



REGULAR MEETING AGENDA

Date: 9/23/2019
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 September 9, 2019, Planning Commission meeting. ([Attachment](#))

E2. Architectural Control/Kevin Levingston/485 Waverley Street:
Request for architectural control for exterior modifications to an existing three-unit development on a parcel in the R-3 (Apartment) zoning district. The modifications include updates to the siding materials and windows. ([Staff Report #19-070-PC](#))

F. Public Hearing

F1. Use Permit Revision/Sepi Agah/1655 Magnolia Court:
Request for a use permit revision to modify a previously-approved new two-story residence on a substandard lot in the R-1-S (Single Family Suburban Residential) district. The requested modifications include changing the approved siding from a combination of stucco and wood siding to all wood siding, and removing a second-story window. ([Staff Report #19-071-PC](#))

F2. Use Permit Extension/Tim Hudson, Off the Grid/1100 Merrill Street:
Request for an extension of a use permit for a recurring special event (weekly food truck market)

on a portion of the Caltrain parking lot, at the corner of Merrill Street and Ravenswood Avenue in the SP-ECR/D (El Camino Real/Downtown Specific Plan) zoning district. The event would continue to occur on Wednesday evenings between 5:00 p.m. and 9:00 p.m., with setup starting at 3:30 p.m. and cleanup concluding at 10:00 p.m. The event would continue to include amplified live music (typically consisting of one to two musicians playing predominantly acoustic instruments) and generator use, which may exceed Noise Ordinance limits. The use permit term would be extended from its current expiration date of February 19, 2020, to February 19, 2025. ([Staff Report #19-072-PC](#))

G. Informational Items

G1. Future Planning Commission Meeting Schedule – The upcoming Planning Commission meetings are listed here, for reference. No action will be taken on the meeting schedule, although individual Commissioners may notify staff of planned absences.

- Regular Meeting: October 7, 2019
- Regular Meeting: October 21, 2019
- Regular Meeting: November 7, 2019

H. 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.

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REGULAR MEETING MINUTES - DRAFT

Date: 9/9/2019
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), Michele Tate

Staff: Kyle Perata, Principal Planner; Matt Pruter, Associate Planner; Chris Turner, Assistant Planner

C. Reports and Announcements

Principal Planner Kyle Perata reported the City Council at its September 10, 2019 meeting would consider the first reading of the REACH Code Amendment and if adopted, the second reading would occur at the Council's September 24, 2019 meeting. He said also on September 10, the Council would consider a request for a reconsideration of the resolution establishing a process for notifying the City Council of Planning Commission actions on potentially large or potentially impactful projects. He said if the reconsideration was approved, changes might be made to the referenced process. He said Council interviews with Planning Commission candidates would take place on September 24, 2019 with an anticipated appointment in October 2019.

D. Public Comment

- Peter Edmonds, District 3, Menlo Park, thanked Commissioner Chris DeCardy for supporting his request to modify the August 12, 2019 Planning Commission minutes with regard to his (Edmonds) public comment and to acknowledge to staff that the modified wording in the minutes of the Commission's August 26, 2019 meeting was accurate. He said he hoped his following comments would spark action by one or more Commissioners. He said earlier in the day the Planning Commission had received from him excerpts of the current staff report prepared by Sustainability Manager Lucky for the Heritage Tree Task Force that would meet September 12, 2019. He said on the back of the sheet of his handout to the Commission tonight he had summarized how the Planning Commission's wishes expressed for a final motion had largely been ignored, and promises made to the Commission on August 12, 2019 had been broken, nor was ending the moratorium satisfactorily addressed. He said tonight he wanted to address the newly available and incomplete draft of administrative guidelines, which were not provided to the Commission for review, particularly the highlighted clauses. He said those clauses invested total powers to administer the revised Heritage Tree Ordinance in the office of the City Arborist. He said those powers included, noting Clause 5, Permits, part "d,"

that *the City Arborist might expedite dead or invasive tree processes and shall have authority to reasonably waive permit application requirements and fees*. Mr. Edmonds said in his opinion that this guideline invested far too much power in a single City official, operating as a sole expert with no significant oversight (that he was aware of), and that official would be authorized to nullify the work and decisions of the Task Force, Planning Commission, Environmental Quality Commission, and the City Council. He said recalling that absolute power corrupted he thought this clause was a blatant invitation for corruption and urged the Commission to rebel against it. He said another clause in the revised ordinance administration guidelines invested the authority to adopt in the designee of the Public Works Director the City Arborist's reports. He quoted: *Adopt in this context means the designee can also amend*. He said in Part C of that clause, under Decision Making Criteria, it stated: *If requested alternative designs were more than 40% of the appraised value of the tree the request would be perceived as financially infeasible. If the requested alternative designs were less than 10% of the appraised value of the tree the request would be presumed to be financially feasible*. He noted his full set of comments had been provided to the Commission.

E. Consent Calendar

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

Commissioner DeCardy suggested modifications on pages 12 and 16 (outlined in the action below). He moved to approve the minutes with the modifications. Commissioner Camille Kennedy seconded the motion.

ACTION: Motion and second (DeCardy/Kennedy) to approve the August 26, 2019 Planning Commission minutes with the following modifications; passes 6-0.

- Page 12, third paragraph change “but the company did not a kitchen for staff” to “but the company did not have a kitchen for staff;” and
- Page 16, second bullet, change “General support for the proposed open space...” to “Most Commissioners generally supported the proposed open space...”

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](#))

Chair Barnes pulled the item from the consent calendar.

Staff Comment: Associate Planner Matt Pruter said staff had no additions to the staff report.

Questions of Staff: Commissioner Henry Riggs said he noticed that the architectural control request although simple in form and concept had 19 architectural sheets, which in his estimate was 20 hours of work. He asked why a Floor Area Limit analysis was needed for changing windows. Planner Pruter said his understanding of the application was they had a larger set of plans than was necessary but having made some clarifications and iterations over time, they decided to keep the plan set as-is.

Commissioner Riggs said it was not a significant amount of changes that had occurred from the original submittal. He said staff might internally discuss whether some requirements could be pulled back if the request was simple in form and concept and did not change the footprint. He said also an arborist report was required but he did not understand the need for that, and it was a burden in terms of time. He said he thought the four sheets showing the elevations were only needed for this request. He asked what the window material frame was. Planner Pruter said Attachment C12 of the staff report called out the window materials. Commissioner Riggs after looking at the referenced sheet noted that Anderson 100 and 200 windows in his recollection were not vinyl windows, which had been his only concern. He moved to approve as recommended in the staff report. Commissioner Kennedy seconded the motion.

ACTION: Motion and second (Riggs/Kennedy) to approve the item as recommended in the staff report; passes 6-0.

1. Make a finding that the project is categorically exempt under Class 1 (Section 15301, "Existing Facilities") of the current California Environmental Quality Act (CEQA) Guidelines.
2. Adopt the following findings, as per Section 16.68.020 of the Zoning Ordinance, pertaining to architectural control approval:
 - a. The general appearance of the structure is in keeping with the character of the neighborhood.
 - b. The development will not be detrimental to the harmonious and orderly growth of the City.
 - c. The development will not impair the desirability of investment or occupation in the neighborhood.
 - d. The development provides adequate parking as required in all applicable City Ordinances and has made adequate provisions for access to such parking.
 - e. The property is not within any Specific Plan area, and as such no finding regarding consistency is required to be made.
3. Approve the architectural control subject to the following **standard** conditions:
 - a. Development of the project shall be substantially in conformance with the plans 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.
 - 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. 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.

- 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.

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](#))

Staff Comment: Assistant Planner Chris Turner said a last minute revision to the plans omitted the note for the heritage tree replacement on site plan sheet A2.2. He said that note would be required in the approved final plan set.

Applicant Presentation: Jing Quan, project architect, said the lot was relatively narrow but quite deep with one side running to 240 feet and the other side to 220 feet in length. She said the garage was proposed in the front but turned so the garage door faced the site and was not visible from the street. She said the required front setback was 20 feet and they were proposing a 45-foot front setback. She said the front of the property curved so they pushed the building back, so it aligned with the existing left hand side neighboring two-story residence. She said the proposed second floor front setback was approximately 73 ½ feet. She said the proposed style was Craftsman with typical details including wood siding, composite roof with 4 to 12 pitch and an overhang of 18-inches, and decorative wood columns at the front and rear porches. She said the overall height of the proposed building was 27-feet, four-inches.

Commissioner DeCardy said the proposed replacement for the heritage tree was not on sheet A2.2 but he thought it was shown on sheet A2.1. He confirmed with the applicant that the location of the replacement tree was in the rear left, facing the property from the street.

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

Commission Comment: Commissioner Riggs asked if the replacement Brisbane tree was shown as a five-gallon tree. Ms. Quan said it was a 15-gallon tree.

Commissioner Riggs said the project overall was handsome and he thought the second-floor roof showed deference to neighbors. He moved to approve as recommended in the staff report. Commissioner Kennedy seconded the motion.

ACTION: Motion and second (Riggs/Kennedy) to approve the item as recommended in the staff report; passes 6-0.

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 WEC & 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.
 - b. Prior to building permit issuance, the applicants shall comply with all Sanitary District, Menlo Park Fire Protection District, and utility companies’ regulations that are directly applicable to the project.
 - c. Prior to building permit issuance, the applicants shall comply with all requirements of the Building Division, Engineering Division, and Transportation Division that are directly applicable to the project.
 - d. Prior to building permit issuance, the applicant shall submit a plan for any new utility installations or upgrades for review and approval by the Planning, Engineering and Building Divisions. All utility equipment that is installed outside of a building and that cannot be placed underground shall be properly screened by landscaping. The plan shall show exact locations of all meters, back flow prevention devices, transformers, junction boxes, relay boxes, and other equipment boxes.
 - e. Simultaneous with the submittal of a complete building permit application, the applicant shall submit plans indicating that the applicant shall remove and replace any damaged and significantly worn sections of frontage improvements. The plans shall be submitted for review and approval of the Engineering Division.
 - f. Simultaneous with the submittal of a complete building permit application, the applicant shall submit a Grading and Drainage Plan for review and approval of the Engineering Division. The Grading and Drainage Plan shall be approved prior to the issuance of grading, demolition or building permits.
 - g. Heritage trees in the vicinity of the construction project shall be protected pursuant to the Heritage Tree Ordinance and the arborist report prepared by Kielty Arborist Services LLC, dated received August 15, 2019.

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](#))

Principal Planner Perata referred to the staff report that outlined the three tiers of substantial conformance review related to modifications to a use permit. He said the Commission might provide direction to staff on any updates to the criteria used by staff to determine when changes to a project were considered in conformance with its discretionary action, required a substantial conformance memo to the Planning Commission or required a revision to the approved permit.

At Chair Barnes' request, Planner Perata highlighted what triggered use permits and that the substantial conformance review process might apply to any projects having a use permit. Chair Barnes clarified with staff that the review this evening was potentially to improve that process.

Chair Barnes opened public comment.

Public Comment:

- Nicholas and Jennifer Bott, Menlo Park, expressed their support of a review of the substantial conformance review process and potential revision to it. Mr. Bott said they were currently doing a remodel of their home and wanted to increase the height of their project from the use permit allowed height by 12-inches. He said currently that change would require full Planning Commission review. He said their neighbors were fine with the proposed change and the change was still within the daylight plane requirements. Ms. Bott said also reducing the backlog of projects with some changes that had to go through Planning Commission review was important.

Chair Barnes closed public comment.

Commission Comment: Commissioner DeCardy asked approximately how much staff time and calendar time was associated with each tier of substantial conformance review. Planner Perata said for more recent memos staff had tracked its time and could report that as a future informational item. He said staff's review of proposed changes was similar, if truncated, to a plan set review. He said preparing a memo would take a couple of hours and staff tried to plan those around Planning Commission agendas. He said these change reviews varied depending on the project and could take from one month to a few months.

Replying to Chair Barnes, Planner Perata said he did not know the reason why certain numbers were made the standard in the zoning ordinance for lot sizes. He said a decision was made in the zoning ordinance at some point that lots not meeting the minimum width, depth or area and were building a new, two-story development required review and approval of the Planning Commission. He said the determined substandard lot sizes might mean development could have potentially more impact to neighbors.

Commissioner Riggs thanked staff for the information noting thought had been given over the years to the three tiers of approval process for use permit revisions and findings of substantial conformance. He referred to topic 2 in the staff report under *Commission Considerations* and the question of whether landscape changes might be found in substantial conformance. He said he agreed as long as the changes did not involve the privacy between buildings. He said if there was a privacy issue, and generally for residential two-story development, that such change should go through staff review and circulated as a memo to the Commission. He said topic 3 asked whether

the Commission believed that the construction of accessory buildings should be allowed without a permit revision and/or substantial conformance memo. He said he was a supporter of accessory buildings for both their practical use for the landowner and a potential renter. He said particularly if there were no objections from neighbors that made sense to him. He referred to topic 4 and said he liked the idea that certain modifications might have a sunset. He said the Commission had seen use permit revisions that really had no reason for a public hearing except historically there had been a use permit. He said he would like that considered and discussed. He referred to topic 5 in the staff report: *Does the Planning Commission believe that documentation of adjacent neighbor approval of a change should affect the review tier?* He said it should where neighbor approval did not seem to be significantly out of line with what you would expect to be within the range of a neighbor. He said sometimes a neighbor was not in the best position to make an approval of proposed plan changes.

Commissioner Michael Doran said he thought the existing process worked well overall. He referred to topic 2 and landscaping improvements. He said he thought those should be in substantial conformance and not require Commission review. He said related to topic 5 that he shared Commissioner Riggs' skepticism about neighbor approval of permit change requests as he did not think neighbor approval should be a determining factor in whether a review was required. He said Commissioner Riggs used the example of a person who was shut in and never opened their blinds. He said he could think of other reasons that a neighbor might not object to something that was generally objectionable. He said the neighbor might not use a particular room in the house, was planning on moving in three months, or was friends with their neighbors. He said they were dealing with buildings that were durable and lasted a long time. He said if oversized windows were put in that looked over a neighbor's backyard or into one of their rooms, those windows were likely to be there for 50 years, and a number of people would live next door during those 50 years. He said he did not see any practical way to differentiate between neighbor approvals for revisions that you would expect to get approved and neighbor approvals that were based on some unusual circumstances related to those neighbors. He said he did not think neighbor approval should be a factor.

Chair Barnes referred to his personal experience with the use permit and revision process. He said he found it onerous and costly, and in his view prejudicial unfairly toward smaller lots in the City. He said the staff report alluded to it and he had experienced it that when embarking on a construction project there were a number of unknowns particularly in the current building environment wherein you were lucky to get an architect to take your project and a contractor to make a bid on it. He said once you were in the use permit approval process and had inevitable changes you were in a difficult situation because there was no margin of error. He said a project in his neighborhood because the lot size was designated substandard meant a much greater burden on the applicant in terms of plan check, Planning Division review, and Building Department review, which far exceeded what was required for the same project for other parcels in the City. He said changing the siding on his home from stucco to cedar siding and the roof from asphalt to cedar shingles required him to get a use permit revision that involved significant paperwork, submittals and reviews but a home being developed in West Menlo on a 7000 square foot lot could have done that without any level of discretionary review. He said the City did not have design guidelines. He said if staff were given the ability to make decisions on changes within a greater framework, he thought that what was natural in this process would be accommodated.

Chair Barnes referred to topic 1 in the staff report: *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? He said he would like a nuanced discussion on this as there were degrees of change. He said now the ordinance was skewed towards the question of whether it was different from what was approved and if it was different it had to come back for review. He said nuances that could be applied was whether the change was within the original spirit of the project approval, what the change was and the degree of the change from the original approval. He said that would trigger either substantial conformance review or returning for a use permit revision. He said the staff report asked if staff should develop a written substantial conformance review policy for adoption by the Planning Commission. He said that was a yes for him to include use permit revision and substantial conformance review. He said all the issues were issues of degree and he thought they should empower staff to make these decisions within a broader framework. He asked about the items listed in topic 2 related to landscaping changes. Planner Perata said this was skewed more towards residential development as those applications often did not have highly developed landscape plans. He said often building permits come in later after use permit approval for new structures such as trellises, arbors, and built in gas barbecues that required Planning staff review for compliance with project approvals. He said absent with the plans identifying such features those typically would need use permit revisions or if smaller a memo to the Commission.

Chair Barnes said landscaping and features would come last in the process for single-family residential development noting budgetary constraints as a project was being constructed. He said that area should have an allowance for substantial conformance review. He said scale mattered and confirmed with staff that there were development standards for such things as trellises and arbors. He said he was fine with those having substantial conformance review as long as they were within the development standards including setbacks and for staff to call for a permit use revision if those features were out of scale with the development standards or out of context with the site and neighborhood.

Chair Barnes confirmed with staff that accessory buildings noted in topic 3 were not secondary dwelling units. Planner Perata said state law required the City to allow secondary dwelling units when all development regulations were met regardless of a use permit approval for the main residence. Replying further to Chair Barnes, Planner Perata said an accessory building could have plumbing and electrical. He said they were differentiating these from the more open structures such as trellises and arbors. He said an accessory building was enclosed noting a shed was an example of an accessory building.

Chair Barnes asked about topic 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)?*

Planner Perata said this was asking if the use permit running with the land in perpetuity should be revisited potentially. He said this might require additional review by the community and the Council in terms of direction as it was not strictly a conformance question and might modify the underlying ordinance. He said staff would need to look into that further but wanted to prompt the Commission to consider. He said right now staff was looking at items that could have been approved through a

use permit in the 1980s, 1990s, 2000s and the question was whether or not that evaluation of compliance with original plans was still desirable after a certain date.

After comments by Commissioner Riggs on use permit approvals and future modifications, Planner Perata said he believed they mentioned in the report that whether the project was under construction or seven or eight years complete, part of staff's deliberation on requested changes was to see whether the requested change was in the Planning Commission meeting minutes as discussion or an important topic of conversation at the meeting when approval was granted or not discussed at all.

Chair Barnes said he supported a sunset on use permits. He referred to topic 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?* He said he agreed with this heartily. He said regarding the use permit approval the Planning Commission weighed in on development standards that were met and reviewed for aesthetics. He said when an aesthetic, a material change or color change was sought this was something that affected neighbors and he thought did not need Planning Commission review. He referred to topic 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.* He said that was a yes for him. He referred to topic 7: *Is there any additional information that the Commission would like included in the substantial conformance memos?* He said he had nothing for that topic.

Chair Barnes returned to topic 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?* He said his idea on that was having a level of degree, which would come into play, other than just a binary change or no change but a degree that would trigger and be part of the substantial conformance process as to tiering. He asked if that would be manageable for staff to determine degree of change. Planner Perata said staff could look at ways to address the type of changes in that gray area but it would be helpful to have some input and guidance. He said perhaps they should start with the substantial conformance review memo process for those changes rather than strict use permit revisions subject potentially to neighbor input. He said there were mixed opinions about neighbor input, but that could be what staff leaned on in the beginning. He said there was a judgment call that staff would have to make especially without strict direction in those gray areas. He said staff would probably lean on being conservative in its interpretations. He said they could certainly look at ways to move some of those modifications into a memo format by looking at the overall project to make sure it met the intent of the project approval and would not impact neighbors unduly.

Chair Barnes said if the process was fair across the City it was fair on everyone. He said there was an inordinate burden on people whose properties were subject to the use permit process and none of the burdens on others in the City whose properties were not subject to the use permit process. He said that also applied to the use permit revision process and he supported addressing that economic injustice.

Commissioner Doran said the issue with substandard lots was citywide and not restricted to the Willows. He noted his own lot although greater in size than the typical Willows' sized lots was a

substandard lot and none of the three properties adjoining his were standard lots. He said he thought the use permit process had value and that the reason Menlo Park did not have the political issue with McMansion building was because of the review process. He said the very detailed review that the Planning Commission conducted of every application had resulted in a political environment where people were able to build two-story houses in one-story neighborhoods without a lot of public outcry.

Commissioner Michele Tate said she would be very interested to see by district what the substandard lot size was and how many properties were considered substandard. (Chair Barnes had asked this question earlier and staff had indicated that it could be researched; however, Chair Barnes indicated it was not necessary.) Commissioner Tate said she believed that the Willows and Belle Haven were the hardest hit with substandard lots. She said many Belle Haven residents felt the use permit process was a very discriminatory process. Planner Perata said staff could get that information and distribute it to the Planning Commissioners. He said regarding timing they would need to look at resources to run the GIS analysis. He said he would update the Commission once he found out how long that might take. Commissioner Tate said that a lot of people in Belle Haven were not able to do anything with their properties because they felt like the process was too laborious and expensive. She said they did not want people to get discouraged before they even tried to improve their homes or for them to do unpermitted additions.

Commissioner Riggs said in 2002 the Council received an analysis of substandard lots in the City. He said approximately 50% of the lots in the City were substandard. He said the majority of the Willows' lots were substandard, virtually all of Belle Haven's lots were substandard, and all of Lorelei Manor's were (he noted they solved that with an overlay). He said substandard lots were throughout the City and the majority of his City projects had been on substandard lots. He said he heartily agreed with Commissioner Tate that this was not helpful for the City as a whole to have these higher hurdles for some to do improvements to their properties. He said those obstacles and California building code drove people to simply avoid applications. He said as a possibly good bottom line that for some changes staff would make a determination and then circulate a memo to the Planning Commission. He said for example paint color, noting that they were not dealing solely with single-family residences. He referenced a commercial building that was painted a different color than what was approved and it had not served the owner or neighborhood well. He said regarding design standards that he did not think the City would have those until some members of the public had the interest and the time to take it on as he did not see Council approving staff time to work on that. He said it was needed. He said other cities on the peninsula had design guidelines and he believed that the City of Redwood City had hired a consultant recently to develop design guidelines for it. He said having design guidelines would solve a number of the issues that the Planning Commission saw. He said staff probably agreed but could not do anything about it nor could he or Chair Barnes, but it was worth noting for the record. He thanked staff for putting the report together.

Commissioner DeCardy referred to topic 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.* He said that was a good idea and the review that made sense to him was to check in every four years to assure everyone serving a full term on the Commission would have the chance to participate in that discussion while they were representing the voice in the community that they were appointed to represent. He said in addition to laying out some of the tactical pieces in the substantial conformance memo he thought getting to the level of some principles would be of value. He said

they were trying to balance a lot of things including time and cost for owners and applicants and City staff, fairness across applications on all types of uses, and some sense of community aesthetics that the Commission was supposed to represent absent any design standards with individual freedom for people to do what they wanted to do with a recognition that influences, needs, and demands on the community changed over time. He said the community in which they now lived did not look anything like the community of 10 years earlier. He said to check back in on that made sense, so he was in favor of topic 6 for those reasons. He said he was also in favor of sunseting use permits for those same reasons. He said generally he thought the process worked and he gave staff a lot of credit. He said sometimes when informal systems worked well you should not mess with them as a formal system created bureaucracy and other things to take care of over time. He said topics 1, 2 and 3 were essentially the same in his thinking. He said the distinction going from Tier 2 to Tier 3 was kind of elegant in that staff wrote the memo, sent it to the Commission and if one of the Commissioners has an issue with it the item could be pulled to come to the Commission. He said he understood staff's conservative position but wondered whether staff might do a checklist for Tier 1 and share that with the Commission as what staff intended to do. He said upon review of the checklist, the Commission might indicate that a memo was needed. He said right now when staff wrote a memo and it was not pulled by the Commission that meant staff had done the right thing. He suggested finding a gating element between Tier 1 and 2 without a lot of work for staff that might push things back from Tier 2 to Tier 1. He said in general he was in favor of going that way and in answering questions on topics 1, 2, and 3, in general, he would err on the side of trusting staff more as opposed to coming back to the Commission.

Chair Barnes said he thought more latitude was needed related to Tier 2 to Tier 3 including neighbors' input as ostensibly they were the ones impacted and he thought their agreement to changes should weigh heavily on whether Tier 2 was to be triggered to Tier 3. He remarked on levels of plan specificity that the Commission saw that he thought lent to greater and lesser review. Planner Perata said that was beyond the agenda topic discussion but he could answer generally. He said staff reviewed every project against the City's application submittal guidelines and they had internal checklists they used to help implement those guidelines even further in terms of what was required in the application submittals as to the types of information and what level of detail the plans need. He said certainly some applications had more detail than others, but they strived for a minimum level of detail. He said they did their best to ensure that minimum level of detail was met prior to bringing the project forward to the Planning Commission so it had a clear understanding of what it was reviewing and acting upon. He said they required for exterior elevations to show door and windows materials on the plans so staff could provide that to the Planning Commission as part of its deliberations on the project. He said later staff would look at the building permit plans for consistency with that approval. He said certainly plans had different levels of detail and different ways of showing those materials whether as a door schedule or a note in the plan. He said staff strove to provide a minimum level of detail to be fair to applications going through the process as well as to the Planning Commission so there was a standard amount of information provided.

Replying to Chair Barnes, Planner Perata said staff had a number of items to move forward from the discussion this evening. He said they would take the Planning Commission's individual comments and try to work those into future evaluations for substantial conformance reviews in terms of the tiers. He said a few of the items that staff had incorporated as comments might warrant additional review and potentially input and direction from the Council as well as community discussion such as time periods for a use permit in terms of sunseting for revisions. He said potentially a Planning Commission policy on substantial conformance review might also need input from the Council. He said staff would look into those two items further. He said other comments

were things staff would consider. He said there were differing opinions but in general similar comments were made in terms of levels of review and how to look at certain changes differently going forward.

