day (ages 5-11) and no more than twenty-five (25) instructors/assistants;
- Cap of 25 staff/administrators in office buildings (normal for summer);
- Eight (8) weeks of the summer from June through early August;
- Daily from 8 AM to 5 PM including morning and afternoon care;
- 140 trip count maximum during morning drop off (as usual);
- Optionality for ability to have third-party vendors operate their independent programs on campus. [Note 1]

The attached map depicts the campus zones in which the Program will be operated and shows that the Program will take advantage only of the interior areas of the campus, leaving the playground on Avy open to the neighbors and minimizing noticeable impacts to the immediate neighbors.

PBS also intends to maintain the same commitment to Transportation Demand Management measures, such as carpools and walking/biking, and all parking needs will be accommodated in the PBS parking lot so that there is no spillover into the surrounding neighborhood. A Summer Program Coordinator will be present every day during the Program to oversee operations and ensure PBS families continue to follow the usual rules.

Employee increase

We request an increase of our employee cap from 58 to 68.

Architectural style, materials, colors, and construction methods

No architecture, materials, colors, or construction will be modified for the purposes of this use permit revision.

Basis for site layout

The site layout was determined based on the program coordinator's experience in running the 2018 pilot program and the school administration's understanding of and expertise related to the management of elementary-aged students.

Existing and proposed uses

This proposal does not seek to change the uses of the campus but instead to be more specific about the times of year during which it will be used for those purposes. In the Fall of 2013, PBS's request for a use permit revision was approved by the Planning Commission, which primarily increased the maximum allowable student population to 320 students and the maximum allowable number of staff to 58, in addition to facilitating some other minor "clean-ups." Earlier this year, the City determined that the pilot summer program substantially conforms to all of the 2013 use permit conditions, and its modest scope and timeframe do not trigger any greater impacts than those regulated by the use permit itself. This substantial conformance to all relevant use permit conditions is evidenced by the following:

- The Program will comply with all applicable agency regulations, as well as all City requirements applicable to the PBS program. (Conditions 3(a) and (b).)
- The Program is a school-related activity in that it will be operated by PBS faculty for the enhancement of the school's existing curriculum. (Condition 3(c).)
- The Program will not increase the maximum allowable number of students or staff, at 120 and 25, respectively, for the summer program. (Conditions 3(d) and (e).)
- The Program will comply with the school's hours of operation by operating between 8 AM and 5 PM. (Condition 3(f).)
- The Program will not allow anywhere close to the 140 outbound vehicle trips allowed to be generated during the morning traffic peak hour of 7:45 am to 8:45 am because the summer participants will be a mere fraction of the number of students during the academic year, and these participants also will be encouraged to carpool and bike/walk to the campus. (Condition 3(g).)
- The Program will adhere to the required drop-off and pick-up protocols for designated loading and unloading zones. (Condition 3(p).)

Outreach to neighboring properties

Our current conditional use permit requires that the school schedule quarterly neighbor meetings, to which all of our neighbors are invited and encouraged to attend. Historically, attendance at those meetings is low - a maximum of 2 attendees per meeting over the last several years, with several meetings resulting in no attendees - and we take this as a good sign that we are doing our best to keep our neighbors happy. Neighbors also have a direct line to the Head of School via neighbors@phillipsbrooks.org or by phone, and when issues arise, we immediately react to resolve them.

With respect to the specific question of the Summer Program, we shared in a recent quarterly invitation to the neighbor meeting on May 18, 2018, that we were proposing to begin a summer program and offered to address questions and concerns at the meeting, and only one neighbor came to that meeting, to discuss matters unrelated to the summer program. With the neighbors who usually do come to our meetings, and share feedback throughout the year, we have had direct discussions about the program and were told that they didn't even realize the program was running until several weeks in and that they had no concerns or complaints about how it went. At the August 15, 2018, neighbor meeting, held just after the pilot program finished, no neighbors were in attendance. [Note 2]

We are confident that this program will not be an imposition on our neighbors and are committed to taking any necessary steps to ensure that is the case.

Addressing questions from the Planning Commission

Several specific questions were put to the school with respect to this project in a memo dated November 7, 2018; below are our responses to those concerns:

Whether there is any amplified sound, and if so, where it is located, and whether it is indoor, outdoor, or both. Please describe the timing of its use, if necessary.

There will be no amplified sound outdoors, except during Carpentry class when in session, from 10:00 a.m. to 12:00 p.m. and from 1:00 to 3:00 p.m. Amplified sound is limited to a small, portable Bluetooth speaker capable of only 10 watts of output, designed for audio playback in a small area.

Amplified sound will be used in the Multipurpose Room for theater performances. This will be used intermittently Monday through Friday between 10:00 a.m. and 12:00 p.m. and again from 1:00 to 3:00 p.m. The sound system in the Multipurpose Room is calibrated in such a way as to keep sound from being audible from outdoors.

The specific timings of activities and hours of lunch and recess. Are the multiple areas indicated "recess" used at the same time, to spread out the students on break? For lunch, are all students concentrated in the "lunch" area? Please clarify, and if necessary, please label more clearly on the Existing Site Plan.

Recess will take place from 12-12:30 p.m. and Lunch from 12:30 p.m. to 1:00 p.m. The multiple areas on the map indicated "recess" are not all used at the same time. One area will be used per day during recess and lunch. All students will be concentrated in one "lunch" area each day.

Is the amphitheater going to be used for any activities? If so, will it involve the full student attendance, and at which times/days of the week typically?

The amphitheater is used only for Carpentry class. It will not involve full student attendance. When Carpentry is in session, it will take place Monday through Friday from 10:00 a.m. to 12:00 p.m. and from 1:00 to 3:00 p.m.

Clarifications and notes

[Note 1]

In the notice dated November 28, indicating that this project was scheduled for a meeting and requesting several amendments to the project documents, Planning staff asked for the following information regarding the third-party vendors mentioned in the Project Description:

"[Describe] the number of potential additional employees. Please clarify whether these employees would be included as part of the 50 staff expected to be onsite (proposed to be 25 summer staff and 25 school staff), or an additional number of staff more than the proposed 50 employees."

Any third-party vendors on campus are included in the estimated number of staff required to operate the summer program; no more than 50 employees and vendor employees will be on campus during the summer.

"[Describe] information on whether or not the third-party vendors would operate only during the period of the summer program or throughout the calendar year."

