



## REGULAR MEETING AGENDA

**Date:** 9/9/2019  
**Time:** 7:00 p.m.  
**City Council Chambers**  
**701 Laurel St., Menlo Park, CA 94025**

**A. Call To Order**

**B. Roll Call**

**C. Reports and Announcements**

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

**D. Public Comment**

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

**E. Consent Calendar**

E1. Approval of minutes from the August 26, 2019, Planning Commission meeting. ([Attachment](#))

E2. Architectural Control/Deborah and Steven Levine/5 Alexis Court:  
Request for architectural control to conduct exterior modifications to an existing residence in the R-1-S (X) (Single Family Suburban Residential, Conditional Development) zoning district. ([Staff Report #19-067-PC](#))

**F. Public Hearing**

F1. Use Permit/Jing Quan/223 Laurel Avenue:  
Request for a use permit to demolish an existing two-story single-family residence and detached garage, and construct a new two-story residence on a substandard lot with regard to minimum lot width in the R-1-U (Single Family Urban Residential) district. One heritage size English walnut tree is proposed to be removed as part of the project. ([Staff Report #19-068-PC](#))

## **G. Regular Business**

- G1. Review of substantial conformance review process and possible Planning Commission direction on criteria for substantial conformance determinations. ([Staff Report #19-069-PC](#))

## **H. Informational Items**

- H1. Future Planning Commission Meeting Schedule – The upcoming Planning Commission meetings are listed here, for reference. No action will be taken on the meeting schedule, although individual Commissioners may notify staff of planned absences.
- Regular Meeting: September 23, 2019
  - Regular Meeting: October 7, 2019
  - Regular Meeting: October 21, 2019

## **I. Adjournment**

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.

For appeal hearings, appellant and applicant shall each have 10 minutes for presentations.

If you challenge any of the items listed on this agenda in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the City of Menlo Park at, or prior to, the public hearing.

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.

Agendas are posted in accordance with Government Code §54954.2(a) or §54956. Members of the public can view electronic agendas and staff reports by accessing the City website at [menlopark.org/agenda](http://menlopark.org/agenda) and can receive email notification of agenda and staff report postings by subscribing to the "Notify Me" service at [menlopark.org/notifyme](http://menlopark.org/notifyme). Agendas and staff reports may also be obtained by contacting City Clerk at 650-330-6620. (Posted: 09/04/2019)



## REGULAR MEETING MINUTES – DRAFT

**Date:** 8/26/2019

**Time:** 7:00 p.m.

**City Council Chambers**

**701 Laurel St., Menlo Park, CA 94025**

### A. Call To Order

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

### B. Roll Call

Present: Andrew Barnes (Chair), Chris DeCardy, Michael Doran, Camille Kennedy, Henry Riggs (Vice Chair) (arrived 7:04 p.m.), Michele Tate

Staff: Kaitie Meador, Senior Planner, Kyle Perata, Principal Planner; Matt Pruter, Associate Planner; Tom Smith, Senior Planner; Chris Turner, Assistant Planner

### C. Reports and Announcements

Principal Planner Kyle Perata said the City Council at its August 20, 2019 meeting had introduced for first reading the City's Cannabis Ordinance, approved the 115 El Camino Real project and the EIR contract for the Willow Village development project. He said the Council at its August 27, 2019 meeting would have the second reading of the Cannabis Ordinance, a first reading of a Building Code Ordinance update, and consideration of an EIR contract for the 115 Independence Drive development project.

### D. Public Comment

None

### E. Consent Calendar

#### E1. Approval of minutes from the August 12, 2019, Planning Commission meeting. ([Attachment](#))

Chair Barnes noted that Commissioner Henry Riggs was seated at the dais at 7:04 p.m.

Public Comment:

- Peter Edmonds, District 3, Menlo Park, said he had emailed his comments on the proposed Heritage Tree Ordinance Update to the Commission prior to the August 12, 2019 meeting when the Commission considered the topic. He said staff had copied his email and provided as a handout at the meeting for the public. He said he would like his letter to be attached to the meeting minutes. He indicated that the summary of his oral comments in the meeting minutes seemed to infer he approved of the proposed update without any reservations and he had

raised nine points of concern. He said he was providing language he would prefer in the summary of his oral comments.

Replying to Chair Barnes, Principal Planner Perata said comment letters if received before agenda publication were included with staff reports and those received after the publication of the staff report were provided as handouts to the Planning Commission the evening of the meetings. He said all were kept and archived with the project files.

Commissioner Chris DeCardy said he would like the minutes for August 12, 2019 to include Mr. Edmond's suggested change for his oral comments and that would also remedy a typo, but he would not want written comments linked to meeting minutes.

**ACTION:** Motion and second (DeCardy/Michael Doran) to approve the minutes with the following modification; passes 4-0-2 with Commissioners Camille Kennedy and Michele Tate abstaining.

- Page 13, under *Public Comment*: Replace "He said he thought it was a strong deterrent to keep in the Ordinance. He said regarding the valuation of trees that the e proposed recommended Ordinance was desirable." with "He disagreed and said he thought it was a strong deterrent to keep the penalty in the Ordinance. He said regarding the valuation of trees that the proposed and recommended section of the Ordinance was desirable but insufficient, because it neglected valuation of intangible benefits."

## F. Public Hearing

- F1. Use Permit Revision/Harbrinder Kang/202 Gilbert Avenue:  
Request for a use permit revision for an extension to a use permit granted by the Planning Commission in 2017 and extended administratively in 2018 to construct a new two-story, single-family residence on a substandard lot with regard to lot width and area in the R-1-U (Single Family Urban Residential) zoning district. ([Staff Report #19-062-PC](#))

Staff Comment: Assistant Planner Chris Turner said staff had no additions to the written report.

Applicant Presentation: Harbrinder Kang, applicant, said a nonconforming four-plex was the existing structure on the site. He said the project was a two-story, single-family residence. He said they were requesting an extension to the approved use permit as he had been transitioning employment and missed the deadline to submit the project plans. He said those were being prepared currently.

Commissioner DeCardy asked the applicant if he had considered maintaining the housing density currently on the site. Mr. Kang said they had but he did not think it was legally possible given it was an R-1-U lot.

Chair Barnes opened the public hearing.

Public Comment:

- Steve Schmidt, 330 Central Avenue, Menlo Park, said he would like the Commission to deny the request and for the property to continue having four residential units as cities were facing state pressure to densify single-family residential and other residential neighborhoods to

provide more housing for the workforce. He said he would look to appeal this project if approved to start the conversation around the converging of multiple residential units into one residential unit.

Chair Barnes closed the public hearing.

Commission Comment: Commissioner Kennedy said the project had been approved and she understood how life could intervene and a deadline be missed. She moved to approve the request for a use permit revision. Commissioner Riggs said he concurred. He said he understood the speaker's points, but it was up to Council to consider rezoning and that should not be on this applicant's project for which he had already incurred considerable expense. He seconded the motion.

Commissioner Tate said she thought the Commission should stay consistent noting it had pushed back on other use permit revision requests for changes not made through required approval processes. She said the applicant missed the deadline to submit plans and that should not just be okayed.

Commissioner Doran said he supported approving the request. He said the lot was zoned R-1-U and the property owner made plans to redevelop based on that zoning.

Commissioner DeCardy said he generally agreed noting the project had been approved previously. He said deadlines were missed. He said it was perfectly permissible for the project to be appealed to the City Council and it could decide about the density.

**ACTION:** Motion and second (Kennedy/Riggs) to approve the item as recommended in Attachment A; passes 5-1 with Commissioner Tate voting against.

1. Make a finding that the project is categorically exempt under Class 3 (Section 15303, "New Construction or Conversion of Small Structures") of the current California Environmental Quality Act (CEQA) Guidelines.
2. Make findings, as per Section 16.82.030 of the Zoning Ordinance pertaining to the granting of use permits, that the proposed use will not be detrimental to the health, safety, morals, comfort and general welfare of the persons residing or working in the neighborhood of such proposed use, and will not be detrimental to property and improvements in the neighborhood or the general welfare of the City.
3. Approve the use permit subject to the following **standard** conditions:
  - a. Development of the project shall be substantially in conformance with the plans prepared by Ana Williamson Architect, consisting of 18 plan sheets, dated received June 30, 2017, and approved by the Planning Commission on July 17, 2017, except as modified by the conditions contained herein, subject to review and approval of the Planning Division.
  - b. Prior to building permit issuance, the applicants shall comply with all Sanitary District, Menlo Park Fire Protection District, and utility companies' regulations that are directly applicable to the project.

- c. Prior to building permit issuance, the applicants shall comply with all requirements of the Building Division, Engineering Division, and Transportation Division that are directly applicable to the project.
- d. Prior to building permit issuance, the applicant shall submit a plan for any new utility installations or upgrades for review and approval by the Planning, Engineering and Building Divisions. All utility equipment that is installed outside of a building and that cannot be placed underground shall be properly screened by landscaping. The plan shall show exact locations of all meters, back flow prevention devices, transformers, junction boxes, relay boxes, and other equipment boxes.
- e. Simultaneous with the submittal of a complete building permit application, the applicant shall submit plans indicating that the applicant shall remove and replace any damaged and significantly worn sections of frontage improvements. The plans shall be submitted for review and approval of the Engineering Division.
- f. Simultaneous with the submittal of a complete building permit application, the applicant shall submit a Grading and Drainage Plan for review and approval of the Engineering Division. The Grading and Drainage Plan shall be approved prior to the issuance of grading, demolition or building permits.
- g. Heritage trees in the vicinity of the construction project shall be protected pursuant to the Heritage Tree Ordinance.

4. Approve the use permit subject to the following **project specific** conditions:

- a. The use permit shall expire on July 17, 2020 unless a complete building permit application is submitted prior to the expiration date.

F2. Use Permit Revision/Brian Nguyen/445 Oak Court:

Request for a revision to a previously-approved use permit to demolish a single-story residence and detached garage and construct a new two-story residence including a basement, detached garage, and secondary dwelling unit on a substandard lot with regard to lot width, located in the R-1-U (Single-Family Urban Residential) zoning district. The proposed revision includes modifications to the windows and doors to change the proposed material to fiberglass from aluminum and wood-clad. ([Staff Report #19-063-PC](#))

Staff Comment: Senior Planner Kaitie Meador said staff had no additions to the written report.

Applicant Presentation: Brian Nguyen, applicant, said the materials change was based on a product with superior performance, more forgiving maintenance needs, and less cost. He said they were pleased with the aesthetic feel and operation of the revised product. He said since he was last before the Commission, he had conducted neighborhood outreach to share with his neighbors the revisions. He said they were all supportive of the decision for the window changes and resulting construction for the as-builts.

Commissioner Riggs confirmed with the applicant that the window revision had already occurred and that the applicant had verbal only approval of neighbors.

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

Commission Comment: Chair Barnes said there was substantial public involvement with the original use permit approval. He said a number of subsequent use permit revisions occurred without going through the prescribed process. He said the Commission had concerns with the number of revisions that occurred as such for a project that originally had had strong public involvement regarding the proposed design, and that was why a public hearing was being conducted for this last revision request. He said he could support the revision to the use permit and moved to approve. Commissioner Kennedy seconded the motion.

Commissioner Riggs said revisions to projects with a use permit approval needed authorization first to make changes. He said this applicant knew about that process. He said his interest with this use permit revision and the previous ones was as an architect. He said the use permit approval occurred in a controversial setting with many Oak Court neighbors opposed to the proposal. He said that he had found and said he believed that the original project proposal was a nicely done historical piece with consistent details throughout the building design. He said the project had had recessed windows and roof details consistent with early 20<sup>th</sup> century design. He said the windows now were circa 1940s double hung and inconsistent with the architecture, which was a downgrade in materials. He said the change was disappointing and he felt that the approval process system was taken advantage of.

Commissioner Tate said she had seen this project twice since coming onto the Commission for revisions made without approval, which was a consistent disregard for the process. She said she did not want to hold the project hostage but felt the Commission should have been consistent in the handling of the prior use permit revision request on tonight's agenda with this one.

**ACTION:** Motion and second (Barnes/Kennedy) to approve the item as recommended in Attachment A; passes 4-2 with Commissioners Riggs and Tate against.

1. The project is categorically exempt under Class 3 (Section 15303, "New Construction or Conversion of Small Structures") of the current California Environmental Quality Act (CEQA) Guidelines.
2. Make findings, as per Section 16.82.030 of the Zoning Ordinance pertaining to the granting of use permits, that the proposed use will not be detrimental to the health, safety, morals, comfort and general welfare of the persons residing or working in the neighborhood of such proposed use, and will not be detrimental to property and improvements in the neighborhood or the general welfare of the City.
3. Approve the use permit subject to the following **standard** conditions:
  - a. Development of the project shall be substantially in conformance with the plans prepared by Metro Design Group, consisting of 23 plan sheets, stamped received on July 24, 2019, and approved by the Planning Commission on August 26, 2019, except as modified by the conditions contained herein, subject to review and approval by the Planning Division.
  - b. Prior to building permit issuance, the applicants shall comply with all Sanitary District, Menlo Park Fire Protection District, and utility companies' regulations that are directly applicable to the project.

- c. Prior to building permit issuance, the applicants shall comply with all requirements of the Building Division, Engineering Division, and Transportation Division that are directly applicable to the project.
- d. Prior to building permit issuance, the applicant shall submit a plan for any new utility installations or upgrades for review and approval by the Planning, Engineering and Building Divisions. All utility equipment that is installed outside of a building and that cannot be placed underground shall be properly screened by landscaping. The plan shall show exact locations of all meters, back flow prevention devices, transformers, junction boxes, relay boxes, and other equipment boxes.
- e. Simultaneous with the submittal of a complete building permit application, the applicant shall submit plans indicating that the applicant shall remove and replace any damaged and significantly worn sections of frontage improvements. The plans shall be submitted for review and approval of the Engineering Division.
- f. Simultaneous with the submittal of a complete building permit application, the applicant shall submit a Grading and Drainage Plan for review and approval of the Engineering Division. The Grading and Drainage Plan shall be approved prior to the issuance of grading, demolition or building permits.
- g. Heritage trees in the vicinity of the construction project shall be protected pursuant to the Heritage Tree Ordinance and project arborist reports.

F3. Use Permit/Ying-Min Li/1333 Laurel Street:

Request for a use permit to demolish an existing single-family residence with a detached garage and construct two two-story, single-family residences and a detached one-car garage on a substandard lot with respect to lot width in the R-3 (Apartment) zoning district. The proposal includes administrative review of a tentative parcel map to subdivide the project into two condominium units. ([Staff Report #19-064-PC](#))

Associate Planner Matt Pruter said a color and materials sheet was circulating at the dais for Commission review.

Questions of Staff: Commissioner Doran said he did not see the floor area ratio (FAR) and the lot coverage ratio in the staff report. Planner Pruter said the information was in the data table, Attachment C, but was not discussed in detail in the staff report. He said generally the proposed project would have a FAR of approximately 43.6%, which was below the maximum allowable FAR of 45%. He said the proposed project's building coverage was approximately 28%, which was below the maximum allowable building coverage threshold of 30%.

Chair Barnes asked about the composition of Hardy planks. Planner Pruter deferred response to the applicant.

Applicant Presentation: Rick Hartman, Hometec Architecture, said the property owner had done a similar project on an R-2 lot on Partridge Avenue. He said those all had Hardy planks, which were basically a cement board that looked like wood but did not dry out, split or crack like wood. He said to differentiate the two houses the siding would be different widths and different colors.



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

Commission Comment: Commissioner Kennedy said both home designs seemed incredibly busy to her. She asked if the homes referred to on Partridge Avenue had vinyl or wood windows. Mr. Hartman said those were wood. Commissioner Kennedy said other than the style the homes seemed to fit well on the lots.

Commissioner Riggs said the use of the façade materials was fun. He said he appreciated the plan layout noting it made sense. He said staff had commented on the shingles where they wrap around the gable that aligned with the sidewall as the finish on the gable stopped mid-sentence and the sidewall took over with the Hardy plank siding. He said in architecture that material change was not made unless it was very determined and modern architecture. He asked what the applicant intended to do to resolve. Mr. Hartman said he tried to change a material on an element but here he was not hitting anything, and he did not want to stop the shingles at the outer corner.

Commissioner Riggs asked if the City's contract architect would be able to assist the applicant to resolve the shingles on the gable so they would not meet the horizontal siding in the same. Planner Perata said that typically the City's contract architect was used for larger projects and he did not know tonight what the cost implications would be for him to assist with this.

Chair Barnes said he thought the project was well sited, second story windowsill heights were well considered, and the layout worked well. He said he would have preferred the height to be less than 30 feet and at 28 feet. He asked about the windows as he did not see the windows material called out in the plans. Mr. Hartman said the windows were vinyl structure and finish.

Planner Pruter said the project description letter described wood cladding but that was clarified with the comment made now. Chair Barnes said it appeared to be vinyl clad.

Commissioner Kennedy moved to approve the project. Commissioner Riggs said he would second the motion with an amendment to allow the applicant to work with staff to resolve the shingles on the gables so they would not meet the horizontal siding in the same plane. Commissioner Kennedy accepted the amendment. Planner Pruter confirmed that the amendment was that the shingles on the gables on the second story would not meet the horizontal siding on the same plane.

Commissioner DeCardy asked about the impact on staff resources as to the conditioned design changes and if additional architecture time would incur cost. Planner Perata said for this type of architectural change with staff review that it could be handled by Planner Pruter and him with the applicant team. He said they do not need the consulting architect. Commissioner Riggs confirmed that was quite acceptable.

**ACTION:** Motion and second (Barnes/Kennedy) to approve the item with the following modification; passes 5-1 with Commissioner DeCardy against.

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

2. Make findings, as per Section 16.82.030 of the Zoning Ordinance pertaining to the granting of use permits, that the proposed use will not be detrimental to the health, safety, morals, comfort and general welfare of the persons residing or working in the neighborhood of such proposed use, and will not be detrimental to property and improvements in the neighborhood or the general welfare of the City.
3. Approve the use permit subject to the following **standard** conditions:
  - a. Development of the project shall be substantially in conformance with the plans prepared by Hometec Architecture, Inc., consisting of 19 plan sheets, received August 18, 2019, and approved by the Planning Commission on August 26, 2019, 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 requirements of the Building Division, Engineering Division, and Transportation Division that are directly applicable to the project.
  - c. Prior to building permit final inspection, all public right-of-way improvements, including frontage improvements and the dedication of easements and public right-of-way, shall be completed to the satisfaction of the Engineering Division.
  - d. Prior to commencing any work within the right-of-way or public easements, the Applicant shall obtain an encroachment permit from the appropriate reviewing jurisdiction.
  - e. Prior to building permit issuance, the applicant shall comply with all Sanitary District, Menlo Park Fire Protection District, and utility companies' regulations that are directly applicable to the project.
  - f. 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.
  - g. Simultaneous with the submittal of a complete building permit application, the applicant shall submit plans for: 1) construction safety fences around the periphery of the construction area, 2) dust control, 3) air pollution control, 4) erosion and sedimentation control, 5) tree protection fencing, and 6) construction vehicle parking. The plans shall be subject to review and approval by the Building, Engineering, and Planning Divisions. The fences and erosion and sedimentation control measures shall be installed according to the approved plan prior to commencing construction.
  - h. 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. Post-construction runoff into the storm drain shall not exceed pre- construction runoff levels. A Hydrology Report will be required to the satisfaction of the Engineering Division. Slopes for the first 10 feet perpendicular to the structure must be 5% minimum for pervious surfaces and 2% minimum for impervious surfaces, including roadways and parking areas, as required by CBC §1804.3.

- i. Simultaneous with the submittal of a complete building permit application, the applicant shall provide documentation indicating the amount of irrigated landscaping. If the project proposes more than 500 square feet of irrigated landscaping, it is subject to the City's Water Efficient Landscaping Ordinance (Municipal Code Chapter 12.44).
- j. Simultaneous with the submittal of a complete building permit application, 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.
- k. If construction is not complete by the start of the wet season (October 1st through April 30th), the Applicant shall implement a winterization program to minimize the potential for erosion and sedimentation, subject to review and approval of the Engineering Division. As appropriate to the site and status of construction, winterization requirements shall include inspecting/maintaining/ cleaning all soil erosion and sedimentation controls prior to, during, and immediately after each storm event; stabilizing disturbed soils through temporary or permanent seeding, mulching, matting, tarping or other physical means; rocking unpaved vehicle access to limit dispersion of mud onto public right-of-way; and covering/tarping stored construction materials, fuels, and other chemicals. Plans to include proposed measures to prevent erosion and polluted runoff from all site conditions shall be submitted for review and approval of the Engineering Division prior to beginning construction.
- l. Simultaneous with the submittal of a complete building permit application, the applicant shall submit a heritage street tree preservation plan, detailing the location of and methods for all tree protection measures.
- m. Prior to building permit issuance, the applicant shall pay all Public Works fees. Please refer to City of Menlo Park Master Fee Schedule for fee information.
- n. Prior to final occupancy, the applicant shall retain a civil engineer to prepare "as-built" or "record" drawings of public improvements, and the drawings shall be submitted in AutoCAD and Adobe PDF formats to the Engineering Division.
- o. During the design phase of the construction drawings, all potential utility conflicts shall be potholed with actual depths recorded on the improvement plans submitted for City review and approval.
- p. Simultaneous with the submittal of a complete building permit application, the applicant shall submit engineered off-site improvement plans (including specifications & engineers cost estimates), for approval by the Engineering Division, showing the infrastructure necessary to serve the project. The improvement plans shall include, but are not limited to, all engineering calculations necessary to substantiate the design, proposed roadways, drainage improvements, utilities, traffic control devices, retaining walls, sanitary sewers, and storm drains, street lightings, common area landscaping and other project improvements. All public improvements shall be designed and constructed to the satisfaction of the Engineering Division.

- q. All lateral connections to overhead electric, fiber optic, and communication lines shall be placed in a joint trench.
  - r. Simultaneous with the submittal of a complete building permit application, the applicant shall submit plans for construction parking management, construction staging, material storage, and traffic control handling plan, to be reviewed and approved by the City.
  - s. Prior to issuance of each building permit, the applicant shall pay the applicable Building Construction Street Impact Fee in effect at the time of payment, to the satisfaction of the Public Works Director. The current fee is calculated by multiplying the valuation of the construction by 0.0058.
  - t. Prior to building permit issuance, the applicant is required to pay the transportation impact fee (TIF) for the creation of one new single family residential unit. The TIF due is \$3,393.74. The original amount was calculated by multiplying the single-family unit fee of \$3,393.74 per unit by the one new dwelling unit that would be created.
  - u. All agreements shall run with the land and shall be recorded with the San Mateo County Recorder's Office prior to building permit final inspection.
  - v. Prior to final inspection, the Applicant shall submit a landscape audit report.
  - w. Heritage trees in the vicinity of the construction project shall be protected pursuant to the Heritage Tree Ordinance and the arborist report prepared by Kielty Arborist Services LLC dated March 18, 2019.
4. **Approve the use permit subject to the following project-specific conditions:**
- a. ***Simultaneous with the submittal of a complete building permit application, the applicant shall work with staff to redesign the façade materials such that the shingles on the second-story gables of each residence do not meet the horizontal siding on the same plane, subject to review and approval of the Planning Division.***

## **G. Study Session**

- G1. Study Session/Jason Chang/1075 O'Brien Drive:  
Request for a study session to review a proposal to demolish an existing single-story warehouse and office building at 1075 O'Brien Drive and portions of an existing R&D building at 20 Kelly Court, and construct a new seven-story mixed-use building, approximately 100,000 square feet in size, with a restaurant and outdoor seating on the ground floor, six levels of office and R&D uses, and rooftop garden in the LS-B (Life Sciences, Bonus) zoning district. A six-level parking structure with a helipad would also be constructed adjacent to the portion of the building to remain at 20 Kelly Court. A pedestrian bridge, approximately 45 feet above grade, would connect the parking structure and proposed mixed-use building. The proposal also includes a request for a new chemical storage bunker on the east side of the existing building at 20 Kelly Court. The parcels at 20 Kelly Court and 1075 O'Brien Drive would be merged. The proposal also includes a request for bonus level height and floor area ratio in exchange for community amenities. ([Staff Report #19-065-PC](#))

Staff Comment: Senior Planner Tom Smith said since publication of the staff report that staff had received three pieces of correspondence. He said copies of those were at the dais. He said two of those mostly requested more green space and community amenities on the site including the San Francisco Public Utilities Commission(SFPUC) right of way at the rear of the property as part of the green space and amenities. He said there was a request to coordinate with neighboring property owners to provide access between East Palo Alto and the future Facebook Willow Village for pedestrians and bicyclists. He said there was a request to install new sidewalks, which were a project requirement. He said one of the items of correspondence mentioned the project at 1090 O'Brien Drive but was actually 1080 O'Brien Drive. He said the City was looking at comprehensive changes to the sidewalk, street trees, bicycle lanes and other frontage improvements in that area. He said the property owner at 1080 O'Brien Drive had paid for deferred frontage improvements as part of a Master Plan change to O'Brien Drive and that's why there were not sidewalks at that project at this time. He said one of the items of correspondence mentioned that they did not consider a helipad use an improvement compared to the proposal previously studied in 2017 by the Planning Commission. He said a third piece of correspondence had concerns about the building size, the potential traffic that would be created, the scale of development on the eastside of the City compared to the westside and not considering where workers for this new building would live.

Questions of Staff: Commissioner DeCardy referred to page 7 of the staff report regarding parking. He read: *However, the Planning Commission may wish to discuss whether the applicant should consider modifications that would reduce the overall amount of parking permitted for the site, which could influence the design and reduce the massing and height of the proposed parking structure.* He asked if staff had more clarification or guidance under that as to how much and for what reason. Planner Smith said a range of parking was permitted within this zoning district. He said with other proposals that had come forward from the Bayfront Area in the past the Planning Commission had requested property owners to look at a reduction toward the lower end of that parking ratio. He said this proposal was requesting parking just below the maximum allowed. He said staff was interested in whether the Planning Commission was comfortable with that request or would prefer the applicant explore reduced parking to the lower end of that ratio.

Commissioner Kennedy referred to a request to use the section of the Hetch-Hetchy right of way and asked if there was a better graphic showing where that right of way began most adjacent to where it appeared on the diagram. She said there were a number of restrictions related to use of that right of way and wondered if other projects in that area had received similar requests to use the right of way. Planner Smith referred to sheet C3 that showed the right of way. He said there were very strict limitations on what could be placed on that right of way. He said any proposal would need to go through the SFPUC's design review. He said the initial proposal had sports field in the rear of the right of way. He said staff had cautioned that could not be a public amenity as SFPUC might need or want to do work there that would negate or put out of service for some time any public amenity situated in that area. He said in this most recent proposal the applicant was not proposing public amenity space in that area but to the front of the property and moving the restaurant amenity to the ground floor.

Applicant Presentation: Jason Chang, CEO, CS-Bio, said the company had been in Menlo Park since 2003 and grown. He said they had expanded into Milpitas, which would aid with the construction of the new buildings. He said the intention of the new building was for the company to stay in Menlo Park as it moved into the drug discovery business and to provide incubator space for biotech firms.

Commissioner DeCardy asked what determined whether employees were in Menlo Park or Milpitas. Mr. Chang said all of their R&D staff was transitioned to Milpitas. He said they anticipated transitioning all of their clinical staff and products to Milpitas in the next 18 months or so. He said they would then have all commercial manufacturing in one site in Menlo Park.

Commissioner DeCardy asked if they have tracked since 2003 where their staff lived and what their commute was. Mr. Chang said they had not tracked historically since 2003. He said 19 staff moved to Milpitas and had a short commute and one staff lived in Palo Alto and commuted to Milpitas. He said they gave staff options to stay in Menlo Park and one staff based in San Francisco asked to stay in Menlo Park and did.

Commissioner DeCardy referred to amenities such that staff might want to stay at the site for lunch and such. Mr. Chang said the restaurant was intended as a community amenity and that staff used delivery food services, but the company did not a kitchen for staff.

Commissioner DeCardy asked if there was a chemical bunker onsite. Mr. Chang said they had multiple chemical bunkers and currently had one outdoor storage unit that held 96 200-liter drums. He said they have four H3 rooms based inside their buildings. Commissioner DeCardy asked about chemical types. Mr. Chang said that CS-Bio was the largest chemical waste generator in San Mateo County and their hazardous materials plan was reviewed and approved by the Fire District and County of San Mateo. Replying further to Commissioner DeCardy, he said they had tried to get a permit to treat some of their waste onsite but that was not allowed in California. He said their waste was hauled to either Clean Harbors in San Jose or to another firm in Azusa. Commissioner DeCardy asked about the helipad. Mr. Chang said that helicopter transit service was being launched and also drone programs would be widely used in the future. He noted that the Fire District used drones and Menlo Park Police would. He said it would not be used for employees to travel by helicopter between company sites.

Niall Malcolmson, Principal, DGA Architects, Mountain View, said they started on the project at the turn of the year and met with Planning staff. He said they looked at the comments about the mix of the parking garage under the plate of building, the small amount of open space and how it worked down the sides of the building as well as concerns with the restaurant amenity being on the roof. He said in the comments from the previous study session SFPUC had written its concern about projects relying on development standards or parking within their right of way as that could be revoked. He said they tried to address all of those concerns in the project revision.

Mr. Malcolmson said the project would consist of demolition of the existing 1075 O'Brien warehouse and the removal of a portion of the building at 20 Kelly Court to have room to build the six-level parking structure. He said they set the building back further off of O'Brien for more publicly accessible open space directly on O'Brien Drive and some down on Kelly Court. He said there were three heritage trees along O'Brien Drive that would be kept. He said there were nine trees toward the back of the site. He said three were located where the new loading dock would be behind the new building. He said there were several under the footprint of the garage. He said these were smaller trees.

Mr. Malcolmson provided a summary of the open space showing where the 20% requirement was exceeded and that the site for public opens pace was predominately between the building and O'Brien Drive and along the frontage on Kelly Court. He said the minimum parking required was

228 spaces and the maximum parking allowed was 353 space; they were at 334 spaces. He said the majority of the spaces would be within the garage with 13 spaces on the surface. He said they worked with staff to determine the average height of the building on site noting that it was a volumetric calculation breaking each element down into certain volumes of height. He said their proposal was below the 67.5 foot. He provided visuals of the building elevations.

Commissioner DeCardy asked about the bridge or walkway. Mr. Malcolmson said it would connect from the parking garage to the floors CS-Bio would occupy.

Commissioner Riggs asked about the office space. Mr. Chang said as part of their commercial approval they expected the FDA to inspect consistently about every two or three years. He said with commercial products they would plan to make dozens of batches of diabetes drug and other drugs per year so that required a lot more clinical, regulatory quality staff that would oversee the quality systems and police the projects. He said that was part of the reason they needed more office space. He said the manufacturing space they built had been heavily underutilized the last four to five years. He said the intent was to get a commercially approved project and then make a lot more product. Commissioner Riggs observed those would be conventional, cubicle-style density level spaces.

Commissioner Riggs asked about the aesthetic goals of the bridge. Mr. Malcolmson said they were looking for a simple and sleek connection as it was outdoors. He said the building would have a vestibule for climate control as people were entering the building. He agreed with Commissioner Riggs' comment that it was purely functional. Mr. Malcolmson said the seismic movement could be 15 to 18 inches so there was a large expansion joint at both ends.

Replying to Commissioner Riggs, Planner Smith said since the applicants moved the more public-facing commercial use to the ground floor that the transparency of the building there would be particularly important.

Chair Barnes asked what was happening to the 20 Kelly Court facility. Mr. Chang said currently at 20 Kelly Court they had R&D labs used for training new staff, facilities for their clinical and commercial staff and the hazardous bunkers. He said the idea was to demolish the old concrete tilt ups. He said the building was 100 feet by 100 feet and they would demolish 100 feet on the westside. He said the new building they constructed in 2014 would stay intact. He said they were requesting to build new chemical storage on the eastside of the P2 building so they could transition all of their hazardous chemicals from the westside to the eastside before they demolished the building on the westside to build the parking garage.

Responding to Chair Barnes, Mr. Chang said the second floor would be built out for chemists with perhaps a meeting room or two but no office. He said the third floor would be built out with equipment 100% for biology-based work. He said the fourth and fifth floors would be typical Class A office space and the sixth and seventh floors would mimic the fourth and fifth floors.

Commissioner DeCardy asked about the parking and the decision to maximize it. Mr. Chang said they had reduced parking somewhat, but the top floor eventually would be converted into drone usage. He said it was hard to acquire properties in the area what with large property owners like Tarlton Properties and Facebook in the area. He said potentially they could offer parking to other property owners who needed parking. He said he knew that Tarlton Properties was interested in leasing parking. He said they did not think 33 spaces were enough for the food court.

Commissioner DeCardy asked about TDM. Mr. Chang said they had multiple TDM plans in place. He said as a contract manufacturer they operated seven days a week. He said they provided employees flexible work hours and financial incentives to anyone that carpools. He said they were part of Tarlton Properties' business park shuttle that provided service between Caltrain to their office. He said they planned to expand TDM programs.

Christian Moeller said he was an artist based in Los Angeles, California. He provided visual examples of work he has done and talked about some of the processes he used in developing his work. He highlighted his treatment of a large parking structure in Olympia, Washington.

Chair Barnes opened public comment and closed it as there were no speakers.

Commission Comment: Commissioner Doran said he had reservations about the heliport. He referred to the comments about more use of drones in the future, but he had concerns with the presence and noise of helicopters in the City.

Commissioner Kennedy asked if the City had an ordinance regarding heliports. Planner Smith said the only reference that staff was aware of was in the zoning ordinance where it was classified as a special use but did not really outline any further bounds or requirements as part of that. Commissioner Kennedy said she thought they needed to tread gracefully on how they began to approach comments or suggestions around new trends in transportation, noting that things were rapidly changing. She said she would want the Commission to be consistent in its approach.

Commissioner Tate said regarding the helipad she agreed that trends were changing but she agreed with Commissioner Doran that this was probably not the place for helicopters. She said for one reason people lived in this area. She said she did not know how much consideration had been given to their neighbors in East Palo Alto either.

Commissioner Kennedy said she lived about a half mile from Stanford Hospital and regularly heard helicopters going to the hospital. She said while challenging at times it was not so consistent that it happened every hour. She said moving forward she thought they would have to have an ordinance about helicopters.

Commissioner Riggs noted Mr. Moeller's beautiful work. He said however he did not think the parking garage started with good form as it was a basic cube. He said parking garages were a sensitive topic in the City noting that it had not caught the first parking garage developed with the Bohannon project that had an exterior ramp that was not architecturally designed well. He said from his viewpoint the garage of the Bohannon Phase 2 development was absolutely dynamic. He said he thought the food court was a fantastic idea and would be a contribution to the L-S district. He said he liked the panel material proposed, noting for the record that stucco 90 feet high would not work. He said the architecture suited the purpose of a science building. He said there were transportation issues on the east side and all development would increase the impact. He said he remained hopeful that all would work together to address transportation issues so there could be the desirable growth in the LS district. He said the restaurant location if it was open to the public had a level of community asset. He said it was perfectly fine that the community it would serve was the L-S community. He said the open space along O'Brien Drive looked large enough that it had potential. He said he agreed that the heliport use in terms of helicopters had to be taken up with City Council as to regulations. He said regarding bird-friendly design that he was not an expert but



if it could gain enough support and acknowledgment from experts he would not disagree. He said regarding overall approach he thought the project had to meet the needs of CS-Bio, and he was sure it did that.

Commissioner Tate said she would like to hear more about the community amenities being proposed regarding undergrounding utilities and in the job training areas. Mr. Chang said utilities would be undergrounded onsite. Commissioner Tate said that was not a community amenity. Mr. Chang said CS-Bio teamed with JobTrain on a four-week paid internship program to teach people about using chemicals and safety requirements, proper counting, and how to run high pressure liquid chromatography instruments. He said the second class would start September 15 and had five spots reserved for Belle Haven residents. Commissioner Tate indicated support of the job training efforts.

Commissioner DeCardy said he would like to understand how a really robust integrated TDM plan would work for this project and that was his number one concern. He said his second related to the community benefit as he thought that amenity was slanted more toward staff. He said the training program just described was something he would like to see more of. He said he thought they had a great model with Mr. Moeller and how he had engaged with a community to develop a meaningful garage screen. He said related to the publicly accessible open space and pedestrian and bicycle paths that it was frustrating seeing projects come through piecemeal as each was responsible for its component piece but it was not clear what the individual ones would add up to so that those were actually inviting for the public to use. He said the restaurant for this project could go in either direction. He said Café Zoe was used as an example, but that restaurant was in an entirely different place in a heavily pedestrian community sitting right on the street and heavily inviting to community members to engage with. He said on the eastside there was potential for a pathway that would give access to residents to go through the Hetch-Hetchy divide to Willow 'Village. He said it looked narrow like a canyon now and was particularly uninviting. He said he hoped they would look at modifications to the site that would really open up that in an inviting way.

Chair Barnes said the project had three floors of office and the first floor was to be a not yet determined food and beverage facility. He said he understood why they wanted to stretch the number of office spaces but the parking ratios for this area were not intended to support office use. He said they needed to figure out how to balance the utilization of the building with parking ratios that were lower around 2 spaces per 1,000 square feet. He said parking should be provisioned for what the project needed and not to potentially help other companies in the area. He said the restaurant was moved from the top to ground floor and that provided more access, but he saw the food and beverage facility as tenant amenity and not community amenity. He said 33 parking spaces were allocated for the food and beverage facility but if it was a community amenity, people would walk to it. He said the heliport requested did not track back to the company's core business and he was not amenable to it. He said the pedestrian bridge in concept was fine. He said overall the architecture and materials on the main building were fine. He said related to the garage that its massing would be reduced when the parking ratio was reduced but he was not sure what articulation or what the artist, Mr. Moeller, might do to make it work visually. He said the proposed open space was fine. He said related to a pedestrian pathway to Willow Village he thought Commissioner DeCardy's comments were useful.

Recognized by Chair Barnes, Mr. Chang said regarding office space in life sciences there had been quite a shift. He said the dynamics of life sciences were shifting where much of the work would be done through supercomputers and data and not necessarily chemistry. He said that was

part of the reason for the office space as well.

**Staff Summary of Commission Feedback:**

- Architecture and design are generally appropriate for a life sciences building.
- General support for the proposed open space and publicly accessible open space proposed on the site, with more detail requested regarding furnishings and plantings.
- Restaurant access has improved since the original submittal by moving to ground floor, but some Commissioners felt that it was more of an employee benefit than a community amenity.
- Some Commissioners believed that an expansion of an existing job training program focused on Belle Haven residents could be a worthwhile community amenity that should be explored in greater detail.
- A number of Commissioners requested that a reduced parking ratio be explored, which should also reduce the size of the proposed garage. There was also concern about the design of the garage and a request to reconsider the proposed form and general design to provide more visual interest.
- Concerns voiced regarding the proposed heliport, which the Commission felt was not integral to the business model of CS Bio and would cause too much noise in the vicinity, especially for residents of East Palo Alto nearby.
- A couple of Commissioners requested that the applicant coordinate with Facebook and Tarlton Properties in making use of pedestrian and bicycle connections between the various project sites.
- One Commissioner stated concerns about the Hetch Hetchy right of way behind the site. Restrictions make it difficult to utilize the space. Use caution when planning any temporary open space or amenity uses for that area.