Staff Summary of Commission Feedback:

- General support to allow modifications to paint color, height, and windows size/placement at a staff level (through the building permit process) if the modifications were within the spirit of the Planning Commission's discretionary review and approval and would meet all Zoning Ordinance requirements (e.g. daylight plane, height, setbacks, etc.). Continue to review meeting minutes and project components to determine if changes would be out of character with the approved project or potentially result in a greater impact to a neighbor and adjust level of substantial conformance review accordingly.
- General support to allow landscaping and site improvements, including accessory structures and buildings at the staff level or through substantial conformance review, depending on the proposed site layout, building/structure design and location, amount of proposed changes, and provided the proposed improvements would comply with the Zoning Ordinance. General support to allow these modifications without a use permit revision, unless unique aspects of the Planning Commission's review and approval warranted a use permit revision. Staff should continue to evaluate if changes are consistent with the spirit of the Planning Commission's deliberation and approval of the project (i.e. review meeting minutes).
- Most Commissioners expressed support for staff to further evaluate the possibility of establishing a sunset date for an approved use permit, architectural control permit, or other discretionary action to be reviewed against the approved plans and instead review modifications for compliance with the Zoning Ordinance and related requirements.
- Some support to have staff consider neighbor review and approval of proposed changes when determining the appropriate level of conformance review. Some Commissioners also cautioned against using neighbor approval, especially if approval is given for a change that was not consistent with what a neighbor would typically support.
- A number of Commissioners supported a written formal policy and asked staff to further investigate the process to develop a policy for substantial conformance.
- A Commissioner recommended that staff evaluate proposed changes to projects against whether the Commission would vote the same way on the project with the incorporated changes. If staff did not believe the changes would affect the outcome, consider a lower level of review (i.e. building permit or substantial conformance memo).
- General Commission support for current substantial conformance review process but recognition of possible improvements.
- Most Commissioners expressed support for staff to evaluate and potentially approve more modifications through the building permit and substantial conformance review memo process

instead of as revisions to allow for more flexibility for changes that were typical of development projects (general discussion around changes to single family residential projects) and to reduce the length of review time and associated cost for changes through the use permit (or similar discretionary permit) review process, provided staff implements the guidance provided by the Planning Commission on this topic.

H. Informational Items

H1. Future Planning Commission Meeting Schedule

- Regular Meeting: September 23, 2019

Planner Perata said the September 23 agenda would have a couple of single-family residential development projects and an extension of the use permit time limit for the Off the Grid food trucks. He said they had a five-year use permit and were requesting to extend it.

- Regular Meeting: October 7, 2019
- Regular Meeting: October 21, 2019

I. Adjournment

Chair Barnes adjourned the meeting at 8:51 p.m.

Staff Liaison: Kyle Perata, Principal Planner

Recording Secretary: Brenda Bennett



STAFF REPORT

Planning Commission

Meeting Date: 9/23/2019

Staff Report Number: 19-070-PC

Consent Calendar: Architectural Control/Kevin Levingston/485 Waverley Street

Recommendation

Staff recommends that the Planning Commission approve the architectural control request to modify the exterior of an existing triplex in the R-3 (Apartment) zoning district. The proposal consists of replacing the existing board and batten siding with Hardieplank lap siding and adding new patio areas for the residences. 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 in the Linfield Oaks neighborhood, near the intersection of Waverley Street and Alma Street. The property is located in the R-3 (Apartment) district, however the immediate vicinity is comprised of properties in the R-3, R-1-U (Single Family Urban Residential), and C-1-A (Administrative and Professional) districts. The properties along Waverley Street consist of a mixture of one and two story multi-family residential buildings, mostly constructed in the ranch or craftsman architectural styles. A location map is included as Attachment B.

Analysis

Project description

The existing triplex is constructed in the ranch architectural style with board and batten siding and brick accents. The proposed project consists of updating the exterior siding materials to give the structure a more modern look and to add additional private patio space. The proposed project includes removal and replacement of existing windows. Several of the smaller windows are proposed to be replaced like for like. The larger windows on the front and right side elevations that currently extend to the floor are proposed to be replaced with windows that do not extend to the floor, and instead have a proposed sill height of two feet, seven inches. New patio walls are proposed to be constructed at the entrance to each of the two residences at the front of the triplex, which are intended to give residents more private space. The project plans and project description letter are included as attachments C and D, respectively.

Interior renovations are also being conducted, but are not subject to architectural control review by the Planning Commission. Although the structure is nonconforming with regard to the left side and rear setbacks, the nonconforming new work value does not exceed 50 percent of the value of the existing structure. Therefore the project does not require a use permit and the interior modifications have already commenced.

Design and materials

The existing structure consists of light gray board and batten siding with a brick veneer base accent on the front and right elevations, and asphalt shingle roofing. The proposed modifications to the facades would have the following characteristics:

- Change from gray board and batten siding to Hardieplank lap siding painted in a beige tone (Naturel SW).
- Reface the brick veneer with lace textured stucco painted in a brown tone (Meadow Trail SW).
- Repaint the white window and door trims in a dark grey tone (Manor House SW).
- Asphalt shingle roofing and existing doors would remain.

In addition to the modifications to the siding and trims, the applicant proposes to construct two new private patios. The patio walls would be visible from the street and would be Hardieplank lap siding with wood trim painted to match the proposed siding for the structure.

Correspondence

Staff has not received any comment letters on the proposed project.

Conclusion

Staff believes that the materials and proposed design would be compatible with the existing surrounding multi-family buildings. The proposed design elements would maintain the overall architectural character of the development while improving the visual appeal of the existing structure. 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

Disclaimer

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

Exhibits to Be Provided at Meeting

Color and Materials Board

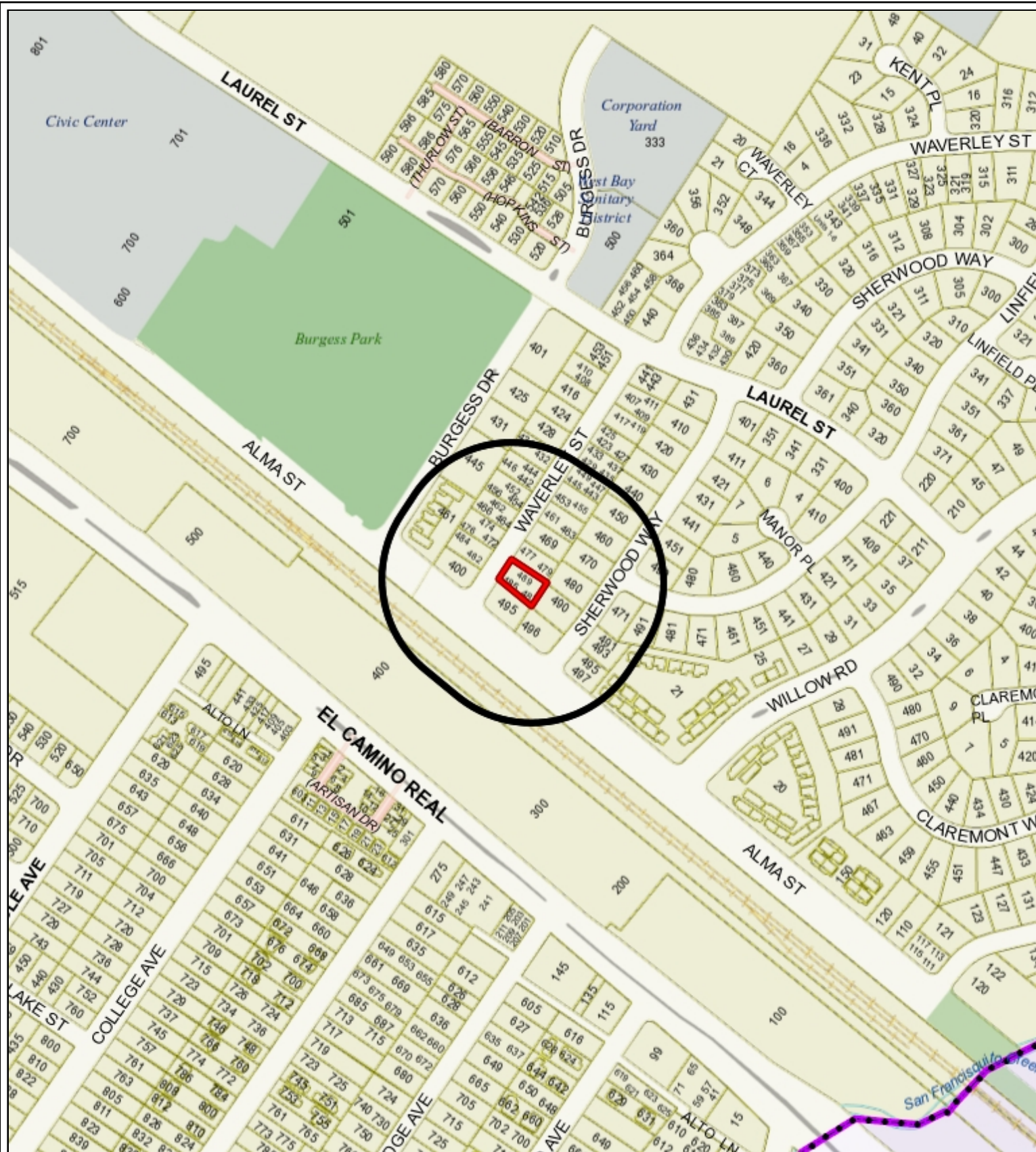
Report prepared by:
Chris Turner, Assistant Planner

Report reviewed by:
Kyle Perata, Principal Planner

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485 Waverley Street – Attachment A: Recommended Actions

LOCATION: 485 Waverley Street	PROJECT NUMBER: PLN2019-000067	APPLICANT: Kevin Levingston	OWNER: R. Tod Spieker
PROPOSAL: Request for architectural control for exterior modifications to an existing three-unit development on a parcel in the R-3 (Apartment) zoning district. The modifications include updates to the siding materials and windows.			
DECISION ENTITY: Planning Commission	DATE: September 23, 2019	ACTION: TBD	
VOTE: TBD (Barnes, Doran, Tate, Kennedy, Riggs, DeCardy)			
<p>ACTION:</p> <ol style="list-style-type: none"> 1. Make a finding that the project is categorically exempt under Class 1 (Section 15301, “Existing Facilities”) of the current California Environmental Quality Act (CEQA) Guidelines. 2. Adopt the following findings, as per Section 16.68.020 of the Zoning Ordinance, pertaining to architectural control approval: <ol style="list-style-type: none"> a. The general appearance of the structure is in keeping with the character of the neighborhood. b. The development will not be detrimental to the harmonious and orderly growth of the City. c. The development will not impair the desirability of investment or occupation in the neighborhood. d. The development provides adequate parking as required in all applicable City Ordinances and has made adequate provisions for access to such parking. e. The property is not within any Specific Plan area, and as such no finding regarding consistency is required to be made. 3. Approve the architectural control subject to the following standard conditions: <ol style="list-style-type: none"> a. Development of the project shall be substantially in conformance with the plans prepared by Edwin Bruce Associates, consisting of 6 plan sheets, dated received September 18, 2019, and approved by the Planning Commission on September 23, 2019, 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. 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. e. Heritage trees in the vicinity of the construction project shall be protected pursuant to the Heritage Tree Ordinance. 			



CITY OF
MENLO PARK

City of Menlo Park
Location Map
485 Waverley Street



Scale: 1:4,000

Drawn By: CRT

Checked By: KTP

Date: 9/23/2019

Sheet: 1

485 Waverley Apts. EXTERIOR IMPROVEMENTS

485 WAVERLEY STREET
MENLO PARK CA 94025

CONSULTANTS

ARCHITECT:
EDWIN BRUCE ASSOCIATES ARCHITECTS
TEL: 408.995.5701
1625 THE ALAMEDA, SUITE 610, SAN JOSE, CA 95126

PROJECT SCOPE

THE PROJECT SCOPE IS TO ATTAIN A PERMIT FOR WINDOW REPLACEMENTS WITH NEW RETROFIT DOUBLE GLAZED WINDOWS, NEW PATIOS FOR TWO UNITS, INSTALLING STUCCO WAINSCOTING OVER EXISTING BRICK VENEER SIDING AND TO REMOVE EXISTING BATTENS ON THE EXTERIOR WALLS AND REPLACE WITH HARDIEPLANK LAP SIDING.

PROJECT INFORMATION

PROJECT NAME: 485 WAVERLEY STREET EXTERIOR IMPROVEMENTS

ADDRESS: 485 WAVERLEY STREET MENLO PARK, CA - 94025

APN: 062404130

ZONING: R3 - RESIDENTIAL MEDIUM DENSITY

OCCUPANCY GROUP: R-2

TYPE OF CONSTRUCTION: V-B

NO CHANGE TO AREA SQ.FTG

CODES:

- 2016 CALIFORNIA FIRE CODE
- 2016 CALIFORNIA BUILDING CODE
- 2016 CALIFORNIA EXISTING BUILDING CODE
- 2016 CALIFORNIA ELECTRICAL CODE
- 2016 CALIFORNIA MECHANICAL CODE
- 2016 CALIFORNIA PLUMBING CODE
- 2016 CALIFORNIA GREEN BUILDING CODE
- 2016 CALIFORNIA RESIDENTIAL CODE
- 2016 BUILDING ENERGY EFFICIENCY CODE

INCLUDING AMENDMENTS BY THE CITY OF MENLO PARK

SITE ANALYSIS

ZONING: R3

LOT AREA: 7366 S.F.

LAND COVERED BY STRUCTURES:

- [E] APARTMENT UNITS + [E] GARAGE = 42%
- [E] LANDSCAPING: 39.0%
- [E] PAVED SURFACES: 19.0%
- [E] PARKING SPACES: 3 COVERED

NO CHANGES PROPOSED TO FLOOR AREA, PAVED AREA AND PARKING.

ALL GRADES TO REMAIN NATURAL.

DRAWING INDEX

ARCHITECTURAL

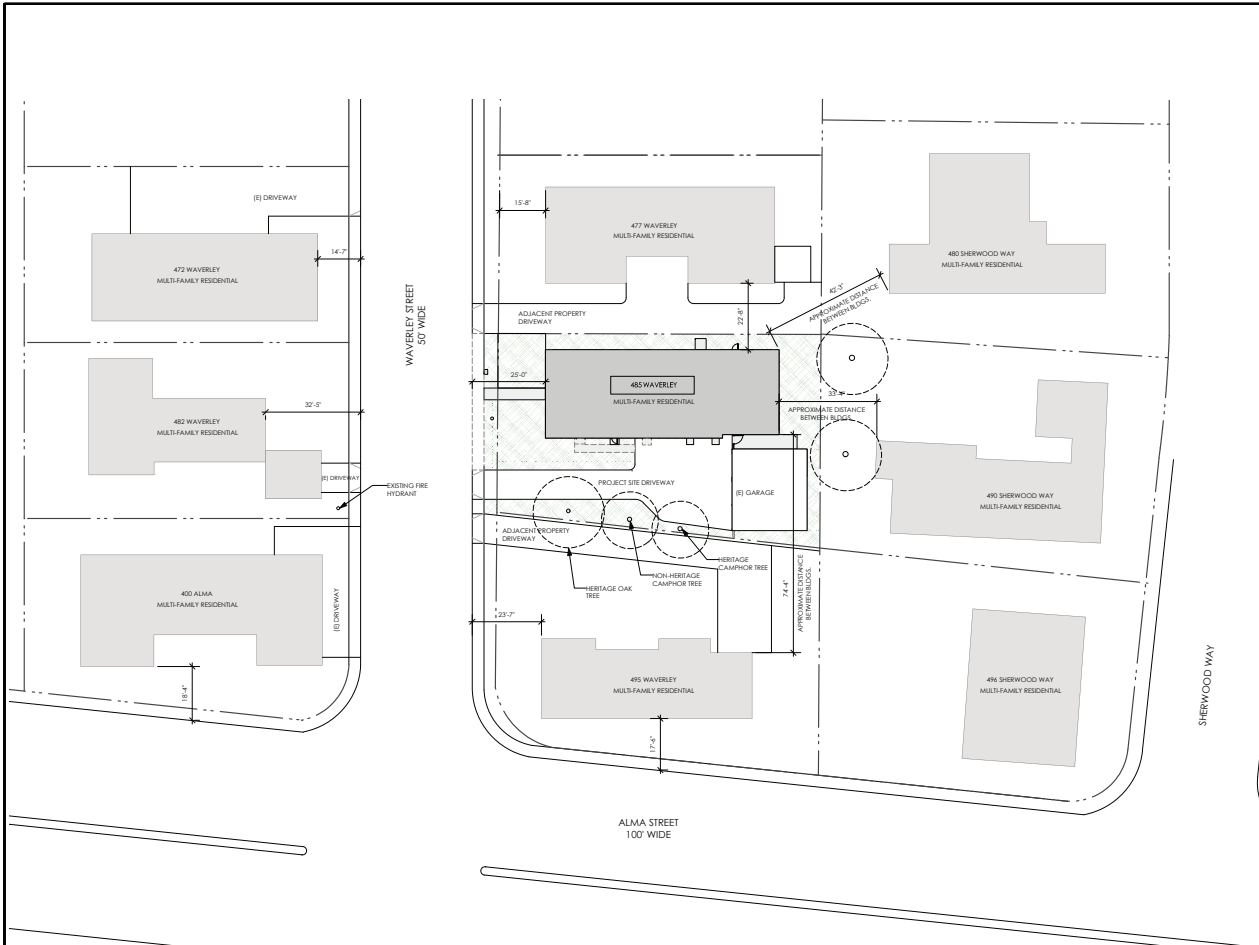
- A-1.0 PROJECT INFORMATION, AREA PLAN, STREETScape
- A-2.0 SITE PLANS
- A-3.0 EXISTING/DEMO ELEVATIONS
- A-4.0 PROPOSED ELEVATIONS
- A-5.0 NON-CONFORMING STRUCTURE NEW WORK VALUE CALCULATION
- A-6.0 BMP CONSTRUCTION FACTSHEET



LOCATION MAP
SCALE = N.T.S.



AERIAL VIEW
SCALE = N.T.S.



NOTES ABOUT FRONTAGE IMPROVEMENT:

1. ANY FRONTAGE IMPROVEMENTS WHICH ARE DAMAGED AS A RESULT OF CONSTRUCTION WILL BE REQUIRED TO BE REPLACED. ALL FRONTAGE IMPROVEMENT WORK SHALL BE IN ACCORDANCE WITH THE LATEST VERSION OF THE CITY STANDARD DETAILS.
2. AN ENCROACHMENT PERMIT FROM THE ENGINEERING DIVISION IS REQUIRED PRIOR TO ANY CONSTRUCTION ACTIVITIES, INCLUDING UTILITY LATERALS, IN THE PUBLIC RIGHT OF WAY.

1 AREA PLAN
1" = 20'-0"



2 N.T.S. PHOTO OF EXISTING FRONT FACADE



3 1/16" = 1'-0" STREETScape - WAVERLEY STREET

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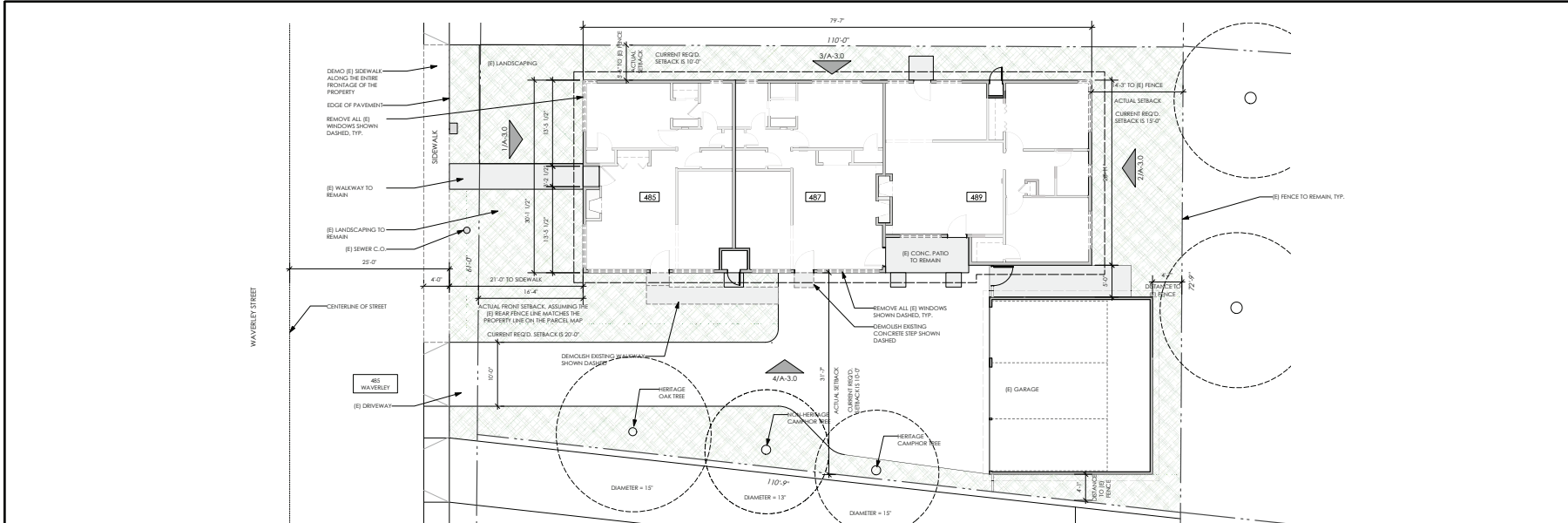
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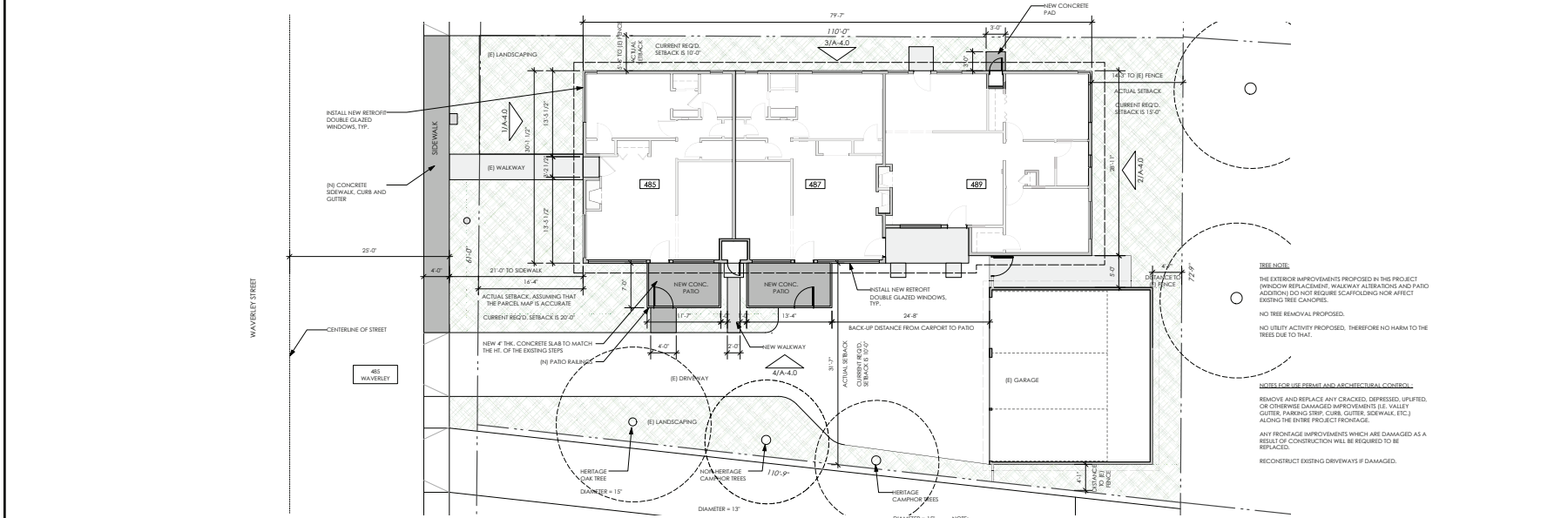
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485 WAVERLEY STREET
MENLO PARK, CA - 94025

DATE: 7.19.19
DRAWN: CL, GG
JOB NO: 1916

A-1.0



1 BEFORE/DEMO SITE PLAN
1/8" = 1'-0"



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

TREE NOTE:
THE EXTERIOR IMPROVEMENTS PROPOSED IN THIS PROJECT (WINDOW REPLACEMENT, WALKWAY ALTERATIONS AND PATIO ADDITION) DO NOT REQUIRE SCAPOLPING NOR AFFECT EXISTING TREE CANOPIES.
NO TREE REMOVAL PROPOSED.
NO UTILITY ACTIVITY PROPOSED, THEREFORE NO HARM TO THE TREES DUE TO THAT.