The vendors we anticipate engaging in the summer are the same as those who operate some of our already existing after-school enrichment classes. So, yes, those vendors will be operating on campus during the school year, but they will be operating the same programs that they have operated for years as an integral part of our community. The vendors will not be responsible for any aspect of the administration of our summer program, only teaching specific courses, so they will not be operating on campus in a summer-related capacity until the actual summer program begins.

"[Describe] the role of the vendors at the school, along with a clarification of how these vendors would operate at the school and how they would relate to the school and school-related activities."

Our plan to engage vendors does *not* involve bringing in a third-party to operate a turnkey program on campus that is fully self-contained as some other schools do - essentially renting out their campuses to a company to run a summer program and taking a commission or charging rent. By contrast, PBS is committed to operating our summer enrichment program ourselves, from designing the curriculum to overseeing all aspects of the day-to-day operations throughout the year.

Where we anticipate needing the assistance of third-party vendors is in teaching specific courses that are of interest to our students and families but for which we do not have a teacher or other resources. This is the model we follow for our after-school enrichment program during the academic year - bringing in outside expertise to fill a specific need. We even anticipate using many of the same vendors as we do the rest of the year, as they are trusted, respected members of our community who are well known by parents and students. These vendors would be considered members of the faculty for the duration of the summer and would be subject to the same expectations for participation in other school-related activities as other members of the faculty.

[Note 2]

In the same notice, the Planning Commission asked for the following information regarding neighbor outreach:

"Since your previous submittal, if any additional meetings or correspondence with neighbors have taken place, or if any additional forms of outreach have occurred recently..., please revise the project description accordingly."

Since our submissions on October 4 and November 13, 2018, we have had one additional quarterly neighbor meeting, on Wednesday, November 28, at 5:30 p.m. No neighbors were in attendance, as has been the case with

most of our recent meetings, although we did receive one note in advance of the meeting at our *neighbors@phillipsbrooks.org* email address, which delivers directly to the inbox of Head of School Scott Erickson. We have also received copies of three letters addressed to the Planning Commission with regard to this proposal. Dr. Erickson has responded directly to each of the neighbors who have written with questions about the project inviting them to discuss those concerns in person or by phone. As we've shown by our close adherence to the terms of our current Conditional Use Permit and by acting swiftly to address specific concerns, Phillips Brooks School is deeply committed to being a courteous and conscientious neighbor. We believe that is best accomplished when we can communicate directly when there is a concern or conflict, and we look forward to hearing back from these neighbors in the coming days.



PBS Summer Program 2019 Summary • October 4, 2018

PBS is excited to offer a second Summer Program beginning this June of 2019.

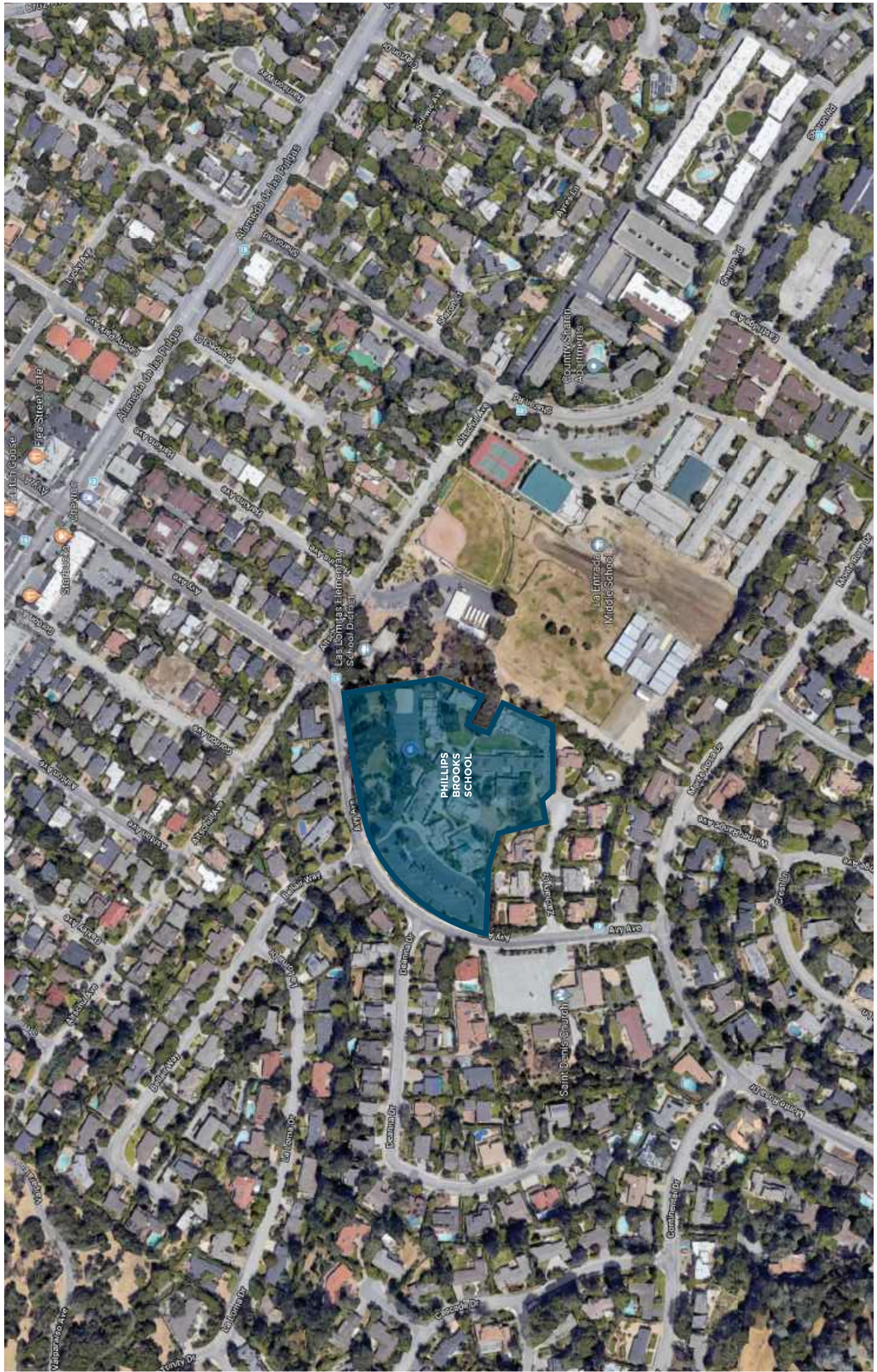
Our goals are for students to:

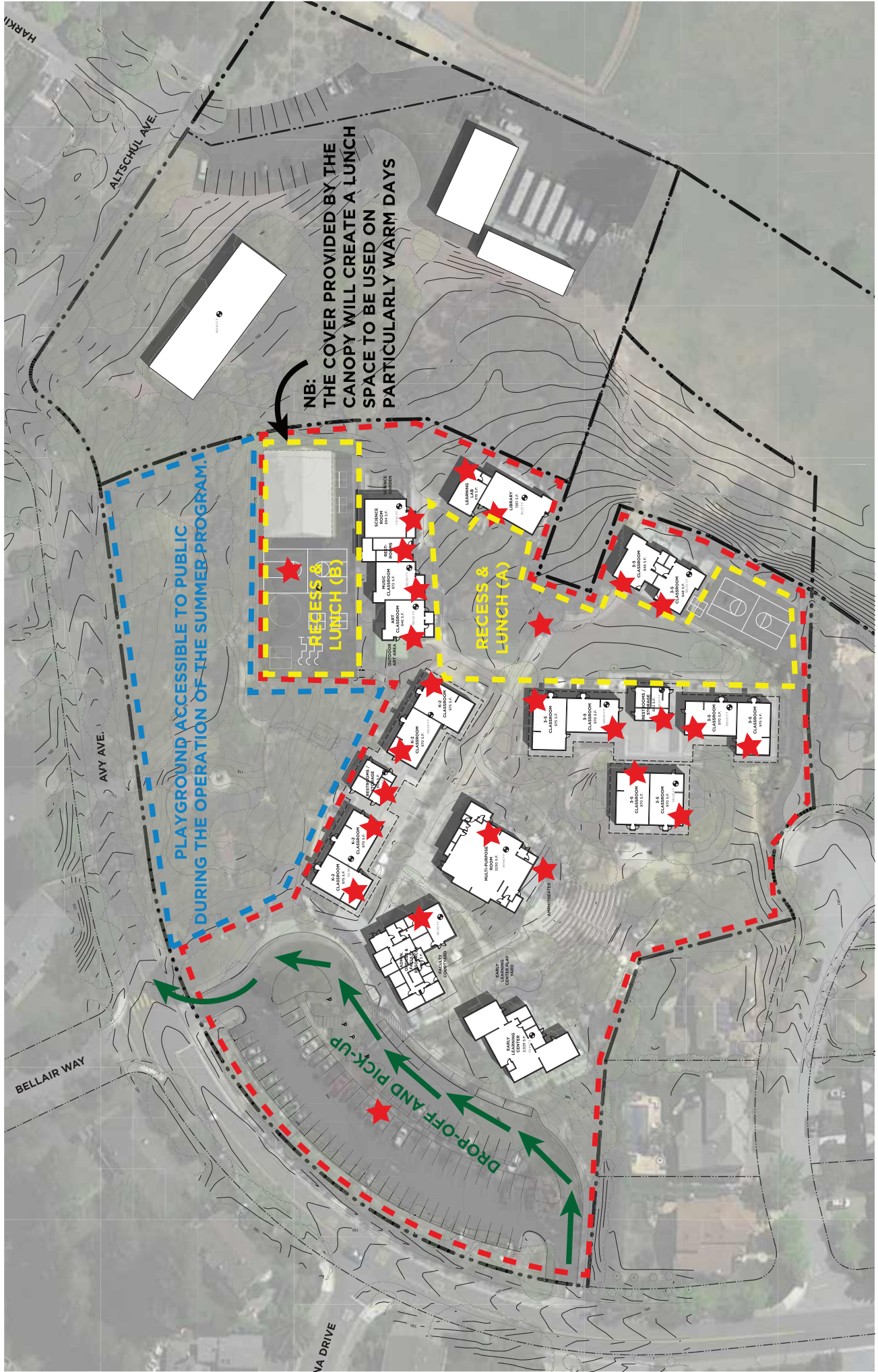
- Learn about themselves
- Learn about being a community member
- Try new things
- Explore deeply
- Grow their independence
- Spend lots of time outside
- Have fun

Our desire is to continue improving our offerings by implementing more robust programming and additional personnel. With a PBS touch to the lessons taught in each class, we're not just teaching the material, but instilling life-long values. PBS offers a variety of classes that range from Drama to Design Thinking and Clay Animation to Community Service. Classes will be taught by PBS teachers as well as a few external vendors.

We are requesting the following details for future summer program usage:

- Enrollment cap of 120 students (ages 5-11) each day per week.
- Instructor cap of 25 lead teachers & assistants total,
- Cap of 25 staff & admin in office buildings (normal for summer)
- 8am-5pm operating hours including morning and afternoon care
- Entire campus usage from 10am-3pm (morning and afternoon care to take place elsewhere)
- 140 car count maximum during morning drop-off, as usual
- June 17 start through early August (8 weeks total)
- Option to allow external vendors to run their programs on our campus (no plans in near future, but would like to have this option)





NB: THE COVER PROVIDED BY THE CANOPY WILL CREATE A LUNCH SPACE TO BE USED ON PARTICULARLY WARM DAYS

PLAYGROUND ACCESSIBLE TO PUBLIC DURING THE OPERATION OF THE SUMMER PROGRAM

DROP-OFF AND PICK-UP

RECESS & LUNCH (B)

RECESS & LUNCH (A)

★ INDICATES A SPACE IN ACTIVE USE DURING SUMMER PROGRAM

PHILLIPS BROOKS SCHOOL
 SITE PLAN WITH SUMMER PROGRAM ACTIVE AREAS NOTED IN RED
 SCALE: 1" = 50'-0"



November 27, 2018

Dear Matt Pruter,

I am contacting you to ask some questions and to express some concerns about the requested revision to the Phillips Brooks School [PBS] use permit and proposed addition of a summer session at the school. I am the property owner at 3 Zachary Court. Our home abuts the southern property line of PBS.

My question is “what has changed” since the lease renewal for PBS that they now need to add a summer program. My understanding is that the current use permit explicitly does not allow the addition of a summer program. That provision was added to the use permit for a reason. PBS agreed to that restriction at the time and did not indicate the need to initiate a summer program. The original concerns regarding operating a summer program on that property have not changed.