**G2. Study Session/Richard Mielbye/3723 Haven Avenue:**

Request for a study session review for a future application for a use permit, architectural control, and possible environmental review of a new 167-room hotel in the O-B (Office - Bonus) zoning district. ([Staff Report #19-066-PC](#))

Staff Comment: Planner Pruter said this parcel was zoned Office-Bonus (O-B) and not Office-Hotel (O-H) so it was a conditional use to have a hotel on the property. He said the project was not pursuing bonus development, so no community amenities were required for the property. He said the maximum FAR for the hotel was 175%.

Questions of Staff: Chair Barnes said in the area there were three sites zoned O-H. Planner Perata said one site was the Facebook West Campus site that was rezoned as part of the project and had a hotel project the Commission saw recently. He said there were two other parcels in the O-H zoning district. He said O-B zoning allowed hotel use as a conditional use permit or a conditional development permit. He said if a hotel was proposed on a parcel zoned O-H the hotel would be a permitted use and the Commission's purview would be architectural control.

Commissioner DeCardy said in the area there was an overall cap of hotel rooms. He asked if a property owner of a site zoned O-H would lose 57 rooms. Planner Perata said as mentioned in the staff report the ConnectMenlo General Plan Update included a 400-room cap on hotels in the

rezoned properties in the Bayfront area. He said they had on file 457 hotel rooms that were being reviewed by staff. He said one project would need to reduce to 400 rooms or one project would need to apply for a general plan amendment to increase the cap and potentially conduct the associated environmental review. He said the City Council could choose to direct staff to start modification of ConnectMenlo General to modify the hotel room cap. He said the project would be reviewed and acted upon based on the cap in place at the time of the application. He said the O district permitted hotels either conditionally or as a permitted use and were reviewed based on the project on file. He said the H designation as part of the cap did not matter and it was simply the number of rooms that were being reviewed, acted upon and potentially approved by the Planning Commission and/or City Council. Commissioner DeCardy asked what if his land was zoned O-H but he could not develop a hotel that would work on the site. Planner Perata said the O designation was typically intended for office building. He said hotel was another use that could be pursued at the site whether zoned O or O-H.

Commissioner Doran confirmed that the City had applications for 457 hotel rooms now and that included this hotel project.

Applicant Presentation: Richard Mielbye, FPG Development Group, said they were the applicants to build a 167-room hotel at this site. He said this was a Marriott brand called Moxie that was a fairly new brand with smaller rooms and concentrated in the hotel amenities that was geared toward millennials. He said the Fire Marshall asked that they speak with Caltrans regarding fire truck access only to the right side of the building. He said Caltrans wanted them to speak to their adjacent neighbors who owned the storage facility as well as the dog kennel and training facility. He said both businesses were owned by the same people. He said they had met with them several times and had exchanged documentation. He said it looked like things were in order on that and he would share those agreements with the City when final as part of the public record and approval process. He said the site was contaminated extensively and caused by an adjacent landowner and a company Zuma that was no longer there. He said that group had taken responsibility. He said part of this proposal was to have that issue resolved and the contamination stopped. He said they were working on that now with the State Water Resource Board. He said the staff report indicated a heritage tree would be removed as that was where access point was for the firetruck. He said he has asked the architect to redesign the curbing and extend the other side so they could keep the tree. He said related to traffic concerns their hotels had a shuttle that would serve guests and employees in a five-mile radius for drop off and pick up.

Ken Martin, project architect, Leo A Daly, provided visuals of the surrounding area and site plans. He said the hotel was 100% valet parked and would have parking lifts. He said they had a great deal of open public space and a coffee shop amenity on the ground floor. He noted the parking structure, bicycle parking and electric vehicle charging. He said the overall height of the project was less than the maximum allowable height. He said the coffee shop, bar and restaurant were open to the public noting ideas to provide pedestrian access from a nearby apartment complex. He noted a loggia and said clarification was desirable if that had to count in FAR or not. He closed the presentation with a visual of the rooftop deck.

Chair Barnes opened for public comment and closed public comment as there were no speakers.

Commission Comment: Commissioner Kennedy said it was a beautiful hotel, but she questioned whether another hotel was needed geared toward millennials. She said the hotel would have a need for service employees and questioned housing and transportation for those individuals.

Recognized by the Chair, Mr. Mielbye said the demand for hotels was incredible in the area. He said their hotels had no problems in the area with staffing and used shuttle vans for transportation and other incentives to help staff transportation.

Commissioner Doran acknowledged a demand for hotel use in the area. He said one of the advantages of hotel use here was the high level of demand and those who stayed at a hotel there would not be adding to traffic. He said he liked what he had seen of the architecture. He said he stayed at a Moxie Hotel at the Milan Airport and he thought it was in tune with the workforce in the Bayfront and what they would be looking for. He said he thought the hotel use was appropriate. He said he did have an opinion on the open space. He said he would like to hear more about the loggia and the nature walk in particular. He said the overall approach was good.

Recognized by the Chair, Mr. Martin provided a visual of the area they were referring to as a nature walk and where also they were discussing a connection to the apartment complex. He confirmed for Commissioner Doran that the nature walk was not part of the apartment complex.

Chair Barnes questioned if the nature walk qualified as publicly accessible open space. He asked about the open space and loggia, related to the FAR, and what the applicant was asking and what staff was indicating. Mr. Martin said the loggia or covered patio space in the front of the coffee shop ran at the top of the public open space along Haven Avenue. He said it was a nice amenity, but they questioned it counting as FAR toward building area.

Commissioner DeCardy said the architectural design and materials looked great and the project was headed in the right direction. He said regarding appropriateness of hotel use he appreciated all the comments but given what the City was allowing in that area generally and a cap of 400 hotel rooms and the sequencing the use seemed fine to him. He said his big question was around the public open space considerations. He said it was a stretch to call the pathway a nature walk. He questioned whether a rooftop garden was public open space if a person needed to take an elevator from the lobby to get to it. He said rather than the concept of the loggia counting toward FAR his issue was how to open it up so it would seem engaging to the community. He said a huge amenity was the nearby Bedwell Bayfront Park. He suggested they not just focus on connecting to Facebook, millennials, the airport, shuttle and new apartment complex but as a portal between Bedwell Bayfront Park users and the project.

Chair Barnes referred to the intense and extensive community process for the ConnectMenlo General Plan Update and his concern that zoning was designated for hotels for certain sites and this site was not one of those sites. He said for him to get comfortable with this use in this zoning district he needed to see an overwhelming reason to contravene the zoning plan that was put together. He said right now he could not support hotel use on the subject parcel in the context of the functioning plan the City had and noted concerns with violating public trust.

Commissioner Doran questioned the rooftop deck as publicly accessible and the proposed nature walk. He suggested the open space needed to be looked at more.

Commissioner Riggs said he thought the public open space should be looked at more as he concurred it did not quite fit together yet. He said the material on the second and third floor was referred to as metal screen. He said it was important what type of metal screen was used so it would lend some character to the building. He said regarding the roof garden he noted the prevailing wind in the area and suggested they do wind studies if they have not done so already.

He said they now have applications for more than the cap of 400 hotel rooms. He said he was not concerned as it would be first-come, first-serve. He said the white building finish was stucco and that would not look good on large flat surfaces and suggested the applicant use a different material. He said he understood the Chair's concern about zoning. He said the architecture was attractive and appropriate for a hotel and the neighborhood it was in.

Planner Perata said staff received information from the applicant that would be made available to the Commission.

### **Staff Summary of Commission Feedback:**

- Support in general for the design style of the hotel building, but concern with the appropriateness of the use of a hotel on this parcel, given the fact that the hotel use is conditional in the subject property's zoning district and the overall amount of hotel growth in the City.
- Recommendation to consider the possible connections the site could have to Bedwell Bayfront Park.
- Concerns with the proposed public open space provisions, specifically on the fourth-floor rooftop garden and along the proposed nature pathway connecting to the neighboring apartments located at 3645 Haven Avenue (Greystar).
- Recommendation to complete a wind study that assesses the potential wind impacts that could occur on the fourth-floor rooftop garden and adapt design features accordingly.
- Suggestion to change the choice of flat stucco material to enhance the aesthetic quality of the proposed hotel.

## **H. Informational Items**

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

- Regular Meeting: September 9, 2019

Planner Perata said the agenda for the September 9 meeting would have architectural control in Sharon Heights for one of the CDP properties there and a single-family residential development use permit. He said he was looking at information or regular business items for Commission discussion. He said he was currently looking at the topic of the substantial conformance review memo process.

- Regular Meeting: September 23, 2019
- Regular Meeting: October 7, 2019

## **I. Adjournment**

Chair Barnes adjourned the meeting at 10:39 p.m.

Staff Liaison: Kyle Perata, Principal Planner

Recording Secretary: Brenda Bennett



## STAFF REPORT

### Planning Commission

**Meeting Date:** 9/9/2019  
**Staff Report Number:** 19-067-PC

**Consent Calendar:** Architectural Control/Deborah and Steven Levine/5 Alexis Court

### Recommendation

Staff recommends that the Planning Commission approve the architectural control request to conduct exterior modifications to an existing residence in the R-1-S (X) (Single Family Suburban Residential, Conditional Development) zoning district. The proposal consists of some interior remodeling for various areas of the residence. The recommended actions are included as Attachment A.

### Policy Issues

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

### Background

#### *Site location*

The subject property is located at 5 Alexis Court, near Lassen Drive in the Sharon Heights neighborhood. The other nearby parcels are also located within the R-1-S (X) (Residential Estate Suburban, Conditional Development) zoning district and contain townhouses. These properties were developed through a Conditional Development Permit (CDP), approved in 1972, and are regulated by a homeowners association known as the Homeowners Association of 1000 Sharon Park Drive (HOA). This neighborhood is located close to Sharon Park. A location map is included as Attachment B.

### Analysis

#### *Project description*

The applicant is requesting to make exterior modifications that would include replacing all windows and glass doors, replacing the wooden doors and garage door, replacing one skylight over the master bathroom on the first floor, providing a new skylight over the kitchen on the first floor, and replacing the rear deck stairs and a supporting handrail. The proposed window changes include the addition of new windows on the right and left side elevations. On the front and rear elevations, window and door changes would utilize the existing window and door openings, but the grid sizing and layout would be modified. The proposed garage door would incorporate windows along the upper edge and the proposed entry door would have side lights. The applicant is also proposing an interior remodel of the kitchen, all bathrooms, and the laundry/mudroom, replacement of interior railings, new recessed lighting, and updated interior

finishes, specifically painting and replacing hardwood floors. The proposed project would not involve any increase in floor area or building coverage. The project plans and the applicant's project description letter are included as Attachments C and D, respectively.

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

The new windows and doors, the replacement skylight, and replacement deck stairs and handrail would generally match the existing architectural materials. Staff believes these changes, in addition to the inclusion of the kitchen skylight, would be compatible with the existing architectural style of the development, which the applicant characterizes as shingle revival. Based on the limited exterior work proposed, the project would have a relatively small impact to neighboring residences.

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

The applicant has submitted an arborist report (Attachment E) assessing one heritage tree onsite, a 37-inch valley oak located near the front-right corner of the residence. The report discusses the impacts of the proposed improvements, including temporary construction impacts, and provides recommendations for tree maintenance and the protection of some trees, based on their health. As part of the project review process, the arborist report was reviewed by the City Arborist.

To protect the heritage and non-heritage trees on site, the arborist report has identified such tree protection guidelines as not allowing construction materials to be placed within the drip line of the tree, aerial inspections, crown cleaning to remove dead wood, and application of a drought stress solution to sustain tree health.

All recommended tree protection measures identified in the arborist report shall be implemented and ensured as part of condition 3e.

### ***Correspondence***

A letter from the HOA conveying initial approval of the project, along with the HOA's neighbor awareness form signed by the neighbors residing at 3, 7, and 9 Alexis Court, is included as Attachment E. Staff has not otherwise received any items of correspondence on the proposed project. The applicant has stated that they have spoken with the adjacent neighbors during their application process.

### ***Conclusion***

Staff believes that the project would have minimal impacts to the neighboring properties given the limited scope of work. In addition, the proposed project's exterior modifications would remain compatible with the existing architectural style and materials of the development, and has been approved by the applicable homeowners association. Staff recommends that the Planning Commission approve the proposed project.

### ***Impact on City Resources***

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

### **Environmental Review**

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

### **Public Notice**

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

### **Appeal Period**

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

### **Attachments**

- A. Recommended Actions
- B. Location Map
- C. Project Plans
- D. Project Description Letter
- E. Arborist Report
- F. Homeowners Association of 1000 Sharon Park Drive Approval 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:  
Matt Pruter, Associate Planner

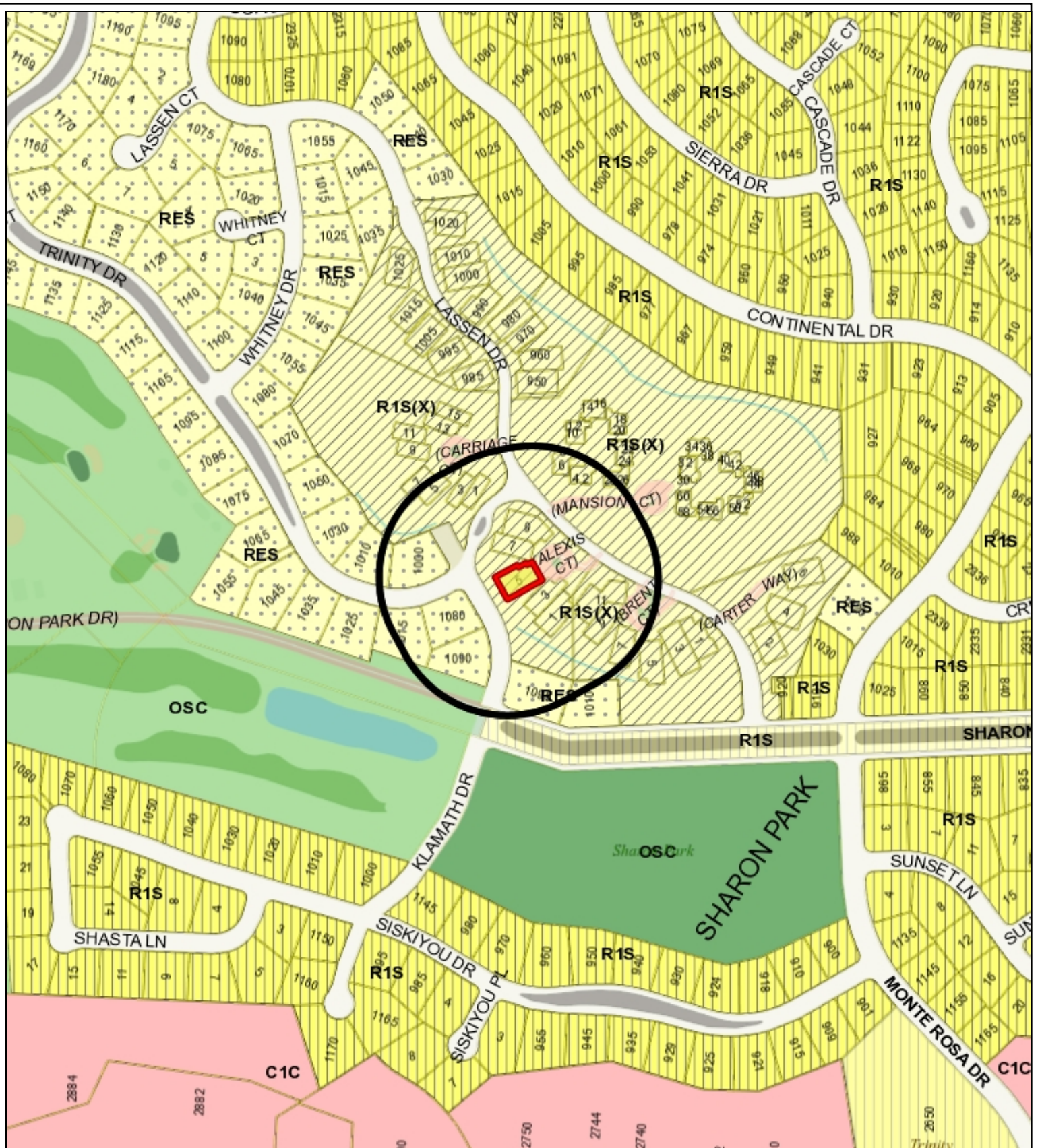
Report reviewed by:  
Kyle Perata, Principal Planner



THIS PAGE INTENTIONALLY LEFT BLANK

## 5 Alexis Court – Attachment A: Recommended Actions

<b>LOCATION:</b> 5 Alexis Court	<b>PROJECT NUMBER:</b> PLN2019-00047	<b>APPLICANT:</b> Katja Rimmi	<b>OWNER:</b> Deborah and Steven Levine
<b>PROPOSAL:</b> Architectural Control/Deborah and Steven Levine/5 Alexis Court: Request for architectural control to conduct exterior modifications to an existing residence in the R-1-S (X) (Single Family Suburban Residential, Conditional Development) zoning district.			
<b>DECISION ENTITY:</b> Planning Commission	<b>DATE:</b> September 9, 2019	<b>ACTION:</b> TBD	
<b>VOTE:</b> TBD (Barnes, DeCardy, Doran, Kennedy, Riggs, Tate)			
<b>ACTION:</b>			
<ol style="list-style-type: none"> <li>1. Make a finding that the project is categorically exempt under Class 1 (Section 15301, “Existing Facilities”) of the current California Environmental Quality Act (CEQA) Guidelines.</li> <li>2. 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"> <li>a. The general appearance of the structure is in keeping with the character of the neighborhood.</li> <li>b. The development will not be detrimental to the harmonious and orderly growth of the City.</li> <li>c. The development will not impair the desirability of investment or occupation in the neighborhood.</li> <li>d. The development provides adequate parking as required in all applicable City Ordinances and has made adequate provisions for access to such parking.</li> <li>e. The property is not within any Specific Plan area, and as such no finding regarding consistency is required to be made.</li> </ol> </li> <li>3. Approve the architectural control subject to the following <b>standard</b> conditions: <ol style="list-style-type: none"> <li>a. Development of the project shall be substantially in conformance with the plans prepared by Katja Rimmi Interiors, consisting of 19 plan sheets, dated received August 29, 2019, and approved by the Planning Commission on September 9, 2019, except as modified by the conditions contained herein, subject to review and approval of the Planning Division.</li> <li>b. Prior to building permit issuance, the applicants shall comply with all Sanitary District, Menlo Park Fire Protection District, and utility companies’ regulations that are directly applicable to the project.</li> <li>c. Prior to building permit issuance, the applicants shall comply with all requirements of the Building Division, Engineering Division, and Transportation Division that are directly applicable to the project.</li> <li>d. Simultaneous with the submittal of a complete building permit application, the applicant shall submit plans indicating that the applicant shall remove and replace any damaged and significantly worn sections of frontage improvements. The plans shall be submitted for review and approval of the Engineering Division.</li> <li>e. Heritage trees in the vicinity of the construction project shall be protected pursuant to the Heritage Tree Ordinance and the arborist report prepared by A Plus, dated received August 29, 2019.</li> </ol> </li> </ol>			



CITY OF MENLO PARK

### City of Menlo Park

Location Map  
5 Alexis Court



Scale: 1:4,000

Drawn By: MAP

Checked By: KTP

Date: 9/9/2019

Sheet: 1

**APPLICABLE CODES AND REGULATIONS**

- A. 2016 CALIFORNIA BUILDING CODES
- B. 2016 CALIFORNIA ELECTRICAL CODE
- C. 2016 CALIFORNIA MECHANICAL CODE
- D. 2016 CALIFORNIA PLUMBING CODE
- E. 2016 CALIFORNIA ENERGY CODE
- F. 2016 CALIFORNIA FIRE CODE
- G. 2016 CALIFORNIA RESIDENTIAL CODE
- H. ALL OTHER STATE AND LOCAL ORDINANCES AND REGULATIONS

**PROJECT DESCRIPTION**

NOTE: NO ADDITIONAL SQUARE FOOTAGE

1. INTERIOR REMODEL OF KITCHEN, BATHROOMS, LAUNDRY/MUDROOM
2. REPLACE ALL WINDOWS AND DOORS (MATCH COLORS AND GENERAL STYLE)
3. REPLACE ONE SKYLIGHT AND ADD ONE NEW SKYLIGHT
4. NEW RECESSED LIGHTING
5. REPLACE INTERIOR RAILINGS
6. REPLACE DECK STAIRS AT MASTER BEDROOM (MATCH COLOR AND MATERIALS)
7. UPDATE FINISHES FOR INTERIOR (FRESH PAINT, NEW ENGINEERED HARDWOOD)

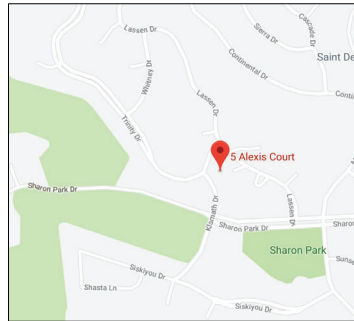
**INDEX TO DRAWINGS**

- A1 COVER SHEET
- A2 AREA PLAN
- A3 SITE PLAN
- A4 FLOOR AREA LIMIT AND BUILDING COVERAGE
- A5 FLOOR PLAN - EXISTING - 1ST FLOOR
- A6 FLOOR PLAN - PROPOSED - 1ST FLOOR
- A7 FLOOR PLAN - EXISTING - 2ND FLOOR
- A8 FLOOR PLAN - PROPOSED - 2ND FLOOR
- A9 ROOF PLAN - EXISTING
- A10 ROOF PLAN - PROPOSED
- A11 EXTERIOR ELEVATIONS - FRONT-WEST
- A12 EXTERIOR ELEVATIONS - REAR-EAST
- A13 EXTERIOR ELEVATIONS - LEFT-SOUTH
- A14 EXTERIOR ELEVATIONS - RIGHT-NORTH
- A15 CROSS SECTIONS
- A16 PHOTOS OF EXISTING HOME
- A17 EXTERIOR RENDERERS
- A18 WINDOW & DOOR & SKYLIGHT SCHEDULE
- A19 ARBORIST REPORT

**PROJECT DATA**

APN: 074-233-090  
 YEAR BUILT: 1979  
 ZONING: R1S (X)  
 OCCUPANCY TYPE: R-1-S  
 CONSTRUCTION TYPE: V-II  
 SPRINKLERS: NO  
 STORIES: 2 STORY  
 UNITS: 1 UNIT

**VICINITY MAP**



**PROJECT APPROVALS**

**HOA 1000 SHARON PARK DRIVE**

June 7, 2019

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

**RE: 1000 Sharon Park - 5 Alexis Court, Menlo Park, CA**

Dear City of Menlo Park Planning Department:

On Monday, June 3, 2019, the HOA of 1000 Sharon Park Drive Board of Directors has conditionally approved (4-0-0) the Architectural Application for 5 Alexis Court to Menlo Park per their Architectural Application dated May 8, 2019 listing the following six improvements:

Resubmission of Homeowners Approval upon full details of type and extent of improvements, materials, colors, and location of the improvements.

The following address applies to proposed improvements to 5 Alexis Court:

1. Interior remodel of kitchen, bathroom, laundry/mudrooms
2. Replace all windows and doors (match colors and general style)
3. New recessed lighting
4. Replace interior railings
5. Replace deck stairs at master bedroom (match color and materials)
6. Update finishes for interior (fresh paint, new engineered hardwood)

The condition is based on receiving the proper permit from the City of Menlo Park and the Contractors Certificate of Insurance naming the Homeowners Association as 'additionally' insured on their Certificate of Insurance. The Homeowner was asked to produce the permit in advance of the construction project.

Please feel free to contact me with any questions at (925)746-0542 ext. 144.

Regards,  
  
 Melissa Miller, CCAM  
 Community Association Manager  
 Bay Area Property Services  
 On behalf of the HOA of 1000 Sharon Park Drive  
 Board of Directors  
 Cc: list File, Board of Directors

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

info@bayareaproperty.com  
 800-410-0237  
 Office: 925-746-0542  
 fax: 925-746-0554  
 www.bayareaproperty.com

**DATA SHEET**

<b>LOCATION:</b>	5 Alexis Court		
<b>EXISTING USE:</b>	Single Family Residence	<b>APPLICANT:</b>	Deborah Levine
<b>PROPOSED USE:</b>	Existing Single Family Residence	<b>PROPERTY OWNER(S):</b>	Deborah & Steve Levine
<b>ZONING:</b>	R-1-S	<b>APPLICATION:</b>	Use Permit
<b>DEVELOPMENT STANDARDS</b>			
<b>PROPOSED PROJECT</b>	<b>EXISTING DEVELOPMENT</b>	<b>ZONING ORDINANCE</b>	
Lot area	6,597 sf	6,597 sf	15,000 sf max.
Lot width	65'-4" ft.	65'-4" ft.	50 ft. max.
Lot depth	101'-6" ft.	101'-6" ft.	100 ft. max.
<b>Setbacks</b>			
Front	3'-0 1/2" ft.	3'-0 1/2" ft.	20 ft. min.
Side	10'-0 1/2" ft.	10'-0 1/2" ft.	20 ft. min.
Side (left)	1'-4 1/2" ft.	1'-4 1/2" ft.	10 ft. min.
Side (right)	3'-0 1/2" ft.	3'-0 1/2" ft.	10 ft. min.
Building coverage	5,990 sf	5,990 sf	2558 sf max.
FAR (Floor Area Ratio)*	92%	92%	40% max.
FAR (Floor Area Ratio)**	5791 sf	5791 sf	2900 sf max.
FAR (Floor Area Limit)**	5791 sf	5791 sf	44% max.
			2988 sf
<b>Square Footage by floor</b>			
Single garage	0 sf	0 sf	
Garage	3888 sf	3888 sf	
2nd	735 sf	735 sf	
garage	1150 sf	1150 sf	
accessory building(s)	0 sf	0 sf	
Other	0 sf	0 sf	
Square footage of buildings	5791 sf	5791 sf	2800 sf max.
Building height	30'-0" ft.	30'-0" ft.	28 ft. max.
Landscaping**	501 sf	501 sf	sf max.
Planting**	18%	18%	% min.
Parking	176 sf	176 sf	sf min.
Parking	2 covered spaces	2 covered spaces	% min.
	2 uncovered	2 uncovered	2 spaces
Define Basis for Parking	(Example: 1 uncovered per residential unit or # of units)X square feet)		
Trees	# of existing	# of existing	# of trees
	Heritage trees	non-heritage trees	total
	0	0	0
	Heritage trees to be removed	0	1

**HOA OF 1000 SHARON PARK DRIVE**  
 HOMEOWNER ACKNOWLEDGEMENT FORM

Property Address: 5 Alexis Court, Menlo Park, CA 94025

This form is meant to be signed by neighbors who are present at the meeting to allow or before your unit of any changes being requested which might impact their neighbors in order to avoid future conflicts. Neighbors (date, name, and address) are requested to sign this form and add comments if it may be necessary. In the space provided below.

Neighborhood Name: 5 Alexis Ct ADDRESS: 5 Alexis Ct

Signature: Lawrence Siegel DATE: 5/15/2019 INITIALS: LS ACKNOWLEDGEMENT

Comments: \_\_\_\_\_

Signature: Robert Ritchie ADDRESS: 7 Alexis Court

Signature: Deborah Levine DATE: 5/15/2019 INITIALS: DL ACKNOWLEDGEMENT

Comments: \_\_\_\_\_

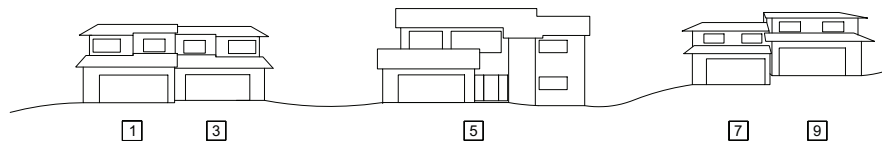
Signature: Lee L. Johnny ADDRESS: 9 Alexis Ct

Signature: MS DATE: 5/15/2019 INITIALS: MS ACKNOWLEDGEMENT

Comments: \_\_\_\_\_

ARCHITECTURAL APPLICATION FORM - Page 3, one of 1000 Sharon Park Drive

**STREET SCAPE**



**COVER SHEET**

KATJA RIMMI Interiors

NO.	DESCRIPTION	BY	DATE

SHEET TITLE: COVER SHEET

PROJECT DESCRIPTION: DEBORAH & STEVE LEVINE  
 5 Alexis Ct  
 Menlo Park, CA 94025  
 dsterne@csd1.com

DRAWINGS PROVIDED BY: Katja Rimm Interiors  
 10 AVENUE, PALM BEACH, CA 94019  
 650-304-2220  
 k.rimm@katjairrimmi.com  
 www.katjairrimmi.com

DATE: Aug 29, 2019

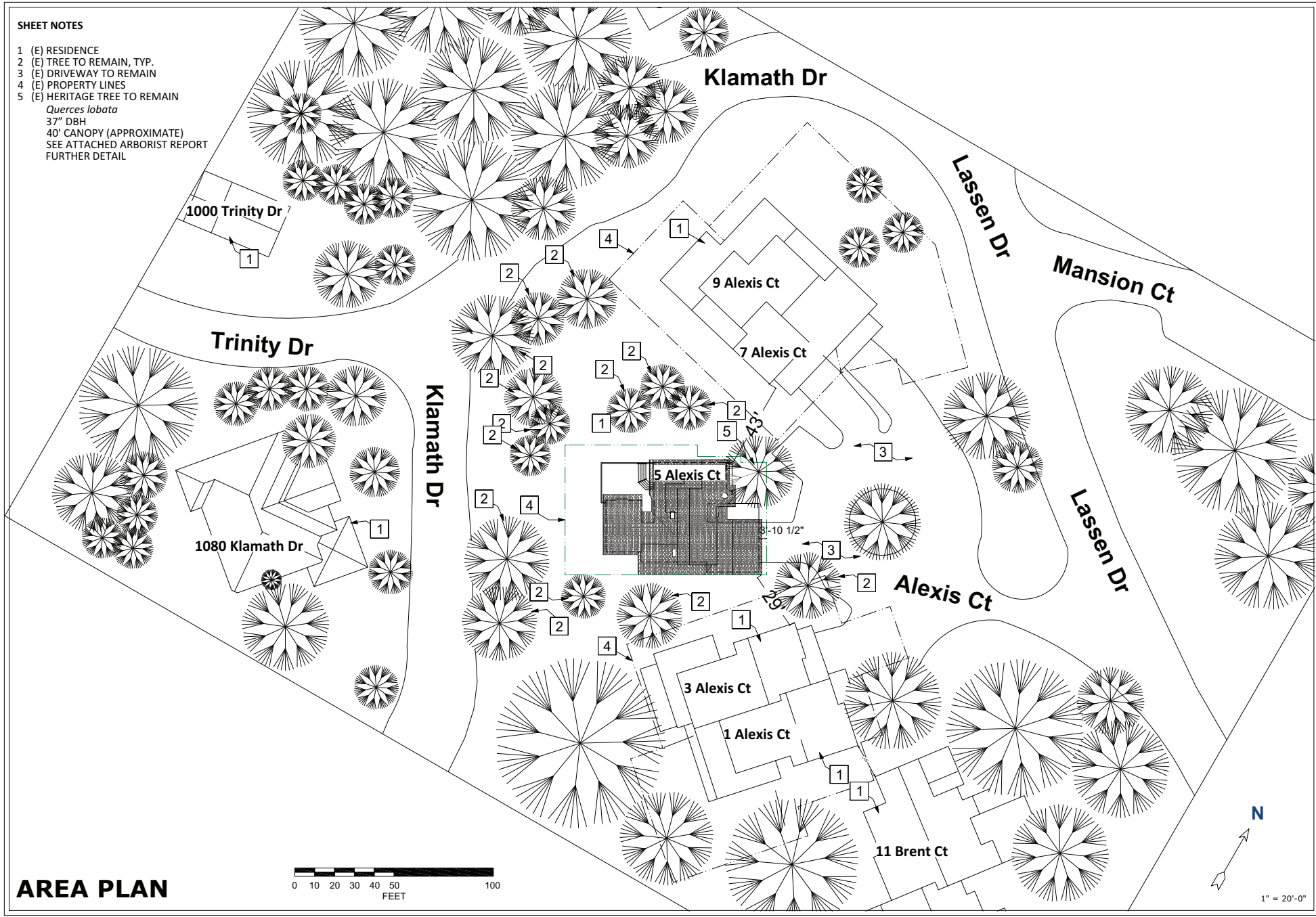
SCALE:

SHEET:

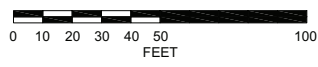
**A-1**

**SHEET NOTES**

- 1 (E) RESIDENCE
  - 2 (E) TREE TO REMAIN, TYP.
  - 3 (E) DRIVEWAY TO REMAIN
  - 4 (E) PROPERTY LINES
  - 5 (E) HERITAGE TREE TO REMAIN
- Quercus lobata*  
 37" DBH  
 40' CANOPY (APPROXIMATE)  
 SEE ATTACHED ARBORIST REPORT  
 FURTHER DETAIL



**AREA PLAN**



1" = 20'-0"

KATJA RIMMI Interiors

BY: DATE:

NO.	DESCRIPTION	BY	DATE

SHEET TITLE:  
**AREA PLAN**

PROJECT DESCRIPTION:  
 DEBORAH & STEVE LEVINE  
 5 Alexis Ct.  
 Menlo Park, CA 94025  
 dsterne@cs.cmu.edu  
 dsterne@cs.cmu.edu

DRAWINGS PROVIDED BY:  
**Katja Rimm Interiors**  
 1000 AVENUE, HALF MOON BAY, CA 94019  
 650-504-2220  
 katja@katjairrimmi.com  
 www.katjairrimmi.com

DATE:  
 Aug 29, 2019

SCALE:

SHEET:

**A-2**

SKYLIGHT KEY			
NUMBER	ROOM NAME	FLOOR	PROPOSED
SK1	ENTRY PORCH	1	NO CHANGE
SK2	STAIRS	2	NO CHANGE
SK3	MASTER BATH	1	REPLACE
SK4	KITCHEN	1	NEW



**SITE PLAN NOTES**

1. (E) DECK RAILING
2. (E) DECK - UNCOVERED
3. (N) DECK STAIRS WITH HANDRAILS - UNCOVERED
4. (E) BALCONY
5. (E) SKYLIGHT OPENING IS ON THE SMALL SHED ROOF BELOW, ABOVE THE FRONT DOOR, AND PARTLY OBSCURED BY THE SECOND STORY ROOF PLANE ABOVE
6. (E) DRIVEWAY
7. (E) WATER MAIN
8. (E) GAS SERVICE LOCATION (ENCLOSED IN CLOSET, ACCESSIBLE FROM EXTERIOR)

GENERAL NOTE: THERE IS NO FENCING ON PROPERTY AND NONE WILL BE ADDED

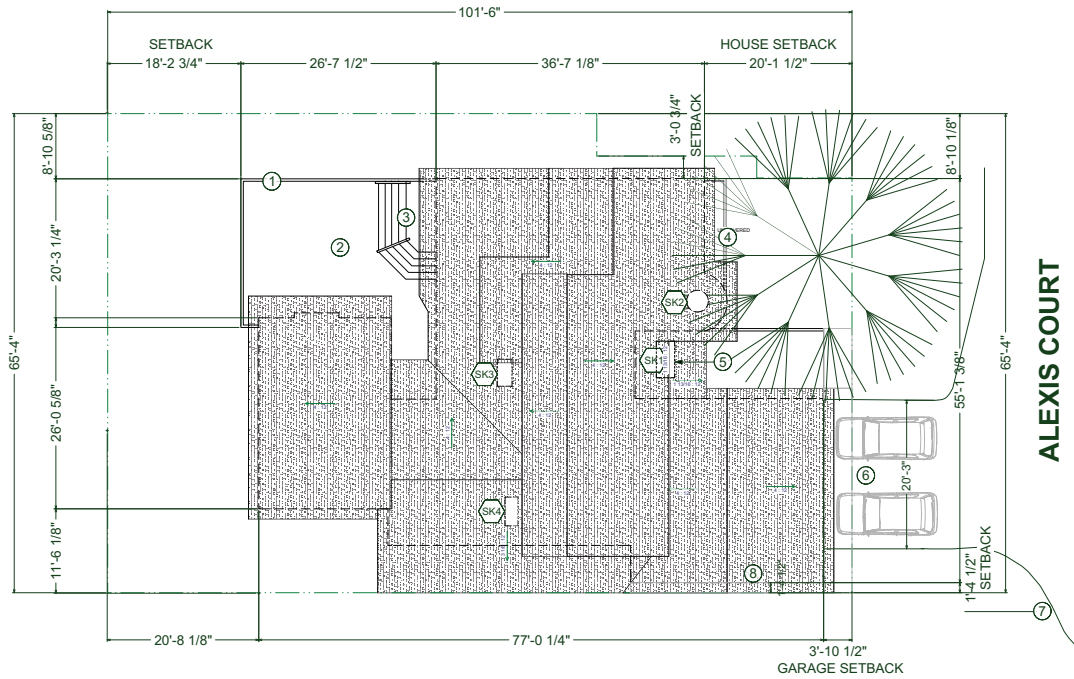
**SITE ANALYSIS**

**ZONING R-1-S**

LOT AREA: 6397 SF  
 ALLOWABLE FLOOR AREA: 2800 SF  
 FIRST FLOOR AREA: 5036 SF  
 SECOND FLOOR AREA: 735 SF  
 TOTAL FLOOR AREA: 5791 SF (INCLUDES GARAGE)

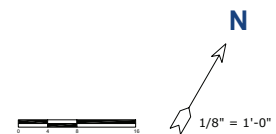
LAND COVERED BY STRUCTURES: 82%  
 LANDSCAPING: 15%  
 PAVED SURFACES: 3%  
 PARKING SPACES: 2 COVERED (2 UNCOVERED IN DRIVEWAY NOT COMPLETELY WITHIN PROPERTY LINE)

ALL GRADES TO REMAIN NATURAL



**ALEXIS COURT**

**SITE PLAN**



**KATJA RIMMI**  
Interiors

BY: DATE:

NO.	DESCRIPTION	BY	DATE

SHEET TITLE:  
**SITE PLAN**

PROJECT DESCRIPTION:  
DEBORAH & STEVE LEVINE  
5 Alexis Ct.  
Menlo Park, CA 94025  
dsterne60103@gmail.com

DRAWINGS PROVIDED BY:  
**Katja Rimm Interiors**  
1000 AVENUE, HALF MOON BAY, CA 94019  
650-504-2220  
katja@katjarrimi.com  
www.katjarrimi.com