NOTES FOR USE PERMIT AND ARCHITECTURAL CONTROL:
REMOVE AND REPLACE ANY CRACKED, DEPRESSED, UPLIFTED OR OTHERWISE DAMAGED IMPROVEMENTS (I.E. VALLEY GUTTER, PARKING STRIP, CURB, GUTTER, SIDEWALK, ETC.) ALONG THE ENTIRE PROJECT FRONTAGE.
ANY FRONTAGE IMPROVEMENTS WHICH ARE DAMAGED AS A RESULT OF CONSTRUCTION WILL BE REQUIRED TO BE RECONSTRUCTED EXISTING DRIVEWAYS IF DAMAGED.

NOTE:
THE HERITAGE TREES ARE AWAY FROM THE BUILDING AND NO CONSTRUCTION WORK IS TO BE PERFORMED WITHIN 13'-0" OF EITHER TREE.
SEE BOTANICAL MANAGER:
ENSURE THAT THE CONSTRUCTION ACTIVITY ON THE SITE DOES NOT AFFECT THE HEALTH OF THE TREES NOR CAUSES THEIR REMOVAL.
ENSURE THAT THE TREES RECEIVE WATER AND PRUNING AS REQUIRED AND ARE PROTECTED FROM ANY HAZARD.

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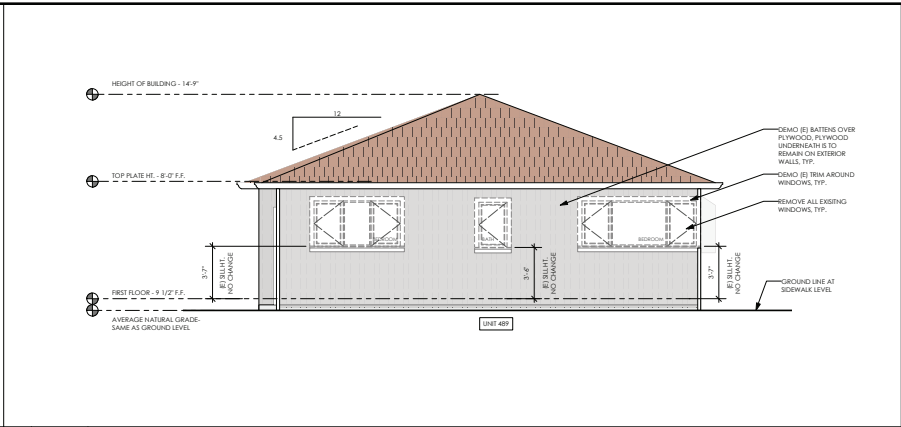
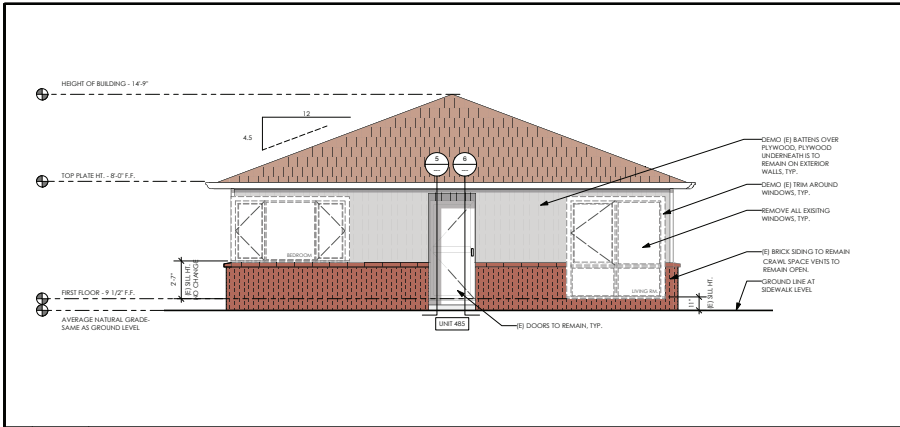
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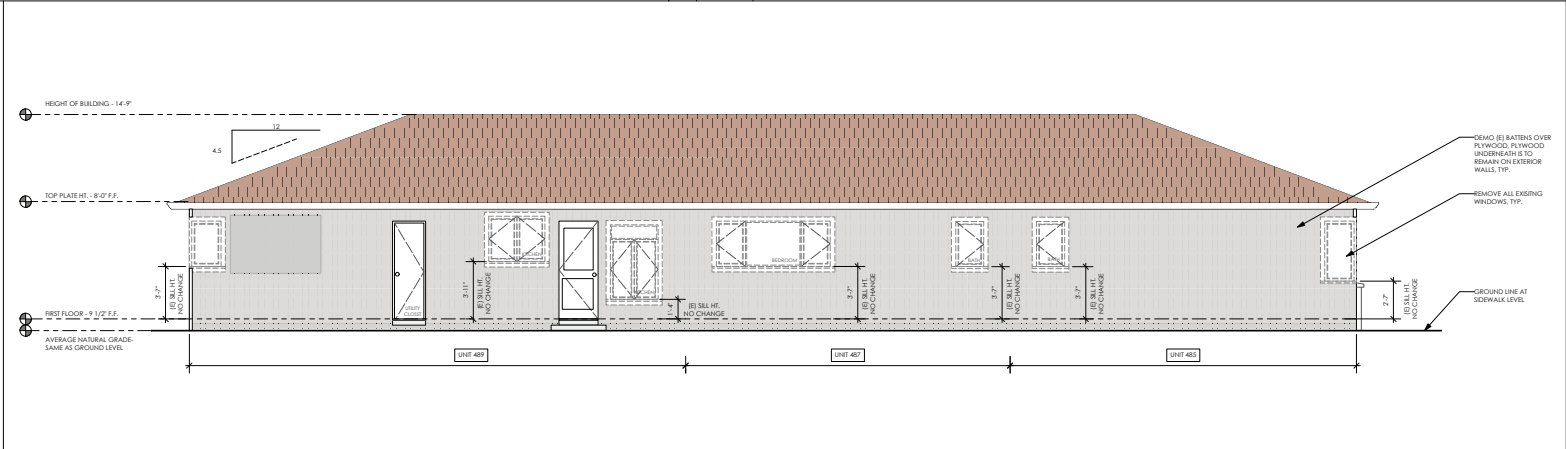
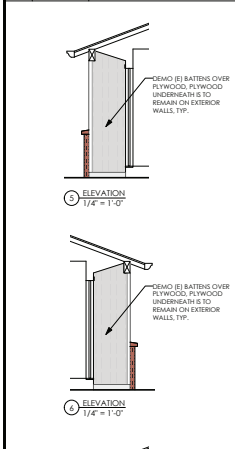
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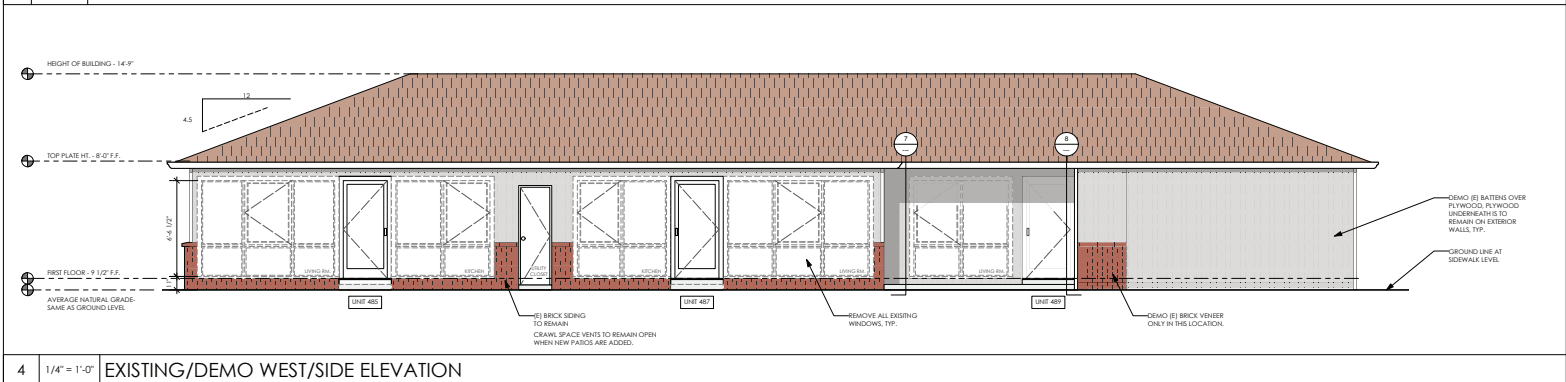
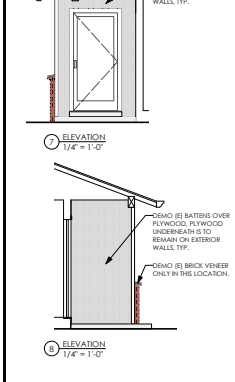
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2 1/4" = 1'-0" EXISTING/DEMO SOUTH/REAR ELEVATION



3 1/4" = 1'-0" EXISTING/DEMO EAST/SIDE ELEVATION

4 1/4" = 1'-0" EXISTING/DEMO WEST/SIDE ELEVATION



5 1/4" = 1'-0" EXISTING/DEMO WEST/SIDE ELEVATION

6 1/4" = 1'-0" EXISTING/DEMO WEST/SIDE ELEVATION

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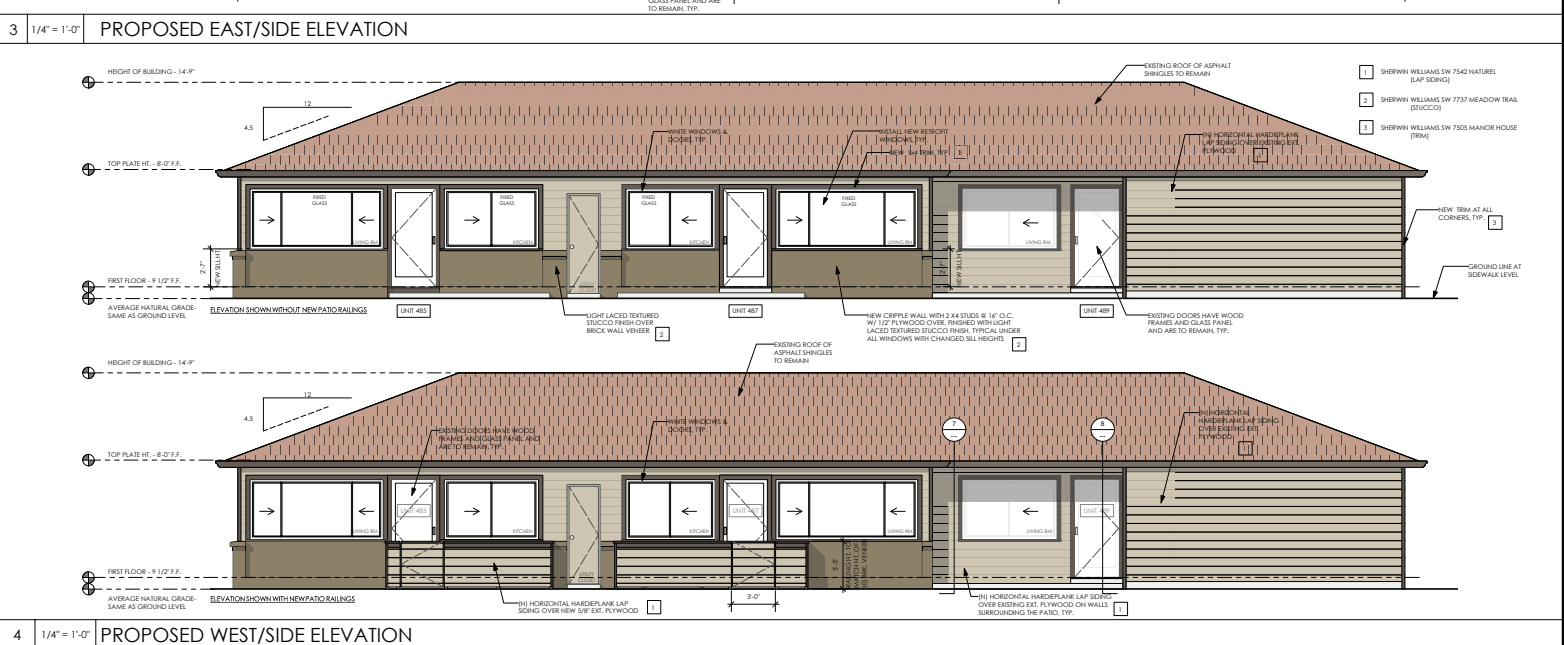
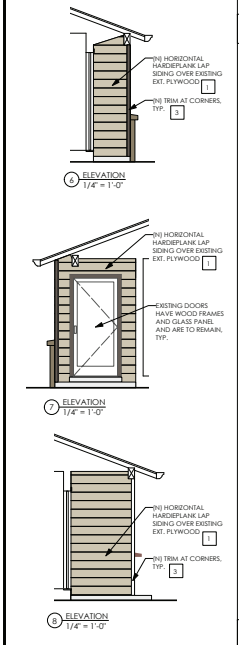
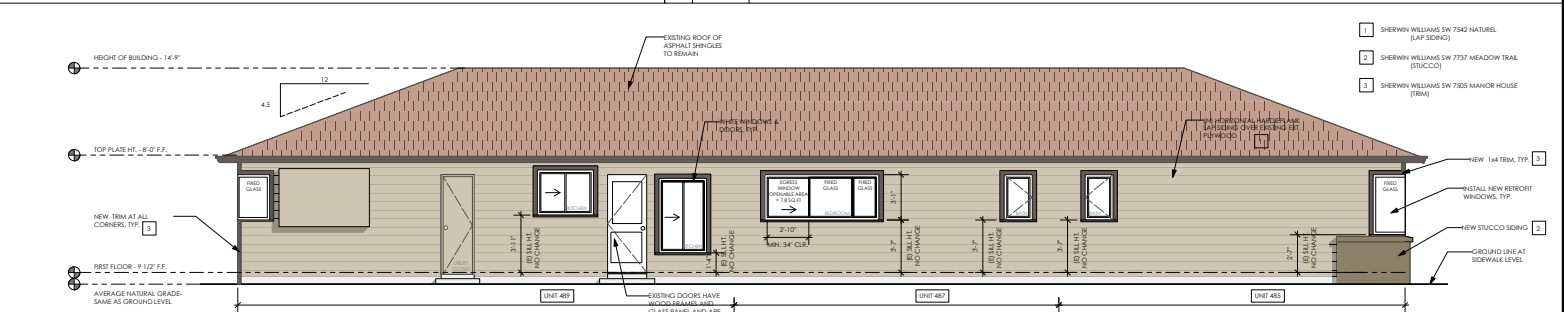
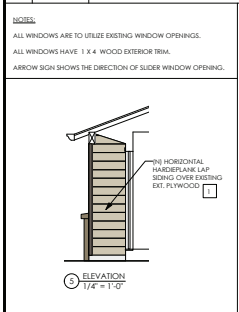
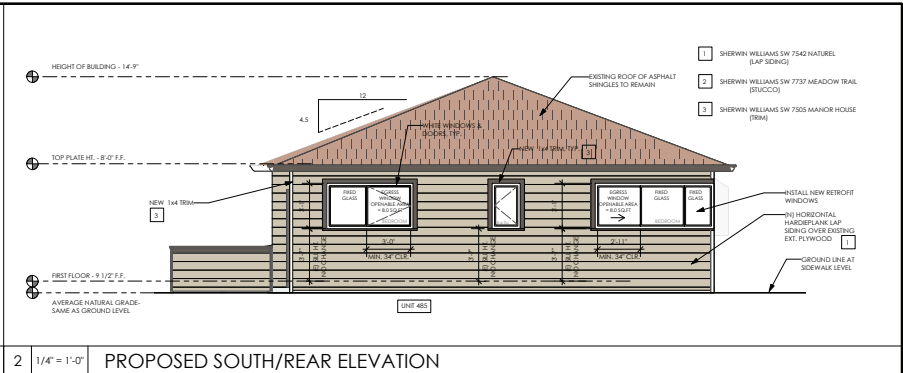
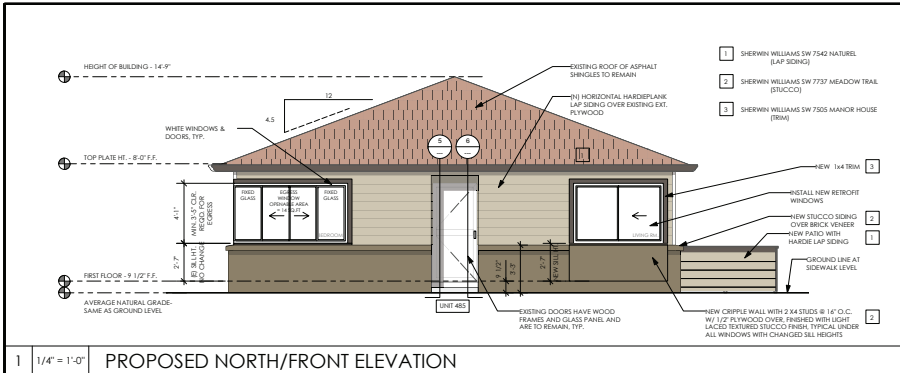
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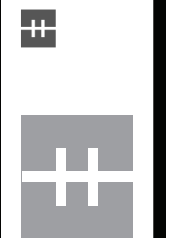
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MENLO PARK, CA - 94025

DATE 7.19.19
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A-4.0

NONCONFORMING STRUCTURE - NEW WORK VALUE CALCULATION

Address: 485 Waverley St., Menlo Park, CA-94025

Case No.:

50% of Existing Value \$229,800.00
75% of Existing Value \$344,700.00

Value of Proposed Project \$212,830.00 46%

Existing Development

Non-Conforming Structure Type	Square Footage	Construction Cost	Existing Value
Existing 1st floor	2298	x 200	\$459,600.00
Existing 2nd floor	0	x 200	\$0.00
Existing Basement	0	x 200	\$0.00
Existing Garage	0	x 70	\$0.00
Total	2298		\$459,600.00

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

THE GARAGE IS A SEPARATE STRUCTURE AND HENCE NOT ADDED TO CALCULATE THE EXISTING VALUE.

Proposed Development

Proposed Development Type	Square Footage	Construction Cost	Development Value
Category 1: New square footage (areas of new foundation and/or wall framing) - N/A			
1st Floor Addition	0	x \$200/Sq Ft	\$0.00
2nd Floor Addition	0	x \$200/Sq Ft	\$0.00
Basement Floor Addition	0	x \$200/Sq Ft	\$0.00
Garage Addition	0	x \$70/Sq Ft	\$0.00

THE VALUE CALCULATIONS SHOWN IN THIS CATEGORY (2) HAVE BEEN SUBMITTED WITH THE PERMIT APPLICATION FOR THE INTERIOR REMODEL IN APRIL '19. WE HAVE REPEATED THEM HERE TO SHOW HOW MUCH THE TOTAL COST IS, AFTER ADDING THE EXTERIOR REMODEL COSTS.

Category 2: Remodel of existing square footage (foundation and wall framing are both retained)

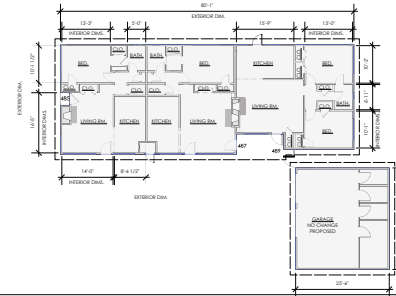
Note: Square footage measurements are taken to full extent of any room with any interior modifications. When the use of a room is changing, the proposed use should be used for this calculation.

Remodel of Kitchen	429	x \$130.00 /sq ft.	\$55,770.00
Remodel of Bathrooms	120	x \$130.00 /sq ft.	\$15,600.00
Remodel of Other Living Areas	954	x \$100.00 /sq ft.	\$95,400.00
Remodel of Garage	0	x \$35.00 /sq ft.	\$0.00
Subtotal			\$166,770.00

Category 3: Exterior modifications to existing structure

Window and exterior door replacements are included in areas remodeled and accounted for in Category 2. New roofs and new siding on existing portions of the structure are not included in Category 2 or Category 1 and should be accounted for using the calculation below:

New Roof Structure Over Existing Sq. Ft.	0	x \$50/Sq Ft	\$0.00
Replacement of Existing Windows/Exterior Doors	146	x \$35/Sq Ft	\$5,110.00
Replacement of Existing Siding	1170	x \$35/Sq Ft	\$40,950.00
Subtotal			\$46,060.00
Total	1316		\$212,830.00

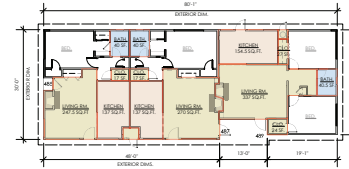


THE EXISTING NON-CONFORMING STRUCTURE IS A ONE STORY BUILDING WITH TOTAL 3 LEVELS.
TOTAL EXISTING SQUARE FOOTAGE
= EXISTING 1ST FLOOR - EXISTING GARAGE
= 2298 + 708 SQ.FT.
= 3006 SQ.FT.

1 1/16" = 1'-0" EXISTING FIRST FLOOR PLAN FOR VALUE CALCULATIONS FOR INTERIOR REMODELING AS PART OF AN EXISTING BUILDING PERMIT - FOR REFERENCE ONLY

LEGEND

- AREA WITHIN THE LINE IS BEING REMODELLED
- KITCHENS: 429 SQ.FT. FOR 3 UNITS
- BATHROOMS: 120 SQ.FT. FOR 3 UNITS
- OTHER LIVING AREAS: 954 SQ.FT. FOR 3 UNITS INCLUDING CLOSET SPACES AND UTILITY CLOSETS

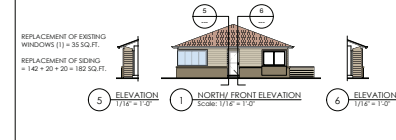
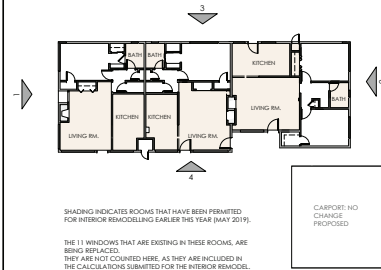


FLOOR AREAS WHERE RED LINES ARE CALCULATED

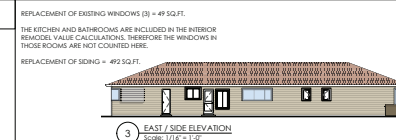
ROOM	AREA	UNIT	UNIT PRICE	TOTAL PRICE
KITCHEN	137 SQ.FT.	137	\$130.00	\$17,810.00
BATH	40 SQ.FT.	40	\$130.00	\$5,200.00
LIVING ROOM	288 SQ.FT.	288	\$100.00	\$28,800.00
UTILITY CLOSETS	177 SQ.FT.	177	\$20.00	\$3,540.00
TOTAL				\$55,350.00

TOTAL AREA TO BE REMODELLED = 1490 SQ.FT.
[B4-CATEGORY2 REMODEL OF EXISTING SQUARE FOOTAGE]

2 1/16" = 1'-0" PROPOSED FIRST FLOOR PLAN FOR VALUE CALCULATIONS FOR INTERIOR REMODELING AS PART OF AN EXISTING BUILDING PERMIT - FOR REFERENCE ONLY



3 1/16" = 1'-0" PROPOSED FIRST FLOOR PLAN FOR VALUE CALCULATIONS



EXT. MODIFICATION	SQ. FT.	COST	TOTAL
REPLACEMENT OF WINDOWS	35 SQ.FT.	\$1 / SQ.FT.	\$35.00
	45 SQ.FT.	\$2 / SQ.FT.	\$90.00
	49 SQ.FT.	\$1 / SQ.FT.	\$49.00
	-	-	-
REPLACEMENT OF SIDING	146 SQ.FT.	\$1 / SQ.FT.	\$146.00
	105 SQ.FT.	\$2 / SQ.FT.	\$210.00
	49 SQ.FT.	\$1 / SQ.FT.	\$49.00
	39 SQ.FT.	\$1 / SQ.FT.	\$39.00
TOTAL			\$46,060.00

THE EXISTING NON-CONFORMING STRUCTURE IS A ONE STORY BUILDING WITH TOTAL 3 LEVELS.
TOTAL SURFACE AREA TO BE REMODELLED = 146 + 1170 = 1316 SQ. FT.
[CATEGORY 3: EXTERIOR MODIFICATIONS TO EXISTING STRUCTURES]

5 - CALCULATIONS

4 1/16" = 1'-0" PROPOSED ELEVATIONS FOR VALUE CALCULATIONS





Construction Best Management Practices (BMPs)

Construction projects are required to implement the stormwater best management practices (BMP) on this page, as they apply to your project, all year long.

Materials & Waste Management



- Non-Hazardous Materials:
 - Store and store materials of steel, dirt or other construction material with tarp when rain is forecast or if not actively being used within 14 days.
 - Use (but don't overuse) recycled water for dust control.

- Hazardous Materials:
 - Label all hazardous materials and hazardous wastes (such as pesticides, paints, thinners, solvents, fuel, oil, and antifreeze) in accordance with the county, state and federal regulations.
 - Store hazardous materials and wastes in water-tight containers, store in appropriate secondary containment, and cover them at the end of every work day or during wet weather or when rain is forecast.
 - Follow manufacturer's application instructions for hazardous materials and be careful not to use more than necessary. Do not apply chemicals outdoors when rain is forecast within 24 hours.
 - Arrange for appropriate disposal of all hazardous wastes.

