REGULAR MEETING AGENDA

Date: 2/5/2024
Time: 7:00 p.m.
Location: Zoom.us/join – ID# 858 7073 1001 and
City Council Chambers
751 Laurel St., Menlo Park, CA 94025

Members of the public can listen to the meeting and participate using the following methods.

How to participate in the meeting

- Access the live meeting, in-person, at the City Council Chambers
- Access the meeting real-time online at:
  zoom.us/join – Meeting ID# 858 7073 1001
- Access the meeting real-time via telephone (listen only mode) at:
  (669) 900-6833
  Regular Meeting ID # 858 7073 1001
  Press *9 to raise hand to speak
- Submit a written comment online up to 1-hour before the meeting start time:
  planning.commission@menlopark.gov*
  Please include the agenda item number related to your comment.

  *Written comments are accepted up to 1 hour before the meeting start time. Written messages are provided to the Planning Commission at the appropriate time in their meeting.

Subject to change: 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 website menlopark.gov. 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.gov/agendas).

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. Each speaker may address the Commission once under public comment for a limit of three minutes. You are not required to provide your name or City of residence, but it is helpful. 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 November 13, 2023, Planning Commission meeting (Attachment)

E2. Approval of minutes from the December 4, 2023, Planning Commission meeting (Attachment)

F. Public Hearing

F1. Use Permit/Mike Ma/752 College Avenue:
Consider and adopt a resolution to approve a use permit to demolish an existing one-story, single-family residence and detached garage and construct a new two-story, single-family residence on a substandard lot with regard to minimum lot area and lot width in the R-1-U (Single Family Urban Residential) zoning district. The proposal includes a junior accessory dwelling unit (JADU), which is a permitted use and not subject to discretionary review; determine this action is categorically exempt under CEQA Guidelines Section 15303's Class 3 exemption for new construction or conversion of small structures. (Staff Report #24-007-PC)

F2. Use Permit/Thomas Krulevitch/490 Yale Road:
Consider and adopt a resolution to approve a use permit to demolish an existing single-story, single-family residence and construct a new two-story, single-family residence on a substandard lot with regard to minimum lot area in the R-1-U (Single Family Urban Residential) zoning district. The proposal also includes an attached accessory dwelling unit which is not subject to discretionary review; determine this action is categorically exempt under CEQA Guidelines Section 15303's Class 3 exemption for new construction or conversion of small structures. (Staff Report #24-008-PC)

F3. Master Sign Program Amendment/JJ Potasiewicz/500 El Camino Real (Middle Plaza):
Consider and adopt a resolution to approve a request for a Master Sign Program Amendment for a mixed-use development (Middle Plaza) in the ECR/D-SP (El Camino Real/Downtown Specific Plan) zoning district; determine this action is categorically exempt under CEQA Guidelines Section 15061 (b)(3) (Commonsense exemption). (Staff Report #24-009-PC)

F4. Master Sign Program Amendment/Oscar Ibarra/1300 El Camino Real (Springline): Consider and adopt a resolution to approve a request for a Master Sign Program Amendment for a mixed-use development (Springline) in the ECR/D-SP (El Camino Real/Downtown Specific Plan) zoning district; determine this action is categorically exempt under CEQA Guidelines Section 15061 (b)(3) (Commonsense exemption). (Staff Report #24-010-PC)

F5. Use Permit and Architectural Control/Sharon Heights Golf and Country Club/2900 Sand Hill Road: Request for a use permit and architectural control to construct a new two-story, approximately 15,000 square-foot operations center building and related site improvements at the exisiting Sharon Heights Golf and Country Club in the OSC (Open Space and Conservation) zoning district The proposal also includes construction of a surface parking lot adjacent to the new building, which would contain 46 parking spaces, and relocation of an asphalt access road to a sewer treatment plant operated by West Bay Sanitary District; determine this action is exempt under CEQA Guidelines Section 15183's exemption for projects that are consistent with a community plan, such as the City's general plan. (Staff Report #24-011-PC)

G. Informational Items

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

- Regular Meeting: February 26, 2024
- Regular Meeting: March 11, 2024

H. 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 before, 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.gov. 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.

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REGULAR MEETING DRAFT MINUTES

Date: 11/13/2023
Time: 7:00 p.m.
Location: Zoom.us/join – ID# 862 5880 9056 and
City Council Chambers
751 Laurel St., Menlo Park, CA 94025

A. Call To Order

Vice Chair Linh Dan Do called the meeting to order at 7:00 p.m.

B. Roll Call

Present: Linh Dan Do (Vice Chair), Andrew Barnes, Andrew Ehrich (Arrived at 7:04 p.m.), Katie Ferrick, Henry Riggs, Jennifer Schindler

Absent: Cynthia Harris (Chair)

Staff: Connor Hochleutner, Assistant Planner; Fahteen Khan, Associate Planner; Kyle Perata, Planning Manager; Chris Turner, Associate Planner

C. Reports and Announcements

Planning Manager Kyle Perata reported that the City Council at its November 14, 2023 meeting would consider the selection of names and the naming policy for the Menlo Park Community Campus at 110 Terminal Avenue. He noted for the record that Commissioner Ehrich had arrived at 7:04 p.m.

D. Public Comment

None

E. Consent Calendar

None

F. Public Hearing

F1. Use Permit/Lerika Liscano/854 Cambridge Avenue:
Consider and adopt a resolution to approve a use permit to demolish an existing single-story, single-family residence and construct a new two-story, single-family residence with a basement on a substandard lot with regard to minimum lot depth in the R-2 (Low Density Apartment) zoning district; determine this action is categorically exempt under CEQA Guidelines Section 15303's Class 3 exemption for new construction or conversion of small structures. The proposal includes an attached accessory dwelling unit (ADU), which is a permitted use and not subject to discretionary review. (Staff Report #23-065-PC)

Planner Khan noted a correction to the staff report to state that the setbacks for the balcony of this

multifamily zone property were the same as the required setbacks for the residence, or six-feet from the side and 20-feet from the rear. She indicated that the proposed balcony was located at significant distance beyond the required setbacks. She referred to correspondence received from neighbors at 850 Cambridge Avenue after publication of the staff report that expressed concern about the balcony setbacks, second floor bathroom window opacity, number of A/C units closer to the neighbor's property line and lack of landscape screening between proposed ADU and outdoor kitchen.

Anuj Suri, property owner, and Lerika Liscano, project designer, spoke on behalf of the project and offered construction of a seven-foot fence and landscape screening plans to mitigate concerns and to move the master bedroom window and tub to the back where there was a larger setback as well as to provide noise protection with a wooden fence and a sound blanket.

Vice Chair Do opened the public hearing.

Public Comment:

- Thomas Eggemeier expressed concerns regarding privacy with respect to the proposed balcony's proximity to the side property line, landscape screening, fence heights, and noise generated by the proposed AC units.

- Leigh Prince, attorney, expressed concerns on behalf of her clients, the Eggemeiers, regarding privacy with respect to the proposed balcony's proximity to the side property line, landscape screening, fence heights, and noise generated by proposed AC units, and urged the Commission to condition the project to address these concerns.

Vice Chair Do closed the public hearing.

The Commission discussed the noise requirements for A/C units, setback requirements for multifamily zoned properties, and applicant's offer to relocate the second floor master bathroom window on the right side over the bathtub to the rear façade, raise the side property line fence height to seven feet, modify the fence to improve acoustic qualities or include additional fencing around the property air conditioning units and include additional soundproofing around the proposed air conditioning units within the proposed building nook.

Vice Chair Do indicated based on staff input that she was not inclined to condition the project as it would be required to meet requirements regarding noise and privacy.

Commissioner Schindler expressed interest in having changes that would exceed the city's noise decibel requirements.

ACTION: Motion and second (Riggs/Ferrick) to adopt a resolution to approve as recommended with the following added condition; passes 5-1 with Commissioner Do opposed and Commissioner Harris absent:

Add Condition 2a: Simultaneous with the submittal of a complete building permit application, the Applicant shall revise the plans to include the following modifications:

- Raise the side property line fence height to seven feet;

- Modify the fence to improve acoustic qualities or include additional fencing around the proposed air conditioning units;
- Include additional soundproofing around the proposed air conditioning units within the proposed building nook;
- Relocate the second-floor master bathroom window on the right-side, over the bathtub, to the rear façade.

F2. Use Permit/Thomas James Homes/848 College Avenue:
Consider and adopt a resolution to approve a use permit to demolish an existing single-story, single-family residence and construct a new two-story, single-family residence with a basement on a substandard lot with regard to minimum lot width in the R-1-U (Single Family Urban Residential) zoning district; determine this action is categorically exempt under CEQA Guidelines Section 15303's Class 3 exemption for new construction or conversion of small structures. The proposal includes an attached Accessory Dwelling Unit (ADU), which is a permitted use and not subject to discretionary review. (Staff Report #23-066-PC)

Planner Hochleutner reported that there were no changes or updates to the written report.

Gagan Kang, Thomas James Homes, spoke on behalf of the proposed project.

Vice Chair Do opened the public hearing and closed it as no persons requested to speak.

The Commission confirmed outreach meetings with neighbors and noted design compatibility with the surrounding area.

ACTION: Motion and second (Ehrich/Schindler) to adopt a resolution approving the project as recommended; passes 6-0 with Commissioner Harris absent.

F2. Use Permit/Chris Kummerer/725 Hobart Street:
Consider and adopt a resolution to approve a use permit to demolish an existing two-story, single-family residence with a detached garage and construct a new two-story, single-family residence on a substandard lot with regard to minimum lot width in the R-1-S (Single Family Suburban) zoning district; determine this action is categorically exempt under CEQA Guidelines Section 15303's Class 3 exemption for new construction or conversion of small structures. The proposal also includes an attached accessory dwelling unit (ADU), which is a permitted use and not subject to discretionary review. (Staff Report #23-067-PC)

Planner Hochleutner reported that there were no changes or updates to the written report.

Chris Kummerer spoke on behalf of the project.

Vice Chair Do opened the public hearing and closed it as no persons requested to speak.

The Commission discussed the applicant's neighbor outreach, retention of the two heritage trees, one in front and one in back of the property, and the use of masonry on the second floor as an accent.

ACTION: Motion and second (Ferrick/Schindler) to adopt a resolution to approve the project as recommended; passes 6-0 with Commissioner Harris absent.

F4. Use Permit/Harmonie Lau/1664 Oak Avenue:
Consider and adopt a resolution to approve a use permit to construct first and second floor additions, that would exceed 50 percent of the existing floor area, to a single-story, single-family residence on a substandard lot with regard to minimum lot width in the R-1-S (Single Family Suburban Residential) zoning district; determine this action is categorically exempt under CEQA Guidelines Section 15303's Class 3 exemption for new construction or conversion of small structures. The proposal also includes the addition of an internal Accessory Dwelling Unit (ADU) within the existing structure, which is a permitted use and is not subject to discretionary review. (Staff Report #23-068-PC)

Planner Hochleutner reported that there were no changes or updates to the written report.

Commissioner Schindler recused herself from consideration of the item due to the proximity of her residence to the subject property and from the next item G1 due to a personal relationship with the applicant.

Jackie Terrell, Young and Borlik Architects, spoke on behalf of the project.

Vice Chair Do opened the public hearing and closed it as no persons requested to speak.

The Commission discussed the use of stone on the second floor of a first floor that was not stone and the centering of the second floor.

Commissioner Barnes moved to approve as recommended in the staff report. Commissioner Riggs said he would second the motion but asked the maker to consider the option for the applicant to modify the finishes on the second story gable without a need to return for Commission approval.

ACTION: Motion and second (Barnes/Riggs) to adopt a resolution to approve the item as recommended with the following added condition; passes 5-0 with Commissioner Schindler recused and Commissioner Harris absent.

Add Condition 2b: Simultaneous with the submittal of a complete building permit application, the applicant may revise the facade materials of the second story dormers, subject to review and approval of the Planning Division.

G. Regular Business

G1. Determination of Substantial Conformance/1065 Trinity Drive:
Review of staff determination that changes to the exterior window, front door, and garage door style and materials are in substantial conformance with the previous approvals. Review requested by Commissioner Riggs. (Attachment)

Planner Turner presented the item.

Chris Pandolfo spoke on behalf of the item.

Vice Chair Do opened for public comment and closed public comment as no persons requested to speak.

The Commission discussed the proposed changes, asked clarifying questions of the applicant and

staff, and decided not to take a formal vote on the substantial conformance determination, allowing staff's determination to stand.

H. Informational Items

H1. Future Planning Commission Meeting Schedule .

Mr. Perata said that the December meeting agendas would have some singly family development use permits and potentially an environmental impact report scoping session and study session for a housing development project at 3705 Haven Avenue.

- Regular Meeting: December 4, 2023
- Regular Meeting: December 18, 2023

Commissioner Ferrick commented on the commission request for city council's support to review the commission's scope to potentially eliminate single family home reviews and Commissioner Barnes' request to change the commission meeting start time.

I. Adjournment

Vice Chair Do adjourned the meeting at 8:49 p.m.

Staff Liaison: Kyle Perata, Planning Manager

Recording Secretary: Brenda Bennett

REGULAR MEETING DRAFT MINUTES

Date: 12/04/2023
Time: 7:00 p.m.
Location: Zoom.us/join – ID# 862 5880 9056 and
City Council Chambers
751 Laurel St., Menlo Park, CA 94025

A. Call To Order

Vice Chair Linh Dan Do called the meeting to order at 7:00 p.m.

B. Roll Call

Present: Linh Dan Do (Vice Chair), Andrew Barnes, Andrew Ehrich, Katie Ferrick, Henry Riggs, Jennifer Schindler

Staff: Christine Begin, Planning Technician; Payal Bhagat, Contract Planner; Connor Hochleutner, Assistant Planner; Azalea Mitch, Public Works Director; Kyle Perata, Planning Manager; Paige Saber, Sr. Civil Engineer, Public Works; Chris Turner, Associate Planner

C. Reports and Announcements

Planning Manager Perata reported that the City Council at its special meeting last week reviewed and introduced the zoning ordinance amendments associated with the Housing Element Update with some modifications. He said the Council would waive the second reading and adopt the ordinance at its December 5, 2023 meeting. He said at the same meeting the Council would consider amendments to the city's Below Market Rate Housing Guidelines specifically related to "for-sale" BMR units.

D. Public Comment

None

E. Consent Calendar

E1. Architectural Control Revision/Nate Haynes/657 Oak Grove Avenue:
Consider and adopt a resolution to approve an architectural control revision for replacement of previously approved canopies at front and rear facades of a commercial building in the SP-ECR/D (El Camino Real/Downtown Specific Plan) zoning district and determine this action is categorically exempt under CEQA Guidelines Section 15301's Class 1 exemption for existing facilities. The project also includes repair and replacement of exterior wall surfaces, storefront doors, and trim, and repainting of exterior walls and window frames. (Staff Report #23-069-PC)

Commissioner Riggs asked if the item could be pulled from the consent calendar to hear more about the proposal.

Planner Turner reported on the item.

Nathaniel Haynes, architect, spoke on behalf of the project.

Vice Chair Do opened for public comment and closed it as no persons requested to speak.

Commissioner Riggs moved to continue the item with the direction to consider a façade that was not a black and white framed approach on a tall building and that would also be more in context with the look and feel of Menlo Park in general. Commissioner Schindler seconded the motion.

ACTION: Motion and second (Riggs/Schindler) to continue the item to a date uncertain, fails 2-4 with Commissioner Riggs and Schindler supporting and Commissioners Barnes, Do, Ehrich and Ferrick opposing.

Commissioner Do moved to approve the item.

Commissioner Riggs said the greatest concern to him was the dark frame around the white façade, noting the building was already tall. He offered a second to the motion with the suggestion that the applicant provide an alternative to the dark frame for review and approval by planning staff including the city's architectural consultant. Commissioner Do accepted the suggestion.

Commissioner Ferrick noted the small "dollhouse" windows and thought a black frame would accentuate how tiny those were. She said changing the black frame and encouraging window type updates should be explicitly encouraged and allowed.

ACTION: Motion and second (Do/Riggs) to adopt a resolution to approve the item with the following added conditions; passes 4-2 with Commissioner Do, Ehrich, Ferrick and Riggs supporting and Commissioner Barnes and Schindler opposing.

Add Condition 2.b: Simultaneous with submittal of a complete building permit application, the applicant shall revise the elevation drawings to modify the treatment of the CMU border walls on the front and rear elevations. The modifications may include changes to the skim coat cement plaster material, paint color, or a combination of modifications to color and material to produce a border other than the proposed black skim coat plaster treatment. Prior to building permit issuance, the modifications shall be reviewed and approved by the Planning Division, and the plans shall be sent to the Planning Commission accompanied by a memo detailing how the revisions comply with the condition.

Add Condition 2.c: Simultaneous with submittal of a complete building permit application, the applicant may revise the elevation drawings to modify the size and/or style of the windows on the front elevation to match the style of the overall exterior modifications.

F. Public Hearing

F1. Use Permit/ Monterey Development, LLC /128 Cornell Road:
Consider and adopt a resolution to approve a use permit to demolish an existing single-story, single-family residence and construct a new two-story, single-family residence on a substandard lot with regard to minimum lot width in the R-1-U (Single Family Urban Residential) zoning district and determine this action is categorically exempt under CEQA Guidelines Section 15303's Class 3 exemption for new construction or conversion of small structures. The proposal includes an attached Accessory Dwelling Unit (ADU), which is a permitted use and not subject to discretionary review. (Staff Report #23-070-PC)

Planner Hochleutner reported an issue determining the ownership of a tree on the lot line between the subject and neighboring property, and that a condition was added so either the ownership of the tree was determined or to submit new plans that retained the tree. He said the applicant submitted new plans that showed retaining the tree thus satisfying that additional condition 2.B.

Calvin Smith, designer and project manager, spoke on behalf of the project.

Vice Chair Do opened the public hearing and closed it as no persons requested to speak.

The Commission expressed appreciation for the presentation details and neighbor outreach.

ACTION: Motion and second (Barnes/Schindler) to adopt a resolution approving the item as recommended; passes 6-0.

F2. Use Permit/Steve Collom/154 Laurel Avenue:
Consider and adopt a resolution to approve a use permit to demolish an existing single-story, single-family residence and construct a new two-story, single-family residence with a detached garage on a substandard lot with regard to minimum lot width in the R-1-U (Single-Family Urban) zoning district. ***Continue to a future meeting and will be re-noticed once date is confirmed.***

Vice Chair Do opened the public hearing and closed it as no persons requested to speak.

ACTION: Motion and second (Barnes/Ehrich) to continue the item to a date uncertain future meeting; passes 6-0.

G. Regular Business

G1. Architectural Control Revision/City of Menlo Park/1395 Chrysler Drive:
Request to modify previously approved architectural control for a municipal stormwater pump station and construct the pump station building using concrete masonry units (CMU) and louvered aluminum screening without a previously proposed decorative metal architectural frame surrounding the building, increase the parapet height by approximately four feet to screen the rooftop mechanical equipment, and determine this action is categorically exempt under CEQA Guidelines Section 5302 Class 2 for replacement or reconstruction of existing structures and facilities. The project previously received architectural control approval in 2018. The project is located in P-F (Public Facilities) zoning district. (Staff Report #23-0071-PC)

Contract Planner Payal Bhagat and Public Works Civil Engineer Paige Saber presented the item.

Vice Chair Do opened for public comment and closed it as no persons requested to speak.

The Commission discussed the proposed modifications expressing disappointment about the removal of the previously approved decorative metal architectural frame.

Public Works Director Azalea Mitch answered questions regarding Bohannon Development's financial support for the project screening element and noted that landscaping was proposed for screening, which was awaiting Bohannon Development's response. Chuck Anderson, principal designer, answered questions regarding the proposed design.

ACTION: Motion and second (Schindler/Ehrich) to adopt a resolution approving the item as

recommended; passes 6-0.

G2. Selection of Planning Commission Chair and Vice Chair for the term of December 2023 through April 2024. (Staff Report #23-0072-PC)

Mr. Perata presented the report.

Vice Chair Do opened for public comment and closed it as no persons requested to speak.

ACTION: Motion and second (Schindler/Ferrick) to nominate Commissioner Do for Chair for the term of December 2023 through April 2024; passes 6-0.

ACTION: Motion and second (Ferrick/Riggs) to nominate Commissioner Schindler as Vice Chair for the term of December 2023 through April 2024; passes 6-0.

H. Informational Items

H1. Future Planning Commission Meeting Schedule

- Regular Meeting: December 18, 2023

Mr. Perata said the December 18 agenda would have an EIR scoping session and study session for the 3075 Haven Avenue development project proposal. He also noted revisions to architectural control and use permit for the Menlo Uptown Housing Development project and architectural control for modification to the netting at the Sharon Heights Golf and Country Club driving range would be on that agenda.

- Regular Meeting: January

I. Adjournment

Chair Do adjourned the meeting at 9:05 p.m.

Staff Liaison: Kyle Perata, Planning Manager

Recording Secretary: Brenda Bennett

CITY OF MENLO PARK

STAFF REPORT

Planning Commission
Meeting Date: **2/5/2024**
Staff Report Number: **24-007-PC**
Public Hearing: **Consider and adopt a resolution to approve a use permit to demolish an existing one-story, single-family residence and detached garage and construct a new two-story, single-family residence on a substandard lot with regard to minimum lot area and lot width at 752 College Avenue in the R-1-U (Single Family Urban Residential) zoning district, and determine this action is categorically exempt under CEQA Guidelines Section 15303's Class 3 exemption for new construction or conversion of small structures. The proposal includes a junior accessory dwelling unit (JADU), which is a permitted use and not subject to discretionary review**

Recommendation

Staff recommends that the Planning Commission adopt a resolution approving a use permit to demolish an existing one-story, single-family residence and detached garage and construct a new two-story, single-family residence on a substandard lot with regard to minimum lot area and lot width at 752 College Avenue in the R-1-U (Single Family Urban Residential) zoning district. The proposal includes a junior accessory dwelling unit (JADU) which is a permitted use and not subject to discretionary review. The draft resolution, including the recommended actions and conditions of approval, is included as Attachment A.

Policy Issues

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

Background

Site location

The project site is located on the northern side of College Avenue, near the intersection of Blake Street and College Avenue in the Allied Arts neighborhood. The subject parcel and adjoining properties are in the R-1-U zoning district. The surrounding area is developed with a mixture of single-story and two-story developments in a variety of architectural styles such as craftsman, traditional, and ranch. A location map is included as Attachment B.

Analysis

Project description

The subject property is currently occupied by a one-story, single-family residence constructed in approximately 1928. The property is a substandard lot with regard to minimum lot area, having a lot area of 5,300 square feet where 7,000 square feet is required, and minimum lot width, having a lot width of 50 feet where 65 feet is required.

The applicant is proposing to demolish the existing residence with attached carport and detached garage and construct a new two-story, single-family residence that would include a total of four bedrooms and four bathrooms. The JADU, located at the first floor rear of the residence would have a studio layout with one bathroom and independent access.

The proposal includes one covered parking space within a single-car front-loading garage. Residential uses are typically required to provide a minimum of one covered parking space and one uncovered parking space, however, Assembly Bill 2097 (AB 2097), passed on September 22, 2022, prohibits public agencies from imposing a minimum parking requirement on any residential, commercial, or other development project located within one-half mile of a major transit stop. In this case, staff has determined AB 2097 applies because the proposed development is within a half mile of the Menlo Park Caltrain station. Therefore, there would be no minimum parking requirement for the main residence. Menlo Park Municipal Code (MPMC) section 16.79.070(f) provides that no parking is required for the proposed JADU, regardless of the applicability of AB 2097. In addition, while it does not comply with the parking requirements, the driveway provides two effectively usable off-street parking spaces.

The proposed residence would meet all Zoning Ordinance requirements for setbacks, lot coverage, floor area limit (FAL), daylight plane, parking, and height. Of particular note with regard to Zoning Ordinance requirements:

- The main house (2,620.9 square feet) and JADU (421.3 square feet) combined would contain 3,042.2 square feet and would exceed the maximum FAL (2,800 square feet) for the lot, but the project is allowed to exceed the FAL by up to 800 square feet to accommodate an ADU (MPMC 16.79.050(b)(4);
- The building coverage of the main house (1,833.7 square feet) and JADU (421.3 square feet) combined would cover 2,255 square feet (approximately 42.5 percent of the lot) and would exceed the maximum allowed building coverage (1,855 square feet or 35 percent of the lot), but the project is allowed to exceed applicable building coverage by up to 800 square feet to accommodate an ADU (MPMC 16.79.050(b)(4);
- The second floor of the main house would be 1,032.7 square feet where 1,400 square feet is permitted; and
- The proposed residence would be 24 feet in height where 28 feet is the maximum permitted height.

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 Attachment A, Exhibits A and B respectively.

Design and materials

As described in the project description letter, the proposed residence would be in a modern farmhouse style with vertical board and batten siding and composition shingle roofing. Fiberglass windows with simulated divided-lites are proposed, including three bay windows: two bay windows at the rear of the first floor (one for primary residence facing west, one for JADU facing north), and one bay window at the front of the second story. Covered porches are proposed at the front and rear of the main house. The second-story of

the proposed residence would be stepped back from the first level on all sides. Second story side elevation windows to the east and west, nearest to adjacent neighbors, would have sill heights at least four feet in height, with the majority of windows on the right-side (east) elevation having sill heights at least five feet in height to maximize privacy for the subject property and the adjacent property at 744 College Avenue, including obscured or frosted glazing for the proposed master bathroom at this elevation.

Trees and landscaping

The applicant submitted an arborist report (Attachment D), detailing the species, size, and conditions of on-site and nearby trees. A total of seven trees were assessed, of which five trees were identified as heritage trees (see Table 1 below). Heritage Tree Removal Permits were applied for and approved by the City Arborist for removal of Trees #1, #2, and #3 (HTR2022-00127 and HTR2022-00150). Tree #1 and Tree #3 were removed due to tree health rating and tree risk rating/structure conflict, respectively. Tree #2 was removed due to tree death. These three trees were approved for removal in 2022, prior to submittal of the proposed development. No replacement trees were required at the time of permitting due to insufficient space on the property. In-lieu fees corresponding with the size of the heritage tree trunks were paid. The other four trees assessed by the arborist report (Trees #4, #5, #6, and #7) will be retained.

Table 1: Tree summary and disposition

Tree number	Species	Size (Diameter at breast height in inches)	Disposition	Notes
1	Coast Live Oak	12	Removed Tree Health Rating	Heritage
2	Coast Live Oak	21	Removed Tree Death	Heritage
3	Coast Redwood	52	Removed Tree Risk Rating/Structure Conflict	Heritage
4	Coast Live Oak	36.5	Preserve	Heritage
5	Southern Magnolia	12 (estimate)	Preserve	Street
6	Coast Live Oak	35	Preserve	Heritage
7	Siberian Elm	10 (estimate)	Preserve	Non-Heritage

To protect the heritage and street trees surrounding the subject property, the arborist report has identified such measures as tree protection zone fencing, root cutting/pruning guidance, and irrigation and mulching guidance. The arborist report also includes specific tree protection measures regarding demolition of existing hardscape for Tree #7 which is located at the adjacent property of 744 College Avenue with a canopy that extends over to the 752 College Avenue property. The existing wooden fence at the property line is noted by the project arborist as adequate for tree protection and any movement of the fence is prohibited without authorization from the project arborist or City Arborist. The applicant proposes to maintain the existing shared fence for protection of Tree #7. The project arborist has provided tree protection recommendations for different phases of the project including preconstruction, during construction, and post-construction. All recommended tree protection measures identified in the arborist report would be implemented and ensured as part of condition 1h.

Correspondence

As of the compilation of this report, staff has received one comment letter (Attachment E). The correspondence summarizes several points of discussion as a result of a meeting that occurred between the applicant and neighbor at 744 College Avenue in Nov. 2023. The summary points include replacement fencing plans, maintaining second-story window sill heights as well as opaque windows at the master bathroom to maximize privacy, clarity on the location of mechanical units, and tree trimming notification. The applicant indicates that the proposed development incorporates elements from the neighbor's feedback regarding second-story window design and placement of mechanical units. With regard to existing fence between the two properties, since the Nov. 2023 discussion the applicant has indicated that their current plan is to maintain the fencing for protection of Tree #7 per the project arborist recommendation. If new fence construction during course of the building permit for the project is pursued, condition 2a requires the applicant to coordinate with the City Arborist to confirm in writing the procedures and requirements for protection of heritage trees in the vicinity. Municipal Code Chapter 13.24 describes heritage tree ordinance protections that apply citywide. Heritage trees are required to be preserved and maintained in a state of good health. The ordinance also requires any person who conducts grading, excavation, demolition or construction activity on a property to do so in a manner that does not threaten the health or viability or cause the removal of any heritage tree. Any work performed within an area 10 times the diameter of the tree (i.e., the tree protection zone) requires the submittal of a tree protection plan for approval by the City before issuance of any permit for grading or construction.

Conclusion

Staff believes that the design, scale, and materials of the proposed residence are generally compatible with the surrounding neighborhood, and would result in a consistent aesthetic approach. The architectural style would be generally attractive and well proportioned. Staff recommends that the Planning Commission approve the use permit for 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. Draft Planning Commission Resolution approving the use permit
   Exhibits to Attachment A
      A. Project Plans
      B. Project Description Letter
      C. Conditions of Approval
B. Location Map
C. Data Table
D. Arborist Report
E. Correspondence

Report prepared by:
Calvin Chan, Senior Planner

Report reviewed by:
Tom Smith, Principal Planner

PLANNING COMMISSION RESOLUTION NO. 2024-XX

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF MENLO PARK APPROVING A USE PERMIT TO DEMOLISH AN EXISTING ONE-STORY, SINGLE-FAMILY RESIDENCE AND DETACHED GARAGE AND CONSTRUCT A NEW TWO-STORY, SINGLE-FAMILY RESIDENCE ON A SUBSTANDARD LOT WITH REGARD TO MINIMUM LOT AREA AND LOT WIDTH AT 752 COLLEGE AVENUE IN THE R-1-U (SINGLE FAMILY URBAN RESIDENTIAL) ZONING DISTRICT

WHEREAS, the City of Menlo Park ("City") received an application requesting a use permit to demolish an existing one-story, single-family residence and detached garage and construct a new two-story, single-family residence on a substandard lot with regard to minimum lot area and lot width in the R-1-U (Single Family Urban Residential) zoning district (collectively, the "Project") from Michael Ma (March Design) ("Applicant"), on behalf of Tracy Hsu ("Owner"), located at 752 College Avenue (APN 071-411-400) ("Property"). The Project use permit is depicted in and subject to the development plans and project description letter, which are attached hereto as Exhibit A and Exhibit B, respectively, and incorporated herein by this reference; and

WHEREAS, the Property is located in the Single Family Urban Residential (R-1-U) district. The R-1-U district allows single-family residential uses; and

WHEREAS, the proposed Project complies with all objective standards of the R-1-U district; and

WHEREAS, the proposed Project was reviewed by the Engineering Division and found to be in compliance with City standards; and

WHEREAS, the Applicant submitted an arborist report prepared by Bo Firestone Trees & Gardens, which was reviewed by the City Arborist and found to be in compliance with the Heritage Tree Ordinance, and proposes mitigation measures to adequately protect heritage trees to remain in the vicinity of the project; and

WHEREAS, the Project requires discretionary actions by the City as summarized above, and therefore the California Environmental Quality Act ("CEQA," Public Resources Code Section §21000 et seq.) and CEQA Guidelines (Cal. Code of Regulations, Title 14, §15000 et seq.) require analysis and a determination regarding the Project's environmental impacts; and

WHEREAS, the City is the lead agency, as defined by CEQA and the CEQA Guidelines, and is therefore responsible for the preparation, consideration, certification, and approval of environmental documents for the Project; and

WHEREAS, the Project is categorically exempt from environmental review pursuant to Cal. Code of Regulations, Title 14, §15303 et seq. (New Construction or Conversion of Small Structures); and

WHEREAS, all required public notices and public hearings were duly given and held according to law; and

WHEREAS, at a duly and properly noticed public hearing held on February 5, 2024, the Planning Commission fully reviewed, considered, and evaluated the whole of the record including all public and written comments, pertinent information, documents and plans, prior to taking action regarding the Project.

NOW, THEREFORE, THE MENLO PARK PLANNING COMMISSION HEREBY RESOLVES AS FOLLOWS:

Section 1. Recitals. The Planning Commission has considered the full record before it, which may include but is not limited to such things as the staff report, public testimony, and other materials and evidence submitted or provided, and the Planning Commission finds the foregoing recitals are true and correct, and they are hereby incorporated by reference into this Resolution.

Section 2. Conditional Use Permit Findings. The Planning Commission of the City of Menlo Park does hereby make the following Findings:

The approval of the use permit for the construction of a new two-story residence on a substandard lot is granted based on the following findings, which are made pursuant to Menlo Park Municipal Code Section 16.82.030:

1. That the establishment, maintenance, or operation of the use applied for will, under the circumstance of the particular case, not be detrimental to the health, safety, morals, comfort and general welfare of the persons residing in the neighborhood of such proposed use, or injurious or detrimental to property and improvements in the neighborhood or the general welfare of the city because:
    a. Consideration and due regard were given to the nature and condition of all adjacent uses and structures, and to general plans for the area in question and surrounding areas, and impact of the application hereon; in that, the proposed use permit is consistent with the R-1-U zoning district and the General Plan because two-story residences are allowed to be constructed on substandard lots subject to granting of a use permit and provided that the proposed residence conforms to applicable zoning standards, including, but not limited to, minimum setbacks, maximum floor area limit, and maximum building coverage.

    b. The proposed residence would provide one covered parking space and is located within one-half mile of a major transit stop. Per Assembly Bill 2097, no minimum parking requirement can be imposed on a development project located within a half mile of a major transit stop. In addition, while it does not

comply with the parking requirements, the driveway provides two effectively usable off-street parking spaces.

c. The proposed Project is designed to meet all the applicable codes and ordinances of the City of Menlo Park Municipal Code and the Commission concludes that the Project would not be detrimental to the health, safety, and welfare of the surrounding community as the new residence would be located in a single-family neighborhood.

Section 3. Conditional Use Permit. The Planning Commission approves Use Permit No. PLN2023-00013, which use permit is depicted in and subject to the development plans and project description letter, which are attached hereto and incorporated herein by this reference as Exhibit A and Exhibit B, respectively. The Use Permit is conditioned in conformance with the conditions attached hereto and incorporated herein by this reference as Exhibit C.

Section 4. ENVIRONMENTAL REVIEW. The Planning Commission makes the following findings, based on its independent judgment after considering the Project, and having reviewed and taken into consideration all written and oral information submitted in this matter:

1. The Project is categorically except from environmental review pursuant to Cal. Code of Regulations, Title 14, §15303 et seq. (New Construction or Conversion of Small Structures).

Section 5. SEVERABILITY

If any term, provision, or portion of these findings or the application of these findings to a particular situation is held by a court to be invalid, void or unenforceable, the remaining provisions of these findings, or their application to other actions related to the Project, shall continue in full force and effect unless amended or modified by the City.

I, Kyle Perata, Assistant Community Development Director of the City of Menlo Park, do hereby certify that the above and foregoing Planning Commission Resolution was duly and regularly passed and adopted at a meeting by said Planning Commission on February 5, 2024, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS THEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this _____ day of _____, 2024.

PC Liaison Signature

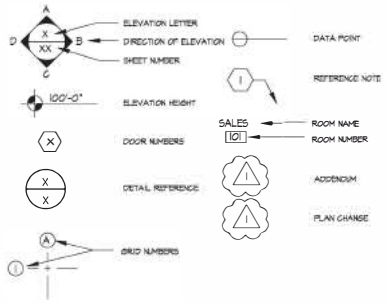
_____
Kyle Perata
Assistant Community Development Director
City of Menlo Park

Exhibits

A. Project Plans
B. Project Description Letter
C. Conditions of Approval

NEW RESIDENCE
NEW SINGLE FAMILY RESIDENCE+ JADU
752 COLLEGE AVENUE
MENLO PARK, CA 94025

SYMBOL / LEGEND



PROJECT SCOPE

1. NEW 2- STORY HOUSE w/ 2,620.4 S.F. INCLUDING ATTACHED 1-CAR GARAGE
2. NEW ATTACHED 421.3 S.F. JADU

VICINITY MAP

PROJECT CONTACT

OWNER
TRACY HSU
22330 SANTA PAULA AVE
CUPERTINO, CA 95014
(408) 464-5030
EMAIL: tracy_hsu@yahoo.com

ARCHITECT:
MARCH DESIGN
569 CLYDE AVENUE, UNIT 520
MOUNTAIN VIEW, CA 94043
(650) 302-1187
EMAIL: mma.ala@gmail.com

SURVEYOR
BGT LAND SURVEYING
871 WOODSIDE WAY
SAN MATEO, CA 94401
(650) 212-1030
EMAIL: bgtinfo@bgtsurveying.com

ARBORIST
BO FIRESTONE TREES & GARDEN
2150 LACEY DRIVE
MILPITAS, CA 95035
(408) 497-7158
EMAIL: busara@bofirestone.com

DRAWING INDEX

PROJECT SUMMARY

1. OWNER:	TRACY HSU		
2. PROJECT SITE:	752 COLLEGE AVE, MENLO PARK, CA 94025		
3. APN:	071-411-400		
4. ZONING:	R-1-U		
5. OCCUPANCY CLASSIFICATION:	R3/ U		
6. CONSTRUCTION TYPE:	V-B		
7. NUMBER OF STORIES:	2		
8. LOT SIZE:	5,300 S.F.		
9. SETBACK:		REQUIRED:	PROPOSED:
	FRONT:	20'-0"	20'-0"
	REAR:	20'-0"	20'-0"
	RIGHT SIDE:	5'-0"	5'-0"
	LEFTSIDE:	5'-0"	5'-0"
10. BUILDING HEIGHT:	24'-6"		
11. MAXIMUM FLOOR AREA LIMIT (FAL):	2,800 S.F.		
12. MAXIMUM ALLOWED BLDG. COVERAGE:	1,855 S.F.		
13. FLOOR AREA CALCULATION:	@GARAGE:	223.3 S.F.	
	FIRST FLOOR	1,564.9 S.F.	
	SECOND FLOOR	1,032.1 S.F.	
	TOTAL FLOOR AREA:	2,620.4 S.F.	
	ATTACHED JADU	421.3 S.F.	
14. BLDG. SITE COVERAGE CALCULATION:	@GARAGE:	223.3 S.F.	
	FIRST FLOOR	1,564.4 S.F.	
	ENTRY PORCH	156.1 S.F.	
	COVERED PATIO	61.45 S.F.	
	BAY WINDOWS	28.0 S.F.	
	TOTAL:	1,833.1 S.F.	
15. INSTALL A NFPA13-D AUTOMATIC FIRE SPRINKLER SYSTEM, INCLUDING ATTIC SPACE AND COVERED PORCH/ PATIO			

APPLICABLE CODES

2022 CBC, CFC, CPC, CMC, CEC, CALIFORNIA ENERGY CODE AND CITY OF MENLO PARK MUNICIPAL CODES & ORDINANCES

2022 CALIFORNIA BUILDING CODE (CBC);
2022 CALIFORNIA RESIDENTIAL CODE (CRC);
2022 CALIFORNIA MECHANICAL CODE (CMC);
2022 CALIFORNIA PLUMBING CODE (CPC);
2022 CALIFORNIA ELECTRICAL CODE (CEC);
2022 CALIFORNIA GREEN BUILDING CODE (CALGREEN);
2022 CALIFORNIA FIRE CODE (CFC) WITH LOCAL AMENDMENTS)
2022 STATE OF CALIFORNIA TITLE 24 ENERGY REGULATIONS
2022 NFPA 13

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REVISIONS

NEW RESIDENCE
NEW SINGLE FAMILY RESIDENCE + JADU
752 COLLEGE AVENUE
MENLO PARK, CA 94025
APN: 071-411-400

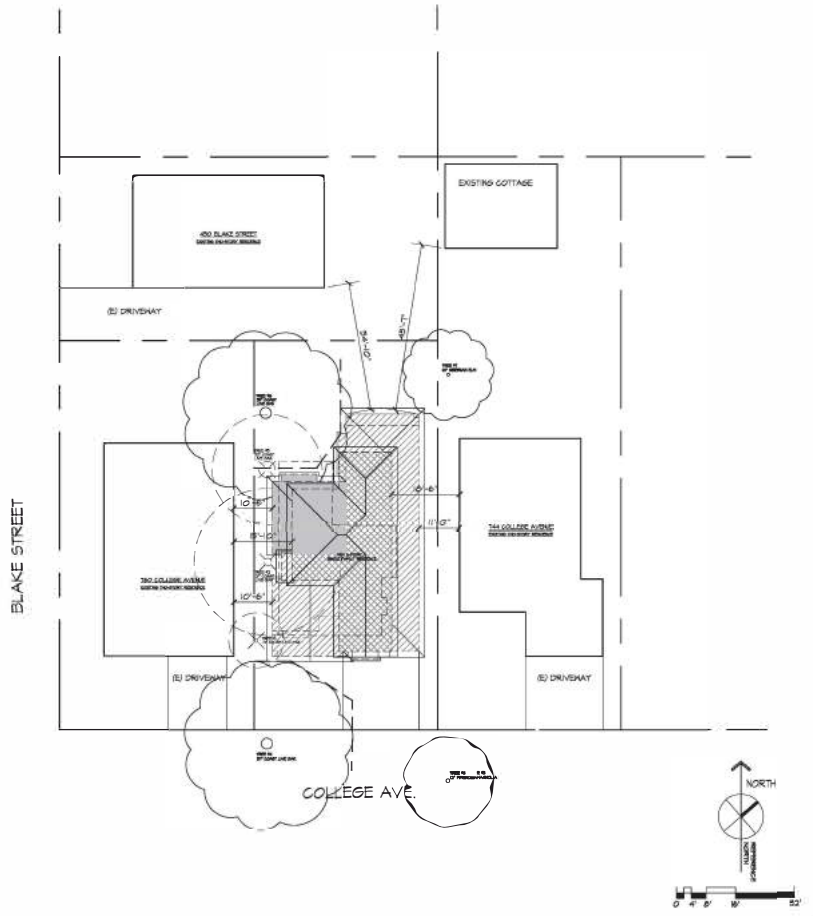
CLIENT

DATE 01/30/24
CHECKED
DRAWN MM
JOB NO.

TITLE SHEET

A1.0

① STREETSCAPE 1/8"=1'-0"



② AREA MAP 1/16"=1'-0"

PROPERTY LINE

TREE PROTECTION FENCE
6' TALL METAL CHAINLINK TYPE
SEE KEYNOTES FOR ADDITIONAL INFO

(E) TREE TO REMAIN

(E) TREE TO BE REMOVED
SEE TREE TABLE & ARBORIST REPORT

(E) RESIDENCE & DETACHED GARAGE TO BE REMOVED

PROPOSED FIRST FLOOR OF NEW HOUSE

PROPOSED SECOND FLOOR OF NEW HOUSE

PROPOSED ATTACHED JADU

LEGEND

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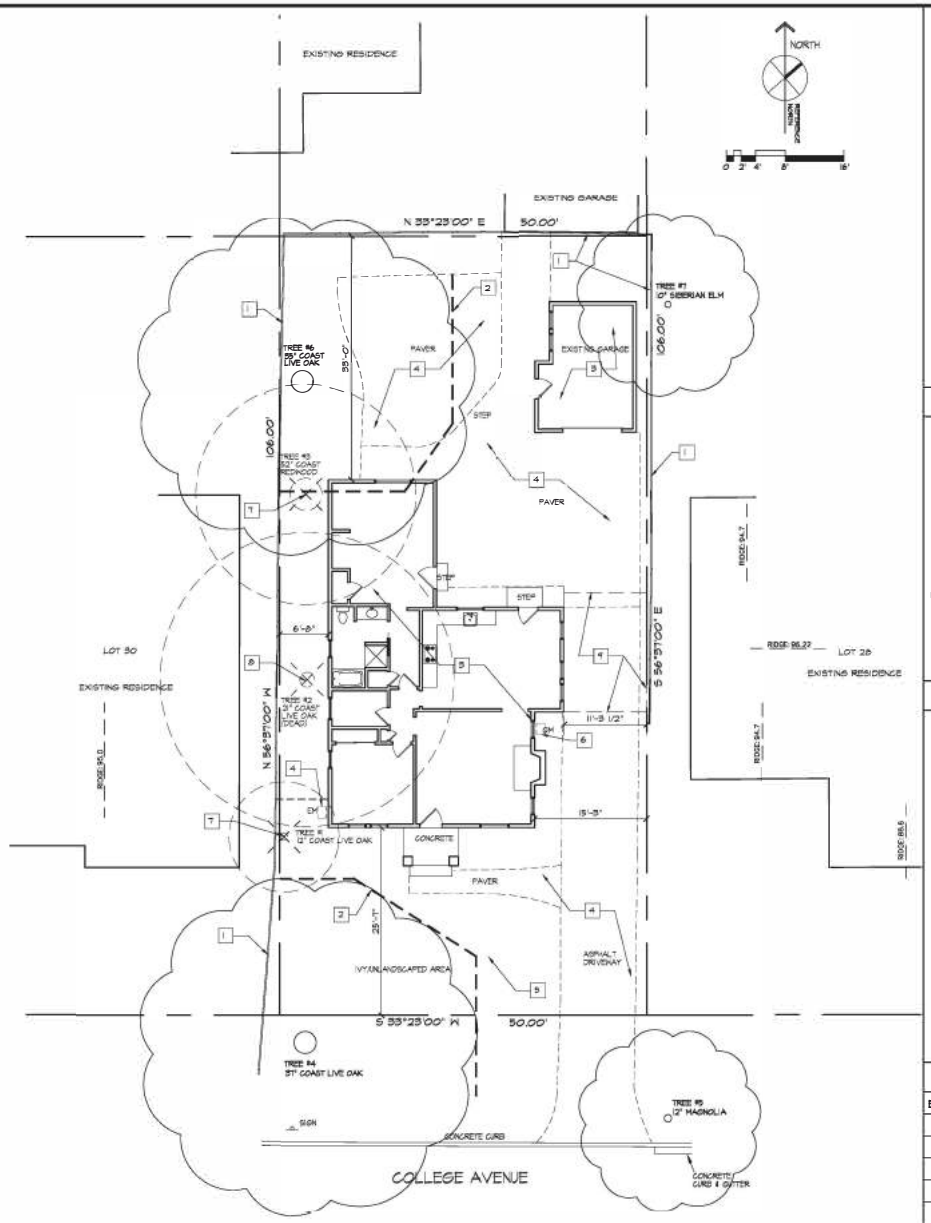
AREA MAP
STREETSCAPE &
TREE PRESERVATION

A1.1



EXISTING SITE PLAN w/ DEMOLITION

1/8"=1'-0"

PROPERTY LINE

TREE PROTECTION FENCE
6' TALL METAL CHAINLINK TYPE
SEE KEYNOTES FOR ADDITIONAL INFO

(E) TREE TO REMAIN

(E) TREE TO BE REMOVED
SEE TREE TABLE & ARBORIST REPORT

LEGEND

1. VERIFY WITH OWNER & FOLLOW CITY'S REQUIREMENTS FOR PROTECTING (E) LANDSCAPING AND TREES DURING DEMOLITION AND CONSTRUCTION.
2. COORDINATE WITH UTILITY COMPANIES & AGENCY FOR DISCONNECT & REMOVE UTILITY BOXES, PANELS, METERS, & ALL RELATED WIRES & CABLES.
3. VERIFY WITH OWNER ON SALVAGING BUILDING MATERIALS, FURNISHINGS, & COMPONENTS FOR POSSIBLE REUSE
4. SEE PROPOSED SITE PLAN FOR TREE PROTECTION & OTHER ADDITIONAL INFORMATION.
5. ALL (E) FENCE ALONG THE PROPERTYLINES TO REMAIN, U.O.N. VERIFY WITH OWNER
6. REMOVE EXISTING FENCE WHERE NEW CONSTRUCTION OCCURRED
7. ALL REMAINING EXISTING LANDSCAPE TO BE PROTECTED FROM DAMAGE DURING CONSTRUCTION, TYPICAL.
8. REMOVE EXISTING LANDSCAPE WHERE NEW CONSTRUCTION OCCURRED. VERIFY WITH OWNER FOR ITEM TO BE SAVED AND REUSED
9. CONTRACTORS ARE REQUIRED TO OBTAIN ENCROACHMENT PERMITS PRIOR TO ANY WORKS AT CITY'S RIGHT OF WAY.
10. REMOVE UNDERGROUND SEWER LINE COMPLETELY TO CONNECTION AT CITY'S SEWER CLEAN-OUT.
11. REMOVE ALL (E) ONSITE SUBGRADE SEWER LINE & REPLACE WITH NEW.

GENERAL NOTES

1. (E) 6'TALL WD. FENCE TO REMAIN.
2. TREE PROTECTION FENCE: 6' TALL METAL CHAINLINK TYPE SUPPORTED BY 2" METAL POLES DRIVEN INTO THE GROUND BY NO LESS THAN 2'. SEE TREE PROTECTION ON ARORIST REPORT.
3. DEMOLISH (E) HOUSE, CARPORT & SHED.
4. DEMOLISH ALL (E) ONSITE FEATURES ON CONC. WALKWAY, PATIO, WD. FENCE, PLANTER, AND ETC. VERIFY WITH OWNER.
5. REMOVE (E) ELEC. METER. COORDINATE WITH UTILITY COMPANY.
6. REMOVE (E) GAS METER. COORDINATE WITH UTILITY COMPANY.
7. TREE REMOVAL (w/ APPROVED TREE REMOVAL PERMIT)
8. TREE REMOVAL (DEAD, SEE ARBORIST REPORT)
9. LONG DASHED LINES INDICATE PERIMETER OF EXISTING CARPORT (TO BE DEMOLISHED)

KEYNOTES

EXISTING	SPECIES	DBH	HEIGHT	RETAINED OR REMOVED
1	COAST LIVE OAK	12"	25'	REMOVED (APPROVED TREE REMOVAL PERMIT)
2	COAST LIVE OAK	21"	45'	DEAD
3	COAST REDWOOD	52"	40'	REMOVED (APPROVED TREE REMOVAL PERMIT)
4	COAST LIVE OAK	51"	50'	RETAINED
5	SOUTHERN MAGNOLIA	12"	35'	RETAINED
6	COAST LIVE OAK	25"	60'	RETAINED
7	SIBERIAN ELM	10"	50'	RETAINED

SEE ARBORIST REPORT FOR DETAILED INFORMATION

TREE TABLE (EXISTING TREES)

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REVISIONS

NEW RESIDENCE
NEW SINGLE FAMILY RESIDENCE + JADU

752 COLLEGE AVENUE
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APN: 071-411-400

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DATE 01/30/24

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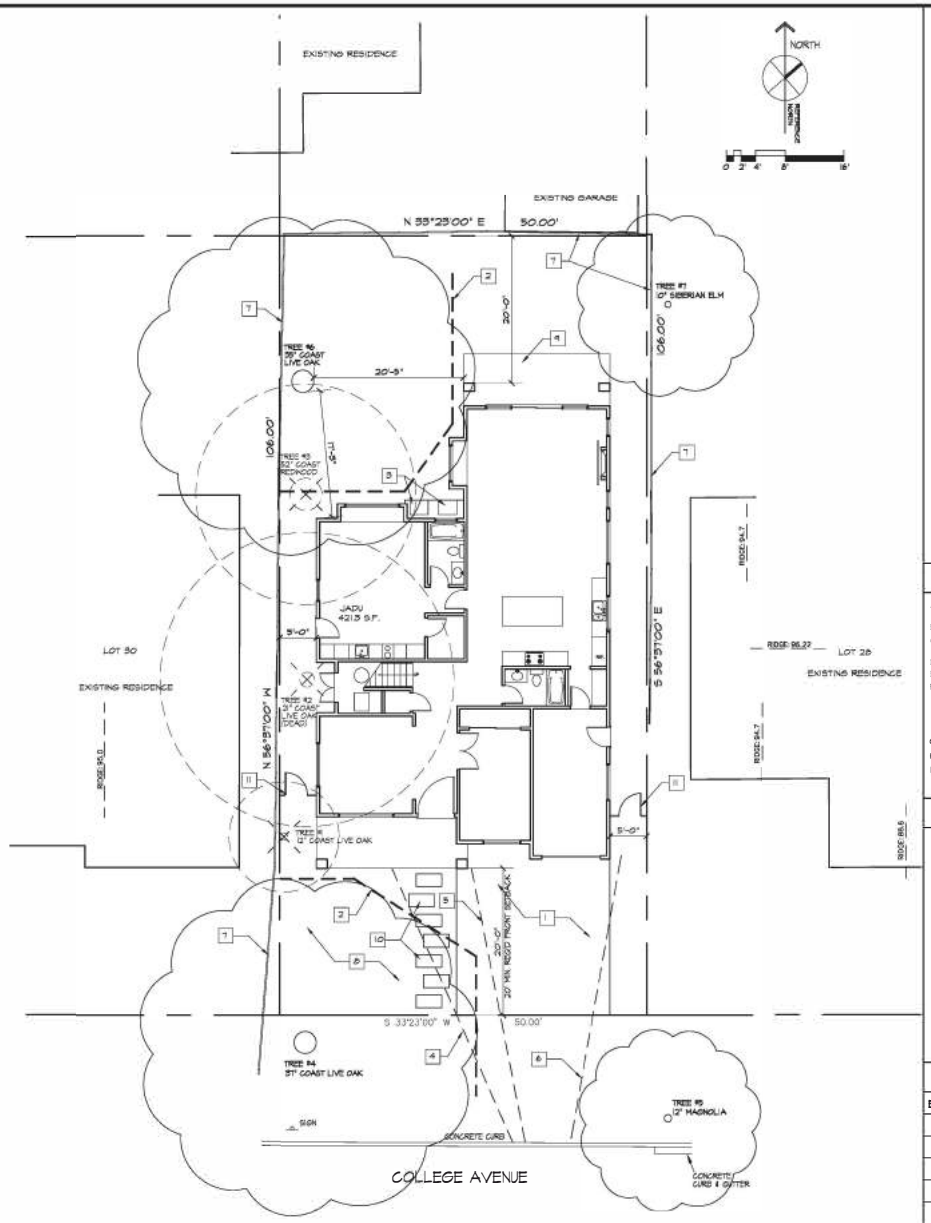
DRAWN

JOB NO.

EXISTING SITE PLAN w/ DEMOLITION

A1.2



PROPERTY LINE

TREE PROTECTION FENCE
6' TALL METAL CHAINLINK TYPE
SEE KEYNOTES FOR ADDITIONAL INFO

(E) TREE TO REMAIN

(E) TREE TO BE REMOVED
SEE TREE TABLE & ARBORIST REPORT

LEGEND

A. BUILDING SETBACK VERIFICATION: PRIOR TO FOUNDATION INSPECTION BY THE CITY, THE LLS OF RECORD SHALL PROVIDE A WRITTEN CERTIFICATION THAT ALL BUILDING SETBACKS ARE PER THE APPROVED PLANS.
B. ALL REMAINING EXISTING LANDSCAPE TO BE PROTECTED FROM DAMAGE DURING CONSTRUCTION, TYPICAL.
C. REMOVE EXISTING LANDSCAPE WHERE NEW CONSTRUCTION OCCURRED, VERIFY WITH OWNER FOR ITEMTO BE SAVED AND REUSED
D. REMOVE EXISTING FENCE WHERE NEW CONSTRUCTION OCCURRED
E. SEE SOIL REPORT FOR SITE & FOUNDATION COMPACTION & GRADING REQUIREMENTS.
F. ANY CONSTRUCTION WITHIN THE CITY RIGHT-OF-WAY MUST HAVE AN APPROVED PERMIT FOR CONSTRUCTION IN THE PUBLIC STREET PRIOR TO COMMENCEMENT OF WORK." APPLY FOR THIS PERMIT AT THE PUBLIC WORKS ENGINEERING (PWE) DIVISION. **THE PERFORMANCE OF THIS WORK IS NOT AUTHORIZED BY THE BUILDING PERMIT ISSUANCE BUT SHOWN ON THE BUILDING PERMIT FOR INFORMATION ONLY."**
G. REFER TO SHT. C-1 FOR DOWNSPOUT/ SPLASH BLOCK LOCATIONS.
H. REMOVE ALL (E) ONSITE SUBGRADE SEWER LINE & REPLACE WITH NEW.
I. FOR ALL SOURCES OF SOUND MEASURED FROM ANY RESIDENTIAL PROPERTY (i.e. HVAC, HEAT PUMP, ETC.), SOUNDS CANNOT EXCEED 50 dBA AT DURING NIGHT TIME HOURS NOR 60dBA DURING DAYTIME HOURS.

GENERAL NOTES

1. NEW CONC. DRIVEWAY.
2. TREE PROTECTION FENCE: 6' TALL METAL CHAINLINK TYPE SUPPORTED BY 2" METAL POLES DRIVEN INTO THE GROUND BY NO LESS THAN 2'. SEE TREE PROTECTION ON ARBORIST REPORT.
3. HEAT PUMP ON NEW CONC. PAD. NEW HVAC EQUIPMENT SHALL NOT EXCEED 50dBA AT NIGHT AND 60 dBA DURING THE DAY AT THE NEAREST RESIDENTIAL PROPERTY LINE.
4. APPROX. LOCATION OF NEW 4" SANITARY SEWER LINE
5. APPROX. LOCATION OF NEW 2" WATER LINE.
6. APPROX. LOCATION OF NEW 400 AMP UNDERGROUND SERVICE
7. (E) 6' TALL WD. FENCETO REMAIN.
8. (N) LANDSCAPING
9. (N) CONC. WALKWAY & PATIO
10. (N) CONC. STEPPING STONE
11. NEW 6' TALL WD. FENCE & GATE.

KEYNOTES

EXISTING	SPECIES	DBH	HEIGHT	RETAINED OR REMOVED
1	COAST LIVE OAK	12"	25'	REMOVED (APPROVED TREE REMOVAL PERMIT)
2	COAST LIVE OAK	21"	45'	DEAD
3	COAST REDWOOD	52"	90'	REMOVED (APPROVED TREE REMOVAL PERMIT)
4	COAST LIVE OAK	37"	50'	RETAINED
5	SOUTHERN MAGNOLIA	12"	35'	RETAINED
6	COAST LIVE OAK	25"	60'	RETAINED
7	SIBERIAN ELM	10"	50'	RETAINED

SEE ARBORIST REPORT FOR DETAILED INFORMATION

TREE TABLE (EXISTING TREES)

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

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REVISIONS

NEW RESIDENCE
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APN: 071-411-400

CLIENT

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JOB NO.

PROPOSED SITE PLAN

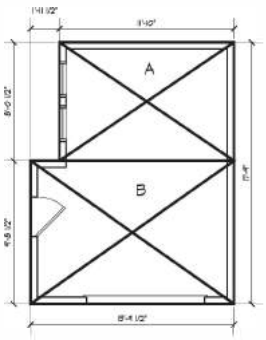
A1.3

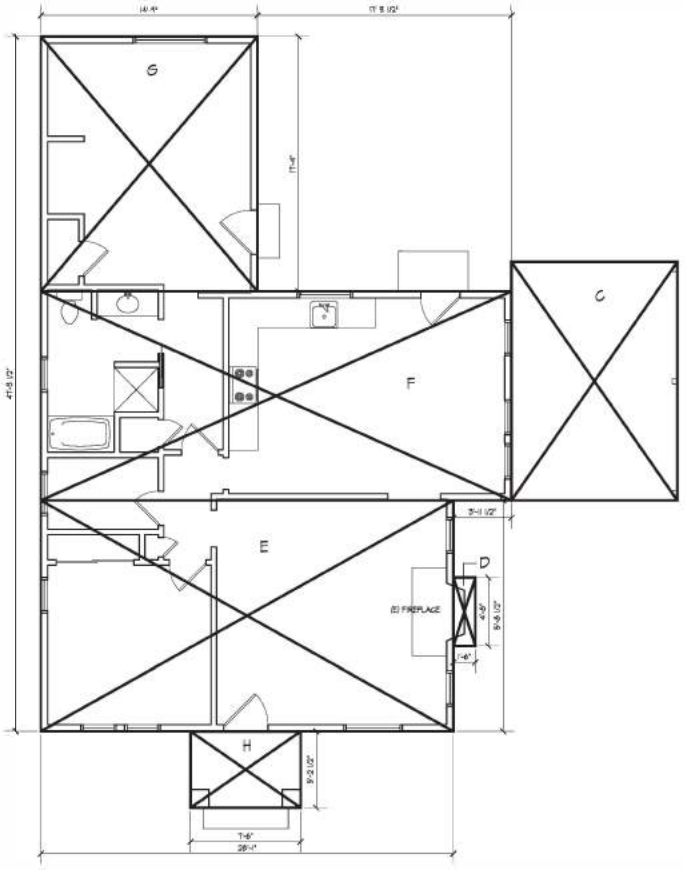
COVERAGE CALCULATION

SECTION	DIMENSIONS	AREA
A	11'-10" X 8'-0 1/2"	95.4
B	13'-9 1/2" X 9'-8 1/2"	134.0
C	11'-3 1/2" X 16'-3"	183.5
D	1'-6" X 4'-8"	7.0
E	32'-0 1/2" X 14'-3"	441.1
F	28'-1" X 15'-8 1/2"	436.6
G	14'-4" X 17'-4"	255.1
H	7'-6" X 5'-2 1/2"	39.0
TOTAL		1612.3

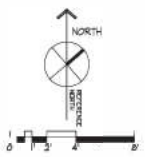
FLOOR AREA CALCULATION

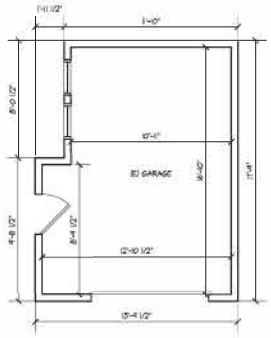
SECTION	DIMENSIONS	AREA
A	11'-10" X 8'-0 1/2"	95.4
B	13'-4 1/2" X 9'-8 1/2"	134.0
C	11'-3 1/2" X 16'-3"	183.5
E	32'-0 1/2" X 14'-3"	441.1
F	28'-1" X 15'-8 1/2"	436.6
G	14'-4" X 17'-4"	255.1
TOTAL		1566.3

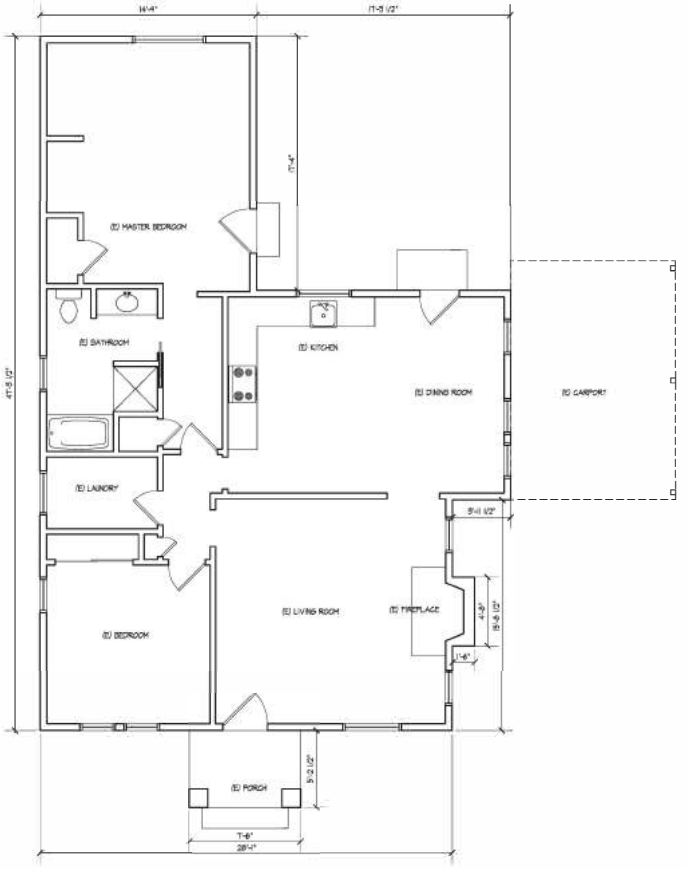




② EXISTING FLOOR AREA & COVERAGE CALCULATIONS







① EXISTING FLOOR PLANS 1/4" = 1'-0"

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DATE 01/30/24
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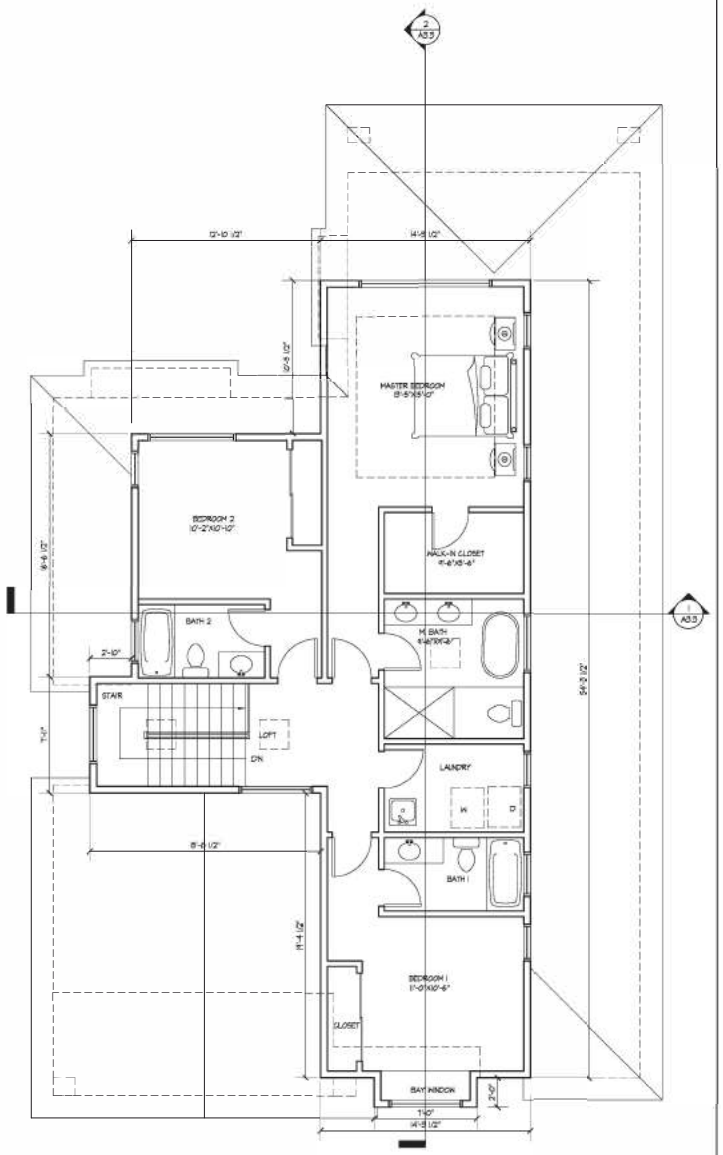
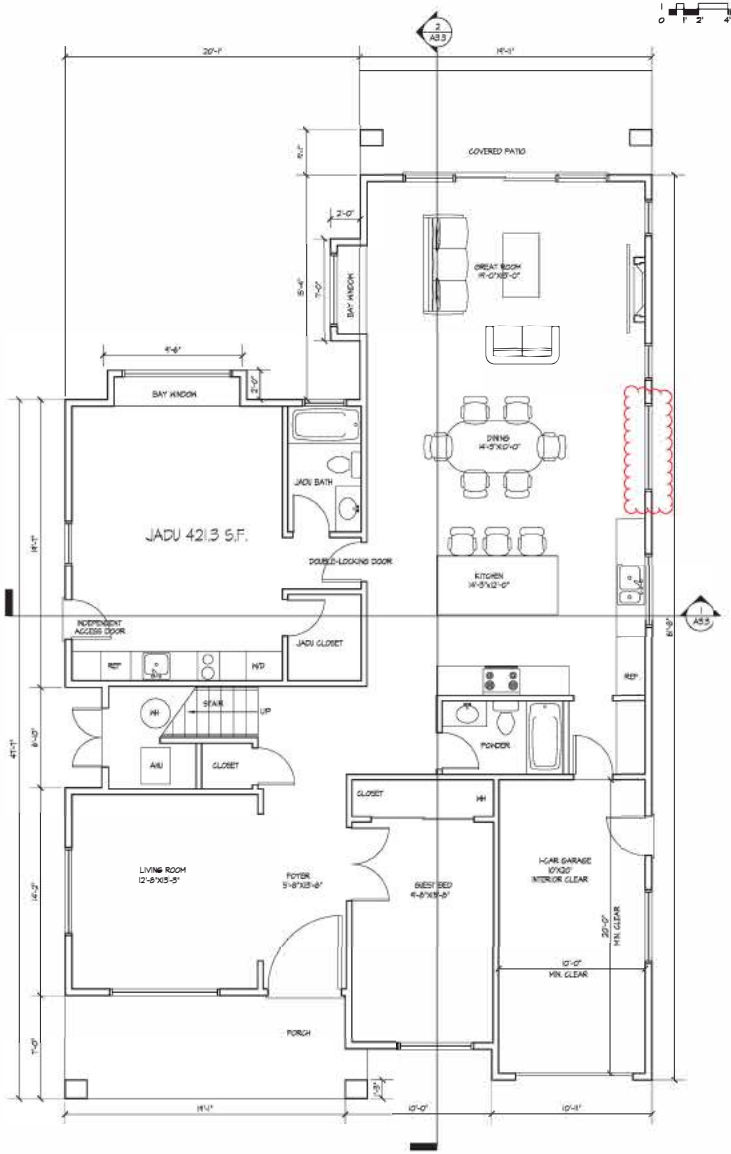
DRAWN MM
JOB NO.

EXISTING FLOOR PLANS & AREA CALC.

A2.0



(2) PROPOSED UPPER FLOOR PLAN 1/4" = 1'-0"



(1) PROPOSED GROUND FLOOR PLAN 1/4" = 1'-0"

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mike@march.design

REVISIONS

NEW RESIDENCE
NEW SINGLE FAMILY RESIDENCE + JADU
752 COLLEGE AVENUE
MENLO PARK, CA 94025
APN: 071-411-400

CLIENT

DATE 01/30/24
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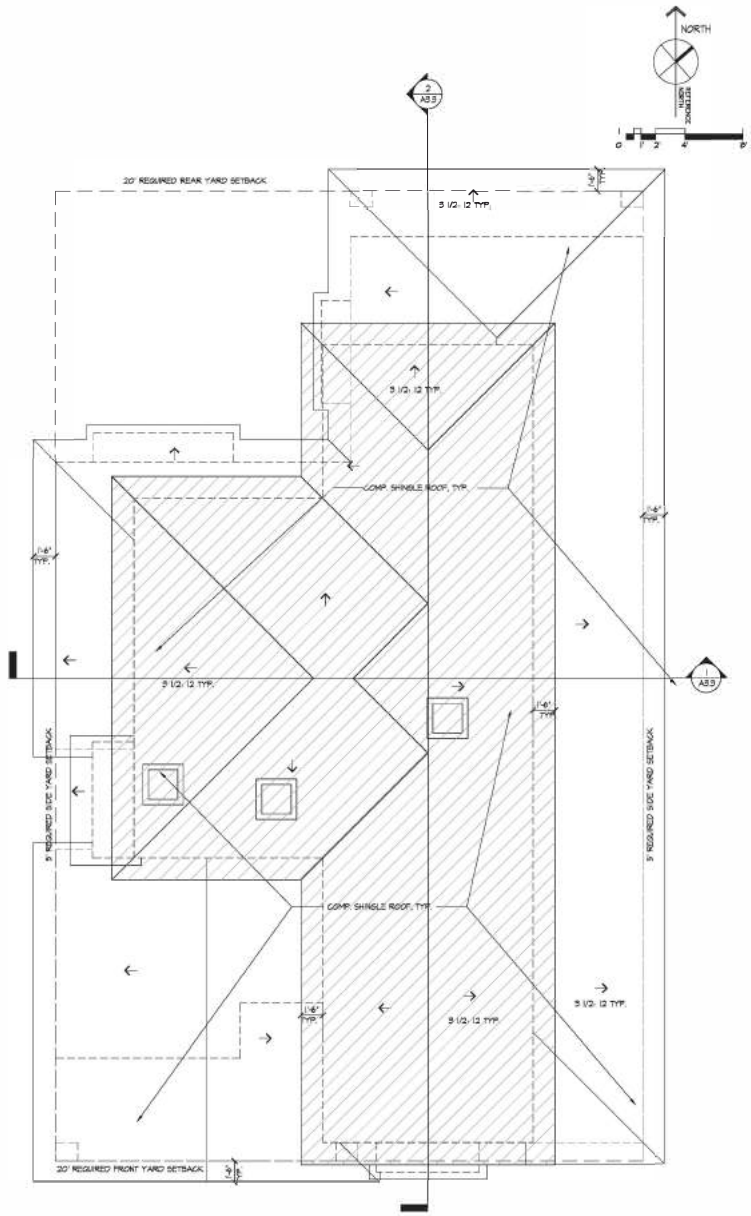
DRAWN MM
JOB NO.

PROPOSED FLOOR PLANS

A2.1



PROPOSED ROOF PLAN

1/4" = 1'-0"

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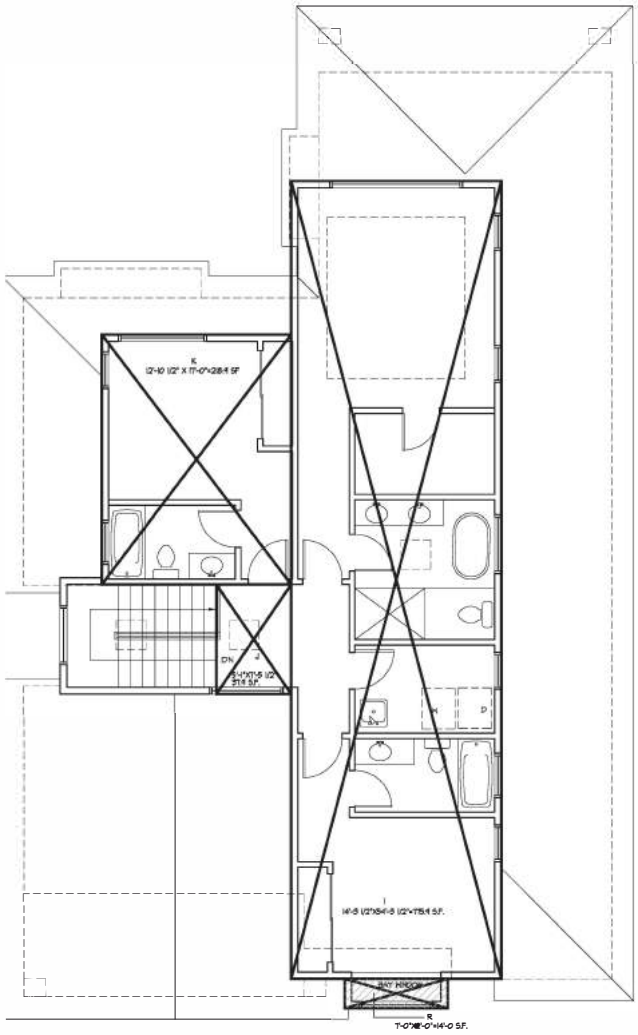
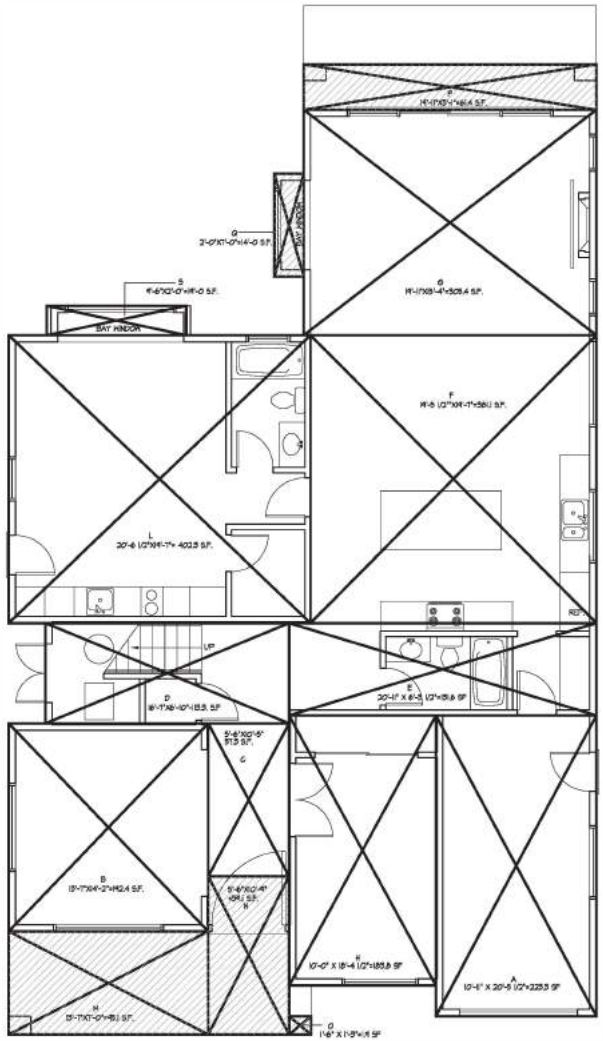
JOB NO.

PROPOSED ROOF PLAN

A2.2



② PROPOSED SECOND FLOOR AREA CALCULATION 1/4" = 1'-0"



① PROPOSED GROUND FLOOR AREA CALCULATION 1/4" = 1'-0"

FLOOR AREA CALCULATION

FIRST FLOOR

SECTION	DIMENSIONS	AREA
A	10'-11" X 20'-5 1/2"	223.3
B	13'-7" X 14'-2"	192.4
C	5'-6" X 10'-5"	57.3
D	16'-7" X 6'-10"	113.3
E	20'-11" X 6'-3 1/2"	131.6
F	19'-5 1/2" X 19'-7"	381.1
G	19'-11" X 15'-4"	305.4
H	10'-0" X 18'-4 1/2"	183.8
SUBTOTAL		1588.2

SECOND FLOOR

SECTION	DIMENSIONS	
I	14'-3 1/2" X 54'-3 1/2"	775.9
J	5'-1" X 7'-5 1/2"	37.9
K	12'-10 1/2" X 17'-0"	218.9
SUBTOTAL		1032.7

TOTAL FLOOR AREA	2620.9 SF < 2,650 SF

ATTACHED JADU

SECTION	DIMENSIONS	
L	20'-6 1/2" X 19'-7"	402.3
S	9'-6" X 2'-0"	19.0
SUBTOTAL		421.3

FLOOR COVERAGE CALCULATION

SECTION	DIMENSIONS	AREA
FIRST FLOOR AREA		1588.2
M	13'-7" X 7'-0"	95.1
N	5'-6" X 10'-9"	59.1
O	1'-6" X 1'-3"	1.9
P	19'-11" X 3'-1"	61.4
Q	2'-0" X 7'-0"	14.0
R	7'-0" X 2'-0"	14.0
TOTAL		1833.7

TOTAL COVERAGE	1,833.7 SF < 1,855 SF

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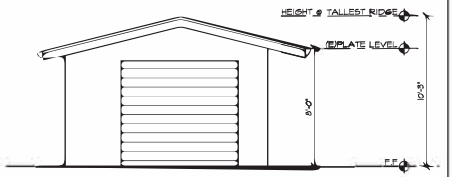
FLOOR AREA & COVERAGE CALCULATIONS

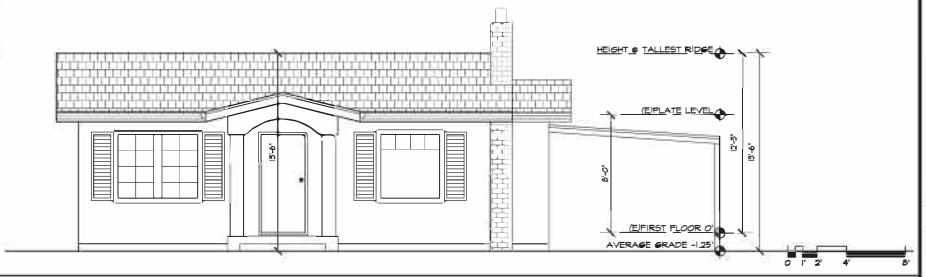
A2.3

NOTES:
EXISTING RESIDENCE, ATTACHED CARPORT, & THE DETACHED GARAGE TO BE DEMOLISHED ENTIRELY

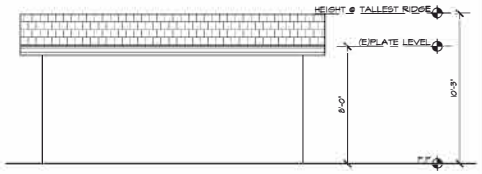


(5) EXISTING GARAGE FRONT ELEVATION (SOUTH) 1/4" = 1'-0"

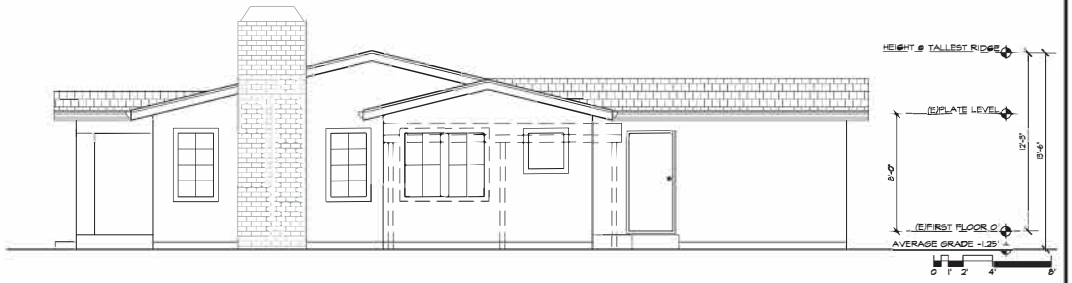
NOTES:
EXISTING RESIDENCE, ATTACHED CARPORT, & THE DETACHED GARAGE TO BE DEMOLISHED ENTIRELY



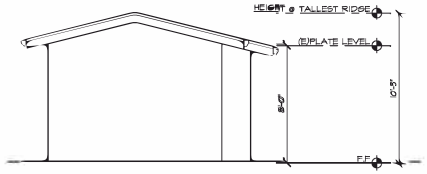
(1) EXISTING HOUSE FRONT (STREET) ELEVATION (SOUTH) 1/4" = 1'-0"



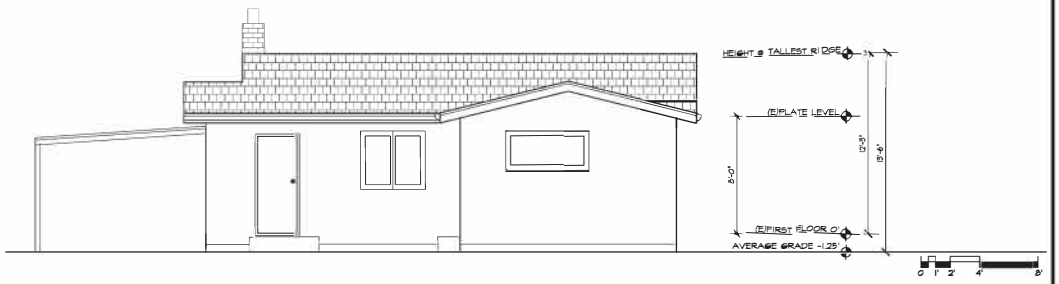
(6) EXISTING GARAGE RIGHT SIDE ELEVATION (EAST) 1/4" = 1'-0"



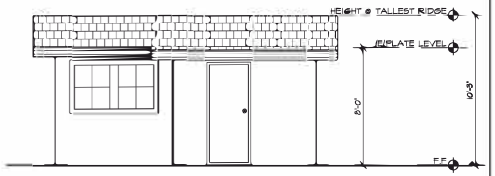
(2) EXISTING HOUSE RIGHT SIDE ELEVATION (EAST) 1/4" = 1'-0"



(7) EXISTING GARAGE REAR ELEVATION NORTH) 1/4" = 1'-0"



(3) EXISTING HOUSE REAR ELEVATION (NORTH) 1/4" = 1'-0"



(8) EXISTING GARAGE LEFT SIDE ELEVATION (WEST) 1/4" = 1'-0"

(4) EXISTING HOUSE LEFT SIDE ELEVATION (WEST) 1/4" = 1'-0"

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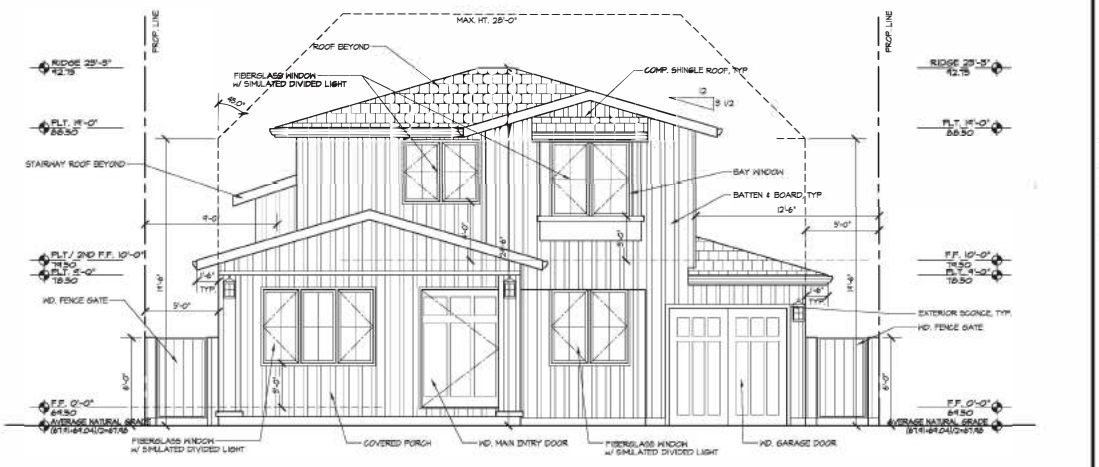
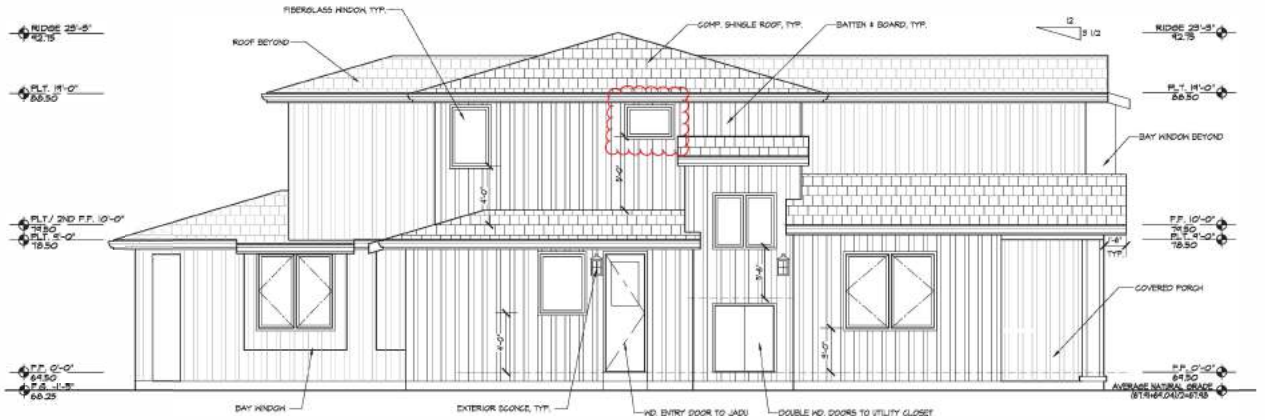
JOB NO.

