



## REGULAR MEETING AGENDA

**Date:** 3/11/2024  
**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](https://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](mailto: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](https://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](https://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 and court report transcript from the December 18, 2023, Planning Commission meeting. ([Attachment](#))
- E2. Approval of minutes from the January 8, 2024, Planning Commission meeting. ([Attachment](#))
- E3. Approval of minutes from the February 5, Planning Commission meeting. ([Attachment](#))

### F. Public Hearing

- F1. Use Permit/James Wu/550 Kenwood Drive:  
Consider and adopt a resolution to approve a use permit to construct first-story additions and interior alterations to an existing nonconforming one-story, single-family residence located in the R-1-U (Single Family Urban Residential) zoning district. The proposed work would exceed 75 percent of the replacement value of the existing nonconforming structure in a 12-month period; determine this action is categorically exempt under CEQA Guidelines Section 15301’s Class 1 exemption for existing facilities. **Continued from the meeting of February 26, 2024.** ([Staff Report #24-013-PC](#))
- F2. Use Permit Revision/Fatima Saqib/113 Princeton Road:  
Consider and adopt a resolution to approve a use permit revision to add new second-floor area on the south-east (right) side by enclosing the existing balcony on a two-story, single-family residence on a substandard lot with regard to lot width in the R-1-U (Single Family Urban Residential) zoning district. The applicant is also proposing a garage conversion to an accessory dwelling unit (ADU) on a separate permit, which is a permitted use; determine this action is categorically exempt under CEQA Guidelines Section 15301’s Class 1 exemption for existing facilities. **Continued from the meeting of February 26, 2024.** ([Staff Report #24-014-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: March 25, 2024
- Regular Meeting: April 15, 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](mailto: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.

Agendas are posted in accordance with Cal. Gov. Code §54954.2(a) or §54956. Members of the public can view electronic agendas and staff reports by accessing the city website at [menlopark.gov/agendas](http://menlopark.gov/agendas) and can receive email notifications of agenda postings by subscribing at [menlopark.gov/subscribe](http://menlopark.gov/subscribe). Agendas and staff reports may also be obtained by contacting City Clerk at 650-330-6620. (Posted: 3/6/2024)



## REGULAR MEETING DRAFT MINUTES

**Date:** 12/18/2023  
**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**

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

**B. Roll Call**

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

Absent: Andrew Barnes

Staff: Payal Bhagat, Contract Planner; Nira Doherty, City Attorney; Fahteen Khan, Associate Planner; Kyle Perata, Assistant Community Development Director; Eric Phillips, City Attorney's Office; Matt Pruter, Associate Planner

**C. Reports and Announcements**

Assistant Community Development Director Perata said the City Council at its meeting the prior week did its annual reorganization of the mayor and vice mayor positions (Taylor/Combs). He said Council member Doerr would continue as the liaison to the Planning Commission. He said the City Clerk was actively recruiting for commission vacancies including the vacant seat on the Planning Commission.

**D. Public Comment**

None

**E. Consent Calendar**

- E1. Architectural Control/Sharon Heights Golf and Country Club/2900 Sand Hill Road:  
Consider and adopt a resolution to approve an architectural control permit to construct a new 75-foot-tall netting structure that would replace an existing 50-foot-tall netting structure in the same location, at the rear of the driving range to protect neighboring residences, at an existing golf course in the OSC (Open Space and Conservation) zoning district; determine this action is categorically exempt under CEQA Guidelines Section 15302's Class 2 exemption for replacement or reconstruction, and CEQA Guidelines Section 15303's Class 3 exemption for new construction or conversion of small structures. (Staff Report #23-073-PC)

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



ACTION: Motion and second (Riggs/Ferrick) to approve the consent calendar as presented; passes 5-0 with Commissioner Barnes absent.

## F. Public Hearing

- F1. Use Permit and Architectural Control/Jimmy Ly/141 Jefferson Drive and 180-186 Constitution Drive: Consider and adopt a resolution to approve revisions to the use permit and architectural control permit for the previously approved Menlo Uptown project consisting of 483 multi-family dwelling units, comprised of 441 rental units in two, seven-story buildings, 42 for-sale townhome units, and approximately 2,940 square feet of commercial space. The proposed revisions include changes to the landscaping and design of the publicly accessible paseo through the project site to accommodate temporary emergency vehicle access until the future townhome component is constructed. The applicant is also requesting to modify the approved community amenity and provide an in-lieu fee payment instead of the approved urgent care center within the multi-family building fronting Constitution Drive and to utilize the 2,940 square-foot space for commercial uses. The project site is located in the R-MU-B (Residential Mixed Use, Bonus) zoning district; determine that these actions are consistent with the previously certified project-level Final Environmental Impact Report. (Staff Report #23-074-PC)

Contract Planner Bhagat reported on the item.