- Waste Management:
 - Cover waste disposal containers securely with tarps at the end of every work day and during wet weather.
 - Check waste disposal containers frequently for leaks and to make sure they are not overfilled. Never hose down a dumpster on the construction site.
 - Close and replace portable toilets, and inspect them frequently for leaks and spills.
 - Dispose of all wastes and debris properly. Recycle materials and wastes that can be recycled (such as rebar, concrete, aggregate, brick, masonry, wood, gyp board, pipe, etc.).
 - Dispose of liquid residues from paints, thinners, solvents, glues, and cleaning fluids in hazardous waste.

- Construction Entrance and Paving:
 - Establish and maintain effective perimeter controls and subdivide all construction entrances and exits to sufficiently control erosion and sediment discharges from site and tracking off site.
 - Keep or vacuum any street tracking immediately and secure sufficient source to prevent further tracking. Never hose down streets to clean up tracking.

Equipment Management & Spill Control



- Maintenance and Parking:
 - Designate an area, lined with appropriate BMPs, for vehicle and equipment parking and storage.
 - Perform major maintenance, repair jobs, and vehicle and equipment washing, off-site.
 - If refueling or vehicle maintenance must be done onsite, work in a hatched area away from storm drains and use a drip pan or drip cloth big enough to collect fluids. Recycle or dispose of fluids as hazardous waste.
 - If vehicle or equipment cleaning must be done onsite, clean with water only in a hatched area that will not allow rinse water to run into gutters, streets, storm drains or surface waters.
 - Do not clean vehicle or equipment onsite using soaps, solvents, degreasers, or steam cleaning equipment.

- Spill Prevention and Control:
 - Keep spill cleanup materials (e.g., rags, absorbents and cat litter) available at the construction site at all times.
 - Inspect vehicle and equipment frequently for and repair leaks promptly. Use drip pans to catch leaks until repairs are made.
 - Close up spills or leaks immediately and dispose of cleanup materials properly.
 - Do not hose down surfaces where fluids have spilled. Use dry cleaning methods (absorbent materials, cat litter, and rags).
 - Cover up spilled dry materials immediately. Do not try to wash them away with water or hazy them.
 - Close up spills on dirt areas by dragging and properly disposing of contaminants left.
 - Report significant spills immediately. You are required by law to report all significant releases of hazardous materials, including oil. To report a spill: 1) 242-911 or your local emergency response number; 2) Call the Governor's Office of Emergency Services/Warning Center, (800) 452-7550 (24 hours).

Earthmoving



- Schedule grading and excavation work during dry weather.
- Stabilize all denuded areas, treated and maintain temporary erosion controls (such as erosion control fabric or biodegradable straw) and vegetation is established.
- Remove existing vegetation only when absolutely necessary, and seed or plant vegetation for erosion control on slopes or where construction is not immediately planned.
- Prevent sediment from migrating off-site and prevent storm drain clogs by mounds, ditches, and drainage covers by installing and maintaining appropriate BMPs, such as filter socks, silt fences, sediment basins, graded bags, berms, etc.
- Keep excavated soil on site and transfer it to dump trucks or site, not to the streets.

Paving/Asphalt Work



- Asphalt paving and seal coating is wet weather or when rain is forecast, to prevent materials that have not cured from contacting stormwater runoff.
- Cover storm drain inlets and manholes when applying seal coat, tack coat, slurry seal, hot seal, etc.
- Collect and recycle or appropriately dispose of excess aggregate or seal.
- Do not use water to wash down fresh asphalt concrete pavement.

- Sealing Asphalt/Concrete Removal:
 - Prevent nearby storm drain inlets when seal coating. Use filter fabric, catch basin inlet filters, or gravel bags to keep slurry out of the storm drain system.
 - Shovel, absorb, or vacuum seal-coat slurry and dispose of all waste as soon as you are finished in one location or at the end of each work day (whichever is sooner).
 - If excess slurry enters a catch basin, clean it up immediately.

- Contaminated Soils:
 - If any of the following conditions are observed, test for contamination and contact the Regional Water Quality Control Board:
 - Unusual soil conditions, discoloration, or odor.
 - Absorbed underground tanks.
 - Absorbed wells.
 - Braked barrels, debris, or trash.

Concrete, Grout & Mortar Application



- Store concrete, grout, and mortar away from storm drains or water ways, and fill pallets under cover to prevent drift from bins, stored, and used.
- Cover storm drain inlets and manholes when applying seal coat, tack coat, slurry seal, hot seal, etc.
- Collect and recycle or appropriately dispose of excess aggregate or seal.
- Do not use water to wash down fresh asphalt concrete pavement.
- When washing exposed aggregate, prevent washwater from entering storm drains. Block any drains and vacuum gutters, hose washwater into dirt areas, or drain onto a hatched surface to be pumped and disposed of properly.

Landscaping



- Prevent stockpiled landscaping materials from wind and rain by storing them under tarps all year round.
- Stack bagged material on pallets and under cover.
- Discontinue application of any readily leachable material within 2 days before a forecast rain event or during wet weather.

Painting & Paint Removal



- Never clean brushes or trim paint containers into a street, gutter, storm drain, or stream.
- For water-based paints, paint our brushes in the street possible, and rinse into a drain that goes to the sanitary sewer. Never pour paint down a storm drain.
- For oil-based paints, paint our brushes to the extent possible and clean with filter or solvent in a proper container. Filter and reuse thinners and solvents. Dispose of excess liquids in hazardous waste.
- Paint, chips and dust from non-hazardous dry stripping and sand blasting may be swept up or collected in plastic drip cloths and disposed of in trash.
- Chemical paint stripping residue and chips and dust from mortar joints or joints containing lead, mercury, or thallium may be disposed of as hazardous waste. Lead based paint removal requires a state-certified contractor.

De-watering



- Discharges of groundwater or captured runoff from dewatering operations must be properly managed and disposed. When possible, direct dewatering discharge to landscaped areas or sanitary sewer. If discharged to the sanitary sewer all year local wastewater treatment plant.
- Direct return water from ditches away from all disturbed areas.
- When dewatering, notify and obtain approval from the local municipality before discharging water to a street gutter or storm drain. Filtration or diversion through a basin, tank, or sediment trap may be required.
- In areas of known or suspected contamination, call your local agency to determine whether the ground water must be tested. Proper groundwater may need to be collected and hauled off-site for treatment and proper disposal.

1 N.T.S.

BEST MANAGEMENT PRACTICES CONSTRUCTION FACTSHEET

Storm drain polluters may be liable for fines of up to \$10,000 per day!

EDWIN BRUCE ASSOCIATES
All design drawings, and written technical specifications, reports, cost estimates, and construction documents are the property of the Architect. No part of these documents may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, without the written consent of the Architect. Equipment manufacturers and others who are mentioned in drawings and specifications are not responsible for the accuracy of the information provided. Use is restricted to the project for which they were prepared.

Edwin Bruce Associates
ARCHITECTS AIA
1425 Third Alameda, Suite 410, San Jose, California 95114
T: 408.995.5701 F: 408.995.5702 website: www.edwinbruce.com



485 WAVERLEY ST.
EXTERIOR IMPROVEMENTS
485 WAVERLEY STREET
MENLO PARK, CA 94025

DATE 7.19.19

DRAWN CL, GG

JOB NO 1914

A-6.0

ATTACHMENT D

1625 The Alameda
Suite 610
San Jose, CA 95126
T 408.995.5701
F 408.995.5022

www.edwinbruce.com



July 12, 2019

Planning Staff
Development Permit Application for the
City of Menlo Park, CA

RE: 485 Waverley St., Menlo Park, CA - 94025

PROJECT DESCRIPTION:

As part of the Planning permit application for this project, the following is a letter describing the project in detail with the scope of the work and the materials.

The project is an effort to update a few exterior components of the existing one floor apartment building. The purpose is to refresh the building and make it more a more attractive and desirable place for the residents. It includes the following major changes:

Window replacements with new retrofit double glazed windows, new patios for two units, installing stucco wainscoting over existing brick veneer siding and to remove existing battens on the exterior walls and replace with Hardie plank lap siding .

The existing use is to remain as originally permitted and there is no change to the area, size, parking, or volume of the building.

Sincerely,



Edwin G. Bruce, AIA, LEED AP
Architect



STAFF REPORT

Planning Commission

Meeting Date: 9/23/2019
Staff Report Number: 19-071-PC

Public Hearing: Use Permit Revision/Sepideh Agah/
1655 Magnolia Court

Recommendation

Staff recommends that the Planning Commission approve a request for a use permit revision to modify the approved exterior siding, from a combination of stucco and wood siding to all wood siding, on a new two-story single-family residence located in the R-1-S (Single Family Suburban Residential) zoning district. The previous use permit was approved by the Planning Commission in May 2018. The recommended actions are included in Attachment A.

Policy Issues

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

Background

Site location

The project site is located at 1655 Magnolia Court in the West Menlo neighborhood, at the intersection of Magnolia Street and Oakdell Drive. All parcels in the immediate vicinity are in the R-1-S district. All the existing houses on Magnolia Court are one-story ranch style homes. However, a mix of one and two-story residences with varying architectural styles can be found along Oakdell Drive and Magnolia Street, including several houses with all wood siding. A location map is included as Attachment B.

Previous Planning Commission review

On May 7, 2018 the Planning Commission approved a use permit to demolish an existing one-story residence and construct a new two-story residence on a substandard lot with regard to minimum lot width in the R-1-S (Single Family Suburban Residential) zoning district. The Planning Commission was supportive of the project, noting that potential privacy issues had been carefully thought out and mitigated with the existing trees on the property, however there was relatively little discussion of siding materials. The Commission approved the project unanimously. Links to the staff report and minutes for the May 7, 2018 Planning Commission meeting are included as Attachment C and D, respectively.

Analysis

Project description

The applicant is requesting a use permit revision to make changes to the approved exterior siding, from a combination of stucco and wood siding to all wood siding. No modifications to the design of the structure are being proposed at this time, and the residence would maintain the approved building coverage and floor area. A data table summarizing parcel and project attributes is included as Attachment E. In addition to the modification to the siding, the applicant proposes to remove one window from the right side elevation on the second floor. The applicant states that the modifications are being requested because they feel the stucco siding is not in keeping with the character of the neighborhood and they want their home to be more harmonious with the surrounding residences. The omission of the right side second story window is being requested to allow more privacy for the neighbors. The project description letter and project plans are included as Attachment G and H, respectively.

Staff evaluated the proposed modifications and determined that this comprehensive change would not be in substantial conformance with the previously approved project and requires a use permit revision be reviewed by the Planning Commission. Based on the Planning Commission's discussion at its September 9, 2019 meeting on the substantial conformance review process, it is possible that changes of this magnitude in the future could be reviewed through a substantial conformance memo to the Planning Commission or determined to be in substantial conformance with the approval at the staff level (building permit only review) based on the extent of the changes and if the proposed changes would affect an integral aspect of the project based on the Planning Commission's discussion at the meeting.

Design and materials

The applicant states that the residence would maintain the structural design of the original approval, as it is already under construction and the footprint is not proposed to be modified. The approved stucco and wood siding would be changed to all wood siding. The siding on the first story is proposed to be horizontal, while the second-story siding is proposed to be vertical, giving the structure some variation, but transforming the aesthetic character of the residence into a traditional farmhouse style from a more contemporary aesthetic. The roofing material is proposed to remain standing seam metal as originally approved.

Trees and landscaping

There were several heritage trees that were assessed at the time of the original approval. The applicant was issued a heritage tree removal permit prior to submitting the original use permit application for the removal of one heritage mulberry tree that was in poor health. The replacement red sunset tree was incorporated into the use permit plans with all other heritage trees to remain and be protected per the Heritage Tree Ordinance. No modifications to the approved landscaping plan are proposed at this time.

Correspondence

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

Conclusion

Staff believes the proposed modifications would not change the neighborhood compatibility of the previously-approved residence. Staff believes that with proposed revisions to the exterior siding materials and the removal of one window, the architectural style of the approved residence would remain generally intact, continue to be attractive, and would continue to be consistent with the surrounding neighborhood. Staff recommends that the Planning Commission approve the proposed revisions to the project.

Impact on City Resources

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

Environmental Review

The project is categorically exempt under Class 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. Planning Commission staff report, May 7, 2018 -
Hyperlink: <https://www.menlopark.org/DocumentCenter/View/1655-Magnolia-Court>
- D. Planning Commission minutes, May 7, 2018 -
Hyperlink: https://www.menlopark.org/AgendaCenter/ViewFile/Minutes/_05072018-3092
- E. Data Table
- F. Project Plans
- G. Project Description Letter

Disclaimer

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

Exhibits to Be Provided at Meeting

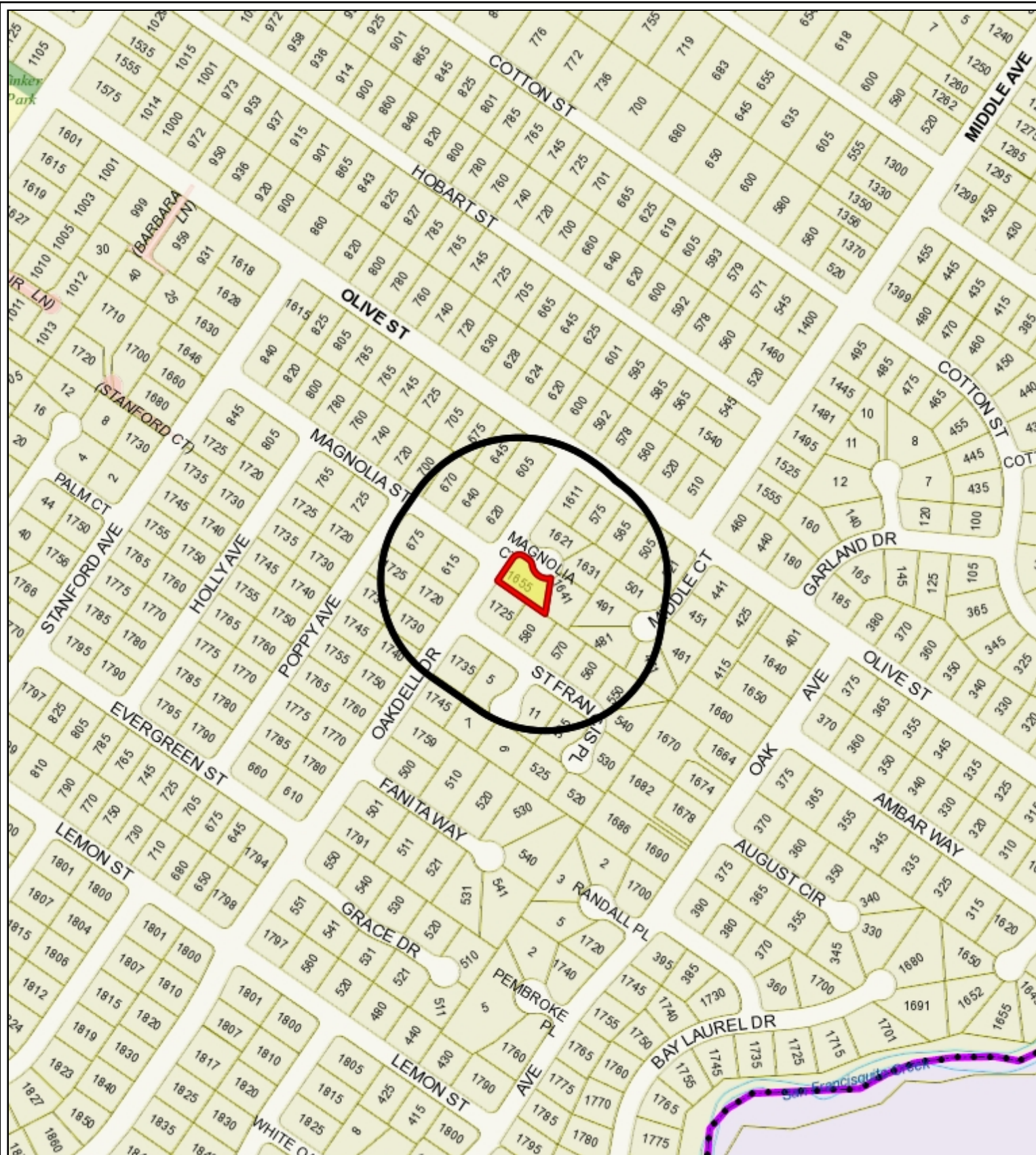
None

Report prepared by:
Chris Turner, Assistant Planner

Report reviewed by:
Kyle Perata, Principal Planner

1655 Magnolia Court – Attachment A: Recommended Actions

LOCATION: 1655 Magnolia Court	PROJECT NUMBER: PLN2019-00085	APPLICANT: Sepideh Agah	OWNERS: Sepideh Agah
REQUEST: Request for a use permit revision to modify a previously-approved new two-story residence on a substandard lot in the R-1-S (Single Family Suburban Residential) district. The requested modifications include changing the approved siding from a combination of stucco and wood siding to all wood siding, and removing a second-story window.			
DECISION ENTITY: Planning Commission	DATE: September 26, 2019	ACTION: TBD	
VOTE: TBD (Barnes, Kennedy, Doran, Riggs, Tate, DeCardy)			
ACTION:			
<ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> a. Development of the project shall be substantially in conformance with the plans prepared by Jack McCarthy Designer, Inc., consisting of 17 plan sheets, stamped received on September 17, 2019, and approved by the Planning Commission on September 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 the arborist report prepared by Advanced Tree Care dated April 7, 2018. 			



CITY OF MENLO PARK

City of Menlo Park
 Location Map
 1655 Magnolia Court



Scale: 1:4,000

Drawn By: CRT

Checked By: KTP

Date: 9/23/2019

Sheet: 1

	PROPOSED PROJECT	EXISTING DEVELOPMENT	ZONING ORDINANCE
Lot area	10,498 sf	10,498 sf	10,000.0 sf min.
Lot width	70.4 ft.	70.4 ft.	80.0 ft. min.
Lot depth	108.0 ft.	108.0 ft.	100.0 ft. min.
Setbacks			
Front	21.0 ft.	19.7 ft.	20.0 ft. min.
Rear	25.0 ft.	25.0 ft.	20.0 ft. min.
Side (left)	18.0 ft.	12.0 ft.	10.0 ft. min.
Side (right)	10.7 ft.	10.0 ft.	10.0 ft. min.
Building coverage	2,365.2 sf 22.5 %	3,147 sf 30.0 %	3,662.8 sf max. 35.0 % max.
FAL (Floor Area Limit)	3,671.0 sf	3,147.0 sf	3,666.3 sf max.
Square footage by floor	2,179.4 sf/basement 1,862.0 sf/1 st floor 1,367.9 sf/2 nd floor 441.0 sf/garage	2,865.0 sf/1 st floor 282.0 garage	
Square footage of buildings	5,850.3 sf	3,147.0 sf	
Building height	27.3 ft.	12.5 ft.	28.0 ft. max.
Parking	2 covered	1 covered	1 covered/1 uncovered
Note: Areas shown highlighted indicate a nonconforming or substandard situation.			
Trees	Heritage trees: 10	Non-Heritage trees: 0	New Trees: 1
	Heritage trees proposed for removal: 1*	Non-Heritage trees proposed for removal: 0	Total Number of Trees: 10

Agah Residence

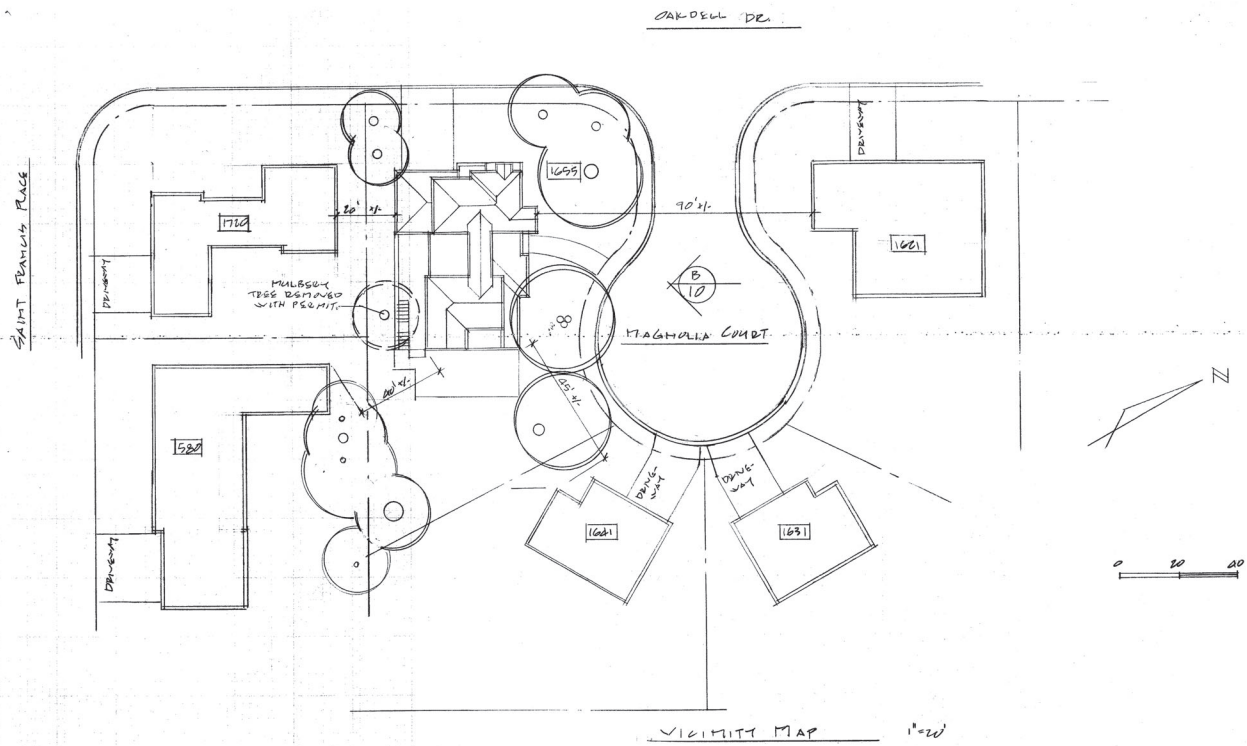
1655 Magnolia Court, Menlo Park, California

REVISIONS	BY

Agah Residence
New Structure
1655 Magnolia Court, Menlo Park, CA

Jack McCarthy Designer, Inc.
6257 Blumar Lane
San Jose California 95135 408 975-0162

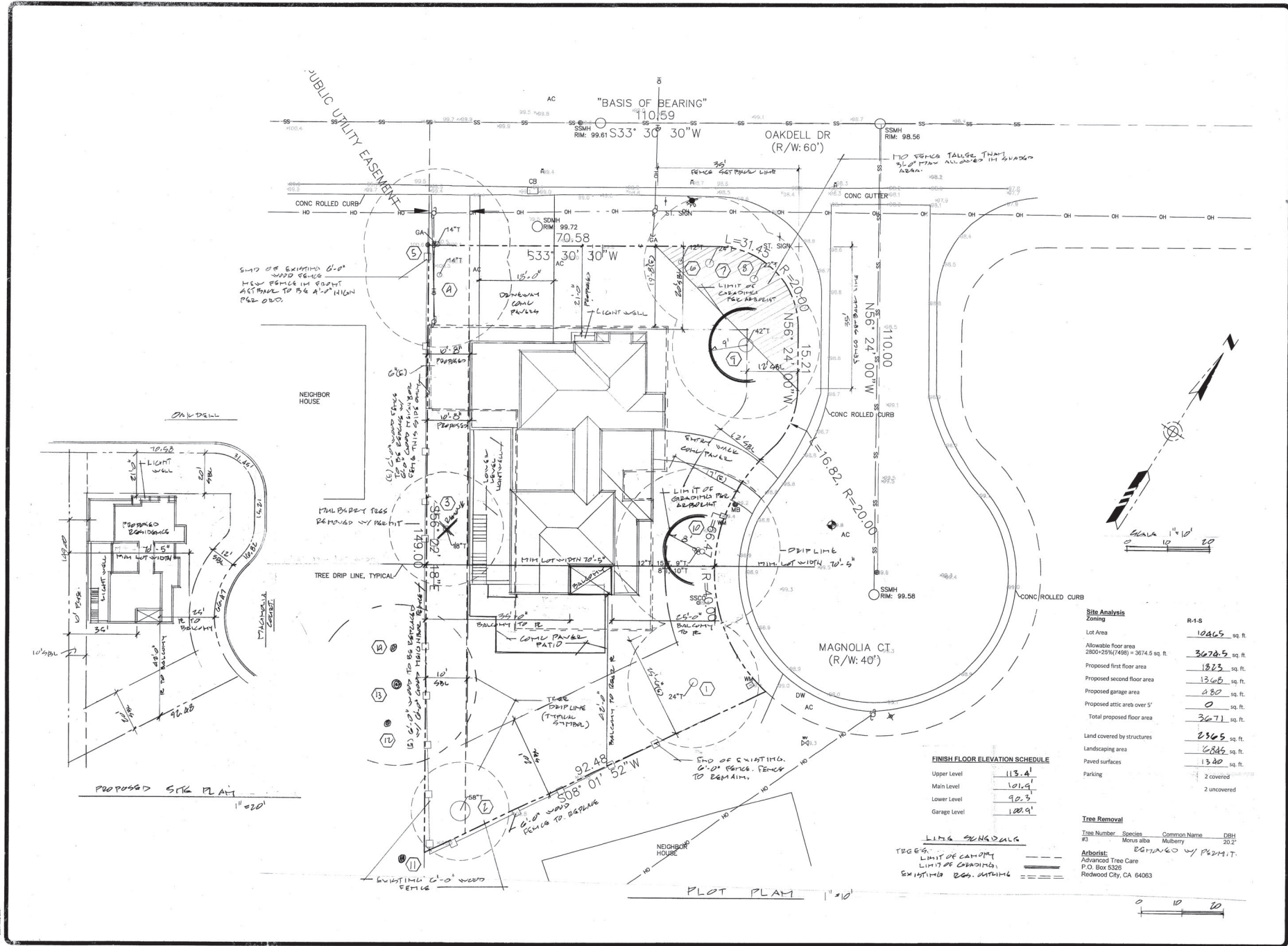
DRAWN	JMC
CHECKED	
DATE	2.18.18
SCALE	1/8"=1'-0"
JOB NO.	AGAH 17246
SHEET	
	A
OF	SHEETS



SCOPE OF WORK
Demolish a single-story, single-family residence and construct a new two-story, single-family residence with a basement on a substandard lot with regard to lot width in the R-1.5 (single-family suburban) zoning district. As part of the proposed development, one heritage mulberry tree is proposed for removal.