EXISTING EXTERIOR ELEVATIONS

A3.0



1 PROPOSED STREET ELEVATION (SOUTH) 1/4" = 1'-0"



2 PROPOSED LEFT SIDE ELEVATION (WEST) 1/4" = 1'-0"

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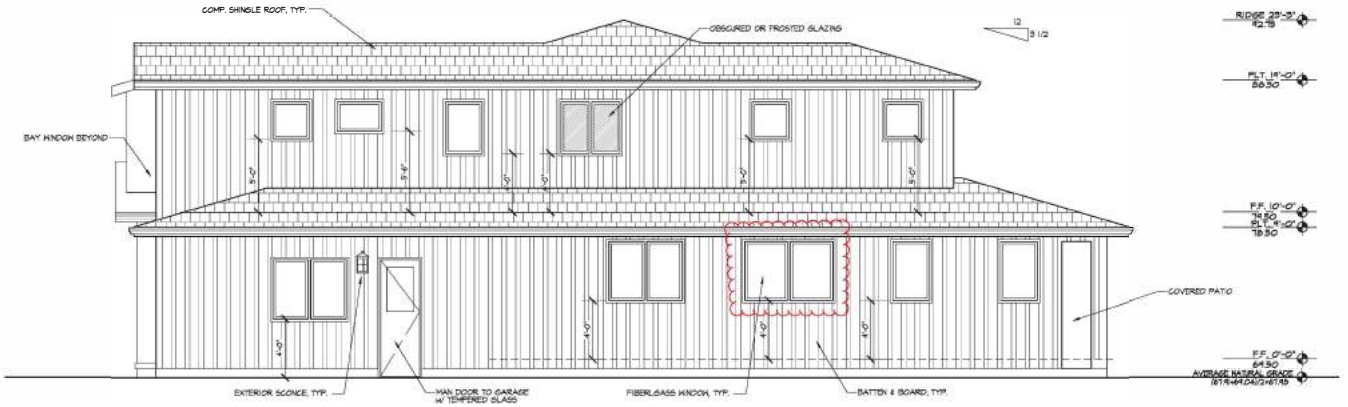
PROPOSED EXTERIOR ELEVATIONS

A3.1

① PROPOSED REAR ELEVATION (NORTH)

1/4" = 1'-0"



② PROPOSED RIGHT SIDE ELEVATION (EAST)

1/4" = 1'-0"

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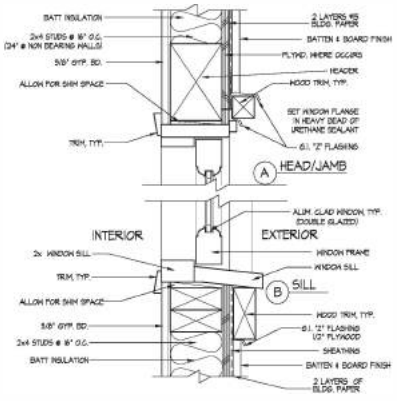
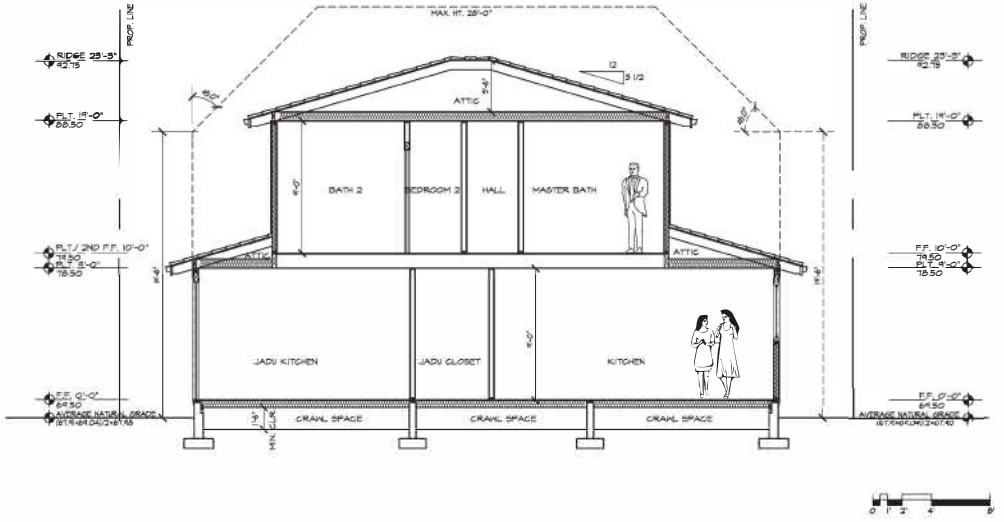
JOB NO.

PROPOSED EXTERIOR ELEVATIONS

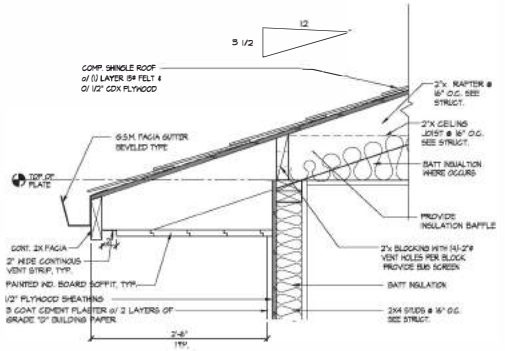
A3.2



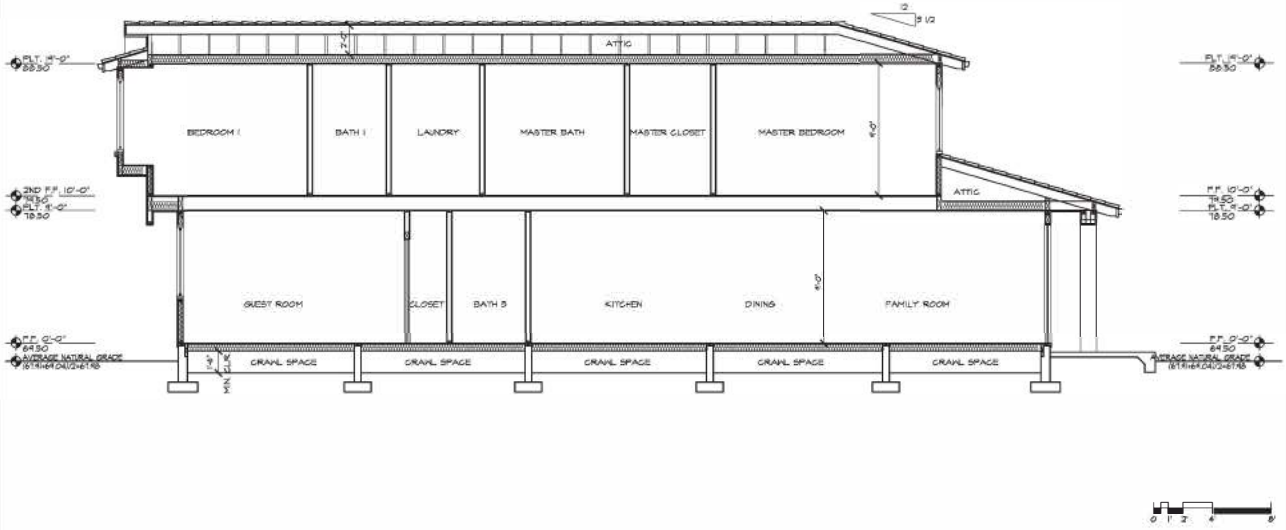
3 TYPICAL WINDOW DETAIL 3" = 1'-0"



1 SECTION 1/4" = 1'-0"



4 TYPICAL EAVE DETAIL 1 1/2" = 1'-0"



2 SECTION 1/4" = 1'-0"

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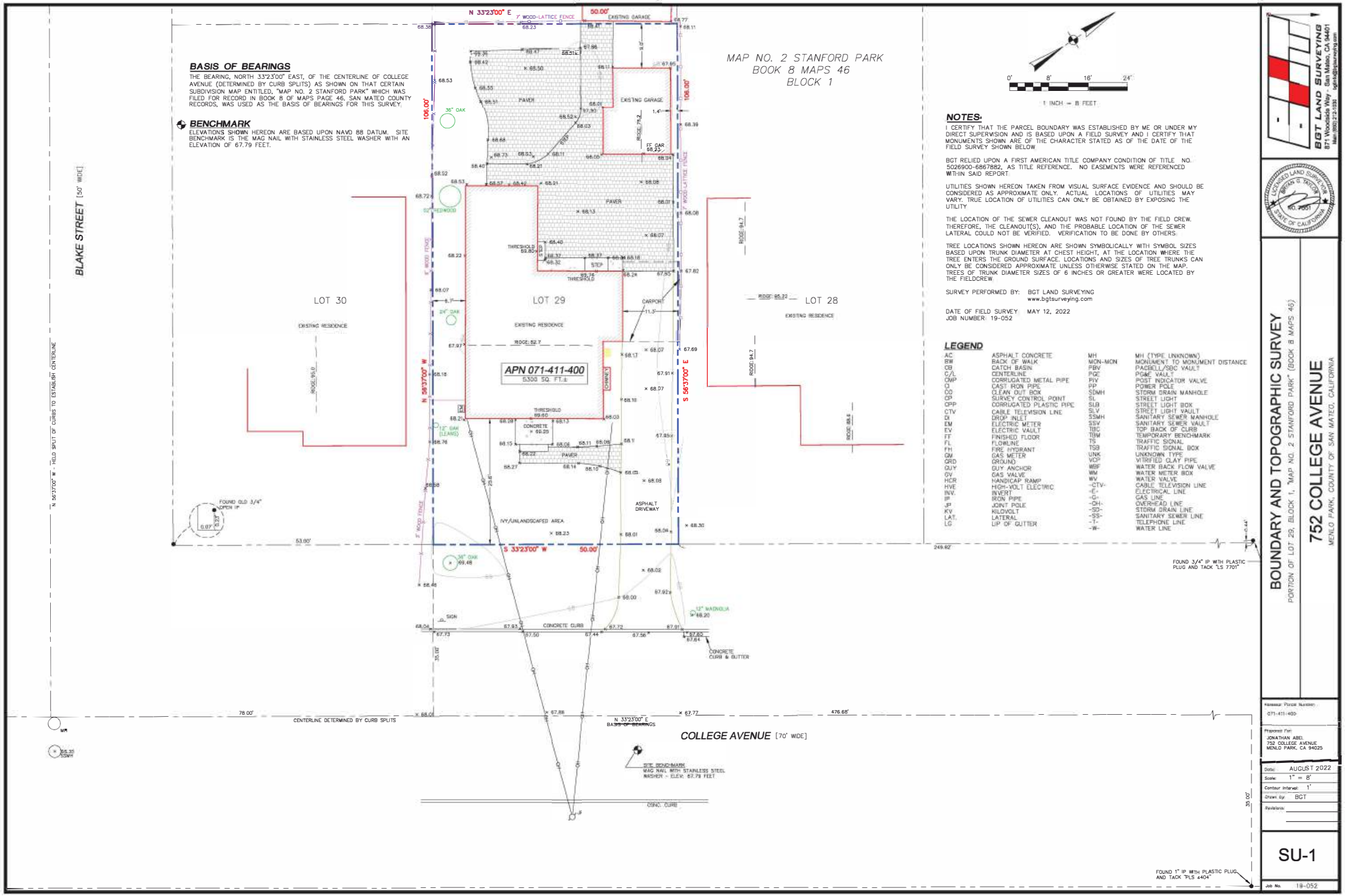
JOB NO.

BUILDING SECTIONS & DETAILS

A3.3


BASIS OF BEARINGS
THE BEARING, NORTH 33°23'00" EAST, OF THE CENTERLINE OF COLLEGE AVENUE (DETERMINED BY CURB SPLITS) AS SHOWN ON THAT CERTAIN SUBDIVISION MAP ENTITLED, "MAP NO. 2 STANFORD PARK" WHICH WAS FILED FOR RECORD IN BOOK 8 OF MAPS PAGE 46, SAN MATEO COUNTY RECORDS, WAS USED AS THE BASIS OF BEARINGS FOR THIS SURVEY.
BENCHMARK
ELEVATIONS SHOWN HEREON ARE BASED UPON NAVD 88 DATUM. SITE BENCHMARK IS THE MAG NAIL WITH STAINLESS STEEL WASHER WITH AN ELEVATION OF 67.79 FEET.
MAP NO. 2 STANFORD PARK
BOOK 8 MAPS 46
BLOCK 1
0' 8' 16' 24'
1 INCH = 8 FEET
NOTES:
I CERTIFY THAT THE PARCEL BOUNDARY WAS ESTABLISHED BY ME OR UNDER MY DIRECT SUPERVISION AND IS BASED UPON A FIELD SURVEY AND I CERTIFY THAT MONUMENTS SHOWN ARE OF THE CHARACTER STATED AS OF THE DATE OF THE FIELD SURVEY SHOWN BELOW.
BGT RELIED UPON A FIRST AMERICAN TITLE COMPANY CONDITION OF TITLE NO. 5026900-6867882, AS TITLE REFERENCE. NO EASEMENTS WERE REFERENCED WITHIN SAID REPORT.
UTILITIES SHOWN HEREON TAKEN FROM VISUAL SURFACE EVIDENCE AND SHOULD BE CONSIDERED AS APPROXIMATE ONLY. ACTUAL LOCATIONS OF UTILITIES MAY VARY. TRUE LOCATION OF UTILITIES CAN ONLY BE OBTAINED BY EXPOSING THE UTILITY.
THE LOCATION OF THE SEWER CLEANOUT WAS NOT FOUND BY THE FIELD CREW. THEREFORE, THE CLEANOUT(S), AND THE PROBABLE LOCATION OF THE SEWER LATERAL COULD NOT BE VERIFIED. VERIFICATION TO BE DONE BY OTHERS.
TREE LOCATIONS SHOWN HEREON ARE SHOWN SYMBOLICALLY WITH SYMBOL SIZES BASED UPON TRUNK DIAMETER AT CHEST HEIGHT, AT THE LOCATION WHERE THE TREE ENTERS THE GROUND SURFACE. LOCATIONS AND SIZES OF TREE TRUNKS CAN ONLY BE CONSIDERED APPROXIMATE UNLESS OTHERWISE STATED ON THE MAP. TREES OF TRUNK DIAMETER SIZES OF 6 INCHES OR GREATER WERE LOCATED BY THE FIELDCREW.
SURVEY PERFORMED BY: BGT LAND SURVEYING
www.bgtsurveying.com
DATE OF FIELD SURVEY: MAY 12, 2022
JOB NUMBER: 19-052
LEGEND
AC ASPHALT CONCRETE
BW BACK OF WALK
CB CATCH BASIN
C/L CENTERLINE
CMP CORRUGATED METAL PIPE
CI CAST IRON PIPE
CO CLEAN OUT BOX
CP SURVEY CONTROL POINT
CPP CORRUGATED PLASTIC PIPE
CTV CABLE TELEVISION LINE
DI DROP INLET
EM ELECTRIC METER
EV ELECTRIC VAULT
FF FINISHED FLOOR
FL FLOWLINE
FH FIRE HYDRANT
GM GAS METER
GRD GROUND
GUY GUY ANCHOR
GV GAS VALVE
HCR HANDICAP RAMP
HVE HIGH-VOLT ELECTRIC
INV. INVERT
IP IRON PIPE
JP JOINT POLE
KV KILOVOLT
LAT. LATERAL
LG LIP OF GUTTER
MH MH (TYPE UNKNOWN)
MON-MON MONUMENT TO MONUMENT DISTANCE
PBV PACBELL/SBC VAULT
PGE PG&E VAULT
PIV POST INDICATOR VALVE
PP POWER POLE
SDMH STORM DRAIN MANHOLE
SL STREET LIGHT
SLB STREET LIGHT BOX
SLV STREET LIGHT VAULT
SSMH SANITARY SEWER MANHOLE
SSV SANITARY SEWER VAULT
TBC TOP BACK OF CURB
TBM TEMPORARY BENCHMARK
TS TRAFFIC SIGNAL
TSB TRAFFIC SIGNAL BOX
UNK UNKNOWN TYPE
VCP VITRIFIED CLAY PIPE
WBF WATER BACK FLOW VALVE
WM WATER METER BOX
WV WATER VALVE
-CTV- CABLE TELEVISION LINE
-E- ELECTRICAL LINE
-G- GAS LINE
-OH- OVERHEAD LINE
-SD- STORM DRAIN LINE
-SS- SANITARY SEWER LINE
-T- TELEPHONE LINE
-W- WATER LINE
BLAKE STREET [50' WIDE]
N 56°37'00" W - HELD SPLIT OF CURBS TO ESTABLISH CENTERLINE
LOT 30
LOT 29
LOT 28
EXISTING RESIDENCE
EXISTING GARAGE
CARPORT
APN 071-411-400
5300 SQ. FT.±
PAVER
ASPHALT DRIVEWAY
IVY/UNLANDSCAPED AREA
CONCRETE
CONCRETE CURB & GUTTER
CONC. CURB
N 33°23'00" E 50.00'
S 33°23'00" W 50.00'
N 56°37'00" W
S 56°37'00" E
106.00'
53.00'
249.62'
476.68'
78.00'
35.00'
FOUND OLD 3/4" OPEN IP
FOUND 3/4" IP WITH PLASTIC PLUG AND TACK "LS 7701"
FOUND 1" IP WITH PLASTIC PLUG AND TACK "PLS 4404"
CENTERLINE DETERMINED BY CURB SPLITS
N 33°23'00" E BASIS OF BEARINGS
COLLEGE AVENUE [70' WIDE]
SITE BENCHMARK MAG NAIL WITH STAINLESS STEEL WASHER - ELEV: 67.79 FEET
BGT LAND SURVEYING
871 Woodside Way - San Mateo, CA 94401
Main (650) 273-1339 bgtsurveying.com
LICENSED LAND SURVEYOR BRIAN G. TICHENOR NO. 7501 STATE OF CALIFORNIA
BOUNDARY AND TOPOGRAPHIC SURVEY
PORTION OF LOT 29, BLOCK 1, "MAP NO. 2 STANFORD PARK" (BOOK 8 MAPS 46)
752 COLLEGE AVENUE
MENLO PARK, COUNTY OF SAN MATEO, CALIFORNIA
Assessor Parcel Number: 071-411-400
Prepared For: JONATHAN ABEL 752 COLLEGE AVENUE MENLO PARK, CA 94025
Date: AUGUST 2022
Scale: 1" = 8'
Contour Interval: 1'
Drawn by: BGT
Revisions:
SU-1
Job No. 19-052

MARCH DESIGN

January 16, 2024

Project: New 2-story single family residence
752 College Avenue, Menlo Park, Calif.

PROJECT DESCRIPTION

The 5,300 s.f. lot is a substandard size parcel located at 752 College Avenue. A Use Permit is required for the proposed two-story single family residence. The property is located in R-1-U zoning district in the neighborhood consists mainly of single family homes. The proposed development will reinforce the same neighborhood pattern and character.

The existing one-story single family residence to be demolished is a Ranch style home built in 1928. It has 1,160 of habitable area with a detached one-car garage at the rear yard.

A new two-story single family home with attached one-car garage and attached accessory dwelling unit are being proposed. The garage will be located on the right side. The proposed new home will be located 20 feet from the front property line, and 20'-0" from the rear property line. The 2nd floor has further setbacks from the ground floor and the daylight planes. Along with the covered porch at the front, the overall mass of the new house will be minimized.

Besides, all the ground floor plate height is kept at 9'-0" and the 2nd floor is at 9'-0". The overall building height is 24'-6" which is significantly below the maximum height limit of 28'-0".

The new house style is a modern farm house style with batten & board exterior wall finish and composition shingle roofing, which are compatible with the general house style in the neighborhood.

Existing & Proposed Uses:

The existing use is one-story single family residence. The proposed home will be a two-story single family residence with an attached accessory dwelling unit.

The existing landscaping screen trees in the front and rear yard will be mostly preserved to protect the neighbors' privacy.

Tree Preservation & Removal:

There are four trees on the property, one tree in the front (just outside the front property line), and another tree in the neighbor's rear yard (but overhanging to the subject property). An arborist has been retained with an arborist report. Three trees along the left side yard have been removed (one dead, and two with approved tree removal permits).

Project Outreach:

The property owner mailed out notice of this proposed house, including the complete set of plans, to all adjacent neighbors (total 14) on October 3, 2023. To this date, October 30, 2023, no neighbor responded.

The property owner also replied to the emails from Margaret & Paul Osborn (744 College Avenue) regarding their privacy concern and share fence on October 17, 2023. She met with Mrs. & Mr. Osborn last Friday, November 10, 2023. They have come to an agreement for the 2nd floor windows facing 744 College. The following is what are agreed upon:

1. All bedroom windows facing that side have 5' sill.
2. Added obscured glazing for the proposed window (with 4' sill) at master bathroom.
3. Laundry room window can remain as is (with 4' sill).
4. Window in Bath 1 has the window with 5'-6" sill

The property owner previously had an agreement to replace the existing shared wood fence with 744 College. However, after we realized that the project arborist specifically recommends to keep the existing wood fence for protecting Tree #7 during the construction, the existing fence along that side would remain during the construction. We are following the recommendation from our tree expert for tree protection.

Please contact me at (650) 302-1987 or mma.aia@gmail.com if you have any questions regarding this project description

Mike Ma
Project Architect

LOCATION: 752 College Avenue	PROJECT NUMBER: PLN2023-00013	APPLICANT: Michael Ma (MArch Design)	OWNER: Tracy Hsu

PROJECT CONDITIONS:

1. The use permit shall be 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 February 5, 2025) for the use permit to remain in effect.
   b. Development of the project shall be substantially in conformance with the plans prepared by MArch Design consisting of 13 plan sheets, dated received January 30, 2024 and approved by the Planning Commission on February 5, 2024, except as modified by the conditions contained herein, subject to review and approval of 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. Simultaneous with the submittal of a complete building permit application, the applicant shall submit plans indicating that the applicant shall remove and replace any damaged and significantly worn sections of frontage improvements. The plans shall be submitted for review and approval of the Engineering Division.
   g. Simultaneous with the submittal of a complete building permit application, the applicant shall submit 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. Heritage trees in the vicinity of the construction project shall be protected pursuant to the Heritage Tree Ordinance and the arborist report prepared by Bo Firestone Trees & Gardens, dated January 8, 2024.
   i. Prior to building permit issuance, the applicant shall pay all fees incurred through staff time spent reviewing the application.
   j. The applicant or permittee shall defend, indemnify, and hold harmless the City of Menlo Park or its agents, officers, and employees from any claim, action, or proceeding against the City of Menlo Park or its agents, officers, or employees to attack, set aside, void, or annul an approval of the Planning Commission, City Council, Community Development Director, or any other department, committee, or agency of the City concerning a development, variance, permit, or land use approval which action is brought within the time period provided for in any applicable statute; provided, however, that the applicant's or permittee's duty to so defend, indemnify, and hold harmless shall be subject to the City's promptly notifying the applicant or permittee of any said claim, action, or

LOCATION: 752 College Avenue	**PROJECT NUMBER:** PLN2023-00013	**APPLICANT:** Michael Ma (MArch Design)	**OWNER:** Tracy Hsu

PROJECT CONDITIONS:

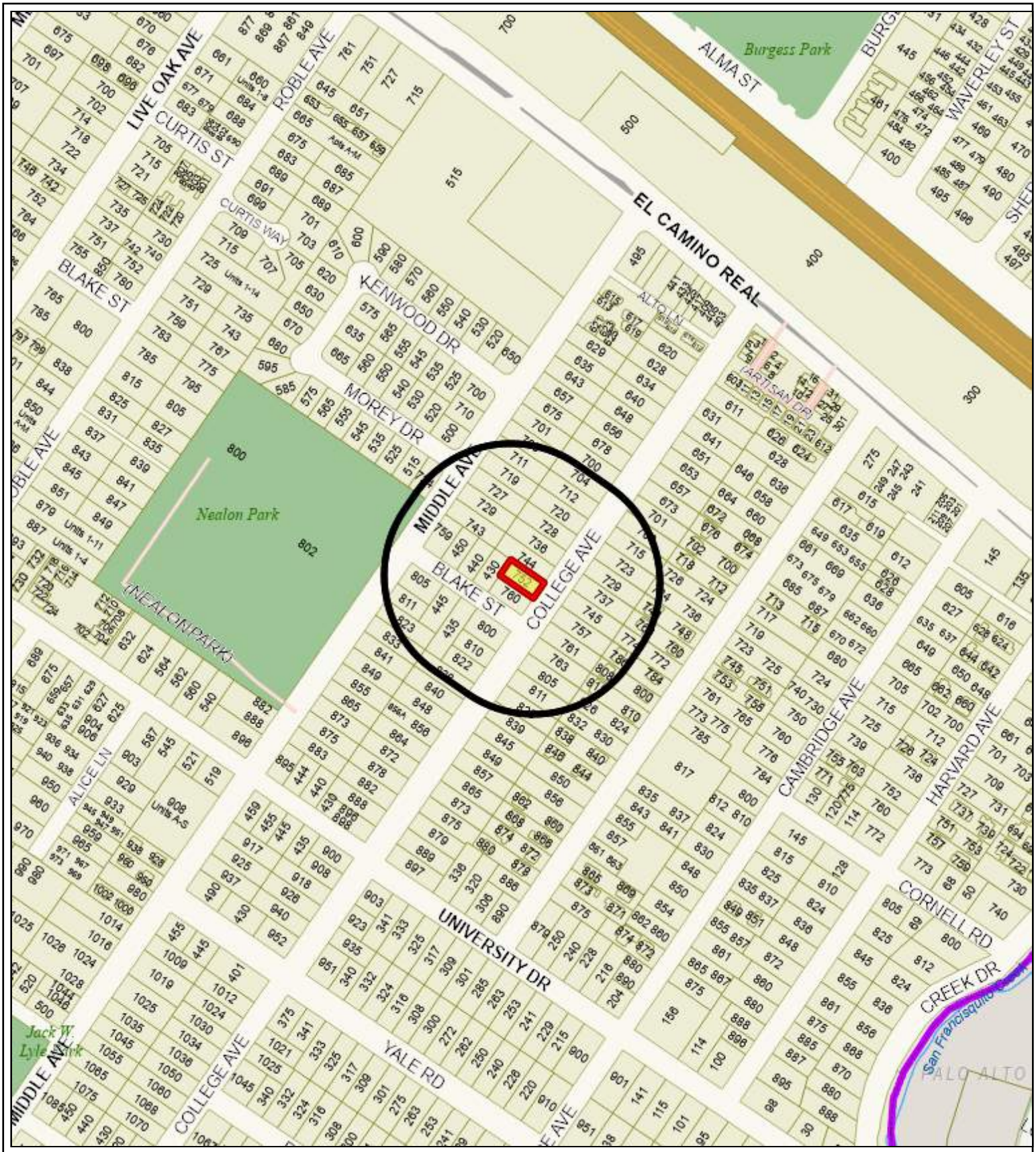
proceeding and the City's full cooperation in the applicant's or permittee's defense of said claims, actions, or proceedings.

k. Notice of Fees Protest – The applicant may protest any fees, dedications, reservations, or other exactions imposed by the City as part of the approval or as a condition of approval of this development. Per California Government Code 66020, this 90-day protest period has begun as of the date of the approval of this application.

2. The use permit shall be subject to the following **project-specific** conditions:

a. As part of the building permit application, the applicant shall provide an updated arborist report with additional tree protection guidelines, specifically, techniques for minimizing soil compaction around Tree #7 during garage demolition, to the satisfaction of the City Arborist, or their designee. Additionally, if new fence construction during the course of the building permit for project is pursued, the applicant shall meet with the City Arborist, or their designee, prior to any construction to confirm in writing the procedures and requirements for protection of heritage trees in the vicinity.

b. Remove and replace curb and gutter along entire project frontage.



City of Menlo Park

Location Map
752 College Avenue

CITY OF MENLO PARK

Scale: 1:4,000 | Drawn By: CC | Checked By: TAS | Date: 2/5/2024 | Sheet: 1/1

752 College Avenue (PLN2023-00013) – Data Table

	PROPOSED PROJECT	EXISTING PROJECT	ZONING ORDINANCE
Lot area	5,300 sf	5,300 sf	7,000.0 sf min
Lot width	50.0 ft	50.0 ft	65.0 ft min
Lot depth	106.0 ft	106.0 ft	100.0 ft min
Setbacks			
Front (South)	20.0 ft	25.6 ft	20.0 ft min
Rear (North)	20.0 ft	33.0 ft	20.0 ft min
Side-left (West)	5.0 ft	6.7 ft	5.0 ft min
Side-right (East)	5.0 ft	11.3 ft	5.0 ft min
Building coverage[1]	2,255 sf 42.5 %	1,612.3 sf 30.4 %	1,855 sf max 35.0 % max
FAL (Floor Area Limit)[1]	3,042.2 sf	1,566.3 sf	2,800.0 sf max
Square footage by floor	1,364.9 sf-1st 1,032.7 sf-2nd 223.3 sf-garage 421.3 sf-ADU	1,153.4 sf-1st 229.4 sf-garage 183.5 sf-carport	
Square footage of buildings	3,042.2 sf	1,566.3 sf	
Building height	24.5 ft	13.5 ft	28.0 ft max
Parking[2]	1 covered space	2 covered spaces	1 covered space; 1 uncovered space; 1 ADU space
Areas shown highlighted indicate a nonconforming or substandard situation			

Trees[3]

Heritage trees	5	Non-Heritage trees	2	New trees	0
Heritage trees proposed for removal	3	Non-Heritage trees proposed for removal	0	Total number of trees	4

Note 1: An ADU may exceed the total floor area and/or building coverage applicable to the parcel by up to eight hundred (800) square feet provided the ADU is built concurrently with, or after, the existing or proposed primary unit and other structures on site.

Note 2: Assembly Bill 2097 (AB 2097) prohibits a public agency from imposing or enforcing minimum parking requirements on development projects located within a half-mile of a major transit stop.

Note 3: Trees summary includes trees on and surrounding the property. Trees #1 and #3 were removed per HTR2022-00150 and Tree #2 was removed per HTR2022-00127. No replacement trees were required as permitted removal was due to poor health/death and conflict with the existing structure. In-lieu fees were paid.

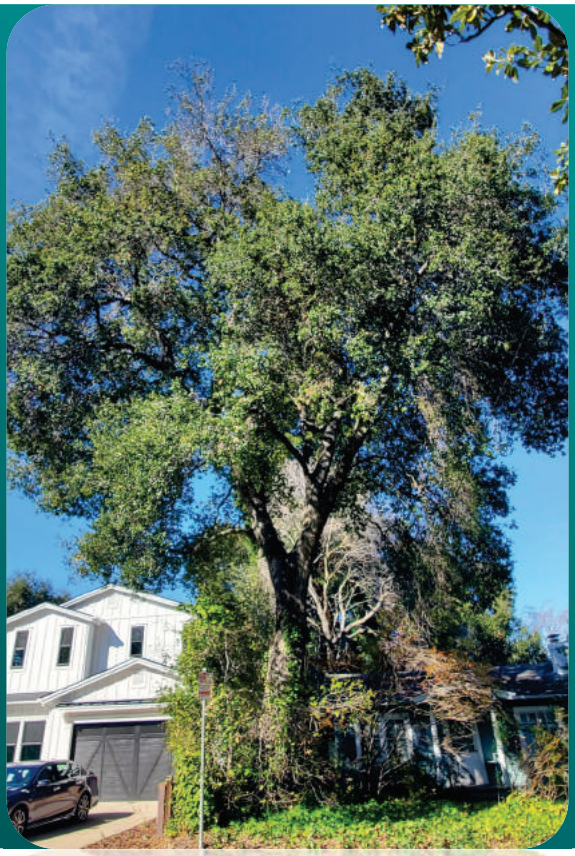
ARBORIST REPORT

TREE PROTECTION PLAN

REVISED JANUARY 8, 2024

PREPARED FOR: TRACY HSU

SITE ADDRESS:
752 COLLEGE AVE. • MENLO PARK, CA 94025



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ASCA RCA #758
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Contents

Introduction

ARBORIST ASSIGNMENT

On October 12, 2022 and February 8, 2023, at the request of Tracy Hsu, my team visited 752 College Avenue in the role of Project Arborist. The purpose was to perform the assessments and data collections as necessary to create an industry-standard Tree Protection Report for their project permit. It was my understanding that the existing single-story house would be demolished and a new home with attached JADU and would be built in its place. The existing driveway would be repaved with a new concrete driveway. New utility lines would be run from the street to the home. The assessments in this report were based on review of the following:

- Existing Site Plan A1.2 and Proposed Site Plan A1.3 by MArch Design (dated 01/05/24)
- Boundary and Topographic Survey SU-1 by BGT Land Surveying (dated August 2022)

My inventory included a total of seven (7) trees over six inches (6" DBH). There were five (5) trees of Heritage size: four (4) coast live oak (*Quercus agrifolia)* and one (1) coast redwood (*Sequoia sempervirens*). Two (2) neighboring trees, including one (1) Street tree, would require protection measures. Three (3) trees on the property were approved for removal under a separate permit. No trees were requested for removal as part of this project. All other neighboring trees were sufficiently distant from the work (>10x DBH).

USES OF THIS REPORT

According to City Ordinance, any person who conducts grading, excavation, demolition, or construction activity on a property is to do so in a manner that does not threaten the health or viability or cause the removal of any Heritage Tree. Any heritage tree to be retained 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. **Any work performed within an area 10 times the diameter of the tree (i.e., the tree protection zone) requires the submittal of a tree**

protection plan for approval by the City before issuance of any permit for grading or construction.

This report was written by Busara Firestone, Project Arborist, to serve as a resource for the property owner, designer, and builder. As needed, I have provided instructions for retaining, protecting, and working around trees during construction, as well as information on City requirements. *The owner, contractor and architect are responsible for knowing the information included in this arborist report and adhering to the conditions provided.*

Limitations

Trees assessed were limited to the scope of work identified in the assignment. I have estimated the trunk diameters of trees with barriers to access or visibility (such as those on neighboring parcels or behind debris). Although general structure and health were assessed, formal Tree Risk Assessments were not conducted unless specified. Disease diagnostic work was not conducted unless specified. All assessments were the result of ground-based, visual inspections. No excavation or aerial inspections were performed. Recommendations beyond those related to the proposed construction were not within the scope of work.

My tree impact and preservation assessments were based on information provided in the plans I have reviewed to date, and conversations with the involved parties. I assumed that the guidelines and setbacks recommended in this report would be followed. Assessments, conclusions, and opinions shared in this report are not a guarantee of any specific outcome. If additional information (such as engineering or landscape plans) is provided for my review, these assessments would be subject to change.

City Tree Protection Requirements

Heritage Tree Definition

A “Heritage Tree” is a tree that has protected status by the City of Menlo Park. The City can classify trees with Heritage status for their remarkable size, age, or unique value. However, in general, native oaks of 10 inches or more, and any tree having a trunk with a diameter of 15 inches or more has Heritage status (measured at 54 inches above natural grade, or at the branching point for multi-trunk trees).

Construction-Related Tree Removals

According to the City of Menlo Park, applicants are required to submit a site plan with the Heritage Tree Removal Application Permit even if they have submitted a site plan to the City for a planning or building permit. The site plan facilitates the review by the City Arborist.

For removals of two or more trees, applicants shall be required to submit a planting plan indicating the species, size and location of the proposed replacement trees on a site plan. Heritage Tree Permits related to Construction will also be charged for City-retained arborist expenses.

Violation Penalties

Any person who violates the tree protection ordinance, including property owners, occupants, tree companies and gardeners, could be held liable for violation of the ordinance. The ordinance prohibits removal or pruning of over one-fourth of the tree, vandalizing, mutilating, destruction and unbalancing of a heritage tree without a permit.

If a violation occurs during construction, the City may issue a stop-work order suspending and prohibiting further activity on the property until a mitigation plan has been approved, including

protection measures for remaining trees on the property. Civil penalties may be assessed against any person who commits, allows or maintains a violation of any provision of the ordinance. The fine will be an amount not to exceed $5,000 per violation, or an amount equivalent to the replacement value of the tree, whichever is higher.

Impacts on Protected Trees

SITE DESCRIPTION

The property at 752 College Avenue was a narrow rectangular lot. The topography was not notable. There was a house with detached garage on-site with a driveway on the right-hand side. The tree stock was a mix of coast live oaks and a (1) redwood.

TREE INVENTORY

This tree preservation plan includes an attached inventory of all trees on the property regardless of species, that were at least 12 feet tall and 6-inch DSH.

This inventory also includes as necessary, any neighboring Heritage Trees with work proposed within 10 times their diameter (DBH). Any street trees within the public right-of-way were also included, regardless of size, as required by the City.

The Inventory includes each tree's number (as shown on the TPZ map), measurements, condition, level of impact (due to proximity to work), tolerance to construction, and overall suitability for retainment. The inventory also includes the appraised value of each tree using the Trunk Formula Technique (10th Edition).

PROJECT DESCRIPTION

After review of site plan, it was my understanding that the existing single-story house would be demolished and a new home with attached JADU and would be built in its place. The existing driveway would be repaved with a new concrete driveway. New utility lines would be run from the street to the home.

HOW CONSTRUCTION CAN DAMAGE TREES

Damage to Roots

Where are the Roots?

The most common types of injury to trees that occur during property improvements are related to root cutting or damage. **Tree roots extend farther out than people realize, and the majority are located within the upper 24 inches of soil.** The thickest roots are found close to the trunk, and taper and branch into ropey roots. These ropey roots taper and branch into an intricate system of fine fibrous roots, which are connected to an even finer system of fungal filaments. This vast below-ground network is tasked with absorbing water and nutrients, as well as anchoring the tree in the ground, storage, and communication.

Damage from Excavation

Any type of excavation will impact adjacent trees by severing roots and thus cutting off the attached network. Severing large roots, or trenching across the root plate, destroys large networks. Even work that appears to be far from a tree can impact the fibrous root system. Placing impervious surfaces over the ground, or installing below ground structures, such as a pool, or basement wall, will remove rooting area permanently from a site.

Damage from Fill

Adding fill can smother roots, making it difficult for them to access air and water. The roots and other soil life need time to colonize the new upper layers of soil.

Changes to Drainage and Available Water

Changes to the hydrology of the site, caused for instance by new septic fields, changes to grade, and drainage systems, can also cause big changes in available water for trees. Trees can die from lack of water or disease if their water supply dries up or gets much wetter than they are used to.

Soil Compaction and Contamination

In addition, compaction of soil, or contamination of soil with wash-water, paint, fuel, or other chemicals used in the building process, can cause damage to the rooting environment that can last many years. Tree protection fencing creates a barrier to protect as many roots as possible from this damage, which can be caused by travelling vehicles, equipment storage, and other construction activities that may occur even outside the construction envelope.

Mechanical Injury

Injury from the impact of vehicles or equipment can occur to the root crown, trunk, and lower branches of a tree. The bark protects a tree – creating a skin-like barrier from disease-causing organisms. The stem tissues support the weight of the plant. They also conduct the flow of water, sugars, and other important compounds throughout the tree. When the bark and wood is injured, the structure and health of the tree is compromised.

IMPACTS TO NEIGBORING AND HERITAGE TREES

SUMMARY

Five (5) Heritage Trees and one (1) Street tree would be impacted by the project: four (4) coast live oak and one (1) redwood, and one (1) southern magnolia (*Magnolia grandiflora*). Three (3) trees were approved for removal through a separate permit. Please see removal justifications in the following section.

My evaluation of the impacts of the proposed construction work for all affected trees was summarized in the Tree Inventory. These included impacts of grading, excavation for utility

installation, retaining walls, drainage or any other aspect of the project that could impact the service life of the tree. Anticipated impacts to trees were summarized using a rating system of "severe," "high," "moderate," "low," or "very low."

General species tolerance to construction, and condition of the trees (health and structural integrity), was also noted on the Inventory. These major factors, as well as tree age, soil characteristics, and species desirability, all factored into an individual tree's suitability rating, as summarized on the Inventory. Suitability of trees to be retained was rated as "high," "moderate," "low." Trees with low suitability would be appropriate candidates for removal. **Please see Glossary for definitions of ratings.**

TREE REMOVALS

No trees were requested for removal as part of this project. Three (3) trees were approved for removal under a separate permit:

- **Tree #1H (12" coast live oak):** this tree was permitted for removal under Permit #HTR2022-00150.
- **Tree #2H (21" coast live oak):** this tree was permitted for removal under Permit #HTR2022-00127.
- **Tree #3H (52" redwood):** this tree was permitted for removal under Permit #HTR2022-00150.

IMPACTS TO NEIGHBORING AND HERITAGE TREES

Impacts to neighboring and Heritage trees were as follows:

- **Tree #4H (36.5" coast live oak):** This tree, approximately 25 feet from the existing and proposed home and 20 feet from the proposed sewer line. It would be anticipated to sustain a "low" impact (less than 10% root loss).

- **Tree #5 (12" magnolia, Street tree):** This street tree was approximately 25 feet from the proposed home and 10 feet from the proposed underground electrical line. It would be anticipated to sustain a "moderate" (acceptable) impact of 10% - 25% root loss the proposed construction.

- **Tree #6H (35" live oak):** This tree was located 17 feet from the proposed JADU and 20 feet from the proposed patio. It would be expected to sustain "moderate" (acceptable) impacts of 10% - 25% root loss.

- **Tree #7 (neighboring 10" Siberian elm, *Ulmus pumila*):** This neighboring tree was approximately four feet (4') from the existing garage to be demolished. It would be expected to sustain "low" impacts (less than 10% root loss) from the work. **Please see "Special Tree Protection Measures" section of this report for guidelines on working within 6x DBH of this tree.**

Tree Protection Recommendations

PRE-CONSTRUCTION

Establish Tree Protection Zones (TPZ)

The Tree Protection Zone (TPZ) shall be a fenced-off area where work and material storage is not allowed. They are established and inspected prior to the start of work. This barrier protects the critical root zone and trunk from compaction, mechanical damage, and chemical spills.

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 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.

Specific recommended protection for trees is as follows:

- **Tree #4H (36.5" oak)**: Establish standard TPZ fencing radius to 25 feet, or to the greatest extent possible as limited by the street and proposed construction. **See attached "TPZ Map" for recommended fencing locations**.

- **Tree #5 (12" magnolia, Street tree)**: Establish standard TPZ fencing radius to 12 feet, or to the greatest extent possible as limited by the street and driveway. **See attached "TPZ Map" for recommended fencing locations**.

- **Tree #6H (35" oak)**: Establish standard TPZ fencing radius to 25 feet, or to the greatest extent possible as limited by the existing structures and proposed construction. **See attached "TPZ Map" for recommended fencing locations**.

- **Tree #7 (neighboring 10" Siberian elm):** This neighboring tree would be protected adequately by the existing wooden fence at the property line. Due to the location of the work, an additional chain link fence at this location would not be practical.

TPZ FENCING SPECIFICATIONS:

1) Establish tree protection fencing radius by installing six (6)-foot tall chain link fencing mounted on eight (8)-foot tall, 1.5-inch diameter galvanized posts, driven 24 inches into the ground and spaced no more than 10 feet apart.

2) Post signs on the fencing (in English and Spanish) printed on 11”x17” yellow-colored paper (signage attached at end of report) with Project Arborist’s contact information. Signage should be on each protection fence in a prominent location.

3) Movable barriers of chain link fencing secured to cement blocks may 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.

Preventing Root Damage

Anywhere workers and vehicles will be traveling over bare ground within fifteen feet of a tree’s dripline should have material applied over the ground to disperse the load. This may be done by applying a six to 12-inch layer of wood chip mulch to the area. With this method, mulch in excess of four inches would have to be removed after work is completed. As an alternative method that would not require mulch removal, the contractor could place plywood (>3/4-inch-thick) or road mats over a four-inch layer of mulch. Mulch should be spread manually so as not cause compaction or damage.

Pruning Branches

I recommend that trees be pruned only as necessary to provide minimum clearance for proposed structures and the passage of workers, vehicles, and machines, while maintaining a natural appearance. Any large dead branches should be pruned out for the safety of people working on the site.

Pruning should be specified in writing adhering to ANSI A300 Pruning Standards and performed according to Best Management Practices endorsed by the International Society of Arboriculture. Any pruning (trimming) of branches should be supervised by an ISA-certified arborist.

Any property owner wanting to prune heritage tree more than one-fourth of the canopy and/or roots, must have permission from the City.

Arborist Inspection

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. Tree protection fencing to be inspected by City Arborist before demo and/or building permit issuance.

DURING CONSTRUCTION

Special Tree Protection Measures – Tree #7 (neighboring elm)

Demolition of existing hardscape should be performed in a manner that avoids tearing roots: Using the smallest effective machinery, break up pieces of the concrete and lift pieces up and away from trees. Cut roots embedded in paving rather than tearing them (see instructions on root cuts).

Root Pruning

Roots often extend farther beyond the tree than people realize. Even outside of the fencing protecting the critical root zone, there are roots that are important to the wellbeing of the tree. Builders may notice torn roots after digging or trenching. If this happens, exposed ends should be cut cleanly.

However, the best way to cut roots is to cut them cleanly *before* they are torn by excavating equipment. Roots may be exposed by gentle excavation methods and then cut selectively. Alternatively, a tool specifically designed to cut roots may be used to cut through the soil on the tree-side of the excavation line prior to digging so that roots are not torn.

Any root pruning must be supervised by the Project Arborist.

Irrigation

Water moderately and highly impacted trees during the construction phase. As a rule of thumb, provide one to two inches per month. Water slowly to penetrate 18 inches into the soil, to the depth of tree roots. Do not water native oaks during the warm dry season (June – September) as this activates oak root fungus. Instead, make sure that the soil is sufficiently insulated with mulch (where possible). Remember that unsevered tree roots typically extend three to five times the distance of the canopy.

Project Arborist Supervision

I recommend the Project Arborist meet with the builder on-site:

- Soon after excavation
- During any root pruning
- As requested by the property owner or builder to document tree condition and on-going compliance with tree protection plan (*required every 4 weeks by the City*).

Any time development-related work is recommended to be supervised by a Project Arborist, a follow-up letter shall be provided, documenting the mitigation has been completed to specification.

POST-CONSTRUCTION

Ensure any mitigation measures to ensure long-term survival including but not limited to:

Continued Tree Care

Provide adequate and appropriate irrigation. As a rule of thumb, provide 1- 2 inches of water per month. Water slowly to penetrate 18 inches into the soil, to the depth of the tree roots. Native oaks usually should not be provided supplemental water during the warm, dry

season (June – September) as this activates oak root fungus. Therefore, native oaks should only be watered October – May when rain has been scarce.

Mulch insulates the soil, reduces weeds, reduces compaction, and promotes myriad benefits to soil life and tree health. Apply four inches of wood chips (or other mulch) to the surface of the soil around trees, extending at least to the dripline when possible. Do not pile mulch against the trunk.

Do not fertilize unless a specific nutrient deficiency has been identified and a specific plan prescribed by the project arborist (or a consulting arborist).

Post-Construction Monitoring

Monitor trees for changes in condition. Check trees at least once per month for the first year post-construction. Expert monitoring should be done at least every 6 months or if trees show signs of stress. Signs of stress include unseasonably sparse canopy, leaf drop, early fall color, browning of needles, and shoot die-back. Stressed trees are also more vulnerable to certain disease and pest infestations. Call the Project Arborist, or a consulting arborist if these, or other concerning changes occur in tree health.

City Arborist Inspection

A final inspection by the City Arborist is required at the end of the project. This is to be done before Tree Protection Fencing is taken down.

Conclusion

The home building project planned at 752 College Avenue appeared to be a valuable upgrade to the property. If any of the property owners, project team, or City reviewers have questions on this report, or require Project Arborist supervision or technical support, please do not hesitate to contact me at (408) 497-7158 or busara@bofirestone.com.

Signed,

Busara (Bo) Firestone | ISA Certified Arborist WE-#8525A | ASCA Registered Consulting Arborist RCA #758 | ISA Qualified Tree Risk Assessor | ASCA Tree and Plant Appraisal Qualification | Member – American Society of Consulting Arborists | Wildlife-Trained Arborist

Supporting Information

GLOSSARY

Terms appear in the order they appear from left to right on the inventory column headings.

DBH / DSH: Diameter at 4.5' above grade. Trees which split into multiple stems at 4.5’ are measured at the narrowest point below 4.5’.

Mathematic DBH / DSH: diameter of multitrunked tree, mathematically derived from the combined area of all trunks.

SPREAD: Diameter of canopy between farthest branch tips

TREE STATUS: A “Heritage Tree” is a tree that has protected status by the City of Menlo Park. The City can classify trees with Heritage status for their remarkable size, age, or unique value. However, in general, native oaks of 10 inches or more, and any tree having a trunk with a diameter of 15 inches or more has Heritage status (measured at 54 inches above natural grade, or at the branching point for multi-trunk trees).

CONDITION-Ground based visual assessment of structural and physiological well-being:

"Excellent" = 81 - 100%; Good health and structure with significant size, location or quality.

"Good" = 61-80%; Normal vigor, full canopy, no observable significant structural defects, many years of service life remaining.

"Fair" = 41-60%; Reduced vigor, significant structural defect(s), and/or other significant signs of stress

"Poor" = 21- 40%; In potentially irreversible decline, structure and aesthetics severely compromised

"Very Poor" = 6-20%; Nearly dead, or high risk of failure, negative contribution to the landscape

"Dead/Unstable" = 0 - 5%; No live canopy/buds or failure imminent

IDEAL TPZ RADIUS: Recommended tree protection radius to ensure healthy, sound trees. Based on species tolerance, age, and size (total combined stem area) as per industry best practice standards.

Compromising the radius in a specific area may be acceptable as per arborist approval. Municipalities in our region simplify this nuanced process by using the distance to the dripline, 10X DBH, or 6X DBH as acceptable setbacks from construction.

AGE: Relative to tree lifespan; “Young” <1/3; “Mature" 1/3 - 2/3; "Overmature" >2/3

IMPACT: Anticipated impact to an individual tree including……

> **SEVERE** - In direct conflict, removal necessary if plans proceed (distance to root cuts/fill within 3X DBH or root loss of > 30% anticipated).
>
> **HIGH** – Work planned within 6X DBH and/or anticipated root loss of 20% – 30%. Redesign to reduce impact should be explored and may be required by municipal reviewer. Retainment may be possible with monitoring or alternative building methods. Health and structure may worsen **even if** conditions for retainment are met.
>
> **MODERATE** - Ideal TPZ encroached upon in limited areas. No work or very limited work within 6X TPZ. Anticipated root loss of 10% - 25%. Special building guidelines may be provided by Project Arborist. Although some symptoms of stress are possible, tree is not likely to decline due to construction related activities.
>
> **LOW** - Anticipated root loss of less than 10%. Minor or no encroachment on ideal TPZ. Longevity uncompromised with standard protection.
>
> **VERY LOW** - Ideal TPZ well exceeded. Potential impact only by ingress/egress. Anticipated root loss of 0% - 5%. Longevity uncompromised.
>
> **NONE** - No anticipated impact to roots, soil environment, or above-ground parts.

TOLERANCE: General species tolerance to construction (HIGH, MODERATE, or LOW) as given in Managing Trees During Construction, Second Edition, by International Society of Arboriculture

SUITABILITY ASSESSMENT: An individual tree's suitability for preservation considering impacts, condition, maturity, species tolerance, site characteristics, and species desirability. (HIGH, MODERATE, or LOW)

APPRAISAL RESULT: The reproduction cost of tree replacement as calculated by the Trunk Formula Technique.

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ISA. *Guide for Plant Appraisal,* 10th edition, second printing. Atlanta, GA: International Society of Arboriculture, 2019. Print.

ISA. Species Classification and Group Assignment, 2004 Western Chapter Regional Supplement. Western Chapter ISA.

Smiley, E. Thomas, Nelda Matheny, and Sharon Lilly. *Best Management Practices: Tree Risk Assessmen*t: International Society of Arboriculture, 2011. Print.

CERTIFICATE OF APPRAISAL

I, Busara Rea Firestone, CERTIFY to the best of my knowledge and belief:

1. That the statements of fact contained in this plant appraisal are true and correct.
2. That the appraisal analysis, opinions, and conclusion are limited only by the reported assumption and limiting conditions, and that they are my personal, unbiased professional analysis, opinions, and conclusions.
3. That I have no present or prospective interest in the plants that are the subject of this appraisal, and that I have no personal interest or bias with respect to the parties involved.
4. That my compensation is not contingent upon a predetermined value or direction in value that favors the cause of the client, the amount of the value estimate, the attainment of a stipulated result, or the occurrence of a subsequent event.
5. That my analysis, opinions, and conclusions are developed, and this appraisal has been prepared, in conformity with the *Guide for Plant Appraisal (10th edition, 2000)* authored by the Council of Tree and Landscape Appraisers.
6. That the methods found in this appraisal are based on a request to determine the value of the plants considering reasonable factors of plant appraisal.
7. That my appraisal is based on the information known to me at this time. If more information is disclosed, I may have further opinions.

Signed,

Busara (Bo) Firestone

ISA Certified Arborist #WE-8525A

01/08/2024

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ASCA RCA #758 Registered Consulting Arborist®

CITY OF MENLO PARK

WARNING TREE PROTECTION AREA

ONLY AUTHORIZED PERSONNEL MAY ENTER THIS AREA

No excavation, trenching, material storage, cleaning, equipment access, or dumping is allowed behind this fence.

Do not remove or relocate this fence without approval from the project arborist. This fencing must remain in its approved location throughout demolition and construction.

Project Arborist contact information:

Name: Bo Firestone
Business: Bo Firestone Trees & Gardens
Phone number: 408-497-7158

ADVERTENCIA: ÁREA DE PROTECCIÓN DE ÁRBOLES

SÓLO EL PERSONAL AUTORIZADO PUEDE INGRESAR A ESTA ÁREA

No se permite la excavación, zanjas, almacenamiento de materiales, limpieza, acceso de equipos, o vertido de residuos detrás de esta cerca.

No retire ni reubique esta cerca sin la aprobación del arborista del proyecto. Esta cerca debe permanecer en su ubicación aprobada durante todo el proceso de demolición y construcción.

Información de contacto del arborista de este proyecto:

Nombre: Bo Firestone
Empresa: Bo Firestone Trees & Gardens
Número de teléfono: 408-497-7158

Hsu Residence 01/08/24

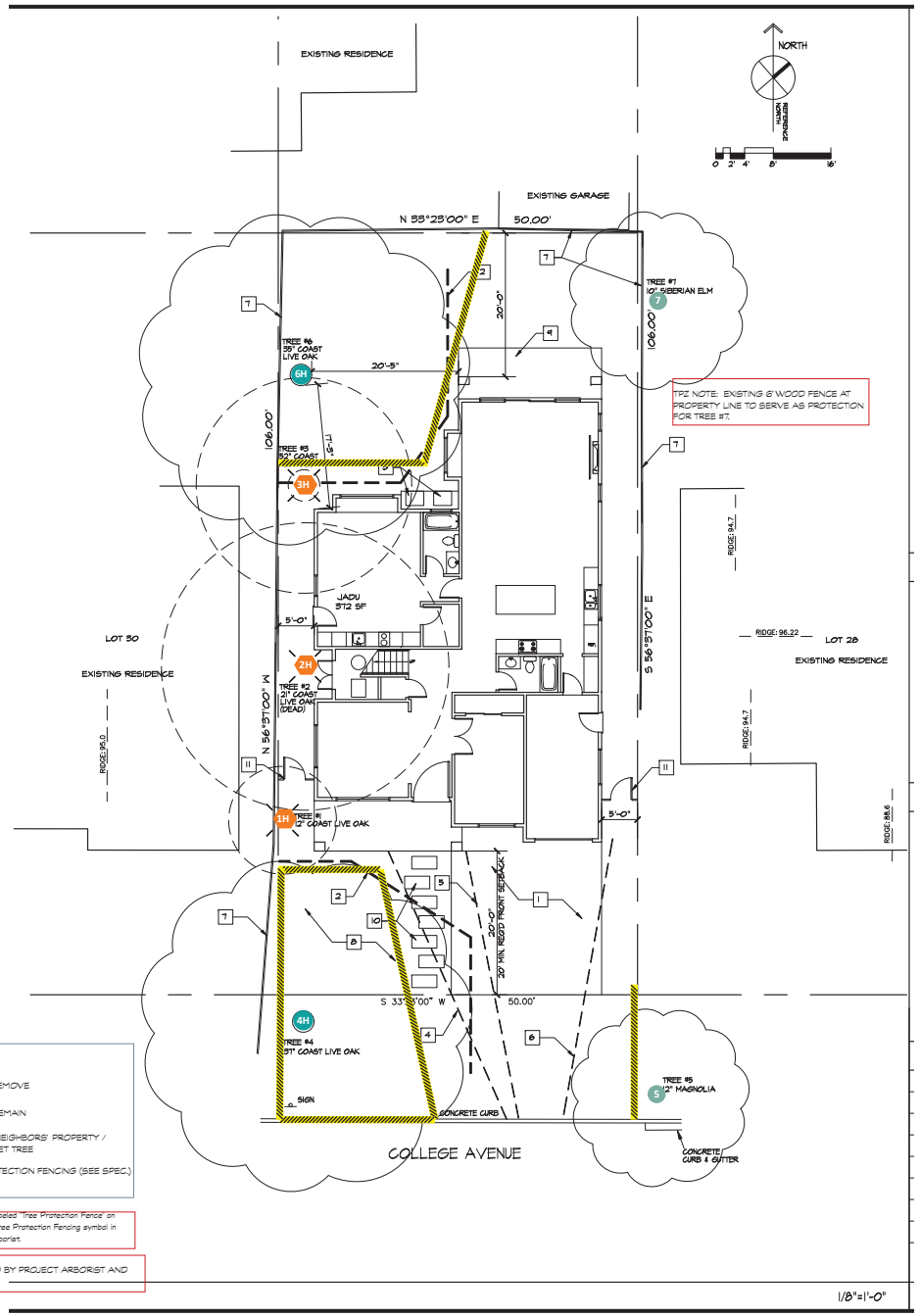
									TREE IMPACT ASSESSMENT											
#	Heritage (H)	Common Name	Botanical Name	Protected Status	DBH (inches)	math. DBH (inches)	Height (feet)	Spread (feet)	Condition	Health, Structure, Form notes	Age	Species Tolerance	6X DSH* (feet)	Est. Root Loss**	TPZ mult. Factor	Ideal TPZ Radius (ft)	Impact Level ***	Suitability Rating	Removal Status	Appraisal Result
1	H	Coast Live Oak	*Quercus agrifolia*	**HERITAGE**	12	12	25	15	POOR (25%)	low vigor, stunted, covered in ivy	MATURE	HIGH	6	20% - 30%	8	8	HIGH	LOW	REMOVE (X) Permit #HTR2022-00150	$980
2	H	Coast Live Oak	*Quercus agrifolia*	**HERITAGE**	21	21	45	40	DEAD (0%)	less than 2% live canopy, resting on eave	n/a	n/a	n/a	n/a	n/a	n/a	n/a	LOW	REMOVE (X) Permit #HTR2022-00127	$0
3	H	Coast Redwood	*Sequoia sempervirens*	**HERITAGE**	52	52	90	30	GOOD (75%)	full green canopy, typical form, resting on eave	MATURE	HIGH	26	20% - 30%	8	35	HIGH	LOW	REMOVE (X) Permit #HTR2022-00150	$20,900
4	H	Coast Live Oak	*Quercus agrifolia*	**HERITAGE**	36.5	36.5	50	50	GOOD (75%)	full green canopy, good vigor, pleasing form	MATURE	HIGH	18	< 10%	8	24	LOW	HIGH	PRESERVE	$27,300
5		Southern Magnolia	*Magnolia grandiflora*	**STREET**	est. 12	12	35	30	FAIR (50%)	10% canopy dieback, damage on main stem	MATURE	MODERATE	6	10% - 25%	12	12	MODERATE	MODERATE	PRESERVE	$1,740
6	H	Coast Live Oak	*Quercus agrifolia*	**HERITAGE**	35	35	60	50	GOOD (75%)	full green canopy, good vigor, shaded by redwood	MATURE	HIGH	18	10% - 25%	8	23	MODERATE	HIGH	PRESERVE	$25,100
7		Siberian Elm	*Ulmus pumila*	(not Heritage)	est. 10	10	30	25	FAIR (50%)	10% canopy dieback, asymmetrical form	MATURE	MODERATE	5	<10%	12	10	LOW	MODERATE	PRESERVE	$720
KEY:																				
#		**Neighboring / City Street Tree**																		
		Removal Request																		

SEE GLOSSARY FOR DEFINITION OF TERMS

*** 6X DBH is recongnized by tree care industry best practices as the distance from trunkface to a cut across the root plate that would result in a loss of approximately 25% of the root mass. Cuts closer than this may result in tree decline or instability.**
****Based on approximate distance to excavation and extent of excavation (as shown on plans).**
****Impact level assumming all basic and special tree protection measures are followed.**

Appraisal calculations summary available apon request.

Prepared by Busara Firestone
ISA Certified Arborist #WE-8525A



TREE PROTECTION ZONE MAP

752 COLLEGE AVE, MENLO PARK, CA

DATE:
rev. 01/08/24

TPZ ELEMENTS DRAWN:
B. FIRESTONE
ISA-CERTIFIED ARBORIST
#WE-8525A

BASE MAP: SITE PLAN A1.3
by MArch DESIGN
(01/05/2024)

ARBORIST REPORT
pg. 22

From: Paul Osborn <paulkosborn@gmail.com>
Sent: Tuesday, December 5, 2023 11:05 AM
To: Chan, Calvin
Cc: Margaret Osborn
Subject: Appointment 752 College
Attachments: Tracy Followup.pdf

Calvin:

The attached PDF document memorializes the November 11 meeting between Margaret, Tracy and me. The attached PDF is for provision to the Planning Commission.

Thanks,
-- Paul

Paul Osborn
(650) 776-9630
paulkosborn@gmail.com

Tracy:

Margie and I enjoyed meeting with you last Friday, November 11. I found the communication during our meeting direct and productive.

The following summarizes our understanding of our discussion regarding the previously circulated agenda items.

1. We agreed to replace the fence between our properties with a standard 6' plank redwood with a redwood lattice top and a 2"x12" horizontal foot board – similar in style to the existing fence. The supporting posts will be placed on the property line such that the middle of the post centers on the property line exactly.

   To minimize your project costs, we agree to furnish the name of our surveyor so that you can piggyback of the marking already laid out on our joint property line.

2. Referencing the current plan, we agreed that the two east facing bedroom windows bottom sill shall be no lower than 5' above the bedroom floor. This will ensure privacy for both parties. Similarly, the master bath windows will be opaque so as to avoid the direct view from our stairwell. The laundry room and second bath windows should not be a factor given the frequency of laundry room activity and the high window already planned for the second bath. The front most east facing window in the front bedroom could be an issue, but it's located in a corner, and our opposite facing window is also in a bedroom corner, so I don't foresee much cross-viewing.

3. Thank you for confirming that the planned location of the mechanicals – heat pump and the AC unit – remains on a pad under the JADU bath window, or under the bay window of the great room. Again, confirming here, these mechanicals will not be located where any observer on the 744 College lot would have a direct line of sight to them – assuming the fence between our properties is not there.

4. Lastly, regarding the tree trimming of our American Elm that overhangs your property, we agreed that the tree will likely not need to be trimmed given the proposed project and the tree's current branch structure. Regardless, you will notify us at least 24 hours in advance before any tree trimming occurs at 752 College, as you intend to significantly trim back your oak tree whose branches extend over the existing garage and may intertwine with the Elm tree.

If I've misstated or overlooked any details, please contact either of us immediately to resolve any miscommunication.

Margaret Osborn and Paul Osborn
(650) 776-9650 (650) 776-9630
mosborn321@gmail.com paulkosborn@gmail.com

STAFF REPORT

Planning Commission
Meeting Date: **2/5/2024**
Staff Report Number: **24-008-PC**
Public Hearing: **Consider and adopt a resolution to approve a use permit to demolish an existing single-story, single-family residence and construct a new two-story, single-family residence on a substandard lot with regard to minimum lot area in the R-1-U (Single-Family Urban) zoning district at 490 Yale Road, and determine this action is categorically exempt under CEQA Guidelines Section 15303's Class 3 exemption for new construction or conversion of small structures**

Recommendation

Staff recommends that the Planning Commission adopt a resolution approving a use permit to demolish an existing single-story, single-family residence and construct a new two-story, single-family residence on a substandard lot with regard to minimum lot area in the R-1-U (Single-Family Urban) zoning district. The proposal also includes an attached accessory dwelling unit (ADU), which is not subject to discretionary review. The draft resolution, including the recommended actions and conditions of approval, is included as Attachment A.

Policy Issues

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

Background

Site location

The subject property is located at the corner of Yale Road and Middle Avenue, in the Allied Arts neighborhood. Using Yale Road in an east-west orientation, the subject property is located on the northern side of the street. Although, the property has a Yale Road address and faces Yale Road, the front of the property for the purposes of zoning is Middle Avenue. The surrounding homes are also located in the same R-1-U (Single Family Urban) zoning district. A location map is included as Attachment B.

The surrounding area contains a mixture of older and newer single-family residences. The older residences are generally single-story, while the newer residences are generally two-story in height, with attached front-loading garages. A variety of architectural styles are present in the neighborhood, including craftsman, ranch, and traditional.

Analysis

Project description

The subject property is currently occupied by a 1,709 square-foot, single-story, single-family residence. The property is a substandard lot with a lot area of 6,533 square feet where a minimum of 7,000 is required. The applicant is proposing to demolish the existing single-story residence and construct a new two-story, single-family residence, with an attached two-car garage and attached second-story ADU. The ADU will be accessed by an independent entryway located to the rear of the residence which would not count towards the main residence's building coverage of 35 percent.

The proposed residence would meet all Zoning Ordinance requirements for setbacks, lot coverage, floor area limit (FAL), daylight plane, parking, and height. Of particular note with regard to Zoning Ordinance requirements:

- The main house and ADU would contain 3,598.2 square feet and would exceed the maximum floor area limit of 2,800 square feet for the site.
- The total building coverage would be 2,330.1 square feet (35.7 percent) and would exceed the maximum building coverage of 2,286.6 square feet (35 percent).
  - The project is allowed to exceed the FAL and building coverage limits by up to 800 square feet in order to accommodate the 851-square-foot, attached ADU.
- The residence would have a front and rear setback of 20 feet, where a minimum of 20 feet is required.
- The residence would have a street-side setback of 12 feet where a minimum of 12 feet is required.
- The residence would have a 6.5-foot setback on the left side where a minimum of 6.5 feet is required.
- The second floor of the project would be 672.2 square feet where 1,400 square feet is permitted.
- The proposed residence would have a total height of approximately 27.6 feet where 28 feet is permitted.

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 Attachment A, Exhibits A and B respectively.

Design and materials

As described in the project description letter, the proposed project is designed in a contemporary craftsman style which would feature appropriate detailing such as a gabled roof, front porch with support columns, wooden front door with triple lite glazing and large overhangs along Middle Avenue and Yale Road. The roof material would be composition shingles, the gables would include wood inlays with possible stucco option, and the siding would be cement plaster, with a smooth finish. The windows would be casement windows with fiberglass and wood trim and the garage door would be of wood. The proposed windows would not contain grids. Window sill heights would be a minimum of three feet. The second floor would be setback from the first floor from both street sides to reduce massing. The residence has been designed to have the front facing Yale Road.

Staff believes that the scale, materials, and style of the proposed residence would result in a consistent aesthetic approach, and the proposed project would be generally consistent with the broader neighborhood, given the variety of architectural styles and sizes of structures in the area; and that the design would be comprehensively executed, cohesive, and well-proportioned.

Trees and landscaping

The applicant has submitted an arborist report (Attachment D), detailing the species, size, and conditions of on-site and nearby trees. A total of ten trees were assessed, which include eight heritage trees and four street trees. There are no trees proposed for removal and all neighboring trees are sufficiently distant from the proposed new residence.

Table 1: Tree summary and disposition

Tree number	Species	Size (DBH, in inches)	Disposition	Notes
1*	London Plane	20	Retain	Heritage
2*	London Plane	14.5	Retain	Non-heritage
3*	London Plane	19	Retain	Heritage
4	Coast Live Oak	13.5	Retain	Heritage
5	Olive	18.5,11	Retain	Heritage
6	Coast Redwood	39	Retain	Heritage
7	Coast Live Oak	22.5	Retain	Heritage
8	Crape myrtle	8.5	Retain	Non-heritage
9	Coast Redwood	43	Retain	Heritage
10*	Coast Live Oak	26	Retain	Heritage

*denotes street trees

To protect the heritage and non-heritage trees on site, the arborist report has identified such measures as tree protection fencing, and excavation by hand digging during construction. The report also highlights necessary pre- and post-construction measures. All recommended tree protection measures identified in the arborist report would be implemented and ensured as part of condition 1h.

Correspondence

As of the publication of this report, staff has not received any correspondence regarding the project. The applicant's project description letter provides a community outreach summary and outreach letter. The applicant states in their project description letter that outreach was conducted to a total of 11 neighbors, which involved showing them the proposed design. Two of the 11 neighbors were unavailable and the owners left a letter describing the project.

Conclusion

Staff believes that the design, scale, and materials of the proposed residence are generally compatible with the surrounding neighborhood, and would result in a consistent aesthetic approach. The architectural style would be generally attractive and well-proportioned, and the additional second floor setback along both streets would help reduce the massing. 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. Draft Planning Commission Resolution approving the use permit
   Exhibits to Attachment A
      A. Project Plans
      B. Project Description Letter
      C. Conditions of Approval
B. Location Map
C. Data Table
D. Arborist Report

Report prepared by:
Fahteen Khan, Associate Planner

Report reviewed by:
Corinna Sandmeier, Principal Planner

PLANNING COMMISSION RESOLUTION NO. 2024-XX

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF MENLO PARK APPROVING A USE PERMIT TO DEMOLISH AN EXISTING ONE-STORY, SINGLE-FAMILY RESIDENCE AND CONSTRUCT A NEW TWO-STORY, SINGLE-FAMILY RESIDENCE ON A SUBSTANDARD LOT WITH REGARD TO MINIMUM LOT AREA IN THE R-1-U (SINGLE-FAMILY URBAN) ZONING DISTRICT.

WHEREAS, the City of Menlo Park ("City") received an application requesting a use permit to demolish an existing one-story, single-family residence and construct a new two-story, single-family residence on a substandard lot with regard to minimum lot area in the R-1-U (Single-Family Urban) zoning district . The proposal also includes an attached second-story accessory dwelling unit (ADU), which is a permitted use, and not subject to discretionary review (collectively, the "Project") from Thomas Krulevitch ("Applicant"), on behalf of the property owner Imad Khalil ("Owner") located at 490 Yale Road (APN 071-392-010) ("Property"). The Project use permit is depicted in and subject to the development plans and project description letter, which are attached hereto as Exhibit A and Exhibit B, respectively, and incorporated herein by this reference; and

WHEREAS, the Property is located in the Single Family Urban (R-1-U) district. The R-1-U district supports single-family residential uses; and

WHEREAS, the proposed Project complies with all objective standards of the R-1-U district; and

WHEREAS, the proposed Project was reviewed by the Engineering Division and found to be in compliance with City standards; and

WHEREAS, the Applicant submitted an arborist report prepared by Bo Firestone Trees & Gardens, which was reviewed by the City Arborist and found to be in compliance with the Heritage Tree Ordinance, and proposes mitigation measures to adequately protect heritage trees in the vicinity of the project; and

WHEREAS, the Project, requires discretionary actions by the City as summarized above, and therefore the California Environmental Quality Act ("CEQA," Public Resources Code Section §21000 et seq.) and CEQA Guidelines (Cal. Code of Regulations, Title 14, §15000 et seq.) require analysis and a determination regarding the Project's environmental impacts; and

WHEREAS, the City is the lead agency, as defined by CEQA and the CEQA Guidelines, and is therefore responsible for the preparation, consideration, certification, and approval of environmental documents for the Project; and

WHEREAS, the Project is categorically except from environmental review pursuant to Cal. Code of Regulations, Title 14, §15303 et seq. (New Construction or Conversion of Small Structures); and

WHEREAS, all required public notices and public hearings were duly given and held according to law; and

WHEREAS, at a duly and properly noticed public hearing held on February 5, 2024, the Planning Commission fully reviewed, considered, and evaluated the whole of the record including all public and written comments, pertinent information, documents and plans, prior to taking action regarding the Project.

NOW, THEREFORE, THE MENLO PARK PLANNING COMMISSION HEREBY RESOLVES AS FOLLOWS:

Section 1. Recitals. The Planning Commission has considered the full record before it, which may include but is not limited to such things as the staff report, public testimony, and other materials and evidence submitted or provided, and the Planning Commission finds the foregoing recitals are true and correct, and they are hereby incorporated by reference into this Resolution.

Section 2. Conditional Use Permit Findings. The Planning Commission of the City of Menlo Park does hereby make the following Findings:

The approval of the use permit for the construction of a new two-story residence on a substandard lot is granted based on the following findings, which are made pursuant to Menlo Park Municipal Code Section 16.82.030:

1. That the establishment, maintenance, or operation of the use applied for will, under the circumstance of the particular case, not be detrimental to the health, safety, morals, comfort and general welfare of the persons residing in the neighborhood of such proposed use, or injurious or detrimental to property and improvements in the neighborhood or the general welfare of the city because:
    a. Consideration and due regard were given to the nature and condition of all adjacent uses and structures, and to general plans for the area in question and surrounding areas, and impact of the application hereon; in that, the proposed use permit is consistent with the R-1-U zoning district and the General Plan because two-story residences are allowed to be constructed on substandard lots subject to granting of a use permit and provided that the proposed residence conforms to applicable zoning standards, including, but not limited to, minimum setbacks, maximum floor area limit, and maximum building coverage.

    b. The proposed residence would include the required number of off-street parking spaces because one covered and one uncovered parking space would be required at a minimum, and two covered parking spaces are provided in an attached garage.

c. The proposed Project is designed to meet all the applicable codes and ordinances of the City of Menlo Park Municipal Code and the Commission concludes that the Project would not be detrimental to the health, safety, and welfare of the surrounding community as the new residence would be located in a single-family neighborhood. The project would be designed such that privacy concerns would be addressed through second story setbacks greater than the minimum required setbacks in the R-1-U district.

Section 3. Conditional Use Permit. The Planning Commission approves Use Permit No. PLN2023-00034, which use permit is depicted in and subject to the development plans and project description letter, which are attached hereto and incorporated herein by this reference as Exhibit A and Exhibit B, respectively. The Use Permit is conditioned in conformance with the conditions attached hereto and incorporated herein by this reference as Exhibit C.

Section 4. ENVIRONMENTAL REVIEW. The Planning Commission makes the following findings, based on its independent judgment after considering the Project, and having reviewed and taken into consideration all written and oral information submitted in this matter:

1. The Project is categorically exempt from environmental review pursuant to Cal. Code of Regulations, Title 14, §15303 et seq. (New Construction or Conversion of Small Structures)

Section 5. SEVERABILITY

If any term, provision, or portion of these findings or the application of these findings to a particular situation is held by a court to be invalid, void or unenforceable, the remaining provisions of these findings, or their application to other actions related to the Project, shall continue in full force and effect unless amended or modified by the City.

I, Kyle Perata, Assistant Community Development Director of the City of Menlo Park, do hereby certify that the above and foregoing Planning Commission Resolution was duly and regularly passed and adopted at a meeting by said Planning Commission on February 5, 2024, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS THEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this _____ day of February, 2024.

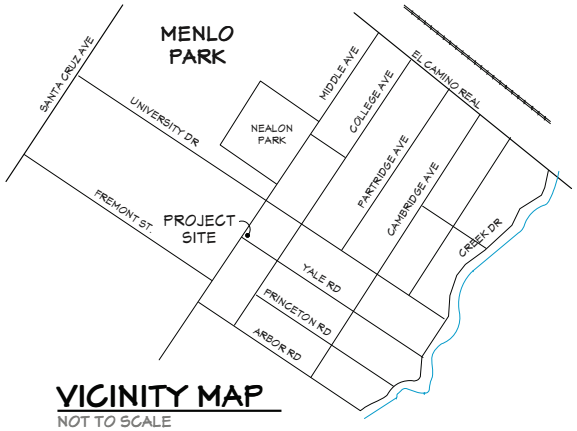
PC Liaison Signature

_____
Kyle Perata
Assistant Community Development Director
City of Menlo Park

Exhibits

A. Project plans
B. Project description letter
C. Conditions of approval

CONTENTS



VICINITY MAP

NOT TO SCALE

PUBLIC WORKS NOTES:

1. GENERAL CONTRACTOR TO TRAIN AND PROVIDE INSTRUCTION TO ALL EMPLOYEES/ SUBCONTRACTORS RE: CONSTRUCTION BMPS (A-1.1)
2. PERFORM CLEARING AND EARTH MOVING ACTIVITIES ONLY DURING DRY WEATHER.
3. RETAIN EXISTING VEGETATION AS PRACTICABLE. LANDSCAPING NOT TO EXCEED 500 SF
4. DIRECT ROOF RUN-OFF INTO VEGETATED AREAS

COVER SHEET

PROJECT DESCRIPTION

DEMOLITION OF EXISTING 1,709 SF SINGLE FAMILY RESIDENCE AND CONSTRUCTION OF NEW 2,729 SF HOME AND 851 SF ADU. THE PROPOSED HOME WILL BE A CONTEMPORARY CRAFTSMAN DESIGN WHICH BLENDS AMICABLY INTO THE ALLIED ARTS NEIGHBORHOOD

NEIGHBORHOOD OUTREACH

IMAD AND HIS SON CONDUCTED OUTREACH WITH THEIR NINE CLOSEST NEIGHBORS ON MONDAY, SEPTEMBER 4TH. PLANS OF THE PROPOSED RESIDENCE WERE SHARED. NEIGHBORS WERE HOME AT 950 MIDDLE AVE, 928 MIDDLE AVE, 925 MIDDLE AVE, 937 MIDDLE AVE, 445 YALE RD, 430 YALE RD AND 952 COLLEGE AVE. FOLKS WERE EXCITED TO MEET THEIR NEW NEIGHBORS AND THE CONVERSATIONS WERE "FRIENDLY" AND "INVITING." ALL NEIGHBORS SEEMED ON BOARD WITH THE PROPOSED HOME. THE NEIGHBORS AT 401 AND 455 YALE RD WERE NOT HOME AND THE LETTER WITH CONTACT INFORMATION WAS LEFT.

OWNERS

IMAD & LINA KHALIL
490 YALE RD., MENLO PARK, CA
408-306-5209 IMAD'S CELL

SITE & BUILDING DATA

APN 071-392-010
MENLO PARK ZONING DISTRICT #4
BUILDING OCCUPANCY GROUP: R1-U
CONSTRUCTION TYPE: V-B
LOT SIZE: 6,533 +/- SF

	EXISTING	PROPOSED
NUMBER OF FLOORS	1	2

FLOOR AREA SUMMARY

	EXISTING	PROPOSED	MAX ALLOWED
PRIMARY GROUND	1,490 SF	2,075 SF	
PRIMARY UPPER	110 SF (>17' HGT)	672 SF	
PRIMARY TOTAL	1,600 SF	2,747 SF	2800 SF
ADU, LIVING	-	851 SF	800 SF EXEMPTED
TOTAL	1,600 SF	3,598 SF	3600 SF

	EXISTING	PROPOSED
PORCHES	41 SF (UNCOVER)	171 SF (COVERED)
		60 SF (UNCOVERED)
PATIOS	103 SF (COVERED)	-
	888 SF (UNCOVER)	-
DECKS	-	-
SHEDS	73 SF	-

BUILDING COVERAGE

	EXISTING	PROPOSED	MAX ALLOWED
PRIMARY	1,654 SF	2,262 SF	2,287 SF
ADU	-	68 SF	68 SF EXEMPTED
TOTAL	1,654 SF	2,330 SF	2,355 SF

IMPERVIOUS AREA

	EXISTING	PROPOSED
PRIMARY	3,204 SF	3,251 SF
ADU	-	80 SF
TOTAL	3,204 SF	3,331 SF

PRINT DATE:
01.30.24
11.02.23

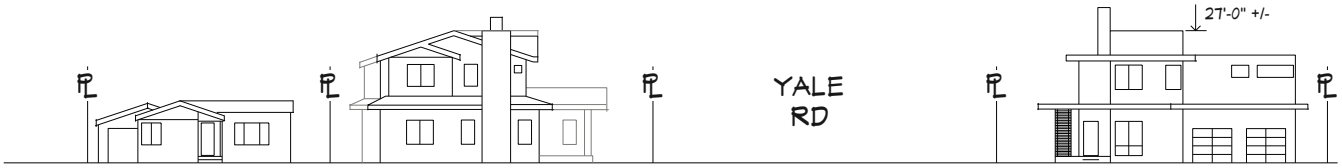
ARCHITECT:
T. KRULEVITCH
408.806.8850

YALE ROAD

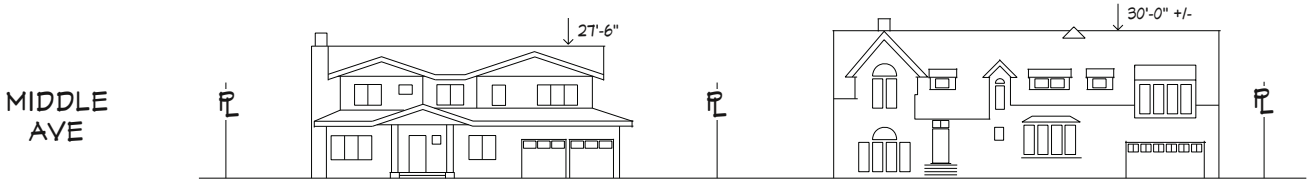
☒ PRELIM
☐ PLAN CHK
☐ PRICING
☐ CONSTR

REVISIONS

A-1



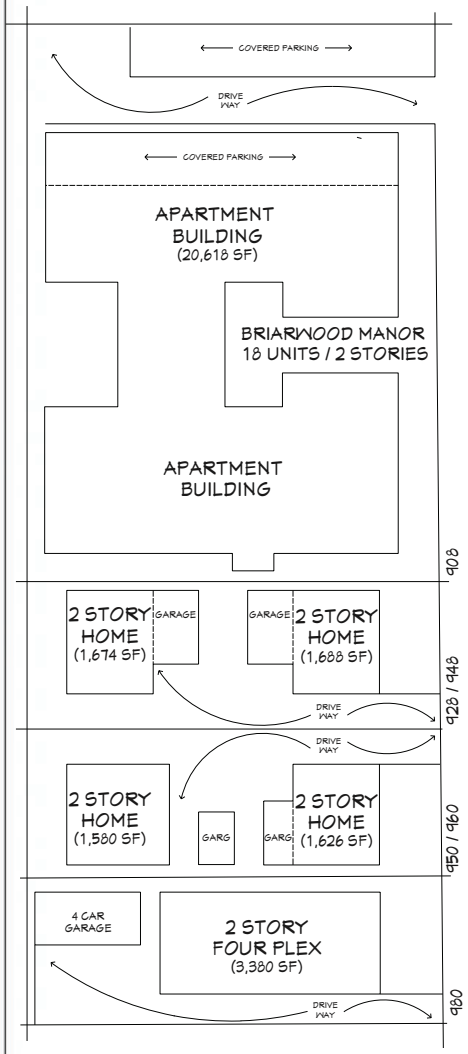
VIEWING PROJECT FROM MIDDLE AV.



VIEWING PROJECT FROM YALE RD.

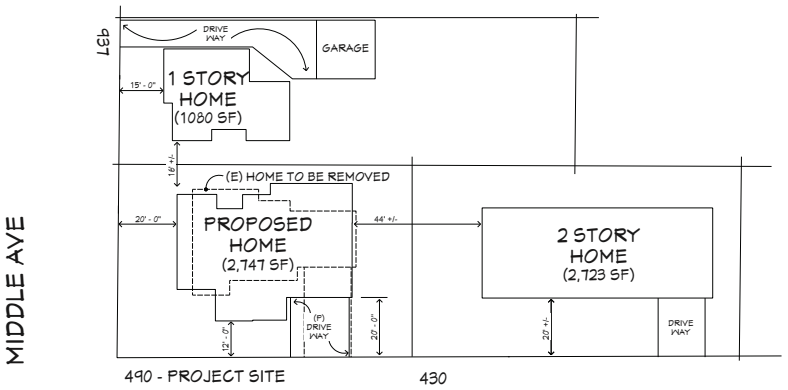
STREET SCAPE

1/12" = 1'-0"

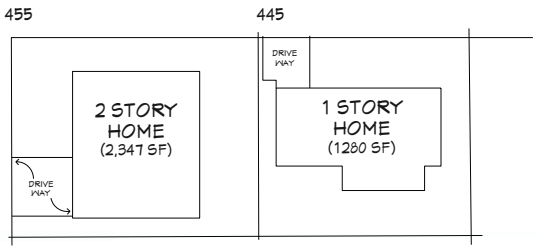


AREA PLAN

1" = 20'



YALE ROAD



NEIGHBOR - HOOD PLAN

N.P.

