



REGULAR MEETING AGENDA

Date: 11/18/2019
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 revised transcript from the October 7, 2019, (1350-1390 Willow Road, 925-1098 Hamilton Avenue, and 1005-1275 Hamilton Court, Proposed Willow Village Master Plan Project Environmental Impact Report Scoping Hearing), Planning Commission meeting. ([Attachment](#))
- E2. Approval of minutes from the October 21, 2019, Planning Commission meeting. ([Attachment](#))
- E3. Approval of minutes from the November 4, 2019, Planning Commission meeting. ([Attachment](#))

F. Public Hearing

- F1. Use Permit/Danning Jiang/203 Haight Street:
Request for a use permit to partially demolish, construct a first-floor addition, and perform interior modifications to an existing single-story, single-family residence in the R-1-U (Single Family Urban Residential) zoning district. The existing residence is nonconforming with respect to the required left side setback and the daylight plane along both sides, and the proposed new work value would exceed 75 percent of the existing value. ([Staff Report #19-082-PC](#))

F2. Use Permit/Magda Bach/201 Ravenswood Avenue:
Request for a use permit to operate a child daycare center within an existing church in the R-1-S (Single Family Suburban Residential) zoning district. At maximum capacity, the daycare center would have 60 children, ages two to six years old, and six staff members. The daycare center would operate between the hours of 7:00 a.m. and 6:30 p.m., Monday through Friday, and be independent of the church, which would continue operations outside the proposed daycare hours. ([Staff Report #19-083-PC](#))

F3. Use Permit/John Conway/1200 El Camino Real:
Request for a use permit to allow the sale of beer and wine for off-premises consumption at an existing convenience store, which is associated with an existing service station in the SP-ECR/D (El Camino Real/Downtown Specific Plan) zoning district. As part of the review, the Planning Commission will need to determine whether the sale of alcohol at this location serves a public convenience or necessity, in accordance with the requirements of the State Department of Alcoholic Beverage Control (ABC). ([Staff Report #19-084-PC](#))

G. Regular Business

G1. One Year Review/Don Fox, WineBank/1320-A Willow Road:
Request that the Planning Commission conduct a one-year review of the use permit revision to increase the signage and advertising permitted, adjust the minimum prices of wines available for sale and consumption on-site, provide daily wine tastings, and host up to 150 wine tasting events per year at an existing wine storage facility in the LS (Life Sciences) zoning district. ([Staff Report #19-085-PC](#)) **Continued from the PC meeting of November 4, 2019**

H. Informational Items

H1. Future Planning Commission Meeting Schedule – The upcoming Planning Commission meetings are listed here, for reference. No action will be taken on the meeting schedule, although individual Commissioners may notify staff of planned absences.

- Regular Meeting: December 9, 2019
- Regular Meeting: December 16, 2019

I. Adjournment

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

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

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

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

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

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

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MEMORANDUM

Date: 11/18/2019
To: Planning Commission
From: Kyle Perata, Principal Planner
Re: Edits to transcript of October 7, 2019 environmental impact report scoping session for proposed Willow Village Master Plan project

At the November 4, 2019 Planning Commission meeting, the Commission voted 5-0-1, with Commissioner Kahle abstaining and Commissioner DeCardy absent to approve the transcript for the environmental impact report (EIR) scoping session public hearing for the proposed Willow Village Master Plan project, with edits suggested by Commissioner Riggs.

Following the meeting, Planning Division staff relayed Commissioner Riggs's edits to the contracted court reporter for review and inclusion into a revised transcript, if applicable (based on review and consistency with the audio recording). Upon further review of the transcript, staff determined that portions of the transcript needed clarification by the court reporter to ensure that the transcript accurately reflected the discussion at the meeting. Staff subsequently asked the court reporter to review the audio recording and update the transcript for consistency.

A number of small edits were made to the transcript for consistency with the discussion at the meeting. The following list identifies more detailed edits to the transcript that were made to improve accuracy:

- 1) On pages 45-47 of the transcript, public comments were reviewed and updated to more accurately capture the public commenter's verbal remarks on the scope and content of the EIR. The edits to the transcript were limited to clarifications for consistency between the transcript and the audio recording.
- 2) On pages 80-83, commissioner comments were reviewed and updated to accurately capture comments on the scope and content of the EIR. These edits were also limited to changes for consistency between the transcript and the audio recording.
- 3) Commissioner Riggs's suggested edits are included in the revised transcript when they are consistent with the audio recording.

Given the changes to the transcript after the Planning Commission's approval of the transcript on November 4, 2019, staff requests that the Planning Commission review and approve the changes to the updated transcript. The revised transcript is attached for the Commission's review and approval.

Attachments:

Attachment A: Updated transcript of October 7, 2019 Planning Commission meeting

CITY OF MENLO PARK
PLANNING COMMISSION

**CERTIFIED
TRANSCRIPT**

In re)
Willow Village Project)
_____)

ENVIRONMENTAL IMPACT REPORT
SCOPING SESSION
REPORTER'S TRANSCRIPT OF PROCEEDINGS
MONDAY, OCTOBER 7, 2019
MENLO PARK CITY COUNCIL CHAMBERS

Reported by: MARK I. BRICKMAN, CSR, RPR
License No. 5527

1 ATTENDEES

2 THE PLANNING COMMISSION:

- 3 Andrew Barnes - Chairperson
- Henry Riggs - Vice Chairperson
- 4 Camille Kennedy
- Chris Decardy (Absent)
- 5 Michele Tate
- Michael C. Doran

6 THE CITY STAFF:

7 Kyle Perata - Principal Planner

8 SUPPORT CONSULTANTS:

- 9 Kirsten Chapman, ICF Consultants
- 10 Erin Efner, ICF Consultants
- Gary Black, Hexagon Transportation

11 PROJECT PRESENTERS:

- 12 Michael Ghielmetti
- Eron Ashley

13 ---o0o---

14

15

16

17 BE IT REMEMBERED that, pursuant to Notice

18 of the Meeting, and on October 7, 2019, 7:305 PM at the

19 Menlo Park City Council Chambers, 701 Laurel Street,

20 Menlo Park, California, before me, MARK I. BRICKMAN, CSR

21 No. 5527, State of California, there commenced a Planning

22 Commission meeting under the provisions of the City of

23 Menlo Park.

24 ---o0o---

25

1	MEETING AGENDA	
2		Page
3	Presentation by Project Planners	10
4	Consultant Presentation	27
5	Public Comments	32
6	Commission Comments	58
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
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1 OCTOBER 7, 2019

7:05 PM

2 P R O C E E D I N G S

3 ---o0o---

4 COMMISSIONER BARNES: We have a public hearing
5 and there are two -- we've got a public hearing. This is
6 F1 and FG, and these are associated items within a single
7 staff report.

8 What I will to do is I'll read one of these in
9 both F1 and FG and I'll have the same lead in.

10 F1, Environmental Impact Report, EIR Scoping
11 Session/Peninsula Innovation Partners/1350 to 1390 Willow
12 Road, 925 to 1098 Hamilton and 1005-1275 Hamilton Court.

13 This is a request for an Environmental Review,
14 Conditional Development Permit, Development Agreement,
15 Below Market Rate (BMR) Housing Agreement, Zoning Map
16 Amendment, General Plan Amendment, Heritage Tree Removal,
17 Vesting Tentative Map, Fiscal Impact Analysis and an
18 appraisal to identify the Community Amenity Value for a
19 Master Plan to comprehensively redevelop an approximately
20 9 -- 59-acre site located at 1350-1390 Willow Road, 925-
21 1098 Hamilton Avenue and 1005-1275 Hamilton Court.

22 The proposed project would demolish
23 approximately one million square feet of existing office,
24 industrial research and development (R&D) and warehousing
25 campus. The project site will be redeveloped with

1 approximately 1,735 housing units (with a minimum fifteen
2 percent affordable), up to 200,000 square feet of
3 non-office/commercial retail uses (including a grocery
4 store and pharmacy), approximately 1,750,000 square feet
5 of offices, a hotel with approximately 200-250 rooms, an
6 approximately 10,000 square foot community center, and
7 approximately 9.8 acres of publicly accessible open space
8 (including an approximately four acre public park).

9 The proposal includes the request for an
10 increase in height, floor area ratio (FAR) and density
11 under the bonus level development allowance in exchange
12 for community amenities, as outlined in the General Plan
13 and Zoning Ordinance.

14 The project site encompasses multiple parcels
15 zones O-B (Office) and R-MU-B (Residential Mixed Use).
16 The project site contains a toxic release -- contains a
17 toxic release site, per Section 6596.2 of the California
18 Government Code that would be remediated as part of the
19 proposed project, in accordance and in compliance with
20 the applicable requirements of the California Department
21 of Toxic Substance Control, the State Water Resources
22 Control Board and/or other responsible agencies.

23 So there you have it.

24 Commissioner -- excuse me. Mr. Perata.

25 MR. PERATA: Thank you. So I will give the

1 staff introduction to the project tonight and we'll
2 follow up with a presentation of the applicant and then a
3 presentation from the Environmental Impact Report
4 consultant developing the EIR for the project.

5 So I just want to start from a staff
6 perspective by giving an overview of the meeting purpose
7 for tonight.

8 As mentioned, we have two items on the agenda
9 for the Willow Village project. These are two public
10 hearings. The first is an Environmental Impact Report
11 Scoping Session, so this provides an opportunity for
12 members of the public and members of the Planning
13 Commission to provide input on the scope and content of
14 topics on items that can be studied in the EIR.

15 Then following that, we'll have a Study Session
16 tonight which will allow an opportunity for members of
17 the public and the Commission as well as provide feedback
18 on the project plans more generally, so not EIR focused
19 for that, but rather more general design, uses, layout,
20 more conceptual guidance or comments on the plans for the
21 applicant team and the staff.

22 And then just by way of kind of background, the
23 latest Study Session by the City Council for this project
24 May 7th. And so no actions will be taken at tonight's
25 hearing.

1 So I just want to start with a little bit of
2 background which is highlighted in blue on the side
3 slide.

4 It is generally located on the east side of
5 Willow Road north of the San Francisco Public Utilities
6 Commission right-of-way and Ivy Drive, then just south of
7 the Dumbarton corridor, the Dumbarton corridor further
8 north of that is Highway 84/Bayfront Expressway.

9 So the existing site, it's approximately 59
10 acres in size. It's commonly referred to as a Prologic
11 Menlo Science and Technology Park. The site includes
12 twenty buildings, approximately one million square feet
13 of square footage within those buildings, and existing
14 land uses at the project site include office, research
15 and development and warehouse uses.

16 Facebook occupies a number of buildings on the
17 project site and uses those buildings for a multitude of
18 uses, including offices, employee amenities, research and
19 development and a employee health center.

20 There's approximately 3,500 employees at the
21 site currently and the site has two zoning districts,
22 Office Bonus as well as Mixed Use Residential Bonus.

23 So I'll give a brief overview of the proposed
24 project here and the applicant team can go into further
25 detail.

1 As part of the project, the existing buildings
2 onsite will be demolished. The proposed project is a
3 Mixed Use Development. It would utilize the City's
4 ordinance allowance for a Master Plan Development which
5 will include a Conditional Development Permit and a
6 Development Agreement as a part of the entitlements for
7 the project.

8 Some of the main components to talk about
9 briefly. The project includes housing, retail as well as
10 a hotel and office.

11 As far as housing, there's approximately 1,735
12 units currently proposed. Retail, you have 200,000
13 square feet, and that does includes uses such as a
14 grocery store and pharmacy as well as some other non-
15 office commercial uses, restaurants, cafes, commercial
16 services could be within that square footage.

17 The hotel right now is proposed for up to 250
18 rooms and the office campus is 1.75 million square feet,
19 and that is a net increase of approximately 750,000
20 square feet above the existing commercial square footage
21 at the site currently.

22 The site also includes public space throughout,
23 the majority of which is an approximately four acre
24 publicly accessible park at the southwestern corner of
25 the site.

1 Adjacent to that site would be a community
2 serving space within the adjacent building.

3 And so the recommended meeting format for
4 tonight. As mentioned, we have two items, the EIR
5 Scoping Session and Study Session.

6 For the EIR Scoping Session, staff recommends
7 that the Commission, after staff's review and overview of
8 the proposed project, listen to a presentation by the
9 applicant, and then following that a presentation by the
10 City's EIR consultant of the project.

11 It's recommended that the Commission hold
12 general questions on the project for the EIR process more
13 generally without -- not comment particularly, but more
14 general clarifying questions.

15 So after all three presentations, but certainly
16 if you have a question for the applicant or the EIR
17 consultant or myself, we can take that after each
18 presentation if necessary.

19 Following any clarifying questions, we want to
20 open public comment, and then close that, Commissioner
21 comments on the EIR scope and content, and then after
22 closing the Scoping Session and Public Hearing, move on
23 to the Study Session, item G1.

24 For that, there will be no presentations.
25 Staff recommends moving all three presentations to this

1 time rather than having the applicant present it during
2 the Study Session.

3 But it would be an opportunity for clarifying
4 questions and we would take Public Comment and
5 Commissioner comments on the project.

6 So that concludes my presentation. As I stated
7 previously, I'd be happy to answer any general questions,
8 and then I'll turn it over to the applicant team to make
9 their presentation.

10 CHAIRPERSON BARNES: Any clarifying questions
11 from the Commissioners?

12 Seeing none, and, too, for the purpose of
13 clarity, just to give an overview one more time, we're
14 going to have the consultant for the EIR give a
15 presentation, and then -- then we'll bring it back to
16 Public Comment and then bring it up here.

17 We'll do it again as it relates to the session
18 on the project itself as we move to the EIR. In the
19 middle of that will be Public Comment opportunity and
20 then we'll bring it back up here.

21 So with that, let's call for the applicant.
22 Good evening.

23 MR. GHIELMETTI: Hi. My name is Mike
24 Ghielmetti. I'm the founder of Signature Development
25 Group and we're partnering with Facebook on the project

1 before you. So thanks for having us tonight. We've been
2 to a few of these before, so some of these may be repeats
3 for members of the audience and some of you Commissioners
4 have been to our study sessions, as well.

5 So again, I'm Mike Ghielmetti with Signature
6 Development Group. We're a Bay Area-based private
7 family-owned development organization; been building
8 around the Bay Area for twenty years, and we take pride
9 in building the right project for the community we're
10 building in.

11 So a picture of the project we did in Oakland
12 called The Hive with kind of a derelict district that was
13 defunct and we brought it alive with a mixture of
14 residential and retail, building hotels and office space
15 around there and -- and we build from Novato to -- to San
16 Jose, San Francisco to Oakland.

17 And the consistent theme there is not that it's
18 a specific type of project, but it's hopefully the right
19 product for the community in terms of scale and scope,
20 architecture and the theme being connectivity.

21 Because we want residents to be connected to
22 these neighborhoods that we're building, be they brown
23 field or green field or something in between.

24 So we're excited to be here. We've been
25 partnering with Facebook for about eighteen months now.

1 We're trying to envision what this project could be.

2 As you know, Facebook's been in the community
3 for about seven or eight years now. I don't need to go
4 into too much detail. They've been very generous with
5 their time and public dollars and a number of topics
6 here, economic opportunity, housing, mobility, community,
7 sustainability and hopefully this project can carry
8 forward some of those goals.

9 A little bit of background. This concept has
10 been before you a couple of times. Initially Facebook
11 brought forth the concept in 2017 to help try and
12 envision what -- what could -- what could happen in this
13 area, and there were a number of community workshops.

14 We met with hundreds of people during that
15 timeframe and trying to get ideas from folks.

16 This wasn't a talking tour. It was really a
17 listening tour to -- to Belle Haven and to the
18 neighborhood surrounding it and broader Menlo Park.

19 What would you like to see here? What's
20 important to you? What are some of the good things?
21 What are some of the bad things? And how can we make
22 this better?

23 From that process, a number of issues came
24 forth that were things that the community had said hey,
25 can you help solve some of these problems and/or can you

1 provide opportunities or amenities? Things like retail
2 amenities, grocery store, pharmacy, things like parks and
3 open space, bike trails, traffic solutions and general
4 connectivity were very important.

5 Educational opportunities, housing and housing
6 affordability came about. Mobility in a variety of ways,
7 like I said, bike and pedestrian, public transportation,
8 vehicular access.

9 And so we took all of those ideas and meshed
10 them with some of the conditions at the site to help
11 create something that we could build forth from there.

12 As staff indicated, the site is about plus/
13 minus sixty acres. It's filled with a number of old
14 buildings, about -- about a million square feet with
15 capacity for about 3,500 folks working there.

16 The existing site conditions are ones that were
17 built from yesteryear. Not what I would call resilient,
18 not what I would call sustainable and it's not what I
19 would call connected.

20 So there's a whole lot of folks working there
21 that aren't going to be able to provide the broader
22 benefit we think a future project can deliver to the --
23 to the neighborhood.

24 So from all of the workshops that we had with
25 the community and stakeholder organizations, we started

1 to come up with some really broad brush Stokes, just kind
2 of a back-of-the-napkin kind of first blush, and
3 basically what it shows is that the project wanted to
4 have ample public parks.

5 We thought moving them together we'd be able to
6 create some parks and open space with better visibility
7 and better use and wanted to have a lot of connectivity,
8 both to the other Facebook campuses, but also to the
9 community as large.

10 And it didn't want to be sequestered. It
11 wanted to be an open community.

12 So the dotted lines in there kind of represent
13 places where a campus and a community could kind of come
14 together.

15 And so we've got office to, you know -- as I'm
16 looking at it to the right in and residential to the
17 left, but also ways for those to kind of blend together.

18 So this is the start of it and I'm going to
19 introduce Eron Ashley from our land planner and Howard
20 Layton to help explain how involved and I'll come back.

21 MR. ASHLEY: Thanks, Mike.

22 Good evening. My name is Eron Ashley. I'm a
23 partner in Hart Howerton. We're planners, architects,
24 interior designers based in San Francisco and New York
25 and we tend to get involved in either exceedingly large

1 or exceedingly complex projects where the real focus is
2 --

3 CHAIRPERSON BARNES: I'm sorry. Can you move
4 the mic?

5 MR. ASHLEY: Sure. We tend to work in
6 situations where the experience of living there working
7 there, visiting there is, you know, of the utmost
8 importance.

9 And so it's been really kind of fun for us to
10 get to know Facebook, get to know the community,
11 especially Belle Haven community, but Menlo Park as a
12 whole and to understand how a project of this sort can
13 really make more of a site.

14 Today it's really a cul-de-sac full of outdated
15 offices.

16 The program forward Willow Village is very much
17 what it was a year ago or two years ago when you first
18 saw it. It's a mix of office, residential, retail and a
19 hotel.

20 I think what's different here is we -- we've
21 spent a lot of time listening onsite, and if you've ever
22 sat at a light at Hamilton waiting for it to turn, all
23 the Facebook bikes and all the people walking across
24 Willow, you can really understand what connectivity means
25 in this part of Menlo Park.

1 And so a lot of what we've been doing is how do
2 you create a place that better interfaces with the
3 community.

4 And so my pointer doesn't really work here, but
5 one big change is to take the grocery store and some of
6 the other communities, the retail, the hotel, and make
7 them more a part of Willow Road in a way that makes it
8 more accessible for Belle Haven, more accessible to the
9 larger community.

10 Same for our open space. I think in a previous
11 version, you might have seen open space winding itself
12 through the community, and in this place -- in this case,
13 we really thought about -- well, we're not sure what this
14 open space wants to be yet, but let's consolidate it in a
15 way that's very accessible to the community.

16 A big theme of Facebook as a place to work,
17 it's connectivity. It's amazing to me that someone has a
18 business that people will be inclined to get on a bike,
19 to walk to meet one face-to-face as opposed to calling
20 them on the phone or e-mail them, and yet that's such a
21 significant part of the culture there.

22 And so we wanted to really embrace that in a
23 way that made it easier to be a Facebook employee, but
24 not in such a way that it would bother the community.

25 I think there's a blatant desire in this part

1 of Menlo Park to connect to things that certainly were
2 from the bay, by the highway. So how do we connect
3 better to the Bay Trail. How do we connect better to
4 each other?

5 And so some of the key themes are what is this
6 big red line that flashes through the plan? So this is a
7 theme or -- or a -- it's principally a road, but a road
8 dedicated more to people and bikes than it is to cars.

9 Thus creating a seam between the office campus,
10 which tends to be on the right side, and mixed use of the
11 plan which tends to be on the left side, and that theme
12 connects to -- it's shown with that yellow circle which
13 would be a grade separated crossing over the rail
14 corridor that will start to link people from belle Haven
15 and this Willow Village site to the bay.

16 We think that's just a huge opportunity that is
17 seamless connectivity.

18 We're at a site today that's got one way in,
19 one way out. Well, two if you're a UPS driver, I guess.

20 This needs to have as many ways in and ways out
21 as it can. So we've created five meaningful connections
22 for people, for bikes, for vehicles that capitalizes on
23 the redundancy.

24 You know, mixed use place to work because
25 people are coming and going at different times, and

1 connectivity means different things to different people.

2 So principally this is a place to walk. In
3 green, there are all -- all the green lines are the
4 pedestrian paths, and if you think about how few
5 pedestrian paths exist on the site today, what a
6 significant increase this is.

7 Dashed red lines are streets designed so that
8 bikes have the right-of-way. Solid red lines are where
9 bikes have a dedicated space to go from point A to point
10 B.

11 The idea you could ride safely free of cars
12 through that site and connect to the bay.

13 Obviously bikes are a big part of working at
14 Facebook, and so in kind of solid areas are these bike
15 parking lots and at the front door to every building.

16 The really -- the entire project team at
17 Facebook loved the idea that this office campus functions
18 like it's in a real town.

19 You walk out the front door, you use the real
20 street to get places, and it's not all behind gates and
21 walls.

22 On the two, on the east side of the property,
23 there's two large parking structures for 3,000 cars
24 total, but on the bottom portion is for the buses.

25 Obviously you're familiar with the Facebook

1 buses. The idea is that those buses are coming in and
2 leaving in an efficient way, and we're designing for
3 them, and this continues to allow Facebook to rely
4 heavily on transit and not every -- every employee has a
5 car.

6 At the heart of the project, we're calling it a
7 town square, and it really is. It's a - it's a hub of
8 activity and this gathering place where a grocery store,
9 a pharmacy, restaurant, shopping all come together with
10 the hotel and the front door of the office complex.

11 So if I'm a visitor to Facebook, I come to this
12 very civic place. If I'm a neighbor who lives across the
13 street and I want to come to this civic place, and it
14 really is a -- you know, great public space at the heart
15 of the project.

16 So here is the plan. On the left-hand side is
17 Willow. You can see Hamilton Avenue labeled just below
18 that. Above that would be the Chevron just above that,
19 the Jack-in-the-Box.

20 And so this square which has a hotel on the top
21 side of it, which is numbers 4 and 6, the office campus
22 to the right, numbers 9, a grocery store number 2 and a
23 pharmacy number 3 really is, you know, in a specific
24 place.

25 You know, we don't much have as many of the

1 squares in the West Coast, but certainly if you spend any
2 time on the East Coast, these squares are a great place
3 to come together.

4 The yellow is meant to be kind of a plaza
5 street. So the idea is that this whole place could be
6 taken over for farmer's markets and festivals and really
7 feel like the pedestrians have the right-of-way.

8 So if you were coming in from Willow Road,
9 here's the grocery store on the right, here's the
10 pharmacy in the distance as you come into the town
11 square.

12 It's important for us as you arrive to this
13 place, it felt like a real place. It didn't feel like an
14 office campus masquerading as a place.

15 So the office campus is set back and really
16 kind of community life is at the forefront.

17 I mentioned this bright red line which we call
18 Main Street. It's between the office campus, which is on
19 the right, and the residential mixed use area on the
20 left. In the distance is the hotel or town square.

21 The idea is that the office campus would have
22 retail and other active uses kind of laminated on the
23 front of it.

24 So it behaves like it's a real active
25 participant in the streetscape, in the public realm even

1 though it does have certain security requirements that
2 it's going to maintain.

3 And so you've got this kind of great street-
4 scape with this dedicated bike lane, all the stormwater
5 treatment, the street and -- and very few cars.

6 I think one of the things we're trying to do is
7 put cars that come here to work and shop into garages.
8 And so the public realm becomes a place for people and
9 bikes.

10 Inside the office campus, kind of borrowing on
11 a lot of the things that have worked really well in the
12 classic old Sun Microsystems campus on the other side of
13 the highway, a place that within that kind of secure
14 office environment that people can come together and
15 socialize, a place that feels very California.

16 You know, buildings that are four and five
17 stories, but also have lots of outdoor space. You know,
18 the kind of place that can only be here in Menlo Park.

19 A big piece of what we're excited about is a
20 big public park. I'm showing it here with no lines. And
21 so it's four acres. That's the school on the right
22 there. There's soccer fields behind. That's Willow Road
23 in the foreground.

24 There's a modest parking lot, and I think we
25 see a lot of value in that open space. We're really

1 looking to the community to help us figure out what that
2 means.

3 We don't have the monopoly on good ideas on
4 what should be built here, and a big point of public
5 engagement over the coming months is to understand this.

6 So here we -- we just drew the lines. This was
7 a college soccer field. So you can put two youth soccer
8 fields across here or two baseball fields, how big it is.

9 So, you know, here's the campus that we're
10 looking for the community to really share with us. We'd
11 love to hear from you tonight, and then here's the detail
12 of what we're attempting to do.

13 So with that, I'll turn it back to Mike.

14 MR. GHIELMETTI: So you heard from staff
15 tonight. This is a Scoping Session. It is a Study
16 Session. We're not here to answer. We're hear to share
17 our initial thoughts about the project, talk to you about
18 some of our goals and listen.

19 And then along with our -- the City's EIR
20 consultants, study a number of alternatives and variants
21 that meet with community desires.

22 We do start off with a number of -- of really
23 important goals here, especially in this day and age
24 around sustainability. The LEED goals, all electric,
25 recycled water, no new emissions for gases, et cetera.

1 And so we've -- we set the bar pretty high
2 compared to -- to the community development standards in
3 the Bay Area, which are quite high, and we'll be studying
4 these throughout the process.

5 Some other things I just wanted to touch on
6 have to do with phasing. So what we're trying to do
7 here -- and again, we'd love to take input from the
8 community and you and continue to get input on the entire
9 process, but we had to start somewhere. We had to put
10 pen to paper.

11 We've got a three-phase project as shown here
12 and what we've tried to do is combine elements of
13 different aspects of this.

14 So, for instance, major community benefits and
15 amenities up-front along with a certain amount of
16 housing, both affordable and market rate and a certain
17 amount of office.

18 Now, we recognize that these lines are going to
19 move through the process again as we get input from
20 everybody.

21 The blue area was shown as -- as our initial
22 thoughts on phase one. What we've got are the parks as
23 they may manifest themselves over time.

24 We have four building -- residential buildings
25 here and a certain amount of office space with a certain

1 amount of parking and the transit hub.

2 We -- we do intend to exceed the minimum
3 requirements for affordable housing. How that comes out
4 again depends on community input. Your input to the
5 Council, et cetera, all the various stakeholders, but we
6 do intend to receive those standards. They elected you
7 to go through to go through the environmental and
8 feasibility standards.

9 The green phase here shown in phase two, again
10 more of the housing and pharmacy, the town square, which
11 is kind of scaled like the Sonoma town square, some
12 office and the balance of the transit hub and parking.

13 The yellow area that's shown here is phase
14 three which includes the bounds of the office space, the
15 grocery store, the hotel, the visitor center and more
16 residential.

17 We've already heard from folks in the community
18 about wanting to accelerate the grocery store. So we've
19 already started to look at that. Ways to do that either
20 to accelerate the grocery store or put in some other
21 grocery type use.

22 We certainly want the grocery store to be
23 successful, as well, and so we're -- we're looking at
24 that.

25 Part of this plan, too, is looking at, you

1 know, incorporating senior housing, you know, messing
2 around with the phasing over time.

3 So this is not something that is, you know, a
4 finished product. This is very early in the process and
5 that's why we're here to get all of your input.

6 A little bit about the schedule. So in
7 February of this year, we basically re-engaged -- as I
8 said, Facebook had started with the concept plan in 2017
9 and through parts of '18 and they brought us on board in
10 early '18 to help take that concept forward.

11 We -- we submitted a revised plan to the City
12 in February and have continued to have open houses, you
13 know, and a number of, as it said, one-on-one or large or
14 small-sized group presentations around the City.

15 We tried to emphasize Belle Haven because it's
16 the neighborhood most proximate.

17 In May, we had our Council Study Session. The
18 EIR contract was approved in August, and the NOP, Notice
19 of Preparation was posted in September and we're here
20 before you now.

21 But we have, you know, a while ahead of us.
22 We're -- we are -- we know there are issues out there.
23 We've heard a lot about the traffic and congestion.

24 We think we have some solutions that can help
25 that, but we know there are issues and we know we have to

1 be a part of those solutions.

2 So with that, we're available for any questions
3 you may have and thank you for your time.

4 CHAIRPERSON BARNES: Thank you very much.

5 And at this time clarifying questions only if
6 we have some. Your light's on, Commissioner Riggs.

7 COMMISSIONER RIGGS: So you're taking
8 questions that would be for the study just or just EIR at
9 this point?

10 CHAIRPERSON BARNES: You know, the fact is
11 that it might be better to hold the project in general
12 because we're going to do the project last, the EIR
13 before that.

14 We're going to hear from the consultant prior
15 to that. So if it's clarifying, feel free to ask it.

16 COMMISSIONER RIGGS: I'm happy to hold it.

17 CHAIRPERSON BARNES: Great. Thank you.

18 Commissioner Doran.

19 COMMISSIONER DORAN: Yeah. I'd just like to
20 know on the residential units whether the intention is
21 for those to be earmarked for Facebook employees or are
22 they going to be available for rent, selling condos?
23 What's the use of this?

24 MR. GHIELMETTI: Thank you for the question.

25 At this point, again, I think we're open to

1 listening. I think there are referred folks in the
2 community talking about, you know, pros and cons either
3 way, but they probably at this point are looking to be
4 public.

5 Again, some folks have talked about a certain
6 amount that maybe cuts down on traffic if some of are
7 more geared towards Facebook employees, but I think
8 they're -- they're up for grabs in terms of input from
9 you and the community.

10 COMMISSIONER DORAN: Thank you.

11 CHAIRPERSON BARNES: Great. Seeing no other
12 questions, we will progress to the EIR consultant.

13 MS. CHAPMAN: Good evening, Commissioners and
14 members of the public. Thank you for coming to the
15 Scoping Session for the Willow Village Master Plan
16 Project EIR.

17 My name is Kirsten Chapman and I work for the
18 environmental consulting firm ICF. We will be pre --
19 preparing the environmental review component for the
20 project.

21 I'm a project manager. I -- with us tonight we
22 have Erin Efner who's the project director from ICF and
23 then we also Gary Black from Hexagon and they will be
24 preparing the transportation component of the EIR.

25 So should you have any questions after the

1 presentation regarding the environmental review process,
2 we can respond to them accordingly.

3 Let me move to what is shown here. So we'll
4 cover the building process and the environmental review
5 process. We won't get into a project overview because
6 that is the job of the project applicant.

7 Just a quick introduction to our CEQA project
8 team or California Environmental Quality Act project
9 team.

10 We have the City of Menlo Park as the lead
11 agency, meaning that they have the principal
12 responsibility for carrying out the project.

13 ICF will be the lead EIR consultant and we will
14 prepare all sections of the EIR with assistance from
15 Hexagon for the transportation analysis.

16 We will also have Keyser Marston & Associates
17 on our team and they will be preparing the housing needs
18 assessment which we will then incorporate into the
19 population and housing section of the EIR.

20 And then also Bay Area Economics will prepare
21 the fiscal impact analysis which part of that will be
22 incorporated into the public services section, but it
23 will also be an interim document separate from the EIR.

24 So since the project involves discretionary
25 actions by the City, it is subject to the California

1 Environmental Quality Act or CEQA, and according to CEQA,
2 because this project may have significant effects on the
3 environment, an EIR is being prepared.

4 The EIR is a tool for identifying physical
5 impacts to the environment by analyzing the community
6 conducted by our EIR team.

7 The EIR is also used to inform the public and
8 decision-makers about a project and its potential
9 variance prior to project approval, recommend ways to
10 reduce impacts and also consider feasible alternatives to
11 lessen the item by physical.

12 So what's shown here, the EIR will cover most
13 of the environmental top -- topics required by CEQA. The
14 EIR analysis will cover topics such as aesthetics, air
15 quality, transportation, noise.

16 Since the project site is going to be developed
17 in an urbanized area of the City, we will not be doing a
18 full analysis of agricultural or rural resources. They
19 do not exist on the project site.

20 But each of these projects have several sub-
21 issues associated with them. There's one purpose of this
22 meeting tonight is to understand what the Planning
23 Commission and the public think about specific issues
24 under topics such as hydrology, for example.

25 So this slide shows the general step involved

1 in the CEQA process for the project. As most of you
2 know, the NOP was released on October 18th and the NOP
3 comment period will end on October 18th.

4 Following close of the scoping period, we will
5 begin preparing the EIR. When the Draft EIR is released
6 for public review, a Public Hearing will be held to
7 solicit comments on the adequacy of the Draft EIR.

8 A Final EIR will then be prepared and will
9 address all the comments received during the Draft EIR
10 review period and make any required changes that are
11 necessary to the Draft EIR.

12 And then the third hearing for the Final EIR
13 will be held before the Planning Commission and City
14 Council.

15 After the EIR is certified, the project can
16 then be approved, and following approval of the project,
17 Notice of Determination will be issued.

18 So the purpose of tonight's scoping phase is to
19 guarantee public input, early investigation of possible
20 mitigation measures to reduce the impact and also to
21 consider possible project alternative.

22 I want you to know that the attempt of the
23 scoping period is not focused on the project itself or
24 its merits, but instead the comments should be focused on
25 the environmental impact of the project.

1 The next step includes collecting data on
2 existing conditions from which we will evaluate the
3 impacts of the project. We will also begin a preliminary
4 review of the project for potential effects, and as we
5 prepare the EIR, we will consider all public comments
6 received during the scoping period either tonight,
7 received orally or via comment letter.

8 You can submit comments on the scope of the EIR
9 to Kyle Perata, Principal Planner with the City. You can
10 also speak tonight and we will note your comments and
11 consider them during the preparation of the Draft EIR.
12 As shown here, the comments must be received by October
13 18th.

14 So thank you again for coming tonight and we
15 look forward to receiving your comments.

16 CHAIRPERSON BARNES: Thank you.

17 Commissioner questions as it relates to the
18 EIR?

19 Seeing no Commissioner questions as it relates
20 to the EIR, I will move to open Public Comment on --

21 MR. PERATA: Through the chair, can I just
22 chime in before you open public comment?

23 CHAIRPERSON BARNES: Yes.

24 MR. PERATA: I just want to make one
25 additional staff clarification or update for the project.

1 In my opening remarks, I didn't mention that we
2 received four items of correspondence since the staff
3 report. Those were provided via e-mail to the Planning
4 Commission throughout the last few days, and hard copies
5 were available, also in the back of the room.

6 Members of the public who are interested in
7 hearing additional comments that are not in the staff
8 report due to time permitting after publication of it. I
9 just wanted to get that update prior to opening Public
10 Comment.

11 CHAIRPERSON BARNES: Great. Thank you.

12 And I will proceed to open Public Comment, and
13 then after that, will be another opportunity for
14 Commissioners to provide comments at that time, as well.

15 And I have a number of cards. Some of them
16 double up on the EIR portion of this meeting and on the
17 project portion of tonight's meeting.

18 I'm going to start with a Ms. Patti Fry going
19 first followed by Pamela Jones.

20 Good evening. Good evening. Please state your
21 name, jurisdiction.

22 MS. FRY: Patti Fry, Menlo Park. I wanted to
23 make -- make some suggestions regarding the EIR
24 evaluation. One is that since this is the largest
25 project Menlo Park has had it is planned to occur in

1 phases, that the EIR evaluate each phase separately so
2 that the mitigations for impacts for each phase could be
3 implemented since the implementation of the entire
4 project may take time.

5 We would not like to see these mitigation
6 measures end up being at the very end of the project, but
7 rather as they occur.

8 So that's one suggestion.

9 Another is as an alternate that the reduced
10 intensity alternate be focused on less office as opposed
11 to less retail or housing.

12 Those two uses are uses that are very important
13 to the community, and office I know is very important to
14 Facebook, but if there were a less intense project, it
15 should be solely less office, in my opinion.

16 In terms of metrics, we often see EIRs based on
17 ABAG projections. Since Menlo Park just went through a
18 ConnectMenlo General Plan update process, I suggest that
19 that be used for the growth assumptions that comparisons
20 are made regarding population, jobs and housing, et
21 cetera rather than ABAG.

22 And in terms of transportation and traffic, I
23 know that CEQA likes to look at VMT, vehicle miles
24 traveled solely, but our town, especially in that part of
25 it, is congested incredibly, gridlocked a lot of the

1 time.

2 I would suggest that some of our traditional
3 tools also be used also to help inform decisions, and
4 that will be things like local level of service at
5 intersections and roadway segments.

6 The jobs/housing imbalance in Menlo Park and
7 our region is very, very acute and causing a lot of the
8 problems with traffic and displacement of very important
9 people to our community, so I urge the -- that be looked
10 at in terms of its impact and ways to help our overall
11 community do better at that.

12 So I thank you.

13 CHAIRPERSON BARNES: Thank you very much.

14 Followed by Patti Fry who is in turn -- excuse
15 me. That was Patti Fry. Excuse me. Pamela Jones
16 followed by Ms. Crystal Leach.

17 MS. JONES: Good evening.

18 A couple things for this aspect that I would
19 like to see included in the NOP. One is notification.
20 I'd like to see us use the TIERS public engagement
21 process.

22 The local newspaper, there is none, so for
23 people to find out about the sequencing here is going to
24 be virtually possible. My letter includes some detail.

25 High level Dumbarton corridor project,

1 including the train stop, must be a part of this
2 Environmental Impact Report along with a list of any
3 projects that are somewhere in the pipeline, one almost
4 to be completed with the -- with comment on specific
5 discussion items, mixed of land use and Master Plan
6 development.

7 I think it's critical that all of the team
8 review the CCI meeting -- the City Council meeting, CCI
9 and community role and input to better understand the
10 sentiments of the residents at this time when it comes to
11 development.

12 I know it can't be a part of the EIR, but it
13 helps to have everything framed.

14 I also -- under the land use, I would like to
15 see the bar significantly reduced for office and an
16 increase in housing, significance in housing.

17 The reality is we have an additional 6,000
18 employees over in that area which means there will be
19 9,000.

20 Currently there's about 18,000 -- somewhere
21 between 16 and 18,000 Facebook employees and we've only
22 built 738 units.

23 So we would further exacerbate the jobs/housing
24 imbalance if we move forward with this configuration. So
25 I would like for the NOP to consider those two areas.

1 I do want to see increase in BMR, for sale
2 housing and for sale condos. We know that communities
3 are stronger when people buy their property.

4 All residential and commercial areas should be
5 completed prior to any office regardless of what the
6 configuration is.

7 On the proposed circulation, the traffic
8 studies must include cross traffic between University
9 Avenue, O'Brien avenue and Willow Road in addition to the
10 usual cut-through traffic, and I would also like for them
11 to look at having a direct access from where the office
12 buildings would be to Bayfront so there would be no need
13 for any of the office people during Monday through Friday
14 to have to access Willow Road or University Avenue for
15 that matter.

16 In the rest of the impact from Pacific from
17 Bohannon building, hotel, shuttles, private vehicles.

18 CHAIRPERSON BARNES: Thirty seconds.

19 MS. JONES: Uber, Lyft and limousine. Air
20 quality, we must do local air quality monitoring. The
21 closest monitor in Redwood City. That definitely doesn't
22 address the area where this impact is.

23 Thank you.

24 CHAIRPERSON BARNES: Thank you.

25 Crystal Leach followed by Mr. Matthew Zito.

1 MS. LEACH: Good evening. My name is Crystal
2 Leach and I am the superintendent at Sequoia Union High
3 School District.

4 The district does not oppose development within
5 the district boundaries and appreciates the importance of
6 housing.

7 Rather, the district is solely concerned with
8 ensuring the safety of district families and staff and
9 the viability of the district's educational program.

10 The district is concerned that the project as
11 presented will have a vast number of significant impacts
12 on the district, including impacts related to
13 transportation, traffic, circulation, safety, noise,
14 population and student housing.

15 Are we counting the underclass? Often our
16 middle class, especially in the Bay Area, is now our
17 underclass, and realistically we have families living in
18 studios and in one bedroom housing.

19 So I ask: Why are we excited to build
20 communities without children? Thank you.

21 CHAIRPERSON BARNES: Thank you.

22 Matthew Zito followed but Luis Guzman.

23 MR. ZITO: Good evening, Commissioners.

24 Thanks for the opportunity to speak. I'm Matthew Zito.

25 I'm the chief facility officer for the Sequoia Union High

1 School District and the Pueblo Village sits squarely
2 within and near this project.

3 Menlo-Atherton currently has 2,500 students and
4 is the largest high school in the county, and the scope
5 and content of the EIR as it's being scoped out.

6 So this project has potential to have profound
7 and lasting impacts on the district, its facilities, our
8 students and staff, and Menlo-Atherton in particular is
9 the high school, the public high school for the entire
10 City of Menlo Park. There are 1,200 students from Menlo
11 at M-A currently.

12 And it has this impact particularly on this
13 entire project as proposed. You have recently been
14 proposed or approved in the Bayfront area of Menlo Park
15 as well as some of the condominium development, Stanford
16 development on El Camino Real.

17 So the district hopes to work with the City and
18 the developer to ensure that these impacts are fully and
19 adequately mitigated.

20 As I mentioned, the district operates two
21 schools within the attendance area, Menlo-Atherton, which
22 is a traditional public high school, plus the two miles
23 from the project site, and we also have a new small high
24 school that's essentially, Bohannon Industrial Park, but
25 it's in the former M-2 area at Jefferson near Chrysler.

1 So just opened this year. Has a capacity for 400
2 students, and it costs 56 million dollars.

3 Imagine the cost of development in the Bay
4 Area, it's astronomical and the cost of school
5 development is particularly challenging for us.

6 So we bought two acres for 9.6 million dollars.
7 Two acres which are probably now worth eighteen million
8 dollars. To secure land and build facilities is
9 staggering.

10 We are also a mile and a half from the proposed
11 project and we have many, many students that are in East
12 Palo Alto, and in that area, I know it's not really east,
13 but the El Camino kind of north and south that is behind
14 this development, and the bus that actually takes many
15 students from East Palo Alto to Menlo-Atherton is Q96
16 currently has an average speed of 5 miles an hour.

17 And so the traffic impacts in this area are
18 particularly troubling to us. It does look like a very
19 substantial transit center's being developed is what
20 looks like hundreds of buses in and out, I think an
21 additional 3,000 parking spaces and other ancillary
22 traffic, so we're concerned about our students actually
23 being able to move from their location, particularly in
24 East Palo Alto and actually being able to get safely in
25 time and safely to Menlo-Atherton.

1 So while the miles might seem quickly, might
2 seem a small distance, it's quite a bit of time to
3 travel..

4 So we have challenges to what the statutory
5 fees are for all intents a pittance. They cover almost
6 none of the construction costs, maybe five to eight
7 percent of the building facilities.

8 We're concerned about the traffic caused by the
9 project. This will discourage alternative means of
10 traffic and we really would ask that the EIR analyze the
11 existing and anticipated student movement pattern, bus
12 routes to all these two schools, looking at vehicular
13 movement and potential conflict, and this is a key part.

14 Potential conflicts with school pedestrian
15 movement with all the additional cars and buses and our
16 most precious commodity are teenagers that are moving to
17 the two schools.

18 So the safety issue is first and foremost --

19 CHAIRPERSON BARNES: Time is expired.

20 MR. ZITO: -- our concern.

21 We have other issues that we will outline,
22 noise and air quality concerns, but again, mitigation is
23 just key and the ability to have our students actually be
24 able to.

25 CHAIRPERSON BARNES: I'm sorry. Your time is

1 expired.

2 MR. ZITO: Thank you. Appreciate it.

3 CHAIRPERSON BARNES: Thank you.

4 With that, I have no other additional cards for
5 the EIR. If anyone -- I do have some more. So for
6 clarification, this is the EIR public comment period. We
7 will be doubling back for another. That relates to the
8 project itself, and -- so I have -- I have two here.
9 They're both for -- these look like EIR.

10 Is that your understanding for the EIR?

11 MR. PERATA: Correct. The one should be an
12 EIR comment card. I also another here. So I'm trying to
13 bring them up.

14 CHAIRPERSON BARNES: Is it your understanding
15 Mr. Bookman is EIR, as well?

16 MR. PERATA: That one appears to not be EIR.
17 What I might recommend that the chair does is there's a
18 number of comments that are for the project which might
19 be on the Study Session, but it may be possible that
20 people may want to speak now instead of wading through
21 the Commission deliberation.

22 So I would recommend giving the public
23 opportunity if they have submitted a card more for a
24 Study Session topic, commenting now in respect.

25 It might be a good idea to give an opportunity

1 to speak on this item prior to the Study Session. The
2 preference would be continue, separately from the EIR
3 comments for the purposes of the record.

4 CHAIRPERSON BARNES: I have no problem with
5 that.

6 So for clarification, what I will be doing is
7 we just finished the EIR Public Comment and we'll move
8 right into Public Comment as it relates to the project
9 itself, and I see Ms. Levin coming forward.

10 It sounds as though she -- so with that in
11 mind, I'm happy to call Ms. Levin.

12 MS. LEVIN: I'm --

13 CHAIRPERSON BARNES: Thank you. I had
14 called prior to that for Mr. Guzman. The gentleman who's
15 waiting in front.

16 Thank you very much. Sorry for the delay.

17 MR. GUZMAN: Good evening. Luis Guzman, a
18 East Palo Alto resident. Dear Commissioners, we will
19 benefit from the new village Facebook campus and we are
20 excited about the opportunity to have the access to new
21 retail services and recreational amenities on the east
22 side of 101.

23 However, East Palo Alto residents will also be
24 highly impacted to the increase of Facebook traffic and
25 parking issues.

1 Therefore, the revised East Palo Alto city trip
2 must be included in the evaluation as part of the EIR and
3 some of the impact projects, the City of East Palo Alto
4 for safety and traffic mitigation measures.

5 Residents would like to have as much local
6 amenities as many community parks, because we -- we do
7 not have access to public open space at the present in
8 the East Palo Alto area.

9 Therefore, we would like to have the O'Brien
10 Park much bigger than the current plan site.

11 The park shall include the complete re-
12 development of Hetch Hetchy right-of-way to connect to
13 the parks with additional park lands.

14 We would like the current developer of this
15 project to work with relevant parties such as the City in
16 that SF-PUC to increase park, playgrounds, actual on the
17 Hetch Hetchy sight to secure children, toddlers areas
18 and, football, soccer courts to serve future employees
19 and local residents.

20 Additional pedestrian parks to connect O'Brien
21 and Willow Village shall also be with other nearby
22 landlords.

23 For example, utilizing the current drainage
24 channel between 1075 and 1105 O'Brien Drive and the
25 previous connection between the Hamilton Court and 960

1 and 1350 Hamilton.

2 In connection with the project and in order to
3 limit traffic, the Willow-O'Brien area should be
4 redeveloped with pedestrian/bicycle traffic in mind.

5 Such a time was which at the present are mostly
6 non-existent should be constructed, from Capital Way in
7 Menlo Park.

8 Better lighting shall should be installed and
9 bicycle lanes should be also developed on the O'Brien
10 drive.

11 Although we are very excited about this new
12 mixed use project with public access needed, nearby
13 residents are looking forward for their developers to
14 improve their areas.

15 We are also looking forward for the City of
16 Menlo Park and the Planning Commission to encouraging
17 more of such live/work play development in the near
18 future that we will transform the O'Brien Business Park
19 into a more lively community district integrating in the
20 surrounding city neighborhoods.

21 Thank you.

22 CHAIRPERSON BARNES: Thank you. Thank you for
23 your patience. Appreciate it.

24 Next up is Ms. Adina Levin followed by Mr.
25 Colin Bookman.

1 Good evening.

2 MS. LEVIN: Good evening. Planning
3 Commissioners. I'm Adina Levin. I serve on Complete
4 Street Commission and was on the Menlo Park General Plan
5 Advisory Committee. I'm speaking for myself. So having
6 served on General Plan Committee, it's exciting to see
7 mixed use proposed moving forward including much needed
8 housing, multiple income levels and needed services.

9 On the project alternatives for the EIR,
10 because there's a window for opportunity to be studied,
11 the EIR studies a lower office alternative that would
12 rebuild the current office and then use the remaining
13 space for a higher housing alternative with up to 3,000
14 units for us, for BMR and at the same time office.

15 The areas seeing tremendous job growth,
16 Facebook is driving displacement of Belle Haven and
17 nearby communities.

18 These alternatives in the EIR should consider
19 reporting on vehicle miles traveled and the consequences
20 on less office and more housing.

21 Also the transportation, since there is ongoing
22 study of Dumbarton rail that Facebook is working on,
23 please do include a report of impacts of the vehicle
24 miles traveled when Dumbarton rail is coming forward
25 using that study that is currently in progress.

1 I know that's a little bit unusual because it's
2 usually only something that is done, but that analysis
3 could be highly relevant.

4 Let me see. With regard to phasing, phasing
5 has accelerated housing, which is very welcome. I'm glad
6 to hear that the grocery may be accelerated.

7 In terms of energy, please remove the offset
8 and credit options. That is no longer eligible under the
9 PUC code policy, and this is a big enough development.
10 It should be able to accommodate that without those
11 workarounds.

12 In terms of the safety of this EIR, pedestrian
13 overcrossing. It seems counterintuitive. A pedestrian
14 overcrossing of arterials.

15 The latest best practices suggest that that
16 could reduce safety because people will still cross,
17 drivers will expect them less and it might be even less
18 safe, so please do look at the latest and best practices
19 for the safety.

20 In terms of the housing needs assessment, I'm
21 glad to see that that is being done and we want to see
22 this project and the City as a whole to get total impacts
23 of the housing needs thing invoked by the additional
24 office, and on the housing, please do use the Density
25 Bonus Development Agreement for a higher share of below

1 market rate housing of twenty-five percent would be a
2 good level, including in a mix of subsidy levels with
3 very low and, you know, a mix of income levels with
4 senior housing also sounds like it would be welcome.

5 And I think those are the comments that I had
6 had. So thank you very much for your consideration on
7 this important project.

8 CHAIRPERSON BARNES: Thank you.

9 Mr. Colin Bookman followed by Mr. John Kadvany.

10 MR. BOOKMAN: So I'm Colin Bookman.

11 CHAIRPERSON BARNES: Good evening.

12 MR. BOOKMAN: Thank you. First off, thank you
13 for your time today.

14 CHAIRPERSON BARNES: Could you please state
15 your political jurisdiction?

16 MR. BOOKMAN: I live in East Palo Alto.

17 CHAIRPERSON BARNES: Thank you.

18 MR. BOOKMAN: One mile away from this new
19 development.

20 CHAIRPERSON BARNES: Thank you.

21 MR. BOOKMAN: My only comment why not build
22 more? Why not build higher? Why not more below market
23 unit rental units?

24 Doubling or tripling the height of these
25 buildings would afford the greater density, to justify

1 more public transit, more investment.