TABLE OF CONTENTS

SHEET	CONTENT
A	TITLE PAGE
1	PLOT PLAN
2	MAIN LEVEL FLOOR PLAN
3	UPPER LEVEL FLOOR PLAN
4	LOWER LEVEL FLOOR PLAN
5	ELEVATIONS
6	ELEVATIONS
7	ARCHITECTURAL ROOF PLAN
8	SECTIONS
9	AREA CALCULATIONS
10	VICINITY MAP, STREETSCAPES
11	EXISTING RESIDENCE FLOOR PLAN, ELEVATIONS SURVEY



END OF EXISTING 6'-0" HIGH FENCE TO REMAIN AS PER TO B4 A 4'-0" HIGH PER O.W.

NEIGHBOR HOUSE

OAKDELL

MAGNOLIA COURT

PROPOSED SITE PLAN 1"=20'

PLOT PLAN 1"=10'

Site Analysis		Zoning	
		R-1-S	
Lot Area		10465	sq. ft.
Allowable floor area	2800+25%(7488) = 3674.5 sq. ft.	3674.5	sq. ft.
Proposed first floor area		1823	sq. ft.
Proposed second floor area		1368	sq. ft.
Proposed garage area		480	sq. ft.
Proposed attic area over 5'		0	sq. ft.
Total proposed floor area		3671	sq. ft.
Land covered by structures		2365	sq. ft.
Landscaping area		6842	sq. ft.
Paved surfaces		1340	sq. ft.
Parking		2 covered	
		2 uncovered	

FINISH FLOOR ELEVATION SCHEDULE

Upper Level	113.4'
Main Level	101.9'
Lower Level	90.3'
Garage Level	102.9'

LIST OF REMOVAL

TREES:
 LIMIT OF CAMPING
 LIMIT OF GRADING
 EXISTING EGG. NOTHING

Tree Number	Species	Common Name	DBH
#3	Morus alba	Mulberry	20.2"

Arboret: RETAINED BY P&DH.T.
 Advanced Tree Care
 P.O. Box 5326
 Redwood City, CA 94063

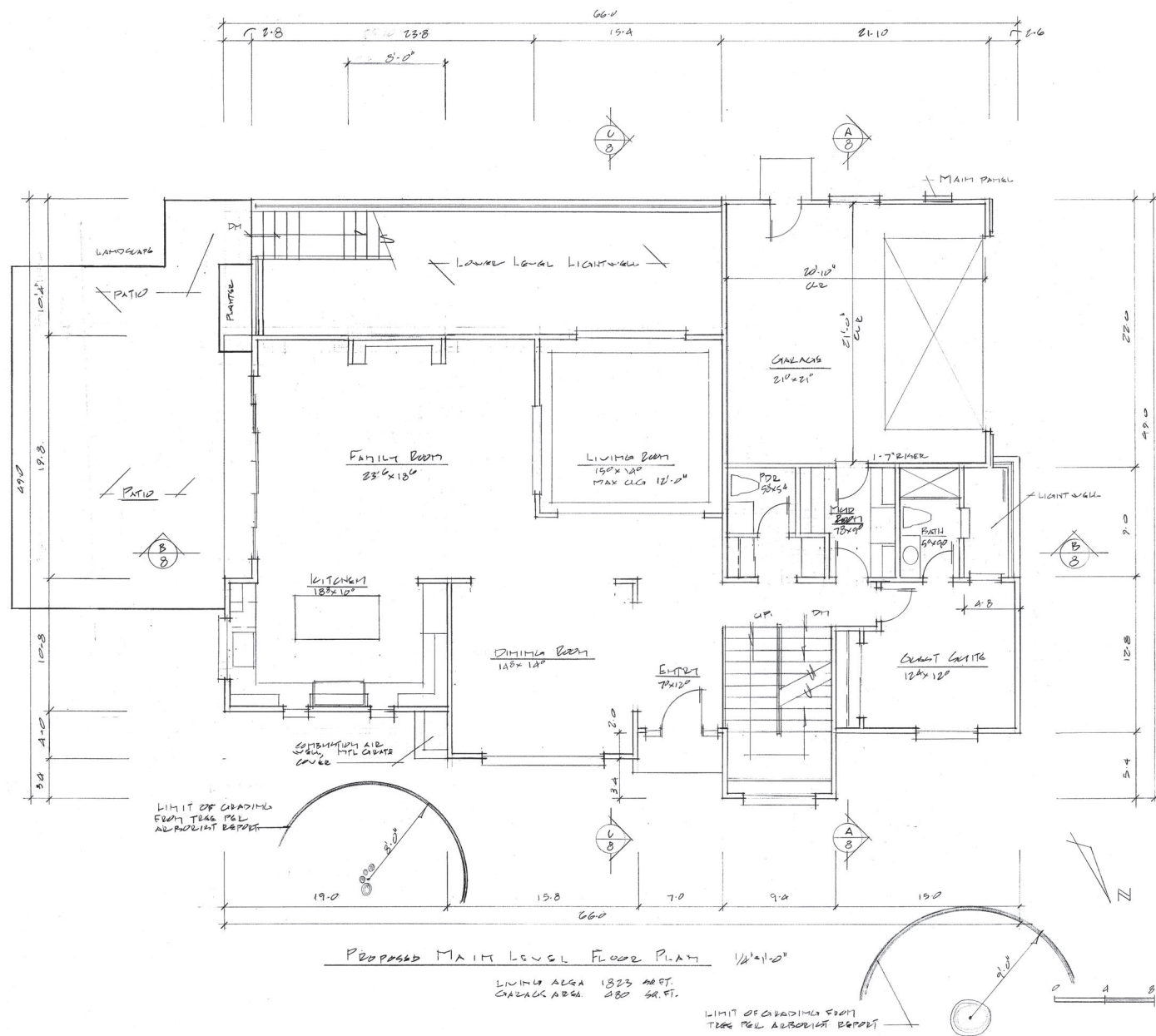
REVISIONS	BY

Agat Residence
 New Structure
 1555 Magnolia Court, Menlo Park, CA

Jack McCarthy Designer, Inc.
 6257 Blauer Lane
 San Jose California 95135 408 973-0192

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DATE	12-15-17
SCALE	1/8"=1'-0"
JOB NO.	
ACR# TAG#	
SHEET	

OF SHEETS



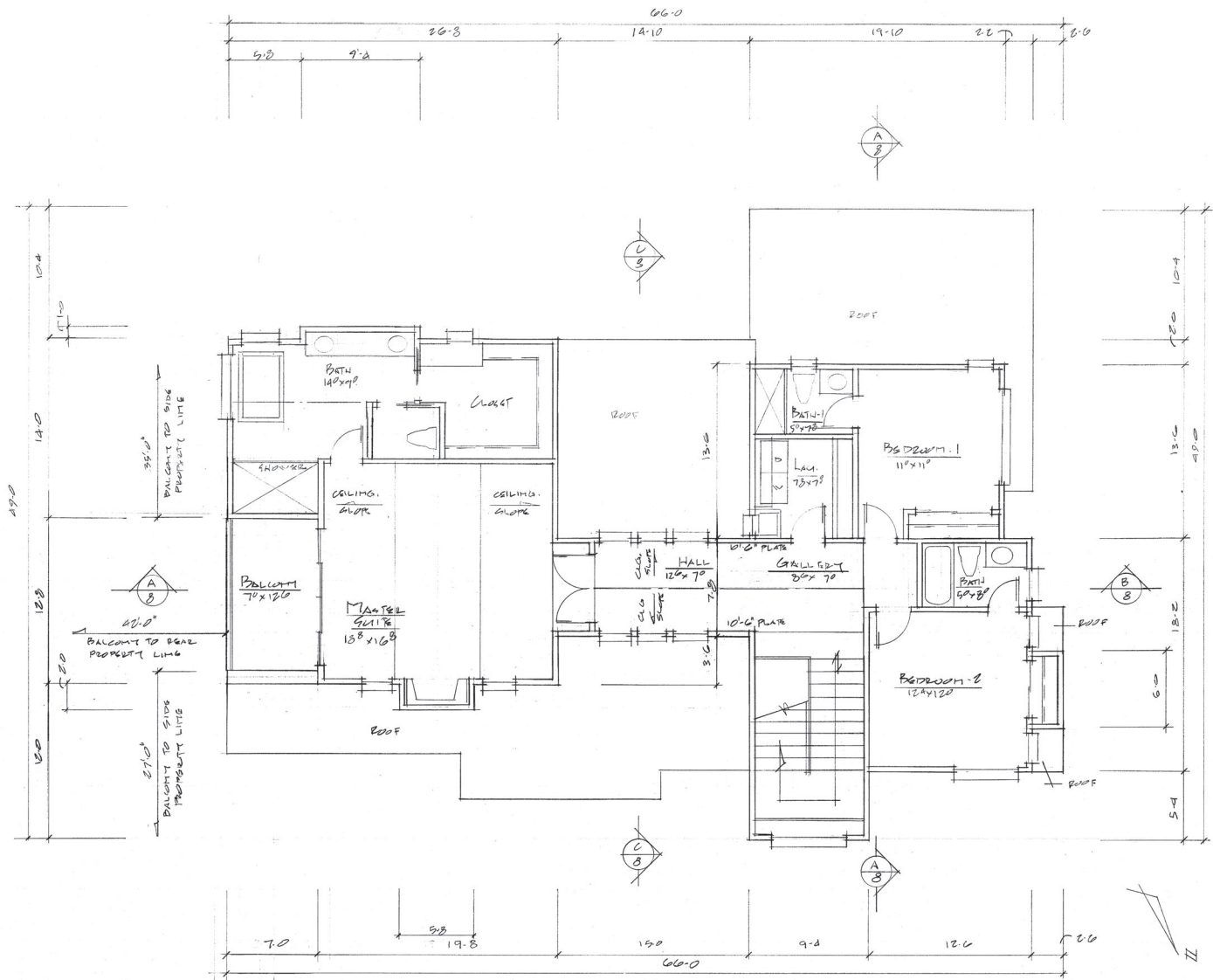
REVISIONS	BY

Agah Residence
New Structure
1.685 Magpoint Court, Menlo Park, CA

Jack McCarthy Designer, Inc.
6257 Blumer Lane
San Jose California 95135
408.974.0182



DRAWN	MM
CHECKED	
DATE	12-15-17
SCALE	1/4"=1'-0"
JOB NO.	AGAH TRAC
SHEET	



PROPOSED UPPER LEVEL FLOOR PLAN 1/4" = 1'-0"
 LIVING AREA 1350 SQ. FT.



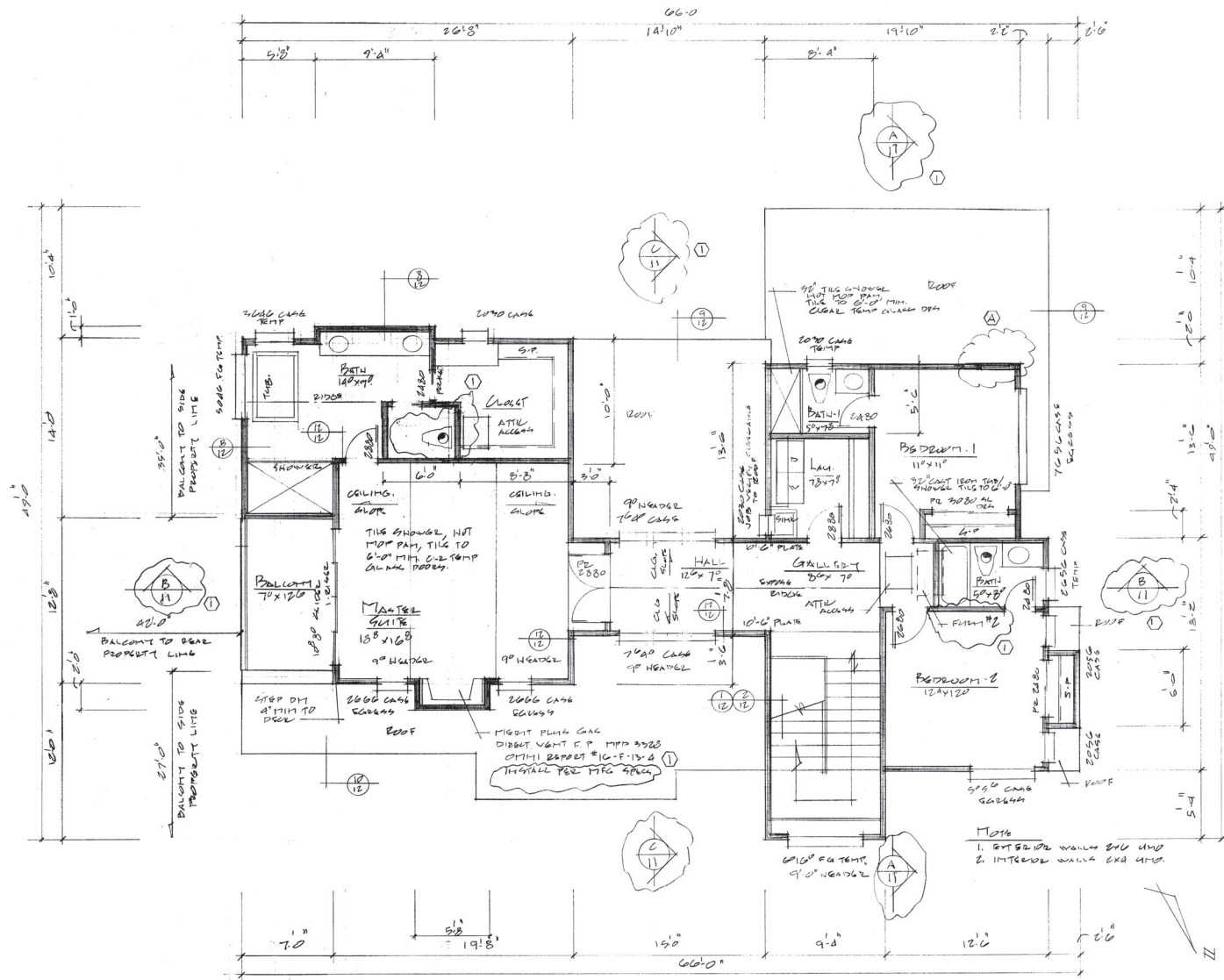
REVISIONS	BY

Agath Residence
 New Structure
 1655 Magnolia Court, Menlo Park, CA

Jack McCarthy Designer, Inc.
 San Jose California 95135 408 972-0182
 6227 Blauer Lane

DRAWN	17/0
CHECKED	
DATE	12-15-17
SCALE	1/4" = 1'-0"
JOB NO.	AGATH-17-02
SHEET	

OF SHEETS




PROPOSED UPPER LEVEL FLOOR PLAN 1/8" = 1'-0"
LIVING AREA 1350 SQ. FT.

NOTE:
1. PROVIDE PAM AT WALLING FINISHING
2. GRADE DRAIN LINK TO GRADE.

REVISIONS	BY
PLAN CHG	JA
ERT. 2/24/10	JA
2.16.17	JA

Agat Residence
New Structure
1655 Magnolia Court, Menlo Park, CA

Jack McCarthy Designer, Inc.
6257 Blauer Lane
San Jose California 95135 408 972-0162



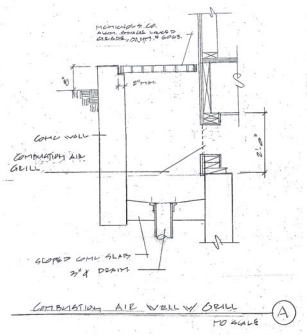
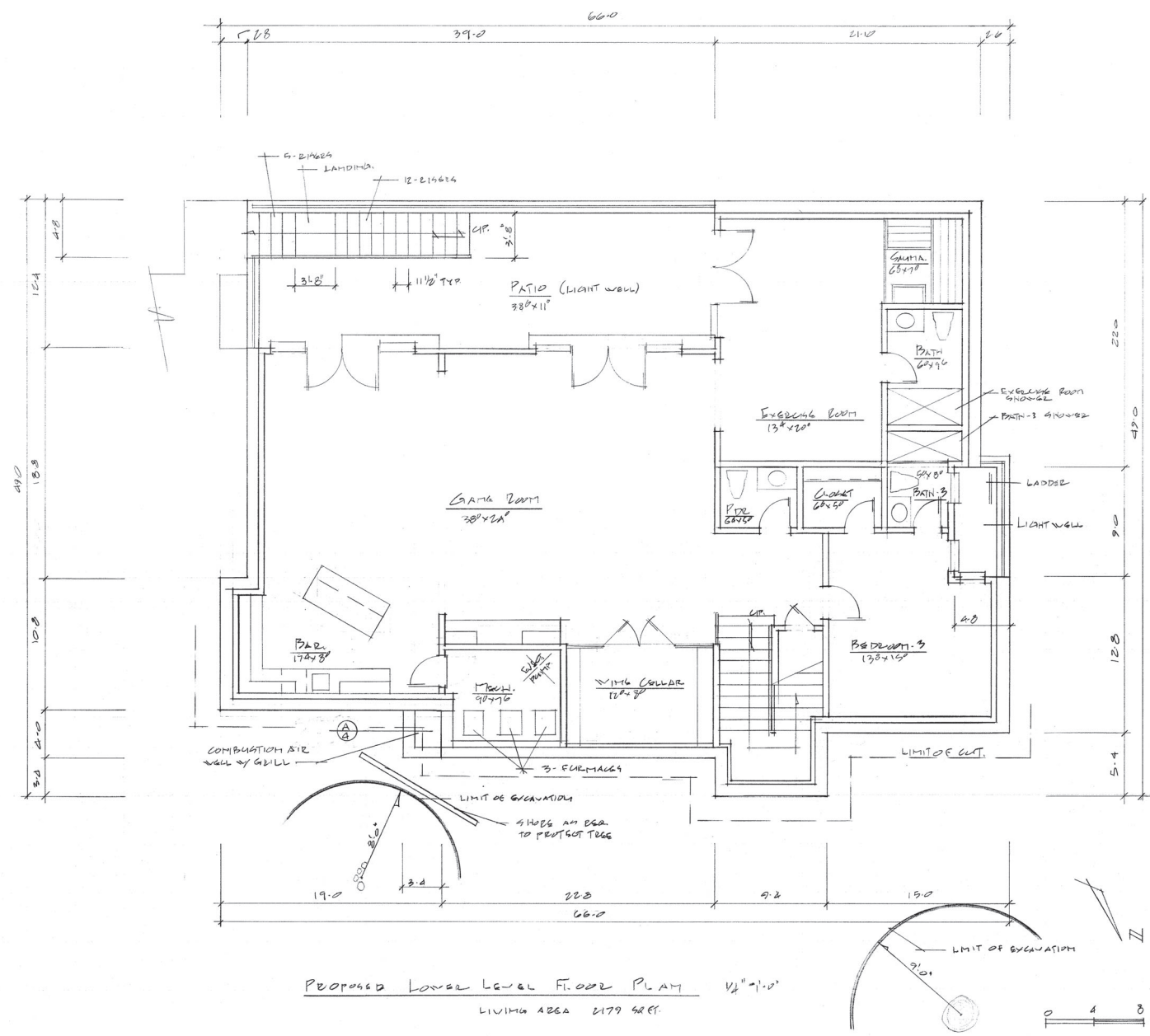
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AGAT - P.A.G.	
SHEET	

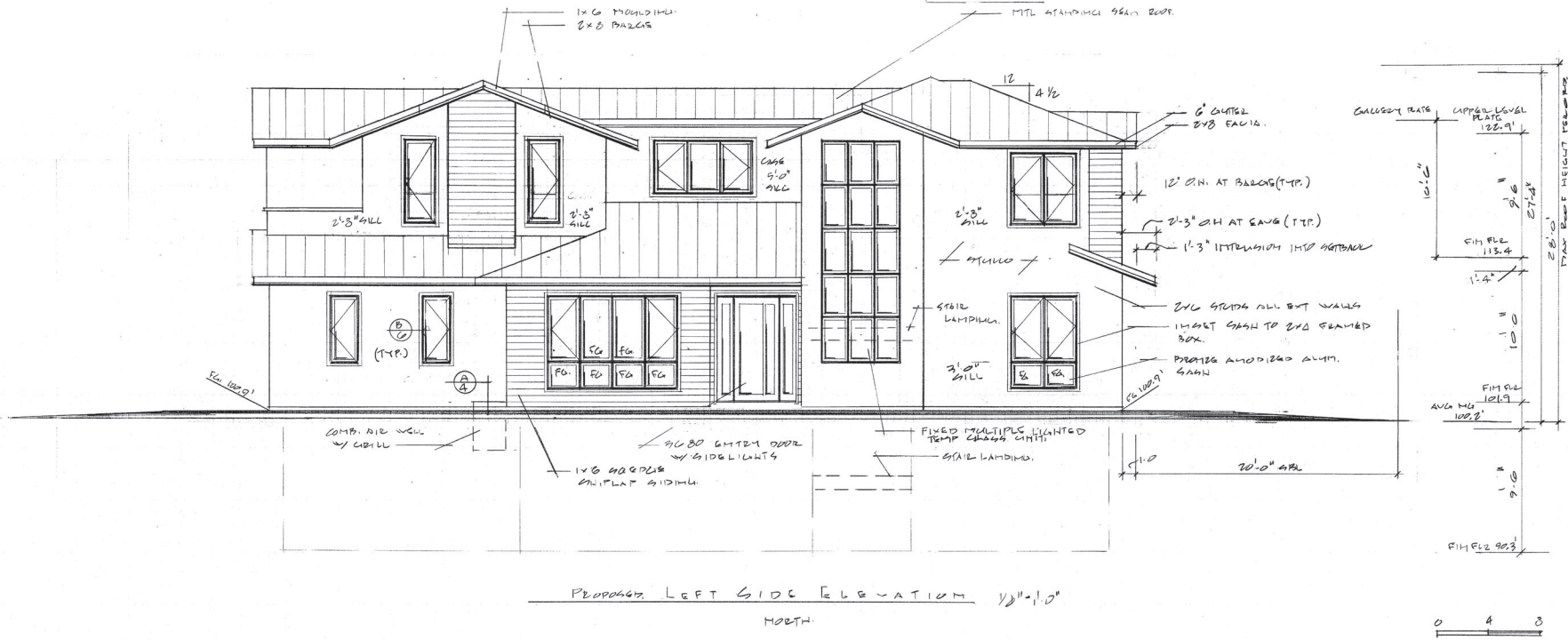
REVISIONS	BY

Agah Residence
 New Structure
 1655 Magnolia Court, Menlo Park, CA

Jack McCarthy Designer, Inc.
 6257 Blaser Lane
 San Jose California 95135
 408 974-0182