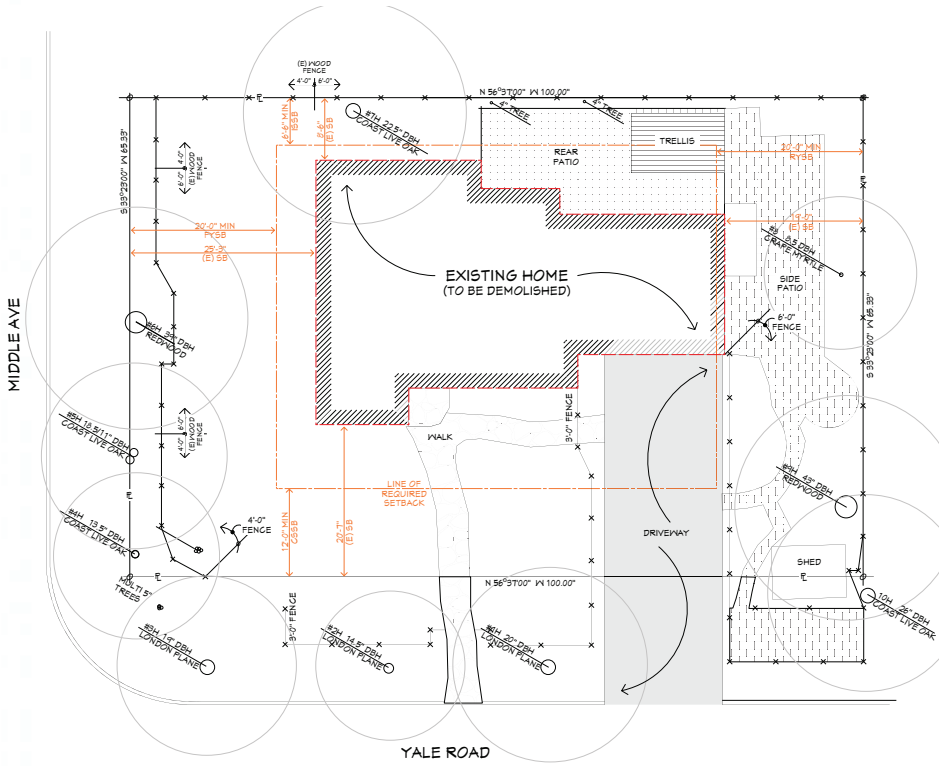
PRINT DATE:
01.30.24
11.02.23

ARCHITECT:
T. KRULEVITCH
408.806.8850

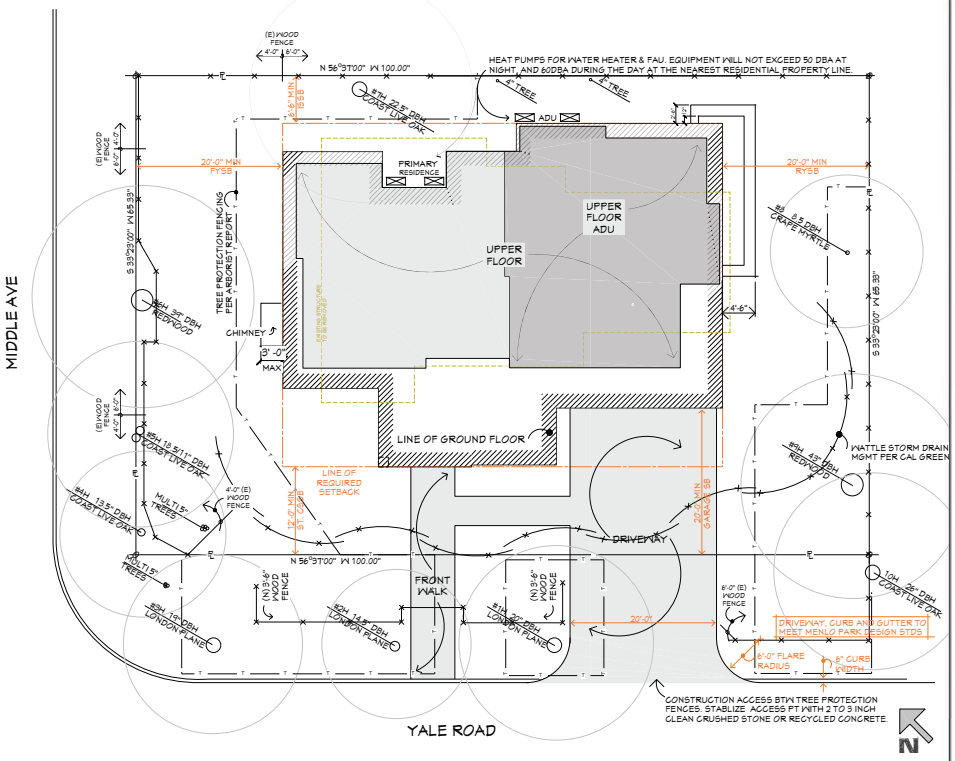
YALE ROAD

☒ PRELIM
☐ PLAN CHK
☐ PRICING
☐ CONSTR

REVISIONS



DEMO/EXISTING



PROPOSED

SITE PLANS

1/8" = 1'-0"

PRINT DATE:
01.30.24
11.02.23

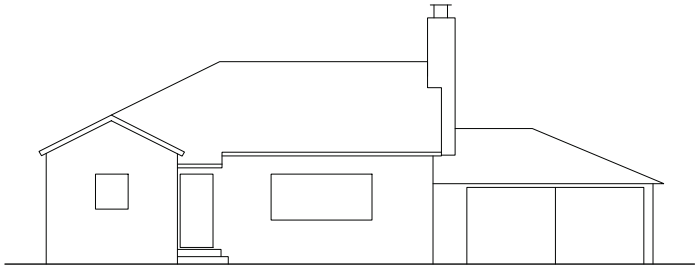
ARCHITECT:
T. KRULEVITCH
408.806.8850

YALE ROAD

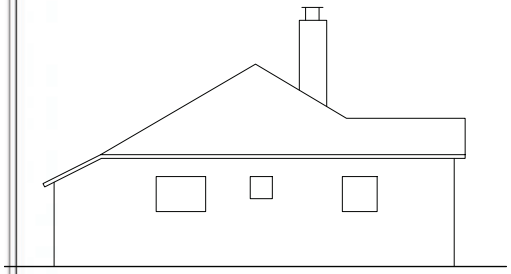
- [x] PRELIM
- [ ] PLAN CHK
- [ ] PRICING
- [ ] CONSTR

REVISIONS

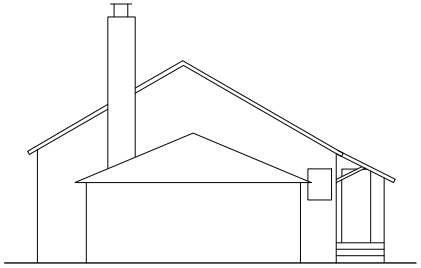
A-2



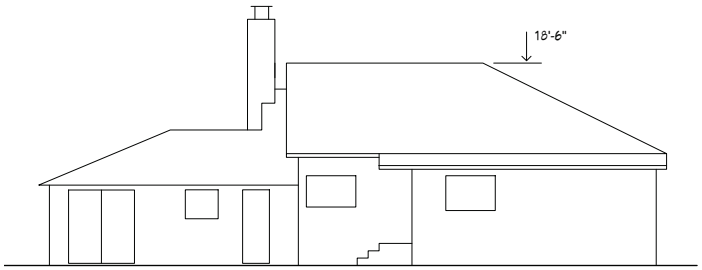
FRONT
(FACING YALE)



SIDE
(FACING MIDDLE)



SIDE
(FACING YALE NEIGHBOR)

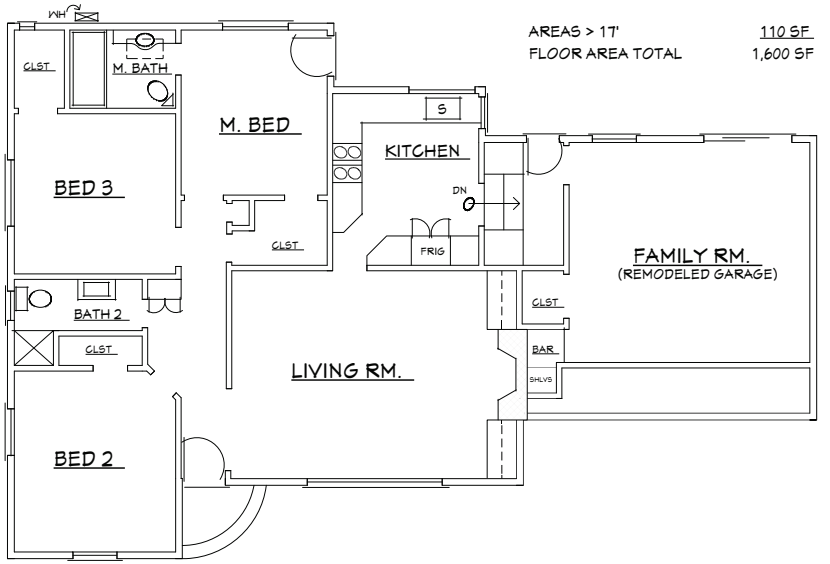


REAR

(E) ELEVATIONS
3/16" = 1'-0"

(E) HOME FLOOR AREA SUMMARY

ORIGINAL HOME	1,103 SF
FAMILY ROOM (REMODELED GARAGE)	387 SF
GROUND FLOOR TOTAL	1,490 SF
AREAS > 17'	110 SF
FLOOR AREA TOTAL	1,600 SF



(E) FLOOR PLAN
1/4" = 1'-0"

(E) CONDITIONS

PRINT DATE:
01.30.24
11.02.23

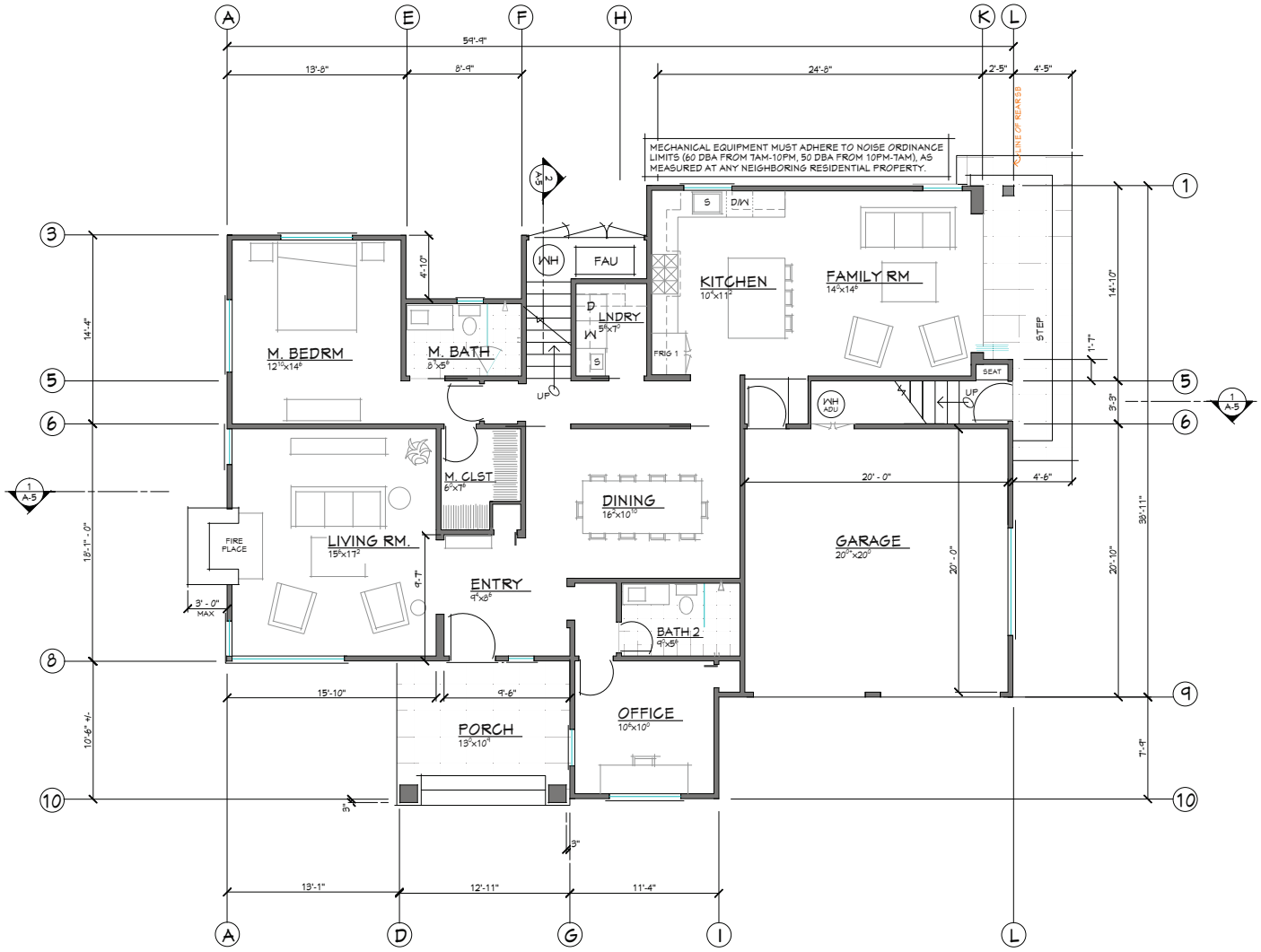
ARCHITECT:
T. KRULEVITCH
408.806.8850

YALE ROAD

☒ PRELIM
☐ PLAN CHK
☐ PRICING
☐ CONSTR

REVISIONS

A-3



GND FLOOR

FLR PLANS

1/4" = 1'-0"

PRINT DATE:
01.30.24
11.02.23

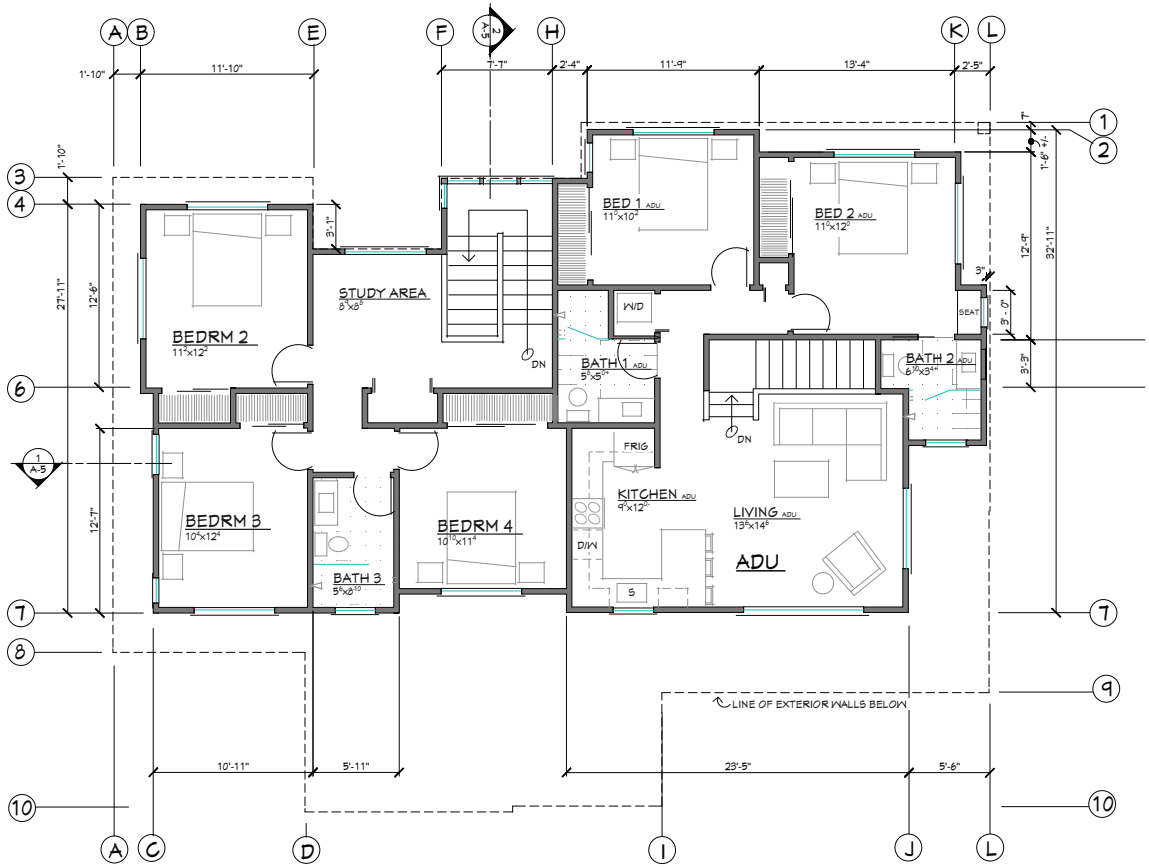
ARCHITECT:
T. KRULEVITCH
408.806.8850

YALE ROAD

☒ PRELIM
☐ PLAN CHK
☐ PRICING
☐ CONSTR

REVISIONS

A-4



UPR FLOOR

FLR PLANS

1/4" = 1'-0"

PRINT DATE:
01.30.24
11.02.23

ARCHITECT:
T. KRULEVITCH
408.806.8850

YALE ROAD

- [x] PRELIM
- [ ] PLAN CHK
- [ ] PRICING
- [ ] CONSTR

REVISIONS

A-5

FLOOR AREA

PRIMARY RESIDENCE = 2747.1 SF
- GROUND FLOOR = 2074.9 SF
  - B = 440.1
  - C = 241.3
  - D = 538.1
  - E = 26.3
  - F = 258.0
  - G = 8.3
  - K = 117.8
  - L = 4.4
  - N1 = 18
  - M = 422.6
- UPPER FLOOR = 672.2 SF
  - P = 150.5
  - Q = 86.1
  - R = 28.7
  - X = 21.7
  - Y = 378.8
  - Z = 6.4

ADU = 851.1 SF
- I = 3.6
- N2 = counted above
- S = 33.0
- T = 17.3
- U = 400.7
- V = 32.8
- W = 58.2
- ZZ = 305.5

BUILDING COVERAGE

PRIMARY RESIDENCE = 2,262.4 SF (34.6%)
- GROUND FLOOR = 2,074.9
  - A = 17.9
  - H = 30.0
  - J = 139.6

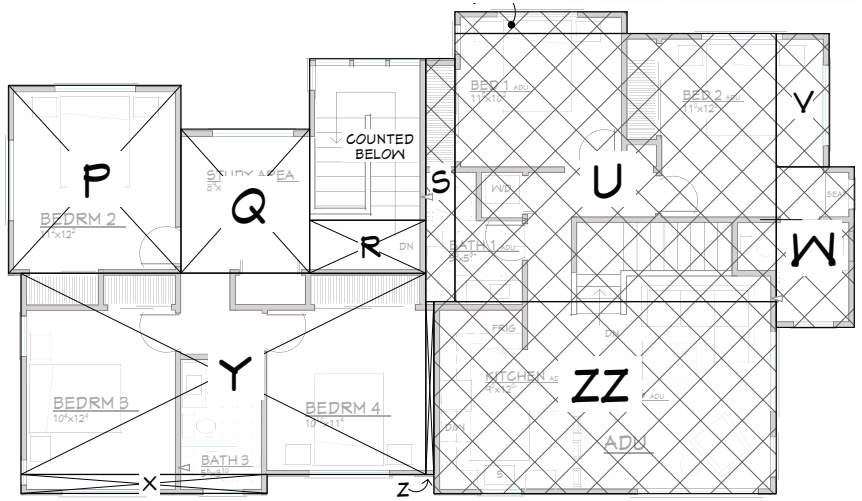
ADU = 67.7 SF
- N2 = 64.1
- I = 3.6

LEGEND

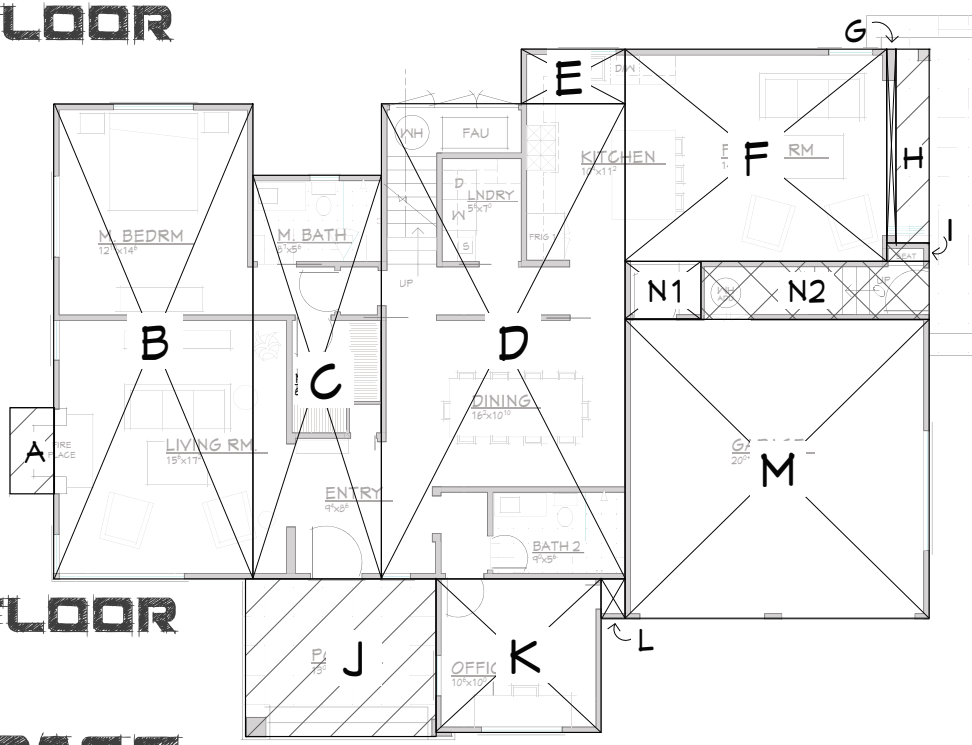
PRIMARY RESIDENCE

ADU

CHIMNEY & COVERED PORCHES



UPR FLOOR



GND FLOOR

FLR AREA & BLDG COVERAGE

1/4" = 1'-0"

PRINT DATE:
01.30.24
11.02.23

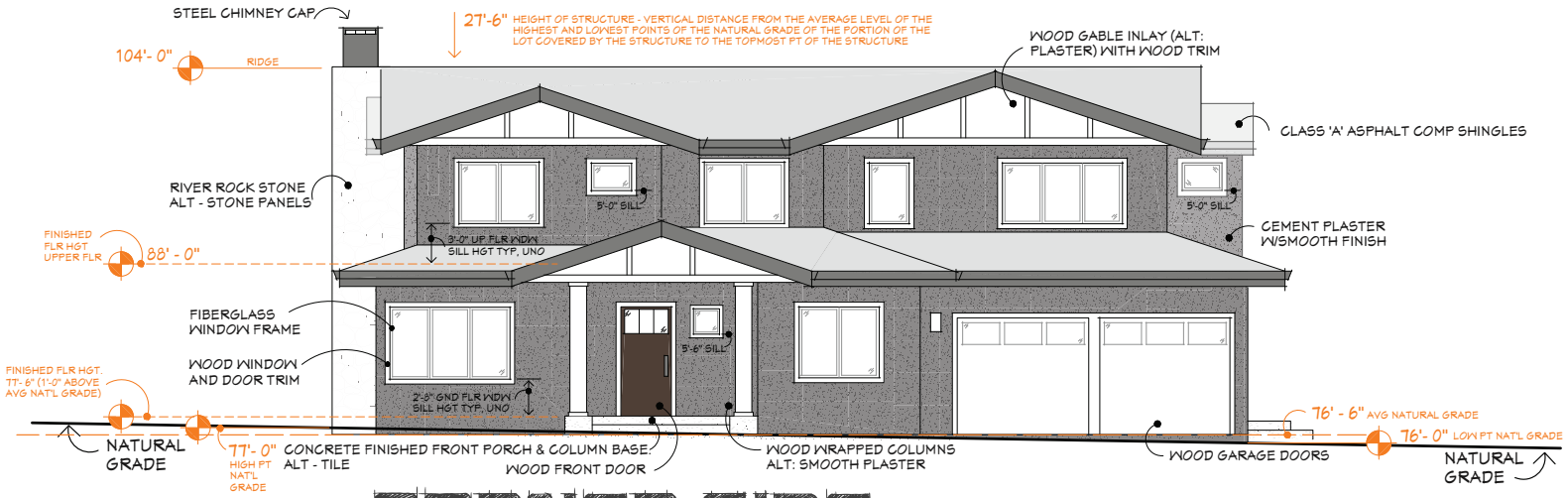
ARCHITECT:
T. KRULEVITCH
408.806.8850

YALE ROAD

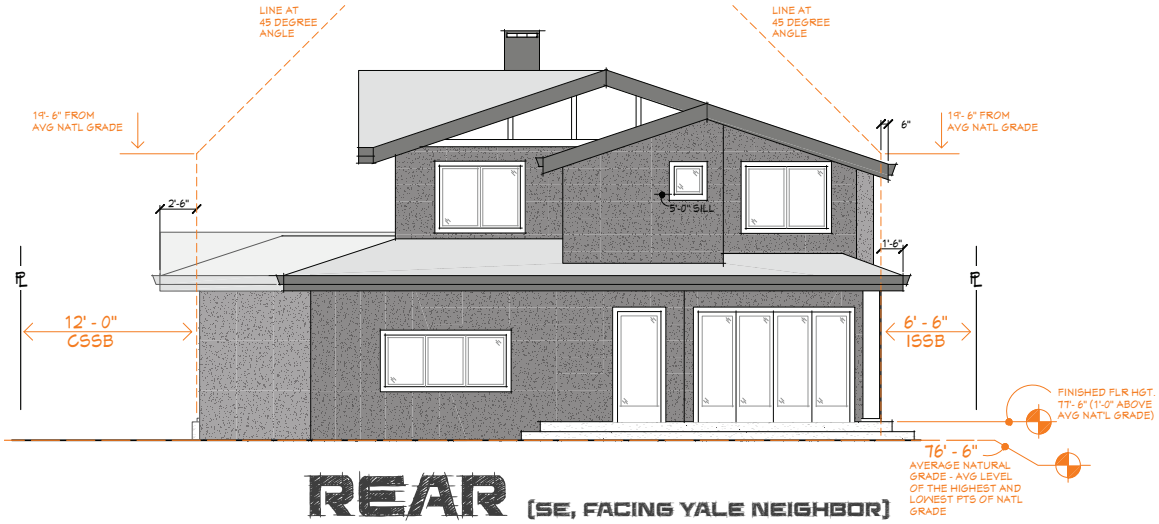
- [x] PRELIM
- [ ] PLAN CHK
- [ ] PRICING
- [ ] CONSTR

REVISIONS

A-6



CORNER SIDE (SW, FACING YALE)



REAR (SE, FACING YALE NEIGHBOR)

ELEVATIONS

1/4" = 1'=0"

PRINT DATE:
01.30.24
11.02.23

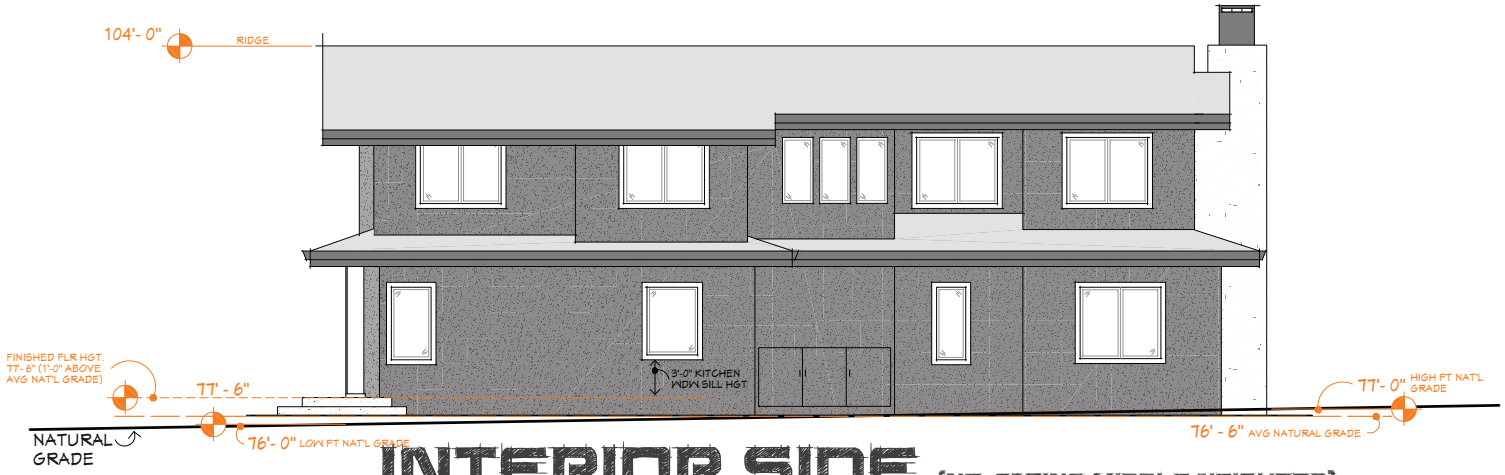
ARCHITECT:
T. KRULEVITCH
408.806.8850

YALE ROAD

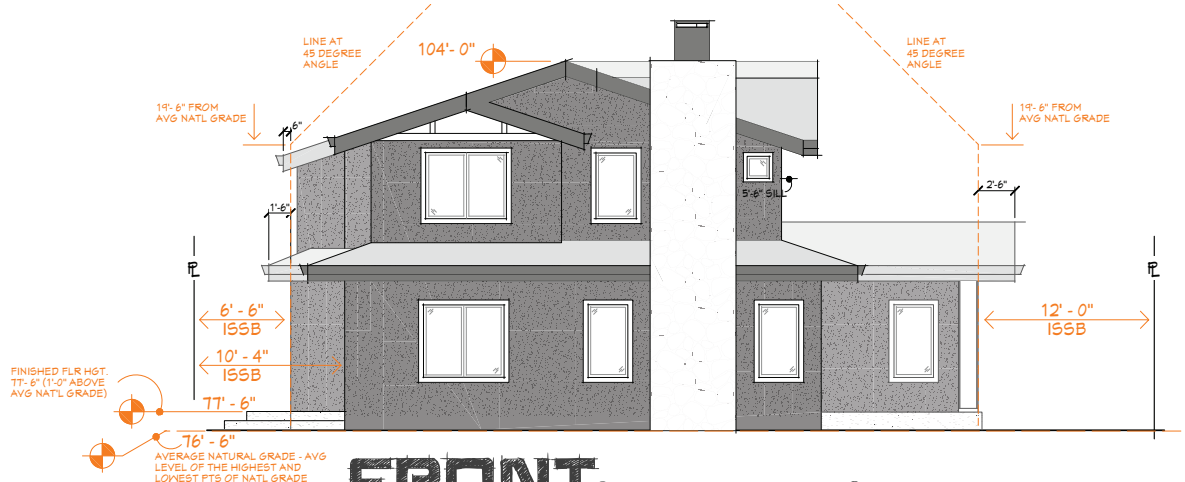
- [x] PRELIM
- [ ] PLAN CHK
- [ ] PRICING
- [ ] CONSTR

REVISIONS

A-7



INTERIOR SIDE (NE, FACING MIDDLE NEIGHBOR)



FRONT (NW, FACING MIDDLE)

ELEVATIONS

1/4" = 1'=0"

PRINT DATE:
01.30.24
11.02.23

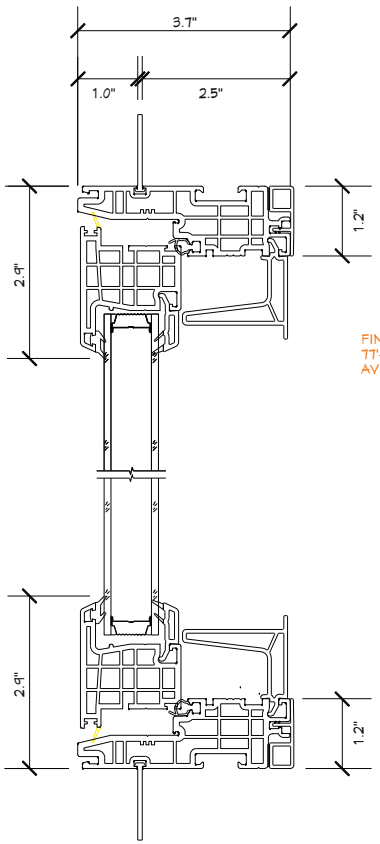
ARCHITECT:
T. KRULEVITCH
408.806.8850

YALE ROAD

- [x] PRELIM
- [ ] PLAN CHK
- [ ] PRICING
- [ ] CONSTR

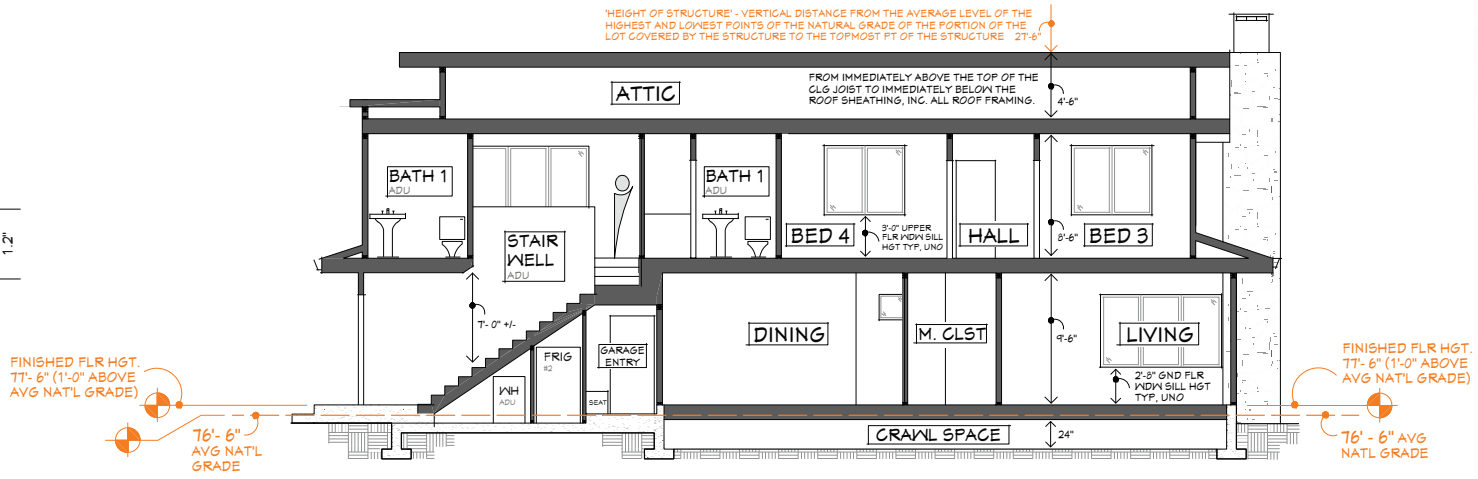
REVISIONS

A-8



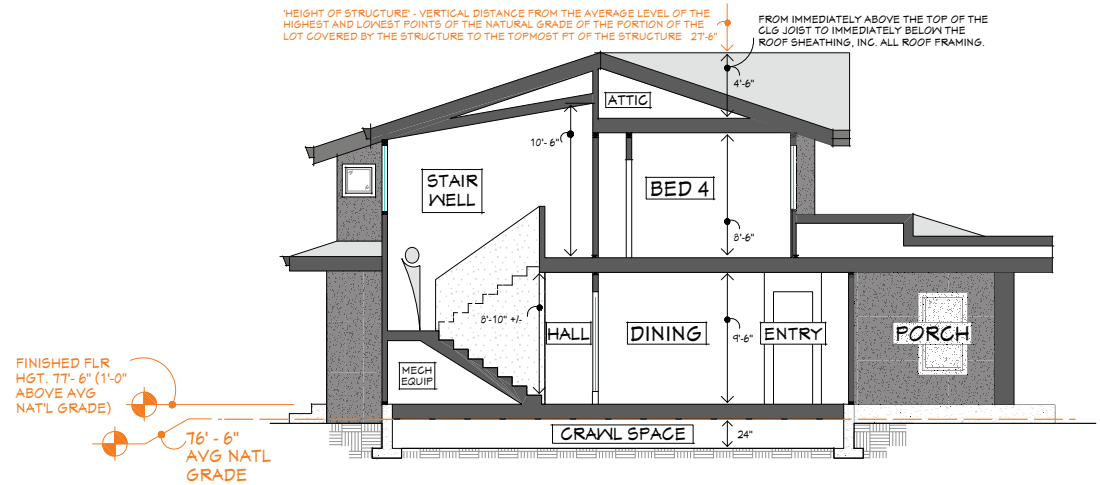
WDW ASSEMBLY

1" = 1"



SECTION 1 / A-9

LONGITUDINAL 1/4" = 1'-0"



SECTION 2 / A-9

TRANSVERSE 1/4" = 1'-0"

SECTIONS

PRINT DATE:
01.30.24
11.02.23

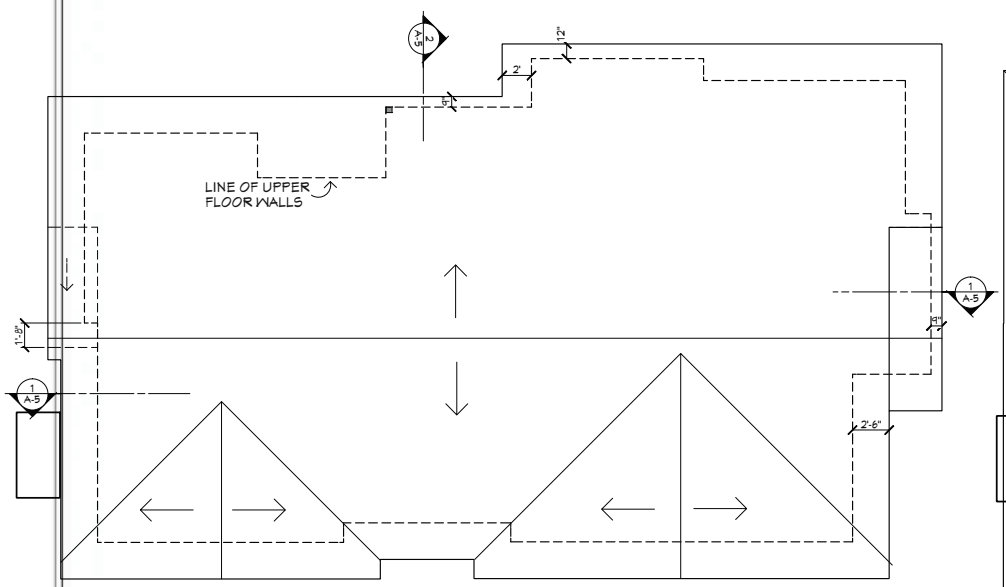
ARCHITECT:
T. KRULEVITCH
408.806.8850

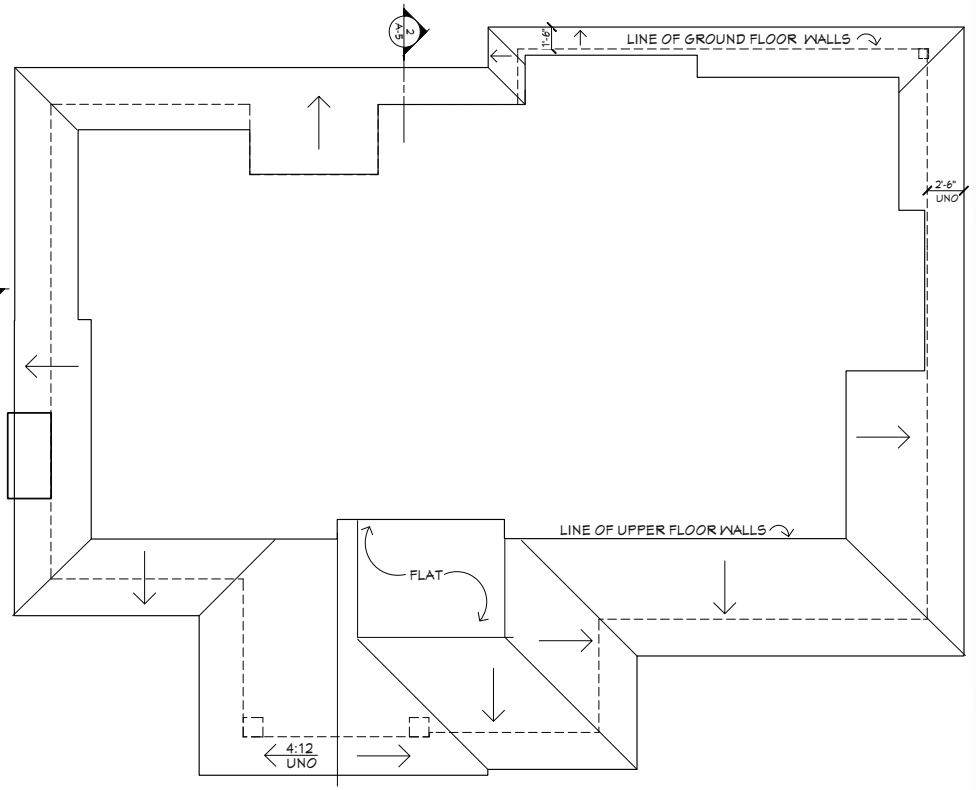
YALE ROAD

☒ PRELIM
☐ PLAN CHK
☐ PRICING
☐ CONSTR

REVISIONS

A-9





UPPER

LOWER

ROOF PLANS

1/4" = 1'=0"

PRINT DATE:
01.30.24
11.02.23

ARCHITECT:
T. KRULEVITCH
408.806.8850

YALE ROAD

☒ PRELIM
☐ PLAN CHK
☐ PRICING
☐ CONSTR

REVISIONS

A-10

TREE PROTECTION ZONE MAP

490 YALE RD, MENLO PARK, CA

TPZ MAP LEGEND:

- TREE TO REMAIN
- TREE ON NEIGHBORS' PROPERTY / CITY STREET TREE
- TREE PROTECTION FENCING (SEE SPEC.)
- ROOT PROTECTION MEASURES (PRESCRIBED PER REPORT PG.9-10)

Tree protection fencing requirements as required by the City of Menlo Park:

1) Establish tree protection fencing radius by installing six (6)-foot tall chain link fencing mounted on eight (8)-foot tall, 1.5-inch diameter galvanized posts, driven 24 inches into the ground and spaced no more than 10 feet apart.

2) Post signs on the fencing (in English and Spanish) printed on 11"x17" yellow-colored paper (signage attached) with Project Arborist's contact information. Signage should be on each protection fence in a prominent location.

3) Movable barriers of chain link fencing secured to cement blocks may be used instead 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.

4) Place a 6-inch layer of coarse mulch or woodchips covered with ¾-inch plywood or alternative within the TPZ over bare ground prior to construction activity.

DATE:
08/17/23

TPZ ELEMENTS DRAWN:
B. FIRESTONE
ISA-CERTIFIED ARBORIST
#WE-8525A

BASE MAP: SITE PLAN A-1
by TOM KRULEVITCH
ARCHITECT
(05/15/2023)

ARBORIST REPORT
pg. 22

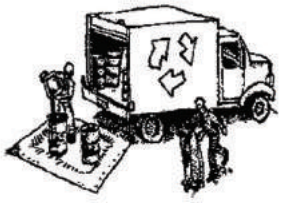
TP-1

SAN MATEO COUNTYWIDE
Water Pollution Prevention Program
Clean Water. Healthy Community.

Construction Best Management Practices (BMPs)

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

Materials & Waste Management



Non-Hazardous Materials

- ❑ Berm and cover stockpiles of sand, dirt or other construction material with tarps when rain is forecast or if not actively being used within 14 days.
- ❑ Use (but don't overuse) reclaimed water for dust control.

Hazardous Materials

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

Waste Management

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

Construction Entrances and Perimeter

- ❑ Establish and maintain effective perimeter controls and stabilize all construction entrances and exits to sufficiently control erosion and sediment discharges from site and tracking off site.
- ❑ Sweep or vacuum any street tracking immediately and secure sediment source to prevent further tracking. Never hose down streets to clean up tracking.

Equipment Management & Spill Control

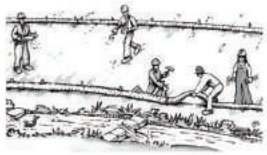
Maintenance and Parking

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

Spill Prevention and Control

- ❑ Keep spill cleanup materials (e.g., rags, absorbents and cat litter) available at the construction site at all times.
- ❑ Inspect vehicles and equipment frequently for and repair leaks promptly. Use drip pans to catch leaks until repairs are made.
- ❑ Clean up spills or leaks immediately and dispose of cleanup materials properly.
- ❑ Do not hose down surfaces where fluids have spilled. Use dry cleanup methods (absorbent materials, cat litter, and/or rags).
- ❑ Sweep up spilled dry materials immediately. Do not try to wash them away with water, or bury them.
- ❑ Clean up spills on dirt areas by digging up and properly disposing of contaminated soil.
- ❑ Report significant spills immediately. You are required by law to report all significant releases of hazardous materials, including oil. To report a spill: 1) Dial 911 or your local emergency response number, 2) Call the Governor's Office of Emergency Services Warning Center, (800) 852-7550 (24 hours).

Earthmoving



- ❑ Schedule grading and excavation work during dry weather.
- ❑ Stabilize all denuded areas, install and maintain temporary erosion controls (such as erosion control fabric or bonded fiber matrix) until vegetation is established.
- ❑ Remove existing vegetation only when absolutely necessary, and seed or plant vegetation for erosion control on slopes or where construction is not immediately planned.
- ❑ Prevent sediment from migrating offsite and protect storm drain inlets, gutters, ditches, and drainage courses by installing and maintaining appropriate BMPs, such as fiber rolls, silt fences, sediment basins, gravel bags, berms, etc.
- ❑ Keep excavated soil on site and transfer it to dump trucks on site, not in the streets.

Contaminated Soils

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

Paving/Asphalt Work

- ❑ Avoid paving and seal coating in wet weather or when rain is forecast, to prevent materials that have not cured from contacting stormwater runoff.
- ❑ Cover storm drain inlets and manholes when applying seal coat, tack coat, slurry seal, fog seal, etc.
- ❑ Collect and recycle or appropriately dispose of excess abrasive gravel or sand. Do NOT sweep or wash it into gutters.
- ❑ Do not use water to wash down fresh asphalt concrete pavement.

Sawcutting & Asphalt/Concrete Removal

- ❑ Protect nearby storm drain inlets when saw cutting. Use filter fabric, catch basin inlet filters, or gravel bags to keep slurry out of the storm drain system.
- ❑ Shovel, absorb, or vacuum saw-cut slurry and dispose of all waste as soon as you are finished in one location or at the end of each work day (whichever is sooner!).
- ❑ If sawcut slurry enters a catch basin, clean it up immediately.

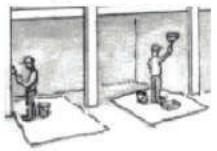
Concrete, Grout & Mortar Application

- ❑ Store concrete, grout, and mortar away from storm drains or waterways, and on pallets under cover to protect them from rain, runoff, and wind.
- ❑ Wash out concrete equipment/trucks offsite or in a designated washout area, where the water will flow into a temporary waste pit, and in a manner that will prevent leaching into the underlying soil or onto surrounding areas. Let concrete harden and dispose of as garbage.
- ❑ When washing exposed aggregate, prevent washwater from entering storm drains. Block any inlets and vacuum gutters, hose washwater onto dirt areas, or drain onto a bermed surface to be pumped and disposed of properly.

Landscaping

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

Painting & Paint Removal



Painting Cleanup and Removal

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

Dewatering

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

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

PRINT DATE:
01.30.24
11.02.23

ARCHITECT:
T. KRULEVITCH
408.806.8850

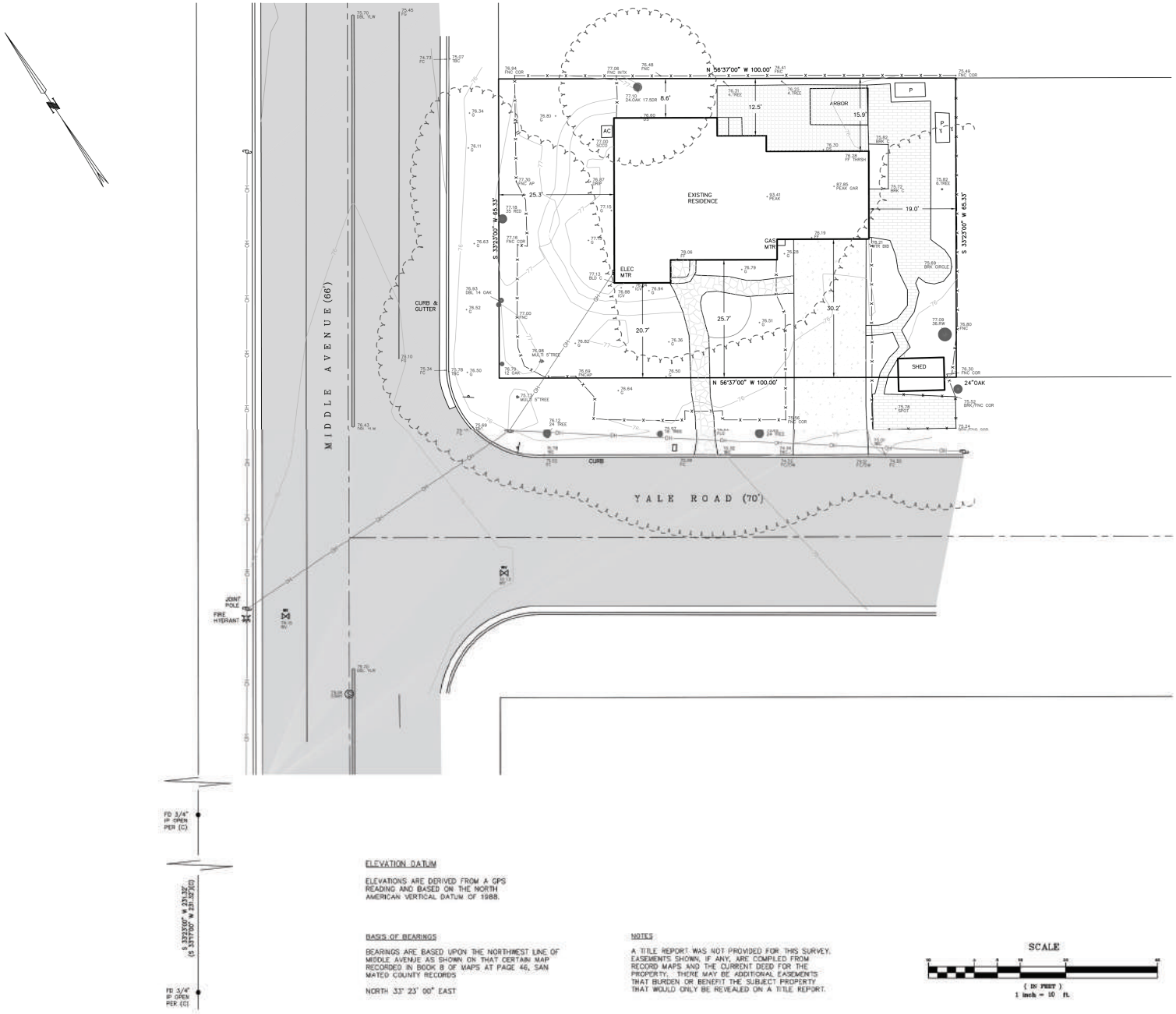
YALE ROAD

☒ PRELIM
☐ PLAN CHK
☐ PRICING
☐ CONSTR

REVISIONS

BP-1

A17



ABBREVIATIONS

PUE – PUBLIC UTILITY EASEMENT
WCE – WIRE CLEARANCE EASEMENT
SDE – STORM DRAIN EASEMENT
ICV – IRRIGATION CONTROL VALVE
CNC– CONCRETE
FNC – FENCE
TBC – TOP BACK OF CURB
AE – ANCHOR EASEMENT
OH – OVERHEAD UTILITY LINES
HB – HOSE BIB
FC – FACE OF CURB
FS – FACE OF STAIR
DL – DRIP LINE
SL – SHRUB LINE
G – GROUND
P – PLANTER

REFERENCES

(A) 8-RSM-46
(B) 13-RS-126
(C) 79-PM-98
(D) 2022-083742

PARCEL DATA:

APN: 071-392-010
AREA: 6,533 SF +/-

ELEVATION DATUM

ELEVATIONS ARE DERIVED FROM A GPS READING AND BASED ON THE NORTH AMERICAN VERTICAL DATUM OF 1988.

BASIS OF BEARINGS

BEARINGS ARE BASED UPON THE NORTHWEST LINE OF MIDDLE AVENUE AS SHOWN ON THAT CERTAIN MAP RECORDED IN BOOK 8 OF MAPS AT PAGE 46, SAN MATEO COUNTY RECORDS

NORTH 33° 23' 00" EAST

NOTES

A TITLE REPORT WAS NOT PROVIDED FOR THIS SURVEY. EASEMENTS SHOWN, IF ANY, ARE COMPILED FROM RECORD MAPS AND THE CURRENT DEED FOR THE PROPERTY. THERE MAY BE ADDITIONAL EASEMENTS THAT BURDEN OR BENEFIT THE SUBJECT PROPERTY THAT WOULD ONLY BE REVEALED ON A TITLE REPORT.

SCALE

(IN FEET)
1 inch = 10 ft.

LICENSED LAND SURVEYOR JEAN-PAUL HAPPEE 8807 STATE OF CALIFORNIA

JEAN-PAUL HAPPEE, PLS 8807

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.

ALPHA LAND SURVEYS, INC.				
4444 SCOTTS VALLEY DR. #7 SCOTTS VALLEY, CA 95066 (831) 438-4463	P.O. BOX 1146 MORGAN HILL, CA 95038 (831) 438-4463	TOPOGRAPHIC MAP OF 490 YALE AVENUE CITY OF MENLO PARK SAN MATEO COUNTY	SHEET C-1 OF ONE
1" = 10'	DATE: 6/26/23	JOB#: 2023-109		

The purpose of this proposal is to gain Menlo Park Planning Commission approval for the demolition of an existing single family structure and construction of new 2,729 SF two story home and 851 SF ADU. Imad and Lina Khalil purchased the property at 490 Yale Road with the hopes of building a new home for their lovely, multi-generational family. The hope is to live in the Allied Arts community with their children and grandchildren. At 6,533 SF, the property just misses the required 7,000 SF standard lot size and so this project requires Planning Commission approval.

The proposed home is a contemporary craftsman design which blends amicably into the Allied Arts neighborhood. The interior is an open design where the central kitchen and dining area are the heart of the home. The exterior has traditional craftsman features including a low pitch gable roof with deep unenclosed eaves, gabled dormers, wood inset detail on the gables, a wide wooden front door with friendly triple lite glazing, a front porch with roof supported by square wooden columns, cement plaster siding, traditional window / door wooden trim and a stone chimney with a steel cap. Additional materials include a composition roof, fiberglass windows and wooden garage doors. In keeping with the contemporary style, casement windows were selected and sized to match the proportion to the house and to let in plenty of natural light. A few of the surrounding homes with a similar architectural style include 155 and 324 Yale Rd, 940 College Ave and 1041 Cambridge Ave.

The home's massing is primarily on the ground level. To fragment upper level mass, reduce visible second story walls and redistribute mass away from the street (and neighbors), the second story is set back from the first level and smaller elements are used (e.g. gable dormers). A two story home is also consistent with nearby houses, as there are many two story homes in the neighborhood including the adjacent Yale neighbor, the across-the-street Yale neighbor (on a nonconforming 5,768 +/- SF lot) and all homes and apartment buildings across-the-street on Middle Avenue.

The home footprint, front porch, front walk and driveway are all positioned to be consistent with the existing home and most other homes in the neighborhood. Two garaged parking spots are provided versus the existing driveway only parking. There are many beautiful heritage redwoods and oaks on the property, none of which are impacted by the project. The positioning, layout and scale of the project envelop is also intended to be thoughtful with respect to the neighbors. The home is smaller scale than the Yale adjacent neighbor and there is 44' +/- between these two houses, slightly more than with the existing house. To provide privacy to the Middle Avenue adjacent home, windows from this side of the proposed second story are from private areas, including bedrooms and a study area (setback 6'-8" from the existing home and 15' – 3" from the lot line). Windows at the stairwell are high clerestory windows, well above head height (see section 2/A-9). There is also a large mature oak tree to remain between the subject and adjacent Middle Ave properties that will help to obscure views.

The home to be demolished is not an exceptional architectural example and has no historic significance. Original homes in the Allied Arts community were built between 1926 and 1940. Early examples included Bungalow, Colonial Revival-Prairie, Western Stick, Tudor Revival and Spanish Colonial Revival styles[1]. The existing structure is a ranch style home, which started gaining popularity in the late 30s and early 40s[2]. This home, built in 1941, has also undergone a number of modifications, including a 20 SF addition, a new bedroom, a garage conversion to a family room with new windows and a sliding door, window replacements and a new skylight.

Imad and his son conducted outreach with their nine closest neighbors on Monday, September 4th. Plans of the proposed residence were shared. Neighbors were home at 950 Middle Ave, 928 Middle Ave, 925 Middle Ave, 937 Middle Ave, 445 Yale Rd, 430 Yale Rd and 952 College Ave. Folks were excited to meet their new neighbors and the conversations were "friendly" and "inviting." All neighbors seemed on board with the proposed home. The neighbors at 401 and 455 Yale Rd were not home and the letter on the next page was left.

Thank you for considering this proposal. The owners and I hope you agree this is a thoughtful design which will fit in amicably into the surrounding Allied Arts neighborhood.

1. ConnectMenlo, *Community Character Report, Public Review Draft* 2015, 43-44
2. McAlester, Virginia & Lee. *Field guide to American Houses* (New York: Alfred A Knopf, 1984), 479
3. Ibid, 453-455

September, 2023

Hello Neighbor,

My family recently purchased the property at 490 Yale Road and will be your new neighbors in the not to distant future. We are long time Bay Area residents and wanted to move a bit closer to family living nearby. I work in manufacturing and my wife, Lina, is a school teacher. I was hoping to meet you today to introduce myself and found nobody at home, so am leaving this note.

In the upcoming weeks you will receive a letter from the Menlo Park Planning Department informing you about our project to build a new home on the property.

The home is thoughtfully designed and will blend in nicely with existing homes in the neighborhood. It is set back a bit further from adjacent neighbor fences than the existing house and has a second story which is set back even further. There will be an apartment on the second floor and a two car garage which can actually be used for cars.

None of the beautiful heritage redwoods and oaks on the property will be impacted.

Please feel free to contact me to say hello and with any questions your might have.

Best regards,

Imad Khalil
408.306.5209
pingimad@gmail.com

LOCATION: 490 Yale Road	**PROJECT NUMBER:** PLN2023-00034	**APPLICANT:** Thomas Krulevitch	**OWNER:** Imad Khalil

PROJECT CONDITIONS:

1. The use permit shall be 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 February 5, 2025) for the use permit to remain in effect.
   b. Development of the project shall be substantially in conformance with the plans prepared by Architect: T. Krulevitch consisting of 14 plan sheets, dated received January 12, 2024 and approved by the Planning Commission on February 5, 2024, except as modified by the conditions contained herein, subject to review and approval of 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. Simultaneous with the submittal of a complete building permit application, the applicant shall submit plans indicating that the applicant shall remove and replace any damaged and significantly worn sections of frontage improvements. The plans shall be submitted for review and approval of the Engineering Division.
   g. Simultaneous with the submittal of a complete building permit application, the applicant shall submit 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. Heritage trees in the vicinity of the construction project shall be protected pursuant to the Heritage Tree Ordinance and the arborist report prepared by Bo Firestone Trees & Gardens, dated received August 17, 2023.
   i. Prior to building permit issuance, the applicant shall pay all fees incurred through staff time spent reviewing the application.
   j. The applicant or permittee shall defend, indemnify, and hold harmless the City of Menlo Park or its agents, officers, and employees from any claim, action, or proceeding against the City of Menlo Park or its agents, officers, or employees to attack, set aside, void, or annul an approval of the Planning Commission, City Council, Community Development Director, or any other department, committee, or agency of the City concerning a development, variance, permit, or land use approval which action is brought within the time period provided for in any applicable statute; provided, however, that the applicant's or permittee's duty to so defend, indemnify, and hold harmless shall be subject to the City's promptly notifying the applicant or permittee of any said claim, action, or proceeding and the City's full cooperation in the applicant's or permittee's defense of said claims, actions, or proceedings.

LOCATION: 490 Yale Road	**PROJECT NUMBER:** PLN2023-00034	**APPLICANT:** Thomas Krulevitch	**OWNER:** Imad Khalil

PROJECT CONDITIONS:

k. Notice of Fees Protest – The applicant may protest any fees, dedications, reservations, or other exactions imposed by the City as part of the approval or as a condition of approval of this development. Per California Government Code 66020, this 90-day protest period has begun as of the date of the approval of this application.

City of Menlo Park

Location Map
490 Yale Road

CITY OF MENLO PARK

Scale: 1:4,000 | Drawn By: FNK | Checked By: CDS | Date: 2/5/2024 | Sheet: 1

490 Yale Road – Attachment C: Data Table

	PROPOSED PROJECT	EXISTING PROJECT	ZONING ORDINANCE
Lot area	6,533.0 sf	6,533.0 sf	7,000 sf min.
Lot width	65.3 ft.	65.3 ft.	65 ft. min.
Lot depth	100.0 ft.	100.0 ft.	100 ft. min.
Setbacks			
Front	20.0 ft. (Main House) 50.8 ft. (ADU)	25.3 ft.	20 ft. min.
Rear	20.0 ft. (Main House) 20.7 ft. (ADU)	19.0 ft.	20 ft. min.
Side (left)	6.5 ft. (Main House) 6.9 ft. (ADU)	8.6 ft.	6.5 ft. min.
Side (right)	12 ft. (Main House) 35.0 ft. (ADU)	20.7 ft.	12 ft. min.
Building coverage	2,330.1 Sf* 35.7 %*	1,707 sf 26.1 %	2,286.6 sf max. 35 % max.
FAL (Floor Area Limit)	3,598.2 sf	sf	2,800.0 sf max.
Square footage by floor	1,652.3 sf/1st 672.2 sf/2nd 422.6 sf/garage 851.1 sf/ADU 169.6 sf/porches 17.9 sf/chimney	1,103.0 sf/1st 387.0 sf/garage 110.0 sf/areas over 17' 144.0 sf/porches 73.0 sf/shed	
Square footage of buildings	3,785.7 sf	1,817 sf	
Building height	27.5 ft.	18.5 ft.	28 ft. max.
Parking	2 covered	2 covered	1 covered/1 uncovered
Note: Areas shown highlighted indicate a nonconforming or substandard situation.			

Trees	Heritage trees***	8	Non-Heritage trees	2***	New Trees 0
	Heritage trees proposed for removal	0	Non-Heritage trees proposed for removal	0	Total Number of Trees 10

* Floor area and building coverage for the proposed project includes the ADU, which is 851 square feet in size. Only 800 square feet of the ADU is allowed to exceed the floor area limit and maximum building coverage. With the ADU and main residence combined, the floor area limit would be exceeded by 780.2 square feet and the building coverage would be exceeded by 43.5 square feet.
*** Three heritage and one non-heritage street tree.

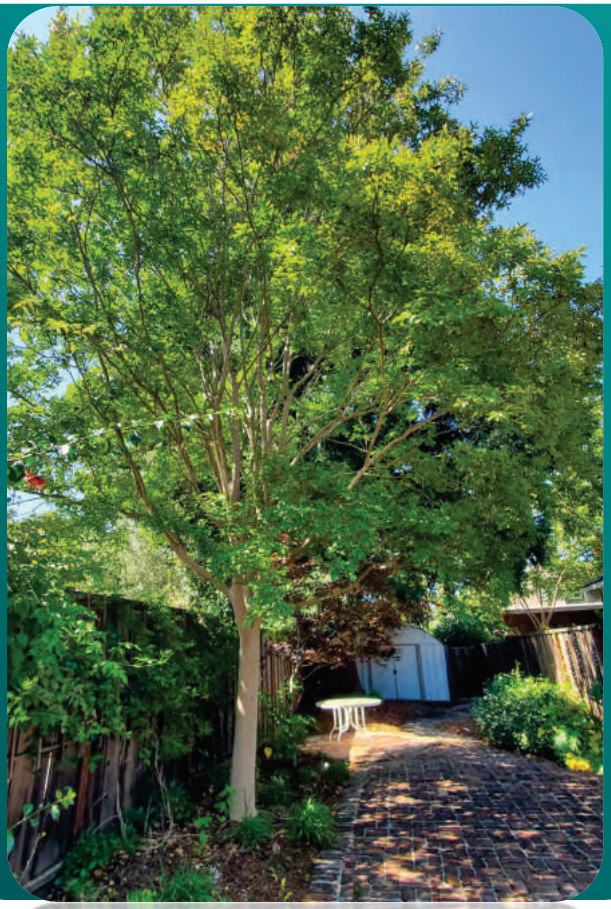
ARBORIST REPORT

TREE PROTECTION PLAN

AUGUST 17, 2023

PREPARED FOR: IMAD AND LINA KHALIL

SITE ADDRESS:
490 YALE RD. • MENLO PARK, CA 94025



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ASCA RCA #758
Registered Consulting Arborist®

Contents

Introduction

ARBORIST ASSIGNMENT

On July 18th, 2023, at the request of the architect, my team visited 490 Yale Rd. in the role of Project Arborist. The purpose was to perform the assessments and data collections as necessary to create an industry-standard Tree Protection Report for their project permit. It was my understanding that the existing home would be demolished, and a two-story home with attached ADU would be built in its place. The assessments in this report were based on review of the following:

- Site Plan A-1 by Tom Krulevitch Architecture (dated 08/15/2023)
- Topographic Map by Alpha Land Surveyors (dated 06/26/2023)

My inventory included a total of 10 trees over six inches (6" DBH). There were nine (9) trees of Heritage size: three (3) coast live oak (*Quercus agrifolia)*, two (2) coast redwood (*Sequoia sempervirens*), one (1) olive (*Olea europaea*), and three (3) London plane Street trees (*Platanus x acerifolia*). No trees on the property were requested for removal. All other neighboring trees were sufficiently distant from the work (>10x DBH).

USES OF THIS REPORT

According to City Ordinance, *any person who conducts grading, excavation, demolition, or construction activity on a property is to do so in a manner that does not threaten the health or viability or cause the removal of any Heritage Tree. Any heritage tree to be retained 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.* ***Any work performed within an area 10 times the diameter of the tree (i.e., the tree protection zone) requires the submittal of a tree protection plan for approval by the City before issuance of any permit for grading or construction.***

This report was written by Busara Firestone, Project Arborist, to serve as a resource for the property owner, designer, and builder. As needed, I have provided instructions for retaining, protecting, and working around trees during construction, as well as information on City requirements. *The owner, contractor and architect are responsible for knowing the information included in this arborist report and adhering to the conditions provided.*

Limitations

Trees assessed were limited to the scope of work identified in the assignment. I have estimated the trunk diameters of trees with barriers to access or visibility (such as those on neighboring parcels or behind debris). Although general structure and health were assessed, formal Tree Risk Assessments were not conducted unless specified. Disease diagnostic work was not conducted unless specified. All assessments were the result of ground-based, visual inspections. No excavation or aerial inspections were performed. Recommendations beyond those related to the proposed construction were not within the scope of work.

My tree impact and preservation assessments were based on information provided in the plans I have reviewed to date, and conversations with the involved parties. I assumed that the guidelines and setbacks recommended in this report would be followed. Assessments, conclusions, and opinions shared in this report are not a guarantee of any specific outcome. If additional information (such as engineering or landscape plans) is provided for my review, these assessments would be subject to change.

City Tree Protection Requirements

Heritage Tree Definition

A “Heritage Tree” is a tree that has protected status by the City of Menlo Park. The City can classify trees with Heritage status for their remarkable size, age, or unique value. However, in general, native oaks of 10 inches or more, and any tree having a trunk with a diameter of 15 inches or more has Heritage status (measured at 54 inches above natural grade, or at the branching point for multi-trunk trees).

Construction-Related Tree Removals

According to the City of Menlo Park, *applicants are required to submit a site plan with the Heritage Tree Removal Application Permit even if they have submitted a site plan to the City for a planning or building permit. The site plan facilitates the review by the City Arborist.*

For removals of two or more trees, applicants shall be required to submit a planting plan indicating the species, size, and location of the proposed replacement trees on a site plan. Heritage Tree Permits related to Construction will also be charged for City-retained arborist expenses.

Violation Penalties

Any person who violates the tree protection ordinance, including property owners, occupants, tree companies and gardeners, could be held liable for violation of the ordinance. The ordinance prohibits removal or pruning of over one-fourth of the tree, vandalizing, mutilating, destruction and unbalancing of a heritage tree without a permit.

If a violation occurs during construction, the City may issue a stop-work order suspending and prohibiting further activity on the property until a mitigation plan has been approved, including

protection measures for remaining trees on the property. ***Damage to Heritage trees must be reported to the Project Arborist or City Arborist within six (6) hours of damage.***

After receiving notice or observing damage during a requested inspection, the Project Arborist will issue a report to the client. This applies to all trees identified for preservation including neighboring trees. Documentation will include a description of the issue (extent of wounding, canopy loss or root loss), reassessment of impacts to the tree, and recommended remediation.

Civil penalties may be assessed against any person who commits, allows or maintains a violation of any provision of the ordinance. The fine will be an amount not to exceed $5,000 per violation, or an amount equivalent to the replacement value of the tree, whichever is higher.

Impacts on Protected Trees

SITE AND PROJECT DESCRIPTION

The property at 490 Yale Rd. was a large residential corner lot. The topography was not notable. There was a house with attached garage on-site with a driveway on the right-hand side. The tree stock was a mix of large natives and smaller ornamentals.

After review of the proposed plan set, it was my understanding the existing home was to be demolished. A two-story home with attached ADU was to be built in its place. Please see attached Tree Protection Plan Map.

TREE INVENTORY

This tree preservation plan includes an attached inventory of all trees on the property regardless of species, that were at least 12 feet tall and 6-inch DBH.

This inventory also includes as necessary, any neighboring Heritage Trees with work proposed within 10 times their diameter (DBH). Any street trees within the public right-of-way were also included, regardless of size, as required by the City.

The Inventory includes each tree's number (as shown on the TPZ map), measurements, condition, level of impact (due to proximity to work), tolerance to construction, and overall suitability for retainment. The inventory also includes the appraised value of each tree using the Trunk Formula Technique (10th Edition).

HOW CONSTRUCTION CAN DAMAGE TREES

Damage to Roots

Where are the Roots?

The most common types of injury to trees that occur during property improvements are related to root cutting or damage. **Tree roots extend farther out than people realize, and the majority are located within the upper 24 inches of soil.** The thickest roots are found close to the trunk, and taper and branch into ropey roots. These ropey roots taper and branch into an intricate system of fine fibrous roots, which are connected to an even finer system of fungal filaments. This vast below-ground network is tasked with absorbing water and nutrients, as well as anchoring the tree in the ground, storage, and communication.

Damage from Excavation

Any type of excavation will impact adjacent trees by severing roots and thus cutting off the attached network. Severing large roots, or trenching across the root plate, destroys large networks. Even work that appears to be far from a tree can impact the fibrous root system. Placing impervious surfaces over the ground, or installing below ground structures, such as a pool, or basement wall, will remove rooting area permanently from a site.

Damage from Fill

Adding fill can smother roots, making it difficult for them to access air and water. The roots and other soil life need time to colonize the new upper layers of soil.

Changes to Drainage and Available Water

Changes to the hydrology of the site, caused for instance by new septic fields, changes to grade, and drainage systems, can also cause big changes in available water for trees. Trees can die from lack of water or disease if their water supply dries up or gets much wetter than they are used to.

Soil Compaction and Contamination

In addition, compaction of soil, or contamination of soil with wash-water, paint, fuel, or other chemicals used in the building process, can cause damage to the rooting environment that can last many years. Tree protection fencing creates a barrier to protect as many roots as possible from this damage, which can be caused by travelling vehicles, equipment storage, and other construction activities that may occur even outside the construction envelope.

Mechanical Injury

Injury from the impact of vehicles or equipment can occur to the root crown, trunk, and lower branches of a tree. The bark protects a tree – creating a skin-like barrier from disease-causing organisms. The stem tissues support the weight of the plant. They also conduct the flow of water, sugars, and other important compounds throughout the tree. When the bark and wood is injured, the structure and health of the tree is compromised.

IMPACTS TO HERITAGE TREES

SUMMARY

Nine (9) Heritage Trees would be impacted by the project: three (3) coast live oak (*Quercus agrifolia)*, two (2) coast redwood (*Sequoia sempervirens*), one (1) olive (*Olea europaea*), and three (3) London plane Street trees (*Platanus x acerifolia*). No trees on the property were recommended for removal.

My evaluation of the impacts of the proposed construction work for all affected trees was summarized in the Tree Inventory. These included impacts of grading, excavation for utility installation, retaining walls, drainage or any other aspect of the project that could impact the service life of the tree. Anticipated impacts to trees were summarized using a rating system of "severe," "high," "moderate," "low," or "very low."

General species tolerance to construction, and condition of the trees (health and structural integrity), was also noted on the Inventory. These major factors, as well as tree age, soil characteristics, and species desirability, all factored into an individual tree's suitability rating, as summarized on the Inventory. Suitability of trees to be retained was rated as "high," "moderate," "low." Trees with low suitability would be appropriate candidates for removal. **Please see Glossary for definitions of ratings.**

TREE REMOVALS

No trees were requested for removal as part of the project.

IMPACTS TO NEIGHBORING AND HERITAGE TREES

- **Trees #2H - #4H (London plane Street trees and oak):** These trees, 20 – 30 feet from the proposed home, would not be anticipated to be impacted by the project (0% - 5% root loss). They would only need to be protected from material storage and movement throughout the site.

- **Trees #1H (20" London plane, Street tree), #5H (22" olive, Street tree), and #10H (neighboring oak):** These trees, approximately 20 feet from the work, would be expected to sustain "low" impacts (less than 10% root loss).

- **Trees #6H (39" redwood, Street tree) and #9H (43" redwood):** These trees, approximately 18 feet from the proposed home, would be expected to sustain "moderate" impacts (10% - 25% root loss) from the work. **Please see "Special Tree Protection Measures" section of this report for guidelines on working within 6x DBH of these trees.**

- **Tree #7H (22.5" oak):** This tree, approximately 6 feet from the existing home and 8 feet from the proposed home, would be expected to sustain "moderate" impacts (10% - 25% root loss) from the work. **Please see "Special Tree Protection Measures" section of this report for guidelines on working within 6x DBH of this tree.**

Tree Protection Recommendations

PRE-CONSTRUCTION

Establish Tree Protection Zones (TPZ)

The Tree Protection Zone (TPZ) shall be a fenced-off area where work and material storage is not allowed. They are established and inspected prior to the start of work. This barrier protects the critical root zone and trunk from compaction, mechanical damage, and chemical spills.

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 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.

Specific recommended protection for trees is as follows:

- **Tree #1H (20" London plane, Street tree):** Establish standard TPZ fencing radius to 20 feet, or to the greatest extent possible as limited by the street, driveway, and existing pathways.

- **Tree #2H - #7H (mix of species)**: These trees be fenced as a group within the same perimeter. Establish standard TPZ fencing radius to 25 feet, or the greatest extent possible as limited by the work, street, and existing pavement.

- **Tree #2H - #7H (mix of species)**: These trees be fenced as a group within the same perimeter. Establish standard TPZ fencing radius to 30 feet, or the greatest extent possible as limited by the work, street, and existing pavement.

TPZ FENCING SPECIFICATIONS:

1) Establish tree protection fencing radius by installing six (6)-foot tall chain link fencing mounted on eight (8)-foot tall, 1.5-inch diameter galvanized posts, driven 24 inches into the ground and spaced no more than 10 feet apart.

2) Post signs on the fencing (in English and Spanish) printed on 11"x17" yellow-colored paper (signage attached at end of report) with Project Arborist's contact information. Signage should be on each protection fence in a prominent location.

3) Movable barriers of chain link fencing secured to cement blocks may 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.

The following activities are prohibited inside the Tree Protection Zone. DO NOT:

- Place heavy machinery for excavation
- Allow runoff or spillage of damaging materials
- Store or stockpile materials, tools, or soil
- Park or drive vehicles
- Trench, dig, or otherwise excavate without first obtaining authorization from the City Arborist or Project Arborist
- Change soil grade
- Trench with a machine
- Allow fires under and adjacent to trees
- Discharge exhaust into foliage
- Direct runoff towards trees
- Cut, break, skin, or bruise roots, branches, or trunks without authorization from the City Arborist
- Secure cable, chain, or rope to trees
- Apply soil sterilant under pavement near existing trees

Preventing Root Damage

Bare ground within the TPZ should have material applied over the ground to reduce soil compaction and retain soil moisture. This may be done by applying a six to 12-inch layer of wood chip mulch to the area. With this method, mulch in excess of four inches would have to be removed after work is completed. As an alternative method that would not require mulch removal, the contractor could place plywood (>3/4-inch-thick) or road mats over a four-inch layer of mulch. Mulch should be spread manually so as not cause compaction or damage.

Pruning Branches

I recommend that trees be pruned only as necessary to provide minimum clearance for proposed structures and the passage of workers, vehicles, and machines, while maintaining a natural appearance. Any large dead branches should be pruned out for the safety of people working on the site.

Pruning should be specified in writing adhering to ANSI A300 Pruning Standards and performed according to Best Management Practices endorsed by the International Society of Arboriculture. Any pruning (trimming) of branches should be supervised by an ISA-certified arborist. **Any property owner wanting to prune heritage tree more than one-fourth of the canopy and/or roots, must have permission from the City.**

Arborist Inspection

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. Tree protection fencing to be inspected by City Arborist before demo and/or building permit issuance.

DURING CONSTRUCTION

Special Tree Protection Measures – Trees #6H, #7H, and #9H

1) **Demolition of existing hardscape (Tree #7H, oak)** should be performed in a manner that avoids tearing roots: Using the smallest effective machinery, break up pieces of the concrete and lift pieces up and away from trees. Cut roots embedded in paving rather than tearing them (see instructions on root cuts).

2) **Excavation guidelines for installation of new foundation (Trees #6H, 7H, and #9H):** *Use hand tools only* when excavating within 20 feet of the trunk of Trees #6H and #9H and 12 feet of Tree #7H within the top 36 inches of soil depth. If roots of one-inch diameter or larger must be cut, they should be cut cleanly with a sharp, clean sawblade perpendicular to the direction of growth (a "square cut"). The cut should be made where the bark of the root is undamaged and intact. **Root pruning should be supervised by the Project Arborist.**

Root Pruning

Roots often extend farther beyond the tree than people realize. Even outside of the fencing protecting the critical root zone, there are roots that are important to the wellbeing of the tree. Builders may notice torn roots after digging or trenching. If this happens, exposed ends should be cut cleanly.

However, the best way to cut roots is to cut them cleanly *before* they are torn by excavating equipment. Roots may be exposed by gentle excavation methods and then cut selectively. Alternatively, a tool specifically designed to cut roots may be used to cut through the soil on the tree-side of the excavation line prior to digging so that roots are not torn. **Any root pruning of roots two inches (2") or larger must be supervised by the Project Arborist**.

Irrigation

Water moderately and highly impacted trees during the construction phase. As a rule of thumb, provide one to two inches per month. Water slowly so that it penetrates 18 inches into the soil, to the depth of tree roots. Do not water native oaks during the warm dry season (June – September) as this activates oak root fungus. Instead, make sure that the soil is sufficiently insulated with mulch (where possible). Remember that unsevered tree roots typically extend three to five times the distance of the canopy.

Project Arborist Supervision

I recommend the Project Arborist meet with the builder on-site:

- Soon after excavation
- During any root pruning
- As requested by the property owner or builder to document tree condition and on-going compliance with tree protection plan (*required every 4 weeks by the City*).

Any time development-related work is recommended to be supervised by a Project Arborist, a follow-up letter shall be provided, documenting the mitigation has been completed to specification.

POST-CONSTRUCTION

Ensure any mitigation measures to ensure long-term survival including but not limited to:

Continued Tree Care

Provide adequate and appropriate irrigation. As a rule of thumb, provide 1- 2 inches of water per month. Water slowly so that it penetrates 18 inches into the soil, to the depth of the tree roots. Native oaks usually should not be provided supplemental water during the warm, dry season (June – September) as this activates oak root fungus. Therefore, native oaks should only be watered October – May when rain has been scarce.

Mulch insulates the soil, reduces weeds, reduces compaction, and promotes myriad benefits to soil life and tree health. Apply four inches of wood chips (or other mulch) to the surface of the soil around trees, extending at least to the dripline when possible. Do not pile mulch against the trunk.

Do not fertilize unless a specific nutrient deficiency has been identified and a specific plan prescribed by the project arborist (or a consulting arborist).

Post-Construction Monitoring

Monitor trees for changes in condition. Check trees at least once per month for the first year post-construction. Expert monitoring should be done at least every 6 months or if trees show signs of stress. Signs of stress include unseasonably sparse canopy, leaf drop, early fall color, browning of needles, and shoot die-back. Stressed trees are also more vulnerable to certain disease and pest infestations. Call the Project Arborist, or a consulting arborist if these, or other concerning changes occur in tree health.

City Arborist Inspection

A final inspection by the City Arborist is required at the end of the project. This is to be done before Tree Protection Fencing is taken down. Replacement trees should be planted by this time as well.

Conclusion

The home building project planned at 490 Yale Rd. appeared to be a valuable upgrade to the property. If any of the property owners, project team, or City reviewers have questions on this report, or require Project Arborist supervision or technical support, please do not hesitate to contact me at (408) 497-7158 or busara@bofirestone.com.

Signed,

Busara (Bo) Firestone | ISA Certified Arborist WE-#8525A | ASCA Registered Consulting Arborist RCA #758 | ISA Qualified Tree Risk Assessor | ASCA Tree and Plant Appraisal Qualification | Member – American Society of Consulting Arborists | Wildlife-Trained Arborist

Supporting Information

GLOSSARY

Terms appear in the order they appear from left to right on the inventory column headings.

DBH / DSH: Diameter at 4.5' above grade. Trees which split into multiple stems at 4.5’ are measured at the narrowest point below 4.5’.

Mathematic DBH / DSH: diameter of multitrunked tree, mathematically derived from the combined area of all trunks.

SPREAD: Diameter of canopy between farthest branch tips

TREE STATUS: A “Heritage Tree” is a tree that has protected status by the City of Menlo Park. The City can classify trees with Heritage status for their remarkable size, age, or unique value. However, in general, native oaks of 10 inches or more, and any tree having a trunk with a diameter of 15 inches or more has Heritage status (measured at 54 inches above natural grade, or at the branching point for multi-trunk trees).

CONDITION-Ground based visual assessment of structural and physiological well-being:

"Excellent" = 81 - 100%; Good health and structure with significant size, location or quality.

"Good" = 61-80%; Normal vigor, full canopy, no observable significant structural defects, many years of service life remaining.

"Fair" = 41-60%; Reduced vigor, significant structural defect(s), and/or other significant signs of stress

"Poor" = 21- 40%; In potentially irreversible decline, structure and aesthetics severely compromised

"Very Poor" = 6-20%; Nearly dead, or high risk of failure, negative contribution to the landscape

"Dead/Unstable" = 0 - 5%; No live canopy/buds or failure imminent

IDEAL TPZ RADIUS: Recommended tree protection radius to ensure healthy, sound trees. Based on species tolerance, age, and size (total combined stem area) as per industry best practice standards.

Compromising the radius in a specific area may be acceptable as per arborist approval. Municipalities in our region simplify this nuanced process by using the distance to the dripline, 10X DBH, or 6X DBH as acceptable setbacks from construction.

AGE: Relative to tree lifespan; “Young” <1/3; “Mature" 1/3 - 2/3; "Overmature" >2/3

IMPACT: Anticipated impact to an individual tree including……

SEVERE - In direct conflict, removal necessary if plans proceed (distance to root cuts/fill within 3X DBH or root loss of > 30% anticipated).

HIGH – Work planned within 6X DBH and/or anticipated root loss of 20% – 30%. Redesign to reduce impact should be explored and may be required by municipal reviewer. Retainment may be possible with monitoring or alternative building methods. Health and structure may worsen **even if** conditions for retainment are met.

MODERATE - Ideal TPZ encroached upon in limited areas. No work or very limited work within 6X TPZ. Anticipated root loss of 10% - 25%. Special building guidelines may be provided by Project Arborist. Although some symptoms of stress are possible, tree is not likely to decline due to construction related activities.

LOW - Anticipated root loss of less than 10%. Minor or no encroachment on ideal TPZ. Longevity uncompromised with standard protection.

VERY LOW - Ideal TPZ well exceeded. Potential impact only by ingress/egress. Anticipated root loss of 0% - 5%. Longevity uncompromised.

NONE - No anticipated impact to roots, soil environment, or above-ground parts.

TOLERANCE: General species tolerance to construction (HIGH, MODERATE, or LOW) as given in Managing Trees During Construction, Second Edition, by International Society of Arboriculture

SUITABILITY ASSESSMENT: An individual tree's suitability for preservation considering impacts, condition, maturity, species tolerance, site characteristics, and species desirability. (HIGH, MODERATE, or LOW)

APPRAISAL RESULT: The reproduction cost of tree replacement as calculated by the Trunk Formula Technique.

BIBLIOGRAPHY

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

ISA. *Guide for Plant Appraisal,* 10th edition, second printing. Atlanta, GA: International Society of Arboriculture, 2019. Print.

ISA. Species Classification and Group Assignment, 2004 Western Chapter Regional Supplement. Western Chapter ISA.

Smiley, E. Thomas, Nelda Matheny, and Sharon Lilly. *Best Management Practices: Tree Risk Assessmen*t: International Society of Arboriculture, 2011. Print.

CERTIFICATE OF APPRAISAL

I, Busara Rea Firestone, CERTIFY to the best of my knowledge and belief:

1. That the statements of fact contained in this plant appraisal are true and correct.
2. That the appraisal analysis, opinions, and conclusion are limited only by the reported assumption and limiting conditions, and that they are my personal, unbiased professional analysis, opinions, and conclusions.
3. That I have no present or prospective interest in the plants that are the subject of this appraisal, and that I have no personal interest or bias with respect to the parties involved.
4. That my compensation is not contingent upon a predetermined value or direction in value that favors the cause of the client, the amount of the value estimate, the attainment of a stipulated result, or the occurrence of a subsequent event.
5. That my analysis, opinions, and conclusions are developed, and this appraisal has been prepared, in conformity with the *Guide for Plant Appraisal (10th edition, 2000)* authored by the Council of Tree and Landscape Appraisers.
6. That the methods found in this appraisal are based on a request to determine the value of the plants considering reasonable factors of plant appraisal.
7. That my appraisal is based on the information known to me at this time. If more information is disclosed, I may have further opinions.

Signed,

Busara (Bo) Firestone

ISA Certified Arborist WE-#8525A

8/18/2023

BO FIRESTONE TREES & GARDENS
BUSARA FIRESTONE, CERTIFIED ARBORIST #WE-8525A
2150 LACEY DR., MILPITAS, CA 95035
E: BUSARA@BOFIRESTONE.COM P: (408) 497-7158
WWW.BOFIRESTONE.COM

ASCA RCA #758 Registered Consulting Arborist®

A23

CITY OF MENLO PARK

WARNING TREE PROTECTION AREA

ONLY AUTHORIZED PERSONNEL MAY ENTER THIS AREA

No excavation, trenching, material storage, cleaning, equipment access, or dumping is allowed behind this fence.

Do not remove or relocate this fence without approval from the project arborist. This fencing must remain in its approved location throughout demolition and construction.

Project Arborist contact information:

Name: Bo Firestone
Business: Bo Firestone Trees & Gardens
Phone number: 408-497-7158

ADVERTENCIA: ÁREA DE PROTECCIÓN DE ÁRBOLES

SÓLO EL PERSONAL AUTORIZADO PUEDE INGRESAR A ESTA ÁREA

No se permite la excavación, zanjas, almacenamiento de materiales, limpieza, acceso de equipos, o vertido de residuos detrás de esta cerca.

No retire ni reubique esta cerca sin la aprobación del arborista del proyecto. Esta cerca debe permanecer en su ubicación aprobada durante todo el proceso de demolición y construcción.

Información de contacto del arborista de este proyecto:

Nombre: Bo Firestone
Empresa: Bo Firestone Trees & Gardens
Número de teléfono: 408-497-7158

Khalil Residence 8/17/23

								TREE IMPACT ASSESSMENT												
#	Heritage (H)	Common Name	Botanical Name	Protected Status	DBH (inches)	math. DBH (inches)	Height (feet)	Spread (feet)	Condition	Health, Structure, Form notes	Age	Species Tolerance	6X DSH* (feet)	Est. Root Loss**	TPZ mult. Factor	Ideal TPZ Radius (ft)	Impact Level ***	Suitability Rating	Removal Status	Appraisal Result
1	H	London Plane	*Platanus x acerifolia*	**HERITAGE, STREET**	20	20	45	35	FAIR (50%)	previously topped, multiple small cavities in trunk	MATURE	MODERATE	**10**	<10%	12	20	**LOW**	MODERATE	PRESERVE	$3,620
2	H	London Plane	*Platanus x acerifolia*	**STREET**	14.5	14.5	40	20	FAIR (50%)	previously topped, multiple small cavities in trunk	MATURE	MODERATE	**7**	0% -5%	12	15	**VERY LOW**	MODERATE	PRESERVE	$1,900
3	H	London Plane	*Platanus x acerifolia*	**HERITAGE, STREET**	19	19	45	30	FAIR (50%)	previously topped, multiple small cavities in trunk	MATURE	MODERATE	**10**	0% -5%	12	19	**VERY LOW**	MODERATE	PRESERVE	$3,260
4	H	Coast Live Oak	*Quercus agrifolia*	**HERITAGE**	13.5	13.5	35	20	FAIR (50%)	dense grove, asymmetrical canopy, moderate vigor	MATURE	HIGH	**7**	0% - 5%	8	9	**VERY LOW**	MODERATE	PRESERVE	$3,770
5	H	Olive	*Olea europaea*	**HERITAGE**	18.5, 11	22	35	30	GOOD (75%)	good vigor, full green canopy	MATURE	MODERATE	**11**	<10%	12	22	**LOW**	HIGH	PRESERVE	$13,500
6	H	Coast Redwood	*Sequoia sempervirens*	**HERITAGE**	39	39	100	30	GOOD (75%)	good vigor, pleasing form, full green canopy, some signs of drought stress	MATURE	HIGH	**20**	10% - 25%	8	26	**MODERATE**	HIGH	PRESERVE	$27,600
7	H	Coast Live Oak	*Quercus agrifolia*	**HERITAGE**	22.5	22.5	50	40	GOOD (75%)	full green canopy, pleasing form, good vigor, self-corrected lean	MATURE	HIGH	**11**	10% - 25%	8	15	**MODERATE**	HIGH	PRESERVE	$14,100
8		Crapemyrtle	*Lagerstroemia indica*	(not heritage)	8.5	8.5	30	25	GOOD (75%)	full green canopy, pleasing form, good vigor	MATURE	MODERATE	**4**	0% - 5%	12	9	**VERY LOW**	HIGH	PRESERVE	$3,210
9	H	Coast Redwood	*Sequoia sempervirens*	**HERITAGE**	43	43	100	40	EXCELLENT (90%)	good health and structure with significant size and quality	MATURE	HIGH	**22**	10% - 25%	8	29	**MODERATE**	HIGH	PRESERVE	$40,200
10	H	Coast Live Oak	*Quercus agrifolia*	**HERITAGE**	est. 26	26	45	35	GOOD (75%)	full green canopy, pleasing form, good vigor	MATURE	HIGH	**13**	<10%	8	17	**LOW**	HIGH	PRESERVE	$10,500
KEY:																				
#		**Neighboring / City Street Tree**																		
		Removal Request																		

SEE GLOSSARY FOR DEFINITION OF TERMS

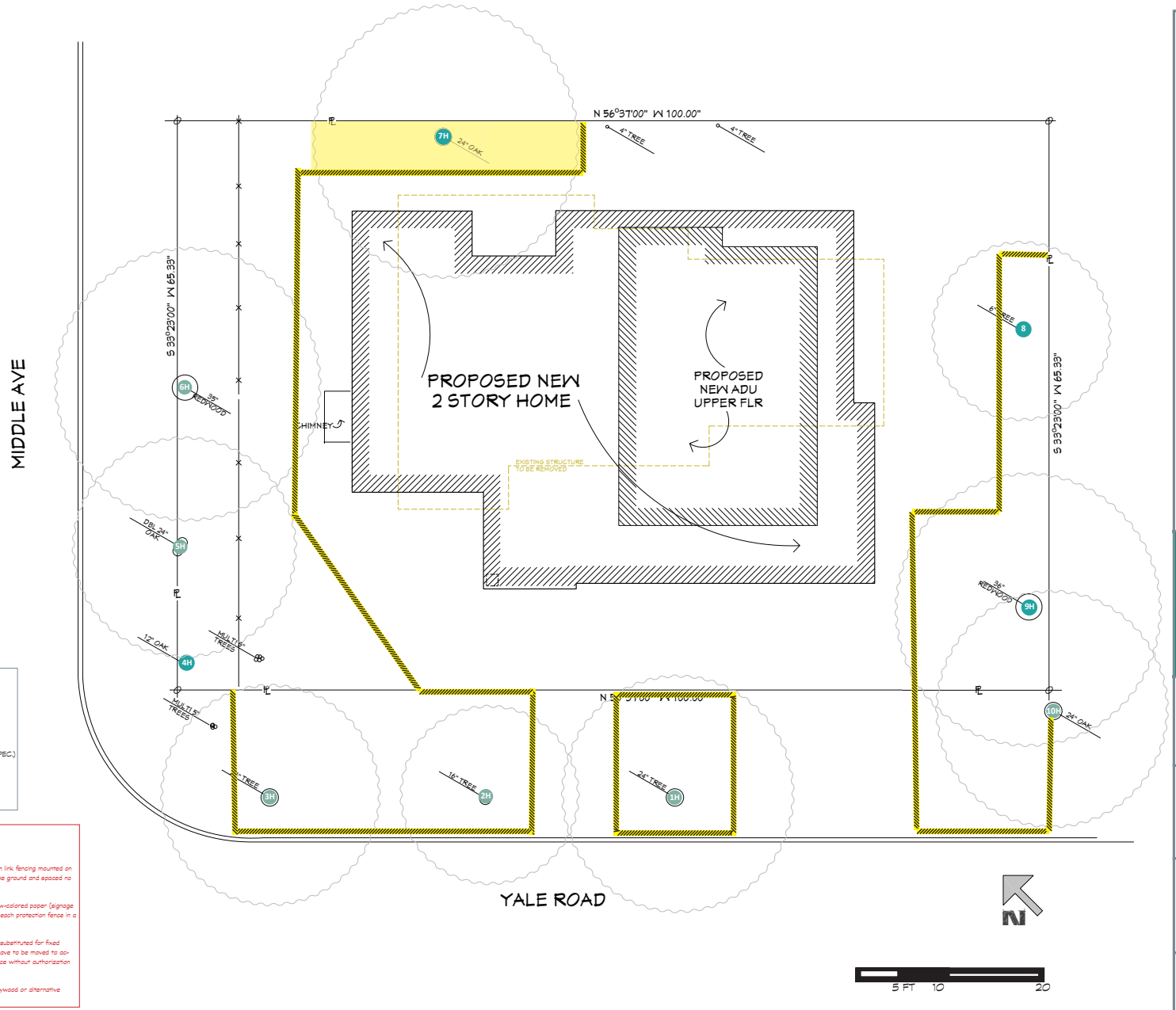
*** 6X DBH is recongnized by tree care industry best practices as the distance from trunkface to a cut across the root plate that would result in a loss of approximately 25% of the root mass. Cuts closer than this may result in tree decline or instability.**
****Based on approximate distance to excavation and extent of excavation (as shown on plans).**
****Impact level assumming all basic and special tree protection measures are followed.**

Appraisal calculations summary available apon request.

