



## REGULAR MEETING AGENDA – AMENDED

**Date:** 12/13/21  
**Time:** 7:00 p.m.  
**Meeting Location:** [Zoom.us/join](https://zoom.us/join) – ID# 831 6644 9012

This amended agenda includes an updated staff report for item G1. and an updated Attachment A for item F3.

### NOVEL CORONAVIRUS, COVID-19, EMERGENCY ADVISORY NOTICE

On March 19, 2020, the Governor ordered a statewide stay-at-home order calling on all individuals living in the State of California to stay at home or at their place of residence to slow the spread of the COVID-19 virus. Additionally, the Governor has temporarily suspended certain requirements of the Brown Act. For the duration of the shelter in place order, the following public meeting protocols will apply.

Teleconference meeting: In accordance with Government Code section 54953(e), and in light of the declared state of emergency, all members of the Planning Commission, city staff, applicants, and members of the public will be participating by teleconference.

#### How to participate in the meeting

- Submit a written comment online up to 1-hour before the meeting start time: [menlopark.org/planningpubliccomment](https://menlopark.org/planningpubliccomment) \*
- Access the meeting real-time online at: [zoom.us/join](https://zoom.us/join) – Meeting ID# 831 6644 9012
- Access the meeting real-time via telephone (listen only mode) at: (669) 900-6833  
Regular Meeting ID # 831 6644 9012  
Press \*9 to raise hand to speak

\*Written and recorded public comments and call-back requests are accepted up to 1 hour before the meeting start time. Written and recorded messages are provided to the Planning Commission at the appropriate time in their meeting. Recorded messages may be transcribed using a voice-to-text tool.

- Watch the meeting
  - Online: [menlopark.org/streaming](https://menlopark.org/streaming)

Subject to Change: Given the current public health emergency and the rapidly evolving federal, state, county and local orders, the format of this meeting may be altered or the meeting may be canceled. You may check on the status of the meeting by visiting the City's website [www.menlopark.org](http://www.menlopark.org). The instructions for logging on to the webinar and/or the access code is subject to change. If you have difficulty accessing the webinar, please check the latest online edition of the posted agenda for updated information ([menlopark.org/agenda](https://menlopark.org/agenda)).



## Regular Meeting

### A. Call To Order

### B. Roll Call

### C. Reports and Announcements

### D. Public Comment

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

### E. Consent Calendar

- E1. Approval of minutes from the October 18, 2021, Planning Commission meeting. ([Attachment](#))

### F. Public Hearing

- F1. Use Permit/Marjorie Andino/730 Ivy Drive:  
Request for a use permit to partially demolish, remodel, and construct first-floor additions to an existing nonconforming one-story, single-family residence in the R-1-U (Single Family Urban Residential) zoning district. The proposed work would exceed 75 percent of the replacement value of the existing nonconforming structure in a 12-month period and requires use permit approval by the Planning Commission. ([Staff Report #21-062-PC](#))
- F2. Use Permit and Variance/Rasoul Oskouy/671 Live Oak Avenue:  
Request for a use permit to demolish an existing one-story, single-family residence and detached accessory buildings, and construct a new two-story, single-family residence with an attached garage on a substandard lot with regard to minimum lot width and area in the R-3 (Apartment) zoning district. The proposal includes a request for a variance for the new residence to encroach into the required 20-foot separation distance between main buildings located on adjacent lots. The project also includes a new accessory dwelling unit (ADU) above the attached garage, which is a permitted use, and not subject to discretionary review. ([Staff Report #21-063-PC](#))
- F3. Use Permit and Architectural Control/Matthew Pearson/66 Willow Place:  
Request for a use permit and architectural control to construct a 1,440-square-foot temporary modular office in the C-1 (Administrative and Professional District, Restrictive) district. The applicant requests that the office module be placed on the property for a period of three years to accommodate additional temporary staff associated with the completion of the Stanford Hospital expansion. The office module would occupy nine parking spaces, decreasing the number of parking spaces from 91 to 82 spaces where 77 spaces is required. ([Staff Report #21-064-PC](#))

- F4. Architectural Control and Use Permit/Paul Turek/2400 Sand Hill Road:  
Request for architectural control review and a use permit to construct a new entrance along with other modifications to an existing commercial building in the C-1-C (Administrative, Professional, and Research, Restrictive) zoning district, at 2400 Sand Hill Road. The project also includes landscape modifications. ([Staff Report #21-065-PC](#))

## G. Study Session

- G1. Study Session/Cyrus Sanandaji/1300 El Camino Real:  
Study session on a request for a zoning text amendment to modify Municipal Code Chapter 16.92 (Signs-Outdoor Advertising) with regard to a previously approved architectural control, below market rate housing agreement, environmental review, and use permit for a new mixed-use office, residential, and retail development on a 6.4-acre site in the SP-ECR/D (El Camino Real/Downtown Specific Plan) zoning district. The proposed zoning text amendment includes eliminating the square footage cap on the total sign area for larger projects within the SP-ECR/D zoning district and establishing new regulations to calculate permitted signage for certain projects in the SP-ECR/D zoning district. ([Staff Report #21-066-PC](#))

## H. Regular Business

- H1. Review of Draft 2022 Planning Commission Meeting Dates. ([Staff Report #21-067-PC](#))

## I. Informational Items

- I1. 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 20, 2021 – Cancelled

## J. Adjournment

At every regular meeting of the Planning Commission, in addition to the public comment period where the public shall have the right to address the Planning Commission on any matters of public interest not listed on the agenda, members of the public have the right to directly address the Planning Commission on any item listed on the agenda at a time designated by the chair, either before or during the Planning Commission's consideration of the item.

At every special meeting of the Planning Commission, members of the public have the right to directly address the Planning 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 Planning 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 by request by emailing the city clerk at [jaherren@menlopark.org](mailto:jaherren@menlopark.org). Persons with disabilities, who require auxiliary aids or services in attending or participating in Planning Commission meetings, may call the City Clerk's Office at 650-330-6620.

Agendas are posted in accordance with Government Code Section 54954.2(a) or Section 54956. Members of the public can view electronic agendas and staff reports by accessing the City website at [menlopark.org/agenda](http://menlopark.org/agenda) and can receive email notification of agenda and staff report postings by subscribing to the "Notify Me" service at [menlopark.org/notifyme](http://menlopark.org/notifyme). Agendas and staff reports may also be obtained by contacting City Clerk at 650-330-6620. (Posted: 12/10/2021)



## REGULAR MEETING AGENDA DRAFT MINUTES

**Date:** 10/18/2021

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

**Meeting Location:** [Zoom.us/join](https://zoom.us/join) – ID# 831 6644 9012

### A. Call To Order

Chair Michael Doran called the meeting to order at 7:01 p.m.

Associate Planner Matt Pruter explained the basics for participating in a virtual public meeting.

### B. Roll Call

Present: Andrew Barnes, Chris DeCardy (Vice Chair), Michael Doran (Chair), Cynthia Harris, Camille Gonzalez Kennedy, Henry Riggs

Absent: Michele Tate

Staff: Calvin Chan, Senior Planner; Fahteen Khan, Assistant Planner; Matt Pruter, Associate Planner; Corinna Sandmeier, Acting Principal Planner

### C. Reports and Announcements

Acting Principal Planner Corinna Sandmeier reported that the Independent Redistricting Commission recruitment was extended to October 29, 2021.

### D. Public Comment

None

### E. Consent Calendar

- E1. Approval of minutes and court reporter transcript from the August 23, 2021, Planning Commission meeting. ([Attachment](#))

Commissioner Henry Riggs said he had the following corrections, which he had shared with staff:

Court reporter transcript, page 27, line 18, the phrase “not assisted” should read “not as if”;  
Court reporter transcript, page 28, line 15, the phrase “to a ray of solar panels” should read “to an array of solar panels.”

**ACTION:** M/S (Riggs/Harris) to approve the minutes and court reporter transcript from the August 23, 2021 Planning Commission meeting with the following corrections; passes 6-0-1 with Commissioner Michele Tate absent:

- Court reporter transcript, page 27, line 18, the phrase “not assisted” should read “not as if”;
- Court reporter transcript, page 28, line 15, the phrase “to a ray of solar panels” should read “to an array of solar panels.”

## **F. Public Hearing**

- F1. Use Permit/Melissa McJannet/654 Hermosa Way:  
Request for a use permit to demolish an existing two-story residence and detached garage, and construct a new two-story residence with a basement and an attached garage on a substandard lot with regard to minimum lot width in the R-E (Residential Estate) zoning district. The proposal also includes a new detached accessory dwelling unit (ADU), which is a permitted use. ([Staff Report #21-049-PC](#))

Staff Comment: Assistant Planner Fahteen Khan said the property owner’s name should be corrected to William Young. She said staff had received multiple pieces of neighbor correspondence after publication of the staff report. She said those had been emailed to Commissioners and were online attached to the October 18, 2021 agenda. She summarized neighbors’ concerns as follows: privacy for the right and left neighbors, close proximity of the proposed ADU, size of the proposed residence and the removal of the tree from the front yard.

Questions of Staff: Commissioner Chris DeCardy asked staff if the property had been 20 inches wider whether the proposed item require Commission review. Planner Khan replied that it would not.

Commissioner Riggs referred to neighbor comments and asked if trees were removed prior to permit application. Planner Khan said the applicant had submitted a Heritage Tree Removal permit application that was approved for removal of the deodar cedar from the front yard. She said the approval was due to the tree’s poor health, which did not require noticing. Replying further to Commissioner Riggs, Planner Khan said she believed only the cedar had actually been removed and there were some trees proposed for removal.

Applicant Presentation: Mark Godby, Godby Construction, said he began designing the project for the previous owner Melissa McJannet in July 2020. He said at that time the health of the cedar tree and a nearby olive tree were declining and continued to decline over the year. He said due to poor health those were approved for removal. He said they then submitted a permit to remove a camphor tree and that had been approved. He said everything done with the trees on the lot had been done through permit approval. He said the camphor was on the right side and for the right-side neighbor a plan had been developed before the property was sold to plant, per their landscape architect at the time, six fern pine trees to provide screening. He said then they also agreed and amended the plan to make the windows smaller and raise sills. He said regarding the left side there had been recent commentary regarding an oak tree on the neighbor’s property and the proximity of part of the proposed ADU, which would be built close to grade with a tree sensitive slab and a single pier in the encroachment area of the tree. He said their arborist John McLenahan found that the encroachment affected only 15% of the root area. He said the project sensitivity included a stepped back second floor and softening on first floor with a wraparound porch. He said based on neighbor input they lowered the height to 28.5 feet and located all the light wells within setbacks.

Chair Doran said in disclosure he had visited with a neighbor of the project site but that would not affect his decision. He opened the public hearing and closed it as there were no speakers.

Commission Comment: Chair Doran asked about state regulations regarding ADUs and the proximity of the ADU to the neighbor's tree. Planner Fahteen said she did not think the Commission could change the location of the ADU as it met the four-foot setback requirement and safe construction practices were proposed to protect the neighbor's oak tree.

Planner Sandmeier said Planner Khan was correct and the ADU was not part of the use permit application and thus was not something the Commission could condition.

Commissioner Camille Kennedy moved approval of the project as submitted in the staff report.

Commissioner Riggs said the project was handsome and the lot was nearly a standard size per Commissioner DeCardy's observation. He referred to the podocarpus (fern pine) proposed for screening and noted based on the number of those to be planted that it might look like a 30-foot-tall hedge. Mr. Godby said he would defer to the landscape architect. He said the City Arborist had asked them to plant the trees further apart than what they had originally proposed and that was shown on the current plan. Commissioner Riggs seconded the motion to approve.

ACTION: M/S (Kennedy/Riggs) to approve as recommended in the staff report; passes 6-0-1 with Commissioner 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. The applicant shall be required to apply for a building permit within one year from the date of approval (by October 18, 2022) for the use permit to remain in effect.
  - b. Development of the project shall be substantially in conformance with the plans prepared by Godby Construction, consisting of 33 plan sheets, dated received August 31, 2021, and approved by the Planning Commission on October 18, 2021, except as modified by the conditions contained herein, subject to review and approval of the Planning Division.
  - c. 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.
  - d. 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.

- e. 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.
  - 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. All applicable 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 prior to building permit final inspection.
  - 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. The Grading and Drainage Plan shall be approved prior to the issuance of grading, demolition, or building permits.
  - i. Post-construction runoff into the storm drain shall not exceed pre-construction runoff levels. The applicant's design professional shall evaluate the Project's impact to the City's storm drainage system and shall substantiate their conclusions with drainage calculations to the satisfaction of the City Engineer prior to building permit issuance.
  - j. 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). Submittal of a detailed landscape plan would be required concurrently with the submittal of a complete building permit application.
  - k. Heritage trees in the vicinity of the construction project shall be protected pursuant to the Heritage Tree Ordinance and the arborist report by McClenahan Consulting, LLC, dated August 24, 2021.
  - l. If construction is not complete by the start of the wet season (October 1 through April 30), the Applicant shall implement a winterization program to minimize the potential for erosion and sedimentation.
  - m. Prior to building permit issuance, the applicant shall pay all applicable City fees. Refer to City of Menlo Park Master Fee Schedule
- F2. Use Permit/Jenny and Chris Buddin/1750 Bay Laurel Drive:  
Request for a use permit for excavation within the required right side and rear setbacks for two basement lightwells associated with a new two-story residence with a basement and attached accessory dwelling unit (ADU) on a standard lot in the R-1-S (Single-Family Suburban Residential) zoning district. ([Staff Report #21-050-PC](#))



Staff Comment: Senior Planner Calvin Chan said staff had no additions to the staff report.

Applicant Presentation: Lauren Goldman, LORO Architecture and Interior Design, said the request for a use permit was for excavation for a right side and right yard rear setback for two basement lightwells associated with a new two-story residence on a standard lot. She said the design was to protect a large tree and noted neighbor outreach throughout with positive responses.

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

Commission Comment: Commissioner Kennedy moved to approve the item as presented.

Commissioner Riggs noted the standard lot and asked if they had considered working within the setbacks noting the square footage of the home. Ms. Goldman said as the project unfolded, they had done trenching to have the arborist explore the root systems and they designed around the large tree. She said if they included the light wells in the setback they would have had to impose on the tree.

Commissioner Riggs noted that the ADU could have been located differently. He observed that the project like the prior one was handsome if large. He said it appeared the ADU was done in such a way that that extra square footage could be added legally to the primary residence and suggested consideration of that in future City discussions regarding ADUs. He seconded the motion to approve

ACTION: M/S (Kennedy/Riggs) to approve the item as recommended in the staff report; passes 6-0-1 with Commissioner 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. The applicant shall be required to apply for a building permit within one year from the date of approval (by October 18, 2022) for the use permit to remain in effect.
  - b. Development of the project shall be substantially in conformance with the plans prepared by LORO Architecture and Interior Design, consisting of 17 plan sheets, dated received August 13, 2021, and approved by the Planning Commission on October 18, 2021, except as modified by the conditions contained herein, subject to review and approval by the Planning Division.
  - c. 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.



- d. 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.
  - e. 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.
  - f. All applicable 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 prior to building permit final inspection.
  - g. 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.
  - h. Post-construction runoff into the storm drain shall not exceed pre- construction runoff levels. The applicant's design professional shall evaluate the Project's impact to the City's storm drainage system and shall substantiate their conclusions with drainage calculations to the satisfaction of the City Engineer prior to building permit issuance.
  - 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). Submittal of a detailed landscape plan would be required concurrently with the submittal of a complete building permit application.
  - j. 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 McClenahan Consulting, LLC, dated July 16, 2021.
  - k. If construction is not complete by the start of the wet season (October 1 through April 30), the Applicant shall implement a winterization program to minimize the potential for erosion and sedimentation.
  - l. Prior to building permit issuance, Applicant shall pay all applicable City fees. Refer to City of Menlo Park Master Fee Schedule.
- F3. General Plan Amendment and Rezoning/City of Menlo Park/105-155 Constitution Drive and 1395 Chrysler Drive:  
Request for a general plan amendment to change the land use designation of an approximately 3,600 square-foot portion of an existing approximately 8.9-acre parcel from Commercial Business Park to Public/Quasi-Public and to change the land use designation of an approximately 3,600 square-foot portion of an existing approximately 5,000 square-foot parcel from Public/Quasi-Public to Commercial Business Park. In addition, the area with a resulting Public/Quasi-Public land use

would be rezoned to the P-F (Public Facilities) district, and the area with a resulting Commercial Business Park land use would be rezoned M-3-X (Commercial Business Park, Conditional Development District). The requested entitlements are associated with a lot line adjustment to construct a new City-owned pump station at 1395 Chrysler Drive. - ***Item continued to the November 1, 2021 meeting***

ACTION: M/S (DeCardy/Harris) to continue the item to the November 1, 2021 Planning Commission meeting; passes 6-0-1 with Commissioner Tate absent.

- F4. Development Agreement Annual Review/Cyrus Sanandaji, Presidio Bay Ventures/1300 El Camino Real and 550 Oak Grove Avenue:  
Annual review of the property owner's good faith compliance with the terms of the Development Agreement for the 1300 El Camino Real project. ([Staff Report #21-051-PC](#))

Staff Comment: Planner Sandmeier said staff had no additions to the report.

Applicant Presentation: Cyrus Sanandaji, Presidion Bay Ventures, said project construction had proceeded diligently since their report last year in full compliance with the City's and County's health requirements. He said the project was shut down at the start of Covid restrictions in 2020. He said since then they had received their conditional TCO for the south office building in late August and they anticipated receiving the TCO for the north office building hopefully within the next few weeks. He said substantial progress had been made with the residential building. He said the dog park had been completed and the dog park agreement with the City had been recorded. He said as soon as rules and regulations were finalized the park would be ready for public use. He said the central plaza and fountain area was open to the public as well. He noted they had provided the compliance matrix and the project was in full compliance with the Development Agreement obligations.

Chair Doran disclosed that he met with Mr. Sanandaji at two of the properties and noted that would not affect his impartiality.

Chair Doran opened the public hearing and closed it to allow the applicant to make a few more comments.

Mr. Sanandaji said when their team took over the project about a year and a half ago, they evaluated what was being built at the time, which had been paused due to the shelter in place order. He said there were a series of operational and functional challenges that the approved design posed that affected the residential and two commercial buildings. He said leaving those unaddressed they believed would result in the project struggling to attract tenants for both the retail and community serving elements that were originally contemplated as part of the approvals and also for the office buildings. He said they also thought the design had prejudiced access to the residential building as well. He said they wanted to summarize the series of project modifications and subsequently engaged with Planning staff and the City team more broadly to bring the modifications forward for the approvals needed to proceed with them. He said a fountain had been contemplated at the access to the residential building, which was at the corner of Oak Grove and Garwood. He said the fountain was not designed though to provide primary ADA access to the building to the residences. He said there was a side entrance that would lead to an elevator, which in their view was not in the spirit of accommodation so they proposed changes to the stair design to substitute some stairs for ramps to create a more gradual grade and slope change for full ADA access to the primary residential lobby. He said the anticipation originally was to have community serving retail and uses along El Camino Real and a portion also of Oak Grove. He said however there was no consideration

from a physical standpoint to how those spaces would be serviced such as trash urns in the basement and trash enclosures at grade at the back of Garwood and other similar back of house functions that were not in place. He said those would require significant compromise to the public areas that were for the broader community benefit in terms of the plaza and other outdoor spaces. He said other related challenges included notification from USPS that they wanted a consolidated mail area in the basement due to restricted parking along El Camino Real and the other frontages. He said they did not believe tenants using these buildings in light of pandemic conditions would want to congregate in elevators, so they wanted to have pedestrian circulation vertically in the building. He said they cut in new oversized stairs to encourage the use of that connectivity within the building. He said in the south building they could only go to the plaza level but in the north building they were able to do to B2. He said once the core was put into both office buildings and with how the structural bracing design worked that the second floor of both buildings were severely limited preventing access physically. He said other modifications had to do with outdoor seating and alcohol use for the restaurants that they were negotiating with for leases. He said a ministerial issue related to the emergency generator building that had been approved and gone through a series of permits and approvals was that a diesel use permit had not been considered and would need to be secured.

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

Commission Comment: Commissioner Barnes moved to approve as recommended in the staff report Commissioner DeCardy seconded the motion.

ACTION: M/S (Barnes/DeCardy) to approve as follows:

1. Make a finding that the Annual Review of the Development Agreements has no potential to result in an impact to the environment and does not meet the definition of a Project under the California Environmental Quality Act (CEQA).
2. Make a finding that Presidio Bay Ventures is in compliance with the provisions of the approved Development Agreement for the period of October 2020 through October 2021.

Chair Doran said that both Commissioners Harris and Kennedy had to be recused from the next item, a study session.

Commissioner Harris said for the record that she understood her residence was within 500 feet of the very edge of the Specific Plan area. She said the City Attorney and staff were researching how that should be handled in the future; however, as that research was not completed, she would need to recuse herself from the study session item this evening.

Planner Sandmeier clarified that the sign amendment in the next item involved the entire Specific Plan area which was why the two Commissioners were recusing themselves and not due to proximity to the 1300 El Camino Real project site.

Chair Doran noted there was a quorum with Commissioners Barnes, DeCardy, Riggs and himself in attendance.

## **G. Study Session**

- G1. Study Session/Cyrus Sanandaji/1300 El Camino Real:  
Study session on a request for a zoning text amendment to modify Municipal Code Chapter 16.92

(Signs-Outdoor Advertising) with regard to a previously approved architectural control, below market rate housing agreement, environmental review, and use permit for a new mixed-use office, residential, and retail development on an 6.4-acre site in the SP-ECR/D (El Camino Real/Downtown Specific Plan) zoning district. ([Staff Report #21-052-PC](#))

Staff Comment: Planner Sandmeier said they received an email from Michael Burch that had been sent to the Planning Commission. She said the writer was in support of the proposed amendment and described in detail how that would affect the Middle Plaza at 500 El Camino Real project.

Questions of Staff: Replying to Commissioner Barnes, Planner Sandmeier said over the last few years an issue was identified that larger projects along El Camino Real would be capped at 100 square feet of signage for primary frontage and 50 square feet for secondary frontage. She said originally this matter was intended to be included in Specific Plan updates that were delayed due to staffing shortages and other work priorities. She said that the applicant had applied for this amendment to speed up the process. She said that there was no formal staff recommendation as it was a study session; however, overall staff was supportive of increasing signage for these properties within the Specific Plan. She said staff was seeking guidance from the Commission and the staff report included a couple of bullet points for the Commission's consideration.

Replying to Commissioner DeCardy, Planner Sandmeier said she did not think in the past they had many properties with over 100-feet of frontage. She said the 1300 El Camino Real and the 500 El Camino Real projects merged parcels together creating great frontage widths. She said that merging parcels did not mean the previous sign allowances had been merged together.

Applicant Presentation: Mr. Sanandaji said the project at 1300 El Camino Real was approved in 2017 and was now close to completion with two pending issues critical to the project's success. He said in addition to the other modifications mentioned previously that a critical issue was signage. He said they had approximately 200,000 feet of office space and two, three-story buildings, and approximately 25,000 square feet of community serving uses fronting El Camino Real and Oak Grove Avenue. He said they were in the process of negotiating with several tenants and the provision of adequate signage was integral to the vibrancy and success of the project and that of the businesses wanting to take occupancy there. He said the City's signage ordinance was last updated in 1992 and those rules did not work for larger projects such as this one and others in the Specific Plan area. He said that need was acknowledged in 2017 when the City Council directed that the provision for signage rules be pursued to allow for "larger projects to receive larger signage allocation subject to discretionary review." He said when his group took over the project in the summer of 2020, they found that the signage had not been addressed so concurrent with the other project modifications they initiated discussions with staff. He said their team did an intensive study of what signage would be needed to make the project work given the varying uses. He said they submitted a signage plan to staff in May 2021 and again in August 2021 based on staff response. He said they were not seeking a master signage plan this evening rather only to address the first step to update the sign ordinance to address three specific areas: signage for the primary frontage, signage for the secondary frontage, and additional signage for more upper floor uses. He said essentially the goal was to leave the City's sign ordinance intact except to remove the 100 square cap per lot for primary frontages. He said what they proposed was to allow for 540 square foot of signage in aggregate. He said a large portion of that total signage would be used for the project identification signage and way finding. He said the archway currently blank between the two buildings on El Camino Real itself would require about 180 to 200 square feet just to hold the words "Spring Line" and provide identification to the actual project itself. He said they were also proposing to remove the current effective cap of 50 square feet for secondary frontages to allow signage on

Oak Grove Avenue and Garwood Avenue at about half the amount permitted on the El Camino Real frontage. He said that was critical to the signage for the community serving grove and for the retailers there to succeed. He said they added a concept that would allow for additional signage for upper floor uses along the primary frontage on El Camino Real only specifically for each story above the first story. He said they were asking for additional signage area equal to half the area permitted based on the frontage length. He said this approach was consistent with the logic of the City's current signage limitations while providing some additional signage based on the size of the building. He said procedurally anyone wishing to apply for additional signage rights including them would submit a master sign plan for the Planning Commission's review and approval to ensure that any expanded signage would meet the overall design and aesthetic goals of the Specific Plan. He said they had submitted an illustrative master plan for their proposal that showed conceptually the overall signage allowed for each frontage. He said it was not intended to show the exact location and size of an image sign but to give a general impression of the amount of signage area the proposal would allow. He said they were showing maximum 50 square foot of signage for individual office tenants and a maximum 25 square feet or less for individual retail tenants.

Chair Doran opened the public comment period and closed it as there were no speakers.

Commission Comment: Chair Doran said it seemed there would be an aggregate limit of signs but there did not seem anything to prevent using the aggregate as one enormous sign. Planner Sandmeier said there was nothing in the specific text but applicants using this new provision would be required to get a master sign plan approval from the Planning Commission. She said that could control the size of signage either through condition or denial. Chair Doran asked for a parcel with a 100-foot frontage on El Camino Real now subject to a 100 square foot sign limit what the result would be with this formula, whether it would also be 100 square feet or more signage than that. Planner Sandmeier said now the ordinance allowed 100 square feet of signage for an 80-foot frontage. She said in the proposal there was a complicated formula that when applied for a 100-foot frontage would allow it slightly more than 100 square feet of signage if it was along El Camino Real as the primary frontage. Chair Doran confirmed that would increase in relation to frontage size.

Commissioner DeCardy asked about signage regulations for Atherton and Palo Alto. Planner Sandmeier said that would need to be researched.

Commissioner Riggs noted his extensive involvement over the years with development of the Specific Plan and that there had not been extensive discussions about signage. He said information regarding signage regulations in Redwood City and Palo Alto would have been relevant as those entities had larger projects and signage in scale. He said he did not want El Camino Real to appear as a large shopping mall or a cluster of big box stores. He said he appreciated staff and the applicant offering up the street elevations with a color key zones where there might be signage. He said he completely supported expansion of retail signage on the retail floor, typically the ground floor, and that needed to address each and every retail outlet. He said regarding the overall building signage that typically was located at the top of the building between the highest windows and the parapet and when adjacent to a freeway was used to communicate hundreds of feet. He said with El Camino Real there was not those hundreds of feet. He said they should look more carefully at upper signage and assure there was a level of restraint. He said if the 200,000+ square foot office building was leased to 15 different tenants and there were 15 different signs running along the parapet that would not be acceptable. He said he could see two signs but not four signs there. He said it would be tempting to have large scale signage at the upper floor, which he did not think would be a good aesthetic addition to Menlo Park. He said regarding the proposal for Planning Commission review of master sign plans his concern was that Commission members change, and they should not assume



that Commissions of the future would be attuned to aesthetics. He said having guidelines in place would benefit the community and would make the Planning Commission's job more reasonable and structured. He referred to the proposal regarding retail signage and asked if other Commissioners thought the applicant might be allowed that but to require additional study of signage on upper floors

Chair Doran said he agreed with Commissioner Riggs' concerns and that having 15 different sign designs for office tenants on the tops of the office buildings was undesirable. He said his greater concern was turning El Camino Real into something like Times Square with four story buildings with a lot of frontages and no upper limit on the sign size permitted. He said staff had posed specific questions for the Commission in the staff report. Referring to whether the proposed formulas for calculating signage were generally supported, he said he was not supportive and thought more specificity was needed to guide the Planning Commission in its review of any master sign plan. Referring to the question, did the additional signage permitted for multi-story buildings seem reasonable, he said it was reasonable to have additional signage. He said certainly these large parcels were not contemplated in 1992 when the sign ordinance was last updated and probably not when the Specific Plan was developed. He said he would like to see more guidance in the ordinance and the proposal than what was there now regarding how the aggregate square footage was parceled out. He said he agreed retail stores each needed a sign. He said his concern was permitting a higher aggregate limit on signs than having all that used on one large billboard type sign. Referring to whether the master sign plan be required for projects that fell under the proposed Zoning Ordinance text amendment, he said he agreed with that.

Replying to Chair Doran, Planner Sandmeier said she thought a master sign plan could provide guidelines to allow staff review and approval when tenants changed. She said that would be a new process so the Commissioners should feel free to comment on what their preferences would be. She said perhaps for larger changes those would come to the Planning Commission for review and approval and for smaller ones come to Planning staff.

Commissioner Riggs said he was envisioning what the current sign permitting included in terms of review and that the Commission saw only applications that were in the gray area of the ordinance or wanted exemption from some portion of it.

Replying to Commissioner DeCardy, Planner Sandmeier said the proposed text amendments came from the applicant and were the applicant's proposal. Replying further, she said the next step would be the applicant revising the proposal based on Commission comment to then come back to the Planning Commission for review and recommendation to the City Council for its approval.

Commissioner DeCardy said he was in general agreement with Commissioner Riggs' comments and distinguishing between lower-level retail signage and upper-level signage and in keeping with the community scale. He said he appreciated the Chair's comments on the overall limit of the size of a sign. He said he agreed with a master sign plan that was more specific and had guidance fairly definitive and easy to follow so that applications did not repeatedly have to come to Planning Commission for approval. He said he thought signage was important to residents and he thought there should be community engagement for what residents wanted to see as signage along the business corridors as it was a big part of the look and feel of the community. He said he thought it would be helpful to get input from neighboring communities. He said it was not apparent to him that size determined the effectivity of signage. He noted communities he had lived in with viable retail and restrictive signage. He said he thought it had more to do with clarity and identification.

Recognized by the Chair, Mr. Sanandaji said that the larger projects did not have a level playing field

such as described by Commissioner DeCardy noting a large project not having retail signage and the business across the street having full frontage signage. He said that was the inconsistency they were trying to address. He said their sign consultant RSM had done considerable study of signage along El Camino Real and in neighboring communities.

Commissioner DeCardy said he appreciated that input and the information they had received. He said as the Planning Commission he thought it was important they hear other perspectives from the community.

Commissioner Barnes said he was sympathetic to the premise of leveling the playing field in relationship to existing conditions. He said to have a reasoned discussion of what was fair they would need to look at what was currently existing on El Camino Real. He said he wanted to know whether this project was disadvantaged and would like information related to that.

Commissioner Riggs noted the interest in furthering the discussion and at the same time how to serve the imminent retail tenants of the project as it was nearly ready. He said he met with Mr. Sanandaji a week or so ago to look through the existing situations of the project. He asked if there was a way to have a prompter resolution of the retail signage if they thought the overall building signage was going to take further reporting or other studies such as existing signage now.

Chair Doran said he was sensitive to the developer's situation, but he would like to know if there was a practical way to do something for the retail signage and leave the other questions to a future time. Planner Sandmeier said changing the retail signage regulations would require a zoning ordinance amendment. She said the Commission could recommend to the applicant to bring a separate proposal that would be just for the retail for review and bring as either another study session or a public hearing. She said one part of the proposal was lifting the cap of the 100 square feet and the second part was allowing additional signage for multi-story buildings. She said in that sense it would not just level the playing field with other El Camino Real properties and the additional square feet for the additional stories would only be permitted along the El Camino Real, noting the language at the top of page 3 of the staff report

Recognized by the Chair, Mr. Sanandaji asked as the Planning Commission had control over all master sign plans whether it would be acceptable to proceed on the basis of removing the cap in place that created the unlevel playing field and allow for time for further discussion to occur. He said from their project's perspective they were sort of the test project and wanted to extricate themselves from that discussion to the extent the Commission was amenable to. He suggested that instead they could come to the Planning Commission with a specific proposal that could address each of the Commissioner's current concerns. He said at the minimum removing the cap was necessary for the viability of retail at the site.

Commissioner Barnes asked if someone could address the practical implications of removing the cap.

Chair Doran said if there was no cap and each master sign plan had to be approved by the Planning Commission that he was still concerned that they would have too little control on that. He said he would like to see clear rules as what was being proposed now seemed underdefined.

Replying to Chair Doran, Planner Sandmeier said Commissioners could recommend to the applicant that they revise their proposal to just remove the cap. She said it did not sound like there was support to allow additional signage for multi-storied office buildings. She said a recommendation



could also be made to the applicant to revise the proposal to perhaps include a maximum sign size. She said limitations whether based on colors or size could be added to the coding zone amendment.

Commissioner DeCardy said he was a little confused. He said it sounded like they were making the conversation specific to this project to help it move forward. He said they had two Commissioners recused because they live near the entire Specific Plan area and not this project. He questioned if the discussion was about this project why those Commissioners had not been allowed to participate in this conversation.

Planner Sandmeier said the City Attorney advised that Commissioners with residences within 500 or 100 feet of the Specific Plan area should recuse themselves pending more research. She said regarding the question whether this was only applying to 1300 El Camino Real that it was supportive of the entire Specific Plan area. She said the Middle Plaza project at 500 El Camino Real was not far behind this one in terms of leasing space and for them it was as pressing an issue as it was to the 1300 El Camino Real applicants as well as for other parcels that would face the same issues. She said it made sense to have it apply to the whole Specific Plan area. She said as written parcels along El Camino Real with El Camino Real frontage would be allowed more signage than what was currently allowed under the Specific Plan.

Commissioner DeCardy said he appreciated Mr. Sanandaji's dilemma, but he was uncomfortable without knowing whether the two other Commissioners could participate or not on matters of the Specific Plan area and to expedite out of the study session some informal guidance about how they would proceed based on background information on signage provided solely by the applicant.

Chair Doran asked how long it was expected to get final guidance from the City Attorney regarding the question of a conflict of interest, and if they wanted to do another study session, hopefully with the participation of the other members, and with input about similar ordinances in neighboring cities, how long before that came back to the Commission. Planner Sandmeier said she believed the upcoming meetings were fairly full so likely it would be in December. She said she also received a message that one person was raising a hand to speak. She said she understood public comment was closed.

Chair Doran recognized Commissioner Riggs. Commissioner Riggs said there was a reason they did not reopen public comment noting individuals who used that to have the last word in the past.

Chair Doran thanked Commissioner Riggs and said he would not reopen public comment. He said he was not prepared to make a recommendation.

Commissioner Riggs said perhaps the Commission could make a formal recommendation of support for increasing retail signage similar to removing the cap but with some limitations regarding the size of individual signs and limitations on aggregating the square footage.

Planner Sandmeier said that this was a study session and Commissioners could provide individual feedback and it did not require a motion and vote.

Commissioner Riggs said he was suggesting that recommendation to provide a comfort level for the applicant as it seemed some Commissioners were heading in that direction.

Recognized by the Chair, Mr. Sanandaji said the topic was sensitive. He said it not only applied to their project but to other projects. He said he believed the person trying to comment was the sign

consultant for another project. He said without removing the cap they did not have a retail proposal. He said his final plea to the Commission was for them to be able to present a proposal to the Commission that could only happen if the aggregate limit were removed noting that the Commission retained 100% discretionary control over each part of the application they would bring forward regarding retail and way finding signage.

Chair Doran said he was open to the proposal made by Commissioner Riggs to remove the aggregate cap with respect to retail and for him retail was confined to ground level. He said if there was to be an amendment to the zoning ordinance besides removing the aggregate cap of 100 square feet for a project on one parcel that provisions be included that the increase could not be used for one large sign and how signage would be distributed.

Replying to Chair Doran, Commissioner Barnes said he was perplexed with the idea of working through this on one specific project. He said they were looking at a zoning amendment that would be applicable across the Specific Plan area but specifically working from one project's viewpoint. He said he was sympathetic to the applicant's need to move forward. He said he was not super sensitive to the signage issue and thought there was reasonable best practices so that there would not be a Vegas or Times Square result. He said he felt comfortable with not having wide community outreach as he thought the Planning Commission was empowered to make a recommendation to the Council to make a zoning amendment. He said he was fine removing the cap for the purposes of working with this applicant with respect to retail and having an upper limit to prevent a billboard effect. He said in crafting the amendment he would want to see additional viewpoints or work products. He said he was not really interested in what Redwood City or Los Altos did on signage as he thought they had enough of a baseline in Menlo Park to know what was wanted and best practices from existing conditions.

Commissioner DeCardy said he provided his input earlier He said he understood the need for retail to have signage. He said from a policy perspective the matter should have been looked at in 2017 when it was noted. He said they were being asked to make recommendations without enough nor balanced information. He said it was fundamentally wrong that they did not have clarity even whether two Commissioners could participate. He said for another study session in December that the applicant could poll two cities to the north and two to the south and get that information and do some kind of community outreach in the area. He said next time they saw this he would want more clarity as to what was being put in place.

Commissioner Riggs said among their comments he heard that the applicant could come back with a different proposal and a general direction that the proposal would lift the cap on retail signage but limit individual maximum sign sizes.

Commissioner Harris rejoined the meeting.

## **H. Informational Items**

- H1. Future Planning Commission Meeting Schedule
- Regular Meeting: November 1, 2021
  - Regular Meeting: November 15, 2021

Planner Sandmeier said the November 1<sup>st</sup> agenda would include the General Plan Amendment and Rezoning at 105-155 Constitution Drive and 1395 Chrysler Drive.

Commissioner Barnes asked if at the next meeting staff could provide a report back on the next steps related to the study session tonight.

Commissioner DeCardy asked if at the next meeting staff could report on whether the two Commissioners could participate in items related to the Specific Plan.

**J. Adjournment**

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

Staff Liaison: Corinna Sandmeier, Acting Principal Planner

Recording Secretary: Brenda Bennett



## STAFF REPORT

### Planning Commission

**Meeting Date:** 12/13/2021

**Staff Report Number:** 21-062-PC

**Public Hearing:** Use Permit/Marjorie Andino/730 Ivy Drive

### Recommendation

Staff recommends that the Planning Commission approve a use permit to partially demolish, remodel, and construct first-floor additions to an existing nonconforming one-story, single-family residence in the R-1-U (Single Family Urban Residential) zoning district, at 730 Ivy Drive. The value of the proposed work would exceed 75 percent of the replacement value of the existing nonconforming 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 proposal.

### Background

#### *Site location*

The subject property is located on the southern side of Ivy Drive between Sevier Avenue and Hollyburne Avenue in the Belle Haven neighborhood. All surrounding properties are also located in the R-1-U zoning district. This block of Ivy Drive features mostly older, one-story ranch and bungalow style homes, with an occasional two-story residence. A location map is included as Attachment B.

### Analysis

#### *Project description*

The applicant is proposing to partially demolish the existing one-story, single-family residence, remodel, and construct first floor additions. A data table summarizing parcel and project characteristics is included as Attachment C. The project plans and project description letter are included as Attachments D and E, respectively.

The existing residence is a nonconforming, one-story residence constructed in a ranch style with a flat roof. The house is nonconforming with regard to the right side setback for the whole length of the house on the right side. The house is nonconforming with regard to the left side setback at the front of the house, however the left side wall is constructed at a slight angle, so the left side wall becomes conforming at the rear of the residence. The site plan and elevations incorrectly show that the entire left side of the house as conforming to the required side setback. Staff has included project-specific condition of approval 4.a

requiring the applicant to revise the building permit plan set to correctly show the nonconformity on the left side of the house and to confirm that the new eaves would comply with the maximum 18-inch encroachment into the side setback.

The proposed residence would change from a three-bedroom residence to a four-bedroom residence, but would remain a one-story house. In addition to the new bedroom, the kitchen would be expanded and living space in the existing dining room would be converted into a master bathroom. The existing residence includes a one-car garage and the property does not have a second conforming uncovered parking space, and therefore, the property is considered to have a nonconforming parking situation. Existing equipment in the garage, such as the water heater, washer, and dryer would be relocated in the garage, but the remainder of the garage would be largely untouched. Historically, nonconforming parking situations have been allowed to remain in these situations. The existing 16-foot-wide driveway would remain and could serve as an unofficial, second parking space. The proposed residence would meet other Zoning Ordinance requirements for lot coverage, floor area limit (FAL), daylight plane, and height. Of particular note, the project would have the following characteristics with regard to the Zoning Ordinance:

- The proposed floor area would be far below the maximum FAL with 1,797 square feet proposed where 2,800 square feet is the maximum.
- The proposed project would be constructed below the maximum lot coverage with 35 percent proposed where 40 percent is the maximum.
- The proposed residence would be constructed below the maximum height, at 13.7 feet proposed where 28 feet is the maximum.
- The nonconforming areas on the left and right sides of the existing residence would be retained, but the proposed additions would comply with the required five-foot side setbacks.

The proposed residence would have a front setback of 20 feet, 11 inches and a rear setback of 22 feet, where 20 feet is required in either case. The required interior side setback in the R-1-U district is 10 percent of the minimum lot width, with a minimum of five feet. With a minimum lot width of 46 feet, the required side setback is five feet. The rear, left side portion of the existing residence is located five feet, one inch from the side property line, and the left side addition will continue in line with the existing residence. The rear, right side of the existing residence is nonconforming and located four feet, one inch from the right side property line. The area of addition on the rear right side would be stepped in to five feet, one inch, where five feet is required, in order to comply with the minimum setback requirement.

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

The existing residence is a one-story, ranch style residence with a flat roof and horizontal wood siding. The applicant states that the proposed remodel would create a “California” style residence. The existing siding would be replaced with stucco siding. The existing flat roof would be reconstructed to a traditional gable roof with composition shingle roofing material. The existing garage door would be replaced with a new wood and metal garage door. The front entry would feature a new covered porch to create a more inviting front elevation. The rear addition would feature two sliding glass doors with new wood trellises above each door.

Staff believes that the design and materials of the proposed residence are compatible with the surrounding neighborhood. The proposed architectural style would be generally attractive and add to the mix of

architectural styles in the area.

### ***Valuation***

For projects involving existing nonconforming structures, the City uses standards established by the Building Division to calculate the replacement and new construction costs on which the use permit threshold is based. The City has determined that the replacement cost of the existing structure would be \$216,360, meaning that the applicant would be allowed to propose new construction and remodeling at this site totaling no more than \$162,270 (or 75 percent) in any 12-month period without applying for a use permit. The City has determined that the value of the proposed work would be approximately \$256,590. Based on this estimate, the proposed project exceeds 75 percent of the replacement cost of the existing structure, at approximately 118.6 percent, and therefore requires use permit approval by the Planning Commission.

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

The property is relatively bare, with only one small apricot tree in the rear left corner of the lot, which is proposed to remain. The proposed addition is not within the tree protection zone of any heritage trees, and therefore no impacts to heritage trees are expected. The existing front yard would be repaved with new driveway and walkway pavers, and new shrubs would be planted. An existing concrete wall, three feet, six inches in height, would remain. The concrete wall complies with the maximum height of fences and walls within the front setback. The existing five-foot, eight-inch wood fence would remain in the areas outside the front setback. No new trees are proposed.

### ***Correspondence***

The applicant does not indicate any outreach to neighboring property owners in the project description letter. Staff has not received any direct correspondence at the time of staff report publication.

### ***Conclusion***

Staff believes that the design and materials of the proposed residence are compatible with the surrounding neighborhood. The proposed architectural style would be generally attractive and add to the mix of architectural styles in the area. Staff recommends the Planning Commission approve the proposed project.

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

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

### ***Environmental Review***

The project is categorically exempt under Class 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:  
Chris Turner, Assistant Planner

Report reviewed by:  
Corinna Sandmeier, Acting Principal Planner



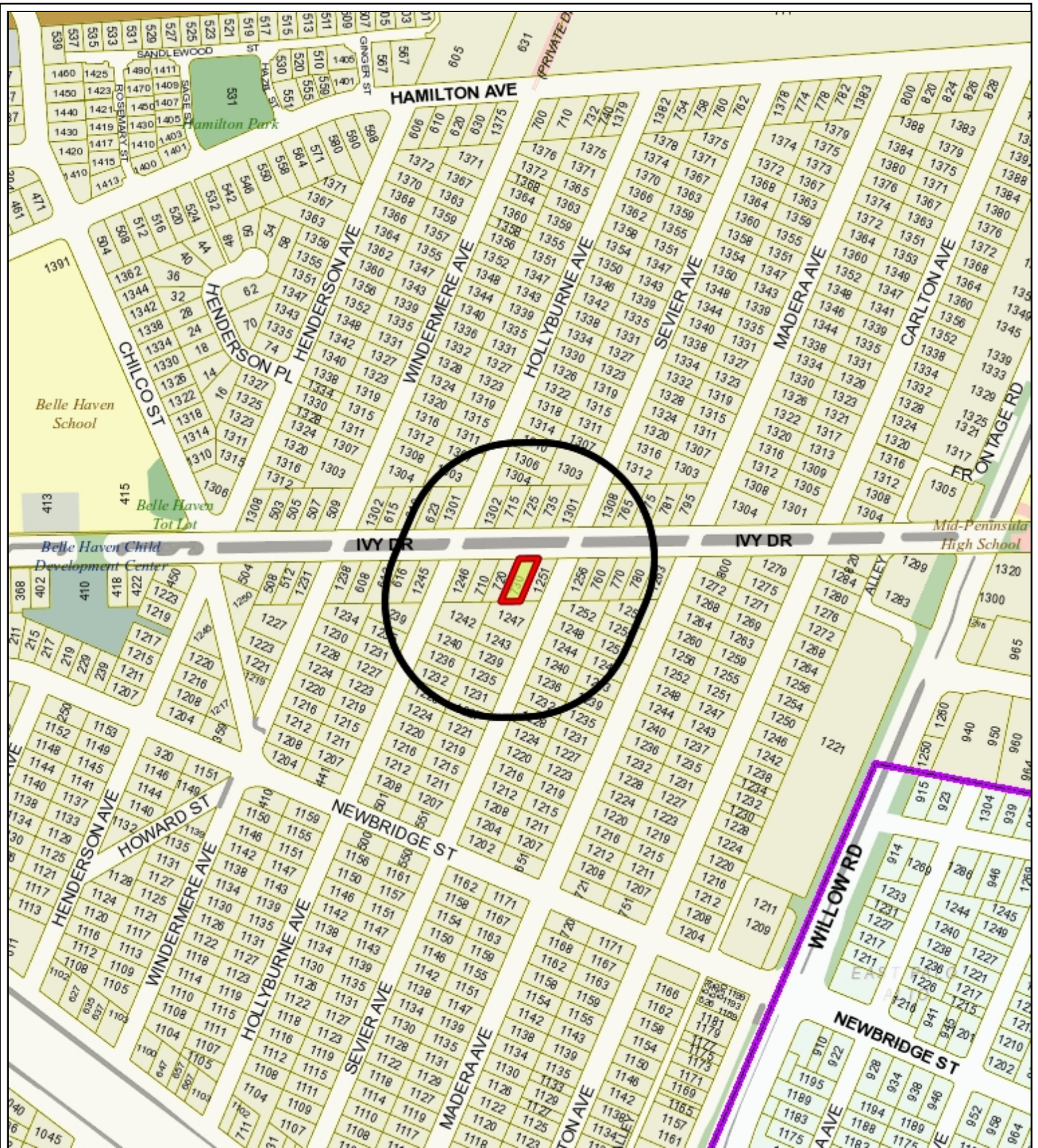
## 730 Ivy Drive– Attachment A: Recommended Actions

<b>LOCATION:</b> 730 Ivy Drive	<b>PROJECT NUMBER:</b> PLN2021-00020	<b>APPLICANT:</b> Marjorie Andino	<b>OWNER:</b> Marjorie Andino
<b>PROPOSAL:</b> Use Permit/Marjorie Andino/730 Ivy Drive: Request for a use permit to partially demolish, remodel, and construct first-floor additions to an existing nonconforming one-story, single-family residence in the R-1-U (Single Family Urban Residential) zoning district. The proposed work would exceed 75 percent of the replacement value of the existing nonconforming structure in a 12-month period and requires use permit approval by the Planning Commission.			
<b>DECISION ENTITY:</b> Planning Commission	<b>DATE:</b> December 13, 2021	<b>ACTION:</b> TBD	
<b>VOTE:</b> TBD (Barnes, DeCardy, Doran, Kennedy, Riggs, Harris, Tate)			
<b>ACTION:</b>			
<ol style="list-style-type: none"> <li>1. Make a finding that the project is categorically exempt under Class 1 (Section 15301, “Existing Facilities”) of the current California Environmental Quality Act (CEQA) Guidelines.</li> <li>2. Make findings, as per Section 16.82.030 of the Zoning Ordinance pertaining to the granting of use permits, that the proposed use will not be detrimental to the health, safety, morals, comfort and general welfare of the persons residing or working in the neighborhood of such proposed use, and will not be detrimental to property and improvements in the neighborhood or the general welfare of the City.</li> <li>3. Approve the use permit subject to the following <b>standard</b> conditions: <ol style="list-style-type: none"> <li>a. The applicant shall be required to apply for a building permit within one year from the date of approval (December 13, 2022) for the use permit to remain in effect.</li> <li>b. Development of the project shall be substantially in conformance with the plans prepared by Los Reyes Architecture, consisting of six plan sheets, dated received October 27, 2021 and approved by the Planning Commission on December 13, 2021, except as modified by the conditions contained herein, subject to review and approval of the Planning Division.</li> <li>c. Prior to building permit issuance, the applicants shall comply with all Sanitary District, Menlo Park Fire Protection District, and utility companies’ regulations that are directly applicable to the project.</li> <li>d. Prior to building permit issuance, the applicants shall comply with all requirements of the Building Division, Engineering Division, and Transportation Division that are directly applicable to the project.</li> <li>e. Prior to building permit issuance, the applicant shall submit a plan for any new utility installations or upgrades for review and approval by the Planning, Engineering and Building Divisions. All utility equipment that is installed outside of a building and that cannot be placed underground shall be properly screened by landscaping. The plan shall show exact locations of all meters, back flow prevention devices, transformers, junction boxes, relay boxes, and other equipment boxes.</li> <li>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.</li> <li>g. Simultaneous with the submittal of a complete building permit application, the applicant shall submit a Grading and Drainage Plan for review and approval of the Engineering Division. The Grading and Drainage Plan shall be approved prior to the issuance of grading, demolition or building permits.</li> </ol> </li> </ol>			

730 Ivy Drive– Attachment A: Recommended Actions

<b>LOCATION:</b> 730 Ivy Drive	<b>PROJECT NUMBER:</b> PLN2021-00020	<b>APPLICANT:</b> Marjorie Andino	<b>OWNER:</b> Marjorie Andino
<b>PROPOSAL:</b> Use Permit/Marjorie Andino/730 Ivy Drive: Request for a use permit to partially demolish, remodel, and construct first-floor additions to an existing nonconforming one-story, single-family residence in the R-1-U (Single Family Urban Residential) zoning district. The proposed work would exceed 75 percent of the replacement value of the existing nonconforming structure in a 12-month period and requires use permit approval by the Planning Commission.			
<b>DECISION ENTITY:</b> Planning Commission	<b>DATE:</b> December 13, 2021	<b>ACTION:</b> TBD	
<b>VOTE:</b> TBD (Barnes, DeCardy, Doran, Kennedy, Riggs, Harris, Tate)			
<p><b>ACTION:</b></p> <ul style="list-style-type: none"> <li>h. 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). Submittal of a detailed landscape plan would be required concurrently with the submittal of a complete building permit application.</li> <li>i. Simultaneous with the submittal of a complete building permit application, the applicant shall submit an Erosion Control Plan and construction detail sheet that documents all erosion control measure implemented during the course of construction including, but not limited to, straw waddles, silt fence, temporary construction entrances, inlet protection, check dams, tree protection fencing, etc.</li> <li>j. Required frontage improvements include but not limited to: Construct a new concrete curb and gutter along entire project frontage conforming to the adjacent properties.</li> </ul> <p>4. Approve the use permit subject to the following <i>project-specific</i> conditions:</p> <ul style="list-style-type: none"> <li>a. Simultaneous with the submittal of a complete building permit application, the applicant shall revise the site plan and elevation drawings to correctly show the existing nonconformity on the left side of the residence. Additionally, the applicant shall demonstrate that the proposed eaves will comply with the maximum allowed eave encroachments on the left side. The applicant shall note that that existing nonconforming portions of the wall may not be removed, and if they are removed, that they cannot be rebuilt in their existing location.</li> </ul>			





City of Menlo Park  
 Location Map  
 730 IVY DRIVE



730 Ivy Drive – Attachment C: Data Table

	<b>PROPOSED PROJECT</b>	<b>EXISTING CONDITIONS</b>	<b>ZONING ORDINANCE</b>
Lot area	5,520 sf	5,520 sf	7,000 sf min.
Lot width	46 ft.	46 ft.	65 ft. min.
Lot depth	120 ft.	120 ft.	100 ft. min.
Setbacks			
Front	20 ft.	28.1 ft.	20 ft. min.
Rear	22.1 ft.	37.9 ft.	20 ft. min.
Side (left)	4.4 ft.	4.4 ft.	5 ft. min.
Side (right)	4.1 ft.	4.1 ft.	5 ft. min.
Building coverage	1,931 sf	1,294 sf	2,208 sf max.
	35 %	23.4 %	40.0 % max.
FAL (Floor Area Limit)	1,797 sf	1,294 sf	2,800 sf max.
Square footage by floor	1,549 sf/1st 248 sf/garage 134 sf/porches	995 sf/1 <sup>st</sup> 248 sf/garage 51 sf/shed	
Square footage of buildings	1,931 sf	1,294 sf	
Building height	13.7 ft.	9.3 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	1	New Trees	0
	Heritage trees proposed for removal	0	Non-Heritage trees proposed for removal	0	Total Number of Trees	1

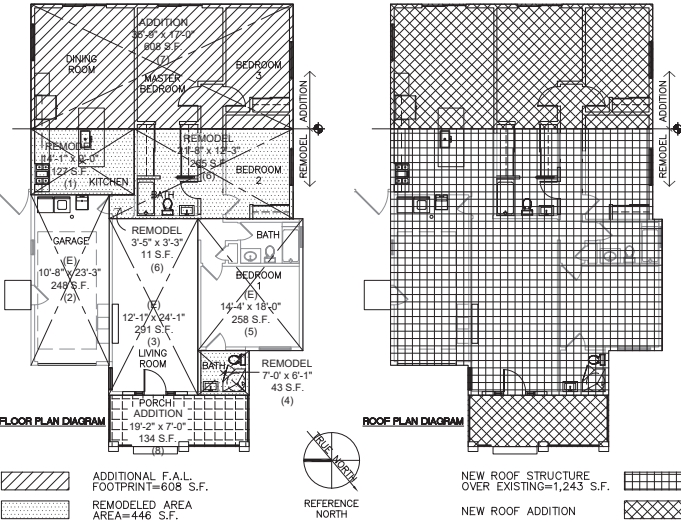


# ANDINO'S RESIDENCE

EXPANSION AND REMODEL  
730 IVY DRIVE MENLO PARK, CA

**EXISTING AND PROPOSED DEVELOPMENT DIAGRAMS**

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



EXISTING DEVELOPMENT	SQUARE FOOTAGE	CONSTRUCTION COST	EXISTING VALUE
NON-CONFORMING STRUCTURE TYPE			
EXISTING FLOOR	995	\$200/Sq.Ft	\$199,000
EXISTING GARAGE	248	\$70/Sq.Ft	\$17,360
<b>TOTAL</b>	<b>1,243</b>		<b>\$216,360</b>

NONCONFORMING STRUCTURE USE PERMIT THRESHOLD  
EXISTING VALUE: \$216,360 x 75% = \$162,270

PROPOSED DEVELOPMENT	SQUARE FOOTAGE	CONSTRUCTION COST	DEVELOPMENT VALUE
CATEGORY 1 : NEW SQUARE FOOTAGE			
PROPOSED DEVELOPMENT TYPE			
FLOOR ADDITION	608	\$200/Sq.Ft	\$121,600
CATEGORY 2 : REMODEL OF (E) SQUARE FOOTAGE			
REMODEL OF KITCHEN	127	\$130/Sq.Ft	\$16,510
REMODEL OF OTHER LIVING AREAS	319	\$100/Sq.Ft	\$31,900
<b>TOTAL</b>	<b>446</b>		<b>\$48,410</b>

PROPOSED DEVELOPMENT TYPE	SQUARE FOOTAGE	CONSTRUCTION COST	DEVELOPMENT VALUE
CATEGORY 3 : EXTERIOR MODIFICATION TO (E) STRUCTURE			
NEW ROOF STRUCTURE OVER EXISTING	1,243	\$50/Sq.Ft	\$62,150

PROPOSED DEVELOPMENT TYPE	SQUARE FOOTAGE	CONSTRUCTION COST	DEVELOPMENT VALUE
CATEGORY 3 CONT.: EXTERIOR MODIFICATION TO (E) STRUCTURE			
REPLACEMENT OF (E) SIDING, 3 SIDES ONLY	698	\$35/Sq.Ft	\$24,430

PROPOSED NEW WORK VALUE  
(\$256,590 = 118.6%)

AREA	DIMENSIONS	SQUARE FOOT
1	14'-1" x 9'-0"	127
2	10'-8" x 23'-3"	248
3	12'-1" x 24'-1"	291
4	7'-0" x 6'-1"	43
5	14'-4" x 18'-0"	258
6	265 S.F. + 11 S.F.	265
7	35'-9" x 17'-0"	608
8	19'-2" x 7'-0"	134
<b>TOTAL F.A.L.</b>		<b>1,840</b>

AREA	DIMENSIONS	SQUARE FOOT
1	14'-1" x 9'-0"	127
2	10'-8" x 23'-3"	248
3	12'-1" x 24'-1"	291
4	7'-0" x 6'-1"	43
5	14'-4" x 18'-0"	258
6	265 S.F. + 11 S.F.	265
7	35'-9" x 17'-0"	608
8	19'-2" x 7'-0"	134
<b>TOTAL BUILDING COVERAGE</b>		<b>1,974</b>

**PROJECT DESCRIPTION**

THE PROJECT CONSIST ON: THE ADDITION OF A BEDROOM; THE EXTENSION OF THE KITCHEN AN BEDROOM TO BECOME A MASTER BEDROOM WITH FULL BATHROOM BY ADDING 608 SQ. FT. INTO THE EXISTING HOUSE. THE REMODEL OF A CLOSET INTO A BATHROOM AND THE ADDITION OF 134 SQ. FT. FRONT PORCH. ALSO, THE ADDITION OF A NEW SLOPED ROOF STRUCTURE OVER THE EXISTING FLAT ROOF AND THE REPLACEMENT OF THE EXTERIOR WOOD SIDING FINISH FOR A NEW STUCCO FINISH.

**SITE ANALYSIS**

A.P.N.: 062084150  
 LOT AREA: 5,520 SQ.FT.  
 ALLOWABLE F.A.L.: 2,800 SQ.FT.  
 ZONING DISTRICT: R-1-U  
 CONSTRUCTION TYPE: VB  
 FLOOD ZONE: X  
 EXISTING BUILDING HEIGHT: ±9' FT.  
 (E) HOUSE LIVING AREA: 995 SQ.FT.  
 ADDITION AT LIVING AREA: 608 SQ.FT.  
 NEW LIVING AREA: 1,603 SQ.FT.  
 (E) GARAGE AREA: 248 SQ.FT.  
 TOTAL LIVING AREA + GARAGE: 1,851 SQ.FT.  
 (N) PORCH: 134 SQ.FT.  
 NEW COVERED AREA: 1,985 SQ.FT.  
 MAX. BLDG. COVERED ALLOWED: 40%  
 EXISTING BLDG. COVERED: 23%  
 PROPOSED BLDG. COVERED: 36%  
 PARKING SPACES: 1 COVERED

**SHEET INDEX**

- ARCHITECTURAL:**
- A0.1 COVER SHEET, PROPOSED SITE & ROOF PLAN, PROPOSED DEVELOPMENT DIAGRAMS
  - A0.2 AREA PLAN & STREETScape VIEW
  - A2.1 DEMOLITION & PROPOSED FLOOR PLAN/ DOOR AND WINDOW SCHEDULE
  - A5.1 EXISTING AND PROPOSED ELEVATIONS
  - AE.1 POWER & ELECTRICAL PLAN, SECTION & ARCHITECTURAL DETAILS
- SURVEYOR MAP:**
- C1.0 BOUNDARY MAP

**KEYNOTES**

- (E) GAS AND ELECTRICAL METERS LOCATIONS
- (E) WATER METER
- (E) UTILITY POLE
- (N) PAVERS OVER SAND BASE.
- (N) 14" Ø TUBULAR SKYLIGHT
- PROPOSED LOCATION OF SOLAR PANELS
- CHIMNEY FLUTE EXTENSION WITH ROOF CRICKET
- (E) NONCONFORMING WALL TO REMAIN AS IS, AND IF DEMOLISHED IT CANNOT BE REBUILT IN ITS CURRENT LOCATION.
- 9" EAVE ENROACHMENT INTO FRONT SETBACK
- (E) 4'-0"W. x3'-7"D. x7"H. LANDING TO BE REPLACED TO MATCH NEW PAVERS MATERIALS

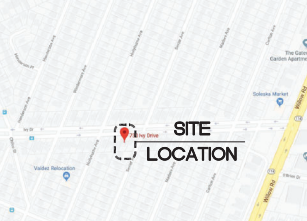
**PLAN LEGEND**

- EXISTING FOOTPRINT BELOW
- PROPERTY LINE/FENCE
- SET BACK LINE
- X NOTE TAG
- ➔ MAIN ENTRY
- X XX ELEVATION
- ➔ SLOPE/SLIDE
- RWL RAIN WATER LEADER
- ▣ O'HAGIN VENT (72 SQ. IN.FREE VENTING)
- ▣ 3 1/2"x12 1/2" = 44 SQ. IN. SCREENED FRIEZE BLOCK VENTS

**PROJECT CONTACTS**

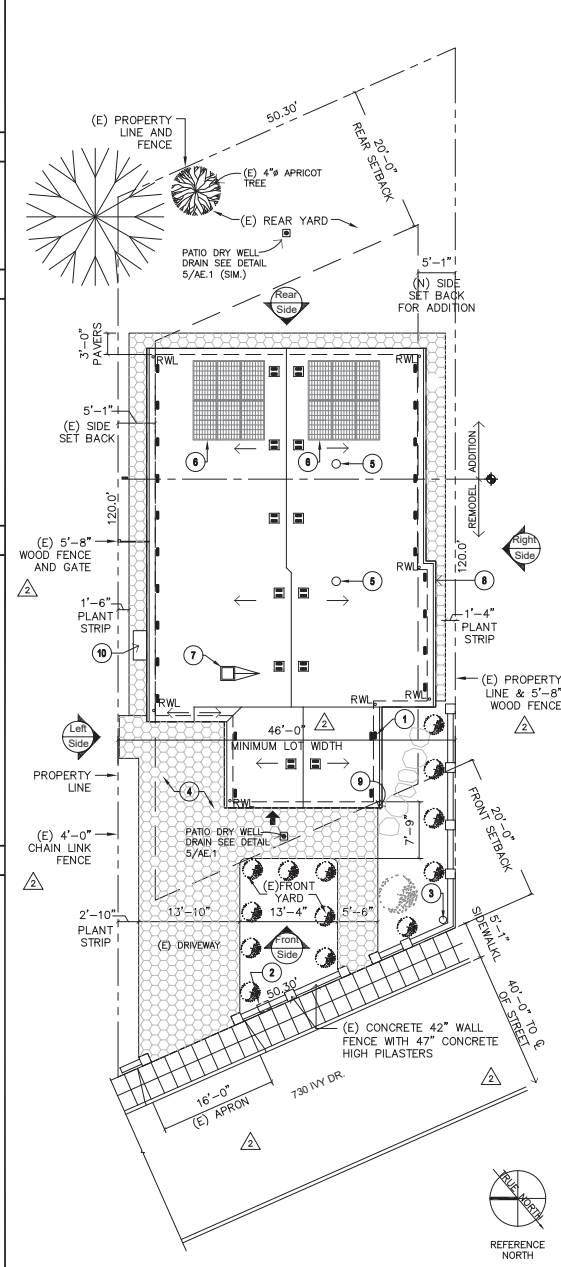
PROPERTY OWNER: MARJORIE ANDINO  
 ADDRESS: 730 IVY DRIVE, MENLO PARK, CA 94025  
 PHONE: (213) 422-6479  
 DESIGNER: LOS REYES DESIGN GROUP  
 CONTACT PERSON: ERNESTO REYES  
 ADDRESS: P.O. BOX 27, PALO ALTO, CA 94302  
 PHONE: (650) 814-0799

**VICINITY MAP**



**PROPOSED SITE / ROOF PLAN**

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



NO.	DATE	REVISIONS
1	05/02/09	PLANNING REVISION
2	09/09/11	PLANNING REVISION
3	10/22/11	PLANNING REVISION



**LOS REYES**  
 THE CREATED ALTERNATIVE ARCHITECTURE  
 P.O. BOX 27 PALO ALTO, CA. 94302  
 TEL: (650) 814-0799  
 E-MAIL: ernestoreyes@gmail.com

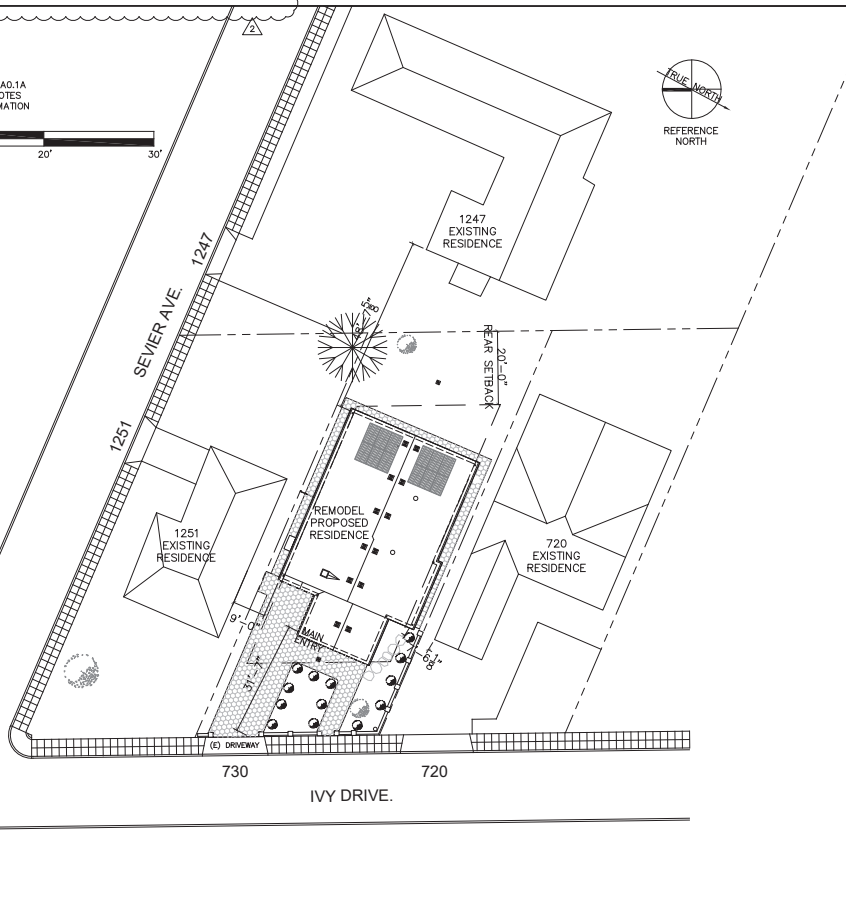
**PROJECT:** ANDINO'S RESIDENCE EXPANSION & REMODEL  
**ADDRESS:** 730 IVY DRIVE, MENLO PARK, CALIFORNIA

NAME	OL
DATE	10/02/19
SCALE	AS NOTED
CHECKED	MR
SHEET	A01
JOB NO.	0209

AREA PLAN - 730 IVY DRIVE MENLO PARK

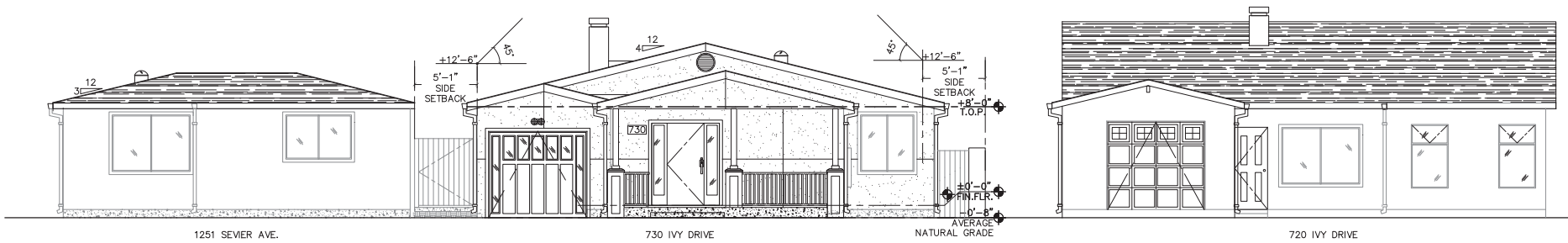
SCALE: 1/16" = 1'-0"

NOTE:  
REFER TO SHEET A0.1A  
FOR SITE PLAN NOTES  
AND MORE INFORMATION



STREET SCAPE VIEW FROM IVY DRIVE

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



NO.	DATE	REVISIONS
1	03/02/09	PLANNING REVISION
2	09/09/11	PLANNING REVISION



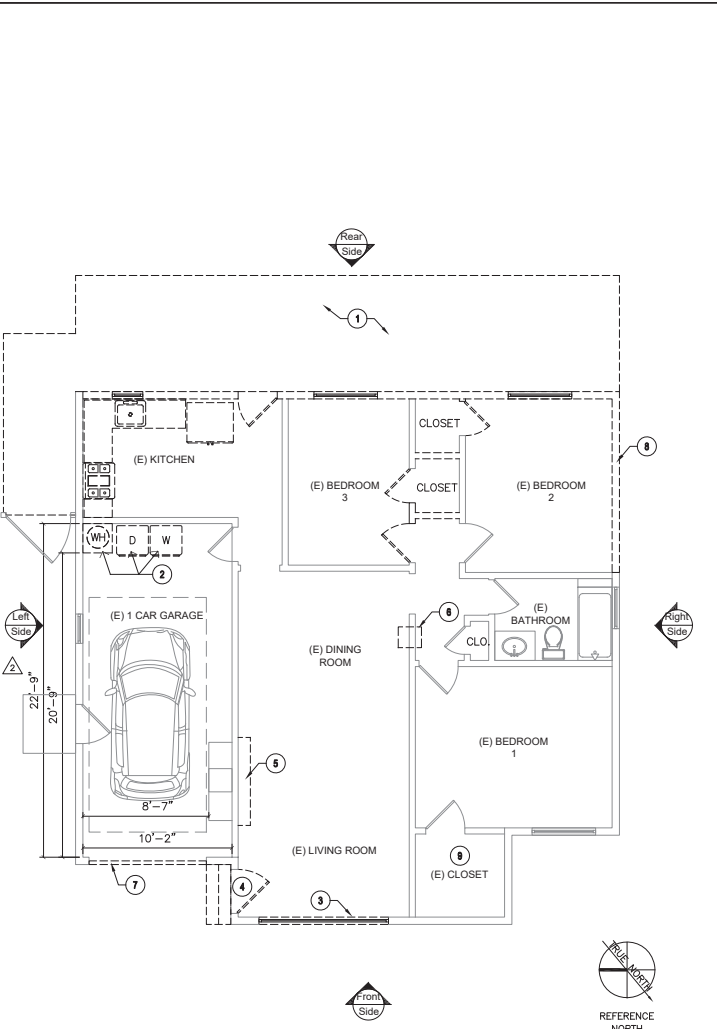
**LOS REYES**  
ARCHITECTS, INC.  
P.O. BOX 27 PALO ALTO, CA 94302  
TEL: (650) 814-0799 E-MAIL: [losreyes@gmail.com](mailto:losreyes@gmail.com)

**PROJECT:** ANDINO'S RESIDENCE  
EXPANSION & REMODEL  
**ADDRESS:** 730 IVY DRIVE  
MENLO PARK, CALIFORNIA

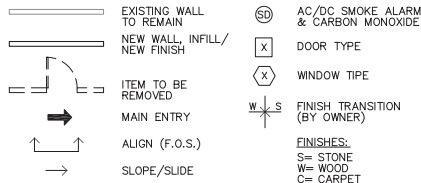
NAME	OL
DATE	03/02/09
SCALE	AS NOTED
CHECKED	MR
SHEET	A0.2
JOB NO.	02069

**DEMOLITION FLOOR PLAN**

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



**LEGEND**



**DEMOLITION KEY NOTES**

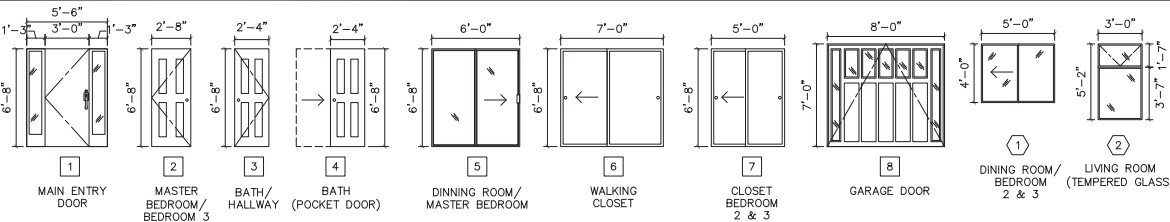
- 1 (E) CONCRETE SLAB TO BE REMOVED
- 2 (E) WATER HEATER TO BE REMOVED AND REPLACED WITH A NEW THANKLESS WATER HEATER, RELOCATE EXISTING WASHER & DRYER
- 3 (E) WINDOW TO BE REMOVED, PREPARE AREA FOR NEW ENTRY DOOR
- 4 (E) DOOR AND STEPS TO BE REMOVED
- 5 (E) CHIMNEY TO BE PREPARED TO RECEIVE A NEW LINEAR GAS BURNER BOX
- 6 (E) FURNACE TO BE REMOVED
- 7 (E) GARAGE DOOR TO BE REPLACED
- 8 (E) WALL TO BE REMOVED; PREPARE AREA FOR NEW FOUNDATION AND RELOCATION OF WALL TO MEET SET BACKS REQUIREMENTS
- 9 PREPARE CLOSET AREA TO ACCOMMODATE NEW BATHROOM

**PROPOSAL KEY NOTES**

- 1 (N) 14" Ø TUBULAR SKYLIGHT WITH DIFFUSER MOUNTED IN THE CEILING, TO DISPERSE NATURAL LIGHT TO THE ROOM BELOW
- 2 INSTALLATION OF A NEW LINEAR GAS BURN BOX "RASMUSSEN" (SIMILAR OR BETTER) AT EXISTING CHIMNEY CAVITY WITH NEW GAS SUPPLY HOOKUPS
- 3 (N) PAVERS OVER SAND BASE, SEE DETAIL 2/A.1
- 4 (N) 24"x36" ATTIC ACCESS WITH FOLDING LETTER
- 5 (N) TANKLESS WATER HEATER ABOVE FREE STAND SINK
- 6 (E) 48"W x 36"D x 7"H LANDING WITH NEW FINISH REPLACEMENT, MATCHING WALKWAY
- 7 (N) 84"W x 12"D PLANTER AREA, WITH METAL TRESSIS
- 8 (N) FREE STAND SINK, LOCATION TO BE DETERMINED AFTER REMOVAL OF WATER HEATER AND SHIFTING OF EXISTING WASHER & DRYER
- 9 (N) ISLAND STONE COUNTER TOP (PER OWNER) WITH SINK AND DISH WASHER BELOW
- 10 (N) STONE COUNTER TOP (PER OWNER) PROVIDE CABINET ABOVE
- 11 RELOCATION OF NEW WALL TO MEET REQUIREMENT SIDE SET BACK.
- 12 EXISTING NONCONFORMING WALL TO REMAIN AS IS.
- 13 BUILT IN CLOSET CABINETS BY OWNER, G. C. SHALL VERIFY WITH OWNER FOR CONSTRUCTION AND LOCATION
- 14 NEW BOLLARD TO BE PROVIDED DUE TO THE RELOCATION OF THE WASHER AND DRYER, IT MUST MAINTAIN 20' FOOT CLEAR DEPTH

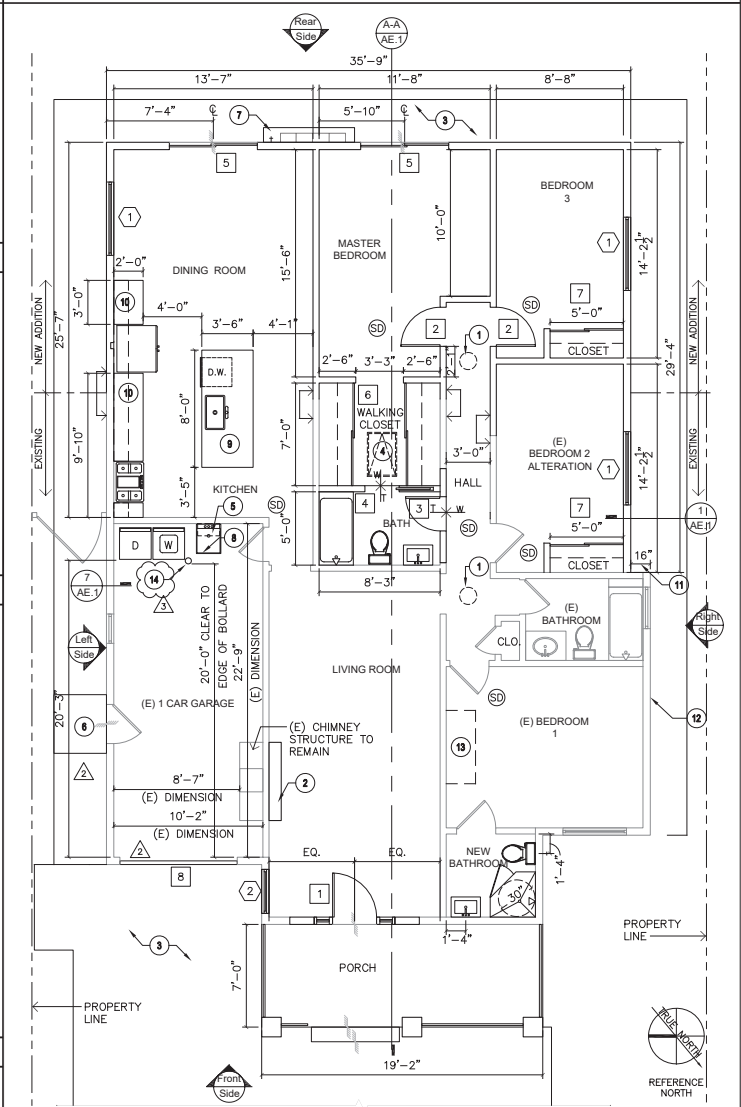
**DOOR / WINDOW SCHEDULE**

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



**PROPOSED FLOOR PLAN KEY NOTES**

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



NOTE:  
(E) NONCONFORMING WALL TO REMAIN AS IS, AND IF DEMOLISHED IT CANNOT BE REBUILT IN ITS CURRENT LOCATION.

NO.	DATE	BY	REVISIONS
1	08-28-21	AEI	PLANNING COMMENTS
2	10-28-21	AEI	PLANNING COMMENTS



**LOS REYES**  
INCORPORATED ARCHITECTURE  
INTERIOR DESIGN

P.O. BOX 27 PALO ALTO, CA 94302  
TEL: (650) 814-0799 E-MAIL: [enrique@losreyes.com](mailto:enrique@losreyes.com)

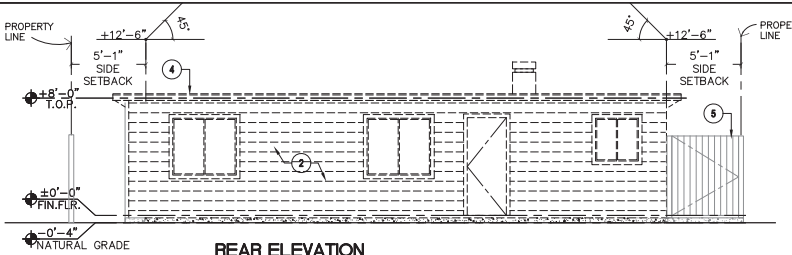
**PROJECT:** ANDINO'S RESIDENCE EXPANSION & REMODEL  
**ADDRESS:** 730 IVY DRIVE MENLO PARK, CALIFORNIA

NAME	OL
DATE	8/22/2020
SCALE	AS NOTED
CHECKED	MR
SHEET	
<b>A21</b>	
6 OF 6 SHEETS	
JOB NO.	0209

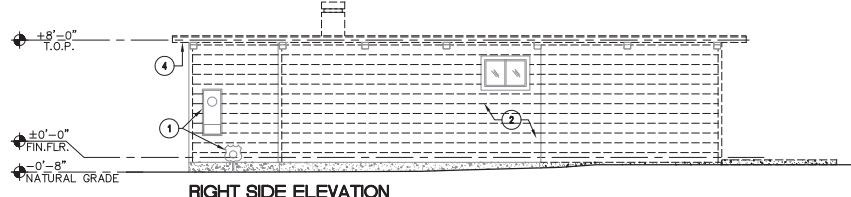


EXISTING / DEMO ELEVATIONS

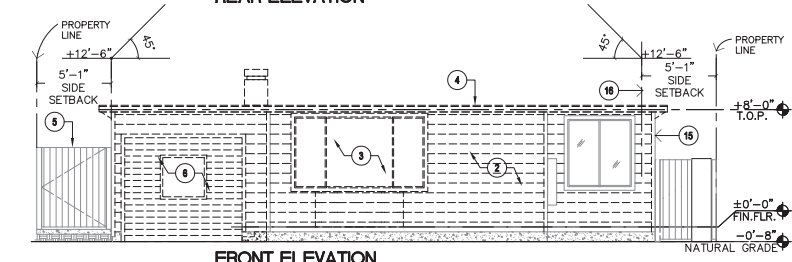
SCALE: 1/4" = 1'-0"



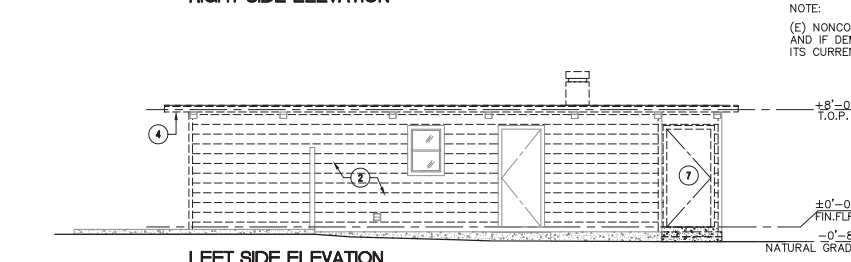
REAR ELEVATION



RIGHT SIDE ELEVATION



FRONT ELEVATION



LEFT SIDE ELEVATION

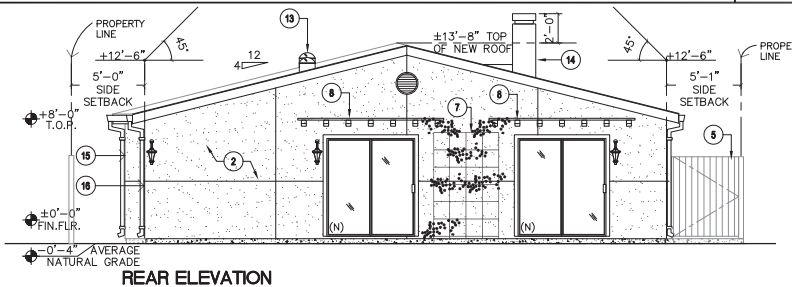
NOTE:  
(E) NONCONFORMING WALL TO REMAIN AS IS, AND IF DEMOLISHED IT CANNOT BE REBUILT IN ITS CURRENT LOCATION.

EXISTING/ DEMO ELEVATIONS KEYNOTES

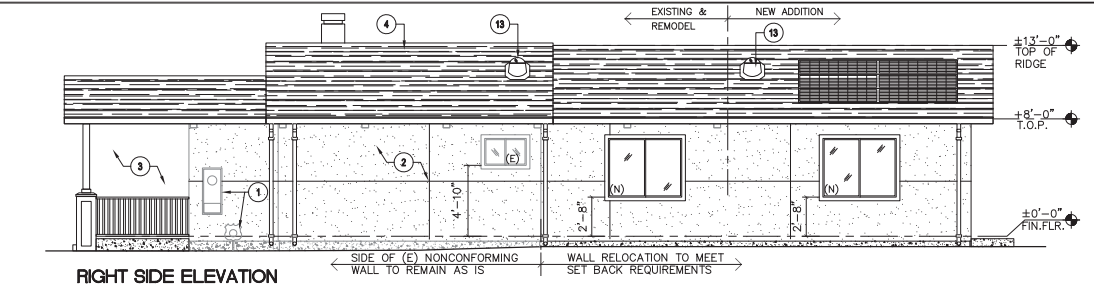
- 1 ELECTRICAL AND GAS METERS LOCATIONS
- 2 (E) WOOD SIDING TO BE REMOVED
- 3 PARTIAL WALL AND WINDOW TO BE REMOVED TO ACCOMMODATE NEW ENTRY DOOR
- 4 PREPARED (E) ROOF TO SUPPORT NEW GABLE ROOF
- 5 EXISTING WOOD FENCE BEYOND
- 6 REPLACE EXISTING GARAGE DOOR (SELECTED BY OWNER)
- 7 (E) ENTRY DOOR TO BE REMOVED

PROPOSED ELEVATIONS KEYNOTES

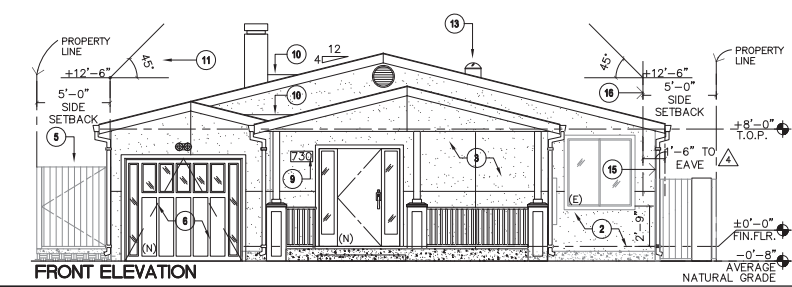
- 1 ELECTRICAL AND GAS METERS LOCATIONS
- 2 (N) STUCCO FINISH WITH METAL REVEALS, TYPICAL THROUGHOUT THE ENTIRE HOUSE
- 3 (N) ENTRANCE PORCH
- 4 (N) COMPOSITION SHINGLES ROOF FINISH CLASS "C" RATED MINIMUM WITH 2 LAYERS OF 15# FELT UNDERLAYMENT, TYP.
- 5 EXISTING WOOD FENCE BEYOND
- 6 (N) METAL & WOOD GARAGE DOOR
- 7 PROPOSED METAL TRELLIS. SEE DETAIL 3/AE.1. OVER 84"W x 12"D PLANTER
- 8 (N) WOOD TRELLIS ABOVE SLIDING DOOR
- 9 LOCATION OF (N) ILLUMINATED ADDRESS NUMBERS. THEY MUST BE AT LEAST 4" INCH TALL WITH 1/2" INCH STROKE
- 10 CRICKET
- 11 DAY LIGHT PLAN
- 12 PROPOSED SOLAR PANELS LOCATION
- 13 (N) 14" Ø TUBULAR SKYLIGHT
- 14 EXISTING CHIMNEY FLUTE TO BE EXTENDED 2'-0" ABOVE NEW ROOF TOP; FIRE SPARK ARRESTOR TO BE PROVIDED.
- 15 EXISTING NONCONFORMING WALL TO REMAIN AS IS.
- 16 RELOCATION OF NEW WALL TO MEET REQUIREMENT SIDE SET BACK.



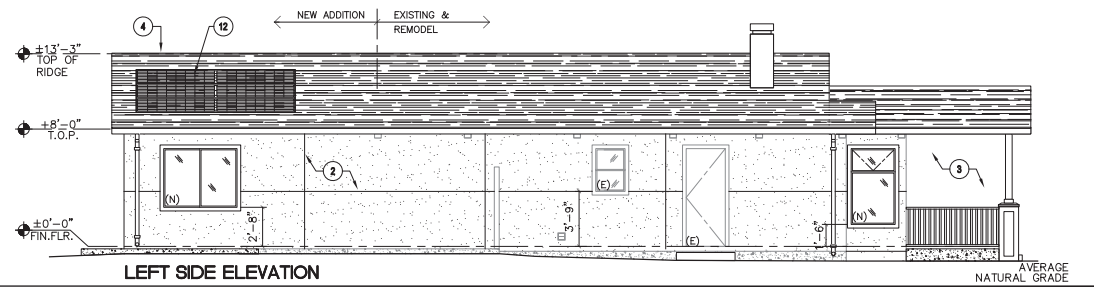
REAR ELEVATION



RIGHT SIDE ELEVATION



FRONT ELEVATION



LEFT SIDE ELEVATION

PROPOSED ELEVATIONS AND DAY LIGHT PLAN

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

NO.	DATE	REVISIONS
1	08-28-21	PLANNING COMMENTS
2	10-26-21	PLANNING COMMENTS
3	11-24-21	PLANNING COMMENTS

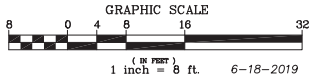


**LOS REYES**  
THE CREATED ALTERNATIVE ARCHITECTURE  
P.O. BOX 27 PALO ALTO, CA 94302  
TEL: (650) 814-0799 P-MUL: vrenn@losreyes.com

PROJECT: ANDINO'S RESIDENCE EXPANSION & REMODEL  
ADDRESS: 730 IVY DRIVE MENLO PARK, CALIFORNIA

NAME	OL
DATE	10/24/20
SCALE	AS NOTED
CHECKED	MR
SHEET	A51
7 OF 8 SHEETS	
JOB NO.	02069



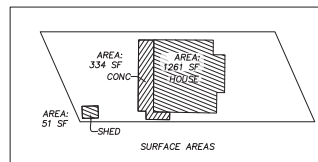
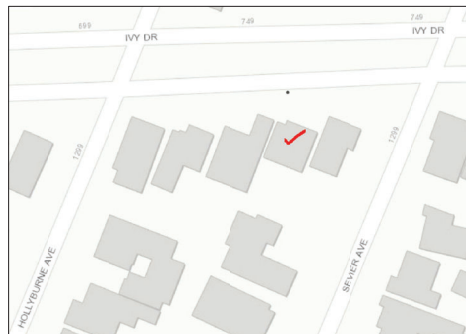
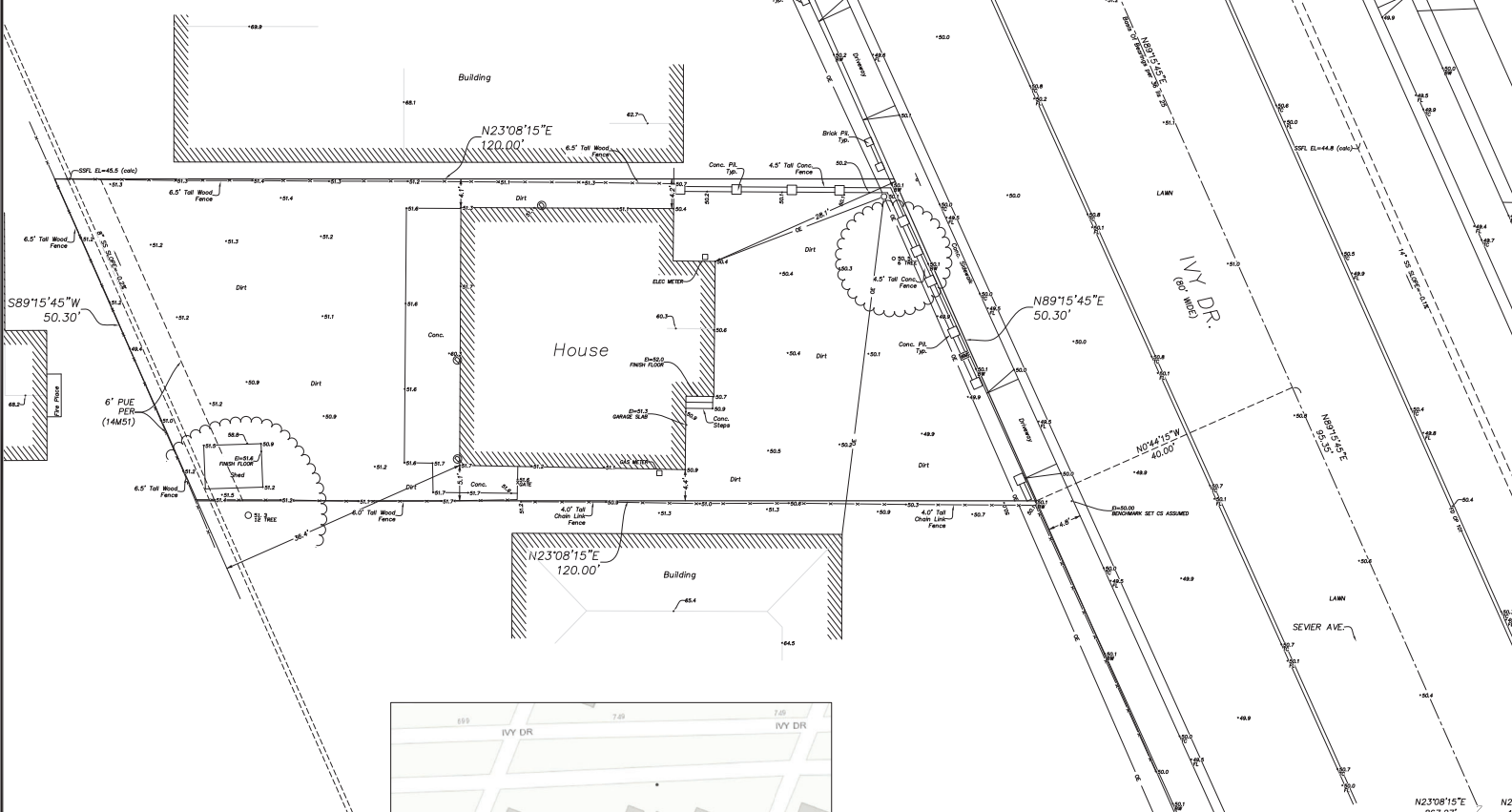


**LEGEND**

- FOUND POINT IN MONUMENT CASTING (AS NOTED)
- ( ) RECORD DATA / REFERENCE
- ⊞ WATER METER OR WATER VALVE BOX
- ⊞ FIRE HYDRANT
- 10 12 8 OAK TREE - TRUNK DIAMETER IN INCHES, TREE SPECIES IDENTIFICATION: BEST EFFORT, WE ARE NOT ARBORISTS OR DENDROLOGISTS
- 16 12 8 OAK TREE WITH MULTIPLE TRUNKS
- TRUNK TREE DRIP LINE POINTS TOWARDS TREE TRUNKS. TREE DRIP LINES ABOVE PROPERTY LOCATED AS SHOWN.
- + 25.34 TOP OF CURB
- FENCE
- OVERHEAD WIRES
- POWER POLE
- + 12.34 SPOT ELEVATION
- ⊙ DOWN SPOUT
- SIGN

**NOTES**

ALL DISTANCES AND DIMENSIONS ARE IN FEET AND DECIMALS.  
 UNDERGROUND UTILITY - LOCATION IS BASED ON SURFACE EVIDENCE.  
 BUILDING LOCATION DIMENSIONS ARE MEASURED PERPENDICULAR TO THE PROPERTY LINES.  
 DIMENSIONS TO THE BUILDING ARE TAKEN AT THE EXTERIOR FINISHED SURFACE.  
 THE BUILDING EXTERIOR FINISHED SURFACE IS WOOD SIDING AND VARIES APPROXIMATELY 0.06"-0.12" IN THICKNESS.  
 FINISH FLOOR ELEVATION TAKEN AT DOOR THRESHOLD (EXTERIOR).  
 BENCHMARK: ASSUMED DATUM, POINT AS SHOWN  
 A CURRENT TITLE REPORT FOR THE SUBJECT PROPERTY HAS NOT BEEN EXAMINED.  
 BY L. WADE HAMMOND LAND SURVEYOR. EASEMENTS OF RECORD MAY EXIST THAT ARE NOT SHOWN ON THIS MAP.  
 TREE SPECIES IDENTIFICATION: BEST EFFORT, WE ARE NOT ARBORISTS OR DENDROLOGISTS.  
 TREES SHOWN ARE 6" TRUNK DIAMETER OR LARGER, MEASURED 5' ABOVE GRADE



FD 2.5" BRASS DISK WITH PUNCH IN CASTING (36LLS25) N23°08'15"E 867.27' SEWER AVE N23°08'15"E 1325.70' HAMMOND

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.



*L. Wade Hammond*

- ABBREVIATIONS**
- AC ASPHALT
  - BW BACK OF WALK
  - CONC. CONCRETE
  - TC TOP OF CURB
  - FL FLOW LINE
  - SSMH SANITARY SEWER MANHOLE
  - P.U.E PUBLIC UTILITY EASEMENT

**BOUNDARY AND TOPOGRAPHIC SURVEY**  
 730 IVY DRIVE  
 MENLO PARK  
 APN: 062-084-150  
 LOT 15, BLOCK 17, 14 MAPS 51  
 LOT AREA: 5,520 SQ. FT. GROSS/NET

**L. Wade Hammond**  
 Licensed Land Surveyor  
 No. 6163  
 36660 Newark Blvd. Suite C  
 Newark, California 94560  
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**Chris Tuner**  
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## **Project Description**

### **Purpose of the proposal:**

The proposed work would exceed 75 percent of the existing replacement value in a 12-month period and requires use permit approval by the Planning Commission.

### **Scope of Work:**

The addition of a bedroom; The extension of the kitchen and a bedroom to become a Master Bedroom with a full bathroom, by adding 608 Sq. Ft. into the existing house. The remodel of a closet into a bathroom and the addition of 134 Sq. Ft. front Porch.

Also, the addition of a new gable roof structure over the existing flat roof over an area of 1,243 Sq. Ft. to accommodate new roof line design, and the exterior wall finish replacement from wood siding into stucco.

### **Architectural style, material, color, and construction methods:**

We are creating a California style with composition shingles roof finish and stucco wall finish with terracotta color.

### **Basis for site layout:**

The foot print layout will be maintained and the addition will align with the existing except at the area where we have to comply with the set back required.

### **Existing and proposed uses:**

The existing use is the residence of the property's owner and will continue been the residence of the owners

### **Outreach to neighboring properties:**

Our effort in our remodel & addition is to improved and be in connection with our neighborhood



## STAFF REPORT

### Planning Commission

**Meeting Date:** 12/13/2021

**Staff Report Number:** 21-063-PC

**Public Hearing:** Use Permit and Variance/Rasoul Oskouy/671 Live Oak Avenue

### Recommendation

Staff recommends that the Planning Commission approve a use permit to demolish an existing one-story, single-family residence and detached accessory buildings, and construct a new two-story, single-family residence with an attached garage on a substandard lot with regard to minimum lot width and area in the R-3 (Apartment) zoning district. The project also includes a new accessory dwelling unit (ADU) above the attached garage, which is a permitted use, and not subject to discretionary review. Staff also recommends that the Planning Commission approve a variance for the new residence to encroach into the required 20-foot separation distance between main buildings located on adjacent lots. The recommended actions are included as Attachment A.

### Policy Issues

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

### Background

#### *Site location*

The subject property is located on the eastern side of Live Oak Avenue near the El Camino Real corridor. The surrounding properties to the south and across the street to the west are also within the R-3 zoning district. Properties to the north of the subject site are located in the El Camino Real/Downtown Specific Plan (SP-ECR/D) area. The surrounding residences in the R-3 district feature a mix of single-family residences and multi-family developments, with both one- and two-story designs, and range in architectural styles from traditional ranch style, to more modern craftsman styles. A newly-completed mixed-use development with a contemporary design is located to the northwest of the subject property at 650 Live Oak Avenue, and an existing commercial building is located directly to the north. A location map is included as Attachment B.

### Analysis

#### *Project description*

The subject parcel is currently developed with a single-story, single-family residence in the front of the property and a second unit in the rear of the property. Assessment records of the property show the rear

unit as a garage. Lack of supporting documents such as building permits or plans suggest that the garage was converted into a second living unit without a building permit at some point in time. The applicant is proposing to demolish the main residence, the second unit, and other accessory buildings and construct a new two-story, single-family residence with an attached garage.

The proposed residence would be a four-bedroom, four and a half-bathroom home. Three of the bedrooms would be located on the second floor and one bedroom would be located on the first floor. The remainder of the first floor would be comprised of common areas including the kitchen, living room, dining room, and family room. The residence would have an attached, two-car garage, accessed by a new 20-foot-wide driveway, which would satisfy the project's parking requirements.

A new attached ADU at the front of the second story would include an additional bedroom and bathroom with separate living and kitchen areas. The ADU would be accessed by an enclosed staircase on the left side of the proposed residence with a side setback of five feet, five inches. Attached ADUs are allowed to be constructed with a four-foot side setback and are not subject to the separation distance requirement in the R-3 zoning district. Since the project site is within one-half mile of the Caltrain station, the ADU is exempt from onsite parking requirements. The ADU is a permitted use and not part of the use permit and variance request. The ADU meets all applicable standards.

Of particular note with regard to Zoning Ordinance requirements:

- The parcel is substandard with regard to lot width, at 50 feet where 70 feet is required.
- The parcel is substandard with regard to lot area, at 5,645 square feet where 7,000 square feet is required.
- The parcel is standard with regard to lot depth at 112.9 feet where 100 feet is required.
- The residence would be developed near the maximum FAR of 2,540 square feet, with 2,471.7 square feet proposed. The ADU would be an additional 799.1 square feet which is permitted to exceed the allowed maximum FAR square footage.
- The residence would be developed near the maximum building coverage with 29.9 percent proposed where 30 percent is the maximum. Since the ADU is proposed on the second floor, the proposed building coverage includes the area of the ADU.
- The residence would be 30 feet in height, where 35 feet is the maximum permitted.

The proposed project would conform to the development standards of the R-3 zoning district except for a variance request to build within the minimum 20-foot separation distance between main buildings on the subject property and the main buildings on an adjacent property. The variance is discussed further in a later section. 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 proposed residence would have a contemporary design with traditional hipped roofs. The residence would feature smooth stucco siding, asphalt composition shingle roofing, and a painted wood accent band to break up the first and second story massing. The windows would be



bronze-colored aluminum windows with wood window trim on the bottom of each window. The applicant states that the windows would be simulated divided lites, but does not specify if they would be simulated true divided lites with interior and exterior muntins and spacer bars between panes. The garage door would be bronze-colored aluminum to match the windows and frosted glass. The rear balcony guard rail would consist of stainless steel wire and posts for the guardrail.

The second-story windows on the sides would have varying sill heights between three feet and five feet to reduce privacy impacts on neighboring residences. The second story would be built up to the required 10-foot side setbacks on both sides of the residence. Compliance with the minimum 20-foot separation distance between the proposed residence and the neighboring residence on the right side should alleviate privacy impacts. The proposal includes a variance request to build within the 20-foot separation distance between main buildings on the left side. However, the neighboring property on the left is an existing commercial building where privacy impacts are anticipated to be minimal.

Staff believes that the architectural style of the residence would be generally attractive and well-proportioned. The wood accents between the first and second story would help minimize the perception of mass. The contemporary-style design would be consistent with the styles in the surrounding neighborhood.

### ***Variance request***

As part of this proposal, the applicant is requesting a variance to build within the required 20-foot separation distance between main buildings on adjacent properties. The applicant proposes to build the residence with a separation distance of 15 feet from the neighboring building on the left side of the property. The right side of the proposed residence would comply with the minimum 20-foot separation distance. The applicant has provided a variance request letter that is included as Attachment F. The required variance findings are evaluated below in succession. All findings are required to be addressed in order for a variance to be granted.