One reason that PBS gave for wanting to run a summer enrichment program is to allow “PBS instructors to explore new ideas and teaching methods.” If this is genuinely the case, I am puzzled as to why the school is then asking for permission for a third party vendor to operate programs on campus. Furthermore, it seems that if a third party vendor is operating the program, then the summer program would be in violation of the City use Condition 3(c) that states the program is a school-related activity.

Two possible reasons that might exist for supporting the addition of the summer program over the existing objections inherent to the restriction detailed in the use permit are:

- There is a social need for an additional summer program
- PBS has a financial need for a summer program

Given the range of summer program options available within Menlo Park and across all of the San Francisco Peninsula, it seems hard to believe that there is an unmet social need for a summer program delivered by PBS. I have not seen any information indicating that PBS especially intends to address the unmet needs of less advantaged populations, such as their “financial aid families”. It would appear that the PBS summer program is intended to serve its existing student population – a population that may not have financial barriers to summer program access. Furthermore, there are many existing summer programs in the area to provide working families with childcare options. These existing programs surely provide opportunities for teachers to test their lessons and/or supplement their incomes should they desire to do so.

If PBS feels they need to add a summer program for financial reasons, I think approval of the program would require more extensive analysis of the PBS operating model such that they need to add a summer program for financial reasons.

Our objections to the proposed summer program are consistent with the original concerns that motivated the restrictions in the current use permit:

- Increased traffic during summer months
- Increased noise during summer months
- Increased waste generation during summer months
- Material increase in the hours of use of the PBS property during the summer (9 hours a day, 5 days a week for 8 weeks) as compared to the standard school days during fall, winter, spring sessions.

The pilot program that PBS ran last summer did nothing to allay these concerns. In fact there was a significant and sustained increase in general neighborhood nuisance factors such as noise—including noise at night long after 5:00 pm while the custodial crew cleans the PBS campus, increased foot and vehicle traffic, and increased waste generation and waste management/removal.

Finally, the request to allow third party vendors to operate independent programs during the summer months concerns us because we assume that with a third party vendor there will not be ongoing, daily oversight of the campus facilities by the PBS employees. Most of the noise problems that we have encountered occur after hours and when the Phillips Brooks staff are not on hand to observe and monitor behavior on campus.

We respectfully submit these comments and concerns to the planning commission to take into consideration as you review the request by PBS to change their use agreement.

Sincerely,

Ann Jaquith

November 24, 2018

Dear Matt Pruter,

I am the owner who resides at the property 7 Zachary Court that directly abuts the outdoors area of Phillips Brooks School. I am writing this letter to express a few of my concerns about the permit revision at Phillips Brooks, but more importantly, the proposed year round operation of the school from the “summer enrichment program”.

Our home was the first constructed on Zachary Court. At that time, Phillips Brooks did not exist as a school. Fast-forward 27 years; we have all types of motor vehicle noise, as well as, the current noise that has come from the development of the land. As a property management specialist I know these factors play significant roles in the estimation of residential noise damage costs to property values of homes and apartment homes. That being said, quieter areas are generally deemed more desirable, and real estate prices tend to reflect that.

During the school year, break time and lunch times at PB are loud. Many children and staff are outside literally playing and screaming 10 to 15 feet from the common wall that separates our back yard from Phillips Brooks. I would be interested in the decibel noise impact of a single occurrence from the school during a complete day. During these break times, it is simply a nuisance. It is a struggle to have a normal conversation in our backyard. At these times, the noise from the school can be heard from inside our home with all windows closed. We will have 4 children home for the summer for eight weeks; it would be a travesty to put our family through this during their summer vacation.

The noise increase at PB during the past summer and current school year has been noticeable, we were wondering if something has already changed at the school i.e. Increased class size or even a new preschool added to the PB campus. This school year there seems to already be an increase in younger children and staff during the daytime and increased custodial work in the evening. Along with this letter, I will attach a video of a janitor working well past 11pm at night. In the video you can clearly hear and see

the worker using an electric blower. This campus cleaning in the late hours has to stop or efforts to decrease the noise must be made.

In short, we already have an unharmonious situation with PB, so to grant a change to PB use agreement seems clear to us. For the sake of brevity, not lack of examples, I will end this letter and submit these comments and concerns to be shared with the planning commission for their review of Philips Brooks School to change their use agreement.

Many Thanks,

Jerry Garrett

RECEIVED

NOV 28 2018

CITY OF MENLO PARK
BUILDING DIVISION

Nov. 28, 2018

Matt Pruter,

Thank you for the notice to neighbors. Since we are currently impacted by the school traffic and activities, (loud speakers, sports court and events) I am not in favor of adding more staff and students. A few years ago it was raised from 58 to 68 year-round employees.

Sincerely,

A handwritten signature in black ink that reads "James Madden". The signature is written in a cursive style with a large, looping initial "J".



Phillips Brooks School

December 4, 2018

Matthew A. Pruter, Associate Planner
Planning Division
City of Menlo Park
701 Laurel Street
Menlo Park, CA 94025

RE: Phillips Brooks School–Additional Materials in Support of Conditional Use Permit Amendment for Summer Program (PLN2018-00111)

Dear Matt:

First, thank you for diligently forwarding to me all of the correspondence you've received in response to our public notice. The feedback we've received from our neighbors has been helpful as we continue to hone our thinking and to make plans for next summer. Second, I am writing to share with you several messages we've received from PBS community members and neighbors sharing their experiences with the school and, more specifically, with last summer's pilot program. Those letters can be found attached to this letter, which we received by email, collected, and consistently formatted so it would be easy for Planning Commissioners to review.

I also would like to take a moment to address some of the questions posed in the neighbor letters you have received and to share some additional updates since our supplement dated November 30, in particular about our neighborhood outreach efforts.

As noted in our November 30 revision to the Project Description, I have reached out to every neighbor who has written to invite them to discuss their concerns (except for the neighbor who did not provide any contact information in his letter). I had the pleasure of meeting yesterday with Ann Jaquith, who wrote on November 27, and Linda Garrett, whose husband Jerry wrote on November 24. Our conversation was valuable, informative, and productive, and we were able to settle several issues raised in their letters. In particular, I clarified the relationship between our intended third-party contractors, or vendors, and the summer program. I shared that PBS employees will still maintain responsibility for campus supervision and operations throughout the program, and that our summer program will have a few contractors with whom we are familiar and who are already part of our program. Ann, Linda, and I also discussed some ongoing issues where PBS can be of help.