2 As that area builds up, so builds the
3 surrounding areas, and I think by extending the height
4 limits, it would benefit the surrounding communities and
5 would enable a lot of the concerns to be addressed.

6 You get more BMR, you triple the housing
7 density, all that could be used for housing. You triple
8 that, right, hey, we need more public transit, all of
9 those people are paying tax revenue.

10 Not all of them are commuting very far. Many
11 of them will be working at Facebook and will benefit the
12 surrounding areas.

13 That's all.

14 CHAIRPERSON BARNES: Thank you.

15 Mr. Kadvany followed by Pat Sausedo.

16 MR. KADVANY: Good evening, Commissioners.

17 I'm John Kadvany, several decades resident of Menlo --
18 Menlo Park.

19 I think this project as it comes forward and
20 assuming it gets past some considerable hurdles, it's
21 going to involve significant negotiation for additional
22 public benefit going well beyond the boundaries of Willow
23 Village that has been presented to us today.

24 Within the village, the housing looks great.
25 Its environment looks great. We need to say 1,700 units,

1 but in terms of the environmental numbers, the housing
2 and the office, office increase is probably going to
3 offset each other, especially with transportation
4 changes.

5 But I think -- I think within the boundaries of
6 the project, Facebook can probably come in with a pretty
7 good -- a pretty good case, but I don't think that's
8 going to be enough.

9 We're -- it's not like this is an isolated
10 project. Menlo Park is at a significant crossroads like
11 the rest of Silicon Valley in terms of our infras --
12 infrastructure and our quality of life.

13 Facebook is proceeding in advance with good
14 ideas to mitigate that with -- such as their Dumbarton
15 Rail and Bridge Study, and if that's successful, that can
16 be a part of our future negotiations, but that's not
17 going to be nearly enough.

18 We need a whole lot more as indicated by Mr. --
19 Mr. Zito and by Adina Levin, that we have to think in
20 terms of what's really going to be involved here in terms
21 of public benefit. Then it's going to go well beyond the
22 borders of this project.

23 So in terms of the EIR, I suggest -- the EIR
24 can't be everything, but it can start looking at what
25 goes beyond.

1 For example, the discussed transit corridor
2 down the rail line from East Palo Alto to Redwood -- to
3 Redwood City, that would be a big jump.

4 Facebook may be working with Google and other
5 South -- South Bay tech firms can talk about keeping that
6 going down into the South Bay.

7 As Mr. Zito said, we're going to have
8 significant impacts on the educational system. Maybe we
9 need to look inside the circle of the campus for an ed --
10 for an educational facility because land is so expensive.

11 So to the extent -- and as Adina said, also,
12 let's look at how the housing can be expanded different
13 from the parameters that are given here and maybe even
14 looking at changing the zone -- the zoning in the office
15 area, which doesn't allow any -- any housing at all.

16 So do that somehow so that the public is ready
17 with the knowledge base to intelligently discuss these
18 issues when they come up in the areas of transit,
19 housing, including affordability and education.

20 Thank you.

21 CHAIRPERSON BARNES: Thank you. Good evening.

22 MS. SAUSEDO: Good evening, Commissioners.

23 I'm Pat Sausedo with BIA Bay Area. BIA Bay Area is very
24 encouraged by the Willow Village project before you this
25 evening.

1 Willow Village embraces today's urban village
2 concept enabling City residents to work, reside, shop,
3 socialize and generally live a full rewarding life within
4 their local community with minimal dependence on the
5 automobile to fulfill their daily needs.

6 The village project will enable the City to
7 maintain -- maintain stable economic growth while
8 significantly increasing its housing supply utilizing
9 smart land use and building design standards to minimize
10 environmental impacts.

11 In response to prior feedback, the applicants
12 have rev -- revised their proposed project to develop at
13 this point over 1,700 residential units and are analyzing
14 single occupancy to family size three-bedroom residential
15 units.

16 The project's increase for multi-family housing
17 will help balance the proposed office and retail
18 development while reducing vehicle miles traveled by
19 giving employees the opportunity to walk and bike between
20 their homes, their jobs and shopping.

21 Recognizing the significant issues of housing
22 affordability, over twenty -- over 260 residential units
23 at this point will be committed to affordability
24 standards as determined by the City.

25 Additionally through the project's town square,

1 public parks, designated community buildings, it will
2 allow neighbor-to-neighbor socializing and community
3 engagement opportunity that will be fully supported by
4 the project's community benefits infrastructure.

5 Willow Village's core components embrace smart
6 development. Housing, jobs, retail services all in one
7 location.

8 BIA believes that this project as it continues
9 through the process has great core components and the
10 applicants want to work with you, work with the community
11 to make it all that it can be.

12 BIA thanks you for this opportunity to share
13 our thoughts at this point in time and we look forward to
14 continuing the dialogue as this project moves through the
15 processes in the City of Menlo Park.

16 Thank you again. Good evening.

17 CHAIRPERSON BARNES: Thank you.

18 COMMISSIONER RIGGS: Ma'am, could I just ask
19 for those present if you would tell us. BIA stands for
20 what?

21 MS. SAUSED0: Building Industry Association
22 for the Bay Area.

23 COMMISSIONER RIGGS: Thank you.

24 MS. SAUSED0: You're welcome.

25 CHAIRPERSON BARNES: Thank you.

1 MR. PERATA: Through the chair?

2 CHAIRPERSON BARNES: Yes, sir.

3 MR. PERATA: May I just jump in and clarify
4 the process? At the point that we're at, I just had an
5 additional item labeled F1 for this topic area to dias.

6 It sounds like we're starting to get into
7 comments that were probably identified as G1 Study
8 Session, and so I think it would probably be appropriate
9 for the Planning Commission through the chair to check
10 and see if there's any other items with F1 if the rest
11 are study items, actually close Public Comment, but prior
12 to closing Public Comment on the EIR scoping session,
13 call for any other items or anyone who has submitted a
14 card so far and would like to make their comments or have
15 comments on the EIR content and scope, make those
16 comments now rather than waiting for the Study Session.

17 CHAIRPERSON BARNES: So I've got maybe five F1
18 cards.

19 MR. PERATA: Okay.

20 CHAIRPERSON BARNES: And the intent is to work
21 through the F1. That's my intent.

22 So with that, Sergio Ramirez-Herrera followed
23 by Lushorn Lee.

24 And good evening. Please state your -- you
25 have three minutes. Please state your name, organization

1 and political jurisdiction.

2 MR. RAMIREZ-HERRERA: Good evening, Chair and
3 Commissioners. Thank you for allowing me to speak. My
4 name is Sergio Ramirez-Herrera and I am a member of
5 Carpenters Local 217 and a long resident of Menlo Park.

6 I'm here to speak in favor of the Willow
7 Village project for the benefit it brings to the
8 surrounding community through housing and job creation.

9 This development will allow my carpenters like
10 me to continue living in Menlo Park, and will provide me
11 with the nec -- necessary benefits and income to provide
12 for myself and my family.

13 And I am in full support of the Willow Village
14 project. I encourage you to consider the positive
15 benefits of this community center. Responsible
16 development brings to Menlo Park by making certain it is
17 appealing.

18 All right. Thank you so much.

19 CHAIRPERSON BARNES: Thank you.

20 Next is Lushorn Lee followed by Elizabeth
21 Jackson.

22 Good evening, you have three minutes, please
23 state your name and your organizes.

24 MS. JACKSON: Good evening. My name is
25 Elizabeth Jackson and I am currently live in East Palo

1 Alto, but for many years, I lived in eastern Menlo Park,
2 and I feel that these two areas, they're the same
3 community.

4 So whatever you do, it's going to affect both
5 of them because people who live in both areas share in
6 the community.

7 So I thank you for having the meeting tonight
8 and I wanted to attend to express my support for your
9 Willow Village and for the affordable housing project,
10 and also the traffic improvements that you plan on
11 working on, and that will certainly benefit both areas.

12 This Willow Village, I think it will deliver
13 good benefits and it will allow Facebook to continue to
14 remain in Menlo Park and to provide jobs for the
15 surrounding areas.

16 And I'm a carpenter and we look forward to
17 working with Facebook and the development because we know
18 that they understand skilled labor and quality work and
19 that's what we intend to offer.

20 And as a carpenter, I -- on this project, I
21 feel that I could help build and improve this project
22 because we're well trained. So I urge you to support
23 Willow Village.

24 Thank you very much for letting me -- allowing
25 me to make comments.

1 CHAIRPERSON BARNES: Thank you.

2 So the last two cards I have for G1 is Jose
3 Contreras followed lastly by James Kendle.

4 Good evening. You have three minutes.

5 MR. CONTRERAS: Good evening.

6 CHAIRPERSON BARNES: Excuse me. Your
7 organization represented, if any?

8 MR. CONTRERAS: Good evening, Commissioner.
9 My name is Jose Contreras. I'm a resident of Menlo Park,
10 Belle Haven for the past forty years.

11 CHAIRPERSON BARNES: Would you pull the mic up
12 a little bit?

13 MR. CONTRERAS: I'm a resident of Menlo Park
14 and Belle Haven for the past forty years. I'm here
15 tonight to support the Willow Village.

16 Willow Village will bring new retail and
17 housing to the Belle Haven community, but will also
18 create jobs and pay fair wages.

19 As a carpenter, I look forward to working in
20 the community where I live and close to home and to
21 support my family.

22 I've lived in Menlo Park for the past forty
23 years. I would encourage you to move the project as far
24 as possible and approve it.

25 Thank you.

1 CHAIRPERSON BARNES: Thank you.

2 And lastly Mr. James Kendall.

3 MR. KENDALL: Good evening, Chair and
4 Commissioners and staff. My name is James Kendall. I'm
5 a representative from Carpenter's Local 217 for San Mateo
6 County. I'm speaking on behalf of approximately 39,000
7 carpenter men and women across Northern California,
8 including Menlo Park residents, and some of them are with
9 me here tonight.

10 We are here in full support of the Willow
11 Village project signature development, and responsible
12 contractors will work on this project. This company has
13 a growing history that respects the workers.

14 Carpenters will earn a fair wage with medical
15 and retirement benefits that will allow workers a chance
16 to live in the community they work in.

17 It also means those wages will be invested back
18 into the community as they spend their earnings and tax
19 dollars into the local school and government.

20 This comes with commitment to apprenticeship
21 programs which guarantee that you will continue to have
22 trained, skilled and experienced workforce and be able to
23 complete high quality projects in a safe and timely
24 manner.

25 Opportunities not just for jobs on this

1 project, but a career path for many men and women
2 apprentices, hard hat program for returning veterans.

3 Community members look forward to more than
4 their income. They're excited to have a chance to
5 revitalize their own community at the same time as
6 increasing the housing stock so badly needed by this
7 region.

8 The carpenters are in full support of this
9 project to expedite Willow Village the benefits bring to
10 the community as well as housing and union job creation.

11 Thank you for your time.

12 CHAIRPERSON BARNES: Thank you.

13 So with that, having no other cards specific to
14 F1 and G1, seeing no one coming forward, I will close
15 Public Comment.

16 There's another public for public after this
17 which we will get to later.

18 And I'm going to bring it back up to the dais,
19 my fellow Commissioners for comments related to the EIR
20 Scoping Session.

21 Comments at this time. Commissioner Doran.

22 COMMISSIONER DORAN: Through the Chair, I'd
23 like to ask the people on the EIR about this mention of a
24 toxic site, toxic release site on the building site.

25 Could you just give us a little bit more

1 information about what that toxic site is, what the
2 toxins are? If you have any preliminary things to say.

3 MS. CHAPMAN: No. We actually do not have any
4 information on that at this time. A Phase I
5 environmental site has been prepared by the project
6 applicant, and as part of our environmental review, we
7 will be reviewing that and incorporating that into the
8 EIR.

9 But at this time it has not been reviewed yet.
10 But it will definitely be.

11 CHAIRPERSON BARNES: Good. Commissioner
12 Riggs.

13 COMMISSIONER RIGGS: Yes. Thank you, Chair
14 Barnes.

15 I have -- I have a few comments to make. First
16 I did want to acknowledge more than half a dozen comments
17 tonight that addressed the EIR.

18 For the most part, they seem to deal with the
19 potential alternate projects. So our first speaker
20 suggested that there be a project that holds the existing
21 million square feet of office and that the new
22 construction or new square footage consisting of housing
23 and non-commercial retail spaces.

24 There was also the comment that in review of
25 transportation and traffic, VMT alone ignores local

1 conditions.

2 That can be local gridlock. That can be
3 neighborhood lockdowns. That can be diversion of traffic
4 through Wayz to go through neighborhoods.

5 We'll note the suggestion to add back levels of
6 service for related intersections, and per my comments
7 from several months ago, I would also add that
8 neighborhoods that are adjacent to these arterials that
9 are so impacted but are not listed as -- were not
10 normally listed as candidates for study under LOS, that
11 these should be included also because in fact if traffic
12 does divert.

13 And then there was the overall comment about
14 the jobs to housing balance. I believe that that refers
15 to in the case of this immediate area, the Facebook
16 campuses, that the last two projects of half a million
17 square feet each actually did not include any housing.

18 They were entirely negative to the jobs/housing
19 balance, and I would note that it's self-evident what the
20 transportation situation is and we haven't even occupied
21 the buildings that are currently under construction.

22 The next speaker made a similar suggestion
23 regarding the balance to note they have an alternative
24 noticeably reducing office and boosting housing. With
25 the emphasis on the fact that this proposal will make the

1 situation worse.

2 There was a comment from the school district
3 that the EIR should include a study of student traffic,
4 and I realize that VMT would include likely vehicles, but
5 the new school does not have a history and would not have
6 been measured to date, and I don't know that it would
7 come up with full numbers if it were measured here in
8 October or in the next few months compared with 2020 or
9 2021.

10 We might want to look ahead to that, including
11 Mr. Zito's comments about pedestrian access.

12 But I will note in response to an earlier
13 comment that we don't -- Facebook or I should say
14 Signature Development is not proposing pedestrian
15 overcrossing at Willow, but an undercrossing as I
16 understand it, which is much more inviting to people in a
17 hurry than having to climb -- rather than having to climb
18 fifteen feet when there is only ten to cross.

19 Another comment to reduce office square footage
20 to the existing one million square feet and put the
21 increased development and housing.

22 There was a comment that to the degree that
23 this conforms to the ConnectMenlo guidelines -- and I'll
24 note since this is looking to a development agreement
25 that doesn't actually necessarily attempt to do so, that

1 particular effort perhaps outside of the zoning, which
2 would indeed be a public benefit discussion, that a lead
3 item would be activating the rail which already exists
4 and is in occasional use for Caltrain when it opens
5 between Facebook and Redwood City junction.

6 In other words, the infrastructure is sitting
7 there, and that essential transportation link could
8 indeed be an impact on overall traffic.

9 And I would have more comment on that later.

10 And also the suggestion that I assume is for
11 the City Council that potentially ConnectMenlo should be
12 reconsidered in that the OB, office and bonus area does
13 not currently allow housing.

14 I think that reflects the fact that the RM, the
15 mixed use residential on the other hand does allow office
16 which perhaps was not what everyone anticipated.

17 And then there was an interesting comment from
18 one of our neighbors outside of Menlo Park that this
19 person looks forward to this project and its potential
20 traffic improvements, resulting improvement in current
21 traffic conditions, and for that, I have a couple of
22 questions for the transportation consultant through the
23 chair.

24 CHAIRPERSON BARNES: Yes, please.

25 COMMISSIONER RIGGS: So is that Mr. Black?

1 MR. BLACK: Yes. Gary Black with Hexagon
2 Transportation Consultants. Good evening.

3 COMMISSIONER RIGGS: Good evening.

4 I guess the key question is through the team,
5 you would have an idea at perhaps the proposed additional
6 750,000 square feet about how many new employees that
7 would indicate or as we have in recent meetings, assuming
8 fifty percent diversion from a single car occupancy, how
9 many additional drivers were likely to be associated with
10 another 750,000 square feet of office?

11 MR. BLACK: Yes. Unfortunately I'm not
12 prepared to answer that question tonight because that's
13 part of the study that will be done, and it's anticipated
14 that that office would be occupied by Face -- Facebook.

15 And so we are scoped to engage with a study of
16 Facebook of their existing campus and their existing
17 number of employees and their mode of getting to work
18 versus bus versus drivable car, et cetera and to apply
19 those same numbers to the projected occupancy of the
20 office on this site.

21 But we haven't done that study yet, so we're
22 not prepared to provide that information tonight.

23 COMMISSIONER RIGGS: All right. Thank you.

24 And Kyle, I'll turn to you. For building 21 we
25 knew roughly how many employees resulted from 500,000

1 square feet, 490 or whatever it was, and again the latest
2 information that I recall is somewhere around fifty
3 percent diversion from single occupancy cars, and I guess
4 perhaps that doesn't exactly count the additional buses
5 and Lyft drivers and so forth.

6 But just looking at the single car, do we have
7 a rough idea -- well, for example, for the 500,000 square
8 feet, do we know? Was that an additional 4,000
9 employees, for example?

10 MR. PERATA: Sure. So I don't have off the
11 top of my head the breakdown for building 21 and 22, but
12 I can tell you the total.

13 It was approximately 962,000 square feet and
14 the employment was 6,400 to be anticipated employment
15 based on Facebook's utilization of square footage within
16 the offices.

17 COMMISSIONER RIGGS: All right. So doing a
18 very rough shot at this, we could anticipate, assuming
19 some similarities, another 5,000 vehicles using
20 seventy-five percent of 100,000 square feet for 750
21 versus 940 or whatever the number was. That can be
22 improved.

23 MR. PERATA: I'm not prepared to answer how
24 many vehicles here and the building would equate in terms
25 of number of employees per vehicle at the time.

1 COMMISSIONER RIGGS: That's all right. I'm
2 willing to do that because I have a history of three
3 building approvals.

4 So if we're talking about -- for the moment,
5 until we get Mr. Black's actual analysis, we're talking
6 an additional 5,000 vehicles for an office portion alone
7 for this project, not counting vehicles associated with
8 close to 2,000 residents, residences.

9 So maybe 3,000 additional humans of which a
10 percentage will either work in another location or will
11 come as tech workers do to in the future work in a
12 another location or have a spouse that works in another
13 location.

14 So just for perspective, I wanted to note that
15 this project will not on the surface of it reduce
16 traffic.

17 So I'll jump ahead and -- and make a couple of
18 suggestions for the EIR alternatives. I think we're
19 reflecting the comments tonight and e-mails to the
20 Planning Commission and I'll confess that I have not in
21 the last six or eight days looked at CCIN for e-mails to
22 the City Council, that an alternative -- one alternative
23 might be to indeed hold the existing office space at the
24 existing one million square feet.

25 Of course that existing is actually R&D space

1 and is a lower intensity than full-on office space. But
2 it's a handy target.

3 And then again I would support adding LOS
4 measurements to the VMT -- I'm sorry. For those who
5 don't speak the lingo, vehicle miles traveled is the
6 latest and most hip way of measuring traffic flow because
7 in theory, it measures how much time -- it's actually
8 mileage, automobile engines are running and therefore how
9 much pollution they're causing.

10 But it does not serve well to measure how much
11 time a resident is stuck in traffic, including a bus or a
12 fire truck.

13 Whereas LOS, which is levels of service says at
14 this intersection, that we're going to be stuck there for
15 three traffic lights or from this block to the next
16 block, it will take you seventeen minutes to go one
17 block, and we do that in some situations in Menlo Park.

18 And then I think the alternative reflects the
19 note that I had made which was that there should be a
20 real residential component.

21 I think in terms of traffic there should be an
22 alternative project which has no increase in traffic
23 associated with it, at the peak hour and through the day,
24 because many people know, our morning commutes ends at
25 around 11:30 am and our evening commute begins somewhere

1 around 2:45 or 3:00. I think earlier in that area.

2 And then maybe just a -- an overall comment
3 that this project which -- I should stop for a moment and
4 say I am impressed with this project.

5 I like a lot about it. I do have some
6 experience in the last thirty years with town planning,
7 and I think this is something very much to look forward
8 to, including a certain level of curiosity on my part
9 just how well it will work trying to be a center of
10 residential and social activity.

11 But this is not what is referred to I believe
12 in the project description as an urban area served by
13 transit. It simply is not.

14 The fact that there are shuttle buses and Lyft
15 drivers available two to three miles away from the train
16 station does not make the area served by transit.

17 So in and of itself, it lacks transportation,
18 but I believe there are significant transportation
19 opportunities, and as one speaker noted, perhaps one of
20 those should be linked to this project when we move from
21 environmental into scoping.

22 So those are my comments this evening.

23 CHAIRPERSON BARNES: Thank you.

24 A couple questions for our consultants. Before
25 I start, thank you to everyone that made public comment

1 this evening. I have taken copious notes and there's
2 just a trove of good thoughts here to bring down.

3 I'll focus on a couple of things. I'd like to
4 ask the consultants for the record as it relates to the
5 ability or inability to spec out future transportation
6 projects, for instance, a regional project like the
7 Dumbarton corridor cross by Transbay Partners.

8 For the record, does that at all fit into or
9 will become part of your analysis as it relates to
10 traffic flows?

11 MR. BLACK: It's in our scope of work to study
12 the effects of rail service on the Dumbarton rail -- in
13 the Dumbarton rail corridor.

14 CHAIRPERSON BARNES: Say more about that.
15 From where to where?

16 MR. BLACK: From the East Bay to this area and
17 then continuing where the tracks meet up with the
18 existing Caltrain tracks. It -- the exact scope of that
19 has not been identified yet --

20 CHAIRPERSON BARNES: Mm-hmm.

21 MR. BLACK: -- but it is going to be part of
22 the study.

23 CHAIRPERSON BARNES: So there's enough
24 information available to create a scenario where -- so
25 educate me. How does that show up in your scenarios?

1 Say a little more about that.

2 MR. BLACK: Well, we need to -- we are still
3 to study a scenario that has that and a scenario that
4 does not have that.

5 So we need to identify what the scenario with
6 the rail is going to look like. We're not prepared to
7 say right now tonight what that area is going to look
8 like, but we do believe there's enough studies that
9 looked at that corridor that we could identify a likely
10 possibility of a transportation improvement there.

11 CHAIRPERSON BARNES: And is that only for rail
12 or does it include some of the bus expressway lines,
13 dedicated lines that are contemplated, any improvements
14 in that service transportation?

15 MR. BLACK: We are scoped to look at only
16 improvements that are reasonably expected to be in place
17 by the year 2040.

18 I don't know if that answers your question, but
19 if it's just somebody's idea that's not in the Regional
20 Transportation Plan, then that would not be part of this
21 study.

22 But of course the reason for this hearing is
23 the -- you could add things to the study that aren't
24 already part of the scope.

25 CHAIRPERSON BARNES: And so to clarify, that's

1 an in-service date of 2040 which is some time between now
2 and 2040, twentyish years from now.

3 MR. BLACK: Yes. If the project is in the
4 Regional Transportation Plan.

5 CHAIRPERSON BARNES: And I would assume that
6 service is in there, and if it's not, certainly to be
7 talked about through samTrans through -- as a component
8 of the Dumbarton corridor, that shows up in there
9 somehow.

10 MR. BLACK: I'll make a note that the
11 Commission is interested in seeing that studied.

12 CHAIRPERSON BARNES: It's in the context of a
13 hypothetical, of course. That's what scenarios are for,
14 and being able to in this EIR to understand the interplay
15 between the potentiality for regional solutions for
16 transportation and how it fits into what's being
17 contemplated here in Menlo Park and what it alleviates,
18 what it doesn't, how it impacts. That's what the
19 scenario is for.

20 So yes, to the extent that it's out there, and
21 whatever vetting process you have for its plausibility,
22 it should be in there.

23 Do me a favor, because we talk about acronyms a
24 lot. Educate me, if you would, about VMT and LOS and why
25 one is included, why VMT is used and how it relates to

1 this particular project and what would be the role of for
2 instance in level of service, as well, what your
3 methodology is.

4 MR. BLACK: Well yes. Right now we're scoped
5 to do both VMT and level of service. VMT is vehicle
6 miles traveled.

7 As I'm sure you're aware, the California
8 legislature passed a bill a number of years ago that
9 requires that EIRs look at vehicle miles traveled instead
10 of intersection level of service when assessing projects
11 from a transportation standpoint for EIRs.

12 And that new rule goes into effect in July of
13 2020, which is before we anticipate that this EIR would
14 be available.

15 And so we are required to include a discussion
16 of vehicle miles traveled in the EIR and to come to the
17 conclusion whether it -- the project would or would not
18 have significant impact on vehicle miles traveled.

19 But we do recognize as -- as some people have
20 commented, including the Commission, that that doesn't
21 answer the question about how long is it going to take me
22 to drive down Willow Road, for example, and that gets
23 into level of service and traffic flow and delays on the
24 streets, and it's in our scope to analyze that, as well.

25 Even though starting in July 2020 that would

1 not be a -- what we call CEQA impact, but it would be
2 studied in the traffic study.

3 CHAIRPERSON BARNES: And when you do an EIR
4 study, whether it's this project or something in our Life
5 Sciences District, how are you able to ferret out what is
6 a specific project for what the EIR is done on, what that
7 contribution is to overall traffic flows in terms of the
8 general public being able to understand and
9 contextualize?

10 You've got -- in any given arterial, you've got
11 X traffic generated by Y locations. Y locations could be
12 disparate throughout the area, could be local.

13 To what level of granularity are you able to
14 pull out the -- the origination destinations for traffic
15 and be able to get to net new trips, where they're coming
16 from, where we're going, what they impact?

17 And this gets to the bigger issue of data
18 driven discussions about what's contributing to what,
19 where the circulation is getting held up and by whom and
20 how it is to address that.

21 So if you could educate a little bit on how
22 that works in terms of what you what work that you do in
23 the EIR.

24 MR. BLACK: Yes. Well, we look at scenarios
25 that are with and without the project, and so that would

1 clearly show how the transportation system would change
2 as a result of the project.

3 In terms of sort of background of the
4 transportation system and who's going where, the tool
5 that we use to do the analysis is the regional travel
6 demand model that accounts for where trips originate and
7 where they're destined for, and we can look at patterns
8 in there and pretty much answer whatever question might
9 come up in the EIR process about -- if you want to know,
10 for example, let's look at the traffic on Bayfront
11 Expressway, where is it coming from and where is it going
12 to? Is it originating in Menlo Park? Is it originating
13 somewhere else and where is it going to?

14 Those types of questions can be answered with
15 the tools that we intend to implement.

16 Though this EIR's on a specific project, so it
17 will be focused on what will happen to the system with
18 this project.

19 CHAIRPERSON BARNES: So the -- the before-
20 mentioned data which is on the Bayfront, we have X amount
21 of cars and where is it coming from, where is it going
22 to? I'm sorry. That data exists, but it's outside the
23 scope of this? Is that what you said?

24 MR. BLACK: It does exist. That would not
25 normally be a product of this EIR process to report

1 something like that, but if it's the interest of the
2 community to really dig down and know more about what's
3 happening on Bayfront Expressway, for example, the tools
4 exist to be able to do that.

5 And perhaps a question that might be related to
6 the project is well, what will happen to Bayfront
7 Expressway?

8 I can posit a scenario where the traffic would
9 not increase on Bayfront Expressway with this project
10 because the capacity is limited.

11 And so what would happen is -- is that there
12 would be more traffic from this project or from Menlo
13 Park that would use Bayfront Expressway, thereby
14 displacing perhaps longer distance trips today using
15 Bayfront Expressway.

16 Maybe this is getting a little too wonky, but
17 we would expect questions like that, could very well come
18 up.

19 CHAIRPERSON BARNES: Well, it's -- it's not
20 too wonky. We have sat in this chamber over and over
21 again with Planning Commission meetings as a ConnectMenlo
22 process and as projects come through the cycle now is the
23 data that relates to what's happening on our streets,
24 who's going where.

25 And on the smaller projects, it's very

1 difficult to get detailed data -- to use a particular
2 project as a conduit to extract more detailed data.

3 On a project this big, there is no more worthy
4 endeavor for this whole process than to move the
5 discussion from, you know, I was on this street this many
6 years ago and this was my experience with traffic and now
7 I'm on this street now and this is my experience of
8 traffic. Therefore do something.

9 Move it from the visceral reaction of what we
10 think congestion is to really understand what congestion
11 is. Who's on the roads -- to the extent we can get the
12 data, DODs, all of it. Who's on the roads, what's coming
13 through our town.

14 For this particular development, and we've
15 heard tonight a number of times this is the largest
16 single development in -- to be proposed in Menlo Park's
17 history.

18 So there is no better time, opportunity to get
19 some real data on this, and we -- we have been through
20 and are still in the last leg of our Transportation
21 Master Plan which we did without data, as well.

22 So I personally have been waiting for the right
23 moment where we can get in and dig in and understand to
24 where, from where, when, whose sit, what are the trips,
25 who's adding to the trips, what's the complexion of those

1 night trips, what's mass transit, what can we do to get
2 there, and certainly to use this project as a lever to
3 better understand and have more data discussions so we're
4 all working off the same information when we extrapolate
5 impacts.

6 I think it's the most critical piece that we
7 can have information about what's going on.

8 So with that said, how close can you get us to
9 that?

10 MR. BLACK: Well, I'm making notes that the
11 Commission is quite interested in that, and I guess the
12 good news is we're getting better tools every day to be
13 able to answer that question about where traffic is
14 coming from and going to, and it is in our scope to study
15 that as part of putting together the tool that we're
16 going to use.

17 And so we could report out some of the facts
18 from that exercise that I think would be of interest to
19 the Commission.

20 CHAIRPERSON BARNES: And to the community.

21 MR. BLACK: Yeah.

22 CHAIRPERSON BARNES: A community discussion.

23 And so to that extent, you have, for instance
24 on this project the tentative Facebook, and Facebook runs
25 extensive Transportation Demand Management programs and

1 shuttles and has data available to it based on its own
2 workforce, where they're going, how they're getting
3 there, what they're doing.

4 To what extent do you have the ability to tap
5 into them or other sources to get real data from existing
6 patterns?

7 And is there a firewall between what you do and
8 what for instance data they might have and how is it that
9 what they have in terms of knowledge can -- can be
10 validated and come to use so we can use it, as well?

11 MR. BLACK: Well, it is our expectation that
12 we're going to get that type of data from Facebook,
13 exactly the questions that you just asked.

14 There is a concern about -- from -- about
15 privacy for Facebook workers, so we're not going to
16 identify, you know, specific people, but we will identify
17 aggregated data about mode split and place, you know,
18 where people live, basically, working at Facebook, not
19 individual addresses, of course, but perhaps zip code
20 data would be available or at least by City. That will
21 definitely be available, and mode split will be
22 available, I'm told.

23 CHAIRPERSON BARNES: Incredibly important, the
24 ability to understand what's happening in our town as it
25 relates to traffic patterns.

1 MR. BLACK: I'll also say that that would be
2 information that we would know for Facebook, but you
3 probably also would like to know what about traffic
4 that's not Facebook that's out there, and --

5 CHAIRPERSON BARNES: Well, as part of it,
6 that's contextualizing the whole flow. You have it in X,
7 Y and Z. However granular that gets, obviously better.

8 MR. BLACK: That's the type of data that I
9 said we're fortunate that more data's becoming available
10 every day that we can tap in to where there are companies
11 that are keeping track of where people are coming from
12 and going to.

13 CHAIRPERSON BARNES: Thank you.

14 I wanted to bring up two other points. One of
15 them is the ability to -- the ability to look at the
16 project over multiple phases, and you're going to do an
17 EIR and it's going to assume a completed project and
18 we're looking at Phase I, Phase II, Phase III.

19 What's your flexibility to do that and how
20 would that look and is it something you've done before?

21 MR. BLACK: Yes. We can certainly look at the
22 project in whatever phases it's presented. I believe we
23 heard tonight that there would be three phases, and so we
24 can do the analysis on three phases.

25 One of the comments was that we wanted -- we

1 don't want to wait until the very end to get our
2 improvements that -- that would go along with the
3 project.

4 And so that part of that phasing would be to
5 identify which improvements, transportation and
6 otherwise, would occur with each phase.

7 CHAIRPERSON BARNES: I think it's helpful
8 because it helps to add clarity to impacts, and so I -- I
9 would propose that, as well.

10 And then the question of using -- as it relates
11 to statistics, using Menlo Park statistics versus ABAG
12 statistics and the Menlo Park statistics is done with the
13 ConnectMenlo process, and I remember -- I can see in my
14 head the staff line of jobs, population, employment, all
15 of that.

16 Tell me a little bit about what's used for what
17 and respond to that question.

18 MR. BLACK: Well, it's in our scope of work to
19 use the ConnectMenlo dataset for Menlo Park that we would
20 obtain from the City.

21 For the context outside of Menlo Park, we would
22 use the ABAG 2040 forecasts, but ConnectMenlo inside
23 Menlo Park.

24 CHAIRPERSON BARNES: Okay. And then if there
25 were to be -- this is a half applicant question about to

1 get back over to you.

2 If there was the ability to look at access
3 directly from Bayfront to the project -- and I don't know
4 how it gets scoped out, but would that change materially
5 scenarios that you're running?

6 MR. BLACK: It could, and the first I've heard
7 of that was just suggested tonight and I wrote it down on
8 my list of things to look at, that -- that direct
9 connection.

10 That could be looked at in the context of -- of
11 mitigation, in which case it wouldn't really be an
12 additional scenario, but I haven't really thought that
13 through about how that would be -- how that would be
14 analyzed.

15 CHAIRPERSON BARNES: And of course I don't
16 know what, so let me elevate that as something to be
17 considered and looked at.

18 So thank you.

19 Additional Commissioner questions? And I
20 forget who was next. So Commissioner Kennedy.

21 COMMISSIONER KENNEDY: So I did scribble a lot
22 of notes that I've now confused myself. So, you know, I
23 want to add something that maybe hasn't been said before,
24 and I generally -- you know, I -- I agree with
25 Commissioner Riggs it's a -- that the project is a very

1 attractive project. It's -- it's very unique in both its
2 size and complexity, its phasing.

3 I think for me from a visual perspective, it's
4 very important to see an overlay of all the -- all the
5 different campuses, the phases that the tenants can
6 occupy within the communities because it is -- the Belle
7 Haven -- the classic Belle Haven community is bounded on
8 three sides by significant development that is phasing
9 driven, and I don't think that's either a good thing or a
10 bad thing. It's just what it is. It's the amount of
11 zoning of the development.

12 But I think what's -- what's hard is that
13 there's -- I'm trying to figure out a good -- a visual,
14 but it really is a tsunami coming from this development
15 that just overtakes that community, and whether we phase
16 in community amenities that, you know, have been vetted
17 by the community and the people have asked for it,
18 phasing is really important.

19 And so I think frontloading all of the
20 community development in Phase I is -- is incredibly
21 important, but beyond that, any -- any privately owned
22 public space is just that, it is a privately owned public
23 space, and so it comes with a tremendous number of
24 restrictions, and potentially it sends not belonging.

25 And so if residents say, "Well, a significant

1 portion of the residents who will be living in Willow
2 Village are Facebook workers," but they're residents who
3 live there, as well, those community amenities are
4 designed in part for them, but it is also designed in
5 part to benefit the classic commuter, which to me seems
6 to be the most important driver in how -- how these
7 phases are programmed.

8 That being said, the -- the hope of creating
9 more jobs in the Belle Haven community for existing Belle
10 Haven residents, and some of people have lived there, and
11 I think that's really important to have skilled craftsman
12 jobs that are local so you don't have to drive from
13 Modesto, because that's where you can afford to live, as
14 a union carpenter or electrician.

15 But just thinking more holistically on this
16 project, not just from -- not just from an EIR
17 perspective, but from the planning perspective on how --
18 what does that overlay look like and who does it impact
19 and how do we make it such that, as my colleagues up here
20 and talked about all the traffic, and that is -- if
21 you're able to count it, if you're able to collect all
22 that data and then analyze it.

23 But beyond that, people have to live there.
24 They want to live there. They've lived there for decades
25 and there seems to be this ongoing -- this ongoing

1 situation where we -- things get built and then in
2 hindsight, we'll say, "We'll correct that next time."

3 That won't happen again, but I have yet to see
4 that as part of the Commission or as parts of the
5 residents of Menlo Park that being corrected, right?

6 So I think this is an opportunity to watch
7 Belle Haven and for Menlo Park to actually correct the
8 things that have gone wrong and create tools and paths
9 forward that will work beyond the next twenty or thirty
10 or forty years.

11 I also believe that and feel that regional
12 solutions have to be tied to all of this and how to make
13 that a possibility.

14 I don't have the answers to that, but my
15 general sense is that this is a -- the project itself is
16 a very -- this is a good project and the question is
17 how -- how is that project implemented in reality as
18 opposed to being really lovely.

19 I do support this kind of development, but it
20 is it needs to be looked at.

21 CHAIRPERSON BARNES: Commissioner Riggs.

22 COMMISSIONER RIGGS: Yeah. Thank you.

23 This isn't really anything new. I think if
24 anything, I just wanted to take the opportunity to add to
25 what Chair Barnes said regarding -- let me put it this

1 way: What happens to the traffic after it is only
2 measured as what we used to call LOSF or it wasn't moving
3 and it won't be moving after the new project?

4 So in context, it was maybe six years ago we
5 had a project on El Camino Real where we were considering
6 reducing -- holding the number of traffic lanes through
7 downtown at two lanes and reducing it north and south of
8 downtown to two lanes, as well, in order to provide
9 better bicycle lanes.

10 And I asked the question given that that is the
11 main highway connecting the twenty-three cities, if the
12 traffic right now needs the three lanes and it's quite
13 evident when we get to the two lane portion for the four
14 lanes through Menlo Park that that is a bottleneck, where
15 does the traffic go if we enlarge the bottleneck?

16 And by the way, where is the traffic going
17 right now as a result of the existing bottleneck?

18 We were told by our transportation
19 consultants -- not Hexagon at the time -- that people
20 would find other routes and everything works out, and so
21 I said well, what other routes would those be that
22 associate with El Camino Real? Well, Alameda de las
23 Pulgas and Middlefield.

24 Well, but during commute hours, they come to a
25 full stop. Well, then people change their behavior, but

1 if they were going to 101, they go to 280. Well, but 280
2 is no longer a clear shot south of Palo Alto or up near
3 San Mateo.

4 Well, we don't study the freeways, and actually
5 Alameda and Middlefield are outside of our study, so the
6 answer is that everything looks fine on El Camino.

7 So I have not forgotten that exchange or the
8 fact that this went down just fine with City Council at
9 the time, and they concluded that there would be no
10 impact as a result of fewer lanes, and we had similar
11 discussions when projects of 10,000 square feet or larger
12 on El Camino were built.

13 So when traffic is diverted to routes outside
14 of our study area, we don't -- have not in the past
15 necessarily responded.

16 Recent traffic studies I have seen absolutely
17 that Middlefield and Alameda de Las Pulgas are included,
18 but the traffic when it is diverted through, say -- in
19 the last six years roughly through the Willows, no one
20 could say in a traffic impact analysis that traffic is
21 significantly increased on McKendry Drive because there
22 were no previous estimates of traffic on McKendry Drive,
23 and McKendry Drive is a residential street and wasn't
24 meant to take commuter traffic. Therefore, no impacts
25 were identified.

1 Can we just assure that we won't similarly miss
2 an impact? And -- and I'll note that's why I -- and I
3 don't word things anywhere near as well as Chair Barnes,
4 but that's why I have noted a few months ago and tonight
5 that we need to look at impacts in neighborhoods and
6 the -- within the neighborhood and an increase in access.

7 Is that all doable and is that in the current
8 scope or can be in the scope?

9 MR. BLACK: Yes. I -- I already took a note
10 from one of the comments that we don't want to just study
11 intersections.

12 Typically when we do intersection levels of
13 service, we're looking at intersections, but what you're
14 talking about is traffic that would use -- what I -- I
15 use the term cut-through. It would cut through of
16 residential streets to avoid certain congested
17 intersections for congested arterials.

18 We have a very extensive area that we're scoped
19 to look at for this project, and it does include many
20 residential streets, but we'll definitely take your
21 comment in -- to heart and be on the lookout for that
22 type of potential impact.

23 CHAIRPERSON BARNES: Commissioner Tate.

24 COMMISSIONER TATE: So I'd like to move us
25 just a bit and that is to that housing needs portion, and

1 I was wondering if it is possible to make sure the study
2 looks at twenty-five percent BMR as well as having some
3 condo units and just really what would be the
4 difference -- the impact I should say in the community
5 with having twenty-five percent BMR or higher and some
6 units that are for sale?

7 CHAIRPERSON BARNES: And that's to the
8 consultant?

9 COMMISSIONER TATE: That is to the consultant.

10 MS. EFNER: Erin Efner for ICF. We can take
11 that to the consultant and talk about adding that
12 analysis to their scope of work.

13 COMMISSIONER TATE: Thanks.

14 CHAIRPERSON BARNES: Process question as it
15 relates to the scope of work. And you're bidding it out
16 and understanding how much money it takes to get it done.

17 How is it that we don't end up with a situation
18 where you don't have enough money -- specific on traffic,
19 that we don't run into a situation where you don't say
20 you have a scope of work and funds allocated to cover
21 some of the -- explicitly what we talked about tonight as
22 it relates to traffic and we don't end up with a
23 situation which -- again, I'll call out the
24 Transportation Master Plan where we said we didn't have
25 the money to go through and go through the type of data

1 that we think we have the opportunity to do now.

2 Do you think that the things that we're telling
3 you about now just all included in the scope, how we make
4 sure that there's a budget for this and what you need to
5 ask Council for this and what would it look like?

6 MR. BLACK: Oh, well, I can answer with the
7 transportation scope that there's -- everything that you
8 mentioned tonight could be reasonably construed by me to
9 be included in our scope.

10 So I'll stay tuned if -- if something else
11 comes up that seems like it's out of scope and then we
12 would need to communicate with our client that that's out
13 of scope and what do you want to do about it.

14 CHAIRPERSON BARNES: Great.

15 MR. BLACK: Yeah.

16 CHAIRPERSON BARNES: Thank you.

17 So looking for any more EIR specific questions,
18 comments from my fellow Commissioners, and if I don't
19 have any, then we will move to the Project Proposal Study
20 Session.

21 Mr. Perata.

22 MR. PERATA: Sure. So -- so you're looking to
23 closing the EIR Public Hearing?

24 CHAIRPERSON BARNES: Yeah. I'm looking to you
25 to see if you have any thoughts, and if not, if you're

1 blank on thoughts, I'll just close it.

2 MR. PERATA: Yeah. I --

3 CHAIRPERSON BARNES: If you want to think what
4 you're having for lunch tomorrow, that's fine.

5 MR. PERATA: I don't know. You may close the
6 public hearing portion now.

7 CHAIRPERSON BARNES: Right. Thank you.

8 (This record was concluded at 9:14 PM).

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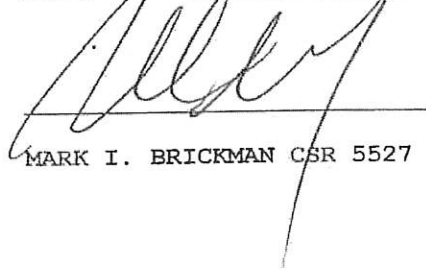
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I, the undersigned, hereby certify that the discussion in the foregoing meeting was taken at the time and place therein stated; that the foregoing is a full, true and complete record of said matter.

I further certify that I am not of counsel or attorney for either or any of the parties in the foregoing meeting and caption named, or in any way interested in the outcome of the cause named in said action.

IN WITNESS WHEREOF I have
hereunto set my hand this

12 day of November



MARK I. BRICKMAN CSR 5527



REGULAR MEETING MINUTES – DRAFT

Date: 10/21/2019
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, Larry Kahle, Henry Riggs (Vice Chair)

Absent: Camille Kennedy, Michele Tate

Staff: Kyle Perata, Principal Planner; Corinna Sandmeier, Senior Planner; Tom Smith, Senior Planner; Chris Turner, Assistant Planner

C. Reports and Announcements

Principal Planner Kyle Perata said the City Council at its October 15, 2019 meeting reconsidered the process for notifying the City Council and public of final Planning Commission actions to facilitate City Council review of large or impactful development projects and added two items of criteria for that process. He said for projects requiring a Statement of Overriding Considerations as part of its environmental impact report the process would have that project going to the City Council for final review and action . He said the other was when the City released a Notice of Preparation (NOP) that NOP would be provided to the Council through the email log so members of the public would have that information as well.

D. Public Comment

None

E. Consent Calendar

- E1. Approval of minutes from the October 7, 2019, Planning Commission meeting. ([Attachment](#))

ACTION: Motion and second (Michael Doran/Barnes) to approve the minutes as presented; passes 3-0-2-2 with Commissioners Chris DeCardy and Larry Kahle abstaining and Commissioners Camille Kennedy and Michele Tate absent.

F. Study Session

- F1. Study Session/Chase Rapp/1162 El Camino Real:
Request for a study session to review a proposed three story, nine unit residential development with an at grade parking garage with nine parking spaces in the SP-ECR/D (El Camino Real/Downtown Specific Plan) zoning district. Three of the units would be designated as Below Market Rate (BMR) units, with one unit providing a BMR unit for this project and two units providing BMR units for the combined projects at 506 Santa Cruz Avenue, 556 Santa Cruz Avenue, and 1125 Merrill Street. The Planning Commission held a previous study session on this proposal on March 11, 2019 and the project has been refined to address comments from the March 11, 2019 study session. No actions will take place at this meeting, but the study session will provide an opportunity for the Planning Commission and the public to become more familiar with the proposal and to provide feedback. [\(Staff Report #19-073-PC\)](#) **Continued by the Planning Commission from the meeting of October 7, 2019**

Staff Comment: Senior Planner Corinna Sandmeier provided an update regarding questions posed at the October 7, 2019 study session on this item. She said this project was covered by the Housing Accountability Act, the site was zoned for residential use, and the project was proposing residential use. She said discretion was limited and the Commission should focus on the architecture and design. She said several emails were received since the last meeting and were printed out for the Commission and public. She said the majority favored keeping Feldman's Bookstore. She said one supported developing the site at the bonus level to get more residential units and one was from the applicant's attorney on the Housing Accountability Act. She said the applicant had made a presentation and public comment had been received and public comment closed at the October 7th meeting. She said it was the Chair's discretion whether to reopen public comment prior to the Commission's deliberations.

Replying to Chair Barnes, Planner Sandmeier said she did not believe the Commission had any discretion to deny the proposed project. She said the Commission might make suggestions for the architecture or design and get those on the record when the applicant was present. She said discussion was limited due to the Housing Accountability Act.

Replying to Commissioner DeCardy, Planner Sandmeier said she thought an important part of the Housing Accountability Act was not reducing the number or size of the residential units. She said if the existing structure were converted that those units would be much smaller than those proposed and most likely the nine units as proposed would not be able to be accommodated.

Chair Barnes said he would provide the applicant an opportunity to speak if desired and would also reopen public comment. Chair Barnes noted the applicant declined and opened public comment.

Public Comment:

- Charlotte Layton, District IV, said she thought there was a way to find a place for Feldman's Bookstore. She noted the impact of high real estate cost for small business owners and expressed concern that only large corporate retail would exist in the community and the City would lose its heart. She said she thought they should try to keep the building that housed Feldman's and at least keep Feldman's in Menlo Park.

- Larry Dahl, Menlo Park, said he was a 46-year resident and felt that the City had been impacted negatively mainly by development. He expressed concern that one of the best bookstores on the peninsula would be destroyed so a developer might make money and the City get a few extra housing units when the City could have gotten many more housing units from approved large landowner projects. He said that Feldman's was a unique used bookstore with good inventory turnover and urged that a space in the City be found for Feldman's.
- Aidan Stone, unincorporated Menlo Park, thanked the applicant for meeting with the owner of Feldman's Bookstore and allowing a guaranteed time before the premise would need to be vacated. He said he hoped there was an alternative, a third way, for the proposed project. He said the revised project plans did not meet direction from the Commission at the March study session that the design must be beautiful and useful enough to replace an "old friend." He said the proposed plans were very ordered and lacked life, noting how Feldman's back garden had birds, animals, and a heritage size avocado tree that was not being protected. He showed some of the book inventory to be found in Feldman's Bookstore and expressed concern at the cultural loss if the store was not kept in the City.
- Stephen Sanders said he was not a Menlo Park resident but a regular customer of Feldman's. He said it had rare and very mixed scientific volumes that professors and students leaving Stanford University routed to it. He said he had lived in four countries and throughout the U.S. and that Feldman's was literally one of the best bookstores he had ever been to. He noted he was originally from a small town in South Carolina and had seen how small town America was being crushed by Silicon Valley, and though it depraved that Menlo Park would do it to themselves in their own backyard.
- Paul Destefano, unincorporated Menlo Park, Palmer Lane, said he wanted to reiterate what others had said regarding Feldman's with one other perspective. He said his daughter, a junior in college, called him yesterday from Lewisburg, West Virginia, to tell him she had found a small bookstore that reminded her of Feldman's and how happy that made her. He said Feldman's was not just a place where people like Mr. Dahl go regularly to buy books but a place where their children go and can afford to buy schoolbooks and others when they see something that interests them rather than pay market rate at Keppler's. He said Feldman's was iconic, funky and a dusty old building but was one of the things that distinguished Menlo Park from other places around it and suggested they should all be proud of it.

Chair Barnes closed the public comment period.

Commission Comment: Commissioner DeCardy asked for clarification of the statement at the end of the paragraph on Existing Development on page 2 of the staff report, and if that meant that had the survey been done more recently it was possible the building might have had a different outcome as to whether it was a historic resource. Planner Sandmeier said the City's contract attorney had reviewed the question of historic resource and she believed the survey would have been more significant if done in the last five years. Commissioner DeCardy said it would be helpful to know what more significant would mean in terms of historic preservation and how that would stack up against the housing direction they had to operate under before project approval. Planner Sandmeier said she would get clarification on that before the final project hearing.

Chair Barnes asked about the retail space in 506, 556 and 1125 Merrill Street. Chase Rapp said a 2500 square foot space at the corner of Santa Cruz Avenue and Merrill Street was leased to Philz Coffee with a vacant 1400 square foot space next to it and another 1000 square foot space next to that. Mr. Rapp, replying further to Chair Barnes, said that Feldman's currently occupied 2200 square foot of space. Chair Barnes asked what would be needed for Feldman's to occupy some of that retail space. Mr. Rapp said they would need to look at it first from an economic feasibility standpoint and also to see some initiative from the owner of Feldman's to look at available market opportunities. He said he and his partner met with Mr. Feldman today. He said that he had researched the market and found that there were nine spaces within three blocks of Feldman's that had ground floor retail that was available between 1000 and 2500 square feet.

Commissioner Henry Riggs said that the architecture had to be impressive with what it would replace. He said that the architect had moved the project design along, but it was hard to get the correspondence about the loss of Feldman's and not consider that a larger issue. He said it was a community issue, but they could not tell the developer he owed Feldman's a rent-free space. He said it was hard for him as a commissioner to support a project that would have such an impact on the community.

Replying to Commissioner DeCardy, Planner Sandmeier said the applicant had the right to ask for bonus level development but a public benefit would have to be provided. Replying further to Commissioner DeCardy, Ms. Sandmeier said potentially there were a variety of public benefits that might be offered related to the idea broached by Chair Barnes to locate Feldman's in a space in the same developer's Merrill Street / Santa Cruz Avenue project. She said usually the process for bonus level development had the applicant proposing the public benefit. Commissioner DeCardy suggested the project might be reconsidered with an element of additional benefit to the developer with some type of public benefit arrangement.