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

The applicant indicates that the specific property is substandard in width. The property is 50 feet in width which is 20 feet narrower than the standard width of 70 feet in the R-3 district. The narrowness of the lot, combined with the required side setbacks already limits the buildable area on the lot. Additionally, the applicant states that the adjacent office building is nonconforming with regard to the applicable setbacks for its zoning district, which is a condition not of their making, and further limits their buildable area.

In staff's view, the substandard width of the lot itself is not a unique hardship, as many lots within the R-3 district are substandard. However, the substandard width in conjunction with the nonconformity of the neighboring building is a hardship unique to this lot. The neighboring property is located in the SP-ECR-D (El Camino Real/Downtown specific Plan) zoning district, more specifically in ECR-SW (El Camino Real Southwest) sub-district. In the Specific Plan area, rear setback regulations apply to property lines that abut



different zoning districts. The required rear setback for properties in this section of the Specific Plan area is 20 feet. With an existing setback of approximately five feet, the neighboring building is severely nonconforming, which is a condition not created by the owner, and necessitates a larger setback than what would typically be required on an R-3 lot. If the neighboring building conformed to the applicable setback, the applicant would be allowed to build to a standard 10-foot setback without a variance.

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

The applicant states that the requested variance is necessary in order to enjoy the same development rights as other R-3 properties by being able to build to the typical 10-foot setback line. The applicant further states that enforcement of the 20-foot separation distance would negatively impact the development potential of their property due to the nonconformity of the adjacent building.

From staff's perspective, the outcomes that would be gained by the variance are property rights possessed by other conforming property in the same vicinity. Since the standard interior side setbacks are 10 feet in the R-3 District, other conforming properties in the R-3 would have the ability to both build to the 10-foot setback line and meet the 20-foot separation distance between main buildings on adjacent properties. However, due to the nonconformity of the adjacent building the subject property is deprived of the right to build to the 10-foot setback. If the neighboring building were built to the required setback, the variance would not be necessary. Granting of the variance would not constitute a special privilege to the recipient because the proposed residence would meet the standard 10-foot side setback enjoyed by other R-3 properties.

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

The applicant indicates that the proposed encroachment is not detrimental to the public, nor does it impair the adjacent property's supply of light and air.

Staff agrees with this statement, as the neighboring property is a commercial building, not a residence, where the majority of time would be spent indoors. The proposed residence would still provide 15 feet between it and the neighboring building, providing adequate light and air for the commercial use.

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

The applicant indicates that the conditions on which the variance is requested are not generally applicable to the R-3 district because relatively few R-3 properties abut the Specific Plan zoning district on the side.

Similar to the discussion on findings #1 and 2, staff believes there are unique aspects of the parcel's size and orientation that create a unique situation that would not be generally applicable to other properties in the R-3 district. While several R-3 properties abut the Specific Plan district, most of these properties abut the Specific Plan district along their rear property lines where there is a greater required setback making this type of conflict between the adjacent property's buildings less likely. A variance would allow the

residence to fit within the development pattern of adjacent residences and other properties in the R-3 zoning district.

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

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

Based on the above findings, staff is recommending approval of the variance request, and has included findings to that effect in the recommended actions.

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

The applicant has submitted an arborist report and arborist report addendum (Attachments G and H, respectively) detailing the species, size, and conditions of the trees on and near the subject property. There are a total of 22 trees on and around the subject property. There are 14 trees on the subject property, seven street trees in front of the property, and one tree on the neighboring property to the left. Of these trees, only three are heritage in size (Trees #11-13). Tree #11 is the only heritage tree located on the subject property, and is located in the rear of the property. Tree #12 is located on the property to the left, and Tree #13 is a street tree located in a planning strip to the left of the existing driveway. The arborist report indicates that demolition of the existing accessory building and driveway could have significant impacts to Trees #11 and #13, and includes mitigation measures to help alleviate the potential impacts of development. Tree #12 is located relatively far from the proposed development, and only minor impacts are anticipated. None of the heritage trees are proposed for removal.

Of the seven street trees in front of the property, six are located in a planting strip to the right of the existing driveway, directly in front of the proposed residence. None of these six trees are heritage in size, and according to the City Arborist, many of the trees were not planted by the City. Five of the six trees (Trees #S-1-4 and S-6) are proposed for removal to accommodate the new driveway. Tree #S-5, a small coast live oak, is proposed to remain. Due to the size of the planting strip and an overabundance of existing trees on the property, the City Arborist would only require one replacement tree. One 24-inch box Chinese pistache would be placed in the front yard of the subject property, rather than in the public right-of-way, in order to provide enough room for Tree #S-5 to grow.

The majority of the trees on the subject property are proposed to remain. Of the 14 trees on the property, only three spall lemon trees and a privet (Trees #7, 8, A-1, and A-3) are proposed for removal. The four trees along the left property line (Trees #1-3 and A-2), three trees along the right property line (Trees #4-6), and three trees along the rear (Trees # 9-11) are proposed to remain. The existing wood fence would be removed and a new wood fence, seven feet in height, would be constructed along the rear and sides of the property outside of the front setback. As part of the project review process, the arborist report was reviewed by the City Arborist. Implementation of all recommendations to mitigate impacts to existing heritage trees identified in the arborist report would be ensured as part of condition 3.g.

### **Correspondence**

Staff has not received any items of correspondence for the project. The applicant indicates that they performed outreach as part of the use permit process in addition to the City's standard noticing, and generally received positive feedback from the neighbors who responded.

### **Conclusion**

Staff believes that the design, scale and materials of the proposed residence are compatible with the surrounding neighborhood. The contemporary architectural style of the proposed residence would be generally attractive and well-proportioned. Staff believes that the variance findings can be made due to the fact that the variance would allow the proposed residence to fit within the development pattern of adjacent residences and other properties in the R-3 zoning district. Staff recommends that the Planning Commission approve the use permit and variance.

### **Impact on City Resources**

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

### **Environmental Review**

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

### **Public Notice**

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

### **Appeal Period**

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

### **Attachments**

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

**Disclaimer**

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

**Exhibits to Be Provided at Meeting**

None

Report prepared by:  
Chris Turner, Assistant Planner

Report reviewed by:  
Corinna Sandmeier, Acting Principal Planner

## 671 Live Oak Avenue– Attachment A: Recommended Actions

<b>LOCATION:</b> 671 Live Oak Avenue	<b>PROJECT NUMBER:</b> PLN2020-00039	<b>APPLICANT:</b> Rasoul Oskouy	<b>OWNER:</b> Rasoul Oskouy
<b>REQUEST:</b> Request for a use permit to demolish an existing one-story, single-family residence and detached accessory buildings, and construct a new two-story, single-family residence with an attached garage on a substandard lot with regard to minimum lot width and area in the R-3 (Apartment) zoning district. The proposal includes a request for a variance for the new residence to encroach into the required 20-foot separation distance between main buildings located on adjacent lots. The project also includes a new accessory dwelling unit (ADU) above the attached garage, which is a permitted use, and not subject to discretionary review.			
<b>DECISION ENTITY:</b> Planning Commission	<b>DATE:</b> December 13, 2021	<b>ACTION:</b> TBD	
<b>VOTE:</b> TBD (Barnes, DeCardy, Doran, Harris, Kennedy, Riggs, Tate)			
<b>ACTION:</b>			
<ol style="list-style-type: none"> <li>1. Make a finding that the project is categorically exempt under Class 3 (Section 15303, “New Construction or Conversion of Small Structures”) of the current California Environmental Quality Act Guidelines.</li> <li>2. Make findings, as per Section 16.82.030 of the Zoning Ordinance pertaining to the granting of use permits, that the proposed use will not be detrimental to the health, safety, morals, comfort and general welfare of the persons residing or working in the neighborhood of such proposed use, and will not be detrimental to property and improvements in the neighborhood or the general welfare of the City.</li> <li>3. Make the following findings as per Section 16.82.340 of the Zoning Ordinance pertaining to the approval of the variance: <ol style="list-style-type: none"> <li>a. The combination of lot shape and the nonconformity of the adjacent building are unique hardships to this lot. The adjacent building is excessively nonconforming, which affects the placement of the proposed residence. The location of the adjacent building and shape of the subject property are circumstances not created by the owner of the property and create a hardship for creating a livable residence.</li> <li>b. The outcomes that would be gained by the variances are property rights possessed by other conforming property in the same vicinity as other conforming properties in the R-3 district would have the right to build to a standard 10-foot side setback. The setback regulations of the adjacent property and existing building effectively create a 15-foot side setback on the subject property, which is 50 percent greater than requirements on other R-3 lots.</li> <li>c. The encroachments into the 20-foot separation requirement between main buildings on adjacent lots would comply with the standard 10-foot side setback in the R-3 district. A 15-foot separation distance would remain between the two structures and would not be detrimental to the public health, safety, or welfare, and would not impair an adequate supply of light and air to adjacent property.</li> <li>d. Similar to the discussion on findings a and b, staff believes there are unique aspects of the parcel’s shape and orientation that create a unique situation that would not be generally applicable to other single-family homes in the same zoning district. A variance would allow the residence to fit within the development pattern of adjacent residences and other properties in the R-3 zoning district</li> </ol> </li> </ol>			

671 Live Oak Avenue– Attachment A: Recommended Actions

<b>LOCATION:</b> 671 Live Oak Avenue	<b>PROJECT NUMBER:</b> PLN2020-00039	<b>APPLICANT:</b> Rasoul Oskouy	<b>OWNER:</b> Rasoul Oskouy
<b>REQUEST:</b> Request for a use permit to demolish an existing one-story, single-family residence and detached accessory buildings, and construct a new two-story, single-family residence with an attached garage on a substandard lot with regard to minimum lot width and area in the R-3 (Apartment) zoning district. The proposal includes a request for a variance for the new residence to encroach into the required 20-foot separation distance between main buildings located on adjacent lots. The project also includes a new accessory dwelling unit (ADU) above the attached garage, which is a permitted use, and not subject to discretionary review.			
<b>DECISION ENTITY:</b> Planning Commission	<b>DATE:</b> December 13, 2021	<b>ACTION:</b> TBD	
<b>VOTE:</b> TBD (Barnes, DeCardy, Doran, Harris, Kennedy, Riggs, Tate)			
<p><b>ACTION:</b></p> <ul style="list-style-type: none"> <li>e. The property is not within any Specific Plan area. Hence, a finding regarding an unusual factor does not apply.</li> </ul> <p>4. Approve the use permit and variance subject to the following <b>standard</b> conditions:</p> <ul style="list-style-type: none"> <li>a. Development of the project shall be substantially in conformance with the plans prepared by Daryl Fazekas, consisting of 10 plan sheets, dated received November 15, 2021, and approved by the Planning Commission on December 13, 2021, except as modified by the conditions contained herein, subject to review and approval by the Planning Division.</li> <li>b. Prior to building permit issuance, the applicants shall comply with all Sanitary District, Menlo Park Fire Protection District, and utility companies' regulations that are directly applicable to the project.</li> <li>c. Prior to building permit issuance; the applicants shall comply with all requirements of the Building Division, Engineering Division, and Transportation Division that are directly applicable to the project.</li> <li>d. Prior to building permit issuance, the applicant shall submit a plan for any new utility installations or upgrades for review and approval by the Planning, Engineering and Building Divisions. All utility equipment that is installed outside of a building and that cannot be placed underground shall be properly screened by landscaping. The plan shall show exact locations of all meters, back flow prevention devices, transformers, junction boxes, relay boxes, and other equipment boxes.</li> <li>e. Simultaneous with the submittal of a complete building permit application, the applicant shall submit plans indicating that the applicant shall remove and replace any damaged and significantly worn sections of frontage improvements. The plans shall be submitted for review and approval of the Engineering Division.</li> <li>f. Simultaneous with the submittal of a complete building permit application, the applicant shall submit a Grading and Drainage Plan for review and approval of the Engineering Division. The Grading and Drainage Plan shall be approved prior to the issuance of grading, demolition or building permits.</li> <li>g. Heritage trees in the vicinity of the construction project shall be protected pursuant to the Heritage Tree Ordinance, the arborist report prepared by Colony Landscape and Maintenance, dated July 15, 2021, and the addendum to the arborist report prepared by Colony Landscape and Management, dated July 16, 2021.</li> </ul>			

671 Live Oak Avenue– Attachment A: Recommended Actions

<b>LOCATION:</b> 671 Live Oak Avenue	<b>PROJECT NUMBER:</b> PLN2020-00039	<b>APPLICANT:</b> Rasoul Oskouy	<b>OWNER:</b> Rasoul Oskouy
<b>REQUEST:</b> Request for a use permit to demolish an existing one-story, single-family residence and detached accessory buildings, and construct a new two-story, single-family residence with an attached garage on a substandard lot with regard to minimum lot width and area in the R-3 (Apartment) zoning district. The proposal includes a request for a variance for the new residence to encroach into the required 20-foot separation distance between main buildings located on adjacent lots. The project also includes a new accessory dwelling unit (ADU) above the attached garage, which is a permitted use, and not subject to discretionary review.			
<b>DECISION ENTITY:</b> Planning Commission	<b>DATE:</b> December 13, 2021	<b>ACTION:</b> TBD	
<b>VOTE:</b> TBD (Barnes, DeCardy, Doran, Harris, Kennedy, Riggs, Tate)			
<b>ACTION:</b>			





City of Menlo Park  
 Location Map  
 671 LIVE OAK AVENUE



671 Live Oak Avenue – Attachment C: Data Table

	PROPOSED PROJECT	EXISTING PROJECT	ZONING ORDINANCE
Lot area	5,645 sf	5,645 sf	7,000 sf min.
Lot width	50.0 ft.	50.0 ft.	70 ft. min.
Lot depth	112.9 ft.	112.9 ft.	100 ft. min.
Setbacks			
Front	20 ft.	14.7 ft.	20 ft. min.
Rear	22 ft.	61.5 ft.	15 ft. min.
Side (left)	10 ft.	16.3 ft.	10 ft. min.
Side (right)	10 ft.	5.4 ft.	10 ft. min.
Building coverage*	1,950.7 sf 34.6 %	1,704 sf 30.2 %	1,693.5 sf max. 30.0 % max.
FAR (Floor Area Ratio)*	3,270.8 sf 57.9 %	1,074 sf 19 %	2,540.3 sf max. 45.0 % max.
Landscaping	3,272.9 sf 58 %	3,066 sf 54.3 %	2,822.5 sf min. 50.0 % min.
Square footage by floor	1,251.9 sf/1st 1,219.8 sf/2nd 183.2 sf/porch* 433.9 sf/garage 656.6 sf/ADU living* 81.7 sf/ADU entry 1 <sup>st</sup> floor* 60.8 sf/ADU entry 2 <sup>nd</sup> floor*	984 sf/1st 630 sf/garage 90 sf/shed	
Square footage of buildings	3,887.9 sf	1,074 sf	
Building height	30 ft.	12 ft.	35 ft. max.
Parking	2 covered	2 covered	1 covered/1 uncovered per unit
Note: Areas shown highlighted indicate a nonconforming or substandard situation.			

Trees					
Heritage trees	3**	Non-Heritage trees	19***	New Trees	1
Heritage trees proposed for removal	0	Non-Heritage trees proposed for removal	9****	Total Number of Trees	14

\*The applicant is allowed to exceed the maximum FAR and building coverage by up to 800 square feet in order to accommodate an ADU. The portions of the building indicated with this asterisk are counted as part of the ADU gross floor area and building coverage  
 \*\*Of these trees, one is on the subject property, one is in the public right-of-way, and one is on a neighboring property.  
 \*\*\*Of these trees, 13 are on the subject property and six are in the public right-of-way.  
 \*\*\*\*Of these trees, four are on the subject property and five are in the public right-of-way.

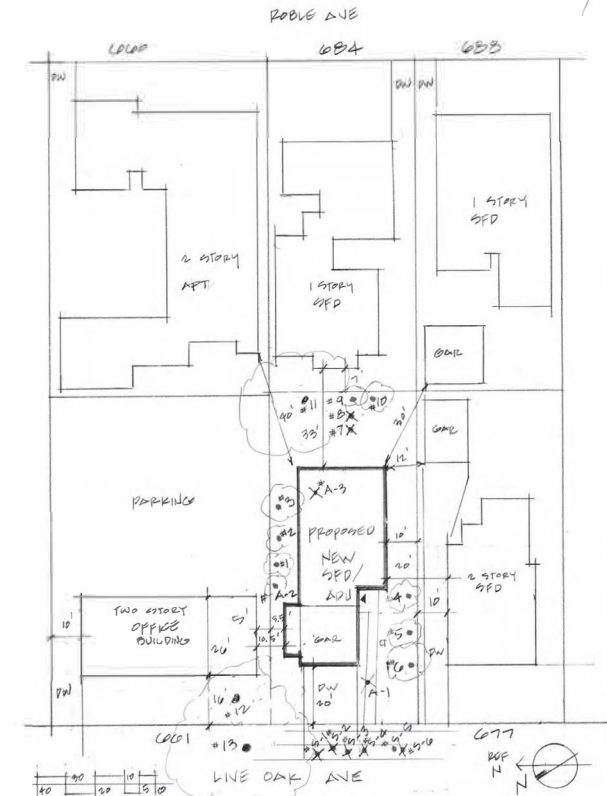
PROJECT INFORMATION, 671 LIVE OAK

LOT AREA	5645 SF	
1ST FLOOR	12519 SF	
2ND FLOOR	1219.8	
TOTAL GFA	2471.7	
FAR	2471.7 = 43.3%	MAX 2540 = 45%
COVERAGE (HWP)	1685.3 = 29.9%	MAX 1693.5 = 30%
ADU	7991 SF	MAX 800 SF
GARAGE	433.9	
BALCONY	72	
LANDSCAPING	9172.4 = 51.1%	MIN 2823 = 50%
FRONT SETBACK	20' HWP	MIN 20'
LEFT SETBACK	10' HWP	MIN 10'
RIGHT SETBACK	10' HWP	MIN 10'
REAR SETBACK	22' HWP	MIN 15'
ADU SETBACK	5'	MIN 4'
COVERED PARKING	3	UNCOVERED 0

EXISTING TREE LIST

#	DAI	COMMON NAME	SAVE?	YES	NO
#1	6"	LOQUAT	X		
#2	6"	LOQUAT	X		
#3	6"	LOQUAT	X		
#4	6"	LOQUAT	X		
#5	6"	LOQUAT	X		
#6	6"	LOQUAT	X		
#7	6"	LEMON		X	
#8	6"	LEMON		X	
#9	6"	LEMON	X		
#10	6"	FLOWERING PLUM	X		
#11	16"	VALLEY OAK	X		H
#12	30"	DEODAR CEDAR	X		H
#13	28"	CAROB	X		H
#A-1	11.5"	VARIEGATED PRIVET	X		
#A-2	7.5"	MEDITERRANEAN CYPRESS	X		
#A-3	5.5"	LEMON		X	
#S-1	9.8"	AMERICAN SWEETGUM		X	
#S-2	3.5"	COAST LIVE OAK		X	
#S-3	5.2"	AMERICAN SWEETGUM		X	
#S-4	3.5"	COAST LIVE OAK		X	
#S-5	1"	COAST LIVE OAK	X		
#S-6	2"	BALD CYPRESS		X	

# = INITIALLY SURVEYED TREES  
 #A = TREES SURVEYED AFTER INITIAL PLAN REVIEW  
 #S = STREET TREES  
 H = HERITAGE TREE



1/80" = 1'-0" APED PLAN 671 LIVE OAK

- INDEX OF PLANS
- A1 AREA PLAN, STREETSCAPE
  - A2 SITE PLAN
  - A3 EXISTING PLAN, ELEVATIONS
  - A4 FLOOR PLANS
  - A5 ROOF
  - A6.1 POOL AREA, COVERAGE
  - A6.2 SITE COVERAGE
  - A7 ELEVATIONS
  - A8 ELEVATIONS
  - A91 EXISTING SURVEY



1/16" = 1'-0" STREETSCAPE

REVISIONS	BY
7.1.21	
9.14.21	
9.21.21	
11.10.21	

**Daryl Fazekas**  
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 Structural,  
 Energy  
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 408 395 9400

ORIGINAL  
 671 LIVE OAK

APED PLAN  
 STREETSCAPE

DRAWN
CHECKED
DATE 4.1.21
SCALE AS SHOWN
JOB NO. 671 LIVE OAK
SHEET
A
OF SHEETS



**PRIOR TO CONSTRUCTION GUIDELINES**

Trees adapt to their current environment. Therefore, any site changes will impact tree health. To prepare the trees for their upcoming fight, soil amendments to the root zone area least likely to be impacted by the construction should be made. This will help to improve soil nutrient availability in these regions.

- 1) Clear leaf litter, water in 22-14-14 fertilizer, and aerate soil by deep root watering.
- 2) Place and maintain 2-3 inches of mulch.
- 3) Ensure trees receive adequate water, a deep watering during the dry season. 1-2 times per month, run a drip system (may be temporary) 12-18 hrs, or place soaker hose for 1hr.
- 4) Prune or remove trees to reduce risk to acceptable levels.
- 5) Install Tree Protection Fencing. Tree protection fencing requirements:
  - a. Six (6)-foot tall chain link fencing mounted on eight (8)-foot tall, two (2)-inch diameter galvanized posts, driven 24 inches into the ground and spaced no more than 10 feet apart.
  - b. Posted with signs saying "TREE PROTECTION FENCE - DO NOT MOVE OR REMOVE WITHOUT APPROVAL FROM CITY ARBORIST".
  - c. The City requires that tree protection fencing be installed before any equipment comes on site and inspected by the Project Arborist, who shall submit a verification letter to the City before issuance of permits.
  - d. Tree protection fencing to be inspected by City Arborist prior to building removal and/or building permit issuance.
  - e. Tree protection fencing is required to remain in place throughout construction and may only be moved or removed with written authorization from the City Arborist. The Project Arborist may authorize modification to the fencing when a copy of the written authorization is submitted to the City.

\*The location for the protection fencing should be as close to the dripline (Fig 4-5) as possible unless otherwise stated

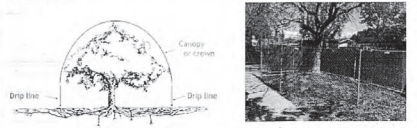
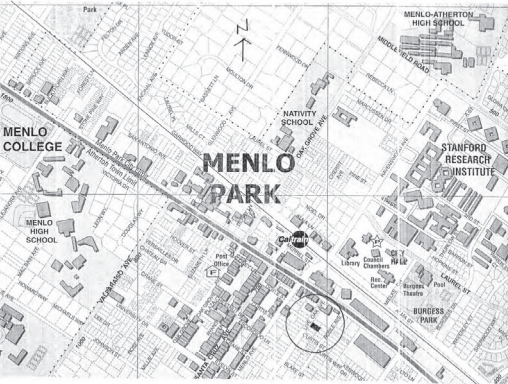


Figure 4: Diagram of Dripline

Figure 5: Example of Tree Protection Fencing

any tree protected by the City's Municipal Code will require replacement according to its appraised value if it is damaged beyond repair as a result of construction.

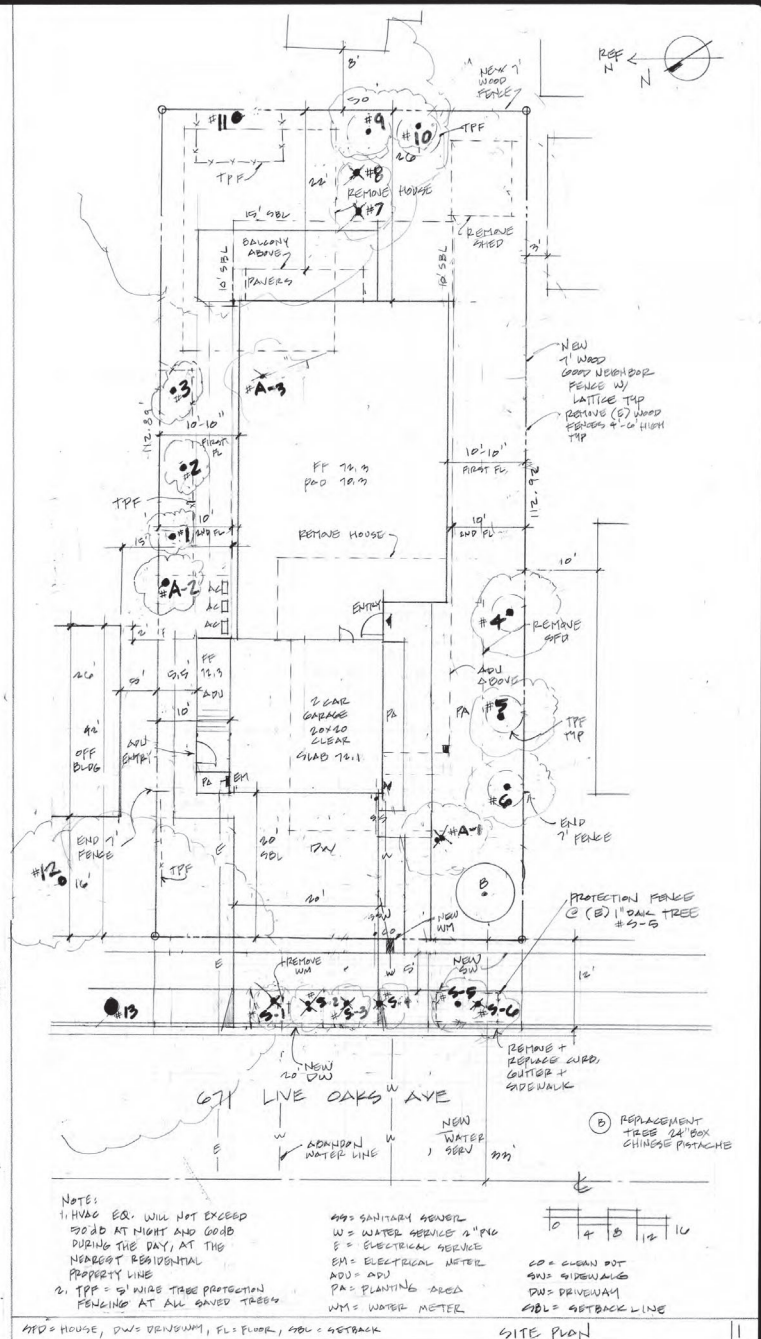
1. Removal of any street tree requires a permit and approval from the City Arborist Christian Bonner (CBonner@MenloPark.org).
2. New street tree planting may be required. Please check with City Arborist.



**EXISTING TREE LIST**

#	DAI	COMMON NAME	SAVE?	YES	NO
#1	6"	LOQUAT	X		
#2	6"	LOQUAT	X		
#3	6"	LOQUAT	X		
#4	6"	LOQUAT	X		
#5	6"	LOQUAT	X		
#6	6"	LOQUAT	X		
#7	6"	LEMON		X	
#8	6"	LEMON		X	
#9	6"	LEMON	X		
#10	6"	FLOWERING PLUM	X		
#11	16"	VALLEY OAK	X		H
#12	30"	DEODAR CEDAR	X		H
#13	28"	CAROB	X		
#A-1	11.5"	VARIEGATED PRIVET	X		
#A-2	7.5"	MEDITERRANEAN CYPRESS	X		
#A-3	5.5"	LEMON		X	
#S-1	9.8"	AMERICAN SWEETGUM	X		
#S-2	3.5"	COAST LIVE OAK	X		
#S-3	5.2"	AMERICAN SWEETGUM	X		
#S-4	3.5"	COAST LIVE OAK	X		
#S-5	1"	COAST LIVE OAK	X		
#S-6	2"	BALD CYPRESS		X	

# = INITIALLY SURVEYED TREES  
 #A = TREES SURVEYED AFTER INITIAL PLAN REVIEW  
 #S = STREET TREES  
 H = HERITAGE TREE



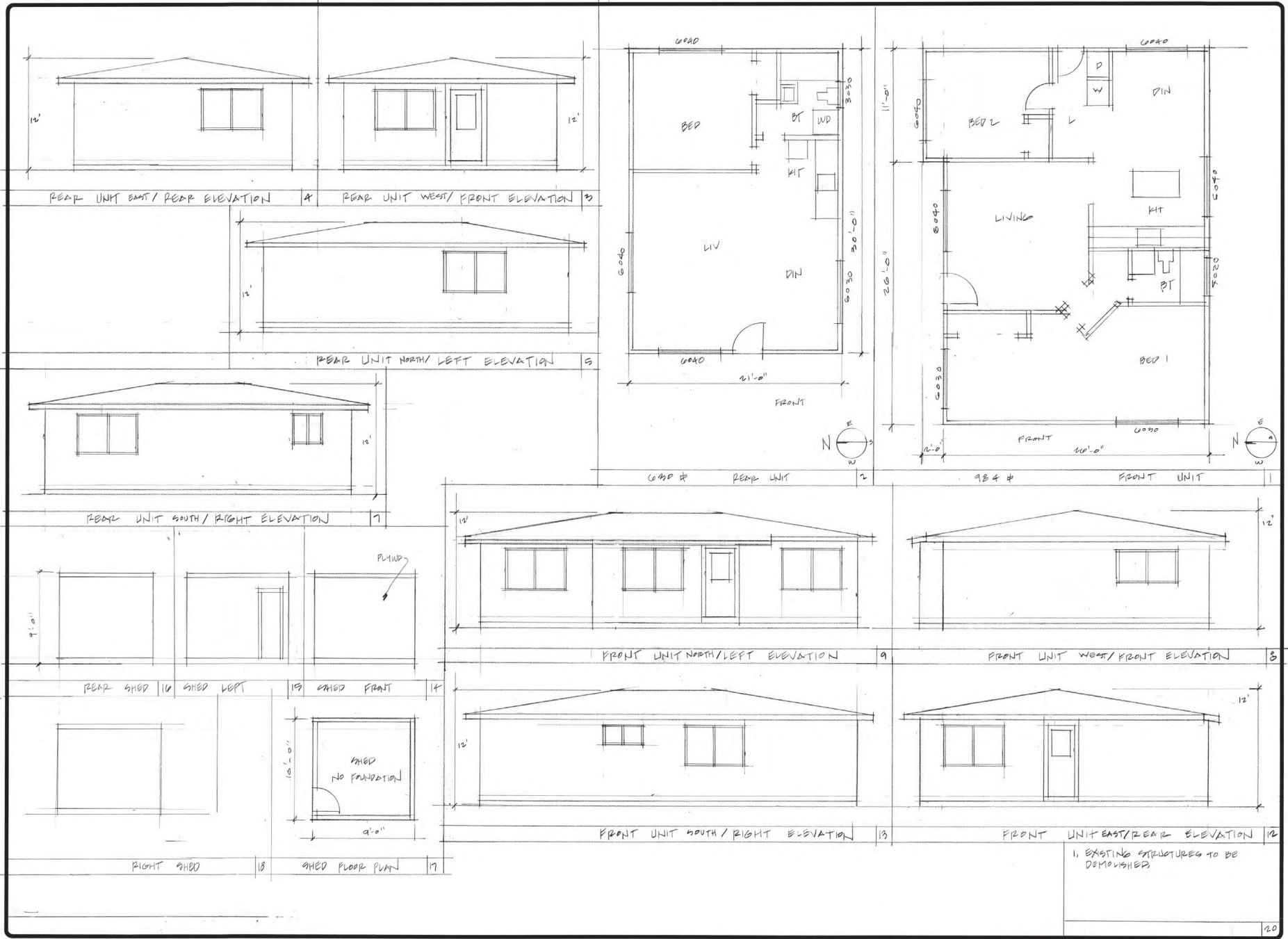
**NOTES:**  
 1. HVAC EQ. WILL NOT EXCEED 5000 BTU/HOUR AND 4000 BTU/DAY AT THE NEAREST RESIDENTIAL PROPERTY LINE.  
 2. TPF = 5' HIGH TREE PROTECTION FENCING AT ALL SAVED TREES.  
 3. SANITARY SEWER W = WATER SERVICE 2" PVC S = SUBSTANTIAL SERVICE EA = ELECTRICAL SERVICE ADJ = ADJUTANT PA = PLANTING AREA WM = WATER METER  
 4. CLEAN OUT SALS = SIDEWALKS DW = DRIVEWAY SBL = SETBACK LINE

REVISIONS	BY
1.1.21	
9.12.21	
9.21.21	

**Daryl Fazekas**  
 Architectural, Structural, Energy  
 15621 Loma Vista Ave.  
 Los Gatos, CA 95032  
 Daryl.Fazekas@gmail.com  
 408.395.9400

OSKOLY  
 671 LIVE OAK  
 MENLO PARK  
 NEW RESIDENCE AND ATTACHED ADJ  
 SITE PLAN

DRAWN
CHECKED
DATE
SCALE
JOB NO.
SHEET
A2
OF SHEETS



REVISIONS	BY
7.1.21	
9.12.21	

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 Energy  
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 Los Gatos, CA 95032  
 DarylFazekas@gmail.com  
 408 395 9400

ASBOLLY  
 G71  
 LINE DATE NV

EXISTING  
 UNITS  
 PLANS,  
 ELEVATIONS

DRAWN	CHECKED	DATE	SCALE	JOB NO.	SHEET
		11.20.20	1/8" = 1'-0"		G71
1. EXISTING STRUCTURES TO BE DEMOLISHED					
A3					
OF					SHEETS









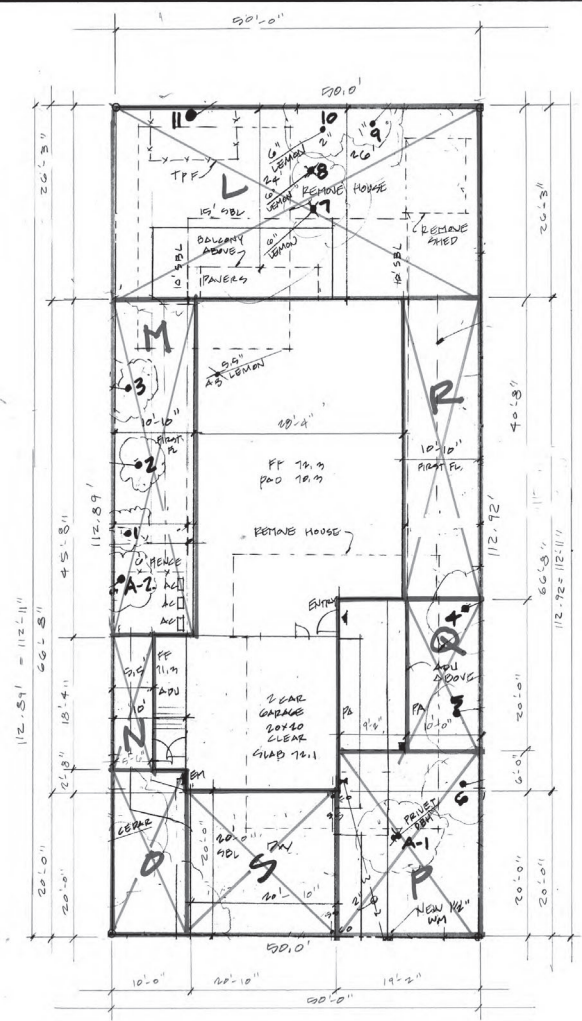


REVISIONS	BY
7.1.21	
9.12.21	

**Daryl Fazekas**  
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 Structural,  
 Energy  
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 Vista Ave.  
 Los Gatos, CA 95027  
 Daryl@fazekas.com  
 gnr1.com  
 408 395 9400

OSKOPY  
 671 LIVE OAK

LANDSCAPE  
 AREA CALC.

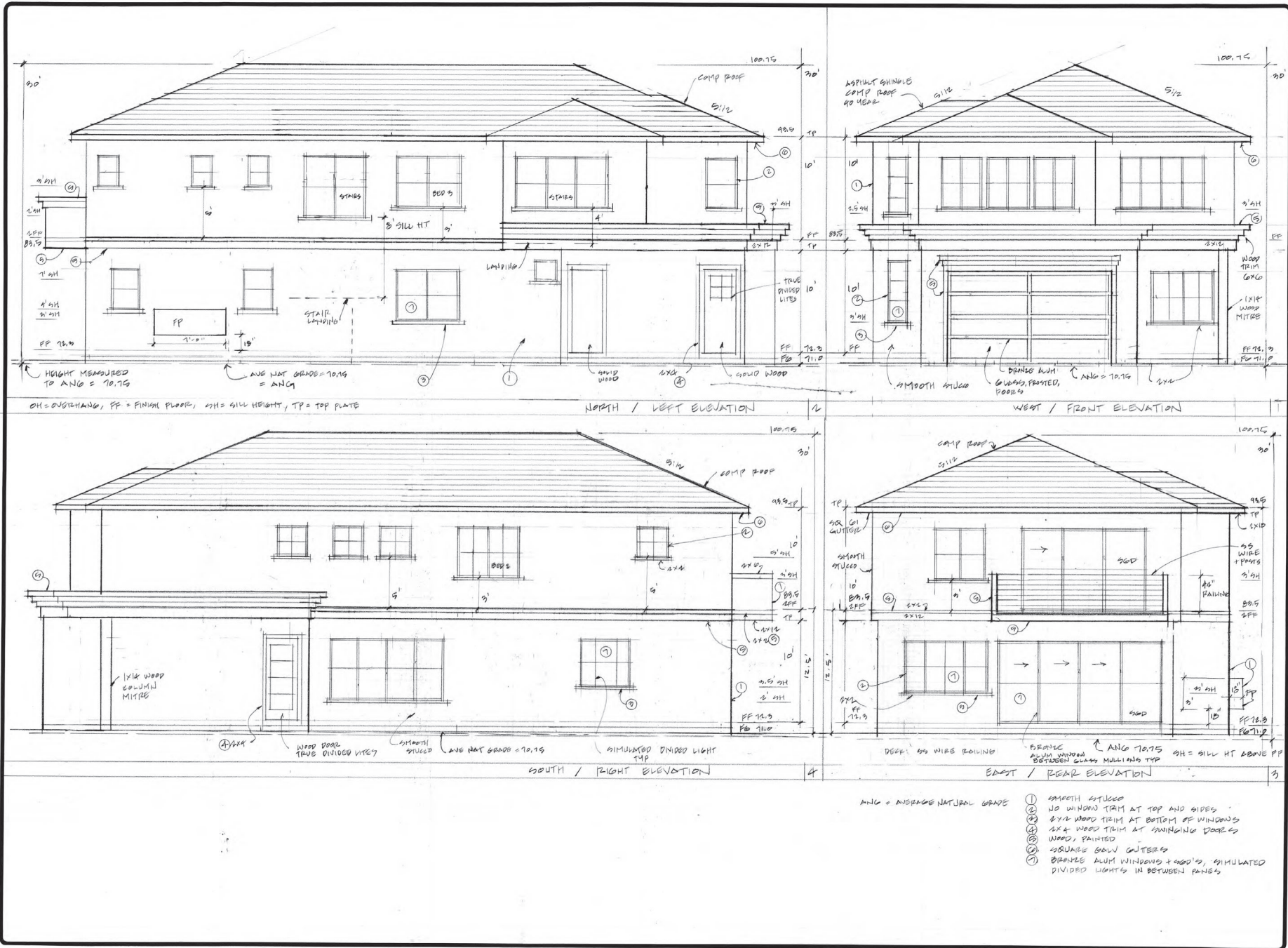


	LOT AREA = 9045	FT-INCH
L	126.34 x 70	1018.9
M	10.55 x 45.04	474.9
N	9.4 x 18.87	176.8
O	19 x 13.04	247.6
P	19.16 x 24	458.2
Q	20 x 10	200
R	20.04 x 18.87	378.3
TOTAL LANDSCAPE / 9045		9212.9
		97.9 %
DW AREA / LOT AREA		
400 / 9045 = 4.42 %		
G	40 x 40	1600
		20'-0" x 20'-0"

SITE PLAN

DRAWN
CHECKED
DATE
SCALE
JOB NO.
SHEET
A6.2
OF SHEETS





REVISIONS	BY
3.15.21	
7.11.21	
9.12.21	

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 Structural,  
 Energy  
 15621 Loma  
 Vista Ave.  
 Los Gatos, CA 95032  
 DarylFazekas@gmail.com  
 408 395 9400

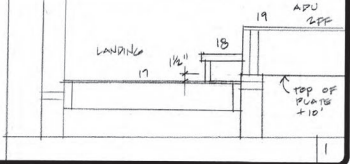
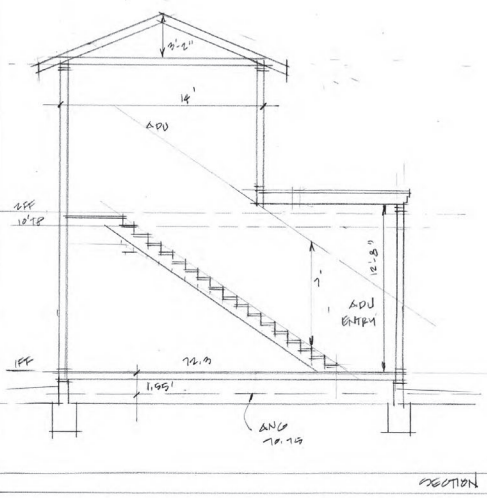
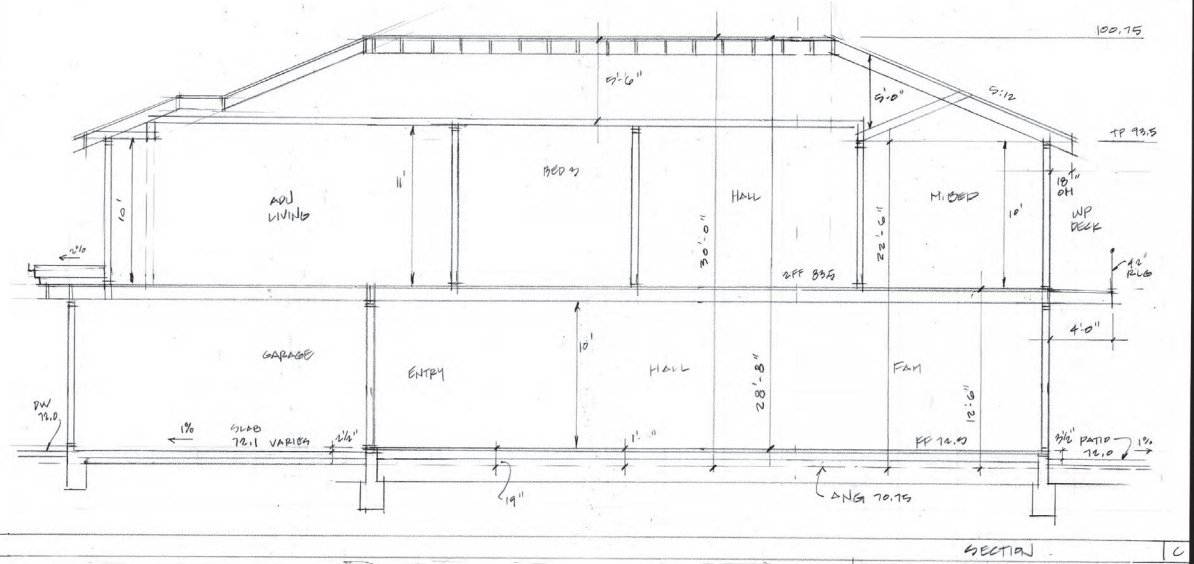
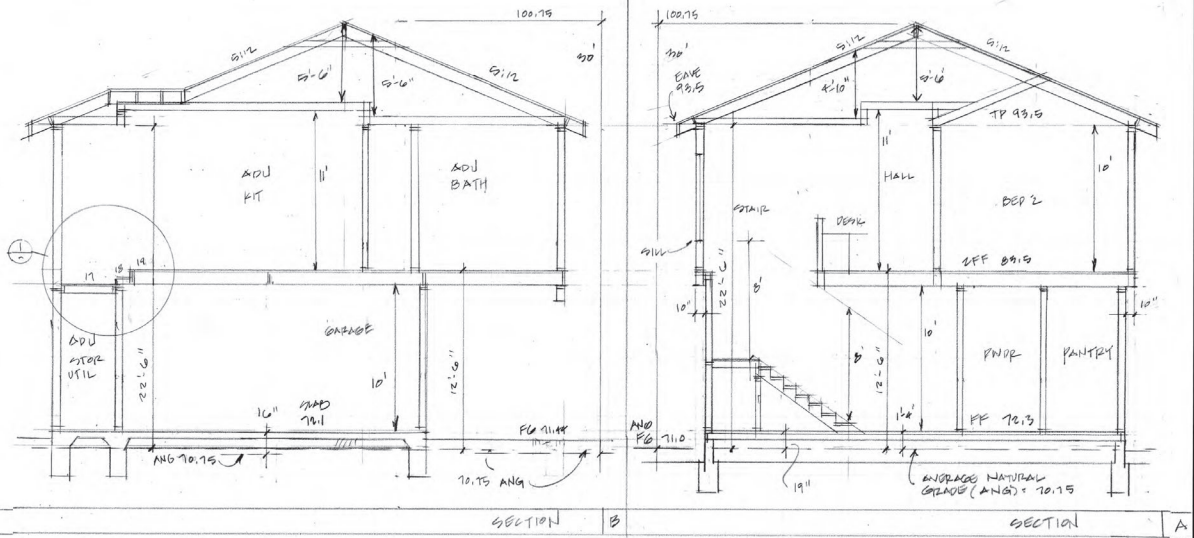
071 LWS  
 046 AVE

ELEVATIONS

DRAWN
CHECKED
DATE
11.20.20
SCALE
1/8" = 1'-0"
JOB NO.
LWS 046
SHEET
A7
OF SHEETS

REVISIONS	BY
7.11.21	
9.18.21	
11.18.21	

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 Structural,  
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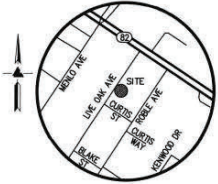


ASKOBY  
 G-1 LIVE OAK

SECTIONS

DRAWN	
CHECKED	
DATE	8.11.21
SCALE	1/4" = 1'-0"
JOB NO.	G-1 LIVE OAK
SHEET	A8
OF	SHEETS





VICINITY MAP  
NO SCALE

**UTILITY NOTE**  
ALL UNDERGROUND PIPE TYPES, SIZES AND LOCATION SHOWN ON THIS SURVEY ARE BASED ON VISUAL OBSERVATION. ANY USE OF THIS INFORMATION SHOULD BE VERIFIED, BEFORE ITS USE, WITH THE CONTROLLING MUNICIPALITY OR UTILITY PROVIDER. THIS SURVEY MAKES NO GUARANTEE OF THE INSTALLED ACTUAL LOCATION, DEPTHS OR SIZE.

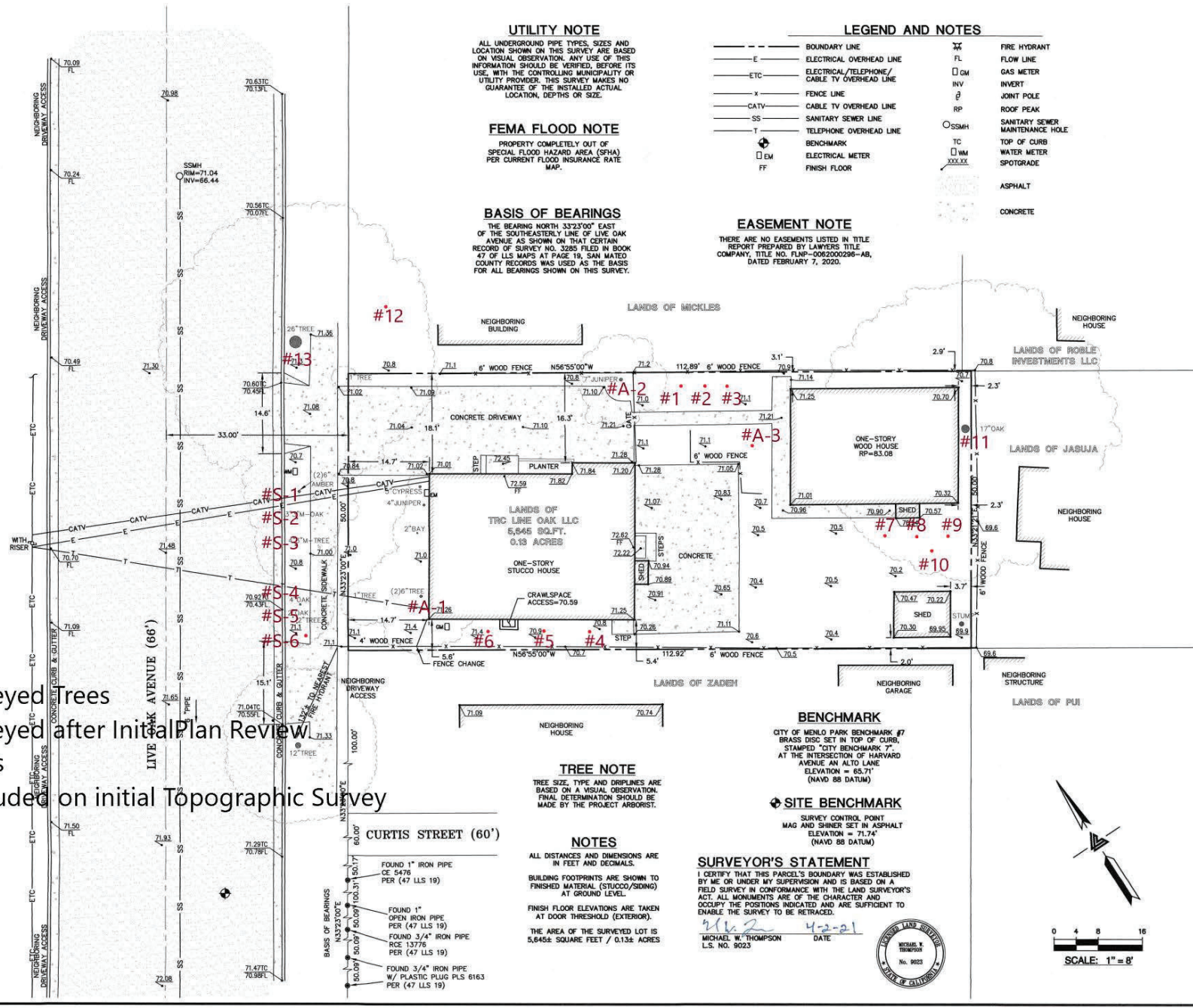
**FEMA FLOOD NOTE**  
PROPERTY COMPLETELY OUT OF SPECIAL FLOOD HAZARD AREA (SFHA) PER CURRENT FLOOD INSURANCE RATE MAP.

**BASIS OF BEARINGS**  
THE BEARING NORTH 33°23'00" EAST OF THE SOUTHEASTERLY LINE OF LIVE OAK AVENUE AS SHOWN ON THAT CERTAIN RECORD OF SURVEY NO. 3285 FILED IN BOOK 47 OF LLS MAPS AT PAGE 19, SAN MATEO COUNTY RECORDS WAS USED AS THE BASIS FOR ALL BEARINGS SHOWN ON THIS SURVEY.

**LEGEND AND NOTES**

---	BOUNDARY LINE	XX	FIRE HYDRANT
E	ELECTRICAL OVERHEAD LINE	FL	FLOW LINE
ETC	ELECTRICAL/TELEPHONE/CABLE TV/OVERHEAD LINE	GM	GAS METER
X	FENCE LINE	INV	INVERT
CATV	CABLE TV OVERHEAD LINE	RP	ROOF PEAK
SS	SANITARY SEWER LINE	SSMH	SANITARY SEWER MAINTENANCE HOLE
T	TELEPHONE OVERHEAD LINE	TC	TOP OF CURB
EM	BENCHMARK	WM	WATER METER
FF	ELECTRICAL METER	XXX	SPOTGRADE
	FINISH FLOOR		ASPHALT
			CONCRETE

**EASEMENT NOTE**  
THERE ARE NO EASEMENTS LISTED IN TITLE REPORT PREPARED BY LAWYERS TITLE COMPANY, TITLE NO. FLNP-0020009-AB, DATED FEBRUARY 7, 2020.



- # = Initially Surveyed Trees
- #A = Trees Surveyed after Initial Plan Review
- #S = Street Trees
- = Trees not included on initial Topographic Survey

**UTILITY NOTE**  
ALL UNDERGROUND PIPE TYPES, SIZES AND LOCATION SHOWN ON THIS SURVEY ARE BASED ON VISUAL OBSERVATION. ANY USE OF THIS INFORMATION SHOULD BE VERIFIED, BEFORE ITS USE, WITH THE CONTROLLING MUNICIPALITY OR UTILITY PROVIDER. THIS SURVEY MAKES NO GUARANTEE OF THE INSTALLED ACTUAL LOCATION, DEPTHS OR SIZE.

**FEMA FLOOD NOTE**  
PROPERTY COMPLETELY OUT OF SPECIAL FLOOD HAZARD AREA (SFHA) PER CURRENT FLOOD INSURANCE RATE MAP.

**BASIS OF BEARINGS**  
THE BEARING NORTH 33°23'00" EAST OF THE SOUTHEASTERLY LINE OF LIVE OAK AVENUE AS SHOWN ON THAT CERTAIN RECORD OF SURVEY NO. 3285 FILED IN BOOK 47 OF LLS MAPS AT PAGE 19, SAN MATEO COUNTY RECORDS WAS USED AS THE BASIS FOR ALL BEARINGS SHOWN ON THIS SURVEY.

**LEGEND AND NOTES**

---	BOUNDARY LINE	XX	FIRE HYDRANT
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ETC	ELECTRICAL/TELEPHONE/CABLE TV/OVERHEAD LINE	GM	GAS METER
X	FENCE LINE	INV	INVERT
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EM	BENCHMARK	WM	WATER METER
FF	ELECTRICAL METER	XXX	SPOTGRADE
	FINISH FLOOR		ASPHALT
			CONCRETE

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PROPERTY COMPLETELY OUT OF SPECIAL FLOOD HAZARD AREA (SFHA) PER CURRENT FLOOD INSURANCE RATE MAP.

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**LEGEND AND NOTES**

---	BOUNDARY LINE	XX	FIRE HYDRANT
E	ELECTRICAL OVERHEAD LINE	FL	FLOW LINE
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CATV	CABLE TV OVERHEAD LINE	RP	ROOF PEAK
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FF	ELECTRICAL METER	XXX	SPOTGRADE
	FINISH FLOOR		ASPHALT
			CONCRETE

**EASEMENT NOTE**  
THERE ARE NO EASEMENTS LISTED IN TITLE REPORT PREPARED BY LAWYERS TITLE COMPANY, TITLE NO. FLNP-0020009-AB, DATED FEBRUARY 7, 2020.

**BENCHMARK**  
CITY OF MENLO PARK BENCHMARK #7 BRASS DISC SET IN TOP OF CURB, STAMPED "CITY BENCHMARK 7", AT THE INTERSECTION OF HARVARD AVENUE AND ALTO LANE ELEVATION = 65.71' (NAVD 88 DATUM)

**SITE BENCHMARK**  
SURVEY CONTROL POINT MAG AND SHINER SET IN ASPHALT ELEVATION = 71.74' (NAVD 88 DATUM)

**TREE NOTE**  
TREE SIZE, TYPE AND DRIPLINES ARE BASED ON A VISUAL OBSERVATION. FINAL DETERMINATION SHOULD BE MADE BY THE PROJECT ARBORIST.

**NOTES**  
ALL DISTANCES AND DIMENSIONS ARE IN FEET AND DECIMALS.  
BUILDING FOOTPRINTS ARE SHOWN TO FINISHED MATERIAL (STUCCO/SIDING) AT GROUND LEVEL.  
FRESH FLOOR ELEVATIONS ARE TAKEN AT DOOR THRESHOLD (EXTERIOR).  
THE AREA OF THE SURVEYED LOT IS 5,645.4 SQUARE FEET / 0.134 ACRES

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

2/16/21 4:22:21  
MICHAEL W. THOMPSON DATE  
L.S. NO. 9023



**LEA & BRAZE ENGINEERING, INC.**  
CIVIL ENGINEERS • LAND SURVEYORS  
REGIONAL OFFICES:  
SAN MATEO COUNTY OFFICE:  
10000 CALIFORNIA AVENUE, SUITE 100  
MENLO PARK, CALIFORNIA 94025  
(650) 387-4888  
WWW.LEABRAZE.COM

671 LIVE OAK AVENUE  
MENLO PARK  
CALIFORNIA

BOUNDARY AND  
TOPOGRAPHIC  
SURVEY

TREE UPDATE	DB
4-1-21	
REVISIONS	BY
JOB NO.	2201315
DATE:	11-11-20
SCALE:	1"=8'
FIELD BY:	KR
DRAWN BY:	DDR
SHEET NO.:	

**SU1**  
1 OF 1 SHEETS

## Project Description

TRC Live Oak LLC Property  
671 Live Oak Avenue  
Menlo Park, CA

The proposed project is to construct a new two-story single-family residence with an attached ADU for TRC Live Oak LLC represented by Mr. & Mrs. Oskouy. Although the lot is in the R-3 apartment district, it is smaller than the minimum requirements for the district. While R-3 lots are required to have a minimum lot size of 7,000 square feet, the subject property is only 5,646 square feet in area. In addition, R-3 parcels under 10,000 square feet are required to be at least 70 feet wide but the subject parcel is constrained and only 50 feet wide. Due to its substandard lot size and lot width of 50 ft, developing the lot with the permitted two dwelling units would be difficult, especially since two new dwelling units would require four non-tandem, off-street parking spaces not located in the required front or side yards. The project is seeking a use permit and variance for a two-story single-family residence with an attached ADU on substandard lot.

Currently, there is a single-story dwelling with a detached 2<sup>nd</sup> dwelling at the rear of the property. The existing structures are to be demolished and replaced with a new two-story single-family residence with an attached ADU. There is also an existing shed on the property that will be demolished.

Two car covered garage is allocated for the main house and no parking is allocated to the ADU since the residence is within .25 miles to closet public transit.

The existing neighborhood composition is a mix of single family, duplex, and apartment buildings. This development is consistent with the existing pattern of development in this neighborhood.

The design is a contemporary home with hip roofs. The mass and bulk are mitigated with decorative cornices at the front one-story elements.

At the sides, the two-story walls are broken up by recessing the first-floor walls 10 inches back from the second-floor walls. A trim element is added at the second-floor level to match the front trim. This creates a horizontal shadow the full length of the side walls. Internal grids are shown on all windows. The garage door is a contemporary design with frosted glass and heavy bronze aluminum frames to match the windows and sliding glass doors.

The rear facade of the house is broken up by a 4' deep balcony. It provides a good shadow line, and it includes a stainless-steel wire railing, which is a feature of contemporary homes. There are 42" high solid half walls on each end of the balcony, providing privacy for the side neighbors.

### Privacy

Due to the narrow 50' wide lot, and the 10' side setbacks, we have a maximum width of only 30'. As a result, the two kids' bedrooms need to face the sides, instead of facing the front or back. On the right side, we show the minimum sized fire egress bedroom window 6' wide and 36" off the floor.



The ADU bedroom faces the front, with no side windows. The rest of the side windows are 5'-0" above the floor, making looking down into the neighbor's yard difficult.

At the rear of the house, a large oak tree provides privacy for the rear neighbor. Additional trees can be planted there as well.

As part of initial permit use application, the City of Menlo Park has notified the neighbors within 500-mile radius of permit application in file. Additionally, the applicant has handed a set of plans to next door neighbor at 677 Live oak to let them know of new application permit. The 677 neighbor is very enthusiastic of our project and looking forward to new construction. They have extended their support as need be towards permit. Additionally, several attempts were made by the applicant to reach out to next door commercial medical building at 166 Live oak, that currently is vacant, but not able to contact the owner. We reached out to the neighbor in the rear of the subject property at 684 Roble Avenue (the street in parallel to Live Oak). The building is a rental property. We spoke with renters and asked them to convey our message to property owner for any questions they may have on architecture design. Regardless, we made best effort to reach out to adjacent neighbors including our next-door residential neighbor at 671 Live Oak that have a copy of Architecture design for review. We also sent mail notices to our neighbors (see attached) to let them know of our availability for any questions they may have and left our phone number and email address to contact us for review of the plan and feedback

We have worked with staff to include up to 800 sf ADU on the second floor over the garage. We designed a side entrance and stairs to the one-bedroom ADU. The main house has 10' side setbacks on both sides, while the ADU has 5.5' setbacks on the left side next to the office building. By placing the ADU on the second floor, rather than in the backyard, we achieve a large yard for the family while providing more landscape for the neighborhood to enjoy.

The right side has minimum of 10' setbacks and ample landscaping to benefit the neighboring house. We meet the landscaping requirements of 50%. This would not be possible with a detached ADU.

Within the scope of this project, we have adhered to, and maintained all required setbacks. However, there are non-conformities with respect to the structural separation between the neighboring structures. The building separation issue is with the office building at 661 Live Oak Ave. In conjunction with the Use Permit Application, a Variance request is being made to address the structural separation issue.

Sincerely,  
Daryl Fazekas, Architect

## Request for Variance – Building Separation

TRC Live Oak LLC Property  
671 Live Oak Avenue  
Menlo Park, CA

As part of this proposal, the applicant is requesting a variance for the new residence to encroach into the required 20-foot separation between main buildings located on adjacent lots. Although the lot is in the R-3 apartment district, it is smaller than the minimum requirements for the district. While R-3 lots are required to have a minimum lot size of 7,000 square feet, the subject property is only 5,646 square feet in area. In addition, R-3 parcels under 10,000 square feet are required to be at least 70 feet wide but the subject parcel is constrained and only 50 feet wide. Due to its substandard lot size and lot width of 50 ft, developing the lot with the permitted two dwelling units would be difficult, especially since two new dwelling units would require four non-tandem, off-street parking spaces not located in the required front or side yards. The above-referenced property is being developed in a R-3 zoned district potentially as the residence for Oskouy's family members. A variance is sought for the required building separation with respect to the adjacent structures, the office building at 661 Live Oak Ave. The proposed development conforms to all zoning regulations applicable to the site. However, the 20' structural separation requirement between adjacent buildings and a substandard lot of 50 ft width constitutes a particular hardship not of our own creation. The non-conformity of the adjacent structures, the office building at 661 Live Oak Ave. to the current zoning requirements, and such nonconformity's Impact on the separation requirement, will cause the utility of the site to be severely diminished, and, for that reason, we request a variance.

### Variance

The attached site plan of the subject property shows 10 ft separation from the ADU portion of the property to adjacent parcel, the office building at 661 Live Oak Ave. on the left side. Also, along 2 foot of the left side of the main house has 15 ft separation; the remaining meets the 20 ft guideline. To follow the 20 ft building separation requirement with existing building at 661 Live Oak at 5 ft setback would constraint the 671 Live Oak buildable area to be narrower, approximately 25' in buildable lot width versus proposed 30'.

The required variance findings are evaluated below in succession:

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

On this narrow 50 ft lot width, the R-3 Zoning District requires an additional 6' of combined setbacks (12% of the lot width) to achieve conformity with the building separation codes. For reference, The R-3 Zoning District requires 20' of separation distance between main buildings. The proposed home is 15' from the office building. Thus, an additional 5' would be required to bring the main home into compliance.

As stated above, the building separation code and narrow 50 ft lot width pose a hardship on this lot because the adjacent property on the left, the office building at 661 Live Oak Ave., is not in conformance with the current setback requirements. Therefore, if forced to adhere to the building separation requirements, the reduction in width would severally impact the utility, use and enjoyment of the property. Furthermore, the off-center massing of the structure would negatively Impact the aesthetics of the design and, in tum, the neighborhood itself. Please see attached information.

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

This variance will not constitute a special privilege for this property/site. Particularly with respect to the adjacent property, the office building at 661 Live Oak Ave., the properties in the vicinity of the site are currently permitted to enjoy a substantial benefit by way of non-conformance to the setback requirements, and as stated above, that non-conformance greatly and negatively impact the development and use of this site and deprives the site of the same benefit.

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

The granting of the requested variance is not detrimental to the public health, safety, or welfare of any adjacent property. The supply of adequate light and air to the adjacent property, the office building at 661 Live Oak Ave., will not be impaired.

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

As is often cited, the issuance of a variance cannot be a justification for granting a similar variance. Notwithstanding the above, this variance is being requested on its own grounds. This project has been designed within the stated zoning guidelines- specifically, the setback guideline- and, therefore, it is not detrimental to any other development. In the future, should a separation issue arise for the neighboring properties, it would be caused fully by their own non-conformance.

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

The property is not within any Specific Plan area, and as such no finding regarding an unusual factor is required to be made.

In sum, although the adjacent properties' non-conformities exist due to the age of those developments, compliance with the new zoning ordinances is achieved through new development such as the project in question. Therefore, it is our hope that the commission will look favorably upon our request for variance and permit us to construct our new home, which has been created in conformance with all applicable zoning guidelines, as designed.

Sincerely,  
Rasoul Oskouy,  
Owner

**ADU TO CONSTRUCTION REQUIREMENTS**

- 1) Clear lot area, remove all trees 12" DBH, and remove all deep root watering.
- 2) Place and maintain 2" 4 inches of mulch.
- 3) Ensure a new weather appropriate water is installed during the city session. 1/2 inch air mesh, run a drip system loop for temporary 12" DBH, or glass rock base for 12".
- 4) There is no reverse process, reduce risk to acceptable levels.
- 5) Install fire protection fencing. These protection fencing requirements:
  - a. Install fire wall-type fire fencing around an eight (8) foot tall, two (2) inch diameter galvanized pipe, at least 20 inches into the ground and spaced no more than 10 feet apart.
  - b. Fenced with sign saying "FIRE PROTECTION FENCE - DO NOT MOVE OR REMOVE WITHOUT APPROVAL - VIOLATION REPORT".
  - c. The City requires the fire protection fencing be installed before any equipment comes on site and approved by the Project Architect, who shall submit a verification form to the City before removal of permits.
  - d. This project is required to be inspected by City before prior to building construction or building permit issuance.
  - e. The protection fencing is required to remain in place throughout construction and not only be removed without written authorization from the City before. The Project Architect is to submit a final report to the City before the final copy of the permit authorization is submitted to the City.

The location for the protection fencing should be clear in the display (Fig. 4 & 5) as possible under reference sheet



1. Duration of any ADU that requires a permit approval from the City is 12 months. Renewal is required if the ADU is not occupied for more than a year of construction.
2. Note that the ADU may be occupied. Please check with City before.



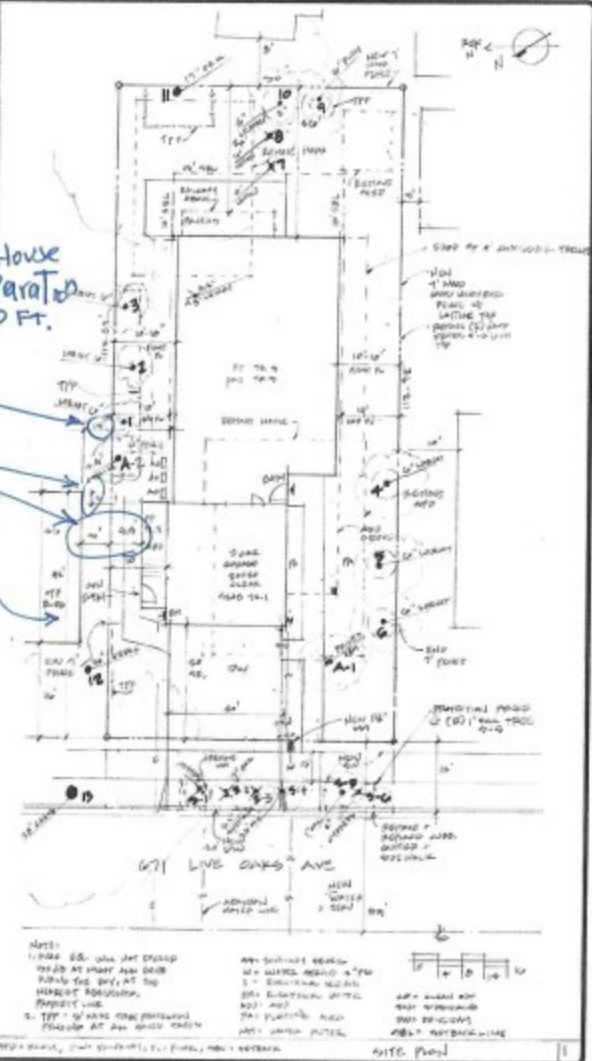
\* 2 FT of the main House @ 15' Building Separation the remaining @ 20 FT.

\* 15' SETBACK

ADU at 10.5 FT (5+5.5) \* 2 FT separation.

Adjacent medical office building

STREET	ADU	TYPE	DATE	STATUS
1	ADU	ADU	1/1/18	✓
2	ADU	ADU	1/1/18	✓
3	ADU	ADU	1/1/18	✓
4	ADU	ADU	1/1/18	✓
5	ADU	ADU	1/1/18	✓
6	ADU	ADU	1/1/18	✓
7	ADU	ADU	1/1/18	✓
8	ADU	ADU	1/1/18	✓
9	ADU	ADU	1/1/18	✓
10	ADU	ADU	1/1/18	✓
11	ADU	ADU	1/1/18	✓
12	ADU	ADU	1/1/18	✓
13	ADU	ADU	1/1/18	✓
14	ADU	ADU	1/1/18	✓
15	ADU	ADU	1/1/18	✓
16	ADU	ADU	1/1/18	✓
17	ADU	ADU	1/1/18	✓
18	ADU	ADU	1/1/18	✓
19	ADU	ADU	1/1/18	✓
20	ADU	ADU	1/1/18	✓
21	ADU	ADU	1/1/18	✓
22	ADU	ADU	1/1/18	✓
23	ADU	ADU	1/1/18	✓
24	ADU	ADU	1/1/18	✓
25	ADU	ADU	1/1/18	✓
26	ADU	ADU	1/1/18	✓
27	ADU	ADU	1/1/18	✓
28	ADU	ADU	1/1/18	✓
29	ADU	ADU	1/1/18	✓
30	ADU	ADU	1/1/18	✓



Notes:

1. Make sure you are clear of all utility lines and structures.
2. Make sure you are clear of all utility lines and structures.
3. Make sure you are clear of all utility lines and structures.

REVISION	BY

**Daryl Fazekas**  
 Architect  
 Structural  
 Energy  
 1000 Lakeside Blvd  
 San Francisco, CA 94134  
 415.355.1400

ADU AT 10.5 FT (5+5.5) \* 2 FT separation.

SITE PLAN

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

DATE: 1/1/18

PROJECT: ADU AT 10.5 FT (5+5.5) \* 2 FT separation.

**A2**

July 15<sup>th</sup>,2021

Attn: Rasoul Oskouy  
671 Live Oak Ave Menlo Park,  
CA 94025

4911 Spreckles Avenue, Alviso, CA 95002-0940  
T: 408.941.1090 F: 408.941.1094 [www.colonylandscape.com](http://www.colonylandscape.com)

Subject: 671 Live Oak Ave  
Arborist Report

Dear Rasoul Oskouy:

Recently, you requested that I perform a tree survey and provide an arborist report to submit in tandem with your plans to develop the site 671 Live Oak into a space that is more conducive to habitation.

*Arborist Report Survey: map of tree locations is meant for reference only and does not substitute a topographic survey, civil plans, or official landscape plans.*

**Site Description:** The lot at 671 Live Oak sits on 5,650 square ft and exists in a rectangle: three sides hedged in by adjacent home sites, and the final front side opening out to Live Oak Ave. The entryway is an asphalt driveway runs down the north side of the lot. There is a house, guest cottage, and shed. The front of the house is approximately 25' from the Live Oak Ave. The rear fence is approximately 120' from the street. Most of the plantings are around the edges of the lot and act as a screen. Three heritage trees exist on or within proximity to the lot, one near the guest cottage, one at 661 Live Oak and one is a street tree. The home was initially built in 1955, though most trees appear to have been planted within the last 25 years.

**Description of Development:** Based on most recent plan set. Oskouy 671 Live Oak revised 7/14/21.

**Method:** All inspections were made from the ground; no aerial inspections were conducted. The trees of interest are indicated on the attached map. The trees were first measured for diameter at 54 inches above ground level (DBH or diameter at breast height). Diameter for multi-trunk trees was calculated using the following formula (Unless otherwise stated) in which D=tree diameter and S=stem diameter:  
 $D=\sqrt{S1^2+S2^2}$  Only Trees with a diameter greater than 6" were included in the report and survey. Some trees were then designated as Heritage, based on the City of Menlo Park's guidelines. All heritage and street trees were appraised. If construction causes irreparable damage to a heritage tree, the tree replacement must equal the appraised value. A condition rating (CON) has been provided using 50 percent vigor and 50 percent structure, using the following scale:

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

If demolition or development is to occur within the dripline of heritage trees. Critical Root Zone (CRZ) or 70% root area, should be calculated based on a ratio of 1" diameter equals 1' root area. Based on this collected data, it was then determined which trees were suitable for preservation, and - if they are to be preserved - specific corrective actions to reduce overall risk are described. The trees that are to be removed due to development were appraised.

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## Potential Impacts: Construction and Tree Failure

**Branch Damage:** Mechanical damage from construction equipment breaking and tearing of low hanging branches potentially impacting branch bark collar. Tree branch failure impacting construction workers, new buildings, and eventual occupants.

**Trunk Damage:** Mechanical damage from construction equipment scaring wood, allowing potential for decay. Large limb or trunk failure impacting construction workers, new buildings, and eventual residence.

**Root Damage:** Ideally during construction root impact percentages should be kept beneath 20-30% to prevent negative long-term health effects. Two main ways to damage roots are **root zone compaction** from frequent foot or equipment traffic and **root cutting** due to excavation, grade changes, or hardscape/foundation demolition. Damage to more than 30% of the root zone can lead to whole tree failure or decline within 5 years following construction completion.

**Tree Protection Plan and Impact Mitigation Documentation:** Any time development-related work is recommended to be supervised by a Project Arborist; The Project Arborist shall provide a follow-up letter documenting how the mitigation has been completed to specification.

## Alternative Construction Methods

If work must occur within or near the dripline, a Critical Root Zone (CRZ) be calculated and if more than 30% of the root zone will be impacted, the project arborist should be consulted, and alternative methods of construction may be recommended to prevent root damage. Asphalt or concrete hardscape and driveway can be replaced by pervious pavers. Instead of a concrete slab foundation use a grade beam foundation. Footings can be constructed on piers for walkways, and landscaped areas. (Fig 1) Another option is to install a layer of large gravel rocks over the current soil level, covering the area to be constructed on, ideally not covering more than 20% of the area within the dripline and 10-15' away from the base of the trunk. Within this larger gravel layer, trenches should be created. Perforated pipes should be inserted into the trenches. These pipes should be insulated with base rock and wrapped in plastic mesh. Occasional ports to the surface of the new grade should be installed. These vents can be used to deliver water, fertilizer, and oxygen to the buried root system. (Figure 2 + 3) The pipes act as conduits and should run the length of the area to be constructed over. Oxygen will need to be pushed through the pipes on occasion. A blower or vacuum can be used to clear the pipes. Large gravel rocks should be placed over the pipes, then a layer of straw, followed by mulch or woven plastic, and finally the soil to create a new grade. Hardscape, walkways, and landscaping can then be installed within this newly created area.



Figure 1: Elevated Walkway

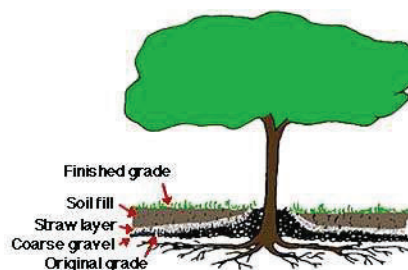


Fig 3. Coarse gravel placed over the original grade will provide aeration for tree roots beneath shallow soil fill.

Figure 2: Grade Change Illustration

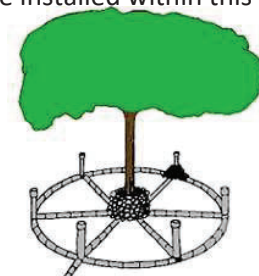


Fig1. A perforated plastic pipe installation is shown with a dry well and vertical bell pipe to provide aeration for tree roots beneath deep soil fill.

Figure 3: Perforated Piping System

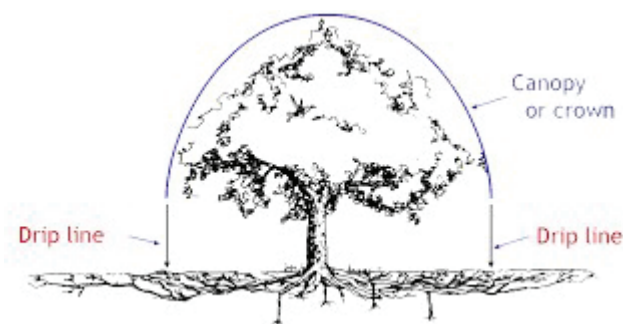


## PRIOR TO CONSTRUCTION GUIDELINES

Trees adapt to their current environment. Therefore, any site changes will impact tree health. To prepare the trees for their upcoming fight, soil amendments to the root zone area least likely to be impacted by the construction should be made. This will help to improve soil nutrient availability in these regions.

- 1) Clear leaf litter, water in 22-14-14 fertilizer, and aerate soil by deep root watering.
- 2) Place and maintain 2-3 inches of mulch.
- 3) Ensure trees receive adequate water, a deep watering during the dry season. 1-2 times per month, run a drip system (may be temporary) 12-18 hrs. or place soaker hose for 1hr.
- 4) Prune or remove trees to reduce risk to acceptable levels.
- 5) Install Tree Protection Fencing. Tree protection fencing requirements:
  - a. Six (6)-foot tall chain link fencing mounted on eight (8)-foot tall, two (2)-inch diameter galvanized posts, driven 24 inches into the ground and spaced no more than 10 feet apart.
  - b. Posted with signs saying "TREE PROTECTION FENCE - DO NOT MOVE OR REMOVE WITHOUT APPROVAL FROM CITY ARBORIST".
  - c. The City requires that tree protection fencing be installed before any equipment comes on site and inspected by the Project Arborist, who shall submit a verification letter to the City before issuance of permits.
  - d. Tree protection fencing to be inspected by City Arborist prior to building removal and/or building permit issuance.
  - e. Tree protection fencing is required to remain in place throughout construction and may only be moved or removed with written authorization from the City Arborist. The Project Arborist may authorize modification to the fencing when a copy of the written authorization is submitted to the City.

*\*The location for the protection fencing should be as close to the dripline (Fig 4-5) as possible unless otherwise stated*



**Figure 4: Diagram of Dripline**



**Figure 5: Example of Tree Protection Fencing**

## DURING CONSTRUCTION

### Precautions During Demolition/Removal and Construction

If construction is to occur outside the dripline (see Figure 4), tree protection fencing should be maintained. If demolition or construction occurs within the dripline, Project Arborist should be notified, critical root zone calculated, and adequate mitigation efforts must be implemented and documented. If demolition uncovers root systems; project arborist should be notified, and root cutting guidelines followed. This is to prevent root zone compaction, root damage and mechanical damage to the tree.

To minimize these risk factors, the impacted root area should be kept below 30% (Every 1" trunk diameter equals 1' root zone radius). To facilitate this, follow the following procedure:

- 1) Any area underneath but not critical for construction should maintain tree protection fencing.
- 2) The trunk of the tree should be wrapped with straw wattle or 2x4s and, to a height of 8-10', and held in place by snow fencing. (Fig 6)
- 3) Any low-hanging branches should be pruned by an ISA certified arborist or supervised crew to allow clearance of any construction machinery.
- 4) A layer of mulch 8-10" deep should be placed where construction crews are walking to prevent soil compaction and replaced as needed over the course of construction.
- 5) If heavy equipment is used, at least two layers of 1'1/8" plywood or a trench plate should be placed on top of the mulch layer where the equipment will be sitting.
- 6) Following construction, the plywood or trench plate should be removed. If compaction has occurred (Figure 9), the layer of mulch should be removed, and the soil aerated. If a soil probe is used, mulch can be placed into the newly created spaces.
- 7) The layer of mulch should then be reapplied and maintained to a depth of 2-3".
- 8) Reinstall Tree Protection zone fences.

### Additional Tree Protection Zone Requirements

No materials or equipment should be stored or cleaned inside the tree protection zones.

**Soil Compaction** impacts the fine root system of all trees. Roots rely on pore space (the area in-between soil particles) for oxygen. (Fig 7) While the process of photosynthesis releases oxygen into the atmosphere, it does not transfer it throughout the tree. The cells within the root system need to respire to produce the energy required for their vital functions of nutrient and water acquisition. If their supply of oxygen is restricted due to soil compaction, the tree will fail. This can occur through compaction of existing soil or soil additions.



Figure 6: Example Trunk Protection

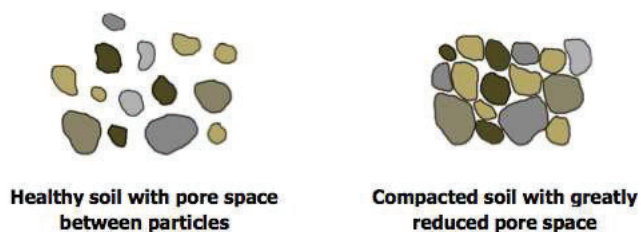


Figure 7: Illustration of Compaction

### Root Cutting Guidelines

No trenching or excavation should occur within the dripline if this work must occur within the dripline the project Arborist should be notified. If needed root zone impact percentage should be calculated, and adequate mitigation efforts must be implemented and documented. If any trenches or posts are installed into the soil and encounter roots greater than 1" in diameter, Project Arborists should be consulted, and trenches or post holes can be moved to accommodate roots or tunneling underneath the roots may be permitted. Trenching for irrigation, electrical, drainage or any other reason should be hand dug when beneath the driplines of protected trees. (Fig 8) Hand digging and carefully laying pipes below or beside protected roots will dramatically reduce root loss of desired trees, thus reducing trauma to the entire tree. Any roots smaller than 1" in diameter may be pruned but only with adherence to the following guidelines. (Fig 9)

- (1) Clear soil completely away from where cutting occurs.
- (2) Make a clean cut: prevent any ripping or tearing of the root by using a sharpened hand, electric, gas-powered saw, or other pruning instrument (such as loppers).
- (3) Replace soil around the roots. Roots to be left exposed for a period should be covered with layers of burlap and kept moist. Trenches should be backfilled as soon as possible with native material and compacted to near its original level. Trenches that must be left exposed should also be covered with layers of burlap or straw wattle and kept moist. Plywood over the top of the trench will also help protect exposed roots below.
- (4) Never remove more than 30% of a tree's roots. If any trenching or grade changes occur, root cutting in sections greater than 4' in length should be avoided and gaps of equal distance should be created to prevent large sections of root zone destruction.

Any roots to be cut should be monitored and documented. Large roots or large masses of roots to be cut should be inspected by the Project Arborist. The Project Arborist may recommend fertilizing or irrigation if root cutting is significant



Figure 8: How not to trench



Figure 9: Proper Root Pruning

## Tree Maintenance

- 1) Normal irrigation should be maintained throughout the entire length of the project. During the summer months, the Heritage trees on this site should receive deep watering two times a month. During the fall and winter, reduce watering to once a month and suspend watering during periods of heavy rain.
- 2) Maintain 2-3 inches of mulch within the root zone of protected trees this will help the soil retain moisture, thus reducing water consumption, and improve soil nutrient levels.
- 3) Follow Project Arborist recommendations for fertilization and risk reduction work as trees continue to grow and change over the course of the site's development.

## AFTER CONSTRUCTION

Continue tree maintenance regime and monitor for decline of tree health especially important as it takes 3-5 years for root zone damage to appear as canopy decline.

### Construction Impact Prevention Guidelines:

Keep construction out of the dripline of trees. Exact critical root zone (CRZ) can be calculated based off the percent of root zone to be impacted (keep beneath 30%.) Three Trees have specific guidelines all other trees should have *PRIOR TO CONSTRUCTION GUIDELINES* followed with specific attention to items 2) and 5).

Three heritage trees are within the construction zone and thus specific recommendations must be followed. Two had critical root zone or 70% of total root area calculated. (fig 10) Construction is occurring within this area so specific guidelines listed below must be followed.

Tree #11: CRZ radius 13.3'. Demolition is planned to occur west of this tree. Prior to demolition construction fencing should be placed as far from trunk as possible and tree wrapped in straw wattle and insulated with 2x4s to a height of 6'. After destruction of wood structure and prior to foundation demolition half circle should be marked 13.3' from the trunk. Within in this zone demolition should occur by hand to preserve any roots present. Following the demolition; tree protection fencing should be installed in half circle at 13.3' and tied back into existing border fence. The newly exposed areas should have items 1-2 within *Prior to Construction Guidelines* followed.

Tree #12: CRZ radius N/A. Place construction fencing along edge of driveway closest to tree, notify equipment operators of potential for roots, if any roots greater than 1" exposed project arborist must be notified, and an assessment performed prior to root cutting. Any roots smaller than 1" may be cut with strict adherence to *Root Cutting Guidelines*.

Tree #13: CRZ radius 23.4'. As long as construction is limited to 50% root area CRZ is 17.72' Prior to construction commencement wrap tree in straw wattle and insulate with 2x4s to a height of 6'. Prior to Driveway demolition half circle should be marked 17.72' from the trunk. Within in this zone demolition should occur by hand to preserve any roots present. If any roots greater than 1" exposed project arborist must be notified, and an assessment performed prior to root cutting. Any roots smaller than 1" may be cut with strict adherence to *Root Cutting Guidelines*.

Following the demolition; half circle at 17.72' should be marked with construction stakes and painted black. The newly exposed areas should have items 1-2 within *Prior to Construction Guidelines* followed.

Tree #S-5: CRZ Radius 2'. Place Sign or marker with written instruction: Tree to Be Preserved, ' , follow Prior to construction guidelines, when trenching for waterline use hand tool to avoid damaging root system, if roots are damaged follow Root cutting Guidelines

**Tree Removal:**

No Heritage trees are to be removed. Five street trees are proposed to be removed #S-1, #S-2, #S-3, #S-4, #S-6

**Tree Planting:**

Follow the city of Menlo Park's recommended species replacement guide. Focus on native Oak species such as Valley, Coast live, black, or blue oak which are not only drought tolerant, suited to battle erosion, but also majestic in structure.

*Note:* follow all previous recommendations regarding tree maintenance. Especially important are the first few years following transplant, the newly imported oak trees on this site will require flood style irrigation (deep watering) during the warm season months and depending on the seasonal rainfall some irrigation during winter.



## Assumptions and Limiting Conditions

1. Care has been taken to obtain all information from reliable sources. All data has been verified insofar as possible. The Arborist can neither guarantee nor be responsible for the accuracy of the information provided by others.
2. Various diagrams, sketches and photographs in this report are intended as visual aids and are not to scale, unless specifically stated as such on the drawing. These communication tools in no way substitute for nor should be construed as surveys, architectural or engineering drawings.
3. Loss or alteration of any part of this report invalidates the entire report.
4. Possession of this report or a copy thereof does not imply right of publication or use for any purpose by any other than the person to whom it is addressed, without the prior written or verbal consent of the Arborist
5. This report is confidential and to be distributed only to the individual or entity to whom it is addressed. Any or all of the contents of this report may be conveyed to another party only with the express prior written or verbal consent of the consultant. Such limitations apply to the original report, a copy, facsimile, scanned image or digital version thereof.
6. This report represents the opinion of the Arborist. In no way is the Arborist's fee contingent upon a stipulated result, the occurrence of a subsequent event, nor upon any finding to be reported.
7. The consultant shall not be required to give testimony or to attend court by reason of this report unless subsequent contractual arrangements are made, including payment of an additional fee for such services as described in the fee schedule, an agreement or a contract.
8. Information contained in this report reflects observations made only to those items described and only reflects the condition of those items at the time of the site visit. Furthermore, the inspection is limited to visual examination of items and elements at the site, unless expressly stated otherwise. There is no expressed or implied warranty or guarantee that problems or deficiencies of the plants or property inspected may not arise in the future.

## Disclosure Statement

Arborists are tree specialists who use their education, knowledge, training, and experience to examine trees, recommend measures to enhance the beauty and health of trees, and attempt to reduce the risk of living near trees. Clients may choose to accept or disregard the recommendations of the arborist, or to seek additional advice. Arborists cannot detect every condition that could possibly lead to the structural failure of a tree. Trees are living organisms that fail in ways we do not fully understand. Conditions are often hidden within trees and below ground. Arborists cannot guarantee that a tree will be healthy or safe under all circumstances, or for a specified period of time. Likewise, remedial treatments, like any medicine, cannot be guaranteed. Treatment, pruning, and removal of trees may involve considerations beyond the scope of the arborist's services such as property boundaries, property ownership, site lines, disputes between neighbors, and other issues. An arborist cannot take such considerations into account unless complete and accurate information is disclosed to the arborist. An arborist should then be expected to reasonably rely upon the completeness and accuracy of the information provided. Trees can be managed, but they cannot be controlled. To live near trees is to accept some degree of risk. The only way to eliminate all risk associated with trees is to eliminate the trees.

Sincerely,  
Robert Wiszowaty

Tree Division Manager Colony Landscape  
B.S Environmental Horticulture and Urban Forestry  
ISA Certified Arborist #WE-11553A  
ISA Tree Risk Assessment Qualified



Data Table 1: Ordered by Current Tree Number

Tree Tag #	Common Name	Scientific Name	Designation	Location	DBH (Inches)	Health/Structure AVG	Ht./Spread (Feet)	Comments/Items of concern	Appraisal Value	Construction Impact	CRZ Critical Root Zone	Protective Measures for construction	Suitability for preservation	Recommended Action
1	Loquat	<i>Eriobotrya japonica</i>	Not Heritage	Onsite	6"	75%	12/6	Good vigor, Fair form	N/A	Negligible	N/A	Trees 1-3 should be protected as a group, place fencing a minimum of 4' from trunk, and install so it creates a half circle that ties in to existing fencing	Moderate	Preserve: Structural prune and crown clean removing deadwood 1/2" or greater
2	Loquat	<i>Eriobotrya japonica</i>	Not Heritage	Onsite	6"	75%	12/6	Good vigor, Fair form	N/A	Negligible	N/A	Trees 1-3 should be protected as a group, place fencing a minimum of 4' from trunk, and install so it creates a half circle that ties in to existing fencing	Moderate	Preserve: Structural prune and crown clean removing deadwood 1/2" or greater
3	Loquat	<i>Eriobotrya japonica</i>	Not Heritage	Onsite	6"	75%	12/6	Good vigor, Fair form	N/A	Negligible	N/A	Trees 1-3 should be protected as a group, place fencing a minimum of 4' from trunk, and install so it creates a half circle that ties in to existing fencing	Moderate	Preserve: Structural prune and crown clean removing deadwood 1/2" or greater
4	Loquat	<i>Eriobotrya japonica</i>	Not Heritage	Onsite	6"	80%	16/6	Good Vigor, Fair form Along fence on neighbors side	N/A	Negligible	N/A	Protected individually place construction fencing in half circle 4' from trunk.	Moderate	Preserve: Structural prune (Crown reduction to optimize fruit harvesting) and crown clean removing deadwood 1/2" or greater
5	Loquat	<i>Eriobotrya japonica</i>	Not Heritage	Onsite	6"	80%	16/6	Good Vigor, Fair form Along fence on neighbors side	N/A	Negligible	N/A	Protected individually place construction fencing in half circle 4' from trunk.	Moderate	Preserve: Structural prune and crown clean removing deadwood 1/2" or greater
6	Loquat	<i>Eriobotrya japonica</i>	Not Heritage	Onsite	6"	80%	16/6	Good Vigor, Fair form Along fence on neighbors side	N/A	Negligible	N/A	Protected individually place construction fencing in half circle 4' from trunk.	Moderate	Preserve: Structural prune and crown clean removing deadwood 1/2" or greater
7	Lemon Tree	<i>Citrus x limon</i>	Not Heritage	Onsite	6"	70%	10/4	Fair vigor, Good Form,	N/A	Severe	N/A	N/A	Moderate	Remove: Criterion 5 Development
8	Lemon Tree	<i>Citrus x limon</i>	Not Heritage	Onsite	6"	70%	10/4	Fair vigor, Good Form,	N/A	Severe	N/A	N/A	Moderate	Remove: Criterion 5 Development
9	Flowering Plum	<i>Prunus cerasifera</i>	Not Heritage	Onsite	6"	75%	10/4	Good Vigor, Fair form	N/A	Negligible	N/A	Trees 9-10 should be protected as a group, place fencing a minimum of 4' from trunk, and install so it creates a circle that ties in to existing fencing	Moderate	Preserve: Structural prune (Crown reduction to optimize fruit harvesting) and crown clean removing deadwood 1/2" or greater
10	Lemon Tree	<i>Citrus x limon</i>	Not Heritage	Onsite	6"	70%	10/4	Fair vigor, Good Form	N/A	Negligible	N/A	Trees 9-10 should be protected as a group, place fencing a minimum of 4' from trunk, and install so it creates a circle that ties in to existing fencing	Moderate	Preserve: Structural prune (Crown reduction to optimize fruit harvesting) and crown clean removing deadwood 1/2" or greater
11	Valley Oak	<i>Quercus lobata</i>	Heritage	Onsite	16"	75%	35/25	Good form - Good Vigor, follow root zone preservation recommendations during demolition and construction	\$2,385	Demolition of existing one story wood house has potential to cause severe impact, if guidelines followed impact will be Moderate	13.3'	Prior to demolition construction fencing should be placed as far from trunk as possible and tree wrapped in straw wattle and insulated with 2x4s to a height of 6'. After destruction of wood structure and prior to foundation demolition half circle should be marked 13.3' from the trunk. Within in this zone demolition should occur by hand in order to preserve any roots present. Following the demolition, tree protection fencing should be installed in half circle at 13.3' and tied back into existing border fence. The newly exposed areas should have items 1-2 within <u>Prior to Construction Guidelines</u> , followed.	High	Preserve: Crown clean removing deadwood 2" or greater, structural prune (reduction of codominant branches to ensure structural longevity), elevate lower lateral limbs to allow 5' of clearance from roofline (minimize possibility of damage from construction equipment)
12	Deodar cedar (No Tag)	<i>Cedrus deodara</i>	Heritage	Neighboring Lot	30"	60%	65/70	Good vigor, poor form, in neighbors yard	\$7,559	Demolition of existing concrete driveway could cause minor impact	21'	Place construction fencing along edge of driveway closest to tree, notify equipment operators of potential for roots, if any roots greater than 1" exposed project arborist must be notified, and an assessment performed prior to root cutting. Any roots smaller than 1" may be cut with strict adherence to <u>Root Cutting Guidelines</u> .	High	Preserve: Crown reduction to reduce likelihood of codominant stem failure
13	Carob (No Tag)	<i>Ceratonia siliqua</i>	Heritage	Street Tree	28"	60%	45/40	Good Vigor, poor Form Along street beneath power lines, follow root zone preservation recommendations during demolition and construction	\$5,599	Demolition of existing concrete driveway could cause moderate to significant impact unless protection measures for construction are followed.	CRZ: 23.4' Assuming construction is restricted to 50% root zone CRZ for driveway demolition 17.72'	Following the demolition, half circle at 17.2' should be marked with construction stakes and painted black. The newly exposed areas should have items 1-2 within <u>Prior to Construction Guidelines</u> , followed.	Moderate	Preserve: perform crown clean removing deadwood 1/2" or greater and elevate to prevent construction damage to lower lateral limbs
S-1	American Sweetgum	<i>Liquidambar styraciflua</i>	Not Heritage	Street Tree	Measured at 54": S2.5 DBH 6.9" Measured below Union: DBH 9.8"	50%	16/6	Good Vigor, Poor form, crowded by neighboring Carob Tree (#13)	\$100	Severe	N/A	N/A	Low	Remove: Criterion 5 Development
S-2	Coast Live Oak	<i>Quercus agrifolia</i>	Not Heritage	Street Tree	3.5"	80%	5/4	Good Vigor, good form, sapling	\$100	Severe	N/A	N/A	Moderate	Remove: Criterion 5 Development
S-3	American Sweetgum	<i>Liquidambar styraciflua</i>	Not Heritage	Street Tree	5.2"	70%	10/4	good vigor, fair form,	\$100	Severe	N/A	N/A	Low	Remove: Criterion 5 Development
S-4	Coast Live Oak	<i>Quercus agrifolia</i>	Not Heritage	Street Tree	3.5"	80%	5/4	Good Vigor, good form, sapling	\$100	Severe	N/A	N/A	Moderate	Remove: Criterion 5 Development
S-5	Coast Live Oak	<i>Quercus agrifolia</i>	Not Heritage	Street Tree	1"	80%	4/2	Good Vigor, good form, sapling	\$100	Moderate due to waterline install	2'	Place Sign or marker with written instruction: Tree to Be Preserved, follow <u>Prior to construction guidelines</u> , when trenching for waterline use hand tool to avoid damaging root system. If roots are damaged follow <u>Root cutting Guidelines</u>	Moderate	Preserve: Structural prune and crown clean removing deadwood 1/2" or greater

Tree Tag #	Common Name	Scientific Name	Designation	Location	DBH (Inches)	Health/Structure AVG	Ht./Spread (Feet)	Comments/Items of concern	Appraisal Value	Construction Impact	CRZ Critical Root Zone	Protective Measures for construction	Suitability for preservation	Recommended Action
S-6	Bald Cypress	Taxodium distichum	Not Heritage	Street Tree	2"	75%	3/1	Fair vigor, Good Form, sagging	\$100	Negligible	Minor	N/A	Low	Remove: Criterion 5 Development
A-1	Variiegated Privet	Ligustrum sinense 'Variegatum'	Not Heritage	Onsite	Measured Below Unions DBH: 11.5"	60%	15/10	Poor form, Good Vigor, located within 18" of house, multiple trunks diverging just above grade	N/A	Moderate during demolition	N/A	Protected individually: place fencing in circle around tree just beyond the digline setback into existing fence line when possible. Follow <a href="#">Prior to Construction Guidelines</a>	Moderate	Preserve: Structural prune and crown clean removing deadwood 1/2" or greater
A-2	Mediterranean cypress	Cupressus sempervirens	Not Heritage	Onsite	7.5"	70%	10/8	Fair vigor, Fair form	N/A	Minor	N/A	Protected individually: place fencing in circle around tree just beyond the digline setback into existing fence line when possible. Follow <a href="#">Prior to Construction Guidelines</a>	Moderate	Preserve: Structural prune and crown clean removing deadwood 1/2" or greater
A-3	Lemon Tree	Citrus x limon	Not Heritage	Onsite	5.5"	0%	10/5	Dead	N/A	Negligible	N/A	N/A	Low	Remove: Criterion 1: Death

**NOTE)**

- #= Initially Surveyed Trees
- #A = Trees Surveyed after initial plan review
- #S = Street Trees



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July 16<sup>th</sup>, 2021

Attn: Rasoul Oskouy  
671 Live Oak Dr  
Menlo Park, CA 94025

Subject: Street Tree Removal Update

Dear Rasoul Oskouy:

Recently you requested an update to the initial plans for removing for street tree #S-1, this tree is still being requested for removal. In a change to the initial HTR request trees #S-2, #S-3, #S-4, and #S-6 are being requested for removal. This is done at the recommendation of the city's planning department to install a straight rather than curved driveway. This more centered access will also increase in the permeable surface area near heritage trees #12 and #13.

#### **Tree and Planting Island Specifications:**

Tree #1 American Sweet gum *Liquidambar styraciflua* (#S-1) with a Height of 16', a Spread of 6', and a DBH of 9.8" (when measured below the primary union near grade) **(Image 1)**. It is located at the northern end of the planting strip. The tree has two codominant stems which split just above grade. The house drop from the powerlines runs through its upper canopy, and the upper reaches of its branching are beginning to crowd a nearby Carob tree (#13) **(Images 2-4)**. Within the planting island, there are a total of six trees, three of which are native Coast Live Oaks *Quercus agrifolia* **(Image 5)**.

The four additional street trees to be removed all have diameters below 6", two are Coast Live Oaks, one is an American sweetgum, and one is a Bald Cypress.

#### **Construction Description:**

Plans involve demolition of the current buildings at 671 Live Oak Drive and the construction of a new home. The most recent plans specify a two-car garage on the north side of the property. The issue is connecting the planned garage to the existing driveway. Currently, the City's planting strip blocks all direct access to the planned garage. The existing driveway runs directly under a heritage Carob *Ceratonia siliqua* (#13) and within the dripline of a neighbor's heritage Deodar cedar *Cedrus deodara* (#12) on the northside of the property. The current driveway is built from cement and suffers numerous cracks and upheavals from the nearby roots. **(Image 4)** The current driveway will be demolished, and a new driveway installed through the center of the existing planting strip. Please see the [Arborist Report for Development](#) for specific precautions during demolition of the existing driveway.

#### **Replacement Species and Location:**

Due to the overcrowded nature of the planting strip, it is recommended to replace the removed trees (#S-1, #S-2, #S-3, #S-4, #S-6) elsewhere on the property **(See Landscape Plan)**. The five replacement trees will be 24" box Saratoga Laurels *Laurus nobilis* 'Saratoga'.

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Image 1: American Sweetgum (#S-1)



Image 2: American Sweetgum Codominant stem



Image 3: Crowding between Carob (#13) and American Sweetgum (#S-1)



Image 4: Carob #13 and Existing



Image 5: Planting Island Trees

Tree Tag #	Common Name	Scientific Name	Designation	Location	DBH (Inches)	Health/ Structure AVG	Height /Spread (Feet)	Comments/Items of concern
12	Deodar cedar (No Tag)	<i>Cedrus deodara</i>	Heritage	Neighboring Lot	30"	60%	65/30	Good vigor, poor form, in neighbor's yard
13	Carob (No Tag)	<i>Ceratonia siliqua</i>	Heritage	Street Tree	28"	60%	45/40	Good vigor, poor form, along street beneath power lines, follow root zone preservation recommendations during demolition and construction
S-1	American Sweetgum	<i>Liquidambar styraciflua</i>	Not Heritage	Street Tree	Measured at 54" S1:4.8 S2:5 DBH:6.9" Measured below Union DBH:9.8"	50%	16/6	Good vigor, poor form , crowded by neighboring Carob Tree (#13)
S-2	Coast Live Oak	<i>Quercus agrifolia</i>	Not Heritage	Street Tree	3.5"	80%	5/4	Good vigor, good form, sapling
S-3	American Sweetgum	<i>Liquidambar styraciflua</i>	Not Heritage	Street Tree	5.2"	70%	10/4	good vigor, fair form
S-4	Coast Live Oak	<i>Quercus agrifolia</i>	Not Heritage	Street Tree	3.5"	80%	5/4	Good vigor, good form, sapling
S-5	Coast Live Oak	<i>Quercus agrifolia</i>	Not Heritage	Street Tree	1"	80%	4/2	Good vigor, good form, sapling
S-6	Bald Cypress	<i>Taxodium distichum</i>	Not Heritage	Street Tree	2"	75%	3/1	Fair vigor, good Form, sapling

## Assumptions and Limiting Conditions

1. Care has been taken to obtain all information from reliable sources. All data has been verified insofar as possible. The Arborist can neither guarantee nor be responsible for the accuracy of the information provided by others.
2. Various diagrams, sketches and photographs in this report are intended as visual aids and are not to scale, unless specifically stated as such on the drawing. These communication tools in no way substitute for nor should be construed as surveys, architectural or engineering drawings.
3. Loss or alteration of any part of this report invalidates the entire report.
4. Possession of this report or a copy thereof does not imply right of publication or use for any purpose by any other than the person to whom it is addressed, without the prior written or verbal consent of the Arborist
5. This report is confidential and to be distributed only to the individual or entity to whom it is addressed. Any or all of the contents of this report may be conveyed to another party only with the express prior written or verbal consent of the consultant. Such limitations apply to the original report, a copy, facsimile, scanned image or digital version thereof.
6. This report represents the opinion of the Arborist. In no way is the Arborist's fee contingent upon a stipulated result, the occurrence of a subsequent event, nor upon any finding to be reported.
7. The consultant shall not be required to give testimony or to attend court by reason of this report unless subsequent contractual arrangements are made, including payment of an additional fee for such services as described in the fee schedule, an agreement or a contract.
8. Information contained in this report reflects observations made only to those items described and only reflects the condition of those items at the time of the site visit. Furthermore, the inspection is limited to visual examination of items and elements at the site, unless expressly stated otherwise. There is no expressed or implied warranty or guarantee that problems or deficiencies of the plants or property inspected may not arise in the future.