Tyler Evje, Greystar, project applicant, spoke on behalf of the project.

Eric Phillips, City Attorney's Office, in reply to Commissioner Riggs' question regarding replacement of a community amenity other than payment of in-lieu fee, said since City Council adopted a community amenity in-lieu payment program that provided an objective standard for applicants to rely on and the City did not necessarily have a separate objective standard to require that the applicant not pay that fee and instead provide a particular amenity.

Chair Do opened the public hearing.

Public Comment:

- Pam Jones, Menlo Park resident in District 1, suggested visiting development in the area of Constitution, Jefferson and Chrysler, to get a realistic perspective of what the paseos and walkways would be like in actuality or to have an aerial view done of those. She said losing the urgent care clinic was disappointing and was concerned that developers in the area had not collaborated to build an underpass to go under the railroad tracks to get to the new Belle Haven Community Center as people in the area were isolated from resources.

Chair Do closed the public hearing.

The Commission discussed with the applicant and staff:

- timing of the payment of the in-lieu fee with confirmation of the applicant's agreement with staff's recommended condition that it be paid prior to an occupancy permit issued for any building on the project site;
- the challenges to find another nonprofit urgent care provider/operator;
- whether the street and walkways improvements were functional for users;

- that the in-lieu fee would go to the Bayfront Community Amenity Fund for implementing community amenities in the area north of Highway 101 on the Bay with a focus on the Belle Haven neighborhood;
- commercial space uses;
- suggestion of alternative community amenities rather than payment of in-lieu fees including to improve cell service, build sound wall for neighborhoods affected by freeway noise, and create Dumbarton rail improvements such as connection from Meta to Redwood junction.

ACTION: Motion and second (Ehrich/Schindler) to adopt a resolution to approve the item as recommended in the staff report; passes 5-0 with Commissioner Barnes absent.

F2 and G1 are associated items with a single staff report

- F2. Request for an Environmental Impact Report (EIR) Scoping Session for a project at 3705 Haven Avenue to comprehensively redevelop the 0.66-acre site, zoned Residential Mixed-Use Bonus (R-MU-B), with a bonus level development project consisting of an eight-story mixed-use building with ninety-nine dwelling units, and approximately 1,550 square feet of commercial space. The proposed project would demolish an existing 10,361-square-foot commercial building. The Project includes a total of approximately 14,629 square feet of common open space, including approximately 4,670 square feet of publicly accessible outdoor space. In addition, the Project would potentially include a battery-powered electric emergency generator.

The Proposed Project would be developed using the bonus level development allowed by the City's Municipal Code, which provides for an increase in density, gross floor area (intensity), and/or height in exchange for the provision of community amenities. Additionally, the applicant is proposing to utilize State Density Bonus Law to incorporate additional density and square footage when on-site below market rate (BMR) housing units are provided. The proposed community amenity would not involve any additional building construction and would either be provided on site within the proposed building, payment of an in-lieu fee, or a combination of an on-site amenity and a fee. With the City's bonus-level density, the allowed density would result in 66 units. Of the 66 units, the project is providing 15 percent (equal to 10 units) as below market rate units affordable to very-low income households, which makes the Project eligible for the following State Density Bonus Law benefits: a 50 percent density bonus (for up to 99 units), three concessions, unlimited waivers, and use of State Density Bonus Law parking standards. The applicant is requesting concessions and waivers pursuant to the State Density Bonus Law to increase the density and gross floor area of the project, as well as to increase the building height, and modify the parking requirements. The proposed building would contain approximately 117,335 square feet of gross floor area of residential uses and 1,550 square feet of gross floor area of commercial space, for a total floor area ratio of approximately 413 percent.

The Project includes the removal of 13 trees, three of which are heritage trees. The proposed project is considered a housing development project pursuant to the Housing Accountability Act. Environmental review is required to assess the potential environmental impacts of the project. The Notice of Preparation (NOP) was released on December 1, 2023. The NOP provides a description of the proposed project, the location of the proposed project, and a discussion of the project's probable environmental effects. The EIR will address potential physical environmental effects of the proposed project, as outlined in the California Environmental Quality Act (CEQA). An initial study was not completed as it is anticipated this will be a full EIR and no topic areas will be scoped out with the exception of agricultural and forestry resources, mineral resources, and wildfire that are topic areas

not anticipated to require further analysis. The City is requesting comments on the scope and content of this EIR. The project location does not contain a toxic site pursuant to Section 6596.2 of the Government Code. Comments on the scope and content of the EIR are due by 5:00 p.m., Wednesday, January 10, 2024 (Staff Report #23-0075-PC)

A court reporter prepared a transcript of this agenda item.