Prepared by Busara Firestone
ISA Certified Arborist #WE-8525A

TREE PROTECTION ZONE MAP

490 YALE RD, MENLO PARK, CA



TPZ MAP LEGEND:

- TREE TO REMAIN
- TREE ON NEIGHBORS' PROPERTY / CITY STREET TREE
- TREE PROTECTION FENCING (SEE SPEC.)
- ROOT PROTECTION MEASURES (PRESCRIBED PER REPORT PG. 9-10)

Tree protection fencing requirements as required by the City of Menlo Park:

1) Establish tree protection fencing radius by installing six (6)-foot tall chain link fencing mounted on eight (8)-foot tall, 1.5-inch diameter galvanized posts, driven 24 inches into the ground and spaced no more than 10 feet apart.

2) Post signs on the fencing (in English and Spanish) printed on 11"x17" yellow-colored paper (signage attached) with Project Arborist's contact information. Signage should be on each protection fence in a prominent location.

3) Movable barriers of chain link fencing secured to cement blocks may 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.

4) Place a 6-inch layer of coarse mulch or woodchips covered with ¾-inch plywood or alternative within the TPZ over bare ground prior to construction activity.

DATE:
08/17/23

TPZ ELEMENTS DRAWN:
B. FIRESTONE
ISA-CERTIFIED ARBORIST
#WE-8525A

BASE MAP: SITE PLAN A-1
by TOM KRULEVITCH
ARCHITECT
(08/15/2023)

ARBORIST REPORT
pg. 22

CITY OF MENLO PARK

STAFF REPORT

Planning Commission
Meeting Date: **2/5/2024**
Staff Report Number: **24-009-PC**

Public Hearing: **Consider and adopt a resolution to approve a master sign program amendment for a mixed-use development (Middle Plaza at 500 El Camino Real) in the ECR/D-SP (El Camino Real/Downtown Specific Plan) zoning district and determine this action is exempt under CEQA Guidelines Section 15061(b)(3) (Commonsense exemption)**

Recommendation

Staff recommends that the Planning Commission approve a master sign program amendment for a mixed-use development (Middle Plaza at 500 El Camino Real) in the SP-ECR/D (El Camino Real/Downtown Specific Plan) zoning district. A draft resolution, including the recommended conditions of approval, is included as Attachment A.

Policy Issues

Each master sign program amendment request should be considered individually. The Planning Commission should consider whether the required findings, included with the draft resolution (Attachment A), can be made for the proposed master sign program amendment.

Background

Site location

The approximately 8.4-acre site is located at 200-500 El Camino Real, between 700-800 El Camino Real also known as Menlo Station, and 100 El Camino Real, the Stanford Park Hotel, in the SP-ECR/D (El Camino Real/Downtown Specific Plan) zoning district. Using El Camino Real in a north to south orientation, the subject parcel is located on the east side of El Camino Real. A location map is included as Attachment B.

Previous project review

The City Council approved the mixed-use development at 500 El Camino Real project (also known as “Middle Plaza at 500 El Camino Real”) in 2017. The mixed-use development includes approximately 10,286 square feet of retail/restaurant, approximately 142,840 square feet of non-medical office uses, and 215 residential units that would comprise approximately 276,613 square feet. The development includes a total of seven buildings, one mixed-use retail and office building (Office Building 1), two office buildings (Office Buildings 2 and 3), four residential buildings (Residential Buildings A, B and C), two of which are connected to create Building A, and a plaza at Middle Avenue (Middle Plaza) that would be approximately 120 feet wide and approximately 0.5 acre in size. The plaza would provide public amenities in the form of publicly-accessible open space and a connection between El Camino Real and a proposed grade-separated crossing at the Caltrain tracks.

On September 19, 2022 the Planning Commission approved the master sign program for the Middle Plaza development. A hyperlink to the staff report is available as Attachment C.

Analysis

Project description

The approved master sign program for the Middle Plaza mixed-use development consists of seven monument signs, three for residential and four for office identification, for a total of 273 square feet. There are also a total of 14 tenant identification signs permitted, of which six are for retail at Office Building #1, two are for tenant identification at Office Building #1, three are for tenant identification at Office Building #2, and three are for tenant identification at Office Building #3. The total permitted signage for tenant identification signs, which includes both lower and upper floor signs, totals 635 square feet. In addition, six retail blade signs are permitted for a total of 72 square feet, and three project identification signs are permitted along El Camino Real, for a total of 19 square feet. The overall signage display area approved was 999 square feet, which is distributed amongst the seven buildings on the site, including the four residential buildings.

The proposed master sign amendment would:

- Reduce the sign display area of seven tenant identification signs;
- Add two new tenant identification signs;
- Remove two parking directional signs; and
- Relocate and reconfigure other directional signs.

The development has a single frontage along El Camino Real. The permitted sign area for the project is calculated per a formula in the Zoning Ordinance (30 feet + ((Frontage Length – 10 feet) x (8/7))), which does not include signage designated for project identification or safety/directional signage, for a maximum of 1,000 square feet per frontage. The project's frontage along El Camino Real is 1,600 feet and the applicant is requesting to increase the number of signs, while reducing the overall signage area from 999 square feet to 994 square feet, where 1,000 square feet is the maximum permitted.

Safety and directional signage

For applicable projects within the ECR/D-SP zoning district, safety and directional signage is exempt from the limits on signage display area, provided that the safety and directional signage is approved pursuant to a master signage program. For purposes of signage, "safety and directional signage" means signage providing information on directions, ingress and egress, parking access and location, accessibility, and other similar identifying information. Directional signs include parking and garage signage, parking blade signs, pedestrian transit, and building address signs.

As part of the master sign program amendment the applicant is proposing changes to the safety and directional signs, which would include:

- Removal of two parking directional signs (30 square feet) from Office Building #1.
    - The overall total number of directional signs would reduce from 43 to 41.
- Increasing size of three transit pedestrian directional signs from two feet by one foot, to three feet, three-inches by two feet.
    - The total transit pedestrian directional signage display area would increase from six to 21 square feet.
- Remove a wall identification sign of 50 square feet and replace it with a parking entry sign of 10

square feet over the archway attached to Office Building #1.
    - The overall directional sign area would be reduced from the approved 521 square feet to 466 square feet.
- One blade sign would be relocated from rear of the building to the front.
- Four of the eight parking directional signs would be relocated within the property to better accommodate visibility and the flow of traffic in and around the property.

Tenant identification signs
As part of the master sign program amendment the applicant is further proposing to reduce the size of seven tenant identification signs (size A) for the office buildings from 15 feet by three feet, four inches to 15 feet by three feet; which would reduce the overall tenant identification signage square footage from 350 square feet to 315 square feet. Additionally, the applicant is proposing to add two new tenant identification signs on Office Building #1, bringing the total of tenant identification signs (size B) to three, totaling 45 square feet. The overall total number of commercial signs would increase from 30 to 32, and overall signage area would be reduced to 994 from 999 square feet.

The applicant has submitted project plans (Attachment A, Exhibit A) and a project description letter (Attachment A, Exhibit B) highlighting the various changes proposed as part of the amendment.

Design and materials
As part of the master sign program amendment the permitted master sign program design guidelines, colors and materials would not change as part of the requested amendment. Staff believes the signage specified by the amended master sign program would continue to be compatible and harmonious with the buildings on the property as the design would continue to be proportionate in size to the overall scale of the buildings and the colors would continue to comply with the City's sign design guidelines. The proposed changes would allow for better identification for the overall site.

Correspondence
Staff received an email (Attachment D) raising concerns that the renderings in the original plan set did not entirely match what was built. The applicant has updated the plans to show the proposed sign locations on photographs of the existing buildings to reference the as-built conditions at the project site.

Conclusion
Staff believes the proposed signage in the master sign program amendment would continue to be proportionate, compatible and harmonious with the buildings on the property given the scale of the Middle Plaza development. The proposed colors and signage designs would also continue to complement the design of the existing buildings, and would comply with the City's sign design guidelines. Staff recommends that the Planning Commission approve the master sign program amendment.

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 proposed master sign program amendment is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3) of the 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 project.

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. Draft Planning Commission Resolution Approving project Master Sign Program
    Exhibits to Attachment A:
        A. Project Plans
        B. Project Description Letter
        C. Conditions of Approval
B. Location Map
C. Hyperlink: September 19, 2022 Staff Report: https://menlopark.gov/files/sharedassets/public/v/1/agendas-and-minutes/planning-commission/2022-meetings/agendas/20220919-planning-commission-agenda-packet.pdf
D. Correspondence

Report prepared by:
Fahteen Khan, Associate Planner

Report review by:
Corinna Sandmeier, Principal Planner

PLANNING COMMISSION RESOLUTION NO. 2024-XX

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF MENLO PARK APPROVING A MASTER SIGN PROGRAM AMENDMENT FOR A MIXED-USE DEVELOPMENT (MIDDLE PLAZA) LOCATED AT 500 EL CAMINO REAL IN THE SP-ECR/D (EL CAMINO REAL/DOWNTOWN SPECIFIC PLAN) ZONING DISTRICT

WHEREAS, the City of Menlo Park ("City") received an application requesting approval of a master sign program amendment for a mixed-use development (Middle Plaza) in the SP-ECR-D (El Camino Real/Downtown Specific Plan) zoning district ("Project") from JJ Potasiewicz, ("Applicant"), on behalf of the property owner Stanford University ("Owner") located at 500 El Camino Real (APN 071-440-170) ("Property"). The Project master sign program amendment is depicted in and subject to the development plans attached hereto as Exhibit A and incorporated herein by this reference; and

WHEREAS, the SP-ECR/D (El Camino Real/Downtown Specific Plan) zoning district encompasses El Camino Real, the Caltrain station area and downtown Menlo Park, and supports a variety of uses, including, retail, personal services, restaurants, business and professional offices, residential uses, public and semi-public uses, and transit uses; and

WHEREAS, the proposed Project complies with all objective standards of the SP-ECR/D district; and

WHEREAS, the Project, requires discretionary actions by the City as summarized above, and therefore the California Environmental Quality Act ("CEQA," Public Resources Code Section §21000 et seq.) and CEQA Guidelines (Cal. Code of Regulations, Title 14, §15000 et seq.) require analysis and a determination regarding the Project's environmental impacts; and

WHEREAS, the City is the lead agency, as defined by CEQA and the CEQA Guidelines, and is therefore responsible for the preparation, consideration, certification, and approval of environmental documents for the Project; and

WHEREAS, the Project is categorically exempt from environmental review pursuant to Section 15061(b)(3) of the CEQA guidelines; and

WHEREAS, all required public notices and public hearings were duly given and held according to law; and

WHEREAS, at a duly and properly noticed public hearing held on February 5, 2024, the Planning Commission fully reviewed, considered, and evaluated the whole of the record including all public and written comments, pertinent information, documents and plans, prior to taking action regarding the Project.

NOW, THEREFORE, THE MENLO PARK PLANNING COMMISSION HEREBY RESOLVES AS FOLLOWS:

Section 1. Recitals. The Planning Commission has considered the full record before it, which may include but is not limited to such things as the staff report, public testimony, other materials and evidence submitted or provided, and the Planning Commission finds the foregoing recitals are true and correct, and they are hereby incorporated by reference into this Resolution.

Section 2. Master Sign Program Amendment. The Planning Commission approves Master Sign Program Amendment No. PLN2024-00003, which master sign program amendment is depicted in and subject to the development plans which are attached hereto and incorporated herein by this reference as Exhibit A. The Master Sign Program Amendment is conditioned in conformance with the conditions attached hereto and incorporated herein by this reference as Exhibit B. The Planning Commission makes the following findings, based on its independent judgment after considering the Project, and having reviewed and taken into consideration all written and oral information submitted in this matter:

A. The signage specified by the amendment to the Master Sign Program is compatible and harmonious with the buildings on the property in that it is proportionate in size to the overall scale of the buildings and the colors and signage designs complement the Mission Revival style of the office buildings and the Craftsman inspired style of the residential buildings.

Section 3. ENVIRONMENTAL REVIEW. The Planning Commission makes the following findings, based on its independent judgment after considering the Project, and having reviewed and taken into consideration all written and oral information submitted in this matter:

A. The Project is categorically exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3) of the CEQA guidelines.

Section 4. SEVERABILITY

If any term, provision, or portion of these findings or the application of these findings to a particular situation is held by a court to be invalid, void or unenforceable, the remaining provisions of these findings, or their application to other actions related to the Master sign program amendment, shall continue in full force and effect unless amended or modified by the City.

I, Kyle Perata, Assistant Community Development Director of the City of Menlo Park, do hereby certify that the above and foregoing Planning Commission Resolution was duly and regularly passed and adopted at a meeting by said Planning Commission on February 5, 2024, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS THEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this _____day of February 2024.

PC Liaison Signature

_____
Kyle Perata
Assistant Community Development Director
City of Menlo Park

Exhibits

A. Project Plans
B. Project Description Letter
C. Conditions of Approval

EXHIBIT A

LOCATIONS & ALLOWANCES

SIGN DRAWINGS

RETAIL/OFFICE/RESIDENTIAL SIGNAGE

DIRECTIONAL/ADDRESSING SIGNAGE (EXEMPT)

Directional & addressing sign area shall not be counted toward allowable project sign area per City of Menlo Park Municipal Code Chapter 16.92 (Signs-Outdoor Advertising) for projects within the SP-ERC/D (El Camino Real/Downtown Specific Plan)

AMENDMENTS TO ORIGINAL MSP

- Add (2) OT.2 in place of (2) SD.2. Updating signs in this location to be office tenant signage rather than directional.
  Refer to site plan on page 0.2 and spec sheets on pages e3.1 (OT.2) and e16.0-0 (SD). Also see elevations and sign matrix for changes.
- Update to ST sign size. While working through finalizing accurate copy for these in the specific locations, the size had to be increased to fit all necessary copy. *Refer to spec sheet e18.0-0. Also see sign matrix for changes.*

Stanford | Faculty Staff Housing

MIDDLE PLAZA

200-500 El Camino Real
Menlo Park, California

Office/Retail/Residential
Master Sign Program
AMENDMENT

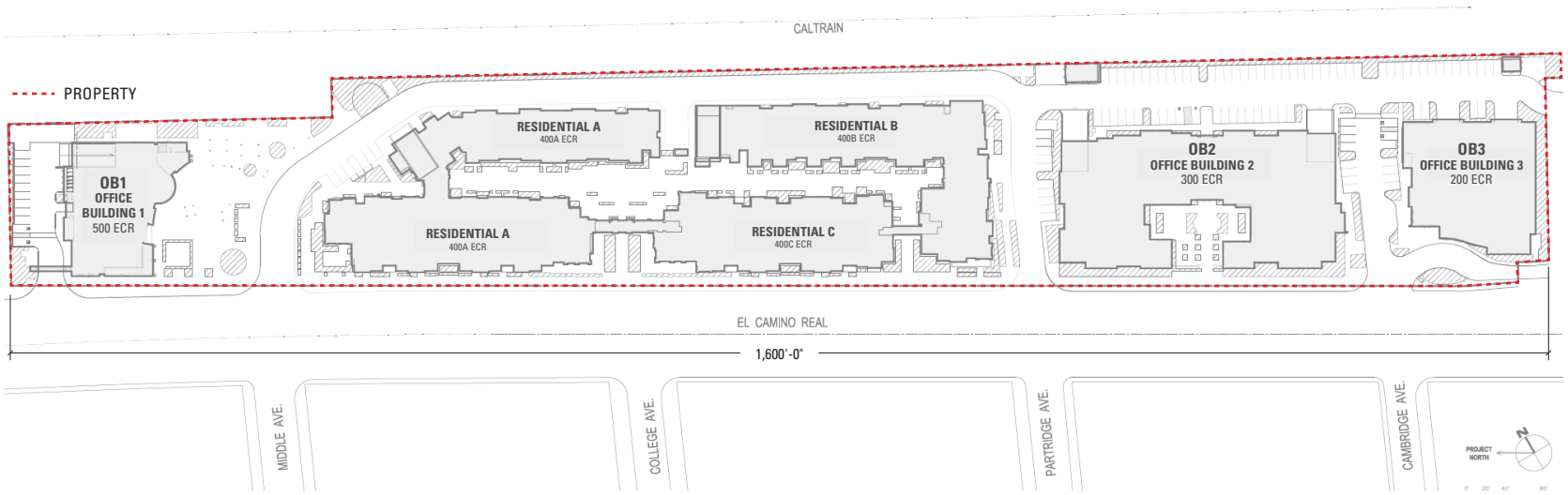
September 6, 2022

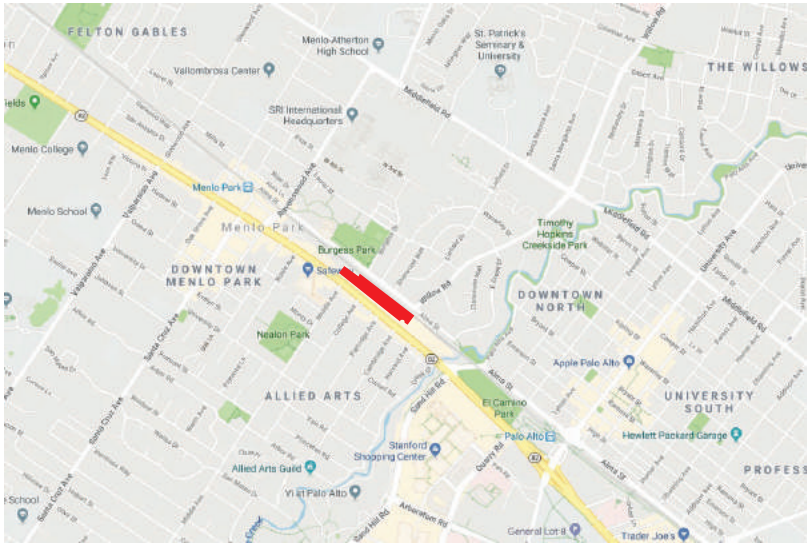
01/25/2023 updated per COA item 6a

January 26, 2024 (MSP Amendment)

SCOTT | AG
SCOTT AG, LLC
ENVIRONMENTAL GRAPHICS

1275 NORTH DUTTON AVENUE
SANTA ROSA, CALIFORNIA 95401
SCOTTAG.COM 707.545.4519





SITE

Stanford | Faculty Staff Housing

MIDDLE PLAZA

MASTER SIGN PROGRAM

200-500 EL CAMINO REAL
MENLO PARK, CALIFORNIA

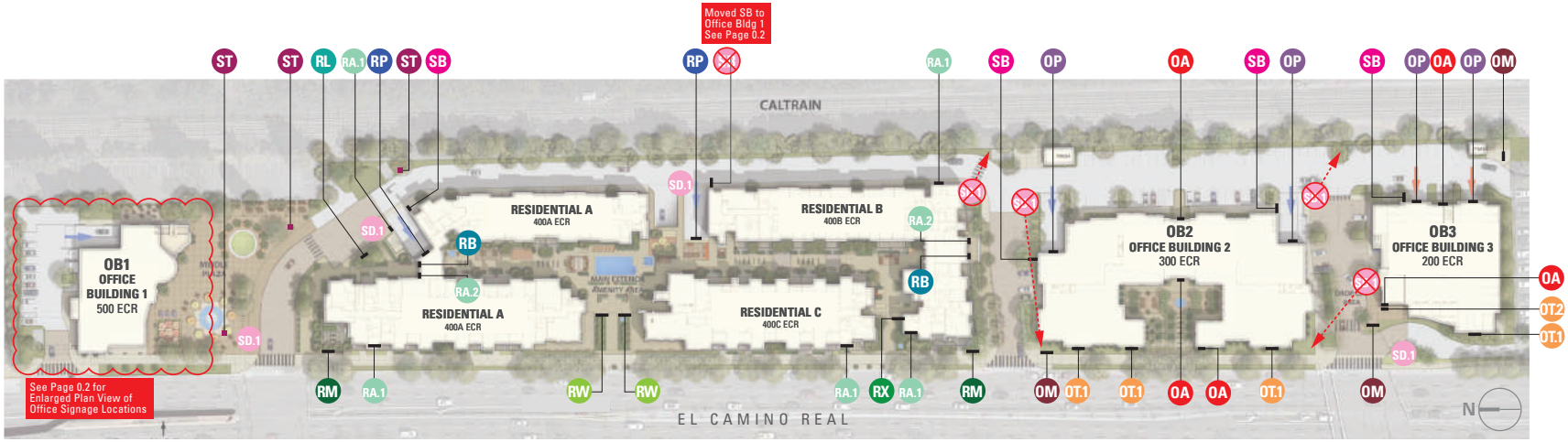
SCOTT | AG
SCOTT AG, LLC
ENVIRONMENTAL GRAPHICS
1275 NORTH DUTTON AVENUE
SANTA ROSA, CALIFORNIA 95401
SCOTTAG.COM 707.545.4519

ISSUE/REVISION
09/06/2022 SK

PHASE
Planning Submittal

SIGN TYPE
Overall Site Context

SHEET
0.01



RETAIL/OFFICE/RESIDENTIAL SIGNAGE

- OM — MONUMENT SIGN @ OFFICE BUILDINGS
- OR — RETAIL TENANT ID SIGN @ OFFICE BUILDINGS
- OT.1 — TENANT ID SIGN, *Size A* @ OFFICE BUILDINGS
- OT.2 — TENANT ID SIGN, *Size B* @ OFFICE BUILDINGS
- OB — RETAIL TENANT BLADE SIGN @ OFFICE BUILDINGS
- RW — ID WALL SIGN @ RESIDENTIAL PROJECT
- RX — ID LETTERS @ RESIDENTIAL PROJECT
- RM — ID MONUMENT @ RESIDENTIAL PROJECT
- RL — ID MONUMENT SIGN @ LEASING, RESIDENTIAL PROJECT

DIRECTIONAL/ADDRESSING SIGNAGE (EXEMPT)

Directional & addressing sign area shall not be counted toward allowable project sign area per City of Menlo Park Municipal Code Chapter 16.92 (Signs-Outdoor Advertising) for projects within the SP-ERC/D (El Camino Real/Downtown Specific Plan)

- RA.1 — ADDRESS WALL SIGN, *Size A* @ RESIDENTIAL
- RA.2 — ADDRESS WALL SIGN, *Size B* @ RESIDENTIAL
- RB — BUILDING ENTRY DIRECTIONAL WALL SIGN @ RESIDENTIAL
- RP — GARAGE ENTRY PARKING LETTERS @ RESIDENTIAL
- OA — HALO-LIT BUILDING ADDRESS @ OFFICE BUILDINGS
- OP — PARKING ENTRY SIGN @ OFFICE BUILDINGS
- OW — ID WALL SIGN @ OFFICE/RETAIL BUILDINGS
- SD.1 — PARKING DIRECTIONAL, *Size A* - PROPERTY WIDE
- ~~SD.2 — PARKING DIRECTIONAL, *Size B* - PROPERTY WIDE~~
- SB — PARKING DIRECTIONAL BLADE - PROPERTY WIDE
- ST — TRANSIT PEDESTRIAN DIRECTIONAL- PROPERTY WIDE

Sign type changed to OT.2 Retail Tenant Wall Sign

Stanford | Faculty Staff Housing

MIDDLE PLAZA

MASTER SIGN PROGRAM

200-500 EL CAMINO REAL
MENLO PARK, CALIFORNIA

SCOTT AG
SCOTT AG, LLC
ENVIRONMENTAL GRAPHICS
1275 NORTH DUTTON AVENUE
SANTA ROSA, CALIFORNIA 95401
SCOTTAG.COM 707.545.4519

ISSUE/REVISION

04/21/2022 KDW
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PHASE

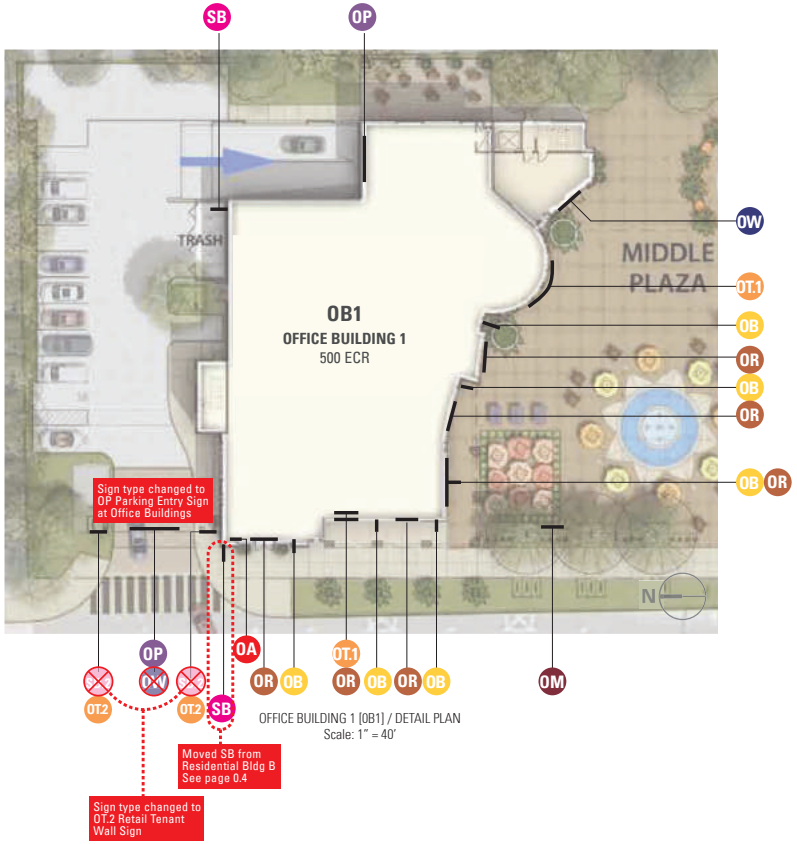
Planning Submittal

SIGN TYPE

Overall Site
Sign Locations

SHEET

0.1



OFFICE BUILDING 1 [OB1] / DETAIL PLAN
Scale: 1" = 40'

RETAIL/OFFICE/RESIDENTIAL SIGNAGE

- OM — MONUMENT SIGN @ OFFICE BUILDINGS
- OR — RETAIL TENANT ID SIGN @ OFFICE BUILDINGS
- OT.1 — TENANT ID SIGN, *Size A* @ OFFICE BUILDINGS
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- OB — RETAIL TENANT BLADE SIGN @ OFFICE BUILDINGS
- RW — ID WALL SIGN @ RESIDENTIAL PROJECT
- RX — ID LETTERS @ RESIDENTIAL PROJECT
- RM — ID MONUMENT @ RESIDENTIAL PROJECT
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Sign type changed to OT.2 Retail Tenant Wall Sign

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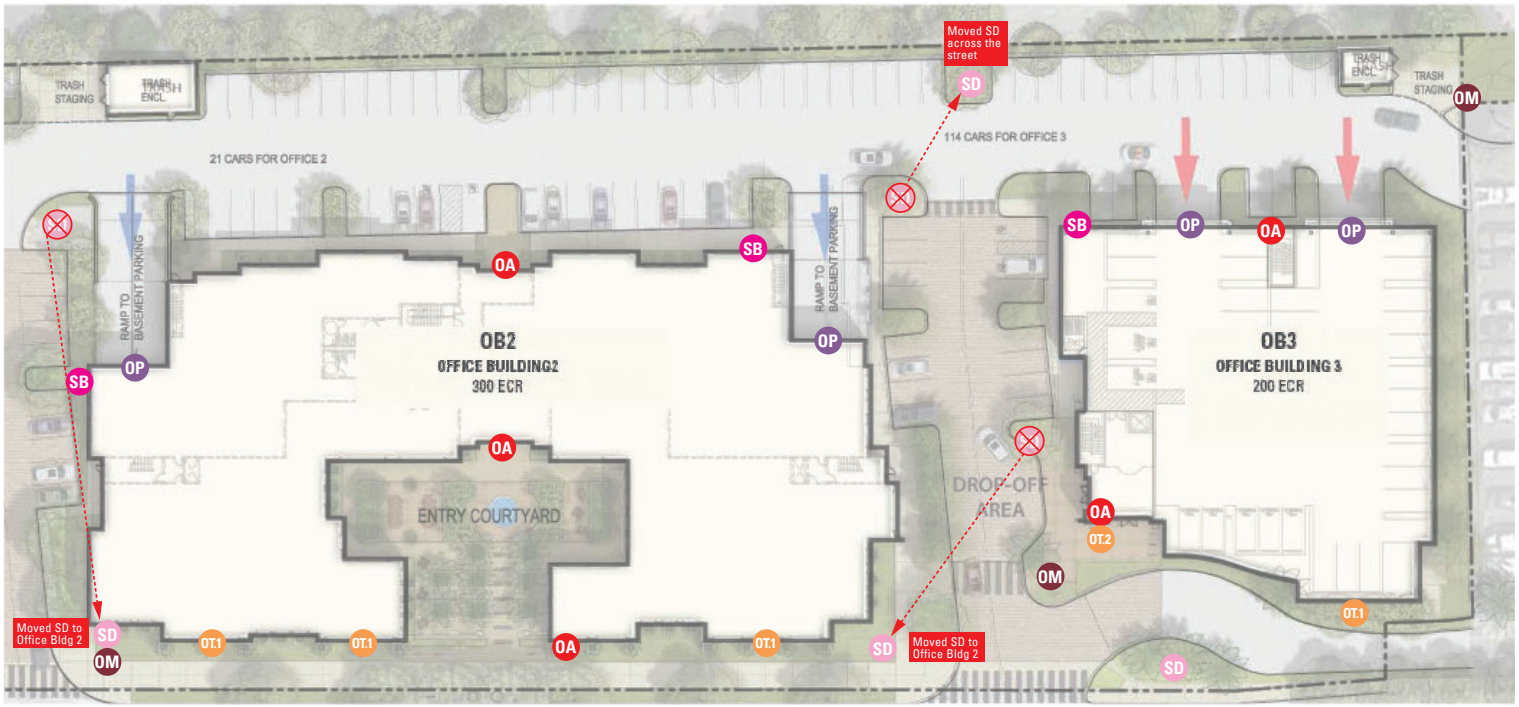
SIGN TYPE

Office Bldg 1
Sign Locations

SHEET

0.2



RETAIL/OFFICE/RESIDENTIAL SIGNAGE

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- RX — ID LETTERS @ RESIDENTIAL PROJECT
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- ~~SD.2 — PARKING DIRECTIONAL, *Size B* - PROPERTY WIDE~~ Sign type changed to OT.2 Retail Tenant Wall Sign
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PHASE

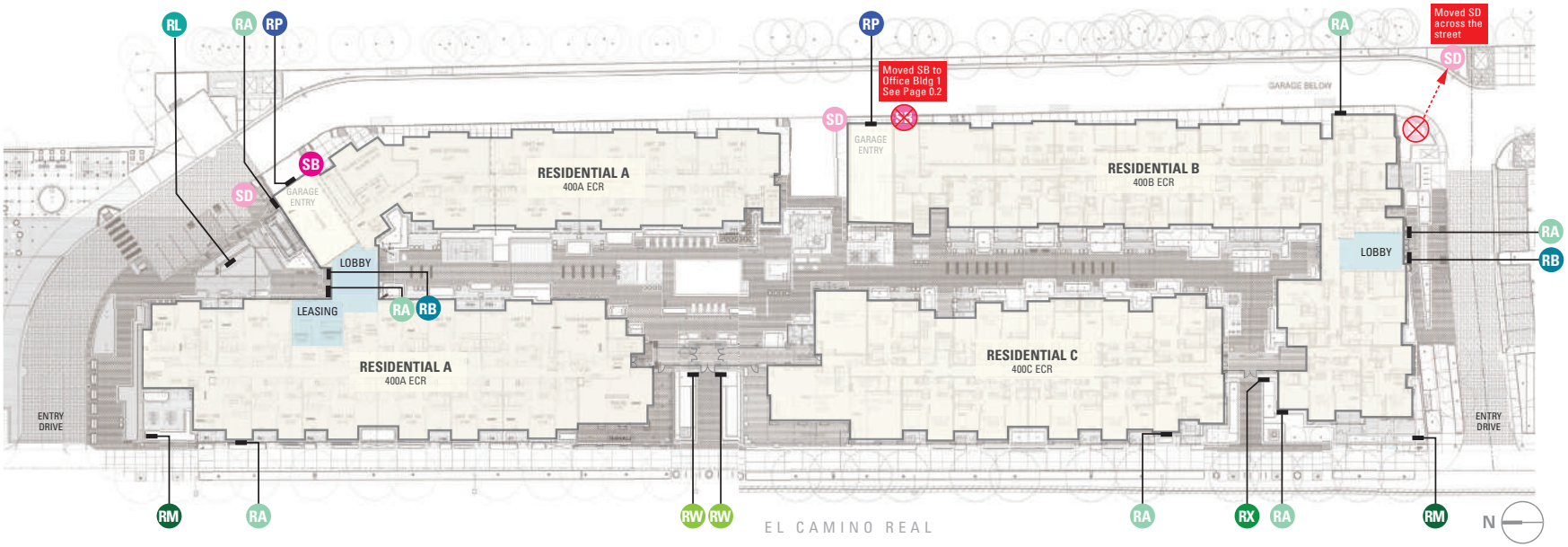
Planning Submittal

SIGN TYPE

Office Bldgs 2 & 3
Sign Locations

SHEET

0.3



RETAIL/OFFICE/RESIDENTIAL SIGNAGE

- OM — MONUMENT SIGN @ OFFICE BUILDINGS
- OR — RETAIL TENANT ID SIGN @ OFFICE BUILDINGS
- OT.1 — TENANT ID SIGN, *Size A* @ OFFICE BUILDINGS
- OT2 — TENANT ID SIGN, *Size B* @ OFFICE BUILDINGS
- OB — RETAIL TENANT BLADE SIGN @ OFFICE BUILDINGS
- RW — ID WALL SIGN @ RESIDENTIAL PROJECT
- RX — ID LETTERS @ RESIDENTIAL PROJECT
- RM — ID MONUMENT @ RESIDENTIAL PROJECT
- RL — ID MONUMENT SIGN @ LEASING, RESIDENTIAL PROJECT

DIRECTIONAL/ADDRESSING SIGNAGE (EXEMPT)

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- SD.1 — PARKING DIRECTIONAL, *Size A* - PROPERTY WIDE
- ~~SD.2 — PARKING DIRECTIONAL, *Size B* - PROPERTY WIDE~~ — Sign type changed to OT.2 Retail Tenant Wall Sign
- SB — PARKING DIRECTIONAL BLADE - PROPERTY WIDE
- ST — TRANSIT PEDESTRIAN DIRECTIONAL- PROPERTY WIDE

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MASTER SIGN PROGRAM

200-500 EL CAMINO REAL
MENLO PARK, CALIFORNIA

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PHASE

Planning Submittal

SIGN TYPE

Residential Bldgs A, B, C
Sign Locations

SHEET

0.4

RETAIL/OFFICE/COMMERCIAL SIGNAGE

SIGN TYPE	QUANTITY	SIZE	SQUARE FOOTAGE (EA)	TOTAL
OB RETAIL TENANT BLADE SIGN @ OFFICE BUILDINGS	6	2'-5" x 2'-5"	12 FT²	72 FT²
OM MONUMENT SIGN @ OFFICE BUILDINGS	4	6'-6" x 6'-0"	39 FT²	156 FT²
OR RETAIL TENANT ID SIGN @ OFFICE BUILDINGS	6	15'-0" x 3'-0"	45 FT²	270 FT²
OT.1 TENANT ID SIGN, *Size A* @ OFFICE BUILDINGS	7	15'-0" x 3'-~~4"~~ 0"	45 FT²	~~350 FT²~~ 315FT² *
Quantity increase OT.2 TENANT ID SIGN, *Size B* @ OFFICE BUILDINGS	~~1~~ 3	5'-0" x 3'-0"	15 FT²	~~15 FT²~~ 45FT²
RL ID MONUMENT SIGN @ LEASING, RESIDENTIAL PROJECT	1	6'-6" x 6'-0"	39 FT²	39 FT²
RM ID MONUMENT @ RESIDENTIAL PROJECT	2	6'-6" x 6'-0"	39 FT²	78 FT²
RW ID WALL SIGN @ RESIDENTIAL PROJECT	2	3'-0" x 3'-0"	9 FT²	18 FT²
RX ID LETTERS @ RESIDENTIAL PROJECT	1	3'-2" x 3.25"	1 FT²	1 FT²
SIGN COUNT	~~30~~ 32		**PROPOSED**	~~999 FT²~~ **994 FT²**

DIRECTIONAL/ADDRESSING SIGNAGE (EXEMPT)

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SIGN TYPE	QUANTITY	SIZE	SQUARE FOOTAGE	TOTAL
OA HALO-LIT BUILDING ADDRESS @ OFFICE BUILDINGS	6	3'-6" x 2'-0"	7 FT²	42 FT²
OP PARKING ENTRY SIGN @ OFFICE BUILDINGS	~~5~~ 6	8'-0" x 1'-3"	10 FT²	~~50 FT²~~ 60FT²
OW ID WALL SIGN @ OFFICE/RETAIL BUILDINGS	~~2~~ 1	15'-0" x 3'-4"	50 FT²	~~100 FT²~~ 50FT²
RA.1 ADDRESS WALL SIGN, *Size A* @ RESIDENTIAL	5	3'-6" x 2'-0"	7 FT²	35 FT²
RA.1 ADDRESS WALL SIGN, *Size B* @ RESIDENTIAL	2	2'-0" x 2'-0"	4 FT²	8 FT²
RB BUILDING ENTRY DIRECTIONAL WALL SIGN @ RESIDENTIAL	2	2'-0" x 2'-0"	4 FT²	8 FT²
RP GARAGE ENTRY PARKING LETTERS @ RESIDENTIAL	2	8'-0" x 1'-3"	10 FT²	20 FT²
SD.1 PARKING DIRECTIONAL, *Size A* - PROPERTY WIDE	8	3'-3" x 6'-6"	21 FT²	168 FT²
Sign type changed to OT.2 Retail Tenant Wall Sign ~~SD.2 PARKING DIRECTIONAL, *Size B* - PROPERTY WIDE~~	~~2~~	~~5'-0" x 3'-0"~~	~~15 FT²~~	~~30 FT²~~
SB PARKING DIRECTIONAL BLADE - PROPERTY WIDE	6	3'-0" x 3'-0"	9 FT²	54 FT²
Size increase ST TRANSIT PEDESTRIAN DIRECTIONAL- PROPERTY WIDE	3	~~2'-0" x 1'-0"~~ 3'-3" x 2'-0"	~~2 FT²~~ 7FT²	~~6 FT²~~ 21FT²
SIGN COUNT	~~43~~ 41		**PROPOSED (EXEMPT)**	~~521 FT²~~ **466 FT²**

TOTAL SIGNAGE ALLOWANCE

ECR/D-SP
(30' + ((Frontage Length - 10') x (8/7))

1,600 Linear Foot Frontage = 1847 Sq. Ft. allowed

Max Allowable Signage for any Parcel is 1000 Sq. Ft.

BUILDING TOP PARAPET SIGNAGE

Tenant may distribute building top parapet signage locations betweeen El Camino Real entry drives & East Elevations (Caltrain)

BLDG	LINEAR FEET	CALCULATION	ALLOWABLE SIGNAGE	PROPOSED SIGNAGE
OB 1	206 FT	x 1/2	103 FT²	100 FT²
OB 2	300 FT	x 1/2	150 FT²	150 FT²
OB 3	133 FT	x 1/2	66.5 FT²	65 FT²

* OT.1 *On specified elevations, this sign type may be placed on the first floor (Option A) or parapet (Option B), as selected by Tenant and approved by Owner.*

Option A letter height not to exceed 2'-0"
Option B letter height not to exceed ~~3'-4"~~ 3'-0"

Square footage allowance will remain based on the maximum ~~3'-4"~~ 3'-0" letter height, as indicated in the matrix this sheet.

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MASTER SIGN PROGRAM

200-500 EL CAMINO REAL
MENLO PARK, CALIFORNIA

SCOTT AG
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ENVIRONMENTAL GRAPHICS
1275 NORTH DUTTON AVENUE
SANTA ROSA, CALIFORNIA 95401
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PHASE

Planning Submittal

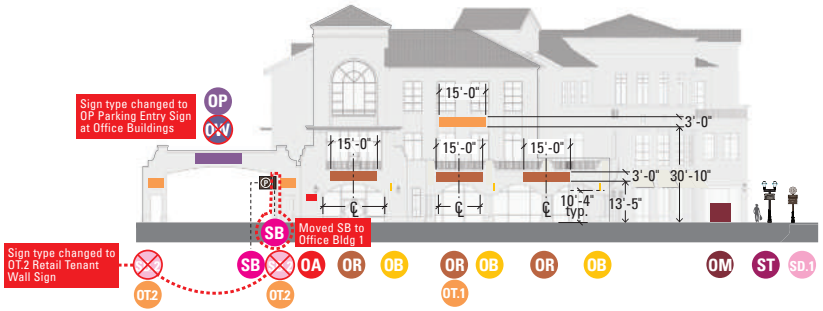
SIGN TYPE

Sign Matrix

Proposed Square Footage & Sign Counts

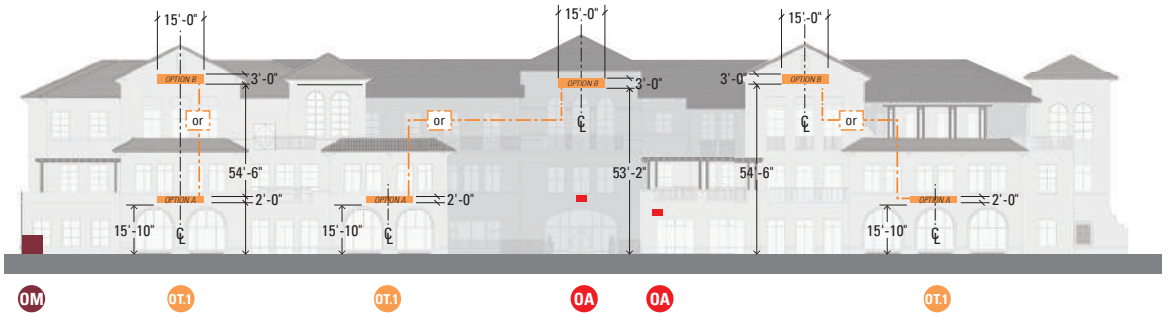
SHEET

1.0



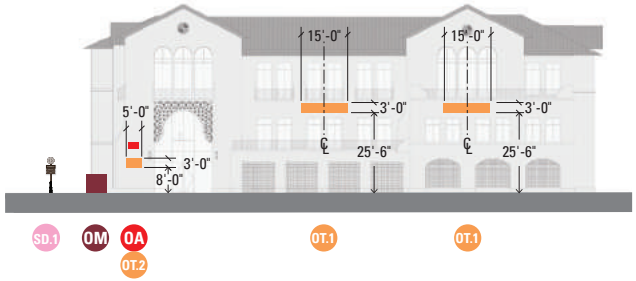
1 **OB1 / OFFICE BUILDING 1**
WEST ELEVATION / ECR

2 **OB1 / OFFICE BUILDING 1**
SOUTH ELEVATION



3 **OB2 / OFFICE BUILDING 2**
WEST ELEVATION / ECR

(3) total OT.1 signs allowed for OB2; tenant may choose location Option A or Option B
Option A first floor tenant sign maximum letter height: 2'-0"



4 **OB3 / OFFICE BUILDING 3**
WEST ELEVATION / ECR

RETAIL/OFFICE SIGNAGE

- OM — MONUMENT SIGN @ OFFICE BUILDINGS
- OR — RETAIL TENANT ID SIGN @ OFFICE BUILDINGS
- OT.1 — TENANT ID SIGN, *Size A* @ OFFICE BUILDINGS
- OT.2 — TENANT ID SIGN, *Size B* @ OFFICE BUILDINGS
- OB — RETAIL TENANT BLADE SIGN @ OFFICE BUILDINGS

DIRECTIONAL/ADDRESSING SIGNAGE (EXEMPT)

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- OA — HALO-LIT BUILDING ADDRESS @ OFFICE BUILDINGS
- OW — ID WALL SIGN @ OFFICE/RETAIL BUILDINGS
- SD.1 — PARKING DIRECTIONAL, *Size A* - PROPERTY WIDE
- SD.2 — PARKING DIRECTIONAL, *Size B* - PROPERTY WIDE
- SB — PARKING DIRECTIONAL BLADE - PROPERTY WIDE
- ST — TRANSIT PEDESTRIAN DIRECTIONAL- PROPERTY WIDE

KEY PLAN

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MIDDLE PLAZA

MASTER SIGN PROGRAM

200-500 EL CAMINO REAL
MENLO PARK, CALIFORNIA

SCOTT AG
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12/26/2023 KDW
01/24/2024 KDW

PHASE

Planning Submittal

SIGN TYPE

Office Bldgs
Elevations
TYP. SCALE: 1' = 40'

SHEET

2.0

Please note:
Images on this page all represent the same building and are shown for clarity purposes.

As-built building condition (04-26-2023)

OR OB OR OB OT.1 OW

1 **OB1**
SOUTH / CONTEXT RENDERING

As-built building condition (07-2023)

OT2 OP OT2 SB OR OT.1 OR OR
OA

2 **OB1**
WEST / CONTEXT RENDERING

As-built building condition (01-24-2023)

OT2 OP SB OA OR OR OT.1 OR OR OT.1

3 **OB1**
WEST / CONTEXT RENDERING

RETAIL/OFFICE SIGNAGE

- OM — MONUMENT SIGN @ OFFICE BUILDINGS
- OR — RETAIL TENANT ID SIGN @ OFFICE BUILDINGS
- OT.1 — TENANT ID SIGN, *Size A* @ OFFICE BUILDINGS
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- OB — RETAIL TENANT BLADE SIGN @ OFFICE BUILDINGS

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- OW — ID WALL SIGN @ OFFICE/RETAIL BUILDINGS
- SD.2 — PARKING DIRECTIONAL, *Size B* - PROPERTY WIDE
- SB — PARKING DIRECTIONAL BLADE - PROPERTY WIDE

KEY PLAN

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MIDDLE PLAZA

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PHASE

Planning Submittal

SIGN TYPE

Office Bldg 1
Building Rendering
NOT TO SCALE

SHEET

2.1

Please note:
Images on this page all represent the same building and are shown for clarity purposes.

As-built building condition (01-24-2023)

1 **OB2**
WEST / CONTEXT RENDERING

As-built building condition (07-2023)

2 **OB2**
WEST / CONTEXT RENDERING

RETAIL/OFFICE SIGNAGE

- OM — MONUMENT SIGN @ OFFICE BUILDINGS
- OT.1 — TENANT ID SIGN, *Size A* @ OFFICE BUILDINGS
- OB — RETAIL TENANT BLADE SIGN @ OFFICE BUILDINGS
- OR — RETAIL TENANT ID SIGN @ OFFICE BUILDINGS
- OT.2 — TENANT ID SIGN, *Size B* @ OFFICE BUILDINGS

KEY PLAN

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MASTER SIGN PROGRAM

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PHASE

Planning Submittal

SIGN TYPE

Office Bldg 2
Building Renderings
NOT TO SCALE

SHEET

2.2

As-built building condition (07-2023)

SD.1 OT.2 OA OM OT.1

1 **OB3**
WEST / CONTEXT RENDERING

RETAIL/OFFICE SIGNAGE

- OM MONUMENT SIGN @ OFFICE BUILDINGS
- OR RETAIL TENANT ID SIGN @ OFFICE BUILDINGS
- OT.1 TENANT ID SIGN, *Size A* @ OFFICE BUILDINGS
- OT.2 TENANT ID SIGN, *Size B* @ OFFICE BUILDINGS
- OB RETAIL TENANT BLADE SIGN @ OFFICE BUILDINGS

DIRECTIONAL/ADDRESSING SIGNAGE (EXEMPT)

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- SD.2 PARKING DIRECTIONAL, *Size B* - PROPERTY WIDE

KEY PLAN

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PHASE

Planning Submittal

SIGN TYPE

Office Bldg 3
Building Rendering
NOT TO SCALE

SHEET

2.3

RETAIL/OFFICE/RESIDENTIAL SIGNAGE

Dimensions

OT.1 SIZE A: 15'-0" x ~~3'-4"~~ 3'-0" maximum sign
3'-4" x ~~3'-4"~~ 3'-0" maximum logo, within 15'-0" x ~~3'-4"~~ 3'-0" sign boundary
OT.2 SIZE B: 5'-0" X 3'-0"

Strongly encourage dimensional logotype signage, subject to design review by City of Menlo Park

Not to exceed 50 square feet total

Design Intent

Tenant may incorporate a trademarked brand logo and/or logotype. Creative use of color, pattern, dimensionality, typography and materials is encouraged in order to create a lively pedestrian experience.

Materials

High-quality materials appropriate for exterior use. Main components fabricated with aluminum, stainless steel, acrylic.

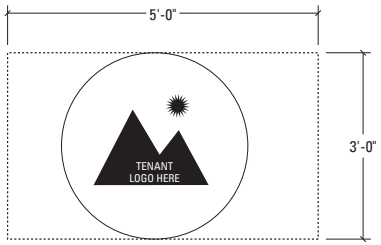
Illumination

Halo-illuminated individual letters. External light fixtures are not allowed. Electrical connections should not be visible or, if visible, unobtrusive. Illumination shall not flash, blink, or fluctuate.

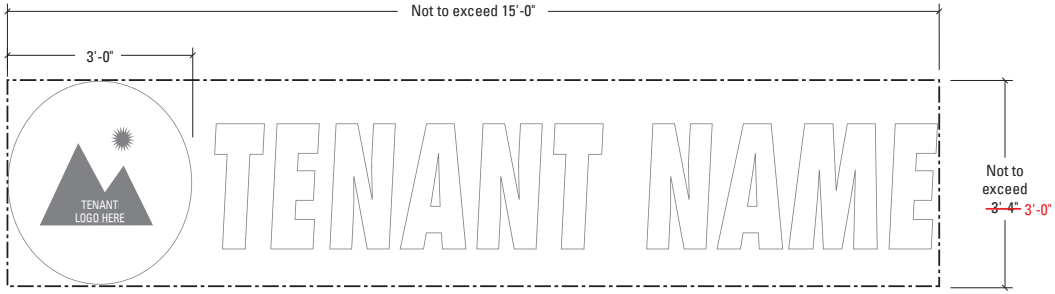
Location

As shown in context elevations

Graphic design, scale, shape, material, colors, and illumination technique subject to Landlord approval.



FRONT VIEW / OT.2 SIZE B
Scale: 1/2" = 1'



FRONT VIEW
Scale: 1/2" = 1'-0"

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MENLO PARK, CALIFORNIA

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12/26/2023 KDW

PHASE

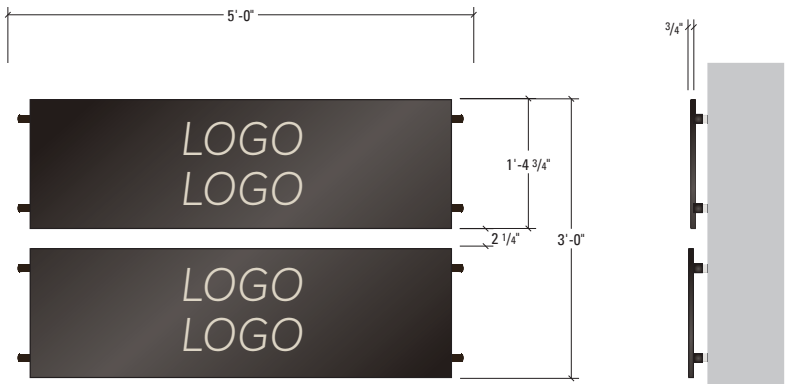
Planning Submittal

SIGN TYPE

OT.1
Tenant ID Sign
@ Office Buildings, *Size A*

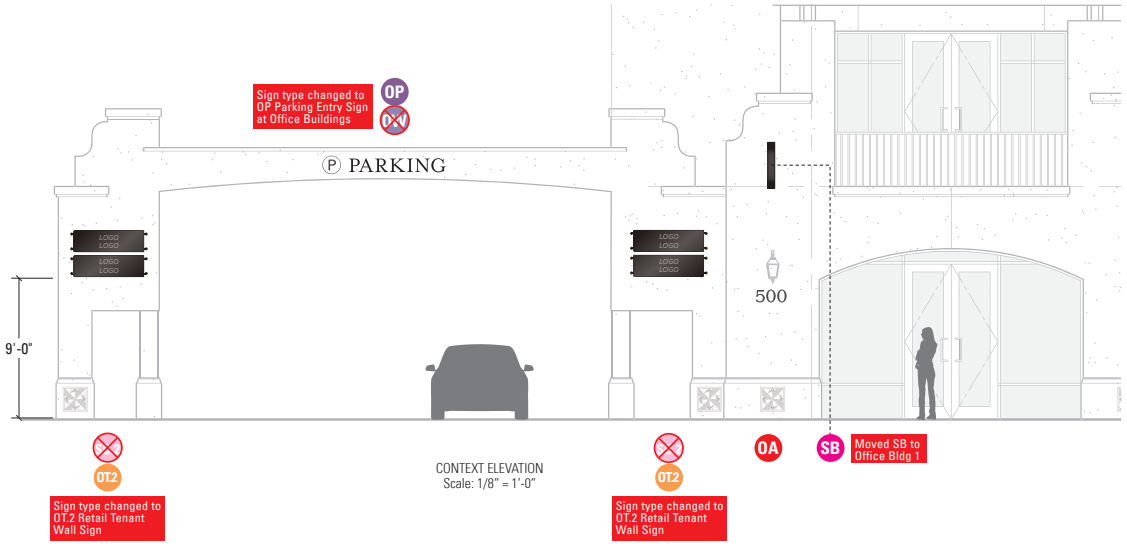
SHEET

e3.0



FRONT VIEW
Scale: 3/4" = 1'-0"

SIDE VIEW
Scale: 3/4" = 1'-0"



CONTEXT ELEVATION
Scale: 1/8" = 1'-0"

Stanford | Faculty Staff Housing

MIDDLE PLAZA

MASTER SIGN PROGRAM

200-500 EL CAMINO REAL
MENLO PARK, CALIFORNIA

ISSUE/REVISION
12/26/2023 KDW

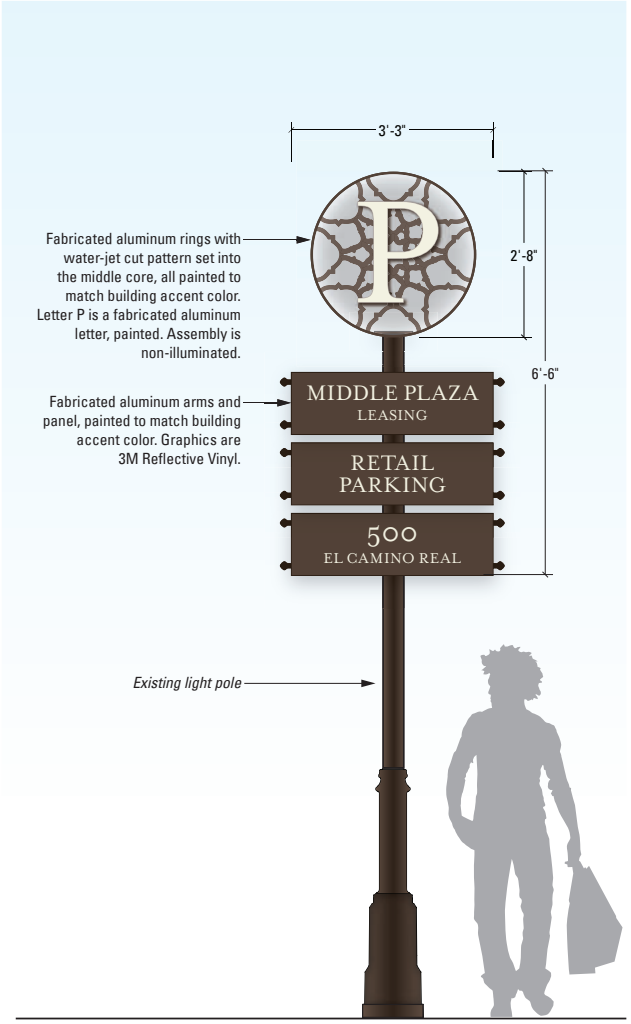
PHASE
Planning Submittal

SIGN TYPE
OT.2
Tenant ID Sign
@ Office Buildings, *Size B*

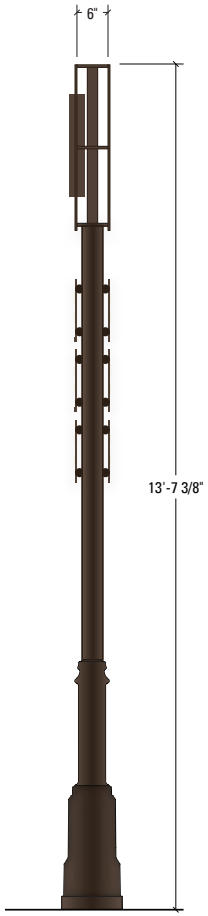
SHEET
e3.1

DIRECTIONAL/ADDRESSING SIGNAGE (EXEMPT)

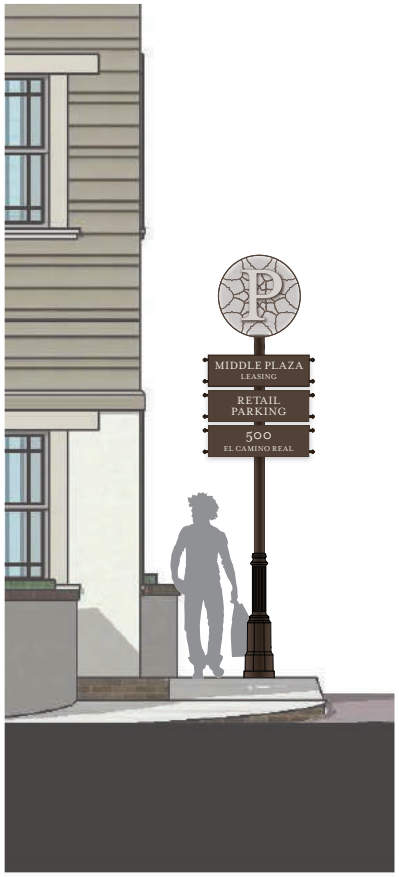
Directional & addressing sign area shall not be counted toward allowable project sign area per City of Menlo Park Municipal Code Chapter 16.2 (Signs-Outdoor Advertising) for projects within the SP-ERC/D (El Camino Real/Downtown Specific Plan)



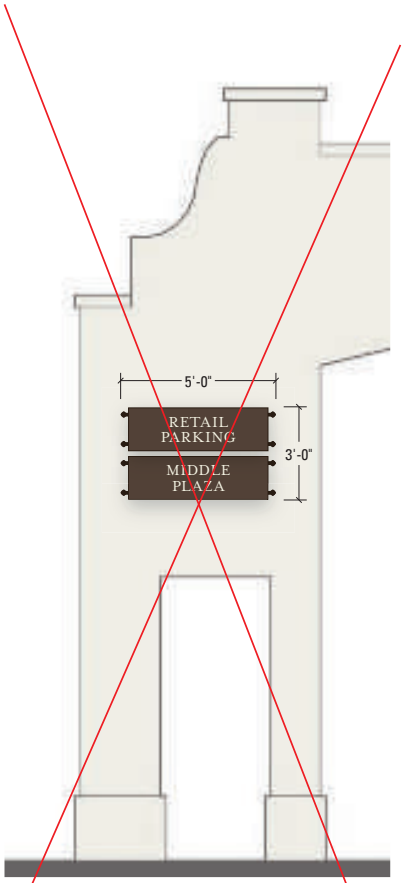
FRONT VIEW
SCALE 1/2" = 1'-0"



SIDE VIEW
SCALE 1/2" = 1'-0"



CONTEXT ELEVATION
SCALE 1/4" = 1'



CONTEXT ELEVATION
SCALE 1/4" = 1'

Sign type changed to OT.2 Retail Tenant Wall Sign

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MIDDLE PLAZA

MASTER SIGN PROGRAM

200-500 EL CAMINO REAL
MENLO PARK, CALIFORNIA

ISSUE/REVISION

04/21/2022 KDW
07/11/2022 SK
09/06/2022 SK
12/26/2023 KDW

PHASE

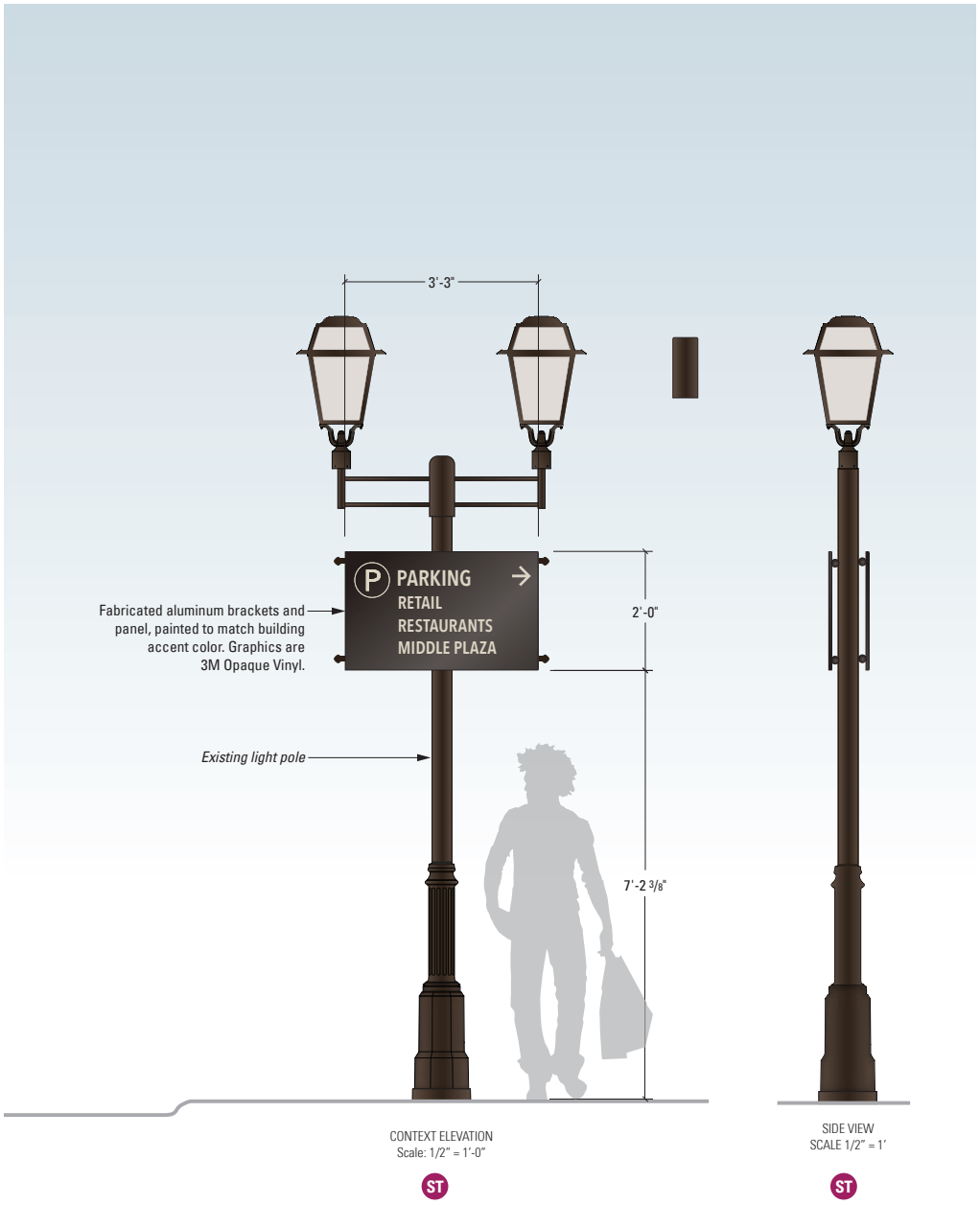
Planning Submittal

SIGN TYPE

SD
Parking Directional

SHEET

e16.0-0



CONTEXT ELEVATION
Scale: 1/2" = 1'-0"

ST

SIDE VIEW
SCALE 1/2" = 1'

ST

RENDERING REFERENCE
NTS

EXISTING LIGHT POLE

CONTEXT ELEVATION / OFFICE BUILDING 1 WEST ELEVATION
1/8" = 1'

ST

Stanford | Faculty Staff Housing

MIDDLE PLAZA

MASTER SIGN PROGRAM

200-500 EL CAMINO REAL
MENLO PARK, CALIFORNIA

ISSUE/REVISION

04/21/2022 KDW
07/11/2022 SK
09/06/2022 SK
12/26/2023 KDW

PHASE

Planning Submittal

SIGN TYPE

ST
Transit Pedestrian Directional

SHEET

e18.0-0

SCOTT | AG

January 10th, 2024

City of Menlo Park

Attn: Fahteen Kahn
Community Development Planning Division
701 Laurel Street
Menlo Park, CA 94025

Subject: Master Sign Program Addendum, 500 El Camino Real

Fahteen -

Scott AG, on behalf of Stanford University, has provided the included materials as an Addendum to the Middle Plaza Master Sign Program **(PLN2022-00038).**

Subsequent to approval of the original MSP, and during the course of continued development and construction of the project, a few minor changes were needed to better accommodate the flow of pedestrian and vehicle traffic around the property as well as to better identify retail tenants. Specifically:

1. On the West Elevation of Office Building 1, two small parking directional signs (type SD.2) on either side of the arched entry have been changed to function as retail tenant identification signs (type OT.2). It was determined that parking would be better communicated with the use of a single set of letters along the top of the arch along with a blade sign adjacent (see notes below). Switching the function of the the previous SD.2 parking directionals to tenant identification further reinforced this entry as the correct one for retail tenants on this side of the property. (See Sheets 0.2 and 2.0)

2. As mentioned in item #1, the letters above the arch on the West Elevation of Office Building 1 were changed from a building ID sign (type OW) to a parking ID sign (type OP). (See Sheets 0.2 and 2.0)

3. As mentioned in item #1, a parking ID blade sign (type SB) is now placed adjacent to the arched entry on the West Elevation of Office Building 1. This sign was relocated from its position in the original MSP on Building B. (See Sheets 0.2 and 2.0)

4. The total allowance for signage on any parcel in the ECR/D-SP zone is 1000sqft. As some of the above changes re-allocated square footage from directional signage (exempt) to retail or office signage (not exempt), tenant wall ID sign type OT.1 was reduced in size from 3'-4"x15'-0" to 3'-0"x15'-0". This reduction in size is reflected in the updated Sign Matrix Table, and keeps the total non-exempt square footage below 1000sqft. (See Sheet 1.0)

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707.545.4519 FAX 707.571.7802 SCOTTAG.COM

5. A total of four parking directional signs (type SD.1) have shifted locations to better accommodate visibility and logical flow of traffic around the property. These signs were approved as part of the original MSP, and remain otherwise unchanged. (See Sheet 0.1)

6. Transit pedestrian directional signs (type ST) have increased in size from 2'-0"x1'-0" to 3'-3"x2'-0" to accommodate pertinent messaging and maintain visibility. These signs are exempt. Locations will remain the same as in the original MSP. The increase in size is reflected on the Sign Matrix Table (See Sheet 1.0)

On behalf of Scott AG and the entire project team, thank you again for your consideration.

JJ Potasiewicz, SEGD
ScottAG
Design Studio Manager

707 545 4519 x125 Office
412-400-0047 Mobile
jj@scottag.com

1275 N. Dutton Ave.
Santa Rosa, CA 95401

SCOTT AG, LLC

1275 NORTH DUTTON AVENUE SANTA ROSA CALIFORNIA 95401

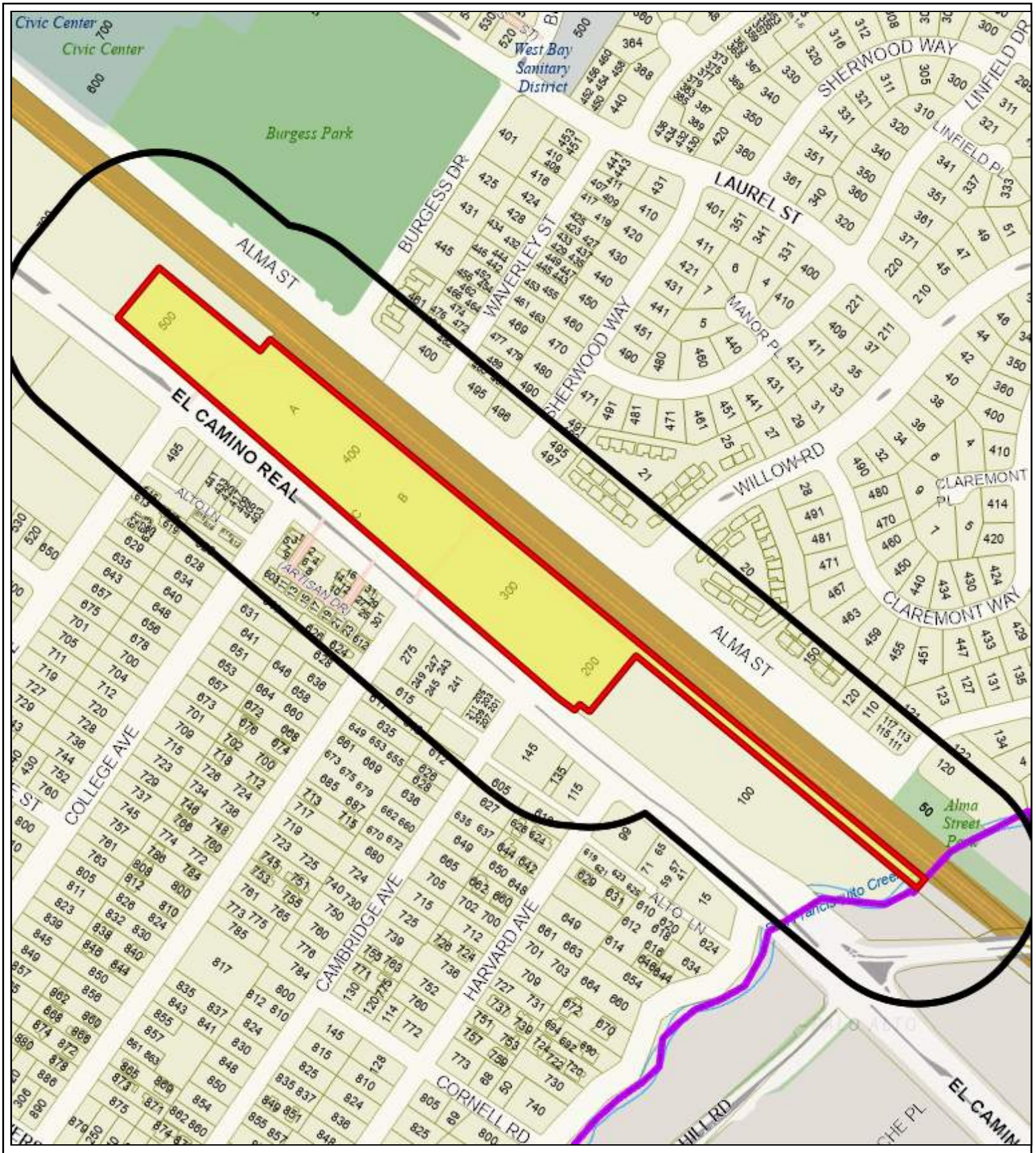
707.545.4519 FAX 707.571.7802 SCOTTAG.COM

500 El Camino Real – Exhibit C: Conditions of Approval

LOCATION: 500 El Camino Real	**PROJECT NUMBER:** PLN2024-00003	**APPLICANT:** JJ Potasiewicz	**OWNER:** Stanford University

CONDITIONS OF APPROVAL:

1. Development of the project shall be substantially in conformance with the plans prepared by Scott AG consisting of 19 plan sheets, dated received January 29, 2024 and approved by the Planning Commission on February 5, 2024, except as modified by the conditions contained herein, subject to review and approval of the Planning Division.
2. Applicant shall comply with all requirements of the Planning Division, Building Division, Engineering Division, and Transportation Division that are directly applicable to the project.
3. Applicant shall pay all fees incurred through staff time spent reviewing the application.
4. The Project shall adhere to all ordinances, plans, regulations, and specifications of the City of Menlo Park and all applicable local, State, and Federal laws and regulations.
5. The applicant or permittee shall defend, indemnify, and hold harmless the City of Menlo Park or its agents, officers, and employees from any claim, action, or proceeding against the City of Menlo Park or its agents, officers, or employees to attack, set aside, void, or annul an approval of the Planning Commission, City Council, Community Development Director, or any other department, committee, or agency of the City concerning a development, variance, permit, or land use approval which action is brought within the time period provided for in any applicable statute; provided, however, that the applicant's or permittee's duty to so defend, indemnify, and hold harmless shall be subject to the City's promptly notifying the applicant or permittee of any said claim, action, or proceeding and the City's full cooperation in the applicant's or permittee's defense of said claims, actions, or proceedings.
6. Notice of Fees Protest – The applicant may protest any fees, dedications, reservations, or other exactions imposed by the City as part of the approval or as a condition of approval of this development. Per California Government Code 66020, this 90-day protest period has begun as of the date of the approval of this application.



City of Menlo Park

Location Map
Middle Plaza

CITY OF MENLO PARK

Scale: 1:4,000 | Drawn By: FNK | Checked By: CDS | Date: 2/5/2024 | Sheet: 1

From: Carolyn Ordonez <cardord@gmail.com>
Sent: Sunday, January 21, 2024 7:39 PM
To: Khan, Fahteen N
Subject: 500 El Camino real

I see the planning commission is looking at signage for the office buildings on El Camino. The elevations the commission will be looking at do not in anyway look like the finished product. The buildings were butchered by the planning department during implementation. If signage is to fit the awful existing buildings then show the commission what the buildings really look like.
Sincerely,
Carolyn Ordoñez

CITY OF MENLO PARK

STAFF REPORT

Planning Commission
Meeting Date: **2/5/2024**
Staff Report Number: **24-010-PC**

Public Hearing: **Consider and adopt a resolution to approve a master sign program amendment for a mixed-use development (Springline at 1300 El Camino Real) in the ECR/D-SP (El Camino Real/Downtown Specific Plan) zoning district and determine this action is categorically exempt under CEQA Guidelines Section 15061 (b)(3) (Commonsense exemption)**

Recommendation

Staff recommends that the Planning Commission approve a master sign program amendment for a mixed-use development (Springline) in the SP-ECR/D (El Camino Real/Downtown Specific Plan) zoning district. A draft resolution, including the recommended conditions of approval, is included as Attachment A.

Policy Issues

Each master sign program amendment request should be considered individually. The Planning Commission should consider whether the required findings, included with the draft resolution (Attachment A), can be made for the proposed master sign program amendment.

Background

Site location

The approximately 6.4-acre site is located at 1300 El Camino Real, in the SP-ECR/D (El Camino Real/Downtown Specific Plan) zoning district. Using El Camino Real in a north to south orientation, the subject parcel is located on the east side of El Camino Real, between Oak Grove Avenue and Glenwood Avenue. A location map is included as Attachment B.

Previous project review

The City Council approved the 1300 El Camino Real project (also known at the time as “Station 1300” and currently called “Springline”) in 2017, with revisions approved by the Planning Commission and City Council in 2021. 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 224,000 square feet of non-residential uses and 183 dwelling units.

On July 25, 2022 the Planning Commission approved the master sign program for Springline. A hyperlink to the July 25, 2022 Planning Commission staff report is available as Attachment C.

Analysis

Project description

The approved master sign program for the Springline mixed-use development includes six parapet signs (200 square feet), 15 tenant identification signs (675 square feet), 23 directional signs (197 square feet), and a project identifying sign (24 square feet). The applicant is proposing to amend the master sign program to add a parapet identification sign for a total of seven, add three new directional signs for a total of 26, illuminate four existing parking signs and relocate/reconfigure other directional signs.

The development has three frontages (El Camino Real, Garwood Way and Oak Grove Avenue). El Camino Real is considered the primary frontage, whereas Garwood Way and Oak Grove Avenue are considered as secondary frontages. The permitted sign area for the project's El Camino Real frontage is calculated per a formula in the Zoning Ordinance (30' + ((Frontage Length - 10') x (8/7))), which does not include signage designated for project identification or safety/directional signage. While the maximum permitted signage for the El Camino Real frontage is 540 square feet, the approved master sign program allows 450 square feet. In order to increase the signage display area to 500 square feet the applicant is seeking a master sign amendment. There are no changes proposed to the approved signs on the secondary frontages, along the Garwood Way and Oak Grove Avenue.

Safety and directional signage

For applicable projects within the ECR/D-SP zoning district, safety and directional signage is exempt from the limits on signage display area, provided that the safety and directional signage is approved pursuant to a master signage program. For purposes of signage, "safety and directional signage" means signage providing information on directions, ingress and egress, parking access and location, accessibility, and other similar identifying information. The applicant is proposing to add three new vehicular directory signs for a total of 26 directional signs, which include parking signage, a pedestrian directory, a freestanding pedestrian wayfinding sign and wayfinding blade signs for a total signage area of 239.2 square feet. One of the three parking directory signs would be located along the El Camino Real frontage and the remaining two would be along the Garwood Way frontage. Additionally, four pedestrian directory signs would be relocated within the property to better accommodate visibility and flow of pedestrian traffic in and around the property. Furthermore, four non-illuminated parking signs are now proposed to be illuminated with LED modules, considered as "halo" signs in which solid letters have a light source behind them, illuminating the wall around the letters.

Tenant identification sign

As part of the master sign program amendment the applicant is also proposing to add a new parapet identification sign of 50 square feet for a total of seven parapet identification signs, which would not be visible from either the primary or secondary frontage. For projects with a mixture of office and other commercial uses, the total display area of signs at the building top parapet level is limited to one-half a square foot of signage for each linear foot of the street frontage. The new parapet identification sign would not count towards the display area of the three frontages of the project but would be part of the overall master sign program amendment. Four of the seven signs would remain as visible parapet tenant signs along the El Camino Real frontage; none are proposed along Garwood Way or Oak Grove Avenue. In addition to the parapet tenant signs, there are a total of 15 tenant identification signs permitted across the three frontages. The overall total signage for tenant identification signs, which include both tenant identification and upper floor signs (parapet tenant identification), would increase from 675 to 725 square feet.

The applicant has submitted project plans (Attachment A Exhibit A) and a project description letter (Attachment A Exhibit B) highlighting the various changes proposed as part of the amendment.

Design and materials

As part of the master sign amendment the permitted master sign program design guidelines, colors and materials would not change as part of the requested amendment. Staff believes the signage specified by the amended master sign program would continue to be compatible and harmonious with the buildings on the property as the design would continue to be proportionate in size to the overall scale of the buildings and the colors would continue to comply with the City's sign design guidelines.

Correspondence
Staff has not received any correspondence on this project at the time of writing this report.

Conclusion
Staff believes the proposed amendment to the approved signage in the master sign program would be proportionate, compatible and harmonious with the buildings on the property given the scale of the Springline development. The proposed colors and signage designs would continue to compliment the primary white and tan colors of the buildings, as well as the brown and red colors of the clay tile roofing. Staff recommends that the Planning Commission approve the amendment to the master sign program.

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 proposed master sign program amendment is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3) (Commonsense exemption) of the 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 project.

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. Draft Planning Commission Resolution Adopting Findings for project Master Sign Program, including project Conditions of Approval
    Exhibits to Attachment A:
        A. Project Plans
        B. Project Description Letter
        C. Condition of Approval
B. Location Map
C. Hyperlink: July 25, 2022 Staff Report:

https://menlopark.gov/files/sharedassets/public/v/3/agendas-and-minutes/planning-commission/2022-meetings/agendas/20220725-planning-commission-agenda-packet.pdf

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.

Report prepared by:
Fahteen Khan, Associate Planner

Report review by:
Corinna Sandmeier, Principal Planner

PLANNING COMMISSION RESOLUTION NO. 2024-XX

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF MENLO PARK APPROVING A MASTER SIGN PROGRAM AMENDMENT FOR A MIXED-USE DEVELOPMENT SPRINGLINE) LOCATED AT 1300 El CAMINO REAL IN THE SP-ECR/D (EL CAMINO REAL/DOWNTOWN SPECIFIC PLAN) ZONING DISTRICT

WHEREAS, the City of Menlo Park ("City") received an application requesting approval of a master sign program amendment for a mixed-use development (Springline) in the SP-ECR-D (El Camino Real/Downtown Specific Plan) zoning district ("Project") from Oscar Ibarra, ("Applicant"), on behalf of the property owner Real Social Good Investments, LLC ("Owner") located at 1300 El Camino Real (APN 061-430-490) ("Property"). The Project master sign program amendment is depicted in and subject to the development plans attached hereto as Exhibit A and incorporated herein by this reference; and

WHEREAS, the SP-ECR/D (El Camino Real/Downtown Specific Plan) zoning district encompasses El Camino Real, the Caltrain station area and downtown Menlo Park, and supports a variety of uses, including, retail, personal services, restaurants, business and professional offices, residential uses, public and semi-public uses, and transit uses; and

WHEREAS, the proposed Project complies with all objective standards of the SP-ECR/D district; and

WHEREAS, the Project, requires discretionary actions by the City as summarized above, and therefore the California Environmental Quality Act ("CEQA," Public Resources Code Section §21000 et seq.) and CEQA Guidelines (Cal. Code of Regulations, Title 14, §15000 et seq.) require analysis and a determination regarding the Project's environmental impacts; and

WHEREAS, the City is the lead agency, as defined by CEQA and the CEQA Guidelines, and is therefore responsible for the preparation, consideration, certification, and approval of environmental documents for the Project; and

WHEREAS, the Project is categorically exempt from environmental review pursuant to Section 15061(b)(3) of the CEQA guidelines; and

WHEREAS, all required public notices and public hearings were duly given and held according to law; and

WHEREAS, at a duly and properly noticed public hearing held on February 5, 2024, the Planning Commission fully reviewed, considered, and evaluated the whole of the record including all public and written comments, pertinent information, documents and plans, prior to taking action regarding the Project Revisions.

NOW, THEREFORE, THE MENLO PARK PLANNING COMMISSION HEREBY RESOLVES AS FOLLOWS:

Section 1. Recitals. The Planning Commission has considered the full record before it, which may include but is not limited to such things as the staff report, public testimony, and other materials and evidence submitted or provided, and the Planning Commission finds the foregoing recitals are true and correct, and they are hereby incorporated by reference into this Resolution.

Section 2. Master Sign Program Amendment. The Planning Commission approves Master Sign Program Amendment No. PLN2023-00035, which master sign program amendment, is depicted in and subject to the development plans and documents, which are attached hereto and incorporated herein by this reference as Exhibit A. The Master Sign Program Amendment is conditioned in conformance with the conditions attached hereto and incorporated herein by this reference as Exhibit B. The Planning Commission makes the following findings, based on its independent judgment after considering the Project, and having reviewed and taken into consideration all written and oral information submitted in this matter:

A. The signage specified by the amended Master Sign Program is compatible and harmonious with the buildings on the property in that it is proportionate in size to the overall scale of the buildings. The signage design and lettering size would continue to comply with the permitted master sign program and the colors would comply with the City's sign design guidelines.

Section 3. ENVIRONMENTAL REVIEW. The Planning Commission makes the following findings, based on its independent judgment after considering the Project, and having reviewed and taken into consideration all written and oral information submitted in this matter:

A. The Project is categorically exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3) of the CEQA guidelines.

Section 4. SEVERABILITY

If any term, provision, or portion of these findings or the application of these findings to a particular situation is held by a court to be invalid, void or unenforceable, the remaining provisions of these findings, or their application to other actions related to the Project Revisions, shall continue in full force and effect unless amended or modified by the City.

I, Kyle Perata, Assistant Community Development Director of the City of Menlo Park, do hereby certify that the above and foregoing Planning Commission Resolution was duly and regularly passed and adopted at a meeting by said Planning Commission on February 5, 2024, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS THEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this _____ day of February 2024.

PC Liaison Signature

_____
Kyle Perata
Assistant Community Development Director
City of Menlo Park

Exhibits

A. Project Plans
B. Project Description Letter
C. Conditions of Approval

EXHIBIT A

corporate™
SIGN SYSTEMS

2022 CALIFORNIA CODE WILL APPLY TO THIS SPRINGLINE

SIGN TYPE A1 - ARCHWAY SIGNAGE
- Fabricate and install (x1) internally illuminated archway signage, arch mounting.
Connecting to power source (BY OTHERS) with 20amp dedicated circuit, photocell, and timer.

SIGN TYPE P1 - PARKING SIGNAGE
- Fabricate and install (x4) internally illuminated parking signage, wall mounting.

SIGN TYPE P4 - VEHICULAR PARKING DIRECTORY
- Fabricate and install (x3) internally illuminated vehicular parking directory, ground mounting.
Connecting to power source (BY OTHERS) with 20amp dedicated circuit, photocell, and timer.

SIGN TYPE B1 - PEDESTRIAN DIRECTORY
- Fabricate and install (x4) internally illuminated pedestrian directory, ground mounting.
Connecting to power source (BY OTHERS) with 20amp dedicated circuit, photocell, and timer.

SIGN TYPE B2 - PEDESTRIAN WAYFINDING
- Fabricate and install (x1) internally illuminated pedestrian wayfinding, ground mounting.
Connecting to power source (BY OTHERS) with 20amp dedicated circuit, photocell, and timer.

SIGN TYPE WB - WAYFINDING BLADE SIGN
- Fabricate and install (x1) non-illuminated wayfinding blade sign, wall mounting.

SIGN TYPE BL - BLADE SIGNAGE
- Fabricate and install (x12) internally illuminated blade signage, wall mounting.
Connecting to power source (BY OTHERS) with 20amp dedicated circuit, photocell, and timer.

SIGN TYPE T - TENANT ID
- Fabricate and install (x15) illuminated tenant id, wall mounting.

SIGN TYPE PT - PARAPET TENANT ID
- Fabricate and install (x7) illuminated parapet tenant id, wall mounting.

PROJECT:

1300 & 1302 EL CAMINO REAL
MENLO PARK, CA 94025

MASTER SIGN PROGRAM

01/02/24

Design + Build.