DATE:  
Aug 29, 2019

SCALE:

SHEET:

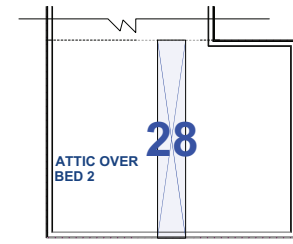
**A-3**

**NOTES**

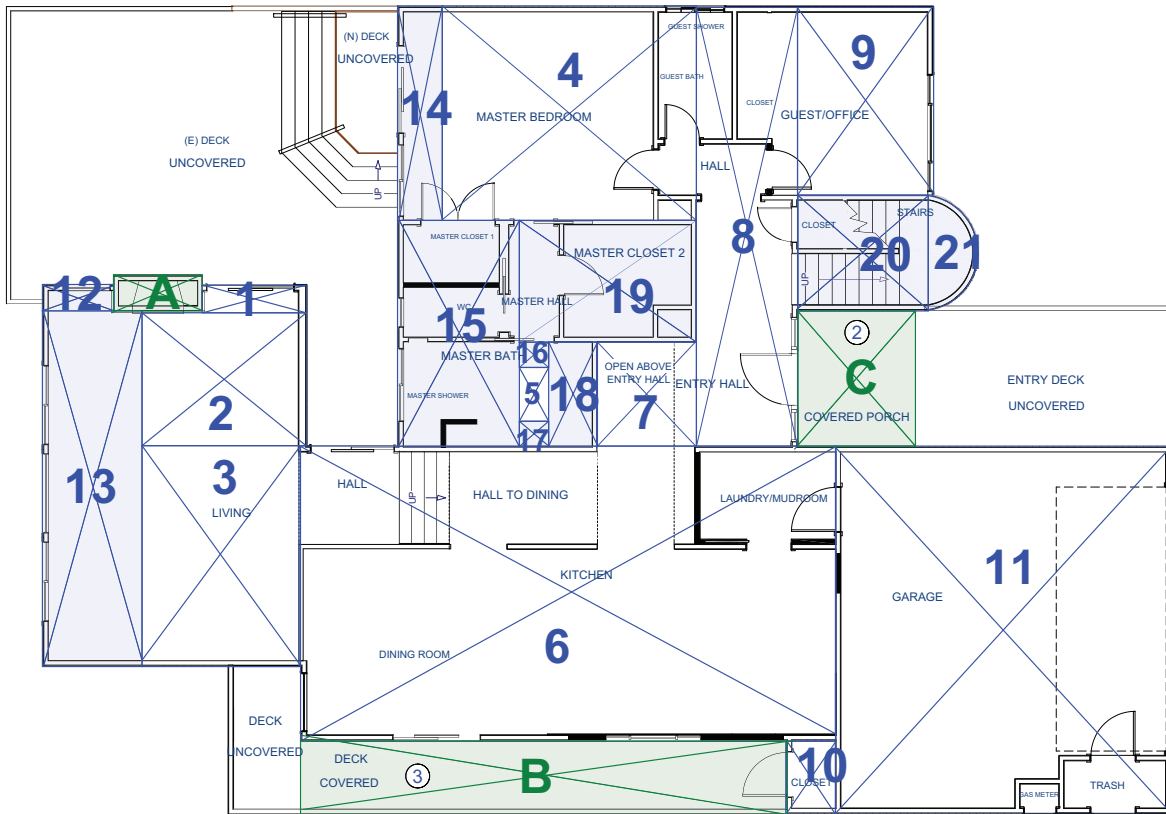
1. STAIRWELL COUNTED ONCE IN FAL
2. COVERED DECKS INCLUDED IN BUILDING COVERAGE

EXISTING & PROPOSED FLOOR AREA					
AREA	FLOOR	DIMENSIONS	SF	Area Counted	Total SF
1	1	2'-1" x 1'-0"	13	200%	26
2	1	11'-2" x 9'-0"	101	200%	202
3	1	12'-0" x 12'-0"	144	200%	288
4	1	17'-4" x 14'-7"	253	200%	506
5	1	2'-0" x 3'-8"	7	200%	14
6	1	36'-0" x 20'-1"	735	200%	1470
7	1	6'-0" x 7'-1"	48	200%	96
8	1	6'-10" x 20'-11"	209	200%	418
9	1	9'-3" x 12'-9"	119	200%	238
10	1	5'-4" x 5'-0"	27	200%	54
11	1	22'-11" x 22'-0" Garage	523	200%	1046
12	1	4'-10" x 1'-10"	9	100%	9
13	1	0'-0" x 24'-3"	168	100%	168
14	1	3'-0" x 14'-7"	41	100%	41
15	1	8'-4" x 13'-5"	124	100%	124
16	1	2'-0" x 1'-8"	3	100%	3
17	1	2'-0" x 1'-8"	3	100%	3
18	1	1'-3" x 7'-1"	9	100%	9
19	1	12'-1" x 18'-3"	100	100%	100
20	1	8'-10" x 7'-10"	79	100%	79
21	1	3'-0" x 7'-10"	24	100%	24
22	2	17'-5" x 13'-6"	230	100%	230
23	2	5'-7" x 13'-8"	77	100%	77
24	2	17'-4" x 8'-5"	146	100%	146
25	2	2'-3" x 7'-11"	11	100%	18
26	2	7'-5" x 13'-7"	112	100%	112
27	2	19'-1" x 20'-10"	246	100%	246
28	Attic	1'-11" x 13'-6"	26	100%	26
			<b>Total FAL</b>		<b>5791</b>

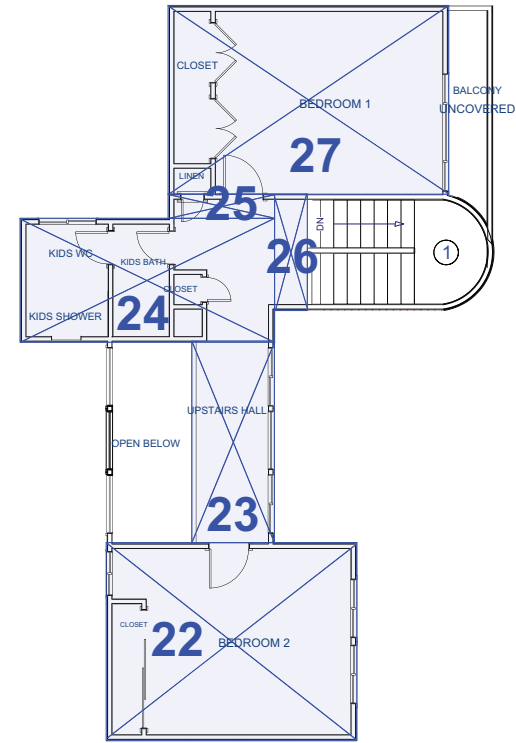
EXISTING & PROPOSED BUILDING COVERAGE				
AREA	FLOOR	DIMENSIONS	SF	
A	1	6'-4" x 2'-5"	15	
B	1	33'-2" x 5'-0"	165	
C	1	8'-4" x 9'-0"	74	
			Sub-total	254
			1st Floor FAL	5036
			<b>Total Building Coverage</b>	<b>5290</b>



**ATTIC**

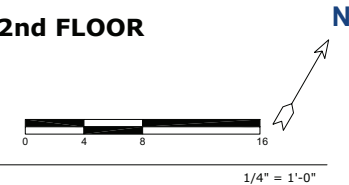


**1st FLOOR**



**2nd FLOOR**

**FLOOR AREA LIMIT & BUILDING COVERAGE**



KATJA RIMMI Interiors

BY: DATE:

NO.	DESCRIPTION	BY	DATE

SHEET TITLE:  
**FLOOR AREA LIMIT & BUILDING COVERAGE**

PROJECT DESCRIPTION:  
DEBORAH & STEVE LEVINE  
5 Alexis Ct.  
Menlo Park, CA 94025  
dsterne03@hotmail.com

DRAWINGS PROVIDED BY:  
**Katja Rimmi Interiors**  
1000 AVENUE, PALM BEACH, CA 94019  
650-504-2220  
katja@katjarimmi.com  
www.katjarimmi.com

DATE:  
Aug 29, 2019

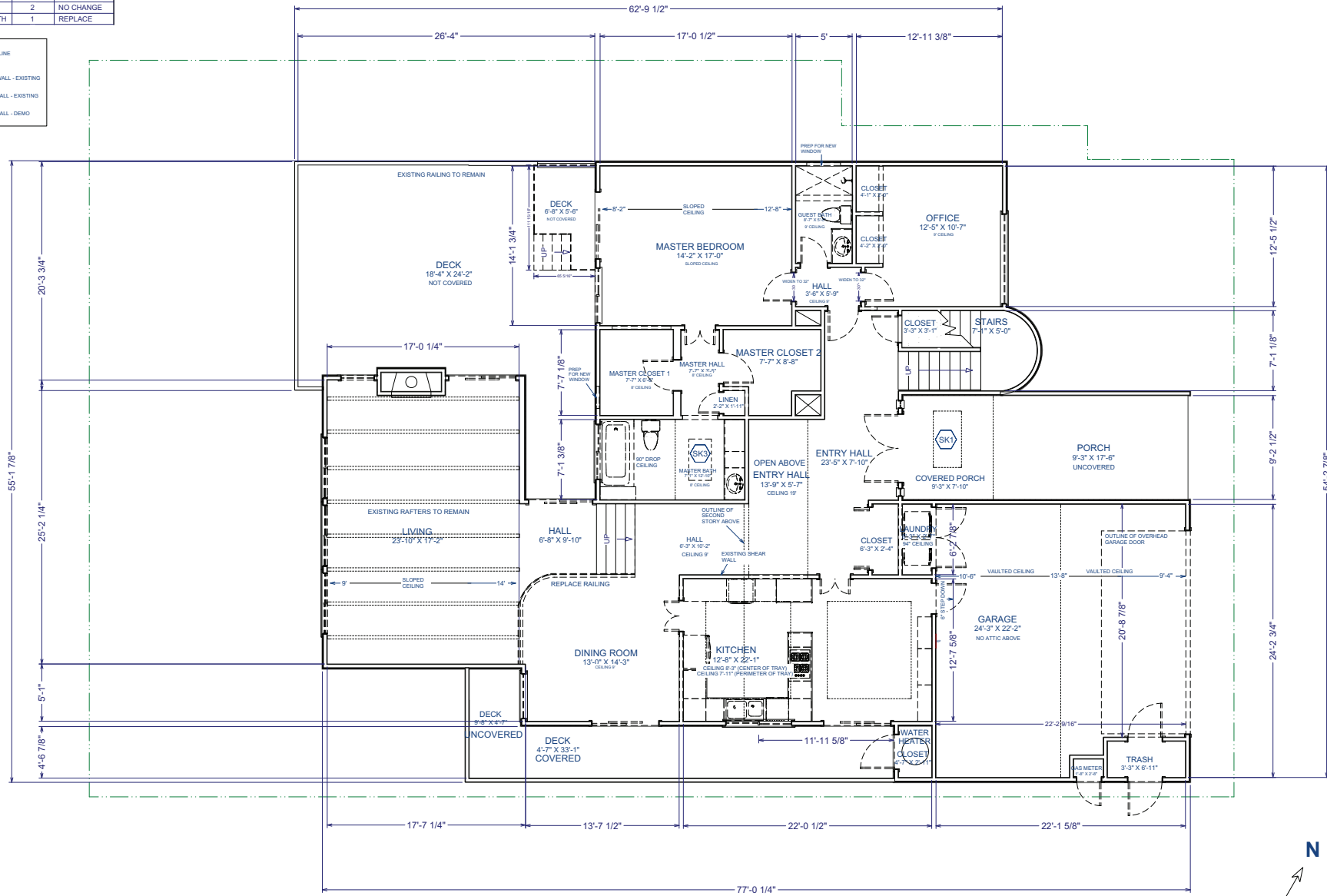
SCALE:

SHEET:

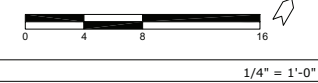
**A-4**

SKYLIGHT KEY			
NUMBER	ROOM NAME	FLOOR	PROPOSED
SK1	ENTRY PORCH	1	NO CHANGE
SK2	STAIRS	2	NO CHANGE
SK3	MASTER BATH	1	REPLACE

LEGEND	
	PROPERTY LINE
	RAILING
	EXTERIOR WALL - EXISTING
	INTERIOR WALL - EXISTING
	INTERIOR WALL - DEMO



# FLOOR PLAN - EXISTING 1st FLOOR



KATJA RIMMI Interiors

BY:

NO.	DESCRIPTION	BY	DATE

SHEET TITLE:  
**FLOOR PLAN - EXISTING 1st FLOOR**

PROJECT DESCRIPTION:  
DEBORAH & STEVE LEVINE  
5 Alexis Ct.  
Menlo Park, CA 94025  
dbrimmi@att.net

DRAWINGS PROVIDED BY:  
**Katja Rimmi Interiors**  
150 AVENUE, HALF MOON BAY, CA 94019  
650-304-2220  
katja@katjarimmi.com  
www.katjarimmi.com

DATE:  
Aug 29, 2019

SCALE:

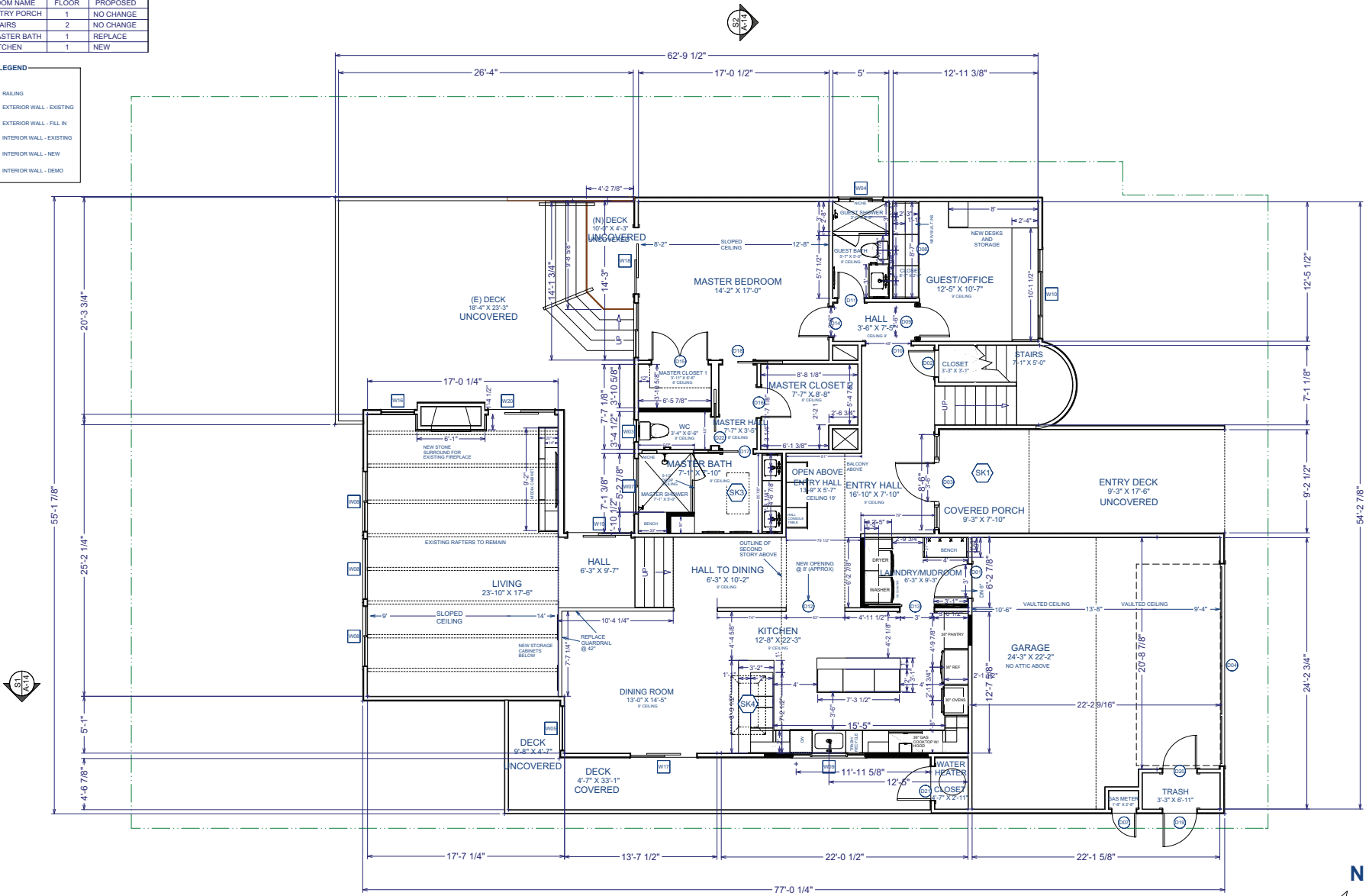
SHEET:

**A-5**



SKYLIGHT KEY			
NUMBER	ROOM NAME	FLOOR	PROPOSED
SK1	ENTRY PORCH	1	NO CHANGE
SK2	STAIRS	2	NO CHANGE
SK3	MASTER BATH	1	REPLACE
SK4	KITCHEN	1	NEW

LEGEND	
	RAILING
	EXTERIOR WALL - EXISTING
	EXTERIOR WALL - FILL IN
	INTERIOR WALL - EXISTING
	INTERIOR WALL - NEW
	INTERIOR WALL - DEMO



# FLOOR PLAN - PROPOSED 1st FLOOR

KATJA RIMMI Interiors

BY:

NO.	DESCRIPTION	BY	DATE

SHEET TITLE:  
**FLOOR PLAN - PROPOSED 1st FLOOR**

PROJECT DESCRIPTION:  
DEBORAH & STEVE LEVINE  
5 Alexis Ct.  
Menlo Park, CA 94025  
dsterne603@hotmail.com

DRAWINGS PROVIDED BY:  
**Katja Rimm Interiors**  
1000 AVENUE, PALM BEACH, FL, CA 94019  
650-504-2220  
katja@katjarrimm.com  
www.katjarrimm.com

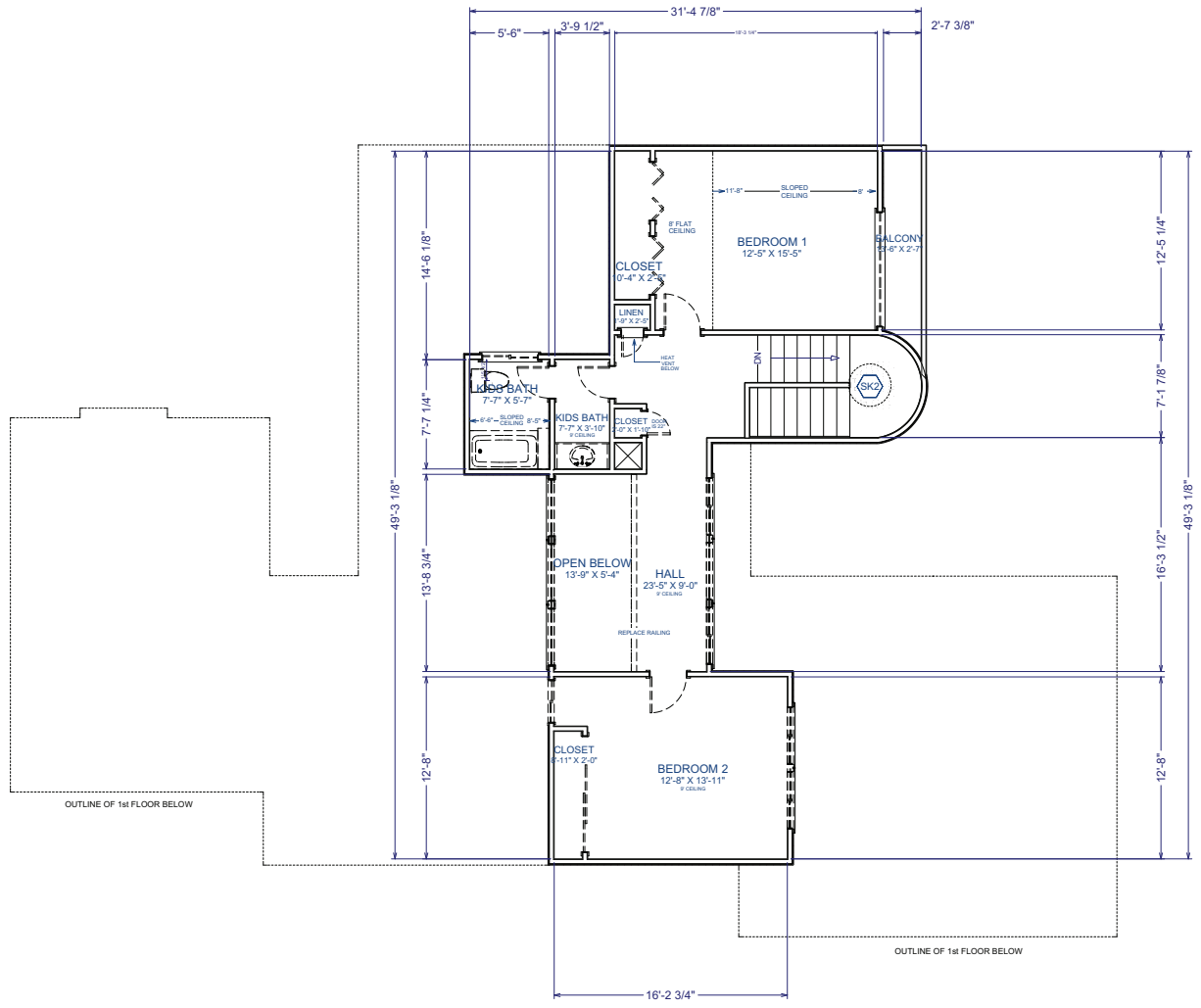
DATE:  
Aug 29, 2019

SCALE:

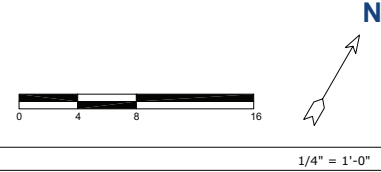
SHEET:

**A-6**

SKYLIGHT KEY			
NUMBER	ROOM NAME	FLOOR	PROPOSED
SK1	ENTRY PORCH	1	NO CHANGE
SK2	STAIRS	2	NO CHANGE
SK3	MASTER BATH	1	REPLACE



# FLOOR PLAN - EXISTING 2nd FLOOR



KATJA RIMMI Interiors

*[Signature]*

NO.	DESCRIPTION	BY	DATE

SHEET TITLE:  
**FLOOR PLAN - EXISTING 2nd FLOOR**

PROJECT DESCRIPTION:  
DEBORAH & STEVE LEVINE  
5 Alexis Ct.  
Menlo Park, CA 94025  
dblerme@1031@hotmail.com

DRAWINGS PROVIDED BY:  
**Katja Rими Interiors**  
1000 AVENUE, PALM BEACH, FL 33480  
650-304-2220  
katja@katjarimmi.com  
www.katjarimmi.com

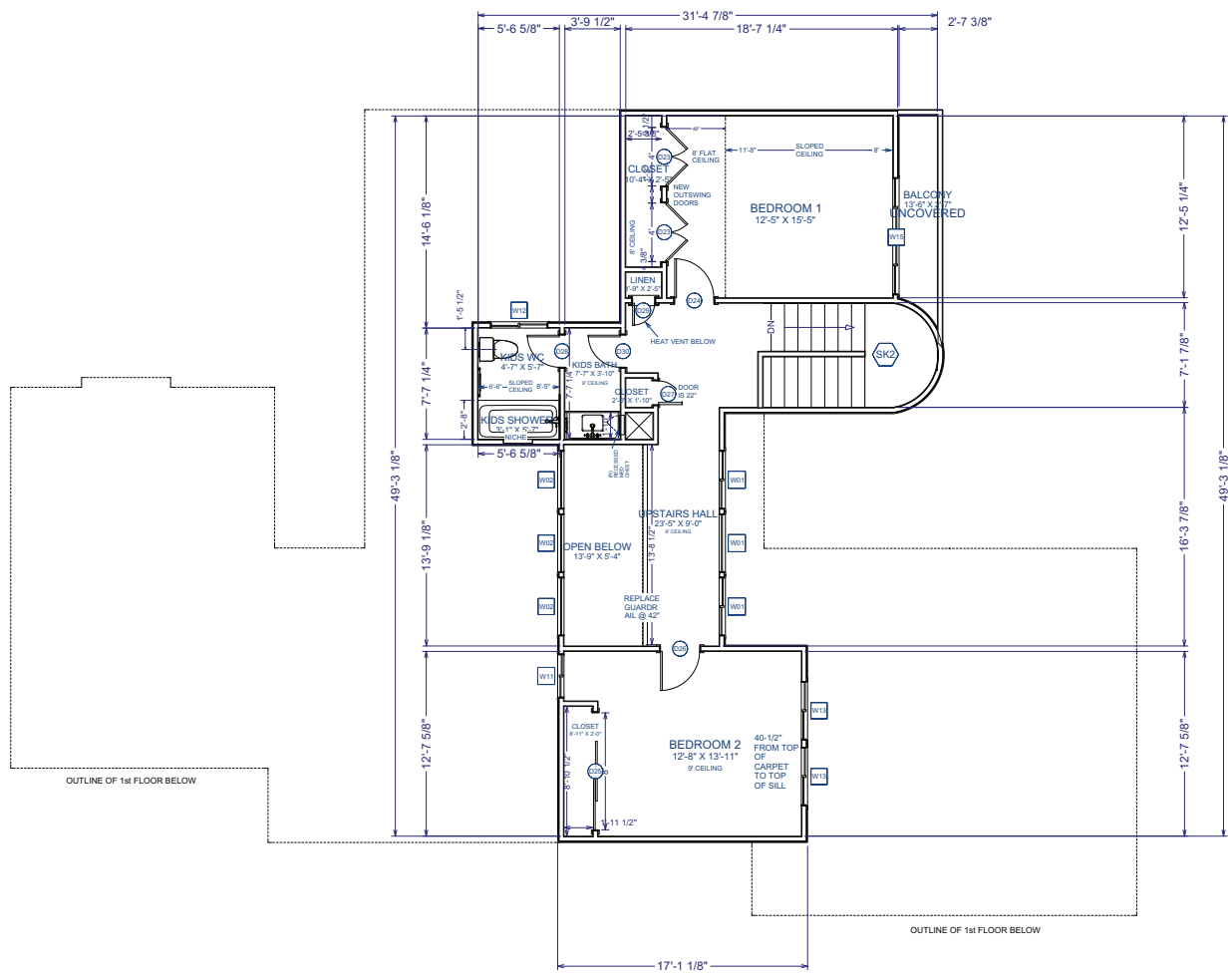
DATE:  
Aug 29, 2019

SCALE:

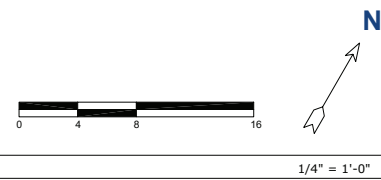
SHEET:

**A-7**

SKYLIGHT KEY			
NUMBER	ROOM NAME	FLOOR	PROPOSED
SK1	ENTRY PORCH	1	NO CHANGE
SK2	STAIRS	2	NO CHANGE
SK3	MASTER BATH	1	REPLACE
SK4	KITCHEN	1	NEW



# FLOOR PLAN - PROPOSED 2nd FLOOR



KATJA RIMMI Interiors

BY: [Signature] DATE:

NO.	DESCRIPTION	BY	DATE

SHEET TITLE:  
**FLOOR PLAN - PROPOSED 2nd FLOOR**

PROJECT DESCRIPTION:  
DEBORAH & STEVE LEVINE  
5 Alexis Ct.  
Menlo Park, CA 94025  
dsterne63.03@gmail.com

DRAWINGS PROVIDED BY:  
**Katja Rimmi Interiors**  
1500 AVENUE, HALF MOON BAY, CA 94019  
650-504-2220  
katja@katjarrimmi.com  
www.katjarrimmi.com

DATE:  
Aug 29, 2019

SCALE:

SHEET:

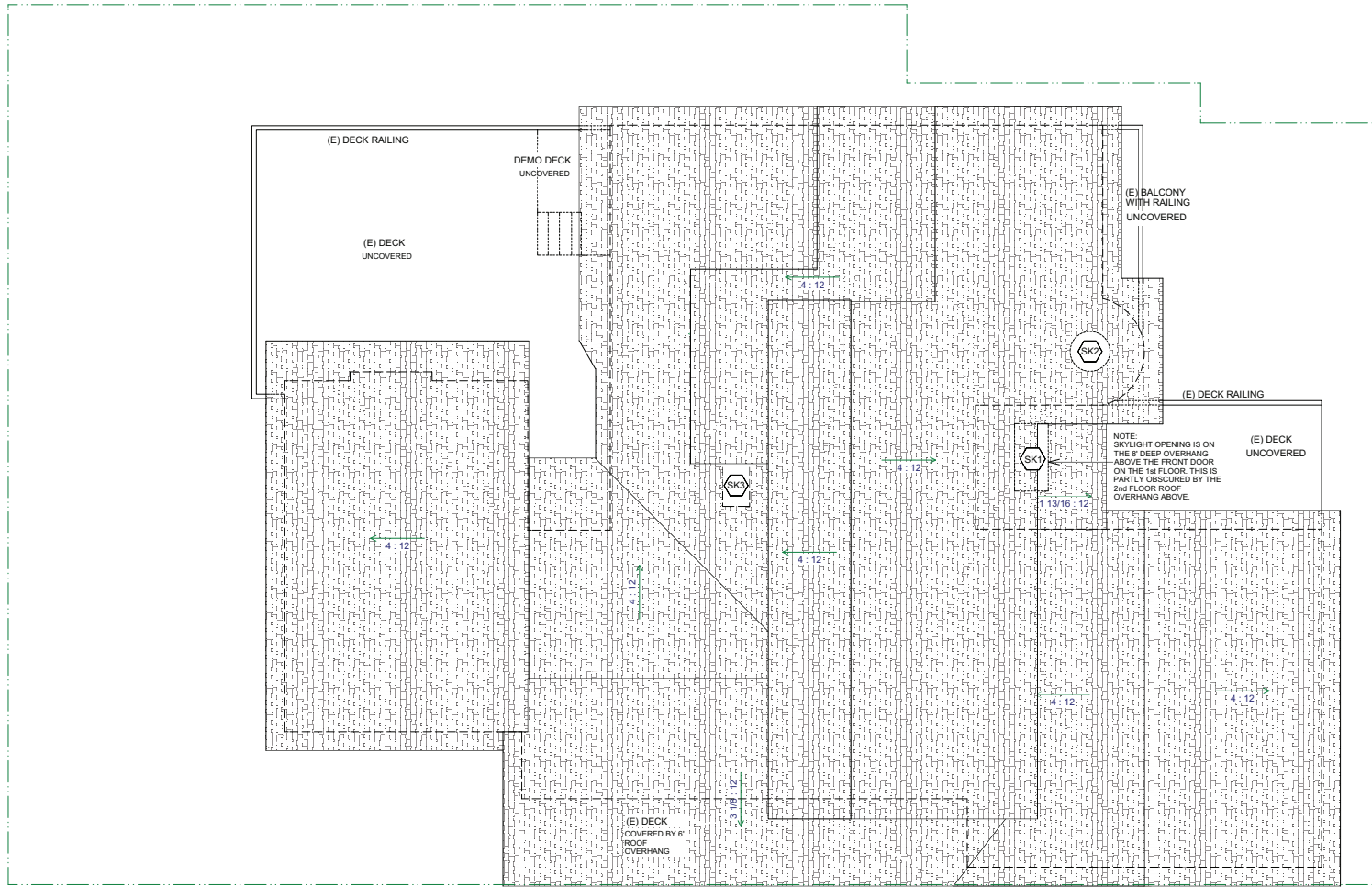
**A-8**

SKYLIGHT KEY			
NUMBER	ROOM NAME	FLOOR	PROPOSED
SK1	ENTRY PORCH	1	NO CHANGE
SK2	STAIRS	2	NO CHANGE
SK3	MASTER BATH	1	REPLACE



**ROOF NOTES**

1. NO CHANGE TO EXISTING WOOD SHAKE SHINGLE. SIMPLY PATCH AND REPAIR TO MATCH AS NEEDED FOR SKYLIGHT REPLACEMENTS



**ROOF PLAN - EXISTING**



1/4" = 1'-0"

KATJA RIMMI Interiors

*Katja Rimm*

NO.	DESCRIPTION	BY	DATE

SHEET TITLE:  
**ROOF PLAN - EXISTING**

PROJECT DESCRIPTION:  
DEBORAH & STEVE LEVINE  
5 Alexis Ct.  
Menlo Park, CA 94025  
dsterne63.03@gmail.com

DRAWINGS PROVIDED BY:  
**Katja Rimm Interiors**  
1000 AVENUE, HALF MOON BAY, CA 94019  
650-504-2220  
katja@katjarrimi.com  
www.katjarrimi.com

DATE:  
Aug 29, 2019

SCALE:

SHEET:

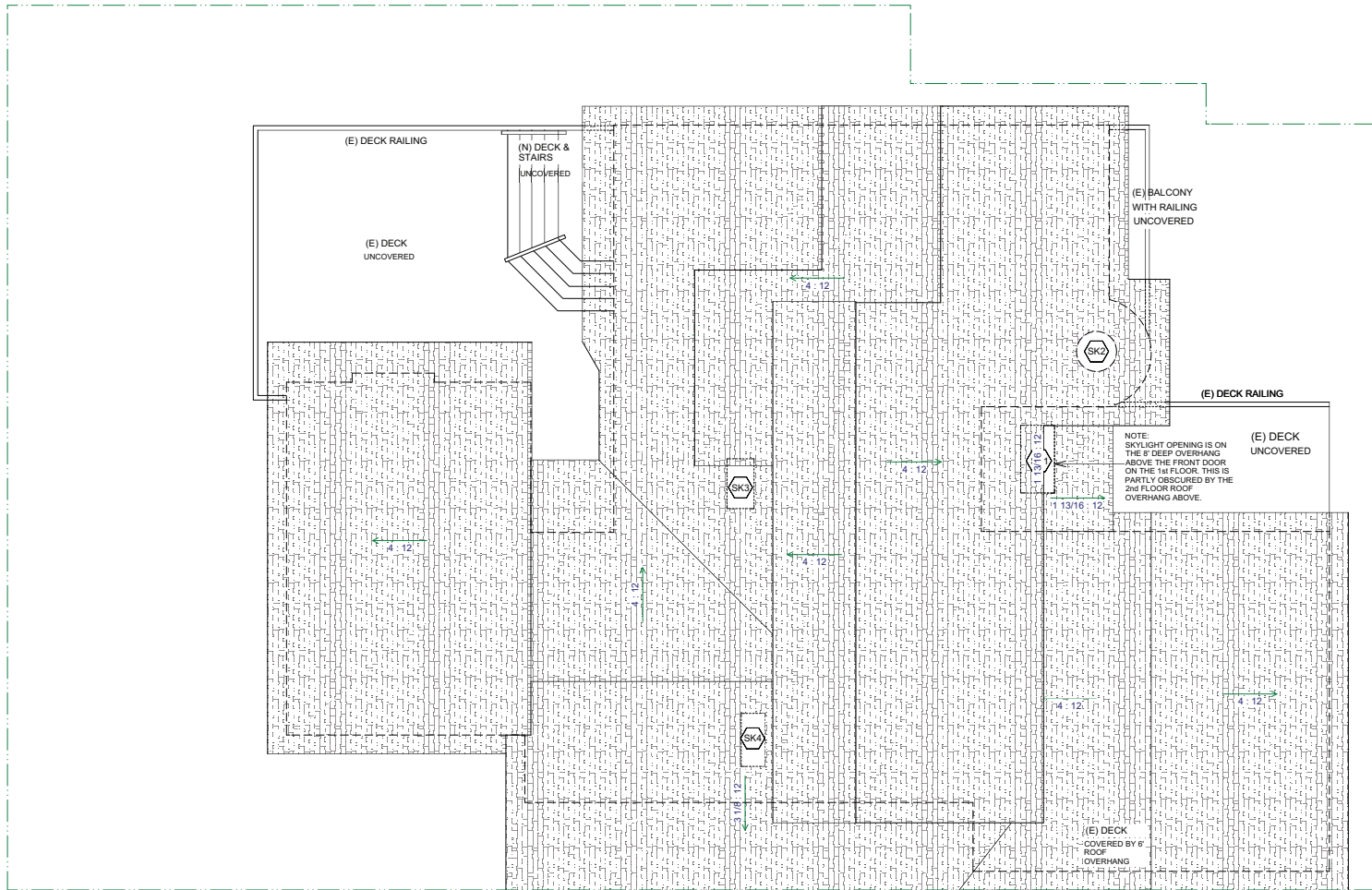
**A-9**

SKYLIGHT KEY			
NUMBER	ROOM NAME	FLOOR	PROPOSED
SK1	ENTRY PORCH	1	NO CHANGE
SK2	STAIRS	2	NO CHANGE
SK3	MASTER BATH	1	REPLACE
SK4	KITCHEN	1	NEW



**ROOF NOTES**

1. NO CHANGE TO EXISTING WOOD SHAKE SHINGLE. SIMPLY PATCH AND REPAIR TO MATCH AS NEEDED FOR SKYLIGHT REPLACEMENTS



NOTE:  
SKYLIGHT OPENING IS ON THE 8\"/>

**ROOF PLAN - PROPOSED**



1/4" = 1'-0"

KATJA RIMMI Interiors

*[Signature]*

NO.	DESCRIPTION	BY	DATE

SHEET TITLE:  
**ROOF PLAN - PROPOSED**

PROJECT DESCRIPTION:  
DEBORAH & STEVE LEVINE  
5 Alexis Ct.  
Menlo Park, CA 94025  
dbrlevine@comcast.net

DRAWINGS PROVIDED BY:  
**Katja Rimm Interiors**  
KATJA RIMMI INTERIORS  
650-504-2220  
katja@katjarrimi.com  
www.katjarrimi.com

DATE:  
Aug 29, 2019

SCALE:

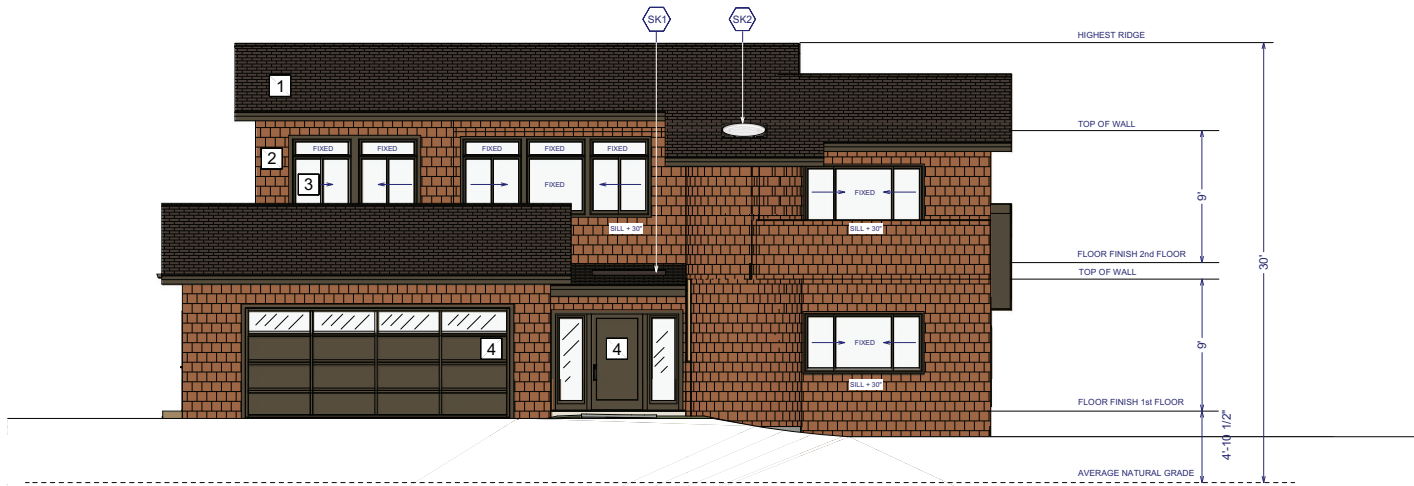
SHEET:

**A-10**

SKYLIGHT KEY			
NUMBER	ROOM NAME	FLOOR	PROPOSED
SK1	ENTRY PORCH	1	NO CHANGE
SK2	STAIRS	2	NO CHANGE
SK3	MASTER BATH	1	REPLACE
SK4	KITCHEN	1	NEW

**EXTERIOR MATERIALS**

1. ROOF - NO CHANGE TO WOOD SHAKE SHINGLE
2. WOOD SIDING SHINGLE TO REMAIN - FINISHED TO MATCH
3. WINDOWS & GLASS DOORS - NEW ANDERSON 100 & 200 SERIES TO MATCH EXISTING STYLE AND OVERALL APPEARANCE (DARK BRONZE FINISH, NO DIVIDED LITES). MATCH EXISTING 1" WOOD TRIM, PAINTED DARK BROWN TO MATCH EXISTING
4. GARAGE DOOR & EXTERIOR DOORS - NEW WOOD DOORS, PAINTED DARK BROWN TO MATCH EXISTING, GLASS LITES TO BE FROSTED FOR PRIVACY (AND TEMPERED)
5. DECKING - NEW DECK STAIRS TO MATCH EXISTING NATURAL REDWOOD, STAINED TO MATCH EXISTING COLOR



**EXTERIOR ELEVATION - PROPOSED - FRONT/WEST**

1/4" = 1'-0"



**EXTERIOR ELEVATION - EXISTING - FRONT/WEST**

1/4" = 1'-0"

KATJA RIMMI Interiors

BY: DATE:

NO. DESCRIPTION:

EXTERIOR ELEVATIONS - FRONT/WEST

SHEET TITLE:

PROJECT DESCRIPTION:

DEBORAH & STEVE LEVINE  
5 Alexis Ct.  
Menlo Park, CA 94025  
dsterne03@hotmail.com

DRAWINGS PROVIDED BY:

Katja Rimm Interiors  
1000 AVENUE, HALF MOON BAY, CA 94019  
650-504-2220  
katja@katjarrimm.com  
www.katjarrimm.com

DATE:

Aug 29, 2019

SCALE:

SHEET:

**A-11**

SKYLIGHT KEY			
NUMBER	ROOM NAME	FLOOR	PROPOSED
SK1	ENTRY PORCH	1	NO CHANGE
SK2	STAIRS	2	NO CHANGE
SK3	MASTER BATH	1	REPLACE
SK4	KITCHEN	1	NEW

**EXTERIOR MATERIALS**

1. ROOF - NO CHANGE TO WOOD SHAKE SHINGLE
2. WOOD SIDING SHINGLE TO REMAIN - FINISHED TO MATCH
3. WINDOWS & GLASS DOORS - NEW ANDERSON 100 & 200 SERIES TO MATCH EXISTING STYLE AND OVERALL APPEARANCE (DARK BRONZE FINISH, NO DIVIDED LITES). MATCH EXISTING 1" WOOD TRIM, PAINTED DARK BROWN TO MATCH EXISTING
4. GARAGE DOOR & EXTERIOR DOORS - NEW WOOD DOORS, PAINTED DARK BROWN TO MATCH EXISTING, GLASS LITES TO BE FROSTED FOR PRIVACY (AND TEMPERED)
5. DECKING - NEW DECK STAIRS TO MATCH EXISTING NATURAL REDWOOD, STAINED TO MATCH EXISTING COLOR



**EXTERIOR ELEVATIONS - PROPOSED - REAR-EAST**

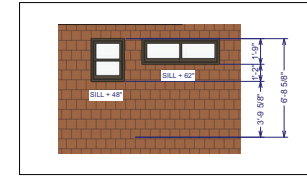
1/4" = 1'-0"



**EXTERIOR ELEVATIONS - EXISTING - REAR-EAST**



1/4" = 1'-0"



**5 MASTER BATH EXTERIOR WALL ELEVATION**

KATJA RIMMI Interiors

BY: DATE:

NO.	DESCRIPTION	BY	DATE

SHEET TITLE:  
**EXTERIOR ELEVATIONS - REAR-EAST**

PROJECT DESCRIPTION:  
DEBORAH & STEVE LEVINE  
5 Alexis Ct.  
Menlo Park, CA 94025  
dsterne63.03@gmail.com

DRAWINGS PROVIDED BY:  
**Katja Rими Interiors**  
1000 AVENUE, HALF MOON BAY, CA 94019  
650-504-2220  
katja@katjarimmi.com  
www.katjarimmi.com

DATE:

Aug 29, 2019

SCALE:

SHEET:

**A-12**

SKYLIGHT KEY			
NUMBER	ROOM NAME	FLOOR	PROPOSED
SK1	ENTRY PORCH	1	NO CHANGE
SK2	STAIRS	2	NO CHANGE
SK3	MASTER BATH	1	REPLACE
SK4	KITCHEN	1	NEW

**EXTERIOR MATERIALS**

1. ROOF - NO CHANGE TO WOOD SHAKE SHINGLE
2. WOOD SIDING SHINGLE TO REMAIN - FINISHED TO MATCH
3. WINDOWS & GLASS DOORS - NEW ANDERSON 100 & 200 SERIES TO MATCH EXISTING STYLE AND OVERALL APPEARANCE (DARK BRONZE FINISH, NO DIVIDED LITES). MATCH EXISTING 1" WOOD TRIM, PAINTED DARK BROWN TO MATCH EXISTING
4. GARAGE DOOR & EXTERIOR DOORS - NEW WOOD DOORS, PAINTED DARK BROWN TO MATCH EXISTING, GLASS LITES TO BE FROSTED FOR PRIVACY (AND TEMPERED)
5. DECKING - NEW DECK STAIRS TO MATCH EXISTING NATURAL REDWOOD, STAINED TO MATCH EXISTING COLOR



**EXTERIOR ELEVATIONS - PROPOSED - LEFT-SOUTH**



**EXTERIOR ELEVATIONS - EXISTING - LEFT-SOUTH**



KATJA RIMMI Interiors

BY: DATE:

NO.	DESCRIPTION	BY	DATE

SHEET TITLE:  
**EXTERIOR ELEVATIONS - LEFT-SOUTH**

PROJECT DESCRIPTION:  
DEBORAH & STEVE LEVINE  
5 Alexis Ct.  
Menlo Park, CA 94025  
dsterne63.03@gmail.com

DRAWINGS PROVIDED BY:  
**Katja Rimm Interiors**  
1000 AVENUE, HALF MOON BAY, CA 94019  
650-304-2220  
katja@katjarrimi.com  
www.katjarrimi.com

DATE:

Aug 29, 2019

SCALE:

SHEET:

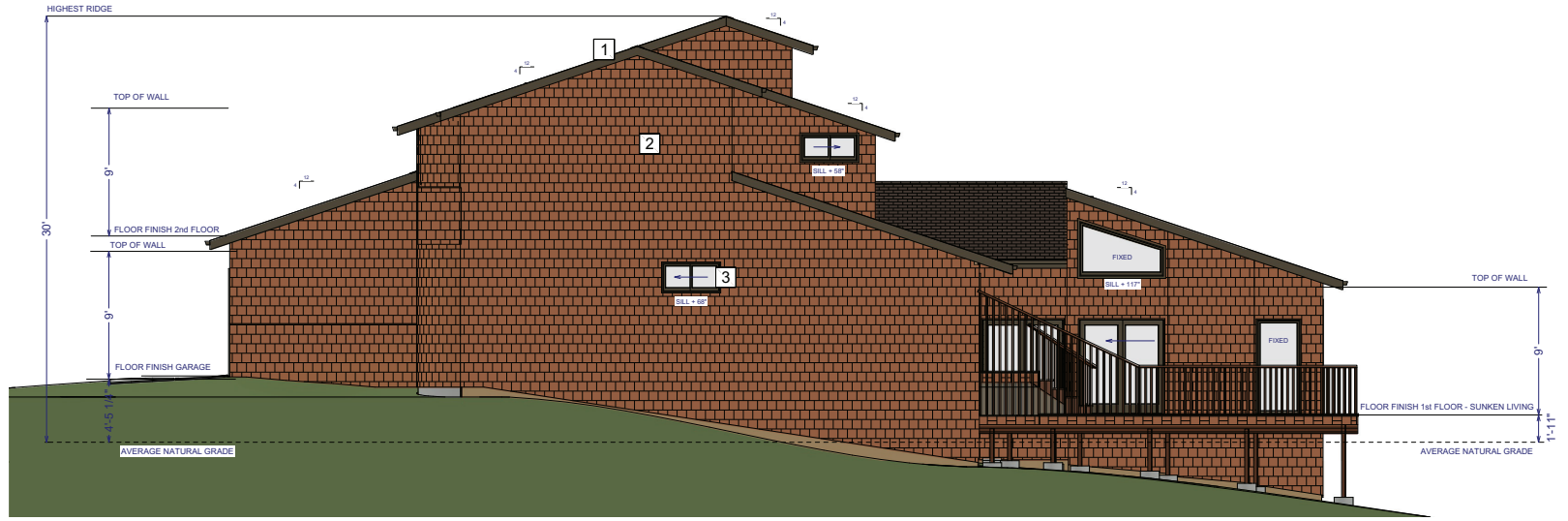
**A-13**



SKYLIGHT KEY			
NUMBER	ROOM NAME	FLOOR	PROPOSED
SK1	ENTRY PORCH	1	NO CHANGE
SK2	STAIRS	2	NO CHANGE
SK3	MASTER BATH	1	REPLACE
SK4	KITCHEN	1	NEW

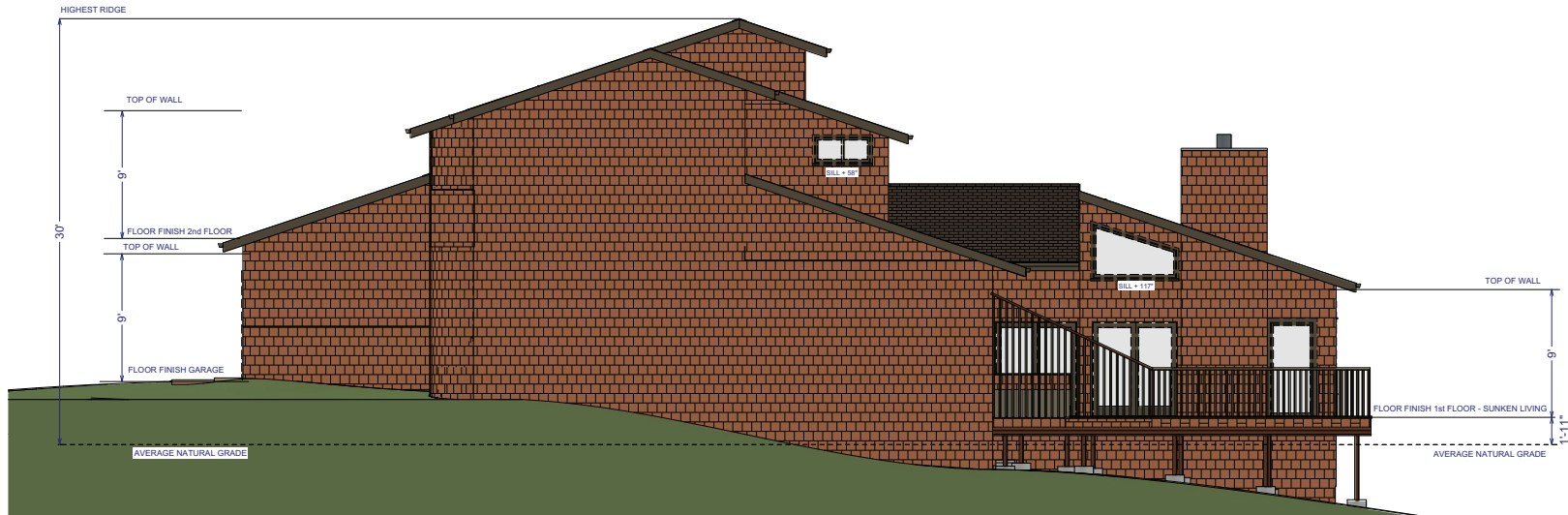
**EXTERIOR MATERIALS**

1. ROOF - NO CHANGE TO WOOD SHAKE SHINGLE
2. WOOD SIDING SHINGLE TO REMAIN - FINISHED TO MATCH
3. WINDOWS & GLASS DOORS - NEW ANDERSON 100 & 200 SERIES TO MATCH EXISTING STYLE AND OVERALL APPEARANCE (DARK BRONZE FINISH, NO DIVIDED LITES). MATCH EXISTING 1" WOOD TRIM, PAINTED DARK BROWN TO MATCH EXISTING
4. GARAGE DOOR & EXTERIOR DOORS - NEW WOOD DOORS, PAINTED DARK BROWN TO MATCH EXISTING, GLASS LITES TO BE FROSTED FOR PRIVACY (AND TEMPERED)
5. DECKING - NEW DECK STAIRS TO MATCH EXISTING NATURAL REDWOOD, STAINED TO MATCH EXISTING COLOR



**EXTERIOR ELEVATIONS - PROPOSED - RIGHT SIDE**

1/4" = 1'-0"



**EXTERIOR ELEVATIONS - EXISTING - RIGHT SIDE**

1/4" = 1'-0"

KATJA RIMMI Interiors

BY: DATE:

NO. DESCRIPTION:

NO. DESCRIPTION:

NO. DESCRIPTION:

NO. DESCRIPTION:

NO. DESCRIPTION:

NO. DESCRIPTION:

NO. DESCRIPTION:

NO. DESCRIPTION:

NO. DESCRIPTION:

NO. DESCRIPTION:

NO. DESCRIPTION:

NO. DESCRIPTION:

NO. DESCRIPTION:

NO. DESCRIPTION:

NO. DESCRIPTION:

NO. DESCRIPTION:

NO. DESCRIPTION:

NO. DESCRIPTION:

NO. DESCRIPTION:

NO. DESCRIPTION:

NO. DESCRIPTION:

NO. DESCRIPTION:

NO. DESCRIPTION:

NO. DESCRIPTION:

NO. DESCRIPTION:

NO. DESCRIPTION:

NO. DESCRIPTION:

NO. DESCRIPTION:

PROJECT DESCRIPTION:  
DEBORAH & STEVE LEVINE  
5 Alexis Ct.  
Menlo Park, CA 94025  
dsterne63.03@gmail.com

DRAWINGS PROVIDED BY:  
Katja Rimm Interiors  
1000 AVENUE, PALM BEACH, FL 33480  
650-304-2220  
katja@katjarimm.com  
www.katjarimm.com

DATE:

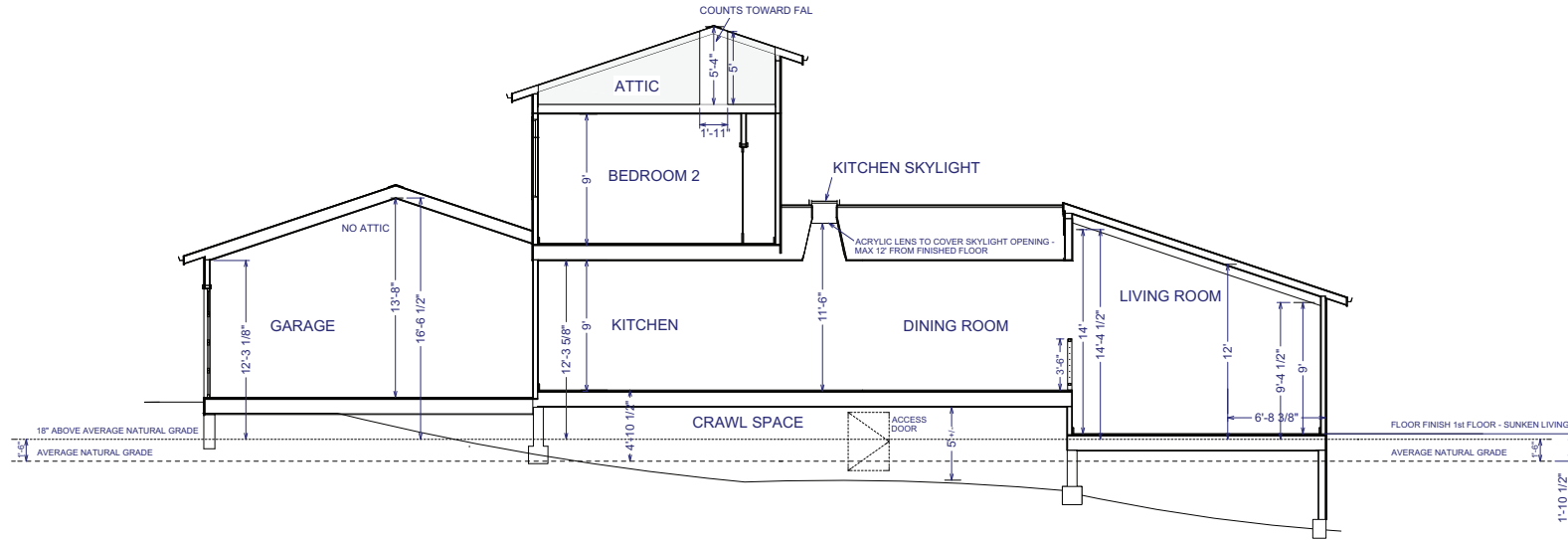
Aug 29, 2019

SCALE:

1/4" = 1'-0"

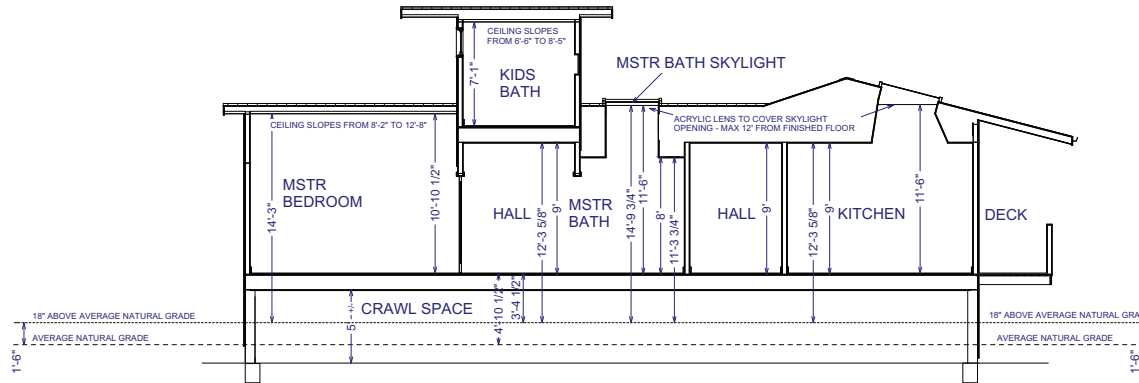
SHEET:

A-14



S1 CROSS SECTION

1/4" = 1'-0"



S2 CROSS SECTION

1/4" = 1'-0"



KATJA RIMMI Interiors

BY DATE

NO. DESCRIPTION

NO.	DESCRIPTION

SHEET TITLE:  
**CROSS SECTIONS**

PROJECT DESCRIPTION:  
DEBORAH & STEVE LEVINE  
5 Alexis Ct.  
Menlo Park, CA 94025  
dblevine03@gmail.com

DRAWINGS PROVIDED BY:  
**Katja Rimm Interiors**  
1500 AVENUE, PALM BEACH, FL 33480  
650-304-2220  
katja@katjarrimm.com  
www.katjarrimm.com

DATE:

Aug 29, 2019

SCALE:

SHEET:

**A-15**



**LEFT**



**FRONT**



**REAR**



**RIGHT**



**LEFT**



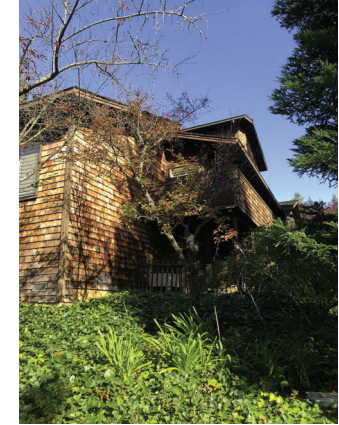
**LEFT**



**REAR**



**REAR**



**REAR**

# 5 ALEXIS COURT



**1 & 3 ALEXIS COURT**

**NEIGHBORS  
TO THE LEFT**



**NEIGHBORS  
TO THE RIGHT**



**7 & 9 ALEXIS COURT**

**KATJA RIMMI**  
Interiors

*[Signature]*

NO.	DESCRIPTION	BY	DATE

SHEET TITLE:  
**PHOTOS OF EXISTING  
HOME**

PROJECT DESCRIPTION:  
DEBORAH & STEVE LEVINE  
5 Alexis Ct.  
Menlo Park, CA 94025  
dsterl@me.com | dsterl@hotmail.com

DRAWINGS PROVIDED BY:  
**Katja Rimmi Interiors**  
1000 AVENUE, PALO ALTO, CA 94301  
650-304-2220  
katja@katjarimmi.com  
www.katjarimmi.com

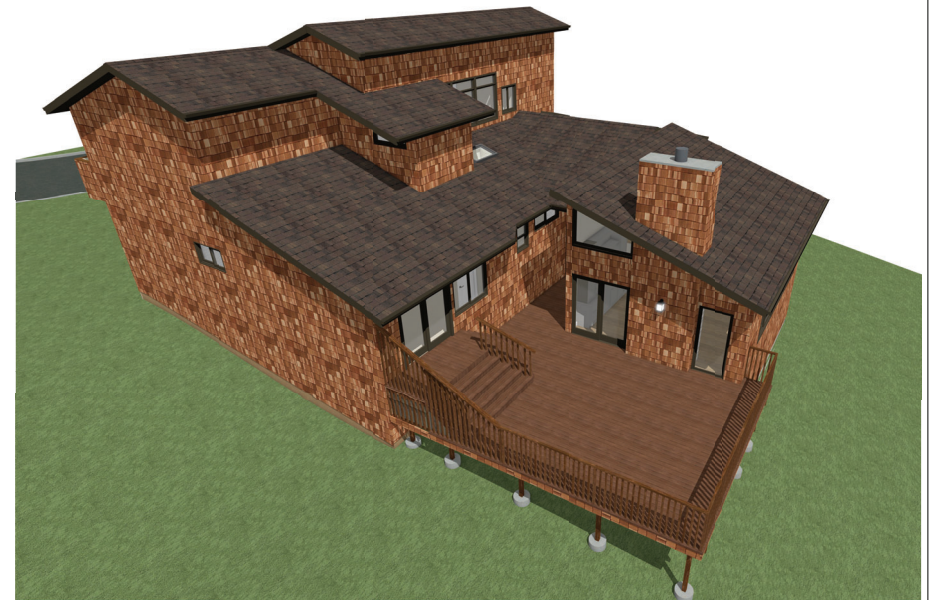
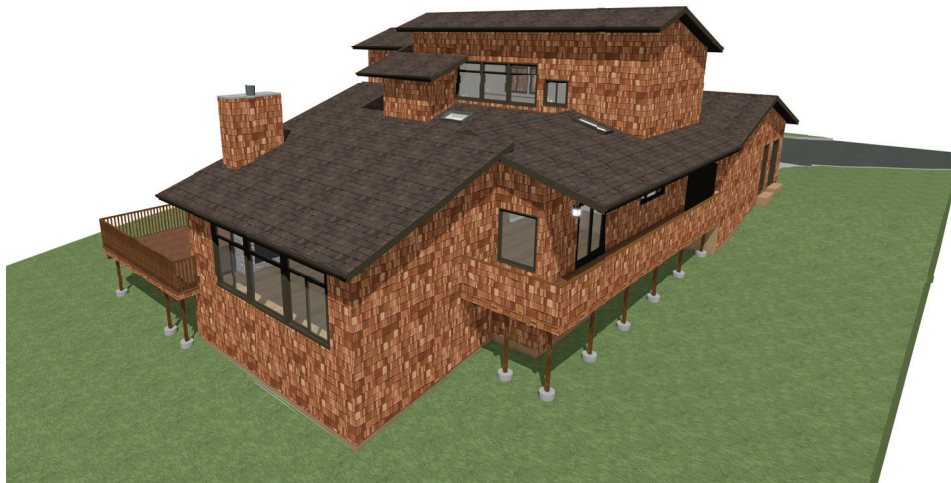
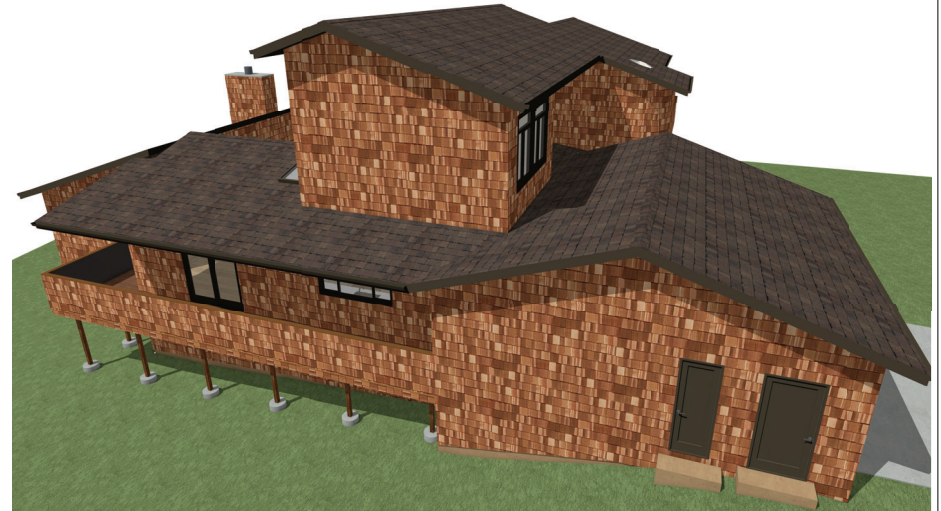
DATE:

Aug 29, 2019

SCALE:

SHEET:

**A-16**



KATJA RIMMI  
Interiors

*[Signature]*

NO.	DESCRIPTION	BY	DATE

SHEET TITLE:  
**RENDERS; EXTERIOR**

PROJECT DESCRIPTION:  
DEBORAH & STEVE LEVINE  
5 Alexis Ct.  
Menlo Park, CA 94025  
dsterne63103@hotmail.com

DRAWINGS PROVIDED BY:  
**Katja Rimmi Interiors**  
1000 AVENUE, HALF MOON BAY, CA 94019  
650-304-2220  
katja@katjarimmi.com  
www.katjarimmi.com

DATE:

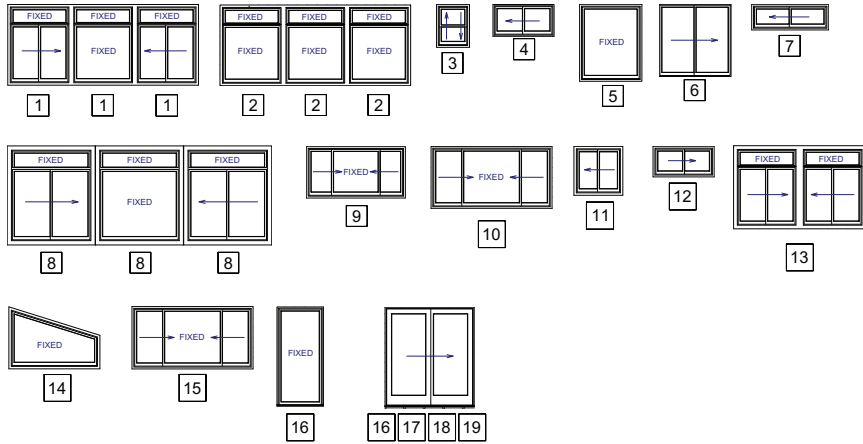
Aug 29, 2019

SCALE:

SHEET:

**A-17**

WINDOW SCHEDULE										
NUMBER	ROOM NAME	FLOOR	LABEL	QTY	WIDTH	HEIGHT	EGRESS	TEMPERED	U-FACTOR	SHGC
W01	UPSTAIRS HALL	2	ANDERSON 100 SERIES IN DARK BRONZE	3	48"	62"			0.3	0.2
W02	OPEN BELOW	2	ANDERSON 100 SERIES IN DARK BRONZE	1	48"	62"			0.29	0.22
W03	WC(E) DECK	1	ANDERSON 100 SERIES IN DARK BRONZE	1	24"	32"		YES	0.29	0.21
W04	GUEST SHOWER	1	ANDERSON 100 SERIES IN DARK BRONZE	1	48"	24"		YES	0.27	0.19
W05	DINING ROOM/DECK	1	ANDERSON 100 SERIES IN DARK BRONZE	1	48"	60"		YES	0.28	0.22
W06	MASTER BEDROOM(E) DECK	1	ANDERSON 100 SERIES IN DARK BRONZE	1	59"	59"		YES	0.29	0.21
W07	MASTER SHOWER(E) DECK	1	ANDERSON 100 SERIES IN DARK BRONZE	1	60"	18"		YES	0.29	0.21
W08	LIVING	1	ANDERSON 100 SERIES IN DARK BRONZE	3	65"	74"			0.26	0.22
W09	KITCHEN/DECK	1	ANDERSON 100 SERIES IN DARK BRONZE	1	78"	39"			0.29	0.21
W10	GUEST/OFFICE	1	ANDERSON 100 SERIES IN DARK BRONZE	1	96"	48"	YES		0.29	0.21
W11	BEDROOM 2	2	ANDERSON 100 SERIES IN DARK BRONZE	1	36"	36"			0.29	0.21
W12	KIDS WC	2	ANDERSON 100 SERIES IN DARK BRONZE	1	47"	22"			0.29	0.21
W13	BEDROOM 2	2	ANDERSON 100 SERIES IN DARK BRONZE	2	48"	62"	YES		0.26	0.22
W14	BEDROOM 1	2	ANDERSON 100 SERIES IN DARK BRONZE	1	70 1/2"	46"	YES		0.26	0.22
W15	BEDROOM 1/BALCONY	2	ANDERSON 100 SERIES IN DARK BRONZE	1	96"	48"	YES		0.29	0.21
W16	LIVING(E) DECK	1	ANDERSON 200 SERIES IN DARK BRONZE	1	36"	80"	YES	YES	0.28	0.21
W17	DINING ROOM/DECK	1	ANDERSON 200 SERIES IN DARK BRONZE	1	70 1/2"	80"	YES	YES	0.28	0.21
W18	MASTER BEDROOM(IN) DECK	1	ANDERSON 200 SERIES IN DARK BRONZE	1	70 1/2"	80"	YES	YES	0.28	0.21
W19	HALL(E) DECK	1	ANDERSON 200 SERIES IN DARK BRONZE	1	67 5/8"	80"	YES	YES	0.28	0.21
W20	LIVING(E) DECK	1	ANDERSON 200 SERIES IN DARK BRONZE	1	70 1/2"	80"	YES	YES	0.28	0.21

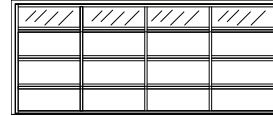


## WINDOW SCHEDULE

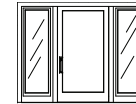
SKYLIGHT SCHEDULE								
NUMBER	ROOM NAME	FLOOR	PROPOSED	QTY	WIDTH	HEIGHT	TEMPERED	TYPE
SK1	ENTRY PORCH	1	NO CHANGE	0	N/A	N/A	N/A	N/A
SK2	STAIRS	2	NO CHANGE	0	N/A	N/A	N/A	N/A
SK3	MASTER BATH	1	REPLACE	1	44"	24"	YES	FIXED FLAT SKYLIGHT
SK4	KITCHEN	1	NEW	1	21"	47"	YES	FIXED FLAT SKYLIGHT

## SKYLIGHTS SCHEDULE

DOOR SCHEDULE									
NUMBER	FLOOR	ROOM NAME	LABEL	QTY	SIZE	WIDTH	HEIGHT	FIRE	
D01	1	GARAGE/LAUNDRY/MUDROOM	SINGLE RECESSED PANEL	1	3068 L IN	36"	80"	YES	
D02	1	ENTRY HALL/CLOSET	SINGLE RECESSED PANEL	1	2468 R IN	28"	80"		
D03	1	ENTRY HALL/COVERED PORCH	SINGLE RECESSED PANEL 42", FROSTED GLASS SIDELIGHTS	1	8668	102"	80"		
D04	1	GARAGE	RECESSED WOOD PANEL TOP ROW FROSTED GLASS, PAINTED	1	18076	216"	90"		
D07	1	GAS METER	SINGLE RECESSED PANEL	1	2268 L EX	25 5/8"	80"		
D08	1	GUEST/OFFICE/CLOSET	SHEETROCKED OPENING	1	8780	103"	96"		
D09	1	GUEST/OFFICE/HALL	SINGLE RECESSED PANEL	1	2868 R IN	32"	80"		
D10	1	HALL/ENTRY HALL	CASED OPENING	1	4468	48"	80"		
D11	1	HALL/GUEST BATH	SINGLE RECESSED PANEL	1	2468 L IN	28"	80"		
D12	1	KITCHEN/ENTRY HALL	SHEETROCKED OPENING	1	5380	63"	96"		
D13	1	KITCHEN/LAUNDRY/MUDROOM	SINGLE RECESSED PANEL	1	3068	36"	80"		
D14	1	MASTER BEDROOM/HALL	SINGLE RECESSED PANEL	1	2868 L IN	32"	80"		
D15	1	MASTER CLOSET 1/MASTER BEDROOM	SINGLE RECESSED PANEL	1	5968 L/R IN	60"	80"		
D16	1	MASTER CLOSET 2/MASTER HALL	SINGLE RECESSED PANEL	1	2868 R IN	32"	80"		
D17	1	MASTER HALL/MASTER BATH	SINGLE RECESSED PANEL	1	2868 L	32"	80"		
D18	1	MASTER HALL/MASTER BEDROOM	SINGLE RECESSED PANEL	1	2868 L	32"	80"		
D19	1	TRASH	SINGLE RECESSED PANEL	1	3068 R EX	36"	80"		
D20	1	TRASH/GARAGE	SINGLE RECESSED PANEL	1	3068 R IN	36"	80"		
D21	1	CLOSET/DECK	SINGLE RECESSED PANEL	1	3068 L EX	36"	80"		
D22	1	WC/MASTER HALL	SINGLE RECESSED PANEL	1	2868 R	30"	80"		
D23	2	BEDROOM 1/CLOSET	SINGLE RECESSED PANEL	2	4068 L/R IN	48"	80"		
D24	2	BEDROOM 1/UPSTAIRS HALL	SINGLE RECESSED PANEL	1	2868 L IN	32"	80"		
D25	2	BEDROOM 2/CLOSET	SINGLE RECESSED PANEL	1	8068 R IN	96"	80"		
D26	2	BEDROOM 2/UPSTAIRS HALL	SINGLE RECESSED PANEL	1	2868 R IN	32"	80"		
D27	2	CLOSET/UPSTAIRS HALL	SINGLE RECESSED PANEL	1	1768 R IN	19 7/16"	80"		
D28	2	KIDS BATH/KIDS WC	SINGLE RECESSED PANEL	1	2268 R IN	26 5/16"	80"		
D29	2	LINEN/UPSTAIRS HALL	SINGLE RECESSED PANEL	1	1654 R IN	18"	64"		
D30	2	UPSTAIRS HALL/KIDS BATH	SINGLE RECESSED PANEL	1	2268 R IN	26 5/16"	80"		



GARAGE DOOR  
RECESSED, SHAKER STYLE, PANELS  
FROSTED GLASS TEMPERED WINDOWS  
PAINTED DARK BROWN TO MATCH



ENTRY DOOR  
RECESSED, SINGLE PANEL, SHAKER STYLE  
FROSTED GLASS TEMPERED SIDELIGHTS  
PAINTED EXTERIOR - DARK BROWN TO MATCH



INTERIOR & UTILITY DOORS  
RECESSED, SINGLE PANEL, SHAKER STYLE  
PAINTED - WHITE FOR INTERIOR, DARK  
BROWN FOR EXTERIOR TO MATCH

KATJA RIMMI  
Interiors

NO.	DESCRIPTION	BY	DATE

SHEET TITLE:  
WINDOW, SKYLIGHT,  
DOOR, SCHEDULES

PROJECT DESCRIPTION:  
DEBORAH & STEVE LEVINE  
5 Alexis Ct.  
Menlo Park, Ca 94025  
k.rimmi@katjarimmi.com  
dsterne@katjarimmi.com

DRAWINGS PROVIDED BY:  
Katja Rimmi Interiors  
100 AVENUE, PALM BEACH, FL, CA 94019  
650-504-2220  
k.rimmi@katjarimmi.com  
www.katjarimmi.com

DATE:

Aug 29, 2019

SCALE:

SHEET:

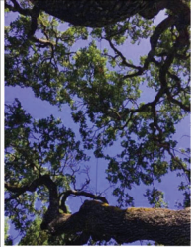
A-18



Arborist Report for  
 5 Alexis Cour/Katja Rimmi Interiors  
 Prepared by Jasicki Millen  
 ISA Certified Arborist WE-11381A

3490 Buskirk Ave  
 Pleasant Hill, CA 94523  
 (866) 815-2525  
[jackiem@aplustree.com](mailto:jackiem@aplustree.com)  
[www.aplustree.com](http://www.aplustree.com)  
 Prepared on July 26, 2019

<b>Background Information</b>	This report is concerning one (1) tree located at 5 Alexis Court, Menlo Park, CA. The property is known as 5 Alexis Ct a home in the community of 1000 Sharon Park HOA managed by Bay Area Property Services. This arborist report was requested by Katja Rimmi Interiors, in support of their interior design projects at 5 Alexis Court. For the remainder of the report, Katja Rimmi Interiors will be referred to as the "Client".
<b>Assignment (and any limiting factors)</b>	One (1) tree on this property was evaluated and inspected for overall health and safety. 1. Quercus lobata, Valley Oak, 37" DBH
<b>Observations</b>	<p>Quercus lobata:</p> <ul style="list-style-type: none"> <li>Located in front of 5 Alexis Ct, between the street and home</li> <li>Tree is in fair condition, canopy is healthy with new growth present</li> <li>There is a cavity in trunk, covered with metal piece to prevent sitting water</li> <li>Two leaders cabled, cables intact</li> </ul>



**Location of Tree**  
 The blue pin represents the location of the tree to be removed

	Please see photos in Attachment 1 for further observations
<b>Testing and Analysis</b>	There were no soil, tree or other physical testing.
<b>Discussion</b>	<p>The tree is in fair health condition, with 75% healthy foliage and canopy remaining. Due to the proximity to the home and driveway areas, the tree should be treated with a Frought Stress cocktail and have access to regular irrigation source. The treatment "Drought stress cocktail" includes a tree growth regulator, biocarbor soil drench, essential fertilizer, and soil drench fungicide.</p> <p>There is some deadwood in the canopy that should be removed with routine trimming. An aerial inspection should be conducted to assess the cables connecting the two leaders, the cables appear to be intact but should be inspected and adjusted if needed.</p>
<b>Recommendations</b>	<p>A Plus Tree recommends not removing Quercus lobata and to continually monitor health of tree before during, and after any design projects or construction.</p> <p>In urban forest management projects with 1000 Sharon Parks HOA, A Plus Tree is recommending the tree have an aerial inspection, crown clean to remove dead wood, and drought stress cocktail be applied to sustain the health of the tree.</p>
<b>Attachment 1</b>	
	<p>Quercus lobata          37" DBH</p> <p>Overall structure of tree with proximity to house</p>

<b>Notes during construction</b>	<p>DO NOT:</p> <ol style="list-style-type: none"> <li>Begin any construction activity on site without first implementing Tree Protection Measures.</li> <li>Allow run off of spillage of damaging materials into the TPC.</li> <li>Store materials, tools, stockpile soil, or park or drive vehicles within the TPZ.</li> <li>Cut, break, skin, or bruise roots, branches or trunks without first obtaining authorization from the Project Arborist.</li> <li>Allow fires under and adjacent to trees.</li> <li>Discharge exhaust into foliage.</li> <li>Secure cables, chains, or ropes to trees or shrubs.</li> <li>Trench, dig, or otherwise excavate within the engine or 1/2 of one tree(s) without first obtaining authorization from the Project Arborist.</li> <li>Apply soil sterilants under pavement near existing trees.</li> <li>Change grade within TPZ.</li> </ol>
----------------------------------	---

Cavity in trunk covered by metal piece

Cabling between two main leaders (intact)

*[Signature]*

NO.	DESCRIPTION	BY	DATE

SHEET TITLE:  
**ARBORIST REPORT**

PROJECT DESCRIPTION:  
 DEBORAH & STEVE LEVINE  
 5 Alexis Ct.  
 Menlo Park, CA 94025  
 dslevine03@gmail.com

DRAWINGS PROVIDED BY:  
**Katja Rimmi Interiors**  
 1500 AVENUE, PALM BEACH, FL 33480  
 650-304-2220  
 katja@katjarimmi.com  
 www.katjarimmi.com

DATE:

Aug 29, 2019

SCALE:

SHEET:

**A-19**



**KATJA RIMMI**  
interiors

## Project Description

**Client:**

Deborah and Steve Levine

5 Alexis Court, Menlo Park, 94025

(650) 678-7402

dslevine6103@hotmail.com

APN#074-233-090

Submittal for interior kitchen and bath remodel with new windows and doors throughout

**Designer:**

Katja Rimmi

Katja Rimmi Interiors

245 Granelli Avenue, Half Moon Bay, CA 94019

katja@katjarimmi.com

650-504-2220

**Description of Project:**

This project consists of alterations to the following portions of an existing single-family home.