Commissioner Doran said they had heard from the community and its support for Feldman's and noted that he and his family were also fans of Feldman's. He said the community had to understand that the Commission had limited power on this project and what it procedurally could do and not do. He said the community wanted something that the Commission was being told by City staff and its attorney it could not do. He suggested the Feldman's supporters needed to consider that and look at another approach, possibly with the City Council. He said regarding the project architecture there had been objection that it was too modular and too obviously prefabricated. He said the revised plan was an improvement on that. He said he had not had an objection to the previous plan except for the balconies on El Camino Real. He said this plan was more contextual and in keeping with existing architecture in Menlo Park but was somewhat insipid and he would like the plan to have more architectural interest. He said it looked like the parking on the ground floor went back nearly to the lot line and the outdoor space would be one-story up. Mr. Long, project architect, said the planted roof of the parking area did not go back to the property line. Commissioner Doran confirmed the planted roof area was one-story above grade. He said they had had some objections from the apartment building behind this site that the outdoor space would be communal space and would be very close to their units. Replying to Commissioner Doran, Mr. Long said that space was not occupiable or for recreational use.

Chair Barnes asked for the record why this project stayed at baseline density and did not go into bonus development. Mr. Long said he was not sure they had a good answer to that in that they only discussed baseline development and providing the residential units required under the development of the other project. Brady Furst, Mr. Rapp's business partner, said parking was the

challenge for the parcel to increase density and they chose to build to the right allowed under the zoning. Chair Barnes asked if they had thought about building to bonus or under state density law as they would get some concessions related to parking. Mr. Furst said they had not looked into bonus level development. Chair Barnes indicated that they might possibly increase height and obtain more density and provide more housing. Mr. Furst said the property owners behind them at 1155 Merrill Street had expressed concerns about height and density. Replying to Chair Barnes, Mr. Furst said Philz Coffee was leasing at \$5.45 per foot, and the two remaining spaces were being marketed at \$5.00 per foot.

Commissioner DeCardy said for the record that in trying to find a solution that worked for density, equity, and historical preservation, at least potentially as a use if not for the building, to have parking constraints be the limiting factor in this project was ridiculous. He said the future of transportation suggested that no way should parking levels be maintained to accommodate single-owner vehicles. He said he would support limited parking if they could get additional density from this project and others in the downtown area.

Chair Barnes said the applicants had parking stackers for the Merrill Street project. Mr. Furst said they had to use mechanical parking systems for all three of the sites to meet the parking requirement of four spaces per 1,000 square feet per zoning. He said they got a reduction for rental units by one due to the proximity to the train station. He said he agreed with Commissioner DeCardy's comments on parking. Chair Barnes asked about the applicability of the mechanical parking systems for this project. Mr. Furst said they could look into it. He said they conceived the project as nine units and nine parking spaces. He said if they went to bonus level, they would probably look into that parking system. He said they had to be cognizant of the condo owners behind the site however as the parking was located next to them.

Chair Barnes asked what the applicants' interest level was to pursue bonus development. Mr. Rapp expressed concerns with the length of time to get a project through noting the seven months after the first study session to get to tonight's session. He said while open to exploring bonus development he was concerned with time delay and expense.

Discussion ensued about the potentiality of the applicant proposing bonus level development and their concern with the associated time and expense involved, and the need for an additional study session to define public benefit if bonus level was pursued. The applicant indicated a willingness to meet with staff about the possibility of bonus development.

Commissioner Riggs said that Commissioner Doran and he had made some comments on the architecture and wondered if other Commissioners had any.

Commissioner DeCardy said he did not have specific comments. He said in general for that part of El Camino Real it would be great if it were a project that blended with the surrounding community.

Chair Barnes said he was fine with the proposed architecture and that it stepped back nicely. He said the proposed materials were fine and durable. He thought it would complement El Camino Real nicely. He said he would prefer to not see dead vegetation in the proposed window boxes.

Staff Summary of Commission Comments

Commissioners were generally positive on the revised architecture of the proposal. Commissioners also expressed an interest in:

- keeping Feldman's bookstore, if not at this location, at least in Menlo Park, possibly at the developer's Santa Cruz Avenue/Merrill Street project
- developing this project at the bonus level
- the use of parking stackers at this location to meet parking requirements or reducing the required parking

G. Public Hearing

- G1. Use Permit Revision/Gary Ahern/1012 Cotton Street:
Request for a use permit revision for additions and other modifications to an existing two-story, single-family residence on a substandard lot with respect to lot width in the R-E (Residential Estate) zoning district. The applicant is also requesting to maintain a fence greater than four feet in height within the front yard setback. The previous use permit was granted in 1983. **Continued to meeting of November 4, 2019.**
- G2. Use Permit/Chris Kummerer/333 Pope Street:
Request for a use permit to demolish an existing two-story single-family residence and detached garage and construct a new two-story residence with an attached garage and attached secondary dwelling unit on a substandard lot with regard to minimum lot width in the R-1-U (Single Family Urban Residential) zoning district. One heritage-sized magnolia street tree is proposed to be removed as part of the project. ([Staff Report #19-074-PC](#))

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

Questions of Staff: Commissioner DeCardy referred to the daylight plane on sheet A3-1 that seemed to show an encroachment into it. Planner Turner said in the R-1 zoning district provisions allowed for intrusions into the daylight plane on one side of a building.

Applicant Presentation: Chris Kummerer, CKA Architects, introduced the property owner, Jill Andre. He said the lot was substandard in width and was located in the flood zone. He said the project was located on a block of mostly two-story homes. He said the City Arborist had approved removal of the street tree due to poor health. He said the tree was removed this past week by the City. He said they would plant a replacement tree on the property as there was not sufficient room in the frontage. He said the proposed home was Spanish Colonial or Mission-style. He said to deal with massing and the style features within the increased height due to the flood zone requirements that they set the home back and created an entry courtyard in the front.

Commissioner Kahle referred to the second-story south side and asked if it showed shutters over the master bedroom windows. Mr. Kummerer said that those were interior shutters for privacy. Commissioner Kahle asked if those were awning-type windows as they appeared hinged at the top. Mr. Kummerer confirmed he was asking about the curved window and said that was a fixed window. Commissioner Kahle said a home was under construction on the opposite side and asked regarding privacy impacts if the applicant knew what was happening with that home's windows. Mr. Kummerer said he did not know. Commissioner Kahle said his only concern would be the stairwell

window. He asked what type of tile for the roof would be used. Mr. Kummerer said it would be clay tile and not cement but they had not gotten further on that detail. He said he preferred the two-piece tile but some of the S-tiles were better looking now. Commissioner Kahle said he thought the two-piece tile would fit the architecture better. He asked why the house was flipped noting the driveway was on the left side. Mr. Kummerer said part of that was solar access for the house to get the sun and not the garage. Commissioner Kahle said the structure appeared split level. Mr. Kummerer said the secondary dwelling unit was split-level to give it some privacy and as an opportunity to drop the floor over the garage and break up the massing.

Commissioner Riggs said a box on the southside of the master bedroom was shown on sheet 2.1 and suggested it might have been a chimney in a previous design version. Mr. Kummerer confirmed that was correct. He said the design was as shown on the elevation and not that second floor plan called out by Commissioner Riggs.

Commissioner Riggs asked about the location of the replacement tree. Mr. Kummerer said it was shown on A1.0 and basically was front and center. Commissioner Riggs said he thought more than one street tree had been lost over the past year and asked whether there was anywhere to replace it on either side of the driveway. Mr. Kummerer said a street tree was lost about two years ago and a replacement tree was planted. He said because of where it was planted there was not room for another tree in that location.

Commissioner DeCardy said the rendering of the tower showed a railing on a second story window but on A3.0 it looked like it completely covered the window. Mr. Kummerer said it was accurate on the drawing.

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

Commission Comment: Commissioner Kahle said the garage was prominent as mentioned in the staff report but he thought it was handled fairly well. He said he fully understood the FEMA impacts but noticed in the sections that there was height inside such as the 11-foot garage and almost 12-feet in the kitchen. He said the tower was great, but he would like to see it separated a bit more vertically by dropping the other two masses. He said the front elevation was fantastic, but he thought the other three sides suffered a bit in comparison. He said the detailing on the front was great with the iron grill and thick walls of the living room and the secondary dwelling unit (SDU) was incorporated well. He said he could support the project.

Commissioner Doran said he thought the building was very handsome and that the design was far superior to most of those the Commission saw. He said he was prepared to support it.

Commissioner Riggs said the design was well executed and had been fun to review.

Chair Barnes said Pope was an interesting street and had a lot of architecture along it. He said he liked the way this project stacked and was close to the street as Pope Street was a wide street. He said he loved the architecture and that it was different. He moved to approve, and Commissioner Riggs seconded the motion.

ACTION: Motion and second (Barnes/Riggs) to approve the item as recommended in the staff report; passes 5-0-2 with Commissioners Kennedy and Tate absent.

1. Make a finding that the project is categorically exempt under Class 3 (Section 15303, “New Construction or Conversion of Small Structures”) of the current California Environmental Quality Act (CEQA) Guidelines.
2. Make findings, as per Section 16.82.030 of the Zoning Ordinance pertaining to the granting of use permits, that the proposed use will not be detrimental to the health, safety, morals, comfort and general welfare of the persons residing or working in the neighborhood of such proposed use, and will not be detrimental to property and improvements in the neighborhood or the general welfare of the City.
3. Approve the use permit subject to the following **standard** conditions:
 - a. Development of the project shall be substantially in conformance with the plans prepared by CKA Architects, consisting of 14 plan sheets, dated received October 15, 2019, and approved by the Planning Commission on October 21, 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 existing driveway and replace with a new curb, gutter, sidewalk and landscape. Additionally, the applicant shall 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 a revised arborist report to be submitted pursuant to condition 4b.
4. Approve the use permit subject to the following **project-specific** conditions:

- a. The Transportation Impact Fee (TIF) for the secondary dwelling unit is estimated to be \$772.43. Please note this fee is updated annually on July 1st. Fees are due before a building permit is issued.
- b. Simultaneous with the submittal of a complete building permit application, the applicant shall submit a revised arborist report including a complete tree inventory and recommendation of tree protection measures for all heritage trees, subject to review and approval of the City Arborist and the Planning Division. The applicant shall also revise the proposed site plan to include all trees described in the revised arborist report.

G3. Use Permit/Melissa and Robert Francis/1725 Oakdell Drive:
Request for a use permit to demolish an existing one-story single family residence and construct a new two-story residence on a substandard lot with regard to minimum lot area in the R-1-S (Single Family Suburban Residential) district. One heritage-sized liquidambar street tree is proposed to be removed as part of the project. ([Staff Report #19-075-PC](#))

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

Questions of Staff: Commissioner DeCardy confirmed with staff that because this lot was 28-square feet less than a standard lot in the R-1-S zone it needed a use permit.

Chair Barnes said for the record that this lot was about double the size of his lot.

Applicant Presentation: Steve Simpson, project architect, said the 28 square feet related to the curb at the corner and its radius. He said if it were rectangular the lot would have been standard. He said the Oakdell Drive frontage seemed mixed with one- and two-story homes. He said on the St. Francis side it was all one-story. He said they tried to relate to that by putting a significant one-story section on the St. Francis side and orienting most of the two-story to Oakdell Drive. He said they tried to keep the design simple and the materials honest and straight forward. He said they proposed to replace the heritage tree that was not in good health with a black oak.

Commissioner Kahle said the proposal was just under the 28-foot maximum height with nine and 10-foot ceilings and noted the over 30-foot long roof ridge. He asked if they had considered dropping the ceiling heights or the roof pitch. Mr. Simpson said they had not as the roof pitch was relatively low. He said they thought by keeping it simple and one ridge line that mitigated some of the bulk. He said they worked hard to break up the materials and the massing.

Commissioner Kahle asked about the purpose of a notch on the second floor at the back as that was one way the ridge could come down on the end. Mr. Simpson said it could come down on the end, but they were going more for simplicity. He said it also gave some shadow lines and made it a little unique. He said also it was possibly a reaction to the house on the left that seemed to have a chopped up and busy roof. He said a big two-story home was being built on that side of this home.

Commissioner Kahle referred to the gable end on the left side first floor. He said it appeared the idea was to drain the water away, but the ridge continued over and became a gable end over the bay window. Mr. Simpson said they wanted that ridge to go through as the gable facing Oakdell Drive carried all the way through to the back. He said it did create kind of a hog valley in there, so the roof was to pick up the other gables. He said ultimately it was about drainage and the roof, but they thought they would address it in a way that embraced the problem and not just put a cricket

there. Commissioner Kahle said he was onboard with the architect's simplicity argument but thought this was something that could easily go away and just have the ridge line continue.

Commissioner Kahle said he thought the main entry on Oakdell Drive was downplayed and people would be confused and go to the mudroom entry noted on the floor plan as the front porch. He said the bridge idea through the light well was great but thought that downplayed the main entry even more. Mr. Simpson said with a corner lot he tried to give the home two fronts as it was viewed from two streets. He said technically from the zoning standard the mudroom entry was the front, which was why they called it the front porch. He said he could look at trying to downplay that entry.

Commissioner Kahle noted light wells for the basement on three sides. He said the one on the outside corner was jarring in its prominence. Mr. Simpson said it serviced the room down there and was three feet, so he did not know an easy way to scale it down.

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

Commission Comment: Commissioner Kahle said his previous questions notwithstanding he thought it was a really nice design that would work well in the neighborhood. He said the staff report mentioned some privacy concerns but given the separation from the rear to the one-story he did not quite share that concern. He said on the north side or the rear that the house under construction really only had one window, so he did not have privacy concerns about that side. He said he was concerned with pushing the maximum height and that it was really a seven-bedroom home. He said overall it was a great design and he supported.

Commissioner Doran said he would like to give the applicant a break on the 28 square feet causing the substandard finding and he was prepared to support the plan.

Commissioner Riggs said it was nice to see a well-worked out form and that it had one of the best roof plans he had seen as a Commissioner as it was not cluttered with gables. He said it was pleasant to look at and would work very well in that neighborhood. He said he fully supported the project.

ACTION: Motion and second (Barnes/DeCardy) to approve the item as recommended in the staff report; passes 5-0-2 with Commissioners Kennedy and Tate absent.

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

- a. Development of the project shall be substantially in conformance with the plans prepared by SDG Architecture, consisting of 18 plan sheets, dated received October 10, 2019, and approved by the Planning Commission on October 21, 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 5, 2019.

G4. Use Permit/Verle and Carol Aebi/973 Roble Avenue:

Request for a use permit to demolish an existing one-story, single-family residence and detached garage, and construct a new two-story, single-family residence with a basement and detached two-car garage on a substandard lot with regard to minimum lot width in the R-3 (Apartment) district. The use permit request includes excavation within the required right side setback for a basement lightwell. One heritage Indian bean tree and one heritage California pepper tree are proposed to be removed as part of the project. ([Staff Report #19-076-PC](#))

Staff Comment: Senior Planner Tom Smith said he had no additions to the written report.

Applicant Presentation: Carl Hesse, Square Three Design Studios, said the property was substandard in width at 52 feet. He said they had thought at first that the lot being in the R-3 district would be an advantage in designing a new home. He said it proved more challenging in terms of setbacks and that the SDU they were planning was not allowed in the R-3 zone. He said basement area in an R-3 zone unlike an R-1 zone counted as floor area and their allowable floor area was

3299 square feet. He said the property owners liked the simplicity, form and proportions of Northern European rowhouses. He said the garage was located to the rear of the property and it did not count toward floor area, which was a bonus of R-3 zoning. He said the house was situated equally between two adjacent neighboring homes and most of the surrounding properties were two-story multifamily buildings. He noted they moved the driveway to the left to create space between the project and neighboring building. He said they were considering a fairly simple palette with a metal roof, combination of an integral color acrylic, plaster, and either painted wood or fiber cement siding to break down massing and provide textural change and shadow lines. He said the maximum allowable height was 35 feet and their proposal was around 28-feet in height.

Commissioner Kahle said he was friends with Carl Hesse and Square Three Design Studios, but he had no conflict of interests on the proposed project. He asked which windows in the stair tower were frosted. Mr. Hesse said all the ones facing the side with the ones facing front and rear clear. Commissioner Kahle confirmed that the bottom side windows were also frosted and asked if that was a revision requested. Nicky (with Three Square Design Studios but no last name given) said that the side facing windows immediate at the property line were changed to translucent glass in coordination with the Planner. Replying further to Commissioner Kahle, Nicky said the change was with Planning staff as no neighbors had stepped forward to review the design or provide feedback, so it was done as a good effort to mitigate any potential impacts. Commissioner Kahle asked if they did the fiber cement rather than wood siding whether they would consider the thicker artisan siding. He said that would give the fully mitered corners, which he thought was the clean line they were looking for rather than the vertical bats. Mr. Hesse said they would consider that.

Commissioner Kahle asked about the flat roof garden off the second-story deck. Mr. Hesse said a composed flat roofed deck was proposed at the rear of the house accessed by one of the second story bedrooms and the plantings on the roof would be maintained by the property owners. Commissioner Kahle asked for more detail on the garden. Mr. Hesse said it was a flat roof and they would have a roof deck with a thinner surface. He said they typically used a PVC membrane roof and the idea was to provide a layer of treatment to it to make it more visually appealing from the roof deck. Verle Aebi, 220 Laurel Street, one of the property owners, said what they were thinking of was a green roof with about five to six inches of lightweight soil for plantings about two-three inches high for a pleasant visual. Commissioner Kahle said he was concerned with safety and someone needing to go to the area on a regular basis to maintain.

Commissioner Kahle said the roof deck was fairly large and had some direct views into the windows of the apartment building behind it. Mr. Hesse said it might, but it was about 25 feet away from the neighboring building. Commissioner Kahle said they did a nice job having nine-foot ceilings on both floors, but the roof pitch was 12 by 12, which was fairly steep, and asked what the reason was for the pitch. Mr. Hesse said it was the architectural design as that roof was the kind of traditional rowhouse Northern European simple, gabled roof. Commissioner Kahle asked if there would be gabled end vents there. Hesse said possibly not as they would use foam insulation and an unvented attic.

Commissioner Doran referred to the right-side elevation, sheet A3.02. He said there were large windows in the middle and screening was not possible on that side because of the light wells. He said the architect had noted the apartment building was about 25 feet away, but the onus of screening was being put on the neighboring properties. He asked if the windows were frosted or clear. Mr. Hesse said they were proposed to be clear glass and were the only windows that served a bedroom on the ground floor and an open living space on the second floor. Commissioner Doran

said he was more concerned with the second-story window as he thought there was a potential to look over the neighboring property. He said the light well encroachment coupled with the access sidewalk there took up all the space and did not allow for any plantings on that side. He said he would prefer that window be obscured to provide privacy to the neighbors.

Commissioner DeCardy referred to the heritage Indian bean tree in the front that was proposed for removal. He said a replacement tree would be planted right next to where it was and asked why it was being removed. Mr. Hesse said the tree was not in good condition and the property owners had permit approval to remove it a couple of years before but that had not happened. He said it was being followed up on now and would be replaced with a ginkgo. He said the pepper tree in the rear had been pronounced dead and would be replaced with the dogwood.

Commissioner DeCardy noted the architect's reference to an SDU not being permitted and asked if that had been a preference to have. Mr. Hesse said when they very first started talking about the design program there was an ideal vision of a new single-family house and a detached structure in the rear, a garage with an SDU above it. He said after exploration of that with planning staff the conclusion was that an SDU was not allowed in the R-3 zoning district. Mr. Aebi said they went as far as the City Attorney who determined it was not allowed. Mr. Hesse said they looked at doing two separate single-family homes but both of those would have needed to comply with the main buildings setbacks plus provide four parking spaces, which would have meant no yard. He said also there was a 20-foot building separation to be met between adjacent properties. He said the building to the left of the subject property was only four-and-a-half-feet from the side property line and that would have meant a 15 ½ foot setback for the rear residence and that would have been too constraining on a design.

Commissioner DeCardy noted the City wanted more people living in it and this property owner wanted to have two living units but the zoning did not allow it. He asked staff whether there was some way that could have been worked through to get more density. Planner Smith said an R-3 lot had the possibility to build two units outright but within the state law was a provision that an SDU might in that case be built within the existing footprint on the lot. He said that meant the existing home would need to be preserved and an SDU incorporated into it. He said for other similar sites in the past projects had requested variances to make two units work on the lot but in this case that did not match the property owners' vision for this property.

Chair Barnes referred to the right side with the light wells, windows and lack of planting height. He said he thought the starkness of the chosen architecture without any vegetation screening despite adjacency to multi-family apartments was tough to accept. Mr. Hesse said the plans did not show landscaping along the sides. He said the side fences would be planted with either tall plants or vines to provide some screening. Chair Barnes confirmed they were talking about a six to seven-foot tall fence running down the side with vines. Mr. Hesse said the light well there served what he would call a partial basement as it did not extend the full length of the ground floor and contained a bedroom, bathroom, and living space. He said they basically pushed the width of the light well to maximize the amount of natural light into the basement. He said he had not mentioned that the south facing roof plane would have solar panels. Chair Barnes asked whether a six-foot fence with trellis and vegetation would block solar access to the light well. He asked about the distance between the fence and the light well. Mr. Hesse said it was about three-and-a-half-feet. He said part of the six-and-a-half-foot encroachment into the side setback was to provide enough width for a spiral stairway into the basement to allow for windows there.

Commissioner Riggs said the design had nice forms and a nice plan. He said while the aesthetic was somewhat different from its neighbors, he thought it would fit in nicely. He said regarding the stair well windows that if they were only going to put obscure glass facing the property line that they would want to alter a note on A3.01, which said that all windows on the stair well would be obscure. Mr. Hesse indicated assent. Commissioner Riggs said in terms of potential screening if they planted the *grewia occidentalis* vine on the fence on the south side where the light well was that it would climb the fence and build itself up into trunks and continue growing from there. He said it needed trimming almost monthly, but it could provide 10 feet of screening with purple flowers. He moved to approve the item as recommended in the staff report.

Commissioner Kahle said he thought public comment was needed.

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

Commission Comment: Commissioner Riggs moved to approve with the condition that the applicant was willing to use the thicker artesian siding with mitered corners where horizontal siding was being used on a portion of the façade. He clarified for the record that approval included stair well windows obscured only where facing the property line not withstanding the note at the bottom of A3.01.

Recognized by Chair Barnes, Mr. Hesse said the artesian siding was specific to the Hardie plank siding and he did not know they would use the James Hardie product for sure. Commissioner Riggs said he did not mean to specify a product and it could be a generic equivalent suitable to the architect.

Commissioner Kahle referred to the second-story deck and noted that in an R-1 zone it would need to be twenty feet from the property line, but he did not think that was required with R-3. He asked if staff had concern about privacy to the adjacent neighbors based on the location and size of the second-floor deck. Planner Smith said Commissioner Kahle was correct and that in the R-3 zone a balcony could extend to the rear setback line. He said the applicant indicated they had done neighbor outreach by sending letters and hosting a neighborhood meeting. He said staff had not received any phone calls, emails or concerns from anyone regarding that particular item.

Commissioner Kahle said he visited the site and the balcony as far as he could tell would be in this pocket of apartment buildings with windows facing into the property and the deck facing out with views to the apartments. He said he did not think the apartment residents would necessarily come to the hearing and say something about that, and he thought it was the Commission's task to look out for the adjacent properties' privacy now and in the future. He asked if there was interest in either an extension or a solid wall that could be in stucco or some related material to provide some privacy on the south side which was on the right of the rendering on the screen. He said on the opposite side it was not feasible, but maybe something could be planted along the driveway side. He said there was a poorly built two-story apartment building next door behind the one-story residence and from what he could see there were a lot of windows facing into the subject property. He said he would propose a second to the motion if they could incorporate some kind of privacy into that. He said he did not know if Commissioner Doran's comment about frosted glass on that second-floor bedroom would be incorporated into the motion, but he would support that. He said with the need for four parking spaces for two residential structures that it made sense to him to build only one residence. He said overall the project design was nice and was an added bonus to the neighborhood.

Replying to Chair Barnes, Commissioner Kahle said he was looking for something to provide more privacy on both the north and south sides of the project and that could be a taller wall or something that grew tall like pittosporum or bamboo on the property line on the far side of the driveway.

Recognized by the Chair, Carol Aebi said she grew up in the house when there were a lot of single-family homes and vacant lots. She said it was their dream to move back into the property in their old age and make use of the site's proximity to the downtown. She said they planned on plantings as they did not want to be exposed on the balcony. She said the big window on the second floor would be shaded. She said on the west side of the deck it lined up pretty much with the balcony of the apartments that belong to the Rajis. She said on the other side there was a somewhat dilapidated building and she thought the back apartment only had one window that would look out onto their balcony.

Replying to the Chair, Commissioner Kahle referred to sheet A1.01 showing multiple second floor windows facing the dilapidated building. He said from what he could see that building had multiple windows as well. He said his concern was with privacy from both directions. He said the deck was rather large and not a small balcony.

Chair Barnes suggested Mr. Hesse discuss with his clients how to address the concerns raised.

Mr. Hesse said planting along both property lines was intended and appealing to the owners. He said that was their preference in providing more privacy.

Chair Barnes confirmed that a conformance review process was supported by Commissioner Kahle for additional conditions.

Replying to Chair Barnes, Commissioner Riggs said that he would add to his motion for a landscaping plan for the rear only be provided to show planting along the south property line to address potential privacy conflicts between the proposed rear deck and the adjacent property's windows. He said for the north property line they needed to leave an option given the location of the driveway between planting against the balcony, which would only work after the plants got above the first floor plate, or introducing a five foot tall screen wall on that side of the deck noting that currently it was a three-foot-six-inch metal railing. He asked Mr. Hesse if either of those alone would provide privacy to the north. Mr. Hesse said part of the vision of the open rail on the right side and the planted roof next to that was to provide greenery to the occupants. He said if the guard rail were to go to a solid wall that would make the planted roof useless as it would not be visible. He said the idea of planting along the property line although it was a tight space because of the driveway would be the preference. He said that might mean adjusting the driveway at least at the back to provide a little more planting space between the property line and the far-left edge of the driveway.

Commissioner Riggs said his motion then would include a landscape plan for the north property line as well for staff's review and approval.

Chair Barnes asked if Commissioner Kahle as the maker of the second wanted a conformance memo circulated to the Commission of the landscape plan. Commissioner Kahle said that the landscape plan could be reviewed and approved by staff.

Planner Smith said the additional condition was for a landscape plan to be provided showing landscape screening along the south property line and the south facing edge of the second story balcony. He asked if they were still including the mitered corners, larger horizontal siding and obscured stair well windows only facing that property line.

Commissioner Kahle confirmed with Commissioner Riggs that he wanted a landscape plan showing screening for both the north and south property lines, and seconded Commissioner Riggs' motion.

Commissioner Doran asked Commissioner Riggs whether he included landscape screening for the large window on the second story on the south facing elevation. Commissioner Riggs said he had not as there was not space with the light well for plantings and he thought it somewhat persuasive that there was 25 feet between the buildings whereas in his neighborhood for example that setback was five feet. Commissioner Doran said he was still concerned with that window. He said it bothered him because the light well was encroaching into the setback and the setback would normally be available for plantings to provide screening. He said he thought there was still space between the light well and where the pathway was for some plantings. He said he could support the project if that was included in the landscape plan.

Commissioner Riggs confirmed with Mr. Hesse that they could accommodate landscape screening there as well.

Replying to Chair Barnes, Planner Smith said the landscape plan was also to include screening along this side to help with the second-story center window.

ACTION: Motion and second (Riggs/Kahle) to approve the item with the following modifications; passes 5-0-2 with Commissioners Kennedy and Tate absent.

1. Make a finding that the project is categorically exempt under Class 3 (Section 15303, "New Construction or Conversion of Small Structures") of the current California Environmental Quality Act (CEQA) Guidelines.
2. Make findings, as per Section 16.82.030 of the Zoning Ordinance pertaining to the granting of use permits, that the proposed use will not be detrimental to the health, safety, morals, comfort and general welfare of the persons residing or working in the neighborhood of such proposed use, and will not be detrimental to property and improvements in the neighborhood or the general welfare of the City.
3. Approve the use permit subject to the following **standard** conditions:
 - a. Development of the project shall be substantially in conformance with the plans prepared by Square Three Design Studios, consisting of 15 plan sheets, dated received September 17, 2019 and approved by the Planning Commission on October 21, 2019, subject to review and approval by the Planning Division.
 - b. Prior to building permit issuance, the applicants shall comply with all Sanitary District, Menlo Park Fire Protection District, and utility companies' regulations that are directly applicable to the project.

- c. Prior to building permit issuance, the applicants shall comply with all requirements of the Building Division, Engineering Division, and Transportation Division that are directly applicable to the project.
- d. Prior to building permit issuance, the applicant shall submit a plan for any new utility installations or upgrades for review and approval by the Planning, Engineering and Building Divisions. All utility equipment that is installed outside of a building and that cannot be placed underground shall be properly screened by landscaping. The plan shall show exact locations of all meters, back flow prevention devices, transformers, junction boxes, relay boxes, and other equipment boxes.
- e. Simultaneous with the submittal of a complete building permit application, the applicant shall submit plans indicating that the applicant shall remove and replace any damaged and significantly worn sections of frontage improvements. The plans shall be submitted for review and approval of the Engineering Division.
- f. Simultaneous with the submittal of a complete building permit application, the applicant shall submit a Grading and Drainage Plan for review and approval of the Engineering Division. The Grading and Drainage Plan shall be approved prior to the issuance of grading, demolition or building permits.
- g. Heritage and street trees in the vicinity of the construction project shall be protected pursuant to the Heritage Tree Ordinance and the arborist report by Advanced Tree Care dated October 10, 2019.

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

- a. Areas shown on the approved elevations as horizontal fiber cement or wood siding shall utilize a product with thicker boards, such as the Artisan Collection by James Hardie or a similar style.**
- b. Portions of the building clad in siding shall have mitered corners.**
- c. On the south elevation of the residence, only the stairwell windows facing the side property line shall be obscured with translucent glazing.**
- d. Prior to approval of a building permit, the applicant shall provide a partial landscape plan for the rear portion of the lot indicating landscape screening to enhance privacy along the north and south sides of the proposed balcony, as well as landscape screening in the vicinity of the second-story window with a three-foot sill height on the south elevation of the proposed residence. The partial landscape plan shall be subject to review and approval by Planning staff.**

H. Informational Items

H1. Future Planning Commission Meeting Schedule

- Regular Meeting: November 4, 2019

Planner Perata said the November 4 agenda would have a number of single-family homes and also multifamily use permits. He said there would be a one-year check-in for the Wine Bank use permit revision. He said staff liaison for the Planning Commission meetings would transition to Senior Planner Corinna Sandmeier. He said he and she would be at the next meeting with Ms. Sandmeier leading the meeting and she would take over as the liaison beginning with the November 18 meeting.

- Regular Meeting: November 18, 2019
- Regular Meeting: December 9, 2019

I. Adjournment

Chair Barnes adjourned the meeting at 9:38 p.m.

Staff Liaison: Kyle Perata, Principal Planner

Recording Secretary: Brenda Bennett



REGULAR MEETING MINUTES - DRAFT

Date: 11/4/2019
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), Michael Doran, Larry Kahle, Camille Kennedy, Henry Riggs (Vice Chair), Michele Tate

Absent: Chris DeCardy

Staff: Ori Paz, Associate Planner; Matt Pruter, Associate Planner; Corinna Sandmeier, Senior Planner

C. Reports and Announcements

Senior Planner Corinna Sandmeier said the City Council on November 5, 2019 would hold a study session at 5 p.m. on recent state housing legislation and the 2022 Housing Element Update. She said also on that agenda was the Transportation Impact Fee Nexus Study and a draft ordinance to update the fee. She said the Council would receive informational items on the Local Business Development Program and the Downtown Street Café Program.

D. Public Comment

None

E. Consent Calendar

- E1. Approval of transcript from the October 7, 2019, (1350-1390 Willow Road, 925-1098 Hamilton Avenue, and 1005-1275 Hamilton Court, Proposed Willow Village Master Plan Project Environmental Impact Report Scoping Hearing), Planning Commission meeting. ([Attachment](#))

Commissioner Henry Riggs suggested a number of items be clarified, changed or confirmed.

ACTION: Motion and second (Riggs/Michael Doran) to approve the consent calendar with the following modifications; passes 5-0-1-1 with Commissioner Larry Kahle abstaining and Commissioner Chris DeCardy absent.

- Page 45, lines 1 to 4, clarify the remarks made by speaker Adina Levin;

- Page 56, line 6, change 40 minutes to **40 years**;
- Page 59, line 25, correct spelling of *ways* to **Wayz**;
- Page 60, lines 18 to 22, clarify remarks made;
- Page 61, line 9, add a comma after *Facebook*;
- Page 61, line 10, capitalize *signature development* and add a comma after **Signature Development**;
- Page 64, line 9, change *900 – 2,000 square feet* to **962,000** square feet; and
- Page 64, line 23, change *rebuilding* to **building**.

F. Public Hearing

F1. Use Permit Revision/Gary Ahern/1012 Cotton Street:

Request for a use permit revision for interior and exterior modifications to an existing two-story, single-family residence on a substandard lot with respect to lot width in the R-E (Residential Estate) zoning district. The modifications include additions on the first and second floor. The residence is nonconforming with respect to the right side daylight plane, and the proposed new work value would exceed 50 percent of the existing value. The applicant is also requesting to maintain a fence greater than four feet in height within the front yard setback. The previous use permit was granted in 1983. ([Staff Report #19-077-PC](#)) **Continued from the meeting of October 21, 2019**

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

Applicant Presentation: Brad Weber, property owner, introduced his wife Kelly Weber, noting they had purchased their home in 2014. He said his understanding was the previous owners had custom built the existing home around 1983. He said the home had three bedrooms and two and a half baths and they were proposing to add an additional bedroom and bathroom. He said with that work they proposed to update and renovate both the interior and exterior of the home. He introduced Gary Ahern, the project architect.

Commissioner Kahle asked if they had considered not keeping the little gable roof over the existing second floor entry area. Mr. Ahern said they wanted to keep it as a secondary feature. He said the new gable was the primary design feature and they thought it would make it a little plain there to remove the existing one.

Commissioner Kahle asked if the horizontal siding corner boards would be painted as an accent or to match the horizontal siding. Mr. Ahern said the intent was to match the siding. Commissioner Kahle asked about the windows in the kitchen area as they seemed to have a Gothic top to them. Mr. Ahern said they were very special windows that his clients wanted. Commissioner Kahle said the fence they wanted to keep would not match the updated design. Mr. Weber said with their children and pets it was important to them to have the fence in the front area.

Commissioner Kahle said he was friends with the project architect through Dreams Happen-Rebuilding Together but there was no conflict of interest.

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

Commission Comment: Commissioner Kahle said it was a very nice upgrade and a supportable project. He said visiting the site he found that the fence was quite different from other neighbors'

fences, which were low and open. He said another fence down and across the street was a solid brick fence. He said he thought the fence should be removed.

Replying to Chair Barnes, Planner Pruter said a use permit was granted in 1984 for the existing two-story home on the site. He said the requested revisions to the first and second story and the extensive exterior changes were triggering the use permit revision requirement. He said additionally the existing project had been found to be nonconforming as to the right-side daylight plane. He said the work was in excess based on a nonconforming work value calculation spreadsheet, which was another trigger for a use permit revision. He said additionally a fence was greater than four feet in height in locations in the front setback. He said they asked if the applicant wanted to keep the fence as part of the use permit revision request.

Chair Barnes said he thought the upgrades to the house were very nice. He said the front fence matched the current home's materials with stucco and brick and related some to the brick fence mentioned by Commissioner Kahle. He said he thought it was punitive to ask them to remove the fence, but he would like to see some landscaping outside the fence. He suggested that would help with the materials difference between the fence and proposed exterior. He moved to approve with a condition to provide landscaping in front of the fence. Commissioner Kahle seconded the motion.

Planner Sandmeier said the area proposed for landscaping was in the public right of way. She said to plant there she believed the applicants would need an encroachment permit and permission from Public Works Department if paving needed to be removed to plant. She said the condition could be made subject to approval of Public Works and Planning.

ACTION: Motion and second (Barnes/Kahle) to approve the item with the following modifications; passes 6-0-1 with Commissioner Chris DeCardy absent.

1. Make a finding that the project is categorically exempt under Class 1 (Section 15301, "Existing Facilities") of the current California Environmental Quality Act (CEQA) Guidelines.
2. Make findings, as per Section 16.82.030 of the Zoning Ordinance pertaining to the granting of use permits, that the proposed use will not be detrimental to the health, safety, morals, comfort and general welfare of the persons residing or working in the neighborhood of such proposed use, and will not be detrimental to property and improvements in the neighborhood or the general welfare of the City.
3. Approve the use permit subject to the following **standard** conditions:
 - a. Development of the project shall be substantially in conformance with the plans prepared by Focal Point Design, consisting of 14 plan sheets, dated received October 23, 2019, and approved by the Planning Commission on November 4, 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 May 31, 2019.

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

- a. If future frontage improvements, such as sidewalks, are installed by the City along the front property line, then the City may request the driveway gate be relocated to a minimum of 20 feet from edge of sidewalk, based on potential conflicts with pedestrian, bicycle, and vehicle traffic conditions, subject to review and determination by the Transportation Division. If the Transportation Division determines that the existing gate would not create potential conflicts with pedestrians, bicyclists, or vehicles then no modifications to the gate location would be required.
- b. ***Simultaneous with the submittal of a complete building permit application, the applicant shall submit revised plans providing landscaping in the public right of way in front of the existing front property line fencing, subject to review and approval by the Public Works Department and the Planning Division.***

F2. Use Permit Revision/Sebastian Heilgeist/530 Laurel Avenue:
Request for a use permit revision to perform interior and exterior modifications to an existing two-story single-family residence on a substandard lot with respect to lot width in the R-1-U (Single Family Urban Residential) zoning district. The modifications include additions on the second floor. The previous use permit was granted in 1992. ([Staff Report #19-078-PC](#))

Staff Comment: Planner Sandmeier said the location map was incorrect in the printed report but had been updated online. She said the staff report had not included the survey, but that was provided now to the Commission at the dais and for the public at the rear table.

Applicant Presentation: Sebastian Heilgeist, property owner, said the existing two-bedroom home

had a master bedroom that was the entire second floor with the second bedroom on the ground floor. He said they wanted to add bedrooms for their growing family and to increase ceiling heights to accommodate his height.

Replying to Commissioner Kahle, Ayesha Sikander, the project architect, said they would like to keep as much of the exterior walls as possible. She said the interior of the home was very segregated and compartmentalized and her clients wanted a more open floor plan. Commissioner Kahle asked about the choice to paint the brick on the gable on the second floor. Mr. Heilgeist said that was his wife's choice and she liked painted brick. Ms. Sikander said that the color choice with the stucco and painted brick was monochromatic and somewhat mute to support the modern farmhouse style the owners wanted. Commissioner Kahle said the front façade was very balanced except on the left side there was a single window above and a single window below while on the right there were a pair of windows above and a pair of windows below. He said looking at the floor plans it seemed those could be matched one way or the other. Ms. Sikander said they potentially could do that.

Commissioner Kahle said he wanted to be sure the Commission had the survey as on the side elevation there were windows on both sides with fairly tall windows. He asked if any were frosted for privacy. Ms. Sikander said the one on the left side for the bathroom they planned to keep frosted. Commissioner Kahle asked about the stairwell. Ms. Sikander said they wanted to keep those clear to capture as much light as possible. Commissioner Kahle referred to the neighborhood outreach most of which seemed to be about the trees in the back and asked if anyone had expressed concerns about privacy. Ms. Sikander said no one had spoken with them or the Planner about the project. She said they were keeping the redwood tree in the rear yard.

Commissioner Kahle asked if the soffits were closed or open. Ms. Sikander said they were keeping them open at this point as they were still five feet from the property line and did not need to have them fire rated. Commissioner Kahle said he asked because on both the front and rear gables there was a fascia return, a little boxlike shape that was usually for a closed soffit. He said if there were no closed soffits his personal preference was for that element to go away and match the eaves they had on the side of the house.

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

Commission Comments: Commissioner Riggs said he appreciated that the front elevation maintained the image of the original house. He said that stair wells provided a panoramic view of neighbors' side yards and side windows and sometimes the rear yard. He said the quantity of light through clear windows was no greater than that through textured windows. He said he recommended the stair window be textured glass at least to some proportion. Ms. Sikander said they could look into that as there were many textured glasses and frosted design patterns. Commissioner Riggs said that anything below three feet above the second-floor level should be textured or design glass. Ms. Sikander indicated assent. Commissioner Riggs asked about the landscaping as he did not recall seeing mature landscaping. Ms. Sikander said there were a lot of existing redwood trees in the rear of the house.

Commissioner Riggs moved to approve with a condition to alter the stair glazing using textured glass or design glass from three foot above the second level and down.

Commissioner Kahle said he wanted to support the project, but he was having problems with the

detailing and proportions, and how it came together with the materials such as the metal columns. He said he thought the design needed more refinement.

Commissioner Riggs said he would like to add to his motion the modification to the eaves at the front as suggested by Commissioner Kahle. Chair Barnes seconded the motion.

ACTION: Motion and second (Riggs/Barnes) to approve the item with the following modifications; passes 5-1-1 with Commissioner Kahle opposing and Commissioner DeCardy absent.

1. Make a finding that the project is categorically exempt under Class 1 (Section 15301, "Existing Facilities") of the current California Environmental Quality Act (CEQA) Guidelines.
2. Make findings, as per Section 16.82.030 of the Zoning Ordinance pertaining to the granting of use permits, that the proposed use will not be detrimental to the health, safety, morals, comfort and general welfare of the persons residing or working in the neighborhood of such proposed use, and will not be detrimental to property and improvements in the neighborhood or the general welfare of the City.
3. Approve the use permit subject to the following **standard** conditions:
 - a. Development of the project shall be substantially in conformance with the plans prepared by MA Dimensions INC, consisting of 10 plan sheets, dated received October 28, 2019, and approved by the Planning Commission on November 4, 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 Advanced Tree Care, dated October 22, 2019.

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

- a. Simultaneous with the submittal of a complete building permit application, the applicant shall submit revised plans showing the removal of the decorative window awning on the right elevation so that the elevation complies with the daylight plan intrusion requirements, subject to review and approval by the Planning Division.
- b. Simultaneous with the submittal of a complete building permit application, the applicant shall submit revised plans showing all the eaves to be consistent with eaves on the second story side elevations and confirming that no eave returns are proposed, subject to review and approval of the Planning Division.**
- c. Simultaneous with the submittal of a complete building permit application, the applicant shall submit revised plans showing textured or distorted glass for the portions of all window above the first floor but below a point three feet above the second floor, finished floor, subject to review and approval of the Planning Division.**

F3. Use Permit/Mehdi Jazayeri/713-715 Partridge Avenue:

Request for a use permit to demolish two existing single-family residences and construct two new two-story, single-family residences on a substandard lot with respect to width in the R-2 (Low Density Apartment) zoning district. The proposal includes a request to place the detached garage on the front half of the lot. ([Staff Report #19-079-PC](#))

Staff Comment: Associate Planner Ori Paz said the only update was Commissioner Kennedy was recusing herself as her residence is within the 1,000-foot radius of the subject property. He said at the dais was an email with an eave detail and a color and materials sheet was being distributed.

Chair Barnes confirmed Commission Kennedy was recused and had left the dais and chambers.

Applicant Presentation: Rick Hartman, Hometec Architecture, said similar to other sites on Partridge Avenue, this proposal was a single-family residence in front and one in the rear with the front house having a detached garage and the rear unit having an attached garage. He said the design style was modern ranch. He noted open wood eaves with wood fascia and wood trim around doors and windows. He said a belly band was proposed to break up the wall massing.

Commissioner Kahle said the drawings noted aluminum-clad wood windows and the materials sheet said vinyl windows. Mr. Hartman confirmed they would be aluminum-clad wood windows. Commissioner Kahle asked why they were doing slab on grade and whether it was a height issue to have the crawl space. Mr. Mehdi Jazayeri, property owner, said he would prefer to have crawl space, if possible. Mr. Hartman clarified if it could meet the daylight plane.

Commissioner Kahle said the front elevations of both houses had three posts each and suggested the middle one was not really needed. Mr. Hartman said it was a decorative device and not in the direct path of anything. Commissioner Kahle said they were taking a very minimalist approach that

he appreciated and recommended simplifying the posts. He asked if they had considered an accent material as there was a lot of stucco. Mr. Hartman said just the wood trim and the belly band. Commissioner Kahle asked about privacy on the sides and whether any of the windows there were frosted. Mr. Hartman said the second story bathroom window that was the slightly taller one was. Commissioner Kahle asked about the stair tower windows on the front house. Mr. Hartman said that was on the driveway side. He said he was the architect for the next-door neighbor project and its driveway would be adjacent to this one so the distance between the houses was good.

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

Commission Comment: Commissioner Riggs said a belly band on a traditional form house bothered him as he expected to see a clean two-story wall. He said in situations where mass needed to be broken up and a wall could not be set back then the compromised default was to add a belly band. Replying to Commissioner Riggs, Planner Paz said the belly band was the architect's choice. Mr. Jazayeri said his idea to use the belly band came from the house across from this site that was built in 2016. He said it could be removed.

Commissioner Kahle said he found the belly band was a nod to an apartment building, but he had not brought it up earlier as in wrapping around the corner it helped to break up the two-story walls. He said he thought the double channel relief would be a good idea and suggested giving the applicant flexibility to do something other than the belly band to break up the massing.

Commissioner Riggs moved to approve with the condition that the belly band be removed with the option for a different treatment through staff review and approval. Commissioner Kahle asked if the motion could include removing the middle post from the front facades and to clarify the windows were aluminum-clad windows and not vinyl windows. Commissioner Riggs agreed. Commissioner Kahle seconded the motion.

Chair Barnes said he thought the level of design changes proposed far outstripped the review that would be required of a single-family residential project not needing a use permit. He asked if the makers of the motion and the second could support having those changes as recommendations and not conditions. Commissioner Riggs said the applicant was interested in the belly band option and he did not think the applicants had strong feelings about keeping the middle column on the front façade. Mr. Jazayeri said he liked the idea of two columns instead of three.

Chair Barnes said he supported the project as proposed but not the proposed motion for approval.

Commissioner Kahle said he shared Chair Barnes' grief about over-designing, but he agreed with Commissioner Riggs on this one.

ACTION: Motion and second (Riggs/Kahle) to approve the item with the following modifications; passes 4-1-1-1 with Commissioner Barnes opposed, Commissioner Kennedy recused and Commissioner DeCardy absent.

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

2. Make findings, as per Section 16.82.030 of the Zoning Ordinance pertaining to the granting of use permits, that the proposed use will not be detrimental to the health, safety, morals, comfort and general welfare of the persons residing or working in the neighborhood of such proposed use, and will not be detrimental to property and improvements in the neighborhood or the general welfare of the City.
3. Approve the use permit subject to the following **standard** conditions:
 - a. Development of the project shall be substantially in conformance with the plans prepared by Hometec Architecture, Inc., consisting of 18 plan sheets, received October 30, 2019, and approved by the Planning Commission on November 4, 2019, except as modified by the conditions contained herein, subject to review and approval by the Planning Division.
 - b. Prior to building permit issuance; the applicants shall comply with all requirements of the Building Division, Engineering Division, and Transportation Division that are directly applicable to the project.
 - c. Prior to building permit final inspection, all public right-of-way improvements, including frontage improvements and the dedication of easements and public right-of-way, shall be completed to the satisfaction of the Engineering Division.
 - d. Prior to commencing any work within the right-of-way or public easements, the Applicant shall obtain an encroachment permit from the appropriate reviewing jurisdiction.
 - e. Prior to building permit issuance, the applicant shall comply with all Sanitary District, Menlo Park Fire Protection District, and utility companies' regulations that are directly applicable to the project.
 - f. Simultaneous with the submittal of a complete building permit application, the applicant shall submit plans indicating that the applicant shall remove and replace any damaged and significantly worn sections of frontage improvements. The plans shall be submitted for review and approval of the Engineering Division.
 - g. Simultaneous with the submittal of a complete building permit application, the applicant shall submit plans for: 1) construction safety fences around the periphery of the construction area, 2) dust control, 3) air pollution control, 4) erosion and sedimentation control, and 5) tree protection fencing. The plans shall be subject to review and approval by the Building, Engineering, and Planning Divisions. The fences and erosion and sedimentation control measures shall be installed according to the approved plan prior to commencing construction.
 - h. Simultaneous with the submittal of a complete building permit application, the applicant shall submit a Grading and Drainage Plan for review and approval of the Engineering Division. Post-construction runoff into the storm drain shall not exceed pre- construction runoff levels. A Hydrology Report will be required to the satisfaction of the Engineering Division. Slopes for the first 10 feet perpendicular to the structure must be 5% minimum for pervious surfaces and 2% minimum for impervious surfaces, including roadways and parking areas, as required by CBC §1804.3.

- i. Simultaneous with the submittal of a complete building permit application, the applicant shall provide documentation indicating the amount of irrigated landscaping. If the project proposes more than 500 square feet of irrigated landscaping, it is subject to the City's Water Efficient Landscaping Ordinance (Municipal Code Chapter 12.44).
- j. Simultaneous with the submittal of a complete building permit application, the applicant shall submit a plan for any new utility installations or upgrades for review and approval by the Planning, Engineering and Building Divisions. All utility equipment that is installed outside of a building and that cannot be placed underground shall be properly screened by landscaping. The plan shall show exact locations of all meters, back flow prevention devices, transformers, junction boxes, relay boxes, and other equipment boxes.
- k. If construction is not complete by the start of the wet season (October 1st through April 30th), the Applicant shall implement a winterization program to minimize the potential for erosion and sedimentation, subject to review and approval of the Engineering Division. As appropriate to the site and status of construction, winterization requirements shall include inspecting/maintaining/ cleaning all soil erosion and sedimentation controls prior to, during, and immediately after each storm event; stabilizing disturbed soils through temporary or permanent seeding, mulching, matting, tarping or other physical means; rocking unpaved vehicle access to limit dispersion of mud onto public right-of-way; and covering/tarping stored construction materials, fuels, and other chemicals. Plans to include proposed measures to prevent erosion and polluted runoff from all site conditions shall be submitted for review and approval of the Engineering Division prior to beginning construction.
- l. Simultaneous with the submittal of a complete building permit application, the applicant shall submit a heritage street tree preservation plan, detailing the location of and methods for all tree protection measures.
- m. Prior to building permit issuance, the applicant shall pay all Public Works fees. Please refer to City of Menlo Park Master Fee Schedule for fee information.
- n. Prior to final occupancy, the applicant shall retain a civil engineer to prepare "as-built" or "record" drawings of public improvements, and the drawings shall be submitted in AutoCAD and Adobe PDF formats to the Engineering Division.
- o. During the design phase of the construction drawings, all potential utility conflicts shall be potholed with actual depths recorded on the improvement plans submitted for City review and approval.
- p. Simultaneous with the submittal of a complete building permit application, the applicant shall submit engineered off-site improvement plans including specifications & engineers cost estimates. All public improvements shall be designed and constructed to the satisfaction of the Engineering Division.
- q. All lateral connections to overhead electric, fiber optic, and communication lines shall be placed in a joint trench.
- r. Prior to issuance of each building permit, the applicant shall pay the applicable Building Construction Street Impact Fee in effect at the time of payment, to the satisfaction of the

Public Works Director. The current fee is calculated by multiplying the valuation of the construction by 0.0058.