DRAWN	TJK
CHECKED	
DATE	12.15.17
SCALE	1/8" = 1'-0"
JOB NO.	AGAH - MAG.
SHEET	
OF	SHEETS



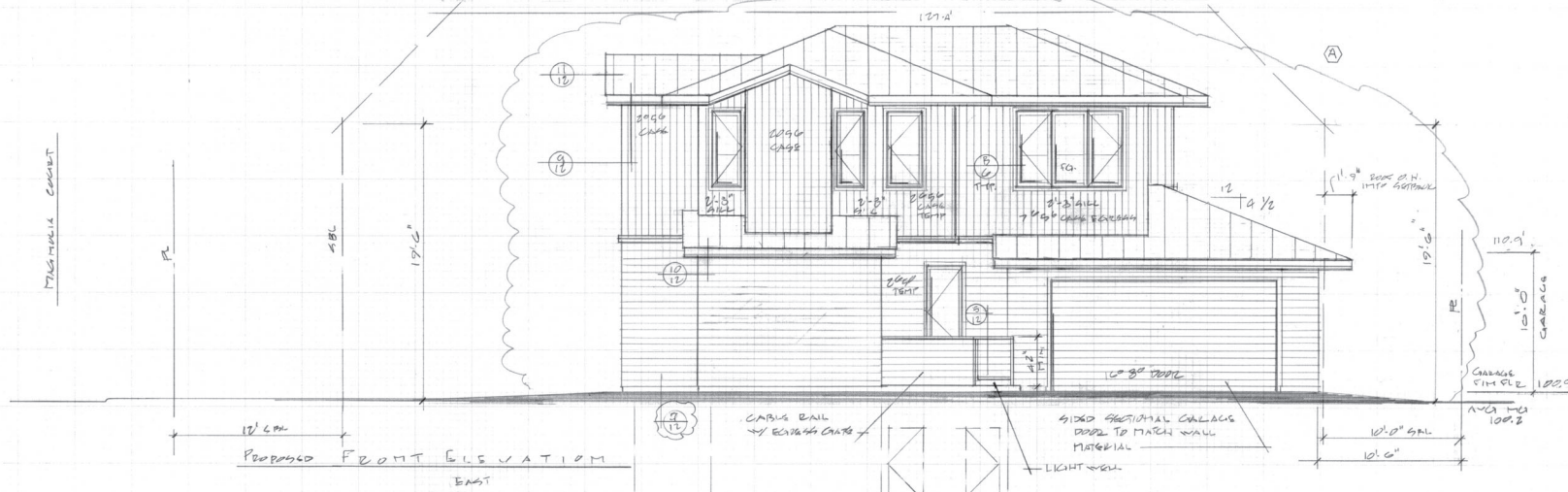


REVISIONS	BY

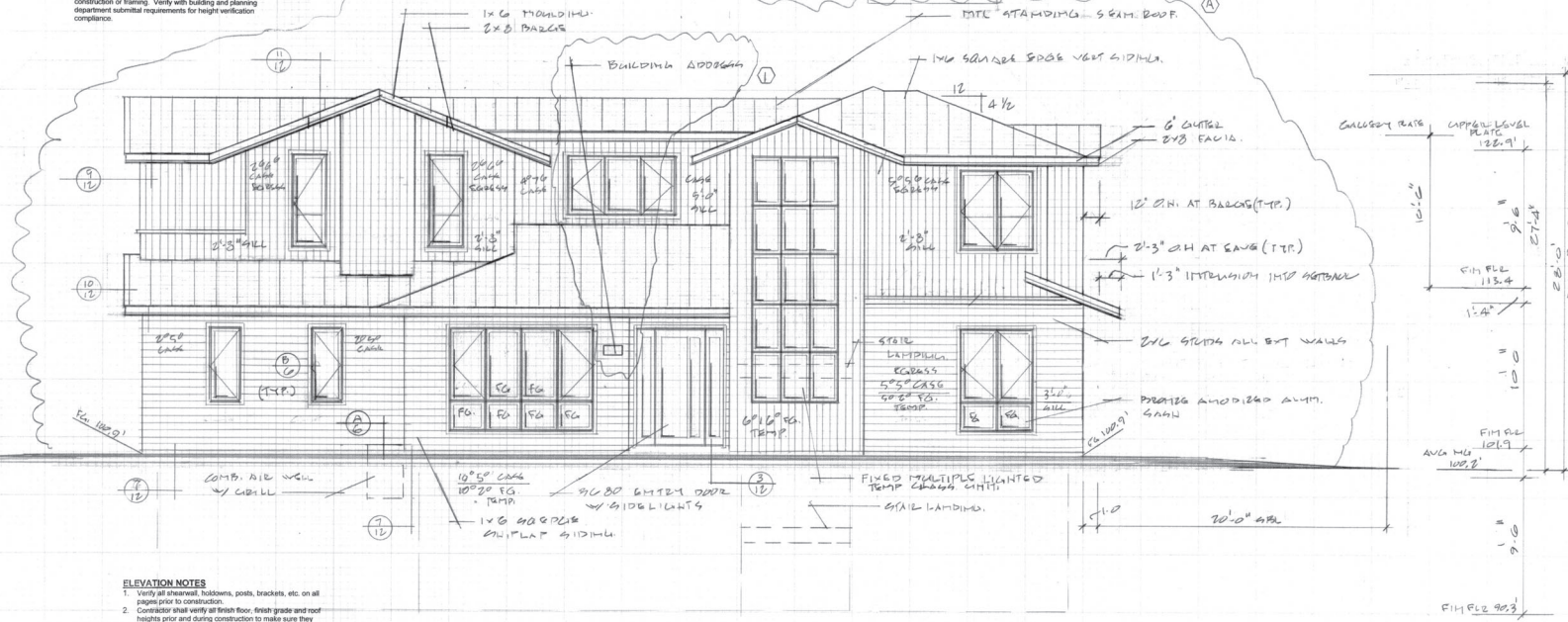
Agah Residence
New Structure
1655 Magnolia Court, Menlo Park, CA

Jack McCarthy Designer, Inc.
San Jose California 95135 408 972-0182
627 Blauer Lane

DRAWN	CHECKED
ML	
DATE	12-15-17
SCALE	NOTED
JOB NO.	AGAH 17-01
SHEET	



STRUCTURE HEIGHT VERIFICATION NOTE
 Field verify that the as constructed finished floor and roof elevations do not exceed elevations called out on plans. Notify designer of any discrepancies prior to continuation of foundation construction or framing. Verify with building and planning department submittal requirements for height verification compliance.



- ELEVATION NOTES**
1. Verify all elevations, holddowns, posts, brackets, etc. on all pages prior to construction.
 2. Contractor shall verify all finish floor, finish grade and roof heights prior and during construction to make sure they comply with applicable codes.
 3. Contractor shall inspect and approve all water proofing systems during all phases of construction.
 4. All roof systems shall be installed as per the manufacturers specifications and as per all applicable code requirements. Contractor to inspect all roof systems to verify their compliance.
 5. All decks, porches and roofs shall be appropriately sloped and finished in accordance with the building code. Min. slope to be 1/4" per 1' foot of run.

PROPOSED LEFT SIDE ELEVATION NORTH

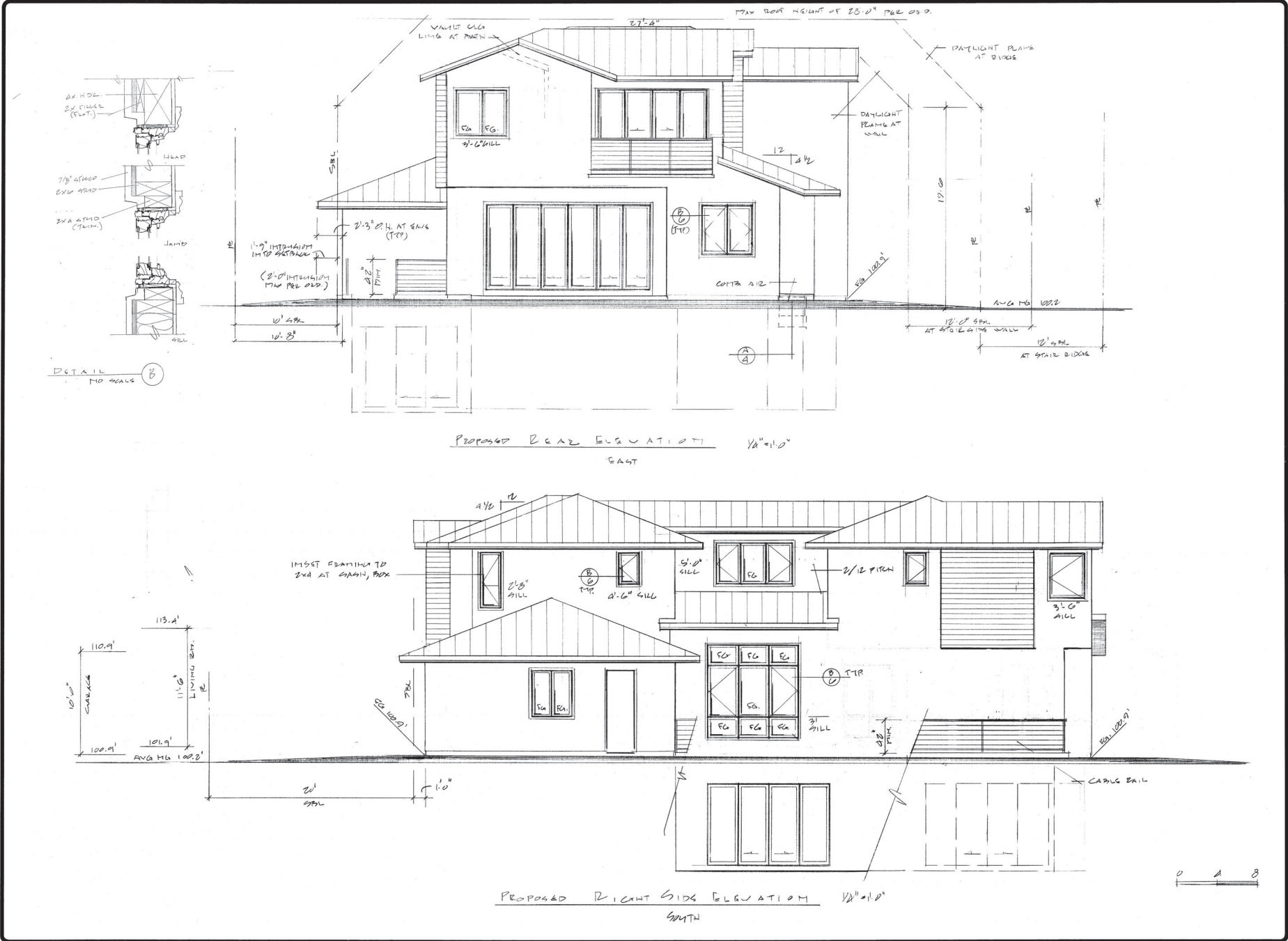


REVISIONS	BY
1	JA
2	JA
3	JA
4	JA
5	JA
6	JA
7	JA
8	JA
9	JA
10	JA

Agah Residence
 New Structure
 1655 Magnolia Court, Menlo Park, CA

Jack McCarthy Designer, Inc.
 657 Blauer Lane
 San Jose California 95135
 408 973-0182

DRAWN	CHECKED
ML	
DATE	12-15-17
SCALE	1/8"=1'-0"
JOB NO	AGAH-17-04
SHEET	7
OF	SHEETS



REVISIONS	BY

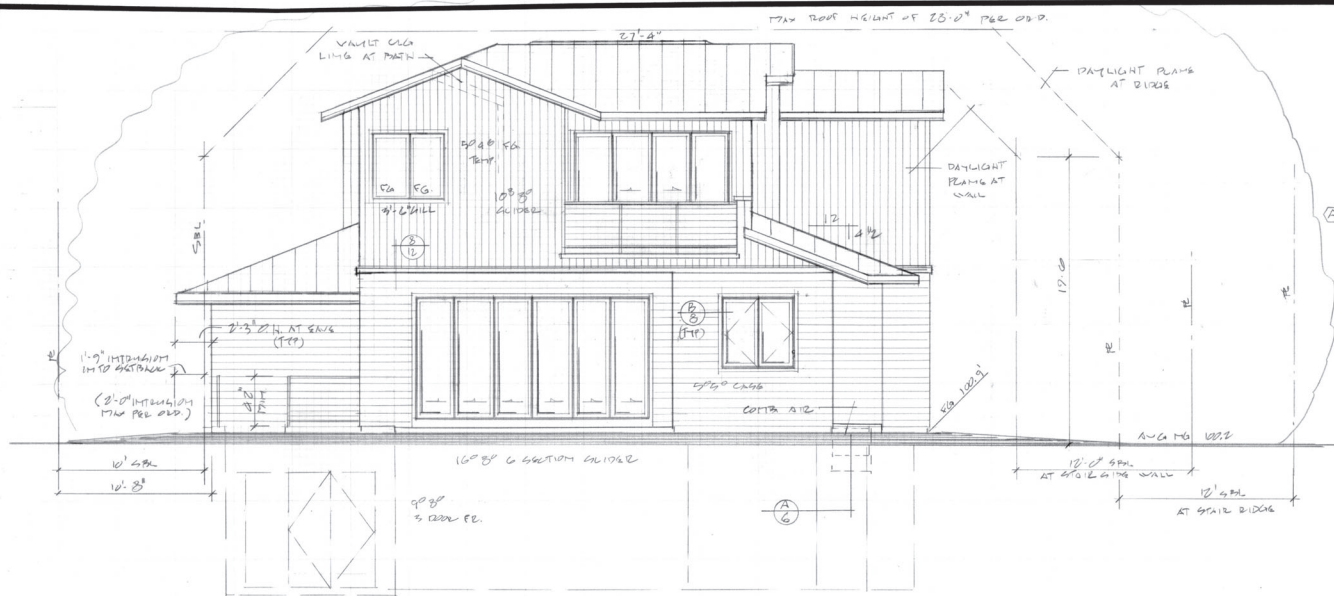
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 New Structure
 1655 Magnolia Court, Menlo Park, CA

Jack McCarthy Designer, Inc.
 657 Bloor Lane
 San Jose California 95135
 408 973-0182

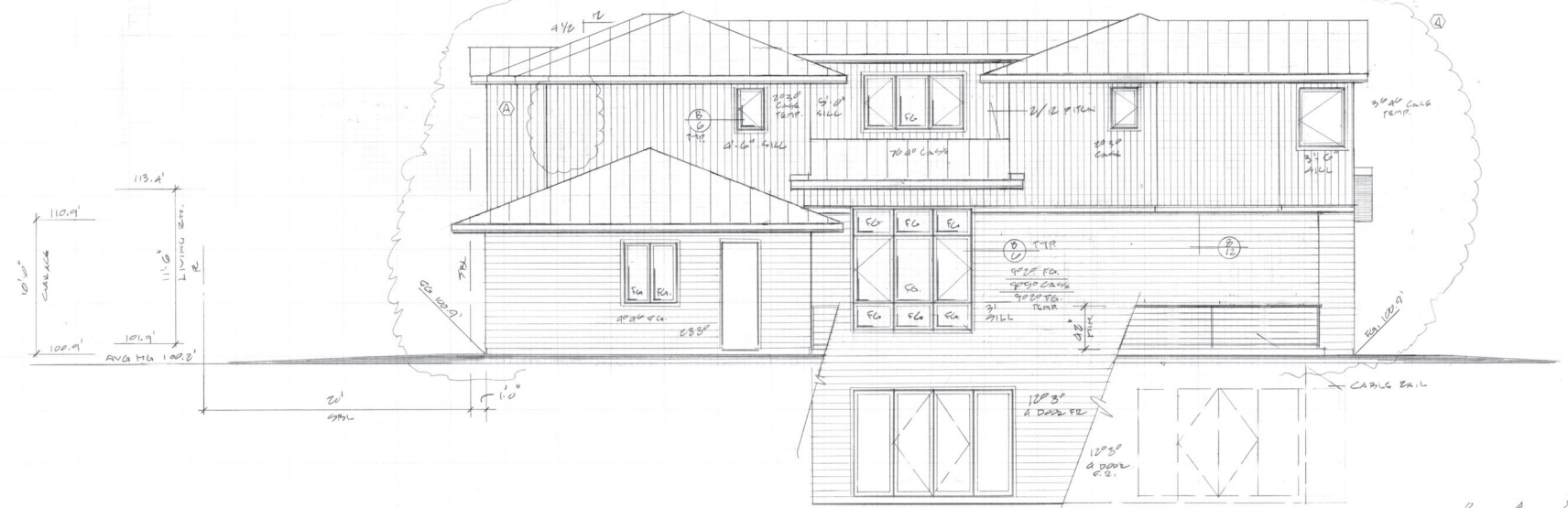
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CHECKED	SCALE
	1/8"=1'-0"
DATE	JOB NO.
12-15-17	AGAN - MAG.
SCALE	SHEET
1/8"=1'-0"	

OF SHEETS

DRAWING, LLC



PROPOSED REAR ELEVATION 1/8" = 1'-0"
EAST



PROPOSED RIGHT SIDE ELEVATION 1/8" = 1'-0"
SOUTH

REVISIONS	BY
EXT. REVISION	JJA

Agan Residence
New Structure
1655 Magnolia Court, Menlo Park, CA

Jack McCarthy Designer, Inc.
San Jose California 95135 408 973-0162
6257 Blaser Lane



DRAWN	JFC
CHECKED	
DATE	12-15-17
SCALE	NONE
JOB NO.	AGAN RES.
SHEET	

OF SHEETS

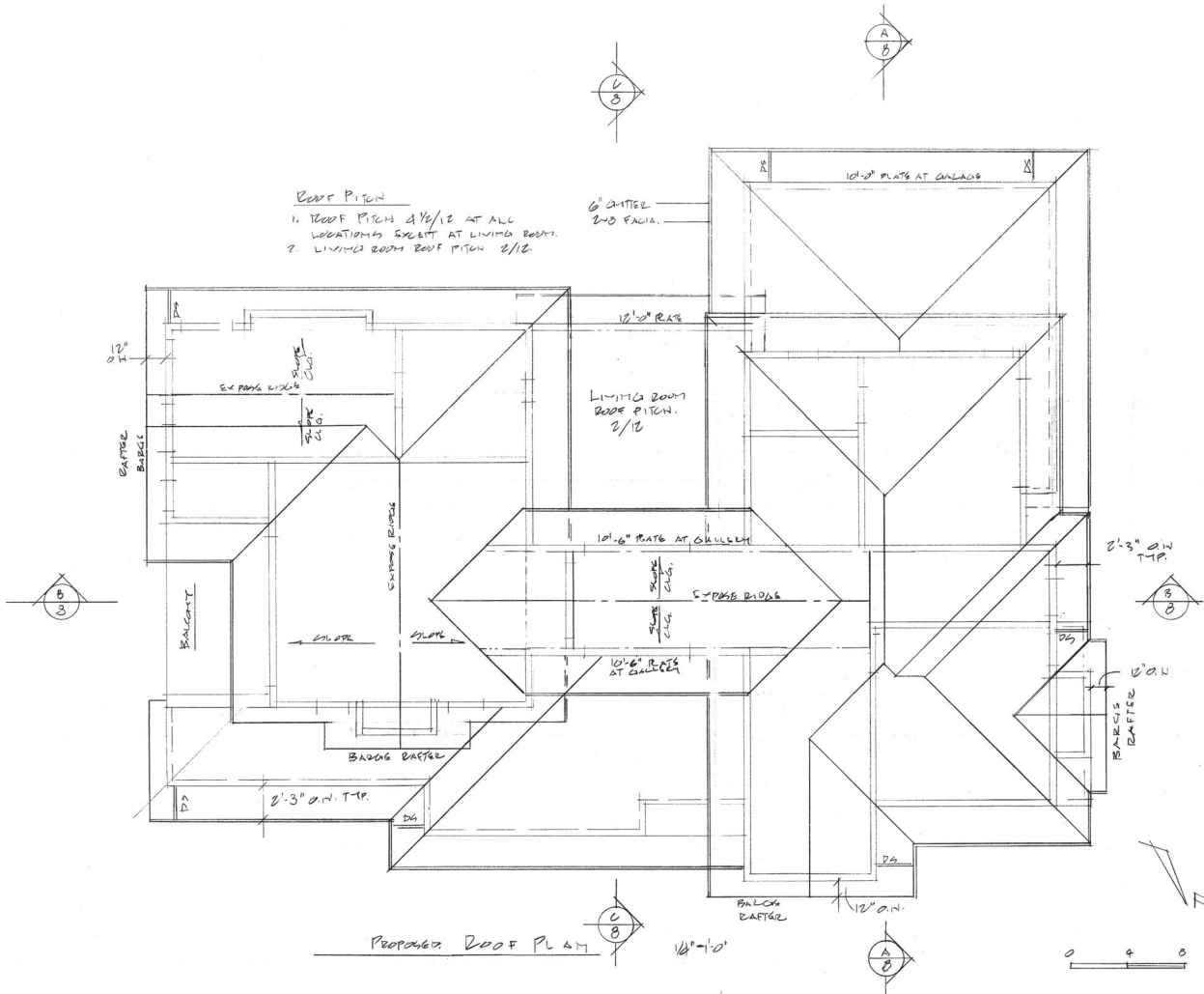
REVISIONS	BY

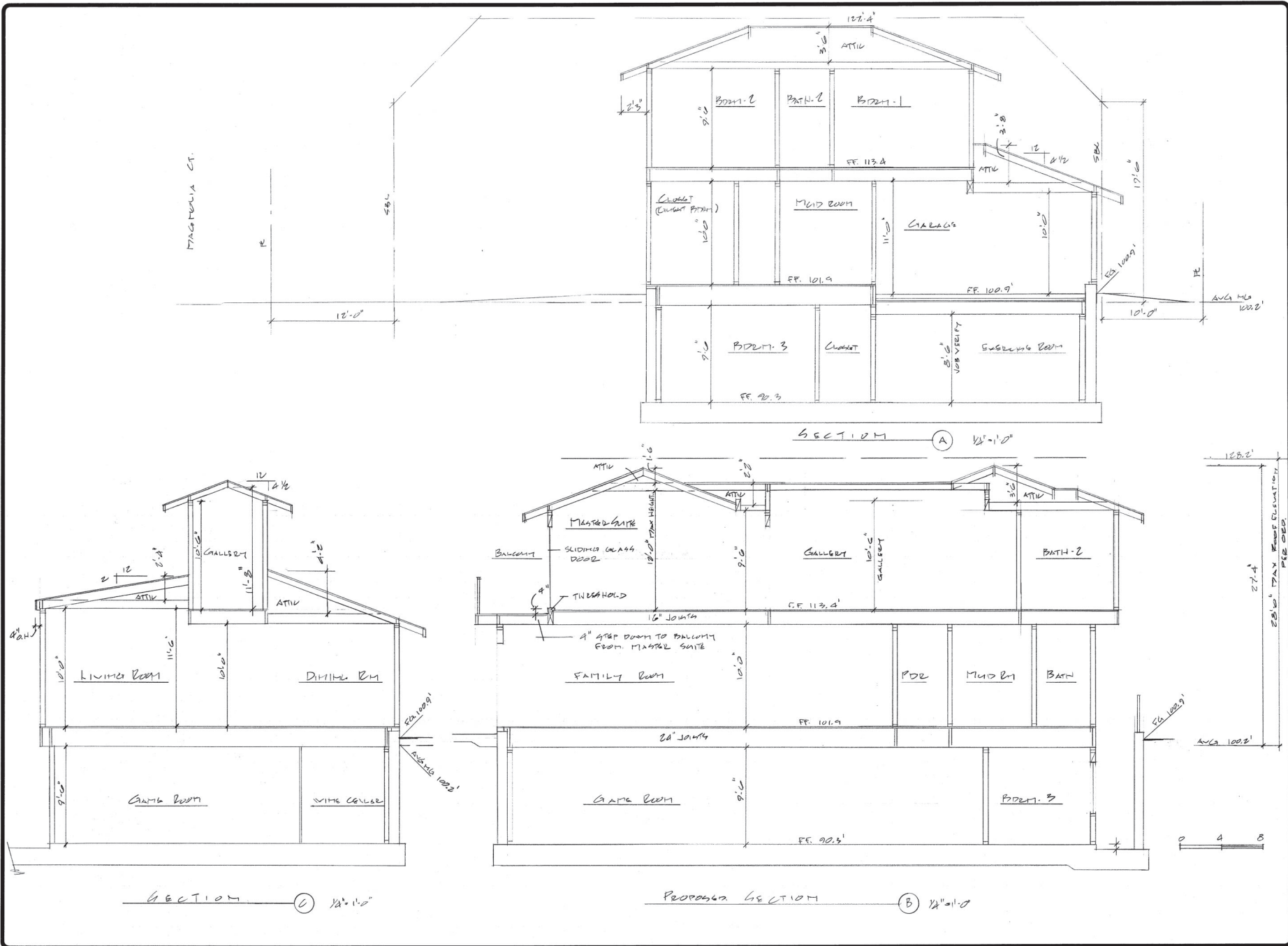
Agah Residence
 New Structure
 1655 Magnolia Court, Menlo Park, CA

Jack McCarthy Designer, Inc.
 627 Blauer Lane
 San Jose California 95135
 408 972-0182

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CHECKED	
DATE	12-19-17
SCALE	
NOTES	
JOB NO.	AGAH-17-101
SHEET	

OF SHEETS



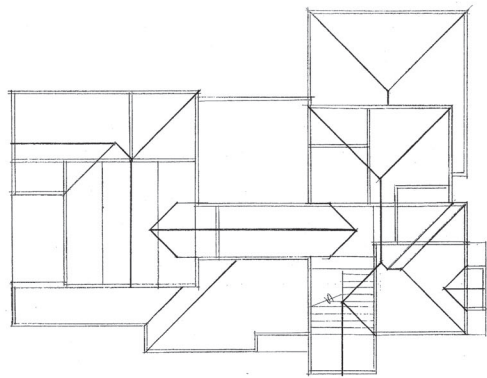


REVISIONS	BY

Agah Residence
 New Structure
 1655 Magnolia Court, Menlo Park, CA

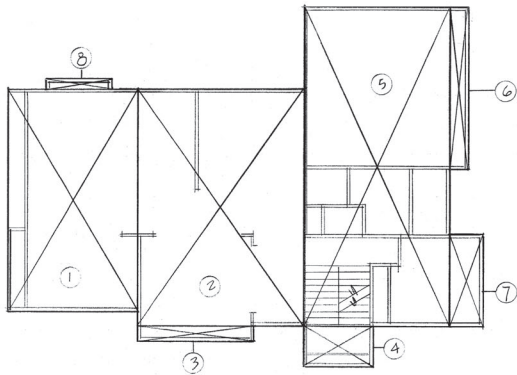
Jack McCarthy Designer, Inc.
 San Jose California 95135 408 973-0182
 637 Blauer Lane