## Disclosure Statement

Arborists are tree specialists who use their education, knowledge, training, and experience to examine trees, recommend measures to enhance the beauty and health of trees, and attempt to reduce the risk of living near trees. Clients may choose to accept or disregard the recommendations of the arborist, or to seek additional advice. Arborists cannot detect every condition that could possibly lead to the structural failure of a tree. Trees are living organisms that fail in ways we do not fully understand. Conditions are often hidden within trees and below ground. Arborists cannot guarantee that a tree will be healthy or safe under all circumstances, or for a specified period of time. Likewise, remedial treatments, like any medicine, cannot be guaranteed. Treatment, pruning, and removal of trees may involve considerations beyond the scope of the arborist's services such as property boundaries, property ownership, site lines, disputes between neighbors, and other issues. An arborist cannot take such considerations into account unless complete and accurate information is disclosed to the arborist. An arborist should then be expected to reasonably rely upon the completeness and accuracy of the information provided. Trees can be managed, but they cannot be controlled. To live near trees is to accept some degree of risk. The only way to eliminate all risk associated with trees is to eliminate the trees.

Sincerely,  
Robert Wiszowaty

Tree Division Manager Colony Landscape  
B.S Environmental Horticulture and Urban Forestry  
ISA Certified Arborist #WE-11553A  
ISA Tree Risk Assessment Qualified



## STAFF REPORT

**Planning Commission**

**Meeting Date:** 12/13/2021

**Staff Report Number:** 21-064-PC

**Regular Business:** Use Permit and Architectural Control/Stanford Healthcare/66 Willow Place

### Recommendation

Staff recommends that the Planning Commission approve the request for a use permit and architectural control to construct a 1,440-square-foot temporary modular office in the C-1 (Administrative and Professional District, Restrictive) zoning district. The applicant requests that the office module be placed on the property for a period of three years to accommodate additional temporary staff associated with the completion of the Stanford Hospital expansion as well as additional space to accommodate social distancing. The office module will occupy nine parking spaces, decreasing the number of parking spaces from 90 to 81 spaces where 77 spaces are required. Recommended actions are included as Attachment A.

### Policy Issues

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

### Background

#### *Site location*

The subject property is located at 66 Willow Place. Willow Place is a cul-de-sac off of Willow Road. Using Willow Road in a north-south orientation, the project site is located at the southern end of a cul-de-sac off the east side of Willow Road between Waverly Street to the south and Middlefield Road to the north. The adjacent parcels along the street are also located within the C-1 (Administrative and Professional District, Restrictive) zoning district. Parcels across Willow Road are part of the R-3 (Apartment) zoning district, and contain a mix of apartments, and some single-family residences. Additional single-family residences are located on the parcels farther south along Willow Road on parcels zoned R-1-U (Single-Family Residential, Urban) and R-1-S (Single-Family Residential, Suburban). The area represents a variety of architectural styles, including Mediterranean, traditional, ranch, and modern buildings for the residential buildings and a mix of contemporary and traditional office buildings. A location map is included as Attachment B.

### Analysis

#### *Project description*

The proposed use permit and architectural control would enable the applicant to install a 1,440-square-foot temporary modular office in the rear parking lot of the subject site and utilize the structure for a period of three years. The existing site features include a single-story office building, outdoor patio at the rear of the building and a surface parking lot with 90 stalls. The applicant has indicated the modular office would

provide additional space for up to twelve staff performing professional and administrative office work currently performed at the existing building on site, though fewer individuals would likely occupy the space during the pandemic. The hours of operation would be consistent with those of the existing use, approximately 8:00 AM to 5:00 PM. The modular office would be delivered to the site. An accessible ramp and stairs providing access to the structure would be installed as well as bollards to protect the access ramp from vehicular traffic in the parking lot. An accessible path of travel connecting the modular office to the existing structure would be created along the side of the existing parking lot. In addition to the temporary modular office, a light pole is proposed to be installed. The proposed location of the modular office would meet the required setbacks for the zoning district and maintain a minimum separation distance of 60 feet from the existing office building. Project-specific condition of approval 5(a) would ensure the modular office and all temporary site improvements are removed three years after the date of final inspection or temporary occupancy, if granted, for the building permit allowing the temporary site improvements. Project plans and the applicant's project description letter are included as attachments D and E respectively. The proposed project would comply with all Zoning Ordinance development regulations and related requirements. Of particular note:

- The total proposed floor area ratio (FAR) for the parcel would be 13.3 percent (15,391 square feet of gross floor area) where 30 percent (34,697 square feet of gross floor area) is allowed;
- The total proposed building coverage for the parcel would be 13.3 percent (15,391 square feet) where 40 percent is allowed (46,263 square feet); and
- The height of the proposed structure would be approximately 10 feet four inches, where 35 feet is allowed.

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

The proposed temporary office structure would be rectangular in shape and feature vertical treated engineered wood siding in a neutral brown color with a metal roof. Four windows on each of the long sides of the structure with sill heights of three feet, six inches would provide natural light. Access to the modular office would meet accessibility requirements from the California Building Standards code and would be reviewed by the Building Division to ensure compliance. The modular office would contain ten work stations arranged in cubicles as well as two private offices. A maximum of twelve additional employees could occupy the structure.

The proposed modular office would be screened from view from the public right-of-way by the many trees on site. The existing office building is also rectangular in shape with a traditional material palette. The primary materials of the existing office building are brick, appearing arranged upon the façade to imitate columns with aluminum windows in between. Light-colored stucco has been applied beneath and above the windows. The composition shingle roof slopes gradually to a ridge at the center of the building. Between the building and the parking lot at the rear of the building there is an outdoor patio with tables and chairs for passive use. Staff believes the design would be compatible with the existing building on site.

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

The site is heavily wooded. The existing building is surrounded on all sides by a mix of 130 heritage and non-heritage trees on the subject site and adjacent properties. The applicant's arborist report (Attachment F) indicates 27 of the trees are on adjacent neighboring properties. No trees are proposed for removal and all existing trees would be protected. Pruning would be required to facilitate the delivery as well as the proposed final location of the modular office. The proposed pruning and tree protections were evaluated by the City Arborist to confirm they would not damage the trees and would not require a heritage tree removal permit for pruning more than 25 percent of the canopy of any tree. The arborist report includes the original arborist report with a tree inventory completed in 2018 by Robert Booty with Arborist OnSite Horticultural



Consulting, Inc. and root map. This report surveyed the size, location and species of all trees on site. As this report was completed over a year ago, an updated inventory was required. The applicant indicated the original arborist was not available to perform the work and an updated arborist report from Aesculus Arboricultural Consulting that assessed the trees in the project vicinity and pruning requirements was commissioned for the project. This report includes reference notes from the original report as well as a root map. The original report is included as the last 27 pages of the attachment for reference. Protection of the trees in accordance with the arborist report and the Heritage Tree Ordinance would be ensured through standard condition of approval 4(i).

### ***Parking***

The subject property has a total of 90 parking spaces including accessible parking stalls. The required parking rate for the C-1 zoning district is one space per 200 square feet of gross floor area. A total of 77 parking spaces are required for the existing building and the proposed modular office. The modular office would occupy nine parking spaces during the three year duration of the use permit. A total of 81 spaces would be available, including accessible stalls. Existing bicycle storage lockers holding eight bicycles would be preserved. The Transportation Division has reviewed and tentatively approved the proposed site configuration.

### ***Correspondence***

At the time of drafting this report staff have not received any items of correspondence related to this item. The applicant has indicated they send a mailer out to neighboring properties within 300 feet in April, 2021. The applicant's mailer has been included as Attachment G.

### ***Conclusion***

Staff believes the proposed modular office would be aesthetically compatible with the existing structure. The site has sufficient parking capacity to accommodate the additional gross floor area during the use of the modular office and the site would be returned to the original condition at the end of the term of the use permit. The existing trees on site would screen the modular office from view from the public right-of-way and would be protected during its installation and use. Staff recommends the Planning Commission approve the proposed project.

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

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

### ***Environmental Review***

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

### ***Public Notice***

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

### **Appeal Period**

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

### **Attachments**

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

### **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, Acting Principal Planner

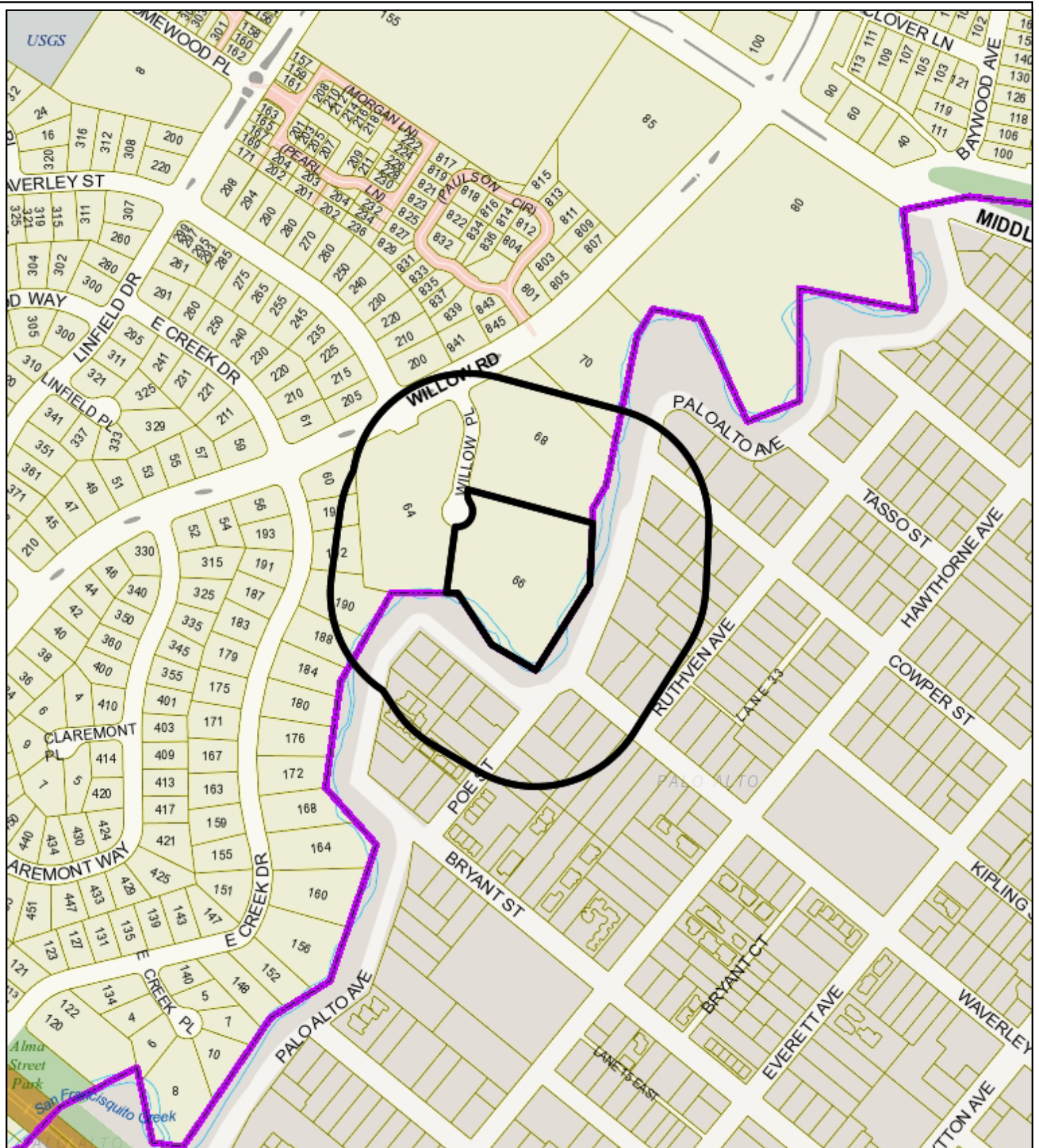
## 66 Willow Place – Attachment A: Recommended Actions – AMENDED

<b>LOCATION:</b> 66 Willow Place	<b>PROJECT NUMBER:</b> PLN2019-00050	<b>APPLICANT:</b> Stanford Healthcare	<b>OWNER:</b> GEORGE N FRYKBERG TR
<b>PROPOSAL:</b> Request for a use permit and architectural control to construct a 1,440-square-foot temporary modular office in the C-1 (Administrative and Professional District, Restrictive) district. The applicant requests that the office module be placed on the property for a period of three years to accommodate additional temporary staff associated with the completion of the Stanford Hospital expansion. The office module will occupy nine parking spaces, decreasing the number of parking spaces from 91 to 82 spaces where 77 spaces is required.			
<b>DECISION ENTITY:</b> Planning Commission	<b>DATE:</b> December 13, 2021	<b>ACTION:</b> TBD	
<b>VOTE:</b> TBD (Barnes, DeCardy, Doran, Harris, Kennedy, Riggs, Tate)			
<b>ACTION:</b>			
<ol style="list-style-type: none"> <li>1. Make a finding that the project is categorically exempt under Class 3 (Section 15303, “New Construction or Conversion of Small Structures”) of the current California Environmental Quality Act (CEQA) Guidelines.</li> <li>2. Make findings, as per Section 16.82.030 of the Zoning Ordinance pertaining to the granting of use permits, that the proposed use will not be detrimental to the health, safety, morals, comfort and general welfare of the persons residing or working in the neighborhood of such proposed use, and will not be detrimental to property and improvements in the neighborhood or the general welfare of the City.</li> <li>3. Adopt the following findings, as per Section 16.68.020 of the Zoning Ordinance, pertaining to architectural control approval: <ol style="list-style-type: none"> <li>a. The general appearance of the structure is in keeping with the character of the neighborhood.</li> <li>b. The development will not be detrimental to the harmonious and orderly growth of the city.</li> <li>c. The development will not impair the desirability of investment or occupation in the neighborhood.</li> <li>d. The development would not modify the previously approved adequate parking as required in all applicable city ordinances and has made adequate provisions for access to such parking.</li> <li>e. The property is not within any Specific Plan area, and as such no finding regarding consistency is required to be made.</li> </ol> </li> <li>4. Approve the use permit and architectural control subject to the following <b>standard</b> conditions: <ol style="list-style-type: none"> <li>a. The applicant shall be required to apply for a building permit within one year from the date of approval (by December 13, 2022) for the use permit to remain in effect.</li> <li>b. Development of the project shall be substantially in conformance with the plans prepared by PHd Architects, Inc. consisting of 14 plan sheets, received December 3, 2021 and approved by the Planning Commission on December 13, 2021, subject to review and approval by the Planning Division.</li> <li>c. Prior to building permit issuance, the applicants shall comply with all Sanitary District, Menlo Park Fire Protection District, and utility companies’ regulations that are directly applicable to the project.</li> <li>d. Prior to building permit issuance, the applicants shall comply with all requirements of the Building Division, Engineering Division, and Transportation Division that are directly applicable to the project.</li> <li>e. Prior to building permit issuance, the applicant shall submit a plan for any new utility installations or upgrades for review and approval by the Planning, Engineering and Building Divisions. All utility equipment that is installed outside of a building and that cannot be placed underground shall be properly screened by landscaping. The plan shall show exact locations of all meters, back flow prevention devices, transformers, junction boxes, relay boxes, and other equipment boxes.</li> </ol> </li> </ol>			

66 Willow Place – Attachment A: Recommended Actions – AMENDED

<b>LOCATION:</b> 66 Willow Place	<b>PROJECT NUMBER:</b> PLN2019-00050	<b>APPLICANT:</b> Stanford Healthcare	<b>OWNER:</b> GEORGE N FRYKBERG TR
<b>PROPOSAL:</b> Request for a use permit and architectural control to construct a 1,440-square-foot temporary modular office in the C-1 (Administrative and Professional District, Restrictive) district. The applicant requests that the office module be placed on the property for a period of three years to accommodate additional temporary staff associated with the completion of the Stanford Hospital expansion. The office module will occupy nine parking spaces, decreasing the number of parking spaces from 91 to 82 spaces where 77 spaces is required.			
<b>DECISION ENTITY:</b> Planning Commission	<b>DATE:</b> December 13, 2021	<b>ACTION:</b> TBD	
<b>VOTE:</b> TBD (Barnes, DeCardy, Doran, Harris, Kennedy, Riggs, Tate)			
<p><b>ACTION:</b></p> <ul style="list-style-type: none"> <li>f. All applicable 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 prior to building permit final inspection.</li> <li>g. Post-construction runoff into the storm drain shall not exceed pre- construction runoff levels. The applicant's design professional shall evaluate the Project's impact to the City's storm drainage system and shall substantiate their conclusions with drainage calculations to the satisfaction of the City Engineer prior to building permit issuance.</li> <li>h. 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). Submittal of a detailed landscape plan would be required concurrently with the submittal of a complete building permit application.</li> <li>i. Heritage and street trees in the vicinity of the construction project shall be protected pursuant to the Heritage Tree Ordinance and the arborist report updated by Aesculus Arboricultural Consulting dated December 8, 2021.</li> <li>j. If construction is not complete by the start of the wet season (October 1 through April 30), the Applicant shall implement a winterization program to minimize the potential for erosion and sedimentation.</li> <li>k. Prior to building permit issuance, Applicant shall pay all applicable City fees. Refer to City of Menlo Park Master Fee Schedule.</li> </ul> <p>5. Approve the use permit subject to the following <b>project-specific</b> conditions:</p> <ul style="list-style-type: none"> <li>a. The use permit shall expire and the applicant shall remove the modular office and all temporary site improvements three years after the date of the final inspection or issuance of temporary occupancy for the modular office, subject to review and approval by the Planning and Building Divisions.</li> <li>b. <u>Simultaneous with the submittal of a complete building permit application, the applicant shall submit an updated arborist report correcting missing values in the appraised value column subject to review and approval by the Planning Division and City Arborist.</u></li> </ul>			





**City of Menlo Park**

Location Map  
66 Willow Place



Scale: 1:4,000

Drawn By: OP

Checked By: CDS

Date: 12/13/2021

Sheet: 1

66 Willow Place – Attachment C: Data Table

	<b>PROPOSED PROJECT</b>	<b>EXISTING DEVELOPMENT</b>	<b>ZONING ORDINANCE</b>
Lot area	115,658.0 sf	115,658.0 sf	87,120.0 sf min.
Lot width	265.2 ft.	265.2 ft.	150.0 ft. min.
Lot depth	365.0 ft.	365.0 ft.	150.0 ft. min.
Setbacks*			
Front	92.8 ft.	92.8 ft.	30.0 ft. min.
Rear	57.6 ft.	145.8 ft.	20.0 ft. min.
Side (left)	41.0 ft.	41.0 ft.	20.0 ft. min.
Side (right)*	78.9 ft.	66.6 ft.	20.0 ft. min.
Building coverage	15,391.0 sf 13.3 %	13,951.0 sf 12.1 %	46,263.0 sf max. 40.0 % max.
FAR (Floor Area Ratio)	15,391 sf 13.3 %	13,951.0 sf 12.1 %	34,697.0 sf max. 30.0 % max.
Square footage by floor	13,951.0 sf/1 <sup>st</sup> floor 1,440.0 sf/modular office	13,951.0 sf/1 <sup>st</sup> floor	
Square footage of buildings	15,391.0 sf	13,951.0 sf	
Building height	10.3 ft.	15.5 ft.	35.0 ft. max.
Parking	81 uncovered	90 uncovered	1 space/200 square feet (77 spaces)
<b>Note: Areas shown highlighted indicate a nonconforming or substandard situation.</b>			
Trees	Heritage trees**: 49	Non-Heritage trees**: 87	New Trees: 0
	Heritage trees proposed for removal: 0	Non-Heritage trees proposed for removal: 0	Total Number of Trees**: 130
*Proposed setbacks are measured to the proposed modular office. Existing setbacks are measured to the existing office building. **Includes trees on adjacent properties and three dead trees.			



66 WILLOW PLACE - PLANNING, DESIGN & CONSTRUCTION - TEMPORARY TRAILER



66 WILLOW PLACE  
MENLO PARK, CA 94025  
TEL: (650) 853-1436



3211 Ramona Way  
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ABBREVIATIONS			
Ø	At	O.A.D.	Overall Dimension
ADJ.	Adjacent, Adjustable	O.C.	On Center
A.F.F.	Above Finish Floor	O.D.	Outside Diameter
C	Center Line	OPNG.	Opening
CONF. RM.	Conference room	OPP.	Opposite
CONT.	Continuous	O.F.C.I.	Owner Furnished/ Contractor Installed
COORD.	Coordinate	O.F.O.I.	Owner Furnished/ Owner Installed
DA.	Diameter	O.F.V.I.	Owner Furnished/ Vendor Installed
DM.	Dimension	O.H.	Oval Head
DTL.	Detail	PTN.	Partition
DWG.	Drawing	QTY.	Quantity
(E)	Existing	R.D.	Roof Drain
ELEC.	Electrical	REC.	Refer To
EQ.	Equal	REQD.	Required
EQUIP.	Equipment	RM.	Room
F.D.	Floor Drain	SEC.T.	Section
FIN.	Finish	SIM.	Similar
FUR.	Floor	S.E.D.	See Electrical Drawings
GALV.	Galvanized	S.S.	Stainless Steel
G.B.	Grab Bar	STL.	Steel
H.W.D.	Hardwood	STD.	Standard
H.M.	Hollow Metal	T.O.C.	Top Of Concrete
HT.	Height	THK.	Thick
IF	Intermediate Distribution Frame	T.O.P.	Top Of
LEV.	Location	T.S.O.	Telecommunication Service Outlet
LOC.	Men	TP.	Typical
M	Maximum	U.O.N.	Unless Otherwise Noted
MFR.	Manufacturer	VER.	Verify
MIN.	Minimum	V.I.F.	Verify In Field
MISC.	Miscellaneous	W	With
MTL.	Mounted	W	Women
ND.	Not in Contract		
N.O.	Number		
NOM.	Nominal		
N.T.S.	Not To Scale		

PROJECT DATA

PROJECT CONTACT:  
WELLY PRODES SWANSON  
SR. PROJECT MANAGER  
PLANNING, DESIGN & CONSTRUCTION  
STANFORD MEDICINE  
MENLO PARK, CA 94025  
DESK: (650) 408-7643  
CELL: (650) 404-1048

STAKE TRAILER:  
OCCUPANCY: 8-OCCUPANCY  
OVERALL LENGTH: 60'-0"  
OVERALL WIDTH: 24'-0"  
OVERALL HEIGHT: 10'-4"

DRAWING INDEX

ARCHITECTURAL	SURVEY
A1 AREA PLAN	1 TOPOGRAPHIC AND BOUNDARY SURVEY
A1A FIRE ACCESS PLAN	2 TOPOGRAPHIC AND BOUNDARY SURVEY
A1B SITE PHOTOS	
A3 EXISTING SITE DEMO PLAN	
A4 PROPOSED SITE PLAN	
A5 PROPOSED FLOOR PLAN & SECTIONS	
A6 ROOF PLAN & ELEVATIONS	
A7 AREA CALCULATIONS	
A8 MISC. DETAILS	
A9 TREE PROTECTION PLAN	
A10 TREE TABLES	

SCOPE OF WORK

- TEMPORARY SITE PLACEMENT OF ONE (1) 8-OCCUPANCY TRAILER

SHEET NOTES

- LANDSCAPING/E TREES TO REMAIN
- TEMPORARY TRAILER LOCATION SITE PLAN, SEE A3
- RELOCATE (E) BIKE LOCKERS
- REMOVE & RELOCATE (E) WOOD FENCE & TRASH RECEPTILES
- (E) 14'-0" HIGH FLOOD LIGHT TO REMAIN
- (E) 4'-5" HIGH ELECTRIC POWER POLE TO REMAIN
- REMOVE & RELOCATE (E) BIKE STAND
- REMOVE (E) HEDGE AND CHAIN LINK FENCE OR WOOD FENCE FOR 3'-0" WIDE ACCESSIBLE PATHWAY
- (E) 4'-0" WOOD FENCE
- PROPOSED REDUCED, ROTATED & RELOCATED (E) BIKE LOCKERS
- 6'-4" W x 13'-0" L (TOTAL 8 BIKE LOCKERS)
- RELOCATED (E) BIKE STAND
- RELOCATED (E) FENCE & TRASH RECEPTILES
- PROPOSED WALKWAY LIGHTS

APPLICABLE CODE INFO.

THE GENERAL CONTRACTOR IS RESPONSIBLE FOR COMPLETING THE CONSTRUCTION OF THIS PROJECT IN ACCORDANCE WITH THE FOLLOWING FEDERAL, STATE, AND LOCAL CODES INCLUDING THEIR MOST RECENT AMENDMENTS & REVISIONS.

2019 CALIFORNIA ADMINISTRATIVE CODE (CAC) PART 1, TITLE 24, CALIFORNIA CODE OF REGULATIONS (CCR)

2019 CALIFORNIA BUILDING CODE (CBC) PART 2, TITLE 24, CCR BASED ON THE 2018 INTERNATIONAL BUILDING CODE (IBC)

2019 CALIFORNIA ELECTRICAL CODE (CEC) PART 3, TITLE 24, CCR BASED ON THE 2017 NATIONAL ELECTRICAL CODE (NEC)

2019 CALIFORNIA MECHANICAL CODE (CMC) PART 4, TITLE 24, CCR BASED ON THE 2018 UNIFORM MECHANICAL CODE (UMC)

2019 CALIFORNIA PLUMBING CODE (CPC) PART 5, TITLE 24, CCR BASED ON THE 2018 UNIFORM PLUMBING CODE (UPC)

2019 CALIFORNIA FIRE CODE (CFC) PART 9, TITLE 24, CCR BASED ON THE 2018 INTERNATIONAL FIRE CODE (IFC)

2019 CALIFORNIA REFERENCE STANDARD CODE

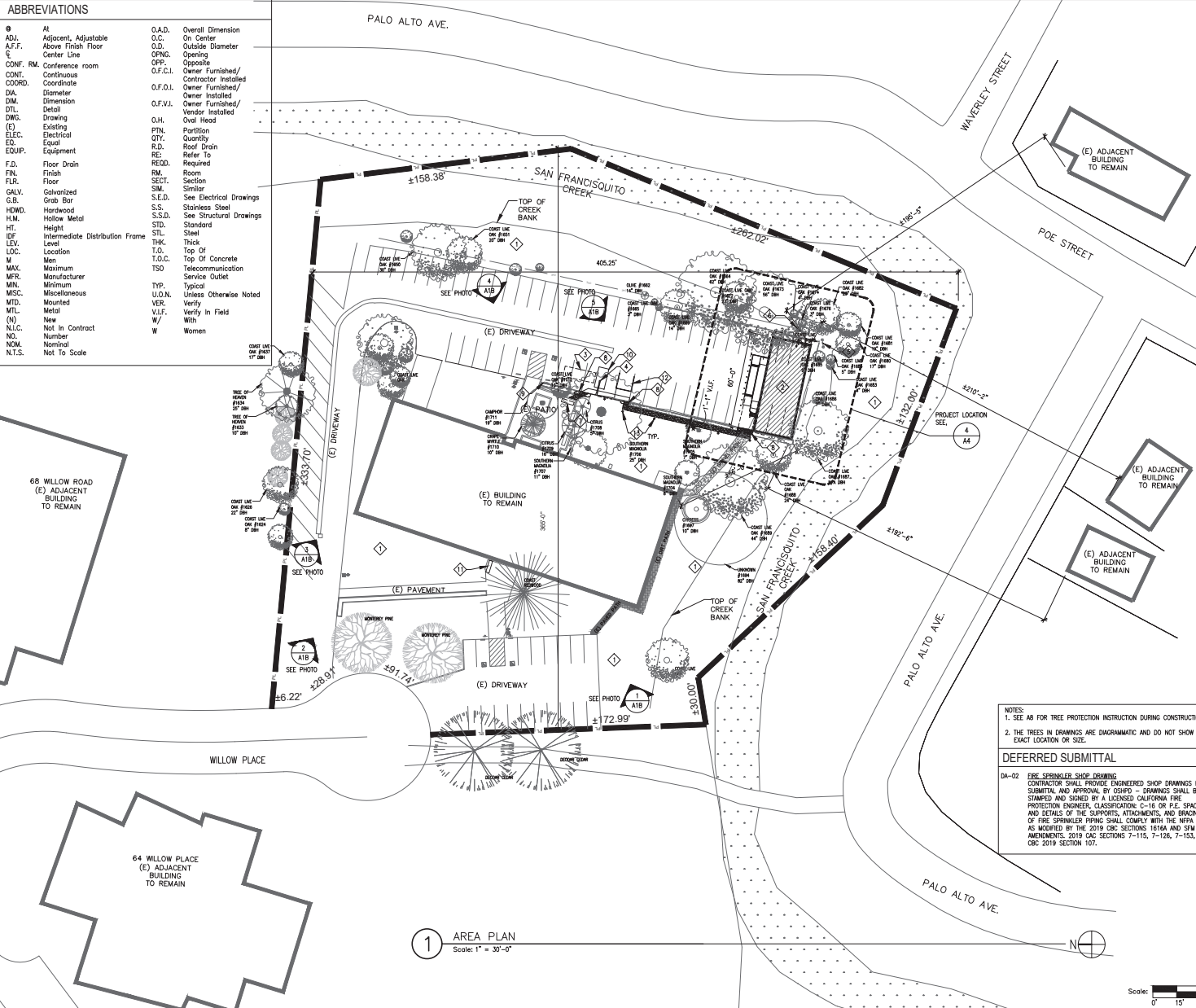
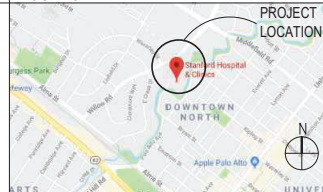
ALL APPLICATIONS SUBMITTED ON OR AFTER JANUARY 01, 2019, EXISTING BUILDING IS ACCESSIBLE THROUGHOUT THE FLOORS. THE JULY 1, 2021 SUPPLEMENTS OF THE LISTED CALIFORNIA CODES ARE APPLICABLE TO THIS PROJECT (CFC: 107.2.1)

MENLO PARK FIRE PROTECTION DISTRICT ORDINANCE NO. 45-2019

LEGEND

	COAST LIVE OAK		DECODAR CEDAR
	MONTEREY PINE		MAGNOLIA TREES
	COAST REDWOOD		CHAMISSO CAMPHOR
	LEMON		CYPRESS
	ORANGE MYRTLE		UNKNOWN
	OLIVE		PROPERTY LINE
	TREE OF HEAVEN		(E) CREEK

LOCATION PLAN



NOTES:  
1. SEE A9 FOR TREE PROTECTION INSTRUCTION DURING CONSTRUCTION  
2. THE TREES IN DRAWINGS ARE DIAGRAMMATIC AND DO NOT SHOW THE EXACT LOCATION OR SIZE.

DEFERRED SUBMITTAL  
DA-02 FIRE SPRINKLER SHOP DRAWINGS  
CONTRACTOR SHALL PROVIDE ENGINEERED SHOP DRAWINGS FOR SUBMITTAL AND APPROVAL BY OSHPD - DRAWINGS SHALL BE STAMPED AND SIGNED BY A LICENSED CALIFORNIA FIRE PROTECTION ENGINEER. CLASSIFICATION: C-18 OR P-E. SPACING AND DETAILS OF THE SUPPORTS, ATTACHMENTS, AND BRACING OF FIRE SPRINKLER TRIMS SHALL CONFORM WITH THE NFPA 13 AS MODIFIED BY THE 2019 CBC SECTIONS 1616A AND SFM AMENDMENTS. 2019 CAC SECTIONS 7-115, 7-126, 7-153, AND CBC 2019 SECTION 107.

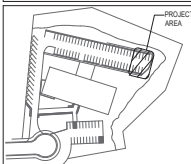
1 AREA PLAN  
Scale: 1" = 30'-0"

Scale: 0 15' 30'

CONSULTANTS

REVISIONS

date	description



KEY PLAN

PHD ARCHITECTS JOB # 18-38  
CITY PERMIT #

JOB TITLE  
66 WILLOW PLACE - PLANNING, DESIGN & CONSTRUCTION - TEMPORARY TRAILER

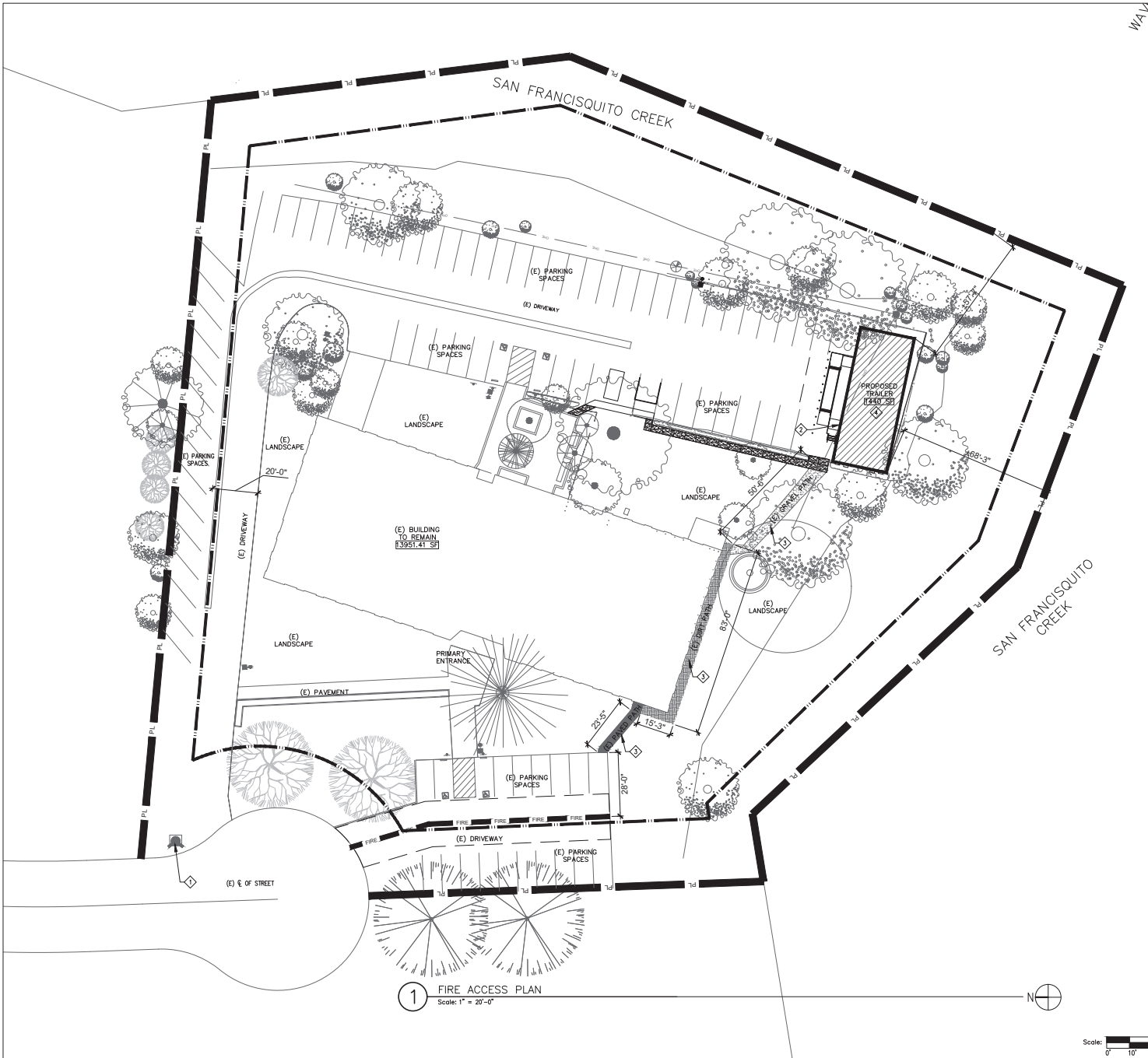
SHEET TITLE  
AREA PLAN

SCALE AS NOTED DATE 12/02/2021

SHEET A1



Drawing name: 17121817-18-2106-0405-18-113-020-Drawing17121817-18-2106-0405-18-113-020-01.dwg  
 Project no.: 18-38  
 Date: 12/02/2021



**1** FIRE ACCESS PLAN  
 Scale: 1" = 20'-0"



**LEGEND**

	PROPERTY LINE
	REQ. PROPERTY SET BACK LINE
	(E) 20'-0" WIDE FIRE ACCESS LANE
	(E) FIRE HYDRANT

- SHEET NOTES**
- ◆ (E) FIRE HYDRANT
  - ◆ KNOX BOX KEY ACCESS SWITCH FOR FIRE DEPARTMENT ENTRY. SEE KEY NOTE #11 ON SHEET A4 &
  - ◆ (E) EMERGENCY ACCESS PATHWAY 23'-0" WIDE (TOTAL LENGTH 420'-2") FOR EMERGENCY FIRE FIGHTER ACCESS, BUSHES TO BE CLEANED & TRIM AS NEEDED.
  - ◆ THE PROPOSED TRAILER IS FULLY SPRINKLERED, PLEASE SEE SHEET A4 NOTE #18 & #19.



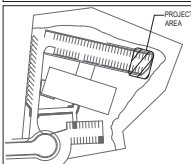
66 WILLOW PLACE  
 MENLO PARK, CA 94025  
 TEL: (650) 853-1436



CONSULTANTS

**REVISIONS**

date	description



KEY PLAN

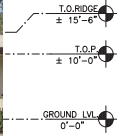
PHD ARCHITECTS JOB # 18-38  
 CITY PERMIT # -

JOB TITLE  
 66 WILLOW PLACE - PLANNING, DESIGN & CONSTRUCTION - TEMPORARY TRAILER

SHEET TITLE  
 FIRE ACCESS PLAN

SCALE AS NOTED  
 DATE 12/02/2021

SHEET  
**A1A**



4 PHOTO 4  
Scale: NTS



5 PHOTO 5  
Scale: NTS



1 PHOTO 1  
Scale: NTS



2 PHOTO 2  
Scale: NTS



3 PHOTO 3  
Scale: NTS



66 WILLOW PLACE  
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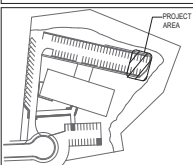


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CONSULTANTS

REVISIONS

date	description



KEY PLAN

PHD ARCHITECTS JOB # 18-38  
CITY PERMIT # -

JOB TITLE  
66 WILLOW PLACE - PLANNING, DESIGN &  
CONSTRUCTION - TEMPORARY TRAILER

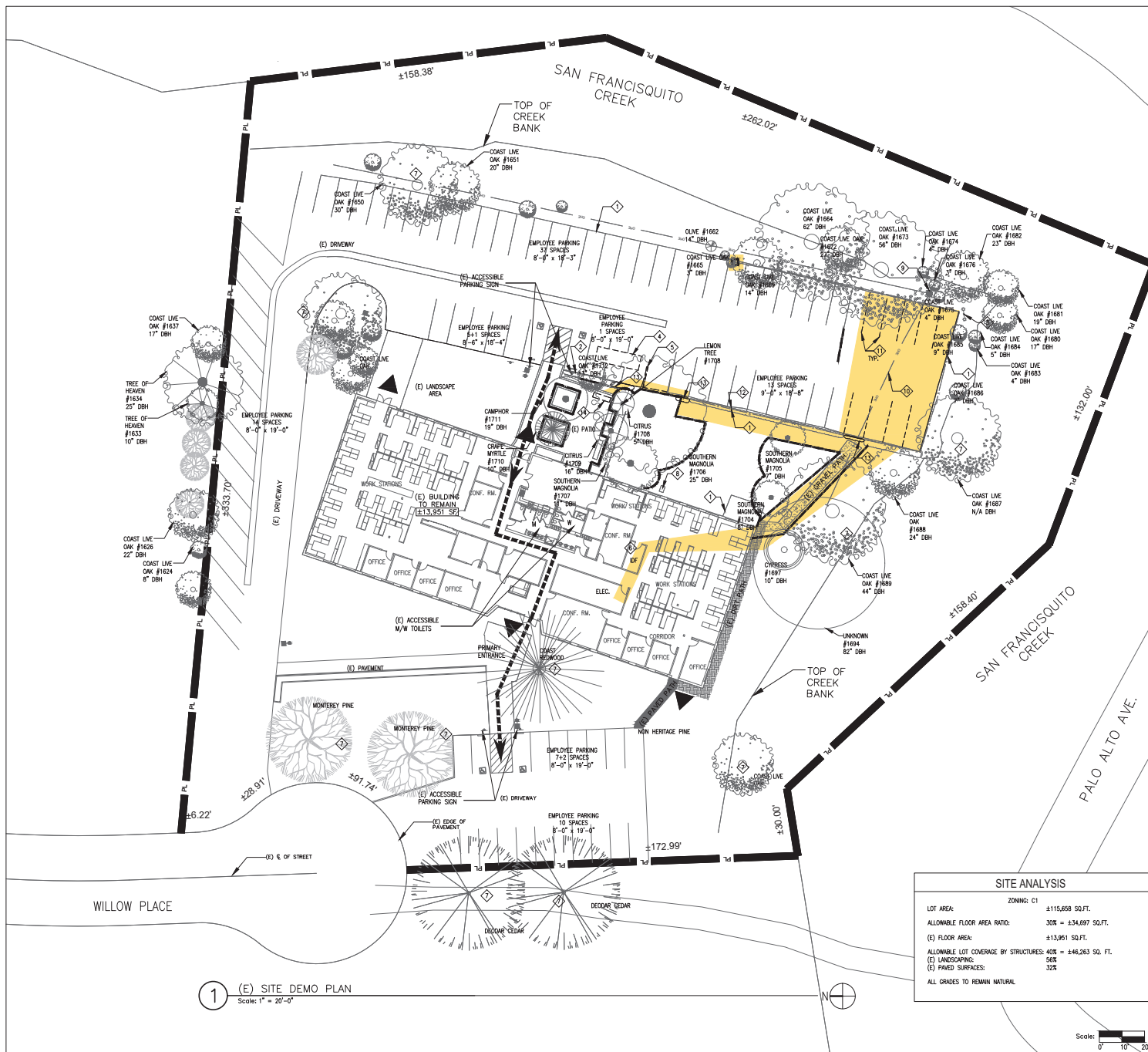
SHEET TITLE  
SITE PHOTOS

SCALE AS NOTED DATE 12/02/2021

SHEET A1B



Drawing name: (1) SITE DEMO PLAN; Date: 12/02/2021; Project: 66 Willow Place - Planning, Design & Construction - Temporary Trailer



### LEGEND

	AREA OF WORK		(E) ELECTRICAL LIGHT POLE
	ENTRANCE / EXIT		(E) OVERHEAD ELEC. LINE
	ACCESSIBLE PATH OF TRAVEL		(E) FENCE LINE, AS TREE PROTECTION FENCING SUBSTITUTION, SEE AS 6" OAK LINK TREE PROTECTION FENCING, SEE SHEET AS
	PROPERTY LINE		

- ### SHEET NOTES
- 1. (E) 4'-0" HIGH WOOD/METAL CHAIN LINKED FENCE TO REMAIN. NO WORK IS PROPOSED TO EXISTING BUILDINGS, ONLY (N) UTILITY ROUTING FROM IDF / ELEC. ROOM INTO THE ATTIC AREA AND (N) SPRINKLER PIPE LINE TO THE TRAILER.
  - 2. (E) 5'-0" WOOD FENCE
  - 3. (E) 15'-0" HIGH FLOOD LIGHT TO REMAIN
  - 4. REMOVE HALF/RELOCATE HALF OF (E) BIKE LOCKERS
  - 5. REMOVE & RELOCATE (E) WOOD FENCE AND TRASH RECEPTACLES
  - 6. POWER & DATA CONNECTION FROM (E) BUILDING
  - 7. (E) HERITAGE TREES TO REMAIN, TYP.
  - 8. (E) AC UNIT TO REMAIN
  - 9. (E) 245'-0" HIGH ELECTRIC POWER POLE TO REMAIN
  - 10. (E) PG & E OVERHEAD CABLE ±12'-0" TO ±18'-0" HIGH TO REMAIN
  - 11. REMOVE (E) PARKING STALLS
  - 12. (E) HEDGE TO REMAIN, TRIM AS NEEDED
  - 13. REMOVE PART OF (E) FENCE & HEDGE TO ACCOMMODATE THE PROPOSED PAVING
  - 14. RELOCATE BIKE STAND

### TREE INFORMATION

NAME	SPECIES	DBH - DIAMETER @ BREAST HEIGHT, 4.5 FT. ABOVE GROUND
#1624	COAST LIVE OAK	8"
#1626	COAST LIVE OAK	22"
#1633	TREE OF HEAVEN	10"
#1634	TREE OF HEAVEN	25"
#1637	COAST LIVE OAK	17"
#1650	COAST LIVE OAK	30"
#1651	COAST LIVE OAK	20"
#1662	OLIVE	14"
#1664	COAST LIVE OAK	62"
#1665	COAST LIVE OAK	3"
#1669	COAST LIVE OAK	14"
#1672	COAST LIVE OAK	27"
#1673	COAST LIVE OAK	56"
#1674	COAST LIVE OAK	4"
#1675	COAST LIVE OAK	4"
#1676	COAST LIVE OAK	3"
#1680	COAST LIVE OAK	17"
#1681	COAST LIVE OAK	19"
#1682	COAST LIVE OAK	23"
#1683	COAST LIVE OAK	4"
#1684	COAST LIVE OAK	5"
#1685	COAST LIVE OAK	9"
#1686	COAST LIVE OAK	7"
#1687	COAST LIVE OAK	N/A
#1688	COAST LIVE OAK	24"
#1689	COAST LIVE OAK	44"
#1690	COAST LIVE OAK	28"
#1694	UNKNOWN	82"
#1697	CYPRESS	10"
#1704	SOUTHERN MAGNOLIA	8"
#1705	SOUTHERN MAGNOLIA	7"
#1706	SOUTHERN MAGNOLIA	25"
#1707	SOUTHERN MAGNOLIA	11"
#1708	CITRUS	5"
#1709	CITRUS	16"
#1710	CRAPE MYRTLE	10"
#1711	CAMPORH	19"
#1712	COAST LIVE OAK	13"

### SITE ANALYSIS

LOT AREA:	±115,658 SQ.FT.	ZONING:	C1
ALLOWABLE FLOOR AREA RATIO:	30% = ±34,697 SQ.FT.		
(E) FLOOR AREA:	±13,951 SQ.FT.		
ALLOWABLE LOT COVERAGE BY STRUCTURES:	40% = ±46,263 SQ. FT.		
(E) LANDSCAPING:	56%		
(E) PAVED SURFACES:	32%		
ALL GRADES TO REMAIN NATURAL			

- ### NOTES:
- SEE SHEET AS FOR TREE MAP AND TREE PROTECTION DURING CONSTRUCTION
  - THE TREES IN DRAWINGS ARE DIAGNOSTIC AND DO NOT SHOW THE EXACT LOCATION OR SIZE
  - TREES ARE GRAPHICALLY SHOWN TO REPRESENT SOME OF THE 127 TREES IN THE INVENTORY. TAGGED TREES SHOWN ON SITE PLANS AND LISTED IN TABLES ARE THOSE TO BE PROTECTED OR AFFECTED BY THE PROJECT (TO BE PRUNED FOR ACCESS), OR IMMEDIATELY ADJACENT TO THE AREA OF WORK ON THE CREEK BANK.
  - REFER TO ARBORIST REPORT FOR FULL DETAILS.
  - SEE AS & A10 FOR TREE TABLES

### PARKING COUNT

EXISTING SITE PARKING COUNT	
REQUIRED PARKING STALLS	70 (1 PER 200 SQ. FT. GROSS FLOOR AREA)
(E) REGULAR PARKING STALLS	86
ACCESSIBLE PARKING	4 (1 VAN)
ELEC. VEHICLE	0
TOTAL	90*

\* PARKING COUNTS ARE CHANGED PER SURVEYED SITE PLAN

**Stanford MEDICINE**

66 WILLOW PLACE  
MENLO PARK, CA 94025  
TEL: (650) 853-1436

**PHD ARCHITECTS, INC.**  
Architects • Planners • Interiors

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925.949.8333 tel.  
925.949.8666 fax.

### CONSULTANTS

### REVISIONS

date	description

KEY PLAN

PHD ARCHITECTS JOB # 18-38  
CITY PERMIT #

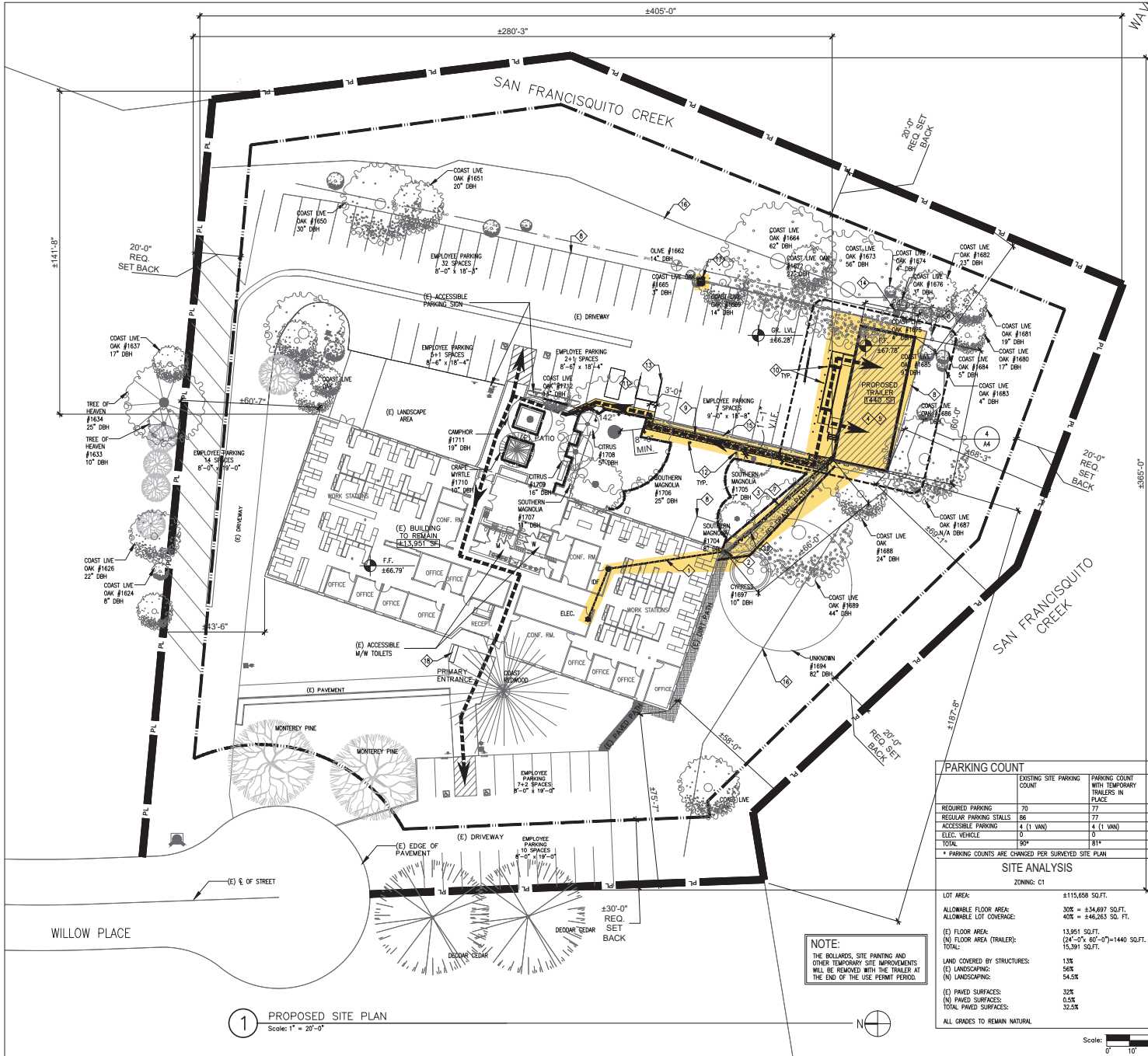
JOB TITLE  
66 WILLOW PLACE - PLANNING, DESIGN & CONSTRUCTION - TEMPORARY TRAILER

SHEET TITLE  
EXISTING SITE DEMO PLAN

SCALE AS NOTED

DATE  
12/02/2021

SHEET **A2**



### LEGEND

	AREA OF WORK		(E) FIRE HYDRANT
	PROPERTY LINE		(E) ELECTRICAL LIGHT POLE
	UNDERGROUND SPRINKLER PIPE		(E) POWER POLE
	REQ. PROPERTY SET BACK LINE		(E) OVERHEAD ELEC. LINE
	PROJECT LOCATION		(E) FENCE LINE, AS TREE PROTECTION FENCING SUBSTITUTION, SEE AS 6" CHAIN LINK TREE PROTECTION FENCING, SEE SHEET AS
	POUR CONC. PAVEMENT		ACCESSIBLE PATH OF TRAVEL

- ### SHEET NOTES
- NO WORK IS PROPOSED TO EXISTING BUILDING, ONLY (N) UTILITY ROUTING FROM OFF/ ELEC. ROOM INTO THE ATTIC AREA, SEE 5 AND (N) SPRINKLER PIPE TO THE TRAILER.
  - UTILITY ROUTING FROM ATTIC TO OVERHEAD TO SEE 5 AND 4A
  - UTILITY ROUTING THRU ATTIC TO OVERHEAD, ROUTING TO THE TRAILER, SEE 5 AND 4A
  - MODULAR 24'-0" x 60'-0" PRE-ENGINEERED TRAILER, SEE 4A 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.
  - ADJUST TRAILER ELEVATION PER SITE CONDITIONS, ±1'-6" ABOVE GRADE LEVEL.
  - 215'-0" HIGH FLOOD LIGHT TO REMAIN
  - LANDSCAPE TO BE MODIFIED AS REQUIRED FOR UTILITY ROUTING TO THE TRAILER, SAVE (E) TREES
  - 6'-0" HIGH WOOD/METAL CHAIN LINK FENCE TO REMAIN
  - PROPOSED 3'-0" W/ POROUS PAVING ACCESS TO THE TRAILER 4 TO (E) BUILDING, SEE 1 AND 4A
  - BOLLARD
  - PROPOSED REDUCED, ROTATED & RELOCATED (E) BIKE LOCKERS 6'-4" W x 13'-0" L (TOTAL 8 BIKE LOCKERS)
  - WALKWAY LIGHTS, SEE 2 AND 4A
  - RELOCATED 5'-0" HIGH WOOD FENCE FOR RELOCATED TRASH RECEPTACLES
  - 245'-0" HIGH ELECTRICAL POWER POLE TO REMAIN
  - HEDGE TO REMAIN, W/F, TRM AS NEEDED
  - TOP OF CREEK BANK
  - N) ELECTRIC POLE FOR PARKING LIGHT, VERIFY LOCATION IN FIELD
  - RELOCATED (E) BIKE STAND
  - N) UNDERGROUND SPRINKLER PIPE ROUTING TO TRAILER FROM (E) BLDG.

### TREE INFORMATION

NAME	SPECIES	DBH - DIAMETER @ BREAST HEIGHT, 4.5 FT. ABOVE GRADE
#1624	COAST LIVE OAK	8"
#1626	COAST LIVE OAK	22"
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#1686	COAST LIVE OAK	7"
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#1688	COAST LIVE OAK	24"
#1689	COAST LIVE OAK	44"
#1690	COAST LIVE OAK	28"
#1694	UNKNOWN	82"
#1697	CEPHEUS	10"
#1704	SOUTHERN MAGNOLIA	8"
#1705	SOUTHERN MAGNOLIA	7"
#1706	SOUTHERN MAGNOLIA	25"
#1707	SOUTHERN MAGNOLIA	11"
#1708	CITRUS	5"
#1709	CITRUS	16"
#1710	ORANGE MYRTLE	10"
#1711	CAMPORH	19"
#1712	COAST LIVE OAK	13"

### PARKING COUNT

	EXISTING SITE PARKING COUNT	PARKING COUNT WITH TEMPORARY TRAILERS IN PLACE
REQUIRED PARKING	70	77
REGULAR PARKING SPACES	66	77
ACCESSIBLE PARKING	4 (1 VAN)	4 (1 VAN)
ELEC. VEHICLE	0	0
TOTAL	90*	81*

\* PARKING COUNTS ARE CHANGED PER SURVEYED SITE PLAN

### SITE ANALYSIS

ZONING: C1

LOT AREA:	±115,658 SQ.FT.
ALLOWABLE FLOOR AREA:	30% = ±34,897 SQ.FT.
ALLOWABLE LOT COVERAGE:	40% = ±46,263 SQ. FT.
(E) FLOOR AREA:	13,951 SQ.FT.
(N) FLOOR AREA (TRAILER):	(24'-0" x 60'-0")=1440 SQ.FT.
TOTAL:	15,391 SQ.FT.
LAND COVERED BY STRUCTURES:	13%
(E) LANDSCAPING:	56%
(N) LANDSCAPING:	54.5%
(E) PAVED SURFACES:	32%
(N) PAVED SURFACES:	0.3%
TOTAL PAVED SURFACES:	32.5%

(E) PAVED SURFACES:  
(N) PAVED SURFACES:  
TOTAL PAVED SURFACES:  
ALL GRADES TO REMAIN NATURAL

**NOTE:**  
THE BOLLARDS, SITE PAVING AND OTHER TEMPORARY SITE IMPROVEMENTS WILL BE REMOVED WITH THE TRAILER AT THE END OF THE USE PERMIT PERIOD.

66 WILLOW PLACE  
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2211 Romaine Way  
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925.949.8333 ext.  
925.949.8666 fax

### CONSULTANTS

REVISIONS

date	description

KEY PLAN

PHD ARCHITECTS JOB # 18-38  
CITY PERMIT #

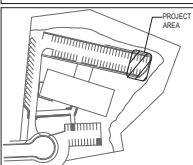
JOB TITLE  
66 WILLOW PLACE - PLANNING, DESIGN & CONSTRUCTION - TEMPORARY TRAILER

SHEET TITLE  
PROPOSED SITE PLAN

SCALE AS NOTED DATE 12/02/2021

SHEET A3

date	description

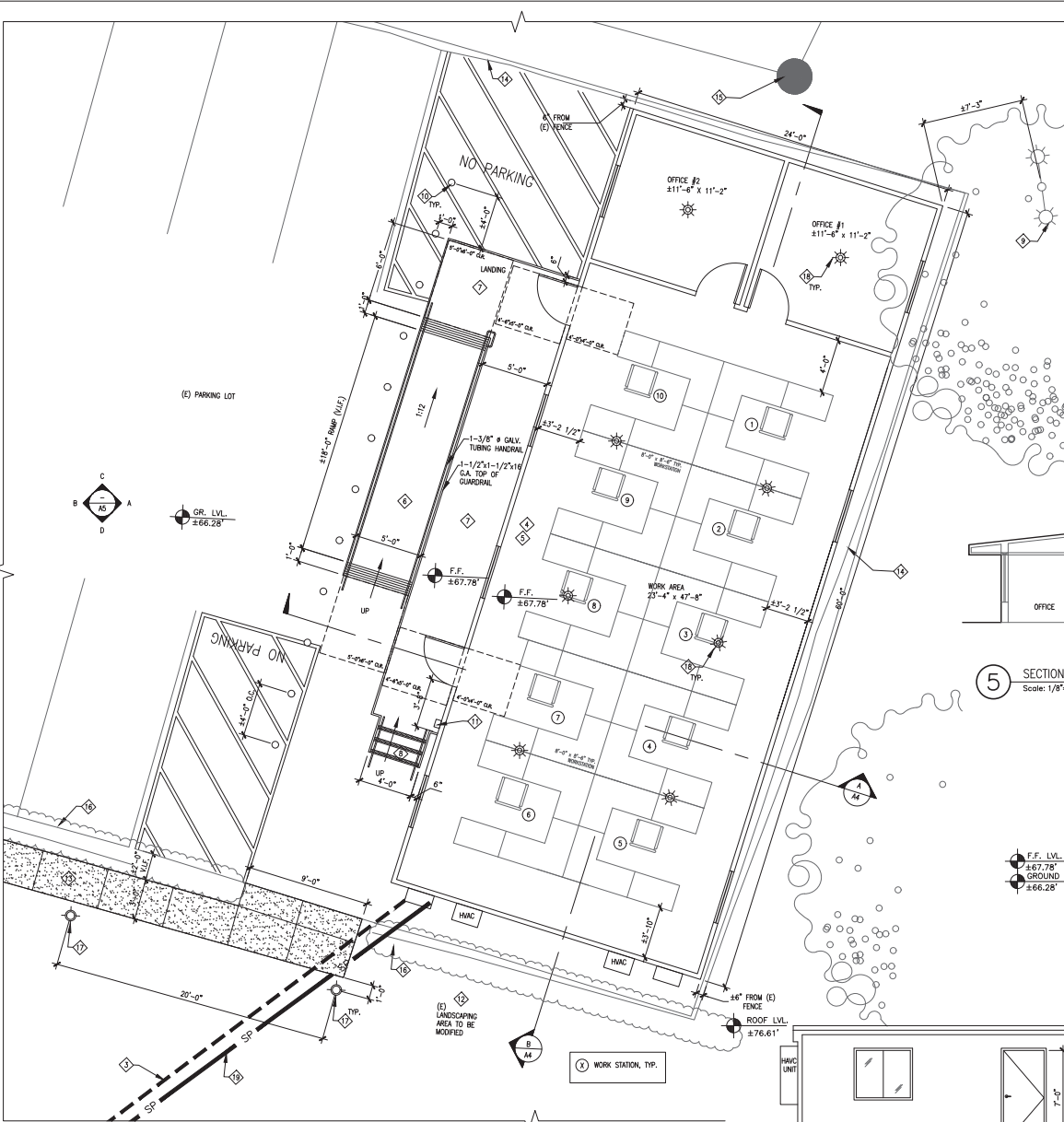


GENERAL NOTES

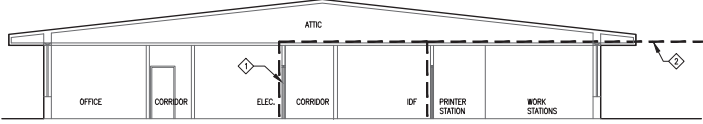
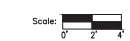
- CONTRACTOR SHALL VISIT, EXAMINE & COORDINATE ALL REROUTING OF (E) PIPES, CONDUITS & DUCTS AS NEEDED IN FIELD.
- PROTECT EXISTING BUILDING AND SITE FROM ANY POSSIBLE DAMAGE DUE TO THE CONSTRUCTION WORK.
- ALL PENETRATION AT WALLS TO BE FIRE SEALED & AIR TIGHT. PATCH AND REPAIR TO MATCH (E) ADJACENT AREA.

SHEET NOTES

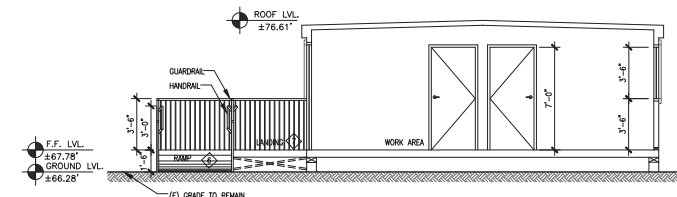
- ◇ UTILITY ROUTING FROM (E)/ELEC. ROOM INTO THE ATTIC AREA, SEE 1 A3
- ◇ UTILITY ROUTING FROM ATTIC TO OVERHEAD, SEE 1 A3
- ◇ UTILITY ROUTING THRU ATTIC TO OVERHEAD, ROUTING TO THE TRAILER, SEE 1 A3
- ◇ (N) MODULAR 24'-0" x 60'-0" PRE-ENGINEERED TRAILER, COLOR: SAGE, MESA TRIM
- ◇ ADJUST TRAILER ELEVATION PER SITE CONDITIONS, ±1'-4" ABOVE GRADE LEVEL.
- ◇ (N) MODULAR TRAILER RAMP BY VENDOR 1:12" MAX. SLOPE
- ◇ (N) MODULAR TRAILER RAMP LANDING AREA BY VENDOR
- ◇ (N) STAIRS BY VENDOR
- ◇ (E) ±15'-0" HIGH FLOOD LIGHT TO REMAIN
- ◇ (N) BOLLARD
- ◇ INSTALL KNIX KEY ACCESS SWITCH FOR FIRE DEPARTMENT ENTRY. CONTACT MPFD FIRE INSPECTOR TO FIELD VERIFY KNIX KEY ACCESS SWITCH LOCATION PRIOR TO INSTALLATION
- ◇ (E) LANDSCAPE TO BE MODIFIED AS REQUIRED FOR UTILITY ROUTING TO THE TRAILER. SAVE (E) TREES, SEE ARBORIST REPORT #
- ◇ (N) 5'-0" WIDE POROUS CONC. ACCESS, SEE 1 A7
- ◇ (E) 6'-0" HIGH METAL CHAIN LINKED FENCE TO REMAIN
- ◇ (E) 345'-0" HIGH ELECTRIC POWER POLE TO REMAIN
- ◇ (E) HEDGE TO REMAIN
- ◇ WALKWAY LIGHT 2 A7
- ◇ (N) FIRE SPRINKLERS
- ◇ (N) UNDERGROUND FIRE SPRINKLER PIPE ROUTING TO TRAILER SYSTEM FROM EXISTING BUILDING



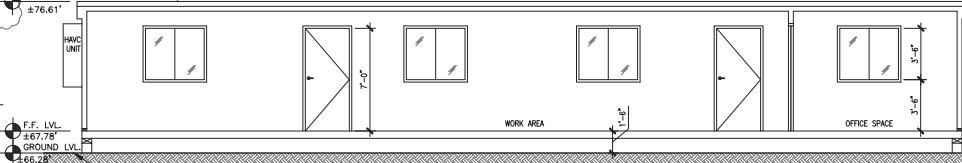
4 PROPOSED TRAILER LAYOUT- PRE-ENGINEERED  
Scale: 1/4"=1'-0"



5 SECTION - UTILITY ROUTING (EXISTING BUILDING)  
Scale: 1/8"=1'-0"



A SECTION - PROPOSED TRAILER  
Scale: 1/4"=1'-0"



B SECTION - PROPOSED TRAILER  
Scale: 1/4"=1'-0"

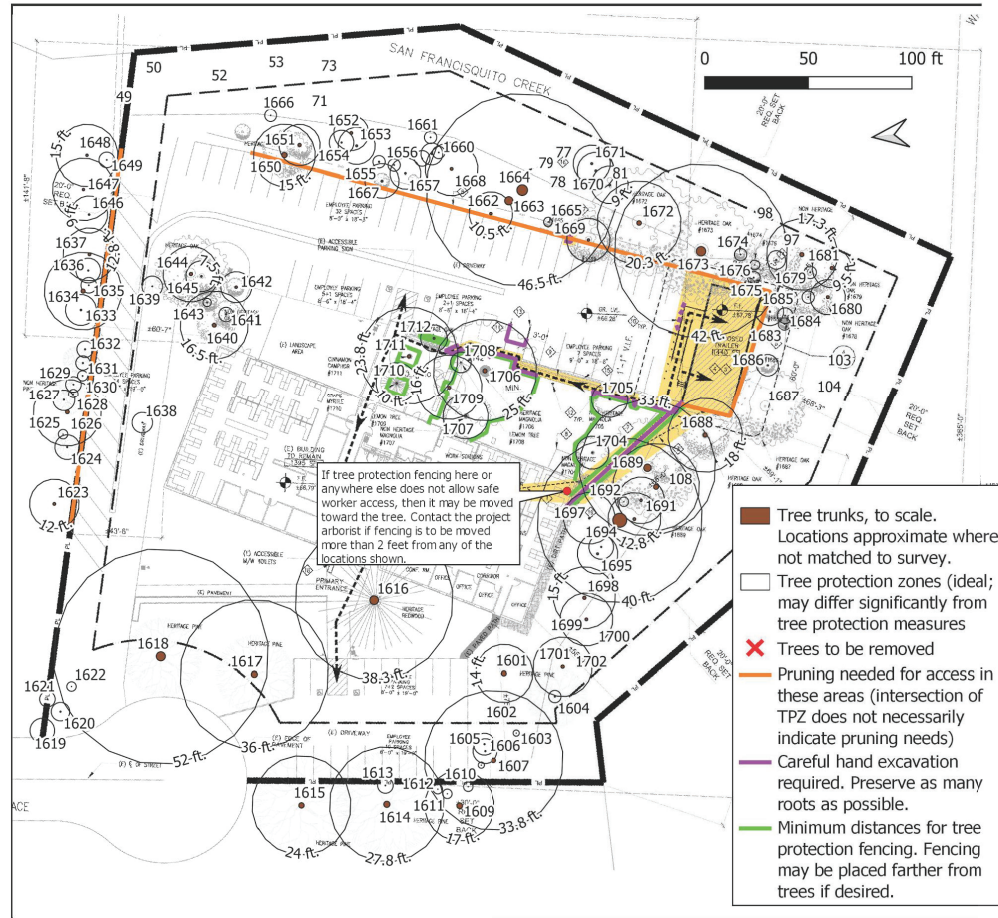








# Tree Map



1 TREE MAP AS PER ARBORIST REPORT  
Scale: N.T.S.



COMMUNITY DEVELOPMENT DEPT.  
701 Laurel Street  
Menlo Park, CA 94025  
650.338.6704  
3/28/2021

### TREE PROTECTION SPECIFICATIONS

- A 6" layer of coarse mulch or woodchips is to be placed beneath the dripline of the protected trees. 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.
- 5. Avoid the following conditions.**

**DO NOT:**

  - Allow run of spillage of damaging materials into the area below any tree canopy.
  - Store materials, steel pipe, 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 trees) without first obtaining authorization from the City Arborist.
  - Apply soil treatments and/or prevent root 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 "feeder" 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 assess and monitor the effectiveness of the Tree Protection Plan and to provide recommendations for any additional care or treatment.

2 TREE PROTECTION SPECS. - (MENLO PARK)  
Scale: N.T.S.

### Recommendations

#### Design Phase

- Explore design options that minimize impacts to trees #1705, 1706, and 1711 from the proposed paved walkway, including, but not limited to:
  - Minimizing depth of pavement subsidence.
    - Explore the possibility of "bridging" over roots instead of excavating.
  - Minimize compaction under walkway.
  - Using a gravel subbase to minimize root damage over time.
  - Using permeable paving material. This includes, but is not limited to, pervious concrete.

#### Preconstruction Phase

- Prune trees #1624, 1626, 1633, 1634, 1637, 1650, 1651, 1686-8, 1706, and 1712 to a height of 14 feet over the driveway and parking areas prior to bringing large equipment onsite.
  - All pruning shall be performed by a licensed tree care company under the direction of an ISA Certified Arborist.
  - All pruning shall meet tree care industry standards. In particular:
    - No more than 25% of any tree's foliage may be removed.
    - Pruning cuts shall be about three inches or smaller in diameter for all trees.
- Install tree protection fencing for trees approximately as shown in the Tree Map, below.
  - Minimum distances from trunk centers are given on the Tree Map. A larger area may be protected if desired.
  - Where existing barriers which will be retained impede access comparably to tree protection fencing, these barriers are an acceptable substitute for tree protection fencing.
  - Please be aware that tree protection fencing may differ from ideal tree protection zones, and from canopy sizes.
  - Tree protection fencing shall comprise 6" chain link fabric mounted on 1.5" diameter metal posts driven into the ground.
  - Place a 6" layer of wood chips inside tree protection fencing.
  - Tree protection fencing shall adhere to the requirements in the document titled "Tree Protection Specifications," SEE 2/48.

#### Construction Phase

- Maintain tree protection fencing as detailed above.
- Trenching for sprinkler pipe AND excavation for paved walkway:
  - Hand-excavate nearest edge within tree protection zone to the full depth of the feature being installed or to a depth of three feet, whichever is shallower.
  - Place pipe between roots, retaining as many roots as practical.
  - If roots over 1" must be sawed, do so with a sharp saw or bypass pruners as close to the edge of excavation as possible.
  - Notify project arborist when excavation is complete. Project arborist shall inspect work to make sure all roots have been cut cleanly.
  - If excavation will be left open for more than 3 days:
    - Cover excavation wall nearest tree with several layers of burlap or other absorbent fabric.
    - Install a timer and soaker hoses to irrigate with potable water twice per day, enough to wet fabric thoroughly.

#### Post-Construction Phase

- Provide supplemental irrigation for trees #1689, 1705, 1706, and 1711 to aid in root regrowth for at least three years.
  - Note that tree #1689 should only be irrigated during the normal wet season (October-May), and only if rainfall is below average.

3 TREE PROTECTION PLAN - (SEE ARBORIST REPORT)  
Scale: N.T.S.

### Conclusions

Trees #1624, 1626, 1633, 1634, 1637, 1650, 1651, 1686-8, 1706, and 1712 will require clearance pruning to a height of 14 feet to accommodate delivery of the proposed trailer. All will require removal of less than 25% of their foliage, using pruning cuts of three inches or less in diameter. Approximate anticipated percentages of canopy removal are given in the tree table, below.

Trees #1662, 1672, 1685, 1688, 1690, 1712 - minor impacts to these trees are likely from construction access. They may require pruning to accommodate construction equipment. It appears that necessary pruning will be minor to moderate.

Trees #1664 and 1669 - minor impacts to these trees are likely from the proposed light pole installation. Minor impacts are likely from construction access.

Tree #1689 - moderate impacts to this tree are likely from the proposed sprinkler pipe installation. Minor impacts are likely from construction access.

Tree #1694 - minor to moderate impacts to this tree are likely from the proposed sprinkler pipe installation. Minor impacts are likely from construction access.

Tree #1697 - minor impacts to this tree are likely from the proposed sprinkler pipe installation and construction access.

Tree #1673 - minor impacts to this tree are likely from installation of the proposed bolards, as well as construction access.

Trees #1705, 1706, and 1711 - moderate impacts to these trees are likely from the proposed paved walkway. Please note that the TPZ of tree #1712 ends just outside the paved walkway area, so this tree is unlikely to experience significant impacts from this feature.

Impacts to other trees are unlikely with proper tree protection measures.

4 IMPACTED TREES PER ARBORIST REPORT  
Scale: N.T.S.



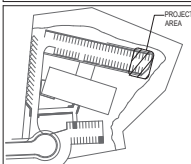
66 WILLOW PLACE  
MENLO PARK, CA 94025  
TEL: (650) 853-1436



3211 Romo Way  
Lafayette, California 94549  
925.949.8333 fax  
925.949.8666 fax

### CONSULTANTS

REVISIONS	
date	description



KEY PLAN

PHD ARCHITECTS JOB # 18-38  
CITY PERMIT #

JOB TITLE  
66 WILLOW PLACE - PLANNING, DESIGN & CONSTRUCTION - TEMPORARY TRAILER

SHEET TITLE  
TREE PROTECTION PLAN

SCALE AS NOTED DATE 12/02/2021

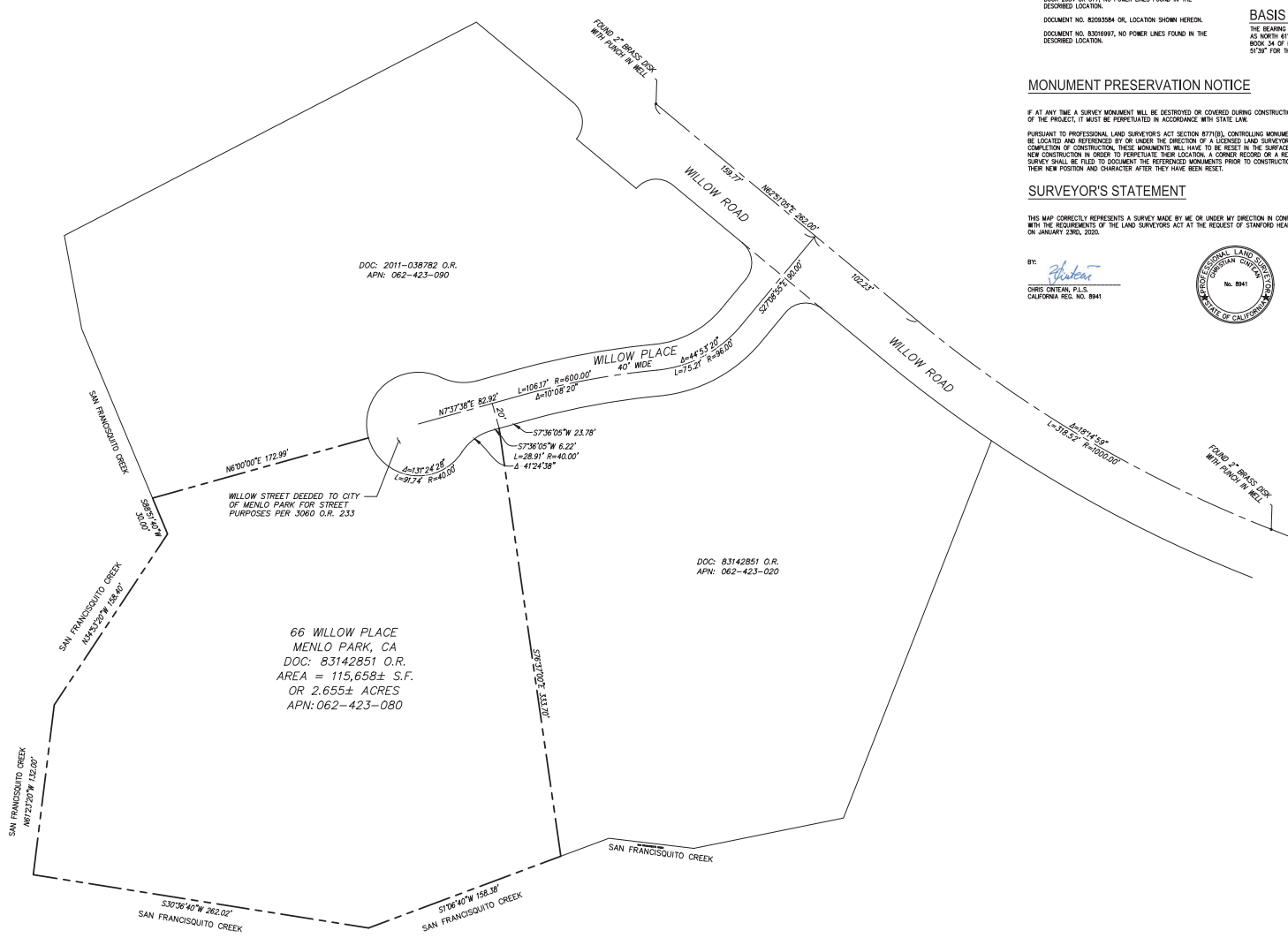
SHEET A8







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DOC: 2011-038782 O.R.  
APN: 062-423-090

DOC: 83142851 O.R.  
APN: 062-423-020

66 WILLOW PLACE  
MENLO PARK, CA  
DOC: 83142851 O.R.  
AREA = 115,658± S.F.  
OR 2.655± ACRES  
APN: 062-423-080

**SURVEY NOTES**

- ALL DISTANCES AND DIMENSIONS ARE SHOWN IN FEET AND DECIMALS THEREOF.
- DATES OF FIELD SURVEY: 3/28/2019, 5/02/2019 AND 1/23/2020
- EASEMENTS NOTE: THE FOLLOWING GRADE EASEMENTS WERE PREPARED TO DETERMINE THE ACTUAL LOCATION OF EXISTING POWER LINES AT THE TIME. NO WIDTHS WERE PROVIDED.  
BOOK 2654 OR 577, NO POWER LINES FOUND IN THE DESCRIBED LOCATION.  
DOCUMENT NO. 82003584 OR, LOCATION SHOWN HEREON.  
DOCUMENT NO. 83016997, NO POWER LINES FOUND IN THE DESCRIBED LOCATION.

**BENCHMARK**

THE ELEVATION REFERENCE FOR THIS SURVEY IS A VALLEY WATER BENCHMARK, BM 847, DESCRIBED AS CROSS BRASS DISK (C328) LOCATED ON TOP OF THE SOUTHWEST CORNER OF BUILDING BRIDGE OVER SAN FRANCISQUITO CREEK, AT ABOUT 500 FEET WEST FROM INTERSECTION OF ALMA AVENUE AND PALO ALTO AVENUE, ABOUT 400 FEET NORTHWEST FROM EL CAMINO REAL, CITY OF PALO ALTO.  
ELEV= 74.89 FEET (NAVD88 DATUM)

**BASIS OF BEARINGS**

THE BEARING OF THE CENTERLINE OF WILLOW ROAD SHOWN AS NORTH 61°17'00" EAST ON THE PARCEL MAP ON FILE IN BOOK 34 OF PARCEL MAPS AT PAGE 5 TAKEN AS NORTH 62° 57'30" FOR THE PURPOSE OF THIS MAP.

**FLOOD ZONE**

A PORTION OF THE PROPERTY LIES WITHIN ZONE A, AREA OF 1% CHANCE FLOOD DISCHARGE CONTAINED IN STRUCTURE AND A PORTION LIES WITHIN ZONE X, AREA OF MINIMAL FLOOD HAZARD PER FEMA FLOOD MAP 680803000E, EFFECTIVE DATE OCTOBER 16, 2012.

**BOUNDARY NOTE**

THE PARCEL LINES SHOWN HEREON ARE BASED UPON RECORD INFORMATION AS DESCRIBED IN THE GRANT DEED RECORDED DECEMBER 28, 1983 AS DOCUMENT NUMBER 83142851, SAN MATEO COUNTY OFFICIAL RECORDS.

**MONUMENT PRESERVATION NOTICE**

IF AT ANY TIME A SURVEY MONUMENT WILL BE DESTROYED OR COVERED DURING CONSTRUCTION PHASE OF THE PROJECT, IT MUST BE PERPETUATED IN ACCORDANCE WITH STATE LAW.  
PURSUANT TO PROFESSIONAL LAND SURVEYOR'S ACT SECTION 87710(E), CONTROLLING MONUMENTS SHALL BE LOCATED AND REFERENCED BY OR UNDER THE DIRECTION OF A LICENSED LAND SURVEYOR. UPON COMPLETION OF CONSTRUCTION, THESE MONUMENTS WILL HAVE TO BE RESET IN THE SURFACE OF THE NEW CONSTRUCTION IN ORDER TO PERPETUATE THEIR LOCATION. A CORNER RECORD OR A RECORD OF SURVEY SHALL BE FILED TO DOCUMENT THE REFERENCED MONUMENTS PRIOR TO CONSTRUCTION AND THEIR NEW POSITION AND CHARACTER AFTER THEY HAVE BEEN RESET.

**SURVEYOR'S STATEMENT**

THIS MAP CORRECTLY REPRESENTS A SURVEY MADE BY ME OR UNDER MY DIRECTION IN CONFORMANCE WITH THE REQUIREMENTS OF THE LAND SURVEYORS ACT AT THE REQUEST OF STANFORD HEALTH CARE ON JANUARY 23RD, 2020.

BY: *Chris Ornelas*  
CHRIS ORNELAS, P.L.S.  
CALIFORNIA REG. NO. 8941

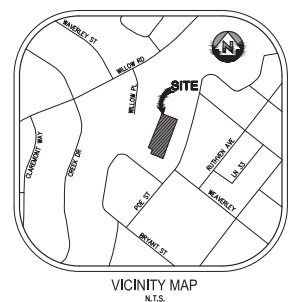


**SYMBOLS & ABBREVIATIONS**

- |       |                          |       |                         |
|-------|--------------------------|-------|-------------------------|
| BLOC  | BUILDING CORNER          | SON   | STONE                   |
| BENCH | BENCH                    | STL-8 | STREET LIGHT DOUBLE ARM |
| BRICK | BRICK                    | STL-5 | STREET LIGHT SINGLE ARM |
| CLF   | CHAINLINK FENCE          | STRIP | STRIPING                |
| CLUST | TREE CLUSTER             | STRIP | STRIPING                |
| CONC  | CONCRETE                 | TOP   | CURB TOP OF AC BEDM     |
| EP    | EDGE OF PAVEMENT         | TOP   | TOP OF SLOPE            |
| ETW   | EDGE OF TRAVELLED WAY    | TRIP  | TOP OF SLOPE            |
| FT    | FENCING FINISHED FLOOR   | TRIP  | TOP OF SLOPE            |
| FNC   | FENCE                    | TRIP  | TOP OF SLOPE            |
| G     | GROUND                   | TRIP  | TOP OF SLOPE            |
| GUY   | GUY WIRE OR POLE         | TRIP  | TOP OF SLOPE            |
| HE    | HOSE HUB                 | TRIP  | TOP OF SLOPE            |
| H-SYM | ACCESSIBLE SYMBOL        | TRIP  | TOP OF SLOPE            |
| IR    | IRRIGATION CONTROL VALVE | TRIP  | TOP OF SLOPE            |
| JP    | JOINT POLE               | TRIP  | TOP OF SLOPE            |
| L/S   | LANDSCAPE                | TRIP  | TOP OF SLOPE            |
| OH    | OVERHEAD                 | TRIP  | TOP OF SLOPE            |
| ONE   | ELECTRIC PAVEMENT        | TRIP  | TOP OF SLOPE            |

**LEGEND**

- PROPERTY LINE
- BUILDING LINE
- BUILDING OVERHANG
- CLUB LINE
- FENCE LINE
- OVERHEAD ELECTRIC LINE
- FEMA FLOOD ZONE LINE
- EASEMENT LINE



<b>SANDIS</b> CIVIL ENGINEERS SURVEYORS PLANNERS 1700 Winchester Boulevard, Campbell, CA 95008   P. 408.636.0900   F. 408.636.0999   www.sandis.net	DATE 1/30/2020 SCALE 1"= 40' DRAWN BY NS CHECKED BY CC DRAWING NO. 607129.R	<table border="1"> <thead> <tr> <th>No.</th> <th>REVISION/ISSUE</th> <th>DATE</th> <th>BY</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>REVISED LOT AREA</td> <td>11/13/20</td> <td>CC</td> </tr> </tbody> </table>	No.	REVISION/ISSUE	DATE	BY	1	REVISED LOT AREA	11/13/20	CC	TOPOGRAPHIC AND BOUNDARY SURVEY 66 WILLOW PLACE MENLO PARK CALIFORNIA	SHEET <b>1</b> OF 2 SHEETS Copyright © 2020 by Sandis
			No.	REVISION/ISSUE	DATE	BY						
1	REVISED LOT AREA	11/13/20	CC									

File: A:\P\607129.R\1\3 SURVEY\1\ MAPPING\607129R TOPO 2020-01-30.dwg Date: Nov 13, 2020 - 7:53am, cchitean

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**SURVEY NOTES**

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BOOK 2064 OR 577, NO POWER LINES FOUND IN THE DESCRIBED LOCATION.  
DOCUMENT NO. 82093584 OR, LOCATION SHOWN HEREON.  
DOCUMENT NO. 83348897, NO POWER LINES FOUND IN THE DESCRIBED LOCATION.

**FLOOD ZONE**

A PORTION OF THE PROPERTY LIES WITHIN ZONE A, AREA OF 1% CHANCE FLOOD (SEPARATE CONTAINED IN STRUCTURE) AND A PORTION LIES WITHIN ZONE X, AREA OF MINIMAL FLOOD HAZARD PER FEMA FLOOD MAP 980803000E, EFFECTIVE DATE OCTOBER 16, 2012.

**BOUNDARY NOTE**

THE PARCEL LINES SHOWN HEREON ARE BASED UPON RECORD INFORMATION AS DESCRIBED IN THE GRANT DEED RECORDED, DECEMBER 29, 1983 AS DOCUMENT NUMBER 83142851, SAN MATEO COUNTY OFFICIAL RECORDS.

**SYMBOLS & ABBREVIATIONS**

- |       |                          |       |                         |
|-------|--------------------------|-------|-------------------------|
| BLDG  | BUILDING CORNER          | SPN   | SPRINKLER               |
| BRCK  | BENCH                    | STL-5 | STREET LIGHT DOUBLE ARM |
| CH    | CHAIN LINK FENCE         | STL-S | STREET LIGHT SINGLE ARM |
| CLUST | TREE CLUSTER             | STRNG | STRING                  |
| CONC  | CONCRETE POINT           | SWALE | SWALE                   |
| CP    | EDGE OF PAVEMENT         | TOP   | CURB TOP OF AC BEWM     |
| ETW   | EDGE OF TRAVELED WAY     | TOP   | TOP OF SLOPE            |
| FF    | FINISHED FLOOR           | TR    | TREE SYMBOL             |
| FNC   | FENCE                    | TR    | TREE                    |
| GUY   | GUY WIRE OR POLE         | TR    | WOOD FENCE              |
| HS    | HOSE BIB                 |       |                         |
| H-SYM | ACCESSIBLE SYMBOL        |       |                         |
| IR    | IRRIGATION CONTROL VALVE |       |                         |
| JP    | JOINT POLE               |       |                         |
| L/S   | LANDSCAPE                |       |                         |
| OH    | OVERHEAD                 |       |                         |
| OHE   | OVERHEAD ELECTRIC        |       |                         |
| P     | PAVEMENT                 |       |                         |
- 
- |                                  |
|----------------------------------|
| POINT, ELEVATION AND DESCRIPTION |
| CONTOURS (1-FT INTERVALS)        |
| TREE (DIAMETER SIZE IN INCHES)   |

**LEGEND**

- PROPERTY LINE
- BUILDING LINE
- BUILDING OVERHANG
- CURB LINE
- FENCE LINE
- OVERHEAD ELECTRIC LINE
- FEMA FLOOD ZONE LINE

POINT #	NORTHING	EASTING	DESCRIPTION	ELEVATION
1000	1991187.59	6078135.74	SET MAG	65.59
1001	1991007.67	6078073.09	SET MAG	66.10
2002	1991234.75	6078777.23	FND MAG	62.71

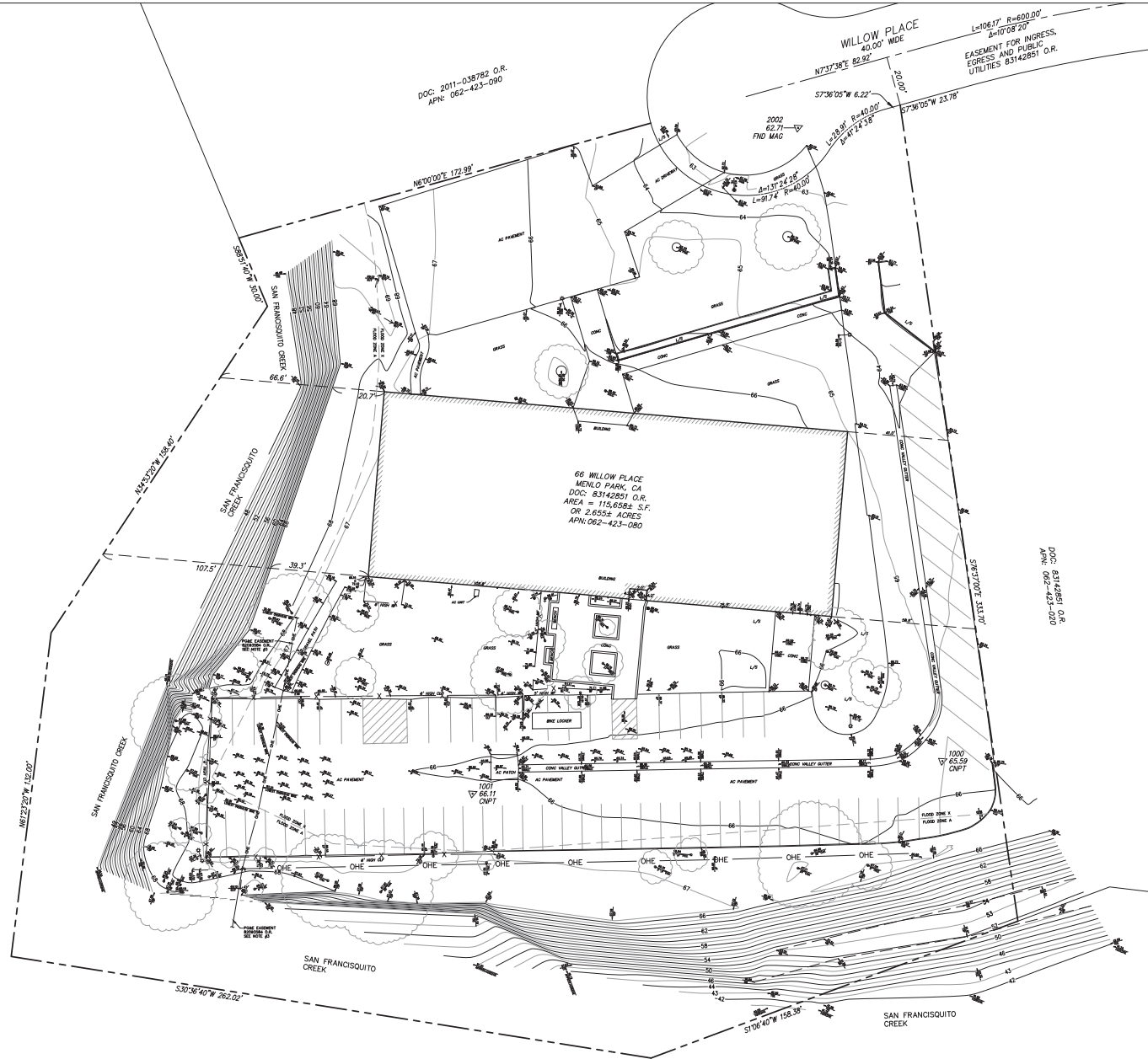
**BENCHMARK**

THE ELEVATION REFERENCE FOR THIS SURVEY IS A VALLEY WATER BENCHMARK, BM 967, DESCRIBED AS USOSS BRASS DISK (5325) LOCATED ON TOP OF THE SOUTHWEST CORNER OF RAILROAD BRIDGE OVER SAN FRANCISQUITO CREEK, AT ABOUT 550 FEET WEST FROM INTERSECTION OF ALMA AVENUE AND PALO ALTO AVENUE, ABOUT 400 FEET NORTHERLY FROM EL CAMINO REAL, CITY OF PALO ALTO.

ELEV= 74.99 FEET (NAVD8 DATUM)

**BASIS OF BEARINGS**

THE BEARING OF THE CENTERLINE OF WILLOW ROAD SHOWN AS NORTH 67°30' EAST ON THE PARCEL MAP ON FILE IN BOOK 34 OF PARCEL MAPS AT PAGE 5 TAKEN AS NORTH 67°30' FOR THE PURPOSE OF THIS MAP.



<b>SANDIS</b> CIVIL ENGINEERS SURVEYORS PLANNERS 1700 Winchester Boulevard, Campbell, CA 95008   P. 408.636.0900   F. 408.636.0999   www.sandis.net	DATE 1/30/2020 SCALE 1" = 20' DRAWN BY NS CHECKED BY CC DRAWING NO. 607129.R	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>No.</th> <th>REVISION/ISSUE</th> <th>DATE</th> <th>BY</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	No.	REVISION/ISSUE	DATE	BY					<b>TOPOGRAPHIC AND BOUNDARY SURVEY</b> <b>66 WILLOW PLACE</b> <b>MENLO PARK CALIFORNIA</b>	SHEET <b>2</b> SHEETS
	No.	REVISION/ISSUE	DATE	BY								
File: A:\P\607129.R\1\ SURVEY\1\ MAPPING\607129R TOPO 2020-01-30.dwg Date: Nov 13, 2020 - 7:51am, cch1tan Copyright © 2020 by Sandis												



May 14, 2021

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

**Re: Use Permit Revision for 66 Willow Place - Resubmittal**  
**Application #: PLN2019-00050**  
**Applicant: Stanford Health Care | Planning, Design & Construction Department**  
**Address: 66 Willow Place, Menlo Park**  
**APN#: 062-423-080**

Dear Ori,

In response to staff comments received on August 17, 2020 related to its application for a use permit revision to accommodate a temporary office trailer, Stanford Health Care ("SHC") has prepared the following materials:

1. Response to comments matrix;
2. Updated plans showing the existing conditions and proposed improvements;
3. Menlo Park Fire District conditional approval letter and approved plans;
4. Signed approval packet with Recology waste services;
5. Copy of postcards mailed to neighbors on April 27, 2021;
6. Updated project description below.

#### **Updated Description of Proposed Use and Consistency with the Zoning Code**

SHC's Planning, Design & Construction department proposes to locate a 1,440 square-foot temporary modular office in its rear surface parking area for a period of four to five years; this would temporarily increase total floor area on the site to 15,391 square feet.

The need for a temporary increase in space was originally driven by the completion of construction of the new Stanford Hospital and the demobilization of the associated onsite design and construction offices. This was planned to result in relocation of SHC Planning, Design & Construction staff members from their onsite construction offices to the main Planning, Design & Construction offices at 66 Willow Place to support renovation projects within the preexisting Hospital. However, plans have shifted since the onset of the pandemic, with project management staff members now dispersed at offices proximate to their construction sites, or working remotely where possible. While the trailer is no longer required in the immediate term for the originally planned purpose, SHC anticipates that as staff members begin returning to the Planning, Design & Construction main office, additional space will be needed to accommodate social distancing, and for this reason, intends to continue to pursue approval for this additional temporary



office space. Under the continuously shifting landscape, the trailer would provide a flexible space solution to meet the department's needs.

It was originally anticipated that the modular office would be staffed with approximately twelve (12) full-time employees, including two (2) Design / Construction Directors, and ten (10) project management staff. These staff members would be performing the same types of design and construction project management duties that staff within the existing space at 66 Willow Place currently perform. Given the pandemic, in the near term, it is expected that less than half the original occupancy would be accommodated in this space, but that at some point in the future, the staffing levels originally planned may be reached. Proposed hours of operation would be from approximately 8am to 5pm, in alignment with the existing office use at 66 Willow Place.

The proposed modular office would not be visible from the street and would have very limited, if any, visibility from surrounding properties. On April 27, 2021, community outreach postcards with essential information about the temporary trailer were mailed out to neighbors within 300 ft of the property as provided by the City of Menlo Park. Neighbors were invited to provide feedback to a dedicated email address. To date no comments on the proposed trailer have been received.

The proposed modular office and associated ramping system would occupy 9 parking spaces within the rear parking lot, leaving a total of 81 parking spaces remaining on site. This would exceed the parking count required by Section 16.72.030(1) of the Municipal Code by four (4) parking spaces, and would be sufficient to accommodate existing Planning, Design & Construction operations as well as the additional staff.

While the Arborist report identified two trees on the property that can be removed due to their current health condition (not because of the project), they are not proposed to be removed. Trees that might be impacted by construction will be protected per the Arborist's recommendations. All temporary equipment installed (bollards, striping etc.) for the trailer will be removed when it is removed at the end of the use permit's period.

As noted in the preceding section, the proposed use is consistent with the zoning for the site, as professional, executive, and administrative offices are a conditionally permitted use in the C-1 zoning district. (Section 16.30.020).

If you have any questions or require any additional information, please do not hesitate to contact me.

Sincerely,



Molly Promes Swenson  
Sr. Program Manager  
Planning, Design + Construction  
Stanford Medicine



12/8/2021

Tran Le  
Stanford Health Care  
300 Pasteur Drive  
Stanford, California 94305  
(617) 669-1622  
tranle@stanfordhealthcare.org

Re: Tree protection for trailer installation at 66 Willow Place, Menlo Park, CA 94025

Dear Tran,

At your request, we have visited the property referenced above to evaluate the trees present with respect to the proposed project. The report below contains our analysis.

## Summary

There are 130 trees on and adjacent to this property. Forty-nine are heritage trees, 27 are off-site trees (of which nine are heritage trees), and none are street trees. None are recommended for removal. With proper protection, all currently in good condition are expected to survive and thrive during and after construction.

## Assignment and Limits of Report

We have been asked to write a report detailing impacts to trees from the proposed trailer installation on this property. This report may be used by our client and other project members as needed to inform all stages of the project.

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Prepared for Stanford Health Care by Aesculus Arboricultural Consulting on 12/8/2021

Tree inventory information was taken from the report titled “ISA Certified Arborist Report” for this project, written by Robert Booty, dated 1/29/2020. Due to the large number of trees on this property, only trees adjacent to proposed project features were reevaluated by us.

All our observations were made from the ground with basic equipment. No root collar excavations or aerial inspections were performed. No project features had been staked at the time of our site visit.

## Tree Regulations

In the City of Menlo Park, native oak trees are protected at 10 inches DBH (diameter at breast height, 4.5 feet above grade), and all other trees are protected at 15 inches DBH. Street trees are protected regardless of size.

According to the Heritage Tree Ordinance Administrative Guidelines, the dollar value of replacement trees is determined as follows:

- One (1) #5 container – \$100
- One (1) #15 container – \$200
- One (1) 24-inch tree box – \$400
- One (1) 36-inch tree box – \$1,200
- One (1) 48-inch tree box – \$5,000
- One (1) 60-inch tree box – \$7,000

## Observations

### *Trees*

There are 130 trees on and adjacent to this property (Images 1-16). Seventy-six are coast live oaks (*Quercus agrifolia*), nine are olives (*Olea europaea*), six are deodar cedars (*Cedrus deodara*), and the remaining 40 are of various species. Twenty-seven overhang the property from adjacent properties. Forty-nine are heritage trees, including nine that overhang from neighboring properties.

Most trees are in good condition. Vigor ratings are given for each tree in the Tree Table, below.

Most trees present are in densely wooded areas around the property perimeter.

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Prepared for Stanford Health Care by Aesculus Arboricultural Consulting on 12/8/20212

### *Project Features*

A modular pre-engineered trailer is proposed to be located in the rear (southeastern) corner of the property. The trailer is noted to be installed at grade, with no excavated foundation proposed. The trailer will be brought in on a built-in chassis with axles and will be 14' tall during transport. This will be the tallest equipment brought onsite.

New bollards will be installed in front of the trailer.

A new paved walkway is proposed northwest of the trailer, leading from the trailer entrance to the adjacent building.

A new electric light pole is proposed northeast of the trailer, with the exact location noted to be determined in the field at a later date.

An underground sprinkler pipe is proposed to run from the trailer to the adjacent building. Power will be overhead, not underground.

The garbage enclosure northwest of the trailer is proposed to be relocated.

No drainage, grading, or new fences are shown on the plans provided to me.

### *Potential Conflicts*

Trees #1624, 1626, 1633, 1634, 1637, 1650, 1651, 1686-8, 1706, and 1712 all overhang either the proposed trailer location, or driveway locations likely to be accessed by a multi-axle vehicle with a wide turn radius. Less than 25% of each of their canopies lies within the 14 feet of vertical clearance needed for construction equipment.

Trees #1662, 1672, 1685, 1688, 1690, 1712 - these trees overhang construction access routes. Overhead clearance to the lowest branches may possibly be insufficient to accommodate construction equipment.

Trees #1664 and 1669 - the proposed light pole is in the existing pavement within these trees' TPZs, as well as some construction access routes.

Trees #1689, 1694, 1697 - the proposed sprinkler pipe is within these trees' TPZs, as well as some construction access routes.



Tree #1673 - several of the proposed bollards lie within this tree's TPZ, in the existing paved area. The construction access route also lies within this tree's TPZ.

Trees #1705, 1706, and 1711 - the proposed paved walkway is within these trees' TPZs.<sup>1</sup>

Project features lie outside the TPZs of all other trees.

## Testing and Analysis

Tree inventory information was taken from the report titled "ISA Certified Arborist Report" for this project, written by Robert Booty, dated 1/29/2020. Due to the large number of trees on this property, only trees adjacent to proposed project features were reevaluated by us.

Tree locations were taken from Mr. Booty's report, and matched to survey locations or onsite observations as practical. Except where matched to the survey, tree locations shown on the map below are approximate.

We visited the site three times, on 8/9/2021, 8/12/2021, and 10/18/2021. All photographs and all original observations in this report were taken at that site visit.

This report is based on the sheets titled "A2: Existing Site Demo Plan" and "A3: Proposed Site Plan" dated 4/13/2021, provided to me electronically by the client.

Trees in wooded areas were not evaluated using the same metrics as ornamental landscape trees. Specifically, when performing appraisals, poor health, structure, and superadequacy<sup>2</sup> were not considered detrimental due to their negligible effect on ecological value.

## Discussion

### *Tree Protection Zones (TPZ's)*

Tree roots grow where conditions are favorable, and their spatial arrangement is therefore unpredictable. Favorable conditions vary among species, but generally include the presence of moisture, and soft soil texture with low compaction.

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<sup>1</sup> Tree protection zones. See Discussion, Tree Map, and Tree Inventory Table for more detail.

<sup>2</sup> Being too large for a given area

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Contrary to popular belief, roots of all tree species grow primarily in the top two feet of soil, with a small number of roots sometimes occurring at greater depths. Some species have taproots when young, but these almost universally disappear with age. At maturity, a tree's root system may extend out from the trunk farther than the tree is tall.