## **G. Study Session**

- G1. Study session for a project at 3705 Haven Avenue to comprehensively redevelop the 0.66 acre site, zoned Residential Mixed-Use Bonus (R-MU-B). The Proposed Project would demolish an existing 10,361-square-foot commercial building and redevelop the project site with an eight-story (approximately 85 feet tall), 99-unit mixed-use building with approximately 1,550 square feet of ground floor commercial space and structured parking. The proposed project would result in a total of 118,885 square feet, which includes 117,335 square feet of residential use and 1,550 square feet of public facing commercial use. The proposed floor area ratio (FAR) would be 413 percent, through the application of state density bonus law, where a maximum of 250 percent (combined residential and non-residential) is allowed through the City's bonus level development allowance, with the provision of community amenities. The project includes a total of approximately 14,629 square feet of common open space, including approximately 4,670 square feet of publicly accessible outdoor space. In addition, the project would potentially include a battery-powered electric emergency generator. The project would be developed using the bonus level development allowed by the City's Municipal Code, which provides for an increase in density, gross floor area (intensity), and/or height in exchange for the provision of community amenities. Additionally, the applicant is proposing to utilize State Density Bonus Law to incorporate additional density and square footage when on-site below market rate (BMR) housing units are provided. With the City's bonus-level density, the allowed density would result in 66 units. Of the 66 units, the Project is providing 15 percent (equal to 10 units) as below market rate units affordable to very-low income households, which makes the Project eligible for the following State Density Bonus Law benefits: a 50 percent density bonus (for up to 99 units), three concessions, unlimited waivers, and use of State Density Bonus Law parking standards.

The project includes the removal of 13 trees, three of which are heritage trees. The project would plant a total of 15 replacement trees. In addition, 24 new trees would be located on the podium courtyard and rooftop deck. The proposed project is anticipated to include the following entitlements: EIR certification, including Adoption of Findings and Mitigation Monitoring and Reporting Program (MMRP); Use permit for bonus level development, including approval of the community amenity; Architectural control permit; Below market rate (BMR) housing agreement; and Heritage tree removal permits.(Staff Report #23-0075-PC)

Planner Khan said as part of the study session the Commission might wish to address items noted in the staff report such as site and building design, publicly accessible open space, commercial space and community amenity.

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

Chair Do said the project design had numerous building modulations. She referred to the eighth floor roof deck noting its proximity to the Bay and wetlands and asked about wind and exposure impacts.



Ms. Loeb said they had considered wind on the roof deck and could consider further as they continued the design. She said the guardrail at plan north was originally proposed as solid glass but had been revised since in correspondence with staff to be an open metal guardrail that would allow more wind through the space. She said they thought the wind was primarily from the west and there they had parapet walls on some of the areas to help reduce wind impact.

Replying to Chair Do, Ms. Loeb said on the west side that the parapet began at a lower height of 42 inches and then angled up higher about another three feet above that.

Chair Do referred to the publicly accessible open space and seating areas to the west and north and asked how long a walk it was to the seating area on the west side of the building for instance and was it an experience that would draw a person down there and conversely on the north side.

Ms. Loeb said they tried to design the open space to have tiered landscape with some raised planters and plantings within those. She said they included a series of bollard lights along the landscaped walkway and envisioned it as a wandering path to go around the building potentially for the residents and neighboring residents to use for walking dogs, walking through and having a moment of quiet.

Chair Do said they probably were trying to maximize the site to create the housing density and perhaps it was the scale, but the publicly accessible space lawn north and west did not look quite inviting to her, but she might need to think about that some more.

Commissioner Ehrich referred to the concession requested and asked it was an administrative function that the cost of parking needed to be separated from the cost of the affordable units or was it actually that adding the cost of parking to the cost of the unit made it no longer affordable.

Mr. Phillips said the City required unbundled parking in this area and the applicant wanted to make it clear that although the residents of the income restricted units would have access to the parking on the same terms that all the residents of the project would that it would not reduce the rent amount if they also purchased parking. He said parking was an additional amenity available to purchase separate from the housing cost.