- s. All agreements shall run with the land and shall be recorded with the San Mateo County Recorder's Office prior to building permit final inspection.
- t. Prior to final inspection, the Applicant shall submit a landscape audit report.
- u. 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 March 29, 2019.

4. Approve the project, subject to the following project-specific conditions:

- a. Simultaneous with the submittal of a complete building permit application, the applicant shall submit revised plans showing the window materials to be aluminum-clad wood windows subject to review and approval by the Planning Division.**
- b. Simultaneous with the submittal of a complete building permit application, the applicant shall submit revised plans with the front, center post at the front porch removed for both units, subject to review and approval by the Planning Division.**
- c. Simultaneous with the submittal of a complete building permit application, the applicant shall submit plans modifying the exterior of both units to remove the wooden "belly band" feature. The applicant shall have the flexibility to propose an alternative 12-inch relief feature, subject to review and approval by the Planning Division.**

- F4. Use Permit/MidPen Housing Corporation/1345 Willow Road:
Request for a use permit to construct a fence that exceeds the seven-foot maximum height, along the rear of the property in the R-4-S (AHO) (High Density Residential, Special – Affordable Housing Overlay) zoning district. ([Staff Report #19-080-PC](#))

Chair Barnes noted that Commissioner Kennedy had returned to the dais.

Staff Comment: Associate Planner Pruter said staff had no updates to the written report.

Application Presentation: Kristen Belt, Mithun, project architect, said the request was for a use permit to construct a fence at the rear of the site for a project featuring 140 affordable living units and amenities spaces. She said during community outreach for the project they had a number of conversations with residents of Carlton Avenue single-family homes located behind the subject property. She said although the neighbors were generally supportive of the project, they wanted privacy maintained to whatever extent possible while understanding that a four-story multi-family building behind them would fundamentally change the condition of the subject property. She said the most significant response the project made was to pull the building as close as possible to Willow Road to create the greatest buffer at the rear between the project and property line. She said the neighbors expressed great interest in a fence at the rear to prevent any direct sight lines into the Carlton neighbors' yards. She said what they were presenting was a slightly complicated, technical proposal. She said the site was about 1,000 feet long with four to five instances of grade

change from one end of the site to the other end. She said the north end of the property was the lowest as it reached toward the Bay. She said to deal with FEMA requirements and ADA access requirements into the building they were proposing a grade change at the northern end of the site that would raise it anywhere from 18- to 24-inches. She said that created a condition where pedestrians in the rear of the multi-family housing would potentially have a direct sight line into some of the Carlton Avenue neighbors' backyards. She said the proposal was to build the fence tall enough to preclude any direct sight line of any pedestrian on the subject property into the neighbors' yards. She said the existing grading was complicated, the proposed grading was an additional complication, and there was also an existing CMU (concrete masonry unit) wall along the length of the property that also varied in height along the length of the property. She said the CMU wall was from five-and-a-half- to six-and-a-half-feet tall depending where a person was. She said the proposal was to put a fence in front of the CMU wall on the subject property side that would increase that height as the result of the grade change to anywhere from seven-foot-six- to nine-foot-three-inches high depending where a person was on the property. She said that was the height required to preserve the privacy from pedestrians on the subject property into Carlton Avenue rear yards.

Ms. Belt said the fence would be a simple cedar wood slat fence with the slats being varying dimensions to create texture and variation. She said it would be placed as close to the CMU wall as possible. She said they were not able to take the CMU wall down because of varying conditions with some neighbors building sheds next to it. She said this precast CMU wall did not allow for just building on top it. She said they were holding the slats above grade about 16-inches to prevent creating a cavity between it and the CMU wall so it could be accessed for maintenance. She said there would be some plantings at the base of the fence of a low water native plant mix that would grow to approximately 24-30 inches tall that would conceal the gap at the bottom of the fence. She said the 20-foot swath between the building and the proposed fence was a 20-foot public utility easement (PUE) for sewer so nothing substantial was allowed to be planted that would prohibit access to that line.

Commissioner Michele Tate said she understood the neighbors wanted to make sure there would be trees so from the units there was no sight line into their properties. She asked what happened to that request. Ms. Belt said trees would be planted along the rear of the building that would eventually provide some screening but those were not within the 20-foot PUE. She said fortunately most of the properties along Carlton Avenue had mature trees in their backyards that would create a natural buffer. She said the arborist had provided some additional information about hand digging the footings to protect existing heritage trees in the Carlton Avenue neighbors' yards.

Commissioner Tate asked staff if this was an instance where larger trees might be conditioned to provide screening sooner. She said she had visited the Sequoia project to look at units and was very surprised to find she had a direct sight into peoples' homes on Carlton Avenue from it. She said the people on the 1300 block of Carlton Avenue really wanted to prevent something like that happening to them.

Planner Pruter said his understanding was that the trees proposed for planting were an appropriate box size that over time would grow larger with greater canopy. He said for some additional context for this site there was a zoning requirement for plantings along the rear behind the Carlton Avenue properties but because of the PUE that could not occur. He said the agreement and discussion with the applicant was that they provide as many trees as possible along the rear of the building as close as possible to the PUE area.

Commissioner Tate asked when the species of trees proposed for planting would grow to maturity to screen the neighbors' homes. Ms. Belt said she thought it would take a while. She said because of legal issues surrounding the title and use of frontage road for the Sequoia project that building could not be built closer to Willow Road and further from Carlton Avenue like this project was proposing to do.

Planner Pruter said staff would need to check with the City Arborist regarding the length of time for the trees to reach maturity. He said the Arborist Compliance Review was completed and approved and the Commission held a study session on the project. He said to find a nexus to try to change or alter tree planting was not technically feasible for this particular approval request. Commissioner Tate said that the study session was before her time on the Commission. She said privacy was a concern of the Carlton Avenue residents. She said she would not be doing due diligence for her community if she did not pose the question.

Nesreen Kavar, Midpen Housing, said at Sequoia they were not given the opportunity to do what they were trying to do here by placing a wooden fence in front of the CMU wall. She said from the units at Sequoia there was a sight line into neighbors' yards and that was why very intentionally with this project they were making efforts to avoid that. She said other outreach they did and/or changes in their design was that the building was both three and four stories. She said the building for portions of the rear was lowered to three stories. She said also intentionally they were putting a lot of their community residents' services on the upper floors, so people were not living there 24/7 looking out into neighbors' rear yards. She said because of the West Bay Sanitary District sewer line in the PUE through their property they could not plant there so they worked with Planning to plant trees along the rear of the building. She said they went with the bigger boxed trees that were required and they were willing to look into the plantings with staff and see if there was anything else that could be done. She said here the fence was being proposed to improve privacy because of the lesson learned from the Sequoia project. She said they were not able to do a higher fence for the Sequoia project and had other constraints working with West Bay Sanitary District there.

Commissioner Kennedy said it appeared the developer had learned from past projects how to work better with the community for this project. She said topographical challenges existed. She said she was cognizant of Commissioner Tate's due diligence around community concerns. She said any screening no matter how quickly it grew was not a perfect solution as it was not known how space and adjacent properties would be used over time. She said the proposal request seemed a workable solution and the community had a lot of input into the developer. She moved to approve.

Commissioner Tate noted that public comment had not been opened.

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

Commission Comment: Commissioner Kahle said he would second the motion to approve.

ACTION: Motion and second (Kennedy/Kahle) to approve the item as recommended; passes 6-0-1 with Commissioner DeCardy absent.

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

2. Make findings, as per Section 16.82.030 of the Zoning Ordinance pertaining to the granting of use permits, that the proposed use will not be detrimental to the health, safety, morals, comfort and general welfare of the persons residing or working in the neighborhood of such proposed use, and will not be detrimental to property and improvements in the neighborhood or the general welfare of the City.
3. Approve the use permit subject to the following **standard** conditions:
 - a. Development of the project shall be substantially in conformance with the plans prepared by Mithun, consisting of eight plan sheets, dated received October 24, 2019, and approved by the Planning Commission on November 4, 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 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.
 - f. Heritage trees in the vicinity of the construction project shall be protected pursuant to the Heritage Tree Ordinance and the arborist report prepared by HortScience, dated received October 9, 2019.
4. Approve the use permit subject to the following **project-specific** condition:
 - a. If applicable, prior to issuance of a building permit the applicant shall submit documentation of an approved encroachment permit from the West Bay Sanitary District, for the location of the fence, subject to review and approval of the Planning Division.

G. Regular Business

- G1. One Year Review/Don Fox, WineBank/1320-A Willow Road:
Request that the Planning Commission conduct a one-year review of the use permit revision to increase the signage and advertising permitted, adjust the minimum prices of wines available for sale and consumption on-site, provide daily wine tastings, and host up to 150 wine tasting events per year at an existing wine storage facility in the LS (Life Sciences) zoning district. **Continued to the PC meeting of November 18, 2019**
- G2. Review of Draft 2020 Planning Commission Meeting Dates. ([Staff Report #19-081-PC](#))

Staff Comment: Planner Sandmeier said staff had nothing to add to the written report.

Commission Comments: Chair Barnes said he would be absent for the proposed July 13, 2020 meeting. Commissioner Tate said she would be absent for the proposed April 20, 2020 meeting.

H. Informational Items

- H1. Future Planning Commission Meeting Schedule
- Regular Meeting: November 18, 2019

Planner Sandmeier said for the November 18, 2019 the agenda would include consideration of General Plan consistency for a right of way vacation on Woodland Avenue, a single-family residential development on Haight Street, a use permit for a preschool at a church on Ravenswood Avenue, the one year review of the WineBank continued from the November 4, 2019 agenda, and at 1200 El Camino Real consideration of alcohol sales at an existing service station.

Replying to Chair Barnes, Planner Sandmeier said staff had not received revised plans since the Commission's last study session on a proposed boardinghouse on Willow Road. She said usually after a year if no plans were received, staff would contact the applicant to see if they still wanted to move forward on the project. She said she was not aware of any Code Enforcement issues with the parcel. She said demolition would only be required if there was a health and safety issue and that would go through Code Enforcement.

- Regular Meeting: December 9, 2019
- Regular Meeting: December 16, 2019

I. Adjournment

Chair Barnes adjourned the meeting at 8:36 p.m.

Staff Liaison: Corinna Sandmeier, Senior Planner

Recording Secretary: Brenda Bennett



STAFF REPORT

Planning Commission

Meeting Date: 11/18/2019

Staff Report Number: 19-082-PC

Public Hearing: Use Permit/Danning Jiang/203 Haight Street

Recommendation

Staff recommends that the Planning Commission approve a use permit to partially demolish, construct a new addition, and perform interior modifications to an existing single-story, single-family residence in the R-1-U (Single Family Urban Residential) zoning district, at 203 Haight Street. The existing residence is nonconforming with respect to the required left side setback and the daylight plane along both sides, and the proposed new work value would exceed 75 percent of the replacement value of the existing structure in a 12-month period. 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.

Background

Site location

The subject property is located at 203 Haight Street, in the R-1-U zoning district. Haight Street is a short street that runs parallel to US 101. Using Haight Street in the north-south orientation, the subject property is located on the western side of Haight Street, between Laurel Avenue and Menalto Avenue. A location map is included as Attachment B. Haight Street is a residential street that extends across the neighborhood, making a dead end facing the Willow Road-US 101 interchange in the north and at Menalto Avenue in the south, near the City of East Palo Alto.

Houses along Haight Street include both one- and two-story residences. While the majority of residences in the neighborhood are one-story in height, a few two-story residences exist as a result of new development and older residences with second-story additions. The residences mainly reflect a ranch or traditional architectural style, although some are developed in contemporary and craftsman styles. The neighborhood features predominantly single-family residences that are also in the R-1-U zoning district.

Analysis

Project description

The subject property is currently occupied by a single-story residence with an attached one-car garage that is nonconforming with respect to the left side setback and the left and right daylight planes. The

applicant is proposing to construct additions at the rear of the existing residence and perform interior modifications throughout the residence. As a result of these changes, the residence would increase from a two-bedroom, one-bathroom house to a four-bedroom, three-bathroom house.

Of particular note with regard to Zoning Ordinance requirements:

- The addition is 1,372 square feet in size, which would constitute an increase of more than double the existing floor area of 1,292 square feet.
- Based on the scale of work, the proposed new work value would be 162 percent of the replacement value of the existing structure in a 12-month period.
- An existing, detached 88-square-foot shed, located in the rear of the property, would be removed.
- The existing building footprint, which would be retained, effectively limits the potential to bring the parking into full compliance. The parking for the property would remain legally nonconforming, with one nonconforming covered parking space in the attached garage, which may be permitted on remodel/expansion projects like the proposed project.
- The existing driveway would continue to provide an unofficial parking space within the front setback, which would not meet the off-street parking requirement but would provide some flexibility for additional parking needs.

With the exception of the aforementioned encroachment into the left side setback, the intrusions into both daylight planes, and the nonconforming parking, the proposed project conforms to the development standards of the R-1-U zoning district. Furthermore, the addition would adhere to the required setback and daylight plane requirements. A data table summarizing parcel and project attributes is included as Attachment C. The project plans and the applicant's project description letter are included as Attachments D and E, respectively.

Design and materials

The applicant states that the residence would continue to be a ranch style home. The front façade primarily contains large shingle siding above a lower section of horizontal siding, with a small section featuring brick veneer and stucco finish. The proposed front façade would continue to have a stucco finish and brick veneer, but the shingle and horizontal siding would be replaced with stucco to simplify the front façade. The exterior along the rear and sides of the residence would continue to have a consistent stucco finish. The roofing material would be comprised of composition shingles. Existing windows proposed to remain consist of vinyl with wood casing, and the proposed windows would match the existing.

The size and scale of the proposed project would maintain compatibility with existing residential development throughout the neighborhood. Square footage would be added to the rear of the residence, with no massing changes near the front half of the property. The front entry would feature a simplified, predominantly stucco façade, to offer a less complex design facing Haight Street. Apart from the brick veneer at the front, stucco would consistently remain the predominant feature around the perimeter of the residence.

Staff believes that the scale, materials, and style of the proposed residence are consistent with the broader neighborhood, given the similar architectural styles and sizes of structures in the area. Staff also believes that the style of the proposed residential addition would be generally attractive, well-proportioned,

and compatible with the existing elements of the main residence that are proposed to remain. By virtue of the residence's one-story nature, privacy impacts would be minimal.

Flood zone

The subject property is located within the "AE" zone established by the Federal Emergency Management Agency (FEMA). Within this zone, flood-proofing techniques are required for new construction and substantial improvements of existing structures. Stated in general terms, the finished floor must be at least one foot above the base flood elevation (BFE). The Public Works Department has reviewed and tentatively approved the proposal for compliance with FEMA regulations. The elevations and sections (Plan Sheets A3.1 through A3.4 and A4.1 in Attachment D) show the BFE (25.6 feet) in relation to the existing average natural grade (approximately 25.6 feet) and the finished floor elevation (27.1 feet).

Trees and landscaping

Three trees are currently located on the subject property. Two six-inch, non-heritage trees (a wild cherry and a Chinese bayberry) would conflict with the proposed addition and are proposed for removal. The third tree, a six-inch, non-heritage glossy privet tree, located at the rear left corner of the property, would remain. Two small street trees, located in front of the subject property, would also remain. There was a heritage-sized ash tree located in the central, rear half of the property that fell earlier in 2019. The applicant has worked with the City Arborist to complete a retroactive heritage tree removal permit to account for its prior removal. As part of that application, an accolade elm tree has been proposed and tentatively approved by the City Arborist as the required replacement tree, to be planted in the general location of the fallen ash tree.

Correspondence

Staff has not received any correspondence for the project. The applicant states in their project description letter that the applicant team has informed the neighboring properties of the proposed project and received no feedback.

Conclusion

Staff believes that the design, scale, and materials of the proposed residence are compatible with the surrounding neighborhood, and that the proposed addition would result in a consistent aesthetic approach. The ranch architectural style of the proposed residential additions would be generally attractive, well-proportioned, and compatible with the existing elements of the main residence. The front façade would feature a simpler and less visually complex appearance along Haight Street. No heritage tree impacts are anticipated, and the applicant has provided an adequate replacement tree for the ash tree that previously fell in the rear of the property. Staff recommends that the Planning Commission approve the proposed project.

Impact on City Resources

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

Environmental Review

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

Public Notice

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

Appeal Period

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

Attachments

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

Disclaimer

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

Exhibits to Be Provided at Meeting

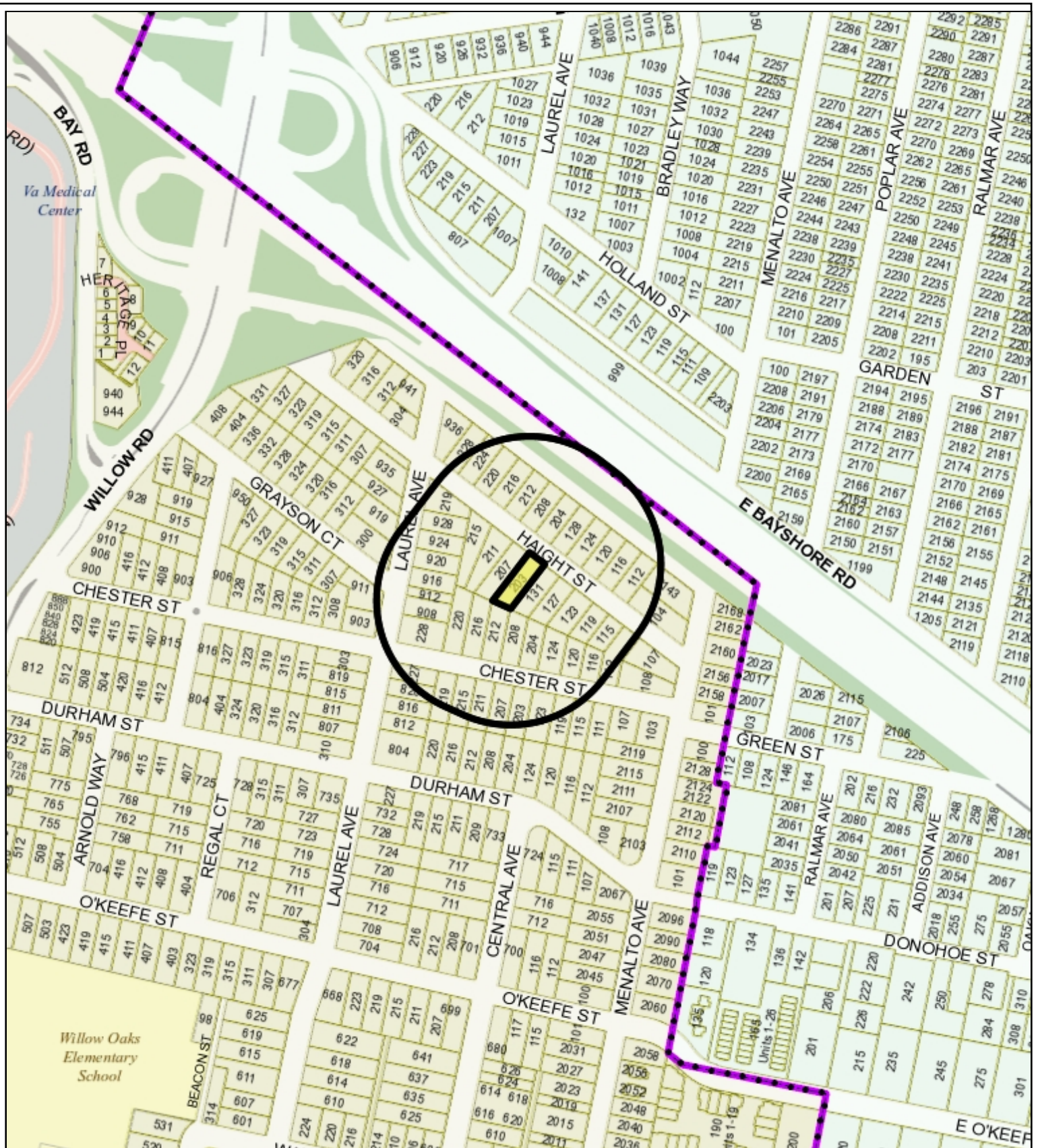
None

Report prepared by:
Matt Pruter, Associate Planner

Report reviewed by:
Corinna Sandmeier, Senior Planner

203 Haight Street – Attachment A: Recommended Actions

LOCATION: 203 Haight Street	PROJECT NUMBER: PLN2019-00026	APPLICANT: Amaranta Hernandez	OWNER: Danning Jiang
PROPOSAL: Request for a use permit to partially demolish, construct a first-floor addition, and perform interior modifications to an existing single-story, single-family residence in the R-1-U (Single Family Urban Residential) zoning district. The existing residence is nonconforming with respect to the required left side setback and the daylight plane along both sides, and the proposed new work value would exceed 75 percent of the existing value.			
DECISION ENTITY: Planning Commission	DATE: November 18, 2019	ACTION: TBD	
VOTE: TBD (Barnes, DeCardy, Doran, Kahle, Kennedy, Riggs, Tate)			
ACTION:			
<ol style="list-style-type: none"> 1. Make a finding that the project is categorically exempt under Class 1 (Section 15301, “Existing Facilities”) of the current 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 T Square Consulting Group, Inc., consisting of 17 plan sheets, dated received October 31, 2019, and approved by the Planning Commission on November 18, 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. 			



City of Menlo Park
 Location Map
 203 Haight Street



203 Haight Street – Attachment C: Data Table

	PROPOSED PROJECT	EXISTING PROJECT	ZONING ORDINANCE
Lot area	7,553.0 sf	7,553.0 sf	7,000 sf min.
Lot width	50.0 ft.	50.0 ft.	65 ft. min.
Lot depth	151.3 ft.	151.3 ft.	100 ft. min.
Setbacks			
Front	25.1 ft.	25.1 ft.	20 ft. min.
Rear	49.9 ft.	79.0 ft.	20 ft. min.
Side (left)	4.6 ft.	4.6 ft.	5 ft. min.
Side (right)	5.2 ft.	5.2 ft.	5 ft. min.
Building coverage	2,747.0 sf 36.4 %	1,462.0 sf 19.4 %	2,961.5 sf max. 39.2 % max.
FAL (Floor Area Limit)	2,577.0 sf	1,292.0 sf	2,938.2 sf max.
Square footage by floor	2,367.0 sf/1st 210.0 sf/garage 163.0 sf/porches 7.0 sf/fireplaces	914.0 sf/1st 290.0 sf/garage 163.0 sf/porches 7.0 sf/fireplaces 88.0 sf/shed	
Square footage of buildings	2,747.0 sf	1,462.0 sf	
Building height	16.8 ft.	14.8 ft.	28 ft. max.
Parking	1 covered	1 covered	1 covered/1 uncovered
Note: Areas shown highlighted indicate a nonconforming or substandard situation.			

Trees	Heritage trees*	0	Non-Heritage trees**	5	New Trees*	1
	Heritage trees proposed for removal	0	Non-Heritage trees proposed for removal	2	Total Number of Trees	4

* A heritage-sized ash tree had fallen earlier in 2019, and is being replaced by a heritage accolade elm tree, in coordination with the City Arborist.

**Of the five non-heritage trees, three are located within the subject property and two are street trees in front of the property.

OWNER'S INFORMATION																		
NAME : DANNING JIAN PHONE : (650)862-8630 E-MAIL : DANNING.JIANG@GMAIL.COM																		
FLOOD ZONE NOTES																		
FLOOD ZONE DESIGNATION: AE BASE FLOOD ELEVATION (BFE 25.6) FINISHED FLOOD ELEVATION (FFE 27.1) REFER TO SHEET SU-1 FOR TOPOGRAPHIC SURVEY.																		
FRONTAGE IMPROVEMENTS NOTES:																		
1. ALL EXISTING CRACKED OR DAMAGED FEATURES ALONG THE PROPERTY FRONTAGE MUST BE REPAIRED IN KIND. ALL FRONTAGE IMPROVEMENT WORK SHALL BE IN ACCORDANCE WITH THE LATEST VERSION OF THE CITY STANDARD DETAILS. 2. 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. 3. AN ENCRoACHMENT PERMIT FROM THE ENGINEERING DIVISION IS REQUIRED PRIOR TO ANY CONSTRUCTION ACTIVITIES, INCLUDING UTILITY LATERALS, IN THE PUBLIC RIGHT OF WAY.																		
SCOPE OF WORK																		
1. REAR ADDITION INCLUDES: (N) KITCHEN, (N) FAMILY ROOM, (N) M. BEDROOM W/ 2 WALK-IN-CLOSETS & (N) M. BATHROOM, (N) BEDROOM#3, AND (N)BATH#2. REMODEL: (N) DINING ROOM, AND CONVERT PART OF GARAGE INTO A (N) LAUNDRY ROOM. 2. NEW ROOF AT ADDITION, ROOFING TO BE COMP. SHINGLE ROOF TO MATCH EXISTING TYPE AND COLOR. 3. NEW EXTERIOR MATERIALS FOR ADDITION TO MATCH EXISTING MATERIAL AND COLOR. 4. RELATED MECH/PLUMBING/ELECTRICAL WORK. 5. (E) GAS METER TO REMAIN AND UPGRADE (E) ELECTRICAL PANEL TO 200 AMP.																		
SYMBOLS																		
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <table style="width: 100%; border: none;"> <tr> <td> COLUMN GRID LINE NO.</td> <td> EXISTING DOOR</td> </tr> <tr> <td> SECTION NO.</td> <td> DOOR NO.</td> </tr> <tr> <td> SECTION SHEET NO.</td> <td> DOOR SCHEDULE</td> </tr> <tr> <td> ELEVATION NO.</td> <td> DOOR TYPE</td> </tr> <tr> <td> ELEVATION SHEET NO.</td> <td> INTERIOR ELEVATIONS INDICATOR</td> </tr> <tr> <td> DETAIL NO.</td> <td> ROOM NAME</td> </tr> <tr> <td> DETAIL SHEET NO.</td> <td> FLOOR FINISH</td> </tr> <tr> <td> REVISION NO.</td> <td></td> </tr> </table> </td> <td style="width: 50%;"></td> </tr> </table>	<table style="width: 100%; border: none;"> <tr> <td> COLUMN GRID LINE NO.</td> <td> EXISTING DOOR</td> </tr> <tr> <td> SECTION NO.</td> <td> DOOR NO.</td> </tr> <tr> <td> SECTION SHEET NO.</td> <td> DOOR SCHEDULE</td> </tr> <tr> <td> ELEVATION NO.</td> <td> DOOR TYPE</td> </tr> <tr> <td> ELEVATION SHEET NO.</td> <td> INTERIOR ELEVATIONS INDICATOR</td> </tr> <tr> <td> DETAIL NO.</td> <td> ROOM NAME</td> </tr> <tr> <td> DETAIL SHEET NO.</td> <td> FLOOR FINISH</td> </tr> <tr> <td> REVISION NO.</td> <td></td> </tr> </table>	COLUMN GRID LINE NO.	EXISTING DOOR	SECTION NO.	DOOR NO.	SECTION SHEET NO.	DOOR SCHEDULE	ELEVATION NO.	DOOR TYPE	ELEVATION SHEET NO.	INTERIOR ELEVATIONS INDICATOR	DETAIL NO.	ROOM NAME	DETAIL SHEET NO.	FLOOR FINISH	REVISION NO.		
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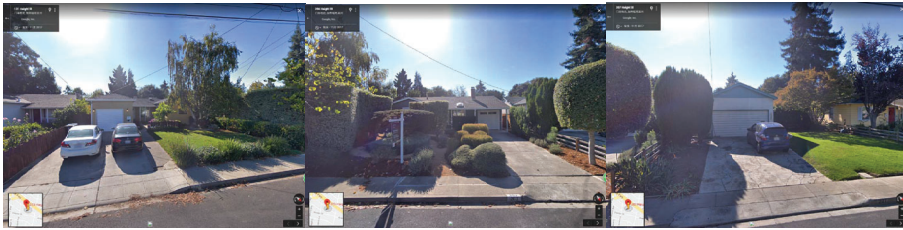
BLDG DATA
SEE A1.5 FOR AREA CAL. DIAGRAM LOT SIZE: 7,553 S.F. YEAR BUILT 1949 CURRENT ZONING: R-1-U CURRENT AND PROPOSED USE: SFH
(E) BUILDING FLOOR AREA: (E) 1st FLOOR: 914 SF (E) GARAGE: 290 SF (E) DETACHED SHED (TO BE REMOVED): 88 SF TOTAL (E) BUILDING AREA: 1,292 SF
(E) FIREPLACE: 7 SF (E) FRONT PORCH: 163 SF TOTAL (E) COVERAGE AREA: 1,462 SF
PROPOSED (N) TOTAL AREA: (E) 1st FLOOR: 914 SF (N) 1st FLOOR REAR ADDITION: 1,372 SF (E) GARAGE CONVERT TO (N) ADDITION: 80 SF TOTAL (N) HABITABLE AREA: 2,367 SF
(N) GARAGE: 290-80= 210 SF TOTAL (N) BUILDING AREA: 2,577 SF
FAL = 2,800 + 25% (7,548 - 7,000) = 2,938 S.F. FAL = 2,577 < 2,938 S.F.
TOTAL (N) BUILDING AREA: 2,577 SF (E) FIREPLACE: 7 SF (E) FRONT PORCH: 163 SF TOTAL COVERAGE AREA: 2,747 SF
BLDG COVERAGE = 7,553 S.F. X 39.21% = 2,961 S.F. BLDG COVERAGE = 2,747 SF < 2,961 S.F.
LANDSCAPE AREA: 4,530 SQ. FT. LANDSCAPING COVERAGE: 0.60 % CONSTRUCTION TYPE: VB STORY (ES): 1 AUTO. FIRE SPRINKLER: NO
DESIGN COMPLY WITH : CITY OF MENLO PARK MUNICIPAL CODE 2016 CALIFORNIA BUILDING CODE 2016 CALIFORNIA RESIDENTIAL CODE 2016 CALIFORNIA ELECTRICAL CODE 2016 CALIFORNIA MECHANICAL CODE 2016 CALIFORNIA PLUMBING CODE 2016 CALIFORNIA FIRE CODE 2016 CALIFORNIA GREEN BUILDING STANDARDS CODE 2016 CALIFORNIA ENERGY CODE
VICINITY MAP
SHEET INDEX
ARCHITECTURAL
A1.1 TITLE SHEET & SITE PLAN
A1.2 AREA PLAN & STREETSCAPE
A1.3 EXISTING & PROPOSED SITE PLAN
A1.4 IMPERVIOUS AREA CALC.
A1.5 AREA DIAGRAM
A1.6 NEW WORK VALUE CALC.
A2.0 EXISTING FLOOR PLAN
A2.1 PROPOSED FLOOR PLAN
A2.2 EXISTING & PROPOSED ROOF PLAN
A3.1 EXISTING & PROPOSED FRONT ELEV.
A3.2 EXISTING & PROPOSED REAR ELEV.
A3.3 EXISTING & PROPOSED RIGHT ELEV.
A3.4 EXISTING & PROPOSED LEFT ELEV.
A4.1 PROPOSED SECTION
A4.2 ELEVATION CERTIFICATION
CIVIL
C2 GRADING AND DRAINAGE PLAN
SU-1 TOPOGRAPHIC & BOUNDARY SURVEY

SINGLE FAMILY ADDITION

203 HAIGHT ST MENLO PARK, CA 94025

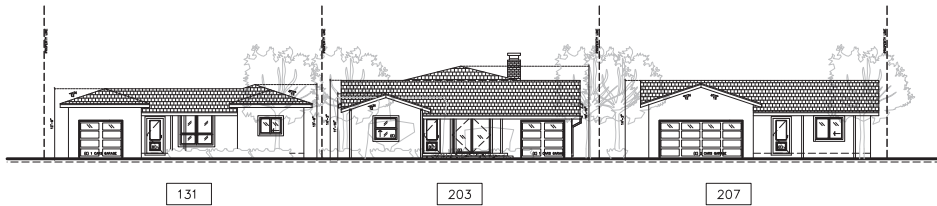
APN: 062-236-130

 T SQUARE CONSULTING GROUP, Inc. 2050 CONVERSE DRIVE #60 TEL (408) 321-9888 SAN JOSE, CA 95131-1882 FAX (408) 321-9887								
 SY-CHENG TSAI C-24234								
SINGLE FAMILY ADDITION 203 HAIGHT ST MENLO PARK, CA 94025								
TITLE SHEET & SITE PLAN								
DATE: 04/12/18								
JOB NO. TS171264								
ISSUE & REVISION								
<table style="width: 100%; border: none;"> <tr> <td style="width: 10%; text-align: center;">01/31/19</td> <td style="width: 10%; text-align: center;">PERMIT USE</td> </tr> <tr> <td style="text-align: center;"></td> <td style="text-align: center;">05/10/19 C1 SUBMITTAL</td> </tr> <tr> <td style="text-align: center;"></td> <td style="text-align: center;">08/13/19 C2 SUBMITTAL</td> </tr> <tr> <td style="text-align: center;"></td> <td style="text-align: center;">10/25/19 C3 SUBMITTAL</td> </tr> </table>	01/31/19	PERMIT USE		05/10/19 C1 SUBMITTAL		08/13/19 C2 SUBMITTAL		10/25/19 C3 SUBMITTAL
01/31/19	PERMIT USE							
	05/10/19 C1 SUBMITTAL							
	08/13/19 C2 SUBMITTAL							
	10/25/19 C3 SUBMITTAL							
SHEET NO.								
A1.1								
DRAWN BY:								



STREETSCAPE ON WEST ELEVATION

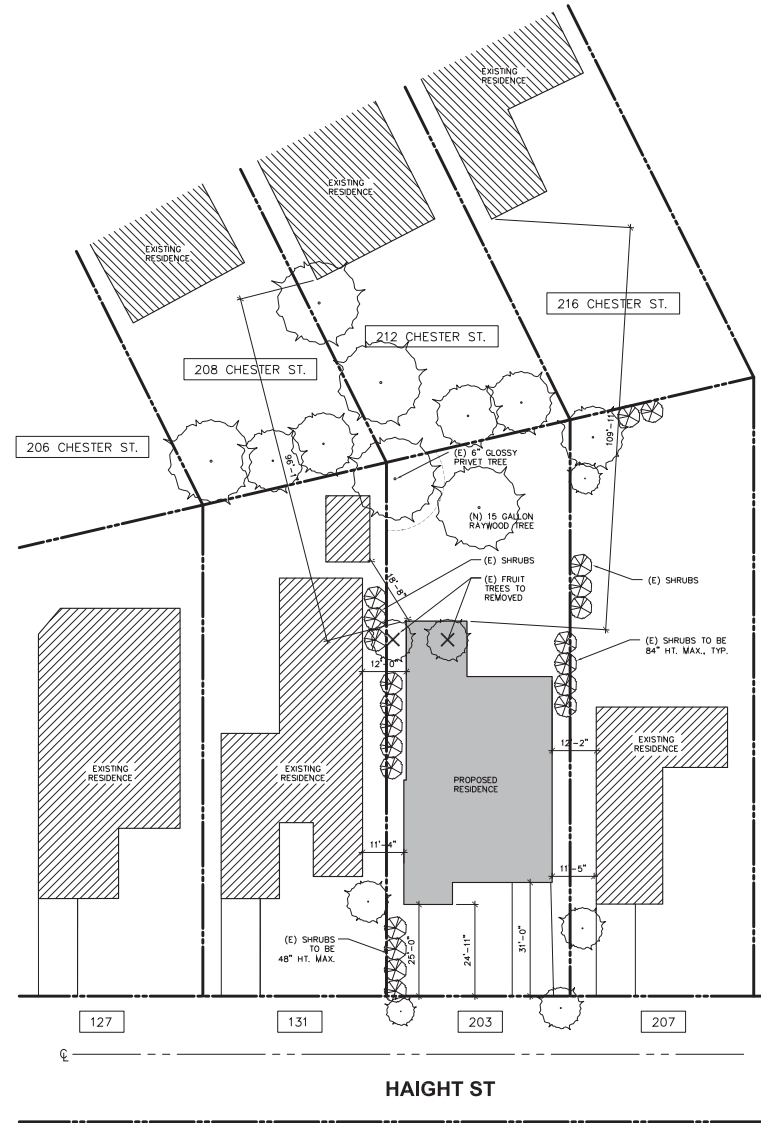
SCALE : 1:60



HAIGHT ST

STREETSCAPE ON WEST ELEVATION

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



AREA PLAN: 203 HAIGHT ST MENLO PARK

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



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 SAN JOSE, CA 95131-1882 FAX (408) 321-9887

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SY-CHENG TSAI C-24234

SINGLE FAMILY ADDITION
203 HAIGHT ST
 MENLO PARK, CA 94025

AREA PLAN & STREETSCAPE

DATE: 04/12/18
 JOB NO. TS171264

ISSUE & REVISION

NO.	DATE	REVISION
1	01/31/19	PERMIT USE
1	05/10/19	C1 SUBMITTAL
2	08/13/19	C2 SUBMITTAL
3	10/25/19	C3 SUBMITTAL
4		
5		

SHEET NO.

A1.2

DRAWN BY:



COMMUNITY DEVELOPMENT DEPT.
711 Laurel Street
Menlo Park, CA 94025
650.330.6704
2.28.2008.1

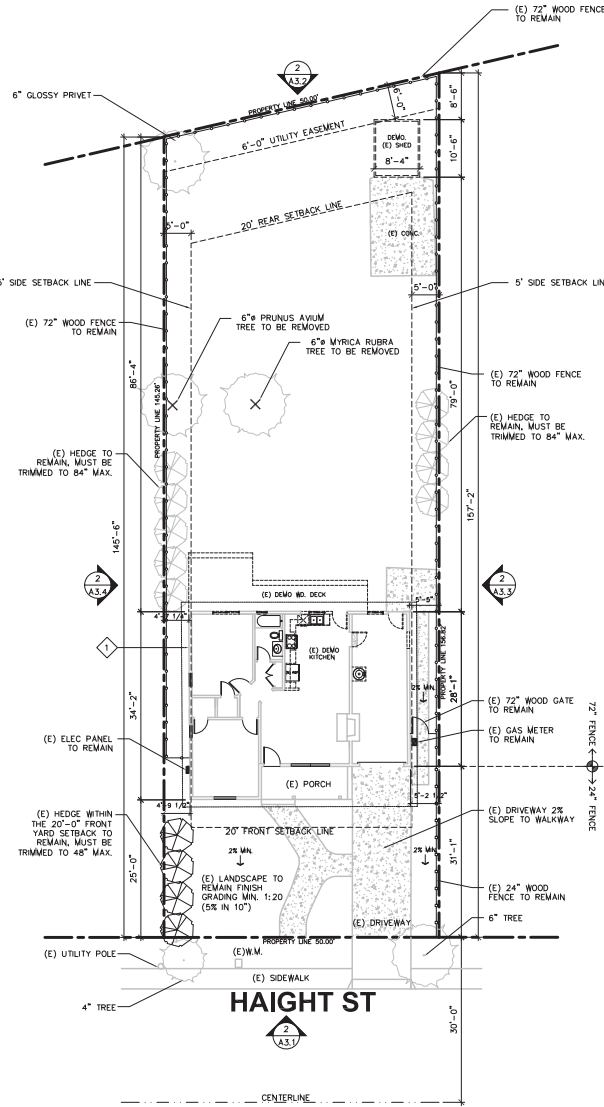
TREE PROTECTION SPECIFICATIONS

- A 6" layer of coarse mulch or woodchips is to be placed beneath the dripline of the protected tree. Mulch is to be kept 12" from the trunk.
- A protective barrier of 6" chain link fencing shall be installed around the dripline of protected trees. The fencing can be moved within the dripline if authorized by the Project Arborist or City Arborist but not closer than 2' from the trunk of any tree. Fence posts shall be 1.5" in diameter and are to be driven 2' into the ground. The distance between posts shall not be more than 10'. This enclosed area is the Tree Protection Zone (TPZ).
- Movable barriers of chain link fencing secured to cement blocks can be substituted for "fixed" fencing if the Project Arborist and City Arborist agree that the fencing will have to be moved to accommodate certain phases of construction. The builder may not move the fence without authorization from the Project Arborist or City Arborist.
- Where the City Arborist or Project Arborist has determined that tree protection fencing will interfere with the safety of work crews, Tree Wrap may be used as an alternative form of tree protection. Wooden slats at least one inch thick are to be bound securely, edge to edge, around the trunk. A single layer or more of orange plastic construction fencing is to be wrapped and secured around the outside of the wooden slats. Major scaffold limbs may require protection as determined by the City Arborist or Project Arborist. Straw waddle may also be used as a trunk wrap by coiling the waddle around the trunk up to a minimum height of six feet from grade. A single layer or more of orange plastic construction fencing is to be wrapped and secured around the straw waddle.
- Avoid the following conditions.
DO NOTE:
 - Allow run off of spillage of damaging materials into the area below any tree canopy;
 - Store materials, stockpile soil, or park or drive vehicles within the TPZ;
 - Cut, break, skin, or bruise roots, branches, or trunks without first obtaining authorization from the City Arborist
 - Allow fires under and adjacent to trees.
 - Discharge exhaust into foliage.
 - Secure cable, chain, or rope to trees or shrubs.
 - Trench, dig, or otherwise excavate within the dripline or TPZ of the tree(s) without first obtaining authorization from the City Arborist.
 - Apply soil sterilants under pavement near existing trees.
- Only excavation by hand or compressed air shall be allowed within the dripline of trees. Machine trenching shall not be allowed.
- Avoid injury to tree roots. When a ditching machine, which is being used outside of the dripline of trees, encounters roots smaller than 2", the wall of the trench adjacent to the trees shall be hand trimmed, making clear, clean cuts through the roots. All damaged, torn and cut roots shall be given a clean cut to remove ragged edges, which promote decay. Trenches shall be filled within 24 hours, but where this is not possible, the side of the trench adjacent to the trees shall be kept shaded with four layers of dampened, untreated burlap, wetted as frequently as necessary to keep the burlap wet. Roots 2" or larger, when encountered, shall be reported immediately to the Project Arborist, who will decide whether the Contractor may cut the root as mentioned above or shall excavate by hand or with compressed air under the root. Root is to be protected with dampened burlap.
- Route pipes outside of the area that is 10 times the diameter of a protected tree to avoid conflict with roots.
- Where it is not possible to reroute pipes or trenches, the contractor shall bore beneath the dripline of the tree. The boring shall take place not less than 3" below the surface of the soil in order to avoid encountering "toe" roots.
- Trees that have been identified in the arborist's report as being in poor health and/or posing a health or safety risk, may be removed or pruned by more than one third, subject to approval of the required permit by the Planning Division. Pruning of existing limbs and roots shall only occur under the direction of a Certified Arborist.
- Any damage due to construction activities shall be reported to the Project Arborist or City Arborist within six hours so that remedial action can be taken.
- An ISA Certified Arborist or ASCA Registered Consulting Arborist shall be retained as the Project Arborist to monitor the tree protection specifications. The Project Arborist shall be responsible for the preservation of the designated trees. Should the builder fail to follow the tree protection specifications, it shall be the responsibility of the Project Arborist to report the matter to the City Arborist as an issue of non-compliance.
- Violation of any of the above provisions may result in sanctions or other disciplinary action.

MONTHLY INSPECTIONS

It is required that the site arborist provide periodic inspections during construction. Four-week intervals would be sufficient to access and monitor the effectiveness of the Tree Protection Plan and to provide recommendations for any additional care or treatment.

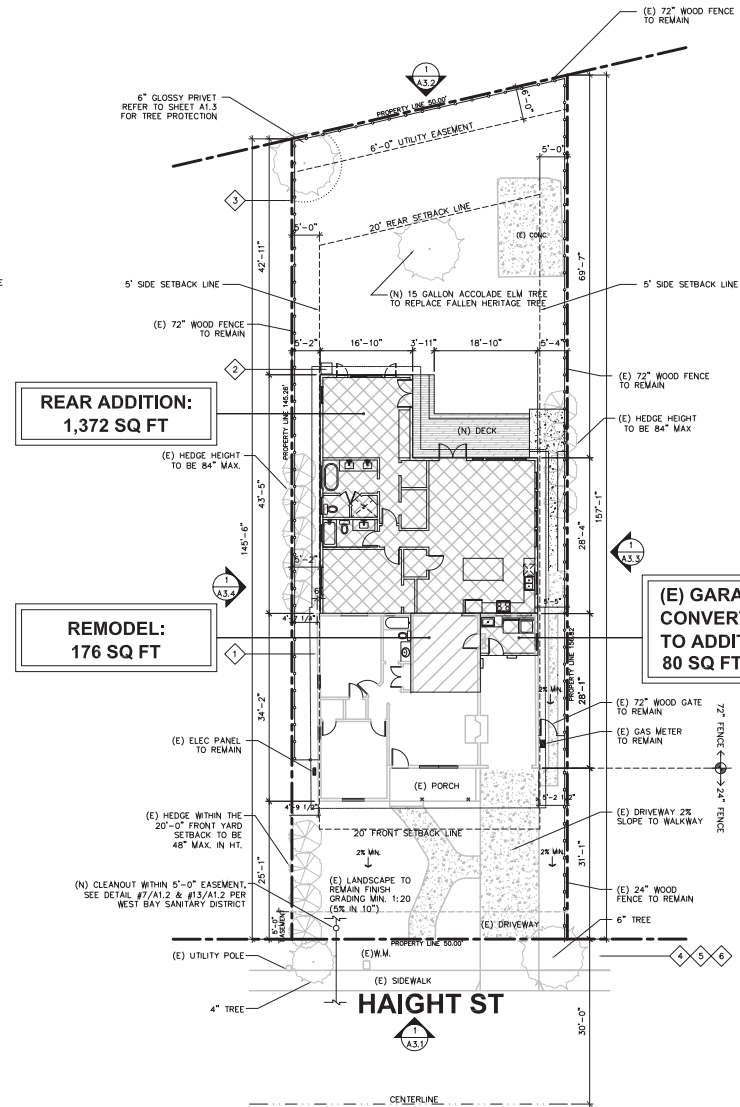
WARDEN/UTS/Approved Tree Protection Specifications 2009.doc



EXISTING SITE PLAN
SCALE: 3/32" = 1'-0"

LEGEND

--- PROPERTY LINE	(E) WALKWAY TO REMAIN	(N) ADDITION
- - - SETBACK LINE	(E) WALKWAY TO BE DEMO.	(N) REMODEL
--- DEMOLITION	(E) FENCE, 6'-0" HT.	
--- ROOFLINE	(E) FENCE, 2'-0" HT.	
(E) WALLS		



NEW SITE PLAN
SCALE: 3/32" = 1'-0"

NOTES

- EXISTING NONCONFORMING WALL IS NOT INTENDED FOR DEMOLITION, AND CANNOT BE RESULT IN THIS LOCATION IF DEMOLISHED BEYOND THE STRUCTURAL FRAMING MEMBERS FOR ANY REASONS.
- FOR ANY RESIDENTIAL PROPERTY, SOUND SHALL NOT EXCEED 60 DBA DURING THE DAYTIME HOURS OR 50 DBA DURING THE NIGHTTIME HOURS AT THE NEAREST RESIDENTIAL PROPERTY LINE.
- TREE PROTECTION, 6'-0" CHAIN LINK FENCE SEE TREE PROTECTION SPECIFICATIONS
- ALL EXISTING CRACKED OR DAMAGED FEATURES ALONG THE PROPERTY PERIMETER SHALL BE REPAIRED IN KIND. ALL FRONTAGE IMPROVEMENT WORK SHALL BE IN ACCORDANCE WITH THE LATEST VERSION OF THE CITY STANDARD DETAILS.
- ANY FRONTAGE IMPROVEMENTS WHICH ARE DAMAGED AS A RESULT OF CONSTRUCTION WILL BE REQUIRED TO BE REPLACED.
- AN ENCROACHMENT PERMIT FROM THE ENGINEERING DIVISION IS REQUIRED PRIOR TO ANY CONSTRUCTION ACTIVITIES IN THE PUBLIC RIGHT OF WAY.



T SQUARE CONSULTING GROUP, Inc.
2050 CONCORD DRIVE, #60
SAN JOSE, CA 95131-9887
TEL (408) 321-9888
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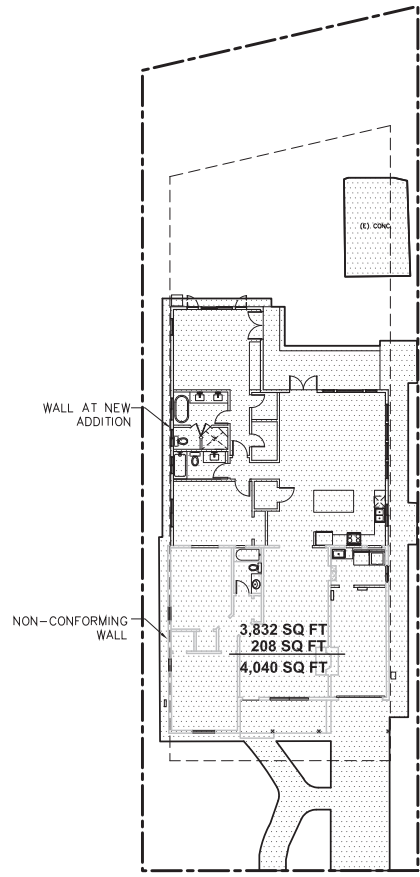


SINGLE FAMILY ADDITION
203 HAIGHT ST
MENLO PARK, CA 94025

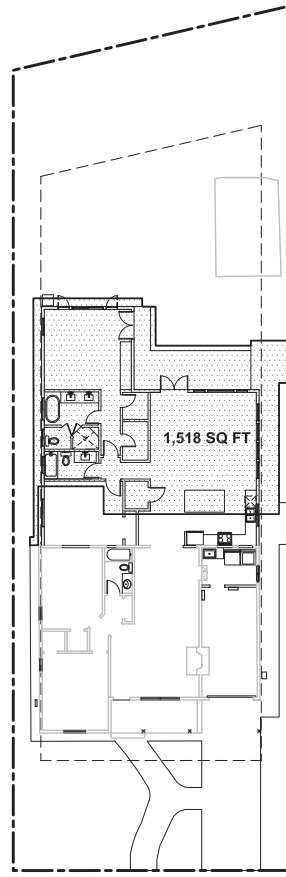
EXISTING & PROPOSED SITE PLAN

DATE:	04/12/18
JOB NO.:	TS171264
ISSUE & REVISION	
01/31/19	PERMIT USE
05/10/19	C1 SUBMITTAL
08/13/19	C2 SUBMITTAL
10/25/19	C3 SUBMITTAL
4	
5	

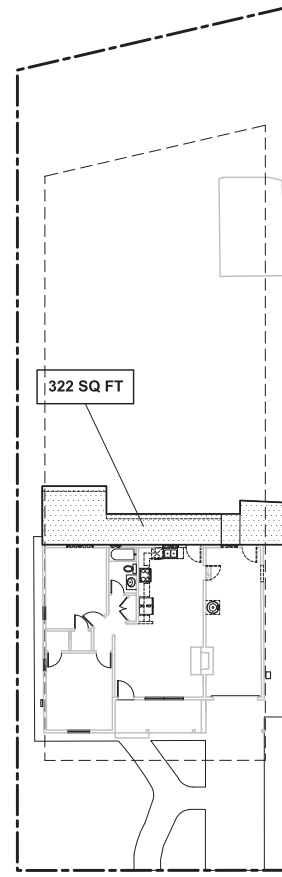
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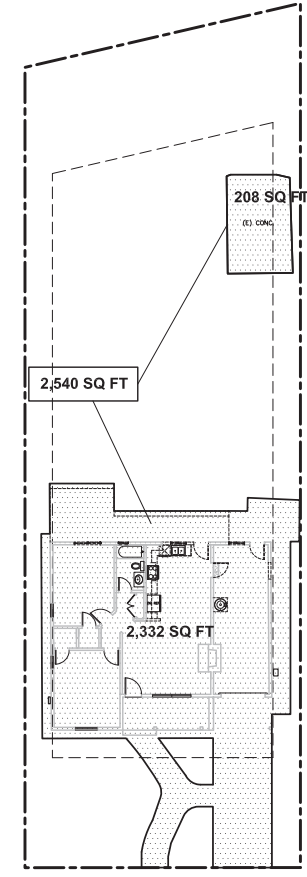
PROPOSED IMPERVIOUS AREA
4,040 SQ. FT.