Some of the specific points raised in these neighbors' letters should be addressed specifically here in order to be clear for the Planning Commission:

- One neighbor wrote, "My understanding is that the current use permit explicitly does not allow the addition of a summer program." This understanding is incorrect, as the Planning staff noted in our substantial conformance memorandum dated March 1, 2018: "Staff believes the [pilot program]

proposal as presented is consistent with the school's operations and the proposal would continue to comply with the existing use permit." We view the current process, as it relates to the summer program, not as a request for permission previously denied but instead as a way to "clarify and document the operations in the use permit." (Quoting again from the March 1 memorandum.)

- The same neighbor wrote, "Given the range of summer program options available within Menlo Park and across all of the San Francisco Peninsula, it seems hard to believe that there is an unmet social need for a summer program delivered by PBS." To the contrary, as our neighbors and parents have attested in the attached letters of support, there is an increasing need for programs that are moderately priced (as ours is) and that balance academic enrichment and social-emotional learning in the unique way that PBS's program does, particularly for elementary-aged children. This need has increased along with the number of two-working-parent households, and we believe our program fills a gap that has gone unfulfilled for some time.
- On the topic of whether the school "need[s] to add a summer program for financial reasons," we would say that, although the school is in a healthy financial position, we must always look toward an uncertain future and ensure a healthy school business model. All independent school professional organizations - including our accrediting organization, the California Association of Independent Schools - recommend as an important part of financial stewardship that schools seek out new revenue streams. Our summer program is a natural extension of our regular program, an important way for PBS to serve a clear community need, and it supports the school's financial health while being moderately priced.
- Regarding noise from our cleaning staff at night, we have an explicit agreement with our custodial contractors to adhere to all aspects of our conditional-use permit and the city's noise ordinances. We also have a long-standing agreement to limit the hours at which we bring trash to the receptacles at night. We will continue to monitor for compliance and never want to cause concern to our neighbors, of course. We have communicated with our custodial staff to clarify and reinforce these expectations.
- With respect to concerns about increased traffic caused by increasing our employee cap by 10, I would simply point out that over the last five years, the school has measured *well below* our mandated maximum of morning exits from our parking lot. We encourage carpooling, walking to school, and public transportation whenever possible, and will continue to do so. The additional staff will not increase traffic impacts, nor will it put us close to or above the cap, which will remain the same.

It is my understanding that this cover memo, as well as the letters attached, will be included in the packet for the Planning Commissioners in advance of the December 10 meeting. I look forward to the discussion at that meeting. Thank you.

Sincerely,



Scott Erickson
Head of School

Attachments



Phillips Brooks School

Letters of Support

Proposed Use Permit Revision - 2245 Avy Avenue (PLN2018-00111)

Submitted December 4, 2018

We have received the following messages of support from parents and friends of the school who are also neighbors residing in our community; they are copied below in full:

Deborah Chait

Received via email on Saturday, December 1, 2018, at serickson@phillipsbrooks.org, from deborahachait@gmail.com

To Whom It May Concern,

I have been a resident of Sharon Heights for 44 years. The past 34 on Deanna Drive, directly across from Phillip Brooks School. Presently my granddaughter is in first grade at PBS. I have always found PBS to be a very good neighbor and since having my granddaughter enrolled there, I now know what a wonderful, kind, loving environment exists on that beautiful campus.

Last summer Stella was fortunate enough to participate in two summer programs. These programs foster the same values as the academic school year. The children not only have fun and master new skills but kindness and respect for others is a constant thread in their learning environment.

I believe as neighbors that we should all be grateful that PBS is such a wonderful addition to our area and we should all work together to help the school continue to grow and flourish.

Sincerely,

Deborah Chait
1110 Deanna Drive
Menlo Park

Sent from my iPad

Jessica Sieck

Received via email on Saturday, December 1, 2018, at serickson@phillipsbrooks.org, from jessicasieck@gmail.com

To whom it may concern,

My name is Jessica Sieck and I have been a resident of Sharon Heights for 30 plus years. I was born and raised here and returned to raise my own family 7 years ago. We are one of the fortunate families that has a child who attends Phillips Brooks School. Our daughter began at PBS in Kindergarten and is currently in the 1st grade.

The warmth of the PBS community, including the faculty and other families, has impacted our own family in numerous positive ways. We have watched our shy, introverted child blossom into a confident kid who jumps out of bed each morning to head off to her incredible school where her love of learning shines through in every lesson she is taught. We feel a wonderful sense of peace knowing that each day our child is getting not only the best education possible at PBS, but is also developing healthy, social emotional skills which she will carry with her throughout her life.

Since our children were able to walk, the PBS playground has been a magical place for us. A weekend doesn't go by without at least one stop at the playground for our girls; it is a special place for us to meet up with old friends and often times make new ones.

Last summer our daughter had the opportunity to attend the PBS summer program as a way to stay connected to her school and continue her education during the break. The program is at the top of her list for the coming summer, as she had one of the most fulfilling two weeks of her summer break. The program offered a wide variety of classes for our children, exposing them to interests not always offered at other local camps. Our daughter walked away from the PBS summer camp with a newfound interest and passion for musical theater which she has continued studying this fall. We feel strongly that the PBS summer program enhances our community greatly. With such limited summer programs available in the area, having PBS offer a summer educational option provides a fantastic opportunity for more of our local children to flourish and learn.

PBS is a gift to our community, and any opportunity to help it develop further should be encouraged.

Warmly,

Jessica Sieck
710 Monte Rosa Drive
Menlo Park

Robin Enan

Received via email on Sunday, December 2, 2018, at serickson@phillipsbrooks.org, from rhindery@gmail.com

To the members of the Menlo Park Planning Commission,

My name is Robin Enan, and I'm a Menlo Park resident with two children currently attending Phillips Brooks School in grades PreK and Kindergarten. I'm also a graduate of the school myself, having spent most of my childhood in the Bay Area.

My husband and I love PBS for many reasons, but top of the list is the school's focus on fostering an inclusive, supportive, vibrant community. That commitment extends beyond the families whose children attend the school, to include the surrounding neighborhood and beyond.

To that end, we were thrilled when we learned that PBS hopes to expand the pilot summer camp program it started earlier this year into an official program that would be open to children outside the school. Our oldest child attended the camp for three weeks last July and August, and it was the standout highlight of his summer. The diversity of the offerings--from Carpentry and Design Thinking, to Theater, to Visual Arts--was beyond anything we found in our research into other area camps, especially for children so young. Our son loved Carpentry so much that he had a carpentry-themed 6th birthday party a few months later to share his new passion with all his Kindergarten classmates.