The optimal size of the area around a tree which should be protected from disturbance depends on the tree's size, species, and vigor, as shown in the following table (adapted from *Trees & Construction*, Matheny and Clark, 1998):

Species tolerance	Tree vitality <sup>3</sup>	Distance from trunk (feet per inch trunk diameter)
Good	High	0.5
	Moderate	0.75
	Low	1
Moderate	High	0.75
	Moderate	1
	Low	1.25
Poor	High	1
	Moderate	1.25
	Low	1.5

It is important to note that some roots will almost certainly be present outside the TPZ; however, root loss outside the TPZ is unlikely to cause tree decline.

Some of the tree species present here are not evaluated in *Trees & Construction*. Our own evaluation of them based on our experience with the species is as follows:

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<sup>3</sup> Matheny & Clark uses tree age, but we feel a tree's vitality more accurately reflects its ability to handle stress.

Species	Estimated tolerance	Reason for tolerance rating
Betula pendula	1	Sensitive to a variety of stressors in the landscape
Cinnamomum camphora	1	Grows well but is sensitive to a variety of stressors.
Citrus sp.	2	Citrus trees thrive in a variety of growing conditions, but those on dwarfing rootstock are typically slow growers.
Heteromeles arbutifolia	2	Performs well but grows slowly
Lagerstroemia indica	2	Performs well in most landscapes but grows relatively slowly
Laurus nobilis	2	Performs well in Bay Area, but can be prone to dieback if cultural conditions are less than optimal
Ligustrum lucidum	3	Performs well to the point of weediness
Olea europaea	3	Tolerates root loss well, even during transplanting.
Prunus sp.	2	Sensitive to a variety of stressors in the landscape, but most species perform well overall

Trees whose species cannot be identified are assigned a construction tolerance of 1.

#### *Tree Appraisal Methods*

We use the trunk formula technique with discounting for functional and external limitations, as detailed in the second printing of the 10th Edition of the *Guide for Plant Appraisal* (Council of Tree and Landscape Appraisers, 2019).

### *Tree Pruning Limits*

According to *ANSI A300 (Part 1) - 2017 Pruning*, no more than 25% of a healthy tree's foliage should be removed in any given pruning cycle. Removing more than this amount can result in increased sprouting and can negatively impact tree health.

Pruning cuts should also be kept relatively small, as large cuts increase the likelihood of decay and sprouting. The maximum size of pruning cuts varies among species, but three inches is a reasonable maximum for species which compartmentalize reasonably quickly.

### **Conclusions**

Trees #1624, 1626, 1633, 1634, 1637, 1650, 1651, 1686-8, 1706, and 1712 will require clearance pruning to a height of 14 feet to accommodate delivery of the proposed trailer. All will require removal of less than 25% of their foliage, using pruning cuts of three inches or less in diameter. Approximate anticipated percentages of canopy removal needed are given in the tree table, below.

Trees #1662, 1672, 1685, 1688, 1690, 1712 - minor impacts to these trees are likely from construction access. They may require pruning to accommodate construction equipment. It appears that necessary pruning will be minor to moderate.

Trees #1664 and 1669 - minor impacts to these trees are likely from the proposed light pole installation. Minor impacts are likely from construction access.

Tree #1689 - moderate impacts to this tree are likely from the proposed sprinkler pipe installation. Minor impacts are likely from construction access.

Tree #1694 - minor to moderate impacts to this tree are likely from the proposed sprinkler pipe installation. Minor impacts are likely from construction access.

Tree #1697 - minor impacts to this tree are likely from the proposed sprinkler pipe installation and construction access.

Tree #1673 - minor impacts to this tree are likely from installation of the proposed bollards, as well as construction access.

Trees #1705, 1706, and 1711 - moderate impacts to these trees are likely from the proposed paved walkway. Please note that the TPZ of tree #1712 ends just outside the paved walkway area, so this tree is unlikely to experience significant impacts from this feature.

Impacts to other trees are unlikely with proper tree protection measures.

## Recommendations

### *Design Phase*

1. Explore design options that minimize impacts to trees #1705 1706, and 1711 from the proposed paved walkway, including, but not limited to:
  - a. Minimizing depth of pavement subbase.
    - i. Explore the possibility of “bridging” over roots instead of excavating.
  - b. Minimize compaction under walkway.
  - c. Using a gravel subbase to minimize root damage over time.
  - d. Using permeable paving material. This includes, but is not limited to, pervious concrete.

### *Preconstruction Phase*

1. Prune trees #1624, 1626, 1633, 1634, 1637, 1650, 1651, 1686-8, 1706, and 1712 to a height of 14 feet over the driveway and parking areas prior to bringing large equipment onsite.
  - a. All pruning shall be performed by a licensed tree care company under the direction of an ISA Certified Arborist.
  - b. All pruning shall meet tree care industry standards. In particular:
    - i. No more than 25% of any tree's foliage may be removed.
    - ii. Pruning cuts shall be about three inches or smaller in diameter for all trees.
2. Install tree protection fencing for trees approximately as shown in the Tree Map, below.
  - a. Minimum distances from trunk centers are given on the Tree Map. A larger area may be protected if desired.



- b. Where existing barriers which will be retained impede access comparably to tree protection fencing, these barriers are an acceptable substitute for tree protection fencing.
- a. Please be aware that tree protection fencing may differ from ideal tree protection zones, and from canopy sizes.
- c. Tree protection fencing shall comprise 6' chain link fabric mounted on 1.5" diameter metal posts driven into the ground.
- d. Place a 6" layer of wood chips inside tree protection fencing.
- e. Tree protection fencing shall adhere to the requirements in the document titled "Tree Protection Specifications," available at <https://www.menlopark.org/DocumentCenter/View/90/Tree-Protection-Specifications>

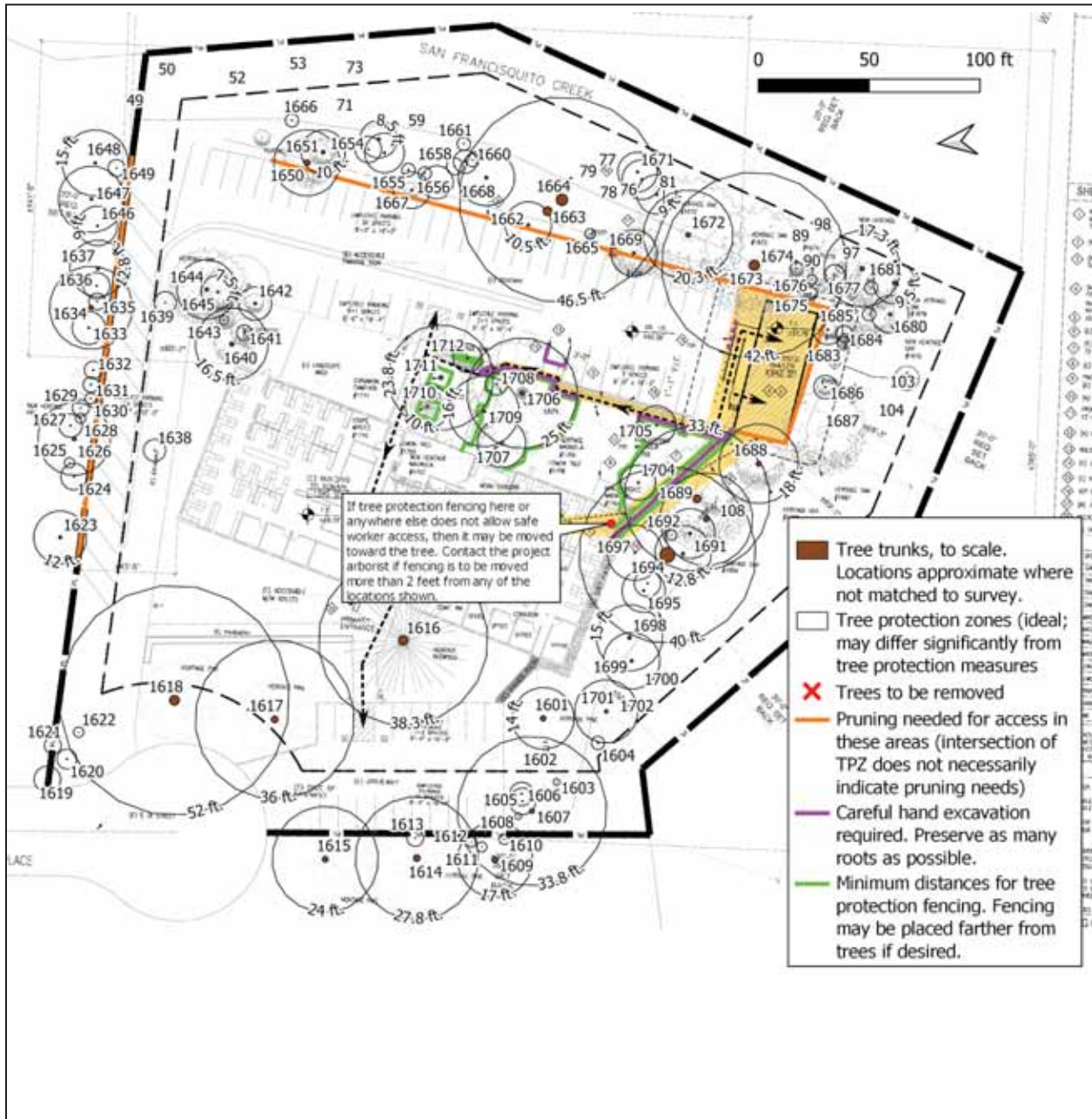
#### *Construction Phase*

1. Maintain tree protection fencing as detailed above.
2. Trenching for sprinkler pipe AND excavation for paved walkway:
  - a. Hand-excavate nearest edge within tree protection zone to the full depth of the feature being installed or to a depth of three feet, whichever is shallower.
  - b. Place pipe between roots, retaining as many roots as practical.
  - c. If roots over 1" must be severed, do so with a sharp saw or bypass pruners as close to the edge of excavation as possible.
  - d. Notify project arborist when excavation is complete. Project arborist shall inspect work to make sure all roots have been cut cleanly.
  - e. If excavation will be left open for more than 3 days:
    - i. Cover excavation wall nearest tree with several layers of burlap or other absorbent fabric
    - ii. Install a timer and soaker hoses to irrigate with potable water twice per day, enough to wet fabric thoroughly.

#### *Post-Construction Phase*

1. Provide supplemental irrigation for trees #1689, 1705, 1706, and 1711 to aid in root regrowth for at least three years.
  - a. Note that tree #1689 should only be irrigated during the normal wet season (October-May), and only if rainfall is below average.

# Tree Map



Prepared for Stanford Health Care by Aesculus Arboricultural Consulting on 12/8/202110

# Supporting Photographs

*Image 1: tree #1664*

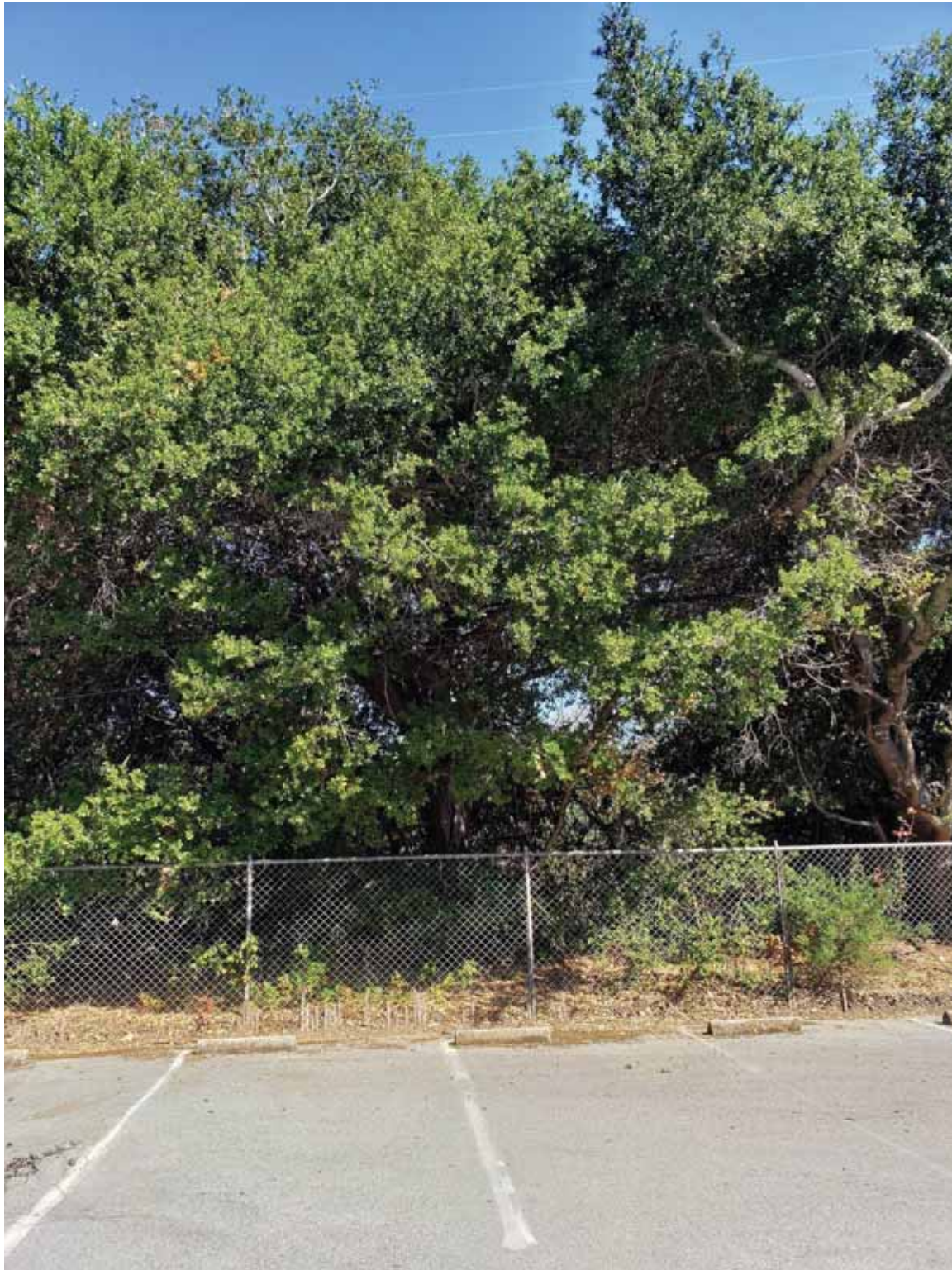


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Prepared for Stanford Health Care by Aesculus Arboricultural Consulting on 12/8/202111



*Image 2: tree #1669*



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Prepared for Stanford Health Care by Aesculus Arboricultural Consulting on 12/8/202112



Image 3: tree #1673





Image 4: tree #1685



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Prepared for Stanford Health Care by Aesculus Arboricultural Consulting on 12/8/202114



Image 5: tree #1688



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Prepared for Stanford Health Care by Aesculus Arboricultural Consulting on 12/8/202115



Image 6: tree #1704



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Prepared for Stanford Health Care by Aesculus Arboricultural Consulting on 12/8/202116



Image 7: tree #1705



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Prepared for Stanford Health Care by Aesculus Arboricultural Consulting on 12/8/202117

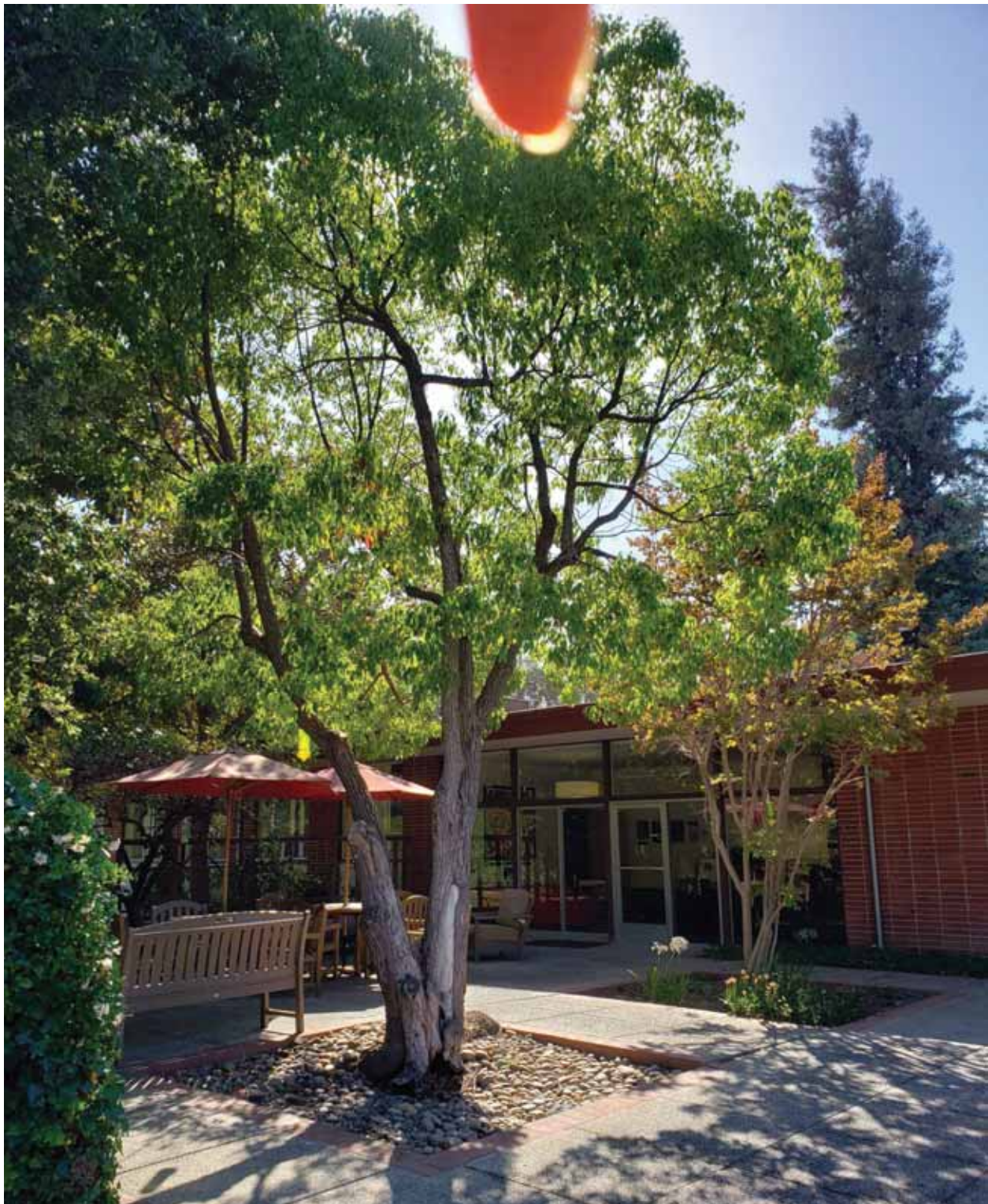


*Image 8: trees #1706 (right) and 1707*





Image 9: tree #1711



Prepared for Stanford Health Care by Aesculus Arboricultural Consulting on 12/8/202119



Image 10: tree #1712



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Prepared for Stanford Health Care by Aesculus Arboricultural Consulting on 12/8/202120

*Image 11: approximate clearance pruning needed for trees #1624 (left foreground) and 1626 (right background; canopies touching)*





*Image 12: approximate clearance pruning needed for trees #1633 (left edge), 1634 (left of center), and 1637 (right background, shorter)*



*Image 13: approximate clearance pruning needed for trees #1650 (left, pruned for line clearance) and 1651 (right, extreme lean over parking; canopies touching)*



Image 14: approximate clearance pruning needed for trees #1686-1688





*Image 15: approximate clearance pruning needed for tree #1706*





*Image 16: approximate clearance pruning needed for tree #1712*



Respectfully submitted,



Katherine Naegele

She/Her

Consulting Arborist

Master of Forestry, UC Berkeley

International Society of Arboriculture Certified Arborist #WE-9658A

ISA Tree Risk Assessment Qualified

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## Terms of Assignment

The following terms and conditions apply to all oral and written reports and correspondence pertaining to the consultations, inspections, and activities of Aesculus Arboricultural Consulting:

1. All property lines and ownership of property, trees, and landscape plants and fixtures are assumed to be accurate and reliable as presented and described to the consultant, either orally or in writing. The consultant assumes no responsibility for verification of ownership or locations of property lines, or for results of any actions or recommendations based on inaccurate information.
2. It is assumed that any property referred to in any report or in conjunction with any services performed by Aesculus Arboricultural Consulting is in accordance with any applicable codes, ordinances, statutes, or other governmental regulations, and that any titles and ownership to any property are assumed to be good and marketable. The existence of liens or encumbrances has not been determined, and any and all property is appraised and/or assessed as though free and clear, under responsible ownership and competent management.
3. All reports and other correspondence are confidential and are the property of Aesculus Arboricultural Consulting and its named clients and their assigns or agents. Possession of this report or a copy thereof does not imply any right of publication or use for any purpose, without the express permission of the consultant and the client to whom the report was issued. Loss, removal, or alteration of any part of a report invalidates the entire appraisal/evaluation.
4. The scope of any report or other correspondence is limited to the trees and conditions specifically mentioned in those reports and correspondence. Aesculus Arboricultural Consulting assumes no liability for the failure of trees or parts of trees, inspected or otherwise. The consultant assumes no responsibility to report on the condition of any tree or landscape feature not specifically requested by the named client.
5. All inspections are limited to visual examination of accessible parts, without dissection, excavation, probing, boring or other invasive procedures, unless otherwise noted in the report, and reflect the condition of those items and features at the time of inspection. No warranty or guarantee is made, expressed or implied, that problems or deficiencies of the plants or the property will not occur in the future, from any cause. The consultant shall not be responsible for damages caused by any tree defects, and assumes no responsibility for the correction of defects or tree related problems.
6. The consultant shall not be required to provide further documentation, give testimony, be deposed, or to attend court by reason of this appraisal/report unless subsequent contractual arrangements are made, including payment of additional fees for such services as set forth by the consultant or in the fee schedule or contract.
7. Aesculus Arboricultural Consulting makes no warranty, either expressed or implied, as to the suitability of the information contained in any reports or correspondence, either oral or written, for any purpose. It remains the responsibility of the client to determine applicability to his/her particular case.
8. Any report and the values, observations, and recommendations expressed therein represent the professional opinion of the consultant, and the fee for services is in no manner contingent upon the reporting of a specified value nor upon any particular finding.
9. Any photographs, diagrams, charts, sketches, or other graphic material included in any report are intended solely as visual aids, are not necessarily to scale, and should not be construed as engineering reports or surveys unless otherwise noted in the report. Any reproduction of graphic material or the work product of any other persons is intended solely for clarification and ease of reference. Inclusion of said information does not constitute a representation by Aesculus Arboricultural Consulting as to the sufficiency or accuracy of that information.

Site ID (Booty)	Tree # (Booty)	Common Name	Species	DBH (in.)	Vitality (0-3)	Heritage Tree?	Street Tree?	Off-Site Tree?	Suitability for preservation (003)	Remove?	Appraised Value	Species Construction Tolerance (1 = poor, 3 = good)	TPZ radius (ideal; ft. from center of trunk)	Expected Impacts	Notes (from Robert Booty's "ISA Certified Arborist Report," dated 1/29/2020, unless otherwise indicated)
1	1601	Coast live oak	Quercus agrifolia	28	3	X			3		\$28,500.00	3	14.0	-	Under high voltage
2	1602	Unknown	Unknown	4	0				0		\$0.00	1	0.0	-	Dead
3	1603	Coast live oak	Quercus agrifolia	2	2				3		\$1,240.00	3	1.5	-	-
4	1604	Deodar cedar	Cedrus deodara	6	3				3		\$1,460.00	3	3.0	-	-
5	1605	Olive	Olea europaea	7	2				3		\$910.00	3	5.3	-	-
6	1606	Olive	Olea europaea	8	2				3		\$370.00	3	6.0	-	-
7	1607	Unknown	Unknown	27	0	X			2		\$0.00	1	0.0	-	Dead
8	1608	Coast live oak	Quercus agrifolia	3	3				3		#DIV/0!	3	1.5	-	-
9	1609	Coast live oak	Quercus agrifolia	34	3	X	X		3		\$490.00	3	17.0	-	In walking trail
10	1610	Privet	Ligustrum lucidum	3	2		X		3		\$0.00	3	2.3	-	-
11	1611	Privet	Ligustrum lucidum	3	2		X		3		\$1,630.00	3	2.3	-	-
12	1612	Coast live oak	Quercus agrifolia	3	2		X		3		\$420.00	3	2.3	-	-
13	1613	Privet	Ligustrum lucidum	5	2		X		3		\$910.00	3	3.8	-	-
14	1614	Deodar cedar	Cedrus deodara	37	2	X	X		3		\$850.00	3	27.8	-	Possible cabling
15	1615	Deodar cedar	Cedrus deodara	32	2	X	X		3		\$1,630.00	3	24.0	-	-



Site ID (Booty)	Tree # (Booty)	Common Name	Species	DBH (in.)	Vitality (0-3)	Heritage Tree?	Street Tree?	Off-Site Tree?	Suitability for preservation (003)	Remove?	Appraised Value	Species Construction Tolerance (1 = poor, 3 = good)	TPZ radius (ideal; ft. from center of trunk)	Expected Impacts	Notes (from Robert Booty's "ISA Certified Arborist Report," dated 1/29/2020, unless otherwise indicated)
16	1616	Coast redwood	Sequoia sempervirens	51	2	X			3		\$2,090.00	3	38.3	-	-
17	1617	Monterey pine	Pinus radiata	36	2	X			2		\$630.00	2	36.0	-	Flagging, possible Monterey pine pitch canker
18	1618	Monterey pine	Pinus radiata	52	2	X			2		\$0.00	2	52.0	-	Flagging, possible Monterey pine pitch canker
19	1619	Plum	Prunus sp.	6	2				3		\$0.00	2	6.0	-	-
20	1620	Coast live oak	Quercus agrifolia	6	2				3		\$910.00	3	4.5	-	-
21	1621	Coast live oak	Quercus agrifolia	5	2				3		\$2,090.00	3	3.8	-	-
22	1622	Tree of heaven	Ailanthus altissima	3	2				1		\$0.00	3	2.3	-	Invasive tree species
23	1623	Olive	Olea europaea	16	2	X	X		3		\$910.00	3	12.0	-	-
24	1624	Coast live oak	Quercus agrifolia	8	2			X	3		\$910.00	3	6.0	Minor from pruning for construction equipment access. Canopy loss of about 10% anticipated.	-
25	1625	Coast live oak	Quercus agrifolia	3	2			X	3		\$14,800.00	3	2.3	-	-

Site ID (Booty)	Tree # (Booty)	Common Name	Species	DBH (in.)	Vitality (0-3)	Heritage Tree?	Street Tree?	Off-Site Tree?	Suitability for preservation (003)	Remove?	Appraised Value	Species Construction Tolerance (1 = poor, 3 = good)	TPZ radius (ideal; ft. from center of trunk)	Expected Impacts	Notes (from Robert Booty's "ISA Certified Arborist Report," dated 1/29/2020, unless otherwise indicated)
26	1626	Coast live oak	Quercus agrifolia	22	2	X		X	3		\$1,630.00	3	16.5	Minor from pruning for construction equipment access. Canopy loss of about 5% anticipated.	-
27	1627	Coast live oak	Quercus agrifolia	7	2			X	3		\$7,000.00	3	5.3	-	-
28	1628	Olive	Olea europaea	3	2			X	3		\$630.00	3	2.3	-	-
29	1629	Olive	Olea europaea	5	2			X	3		\$10,000.00	3	3.8	-	-
30	1630	Deodar cedar	Cedrus deodara	5	3			X	3		\$3,740.00	3	2.5	-	-
31	1631	Deodar cedar	Cedrus deodara	7	3			X	3		\$3,060.00	3	3.5	-	-
32	1632	Deodar cedar	Cedrus deodara	8	3			X	3		\$13,800.00	3	4.0	-	-
33	1683	Coast live oak	Quercus agrifolia	4	2				3		\$0.00	3	3.0	-	-
33	1633	Tree of heaven	Ailanthus altissima	10	2			X	1		\$1,930.00	3	7.5	Minor from pruning for construction equipment access. Canopy loss of about 5% anticipated.	Invasive tree species
34	1634	Tree of heaven	Ailanthus altissima	25	2	X		X	1		#VALUE!	3	18.8	Minor from pruning for construction equipment access. Canopy loss of about 5% anticipated.	Invasive tree species. Mushrooms present.
35	1635	Olive	Olea europaea	5	2			X	3		\$150.00	3	3.8	-	-
36	1636	Privet	Ligustrum lucidum	8	2			X	3		\$910.00	3	6.0	-	-

Site ID (Booty)	Tree # (Booty)	Common Name	Species	DBH (in.)	Vitality (0-3)	Heritage Tree?	Street Tree?	Off-Site Tree?	Suitability for preservation (003)	Remove?	Appraised Value	Species Construction Tolerance (1 = poor, 3 = good)	TPZ radius (ideal; ft. from center of trunk)	Expected Impacts	Notes (from Robert Booty's "ISA Certified Arborist Report," dated 1/29/2020, unless otherwise indicated)
37	1637	Coast live oak	Quercus agrifolia	17	2	X		X	3		\$120.00	3	12.8	Minor from pruning for construction equipment access. Canopy loss of about 5% anticipated.	-
38	1638	Cherry	Prunus sp.	5	2				3		\$150.00	2	5.0	-	-
39	1639	White birch	Betula pendula	5	3				3		#DIV/0!	1	5.0	-	-
40	1640	Coast live oak	Quercus agrifolia	22	2	X			3		\$0.00	3	16.5	-	-
41	1641	Coast live oak	Quercus agrifolia	7	3				3		\$10,500.00	3	3.5	-	-
42	1642	Coast live oak	Quercus agrifolia	15	3	X			3		\$5,300.00	3	7.5	-	-
43	1643	Coast live oak	Quercus agrifolia	4	3				3		\$1,460.00	3	2.0	-	-
44	1644	Coast live oak	Quercus agrifolia	18	2	X			2		\$150.00	3	13.5	-	-
45	1645	Coast live oak	Quercus agrifolia	10	2	X			2		\$1,240.00	3	7.5	-	-
46	1646	Peruvian pepper	Schinus molle	9	2			X	3		\$370.00	2	9.0	-	Fallen
47	1647	Bay laurel	Laurus nobilis	15	2	X		X	2		\$3,180.00	2	15.0	-	-
48	1648	Bay laurel	Laurus nobilis	15	2	X		X	2		\$910.00	2	15.0	-	-

Site ID (Booty)	Tree # (Booty)	Common Name	Species	DBH (in.)	Vitality (0-3)	Heritage Tree?	Street Tree?	Off-Site Tree?	Suitability for preservation (003)	Remove?	Appraised Value	Species Construction Tolerance (1 = poor, 3 = good)	TPZ radius (ideal; ft. from center of trunk)	Expected Impacts	Notes (from Robert Booty's "ISA Certified Arborist Report," dated 1/29/2020, unless otherwise indicated)
49	-	Coast live oak	Quercus agrifolia	-	2			X	3		-	3	-	-	Tree not accessible. DBH given as 0 in Mr. Booty's inventory. We do not feel this tree is relevant to the project as proposed.
50	-	Valley oak	Quercus lobata	0	2				3		-	2	-	-	Tree not accessible. DBH given as 0 in Mr. Booty's inventory. We do not feel this tree is relevant to the project as proposed.
51	1649	Olive	Olea europaea	5	2			X	3		\$1,630.00	3	3.8	-	-
52	-	Coast live oak	Quercus agrifolia	0	2				2		-	3	-	-	Tree not accessible. DBH given as 0 in Mr. Booty's inventory. We do not feel this tree is relevant to the project as proposed.
53	-	Northern California black walnut	Juglans hindsii	0	2				3		-	1	-	-	Tree not accessible. DBH given as 0 in Mr. Booty's inventory. We do not feel this tree is relevant to the project as proposed.



Site ID (Booty)	Tree # (Booty)	Common Name	Species	DBH (in.)	Vitality (0-3)	Heritage Tree?	Street Tree?	Off-Site Tree?	Suitability for preservation (003)	Remove?	Appraised Value	Species Construction Tolerance (1 = poor, 3 = good)	TPZ radius (ideal; ft. from center of trunk)	Expected Impacts	Notes (from Robert Booty's "ISA Certified Arborist Report," dated 1/29/2020, unless otherwise indicated)
54	1650	Coast live oak	Quercus agrifolia	30	3	X			3		\$740.00	3	15.0	Minor from pruning for construction equipment access. Canopy loss of about 5% anticipated.	-
55	1651	Coast live oak	Quercus agrifolia	20	3	X			3		\$740.00	3	10.0	Minor from pruning for construction equipment access. Canopy loss of about 5% anticipated.	-
56	1652	Coast live oak	Quercus agrifolia	17	3	X			3		#DIV/0!	3	8.5	-	-
57	1653	Coast live oak	Quercus agrifolia	12	2	X			3		\$55,400.00	3	9.0	-	-
58	1654	Coast live oak	Quercus agrifolia	6	1				2		\$0.00	3	6.0	-	-
59	-	Eucalyptus	Eucalyptus sp.	0	3				0		-	3	0.0	-	Tree not accessible
60	1655	Coast live oak	Quercus agrifolia	6	3				3		\$170.00	3	3.0	-	-
61	1656	Coast live oak	Quercus agrifolia	4	2				3		\$630.00	3	3.0	-	-
62	1657	Coast live oak	Quercus agrifolia	10	2	X			3		\$150.00	3	7.5	-	-
63	1658	Coast live oak	Quercus agrifolia	5	2				3		\$0.00	3	3.8	-	-
64	1659	Coast live oak	Quercus agrifolia	7	2				2		\$8,900.00	3	5.3	-	-

Site ID (Booty)	Tree # (Booty)	Common Name	Species	DBH (in.)	Vitality (0-3)	Heritage Tree?	Street Tree?	Off-Site Tree?	Suitability for preservation (003)	Remove?	Appraised Value	Species Construction Tolerance (1 = poor, 3 = good)	TPZ radius (ideal; ft. from center of trunk)	Expected Impacts	Notes (from Robert Booty's "ISA Certified Arborist Report," dated 1/29/2020, unless otherwise indicated)
65	1660	Coast live oak	Quercus agrifolia	4	2				3		\$150.00	3	3.0	-	-
66	1661	Coast live oak	Quercus agrifolia	4	2				3		\$150.00	3	3.0	-	-
67	1662	Olive	Olea europaea	14	2				3		\$170.00	3	10.5	Minor from construction access	-
68	1663	Northern California black walnut	Juglans hindsii	47	0	X			0		\$0.00	1	0.0	-	Dead/hazard (I disagree with the "hazard" assessment, as this tree is in a low-occupancy wooded area)
69	1664	Coast live oak	Quercus agrifolia	62	2	X			3		\$2,420.00	3	46.5	Minor from light pole installation and construction access	-
70	1665	Coast live oak	Quercus agrifolia	3	2				3		\$4,510.00	3	2.3	-	-
71	-	Oak	Quercus sp.	0	2				3		-	2	-	-	Tree not accessible. DBH given as 0 in Mr. Booty's inventory. We do not feel this tree is relevant to the project as proposed.
72	1666	Coast live oak	Quercus agrifolia	4	2				3		\$0.00	3	3.0	-	-

Site ID (Booty)	Tree # (Booty)	Common Name	Species	DBH (in.)	Vitality (0-3)	Heritage Tree?	Street Tree?	Off-Site Tree?	Suitability for preservation (003)	Remove?	Appraised Value	Species Construction Tolerance (1 = poor, 3 = good)	TPZ radius (ideal; ft. from center of trunk)	Expected Impacts	Notes (from Robert Booty's "ISA Certified Arborist Report," dated 1/29/2020, unless otherwise indicated)
73	-	Coast live oak	Quercus agrifolia	0	2				3		-	3	-	-	Tree not accessible. DBH given as 0 in Mr. Booty's inventory. We do not feel this tree is relevant to the project as proposed.
74	1667	Toyon	Heteromeles arbutifolia	11	3				3		\$9,500.00	2	8.3	-	-
75	1668	Olive	Olea europaea	17	2	X			3		\$0.00	3	12.8	-	-
76	-	Unknown	Unknown	0	2				2		-	1	-	-	Tree not accessible. DBH given as 0 in Mr. Booty's inventory. We do not feel this tree is relevant to the project as proposed.
77	-	Bay laurel	Laurus nobilis	0	2				3		-	2	-	-	Tree not accessible. DBH given as 0 in Mr. Booty's inventory. We do not feel this tree is relevant to the project as proposed.

Site ID (Booty)	Tree # (Booty)	Common Name	Species	DBH (in.)	Vitality (0-3)	Heritage Tree?	Street Tree?	Off-Site Tree?	Suitability for preservation (003)	Remove?	Appraised Value	Species Construction Tolerance (1 = poor, 3 = good)	TPZ radius (ideal; ft. from center of trunk)	Expected Impacts	Notes (from Robert Booty's "ISA Certified Arborist Report," dated 1/29/2020, unless otherwise indicated)
78	-	Coast live oak	Quercus agrifolia	0	2				3		-	3	-	-	Tree not accessible. DBH given as 0 in Mr. Booty's inventory. We do not feel this tree is relevant to the project as proposed.
79	-	Coast live oak	Quercus agrifolia	0	2				3		-	3	-	-	Tree not accessible. DBH given as 0 in Mr. Booty's inventory. We do not feel this tree is relevant to the project as proposed.
80	1670	Coast live oak	Quercus agrifolia	12	2	X			3		\$630.00	3	9.0	-	-
81	-	Coast live oak	Quercus agrifolia	12	2	X			3		\$420.00	3	9.0	-	
82	1669	Coast live oak	Quercus agrifolia	14	2	X			3		\$46,500.00	3	10.5	Minor from light pole installation and construction access	-
83	1671	Coast live oak	Quercus agrifolia	12	2	X			3		\$630.00	3	9.0	-	-
84	1672	Coast live oak	Quercus agrifolia	27	2	X			3		\$490.00	3	20.3	Minor from construction access	-



Site ID (Booty)	Tree # (Booty)	Common Name	Species	DBH (in.)	Vitality (0-3)	Heritage Tree?	Street Tree?	Off-Site Tree?	Suitability for preservation (003)	Remove?	Appraised Value	Species Construction Tolerance (1 = poor, 3 = good)	TPZ radius (ideal; ft. from center of trunk)	Expected Impacts	Notes (from Robert Booty's "ISA Certified Arborist Report," dated 1/29/2020, unless otherwise indicated)
85	1673	Coast live oak	Quercus agrifolia	56	2	X			3		\$80.00	3	42.0	Minor from bollard installation and construction access	-
86	1674	Coast live oak	Quercus agrifolia	4	2				2		\$150.00	3	3.0	-	-
87	1675	Coast live oak	Quercus agrifolia	4	2				2		\$1,240.00	3	3.0	-	-
88	1676	Coast live oak	Quercus agrifolia	3	2				2		\$630.00	3	2.3	-	-
89	-	Unknown	Unknown	0	0				0		-	-	0.0	-	Tree not accessible
90	-	Coast live oak	Quercus agrifolia	0	2				0		-	3	0.0	-	Tree not accessible
91	1677	Coast live oak	Quercus agrifolia	6	2				2		\$11,100.00	3	4.5	-	-
92	1678	Coast live oak	Quercus agrifolia	4	2				3		\$16,200.00	3	3.0	-	-
93	1679	Coast live oak	Quercus agrifolia	4	2				2		\$150.00	3	3.0	-	-
94	1680	Coast live oak	Quercus agrifolia	17	3	X			3		\$170.00	3	8.5	-	-
95	1681	Coast live oak	Quercus agrifolia	19	3	X			3		\$1,060.00	3	9.5	-	-
96	1682	Coast live oak	Quercus agrifolia	23	2	X			2		\$0.00	3	17.3	-	-

Site ID (Booty)	Tree # (Booty)	Common Name	Species	DBH (in.)	Vitality (0-3)	Heritage Tree?	Street Tree?	Off-Site Tree?	Suitability for preservation (003)	Remove?	Appraised Value	Species Construction Tolerance (1 = poor, 3 = good)	TPZ radius (ideal; ft. from center of trunk)	Expected Impacts	Notes (from Robert Booty's "ISA Certified Arborist Report," dated 1/29/2020, unless otherwise indicated)
97	-	Coast live oak	Quercus agrifolia	0	2				3		-	3	-	-	Tree not accessible. DBH given as 0 in Mr. Booty's inventory. We do not feel this tree is relevant to the project as proposed.
98	-	Coast live oak	Quercus agrifolia	0	2				3		-	3	-	-	Tree not accessible. DBH given as 0 in Mr. Booty's inventory. We do not feel this tree is relevant to the project as proposed.
100	1684	Coast live oak	Quercus agrifolia	5	2				3		\$150.00	3	3.8	-	-
101	1685	Coast live oak	Quercus agrifolia	9	2				3		\$100.00	3	6.8	Minor from construction access	-
102	1686	Coast live oak	Quercus agrifolia	7	2				3		\$120.00	3	5.3	Minor from pruning for construction equipment access. Canopy loss of about 10% anticipated.	-

Site ID (Booty)	Tree # (Booty)	Common Name	Species	DBH (in.)	Vitality (0-3)	Heritage Tree?	Street Tree?	Off-Site Tree?	Suitability for preservation (003)	Remove?	Appraised Value	Species Construction Tolerance (1 = poor, 3 = good)	TPZ radius (ideal; ft. from center of trunk)	Expected Impacts	Notes (from Robert Booty's "ISA Certified Arborist Report," dated 1/29/2020, unless otherwise indicated)
103	-	Coast live oak	Quercus agrifolia	0	2				3		-	3	-	-	Tree not accessible. DBH given as 0 in Mr. Booty's inventory. We do not feel this tree is relevant to the project as proposed.
104	-	Coast live oak	Quercus agrifolia	0	2				3		-	3	-	-	Tree not accessible. DBH given as 0 in Mr. Booty's inventory. We do not feel this tree is relevant to the project as proposed.
105	1687	Coast live oak	Quercus agrifolia	0	3				3		-	3	-	Minor from pruning for construction equipment access. Canopy loss of about 5% anticipated.	Tree not accessible. DBH given as 0 in Mr. Booty's inventory. We do not feel this tree is relevant to the project as proposed.
106	1688	Coast live oak	Quercus agrifolia	24	2	X			3		\$35,000.00	3	18.0	Minor from construction access and minor from pruning for construction equipment access. Canopy loss of about 5% anticipated.	-

Site ID (Booty)	Tree # (Booty)	Common Name	Species	DBH (in.)	Vitality (0-3)	Heritage Tree?	Street Tree?	Off-Site Tree?	Suitability for preservation (003)	Remove?	Appraised Value	Species Construction Tolerance (1 = poor, 3 = good)	TPZ radius (ideal; ft. from center of trunk)	Expected Impacts	Notes (from Robert Booty's "ISA Certified Arborist Report," dated 1/29/2020, unless otherwise indicated)
107	1689	Coast live oak	Quercus agrifolia	44	2	X			3		\$100.00	3	33.0	Moderate from trenching for sprinkler pipe and construction access	-
108	-	Coast live oak	Quercus agrifolia	0	2				3		-	3	-	-	Tree not accessible. DBH given as 0 in Mr. Booty's inventory. We do not feel this tree is relevant to the project as proposed.
109	1690	Coast live oak	Quercus agrifolia	28	2	X			3		\$16,900.00	3	21.0	Minor from construction access	-
110	1691	Coast live oak	Quercus agrifolia	15	2	X			3		\$7,000.00	3	11.3	-	-
111	1692	Coast live oak	Quercus agrifolia	3	2				3		\$420.00	3	2.3	-	-
112	1693	Coast live oak	Quercus agrifolia	17	2	X			3		\$8,900.00	3	12.8	-	-

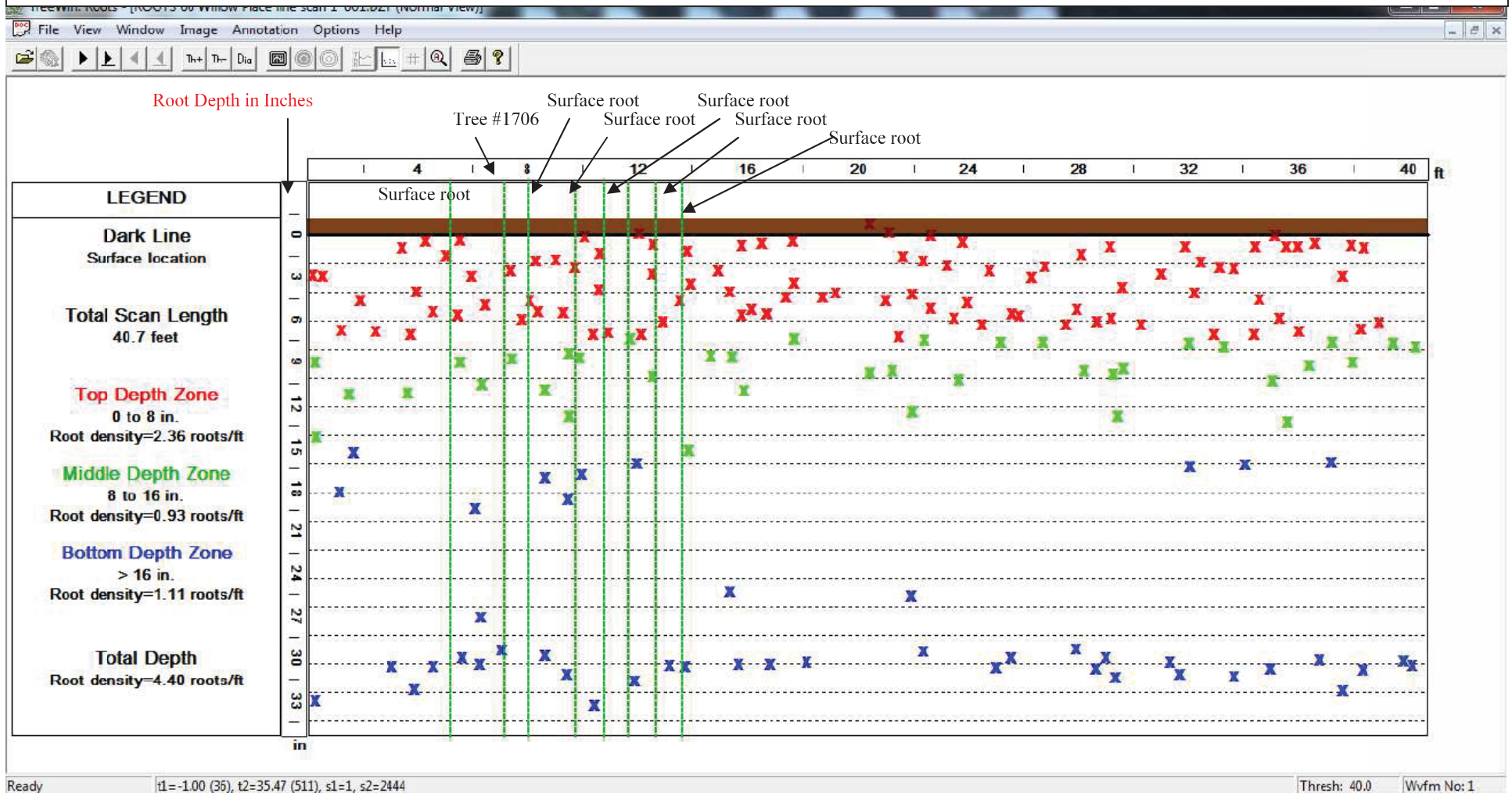


Site ID (Booty)	Tree # (Booty)	Common Name	Species	DBH (in.)	Vitality (0-3)	Heritage Tree?	Street Tree?	Off-Site Tree?	Suitability for preservation (003)	Remove?	Appraised Value	Species Construction Tolerance (1 = poor, 3 = good)	TPZ radius (ideal; ft. from center of trunk)	Expected Impacts	Notes (from Robert Booty's "ISA Certified Arborist Report," dated 1/29/2020, unless otherwise indicated)
113	1694	Unknown	Unknown	82	2	X			3		\$36,100.00	1	40.0	Minor to moderate from trenching for sprinkler pipe and construction access. Minor from all other construction activities.	17 stems. DBH estimated in original arborist report. I feel the DBH is significantly overestimated, so I have reduced the TPZ radius to 40 feet from the 102.5 feet yielded by my calculation.
114	1695	Coast live oak	Quercus agrifolia	13	2	X			3		\$5,300.00	3	9.8	-	-
115	1696	Coast live oak	Quercus agrifolia	8	2				3		\$2,090.00	3	6.0	-	-
116	1697	Cypress	Cupressus sp.	10	2				2		\$3,740.00	1	12.5	Minor from trenching for sprinkler pipe and construction access	-
117	1698	Coast live oak	Quercus agrifolia	20	2	X			3		\$12,300.00	3	15.0	-	-
118	1699	Coast live oak	Quercus agrifolia	17	2	X			3		\$8,900.00	3	12.8	-	-

Site ID (Booty)	Tree # (Booty)	Common Name	Species	DBH (in.)	Vitality (0-3)	Heritage Tree?	Street Tree?	Off-Site Tree?	Suitability for preservation (003)	Remove?	Appraised Value	Species Construction Tolerance (1 = poor, 3 = good)	TPZ radius (ideal; ft. from center of trunk)	Expected Impacts	Notes (from Robert Booty's "ISA Certified Arborist Report," dated 1/29/2020, unless otherwise indicated)
119	1700	Unknown	Unknown	0	2				3		-	1	-	-	Tree not accessible. DBH given as 0 in Mr. Booty's inventory. We do not feel this tree is relevant to the project as proposed.
120	1701	Coast live oak	Quercus agrifolia	19	2	X			3		\$11,100.00	3	14.3	-	-
121	1702	Bay laurel	Laurus nobilis	0	2				3		-	2	-	-	Tree not accessible. DBH given as 0 in Mr. Booty's inventory. We do not feel this tree is relevant to the project as proposed.
122	1704	Southern magnolia	Magnolia grandiflora	8	3				3		\$2,460.00	1	8.0	-	-
123	1705	Southern magnolia	Magnolia grandiflora	7	2				3		\$1,080.00	1	8.8	Moderate to major from paved walkway construction	Ground penetrating radar revealed many roots in the area where the walkway is proposed.

Site ID (Booty)	Tree # (Booty)	Common Name	Species	DBH (in.)	Vitality (0-3)	Heritage Tree?	Street Tree?	Off-Site Tree?	Suitability for preservation (003)	Remove?	Appraised Value	Species Construction Tolerance (1 = poor, 3 = good)	TPZ radius (ideal; ft. from center of trunk)	Expected Impacts	Notes (from Robert Booty's "ISA Certified Arborist Report," dated 1/29/2020, unless otherwise indicated)
124	1706	Southern magnolia	Magnolia grandiflora	25	3	X			3		\$19,100.00	1	25.0	Moderate to major from paved walkway construction and minor from pruning for construction equipment access. Canopy loss of about 5% anticipated.	Ground penetrating radar revealed many roots in the area where the walkway is proposed.
125	1707	Southern magnolia	Magnolia grandiflora	11	3				3		\$4,490.00	1	11.0	-	-
126	1708	Citrus	Citrus sp.	5	2				2		\$1,430.00	2	5.0	-	-
127	1709	Citrus	Citrus sp.	16	2	X			2		\$13,300.00	2	16.0	-	-
128	1710	Crape myrtle	Lagerstroemia indica	10	2				3		\$5,700.00	2	10.0	-	-
129	1711	Camphor	Cinnamomum camphora	19	2	X			2		\$8,800.00	1	23.8	Minor from paved walkway construction	-
130	1712	Coast live oak	Quercus agrifolia	13	3	X			3		\$1,990.00	3	6.5	Minor from construction access and minor from pruning for construction equipment access. Canopy loss of about 10% anticipated.	-

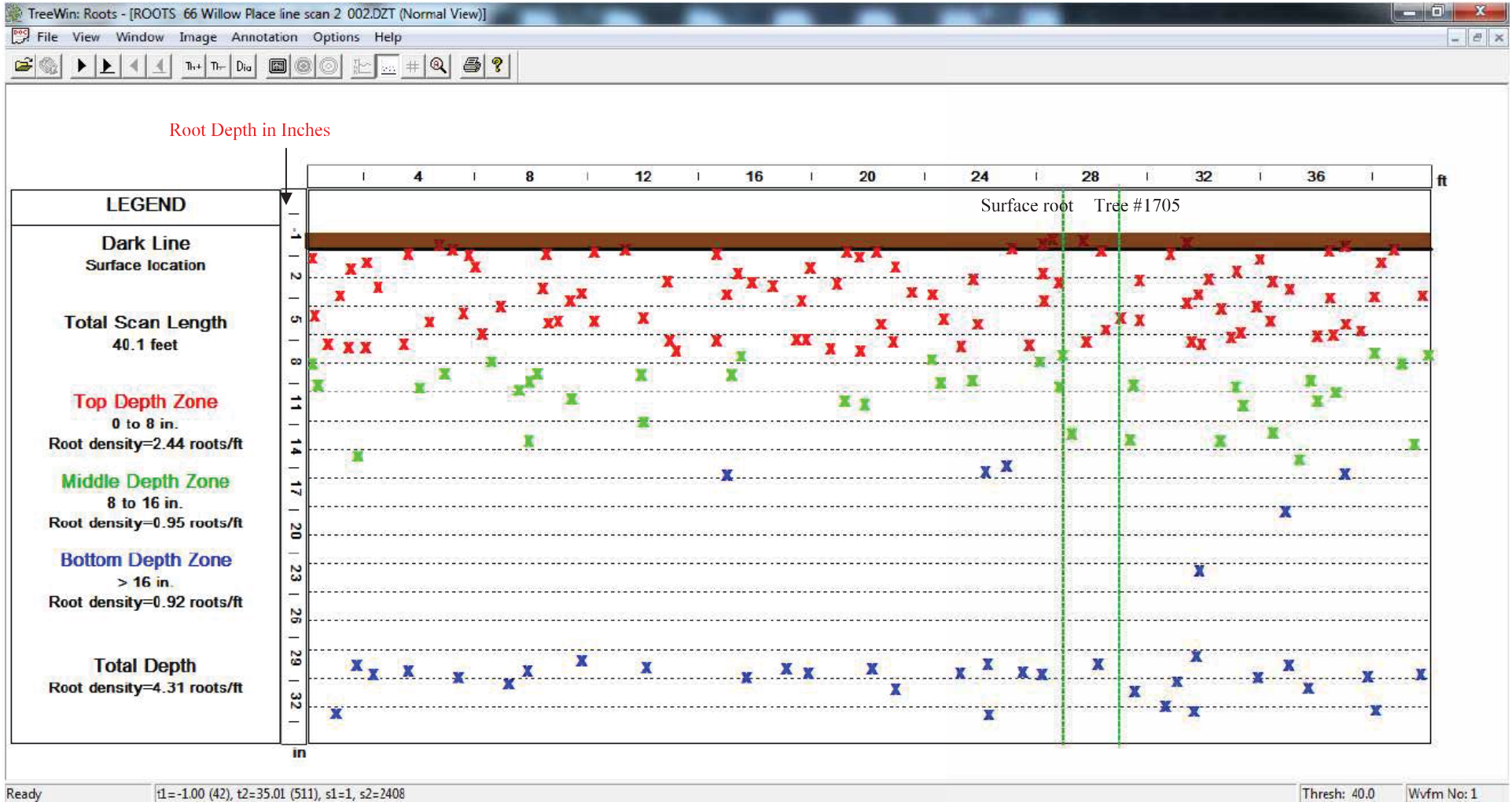
# January 22, 2020 Stanford Medicine 66 Willow Place Menlo Park, California Root Scan #1 40.7 feet long 3 feet from Magnolia Tree over soil





# January 22, 2020 Stanford Medicine 66 Willow Place Menlo Park, California

## Root Scan #2 40.1 feet long from Magnolia Tree over soil



## ISA Certified Arborist Report

### Submitted To:

Stanford Medicine  
66 Willow Place  
Menlo Park, California

### Project Location:

66 Willow Place  
Menlo Park, California

### Submitted By:

Robert Booty, Registered Member # 487  
ISA Qualified Tree Risk Assessor  
The American Society of Consulting Arborists  
ISA Certified Arborist WC-4286  
January 29, 2020

## Assignment

I have been retained by Tran Le who is the project manager at Stanford Health Care in Menlo Park, California. The site is being modified for the construction and installation of an ADA compliant walkway. I have been requested to develop a tree protection plan during construction involving trees that are located within the construction zone. Additionally I have been requested to provide a tree inventory of all accessible trees on the property using ArcGIS satellite technology.

## Observations

I visited the site January 13, 2020. The area where the walkway is to be constructed is next to an asphalt parking lot and a chain-link fence. The new walkway will be located on the opposite side next to the fence in a landscaped area of the property. There are 12 trees in the construction zone to be protected. These are identified in a spread sheet on page 6. The temporary construction trailer will be located at the end of a parking lot near the creek. There are two live oak trees at the edge of the creek currently protected with a chain-link fence. Note site map on page 7.

## Conclusions

### Tree Pruning

The following trees will need to have limbs trimmed and reduced to accommodate the placement of the construction trailer. #1686, 1687 and 1688.

### Root Mapping using Ground Penetrating Radar

I conducted two 40 foot line scans on the soil at the site of the proposed ADA walkway. This was an effort to understand root density, and the amount of roots near the surface, as the proposed walkway passed two protected Magnolia trees. The results of these scans indicated an abundance of roots near the surface from these Magnolia trees with larger structural roots to a depth of 33 inches.

## Construction of the ADA compliant walkway

The construction of the walkway is proposed to be excavated to a depth of six inches. Our radar imaging of the root systems of trees numbered 1706 and 1705 indicated an abundance of roots at and near the surface within the site of the proposed excavation. These would be smaller absorbing roots and not necessarily structural roots that normally are found deeper. The absorbing roots play a key role involving the health of a tree. My concern is that if these roots are removed to a depth of six inches on one side of both trees, (although not all of them will be removed) the health of the trees could be compromised which we would like to avoid.

We collected our root data about three feet from the trees; this would be too close for any excavation. A much better location for the walkway would be at the edge of the asphalt parking lot about seven or eight feet away from the Magnolia trees near the lockers. This site would require minimal to no root pruning since the existing asphalt is already about a six inch thickness. Any site closer to the trees such as the one originally proposed, the walkway would need to be constructed above existing grade to avoid root damage to the trees. If there is any necessary root pruning during the project it should be performed using loppers or a fine toothed saw; cuts should be straight and clean. Roots must not be left exposed for a long period of time. By end of day they should be covered with soil or protected with burlap and continually kept wet to avoid damage.

## Recommendations

1. Construct the walkway at the edge of the asphalt parking lot about seven or eight feet away from trees 1706 and 1705.
2. Follow the recommendations for tree protection during construction found on pages 7-8.
3. Trees #1686, 1687 and 1688 should be trimmed back to accommodate a temporary construction trailer.
4. Trees #1708 and 1711 should be removed.



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## Menlo Park's definitions Heritage (Regulated) Trees are as followed:

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

## Glossary of Terms for protected trees

From the tree inventory header below

**DBH;** trunk diameter measured at breast height (54”) from natural soil grade.

**Crown Radius;** the averaged measurement of the tree crown.

**% Vigor;** this Projects a general rating percentage of tree health, considering current growth rate, leaf size, color, dead wood ect.

**% Structural Condition;** this considers general branch attachments, presence of decay, cavities, cracks ect.

**% Overall Condition;** this is an averaged percentage rating of the vigor and structural condition. This equation is derived from the “condition percentage” factor that is used normally in tree valuations, using the criteria from the *Council of Tree and Landscape Appraisers*. This type of data rating is used in the calculation of a trees appraised value.

**Suitability for Preservation;** this is used to determine which trees are to be retained or removed, its broken down into 4 categories, High, Moderate, Low, and Very Low.

**High=** tree is in excellent condition with no defects.

**Moderate=** some problems that can be successfully mitigated.

**Low=** significant problems, that are affecting the life span of the tree.

**Very Low=** tree is near death, or is dead.

### Overall Tree Condition Rating, Evaluation and Analysis

Collected totals from the tree inventory

Percentage Range	Text Description	Quantity of Trees
0%	Dead	0
1% to 25%	Very Poor	0
26% to 49%	Poor	2
50% to 70%	Fair	6
71% to 90%	Good	4
91% to 100%	Excellent	0

Total Number Trees Evaluated within this construction site 12

The following list Includes protected trees, within the construction zone. These are subject to the tree protection measures outlined in this report.

### Tree Inventory Data

\* Indicates multi-Stem trunk      R Indicates City regulated tree

Tree Tag #	Common Name / Botanical Name	DBH	Height	Crown Radius	% Vigor	% Structural Condition	% Overall Condition	Suitability for Preservation	Age Evaluation	Observations / Comments
1706	Southern Magnolia Tree / ( <i>Magnolia grandiflora</i> )	25in.	40ft.	46ft.	90%	90%	90% Good	High	Mature	Located next to proposed walkway. R
1705	Southern Magnolia Tree / ( <i>Magnolia grandiflora</i> )	7.5in.	25ft.	17ft.	49%	70%	59.5% Fair	Fair	Young	Located next to fence and proposed walkway.
1688	Live Oak Tree / ( <i>Quercus agrifolia</i> )	*24in.	25ft.	23ft.	50%	80%	65% Fair	High	Mature	Located behind fence and proposed construction trailer. R
1687	Live Oak Tree / ( <i>Quercus agrifolia</i> )	Not available	45ft.	35ft.	70%	70%	70% Fair	Good	Mature	Located on edge of creek bank. Behind fence and proposed construction trailer. R
1686	Live Oak Tree / ( <i>Quercus agrifolia</i> )	8in.	30ft.	12ft.	50%	50%	50% Fair	Fair	Young	Located behind fence and proposed construction trailer. Tree has a lean.
1707	Southern Magnolia Tree / ( <i>Magnolia grandiflora</i> )	12in.	25ft.	25ft.	60%	60%	60% Fair	Good	Young	Located in landscaped area next to building.
1704	Southern Magnolia Tree / ( <i>Magnolia grandiflora</i> )	8in.	20ft.	20ft.	90%	90%	90% Good	High	Mature	Located in landscaped area next to building and fence.
1711	cinnamon camphor / ( <i>cinnamomum camphora</i> )	*19in.	25ft.	17ft.	50%	40%	45% poor	Low	Young	Extensive areas of dead wood and decay. R Recommend removal
1710	crape myrtle / ( <i>lagerstroemia indica</i> )	*10in.	15ft.	9ft.	90%	70%	80% Good	High	Young	
1709	Lemon Tree / citrus species	*16in.	10ft.	17ft.	75%	60%	67.5% fair	Good	Mature	
1708	Lemon Tree / citrus species	*4in.	10ft.	8ft.	35%	40%	37.5% poor	Low	Young	Recommend Removal
1712	Live Oak Tree / ( <i>Quercus agrifolia</i> )	13in.	40ft.	24ft.	85%	90%	87.5% Good	High	Young	R

# Site Map

Not to scale  
Tree protection fencing



Install portable chain-link fencing around the following trees.

- #1711
- #1710
- #1709
- #1708
- #1712

Use snow fencing and 2x4's on tree trunks as photo example to the left.

- #1706
- #1705
- #1704
- #1707
- #1688

Use existing chain-link fencing on the following trees.

- #1686
- #1687



# Tree Protection during Construction

The following mitigation recommendations are intended to reduce the extent of construction damage to acceptable levels, so that retained trees can reasonably be assured of survival without decline.

1. No grading or trenching cuts are to be made within the drip-line of any Protected tree canopies.
2. Fill soil must contain less than 10% clay.
3. Soil compaction must not exceed 80% around protected trees.
4. Install temporary six foot chain-link construction fencing around all protected trees as out-lined in this report, located in such a manner that it protects the drip-line or entire root zone. Fencing must be in place prior to the demolition or arrival of any materials or equipment and must remain in place until all construction is completed and given final approval. Snow fencing and 2x4's are required on some designated trees. Fencing must not be temporarily moved during construction.
5. There must be no grading, trenching/surface scraping, or roto-tilling within the canopy perimeter of retained trees, or inside the area protected by fencing.
6. Excavated soil may not be piled or dumped (even temporarily) under the canopies of trees.
7. No concrete, chemicals, paints, thinners, or solvents are to be disposed of or cleaning operations performed within or near the drip line of trees.
8. All utilities/irrigation/water lines are to be tunneled around or under roots 1" or greater in an effort to minimize root damage.
9. No large equipment is to be used around trees to protect them from physical damage.
10. Project Arborist must be on site directing the project if it is necessary to work within any protected tree zone.
11. All grading cuts must be designed to ensure that water does not collect at the base of protected trees.
12. Pruning of roots over one inch can only be performed under the direction of the project arborist.
13. Place weather proof signs 2'x 2' in size on each side of protective chain-link fencing which reads, "TREE PROTECTION ZONE KEEP OUT"

## Methodology

### How does it work?

Ground-Penetrating Radar (GPR) is an established technology that has been used worldwide for over 30 years. Radar is an object-detection system that uses *electromagnetic waves* – specifically *radio waves* – to identify the range, altitude, direction, or speed of both moving and fixed objects. When an electromagnetic wave<sup>1</sup> emitted from a small surface transmit antenna / receiver encounters a boundary between objects with different electromagnetic properties, it will reflect, refract, and or diffract from the boundary in a predictable manner. Radar waves or signals are reflected especially well by materials of considerable *electrical conductivity*.

The radar signals that are reflected back towards the antenna are the desirable ones that create the image and make radar work. When its used for root mapping the signal reflects from the moisture with the roots. Its uses today seem endless. When you look at the weather report, you are looking at a Doppler weather radar scan; it will tell you where the heaviest amounts of rain will fall in your area. It works like this, the radar signal, as it passes through the clouds is reflected back to a transmit receiver antenna that measures the density of the moisture in them and the speed they are traveling. You can then determine approximately when it will start raining and how much rain will fall in a given area. Radar is used in aviation, automobiles, law enforcement and locating objects below ground.

## Root Mapping

### An Introduction to Below-Ground Tree Root Mapping using Ground – Penetrating Radar (GPR)

Ground-Penetrating Radar used as a method of mapping tree roots has several of the following advantages over other methods of root locating,

1. It is capable of scanning the root systems of multiple trees under field conditions in a short time.
2. It is completely non-invasive and does not disturb the soils or damage the trees being examined, and causes no harm to the environment.
3. Being non-invasive, it allows repeated measurements that reveal long-term root system development.
4. It allows observation of root distribution beneath hard surfaces (concrete, asphalt, and bricks) roads and buildings.

Its accuracy is sufficient to resolve structural roots with diameters from less than 1 cm (0.4 in.) to 3 cm (1.2 in.) or more. It can characterize roots at both the individual tree and stand levels, facilitating correlations with tree and stand level measurements of physiological processes in complex ecological studies.

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<sup>1</sup> Daniels, D.J. 1996, Surface-Penetrating Radar. The Institute of Electrical Engineers, ISBN 0-85296-0.

This is how the radar looks at the existing roots, as the antenna is moved along the ground every 2/10ths of an inch a radar signal is released into the soil at a predetermined depth.

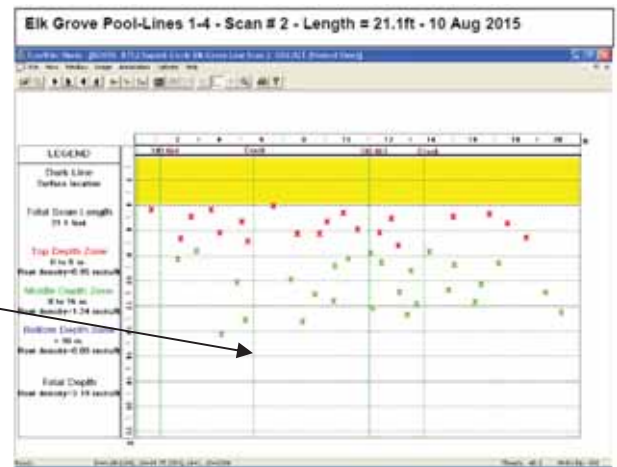
As this signal encounters a root it is reflected off its internal moisture and back to a receiver inside the antenna. This returned signal is displayed as an x in the final report indicating the presence of a root, the colored x indicates the depth of the root.

Secondly one can observe all roots within a given soil profile depth, on the following pages you will notice 3 soil profiles depicted. When looking at the virtual trench view of maps keep in mind that each x marks the presence of a root. These roots are connected to the tree or root flare as they grow into the soil and then grow out ward in all directions, some have indicated roots that have no obstructions can travel laterally twice the height of the tree; this is what gives the tree stability.

### The use of green markers

During the scan markers are placed on the field computer by the technician. These markers are used to identify points of interest along the scan line such as in this case, passing of object landmarks such as a tree root. These manually placed markers show up in the final root analysis and can then be used to compare roots found below ground in relation to the physical concrete crack or landmark such as a tree located above ground.

Green dotted lines are markers physically placed on the field computer by the technician during the scanning.



## Virtual Trench View

A way of viewing the root data is as a virtual trench. The following panels represent each of the two individual radar line scans from the site as if they were the walls of a trench. Think of this as if you were excavating a deep trench with a back-hoe. As you dig, tree roots will be encountered at various levels in the soil profile, after you have completed your trench you then are able to walk down and stand in the bottom.

Looking up at the earthen wall you are able to see the severed tree roots from your trenching protruding from the soil at the various depths of your trench. As you look at the following individual 2 virtual trench scans each x on the wall represents a severed root. Each colored x represents a different depth where the root is located.

One advantage of the trench view is that one can look at individual roots within their 3 represented depth zones and see the actual depth of each individual root.



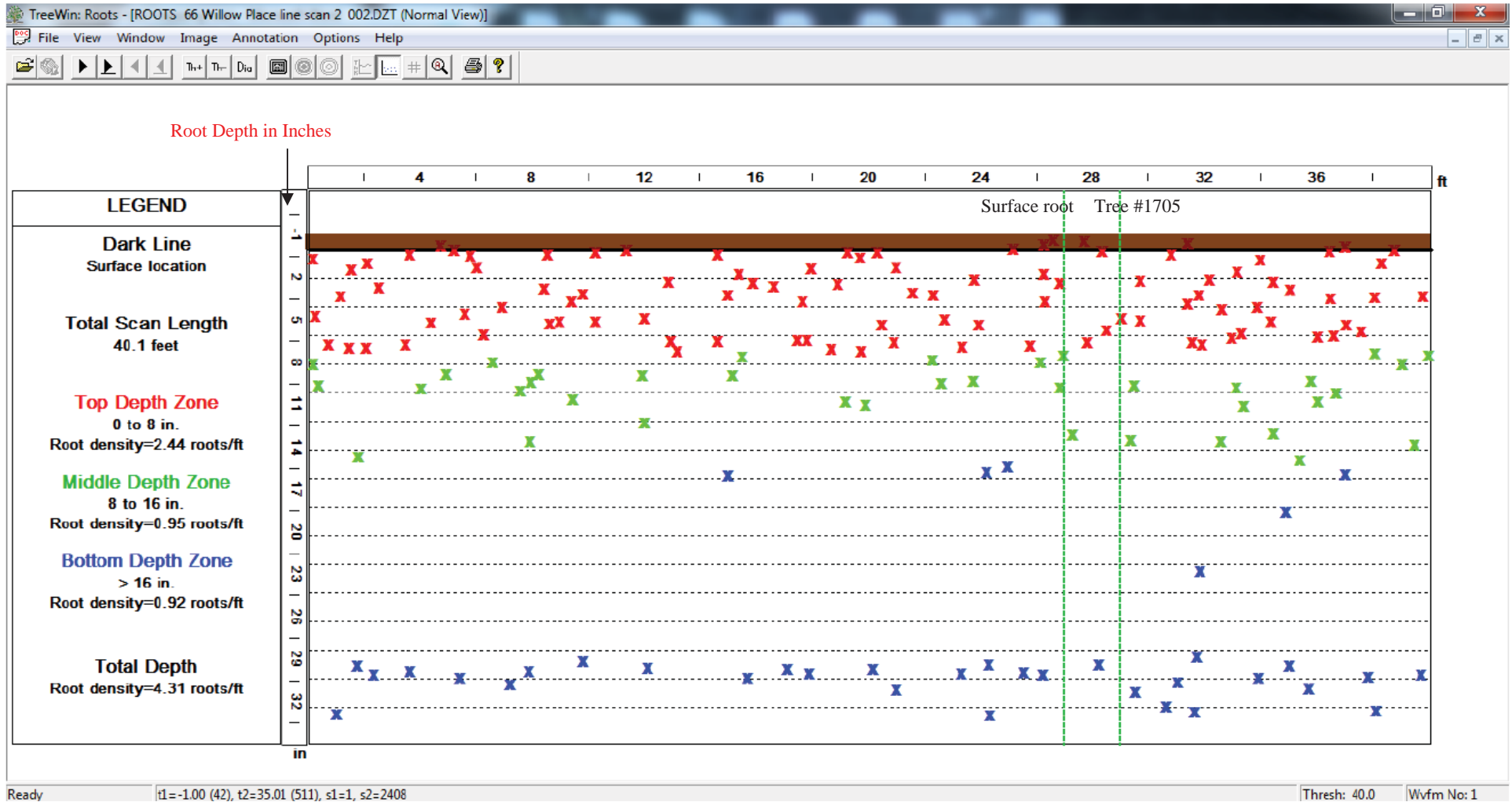






# January 22, 2020 Stanford Medicine 66 Willow Place Menlo Park, California

## Root Scan #2 40.1 feet long from Magnolia Tree over soil



## The following is an inventory of all trees on the property with a trunk diameter of 3 inches or greater.

The GPS satellite located the tree with a White dot, in yellow is the number we physically placed on the tree. If you see a white dot but no yellow number. This means the tree was not accessible due to steep terrain to safely place a number on it or measure its trunk diameter. Trees that are regulated by the city, a red “R” is placed in the notes column in the spread sheet.

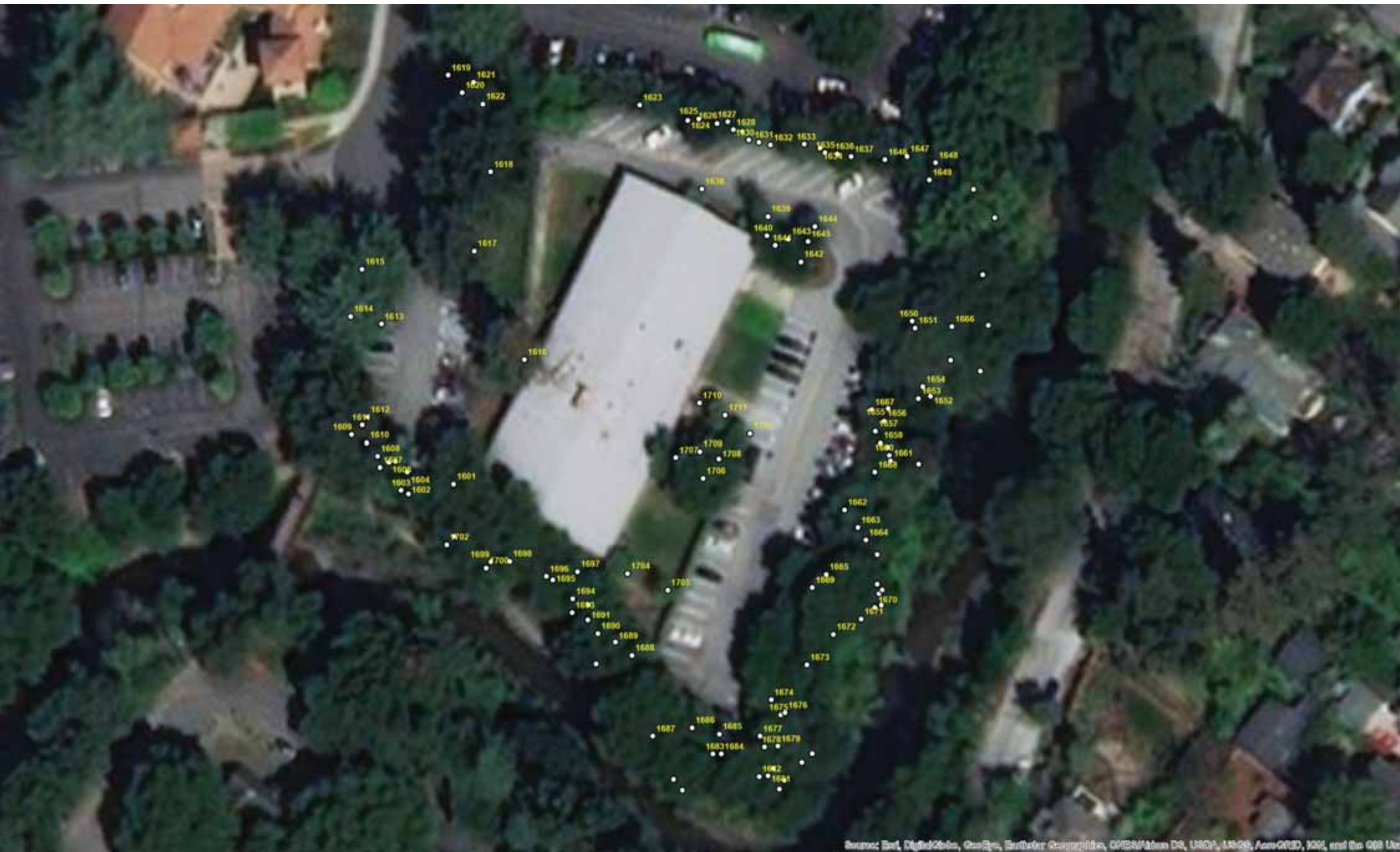
On the following spread sheet, the condition column refers to the current overall health rating of the tree. This is obtained from a visual observation of the trees canopy, amount of dead branches or disease. The trunk diameter is measured at 4.5 feet from natural grade and is in inches. Tree height is in feet. Some trees in this inventory are deciduous and have no leaves at this time of the year. This makes it a little more challenging to perform a visual health inspection and identify the species.

### Tree Health Rating Index

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Excellent	90
Good	80
Fair	70
Poor	50
Very Poor	30
Dead	0







Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (The Netherlands), Swatch, Bing, OpenStreetMap contributors, and the GIS User Community

Tree Inventory								
Site ID	Tree Tag #	Species	Common Name	Diameter	Height	Trunks	Condition	Notes
1	1601	quercus agrifolia	live oak	28	40	1	80	"R" under high voltage
2	1602	unknown	unknown	4	15	1	0	dead
3	1603	quercus agrifolia	live oak	2	15	1	70	
4	1604	cedrus deodara	cedar, deodar	6	55	1	80	
5	1605	olea europaea	fruiting olive	7	25	7	70	
6	1606	olea europaea	fruiting olive	8	25	6	70	
7	1607	unknown	unknown	27	20	6	50	"R" Dead
8	1608	quercus agrifolia	live oak	3	18	1	80	
9	1609	quercus agrifolia	live oak	34	45	1	80	"R" in walking trail
10	1610	ligustrum species	privet species	3	25	1	70	
11	1611	ligustrum species	privet species	3	20	1	70	
12	1612	quercus agrifolia	live oak	3	12	1	70	
13	1613	ligustrum species	privet species	5	40	1	70	
14	1614	cedrus deodara	cedar, deodar	37	60	1	70	"R" possible cabling
15	1615	cedrus deodara	cedar, deodar	32	60	1	70	"R"
79		quercus agrifolia	live oak	0	40	1	70	tree not accessible
80	1670	quercus agrifolia	live oak	12	80	1	70	"R"
81		quercus agrifolia	live oak	12	40	1	70	"R"
82	1669	quercus agrifolia	live oak	14	45	1	70	"R"
83	1671	quercus agrifolia	live oak	12	40	1	70	"R"
84	1672	quercus agrifolia	live oak	27	75	1	70	"R"
85	1673	quercus agrifolia	live oak	56	35	4	70	"R"
86	1674	quercus agrifolia	live oak	4	12	1	50	
87	1675	quercus agrifolia	live oak	4	12	1	50	
88	1676	quercus agrifolia	live oak	3	20	1	50	
89		unknown	unknown	0	35	0	0	tree not accessible.
90		quercus agrifolia	live oak	0	50	0	70	"R" tree not accessible
91	1677	quercus agrifolia	live oak	6	12	2	50	
92	1678	quercus agrifolia	live oak	4	35	1	70	
93	1679	quercus agrifolia	live oak	4	15	1	50	
94	1680	quercus agrifolia	live oak	17	50	2	80	"R"
95	1681	quercus agrifolia	live oak	19	50	1	80	"R"



Tree Inventory								
Site ID	Tree Tag #	Species	Common Name	Diameter	Height	Trunks	Condition	Notes
96	1682	quercus agrifolia	live oak	23	12	2	50	"R"
97		quercus agrifolia	live oak	0	50	0	70	tree not accessible
98		quercus agrifolia	live oak	0	30	0	70	tree not accessible
99	1683	quercus agrifolia	live oak	4	20	0	70	
100	1684	quercus agrifolia	live oak	5	20	0	70	
101	1685	quercus agrifolia	live oak	9	15	4	70	
102	1686	quercus agrifolia	live oak	7	30	1	70	
103		quercus agrifolia	live oak	0	35	1	70	tree not accessible
104		quercus agrifolia	live oak	0	30	1	70	tree not accessible
105	1687	quercus agrifolia	live oak	0	45	1	80	"R" on edge of cliff
106	1688	quercus agrifolia	live oak	24	25	2	70	"R" prune for clearance
107	1689	quercus agrifolia	live oak	44	25	5	70	"R" fallen. dbh 44 estimate due to trunk position
108		quercus agrifolia	live oak	0	50	1	70	"R" tree not accessible
109	1690	quercus agrifolia	live oak	28	25	3	70	"R" fallen
110	1691	quercus agrifolia	live oak	15	25	2	70	"R" fallen
111	1692	quercus agrifolia	live oak	3	15	1	70	fallen
112	1693	quercus agrifolia	live oak	17	25	2	70	"R" fallen
113	1694	unknown	unknown	82	25	9	70	"R" 17 stems. dbh estimate.
114	1695	quercus agrifolia	live oak	10	25	1	70	"R"
115	1696	quercus agrifolia	live oak	13	30	1	70	"R"
116	1697	cypress spp.	cypress species	8	25	1	50	
117	1698	quercus agrifolia	live oak	20	30	1	70	"R"
118	1699	quercus agrifolia	live oak	17	25	1	70	"R"
119	1700	unknown	unknown	0	25	1	70	
120	1701	quercus agrifolia	live oak	19	40	1	70	"R"
121	1702	laurus nobilis	sweet bay	0	20	1	70	
122	1704	magnolia grandiflora	southern magnolia	8	20	1	80	
123	1705	magnolia grandiflora	southern magnolia	7	25	1	70	
124	1706	magnolia grandiflora	southern magnolia	25	40	1	80	"R"
125	1707	magnolia grandiflora	southern magnolia	11	25	1	80	1 girdled root
126	1708	citrus spp.	citrus species	5	10	4	50	
127	1709	citrus spp.	citrus species	16	10	5	50	



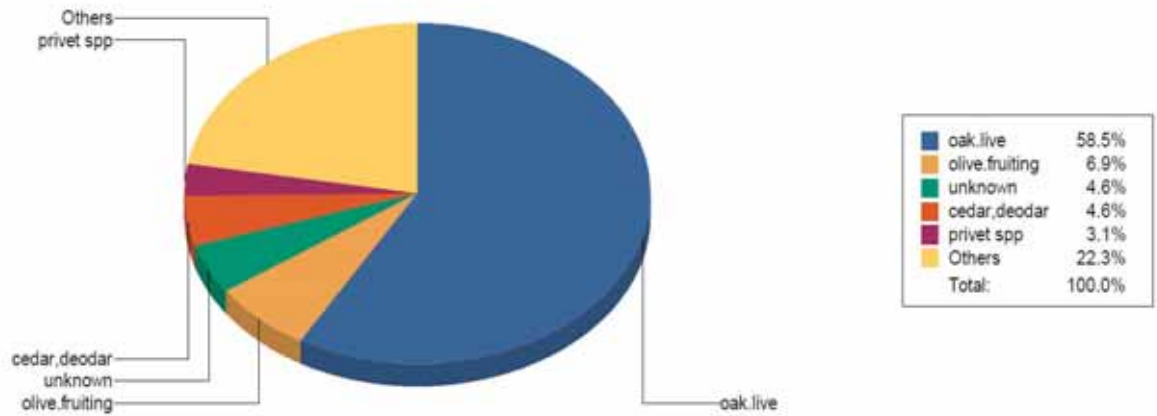
Tree Inventory								
Site ID	Tree Tag #	Species	Common Name	Diameter	Height	Trunks	Condition	Notes
128	1710	lagerstroemia indica	crapemyrtle	10	15	6	70	
129	1711	cinnamomum camphora	cinnamon camphor	19	25	2	50	"R"
130	1712	quercus agrifolia	live oak	13	40	1	80	"R"
16	1616	sequoia sempervirens	coast redwood	51	90	1	70	"R"
17	1617	pinus radiata	monterey pine	36	90	1	50	"R" flagging, possible monterey pine pitch canker
18	1618	pinus radiata	monterey pine	52	90	1	50	"R" flagging, possible monterey pine pitch canker
19	1619	prunus species	plum species	6	12	1	70	
20	1620	quercus agrifolia	live oak	6	30	1	70	
21	1621	quercus agrifolia	live oak	5	35	1	70	
22	1622	ailanthus altissima	tree of heaven	3	18	1	70	invasive tree species
23	1623	olea europaea	fruiting olive	16	35	3	70	"R"
24	1624	quercus agrifolia	live oak	8	30	1	70	
25	1625	quercus agrifolia	live oak	3	30	1	70	
26	1626	quercus agrifolia	live oak	22	35	2	70	"R"
27	1627	quercus agrifolia	live oak	7	20	1	70	
28	1628	olea europaea	fruiting olive	3	11	2	70	
29	1629	olea europaea	fruiting olive	5	11	4	70	
30	1630	cedrus deodara	cedar, deodar	5	30	1	80	
31	1631	cedrus deodara	cedar, deodar	7	30	1	80	
32	1632	cedrus deodara	cedar, deodar	8	20	1	80	
33	1633	ailanthus altissima	tree of heaven	10	30	2	70	invasive tree species
34	1634	ailanthus altissima	tree of heaven	25	30	4	50	"R" mushrooms present
35	1635	olea europaea	fruiting olive	5	12	5	70	
36	1636	ligustrum species	privet species	8	25	9	70	
37	1637	quercus agrifolia	live oak	17	28	1	70	"R"
38	1638	prunus cerasus	cherry	5	15	1	70	
39	1639	betula pendula	birch, european white	5	35	1	80	
40	1640	quercus agrifolia	live oak	22	35	3	70	"R"
41	1641	quercus agrifolia	live oak	7	25	3	80	
42	1642	quercus agrifolia	live oak	15	25	8	80	"R"
43	1643	quercus agrifolia	live oak	4	30	2	80	
44	1644	quercus agrifolia	live oak	18	35	5	50	"R"

Tree Inventory								
Site ID	Tree Tag #	Species	Common Name	Diameter	Height	Trunks	Condition	Notes
45	1645	quercus agrifolia	live oak	10	35	4	50	"R"
46	1646	schinus molle	california pepper	9	15	1	70	fallen
47	1647	laurus nobilis	sweet bay	15	18	3	50	"R"
48	1648	laurus nobilis	sweet bay	15	18	2	50	"R"
49		quercus agrifolia	live oak	0	100	1	70	tree not accessible
50		quercus lobata	valley oak	0	100	1	70	tree not accessible
51	1649	olea europaea	fruiting olive	5	20	3	70	
52		quercus agrifolia	live oak	0	100	1	50	tree not accessible
53		juglans nigra	walnut, black	0	55	2	70	
54	1650	quercus agrifolia	live oak	30	40	1	80	"R"
55	1651	quercus agrifolia	live oak	20	30	1	80	
56	1652	quercus agrifolia	live oak	17	40	1	80	"R"
57	1653	quercus agrifolia	live oak	12	40	1	70	"R"
58	1654	quercus agrifolia	live oak	6	12	2	30	
59		eucalyptus spp.	eucalyptus species	0	55	1	80	tree not accessible
60	1655	quercus agrifolia	live oak	6	18	3	70	
61	1656	quercus agrifolia	live oak	4	20	1	70	
62	1657	quercus agrifolia	live oak	10	25	2	70	"R"
63	1658	quercus agrifolia	live oak	5	25	3	70	
64	1659	quercus agrifolia	live oak	7	25	2	50	
65	1660	quercus agrifolia	live oak	4	25	2	70	
66	1661	quercus agrifolia	live oak	4	20	2	70	
67	1662	olea europaea	fruiting olive	14	20	6	70	"R"
68	1663	juglans nigra	walnut, black	47	30	1	0	"R" dead/hazard
69	1664	quercus agrifolia	live oak	62	30	5	70	"R"
70	1665	quercus agrifolia	live oak	3	30	1	70	
71		quercus species	oak species	0	25	1	70	tree not accessible
72	1666	quercus agrifolia	live oak	4	30	1	70	
73		quercus agrifolia	live oak	0	100	1	70	tree not accessible
74	1667	heteromeles arbutifolia	toyon tree	11	35	2	80	
75	1668	olea europaea	fruiting olive	14	20	9	70	
76		unknown	unknown	0	40	1	50	tree not accessible

Tree Inventory								
Site ID	Tree Tag #	Species	Common Name	Diameter	Height	Trunks	Condition	Notes
77		laurus nobilis	sweet bay	0	40	1	70	tree not accessible
78		quercus agrifolia	live oak	0	25	2	70	tree not accessible

### Species Distribution

Report universe: All  Subset



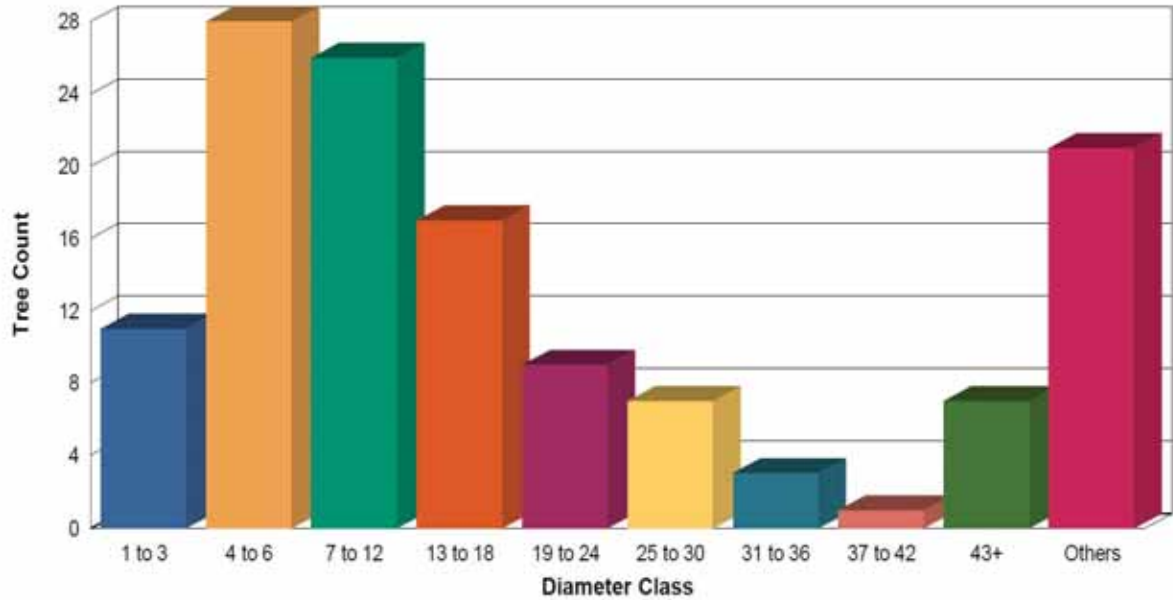
Top 20 Species

Species	Percent	Count
oak.live	58.5%	76
olive.fruiting	6.9%	9
cedar.deodar	4.6%	6
unknown	4.6%	6
bay.sweet	3.1%	4
magnolia.southern	3.1%	4
privet spp	3.1%	4
tree.of.heaven	2.3%	3
citrus spp.	1.5%	2
pine.monterey	1.5%	2
walnut.black	1.5%	2
birch.eur.white	0.8%	1
camphor	0.8%	1
cherry	0.8%	1
crapemyrtle	0.8%	1
cypress spp.	0.8%	1
eucalyptus spp.	0.8%	1
oak spp	0.8%	1
oak.valley	0.8%	1
pepper.california	0.8%	1
Others_	2.3%	3
<b>Total</b>		<b>130</b>



## Diameter Distribution

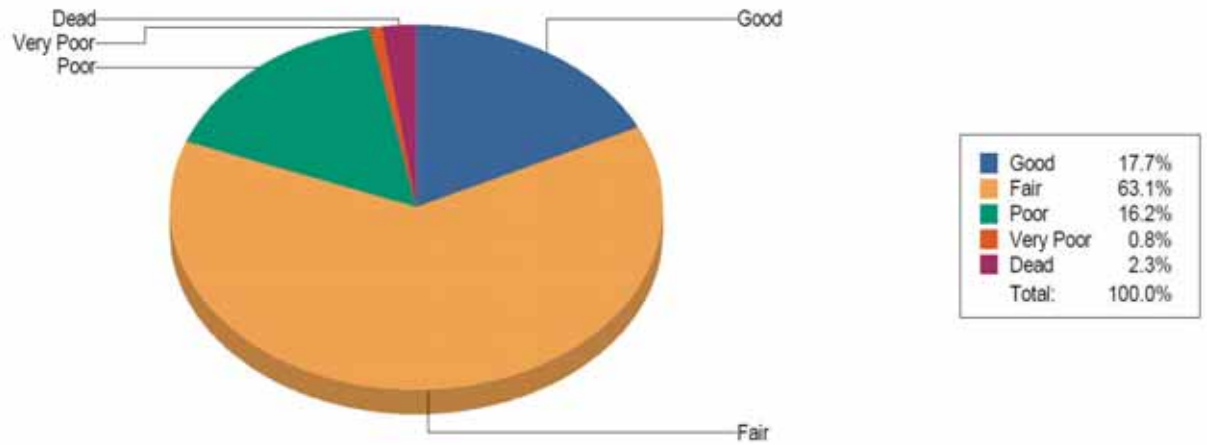
Report universe: All  Subset



Diameter Class	Percent	Count
1 to 3	8.5%	11
4 to 6	21.5%	28
7 to 12	20.0%	26
13 to 18	13.1%	17
19 to 24	6.9%	9
25 to 30	5.4%	7
31 to 36	2.3%	3
37 to 42	0.8%	1
43+	5.4%	7
Others	16.2%	21
<i>Total</i>		130

### Condition Distribution

Report universe: All  Subset



Condition	Percent	Count
Good	17.7%	23
Fair	63.1%	82
Poor	16.2%	21
Very Poor	0.8%	1
Dead	2.3%	3
<i>Total</i>		130

## Arborist Disclosure / Performance of Services

1. **Disclosure.** Arborists are tree specialists who use their education, knowledge, training and experience to examine trees, recommend measures to enhance the beauty and health of the trees and attempt to reduce the risk of living near trees. Arborists cannot detect every condition that could possibly lead to the structural failure of a tree.

Since trees are living organisms, conditions are often hidden within the tree and below ground. Arborists cannot guarantee that a tree will be healthy or safe under all circumstances, or for a specific period of time. Likewise, remedial treatments cannot be guaranteed. Trees can be managed but they cannot be controlled. To live near trees is to accept some degree of risk and the only way to eliminate all risk associated with trees is to eliminate all trees.

## Assumptions and Limiting Conditions

1. Any legal description provided to the consultant is assumed to be correct. No responsibility is assumed for matters legal in character nor is any opinion rendered as to the quality of any title.
2. The consultant can neither guarantee nor be responsible for accuracy of information provided by others, information not provided or disclosed.
3. The consultant shall not be required to give testimony or to attend court by reason of this consultation/reports unless subsequent written arrangements are made, including payment of an additional fee for services.
4. Loss or removal of any part of this report invalidates the entire report/evaluation.
5. Possession of this report or a copy thereof does not imply right of publication or use for any purpose by any other than the persons(s) to whom it is addressed without written consent of this consultant.
6. This report represents the opinion of consultant, and the consultant's fee is in no way contingent upon the reporting upon any pre-determined findings.
7. Sketches, diagrams, graphs, photos, ect., in this report, being intended as visual aids, are not necessarily to scale and should not be construed as engineering reports or surveys.
8. This report has been made in conformity with acceptable evaluation/diagnostic reporting techniques and procedures, as recommended by the International Society of Arboriculture.
9. No tree described in this report was climbed, unless otherwise stated. Arborist OnSite® cannot assume responsibility for any defects which could only have been discovered by climbing. A full root collar or root crown inspection, consisting of excavating the soil around the tree to uncover hidden defects or disease involving the root collar and major buttress roots, was not performed, unless otherwise stated. Arborist OnSite® cannot accept responsibility for any root defects which could only have been discovered by such an inspection.

## Certification of Performance

I, Robert Booty, certify:

- That I have personally inspected the tree(s) and/or the property referred to in this report, and have stated my findings accurately. The extent of the evaluation and or appraisal is stated in the attached report and the terms and conditions;
- That I have no current interest in the vegetation or the property that is the subject of this report, and I have no personal interest or bias with respect to the parties involved;
- That the analysis, opinions and conclusions stated herein are my own, and are based on current scientific procedures and facts;
- That my compensation is not contingent upon the reporting of a predetermined conclusion that favors the cause of the client or any other party, nor upon the results of the assessment, the attainment of stipulated results, or the occurrence of any subsequent events;
- That my analysis, opinions, and conclusions were developed and this report has been prepared according to commonly accepted arboricultural practices;
- That no one provided significant professional assistance to the consultant, except as indicated within the report.

I further certify that I am a Registered Member of the American Society of Consulting Arborists, and I am an International Society of Arboriculture Certified Arborist. I have been involved in the practice of arboriculture and the care and study of trees for over 50 years.

Signed: Robert Booty

Date: January 29, 2020





**Stanford**  
HEALTH CARE

# Temporary office trailer planned for 66 Willow Place

Dear Neighbor,

As a courtesy, we wanted to let you know about a planned addition to our Planning, Design & Construction office at 66 Willow Place in Menlo Park. Specifically, we are proposing to place a temporary office trailer in the rear parking lot of our offices at the beginning of 2022 to accommodate our anticipated staffing needs.

**Our goal is to ensure there is no impact to you, our valued neighbors. The trailer will not be visible from the street and will have limited, if any, visibility from surrounding properties.**

If you have any questions, please email us at [WillowPlaceTempOffice@stanfordhealthcare.org](mailto:WillowPlaceTempOffice@stanfordhealthcare.org).

## Temporary Trailer Details:

**Size:** 1,440 sq. ft.

**Timeline:** We expect the trailer to be installed at the beginning of 2022. The trailer would remain at 66 Willow Place for a period of four to five years.

**Hours of Operation:** 8 a.m. to 5 p.m., in alignment with existing standard office hours.

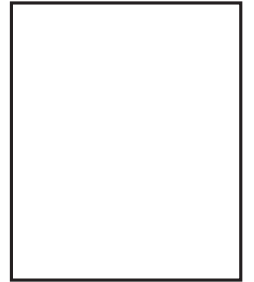




# Stanford

## HEALTH CARE

66 Willow Place  
Menlo Park, CA 94025



### **Notice:**

Temporary office  
trailer planned for  
66 Willow Place.

John Doe  
101 Your Street  
Hometown, CA 90000



## STAFF REPORT

### Planning Commission

**Meeting Date:** 12/13/2021

**Staff Report Number:** 21-065-PC

**Consent Calendar:** Architectural Control and Use Permit/Paul Turek/2400 Sand Hill Road

### Recommendation

Staff recommends that the Planning Commission approve an architectural control and use permit request to construct a new entrance along with other modifications to an existing commercial building in the C-1-C (Administrative, Professional, and Research, Restrictive) zoning district, at 2400 Sand Hill Road. The project also includes landscape modifications. The recommended actions are included as Attachment A.

### Policy Issues

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

### Background

#### *Site location*

The subject property consists of an office complex, hereafter referred to as the Quadrus site, containing nine multi-story buildings (2400, 2420, 2440, 2460, 2480, 2490, 2494, 2498, and 2484 Sand Hill Road) built between 1969 and 2006. The proposed building and landscaping modifications would be located at the 2400 Sand Hill Road Building, also known as Quadrus Building 1. Like much of the surrounding area, the subject property is relatively hilly.

Using Sand Hill Road in the east-west orientation, the subject property is located at the northern side of the street, between Sharon Park Drive to the east and Monte Rosa Drive to the west. The subject property, along with neighboring developments along the northern side of Sand Hill Road, is located in the C-1-C (Administrative, Professional, and Research District, Restrictive) zoning district.

There are mostly single-family residences to the north and west of the project site, along with some higher density residential development to the east. A multifamily residential development at 675 Sharon Park Drive is the closest residential development to the proposed building envelope, and its closest building is located approximately 300 feet to the east. A single-family residence located at 2332 Eastridge Avenue is the closest residential development to the proposed landscaping modifications for the site. The SLAC National Accelerator Laboratory is located across Sand Hill Road, in Unincorporated San Mateo County. A location map is included as Attachment B.

## Analysis

### *Project description*

The applicant is requesting to construct a new entrance along with other modifications to an existing commercial building that would split off a portion of the existing building by demolishing portions of the building to create an enhanced courtyard. As part of the proposal, landscaping modifications are also proposed. The overall building footprint would not vary considerably from the current building configuration. The applicant specifically proposes the following exterior changes:

- Grading and landscaping changes to accommodate a new covered northern entrance, with a canopy and expanded deck area at the entrance.
- New parking configuration near the northern entrance to accommodate Americans with Disabilities Act (ADA) parking spaces and access, to meet current Building Code requirements.
- Removal of a cross section of the existing building, near the east elevation (from the basement level to the roof), including an internal stairwell, to accommodate the aforementioned walkway and entrance, and allowing for a separation to the adjacent separated building.
- Creation of a newly separated two-story office building, to accompany the existing building and containing one exterior covered staircase along the south elevation.
- Removal of a portion of uncovered balcony space along the second floor of the existing building, along the north elevation.
- Replacement of an open staircase along the northern elevation and removal of an open staircase along the east elevation.
- Landscape and hardscape improvements in the centralized courtyard between the existing and newly separated buildings.

Along the northern side of the building, a new canopy is proposed across the courtyard to serve the northern entrance and enhance the courtyard. As a result of some modifications to the existing basement and the overall division of the existing building, the gross floor area for the building (and site) would decrease by 248 square feet. The applicant is proposing to remove portions of the basement in order to completely separate the two proposed building masses and also reduce any potential gross floor area increases. In addition, some landscaping modifications, which include some grading and replanting in the vicinity of the new northern entrance, as well as an extension of the northern entrance area deck, are also proposed to improve accessibility to the site in the vicinity of the new canopy. With these modifications, six landscape reserve parking spaces are being relocated to a roundabout south of the southern entrance of the 2400 Sand Hill Road building, and are diagonally oriented to accommodate the required back-up space for the future spaces. Upgrades are also proposed in the adjacent parking lot to provide adequate access and sizing for several ADA parking spaces. The ADA parking space upgrades would provide ADA-compliant parking spaces that enable access to the new northern entrance, along with signage and unique parking space and pathway dimensions. The Transportation and Engineering Divisions have both given their preliminary approval. A project-specific condition, Condition 5a, requires that the applicant record both the emergency vehicle access easement and stormwater operations and maintenance agreement prior to final inspection, subject to Engineering review and approval. The project plans and the applicant's project description letter are included as Attachments C and D, respectively.

The proposed canopy expansion, along with the new building footprint adjustments, would involve an



increase of building coverage on site. In total, the proposed project would generate 2,888 additional square feet in building coverage, which results in a percentage increase from 15.59 percent to 15.79 percent for the building coverage for the Quadrus site. The maximum allowable gross floor area for the Quadrus site is 178,149 square feet, or 20 percent. Overall, this building coverage expansion is minimal in scale relative to the building and the greater project site.

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

As discussed earlier, the proposed project would involve modifications to the existing commercial building that would split off a portion of the existing building to create two buildings with an enhanced courtyard in the middle. A canopy would be positioned between the two buildings toward the northern entrance. The proposed design elements for the canopy would include wood structural columns with an ipe trellis underneath a sloped wood shake roof. The proposed building design elements would include the following:

- Replace existing board and batten and stucco finishes for both the existing and newly separated building walls.
- Install new steel staircases and metal guardrails.
- Replace wood framed windows and doors with frameless tempered glass doors and anodized aluminum windows.
- Install new anodized aluminum doors for the newly separated building.
- Install heavy shake roofing for the existing and newly separated buildings to match the existing, resulting in slight increases in height. On the existing building, roofing changes would involve patching and repairing any damaged portions of the building's roofing.
- Install new skylights on the existing and newly separated buildings.