New windows and doors throughout. One new skylight and one replacement skylight. Remodel and improve layout of kitchen, laundry room, and master bath. Replace all cabinetry, counters, fixtures, and tile in those rooms as well as in the guest bath and kids' bath.

The purpose of this project is to update the look and feel of the interior as well as to improve the layout for better counter space and storage throughout.

The colors and finishes on the exterior, are to match the existing, and there is no change to the site layout or landscaping. The home was designed in a 1970s era Shingle Style Revival style. There will be no change to the style.

The homeowner has spoken with the adjacent neighbors (on May 15, 2019), and has obtained their consent, as part of the HOA submittal and approval (See Cover Sheet A1 for a copy of the HOA approval letter).

There have been no other meetings or discussions with homeowners or the HOA.



## Arborist Report for

### 5 Alexis Court/Katja Rimmi Interiors

Prepared by Jackie Millan

ISA Certified Arborist WE-11381A

3490 Buskirk Ave

Pleasant Hill, CA 94523

(866) 815-2525

[Jackiem@aplustree.com](mailto:Jackiem@aplustree.com)

[www.aplustree.com](http://www.aplustree.com)

Prepared on July 26, 2019

<p><b>Background Information</b></p>	<p>This report is concerning one (1) tree located at 5 Alexis Court, Menlo Park, CA. The property is known as 5 Alexis Ct, a home in the community of 1000 Sharon Park HOA managed by Bay Area Property Services. This arborist report was requested by Katja Rimmi Interiors, in support of their interior design projects at 5 Alexis Court. For the remainder of the report, Katja Rimmi Interiors will be referred to as the “client”.</p>
<p><b>Assignment (and any limiting factors)</b></p>	<p>One (1) tree on this property was evaluated and inspected for overall health and safety.</p> <ol style="list-style-type: none"> <li>1. <i>Quercus lobata</i>, Valley Oak, 37” DBH</li> </ol>
<p><b>Observations</b></p>	<p><i>Quercus lobata</i>:</p> <ul style="list-style-type: none"> <li>• Located in front of 5 Alexis Ct, between the street and home</li> <li>• Tree is in fair condition, canopy is healthy with new growth present</li> <li>• There is a cavity in trunk, covered with metal piece to prevent sitting water</li> <li>• Two leaders cabled, cables intact</li> </ul>



	Please see photos in Attachment 1 for further observations
<b>Testing and Analysis</b>	There were no soil, tree or other physical testing.
<b>Discussion</b>	<p>The tree is in fair health condition, with 75% healthy foliage and canopy remaining. Due to the proximity to the home and driveway areas, the tree should be treated with a Drought Stress cocktail and have access to regular irrigation source. The treatment 'Drought stress cocktail' includes a tree growth regulator, biocarbon soil drench, essential fertilizers, and soil drench fungicide.</p> <p>There is some deadwood in the canopy that should be removed with routine trimming. An aerial inspection should be conducted to assess the cables connecting the two leaders, the cables appear to be intact but should be inspected and adjusted if needed.</p>
<b>Recommendations</b>	<p>A Plus Tree recommends not removing <i>Quercus lobata</i> and to continually monitor health of tree before, during, and after any design projects or construction.</p> <p>In urban forest management projects with 1000 Sharon Parks HOA, A Plus Tree is recommending the tree have an aerial inspection, crown clean to remove dead wood, and drought stress cocktail be applied to sustain the health of the tree.</p>
<b>Attachment 1</b>	
<p><i>Quercus lobata</i> 37" DBH</p> <p>Overall structure of tree with proximity to house</p>	

Cavity in trunk covered by metal piece



Cabling between two main leaders (intact)





### Location of Tree

The blue pin represents the location of the tree to be removed



<b>Notes during construction</b>	<b>DO NOT:</b> <ul style="list-style-type: none"><li>a. Begin any construction activity on site without first implementing Tree Protection Measures.</li><li>b. Allow run off of spillage of damaging materials into the TPZ.</li><li>c. Store materials, tools, stockpile soil, or park or drive vehicles within the TPZ.</li><li>d. Cut, break, skin, or bruise roots, branches, or trunks without first obtaining authorization from the Project Arborist.</li><li>e. Allow fires under and adjacent to trees.</li><li>f. Discharge exhaust into foliage.</li><li>g. Secure cable, chain, or rope to trees or shrubs.</li><li>h. Trench, dig, or otherwise excavate within the dripline or TPZ of the tree(s) without first obtaining authorization from the Project Arborist.</li><li>i. Apply soil sterilants under pavement near existing trees.</li><li>j. Change grade within TPZ.</li></ul>
----------------------------------	--

## HOA 1000 SHARON PARK DRIVE

BAY AREA

PROPERTY  
SERVICES

June 7, 2019

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

**RE: 1000 Sharon Park** – 5 Alexis Court, Menlo Park, CA

Dear City of Menlo Park Planning Department:

On Monday, June 3, 2019, the HOA of 1000 Sharon Park Drive Board of Directors has conditionally approved (4-0-0) the Architectural Application for 5 Alexis Court in Menlo Park per their Architectural Application dated May 8, 2019 listing the following six improvements:

Description of improvements desired – give full details of type and extent of improvements, materials, colors, and location of the modifications.

The following summary captures the proposed improvements to 5 Alexis Court.

1. Interior remodel of kitchen, bathrooms, laundry/mudroom
2. Replace all windows and doors (match colors and general style)
3. New recessed lighting
4. Replace interior railings
5. Replace deck stairs at master bedroom (match color and materials)
6. Update finishes for interior (fresh paint, new engineered hardwood)


The condition is based on receiving the proper permit from the City of Menlo Park and the Contractors Certificate of Insurance naming the Homeowners Association as 'additionally' insured on their Certificate of Insurance. The Homeowner was asked to produce the permit in advance of the construction project.

Please feel free to contact me with any questions at (925)746-0542 ext. 144.

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

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

Regards,

  
Rebecca Miller, CCAM  
Community Association Manager  
Bay Area Property Services  
On Behalf of the HOA of 1000 Sharon Park Drive  
Board of Directors

Cc: Unit File, Board of Directors

HOA OF 1000 SHARON PARK DRIVE  
NEIGHBOR AWARENESS FORM

Property Address: 5 Alexis Court, Menlo Park, CA 94025

This form's intent is to advise neighbors who own property adjacent to, above or below your unit of any changes being requested which might impact them neighbors in order to avoid future conflicts. Neighbors (side, above, and below as applicable) must sign this form and add comments if they believe it is necessary, in the space provided below.

Lawrence Siegel                      3 Alexis Ct  
NEIGHBOR NAME                                      ADDRESS  
[Signature]                                      5/15/2019                      \_\_\_\_\_ ACKNOWLEDGEMENT  
SIGNATURE                                      DATE                                      INITIALS

Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Robert Ritchie                                      7 Alexis Court  
NEIGHBOR NAME                                      ADDRESS  
[Signature]                                      5/15/2019                      ar ACKNOWLEDGEMENT  
SIGNATURE                                      DATE                                      INITIALS

Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Liz L Jahney                                      9 Alexis Ct  
NEIGHBOR NAME                                      ADDRESS  
[Signature]                                      5/15/2019                      LJ ACKNOWLEDGEMENT  
SIGNATURE                                      DATE                                      INITIALS

Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## STAFF REPORT

### Planning Commission

**Meeting Date:** 9/9/2019  
**Staff Report Number:** 19-068-PC

**Public Hearing:** Use Permit/Jing Quan/223 Laurel Avenue

### Recommendation

Staff recommends that the Planning Commission approve a use permit to demolish a two-story, single family residence and construct a new two-story single family residence on a substandard lot with respect to lot width in the R-1-U (Single-Family Urban) zoning district. The proposal includes the removal of a heritage-sized English walnut tree. The recommended actions are included as Attachment A.

### Policy Issues

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

### Background

#### *Site location*

The subject property is located on the western side of Laurel Avenue at the intersection of Laurel Avenue and Pope Street. The property lies within the Willows neighborhood where all properties in the immediate vicinity are also located in the R-1-U zoning district. The surrounding area contains a mixture of older and newer single-family residences with both one and two-story designs. Many of the older residences have a traditional ranch style architecture, while the newer residences are more varied in style and include craftsman and Spanish contemporary designs. A location map is included as Attachment B.

### Analysis

#### *Project description*

The applicant is proposing to demolish the existing two-story, single-family residence and detached garage to construct a new two-story, single-family residence and attached two-car side-loading garage. A data table summarizing parcel and project characteristics is included as Attachment C. The project plans and project description letter are included as Attachments D and E, respectively.

The proposed residence would be a six-bedroom home with two bedrooms on the first floor and four bedrooms on the second floor. The majority of the first floor would be shared living space. The side-loading, two-car garage addresses the off street parking requirement for the residence. There is 24 feet of back up distance from the entrance of the garage to the property line, with 23 feet of paving and one foot of low landscaping, which would provide adequate space for vehicle circulation. The existing curb cut and

driveway would be removed and replaced with an 18-foot wide driveway and curb cut for access to the garage. The proposed residence would meet all Zoning Ordinance regulations for setbacks, lot coverage, floor area limit (FAL), daylight plane, parking, and height. Of particular note, the project would have the following characteristics with regard to the Zoning Ordinance:

- The proposed residence would be constructed near the maximum FAL with 3,937.4 square feet proposed where 3,939 square feet is allowed.
- The second floor would be significantly less than the maximum permitted square footage at 33 percent of the proposed floor area where 50 percent is allowed.
- The proposed building coverage is well below the maximum limit at 28.7 percent where 35 percent is allowed.
- The proposed residence would be constructed near the maximum height with 27 feet, four inches proposed where 28 feet is allowed.

The proposed residence would be located near the front of the lot, as the property is particularly long. The proposed front and rear setbacks would be 45 feet and 106 feet, nine and a half inches, respectively. The first floor is proposed to be constructed at the required five-foot side setbacks. The proposed second-story would be stepped back from the first story, reducing the perception of mass. The proposed second-story setback on the left would be eight feet, five inches, and the proposed second-story setback on the right would be nine feet, six inches.

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

The applicant states that the proposed residence would be a craftsman style home. The exterior would be horizontal lap siding with vertical clapboard accents on the front and rear gables. The roofing material would be composition shingles. The proposed residence would have several painted wood accent features, including corner boards, exposed rafter tails, and decorative side panels and columns at the front and rear covered porches. Windows would be wood casement windows with interior and exterior muntins. The Commission may wish to discuss if the windows should have spacer bars in addition to the interior and exterior muntins to create true simulated divided lites.

All second-story windows on the sides are proposed to have sill heights of a minimum of four feet, and are relatively small, with the exception of one window on the left side which has a sill height of three feet and is slightly larger than the other windows. Second-story windows at the front and rear have minimum sill heights of three feet. Staff believes the large front and rear setbacks address privacy concerns, making the size of these windows appropriate. The Commission may wish to discuss the number of windows along the right side of the proposed second story, however staff believes the existing trees, discussed later, would address potential privacy concerns.

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

The applicant has submitted an arborist report (Attachment F) detailing the species, size, and conditions of the trees on and near the subject property. There are several trees on or near the property that are considered heritage trees. Several of the heritage trees are located in a grove at the rear of the property and would not be impacted by the proposed development. The City arborist has conditionally approved the removal of one heritage English walnut tree, as it lies within the footprint of the proposed residence. The



applicant has proposed a replacement tree on the left side of the property and noted the species would be a Brisbane Box or Maidenhair tree. The City Arborist has indicated that either species would satisfy the replacement tree requirement of the Heritage Tree Ordinance. Three additional non-heritage trees are proposed to be removed.

The arborist report also analyzed several trees along the side property lines that may adequately screen views from the proposed second-story windows. Four strawberry madrone trees on the left neighboring property (trees #3 - #6) are noted by the arborist to be good screening trees. One Grecian laurel tree and two pineapple guava trees (trees #9 - #11) on the right side of the property are not explicitly noted for screening, however they have heights and spreads comparable to the strawberry madrone trees and staff believes they would similarly provide adequate screening along the right side.

The arborist report discusses the impacts of the proposed improvements and provides recommendations for tree maintenance, based on their health. As part of the project review process, the arborist report was reviewed by the City Arborist. All recommendations identified in the arborist report shall be implemented and will be ensured as part of condition 3g.

### ***Correspondence***

The applicant states in their project description letter that they were able to discuss the project with the neighbors on either side of the subject property, however they did not indicate whether any modifications to the project were made as a result of these discussions. Staff has not received any direct correspondence regarding the project at this time.

### ***Conclusion***

Staff believes that the design and materials of the proposed residence are compatible with the surrounding neighborhood. The craftsman architectural style would be generally attractive and add to the mix of architectural styles in the area. Staff believes that the increased proposed second-story setbacks paired with existing trees on the subject and neighboring properties adequately addresses potential privacy concerns. Staff recommends the Planning Commission approve the proposed project.

### **Impact on City Resources**

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

### **Environmental Review**

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

### **Public Notice**

Public Notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting. Public notification also consisted of publishing a notice in the local newspaper

and notification by mail of owners and occupants within a 300-foot radius of the subject property.

### **Appeal Period**

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

### **Attachments**

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

### **Disclaimer**

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

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

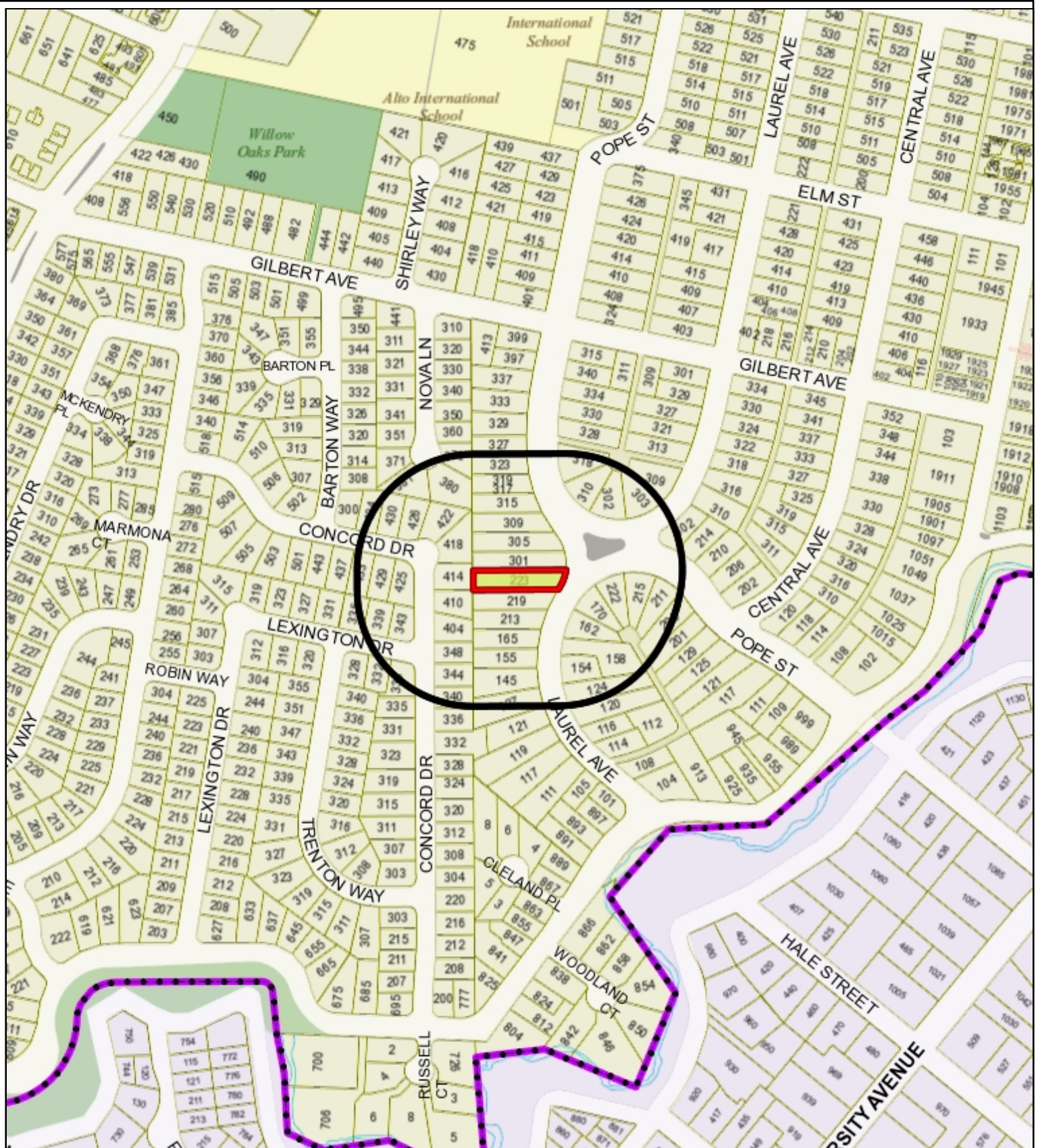
None

Report prepared by:  
Chris Turner, Assistant Planner

Report reviewed by:  
Kyle Perata, Principal Planner

## 223 Laurel Avenue – Attachment A: Recommended Actions

<b>LOCATION:</b> 223 Laurel Avenue	<b>PROJECT NUMBER:</b> PLN2019-00056	<b>APPLICANT:</b> Jing Quan	<b>OWNER:</b> Yiran Wu
<b>PROPOSAL:</b> Request for a use permit to demolish an existing two-story single-family residence and detached garage, and construct a new two-story residence on a substandard lot with regard to minimum lot width in the R-1-U (Single Family Urban Residential) district. One heritage English walnut tree is proposed to be removed as part of the proposal.			
<b>DECISION ENTITY:</b> Planning Commission	<b>DATE:</b> September 9, 2019	<b>ACTION:</b> TBD	
<b>VOTE:</b> TBD (Barnes, DeCardy, Doran, Kennedy, Riggs, Tate)			
<b>ACTION:</b>			
<ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>3. Approve the use permit subject to the following <b>standard</b> conditions: <ol style="list-style-type: none"> <li>a. Development of the project shall be substantially in conformance with the plans prepared by WEC &amp; Associates, consisting of 13 plan sheets, dated received August 27, 2019, and approved by the Planning Commission on September 9, 2019, except as modified by the conditions contained herein, subject to review and approval of the Planning Division.</li> <li>b. Prior to building permit issuance, the applicants shall comply with all Sanitary District, Menlo Park Fire Protection District, and utility companies’ regulations that are directly applicable to the project.</li> <li>c. Prior to building permit issuance, the applicants shall comply with all requirements of the Building Division, Engineering Division, and Transportation Division that are directly applicable to the project.</li> <li>d. Prior to building permit issuance, the applicant shall submit a plan for any new utility installations or upgrades for review and approval by the Planning, Engineering and Building Divisions. All utility equipment that is installed outside of a building and that cannot be placed underground shall be properly screened by landscaping. The plan shall show exact locations of all meters, back flow prevention devices, transformers, junction boxes, relay boxes, and other equipment boxes.</li> <li>e. Simultaneous with the submittal of a complete building permit application, the applicant shall submit plans indicating that the applicant shall remove and replace any damaged and significantly worn sections of frontage improvements. The plans shall be submitted for review and approval of the Engineering Division.</li> <li>f. Simultaneous with the submittal of a complete building permit application, the applicant shall submit a Grading and Drainage Plan for review and approval of the Engineering Division. The Grading and Drainage Plan shall be approved prior to the issuance of grading, demolition or building permits.</li> <li>g. Heritage trees in the vicinity of the construction project shall be protected pursuant to the Heritage Tree Ordinance and the arborist report prepared by Kielty Arborist Services LLC, dated received August 15, 2019.</li> </ol> </li> </ol>			



City of Menlo Park  
 Location Map  
 223 Laurel Avenue



Scale: 1:4,000

Drawn By: CRT

Checked By: KTP

Date: 9/9/2019

Sheet: 1

	<b>PROPOSED PROJECT</b>	<b>EXISTING PROJECT</b>	<b>ZONING ORDINANCE</b>
Lot area	11,556 sf	11,556 sf	7,000 sf min.
Lot width	50.0 ft.	50.0 ft.	65 ft. min.
Lot depth	233.6 ft.	233.6 ft.	100 ft. min.
Setbacks			
Front	45 ft.	29.83 ft.	20 ft. min.
Rear	106.8 ft.	147.92 ft.	20 ft. min.
Side (left)	5 ft.	14.67 ft.	5 ft. min.
Side (right)	5 ft.	4.67 ft.	5 ft. min.
Building coverage	3,318.6 sf 28.72 %	1,856 sf 16.1 %	4,044.6 sf max. 35 % max.
FAL (Floor Area Limit)	3,937.4 sf	2,201 sf	3,939 sf max.
Square footage by floor	2,173.8 sf/1st 1,312.1 sf/ 2nd 451.5 sf/ garage 685.8 sf/ porches	1,295 sf/1st 345 sf/2nd 517 sf/garage 44 sf/accessory buildings	
Square footage of buildings	4,623.2 sf	2,201 sf	
Building height	27.33 ft.	22.08 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	4	Non-Heritage trees	13	New Trees	1
	Heritage trees proposed for removal	1	Non-Heritage trees proposed for removal	3	Total Number of Trees	14

# NEW RESIDENCE

## 223 LAUREL AVENUE, MENLO PARK



NEW RESIDENCE

223 LAUREL AVENUE  
MENLO PARK, CA  
APN: 062-351-180

**WEC**  
& ASSOCIATES

2625 MIDDLEFIELD RD #658  
PALO ALTO, CA 94306  
TEL: (650) 387-2692  
FAX: (650) 887-1294

LICENSE STAMPS AND SIGNATURE



**DESIGN DATA**

- 2016 CALIFORNIA BUILDING CODE (STRUCTURAL DESIGN)
- 2016 CALIFORNIA RESIDENTIAL CODE (CRC)
- 2016 CALIFORNIA PLUMBING, ELECTRICAL AND MECHANICAL CODES
- 2016 CALIFORNIA ENERGY CODE
- 2016 CALIFORNIA GREEN BUILDING CODE
- 2016 CALIFORNIA FIRE CODE
- CITY OF MENLO PARK MUNICIPAL CODE

GENERAL NOTES:  
CALL DETAILS, MATERIALS, FINISHES AND ASSEMBLIES ARE NOT NECESSARILY SHOWN. THESE CALL, FINISH DETAILS INCLUDING GASWORK AND MATERIAL SELECTIONS WILL BE COORDINATED BY THE OWNER.

2. ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE CALIFORNIA BUILDING CODE, APPLICABLE EDITION, AND ALL OTHER PERTINENT CODES, LAWS AND REQUIREMENTS OF THE LOCAL BUILDING OFFICIALS, WHETHER OR NOT SPECIFICALLY SHOWN ON THESE DOCUMENTS. THESE DOCUMENTS ARE NOT INTENDED TO SHOW EVERY DETAIL OR CONDITION. MANY DETAILS IN RESIDENTIAL CONSTRUCTION ARE BUILT ACCORDING TO PROFESSIONAL CONSTRUCTION PRACTICES AND ARE THEREFORE NOT DETAILED IN THESE DOCUMENTS. CONTACT UEC IF CONDITIONS OR OTHER CIRCUMSTANCES REQUIRE CHANGES IN THE WORK SHOWN OR REQUIRE CLARIFICATION. ALL WORK SHALL BE DONE IN A HIGH QUALITY MANNER, ACCORDING TO THE PREVAILING STANDARDS OF THE INDUSTRY FOR EACH TRADE.

3. THE CONTRACTOR SHALL PROVIDE ALL LABOR, MATERIALS, EQUIPMENT, SUPERVISION AND CLEAN-UP TO ACCOMPLISH ALL OF THE WORK SHOWN, INCLUDING ALL WARRANTIES AND INSTRUCTIONS, TO PROVIDE A COMPLETE WORK PRODUCT, AND TO LEAVE THE OWNER WITH AN APPROVED PRODUCT.

4. CONTRACTOR SHALL ASSUME COMPLETE AND SOLE RESPONSIBILITY FOR MEANS AND METHODS OF CONSTRUCTION, AND FOR ALL SAFETY MATTERS TO PROTECT ALL PROPERTY, PERSONNEL, AND THIRD PARTIES FROM DAMAGE OR HARM. THE RESPONSIBILITY SHALL BE CONTINUED AND NOT SOLELY DURING WORKING HOURS. CONTRACTOR SHALL OBTAIN, POST, AND HOLD WAIVERS, ETC. AND RELATED DOCUMENTS FROM ANY CLAIMS OF LIABILITY, REAL OR ALLEGED, IN CONNECTION WITH THE PERFORMANCE OF HIS WORK ON THIS PROJECT, EXCEPT FOR LIABILITY ARISING FROM THE SOLE NEGLIGENCE OF UEC, AND RELATED ENGINEERS.

5. THESE DOCUMENTS DO NOT CONTAIN PROVISIONS FOR THE HANDLING OR REMOVAL OF ANY HAZARDOUS MATERIALS. SHOULD ANY SUCH MATERIALS BE SUSPECTED OR ENCOUNTERED, SPECIALISTS SHALL BE CALLED IN TO MAKE RECOMMENDATIONS.

6. PROVIDE ALL MANDATORY FEATURES REQUIRED BY THE 2014 ENERGY CODE, INCLUDING ENERGY-EFFICIENT BUILDING INSULATION, PIPE INSULATION, LIGHTING AND APPLIANCE FEATURES, AND OTHER FEATURES REQUIRED BY TITLE 24 OR OTHER STATE, FEDERAL, OR LOCAL CODES.

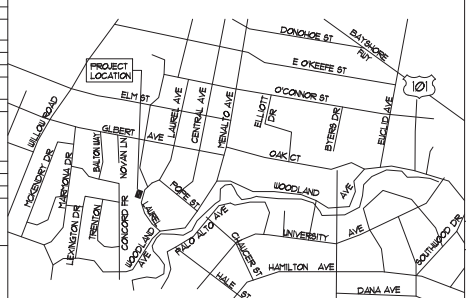
7. NO PERSON SHALL DIRECT (INCLUDING EXCAVATION AND GRADING), DEMOLISH, ALTER OR REPAIR ANY BUILDING OR STRUCTURE OTHER THAN BETWEEN THE HOURS PERMITTED BY THE LOCAL JURISDICTION.

**PROJECT DATA**

SCOPE OF WORK: DEMOLISH EXISTING SINGLE-FAMILY RESIDENCE. CONSTRUCTION A NEW TWO-STORY SINGLE-FAMILY RESIDENCE

1. OWNER:	ED WU
2. PROJECT SITE:	223 LAUREL AVENUE, MENLO PARK, CA SINGLE-FAMILY DWELLING
3. APN:	062-351-180
4. ZONING:	R21.1H
5. OCCUPANCY CLASSIFICATION:	R21H
6. CONSTRUCTION TYPE:	V-B
6a. STOREYS:	2
7. LOT SIZE:	1556.0 SF
8. SETBACK:	REQUIRED: PROPOSED FRONT: 20'-0" 45'-0" REAR: 10'-0" 8'-0" RIGHT SIDE: 5'-0" 5'-0" LEFT SIDE: 5'-0" 5'-0"
9. BUILDING HEIGHT:	21'-4"
10. MAXIMUM FLR AREA LIMIT (FAL):	2,600.025(1556-1,000) = 3,932 SF
11. MAXIMUM ALLOWED BLDG COVERAGE:	1556 SF x 35% = 4,044.6 SF
12. FLOOR AREA CALCULATION:	GARAGE: 493.8 SF FIRST FLOOR: 2,173.8 SF SECOND FLOOR: 372 SF (33% OF FAR) TOTAL FLOOR AREA: 3,039.6 SF
13. BLDG. SITE COVERAGE CALCULATION:	GARAGE: 493.8 SF FIRST FLOOR: 2,173.8 SF ENTR. PORCH: 96.3 SF SIDE PORCH (OUTSIDE BEDR): 52.0 SF SIDE PORCH: 91.1 SF REAR PORCH: 435.8 SF FINISH FLOOR: 13.5 SF TOTAL: 3,336.3 SF < 4,044.6 SF 28.12%
14. PROJECT IS FLOOD ZONE:	AE
BASE FLOOD ELEVATION (BFE):	417.8
DESIGN FLOOD ELEVATION (DFE):	42.79
15. INSTALL A 1/2" A.I.D. AUTOMATIC SPRINKLER SYSTEM, INCLUDING ATTIC SPACE (UNDER SEPARATE PERMIT)	YES

**VICINITY MAP**



**FLOOD NOTES:**

I. THE PROJECT IS BUILT IN COMPLIANCE WITH THE CITY'S FLOOD DAMAGE PREVENTION ORDINANCE, CHAPTER 12, SECTION 4.1.

II. ALL MATERIALS BELOW DFE SHALL BE RESISTANT TO FLOOD DAMAGE: (I.E. CONCRETE, REDWOOD OR PRESSURE TREATED DOUGLAS FIR).

III. THE BOTTOM ELEVATION OF ALL APPLIANCES AND UTILITIES (METERS, AIR CONDITIONING UNITS, ETC) SHALL BE AT OR ABOVE DFE.

IV. STORM RUNOFF RESULTING FROM THE PROJECT'S GRADING AND DRAINAGE ACTIVITIES SHALL NOT ENOUGH ON TO ANY NEIGHBORING LOT. RUNOFF MUST BE CONTAINED ON-SITE.

V. NO BASEMENTS OR ANY HABITABLE ENCLOSURE BELOW THE DFE ARE ALLOWED FOR PROJECTS IN THE FLOOD ZONE.

VI. FLOOD VENTS SHALL BE INSTALLED FOR ALL NON-HABITABLE ENCLOSURES BELOW THE DFE (I.E. CRAWLSPACE, GARAGE, ETC) AT A RATE OF 1 SQUARE INCH OF NET OPENING TO 1 SQUARE FOOT OF ENCLOSURE. REFER TO THE ENGINEERING PLANS HEREIN FOR VENT LOCATIONS AND CALCULATIONS.

PRIOR TO APPROVAL OF UNDER FLOOR FRAMING INSPECTION, A LICENSED SURVEYOR SHALL VERIFY FOUNDATION ELEVATIONS BY SUBMITTING A SIGNED STATEMENT.

A FINISHED CONSTRUCTION ELEVATION CERTIFICATE WILL BE REQUIRED AT PROJECT COMPLETION.

**PROJECT DIRECTORY**

**OWNER:**  
ED WU  
223 LAUREL AVENUE  
MENLO PARK, CA

**ARBORIST:**  
KEVIN KELLY  
KELLY ARBORIST SERVICES  
P.O. BOX 637  
SAN RAFAEL, CA 94133  
TEL: 650-528-1444

**ARCHITECT:**  
UEC & ASSOCIATES  
2625 MIDDLEFIELD RD, #658  
PALO ALTO, CA 94306  
TEL: (650) 387-2692  
FAX: (650) 887-1294

**CIVIL:**  
UEC & ASSOCIATES  
2625 MIDDLEFIELD RD, #658  
PALO ALTO, CA 94306  
TEL: (650) 823-6466  
FAX: (650) 887-1294

**SHEET INDEX**

- ARCHITECTURAL:**
- A1 COVER SHEET
  - A2 AREA MAP AND STREETSCAPE
  - A3 SITE PLAN
  - A4 EXISTING FLOOR PLANS
  - A5 EXISTING EXTERIOR ELEVATIONS
  - A6 PROPOSED FIRST FLOOR PLAN
  - A7 PROPOSED SECOND FLOOR PLAN
  - A8 PROPOSED EXTERIOR ELEVATIONS
  - A9 PROPOSED EXTERIOR ELEVATIONS
  - A10 BUILDING SECTIONS
  - A11 BUILDING SECTION 4 AREA CALCULATION DIAGRAM
- CIVIL:**
- C0 TOPOGRAPHIC SURVEY

ISSUED

No.	Description	Date
	PLANNING SUBMITTAL	02/24/2019
	PLANNING RESUBMITTAL	03/22/2019
	PLANNING RESUBMITTAL	02/26/2019

DATE: AUGUST 26, 2019  
SCALE: AS SHOWN  
DRAWN: JQ  
JOB: 19018

SHEET TITLE:

**COVER SHEET**

SHEET NO.

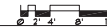
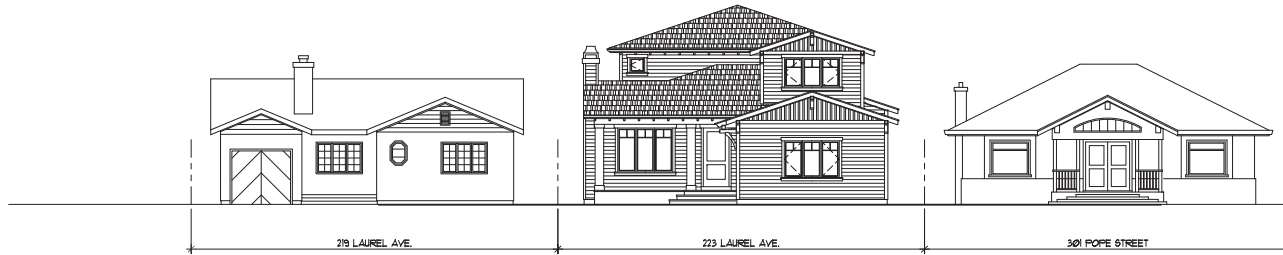
**A.1**

NEW  
RESIDENCE

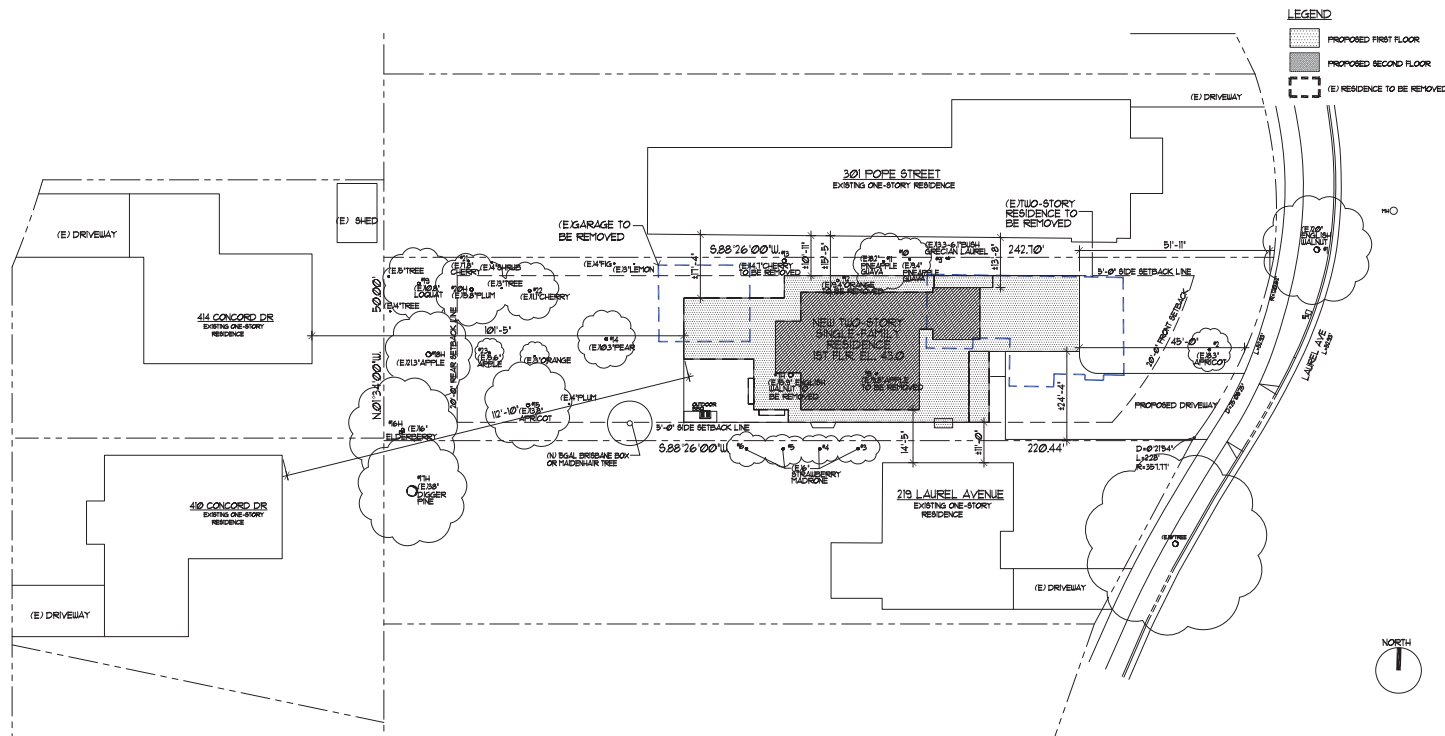
223 LAUREL AVENUE  
MENLO PARK, CA  
APN: 062-351-180



305 MIDDLEFIELD RD #658  
PALO ALTO, CA 94306  
TEL: (650) 387-2692  
FAX: (650) 887-1294



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



**LEGEND**

- PROPOSED FIRST FLOOR
- PROPOSED SECOND FLOOR
- (E) RESIDENCE TO BE REMOVED

LICENSE STAMPS AND SIGNATURE



ISSUED

No.	Description	Date
1	PLANNING SUBMITTAL	02/24/2019
2	PLANNING RESUBMITTAL	03/22/2019
3	PLANNING RESUBMITTAL	02/26/2019

DATE: AUGUST 26, 2019  
SCALE: AS SHOWN  
DRAWN: JQ  
JOB: 19018

SHEET TITLE:

AREA MAP &  
STREETSCAPE

SHEET NO.