TABLE OF CONTENTS

corporate SIGN SYSTEMS

408.292.1600
2464 De La Cruz Blvd., Santa Clara, CA 95050
www.corporatesigns.com
CONTRACTOR'S LIC# 765078
CLASS C45-ELECTRICAL SIGN CONTRACTOR

SIGNAGE DISPLAY AREA -CALCULATIONS

corporate SIGN SYSTEMS
408.292.1600
2464 De La Cruz Blvd., Santa Clara, CA 95050
www.corporatesigns.com
CONTRACTOR'S LIC# 765078
CLASS C45-ELECTRICAL SIGN CONTRACTOR

TOTAL SIGN AREA CALCULATIONS

Total Sign Area Calculations in SF

EL CAMINO REAL

LOT LINEAR FRONTAGE	PRIMARY FRONTAGE FORMULA FOR MAXIMUM DISPLAY AREA	MAXIMUM DISPLAY AREA
FT	SF	SF
456'-0" LF	30' + (Frontage Length - 10') x (8/7) 30' + (456' - 10') x (8/7)	539.71 SF

PARAPET SIGNAGE FORMULA FOR MAXIMUM DISPLAY AREA	PARAPET SIGNAGE MAXIMUM DISPLAY AREA
	SF
0.5 x (LOT LINEAR FRONTAGE) 0.5 x (456)	228 SF

SIGN TYPE	PROPOSED SF	x QTY PROPOSED	= TOTAL SIGN AREA USED	= TOTAL SIGN AREA OF DIRECTIONAL SIGNAGE*
A1. ARCHWAY SIGNAGE	24.16 SF	1	- (exempt)	24.16 SF
P1. PARKING SIGNAGE	12.34 SF	2	- (exempt)	24.68 SF
P4. VEHICULAR PARKING DIRECTORY	9.17 SF	1	- (exempt)	9.17 SF
B1. PEDESTRIAN DIRECTORY	19.25 SF	1	- (exempt)	19.25 SF
WL. WAYFINDING BLADE SIGN	4 SF	1	- (exempt)	4 SF
BL. BLADE SIGNAGE	4 SF	9	- (exempt)	36 SF
T. TENANT ID - 24"H	25 SF	10	250 SF	- (not applicable)
PT. PARAPET TENANT ID - 30-48"H	50 SF	5	250 SF	- (not applicable)
		TOTAL =	**500 SF**	**117.26 SF**

NON - VISIBLE SIGN AREA		
PARAPET ID	TENANT ID	TOTAL
-	25 SF	25 SF

***Per Menlo Park Sign Ordinance §16.92.110 Signs pertaining to commercial and industrial land use zones (10): "Within the ECR/D-SP zoning district, safety and directional signage shall be exempt from the limits on signage display area, [...] provided, that the safety and directional signage is approved pursuant to a master signage program.**

GARWOOD WAY

LOT FRONTAGE	SECONDARY FRONTAGE FORMULA FOR MAXIMUM DISPLAY AREA	MAXIMUM DISPLAY AREA
FT	SF	SF
688'-0" LF	0.5 x 30' + (non -ECR Frontage - 10') x (8/7) 0.5 x 30' + (688' - 10') x (8/7)	402.42 SF

PARAPET SIGNAGE FORMULA FOR MAXIMUM DISPLAY AREA	PARAPET SIGNAGE MAXIMUM DISPLAY AREA
	SF
0.5 x (LOT LINEAR FRONTAGE) 0.5 x (688)	344 SF

SIGN TYPE	PROPOSED SF	x QTY PROPOSED	= TOTAL SIGN AREA USED	= TOTAL SIGN AREA OF DIRECTIONAL SIGNAGE*
A1. ARCHWAY SIGNAGE	24.16 SF	-	- (exempt)	- (not applicable)
P1. PARKING SIGNAGE	12.34 SF	2	- (exempt)	24.68 SF
P4. VEHICULAR PARKING DIRECTORY	9.17 SF	2	- (exempt)	18.34 SF
B1. PEDESTRIAN DIRECTORY	19.25 SF	2	- (exempt)	38.5 SF
B2. PEDESTRIAN WAYFINDING	9.17 SF	1	- (exempt)	9.17 SF
T. TENANT ID - 24"H	25 SF	1	25 SF	- (not applicable)
PT. PARPAET TENANT ID - 30-48"H	50 SF	2	100 SF	- (not applicable)
		TOTAL =	**125 SF**	**90.69 SF**

NON - VISIBLE SIGN AREA		
PARAPET ID	TENANT ID	TOTAL
-	25 SF	25 SF

***Per Menlo Park Sign Ordinance §16.92.110 Signs pertaining to commercial and industrial land use zones (10): "Within the ECR/D-SP zoning district, safety and directional signage shall be exempt from the limits on signage display area, [...] provided, that the safety and directional signage is approved pursuant to a master signage program.**

OAK GROVE AVE

LINEAR FRONTAGE	SECONDARY FRONTAGE FORMULA FOR MAXIMUM DISPLAY AREA	MAXIMUM DISPLAY AREA
FT	SF	SF
273'-0" LF	0.5 x 30' + (non -ECR Frontage - 10') x (8/7) 0.5 x 30' + (273' - 10') x (8/7)	165.28 SF

PARAPET SIGNAGE FORMULA FOR MAXIMUM DISPLAY AREA	PARAPET SIGNAGE MAXIMUM DISPLAY AREA
	SF
0.5 x (LOT LINEAR FRONTAGE) 0.5 x (273)	136.5 SF

SIGN TYPE	PROPOSED SF	x QTY PROPOSED	= TOTAL SIGN AREA USED	= TOTAL SIGN AREA OF DIRECTIONAL SIGNAGE*
A1. ARCHWAY SIGNAGE	24.16 SF	-	- (exempt)	- (not applicable)
P1. PARKING SIGNAGE	12.34 SF	-	- (exempt)	- (not applicable)
B1. PEDESTRIAN DIRECTORY	19.25 SF	1	- (exempt)	19.25 SF
B2. PEDESTRIAN WAYFINDING	9.17 SF	-	- (exempt)	- (not applicable)
T. TENANT ID - 24"H	25 SF	4	100 SF	- (not applicable)
PT. PARAPET TENANT ID - 30-48"H	50 SF	-	- (not applicable)	- (not applicable)
BL. BLADE SIGNAGE	4 SF	3	- (exempt)	12 SF
		TOTAL =	**100 SF**	**31.25 SF**
		GRAND TOTAL =	**725 SF**	**239.2 SF**

NON - VISIBLE SIGN AREA		
PARAPET ID	TENANT ID	TOTAL
-	-	-

***Per Menlo Park Sign Ordinance §16.92.110 Signs pertaining to commercial and industrial land use zones (10): "Within the ECR/D-SP zoning district, safety and directional signage shall be exempt from the limits on signage display area, [...] provided, that the safety and directional signage is approved pursuant to a master signage program.**

SITE PLAN PARCEL FRONTAGES

61-43

1" = 100'

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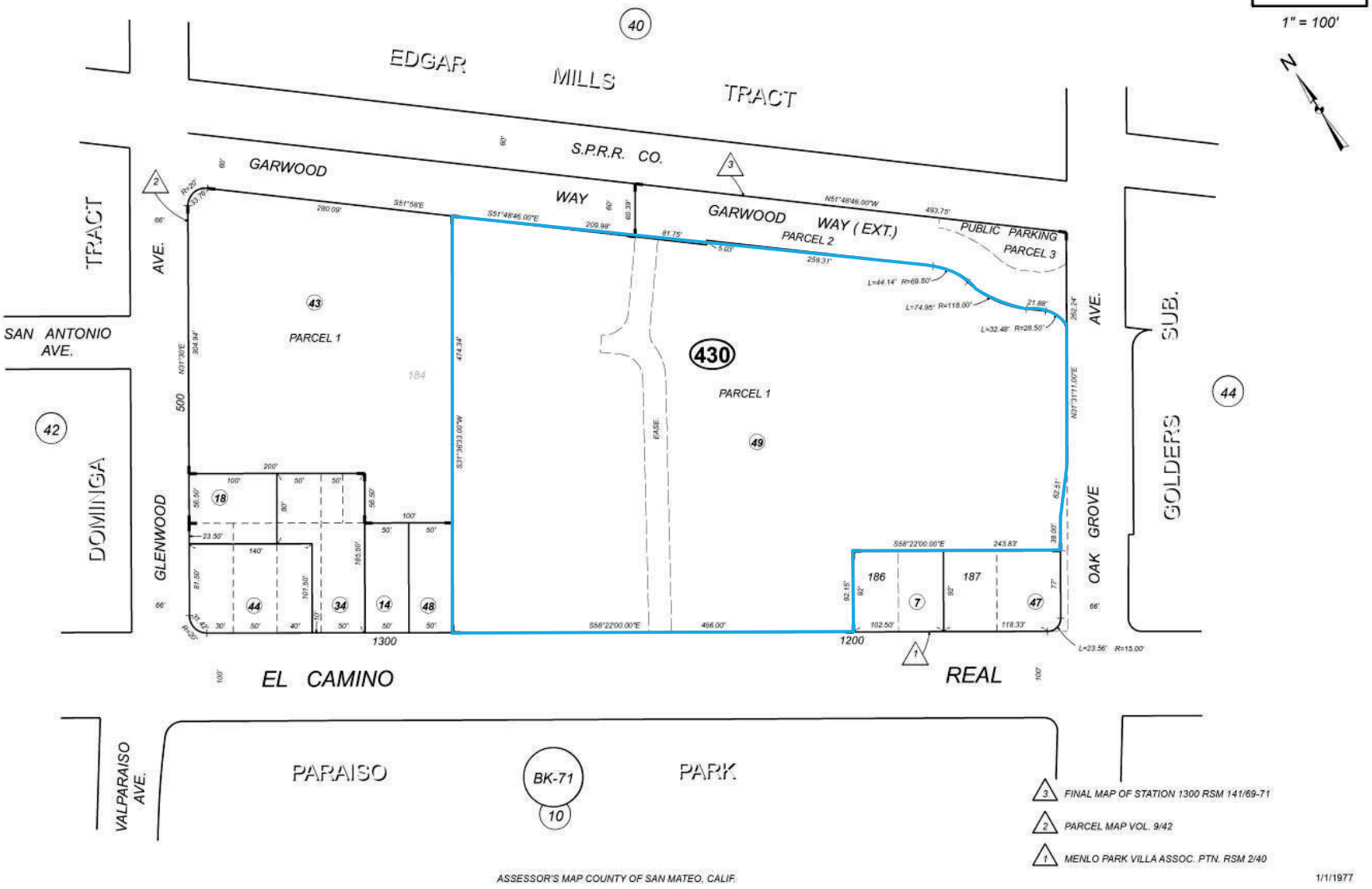

LOCATION PLAN

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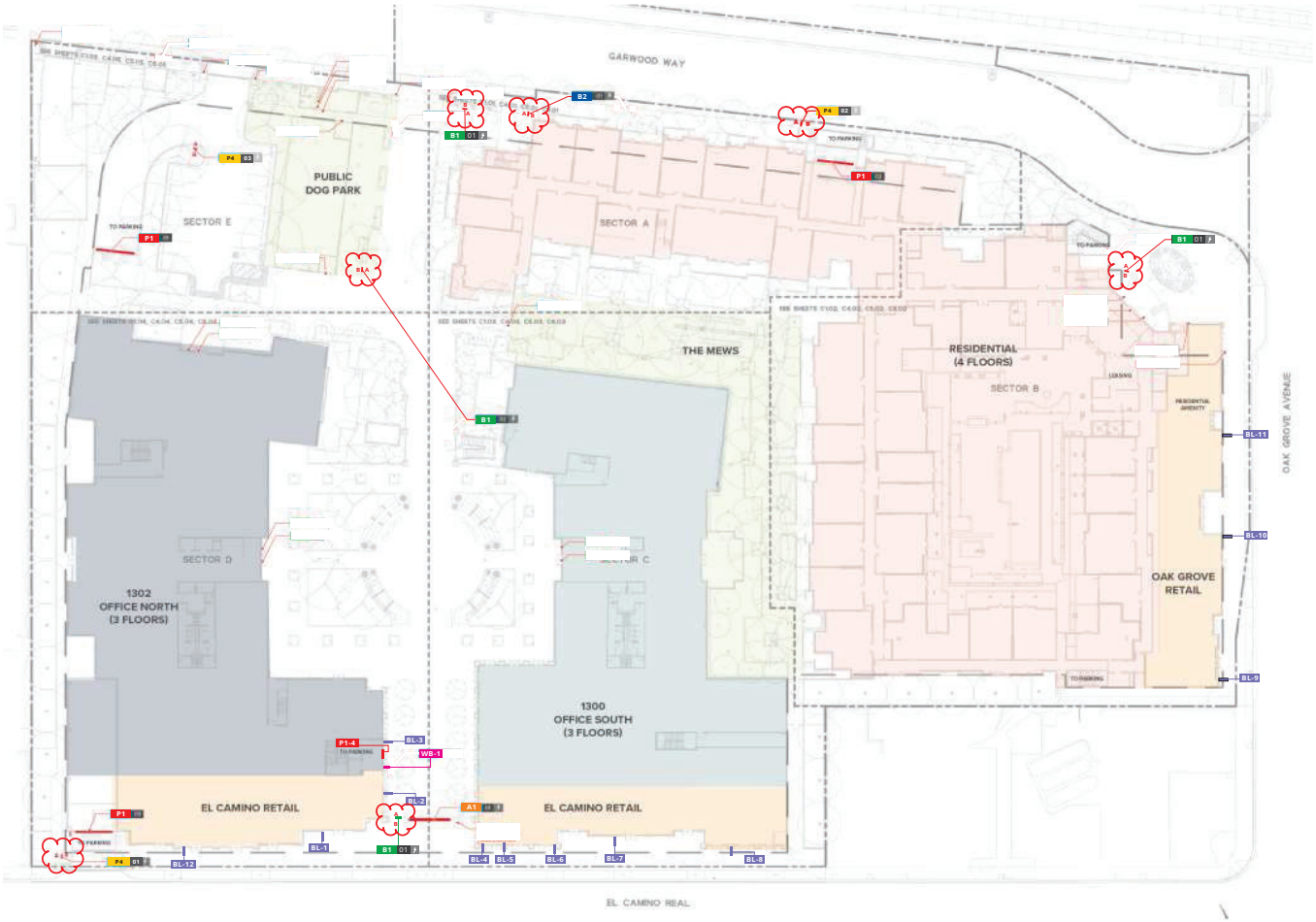

- A1 ARCHWAY SIGNAGE
- P1 PARKING SIGNAGE
- P4 VEHICULAR PARKING DIRECTORY
- WB WAYFINDING BLADE SIGN
- BL BLADE SIGNAGE
- B1 PEDESTRIAN DIRECTORY
- B2 PEDESTRIAN WAYFINDING

LOCATION PLAN PARAPET TENANT ID

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PT PARAPET TENANT ID

PARKING SIGNAGE

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SIGN TYPE P1

Parking Signage

A. DESIGN INTENT

The parking entry signage are intended to identify entrance into the parking garage below ground for all residents and visitors of the Property

B. SIGN MASSING

The height of lettering in general shall be 15 inches tall. Signs should be mounted flush against a building, and may not project above the eave of the roof or the top of parapet.

C. VARIATION

Final design should contain no (or very minimal) variation in size or layout to provide for maximum recognition and wayfinding effectiveness. Signs are subject to size restrictions that vary according to the frontage of the lot. Maximum sign area is 12.34 square feet.

D. SIGN LOCATION

Exact sign location to be determined based on final sign design and shape, and to comply with sight distance analyses based on 10' clear sight distance at project driveways and adjacent intersections.

1 FRONT VIEW
scale: 3/4" = 1'-0"

SIGN TYPE P1
PARKING SIGNAGE
PROPOSED = 12.34 SF

PARKING SIGNAGE CONSTRUCTION DETAILS

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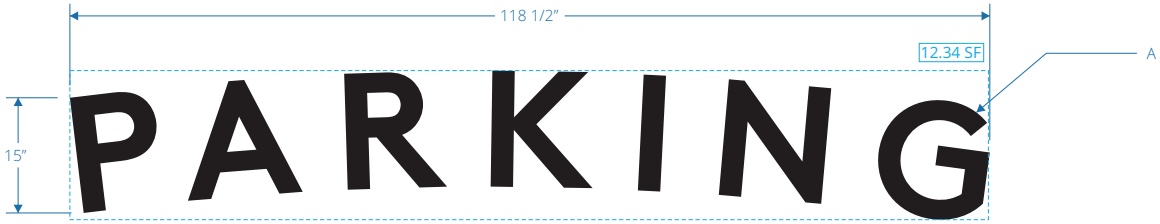
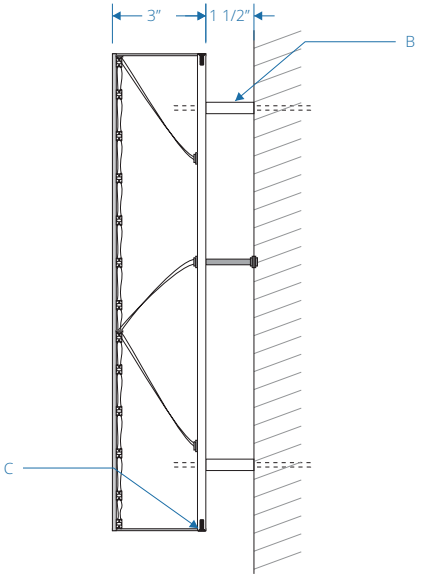


1 FRONT VIEW
scale: 3/4" = 1'-0"



2 SIDE VIEW - ENLARGED
scale: 3" = 1'-0"

SIGN TYPE

P1

DESCRIPTION QTY: 4

A. 15"h x 3"d fabricated aluminum lettering with 1/8" thick aluminum face, and 1/16" thick aluminum returns, painted P3 black

B. 1 1/2" stainless steel stand-off painted to match wall

C. Counter sunk, socket head steel screw painted to match adjacent as needed

D. LED Modules

E. 1/4" thick lexan diffuser

SIGN TYPE P1
PARKING SIGNAGE
PROPOSED = 12.34 SF

PARKING SIGNAGE ELEVATION

ALL DIMENSIONS NEED TO BE VERIFIED IN FIELD

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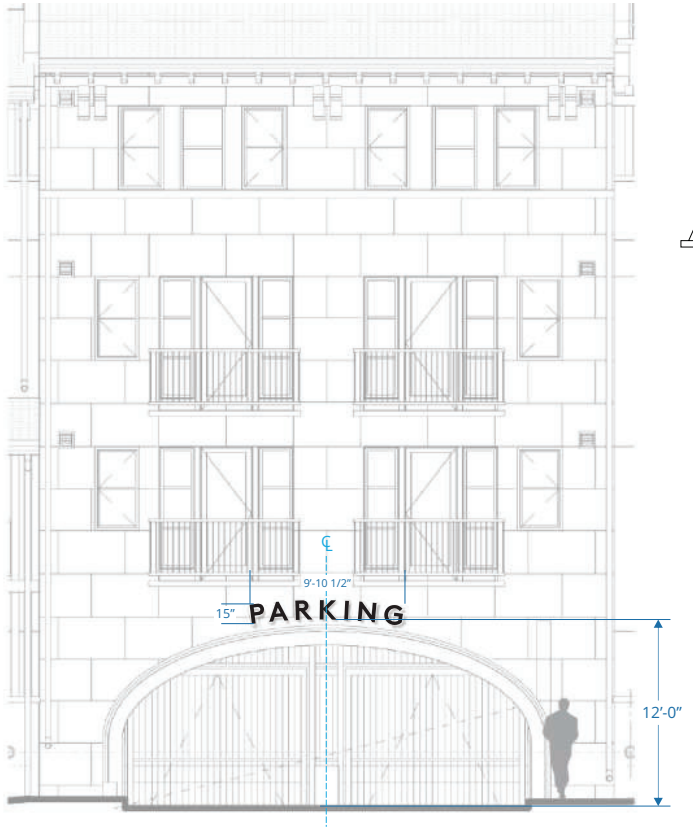
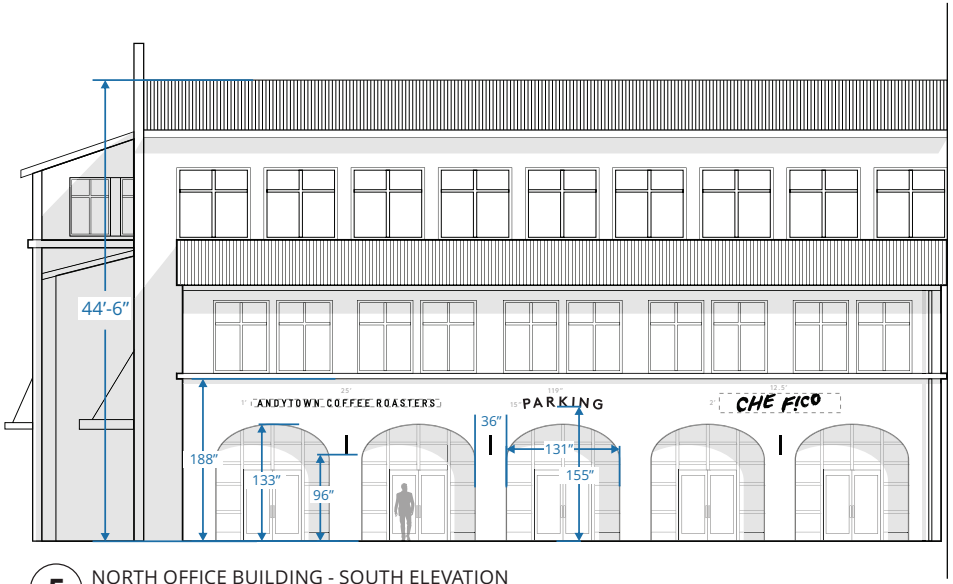


4 NORTH OFFICE BUILDING - WEST ELEVATION
scale: 1/8" = 1'-0"



5 NORTH OFFICE BUILDING - SOUTH ELEVATION
scale: 1/12"=1'-0"

3 INSTALL ELEVATION
scale: 3/8"=1'-0"

PARKING SIGNAGE ELEVATION

ALL DIMENSIONS NEED TO BE VERIFIED IN FIELD

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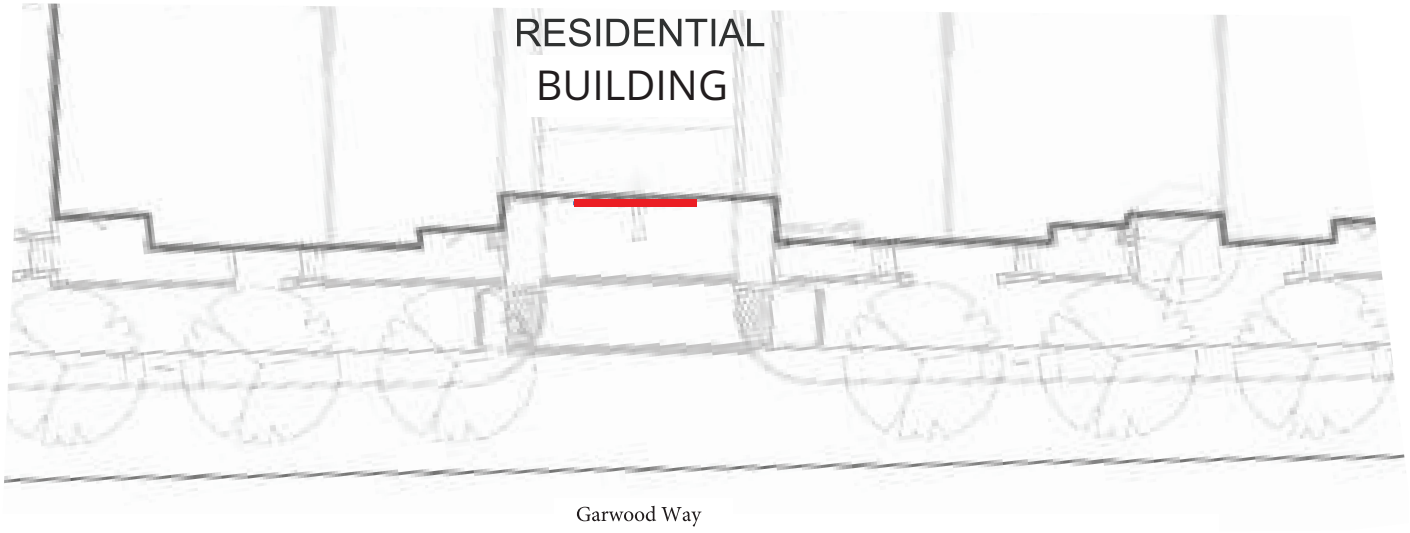
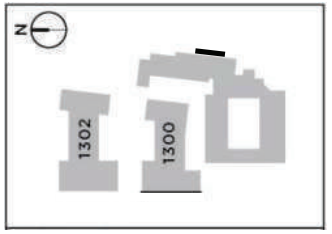
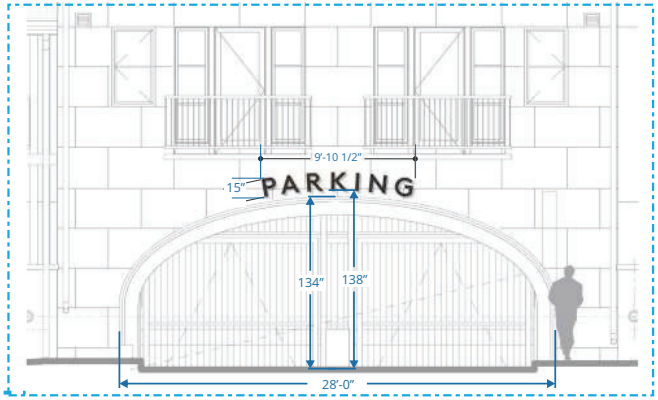




RESIDENTIAL BUILDING - EAST ELEVATION
scale: 1/16" = 1'-0"



ENLARGED ELEVATION
scale: 1/8" = 1'-0"

VEHICULAR PARKING DIRECTORY

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SIGN TYPE P4

Vehicular Parking Directories

A. SIGN MASSING

Directory Signs. In all districts where group occupancies in office buildings are permitted, directory signs may be erected displaying the names of the occupants of a building who are engaged in a particular profession, business or the like. Signs shall not exceed eight feet in height. Taller signs may be permitted if necessary due to sight visibility issues. The materials used in the construction of the sign frame and base should be the same as the materials and colors used in the building, or should be complementary to the building materials and colors.

B. VARIATION

Final placement, orientation and dimensions of this sign type may vary slightly from location to location and dependent on final architectural conditions. The overall mass and total sign area should remain consistent with this document. Signs are subject to size restrictions that vary according to the frontage of the lot. Maximum sign area is 9.17 square feet.

C. SIGN LOCATION

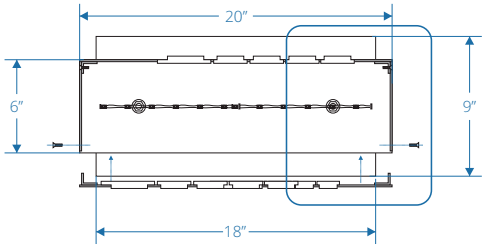
Signs will be located as per the location plans in this document. Exact sign location to be determined based on final sign design and shape, and to comply with the City's sign triangle and traffic view area.

D. VARIANCE

Where practical difficulties, unnecessary hardships or results inconsistent with the general purposes of the sign ordinance may result from the strict and literal interpretation and enforcement of the provisions hereof, the planning commission, upon the verified application of any property owner or lessee of the property affected, shall have authority to grant, upon such terms and conditions as it deems necessary, such variances therefrom as may be in harmony with their general purpose and intent so that the spirit of this chapter shall be observed, public safety and welfare secured and substantial justice done. Given the size of the lot, and in order to adequately direct and assist pedestrians, a total of 3 vehicular wayfinding signs are proposed throughout the campus to guide towards the corresponding areas and/or destinations. In addition, since the design intent and focus is on guiding and directing pedestrian traffic, any property information is excluded from the signage design.

VEHICULAR PARKING DIRECTORY

CONSTRUCTION DETAILS



4 TOP VIEW
scale: 1 1/2″=1′-0″

SIGN TYPE P4
VEHICULAR PARKING DIRECTORY

PROPOSED = 9.17 SF

This sign is intended to be installed in accordance with the requirements of Article 600 of the National Electrical Code and/or other applicable local codes. This includes proper grounding and bonding of the sign.

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SIGN TYPE

P4

DESCRIPTION QTY: 3

A. 64″h x 20″w x 6″d fabricated aluminum with oiled rubbed finish M1 cabinet

B. 1/4″ push-thru lettering and graphic, internally illuminated, color P1 white

C. routed or etched onto face panel graphic pattern

D. 4″h x 18″w x 9″d painted aluminum footer, color P3 black

E. concrete footing

F. Hexagon headed recessed fasteners, painted to match surround

G. LEDs

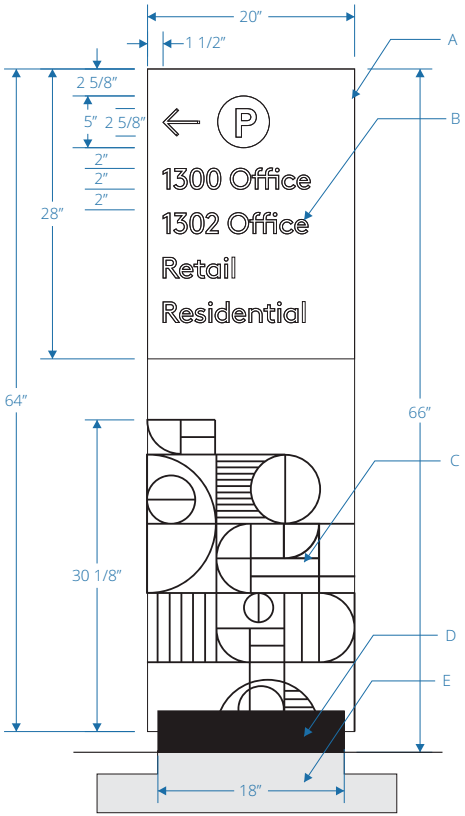
H. 110V-277V ul listed power supply

I. cristy box, disconnect switch and photocell control

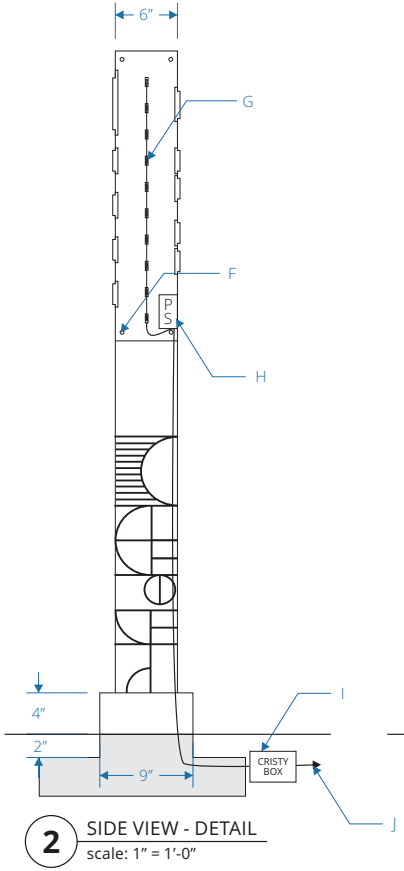
J. 110v-277v power source (By others) with dedicated circuit photocell, and timer for final permit inspection

K. Anchoring as required per sign contractor's engineer. Below grade footing.

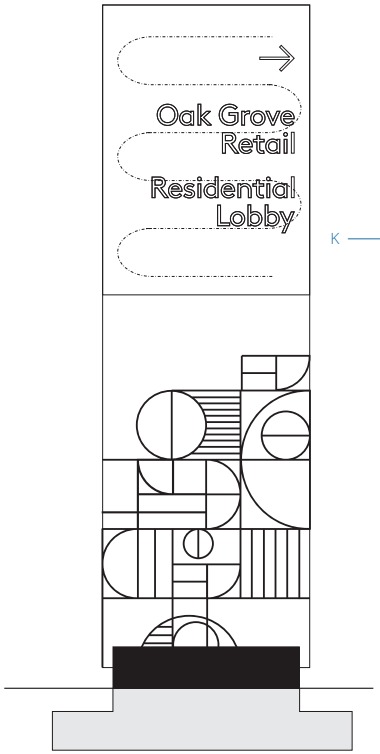
L. Removable panel with push-thru flush acrylic copy mechanically fastened on sides with s. st. c/s socket drive flat head screw painted to match adjacent color



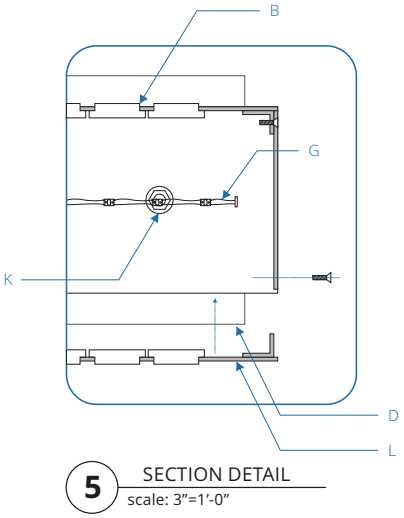
1 FRONT VIEW
scale: 1″ = 1′-0″



2 SIDE VIEW - DETAIL
scale: 1″ = 1′-0″



3 BACK VIEW
scale: 1″ = 1′-0″



5 SECTION DETAIL
scale: 3″=1′-0″

VEHICULAR PARKING DIRECTORY ELEVATION

ALL DIMENSIONS NEED TO BE VERIFIED IN FIELD

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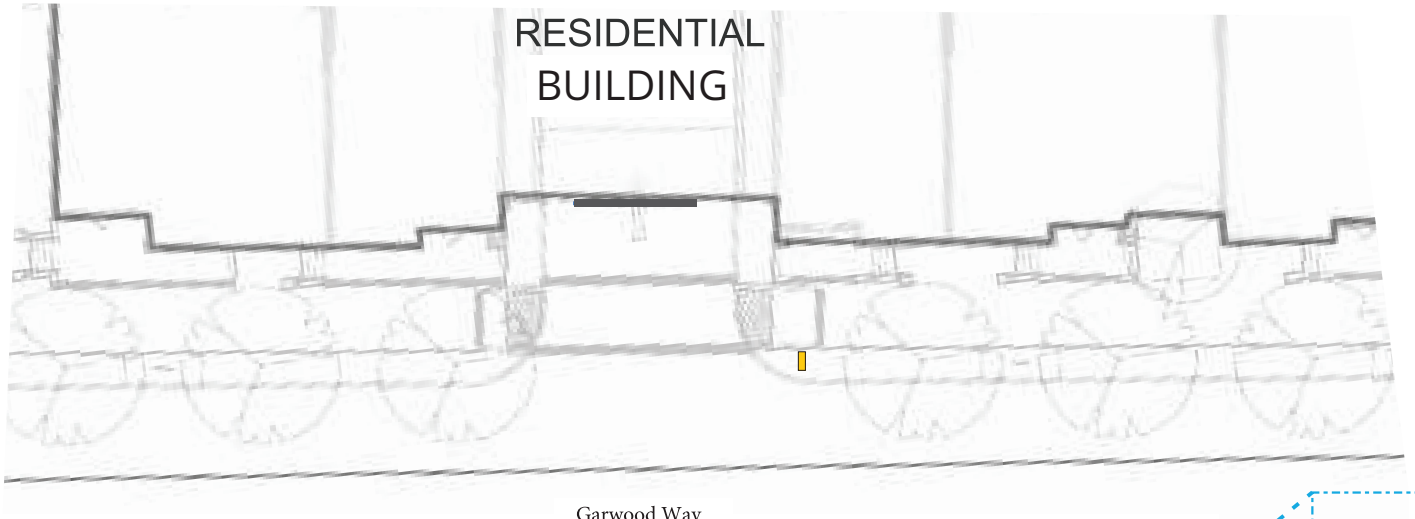
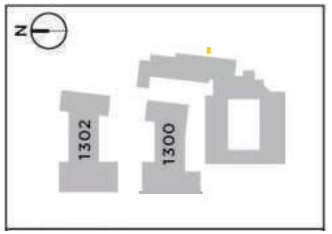
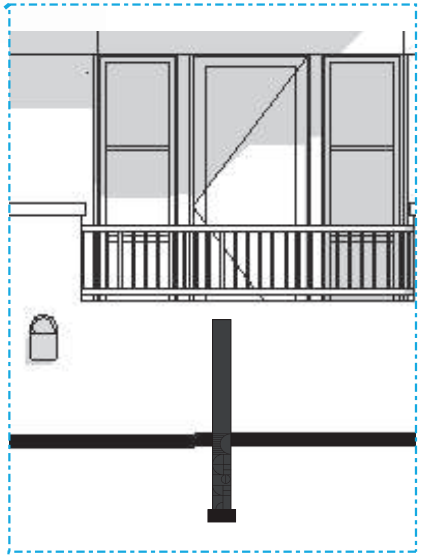




RESIDENTIAL BUILDING - EAST ELEVATION
scale: 1/16" = 1'-0"



ENLARGED ELEVATION

scale: 1/2" = 1'-0"

VEHICULAR PARKING DIRECTORY

ALL DIMENSIONS NEED TO BE VERIFIED IN FIELD

ELEVATION WITH SETBACK

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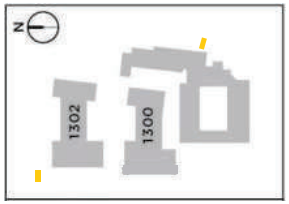
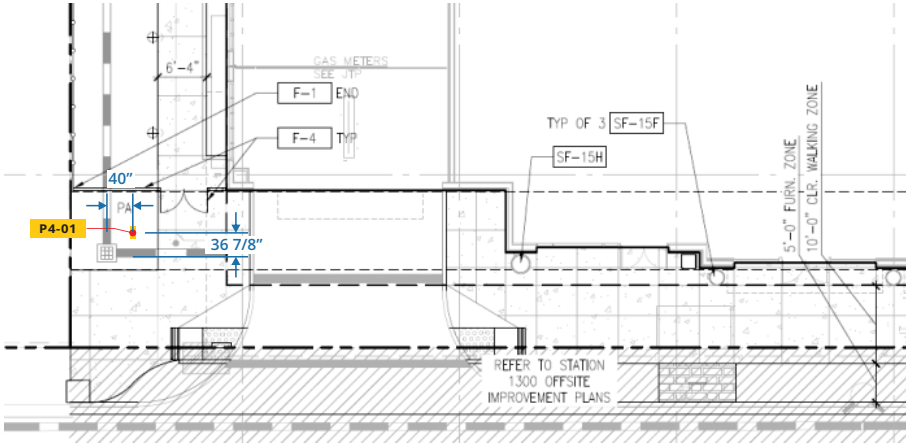
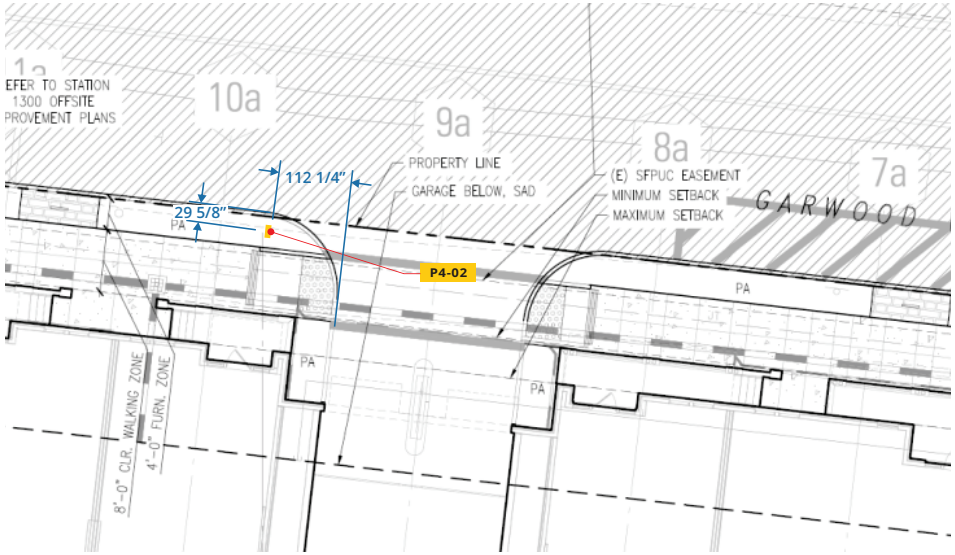


P4-01

P4-02





2 INSTALL ELEVATION
scale: 1/16"=1'-0"

VEHICULAR PARKING DIRECTORY

ELEVATION WITH SETBACK

ALL DIMENSIONS NEED TO BE VERIFIED IN FIELD

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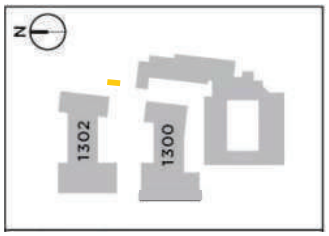

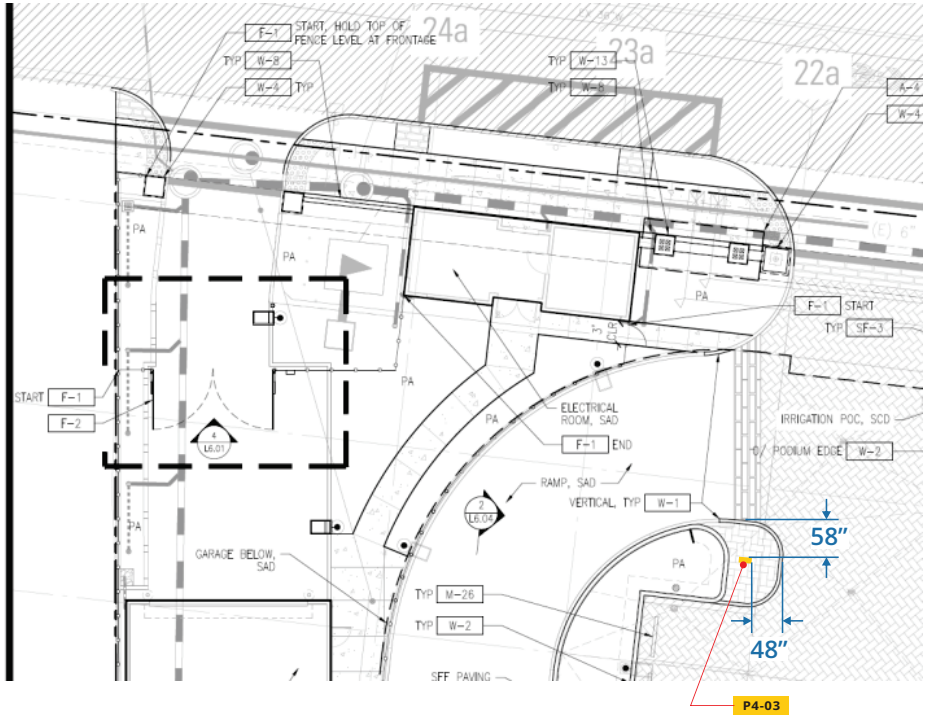

1 INSTALL ELEVATION
scale: 1/16"=1'-0"

P4-03

PEDESTRIAN DIRECTORY

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SIGN TYPE B1

Pedestrian Directories

A. SIGN MASSING

Directory Signs. In all districts where group occupancies in office buildings are permitted, directory signs may be erected displaying the names of the occupants of a building who are engaged in a particular profession, business or the like. Signs shall not exceed eight feet in height. Taller signs may be permitted if necessary due to sight visibility issues. The materials used in the construction of the sign frame and base should be the same as the materials and colors used in the building, or should be complementary to the building materials and colors.

B. VARIATION

Final placement, orientation and dimensions of this sign type may vary slightly from location to location and dependent on final architectural conditions. The overall mass and total sign area should remain consistent with this document. Signs are subject to size restrictions that vary according to the frontage of the lot. Maximum sign area is 19.25 square feet.

C. SIGN LOCATION

Signs will be located as per the location plans in this document. Exact sign location to be determined based on final sign design and shape, and to comply with the City's sign triangle and traffic view area.

D. VARIANCE

Where practical difficulties, unnecessary hardships or results inconsistent with the general purposes of the sign ordinance may result from the strict and literal interpretation and enforcement of the provisions hereof, the planning commission, upon the verified application of any property owner or lessee of the property affected, shall have authority to grant, upon such terms and conditions as it deems necessary, such variances therefrom as may be in harmony with their general purpose and intent so that the spirit of this chapter shall be observed, public safety and welfare secured and substantial justice done. Given the size of the lot, and in order to adequately direct and assist pedestrians, a total of 5 pedestrian wayfinding signs are proposed throughout the campus to guide towards the corresponding areas and/or destinations. In addition, since the design intent and focus is on guiding and directing pedestrian traffic, any property information is excluded from the signage design.

SIGN TYPE B1
PEDESTRIAN DIRECTORY

PROPOSED = 19.25 SF

1 TOP VIEW
scale: 3/4"=1'-0"

2 FRONT VIEW
scale: 3/4"=1'-0"

3 SIDE VIEW
scale: 3/4"=1'-0"

4 BACK VIEW
scale: 3/4"=1'-0"

PEDESTRIAN DIRECTORY CONSTRUCTION DETAILS

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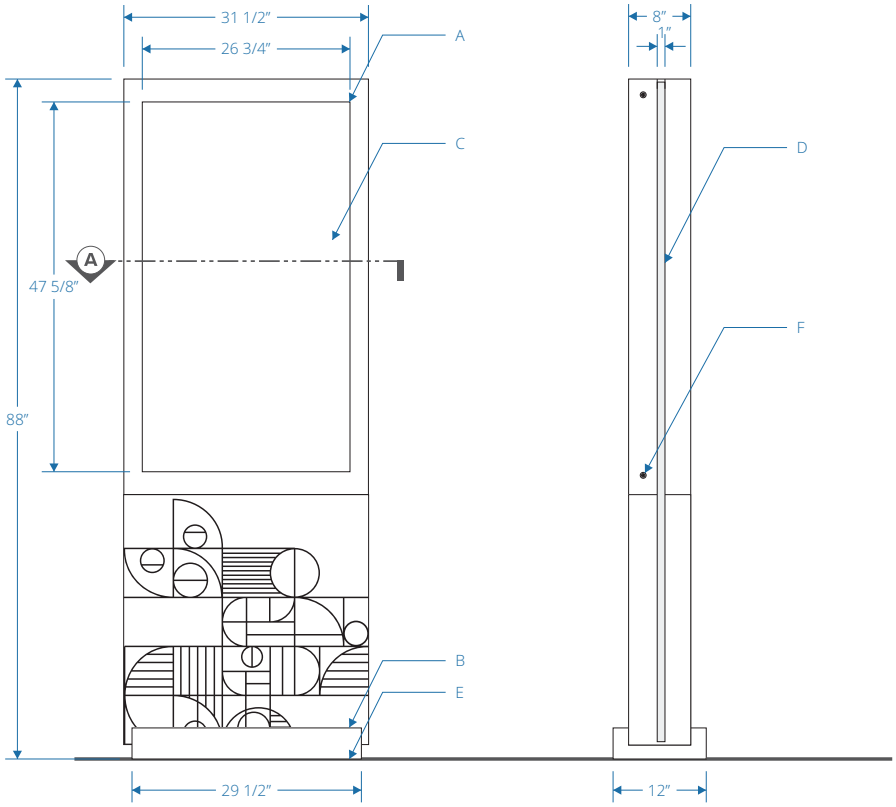


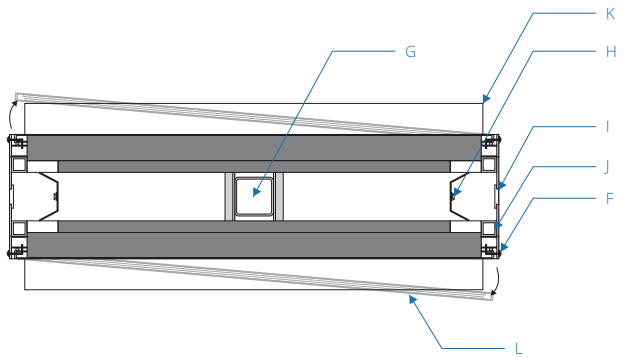
1 FRONT VIEW - DETAIL
scale: 3/4"=1'-0"

2 SIDE VIEW - DETAIL
scale: 3/4"=1'-0"

SIGN TYPE B1
PEDESTRIAN DIRECTORY

PROPOSED = 19.25 SF

This sign is intended to be installed in accordance with the requirements of Article 600 of the National Electrical Code and/or other applicable local codes. This includes proper grounding and bonding of the sign.



3 TOP VIEW - DETAIL
scale: 1 1/2"=1'-0"

SIGN TYPE

B1

DESCRIPTION QTY: 4

A. 55" Digital touch screen by others.

B. Footer to be painted P3 Black

C. Fabricated aluminum cabinet to house electrical and components for digital signage. Ventilation to be minimal and preferably on top of sign.

D. 1" Thick acrylic stripe to extend full length of cabinet to internally illuminate

E. Anchoring as required per sign

F. Cam lock on side of cabinet door

G. Steel support as required per sign contractor's engineer. Below grade footing.

H. LED system as required to provide even illumination.

I. 1/2" wide acrylic push-thru flush

J. Fabricated aluminum cabinet with internal structural frame

K. Painted aluminum footer

L. Aluminum extrusion cabinet hinged door mechanically fastened to frame

PEDESTRIAN DIRECTORY RENDERING ELEVATION

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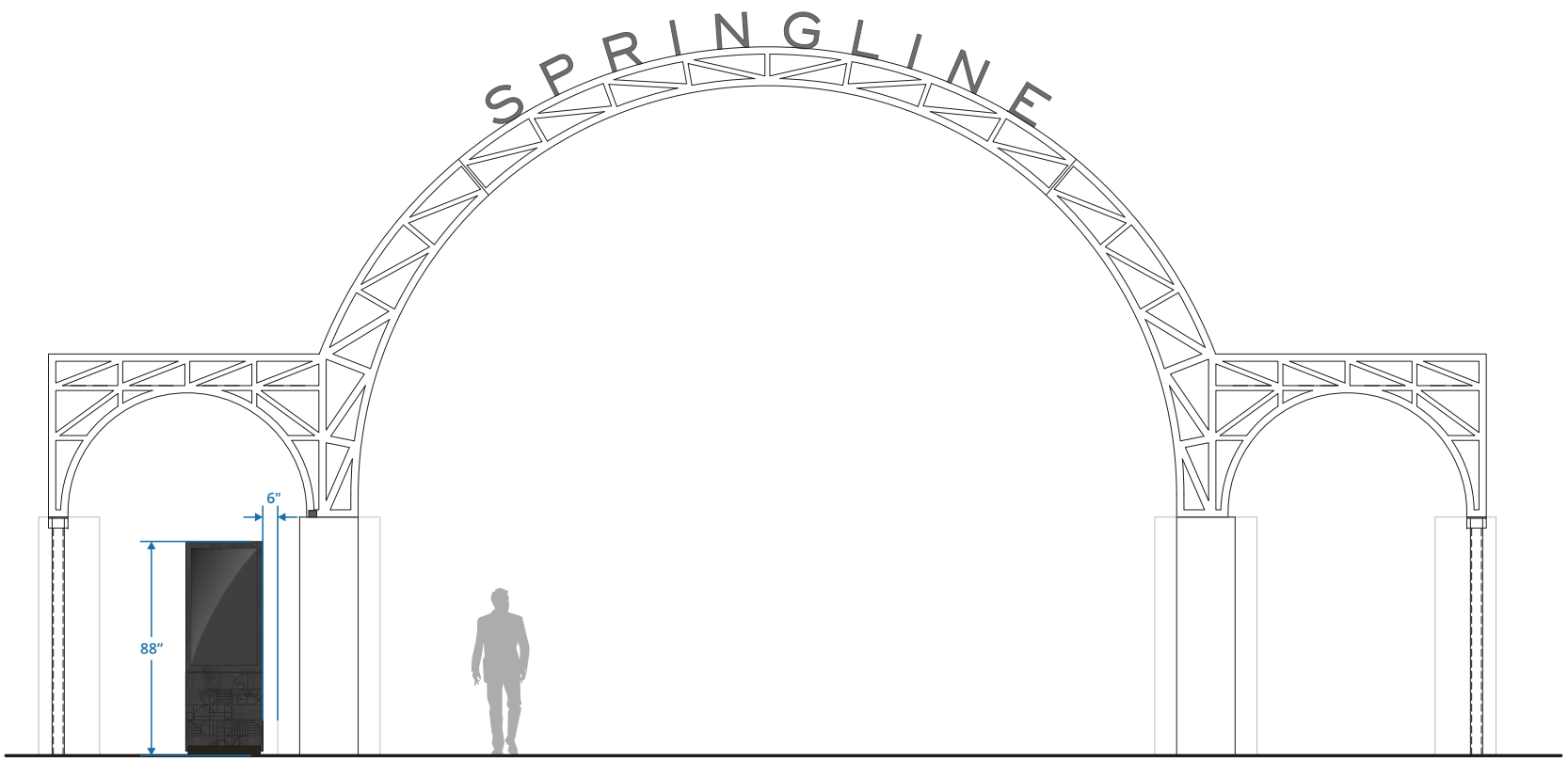

1 INSTALLATION RENDERING
scale: 1/4"=1'-0"

PEDESTRIAN WAYFINDING ID

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SIGN TYPE B2

Pedestrian Wayfinding

A. SIGN MASSING

Directory Signs. In all districts where group occupancies in office buildings are permitted, directory signs may be erected displaying the names of the occupants of a building who are engaged in a particular profession, business or the like. Signs shall not exceed eight feet in height. Taller signs may be permitted if necessary due to sight visibility issues. Signs located near street corners and driveways may be referred to the City's traffic engineer for determinations regarding appropriate vehicle sight clearances. The materials used in the construction of the sign frame and base should be the same as the materials and colors used in the building, or should be complementary to the building materials and colors.

B. VARIATION

Final placement, orientation and dimensions of this sign type may vary slightly from location to location and dependent on final architectural conditions. The overall mass and total sign area should remain consistent with this document. Signs are subject to size restrictions that vary according to the frontage of the lot. Maximum sign area is 9.17 square feet.

C. SIGN LOCATION

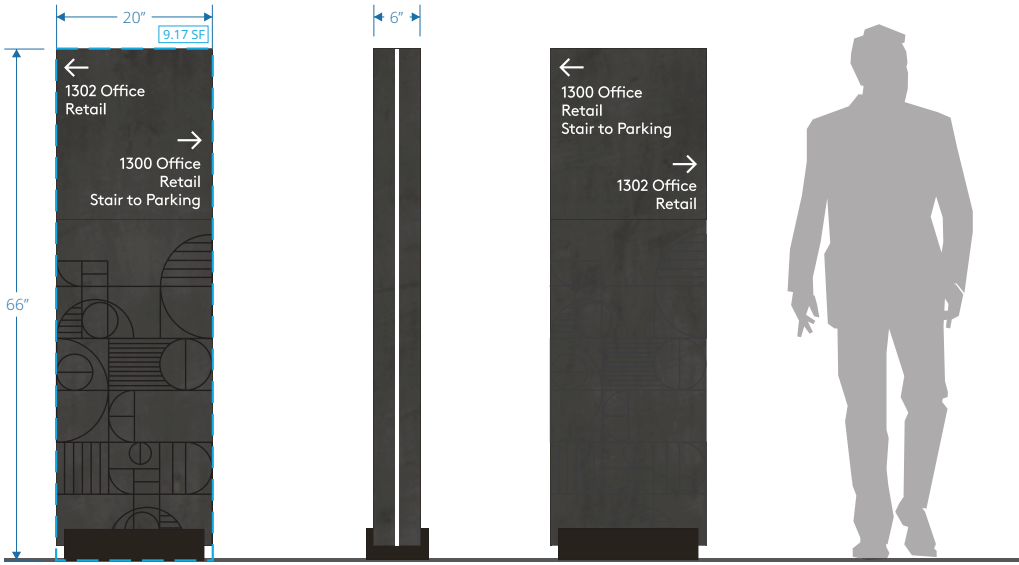
Signs will be located as per the location plans in this document. Exact sign location to be determined based on final sign design and shape, and to comply with the City's sign triangle and traffic view area.

D. VARIANCE

Where practical difficulties, unnecessary hardships or results inconsistent with the general purposes of the sign ordinance may result from the strict and literal interpretation and enforcement of the provisions hereof, the planning commission, upon the verified application of any property owner or lessee of the property affected, shall have authority to grant, upon such terms and conditions as it deems necessary, such variances therefrom as may be in harmony with their general purpose and intent so that the spirit of this chapter shall be observed, public safety and welfare secured and substantial justice done. Given the size of the lot, and in order to adequately direct and assist pedestrians, a total of 5 pedestrian wayfinding signs are proposed throughout the campus to guide towards the corresponding areas and/or destinations. In addition, since the design intent and focus is on guiding and directing pedestrian traffic, any property information is excluded from the signage design.

SIGN TYPE B2
PEDESTRIAN WAYFINDING ID
PROPOSED = 9.17 SF

1 TOP VIEW
scale: 3/4"=1'-0"



2 FRONT VIEW
scale: 3/4"=1'-0"

3 SIDE VIEW
scale: 3/4"=1'-0"

4 BACK VIEW
scale: 3/4"=1'-0"

PEDESTRIAN WAYFINDING ID CONSTRUCTION DETAILS

corporate SIGN SYSTEMS
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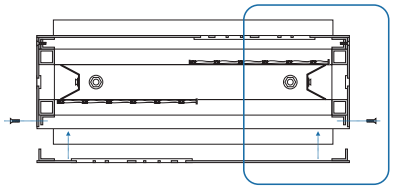
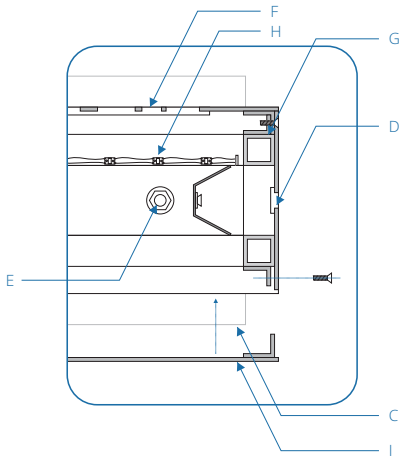
2464 De La Cruz Blvd., Santa Clara, CA 95050
www.corporatesigns.com
CONTRACTOR'S LIC# 765078
CLASS C45-ELECTRICAL SIGN CONTRACTOR

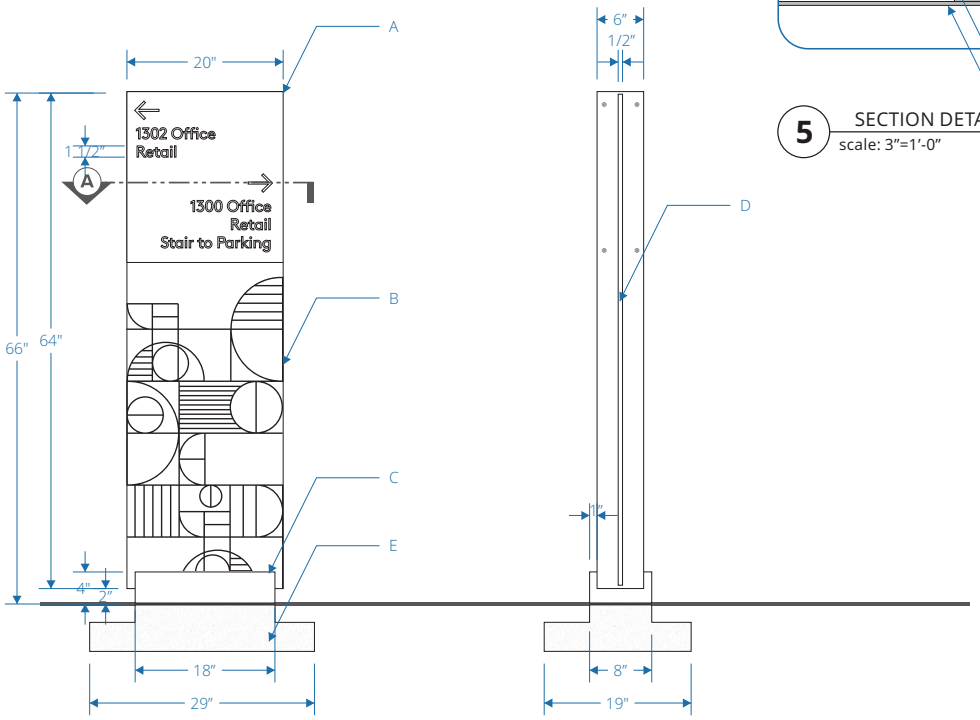


1 TOP VIEW
scale: 1 1/2"=1'-0"



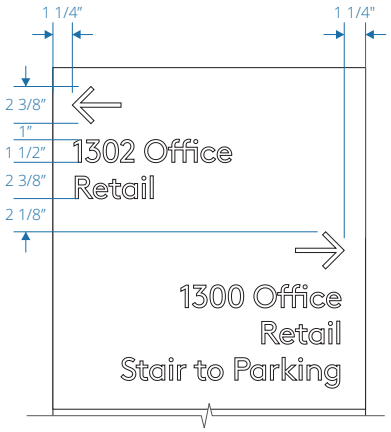
5 SECTION DETAIL
scale: 3"=1'-0"

SIGN TYPE B2
PEDESTRIAN WAYFINDING ID
PROPOSED = 9.17 SF



2 FRONT VIEW
scale: 3/4"=1'-0"

8 SIDE VIEW
scale: 3/4"=1'-0"



4 DETAIL VIEW
scale: 1 1/2"=1'-0"

SIGN TYPE

B2

DESCRIPTION QTY: 1

A. Fabricated aluminum cabinet M1 with push through flush text

B. Graphic pattern to be routed or etched onto face of panel

C. Footer to be painted P3 Black

D. 1/2" wide acrylic stripe to extend full length of cabinet to internally illuminate

E. Anchoring as required per sign contractor's engineer. Below grade footing.

F. Push-thru flush acrylic copy

G. Fabricated aluminum cabinet with internal structure frame

H. LED system as required to provide even illumination. No hot spots

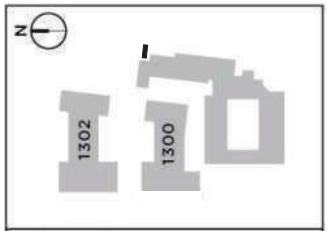
I. Removable panel with push-thru flush acrylic copy mechanically fastened on sides with s. st. c/s socket drive flat head screw painted to match adjacent color

This sign is intended to be installed in accordance with the requirements of Article 600 of the National Electrical Code and/or other applicable local codes. This includes proper grounding and bonding of the sign.

PEDESTRIAN WAYFINDING ID

RENDERING ELEVATION

ALL DIMENSIONS NEED TO BE VERIFIED IN FIELD



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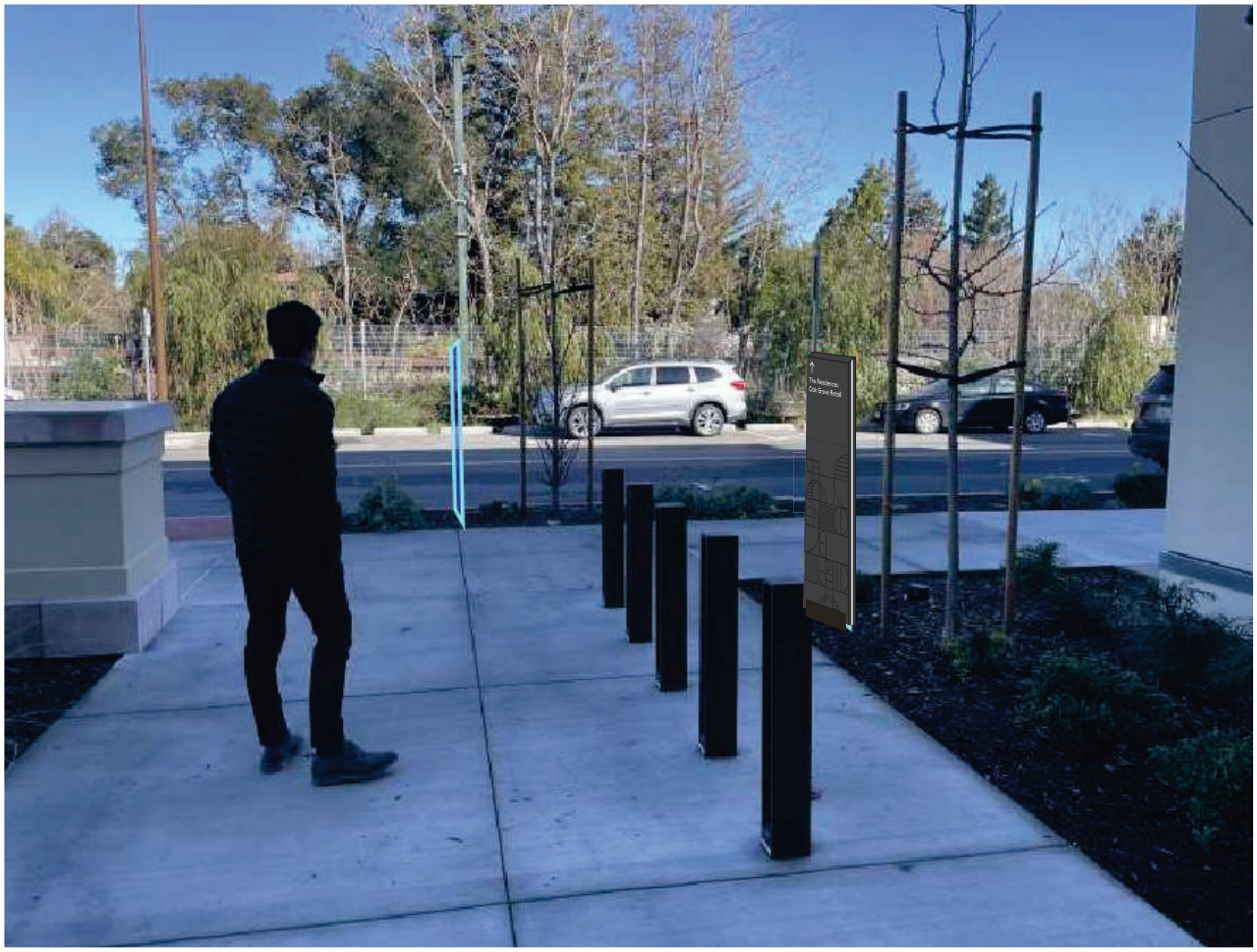

1 RENDERING
scale: NTS

PARAPET TENANT ID

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SIGN TYPE PT

Parapet Tenant ID

A. DESIGN INTENT

Parapet Tenant Ids are intended to identify the major Parapet Tenants in a prominent way from a larger or campus-wide view.

B. SIGN MASSING

The height of lettering in general shall be in between 30 inches to 40 inches tall.
For multi-tenant buildings, the concept of fair sharing will be used in determining the sign area for each tenant. Fair sharing allows the maximum sign area to be proportionately allocated to each tenant according to the building frontage of each tenant space.

C. VARIATION

Final design should contain no (or very minimal) variation in size or layout to provide for maximum recognition and wayfinding effectiveness.
Signs are subject to size restrictions that vary according to the frontage of the lot. Maximum sign area is 50 square feet.

D. SIGN LOCATION

Exact sign location to be determined based on final sign design and shape, and to comply with sight distance analyses based on 10' clear sight distance at project driveways and adjacent intersections.

E. FAIR SHARING

The concept of "Fair Sharing" shall apply in determining the sign areas for each tenant. "Fair Sharing" allows the maximum sign area to be proportionately allocated to each tenant according to the building frontage of each tenant space. The steps and formulas used to calculate this is as shown below:
1. Tenant Space Building Frontage/Total Building Frontage = Percentage of Building Frontage

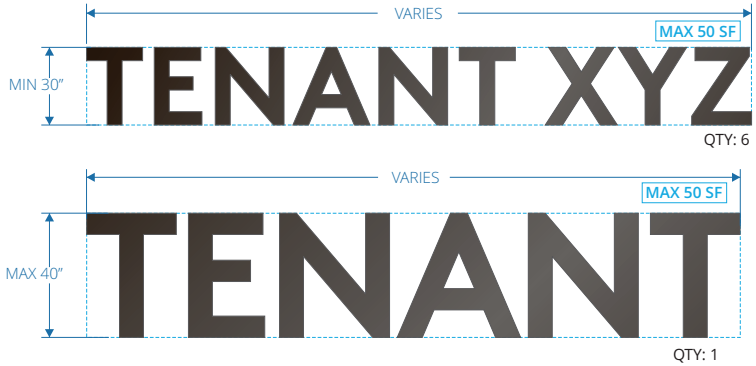
2. Percentage of Building Frontage * Lot Linear Frontage = Maximum Allowable Sign Area for Tenant

F. VARIANCE

Where practical difficulties, unnecessary hardships or results inconsistent with the general purposes of the sign ordinance may result from the strict and literal interpretation and enforcement of the provisions hereof, the planning commission, upon the verified application of any property owner or lessee of the property affected, shall have authority to grant, upon such terms and conditions as it deems necessary, such variances therefrom as may be in harmony with their general purpose and intent so that the spirit of this chapter shall be observed, public safety and welfare secured and substantial justice done. Given the typical height a.f.f. for the parapet tenant signage, an increased height is requested and considered a necessity to properly guide pedestrian traffic and provide visible identification signage to the corresponding tenants.

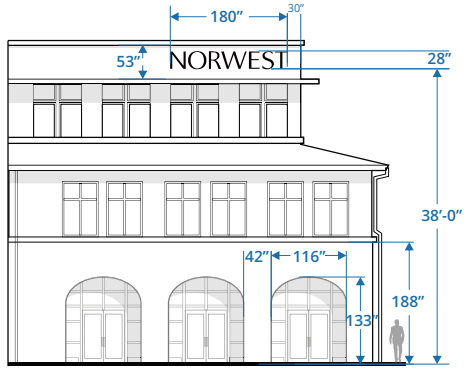
SIGN TYPE PT
PARAPET TENANT ID
PROPOSED = 50 SF

WIDTH OF SIGNAGE VARIES
DEPENDING ON LETTER HEIGHT
SO TOTAL SIGN AREA DOES NOT EXCEED 50 SF



1 FRONT VIEW
scale: 1/4"=1'-0"

ALL DIMENSIONS NEED TO BE VERIFIED IN FIELD



2 INSTALL ELEVATION
scale: 1/16"=1'-0"

PARAPET TENANT ID CONSTRUCTION DETAIL

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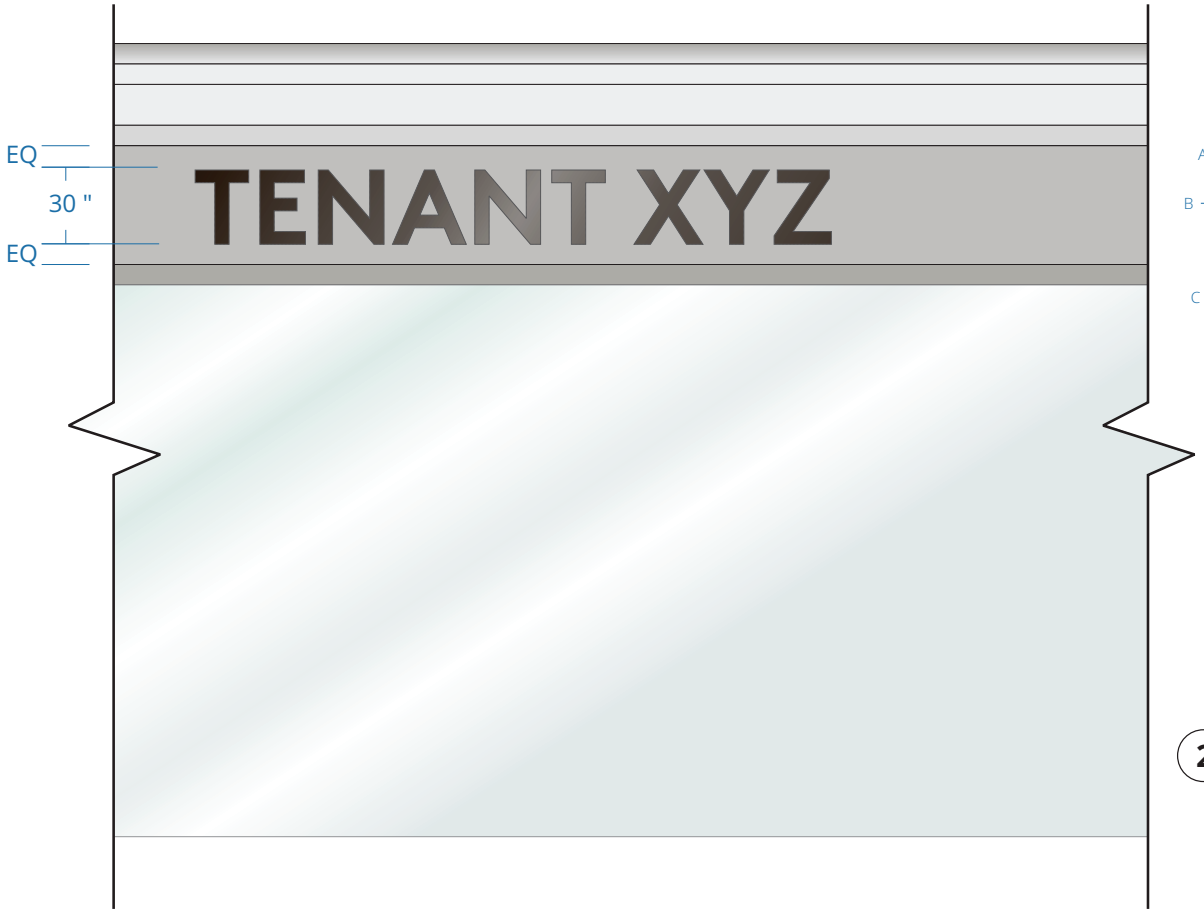
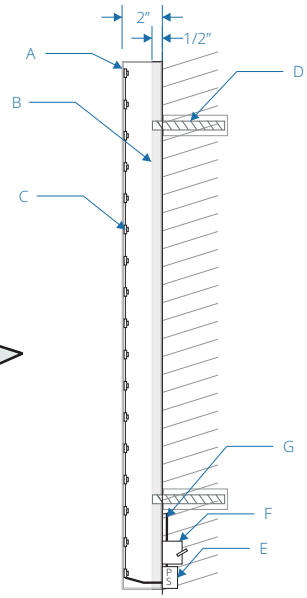


1 FRONT VIEW - DETAIL
scale: 1/4"=1'-0"



2 SIDE VIEW
scale: 2" = 1'-0"

SIGN TYPE

PT

DESCRIPTION QTY: 7

ILLUMINATED SIGN

A. 2" deep fabricated blackened bronze finish steel channel numbers with edge illumination

B. 1/2" white translucent acrylic backer

C. White LEDs

D. Stud mounted to the wall.

E. 110v-2777v ul listed power supply with enclosed raceway

F. disconnect switch and photocell control by others

G. to 110v-277v power source (by others) with dedicated circuit, photocell and timer for final permit inspection

SIGN TYPE PT
PARAPET TENANT ID
PROPOSED = 50 SF

TENANT/PARAPET TENANT ID ELEVATION

ALL DIMENSIONS NEED TO BE VERIFIED IN FIELD

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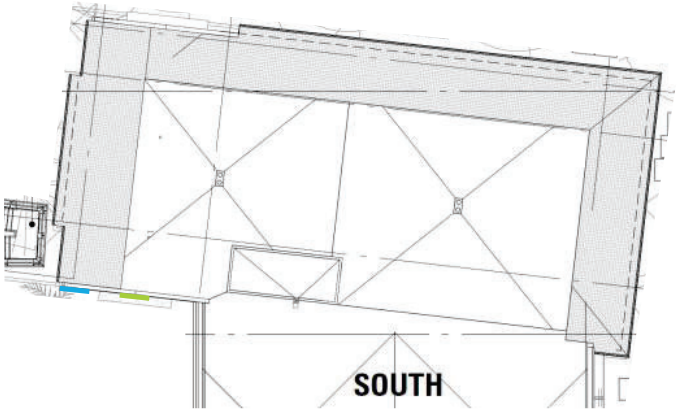
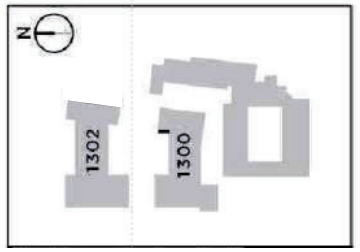


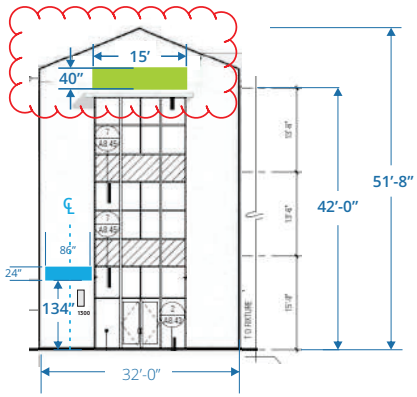


T TENANT ID

T ALTERNATIVE TENANT ID

PT PARAPET TENANT ID

PT ALTERNATIVE PARAPET TENANT ID



1 SOUTH OFFICE BUILDING - WEST ELEVATION
scale: 1/20"=1'-0"

TENANT/PARAPET TENANT ID RENDERING ELEVATION

ALL DIMENSIONS NEED TO BE VERIFIED IN FIELD

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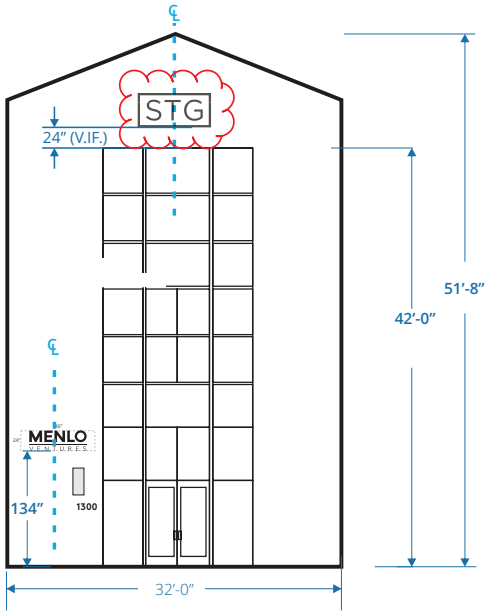


2 SOUTH OFFICE BUILDING - WEST ELEVATION
scale: 1/12"=1'-0"

1300 ECR #PLN2023-00035
MSP Amendment
Project Description Letter

DESCRIPTION:
Master Sign Program/Oscar Ibarra/1300 El Camino Real (Springline): Request for an amendment to the Master Sign Program for a mixed-use development (Springline) in the ECR/D-SP (El Camino Real/Downtown Specific Plan) zoning district.

SUMMARY OF CHANGES:

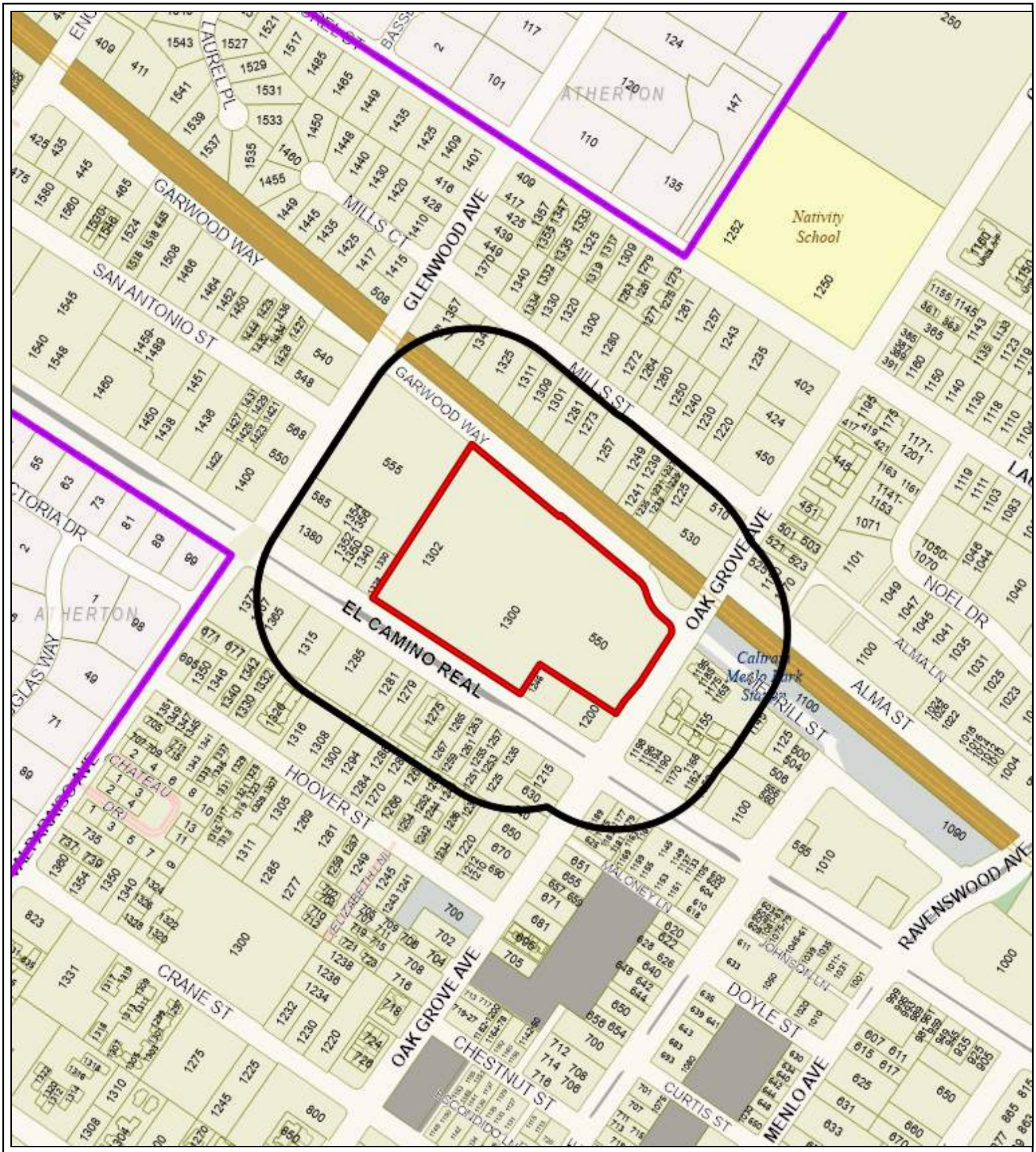
1. Addition of P4 Vehicular Directional Signage
    a. In order to safely guide vehicular traffic to one of any three entrances to the subterranean garage, this new freestanding sign type is proposed to be located near the parking garage entrances. The signage is to be internally illuminated so that these garage entrances can be clearly identified, and, so that vehicular traffic can be safely guided into the subterranean parking garage.
2. Relocation of Directory Signage (B1 Pedestrian Directories & B2 Pedestrian Wayfinding Signage)
    a. After further consideration with the original intended placement of these signs, it has been agreed that the adjusted locations for these signs will serve multiple purposes. Among these, the directory signage will be 1) located outside of the Emergency Access Road running through the middle of the courtyard, and, 2) located at key locations to guide pedestrians to the corresponding destination.
3. Addition of new Parapet Tenant Signage location (PT-7)
    a. This new proposed signage location for Parapet tenant signage is to assist guiding visitors to the Office building to the correct corresponding location. The intended placement of this sign is to guide people coming out of the elevator lobbies leading from the basement to the first floor of the Offices and/or the courtyard plaza level.
4. Illumination of P1 Parking Signage
    a. In order to safely guide vehicular traffic to one of any three entrances to the subterranean garage, the signage is proposed to now be internally illuminated so that these garage entrances can be clearly identified, and, so that vehicular traffic can be safely guided into the subterranean parking garage, especially during the evening times for the retail and restaurant spaces.

1300 El Camino Real – Exhibit B: Conditions of Approval

LOCATION: 1300 El Camino Real	**PROJECT NUMBER:** PLN2023-00035	**APPLICANT:** Oscar Ibarra	**OWNER:** Real Social Good Investment's, LLC

CONDITIONS OF APPROVAL:

1. Development of the project shall be substantially in conformance with the plans prepared by Corporate Sign Systems consisting of 25 plan sheets, dated received January 16, 2024 and approved by the Planning Commission on February 5, 2024, except as modified by the conditions contained herein, subject to review and approval of the Planning Division.
2. Applicant shall comply with all requirements of the Planning Division, Building Division, Engineering Division, and Transportation Division that are directly applicable to the project.
3. Applicant shall pay all fees incurred through staff time spent reviewing the application.
4. The Project shall adhere to all ordinances, plans, regulations, and specifications of the City of Menlo Park and all applicable local, State, and Federal laws and regulations.
5. The applicant or permittee shall defend, indemnify, and hold harmless the City of Menlo Park or its agents, officers, and employees from any claim, action, or proceeding against the City of Menlo Park or its agents, officers, or employees to attack, set aside, void, or annul an approval of the Planning Commission, City Council, Community Development Director, or any other department, committee, or agency of the City concerning a development, variance, permit, or land use approval which action is brought within the time period provided for in any applicable statute; provided, however, that the applicant's or permittee's duty to so defend, indemnify, and hold harmless shall be subject to the City's promptly notifying the applicant or permittee of any said claim, action, or proceeding and the City's full cooperation in the applicant's or permittee's defense of said claims, actions, or proceedings.
6. Notice of Fees Protest – The applicant may protest any fees, dedications, reservations, or other exactions imposed by the City as part of the approval or as a condition of approval of this development. Per California Government Code 66020, this 90-day protest period has begun as of the date of the approval of this application.



City of Menlo Park

Location Map
Springline

CITY OF MENLO PARK

Scale: 1:4,000 | Drawn By: FNK | Checked By: CDS | Date: 2/5/2024 | Sheet: 1

STAFF REPORT

Planning Commission Meeting Date: 2/5/2024
Staff Report Number: 24-011-PC
Public Hearing: Consider and adopt a resolution to approve a use permit and architectural control permit to construct a new two-story, approximately 15,000 square-foot operations center building at the existing Sharon Heights Golf and Country Club in the OSC (Open Space and Conservation) zoning district, construct a surface parking lot adjacent to the new building, which would contain 46 parking spaces, and relocate an asphalt access road to a recycled water treatment plant operated by West Bay Sanitary District and determine this action is exempt under CEQA Guidelines Section 15183's exemption for projects that are consistent with a community plan, such as the City's general plan

Recommendation

Staff recommends that the Planning Commission adopt a resolution approving a request for a use permit and architectural control permit to construct a new two-story, approximately 15,000 square-foot building to serve as a maintenance and operations center at the existing Sharon Heights Golf and Country Club (SHGCC) in the OSC (Open Space and Conservation) zoning district. The proposal also includes construction of a surface parking lot adjacent to the new building, which would contain 46 parking spaces, and relocation of an asphalt access road to a recycled water treatment plant operated by West Bay Sanitary District. The draft resolution, including the recommended actions and conditions of approval, is 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 SHGCC is located at 2900 Sand Hill Road, near the junction of Interstate 280 and Sand Hill Road in the OSC (Open Space and Conservation) zoning district. The golf course and associated facilities are located on multiple contiguous parcels comprising approximately 111 acres of property that is owned or leased by the SHGCC.

The SHGCC encircles the multi-building office development located at 3000 Sand Hill Road, which is zoned C-1-C(X) (Administrative, Professional and Research District, Restrictive – Conditional), the townhome developments located along Sand Hill Circle, which are zoned R-2(X) (Low Density Apartment District – Conditional), and the townhome and condominium developments located at the western terminus of Sharon Park Drive, which are zoned R-3-A(X) (Garden Apartment Residential District – Conditional). This includes a residential development at 1100 Sharon Park Drive, which contains some shared boundaries near the driving range. Single-family residences, located within the Town of Atherton, are located to the north of the project site.

The Sharon Heights neighborhood is located to the east of the SHGCC, containing a mixture of lower density residential zoning, including properties that are zoned R-1-S (Single Family Suburban Residential) and R-E-S (Residential Estate Suburban). To the southeast, several commercial offices are located along the northern side of Sand Hill Road that are zoned C-1-C (Administrative, Professional and Research, Restrictive), and the Rosewood Sand Hill hotel complex is located along the southern side of the street, zoned C-4(X) (General Commercial – Conditional). The SLAC National Accelerator Laboratory is also located to the south of Sand Hill Road, in unincorporated San Mateo County.

At the golf course site, the proposed location of the operations center is located at a former retention pond, between the property's tennis courts and a West Bay Sanitary District recycled water treatment plant (hereafter referred to as the West Bay Treatment Plant), along the southern border of the golf course property near the interchange of Sand Hill Road and Interstate 280. A location map is included as Attachment B.

Analysis

Background

Since 1962, SHGCC has operated a private recreational facility at the project site. The subject site includes an 18-hole golf course and driving range, tennis courts, swimming pool, clubhouse, restaurant, and associated facilities. Use of these facilities is generally restricted to club members. In 2000, SHGCC received use permit approval to construct its current clubhouse.

In March 2012, SHGCC received a use permit to allow for the annual Fourth of July Celebration event to occur at the site, including a fireworks display, children's carnival, and amplified music. In August 2012, SHGCC received use permit and architectural control approval to construct a new maintenance yard and to store and use hazardous materials. In September 2013, SHGCC received a use permit revision to allow a membership increase from 550 to 680 members. In March 2015, SHGCC received a use permit revision and architectural control approval to allow an expansion of the clubhouse facilities, including an addition to the existing clubhouse building, demolition of an existing pool building, construction of a new pool building with indoor and outdoor dining areas, and construction of a new movement building for fitness classes and wellness activities.

In July 2022, SHGCC received architectural control approval to allow construction of new pedestrian and vehicle entry gates, along with some fencing modifications, to enhance security and vehicular access to the main parking lot adjacent to the clubhouse and main entrance. The new gate and fencing configuration

are currently under construction.

In March 2023, SHGCC received approval for a use permit revision and architectural control for landscaping, irrigation, and grading modifications to the golf course, expansion of the artificial lake for additional recycled water storage, and construction of three solar carports on the main parking lot adjacent to the existing clubhouse and two pergolas adjacent to the existing clubhouse and pool deck, to provide roof-mounted solar arrays. These components are also currently under construction. In December 2023, SHGCC received approval for an architectural control permit to construct a new 75-foot-tall, 280-foot-wide netting structure to replace an existing 50-foot-tall, 280-foot-wide netting structure, at the rear of the driving range of the existing golf course to protect neighboring residences from stray golf balls. This project is currently under building permit review.

Project description

The applicant is requesting to construct a new two-story, approximately 15,000 square-foot building in the general vicinity of a former retention pond that was abandoned approximately 30 years ago following golf course irrigation updates. The retention pond would be filled in order to provide level grading for construction of the operations center. The project plans and the applicant's project description letter are included as Attachment A, Exhibits A and B, respectively.

The applicant states in the project description letter that SHGCC is seeking to create new working spaces for maintenance staff and office staff already working on site. According to the applicant, the maintenance staff, consisting of approximately 25 staff members, presently has one building on site that stores equipment and serves as the main building for these staff, but it lacks heating and modern amenities, such as changing rooms, break rooms, or areas for staff storage (e.g., lockers). The new operations center would contain equipment and staff storage areas, locker rooms with showers, a break room, a laundry room, and a mudroom for maintenance staff. The applicant has identified that there is also a need for office space for a variety of human resources, accounting, and managerial staff working at SHGCC. Within the operations center, there would be additional offices, along with some storage and a 12-person conference room, to be used by 10 staff members in these various departments.

In terms of layout, the first floor of the operations center would contain equipment storage and maintenance space, locker rooms (with showers), maintenance staff offices, a laundry room, and a lunch room, as well as two staircases and an elevator to access the second floor. The second floor would contain offices, a conference room, and additional storage rooms. A large portion of the first floor, approximately 3,500 square feet, would be open to the second floor ceiling, where the maintenance space would be located, resulting in approximately 9,400 square feet for the first floor and 5,900 square feet for the second floor. There would also be an uncovered enclosure with a six-foot-tall fence for heating, ventilation, and air conditioning (HVAC) equipment along the exterior northeast corner of the building.