Commissioner Ehrich said he supported that the proposed plans had the minimum amount of parking for the number of proposed units, but his concern was that since there would not be as many parking spaces for the general law of supply and demand that potentially the spaces could be priced at an increased amount. He said he thought for market rate residents that was appropriate and what they should be striving for, but he would be very concerned if BMR residents were subject to high prices for parking.

Ms. Xu said providing parking as an amenity and with all the parking spaces unbundled that it had not been thought through yet how it would operate and the associated fee. She said they asked for this concession to help out on the overall financial feasibility of the project to provide the 15% very low income units.

Commissioner Ehrich said with the concession that he suggested capping or setting the price for parking for the affordable units at a rate such the total cost of housing plus parking was affordable, but he understood there were financial considerations. He said he thought the parking amenity fee



could be less for the BMR units otherwise a high cost for parking was potentially negating the spirit of providing BMR units.

Commissioner Ehrich referred to the Project Progress timeline and asked the applicant if there was anywhere on that timeline where they were surprised by how long a process took; and given the applicant's experience in other cities around the Bay Area asked also if there were any areas that seemed to take longer in Menlo Park.

Ms. Xu said she appreciated working with staff, but she was surprised at how long the whole process would take, noting they were 18 months into the process and at the first public hearing. She said that was not the experience they had had in the City of San Francisco. She said they were on the fourth round of the application package and had gone through many compliance review comments with staff. She said they were quite surprised by the overall timeline and were happy that they qualified for SB 330 as that limited the number of public hearings to five.

Replying to Commissioner Ehrich, Mr. Perata said understanding the applicant's comments and the timeline that staff strove to work with applicants to process projects in a timely manner. He said that at this point they had gone through a number of reviews with the applicant and importantly it was moving forward with contracts signed and agreements approved, and environmental work being done.

Mr. Phillips noted some of the longest lead time was in between issuing the RFP, having City Council select the consultant and getting into contract with them. He said some jurisdictions preapproved a number of consultants on call and went through that process once a year or once every couple of years, which made it a little faster to launch individual EIR processes. He said that was a potential procedural change that the Council could enact.

Commissioner Riggs asked how many of the 99 units would be BMR units. Planner Khan said 10 units. Commissioner Riggs said no parking for guests or the commercial space was proposed. He asked if they had worked with staff to determine on street parking for commercial and for visitors.

Ms. Loeb said they had reviewed that question. She said it was primarily red striped along Haven Avenue on the east side so no parking was available there. She said to accommodate garbage pickup along the south side of the site that they were not able to provide parking there.

Commissioner Riggs said of the 99 units the average of occupants for all types of unit sizes was at least two per unit and about 200 occupants. He said the idea that they would have somewhere around zero visitors was unrealistic, given the employment emphasis of the valley and that these were primarily market rate units.

Commissioner Riggs referred to the community amenities list. He said the project was not in Belle Haven as the applicants had indicated in their presentation. He said the project was actually approximately one mile from Belle Haven and it was actually adjacent to a community called North Fair Oaks. He said the market the new residents would go to was in North Fair Oaks. He said regarding community amenities that a mistake might be made if for instance they considered improving street lighting on Sevier Avenue, which was a mile away and not adjacent. He said they would want to probably look at, for instance, issues on Florence Avenue or Marsh Road.

Commissioner Riggs asked staff what the cumulative commercial space was on Haven Avenue as they had been building housing there for about 10 years. He said he asked as whether the project's commercial space would default to a coffee shop or might be part of a larger fabric of commercial, neighborhood serving commercial on a street that never had a neighborhood before the last decade. Ms. Khan said currently there was no commercial square footage along Haven Avenue.

Commissioner Riggs said that might provide the Commission with some context in considering what the proposed small commercial space might be. He noted the market and other uses in that location at Marsh Manor, which technically was in Redwood City, served neighborhoods in Suburban Park, Lorelei Manor, and North Fair Oaks. He said the awkward aspect for Haven Avenue was its location on the other side of Hwy. 101, noting that the bridge was highly impacted. He said at times new commercial uses would find it was in a weak position to compete with Marsh Manor. He suggested this project's commercial space might do well as a mini-grocery store.

Commissioner Riggs said regarding the architecture that he was very impressed with the massing and the materials. He said the upper floors had interesting shapes and fenestration and nice materials. He said he would not mind seeing more of the knotty wood aluminum panels but that was a matter of choice and not direction. He said an issue was around the corner on Haven Avenue where the building had a two-story large blank wall, which was not pedestrian friendly. He said that was the walkway from the existing neighboring four and five-story buildings to get to Marsh Manor and/or the post office. He said following up on Chair Do's comment that if they were providing public open space that wrapped around the building, which was very understandable as this was a very urban building, then the treatment of the first floor in particular needed to be considered more to create a pleasant environment. He said some tagging occurred in this area.