A.2.1



AREA MAP SCALE: 1/16"=1'-0" 2

NEW RESIDENCE

223 LAUREL AVENUE  
MENLO PARK, CA  
APN: 062-351-180



2625 MIDDLEFIELD RD #608  
PALO ALTO, CA 94306  
TEL: (650) 387-2692  
FAX: (650) 887-1294

LICENSE STAMPS AND SIGNATURE



No.	Description	Date
1	PLANNING SUBMITTAL	6/24/2019
2	PLANNING RESUBMITTAL	5/12/2020
3	PLANNING RESUBMITTAL	6/26/2020

DATE: AUGUST 26, 2019  
SCALE: AS SHOWN  
DRAWN: JQ  
JOB: 19018

SHEET TITLE:

SITE PLAN

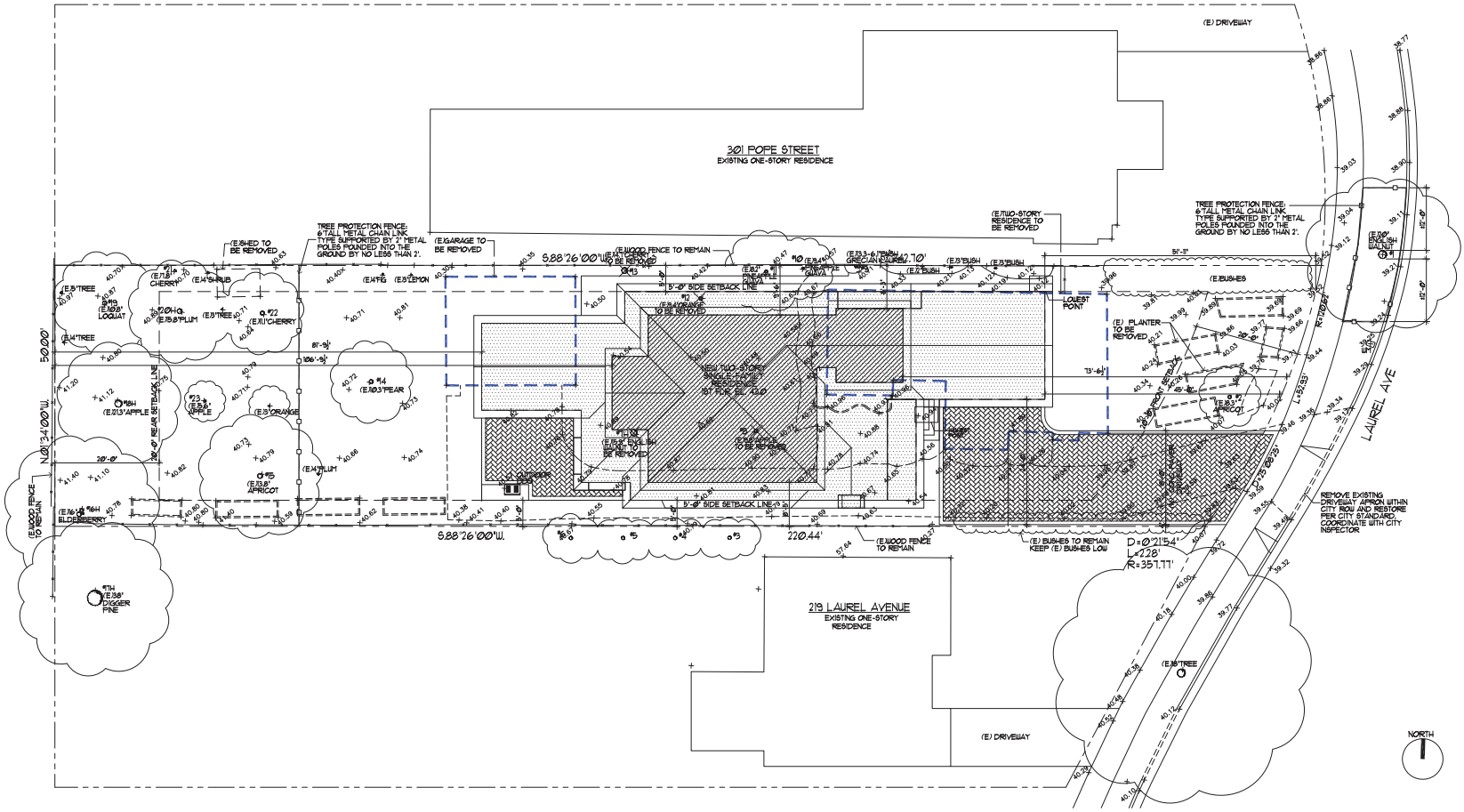
SHEET NO.

A.2.2

NOTES:  
1. BUILDING OUTLINES, WINDOW LOCATIONS AND SIZES OF ADJACENT PROPERTIES ARE APPROPRIATE.  
2. SHEET SHEET T1 AND T2 FOR ADDITIONAL TREE PROTECTION NOTES.

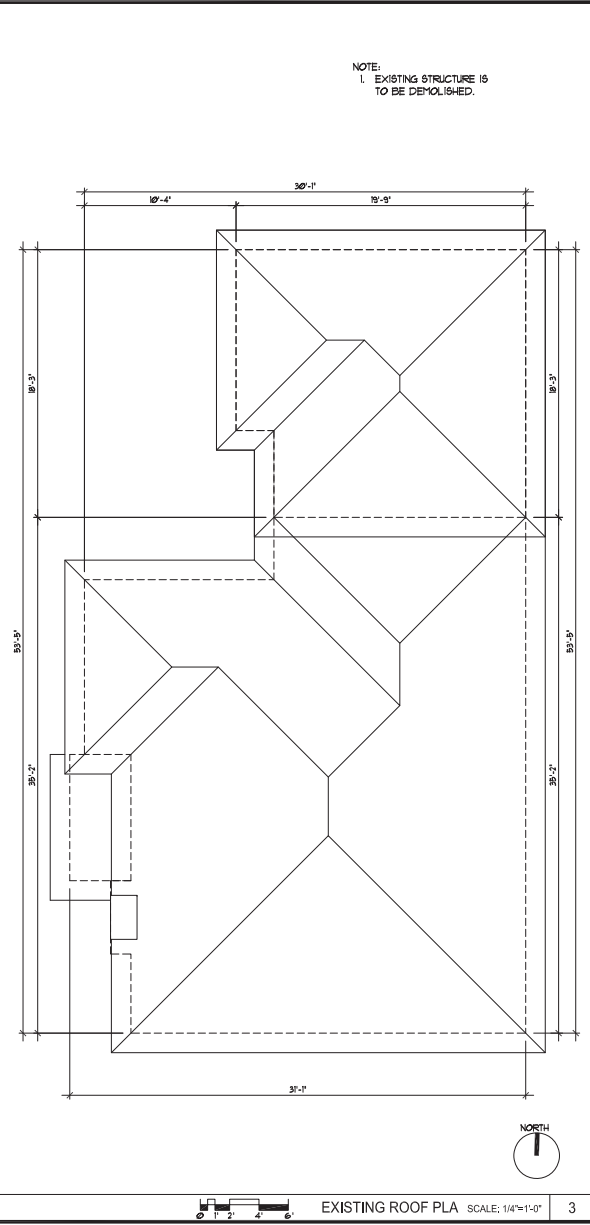
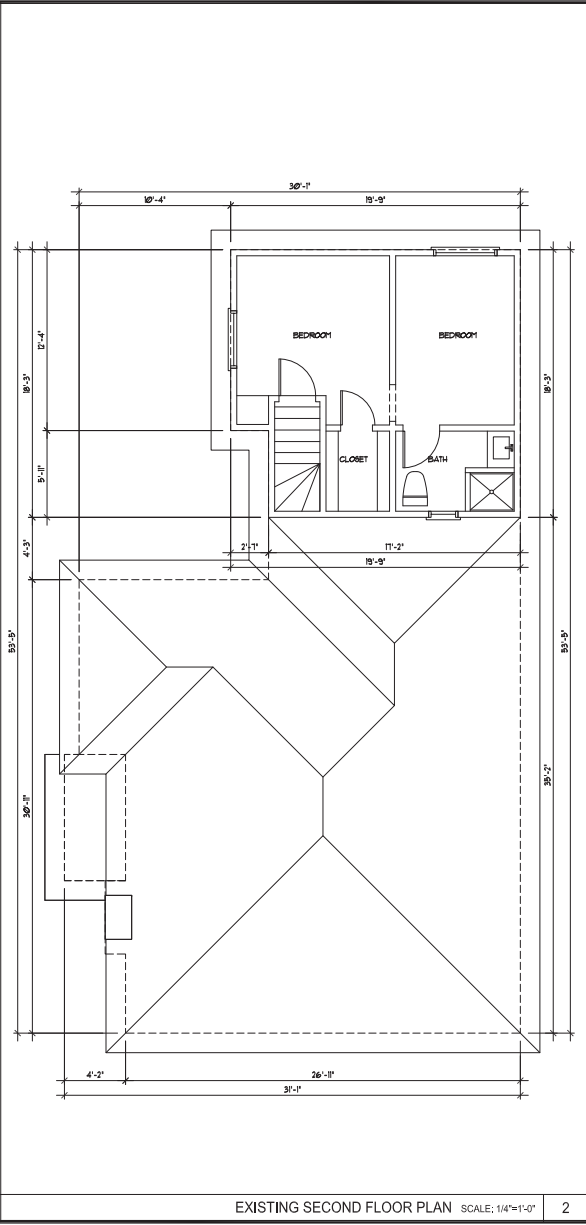
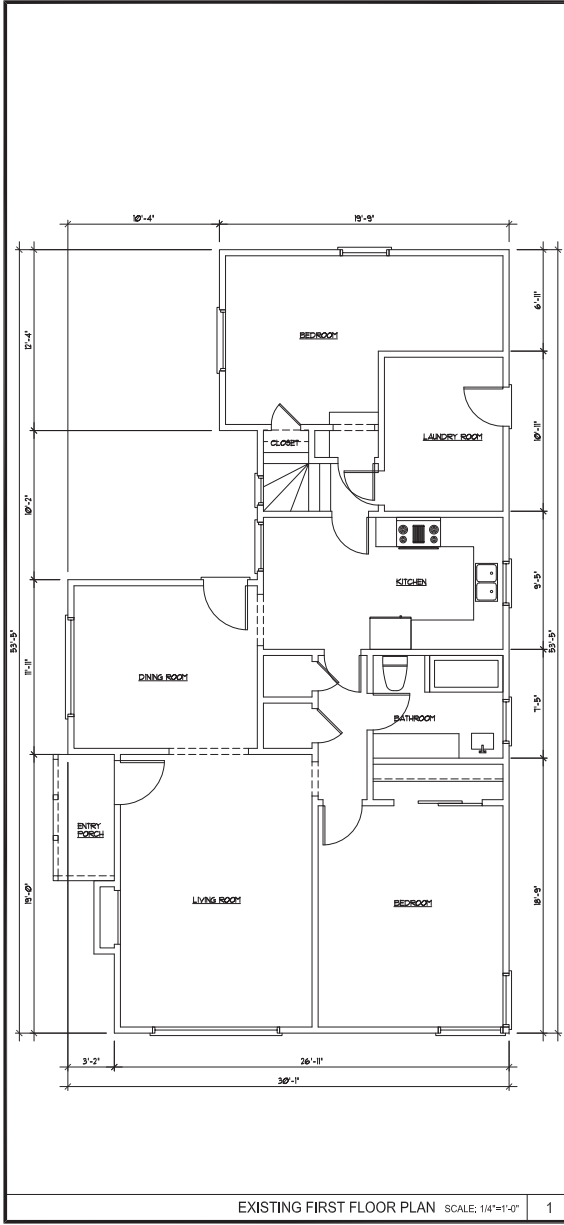
LEGEND

- PROPOSED FIRST FLOOR
- PROPOSED SECOND FLOOR
- (E) RESIDENCE TO BE REMOVED



SITE PLAN W/ ROOF PLAN SCALE: 1"=1'-0" 1





NEW RESIDENCE

223 LAUREL AVENUE  
MENLO PARK, CA  
APN: 062-351-180



2625 MIDDLEFIELD RD #668  
PALO ALTO, CA 94306  
TEL: (650) 387-2692  
FAX: (650) 887-1294

LICENSE STAMPS AND SIGNATURE



No.	Description	Date
1	PLANNING SUBMITTAL	6/24/2019
2	PLANNING RESUBMITTAL	6/12/2019
3	PLANNING RESUBMITTAL	6/26/2019

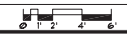
DATE: AUGUST 26, 2019  
SCALE: AS SHOWN  
DRAWN: JQ  
JOB: 19018

SHEET TITLE:

EXISTING FLOOR PLANS

SHEET NO.

A.3



NEW  
RESIDENCE

223 LAUREL AVENUE  
MENLO PARK, CA  
APN: 062-351-180



2625 MIDDLEFIELD RD #608  
PALO ALTO, CA 94306  
TEL: (650) 387-2692  
FAX: (650) 887-1294

LICENSE STAMPS AND SIGNATURE



ISSUED		
No.	Description	Date
1	PLANNING SUBMITTAL	02/24/2019
2	PLANNING RESUBMITTAL	03/22/2019
3	PLANNING RESUBMITTAL	02/26/2019

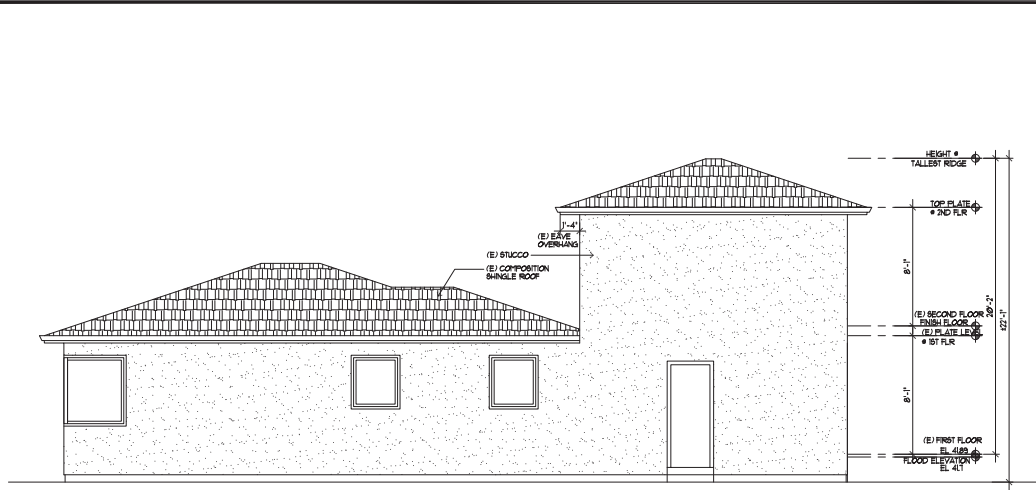
DATE: AUGUST 26, 2019  
SCALE: AS SHOWN  
DRAWN: JQ  
JOB: 19018

SHEET TITLE:  
**EXISTING  
EXTERIOR  
ELEVATIONS**

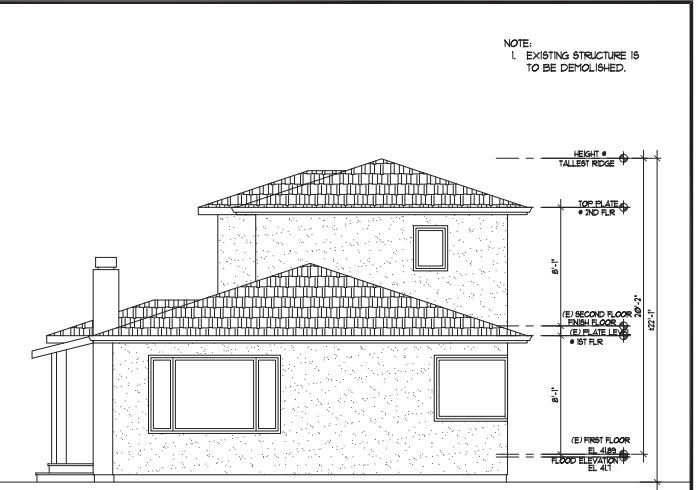
SHEET NO.

A.4

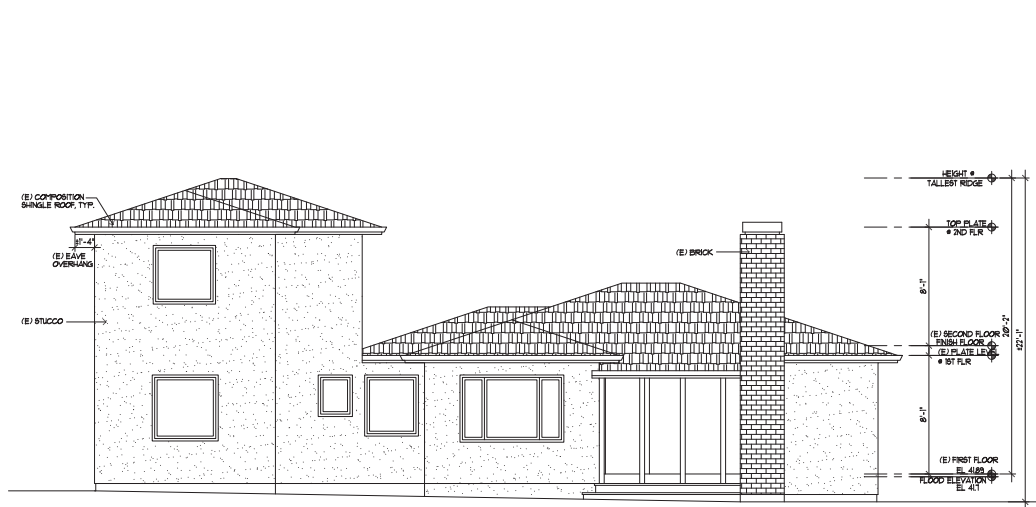
NOTE:  
1. EXISTING STRUCTURE IS  
TO BE DEMOLISHED.



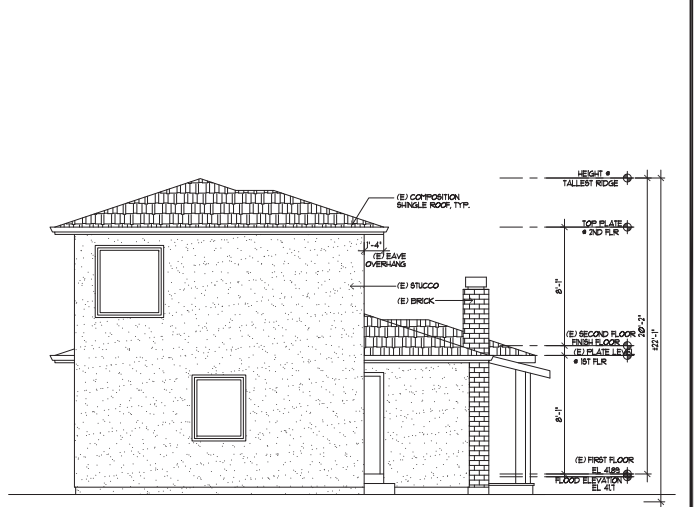
EXISTING RIGHT (NORTH) ELEVATION SCALE: 1/4"=1'-0" 3



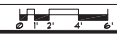
EXISTING FRONT (EAST) ELEVATION SCALE: 1/4"=1'-0" 1



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



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



NEW  
RESIDENCE

223 LAUREL AVENUE  
MENLO PARK, CA  
APN: 062-351-180

**W E C**  
& ASSOCIATES

**WEC** 325 MIDDLEFIELD RD #668  
PALO ALTO, CA 94306  
TEL: (650) 387-2692  
FAX: (650) 887-1294

LICENSE STAMPS AND SIGNATURE



ISSUED		
No.	Description	Date
1	PLANNING SUBMITTAL	02/24/2019
2	PLANNING RESUBMITTAL	03/12/2019
3	PLANNING RESUBMITTAL	05/28/2019

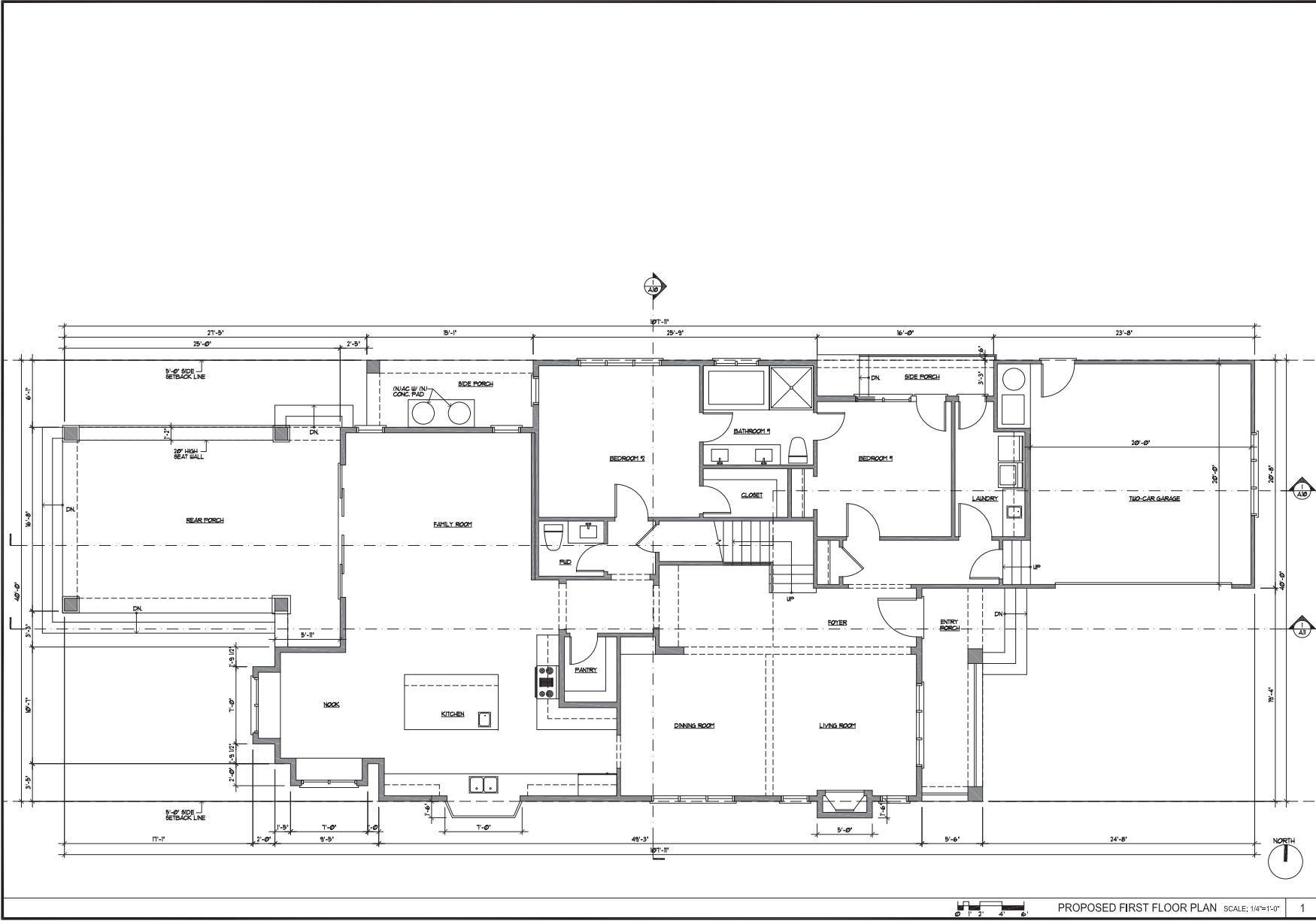
DATE: AUGUST 26, 2019  
SCALE: AS SHOWN  
DRAWN: JQ  
JOB: 19018

SHEET TITLE:

PROPOSED  
FIRST  
FLOOR PLAN

SHEET NO.

A.5



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

NEW  
RESIDENCE

223 LAUREL AVENUE  
MENLO PARK, CA  
APN: 062-351-180

**W E C**  
& ASSOCIATES

325 MIDDLEFIELD RD #668  
PALO ALTO, CA 94306  
TEL: (650) 387-2692  
FAX: (650) 887-1294

LICENSE STAMPS AND SIGNATURE



No.	Description	Date
	PLANNING SUBMITTAL	6/24/2019
	PLANNING RESUBMITTAL	6/12/2019
	PLANNING RESUBMITTAL	6/26/2019

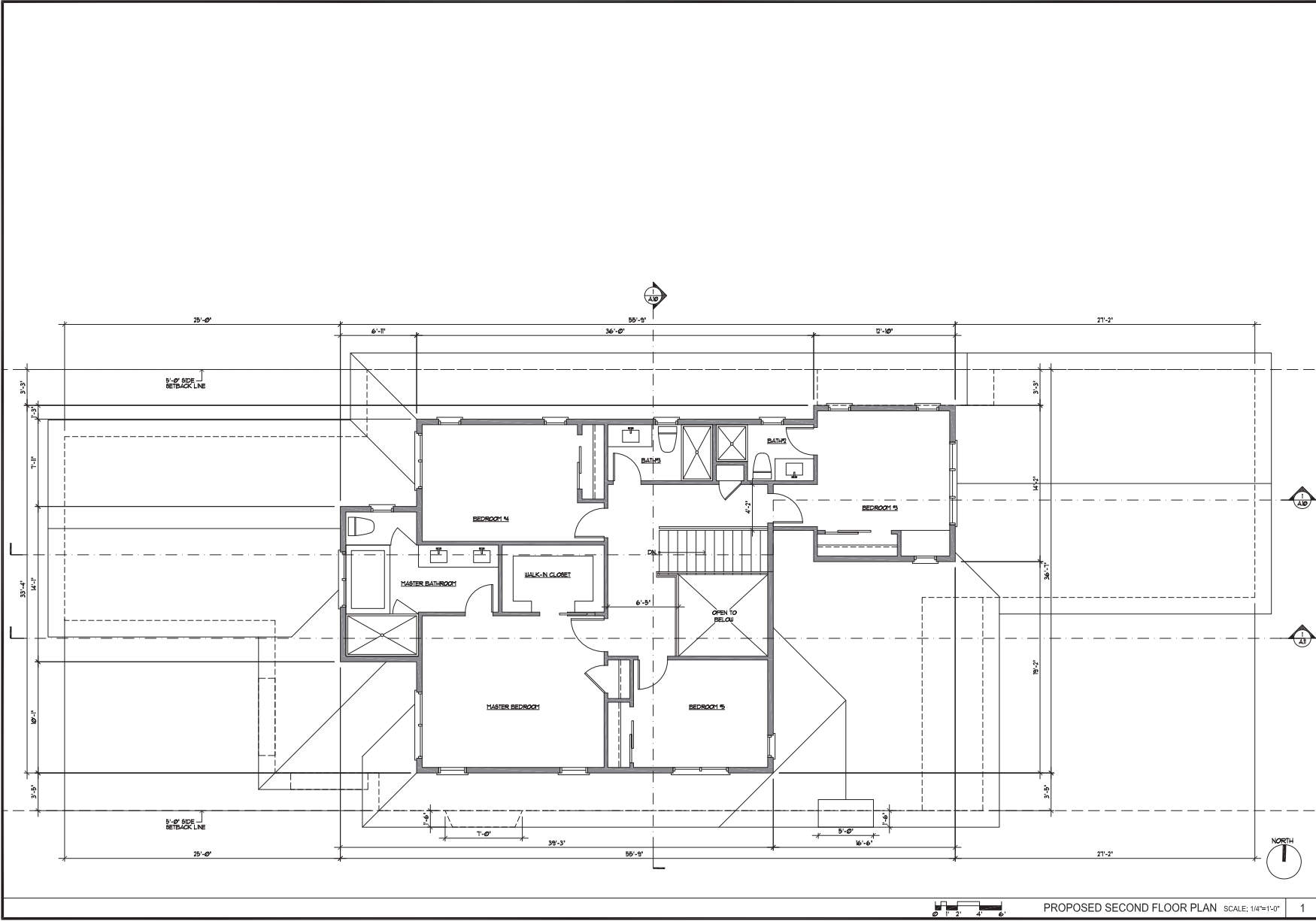
DATE: AUGUST 26, 2019  
SCALE: AS SHOWN  
DRAWN: JQ  
JOB: 19018

SHEET TITLE:

PROPOSED  
SECOND  
FLOOR PLAN

SHEET NO.

A.6



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

NEW  
RESIDENCE

223 LAUREL AVENUE  
MENLO PARK, CA  
APN: 062-351-180



265 MIDDLEFIELD RD #688  
PALO ALTO, CA 94306  
TEL: (650) 387-2692  
FAX: (650) 887-1294

LICENSE STAMPS AND SIGNATURE



No.	Description	Date
	PLANNING SUBMITTAL	6/24/2019
	PLANNING RESUBMITTAL	6/12/2019
	PLANNING RESUBMITTAL	6/26/2019

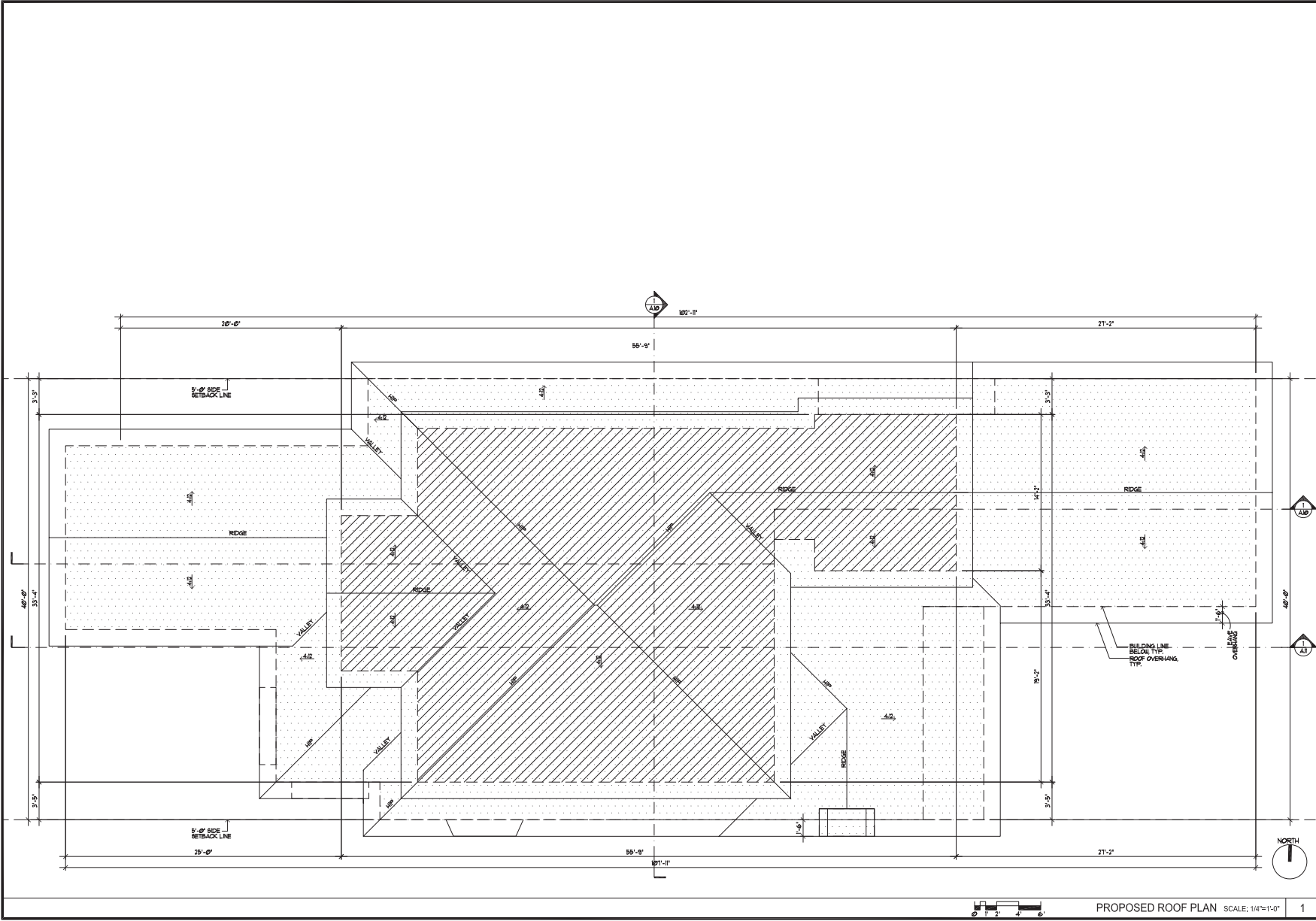
DATE: AUGUST 26, 2019  
SCALE: AS SHOWN  
DRAWN: JQ  
JOB: 19018

SHEET TITLE:

PROPOSED  
ROOF PLAN

SHEET NO.

A.7



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

NEW  
RESIDENCE

223 LAUREL AVENUE  
MENLO PARK, CA  
APN: 062-351-180



265 MIDDLEFIELD RD #608  
PALO ALTO, CA 94306  
TEL: (650) 387-2692  
FAX: (650) 887-1294

LICENSE STAMPS AND SIGNATURE



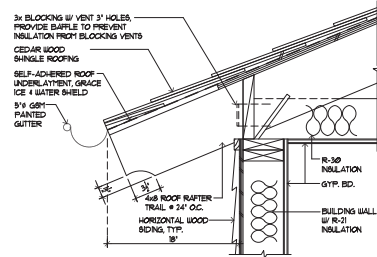
No.	Description	Date
1	PLANNING SUBMITTAL	6/24/2019
2	PLANNING RESUBMITTAL	6/12/2019
3	PLANNING RESUBMITTAL	6/26/2019

DATE: AUGUST 26, 2019  
SCALE: AS SHOWN  
DRAWN: JQ  
JOB: 19018

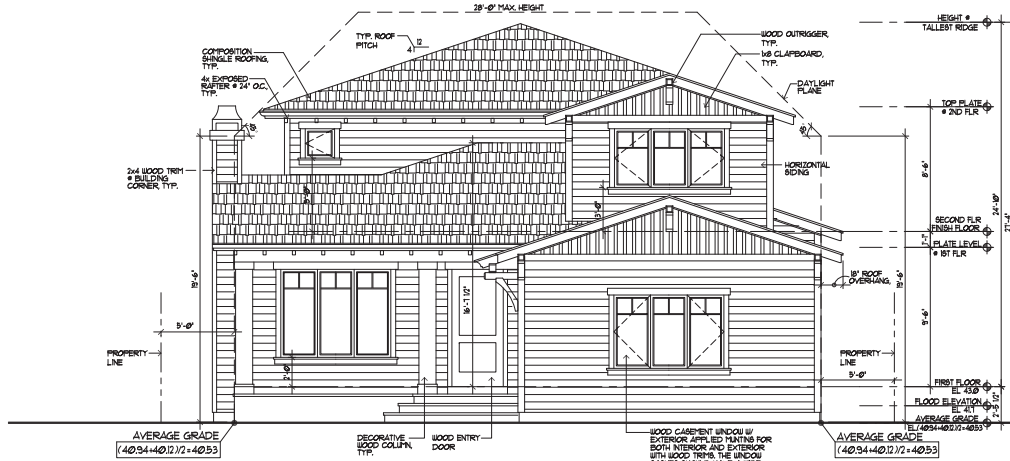
SHEET TITLE:  
**PROPOSED  
EXTERIOR  
ELEVATIONS**

SHEET NO.