Staff believes these changes would be consistent with the aesthetic of the existing building, with materials and colors used to appropriately align with the appearance of the existing building. In addition, staff believes that the proposed canopy would appropriately replicate the forms and scale of other roofing features throughout the existing building.

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

The applicant has submitted an arborist report (Attachment E) detailing the species, size, and conditions of the heritage and non-heritage trees on site. The report discusses the impacts of the proposed improvements, including temporary construction impacts, and provides recommendations for tree maintenance and the protection of some trees, based on their health. As part of the project review process, the arborist report was reviewed by the City Arborist.

Based on the arborist report, there are 66 existing trees located on the property that are within the vicinity of the proposed area of work, comprising 49 heritage-sized trees and 17 non-heritage-sized trees. The applicant submitted a Heritage Tree Removal permit application for the removal of the following eight heritage trees: three coast live oak trees (trees #8, 10, and 18), two Italian stone pine trees (trees #26 and 27), one Chinese pistache tree (tree #19), one Monterey pine (tree #20), and one coast redwood tree (tree #21). The applicant states that this removal is requested because the redesign of the landscaping and paving, and the construction of the canopy, would require the removal of these trees, along with some

non-heritage trees. Per the arborist report, the work conflicts affecting the building footprint of the newly separated building are requiring the removal of tree #26, which was also identified as high risk. Tree #27 has been found to be interdependent of tree #26, necessitating its removal as well because the removal of tree #26 could subject tree #27 to unaccustomed wind forces. The City Arborist reviewed the application and conditionally approved the removal permit for the eight heritage trees based on Criteria 5 (development) of the Heritage Tree Ordinance. There were no appeals to the decision. The applicant is required to replace the full value of the trees and would achieve this by replanting trees on site at an equal value to the appraised value of the trees to be removed.

The arborist report also describes 17 non-heritage trees located within the subject property near the area of work, and four non-heritage trees are proposed to be removed. These include one blackwood acacia tree (tree #71), one coast redwood tree (tree #25), one olive tree (tree #68), and one Southern magnolia tree (tree #17).

To protect the trees in the vicinity of the proposed project, the arborist report has identified such measures as tree protection fencing, providing clean native topsoil for all backfill and fill soil within tree protection zones, and root buffers.

All recommended tree protection measures identified in the arborist report would be implemented and ensured as part of condition 4h.

### ***Correspondence***

As described in the project description letter, the applicant prepared a letter for the neighboring properties at 2500 Sand Hill Road and 675 Sharon Park Drive. The applicant states that no reply has been given thus far. The applicant also provided an outreach letter for the tenants located on the greater project site, and the applicant's project description letter indicates that no tenants provided a response. Staff has not received any items of correspondence on the proposed project.

### ***Conclusion***

Staff believes that the scale, materials, and proposed design of the newly separated building, the entrance canopy and deck, and the façade modifications would be consistent with the aesthetic of the existing building. The proposed canopy would appropriately add scale and form along the northern entrance. The proposed project would result in a minimal increase in building coverage, along with a decrease in gross floor area, and the modifications to landscape reserve areas are minimal as well. 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 3 (Section 15303, "New Construction or Conversion of

Small Structures”) of the current California Environmental Quality Act (CEQA) Guidelines.

### **Public Notice**

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

### **Appeal Period**

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

### **Attachments**

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

### **Disclaimer**

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

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

None

Report prepared by:  
Matt Pruter, Associate Planner

Report reviewed by:  
Corinna Sandmeier, Acting Principal Planner

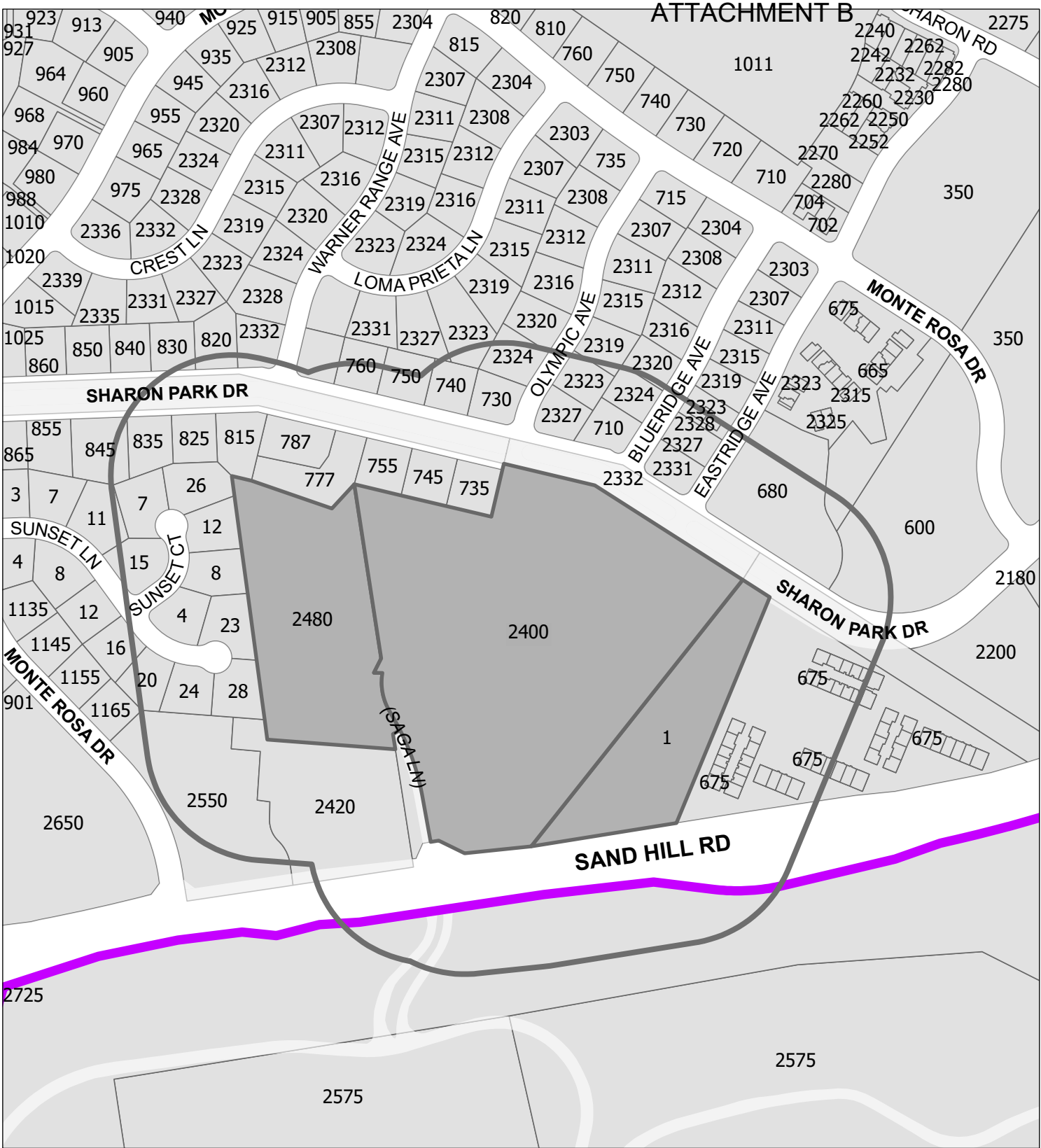
## 2400 Sand Hill Road – Attachment A: Recommended Actions

<b>LOCATION:</b> 2400 Sand Hill Road	<b>PROJECT NUMBER:</b> PLN2021-00008	<b>APPLICANT:</b> Paul Turek	<b>OWNER:</b> Divco West
<b>PROPOSAL:</b> Request for architectural control review and a use permit to construct a new entrance along with modifications to the building exterior of an existing commercial building in the C-1-C (Administrative, Professional, and Research, Restrictive) zoning district. The project also includes landscaping modifications.			
<b>DECISION ENTITY:</b> Planning Commission	<b>DATE:</b> December 13, 2021	<b>ACTION:</b> TBD	
<b>VOTE:</b> TBD (Barnes, DeCardy, Doran, Harris, Kennedy, Riggs, Tate)			
<b>ACTION:</b>			
<ol style="list-style-type: none"> <li>1. Make a finding that the project is categorically exempt under Class 3 (Section 15303, “New Construction or Conversion of Small Structures”) of the current California Environmental Quality Act (CEQA) Guidelines.</li> <li>2. Make findings, as per Section 16.82.030 of the Zoning Ordinance pertaining to the granting of use permits, that the proposed use will not be detrimental to the health, safety, morals, comfort and general welfare of the persons residing or working in the neighborhood of such proposed use, and will not be detrimental to property and improvements in the neighborhood or the general welfare of the City.</li> <li>3. Adopt the following findings, as per Section 16.68.020 of the Zoning Ordinance, pertaining to architectural control approval: <ol style="list-style-type: none"> <li>a. The general appearance of the structure is in keeping with the character of the neighborhood.</li> <li>b. The development will not be detrimental to the harmonious and orderly growth of the City.</li> <li>c. The development will not impair the desirability of investment or occupation in the neighborhood.</li> <li>d. The development provides adequate parking as required in all applicable City Ordinances and has made adequate provisions for access to such parking.</li> <li>e. The property is not within any Specific Plan area, and as such no finding regarding consistency is required to be made.</li> </ol> </li> <li>4. Approve the use permit and architectural control subject to the following <b>standard</b> conditions: <ol style="list-style-type: none"> <li>a. The applicant shall be required to apply for a building permit within one year from the date of approval (by December 13, 2022) for the use permit to remain in effect.</li> <li>b. Development of the project shall be substantially in conformance with the plans prepared by Studio G Architects, consisting of 92 plan sheets, dated received December 8, 2021, and approved by the Planning Commission on December 13, 2021, except as modified by the conditions contained herein, subject to review and approval of the Planning Division.</li> <li>c. Prior to building permit issuance, the applicants shall comply with all Sanitary District, Menlo Park Fire Protection District, and utility companies’ regulations that are directly applicable to the project.</li> </ol> </li> </ol>			



2400 Sand Hill Road – Attachment A: Recommended Actions

<b>LOCATION:</b> 2400 Sand Hill Road	<b>PROJECT NUMBER:</b> PLN2021-00008	<b>APPLICANT:</b> Paul Turek	<b>OWNER:</b> Divco West
<b>PROPOSAL:</b> Request for architectural control review and a use permit to construct a new entrance along with modifications to the building exterior of an existing commercial building in the C-1-C (Administrative, Professional, and Research, Restrictive) zoning district. The project also includes landscaping modifications.			
<b>DECISION ENTITY:</b> Planning Commission	<b>DATE:</b> December 13, 2021	<b>ACTION:</b> TBD	
<b>VOTE:</b> TBD (Barnes, DeCardy, Doran, Harris, Kennedy, Riggs, Tate)			
<p><b>ACTION:</b></p> <ul style="list-style-type: none"> <li>d. Prior to building permit issuance, the applicants shall comply with all requirements of the Building Division, Engineering Division, and Transportation Division that are directly applicable to the project.</li> <li>e. Prior to building permit issuance, the applicant shall submit a plan for any new utility installations or upgrades for review and approval by the Planning, Engineering, and Building Divisions. All utility equipment that is installed outside of a building and that cannot be placed underground shall be properly screened by landscaping. The plan shall show exact locations of all meters, back flow prevention devices, transformers, junction boxes, relay boxes, and other equipment boxes.</li> <li>f. Simultaneous with the submittal of a complete building permit application, the applicant shall submit a hydrology report for review and approval of the Engineering Division. The hydrology report shall be approved prior to the issuance of grading, demolition, or building permits.</li> <li>g. Post-construction runoff into the storm drain shall not exceed pre-construction runoff levels. The applicant's design professional shall evaluate the Project's impact to the City's storm drainage system and shall substantiate their conclusions with drainage calculations to the satisfaction of the City Engineer prior to building permit issuance.</li> <li>h. Heritage trees in the vicinity of the construction project shall be protected pursuant to the Heritage Tree Ordinance and the arborist report prepared by Tree Management Experts, dated received September 20, 2021.</li> <li>i. Prior to building permit issuance, the applicant shall pay all applicable City fees. Refer to City of Menlo Park Master Fee Schedule.</li> </ul> <p>5. Approve the use permit and architectural control subject to the following <b>project-specific</b> condition:</p> <ul style="list-style-type: none"> <li>a. Prior to final inspection, the applicant shall record both the emergency vehicle access easement and stormwater operations and maintenance agreement, subject review and approval by the Engineering Division.</li> </ul>			



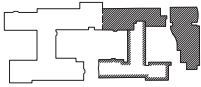
**City of Menlo Park**  
 Location Map  
 2400 Sand Hill Road





PROJECT ADDRESS  
2400 & 2450 SAND HILL ROAD  
MENLO PARK, CA 94025

RENOVATION for  
**DIVCO WEST.**



KEY PLAN

STAMP

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REVISIONS

NO.	DATE	DESCRIPTION
1	11/25/2020	PLANNING SUBMITTAL
1	05/20/2021	RESPONSE TO PLANNING COMMENTS
3	08/25/2021	RESPONSE TO PLANNING COMMENTS #3
4	10/27/2021	RESPONSE TO PLANNING COMMENTS #4

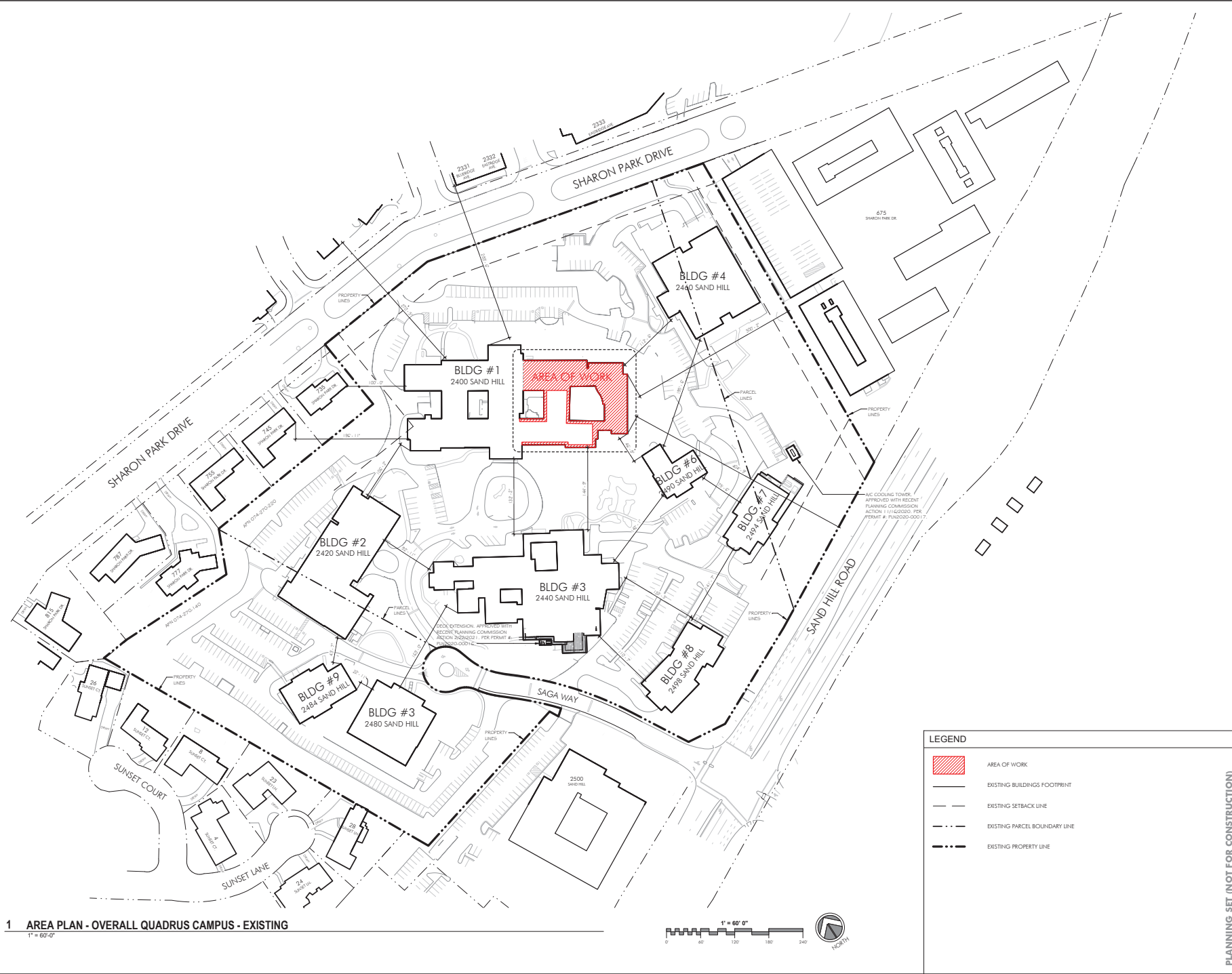
DATE	10/27/2021
SCALE	1" = 60'-0"
PROJECT ID	2018.201
DRAWN BY	KL

AREA PLAN - EXISTING

SHEET TITLE

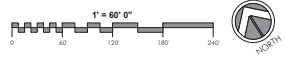
SHEET NO. **PL.1**

12/27/2021 3:09:00 PM



LEGEND

- AREA OF WORK
- EXISTING BUILDINGS FOOTPRINT
- EXISTING SETBACK LINE
- EXISTING PARCEL BOUNDARY LINE
- EXISTING PROPERTY LINE



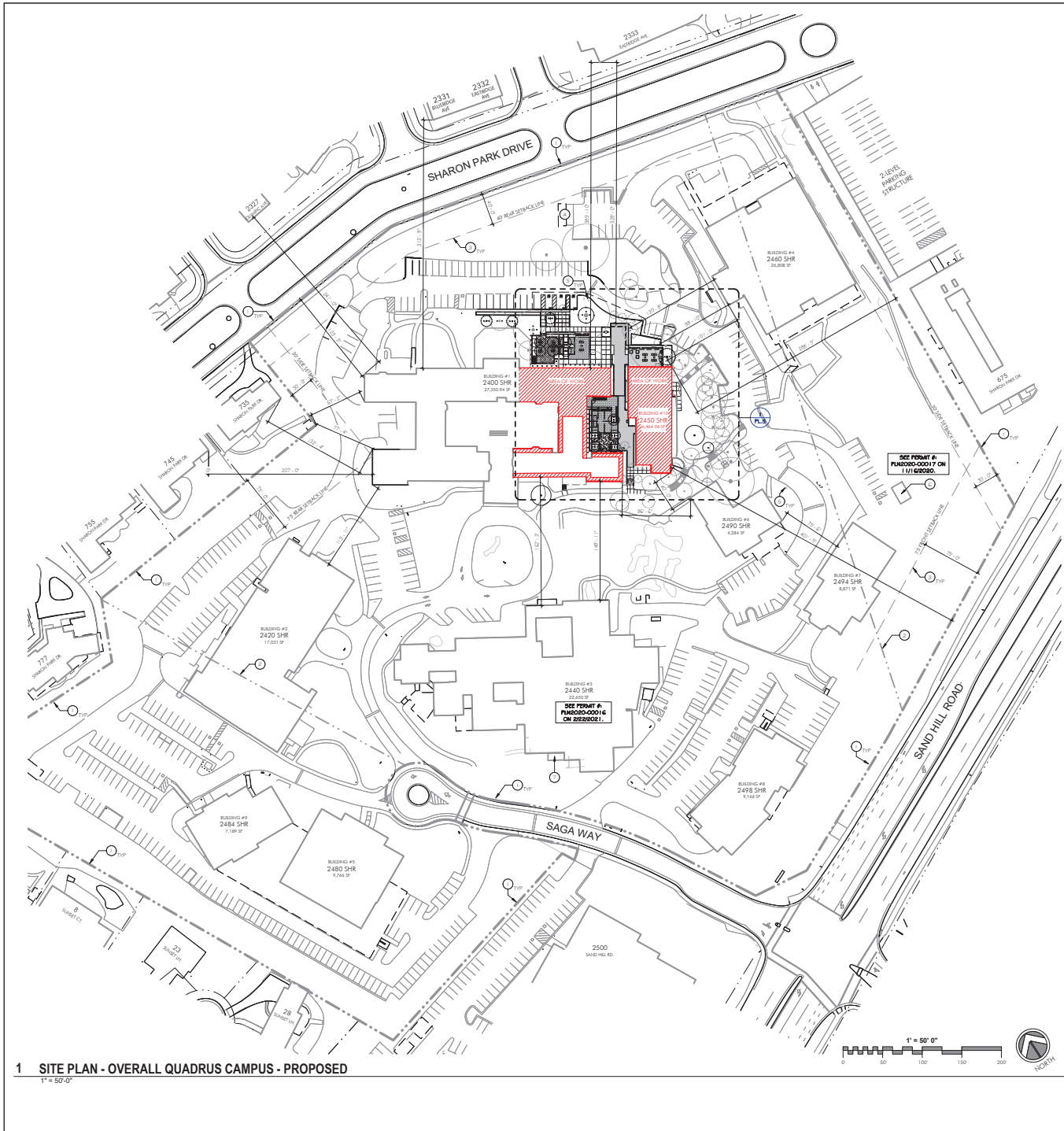
1 AREA PLAN - OVERALL QUADRUS CAMPUS - EXISTING  
1" = 60'-0"

PLANNING SET (NOT FOR CONSTRUCTION)









1 SITE PLAN - OVERALL QUADRUS CAMPUS - PROPOSED  
1" = 50'-0"

**General Notes**

- A. ALL ACCESSIBLE PARKING STALLS SHALL BE ADA COMPLIANT.
- B. CONTRACTOR TO FIELD VERIFY EXISTING SITE ACCESSIBLE FROM AWAY SIGN AT THE PARKING ENTRANCE (S) DRIVE FOR COMPLIANCE. PROVIDE NEW AS REQ'D. SEE 'AS' SHEETS FOR REFERENCE TO SITE SIGN DETAILS.
- C. THE ACCESSIBLE PARKING STALLS SHALL HAVE A MAXIMUM OF 2% PERMITTED SLOPE IN ANY DIRECTION.
- D. PATCH & REPAIR ALL AREA DAMAGED DUE TO ANY NEW CONSTRUCTION AS REQUIRED TO MATCH EXISTING OR BETTER.
- E. SEE 'AS' SHEET FOR RETROFITTED TO ALL SITE ADA DETAILS.
- F. ALL SITE CONDITIONS ARE EXISTING TO REMAIN, U.O.N. SEE 'AS' SHEETS FOR ADDITIONAL SITE INFORMATION.
- G. CONTRACTOR TO SUBMIT SHOP DRAWINGS & FINISH MATERIAL SAMPLES TO ARCHITECT FOR REVIEW. PROVIDE MIN. 3" x 2" x 2" MOCK-UP SAMPLES OF ALL CONCRETE & PAINT FINISH, & ALL OTHER FINISH DEEMED NECESSARY FOR ARCHITECT REVIEW PRIOR TO PURCHASE / FABRICATION.

**Building Coverage**

SITE AREA: 890,743 SF (20.4 ACRES)

EXISTING COVERAGE	ALLOWED COVERAGE
BLDG #1 (2400) 36,707 SF	178,148 SF (20%)
BLDG #2 (2420) 46,909 SF	
BLDG #3 (2420) 34,289 SF	
BLDG #4 (2440) 42,756 SF	
BLDG #5 (2460) 32,671 SF	
BLDG #6 (2480) 18,618 SF	
BLDG #7 (2480) 9,092 SF	
BLDG #8 (2484) 17,453 SF	
BLDG #9 (2484) 9,164 SF	
BLDG #10 (2484) 11,728 SF	
<b>TOTAL (G) GFA</b>	<b>222,626 SF (25%)</b>

**Gross Floor Area**

SITE AREA: 890,743 SF (20.4 ACRES)

EXISTING GFA	ALLOWED GFA
BLDG #1 (2400) 46,909 SF	222,626 SF (25%)
BLDG #2 (2420) 34,289 SF	
BLDG #3 (2440) 42,756 SF	
BLDG #4 (2460) 32,671 SF	
BLDG #5 (2480) 18,618 SF	
BLDG #6 (2480) 9,092 SF	
BLDG #7 (2484) 17,453 SF	
BLDG #8 (2484) 9,164 SF	
BLDG #9 (2484) 11,728 SF	
<b>TOTAL (G) GFA</b>	<b>222,626 SF</b>

(E) TOTAL BUILDING COVERAGE: 141,744 SF / 890,743 SF = 15.91%  
 (N) TOTAL BUILDING COVERAGE: 141,744 SF / 2,868 SF = 4,943.2%  
 144,632 SF / 890,743 SF = 16.24%

**NEW TOTAL BUILDING COVERAGE: 144,632 SF (16.24%)**

(E) TOTAL GFA: 222,626 SF  
 (N) BUILDING #1 AND BUILDING #10 GFA: 22,405 SF + 14,253 SF = 46,658 SF  
 REDUCED: -248 SF  
 (N) TOTAL GFA: 222,678 SF - 248 SF = 222,430 SF

**NEW BUILDING GROSS FLOOR AREA REDUCED: -248 SF**

**Building Area Calculation**

2400 SAND HILL ROAD: V-B, 27' & R, 2-STORY

**506.2.3 SINGLE-OCCUPANCY, MULTISTORY BUILDINGS**

$A_n = A_1 + A_2 + M^2 S_1$

PER TABLE SOC.2

$A_n = 27,000$

$N_2 = 9,000$  PER SOC.2 FOR NON-SPRINKLED BUILDING

$S_1 = 2$  (2 STORIES ABOVE GRADE) NOT TO EXCEED 2

PER SOC.3 INCREASE DUE TO PROTRUSION

$h = 17'5"$  (0.25) W/ 30' TYP = 1 (ALL OVER 30')

$h = 17'5"$  30' / 30' W = 40' MIN. OVER 30' = 30 (PER SOC.3.2)

$A_n = 127,000 + (9,000 + 750) \times 2$

$A_n = 29,750$

**42,500 SF**

PROPOSED BUILDING WITHOUT BASEMENT = 44,482 SF - 67,600 SF = OK

PROPOSED BUILDING WITH BASEMENT = 46,909 SF

Indicated by on the plan

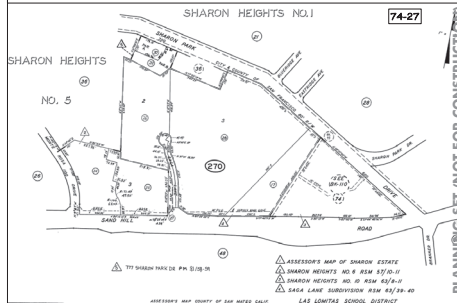
**Keynotes**

- 1 (D) PROPERTY LINE
- 2 (E) PARCEL BOUNDARY LINES
- 3 (E) SETBACK LINE
- 4 (E) COVERED TRASH ENCLOSURE
- 5 (E) FIRE HYDRANT TO REMAIN
- 6 (C) AC COUNTING TOWER, APPROVED WITH RECENT PLANNING COMMISSION ACTION 11/1/2020, PER PERMIT # PA0202-0001-7
- 7 DECK EXTENSION, APPROVED WITH RECENT PLANNING COMMISSION ACTION 02/22/2021, PER PERMIT # PA0202-0001-C

**Legend**

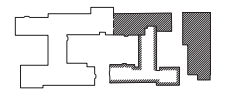
- AREA OF WORK
- EXISTING BUILDINGS FOOTPRINT
- EXISTING SETBACK LINE
- EXISTING PARCEL BOUNDARY LINE
- EXISTING PROPERTY LINE (SITE PLAN)

**Parcel Map**



PROJECT ADDRESS  
 2400 & 2450 SAND HILL ROAD  
 MENLO PARK, CA 94025

RENOVATION for  
 DIVCO WEST



**KEY PLAN**

**STAMP**

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**REVISIONS**

NO.	DATE	DRY	DESCRIPTION
10/15/2020			DRT MEETING
11/25/2020			PLANNING SUBMITTAL
1	05/20/2021		RESPONSE TO PLANNING COMMENTS

DATE: 05/20/2021  
 SCALE: As indicated  
 PROJECT ID: 2018.201  
 DRAWN BY: KJ/CW

SITE PLAN - PROPOSED

SHEET TITLE

SHEET NO. **PL.3**

PROJECT ADDRESS

2450 SAND HILL ROAD  
MENLO PARK, CA  
95025

MARKET READY IMPROVEMENTS for  
**DIVCO**WEST  
Real Estate Investments

**siTe.**  
designed. built.

PLANNING SUBMITTAL - NOT FOR CONSTRUCTION



**PARKING ANALYSIS**

PARKING SPACES REQUIRED (4 SPACES / 1,000SF GFA)	891 SPACES
PARKING SPACES PROVIDED	891 SPACES
(E) TOTAL PARKING AREA	243,100 SF
(E) TOTAL PARKING COVERAGE	27.29%

\* NO CHANGE IN TOTAL NUMBER OF PARKING SPACES

**PARKING STALL DIMENSIONS**

THE FOLLOWING ARE THE MINIMUM DIMENSIONS FOR ALL PROPOSED PARKING STALLS

STANDARD STALL - 90°	STANDARD STALL - 75°
8.5'W X 16.5'L	8.5'W X 18'L

ADA STANDARD STALL  
9'W X 18'L  
5'W X 18'L AISLE

ADA VAN STALL  
12'W X 18'L  
5'W X 18'L AISLE

PARALLEL STALL  
7'W X 22'L

**ANALYSIS CHART**

CAMPUS SECTION	EXISTING SURFACE STALLS (E)	REMOVED SURFACE STALLS (D)	ADDED SURFACE STALLS (A)	EXISTING RESERVE STALLS (R)	REMOVED RESERVE STALLS (DR)	ADDED RESERVE STALLS (AR)	TOTAL
1	73			17			90
2	141			15			156
3	59			56			115
4	126	17	17	34	6		177
5	86			87			173
6	7			33		6	46
7	131			3			134
TOTAL	623	17	17	245	6	6	891

NO CHANGE IN TOTAL NUMBER OF PARKING SPACES

**LEGEND**

[Red Hatched Box]	AREA OF BLDG DEMOLITION	(E)	NUMBER OF EXISTING SURFACE PARKING STALLS
[Grey Hatched Box]	NEW ROOF/CANOPY OUTLINE	(R)	NUMBER OF EXISTING LANDSCAPE RESERVED STALLS
[Solid Line]	EXISTING BUILDINGS FOOTPRINT	(D)	NUMBER OF EXISTING SURFACE PARKING STALLS TO BE REMOVED
[Dashed Line]	EXISTING SETBACK LINE	(DR)	NUMBER OF EXISTING LANDSCAPE RESERVED STALLS TO BE REMOVED
[Dotted Line]	EXISTING PROPERTY LINE	(A)	NUMBER OF NEW SURFACE PARKING STALLS ADDED
[Thick Dashed Line]	CAMPUS AREA SECTION DIVIDE LINE	(AR)	NUMBER OF NEW LANDSCAPE RESERVED STALLS ADDED

**STAMP**

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**REVISIONS**

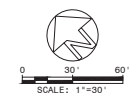
NO.	DATE	DESCRIPTION
11/12/2020		HERITAGE TREE PERMIT SUBMITTAL
11/25/2020		PLANNING SUBMITTAL
05/21/2021		PLANNING RESUBMITTAL
05/21/2021		HERITAGE TREE RESUBMITTAL
07/20/2021		PLANNING RESUBMITTAL
07/20/2021		HERITAGE TREE RESUBMITTAL
09/17/2021		HERITAGE TREE RESUBMITTAL
09/17/2021		PLANNING RESUBMITTAL
10/28/2021		PLANNING RESUBMITTAL

DATE 10/28/2021  
SCALE As indicated  
PROJECT ID 11501  
DRAWN BY JU

**SITE PARKING EXISTING CAMPUS CONDITIONS & DEMOLITION**

SHEET TITLE  
SHEET NO. **PL.4A**





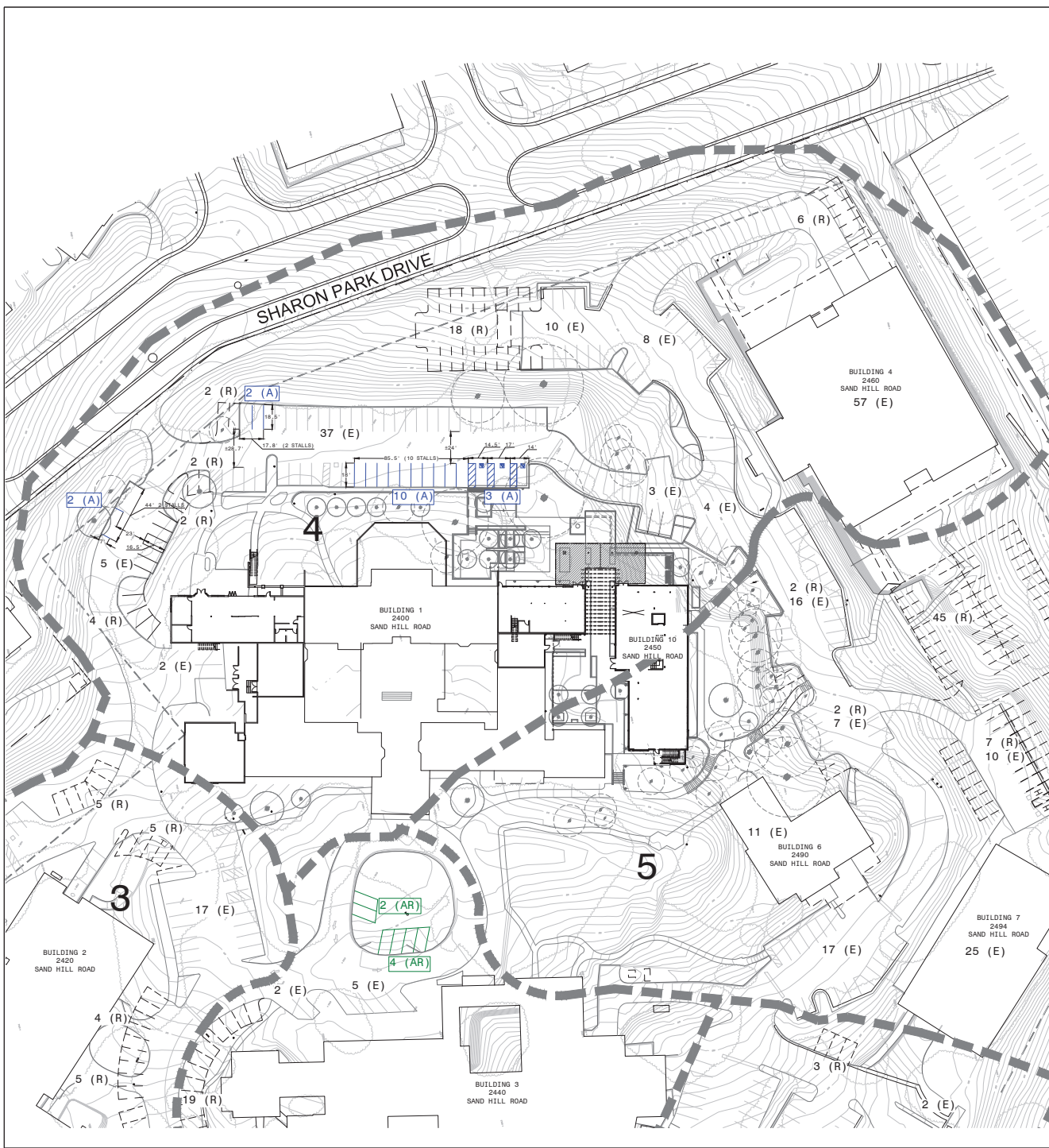
290 BASSETT DRIVE SUITE 200  
SAN JOSE, CA 95128  
T: 408.263.0100



PROJECT ADDRESS  
2450 SAND HILL ROAD  
MENLO PARK, CA  
95025



PLANNING SUBMITTAL - NOT FOR CONSTRUCTION



**PARKING ANALYSIS**

PARKING SPACES REQUIRED (4 SPACES / 1,000SF GFA)	891 SPACES
PARKING SPACES PROVIDED	891 SPACES
(E) TOTAL PARKING AREA	243,100 SF
(E) TOTAL PARKING COVERAGE	27.29%

\* NO CHANGE IN TOTAL NUMBER OF PARKING SPACES

**PARKING STALL DIMENSIONS**

THE FOLLOWING ARE THE MINIMUM DIMENSIONS FOR ALL PROPOSED PARKING STALLS

STANDARD STALL - 90° 8.5'W X 16.5'L	STANDARD STALL - 75° 8.5'W X 18'L
ADA STANDARD STALL 9'W X 18'L 5'W X 18'L AISLE	
ADA VAN STALL 12'W X 18'L 5'W X 18'L AISLE	
PARALLEL STALL 7'W X 22'L	

**ANALYSIS CHART**

CAMPUS SECTION	EXISTING SURFACE STALLS (E)	REMOVED SURFACE STALLS (D)	ADDED SURFACE STALLS (A)	EXISTING RESERVE STALLS (R)	REMOVED RESERVE STALLS (DR)	ADDED RESERVE STALLS (AR)	TOTAL
1	73			17			90
2	141			15			156
3	59			56			115
4	126	17	17	34	6		177
5	86			87			173
6	7			33		6	46
7	131			3			134
TOTAL	623	17	17	245	6	6	891

NO CHANGE IN TOTAL NUMBER OF PARKING SPACES

**LEGEND**

AREA OF BLDG DEMOLITION	(E) NUMBER OF EXISTING SURFACE PARKING STALLS
NEW ROOF/CANOPY OUTLINE	(R) NUMBER OF EXISTING LANDSCAPE RESERVED STALLS
EXISTING BUILDINGS FOOTPRINT	(D) NUMBER OF EXISTING SURFACE PARKING STALLS TO BE REMOVED
EXISTING SETBACK LINE	(DR) NUMBER OF EXISTING LANDSCAPE RESERVED STALLS TO BE REMOVED
EXISTING PROPERTY LINE	(A) NUMBER OF NEW SURFACE PARKING STALLS ADDED
CAMPUS AREA SECTION DIVIDE LINE	(AR) NUMBER OF NEW LANDSCAPE RESERVED STALLS ADDED

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**REVISIONS**

NO.	DATE	DESCRIPTION
11/12/2020		HERITAGE TREE PERMIT SUBMITTAL
11/25/2020		PLANNING SUBMITTAL
05/21/2021		PLANNING RESUBMITTAL
05/21/2021		HERITAGE TREE RESUBMITTAL
07/20/2021		PLANNING RESUBMITTAL
07/20/2021		HERITAGE TREE RESUBMITTAL
09/17/2021		HERITAGE TREE RESUBMITTAL
09/17/2021		PLANNING RESUBMITTAL
10/28/2021		PLANNING RESUBMITTAL

DATE 10/28/2021  
SCALE As indicated  
PROJECT ID 11501  
DRAWN BY JU

**SITE PARKING PROPOSED**

SHEET TITLE  
SHEET NO. **PL.4B**

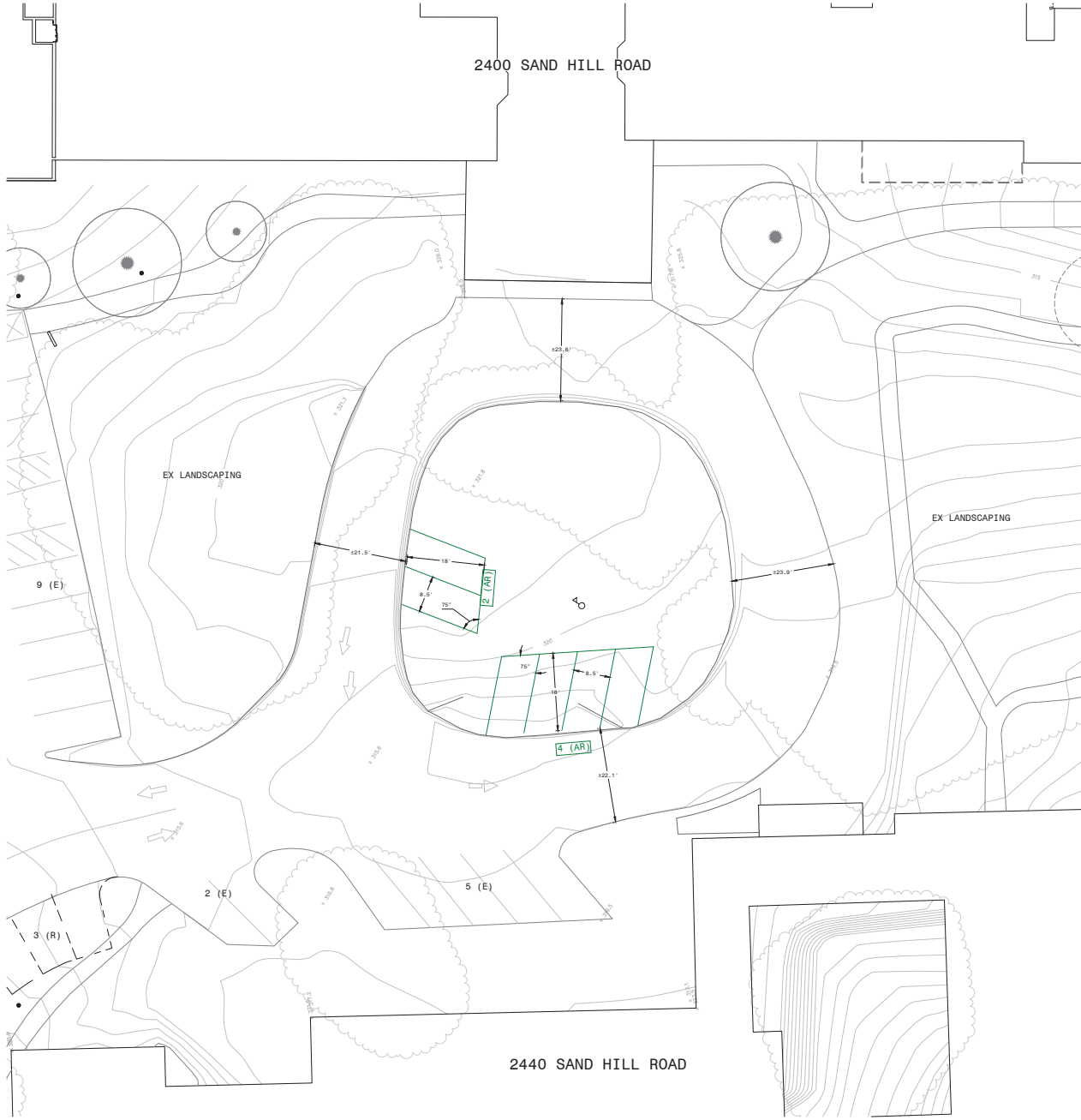
PROJECT ADDRESS

2450 SAND HILL ROAD  
MENLO PARK, CA  
95025

MARKET READY IMPROVEMENTS for  
**DIVCO**WEST.  
Real Estate Investments

**site.**  
designed. built.

PLANNING SUBMITTAL - NOT FOR CONSTRUCTION



**PARKING ANALYSIS**

PARKING SPACES REQUIRED (4 SPACES / 1,000SF GFA)	891 SPACES
PARKING SPACES PROVIDED	891 SPACES
(E) TOTAL PARKING AREA	243,100 SF
(E) TOTAL PARKING COVERAGE	27.29%
* NO CHANGE IN TOTAL NUMBER OF PARKING SPACES	

**PARKING STALL DIMENSIONS**

THE FOLLOWING ARE THE MINIMUM DIMENSIONS FOR ALL PROPOSED PARKING STALLS

STANDARD STALL - 90° 8.5'W X 16.5'L	STANDARD STALL - 75° 8.5'W X 18'L
ADA STANDARD STALL 9'W X 18'L 5'W X 18'L AISLE	
ADA VAN STALL 12'W X 18'L 5'W X 18'L AISLE	
PARALLEL STALL 7'W X 22'L	

**ANALYSIS CHART**

CAMPUS SECTION	EXISTING SURFACE STALLS (E)	REMOVED SURFACE STALLS (D)	ADDED SURFACE STALLS (A)	EXISTING RESERVE STALLS (R)	REMOVED RESERVE STALLS (DR)	ADDED RESERVE STALLS (AR)	TOTAL
1	73			17			90
2	141			15			156
3	59			56			115
4	126	17	17	34	6		177
5	86			87			173
6	7			33		6	46
7	131			3			134
<b>TOTAL</b>	<b>623</b>	<b>17</b>	<b>17</b>	<b>245</b>	<b>6</b>	<b>6</b>	<b>891</b>

NO CHANGE IN TOTAL NUMBER OF PARKING SPACES

**LEGEND**

	AREA OF BLDG DEMOLITION	(E) NUMBER OF EXISTING SURFACE PARKING STALLS
	NEW ROOF/CANOPY OUTLINE	(R) NUMBER OF EXISTING LANDSCAPE RESERVED STALLS
	EXISTING BUILDINGS FOOTPRINT	(D) NUMBER OF EXISTING SURFACE PARKING STALLS TO BE REMOVED
	EXISTING SETBACK LINE	(DR) NUMBER OF EXISTING LANDSCAPE RESERVED STALLS TO BE REMOVED
	EXISTING PROPERTY LINE	(A) NUMBER OF NEW SURFACE PARKING STALLS ADDED
	CAMPUS AREA SECTION DIVIDE LINE	(AR) NUMBER OF NEW LANDSCAPE RESERVED STALLS ADDED

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**REVISIONS**

NO.	DATE	DESCRIPTION
11/12/2020		HERITAGE TREE PERMIT SUBMITTAL
11/25/2020		PLANNING SUBMITTAL
05/21/2021		PLANNING RESUBMITTAL
05/21/2021		HERITAGE TREE RESUBMITTAL
07/20/2021		PLANNING RESUBMITTAL
07/20/2021		HERITAGE TREE RESUBMITTAL
09/17/2021		HERITAGE TREE RESUBMITTAL
09/17/2021		PLANNING RESUBMITTAL
10/28/2021		PLANNING RESUBMITTAL

DATE: 10/28/2021  
SCALE: As indicated  
PROJECT ID: 11501  
DRAWN BY: JU

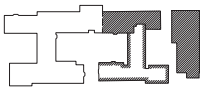
**SITE PARKING ENLARGEMENT**

SHEET TITLE

SHEET NO. **PL.4C**

10/27/2020 10:03:15 AM





KEY PLAN

STAMP

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REVISIONS

NO.	DATE	DESCRIPTION
	10/15/2020	DRT MEETING
	11/25/2020	PLANNING SUBMITTAL
1	08/20/2021	RESPONSE TO PLANNING COMMENTS #1
2	07/23/2021	RESPONSE TO PLANNING COMMENTS #2
3	08/25/2021	RESPONSE TO PLANNING COMMENTS #3

DATE	05/20/2021
SCALE	3/32" = 1'-0"
PROJECT ID	2018.201
DRAWN BY	KL

ENLARGED SITE PLANS

SHEET TITLE

**PL.5**

SHEET NO.

Keynotes

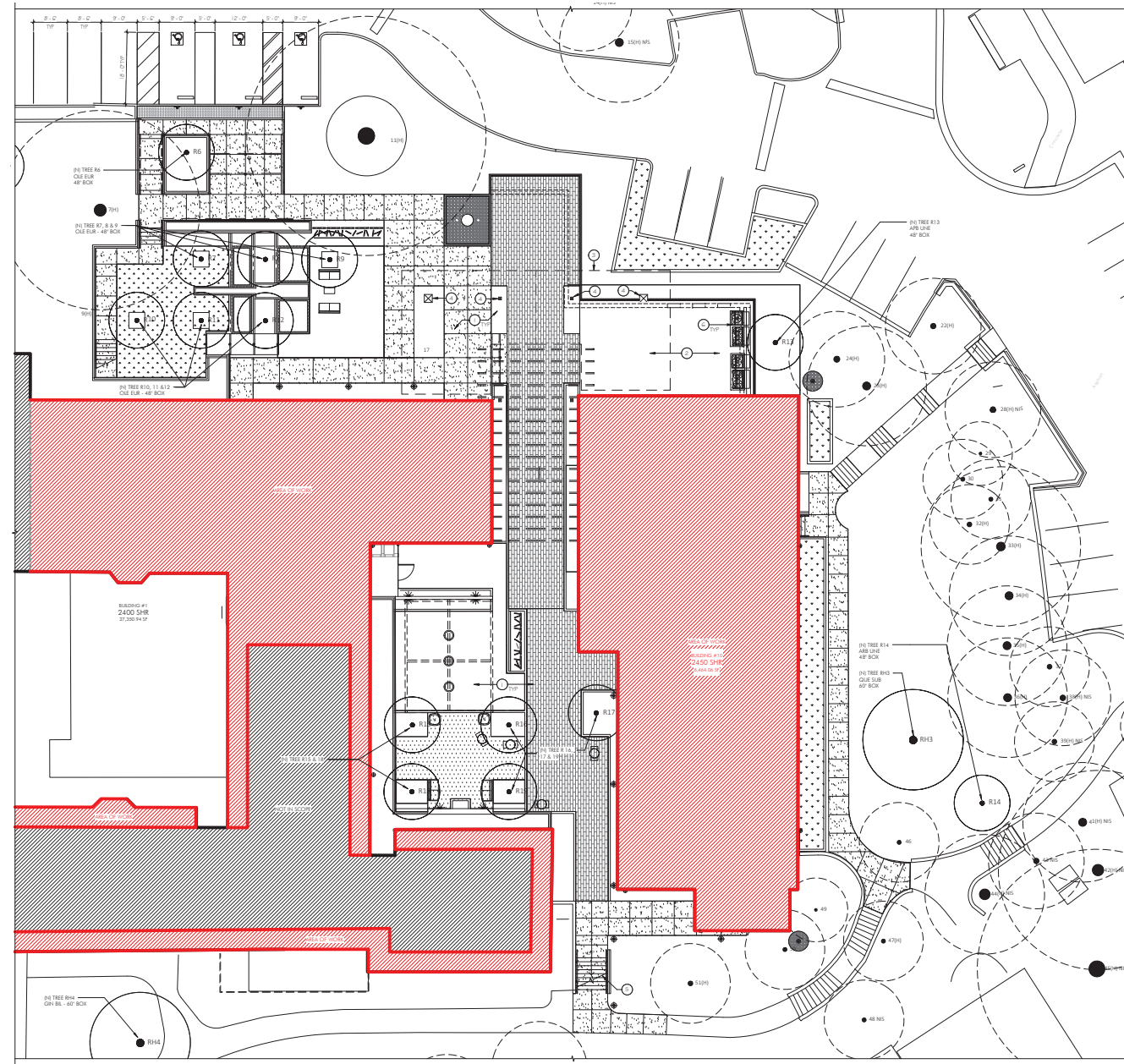
1. (N) LANDSCAPE AND PAVING, SEE CIVIL & LANDSCAPE DRAWINGS.
2. (N) DECK, SEE CIVIL & LANDSCAPE DRAWINGS.
3. DASHED LINE REPRESENTS ROOF ABOVE.
4. (N) STRUCTURAL COLUMN.
5. (N) STAIRS & RAILINGS, SEE CIVIL & LANDSCAPE DRAWINGS.
6. MECHANICAL EQUIPMENT BELOW, SEE CIVIL & LANDSCAPE DWGS.

Indicated by on other plans

FOR REFERENCE ONLY.  
SEE CIVIL AND LANDSCAPE DRAWINGS  
FOR MORE INFORMATION.

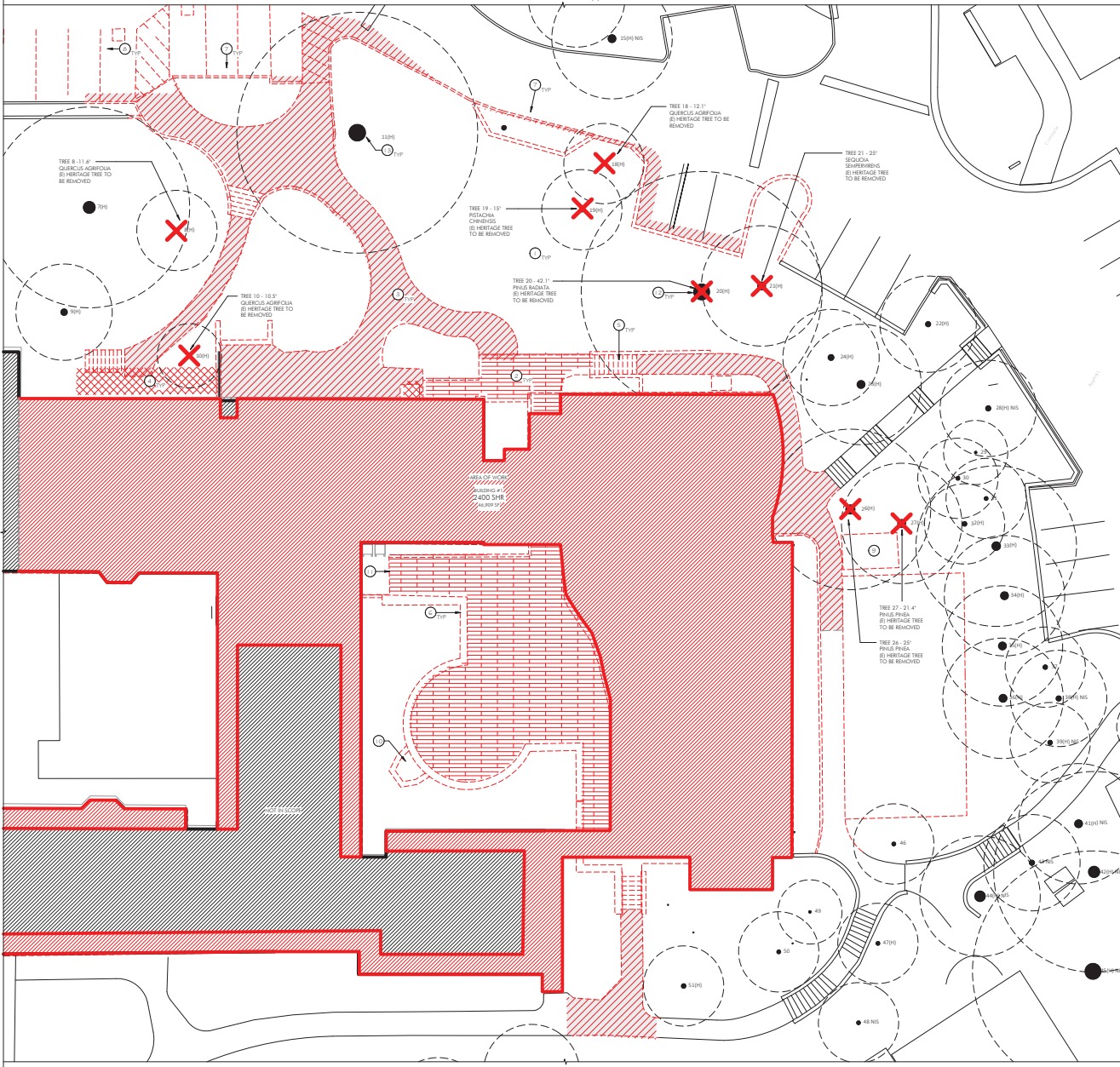
Legend

- AREA OF WORK
- AREA NOT IN SCOPE OF WORK
- INTERLOCKING PAVERS - TYPE 1 (SEE LANDSCAPE PLANS)
- CONCRETE PAVING (SEE LANDSCAPE PLANS)
- ROOF ABOVE
- EXISTING TREE TO REMAIN
- NEW TREE



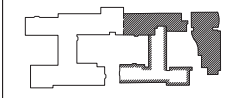
1 ENLARGED SITE PLAN - PROPOSED (FOR REFERENCE ONLY)  
3/32" = 1'-0"

PLANNING SET (NOT FOR CONSTRUCTION)



- Keynotes** Indicated by on other plans
1. CLEAR AND GRUB LANDSCAPE AREA. SEE CIVIL & LANDSCAPE DRAWINGS.
  2. REMOVE (E) PAVES. SEE CIVIL & LANDSCAPE DRAWINGS.
  3. DEMO AC PAVING. SEE CIVIL & LANDSCAPE DRAWINGS.
  4. DEMO (E) CONCRETE WALKWAY. SEE CIVIL & LANDSCAPE DRAWINGS.
  5. DEMO (E) CONCRETE STEPS. SEE CIVIL & LANDSCAPE DRAWINGS.
  6. DEMO (E) WALL AND ASSOCIATED FOOTING. SEE CIVIL & LANDSCAPE DRAWINGS.
  7. DEMO (E) CONCRETE CURB (SHOWN SHADDED). SEE CIVIL & LANDSCAPE DRAWINGS.
  8. DEMO (E) PARKING STRIPING. SEE CIVIL DRAWINGS.
  9. REMOVE NON OPERATIONAL GENERATOR, ENCLOSURE & ASSOCIATED FITTING. SEE CIVIL & LANDSCAPE DRAWINGS.
  10. DEMO (E) PLUMBING AND ALL ASSOCIATED PIPING AND PUMPS. SEE CIVIL & LANDSCAPE DRAWINGS.
  11. REMOVE (E) GATE. SEE CIVIL & LANDSCAPE DRAWINGS.
  12. REMOVE (E) TREE. SEE LANDSCAPE DRAWINGS.
  13. (E) TREE TO REMAIN. SEE LANDSCAPE DRAWINGS.

**FOR REFERENCE ONLY.  
 SEE CIVIL AND LANDSCAPE DRAWINGS  
 FOR MORE INFORMATION.**



**KEY PLAN**

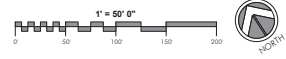
**STAMP**

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**REVISIONS**

NO.	DATE	DESCRIPTION
1	05/20/2021	RESPONSE TO PLANNING COMMENTS #1
2	07/23/2021	RESPONSE TO PLANNING COMMENTS #2
3	08/25/2021	RESPONSE TO PLANNING COMMENTS #3

- Legend**
- AREA OF WORK
  - AREA NOT IN SCOPE OF WORK
  - DEMOLISH EXISTING AC PAVING
  - DEMOLISH EXISTING PAVERS
  - EXISTING TREE TO REMAIN
  - DEMO EXISTING HERITAGE TREE



**1 ENLARGED SITE PLAN - DEMOLITION**  
3/32" = 1'-0"

DATE: 05/20/2021  
 SCALE: 3/32" = 1'-0"  
 PROJECT ID: 2018.201  
 DRAWN BY: EY

**ENLARGED SITE PLAN - DEMOLITION**

SHEET TITLE

**PL.6**

SHEET NO.





















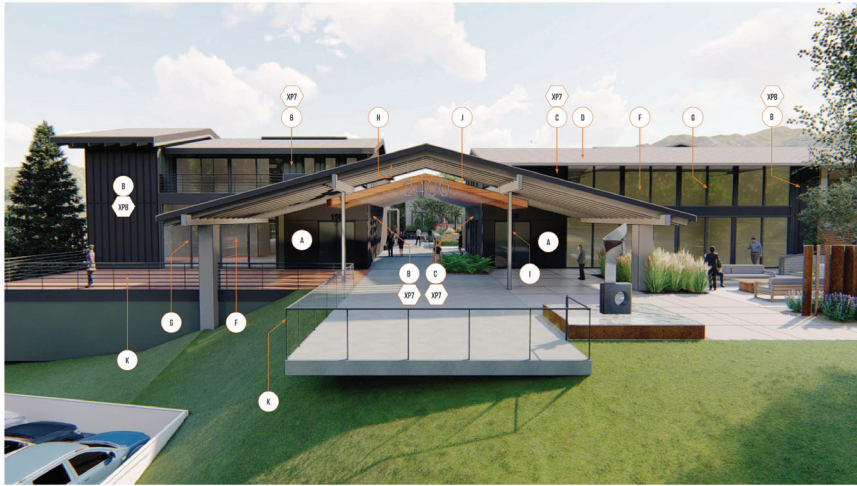








**DivcoWest.** 2400 & 2450 QUADRUS RENOVATION  
EXTERIOR FINISHES



**EXISTING PAINT FINISHES**

 WALLS <b>XP1</b> SW 6164 SVELTE SAGE	 WINDOW, DOOR & TRIMS <b>XP2</b> SW 6149 RELAXED KHAKI	 EAVES <b>XP3</b> SW 6150 UNIVERSAL KHAKI
 COLUMNS <b>XP4</b> SW 6165 CONNECTED GRAY	 BEAMS & RAFTERS <b>XP5</b> SW 7067 CITYSCAPE	 RAILINGS <b>XP6</b> SW 7068 GRIZZLE GRAY
 WALLS <b>XP7</b> SW 7061 NIGHT OWL (GENERAL FOR BUILDING 2450)	 WALLS <b>XP8</b> 2133-10 ONXY (ACCENT, MATCH BLACKENED STEEL COLOR)	 SHAKE ROOF <b>XP9</b>

10-27-2021 | 2400 & 2450 SAND HILL ROAD, MENLO PARK, CA

**A WALL PANEL CLADDING**



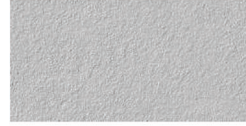
BLACKENED STEEL, EVEN FINISH AT NEW EXTERIOR WALL

**B WALL FINISH**



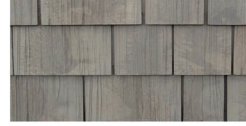
BOARD AND BATTEN, PAINTED AT NEW WALL

**C WALL FINISH**



NEW SMOOTH STUCCO, PAINTED

**B ROOFING**



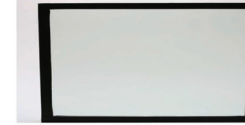
SHAKE ROOF, CAMPUS STANDARDS AT NEW ROOF, MATCHING EXISTING

**K RAILING & GUARDRAIL**



BLACK STEEL RAILING, FINISH TO MATCH WINDOW MULLION WITH GLASS/PLEXIGLASS GUARDRAIL

**F GLAZING**



NEW TEMPERED LOW-E CLEAR GLASS

**G DOOR & WINDOW FRAMES**



BLACK STEEL / DARK BRONZE ANODIZED ALUMINUM AT STOREFRONT, ALT: STEEL FRAME

**H DECKING & ROOF EAVES**



IPE AT NEW ENTRY FEATURE ROOF

**I COLUMN PAINT**



PAINT AT NEW STRUCTURAL COLUMN

**J TRELLIS**

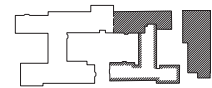


IPE AT NEW TRELLIS

298 BASSSETT DRIVE SUITE 500  
SAN JOSE, CA 95128  
T: 408.263.0100



PROJECT ADDRESS  
2400 & 2450 SAND HILL ROAD  
MENLO PARK, CA 94025



KEY PLAN

STAMP

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REVISIONS

NO.	DATE	DESCRIPTION
1	11/25/2020	PLANNING SUBMITTAL
1	05/20/2021	RESPONSE TO PLANNING COMMENTS
2	07/23/2021	RESPONSE TO PLANNING COMMENTS #2
3	08/25/2021	RESPONSE TO PLANNING COMMENTS #3
4	10/27/2021	RESPONSE TO PLANNING COMMENTS #4

DATE 10/27/2021  
SCALE  
PROJECT ID 2018.201  
DRAWN BY Author

MATERIAL BOARD

SHEET TITLE

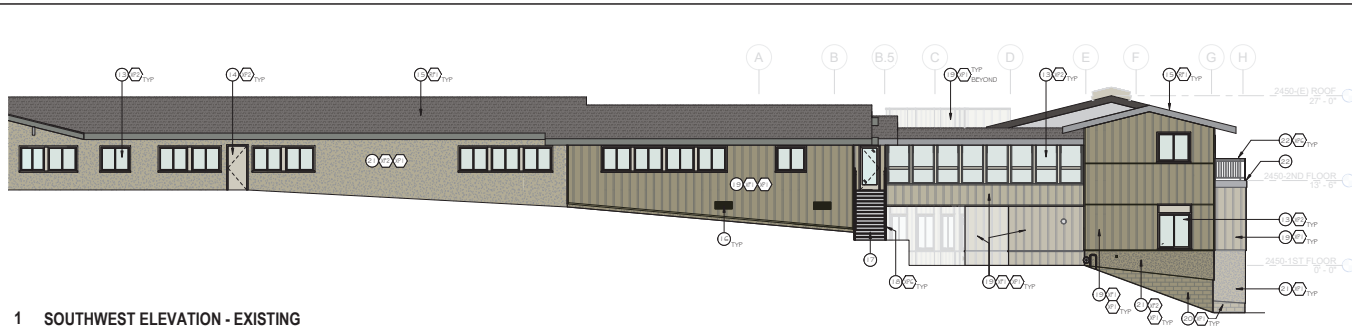
**A2.2**

SHEET NO.

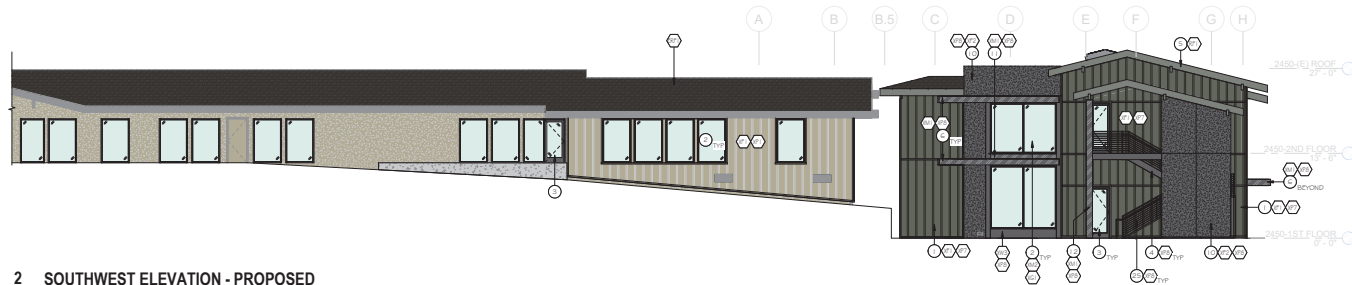
PLANNING SET (NOT FOR CONSTRUCTION)



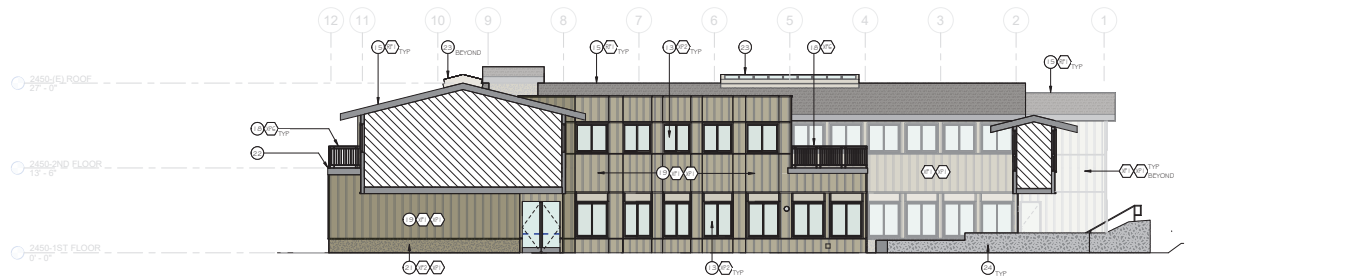




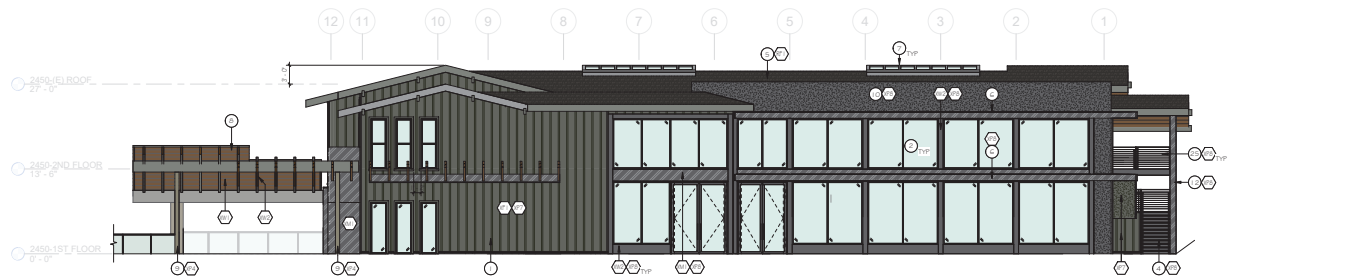
**1 SOUTHWEST ELEVATION - EXISTING**  
1/8" = 1'-0"



**2 SOUTHWEST ELEVATION - PROPOSED**  
1/8" = 1'-0"



**3 COURTYARD EAST - EXISTING**  
1/8" = 1'-0"



**4 COURTYARD EAST - PROPOSED**  
1/8" = 1'-0"

**KEYNOTES**

- Indicated by on the plans
- 1 (N) EXTERIOR WALL WITH BOARD AND BATTEN FINISH TO MATCH EXISTING.
  - 2 (N) DARK BRONZE ANODIZED ALUMINUM WINDOW, A.S.T. STEEL FRAME WINDOW.
  - 3 (N) DARK BRONZE ANODIZED ALUMINUM STOREFRONT DOOR, A.S.T. STEEL FRAME GLASS DOOR.
  - 4 (N) EXTERIOR STAIRS, BLACK STEEL WITH CONIC TREADS.
  - 5 (N) ROOF WITH HEAVY WOOD SHAKES TO MATCH EXISTING.
  - 6 (N) PAINTED METAL TRELLIS.
  - 7 (N) SKYLIGHT.
  - 8 (N) FEATURE ROOF AT ENTRANCE WITH HEAVY WOOD SHAKES.
  - 9 (N) WOOD STRUCTURAL COLUMN, PAINTED.
  - 10 (N) EXTERIOR WALL WITH STUCCO FINISH.
  - 11 (N) EXPOSED STEEL BEAM.
  - 12 (N) STEEL COLUMN.
  - 13 (E) WINDOW WITH PAINTED WOOD TRIMS.
  - 14 (E) EXTERIOR DOOR WITH PAINTED WOOD TRIMS.
  - 15 (E) ROOF WITH HEAVY WOOD SHAKES TO MATCH EXISTING.
  - 16 (E) GRILLE.
  - 17 (E) STAIRS, WOOD FRAME & METAL TREADS.
  - 18 (E) WOOD RAILINGS, PAINTED.
  - 19 (E) EXTERIOR WALL WITH BOARDS & BATTENS FINISH.
  - 20 (E) CHAIR WALL, PAINTED.
  - 21 (E) EXTERIOR WALL WITH STUCCO FINISH.
  - 22 (E) BALCONY WITH WOOD DECKING.
  - 23 (E) SKYLIGHT.
  - 24 (E) STONE PLANTER WALL.
  - 25 (N) METAL GUARDRAILS & HANDRAILS AT STAIRS AND LANDINGS, PAINTED.

**FINISH LEGEND - EXISTING**

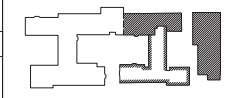
- |  |  |
|--|--|
| PAINT #1 - EXISTING WALLS<br>MPGR: NA<br>COLOR: SEE SHEET A2.2<br>NOTE: EXISTING             | PAINT #2 - EXISTING BALCONIES<br>MPGR: NA<br>COLOR: SEE SHEET A2.2<br>NOTE: EXISTING                     |
| PAINT #3 - EXISTING CEILING<br>MPGR: NA<br>COLOR: SEE SHEET A2.2<br>NOTE: EXISTING           | PAINT #4 - EXISTING DOOR & WINDOW FRAMES/MULLIONS<br>MPGR: NA<br>COLOR: SEE SHEET A2.2<br>NOTE: EXISTING |
| PAINT #5 - EXISTING COLUMNS<br>MPGR: NA<br>COLOR: SEE SHEET A2.2<br>NOTE: EXISTING           | ROOF #1 - EXISTING ROOFING<br>MPGR: NA<br>TYPE: SHAKE ROOF<br>COLOR: SEE SHEET A2.2<br>NOTE: EXISTING    |
| PAINT #6 - EXISTING STAIRS & RAILINGS<br>MPGR: NA<br>COLOR: SEE SHEET A2.2<br>NOTE: EXISTING |  |

**FINISH LEGEND**

- |  |  |
|--|--|
| PAINT #1 - EXISTING WALLS<br>MPGR: SHERRIN WILLIAMS<br>COLOR: SW C1 GA SIVLETE SAGE<br>TYPE: EGGSHELL                  | WALL #1 - WALL FINISH<br>MPGR: TBD<br>TYPE: BOARD & BATTEN<br>COLOR: PAINTED                                       |
| PAINT #2 - EXISTING APPROACH & DOORS TRIM<br>MPGR: SHERRIN WILLIAMS<br>COLOR: SW C1 49 RELAXED KHAKI<br>TYPE: EGGSHELL | WALL #2 - WALL FINISH<br>MPGR: TBD<br>TYPE: STUCCO<br>COLOR: PAINTED   |
| PAINT #3 - EXISTING FENCES<br>MPGR: SHERRIN WILLIAMS<br>COLOR: SW C1 50 UNIVERSAL KHAKI<br>TYPE: EGGSHELL              | WALL #3 - WALL FINISH<br>MPGR: TBD<br>TYPE: BOARD FORMED CONCRETE<br>INSTALL: VERTICAL                             |
| PAINT #4 - EXISTING COLUMNS<br>MPGR: SHERRIN WILLIAMS<br>COLOR: SW C1 C5 CONNECTED GRAY<br>TYPE: EGGSHELL              | METAL #1 - WALL CLADDING<br>MPGR: TBD<br>TYPE: BLACKENED STEEL   |
| PAINT #5 - EXISTING BEAMS & RAILINGS<br>MPGR: SHERRIN WILLIAMS<br>COLOR: SW 7027 CITYSCAPE<br>TYPE: EGGSHELL           | METAL #2 - DOOR & WINDOW FRAMES/MULLIONS<br>MPGR: TBD<br>TYPE: DARK BRONZE ANODIZED ALUMINUM<br>A.S.T. BLACK STEEL |
| PAINT #6 - EXISTING BALCONIES<br>MPGR: SHERRIN WILLIAMS<br>COLOR: SW 7028 GRIZZLE GRAY<br>TYPE: EGGSHELL               | GLASS #1 - EXTERIOR GLAZING<br>MPGR: TBD<br>TYPE: LOW-E CLEAR GLASS<br>NOTE: COMPLY WITH U-24                      |
| PAINT #7 - GENERAL EXTERIOR<br>MPGR: SHERRIN WILLIAMS<br>COLOR: SW 7021 NIGHT OWL<br>TYPE: EGGSHELL                    | WOOD #1 - DECK ROOF FLOOR<br>MPGR: TBD<br>TYPE: IPE<br>SIZE: 1" x 4"   |
| PAINT #8 - GENERAL EXTERIOR<br>MPGR: SHERRIN WILLIAMS<br>COLOR: MATCH BLACKENED STEEL<br>TYPE: EGGSHELL                | WOOD #2 - TRAILER<br>MPGR: TBD<br>TYPE: IPE<br>FINISH: IPE OIL W/ UV PROTECTION, 3-COAT MINIMUM                    |
| ROOF #1 - ROOFING<br>MPGR: TBD<br>TYPE: CEDAR SHAKE ROOF<br>COLOR: MATCH CAMPUS STANDARDS                              | WOOD #3 - TRIM<br>MPGR: TBD<br>TYPE: IPE<br>FINISH: PAINTED XPB  |

**ELEVATION LEGEND**

- |  |
|--|
| EXISTING WALL BOARDS & BATTENS FINISH TO REMAIN. PROTECT DURING CONSTRUCTION. SEE DEMOLITION PLANS.  |
| REMOVE EXISTING BOARDS & BATTENS FINISH ONLY. STRUCTURAL WALL TO REMAIN. SEE DEMOLITION PLANS.   |
| REMOVE EXISTING WALL WITH BOARDS & BATTENS FINISH. SEE DEMOLITION PLANS AND STRUCTURAL DRAWINGS.   |
| BOARDS & BATTENS FINISH WALL. PAINTED COLOR AS SHOWN IN ELEVATION. SEE PROPOSED PLANS & ELEVATIONS.  |
| EXISTING WALL WITH STUCCO FINISH TO REMAIN. PROTECT DURING CONSTRUCTION. SEE DEMOLITION PLANS.   |
| REMOVE EXISTING STUCCO FINISH ONLY. STRUCTURAL WALL TO REMAIN. SEE DEMOLITION PLANS.   |
| REMOVE EXISTING WALL WITH STUCCO FINISH. SEE DEMOLITION PLANS AND STRUCTURAL DRAWINGS.   |
| STUCCO FINISH WALL. PAINTED COLOR AS SHOWN IN ELEVATION. SEE PROPOSED PLANS.   |
| EXISTING SHINGLE ROOF TO REMAIN. PROTECT DURING CONSTRUCTION. SEE DEMOLITION ROOF PLANS.   |
| REMOVE EXISTING SHINGLE ROOF & STRUCTURAL FRAMING. SEE DEMOLITION PLANS AND STRUCTURAL DRAWINGS.   |
| NEW SHINGLE ROOF OVER NEW STRUCTURAL FRAMING, 3:12 SLOPE, MATCHING EXISTING CAMPUS STANDARDS. SEE PROPOSED ROOF PLANS & STRUCTURAL DRAWINGS. |
| NEW BLACKENED STEEL FINISH PANEL CLADDING. SEE PROPOSED PLANS & STRUCTURAL DRAWINGS.   |
| NEW VERTICAL BOARD FORMED CONCRETE. SEE PROPOSED PLANS & STRUCTURAL DRAWINGS.  |
| WOOD TRIM. PAINTED COLOR TO MATCH BLACKENED STEEL.   |



**KEY PLAN**

**STAMP**

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**REVISIONS**

NO.	DATE	DESCRIPTION
	10/15/2020	DRT MEETING
	11/25/2020	PLANNING SUBMITTAL
1	05/20/2021	RESPONSE TO PLANNING COMMENTS #1
2	07/23/2021	RESPONSE TO PLANNING COMMENTS #2
3	08/25/2021	RESPONSE TO PLANNING COMMENTS #3

DATE: 05/20/2021  
SCALE: As indicated  
PROJECT ID: 2018.201  
DRAWN BY: KJ/CW

**EXTERIOR ELEVATIONS**

SHEET TITLE

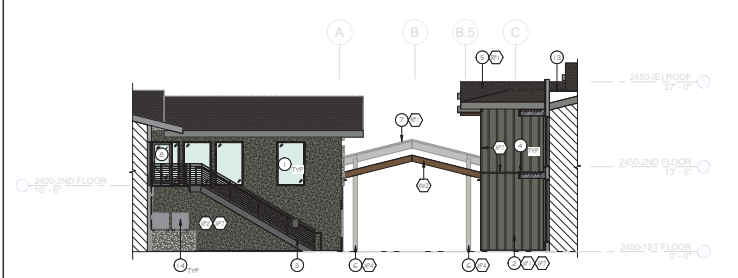
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SHEET NO.

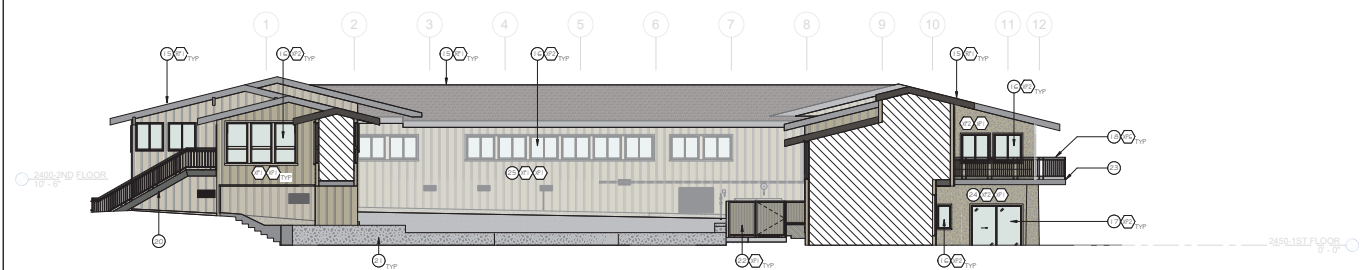




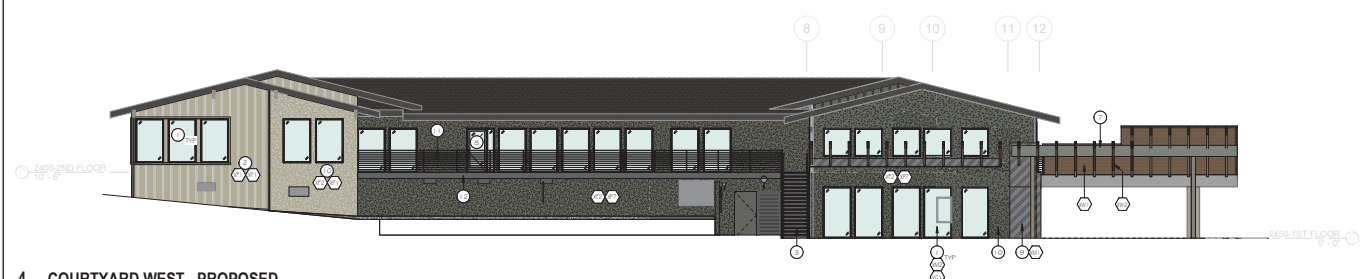
**1 COURTYARD NORTH - EXISTING**  
1/8" = 1'-0"



**2 COURTYARD NORTH - PROPOSED**  
1/8" = 1'-0"



**3 COURTYARD WEST - EXISTING**  
1/8" = 1'-0"



**4 COURTYARD WEST - PROPOSED**  
1/8" = 1'-0"

- KEYNOTES** Indicated by on the plans
- 1 (N) DARK BRONZE ANODIZED ALUMINUM WINDOW, ALT. STEEL FRAME WINDOW.
  - 2 (N) EXTERIOR WALL WITH BOARDS AND BATTEN FINISH TO MATCH EXISTING.
  - 3 (N) EXTERIOR STAIRS, BLACK STEEL WITH CONC. TREADS.
  - 4 (N) PAINTED METAL PANELS.
  - 5 (N) ROOF WITH HEAVY WOOD SHAKES TO MATCH EXISTING.
  - 6 (N) WOOD STRUCTURAL COLUMN, PAINTED.
  - 7 (N) FEATURE ROOF AT ENTRANCE WITH HEAVY WOOD SHAKES.
  - 8 (N) DARK BRONZE ANODIZED ALUMINUM STOREFRONT DOOR, ALT. STEEL FRAME GLASS DOOR.
  - 9 (E) EXTERIOR WALL WITH NEW STEEL FINISH.
  - 10 (N) EXTERIOR WALL WITH STUCCO FINISH.
  - 11 (N) METAL GUARDRAIL AT EDGE OF BALCONY, PAINTED.
  - 12 (N) BALCONY WITH WOOD DECKING.
  - 13 (N) FLAT ROOF WITH WOOD ROOFING.
  - 14 (E) MECHANICAL EQUIPMENT TO REMAIN.
  - 15 (E) ROOF WITH HEAVY WOOD SHAKES.
  - 16 (E) WINDOW WITH PAINTED WOOD TRIMS.
  - 17 (E) EXTERIOR DOOR WITH PAINTED WOOD TRIMS.
  - 18 (E) WOOD BALCONY, PAINTED.
  - 19 (E) SKYLIGHT.
  - 20 (E) SHAKES, WOOD FRAME & METAL TREADS.
  - 21 (E) STONE PLANTER WALL.
  - 22 (E) PAINTED METAL ENCLOSURE.
  - 23 (E) BALCONY WITH WOOD DECKING.
  - 24 (E) EXTERIOR WALL WITH STUCCO FINISH.
  - 25 (E) EXTERIOR WALL WITH BOARDS & BATTENS FINISH.

- FINISH LEGEND - EXISTING**
- |   |   |
|---|---|
| <b>PAINT #1 - PAINTING WALLS</b><br>MPGR: NA<br>COLOR: SEE SHEET A2.2<br>NOTE: EXISTING               | <b>PAINT #5 - PAINTING BALCONY</b><br>MPGR: NA<br>COLOR: SEE SHEET A2.2<br>NOTE: EXISTING                           |
| <b>PAINT #2 - PAINTING CEILING</b><br>MPGR: NA<br>COLOR: SEE SHEET A2.2<br>NOTE: EXISTING             | <b>PAINT #6 - PAINTING DOOR &amp; WINDOW FRAMES/MULLIONS</b><br>MPGR: NA<br>COLOR: SEE SHEET A2.2<br>NOTE: EXISTING |
| <b>PAINT #3 - PAINTING COLUMNS</b><br>MPGR: NA<br>COLOR: SEE SHEET A2.2<br>NOTE: EXISTING             | <b>ROOF #1 - EXISTING ROOFING</b><br>MPGR: NA<br>TYPE: SHAKE ROOF<br>COLOR: SEE SHEET A2.2<br>NOTE: EXISTING        |
| <b>PAINT #4 - PAINTING BRIMS &amp; RATTENS</b><br>MPGR: NA<br>COLOR: SEE SHEET A2.2<br>NOTE: EXISTING |   |

- FINISH LEGEND**
- |   |  |
|---|--|
| <b>PAINT #1 - PAINTING WALLS</b><br>MPGR: SPEROW WALLWAYS<br>COLOR: SW C1 CA SIVLETE SAGE<br>TYPE: EGGSHELL                   | <b>WALL #1 - WALL FINISH</b><br>MPGR: TBD<br>TYPE: BOARD & BATTEN<br>COLOR: PAINTED  |
| <b>PAINT #2 - PAINTING BRIMS &amp; DOORS TRIM</b><br>MPGR: SPEROW WALLWAYS<br>COLOR: SW C1 49 RELAXED KHAKI<br>TYPE: EGGSHELL | <b>WALL #2 - WALL FINISH</b><br>MPGR: TBD<br>TYPE: STUCCO<br>COLOR: PAINTED  |
| <b>PAINT #3 - PAINTING PANELS</b><br>MPGR: SPEROW WALLWAYS<br>COLOR: SW C1 50 UNIVERSAL KHAKI<br>TYPE: EGGSHELL               | <b>WALL #3 - WALL FINISH</b><br>MPGR: TBD<br>TYPE: BOARD FORMED CONCRETE<br>INSTALL: VERTICAL                              |
| <b>PAINT #4 - PAINTING COLUMNS</b><br>MPGR: SPEROW WALLWAYS<br>COLOR: SW C1 C5 CONNECTED GRAY<br>TYPE: EGGSHELL               | <b>METAL #1 - WALL CLADDING</b><br>MPGR: TBD<br>TYPE: BLACKENED STEEL  |
| <b>PAINT #5 - PAINTING BRIMS &amp; RATTENS</b><br>MPGR: SPEROW WALLWAYS<br>COLOR: SW 7027 CITYSCAPE<br>TYPE: EGGSHELL         | <b>METAL #2 - DOOR &amp; WINDOW FRAMES/MULLIONS</b><br>MPGR: NA<br>TYPE: DARK BRONZE ANODIZED ALUMINUM<br>ALT: BLACK STEEL |
| <b>PAINT #6 - PAINTING BALCONY</b><br>MPGR: SPEROW WALLWAYS<br>COLOR: SW 7028 GRIZZLE GRAY<br>TYPE: EGGSHELL                  | <b>GLAZING #1 - EXTERIOR GLAZING</b><br>MPGR: TBD<br>TYPE: LOW-E CLEAR GLASS<br>NOTE: COMPLY WITH U-24                     |
| <b>PAINT #7 - GENERAL EXTERIOR</b><br>MPGR: SPEROW WALLWAYS<br>COLOR: SW 7021 NIGHT OWL<br>TYPE: EGGSHELL                     | <b>WOOD #1 - DECK ROOF PANELS</b><br>MPGR: TBD<br>TYPE: IPE<br>SIZE: 1" x 4"   |
| <b>PAINT #8 - GENERAL EXTERIOR</b><br>MPGR: SPEROW WALLWAYS<br>COLOR: MATCH BLACKENED STEEL<br>TYPE: EGGSHELL                 | <b>WOOD #2 - TRAILS</b><br>MPGR: TBD<br>TYPE: IPE<br>FINISH: IPE OIL W/ UV PROTECTION, 3-COAT MINIMUM                      |
| <b>ROOF #1 - ROOFING</b><br>MPGR: TBD<br>TYPE: CEDAR SHAKE ROOF<br>COLOR: MATCH CAMPUS STANDARDS                              | <b>WOOD #3 - TRIM</b><br>MPGR: TBD<br>TYPE: IPE<br>FINISH: PAINTED XPS   |

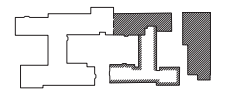
- ELEVATION LEGEND**
- |  |
|--|
| EXISTING WALL BOARDS & BATTENS FINISH TO REMAIN. PROTECT DURING CONSTRUCTION. SEE DEMOLITION PLANS.  |
| REMOVE EXISTING WALLS & BATTENS FINISH ONLY. STRUCTURAL WALL TO REMAIN. SEE DEMOLITION PLANS.  |
| REMOVE EXISTING WALL WITH BOARDS & BATTENS FINISH. SEE DEMOLITION PLANS AND STRUCTURAL DRAWINGS.   |
| BOARDS & BATTENS FINISH WALL. PAINTED COLOR AS SHOWN IN ELEVATION. SEE PROPOSED PLANS & ELEVATIONS.  |
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| STUCCO FINISH WALL. PAINTED COLOR AS SHOWN IN ELEVATION. SEE PROPOSED PLANS.   |
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| REMOVE EXISTING SHINGLE ROOF & STRUCTURAL FRAMING. SEE DEMOLITION PLANS AND STRUCTURAL DRAWINGS.   |
| NEW SHINGLE ROOF OVER NEW STRUCTURAL FRAMING, 3:12 SLOPE, MATCHING EXISTING CAMPUS STANDARDS. SEE PROPOSED ROOF PLANS & STRUCTURAL DRAWINGS. |
| NEW BLACKENED STEEL FINISH PANEL CLADDING. SEE PROPOSED PLANS & STRUCTURAL DRAWINGS.   |
| NEW VERTICAL BOARD FORMED CONCRETE. SEE PROPOSED PLANS & STRUCTURAL DRAWINGS.  |
| WOOD TRIM, PAINTED COLOR TO MATCH BLACKENED STEEL.   |

**STUDIO g ARCHITECTS**

298 BASSSETT LANE SUITE 200  
SAN JOSE, CA 95128  
T. 408.263.0100

PROJECT ADDRESS  
2400 & 2450 SAND HILL ROAD  
MENLO PARK, CA 94025

RENOVATION for  
**DIVCO WEST.**



KEY PLAN

**STAMP**

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**REVISIONS**

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DATE: 05/20/2021  
SCALE: As indicated  
PROJECT ID: 2018.201  
DRAWN BY: KJ/CW

**EXTERIOR ELEVATIONS**

SHEET TITLE  
**A2.5**  
SHEET NO.











































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298 BASSETT ST. SUITE 200  
SUNNYVALE, CA 94085  
T: 408.283.0100



PROJECT ADDRESS

2450 SAND HILL ROAD  
MENLO PARK, CA  
95025



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REVISIONS

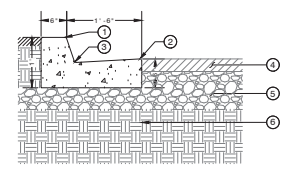
NO.	DATE	DESCRIPTION
11/12/2020		HERITAGE TREE PERMIT SUBMITTAL
11/25/2020		PLANNING SUBMITTAL
05/21/2021		PLANNING RESUBMITTAL
05/21/2021		HERITAGE TREE RESUBMITTAL
07/20/2021		PLANNING RESUBMITTAL
07/20/2021		HERITAGE TREE RESUBMITTAL
09/17/2021		HERITAGE TREE RESUBMITTAL
09/17/2021		PLANNING RESUBMITTAL
10/28/2021		PLANNING RESUBMITTAL

DATE 10/28/2021  
SCALE As indicated  
PROJECT ID 11501  
DRAWN BY JU

DETAILS

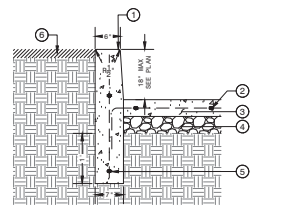
SHEET TITLE

SHEET NO. **CO.2**



- 1 TOP OF CURB & GUTTER
- 2 LIP OF GUTTER
- 3 FLOW LINE
- 4 AC 3" MIN
- 5 AGGREGATE BASE ROCK 9" MIN
- 6 NATIVE SOIL

**8 CURB & GUTTER**  
NTS



- 1 TOP OF VERTICAL CURB (TVC)
- 2 #3 REBAR @ 18" O.C.
- 3 CONCRETE PAVING (4" MIN)
- 4 AGGREGATE BASE ROCK PER GEOTECH REPORT (4" MIN)
- 5 KEY INTO NATIVE SOIL (12" MIN)
- 6 MULCH & PLANTINGS PER LANDSCAPE SPECIFICATIONS

**7 TALL CURB**  
NTS





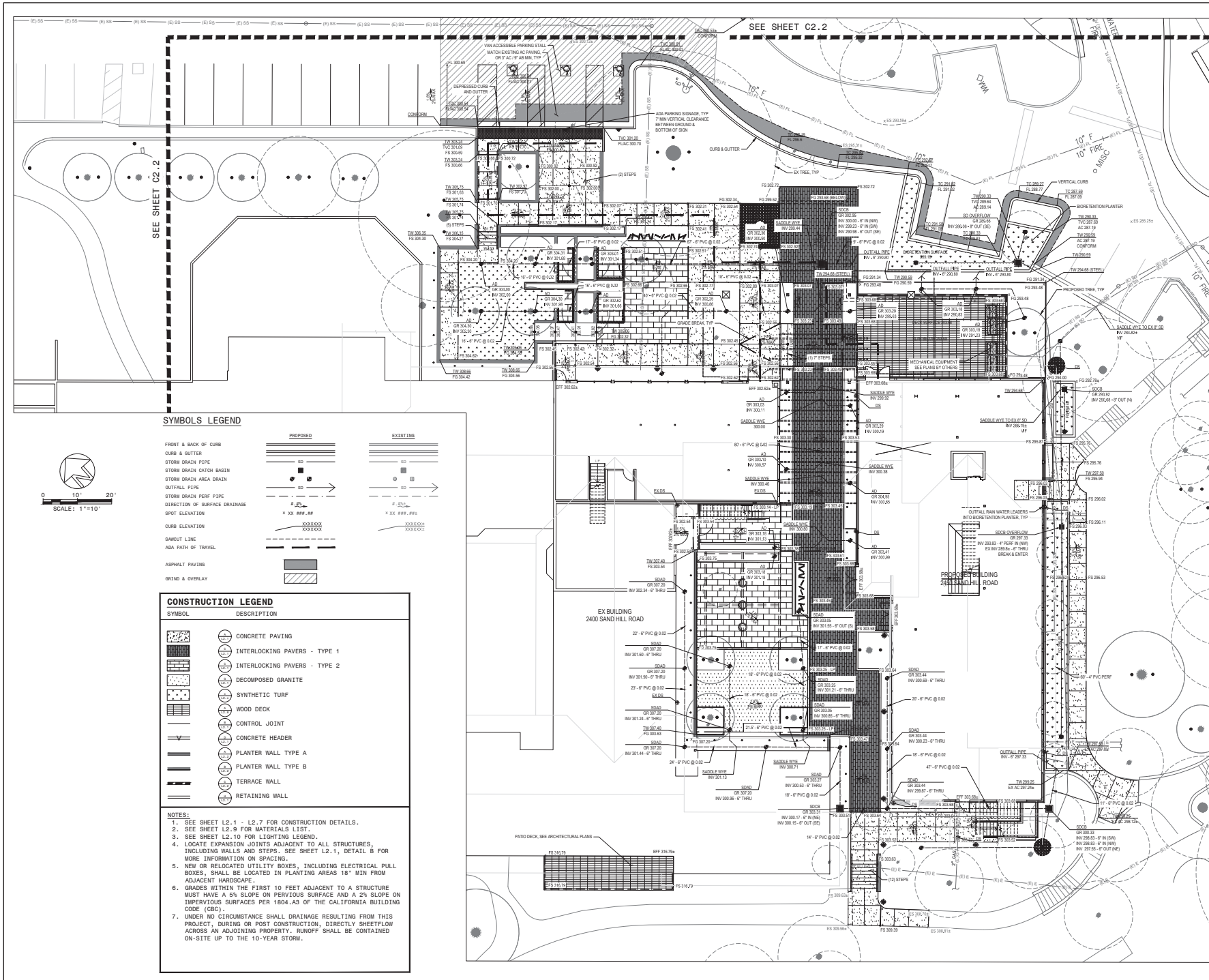




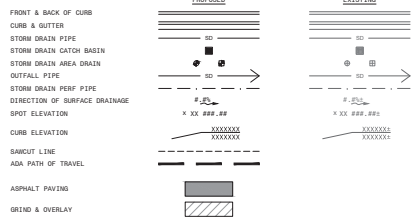








**SYMBOLS LEGEND**



**CONSTRUCTION LEGEND**

SYMBOL	DESCRIPTION
	CONCRETE PAVING
	INTERLOCKING PAVERS - TYPE 1
	INTERLOCKING PAVERS - TYPE 2
	DECOMPOSED GRANITE
	SYNTHETIC TURF
	WOOD DECK
	CONTROL JOINT
	CONCRETE HEADER
	PLANTER WALL TYPE A
	PLANTER WALL TYPE B
	TERRACE WALL
	RETAINING WALL

- NOTES:**
- SEE SHEET L2.1 - L2.7 FOR CONSTRUCTION DETAILS.
  - SEE SHEET L2.9 FOR MATERIALS LIST.
  - SEE SHEET L2.10 FOR LIGHTING LEGEND.
  - LOCATE EXPANSION JOINTS ADJACENT TO ALL STRUCTURES, INCLUDING WALLS AND STEPS. SEE SHEET L2.1, DETAIL 5 FOR MORE INFORMATION ON SPACING.
  - NEW OR RELOCATED UTILITY BOXES, INCLUDING ELECTRICAL PULL BOXES, SHALL BE LOCATED IN PLANTING AREAS 18" MIN FROM ADJACENT HARDSCAPE.
  - GRADES WITHIN THE FIRST 10 FEET ADJACENT TO A STRUCTURE MUST HAVE A 5% SLOPE ON PERVIOUS SURFACE AND A 2% SLOPE ON IMPERVIOUS SURFACES PER 1804.A3 OF THE CALIFORNIA BUILDING CODE (CBC).
  - UNDER NO CIRCUMSTANCE SHALL DRAINAGE RESULTING FROM THIS PROJECT, DURING OR POST CONSTRUCTION, DIRECTLY SHEETFLOW ACROSS AN ADJOINING PROPERTY. RUNOFF SHALL BE CONTAINED ON-SITE UP TO THE 10-YEAR STORM.