Commissioner Schindler noted the favorable elements of the project that the City had been driving towards including density, proximity to employment and to some extent transit. She said the conservative parking assumptions were things that had showed up in Planning Commission feedback to multiple other projects. She said the mix of unit sizes represented a theme that had showed up as well in a couple of different directions the Commission had advised. She said the architectural design was nice. She said the corner where the little library nook was proposed looked odd to her. She said regarding the outdoor space that the walkway was intended as a wandering path, but she thought it looked very linear and overly structured to the point of not being welcoming. She said she was glad to see a slide that showed chairs with some curve in them although made of cement. She said something could be done to make that a more welcoming and inviting set of spaces, perhaps tables might invite people to come and not just wander through, but actually stay and spend some time whether residents or nonresidents.

Commissioner Schindler said the size of the proposed commercial space was small and potentially constraining and she questioned who would be interested in using that space. She said that with the no parking and potentially even the restriction on the ceiling height that she did not think there would be much interest in the space. She said she would be interested to see a process that ensured enough people would be interested in that commercial space to have it be viable, or to consider expanding it or getting rid of it and moving some of the second floor parking down to the first floor and expanding the residential on the second floor from four units to something greater. She said regarding a community amenity she had thought about what community serving would be in this neighborhood. She said two developments next door to this project had more units but not nearly the density. She said those other developments did not have public coffee shops, and looking at their websites, it seemed they had grab and go vending machines and a bar. She said she questioned

whether or not local retail would be viable, even if it supported all three of those residential communities. She said her first choice for use of that space would be some kind of a small food service type of setting, but she did not know if that qualified as a community amenity. She said also there was a question of access with that space used as a potential community amenity. She referred to comments on traffic and the proximity to Redwood City. She said the community amenities list did include some references to more transportation. She said there was a shuttle line that ran in the neighborhood. She asked whether increasing the frequency of that shuttle line constituted a potential community amenity for consideration. She referred to the community amenity process and the calculation of the value of that community amenity and asked if that would be based on bonus density for the City's bonus density or would it include the states. She said the published list of community amenities just for purposes of public awareness and thinking this through had some numbers referenced. She said it would be helpful to the Planning Commission and members of the public to understand the magnitude that this project could represent in terms of that list of amenities.

Mr. Phillips said that calculation was being worked out and noted that the City's past practice had been to look at the entirety of the project inclusive of bonus development whether allowed under a local program or state program. He said as pointed out the magnitude here was quite large, so the applicant had questioned that methodology and whether it was consistent with state density bonus requirements. He said that was being examined and the final methodology was still to be determined.

Commissioner Schindler said based on past knowledge, her guesstimate was single digit millions here in terms of the community amenities. She said considering the community amenities list and the parameters laid out in the staff report that the community amenities would be fulfilled onsite without incremental development or through the in-lieu fees then more space would be needed onsite to do that. She said again her thought turned to what else could be done to expand that commercial space that could fulfill the community amenities requirement.

Mr. Phillips said another onsite amenity option that would be consistent with the list could be additional affordable housing, for example an increased percentage and that would be consistent with what would be looked at in the EIR. He said the applicants had not proposed that yet.

Commissioner Schindler noted that was a valid proposal to remove the commercial space and have more residential that could be in one of the affordable tiers as the community amenity. She said there were a couple of directions that this project, which was solid and admirable, could be stretched to get it even more refined and to hit the community amenity target.

Commissioner Ferrick referred to the roof deck and asked if it would be able to view both the sunrise and sunset based on its orientation. She received confirmation. She noted a thread of comments that they wanted this to be a place that was welcoming and that drew people in, and with that, she agreed with the massing and liked the kind of overall shape and form. She said she very much agreed that the east view from Haven Avenue of the big wall might need some work. She said the materials looked nice, but it felt cold and agreed with Commissioner Riggs' comment about using more of the warm wood like paneling as that would make it more inviting. She said she appreciated Commissioner Schindler's comments around grappling with parking and retail. She asked if there might be a solution of dedicating some of the parking in the garage to the retail environment and then reduce the parking requirement on the project itself somehow. She said that vehicles could not stop or park along what would be considered the front of the project and asked if passenger pickup and drop off would be on the side where the elevator shafts were.