DRAWN	MKL
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DATE	12.15.17
SCALE	1/8" = 1'-0"
JOB NO.	AGAH - MAG
SHEET	
OF	SHEETS



ROOF LEVEL		
SYMBOL/SPECIAL	DIMENSION	AREA
NO ROOF AREA'S CONTRIBUTED TO FAL CALCULATIONS		

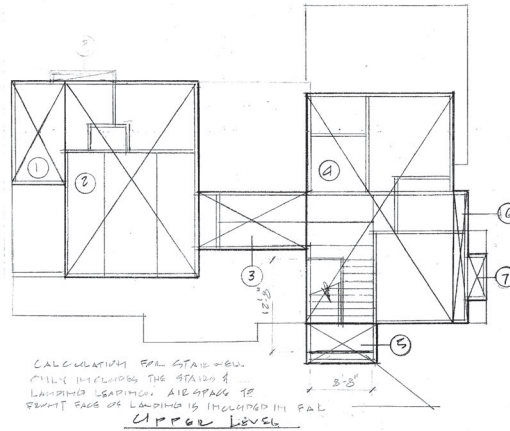
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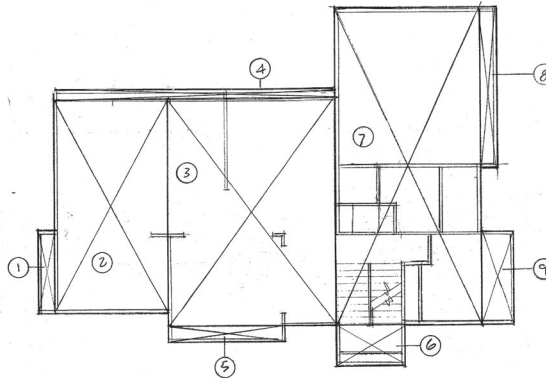
LOT COVERAGE		
SYMBOL/SPECIAL	DIMENSION	AREA
1	19'0" x 30'4"	576.3 sq ft
2	22'8" x 32'4"	732.9 sq ft
3	15'8" x 2'0"	31.3 sq ft
4	9'4" x 5'4"	49.8 sq ft
5	19'8" x 43'8"	858.8 sq ft
6	2'2" x 22'0"	47.7 sq ft
7	4'8" x 12'8"	59.1 sq ft
8	9'4" x 1'0"	9.3 sq ft
TOTAL:	LOT COVERAGE	2365.2 sq ft

LOT COVERAGE

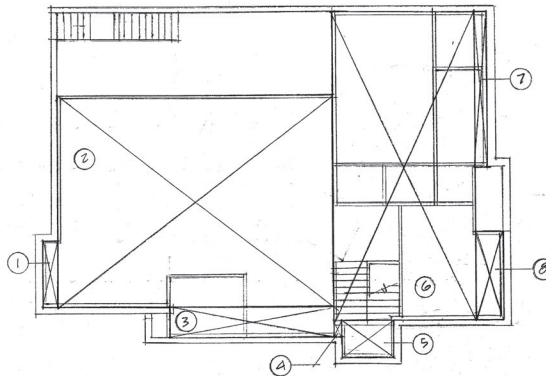
PROPOSED AREA CALCULATIONS 1/30/10



UPPER LEVEL		
SYMBOL/SPECIAL	DIMENSION	AREA
1	7'0" x 14'0"	98 sq ft
2	19'8" x 26'8"	524.4 sq ft
3	14'0" x 7'8"	113.7 sq ft
4	19'0" x 31'8"	628.1 sq ft
5	9'4" x 5'4"	49.8 sq ft
6	2'2" x 18'2"	39.4 sq ft
7	2'6" x 6'0"	15 sq ft
8	9'4" x 1'0"	9.3 sq ft
TOTAL:	UPPER LEVEL GROSS AREA	1477.7 sq ft
LESS STAIRS	8'8" x 12'8"	109.8 sq ft
	UPPER LEVEL NET FAL	1367.9 sq ft



MAIN LEVEL		
SYMBOL/SPECIAL	DIMENSION	AREA
1	2'0" x 10'8"	38.4 sq ft
2	16'4" x 29'4"	479.1 sq ft
3	22'8" x 31'4"	710.2 sq ft
4	39'0" x 1'0"	39 sq ft
5	15'8" x 2'0"	31.3 sq ft
6	9'4" x 5'4"	49.8 sq ft
7	19'8" x 43'8"	858.8 sq ft
8	2'2" x 22'0"	47.7 sq ft
9	4'8" x 12'8"	59.1 sq ft
TOTAL:	MAIN LEVEL FAL	2303.4 sq ft



LOWER LEVEL		
SYMBOL/SPECIAL	DIMENSION	AREA
1	1'8" x 8'8"	14.4 sq ft
2	39'0" x 28'4"	1105 sq ft
3	4'0" x 21'8"	86.7 sq ft
4	2'4" x 1'0"	2.3 sq ft
5	7'4" x 5'4"	39.1 sq ft
6	20'0" x 41'8"	868.1 sq ft
7	1'0" x 21'0"	21 sq ft
8	3'8" x 11'8"	42.8 sq ft
TOTAL:	LOWER LEVEL FLOOR AREA	2179.4 sq ft

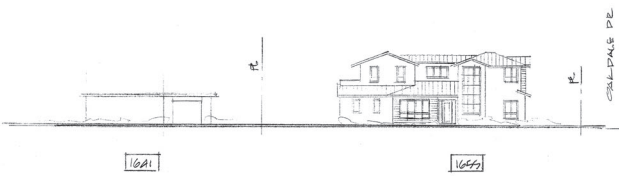


REVISIONS	BY

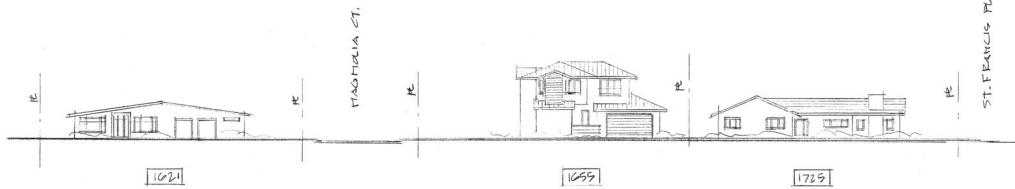
Agah Residence
New Structure
1655 Magnolia Court, Menlo Park, CA

Jack McCarthy Designer, Inc.
6257 Blauer Lane
San Jose California 95135
408 973-0182

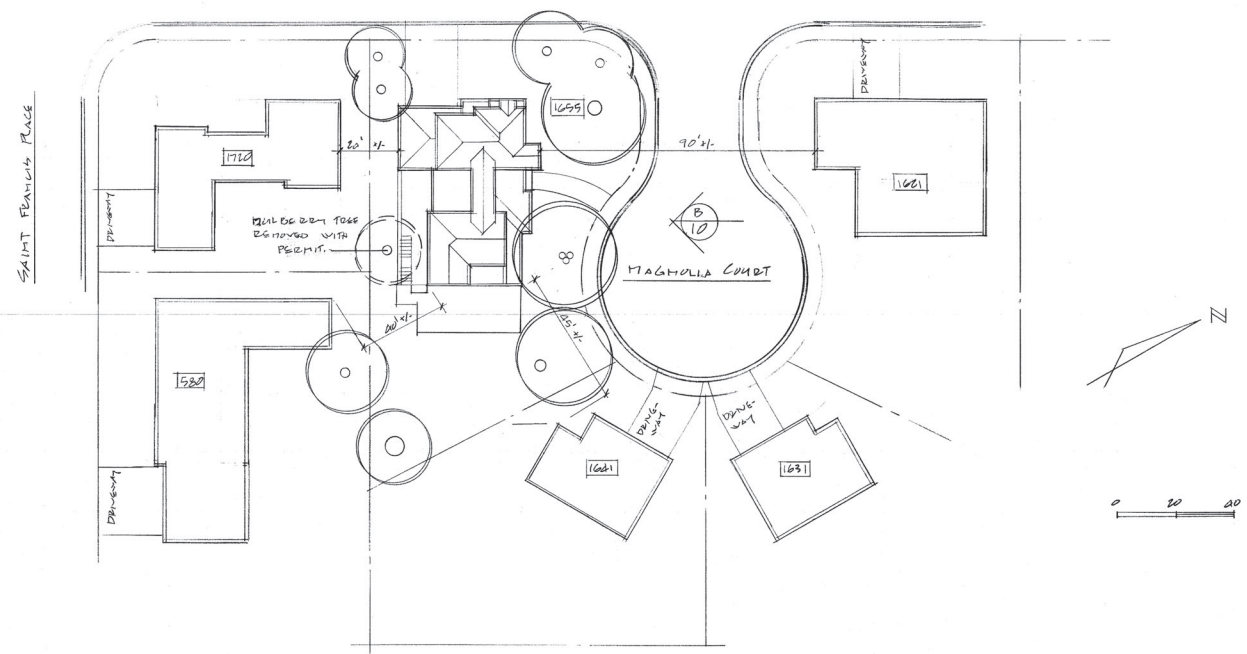
DRAWN BY
CHECKED
DATE 3.17.10
SCALE 1/8" = 1'-0"
JOB NO. AGAH-1001
SHEET



STREET SCAPE
VIEW FROM MAGNOLIA CT



STREET SCAPE
VIEW FROM OAKDALE DR



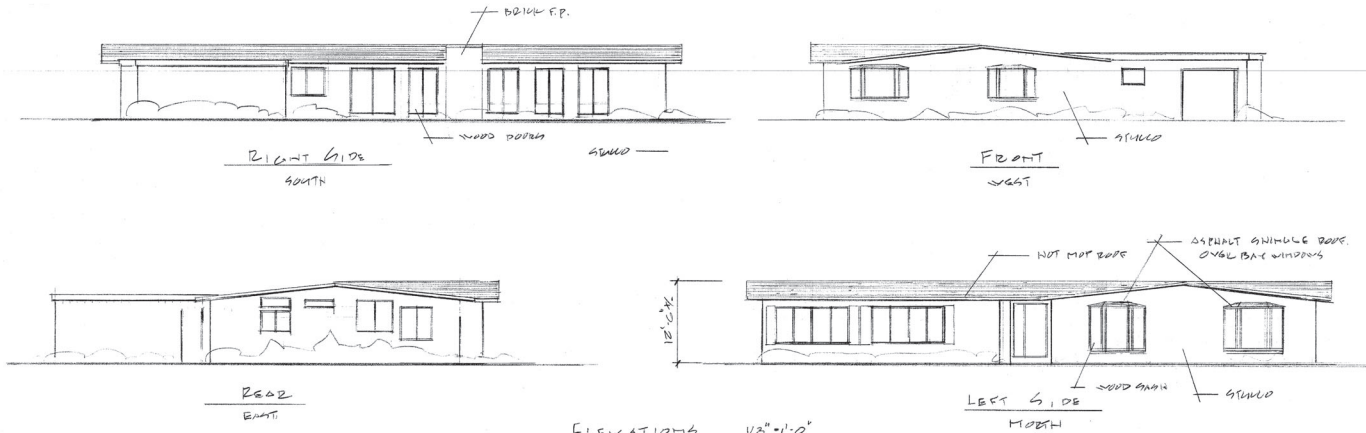
VICINITY MAP 1"=20'

REVISIONS	BY

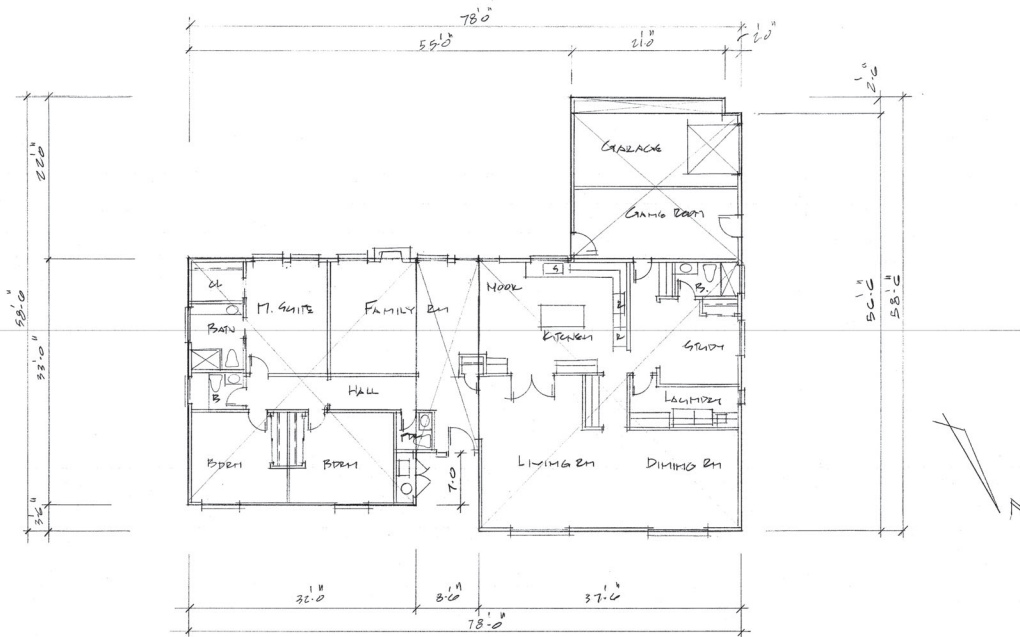
Agah Residence
New Structures
1855 Magnolia Court, Menlo Park, CA

Jack McCarthy Designer, Inc.
627 Blauer Lane
San Jose California 95135
408 973-0182

DRAWN	TML
CHECKED	
DATE	12-15-17
SCALE	1/8"=1'-0"
JOB NO.	AGAH171716
SHEET	10



ELEVATIONS 1/8"=1'-0"



EXISTING RESIDENCE 1/8"=1'-0"

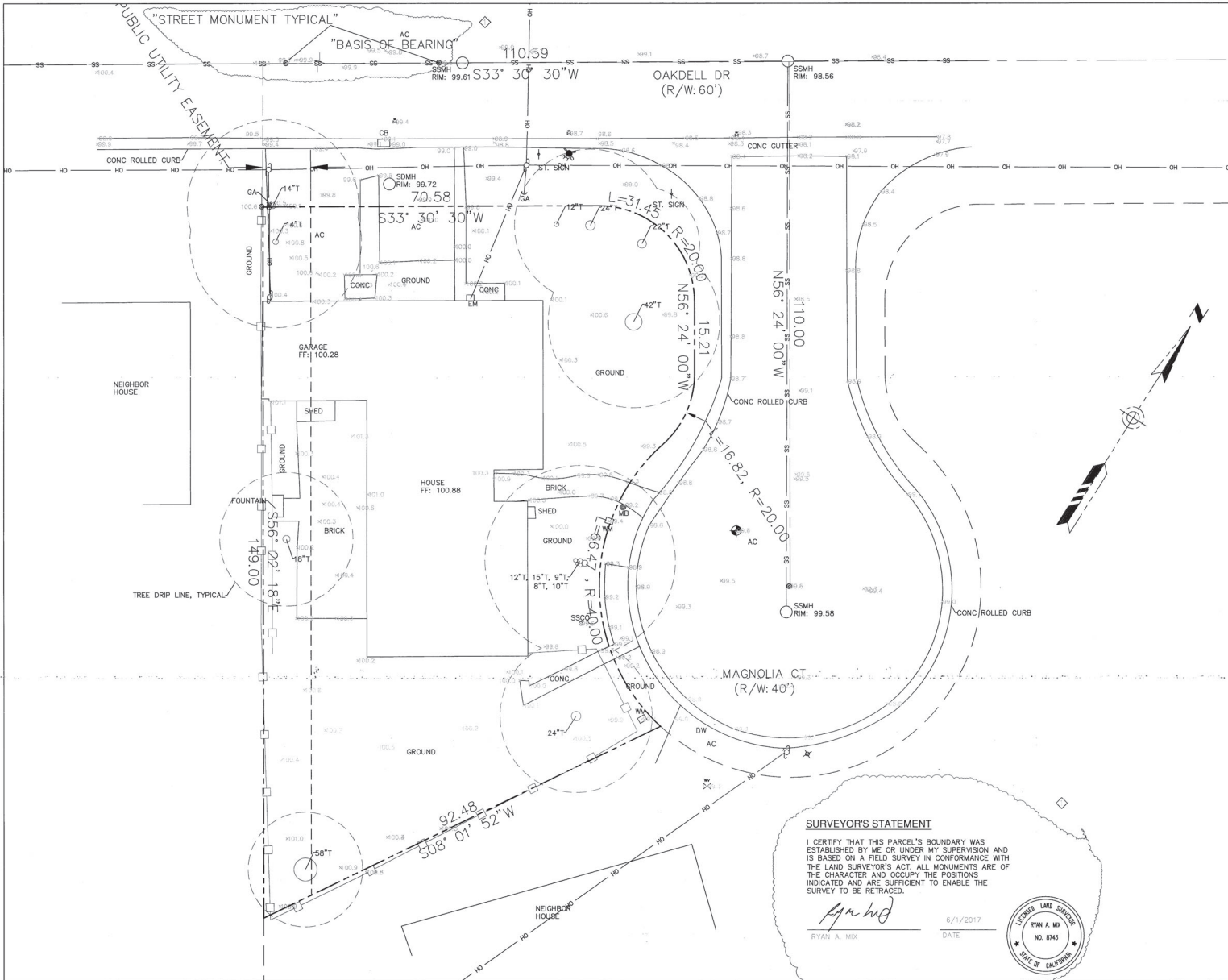
EXISTING RESIDENCE MAIN LEVEL		
SYMBOL/SPECIAL	DIMENSION	AREA
1	32' 0" x 33' 0"	1056 sq ft
2	8' 6" x 26' 0"	221 sq ft
3	37' 6" x 36' 6"	1368.9 sq ft
4	23' 0" x 19' 6"	448.5 sq ft
5	21' 0" x 2' 6"	52.5 sq ft
TOTAL:	MAIN LEVEL FAL	3146.8 sq ft

REVISIONS	BY

Agan Residence
New Structure
1655 Magnolia Court, Menlo Park, CA

Jack McCarthy Designer, Inc.
San Jose California 95135 408 972-0182
6257 Blauer Lane

DRAWN	JMC
CHECKED	
DATE	12.15.17
SCALE	1/8"=1'-0"
JOB NO.	AGAN PKG.
SHEET	



---	PROPERTY LINE	AC	ASPHALT
---	EXISTING LOTS	AD	AREA DRAIN
---	CENTERLINE	ANC	ANCHOR
---	EASEMENT LINE	BSBL	BUILDING SETBACK LINE
---	SANITARY SEWER LINE	CBG	CURB AND GUTTER
---	STORM DRAIN LINE	CB	CATCH BASIN
---	OVERHEAD POWER LINE	CO	CLEAN OUT
---	WOOD FENCE	DW	DRIVEWAY
---	POWER POLE	EB	ELECTRIC BOX
---	JOINT POLE	EM	ELECTRIC METER
---	SURVEY MONUMENT FOUND	EP	EDGE OF PAVEMENT
---	TBM (ELEVATION)	FH	FIRE HYDRANT
---	WATER VALVE	GA	GUY ANCHOR
---		GM	GAS METER
---		GV	GAS VALVE
---		IV	IRRIGATION VALVE
---		LP	LIGHT POLE
---		MB	MAIL BOX
---		MH	UTILITY MANHOLE
---		P.U.E.	PUBLIC UTILITY EASEMENT
---		P	BRICK CONC. PILLAR
---		PP	POWER POLE
---		(R)	RADIAL BEARING
---		SL	STREET LIGHT
---		SDMH	STORM DRAINAGE MANHOLE
---		SSMH	SANITARY SEWER MANHOLE
---		SSCD	SANITARY SEWER CLEAN OUT
---		TS	TRAFFIC SIGN
---		TCD	THROUGH CURB DRAIN
---		VS	VALLEY GUTTER
---		WM	WATER METER
---		WV	WATER VALVE

DISCLAIMER:
SMP ENGINEERS OR ITS OFFICERS OR AGENTS SHALL NOT BE RESPONSIBLE FOR THE ACCURACY OR COMPLETENESS OF ELECTRONIC COPIES OF THIS PLAN.

NOTE:
THIS MAP REPRESENTS TOPOGRAPHY OF THE SURFACE FEATURES ONLY. UNLESS SPECIFIED ON THIS MAP, LOCATIONS OF THE UNDERGROUND UTILITIES ARE NEITHER INTENDED NOR IMPLIED. FOR THE LOCATIONS OF UNDERGROUND UTILITIES CALL "USA" (1-800-642-2444). SURFACE FEATURES ARE LOCATED BY MEANS OF A STATION AND OFFSET FROM THE CONTROL LINE.

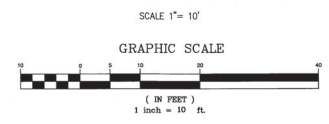
BASIS OF BEARINGS:
FOUND SURVEY MONUMENTS. RECORD INFORMATION WAS USED. PER RECORD MAP, BOOK(RM): 33 PAGE: 44 WHICH IS FILED IN THE COUNTY OF SAN MATEO RECORDER'S OFFICE.

SITE BENCHMARK:
SET MAG NAIL
ELEVATION=99.45'
(NAVD 88 DATUM)

- NOTES:**
1. ALL DIMENSIONS ARE GIVEN IN FEET AND DECIMALS THEREOF.
 2. THE GROSS AREA OF LAND OF RECORD IS 10,498 SQ. FT. ±.
 3. THE MAP WAS BASED ON A GRANT DEED DOC# 2014-004592 DATED 1/17/2014, RECORDED IN SAN MATEO COUNTY.
 4. ALL EXISTING BUILDINGS ARE WOOD.
 5. FOR PRECISE SPECIES OF TREES A CERTIFIED ARBORIST SHALL BE CONSULTED.

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

Ryan A. Mix
RYAN A. MIX
DATE 6/1/2017



1655 Magnolia Court
Menlo Park
APN: 071-180-630

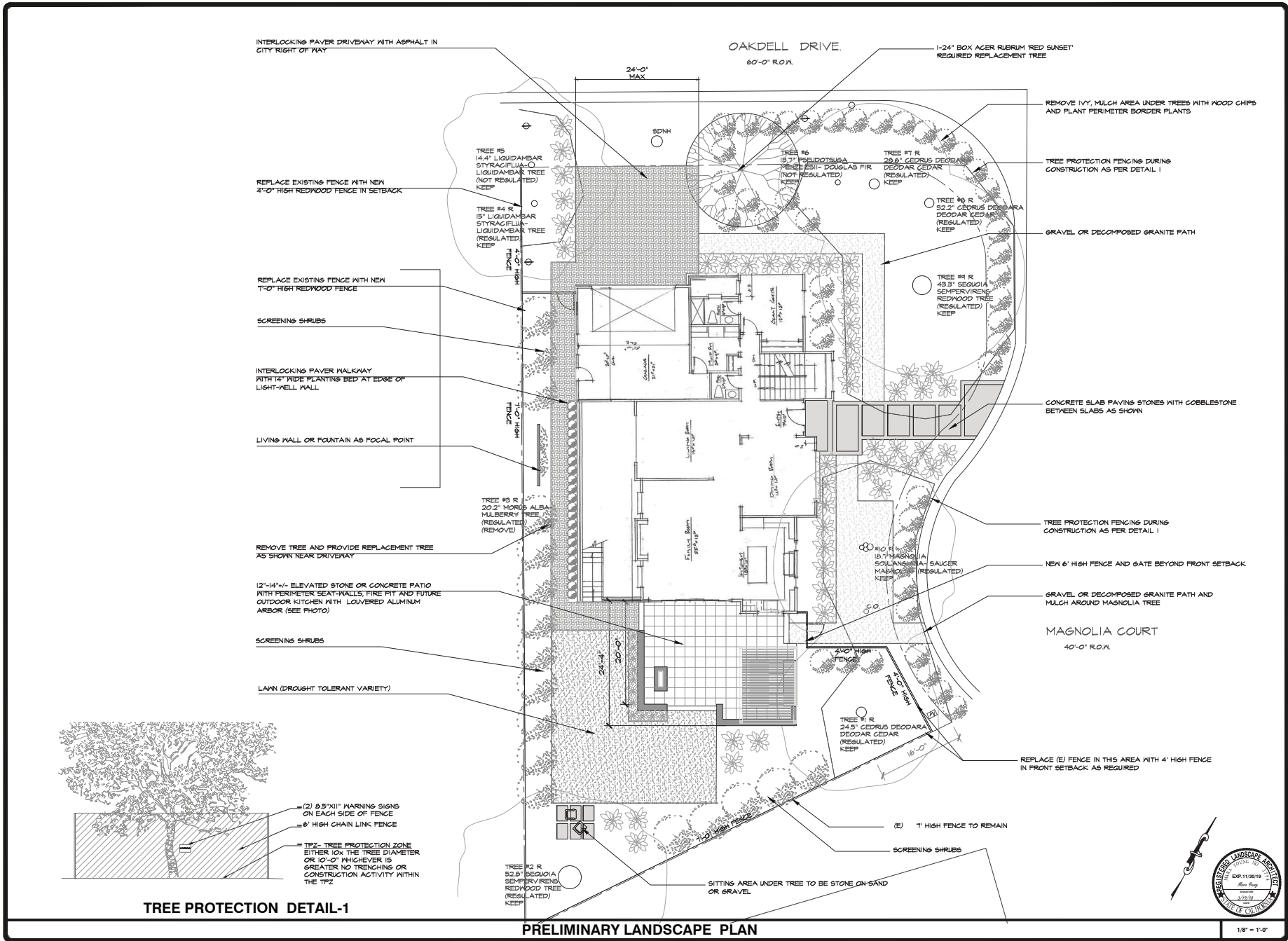
M & N CONSULTING SERVICES INC.
LAND SURVEYING - LAND PLANNING
322 N. 18TH ST.
SAN JOSE, CA 95112
669-222-1911
MANDNCINC@GMAIL.COM

Scale: 1" = 10'
Prepared by:
Checked by:
Date: 6/1/2017
Project No: 217057

BOUNDARY AND TOPOGRAPHIC SURVEY MAP
Sheet No: 1
T-1

STATEMENT SHOWN	DESIGN BY	DESIGN DATE	CITY APPR.	APPR. DATE
REVISIONS				

CITY OF MENLO PARK



REVISIONS	BY



**PRELIMINARY
LANDSCAPE PLAN**

**AGAH RESIDENCE
1665 MAGNOLIA COURT
MENLO PARK, CA 94025**

A.P.N. 071-180-630

DRAWN BY	
CHECKED BY	
DATE	3/19/18
SCALE	1/8" = 1'-0"
JOB NO.	xxx
SHEET	

L-1
OF SHEETS



1/8" = 1'-0"

Jack McCarthy

ATTACHMENT G

Designer, Inc.