F (E) PERVIOUS AREA TO BE
REPLACED W/ (N) IMPERVIOUS
AREA
1,518 SQ. FT.



E (E) IMPERVIOUS AREA TO BE
REPLACED W/ (N) IMPERVIOUS
AREA
322 SQ FT



C TOTAL EXISTING
IMPERVIOUS AREA
2,540 SQ. FT.

IMPERVIOUS AREA SUMMARY			
TOTAL AREA OF PARCEL	A	7,548	SQ.FT.
EXISTING PERVIOUS AREA	B	5,008	SQ.FT.
EXISTING IMPERVIOUS AREA	C	2,540	SQ.FT.
EXISTING % IMPERVIOUS	(C/A) X 100	33.7	%
EXISTING IMPERVIOUS AREA TO BE REPLACED W/ NEW IMPERVIOUS AREA	E	322	SQ.FT.
EXISTING PERVIOUS AREA TO BE REPLACED W/ NEW IMPERVIOUS AREA	F	1,518	SQ.FT.
NEW IMPERVIOUS AREA (CREATING &/OR REPLACING)	E + F	1,840	SQ.FT.
EXISTING IMPERVIOUS AREA TO BE REPLACED W/ NEW PERVIOUS AREA	H	0	SQ.FT.
NET CHANGE IN IMPERVIOUS AREA THIS AREA IS REQUIRED TO BE DETAINED/RETAINED ON-SITE	F - H	1,518	SQ.FT.
PROPOSED PERVIOUS AREA	B - I	3,490	SQ.FT.
PROPOSED IMPERVIOUS AREA* *VERIFY THAT J+K=A	C + I	4,058	SQ.FT.
PROPOSED % IMPERVIOUS	(K/A) X 100	53.8	%



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2050 CONVERSE DRIVE #60
SAN JOSE, CA 95131-1882
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FAX (408) 321-9887

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SINGLE FAMILY ADDITION
203 HAIGHT ST
MENLO PARK, CA 94025

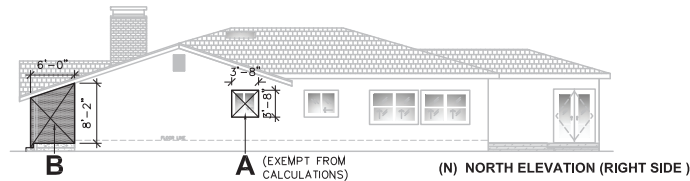
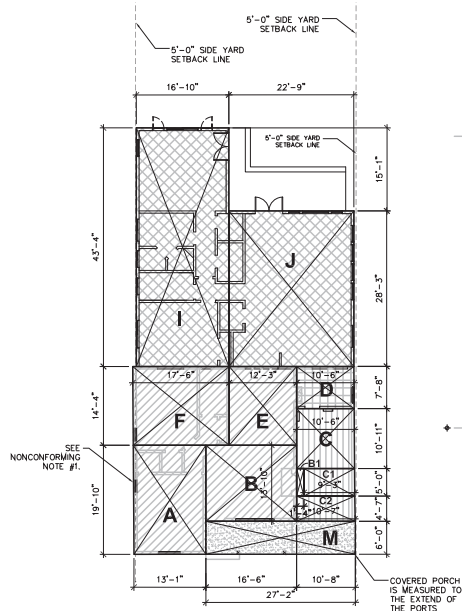
IMPERVIOUS AREA CALC.

DATE: 04/12/18
JOB NO. TS171264

ISSUE & REVISION	
01/31/19	PERMIT USE
05/10/19	C1 SUBMITTAL
08/13/19	C2 SUBMITTAL
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4	
5	

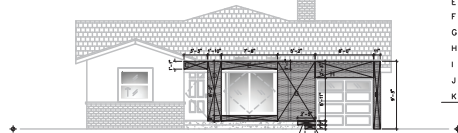
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DRAWN BY: CW



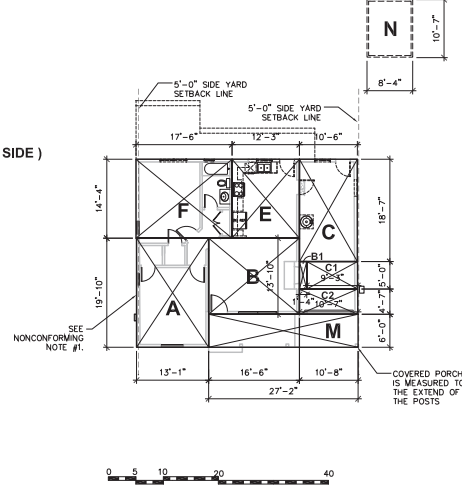
FACADE MODIFICATION CALCULATION

AREA	DIMENSIONS	SE
A (WINDOW)	3'8"x3'8"	0 (EXEMPT)
B (SIDING)	6'0"x8'2"	49
C	3'3"x1'1"	4
D	1'10"x8'2"	15
E	7'8"x1'1"	8
F	7'8"x0'9"	6
G	5'2"x5'11"	31
H	8'0"x2'3"	18
I	0'11"x9'3"	8
J	1'5"x0'7"	1
K	2'5"x0'7"	1
TOTAL		141



(N) EAST ELEVATION (FRONT)

3 3/32"=1'-0" **PROPOSED DEVELOPMENT BLOCK DIAGRAM**
CATEGORY 3: EXTERIOR MODIFICATION TO (E) STRUCTURE



1 3/32"=1'-0" **EXISTING DEVELOPMENT BLOCK DIAGRAM**

EXISTING FLOOR AREA

AREA	DIMENSIONS	SE
A	13'1"x19'10"	259
B	16'6"x13'10"	228
E	12'3"x14'4"	176
F	17'6"x14'4"	251
TOTAL		914

EXISTING GARAGE FLOOR AREA

AREA	DIMENSIONS	SE
C1	10'5"x10'11"	115
C	9'3"x5'0"	46
C2	10'7"x4'7"	49
TOTAL		210

EXISTING PORCH FLOOR AREA

AREA	DIMENSIONS	SE
M	27'2"x6'0"	163
TOTAL		163

NEW ADDITION FLOOR AREA

AREA	DIMENSIONS	SE
I	16'10"x4'3"	729
J	22'9"x28'3"	643
TOTAL		1,372

EXISTING FIREPLACE FLOOR AREA

AREA	DIMENSIONS	SE
B1	1'4"x5'0"	7
TOTAL		7

NEW CONVERTED FLOOR AREA

AREA	DIMENSIONS	SE
D	10'6"x7'9"	81
TOTAL		81

FLOOR AREA CALCULATION DIAGRAM:

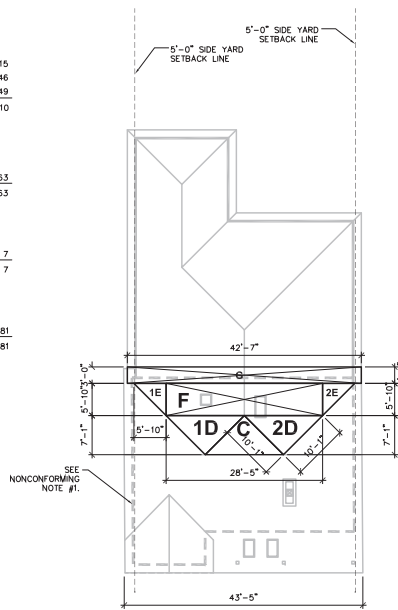
LOT SIZE : 7,553 S.F.
 FLOOR AREA LIMIT CALC.
 FAL = 2,800 + 25% (7,553 - 7,000) = 2,938.25 S.F.
 BUILDING COVERAGE CALC.
 BLDG COVERAGE = 7,553 x 0.3921 = 2,961.53 S.F.

EXISTING 1ST FLOOR	914 S.F.
(N) ADDITION	1,372 S.F.
(N) CONVERTED FLOOR AREA	81 S.F.
(E) GARAGE	210 S.F.
TOTAL FAL	2,577 S.F.
(E) FIREPLACE	7 S.F.
(E) PORCH	163 S.F.
BUILDING COVERAGE	2,747 S.F.

TOTAL FAL: 2,577 < 2,938.25 S.F.
 BLDG COVERAGE: 2,747 < 2,961.53 S.F.



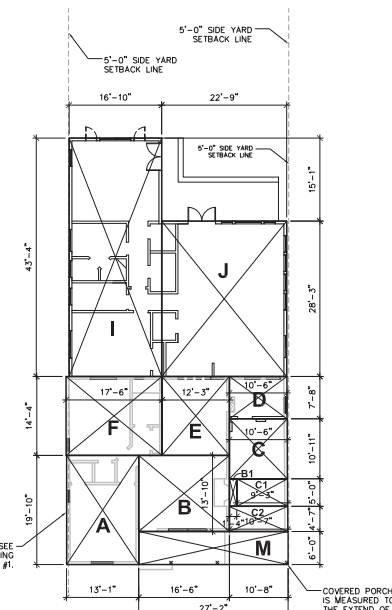
5 3/32"=1'-0" **FLOOR AREA CALCULATION DIAGRAM**



4 3/32"=1'-0" **PROPOSED DEVELOPMENT BLOCK DIAGRAM,**
CATEGORY 3: EXTERIOR MODIFICATION TO (E) STRUCTURE

NEW ROOF OVER EXISTING STRUCTURE

AREA	DIMENSIONS	SE
C	(10'1"x10'1")/2	51
1D & 2D	10'1"x10'1"	102
1E & 2E	5'10"x5'10"	34
F	28'5"x5'10"	166
G	42'7"x3'0"	141
TOTAL ROOF AREA		494



2 3/32"=1'-0" **PROPOSED DEVELOPMENT BLOCK DIAGRAM,**
CATEGORY 1: (N) SQUARE FOOTAGE, FAL CALC. & BLDG COVERAGE

FLOOR AREA LIMIT CALCULATION

AREA	DIMENSIONS	SE
A	13'1"x19'10"	259
B	16'6"x13'10"	228
C (GARAGE)	10'6"x18'7"	195
C1 (GARAGE)	9'3"x5'0"	46
C2 (GARAGE)	10'7"x4'7"	49
E (REMODEL)	12'3"x14'4"	176
F	17'6"x14'4"	251
N (SHED)	8'4"x10'7"	88
TOTAL (E) FAL:		1,292

BUILDING COVERAGE CALCULATION

AREA	DIMENSIONS	SE
M (PORCH)	27'2"x6'0"	163
B1 (FIREPLACE)	1'4"x5'0"	7
TOTAL (E) FAL		1,292
TOTAL (E) BUILDING COVERAGE		1,462

FLOOR AREA LIMIT CALCULATION

AREA	DIMENSIONS	SE
A	13'1"x19'10"	259
B	16'6"x13'10"	228
C (GARAGE)	10'6"x10'11"	115
C1 (GARAGE)	9'3"x5'0"	46
C2 (GARAGE)	10'7"x4'7"	49
D (REMODEL)	10'6"x7'8"	81
E (REMODEL)	12'3"x14'4"	176
F	17'6"x14'4"	251
I	16'10"x4'3"	729
J	22'9"x28'3"	643
TOTAL (N) FAL:		2,577

BUILDING COVERAGE CALCULATION

AREA	DIMENSIONS	SE
M (PORCH)	27'2"x6'0"	163
B1 (FIREPLACE)	1'4"x5'0"	7
TOTAL (N) FAL		2,577
TOTAL (N) BUILDING COVERAGE		2,747

PROPOSED DEVELOPMENT

AREA	DIMENSIONS	SE
I	16'10"x4'3"	729
J	22'9"x28'3"	643
TOTAL ADDITION		1,372

PROPOSED REMODEL

AREA	DIMENSIONS	SE
E (COMMON)	12'3"x14'4"	176
D (COMMON)	10'6"x7'8"	81
TOTAL REMODEL		257



T SQUARE CONSULTING GROUP, Inc.
 2050 CONVERSE DRIVE, #60 TEL: (408) 321-9888
 SAN JOSE, CA 95131-1882 FAX: (408) 321-9887

SY-CHENG TSAI C-24234



SY-CHENG TSAI C-24234

SINGLE FAMILY ADDITION
203 HAIGHT ST
MENLO PARK, CA 94025

AREA DIAGRAM

DATE: 04/12/18
 JOB NO. TS171264

ISSUE & REVISION	DATE	PERMIT USE
01/31/19		PERMIT USE
05/10/19		C1 SUBMITTAL
08/13/19		C2 SUBMITTAL
10/25/19		C3 SUBMITTAL
4		
5		

SHEET NO.

A1.5
 DRAWN BY:

NONCONFORMING STRUCTURE - NEW WORK VALUE CALCULATION

Address: 203 Haight St Menlo Park

Case No.:

50% of Existing Value \$101,550.00

75% of Existing Value \$152,325.00

Value of Proposed Project \$329,585.00 162%

Existing Development

Non-Conforming Structure Type	Square Footage		Construction Cost	Existing Value
Existing 1st floor	914	X	\$200/Sq.Ft	\$182,800.00
Existing 2nd floor	0	X	\$200/Sq.Ft	\$0.00
Existing Basement	0	X	\$200/Sq.Ft	\$0.00
Existing Garage	290	X	\$70/Sq.Ft	\$20,300.00
Total	1204			\$203,100.00

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).

Proposed Development

Proposed Development Type	Square Footage		Construction Cost	Development Value
Category 1: New square footage (areas of new foundation and/or wall framing)				
1st Floor Addition	1372	X	\$200/Sq.Ft	\$274,400.00
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
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	0	X	\$130/Sq.Ft	\$0.00
Remodel of Bathrooms	0	X	\$130/Sq.Ft	\$0.00
Remodel of Other Living Areas	257	X	\$100/Sq.Ft	\$25,700.00
Remodel of Garage	0	X	\$35/Sq.Ft	\$0.00
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.	483	X	\$50/Sq.Ft	\$24,650.00
Replacement of Existing Windows/Exterior Doors	0	X	\$35/Sq.Ft	\$0.00
Replacement of Existing Siding	141	X	\$35/Sq.Ft	\$4,935.00
Total	2263			\$329,665.00



T SQUARE CONSULTING GROUP, Inc.
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I hereby certify that the information provided in this report is true and correct to the best of my knowledge and belief. I am a duly licensed professional engineer in the State of California, License No. 44334. I have prepared this report in accordance with the requirements of the California Board of Professional Engineers, Architects and Land Surveyors. I have not provided any services to the client in the last 12 months that would constitute a conflict of interest. I have not provided any services to the client in the last 12 months that would constitute a conflict of interest. I have not provided any services to the client in the last 12 months that would constitute a conflict of interest.



SY-CHENG TSAI C-24234

SINGLE FAMILY ADDITION
203 HAIGHT ST
MENLO PARK, CA 94025

NEW WORK VALUE CALC.

DATE: 04/12/18

JOB NO. TS171264

ISSUE & REVISION

NO.	DATE	REVISION
1	01/31/19	PERMIT USE
1	05/10/19	C1 SUBMITTAL
2	08/13/19	C2 SUBMITTAL
3	10/25/19	C3 SUBMITTAL
4		
5		

SHEET NO.

A1.6

DRAWN BY:



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It shall be the responsibility of the contractor to verify the accuracy of the information provided on this drawing. The contractor shall be responsible for obtaining all necessary permits and approvals from the appropriate authorities. The contractor shall be responsible for ensuring that all work is performed in accordance with the applicable codes and standards. The contractor shall be responsible for protecting all existing structures and utilities. The contractor shall be responsible for maintaining access to adjacent properties. The contractor shall be responsible for removing all debris and restoring the site to its original condition. The contractor shall be responsible for providing all necessary safety measures. The contractor shall be responsible for providing all necessary documentation. The contractor shall be responsible for providing all necessary services. The contractor shall be responsible for providing all necessary materials. The contractor shall be responsible for providing all necessary labor. The contractor shall be responsible for providing all necessary equipment. The contractor shall be responsible for providing all necessary tools. The contractor shall be responsible for providing all necessary supplies. The contractor shall be responsible for providing all necessary services. The contractor shall be responsible for providing all necessary materials. The contractor shall be responsible for providing all necessary labor. The contractor shall be responsible for providing all necessary equipment. The contractor shall be responsible for providing all necessary tools. The contractor shall be responsible for providing all necessary supplies.



SINGLE FAMILY ADDITION
203 HAIGHT ST
MENLO PARK, CA 94025

EXISTING 1st FLOOR PLAN

DATE: 04/12/18
 JOB NO. TS171264

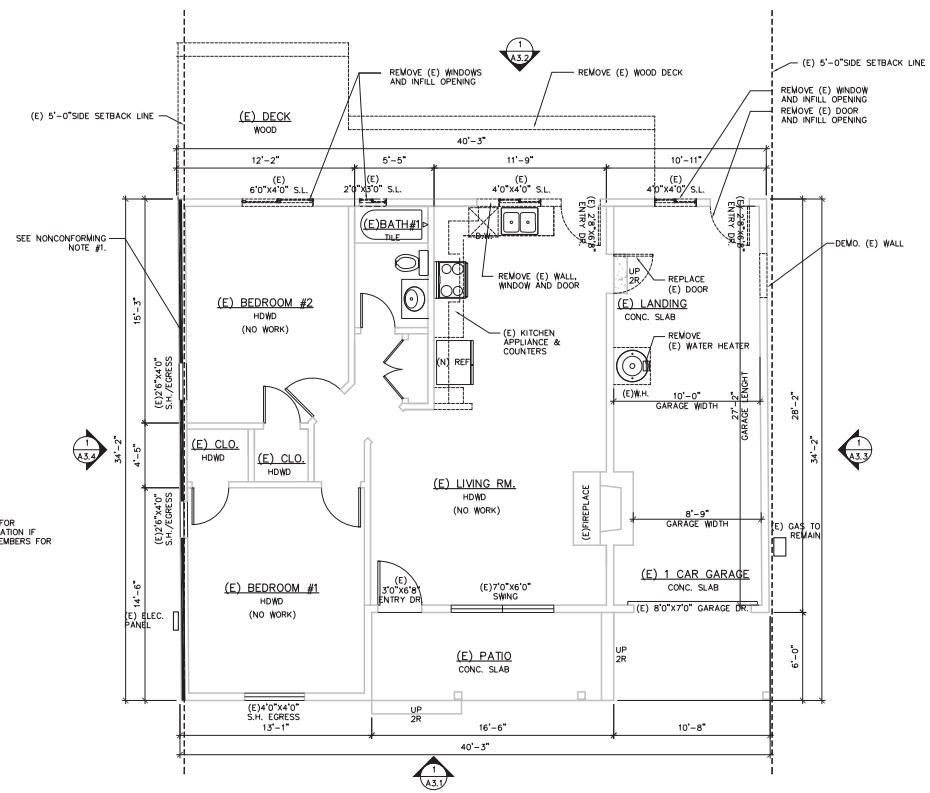
ISSUE & REVISION	
01/31/19	PERMIT USE
05/10/19	C1 SUBMITTAL
08/13/19	C2 SUBMITTAL
10/25/19	C3 SUBMITTAL
4	
5	

SHEET NO.
A2.0
 DRAWN BY:

NON-CONFORMING NOTES:
 1. EXISTING NONCONFORMING WALL IS NOT INTENDED FOR DEMOLITION AND CANNOT BE REBUILT IN THIS LOCATION IF DEMOLISHED BEYOND THE STRUCTURAL FRAMING MEMBERS FOR ANY REASONS.

WALL LEGEND

- (E) SETBACK
- EXISTING NONCONFORMING WALL
- EXISTING CONSTRUCTION TO REMAIN
- EXISTING WALLS TO BE DEMO.



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



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 SAN JOSE, CA 95131-1882 FAX (408) 321-9887

18. THESE PLANS, SPECIFICATIONS AND NOTES SHALL BE CONSIDERED TO BE THE ENTIRE CONTRACT DOCUMENTS FOR THE PROJECT. ANY CHANGES TO THE PLANS SHALL BE MADE BY A CORRECTED SET OF PLANS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPLICABLE AGENCIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING THE EXISTING CONDITIONS OF THE PROJECT AND FOR OBTAINING ALL NECESSARY INFORMATION FROM THE ARCHITECT AND ENGINEER. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY INFORMATION FROM THE ARCHITECT AND ENGINEER. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY INFORMATION FROM THE ARCHITECT AND ENGINEER.



SY-CHENG TSAI C-24234

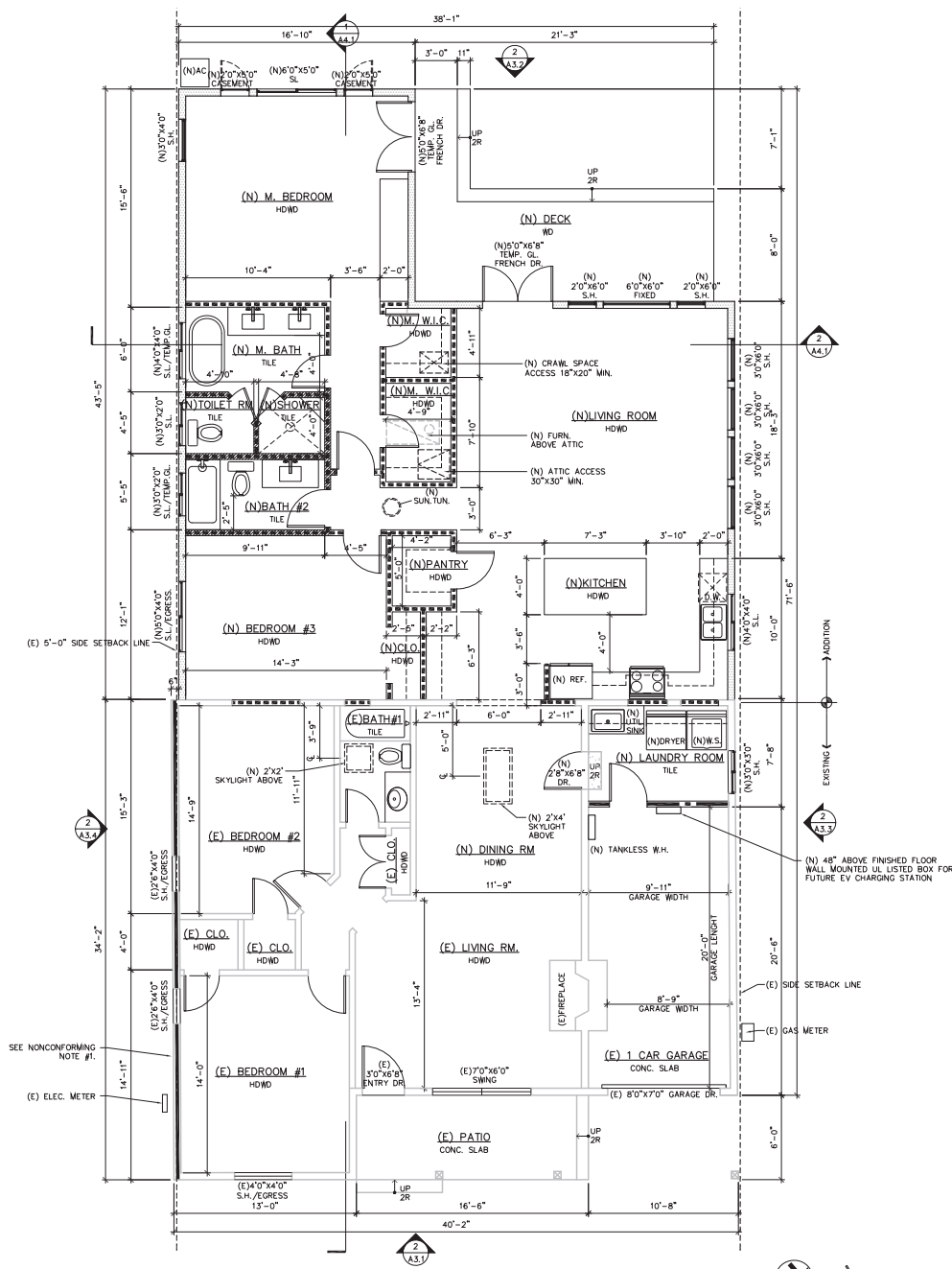
SINGLE FAMILY ADDITION
 203 HAIGHT ST
 MENLO PARK, CA 94025

PROPOSED 1st FLOOR PLAN

DATE: 04/12/18
 JOB NO. TS171264

ISSUE & REVISION	
01/31/19	PERMIT USE
05/10/19	C1 SUBMITTAL
08/13/19	C2 SUBMITTAL
10/25/19	C3 SUBMITTAL
4	
5	

SHEET NO.
A2.1
 DRAWN BY:



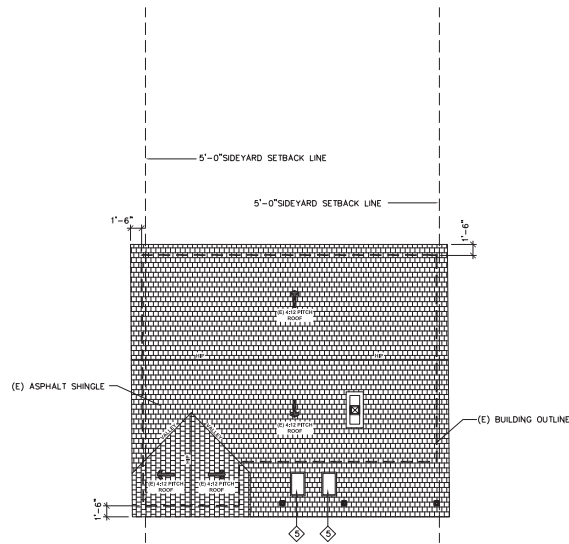
PROPOSED 1ST FLOOR PLAN
 SCALE: 1/4" = 1'-0"
 ELEV. REF. NORTH


NON-CONFORMING NOTES:

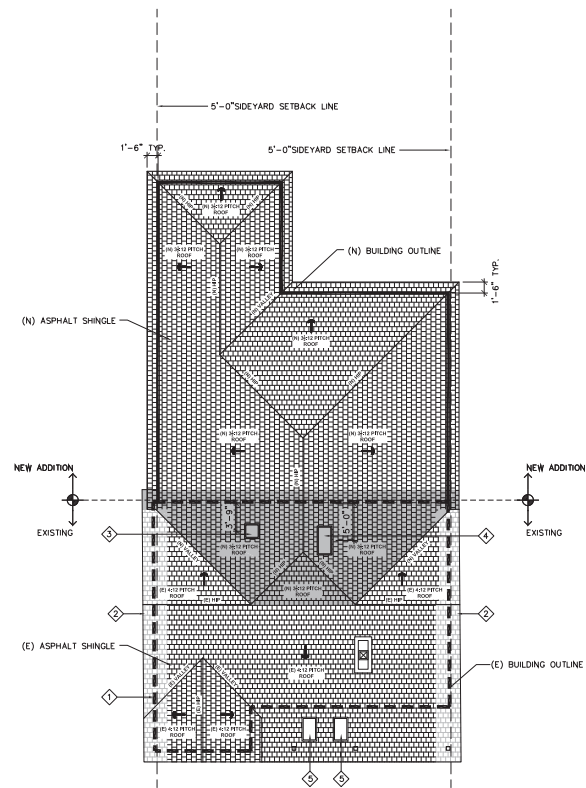
- EXISTING NONCONFORMING WALL IS NOT INTENDED FOR DEMOLITION, AND CANNOT BE RESULT IN THIS LOCATION IF DEMOLISHED BEYOND THE STRUCTURAL FRAMING MEMBERS FOR ANY REASONS.


WALL LEGEND

- (E) SETBACK
- EXISTING NONCONFORMING WALL
- EXISTING CONSTRUCTION TO REMAIN
- EXISTING WALLS TO BE DEMO.
- (N) FURRED WALL / COLUMN.
- NEW WOOD FRAMING WALL OUT OF 2X4 WOOD STUDS @ 16" O.C. AND IN THE EXTERIOR STUCCO 7/8" MIN. STUCCO O/ METAL LATH O/ TWO LAYERS OF GRADE 'D' BLDG. PAPER O/ PLYWOOD.
- NEW 2X4 WOOD STUDS @ 16" O.C. W/ 1/2" THK. GYP. BD. ON THE BOTH SIDES
- NEW 2X4 WOOD STUDS @ 16" O.C. W/ 1/2" THK. GYP. BD. ON THE BOTH SIDES
- NEW 2X4 WOOD STUDS @ 16" O.C. W/ 1/2" THK. GYP. BD. ON THE BOTH SIDES
- ONE HOUR RATED WALL 2X4 WOOD STUDS @ 16" O.C. W/ 5/8" TYPE 'X' GYP. BD. @ GARAGE INTERIOR SIDE.
- S.G. SAFETY GLAZING WINDOW/TEMPERED GLASS
- CRAWL ACCESS 18"x24" MIN.
- ATTIC ACCESS 22"x30" MIN. (2016 CRC SEC. R807.1) ATTIC ACCESS 30"x30" MIN. WHEN FURNACE AT ATTIC. A HEAD ROOM CLEAR HEIGHT IN A ATTIC AT LEAST 30" AT THE ATTIC ACCESS
- SKYLIGHT
- (N) SUNTUBE
- (N) FAU IN ATTIC



2 1/8"=1'-0" (E) ROOF PLAN  ELEV. REF NORTH



1 1/8"=1'-0" (N) ROOF PLAN  ELEV. REF NORTH

NOTES

- ① EXISTING NONCONFORMING WALL IS NOT INTENDED FOR DEMOLITION, AND CANNOT BE REBUILT IN THIS LOCATION IF DEMOLISHED BEYOND THE STRUCTURAL FRAMING MEMBERS FOR ANY REASONS.
- ② EXISTING NONCONFORMING GABLE IS NOT INTENDED FOR DEMOLITION, AND CANNOT BE REBUILT IN THIS LOCATION IF DEMOLISHED BEYOND THE STRUCTURAL FRAMING MEMBER FOR ANY REASON.
- ③ (N) 2'X2' SKYLIGHT ABOVE (E) BATHROOM #1.
- ④ (N) 2'X4' SKYLIGHT ABOVE (N) LIVING ROOM.
- ⑤ (E) 2'X3' SKYLIGHT ABOVE (E) FRONT PATIO.

LEGEND

 AREA OF NEW ROOF OVER EXISTING, ALL NEW ROOF'S PITCH TO BE 3 1/2:12.

* ALL ROOF MATERIAL ARE COMP. SHINGLE.



T SQUARE CONSULTING GROUP, Inc.
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It shall be the responsibility of the engineer to verify that all information provided to him or her is true and correct. The engineer shall not be responsible for any errors or omissions in the drawings or specifications. The engineer shall not be responsible for any damage to property or persons resulting from the use of the drawings or specifications. The engineer shall not be responsible for any construction methods or materials not shown or specified. The engineer shall not be responsible for any construction methods or materials not shown or specified. The engineer shall not be responsible for any construction methods or materials not shown or specified.



SY-CHENG TSAI C-24234

SINGLE FAMILY ADDITION
 203 HAIGHT ST
 MENLO PARK, CA 94025

EXISTING & PROPOSED ROOF PLANS

DATE: 04/12/18
 JOB NO. TS171264

ISSUE & REVISION

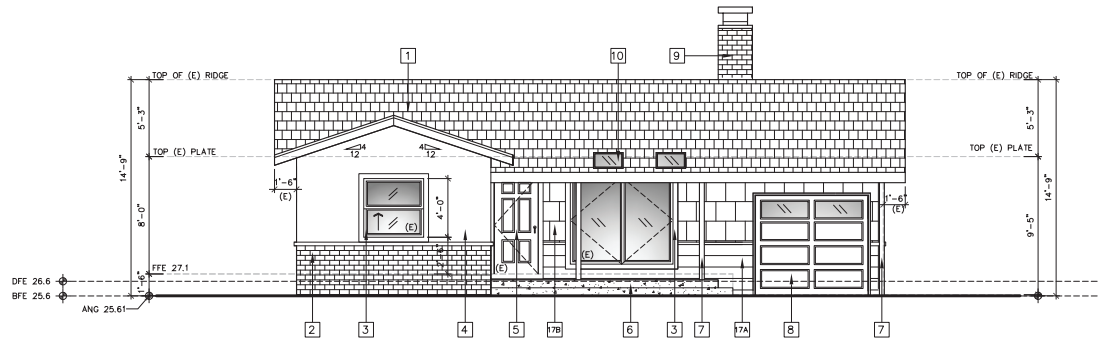
NO.	DATE	REVISION
1	01/31/19	PERMIT USE
1	05/10/19	C1 SUBMITTAL
2	08/13/19	C2 SUBMITTAL
3	10/25/19	C3 SUBMITTAL
4		
5		

SHEET NO.

A2.2

DRAWN BY:

**FLOOD ZONE DESIGNATION: AE
 BASE FLOOD ELEVATION (BFE): 25.6
 DESIGN FLOOD ELEVATION (DFE): 26.6
 FINISHED FLOOD ELEVATION (FFE): 27.1**



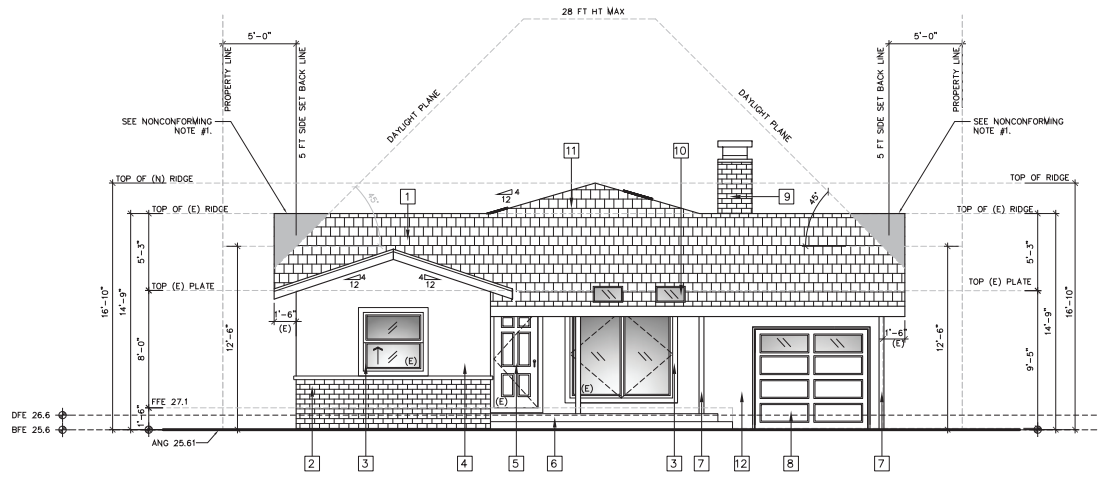
1 EXISTING FRONT ELEVATION (EAST ELEV.)
 1/4"=1'-0"

EXTERIOR FINISH SCHEDULE:

- 1 (E) COMP. SHINGLE ROOF TO REMAIN
- 2 (E) BRICK VENEER TO REMAIN
- 3 (E) VINYL WINDOW W/ WOOD CASING TO REMAIN
- 4 (E) SMOOTH STUCCO TO REMAIN
- 5 (E) SOLID CORE DOOR TO REMAIN
- 6 (E) CONCRETE LANDING TO REMAIN
- 7 (E) 4X4 WOOD POST TO REMAIN
- 8 (E) STEEL GARAGE DOOR TO REMAIN
- 9 (E) BRICK CHIMNEY TO REMAIN
- 10 (E) SKYLIGHT TO REMAIN
- 11 (N) COMP. SHINGLE TO MATCH EXISTING
- 12 (N) SMOOTH STUCCO TO MATCH EXISTING
- 13 (N) VINYL WINDOW WITH WOOD CASING TO MATCH EXISTING
- 14 (N) WOOD DECK
- 15 (N) FRENCH PATIO DOOR
- 16 (N) SKYLIGHT TO MATCH EXISTING
- 17A (E) HORIZONTAL WOOD SIDING TO BE DEMO.
- 17B (E) SHINGLE WOOD SIDING TO BE DEMO.

NON-CONFORMING NOTES:

- 1. EXISTING NONCONFORMING GABLE IS NOT INTENDED FOR DEMOLITION, AND CANNOT BE REBUILT IN THIS LOCATION IF DEMOLISHED BEYOND THE STRUCTURAL FRAMING MEMBER FOR ANY REASON.
- 2. EXISTING NONCONFORMING WALL IS NOT INTENDED FOR DEMOLITION, AND CANNOT BE REBUILT IN THIS LOCATION IF DEMOLISHED BEYOND THE STRUCTURAL FRAMING MEMBERS FOR ANY REASONS.



2 PROPOSED FRONT ELEVATION (EAST ELEV.)
 1/4"=1'-0"



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WE DESIGN, BUILD, MANAGE, MAINTAIN & OPERATE COMMERCIAL, INDUSTRIAL & RESIDENTIAL PROJECTS. WE OFFER A FULL RANGE OF SERVICES INCLUDING ARCHITECTURAL, ENGINEERING, INTERIOR DESIGN, PROJECT MANAGEMENT, CONSTRUCTION MANAGEMENT, AND GENERAL CONTRACTING. OUR TEAM HAS THE EXPERIENCE AND SKILLS TO DELIVER HIGH-QUALITY PROJECTS ON TIME AND WITHIN BUDGET. CONTACT US TODAY TO LEARN MORE ABOUT OUR SERVICES.



SY-CHENG TSAI C-24234

SINGLE FAMILY ADDITION
 203 HAIGHT ST
 MENLO PARK, CA 94025

EXISTING & PROPOSED FRONT ELEVATIONS

DATE: 04/12/18
 JOB NO. TS171264

ISSUE & REVISION

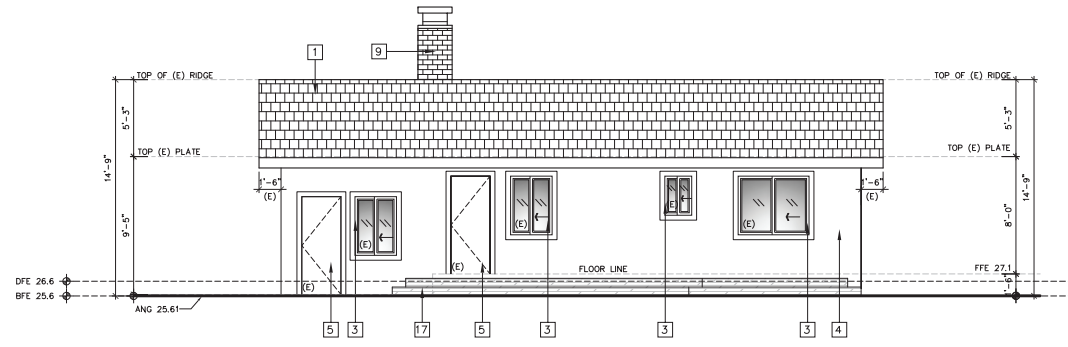
NO.	DATE	DESCRIPTION	BY	CHKD
1	01/31/19	PERMIT USE		
2	05/10/19	C1 SUBMITTAL		
3	08/13/19	C2 SUBMITTAL		
4	10/25/19	C3 SUBMITTAL		
5				

SHEET NO.

A3.1

DRAWN BY:

FLOOD ZONE DESIGNATION: AE
BASE FLOOD ELEVATION (BFE): 25.6
DESIGN FLOOD ELEVATION (DFE): 26.6
FINISHED FLOOD ELEVATION (FFE): 27.1



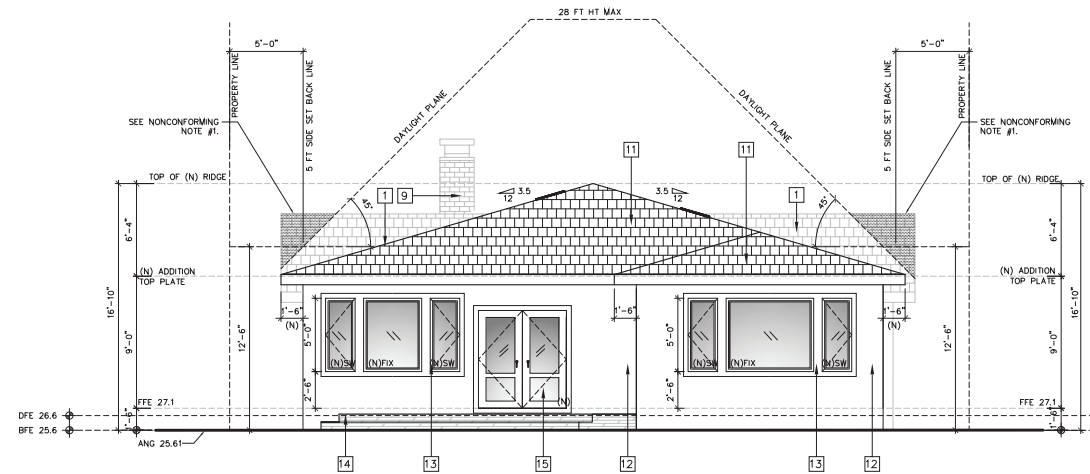
1 EXISTING REAR ELEVATION (WEST ELEV.)
 1/4"=1'-0"

EXTERIOR FINISH SCHEDULE:

- 1 (E) COMP. SHINGLE ROOF TO REMAIN
- 2 (E) BRICK VENEER TO REMAIN
- 3 (E) VINYL WINDOW W/ WOOD CASING TO REMAIN
- 4 (E) SMOOTH STUCCO TO REMAIN
- 5 (E) SOLID CORE DOOR TO BE DEMO.
- 6 (E) CONCRETE LANDING TO REMAIN
- 7 (E) 4X4 WOOD POST TO REMAIN
- 8 (E) STEEL GARAGE DOOR TO REMAIN
- 9 (E) BRICK CHIMNEY TO REMAIN
- 10 (E) SKYLIGHT TO REMAIN
- 11 (N) COMP. SHINGLE TO MATCH EXISTING
- 12 (N) SMOOTH STUCCO TO MATCH EXISTING
- 13 (N) VINYL WINDOW WITH WOOD CASING TO MATCH EXISTING
- 14 (N) WOOD DECK
- 15 (N) FRENCH PATIO DOOR
- 16 (N) SKYLIGHT TO MATCH EXISTING

NON-CONFORMING NOTES:

- EXISTING NONCONFORMING GABLE IS NOT INTENDED FOR DEMOLITION, AND CANNOT BE REBUILT IN THIS LOCATION IF DEMOLISHED BEYOND THE STRUCTURAL FRAMING MEMBER FOR ANY REASON.
- EXISTING NONCONFORMING WALL IS NOT INTENDED FOR DEMOLITION, AND CANNOT BE REBUILT IN THIS LOCATION IF DEMOLISHED BEYOND THE STRUCTURAL FRAMING MEMBERS FOR ANY REASONS.



2 PROPOSED REAR ELEVATION (EAST ELEV.)
 1/4"=1'-0"



T SQUARE CONSULTING GROUP, Inc.
 2050 CONVERSE DRIVE, #20
 SAN JOSE, CA 95131-1882
 TEL (408) 321-9888
 FAX (408) 321-9887

It is the policy of T Square Consulting Group, Inc. to provide the highest quality of service to our clients. We are committed to providing our clients with the most accurate and timely information possible. We are also committed to providing our clients with the most cost-effective solutions possible. We are committed to providing our clients with the most professional service possible. We are committed to providing our clients with the most reliable service possible. We are committed to providing our clients with the most consistent service possible. We are committed to providing our clients with the most efficient service possible. We are committed to providing our clients with the most effective service possible. We are committed to providing our clients with the most successful service possible.



SY-CHENG TSAI C-24234

SINGLE FAMILY ADDITION
203 HAIGHT ST
MENLO PARK, CA 94025

EXISTING & PROPOSED REAR ELEVATIONS

DATE: 04/12/18

JOB NO. TS171264

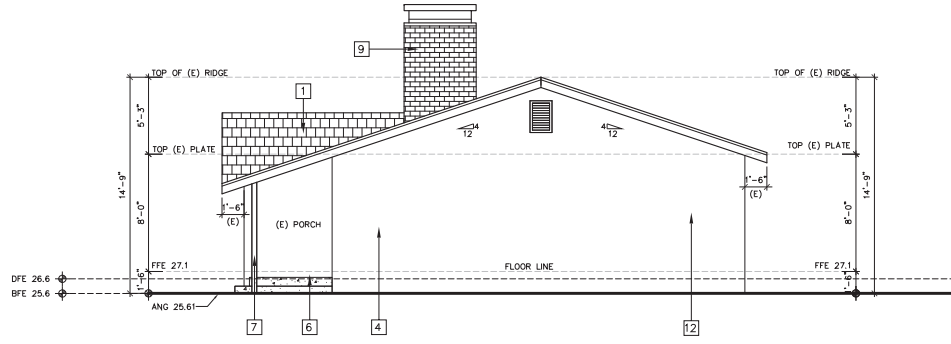
ISSUE & REVISION	
01/31/19	PERMIT USE
05/10/19	C1 SUBMITTAL
08/13/19	C2 SUBMITTAL
10/25/19	C3 SUBMITTAL
4	
5	

SHEET NO.

A3.2

DRAWN BY:

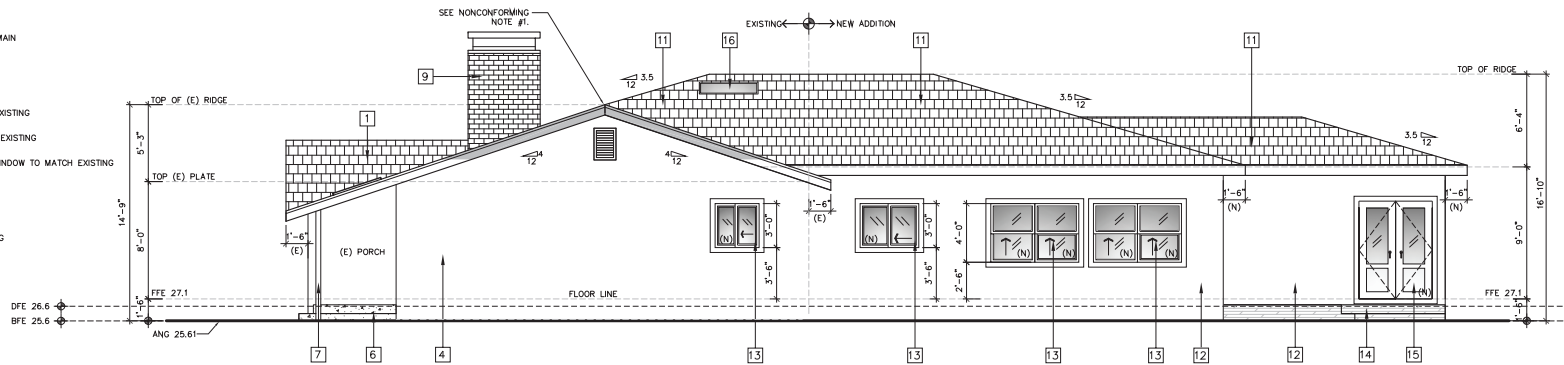
FLOOD ZONE DESIGNATION: AE
 BASE FLOOD ELEVATION (BFE): 25.6
 DESIGN FLOOD ELEVATION (DFE): 26.6
 FINISHED FLOOD ELEVATION (FFE): 27.1



1 1/4"=1'-0" EXISTING RIGHT ELEVATION (NORTH ELEV.)

EXTERIOR FINISH SCHEDULE:

- 1 (E) COMP. SHINGLE ROOF TO REMAIN
- 2 (E) BRICK VENEER TO REMAIN
- 3 (E) VINYL WINDOW W/ WOOD CASING TO REMAIN
- 4 (E) SMOOTH STUCCO TO REMAIN
- 5 (E) SOLID CORE DOOR TO REMAIN
- 6 (E) CONCRETE LANDING TO REMAIN
- 7 (E) 4X4 WOOD POST TO REMAIN
- 8 (E) STEEL GARAGE DOOR TO REMAIN
- 9 (E) BRICK CHIMNEY TO REMAIN
- 10 (E) SKYLIGHT TO REMAIN
- 11 (N) COMP. SHINGLE TO MATCH EXISTING
- 12 (N) SMOOTH STUCCO TO MATCH EXISTING
- 13 (N) VINYL WINDOW WITH WOOD WINDOW TO MATCH EXISTING
- 14 (N) WOOD DECK
- 15 (N) FRENCH PATIO DOOR
- 16 (N) SKYLIGHT TO MATCH EXISTING




2 1/4"=1'-0" PROPOSED RIGHT ELEVATION (NORTH ELEV.)

- NON-CONFORMING NOTES:**
- EXISTING NONCONFORMING GABLE IS NOT INTENDED FOR DEMOLITION, AND CANNOT BE REBUILT IN THIS LOCATION IF DEMOLISHED BEYOND THE STRUCTURAL FRAMING MEMBER FOR ANY REASON.
 - EXISTING NONCONFORMING WALL IS NOT INTENDED FOR DEMOLITION, AND CANNOT BE REBUILT IN THIS LOCATION IF DEMOLISHED BEYOND THE STRUCTURAL FRAMING MEMBERS FOR ANY REASONS.