The applicant has indicated in the project description letter that no increase in employment, club membership, or overall attendance is proposed. With no increase in employment, the operations center would be exempt from the below market rate (BMR) housing requirement for new commercial buildings. Section 16.96.030 of the Municipal Code states that projects that generate few or no employees are exempted from the BMR requirement. Rather, the additional spaces provided in the operations center

would offer existing staff adequate working spaces and amenities that are not currently available.

Floor area ratio (FAR) and gross floor area (GFA)
The proposed project would contain 15,315 square feet of gross floor area (GFA). No demolition of any buildings is proposed for the site. In total, the proposed changes would increase the site GFA from 91,025 square feet to 106,340 square feet, which would represent approximately 2.2 percent of the total lot area. The proposed total GFA would remain below the property's maximum GFA of 120,661.2 square feet- (2.5 percent FAR).

Other development regulations
The proposed project would be set back from the nearest property line (i.e., facing the Interstate 280 northbound on-ramp from Sand Hill Road) by approximately 72.3 feet. To the north of the building, the closest residence is approximately 305 feet away. The proposed height of the operations center building would be approximately 26 feet. Based on the property being zoned as OSC, all development regulations, apart from maximum GFA, are determined by the use permit, and are at the discretion of the Planning Commission. Generally, the scale and positioning of the building are appropriate and similar in nature to the other buildings on site. For example, the existing maintenance building features a similar tan color and is designed at a similar scale, with metal roll-up entry doors to accommodate large equipment and vehicle storage.

Site access and circulation
The subject site currently has two parking lots, including the eastern (main) parking lot at the clubhouse and a secondary parking lot at the tennis courts, both of which are accessed through the Sand Hill Road frontage road. The main parking lot contains 218 parking spaces, including 16 tandem spaces, and the secondary parking lot contains 35 parking spaces. The tandem parking spaces are only used as valet spaces. To the west of the secondary parking lot, an access road servicing the West Bay Treatment Plant, the existing maintenance building, and western fringes of the golf course runs along the northern edge of two tennis courts and the proposed footprint of the operations center.

The proposed project would continue to utilize the same access points via the Sand Hill Road frontage road, but the current access road would be removed at the secondary parking lot to be positioned south of the two westernmost tennis courts (i.e., to the south of the tennis courts and to the north of the Interstate 280 northbound on-ramp). The new access road would lead to a new employee parking lot immediately south of the operations center, with the access road wrapping around the western side of the operations center before turning to the west and connecting to the existing access road, in front of the West Bay Treatment Plant. West Bay Sanitary District has reviewed and tentatively approved the proposed project. Additionally, new compost, landfill, and recycling waste collection is proposed at a gated enclosure along the western side of the operations center. The plans have been reviewed and tentatively approved by the City's refuse collector, Recology.

Site parking
As stated earlier, there are currently 218 parking spaces on site, at the two aforementioned parking lots. The applicant is proposing a new parking lot, along with a series of parallel parking spaces that would be located along the new access road, adjacent to the operations center. A total of 46 new parking spaces

are proposed. Of these parking spaces, 38 would be standard parking spaces, two would be Americans with Disabilities Act (ADA) compliant parking spaces, and six would be electric vehicle (EV) parking spaces. The site parking would largely service staff members who would utilize the operations center, many of whom currently park informally near the existing maintenance building and, in some cases, off site. The proposed parking lot adjacent to the operations center would remedy these staff parking issues on site. The Building Division and Transportation Division have both reviewed and approved the proposed parking and circulation as part of their project review.

Design and materials

The applicant states in the project description letter that the proposed project would consist of some modularity, which would allow for high bays facing the maintenance area on the first floor. Staff believes that the massing contains simple building forms consistent with a utilitarian function. The main entry door would be located along the eastern side of the south elevation, with an attached trellis along a pathway leading to the entry door from the parking area. Metal roll-up doors are proposed for each elevation except the east elevation, in order to provide access for larger equipment and maintenance vehicles. Split shake shingles would be the predominant wall material along the façades. The windows and doors would contain metal framing, and several metal awnings are also proposed. Generally, the massing would be rectangular in nature. The main color for the building would be tan with a dark green trim on the roof flashing and doors and windows. These colors are generally consistent with other buildings across the project site.

Staff believes that the scale, materials, and style of the proposed building would result in a consistent aesthetic approach, and the proposed project would be generally in alignment with other projects on the broader project site. Colors proposed for the operations center would match similar colors on other buildings on site. Staff believes that the proposed design and architectural style would be comprehensively executed, cohesive, and harmonious.

Trees and landscaping

The applicant has submitted an arborist report (Attachment D), detailing the species, size, and conditions of the nearby heritage and non-heritage trees. The report discusses the impacts of the proposed improvements and provides recommendations for tree maintenance and protection. As part of the project review process, the arborist report was reviewed by the City Arborist. Table 1 below summarizes the project trees by species, size, condition, and whether the trees are proposed to be preserved or removed.

Table 1: Project tree summary

Tree number	Species	Size (DBH, in inches)	Condition	Removal/Reason
2	Hollywood juniper	9.0	Poor	To be removed
8	Toyon	6.0	Poor	To be removed
3160	Valley oak	8.8	Poor	To be removed
3164*	Hollywood juniper	22.0	Poor	To be removed

3165*	Hollywood juniper	22.0	Poor	To be removed
3166*	Hollywood juniper	18.0	Poor	To be removed
3167*	Hollywood juniper	25.0	Poor	To be removed
3168	Arborvitae Thuja	11.4	Poor	To be removed
3169*	Hollywood juniper	24.0	Poor	To be removed
3170*	Valley oak	15.2	Poor	To be removed
3171*	Hollywood juniper	16.0	Poor	To be removed
3172*	Hollywood juniper	17.0	Poor	To be removed
3173*	Hollywood juniper	19.0	Poor	To be removed
3174*	Hollywood juniper	18.0	Poor	To be removed
3175*	Hollywood juniper	15.0	Poor	To be removed
3176*	Hollywood juniper	20.0	Poor	To be removed
3177	Hollywood juniper	8.0	Very poor	To be removed
3178*	Coast live oak	10.0	Poor	To be removed
3179*	Chinese elm	16.7	Poor	To be removed

* Indicates a heritage proposed for removal.

The applicant applied for heritage tree removal permits to remove 14 of the aforementioned 19 trees. After review and assessment by the City Arborist, the removal permits were approved. Based on previous mitigation and tree replanting sitewide for the golf course and solar canopy project approved in 2023, the heritage tree removals associated with the project do not require additional mitigation. However, the applicant is providing a variety of new landscaping along the southern edge of the proposed access road and operations center parking lot, along with the planting of one Southern live oak tree.

To protect the heritage and non-heritage trees on site, the arborist report has identified such measures as sharing any work within the root protection zone (RPZ) with the project arborist, adequately fertilizing, irrigating, and mulching within RPZs, tree protection fencing, soil protection for areas involving removed concrete, elevating foliage, and exposing and carefully cutting roots impacted by trenching, protecting roots in trenches, and monitoring tree health during and after construction. All recommended tree protection measures identified in the arborist report would be implemented and ensured as part of condition 1h.

Correspondence

The applicant states in their project description letter that the property owner completed outreach efforts, which involved in-person meetings that described this project with members of the public, in addition to other project components that have since received Planning Commission approval.

As of the writing of this report, staff received one letter of correspondence about the proposed project (Attachment D). The letter expressed concern with both the loss of trees for privacy and line-of-sight screening, and the overall height of the building in relation to the retention pond, suggesting to lower the overall height by constructing the operations building at a lower elevation based on the generally lower depth of the former retention pond. The applicant is aware of the screening concerns, and is proposing landscape hedges, in addition to the one new tree proposed along the southern boundary of the operations center, to generally account for the loss in landscape screening. Further, based on the series of landscape changes that were approved with the earlier golf course landscape project, which is currently under construction, additional trees and landscape features are proposed in the vicinity of the operations center that have not yet been planted but could also benefit the overall landscape screening. Regarding the request for a lowered building elevation, the project has several maintenance and equipment needs that would depend on the first floor being at grade in order to access the site and operations center effectively.

Conclusion

Staff believes that the scale, materials, and proposed design would be compatible with the existing SHGCC site. The operations center would be harmonious with the existing site context, as it would provide a consistent aesthetic approach that would feature building forms, colors and materials generally in alignment with other buildings on the broader project site. All health-based heritage tree removals have been approved and tree replanting sitewide has accounted for these losses, and the City Arborist has approved the amended arborist report. No increase in employee count, enrollment, or general attendance is proposed. 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 proposed project is exempt from CEQA under Section 15183 of the GEQA Guidelines (Projects Consistent with a Community Plan, General Plan, or Zoning) because the operations center is consistent with the land uses identified for the site in the General Plan. The General Plan designation for the project site is Parks and Recreation and the purpose of the proposed building for management and maintenance of a private recreation facility would be consistent with the underlying land use. While the proposed project would involve the redevelopment of the project site with a new, approximately 15,000-square-foot building, the operations center and its associated new parking lot and access road reconfiguration would not increase the density or intensity of uses on-site, and would also remain consistent with the associated development standards, which include the floor area ratio. As such, the General Plan environmental impact report (EIR) adequately anticipated and analyzed the impacts of this Project and identified

applicable mitigation measures necessary to reduce impacts of the Project. This determination is explained in more detail in a memo prepared by staff (included as Attachment A, Exhibit D).

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. Draft Planning Commission Resolution
   Exhibits to Attachment A
      A. Project Plans
      B. Project Description Letter
      C. Conditions of Approval
      D. CEQA Exemption Memorandum
B. Location Map
C. Arborist Report
D. Correspondence

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:
Tom Smith, Principal Planner

PLANNING COMMISSION RESOLUTION NO. 2024-XX

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF MENLO PARK APPROVING A USE PERMIT AND ARCHITECTURAL CONTROL FOR A PROPOSED OPERATIONS CENTER, ASSOCIATED ACCESS ROAD RECONFIGURATION, AND NEW PARKING LOT AT 2900 SAND HILL ROAD

WHEREAS, the City of Menlo Park ("City") received an application requesting a use permit and architectural control to construct a proposed operations center, construct an adjacent 46-parking space parking lot, and relocate a portion of an access road, at the existing Sharon Heights Golf and Country Club in the OSC (Open Space and Conservation) zoning district, at 2900 Sand Hill Road (collectively, the "Project") from Sharon Heights Golf and Country Club ("Applicant" and "Owner"), located at 2900 Sand Hill Road (APNs 074-250-280, 074-250-270, 093-471-010, 074-220-330, 074-500-050, 074-232-130, 074-500-300, 074-160-070, 074-250-340, 074-160-050, 073-250-150, 074-250-250, 074-250-290, 093-471-020, 093-480-010, and 074-500-310) ("Property"). The Project use permit and architectural control permit requests are depicted in and subject to the development plans and project description letter, which are attached hereto as Exhibit A and Exhibit B, respectively, and incorporated herein by this reference; and

WHEREAS, the Property is located in the OSC (Open Space and Conservation) zoning district. The OSC zoning district supports private recreation facilities and the associated maintenance and office buildings servicing the private recreation facilities uses; and

WHEREAS, the proposed Project complies with all standards of the OSC zoning district; and

WHEREAS, the proposed Project would not generate any additional employees and is therefore exempt from the requirements of the Below Market Rate Housing Program requirements, pursuant to Section 16.96 of the Municipal Code; and

WHEREAS, the proposed Project was reviewed by the Engineering Division and found to be in compliance with City standards; and

WHEREAS, the proposed Project was reviewed by the Transportation Division and found to be in compliance with City standards, and the new parking and reconfigured access road would satisfy Transportation Division standards; and

WHEREAS, the Applicant submitted an arborist report prepared by California Tree and Landscape Consulting, Inc., which was reviewed by the City Arborist and found to be in compliance with the Heritage Tree Ordinance and proposes mitigation measures to adequately protect heritage trees in the vicinity of the project; and

WHEREAS, the use permit and architectural control permit will become effective after the heritage tree removal permits are final; and

WHEREAS, the Project requires discretionary actions by the City as summarized above, and therefore the California Environmental Quality Act ("CEQA," Public Resources Code Section §21000 et seq.) and CEQA Guidelines (Cal. Code of Regulations, Title 14, §15000 et seq.) require a determination regarding the Project's compliance with CEQA; and

WHEREAS, the City is the lead agency, as defined by CEQA and the CEQA Guidelines, and is therefore responsible for the preparation, consideration, certification, and approval of environmental documents for the Project; and

WHEREAS, the Project is exempt from environmental review pursuant to CEQA Guidelines §15183 (Projects Consistent with a Community Plan, General Plan, or Zoning); and

WHEREAS, all required public notices and public hearings were duly given and held according to law; and

WHEREAS, at a duly and properly noticed public hearing held on February 5, 2024, the Planning Commission fully reviewed, considered, and evaluated the whole of the record, including all public and written comments, pertinent information, documents and plans, prior to taking action regarding the proposed Project.

NOW, THEREFORE, THE MENLO PARK PLANNING COMMISSION HEREBY RESOLVES AS FOLLOWS:

Section 1. Recitals. The Planning Commission has considered the full record before it, which may include but is not limited to such things as the staff report, public testimony, and other materials and evidence submitted or provided, and the Planning Commission finds the foregoing recitals are true and correct, and they are hereby incorporated by reference into this Resolution.

Section 2. Conditional Use Permit Findings. The Planning Commission of the City of Menlo Park does hereby make the following Findings:

The approval of the use permit and architectural control permit to construct a proposed operations center building and associate parking and road access is granted based on the following findings, which are made pursuant to Menlo Park Municipal Code Section 16.82.030:

1. That the establishment, maintenance, or operation of the use applied for will, under the circumstance of the particular case, not be detrimental to the health, safety, morals, comfort, and general welfare of the persons residing in the neighborhood of such proposed use, or injurious or detrimental to property and improvements in the neighborhood or the general welfare of the city because:

a. Consideration and due regard were given to the nature and condition of all adjacent uses and structures, and to general plans for the area in question and surrounding areas, and impact of the application hereon; in that, the proposed use permit is consistent with the OSC zoning district and the General Plan because maintenance facilities associated with private recreation facilities are allowed to be constructed and maintained subject to granting of a use permit.

b. The proposed Project would include the required number of off-street parking spaces because no parking would be reduced from the previously approved parking space count for the site; further, there is no required parking for the OSC zoning district. However, an additional 46 parking spaces would be provided to serve the current needs of maintenance staff and guests.

c. The proposed Project is designed to meet all the applicable codes and ordinances of the City of Menlo Park Municipal Code and the Commission concludes that the Project would not be detrimental to the health, safety, and welfare of the surrounding community as the Project would maintain the private recreation facility use and not expand the golf course footprint and functions, specifically employees, club members, or other activity on site.

Section 3. Architectural Control Permit. The Planning Commission of the City of Menlo Park does hereby make the following Findings:

The approval of the architectural control permit for the proposed operations center is granted based on the following findings, which are made pursuant to Menlo Park Municipal Code Section 16.82.020:

1. That the general appearance of the structures is in keeping with character of the neighborhood; in that, the proposed operations center and parking and access modifications are harmonious with the adjacent golf course and tennis amenities overall, and the architectural design and colors are generally consistent with other existing on-site buildings.

2. That the development will not be detrimental to the harmonious and orderly growth of the city; in that, the Project contains one new operations center building. The Project's design is generally consistent with all applicable requirements of the City of Menlo Park Municipal Code. The proposed Project is consistent with the development and population growth envisioned by ConnectMenlo, as the increase in gross floor area (GFA) resulting from the proposed Project would remain below the maximum allowable GFA for the site. The General Plan land use for the Property, Parks and Recreation, is consistent with the existing and proposed uses on the site. Therefore, the Project will not be detrimental to the harmonious and orderly growth of the city.

3. That the development will not impair the desirability of investment or occupation in the neighborhood; in that, the Project contains a new operations center

building and associated parking lot and access road relocation, which involve a use that is consistent with the applicable standards of the Zoning Ordinance for the project site. The proposed Project is designed in a manner consistent with all applicable codes and ordinances, as well as the ConnectMenlo goals and policies. Therefore, the proposed Project would not impair the desirability of investment or occupation in the neighborhood.

4. That the development provides adequate parking as required in all applicable city ordinances and has made adequate provisions for access to such parking; in that, the Project is designed to provide 46 additional parking spaces, and no parking standards exist within the OSC zoning district. Therefore, the proposed development provides sufficient on-site parking.

5. That the development is consistent with any applicable specific plan; in that, the Project is located in the Sharon Heights neighborhood, which is not subject to any specific plan. However, the proposed Project is designed in a manner consistent with all applicable codes and ordinances, as well as the General Plan goals and policies.

Section 4. Use Permit. The Planning Commission approves Use Permit No. PLN2023-00018, which use permit is depicted in and subject to the development plans and project description letter, which are attached hereto and incorporated herein by this reference as Exhibit A and Exhibit B, respectively. The Use Permit is conditioned in conformance with the conditions attached hereto and incorporated herein by this reference as Exhibit C.

Section 5. Architectural Control Permit. The Planning Commission approves Architectural Control Permit No. PLN2023-00018, which is depicted in and subject to the development plans and project description letter, which are attached hereto and incorporated herein by this reference as Exhibit A and Exhibit B, respectively. The Architectural Control Permit is conditioned in conformance with the conditions attached hereto and incorporated herein by this reference as Exhibit C.

Section 6. Environmental Review. The Planning Commission finds, based on its independent judgment after considering the Project, and having reviewed and taken into consideration all written and oral information submitted in this matter, that for the reasons set forth in Memorandum attached to this Resolution as Exhibit D and incorporated by this reference, the Project is exempt from environmental review pursuant to CEQA Guidelines §15183 (Projects Consistent with a Community Plan, General Plan, or Zoning), and none of the exceptions to the use of a categorical exemption as set forth in CEQA Guidelines §15300.2 apply to this Project.

Section 7. Severability. If any term, provision, or portion of these findings or the application of these findings to a particular situation is held by a court to be invalid, void or unenforceable, the remaining provisions of these findings, or their application to other actions related to the proposed Project, shall continue in full force and effect unless amended or modified by the City.

I, Kyle Perata, Assistant Community Development Director of the City of Menlo Park, do hereby certify that the above and foregoing Planning Commission Resolution was duly and regularly passed and adopted at a meeting by said Planning Commission on February 5, 2024, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS THEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this _____ day of February, 2024.

PC Liaison Signature

_____
Kyle Perata
Assistant Community Development Director
City of Menlo Park

Exhibits

A. Project plans
B. Project description letter
C. Conditions of approval
D. CEQA Exemption Memorandum

The Sharon Heights Golf and Country Club (the "Club") is a membership club that has dining, golf, tennis, pickleball, gym and swimming facilities for its members and guests. The Club has been in existence since 1961 and is a large part of the Menlo Park community with 136 households out of 450 members living in Menlo Park. The Club is located on approximately 110.8 acres that is zoned Open Space and Conservation (OSC) District.

Over time, the Club has pursued various capital improvements projects designed to enhance, repair, and/or replace aging facilities that are outdated or insufficient for current operations. For example, in 2000, the Club obtained the City's approval to update the Clubhouse. In 2012, the City approved the Club's proposal to construct a new maintenance yard. And in 2015, the City approved an expansion of the Clubhouse along with a new pool building with indoor and outdoor dining areas, as well as a new building for fitness classes and wellness activities. In August 2023, the Club completed entry gates to the main parking lot. Most recently, the Club obtained the City's approval to renovate the golf course and construct new solar facilities, both of which are currently under construction.

The proposed Operations Center project furthers the Club's ongoing efforts to modernize its facilities, operations, and infrastructure by providing a new Operations Center building and associated circulation improvements. Consistent with the previous projects, the Club is respectfully requesting Architectural Control and a Use Permit Revision to construct these improvements.

Existing Conditions

Currently, approximately ten of the Club's administrative staff members (e.g., management, HR, finance, etc.) share overcrowded office spaces west and south of the Clubhouse main entry colonnade. The approximately 25 members of the maintenance staff do not have dedicated or adequate facilities for changing clothes, taking meal breaks, storing personal items, and so forth. Those maintenance staff members currently utilize an existing maintenance building that was built in 1962 without heat or modern amenities. The Club desires to create a new dedicated facility with modern administrative office space and upgraded facilities for its maintenance staff, as more fully described below. The Club presently has the equivalent of 106 full-time employees, and no increase in staffing is planned as a result of this project. The goal is to provide an adequate level of space for professionals.

The existing maintenance building, which is located to the north of the proposed location for the Operations Center building, would not be demolished or modified as part of the Project, but would instead be used for storing large equipment after the Operations Center building is completed. The equipment currently stored on the first floor of the existing maintenance building will be relocated to the new Operations Center, freeing up indoor storage space for large equipment that is currently stored outside such as large tractors, tractor attachments, rough mowers or infrequently used equipment. The second floor is not used due to lack of access with no changes proposed to its use or function.

As part of the Project, the Club also seeks to install a new surface parking area adjacent to the new Operations Center building which would provide parking for maintenance staff and the ten administrative staff members, in addition to overflow parking. These staff members currently park and operate out of the overcrowded existing maintenance building and Clubhouse as detailed above. There will be no change to the golf course maintenance activity, therefore, there will be no changes in activity level at the existing Wash and Fuel Station.

Proposed Project

1. New Operations Center

The Project proposes the construction of a new, two-story, approximately 15,000 square foot Operations Center building within an unimproved area located on the southern edge of the Club's property adjacent to the northbound Highway 280 onramp from Sand Hill Road. The Operations Center would be located between an existing practice green and tennis court facilities to the east and West Bay Sanitary District's recycled water treatment plant to the west.

The Operations Center will serve to consolidate and centralize the Club's operations and maintenance needs into one modern facility, with the goal of improving working conditions for employees. The Operations Center is designed to accommodate approximately ten staff members who will be relocated from the Clubhouse to the new facility, as well as provide dedicated facilities for around 25 maintenance workers, most of whom work outside all day, to change, eat lunch, take a break and socialize.

The approximately 9,300 square foot first floor includes offices and a work area for the maintenance staff, equipment and storage rooms, locker rooms with showers, a lunchroom, laundry room, and a mud room. The approximately 5,600 square foot second floor and mezzanine would provide private offices for our H.R., accounting, facilities and maintenance managers, a 12 person conference room for meetings, as well as accessory storage rooms.

The Project incorporates modular designed elements to allow for high bays on one end in the mechanics maintenance area with overhead lifts and storage. The exterior finish will be vinyl shake siding with dark green accents to match the existing Clubhouse. The maintenance work area will be equipped with charging stations, as required by new state ordinances, for zero-emission landscaping equipment and is sized to house equipment and golf carts when not in use. A solar array is planned to be installed on the roof as a future separate project.

The Project would result in the removal of existing trees along the freeway frontage, including some that qualify as heritage trees. The Club has already submitted an application for the removal of heritage trees (HTR2022-00111) which has been approved.

2. Parking and Circulation Improvements

The Club currently has two parking lots that provide 253 parking spaces. The main parking lot near the Clubhouse contains 218 spaces and a secondary parking lot near the tennis courts contains 35 parking spaces. Both lots are accessed through Sand Hill Road. In addition, the 25 maintenance workers currently park at the old maintenance center area in a small unlined parking area, or in spaces along the entry road.

The Project would construct a new uncovered surface parking lot at the south end of the proposed Operations Center. The parking lot would accommodate 46 spaces, including 1 accessible van space, 1 accessible standard space, 1 accessible van EVCS, 1 accessible EVCS, and 4 standard EVCS for employee and overflow parking.

To improve circulation and provide safer access to the new facility, the Project would also relocate an existing 20-foot wide asphalt access road to the West Bay Sanitary District's sewer treatment plant and material storage and fueling yard for the golf course. Currently, the treatment plant is accessed via an access road that runs to the north of the tennis courts and practice facility, with vehicles driving through an existing parking lot. The new access road would provide a more direct connection for emergency vehicles and maintenance workers needing access to the sewer treatment plant, as well as for employees and others parking in the future parking area next to the Operations Center building, and thereby lessen the potential for vehicle conflicts and congestion within the existing parking area between the Club's tennis court facilities. There is a private 20-foot easement provided to PG&E gas service, over portions of the proposed facility access road. This access road location was anticipated during the granting of the easement and the easement deed does allow the Sharon Heights Country Club to grade, pave, repair pavement and landscape within the easement area. Please note that the existing driveway from Sand Hill Road, access to the tennis facility, is also within this created easement. The existing access road to the north of the tennis courts would be demolished and replaced with landscaping, and the new access road would be installed south of the tennis courts connecting Sand Hill Road south to the new proposed employee and overflow parking area described above and the treatment plant.

3. Community Outreach

For over 60 years, the Sharon Heights Golf and Country Club has been a proud and privileged member of the Menlo Park community. The Club 's current membership includes 157 Menlo Park households and 314 residents. In an effort to ensure that neighbors understand the scope of the golf course renovation and new Operations Center projects and the benefits it will provide in terms of furthering the Club 's sustainability goals, the Club has conducted extensive outreach to the surrounding community.

In-person information sessions were held at the Club on Sunday October 23, 2022, and Saturday October 29, 2022. All residents within 300 feet of the projects (and other interested parties) were invited to attend. Over 100 neighbors and interested parties were in attendance. Those in attendance were provided with a detailed overview of the projects, including an estimated construction timeline. They were also able to view renderings and architectural drawings and learn more about the Club's long-term goals with regard to sustainability. The session concluded with an opportunity for the audience to ask questions and provide feedback. They were provided contact information to follow up with additional questions as well.

With a substantial amount of time passing since those October 2022 sessions, the Club held an additional information session with the HOA and neighbors most directly affected by the Operations Center Project on Sand Hill Circle on September 21, 2023. Questions were asked regarding screening using trees and the schedule. Screening ideas will be incorporated into the placement of trees during the current golf course project.

The Club representatives will continue to communicate with the community member(s) to answer questions and explain the value of the Club 's long-term goals with regard to sustainability and the new Operations Center project.

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OPERATIONS CENTER AND CLUB ENHANCEMENT PROJECT

SHARON HEIGHTS GOLF & COUNTRY CLUB

2900 SAND HILL ROAD,
MENLO PARK, CA 94025

ORIGINAL SIGNATURE IN BLUE INK

PRELIMINARY DESIGN NOT FOR CONSTRUCTION

PROJECT DESCRIPTION
RENDERINGS

REVISION SCHEDULE

DATE	Δ	DESCRIPTION
5/8/23		SUBMIT FOR CUP
8/10/23		CUP RESUBMITTAL
10/12/23		CUP RESUBMITTAL
12/12/23		CUP RESUBMITTAL
1/17/24		CUP RESUBMITTAL

JOB NO. 20700
DRAWN MB
CHECKED DMK

A0.0

20700\ SHARON HEIGHTS GOLF & COUNTRY CLUB\ 2300 SAND HILL BLVD, MENLO PARK, CA 94025

RENDERINGS E | PROJECT DESCRIPTION A

GENERAL NOTES (S)

CODES AND SAFETY

1. ALL CONSTRUCTION AND INSTALLATION SHALL CONFORM TO THE FOLLOWING CODES:
2022 CALIFORNIA BUILDING CODE
2022 CALIFORNIA FIRE CODE
2022 CALIFORNIA ELECTRICAL CODE
2022 CALIFORNIA MECHANICAL CODE
2022 CALIFORNIA PLUMBING CODE
2022 CALIFORNIA ENERGY CODE
2022 CALIFORNIA EXISTING BUILDING CODE
2022 CALIFORNIA BUILDING STANDARDS CODE
2022 CALIFORNIA GREEN BUILDING STANDARDS CODE

TITLE 19 CALIFORNIA ADMINISTRATIVE CODE
TITLE 24 CALIFORNIA ADMINISTRATIVE CODE

MENLO PARK MUNICIPAL CODE AND ANY OTHER GOVERNING CODES, ORDINANCES AND ALL OTHER REGULATIONS OF LOCAL AGENCIES AND/OR OTHER GOVERNMENTAL AGENCIES HAVING JURISDICTION.

THE CONTRACTOR SHALL FURNISH ALL LABOR AND MATERIALS AS NECESSARY TO COMPLY WITH SUCH CODES AND REGULATIONS, WHETHER OR NOT SHOWN ON THE CONTRACT DOCUMENTS WITHOUT ANY ADDITIONAL CHARGE TO THE CONTRACT SUM.

IN THE EVENT OF CONFLICT, THE MOST STRINGENT REQUIREMENTS SHALL APPLY.

MECHANICAL, PLUMBING, ELECTRICAL, AND OTHER PENETRATIONS OF FLOORS, WALLS, AND CEILING SHALL BE SEALED AIRTIGHT WITH ACOUSTICAL SEALANT AND FIRESAFING AS REQUIRED.

A COMPLETE CONSTRUCTION BID PACKAGE SHALL INCLUDE: A PERMITTED SET OF ARCHITECTURAL, STRUCTURAL, MECHANICAL, ELECTRICAL & PLUMBING PLANS, SPECIFICATIONS BOOKLET, STRUCTURAL CALCULATIONS, A TITLE-24 REPORT, & A PAINT SCHEME BOOK BY INTERIOR DESIGNER.

PERMIT AND FEES

2. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO APPLY FOR AND OBTAIN ALL REQUIRED PERMIT INSPECTIONS TO CONFORM WITH BUILDING AND FIRE CODES.

THE PLAN CHECK, BUILDING PERMIT AND SCHOOL IMPACT FEES SHALL BE PAID BY THE OWNER. CONTRACTOR SHALL PAY ALL UTILITY AND OTHER SERVICE FEES AS MAY BE REQUIRED, SEND PROPER NOTICES, MAKE ALL NECESSARY ARRANGEMENTS AND PERFORM ALL OTHER SERVICES REQUIRED IN THE CARE AND MAINTENANCE OF ALL PUBLIC UTILITIES WHICH ARE IMPACTED BY THE WORK. THE CONTRACTOR SHALL ASSUME ALL RESPONSIBILITY CONCERNING THE SAME FOR WHICH THE OWNER OR ARCHITECT MAY BE LIABLE. THE CONTRACTOR WILL FILE ALL NECESSARY DOCUMENTS WITH LOCAL AGENCIES AND THE STATE OF CALIFORNIA AS REQUIRED BY APPLICABLE REGULATIONS DURING AND UPON COMPLETION OF THE WORK.

EXAMINATION OF SITE

3. BEFORE SUBMITTING A BID, EACH BIDDER WILL CAREFULLY INSPECT THE SITE OF THE PROPOSED PROJECT TO ARRIVE AT THE CLEAR UNDERSTANDING OF THE CONDITION OF THE PREMISES, EXISTING OBSTRUCTIONS, THE ACTUAL ELEVATIONS AND ANY OTHER CONDITIONS AFFECTING THE PERFORMANCE OF HIS WORK BEFORE DELIVERY OF HIS PROPOSAL. NO EXTRA CONSIDERATION WILL BE GIVEN BY ANY REASON OF ERROR OR OVERSIGHT ON THE PART OF THE BIDDER.

DRAWINGS AND COORDINATION

4. THE INFORMATION GIVEN HERE IN AND SHOWN ON THE DRAWINGS IS ASSEMBLED FROM ALL OF THE DATA AVAILABLE TO THE ARCHITECT AT THE TIME OF DESIGN, BUT THE ACCURACY CANNOT BE GUARANTEED. THE DRAWINGS AND SPECIFICATIONS ARE ALSO INTENDED TO BE FOR ASSISTANCE AND GUIDANCE, BUT EXACT LOCATIONS, DISTANCES, LEVELS, ETC. SHALL BE GOVERNED BY ACTUAL CONDITIONS FOUND ON SITE AND MUST BE VERIFIED BY THE CONTRACTOR. DATA WILL BE TAKEN WITH THIS UNDERSTANDING.

THE CONTRACTOR SHALL BECOME FAMILIAR WITH THE ARCHITECTURAL, ELECTRICAL, PLUMBING, DETAILS, DRAWINGS AND SPECIFICATIONS AND PLAN THE WORK TO CONFORM WITH THE CONDITIONS SHOWN AND SPECIFIED, SO AS TO PROVIDE THE BEST ASSEMBLY POSSIBLE OF THE COMBINED WORK OF ALL TRADES.

THE CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATION BETWEEN ARCHITECTURAL, STRUCTURAL, MECHANICAL, PLUMBING, ELECTRICAL AND FIRE PROTECTION, THIS INCLUDES REVIEWING ALL REQUIREMENTS OF INDIVIDUAL SYSTEMS BEFORE ORDERING AND INSTALLATION OF ANY WORK. CONTRACTOR TO VERIFY ALL ARCHITECTURAL DETAILS AND ALL FINISH CONDITIONS (WHETHER DEPICTED ON DRAWINGS OR NOT) WITH SAME DISCIPLINES.

DETAILS SHOWN ARE TYPICAL, SIMILAR DETAILS APPLY IN SIMILAR CONDITIONS.

ANY ERRORS, OMISSIONS, OR CONFLICTS FOUND IN THE VARIOUS PARTS OF THE CONSTRUCTION DOCUMENTS SHALL BE BROUGHT TO THE ATTENTION OF THE ARCHITECT AND THE OWNER BEFORE PROCEEDING WITH THE WORK.

ANY DISCREPANCIES, OR WHERE A CONFLICT IN REQUIREMENTS OCCURS BETWEEN THE SPECIFICATIONS AND DRAWINGS, OR ON THE DRAWINGS, AND A RESOLUTION IS NOT OBTAINED FROM THE ARCHITECT BEFORE THE BIDDING DATE, THE MORE STRINGENT ALTERNATE WILL BECOME THE CONTRACTUAL REQUIREMENTS.

VERIFY CLEARANCES FOR FLUES, VENTS, CHASES, SOFFITS, FIXTURES, FIREPLACES, ETC., BEFORE ANY CONSTRUCTION, ORDERING OF, OR INSTALLATION OF ANY ITEM OF WORK.

DIMENSIONS

5. ALL CLEAR DIMENSIONS ARE TAKEN AND SHOWN TO FACE OF FINISH WALL, UNLESS OTHERWISE NOTED. ANY OTHER DIMENSIONS ARE TAKEN FROM FACE OF STUD, UNLESS OTHERWISE NOTED. DO NOT SCALE DRAWINGS, WRITTEN DIMENSIONS GOVERN. ANY AND ALL DIMENSIONAL DISCREPANCIES SHALL BE BROUGHT TO THE IMMEDIATE ATTENTION OF THE ARCHITECT.

THE CONTRACTOR SHALL REVIEW AND VERIFY ALL DIMENSIONS OF BUILDING AND SITE AND NOTIFY THE ARCHITECT OF ANY DISCREPANCIES BEFORE PROCEEDING WITH CONSTRUCTION.

WHEN SHOWN IN PLAN, ALL DIMENSIONS ARE TO FACE OF FINISH WALL, CENTERLINE OF ELEMENT INDICATED, OR CENTERLINE OF STUD WITHIN WALL ASSEMBLIES, UNLESS OTHERWISE NOTED.

WHEN SHOWN IN SECTION OR ELEVATION, ALL DIMENSIONS ARE TO FINISHED FACE UNLESS OTHERWISE NOTED.

WINDOW AND DOOR SIZES ON DRAWINGS ARE NOMINAL DIMENSIONS, REFER TO MANUFACTURER FOR ACTUAL ROUGH OPENING SIZES.

EXISTING CONDITIONS

6. THE CONTRACTOR SHALL VERIFY AND ASSUME RESPONSIBILITY FOR ALL DIMENSIONS AND SITE CONDITIONS. THE GENERAL CONTRACTOR SHALL INSPECT THE EXISTING PREMISES AND TAKE NOTE OF EXISTING CONDITIONS PRIOR TO SUBMITTING PRICES. NO CLAIM SHALL BE ALLOWED FOR DIFFICULTIES ENCOUNTERED WHICH COULD HAVE REASONABLY BEEN INFERRED FROM SUCH AN EXAMINATION.

THE CONTRACTOR SHALL VERIFY ALL EXISTING FIELD CONDITIONS AND DIMENSIONS PRIOR TO THE START OF THE WORK AND SHALL NOTIFY THE ARCHITECT OF ANY DISCREPANCIES BETWEEN THE DRAWINGS AND ACTUAL CONDITIONS.

THE CONTRACTOR SHALL VERIFY PROPER FUNCTIONING AND PERFORMANCE OF ANY EQUIPMENT, FIXTURES, FIREPLACES, VENTS, PLUMBING, FLUES, HEATING, ELECTRICAL PANELS/CIRCUITS, ETC. THAT ARE EXISTING TO REMAIN.

WORKMAN'S COMPENSATIONS

7. THE CONTRACTOR SHALL TAKE OUT THE PROPER WORKMAN'S COMPENSATIONS AND OTHER LIABILITY INSURANCES, INCLUDING COVERAGE FOR THE ARCHITECT AND ENGINEER OR ANY MEMBER OF THE STAFF MAKING SITE VISITS. THE CONTRACTOR SHALL ALSO TAKE OUT INSURANCE TO COVER FIRE, THEFT AND VANDALISM.

GUARANTEE

8. THE CONTRACTOR AND ALL SUBCONTRACTORS SHALL MAKE GOOD AT NO EXTRA COST TO THE OWNER ANY DEFECTS DUE TO THE FAULTY WORKMANSHIP OR MATERIALS INCLUDING SHRINKAGE. CRACKS OR SETTLEMENT INCORPORATED IN THE WORK WHICH MAY APPEAR DURING A PERIOD OF ONE (1) YEAR AFTER FILING THE "NOTICE OF COMPLETION".

INSTALL ALL FIXTURES, EQUIPMENT, AND MATERIALS PER MANUFACTURER'S RECOMMENDATIONS THE REQUIREMENTS OF THE CODES. ALL APPLIANCES, FIXTURES AND EQUIPMENT ASSOCIATED WITH PLUMBING, ELECTRICAL, AND MECHANICAL SYSTEMS SHALL BE LISTED BY A NATIONALLY RECOGNIZED AND APPROVED AGENCY.

CONSTRUCTION SUPERVISION

9. THE CONTRACTOR WILL GIVE THE WORK HIS PERSONAL SUPERVISION AND IN ADDITION HAVE A RESPONSIBLE FOREMAN AT THE JOB TO ACT FOR HIM. THE CONTRACTOR WILL BE RESPONSIBLE FOR THE COORDINATION OF THE WORK FOR ALL THE VARIOUS SUBCONTRACTORS. HE WILL SEE TO IT THAT NO WORK IS OMITTED AND THAT THE WORK OF ONE TRADE IS NOT DAMAGED BY THE WORK OF ANOTHER.

THE CONTRACTOR SHALL INSURE THE GUIDELINES SET FORTH ON THE CONSTRUCTION DRAWINGS AND SPECIFICATIONS ARE MAINTAINED DURING CONSTRUCTION INSTALLATION AND FINISHING OF ALL ASPECTS OF THIS PROJECT.

PROTECTION OF THE WORK

10. THE CONTRACTOR SHALL ADEQUATELY PROTECT THE WORK AND ADJACENT PROPERTY FROM DAMAGE. HE SHALL PROTECT ALL CORNERS, MILLWORK, EXTERIOR EDGES, FLOORS, ETC., BOTH INSIDE & OUTSIDE THE BUILDING. IF DAMAGE OCCURS TO THE PROPERTY OR TO THE BUILDING DURING THE COURSE OF CONSTRUCTION, THE CONTRACTOR WILL MAKE ALL NECESSARY REPAIR TO THE SATISFACTION OF THE OWNER AND ARCHITECT.

THE CONTRACTOR SHALL INSURE THAT GUIDELINES SET FORTH ON THE CONSTRUCTION DRAWINGS AND SPECIFICATIONS ARE MAINTAINED DURING CONSTRUCTION INSTALLATION AND FINISHING OF ALL ASPECTS OF THIS PROJECT.

CARE AND CLEAN-UP

11. THE CONTRACTOR AND ALL SUBCONTRACTORS SHALL KEEP THE PREMISES CLEAN AT ALL TIMES DURING THE CONSTRUCTION. ON COMPLETION OF THE JOB, THE CONTRACTOR SHALL REMOVE ALL DEBRIS FROM THE BUILDING SITE. CLEAN ALL WINDOWS AND FLOORS AND LEAVE THE BUILDING BROOM CLEANED.

CHANGES

12. NO CHANGES SHALL BE MADE IN EITHER THE PLANS OR SPECIFICATIONS WITHOUT THE APPROVAL OF THE ARCHITECT. CHANGE ORDERS SHALL BE ISSUED BY THE ARCHITECT TO THE CONTRACTOR. WHEN A CHANGE IN COST IS INVOLVED, WRITTEN APPROVAL BY THE OWNER ON THE CHANGE ORDER IS REQUIRED BEFORE THE WORK SHALL PROCEED.

THE CONTRACTOR SHALL MAINTAIN ON THE JOB A FILE OF ALL APPROVED CHANGE ORDERS.

DRAWINGS AND SPECIFICATIONS COPYRIGHT

13. ALL DRAWINGS AND WRITTEN MATERIALS APPEARING HEREIN AND AS A PART OF THE CONTRACT DOCUMENTS SHALL CONSTITUTE THE UNPUBLISHED WORK OF THE ARCHITECT AND THE SAME MAY NOT BE DUPLICATED WITHOUT THE WRITTEN CONSENT OF THE ARCHITECT.

SEPARATE CONTRACTS

14. THE CONTRACTOR IS RESPONSIBLE FOR COORDINATION OF THE ENTIRE PROJECT AS SHOWN ON THESE PLANS, AND SHALL INSTALL AND PROVIDE NECESSARY EQUIPMENT FOR A COMPLETE AND OPERABLE SYSTEM.

ACCESSIBILITY:

15. THIS SET OF PLANS CONTAIN COMPREHENSIVE NOTES & DETAILS TO PROVIDE COMPLIANCE OF APPLICABLE ACCESIBILITY ELEMENTS w/ THE PROVISIONS OF 2022 CBC CHAPTER 11B.

CONSTRUCTION BMPs (N)

CONSTRUCTION BMPS.

PROJECT MUST INCORPORATE ALL OF THE FOLLOWING BMPS. ADDITIONALLY, REFER TO STOPPP'S CONSTRUCTION BMP PAGE IN THIS SET.

1. STORE, HANDLE, AND DISPOSE OF CONSTRUCTION MATERIALS AND WASTES PROPERLY, SO AS TO PREVENT THEIR CONTACT WITH STORMWATER.

2. CONTROL AND PREVENT THE DISCHARGE OF ALL POTENTIAL POLLUTANTS, INCLUDING PAVEMENT CUTTING WASTES, PAINTS, CONCRETE, PETROLEUM PRODUCTS, CHEMICALS, WASHWATER OR SEDIMENTS, AND NON-STORMWATER DISCHARGES TO STORM DRAINS AND WATERCOURSES.

3. USE SEDIMENT CONTROLS OR FILTRATION TO REMOVE SEDIMENT WHEN DEWATERING SITE AND OBTAIN ALL NECESSARY PERMITS.

4. AVOID CLEANING, FUELING, OR MAINTAINING VEHICLES ON-SITE, EXCEPT IN A DESIGNATED AREA WHERE WASHWATER IS CONTAINED AND TREATED.

5. DELINEATE WITH FIELD MARKERS CLEARING LIMITS, EASEMENTS, SETBACKS, SENSITIVE OR CRITICAL AREAS, BUFFER ZONES, TREES, AND DRAINAGE COURSES.

6. PROTECT ADJACENT PROPERTIES AND UNDISTURBED AREAS FROM CONSTRUCTION IMPACTS USING VEGETATIVE BUFFER STRIPS, SEDIMENT BARRIERS OR FILTERS, DIKES, MULCHING, OR OTHER MEASURES AS APPROPRIATE.

7. PERFORM CLEARING AND EARTH MOVING ACTIVITIES ONLY DURING DRY WEATHER.

8. LIMIT AND TIME APPLICATIONS OF PESTICIDES AND FERTILIZERS TO PREVENT POLLUTED RUNOFF.

9. LIMIT CONSTRUCTION ACCESS ROUTES AND STABILIZE DESIGNATED ACCESS POINTS.

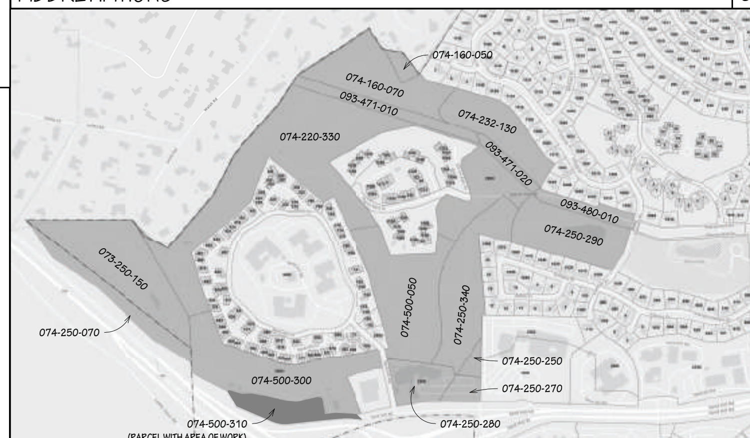
10. AVOID TRACKING DIRT OR OTHER MATERIALS OFF-SITE, CLEAN OFF-SITE PAVED AREAS AND SIDEWALKS USING DRY SWEEPING METHODS.

11. THE CONTRACTOR SHALL TRAIN AND PROVIDE INSTRUCTION TO ALL EMPLOYEES AND SUBCONTRACTORS REGARDING THE CONSTRUCTION BMPS

ABBREVIATIONS (G)

A/C	AIR CONDITIONING
ACT	ACOUSTIC CEILING TILE
ADA	AMERICANS WITH DISABILITIES ACT
ADDN	ADDITION
ADJ	ADJUSTABLE
AFCI	ARC FAULT CIRCUIT INTERRUPTER
AFF	ABOVE FINISH FLOOR
AGWC	ALL GENDER WATER CLOSET
AGGR	AGGREGATE
ALT	ALTERNATE
ALUM	ALUMINUM
ANOD	ANODIZED
APPROX	APPROXIMATE
ARCH	ARCHITECT, ARCHITECTURAL
ATTACH	ATTACHMENT
AUTO	AUTOMATIC
AVG	AVERAGE
BATH	BATHROOM
BD	BOARD
BED	BEDROOM
BEV	BEVEL, BEVELED
BFP	BACKFLOW PREVENTER
BIT	BITUMINOUS
BL	BUILDING LINE
BLDG	BUILDING
BLK	BLOCK
BLKG	BLOCKING
BM	BEAM
BOTT	BOTTOM
BSMT	BASEMENT
BTWN	BETWEEN
BU	BUILT-UP
BUR	BUILT-UP ROOFING
CAB	CABINET
CB	CHALK BOARD
CBC	CALIFORNIA BUILDING CODE
CC	CENTER TO CENTER
CEM	CEMENT
CG	CORNER GUARD
CI	CAST IRON
CJ	CONTROL JOINT
CHAM	CHAMFER
CL	CENTER LINE
CLO	CLOSET
CLR	CLEAR
CMU	CONCRETE MASONRY UNIT
CNTR	COUNTER
CO	CLEAN OUT
COL	COLUMN
CONC	CONCRETE
CONF	CONFERENCE
CONT	CONTINUOUS
COORD	COORDINATE
CP	CEMENT PLASTER
CPT	CARPET
CPTT	CARPET TILE
CSWRK	CASEWORK
CT	CERAMIC TILE
DBL	DOUBLE
DEG	DEGREE
DEPR	DEPRESSED
DES	DESIGN
DF	DRINKING FOUNTAIN
DIA	DIAMETER
DIAG	DIAGONAL
DIFF	DIFFUSER
DIM	DIMENSION
DLP	DAYLIGHT PLANE
DO	DOOR OPENING
DRY	DRYER
DS	DOWN SPOUT
DTL	DETAIL
DW	DISHWASHER
DWG	DRAWING
DWR	DRAWER
E	EAST
(E)	EXISTING
EF	EXHAUST FAN
EG	EXHAUST GRILLE
ELEC	ELECTRIC, ELECTRICAL
ELEV	ELEVATION
EMERG	EMERGENCY
ENCL	ENCLOSURE
ENGR	ENGINEER
EP	ELECTRICAL PANEL
EQ	EQUAL
EQUIV	EQUIVALENT
EQUIP	EQUIPMENT
EST	ESTIMATE
EW	EACH WAY
EXH	EXHAUST
EXP	EXPANSION, EXPANDED
EXPB	EXPANSION BOLT
EXT	EXTERIOR
FA	FIRE ALARM
FCU	FAN COIL UNIT
FD	FLOOR DRAIN
FE	FIRE EXTINGUISHER
FEC	FIRE EXTINGUISHER CABINET
FF	FINISH FLOOR
F/F	FACE TO FACE
FH	FIRE HYDRANT
FIN	FINISH, FINISHED
FLR	FLOOR
FND	FOUNDATION
FP	FIREPLACE
FS	FIRE SPRINKLERS
FT	FEET, FOOT
FURN	FURNISH, FURNISHED
FURR	FURRED, FURRING
G	GAS
GA	GAUGE
GALV	GALVANIZED
GB	GRAB BAR
GC	GENERAL CONTRACTOR
GEN	GENERAL
GFCI	GROUND FAULT CIRCUIT INTERRUPTER
GL	GLASS
GM	GAS METER
GND	GROUND
GYP BD	GYPSUM WALLBOARD
HB	HOSE BIB
HC	HOLLOW CORE
HDWD	HARDWOOD
HDWE	HARDWARE
HM	HOLLOW METAL
HORIZ	HORIZONTAL
HT	HEIGHT
HTG	HEATING
HTR	HEATER
H&V	HEATING & VENTILATION
HVAC	HEATING, VENTILATION, AIR CONDITIONING
IE	INVERT ELEVATION
IF	INSIDE FACE
IBC	INSTALLED BY CONTRACTOR
IN	INCH, INCHES
INFO	INFORMATION
INSUL	INSULATE, INSULATION
INT	INTERIOR
ISA	INTERNATIONAL SYMBOL OF ACCESSIBILITY
JC	JANITOR CLOSET
JCT	JUNCTION
JT	JOINT
KGA	KASTROP GROUP, INC. ARCHITECTS
KP	KICK PLATE
L	LINEN CLOSET
LAB	LABORATORY
LAM	LAMINATE
LAV	LAVATORY
LBS	POUNDS
LD	LINEAR DIFFUSER
LDG	LANDING
LDRY	LAUNDRY
LEV	LEVEL
LF	LINEAR FOOT, FEET
LG	LONG
LGTH	LENGTH
LH	LEFT HAND
LO	LOUVERED OPENING
LOC	LOCATION
LP	LIGHTING PANEL, LOW POINT
LT	LIGHT
LVT	LUXURY VINYL TILE
MAINT	MAINTENANCE
MATL	MATERIAL
MAX	MAXIMUM
MECH	MECHANICAL
MEMB	MEMBRANE
MEP	MECHANICAL ELECTRICAL PLUMBING
MEZZ	MEZZANINE
MFR	MANUFACTURER
MH	MANHOLE
MIN	MINIMUM
MIR	MIRROR
MISC	MISCELLANEOUS
MLDG	MOULDING
MO	MASONRY OPENING
MTD	MOUNTED
MTL	METAL, METALLIC
MULL	MULLION
N	NORTH
(N)	NEW
NAT	NATURAL
NIC	NOT IN CONTRACT
NO	NUMBER
NOM	NOMINAL
NTS	NOT TO SCALE
OC	ON CENTER
OD	OUTSIDE DIAMETER
o/	OVER
OFF	OFFICE
O/H	OVERHEAD
OPG	OPENING
OPP	OPPOSITE
OPP HD	OPPOSITE HAND
ORN	ORNAMENTAL
P	PANTRY
PB	PUSH BUTTON
PC	PRECAST
PERIM	PERIMETER
PERM	PERMANENT
PKG	PARKING
PL	PLATE
PLAM	PLASTIC LAMINATE
PLAS	PLASTER
PLBG	PLUMBING
PLYWD	PLYWOOD
PNL	PANEL
PR	PAIR
PREFAB	PREFABRICATED
PRTN	PARTITION
PSF	POUNDS PER SQUARE FOOT
PSI	POUNDS PER SQUARE INCH
PT	POINT
PTD	PAINTED
PTDR	PAPER TOWEL DISPENSER
PTR	PAPER TOWEL RECEPTACLE
QT	QUARRY TILE
QTY	QUANTITY
R	RISER (STAIR)
RA	RETURN AIR
RAD	RADIUS
RD	ROOF DRAIN
RDO	ROOF DRAIN OVERFLOW
RECPT	RECEPTACLE
REF	REFRIGERATOR
REINF	REINFORCE, REINFORCING
REQ'D	REQUIRED
REV	REVISED, REVISION
RFG	ROOFING
RH	RIGHT HAND
RM	ROOM
RO	ROUGH OPENING
ROW	RIGHT OF WAY
RS	ROOF SUMP
RTU	ROOF TOP UNIT
RWB	RAINWATER BARREL
RWL	RAINWATER LEADER
S	SOUTH
SBO	SELECTED BY OWNER
SA	SUPPLY AIR
SC	SOLID CORE
SCD	SEE CIVIL DRAWINGS
SCHED	SCHEDULE
SD	SOAP DISPENSER
SED	SEE ELECTRICAL DRAWINGS
SF	SQUARE FOOT, FEET
SHT	SHEET
SHR	SHOWER
SIM	SIMILAR
SLD	SEE LANDSCAPE DRAWINGS
SMD	SEE MECHANICAL DRAWINGS
SND	SANITARY NAPKIN DISPENSER
SNDL	SANITARY NAPKIN DISPOSAL
SPBO	SUPPLIED BY OWNER (NIC)
SPD	SEE PLUMBING DRAWINGS
SPEC	SPECIFICATIONS
SPKLR	SPRINKLER
SPKR	SPEAKER
SQ	SQUARE
SS	SANITARY SEWER
SSD	SEE STRUCTURAL DRAWINGS
STAG	STAGGERED
STD	STANDARD
STL	STEEL
STOR	STORAGE
ST STL	STAINLESS STEEL
SUSP	SUSPEND, SUSPENSION
SW	SWITCH
SYS	SYSTEM
T	TREAD (STAIR)
T24	TITLE 24 ENERGY REPORT
TB	TOPSET BASE
T&B	TOP AND BOTTOM
TEL	TELEPHONE
TEMP	TEMPERED (GLASS)
T&G	TONGUE AND GROOVE
T&R	TRASH AND RECYCLING
THK	THICK, THICKNESS
TPD	TOILET PAPER DISPENSER
TPH	TOILET PAPER HOLDER
TPZ	TREE PROTECTION ZONE
TV	TELEVISION
TVM	TELEVISION MONITOR
TWH	TANKLESS WATER HEATER
TYP	TYPICAL
UL	UNDERWRITER'S LABORATORIES
UON	UNLESS OTHERWISE NOTED
VBARR	VAPOR BARRIER
VCT	VINYL COMPOSITION TILE
VENT	VENTILATE, VENTILATION
VERT	VERTICAL, VERTICALLY
VEST	VESTIBULE
VIF	VERIFY IN FIELD
VRS	VINYL REDUCER STRIP
VTR	VENT THROUGH ROOF
W	WEST
w/	WITH
WAINS	WAINSCOT
WASH	WASHING MACHINE
WB	WHITE BOARD
WC	WATER CLOSET (TOILET)
WD	WOOD
W/D	WASHER AND DRYER (STACKED)
WGL	WIRE GLASS
WH	WATER HEATER (TANK)
WIC	WALK-IN-CLOSET
WIN	WINDOW
WM	WATER METER
WO	WINDOW OPENING
w/o	WITHOUT
WP	WATERPROOF
WWF	WELDED WIRE FABRIC

PARCEL MAP (J)



ASSESSOR'S PARCEL NO.	PARCEL SIZE	STATUS
073-250-070	1.44 ACRES	LEASED
073-250-150	12.44 ACRES	LEASED
	13.88 ACRES	**TOTAL LEASED**
074-160-050	0.76 ACRES	OWNED
074-160-070	8.36 ACRES	OWNED
074-220-330	29.68 ACRES	OWNED
074-232-130	6.50 ACRES	OWNED
074-250-250	0.75 ACRES	OWNED
074-250-270	1.25 ACRES	OWNED
074-250-280	3.66 ACRES	OWNED
074-250-290	7.94 ACRES	OWNED
074-250-340	10.74 ACRES	OWNED
074-500-050	11.27 ACRES	OWNED
074-500-280	3.16 ACRES	OWNED
074-500-290	12.83 ACRES	OWNED
	96.89 ACRES	**TOTAL OWNED**

GROSS FLOOR AREA (GFA) CALC (E)

	OWNED	OWNED + LEASED
LOT AREA	4,220,528 SF	4,825,141 SF
MAX ALLOWED GFA = 2.5%	105,513 SF	120,629 SF

(E) GROSS FLOOR AREA (SEE SHEET A1.4)	
(E) CLUBHOUSE	60,896.07 SF
(E) SNACK SHACK	262.50 SF
(E) LEARNING CENTER	400.00 SF
(E) COURSE RESTROOM BLDG	353.42 SF
(E) TENNIS FACILITY	2,442.35 SF
(E) MAINTENANCE BUILDING	5,640.82 SF
(E) WASH & FUEL STATION	0.00 SF
(E) SEWER TREATMENT PLANT	5,715.46 SF
TOTAL:	**75,710.62 SF**
(N) GROSS FLOOR AREA (SEE SHEET A1.3)	
(N) OPERATIONS CENTER	15,314.17 SF
(E) BUILDINGS TOTAL	75,710.62 SF
TOTAL:	**91,024.79 SF**

PROJECT TEAM (D)

PROPERTY OWNER	
SHARON HEIGHTS GOLF & COUNTRY CLUB 2900 SAND HILL ROAD MENLO PARK, CA 94025 CONTACT: JOSEPH DAVIS TEL: 650/492-0888 EMAIL: GM@SHGCC.COM	
ARCHITECT	**SURVEYOR**
THE KASTROP GROUP, INC. 160 BIRCH STREET, SUITE B REDWOOD CITY, CA 94062 TEL: 650/299-0303 LIC: C-15783 EXP: 5/2021 CONTACT: D. MICHAEL KASTROP, AIA EMAIL: MIKE@KASTROPGROUP.COM	B & H SURVEYING, INC. 901 WALTERMIRE STREET BELMONT, CA 94002 TEL: 650/637-1590 CONTACT: DAN BISHOP LIC: LS 5454 EMAIL: DAN@BHLANDSURVEY.COM
CIVIL ENGINEER	**LANDSCAPE ARCHITECT**
CLIFFORD BECHTEL & ASSOCIATES, INC. 1321 254th PLACE, SE SAMMAMISH, WA 98075 TEL: 650/333-0103 CONTACT: CLIFF BECHTEL EMAIL: CLIFFBECHTEL1@COMCAST.NET	PINNACLE DESIGN COMPANY 78370 HWY 111 LA QUINTA, CA 92253 TEL: 760/340-4529 CONTACT: RYAN MUNSEY EMAIL: RYAN@PINNACLE-DESIGN.COM

SHEET INDEX (B)

ARCHITECTURAL	
A0.0	PROJECT DESCRIPTION, RENDERINGS
A0.1	PROJECT INFORMATION, GENERAL NOTES, ABBREVIATIONS, VICINITY MAP
SU-1	BOUNDARY AND PARTIAL TOPOGRAPHIC SURVEY
SU-2	BOUNDARY AND PARTIAL TOPOGRAPHIC SURVEY
A1.0	(E) SITE PLAN
A1.1	(N) SITE PLAN
A1.3	(N) GFA CALCS & DIAGRAMS, STREETSCAPE, AREA PLAN
A1.4	(E) GFA CALCS & DIAGRAMS
A1.5	ARBORIST REPORT
A2.0	(N) 1st FLOOR PLAN
A2.1	(N) 2nd FLOOR PLAN
A4.0	(N) ROOF PLAN
A5.0	(N) EXTERIOR ELEVATIONS - SOUTH & EAST
A5.1	(N) EXTERIOR ELEVATIONS - NORTH & WEST
A5.2	(N) BUILDING CROSS SECTIONS
A5.3	COLOR AND MATERIALS BOARD, EXTERIOR LIGHT FIXTURES
A5.4	(E) BUILDING REFERENCE PHOTOS
LANDSCAPE	
L-01	LINE OF SIGHT EXHIBIT
CIVIL	
C-0.0	LAYOUT & STRIPING PLAN AND DETAILS
C-1.0	GRADING & DRAINAGE PLAN
C-1.1	GRADING & DRAINAGE PLAN
C-2.0	UTILITY PLAN
C-3	FIRE TRUCK ROUTING PLAN

LOT INFORMATION (A)

ZONING DESIGNATION	OSC (OPEN SPACE AND CONSERVATION DISTRICT)
ASSESSOR'S PARCEL NUMBER	074-500-310
CONSTRUCTION TYPE	V-B
FIRE SPRINKLERS	SPRINKLERED
LOT AREA	110.77 ACRES (SEE PARCEL MAP) = 4,825,141 SF
JURISDICTION	CITY OF MENLO PARK
BUILDING HEIGHT	26'-0"
OCCUPANCY	S-1, B & A-2 (SEE SHEET A1.2)
OCCUPANT LOAD	146
EXITING WIDTH REQ'D	146 x 0.15 = 21.9" (36" MIN)
EXITING WIDTH PROVIDED	36"
PROPOSED TREE REMOVAL:	19 NON-HERITAGE TREES 14 HERITAGE TREES **33 TOTAL TREES PROPOSED FOR REMOVAL** (SEE SHEET L-01 & ARBORIST REPORT)

EXISTING PARKING COUNTS

LOCATION	STANDARD STALLS	STANDARD ADA STALLS	ADA VAN STALLS	OTHER
CLUBHOUSE LOT	192	8	2	16 TANDEM
TENNIS FACILITY LOT	34	1	0	0
MAINT BLDG LOT	5	0	0	10 INFORMAL
EXISTING TOTAL:	**231**	**9**	**2**	

PROPOSED PARKING COUNTS

LOCATION	STANDARD STALLS	STANDARD ADA STALLS	ADA VAN STALLS	OTHER
CLUBHOUSE LOT	192	8	2	16 TANDEM
TENNIS FACILITY LOT	34	1	0	0
MAINT BLDG LOT	5	0	0	10 INFORMAL
OPERATIONS CENTER	38	1	1	6 EVCS
PROPOSED TOTAL:	**269**	**10**	**3**	

THE KASTROP GROUP, INC.
ARCHITECTS
160 BIRCH STREET, SUITE B
REDWOOD CITY, CA 94062
T: 650/299-0303
www.kastropgroup.com

OPERATIONS CENTER AND CLUB ENHANCEMENT PROJECT

SHARON HEIGHTS GOLF & COUNTRY CLUB

2900 SAND HILL ROAD,
MENLO PARK, CA 94025

ORIGINAL SIGNATURE IN BLUE INK

PRELIMINARY DESIGN NOT FOR CONSTRUCTION

THESE DRAWINGS CONSTITUTE THE ORIGINAL WORK OF THE ARCHITECTS AND MAY NOT BE USED WITHOUT THEIR WRITTEN CONSENT

LOT INFORMATION
PARCEL MAP
TOTAL GFA CALC

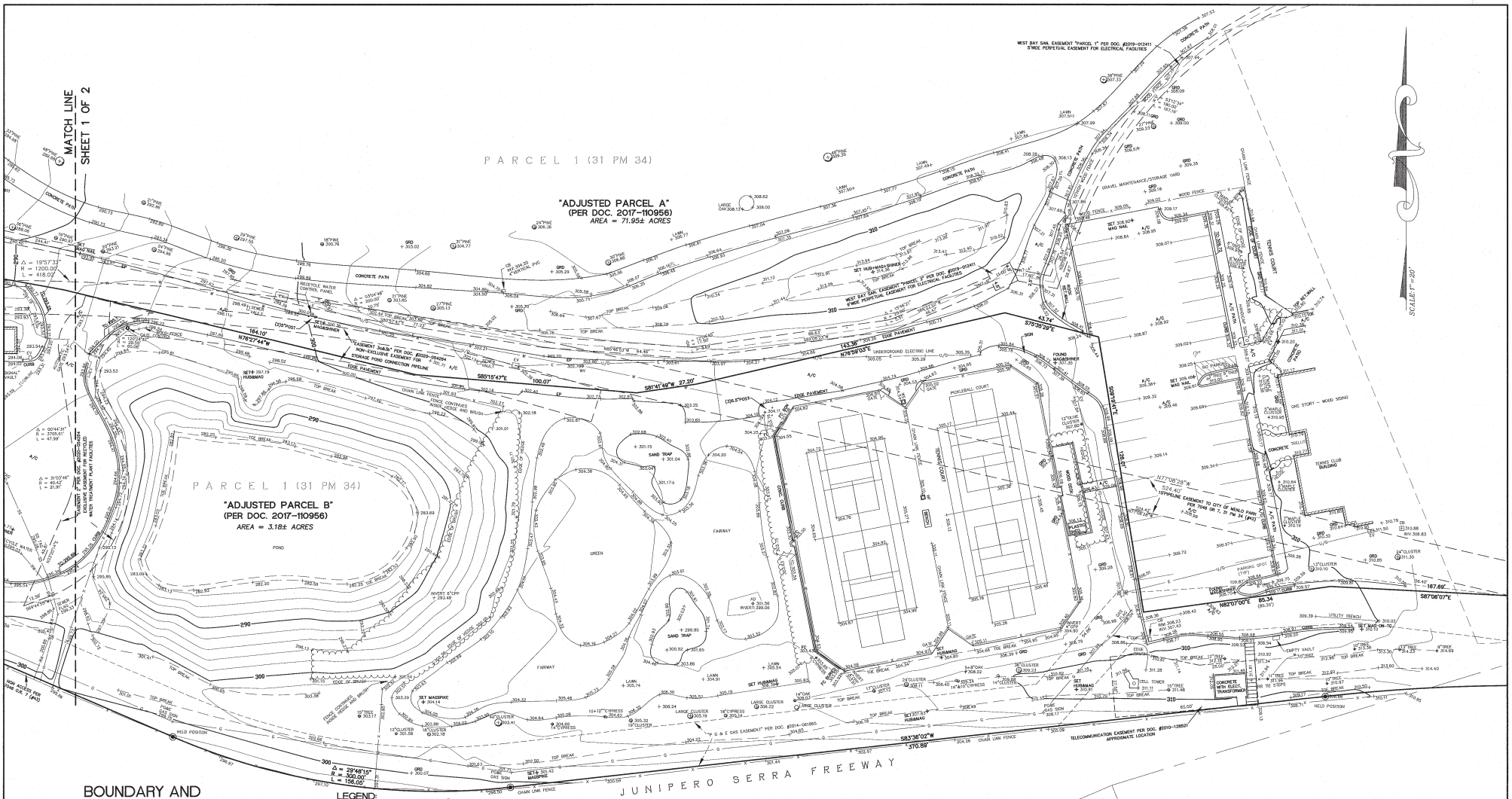
REVISION SCHEDULE

DATE	△	DESCRIPTION
5/8/23		SUBMIT FOR CUP
8/10/23		CUP RESUBMITTAL
10/12/23		CUP RESUBMITTAL
12/12/23		CUP RESUBMITTAL
1/17/24		CUP RESUBMITTAL

JOB NO: 20700
DRAWN: MB
CHECKED: DMK

A0.1

20700: SHARON HEIGHTS GOLF & COUNTRY CLUB, 2900 SAND HILL ROAD, MENLO PARK, CA 94025



BOUNDARY AND PARTIAL TOPOGRAPHIC SURVEY

SHARON HEIGHTS GOLF AND COUNTRY CLUB
A PORTION OF "ADJUSTED PARCEL A
AND ADJUSTED PARCEL B" AS DESCRIBED IN THAT
CERTAIN "NOTICE OF LOT LINE ADJUSTMENT" FILED IN
DOCUMENT #2017-110956 SAN MATEO COUNTY RECORDS
ASSESSOR'S PARCEL NUMBER: 074-500-300 & 310
(2900 SAND HILL ROAD)

MENLO PARK | SAN MATEO COUNTY | CALIFORNIA
SCALE: 1" = 20' | AUGUST, 2021

B & H SURVEYING, INC.
PROFESSIONAL LAND SURVEYING
901 WALTERMIRE ST.
BELMONT, CA 94002
OFFICE (650) 637-1590

SHEET 1 OF 2

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.

HERBERT C. HUTTON JR. LS 5454 No. Exp. 9-30-22 STATE OF CALIFORNIA
Dated August 29, 2021

LEGEND:

FOUND 1" IRON PIPE WITH CONCRETE PLUG AND NAIL DOWN 0.9', PER 31 PARCEL MAPS 34 (I.E. BOUNDARY MONUMENT)

FOUND 4" CONCRETE PG&E MONUMENT

ASPHALTIC CONCRETE	A/C	LATERAL	LAT.
AREA DRAIN	AD	LIP OF GUTTER	LG
BACKFLOW PREVENTION VALVE	BFPV	LAMP POST	LP
BACK OF WALK	BW	OVERHEAD	O/H
CATCH BASIN	CB	POST INDICATOR VALVE	PIV
CAST IRON PIPE	CIP	PUBLIC UTILITIES EASEMENT	P.U.E.
CORRUGATED METAL PIPE	CMP	REINFORCED CONCRETE PIPE	RCP
CONCRETE	CONC	RETAINING WALL	RET. WALL
CLEAN-OUT	CO	RIGHT OF WAY	R/W
DROP INLET	DI	SANITARY SEWER CLEAN-OUT	SSCO
ELECTRIC METER	EM	SANITARY SEWER MANHOLE	SSMH
ELECTRIC VAULT	EV	STORM DRAIN MANHOLE	SDMH
FOUND	FD	TOP BACK OF CURB	TBC
FIRE DEPARTMENT CONNECTION	FDC	TOP OF WALL	T/W
FINISHED FLOOR	FF	UNDERGROUND	U/G
FLOW LINE	FL	VITRIFIED CLAY PIPE	VCP
FIRE HYDRANT	FH	WATER FOUNTAIN	WF
GUY ANCHOR	GA	WATER VALVE	WV
GAS METER	GM	WATER METER BOX	WM
GROUND	GRD	CABLE TELEVISION LINE	-CTV-
HANDICAP RAMP	HCR	ELECTRICAL LINE	-E-
INVERT	INV.	GAS LINE	-G-
IRON PIPE	IP	SANITARY SEWER LINE	-SS-
JOINT POLE	JP	STORM DRAIN LINE	-SD-
		TELEPHONE LINE	-T-
		WATER LINE	-W-

IRRIGATION BOXES, VALVES AND STRUCTURES NOT SHOWN.

NOTES:

1. IMPLIED EASEMENT (MAY NOT BE RECORDED) FOR UTILITY PURPOSES
2. IRRIGATION BOXES, VALVES AND STRUCTURES NOT SHOWN.

TITLE NOTES:

THE SURVEY HEREON IS BASED IN PART ON THE PRELIMINARY TITLE REPORT PREPARED BY FIRST AMERICAN TITLE INSURANCE COMPANY ORDER NUMBER: NCS-1081103-SC DATED JULY 27, 2021. EASEMENTS SHOWN ON THIS SURVEY 2010-128521, 2014-061865, 2019-012411 AND 2020-054264 WERE NOT LISTED UNDER THE PRINTED EXCEPTIONS AND EXCLUSIONS OF SAID PRELIMINARY REPORT. THERE APPEARS TO BE RECORDED EASEMENTS (GRANTED TO WEST BAY SANITARY DISTRICT)AS SHOWN ON PAGE 8 OF 13 IN DOCUMENT 2020-054264 THAT ARE NOT SHOWN ON THIS SURVEY, OR LISTED IN SAID TITLE REPORT (SOME OF WHICH APPEAR TO BE EXCLUSIVE). ALL EASEMENTS AFFECTING THE LANDS SHOWN HEREON MAY NOT BE SHOWN.

UTILITY NOTE:

THE UTILITIES EXISTING ON THE SURFACE AND SHOWN ON THIS DRAWING HAVE BEEN LOCATED BY FIELD SURVEY. ALL UNDERGROUND UTILITIES SHOWN ON THIS DRAWING ARE FROM RECORDS OF THE VARIOUS UTILITY COMPANIES AND THE SURVEYOR DOES NOT ASSUME RESPONSIBILITY FOR THEIR COMPLETENESS, INDICATED LOCATION, OR SIZE. RECORD UTILITY LOCATION SHOULD BE CONFIRMED BY EXPOSING THE UTILITY.

BASIS OF ELEVATIONS:

ELEVATIONS ARE BASED UPON A TOPOGRAPHIC SURVEY BY PACIFIC GAS AND ELECTRIC COMPANY, USING SURVEY POINT #1006, WITH AN ELEVATION OF 296.81'

TBM: SET MAG NAIL AND SHINER ALONG SAND HILL ROAD, AS SHOWN.
ELEVATION = 309.75'

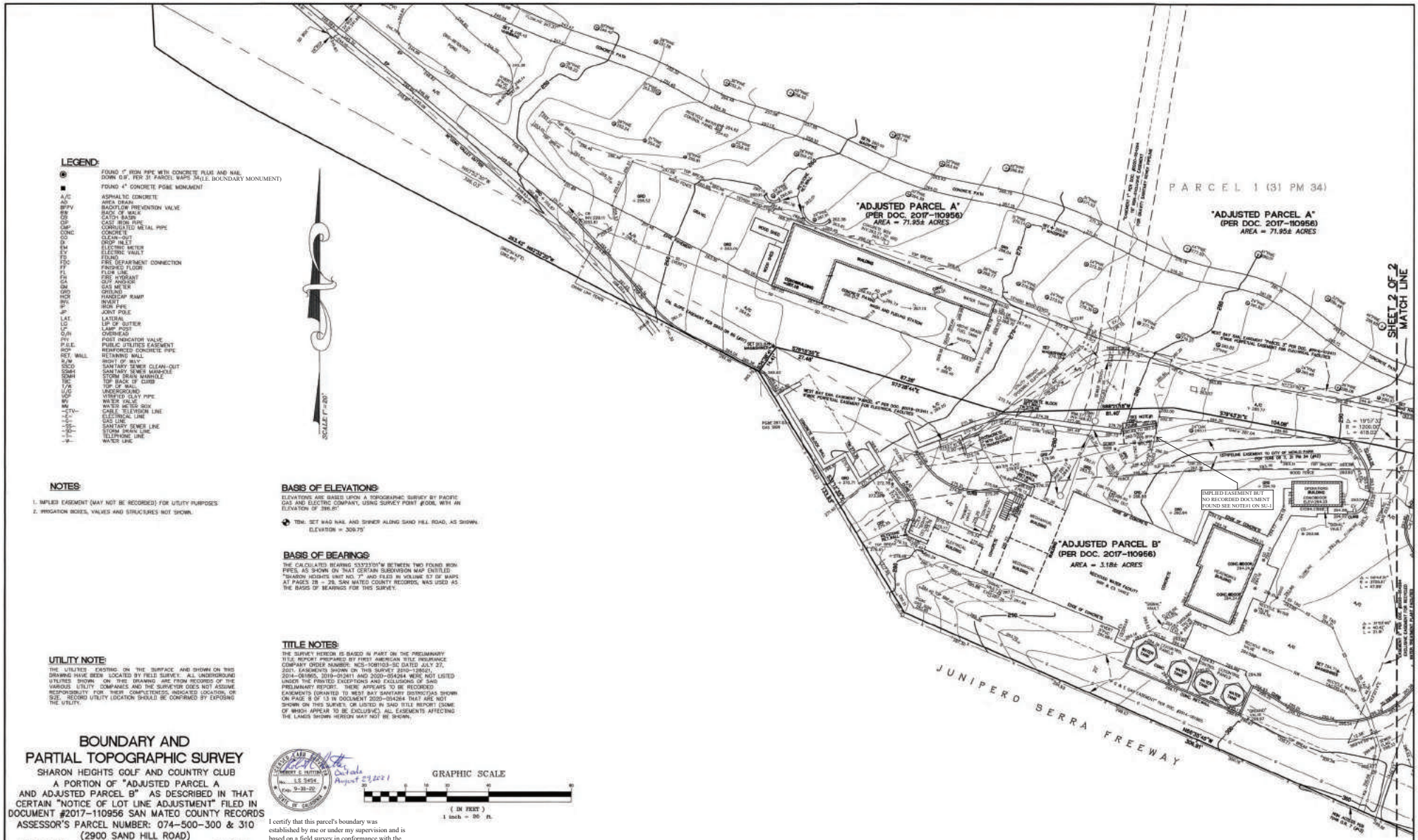
BASIS OF BEARINGS:

THE CALCULATED BEARING S33°23'01"W BETWEEN TWO FOUND IRON PIPES, AS SHOWN ON THAT CERTAIN SUBDIVISION MAP ENTITLED "SHARON HEIGHTS UNIT NO. 7" AND FILED IN VOLUME 57 OF MAPS AT PAGES 28 – 29, SAN MATEO COUNTY RECORDS, WAS USED AS THE BASIS OF BEARINGS FOR THIS SURVEY.

SU-1

JOB: 6619-14
DWG: 6619-TOPO-JULY2021-FIN
BY: E.M.

A8



BOUNDARY AND PARTIAL TOPOGRAPHIC SURVEY

SHARON HEIGHTS GOLF AND COUNTRY CLUB

A PORTION OF "ADJUSTED PARCEL A AND ADJUSTED PARCEL B" AS DESCRIBED IN THAT CERTAIN "NOTICE OF LOT LINE ADJUSTMENT" FILED IN DOCUMENT #2017-110956 SAN MATEO COUNTY RECORDS

ASSESSOR'S PARCEL NUMBER: 074-500-300 & 310

(2900 SAND HILL ROAD)

MENLO PARK | SAN MATEO COUNTY | CALIFORNIA

SCALE: 1" = 20' | AUGUST, 2021

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' Act. All monuments are of the character and occupy the positions indicated and are sufficient to enable the survey to be retraced.

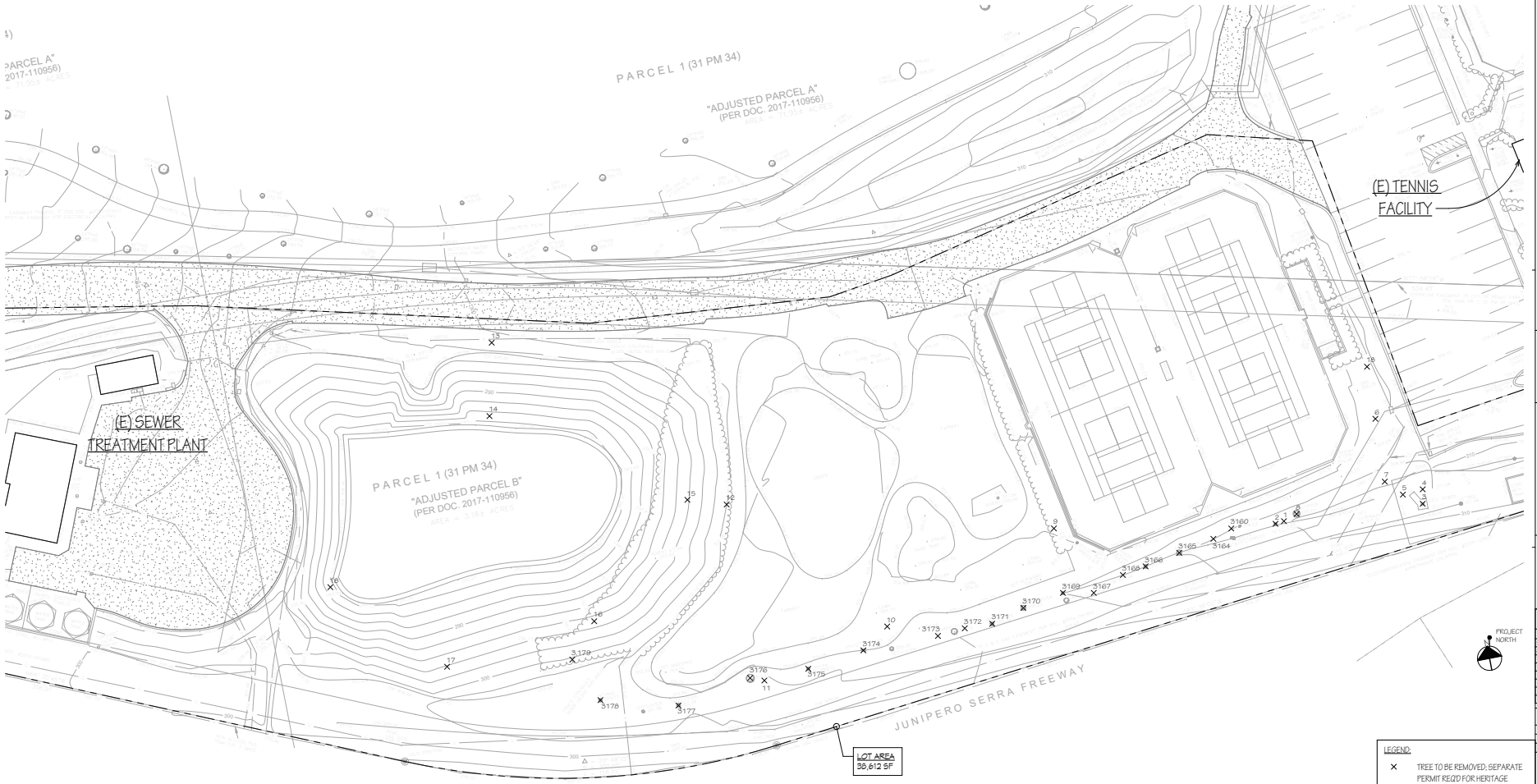
August 23, 2021

B & H SURVEYING, INC.
PROFESSIONAL LAND SURVEYING
901 WALTERMIRE ST.
BELMONT, CA 94002
OFFICE (650) 637-1590

SHEET 2 OF 2

SU-2

JOB: 6619-14
DWG: 6619-TOPO-JUL'2021-FIN
BY: E.M.



LEGEND:

× TREE TO BE REMOVED; SEPARATE PERMIT REQ'D FOR HERITAGE TREE REMOVAL, SEE SHEET L-01

EXISTING SITE PLAN

0 10 20 40 1" = 20' A

THE KASTROP GROUP, INC.
ARCHITECTS
160 BIRCH STREET, SUITE B
REDWOOD CITY, CA 94062
T: 650/299-0303
www.kastropgroup.com

SHARON HEIGHTS GOLF & COUNTRY CLUB

OPERATIONS CENTER AND CLUB ENHANCEMENT PROJECT

2900 SAND HILL ROAD,
MENLO PARK, CA 94025

ORIGINAL SIGNATURE IN BLUE INK

PRELIMINARY DESIGN NOT FOR CONSTRUCTION

(E) SITE PLAN

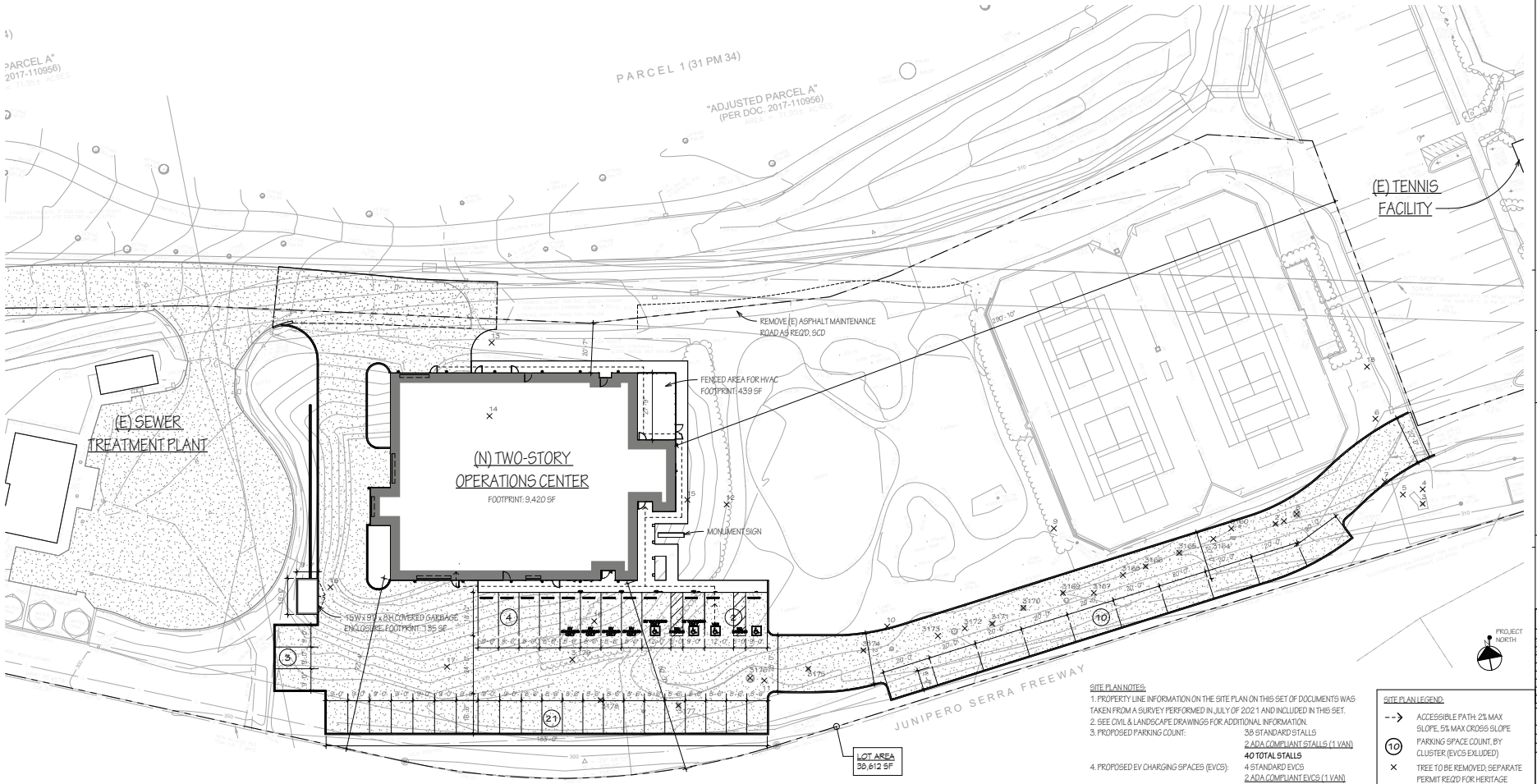
REVISION SCHEDULE

DATE	Δ	DESCRIPTION
5/8/23		SUBMIT FOR CUP
8/10/23		CUP RESUBMITTAL
10/12/23		CUP RESUBMITTAL
12/12/23		CUP RESUBMITTAL
1/17/24		CUP RESUBMITTAL

JOB NO. 20700
DRAWN MB
CHECKED DMK

A1.0

20700\ SHARON HEIGHTS GOLF & COUNTRY CLUB\ 2300 SAND HILL ROAD, MENLO PARK, CA 94025



SITE PLAN NOTES:

1. PROPERTY LINE INFORMATION ON THE SITE PLAN ON THIS SET OF DOCUMENTS WAS TAKEN FROM A SURVEY PERFORMED IN JULY OF 2021 AND INCLUDED IN THIS SET.
2. SEE CIVIL & LANDSCAPE DRAWINGS FOR ADDITIONAL INFORMATION.
3. PROPOSED PARKING COUNT:
   - 38 STANDARD STALLS
   - 2 ADA COMPLIANT STALLS (1 VAN)
   - **40 TOTAL STALLS**
4. PROPOSED EV CHARGING SPACES (EVCS):
   - 4 STANDARD EVCS
   - 2 ADA COMPLIANT EVCS (1 VAN)
   - **6 TOTAL EVCS**

SITE PLAN LEGEND:

- --> ACCESSIBLE PATH: 2% MAX SLOPE, 5% MAX CROSS SLOPE
- (10) PARKING SPACE COUNT, BY CLUSTER (EVCS EXLUDED)
- × TREE TO BE REMOVED. SEPARATE PERMIT REQ'D FOR HERITAGE TREE REMOVAL, SEE SHEET L-01

SITE PLAN

0 10 20 40 1" = 20' A

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MENLO PARK, CA 94025

ORIGINAL SIGNATURE IN BLUE INK.