**STAMP**

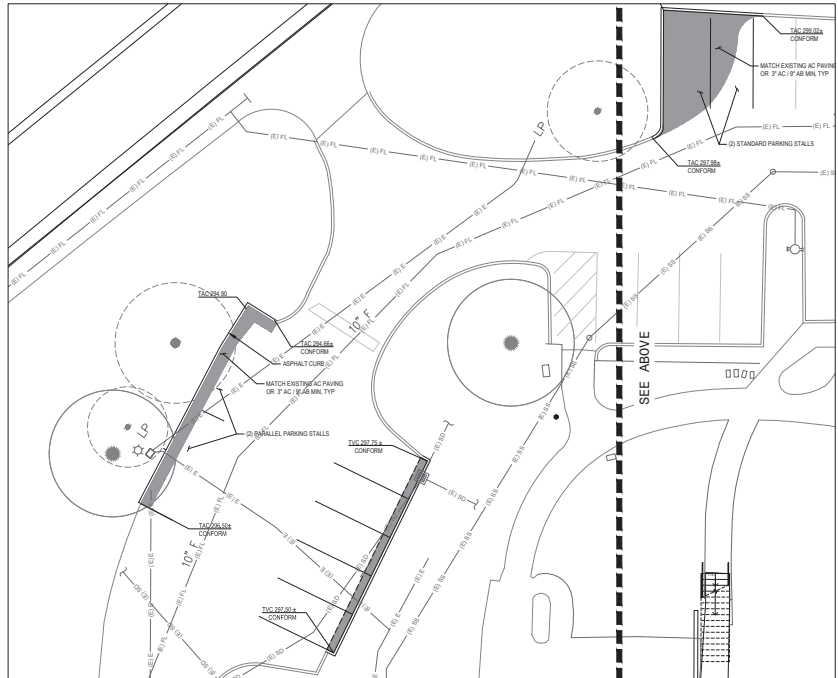
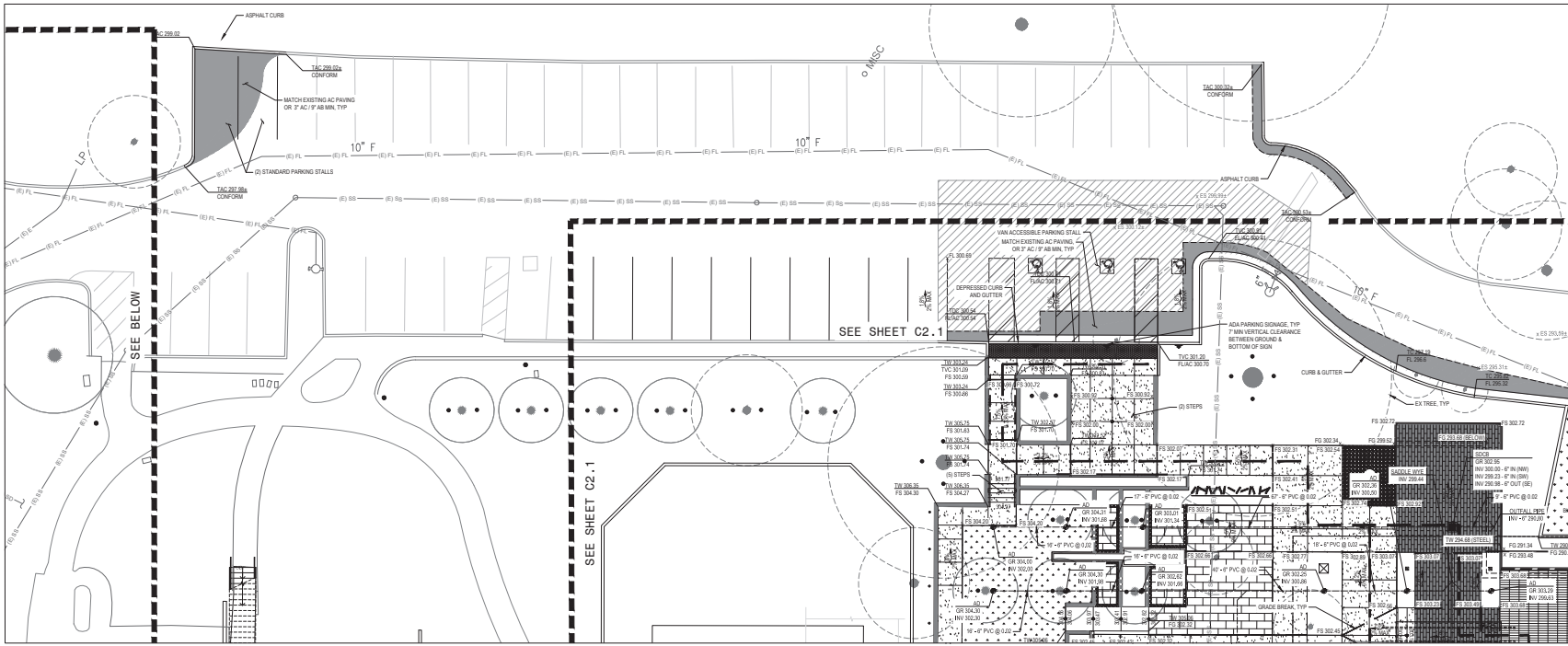
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**REVISIONS**

NO.	DATE	HERITAGE TREE DESCRIPTION
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05/21/2021	HERITAGE TREE RESUBMITTAL	
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07/20/2021	HERITAGE TREE RESUBMITTAL	
09/17/2021	HERITAGE TREE RESUBMITTAL	
09/17/2021	PLANNING RESUBMITTAL	
10/28/2021	PLANNING RESUBMITTAL	

DATE	10/28/2021
SCALE	As indicated
PROJECT ID	11501
DRAWN BY	JU

**IMPROVEMENT PLAN**



**CONSTRUCTION LEGEND**

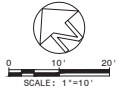
SYMBOL	DESCRIPTION
	CONCRETE PAVING
	INTERLOCKING PAVERS - TYPE 1
	INTERLOCKING PAVERS - TYPE 2
	DECOMPOSED GRANITE
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	WOOD DECK
	CONTROL JOINT
	CONCRETE HEADER
	PLANTER WALL TYPE A
	PLANTER WALL TYPE B
	TERRACE WALL
	RETAINING WALL

**NOTES:**

- SEE SHEET L2.1 - L2.7 FOR CONSTRUCTION DETAILS.
- SEE SHEET L2.9 FOR MATERIALS LIST.
- SEE SHEET L2.10 FOR LIGHTING LEGEND.
- LOCATE EXPANSION JOINTS ADJACENT TO ALL STRUCTURES, INCLUDING WALLS AND STEPS. SEE SHEET L2.1, DETAIL B FOR MORE INFORMATION ON SPACING.
- NEW OR RELOCATED UTILITY BOXES, INCLUDING ELECTRICAL PULL BOXES, SHALL BE LOCATED IN PLANTING AREAS 18' MIN FROM ADJACENT HARDSCAPE.
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**SYMBOLS LEGEND**

SYMBOL	PROPOSED	EXISTING
FRONT & BACK OF CURB		
CURB & GUTTER		
STORM DRAIN PIPE		
STORM DRAIN CATCH BASIN		
STORM DRAIN AREA DRAIN		
OUTFALL PIPE		
STORM DRAIN PERP PIPE		
DIRECTION OF SURFACE DRAINAGE		
SPOT ELEVATION		
CURB ELEVATION		
SHOW LINE		
ADA PATH OF TRAVEL		
ASPHALT PAVING		
GRIND & OVERLAY		



PLANNING SUBMITTAL - NOT FOR CONSTRUCTION

299 BASSETT BLVD SUITE 200 SAN JOSE CA 95128 T: 408.263.0100

PROJECT ADDRESS

2450 SAND HILL ROAD  
MENLO PARK, CA  
95025

MARKET READY IMPROVEMENTS FOR

**DIVCO**WEST  
Real Estate Investments

**site.**  
designed. built.

PROFESSIONAL ENGINEER  
NOT FOR CONSTRUCTION  
STATE OF CALIFORNIA

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07/20/2021	HERITAGE TREE RESUBMITTAL	
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10/28/2021	PLANNING RESUBMITTAL	

DATE: 10/28/2021  
SCALE: As indicated  
PROJECT ID: 11501  
DRAWN BY: JU

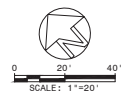
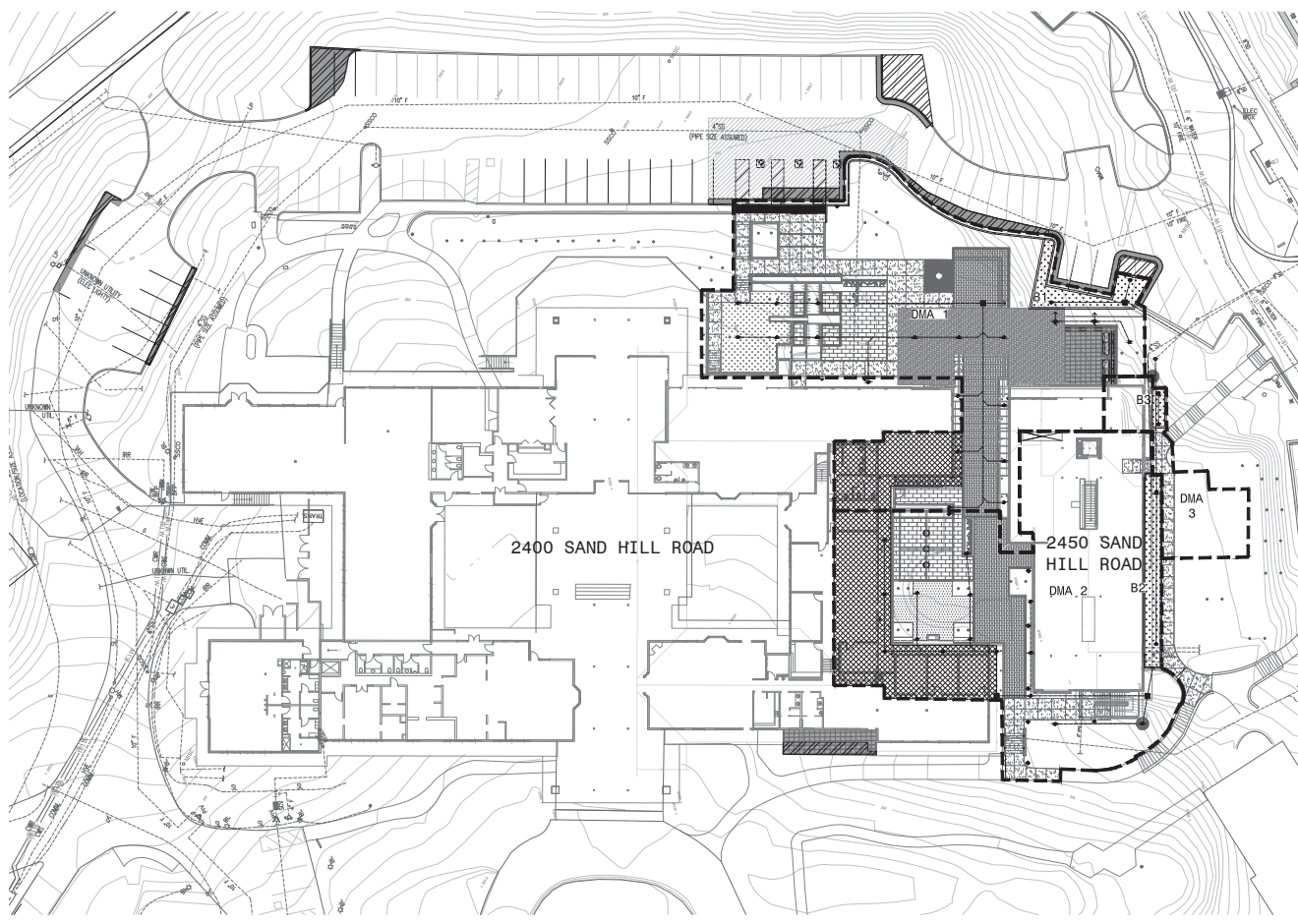
**IMPROVEMENT PLAN**

SHEET TITLE

SHEET NO. **C2.2**

10/27/2020 10:03:15 AM





PLANNING SUBMITTAL – NOT FOR CONSTRUCTION

299 BASSETT BLVD SUITE 200  
SAN JOSE, CA 95128  
T: 408.263.0100



PROJECT ADDRESS

2450 SAND HILL ROAD  
MENLO PARK, CA  
95025



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05/21/2021	PLANNING RESUBMITTAL	
05/21/2021	HERITAGE TREE RESUBMITTAL	
07/20/2021	PLANNING RESUBMITTAL	
07/20/2021	HERITAGE TREE RESUBMITTAL	
09/17/2021	HERITAGE TREE RESUBMITTAL	
09/17/2021	PLANNING RESUBMITTAL	
10/28/2021	PLANNING RESUBMITTAL	

DATE 10/28/2021

SCALE As indicated

PROJECT ID 11501

DRAWN BY JU

**STORMWATER CONTROL PLAN**

SHEET TITLE

**C3.1**

SHEET NO.

DRAINAGE MANAGEMENT AREA	DRAINAGE AREA (SF)	IMPERVIOUS SURFACE (SF)	TYPE OF SURFACE	PROPOSED TREATMENT MEASURE	TREATMENT AREA REQUIRED (4% METHOD) (SF)	TREATMENT AREA PROVIDED (SF)	TOTAL AREA TREATED
DMA 1	14803	9811	ROOF, PAVERS, & CONCRETE	BIORETENTION PLANTER - B1	413	415	100%
DMA 2	13579	11299	ROOF, PAVERS & CONCRETE	BIORETENTION PLANTER - B2	462	488	100%
DMA 3	1748	1006	ROOF & CONCRETE PAVING	BIORETENTION PLANTER - B3	45	75	100%

**SYMBOLS LEGEND**



BIORETENTION AREA, SEE TCM SUMMARY TABLE FOR SIZING AND TYPE



DRAINAGE MANAGEMENT AREA (DMA) LIMIT

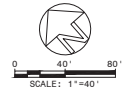
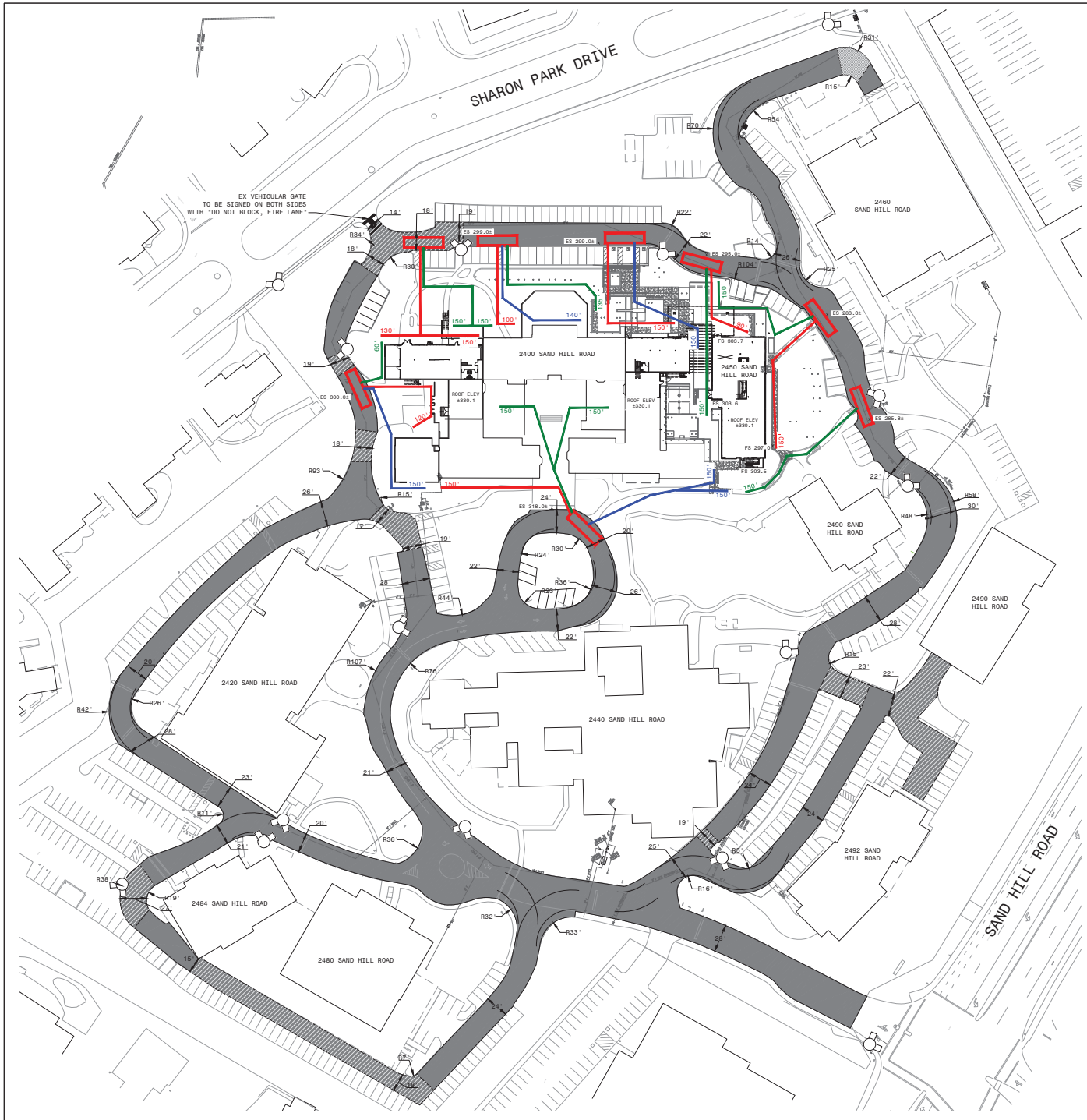


AREAS CREATED BY IMPROVEMENTS NOT INCLUDED IN DMA AREAS, EFFECTIVE IMPERVIOUS = 1142 SF



UNCHANGED ROOF AREA TO BE TREATED AS EQUIVALENT AREA, EFFECTIVE IMPERVIOUS = 3851 SF





THE FOLLOWING HAS BEEN PROVIDED FOR REFERENCE, SEE ARCHITECTURAL PLANS FOR ADDITIONAL INFORMATION

**BUILDING INFORMATION:**

2400 SAND HILL ROAD: V-B, 27FT H, 2 STORY  
 506.2.3 SINGLE-OCCUPANCY, MULTISTORY BUILDING

$$A_s = [A_c + (NS \times L)] \times S_u$$

PER TABLE 506.2  
 $A_c = 27,000$   
 $NS = 9,000$  PER 506.2 FOR NON-SPRINKLERED BUILDING  
 $S_u = 2$  (2 STORES ABOVE GRADE) NOT TO EXCEED 2

PER 506.3 INCREASE DUE TO FRONTAGE  
 $L_f = [F/P - 0.25] W/50$  F/P = 1 (ALL OVER 20')  
 $L_f = [0.75] 50/50 W = 40'$  MIN, OVER 30' = 30' (PER 506.3.2)

$$A_c = [27,000 + (9,000 \times 0.75)] \times 2$$

$$A_c = 33,750 \times 2$$

$$A_c = 67,500 \text{ SF}$$

PROPOSED BUILDING WITHOUT BASEMENT = 44,492 < 67,500 SF = OK  
 (PROPOSED BUILDING WITH BASEMENT = 46,909 SF)

BUILDINGS TO BE CONSIDERED AS ONE PER THE FOLLOWING CALIFORNIA EXISTING BUILDING CODE 2019 SECTIONS:

SECTIONS:  
 101.4.2 BUILDINGS PREVIOUSLY OCCUPIED  
 THE LEGAL OCCUPANCY OF ANY BUILDING EXISTING ON THE DATE OF ADOPTION OF THIS CODE SHALL BE PERMITTED TO CONTINUE WITHOUT CHANGE, EXCEPT AS IS SPECIFICALLY COVERED IN THIS CODE, THE CALIFORNIA FIRE CODE, OR THE INTERNATIONAL PROPERTY MAINTENANCE CODE, OR AS IS DEEMED NECESSARY BY THE CODE OFFICIAL FOR THE GENERAL SAFETY AND WELFARE OF THE OCCUPANTS AND THE PUBLIC

3404A.1 GENERAL  
 EXCEPT AS PROVIDED BY THIS SECTION, ALTERATIONS TO ANY BUILDING OR STRUCTURE SHALL COMPLY WITH THE REQUIREMENTS OF THE CODE FOR NEW CONSTRUCTION. ALTERATIONS SHALL BE SUCH THAT THE EXISTING BUILDING OR STRUCTURE IS NO LESS COMPLYING WITH THE PROVISIONS OF THIS CODE THAN THE EXISTING BUILDING OR STRUCTURE WAS PRIOR TO THE ALTERATION.

**ACCESS ROAD CRITERIA:**

- ALL WEATHER SURFACE RATED FOR 75,000LB APPARATUS
- MINIMUM UNOBSTRUCTED ROAD OF 20 FT
- MINIMUM INSIDE TURNING RADIUS 36 FT
- EXTEND 150' FROM ALL PORTIONS OF THE FACILITY AND ALL FIRST STORY EXTERIOR WALLS

REFERENCES:  
 MENLO PARK FIRE PREVENTION DISTRICT ORDINANCE NO 47-2019  
 BUREAU OF FIRE PREVENTION AND LIFE SAFETY SECTION 101.6 STANDARDS AND GUIDELINES MANUAL

**LEGEND**

- FIRE ACCESS
- NONCOMPLIANT ACCESS
- EX FIRE HYDRANT
- \*FIRE LANE DO NOT BLOCK\* SIGN\*
- EXAMPLE TURNING PATH, INSIDE RADIUS 36' WITH 20' OFFSET
- FIRE TRUCK STAGING LOCATION
- HOSE PULL LENGTH, MAX DISTANCE SHOWN IS 150 FT

\*FIRE LANE SIGNAGE SHALL BE A COMBINATION OF RED LETTERING WITH A WHITE BACKGROUND OR WHITE LETTERING WITH A RED BACKGROUND AND READ "FIRE LANE DO NOT BLOCK". LETTERS SHALL BE A MINIMUM OF 2" IN HEIGHT. SIGNS SHALL BE MOUNTED DIRECTLY ON THE FACE OF THE GATE ON BOTH SIDES.

PLANNING SUBMITTAL - NOT FOR CONSTRUCTION

PROJECT ADDRESS

2450 SAND HILL ROAD  
 MENLO PARK, CA  
 95025

MARKET READY IMPROVEMENTS for  
**DIVCO WEST**  
 Real Estate Investments

**site.**  
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**REVISIONS**

NO.	DATE	DESCRIPTION
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11/25/2020	PLANNING SUBMITTAL	
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09/17/2021	HERITAGE TREE RESUBMITTAL	
09/17/2021	PLANNING RESUBMITTAL	
10/28/2021	PLANNING RESUBMITTAL	

DATE: 10/28/2021  
 SCALE: As indicated  
 PROJECT ID: 11501  
 DRAWN BY: JU

**FIRE ACCESS PLAN**

SHEET TITLE

SHEET NO. **C4.1**





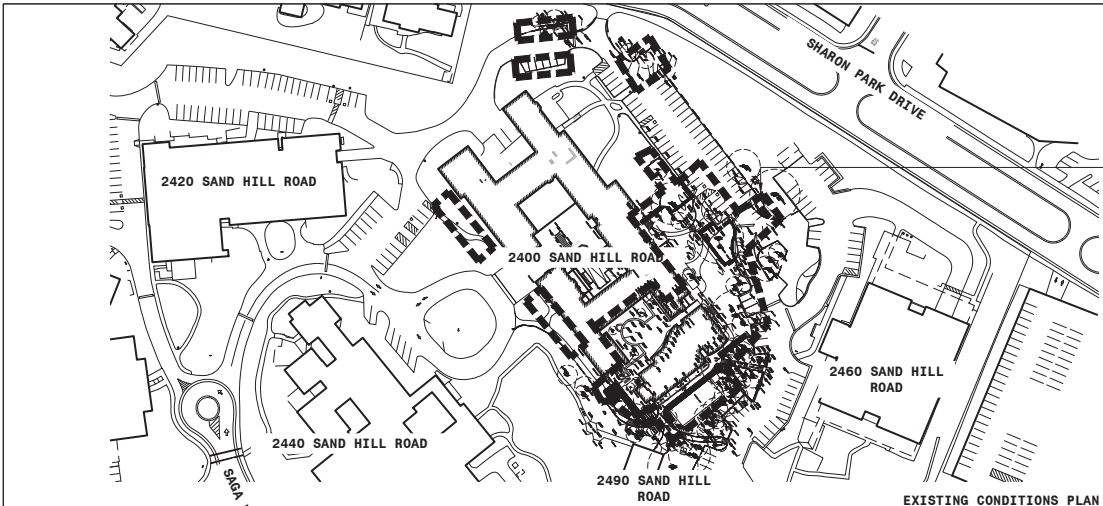








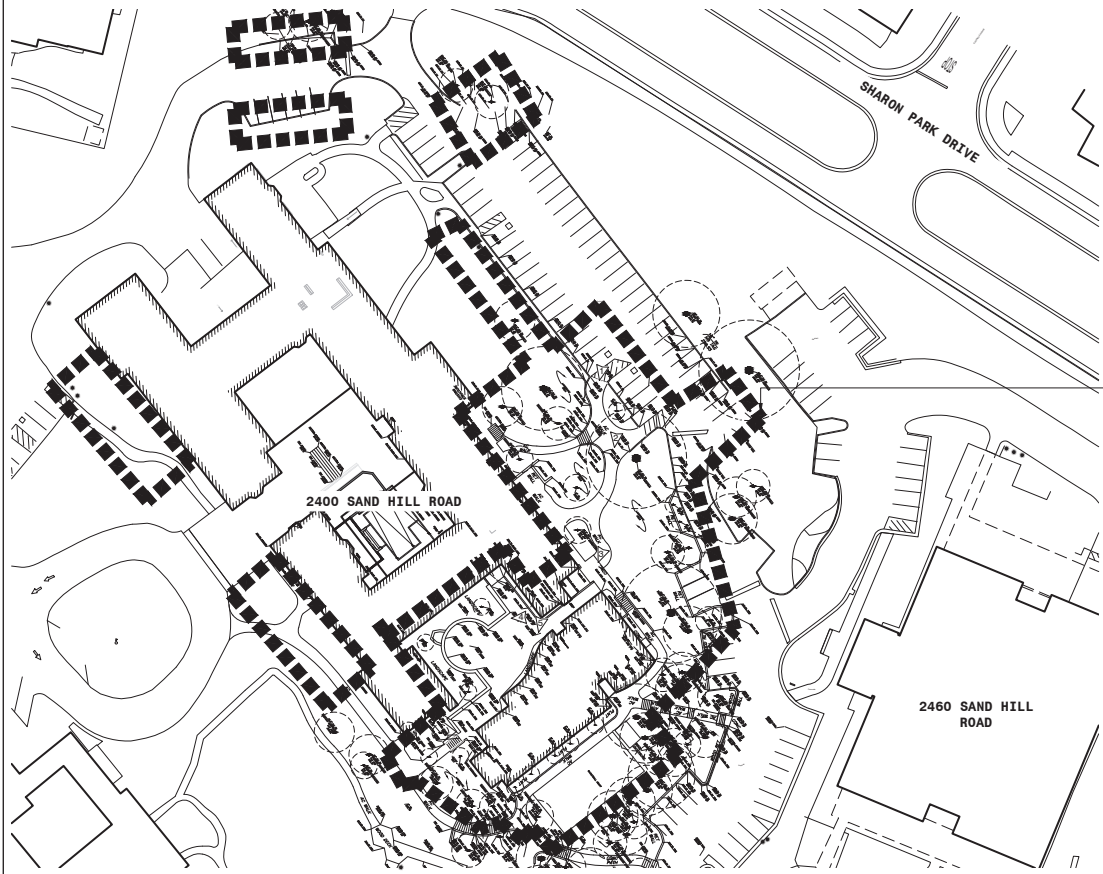




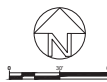
LIMIT OF WORK, TYP.  
REFER TO L0.5



EXISTING CONDITIONS PLAN



LIMIT OF WORK, TYP.  
REFER TO L0.5



ENLARGED EXISTING CONDITIONS PLAN



EXISTING SITE CONDITIONS

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PROJECT ADDRESS  
2450 SAND HILL ROAD  
MENLO PARK, CA  
95025

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10/28/2021	PLANNING RESUBMITTAL	

DATE 10/28/2021  
SCALE As indicated  
PROJECT ID 11501  
DRAWN BY JJ

EXISTING CONDITIONS

SHEET TITLE

SHEET NO. **L0.2**





PLANNING SUBMITTAL – NOT FOR CONSTRUCTION

298 BASSETT DRIVE, SUITE 250  
SANTA ANITA, CA 94068  
TEL: 415.253.0100



PROJECT ADDRESS

2450 SAND HILL ROAD  
MENLO PARK, CA  
95025



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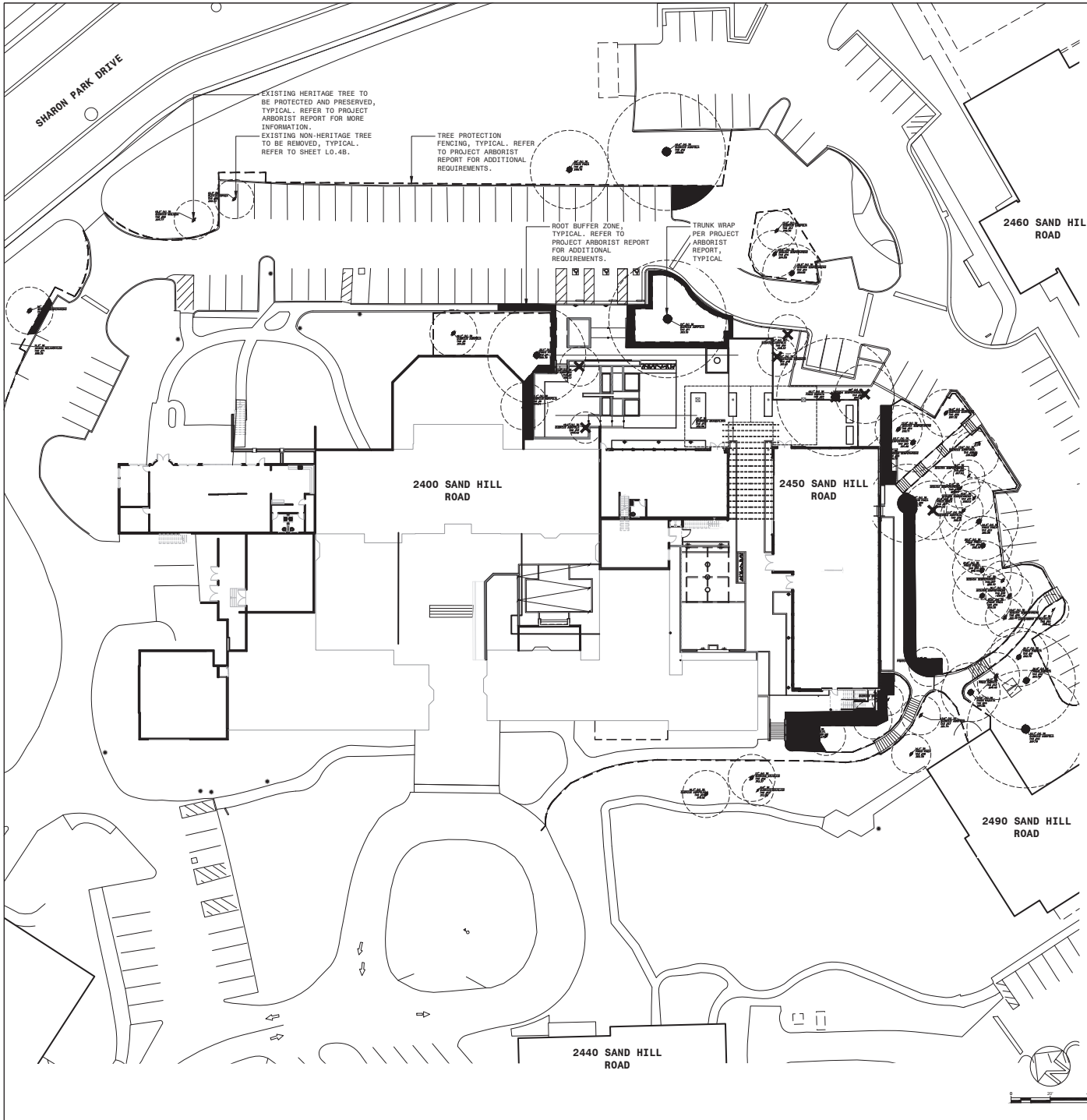
DATE 10/28/2021  
SCALE As indicated  
PROJECT ID 11501  
DRAWN BY JJ

CONCEPTUAL IMAGERY

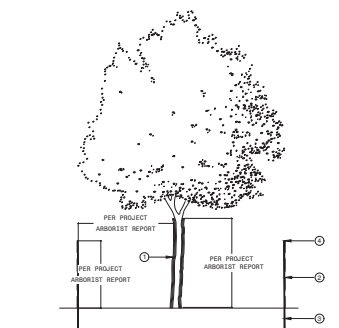
SHEET TITLE

SHEET NO. **L0.3**

10/17/2020 10:03:15 AM



- NOTES:
- PROTECTION FOR TREES SHALL BE PROVIDED BEFORE GRADING OR OTHER EQUIPMENT IS ALLOWED ON THE PROPERTY.
  - ALL PRE-CONSTRUCTION AND CONSTRUCTION ACTIVITIES MUST AVOID BY TREE PROTECTION AND PRESERVATION BOUNDARIES IN PROJECT ARBORIST REPORT.
  - WITH ALL PRE-CONSTRUCTION AND CONSTRUCTION ACTIVITIES WHICH MUST BE OVERSEEN BY THE PROJECT ARBORIST.
- TRUNK WRAP PER PROJECT ARBORIST REPORT
  - TREE PROTECTION FENCING IN TREE PROTECTION ZONE PER PROJECT ARBORIST REPORT.
  - FENCE SHALL BE STABILIZED PER PROJECT ARBORIST REPORT.
  - FENCING STORAGE PER PROJECT ARBORIST REPORT.



**A TREE PROTECTION**

**HERITAGE TREE MITIGATION LEGEND**

TREE DBH	QTY TO BE REMOVED	APPRAISED VALUE	QTY PROPOSED TREES
10" - 15"	4	#8 - \$3000 #10 - \$4000 #18 - \$6800 #19 - \$13700	QTY. 5 60" BOX;
20" - 30"	3	#21 - \$8800 #26 - \$6600 #27 - \$4000	\$17,100 IN LIEU FEE (SEE NOTES 4-6)
40" - 50"	1	#20 - \$5200	

DESCRIPTION

- EXISTING TREE
- EXISTING HERITAGE TREE TO BE REMOVED
- TREE PROTECTION FENCING (REFER TO ARBORIST REPORT)

NOTES:

- SEE SHEET L4.1, L4.2 FOR PROPOSED REPLACEMENT TREE LOCATIONS.
- SEE PLANT LEGEND ON SHEET L4.3 FOR TREE SPECIES.
- REFER PROJECT ARBORIST REPORT (DATED 8-27-2021) FOR TREE INVENTORY AND APPRAISED VALUES.
- TOTAL MONETARY VALUE OF HERITAGE TREES REMOVED ADDED UP TO: \$52,100. THIS EQUIVATES TO 7.44 60" BOX REPLACEMENT TREES. SEE NOTE 5 BELOW.
- REPLACEMENT VALUE ASSUMED TO BE \$7000 FOR EACH NEW 60" BOX TREE, PER SECTION 13.24.090 (3) OF HERITAGE TREE ADMINISTRATIVE ORDINANCE.
- GIVEN SPACING REQUIREMENTS FOR HERITAGE TREE REPLACEMENTS (25' ON CENTER), ADEQUATE SPACE WAS NOT FOUND FOR THE REMAINING TREES. APPLICANT WILL PAY \$17,100 IN LIEU FEE.
- HERITAGE TREES NOT IN SCOPE (N.I.S.) INDICATED AS SUCH ON PLAN AND IN PROJECT ARBORIST REPORT. 'IN SCOPE' DEFINED AS HERITAGE TREES WITHIN AN AREA OF 10X THE DIAMETER OF THE TRUNK WHERE ANY EXCAVATION AND DEVELOPMENT ACTIVITIES WILL TAKE PLACE, INCLUDING STORAGE OF MATERIALS, TOOLS AND EQUIPMENT.
- TREE PROTECTION FENCING/ZONE PER PROJECT ARBORIST REPORT. CONTRACTOR MUST REFER TO AND COMPLY WITH TREE PROTECTION MEASURES L0.5-LO.6. CONTRACTOR MUST REFER TO AND FOLLOW MEASURES OUTLINED IN PROJECT ARBORIST REPORT DATED 8-27-2021.
- ALL TREES TO BE REMOVED SHALL HAVE THEIR STUMPS GROUND DOWN TO A MINIMUM DEPTH OF 2 FEET. REMOVE ALL LARGE ROOTS FROM PLANTING AREAS A MINIMUM DISTANCE OF 5 FEET BEYOND THE DRIPLINE OF THE TREE.
- DIAMETER AT BREAST HEIGHT (DBH) MEASURED AT 54".
- IT IS REQUIRED THAT THE PROJECT ARBORIST BE ON SITE TO MONITOR AND HELP MITIGATE WORK TO HERITAGE TREES TO BE PRESERVED.

PLANNING SUBMITTAL - NOT FOR CONSTRUCTION

296 BASSETT BLVD SUITE 200 SAN JOSE CA 95128 T:408.283.0100

PROJECT ADDRESS

2450 SAND HILL ROAD  
MENLO PARK, CA  
95025

MARKET READY IMPROVEMENTS for  
**DIVCO**WEST  
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10/28/2021	PLANNING RESUBMITTAL	

DATE: 10/28/2021

SCALE: As indicated

PROJECT ID: 11501

DRAWN BY: JJ

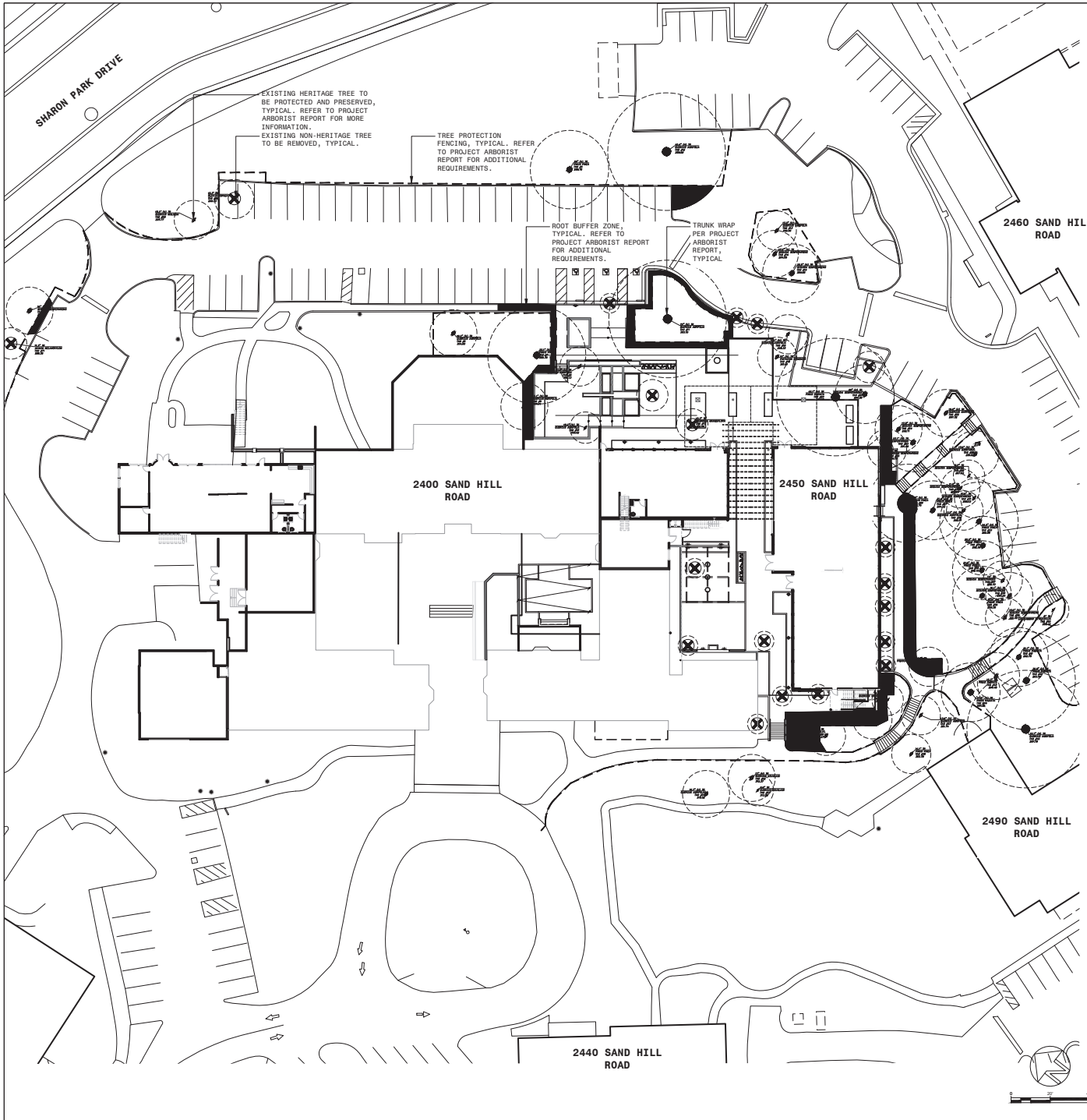
**HERITAGE TREE REMOVAL AND PROTECTION PLAN**

SHEET TITLE

SHEET NO. **L0.4A**

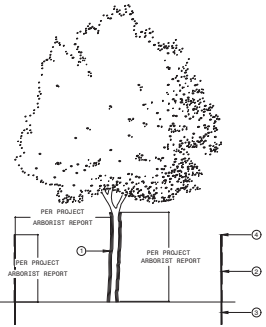
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- NOTES:
1. PROTECTION FOR TREES SHALL BE PROVIDED BEFORE GRADING OR OTHER EQUIPMENT IS ALLOWED ON THE PROPERTY.
  2. ALL PRE-CONSTRUCTION AND CONSTRUCTION ACTIVITIES MUST ABIDE BY TREE PROTECTION AND PRESERVATION REGULATIONS IN PROJECT ARBORIST REPORT.
  3. WITH ALL PRE-CONSTRUCTION AND CONSTRUCTION ACTIVITIES WHICH MUST BE OVERSEEN BY THE PROJECT ARBORIST.

- TRUNK WRAP PER PROJECT ARBORIST REPORT
- TREE PROTECTION FENCING IN TREE PROTECTION ZONE PER PROJECT ARBORIST REPORT.
- FENCE SHALL BE STABILIZED PER PROJECT ARBORIST REPORT.
- FENCING BIOMASS PER PROJECT ARBORIST REPORT.



**A TREE PROTECTION**

NON-HERITAGE TREE MITIGATION LEGEND		
DESCRIPTION		
EXISTING TREE		
EXISTING NON-HERITAGE TREE TO BE REMOVED (SHOWN FOR REFERENCE)		
TREE PROTECTION FENCING (REFER TO ARBORIST REPORT)		
	<b>NON-HERITAGE TREE DBH</b>	<b>QTY TO BE REMOVED</b>
	UNDER 10" (QUERCUS SPECIES)	21
	UNDER 15" (ALL OTHER SPECIES)	21
	<b>QTY PROPOSED TREES</b>	21

NOTES:

1. SEE SHEET L4.0 - L4.2 FOR PROPOSED REPLACEMENT TREE LOCATIONS.
2. SEE PLANT LEGEND ON SHEET L4.3 FOR TREE SPECIES.
3. REFER PROJECT ARBORIST REPORT (DATED 8-27-2021) FOR TREE INVENTORY AND APPRAISED VALUES.
4. NON-HERITAGE TREE REMOVALS MITIGATED AT 1:1 RATIO.
5. TREE PROTECTION FENCING/ZONE PER PROJECT ARBORIST REPORT. CONTRACTOR MUST REFER TO AND COMPLY WITH TREE PROTECTION MEASURES L.O.5-L.O.8. CONTRACTOR MUST REFER TO AND FOLLOW MEASURES OUTLINED IN PROJECT ARBORIST REPORT DATED 8-27-2021.
6. ALL TREES TO BE REMOVED SHALL HAVE THEIR STUMPS GROUND DOWN TO A MINIMUM DEPTH OF 2 FEET. REMOVE ALL LARGE ROOTS FROM PLANTING AREAS A MINIMUM DISTANCE OF 5 FEET BEYOND THE DRIPLINE OF THE TREE.
7. DIAMETER AT BREAST HEIGHT (DBH) MEASURED AT 54".

PLANNING SUBMITTAL - NOT FOR CONSTRUCTION



PROJECT ADDRESS  
2450 SAND HILL ROAD  
MENLO PARK, CA  
95025



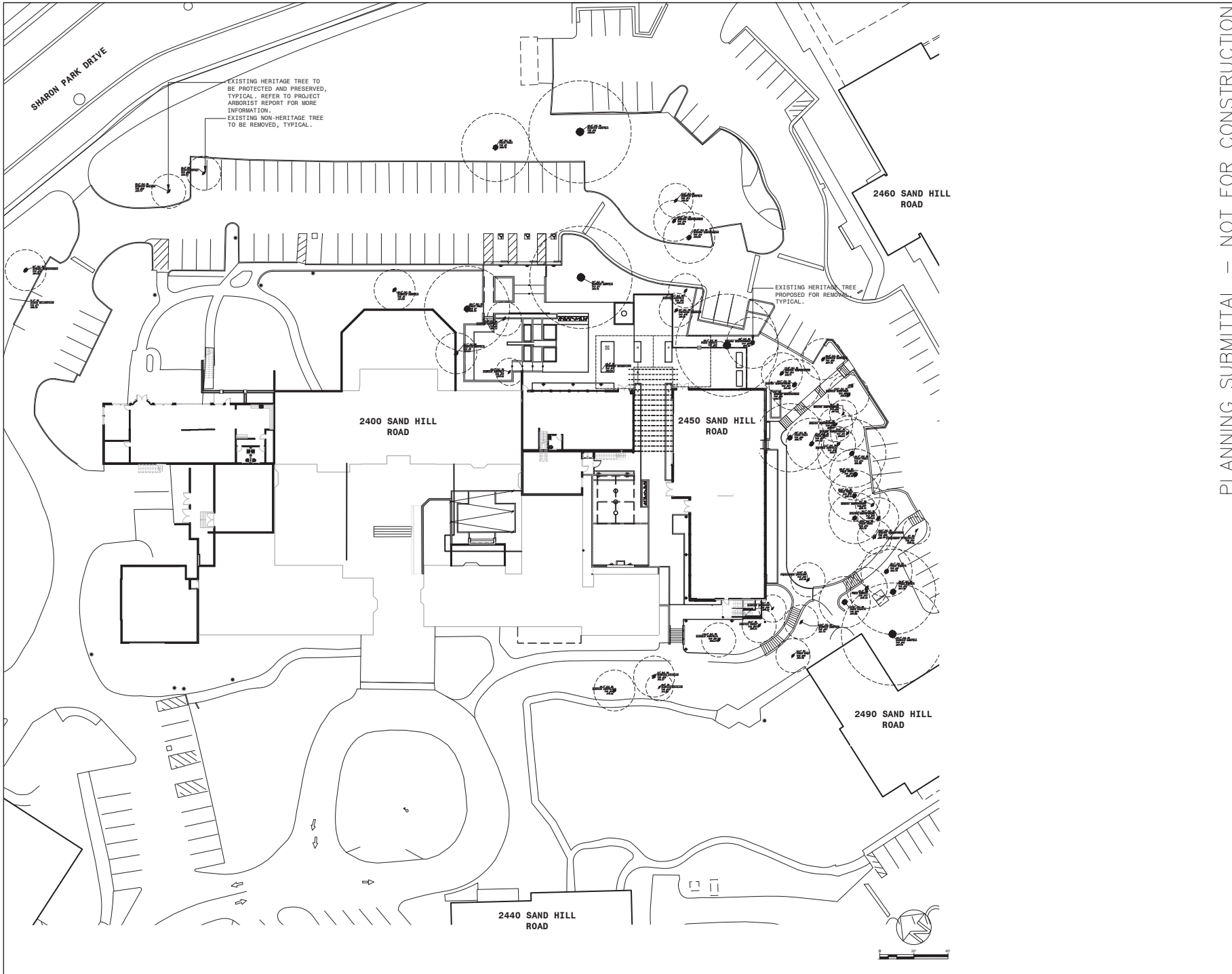
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09/17/2021		HERITAGE TREE RESUBMITTAL
09/17/2021		PLANNING RESUBMITTAL
10/28/2021		PLANNING RESUBMITTAL

DATE 10/28/2021  
SCALE As indicated  
PROJECT ID 11501  
DRAWN BY JJ

**NON-HERITAGE TREE REMOVAL AND PROTECTION PLAN**

SHEET TITLE  
**L0.4B**  
SHEET NO.



PLANNING SUBMITTAL – NOT FOR CONSTRUCTION

296 BASSETT DRIVE SUITE 200 SAN FRANCISCO CA 94108 T 415.263.0100



PROJECT ADDRESS

2450 SAND HILL ROAD  
MENLO PARK, CA  
95025



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10/28/2021	PLANNING RESUBMITTAL	

DATE 10/28/2021  
SCALE As indicated  
PROJECT ID 11501  
DRAWN BY JJ

**TREE IDENTIFICATION PLAN**

SHEET TITLE

SHEET NO. **L0.4C**











3000 Quarter Project Tree Data

Tree Identification		Common Name		DBH (inches)		Height (feet)		Health		Defects		Type		Risk Assessment		Reason for Removal		Appraisal Value		Notes	
ID	Species Name	Common Name	DBH	Height	Health	Defects	Type	Risk	Reason	Value	Notes										
1	Quercus agrifolia	coast live oak	20.3	21.2	X					\$ 1,000											
2	Pinus jefferyi	balser cypress	14.1	15.1	X					\$ 1,000											
3	Quercus agrifolia	coast live oak	13.9	14.9	X					\$ 1,000											
4	Quercus agrifolia	coast live oak	13.5	14.5	X					\$ 1,000											
5	Quercus agrifolia	coast live oak	13.1	14.1	X					\$ 1,000											
6	Quercus agrifolia	coast live oak	12.7	13.7	X					\$ 1,000											
7	Quercus agrifolia	coast live oak	12.3	13.3	X					\$ 1,000											
8	Quercus agrifolia	coast live oak	11.9	12.9	X					\$ 1,000											
9	Quercus agrifolia	coast live oak	11.5	12.5	X					\$ 1,000											
10	Quercus agrifolia	coast live oak	11.1	12.1	X					\$ 1,000											
11	Quercus agrifolia	coast live oak	10.7	11.7	X					\$ 1,000											
12	Quercus agrifolia	coast live oak	10.3	11.3	X					\$ 1,000											
13	Quercus agrifolia	coast live oak	9.9	10.9	X					\$ 1,000											
14	Quercus agrifolia	coast live oak	9.5	10.5	X					\$ 1,000											
15	Quercus agrifolia	coast live oak	9.1	10.1	X					\$ 1,000											
16	Quercus agrifolia	coast live oak	8.7	9.7	X					\$ 1,000											
17	Quercus agrifolia	coast live oak	8.3	9.3	X					\$ 1,000											
18	Quercus agrifolia	coast live oak	7.9	8.9	X					\$ 1,000											
19	Quercus agrifolia	coast live oak	7.5	8.5	X					\$ 1,000											
20	Quercus agrifolia	coast live oak	7.1	8.1	X					\$ 1,000											
21	Quercus agrifolia	coast live oak	6.7	7.7	X					\$ 1,000											
22	Quercus agrifolia	coast live oak	6.3	7.3	X					\$ 1,000											
23	Quercus agrifolia	coast live oak	5.9	6.9	X					\$ 1,000											
24	Quercus agrifolia	coast live oak	5.5	6.5	X					\$ 1,000											
25	Quercus agrifolia	coast live oak	5.1	6.1	X					\$ 1,000											
26	Quercus agrifolia	coast live oak	4.7	5.7	X					\$ 1,000											
27	Quercus agrifolia	coast live oak	4.3	5.3	X					\$ 1,000											
28	Quercus agrifolia	coast live oak	3.9	4.9	X					\$ 1,000											
29	Quercus agrifolia	coast live oak	3.5	4.5	X					\$ 1,000											
30	Quercus agrifolia	coast live oak	3.1	4.1	X					\$ 1,000											
31	Quercus agrifolia	coast live oak	2.7	3.7	X					\$ 1,000											
32	Quercus agrifolia	coast live oak	2.3	3.3	X					\$ 1,000											
33	Quercus agrifolia	coast live oak	1.9	2.9	X					\$ 1,000											
34	Quercus agrifolia	coast live oak	1.5	2.5	X					\$ 1,000											
35	Quercus agrifolia	coast live oak	1.1	2.1	X					\$ 1,000											
36	Quercus agrifolia	coast live oak	0.7	1.7	X					\$ 1,000											
37	Quercus agrifolia	coast live oak	0.3	1.3	X					\$ 1,000											

3000 Quarter Project Tree Data

Tree Identification		Common Name		DBH (inches)		Height (feet)		Health		Defects		Type		Risk Assessment		Reason for Removal		Appraisal Value		Notes	
ID	Species Name	Common Name	DBH	Height	Health	Defects	Type	Risk	Reason	Value	Notes										
38	Adiantum species	fern	1.0	1.0						\$ 100											
39	Quercus agrifolia	coast live oak	14.0	15.0	X					\$ 1,000											
40	Quercus agrifolia	coast live oak	13.0	14.0	X					\$ 1,000											
41	Quercus agrifolia	coast live oak	12.0	13.0	X					\$ 1,000											
42	Quercus agrifolia	coast live oak	11.0	12.0	X					\$ 1,000											
43	Quercus agrifolia	coast live oak	10.0	11.0	X					\$ 1,000											
44	Quercus agrifolia	coast live oak	9.0	10.0	X					\$ 1,000											
45	Quercus agrifolia	coast live oak	8.0	9.0	X					\$ 1,000											
46	Quercus agrifolia	coast live oak	7.0	8.0	X					\$ 1,000											
47	Quercus agrifolia	coast live oak	6.0	7.0	X					\$ 1,000											
48	Quercus agrifolia	coast live oak	5.0	6.0	X					\$ 1,000											
49	Quercus agrifolia	coast live oak	4.0	5.0	X					\$ 1,000											
50	Quercus agrifolia	coast live oak	3.0	4.0	X					\$ 1,000											
51	Quercus agrifolia	coast live oak	2.0	3.0	X					\$ 1,000											
52	Quercus agrifolia	coast live oak	1.0	2.0	X					\$ 1,000											
53	Quercus agrifolia	coast live oak	0.5	1.5	X					\$ 1,000											
54	Quercus agrifolia	coast live oak	0.2	1.2	X					\$ 1,000											
55	Quercus agrifolia	coast live oak	0.1	1.1	X					\$ 1,000											

PLANNING SUBMITTAL - NOT FOR CONSTRUCTION



PROJECT ADDRESS  
 2450 SAND HILL ROAD  
 MENLO PARK, CA  
 95025



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NO.	DATE	DESCRIPTION
	11/12/2020	HERITAGE TREE PERMIT SUBMITTAL
	11/25/2020	PLANNING SUBMITTAL
	05/21/2021	PLANNING RESUBMITTAL
	05/21/2021	HERITAGE TREE RESUBMITTAL
	07/20/2021	PLANNING RESUBMITTAL
	07/20/2021	HERITAGE TREE RESUBMITTAL
	09/17/2021	HERITAGE TREE RESUBMITTAL
	09/17/2021	PLANNING RESUBMITTAL
	10/28/2021	PLANNING RESUBMITTAL

DATE: 10/28/2021  
 SCALE: As indicated  
 PROJECT ID: 11501  
 DRAWN BY: JJ

TREE DATA TABLE  
 SHEET TITLE  
 SHEET NO. **L0.8**





REFER TO L1.2

ACCESSIBLE PARKING STALL,  
TYP. 1 VAN, 2 STANDARD.  
REFER TO CIVIL.

E STEP  
L2.1

EXISTING TREE TO  
REMAIN, TYPICAL.  
REFER TO L0.4

C STEEL FEATURE BED  
L2.4

BIO-RETENTION PLANTER,  
TYP. SEE CIVIL PLANS  
FOR DETAILS.

NEW CURB, TYPICAL. SEE  
CIVIL PLANS FOR  
DETAILS.

B CONCRETE RAMP  
L2.3

F STEEL ENTRY SIGN  
L2.2

A PLANTER WALL  
L2.2

A CONCRETE PAVING  
L2.1

A PLANTER WALL TYPE A  
L2.2

A WATER FEATURE A  
L2.5

STEP TOE KICK, TYP. REFER TO L2.10

E STEP  
L2.1

H RETAINING WALL  
L2.1

FIRE FEATURE

B WATER FEATURE B  
L2.5

B STEEL LOUVER  
L2.6

2400 SAND HILL ROAD

SCONCE, TYP. REFER TO L2.10.

FURNITURE PROVIDED BY  
OWNER, TYP. SHOWN FOR  
REFERENCE ONLY.

CHANDELIER, TYP. OF 3. REFER  
TO L2.10.

TREE UPLIGHT, TYP. REFER TO  
L2.10.

PIN LIGHT, TYP. REFER TO  
L2.10.

B PLANTER WALL TYPE B  
L2.2

C FIRE FEATURE  
L2.6

F DECOMPOSED GRANITE  
L2.1

PATH LIGHT, TYP. REFER TO L2.10.

PA

A WOOD DECK  
L2.8

A STEEL GUARDRAIL  
L2.3

ILLUMINATED RAIL, TYP. REFER  
TO L2.10.

SCULPTURE WASH, TYP.  
OF 2. REFER TO L2.10.

PA

PA

PA

PA

PA

PA

PA

PA

PA

PA

PA

PA

PA

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PA

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PA

PA

PA

PA

PA

PA

PA

PA

PA

PA

2450 SAND HILL ROAD

A STEEL PLANTER WALL 18"H  
L2.6

C PAVER TYPE 1  
L2.1

C PAVER TYPE 2  
L2.1

B WOOD FENCE AND SERVICE GATE  
L2.8 SIM.

C FEATURE WALL  
L2.3

IN-GRADE LINEAR UPLIGHT, TYP.  
REFER TO L2.10.

B WATER FEATURE B  
L2.5

A STEEL CANOPY  
L2.7

A STEEL PLANTER WALL 12"H  
L2.6

PA

PA

PA

PA

PA

PA

PA

PA

PA

PA

PA

B CANTILEVERED DECK  
L2.4

A GLASS GUARDRAIL  
L2.4

A STEEL PLANTER WALL 4"H  
L2.6

ILLUMINATED RAIL, TYP. REFER TO L2.10

CONDENSING UNITS. REFER TO MECHANICAL  
DRAWINGS.

VERTICAL LOUVER, TYP.

A WOOD DECK  
L2.8

PA

PA

PA

PA

PA

PA

PA

PA

PA

PA

PA

PA

PA

PA

PA

PA

PA

PA

PA

PA

**CONSTRUCTION LEGEND**

SYMBOL	DESCRIPTION
Z	MEET FLUSH
E	EQUAL
PA	PLANTING AREA
TYP	TYPICAL
—●—	ALIGN
—○—	UPLIGHT
— —	LINEAR STEP LIGHT
— —	IN-GROUND LINEAR LIGHT
— —	IN-GRADE LINEAR LIGHT
— —	WALL LIGHT
⊕	CONCRETE PAVING
⊕	INTERLOCKING PAVERS - TYPE 1
⊕	INTERLOCKING PAVERS - TYPE 2
⊕	DECOMPOSED GRANITE
⊕	WOOD DECK
⊕	CONTROL JOINT
⊕	EXPANSION JOINT
⊕	CONCRETE HEADER
⊕	PLANTER WALL TYPE A
⊕	PLANTER WALL TYPE B
⊕	TERRACE WALL
⊕	RETAINING WALL

- NOTES:**
- SEE SHEET L2.1 - L2.7 FOR CONSTRUCTION DETAILS.
  - SEE SHEET L2.9 FOR MATERIALS LIST.
  - SEE SHEET L2.10 FOR LIGHTING LEGEND.
  - LOCATE EXPANSION JOINTS ADJACENT TO ALL STRUCTURES, INCLUDING WALLS AND STEPS. SEE SHEET L2.1, DETAIL B FOR MORE INFORMATION ON SPACING.
  - NEW OR RELOCATED UTILITY BOXES, INCLUDING ELECTRICAL PULL BOXES, SHALL BE LOCATED IN PLANTING AREAS 18" MIN FROM ADJACENT HARDSCAPE.
  - SITE FURNISHINGS ARE TO BE PROVIDED BY THE PROPERTY OWNER AND ARE SHOWN FOR REFERENCE ONLY.

PLANNING SUBMITTAL - NOT FOR CONSTRUCTION

298 BASSETT BLVD SUITE 400  
SAN JOSE, CA 95128  
T 408.263.0100



PROJECT ADDRESS

2450 SAND HILL ROAD  
MENLO PARK, CA  
95025



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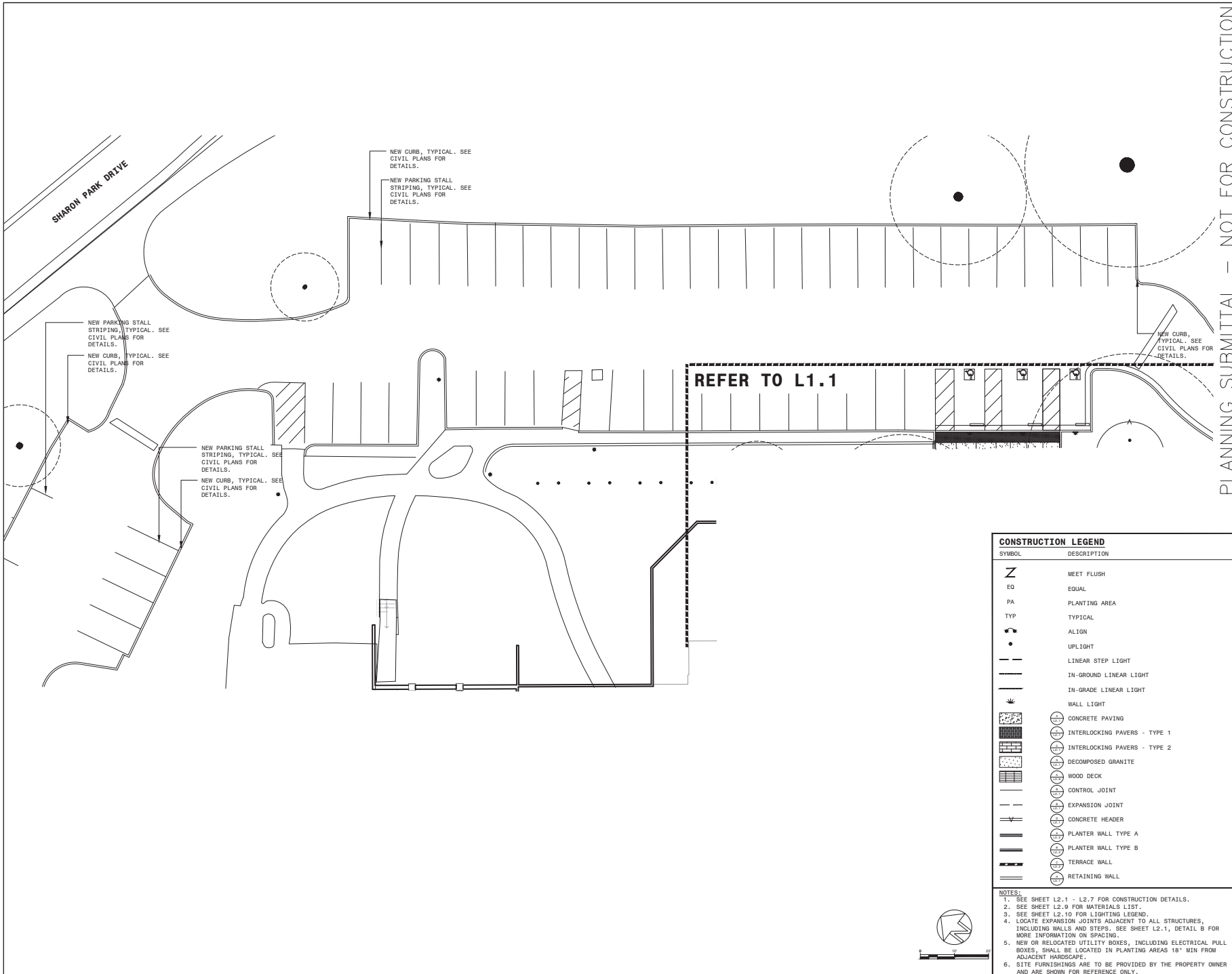
**REVISIONS**

NO.	DATE	DESCRIPTION
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	09/17/2021	HERITAGE TREE RESUBMITTAL
	09/17/2021	PLANNING RESUBMITTAL
	10/28/2021	PLANNING RESUBMITTAL

DATE 10/28/2021  
SCALE As indicated  
PROJECT ID 11501  
DRAWN BY JJ

**CONSTRUCTION PLAN**

SHEET TITLE  
SHEET NO. **L1.1**



SHARON PARK DRIVE

NEW PARKING STALL STRIPING, TYPICAL. SEE CIVIL PLANS FOR DETAILS.  
NEW CURB, TYPICAL. SEE CIVIL PLANS FOR DETAILS.

NEW PARKING STALL STRIPING, TYPICAL. SEE CIVIL PLANS FOR DETAILS.  
NEW CURB, TYPICAL. SEE CIVIL PLANS FOR DETAILS.

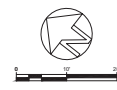
NEW CURB, TYPICAL. SEE CIVIL PLANS FOR DETAILS.  
NEW PARKING STALL STRIPING, TYPICAL. SEE CIVIL PLANS FOR DETAILS.

REFER TO L1.1

NEW CURB, TYPICAL. SEE CIVIL PLANS FOR DETAILS.

CONSTRUCTION LEGEND	
SYMBOL	DESCRIPTION
Z	MEET FLUSH
EQ	EQUAL
PA	PLANTING AREA
TYP	TYPICAL
ALIGN	ALIGN
UPLIGHT	UPLIGHT
LINEAR STEP LIGHT	LINEAR STEP LIGHT
IN-GROUND LINEAR LIGHT	IN-GROUND LINEAR LIGHT
IN-GRADE LINEAR LIGHT	IN-GRADE LINEAR LIGHT
WALL LIGHT	WALL LIGHT
CONCRETE PAVING	CONCRETE PAVING
INTERLOCKING PAVERS - TYPE 1	INTERLOCKING PAVERS - TYPE 1
INTERLOCKING PAVERS - TYPE 2	INTERLOCKING PAVERS - TYPE 2
DECOMPOSED GRANITE	DECOMPOSED GRANITE
WOOD DECK	WOOD DECK
CONTROL JOINT	CONTROL JOINT
EXPANSION JOINT	EXPANSION JOINT
CONCRETE HEADER	CONCRETE HEADER
PLANTER WALL TYPE A	PLANTER WALL TYPE A
PLANTER WALL TYPE B	PLANTER WALL TYPE B
TERRACE WALL	TERRACE WALL
RETAINING WALL	RETAINING WALL

- NOTES:
- SEE SHEET L2.1 - L2.7 FOR CONSTRUCTION DETAILS.
  - SEE SHEET L2.9 FOR MATERIALS LIST.
  - SEE SHEET L2.10 FOR LIGHTING LEGEND.
  - LOCATE EXPANSION JOINTS ADJACENT TO ALL STRUCTURES, INCLUDING WALLS AND STEPS. SEE SHEET L2.1, DETAIL B FOR MORE INFORMATION ON SPACING.
  - NEW OR RELOCATED UTILITY BOXES, INCLUDING ELECTRICAL PULL BOXES, SHALL BE LOCATED IN PLANTING AREAS 18" MIN FROM ADJACENT HARDSCAPE.
  - SITE FURNISHINGS ARE TO BE PROVIDED BY THE PROPERTY OWNER AND ARE SHOWN FOR REFERENCE ONLY.



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MENLO PARK, CA  
95025



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09/17/2021	HERITAGE TREE RESUBMITTAL	
09/17/2021	PLANNING RESUBMITTAL	
10/28/2021	PLANNING RESUBMITTAL	

DATE 10/28/2021  
SCALE As indicated  
PROJECT ID 11501  
DRAWN BY JJ

CONSTRUCTION PLAN

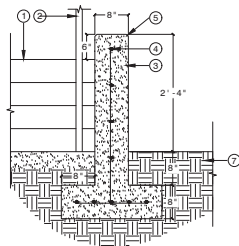
SHEET TITLE

SHEET NO. **L1.2**





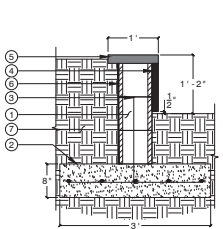
NOTES:  
1. SEE MATERIALS LIST FOR COLORS AND FINISHES.



- ① CONCRETE STAIRS PER PLAN, SEE DETAIL
- ② HANDRAIL, SEE DETAIL
- ③ 8" WIDE CONCRETE WALL
- ④ #4 REBAR @ 12" O.C.E.W.
- ⑤ 1/2" CHAMFER
- ⑥ 4" LAYER CLASS II AB
- ⑦ NATIVE GRADE

**E** CHEEK WALL  
SCALE 1/4"=1'-0"

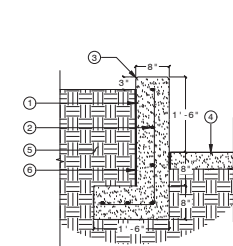
NOTES:  
1. SEE MATERIALS LIST FOR COLORS AND FINISHES.



- ① 8X8X16 STANDARD CMU
- ② CONCRETE FOOTING W/#5 REBAR @12" O.C.E.W.
- ③ REBAR LAP PER STRUCTURAL
- ④ TILE W/MORTAR
- ⑤ 2" WALL CAP
- ⑥ WATERPROOF BACK OF WALL
- ⑦ NATIVE GRADE

**C** TERRACE WALL  
SCALE 1/4"=1'-0"

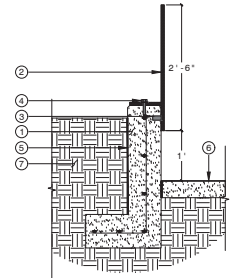
NOTES:  
1. SEE MATERIALS LIST FOR COLORS AND FINISHES.



- ① 8" WIDE CONCRETE WALL
- ② #5 REBAR @ 12" O.C.E.W.
- ③ 1/2" CHAMFER
- ④ ADJACENT HARDSCAPE
- ⑤ NATIVE SOIL OR PLANTER MIX
- ⑥ WATERPROOF BACK OF WALL

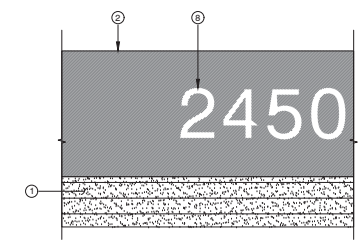
**A** PLANTER WALL TYPE A  
SCALE 1/4"=1'-0"

NOTES:  
1. SEE MATERIALS LIST FOR COLORS AND FINISHES.  
2. GRIND ALL WELDS SMOOTH.



- ① PLANTER WALL TYPE A, SEE DETAIL.
- ② 3/8" STEEL PLATE
- ③ WELD STUD TO PLATE @12" O.C., DRILL AND EPOXY TO WALL.
- ④ EXPANSION ANCHOR @12" O.C., PRE-DRILL STEEL.
- ⑤ WATERPROOF BACK OF WALL
- ⑥ ADJACENT PAVING PER PLAN
- ⑦ NATIVE GRADE
- ⑧ ADDRESS NUMBERS TO BE CUT OUT OF STEEL PLATE. FONT/SIZE TBD.

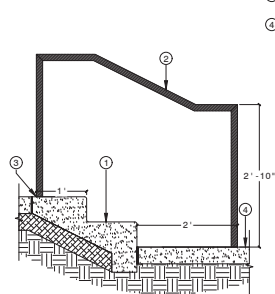
SECTION



ELEVATION

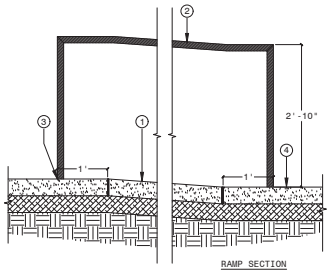
**F** STEEL ENTRY SIGNAGE  
SCALE 1/4"=1'-0"

NOTES:  
1. SEE MATERIALS LIST FOR COLORS AND FINISHES.



- ① STAIRS OR RAMP, SEE DETAIL
- ② HSS 1-1/2" ROUND, PAINTED. W/ITER AT CORNERS.
- ③ CORE AND EPOXY INTO EXISTING PAVING
- ④ EXISTING ADJACENT PAVING

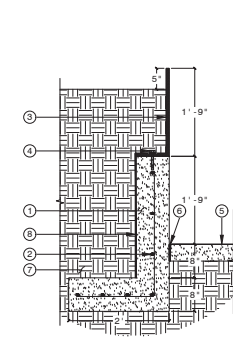
STAIRS SECTION



RAMP SECTION

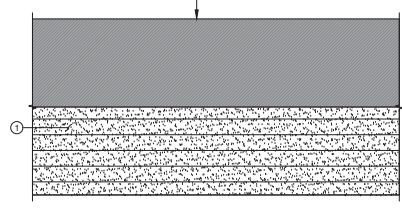
**D** HANDRAIL  
SCALE 1/4"=1'-0"

NOTES:  
1. SEE MATERIALS LIST FOR COLORS AND FINISHES.



- ① 8" WIDE CONCRETE WALL
- ② #5 REBAR @ 12" O.C.E.W.
- ③ 3/8" STEEL PLATE, BLACKENED
- ④ 1/2" EXPANSION BOLT @ 12" O.C.
- ⑤ ADJACENT PAVING PER PLAN
- ⑥ EXPANSION JOINT
- ⑦ NATIVE GRADE
- ⑧ WATERPROOF BACK OF WALL

SECTION



ELEVATION

**B** PLANTER WALL TYPE B  
SCALE 1/4"=1'-0"

PLANNING SUBMITTAL - NOT FOR CONSTRUCTION

290 BASSETT BLVD SUITE 250  
SAN JOSE, CA 95128  
T: 408.283.0100



PROJECT ADDRESS

2450 SAND HILL ROAD  
MENLO PARK, CA  
95025



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REVISIONS

NO.	DATE	DESCRIPTION
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05/21/2021	HERITAGE TREE RESUBMITTAL	
07/20/2021	PLANNING RESUBMITTAL	
07/20/2021	HERITAGE TREE RESUBMITTAL	
09/17/2021	HERITAGE TREE RESUBMITTAL	
09/17/2021	PLANNING RESUBMITTAL	
10/28/2021	PLANNING RESUBMITTAL	

DATE 10/28/2021  
SCALE As indicated  
PROJECT ID 11901  
DRAWN BY JJ

CONSTRUCTION DETAILS

SHEET TITLE

L2.2

SHEET NO.

PROJECT ADDRESS

2450 SAND HILL ROAD  
MENLO PARK, CA  
95025

MARKET READY IMPROVEMENTS for  
**DIVCO**WEST.  
Real Estate Investments

**site.**  
designed. built.



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REVISIONS

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05/21/2021		HERITAGE TREE RESUBMITTAL
07/20/2021		PLANNING RESUBMITTAL
07/20/2021		HERITAGE TREE RESUBMITTAL
09/17/2021		HERITAGE TREE RESUBMITTAL
09/17/2021		PLANNING RESUBMITTAL
10/28/2021		PLANNING RESUBMITTAL

DATE

10/28/2021

SCALE

As indicated

PROJECT ID

11901

DRAWN BY

JJ

CONSTRUCTION DETAILS

SHEET TITLE

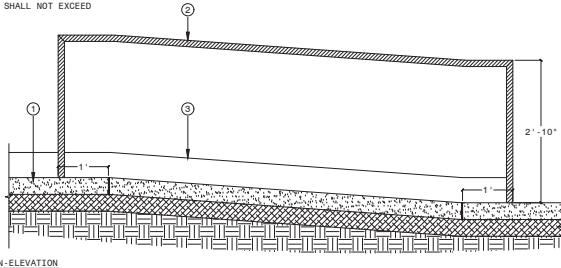
SHEET NO.

**L2.3**

10/27/2020 10:30:15 AM

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- NOTES:  
1. SEE MATERIALS LIST FOR COLORS AND FINISHES.  
2. SLOPE SHALL NOT EXCEED 1:12.

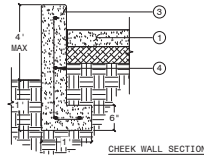


SECTION-ELEVATION

**B CONCRETE RAMP**

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

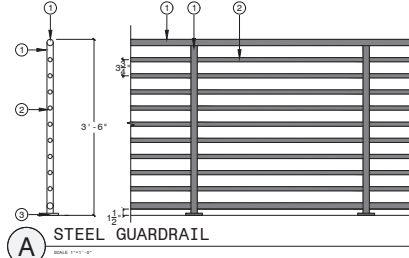
- ① 4" CONCRETE PAVING, SEE DETAIL
- ② 1-1/2" SQUARE HSS HANDRAIL, CORE AND EPOXY TO HARDSCAPE
- ③ 6" WIDE CONCRETE CHEEK WALL, SEE PLAN
- ④ #3 REBAR @ 12" O.C.



CHEEK WALL SECTION

- NOTES:  
1. SEE MATERIALS LIST FOR COLORS AND FINISHES.  
2. SEE STRUCTURAL DETAILS FOR MORE INFORMATION.

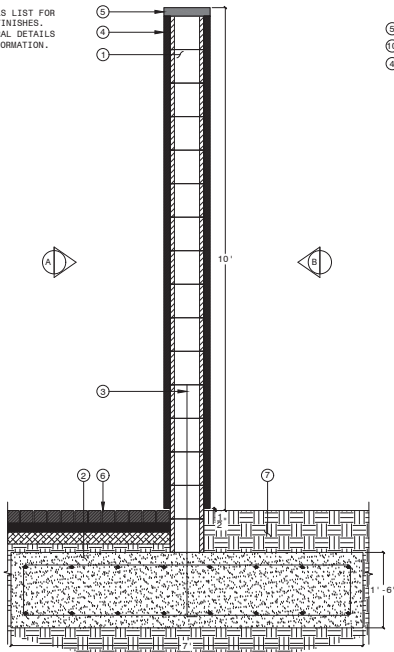
- ① 1.5x11GA HSS ROUND
- ② 1x11GA HSS ROUND
- ③ 4"80x4"THICK BASE PLATE



**A STEEL GUARDRAIL**

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

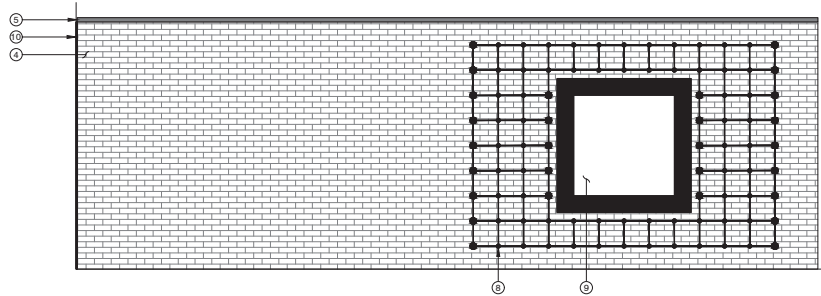
- NOTES:  
1. SEE MATERIALS LIST FOR COLORS AND FINISHES.  
2. SEE STRUCTURAL DETAILS FOR MORE INFORMATION.



SECTION

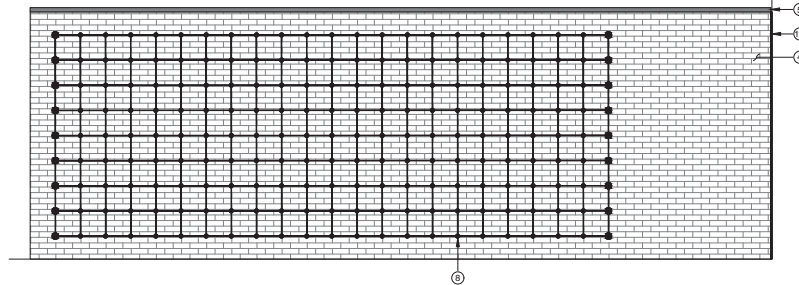
**C FEATURE WALL**

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



ELEVATION A

SCALE: 1/2"=1'-0"



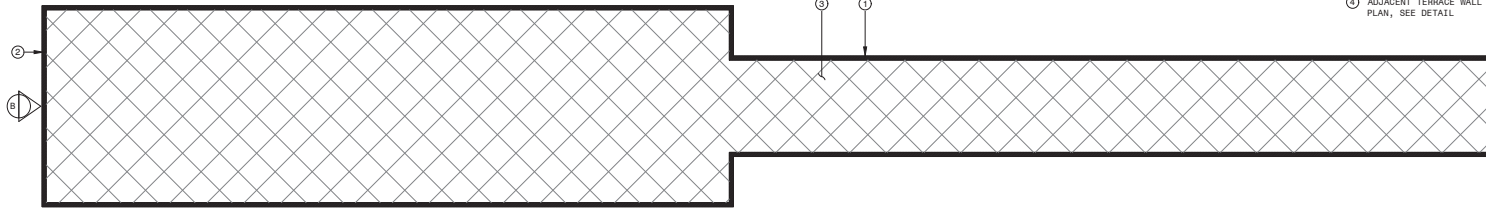
ELEVATION B

SCALE: 1/2"=1'-0"

- ① 8X8X16 STANDARD CMU
- ② CONCRETE FOOTING W/(8)5 REBAR CONTINUOUS TOP AND BOTTOM W/5 TIES @12"O.C.
- ③ REBAR LAP PER STRUCTURAL
- ④ TILE W/MORTAR
- ⑤ CUSTOM STEEL CAP, 2"THICK
- ⑥ ADJACENT PAVING PER PLAN
- ⑦ NATIVE GRADE
- ⑧ VINE CABLE SYSTEM, 12" CABLE SPACING W/STANDOFF MOUNTS.
- ⑨ CUSTOM OUTDOOR MIRROR
- ⑩ ADJACENT BUILDING WALL, INSTALL EXPANSION JOINT

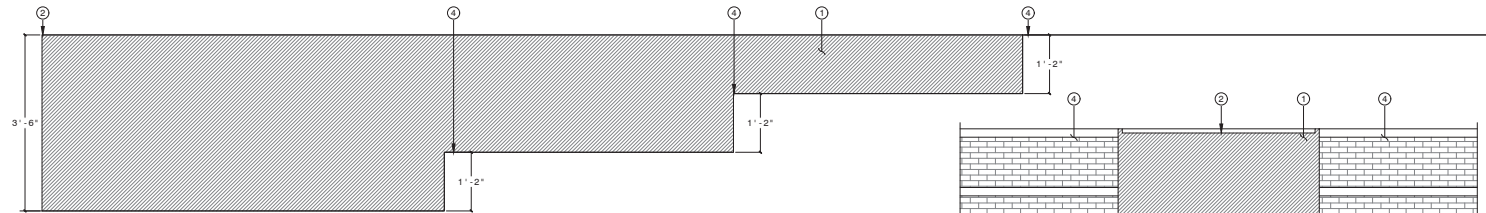


- NOTES:
1. SEE MATERIALS LIST FOR COLORS AND FINISHES.
  2. SEE STRUCTURAL DETAILS FOR MORE INFORMATION.

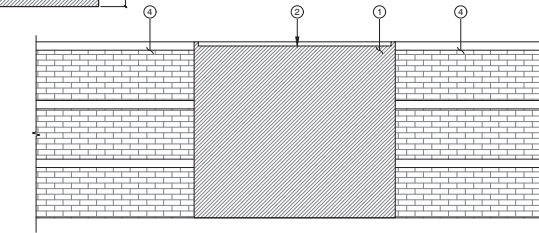


PLAN VIEW

- 1 1" STEEL PLATE
- 2 RECESS FRONT OF FOUNTAIN TO PROVIDE NEGATIVE EDGE.
- 3 INSTALL GLASS TILE AT FOUNTAIN BASE
- 4 ADJACENT TERRACE WALL PER PLAN, SEE DETAIL



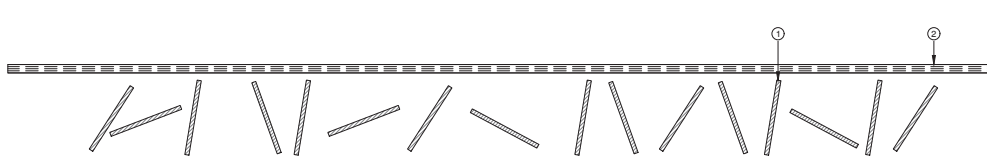
ELEVATION A



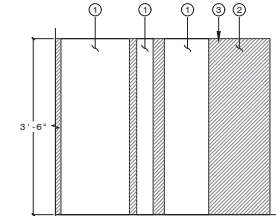
ELEVATION B

**A** WATER FEATURE A

- NOTES:
1. SEE MATERIALS LIST FOR COLORS AND FINISHES.
  2. SEE STRUCTURAL DETAILS FOR MORE INFORMATION.



PLAN VIEW



ELEVATION A

- 1 1" STEEL PLATE, SEE STEEL LOUVERS DETAIL
- 2 WATER FEATURE WALL: (2) 3/4" STEEL PLATES WITH 1/2" STEEL CAP. FOUNTAIN PLUMBING TO RUN INTERNAL TO WALL.
- 3 PROVIDE 1/2" GAP BETWEEN CAP AND FRONT PLATE TO ALLOW WATER TO SPILL OUT OF WALL.

**B** WATER FEATURE B

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290 BASSETT ST. SUITE 200  
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T: 408.283.0100



PROJECT ADDRESS

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MENLO PARK, CA  
95025



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REVISIONS		
NO.	DATE	DESCRIPTION
11/12/2020	HERITAGE TREE PERMIT SUBMITTAL	
11/25/2020	PLANNING SUBMITTAL	
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05/21/2021	HERITAGE TREE RESUBMITTAL	
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07/20/2021	HERITAGE TREE RESUBMITTAL	
09/17/2021	HERITAGE TREE RESUBMITTAL	
09/17/2021	PLANNING RESUBMITTAL	
10/28/2021	PLANNING RESUBMITTAL	

DATE: 10/28/2021  
SCALE: As indicated  
PROJECT ID: 11501  
DRAWN BY: JJ

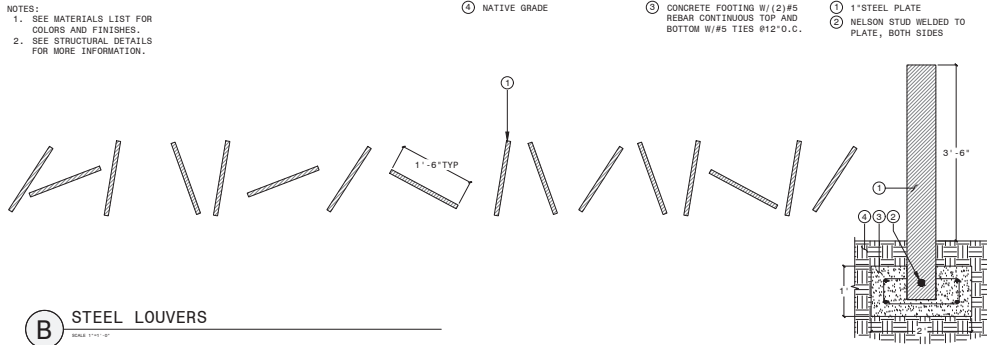
CONSTRUCTION DETAILS

SHEET TITLE

SHEET NO. **L2.5**

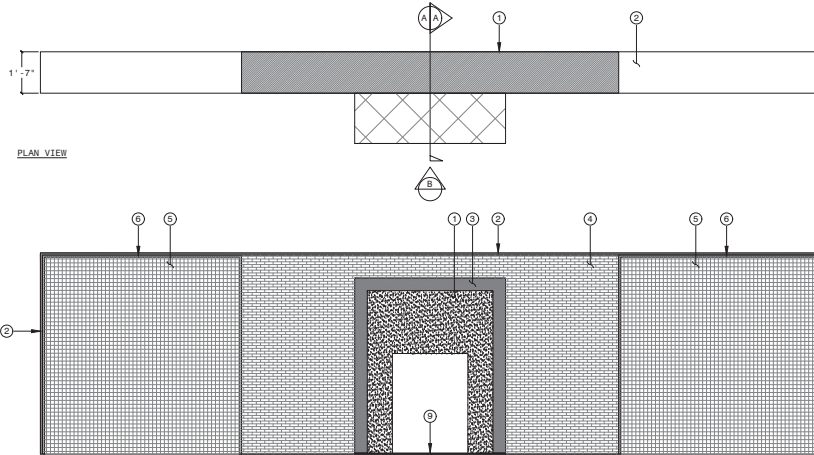


NOTES:  
 1. SEE MATERIALS LIST FOR COLORS AND FINISHES.  
 2. SEE STRUCTURAL DETAILS FOR MORE INFORMATION.



**B** STEEL LOUVERS  
SCALE 1/2\"/>

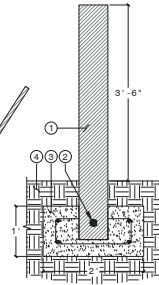
NOTES:  
 1. SEE MATERIALS LIST FOR COLORS AND FINISHES.  
 2. SEE STRUCTURAL DETAILS FOR MORE INFORMATION.



ELEVATION B

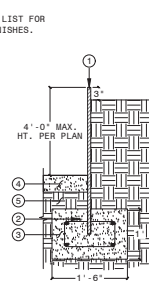
**C** FIRE FEATURE  
SCALE 1/2\"/>

- ④ NATIVE GRADE
- ③ CONCRETE FOOTING W/(2)#5 REBAR CONTINUOUS TOP AND BOTTOM W/#5 TIES @12\"/>
- ① 1\"/>
- ② NELSON STUD WELDED TO PLATE, BOTH SIDES



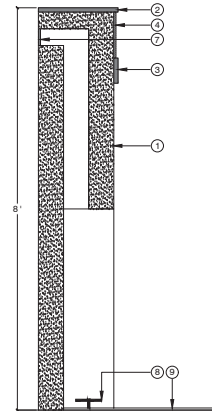
**A** STEEL PLANTER WALL  
SCALE 1/2\"/>

NOTES:  
 1. SEE MATERIALS LIST FOR COLORS AND FINISHES.



- ① 3\"/>
- ② NELSON STUD WELDED TO PLATE @12\"/>
- ③ CONCRETE FOOTING W/(2)#5 REBAR CONTINUOUS TOP AND BOTTOM W/#5 TIES @12\"/>
- ④ ADJACENT PAVING PER PLAN
- ⑤ NATIVE GRADE

- ① P. I. P. CONCRETE WALL
- ② 1\"/>
- ③ 1\"/>
- ④ TILE W/MORTAR
- ⑤ 1\"/>
- ⑥ 1\"/>
- ⑦ SS VENT AT OPENING
- ⑧ FIREPLACE BURNER INSERT
- ⑨ TILE PAVING, PROVIDE CONCRETE SLAB BENEATH



SECTION A-A

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 T: 408.283.0100



PROJECT ADDRESS

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10/28/2021		PLANNING RESUBMITTAL

DATE: 10/28/2021  
 SCALE: As indicated  
 PROJECT ID: 11901  
 DRAWN BY: JJ

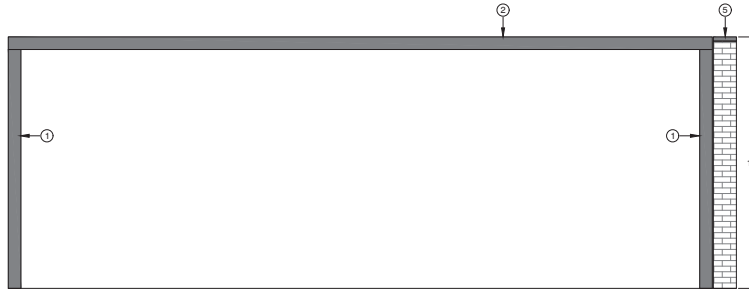
CONSTRUCTION DETAILS

SHEET TITLE

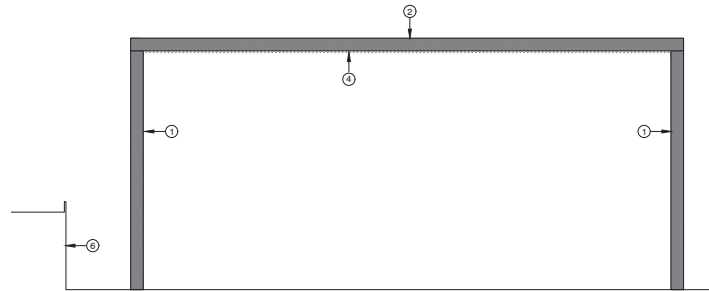
SHEET NO. **L2.6**

NOTES:  
 1. SEE MATERIALS LIST FOR COLORS AND FINISHES.  
 2. SEE STRUCTURAL DETAILS FOR MORE INFORMATION.

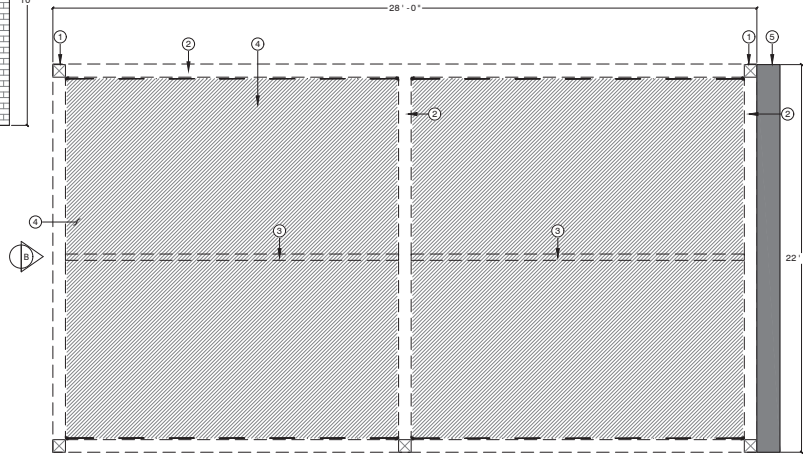
- ① HSS 6X6X $\frac{1}{2}$  COLUMNS
- ② HSS 6X6X $\frac{1}{2}$  BEAMS
- ③ HSS 3X3X $\frac{1}{2}$  JOIST
- ④ SOLTIS FABRIC
- ⑤ ADJACENT FEATURE WALL, SEE DETAIL
- ⑥ ADJACENT PLANTER WALL TYPE B, SEE DETAIL



ELEVATION A



ELEVATION B



PLAN VIEW

Ⓐ SHADE CANOPY  
SCALE 1/8"=1'-0"

PLANNING SUBMITTAL – NOT FOR CONSTRUCTION

290 BASSETT DRIVE, SUITE 200  
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10/28/2021	PLANNING RESUBMITTAL	

DATE 10/28/2021  
 SCALE As indicated  
 PROJECT ID 11901  
 DRAWN BY JJ

CONSTRUCTION DETAILS

SHEET TITLE  
 SHEET NO. **L2.7**







PLANNING SUBMITTAL - NOT FOR CONSTRUCTION

LIGHTING LEGEND					
SYMBOL	DESCRIPTION	MANUFACTURER	MODEL	COLOR	QTY
•	PLANTER PIN LIGHT	LUMASCAPE	VEDITA L99402LED	STAINLESS STEEL	38
●	TREE UPLIGHT	BEGA	IN-GRADE LUMINAIRE 77 028	STAINLESS STEEL	40
●	SCULPTURE WASH	TARGETTI	JUPITER JU - R - FL - L1 - 27 - 24 -SS 1US3179M	STAINLESS STEEL	2
◆	PATH LIGHT	BEGA	GARDEN AND PATHWAY BOLLARD 77 276	BLACK	9
☼	SCONCE	ETERREA	SURFACE L9W608	ANTHRACITE	6
○	CHANDELIER	BOVER	FORA 90	GRAPHITE BROWN	2
—	IN-GRADE LINEAR UPLIGHT	BEGA	IN-GRADE LUMINAIRE 77 916	STAINLESS STEEL	10
—○—	STEP TOE KICK	PURE EDGE LIGHTING	FLEX NEON LRF5	NA	70 LF
•	STEP LIGHT	HUNZA	STEP LIGHT SOLID EYELED SLS/L-S-SS-60-2-CANSS	STAINLESS STEEL	6
— — —	WALL TOE KICK	PURE EDGE LIGHTING	FLEX NEON LRF5	NA	38 LF
— — —	ILLUMINATED RAIL	WAGNER	LUMENLINEAR LULS40K6070TA CUSTOM LENGTH SECTIONS	STAINLESS STEEL	130 LF

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PROJECT ID: 11501  
DRAWN BY: JJ

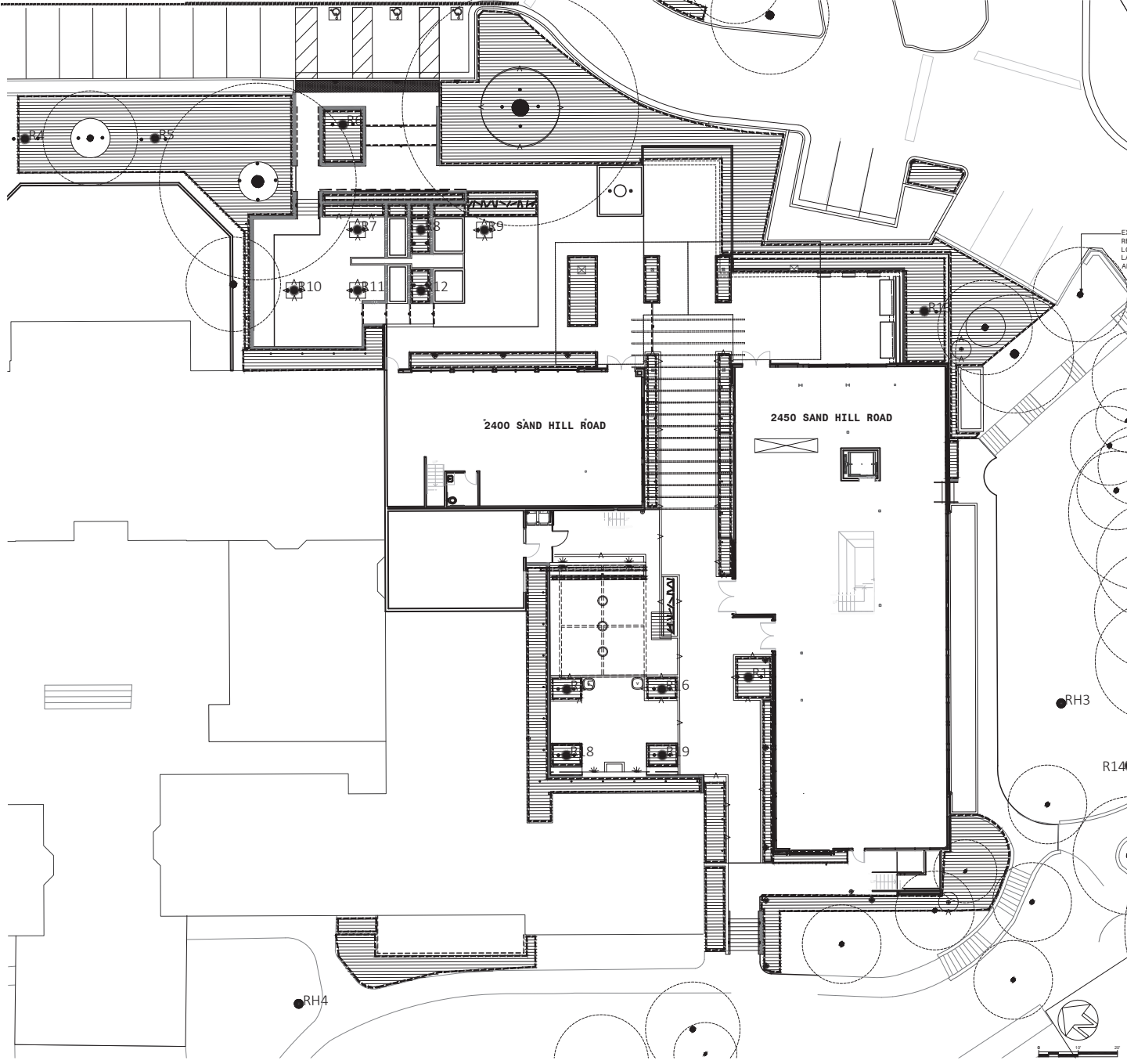
LIGHTING LEGEND

SHEET TITLE

SHEET NO. **L2.10**

10/28/2021 10:58:15 AM

REFER TO L3.2



EXISTING TREE TO REMAIN, TYPICAL. REFER TO TREE PROTECTION DETAIL L3.4A, PROJECT ARBORIST REPORT AND LANDSCAPE SPECIFICATIONS FOR ADDITIONAL INFORMATION.

**IRRIGATION LEGEND**

SYMBOL	DESCRIPTION (**SEE NOTES)
	WATER METER
	PRESSURE REGULATOR*
	MASTER VALVE
	FLOW SENSOR
	WEATHER SENSOR
	IRRIGATION CONTROLLER
	PVC BALL VALVE
	DRIP ZONE CONTROL KIT
	QUICK COUPLER VALVE
	ON-GRADE TREE BUBBLER
	NON-PRESSURE LATERAL
	NON-PRESSURE SUPPLY LINE
	PRESSURE SUPPLY MAINLINE
	SLEEVE
	ON-GRADE DRIP TUBING DRIPLINE SPACING: 12" EMITTER SPACING: 12"
	VALVE TAG: STATION NUMBER GPM LINE SIZE APPROX LENGTH OF DRIP TUBING ZONE TYPE

**NOTES:**  
 CONTRACTOR TO VERIFY EXISTENCE AND FUNCTIONALITY OF IRRIGATION COMPONENTS. IF COMPONENTS ARE NOT CURRENTLY INSTALLED OR ARE NOT FUNCTIONAL, CONTRACTOR TO INSTALL COMPONENTS PER IRRIGATION EQUIPMENT LEGEND ON SHEET L3.3. SEE SHEET L3.4 - L3.5 FOR IRRIGATION DETAILS.  
 1. CONTRACTOR IS RESPONSIBLE FOR REPAIRING ANY DAMAGE TO EXISTING IRRIGATION SYSTEM INCURRED DURING CONSTRUCTION.  
 2. IRRIGATION IS SHOWN DIAGRAMMATICALLY FOR GRAPHIC CLARITY. INSTALL MAINLINE AND LATERALS IN PLANTING AREAS WHEN POSSIBLE.

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**REVISIONS**

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	09/17/2021	PLANNING RESUBMITTAL
	10/28/2021	PLANNING RESUBMITTAL

DATE: 10/28/2021  
 SCALE: As indicated  
 PROJECT ID: 11501  
 DRAWN BY: JJ

**IRRIGATION PLAN**

SHEET TITLE  
 SHEET NO. **L3.1**

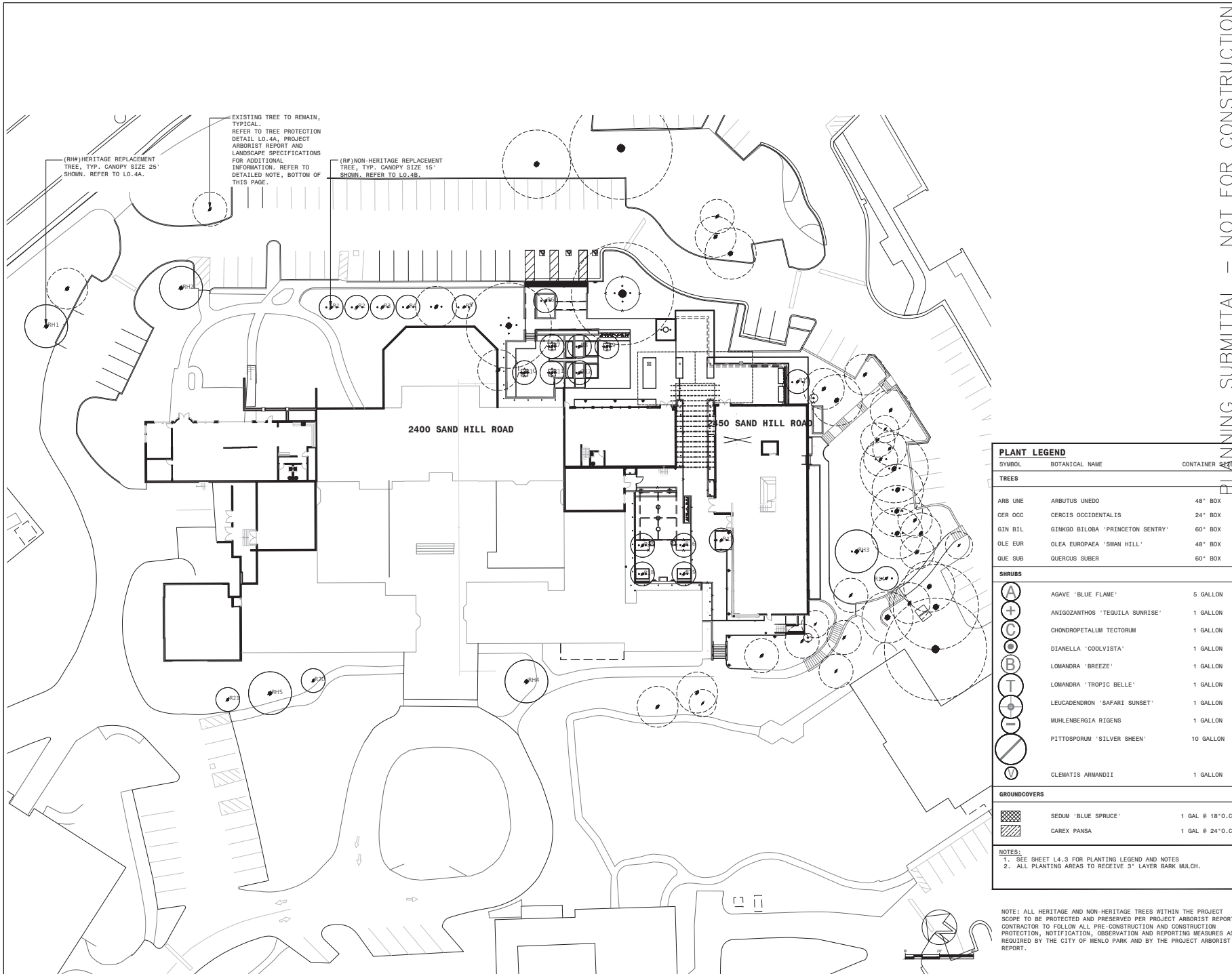












(RH) HERITAGE REPLACEMENT TREE, TYP. CANOPY SIZE 25' SHOWN. REFER TO L.O. 4A.

EXISTING TREE TO REMAIN, TYPICAL. REFER TO TREE PROTECTION DETAIL L.O. 4A, PROJECT ARBORIST REPORT AND LANDSCAPE SPECIFICATIONS FOR ADDITIONAL INFORMATION. REFER TO DETAILED NOTE, BOTTOM OF THIS PAGE.

(RN) NON-HERITAGE REPLACEMENT TREE, TYP. CANOPY SIZE 15' SHOWN. REFER TO L.O. 4B.

2400 SAND HILL ROAD

2450 SAND HILL ROAD

PLANT LEGEND		
SYMBOL	BOTANICAL NAME	CONTAINER SIZE
<b>TREES</b>		
ARB UNE	ARBUTUS UNEDO	48" BOX
CER OCC	CERCIS OCCIDENTALIS	24" BOX
GIN BIL	GINKGO BILOBA 'PRINCETON SENTRY'	60" BOX
OLE EUR	OLEA EUROPAEA 'SIWAN HILL'	48" BOX
QUE SUB	QUERCUS SUBER	60" BOX
<b>SHRUBS</b>		
(A)	AGAVE 'BLUE FLAME'	5 GALLON
(+)	ANIGOZANTHOS 'TEQUILA SUNRISE'	1 GALLON
(C)	CHONDROPETALUM TECTORUM	1 GALLON
(D)	DIANELLA 'COOLVISTA'	1 GALLON
(B)	LOMANDRA 'BREEZE'	1 GALLON
(T)	LOMANDRA 'TROPIC BELLE'	1 GALLON
(S)	LEUCADENDRON 'SAFARI SUNSET'	1 GALLON
(L)	MUHLBERGIA RIGENS	1 GALLON
(P)	PITTSOPORUM 'SILVER SHEEN'	10 GALLON
(V)	CLEMATIS ARMANDII	1 GALLON
<b>GROUNDCOVERS</b>		
(Hatched Box)	SEDUM 'BLUE SPRUCE'	1 GAL @ 18" O.C.
(Diagonal Lines)	CAREX PANSA	1 GAL @ 24" O.C.
<b>NOTES:</b> 1. SEE SHEET L4.3 FOR PLANTING LEGEND AND NOTES 2. ALL PLANTING AREAS TO RECEIVE 3" LAYER BARK MULCH.		