T SQUARE CONSULTING GROUP, Inc.
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SY-CHENG TSAI C-24234

SINGLE FAMILY ADDITION
 203 HAIGHT ST
 MENLO PARK, CA 94025

EXISTING & PROPOSED RIGHT ELEVATIONS

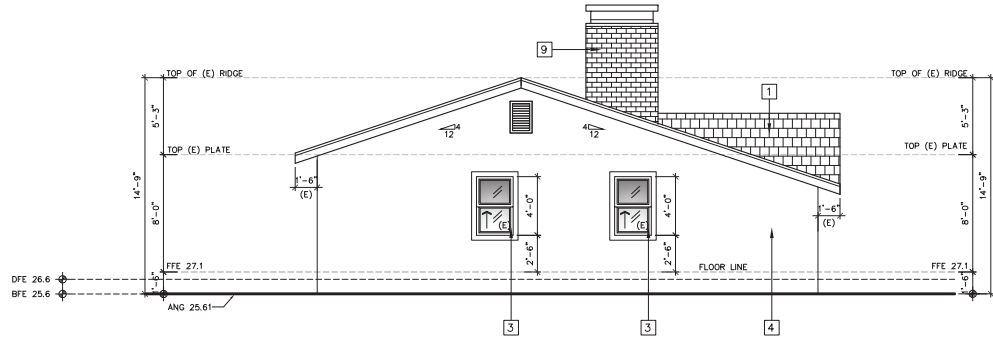
DATE: 04/12/18
 JOB NO. TS171264

ISSUE & REVISION	
01/31/19	PERMIT USE
05/10/19	C1 SUBMITTAL
08/13/19	C2 SUBMITTAL
10/25/19	C3 SUBMITTAL

SHEET NO.
A3.3

DRAWN BY:

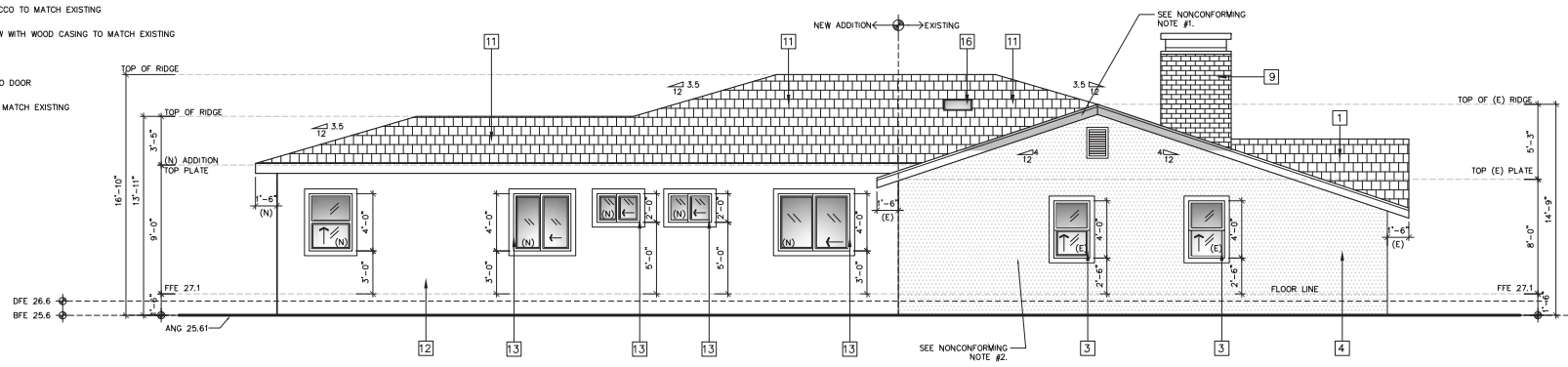
FLOOD ZONE DESIGNATION: AE
 BASE FLOOD ELEVATION (BFE): 25.6
 DESIGN FLOOD ELEVATION (DFE): 26.6
 FINISHED FLOOD ELEVATION (FFE): 27.1



1 EXISTING LEFT ELEVATION (SOUTH ELEV.)
 1/4"=1'-0"

EXTERIOR FINISH SCHEDULE:

- 1 (E) COMP. SHINGLE ROOF TO REMAIN
- 2 (E) BRICK VENEER TO REMAIN
- 3 (E) VINYL WINDOW W/ WOOD CASING TO REMAIN
- 4 (E) SMOOTH STUCCO TO REMAIN
- 5 (E) SOLID CORE DOOR TO REMAIN
- 6 (E) CONCRETE LANDING TO REMAIN
- 7 (E) 4X4 WOOD POST TO REMAIN
- 8 (E) STEEL GARAGE DOOR TO REMAIN
- 9 (E) BRICK CHIMNEY TO REMAIN
- 10 (E) SKYLIGHT TO REMAIN
- 11 (N) COMP. SHINGLE TO MATCH EXISTING
- 12 (N) SMOOTH STUCCO TO MATCH EXISTING
- 13 (N) VINYL WINDOW WITH WOOD CASING TO MATCH EXISTING
- 14 (N) WOOD DECK
- 15 (N) FRENCH PATIO DOOR
- 16 (N) SKYLIGHT TO MATCH EXISTING



2 PROPOSED LEFT ELEVATION (SOUTH ELEV.)
 1/4"=1'-0"

- NON-CONFORMING NOTES:**
1. EXISTING NONCONFORMING GABLE IS NOT INTENDED FOR DEMOLITION, AND CANNOT BE REBUILT IN THIS LOCATION IF DEMOLISHED BEYOND THE STRUCTURAL FRAMING MEMBER FOR ANY REASON.
 2. EXISTING NONCONFORMING WALL IS NOT INTENDED FOR DEMOLITION, AND CANNOT BE REBUILT IN THIS LOCATION IF DEMOLISHED BEYOND THE STRUCTURAL FRAMING MEMBERS FOR ANY REASONS.



T SQUARE CONSULTING GROUP, Inc.
 2050 CONVERSE DRIVE #60 TEL (408) 321-9888
 SAN JOSE, CA 95131-9882 FAX (408) 321-9887



SY-CHENG TSAI C-24234

SINGLE FAMILY ADDITION
 203 HAIGHT ST
 MENLO PARK, CA 94025

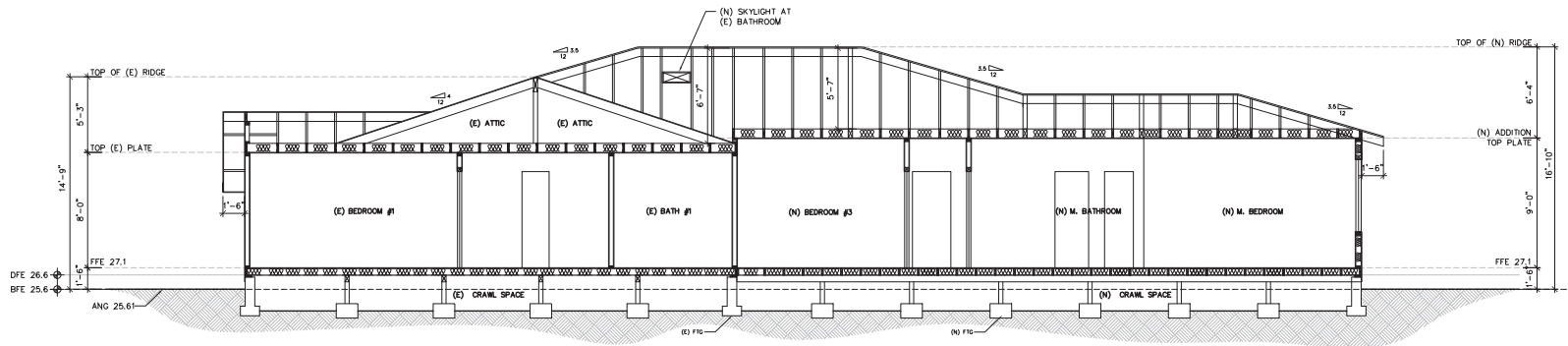
EXISTING & PROPOSED LEFT ELEVATIONS

DATE: 04/12/18
 JOB NO. TS171264

ISSUE & REVISION		PERMIT USE
1	01/31/19	PERMIT USE
2	05/10/19	C1 SUBMITTAL
3	08/13/19	C2 SUBMITTAL
4	10/25/19	C3 SUBMITTAL
5		

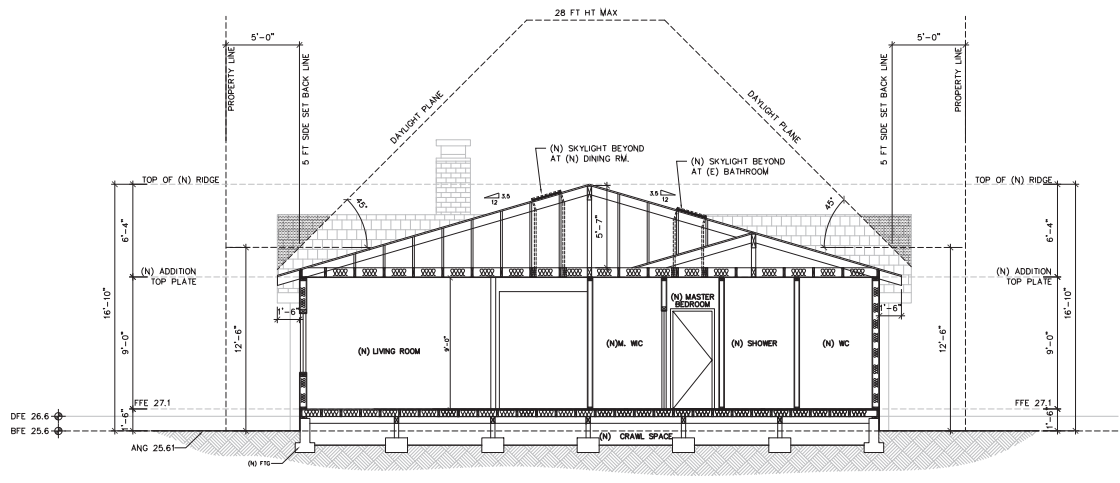
SHEET NO.
A3.4

DRAWN BY:



1 1/4"=1'-0" SECTION

FLOOD ZONE DESIGNATION: AE
 BASE FLOOD ELEVATION (BFE): 25.6
 DESIGN FLOOD ELEVATION (DFE): 16.6
 FINISHED FLOOD ELEVATION (FFE): 27.1



2 1/4"=1'-0" SECTION



T SQUARE CONSULTING GROUP, Inc.
 2050 CONCORDS DRIVE, #60 TEL (408) 321-9888
 SAN JOSE, CA 95131-9882 FAX (408) 321-9887

I, the undersigned, being a duly licensed Professional Engineer in the State of California, hereby certify that I am the author of the foregoing drawings and specifications, and that I am a duly licensed Professional Engineer in the State of California, License No. C-24234.



SY-CHENG TSAI C-24234

SINGLE FAMILY ADDITION
203 HAIGHT ST
MENLO PARK, CA 94025

SECTIONS

DATE: 04/12/18
 JOB NO. TS171264

ISSUE & REVISION	PERMIT USE
1 01/31/19	C1 SUBMITTAL
2 08/13/19	C2 SUBMITTAL
3 10/25/19	C3 SUBMITTAL
4	
5	

SHEET NO.
A4.1
 DRAWN BY:

ELEVATION CERTIFICATE

Copy all pages of this Elevation Certificate and all attachments for (1) community official, (2) insurance agent/company, and (3) building owner.

SECTION A - PROPERTY INFORMATION FOR INSURANCE COMPANY USE

A1. Building Owner's Name: _____ Policy Number: _____

A2. Building Street Address (including apt., unit, suite, and/or bldg. no.) or P.O. Route and Box No.: 203 Haight Street

A3. Property Description (Lot and Block Numbers, Tax Parcel Number, Legal Description, etc.): Lot 32; Block 2; Menlo Park No. 3 (N/C 026-236-130)

A4. Building Use (e.g., Residential, Non-Residential, Addition, accessory, etc.): _____

A5. Latitude/Longitude: Lat. 37.46605 Long. -122.62566 Horizontal Datum: NAD 1927 NAD 1983

A6. Attach at least 2 photographs of the building if the Certificate is being used to obtain flood insurance.

A7. Building Diagram Number: 8

A8. For a building with a crawlspace or enclosure(s):
a) Square footage of crawlspace or enclosure(s): 80 sq ft
b) Number of permanent flood openings in the crawlspace or enclosure(s) within 10 feet above adjacent grade: 9
c) Total net area of flood openings AB: 900 sq in
d) Engineered flood openings? Yes No

A9. For a building with an attached garage:
a) Square footage of attached garage: 150 sq ft
b) Number of permanent flood openings in the attached garage within 10 feet above adjacent grade: 2
c) Total net area of flood openings AB: 200 sq in
d) Engineered flood openings? Yes No

SECTION B - FLOOD INSURANCE RATE MAP (FIRM) INFORMATION

B1. NFIP Community Name & Community Number: 12 County Name: San Mateo B3 State: California
City of Menlo Park - 090321

B4. Map/Panel Number: 06081C-0309 ES. Suffix: E BE. FIRM Index Date: 10/16/2012 BF. FIRM Panel Effective/Revised Date: 10/16/2012 B8. Flood Zone(s): AE B9. Base Flood Elevation(s) (Zone AO, Use Base Flood Depth): 25.5'

B10. Indicate the source of the Base Flood Elevation (BFE) data or base flood depth entered in Item B9:
 FIS Profile FIRM Community Determined Other/Source: _____

B11. Indicate elevation datum used for BFE in Item B9: NGVD '1929 NAVD '1988 Other/Source: _____

B12. Is the building located in a Coastal Barrier Resources System (CBRS) area or otherwise Protected Area (OPA)? Yes No
Designation Date: _____ CBRS OPA

ELEVATION CERTIFICATE

IMPORTANT: In these spaces, copy the corresponding information from Section A. FOR INSURANCE COMPANY USE

Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No.: 203 Haight Street

City: Menlo Park State: California ZIP Code: 94025 Company NAIC Number: _____

SECTION C - BUILDING ELEVATION INFORMATION (SURVEY REQUIRED)

C1. Building elevations are based on: Construction Drawings? Building Under Construction? Finished Construction? A new Elevation Certificate will be required when construction of the building is complete.

C2. Elevations - Zones A1-A30, AE, A1, A (with BFE), VE, V1-V30, V (with BFE), AR, AR/A, AR/AE, AR/A1-A30, AR/AH, AR/AO. Complete items C2 a-h below according to the building diagram specified in Item A7. In Puerto Rico only, enter meters. Benchmark utilized: City BM 81512 adjusted per FIS. Vertical Datum: NAVD 88

Indicate elevation datum used for the elevations in Items a through h) below:
 NGVD 1929 NAVD 1988 Other/Source: _____

Datum used for building elevations must be the same as that used for the BFE.

Check the measurement used:

a) Top of bottom floor (including basement, crawlspace, or enclosure floor) 27.5' feet meters
b) Top of the next higher floor 27.1' feet meters
c) Bottom of the lowest horizontal structural member (V Zones only) 25.7' feet meters
d) Attached garage (top of slab) 25.7' feet meters
e) Lowest elevation of machinery or equipment servicing the building (Describe type of equipment and location in Comments) 27.2' feet meters
f) Lowest adjacent finished grade next to building (LAO) 25.5' feet meters
g) Highest adjacent finished grade next to building (HAO) 25.7' feet meters
h) Lowest adjacent ground at lowest elevation of deck or stairs, including structural support 25.5' feet meters

SECTION D - SURVEYOR, ENGINEER, OR ARCHITECT CERTIFICATION

This certificate to be signed and sealed by a land surveyor, engineer, or architect authorized by law to certify elevation information. I certify that the information on this Certificate represents my best efforts to interpret the data available. I understand that any false statement may be punishable by fine or imprisonment under 18 U.S.C. Code, Section 1001.

Was latitude and longitude in Section A provided by a licensed land surveyor? Yes No Check here if attachments.

Certifier's Name: Robert Wang License Number: C50611

Title: CIVIL ENGINEER

Company Name: RW Engineering, Inc. Address: 505 Altamont Drive City: Millbrae State: California ZIP Code: 94025

Signature Date: 01/26/2016 Telephone: (408) 362-1699

Copy all pages of this Elevation Certificate and all attachments for (1) community official, (2) insurance agent/company, and (3) building owner. Comment (including type of equipment and location, per C2(e), if applicable):

1) The lowest equipment servicing the building is the water heater.
2) The house structure and garage are both above the BFE. Flood vents are not required per FEMA's Technical Guidelines.

ELEVATION CERTIFICATE

IMPORTANT: In these spaces, copy the corresponding information from Section A. FOR INSURANCE COMPANY USE

Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No.: 203 Haight Street

City: Menlo Park State: California ZIP Code: 94025 Company NAIC Number: _____

SECTION E - BUILDING ELEVATION INFORMATION (SURVEY NOT REQUIRED)
FOR ZONE AO AND ZONE A (WITHOUT BFE)

For Zones AO and A (without BFE), complete items E1-E5. If the Certificate is intended to support a DMA or LCMR-F request, complete Sections A, B and C. For Items E1-E4, enter natural grass. If available, check the measurement used. In Puerto Rico only, enter meters.

E1. Provide elevation information for the following and check the appropriate boxes to show whether the elevation is above or below the highest adjacent grade (HAG) and the lowest adjacent grade (LAG).
a) Top of bottom floor (including basement, crawlspace, or enclosure) is: _____ feet meters above or below the HAG.
b) Top of bottom floor (including basement, crawlspace, or enclosure) is: _____ feet meters above or below the LAG.

E2. For Building Diagrams E-8 with permanent flood openings provided in Section A Items 8 and 9 (see pages 1-2 of this document), the diagram of the building is: _____ feet meters above or below the HAG.

E3. Attached garage (top of slab) is: _____ feet meters above or below the HAG.

E4. Top of platform of machinery and/or equipment servicing the building is: _____ feet meters above or below the HAG.

E5. Zone AO only: If the floor depth number is available, is the top of the bottom floor elevated in accordance with the community's floodplain management ordinance? Yes No Unknown. The local official must certify the information in Section G.

SECTION F - PROPERTY OWNER (OR OWNER'S REPRESENTATIVE) CERTIFICATION

The property owner or owner's authorized representative who completes Sections A, B, and E for Zone A (without a FEMA-issued or community issued BFE) or Zone AO must sign here. The statements in Sections A, B, and E are correct to the best of my knowledge.

Property Owner or Owner's Authorized Representative's Name: _____

Address: _____ City: _____ State: _____ ZIP Code: _____

Signature: _____ Date: _____ Telephone: _____

Comments: _____

ELEVATION CERTIFICATE OMB No. 1601-0008 Expiration Date: November 30, 2018

IMPORTANT: In these spaces, copy the corresponding information from Section A. FOR INSURANCE COMPANY USE

Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No.: 203 Haight Street

City: Menlo Park State: California ZIP Code: 94025 Company NAIC Number: _____

SECTION G - COMMUNITY INFORMATION (OPTIONAL)

The local official who is authorized by law or ordinance to administer the community's floodplain management ordinance can complete Sections A, B, C (or E), and G of this Elevation Certificate. Complete the applicable items and sign below. Check the measurement used in Items G1-G10. In Puerto Rico only, enter meters.

G1. The information in Section C was taken from other documentation that has been signed and sealed by a licensed surveyor, engineer, or architect who is authorized by law to certify elevation information. Indicate the source and/or date of the elevation data in the Comments area below.

G2. A community official completed Section E for a building located in Zone A (without a FEMA-issued or community-issued BFE) or Zone AO.

G3. The following information (Items G4-G10) is provided for community floodplain management purposes.

G4. Permit Number: _____ G5. Date Permit Issued: _____ G6. Date Certificate of Compliance/Inspection Issued: _____

G7. This permit has been issued for: New Construction Substantial Improvement

G8. Elevation of as-built lowest floor (including basement) of the building: _____ feet meters Datum: _____

G9. BFE or (in Zone AO) depth of flooding at the building site: _____ feet meters Datum: _____

G10. Community design flood elevation: _____ feet meters Datum: _____

Local Official's Name: _____ Title: _____

Community Name: _____ Telephone: _____

Signature: _____ Date: _____

Comments (including type of equipment and location, per C2(e), if applicable):

Check here if attachments.

ELEVATION CERTIFICATE OMB No. 1601-0008 Expiration Date: November 30, 2018

IMPORTANT: In these spaces, copy the corresponding information from Section A. FOR INSURANCE COMPANY USE

Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No.: 203 Haight Street

City: Menlo Park State: California ZIP Code: 94025 Company NAIC Number: _____

SECTION H - BUILDING PHOTOGRAPHS

If using the Elevation Certificate to obtain NFIP flood insurance, file at least 2 building photographs before according to the instructions for Item #6. Identify all photographs with date taken, "Front View" and "Rear View", and, if required, "Right Side View" and "Left Side View". When applicable, photographs must show the foundation with representative examples of the flood openings or vents, as indicated in Section A8. If submitting more photographs than fill this page, use the Continuation Page.

Photo One Caption: _____

Photo Two Caption: _____

FEMA Form 086-4-33 (715) Replaces all previous editions. Form Page 5 of 6

ELEVATION CERTIFICATE OMB No. 1601-0008 Expiration Date: November 30, 2018

IMPORTANT: In these spaces, copy the corresponding information from Section A. FOR INSURANCE COMPANY USE

Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No.: 203 Haight Street

City: Menlo Park State: California ZIP Code: 94025 Company NAIC Number: _____

SECTION H - BUILDING PHOTOGRAPHS

If submitting more photographs than will fit on the preceding page, file the additional photographs below. Identify all photographs with date taken, "Front View" and "Rear View", and, if required, "Right Side View" and "Left Side View". When applicable, photographs must show the foundation with representative examples of the flood openings or vents, as indicated in Section A8.

Photo One Caption: _____

Photo Two Caption: _____

FEMA Form 086-4-33 (715) Replaces all previous editions. Form Page 6 of 6

T SQUARE CONSULTING GROUP, Inc.
2050 CONVERSE DRIVE, #60
SAN JOSE, CA 95131-1882
TEL: (408) 321-0988
FAX: (408) 321-9987

SY-CHENG TSAI C-24234

SINGLE FAMILY ADDITION
203 HAIGHT ST
MENLO PARK, CA 94025

ELEVATION CERTIFICATION

DATE: 04/12/18
JOB NO. TS171264


ISSUE & REVISION

01/31/19	PERMIT USE
1 05/10/19	C1 SUBMITTAL
2 08/13/19	C2 SUBMITTAL
3 10/25/19	C3 SUBMITTAL
4	
5	

SHEET NO. **A4.2**
DRAWN BY:

IT SHALL BE THE OWNERS RESPONSIBILITY TO ENSURE THAT ALL DRAINAGE IMPROVEMENTS SHOWN HEREON ARE MAINTAINED IN GOOD WORKING ORDER. THIS INCLUDES PERIODICALLY INSPECTING THE STORM DRAIN PIPES FOR SEDIMENT AS WELL AS THE DRAIN INLETS FOR SEDIMENT. ANY BUILT UP SEDIMENT SHOULD BE PERIODICALLY CLEANED TO ENSURE THE DRAINAGE FEATURES FUNCTION AS INTENDED THE SWALES ALONG THE SIDES OF THE BUILDING SHALL BE MAINTAINED AS SHOWN ON THIS PLAN.

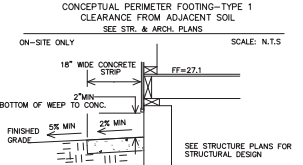
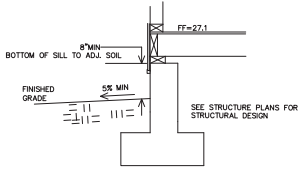
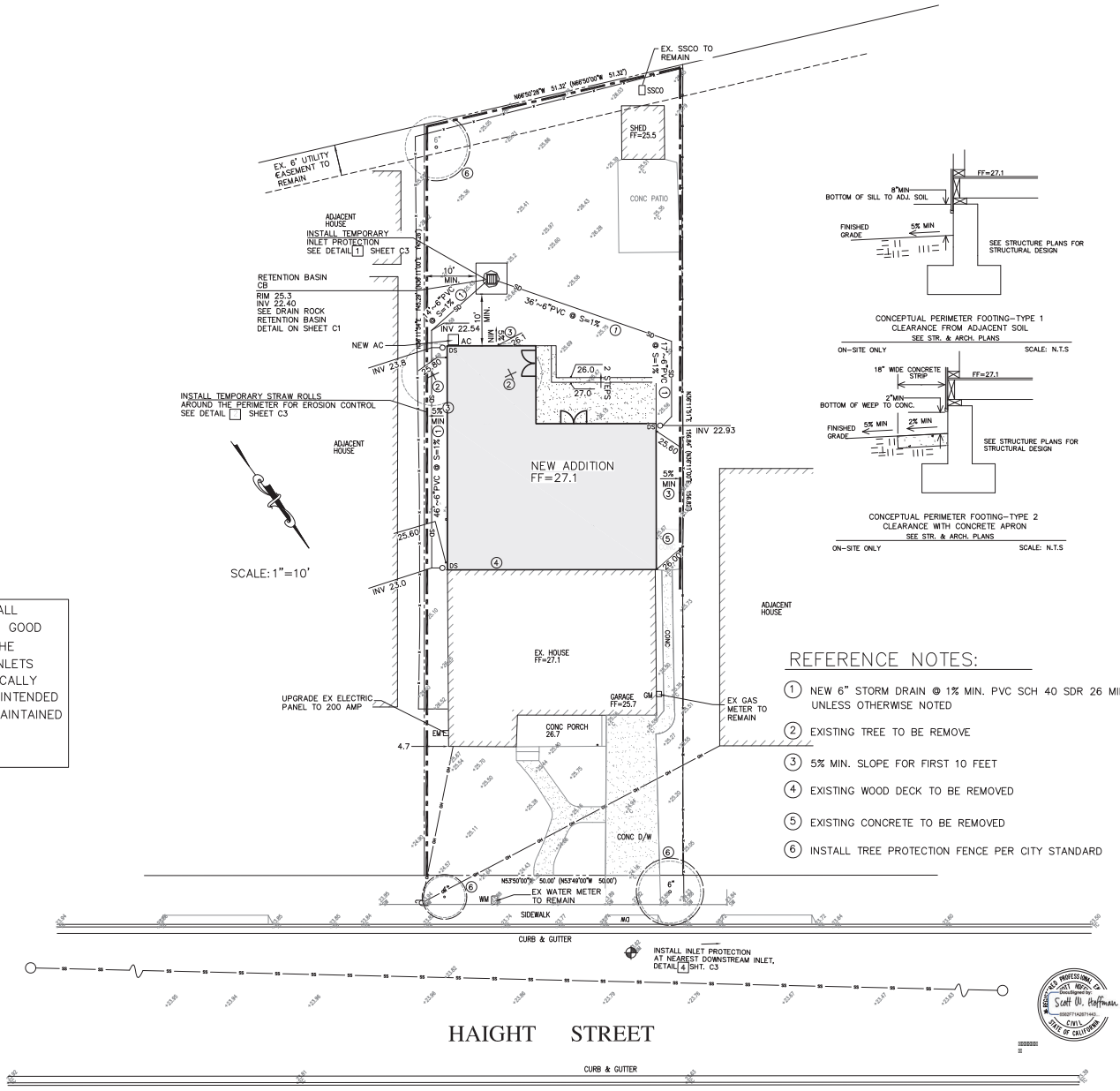
SURVEY COMPLETED BY
 RW ENGINEERING, INC
 505 ALAMONT DRIVE
 MILPITAS, CA 95035
 TEL: (408) 262-1899

SITE BENCHMARK: 
 SET NAIL
 ELEVATION=23.62' NAVD 88

BASIS OF BEARINGS:
 BASED ON STREET IMPROVEMENTS ON CHESTER (FORMERLY PARK) STREET, BEARING N79°51'W AS SHOWN ON MENALTO PARK MAP NO. 3 FILED IN BOOK 16 OF MAPS AT PAGE 52, SAN MATEO COUNTY RECORDS.

REFERENCES:
 R1 MENALTO PARK MAP NO. 3 (16 MAPS 52)

SITE DATA:
 203 HAIGHT STREET
 MENLO PARK, CA
 APN: 062-236-130
 LOT 20 MENALTO PARK MAP NO. 3
 AREA=7,553 S.F.±



- REFERENCE NOTES:**
- ① NEW 6" STORM DRAIN @ 1% MIN. PVC SCH 40 SDR 26 MIN. UNLESS OTHERWISE NOTED
 - ② EXISTING TREE TO BE REMOVE
 - ③ 5% MIN. SLOPE FOR FIRST 10 FEET
 - ④ EXISTING WOOD DECK TO BE REMOVED
 - ⑤ EXISTING CONCRETE TO BE REMOVED
 - ⑥ INSTALL TREE PROTECTION FENCE PER CITY STANDARD



BAY LAND CONSULTING
 CIVIL ENGINEERS
 P.O. BOX 299
 Santa Clara, California 95050
 TEL: (408) 262-1899
 WWW.BAYLANDCONSULTING.COM
 SERVING THE BAY AREA



GRADING AND DRAINAGE PLAN
 203 HAIGHT STREET
 MENLO PARK, CA 94025
 APN 062-236-130

REVISIONS

DATE	DESCRIPTION

JOB NO. 18034
 SCALE: AS SHOWN
 DRAWN BY: YC
 CHECKED BY: SH
 DATE: 11/23/18

SHEET
C2
 OF 4 SHEETS

NOTES:

1. THIS ELECTRONIC FILE IS SOLELY FOR THE USE OF THE ARCHITECT FOR THE DEVELOPMENT OF HIS/HER ARCHITECTURAL DRAWINGS TO OBTAIN BUILDING PERMITS.
2. THE DELIVERY OF THIS MAP IN AN ELECTRONIC FILE DOES NOT CONSTITUTE THE DELIVERY OF MY PROFESSIONAL WORK PRODUCT. THE SIGNED PAPER PRINT IS PROVIDED TO THE CLIENT AS AN INSTRUMENT OF SERVICE. IN EVENT THE ELECTRONIC FILE IS ALTERED, THE SAID PAPER PRINT MUST BE REFERRED TO FOR THE ORIGINAL AND CORRECT SURVEY INFORMATION. RW ENGINEERING, INC. SHALL NOT BE RESPONSIBLE FOR ANY MODIFICATIONS MADE, BY OTHERS, TO THE ELECTRONIC FILE, OR ANY PRODUCTS DERIVED FROM THE ELECTRONIC FILE.
3. THIS MAP REPRESENTS TOPOGRAPHY OF THE SURFACE FEATURES ONLY AT THE TIME THE SURVEY WORK WAS COMPLETED.
4. UNLESS SPECIFIED ON THIS MAP, LOCATIONS OF THE UNDERGROUND AND OVERHEAD UTILITIES ARE NEITHER INTENDED NOR IMPLIED. FOR THE LOCATIONS OF UNDERGROUND UTILITIES CALL "USA" (1-800-642-2440).
5. ALL DISTANCES AND DIMENSIONS ARE IN FEET AND DECIMALS.
6. BUILDING FOOTPRINTS ARE SHOWN AT GROUND LEVEL.
7. BUILDING SETBACK DISTANCES SHOWN HEREIN MEASURED TO HOUSE FOUNDATION.
8. FINISH FLOOR ELEVATION TAKEN AT DOOR THRESHOLD (EXTERIOR).
9. A TITLE REPORT FOR THE SUBJECT PROPERTY HAS NOT BEEN EXAMINED BY RW ENGINEERING, INC. OTHER EASEMENTS OF RECORD MAY EXIST THAT ARE NOT SHOWN ON THIS MAP.

ABBREVIATION

- AD AREA DRAIN
- A.E. ANCHOR EASEMENT
- AC ASPHALT CONCRETE
- BR BRICK
- C/C/G CURB & GUTTER
- C CONCRETE
- CL CENTERLINE
- DI DRAIN INLET
- FF FINISH FLOOR GRADE
- FL FLOWLINE
- GM GAS METER
- LG LIP OF GUTTER
- MB MAIL BOX
- P.U.E. PUBLIC UTILITY EASEMENT
- P.S.E. PUBLIC SERVICE EASEMENT
- SMWH STORM DRAIN MANHOLE
- S.SCO SANITARY SEWER CLEANOUT
- SSMH SANITARY SEWER MANHOLE
- S.W. SIDEWALK
- TC TOP OF CURB
- TL THE LINE
- TRC TOP OF ROLLED CURB
- W.C.E. WIRE CLEARANCE EASEMENT
- WM WIRE

LEGEND

- PROPERTY LINE
- CENTERLINE
- SS UTILITY LINE-TYPE AS NOTED
- STREET LIGHT
- PO&E UTILITY BOX-TYPE AS NOTED
- WM/GM WATER/GAS METER
- D-WV WATER VALVE
- ▤ CURB CATCH BASIN
- FIRE HYDRANT
- MH MANHOLE-TYPE AS NOTED
- CO SANITARY SEWER CLEANOUT
- PP-O-OH POWER POLE W/ OVERHEAD WIRE
- BENCHMARK
- 200 CONTOUR LINE
- MON FOUND MONUMENT
- 12" TREE-TRUNK DIAMETER IN INCHES SPECIES NOTED WHEN KNOWN
- GUY WIRE

SITE BENCHMARK:

SET NAIL
ELEVATION=23.62' NWD 88

BASIS OF BEARINGS:

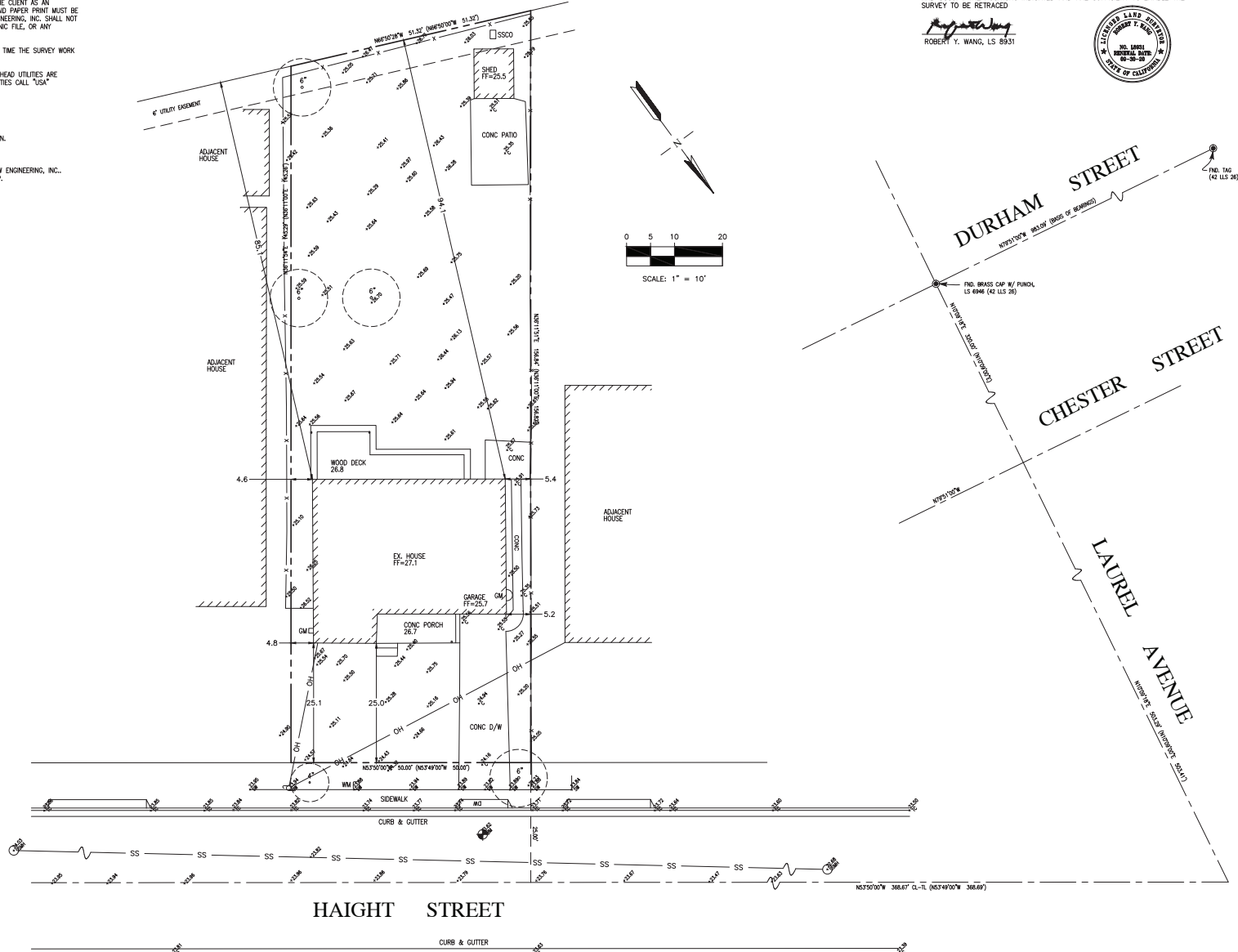
BEARING N79°51'W AS SHOWN FOR THE CENTERLINE OF DURHAM STREET (FORMERLY DONOVAN STREET) ON THAT CERTAIN MAP TITLED "MENALTO PARK", FILED FOR RECORD IN VOLUME 13 OF MAPS, AT PAGE 19, SAN MATEO COUNTY RECORDS.

REFERENCES:

- R1 MENALTO PARK MAP NO. 3 (16 MAPS 52)
- R2 MENALTO PARK (13 MAPS 19)

SITE DATA:

203 HAIGHT STREET
MENLO PARK, CA
APN: 062-236-130
LOT 20 MENALTO PARK MAP NO. 3
AREA=7,553 S.F.±



SURVEYOR'S CERTIFICATE:

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.

ROBERT Y. WANG, LS 8931



NO.	REVISION	DATE	BY

RW ENGINEERING, INC.
 CIVIL ENGINEERS • LAND SURVEYORS
 505 ALHAMBRA DRIVE
 MENLO PARK, CA 94025
 (415) 321-1000
 (415) 321-5555
 rwengineering@gmail.com

203 HAIGHT STREET
 MENLO PARK, CA
 SAN MATEO COUNTY
 APN: 062-236-130

TOPOGRAPHIC &
 BOUNDARY
 SURVEY

DATE:	3/18/19
SCALE:	AS NOTED
DESIGNED BY:	RW
DRAWN BY:	RW
SHEET NO.:	

SU-1



T SQUARE CONSULTING GROUP, INC.

2050 Concourse Dr #50
San Jose, CA 95131
Phone : (408) 321-9988
Fax : (408) 321-8887

ARCHITECTURAL PROJECT DEVELOPMENT • PLANNING • MANAGEMENT

October 31, 2019

Planning Department
City of Menlo Park
701 Laurel St,
Menlo Park, Ca 94025

Project: **Single Family Addition**
Project Address: **203 Haight St**
Subject: **Use Permit Review, Project Description**

Case Number: **PLN2019-00026**
Attention: **Matthew Pruter**

Scope of Work:

An existing 915 S.F. one-story house with a 298 S.F. attached one-car garage will undergo an addition of 1,371 S.F. at the back of the building.

Remodel areas include the existing 298 S.F. attached one-car garage will be reduced to 218 S.F., converting an 80 S.F. section of existing garage to a new laundry room. Existing 176 S.F. kitchen will be converted to a new dining room. Remodel existing bathroom #1, like-for-like conditions.

Scope of work also includes new roof over existing structure where addition occurs.

Existing house has a total of 2 bedroom and 1 bathroom, living room, kitchen and attached garage. Proposed house will have a total of 4 bedrooms, 3 bathrooms, living room, kitchen, dining room, and a secondary living room at the rear. Replace existing deck at rear with new wood deck, exiting front covered-patio to remain. No change to existing windows except for a new window at new laundry room at existing garage wall.

Purpose of the proposal:

The valuation of the project exceeds the 75% valuation threshold; the proposed project valuation is 167% value from the existing value.

Architecture style:

The existing house is a ranch style house with low composition roof and a front porch. The front facade finish consist primarily of large shake-shingle siding, a small section of the front facade has a brick wainscot and stucco finish. Rear and side facades have a stucco finish. The house is painted in a cool grey, white trim and garage doors, accented by the red brick wainscot and teal front door. Wood frame construction method.

Basis for site layout:



The addition will comply with zoning ordinance by having a 5'-0" setback at each side of the building way from side property lines. No alterations will be take place at the front of the building.

The addition will be at the rear of the building, allowing the existing kitchen to be converted to a new dining room that lead to the new kitchen and 2nd living room are situated on the right side of the property. A new bedroom, common bathroom, and master bedroom are situated on the left side of the property similarly to the existing bedrooms. The furthest point of the addition is 44' away from the rear property line. Trees at the rear of the property will not be disturbed; two fruit trees will be removed where the new master bedroom will be situated. Existing shed will be removed to comply with Building Coverage calculation and because it encroaches on the 6"-0' utility easement at the rear of the property.

Existing and proposed uses:

The existing use of the house is a single family house; the proposed use will remain the same.

Outreach to neighboring properties:

The owner has informed the neighbors in person of the proposed addition and welcomed any feedback; no concerns have being voiced by the immediate neighbors as of October 31, 2019.

Please don't hesitate to call the office if you have any questions.

Respectfully,

Sy-Cheng Tsai, AIA, Architect
T Square Consulting Group, Inc.



STAFF REPORT

Planning Commission

Meeting Date: 11/18/2019

Staff Report Number: 19-083-PC

Public Hearing: Use Permit/Magda Bach/201 Ravenswood Avenue

Recommendation

Staff recommends that the Planning Commission approve a use permit to operate a child daycare center within an existing church in the R-1-S (Single-Family Residential, Suburban) zoning district. At maximum capacity, the daycare center would have 60 children, ages two to six years old, and six staff members. The daycare center would operate between the hours of 7:00 a.m. and 6:30 p.m., Monday through Friday, and be independent of the church, which would continue operations outside the proposed daycare hours. The recommended actions are included as Attachment A.

Policy Issues

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

Background

Site Location

The subject site is located at 201 Ravenswood Avenue near the intersection with Middlefield Road. For purposes of this site location description, Ravenswood Avenue is considered to run in the north-south direction. The properties on the west side of this portion of Ravenswood Avenue are located within the Town of Atherton. Properties on the east side are located within Menlo Park city limits. The subject property is zoned R-1-S (Single-Family Residential, Suburban). The neighboring parcel to the north, on the east side of Ravenswood Avenue, is zoned P (parking), and to the east and south are properties belonging to SRI International, zoned C1(X) (Administrative and Professional District, Restrictive, Conditional Development Permit). The eastern portion of the subject parcel borders West 1st Street, a private street, which connects SRI's parking lot, to the north of the subject property, to Ravenswood Avenue. A location map is included as Attachment B.

Analysis

Project Description

The applicant is requesting a use permit to operate a private daycare center, Alpha Kids Academy, within a portion of the existing Sunday school building located at 201 Ravenswood Avenue. The site is currently developed with a one-story church and one-story Sunday school building, both belonging to the First Church of Christ, Scientist. The applicant has indicated they intend to utilize 2,346 square feet of the existing Sunday school building and the nine parking spaces in front of the church building. No changes to the existing church building are proposed and the existing Sunday school use would continue. At full

capacity the daycare center would have six employees and 60 students, although the applicant has indicated they anticipate having 45 students enrolled daily. The daycare center would operate between the hours of 7:00 a.m. and 6:30 p.m., Monday through Friday. The proposed operations of the daycare center align with those of a private pre-school. Special uses, such as private schools, require use permit approval in the R-1-S zoning district.

Physical improvements to the project site would be limited as part of the proposed project. No improvements that would require a building permit are proposed and recommended condition of approval 4e would require the applicant to submit revised plans with all unused notes removed for clarity. Although the plans currently indicate only portable fencing, the applicant indicates improvements to the site would consist of new four-foot-tall fencing around the proposed outdoor play area, and any landscape improvements required to comply with state licensing requirements. A portable fence would be installed around the paved area beneath the covered entry to the Sunday school building, connecting the classrooms on the interior to the uncovered exterior area at the rear. The uncovered area at the rear would be improved to meet state requirements by installing turf or another safe play surface. Per condition 4d, the applicant would be required to provide specific information on the type, style, material and height of both the permanent and portable fencing to the Planning Division for review and approval prior to issuance of a business license. The fencing and ground cover would also require review and approval as part of the state licensing process.

Staff recently became aware of a possible discrepancy between the property boundary shown in the plans and the actual property lines. Due to the fact that the project is not proposing additional square footage, a boundary survey was not required. The applicant would be required to provide updated plans clarifying the discrepancy and noting the dimensions of the property lines through project specific condition of approval 4e. Further, per condition 4f, should the plans reveal the proposed outdoor play area is outside of the property boundary, the applicant would be required to secure and submit authorization from the neighboring property owner to improve and use the play area identified on the plans or revise the proposed location of the outdoor play area and provide updated plans, subject to the review and approval of the Planning Division. The project plans are included as Attachment C and the project description letter is included as Attachment D.

Special Uses

Private schools are regulated through the Zoning Ordinance as “Special Uses.” Section 16.78.020 of the Zoning Ordinance lists three factors, not necessarily findings, to be considered in determining whether the characteristics of the special use are compatible with the uses permitted in the surrounding area:

1. Damage or nuisance from noise, smoke, odor, dust or vibration;
2. Hazard from explosion, contamination, or fire;
3. Hazard occasioned by unusual volume or character of traffic, or the congregation of a large number of people or vehicles.

Staff believes the proposed daycare center use would not create any such hazard or nuisance. Though there would be a slight increase in noise associated with children playing outside, the site is surrounded primarily by surface parking lots. In addition, schools are a common feature of residential neighborhoods in Menlo Park and elsewhere, and as such, the sound of children playing would not be unusual. As

discussed below, the applicant's proposed TDM (Transportation Demand Management) plan would limit the permitted number of peak hour trips as well as identify the parking demand for the use. Staff believes the proposed use would serve an important need in the community, and the proposed location would be compatible with the existing use.

Parking and Circulation

The nine existing parking spaces on site were designed to be accessed by way of West 1st Street, a private road extending around the subject site connecting the parking lot belonging to SRI to the north of the subject site, to Ravenswood Avenue. A portion of West 1st Street belongs to the church and the portion to the rear of the church belongs to SRI. The church was granted access to use spaces in this neighboring lot during church services. Outside service hours, the gates connecting Ravenswood Avenue to the parking lot and the parking lot to West 1st Street are typically locked. During these times the spaces in front of the church are accessed from Ravenswood Avenue. The applicant is not planning to restripe the site as part of this project. Rather, the applicant has received authorization from SRI to utilize SRI's portion of West 1st Street for staff parking and circulation through the parking lot. Daycare staff would unlock the gate to West 1st Street during proposed drop-off and pick-up times, and lock them at the end of the designated times. The existing nine spaces would be used for drop-off and pick-up, as outlined in the applicant's TDM plan. The TDM plan also notes the location of the five parallel parking spaces for staff to use in the West 1st Street area. This plan was approved by SRI and the Transportation Division, and is included as Attachment F. Per ongoing project specific condition of approval 5e, the applicant would be required to follow this TDM plan. This condition further specifies that should ownership of the parking lot, change hands, or SRI formally rescinds approval of the use of their property, the applicant would be required to secure authorization from the new owner or submit a revised TDM plan outlining a new parking and circulation plan, subject to review and approval by the Transportation and Planning Divisions.

The off-street parking requirement for this special use is established by the use permit. The Transportation Division has indicated that for a pre-school with six employees, the five parking spaces proposed for use on SRI's property, plus the additional nine spaces provided for drop-off and pick-up, would be sufficient for the proposed use. Because there would be no overlap in the times the church and daycare operate, additional spaces would not be needed.

As part of the review of this project the Transportation Division requested a trip generation study, included in the TDM plan. This was due to the fact that the daycare use types often generate a high number of peak hour trips. The threshold for providing a Transportation Impact Analysis (TIA) is a 10,000-square foot office building, which would generate approximately 16 peak hour trips. The applicant's proposal includes a TDM plan illustrating they would not exceed the trip threshold of 16 peak hour trips and therefore would not require the TIA. The recommended actions include ongoing project specific conditions of approval from the Transportation Division to monitor the operations of the daycare and ensure the trip threshold is not exceeded (Conditions 5a through 5m). These conditions explain the process by which the daycare will be audited and the steps to rectify a violation of their TDM plan, or complaints by neighbors. The existing church would continue to operate as authorized outside of the daycare hours, and would not follow the TDM plan.

The applicant would also be required to pay a Traffic Impact Fee (TIF), per condition 5b, to mitigate any impacts to the transportation infrastructure within the City. This fee is based on the proposed area of the

use. Per project specific condition of approval 5c, should the applicant expand the area of their operations to accommodate the full 60-student roster studied in the TDM plan, they would be responsible for notifying the City of the increase, and payment of an increased TIF reflecting the new area.

Correspondence

The applicant has indicated that they held a neighborhood outreach meeting regarding the proposed project and indicated the response was positive. As part of the review of the TDM plan, the applicant received authorization from SRI to use a portion of their parking lot during designated drop-off and pick-up hours. Staff received a letter of concern from the owner of a neighboring office building on Middlefield Road, over the prospect of increased traffic on Middlefield Road; however, the authorization by SRI and the associated TDM plan appear to address their concern. All correspondence received by staff is included as Attachment E. As stated earlier, staff believes that traffic impacts would be limited.

Conclusion

Staff believes that the proposed business would complement the existing uses in the area and would not be detrimental to the existing use at this location or those in the neighborhood. The use would operate Monday through Friday during standard business hours, when the majority of the residents of adjacent homes would be at work. Further, staff believes the proposed use would serve an important need in the community. The applicant has provided a TDM plan illustrating their plan to limit the peak hour trips, and the proximity to residential units may provide the opportunity for some clients of the business to walk their children to school. 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-ft radius of the subject property.