I was not surprised by the quality of the PBS summer program, but I was surprised--and pleasantly so--by its affordability, given that it was a full-day camp and included extremely specialized activities. I understand that a lot of thought and comparison research went into the cost of tuition, ensuring that the camp could be accessible to families of more modest means.

We would love to see this wonderful camp continue, not only for the benefit of our own kids, but many others as well. We know PBS will hold its summer program to the same high standards it does with its academic-year program, and, as always, will work with its neighbors to ensure any concerns are addressed.

Thank you for reading my letter, and for your continued commitment to providing our children with the best and most inspiring educational opportunities.

Sincerely,

Robin Enan
1765 Poppy Ave.
Menlo Park, CA 94025

Matthew and Leslie Berkowitz

Received via email on Monday, December 3, 2018, at serickson@phillipsbrooks.org, from leslieh259@gmail.com

To Whom It May Concern,

We have been members of the Phillips Brooks School and Menlo Park communities for over two years since we relocated from the East Coast. Our residence is just around the corner from the school and we walk there nearly every day and take advantage of the beautiful playgrounds and sports courts on the weekends. Our two older boys attend school at PBS: Noah (first grade) and Cole (pre-K).

To say that PBS means a lot to us would be an understatement. The community of parents, students, teachers and staff are our family here. We were welcomed with open arms into the community even before we had arrived and that spirit has never waned. Our kids walk onto campus in the mornings and everyone knows their names and it feels like home. But most importantly, the style and approach to teaching has instilled in our children a love and curiosity for learning that causes them to look forward to each day with unbridled enthusiasm, and this is invaluable.

One of the greatest hallmarks of PBS is the creation of community at the school. This can be observed in the pride the children take in beautifying the campus through their artwork or the weekly GATHER assemblies where the whole school comes together to reflect on various important and inspiring topics. However, the sense of community reaches far beyond the PBS campus. This can be seen during 'Walking Wednesdays' when dozens of students, parents and faculty commit to walking to school to reduce traffic and car emissions, the summer 'Bingo' that encouraged students to pick up trash around local parks, or field trips to local senior citizen homes, just to name a few.

We were very excited when PBS launched their pilot summer program last year so that our kids, as well as other kids in the area, could continue to experience all that PBS has to offer throughout the summer months. While we didn't take advantage of the program last year due to travel plans, we are most looking forward this year to the 'Kindergarten Prep' program they offer for our incoming kindergartner. The transition from pre-K to K can be a very challenging one and we feel that this preparation will be essential for so many students.

When friends outside of the PBS community ask us what we love about PBS we often mention many of the things stated above. Having a summer program that is inclusive of children not enrolled in the school will give them access to the unique learning environment of PBS and foster new friendships. We look forward to watching it grow and evolve and become a staple for quality, innovative, and stimulating summer programming in the community.

Sincerely,

Matthew and Leslie Berkowitz
2110 Sharon Road
Menlo Park, CA 94025

Amelia Schultz and Jason Werlin

Received via email on Monday, December 3, 2018, at mlavigne@phillipsbrooks.org, from amelia.schultz@gmail.com

To Whom It May Concern:

We live at 1330 Sherman Avenue in Menlo Park, under a mile from the Phillips Brooks School. We have lived at this address for over 8 years, and in this time have always enjoyed having the school as a part of our community.

Long before we were even thinking about school, we used the PBS playground on weekends and all summer long. At that point we weren't even aware that PBS was a private school, just that they were a great, close place for our girls to play. As our girls got older and we started looking into preschool options, PBS came onto our radar. We loved it immediately and felt fortunate that it was so close to our home. We looked at schools that were a further commute and were open to driving to find the best fit for our daughter, but PBS' emphasis on courage, kindness, community, and love of learning felt like a perfect fit. We love that PBS's students draw from our neighborhood and nearby neighborhoods - it really feels like a community school. And like any good community school, PBS works hard to be a good member of the Menlo Park community. Whether it is having first graders deliver handmade valentines to the neighbors or staff supervising parking (I have seen our head of school actually run after parents to ask them to move their cars), Phillips Brooks values the Menlo Park community and its neighbors and works hard to maintain positive relationships.

When PBS recently piloted a summer program, we were quick to sign up. It is invaluable to have such an affordable and trusted option in our neighborhood. Our girls both participated in two weeks of the camp and had a wonderful time - each rated it as her favorite summer camp. There is a real demand for more options over the summer for working families, and children need to stay engaged over such a long break from school. The summer program at Phillips Brooks helps to address these problems. They offer early care and after care for families who need it, and the program itself stands out. While some summer camps feel like little more than glorified babysitting, we know that at PBS our children will be engaged and learning about the world. Last summer our children returned from camp having created their own stop motion movies and they recorded a video about plastic waste to share with the entire school. They had a real sense of pride in what they accomplished. The access to amazing teachers and specialists who stay to work over the summer is invaluable and something that no other summer camp that we know of offers. We are so thrilled that PBS is offering a summer program to children in the Phillips Brooks community and beyond - it is truly filling a gap in summer programming, and we feel fortunate to be able to take advantage of it. We hope that the program will grow and become even more robust in the years ahead.

Best regards,

Amelia Schultz & Jason Werlin

Patrick and Lynda Galligan

Received via email on Monday, December 3, 2018, at serickson@phillipsbrooks.org, from galliganf18@mac.com

December 2, 2018

2110 Oakley Ave
Menlo Park, CA 94025

Re: Phillips Brooks Summer Program application

Dear Menlo Park Planning Commission,

We have been residents of Menlo Park and neighbor of Phillips Brooks School for over 10 years and we are writing to express our strong support for their summer education program.

As the parents of three children we are keenly aware of the need for great summer programs. Phillips Brooks provides a school-based environment with extended academic learning during the summer months that many parents in the school district would otherwise not have access to. One of the best aspects of the summer program is their ability to bring together young children in a fun environment that has them actively involved in learning and growing. With Phillips Brooks opening the program to the entire community and not just current students we will be able to send our youngest child next summer.

Throughout our time in Menlo Park we have always had excellent communication with the school and we have come to truly appreciate the impact Phillips Brooks has on the entire community.