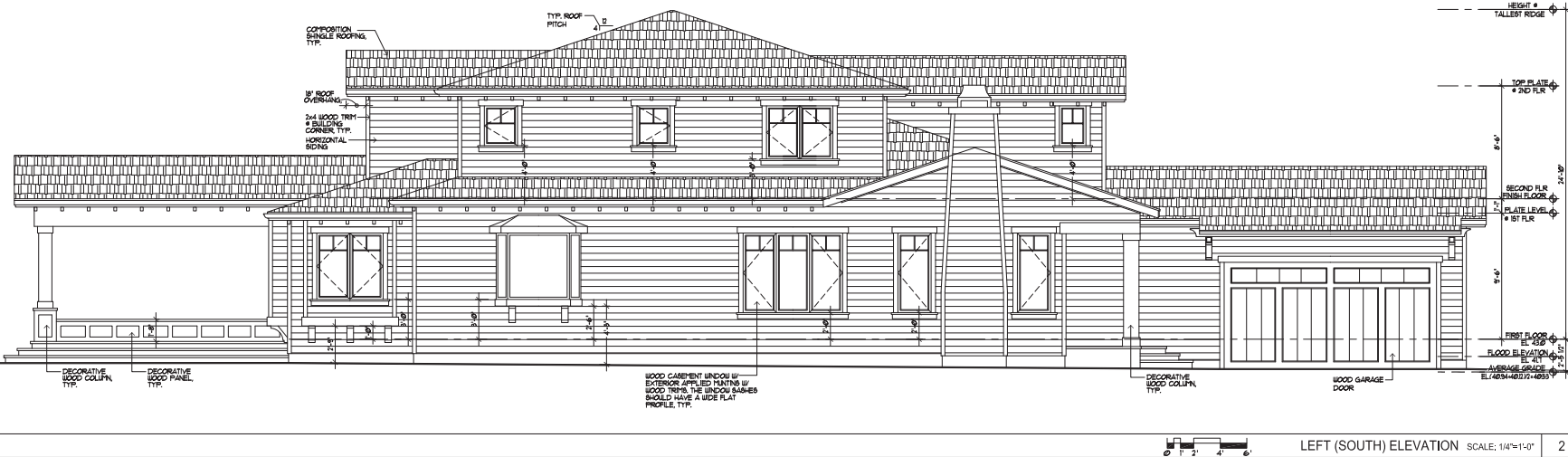
A.8



TYP. EAVE DETAIL SCALE: 1"=1'-0" 3



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



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

NEW RESIDENCE

223 LAUREL AVENUE  
MENLO PARK, CA  
APN: 062-351-180



2625 MIDDLEFIELD RD #688  
PALO ALTO, CA 94306  
TEL: (650) 387-2692  
FAX: (650) 887-1294

LICENSE STAMPS AND SIGNATURE



ISSUED

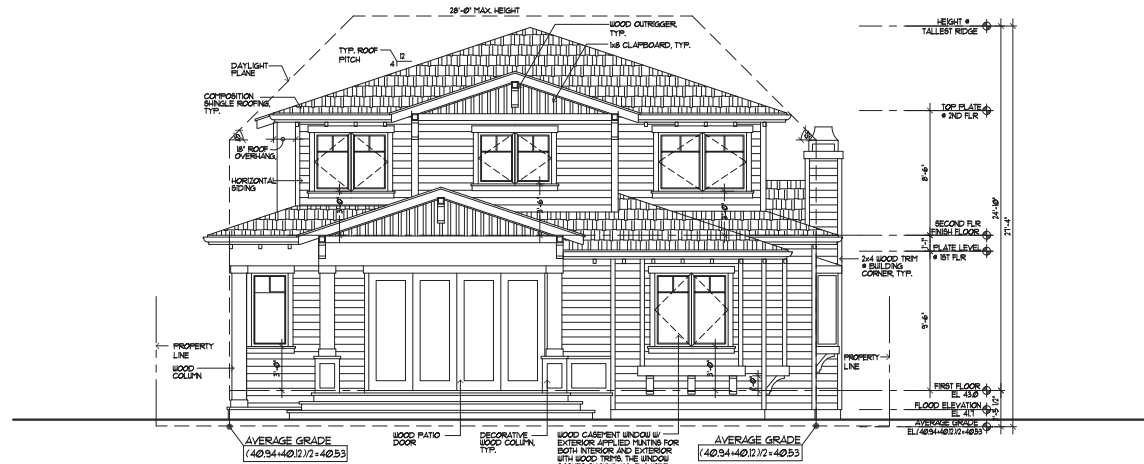
No.	Description	Date
1	PLANNING SUBMITTAL	02/24/2019
2	PLANNING RESUBMITTAL	03/12/2019
3	PLANNING RESUBMITTAL	02/26/2019
4		
5		
6		
7		
8		
9		
10		

DATE: AUGUST 26, 2019  
SCALE: AS SHOWN  
DRAWN: JQ  
JOB: 19018

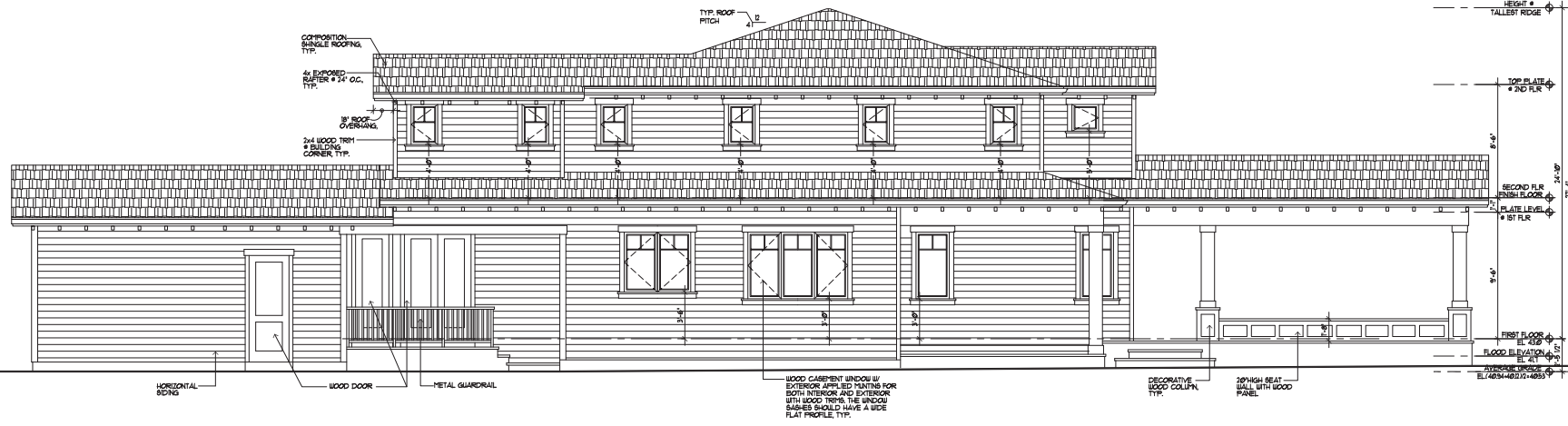
PROPOSED EXTERIOR ELEVATIONS

SHEET NO.

A.9



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



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

NEW RESIDENCE

223 LAUREL AVENUE  
MENLO PARK, CA  
APN: 062-351-180

**WEC**  
& ASSOCIATES

2625 MIDDLEFIELD RD #608  
PALO ALTO, CA 94306  
TEL: (650) 387-2692  
FAX: (650) 887-1294

LICENSE STAMPS AND SIGNATURE



ISSUED

No.	Description	Date
1	PLANNING SUBMITTAL	6/24/2019
2	PLANNING RESUBMITTAL	6/12/2019
3	PLANNING RESUBMITTAL	6/26/2019
4	PLANNING RESUBMITTAL	6/26/2019

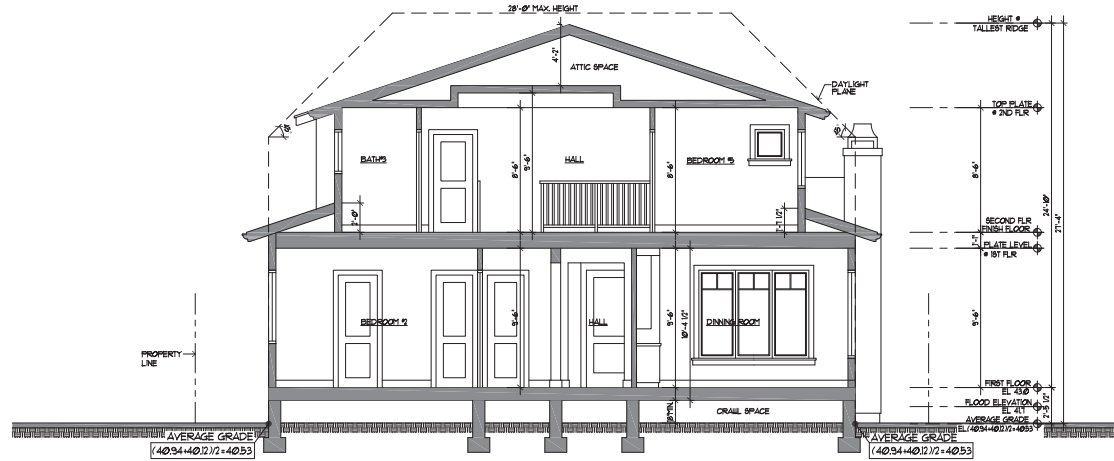
DATE: AUGUST 26, 2019  
SCALE: AS SHOWN  
DRAWN: JQ  
JOB: 19018

BUILDING SECTIONS

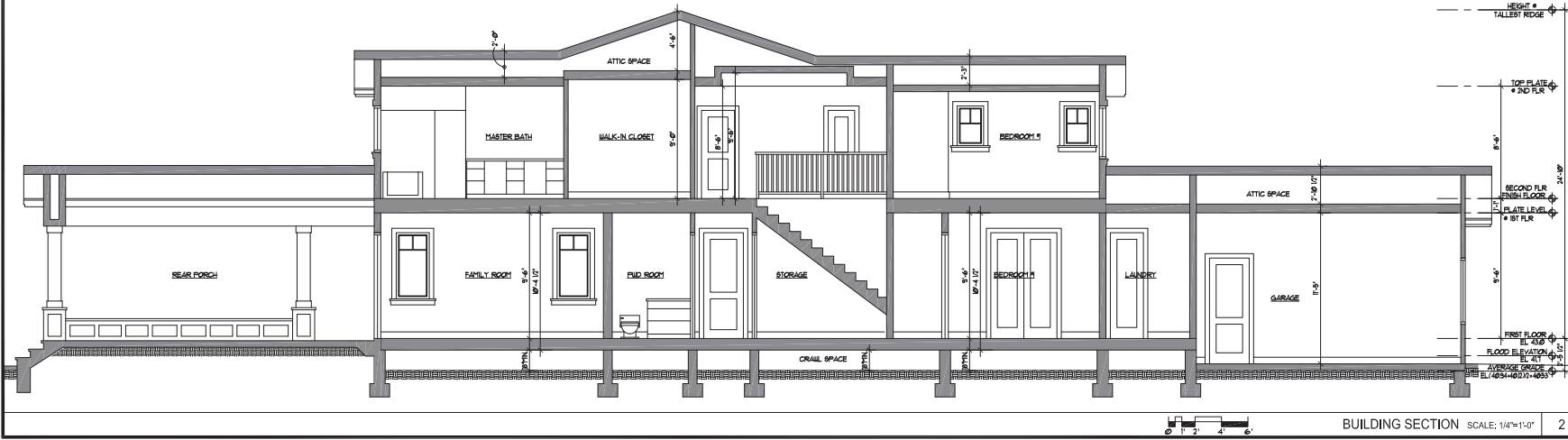
SHEET NO.

A.10

WEC



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



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

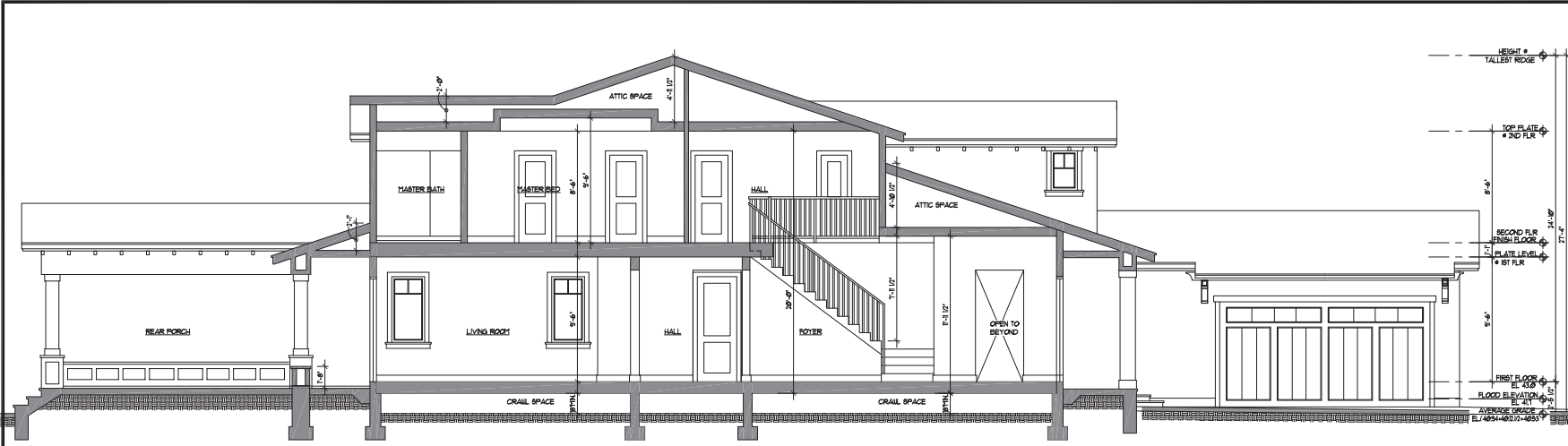


NEW RESIDENCE

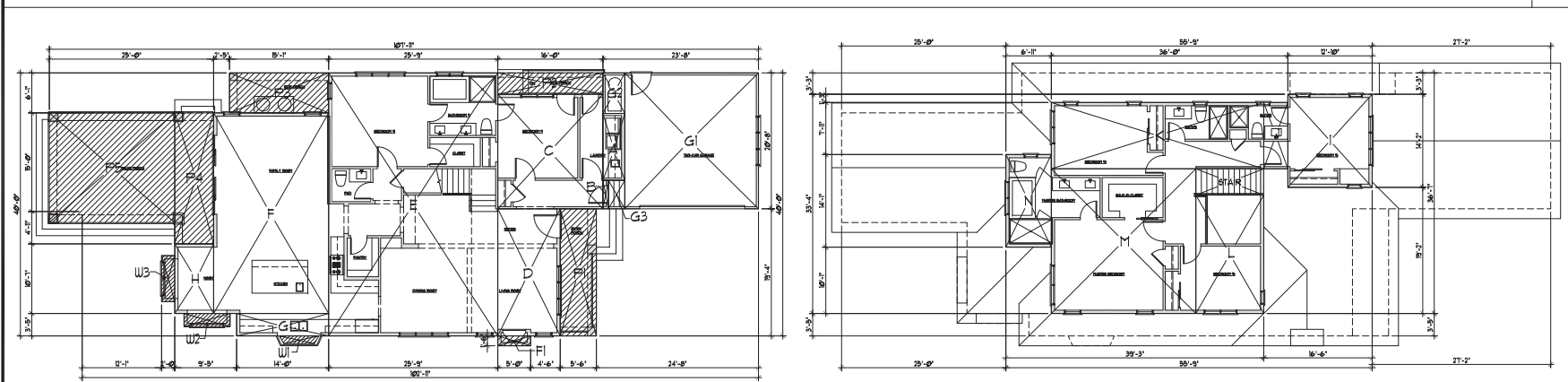
223 LAUREL AVENUE  
MENLO PARK, CA  
APN: 062-351-180



265 MIDDLEFIELD RD #68  
PALO ALTO, CA 94306  
TEL: (650) 387-2692  
FAX: (650) 887-1294



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



FIRST FLOOR PLAN

SECOND FLOOR PLAN

FIRST FLOOR GARAGE:		LOT COVERAGE AREA CALC.	
G1	10'-4"x10'-8" = 402 SF	GARAGE	= 402 SF
G2	3'-4"x6'-1" = 104 SF	FIRST FLR AREA	= 270.9 SF
G3	2'-8"x4'-4" = 108 SF	F1	5'-6"x9'-1" = 106.3 SF (FRONT PORCH)
GARAGE AREA = 495 SF		F2	5'-0"x9'-3" = 90.0 SF (SIDE PORCH)
FIRST FLOOR AREA:		F3	5'-0"x6'-1" = 51.0 SF (SIDE PORCH)
A	3'-4"x9'-2" = 133.8 SF	F4	5'-0"x9'-3" = 90.0 SF (REAR PORCH)
B	10'-0"x4'-1" = 36.0 SF	F5	15'-1"x6'-8" = 388.0 SF (REAR PORCH)
C	16'-0"x11'-3" = 280.8 SF	F6	5'-0"x1'-8" = 7.5 SF (PREPLACEMENT)
D	5'-6"x9'-4" = 103.5 SF	TOTAL LOT COVERAGE: 5316.0 SF < 4644.0 SF	
E	25'-0"x16'-0" = 1000.0 SF		
F	11'-8"x10'-6" = 533.1 SF		
G	14'-0"x11'-3" = 418.8 SF		
H	9'-7"x11'-0" = 672.0 SF		
TOTAL 1ST FLR AREA = 3703.9 SF			
SECOND FLOOR AREA:			
I	17'-0"x14'-2" = 361.0 SF		
J	3'-0"x10'-7" = 32.1 SF		
K	12'-4"x10'-7" = 336.0 SF		
L	10'-4"x10'-0" = 336.0 SF		
M	22'-0"x22'-0" = 484.0 SF		
N	6'-0"x10'-1" = 114.0 SF		
TOTAL 2ND FLR AREA = 1327.1 SF			
TOTAL FLOOR AREA = 3331.4 SF < 3339.0 SF			

AREA CALCULATION DIAGRAM SCALE: 1/4"=1'-0" 2

LICENSE STAMPS AND SIGNATURE



ISSUED

No.	Description	Date
	PLANNING SUBMITTAL	02/24/2019
	PLANNING RESUBMITTAL	01/2/2020
	PLANNING RESUBMITTAL	02/26/2019

DATE: AUGUST 26, 2019  
SCALE: AS SHOWN  
DRAWN: JQ  
JOB: 19018

SHEET TITLE:  
**BUILDING SECTIONS & AREA CALC. DIAGRAM**

SHEET NO.

A.11

I, YI-RAN WU, CERTIFY THAT THIS PARCELS BOUNDARY WAS ESTABLISHED BY ME OR UNDER MY SUPERVISION AND IS BASED ON A FIELD SURVEY IN CONFORMANCE WITH THE LAND SURVEYERS ACT. ALL MONUMENTS ARE OF THE CHARACTER AND OCCUPY THE POSITIONS INDICATED AND ARE SUFFICIENT TO ENABLE THE SURVEY TO BE RETRACED.

**BASIS OF BEARINGS:**

THE BEARING, S134°00'E, OF THE PROPERTY LINE OF LOT 15 IN BLOCK 1, AS SHOWN ON THAT CERTAIN MAP FILED IN THE OFFICE OF THE RECORDER OF SAN MATEO COUNTY, STATE OF CALIFORNIA, IN BOOK 5 OF MAPS AT PAGE 13, WAS USED AS THE BASIS OF BEARINGS SHOWN ON THIS MAP.

**BASIS OF ELEVATION:**

CITY BENCHMARK 4, ELEV(NAD83)=34.76, NAVD88 USED IN PLAN

**UTILITY NOTE:**

UNDERGROUND UTILITIES, SHOWN PER SURFACE EVIDENCE AND RECORD MAPS, MAY BE DIFFERENT THAN AS SHOWN. BEFORE EXCAVATION, CALL UNDERGROUND SERVICE ALERT (USA) 1-800-642-2444.

**LEGAL DESCRIPTION:**

LOT 15, BLOCK 1, MAP REF: BOOK 5 PAGE 13

**FLOOD ZONE INFO:**

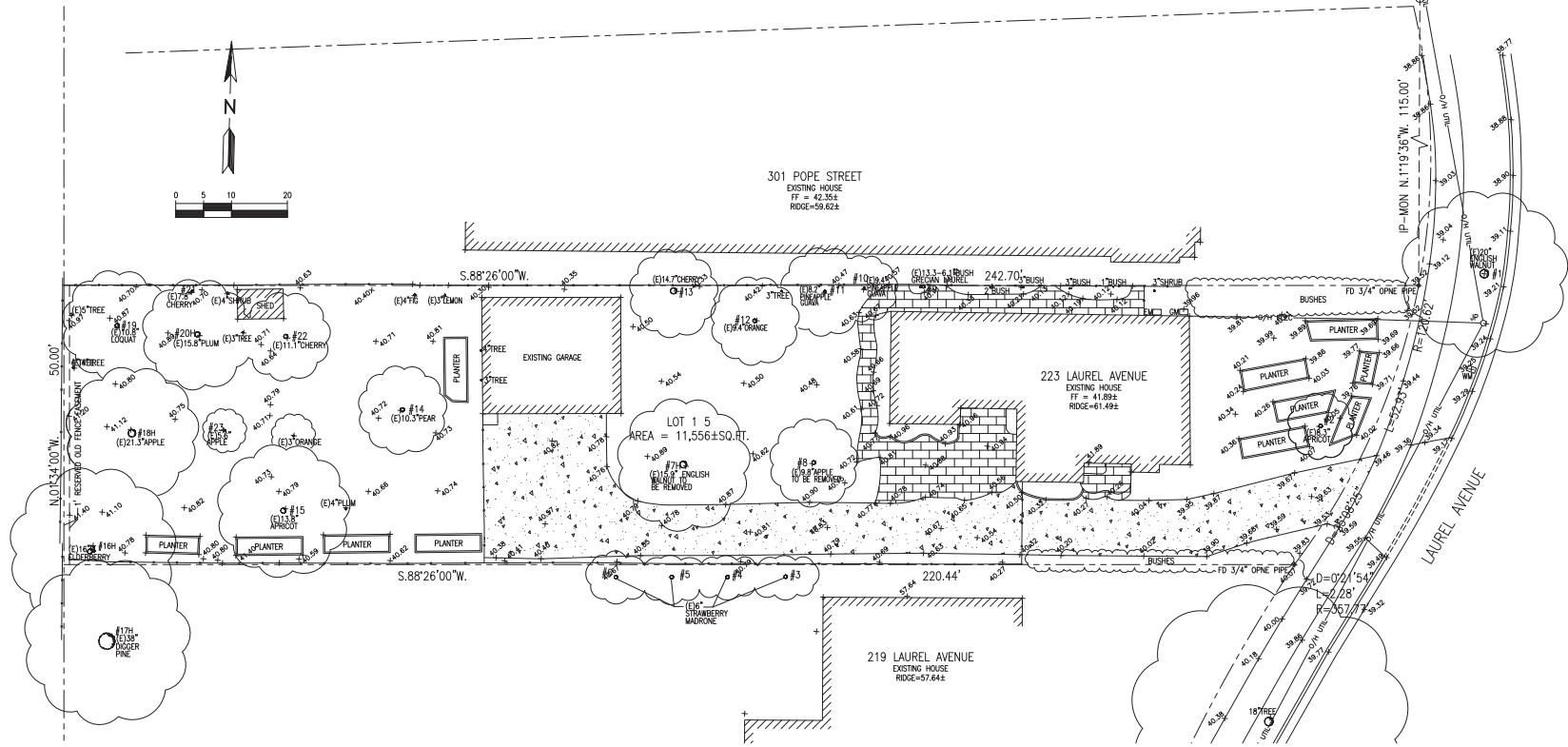
AE41.75 (NAVD88)

**NOTE:**

1. MEASUREMENT OF BUILDING LINE IS TO THE FACE OF STUCCO OR SIDING

**LEGEND:**

- AC ASPHALT CONCRETE
- BC BUILDING CORNER
- BW BACK OF WALK
- CB CATCH BASIN
- CMP CORRUGATED METAL PIPE
- CO CLEAN OUT
- CRN CROWN
- DW DRIVEWAY
- EC EDGE OF CONCRETE
- EM ELECTRIC METER
- EP EDGE OF PAVEMENT
- FOR FENCE CORNER
- FD FOUND
- FF FINISHED FLOOR
- FL FLOW LINE
- FH FIRE HYDRANT
- FW FRONT OF WALK
- G GROUND
- GC GARAGE CORNER
- GF GARAGE FACE/FRONT
- GFC GROUND AT FENCE
- GM GAS METER
- HR HANDICAP RAMP
- INV INVERT
- IP IRON PIPE
- JP JOINT POLE
- LS LIP OF GUTTER
- O/H OVERHEAD
- PC PROPERTY CORNER
- RM RETAINING WALL
- SL STREET LIGHT
- SSCO SANITARY SEWER CLEANOUT
- SSM SANITARY SEWER MANHOLE
- SDM STORM DRAIN MANHOLE
- TBO TOP BACK ROLLED CURB
- TC TOP OF CURB
- TOB TOP OF BANK
- TOE TOP OF BANK
- TP TOP OF PAVEMENT
- TRC TOP OF ROLLED CURB
- TR TOP OF WALL
- U/G UNDERGROUND
- VSP VENTED CLAY PIPE
- WV WATER VALVE
- WM WATER METER BOX
- CTV CABLE TELEVISION LINE
- E- ELECTRICAL LINE
- G- GAS LINE
- SS- SANITARY SEWER LINE
- SD- STORM DRAIN LINE
- T- TELEPHONE LINE
- W- WATER LINE



**NEW RESIDENCE**

223 LAUREL AVENUE  
PALO ALTO, CA  
APN: 062-351-180

**WEC & ASSOCIATES**

2625 MIDDLEFIELD RD #658  
PALO ALTO, CA 94306  
TEL: (650) 823-6466  
FAX: (650) 887-1294

**LICENSE STAMPS AND SIGNATURE**



**ISSUED**

No.	Description	Date

DATE: APRIL 19, 2019  
SCALE: 1"=10'  
DRAWN: BG  
JOB: 10078

**SHEET TITLE:**

**BOUNDARY & TOPOGRAPHIC SURVEY**

SHEET NO.

**C.0**



**Project:** New Two-Story Single-Family Residence  
223 Laurel Avenue  
Menlo Park, CA

### **PROJECT DESCRIPTION:**

#### **Purpose of Proposal:**

There is an existing two-story single-family residence on the site. The property is located in R-1-U zoning district in the neighborhood consist of single family homes. The proposed development will reinforce the same neighborhood pattern of the lot on the left side and cross the street.

#### **Scope of Work:**

A new single-family home and attached two-car garage are being proposed. The new home will be two stories in height without a basement. The attached two-car garage will be located at the front of the property with garage door facing left side. Existing sidewalk and curb will remain and a new driveway will be installed on the left side of the property to the proposed attached garage in the front.

#### **Architectural Style, Materials, Colors and Construction Method:**

This home has been designed with a craftsman style appearance. A large covered porch in the front of the front of the first floor will reduce the impact of the second floor.

The materials at the exterior of the building will be of horizontal siding, wood trims at windows/doors, decorative wood column, exposed roof rafter tails and composition shingle roofing. Pre-finished aluminum clad wood windows with applied muntin bars (both inside and outside) will be used in keeping with the traditional style.

#### **Basis for Site Layout:**

The site is adjacent to single family homes on both sides. Existing driveway will be removed and new driveway will be constructed at the same location to the new attached garage. The proposed garage door is designed facing left side, not facing the street directly.

The proposed new home will be located 45 feet from the front property line, 25' more than required 20 feet front setback. The second floor will be 73.5' from the front property line. The design uses the combination of deeper setback and a large covered porch in front of the house to reduce the mass and the impact of the new two story residence. Plus, the roof slope has been kept to a minimum of 4:12 slope.

#### **Existing and Proposed Uses:**

There is an existing one-story single-family residence. The proposed project will also be a single-family residence.

The existing landscape screen trees in the rear yard mostly will be preserved to protect the neighbor's privacy.

#### **Project Outreach:**

We reached out to the left neighbor at 219 Laurel Ave and the right neighbor at 301 Pope St about the project. We were able to personally discuss the project with both neighbors.

## Kiely Arborist Services LLC

Certified Arborist WE#0476A

P.O. Box 6187

San Mateo, CA 94403

650- 515-9783

August 7, 2019

Ed Wu  
WEC + Associates  
2625 Middlefield Road  
Palo Alto, CA 94306

Site: 223 Laurel Avenue, Menlo Park, CA

Dear Mr. Wu,

As request on Monday, July 29, 2019, I visited the above site. The purpose of my visit was to inspect and comment on the trees. A new home is planned for this site and your concern as to the future health and safety of the trees has prompted this visit. As required a tree protection plan will be included.

### **Method:**

All inspections were made from the ground; the trees were not climbed for this inspection. The trees in question were located on a map provided by you. The trees were then measured for diameter at 54 inches above ground level (DBH or diameter at breast height). Each tree was given a condition rating for form and vitality. The trees' condition rating is based on 50 percent vitality and 50 percent form, using the following scale.

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

The height of each tree was measured using a Nikon Forestry 550 Hypsometer. The spread was paced off. Comments and recommendations for future maintenance are provided.

223 Laurel/8/7/19

(2)

**Survey:**

<b>Tree#</b>	<b>Species</b>	<b>DBH</b>	<b>CON</b>	<b>HT/SP</b>	<b>Comments</b>
1*	English walnut ( <i>Juglans regia</i> )	20	30/30		Fair vigor, fair form, street tree.
2	Apricot ( <i>Prunus armeniaca</i> )	8.3	55	15/20	Fair vigor, fair form, mature.
3*	Strawberry madrone ( <i>Arbutus marina</i> )	6est	60	20/15	Good vigor, fair form, good screen.
4*	Strawberry madrone ( <i>Arbutus marina</i> )	6est	60	20/15	Good vigor, fair form, good screen.
5*	Strawberry madrone ( <i>Arbutus marina</i> )	6est	60	20/15	Good vigor, fair form, good screen.
6*	Strawberry madrone ( <i>Arbutus marina</i> )	6est	60	20/15	Good vigor, fair form, good screen.
7H	English walnut ( <i>Juglans regia</i> )	15.9	45	30/35	Poor-fair vigor, poor form, large black walnut root stock. Decay at Base.
8	Apple ( <i>Malus domestica</i> )	9.8	55	15/15	Good vigor, fair form, multi at base.
9	Grecian laurel ( <i>Laurus noblis</i> )	13.3-6.1	45	20/15	Fair vigor, poor form, multi leader at base.
10	Pineapple guava ( <i>Feijoa sellowiana</i> )	9.4	50	20/15	Fair vigor, poor form, suppressed, near property line.
11	Pineapple guava ( <i>Feijoa sellowiana</i> )	8.2	55	20/20	Fair vigor, poor form, suppressed, near property line.
12	Orange ( <i>Citrus sinensis</i> )	9.4	65	15/20	Good vigor, fair form, multi leader at
13	Cherry ( <i>Prunus spp</i> )	14.7	40	10/10	Poor-fair vigor, poor form, decay in trunk.
14	Asian pear ( <i>Pyrus pyrifolia</i> )	10.3	35	15/15	Good vigor, poor form, heavily trimmed.

223 Laurel/8/7/19

(3)

Tree#	Species	DBH	CON	HT/SP	Comments
15	Apricot ( <i>Prunus armeniaca</i> )	13.8	45	15/20	Poor-fair vigor, poor form, decay, brown rot.
16H	Elderberry ( <i>Sambuca callicarpa</i> )	16	50	25/25	Poor-fair vigor, poor form, multi at base.
17*H	Digger pine ( <i>Pinus sabiniana</i> )	38est	45	40/40	Poor-fair vigor, fair form, foliage thin.
18H	Apple ( <i>Malus domestica</i> )	21.3	55	20/25	Good vigor, fair form, heavily trimmed.
19	Loquat ( <i>Eriobotrya japonica</i> )	10.8	60	15/20	Good vigor, fair form, heavily trimmed.
20H	Plum ( <i>Prunus spp</i> )	15.8	40	20/20	Poor-fair vigor, poor form, poor crotches, decay.
21	Cherry ( <i>Prunus spp</i> )	7.8	45	15/10	Poor vigor, poor form, suppressed.
22	Cherry ( <i>Prunus spp</i> )	11.1	50	15/15	Fair vigor, poor form, poor crotches.
23	Apple ( <i>Malus domestica</i> )	5.6	60	10/15	Good vigor, fair form.

\*indicates neighbor's tree H indicates Heritage tree.

**Summary:**

The trees on site are a mix of imported trees with the majority of the trees being fruit trees. The trees are in poor-fair condition with no good or excellent trees. The proposed construction will require the removal of the walnut #7 and several other small trees. The driveway will remain in its current location and should not be of concern to the neighboring trees.

The following tree protection will help reduce impacts to any retained trees.

**Tree Protection Plan:**

## Tree protection fencing

Tree protection zones should be established and maintained throughout the entire length of the project. Fencing for the protection zones should be 6 foot tall metal chain link type supported by 2 inch metal poles pounded into the ground by no less than 2 feet. The support poles should be spaced no more than 10 feet apart on center. The location for the protection fencing should be as close to the dripline as possible still allowing room for construction to safely continue. Signs should be placed on fencing signifying "Tree Protection Zone - Keep Out". No materials or equipment should be stored or cleaned inside the tree protection zones. Areas outside the fencing but still beneath the dripline of protected trees, where foot traffic is expected to be heavy, should be mulched with 4 to 6 inches of chipper chips. The following distances for the fencing will be maintained for the entire length of the project. The existing property line fencing will suffice for neighbor's trees.

## Demolition and Staging

Prior to the start of the demolition process, all tree protection measures must be in place. An inspection prior to the start of the demolition is required. The removal of foundation materials, when inside the driplines of protected trees, should be carried out with care. Hand excavation may be required in areas of heavy rooting. Exposed or damaged roots should be repaired and covered with native soil.

## Root Cutting

Any roots to be cut shall be monitored and documented. Large roots (over 2" diameter) or large masses of roots to be cut must be inspected by the site arborist. The site arborist, at this time, may recommend irrigation or fertilization of the root zone. All roots needing to be cut should be cut clean with a saw or lopper. Roots to be left exposed for a period of time should be covered with layers of burlap and kept moist. The over dig for the foundation should be reduced as much as possible when roots are encountered. The site arborist will be on site for all excavation when within the dripline of the trees listed above.

## Trenching and excavation

Trenching for irrigation, electrical, drainage or any other reason should be hand dug when beneath the driplines of protected trees. Hand digging and carefully laying pipes below or beside protected roots will dramatically reduce root loss of desired trees thus reducing trauma to the entire tree. Trenches should be backfilled as soon as possible with native material and compacted to near its original level. Trenches that must be left exposed for a period of time should also be covered with layers of burlap or straw wattle and kept moist.

Irrigation

Normal irrigation should be maintained throughout the entire length of the project. The imported trees on this site will require irrigation during the warm season months. Some irrigation may be required during the winter months depending on the seasonal rainfall. During the summer months the trees on this site should receive heavy flood type irrigation 2 times a month. During the fall and winter 1 time a month should suffice.

Tree trimming:

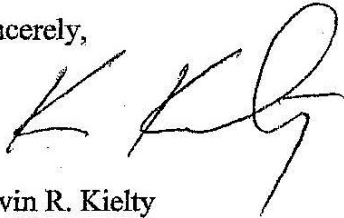
Any tree trimming on site will be carried out by a licensed tree care provider. The site arborist will monitor any tree care. The redwood #1 will require minor trimming. The trimming required will be within ANSI, Best Magement Practices and the City of Menlo Park Standards.

Inspections

This site will require an inspection prior to the start of demolition and then again prior to the start of construction. Other inspections will be on an as needed basis.

The information included in this report is believed to be true and based on sound arboricultural principles and practices.

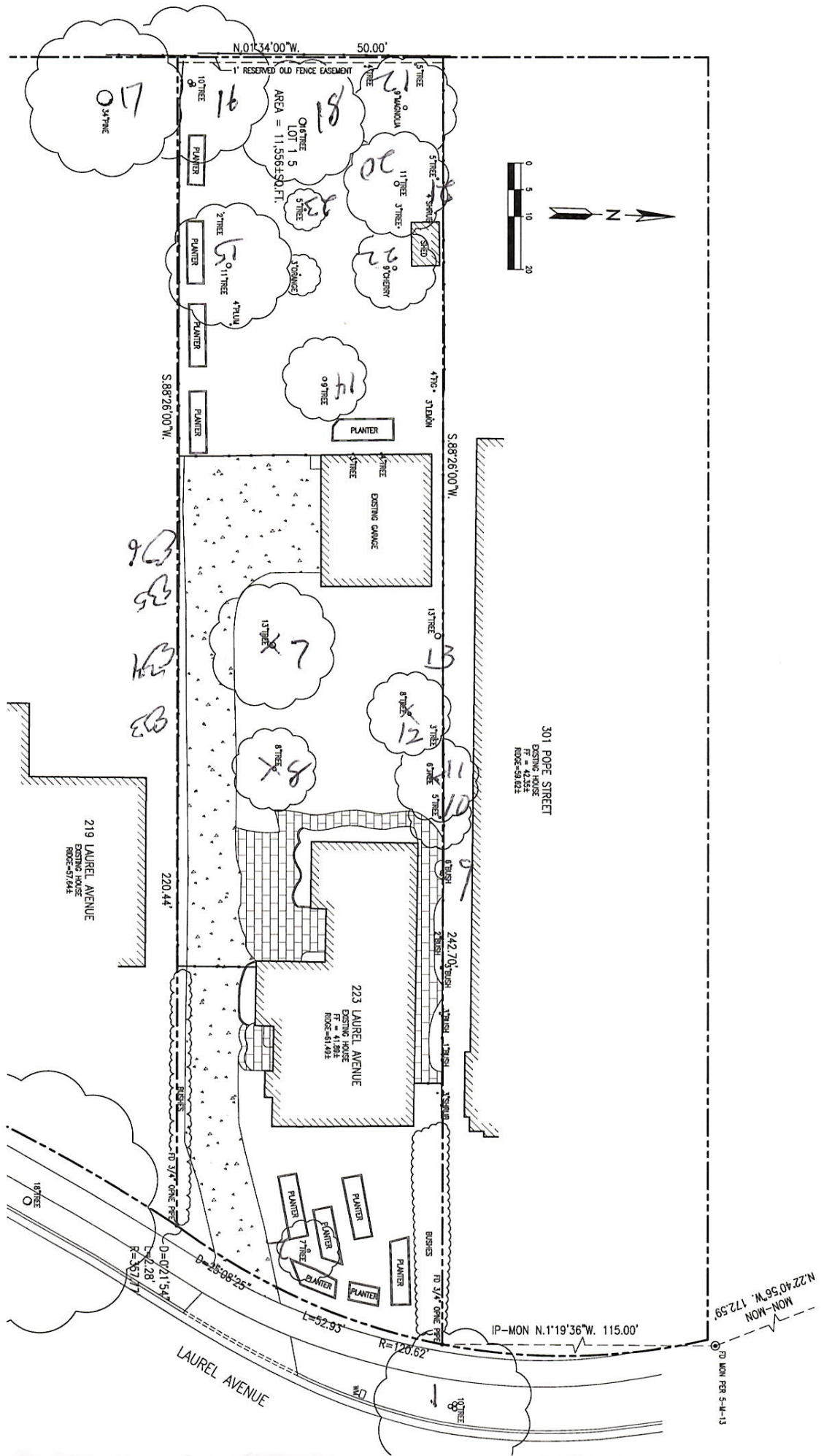
Sincerely,



Kevin R. Kielty  
Certified Arborist WE#0476









## STAFF REPORT

**Planning Commission**

**Meeting Date:**

**9/9/2019**

**Staff Report Number:**

**19-069-PC**

**Regular Business:**

**Review of substantial conformance review process and possible Planning Commission direction on criteria for substantial conformance determinations**

### Recommendation

Staff recommends that the Planning Commission review the Planning Division's substantial conformance review process, including the criteria for determining the level of review required for changes to an approved discretionary action (e.g. architectural control, use permit, and variance). The Commission may provide direction to staff on any updates to the criteria used by staff to determine when changes to a project are considered in conformance with its discretionary action, require a substantial conformance memo to the Planning Commission, or require a revision to the approved permit.