PRELIMINARY DESIGN NOT FOR CONSTRUCTION

(N) SITE PLAN

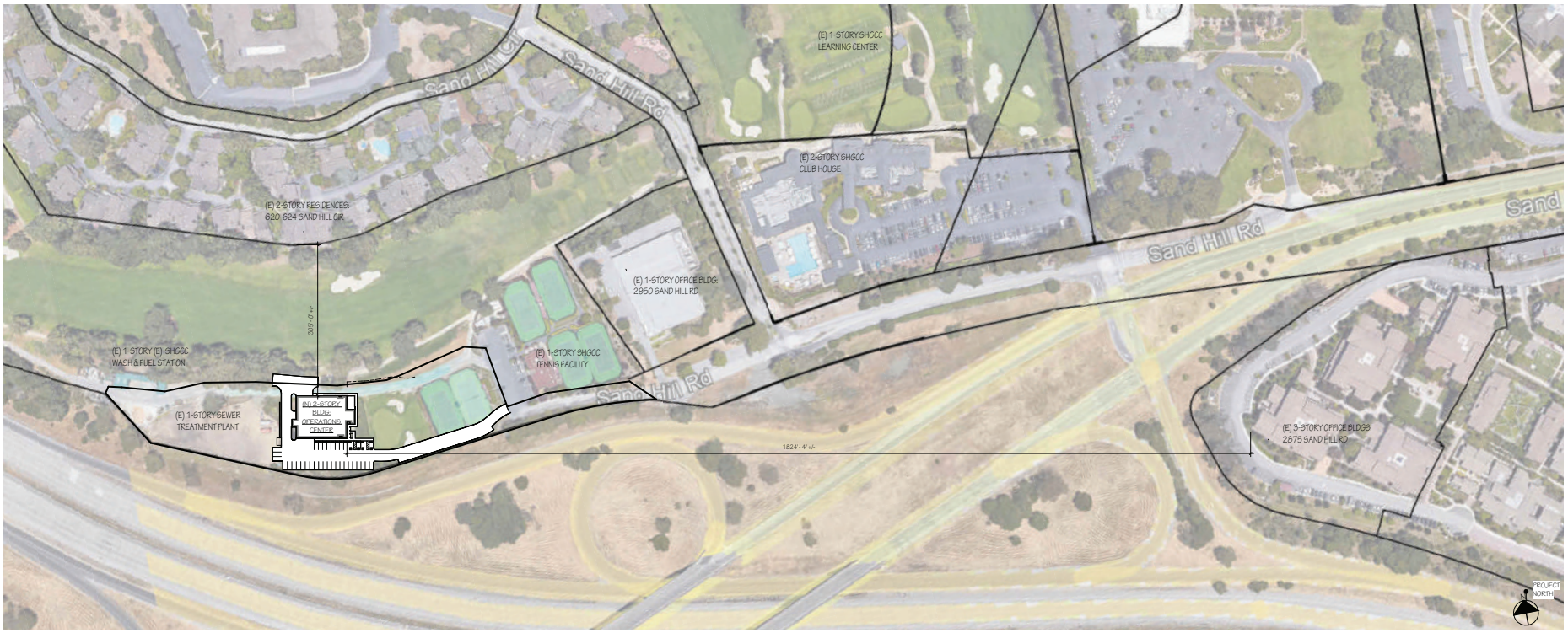
REVISION SCHEDULE

DATE	Δ	DESCRIPTION
5/8/23		SUBMIT FOR CUP
8/10/23		CUP RESUBMITTAL
10/12/23		CUP RESUBMITTAL
12/12/23		CUP RESUBMITTAL
1/17/24		CUP RESUBMITTAL

JOB NO. 20700
DRAWN MB
CHECKED DMK

A1.1

20700_SHARON HEIGHTS GOLF & COUNTRY CLUB_2900 SAND HILL ROAD, MENLO PARK, CA 94025

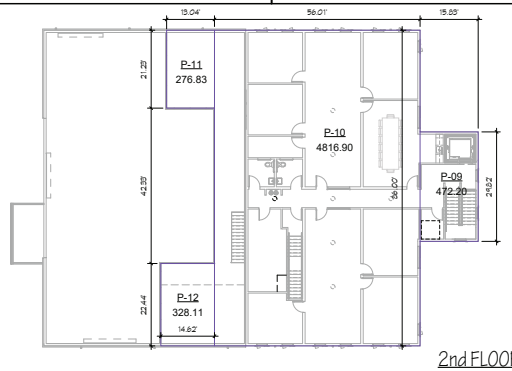


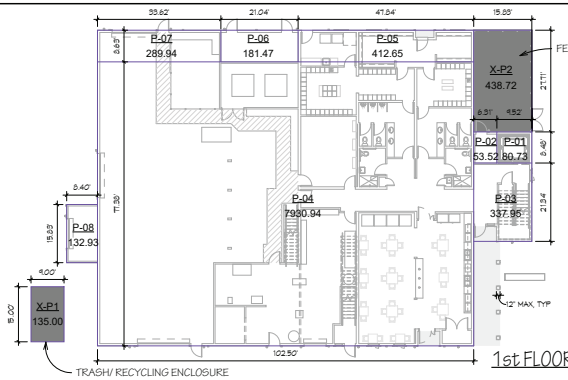
AREA PLAN

0 50 100 200 | 1" = 100' | C

STREETSCAPE

1/32" = 1'-0" | B





LEGEND:
= EXTERIOR COVERED AREA
= AREA EXCLUDED FROM GFA PER MUNICIPAL CODE SECTION 16.04.325(C)

GROSS FLOOR AREA (GFA) CALCULATION
(N) OPERATIONS CENTER

AREA	SHAPE	DIMENSIONS (ROUNDED)			SF (CAD-GENERATED)	SF (MANUAL)
P-01	RECTANGLE	8.48	x	9.52	80.73	80.73
P-02	RECTANGLE	6.31	x	8.48	53.52	53.51
P-03	RECTANGLE	15.83	x	21.34	337.95	337.81
P-04	RECTANGLE	102.50	x	77.38	7,930.94	7,931.45
P-05	RECTANGLE	47.84	x	8.63	412.65	412.86
P-06	RECTANGLE	21.04	x	8.63	181.47	181.58
P-07	RECTANGLE	33.62	x	8.63	289.94	290.14
P-08	RECTANGLE	8.40	x	15.83	132.93	132.97
X-P1	RECTANGLE	9.00	x	15.00	135.00	135.00
X-P2	RECTANGLE	15.83	x	27.71	438.72	438.65
P-09	RECTANGLE	15.83	x	29.82	472.20	472.05
P-10	RECTANGLE	56.01	x	86.00	4,816.90	4,816.86
P-11	RECTANGLE	13.04	x	21.23	276.83	276.84
P-12	RECTANGLE	14.62	x	22.44	328.11	328.07
				1st FL TOTAL GFA:	9,420.13	9,421.05
				2nd FL TOTAL GFA:	5,894.04	5,893.82
				OPERATIONS CENTER TOTAL GFA:	15,314.17	15,314.87

GFA DIAGRAMS & CALCS: (N) OPERATIONS CENTER

0 20 40 | 1/16" = 1'-0" | A

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MENLO PARK, CA 94025

ORIGINAL SIGNATURE IN BLUE INK

PRELIMINARY DESIGN NOT FOR CONSTRUCTION

AREA PLAN
STREETSCAPE
GFA CALCS - (N) OPERATIONS CENTER
GFA DIAGRAMS - (N) OPERATIONS CENTER

REVISION SCHEDULE

DATE	Δ	DESCRIPTION
5/8/23		SUBMIT FOR CUP
8/10/23		CUP RESUBMITTAL
10/12/23		CUP RESUBMITTAL
12/12/23		CUP RESUBMITTAL
1/17/24		CUP RESUBMITTAL

JOB NO. 20700
DRAWN MB
CHECKED DMK

A1.3

20700\ SHARON HEIGHTS GOLF & COUNTRY CLUB\ 2300 SAND HILL ROAD, MENLO PARK, CA 94025

GROSS FLOOR AREA (GFA) CALCULATION						
(E) TENNIS FACILITY						
AREA	SHAPE	DIMENSIONS (ROUNDED)			SF (CAD-GENERATED)	SF (MANUAL)
T-01	RECTANGLE	34.83	x	64.76	2,255.90	2,255.59
T-02	RECTANGLE	17.45	x	7.71	134.01	134.54
T-03	RECTANGLE	13.50	x	1.45	19.58	19.58
T-04	RECTANGLE	4.58	x	7.17	32.86	32.84
TENNIS FACILITY TOTAL GFA:					2,442.35	2,442.54

GROSS FLOOR AREA (GFA) CALCULATION						
(E) MAINTENANCE BUILDING						
AREA	SHAPE	DIMENSIONS (ROUNDED)			SF (CAD-GENERATED)	SF (MANUAL)
M-01	RECTANGLE	30.67	x	18.42	564.78	564.94
M-02	RECTANGLE	102.50	x	40.33	4,134.17	4,133.83
M-03	RECTANGLE	13.83	x	16.42	227.10	227.09
M-04	RECTANGLE	11.83	x	8.17	96.64	96.65
M-05	RECTANGLE	29.33	x	12.50	366.67	366.63
M-06	RECTANGLE	21.25	x	11.83	251.46	251.39
1st FL TOTAL GFA:					4,926.05	4,925.86
2nd FL TOTAL GFA:					714.77	714.66
MAINTENANCE BUILDING TOTAL GFA:					5,640.82	5,640.52

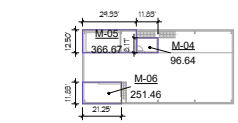
GROSS FLOOR AREA (GFA) CALCULATION						
(E) WASH & FUEL STATION						
AREA	SHAPE	DIMENSIONS (ROUNDED)			SF (CAD-GENERATED)	SF (MANUAL)
X-W1	RECTANGLE	79.41	x	9.29	738.12	737.72
X-W2	RECTANGLE	25.52	x	31.70	808.83	808.98
WASH & FUEL STATION TOTAL GFA:					0.00	0.00
(E) SEWER TREATMENT PLANT						
AREA	SHAPE	DIMENSIONS (ROUNDED)			SF (CAD-GENERATED)	SF (MANUAL)
S-01	RECTANGLE	11.97	x	24.25	290.24	290.27
S-02	RECTANGLE	25.99	x	21.26	552.63	552.55
S-03	RECTANGLE	23.95	x	20.31	486.58	486.42
S-04	RECTANGLE	14.50	x	36.00	522.00	522.00
S-05	RECTANGLE	50.67	x	53.26	2,698.38	2,698.68
S-06	RECTANGLE	20.04	x	22.50	450.92	450.90
S-07	RECTANGLE	20.04	x	20.83	417.71	417.43
S-08	RECTANGLE	25.57	x	11.61	297.00	296.87
SEWER TREATMENT PLANT TOTAL GFA:					5,715.46	5,715.13

GROSS FLOOR AREA (GFA) CALCULATION						
(E) CLUBHOUSE						
AREA	SHAPE	DIMENSIONS (ROUNDED)			SF (CAD-GENERATED)	SF (MANUAL)
C-01	RECTANGLE	22.98	x	40.00	919.13	919.20
C-02	RECTANGLE	125.38	x	51.21	6,420.25	6,420.71
C-03	RECTANGLE	33.63	x	10.00	336.21	336.30
C-04	TRIANGLE	3.46	x	3.50	6.05	6.06
C-05	RECTANGLE	12.00	x	3.50	42.01	42.00
C-06	TRIANGLE	3.54	x	3.50	6.20	6.20
C-07	RECTANGLE	133.00	x	23.29	3,097.81	3,097.57
C-08	RECTANGLE	76.21	x	13.37	1,019.30	1,018.93
C-09	RECTANGLE	23.25	x	52.54	1,221.59	1,221.56
C-10	RECTANGLE	55.81	x	12.61	704.04	703.76
C-11	RECTANGLE	18.99	x	8.29	157.46	157.43
C-12	TRIANGLE	3.10	x	11.55	17.89	17.90
C-13	TRIANGLE	1.04	x	11.92	6.21	6.20
C-14	TRIANGLE	12.39	x	4.51	27.95	27.94
C-15	TRIANGLE	10.46	x	28.75	150.42	150.36
C-16	RECTANGLE	3.50	x	44.25	154.87	154.88
C-17	RECTANGLE	17.17	x	69.58	1,194.51	1,194.69
C-18	RECTANGLE	57.89	x	11.92	689.81	690.05
C-19	RECTANGLE	87.09	x	28.75	2,503.73	2,503.84
C-20	RECTANGLE	14.05	x	25.87	363.76	363.47
C-21	RECTANGLE	93.57	x	25.21	2,358.77	2,358.90
C-22	SEMI ELLIPSE	N/A			613.10	613.10
C-23	RECTANGLE	21.04	x	6.54	137.65	137.60
C-24	RECTANGLE	39.50	x	14.04	554.61	554.58
C-25	RECTANGLE	26.00	x	36.50	948.93	949.00
C-26	RECTANGLE	78.00	x	97.63	7,615.02	7,615.14
C-27	RECTANGLE	28.00	x	98.29	2,752.18	2,752.12
C-28	RECTANGLE	14.00	x	88.63	1,240.76	1,240.82
C-29	RECTANGLE	14.50	x	51.12	741.31	741.24
C-30	RECTANGLE	24.54	x	16.14	396.17	396.08
C-31	RECTANGLE	6.46	x	2.57	16.59	16.60
C-32	RECTANGLE	25.15	x	51.06	1,283.97	1,284.16
C-33	RECTANGLE	6.75	x	9.00	60.75	60.75
C-34	RECTANGLE	21.50	x	20.17	433.62	433.66
C-35	RECTANGLE	23.14	x	27.67	640.34	640.28
C-36	RECTANGLE	26.36	x	21.58	568.86	568.85
C-37	RECTANGLE	24.59	x	54.29	1,334.69	1,334.99
C-38	RECTANGLE	49.44	x	18.04	891.93	891.90
C-39	RECTANGLE	86.81	x	39.25	3,407.41	3,407.29
C-40	RECTANGLE	13.33	x	7.29	97.22	97.18
C-41	RECTANGLE	10.17	x	10.25	104.22	104.24
C-42	RECTANGLE	33.63	x	19.00	638.87	638.97
C-43	TRIANGLE	3.46	x	3.50	6.05	6.06
C-44	RECTANGLE	12.00	x	3.50	42.01	42.00
C-45	TRIANGLE	3.54	x	3.50	6.20	6.20
C-46	RECTANGLE	25.23	x	48.25	1,217.30	1,217.35
C-47	RECTANGLE	33.13	x	60.67	2,009.87	2,010.00
C-48	RECTANGLE	22.29	x	11.00	245.21	245.19
C-49	TRIANGLE	22.29	x	49.66	553.43	553.46
C-50	TRIANGLE	3.96	x	54.29	107.41	107.49
C-51	RECTANGLE	50.95	x	54.29	2,766.41	2,766.08
C-52	TRIANGLE	2.90	x	2.70	4.09	3.92
C-53	RECTANGLE	3.52	x	2.70	9.49	9.50
C-54	TRIANGLE	2.90	x	2.70	4.09	3.92
C-55	RECTANGLE	29.64	x	68.00	2,015.65	2,015.52
C-56	SEMI ELLIPSE	N/A			611.52	611.52
C-57	RECTANGLE	77.82	x	69.67	5,421.17	5,421.72
1st FL TOTAL GFA:					40,736.52	40,736.90
2nd FL TOTAL GFA:					20,159.55	20,159.49
CLUBHOUSE TOTAL GFA:					60,896.07	60,896.38

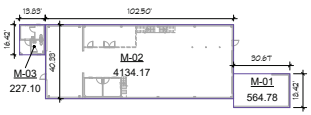
(E) SNACK SHACK						
AREA	SHAPE	DIMENSIONS (ROUNDED)			SF (CAD-GENERATED)	SF (MANUAL)
K-01	RECTANGLE	12.50	x	21.00	262.50	262.50
SNACK SHACK TOTAL GFA:					262.50	262.50

(E) LEARNING CENTER						
AREA	SHAPE	DIMENSIONS (ROUNDED)			SF (CAD-GENERATED)	SF (MANUAL)
L-01	RECTANGLE	20.00	x	20.00	400.00	400.00
LEARNING CENTER TOTAL GFA:					400.00	400.00

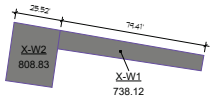
(E) GOLF COURSE RESTROOM BLDG						
AREA	SHAPE	DIMENSIONS (ROUNDED)			SF (CAD-GENERATED)	SF (MANUAL)
R-01	RECTANGLE	9.67	x	32.25	311.75	311.86
R-02	RECTANGLE	4.00	x	10.42	41.67	41.68
COURSE RESTROOMS TOTAL GFA:					353.42	353.54



(E) MAINTENANCE BUILDING: 2nd FLOOR

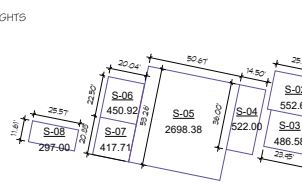


(E) MAINTENANCE BUILDING: 1st FLOOR

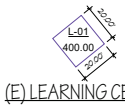


(E) WASH & FUEL STATION

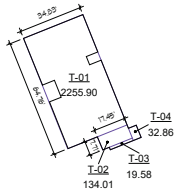
UNFINISHED w/ NO HEATING, COOLING, WINDOWS OR SKYLIGHTS



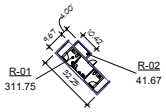
(E) SEWER TREATMENT PLANT



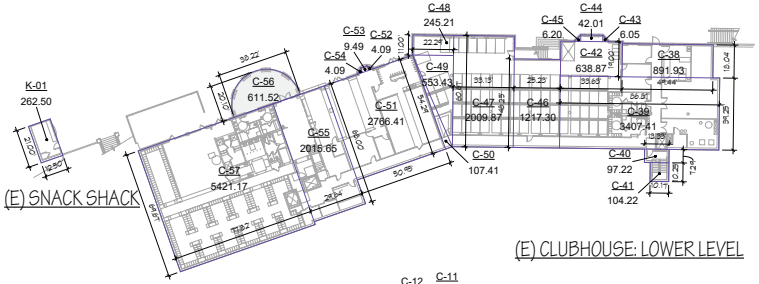
(E) LEARNING CENTER



(E) TENNIS FACILITY

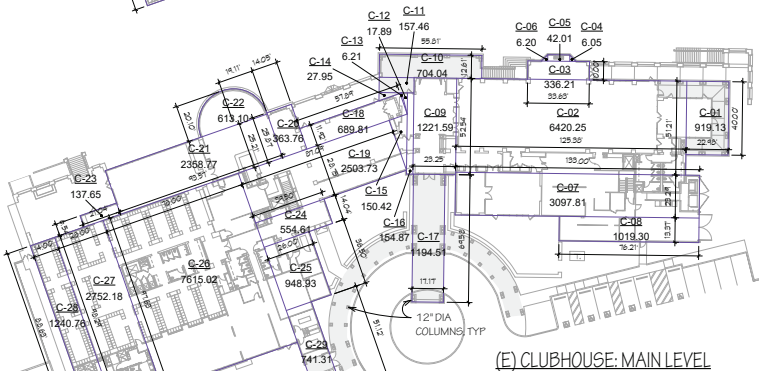


(E) GOLF COURSE RESTROOM BLDG



(E) SNACK SHACK

(E) CLUBHOUSE: LOWER LEVEL



(E) CLUBHOUSE: MAIN LEVEL

LEGEND:
= EXTERIOR COVERED AREA
= AREA EXCLUDED FROM GFA PER MUNICIPAL CODE SECTION 16.04.325(C)

(E) BUILDINGS GFA DIAGRAMS (NO WORK) | 1/32" = 1'-0" | E

(E) BUILDINGS GFA CALCS | A

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SHARON HEIGHTS GOLF & COUNTRY CLUB

OPERATIONS CENTER AND CLUB ENHANCEMENT PROJECT

2900 SAND HILL ROAD,
MENLO PARK, CA 94025

ORIGINAL SIGNATURE IN BLUE INK

PRELIMINARY DESIGN NOT FOR CONSTRUCTION

GFA DIAGRAMS - (E) BUILDINGS
GFA CALCS - (E) BUILDINGS

REVISION SCHEDULE

DATE	#	DESCRIPTION
5/25/23		SUBMIT FOR CUP
8/10/23		CUP RESUBMITTAL
10/12/23		CUP RESUBMITTAL
12/12/23		CUP RESUBMITTAL
1/17/24		CUP RESUBMITTAL

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foundations, driveways, underground utilities, and landscape irrigation systems. Simply walking and driving on soil has serious consequences for tree health.

Following is a summary of impacts to trees during construction and Tree Protection measures that should be incorporated into the site plans in order to protect the trees. Once the plans are approved, they become the document that all contractors will follow. *The plans become the contract between the owner and the contractor, so that only items spelled out in the plans can be expected to be followed. Hence, all protection measures, such as fence locations, mulch requirements and root pruning specifications must be shown on the plans.*

RECOMMENDATIONS: SUMMARY OF TREE PROTECTION MEASURES

Hire a Project Arborist to help ensure protection measures are incorporated into the site plans and followed. The Project Arborist should, in cooperation with the Engineers and/or Architects:

- Identify the Root Protection Zones on the final construction drawings, prior to bidding the project.
- Show the placement of tree protection fences, as well as areas to be irrigated, fertilized and mulched on the final construction drawings.
- Clearly show trees for removal on the plans and mark them clearly on site. A Contractor who is a Certified Arborist should perform tree and stump removal. All stumps within the root zone of trees to be preserved shall be ground out using a stump router or left in place. **No trunk within the root zone of other trees shall be removed using a backhoe or other piece of grading equipment.**
- Prior to any grading, or other work on the site that will come within 50' of any tree to be preserved:
  1. Irrigate (if needed) and place a 3" layer of chip mulch over the protected root zone of all trees that will be impacted.
  2. Erect Tree Protection Fences. Place boards against trees located within 3' of construction zones, even if fenced off.
  3. Remove lower foliage that may interfere with equipment PRIOR to having grading or other equipment on site. The Project Arborist should approve the extent of foliage elevation, and oversee the pruning, performed by a contractor who is an ISA Certified Arborist.
- For grade cuts, expose roots by hand digging, potholing or using an air spade and then cut roots cleanly prior to further grading outside the tree protection zones.
- For fills, if a cut is required first, follow as for cuts.
- Where possible, specify geotextile fabric and/or thickened paving, re-enforced paving, and structural soil in lieu of compacting, and avoid root cutting as much as possible, prior to placing fills on the soil surface. Any proposed retaining wall or fill soil shall be discussed with the engineer and arborist in order to reduce impacts to trees to be preserved.
- Clearly designate an area on the site outside the drip line of all trees where construction materials may be stored, and parking can take place. No materials or parking shall take place within the root zones of protected trees.
- Design utility and irrigation trenches to minimize disturbance to tree roots. Where possible, dig trenches with hydro-vac equipment or air spade, placing pipes underneath the roots, or bore the deeper trenches underneath the roots.
- Include on the plans an Arborist inspection schedule to monitor the site during (and after) construction to ensure protection measures are followed and make recommendations for care of the trees on site, as needed.

Canopy radius is measured in feet. It is the farthest extent of the crown composed of leaves and small twigs measured by a steel tape. This measurement often defines the Critical Root Zone (CRZ) or Protection Zone (PZ), which is a circular area around a tree with a radius equal to this measurement.

Actions listed are recommendations to improve health or structure of the tree. "trees in public spaces require maintenance. If a tree is to remain and be preserved, then the tree may need some form of work to reduce the likelihood of failure and increase the longevity of the tree. Preservation requirements and actions based on a proposed development plan are not included here.

Arborist Rating is subjective to condition and is based on both the health and structure of the tree. All of the trees were rated for condition, per the recognized national standard as set up by the Council of Tree and Landscape Appraisers and the International Society of Arboriculture (ISA) on a numeric scale of 5 (being the highest) to 0 (the worst condition, dead). The rating was done in the field at the time of the measuring and inspection.

Table A – Ratings Descriptions

No problem(s)	5	excellent
No apparent problem(s)	4	good
Minor problem(s)	3	fair
Major problem(s)	2	poor
Extreme problem(s)	1	hazardous, non-correctable
Dead	0	dead

Rating #2: This indicates a tree that has no significant sign or tree.

Rating #3: The problems are extreme. This rating is assigned to a tree that has structural and/or health problems that no amount of work or effort can change. The issues may or may not be considered a dangerous situation.

Rating #2: The tree has major problems. If the option is taken to preserve the tree, its condition could be improved with correct arboricultural work including, but not limited to: pruning, cabling, bracing, bolting, guying, spraying, mistletoe removal, vertical mulching, fertilization, etc. If the recommended actions are completed correctly, hazard can be reduced and the rating can be elevated to +3. If no action is taken the tree is considered a liability and should be removed.

Rating #3: The tree is in fair condition. There are some minor structural or health problems that pose no immediate danger. When the recommended actions in an arborist report are completed correctly the defect(s) can be managed or eliminated.

Rating #4: The tree is in good condition and there are no apparent problems that a Certified Arborist can see from a visual ground inspection. If potential structural or health problems are tended to at this stage future work can be reduced and more serious health problems can be averted.

Rating #5: No problems found from a visual ground inspection. Structurally, these trees have properly spaced branches and near perfect characteristics for the species. Highly rated trees are not common in natural or developed landscapes. No tree is ever perfect especially with the unpredictability of nature, but with this highest rating, the children should be considered excellent.

Notes indicate the health, structure and environment of the tree and explain why the tree should be removed or preserved. Additional notes may indicate if problems are minor, extreme or correctible.

Remove is the recommendation that the tree be removed. The recommendation will normally be based either on poor structure or poor health and is indicated as follows:

Yes H – Tree is unhealthy
Yes S – Tree is structurally unsound

OBSERVATIONS AND CONCLUSIONS

Operations Building 2900 Sand Hill Rd Menlo Park
Tree List

Tree #	Common Name Species	DBH (in)	Ht dia Mass at (in)	Canopy Radius (ft)	Condition Rating	Comments	Project Status	Appraised value	Replacement cost by size
3170	Valley Oak Quercus lobata	31.2	54	54	2 Poor - Major Structure or Health Problems	Poor condition, showing little vigor, no dom at 10', rebuilt bark, dense growth around both trees	Remove	$3,900	$200
3171	Hollywood Juniper Juniperus chinensis 'Torulosa'	18	8	18	2 Poor - Major Structure or Health Problems	Dense crowded with several dead, 3-4" stems, 1 @ 24"int, no dom at 10',	Remove	$2,057	$200
3172	Hollywood Juniper Juniperus chinensis 'Torulosa'	17	18	18	3 Fair - Minor Structure or Health Problems	Normal form, int laterals, crossing branches	Remove	$3,356	$200
3173	Hollywood Juniper Juniperus chinensis 'Torulosa'	19	54	18	3 Fair - Major Structure or Health Problems	2 stems at base, 154/5", inc laterals, crossing branches,	Remove	$3,965	$200
3174	Hollywood Juniper Juniperus chinensis 'Torulosa'	18	54	18	2 Poor - Major Structure or Health Problems	2 stems at base, 148/13, small inc laterals,	Remove	$3,954	$200
3175	Hollywood Juniper Juniperus chinensis 'Torulosa'	16	54	18	2 Poor - Major Structure or Health Problems	Crowded form, 3-5" stems W, leans S,	Remove	$3,904	$200
3176	Hollywood Juniper Juniperus chinensis 'Torulosa'	20	5	18	2 Poor - Major Structure or Health Problems	Hang-ins laterals, several 8" liners in, W,	Remove	$3,281	$400
3177	Hollywood Juniper Juniperus chinensis 'Torulosa'	0	10	12	1 Very Poor - Extreme Structure or Health Problems	Unbalanced, long laterals, top leader broken	Remove	$0	$0
3178	Coast Live Oak Quercus agrifolia	18	54	12	2 Poor - Major Structure or Health Problems	2 stems at base 4 & 8-12, inside fence, under 11m	Remove	$1,471	$100
3179	Evergreen Chinese Elm Ulmus parvifolia	36.7	54	54	2 Poor - Major Structure or Health Problems	Self correcting fair, no dom at 9', 5 failed 6 brushes	Remove	$3,011	$200

Operations Building 2900 Sand Hill Rd Menlo Park
Tree List

Tree #	Common Name Species	DBH (in)	Ht dia Mass at (in)	Canopy Radius (ft)	Condition Rating	Comments	Project Status	Appraised value	Replacement cost by size
19 trees listed; 5 undersized in blue; 12 trees listed for the Heritage tree permit for removal, 2 in fair condition (green), 12 in poor condition (tan); Replacement value determined by appraisal for 2 tree removal for development, $4.5k rounded to $5,000, and 12 trees removed for condition based on diameter size total $6,000. Total appraised value of all 14 trees = $42,947, rounded to $42,900.								$42,900	$5,700

Key	Description
14	Heritage trees in poor condition
5	Undersized trees being removed

California Tree and Landscape Consulting, Inc.

July 21, 2023

Mr. Curt Wozniak
Sharon Heights Golf and Country Club
2900 Sand Hill Rd
Menlo Park, CA 94025
VIA Email: curtwoz@aol.com
Phone: 650-868-5843

RE: AMENDED ARBORIST REPORT FOR CONSTRUCTION OF OPERATIONS BUILDING
Arborist Report, Tree Inventory, for Construction of Operations Building at 2900 Sand Hill Rd, Menlo Park, California

Executive Summary:

Sharon Heights Golf and Country Club contactor California Tree and Landscape Consulting, Inc. to assess the trees around the proposed new operations building. The new building will be located between the tennis courts, and practice greens and the existing maintenance area. There are trees along the tennis courts, practice greens and building site as screening that will be impacted by the new road, parking and building. Sharon Heights Golf and Country Club requested an arborist report, tree inventory, construction impact assessment and tree protection plan suitable for submittal to the City of Menlo Park. This is the Final Arborist Report, Tree Inventory, Impact Assessment, and Tree Protection Plan for the permit to construct the building.

There are 19 total trees proposed for removal. There are 14 Heritage Trees and 5 undersized trees proposed for removal. The 14 Heritage Trees to be removed for the project were found to be in poor condition and the mitigation fee is based on the was found to be $42,115, rounded to $43,100. The tree summary charts follow:

Tree Species	Trees on this Site	Protected Trees on the Site	Proposed for Removal for Construction	Diameter inches of protected removed trees	Protected Trees Proposed for Removal	Trial Proposed for Retention
Evergreen Chinese Elm	1	1	1	37	1	0
Hollywood Juniper	13	11	11	239	11	0
Valley & Coast Live Oak	3	3	1	28	1	0
undersized trees	5	0	5	N/A	0	0
TOTALS	**19**	**14**	**18**	**258**	**14**	**0**

The mitigation for the removals can be calculated two ways:

General Tree protection measures are included as Appendix 3. These measures need to be included on the Site, Grading, Utility and Landscape Plans. A final report of recommendations specific to the plan can be completed as part of, and in conjunction with, the actual plans. This will require the arborist working directly with the engineer and architect for the project. If the above recommendations are followed, the amount of time required by the arborist for the final report should be minimal.

MITIGATION

In reference to Section 13.24.080(2), applicants may use the following monetary value of the replacement trees to help design their landscape plans for development-related removals:

- 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

Mitigation is only required for the Heritage trees removed. The 14 heritage trees have an appraised value of $43,000. The Heritage Trees were found to be in poor condition and the reason for removal is tree condition. The mitigation for poor condition trees is replacement cost by tree size at a total of $3,700. The proposed mitigation is $3,700.

Report Prepared by:

Gordon Mann, Consulting Arborist and Urban Forester
International Society of Arboriculture
Certified Arborist WE-0510A
ISA Tree Risk Assessment Qualified
American Society of Consulting Arborists Registered Consulting Arborist #480

Enc.: Appendix 1 – Site image
Appendix 2 – Tree Data Collected
Appendix 3 – General Practices for Tree Protection
Appendix 4 – Images of trees and site

The site is an open un-developed space located between the freeway frontage and the golf and tennis club, and extends beyond the road entering into the tennis courts and beyond the tennis courts and practice green into an area used for water storage. It is fenced in from the freeway and extends from the road signed as private. The vegetation is comprised of native and ornamental plants. All the trees in the project area were included. There were 52 trees included in the assessment. The trees are growing on a berm along the road entering into the tennis courts that are proposed for retention. The tree trees along the tennis courts west of the tennis club parking and adjacent to the west tennis courts and practice green, and trees south of the water storage area are all proposed for removal except two Olive trees on the east side of the tennis courts. The trees adjacent to the tennis courts and practice green are proposed for removal to create the roadway into the new building. The trees south of the water storage area are to be removed for new building parking. The area where the water storage is located is proposed for the new building. The tree data is shown on the Operations Building 2900 Sand Hill Rd Menlo Park Tree List.

PROPOSED TREE REMOVAL

There are 52 total trees. Thirty-three trees are proposed for removal, 14 Heritage Trees and 19 undersized trees. Nineteen trees are proposed for retention. The total value of the 14 Heritage Trees was found to be $43,000. The poor tree condition mitigation replacement cost by tree size amounts to $3,700.

CONSTRUCTION IMPACT ASSESSMENT

This Arborist Report is intended to provide Sharon Heights Golf and Country Club and the City of Menlo Park, and other members of the development team a detailed review of the species, size, and present structure and vigor of the trees within and/or overhanging the proposed project area. At this time, we have reviewed the Site Plan provided by the Sharon Heights Golf and Tennis Club with the site visit. The perceived impacts are summarized below. Refer to Appendix 2 for protective measures to be taken for trees that will remain. Please note that the location of the utilities for the portable building were not shown on the site plan.

All of the trees are landscape trees, and the removal of the equipment will be only a soil berm onto the asphalt parking lot. The trees alongside the work area should be protected with orange fencing to keep demolition and clean up activities clear of the vegetation and avoid compacting the soil.

There are 33 trees proposed for removal and 19 trees proposed for retention. All the trees proposed for retention can be fenced off from the proposed construction with minimal to no impact. There are 4 Heritage Trees to be protected.

The trees to be removed are in the footprint of the area to construct the roadway to the new building, parking for the new building, and the new building. The Heritage Trees to be removed are 11 Hollywood Junipers, 1 Evergreen Chinese Elm, 1 Valley Oak, and 1 Coast Live Oak.

There is landscape planting to restore the screen between the property and the freeway access ramp. The landscape plan was not available at the time of the site inspection and the proposed planting will provide the necessary mitigation for the Heritage Trees removed, or a payment of the in-lieu fee will be required.

DISCUSSION

Trees need to be protected from normal construction practices if they are to remain healthy and viable on the site. Our recommendations are based on experience, and City ordinance requirements, so as to enhance tree longevity. This requires their root zones remain intact and viable, despite heavy equipment being on site, and the need to install

ASSIGNMENT

Perform an examination of the site to document the presence and condition of trees protected by the City of Menlo Park. In addition, all trees ≥6" DBH (non-protected) are included in the inventory and shown on the tree inventory exhibit. The study area for this effort includes the deeded parcel as delineated in the field by the property fences and any significant or protected trees overhanging from adjacent parcels. (All trees protected by the City are included in the inventory.) Prepare a report of findings.

Gordon Mann, ISA Certified Arborist WE-0151AM, visited the property on Thursday, February 17, 2022 to provide species identification, measurements of DBH and canopy, field condition notes, recommended actions, ratings, and approximate locations of the trees. A total of 52 trees were assessed on this property, 18 trees are impacted by this portion of the project, and 11 trees are protected Heritage trees according to the City of Menlo Park ordinance.

The City of Menlo Park Municipal Code regulates both Street Trees and Heritage Trees. Chapter 13.20 of the Code defines a "Street Tree" as any woody perennial plant having a single main axis or stem commonly achieving 10 feet in height and capable of shaping and pruning to develop a branch-free trunk at least 9 feet in height, not including fruit trees and vines. Includes any tree planted by the City, the owner or original developer that is accepted by the City as a street tree. Street trees are trees located in the area between the property line and the curb, valley gutter or edge of street pavement.

Chapter 13.24 of the Code defines a "Heritage Tree" as:

1. A tree or group of trees of historical significance, special character or community benefit, specifically designated by resolution of the city council;
2. An oak tree (Quercus) which is native to California and has a trunk with a circumference of 31.4 inches (diameter of 10 inches) or more, measured at 54 inches above natural grade. Trees with more than one trunk shall be measured at the point where the trunks divide; with the exception of trees that are under 12 feet in height, which will be exempt from this section.
3. All trees other than oaks which have a trunk with a circumference of 47.1 inches (diameter of 15 inches) or more, measured 54 inches above natural grade. Trees with more than one trunk shall be measured at the point where the trunks divide, with the exception of trees that are under 12 feet in height, which will be exempt from this section.

The vegetation found on site includes native and introduced plants.

METHODS

Appendix 1 and Appendix 2 in this report are the detailed inventory and recommendations for the trees. The following terms and Table A – Ratings Descriptions will further explain our findings.

Species of trees is listed by our local common name and botanical name by genus and species.

DBH (diameter breast high) is normally measured at 4'6" (54" above the average ground, height but if that varies due to characteristics on the trunk then the appropriate location where it was measured is noted. A steel diameter tape was used to measure the trees.

1) solely based on appraised value of all protected trees;
2) poor condition trees removed based on condition and fair and better trees removed for development.

The value of all the 14 appraised trees would be $42,900, rounded to the nearest $100. The Heritage trees were all found to be in poor condition. This allows the trees to be mitigated based on its diameter size. The value of the 14 poor condition trees removed based on diameter size are proposed to be mitigated at $3,700.

The replacement tree cost by size for poor condition trees is the proposed mitigation valued at $3,700.

The tree list for this project shows the trees and values:

Operations Building 2900 Sand Hill Rd Menlo Park
Tree List

Tree #	Common Name Species	DBH (in)	Ht dia Mass at (in)	Canopy Radius (ft)	Condition Rating	Comments	Project Status	Appraised value	Replacement cost by size
3169	Hollywood Juniper Juniperus chinensis 'Torulosa'	6	24	12	2 Poor - Major Structure or Health Problems	Undersized, 2 stems at base, 18&8" grouping together	Remove	$0	$0
3170	Toyon Heteromeles arbutifolia	6	12	12	2 Poor - Major Structure or Health Problems	Undersized, multi-trunk cluster	Remove	$0	$0
3180	Valley Oak Quercus lobata	0.0	54	24	3 Fair - Minor Problems	Poor condition, two slightly bowed, form 5" & 6" trunks, 12", no dom at 10'	Remove	$0	$0
3181	Hollywood Juniper Juniperus chinensis 'Torulosa'	20	24	18	2 Poor - Major Structure or Health Problems	3 x dom at base, 7/10/8" leaders lean toward, thinning foliage on SW leader, 3 leaders x 3 dom at 7', trans E, 10-45 dbh	Remove	$4,369	$400
3182	Hollywood Juniper Juniperus chinensis 'Torulosa'	20	36	18	2 Poor - Major Structure or Health Problems	Flattened form, low laterals N,W,S, E, missing rubbing	Remove	$3,949	$400
3183	Hollywood Juniper Juniperus chinensis 'Torulosa'	16	0	20	2 Poor - Major Structure or Health Problems	Inc form E, low laterals 1-2", normal form, inc laterals 1-2", missing, foliage on tennis courts (some for 3183)	Remove	$3,241	$200
3184	Hollywood Juniper Juniperus chinensis 'Torulosa'	20	0	22	2 Poor - Major Structure or Health Problems	Undersized, multiple form, normal form, inc laterals 1-2", missing foliage on tennis courts (some for 3183)	Remove	$3,281	$400
3185	Arbutus Unedo Thuja	11.4	48		2 Poor - Major Structure or Health Problems	3 lateral at base, vertical growth, no dom at 7'	Remove	$0	$0
3186	Hollywood Juniper Juniperus chinensis 'Torulosa'	20	0	18	2 Poor - Major Structure or Health Problems	Hard to Valley Oak, 1-sided form E, leans 1-2" stems, grows, inc dom, NW, 4" above the 10' dwg	Remove	$4,459	$400

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ARBORIST REPORT

REVISION SCHEDULE

DATE		DESCRIPTION
5/8/23		SUBMIT FOR CUP
8/10/23		CUP RESUBMITTAL
10/12/23		CUP RESUBMITTAL
12/12/23		CUP RESUBMITTAL
1/17/24		CUP RESUBMITTAL

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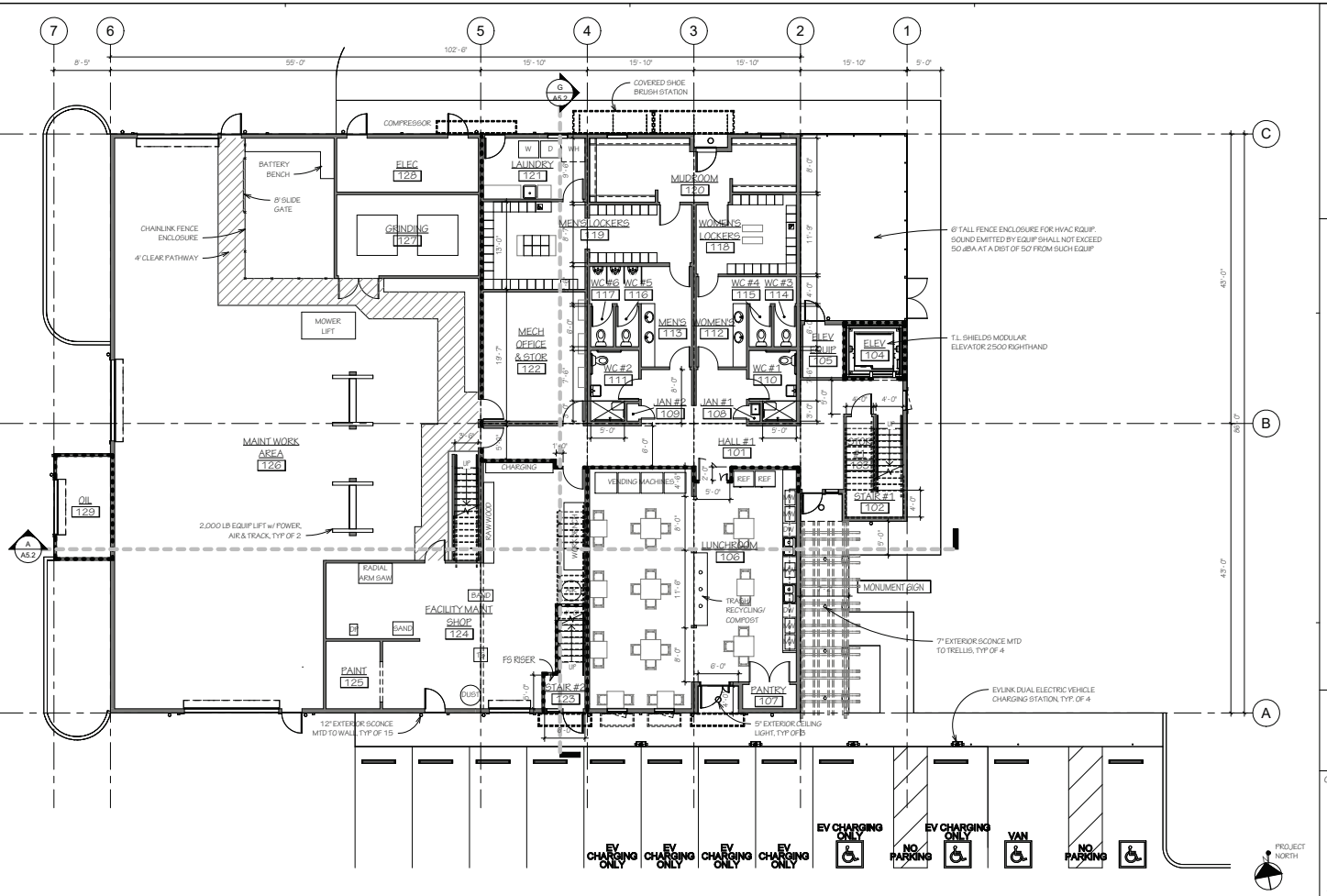
ARBORIST REPORT A



1st FLOOR PLAN

1/8" = 1'-0" B

KEY NOTES

LEGEND

- X — KEY NOTE THIS SHEET
- (E) WALLS TO REMAIN
- NEW WALLS, 1/2-HOUR FIRE RATED, PROVIDE SOUND INSULATION AND 5/8" GYP BD BOTH SIDES (CBC 708.3.2)
- ONE-HOUR FIRE RATED WALL, 5/8" TYPE-X GYP BD, MUD & FIRE TAPE (CBC TABLE 1020.1)
- TWO-HOUR FIRE RATED WALL
- 101A — DOOR TAGS - SEE DOOR & HARDWARE SCHEDULE, SHEET A9.0
- WINDOW TAGS - SEE WINDOW SCHEDULE
- X — WALL TYPE - SEE SHEET A8.1
- 0'-0" — FINISHED CEILING HEIGHT
- EQUIPMENT TAG - SEE EQUIPMENT SCHEDULE, A/A6.0
- FEC — FIRE EXTINGUISHER CABINET, SEE A8.0. SHALL BE LOCATED w/in 30FT OF ANY COMMERCIAL COOKING EQUIP

KEY NOTES & LEGEND

1/8" = 1'-0" A

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(N) 1st FLOOR PLAN

REVISION SCHEDULE

DATE	Δ	DESCRIPTION
5/8/23		SUBMIT FOR CUP
8/10/23		CUP RESUBMITTAL
10/12/23		CUP RESUBMITTAL
12/12/23		CUP RESUBMITTAL
1/17/24		CUP RESUBMITTAL

JOB NO. 20700
DRAWN MB
CHECKED DMK

A2.0

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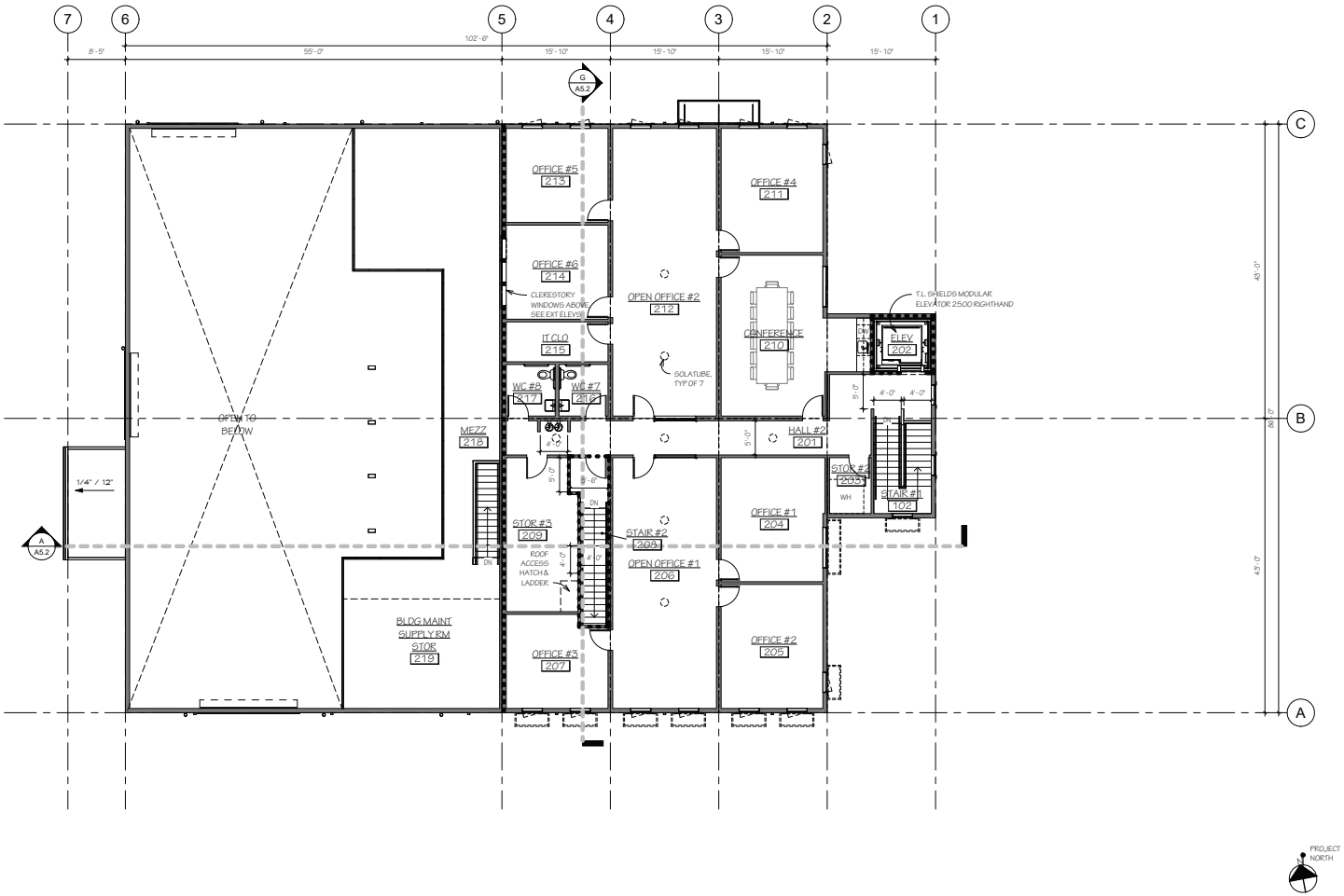

2nd FLOOR PLAN

1/8" = 1'-0" B

KEY NOTES

LEGEND

- KEY NOTE THIS SHEET
- (E) WALLS TO REMAIN
- NEW WALLS, 1/2-HOUR FIRE RATED, PROVIDE SOUND INSULATION AND 5/8" GYP BD BOTH SIDES (CBC 708.3.2)
- ONE-HOUR FIRE RATED WALL, 5/8" TYPE-X GYP BD, MUD & FIRE TAPE (CBC TABLE 1020.1)
- TWO-HOUR FIRE RATED WALL
- 101A DOOR TAGS - SEE DOOR & HARDWARE SCHEDULE, SHEET A9.0
- WINDOW TAGS - SEE WINDOW SCHEDULE
- WALL TYPE - SEE SHEET A8.1
- 0'-0" FINISHED CEILING HEIGHT
- EQUIPMENT TAG - SEE EQUIPMENT SCHEDULE, A/A6.0
- FEC FIRE EXTINGUISHER CABINET, SEE A8.0. SHALL BE LOCATED w/in 30FT OF ANY COMMERCIAL COOKING EQUIP

KEY NOTES & LEGEND

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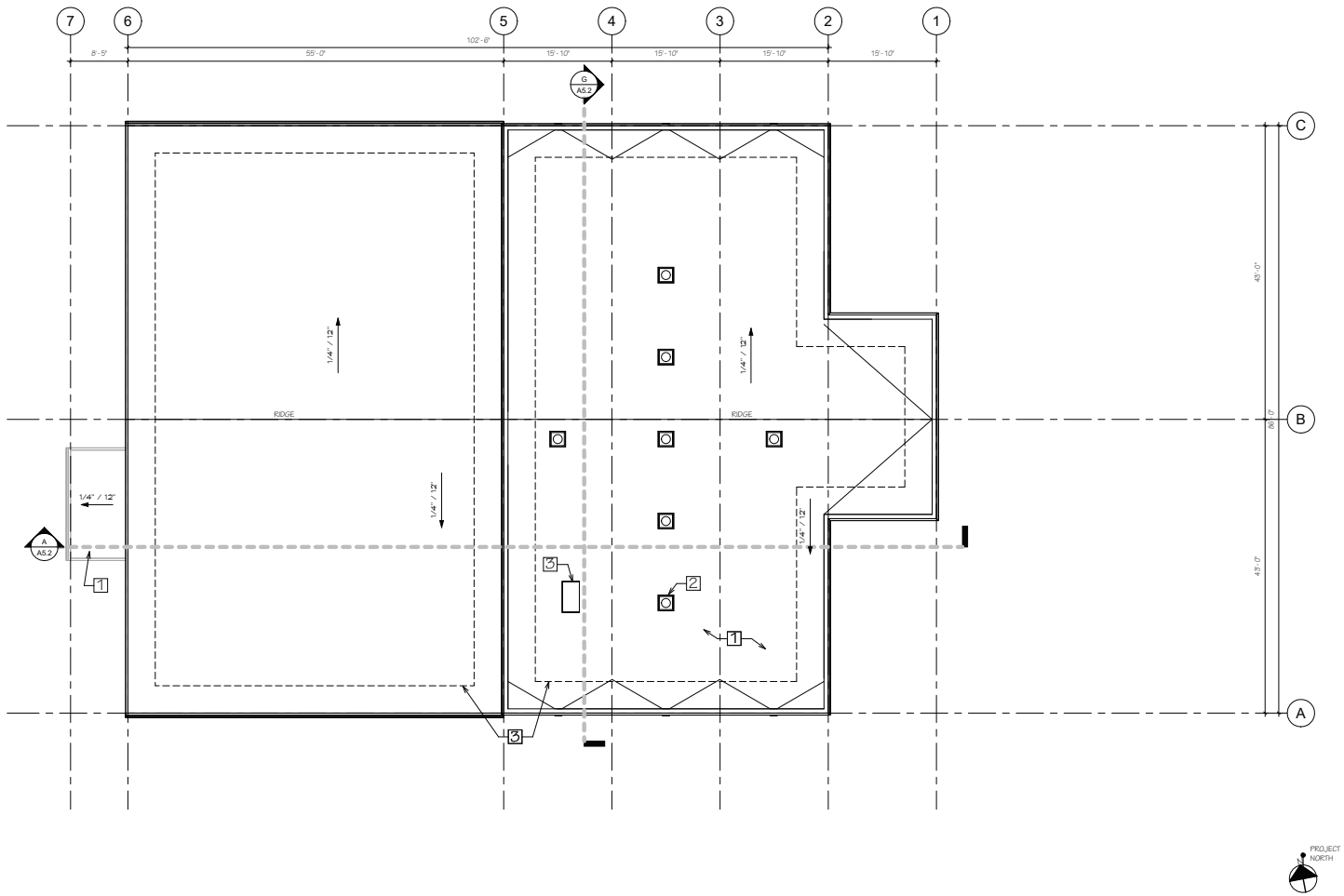

ROOF PLAN

0 10 20 — 1/8" = 1'-0" B

KEY NOTES

1 TPO ROOF, TYP
2 SOLATUBE, TYP OF 7
3 ROOF ACCESS HATCH

LEGEND

X KEY NOTE THIS SHEET

KEY NOTES & LEGEND

0 10 20 — 1/8" = 1'-0" A

THE KASTROP GROUP, INC.
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T: 650/299-0303
www.kastropgroup.com

OPERATIONS CENTER AND CLUB ENHANCEMENT PROJECT

SHARON HEIGHTS GOLF & COUNTRY CLUB

2900 SAND HILL ROAD,
MENLO PARK, CA 94025

ORIGINAL SIGNATURE IN BLUE INK

PRELIMINARY DESIGN NOT FOR CONSTRUCTION

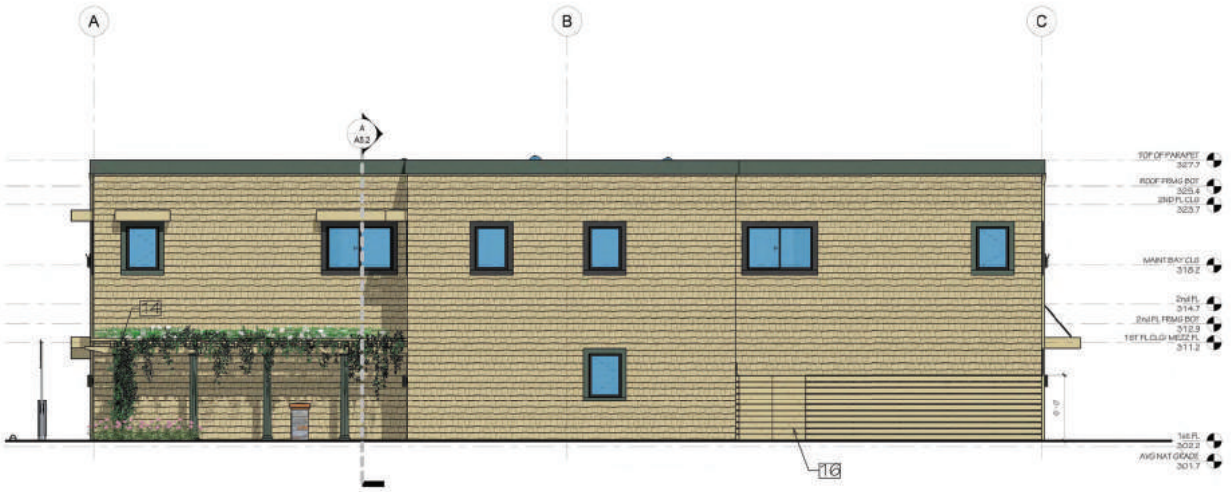
(N) ROOF PLAN

REVISION SCHEDULE

DATE	Δ	DESCRIPTION
5/8/23		SUBMIT FOR CUP
8/10/23		CUP RESUBMITTAL
10/12/23		CUP RESUBMITTAL
12/12/23		CUP RESUBMITTAL
1/17/24		CUP RESUBMITTAL

JOB NO. 20700
DRAWN MB
CHECKED DMK

A4.0



EAST EXTERIOR ELEVATION

0 5 10 3/16" = 1' G

KEY NOTES

1 FOUNDRY SPLIT SHAKE EXTERIOR SIDING, TYP
2 METAL FASCIA, TYP
3 METAL DOOR & WINDOW TRIMS, TYP
4 METAL DOORS & STOREFRONT DOORS, TYP
5 METAL ROLL-UP DOORS, TYP
6 MONUMENT SIGN
7 SOLATUBE, TYP OF 7
8 TPO ROOF, TYP
9 METAL GUTTER, TYP OF 3
10 METAL DOWNSPOUT, TYP OF 13, SEE CIVIL
11 SOLID METAL AWNING, TYP OF 5
12 LOUVERED METAL AWNING, TYP OF 11
13 12" EXTERIOR DOWNCAST SCONCE, TYP OF 15
14 7" EXTERIOR DOWNCAST SCONCE, TYP OF 4
15 WOOD TRELLIS & COLUMNS
16 WOOD FENCE & GATE TO CONCEAL HVAC EQUIP

NOTE: SEE A3.3 FOR ADDITIONAL INFO

KEY NOTES C

SOUTH EXTERIOR ELEVATION

0 5 10 3/16" = 1' A

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(N) EXTERIOR ELEVATIONS - SOUTH & EAST

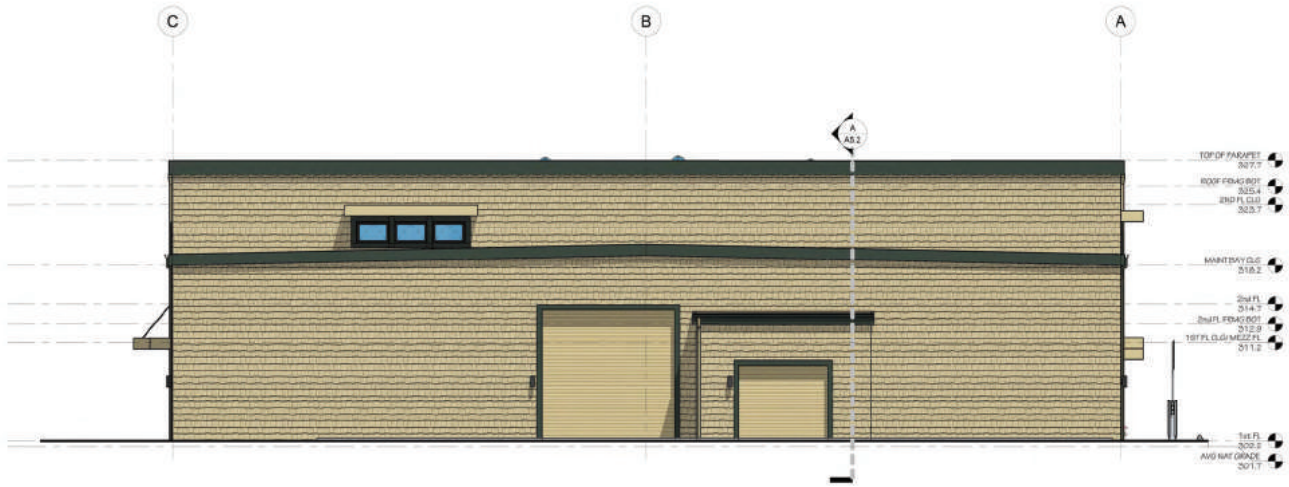
REVISION SCHEDULE

DATE	Δ	DESCRIPTION
5/8/23		SUBMIT FOR CUP
8/10/23		CUP RESUBMITTAL
10/12/23		CUP RESUBMITTAL
12/12/23		CUP RESUBMITTAL
1/17/24		CUP RESUBMITTAL

JOB NO. 20700
DRAWN MB
CHECKED DMK

A5.0

20700 SHARON HEIGHTS GOLF & COUNTRY CLUB 2900 SAND HILL ROAD, MENLO PARK, CA 94025



WEST EXTERIOR ELEVATION

0 5 10 3/16" = 1' G

KEY NOTES

1 FOUNDRY SPLIT SHAKE EXTERIOR SIDING, TYP
2 METAL FASCIA, TYP
3 METAL DOOR & WINDOW TRIMS, TYP
4 12" EXTERIOR DOWNCAST SCONCE, TYP OF 15
5 METAL ROLL-UP DOORS, TYP
6 MONUMENT SIGN
7 SOLATUBE, TYP OF 7
8 TPO ROOF, TYP
9 METAL GUTTER, TYP OF 3
10 METAL DOWNSPOUT, TYP OF 13, SEE CIVIL
11 SOLID METAL AWNING, TYP OF 5
12 LOUVERED METAL AWNING, TYP OF 11
13 WOOD FENCE & GATE TO CONCEAL HVAC EQUIP

NOTE: SEE A3.3 FOR ADDITIONAL INFO

KEY NOTES C

NORTH EXTERIOR ELEVATION

0 5 10 3/16" = 1' A

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OPERATIONS CENTER AND CLUB ENHANCEMENT PROJECT

SHARON HEIGHTS GOLF & COUNTRY CLUB

2900 SAND HILL ROAD,
MENLO PARK, CA 94025

ORIGINAL SIGNATURE IN BLUE INK

PRELIMINARY DESIGN NOT FOR CONSTRUCTION

(N) EXTERIOR ELEVATIONS - NORTH & WEST

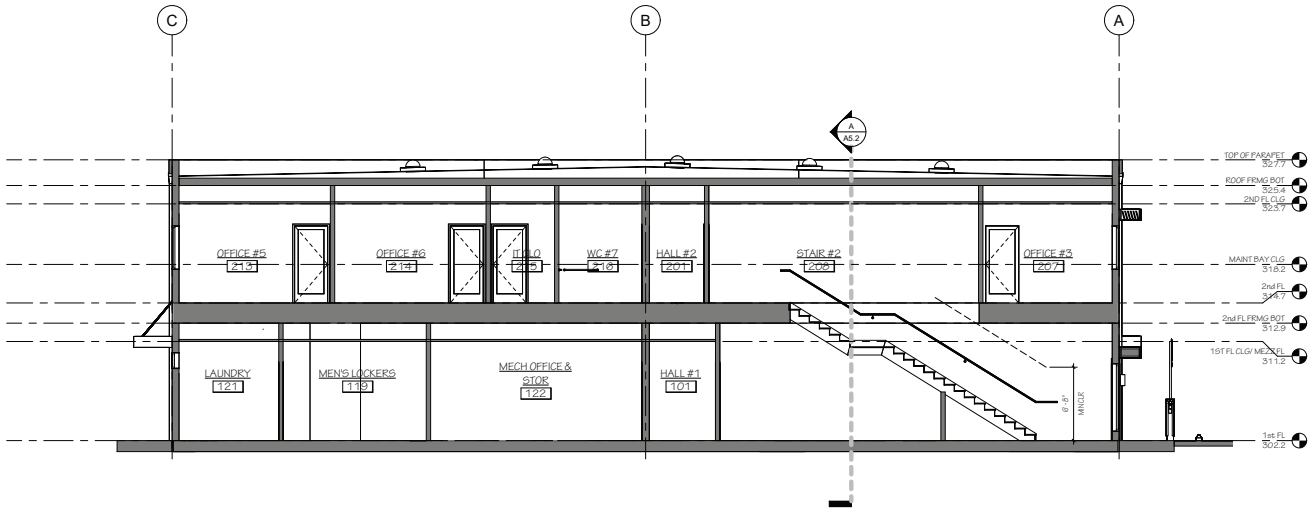
REVISION SCHEDULE

DATE	Δ	DESCRIPTION
5/8/23		SUBMIT FOR CUP
8/10/23		CUP RESUBMITTAL
10/12/23		CUP RESUBMITTAL
12/12/23		CUP RESUBMITTAL
1/17/24		CUP RESUBMITTAL

JOB NO. 20700
DRAWN MB
CHECKED DMK

A5.1

20700 SHARON HEIGHTS GOLF & COUNTRY CLUB 2300 SAND HILL ROAD, MENLO PARK, CA 94025

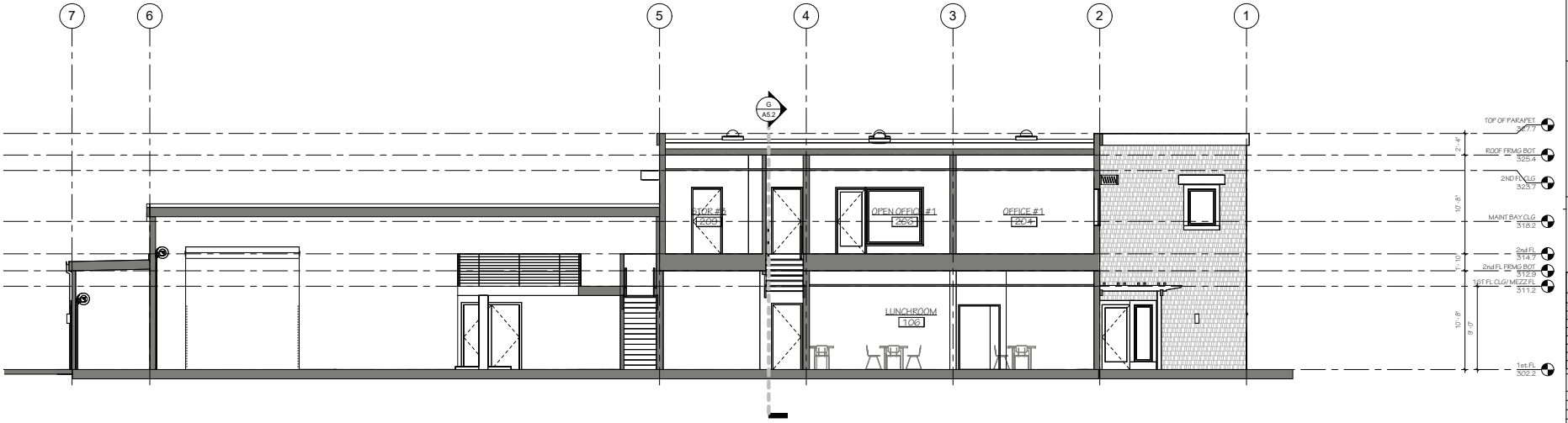


BLDG CROSS SECTION (NORTH-SOUTH)

0 5 10 3/16" = 1' G

KEY NOTES

KEY NOTES C



BLDG CROSS SECTION (WEST-EAST)

0 5 10 1/4" = 1'-0" A

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OPERATIONS CENTER AND CLUB ENHANCEMENT PROJECT

SHARON HEIGHTS GOLF & COUNTRY CLUB

2900 SAND HILL ROAD,
MENLO PARK, CA 94025

ORIGINAL SIGNATURE IN BLUE INK

PRELIMINARY DESIGN NOT FOR CONSTRUCTION

BLDG CROSS SECTION (WEST-EAST)
BLDG CROSS SECTION (NORTH-SOUTH)

REVISION SCHEDULE

DATE	Δ	DESCRIPTION
5/8/23		SUBMIT FOR CUP
8/10/23		CUP RESUBMITTAL
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12/12/23		CUP RESUBMITTAL
1/17/24		CUP RESUBMITTAL

JOB NO. 20700
DRAWN MB
CHECKED DMK

A5.2

PROGRESS LIGHTING

One-Light Outdoor

Wall Mounted - Wet location listed

Description

Specifications:

Performance:

P5641-20/30K

Images:

Dimensions:

Round & Square

Functional LED Ceiling and Wall Luminaire

FM- 05

WAC LIGHTING

Responsible Lighting®

Fixture Type:

Catalog Number:

Project:

Location:

PRODUCT DESCRIPTION

FEATURES

SPECIFICATIONS

ORDERING NUMBER

FM- 05 - -

PROGRESS LIGHTING

Cylinder

Wall Mounted - Wet Location Listed

Description:

Specifications:

Performance:

P5674-20/30K

Dimensions:

701 Millennium Blvd. Greenville, South Carolina 29607

www.progresslighting.com

Rev. 10/19

EXTERIOR DOWNCAST LIGHT FIXTURES | J

EXTERIOR FINISH ITEM	MATERIAL	FINISH
ROOF:	TPO	TAN
FASCIA:	METAL	DARK GREEN
EXTERIOR SIDING:	FOUNDRY 7" SPLIT SHAKE VINYL	TAN
DOOR TRIMS:	METAL	DARK GREEN
MAN DOORS:	METAL	DARK GREEN
ROLL-UP DOOR DOORS:	METAL	TAN
STOREFRONT DOORS:	METAL	DARK GREEN
TRELLIS:	FIRE TREATED WOOD	TAN
COLUMNS OF TRELLIS:	FIBERGLASS COMPOSITE	DARK GREEN
AWNINGS:	METAL	TAN
HVAC EQUIP FENCE:	FIRE TREATED WOOD	TAN
MARVIN ESSENTIAL WINDOWS		
FRAMES:	FIBERGLASS	DARK ANODIZED
TRIMS:	METAL	DARK GREEN
GLAZING:	DBL PANE	CLEAR
	LAMINATED (FACING GOLF COURSE)	CLEAR
SOLATUBE FRAMES & TRIM:	METAL	DARK ANODIZED

FINISH REFERENCE IMAGES

SEE COLOR ELEVATIONS & RENDERINGS FOR COLOR ACCURACY OF EACH MATERIAL

TAN:
FOUNDRY SPLIT SHAKE, WEATHERED PALETTE, "VANILLA BEAN" 804

DARK GREEN:
BEN JAMIN MOORE HC-187 "BLACK FOREST GREEN" TO MATCH CLUBHOUSE, TYP

TAN:
DUNN-EDWARDS DEC746 "APACHE TAN", TO MATCH EXTERIOR SIDING, TYP

DARK ANODIZED:
WINDOW & SOLATUBE FRAMES

TRELLIS & COLUMNS EXAMPLE IMAGE

ENTRY DOOR EXAMPLE IMAGE

METAL ROLL UP-DOOR EXAMPLE IMAGE

TPO ROOFING EXAMPLE IMAGE

COLOR AND MATERIALS BOARD | A

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OPERATIONS CENTER AND CLUB ENHANCEMENT PROJECT

SHARON HEIGHTS GOLF & COUNTRY CLUB

2900 SAND HILL ROAD,
MENLO PARK, CA 94025

ORIGINAL SIGNATURE IN BLUE INK

PRELIMINARY DESIGN NOT FOR CONSTRUCTION

COLOR AND MATERIALS BOARD
EXTERIOR LIGHT FIXTURES

REVISION SCHEDULE

DATE	Δ	DESCRIPTION
5/31/23		SUBMIT FOR CUP
9/10/23		CUP RESUBMITTAL
10/12/23		CUP RESUBMITTAL
12/12/23		CUP RESUBMITTAL
1/17/24		CUP RESUBMITTAL

JOB NO. 20700
DRAWN MB
CHECKED DMK

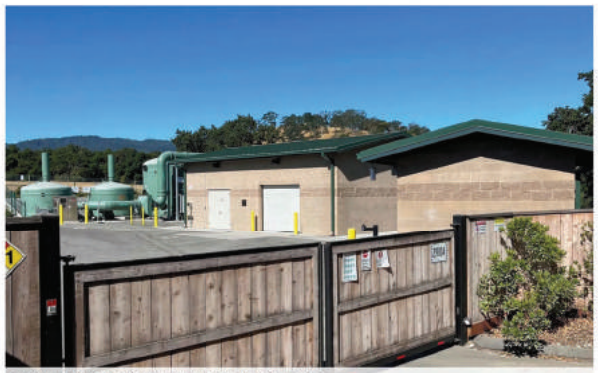
A5.3

20700_SHARON HEIGHTS GOLF & COUNTRY CLUB_2900 SAND HILL ROAD, MENLO PARK, CA 94025

WASH & FUEL STATION, SOUTH

MAINTENANCE BUILDING, NORTH

LEARNING CENTER, EAST



SEWER TREATMENT PLANT, EAST

MAINTENANCE BUILDING, SOUTH

CLUBHOUSE, NORTH

SEWER TREATMENT PLANT, WEST

TENNIS FACILITY, WEST

CLUBHOUSE, SOUTH

EXISTING BUILDING REFERENCE PHOTOS

A

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OPERATIONS CENTER AND CLUB ENHANCEMENT PROJECT

SHARON HEIGHTS GOLF & COUNTRY CLUB

2900 SAND HILL ROAD,
MENLO PARK, CA 94025

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EXISTING BUILDING REF PHOTOS

REVISION SCHEDULE

DATE	Δ	DESCRIPTION
5/8/23		SUBMIT FOR CUP
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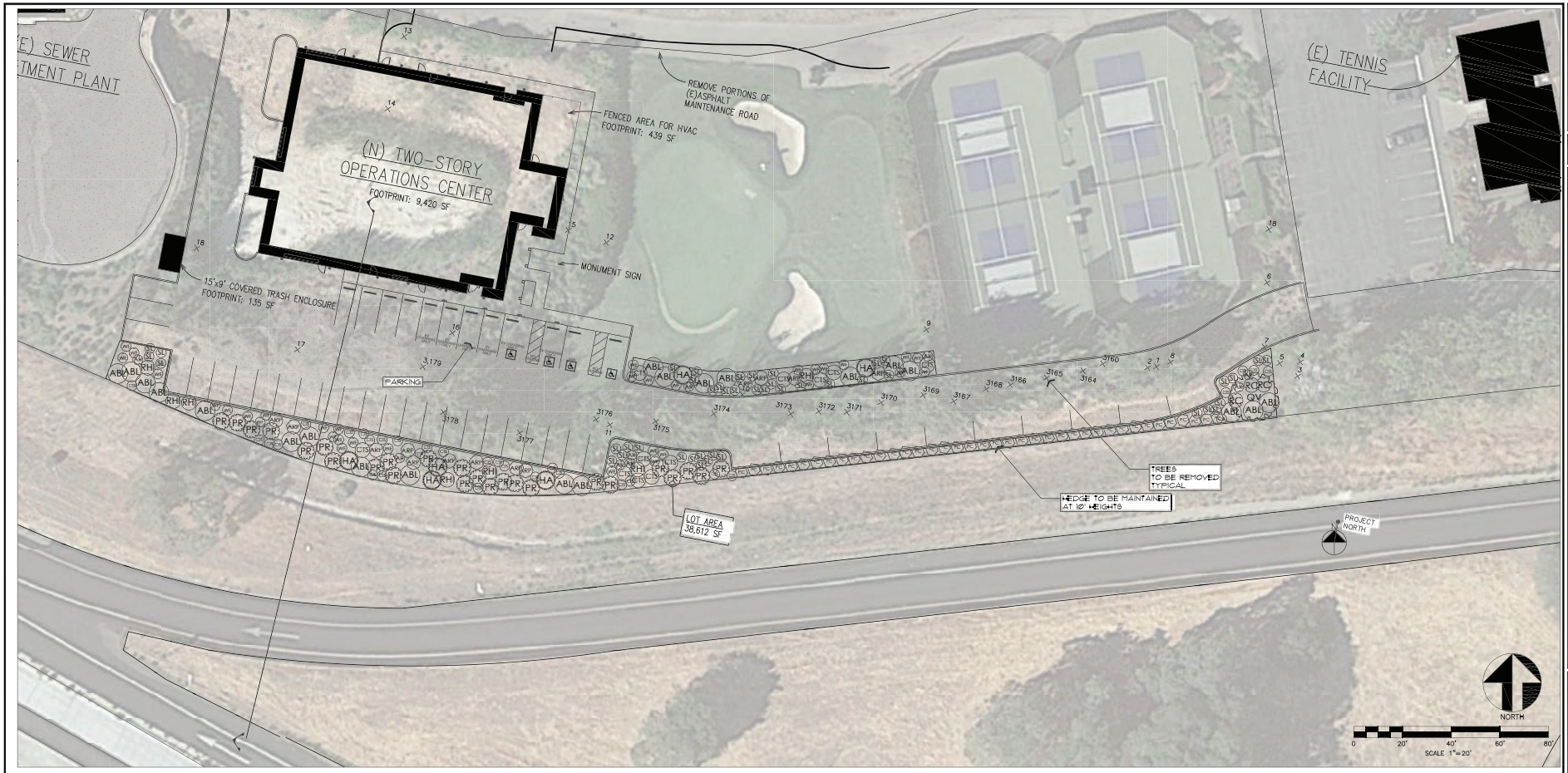
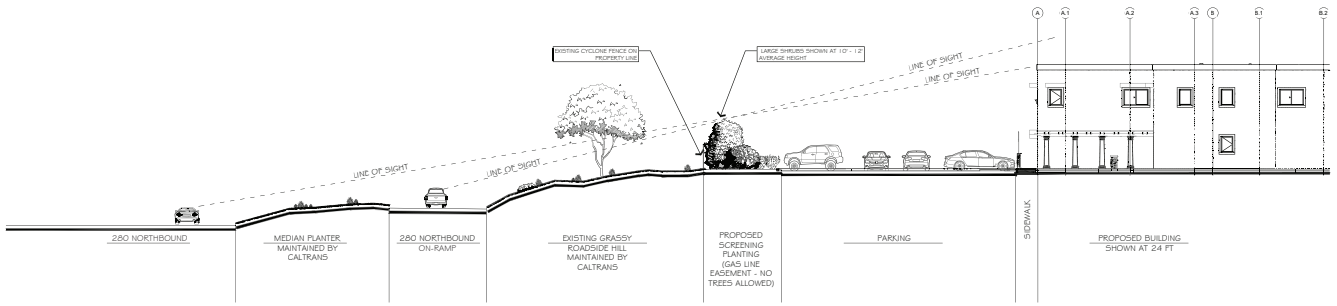
1/17/24		CUP RESUBMITTAL

JOB NO. 20700
DRAWN MB
CHECKED DMK

A5.4

20700 SHARON HEIGHTS GOLF & COUNTRY CLUB 2300 SAND HILL ROAD MENLO PARK, CA 94025





PLANT SCHEDULE

TREES	CODE	BOTANICAL / COMMON NAME	CONT	QTY	WUCOLS
QV	QV	Quercus virginiana / Southern Live Oak (40-60 FEET MATURE HEIGHT)	48"box	1	M
LOW SHRUBS	CODE	BOTANICAL / COMMON NAME	CONT	QTY	
AR	AR	Arctostaphylos x 'Emerald Carpet' / Emerald Carpet Manzanita	5 gal	10	M
CIS	CIS	Cistus x purpureus 'Sunset' / Orchid Rockrose	5 gal	31	L
WF	WF	Westringia fruticosa 'Mundi' TM / Low Coast Rosemary	5 gal	32	L
MEDIUM SHRUB	CODE	BOTANICAL / COMMON NAME	CONT	QTY	
ARP	ARP	Arctostaphylos patula / Green-Leaf Manzanita	5 gal	13	L
SL	SL	Salvia leucantha / Mexican Bush Sage	5 gal	44	L
TALL SHRUBS	CODE	BOTANICAL / COMMON NAME	CONT	QTY	
ABL	ABL	Arctostaphylos baken 'Louis Edmunds' / Louis Edmunds Baker' s Manzanita	15 gal	21	L
CTS	CTS	Ceanothus thyrsiflorus 'Snow Flurry' / Ceanothus Snow Flurry	15 gal	11	L
HA	HA	Heteromeles arbutifolia / Toyon	24"box	6	L
PC	PC	Prunus carolinana 'Compacta' / Compact Carolina Laurel Cherry	24"box	39	M
PK	PK	Prunus ilicifolia / Holly Leaf Cherry	15 gal	25	L
RC	RC	Rhamnus californica / California Coffee Berry	15 gal	3	L
RH	RH	Rhus integrifolia / Lemonade Berry	15 gal	7	L
3173		TREES TO BE REMOVED DUE TO CONSTRUCTION NUMBER REFERENCES ARBORISTS REPORT		36 TOTAL	

CROSS SECTION FROM FREEWAY TO BUILDING

SEE ARBORIST REPORT FOR MORE INFO ON TREE REMOVAL

PINNACLE DESIGN COMPANY
78370 HWY 111, SUITE 290
LA QUINTA, CA. 92253
760.340.4529

SHEET TITLE: LINE OF SIGHT EXHIBIT
OPERATIONS CENTER

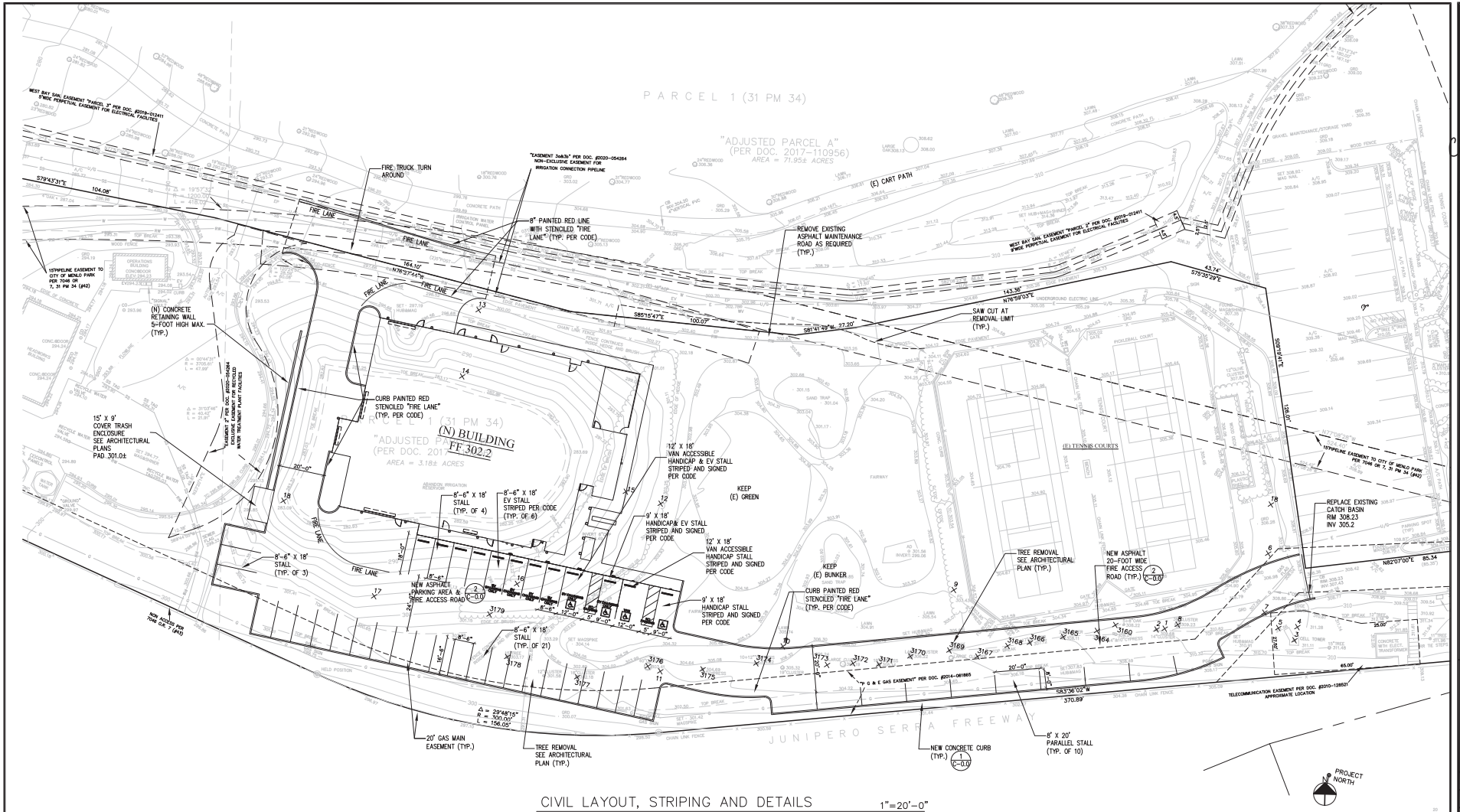
PROJECT:
SHARON HEIGHTS GOLF & COUNTRY CLUB
MENLO PARK, CA

SPECIFICATIONS

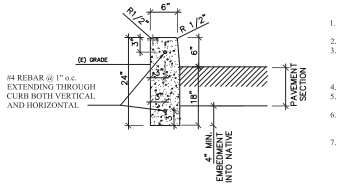
SHEET☐	BOOK☐
PROJ. MGR.	KA
DRAWN:	RM
CHECKED:	DF
PROJ. NO:	P2207
DATE:	12-11-23
SCALE:	1" = 20'-0"

REVISIONS:
1 x
2 x
3 x
4 x
5 x
6 x
7 x
8 x

SHEET NO:
L-01

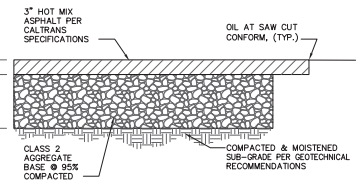


CIVIL LAYOUT, STRIPING AND DETAILS 1"=20'-0"



CONCRETE CURB 1

1. PORTLAND CEMENT CONCRETE (P.C.C.) SHALL BE CLASS "A" (6 SACK) AS SPECIFIED IN CALTRANS STANDARD SPECIFICATIONS.
2. BASE THICKNESS SHALL BE 4" COMPACTED CLASS II A.B.
3. EXPANSION JOINTS SHALL BE CONSTRUCTED AT ENDS OF CURB RETURNS, CURB INLETS, OTHER STRUCTURES & AT 20' INTERVALS. JOINTS SHALL MATCH ADJACENT IMPROVEMENTS. DO NOT USE FELT FOR EXPANSION JOINTS.
4. WEAKENED PLANE JOINTS SHALL BE CONSTRUCTED AT 10' INTERVALS.
5. DOWEL & EPOXY TWO (2) #4 BARS 8" INTO EXISTING CONCRETE CURB & GUTTER & 8" INTO NEW.
6. TO UTILIZE PROPER FORMWORK, A 12" SAW-CUT IN THE EXISTING A.C. PAVEMENT (STREET SIDE) IS REQUIRED, UNLESS OTHERWISE DIRECTED BY THE ENGINEER.
7. FORMWORK SHALL CONSIST OF A 2" x 10" FORM FOR THE BACK OF CURB, & A 2" x 6" FOR THE FACE OF CURB, UNLESS OTHERWISE DIRECTED BY THE ENGINEER.



PAVEMENT SECTION 2

CLIFF BECHTEL AND ASSOCIATES
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1321 254TH PLACE
SAMMAMISH, WA 98075
650-333-0103
cliffbechtel@comcast.net

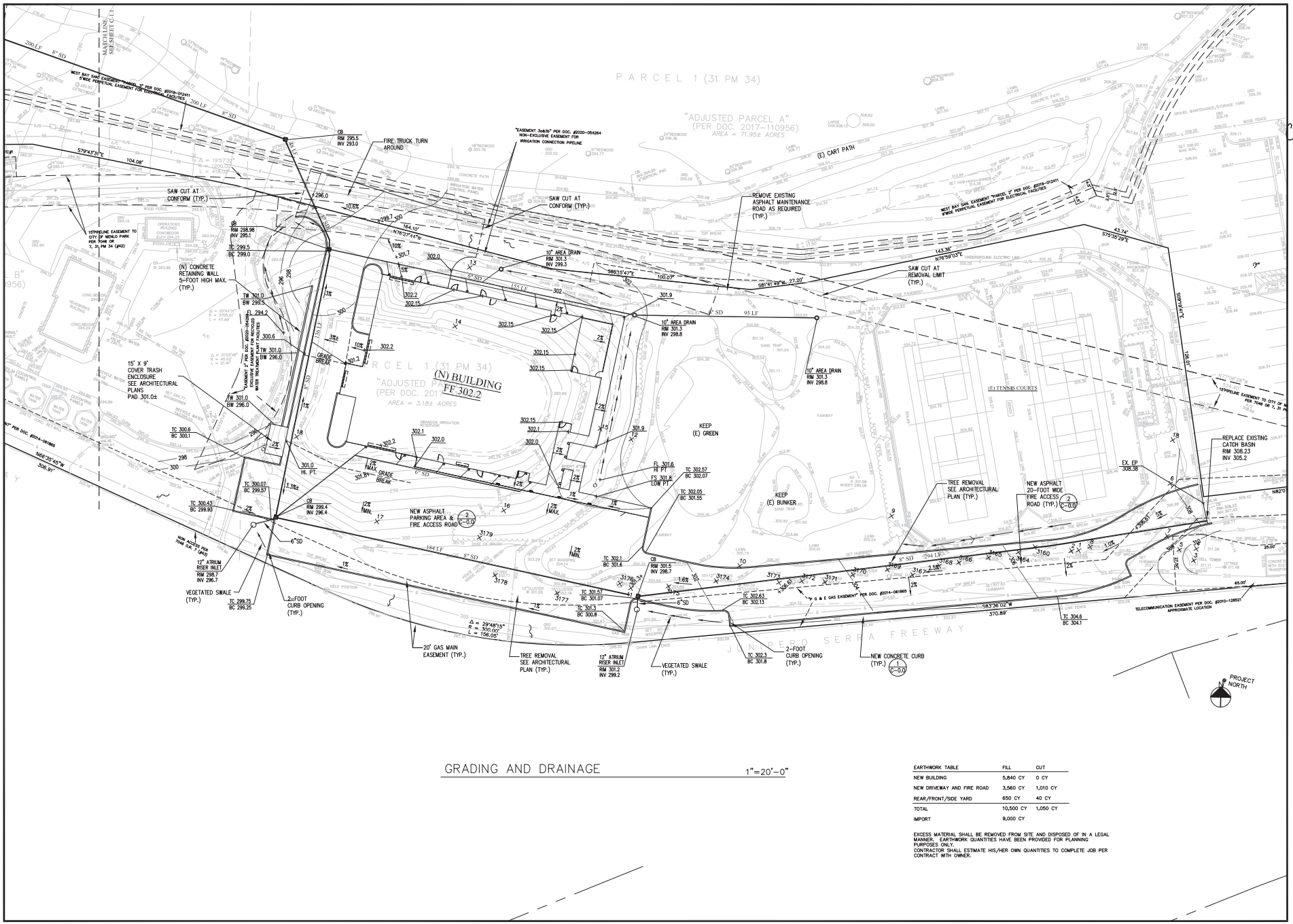
PROFESSIONAL ENGINEER 22075 CIVIL STATE OF CALIFORNIA

SHARON HEIGHTS GOLF & COUNTRY CLUB
OPERATIONS BUILDING
2900 SAND HILL ROAD
SAN MATEO COUNTY
Menlo Park California

CONTENTS:
LAYOUT & STRIPING PLAN AND DETAILS

DATE 12/12/23
SCALE AS NOTED
REVISIONS:

DRAWN J.G.
CHECKED C.B.
JOB No. 2019693
SHEET NO. C-0.0
OF 5 SHEETS



GRADING AND DRAINAGE 1"=20'-0"

EARTHWORK TABLE	FILL	CUT
NEW BUILDING	5,840 CY	0 CY
NEW DRIVEWAY AND FIRE ROAD	3,560 CY	1,010 CY
REAR/FRONT/SIDE YARD	650 CY	40 CY
TOTAL	10,500 CY	1,050 CY
IMPORT	9,000 CY	

EXCESS MATERIAL SHALL BE REMOVED FROM SITE AND DISPOSED OF IN A LEGAL MANNER. EARTHWORK QUANTITIES HAVE BEEN PROVIDED FOR PLANNING PURPOSES ONLY.
CONTRACTOR SHALL ESTIMATE HIS/HER OWN QUANTITIES TO COMPLETE JOB PER CONTRACT WITH OWNER.