Sincerely,

Patrick and Lynda Galligan

Priti and Sanjay Morey

Received via email on Monday, December 3, 2018, at serickson@phillipsbrooks.org, from pritimorey3@gmail.com

Priti and Sanjay Morey
1161 Trinity Drive
Menlo Park, CA 94025

December 3, 2018

To Whom It May Concern:

I am writing you in regards to the Phillips Brooks School application regarding their new summer program. We have lived in Menlo Park since 2006 in the Sharon Heights community. We have seen so many positive changes in the community and really believe this is one of the best places to live in the Silicon Valley. We have been a part of the Phillips Brooks School community since 2008 and see the positive impact the school has had on the area. Specifically we have noted how diligently the school works with the local community to make sure it has a positive impact on traffic and provides a safe place for everyone. Phillips Brooks also provides access to community learning with other schools in the area, which is invaluable to busy families.

We believe the next logical step for the school is to provide a summer program for current students and some non-PBS students in the near future. As many households require dual incomes to sustain the high cost of local living, a safe and welcoming place for young children is imperative. Many summer programs and camps are so highly subscribed that many families cannot find adequate, stimulating environments for their children. The scope of the program at PBS is innovative, inclusive and affordable. These programs should be available to the larger community in order to provide vital services we need in the area.

Over the years, we have seen the faculty and staff change in ways that is amazing. PBS is always looking to the next area of need and proactively solving issues often as they arise. The staff have been carefully chosen and care about the children and the community in a deep and meaningful way. We have children at La Entrada Middle School as well and as we have seen local issues arise with flooding, sewer breaks, facilities issues, traffic and even domestic disturbances in the area, PBS has been a cooperative leader in caring for the larger community beyond its doors.

We believe that this program will fill a vital need in the community and PBS should be granted permission

Sincerely,

Priti and Sanjay Morey

Matt Brokaw

Received via email on Monday, December 3, 2018, at serickson@phillipsbrooks.org, from matt.brokaw@gmail.com

From: Matt Brokaw (community resident with family of 4 at 2015 Sharon Road, Menlo Park, CA 94025)

To: Menlo Park Planning Commission

Regarding: Endorsement of Phillips Brooks School summer program and employee cap increase

I'm writing in support of Phillips Brooks School's application to make their summer program official and expand their employee cap. As a Menlo Park resident living less than a mile from the school for more than 10 years, I feel strongly about the outstanding education that PBS delivers to students, and believe in its importance as an academic option in the community. I'd like to share my perspective regarding the positive impact of PBS overall, and then address the merits of an expanded summer program.

My wife and I were open to public or independent schooling, but were compelled by what we found at PBS. The size of the school and classrooms creates a lot of advantages in developing a curriculum that feeds the whole student. We saw a commitment to sculpting a plan for each individual child, to fueling students with social as well as intellectual education, and to providing a full educational foundation in science and humanities that other schools simply don't match these days. This is where PBS invests, and it's unlike what we found anywhere else. Kids who come out of PBS have a strong intellectual and problem-solving foundation. Beyond this, they are kind, self-aware, good citizens, with advantages in working with others. The school has helped my children develop confidence and courage as independent thinkers, empowered to speak their mind and advocate for what they believe is right.

Expanding the PBS summer program will extend these benefits to current students and other children. I know from conversations with fellow PBS parents and other neighbors that there is great demand for more programs in the summer—particularly affordable ones—and the school has invested significantly in characterizing these needs to ensure that expanded offerings will meet them. PBS invites ongoing dialogue and tackles concerns head-on, which I believe will help future-proof the summer program so that it adapts as needs evolve.

I've seen evidence of this openness to dialogue in my own experience. At PBS, the family, child, school, and community are tightly intertwined. Teachers ask parents to partner so that there's a confluence of education, and so that children can learn about the diversity of their environment. For example, when I visited my daughter's classroom during a scheduled family share, it was great to hear kids sharing their heritage and what makes them unique. In this example is further evidence of the community that PBS aspires to create—openness to new inputs, recognizing the importance of the broader environment, and embracing diversity.

I've been compelled by the importance of PBS as an educational option in our community, and believe that an expanded summer program will be an asset to our neighborhood and its residents. Please don't hesitate to reach out if my family or I can provide additional information to support the school's application.

Best regards,



Matt Brokaw

10-year resident with my family of 4 at 2015 Sharon Road, Menlo Park, CA 94025

Shawn Sieck

Received via email on Monday, December 3, 2018, at mlavigne@phillipsbrooks.org, from shawn.sieck@gmail.com

Shawn Sieck
710 Monte Rosa Drive
Menlo Park, CA 94025

To whom it may concern -

My name is Shawn Sieck, and I have lived in Menlo Park since 2011. My wife grew up here in Menlo Park, and our oldest daughter attends Phillips Brooks school. Our time at PBS has been an incredibly fulfilling experience, as we have had the amazing opportunity to watch our daughter grow in the courageous and outgoing person she is today.

PBS has always been a stable and positive environment, that has created a true sense of community. The impact the school has on the neighborhood is truly admirable. While the educational opportunities within Menlo Park are great, the option to attend PBS makes it exceptional.

We know how important summer programs can be to keep our eager learners motivated, it is important to have these programs available at PBS. Our daughter attended a theater program in the summer of 2018, and it is by far her favorite program yet today. Knowing that PBS is hoping to open the program to non-PBS children, while still making them financially attainable, further validates our family's decision to attend PBS.

While PBS has created an academic program that pushes our children, the social and emotional learning environment is just as important. The skills our daughter brings home to help manage conflict, competition, communication have become a staple within our family on a daily basis. I encourage the Planning Commission to consider the PBS request for additional staff capabilities to be taken very seriously, as the entire PBS faculty is a beacon for tomorrow's generation.

Warmest regards,



Shawn Sieck

THOMAS G. WARDEN, DDS
2240 AVY AVENUE
MENLO PARK, CA 94025
650-854-6747

RECEIVED
DEC 05 2018
CITY OF MENLO PARK
PLANNING DIVISION

December 4, 2018

Matthew A. Pruter, Associate Planner
Planning Commissioners
Planning Division
City of Menlo Park
701 Laurel Street

Dear Matthew et al:

I am writing to you to express my opposition to the PBS Conditional Use Permit Amendment as currently submitted. Historically; as evidenced by past Planning Commission minutes over the past 30+years; the neighborhood was granted the mitigating condition of little to no summer use of the site. This was granted to the neighborhood in light of the increased traffic that we would endure from allowed increased enrollment and support staff numbers, which was requested of the Planning Commission. The “little” use was to be 1-2 days per summer for unforeseeable non-recurring events. All of which require prior approval.