### Policy Issues

Discretionary actions by the Planning Commission, such as use permits and architectural control requests, include a standard condition of approval that the development of the project shall be substantially in conformance with the plans approved by the Planning Commission, subject to review and approval of the Planning Division. Staff reviews all building permit applications for compliance with the associated discretionary review by the Planning Commission, and when changes are proposed makes a determination of substantial conformance.

### Background

In March 2010, Planning Division staff brought a memo on the substantial conformance review process to the Planning Commission explaining the three tiers or levels of review for determining substantial conformance of building permit plans with the plans associated with the Planning Commission's approval. Staff continues to apply the three-tier approach to substantial conformance determinations. The tiers are explained in the Analysis section of the report. Following the March 2010 Planning Commission meeting, the Planning Division implemented the current memo format for the substantial conformance memos to assist in the Planning Commission's review. For items that are requested to be agendaized for discussion by the Planning Commission, the current format also provides members of the public with the same information transmitted to the Planning Commission. The substantial conformance review process is distinct from the condition compliance review process, where staff reviews modifications to a project required through a condition of approval of the Planning Commission's action. Through that process staff determines if the modifications address the Planning Commission's condition(s) and notify the Planning Commission of staff's determination. Please note: staff only notifies the Planning Commission of changes when the Commission requests to be notified through its condition of approval.

## Analysis

### ***Substantial conformance review tiers***

During substantial conformance determinations, staff reviews the building plans for consistency with the plans approved by the Planning Commission. If there is a modification, which is not uncommon, given that the preliminary plans that the Planning Commission sees and acts on do not incorporate a full analysis of all Building Code requirements. In addition, refinements to the plan are often made based on material availability, contractor bidding and construction costs, and other actions that are not typically conducted in advance of a discretionary approval. Staff reviews the specifics associated with any proposed changes. Staff takes into consideration the level of controversy associated with a project or a feature of a project during the Planning Commission review process (generally through review of the Planning Commission meeting minutes), the prominence of a property's location, changes in construction method, the basis for the change, and its proximity to residential properties. The following is the basic hierarchy of staff review for substantial conformance and staff's determinations.

#### Changes in substantial conformance

If the change is relatively minor, then staff makes a determination without further notification. Usually these are items that if a Planning Commissioner visited the site after it was constructed, he or she would not think twice about the change. For example, minor changes to windows' shape and location have been approved if the change does not detract from the aesthetics of a design and does not increase potential privacy impacts on surrounding properties. Interior changes that do not affect the approved floor area are almost always considered to be in substantial conformance, with some exceptions based on unique characteristics of a project.

#### Changes in substantial conformance with Commission notification

If the changes warrant potential Planning Commission review, then staff prepares and distributes a memo via email to the Commission describing the proposed changes and the basis for staff's determination of substantial conformance. The item is only discussed before the full Commission if a Commissioner requests further discussion of the changes, and then the item is placed on the next available meeting agenda. The general public is noticed only through the posting of the Commission agenda; no notices are sent to nearby owners/occupants.

Staff has historically determined that the following changes are generally in substantial conformance with the approved plans but warrant notification of the Planning Commission with an opportunity to request to discuss the changes and staff's determination (through the substantial conformance review memo process).

- Modest changes to an approved exterior siding material (e.g. wood siding to cementitious siding, wood/aluminum trim windows to vinyl trim, minor changes to window grid patterns, and some changes to roofing material);
- Changes to the overall fenestration on the facades (but not including the window changes identified in the revisions section below);
- Minor increases in floor area (single family and R-2 zoned projects) and gross floor area (multi-family and commercial/industrial zoned projects); and
- Site improvements (e.g. trellis, arbors, built-in BBQs) that could modify the use of a private yard.

An example substantial conformance memo for modifications to a project at 1008 Greenwood Drive is included in Attachment A.

### Revision to approved permit/action required

If staff believes the changes are not in substantial conformance, then the applicant is given a choice of revising the plans to bring it into conformance, or pursuing a permit revision as a public meeting item, which includes sending out mailed notices. Types of modifications that staff has typically determined would require review of a revision to the approved project by the Planning Commission include:

- Increases in height;
- Decreased sill heights on the second story;
- An increase in the number or size of windows on a second story façade;
- Changes in siding from an approved wood/cementitious panel or shake material to stucco (or vis-versa);
- Roofing material changes that affect the overall architectural style;
- Increases to the floor area or gross floor area that would affect the intensity of the use (e.g. addition of accessory building or large covered patio/BBQ areas for single family developments);
- Modifications to the window style (e.g. removal of grid pattern completely from windows when grids integral to architectural style); and
- Changes to project-specific conditions of approval (e.g. alternatives to landscape screening planting).

The above lists are not exhaustive but are intended to provide the Planning Commission with insight into staff's review and determination process. Staff evaluates each project for conformance with the approved plans, taking into account the Planning Commission's discussion at the meeting and any unique characteristics of the project approval.

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

As part of this update on the substantial conformance review process, the Planning Commission may provide staff with guidance on the thresholds used for substantial conformance reviews. For instance, the Planning Commission may wish to provide more guidance on what types of changes currently processed through the substantial conformance review memo process could be considered in substantial conformance. In addition, the Planning Commission may wish to provide more guidance to staff on its threshold for use permit and architectural control revisions. A few questions for the Planning Commission's consideration are listed below. However, the Planning Commission may discuss other aspects of the review process and provide additional guidance to staff.

1. Are there specific items (e.g., changes to the size, number or placement of window(s), height increases, color changes, etc.) that the Commission does not need to review for substantial conformance determination?
2. Does the Planning Commission believe that changes to the landscaping improvements should generally be considered to be in substantial compliance (e.g. trellises, arbors, built-in BBQs, and fire pits)?
3. Does the Planning Commission believe that the construction of accessory buildings should be allowed without a permit revision and/or substantial conformance memo?
4. Currently discretionary actions by the Planning Commission run with the land and staff evaluates all projects, regardless of year approved, for consistency with the plans approved by the Planning Commission. Does the Planning Commission believe that after a defined amount of time any proposed modifications to the completed development should be reviewed for compliance with the Zoning Ordinance instead of for conformance with the approved project and compliance with the Zoning Ordinance? If so, what does the Planning Commission believe would be the appropriate amount of time (e.g. three years, five years, and ten years from completion)?
5. Does the Planning Commission believe that documentation of adjacent neighbor approval of a change

- should affect the review tier? For example, if upper-floor side windows are proposed to be enlarged and/or added, which would normally be a use permit revision, could written approval of the adjacent neighbor allow it to be processed through a conformance memo or administrative approval?
6. Should staff develop a written substantial conformance review policy for adoption by the Planning Commission? That policy could be updated by the Planning Commission from time to time when priorities or preferences change.
  7. Is there any additional information that the Commission would like included in the substantial conformance memos?

### **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. Staff review of building permit plans for conformance with the Planning Commission approved plans is covered initially by the building permit plan check fees and any additional review (e.g. memo or revision) is covered by a deposit from the applicant for staff time.

### **Environmental Review**

Discussion of the substantial conformance review process is not considered a project under the California Environmental Quality Act (CEQA), and thus does not require any environmental review.

### **Public Notice**

Public Notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

### **Attachments**

- A. Example substantial conformance memo (1008 Greenwood Drive Project)

Report prepared by:  
Kyle Perata, Principal Planner

Report reviewed by:  
Thomas Rogers, Principal Planner



**MEMORANDUM**

**Date:** 6/7/2018  
**To:** Planning Commission  
**From:** Kaitie Meador, Associate Planner  
**Re:** 1008 Greenwood Drive – Determination of Substantial Conformance

For all applications that involve the construction or alteration of structures (e.g., Architectural Control and Use Permit), a standard condition of approval is applied requiring the subsequent development to be in substantial conformance with the approved plans. In the following case, staff believes that a project's proposed changes are in substantial conformance with its original approval, although the modifications warrant notification of the Planning Commission. As is described in more detail later, any Planning Commissioner may request that the item be added to the agenda of the next Planning Commission meeting for further discussion.

**Background**

On December 11, 2017, the Planning Commission approved a Use Permit application at 1008 Greenwood Drive for a second-story addition and exterior and interior modifications to an existing single-story, single-family nonconforming residence on a substandard lot with respect to lot area and depth in the R-1-U (Single Family Urban) zoning district. The Planning Commission staff report with approved plans and meeting minutes are available through the links provided below.

**Staff report**

<https://www.menlopark.org/DocumentCenter/View/16190/F2---1008-Greenwood-Drive>

**Minutes**

[https://www.menlopark.org/AgendaCenter/ViewFile/Minutes/\\_12112017-3013](https://www.menlopark.org/AgendaCenter/ViewFile/Minutes/_12112017-3013)

Following the use permit approval, the applicant submitted a building permit application on May 1, 2018, and the permit is currently under staff review.

**Proposed Revisions**

The applicant is requesting to modify the approved elevations by comprehensively removing the stone veneer and revising the type of roofing material throughout the residence. The applicant states that these modifications are proposed to reduce construction costs and maintain financial feasibility to build the project.

The stone veneer would be removed and replaced with painted stucco in a smooth finish. It should also be noted that during the Planning Commission meeting some Commissioners questioned the use of the stone veneer on the elevated bay windows, in that this "floating" layout would not represent a traditional construction method for true stone.

The approved photovoltaic roofing shingle system would be revised to asphalt

composition shingle roofing due the expected cost and uncertainty of when this product would be available on the market. The proposed shingles would feature a similar pattern and color as the approved roofing.

The applicant has submitted a project description letter and revised elevations, included as Attachments A and B, respectively.

### **Staff Review**

Staff has determined that the changes to the project plans are in substantial conformance with the Planning Commission's use permit approval based on the following:

- The removal of the stone veneer would resolve the question some Commissioners had raised regarding the use of stone veneer on an elevated bay window.
- The proposed roof material would have a similar pattern and color as the approved roof material and would be compatible with the approved architectural style.
- Architectural interest would be maintained by the front entry porch, bay windows, and decorative wrought iron balcony railing.
- The revised project would continue to meet all development regulations in the R-1-U zoning district with respect to setbacks, height, daylight plane, floor area limit, and building coverage.

### **Planning Commission Review**

If any member of the Commission would like to discuss the changes to the plans described above at the June 18, 2018 Planning Commission meeting, please notify staff no later than **5:00 p.m. on Monday, June 11, 2018**. If staff does not receive a request from a Planning Commissioner, there will be no further review, and the City will proceed with processing the described modifications as part of the building permit application. If any member of the Commission makes such a request, the item would be placed on the June 18, 2018 agenda as a regular business item to give the full Commission the opportunity to determine whether or not the correction meets the intent of the original approval. No additional materials beyond what is contained in this memorandum would be prepared for the agenda item.

If you have questions about the project or process, please contact Kaitie Meador at [kmmeador@menlopark.org](mailto:kmmeador@menlopark.org).

### **Attachments**

- A. Project Description Letter
- B. Approved and Revised Elevations



**YOUNG AND BORLIK**  
ARCHITECTS, INCORPORATED

4962 EL CAMINO REAL, SUITE 218  
LOS ALTOS, CA 94022

TELEPHONE  
(650) 688-1950

FAX  
(650) 323-1112

WEB  
[www.ybarchitects.com](http://www.ybarchitects.com)

May 3, 2018

**Kaitie Meador, Associate Planner**  
City of Menlo Park, Planning Division  
701 Laurel Street  
Menlo Park, CA 94025

Re: Description letter for proposed design changes at 1008 Greenwood Drive  
Review for substantial conformance to the approved CUP  
Chessari-Van Veghel Residence PLN 2017-00067

The purpose of this letter is to address proposed design changes in exterior finish materials for the addition and remodel project at 1008 Greenwood Drive. These are changes from the approved design that was approved by the Planning Commission on Dec. 11, 2017 as part of our Conditional Use Permit. Our belief is that the changes still are still in substantial conformance to what was approved at the public hearing.

The extent of the changes are limited solely to the exterior stone veneer around the base of the first floor and the roofing material. These design changes are being proposed to reduce construction costs and maintain financial feasibility for the homeowners to build the project. Due to budget constraints, the stone veneer wainscot around the base of the residence is being deleted. The exterior stucco plaster that is currently specified for the rest of the exterior will continue down to the foundation line. For the roof material, also to reduce costs, the integral-solar roof tiles will be substituted for conventional asphalt composition shingles. The selected composition shingles will be a similar pattern and color to the approved design. The solar shingles, such as being marketed by Tesla, are not yet available on the market. This leads to uncertain prospects for the project completion, in addition to high expected costs of the solar shingle product.

At the public hearing, there was very little discussion about the overall design composition, roof lines, height, massing, windows, or privacy concern. All aspects related to any of these characteristics remain exactly as approved. The revisions are limited to minor changes in finish materials. There was also very little discussion about finish materials, with the specific exception of the presence of the stone veneer below the two front bay windows. There was considerable discussion, mostly in a negative light, focused solely on the stone veneer below the bay windows (a "floating stone" concern). The removal of the stone would rest any remaining concerns about this condition.

Thank you for your time in review of this project.

Sincerely,

Daniel S. Rhoads  
Young and Borlik Architects Inc.



ISSUE LOG  
 PLANNING SUBMITTAL  
 PLANNING COMMISSION  
 MEETING: 05/11/2017  
 BIDDING: 05/24/2018  
 BUILD PERMIT SUBMITTAL  
 DESIGN REVISION  
 MAY 03, 2018

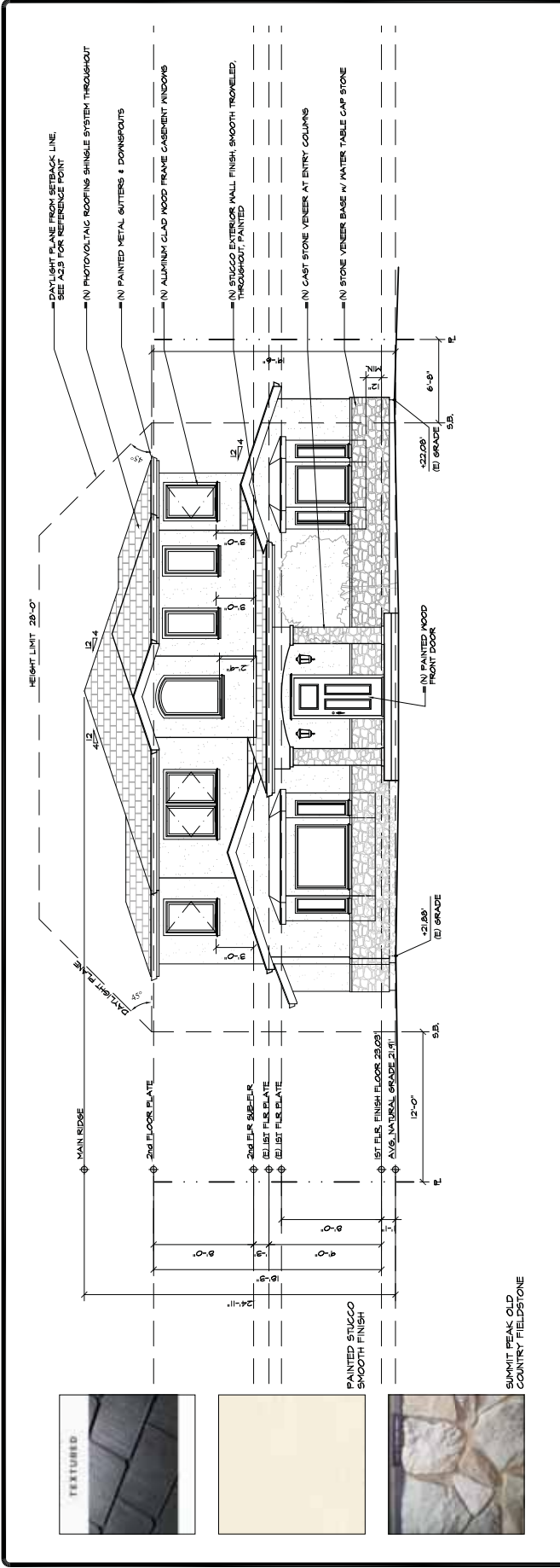
YOUNG AND BORLIK  
 ARCHITECTS, INCORPORATED  
 492 E. CAMINO REAL, SUITE 218  
 LOS ALTOS, CA 94022  
 TEL: (650) 688-1950 FAX: (650) 223-1112  
 WWW.YOUNGBORLIK.COM



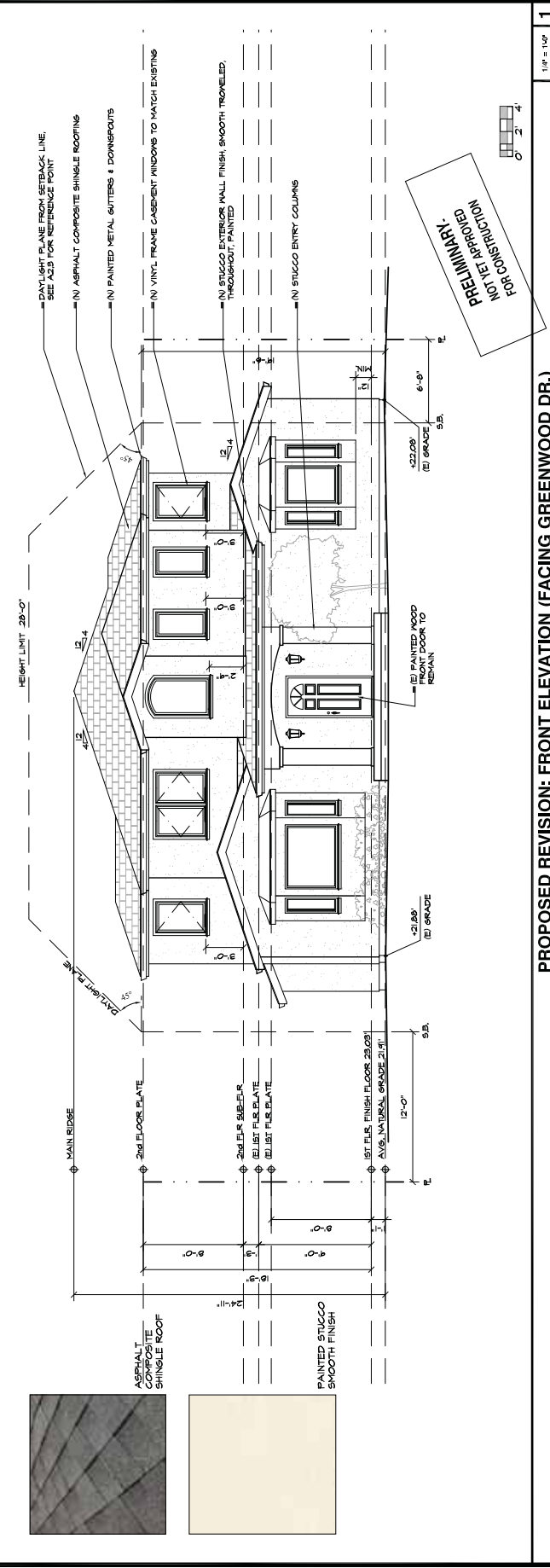
REMODEL AND ADDITION FOR:  
 CHESSARI - VAN VEGHEL RESIDENCE  
 1008 GREENWOOD DRIVE  
 MENLO PARK, CA 94025

APN: 056-07210  
 PROJECT NO: CS-11P  
 DATE: APR. 30, 2018  
 DRAWN BY: VAN VEGHEL

**A3.1a**



AS APPROVED FOR USE PERMIT: FRONT ELEVATION (FACING GREENWOOD DR.)



PROPOSED REVISION: FRONT ELEVATION (FACING GREENWOOD DR.)



ISSUE LOG  
 PLANNING SUBMITTAL  
 PLANNING COMMISSION  
 MEETING: 11/11/17  
 BIDDING SET: 11/24/18  
 BUILD PERMIT SUBMITTAL  
 DATE: 05/03/2018

DESIGN REVISION  
 MAY 03, 2018

YOUNG AND BORLIK  
 ARCHITECTS, INCORPORATED  
 492 E. CAMINO REAL, SUITE #218 LOS ALTOS, CA 94022  
 TEL: (650) 688-1950 FAX: (650) 923-1112  
 WWW.YOUNGBORLIK.COM

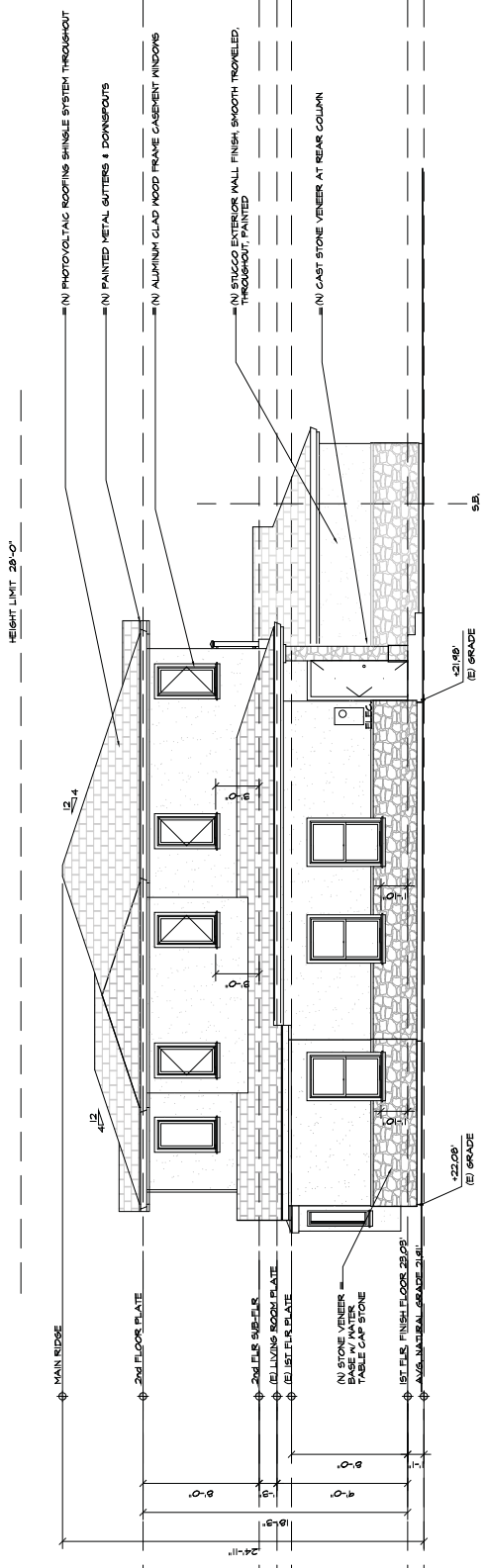


REMODEL AND ADDITION FOR:  
 CHESSARI - VAN VEGHEL RESIDENCE  
 1008 GREENWOOD DRIVE  
 MENLO PARK, CA 94025

APN: 055-072-010  
 PROJECT NO: CS-18  
 DRAWN BY: CS-18  
 DATE: APR. 30, 2018  
 VAN VEGHEL

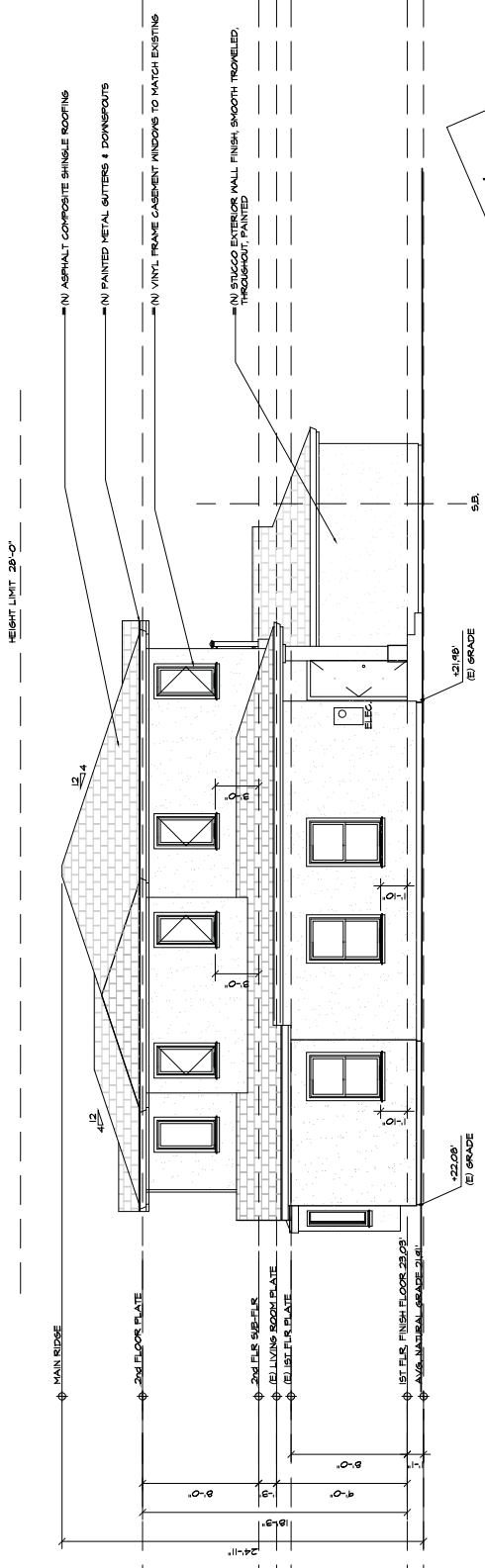
**A3.2a**

Copyright 2018, YOUNG AND BORLIK ARCHITECTS, INC.



AS APPROVED FOR USE PERMIT: SIDE ELEVATION

2



PROPOSED REVISION: SIDE ELEVATION

1

REVISION:  
 NOT REAPPROVED  
 FOR CONSTRUCTION

ISSUE LOG

PLANNING SUBMITTAL	APR. 11, 2017
PLANNING COMMISSION	MAY 24, 2018
BIDDING	MAY 24, 2018
BID PERMIT SUBMITTAL	MAY 24, 2018
DESIGN REVISION	MAY 03, 2018

492 E. CAMINO REAL, SUITE #218 LOS ALTOS, CA 94022  
 TEL: (650) 688-1950 FAX: (650) 923-1112  
 WWW.YOUNGANDBORLIK.COM

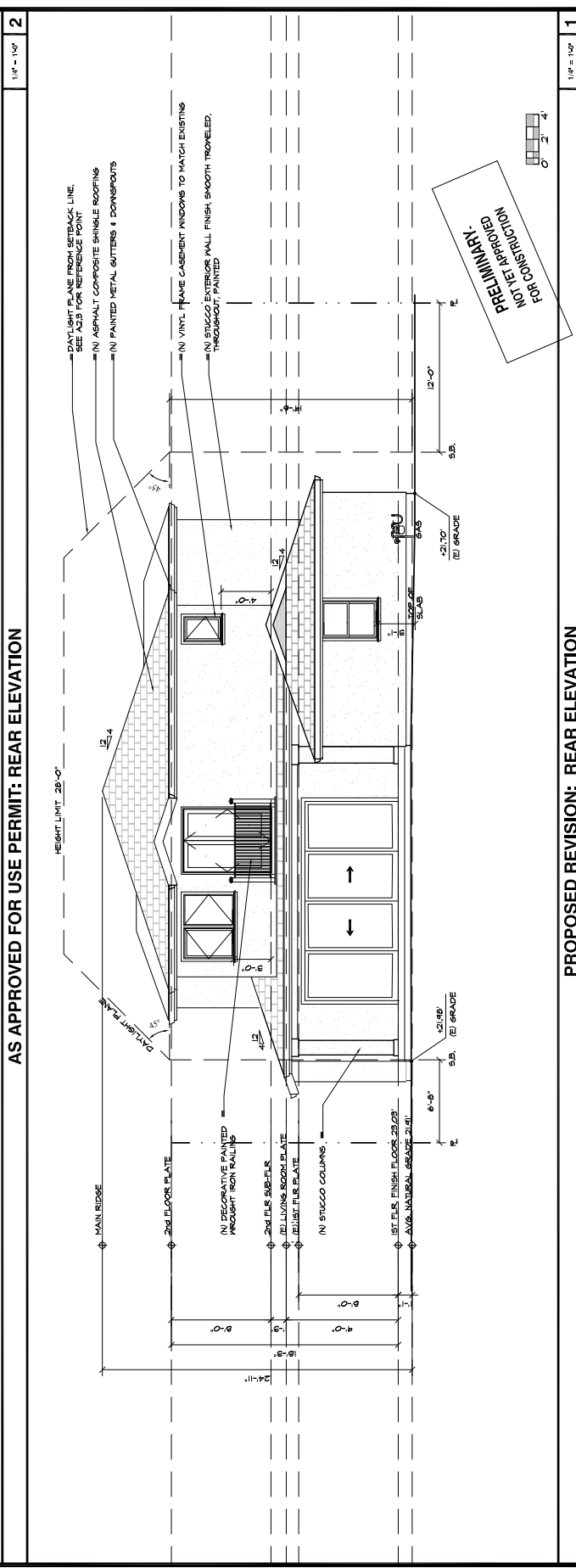
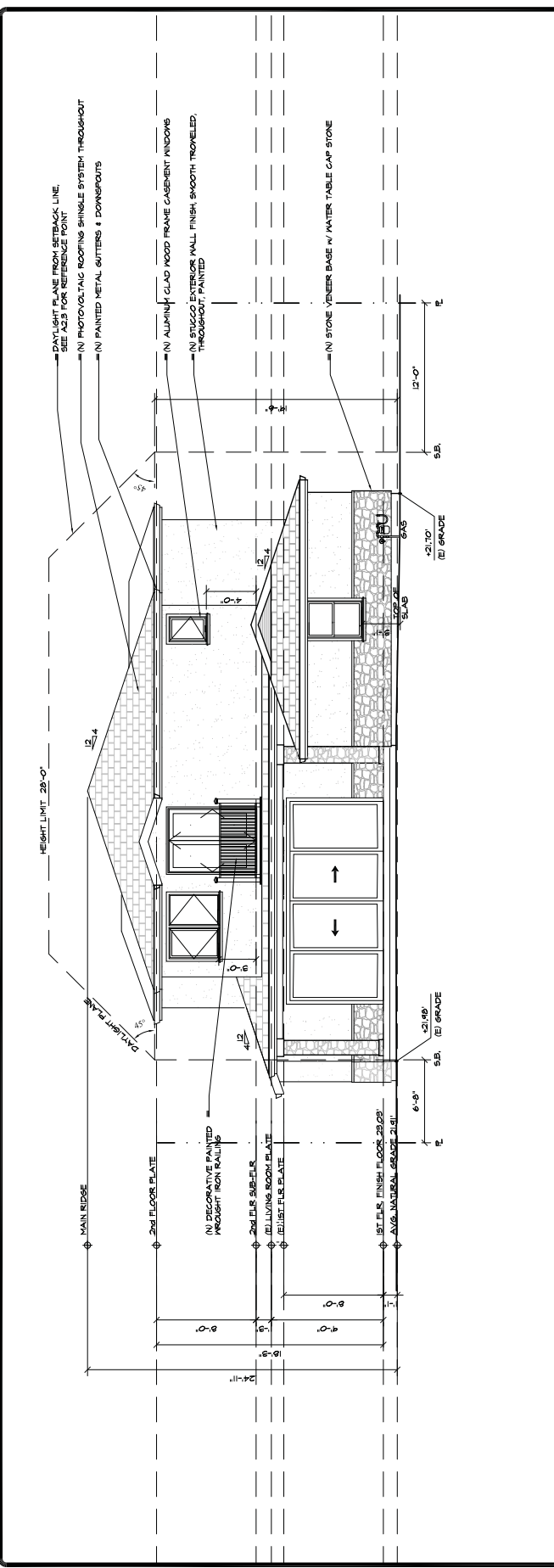
YOUNG AND BORLIK ARCHITECTS, INCORPORATED



REMODEL AND ADDITION FOR:  
 CHESSARI - VAN VEGHEL RESIDENCE  
 1008 GREENWOOD DRIVE  
 MENLO PARK, CA 94025

APN: 055-07210  
 PROJECT NO: CS-1P  
 DRAWN BY: DSR  
 DATE: APR. 30, 2018  
 VAN VEGHEL

**A3.3a**



ISSUE LOG

PLANNER SUBMITTAL	DATE
PLANNER'S COMMENTS	10/11/2017
BIDDING SET	10/11/2017
BIDDER PERMIT SUBMITTAL	10/24/2018
DESIGN REVISION	MAY 09, 2018

492 E. CAMINO REAL, SUITE #218  
LOS ALTOS, CA 94022  
TEL: (650) 668-1950 FAX: (650) 923-1112  
WWW.YOUNGANDBORLIK.COM

**YOUNG AND BORLIK**  
ARCHITECTS, INCORPORATED

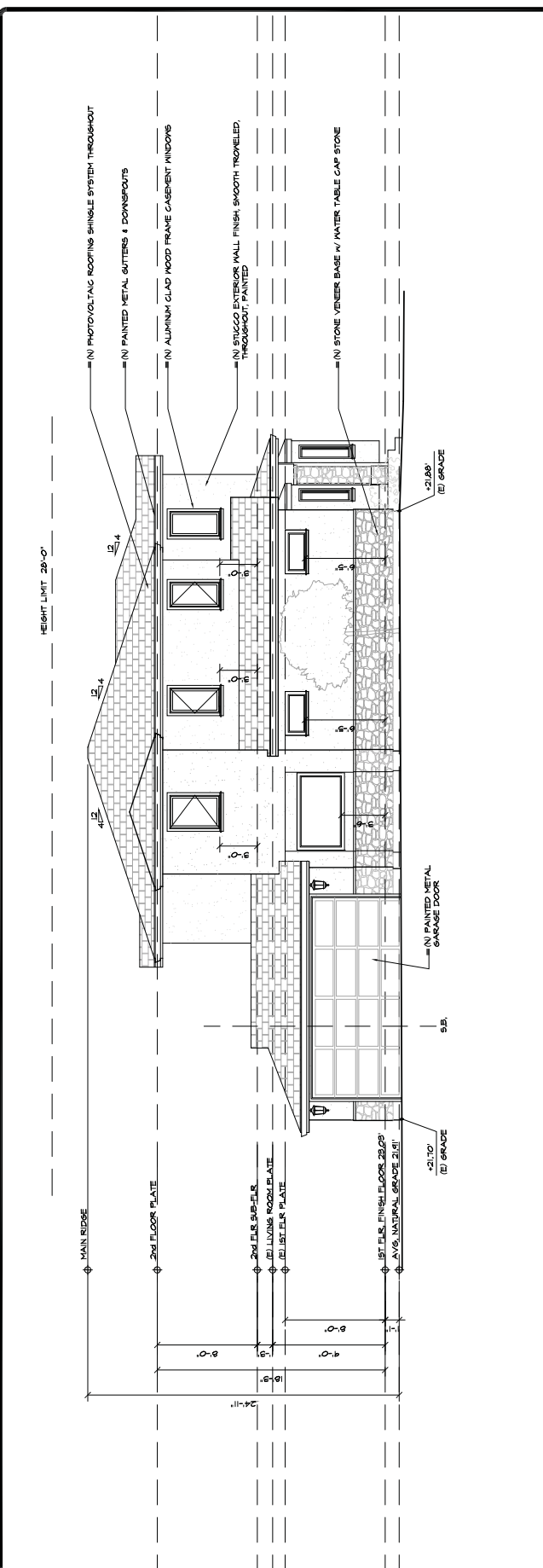


REMODEL AND ADDITION FOR:  
CHESSARI - VAN VEGHEL RESIDENCE  
1008 GREENWOOD DRIVE  
MENLO PARK, CA 94025

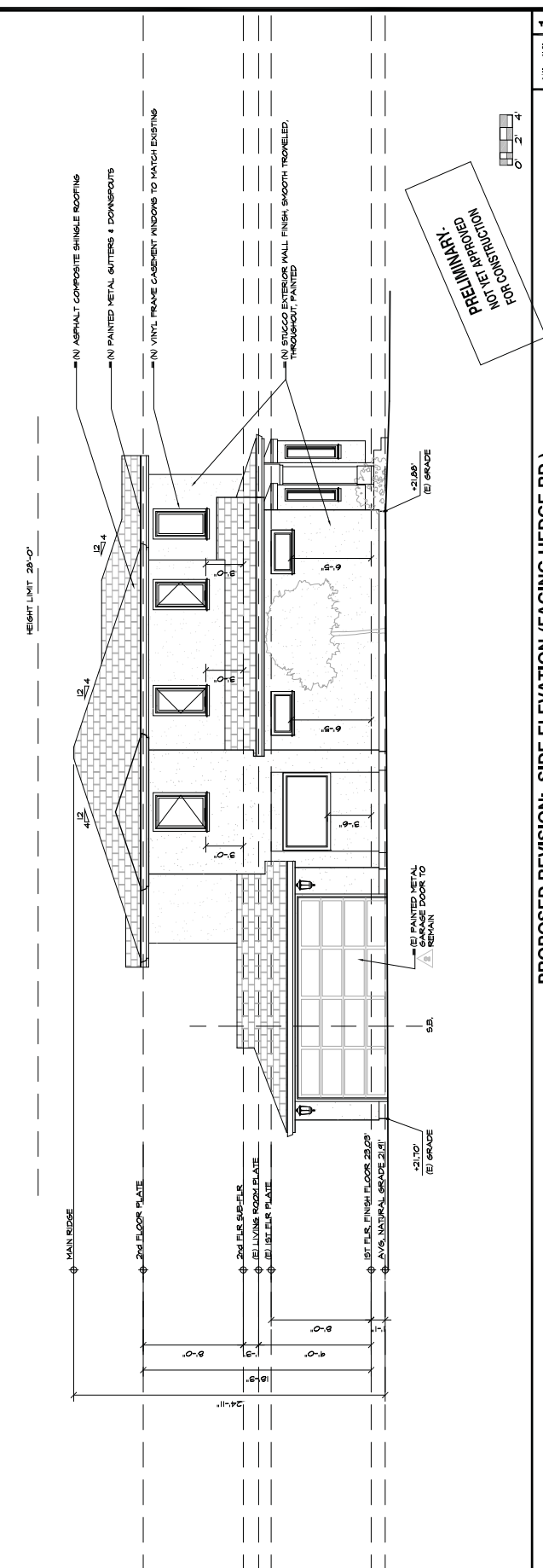


APN: 056-072-010  
PROJECT NO: 2018-002  
JOB NO: CS NP  
DATE: APR. 30, 2018  
VAN VEGHEL

**A3.4a**



**AS APPROVED FOR USE PERMIT: SIDE ELEVATION (FACING HEDGE RD.)**



**PROPOSED REVISION: SIDE ELEVATION (FACING HEDGE RD.)**