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cliffbechtel@comcast.net

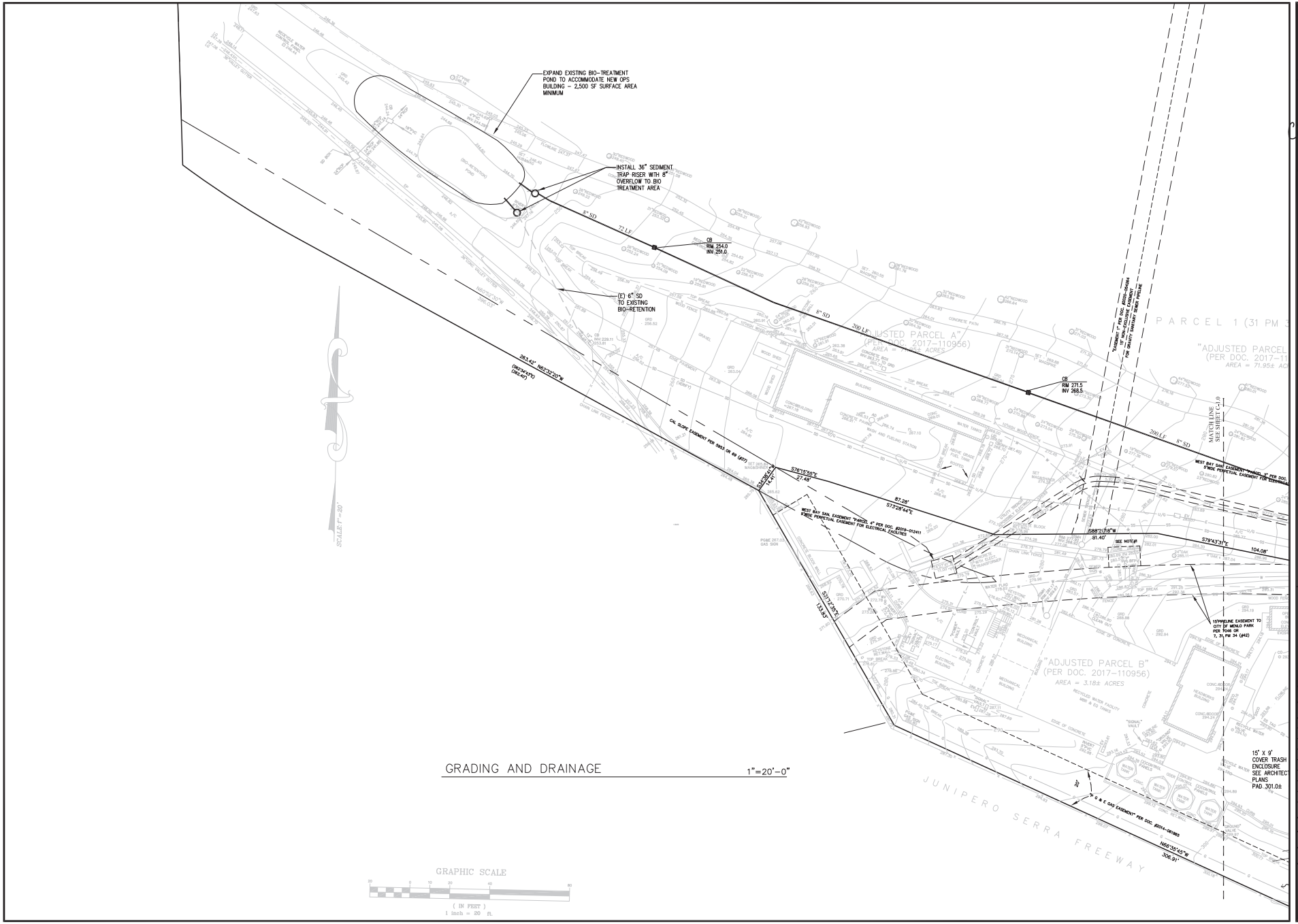
SHARON HEIGHTS GOLF & COUNTRY CLUB
OPERATIONS BUILDING
2900 SAND HILL ROAD
SAN MATEO COUNTY
Menlo Park California

CONTENTS:
GRADING & DRAINAGE PLAN

DATE 12/12/23
SCALE AS NOTED
REVISIONS:

DRAWN J.G.
CHECKED C.B.
JOB No. 2019693
SHEET NO. C-1.0
OF 5 SHEETS

A25



GRADING AND DRAINAGE 1"=20'-0"

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cliffbechtel@comcast.net

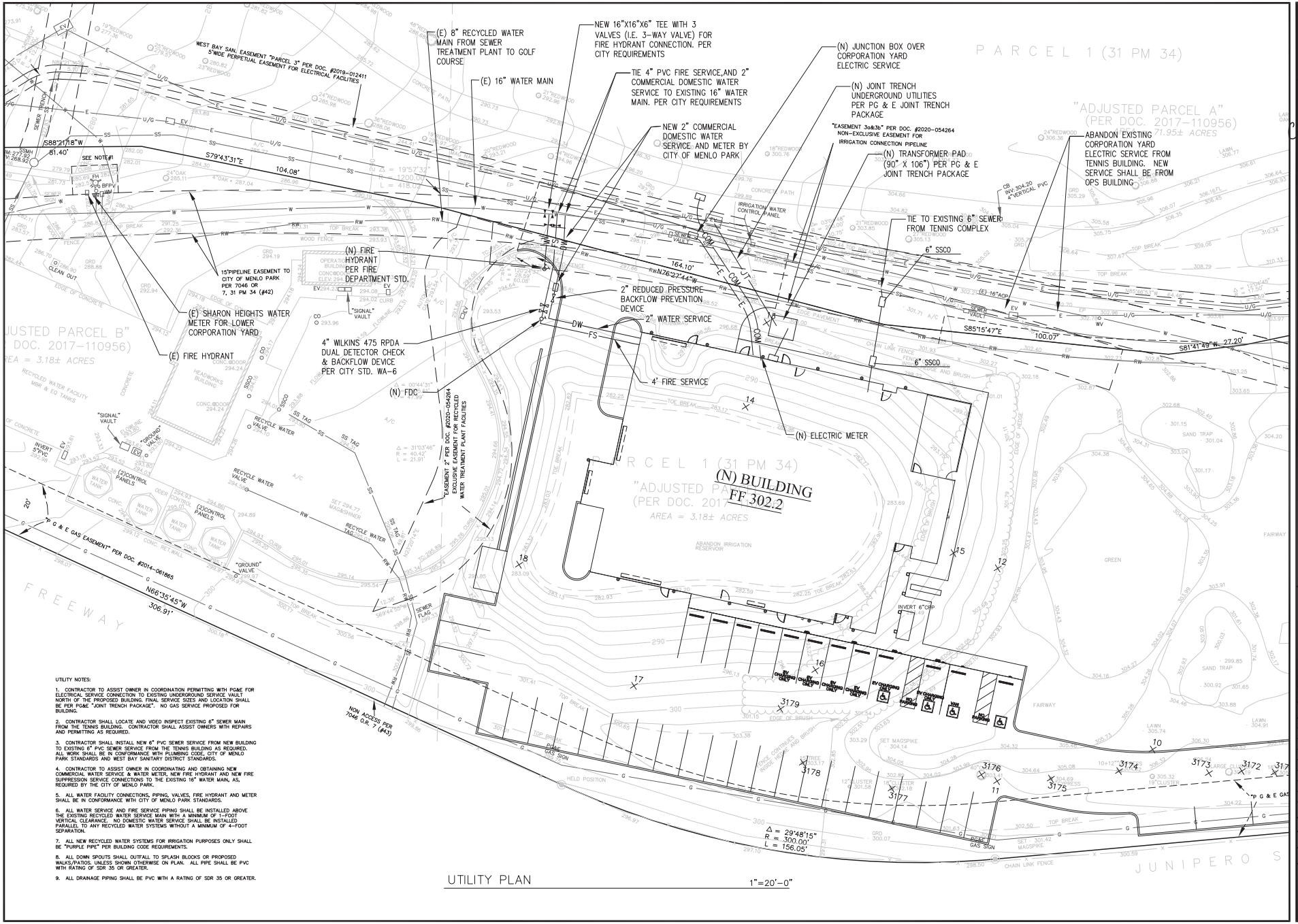
REGISTERED PROFESSIONAL ENGINEER CLIFFORD BECHTEL 22075 CIVIL STATE OF CALIFORNIA

SHARON HEIGHTS GOLF & COUNTRY CLUB
OPERATIONS BUILDING
2900 SAND HILL ROAD
SAN MATEO COUNTY
Menlo Park California

CONTENTS:
GRADING & DRAINAGE PLAN

DATE 12/12/23
SCALE AS NOTED
REVISIONS:

DRAWN J.G.
CHECKED C.B.
JOB No. 2019693
SHEET NO. C-1.1
OF 5 SHEETS



UTILITY NOTES:

1. CONTRACTOR TO ASSIST OWNER IN COORDINATION PERMITTING WITH PG&E FOR ELECTRICAL SERVICE CONNECTION TO EXISTING UNDERGROUND SERVICE VAULT NORTH OF THE PROPOSED BUILDING. FINAL SERVICE SIZES AND LOCATION SHALL BE PER PG&E "JOINT TRENCH PACKAGE". NO GAS SERVICE PROPOSED FOR BUILDING.

2. CONTRACTOR SHALL LOCATE AND VIDEO INSPECT EXISTING 6" SEWER MAIN FROM THE TENNIS BUILDING. CONTRACTOR SHALL ASSIST OWNERS WITH REPAIRS AND PERMITTING AS REQUIRED.

3. CONTRACTOR SHALL INSTALL NEW 6" PVC SEWER SERVICE FROM NEW BUILDING TO EXISTING 6" PVC SEWER SERVICE FROM THE TENNIS BUILDING AS REQUIRED. ALL WORK SHALL BE IN CONFORMANCE WITH PLUMBING CODE, CITY OF MENLO PARK STANDARDS AND WEST BAY SANITARY DISTRICT STANDARDS.

4. CONTRACTOR TO ASSIST OWNER IN COORDINATING AND OBTAINING NEW COMMERCIAL WATER SERVICE & WATER METER, NEW FIRE HYDRANT AND NEW FIRE SUPPRESSION SERVICE CONNECTIONS TO THE EXISTING 16" WATER MAIN, AS, REQUIRED BY THE CITY OF MENLO PARK.

5. ALL WATER FACILITY CONNECTIONS, PIPING, VALVES, FIRE HYDRANT AND METER SHALL BE IN CONFORMANCE WITH CITY OF MENLO PARK STANDARDS.

6. ALL WATER SERVICE AND FIRE SERVICE PIPING SHALL BE INSTALLED ABOVE THE EXISTING RECYCLED WATER SERVICE MAIN WITH A MINIMUM OF 1-FOOT VERTICAL CLEARANCE. NO DOMESTIC WATER SERVICE SHALL BE INSTALLED PARALLEL TO ANY RECYCLED WATER SYSTEMS WITHOUT A MINIMUM OF 4-FOOT SEPARATION.

7. ALL NEW RECYCLED WATER SYSTEMS FOR IRRIGATION PURPOSES ONLY SHALL BE "PURPLE PIPE" PER BUILDING CODE REQUIREMENTS.

8. ALL DOWN SPOUTS SHALL OUTFALL TO SPLASH BLOCKS OR PROPOSED WALKS/PATIOS. UNLESS SHOWN OTHERWISE ON PLAN. ALL PIPE SHALL BE PVC WITH RATING OF SDR 35 OR GREATER.

9. ALL DRAINAGE PIPING SHALL BE PVC WITH A RATING OF SDR 35 OR GREATER.

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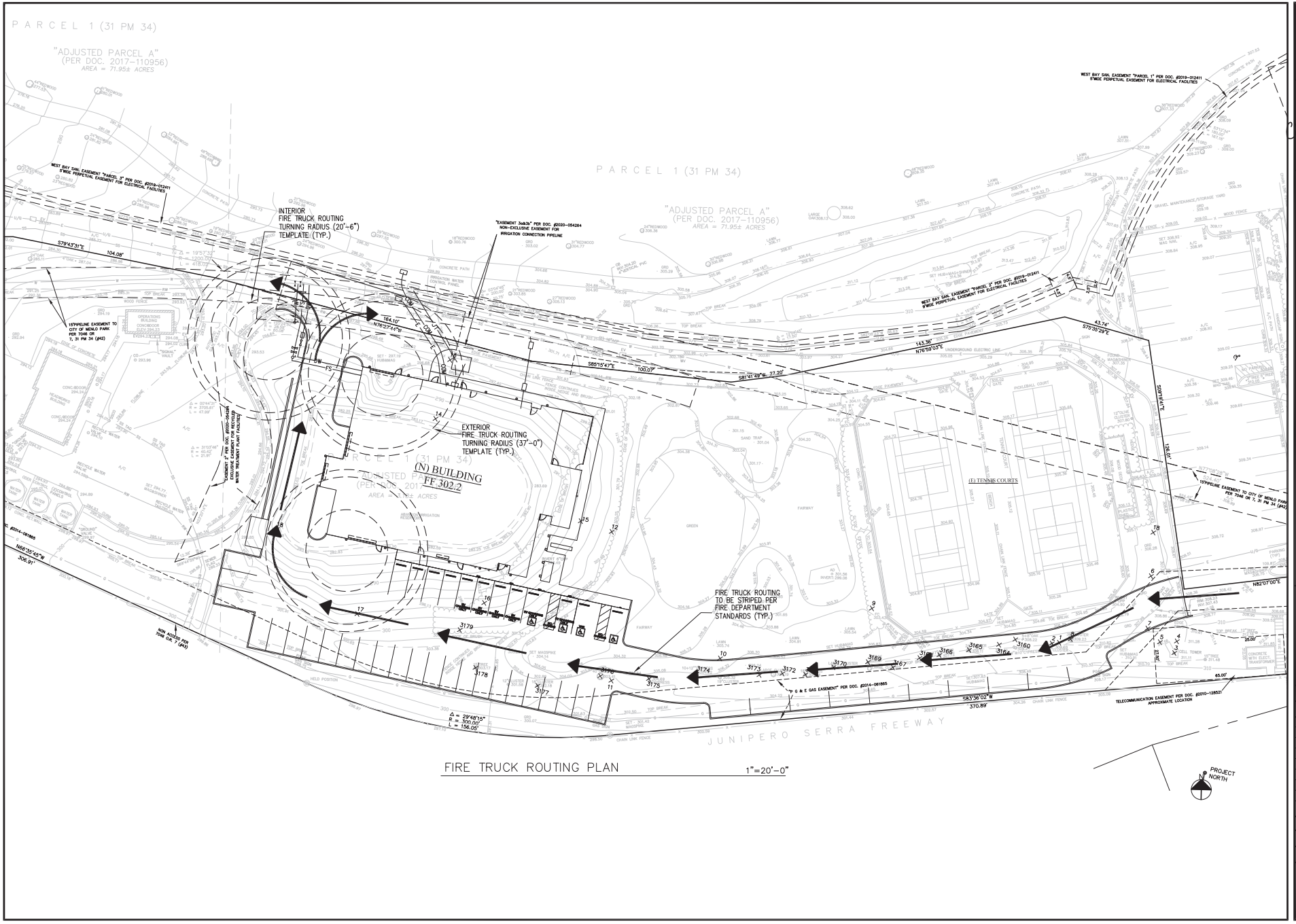
650-333-0103
cliffbechtel@comcast.net

SHARON HEIGHTS GOLF & COUNTRY CLUB
OPERATIONS BUILDING
2900 SAND HILL ROAD
SAN MATEO COUNTY
Menlo Park, California

CONTENTS: UTILITY PLAN

DATE 12/12/23
SCALE AS NOTED
REVISIONS:
DRAWN J.G.
CHECKED C.B.
JOB No. 2019693
SHEET NO. C-2.0
OF 5 SHEETS



FIRE TRUCK ROUTING PLAN 1"=20'-0"

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SHARON HEIGHTS GOLF & COUNTRY CLUB
OPERATIONS BUILDING
2900 SAND HILL ROAD
SAN MATEO COUNTY
Menlo Park California

CONTENTS:
FIRE TRUCK ROUTING PLAN

DATE 12/12/23
SCALE AS NOTED
REVISIONS:

DRAWN J.G.
CHECKED C.B.
JOB No. 2019693
SHEET NO. C-3
OF 5 SHEETS

A28

THE KASTROP GROUP, INC.
ARCHITECTS
DESIGNING FOR YOUR REALITY

Sharon Heights Golf & Country Club: Operations Center Project

Project Description

The Sharon Heights Golf and Country Club (the "Club") is a membership club that has dining, golf, tennis, pickleball, gym and swimming facilities for its members and guests. The Club has been in existence since 1961 and is a large part of the Menlo Park community with 136 households out of 450 members living in Menlo Park. The Club is located on approximately 110.8 acres that is zoned Open Space and Conservation (OSC) District.

Over time, the Club has pursued various capital improvements projects designed to enhance, repair, and/or replace aging facilities that are outdated or insufficient for current operations. For example, in 2000, the Club obtained the City's approval to update the Clubhouse. In 2012, the City approved the Club's proposal to construct a new maintenance yard. And in 2015, the City approved an expansion of the Clubhouse along with a new pool building with indoor and outdoor dining areas, as well as a new building for fitness classes and wellness activities. In August 2023, the Club completed entry gates to the main parking lot. Most recently, the Club obtained the City's approval to renovate the golf course and construct new solar facilities, both of which are currently under construction.

The proposed Operations Center project furthers the Club's ongoing efforts to modernize its facilities, operations, and infrastructure by providing a new Operations Center building and associated circulation improvements. Consistent with the previous projects, the Club is respectfully requesting Architectural Control and a Use Permit Revision to construct these improvements.

Existing Conditions

Currently, approximately ten of the Club's administrative staff members (e.g., management, HR, finance, etc.) share overcrowded office spaces west and south of the Clubhouse main entry colonnade. The approximately 25 members of the maintenance staff do not have dedicated or adequate facilities for changing clothes, taking meal breaks, storing personal items, and so forth. Those maintenance staff members currently utilize an existing maintenance building that was built in 1962 without heat or modern amenities. The Club desires to create a new dedicated facility with modern administrative office space and upgraded facilities for its maintenance staff, as more fully described below. The Club presently has the equivalent of 106 full-time employees, and no increase in staffing is planned as a result of this project. The goal is to provide an adequate level of space for professionals.

The existing maintenance building, which is located to the north of the proposed location for the Operations Center building, would not be demolished or modified as part of the Project, but would

instead be used for storing large equipment after the Operations Center building is completed. The equipment currently stored on the first floor of the existing maintenance building will be relocated to the new Operations Center, freeing up indoor storage space for large equipment that is currently stored outside such as large tractors, tractor attachments, rough mowers or infrequently used equipment. The second floor is not used due to lack of access with no changes proposed to its use or function.

As part of the Project, the Club also seeks to install a new surface parking area adjacent to the new Operations Center building which would provide parking for maintenance staff and the ten administrative staff members, in addition to overflow parking. These staff members currently park and operate out of the overcrowded existing maintenance building and Clubhouse as detailed above. There will be no change to the golf course maintenance activity, therefore, there will be no changes in activity level at the existing Wash and Fuel Station.

Proposed Project

1. New Operations Center

The Project proposes the construction of a new, two-story, approximately 15,000 square foot Operations Center building within an unimproved area located on the southern edge of the Club's property adjacent to the northbound Highway 280 onramp from Sand Hill Road. The Operations Center would be located between an existing practice green and tennis court facilities to the east and West Bay Sanitary District's recycled water treatment plant to the west.

The Operations Center will serve to consolidate and centralize the Club's operations and maintenance needs into one modern facility, with the goal of improving working conditions for employees. The Operations Center is designed to accommodate approximately ten staff members who will be relocated from the Clubhouse to the new facility, as well as provide dedicated facilities for around 25 maintenance workers, most of whom work outside all day, to change, eat lunch, take a break and socialize.

The approximately 9,300 square foot first floor includes offices and a work area for the maintenance staff, equipment and storage rooms, locker rooms with showers, a lunchroom, laundry room, and a mud room. The approximately 5,600 square foot second floor and mezzanine would provide private offices for our H.R., accounting, facilities and maintenance managers, a 12 person conference room for meetings, as well as accessory storage rooms.

The Project incorporates modular designed elements to allow for high bays on one end in the mechanics maintenance area with overhead lifts and storage. The exterior finish will be vinyl shake siding with dark green accents to match the existing Clubhouse. The maintenance work area will be equipped with charging stations, as required by new state ordinances, for zero-emission landscaping equipment and is sized to house equipment and golf carts when not in use. A solar array is planned to be installed on the roof as a future separate project.

The Project would result in the removal of existing trees along the freeway frontage, including some that qualify as heritage trees. The Club has already submitted an application for the removal of heritage trees (HTR2022-00111) which has been approved.

2. Parking and Circulation Improvements

The Club currently has two parking lots that provide 253 parking spaces. The main parking lot near the Clubhouse contains 218 spaces and a secondary parking lot near the tennis courts contains 35 parking spaces. Both lots are accessed through Sand Hill Road. In addition, the 25

maintenance workers currently park at the old maintenance center area in a small unlined parking area, or in spaces along the entry road.

The Project would construct a new uncovered surface parking lot at the south end of the proposed Operations Center. The parking lot would accommodate 46 spaces, including 1 accessible van space, 1 accessible standard space, 1 accessible van EVCS, 1 accessible EVCS, and 4 standard EVCS for employee and overflow parking.

To improve circulation and provide safer access to the new facility, the Project would also relocate an existing 20-foot wide asphalt access road to the West Bay Sanitary District's sewer treatment plant and material storage and fueling yard for the golf course. Currently, the treatment plant is accessed via an access road that runs to the north of the tennis courts and practice facility, with vehicles driving through an existing parking lot. The new access road would provide a more direct connection for emergency vehicles and maintenance workers needing access to the sewer treatment plant, as well as for employees and others parking in the future parking area next to the Operations Center building, and thereby lessen the potential for vehicle conflicts and congestion within the existing parking area between the Club's tennis court facilities. There is a private 20-foot easement provided to PG&E gas service, over portions of the proposed facility access road. This access road location was anticipated during the granting of the easement and the easement deed does allow the Sharon Heights Country Club to grade, pave, repair pavement and landscape within the easement area. Please note that the existing driveway from Sand Hill Road, access to the tennis facility, is also within this created easement. The existing access road to the north of the tennis courts would be demolished and replaced with landscaping, and the new access road would be installed south of the tennis courts connecting Sand Hill Road south to the new proposed employee and overflow parking area described above and the treatment plant.

3. Community Outreach

For over 60 years, the Sharon Heights Golf and Country Club has been a proud and privileged member of the Menlo Park community. The Club's current membership includes 157 Menlo Park households and 314 residents. In an effort to ensure that neighbors understand the scope of the golf course renovation and new Operations Center projects and the benefits it will provide in terms of furthering the Club's sustainability goals, the Club has conducted extensive outreach to the surrounding community.

In-person information sessions were held at the Club on Sunday October 23, 2022, and Saturday October 29, 2022. All residents within 300 feet of the projects (and other interested parties) were invited to attend. Over 100 neighbors and interested parties were in attendance. Those in attendance were provided with a detailed overview of the projects, including an estimated construction timeline. They were also able to view renderings and architectural drawings and learn more about the Club's long-term goals with regard to sustainability. The session concluded with an opportunity for the audience to ask questions and provide feedback. They were provided contact information to follow up with additional questions as well.

With a substantial amount of time passing since those October 2022 sessions, the Club held an additional information session with the HOA and neighbors most directly affected by the Operations Center Project on Sand Hill Circle on September 21, 2023. Questions were asked regarding screening using trees and the schedule. Screening ideas will be incorporated into the placement of trees during the current golf course project.

The Club representatives will continue to communicate with the community member(s) to answer questions and explain the value of the Club's long-term goals with regard to sustainability and the new Operations Center project.

LOCATION: 2900 Sand Hill Road	**PROJECT NUMBER:** PLN2023-00018	**APPLICANT:** Sharon Heights Golf and Country Club	**OWNER:** Sharon Heights Golf and Country Club

PROJECT CONDITIONS:

1. The use permit and architectural control permit shall be subject to the following standard conditions**:**

   a. Development of the project shall be substantially in conformance with the plans prepared by The Kastrop Group, Inc. Architects, consisting of 23 plan sheets, dated received January 17, 2024 and approved by the Planning Commission on February 5, 2024, except as modified by the conditions contained herein, subject to review and approval of the Planning Division.

   b. Prior to building permit issuance, the applicants shall comply with all Sanitary District, Menlo Park Fire Protection District, and utility companies' regulations that are directly applicable to the project.

   c. Prior to building permit issuance, the applicants shall comply with all requirements of the Building Division, Engineering Division, and Transportation Division that are directly applicable to the project.

   d. Prior to building permit issuance, if applicable, the applicant shall submit a plan for any new utility installations or upgrades for review and approval by the Planning, Engineering and Building Divisions. All utility equipment that is installed outside of a building and that cannot be placed underground shall be properly screened by landscaping. The plan shall show exact locations of all meters, back flow prevention devices, transformers, junction boxes, relay boxes, and other equipment boxes.

   e. Simultaneous with the submittal of a complete building permit application, if applicable, the applicant shall submit plans indicating that the applicant shall remove and replace any damaged and significantly worn sections of frontage improvements. The plans shall be submitted for review and approval of the Engineering Division.

   f. Simultaneous with the submittal of a complete building permit application, if applicable, the applicant shall submit a Grading and Drainage Plan for review and approval of the Engineering Division. The Grading and Drainage Plan shall be approved prior to the issuance of grading, demolition or building permits.

   g. Prior to building permit issuance, the applicant shall pay all fees incurred through staff time spent reviewing the application.

   h. Heritage trees in the vicinity of the construction project shall be protected pursuant to the Heritage Tree Ordinance and the arborist reports prepared by California Tree and Landscape Consulting, Inc., dated received August 18, 2023.

   i. The applicant or permittee shall defend, indemnify, and hold harmless the City of Menlo Park or its agents, officers, and employees from any claim, action, or proceeding against the City of Menlo Park or its agents, officers, or employees to attack, set aside, void, or annul an approval of the Planning Commission, City Council, Community Development Director, or any other department, committee, or agency of the City concerning a development, variance, permit, or land use approval which action is brought within the time period provided for in any applicable statute; provided, however, that the applicant's or permittee's duty to so defend, indemnify, and hold harmless shall be subject to the City's promptly notifying the applicant or permittee of any said claim, action, or proceeding and the City's full cooperation in the applicant's or permittee's defense of said claims, actions, or proceedings.

LOCATION: 2900 Sand Hill Road	**PROJECT NUMBER:** PLN2023-00018	**APPLICANT:** Sharon Heights Golf and Country Club	**OWNER:** Sharon Heights Golf and Country Club

PROJECT CONDITIONS:

j. Notice of Fees Protest – The applicant may protest any fees, dedications, reservations, or other exactions imposed by the City as part of the approval or as a condition of approval of this development. Per California Government Code 66020, this 90-day protest period has begun as of the date of the approval of this application.

CITY OF MENLO PARK

MEMORANDUM REGARDING CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) EXEMPTIONS FOR SHARON HEIGHTS GOLF AND COUNTRY CLUB OPERATIONS CENTER AT 2900 SAND HILL ROAD

Prepared by the City of Menlo Park Community Development Department

January 2024

I. PROJECT DESCRIPTION

The Sharon Heights Golf and Country Club (the "**Club**") is a membership club that has dining, golf, tennis, pickleball, gym and swimming facilities for its members and guests. The Club has been in operation since 1962 and sits on approximately 95.8 acres of its approximately 110.8-acre property, which is located at 2900 Sand Hill Road (the "**Project Site**"). The Club's golf course has been modified several times since its opening, including in renovation in the early 1990s, construction of a new maintenance yard in 2012 and expansion of the Clubhouse in 2015. In August 2023, the Club received Planning Commission approval to modernize the golf course and added new solar canopies at the main parking lot. These components are currently under construction.

As part of the Club's continued efforts to modernize its facilities, operations and infrastructure, the Club has applied for a use permit and architectural control to build a new Operations Center building and associated circulation improvements (the "Project,"). Presently, administrative staff members share overcrowded office spaces, and a maintenance staff of approximately 25 members lack dedicated facilities for changing clothes, taking breaks, and storing items. The existing maintenance building, built in 1962, lacks modern amenities and heating. The Project aims to create a new facility with modern administrative office space and upgraded facilities for maintenance staff without demolishing or modifying the existing maintenance building. Specifically, the Project consists of the following:

- Construct a new, two-story, approximately 15,000 square foot Operations Center along the southern edge of the Club's property, adjacent to the northbound Highway 280 on-ramp from Sand Hill Road;
    - First Floor: Approximately 9,400 sq ft; includes maintenance staff offices and work area; equipment and storage rooms; locker rooms with showers; lunchroom, laundry room and mudroom;
    - Second floor and Mezzanine: Approximately 5,900 sq ft; includes private offices for HR, accounting, facilities, and maintenance managers; 12-person conference room and accessory storage room;
- Construct a new uncovered surface parking lot at the south end of the proposed Operations Center accommodating 46 spaces, including 1 accessible van space, 1 accessible standard space, 1 accessible van electric vehicle supply equipment (EVCS), 1 accessible EVCS, and 4 standard EVCS for employee and overflow parking
- Remove and replace 19 trees, including 14 heritage trees and five non-heritage trees, with 1 new tree and other trees planted following previous removals;
- Create new access road connecting Sand Hill Road south to the proposed employee and overflow parking area and West Bay Sanitary treatment plant; and
- Demolish existing access road north of the tennis court and replace with landscaping to enhance aesthetics and traffic flow.

The construction of a new Operations Center and parking lot, along with the creation of a new access road, will advance the Club's modernization efforts. The new Operations Center will improve working conditions for the Club's administrative and maintenance staff. The relocation and expansion of parking areas, including designated spaces for employees, will contribute to improved accessibility, efficiency, and safety for both members and staff. The relocation of the access road to West Bay Sanitary District's facilities will further enhance circulation, providing a more direct route for emergency vehicles, maintenance workers, and employees.

II. APPLICABLE CEQA EXEMPTIONS

Upon a determination that a project application is complete, CEQA directs a lead agency to determine if the activity is subject to CEQA. (CEQA Guidelines Section 15060(c).) If an activity is subject to CEQA, then the lead agency shall determine if the activity is exempt from CEQA. (CEQA Guidelines Section 15061.) CEQA Guidelines Sections 15300 through 15331 list classes of projects that are categorically exempt from CEQA because they are generally considered not to have potential impacts on the environment.

Here, the Club has applied for a use permit and architectural control approval from the City, which are discretionary actions subject to CEQA. Given that the Project is consistent with the General Plan and Zoning, this Project is exempt under Public Resources Code Section 21083.3 and CEQA Guidelines Section 15183, discussed in detail below.

A. Section 15183 Projects Consistent with Community Plan or Zoning

Public Resources Code Section 21083.3 and California Environmental Quality Act ("CEQA") Guidelines Section 15183 provide that proposed projects that are consistent with a "community plan" (including the General Plan and specific plans) and/or existing zoning for which an EIR was certified are exempt from CEQA, "except as might be necessary to examine whether there are project-specific significant effects which are peculiar to the Project or its site." CEQA Guidelines Section 15183(c) specifies that "if an impact is not peculiar to the parcel or to the proposed Project, has been addressed as a significant effect in the prior EIR, or can be substantially mitigated by the imposition of uniformly applied development policies or standards…, then an EIR need not be prepared for the project solely on the basis of that impact." Any examination of a project's environmental effects is properly limited to impacts that are peculiar to the project or the parcel where the project would be located; were not analyzed as a significance effect in a prior EIR, are potentially significant off-site and cumulative impacts that were not discussed in a prior EIR; or previously identified significant effects that would have a more severe impact as a result of substantial new information that what not known when the prior EIR was certified. (CEQA Guidelines § 15183(b).)

In other words, projects consistent with the City's General Plan, are exempt from subsequent CEQA review unless they would result in project-specific impacts based on peculiarities associated with the project. If a project's impacts are within the universe of effects previously covered in the General Plan EIR, no new CEQA document is required based on the Project's consistency with the General Plan.

On November 29, 2016, the City of Menlo Park certified the EIR and approved the ConnectMenlo General Plan Update including modifications to the Land Use and Circulation elements of the General Plan. The General Plan Update EIR evaluated the potential environmental effects from implementation of the General Plan and development pursuant to the General Plan subject to mitigation measures identified in the General Plan EIR's Mitigation Monitoring and Reporting Plan. A project is consistent with the General Plan if the development density does not exceed what was contemplated and analyzed in the General Plan Update EIR and complies with the associated standards applicable to that development. Development density standards can include the number of dwelling units per acre, floor area ratio (FAR) and other measures of building intensity including building height, size limitations and use restrictions.

The proposed Project is exempt from CEQA under Section 15183 Exemption because the Project is consistent with the land uses identified for the site in the General Plan Update. The Project site has a General Plan land use designation of Parks and Recreation, the Project seeks to redevelop this site, but does not increase density or intensity of use on-site and is consistent with applicable development standards. As such, the General Plan EIR adequately anticipated and analyzed the impacts of this Project and identified applicable mitigation measures necessary to reduce impacts of the Project.

As noted in the project application, the purpose of the Project is to modernize decades-old infrastructure by constructing a new office building to create better work conditions for existing staff. The Project does not plan to add new staff, and therefore, the Project is not intensifying the use of the land. No new employees will be added, as the new building will merely provide more adequate space and facilities for its administrative and maintenance staff. With no new employees, the Project is primarily focused on improving the existing facilities and operations rather than expanding or altering the scale and scope of activities on the site. Moreover, with no new employees, the Project will not increase traffic or the demand for parking and will not alter resource usage, ensuring the Project is consistent with the site's current use. Furthermore, even with the addition of a 15,315 sq. ft. Operations Center, the Gross Floor Area would remain below the maximum 2.5% of the lot area, guaranteeing the Project is consistent with the applicable Zoning, and that it is not intensifying the site's use.

The Project will also add a parking lot with 46 parking spots to allow the 25 maintenance workers, who currently park in unlined parking spots around the old maintenance center or in spaces along the entry road, to park on the site. The new parking lot is designed to enhance existing conditions by addressing parking shortages and congestion issues along the entryway, confirming the Project is consistent with the site's current use. A new lot designed to address parking shortages among staff and maintenance workers shows the Project's focus is on creating a parking solution tailored to the specific needs of the Club, rather than introducing a broad change affecting the entire community.

Similarly, demolishing the existing access road and creating a new one connecting Sand Hill Road to the new employee parking lot will have a project-specific effect that does not introduce a change affecting the surrounding community. The new access road is designed to improve traffic flow and reduce congestion on the site and will enhance safety by making it

easier for emergency vehicles to access the site. Finally, while the Project will result in the removal of some trees, including some that are heritage trees, the Project applicants have submitted and received approval for a tree replacement plan.

The Project does not propose any peculiar impacts. The Project site is located in the heart of Menlo Park, has been previously developed and is surrounded by urban uses. There are no facts suggesting that the Operations Center will trigger any new impacts that the General Plan EIR has not disclosed or anticipated. The General Plan EIR has disclosed significant and unavoidable impacts related to air quality and transportation, however this Project does not propose any additional traffic or unusual air emission sources because it is not intensifying land use, and without more staff or membership, it will not result in additional traffic. Therefore, Project does not include any potential cumulative impacts that were not discussed in the previously certified General Plan EIR. Finally, no new information of substantial importance has been identified that was not included at the time of the General Plan EIR and which would result in new or more severe environmental impact; therefore, the Project does not trigger the need for additional environmental review.

CITY OF MENLO PARK

LOCATION MAP

2900 SANDHILL ROAD

CITY OF MENLO PARK

Scale: 1:9,000 Drawn By: MAP Checked By: TAS Date: 2/5/2024

N

California Tree and Landscape Consulting, Inc.

July 21, 2023

Mr. Curt Wozniak
Sharon Heights Golf and Country Club
2900 Sand Hill Rd
Menlo Park, CA 94025
VIA Email: curtwoz@aol.com
Phone: 650-868-5843

RE: AMENDED ARBORIST REPORT FOR CONSTRUCTION OF OPERATIONS BUILDING

Arborist Report, Tree Inventory, for Construction of Operations Building at 2900 Sand Hill Rd, Menlo Park, California

Executive Summary:

Sharon Heights Golf and Country Club contacted California Tree and Landscape Consulting, Inc. to assess the trees around the proposed new operations building. The new building will be located between the tennis courts and practice greens and the existing maintenance area. There are trees along the tennis courts, practice green and building site as screening that will be impacted by the new road, parking and building. Sharon Heights Golf and Country Club requested an arborist report, tree inventory, construction impact assessment and tree protection plan suitable for submittal to the City of Menlo Park. This is the Final Arborist Report, Tree Inventory, Impact Assessment, and Tree Protection Plan for the permit to construct the building.

There are 19 total trees proposed for removal. There are 14 Heritage Trees and 5 undersized trees proposed for removal. The 14 Heritage Trees to be removed for the project were found to be in poor condition and the mitigation fee is based on the was found to be $41,113, rounded to $41,100. The tree summary charts follow:

Tree Species	Trees on this Site	Protected Trees on the Site	Proposed for Removal for Construction	Diameter inches of protected removed trees	Protected Trees Proposed for Removal	Total Proposed for Retention
Evergreen Chinese Elm	1	1	1	17	1	0
Hollywood Juniper	13	11	13	233	11	0
Valley & Coast Live Oak	3	2	3	25	2	0
undersized trees	5	0	5	N/A	0	0
TOTALS	**19**	**14**	**19**	**258**	**14**	**0**

The mitigation for the removals can be calculated two ways:

1) solely based on appraised value of all protected trees;
2) poor condition trees removed based on condition and fair and better trees removed for development.

The value of all the 14 appraised trees would be $42,900, rounded to the nearest $100. The Heritage trees were all found to be in poor condition. This allows the trees to be mitigated based on the diameter size. The value of the 14 poor condition trees removed based on diameter size are proposed to be mitigated at $3,700.

The replacement tree cost by size for poor condition trees is the proposed mitigation valued at $3,700.

The tree list for this project shows the trees and values:

Operations Building 2900 Sand Hill Rd Menlo Park
Tree List

Tree #	Common Name Species	DBH (in)	Ht dia Meas At (in)	Canopy Radius (ft)	Condition Rating	Comments	Project Status	Appraised value	Replace-ment cost by size
2	Hollywood Juniper Juniperus chinensis 'Torulosa'	9	24	11	2 Poor - Major Structure or Health Problems	undersized; 2 stems at base, 7&5" growing together	Remove	0	0
8	Toyon Heteromeles arbutifolia	6	12	12	2 Poor - Major Structure or Health Problems	undersized; multi stem cluster	Remove	0	0
3160	Valley Oak Quercus lobata	8.8	54	24	3 Fair - Minor Problems	undersized; flare slightly buried, low 5" N lateral at 12", co dom at 25'	Remove	0	0
3164	Hollywood Juniper Juniperus chinensis 'Torulosa'	22	18	19	2 Poor - Major Structure or Health Problems	co dom at base 12&9", leaders lean outward, thinning foliage on W leader, E leader co doms at 7' leans E 30-45 deg	Remove	$4,969	$400
3165	Hollywood Juniper Juniperus chinensis 'Torulosa'	22	6	19	2 Poor - Major Structure or Health Problems	flattened flare, low laterals N,W,S, E, crossing rubbing	Remove	$3,946	$400
3166	Hollywood Juniper Juniperus chinensis 'Torulosa'	18	3	20	2 Poor - Major Structure or Health Problems	no flare E, low laterals 1-2'	Remove	$2,641	$200
3167	Hollywood Juniper Juniperus chinensis 'Torulosa'	25	3	23	2 Poor - Major Structure or Health Problems	normal flare, low laterals 1-3', crossing, foliage in tennis courts (same for 3165)	Remove	$5,095	$400
3168	Arborvitae Thuja sp.	11.4	48	5	2 Poor - Major Structure or Health Problems	undersized; swollen flare, vertcal S lateral at base, vertical growth, co dom at 7'	Remove	0	0
3169	Hollywood Juniper Juniperus chinensis 'Torulosa'	24	3	26	2 Poor - Major Structure or Health Problems	next to Valley Oak, 1-sided crown E, several 1-2" stems, privet, clo, quince, N&E , 4" privet Sto 10' away	Remove	$4,696	$400

Operations Building 2900 Sand Hill Rd Menlo Park
Tree List

Tree #	Common Name Species	DBH (in)	Ht dia Meas At (in)	Canopy Radius (ft)	Condition Rating	Comments	Project Status	Appraised value	Replace-ment cost by size
3170	Valley Oak Quercus lobata	15.2	54	19	2 Poor - Major Structure or Health Problems	flare swollen, growing into 3269, co dom at 10', included bark, dense growth around both trees	Remove	$3,994	$200
3171	Hollywood Juniper Juniperus chinensis 'Torulosa'	16	6	18	2 Poor - Major Structure or Health Problems	dense crowded with several privet 3-4" stems, 1 8" privet, co dom at 30",	Remove	$2,087	$200
3172	Hollywood Juniper Juniperus chinensis 'Torulosa'	17	18	16	2 Poor - Major Structure or Health Problems	normal flare, low laterals, crossing branches	Remove	$2,356	$200
3173	Hollywood Juniper Juniperus chinensis 'Torulosa'	19	54	18	2 Poor - Major Structure or Health Problems	2 stems at base, 15&9", low laterals, crossing branches,	Remove	$2,943	$200
3174	Hollywood Juniper Juniperus chinensis 'Torulosa'	18	54	15	2 Poor - Major Structure or Health Problems	2 stems at base, 14&11, small low laterals,	Remove	$2,641	$200
3175	Hollywood Juniper Juniperus chinensis 'Torulosa'	15	54	14	2 Poor - Major Structure or Health Problems	crowded flare, 3-5" shoots W, leans E,	Remove	$1,834	200
3176	Hollywood Juniper Juniperus chinensis 'Torulosa'	20	3	17	2 Poor - Major Structure or Health Problems	many low laterals, second 4"stem to W,	Remove	$3,261	$400
3177	Hollywood Juniper Juniperus chinensis 'Torulosa'	8	30	12	1 Very Poor - Extreme Structure or Health Problems	undersized; low laterals, top leader broken	Remove	0	0
3178	Coast Live Oak Quercus agrifolia	10	54		2 Poor - Major Structure or Health Problems	2 stems at base, 4.8 & 7.2, inside fence, under 3179	Remove	$1,473	$100
3179	Evergreen Chinese Elm Ulmus parvifolia	16.7	54	24	2 Poor - Major Structure or Health Problems	self correcting lean N, co dom at 7', 5 failed S branches	Remove	$1,011	$200

Page 2 of 3

Operations Building 2900 Sand Hill Rd Menlo Park
Tree List

Tree #	Common Name Species	DBH (in)	Ht dia Meas At (in)	Canopy Radius (ft)	Condition Rating	Comments	Project Status	Appraised value	Replace-ment cost by size
19 trees listed; 5 undersized in blue; 13 trees listed for the Heritage tree permit for removal, 1 in fair condition (green), 12 in poor condition (tan); Replacement value determined by appraisal for 1 tree removed for development, $4,969 rounded to $5,000; and 13 trees removed for condition based on diameter size total $3,300. Total appraised value of all 14 trees = $42,947, rounded to $42,900;								$42,947	$3,700

Key	Description
14	Heritage trees in poor condition
5	Undersized trees being removed

Page 3 of 3

ASSIGNMENT

Perform an examination of the site to document the presence and condition of trees protected by the City of Menlo Park. In addition, all trees ≥6" DBH (non-protected) are included in the inventory and shown on the tree inventory exhibit. The study area for this effort includes the deeded parcel as delineated in the field by the property fences and any significant or protected trees overhanging from adjacent parcels. (All trees protected by the City are included in the inventory.) Prepare a report of findings.

Gordon Mann, ISA Certified Arborist WE-0151AM, visited the property on Thursday, February 17, 2022 to provide species identification, measurements of DBH and canopy, field condition notes, recommended actions, ratings, and approximate locations of the trees. A total of 52 trees were assessed on this property, 18 trees are impacted by this portion of the project, and 13 trees are protected Heritage trees according to the City of Menlo Park ordinance.

The City of Menlo Park Municipal Code regulates both Street Trees and Heritage Trees. Chapter 13.20 of the Code defines a "Street Tree" as any woody perennial plant having a single main axis or stem commonly achieving 10 feet in height and capable of shaping and pruning to develop a branch-free trunk at least 9 feet in height, not including fruit trees and vines. Includes any tree planted by the City, the owner or original developer that is accepted by the City as a street tree. Street trees are trees located in the area between the property line and the curb, valley gutter or edge of street pavement."

Chapter 13.24 of the Code defines a "Heritage Tree" as:

1. A tree or group of trees of historical significance, special character or community benefit, specifically designated by resolution of the city council;
2. An oak tree (*Quercus*) which is native to California and has a trunk with a circumference of 31.4 inches (diameter of 10 inches) or more, measured at 54 inches above natural grade. Trees with more than one trunk shall be measured at the point where the trunks divide, with the exception of trees that are under 12 feet in height, which will be exempt from this section.
3. All trees other than oaks which have a trunk with a circumference of 47.1 inches (diameter of 15 inches) or more, measured 54 inches above natural grade. Trees with more than one trunk shall be measured at the point where the trunks divide, with the exception of trees that are under 12 feet in height, which will be exempt from this section.

The vegetation found on site includes native and introduced plants.

METHODS

Appendix 1 and Appendix 2 in this report are the detailed inventory and recommendations for the trees. The following terms and Table A – Ratings Descriptions will further explain our findings.

Species of trees is listed by our local common name and botanical name by genus and species.

DBH (diameter breast high) is normally measured at 4'6" (54" above the average ground, height but if that varies due to characteristics on the trunk then the appropriate location where it was measured is noted. A steel diameter tape was used to measure the trees.

Canopy radius is measured in feet. It is the farthest extent of the crown composed of leaves and small twigs measured by a steel tape. This measurement often defines the Critical Root Zone (CRZ) or Protection Zone (PZ), which is a circular area around a tree with a radius equal to this measurement.

Actions listed are recommendations to improve health or structure of the tree. Trees in public spaces require maintenance. If a tree is to remain and be preserved, then the tree may need some form of work to reduce the likelihood of failure and increase the longevity of the tree. Preservation requirements and actions based on a proposed development plan are not included here.

Arborist Rating is subjective to condition and is based on both the health and structure of the tree. All of the trees were rated for condition, per the recognized national standard as set up by the Council of Tree and Landscape Appraisers and the International Society of Arboriculture (ISA) on a numeric scale of 5 (being the highest) to 0 (the worst condition, dead). The rating was done in the field at the time of the measuring and inspection.

Table A – Ratings Descriptions

No problem(s)	5	excellent
No apparent problem(s)	4	good
Minor problem(s)	3	fair
Major problem(s)	2	poor
Extreme problem(s)	1	hazardous, non-correctable
Dead	0	dead

Rating #0: This indicates a tree that has no significant sign of life.

Rating #1: The problems are extreme. This rating is assigned to a tree that has structural and/or health problems that no amount of work or effort can change. The issues may or may not be considered a dangerous situation.

Rating #2: The tree has major problems. If the option is taken to preserve the tree, its condition could be improved with correct arboricultural work including, but not limited to: pruning, cabling, bracing, bolting, guying, spraying, mistletoe removal, vertical mulching, fertilization, etc. If the recommended actions are completed correctly, hazard can be reduced and the rating can be elevated to a 3. If no action is taken the tree is considered a liability and should be removed.

Rating #3: The tree is in fair condition. There are some minor structural or health problems that pose no immediate danger. When the recommended actions in an arborist report are completed correctly the defect(s) can be minimized or eliminated.

Rating #4: The tree is in good condition and there are no apparent problems that a Certified Arborist can see from a visual ground inspection. If potential structural or health problems are tended to at this stage future hazard can be reduced and more serious health problems can be averted.

Rating #5: No problems found from a visual ground inspection. Structurally, these trees have properly spaced branches and near perfect characteristics for the species. Highly rated trees are not common in natural or developed landscapes. No tree is ever perfect especially with the unpredictability of nature, but with this highest rating, the condition should be considered excellent.

Notes indicate the health, structure and environment of the tree and explain why the tree should be removed or preserved. Additional notes may indicate if problems are minor, extreme or correctible.

Remove is the recommendation that the tree be removed. The recommendation will normally be based either on poor structure or poor health and is indicated as follows:

Yes H – Tree is unhealthy
Yes S – Tree is structurally unsound

OBSERVATIONS AND CONCLUSIONS

The site is an open un-developed space located between the freeway frontage and the golf and tennis club, and extends beyond the road entering into the tennis courts and beyond the tennis courts and practice green into an area used for water storage. It is fenced in from the freeway and extends from the road signed as private. The vegetation is comprised of native and ornamental plants. All the trees in the project area were included. There were 52 trees included in the assessment. The trees are growing on a berm along the road entering into the tennis courts that are proposed for retention. The tree trees along the tennis courts west of the tennis club parking, and adjacent to the west tennis courts and practice green, and trees south of the water storage area are all proposed for removal except two Olive trees on the east side of the tennis courts. The trees adjacent to the tennis courts and practice green are proposed for removal to create the roadway into the new building. The trees south of the water storage area are to be removed for new building parking. The area where the water storage is located is proposed for the new building. The tree data is shown on the Operations Building 2900 Sand Hill Rd Menlo Park Tree List.

PROPOSED TREE REMOVAL

There are 52 total trees. Thirty-three trees are proposed for removal, 14 Heritage Trees and 19 undersized trees. Nineteen trees are proposed for retention. The total value of the 14 Heritage Trees was found to be $43,000. The poor tree condition mitigation replacement cost by tree size amounts to $3,700.

CONSTRUCTION IMPACT ASSESSMENT

This Arborist Report is intended to provide Sharon Heights Golf and Country Club and the City of Menlo Park, and other members of the development team a detailed *review* of the species, size, and current structure and vigor of the trees within and/or overhanging the proposed project area. At this time, we have reviewed the Site Plan provided by the Sharon Heights Golf and Tennis Club with the site visit. The perceived impacts are summarized below. Refer to Appendix 2 for protective measures to be taken for trees that will remain. Please note that the location of the utilities for the portable building were not shown on the site plan.

All of the trees are landscape trees, and the removal of the equipment will be over a soil berm onto the asphalt parking lot. The trees alongside the work area should be protected with orange fencing to keep demolition and clean up activities clear of the vegetation and avoid compacting the soil.

There are 33 trees proposed for removal and 19 trees proposed for retention. All the trees proposed for retention can be fenced off from the proposed construction with minimal to no impact. There are 4 Heritage Trees to be protected.

The trees to be removed are in the footprint of the area to construct the roadway to the new building, parking for the new building, and the new building. The Heritage Trees to be removed are 11 Hollywood Junipers, 1 Evergreen Chinese Elm, 1 Valley Oak, and 1 Coast Live Oak.

There is landscape planting to restore the screen between the property and the freeway access ramp. The landscape plan was not available at the time of the site inspection and the proposed planting will provide the necessary mitigation for the Heritage Trees removed, or a payment of the in-lieu fee will be required.

DISCUSSION

Trees need to be protected from normal construction practices if they are to remain healthy and viable on the site. Our recommendations are based on experience, and City ordinance requirements, so as to enhance tree longevity. This requires their root zones remain intact and viable, despite heavy equipment being on site, and the need to install

foundations, driveways, underground utilities, and landscape irrigation systems. Simply walking and driving on soil has serious consequences for tree health.

Following is a summary of Impacts to trees during construction and Tree Protection measures that should be incorporated into the site plans in order to protect the trees. Once the plans are approved, they become the document that all contractors will follow. ***The plans become the contract between the owner and the contractor, so that only items spelled out in the plans can be expected to be followed. Hence, all protection measures, such as fence locations, mulch requirements and root pruning specifications must be shown on the plans.***

RECOMMENDATIONS: SUMMARY OF TREE PROTECTION MEASURES

Hire a Project Arborist to help ensure protection measures are incorporated into the site plans and followed. The Project Arborist should, in cooperation with the Engineers and/or Architects:

- Identify the Root Protection Zones on the final construction drawings, prior to bidding the project.
- Show the placement of tree protection fences, as well as areas to be irrigated, fertilized and mulched on the final construction drawings.
- Clearly show trees for removal on the plans and mark them clearly on site. A Contractor who is a Certified Arborist should perform tree and stump removal. All stumps within the root zone of trees to be preserved shall be ground out using a stump router or left in place. **No trunk within the root zone of other trees shall be removed using a backhoe or other piece of grading equipment**.
- Prior to any grading, or other work on the site that will come within 50’ of any tree to be preserved:
    1. Irrigate (if needed) and place a 3” layer of chip mulch over the protected root zone of all trees that will be impacted.
    2. Erect Tree Protection Fences. Place boards against trees located within 3’ of construction zones, even if fenced off.
    3. Remove lower foliage that may interfere with equipment PRIOR to having grading or other equipment on site. The Project Arborist should approve the extent of foliage elevation, and oversee the pruning, performed by a contractor who is an ISA Certified Arborist.
- For grade cuts, expose roots by hand digging, potholing or using an air spade and then cut roots cleanly prior to further grading outside the tree protection zones.
- For fills, if a cut is required first, follow as for cuts.
- Where possible, specify geotextile fabric and/or thickened paving, re-enforced paving, and structural soil in lieu of compacting, and avoid root cutting as much as possible, prior to placing fills on the soil surface. Any proposed retaining wall or fill soil shall be discussed with the engineer and arborist in order to reduce impacts to trees to be preserved.
- Clearly designate an area on the site outside the drip line of all trees where construction materials may be stored, and parking can take place. No materials or parking shall take place within the root zones of protected trees.
- Design utility and irrigation trenches to minimize disturbance to tree roots. Where possible, dig trenches with hydro-vac equipment or air spade, placing pipes underneath the roots, or bore the deeper trenches underneath the roots.
- Include on the plans an Arborist inspection schedule to monitor the site during (and after) construction to ensure protection measures are followed and make recommendations for care of the trees on site, as needed.

General Tree protection measures are included as Appendix 3. These measures need to be included on the Site, Grading, Utility and Landscape Plans. A final report of recommendations specific to the plan can be completed as part of, and in conjunction with, the actual plans. This will require the arborist working directly with the engineer and architect for the project. If the above recommendations are followed, the amount of time required by the arborist for the final report should be minim this will require the arborist working directly with the engineer and architect for the project. If the above recommendations are followed, the amount of time required by the arborist for the final report should be minimal.

MITIGATION

In reference to Section 13.24.090(2), applicants may use the following monetary value of the replacement trees to help design their landscape plans for development-related removals:

- 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

Mitigation is only required for the Heritage trees removed. The 14 heritage trees have an appraised value of $43,000. The Heritage Trees were found to be in poor condition and the reason for removal is tree condition. The mitigation for poor condition trees is replacement cost by tree size at a total of $3,700. The proposed mitigation is $3,700.

Report Prepared by:

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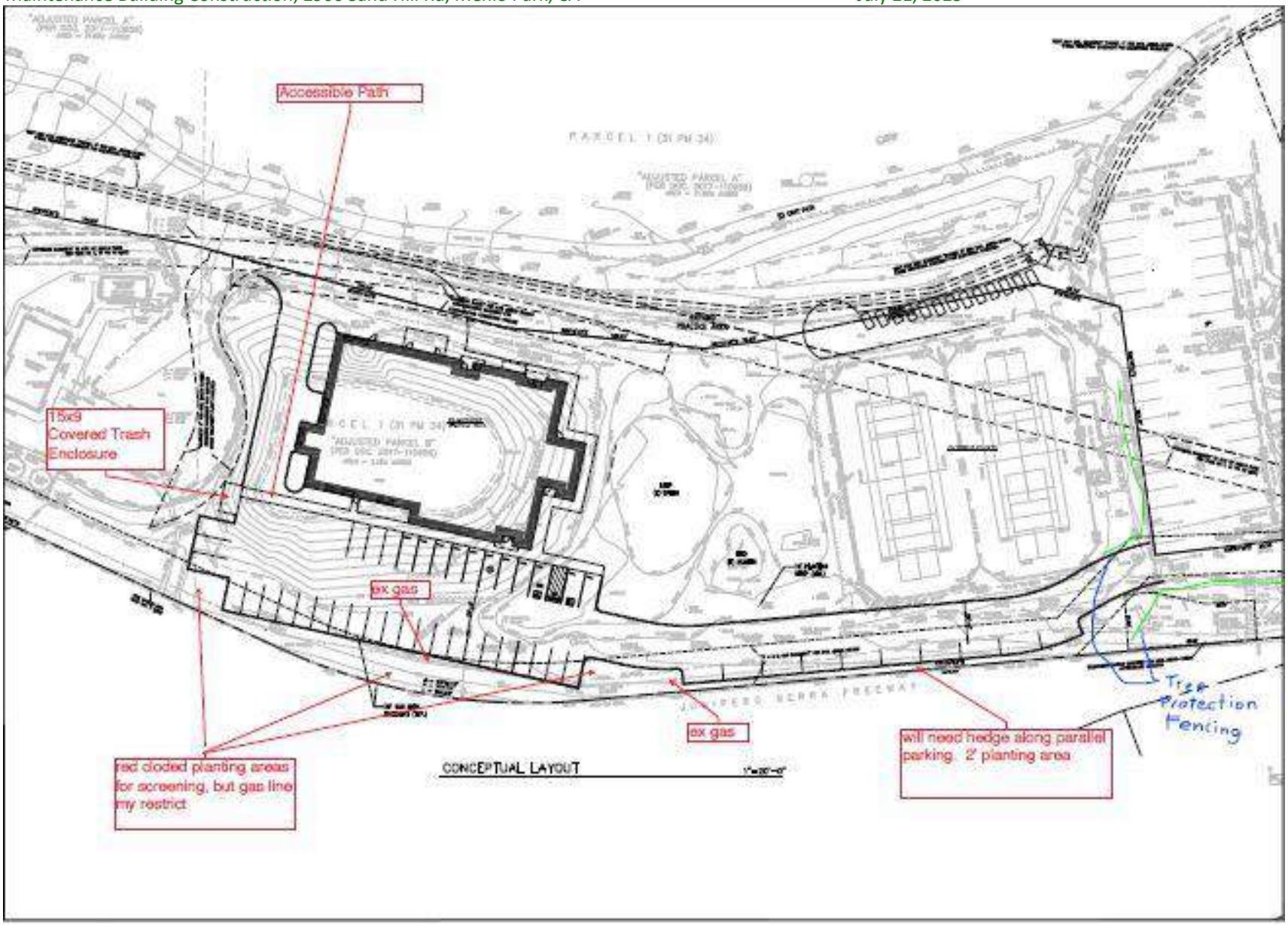
International Society of Arboriculture
Certified Arborist WE-0510A
ISA Tree Risk Assessment Qualified
American Society of Consulting Arborists Registered Consulting Arborist #480

Enc.: Appendix 1 – Site image
Appendix 2 – Tree Data Collected
Appendix 3 – General Practices for Tree Protection
Appendix 4 – Images of trees and site

APPENDIX 1 – SITE IMAGE AND SITE PLAN

AERIAL IMAGE WITH TREE #S IN APPROXIMATE LOCATIONS ON SITE #3 IS THE EXISTING CELL TOWER

ENLARGED AERIAL W TREE #S IN APPROXIMATE LOCATIONS, #3 IS THE CELL TOWER



SITE PLAN SHOWING TREE PROTECTION FENCING

APPENDIX 2 – TREE INFORMATION COLLECTED

Operations Building 2900 Sand Hill Rd Menlo Park
Tree List

Tree #	Common Name Species	DBH (in)	Ht dia Meas At (in)	Canopy Radius (ft)	Condition Rating	Comments	Project Status	Appraised value	Replace-ment cost by size
2	Hollywood Juniper Juniperus chinensis 'Torulosa'	9	24	11	2 Poor - Major Structure or Health Problems	undersized; 2 stems at base, 7&5" growing together	Remove	0	0
8	Toyon Heteromeles arbutifolia	6	12	12	2 Poor - Major Structure or Health Problems	undersized; multi stem cluster	Remove	0	0
3160	Valley Oak Quercus lobata	8.8	54	24	3 Fair - Minor Problems	undersized; flare slightly buried, low 5" N lateral at 12", co dom at 25'	Remove	0	0
3164	Hollywood Juniper Juniperus chinensis 'Torulosa'	22	18	19	2 Poor - Major Structure or Health Problems	co dom at base 12&9", leaders lean outward, thinning foliage on W leader, E leader co doms at 7' leans E 30-45 deg	Remove	$4,969	$400
3165	Hollywood Juniper Juniperus chinensis 'Torulosa'	22	6	19	2 Poor - Major Structure or Health Problems	flattened flare, low laterals N,W,S, E, crossing rubbing	Remove	$3,946	$400
3166	Hollywood Juniper Juniperus chinensis 'Torulosa'	18	3	20	2 Poor - Major Structure or Health Problems	no flare E, low laterals 1-2'	Remove	$2,641	$200
3167	Hollywood Juniper Juniperus chinensis 'Torulosa'	25	3	23	2 Poor - Major Structure or Health Problems	normal flare, low laterals 1-3', crossing, foliage in tennis courts (same for 3165)	Remove	$5,095	$400
3168	Arborvitae Thuja sp.	11.4	48	5	2 Poor - Major Structure or Health Problems	undersized; swollen flare, vertcal S lateral at base, vertical growth, co dom at 7'	Remove	0	0
3169	Hollywood Juniper Juniperus chinensis 'Torulosa'	24	3	26	2 Poor - Major Structure or Health Problems	next to Valley Oak, 1-sided crown E, several 1-2" stems, privet, clo, quince, N&E , 4" privet Sto 10' away	Remove	$4,696	$400

TREE LIST PAGE 1 OF 3

Operations Building 2900 Sand Hill Rd Menlo Park
Tree List

Tree #	Common Name Species	DBH (in)	Ht dia Meas At (in)	Canopy Radius (ft)	Condition Rating	Comments	Project Status	Appraised value	Replace-ment cost by size
3170	Valley Oak Quercus lobata	15.2	54	19	2 Poor - Major Structure or Health Problems	flare swollen, growing into 3269, co dom at 10', included bark, dense growth around both trees	Remove	$3,994	$200
3171	Hollywood Juniper Juniperus chinensis 'Torulosa'	16	6	18	2 Poor - Major Structure or Health Problems	dense crowded with several privet 3-4" stems, 1 8" privet, co dom at 30",	Remove	$2,087	$200
3172	Hollywood Juniper Juniperus chinensis 'Torulosa'	17	18	16	2 Poor - Major Structure or Health Problems	normal flare, low laterals, crossing branches	Remove	$2,356	$200
3173	Hollywood Juniper Juniperus chinensis 'Torulosa'	19	54	18	2 Poor - Major Structure or Health Problems	2 stems at base, 15&9", low laterals, crossing branches,	Remove	$2,943	$200
3174	Hollywood Juniper Juniperus chinensis 'Torulosa'	18	54	15	2 Poor - Major Structure or Health Problems	2 stems at base, 14&11, small low laterals,	Remove	$2,641	$200
3175	Hollywood Juniper Juniperus chinensis 'Torulosa'	15	54	14	2 Poor - Major Structure or Health Problems	crowded flare, 3-5" shoots W, leans E,	Remove	$1,834	200
3176	Hollywood Juniper Juniperus chinensis 'Torulosa'	20	3	17	2 Poor - Major Structure or Health Problems	many low laterals, second 4"stem to W,	Remove	$3,261	$400
3177	Hollywood Juniper Juniperus chinensis 'Torulosa'	8	30	12	1 Very Poor - Extreme Structure or Health Problems	undersized; low laterals, top leader broken	Remove	0	0
3178	Coast Live Oak Quercus agrifolia	10	54		2 Poor - Major Structure or Health Problems	2 stems at base, 4.8 & 7.2, inside fence, under 3179	Remove	$1,473	$100
3179	Evergreen Chinese Elm Ulmus parvifolia	16.7	54	24	2 Poor - Major Structure or Health Problems	self correcting lean N, co dom at 7', 5 failed S branches	Remove	$1,011	$200

TREE LIST PAGE 2 OF 3

Operations Building 2900 Sand Hill Rd Menlo Park
Tree List

Tree #	Common Name Species	DBH (in)	Ht dia Meas At (in)	Canopy Radius (ft)	Condition Rating	Comments	Project Status	Appraised value	Replace-ment cost by size
19 trees listed; 5 undersized in blue; 13 trees listed for the Heritage tree permit for removal, 1 in fair condition (green), 12 in poor condition (tan); Replacement value determined by appraisal for 1 tree removed for development, $4,969 rounded to $5,000; and 13 trees removed for condition based on diameter size total $3,300. Total appraised value of all 14 trees = $42,947, rounded to $42,900;								$42,947	$3,700

Key	Description
14	Heritage trees in poor condition
5	Undersized trees being removed

TREE LIST PAGE 3 OF 3

APPENDIX 3 – GENERAL PRACTICES FOR TREE PROTECTION

Definitions:

Root zone: The roots of trees grow fairly close to the surface of the soil, and spread out in a radial direction from the trunk of tree. A general rule of thumb is that they spread 2 to 3 times the radius of the canopy, or 1 to 1 ½ times the height of the tree. It is generally accepted that disturbance to root zones should be kept as far as possible from the trunk of a tree.

Inner Bark: The bark on large valley oaks and coast live oaks is quite thick, usually 1" to 2". If the bark is knocked off a tree, the inner bark, or cambial region, is exposed or removed. The cambial zone is the area of tissue responsible for adding new layers to the tree each year, so by removing it, the tree can only grow new tissue from the edges of the wound. In addition, the wood of the tree is exposed to decay fungi, so the trunk present at the time of the injury becomes susceptible to decay. Tree protection measures require that no activities occur which can knock the bark off the trees.

Methods Used in Tree Protection:

No matter how detailed Tree Protection Measures are in the initial Arborist Report, they will not accomplish their stated purpose unless they are applied to individual trees and a Project Arborist is hired to oversee the construction. The Project Arborist should have the ability to enforce the Protection Measures. The Project Arborist should be hired as soon as possible to assist in design and to become familiar with the project. He must be able to read and understand the project drawings and interpret the specifications. He should also have the ability to cooperate with the contractor, incorporating the contractor's ideas on how to accomplish the protection measures, wherever possible. It is advisable for the Project Arborist to be present at the Pre-Bid tour of the site, to answer questions the contractors may have about Tree Protection Measures. This also lets the contractors know how important tree preservation is to the developer.

Root Protection Zone (RPZ): Since in most construction projects it is not possible to protect the entire root zone of a tree, a Root Protection Zone is established for each tree to be preserved. The minimum Root Protection Zone is the area underneath the tree's canopy (out to the dripline, or edge of the canopy), plus 10'. The Project Arborist must approve work within the RPZ.

Irrigate, Fertilize, Mulch: Prior to grading on the site near any tree, the area within the Tree Protection fence should be fertilized with 4 pounds of nitrogen per 1000 square feet, and the fertilizer irrigated in. The irrigation should percolate at least 24 inches into the soil. This should be done no less than 2 weeks prior to grading or other root disturbing activities. After irrigating, cover the RPZ with at least 12" of leaf and twig mulch. Such mulch can be obtained from chipping or grinding the limbs of any trees removed on the site. Acceptable mulches can be obtained from nurseries or other commercial sources. Fibrous or shredded redwood or cedar bark mulch shall not be used anywhere on site.

Fence: Fence around the Root Protection Zone and restrict activity therein to prevent soil compaction by vehicles, foot traffic or material storage. The fenced area shall be off limits to all construction equipment, unless there is express written notification provided by the Project Arborist, and impacts are discussed and mitigated prior to work commencing.

No storage or cleaning of equipment or materials, or parking of any equipment can take place within the fenced off area, known as the RPZ.

The fence should be highly visible, and stout enough to keep vehicles and other equipment out. I recommend the fence be made of orange plastic protective fencing, kept in place by t-posts set no farther apart than 6'.

In areas of intense impact, a 6' chain link fence is preferred.

In areas with many trees, the RPZ can be fenced as one unit, rather than separately for each tree.

Where tree trunks are within 3' of the construction area, place 2" by 4" boards vertically against the tree trunks, even if fenced off. Hold the boards in place with wire. Do not nail them directly to the tree. The purpose of the boards is to protect the trunk, should any equipment stray into the RPZ.

Existing Asphalt and Concrete: Existing asphalt pavement and concrete on a site already may have roots growing under the pavement, and if the pavement is left in place, the roots are protected from disturbance. Instead of fencing to the drip line over the pavement, the fencing can be placed at the edge of the pavement to protect the soil adjacent to the pavement.

If the pavement is going to be removed, and it cannot be retained until the end of the project, once the pavement is removed, fencing shall be placed over the soil to protect the soil from compaction to the entire area of the protected root zone. If encroachment into the root zone is approved, mulch shall be placed over the soil and the fencing shall either be placed protect the remaining portion of the root zone or left in place protecting the entire root zone and only entered to perform the approved work. The approved work in the tree protection zone will be the determining factor in the fence placement and entry into the protected area.

Elevate Foliage: Where indicated, remove lower foliage from a tree to prevent limb breakage by equipment or in conflict with a proposed structure. Low foliage as specified for pruning can usually be removed without harming the tree. The specifications should limit the amount of foliage to a maximum of 25%, unless the arborist demonstrates the need to remove a greater amount. Branches need to be removed at the anatomically correct location in order to reduce decay organisms from entering the trunk. For this reason, a contractor who is an ISA Certified Arborist should perform all pruning on protected trees.[1]

Expose and Cut Roots: Breaking roots with a backhoe, or crushing them with a grader, causes significant injury, which may subject the roots to decay. Ripping roots may cause them to splinter toward the base of the tree, creating much more injury than a clean cut would make. At any location where the root zone of a tree will be impacted by a trench or a cut (including a cut required for a fill and compaction), the roots shall be exposed with either a backhoe digging radially to the trunk, by hand digging, or by a hydraulic air spade, and then cut cleanly with a sharp instrument, such as chainsaw with a carbide chain. Once the roots are severed, the area behind the cut should be moistened and mulched. A root protection fence should also be erected to protect the remaining roots, if it is not already in place. Further grading or backhoe work required outside the established RPZ can then continue without further protection measures.

[1] International Society of Arboriculture (ISA), maintains a program of Certifying individuals. Each ISA Certified Arborist has a number and must maintain continuing education credits to remain Certified.

Protect Roots in Deeper Trenches: The location of utilities on the site can be very detrimental to trees. Design the project to use as few trenches as possible, and to keep them away from the major trees to be protected. Wherever possible, in areas where trenches will be very deep, consider boring under the roots of the trees, rather than digging the trench through the roots. This technique can be quite useful for utility trenches and pipelines.

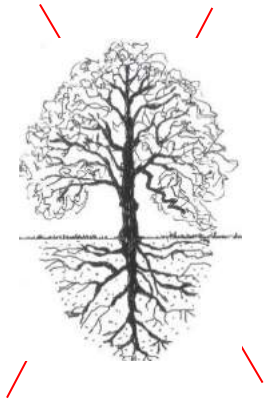
Protect Roots in Small Trenches: After all construction is complete on a site, it is not unusual for the landscape contractor to come in and sever a large number of "preserved" roots during the installation of irrigation systems. The Project Arborist must therefore approve the landscape and irrigation plans. The irrigation system needs to be designed so the main lines are located outside the root zone of major trees, and the secondary lines are either laid on the surface (drip systems), or carefully dug with a hydraulic or air spade, and the flexible pipe fed underneath the major roots.

Design the irrigation system so it can slowly apply water (no more than ¼" to ½" of water per hour) over a longer period of time. This allows deep soaking of root zones. The system also needs to accommodate infrequent irrigation settings of once or twice a month, rather than several times a week.

Monitoring Tree Health During and After Construction: The Project Arborist should visit the site at least twice a month during construction to be certain the tree protection measures are being followed, to monitor the health of impacted trees, and make recommendations as to irrigation or other needs. After construction is complete, the arborist should monitor the site monthly for one year and make recommendations for care where needed. If longer term monitoring is required, the arborist should report this to the developer and the planning agency overseeing the project.

Root Structure

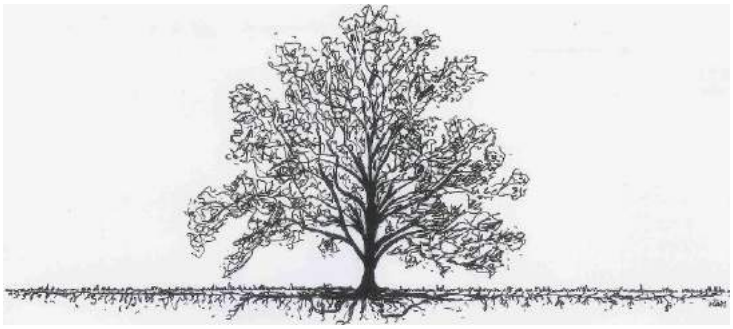
The majority of a tree's roots are contained in a radius from the main trunk outward approximately two to three times the canopy of the tree. These roots are located in the top 6" to 3' of soil. It is a common misconception that a tree underground resembles the canopy (see Drawing A below). The correct root structure of a tree is in Drawing B. All plants' roots need both water and air for survival. Surface roots are a common phenomenon with trees grown in compacted soil. Poor canopy development or canopy decline in mature trees is often the result of inadequate root space and/or soil compaction.



Drawing A

Common misconception of where roots are assumed to be located

tree



Drawing B

The reality of where roots are generally located

Structural Issues

Limited space for canopy development produces poor structure in trees. The largest tree in a given area, which is 'shading' the other trees is considered Dominant. The 'shaded' trees are considered Suppressed. The following picture illustrates this point. Suppressed trees are more likely to become a potential hazard due to their poor structure.

Dominant Tree

Growth is upright

Canopy is balanced by limbs and foliage equally

Suppressed Tree

Canopy weight all to one side

Limbs and foliage grow away from dominant tree

Co-dominant leaders are another common structural problem in trees.

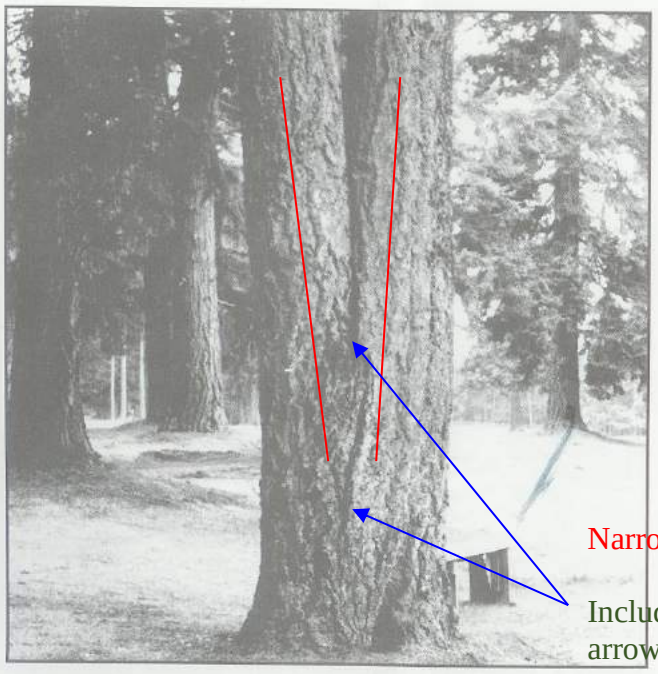


Figure 6. Codominant stems are inherently weak because the stems are of similar diameter.

The tree in this picture has a co-dominant leader at about 3' and included bark up to 7 or 8'. Included bark occurs when two or more limbs have a narrow angle of attachment resulting in bark between the stems – instead of cell to cell structure. This is considered a critical defect in trees and is the cause of many failures.

Narrow Angle

Included Bark between the arrows

Photo from Evaluation of Hazard Trees in Urban Areas by Nelda P. Matheny and James R. Clark, 1994 International Society of Arboriculture

Pruning Mature Trees for Risk Reduction

There are few good reasons to prune mature trees. Removal of deadwood, directional pruning, removal of decayed or damaged wood, and end-weight reduction as a method of mitigation for structural faults are the only reasons a mature tree should be pruned. Live wood over 3" should not be pruned unless absolutely necessary. Pruning cuts should be clean and correctly placed. Pruning should be done in accordance with the American National Standards Institute (ANSI) A300 standards. It is far better to use more small cuts than a few large cuts as small pruning wounds reduce risk while large wounds increase risk.

Pruning causes an open wound in the tree. Trees do not "heal" they compartmentalize. Any wound made today will always remain, but a healthy tree, in the absence of decay in the wound, will 'cover it' with callus tissue. Large, old pruning wounds with advanced decay are a likely failure point. Mature trees with large wounds are a high failure risk.

Overweight limbs are a common structural fault in suppressed trees. There are two remedial actions for overweight limbs (1) prune the limb to reduce the extension of the canopy, or (2) cable the limb to reduce movement. Cables do not hold weight they only stabilize the limb and require annual inspection.

Photo of another tree – not at this site.

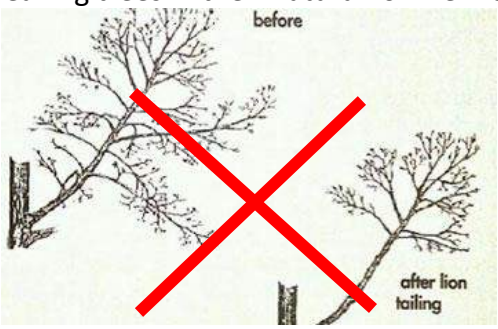
Normal limb structure

Over weight, reaching limb with main stem diameter small compared with amount of foliage present

Photo of another tree – not at this site

Lion's – Tailing is the pruning practice of removal of "an excessive number of inner and/or lower lateral branches from parent branches. Lion's tailing is not an acceptable pruning practice" ANSI A300 (part 1) 4.23. It increases the risk of failure.

Pruning – Cutting back trees changes their natural structure, while leaving trees in their natural form enhances longevity.



Pruning specifications for clearance of branches for placement of the Portable Unit
There are some branches that are growing in the area where the Portable will be placed. These branches should be pruned by a qualified tree care company to the following specifications:
Subject trees: Trees adjacent to the proposed Portable location
Objective: Prune the branches for building clearance while retaining as large a crown as possible.
System: A natural system shall be used
Location of Pruning: The pruning shall be performed in the area of the crown where branches conflict with the proposed placement of the Portable building. All live foliage in the interior of the crown not in conflict shall be retained. Dead branches can be removed anywhere in the crown.
Types of cuts: Branch removal cuts and reduction cuts;
Size of cuts: The smallest cuts possible to remove branches should be used. The largest diameter final cut should be the removal of a low branch on Tree 20, approximately 5 inches diameter.

Arborist Classifications

There are different types of Arborists:

Tree Removal and/or Pruning Companies. These companies may be licensed by the State of California to do business, but they do not necessarily have extensive knowledge about tree biology and proper care;

Arborists. Arborist is a broad term. It is intended to mean someone with specialized knowledge of trees but is often used to imply knowledge that is not there.

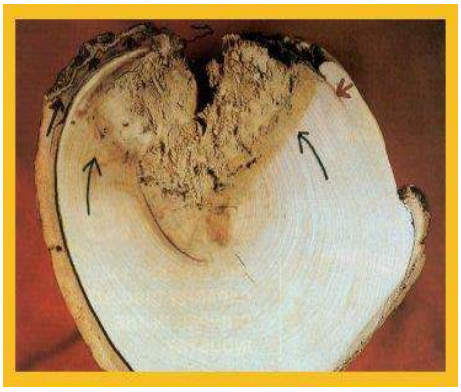
ISA Certified Arborist: An International Society of Arboriculture Certified Arborist is someone who has been trained and tested to have specialized knowledge of trees. You can look up certified arborists at the International Society of Arboriculture website: isa-arbor.org.

Consulting Arborist: An American Society of Consulting Arborists Registered Consulting Arborist is someone who has been trained and tested to have specialized knowledge of trees and trained and tested to provide high quality reports and documentation. You can look up registered consulting arborists at the American Society of Consulting Arborists website: https://www.asca-consultants.org/

Decay in Trees

Decay (in General): Fungi cause all decay of living trees. Decay is considered a disease because cell walls are altered, wood strength is affected, and living sapwood cells may be killed. Fungi decay wood by secreting enzymes. Different types of fungi cause different types of decay through the secretion of different chemical enzymes. Some decays, such as white rot, cause less wood strength loss than others because they first attack the lignin (causes cell walls to thicken and reduces susceptibility to decay and pest damage) secondarily the cellulose (another structural component in a cell walls). Others, such as soft rot, attack the cellulose chain and cause substantial losses in wood strength even in the initial stages of decay. Brown rot causes wood to become brittle and fractures easily with tension. Identification of internal decay in a tree is difficult because visible evidence may not be present.

According to Evaluation of Hazard Trees in Urban Areas (Matheny, 1994) decay is a critical factor in the stability of the tree. As decay progresses in the trunk, the stem becomes a hollow tube or cylinder rather than a solid rod. This change is not readily apparent to the casual observer. Trees require only a small amount of bark and wood to transport water, minerals and sugars. Interior heartwood can be eliminated (or degraded) to a great degree without compromising the transport process. Therefore, trees can contain significant amounts of decay without showing decline symptoms in the crown.



Compartmentalization of decay in trees is a biological process in which the cellular tissue around wounds is changed to inhibit fungal growth and provide a barrier against the spread of decay agents into the barrier zones is the formation of while a tree may be able to limit pruning cuts, in the event that there located vertically along the main trunk of the tree, the likelihood of decay progression and the associated structural loss of integrity of the internal wood is high.

additional cells. The weakest of the vertical wall. Accordingly, decay progression inward at large are more than one pruning cut

Oak Tree Impacts

Our native oak trees are easily damaged or killed by having the soil within the Critical Root Zone (CRZ) disturbed or compacted. All of the work initially performed around protected trees that will be saved should be done by people rather than by wheeled or track type tractors. Oaks are fragile giants that can take little change in soil grade, compaction, or warm season watering. Don't be fooled into believing that warm season watering has no adverse effects on native oaks. Decline and eventual death can take as long as 5-20 years with poor care and inappropriate watering. Oaks can live hundreds of years if treated properly during construction, as well as later with proper pruning, and the appropriate landscape/irrigation design.

APPENDIX 4 – IMAGES OF TREES AND SITE

AERIAL VIEW OF SITE AREA FOR THE MAINTENANCE BUILDING CONSTRUCTION

AERIAL OF THE TREES IMPACTED BY THE PROJECT

From: Phillip Hoare, 662 Sand Hill Circle

To: Menlo Park Planning Commission

RE: 2900 Sand Hill Road (PLN2023-00018)

I am a resident of Sand Hill Circle and my home backs on to the golf course. I would like to comment on the impact the proposed changes related to the construction of a new Operations Building.

Concern 1

The plans originally submitted show the removal of a line of vegetation between the tennis courts and the 280 north bound on ramp.

- The original diagrams show the removal of 14 non-heritage trees and 3 heritage trees.
- The current plan is to remove 19 non-heritage trees and 14 heritage trees and to plant one heritage tree.
- Although the removal of these trees is clearly associated with the construction of a road to the proposed Operations Building, these tree removals have already been approved by the City Arborist (HRT2022-00111 on 08/21/23) without seeking comments from the community.

The impact of removing these trees combined with the removal of many trees on this area of the golf course in the last 6 months will mean that the three tree lines that previously blocked the on ramp, freeway, and the Sand Hill Road overpass from my home and those of my neighbors have been, or will be, removed or materially reduced (see sketch).

Request

The removal of these trees be treated as part of the Operations Building approval, which is driving the change, and not be separately approved.

Should the removal of these trees be approved, the golf course be required to plant 19 non-heritage and 14 heritage trees between the tennis courts and new operations building and the fairway (see sketch).

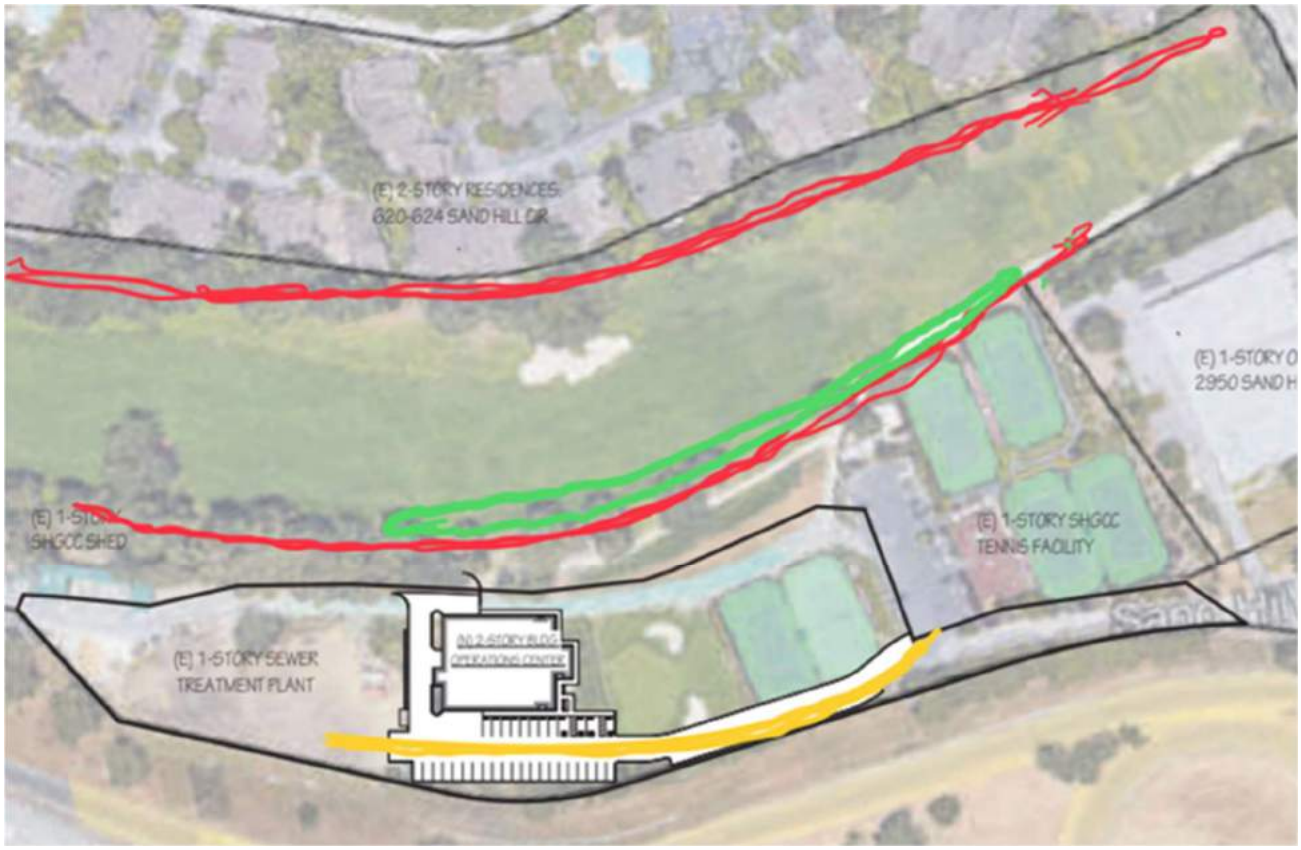
Concern 2

The new Operation Building is proposed on the site of a dried-out pond. The plan is to fill in this area raising the foundation of the Operations Building. This unnecessarily increases the visual and other impacts of the Operations Building on the neighbors of the golf course.

Request

The height of the foundation of the Operations Building be established at the average height of the existing land to reduce its ultimate height and impact on the neighborhood.

Sketch



Red - areas where trees have been removed recently.
Yellow - area where tree removal is planned for Operations Building.
Green – Area to plant 14 heritage and 19 non-heritage trees.