PLANNING SUBMITTAL - NOT FOR CONSTRUCTION

PROJECT ADDRESS  
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 MENLO PARK, CA  
 95025

MARKET READY IMPROVEMENTS for  
**DIVCO WEST.**  
 Real Estate Investments

**site.**  
 designed. built.



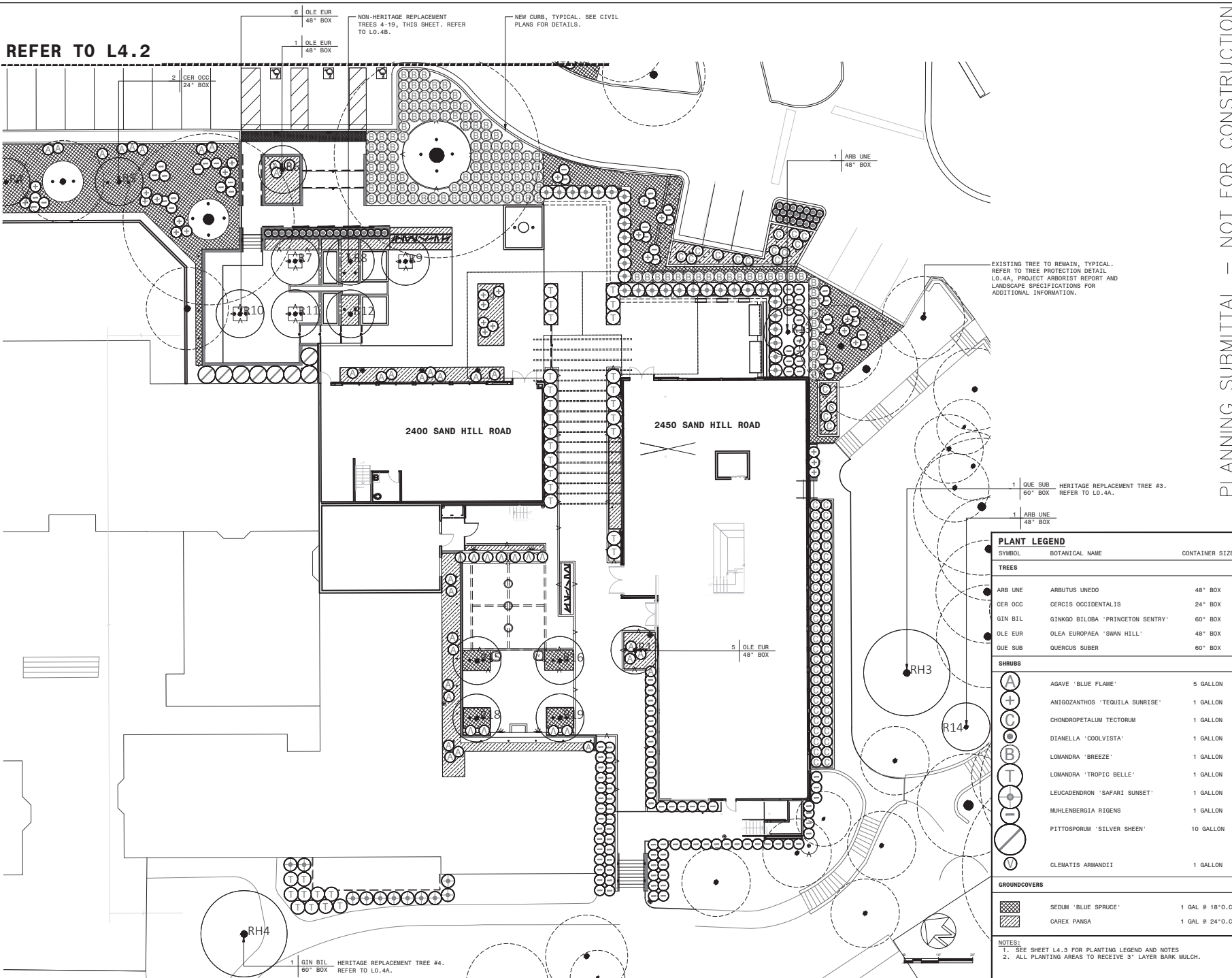
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10/28/2021	PLANNING RESUBMITTAL

DATE: 10/28/2021  
 SCALE: As indicated  
 PROJECT ID: 11501  
 DRAWN BY: JJ

**OVERALL TREE PLAN**

SHEET TITLE  
**L4.0**  
 SHEET NO.



REFER TO L4.2

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SAN JOSE, CA 95128  
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PLANT LEGEND		
SYMBOL	BOTANICAL NAME	CONTAINER SIZE
<b>TREES</b>		
ARB UNE	ARBUTUS UNEDO	48" BOX
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OLE EUR	OLEA EUROPAEA 'SIWAN HILL'	48" BOX
QUE SUB	QUERCUS SUBER	60" BOX
<b>SHRUBS</b>		
A	AGAVE 'BLUE FLAME'	5 GALLON
+	ANIGOZANTHOS 'TEQUILA SUNRISE'	1 GALLON
○	CHONDROPETALUM 'TECTORUM'	1 GALLON
○	DIANELLA 'COOLVISTA'	1 GALLON
B	LOMANDRA 'BREEZE'	1 GALLON
○	LOMANDRA 'TROPIC BELLE'	1 GALLON
○	LEUCADENDRON 'SAFARI SUNSET'	1 GALLON
○	MUHLENBERGIA RIGENS	1 GALLON
○	PITTIOSPORUM 'SILVER SHEEN'	10 GALLON
V	CLEMATIS ARMANDII	1 GALLON
<b>GROUNDCOVERS</b>		
■	SEDUM 'BLUE SPRUCE'	1 GAL # 18" O.C.
■	CAREX PANSA	1 GAL # 24" O.C.

**NOTES:**

- SEE SHEET L4.3 FOR PLANTING LEGEND AND NOTES
- ALL PLANTING AREAS TO RECEIVE 3" LAYER BARK MULCH.

REVISIONS		
NO.	DATE	DESCRIPTION
1	11/12/2020	HERITAGE TREE PERMIT SUBMITTAL
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5	07/20/2021	PLANNING RESUBMITTAL
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DATE: 10/28/2021  
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PROJECT ID: 11501  
DRAWN BY: JJ

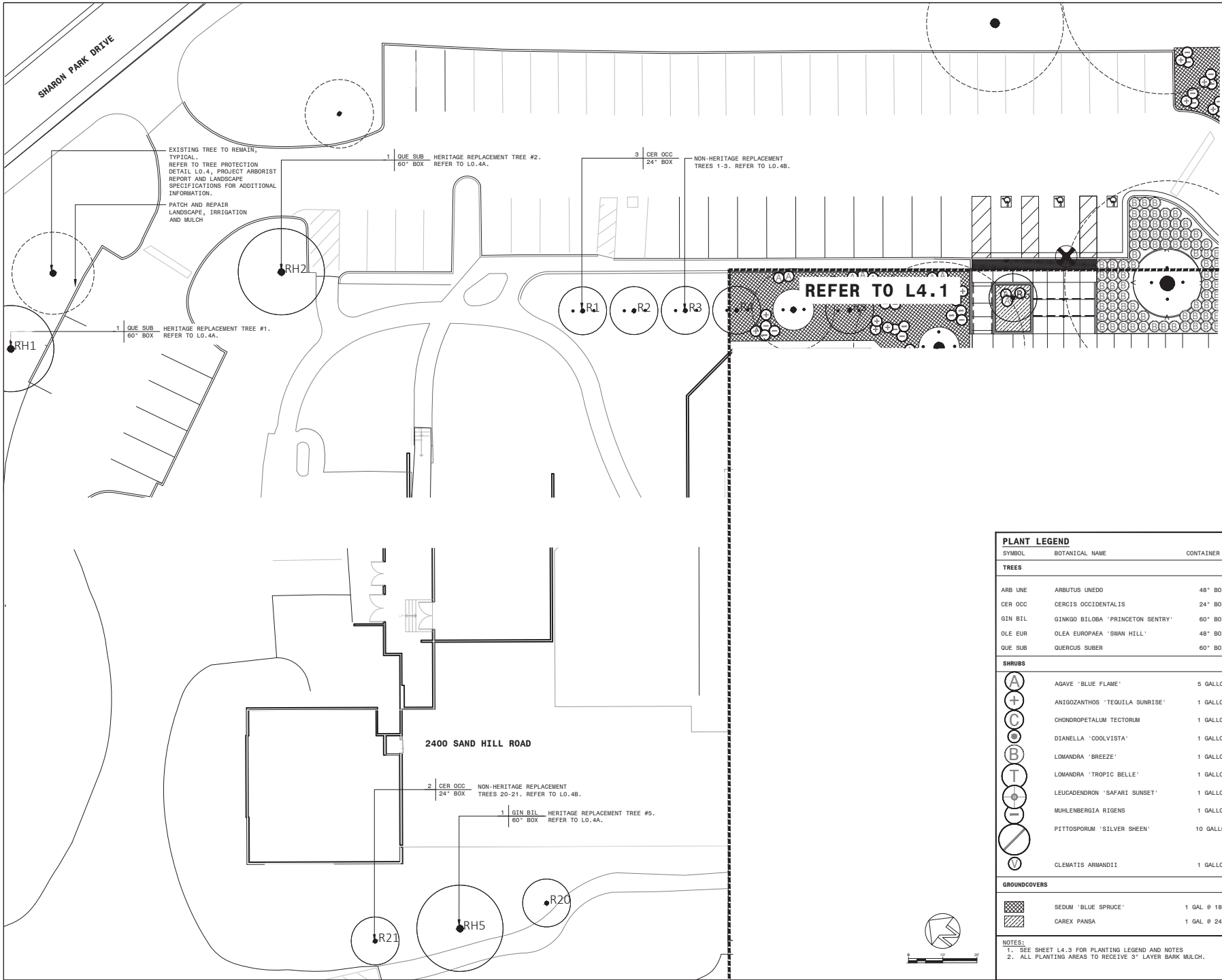
**PLANTING PLAN**

SHEET TITLE

**L4.1**

SHEET NO.





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PROJECT ADDRESS

2450 SAND HILL ROAD  
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**PLANT LEGEND**

SYMBOL	BOTANICAL NAME	CONTAINER SIZE
<b>TREES</b>		
ARB UNE	ARBUTUS UNEDO	48" BOX
CER OCC	CERCIS OCCIDENTALIS	24" BOX
GIN BIL	GINKGO BILOBA 'PRINCETON SENTRY'	60" BOX
OLE EUR	OLEA EUROPAEA 'SIWAN HILL'	48" BOX
QUE SUB	QUERCUS SUBER	60" BOX
<b>SHRUBS</b>		
(A)	AGAVE 'BLUE FLAME'	5 GALLON
(+)	ANIGONANTHOS 'TEQUILA SUNRISE'	1 GALLON
(C)	CHONDROPETALUM 'TECTORUM'	1 GALLON
(B)	DIANELLA 'COOLVISTA'	1 GALLON
(T)	LOMANDRA 'BREEZE'	1 GALLON
(+)	LOMANDRA 'TROPIC BELLE'	1 GALLON
(+)	LEUCADENDRON 'SAFARI SUNSET'	1 GALLON
(+)	MUHLENBERGIA RIGENS	1 GALLON
(+)	PITTIOSPORUM 'SILVER SHEEN'	10 GALLON
(V)	CLEMATIS ARMANDII	1 GALLON
<b>GROUNDCOVERS</b>		
(Pattern)	SEDUM 'BLUE SPRUCE'	1 GAL @ 18" O.C.
(Pattern)	CAREX PANSA	1 GAL @ 24" O.C.

**NOTES:**

- SEE SHEET L4.3 FOR PLANTING LEGEND AND NOTES
- ALL PLANTING AREAS TO RECEIVE 3" LAYER BARK MULCH.

DATE: 10/28/2021  
SCALE: As indicated  
PROJECT ID: 11901  
DRAWN BY: JJ

**PLANTING PLAN**

SHEET TITLE

SHEET NO. **L4.2**















PROJECT ADDRESS

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09/17/2021	HERITAGE TREE RESUBMITTAL	
10/28/2021	PLANNING RESUBMITTAL	

DATE 10/28/2021  
SCALE As indicated  
PROJECT ID 11501  
DRAWN BY JU

LANDSCAPE SPECIFICATIONS

SHEET TITLE

SHEET NO.

L5.4

10/12/2020 10:03:15 AM

- H. UVR-PVC PIPE
  - UVR-Pvc pipe, where indicated on the drawings, shall be ultra-violet resistant, Schedule 40 PVC pipe. Fittings shall be UVR-PVC fittings.

I. BACKFLOW PREVENTION UNIT

- Backflow prevention unit shall be factory assembled and shall be as indicated in the Irrigation Legend on the drawings, or approved equal. Contractor shall install backflow prevention unit as indicated in the details on the drawings and in accordance with manufacturer's recommendation.

J. VALVE BOXES

- Gate valves and remote control valves, except for anti-siphon valves, shall be installed below grade as indicated in the details on the drawings, in lockable valve boxes manufactured by Carson, Brooks, Fraser, Ametek, or approved equal.
- Valve box lids shall be per Irrigation Legend. Gate valves shall be identified by stamping "GV" on the valve box cover. Remote control valves shall be identified by stamping "RCV" and station number on the valve box cover.
- Valve boxes shall be set one inch (1") above finish grade, with valves set at sufficient depth to provide appropriate clearance between the cover and valve.

K. ISOLATION VALVES

- Isolation valves (ball) shall be as indicated in the Irrigation Legend on the drawings, or approved equal. Contractor shall install isolation valves as indicated in the details on the drawings and in accordance with manufacturer's recommendation.

L. QUICK COUPLING VALVES

- Quick coupling valves shall be as indicated in the Irrigation Legend on the drawings.

M. ANTI-DRAIN VALVES

- Where indicated on the drawings, and as needed for field conditions, anti-drain valves shall be as indicated in the Irrigation Legend on the drawings.

N. REMOTE CONTROL VALVES

- Remote control valves shall be solenoid activated, of the type, manufacturer and size as indicated in the Irrigation Legend on the drawings.

O. CONTROLLERS AND WIRING

- Controller shall be of the type and manufacturer as indicated in the Irrigation Legend on the drawings, or approved equal. Contractor shall install controller as indicated in the details on the drawings and in accordance with manufacturer's recommendations.
- For traditional wire systems connections between the controller and the remote control valves shall be made with direct burial solid copper wire. Control wire shall be #14 AWG, Type U.F., 600 volt. Common wire shall be #12 AWG. Wire shall be PVC insulated of single conductor type, underground feeder cable, U.L. approved.
- For traditional wire systems, as practical, pilot wires shall be a different color for each valve. Remote control valves shall be a different color for each automatic controller. For two-wire systems, each controller shall have a different wire color.
- Wire shall be buried a minimum of eighteen inches (18") in depth and whenever possible shall occupy the same trench as the mainline, bundled and secured to irrigation pipelines at ten foot (10') intervals with plastic electrical tape, providing sufficient slack for expansion and contraction.
- Wire for slope systems shall be installed in a UVR PVC sleeve laid adjacent to the on-grade pipes.
- Provide a separate ground wire for each controller.
- An expansion curl shall be provided within three feet (3') of each wire connection and change of direction, and at least every 100 feet of wire length on longer runs.
- For traditional wire systems, all splices shall be made with Scotch-Lok #3576 Connector Sealing Packs, Rain Bird Pen-Fit, Sears DS-400 wire connectors, 3M DBY wire sealing packs, or approved equal. Use one (1) splice per connector sealing pack. Wire splices shall be located in pull boxes set one inch (1") above finish grade. For two-wire systems, all splices shall be made with 3M DBY-6 direct bury splice kits or approved equal. Use one (1) splice per connector sealing pack.
- Wire splices shall be located in pull boxes set one inch (1") above finish grade.
- Field splices between the controller and remote control valves will not be permitted.
- For traditional wire systems, install a spare control wire of a different color along entire mainline. Loop thirty-six inches (36") excess wire into each single box and into one valve box in each group of valves.
- All controller wires installed within a garage shall be run in corrosion resistant thin metal wall electrical conduit and labeled as "Irrigation Control Wires." For two wire systems, surge protection against surge damage due to lightning or other electrical surge events is required. All installations shall conform to manufacturer's instructions, and must meet or exceed the American Society of Irrigation Consultants (ASIC) Earth Grounding Guideline 100-2002. In all cases where it does not conflict with appropriate grounding grid design for the project, Ground Rods or Plates as referred to in this specification shall conform to the following standards:
  - All grounding rods shall be bare copper of 5/8" diameter or greater, and 8' length or greater.
  - All grounding plates shall be 5 square feet, typically 4" by 96", as outlined in ASIC Earth Grounding Guideline 100-2002.
  - A measured resistance reading of no more than 25 ohms is necessary at each TW-LA-1 (Lightning Arrestor). ASIC Spec: Section 7.0 - Measuring resistance, item
- Ground rods and plates shall be located at a minimum distance to assure that the two-wire path is outside of the electrode sphere of influence for the grounding rod. For an 8' grounding rod, this means that the grounding rod must be connected at least 8' away from the two-wire path, at a right angle to the two-wire path. See the section below for details on connecting the grounding rod or plate to the device or lightning arrestor. (Under no circumstances should a ground rod or ground plate be installed in or under a valve box, meter box or electrical box.)

P. IRRIGATION HEADS

- Irrigation heads shall be of the manufacturer, size, type, and rate of precipitation with the diameter (or radius) of throw, pressure, and discharge as specified in the Irrigation Legend.
- Riser units shall be oriented perpendicular to the finish grade with nipples of the same size as the riser opening in the irrigation head.
- Spacing of heads and drip irrigation tubing shall not exceed the maximum shown on the drawings and in no case exceed the maximum spacing recommended by the manufacturer. Contractor responsible to insure complete coverage.

Q. INSTALLATION

- Pipe shall be cut square and the ends reamed out to the full inside diameter of the pipe and thoroughly cleaned of dirt, dust and moisture before installation.
- PVC pipe shall be protected from tool damage during assembly. Plastic pipe which has been nicked, scarred or damaged shall be removed and replaced at the Contractor's expense.
- PVC solvent-weld joints shall be made in accordance with ASTM D-2855. Pipe shall not be exposed to water for twenty-four (24) hours after solvent-weld joints are completed.
- Trenches shall be of open vertical construction to appropriate depths as indicated on the drawings and specified herein. PVC pipe shall be laid on native grade or certified compacted subgrade, free of rocks or sharp-edged objects and snaked from side to side in the trench to allow for expansion and contraction.
- Teflon tape shall be used on all threaded PVC to PVC and on all threaded PVC to metal joints.
- Brass pipe and fittings shall be assembled using Teflon dope, applied to the male threads only.
- Galvanized pipe threads shall be cut with clean, sharp dies, conforming to American Standards Association Specification. Male pipe threads shall be coated with a non-toxic, non-hardening, non-corrosive joint compound.
- Galvanized pipe or ultra-violet resistant (UVR) PVC installed on grade shall be anchored at intervals not to exceed ten feet (10'), with #8 rebar, with a "J" hooked Ring Seal Joint:
  - Use factory-made male end or prepare field-cut male end to exact specifications of factory-made end.
  - Carefully clean bell or coupling and insert rubber ring without lubricant. Position ring carefully according to manufacturer's recommendations.
  - Lubricate male end according to manufacturer's recommendations and insert male end to specified depth. Use hands only when inserting PVC pipe.
  - Thrust blocks shall be provided where necessary to resist system pressure on ring-tite pipe and fittings. Blocks shall be concrete and the size shall be based on an average soil safe bearing load of 1000 pounds per square foot.
  - Form thrust blocks in such a manner that concrete comes in contact only with the fittings. Thrust blocks shall be between solid soil and the fitting.
- Irrigation lines and control wiring shall be installed under paving in separate PVC Schedule 40 sleeves. Sleeves shall be installed with the coverage depths as specified herein.
- Piping under existing pavement may be installed by jacking, boring or hydraulic driving, except that no hydraulic driving will be permitted under asphaltic concrete pavement. Where cutting or breaking of existing pavement is necessary, obtain permission from the Owner before cutting or breaking pavement and then make all necessary repairs and replacements to the satisfaction of the Owner, and at no additional cost to the Owner.
- All lines shall have a minimum horizontal clearance of six inches (6") from each other and from lines of other trades. Parallel lines shall not be installed directly over another.
- Provide the following minimum coverage (where lines occur under paved areas, these coverage depths shall be considered below subgrade):
  - 12" Pressure mainline and control wiring, 12" Non-pressure lateral lines.

R. ADJUSTING AND TESTING THE SYSTEM

- Contractor shall furnish all equipment, materials and labor to conduct pipeline pressure tests, coverage tests and operational tests. All tests shall be made in the presence of the Owner prior to planting operations. Trenches shall not be backfilled until the pipeline pressure tests have been performed to the satisfaction of the Owner.
- After completion of pipeline assembly, prior to installation of terminal fittings, including but not limited to remote control valves and quick coupler valves, entire system shall be thoroughly flushed to remove dirt, scale or other deleterious material.
- With open ends capped, prior to installing valves, test pressure supply lines for six (6) hours at 125 PSI. Center load PVC pipe with a small amount of backfill to prevent arching and whipping under pressure.
- Contractor shall be responsible for correcting any portions of the work twenty (24) hours in advance for the following inspections:
  - system layout
  - pressure pipeline tests
  - coverage tests
  - operational tests (prior to commencing planting operations)
- Coverage test shall demonstrate that each station area is balanced to provide uniform and adequate coverage.
- Operational test shall demonstrate the performance and operation of all components of the control system.
- Remote control valves shall be properly balanced, heads adjusted for coverage and system shall be workable, clean and efficient.
- Contractor shall be responsible for correcting any portions of the work that are not properly installed and retesting until installation has been accepted by the Owner.

S. MATERIALS TO BE FURNISHED

- Contractor shall furnish the Owner the following materials at the end of construction, prior to the Post-Installation Maintenance Period:
  - Two (2) keys for each controller.
  - Two (2) keys for each control valve.
  - One (1) quick coupler key and matching hose swivels for each quick coupler valve installed.
  - One (1) set each approved as-built and record drawings.
  - Two (2) sets each approved controller charts.

T. AS-BUILT AND RECORD DRAWINGS

- Contractor shall maintain and keep up to date one (1) set of blue lines showing the "as-built" location of major features of the project and indicating changes that may occur during installation.
- Prior to acceptance of the work, Contractor shall furnish the Owner with one (1) set of reproducible transparencies as the Record Set showing the as-built data, of a quality satisfactory to the Owner. Transfer as-built data in ink (no ball point pen) and eradicate outdated items.
- Dimension from two (2) permanent points of reference (buildings, monuments, sidewalks, curbs, pavement) the location of the following items:
  - Point of connection to existing water lines.
  - Point of connection to existing electrical power.
  - Irrigation valves.
  - Routing of irrigation pressure lines (dimensions, maximum 100' along route).
  - Remote control valves.
  - Routing of control valves.
  - Quick coupling valves.
  - Other related equipment as requested by the Owner.
- Contractor shall submit As-built/Record Drawings to Owner for review prior to completing Controller Charts.

U. CONTROLLER CHARTS

- Contractor shall provide two (2) controller charts for each controller supplied. The controller charts shall show the area controlled and shall be the maximum size which the controller door will allow. The controller charts shall be a photographic print with a different color indicating the area of coverage for each station. When completed and approved, the controller charts shall be hermetically sealed between two (2) pieces of transparent plastic, each being a minimum of twenty (20) mils thick.

V. OPERATION AND MAINTENANCE MANUALS

- Prepare and deliver four (4) individually bound copies of the Operation and Maintenance Manual to the Owner at least ten (10) calendar days prior to acceptance of the work. The Manual shall include descriptive material of equipment installed and shall be in sufficient detail for maintenance personnel to understand, operate and maintain all equipment. Each complete, bound manual shall include the following:
  - Index sheets stating Contractor's address and telephone number, list of equipment with names and addresses of local manufacturers representatives.
  - Catalog and parts sheets on all material and equipment installed.
  - Warranty statement.
  - Complete operating and maintenance instructions.

W. GUARANTEE

- Contractor shall guarantee all materials and equipment for one (1) year from the date of acceptance of the work. Should any trouble develop within this time specified due to inferior or faulty materials or workmanship, the Contractor shall be responsible for costs incurred due to repair and replacement.

GENERAL PLANTING

A. GENERAL

- Contractor shall provide all labor, materials and equipment for the installation of plant material as indicated on the drawings and as specified herein.
- Contractor shall coordinate planting with other site improvements. Unless otherwise specified, structural improvements shall be installed prior to planting operations.
- Contractor shall be responsible for locating and staking existing sewer, water and utility lines above or below grade that might be damaged as a result of planting operations. Contractor shall assume sole responsibility for any cost incurred due to work and for replacement of aforementioned utilities.
- All work on the irrigation system, including hydrostatic, coverage, and operational tests, and the backfilling and compaction of trenches shall be performed prior to planting operations.
- Samples of fertilizers, soil conditioners, seed, or other materials shall be submitted to Owner forty-eight (48) hours prior to incorporation in the work.
- An agricultural suitability and fertility analysis soils report shall take precedence over these specifications.

B. PLANT MATERIAL QUALITY

- Plant material shall be in accordance with the State Department of Agriculture's regulations for nursery inspections, rules and grading. All plants shall be of No. 1 Grade and have a normal habit of growth, and shall be sound, healthy, vigorous and free of insect infestations, plant diseases, sun scalds, fresh bark abrasions or other objectionable infestations. All plants shall have a normal, well-developed branch system and vigorous and fibrous root system which is not root bound and is free of killed or girdling roots.
- Nursery growth stock shall be selected from high quality, well-shaped stock, grown under climatic conditions similar to those in the project locale. Minimum acceptable size of plants as indicated in the drawings shall correspond with that normally expected for the species and variety of commercially available nursery stock.
- Where applicable, caliper shall be the diameter of the trunk one foot (1') above the ground surface.
- Over-size plants may be used if not root bound, but shall not increase the Contract price. Up to ten percent (10%) of undersized plants in any one (1) variety and grade may be used, provided they are larger than the average size of the next smallest grade.
- Scientific and common names conform to customary nursery usage.
- Types and sizes of plant materials shall be as indicated on the drawings. Quantities shown are a guide only, Contractor shall verify quantities by plan check.
- The Owner reserves the right to refuse or reject any unsuitable plant material. Unsuitable plants shall be removed from the project site and replaced at the Contractor's expense. Replacement plants shall be the same species, variety, size and container as the rejected plants.
- Pruning of plant materials shall not be done prior to delivery. After planting, pruning shall be limited to the minimum necessary to remove injured twigs and branches, dead wood and suckers.
- Plant material is subject to substitution based upon availability. Substituted material shall be approved in advance by the Owner.





Project Address: **2450 SAND HILL ROAD MENLO PARK, 94025**

## **Purpose of the Proposal:**

Purpose of the project is to create a new entrance to an office building, and separate an existing buildings into two buildings to generate an improved courtyard. These improvements are designed to generate new leasing opportunities, compliment the existing architectural style, and elevate the outdoor spaces of the campus.

## **Scope of Work:**

Exterior Demolition: Removal of existing facade, windows, walls, balconies, stairs, hardscape and landscape.

Remove and relocate some existing and reserved parking stalls to accommodate new landscape layout.

Interior Demolition: Removal of existing walls, doors, ceiling, lights, restrooms, finishes, stairs and elevator.

Exterior New Construction: New hardscape, landscaping, parking spaces, facade, windows, walls, entry element, stairs and balconies.

Parking: The revised entry design and upgrade to the ADA parking stalls on-site caused the need to relocate parking stalls. The deck at the front of the building encroaches into an area previously occupied by landscape reserve parking stalls. Those parking stalls were relocated to the roundabout circle at the front of building 2400. The ADA parking stalls were widened to match current code standards. This caused the number of standard parking stalls to decrease. The parking lot was widened and parking stalls were added to offset any decrease in parking. The net number of parking stalls for both standard and landscape reserve is zero.

Interior New Construction: New open office space for potential tenants.

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

The building retains distinctive characteristics associated with Modern Era Ranch architecture during the 1960s.

The proposed new facade will compliment the existing architectural character of the adjacent buildings, and will match existing adjacent building's style, material, color and construction method.

## **Existing Architectural Style**

The subject building is a two story office building. It is rectangular in shape and has pitched roof with varying heights. It has several balconies and stairs leading from the building. The neighborhood is composed of other office building with consistent character and sizing. The exterior finish of the building is painted board and batten siding with a stucco finish at the basement and portions of the 1st floor.

## **Proposed Architectural Style**

The project is designed to retain the architectural style and character of the existing building. It will retain the rectangular shape of the building and varying heights of roof. There will be new stairs that will match the other stairs on the campus. The exterior finishes will be matching board and batten, stucco and steel siding.



Existing Building on the campus



Existing entrance at 2400



Existing entrance at 2440



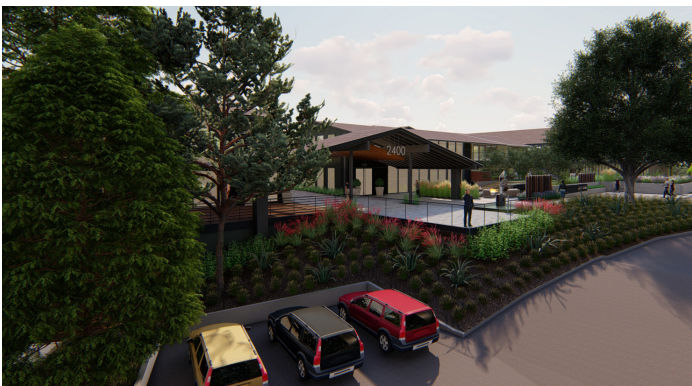
Existing entrance at 2420



Existing entrance at 2450 (area of work)



New entrance at 2450



Northeast entrance at 2450  
D2



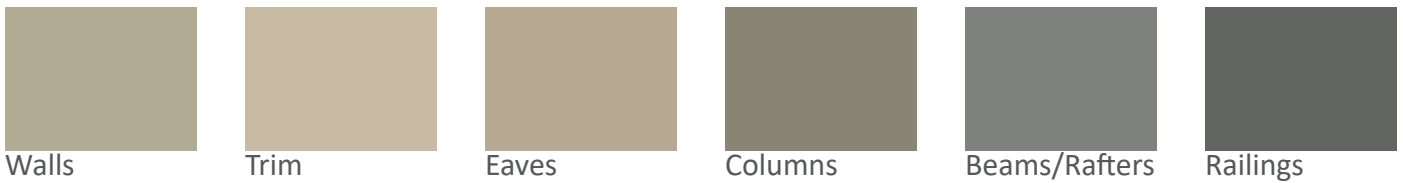
Southeast facade at 2450  
2



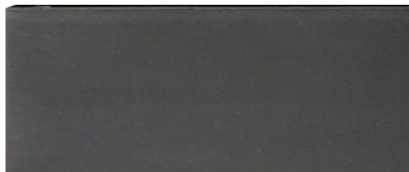
Proposed New Design



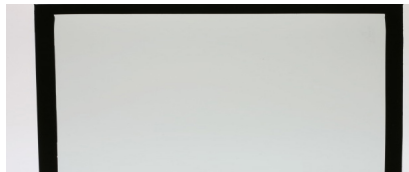
**Existing Paint Finishes**



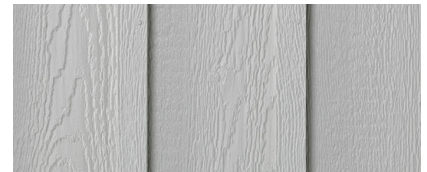
**New Finishes**



**A** Wall Panel Cladding  
Blackened Steel



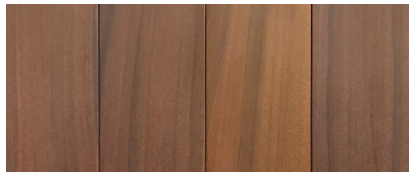
**B** Glazing  
Low E Clear Glass



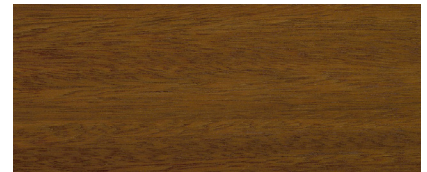
**C** Wall Finish  
Board & Batten, Painted



**D** Wall Finish  
Smooth Stucco, Painted



**E** Deck & Roof Eaves  
IPE



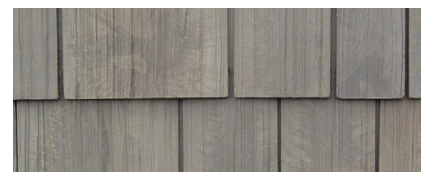
**F** Trellis  
IPE



**G** Door & Window Frames  
Black Steel, Dark Bronze Anodized



**H** Exterior Paint  
Wall Paint



**I** Roofing  
Shake Roof, Campus Standard



## Neighborhood Outreach:

An outreach letter has been emailed from Quadrus management to 2500 Sand Hill Road property and all Quadrus tenants to inform them about upcoming project at 2400 Sand Hill Road.

No response has been received from 2500 Sand Hill Road property and Quadrus tenants.

See following for content of the emails sent to Quadrus tenants and 2500 Sand Hill Road property.

## Neighborhood Outreach Letter to 2500 Sand Hill Road Management:

**From:** Molly Jacobs <MJacobs@divcowest.com>  
**Sent:** Monday, April 05, 2021 5:43 PM  
**To:** Helaine Adams  
**Cc:** Quadrus Management Office  
**Subject:** Upcoming Construction: 2400 Renovation  
**Attachments:** QUADRUS SITE MAP\_2400 Reno.pdf

Hi Helaine,

I hope this email finds you well. We are planning to renovate the southern portion of the 2400 building and the City asked us to reach out to our neighbors at 2500 to keep everyone informed. I have marked the approximate location that will be renovated on the attached Site Map. The construction should not affect your tenants and is far enough away that noise will likely not be an issue. But as always if you have any questions or concerns, please let us know.

Best,

**Molly Jacobs**

*Assistant Property Manager*

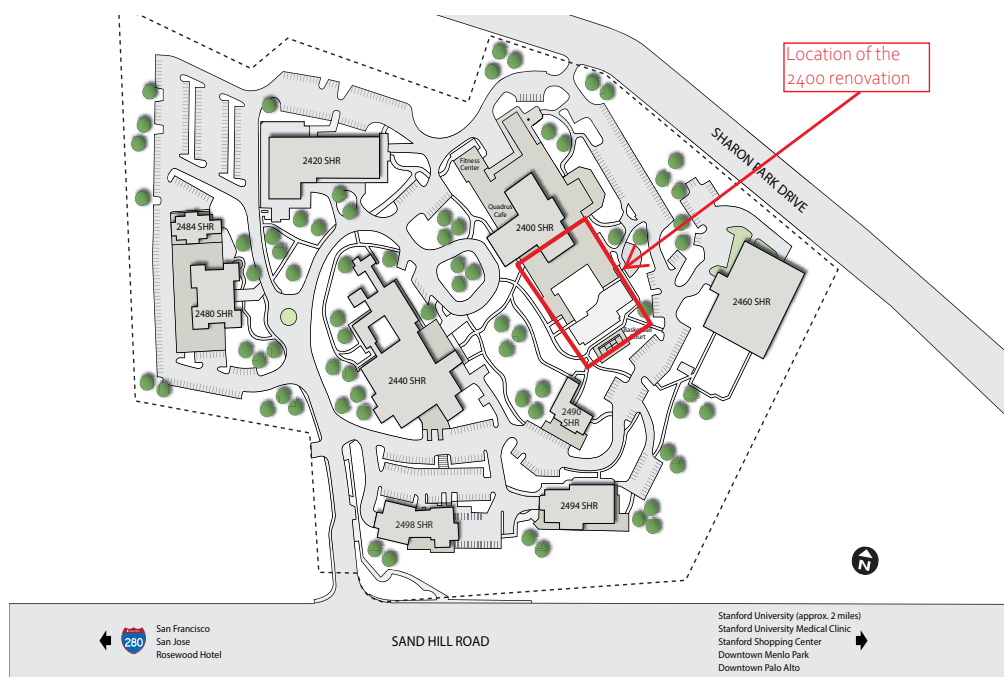
**O** 650.324.6842 2440 SAND HILL ROAD, SUITE 201

**C** 912.547.1088 MENLO PARK, CA 94025

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## Neighborhood Outreach Letter to 2500 Sand Hill Road Management:

**From:** Philip Huynh <buildingengines@requestcom.com>  
**Sent:** Thursday, April 08, 2021 10:08 AM  
**Subject:** Notice: 2400 Renovation Outreach Email  
**Attachments:** QUADRUS SITE MAP\_2400 Reno.pdf

[EXTERNAL EMAIL]

Dear Tenants,

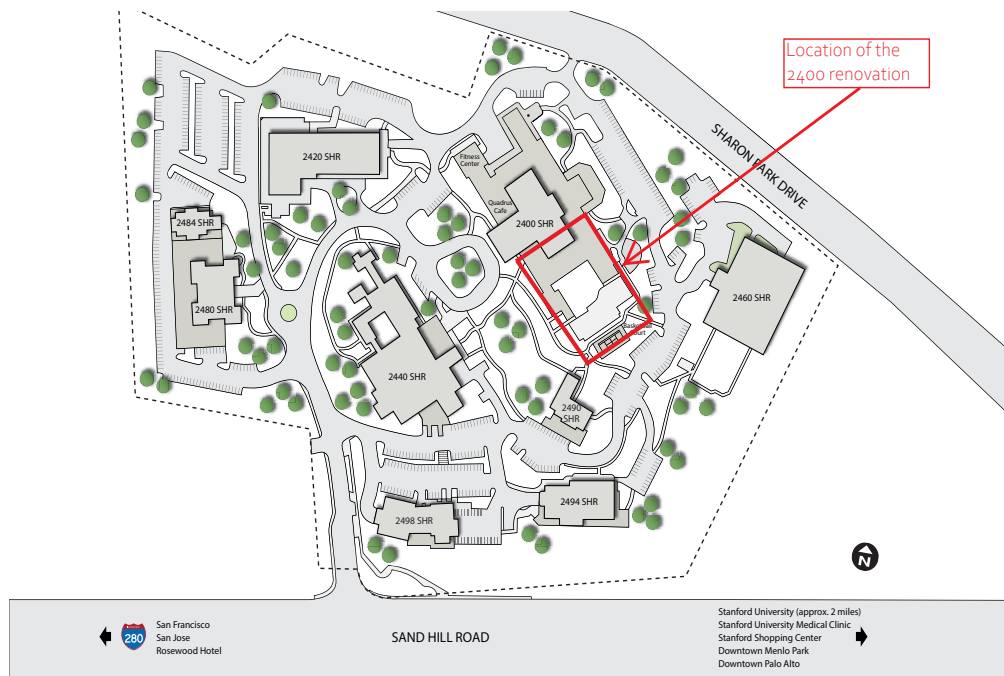
This is to inform you that we are planning to renovate the southern portion of the 2400 building later this year, contingent on receiving a permit from the City of Menlo Park. We have marked the approximate location that will be renovated on the attached Site Map. The construction should not affect your daily operations, but there may occasionally be some noisy work. As always if you have any questions or concerns, please let us know. We will keep you updated on the status of this project as we get a better understanding of the construction schedule.

We hope you all are doing well and look forward to seeing you all soon.

Thank you,

Property Management

This message sent by Philip Huynh (phuynh) using Building Engines (Broadcast #2303184515)



## Pruter, Matthew A

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**From:** Freddy Seen <freddy@studiogarchitectsinc.com>  
**Sent:** Tuesday, December 7, 2021 12:52 PM  
**To:** Pruter, Matthew A  
**Subject:** Fwd: Upcoming Construction at 2400 Sand Hill Rd  
**Attachments:** QUADRUS SITE MAP\_2400 Reno.pdf


**CAUTION: This email originated from outside of the organization. Unless you recognize the sender's email address and know the content is safe, DO NOT click links, open attachments or reply.**

Hi Matt,

Per your request, below is the email sent by DivcoWest to the property owner / management team at 675 Sharon Park.

Let me know if you need any additional information.

Thanks.

Freddy Seen  
Senior Project Architect  
STUDIO  ARCHITECTS, INC.  
299 BASSETT STREET, SUITE 250 SAN JOSE, CA 95110

p: 408.283.0100 x42

c: 925.917.6520

e: [freddy@studiogarchitectsinc.com](mailto:freddy@studiogarchitectsinc.com)

----- Forwarded message -----

**From:** Molly Jacobs <[MJacobs@divcowest.com](mailto:MJacobs@divcowest.com)>  
**Date:** Tue, Dec 7, 2021 at 12:44 PM  
**Subject:** Upcoming Construction at 2400 Sand Hill Rd  
**To:** [jruiz@commoninterest.com](mailto:jruiz@commoninterest.com) <[jruiz@commoninterest.com](mailto:jruiz@commoninterest.com)>  
**Cc:** Freddy Seen <[freddy@studiogarchitectsinc.com](mailto:freddy@studiogarchitectsinc.com)>, [thequad@sandhillcollection.com](mailto:thequad@sandhillcollection.com) <[thequad@sandhillcollection.com](mailto:thequad@sandhillcollection.com)>

Hi Jen,

I hope this email finds you well. We are planning to renovate the western portion of the 2400 Sand Hill building and the City asked us to reach out to our neighbors to keep everyone informed on the project. I have marked the approximate location that will be renovated on the attached Site Map. If you have any questions or concerns, please let us know.

Best,

**Molly Jacobs**

*(She/Her)*

*Property Manager*

**O** 650.324.6842 **2440 SAND HILL ROAD, SUITE 201**

**C** 912.547.1088 **MENLO PARK, CA 94025**

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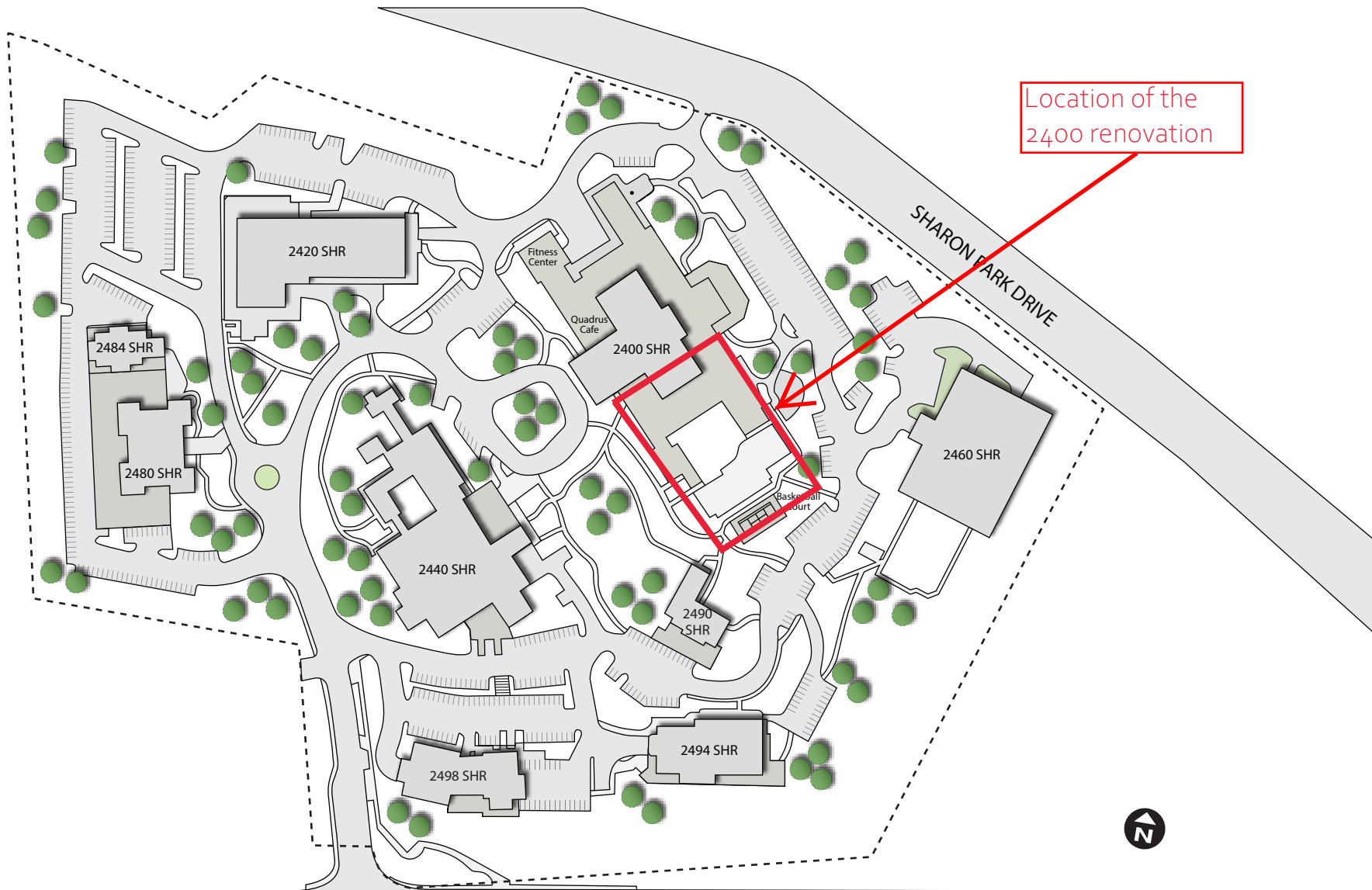
Please note new property management e-mail addresses:

2400-2498 Sand Hill: [thequad@sandhillcollection.com](mailto:thequad@sandhillcollection.com)

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

This message may contain confidential or privileged information and is intended only for the party named above. If you are not the addressee, you must not use, copy, disclose or take any action based on the information herein. Please notify the sender immediately by e-mail if you have received this message in error and delete this message from your system. This message is for information purposes only and is not an offer to sell or a solicitation of an offer to buy any security. Any performance information provided is estimated and unaudited; no representation or warranty is made to, and no reliance should be placed on, the fairness, accuracy, completeness or timeliness of the information contained herein. Any investment strategy entered into for potential profit also involves risk of loss. For more information regarding how we collect and process personal information, please visit our [Privacy Policy](#).





Location of the 2400 renovation



San Francisco  
San Jose  
Rosewood Hotel

SAND HILL ROAD

Stanford University (approx. 2 miles)  
Stanford University Medical Clinic  
Stanford Shopping Center  
Downtown Menlo Park  
Downtown Palo Alto



## Tree Management Experts

### Consulting Arborists

3109 Sacramento Street  
San Francisco, CA 94115

Member, American Society of Consulting Arborists  
Certified Arborists, Tree Risk Assessment Qualified

cell 415.606.3610

fax 415.921.7711

email [Roy@treemanagementexperts.com](mailto:Roy@treemanagementexperts.com)



### Techcon Corp.

Attn: Julie Johnstone

via email to [jjohnstone@techconcorp.com](mailto:jjohnstone@techconcorp.com)

RE: 2400 Sand Hill Road  
Menlo Park, CA 94025

Date: 8/27/21

## ARBORIST REPORT and TREE PROTECTION REPORT

### Arborist Report

- Provide an update to our report of 8/9/19 reinspecting all trees previously inspected.
- Provide a Tree ID Chart for all trees found within the project limits, listed alphabetically by botanical name and with a photograph.
- Locate all trees on a plan. Coordinate field locations with BKF's survey.
- Prepare an Arborist Report:
  - Visit the Project Site to evaluate all trees within the project limits and trees that overlap to be partly within the project limits.
  - Install tree tags and label tree sites on a plan or survey.
  - Determine tree health, viability and hazard potential.
  - Provide an evaluation of soil horticultural properties (physical, chemical and drainage) to typify the site at large and determine tree root depth. Site observations, testing and/or research of soil survey data may be utilized.
- Prepare an Arborist Report for Tree Protection for trees within areas that are impacted by construction. The Tree Protection Plan will include and reference the City specifications, but will be adapted to this project and may be expanded, as needed.

### Background

The Quadrus property hosts a conference center and commercial office space. The owners plan to remodel the 2400 building to occupy roughly the same footprint but will be taller than the existing construction.

As the property is quite large and includes extensive smaller ornamental plantings, only trees regulated as heritage trees by Menlo Park around the proposed work zone were inventoried, along with select non-heritage trees that the owners are interested in preserving. Heritage trees are defined as any tree larger than 15" DBH (diameter at breast height), native oak trees larger than 10" DBH, certain tree designated by the City Council,

# Tree Management Experts

## Consulting Arborists

3109 Sacramento Street  
San Francisco, CA 94115

Member, American Society of Consulting Arborists  
Certified Arborists, Tree Risk Assessment Qualified

cell 415.606.3610

fax 415.921.7711

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and multi-stemmed trees measuring larger than 15" diameter at the point where the stems merge. Tree Management Experts has been designated as the Project Arborist for purposes of redevelopment of this site.

The City of Menlo Park has required a complete reinspection and update to this report.

The following documents were reviewed for this report:

- The Site Survey updated April 11, 2019, prepared by BKF Engineers.
- A set of site plans and design options provided by HKS, Inc.
- The Plan Set for Planning Submittal, Civil and Architectural drawings, by StudioG and siTe dated 7/20/2021.
- The Plan Set for Planning Submittal, Landscape Architectural Drawings, by StudioG and siTe dated 7/20/2021.

## Observations

The area around the work site is intentionally landscaped to resemble a mature grove with individual trees and groves of conifers scattered throughout, giving the feel of a native landscape.

The largest trees on and adjacent to the site are Italian stone pines (*Pinus pinea*). As is typical for mature trees of the species, they have large spreading crowns. The limb structure is over-extended and end-heavy, where the majority of the interior foliage has been stripped out. In addition, these trees have large bark inclusions, basal defects, and weak attachments.

Old pre-tensioned steel cables are in some trees, and at least one of these has failed. Some newer Cobra cable systems have been installed, all of which are un-tensioned and are therefore ineffective at reducing the chances of limb failures.

The Monterey pines (*Pinus radiata*) on site are all infected with pine pitch canker (*Fusarium circinatum*), a pathogenic fungus that incrementally kills limbs and tops, leaving dangerous weak wood in the canopy that can cause injuries and property damage when it fails. As the disease progresses, the sap or pitch attracts bark beetles to the trees that then kill the whole tree.

The smaller native oaks on site are generally in good condition. The large coast live oaks (*Quercus agrifolia*) on the east side of the property (tags #6 & 11) have advanced decay in them. Tree #11 has been ineffectively cabled in a way that will not help to prevent failure. The large coast live oaks on the west side of the building are slightly overextended, but not hazardous. Trees #22 and #51 are dying and should be removed. Tree #9 was dying at the time of our original inspection and has since been removed by being cut flush with the deck it grows through.

The other ornamental trees on site are generally in good condition.

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A total of 66 trees were inventoried on this property. Of these trees, 49 were heritage trees. 32 inventoried trees are outside of the current scope, 25 of which are Heritage Trees. This leaves 34 trees in the current scope of work, of which 24 are heritage trees. Each tree was assigned a number that corresponds to those used on the Landscape Site Plan and the tree tags affixed to the trees in the field. The data for tree identification, defects, and recommendations are listed in the attached data table.

## Site and Soil Conditions

The site appears to have characteristic Accelerator-Fagan-Urban loam to clay-loam soil that is reasonably undisturbed, except where buildings and hardscaping have been built. Characteristic loam to clay loam soils in this area are well drained, percolate water at a moderate speed with high runoff and are fairly deep (29-41 in). Rock outcroppings exist on the upper part of the site and indicate fairly shallow soils in that area.

When this soil is wet, equipment cannot be operated within any TPZ area without causing a separation of coarse particles from fine particles, a process that causes compaction and formation of layers, and destroys the natural soil pore space and thus horticultural properties of the soil.

## Discussion

Planned construction will require the removal of several ornamental trees to accommodate improvements such as a parking garage ramp and ADA ramps. The owners are also concerned about structural conflicts with new taller buildings and establishing views from the new construction.

The Italian stone pines on and around the site are fully matured and have been pruned poorly over the years. The way that interior foliage has been stripped out of trees means that the branches cannot be effectively reduced to lateral limbs to reduce the end-weight on the trees. The structure of the scaffolds and the bark inclusions, as well as other defects combined with the end-heavy limbs lead to a high risk for limb failures.

The Italian stone pines' high likelihood for limb failure was clearly recognized in the past, as the cobra systems in trees indicate. However, the use of these systems will not help to prevent failures, as they hang slack, and will not distribute dynamic loading to other parts of the affected trees during weather events. Further, installing conventional steel cables with through-hardware will not effectively mitigate the risk, as there are not stable parts of the tree to secure these to. Because of the high risk of failure in multiple parts each tree and with multiple failure scenarios, there is no means to mitigate or reduce risk through use of a supplemental support system.



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Many of the Italian stone pines comprise groves where their canopies are interdependent. The removal of single trees or significant pruning would expose remaining trees to new wind loading and significantly increase the risk of failure.

The Monterey pines are declining due to pine pitch canker (*Fusarium circinatum*) infestation and should be removed since they present a hazard that will continue to increase as the trees die back.

The large coast live oak tagged #6 has a form that can be effectively pruned to reduce the risk of failures and confine branch failures to landscape areas of the property that are not used by pedestrians due to the slope. However the tree is declining and will present larger risks as time passes.

The large coast live oak tagged #11 has an ineffective cabling arrangement and during our visit showed *Armillaria mellea* fungal fruiting bodies at its base. There is also evidence of newer surface decay and bark dieback, the low spreading form of the scaffold limbs puts a large load on the attachments at the base of the tree, precisely where this decay is centered. This risk cannot be effectively mitigated with pruning or a supplemental support system.

The other native oaks on site can be effectively managed with regular maintenance pruning and structural pruning.

The other ornamental trees on site likewise can be effectively managed using regular maintenance pruning and structural training.

Maintenance on the trees should be carried out per the attached data table, including the removal of 21 trees, 19 which are Heritage Trees and will require Tree Removal Permits. This is a general recommendation for the site as a whole and does not apply to the specific project of interest here.

The Project itself will necessitate the removal of 12 inventoried trees, 8 of which are Heritage Trees and will require Tree Removal Permits.

Heritage Trees for removal have been labeled by tying fluorescent yellow flagging tape going all the way around at least one stem each tree. This flagging may have been removed in the intervening time since our inspection.

All previously inventoried Heritage Trees on site were appraised. Tree appraisals were carried out using the Trunk Formula Technique from the *Guide for Plant Appraisal* (10<sup>th</sup> ed.), also according to industry standards. These appraisals do not include removal/treatment, replacement, or aftercare costs, as this would require damage to have occurred and a mitigation method to be determined (as found in Functional Replacement, Repair, or Reproduction Methods). As no damage or casualty has occurred, only the depreciated reproduction cost for each tree was used to determine the appraised value. Base values for

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replacement were drawn from the *Western Chapter ISA: Species Classification and Group Assignments* (2004) with inflation adjustments for costs applied. Once mitigation for a specific casualty is determined, the additional costs of that treatment could be added to a tree's appraised value

The update to this report did not significantly change any of our analyses or findings.

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## Tree Protection

### Project Arborist & Periodic Inspections

#### *PROJECT ARBORIST*

The Project Arborists for this project shall be:

Tree Management Experts  
MP Business License No: 71214

<u>Name</u>	<u>ISA Cert. #</u>	<u>Phone #</u>
Aaron Wang	MW-5597A	847.630.3599
Roy C. Leggitt, III	WE-0564A	415.606.3610

#### *MONTHLY INSPECTIONS*

The Project Arborist shall make periodic inspections on a not less than four-week interval to assess and monitor the effectiveness of the Tree Protection Plan and to provide recommendations for any additional care or treatment.

#### *REPORTING REQUIREMENTS*

Any damage to trees due to construction activities shall be reported to the Project Arborist or City Arborist within six hours so that remedial action can be taken. 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.

In addition, after each construction monitoring visit, the Project Arborist shall provide a follow-up letter to the city with an assessment of the severity of impacts and confirming whether mitigation has been completed to specification. If the Project Arborist determines that the structural integrity of the trees has been compromised or the long-term viability of the trees has been compromised, then the trees should be removed and appropriate mitigation should be provided.

Any tree on site protected by the Menlo Park Municipal Code will require replacement according to its appraised value if it is damaged beyond repair as a result of construction activities.

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## Construction Procedures

### *PROHIBITED ACTIVITIES*

#### Do Not:

- a. Allow run off of spillage of damaging materials into the area below any tree canopy.
- b. Store materials, stockpile soil, or park or drive vehicles within the TPZ.
- c. Cut, break, skin, or bruise roots, branches, or trunks without first obtaining authorization from the City Arborist.
- d. Allow fires under and adjacent to trees.
- e. Discharge exhaust into foliage.
- f. Secure cable, chain, or rope to trees or shrubs.
- g. Trench, dig, or otherwise excavate within the dripline or TPZ of the tree(s) without first obtaining authorization from the City Arborist.
- h. Apply soil sterilants under pavement near existing trees.

### *DEMOLITION*

All tree protective fencing, root buffers, and mulch must be in place prior to demolition. Refer to specific sections below for proper installation of each of these items.

At no time is any wheeled equipment or an excavator allowed to enter or cross over TPZ areas, except where a temporary root buffer has been installed. Use of a tracked Bobcat® or similar loader may be permitted within TPZ areas only on required root buffers, within the footprint of existing structures, or when the Project Arborist is on site to determine appropriate access points and to monitor soil and root conditions. Larger equipment shall not enter the TPZ under any circumstances.

### *FOUNDATION PERIMETER CONSTRUCTION*

Foundation perimeter construction within TPZ areas must be done with tree protective fencing, root buffers, and mulch in place at all times. Equipment must remain within the new building footprints, on required root buffers or outside TPZ areas. The Project Arborist must be on site during any excavation activities within TPZ areas.

### *DRIVEWAY AND PARKING CONSTRUCTION*

Because proposed driveways pass through TPZ areas of the property, any clearing of organic material from the surface, placement of base rock and forming activities for driveway within three (3) feet of depth from current grade must be done under the direction of the Project Arborist. The exception to this is for work within the existing width and depth of the existing roadbed.



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### *STAGING AREAS*

Staging areas are available outside of TPZ areas throughout the site. Storing and staging within TPZ areas can only be done on top of a required root buffer and with proper trunk protection, as specified in this report.

### *BACKFILL AND FILL SOIL*

Within TPZ areas, all backfill and fill soil shall be comprised of clean native topsoil. Soil must be placed without tamping, vibration, rolling, saturating or otherwise causing compaction that exceeds 85 percent. No fill soil movement or placement may be done during wet soil conditions. Do not place, store or stage any fill soil within TPZ areas, except where backfilling against the construction perimeter.

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## Tree Protection Measures

### Tree Protection Implementation Methods

To implement tree protection measures effectively, fences shall enclose the areas outlined on the attached site plan markup. It is recommended that fence posts be installed first, then place mulch and root buffers according to layout. Where tree canopies are contiguous, fencing may enclose multiple trees.

Surface installations such as root buffers and mulch must be installed in appropriate locations between areas identified by fence posts.

Following surface installations, chain link fencing must be strung tightly and closed off at all locations.

### Tree Protection Measures for All Areas

#### **TREE PROTECTIVE FENCING AND WARNING SIGNS**

Placement: fence installation lines shall enclose the areas outlined on the attached site plan markup. For non-heritage trees to be retained on site, fencing will enclose the dripline or a circle 10x the tree diameter in radius, whichever is greater, to be adjusted as necessary and replaced with root buffers to accommodate construction activities.

Type and Size: 6-foot high chain link fencing shall be placed on 2-inch tubular galvanized iron posts driven a minimum of 2 feet into undisturbed soil and spaced not more than 10 feet on center. Where temporary access may be necessary, as approved by the City Arborist or Project Arborist, fences may be set on concrete blocks and appropriate root buffers, as described below, shall be installed. Under no circumstances may a fence be moved closer than 2 feet from the base of a tree.

Duration: Tree fencing shall be erected prior to any demolition activity, and shall remain in place for the duration of the project, except where a gap is needed for access to the detached garage.

'Warning' Signs: 'Warning' signs shall be posted on Tree Protective Fencing not more than every 20 feet stating "WARNING – *Tree Protective Zone* – This fence shall not be removed"

#### **TRUNK WRAP**

Where root buffers are installed in lieu of Tree Protective Fencing, and where construction may affect the stems or branches of a tree, the trunks of trees shall be protected with one of the following methods:

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Option 1: Planking: The trunk should be wrapped with a minimum of 4 layers of orange plastic snow fencing, then a layer of 2X4 planks set on end, edge-to-edge and wrapped with a minimum of 4 additional layers of orange plastic snow fencing. Do not nail the planks to the trunk.

Option 2: Straw wattle wrap: This method may be easier to install on multi-trunk trees. Wrap at least the lower 6 feet of the trunk with straw wattles and secure with a layer of orange plastic snow fencing.

### MULCH

Placement: All areas enclosed by Tree Protective Fencing shall have a 6-inch deep layer of mulch applied, leaving a 12-inch distance around each tree trunk free of mulch.

Type and Size: Mulch material shall be 2-inch unpainted, untreated wood chip mulch or an approved equal.

Duration: Mulch shall be placed in all designated areas prior to any demolition or construction activity.

### ROOT BUFFER

Placement: A temporary protective Root Buffer must be installed before any driving, storing or staging takes place within any TPZ areas. Root buffers should be placed as delineated in the attached site plan markup.

Type and Size: The Root Buffer shall consist of a base course of tree chips spread over each designated area to a minimum depth of 6 inches. In some cases, it may further stabilize the tree chips to place a cap of a base course of 3/4-inch quarry gravel. The root buffer must be covered with a minimum 3/4-inch or thicker layer of plywood. The plywood cap may be secured with clips to join the sheets. Additional wood chips may be added periodically upon the recommendation of the Project Arborist following monthly inspections.

Duration: All Root Buffers shall remain in place for the duration of the project.

## Construction Impact Mitigation

### GRADE CHANGES

Grading changes shall not exceed 4 inches of depth in cuts, or 4 inches of depth in fill where such grade changes are within Tree Protection Zones except as approved by the City Arborist or Project Arborist

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### *UTILITY TRENCHING*

If any utility trenches must be excavated through any TPZ area or within 10 trunk diameters from any tree, either directional boring not less than 3 feet below grade or Air-spade® (or equivalent) excavation is required.

When roots are encountered during excavation outside of this area, any roots under 2" in diameter shall be cleanly severed by hand across the cross-section using bypass pruners or a saw with a pruning blade.

Whenever roots larger than 2" in diameter are encountered, they shall be reported immediately to the Project Arborist who shall determine whether they can be cut or must be left in situ and excavated around using hand or compressed air techniques. Removal of larger roots may result in a hazardous tree and would require removal of a tree, and this can only be determined by having the Project Arborist inspect larger roots.

If roots are left in place they must be protected with dampened burlap. Trenches that must remain open for more than 24 hours shall be lined on the side adjacent to trees with four layers of dampened, untreated burlap, being rewetted as often as necessary to keep the burlap wet.

### *FOUNDATION CONSTRUCTION*

Foundation construction will cause root impacts from perimeter footing excavation along the perimeter of the new building. Root losses are anticipated for trees in these areas. The following mitigation is required:

#### Excavation

All excavation within the TPZ shall be done by hand or compressed air, no machine trenching in TPZ areas will be permitted until excavation has reached a depth below active root growth, in most cases three (3) feet. Over-excavation cutbacks should be avoided in favor of shoring the side of excavations.

All roots encountered of any size whatsoever shall be cleanly severed by hand across the cross-section using bypass pruners or a saw with a pruning blade at the excavation perimeter. Excavation within the TPZ shall be performed under the direction of the Project Arborist. Trenches that must remain open for more than 24 hours shall be lined on the side adjacent to trees with four layers of dampened, untreated burlap, being rewetted as often as necessary to keep the burlap wet.

#### Excavation Tailings

All tailings derived from excavation of the perimeter footings shall be immediately placed within the confines of the perimeter foundation, or outside all TPZ areas. No tailings shall



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be stockpiled, abandoned or allowed to remain overnight in any TPZ area even where a root buffer is in place.

### Soil Fracturing

All inadvertent compaction of soil within any TPZ shall be loosened by soil fracturing with Air-spade® (or equivalent) excavation equipment subsequent to all equipment access needs.

## **Construction Impacts and Mitigation – tree by tree**

There are no impacts to trees not shown on plans.

### Tree 6

Potential impacts are root losses due to landscape installations such as understory plantings and irrigation trenching, and routine pruning.

Demolition and construction activities that will occur within the tree protection zone for this tree are minimal. Landscape activities need to preserve soil grades, particularly at and around the root collar. Irrigation trenching will be limited to making connections to valve assemblies. Irrigation lines will be surface mounted drip irrigation tubing.

Irrigation work will not require supervision by the Project Arborist. Work should be done under the supervision of the landscape contractor. Mitigation work will only be required if the root collar is buried.

Pruning will require the Project Arborist. This work will be scheduled together with other tree service needs and is to be completed before construction commences.

### Tree 7

Potential impacts are root losses due to grading and excavation for a new retaining wall and stairway, installation of new flat work (sidewalks), landscape plantings and irrigation.

Demolition and construction activities that will occur within the tree protection zone for this tree are demolition of the existing sidewalks, curbs and retaining walls, and the installation of new retaining wall and stairway, new landscape plantings and irrigation.

This work will require that demolition with heavy equipment be completed from outside the tree protection zone, or all work must be done by hand. Roots must be identified by hand digging and cut cleanly with a sharp tool.

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Landscape activities need to preserve soil grades, particularly at and around the root collar. Irrigation trenching will be limited to making connections to valve assemblies. Irrigation lines will be surface mounted drip irrigation tubing.

Irrigation work will not require supervision by the Project Arborist. Work should be done under the supervision of the landscape contractor. Mitigation work will only be required if the root collar is buried.

Demolition work will require supervision by the Project Arborist. The Project Arborist must be on site during demolition, excavation and root pruning activities. The root investigation and root pruning activities are required for 25 feet linear distance back of the existing curb.

Mitigation will require a root buffer along the edge of construction, a trunk wrap to armor the trunk against impacts and tree protective fencing prior to demolition, and will require root pruning per the Project Arborist during excavation.

Pruning will require the Project Arborist. This work will be scheduled together with other tree service needs and is to be completed before construction commences.

### Tree 8

This tree will be removed due to planned work conflicts.

### Tree 9

Potential impacts are root losses due to grading and excavation for a new retaining wall and stairway, installation of new flat work (sidewalks), landscape plantings and irrigation.

Demolition and construction activities that will occur within the tree protection zone for this tree are demolition of the existing sidewalks, curbs and retaining walls, and the installation of new retaining wall and stairway, new landscape plantings and irrigation.

This work will require that demolition with heavy equipment be completed from outside the tree protection zone, or all work must be done by hand. Roots must be identified by hand digging and cut cleanly with a sharp tool.

Landscape activities need to preserve soil grades, particularly at and around the root collar. Irrigation trenching will be limited to making connections to valve assemblies. Irrigation lines will be surface mounted drip irrigation tubing.

Irrigation work will not require supervision by the Project Arborist. Work should be done under the supervision of the landscape contractor. Mitigation work will only be required if the root collar is buried.

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Demolition work will require supervision by the Project Arborist. The Project Arborist must be on site during demolition, excavation and root pruning activities. The root investigation and root pruning activities are required for 10 feet linear distance beginning 5 feet from the northeast face of the building.

Mitigation will require a root buffer along the edge of construction and tree protective fencing prior to demolition, and will require root pruning per the Project Arborist during excavation.

### Tree 10

This tree will be removed due to planned work conflicts.

### Tree 11

Potential impacts are root losses due to grading and excavation for a new ADA accessible parking area, installation of new flat work (sidewalk / patio) and curb walls, landscape plantings and irrigation.

Demolition and construction activities that will occur within the tree protection zone for this tree are demolition of the existing parking area asphalt, sidewalks / patio, curbs and curb walls, and the installation of new asphalt, curb walls and patio, new landscape plantings and irrigation.

This work will require that demolition with heavy equipment be completed from outside the tree protection zone, or all work must be done by hand. Roots must be identified by hand digging and cut cleanly with a sharp tool.

Landscape activities need to preserve soil grades, particularly at and around the root collar. Irrigation trenching will be limited to making connections to valve assemblies. Irrigation lines will be surface mounted drip irrigation tubing.

Irrigation work will not require supervision by the Project Arborist. Work should be done under the supervision of the landscape contractor. Mitigation work will only be required if the root collar is buried.

Demolition work will require supervision by the Project Arborist. The Project Arborist must be on site during demolition, excavation and root pruning activities. The root investigation and root pruning activities are required for a looping construction area of 60 feet linear distance that encircles most of the tree.

Mitigation will require a root buffer along the edge of construction, a trunk wrap to armor the trunk against impacts and tree protective fencing prior to demolition, and will require root pruning per the Project Arborist during excavation.

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Pruning will require the Project Arborist. This work will be scheduled together with other tree service needs and is to be completed before construction commences.

### Tree 12

Potential impacts are minor root losses due to parking lot modifications.

Demolition and construction activities that will occur within the tree protection zone for this tree are the demolition of the existing asphalt and curb, and installation of a new configuration of asphalt and curb. This work will be atop old fill soil and is therefore anticipated to not contain any roots from Tree 12. There are no significant impacts expected.

This work will not require supervision by the Project Arborist. The work is atop old fill soil and will not be likely to affect Tree 12 in any significant way.

Mitigation will require a root buffer along the edge of construction and tree protective fencing prior to demolition.

### Tree 17

This tree will be removed due to planned work conflicts.

### Tree 18

This tree will be removed due to planned work conflicts.

### Tree 19

This tree will be removed due to planned work conflicts.

### Tree 20

This tree will be removed due to planned work conflicts.

### Tree 21

This tree will be removed due to planned work conflicts.

### Tree 22

Potential impacts are none.



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Demolition and construction activities that will occur within the tree protection zone for this tree are limited to passive access by materials and equipment. Tree protective fencing will exclude passive access.

This work will not require supervision by the Project Arborist.

Mitigation will require a root buffer along the edge of construction and tree protective fencing prior to demolition.

### Tree 23

Potential impacts are root losses due to excavation for a new building addition, landscape plantings and irrigation.

Demolition and construction activities that will occur within the tree protection zone for this tree are excavation for the new building, and the installation of a new structure, new landscape plantings and irrigation.

This work will require that excavation with heavy equipment be completed from outside the tree protection zone, or all work must be done by hand. Roots must be identified by hand digging and cut cleanly with a sharp tool.

Landscape activities need to preserve soil grades, particularly at and around the root collar. Irrigation trenching will be limited to making connections to valve assemblies. Irrigation lines will be surface mounted drip irrigation tubing.

Irrigation work will not require supervision by the Project Arborist. Work should be done under the supervision of the landscape contractor. Mitigation work will only be required if the root collar is buried.

Excavation work will require supervision by the Project Arborist. The Project Arborist must be on site during excavation and root pruning activities. The root investigation and root pruning activities are required for a distance of 12 feet linear distance where closest to the tree.

Mitigation will require a root buffer along the edge of construction and tree protective fencing prior to demolition, and will require root pruning per the Project Arborist during excavation.

Pruning will require the Project Arborist. This work will be scheduled together with other tree service needs and is to be completed before construction commences.

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### Tree 24

Potential impacts are root losses due to excavation for a new building addition, landscape plantings and irrigation.

Demolition and construction activities that will occur within the tree protection zone for this tree are excavation for the new building, and the installation of a new structure, new landscape plantings and irrigation.

This work will require that excavation with heavy equipment be completed from outside the tree protection zone, or all work must be done by hand. Roots must be identified by hand digging and cut cleanly with a sharp tool.

Landscape activities need to preserve soil grades, particularly at and around the root collar. Irrigation trenching will be limited to making connections to valve assemblies. Irrigation lines will be surface mounted drip irrigation tubing.

Irrigation work will not require supervision by the Project Arborist. Work should be done under the supervision of the landscape contractor. Mitigation work will only be required if the root collar is buried.

Excavation work will require supervision by the Project Arborist. The Project Arborist must be on site during excavation and root pruning activities. The root investigation and root pruning activities are required for a distance of 12 feet linear distance where closest to the tree.

Mitigation will require a root buffer along the edge of construction and tree protective fencing prior to demolition, and will require root pruning per the Project Arborist during excavation.

Pruning will require the Project Arborist. This work will be scheduled together with other tree service needs and is to be completed before construction commences.

### Tree 25

This tree will be removed due to planned work conflicts.

### Tree 26

This tree will be removed due to planned work conflicts and because it was assessed as being a high-risk tree.

# Tree Management Experts

## Consulting Arborists

3109 Sacramento Street  
San Francisco, CA 94115

Member, American Society of Consulting Arborists  
Certified Arborists, Tree Risk Assessment Qualified

cell 415.606.3610

fax 415.921.7711

email [Roy@treemanagementexperts.com](mailto:Roy@treemanagementexperts.com)



### Tree 27

This tree will be removed because tree #26 is being removed and the two trees are interdependent, meaning that removing just one of them will subject the other to unaccustomed wind forces and may result in failure due to windthrow.

### Tree 29

Potential impacts are passive uses.

Demolition and construction activities that will occur within the tree protection zone for this tree are limited to passive access by materials and equipment. Tree protective fencing will exclude passive access.

This work will not require supervision by the Project Arborist.

Mitigation will require tree protective fencing prior to demolition.

### Tree 30

Potential impacts are passive uses.

Demolition and construction activities that will occur within the tree protection zone for this tree are limited to passive access by materials and equipment. Tree protective fencing will exclude passive access.

This work will not require supervision by the Project Arborist.

Mitigation will require tree protective fencing prior to demolition.

### Tree 31

Potential impacts are passive uses.

Demolition and construction activities that will occur within the tree protection zone for this tree are limited to passive access by materials and equipment. Tree protective fencing will exclude passive access.

This work will not require supervision by the Project Arborist.

Mitigation will require tree protective fencing prior to demolition.

### Tree 32

Potential impacts are passive uses.

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Demolition and construction activities that will occur within the tree protection zone for this tree are limited to passive access by materials and equipment. Tree protective fencing will exclude passive access.

This work will not require supervision by the Project Arborist.

Mitigation will require tree protective fencing prior to demolition.

### Tree 33

Potential impacts are passive uses.

Demolition and construction activities that will occur within the tree protection zone for this tree are limited to passive access by materials and equipment. Tree protective fencing will exclude passive access.

This work will not require supervision by the Project Arborist.

Mitigation will require tree protective fencing prior to demolition.

### Tree 34

Potential impacts are passive uses.

Demolition and construction activities that will occur within the tree protection zone for this tree are limited to passive access by materials and equipment. Tree protective fencing will exclude passive access.

This work will not require supervision by the Project Arborist.

Mitigation will require tree protective fencing prior to demolition.

### Tree 35

Potential impacts are passive uses.

Demolition and construction activities that will occur within the tree protection zone for this tree are limited to passive access by materials and equipment. Tree protective fencing will exclude passive access.

This work will not require supervision by the Project Arborist.

Mitigation will require tree protective fencing prior to demolition.



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### Tree 36

Potential impacts are passive uses.

Demolition and construction activities that will occur within the tree protection zone for this tree are limited to passive access by materials and equipment. Tree protective fencing will exclude passive access.

This work will not require supervision by the Project Arborist.

Mitigation will require tree protective fencing prior to demolition.

### Tree 37

Potential impacts are passive uses.

Demolition and construction activities that will occur within the tree protection zone for this tree are limited to passive access by materials and equipment. Tree protective fencing will exclude passive access.

This work will not require supervision by the Project Arborist.

Mitigation will require tree protective fencing prior to demolition.

### Tree 46

Potential impacts are root losses due to removal and replacement of flat work (sidewalk).

Demolition and construction activities that will occur within the tree protection zone for this tree are demolition and replacement of flat work.

This work will require that excavation with heavy equipment be completed from outside the tree protection zone, or all work must be done by hand. Roots must be identified by hand digging and cut cleanly with a sharp tool.

Demolition and forming work will require supervision by the Project Arborist. The Project Arborist must be on site during any root pruning activities. The root investigation and root pruning activities are required for a distance of 12 feet linear distance where closest to the tree, and also around the root collar area when replacing the flatwork. The Project Arborist must be present during forming to prevent damage to the root collar.

Mitigation will require a root buffer along the edge of construction and tree protective fencing prior to demolition, and will require root pruning per the Project Arborist during demolition and forming.

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Pruning will require the Project Arborist. This work will be scheduled together with other tree service needs and is to be completed before construction commences.

### Tree 49

Potential impacts are root losses due to excavation for a new building addition, landscape plantings and irrigation.

Demolition and construction activities that will occur within the tree protection zone for this tree are excavation for the new building, and the installation of a new structure, new landscape plantings and irrigation.

This work will require that excavation with heavy equipment be completed from outside the tree protection zone, or all work must be done by hand. Roots must be identified by hand digging and cut cleanly with a sharp tool.

Landscape activities need to preserve soil grades, particularly at and around the root collar. Irrigation trenching will be limited to making connections to valve assemblies. Irrigation lines will be surface mounted drip irrigation tubing.

Irrigation work will not require supervision by the Project Arborist. Work should be done under the supervision of the landscape contractor. Mitigation work will only be required if the root collar is buried.

Excavation work will require supervision by the Project Arborist. The Project Arborist must be on site during excavation and root pruning activities. The root investigation and root pruning activities are required for a distance of 8 feet linear distance where closest to the tree.

Mitigation will require a root buffer along the edge of construction, a trunk wrap to armor the trunk against impacts and tree protective fencing prior to demolition, and will require root pruning per the Project Arborist during excavation.

Pruning will require the Project Arborist. This work will be scheduled together with other tree service needs and is to be completed before construction commences.

### Tree 50

Potential impacts are root losses due to excavation for a new building addition, landscape plantings and irrigation.

Demolition and construction activities that will occur within the tree protection zone for this tree are excavation for the new building, and the installation of a new structure, new landscape plantings and irrigation.

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This work will require that excavation with heavy equipment be completed from outside the tree protection zone, or all work must be done by hand. Roots must be identified by hand digging and cut cleanly with a sharp tool.

Landscape activities need to preserve soil grades, particularly at and around the root collar. Irrigation trenching will be limited to making connections to valve assemblies. Irrigation lines will be surface mounted drip irrigation tubing.

Irrigation work will not require supervision by the Project Arborist. Work should be done under the supervision of the landscape contractor. Mitigation work will only be required if the root collar is buried.

Excavation work will require supervision by the Project Arborist. The Project Arborist must be on site during excavation and root pruning activities. The root investigation and root pruning activities are required for a distance of 15 feet linear distance where closest to the tree and in an "L" wrapping around the corner of the building.

Mitigation will require a root buffer along the edge of construction, a trunk wrap to armor the trunk against impacts and tree protective fencing prior to demolition, and will require root pruning per the Project Arborist during excavation.

Pruning will require the Project Arborist. This work will be scheduled together with other tree service needs and is to be completed before construction commences.

### Tree 51

Potential impacts are passive uses.

Demolition and construction activities that will occur within the tree protection zone for this tree are limited to passive access by materials and equipment. Tree protective fencing will exclude passive access.

This work will not require supervision by the Project Arborist.

Mitigation will require tree protective fencing prior to demolition.

### Tree 68

This tree will be removed due to planned work conflicts.

### Tree 69

Potential impacts are passive uses.

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Demolition and construction activities that will occur within the tree protection zone for this tree are limited to passive access by materials and equipment. Tree protective fencing will exclude passive access.

This work will not require supervision by the Project Arborist.

Mitigation will require tree protective fencing prior to demolition.

### Tree 70

Potential impacts are root losses due to grading and excavation for new asphalt and curb.

Demolition and construction activities that will occur within the tree protection zone for this tree are demolition of the existing asphalt and curb, and placement of new surface materials.

This work will require that demolition with heavy equipment be completed from outside the tree protection zone, or all work must be done by hand. Roots must be identified by hand digging and cut cleanly with a sharp tool.

Demolition work will require supervision by the Project Arborist. The Project Arborist must be on site during demolition, excavation and root pruning activities. The root investigation and root pruning activities are required for 10 feet linear distance along the area adjacent to the tree.

Mitigation will require a root buffer along the edge of construction and tree protective fencing prior to demolition, and will require root pruning per the Project Arborist during excavation.

Pruning will not be required.

### Tree 71

This tree will be removed due to planned work conflicts.



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## Maintenance and Ongoing Care

Tree maintenance and ongoing care is necessary in preparation for construction, and throughout the entire timeline for construction. Anticipated needs include pruning and tree protection during landscape construction:

### *PRUNING*

Pruning shall be done by a Certified Arborist in accordance with the current ANSI A300 Pruning Standards and International Society of Arboriculture (ISA) Best Management Practices.

Pruning shall be in accordance with that outlined in the data table.

### *IRRIGATION*

Supplemental irrigation shall be applied to all trees that are anticipated to have root impacts as a result of construction impacts. However, summer irrigation of native oaks can predispose them to sudden oak death and fungal infections and should not occur under any circumstances. Winter precipitation may not be sufficient to support tree health and during this cooler periods, native oaks, especially those impacted by construction, may need to receive supplemental irrigation.

In cases where irrigation is deemed necessary it shall consist of 1 time per month during the irrigation season (usually March through September, depending on precipitation) in the amount of 10 gallons per inch of trunk diameter to be evenly applied within the dripline by standard gear driven sprinklers, inline drip tubing, or soaker hoses. The water flow should not cause runoff and should be adjusted to fully percolate into soil.

### *LANDSCAPING*

Care must be exercised during landscape construction to avoid any trenches across existing TPZ areas. If sub-surface trenches must be installed, common trenches should be used and they should stay as far away from the trees as possible. A trench running along a radius line directly toward a tree is preferable to a cross trench.

Landscape construction plans are subject to review and comment by the Project Arborist. If extensive trenching is required, Air-spade® excavation may be required.

Care must be taken to keep mulch away from the base of all trees and other woody plants. Similarly, soil grades must be carefully monitored to keep excess soil from accumulating around the base of trees and shrubs.

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## Assumptions and Limiting Conditions

1. Any legal description provided to the consultant is assumed to be correct. Title and ownership of all property considered are assumed to be good and marketable. No responsibility is assumed for matters legal in character. Any and all property is appraised or evaluated as though free and clear, under responsible ownership and competent management.
2. It is assumed that any property is not in violation of any applicable codes, ordinances, statutes or other governmental regulations.
3. Care has been taken to obtain all information from reliable sources. All data has been verified insofar as possible. The consultant can neither guarantee nor be responsible for the accuracy of information provided by others.
4. Various diagrams, sketches and photographs in this report are intended as visual aids and are not to scale, unless specifically stated as such on the drawing. These communication tools in no way substitute for nor should be construed as surveys, architectural or engineering drawings.
5. Loss or alteration of any part of this report invalidates the entire report.
6. Possession of this report or a copy thereof does not imply right of publication or use for any purpose by any other than the person to whom it is addressed, without the prior written or verbal consent of the consultant.
7. This report is confidential and to be distributed only to the individual or entity to whom it is addressed. Any or all of the contents of this report may be conveyed to another party only with the express prior written or verbal consent of the consultant. Such limitations apply to the original report, a copy, facsimile, scanned image or digital version thereof.
8. This report represents the opinion of the consultant. In no way is the consultant's fee contingent upon a stipulated result, the occurrence of a subsequent event, nor upon any finding to be reported.
9. The consultant shall not be required to give testimony or to attend court by reason of this report unless subsequent contractual arrangements are made, including payment of an additional fee for such services as described in the fee schedule, an agreement or a contract.
10. Information contained in this report reflects observations made only to those items described and only reflects the condition of those items at the time of the site visit. Furthermore, the inspection is limited to visual examination of items and elements at the site, unless expressly stated otherwise. There is no expressed or implied warranty or guarantee that problems or deficiencies of the plants or property inspected may not arise in the future.

## Disclosure Statement

Arborists are tree specialists who use their education, knowledge, training, and experience to examine trees, recommend measures to enhance the beauty and health of trees, and attempt to reduce the risk of living near trees. Clients may choose to accept or disregard the recommendations of the arborist, or to seek additional advice.

Arborists cannot detect every condition that could possibly lead to the structural failure of a tree. Trees are living organisms that fail in ways we do not fully understand. Conditions are often hidden within trees and below ground. Arborists cannot guarantee that a tree will be healthy or safe under all circumstances, or for a specified period of time. Likewise, remedial treatments, like any medicine, cannot be guaranteed.



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### Certification of Performance

I, Aaron Wang, Certify:

- That we have inspected the trees and/or property evaluated in this report. We have stated findings accurately, insofar as the limitations of the Assignment and within the extent and context identified by this report;
- That we have no current or prospective interest in the vegetation or any real estate that is the subject of this report, and have no personal interest or bias with respect to the parties involved;
- That the analysis, opinions and conclusions stated herein are original and are based on current scientific procedures and facts and according to commonly accepted arboricultural practices;
- That no significant professional assistance was provided, except as indicated by the inclusion of another professional report within this report;
- That compensation is not contingent upon the reporting of a predetermined conclusion that favors the cause of the client or any other party.

I am a member and Certified Arborist with the International Society of Arboriculture.

I have attained professional training in all areas of knowledge asserted through this report by completion of a Bachelor of Science degree in Forestry and Natural Resources, by routinely attending pertinent professional conferences and by reading current research from professional journals, books and other media.

I have rendered professional services in a full-time capacity in the field of horticulture and arboriculture for more than 7 years.

*Signed:* \_\_\_\_\_

*Date:* 8/27/21







TRUNK FORMULA TECHNIQUE TREE APPRAISAL

Tree #	Species	Diameter	Trunk Area	Cond %	FL %	EL %	Repl Dia	Repl Trunk Area	Replacement Cost	Unit Tree Cost	Basic Cost	Depreciated Cost	Repl Tree Install	Aftercare	Total Addl Costs	Total Costs	Appraisal (Rounded)
5	Pinus pinea	28	615.75	60%	70%	90%	2.46	4.75	\$ 395.00	\$ 83.11	\$ 51,173.24	\$ 19,343.49	\$ -	\$ -	\$ -	\$ 19,343.49	\$ 19,300
6	Quercus agrifolia	16.2	206.12	40%	90%	90%	2.20	3.80	\$ 395.00	\$ 103.91	\$ 21,418.14	\$ 6,939.48	\$ -	\$ -	\$ -	\$ 6,939.48	\$ 6,900
7	Pinus pinea	30.76(e)	743.13	30%	70%	90%	2.46	4.75	\$ 395.00	\$ 83.11	\$ 61,758.90	\$ 11,672.43	\$ -	\$ -	\$ -	\$ 11,672.43	\$ 11,700
8	Quercus agrifolia	11.6	105.68	60%	50%	90%	2.20	3.80	\$ 395.00	\$ 103.91	\$ 10,981.65	\$ 2,965.05	\$ -	\$ -	\$ -	\$ 2,965.05	\$ 3,000
9	Quercus agrifolia	13.1	134.78	20%	50%	90%	2.20	3.80	\$ 395.00	\$ 103.91	\$ 14,005.36	\$ 1,260.48	\$ -	\$ -	\$ -	\$ 1,260.48	\$ 1,300
10	Quercus agrifolia	10.5	86.59	70%	70%	90%	2.20	3.80	\$ 395.00	\$ 103.91	\$ 8,997.68	\$ 3,967.97	\$ -	\$ -	\$ -	\$ 3,967.97	\$ 4,000
11	Quercus agrifolia	39.8(e)	1244.11	30%	20%	90%	2.20	3.80	\$ 395.00	\$ 103.91	\$ 129,275.99	\$ 6,980.90	\$ -	\$ -	\$ -	\$ 6,980.90	\$ 7,000
12	Quercus agrifolia	40.4	1281.90	30%	30%	90%	2.20	3.80	\$ 395.00	\$ 103.91	\$ 133,203.14	\$ 10,789.45	\$ -	\$ -	\$ -	\$ 10,789.45	\$ 10,800
13	Quercus agrifolia	13.5	143.14	50%	30%	90%	2.20	3.80	\$ 395.00	\$ 103.91	\$ 14,873.71	\$ 2,007.95	\$ -	\$ -	\$ -	\$ 2,007.95	\$ 2,000
14	Sequoia sempervirens	17.2	232.35	80%	50%	90%	2.20	3.80	\$ 395.00	\$ 103.91	\$ 24,143.97	\$ 8,691.83	\$ -	\$ -	\$ -	\$ 8,691.83	\$ 8,700
15	Sequoia sempervirens	22.5	397.61	70%	90%	90%	2.20	3.80	\$ 395.00	\$ 103.91	\$ 41,315.86	\$ 23,426.09	\$ -	\$ -	\$ -	\$ 23,426.09	\$ 23,400
18	Quercus agrifolia	12.1	114.99	70%	70%	90%	2.20	3.80	\$ 395.00	\$ 103.91	\$ 11,948.75	\$ 3,763.86	\$ -	\$ -	\$ -	\$ 3,763.86	\$ 3,800
19	Pistacia chinensis	15	176.72	70%	70%	90%	1.69	2.24	\$ 395.00	\$ 176.09	\$ 31,417.61	\$ 13,722.87	\$ -	\$ -	\$ -	\$ 13,722.87	\$ 13,700
20	Pinus radiata	42.1	1392.05	50%	10%	90%	2.46	4.75	\$ 395.00	\$ 83.11	\$ 115,688.74	\$ 5,205.99	\$ -	\$ -	\$ -	\$ 5,205.99	\$ 5,200
21	Sequoia sempervirens	25	490.88	80%	30%	90%	2.46	4.75	\$ 395.00	\$ 83.11	\$ 40,795.00	\$ 8,811.72	\$ -	\$ -	\$ -	\$ 8,811.72	\$ 8,800
22	Quercus garrivana	15.6	191.13	20%	50%	90%	1.69	2.24	\$ 395.00	\$ 176.09	\$ 33,656.80	\$ 3,029.11	\$ -	\$ -	\$ -	\$ 3,029.11	\$ 3,000
23	Sequoia sempervirens	23.1	419.10	80%	30%	90%	2.46	4.75	\$ 395.00	\$ 83.11	\$ 34,829.79	\$ 7,523.23	\$ -	\$ -	\$ -	\$ 7,523.23	\$ 7,500
24	Sequoia sempervirens	17.8	248.85	80%	30%	90%	2.46	4.75	\$ 395.00	\$ 83.11	\$ 20,680.78	\$ 4,467.05	\$ -	\$ -	\$ -	\$ 4,467.05	\$ 4,500
25	Pinus pinea	25	490.88	60%	30%	90%	2.46	4.75	\$ 395.00	\$ 83.11	\$ 40,795.00	\$ 6,608.79	\$ -	\$ -	\$ -	\$ 6,608.79	\$ 6,600
26	Pinus pinea	21.4	359.68	50%	30%	90%	2.46	4.75	\$ 395.00	\$ 83.11	\$ 29,891.96	\$ 4,035.41	\$ -	\$ -	\$ -	\$ 4,035.41	\$ 4,000
27	Pinus pinea	17.6	243.29	40%	40%	90%	1.69	2.24	\$ 395.00	\$ 176.09	\$ 42,839.96	\$ 6,168.95	\$ -	\$ -	\$ -	\$ 6,168.95	\$ 6,200
28	Quercus garrivana	13.2	136.85	60%	40%	90%	2.20	3.80	\$ 395.00	\$ 103.91	\$ 14,220.00	\$ 3,071.52	\$ -	\$ -	\$ -	\$ 3,071.52	\$ 3,100
32	Pinus pinea	24.2	459.96	70%	30%	90%	2.46	4.75	\$ 395.00	\$ 83.11	\$ 38,225.89	\$ 4,013.72	\$ -	\$ -	\$ -	\$ 4,013.72	\$ 4,000
34	Pinus pinea	20.2	320.47	70%	30%	90%	2.46	4.75	\$ 395.00	\$ 83.11	\$ 26,633.58	\$ 5,033.75	\$ -	\$ -	\$ -	\$ 5,033.75	\$ 5,000
35	Pinus pinea	21.6	366.44	60%	30%	90%	2.46	4.75	\$ 395.00	\$ 83.11	\$ 30,453.30	\$ 4,933.43	\$ -	\$ -	\$ -	\$ 4,933.43	\$ 4,900
36	Pinus pinea	20.8	339.80	70%	30%	90%	2.46	4.75	\$ 395.00	\$ 83.11	\$ 28,239.28	\$ 5,337.22	\$ -	\$ -	\$ -	\$ 5,337.22	\$ 5,300
38	Sequoia sempervirens	16.1	203.58	70%	30%	90%	2.20	3.80	\$ 395.00	\$ 103.91	\$ 21,154.54	\$ 3,998.21	\$ -	\$ -	\$ -	\$ 3,998.21	\$ 4,000
39	Sequoia sempervirens	15.6	191.13	70%	30%	90%	2.20	3.80	\$ 395.00	\$ 103.91	\$ 19,860.99	\$ 3,753.73	\$ -	\$ -	\$ -	\$ 3,753.73	\$ 3,800
41	Pinus radiata	21.1	349.67	60%	40%	90%	2.46	4.75	\$ 395.00	\$ 83.11	\$ 29,059.74	\$ 6,276.90	\$ -	\$ -	\$ -	\$ 6,276.90	\$ 6,300
42	Pinus radiata	32.5	829.58	60%	40%	90%	2.46	4.75	\$ 395.00	\$ 83.11	\$ 68,943.54	\$ 14,891.81	\$ -	\$ -	\$ -	\$ 14,891.81	\$ 14,900
43	Pinus radiata	15.3	183.85	60%	40%	90%	2.46	4.75	\$ 395.00	\$ 83.11	\$ 15,279.52	\$ 3,300.38	\$ -	\$ -	\$ -	\$ 3,300.38	\$ 3,300
44	Pinus radiata	27.6	598.29	40%	40%	90%	2.46	4.75	\$ 395.00	\$ 83.11	\$ 49,721.59	\$ 7,159.91	\$ -	\$ -	\$ -	\$ 7,159.91	\$ 7,200
45	Quercus agrifolia	33.7	891.97	60%	50%	90%	2.20	3.80	\$ 395.00	\$ 103.91	\$ 92,685.44	\$ 25,025.07	\$ -	\$ -	\$ -	\$ 25,025.07	\$ 25,000
47	Quercus agrifolia	13.6	145.27	60%	70%	90%	2.20	3.80	\$ 395.00	\$ 103.91	\$ 15,094.88	\$ 5,705.86	\$ -	\$ -	\$ -	\$ 5,705.86	\$ 5,700
51	Quercus agrifolia	14.2	158.37	10%	90%	90%	2.20	3.80	\$ 395.00	\$ 103.91	\$ 16,456.16	\$ 1,332.95	\$ -	\$ -	\$ -	\$ 1,332.95	\$ 1,300
52	Quercus douglasii	17	226.98	30%	50%	90%	1.69	2.24	\$ 395.00	\$ 176.09	\$ 39,968.84	\$ 5,395.79	\$ -	\$ -	\$ -	\$ 5,395.79	\$ 5,400
54	Quercus agrifolia	15.7	193.59	80%	50%	90%	2.20	3.80	\$ 395.00	\$ 103.91	\$ 20,116.44	\$ 7,241.92	\$ -	\$ -	\$ -	\$ 7,241.92	\$ 7,200
55	Quercus agrifolia	18.6	271.72	70%	80%	90%	2.20	3.80	\$ 395.00	\$ 103.91	\$ 28,234.34	\$ 14,230.11	\$ -	\$ -	\$ -	\$ 14,230.11	\$ 14,200
57	Pinus pinea	33.7	891.97	30%	50%	90%	2.20	3.80	\$ 395.00	\$ 103.91	\$ 92,685.44	\$ 12,512.53	\$ -	\$ -	\$ -	\$ 12,512.53	\$ 12,500
58	Pinus pinea	43.8	1506.74	50%	90%	90%	2.20	3.80	\$ 395.00	\$ 103.91	\$ 156,566.90	\$ 63,409.59	\$ -	\$ -	\$ -	\$ 63,409.59	\$ 63,400
59	Quercus agrifolia	20.3	323.66	70%	70%	90%	2.20	3.80	\$ 395.00	\$ 103.91	\$ 33,631.31	\$ 14,831.41	\$ -	\$ -	\$ -	\$ 14,831.41	\$ 14,800
60	Quercus agrifolia	23.5	433.74	50%	60%	90%	2.20	3.80	\$ 395.00	\$ 103.91	\$ 45,069.99	\$ 12,168.90	\$ -	\$ -	\$ -	\$ 12,168.90	\$ 12,200
61	Pinus pinea	27.5	593.96	50%	70%	90%	2.20	3.80	\$ 395.00	\$ 103.91	\$ 61,718.75	\$ 19,444.14	\$ -	\$ -	\$ -	\$ 19,444.14	\$ 19,400
64	Pinus pinea	47.2	1749.75	60%	80%	90%	2.20	3.80	\$ 395.00	\$ 103.91	\$ 181,817.52	\$ 78,545.17	\$ -	\$ -	\$ -	\$ 78,545.17	\$ 78,500
65	Pinus pinea	26	530.93	40%	30%	90%	2.20	3.80	\$ 395.00	\$ 103.91	\$ 55,169.42	\$ 5,958.30	\$ -	\$ -	\$ -	\$ 5,958.30	\$ 6,000
66	Pinus pinea	35.2	973.14	60%	70%	90%	2.20	3.80	\$ 395.00	\$ 103.91	\$ 101,200.00	\$ 16,381.44	\$ -	\$ -	\$ -	\$ 16,381.44	\$ 16,400
67	Quercus agrifolia	19.1	286.52	60%	70%	90%	2.20	3.80	\$ 395.00	\$ 103.91	\$ 20,772.72	\$ 11,254.09	\$ -	\$ -	\$ -	\$ 11,254.09	\$ 11,300
69	Quercus wislizeni	10.2	81.71	40%	90%	90%	1.69	2.24	\$ 395.00	\$ 176.09	\$ 14,388.78	\$ 4,661.97	\$ -	\$ -	\$ -	\$ 4,661.97	\$ 4,700
70	Sequoia sempervirens	16	201.06	70%	30%	90%	2.46	4.75	\$ 395.00	\$ 83.11	\$ 16,709.63	\$ 3,158.12	\$ -	\$ -	\$ -	\$ 3,158.12	\$ 3,200
71	Acacia melanoxylon	11.3	100.29	70%	10%	90%	2.20	3.80	\$ 395.00	\$ 103.91	\$ 10,420.98	\$ 656.52	\$ -	\$ -	\$ -	\$ 656.52	\$ 660

Expected Construction Impacts

Tag #	Species Name	Common Name	Heritage Tree	Planned Removal	Reason for Removal	10x TPZ Radius (ft)	Estimated Minimum Distance to Impacts (ft)	Expected Root Loss	Expected Canopy Losses	Significant Impacts (>25%)	Tree Protection Fencing	Trunk Wrap	Root Buffer	Notes
6	<i>Quercus agrifolia</i>	coast live oak	X			13.5	11	10%	5%		X		X	
7	<i>Pinus pinea</i>	Italian stone pine	X			25.6	8.6	35%	10%	X	X	X	X	Blocks Views
8	<i>Quercus agrifolia</i>	coast live oak	X	X	Conflict w/Planned Work	9.7	0	100%	100%	X				
9	<i>Quercus agrifolia</i>	coast live oak	X			10.9	3.6	0%	0%					Removed, cut flush with deck
10	<i>Quercus agrifolia</i>	coast live oak	X	X	Conflict w/Planned Work	8.8	0	100%	100%	X				
11	<i>Quercus agrifolia</i>	coast live oak	X			33.2	14	30%	20%	X	X	X	X	Advanced Decline
12	<i>Quercus agrifolia</i>	coast live oak	X			33.7	17	5%	0%		X			
17	<i>Magnolia grandiflora</i>	southern magnolia		X	Conflict w/Planned Work	8.6	0	100%	100%	X				Conflict with Plans
18	<i>Quercus agrifolia</i>	coast live oak	X	X	Conflict w/Planned Work	10.1	0	100%	100%	X				
19	<i>Pistacia chinensis</i>	Chinese pistache	X	X	Conflict w/Planned Work	12.5	0	100%	100%	X				
20	<i>Pinus radiata</i>	Monterey pine	X	X	Conflict w/Planned Work	35.1	0	100%	100%	X				Blocks Views
21	<i>Sequoia sempervirens</i>	coast redwood	X	X	Conflict w/Planned Work	20.8	0	100%	100%	X				
22	<i>Quercus garryana</i>	Oregon white oak	X			13.0	33	0%	0%		X			Dead, Poor Health
23	<i>Sequoia sempervirens</i>	coast redwood	X			19.3	16.2	5%	15%		X		X	
24	<i>Sequoia sempervirens</i>	coast redwood	X			14.8	8.9	10%	15%		X		X	
25	<i>Sequoia sempervirens</i>	coast redwood		X	Conflict w/Planned Work	10.8	0	100%	100%	X				
26	<i>Pinus pinea</i>	Italian stone pine	X	X	Conflict w/Planned Work	20.8	5.2	40%	10%	X				Interdependent with #27
27	<i>Pinus pinea</i>	Italian stone pine	X	X	High Risk Interdependent w/#26;	17.8	14.6	5%	0%					Interdependent with #26
29	<i>Sequoia sempervirens</i>	coast redwood				7.3	34.2	0%	0%		X			
30	<i>Sequoia sempervirens</i>	coast redwood				9.6	28.2	0%	0%		X			
31	<i>Sequoia sempervirens</i>	coast redwood				8.8	35.8	0%	0%		X			
32	<i>Quercus agrifolia</i>	coast live oak	X			11.0	30.2	0%	0%		X			
33	<i>Pinus pinea</i>	Italian stone pine	X			20.2	40	0%	0%		X			#33-36 interdependent
34	<i>Pinus pinea</i>	Italian stone pine	X			16.8	40.2	0%	0%		X			#33-36 interdependent
35	<i>Pinus pinea</i>	Italian stone pine	X			18.0	40	0%	0%		X			#33-36 interdependent
36	<i>Pinus pinea</i>	Italian stone pine	X			17.3	40.2	0%	0%		X			#33-36 interdependent
37	<i>Sequoia sempervirens</i>	coast redwood				11.7	50.6	0%	0%		X			
46	<i>Podocarpus gracilior</i>	yellowwood				10.7	4.6	20%	0%			X	X	
49	<i>Quercus virginiana</i>	southern live oak				5.1	5.6	10%	10%		X			
50	<i>Arbutus unedo</i>	strawberry tree				11.0	3.6	10%	10%		X			
51	<i>Quercus agrifolia</i>	coast live oak	X			11.8	9.8	5%	10%		X			
68	<i>Olea europaea</i>	Olive		X	Conflict w/Planned Work	8.6	0	100%	100%	X				
69	<i>Quercus wislizeni</i>	interior live oak	X			8.5	12.2	10%	10%		X			
70	<i>Sequoia sempervirens</i>	coast redwood	X			13.3	8.8	15%	0%		X			
71	<i>Acacia melanoxylon</i>	blackwood acacia		X	Conflict w/Planned Work	9.4	0	100%	100%	X				







*Arbutus unedo*  
strawberry tree



*Liquidambar styraciflua*  
sweetgum





*Magnolia grandiflora*  
Southern Magnolia



*Pinus pinea*  
Italian stone pine



*Pinus radiata*  
Monterey pine



*Pistacia chinensis*  
Chinese pistache

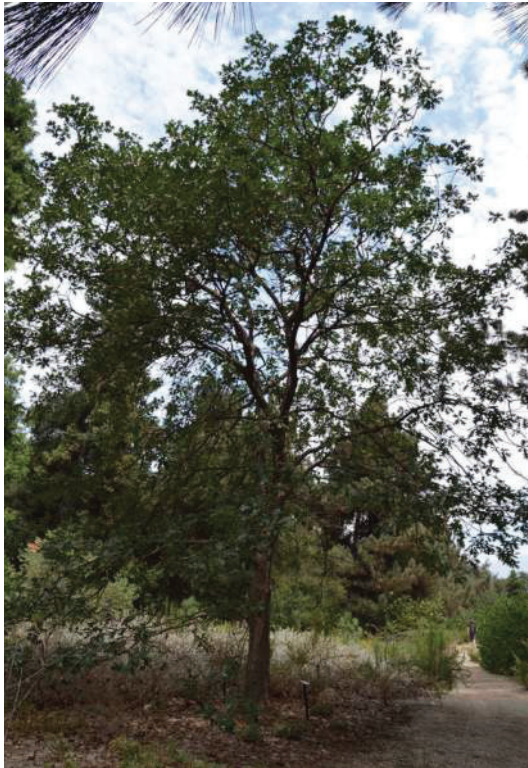




*Podocarpus gracilior*  
yellowwood



*Quercus agrifolia*  
coast live oak



*Quercus garryana*  
Oregon white oak



*Quercus wislizeni*  
Interior live oak





*Sequoia sempervirens*  
coast redwood



## STAFF REPORT – AMENDED

### Planning Commission

**Meeting Date:** 12/13/2021

**Staff Report Number:** 21-066-PC

**Study Session:** Study Session/Cyrus Sanandaji/1300 El Camino Real

### Recommendation

Staff recommends that the Planning Commission use this study session to consider a presentation from the applicant, receive public comment, and provide individual, preliminary feedback on a revised proposal for a Zoning Ordinance text amendment to modify Municipal Code Chapter 16.92 (Signs-Outdoor Advertising). The requested amendments to the Zoning Ordinance would be associated with a previously approved mixed-use office, residential, and retail development project in the SP-ECR/D (El Camino Real/Downtown Specific Plan) zoning district.