6257 Blauer Lane
San Jose, CA 95135
408.973.0162

August 19, 2019

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

RE: 1655 Magnolia Court, Menlo Park

Our client requested that we revise the exterior of their residence that is presently under construction at 1655 Magnolia Court. They wanted the structure to blend into the surroundings and felt that the stucco structure was not in keeping with the present neighborhood theme.

The revisions to the plans are as follows:

- The original stucco-wood wall façade has been revised to be a combination of horizontal and vertical wood siding.
- The original proposal had a sash on the Right-Side Elevation of Bedroom #1 that faced the neighbors rear yard. This sash has been removed to allow the neighbor to keep their privacy.

The balance of the project will be constructed as originally proposed. Please let our office know if there are any questions with respect to these revisions.

Regards,

Jack McCarthy



STAFF REPORT

Planning Commission

Meeting Date: 9/23/2019
Staff Report Number: 19-072-PC

Public Hearing: Use Permit Extension/Tim Hudson, Off the Grid/1100 Merrill Street

Recommendation

Staff recommends that the Planning Commission approve an extension of a use permit for a recurring special event (weekly food truck market) on a portion of the Caltrain parking lot, at the corner of Merrill Street and Ravenswood Avenue in the SP-ECR/D (El Camino Real/Downtown Specific Plan) zoning district. The event would continue to occur on Wednesday evenings between 5:00 p.m. and 9:00 p.m., with setup starting at 3:30 p.m. and cleanup concluding at 10:00 p.m. The event would continue to include amplified live music (typically consisting of one to two musicians playing predominantly acoustic instruments) and generator use, which may exceed Noise Ordinance limits. The use permit term would be extended from its current expiration date of February 19, 2020, to February 19, 2025. 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 proposed use permit extension.

Background

On January 13, 2014, the Planning Commission approved a request for a use permit for a weekly food truck market at 1100 Merrill Street per the staff recommendation (which included a one-year term), with an additional requirement for an initial review six months after the commencement of operations.

On September 8, 2014, the Planning Commission conducted the required six-month review. This review provided an opportunity for the applicant, staff, the public, and the Planning Commission to consider and comment on the operations to date. No action was required at the six-month check-in, but individual Commissioners generally expressed support for the market and appreciation for it bringing a new type of food/social option to town.

On December 15, 2014, the Planning Commission approved a request for a five year use permit extension for a weekly food truck market, which will expire on February 19, 2020.

Site location

The subject site currently serves as the Menlo Park Caltrain station, and has an overall address of 1100 Merrill Street. The historic station building at the center of this parcel is occupied by the Menlo Park

Chamber of Commerce. The weekly food truck market would continue to take place in a surface parking area at the southern corner of the site, adjacent to the intersection of Merrill Street and Ravenswood Avenue. This area is located next to the former baggage building, which is addressed 1090 Merrill Street and which is occupied by the West Bay Model Railroad Association and a bicycle parking area.

Within the Specific Plan, the parcel is zoned SA E (Station Area East) and is part of the Downtown/Station Area Retail/Mixed Use land use designation. The parcel is owned by the Peninsula Corridor Joint Powers Board, which operates the Caltrain commuter rail service and which has authorized this application. A location map is included as Attachment B.

Analysis

Project description

The applicant, Off the Grid, is requesting a use permit extension for a recurring special event, a weekly food truck market on Wednesday nights. Off the Grid currently operates a number of similar food truck markets throughout the Bay Area. The event would continue to take place between 5:00 P.M. and 9:00 P.M., with setup starting at 3:30 P.M. and cleanup concluding by 10:00 P.M. The market would occur every week, regardless of weather. The applicant indicates they typically utilize nine trucks; however the current use permit allows for eight to 12 trucks and the extension would continue to allow flexibility for eight to 12 trucks. As is currently the case, alcohol sales/consumption would not be permitted.

The market would continue to be located in the L-shaped parking lot at the southern end of the Caltrain station, with the food trucks located at the edges of the parking lot, oriented to the interior. The layout currently includes chairs and elevated strings of lights located in the center of the market, which gives this space some definition. Each truck would continue to provide garbage/recycling/compost receptacles, and additional bins would be located toward the edges of the site. A portable restroom would continue to be delivered to the site the day of the event and removed the following day.

The market would continue to feature live music as part of the event, between the hours of 6:00 P.M. and 8:00 P.M., typically featuring one to two musicians playing predominantly acoustic instruments. In addition, the food trucks and the music/lighting systems would continue to utilize small generators. These sources could exceed the Noise Ordinance limits, similar to what has been considered and approved as part of other special event use permits (for example: Downtown Block Party, Sharon Heights Golf and Country Club Fourth of July Fireworks, and Sunset Celebration Weekend).

As a special event, the proposal is not required to provide a specific amount of off-street parking, similar to other recurring events such as the weekly Farmer's Market. The Caltrain parking lot, on-street spaces, and the City's parking plazas will continue to provide capacity for motorized vehicles, and signage would continue to be displayed to this effect.

With regard to non-motorized patronage, the event can be expected to draw continued interest from pedestrians and bicyclists, based on its central location. The applicant is exploring the possibility of adding a bicycle corral, and staff has added recommended condition of approval 4(i) allowing a bicycle corral, subject to review and approval of the location, size and operation by the Planning and Transportation

Divisions.

The applicant has submitted a project description letter requesting that the use permit be extended by five years (Attachment B). The applicant states that Off the Grid is proud of the event and experience, and that the market has typically drawn between 600-800 people per week, and that Off the Grid has received positive feedback on social media.

Staff has not received any Code Enforcement complaints regarding the event. Planning staff has reached out to the City's Police Department, and Transportation and Maintenance Divisions, which have stated that they do not have any concerns regarding the extension request.

Aside from the term limit change, all existing conditions (regarding items such as the hours of operation, trash collection, permitting/insurance, and prohibition on alcohol) would remain in effect. The term limit would be extended five years past its current expiration date, to February 19, 2025. Staff believes the five-year extension would allow Off the Grid to continue to invest in this market, while permitting the City to revisit the use permit after a period in which nearby land uses and/or rail operations could potentially change.

Correspondence

Staff has not received any correspondence regarding the proposed use permit extension.

Conclusion

In general, staff believes the events have run relatively smoothly, and the market does appear to offer a unique dining experience. Staff believes the second five-year extension would allow Off the Grid to continue to invest in this market, while allowing the City to revisit the use permit after a period in which nearby land uses and/or rail operations could change. Staff recommends the Planning Commission approve the use permit extension.

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 Description Letter

Disclaimer

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

Exhibits to Be Provided at Meeting

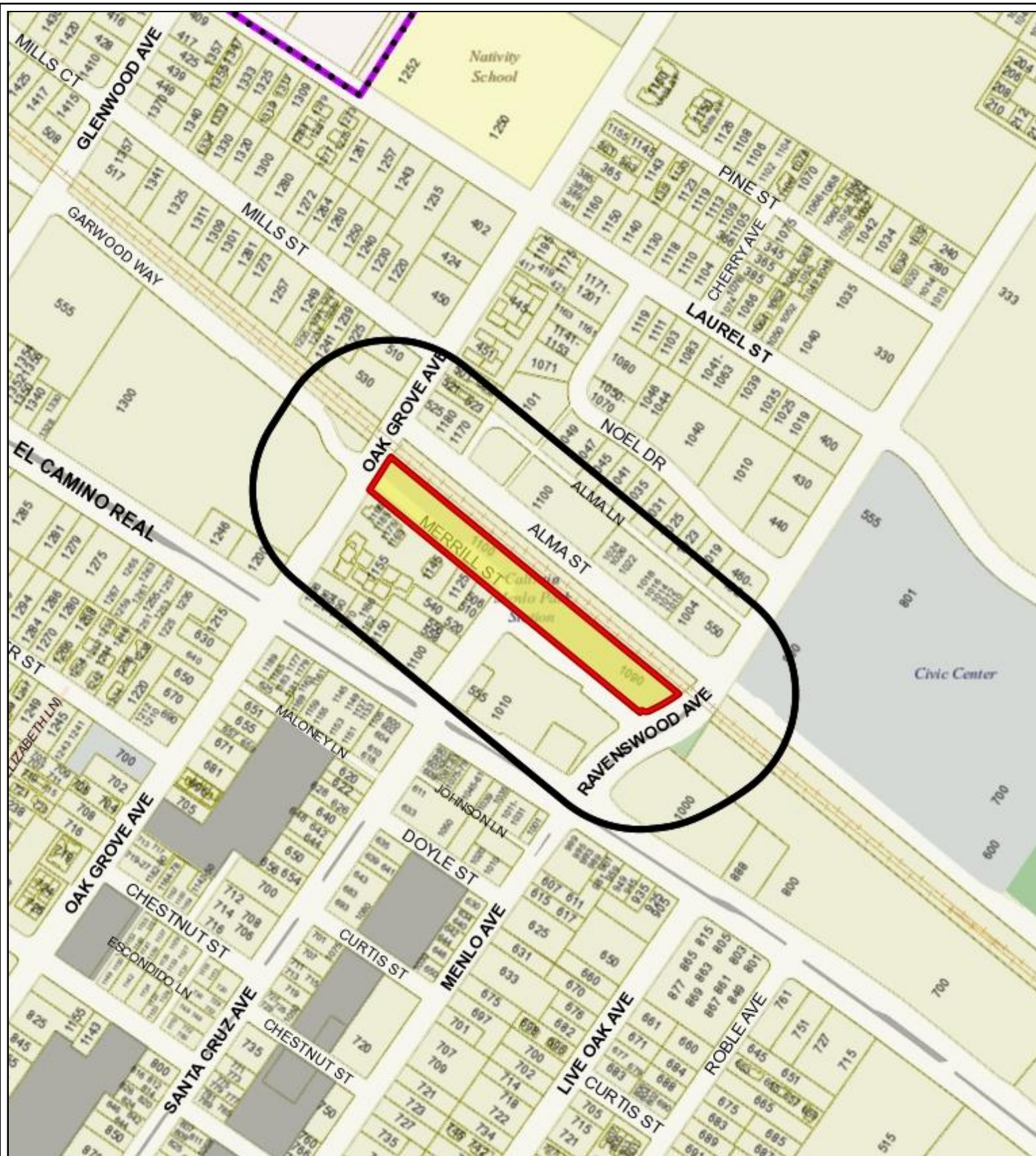
None

Report prepared by:
Corinna Sandmeier, Senior Planner

Report reviewed by:
Kyle Perata, Principal Planner

1100 Merrill Street – Attachment A: Recommended Actions

LOCATION: 1100 Merrill Street	PROJECT NUMBER: PLN2019-00058	APPLICANT: Tim Hudson	OWNER: Peninsula Corridor Joint Powers Board
<p>REQUEST: Request for an extension of a use permit for a recurring special event (weekly food truck market) on a portion of the Caltrain parking lot, at the corner of Merrill Street and Ravenswood Avenue in the SP-ECR/D (El Camino Real/Downtown Specific Plan) zoning district. The event would continue to occur on Wednesday evenings between 5:00 p.m. and 9:00 p.m., with setup starting at 3:30 p.m. and cleanup concluding at 10:00 p.m. The event would continue to include amplified live music (typically consisting of one to two musicians playing predominantly acoustic instruments) and generator use, which may exceed Noise Ordinance limits. The use permit term would be extended from its current expiration date of February 19, 2020, to February 19, 2025.</p>			
DECISION ENTITY: Planning Commission	DATE: September 23, 2019	ACTION: TBD	
<p>VOTE: TBD (Barnes, DeCardy, Doran, Kennedy, Riggs, Tate)</p>			
<ol style="list-style-type: none"> 1. The project is categorically exempt under Class 1 (Section 15301, “Existing Facilities”) of the current California Environmental Quality Act (CEQA) Guidelines. 2. Make findings, as per Section 16.82.030 of the Zoning Ordinance pertaining to the granting of use permits, that the proposed use will not be detrimental to the health, safety, morals, comfort and general welfare of the persons residing or working in the neighborhood of such proposed use, and will not be detrimental to property and improvements in the neighborhood or the general welfare of the City. 3. Approve the use permit subject to the following standard conditions: <ol style="list-style-type: none"> a. Development of the project shall be substantially in conformance with the project description letter and attached site plan, provided by the applicant and included in Attachment C of the staff report and approved by the Planning Commission on September 23, 2019 except as modified by the conditions contained herein, subject to review and approval of the Planning Division. 4. Approve the use permit subject to the following project-specific conditions: <ol style="list-style-type: none"> a. The market operations shall be limited to Wednesday between 5:00 P.M. and 9:00 P.M. Setup may start at 3:30 P.M., and cleanup shall be concluded by 10:00 P.M. b. Alcohol sales and/or consumption is prohibited. c. The applicant and all vendors shall comply with all applicable permitting requirements, including but not limited to: City Business License, Board of Equalization Seller’s Permit, San Mateo County Mobile Food Facility Permit, liability insurance, and vehicle insurance. d. The applicant shall regularly monitor trash while the market is operating, and shall fully clean the market and immediately surrounding areas at the conclusion of each event. e. Amplified live music is permitted between 6:00 P.M. and 8:00 P.M., and shall typically consist of one to two musicians playing predominantly acoustic instruments. f. The applicant shall implement the parking signage plan. g. Every week, the portable restroom shall be delivered to the site on the day of the event, and removed the following day. h. The use permit shall expire on February 19, 2025, unless the applicant obtains approval of an extension of the use permit. i. A bicycle corral may be permitted during the market operations, subject to review and approval of the location, size and operation by the Planning and Transportation Divisions. 			



CITY OF
MENLO PARK

City of Menlo Park

Location Map



Scale: 1:4,000

Drawn By: CDS

Checked By: CDS

Date: 9/23/2019

Sheet: 1



Off the Grid: Menlo Park
Conditional Use Permit Extension Request

Off the Grid (OtG) requests to extend its existing conditional use permit which expires on February 19, 2020 until February 19, 2025.

OtG is extremely proud of the weekly event and community-driven shared food experience that we have created through partnerships with the City of Menlo Park and CalTrain. The event has proven to be a powerful source for neighborhood interaction and has been viable for the vendors who serve the community.

OtG intends to continue working with our existing partners and fostering new relationships as the market grows over the next 5 years in Menlo Park.

Off The Grid Overview

Off the Grid (OtG) began in 2010 with the simple idea that grouping Street Food Vendors together would create a unique experience allowing neighbors to meet and families and friends to reconnect with each other. At its core, OtG believes in the power of shared food experiences to connect communities and we work hard to create lively shared spaces in each community we serve.

Since 2010, OtG has developed new markets in both urban and suburban locations that achieve our vision of activating public spaces. Off the Grid is proud of its role in organizing and promoting 40 weekly markets in 21 cities and 6 counties throughout the Bay Area, in addition to managing relationships with the 300+ small mobile food businesses who participate in our markets.

Off the Grid in Menlo Park

Logistics and Operations

Off the Grid works to achieve two goals in each of our markets:

1. Create an inviting ambiance for families that offers more than a grab-and-go food environment
2. Provide entertainment and programming that promotes active community participation.

Off the Grid: Menlo Park's concept achieves these goals by offering diverse food options, a comfortable ambiance and family-friendly entertainment. OtG operates the market every Wednesday between 5:00pm and 9:00pm (with one hour for set-up and cleanup) at the corner of Merrill Street and Ravenswood Avenue in the south lot of the CalTrain station.



The market rotates 9 vendors through 4 rotations on a weekly basis with seating up to 200 people and music. Music acts typically resemble gypsy-jazz duo or solo acts that provide family-friendly entertainment and a comfortable atmosphere.

Impact and Outcomes to date

Menlo Park is a viable location for our vendors who consistently provide positive feedback about their experience working in the community.

Each OtG vendor is required to obtain a City business license in order to operate in the market, which has resulted in **new revenue to the City from 18+ small businesses.**

Off the Grid is also committed to providing community-driven entertainment and programming. We have created signage at the entrance to the market that promotes businesses located in Menlo Center.

We have worked closely with the City of Menlo Park and Menlo Center to manage the event's land use impacts, which includes traffic flow and parking. Our initial traffic flow and signage plan worked to help mitigate these impacts, and have been responsive by providing additional signage upon request.

Vehicular traffic reduction

OtG is interested in possibility providing a bike corral and facilitating a reward program to encourage biking to the event. They work best where sidewalks are too narrow to accommodate bicycle racks and in areas with both high levels of people bicycling and demand for bicycle parking.

At this time the idea is in the early planning stages. Once we have confirmation and approval from Caltrain, OTG can then plan out the best course of action to move the project forward. However, we have limited resources to manage the logistics of the corral. To help with this, OTG may seek a local business to sponsorship the bicycle corral. This would help with costs and also promote someone from the community.

Customer demographics and feedback

Average weekly attendance at Off the Grid: Menlo Park is between **600-800 people.** OtG gathered feedback from customers via social media, online reviews, and individual discussion with market staff.

Social Media feedback

Off the Grid: Menlo Park customers cite the convenient location, comfortable seating, diverse food options and friendly atmosphere as reasons to attend and return to the market on a weekly basis. The Off the Grid: Menlo Park Facebook page has **74 likes, 485 check-ins and an average rating of 4 out of 5 stars.**



On Yelp, we have been reviewed 24 times with an average rating of 4.5 out of 5 stars.

Conditions of Temporary Use Permit

Off the Grid has worked in close partnership with the City of Menlo Park and CalTrain to manage the event's land use impacts, including traffic flow and parking. OtG has successfully complied with all applicable conditions and requirements of the Conditional Use Permit and Agreement.

The following describes each condition and how we have met the requirements:

1. Market operations shall be limited to Wednesday between 5:00pm to 9:00pm. Setup may start at 3:30pm and cleanup shall be concluded by 10:00pm.

a. OtG has consistently operated within this time frame and has conformed to the event description. We are asking to continue operating during this day and time.

2. Alcohol sales and/or consumption is prohibited

a. OtG does not allow vendors to sell alcohol and market staff have not encountered any customers consuming alcohol on the premises.

3. The applicant and all vendors shall comply with all applicable permitting requirements, including but not limited to: City Business License, Board of Equalization Seller's Permit, San Mateo County Mobile Food Facility Permit, liability insurance and vehicle insurance.

a. OtG only books vendors that are properly permitted in accordance with all requirements listed here. Further, OtG maintains current permits listed here.

4. The applicant shall regularly monitor trash while the market is operating, and shall fully clean the market and immediately surrounding areas at the conclusion of the event.

a. OtG requires all vendors use only compostable and recyclable service materials. OtG provides two trash stations at either side of the event and can additional trash stations upon request.

b. All vendors are required to provide a 3-part waste disposal system in front of their vehicles (compost, recycling, landfill) during market operational hours.



c. OtG market staff may remain on site up to one hour after the market closes in order to clean up all waste and crash within the market site. OtG staff will clean the market area to ensure that we leave the market space cleaner than we found it. We have consistently met this goal with no complaints received by customers, partners or the general public.

5. Amplified live music is permitted between 6:00pm and 8:00pm, and shall typically consist of one to two musicians playing predominantly acoustic instruments.

a. OtG books music acts in accordance with this condition with no complaints received.

b. OTG sets up a small generator and speaker for the performers. Music levels are constantly monitored.

6. The applicant shall implement the parking signage plan.

a. Our parking signage plan has worked to date, mitigating initial concerns.

7. Every week on Wednesday, United Site Services will deliver an ADA portable restroom on the day of the Menlo Park Market. The same company will pick up the ADA portable restroom the following day.

a. United Site Services have consistently adhered to this schedule with no issues.

8. OTG will provide adequate tables, seating and lights for the customers and guests of the Menlo Park Market.

a. Table and chairs will be laid out in accordance to the market site plan. The OTG staff currently place all seating and tables throughout the center of the market. However, due to certain situations asset placement may need to change to accommodate customer / guest traffic.

b. Due to the time change, specifically during the Winter Season, OTG staff will incorporate a string of lights powered by a small generator. The lights are laid out throughout the center of the market. Each is weighed down by weights for added security.



Off The Grid greatly looks forward to the opportunity to continue operating in partnership with CalTrain and the City of Menlo Park on Wednesdays through February 19, 2025. OtG believes that we contribute to the economic vitality of the area by drawing foot traffic and bringing people together for a unique, shared food experience.

We hope that we can build on existing partnerships and establish new ones while we strive to maintain a community-driven space.

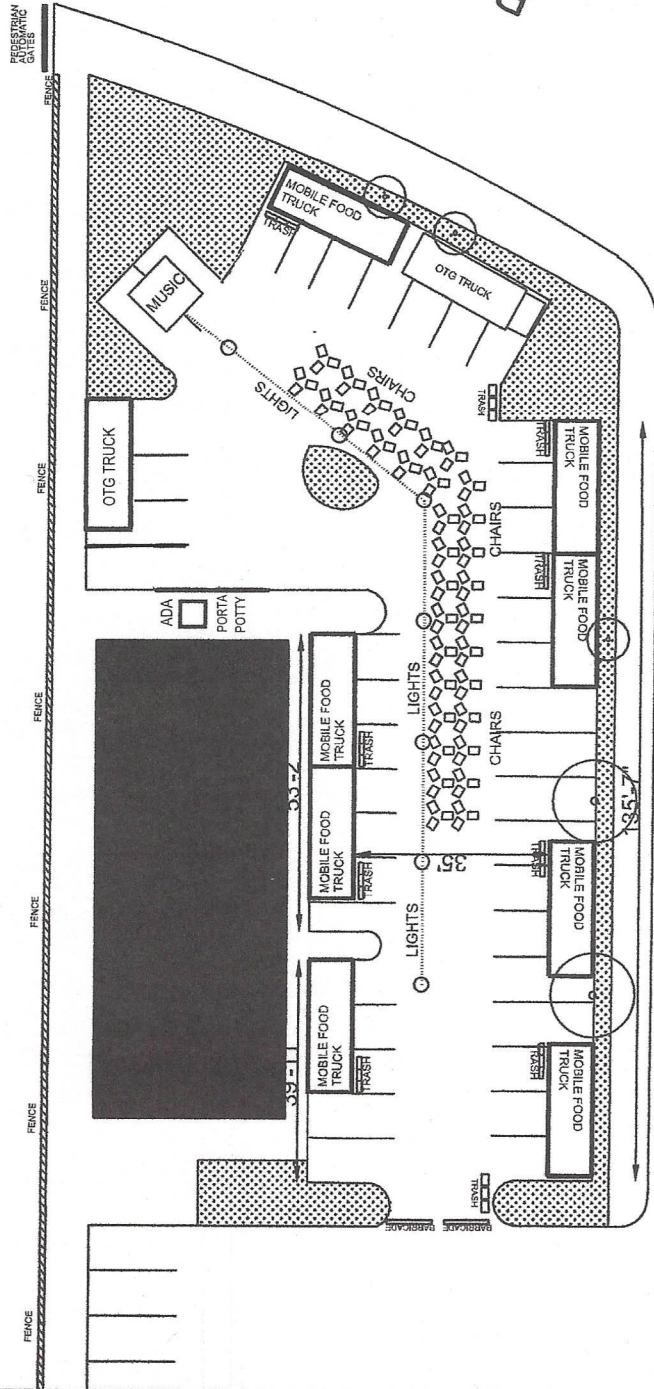
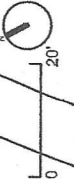
Thank you ahead of time for your consideration.

Sincerely,

Tim Hudson
Market Manager for OTG Market Operations
tim.hudson@offthegridsf.com
415.855.5023

Alma St.

Ravenswood Ave



Merrill St.