Ms. Loeb said the primary pedestrian entrance was along Haven Avenue south so the main access point would be there leading to two elevator cores and a stair. She said there was no parking there, but she believed it could be used for passenger drop off. She said it was conceived initially to deal with their trash pickup at the site.

Commissioner Ferrick asked if there was even an area for a vehicle to pull into.

Planner Khan said the curb cut shown for Haven Avenue south was for trash pickup. She said the City was also proposing a buffered bike lane along there sometime in the future so that would not be a viable spot for pickup and drop off.

Commissioner Ferrick said she was concerned about functionality for vehicular drop off and pickup.

Chair Do referred to the color and the coldness of the gray and Commissioner Riggs' affinity for the wood and asked if being near water whether it would warm the project to pick up blue or teal colors. She said blue was a cool color but was perhaps more animated than gray and maybe not so much as to offend the birds and be too loud. She said she forgot to mention that the blues and the tile panel had struck her as very nice.

Commissioner Schindler noted Commissioner Ferrick's questions about pickups, drop offs, rideshares, all great alternatives to car ownership and parking conundrums, and said it did not sound like there was a clear answer. She suggested talking with the other two developments further up Haven Avenue to see about collaboration and joint and shared resources. She referred to the public listening and that they might not be aware of the concessions and waivers in play for this project. She said her understanding was that under SB 330 the concessions and waivers requested here were given to provide the density that came with the project and were presumed to be requirements of hitting that level of density, and that was the origin of the waivers and concessions and not necessarily a question for debate here in this forum.

Mr. Phillips said broadly that was accurate. He said SB 330 constrained some of the City's discretion. He said more generally the specific law was the state density bonus law, a different provision of the government code that the applicant was invoking. He said concessions were related to modifications of development incentives that reduced the development cost to help with the provision of affordable housing and waivers addressed physical development standards that as Commissioner Schindler pointed out were related to achieving the density. He said there were a series of appeal cases that basically presumed that projects with affordable housing sufficient to qualify for a density bonus were entitled to the concessions or waivers they requested unless other very specific conditions were met such as they, for example, violated federal or state law, or if there were to be specific adverse impacts on health and safety that could not be mitigated. He said otherwise there was not much latitude to modify or debate, or turn down concession, incentive and waiver requests with this type of project.

Commissioner Ehrich said as usual he was impressed with the comments of his more architecturally refined colleagues, so he seconded those. He said when he was commenting he did not convey his overall point which was his level of excitement and admiration for this project. He said he hoped the applicants would leave tonight encouraged and that the City would continue to work with all due haste to make the project a reality.

## **H. Regular Business**

- H1. Review of draft 2024 Planning Commission meeting dates and Planning Commission meeting start time; Not a CEQA Project. (Staff Report #23-0076-PC)

Mr. Perata reported on the item noting the April 8 calendar date had a conflict with school spring break and suggested April 1 or April 22 instead.

Commissioner Ehrich noted that 6:30 p.m. would be the earliest start time he would want. Commissioners Do, Ferrick and Schindler indicated that they could do 6, 6:30 or 7 p.m. start time.

Commissioner Schindler said she was in favor of moving the April 8 meeting proposed as it conflicted with school spring break.

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

Chair Do said based on feedback and Commissioner Barnes' absence they would pause on making a recommendation to the City Council about a change to the Commission's meeting start time.

Motion and second (Ferrick/Schindler) to approve the proposed 2024 meeting schedule with the added condition to allow flexibility for staff to select either April 1 or 22, 2024 as a potential meeting date; passes 5-0 with Commissioner Barnes absent.

## **I. Informational Items**

- I1. Future Planning Commission Meeting Schedule

- Regular Meeting: January 8, 2024

Mr. Perata said potentially for the January 8 meeting agenda they would have some proposed revisions to the Hotel Moxie project and a single-family home development. He said in the near future staff would be looking at some Housing Element zoning cleanup items.

## **J. Adjournment**

Chair Do adjourned the meeting at 10:30 p.m.