But let’s cut to the chase: They are not the “good neighbors” they purport to be; and it is time to address what is actually happening at this property.

Individuals responsible for handling the day-to-day operations of PBS frequently and repeatedly violate both the terms of the Conditional Use Permit, and several regulations of the City of Menlo Park. Over the course of the past approximately 30 months; dozens of the violations required summoning the officers of the MPPD to force compliance. Those violations are all documented, in reports filed by the officers who were summoned; in the MPPD records associated with the subject property. Additionally, MPPD’s Code Enforcement Unit has, all too often, been required to “remind” PBS of the violated codes in order to elicit compliance. These facts are irrefutable and easily verifiable by communicating with the MPPD.

As previously stated, this has been going on for well over 30+ years, irrespective of who comprised the various administrations at those times; one might conclude that it is an ingrained mindset. The Planning Commission files are replete with details of how the requirements of the current Conditional Use Permit came to be enacted; along with the reasoning for each one. I will not belabor those details here. More specifically, and in keeping with the current discussion, from my observations, the violations are escalating in severity and frequency since approximately the summer of 2016. To illustrate my contentions, although dozens more exist, let me offer three brief examples:

July 2016 = The third party vendor hired to recoat and restripe the PBS parking lot chose to arrive at approximately 6:30am with great clamor (ie.noise). Clearly a violation of the construction and noise restrictions; yet both the vendor and the PBS Site Manager refused to cease. The summoned Code Enforcement officer was forced to issue a citation, and fine, upon the PBS site manager for the violations in order to effectively force compliance.

October 2016 = Meeting between Tom Warden, Scott Erickson and Officer Eleanor Hilario (Code Enforcement) at the corner of the Avy Avenue exit of the PBS parking lot. Other violations (parking, etc.) had necessitated the need for the meeting. Mr. Erickson was informed of his business's requirement to follow the terms of the Conditional Use Permit. Also at that meeting, Mr. Erickson was informed that, per the Use Permit, the sign's wording needed to be changed back to "Right Turn Only". Bear in mind that this is December 2018, and that sign is still out of compliance. The wording is included in the Use Permit as a safety feature. This was determined by not one, but two studies undertaken by Cal Trans at the request of the then Planning Commissions. The studies determined that turning left out of the parking lot was particularly dangerous. However, all of that aside, PBS chose to unilaterally change the wording from what is mandated in the Use Permit. One only has to review the Planning Commission files to verify what I have written. Additionally, I have no idea why PBS would do this. Potential human injury aside; it currently leaves PBS open to limitless liability given their premeditated negligence in changing the wording.

Thursday November 23, 2017, Thanksgiving morning = At 9:00am four construction trucks with JackHammers show up and start working on a PBS parking lot sidewalk. THANKSGIVING MORNING!! I sent a video file to your planner for his review. Needless to say the MPPD was quite displeased; and had the offenders leave.....rapidly. This incident occurred 14 months, and dozens of violations, after the first example cited above. Need I say more? The answer is...No, since the video speaks for itself.

Yes, violations continue to this date; one date of particular note is July 5, 2018. A third party vendor decided to deliver, quite noisily, construction equipment at 6:30am. It awakened my

daughter and her family, who were visiting for the Fourth of July week. I spoke to the driver, who could not have been more apologetic and gracious, and he indicated he had not been made aware of the construction and noise ordinances of Menlo Park. (Numerous times, Code Enforcement has instructed PBS they are to instruct their third party vendors due to these types of repeated violations.) He was more than happy to wait until 8:00am to unload the construction equipment. The, now current, PBS Site Manager arrived at 7:10am and spoke with the delivery driver. The site manager was obviously quite displeased with what had occurred. I honestly doubt he knew we just happened to be looking out the window at that time; because he became quite animated, and made his feelings poignantly clear.

Yes, the parking violations have continued (just check the parking citations issued by the MPPD for parking on the sidewalks). Yes, PBS has recently hired a third party vendor to sporadically provide parking control. But, historically, PBS does this every time they are preparing a request to bring before the Planning Commission. Point of fact, I suspected PBS was in the process of making a Use Permit request based solely on the appearance of the hired parking guards. If nothing else, PBS is very predictable. Should history repeat itself, the third party parking personal will disappear after their current Conditional Use Permit request is concluded.

By my observation, PBS constantly states they wish to be good neighbors; but their actions manifest their true intent. Put more bluntly; PBS will say what they think you want to hear; and then do whatever they want, at least that is how I have been treated.

Scott Erickson states that attendance is down at the mandated quarterly meetings. For the record, I was one of the 1-2 continuous attendees that he cites in his response. However, he has lost credibility with the neighborhood because he does not do what he says he will (excuse the grammar). Personally, I have lost all credibility in PBS in general, and Scott Erickson in particular; the “final straw” being the episode of July 5, 2018.

Enough said. So what would be my recommendation?

Close the school?...certainly not.

Seek justice?...good heavens no.

Have PBS follow the law?...absolutely yes.

And why not? Number one, it's required. Number 2, it makes for good neighbors and neighborhoods!!

Unfortunately, PBS has continuously shown an overwhelming propensity to blatantly ignore the codes and regulations, even when facing citations and fines. Something severe is needed to drive home the point of required compliance....you need to get their attention!!

In light of all that I have stated above, and the corroborating evidence I have cited; a normally prudent individual should emphatically deny their Use Permit Amendment request. However, I am not an unreasonable person; and I believe that PBS can redeem themselves and restore credibility with the neighborhood; but only if you enact the following alternative proposal:

- Impose a time period of 18 to 24 months; a type of “probationary period”. During that time PBS must comply with ALL provisions and requirements of the now current Conditional Use Permit, and the codes and regulations of the City of Menlo Park. This needs to be non-negotiable and without complaint of the part of PBS (this should normally be self-evident without my so stating; but I have discovered that you have to parse your words precisely when dealing the PBS; in my experience, PBS is always pushing the envelope.) If PBS should remain compliant, as evidenced by no further complaints; then the Commission can, at that later date, reconsider the current Amendment request at the end of a successful “probationary” period.

Let’s face the facts; PBS has been non-compliant for years; no, make that decades; and it’s time for the Menlo Park Planning Commission to stand up for the quality of life issues to which Menlo Park residents are entitled.

I request that the Commission do what is right by the Menlo Park residents; by denying the Amendment and imposing the previously stated 18-24 month probationary period.

Respectfully;

Thomas G. Warden, DDS