Appeal Period

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

Attachments

- A. Recommended Actions
- B. Location Map
- C. Project Plans
- D. Project Description Letter
- E. Correspondence
- F. Transportation Demand Management (TDM) Plan

Disclaimer

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

Exhibits to Be Provided at Meeting

None

Report prepared by:
Ori Paz, Associate Planner

Report reviewed by:
Corinna Sandmeier, Senior Planner

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201 Ravenswood Avenue – Attachment A: Recommended Actions

LOCATION: 201 Ravenswood Avenue	PROJECT NUMBER: PLN2018-00113	APPLICANT: Magda Bach	OWNER: First Church of Christ Scientist
REQUEST: Request for a use permit to operate a child daycare center within an existing church in the R-1-S (Single Family Suburban Residential) zoning district. At maximum capacity, the daycare center would have 60 children, ages two to six years old, and six staff members. The daycare center would operate between the hours of 7:00 a.m. and 6:30 p.m., Monday through Friday, and be independent of the church, which would continue operations outside the proposed daycare hours.			
DECISION ENTITY: Planning Commission	DATE: November 18, 2019	ACTION: TBD	
VOTE: TBD (Barnes, DeCardy, Doran, Kennedy, Kahle, Riggs, Tate)			
<p>ACTION:</p> <ol style="list-style-type: none"> 1. Make a finding that the project is categorically exempt under Class 1 (Section 15301, “Existing Facilities”) of the current California Environmental Quality Act (CEQA) Guidelines. 2. Make findings, as per Section 16.82.030 of the Zoning Ordinance pertaining to the granting of use permits, that the proposed use would 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 Xie Associates, Inc. consisting of six plan sheets, dated received November 13, 2019, and the project description letter received November 13, 2019, and approved by the Planning Commission on November 18, 2019, except as modified by the conditions contained herein, subject to review and approval of the Planning Division. b) The applicant shall comply with all Sanitary District, Menlo Park Fire Protection District, and utility companies’ regulations that are directly applicable to the project. c) The applicant shall comply with all requirements of the Building Division, Engineering Division, and Transportation Division that are directly applicable to the project. d) The applicant shall submit a plan for any new utility installations or upgrades for review and approval of 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. 4. Approve the use permit subject to the follow project specific conditions <ol style="list-style-type: none"> a) Prior to operating at the subject property, the applicant shall obtain a business license from the City of Menlo Park and demonstrate they have secured the appropriate state and county licensing. b) Prior to business license issuance, the applicant shall pay the Transportation Impact Fee (TIF) in compliance with Chapter 13.26 of the Municipal Code. The current estimated TIF is \$11,753.46 based on the proposed 2,346-square foot childcare area at a fee rate of \$5.01 per square foot. Please note the City is currently updating its TIF fee schedule, tentatively scheduled to be adopted by early 2020. If payment is made after adoption of the new fee schedule, the fee shall be calculated per the new fee schedule. c) The applicant shall notify the Planning Division within 30 days if the square footage used for child daycare is expanded beyond 2,346 square feet, for the calculation of additional TIF 			

201 Ravenswood Avenue – Attachment A: Recommended Actions

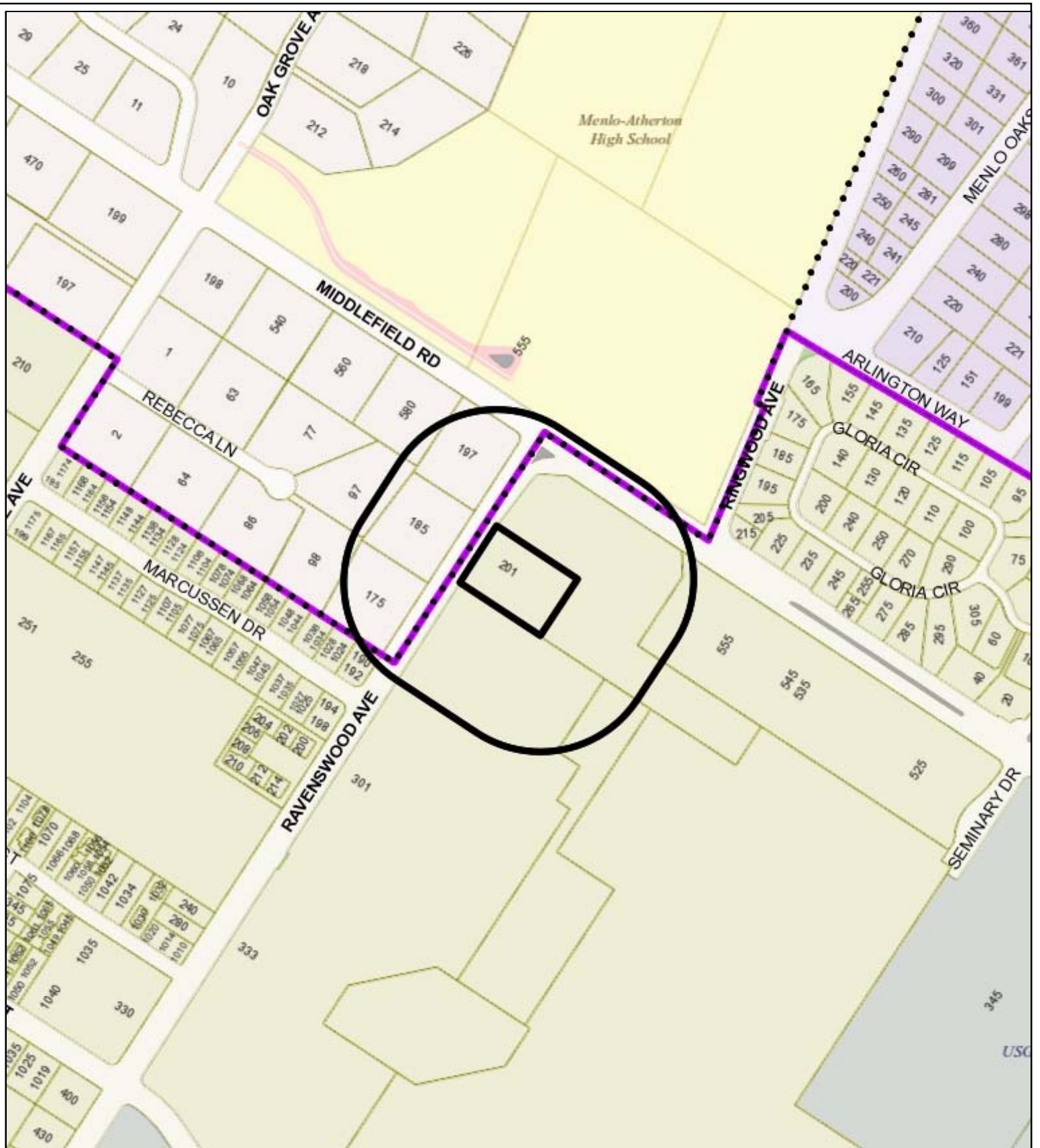
LOCATION: 201 Ravenswood Avenue	PROJECT NUMBER: PLN2018-00113	APPLICANT: Magda Bach	OWNER: First Church of Christ Scientist
REQUEST: Request for a use permit to operate a child daycare center within an existing church in the R-1-S (Single Family Suburban Residential) zoning district. At maximum capacity, the daycare center would have 60 children, ages two to six years old, and six staff members. The daycare center would operate between the hours of 7:00 a.m. and 6:30 p.m., Monday through Friday, and be independent of the church, which would continue operations outside the proposed daycare hours.			
DECISION ENTITY: Planning Commission	DATE: November 18, 2019	ACTION: TBD	
VOTE: TBD (Barnes, DeCardy, Doran, Kennedy, Kahle, Riggs, Tate)			
<p>ACTION:</p> <p>per the fee schedule current at that time. After being notified of the additional TIF, the applicant shall then have 30 days to pay.</p> <ul style="list-style-type: none"> d) Prior to business license issuance, the applicant shall submit specific information on the type, style, material, and height of both the permanent and temporary fencing, subject to review and approval of the Planning Division. e) Prior to business license issuance the applicant shall submit revised plans clarifying the extent of their property boundary, noting the dimensions of the property boundaries, identifying the locations, heights and materials of both the proposed permanent and temporary fencing, and removing unused labels and legend items, subject to review and approval of the Planning Division. f) If the proposed outdoor play area is not on the subject property, the applicant shall be required to provide approval from the neighboring property owner to landscape and use the outdoor play area in the proposed location, as necessary, or revise the proposed location subject to review and approval by the Planning Division. <p>5. Approve the use permit revision subject to the following ongoing, project-specific conditions:</p> <ul style="list-style-type: none"> a) All regular student instruction and school activities shall operate within the maximum enrollment of 60 students and six staff members. The applicant must obtain a Special Event permit for any major events outside of these regular activities. Any increase in student enrollment, staff numbers, and/or changes to the hours of operation shall require approval of a use permit revision by the Planning Commission. b) The applicant shall submit a copy of the student enrollment roster to the Planning Division for the purposes of verifying the student enrollment. The roster shall be submitted annually, with the first roster submitted three months after the issuance of the business license. The Planning Division shall return the roster to the school after completion of review. The City shall not make copies of the roster or disseminate any information from the roster to the public to the extent allowed by law. c) Subleasing of the site, or allowing use of the site for non-school or church related activities, shall require approval of a use permit revision by the Planning Commission. d) The school shall generate no more than 16 vehicle trips during the morning peak hour (8:00 a.m. – 9:00 a.m.) and no more than 16 vehicle trips during the evening peak hour (4:45 p.m. – 5:45 p.m.). Vehicle trips include, but are not limited to: student drop-off/pick-up trips, staff trips, service and goods delivery trips, etc. e) The applicant shall follow the Transportation Demand Management (TDM) program prepared by DKS Associates, dated May 30, 2019 and approved by a representative of SRI International, the property owner of the adjacent parking lot, identifying parking for the child daycare use, feasible TDM measures to reduce peak hour and daily new vehicle trips. If the 			

201 Ravenswood Avenue – Attachment A: Recommended Actions

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DECISION ENTITY: Planning Commission	DATE: November 18, 2019	ACTION: TBD	
VOTE: TBD (Barnes, DeCardy, Doran, Kennedy, Kahle, Riggs, Tate)			
<p>ACTION:</p> <p>ownership of the parking lot changes or SRI International rescinds their approval of it's use, the applicant shall be required to secure authorization from the new owner or submit a revised TDM plan outlining a new parking and circulation plan, subject to review and approval by the Transportation and Planning Divisions. To the greatest extent possible, the applicant shall promote and encourage families to carpool to school. If necessary, the applicant shall implement a carpool or bus/shuttle program and monitor its progress. If a bus/shuttle program is to be developed, the applicant shall provide proposed bus stop locations and schedule for approval by the Transportation and Planning Divisions. The Transportation and Planning Divisions may request additional supplemental information regarding the bus/shuttle program for a comprehensive view.</p> <p>f) The applicant shall retain a transportation/traffic consultant, to be approved by the City, to monitor the peak hour trip caps by surveying all site driveways over three (3) "typical" weekdays (Tuesday, Wednesday, or Thursday) in October-November of each year. "Typical" weekdays shall exclude days immediately before or after holidays or long weekends, days of holiday periods, and days of inclement weather conditions. The trip count shall be the average of the three weekday counts and shall include vehicle, bicycle, and walk trips. If requested, the applicant shall provide evidence of student residency to support the surveyed travel mode splits.</p> <p>The survey results shall be submitted to the Transportation Division in a report for review. The City will work with the consultant to finalize the scope and reserves the right to modify it yearly, if necessary. Note, the City may conduct its own additional monitoring, at the applicant's expense, if desired.</p> <p>g) If the monitoring shows that one of the peak hour trip caps is exceeded, the applicant will have 60 days to prepare a revised TDM program that incorporates additional TDM measures, and an additional 60 days to implement the revised TDM program in order to bring the site into compliance with the trip cap. A subsequent monitoring will be conducted after 60 days. If the subsequent monitoring indicates that the site still exceeds the trip cap, then the applicant shall be required to reduce student enrollment accordingly to bring the site into compliance with the trip cap. Non-compliance may also result in review of the use permit by the Planning Commission. Any proposed changes to the trip cap and/or enrollment cap will require a revision to the use permit.</p> <p>h) During normal operation of the school, school-related vehicles are not permitted to park on any public street. During school events, the applicant shall minimize any parking overflow into the surrounding neighborhood.</p> <p>i) All student drop-off/pick-up shall occur within the school site's parking lot, or designated loading and unloading zones as specified on plans approved by the City's Transportation Division.</p>			

201 Ravenswood Avenue – Attachment A: Recommended Actions

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DECISION ENTITY: Planning Commission	DATE: November 18, 2019	ACTION: TBD	
VOTE: TBD (Barnes, DeCardy, Doran, Kennedy, Kahle, Riggs, Tate)			
ACTION:			
<ul style="list-style-type: none"> j) The applicant shall manage the drop-off/pick-up and parking demand so that school-related vehicles will not overflow into the surrounding neighborhood. The applicant shall communicate in writing to all parents of enrolled students the designated areas for drop-off/pick-up and parking. Consultant and City staff observations and resident complaints will be used to determine if there is neighborhood impact. If an overflow of school-related vehicles is found to occur in the neighborhood, including drop-off/pick-up or parking vehicles, then the applicant will have 30 days to implement measures to reduce the school demand and prevent overflow into the neighborhood. If overflow demand continues to occur in the neighborhood after the 30 days, the applicant will need to reduce student enrollment in order to reduce the demand. Non-compliance may also result in review of the use permit by the Planning Commission. k) No outdoor sound amplification shall be permitted. l) If after five (5) consecutive years of monitoring, no violations of the trip cap and vehicle demand overflow into the neighborhood have occurred, monitoring can be discontinued. Monitoring may be resumed at any time if the City receives complaints of the school regarding the trip cap and vehicle demand overflow. After a complaint has been received, the City will evaluate whether a potential violation has occurred, and the Community Development Director shall have the discretion to resume the monitoring. If monitoring is deemed warranted, the City will notify the applicant of the determination at least one week before initiating the monitoring program, at the applicant's expense. m) The Community Development Director shall review any complaints received by the City regarding operation of the school. The Community Development Director and her/his designee shall work with the applicant and the neighbors to try to resolve such complaints, when possible. The Community Development Director shall have the discretion to bring complaints to the Planning Commission for review. 			



CITY OF MENLO PARK

City of Menlo Park

Location Map
201 Ravenswood Ave



Scale: 1:4,000

Drawn By: OP

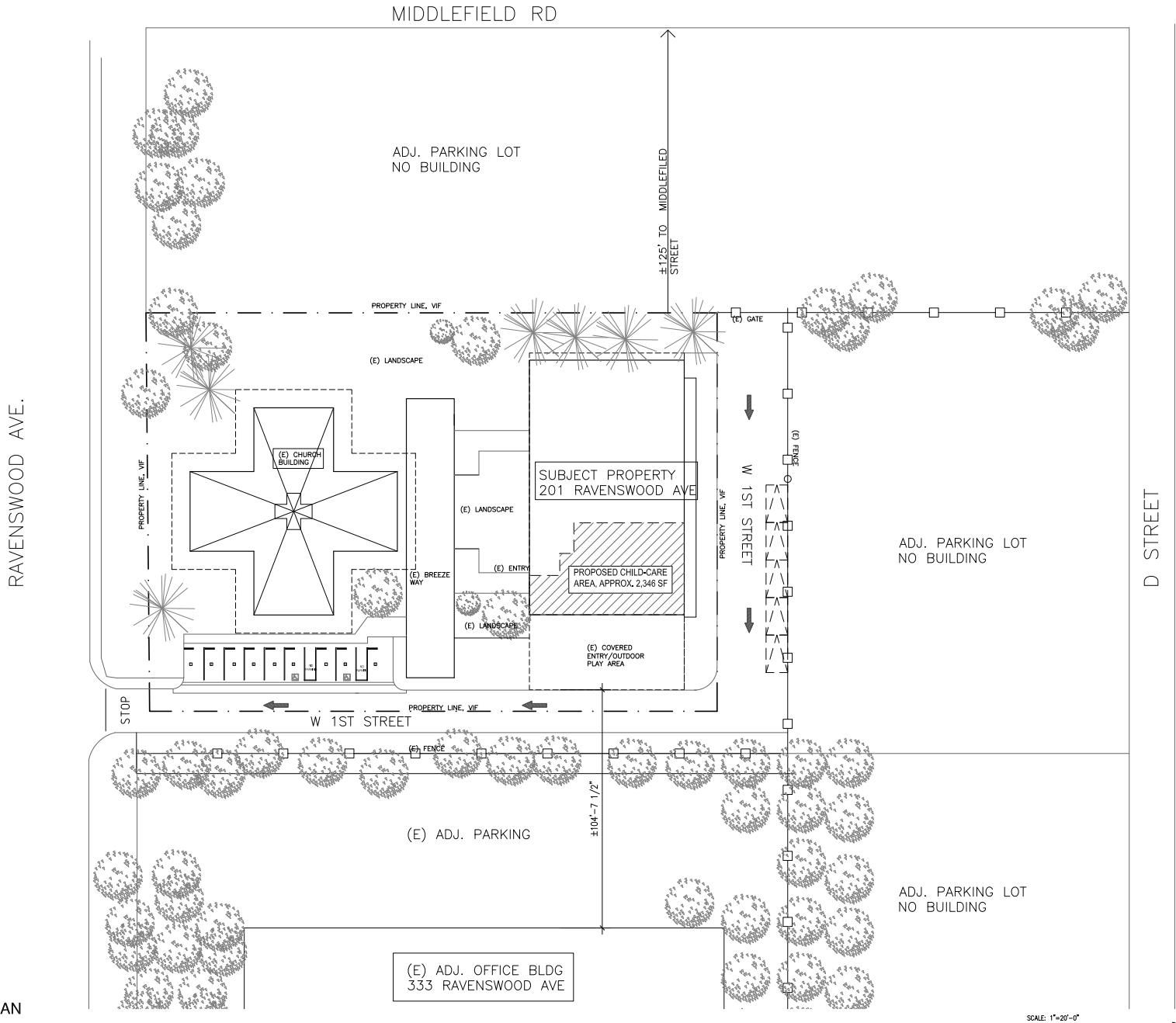
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Date: 11/18/2019

Sheet: 1

1-AREA OF PLAN

C2



SCALE: 1"=20'-0"



PROJECT:

TENANT IMPROVEMENT
FOR
ALPHA KIDS ACADEMY

XIE ASSOCIATES, INC.
Architectural Design & Planning
25 PARKVIEW CT
SUNNYVALE, CA 94031
Tel: (415) 652-0447
Fax: (415) 652-0447
info@xieassociates.com
xieg@xieassociates.com

201 RAVENSWOOD AVE
MENLO PARK CALIFORNIA

PROJECT NO:	
WORK FILE:	
DRAWN BY: LX	
CHECK BY:	
DATE 11/12/19	
REVISION DATE	
07/31/2021	

LICENSED ARCHITECT
XIE SHING GUAN
STATE OF CALIFORNIA

SHEET TITLE

AREA PLAN

A0.1

RAVENWOOD AVE.

(E)SIDE WALK

PROPERTY LINE, VIF

(E) GATE OPEN DURING DROP OFF & PICK-UP
-RIGHT-TURN ENTRY FROM RAVENWOOD AVE THROUGH UNLOCKED GATE

ADJ. PARKING LOT

PROPERTY LINE, VIF

(E) GATE OPEN DURING DROP OFF & PICK-UP
-TEACHER POSITIONED TO GUIDE PARENTS INTO CHURCH PROPERTY THROUGH UNLOCKED GATE

(E) CHURCH BUILDING

(E) LANDSCAPE

(E) CHURCH SUNDAY SCHOOL

(E) LANDSCAPE

(E) LANDSCAPE

DROP OFF & PICK-UP PARKING SPACE TOTAL OF 8

(E)SIDE WALK

STOP

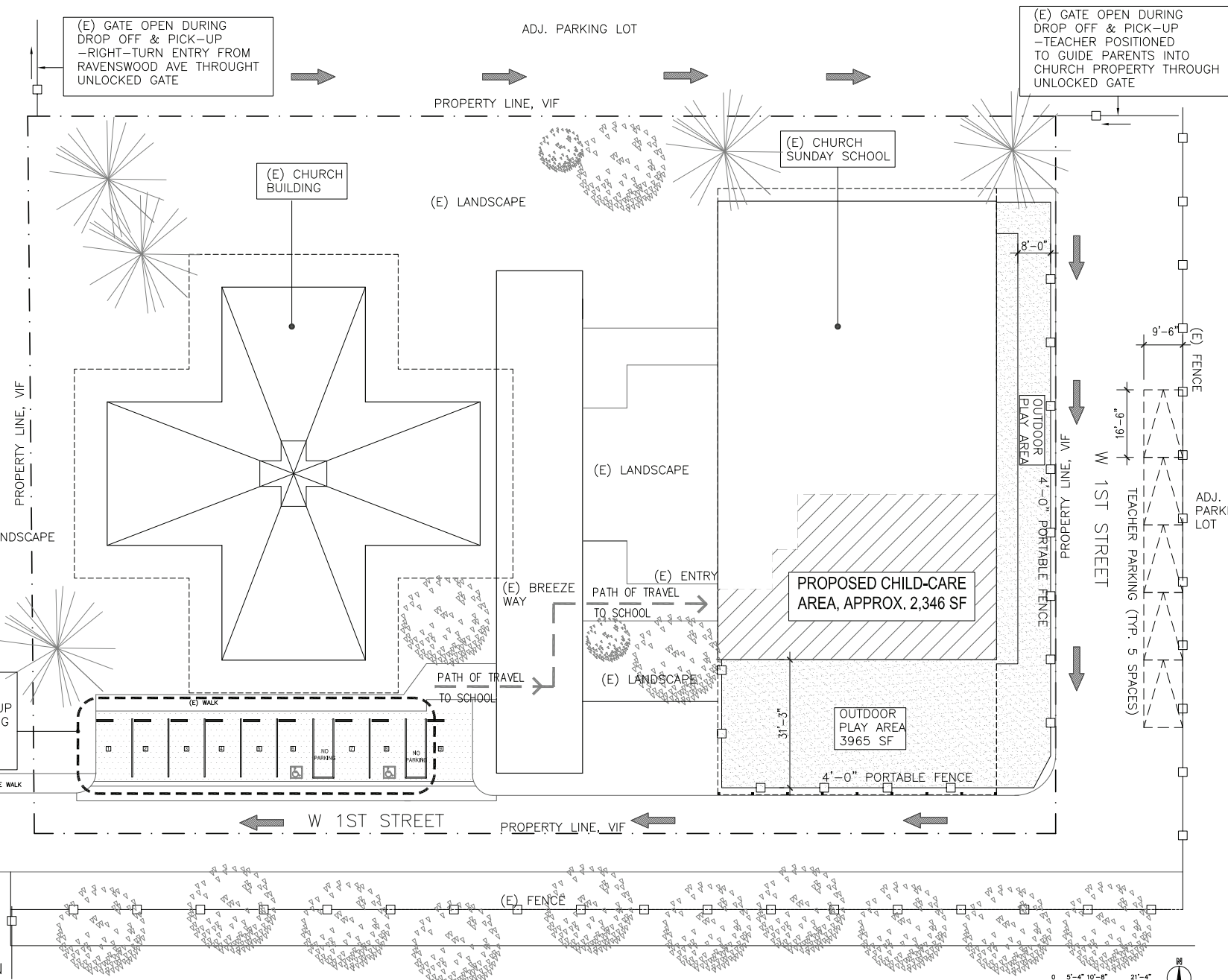
W 1ST STREET

PROPERTY LINE, VIF

(E) FENCE

I- SITE PLAN

C3



PROJECT:

TENANT IMPROVEMENT

FOR

ALPHA KIDS ACADEMY

XIE ASSOCIATES, INC

Architectural Design & Planning

88 FAIRVIEW CT

SAN FRANCISCO, CA 94131

TEL: 415 655-0047

WWW.XIEARCHITECT.COM

EMAIL: XIE@XIEARCHITECT.COM

201 RAVENWOOD AVE
MENLO PARK CALIFORNIA

PROJECT NO:

MODEL FILE:

DRAWN BY: LX

CHECKED BY:

DATE: 11/12/19

PROJECT NO:

DATE:

PROJECT NO:

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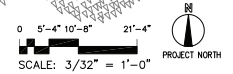
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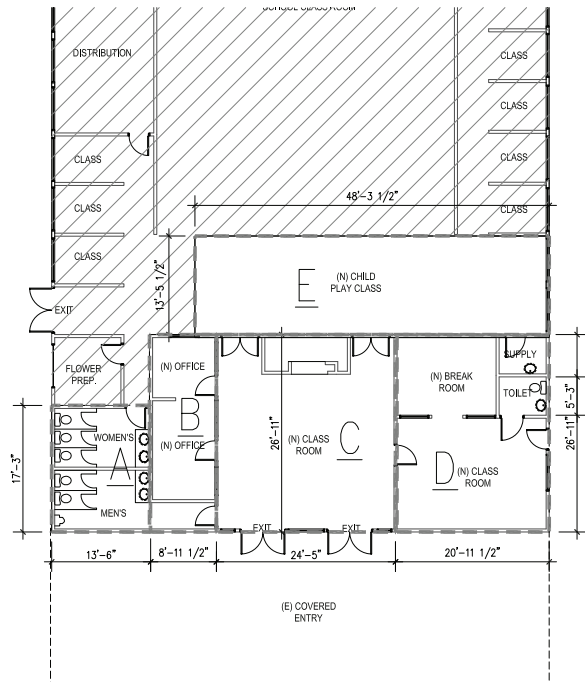


SHEET TITLE

SITE PLAN

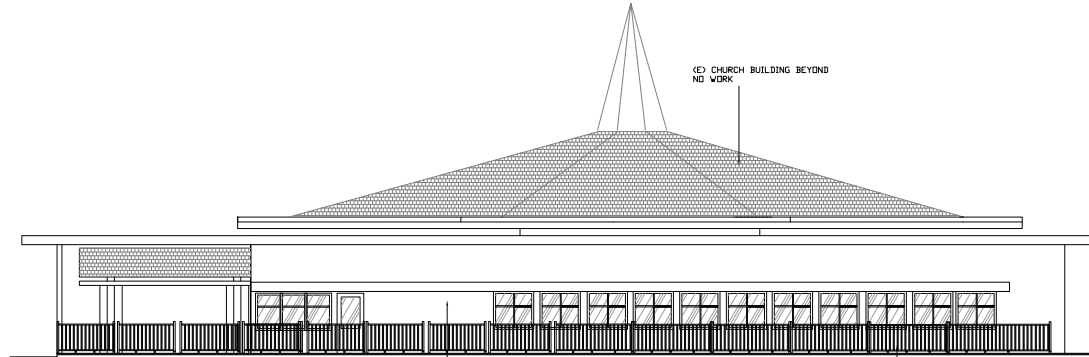
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1-FLOOR AREA
SCALE: 1/8"=1'-0"

FLOOR AREA		
A	RESTROOM	232 SF
B	OFFICE	242 SF
C	CLASS ROOM	660 SF
D	CLASS ROOM/BREAKROOM/RESTROOM	566 SF
E	PLAYROOM	646 SF
TOTAL		2346 SF



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



2-SOUTH ELEVATION
SCALE: 1/8"=1'-0"



1-SAMPLE NEW 4'-HT. PORTABLE WOOD FENCE FOR NEW OUTDOOR PLAY AREA

PROJECT:

TENANT IMPROVEMENT
FOR
ALPHA KIDS ACADEMY

XIE ASSOCIATES, INC.
Architectural Design & Planning
85 PARKVIEW CT
SAN FRANCISCO, CA 94131
TEL: 415 452-0407
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201 RAVENSWOOD AVE
MENLO PARK CALIFORNIA

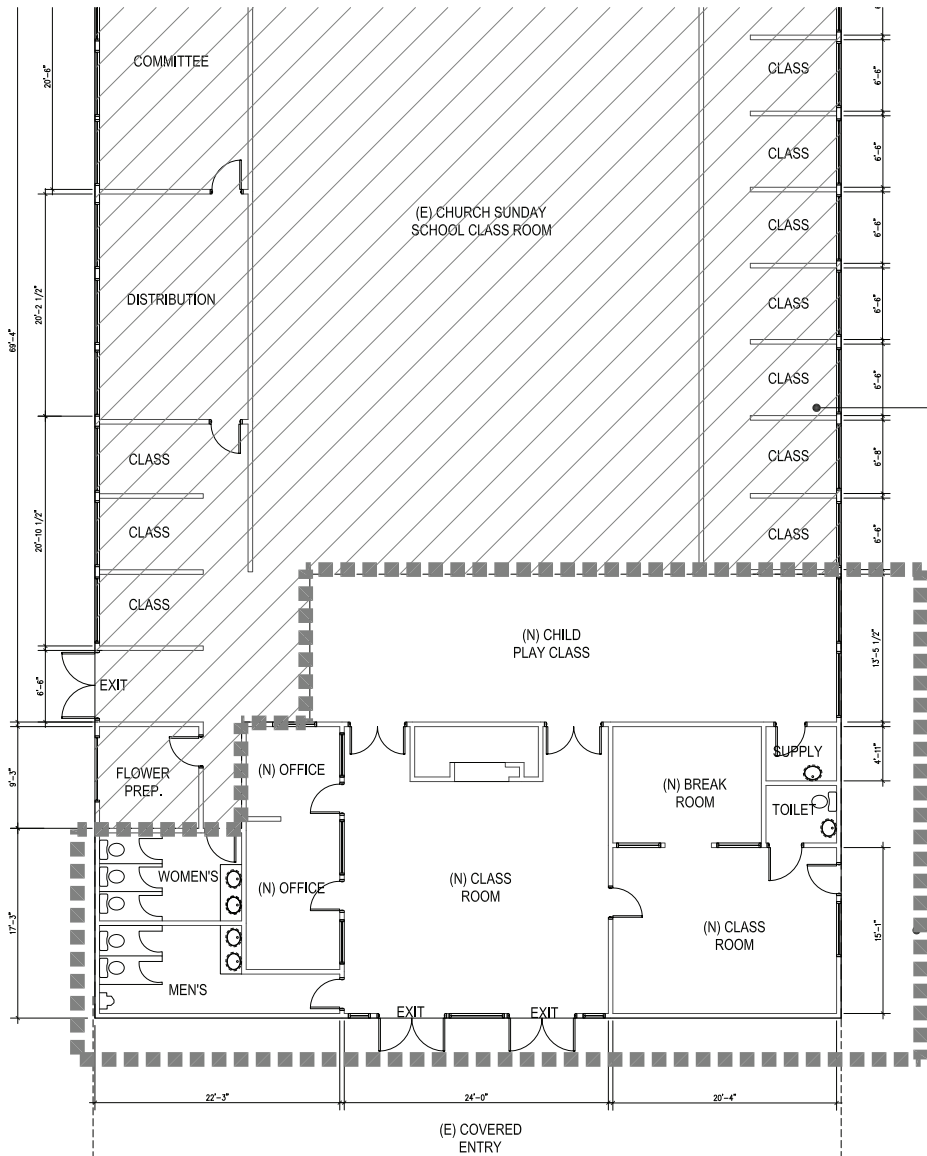
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MODEL FILE:
DRAWN BY: LK
CHECKED BY:
DATE: 11/12/19
XIE ASSOCIATES, INC.
ARCHITECTS
STATE OF CALIFORNIA



SHEET TITLE

FLOOR AREA & ELEVATION

A1.1



(E) CHURCH SUNDAY SCHOOL. NO WORK

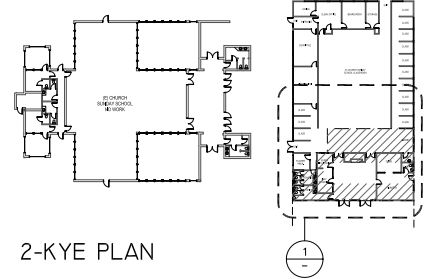
PROPOSED CHILD-CARE AREA, APPROX. 2,346 SF

PARTITION LEGEND		
SYMBOL	DESCRIPTION	DETAIL
[Symbol: Dashed line]	(E) STUD WALL TO REMAIN	
[Symbol: Solid line]	NEW NON-RATED FULL HIGH PARTITION	
[Symbol: Double line]	(E) GLASS PARTITION WALL/WINDOW	

PROJECT:
TENANT IMPROVEMENT
FOR
ALPHA KIDS ACADEMY

XIE ASSOCIATES, INC
Architectural Design & Planning
380 PARKWAY C1
SAN FRANCISCO, CA 94133
TEL: 415 863-8047
WWW: www.xieassociates.com
CONTACT: info@xieassociates.com

201 RAVENSWOOD AVE
MENLO PARK CALIFORNIA



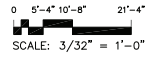
PROJECT NO:
MODEL FILE:
DRAWN BY: LX
CHECKED BY:
DATE: 11/12/19
No. C-32503
07/29/2021
EXPIRES 07/29/2024

LICENSED ARCHITECT
XIE JONG GUAN
STATE OF CALIFORNIA

SHEET TITLE
PROPOSED FLOOR PLAN

A2.1

I-PROPOSED FLOOR PLANS
SCALE: 3/16"=1'-0"



Revised Project Description Letter #6

201 Ravenswood Avenue, Menlo Park, CA 94025 Alpha Kids Academy LLC Use permit
PLN2018-0113

Alpha Kids Academy LLC is a preschool center that will be operating a preschool program at First Church of Christ, Scientists Menlo Park, 201 Ravenswood Avenue, Menlo Park, CA 94025 Sunday School Building.

Operating hours are Monday - Friday from 7:00am to 6:30pm. Number of students will not exceed 60 students ages 2-6 years old with anticipated enrollment of about 45 children daily and six staff members. The Preschool will be operating at the Sunday school building and more space in the Sunday school building is available if the program needs to expand to the 60 kids enrollment and no interior work is needed.

Church and Sunday school operating hours are Sunday morning 10am to 11am and Wednesday evening at 7:30pm-8:30pm. The preschool operation hours are Monday-Friday 7:00am-6:30pm and does not alter any regular church functions and all the church services are held at other times so there is no correlation between preschool and church operating hours and use. The preschool and the Sunday school will be sharing the space but at different times. The preschool has different operating hours, all of the furniture will stay the same and the Sunday school will be using the same space for the young children that attend the Sunday school.

Alpha Kids does not have a license number yet, however will apply for a license from Community Care Licensing once the project is approved. Below is the address for the Community Care Licensing Regional office in San Bruno, California that oversees the application process.

SAN BRUNO REGIONAL OFFICE

851 Traeger Avenue, Suite 360, MS 29-24 San Bruno, CA 94066

We will be using banners of the allowed size following the Menlo Park signage ordinance. If a sign permit is required, we will be obtaining that permit.

Public outreach letter has been mailed and a public meeting was held at the church on January 29th, 2019 at 5:30pm to give an opportunity for the neighbors to address and discuss any concerns. The outcome was positive with no concerns brought up at the meeting. A representative from SRI which is the neighboring property owner had reviewed the approved and proposed TDM plan, which accounts for the potential traffic issues at this location.

We will not be having a commercial grade play structure, we will be using play houses, bikes, gardening and plastic play equipment and slides that do not need any special installations or permits. The designated outside area is shown on the architectural plans. There will be portable fencing around the designated outside area to keep children safe while outside by the patio cover and a permanent metal fence around the back area. The portable fence will be taken out every Monday morning and put away every Friday evening by our staff members, it will be stored in our storage room inside the Sunday school building.

From: [Michael Wright](#)
To: [Paz, Ori](#); [Pete Schwartz](#)
Cc: [magdabach@aol.com](#); [Suzanne Erne](#); [Robin Allen](#); [Josh Pilachowski](#)
Subject: Re: Most Recent TDM proposal
Date: Wednesday, May 8, 2019 11:08:12 AM
Attachments: [201_Ravenswood TDM Memo - V3\[2\].docx](#)

Ori,

With the changes that Pete mentioned below SRI finds the TDM acceptable.

Michael L. Wright
 Sr. Director Real Estate and Development
 SRI International
 333 Ravenswood
 Menlo Park Ca, 94025
 650-859-4727
 650-859-2222 (Main)
www.sri.com

From: Pete Schwartz <peter.s16@icloud.com>
Date: Tuesday, May 7, 2019 at 1:12 AM
To: Michael Wright <michael.wright@sri.com>
Cc: "OriPaz@menlopark.org" <OriPaz@menlopark.org>, "magdabach@aol.com" <magdabach@aol.com>, Suzanne Erne <suzanne.erne@sri.com>, Robin Allen <nanierobin@yahoo.com>, Josh Pilachowski <Josh@dksassociates.com>
Subject: Most Recent TDM proposal

Michael,

We are in complete agreement with you that the TDM should list Alpha Kids Academy as responsible for unlocking and locking the gates at specified times. I couldn't understand why Magda, Ori, and Josh felt that the TDM covered this information and no additional updates were necessary. Earlier this evening, Robin contacted Magda and asked that the locking and unlocking of the parking lot gates be addressed, as to when and by whom, in the TDM. Magda returned the copy of the TDM below stating that it has already been done. I reviewed the TDM, and found two sentences inserted under the "Parking and Circulation Plan" section, which were not in the TDM copy which I had

received on April 17 and had forwarded to you for review and approval. The two sentences state as follows: "For the drop-off period, Alpha Kids Academy Staff will unlock the two gates at the beginning of the first drop-off period at 7:00 AM and relock them after the third drop-off period at 9:30 AM. For the pick-up period, Alpha Kids Academy Staff will unlock the two gates at the beginning of the first pick-up period at 3:30 PM and relock it after the third pick-up period at 6:30 PM. "

I am so sorry that we all have not been communicating about the same TDM! Please review the attached TDM below which hopefully includes the additional information that you requested. The only difference between the TDM sent on April 17 and the one below appears to be just the inclusion of the two additional sentences. If the TDM is acceptable, please email Ori SRI's approval.

Thanks so much for your patience and insistence that we all get this right,

Pete

Paz, Ori

From: Steve Sund <ssund@mccandlessco.com>
Sent: Friday, November 16, 2018 10:57 AM
To: Paz, Ori
Cc: Becky whiteside
Subject: RE: 201 Ravenswood Ave
Attachments: McCandless land and driveway easemnt north end.pdf

Thank you for the quick response Ori. Our land actually extends north of where you indicated and includes the access easement to the Ringwood stoplight for SRI (see attached). The detailed map (second page) was prepared by SRI due to a paving project last year on the access easement. It is indicated in red which is our property, and you can see the Church parcel too.

When we designed and the City approved our Project in 1978, a 45,000 sf 4th building was proposed on the corner parcel as part of the EIR. However that corner remained SRI land. We had a right of refusal for a few years that expired. Over the years however I proposed to SRI several times to sell us that corner parcel so we could build that building, but they were never interested. When I was studying the corner property, it was encumbered by a Ground Lease for the church to use that parcel for parking during non-business hours for Church parking. That was in addition to the Church owned parcel as I don't think they had any parking. That was what I was referring about a Ground Lease, which could have given them access through the easement to the Ringwood stoplight.

However, that was 30 years ago when I read it and that Lease may have expired (I think it was a 51 year lease) so that may not be an issue any longer. As long as the Daycare center/church cannot gain access in and out of the Ringwood stoplight and their only ingress and egress is on Ravenswood, then my initial concerns are much less. Then it just comes down to general traffic issue like anyone else in the neighborhood.

Call me to discuss if you like or send me a parcel map and reassurance that all access will be from Ravenswood. I will call SRI as well to see how they view this proposal and if they intend to provide any parking and or access to the Church.

Sincerely, Steve

Steven E. Sund
President
McCandless Management Corporation
750 University Ave #270
Los Gatos, CA 95030
408-354-2960 (office)
408-806-6802 (cell)

From: Paz, Ori [mailto:OriPaz@menlopark.org]
Sent: Thursday, November 15, 2018 1:10 PM
To: Steve Sund
Cc: Becky whiteside
Subject: RE: 201 Ravenswood Ave

Dear Mr. Sund,

Thank you for the voicemail and email. I have responded to some of your questions, in-line below. I have also requested clarification on some of the concerns that you have raised. I intend to forward your email to the applicant for their review, please let me know if there is anything else that you would like me to include. The

email will also be discussed in the staff report and included in the public record if the concerns are not addressed to your satisfaction in advance of the meeting.

Please let me know if you have any additional questions.

Sincerely,
Ori



Ori Paz
Assistant Planner
City Hall - 1st Floor
701 Laurel St.
tel 650-330-6711
menlopark.org

From: Steve Sund [mailto:ssund@mccandlessco.com]
Sent: Wednesday, November 14, 2018 4:30 PM
To: Paz, Ori <OriPaz@menlopark.org>
Cc: Becky whiteside <bwhiteside@mccandlessco.com>
Subject: 201 Ravenswood Ave

Mr. Paz: I left you a voice message yesterday afternoon. We are concerned about the proposed Day Care project at the church. We built and own the 6.5 acres adjoining the property to the south with the three office buildings—525, 535 and 545 Middlefield Road. Further, we own the road/driveway off the Ringwood stop light and provided an ingress and egress easement only for the benefit of SRI to access their land behind us.

Is SRI involved in this application and have they approved it as far as the church ground lease is concerned? To my knowledge, there is not a representative from SRI associated with this project. I have not received any correspondence from them at this time. They should have received the notice of the application, given their proximity to the project site. Our parcel information indicates that the Church is the owner of the property at 201 Ravenswood Ave. Please clarify the ground lease that you are referring to. If so, who is the person in charge at SRI working on this so perhaps I could meet with them to discuss their view? Further, we own the road/driveway off the Ringwood stop light and provided an ingress and egress easement only for the benefit of SRI to access their land behind us that did not contemplate the proposed type of use and resulting traffic.

It appears the Church has historically used W. 1st st. to access their existing parking spaces. Please see the screenshot, below. Please confirm whether the concern is over the use of D st. for access to the church for the day care use.



201 Ravenswood Ave. access on W. 1st st.

Roadway for SRI?

We have had an ongoing issue with the High School and constant battle to keep the students parking and parents picking up their children on our property. SRI installed the gates a number of years ago to avoid use of their land at the church by the High School. Further, there events at school regularly that cause a lot of traffic and parking issues. We have allowed the High School to use our lot during graduation to be accommodating. This proposed use will exacerbate that problems and overall traffic at the Middlefield/Ravenswood intersection, which is already severely impacted at the proposed drop off and pick up times and afternoon commute times.

I trust you will address our concerns in your staff analysis and report of this project. I would like to see a traffic study when it is commissioned. The applicant will be required to demonstrate that the proposed project will not exceed the Transportation Division's threshold for a Traffic Impact Analysis (TIA). At this point Transportation Division staff have flagged a number of Transportation related issues to be relayed as part of the review of this proposal. The Transportation Demand Management plan is an outstanding required item. If a traffic study is commissioned it will be available for review at City Hall.

Sincerely,

TRANSPORTATION DEMAND MANAGEMENT PLAN

DATE: May 30, 2019

TO: Magda Bach | Alpha Kids Academy

FROM: Josh Pilachowski | DKS Associates

Erin Vaca | DKS Associates

Mahdi Rouholamin | DKS Associates

SUBJECT: 201 Ravenswood Avenue – Transportation Demand Management
Plan

Project #18049-001

INTRODUCTION

This memorandum presents the Transportation Demand Management (TDM) plan for the proposed pre-school located at 201 Ravenswood Avenue in Menlo Park, CA. The goal of this TDM is to outline measures employed by the Alpha Kids Academy in order to comply with the City of Menlo Park's Conditions of Approval and other applicable design guidelines. The TDM plan includes options to reduce the number of trips, provides a site parking and circulation plan for drop-off and pick-up, and a plan for monitoring the vehicle trips over the next five years to ensure compliance.

TDM MEASURES

The following measures have been identified to reduce the overall number of vehicle trips, limit the number of peak hour vehicle trips, and ensure safe and efficient pick-up and drop-off operations.

OVERALL TRIP REDUCTION

Alpha Kids Academy makes arrangements to facilitate carpooling among families upon enrollment based on the families' residency location, employment status, availability, and the route to the pre-school in order to reduce the total number of vehicle trips. Furthermore, depending on the proximity of the residency location to the pre-school, walking and biking for drop-off/pick-up will also be strongly encouraged. As presented below, the goal is to have at least 15 percent of families use these measures to reduce the overall number of vehicle trips.

PEAK HOUR TRIP REDUCTION

Alpha Kids Academy has devised a transportation plan to limit the impact of generated peak hour trips on the morning/afternoon commute congestion around this area, which usually lasts longer than the traditional one morning/afternoon peak hours. Alpha Kids Academy will be offering two morning drop-off and two afternoon pick-up time options. Upon enrollment, parents will be selecting the time that works best for them.

Morning drop-off periods include:

- Option 1: Morning drop-off window from 7:00 AM to 8:00 AM
- Option 2: Morning drop-off window from 9:00 AM to 9:30 AM

Afternoon pick-up periods include:

- Option 1: Afternoon pick-up window from 3:30 PM to 4:45 PM
- Option 2: Afternoon pick-up window from 5:45 PM to 6:30 PM

Drop-off between the hours of 8:00 AM to 9:00 AM and pick-up between the hours of 4:45 PM to 5:45 PM will be limited to 8 families to accommodate special and/or medical needs. These families will be identified based on any special needs and accommodation upon enrollment. Staff members will arrive prior to 8:00 AM or after 9:00 AM and will be dismissed before 4:45 PM or after 5:45 PM. These procedures will ensure that no more than 16 peak hour trips (arrival and departure) will occur during the peak hours of 8:00 – 9:00 AM and 4:45 – 5:45 PM, as specified in the Conditions of Approval.

The number of vehicle trips expected to occur outside of peak hours (one hour before and after) is approximately 20, based on a target of 15 percent trip reduction as described below:

- The number of vehicle trips allowed during both morning and afternoon peak hours is limited to 16.
- A maximum of 60 children will be enrolled; these are conservatively assumed to come from different households (i.e. assume no siblings).
- Daycare center staff would generate twelve additional vehicle trips, six before or after the AM peak hour and six before or after the PM peak hour.
- The peak shoulder trips would be evenly distributed between the hours preceding and following the peak hours.
- A 15 percent reduction in trips by families would result in a total of 102 vehicle trips (arrival and departure) each for pick-up and drop-off operations.
- Assuming a maximum of 16 trips would happen during the peak hours, a total of 92 (102-16+6 staff) trips are expected immediately before and after the peak hours. This would mean approximately 46 trips an hour distributed before and after each peak hour.

Alpha Kids Academy will make every effort to balance out the number of drop-off/pick-up during peak and off-peak hour periods so that the effect on the traffic congestion in the area will be minimal.

PARKING AND CIRCULATION PLAN

Figure 1 and FIGURE 2 show the site parking layout and planned circulation plan (for drop-off and pick-up), respectively. As can be seen in Figure 1, five parallel parking spots, with the dimensions specified per the City of Menlo Park Parking Area Design Guidelines, are dedicated to the staff and an additional eight student pick-up and drop-off spots are designated closer to the southern boundary of the site. As shown in FIGURE 2, entry to the property for drop-off and pick-up will happen from Ravenswood Avenue through a right-in only, unlocked gate. For the drop-off period, Alpha Kids Academy Staff will unlock the two gates at the beginning of the first drop-off period at 7:00 AM and relock them after the third drop-off period at 9:30 AM. For the pick-up period, Alpha Kids Academy Staff will unlock the two gates at the beginning of the first pick-up period at 3:30 PM and relock it after the third pick-up period at 6:30 PM. Traffic circulates clockwise around the church for drop-off and pick-up and then exits from W 1st Street

onto Ravenswood Avenue. The owner of the adjacent lot, SRI, has reviewed and approved the use of the gate during drop-off and pick up times.

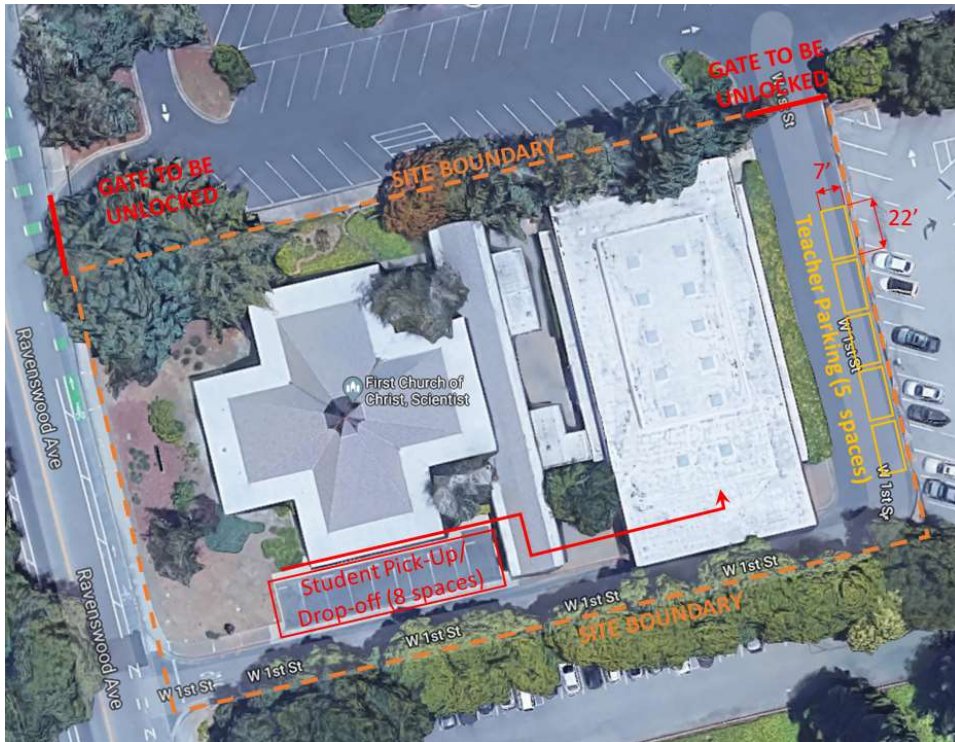


FIGURE 1. SITE PARKING LAYOUT

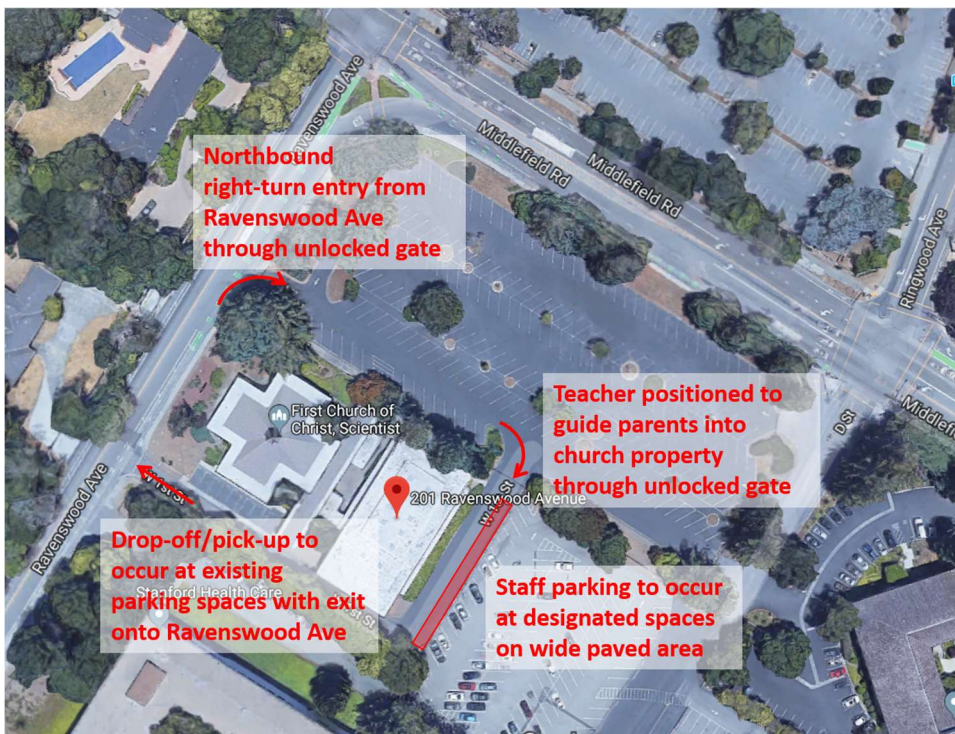


FIGURE 2. PLANNED CIRCULATION FOR DROP-OFF AND PICK-UP

BUS/SHUTTLE PROGRAM (OPTIONAL)

Peak hour vehicle trips will be monitored (as outlined below) per the Conditions of Approval. Should monitoring show that additional TDM measures are required, a bus/shuttle program may be considered to allow for remote pick-up and drop-off. The remote bus/shuttle stop location will be selected to minimize the effect on existing traffic, subject to City approval.

MONITORING

Alpha Kids Academy will retain a transportation/traffic consultant, approved by the City, to provide for five years of monitoring. Annual monitoring is to take place over three typical weekdays (Tuesday through Thursday) in October and November of each school year. "Typical" weekdays shall exclude days immediately before or after holidays or long weekends, days of holiday periods, and days of inclement weather conditions. The survey results shall be submitted to the City of Menlo Park Transportation Division in a report for review. The City will work with the consultant to finalize the scope and reserves the right to modify it yearly, if necessary. As specified in the Conditions of Approval, should one of the three-day average peak hour (8:00 – 9:00 AM and 4:45 – 5:45 PM) counts exceed the threshold of 16, the school will have 60 days to prepare an enhanced TDM plan and an additional 60 days to implement the enhanced plan. A follow up three-day monitoring would take place 60 days after implementation of the additional TDM measures.



STAFF REPORT

Planning Commission

Meeting Date: 11/18/2019

Staff Report Number: 19-084-PC

Public Hearing: Use Permit/John Conway/1200 El Camino Real

Recommendation

Staff recommends that the Planning Commission approve a use permit to allow the sale of beer and wine for off-premises consumption at an existing convenience store, which is associated with an existing service station in the SP-ECR/D (El Camino Real/Downtown Specific Plan) zoning district. In accordance with the requirements of the California State Department of Alcoholic Beverage Control (ABC), staff recommends that the Planning Commission finds that the off-sale (ABC Type 20 License) of alcohol at this location serves a public convenience or necessity. The recommended actions are included as Attachment A.

Policy Issues

Each use permit request is considered individually. The Planning Commission should consider whether the required use permit findings can be made for the proposal and whether the sale of beer and wine at this location serves a public convenience or necessity.