Staff Liaison: Kyle Perata, Assistant Community Development Director

Recording Secretary: Brenda Bennett

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25

CITY OF MENLO PARK  
Planning Commission

In re:  
Environmental Impact Report  
(EIR)/ Scoping Session/ 3705  
Haven Avenue

\_\_\_\_\_ /



Environmental Impact Report  
REPORTER'S TRANSCRIPT OF PROCEEDINGS  
AGENDA ITEMS F2 and G1  
MONDAY, DECEMBER 18, 2023

Reported by AMBER ABREU-PEIXOTO  
Certified Shorthand Reporter No. 13546  
State of California

1 ATTENDEES

2

3 The Planning Commission:

- 4 Linh Dan Do (Chair)
- 5 Jennifer Schindler (Vice Chair)
- 6 Andrew Ehrich
- 7 Henry Riggs
- 8 Katie Ferrick

7

ABSENT: Andrew Barnes

8

9 SUPPORT STAFF:

- 10 Fahteen Khan, Associate Planner
- 11 Matt Pruter, Associate Planner

11

PROJECT PRESENTERS:

- 12 Michelle Loeb, LDP Architect
- 13 Emerald Xu, March Capital

14 CONSULTANTS:

- 15 Kristy Weis, DJP&A

15

16

---o0o---

17

18

19 BE IT REMEMBERED that, pursuant to Notice of the  
 20 Meeting, and on December 18, 2023, before me, AMBER  
 21 ABREU-PEIXOTO, CSR 13546, State of California, there  
 22 commenced a Planning Commission meeting under the  
 23 provisions of the City of Menlo Park.

24

25

---o0o---



1	MEETING AGENDA	
2		PAGE
3	Presentation by Chair Do	4
4		
5		
6	Project Presenters:	
7	Fahteen Khan, Associate Planner	
8		
9	Applicant/Consultant Presentations	
10	Michelle Loeb, LDP Architects	10
11	Emerald Xu, March Capital	
12	Kristy Weis, JDP&A	15
13		
14		
15	Public Comments:	
16	Naomi Goodman	19
17		
18		
19	Commission Questions and Comments.	
20	Commissioner Riggs	21
21	Vice Chair Schindler	23
22	Commissioner Ferrick	25
23	Commissioner Ehrich	26
24		
25	--o0o--	

## 1 P R O C E E D I N G S

2

3 CHAIR DO: So this is Item F2, request for an  
4 Environmental Impact Report, EIR, Scoping Session for a  
5 project at 3705 Haven Avenue to comprehensively redevelop  
6 the .66-acre site zoned Residential, Mixed-Use, Bonus,  
7 R-MU-B, with a bonus level development project consisting  
8 of an eight-story, mixed-use building with 99 dwelling  
9 units and approximately 1,550 square feet of commercial  
10 space. The proposed project would demolish an existing  
11 10,361-square-foot commercial building. The project  
12 includes a total of approximately 14,629 square feet of  
13 common open space, including approximately 4,670 square  
14 feet of publicly-accessible outdoor space. In addition,  
15 the project would potentially include a battery-powered  
16 electric emergency generator.

17 The proposed project would be developed using the  
18 bonus level development allowed by the City's Municipal  
19 Code, which provides for an increase in density, gross  
20 floor area or intensity, and/or height in exchange for the  
21 provision of community amenities.

22 Additionally, the applicant is proposing to  
23 utilize State Density Bonus Law to incorporate additional  
24 density and square footage when on-site below market (BMR)  
25 housing units are provided.

1           The proposed community amenity would not involve  
2 any additional building construction. It would either be  
3 provided on site within the proposed building, payment of  
4 an in-lieu fee, or a combination of an on-site amenity and  
5 a fee.

6           With the City's bonus level density, the allowed  
7 density would result in 66 units. Of the 66 units, the  
8 project is providing 15 percent, equal to 10 units, as  
9 below market rate units affordable to very-low-income  
10 households, which makes the project eligible for the  
11 following State Density Bonus Law benefits: A 50 percent  
12 density bonus for up to 99 units, three concessions,  
13 unlimited waivers, and use of State Density Bonus Law  
14 parking standards.

15           The applicant has requested concessions and  
16 waivers pursuant to the State Density Bonus Law to  
17 increase the density and gross floor area of the project,  
18 as well as to increase the building height and modify the  
19 parking requirements. The proposed building would contain  
20 approximately 117,335 square feet of gross floor area of  
21 residential uses, and 1,550 square feet of gross floor  
22 area of commercial space, for a total floor area ratio of  
23 413 percent.

24           The project includes the removal of 13 trees,  
25 three of which are heritage trees. The proposed project

1 is considered a housing development project pursuant to  
2 the Housing Accountability Act. Environmental review is  
3 required to assess the potential environmental impacts of  
4 the report.