### Policy Issues

Study sessions provide an opportunity for Planning Commissioners and the public to provide initial feedback on the overall proposal. Study sessions should be considered on a case-by-case basis, with comments used to inform future consideration of the project. The City Council will ultimately consider whether the required findings can be made for the proposed Zoning Ordinance text amendment. For the study session, Planning Commissioners should provide feedback on the proposed Zoning Ordinance text amendment, including the revised formulas for calculating permitted signage based on street frontage lengths and a requirement for approval of a Master Sign Plan by the Planning Commission.

### Background

The City Council approved the 1300 El Camino Real project (also known at the time as “Station 1300” and currently called “Springline”) on January 24 and February 7, 2017. The project is a mixed-use development consisting of non-medical office, residential, and community-serving uses on a 6.4-acre site, with a total of approximately 220,000 square feet of non-residential uses and 183 dwelling units. Applicable entitlements and agreements for this project included Architectural Control, Development Agreement, Tentative Map, Use Permit, Heritage Tree Removal Permits, and Below Market Rate (BMR) Housing Agreement.

On November 22, 2021, the Planning Commission conditionally approved revisions to the project that would increase its gross floor area by approximately 9,000 square feet, of which about 4,000 square feet would be commercial (office and community serving uses). The additional gross floor area requires approval of Specific Plan amendments to increase the maximum Public Benefit Bonus-level floor area ratio (FAR) from 1.50 to 1.55 in the ECR NE-R District under certain circumstances, and an amendment to the approved Development Agreement. On December 7, 2021, the City Council held a public hearing and voted affirmatively to introduce two ordinances to amend the Specific Plan and the Development Agreement. The second reading of the ordinances is scheduled for the City Council’s December 14, 2021 meeting.

The City Council previously directed that revisions be pursued to allow larger Specific Plan projects to receive larger signage allocations, subject to discretionary review. However, the drafting of these Sign



Ordinance and/or Specific Plan changes has been delayed and was not included as a City Council priority in 2020 or 2021. In consultation with staff, Springline has now proposed a Zoning Ordinance text amendment to increase the permitted signage for larger projects, which would apply to the entire El Camino Real/Downtown Specific Plan (“Specific Plan”) area, encompassing El Camino Real, the Caltrain station area and downtown Menlo Park. A map of the Specific Plan area is included as Attachment A.

On October 18, 2021, the Planning Commission held a study session on a previous proposal for a Zoning Ordinance text amendment to modify Municipal Code Chapter 16.92 (Signs-Outdoor Advertising) for larger projects within the Specific Plan area. Planning Commissioners provided the following feedback on the proposed Zoning Ordinance text amendments:

- General support for allowing larger projects within the Specific Plan, including Springline, additional signage to allow for successful commercial uses, especially retail;
- Concerns about the possibility of very large signs;
- Concerns about multi-story buildings with cluttered signage and the amount of signage allowed for offices uses;
- Questions about the applicability of the proposed Zoning Ordinance amendments to other projects;
- Questions about how the signage allowed by the proposed amendments would compare to signage allowed in nearby jurisdictions; and
- Concerns about public outreach.

## **Analysis**

### ***Project description***

The proposed Zoning Ordinance text amendment to update the signage regulations in the Specific Plan area (ECR/D-SP zoning district) includes maintaining the current formula for calculating the maximum sign area based on the length of a project’s frontage, while eliminating the 100 square foot cap on the total sign area for the primary frontage, as well as the 50 square foot cap on total signage per secondary frontage.

Under the current Sign Ordinance, the entire Springline project would be allowed a total signage area of 100 square feet on El Camino Real, and 50 square feet each on Oak Grove Avenue and Garwood Avenue. Given the length of the frontages, these areas would be disproportionately small relative to the buildings, and could negatively affect the vibrancy of the community-serving/retail and office components of the project. Similarly, the Middle Plaza (500 El Camino Real) project, a mixed-use development consisting of office, retail, and residential uses on an 8.4-acre site, with a total of approximately 10,286 square feet of retail/restaurant, 142,840 square feet of non-medical office, and 215 residential units, approved by the City Council on September 26 and October 10, 2017, would only be allowed 100 square feet of total signage as El Camino Real is its only street frontage.

Since the last study session, the applicant has revised the proposed Zoning Ordinance amendment, including the following revisions:

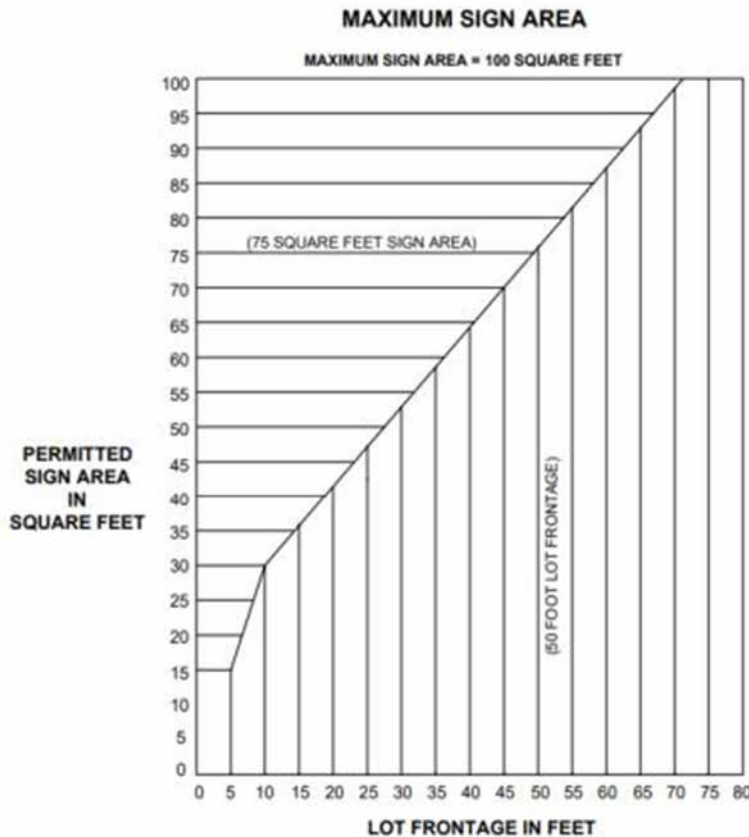
- Removed the provision that would have allowed additional signage area for properties with multistory buildings;
- Added a maximum sign area of 50 square feet for individual business signs;
- Limited office tenant signage to one sign per 100 feet of the applicable frontage and one ground-mounted monument sign per office building (with the provision that a frontage over 150 feet would be

- rounded up);
- Added an exemption from the signage area limits for project identification and directional signage on a property with a frontage on El Camino Real, including signage identifying an overall mixed-use development, and directional signage such as entries to parking garages.

The proposed ordinance amendment would amend Section 16.92.110 of the Zoning Ordinance with the underlined text:

**Section 16.92.110(2):** Such signs will not exceed in total display area, measured in square feet, the ratio of total display area to lot primary frontage as shown on the attached graph, entitled "Figure No. 1," incorporated herein, and made a part of this chapter. The maximum display area permitted for any lot, regardless of the number of uses or tenants housed on a single lot, is one hundred square feet. Notwithstanding the above, the one hundred square foot maximum shall not apply to lots located within the ECR/D-SP zoning district with primary frontage along El Camino Real, which may be permitted larger total display areas, subject to Planning Commission approval of a Master Sign Plan, consistent with the following formulas: (a) for non-residential uses, the maximum display area permitted for a lot with frontage along El Camino Real shall be determined by the formula used in Figure 1 ( $30' + ((\text{Frontage Length} - 10') \times (8/7))$ ) without regard to the one hundred square foot maximum. For any additional signage area authorized pursuant to this exception, any individual sign would be limited to a maximum of 50 square feet, and the total area of signage for a single project would be limited to a maximum of 1,000 square feet. In addition, with respect to any signage authorized pursuant to the above, for buildings with a mixture of community serving uses/retail and office uses, signs identifying an office tenant or tenants are limited to one sign for each 100 lineal feet of the project on the applicable frontage, plus one ground level monument sign per office building. (Normal rounding rules would apply, so that for example a property with a frontage of 150 feet or more would round up to two office signs allowed.)

Figure 1



**Section 16.92.110(3):** In the case of parcels of land having secondary frontage, signs may be located on such frontage, provided that the total sign area thereon shall not exceed one-half the maximum sign area allowed by Figure No 1 for such secondary frontage, and further provided that, subject to Planning Commission approval of a Master Sign Plan, for any parcel within the ECR/D-SP zoning district with frontage on a street other than El Camino Real, the maximum total sign area on that frontage shall not exceed the formula of  $(0.5 \times (30 + ((\text{non-ECR Frontage}-10) \times 8/7)))$  without regard to the 100 square foot maximum (50 square feet on secondary frontages) that applies in zoning districts other than the ECR-D-SP zoning district. The limitation on office tenant signage set forth in 16.92.110 (2) shall also apply to such secondary frontage.

**Section 16.92.110(9):** For any parcel within the ECR/D-SP district, informational signage identifying the name of a project and outdoor directional or wayfinding signage shall be exempt from the otherwise applicable limits on total signage areas, provided that the maximum signage area for project identification and directional signage (including tenant directories) allowed pursuant to such exemption shall be limited to one-half square foot of signage for each linear foot of a project's specific frontage from which such signage would be visible. Any project identification signage considered exempt pursuant to this Section 16.92.110(9) shall not include a reference to a generally recognized name of a commercial product or business or institution. Any project identification or directional signage exempted from the maximum signage otherwise permitted by Section 16.92.110(2) and (3) shall be approved as part of a Master Sign Plan.

The applicant indicates in their project description letter, that the proposed text amendments are designed to accomplish the following:

- Maintain the current formula for calculating the maximum sign area based on the length of a project's frontage;
- For projects within the ECR/D-SP district, eliminate the 100 square foot "cap" on the total sign area for the primary frontage, as well as the 50 square foot "cap" on total signage per secondary frontage, provided that the maximum sign area on any frontage would be 1,000 square feet regardless of the length of the frontage;
- Establish a formula for calculating the maximum sign area for secondary frontages, or primary frontages not along El Camino Real, based on 50 percent of the (increased) maximum allowable signage area on the El Camino Real frontage;
- For any signage allowed on frontages, limit the area of any individual sign to a maximum of 50 square feet;
- For properties containing a mix of retail and office uses, allow no more than one office tenant sign on a particular frontage for each 100 feet of the project's frontage on that street plus one ground level monument sign per office building, with rounding allowing two signs on a property with 151 or more feet of frontage; and
- Provide an exemption from the signage area limits for project identification and directional signage on a property with a frontage on El Camino Real, including signage identifying an overall mixed-use development, and directional signage such as entries to parking garages, with the exemption limited to no more than one-half square foot of project identification and directional signage for each one foot of frontage on El Camino Real. (For example, for a property with a primary frontage 250 feet in length, up to 125 square feet of project identification/directional signage would be exempt from the overall signage area limit calculated under Figure 1.)

The applicant indicates their proposal would not subject El Camino Real to the proposed secondary frontage limitation because it is a unique corridor. However, for any project with a secondary frontage other than along El Camino Real, the amount of signage area would be limited to one half of what the proposed formula would permit on the primary frontage.

In addition, the applicant indicates they are also seeking additional flexibility, compared to the current signage regulations, with respect to signage letter sizes (maximum 24 inches in letter size for the retail level, and 30 inches for the upper level, office uses). In an effort to streamline approval of the Zoning Ordinance text amendment, the applicant did not include these in their current proposal but indicates they would incorporate this into a Master Sign Plan, when site-specific factors can be taken into account. The applicant also indicates they are interested in developing a formula for how sign area is allocated between multiple tenants in a single building that would be incorporated into their Master Sign Plan.

With the elimination of the proposed additional signage allowance for multistory buildings, the Springline project would be limited to approximately 540 square feet of total signage along its El Camino Real frontage. The applicant indicates they intend to utilize approximately 179 square feet for project identification and directional signage, which would leave approximately 360 square feet for commercial (office and community serving uses) signage. The applicant indicates 360 square feet of commercial signage would be insufficient for market needs. Therefore, the applicant is also proposing to exempt project identification (for example, the "Springline" arched sign over the project entry) and directional signage from the overall El Camino Real signage allowance, which for the Springline project would mean up to a total area of 228 square feet of identification and directional signage. This exemption would allow the entire 540 square feet that would be allowed on Springline's El Camino Real frontage after removal of the 100 square foot cap to be used for commercial signage. Under the applicant's original proposal, with the signage area



supplement for multistory buildings, the project would have been allowed up to 1,079 square feet of total signage area along its El Camino Real frontage, of which up to 900 square feet would have been for commercial signage.

The applicant has submitted a revised massing study (Attachment B) with a series of elevation sheets that illustrate the various signs that could be permitted by the proposed text amendments, visible from Springline's three frontages (El Camino, Oak Grove, and Garwood). It should be noted, the elevations, which also show possible signage locations, are only for illustrative purposes. If the text amendments are approved by City Council, Springline, like other projects utilizing the new regulations, would be required to submit a Master Sign Plan for review and action by the Planning Commission.

### ***Middle Plaza***

As previously noted, the Middle Plaza at 500 El Camino Real project was approved by the City Council in 2017 with office, retail, and residential uses on an 8.4-acre site, with a total of approximately 10,286 square feet of retail/restaurant, 142,840 square feet of non-medical office, and 215 residential units. The property has approximately 1,600 feet of frontage along El Camino Real but under the current regulations would only be allowed 100 square feet of signage since it does not have a secondary frontage. The sign consultant for the project submitted a letter (Attachment D) of support for the Zoning Ordinance amendments as well plans showing a preliminary signage proposal for the Middle Plaza project. The letter includes a suggestion for a change to the proposed ordinance language that would allow the office tenant signage limit for a mixed-use building to be calculated by multiplying the linear feet of the street frontage by 0.01 and multiplying the result by 50 square feet instead of limiting the signage to one sign up to 50 square feet in size per 100 square feet of frontage. This change would allow smaller signs for multiple office tenants.

Similar to the Springline project, the Middle Plaza property was created when several smaller parcels were merged to allow for a large mixed-use development. The permitted signage for each of the previous parcels was calculated based on their individual frontages, so with the merger of the parcels the permitted signage along the frontage of the previous parcels was greatly reduced. This type of large mixed-use development did not exist in the City when the current signage regulations were put in place, and like the Springline project, Middle Plaza has indicated they will not be able to attract retail and office tenants without the allowance for additional signage.

### ***Neighboring jurisdictions***

Staff has reviewed the signage regulations in the Cities of Palo Alto and Redwood City as a comparison to the proposed Zoning Ordinance amendments since these Cities have similar commercial corridors along El Camino Real. Although it's difficult to compare different types of regulations, these two Cities appear to allow at least as much commercial signage, if not more, than the proposed Zoning Ordinance regulations would, within their downtowns and along El Camino Real.

#### City of Palo Alto

For properties with 200 feet or more of frontage, the City of Palo Alto allows free standing signs up to five feet in height along commercial properties on El Camino Real up to a maximum of approximately 62 square feet in size, and free standing signs over five feet in height up to a maximum of approximately 72 square feet in size. One free standing sign is also permitted for each frontage and one additional sign is permitted for any portion of frontage in excess of 250 feet. In the case of frontage in excess of 250 feet, the portion of the frontage in excess of 250 feet is used to determine the size of the second free standing sign.

Palo Alto also allows wall signs based on wall area, which is defined as the height times the width of the wall on which the sign is located. In some commercial zones, up to 132 square feet of signage is permitted

for a wall area of 5,000 square feet. In addition, for wall areas that exceed 5,000 square feet, the sign area may be increased by seven square feet for each 500 square feet of wall area, but no sign may exceed 203 square feet. Palo Alto requires design review for new and replacement signs, which may reduce the overall size permitted.

### City of Redwood City

Redwood City's Downtown Precise Plan Area consists of approximately one hundred eighty-three acres within the City's historic center and provides specific signage regulations within the plan area, which includes portions of El Camino Real. Within the Precise Plan, each establishment is allowed one and one-half square feet of total sign for each foot of street frontage. For multi-tenant buildings, each establishment is calculated individually.

The signage regulations in the Precise Plan also includes signs that do not count towards the total sign area permitted based on the length of the street frontage. For example, designated street frontages within the plan are allowed "Grand Projecting Signs", which are tall, large, vertically oriented signs that project from the building perpendicular to the façade and are structurally integrated into the building. One projecting sign may be permitted per establishment.

The Precise plan also allows "Grand Wall Signs", which are large signs located on, and parallel to, large unfenestrated building wall areas, along certain streets. "Grand Wall Signs" may only be located on unfenestrated wall areas of at least 2,000 square feet in size. Only one "Grand Wall Sign" is permitted per establishment per façade but the area of "Grand Wall Sign" does not count towards the total sign area permitted based on street frontage. The total area of a "Grand Wall Sign" is not permitted to exceed 1,000 square feet or 25 percent of the total wall area, whichever is less.

Additionally, other signs of various sizes are permitted by Redwood City's Downtown Precise Plan, such as marquee signs (canopy-like structures mounted over the entrance to a theater), which do not count towards the total sign area permitted based on street frontage.

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

The study session format allows for a wide range of discussion/direction on the proposed Zoning Ordinance text amendment. However, to assist the Planning Commission, staff recommends considering a sequence of questions, including:

- **Are the proposed formulas for calculating signage generally supported?** These include the formulas for frontages along El Camino Real and other primary and secondary frontages.
- **Should a Master Sign Plan be required for projects that fall under the proposed Zoning Ordinance text amendment?** A Master Sign Plan would allow the Planning Commission to review a specific project's signage to ensure a cohesive look and would allow deviations from the Sign Design Guidelines if requested by a specific project.
- **Should office tenant signage limitations be based on Springline's proposal to allow one sign per 100 feet of the applicable frontage and one ground-mounted monument sign per office building (with the provision that frontage over 150 feet would be rounded up to allow two signs)?** The sign consultant for Middle Plaza offered an alternative that would allow the tenant signage limit for a mixed-use building to be calculated by multiplying the linear feet of the street frontage by 0.01 and multiplying the result by 50 square feet instead of limiting the signage to one sign up to 50 square feet in size per 100 square feet of frontage. Although this alternative could result in more individual signs, a master sign

program could help create a unified look.

### **Correspondence**

As previously mentioned, staff received one item of correspondence from the sign consultant for Middle Plaza, which is included as Attachment D. The applicant indicates they have conducted outreach including discussions within the local community and working with the Chamber of Commerce. Additionally, the applicant indicates the Chamber of Commerce has hosted them at several farmers markets including, most recently, on December 5 and December 8 at the Bon Marché Wednesday evening farmers market.

### **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**

Staff is evaluating the project proposal to determine the appropriate level of review under the California Environmental Quality Act (CEQA).

### **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 Specific Plan area.

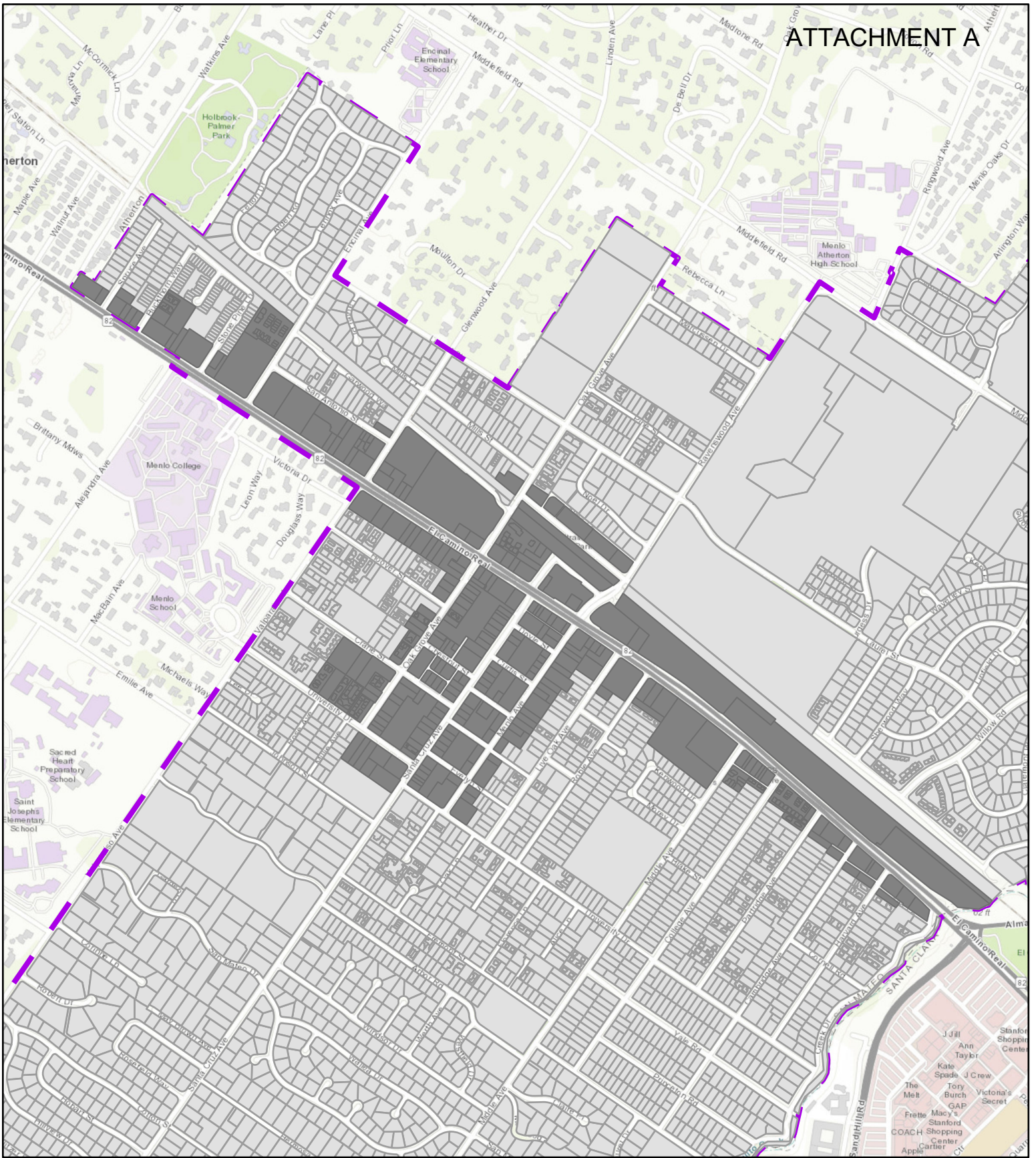
### **Attachments**

- A. Map of Specific Plan Area
- B. Project Description Letter
- C. Springline Preliminary Signage Proposal
- D. Middle Plaza Preliminary Signage Proposal and Letter

Report prepared by:  
Corinna Sandmeier, Acting Principal Planner

Report review by:  
Kyle Perata, Acting Planning Manager





# CITY OF MENLO PARK

## LOCATION MAP

EL CAMINO REAL/DOWNTOWN SPECIFIC PLAN AREA



CITY OF  
MENLO PARK

Scale: 1:12,000

Drawn By: CDS

Checked By: CDS

Date: 10/18/2021





**Springline Project/Sign Ordinance Amendment (Updated December 3, 2021)**

**Proposed Amendment to the Signs–Outdoor Advertising (Signage) Requirements  
Applicable to the El Camino Real and Downtown Specific Plan Area**

**1. Introduction**

When the City approved the Station 1300 Project (now renamed as “Springline”) in January 2017, City staff’s recommendation acknowledged that the limitations on sign area in Chapter 16.92 of the City’s Code should be revised in order to make the Project commercially viable, and indicated a general intent that an amendment to authorize a more appropriate amount of display area should be considered prior to occupancy. Over the past several months, the new manager of the Project, Presidio Bay Ventures, has engaged in informal discussions with City staff about the scope of an amendment to the City’s signage ordinance, now that prospective tenants have been identified and more information is available regarding market conditions and tenant preferences. In order to ensure that this issue is presented to the City Council in a timely manner, Presidio Bay is now submitting an application for a Zoning Text Amendment (applicable solely to the area subject to the El Camino Real and Downtown Specific Plan) that would allow for signage appropriate to the Project’s scale and current market conditions. These amendments are intended to ensure that the Project’s community-serving retail and office components are successful, consistent with the outcome that we understand the City wants and deserves; in addition, the additional signage this amendment would allow should also be appropriate for the rest of the Specific Plan area.

The proposed text amendment is designed to accomplish the following objectives:

- Maintain the current formula for calculating the maximum sign area based on the length of a project’s frontage (although a more simplified formula that results in a very similar signage area may also be considered as previously discussed with City staff).
- For projects within the ECR/D-SP district, eliminate the 100 square foot “cap” on the total sign area for the primary frontage, as well as the 50 square foot “cap” on total signage per secondary frontage, provided that the maximum sign area on any frontage shall be 1000 sf regardless of the length of frontage
- Establish a formula, also applicable only within the ECR/D-SP district, for calculating the maximum sign area for secondary frontages based on 50% of the (increased) maximum allowable signage area on the primary frontage.
- For any signage allowed on frontages, limit the area of any individual sign to a maximum of 50 square feet.
- For properties containing a mix of retail and office uses, provide that there shall be no more than one office tenant sign on a particular frontage for each 100 lineal feet of the project’s frontage on that street plus one ground level monument sign per office building. (Normal “rounding” rules would apply; for example, if the frontage was 151 feet, this would round up to two office signs allowed.)
- Provide an exemption from the signage area limits for project identification and directional signage on a property with a frontage on El Camino Real, including signage identifying an overall mixed-use development, and directional signage such as entries to parking garages, with the exemption limited to no more than one-half square foot of project identification

and directional signage for each one linear foot of frontage on El Camino Real. For example, for a property with a primary frontage 250 feet in length, up to 125 square feet of project identification/directional signage would be exempt from the overall signage area limit calculated under Figure 1.

It is important to note that any signage that would be permitted pursuant to these proposed amendments would be subject to all the City's existing Code and Sign Guidelines with regard to such factors as lighting, limitations on bright colors etc. Once a signage plan was approved by the Planning Commission, specific signs could be approved administratively so long as they were consistent with the Master Plan.

## **2. Revisions Based on Planning Commission Feedback**

This revised set of proposed ordinance amendments responds to comments of the Planning Commission at the study session as follows:

1. Removes the proposed amendment which would allow additional signage area for properties with multistory buildings.
2. Establishes a maximum area of 50 square feet from any individual business sign.
3. Limits office tenant signage to one sign per each 100 feet of the applicable frontage, plus one ground-mounted monument sign per office building.
4. Adds a proposed amendment that would exempt (up to a total amount based on site frontage) non-commercial project identification and directional or way finding signage.

The key differences between the current proposal and the proposal discussed at the previous study session involve (1) eliminating specific rules for multistory buildings, and (2) including an exemption for directional and project identification signage. The previously proposed additional signage allowance for multistory buildings only applied to the El Camino frontage, and the new proposed exemption for project identification and directional signage would also be limited to the primary El Camino frontage, thus under our revised proposal there would be no change from the previous proposal to the amount of signage that would be allowed on the Oak Grove and Garwood frontages.

With the elimination of the proposed additional signage allowance for multistory buildings, even with eliminating the 100 square foot cap, the Springline Project would be limited to 540 square feet of total signage on the El Camino Real frontage, of which the project intends to utilize approximately 179 square feet for project identification and directional signage, leaving only about 360 square feet which is insufficient for market needs. Exempting up to 228 square feet of information/directional signage from the overall limit would allow the entire 540 square feet under Figure 1 (after removal of the 100 sf "cap") to be used for business signage uses. Under the original proposal, with the signage area supplement for multistory buildings, the project would have been allowed up to 1,079 square feet of total signage area, of which (after subtracting

identification/directional signage) up to 900 square feet would have been for business signage; the illustrations included in the original proposal showed about 727 square feet of total business signage on the El Camino frontage. Thus, the revised proposal, including the proposed exemption for project identification and directional signage, would result in substantially less allowed business signage on the El Camino frontage than the previous proposal and would also reduce the allowed signage to approximately 200 square feet less than the signage shown in the illustrative diagrams that accompanied the original proposal.

In support of the revised application, Presidio Bay Ventures is submitting the following information:

- A table that shows (1) the maximum permitted sign area on each frontage under the current regulations, (2) the increased sign area under the proposed formulas, and (3) the corresponding maximum sign area that could be permitted for the Project, based on frontage lengths, for illustrative purposes only.
- A massing study with a series of elevation sheets that illustrates the various signs that could be permitted by the proposed text amendments visible from the Project's three frontages (El Camino, Oak Grove, and Garwood). (The elevations, which also show possible signage locations, are again for illustrative purposes only; assuming the text amendment is approved, any project would be required to submit a Master Sign Plan for approval.)
- An updated explanation of the proposed text amendments and suggested amendment language.

The proposed language would allow the additional sign area which Presidio Bay Ventures believes is necessary to accommodate the minimum requirements or expectations for retail and office tenants in today's market and avoid "empty storefront" scenarios. This includes amendments to Section 16.92.110 subsection (2) for the primary frontage and subsection (3) for the secondary frontages, as well as an exemption of certain informational/directional signage on the El Camino frontage from the otherwise applicable signage area limits.

### **3. Context and Rationale**

Our suggested approach to increasing sign area based on project dimensions (e.g., length of frontages) is informed by a number of considerations, as follows:

- In response to input from staff, we incorporated the current formula used for the "Figure 1" display area calculation. We had originally suggested a slightly different (and somewhat simpler) formula of  $1.25 \times$  primary frontage length (and one half that,  $0.625$  for the secondary frontages), which would result in similar sign area relative to the more complex formula currently in effect. For example, with the proposed removal of the 100 square foot cap on the primary frontage, our proposed simpler formula allows 570 square feet of sign area for the primary frontage on El Camino Real, whereas the current formula (without the 100 square foot maximum) allows 540 square feet. We remain receptive to modifying the scope of our application to incorporate the simpler formula if that approach is supported by City staff.

- Regardless of the length of a project's primary frontage, the total area of non-exempt signage on any property would be limited to a maximum of 1,000 sf.
- Our proposal maintains the current limitation on sign area for the secondary frontage to 50% of the maximum sign area that would be permitted if it was a primary frontage, unless the secondary frontage is along El Camino Real in which case the 50% limit would not apply. The rationale for this concept within the ECR/Downtown district is that El Camino Real is a unique corridor. In our proposal, the greater allowance therefore applies to El Camino Real (whether it's the primary frontage or not); other streets in the Specific Plan area, *except* for El Camino Real, would be subject to the secondary frontage limitation. In other words, for any project with a secondary frontage other than along El Camino Real, the amount of signage area would be limited to one half of what our proposed formula would permit on the primary frontage.
- The updated signage massing study illustrates the general conceptual appearance of the Project's signage that would be allowed consistent with our proposal, with individual signs specifically limited to 50 square feet. It is anticipated that most individual signs at the ground floor level would not exceed about 25 square feet. We are also seeking additional flexibility, compared to the current signage regulations, with respect to signage letter sizes (maximum 24 inches in letter size for the retail level, and 30 inches for the upper level, office uses). Those provisions could be added to our draft language, but we are mindful of the desire to not complicate matters. We suggest addressing the letter sizes in the Master Sign Plan, when site-specific factors can be taken into account.
- During the study session, Planning Commissioners indicated that they were most favorable to the concept of removing the 100 sf (and 50 sf) caps for retail/ground floor signage, and were also concerned about an excessive number of signs for office tenants. Therefore, we are also proposing that for properties including both retail/CSU and office uses, that the number of building signs identifying office tenant(s) be limited to a maximum of one such sign for each 100 lineal feet of that frontage. Thus, using the Springline project as an example, because this property has approximately 456 feet of frontage on El Camino Real, under the proposal it would be allowed up to five office tenant signs which would be visible from El Camino. In addition, one monument sign per office building would be allowed. The current intent for the Springline project is to provide each office building with one office sign directly facing El Camino, and one office sign for each office building facing the central courtyard but visible from El Camino; the specifics regarding these signs would be set forth in the required Master Signage Plan.
- We are also proposing that the signage ordinance be amended to provide a limited exemption for a frontage in the Specific Plan area with respect to 1) project identification signage, such as the "Springline" sign that will be installed on an archway between the two office buildings, and 2) for directional or "wayfinding" signage, such as signage showing the entry to the parking garage, the location of dog park, directories of tenant locations and similar wayfinding. The amount of such signage area exempted would be limited to one-half a square foot of signage area for each linear foot of a



project's primary frontage. In addition, in order to be eligible for this exemption, we propose that the project identification name would not be allowed to include the name of a generally known commercial product or business or institutional entity (i.e., no "naming rights" would be permitted). As applied to the Springline Project's primary frontage on El Camino Real, this provision would allow up to 228 square feet of such exempt signage (one-half of the Project's 456 feet of El Camino frontage). As shown in the materials presented at the Study Session, the applicant contemplates approximately 178 square feet of project identification signage on the El Camino frontage, the majority of which would be the "Springline" sign located on an arch above the passageway to the plaza, with the remaining exempt signage area including signage marking entry to the parking garage and other directional or wayfinding signage. Because "Springline" is not the name of a commercial entity or product, it would be qualified for this exemption. (In contrast, project identification signage including a name like "Wells Fargo" or "Safeway" would be a recognized commercial name and would not qualify for this exemption.) Also, although this project identification and directional signage would be exempt from the Code's signage area limitations, any such signage would be subject to City review as part of the Project's overall signage master plan.

- One issue that has yet to be discussed with City staff or the Planning Commission concerns language in the City's Design Guidelines for Signs that provides a formula for how sign area is allocated between multiple tenants in a single building. We have yet to evaluate how that formula would apply in practice, but it may also be something that warrants modification to provide additional flexibility (perhaps by giving the decision-maker the ability to approve variations from the design guidelines on a case-by-case basis). We suggest addressing this topic as part of the Master Sign Plan process rather than being governed by the Design Guidelines formula, which does not apply easily to a multi-story situation.
- Our proposal limits the increases in maximum sign area and the qualified exemption for project identification and directional signage to projects subject to the Specific Plan. Of course, we are mindful of the fact that the current signage area limitations also apply to signage in other areas of the city; but for a variety of reasons, our preference would be for the current proposal to allow additional signage area to be narrowly tailored and not apply city-wide. For one, properties in other areas are likely to be subject to different constraints and market conditions as compared to the Specific Plan area. In addition, applying the contemplated amendments city-wide would inevitably delay the adoption of these amendments and would therefore be prejudicial to the Project's ability to attract high-quality tenants by requiring analysis of a far greater variety of situations than exists within the Specific Plan area. Further, sizable developments in the Specific Plan area with long frontages, including Springline and Middle Plaza, are coming online now or in the very near future. The failure to address these large new projects' signage needs in the near-term by adopting the proposed amendment is likely to negatively affect the viability of attracting high-quality retail and office tenants to newly constructed Specific Plan projects which is contrary to the Specific Plan's vision for a more vital and vibrant area. Therefore, from a policy perspective, we are

requesting that the City adopt the proposed signage changes in the near future for the Specific Plan area only, while deferring consideration of these or similar changes to signage rules for other parts of the City until a future time.

#### **4. Proposed Text Amendment (proposed new text underlined)**

**Section 16.92.110(2):** Such signs will not exceed in total display area, measured in square feet, the ratio of total display area to lot primary frontage as shown on the attached graph, entitled "Figure No. 1," incorporated herein, and made a part of this chapter. The maximum display area permitted for any lot, regardless of the number of uses or tenants housed on a single lot, is one hundred square feet. Notwithstanding the above, the one hundred square foot maximum shall not apply to lots located within the ECR/D-SP zoning district with primary frontage along El Camino Real, which may be permitted larger total display areas, subject to Planning Commission approval of a Master Sign Plan, consistent with the following formulas: (a) for non-residential uses, the maximum display area permitted for a lot with frontage along El Camino Real shall be determined by the formula used in Figure 1 ( $30' + ((\text{Frontage Length} - 10') \times (8/7))$ ) without regard to the one hundred square foot maximum. For any additional signage area authorized pursuant to this exception, any individual sign would be limited to a maximum of 50 square feet, and the total area of signage for a single project would be limited to a maximum of 1,000 square feet. In addition, with respect to any signage authorized pursuant to the above, for buildings with a mixture of CSU/retail and office uses, signs identifying an office tenant or tenants are limited to one sign for each 100 lineal feet of the project on the applicable frontage, plus one ground level monument sign per office building. (Normal rounding rules would apply, so that for example a property with a frontage of 150 feet or more would round up to two office signs allowed.)

**Section 16.92.110(3):** In the case of parcels of land having secondary frontage, signs may be located on such frontage, provided that the total sign area thereon shall not exceed one-half the maximum sign area allowed by Figure No 1 for such secondary frontage, and further provided that, subject to Planning Commission approval of a Master Sign Plan, for any parcel within the ECR/D-SP zoning district with frontage on a street other than El Camino Real, the maximum total sign area on that frontage shall not exceed the formula of  $(0.5 \times (30 + ((\text{non-ECR Frontage} - 10) \times 8/7))$ ) without regard to the 100 square foot maximum (50 square feet on secondary frontages) that applies in zoning districts other than the ECR-D-SP zoning district. The limitation on office tenant signage set forth in 16.92.110 (2) shall also apply to such secondary frontage.

**Section 16.92.110(9):** For any parcel within the ECR/D-SP district, informational signage identifying the name of a project and outdoor directional or wayfinding signage shall be exempt from the otherwise applicable limits on total signage areas, provided that the maximum signage area for project identification and directional signage (including tenant directories) allowed pursuant to such exemption shall be limited to one-half square foot of signage for each linear foot of a project's specific frontage from which such signage would be visible. Any project identification signage considered exempt pursuant to this Section 16.92.110(9) shall not include a reference to a generally recognized name of a commercial product or business or institution. Any project identification or directional signage exempted from the maximum signage otherwise permitted by Section 16.92.110(2) and (3) shall be approved as part of a Master Sign Plan.

\* \* \*



# SPRINGLINE

MENLO PARK

SIGNAGE MASSING PACKAGE

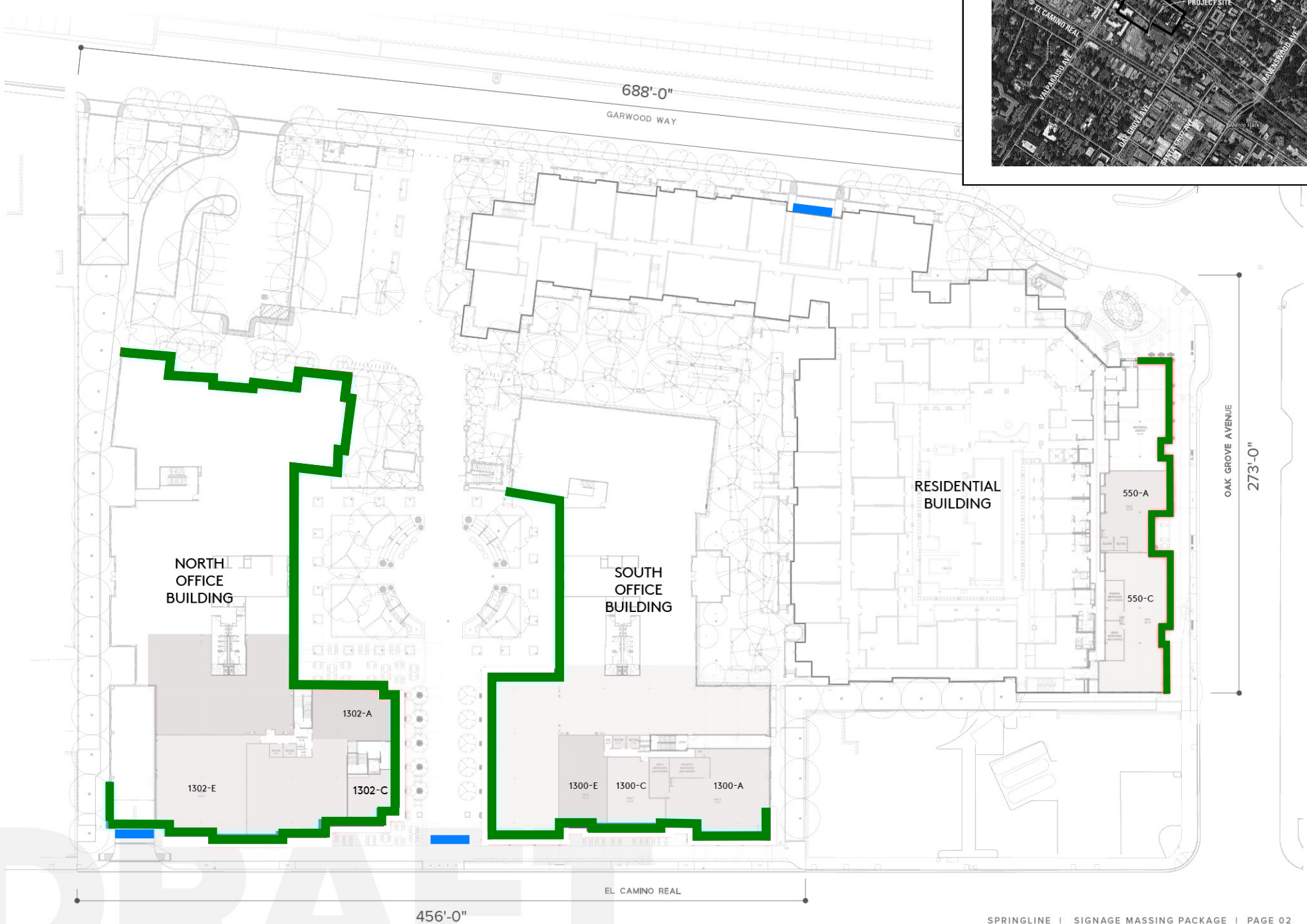
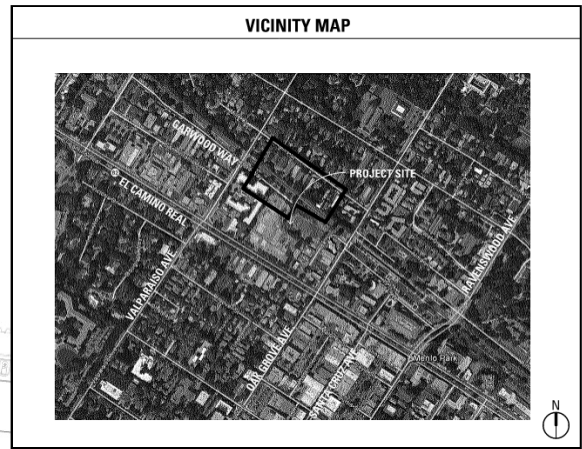
12.03.2021



# Use Zones

**ZONE KEY**

- TENANT SIGNAGE
- PROJECT ID SIGNAGE



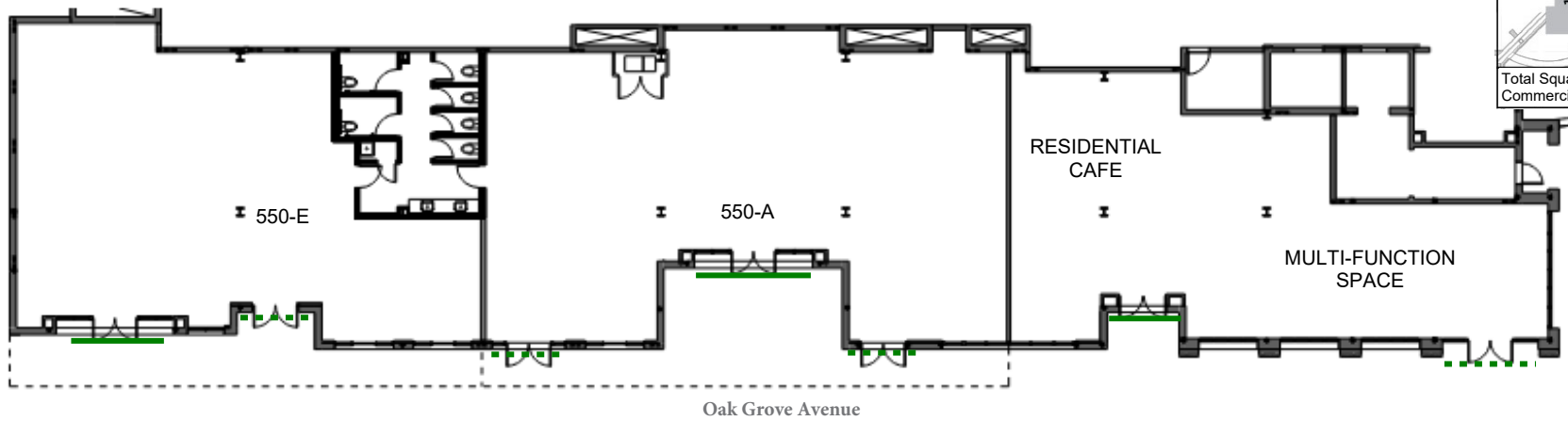
**DRAFT**



# Elevations

ZONE KEY	
	TENANT SIGNAGE
	ALTERNATE SIGNAGE

Total Square Footage of Commercial Signage Shown 66 sqft



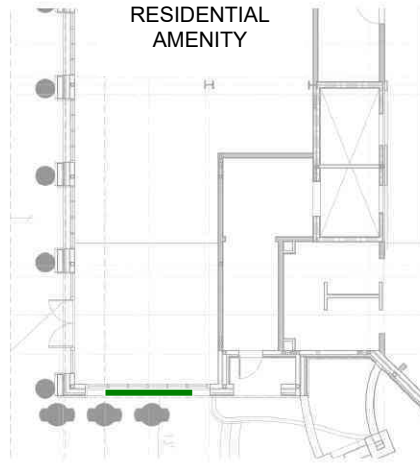
RESIDENTIAL BUILDING - SOUTH ELEVATION

\*Note some locations have the option to mount their tenant signage under the roof or canopy

DRAFT

# Elevations

Oak Grove Avenue



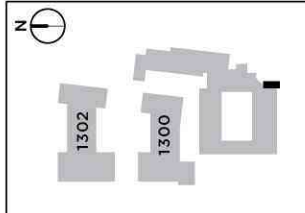
Garwood Way



Residential Building Elevation East

### ZONE KEY

- TENANT SIGNAGE
- - - ALTERNATE SIGNAGE



Total Square Footage of Commercial Signage Shown **24 sqft**

NOTE: SIGNAGE IS VISIBLE FROM BOTH OAK GROVE AND GARWOOD BUT IS ALLOCATED TO OAK GROVE ON TOTALS; SUBJECT TO FURTHER DISCUSSION AS TO ALLOCATION OF SIGNAGE VISIBLE / POTENTIALLY VISIBLE FROM MULTIPLE STREETS.

\*Note some locations have the option to mount their tenant signage under the roof or canopy

# DRAFT

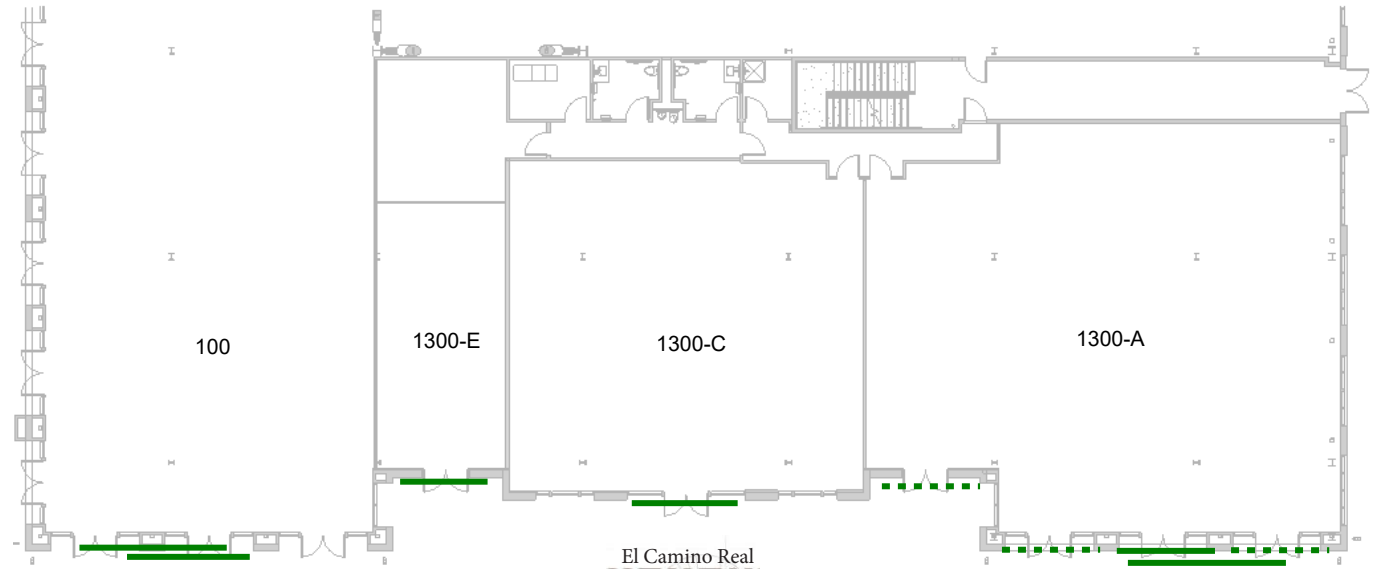
# Elevations

**ZONE KEY**

- TENANT SIGNAGE
- ALTERNATE SIGNAGE

z

Total Square Footage of Commercial Signage Shown 213 sqft

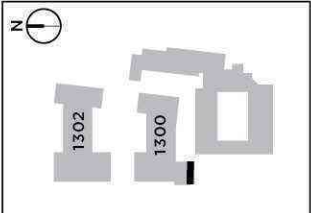


SOUTH OFFICE BUILDING - WEST ELEVATION

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# Elevations

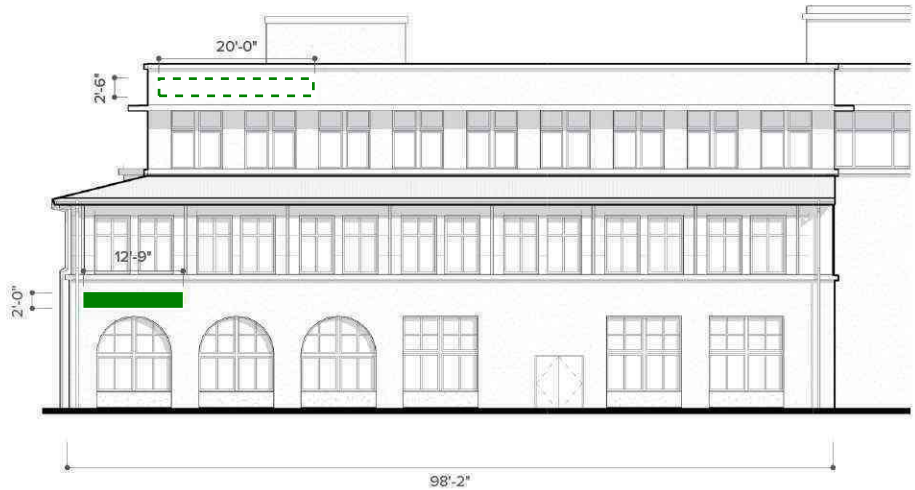
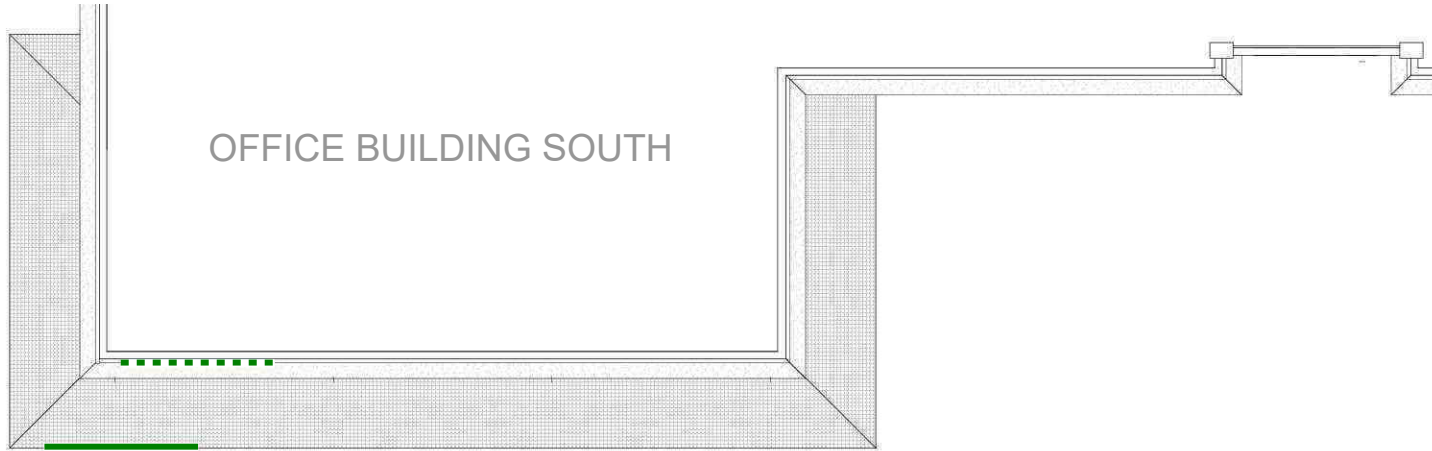
ZONE KEY	
	TENANT SIGNAGE
	ALTERNATE SIGNAGE



Total Square Footage of Commercial Signage Shown **26 sqft**

NOTE: THOUGH THIS SOUTH FACING SIGNAGE MAY BE SOMEWHAT VISIBLE FROM OAK GROVE, IT IS ALLOCATED TO ECR IN SUMMARY SIGNAGE NUMBERS.

El Camino Real



SOUTH OFFICE BUILDING - SOUTH ELEVATION

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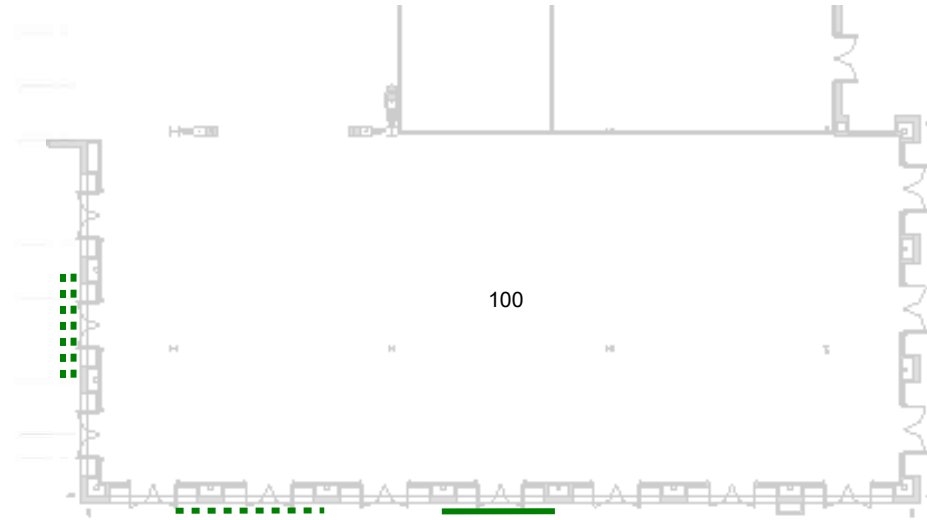
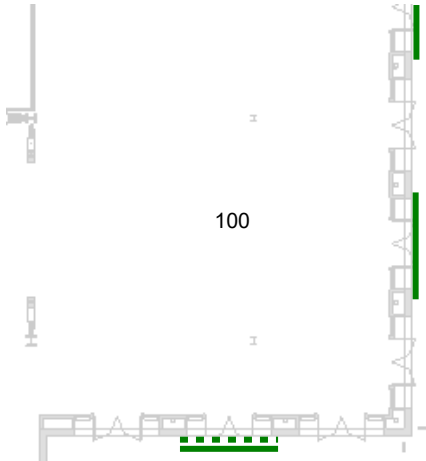


# Elevations

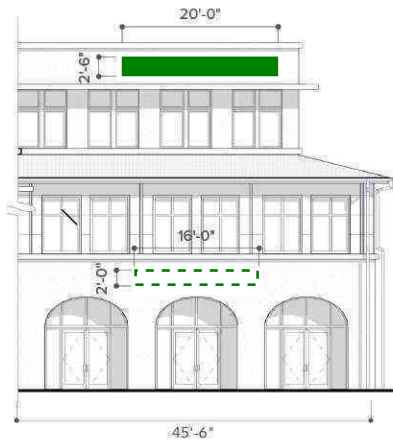
ZONE KEY	
	TENANT SIGNAGE
	ALTERNATE SIGNAGE

Total Square Footage of Commercial Signage Shown 82 sqft

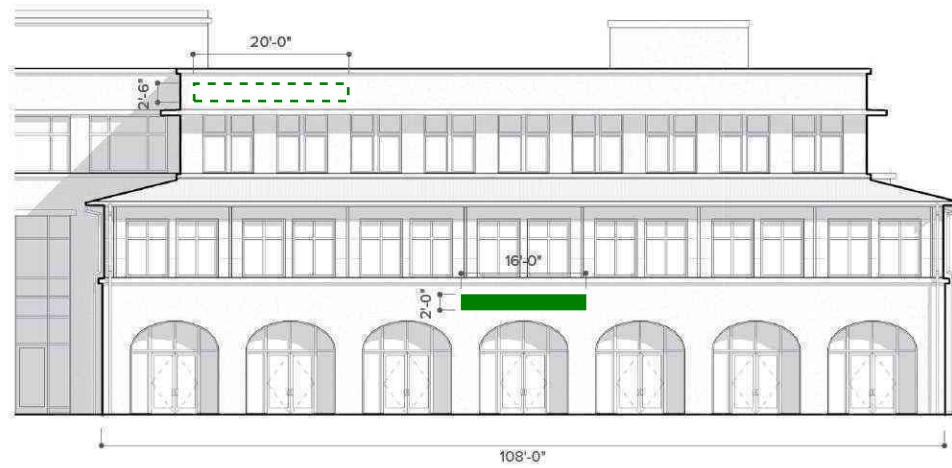
El Camino Real



El Camino Real



Note: Possibly visible from Garwood



Note: Signage area allocated to ECR, though visibility limited due to angle

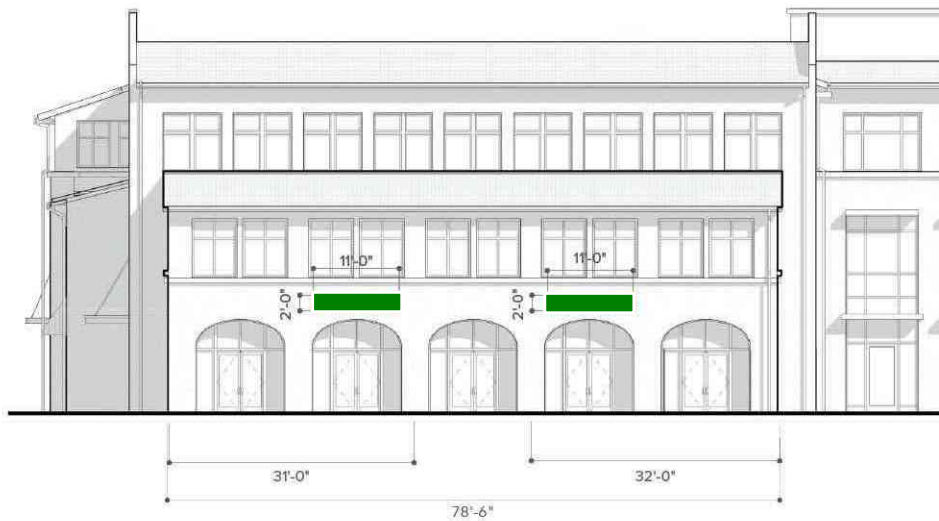
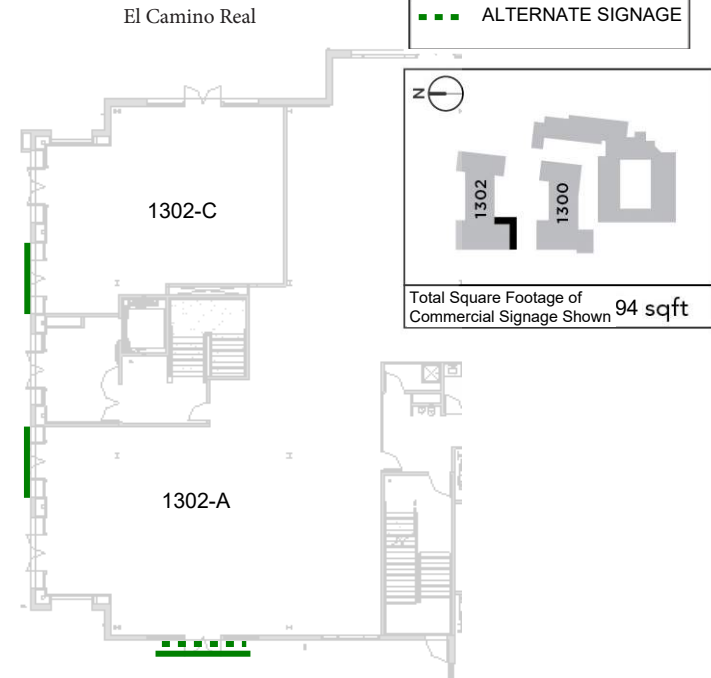
SOUTH OFFICE BUILDING - EAST ELEVATION

SOUTH OFFICE BUILDING - NORTH ELEVATION

# Elevations

**ZONE KEY**

- TENANT SIGNAGE
- ALTERNATE SIGNAGE



Note: Signage area allocated to ECR, though visibility limited due to angle

NORTH OFFICE BUILDING - SOUTH ELEVATION






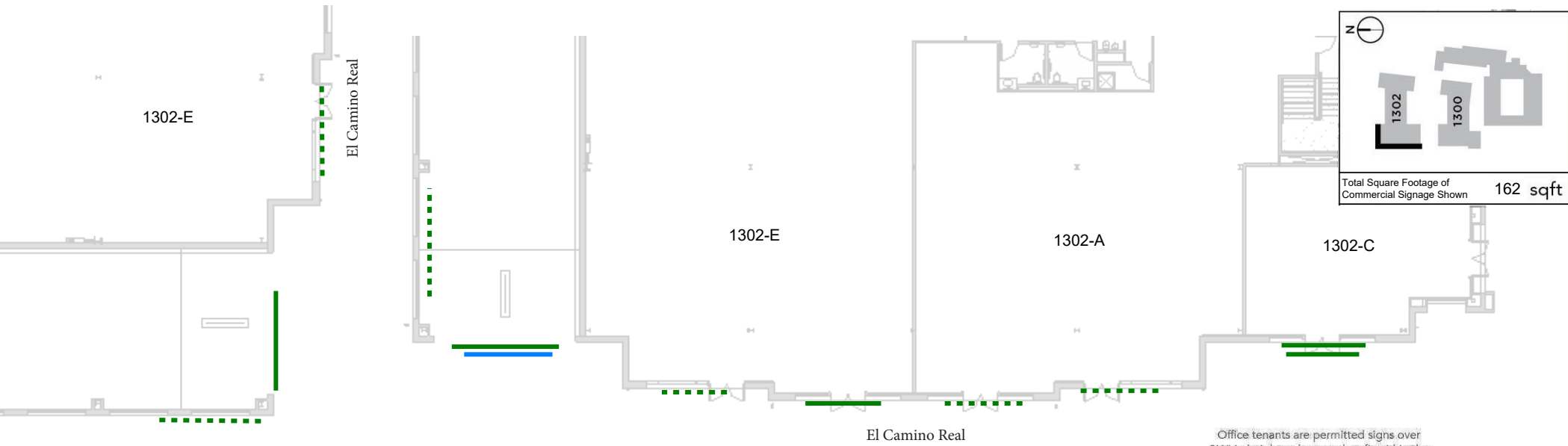
Note: Possibly visible from Garwood

NORTH OFFICE BUILDING - EAST ELEVATION

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# Elevations

ZONE KEY	
	TENANT SIGNAGE
	PROJECT ID SIGNAGE
	ALTERNATE SIGNAGE



Office tenants are permitted signs over 2'-6" in height as long as they fit within the allowable square footage allowances



NORTH OFFICE BUILDING - WEST ELEVATION

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# Elevations

**ZONE KEY**

- TENANT SIGNAGE
- ALTERNATE SIGNAGE

North arrow and site plan showing building footprints 1302 and 1300.

Total Square Footage of Commercial Signage Shown **50 sqft**



Office tenants are permitted signs over 2'-6" in height as long as they fit within the allowable square footage allowances

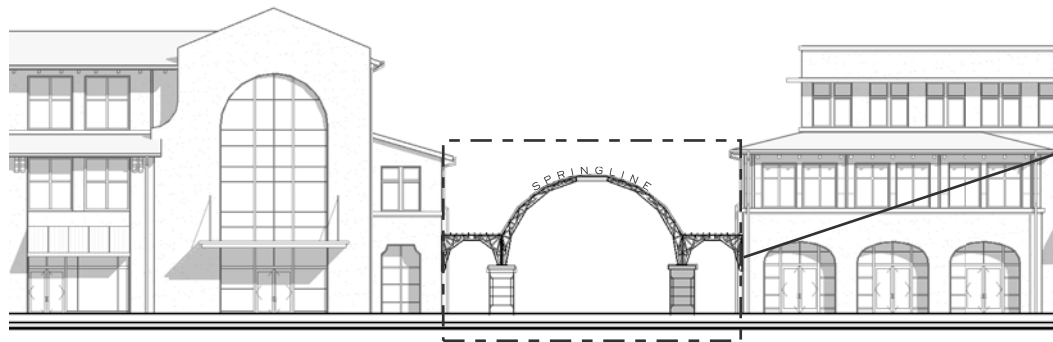
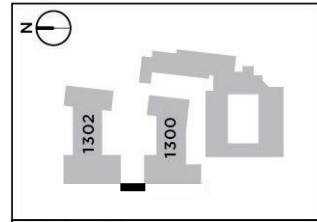
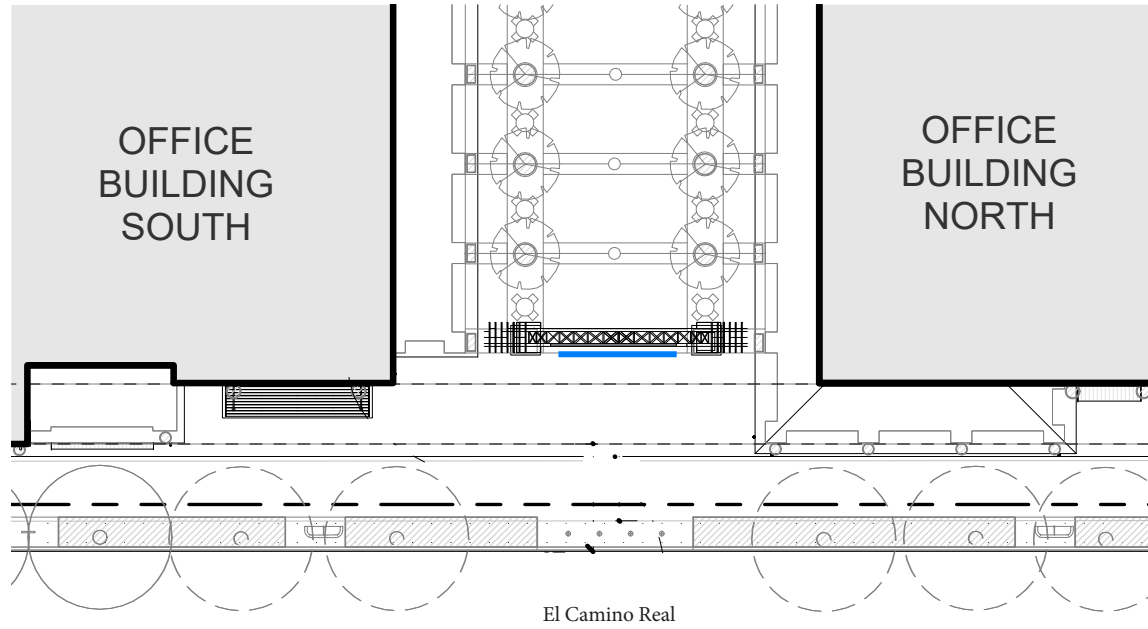
NORTH OFFICE BUILDING - EAST ELEVATION

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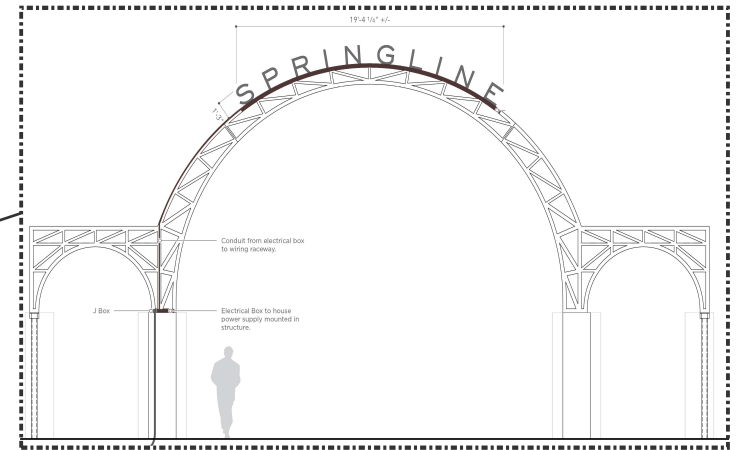


# Elevations

**ZONE KEY**  
— PROJECT ID SIGNAGE



NORTH & SOUTH OFFICE BUILDING - WEST ELEVATION

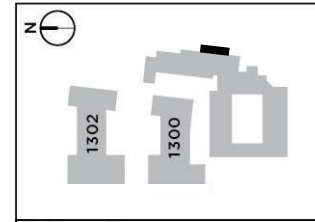
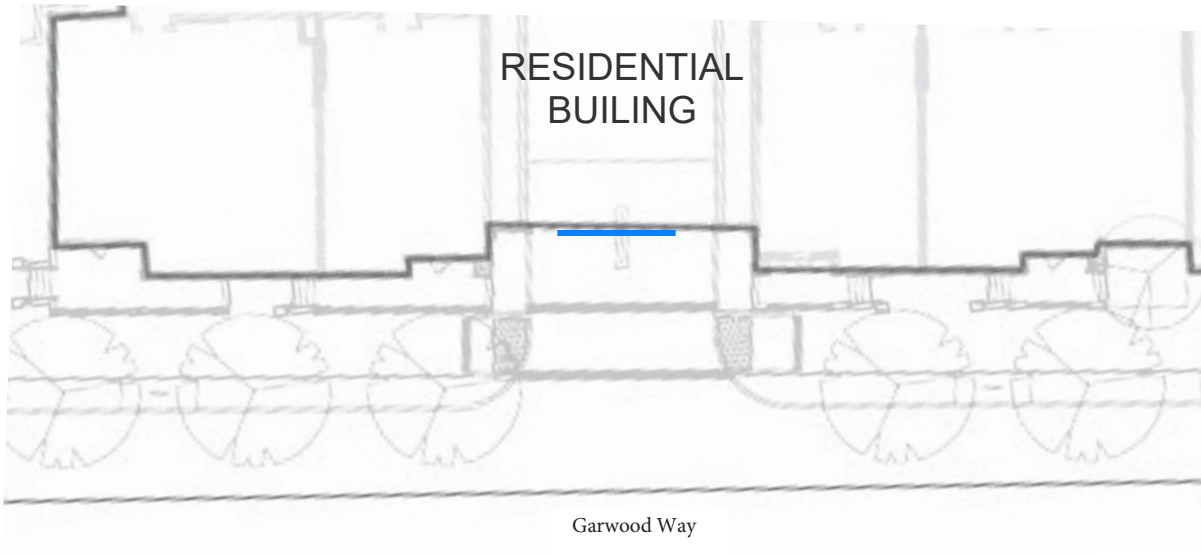


ENLARGED ELEVATION

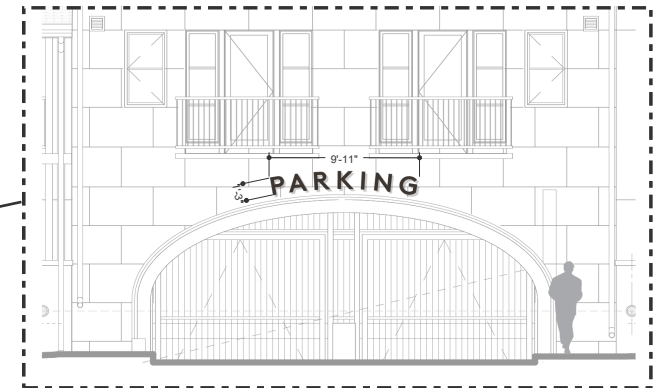
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# Elevations

**ZONE KEY**  
— PROJECT ID SIGNAGE



RESIDENTIAL BUILDING - EAST ELEVATION



ENLARGED ELEVATION

DRAFT

Total Springline Signage Requirement					
	Project ID (Parking/etc) Excluded		Project ID (Parking/etc)	Commerical	Total Visible
El Camino Real	178 SF			477 SF	477 SF
Visible from Oak Grove			41 SF	90 SF	131 SF
Visible from Garwood Way			234 SF	150 SF	384 SF
<b>TOTAL</b>	<b>178 SF</b>		<b>275 SF</b>	<b>717 SF</b>	<b>992 SF</b>
*Visual Representation in Massing Study					

Proposed Maximum Commercial Signage Area Under Proposed Amendment
540 SF
165 SF
402 SF
<b>1,107 SF</b>

**Maximum Signage Area Existing and Proposed Rules**

	Total Lot Linear Frontage (in feet) at Springline		Current Signage: Allowable Square footage per Menlo Park City Code (Primary Max 100 Secondary Max 50)		Original Proposal Signage: Two-Component Approach		Revised Signage: Primary Façade: (30+((FRONTAGE-10)*(8/7))) Secondary Façade: 0.5*(30+((FRONTAGE-10)*(8/7)))	Exempt Signage Project ID
El Camino Real - Primary	456		100		1,079		540 SF	178 SF
Oak Grove - Secondary	273		50		165		165 SF	
Garwood Way - Secondary	688		50		402		402 SF	
<b>TOTALS</b>	<b>1,417</b>		<b>200 SF</b>		<b>1,646 SF</b>		<b>1,107 SF</b>	<b>178 SF</b>



December 13, 2021

Corinna D. Sandmeier  
**City of Menlo Park**  
701 Laurel St.  
Menlo Park, CA

**RE: Proposed Zoning Ordinance text amendment (Signage)**

ScottAG is a multi-disciplinary signage design and manufacturing studio located in Sonoma County. We provide signage design and consulting services in the US and abroad. We have extensive experience in developing sign programs for commercial, residential, retail, office, and mixed-use projects. Our work includes entitlement and permitting in many municipalities.

We have worked along El Camino Real in Menlo Park and adjacent Peninsula communities extensively over the past 10 years primarily on residential and mixed-use projects. I was in the audience for the previous Planning Commission study session regarding the proposed text amendment and have carefully reviewed the updated proposal being considered tonight.

ScottAG has been contracted to design signage for the Middle Plaza project. We have a keen interest in the outcome of this process. The Middle Plaza project is also located in the El Camino Real and Downtown Specific Plan area and faces the same issues around the zoning code language relative to signage as the Springline project. The critical issue regarding signage is the imposition of the 100sf of sign area per parcel cap. It is critical that the City of Menlo Park continues the process to address the need for additional signage allowance for projects of this type that was originally recognized by staff in 2017. Our comments here reflect our general support for the text amendment and outline questions remaining to ensure that the needs for our project can be accommodated.

The Middle Plaza project has over 1600lf of frontage on El Camino Real and no secondary frontages. The attached massing study is based on project identification, directional, and address signage designed for the residential project and projected tenant signage (as well as project identification, directional, and address signage) required for the office and retail components. The elevations clearly demonstrate the light touch that our proposed level of signage will have on a project of this scale. The elevations reflect signage which would be allowed under the proposed text amendment for the following reasons which we support:

- The continuing use of the current 1sf / 1lf of sign area allowance with an updated 1,000sf cap.
- Caps size of each individual sign at 50sf.
- Allow 1 (one) single or multi-tenant monument sign per office building.

SCOTT AG, LLC

1275 NORTH DUTTON AVENUE SANTA ROSA CALIFORNIA 95401

707.545.4519 FAX 707.571.7802 SCOTTAG.COM



# SCOTT | AG

- Continues to enforce all elements of the current zoning code regarding sign height, location, colors, lighting.

There are a handful of questions we believe require further study and consideration:

- The primary controls on the amount of signage are maximum total signage square footage per project frontage footage (lf) and the maximum sign size. In addition, Springline has proposed limiting the number of office tenant signs on a mixed office/retail building. This limit to one office tenant sign per 100lf of lot primary frontage (or fraction thereof) assumes the sign would be the maximum 50sf. This may not be the case - - smaller office tenant signage may be used - - and we would propose that the office tenant signage limit for a mixed building should be 50sf times the multiple the lot primary frontage is of 100lf, not a specified number of signs which is not cognizant of signage size.
- As the Springline proposal suggests we would like to see the formula for allocation of signage amongst tenants suspended and allow that distribution to be handled in the Master Sign Program process with staff have perview over the applicant's proposal.

I would be happy to answer any questions regarding the proposed Middle Plaza signage program. I will be attending the Monday 12/13 meeting.

Sincerely,

Michael Burch  
ScottAG  
Principal

SCOTT AG, LLC

1275 NORTH DUTTON AVENUE SANTA ROSA CALIFORNIA 95401

707.545.4519 FAX 707.571.7802 SCOTTAG.COM

# MIDDLE PLAZA

400 A-C El Camino Real  
Menlo Park, California  
#5423-100

**Environmental Graphics**

December 08, 2021

SCOTT | AG

SCOTT AG, LLC  
ENVIRONMENTAL GRAPHICS  
SCOTTAG.COM



**EL CAMINO REAL SIGNAGE**

**RESIDENTIAL SIGNAGE**

SIGN TYPE	QUANTITY	SIZE	SQUARE FOOTAGE	TOTAL	
<b>RA</b> HALO-LIT BUILDING ADDRESS	5	3'-6" X 2'-0"	7 FT <sup>2</sup>	35 FT <sup>2</sup>	<i>exempt</i>
<b>RM</b> RESIDENTIAL PROJECT ID MONUMENT	2	6'-6" X 6'-0"	39 FT <sup>2</sup>	78 FT <sup>2</sup>	
<b>RW</b> RESIDENTIAL WALL ID	4	3'-0" X 3'-0"	9 FT <sup>2</sup>	36 FT <sup>2</sup>	
<b>PROPOSED RESIDENTIAL SIGN AREA</b>				<b>114 FT<sup>2</sup></b>	

**OFFICE SIGNAGE**

SIGN TYPE	QUANTITY	SIZE	SQUARE FOOTAGE	TOTAL	
<b>OA</b> HALO-LIT BUILDING ADDRESS	7	3'-6" X 2'-0"	7 FT <sup>2</sup>	49 FT <sup>2</sup>	<i>exempt</i>
<b>OM</b> OFFICE MONUMENT	3	6'-6" X 6'-0"	39 FT <sup>2</sup>	117 FT <sup>2</sup>	
<b>OR</b> RETAIL TENANT	4	15'-0" X 3'-0"	45 FT <sup>2</sup>	180 FT <sup>2</sup>	
<b>RB</b> RETAIL BLADE SIGN	4	3'-0" X 3'-0"	9 FT <sup>2</sup>	36 FT <sup>2</sup>	
<b>OT</b> OFFICE BUILDING TENANT SIGN, Size A	5	15'-0" X 3'-4"	50 FT <sup>2</sup>	250 FT <sup>2</sup>	
<b>OT</b> OFFICE BUILDING TENANT SIGN, Size B	1	5'-0" X 4'-0"	20 FT <sup>2</sup>	20 FT <sup>2</sup>	
<b>PROPOSED OFFICE SIGN AREA</b>				<b>603 FT<sup>2</sup></b>	

**PARKING/DIRECTIONAL SIGNAGE**

SIGN TYPE	QUANTITY	SIZE	SQUARE FOOTAGE	TOTAL
<b>PD</b> PARKING DIRECTIONAL, Size A	2	14'-0" X 3'-0"	42 FT <sup>2</sup>	84 FT <sup>2</sup>
<b>PD</b> PARKING DIRECTIONAL, Size B	2	5'-0" X 4'-0"	20 FT <sup>2</sup>	40 FT <sup>2</sup>
<b>PROPOSED PARKING/DIRECTIONAL SIGN AREA</b>				<b>124 FT<sup>2</sup></b>

**TOTAL PROPOSED ECR 841 FT<sup>2</sup>**

**PRIVATE STREET SIGNAGE**

**RESIDENTIAL SIGNAGE**

SIGN TYPE	QUANTITY	SIZE	SQUARE FOOTAGE	TOTAL	
<b>RA</b> HALO-LIT BUILDING ADDRESS	3	3'-6" X 2'-0"	7 FT <sup>2</sup>	21 FT <sup>2</sup>	<i>exempt</i>
<b>RH</b> BUILDING ENTRY HANGING SIGN	1	3'-0" X 2'-0"	6 FT <sup>2</sup>	6 FT <sup>2</sup>	
<b>RW</b> RESIDENTIAL WALL ID	1	3'-0" X 3'-0"	9 FT <sup>2</sup>	9 FT <sup>2</sup>	
<b>PROPOSED RESIDENTIAL SIGN AREA</b>				<b>15 FT<sup>2</sup></b>	

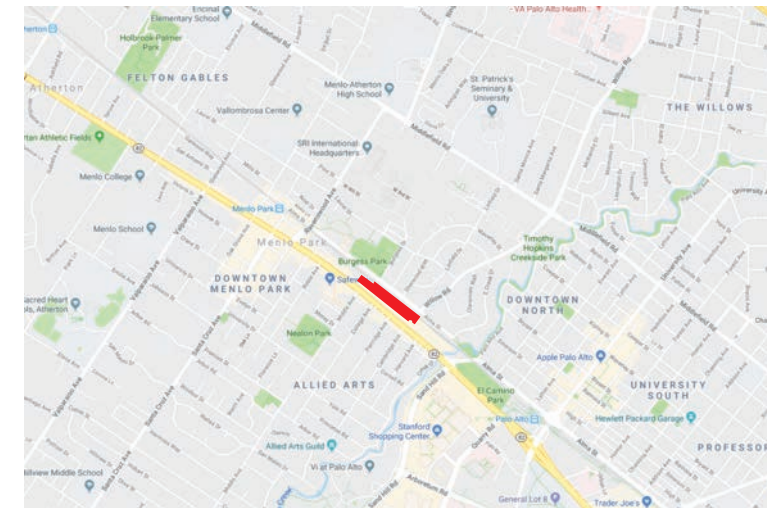
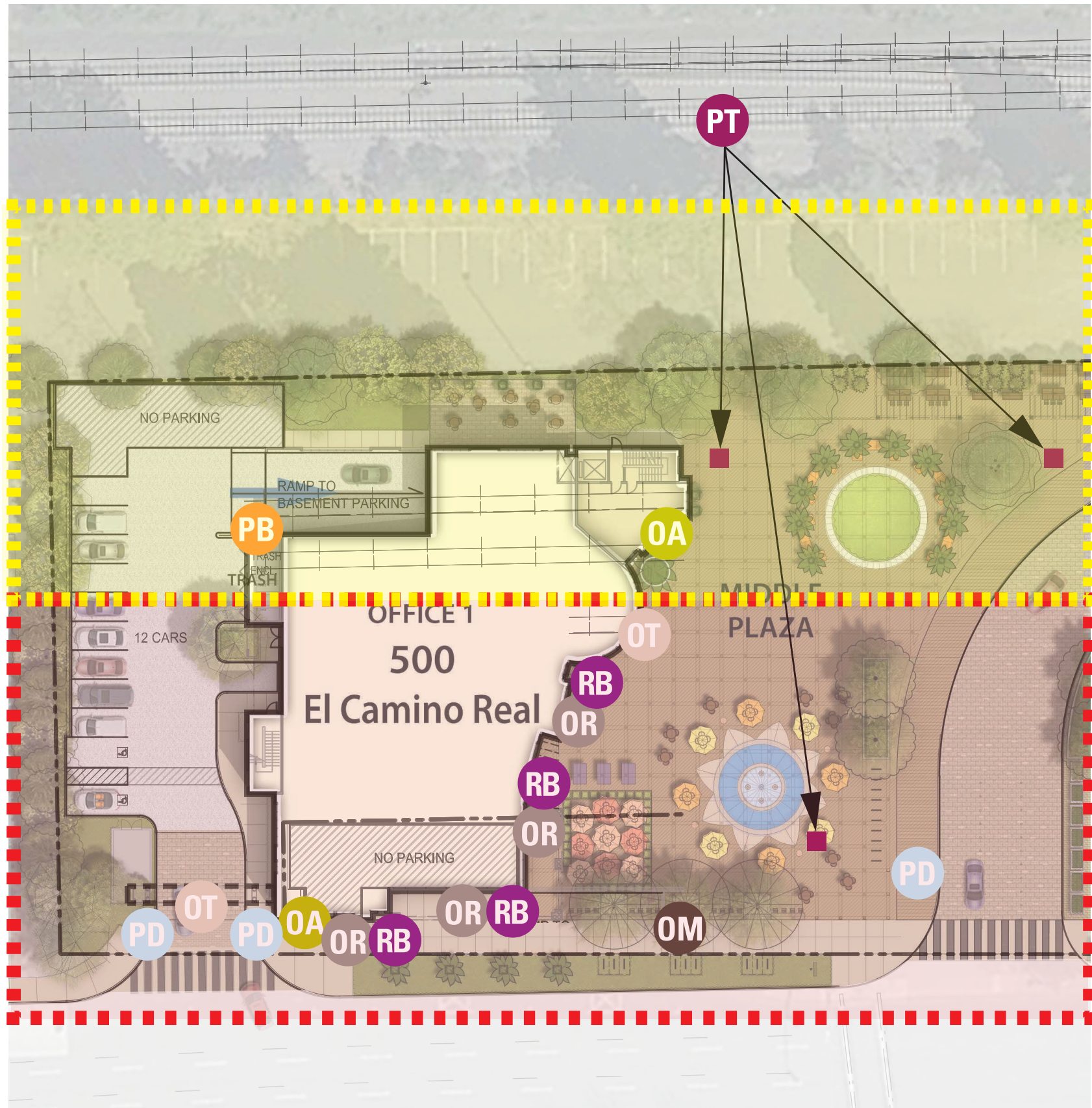
**PARKING/DIRECTIONAL SIGNAGE**

SIGN TYPE	QUANTITY	SIZE	SQUARE FOOTAGE	TOTAL
<b>PD</b> PARKING DIRECTIONAL	2	14'-0" X 3'-0"	42 FT <sup>2</sup>	84 FT <sup>2</sup>
<b>PB</b> PARKING DIRECTIONAL BLADE	6	3'-0" X 3'-0"	9 FT <sup>2</sup>	54 FT <sup>2</sup>
<b>PT</b> TRANSIT PEDESTRIAN DIRECTIONAL	3	2'-0" X 1'-0"	2 FT <sup>2</sup>	6 FT <sup>2</sup>
<b>PROPOSED PARKING/DIRECTIONAL SIGN AREA</b>				<b>144 FT<sup>2</sup></b>

**TOTAL PROPOSED ECR 159 FT<sup>2</sup>**

**TOTAL PROPOSED PROPERTY SIGNAGE 1000 FT<sup>2</sup>**





■ SITE LOCATION

EL CAMINO REAL PROJECT SIGNAGE

PRIVATE STREET PROJECT SIGNAGE

**OFFICE**

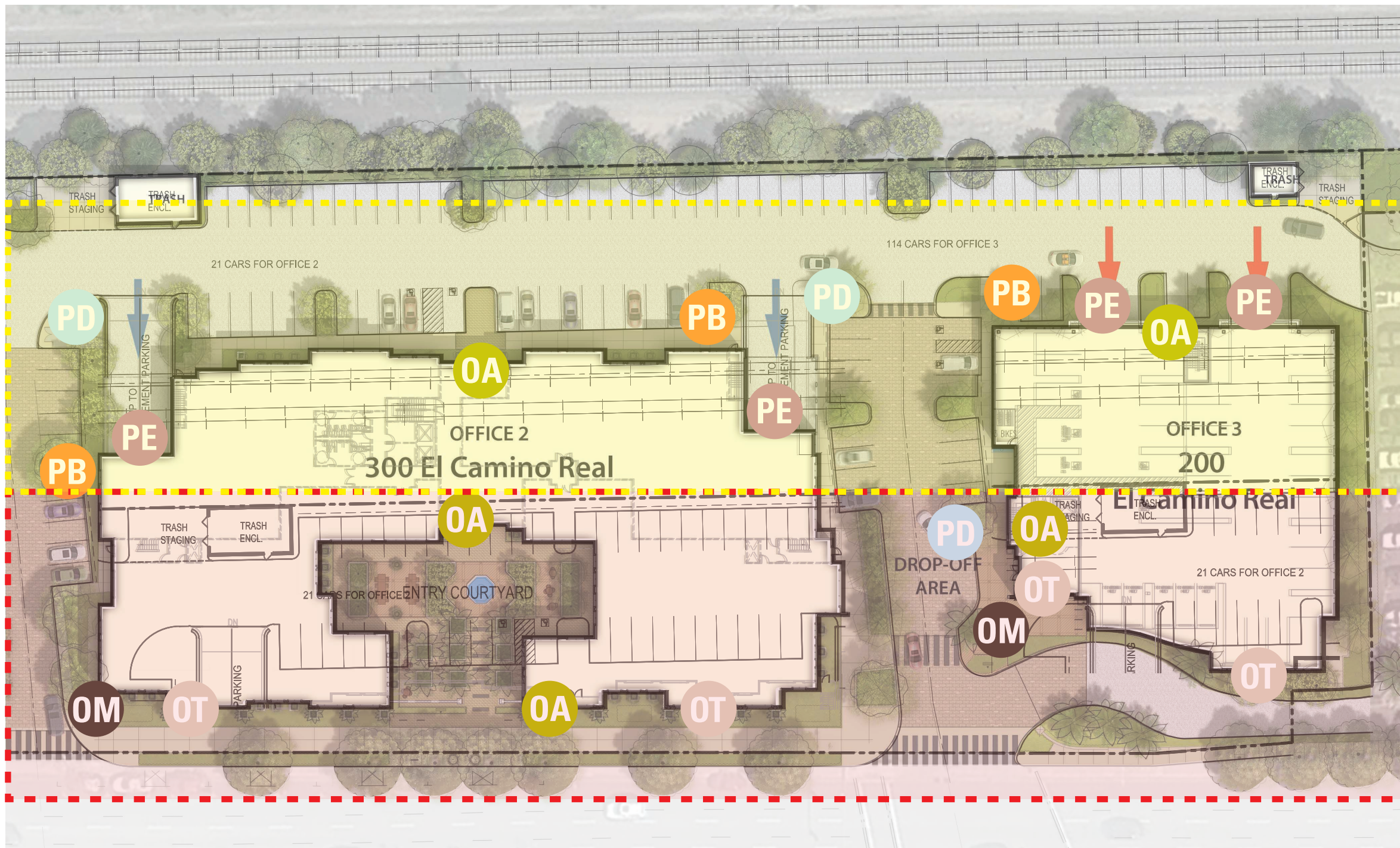
- OA HALO-LIT BUILDING ADDRESS
- OM OFFICE MONUMENT
- OR RETAIL TENANT
- OT OFFICE BUILDING TENANT SIGN
- RB RETAIL BLADE

**PARKING / DIRECTIONAL**

- PB PARKING DIRECTIONAL BLADE
- PD PARKING DIRECTIONAL
- PT TRANSIT PEDESTRIAN DIRECTIONAL
- PE PARKING ENTRY SIGN







**EL CAMINO REAL PROJECT SIGNAGE**

**PRIVATE STREET PROJECT SIGNAGE**

**OFFICE**

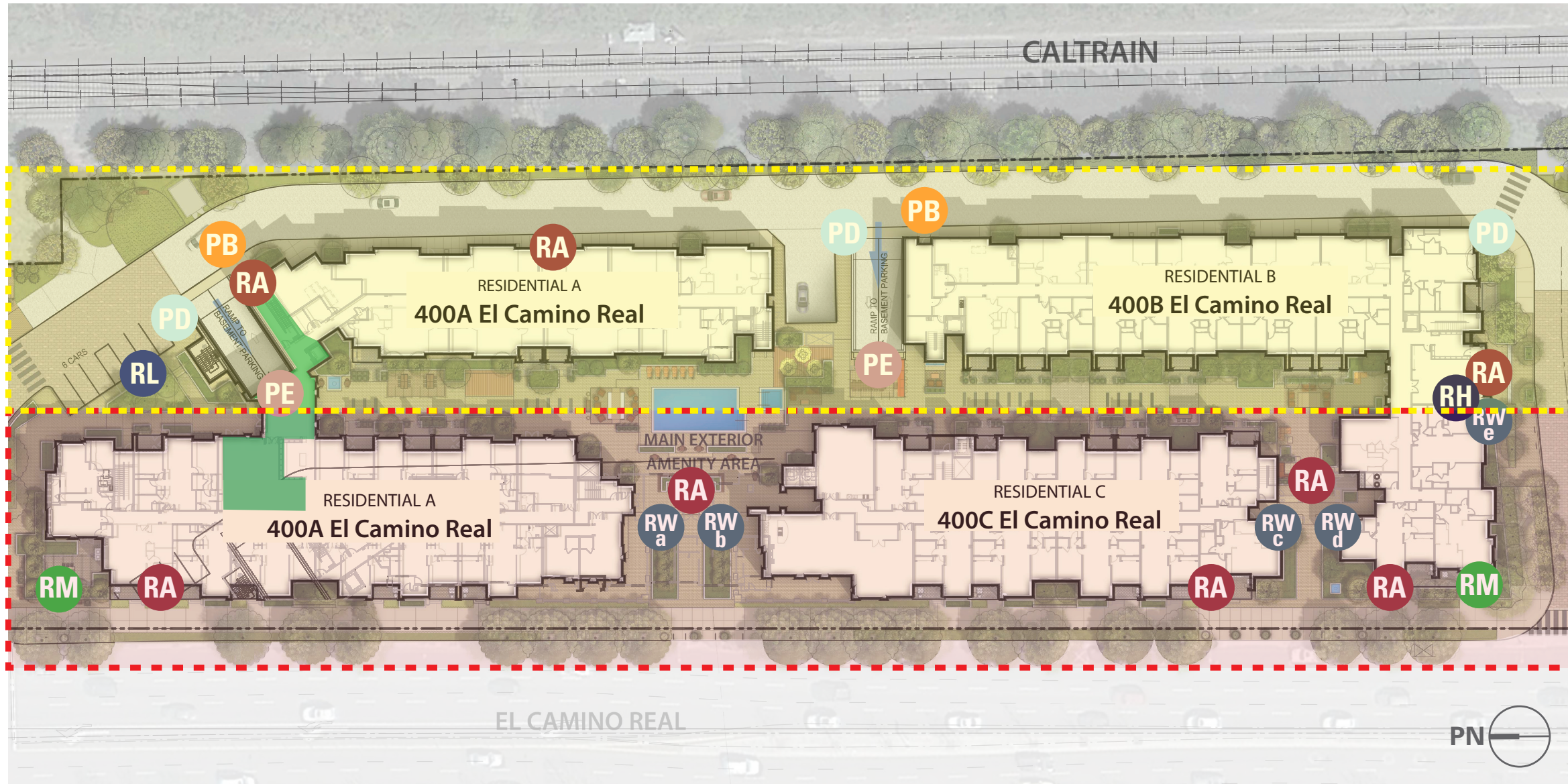
- OA** HALO-LIT BUILDING ADDRESS
- OM** OFFICE MONUMENT
- OR** RETAIL TENANT
- OT** OFFICE BUILDING TENANT SIGN
- RB** RETAIL BLADE

**PARKING / DIRECTIONAL**

- PB** PARKING DIRECTIONAL BLADE
- PD** PARKING DIRECTIONAL
- PT** TRANSIT PEDESTRIAN DIRECTIONAL
- PE** PARKING ENTRY SIGN












 LEASING OFFICE





 EL CAMINO REAL PROJECT SIGNAGE

 PRIVATE STREET PROJECT SIGNAGE

**RESIDENTIAL**

-  HALO-LIT BUILDING ADDRESS
-  RESIDENTIAL PROJECT ID MONUMENT
-  RESIDENTIAL LEASING OFFICE ID
-  RESIDENTIAL WALL ID
-  BUILDING ENTRY HANGING SIGN

**PARKING / DIRECTIONAL**

-  PARKING DIRECTIONAL BLADE
-  PARKING DIRECTIONAL
-  TRANSIT PEDESTRIAN DIRECTIONAL
-  PARKING ENTRY SIGN



MIDDLE PLAZA  
RESIDENTIAL BUILDING A



OFFICE BUILDING 1

PD OT PB PD OA OR RB OR RB OM PT PD

OFFICE BUILDING 1

OR RB OR RB OT OA



**OFFICE**

- OA HALO-LIT BUILDING ADDRESS
- OM OFFICE MONUMENT
- OR RETAIL TENANT
- OT OFFICE BUILDING TENANT SIGN
- RB RETAIL BLADE

**PARKING / DIRECTIONAL**

- PB PARKING DIRECTIONAL BLADE
- PD PARKING DIRECTIONAL
- PT TRANSIT PEDESTRIAN DIRECTIONAL

MIDDLE PLAZA  
RESIDENTIAL BUILDING B



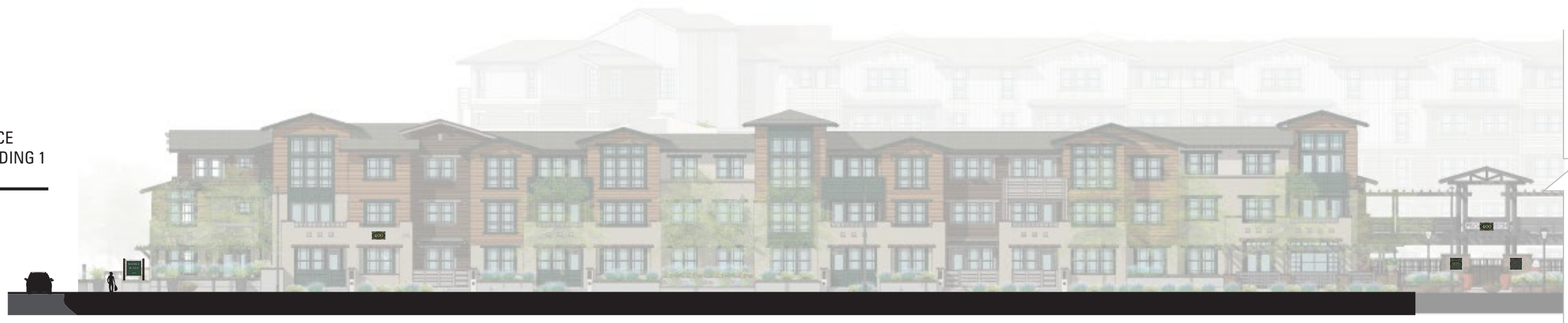
OFFICE BUILDING 2

OFFICE BUILDING 3

OM OT OA OA OT PD OM OA OT



OFFICE BUILDING 1



RM

RA



RESIDENTIAL BUILDING A

RA

OFFICE BUILDINGS 2 & 3



RESIDENTIAL BUILDING C



RA

RW<sub>c</sub>

RW<sub>d</sub>

RA

RESIDENTIAL BUILDING B

RA

RM

**RESIDENTIAL**

**RA** HALO-LIT BUILDING ADDRESS

**RM** RESIDENTIAL PROJECT ID MONUMENT

**RW** RESIDENTIAL WALL ID







## STAFF REPORT

### Planning Commission

**Meeting Date:** 12/13/2021

**Staff Report Number:** 21-067-PC

**Regular Business:** Review of Draft 2022 Planning Commission Meeting Dates

### Recommendation

Staff recommends that the Planning Commission provide feedback on the proposed 2021 Planning Commission calendar, included as Attachment A.

### Policy Issues

Review of the draft Planning Commission calendar does not raise any particular policy issues.

### Background

Each year, the Planning Commission reviews the Planning Commission calendar for the upcoming year.

### Analysis

Attachment A identifies the proposed 2022 Planning Commission meeting dates. The proposed meeting dates were selected with consideration of the following factors:

- Typical schedule of two meetings per month;
- City holidays and other noted celebrations and religious holidays;
- Avoidance of Planning Commission and City Council meetings in the same week when possible; and
- Avoidance of back-to-back meetings when possible.

At times, the Planning Commission may also need to schedule a study session or special meetings. These meetings can be scheduled on an as needed basis, and therefore, have not been identified on the calendar.

In addition to the above listed factors, the draft 2022 Planning Commission calendar takes into account the Columbus Day holiday, which while not a City holiday, is observed by the local school districts and some government and private sector organizations. At the December 13 meeting, the Commissioners should be prepared to discuss their schedules to determine if any modifications are needed to the draft schedule. Staff recognizes that schedule conflicts may arise in the future, but if the Commission can determine if any meeting dates would result in a lack of a quorum, these dates should be avoided now. For example, if a Planning Commissioner is aware of a particularly problematic conflict with a local school break, that can be discussed at this meeting.

The Planning Commission may make a formal motion/second and vote to approve the draft calendar (with or without revisions), or Commissioners may provide individual input for staff to review and finalize administratively. Once the Commission has approved the 2022 meeting dates, staff will provide the City

Clerk with the information and update the City's webpage.

### **Impact on City Resources**

Review of the draft Planning Commission calendar does not affect City resources.

### **Environmental Review**

Review of the draft Planning Commission calendar is not a "project" under the California Environmental Quality Act (CEQA), and thus no environmental review is required.

### **Public Notice**

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

### **Attachments**

A. Draft 2022 Planning Commission Calendar

Report prepared by:  
Corinna Sandmeier, Acting Principal Planner

# PLANNING COMMISSION

## DRAFT MEETING DATES FOR 2022

**January**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**February**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

**March**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**April**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**May**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**June**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**July**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**August**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**September**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**October**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**November**









S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**December**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

<b>PC MEETINGS</b>	<b>CITY HALL CLOSED</b>	<b>CITY HOLIDAYS</b>
<b>SPECIAL MEETINGS WILL BE SCHEDULED AS NEEDED</b>		

## Legend

	PC Meetings
	City Hall Closed
	City Holidays
	Jewish Holidays
	Columbus Day
	Cesar Chavez Day
	Juneteenth
	Draft CC Calendar (2nd & 4th Tuesdays)

<u>Date</u>	<u>Jewish Holidays</u>
Apr. 15-22	Passover ( <i>no work permitted on 4/15; 4/16; 4/21 &amp; 4/22</i> )
Jun. 4-7	Shavuot ( <i>no work permitted</i> )
Sept. 25-27	Rosh Hashanah ( <i>no work permitted</i> )
Oct. 4-5	Yom Kippur ( <i>no work permitted</i> )
Oct. 9-11	Sukkot ( <i>no work permitted on 10/10; 10/11</i> )
Oct. 16-18	Simchat Torah ( <i>no work permitted</i> )
Dec. 18-26	Chanukah/Hanukkah

### Note:

*\*No work is permitted*

<u>Date</u>	<u>School Breaks</u>
Dec. 20 - 31	Winter Break
Feb. 21-25	Mid-Winter Break
Mar. 28 - 31	Spring Break

<u>Date</u>	<u>City Hall Holidays</u>
Jan. 1	New Year's Day
Jan. 17	Martin Luther King Day
Feb. 21	President's Day
May 30	Memorial Day
July 4	Independence Day's observed (July 5 in lieu)
Sept. 5	Labor Day
Nov 11	Veterans Day
Nov 24-25	Thanksgiving
Dec. 25	Christmas Day
Dec. 26	Christmas Day (Dec. 26 in lieu)