Background

Site location

The subject site is located at 1200 El Camino Real, at the northeast corner of El Camino Real and Oak Grove Avenue near downtown Menlo Park and the Caltrain station. The parcel is located within the El Camino Real/Downtown Specific Plan's El Camino Real North-West (ECR NW) sub-district. The property is located in a predominantly commercial area, with a currently vacant eating establishment located directly north of the site and a variety of retail and office uses located across Oak Grove Avenue and El Camino Real, all of which are also located in the SP-ECR/D (El Camino Real/Downtown Specific Plan) zoning district. Multi-family residential units, part of the Menlo Square mixed-use project, are located diagonally across Oak Grove Avenue. The Station 1300 project, consisting of non-medical office, multi-family residential units, and community-serving uses (including restaurants with outdoor seating), with a total of approximately 220,000 square feet of non-residential uses and 183 dwelling units, is currently under construction and abuts the eastern property line of the subject property. A location map is included as Attachment B.

Previous Planning Commission review

The site was built as a service station in 1948 and has been through several modifications over the years to accommodate different operators. In early 2003, the property owner of 1200 El Camino Real was interested in redeveloping the gas station at the site, but was limited by the Zoning Ordinance to only

alterations and repairs to the building since service stations were not listed as either a permitted or conditional use in the C-4 (ECR) zoning district. Subsequently, the owner filed for a Zoning Ordinance amendment to allow demolition and reconstruction of service stations and their related incidental facilities, such as snack shops, service bays and car wash facilities, in the C-4 (ECR) zoning district. In May 2003, the City Council approved the Zoning Ordinance amendment (Section 16.80.035), and also a use permit, architectural control and sign review for reconstruction and expansion of the existing fueling station, snack shop and service bays at 1200 El Camino Real.

On August 11, 2008, the Planning Commission held a study session for a proposal to convert either a portion or all of the existing automotive service bays into additional snack shop area, including a request for the sale of beer and wine along with other goods. At the meeting, the Planning Commission was generally not supportive of beer and wine sales nor the complete removal of the service bays. An excerpt of the Planning Commission meeting minutes is included as Attachment E. A full application was never submitted for this proposal.

Analysis

Project description

The applicant is requesting a use permit to allow the sale of beer and wine for off-premises consumption (ABC Type 20 license) as part of the Chevron station's existing convenience store, located at 1200 El Camino Real in the SP-ECR/D (El Camino Real/Downtown Specific Plan) zoning district. The site is currently developed with eight fueling stations, a 742-square foot snack shop and a 1,452-square foot vehicle service bay, totaling approximately 2,194 square feet, and is accessible from both El Camino Real and Oak Grove Avenue. While fueling is available 24-hours a day through the use of an automatic payment system, the convenience shop and the vehicle service bay are open daily from 6:00 a.m. to 10:00 p.m., and the applicant is proposing to sell beer and wine during the existing convenience store hours. No changes are proposed to the existing site improvements. The project plans and the applicant's project description letter are included as attachments C and D, respectively.

The applicant states the existing convenience store sells a number of products including a variety of snacks, coffee drinks, soft drinks, health and beauty products, tobacco products, and products related to vehicle maintenance such as automotive oil and gas additives. The proposed alcohol sales would be limited in size relative to the overall business, occupying approximately 30 to 40 percent of the existing wall cooler area.

The applicant indicates that they have access to Chevron University, which provides convenience store tutorial videos on many customer service subjects, including age restricted sales and the sale of alcohol. Additionally, the applicant states that Menlo Chevron has successfully utilized similar employee training for their existing tobacco sales. Although the Type 20 license can permit single servings of beer or wine (including 40-ounce bottles), a recommended condition of approval (condition 5a) has been added to prohibit single servings of beer and wine from being sold.

Determination of Public Convenience or Necessity

One of the components of the proposed application is the determination of public convenience or necessity, as required by ABC. Prior to the licensing of a new “off-sale alcohol” establishment, ABC requires the local jurisdiction to make a determination of public convenience or necessity. In Menlo Park, such a determination is made by the Planning Commission (unless appealed to the City Council), in conjunction with any associated application such as a use permit for the off-site retail sale of alcohol. The criteria for this determination are not explicitly defined by State or City code, and each determination is reviewed on a case-by-case basis to consider the specific factors involved.

As a central commercial district, downtown currently contains a variety of uses, including alcohol sales. Many restaurants in and around downtown also have on-sale ABC licenses. Excluding businesses that are limited to internet sales, three businesses in the downtown area currently have off-sale ABC licenses:

- Draeger’s Market – 1010 University Drive (Type 21 – beer, wine, and distilled spirits)
- Trader Joe’s – 720 Menlo Avenue (Type 21 – beer, wine, and distilled spirits)
- 7 Eleven – 525 Oak Grove Avenue (Type 20 – beer and wine)

Further north and south along El Camino Real, three additional businesses within City limits have off-sale ABC licenses:

- Menlo Park Fine Wine and Spirits (formerly Tri E-Z Food & Liquors) – 1820 El Camino Real (Type 21 – beer, wine, and distilled spirits)
- BevMo – 700 El Camino Real (Type 21 – beer, wine, and distilled spirits)
- Safeway – 525 El Camino Real (Type 21 – beer, wine, and distilled spirits)

Of the businesses described above, Draeger’s Market and Trader Joe’s are in the same census track as the subject parcel. ABC has indicated that the addition of a third off-sale alcohol license would mean the census track is considered over concentrated. However, if the Planning Commission finds that the proposal serves a public necessity or convenience, ABC may issue a Type 20 license for this location.

Although the area surrounding the subject site contains multiple retail establishments for the off-site sale of alcohol, the size and focus of these businesses varies. In staff’s view, convenience encompasses a broader set of factors beyond an absolute number of stores, including considerations of location, an availability of product types, pricing, and a store’s overall product mix (including non-alcoholic products). Staff believes the addition of a relatively limited set of beer and wine offerings would complement the other products for sale. In addition, the proposed operations would provide a convenience for customers, by allowing them to make such purchases without visiting other locations. Staff believes the proposed off-sale of beer and wine in conjunction with the existing convenience store operations would provide a convenience and service to patrons, including the new residents, visitors and employees generated by the following recently approved projects in the vicinity of the subject site:

- Station 1300 (183 residential units and 220,000 square feet of commercial space)
- 1275 El Camino Real (three residential units and 9,334 square feet of commercial space)
- 1285 El Camino Real (15 residential units and 1,997 square feet of commercial space)

- 506-556 Santa Cruz Avenue (seven residential units and 22,477 square feet of commercial space)
- 1125 Merrill Street (two residential units and 4,366 square feet of commercial space)
- Park James hotel (61 hotel rooms)

Correspondence

Staff has not received any correspondence as of the writing of this report.

Conclusion

The proposed alcohol sales would be limited in size relative to the overall business operations, and sales of single-serving containers would be prohibited. The operations would include employee training. The proposed off-sale of beer and wine in conjunction with the existing convenience store operations would provide a public convenience and service to patrons, including the new residents, visitors and employees generated by recently approved projects in the vicinity of the subject site, by allowing customers of the gas station and/or convenience store to purchase beer and wine along with other products, in one visit. Staff recommends that the Planning Commission approve the proposed project.

Impact on City Resources

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

Environmental Review

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

Public Notice

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

Appeal Period

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

Attachments

- A. Recommended Actions
- B. Location Map
- C. Project Plans
- D. Project Description Letter
- E. Excerpt of August 11, 2008 Planning Commission Meeting Minutes

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:

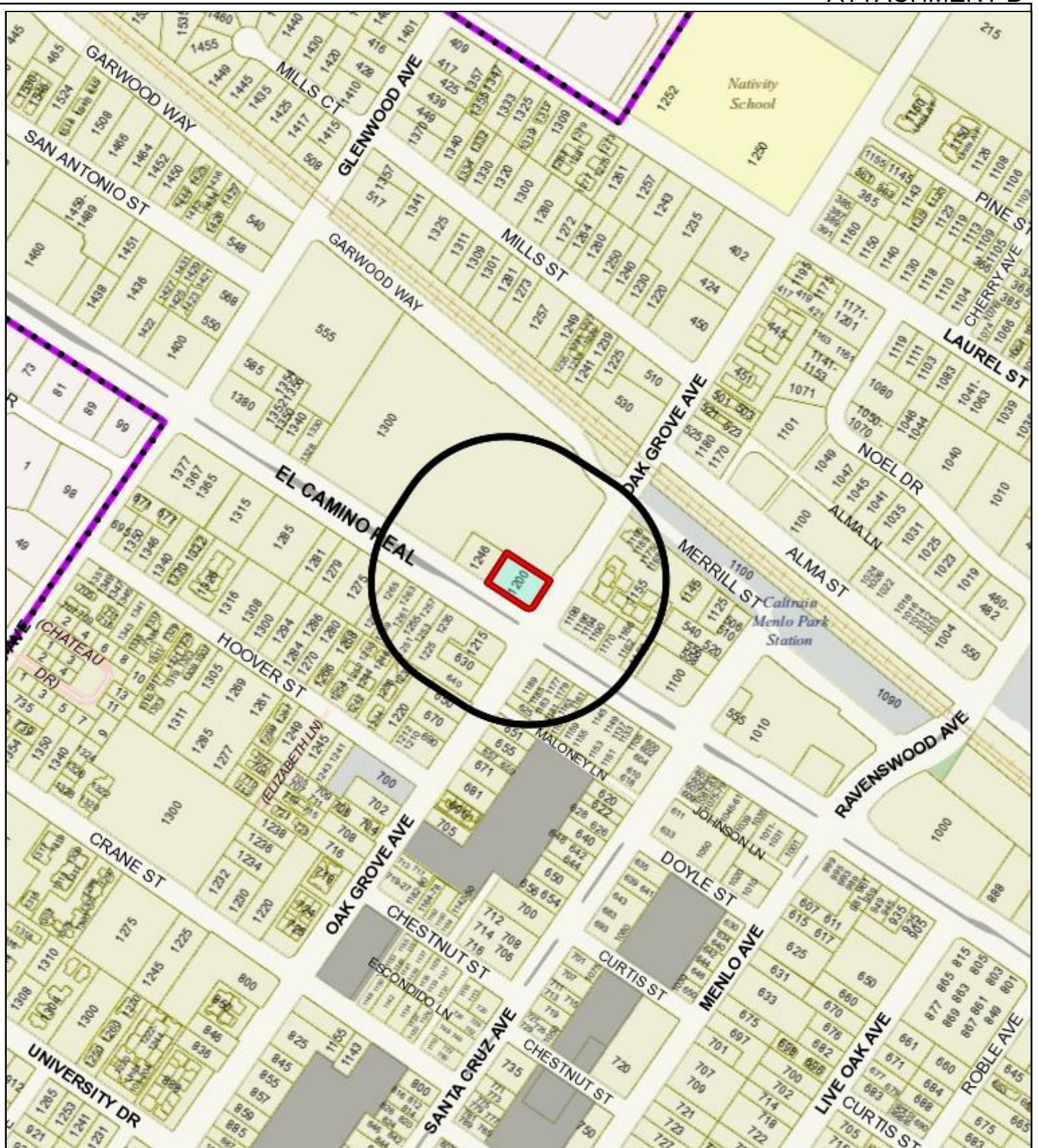
Corinna Sandmeier, Senior Planner

Report reviewed by:

Kyle Perata, Principal Planner

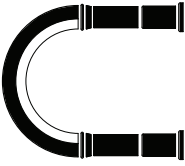
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LOCATION: 1200 El Camino Real	PROJECT NUMBER: PLN2019-00068	APPLICANT: John Conway	OWNER: John Conway Trust
PROPOSAL: Request for a use permit to allow the sale of beer and wine for off-premises consumption at an existing convenience store, which is associated with an existing service station in the SP-ECR/D (El Camino Real/Downtown Specific Plan) zoning district. As part of the review, the Planning Commission will need to determine whether the sale of alcohol at this location serves a public convenience or necessity, in accordance with the requirements of the State Department of Alcoholic Beverage Control (ABC).			
DECISION ENTITY: Planning Commission	DATE: November 18, 2019	ACTION: TBD	
VOTE: TBD (Barnes, DeCardy, Doran, Kennedy, Kahle, Riggs, Tate)			
<p>ACTION:</p> <ol style="list-style-type: none"> 1. Make a finding that the project is categorically exempt under Class 1 (Section 15301, “Existing Facilities”) of the current California Environmental Quality Act (CEQA) Guidelines. 2. Make findings, as per Section 16.82.030 of the Zoning Ordinance pertaining to the granting of use permits, that the proposed use will not be detrimental to the health, safety, morals, comfort and general welfare of the persons residing or working in the neighborhood of such proposed use, and will not be detrimental to property and improvements in the neighborhood or the general welfare of the City. 3. Make a finding that the proposed use would serve a public convenience because the proposed use would allow new and existing, residents, visitors and employees of the immediate vicinity a convenient location to purchase beer and wine. 4. 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 CJ W Architecture consisting of 4 plan sheets, dated received November 12, 2019, and the project description letter dated September 10, 2019, approved by the Planning Commission on November 18, 2019, except as modified by the conditions contained herein, subject to review and approval of the Planning Division. b. The applicant shall comply with all Sanitary District, Menlo Park Fire Protection District, and utility companies’ regulations that are directly applicable to the project. c. The applicant shall comply with all requirements of the Building Division, Engineering Division, and Transportation Division that are directly applicable to the project. 5. Approve the use permit subject to the following project-specific condition: <ol style="list-style-type: none"> a. Sales of single servings of beer and wine (including 40-ounce bottles) are prohibited. 			



City of Menlo Park
 Location Map
 1200 El Camino Real





CJW ARCHITECTURE
 130 Portola Road, Suite A
 Portola Valley, CA 94028
 (650) 851-9335 / (Fax) 851-9337

This drawing is the property of the architect. It is to be used only for the project and site specified. It is not to be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, or by any information storage and retrieval system, without the prior written consent of the architect. The architect assumes no responsibility for the accuracy of the information provided in this drawing, and the user of this drawing is advised to verify the accuracy of the information provided in this drawing with the appropriate authorities.

PROJECT

Menlo Park Chevron
 1200 El Camino Real
 Menlo Park CA 94025

SHEET TITLE

AREA MAP

REVISIONS

No.	Date	Notes
1	6/18/19	Owner City Permit Review
2	7/2/19	Public Area Map, Submit for Review
3	9/10/19	80% Area Map for Planning Comments

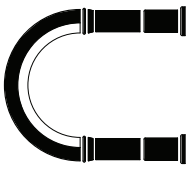
JOB: 2019-1100

DATE: 6/18/19

SHEET: A-1.0



1 AREA MAP 1" = 50'



CJW ARCHITECTURE
 130 Portola Road, Suite A
 Portola Valley, CA 94028
 (650) 851-9335 / (Fax) 851-9337

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PROJECT

Menlo Park Chevron
 1200 El Camino Real
 Menlo Park CA 94025

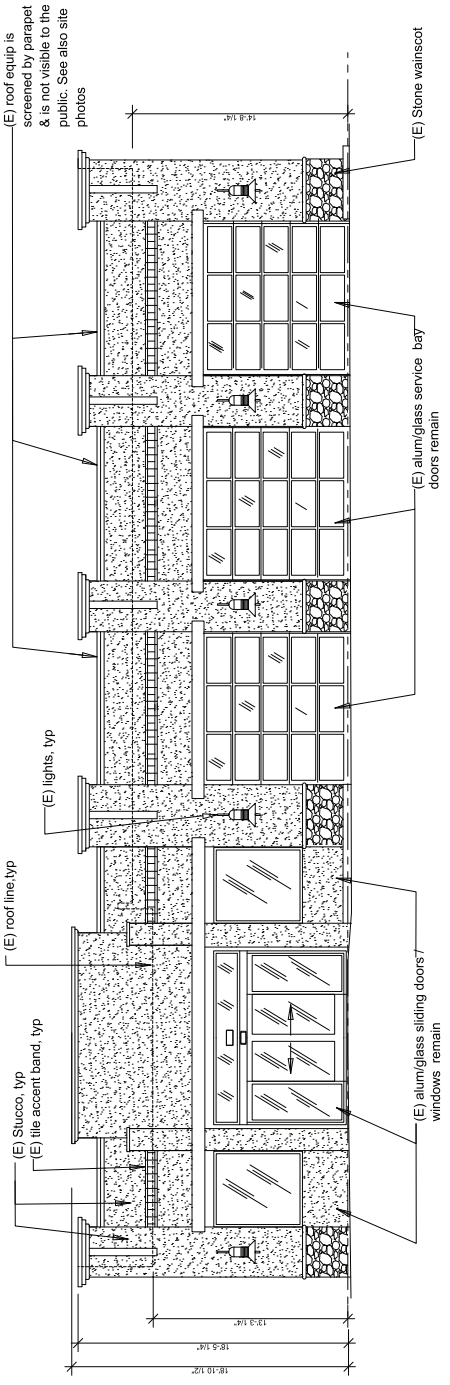
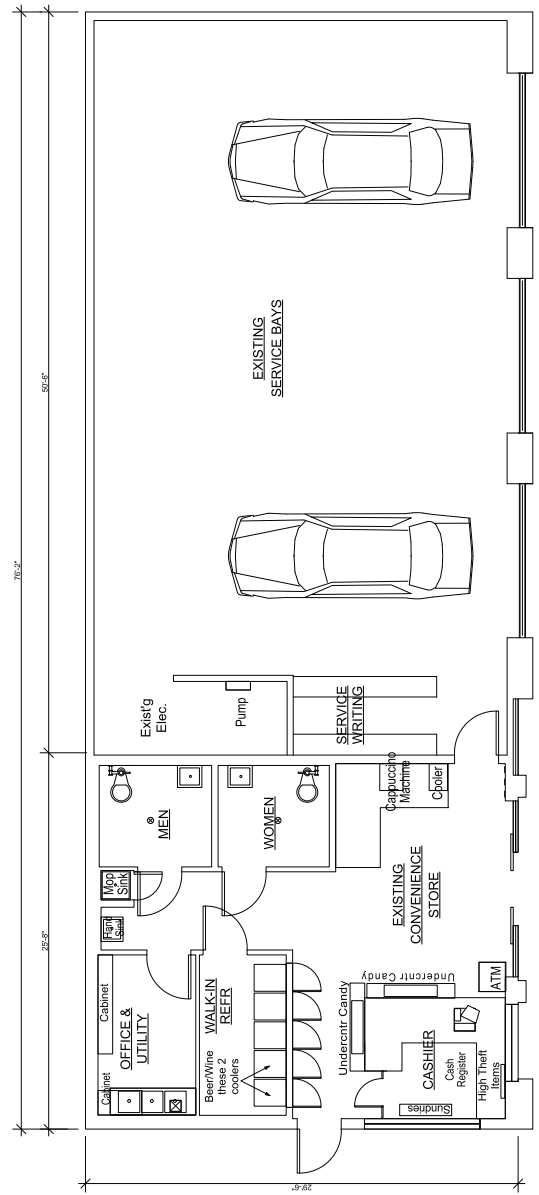
SHEET TITLE

FLOOR PLAN

REVISIONS

No.	Date	Notes
01/07/14		Owner City Project Review
7/2/14		Regional Area Map, Submit for Address Change Comments, Resubmit to Planning
9/10/18		

JOB: 2019-1100
DATE: 6/18/19
SHEET: A-2.1



1 Floor Plan and South Elevation

1/4" = 1'-0"



July 2, 2019

Supplemental revision 9/10/19

Ms. Corinna Sandmeier
Development Services
City of Menlo Park
701 Laurel Street
Menlo Park, CA 94025

RE: Menlo Chevron – Beer-Wine Off Sale License

Dear Ms. Sandmeier:

As requested, the following offers supplemental project description information noted below for the referenced project as requested in your Incomplete Letter, dated August 21, 2019:

In 2003-2004 a demolition/construction project replaced the 1950's vintage service station with an updated facility resulting in the current Menlo Chevron.

Currently, Menlo Chevron is a 2,194 s.f. gas/service/convenience facility consisting of a 742 s.f. snack shop and 1,452 s.f. of automobile service bays. A 1,595 s.f. fueling canopy brings the existing site development to approximately 3,789 s.f.

Menlo Chevron Snack Shop Off- Sale Beer-Wine License Project Description:

Menlo Chevron provides exemplary community service to the residents of Menlo Park with its vehicle fueling, vehicle repair services and snack shop merchandising. A newly constructed hotel, a renovated motel and residential development adding approximately 185 units will all add foot traffic and considerable numbers of potential customers that Menlo Chevron wishes to serve. Menlo Chevron seeks to supplement its merchandise offerings and to continue its long standing reputation of faithfully serving visiting hotel/motel guests, the nearby residential condominium units, and new residents of Menlo Park's current development project, Station 1300.

To do so, Menlo Chevron respectfully requests Planning Commission Use Permit modification and approval with a positive recommendation to the California Department of Alcohol Beverage Control for a Type 20, (Package Store), Off-Sale Beer & Wine License which authorizes the sale of beer and wine for consumption off the premises where sold. Minors are allowed on the premises and may purchase other products as their age and laws allow.

Menlo Chevron snack shop offers convenience products that include, but are not limited to, food products that meet local demand (brats, sandwiches and pastries), coffee/cappuccino drinks, soft drinks, fruit and energy drinks, packaged snacks, candy, health/beauty products, tobacco products and

automotive oil, gas additives, et cetera. Beer and wine sale/display will occupy approximately 30-40% of the existing wall cooler area.

Existing regular convenience store/ vehicle repair station business hours are 6 a.m. to 10 p.m., seven days a week, and will be maintained. Alcohol beverage sales would be limited to said time period and as regulated by the California Department of Alcohol Beverage Control.

Existing fuel service is available 24 hours a day with ATM payment only available after regular business hours.

Regarding a Planning Department inquiry as to employee training and how problems related to the sale of alcohol would be handled, the Owner has access to Chevron University which provides convenience store tutorial videos on many customer service subjects including Age-Restricted Alcohol Sales. Menlo Chevron has successfully utilized similar employee training for their existing tobacco sales. The California Alcohol Beverage Control also provides educational material for licensees and their employees.

The Owner has conducted public outreach informing their adjacent commercial and current residential neighbors of their intent to request approval for a beer and wine off sale license and has received no comments, positive or negative, to date.

If questions arise, please contact me.

Sincerely,

CJW Architecture

William R. Gutsell, Senior Associate Architect

cc: File



PLANNING COMMISSION MINUTES

August 11, 2008
7:00 p.m.
City Council Chambers
701 Laurel Street, Menlo Park, CA 94025

Teleconference with participation by Commissioner Keith from:
13073 Northwoods Blvd.
Truckee, CA 96161
(Posted August 8, 2008)

CALL TO ORDER – 7:01 p.m.

ROLL CALL – Bims, Bressler (Arrived at 7:02 p.m.), Deziel (Chair), Keith, O'Malley, Pagee, Riggs (Vice chair)

INTRODUCTION OF STAFF – Deanna Chow, Senior Planner; Megan Fisher, Associate Planner, Justin Murphy, Development Services Manager, Thomas Rogers, Associate Planner

D. STUDY MEETING

1. **Study Session/John Conway/1200 El Camino Real**: Request for a study session for the expansion of an existing snack shop associated with a gas station located in the C-4 (General Commercial, Applicable to El Camino Real). The applicant proposes to convert either a portion or all of the existing automotive service bays into additional snack shop area, which includes the request for the sale of beer and wine along with other goods, including but not limited to food, non-alcoholic beverages, health and beauty products, tobacco products and automotive-related products.

Staff Comment: Planner Chow said a letter of support from El Camino Real property owner Mr. Howard Crittendon had been distributed to the Commission as well as a second letter from John and Dan Beltramo, who opposed the concept of the sale of alcohol by convenience stores associated with a gas station. She said the Commission also received input from the Menlo Park Police Department related to concerns with the sale of alcohol from a convenience store associated with a gas station. She said if the applicant decided to move forward with a formal application that staff would continue to work with the Police Department for input and possible modifications that would mitigate their concerns.

Questions of Staff: Commissioner O'Malley said there were a number of gas stations with convenience stores in Menlo Park and asked how many of those also sold beer and wine. Planner Chow said that there were 11 gas stations with convenience stores and none of those were permitted to sell beer and wine. Commissioner Riggs asked if there was information on drinking in the parking lot of the 7-11. Planner Chow said she could check with the Police Department. Commissioner Riggs said he would observe himself as instances of drinking in the parking lot at the 7-11 might not rise to police involvement. Commissioner Bims asked if staff had additional information as to why the Police Department had concerns with the sale of beer and wine at a gas station. Planner Chow said it related to all of the gas stations and might be related to the "convenience" factor. She said they would need to get more information from them as to whether it was general or related to a specific site. In response to Commissioner Keith, Planner Chow said the project site was remodeled in 2003. Chair Deziel asked why the convenience store required a use permit. Planner Chow said one factor was the proposal to sell beer and wine and the use change to the use permit originally given. Chair Deziel said there was information from ABC that there was an undue concentration of liquor licenses in the area. Planner Chow said that the applicant had a initial conversation with ABC, not confirmed by staff, that the site was located in an area where the issuance of a liquor permit would create an undue concentration of liquor license either because of the number of the licenses in the area was greater than the City as a whole or because of greater crime rate related to those liquor licenses. She said the Commission was being asked to consider whether the liquor license was needed to meet public convenience and necessity. Chair Deziel asked if it was known whether there was already an undue concentration. Planner Chow said that would need to be clarified. Commissioner Keith said on page 4 of the staff report, under proposed use, third line down indicated that the project had minimum floor area for a convenience store. She asked what that number would be. Planner Chow said the applicant could probably answer that.

Public Comment: Mr. Bill Gutsell, Keller and Daisy King Architects (SP?), said the reason for expanding the convenience store size was because of prevailing marketing and economic issues that were negatively impacting the profitability of service stations. He said the applicant wanted to increase profits from sales. He said related to Commissioner Keith's question regarding floor area that their original application for a use permit was for a 742 square feet addition, and included gross square foot area for the office/ utility room, a walk-in refrigerator, storage, and toilet area. He said the minimum square footage needed for just retail sales to participate in Chevron's Extra Mile Franchise was 550 square feet. He said that area was currently 419 square feet.

Commissioner Pagee asked about Scheme 1 and Scheme 2 and the loss of service bays. Mr. Gutsell said with Scheme 1 that all three service bays would be lost and for Scheme 2 that one service bay would be lost. Commissioner Pagee asked where tires or other automotive materials would be stored. Mr. Gutsell said some of the storage was currently in the utility room and there was elevated storage area in the bays. Commissioner Pagee asked what dollar value was required per square foot. Mr. Gutsell

said he could not address that and suggested the Chevron representative could address that. Commissioner Pagee said that on Scheme 1 that the entrance door would be in the bay closest to the existing retail space. Mr. Gutseel said that for Scheme 1 the entry door would be centrally located and the service bay doors kept so that if in the future service became profitable that Mr. Conway could use the space again as service pays. He said the Extra Mile franchise was highly dependent upon the granting of a beer and wine sales use permit. He said there were other convenience stores that sold beer and wine that were in the County and had a Menlo Park address: the AM/PM on the Alameda and the Quik-Stop on Middlefield Road across from St. Anthony's. He said this service station was built in 1948 and when renovated in 2003 it made a positive impact on aesthetics on this area of El Camino Real. .

Commissioner Bressler said that there was a gas station on El Camino Real near Allied Arts with a large convenience store that did not sell alcohol. He said giving an alcohol permit to this property might encourage other similar businesses to apply for an alcohol permit. He said that the other station seemed to be doing well and asked how important it was to sell alcohol.

Mr. John Conway, 1200 El Camino Real, said that no service stations were doing well because of the escalating credit card costs and the rising cost of fuel.

Commissioner Keith asked what the square footage of the office/utility room was. Mr. Gutsell said it was about 120 square feet in size. Commissioner Keith asked if this could be used to meet the requirement for sales space. Mr. Gutsell said the office/utility room had to have a three compartment sink per Health Code requirements. He said they could look at using that space to make up the difference. He said they looked at using it, but it was under the 550 square feet required by Chevron. He said the mop sink and hand wash sink might possibly be moved. Commissioner Keith suggested that it might be possible to do the increased sales floor without closing the service bays. Mr. Gutsell said there was a need for the walk-in cooler and storage was not counted toward display area. Commissioner Keith said there were many people from Menlo Park, Palo Alto, Atherton and Portola Valley who brought their cars for service there. Mr. Conway said that was true. Commissioner Keith said she thought the bays were busy. Mr. Conway said that gas sales were down 30 percent and the service sales were down about 20 percent.

Commissioner O'Malley asked if the sale of wine and beer was not permitted whether they would want to continue with Scheme 1 or 2. Mr. Gutsell said they were looking at that.

Chair Deziel asked if the applicant kept three bays and expanded the sales area to 550 square feet and had no alcohol sales wheter a use permit would be needed. Planner Chow said that would probably fit under the existing use permit. Chair Deziel asked if one bay was converted to retail space if that would need a use permit. Planner Chow said that would require looking at a use permit. Chair Deziel asked about the façade in

Scheme 2 as it looked like the existing appearance. Mr. Gutsell said the garage bay door could be locked; and that one door within the convenience store area could be locked off and they could remove one rolling door.

Mr. Tom Anarello said he was the Chevron representative. Commissioner Pagee asked for locations of nearby Extra Mile franchises. Mr. Anarello said the program was nationwide as gas stations were moving away from service bays. He said that Chevron got out of the service bay business about 12 years ago, but some dealers had not. He said that Chevron has had the food mart/snack shop capability for 15 years. He said the Extra Mile franchise brought a much more diversified merchandising program. Commissioner Pagee asked if Chevron's support was needed for this dealer to make the conversion. Mr. Anarello said that it was Mr. Conway's choice. Commissioner Pagee asked if there was a dollar per square foot sales required. Mr. Anarello said there was not. Commissioner Pagee asked if Mr. Conway needed to buy products from Chevron. Mr. Anarello said that Chevron had contracted vendors who would provide merchandise. Commissioner Pagee asked for the location of an Extra Mile site that was nearby. Mr. Anarello said there were 48 Extra Miles in the Bay Area. He said there was one in Menlo Park on Willow Road. Commissioner Pagee asked about an Extra Mile that sold alcohol. Mr. Anarello said there were two local stores that sold beer and wine and were located in Sunnyvale and Santa Clara. Commissioner Pagee asked when the Extra Mile concept started. Mr. Anarello said three and a half years ago. Commissioner Pagee noted that the applicant's current hours of operations were acceptable to the City and asked whether Chevron would require something different. Mr. Anarello said that the current hours of operation were acceptable to Chevron.

Commissioner Bims asked if seating would be provided in the convenience store. Mr. Anarello said there would not be seating.

Commissioner Keith asked if the alcohol sales were limited in the Extra Mile stores mentioned. Mr. Anarello said it was based on the locale. He said some areas did not allow the sale of a single serve and beer had to be sold as a six- or 12-pack. He said in some places the door was locked at 9 p.m. and sales were conducted via a window. He said that hours of sales were set by the ABC. Commissioner Keith asked how the retailers are trained so that minors do not buy alcohol. Mr. Anarello said training was provided that addressed both alcohol and tobacco sales.

Commissioner O'Malley asked where current customers who use the service bays would go if all of the bays were closed. Mr. Conway said he would refer customers to a reputable service station or dealer. Commissioner O'Malley said customers would be disappointed to lose his service.

Commissioner Bims asked about Scheme 2 and how much it would cost to reconvert the bays if that was desired later. Mr. Gutsell said it was not easy to remove the equipment and then put it back in, and that the less they would need to remove would be best. Commissioner Bims said if Scheme 2 was used which removed one bay how

likely it was that it would be reconverted in the future. Mr. Conway said he could not definitively answer that question because there were too many unknowns.

Commissioner O'Malley asked how much the drop in service bay business was. Mr. Conway said it was down about 20 to 40 percent.

Commission Comment: Chair Deziel said questions staff would like the Commissioner to address were: whether to allow alcohol, whether to allow the conversion of one or three bays, whether to require more on the façade if the bays were converted, hours of operation and merchandise to be sold.

Commissioner Bressler said he did not support the sale of wine and beer at service stations. Commissioner Bims said related to public convenience and necessity that while there was a need on the part of the owner to generate more income, more input from the public was needed to determine whether this was a convenience or necessity for them. Commissioner O'Malley said he would find it hard to make the determination to allow the sale of beer and wine. He said that if it was granted he expected other dealers would want to do the same. Commissioner Pagee said she thought the combination of beer and wine and vehicles was not good. Commissioner Riggs said there was not enough information to make the decision. Chair Deziel said that he concurred. He said several years prior there had been an effort to move an alcohol store downtown, the owners of which had a strong program to limit sales, yet there had been a strong public resistance to that use. He said there had to be a standard for screening sales to the general public that prevented problems and he was uncomfortable with the sale of beer and wine. Commissioner Keith said she was uncomfortable also with the sale of beer and wine at the service station especially as related to sales to minors and hours of sale.

Chair Deziel asked the Commission to comment on preference for either Scheme 1 or Scheme 2. He said there were really three options in that the applicant could achieve 550 square feet without any changes to the façade and if there was a small enough change to the square footage that could occur under the existing use permit.

Commissioner Bressler said he was not sure using the existing space to expand would work. He said he would not have a preference between the two schemes as it was up to the property owner to run the numbers to determine the best scheme. Commissioner Pagee said she agreed but as a customer of the service repair station she would be disappointed to lose the business. She said her preference was retaining the service bays as in Scheme 2 but she thought Mr. Conway would have to determine what would work for him financially. Commissioner Riggs said he would prefer Scheme 2 but he concurred with Commissioner Pagee's comments. Commissioner O'Malley said he would prefer if they could accommodate the convenience store in the existing space, but if not his preference would be Scheme 2. Commissioner Keith said she also agreed with Commissioner Pagee's comments related to the property owner's determination of which scheme was needed financially, but she would prefer Scheme 2. Commissioner

Bims said expanding in the existing area was not really tenable as the space was already cramped. He said he would prefer Scheme 2 to provide service for people who did not like to use dealers. He said he would support either scheme or variation thereof. Chair Deziel said he supported the conversion of one service bay and that if all of them were converted that the façade would need improvement. He said even if one bay was converted he would like to see that one bay façade improved to appear part of the storefront. He said without that the business could deter nearby development. Commissioner Keith said if there was a conversion of one of the bays that perhaps the entry could be moved to the center of the building as shown in Scheme 1. Commissioner O'Malley said he thought that was a good recommendation. Commissioner Bims said the decision to transform the building was analogous to the 2003 renovation and that with the possible renovation of any of the bays that he would like some certainly as to where the space evolved. He said the façade should reflect the change to the service bays. Commissioner Riggs said that the building was handsome and if one of the bays hid space used by retail space he would not object. He said aesthetically he had no problem with rollup doors. He said Scheme 1 had a door in the center but removed the cooler from the area of the clerk and was not exactly functional. Commissioners Bressler and Pagee said they agreed with Commissioner Riggs' comments about the elevations.

Chair Deziel asked if additional designated parking spaces should be required because of the conversion as four stalls in front of the pumps were being counted. The Commissioners commented unanimously that was not needed.

Chair Deziel asked if there were factors such as hours of operations, design or security measures that could be added. He noted that they were looking at it within the context of no sale of beer and wine. There were no comments.

Chair Deziel asked if the Commission had issues with the planned improvements to the exterior of the building. He noted his previous comments. There were no additional comments.

Chair Deziel asked if there was any additional information the Commission wished to see that was not typically required in an application. Commissioner Bims said if there was additional information that showed there would be increased sales because of the franchise he thought it would help the applicant to provide it. Commissioner Pagee said if the applicant went with Scheme 1 that two parking spaces should be added in front of the service bays. Commissioner Keith said that there might be three new Commissioners in the near future so that information on the location of other Extra Mile stores that sell beer and wine might be beneficial to have to provide to the Commission.

Following is a summary of the Commission comments.

- A majority of the Commissioners categorically did not support the sale of beer and wine at gas stations but some of whom also indicated that

additional information was needed to determine whether there is a public convenience or necessity for the sales of beer and wine at the site.

- Related to the sale of beer and wine, several Commissioners expressed concern that there was the potential for other convenience stores to have similar requests and the sale of alcohol to minors. A few Commissioners indicated that they believed the sale of beer and wine is not a solution to generate revenues.
- A majority of the Commissioners supported the retention of at least one, but preferably two, automobile service bays since they provide a service to the community.
- Several of the Commissioners expressed concern regarding the reuse of the roll-up doors as part of the convenience store façade while others did not object to maintaining the existing architecture.
- The Commission generally did not believe extra parking spaces were needed as a result of a larger convenience store.
- Assuming no sales of beer and wine, the Commission generally indicated the proposed operating plan did not need to change.
- If the applicant moves forward with a project, several Commissioners requested additional information, including 1) data that could provide a greater degree of confidence that the expanded convenience store would increase sales and 2) the location of Chevron Extra Mile stores where alcohol is sold.
- One Commissioner noted that if Scheme 1 is selected, access to the service bays would not be needed and therefore, there is the potential to add two parking spaces in front of the bays.

ADJOURNMENT

The meeting adjourned at 9:58 p.m.

Staff Liaison: Deanna Chow, Senior Planner

Recording Secretary: Brenda Bennett

Approved on October 6, 2008

STAFF REPORT



Planning Commission

Meeting Date: 11/18/2019

Staff Report Number: 19-085-PC

Public Hearing: One Year Review/Don Fox/1320-A Willow Road

Recommendation

Staff recommends that the Planning Commission conduct a one-year review of a revision to a use permit (originally granted in 2001 and extended in 2003) for the retail sale and on-site consumption of wine in association with the operation of a wine storage facility. The revision, granted in October 2018, allowed additional signage and advertising indoors, outdoors, and in print; adjusted the minimum prices of wines available for sale and consumption on-site to 30 dollars or more per bottle; permitted daily wine tastings from noon to 8 p.m. seven days a week; and permitted up to 150 wine tasting events per year between the hours of noon and 10 p.m. The project site is located at 1320 Willow Road in the LS-B (Life Sciences, Bonus) zoning district.

Policy Issues

As part of the approval of a use permit revision granted on October 8, 2018, the Planning Commission added a condition requiring a one-year review. The one-year review is an opportunity for the applicant, staff, the public, and/or the Planning Commission to consider and comment on business operations over the past year. No formal action will be taken as part of the one-year review.

Background

Previous use permits

The Planning Commission unanimously approved a use permit for the retail sale and on-site consumption of wine in association with the operation of a wine storage facility in March 2001. The decision was appealed to the City Council after four members of the public spoke against the proposal based on concerns about community problems such as loitering, drunk driving, and other social ills. The City Council unanimously approved the use permit for a two-year probationary period in April 2001. The owner/operator of WineBank, Dr. Don Fox, filed an application in 2003 requesting an extension of the use permit prior to expiration of the original use permit. The applicant requested that the use permit be granted permanently to allow for the retail sale and on-site consumption of wine in association with the operation of a wine storage facility. The applicant also requested to use a portion of the wine storage facility for on-site wine production. Members of the public spoke in favor of the proposal with no opposition to the permanent extension of the use permit. The Planning Commission granted the permanent use permit extension and additional use as an on-site wine production facility in August 2003, with the following conditions:

- No signage or advertising for retail sales and wine tastings was permitted inside or outside of the building, except in secured private areas not visible to the public.
- The viewing of a wine list was limited to private secured areas of the facility, or at the request of a customer.

- The minimum price of each bottle of wine for sale was to be in the range of \$30 to \$40 per bottle in 2001 dollars, with a requirement that the minimum price increase annually by the Consumer Price Index (CPI) for all urban consumers for the San Francisco/Oakland Metropolitan area.
- Wine tastings and events were only to be offered to the public on Saturdays from 11 a.m. to 6 p.m. and on Sundays from 1 p.m. to 7 p.m., no more than 52 times a year.

After receiving the permanent use permit extension in 2003, WineBank remained in continuous operation with three main business components: wine storage, retail wine sales, and wine tastings. The wine production component of the business was never utilized due to the continued growth of the wine storage business. WineBank currently operates with Type 20 (off-sale beer and wine) and Type 42 (on-sale beer and wine) licenses from the California Department of Alcoholic Beverage Control (ABC). These licenses permit WineBank to sell and serve wine both on and off the premises. No ABC license is required for the storage of individuals' personal wine collections.

In October 2018, the Planning Commission granted WineBank a use permit revision to modify certain conditions set forth in the 2003 permanent use permit extension, as follows:

- Condition 4.b. allowed the applicant to post signage or advertising inside and outside of the facility, including in areas visible to the public, indicating that retail sales and wine tastings are part of the WineBank business operations,
- Condition 4.c. permitted the exterior signage on the site to indicate that fine wine storage, retail sales, and wine tastings are offered on-site,
- Condition 4.d. allowed a list of wines being offered on the site to be posted at the counter and/or on the wall of the lobby and wine tasting room, on the Internet, and/or at the request of a customer,
- Condition 4.e. permitted the WineBank to sell wines for a minimum price of \$30 per bottle, removing the stipulation that the price be increased annually to the CPI for the region, and
- Conditions 4.f. and 4.g. expanded the hours and number of wine tastings and wine tasting events allowed at the site to be offered any day of the week. Wine tastings are allowed from 12 p.m. to 8:00 p.m., and wine tasting events could be held between the hours of 12 p.m. and 10 p.m., depending upon the particular request and event format. No more than 150 private, invitation-only wine tasting events are allowed per year (or approximately three per week).

A copy of the October 2018 use permit revision staff report is provided as hyperlink Attachment A, and the Planning Commission minutes from the meeting are included as hyperlink Attachment B.

In addition, the Commission voted to approve the use permit revision with a requirement for an initial review one year following commencement of the expanded business operations (Attachment C). The requirement for the one-year review did not include specific instructions for the content of the session, but staff generally understood it to take the form of a public meeting at which the applicant, staff, the public, and/or the Planning Commission would have an opportunity to consider and comment on the operations to date. No specific Planning Commission action is required at the one-year review.

Analysis

Applicant comments

The applicant has submitted a letter describing WineBank operations since the use permit revision was granted in October 2018 (Attachment D). The applicant states that the main change has been the addition of more wine tastings, with approximately 100 tastings held since October 2018 primarily on Friday evenings and Saturday afternoons.

Based on the success of the tastings, WineBank refreshed its website, established new social media channels, and expanded and refined its mailing list to better market itself to potential customers. The effect of those efforts has been to attract Facebook employees working in the area, with Facebook employees making up approximately 50 percent of the patrons at Friday evening wine tastings. Some of these customers use Facebook shuttle buses to get to the WineBank since a shuttle stop is located approximately 50 yards from the business.

Overall, the applicant believes that the additional wine tastings and advertising have improved WineBank business operations without negative consequences.

Staff observations

The Planning Division has not undertaken any systematic analysis of effects resulting from the use permit revision, but staff has consulted with ABC, Police, and Code Enforcement to determine if there have been any reports of complaints or violations since the use permit revision was granted. In the time that WineBank has operated on the site, the ABC has not taken any disciplinary actions related to the alcohol licenses associated with the business. The Menlo Park Police Department and Code Enforcement Division also indicated that, to their knowledge, there have been no criminal or nuisance issues with the WineBank within the past year.

Correspondence

No written correspondence has been received related to the use permit revision.

Impact on City Resources

The project sponsor was 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 when it was approved in October 2018.

Environmental Review

A one-year review is not subject to environmental review under 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 500-foot radius of the subject property.

Attachments

- A. Hyperlink: October 8, 2018 Staff Report:
<https://www.menlopark.org/DocumentCenter/View/18734/F2---1320-A-Willow-Road?bidId=>
- B. Hyperlink: October 8, 2018 Planning Commission Meeting Minutes:
https://www.menlopark.org/AgendaCenter/ViewFile/Minutes/_10082018-3165
- C. Use Permit Revision Conditions of Approval
- D. Applicant 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:
Tom Smith, Senior Planner

Report reviewed by:
Corinna Sandmeier, Senior Planner

LOCATION: 1320-A Willow Road	PROJECT NUMBER: PLN2018-00016	APPLICANT: Sam Sinnott	OWNER: Don Fox
PROPOSAL: Request for a revision to a use permit (originally granted in 2001 and extended in 2003) for the retail sale and on-site consumption of wine in association with the operation of a wine storage and production facility. The proposed revisions would increase the amount of signage and advertising permitted indoors, outdoors, and online; adjust the minimum prices of wines available for sale and consumption on-site to 30 dollars or more per bottle and three dollars or more per tasting; provide daily wine tastings from noon to 8:00 PM seven days a week; and host up to 150 wine tasting events per year between the hours of noon and 10:00 PM. All wine tastings and events will be held indoors and will not exceed 50 persons at any time. The project site is located in the LS-B (Life Sciences, Bonus) zoning district.			
DECISION ENTITY: Planning Commission	DATE: October 8, 2018	ACTION: Approved	
VOTE: 5-0 (Barnes, Combs, Goodhue, Kennedy, Strehl approved; Onken, Riggs absent)			
<p>ACTION:</p> <ol style="list-style-type: none"> 1. Make a finding that the project is categorically exempt under Class 1 (Section 15301, "Existing Facilities") of the current California Environmental Quality Act (CEQA) Guidelines. 2. Make findings, as per Section 16.82.030 of the Zoning Ordinance pertaining to the granting of use permits, that the proposed use will not be detrimental to the health, safety, morals, comfort and general welfare of the persons residing or working in the neighborhood of such proposed use, and will not be detrimental to property and improvements in the neighborhood or the general welfare of the City. 3. Approve the use permit revision 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 Samuel Sinnott, consisting of four plan sheets, dated received September 24, 2018, and the project description letter, dated received July 17, 2018, approved by the Planning Commission on October 8, 2018, except as modified by the conditions contained herein, subject to review and approval of the Planning Division. b. Prior to building permit issuance, the applicant shall comply with all sanitary district, Menlo Park Fire Protection District, and utility companies regulations that are directly applicable to the project. c. Prior to building permit issuance, the applicant shall comply with all requirements of the Building Division, Engineering Division, and Transportation Division that are directly applicable to the project. 4. Approve the use permit subject to the subject to the following ongoing, project-specific conditions: <ol style="list-style-type: none"> a. The applicant shall comply with all regulations and guidelines set forth by the California Department of Alcoholic Beverage Control (ABC) for the sale, on-site consumption, storage, and production of alcoholic beverages. b. The applicant may post signage or advertising inside and outside of the facility, including in areas visible to the public, indicating the retail sale of alcoholic beverages and wine tastings on the site. Retail wine sales advertising and solicitation may be made via print media, mail, email, text messaging, and/or the Internet. All exterior signage shall comply with the City's Design Guidelines for Signs and Chapter 16.92 of the Municipal Code, "Signs – Outdoor Advertising." The applicant shall obtain the necessary sign permits prior to installation of any exterior signage, temporary or permanent. 			

LOCATION: 1320-A Willow Road	PROJECT NUMBER: PLN2018-00016	APPLICANT: Sam Sinnott	OWNER: Don Fox
<p>PROPOSAL: Request for a revision to a use permit (originally granted in 2001 and extended in 2003) for the retail sale and on-site consumption of wine in association with the operation of a wine storage and production facility. The proposed revisions would increase the amount of signage and advertising permitted indoors, outdoors, and online; adjust the minimum prices of wines available for sale and consumption on-site to 30 dollars or more per bottle and three dollars or more per tasting; provide daily wine tastings from noon to 8:00 PM seven days a week; and host up to 150 wine tasting events per year between the hours of noon and 10:00 PM. All wine tastings and events will be held indoors and will not exceed 50 persons at any time. The project site is located in the LS-B (Life Sciences, Bonus) zoning district.</p>			
DECISION ENTITY: Planning Commission	DATE: October 8, 2018	ACTION: Approved	
VOTE: 5-0 (Barnes, Combs, Goodhue, Kennedy, Strehl approved; Onken, Riggs absent)			
<p>ACTION:</p> <ul style="list-style-type: none"> c. Exterior signage for the site may, in conjunction with the name of the business, denote that the facility is for fine wine storage, retail wine sales, and wine tastings. d. The applicant may display a list of wines being offered on the site at the counter or on the wall of the lobby and tasting room, on the Internet, and/or at the request of a customer. Any wines for sale may be displayed inside the facility in public view. e. The applicant may sell wines by case, bottle, glass, or tasting (a one-and-a-half to two ounce serving). The applicant shall sell wines for a minimum price of 30 dollars per bottle. f. The maximum number of wine tasting events shall not exceed 150 per year. g. Wine tastings may be conducted seven days a week from 12:00 p.m. to 8:00 p.m. Wine tasting events may be conducted seven days a week from 12:00 p.m. to 10:00 p.m. All wine tastings and wine tasting events shall be conducted indoors. h. Wine tastings and wine tasting events shall be limited to the lobby and tasting room areas of the facility. The number of people seated during a wine tasting or wine tasting event shall not exceed 25. The maximum number of seated and standing individuals at any one time shall not exceed 50 persons. i. The applicant shall maintain the premises in good condition, free of littering, debris, and graffiti, and shall keep the premises well-lit during the hours that it is open to the public. j. The hours of operation for the on-site sale and consumption of wine shall be restricted to the regulations contained in Chapter 8.12 Business Operations After Midnight, of the City of Menlo Park Municipal Code. Specifically, this section of the Municipal Code restricts business operations between the hours of 12:00 a.m. and 6:00 a.m. k. The use permit is subject to a one-year review by the Planning Commission to evaluate compliance with the project findings and approved conditions. The review shall be scheduled as a regular business item during a regular Planning Commission meeting, and a notice shall be published in the newspaper and mailed to property owners within 500 feet of the subject site prior to the meeting. The one-year review shall take place no later than October 8, 2019. 			



Willow Wine Storage
Fine Wine Storage

October 22, 2019

Re: Planning Commission Approval and Conditions

Tom A. Smith
Senior Planner
City Hall - 1st Floor
701 Laurel St.
Menlo Park, CA 94025

Dear Mr. Smith,

The biggest impact related to the modifications of our conditional use permit one year ago, results from the ability for WineBank to have more wine tastings at our facility. Since the time of the modifications to our CUP, we have had about 100 wine tastings. Although we experimented with what days of the week work best for us and our customers, we have settled on doing tastings Friday evenings and Saturday afternoons.

The success of these wine tastings has caused us to markedly expand in areas that do not directly relate to the modification of the conditional use permit of one year ago. Specifically, we have completely redone and improved our website, established new Facebook and Instagram pages advertising our wine tastings and sales and improved methods for expanding and refining our email list. We have also bought wine from importers and wholesalers at a much greater rate to supply the expanded tasting schedule and provide more sales and sales tax revenue.

A particular focus of our electronic advertising campaign has been Facebook employees. Recently, our efforts have resulted in these Facebook employees making up about one half of the customers attending our tasting events on Friday nights. These customers generally take the Facebook shuttle buses to the regularly scheduled stop that is about 50 yards from our door. Some also say that they walk directly from that complex. As a result, these customers do not add to traffic congestion on Willow Road.

The only other change in our methods related to the change in the Conditional Use Permit last year, is that we display a banner at the front of our building that says, "WINE TASTING TODAY," on the days we have tastings. We have had a much better response and better attendance at our events since all these changes have been put in place. The increased frequency of and the better attendance at our wine tasting events has not resulted in any incidents or any negative repercussions.

Please do not hesitate to contact me if you have any additional questions or comments. Thank you for your attention to this matter.

Sincerely,

Don Fox

Managing Member, Willow Wine Storage, LLC