5           The Notice of Preparation, or NOP, was released  
6 on December 1st, 2023. The NOP provides a description of  
7 the proposed project, the location of the proposed  
8 project, and a discussion of the project's probable  
9 environmental effects. The EIR will address potential  
10 physical environmental effects of the proposed project, as  
11 outlined in the California Environmental Quality Act, or  
12 CEQA. An initial study was not completed, as it is  
13 anticipated this will be a full EIR and no topic areas  
14 will be scoped out, with the exception of agricultural and  
15 forestry resources, mineral resources and wildfire that  
16 are topic areas not anticipated to require further  
17 analysis.

18           The City is requesting comments on the scope and  
19 content of this EIR. The project location does not  
20 contain a toxic site pursuant to Section 6596.2 of the  
21 Government Code. Comments on the scope and content of the  
22 EIR are due by 5:00 p.m., Wednesday, January 10th, 2024.

23           And Ms. Khan.

24           MS. KHAN: Good evening Chair Do, Planning  
25 Commissioners, and members of the public. I'll start off

1 with a presentation, and I'll share my screen to begin.

2           Tonight we'll be undergoing an EIR Scoping  
3 Session and Study Session for 3705 Haven Avenue. These  
4 are two separate public meetings. First, we'll do the EIR  
5 Scoping Session, followed by the Study Session. The  
6 Scoping Session for an EIR is initiated by the publication  
7 of the NOP, which has been done earlier this month.  
8 Public comments are due by January 10th, 2024. The  
9 project requires a full EIR. Through the Scoping Session,  
10 there's an opportunity to comment on the EIR topics that  
11 will be studied, which are provided in more details in the  
12 staff report.

13           As for the Study Session, we're looking for  
14 general feedback on the project. There will be no action  
15 taken tonight on the project.

16           Staff recommends tonight's meeting format as  
17 shown on the slide, which includes staff's introductory  
18 presentation, after which the applicant team will present,  
19 and our final presentation will be by the environmental  
20 consultant, after which we will open it to the public  
21 comment and commissioners' questions and comments.

22           With that we'll close out the Scoping Session and  
23 move towards the Study Session portion of tonight's  
24 project.

25           Staff thought it would be beneficial for the

1 Planning Commission and members of the public to receive  
2 the applicant's presentation during the EIR Scoping  
3 Session portion of the public hearing to provide a summary  
4 of the proposed project.

5           The project is located north of 101, west of  
6 Marsh and Bayfront Expressway, at the bend of Haven  
7 Avenue. The parcels to the west shown here in brown and  
8 yellow stripes are in the high-density residential  
9 affordable housing overlay. Parcels in red are zoned as  
10 office. The subject property and the one directly across  
11 it in brown are zoned residential, mixed-use, bonus.  
12 Parcels further in pink, with white dots, are previously  
13 M2-zone parcels.

14           As a mixed-use project, with more than two-thirds  
15 residential, it qualifies as a housing project under  
16 Senate Bill 330. An SB 330 project, under the Project  
17 Streamlining Act, caps the number of public meetings to  
18 five. Tonight's meeting counts towards one of the five.

19           The project -- the proposed project is a 99-unit  
20 residential development project with ancillary commercial  
21 use of 1550 square feet. Of the 99 units, ten of them  
22 will be affordable to very-low housing income households.  
23 The project will be utilizing the City's bonus level in  
24 exchange for community amenity and state density bonus,  
25 which allows for three concessions and unlimited waivers.

1 The applicant is requesting one concession and four  
2 waivers at this time.

3 The concession includes the -- includes -- not to  
4 include the cost of parking in the overall cost for the  
5 tenants residing in the affordable units, waivers to  
6 further increase height and floor area ratio, reduce  
7 ground floor commercial area parking, which is four  
8 spaces. And, lastly, reduce the ground floor commercial  
9 height from 15 feet to 10 feet.

10 The applicant is still considering whether they  
11 would like to request additional concessions or waivers to  
12 partially offset cost.

13 With this, I conclude staff's presentation on the  
14 EIR Scoping Session, and I welcome the applicant team to  
15 the desk to present their presentation.

16 EMERALD XU: Hello? Good evening, Planning  
17 Commissioners and audience. My name is Emerald Xu, and  
18 I'm with 3705 Haven LLC, March Capital, representing the  
19 developer team. We're a team founded in 2014, women and  
20 minority owned real estate investment and development firm  
21 headquartered in San Francisco. We're focused on  
22 repositioning and developing and extracting the best and  
23 highest use of underutilized properties. And today's  
24 presentation will largely be presented by our architect  
25 pointer, LDP Architecture.



1           And here it is, Michelle.

2           MS. LOEB: Good evening, Commissioners. My name  
3 is Michelle Loeb. I'm a principal at LDP Architecture.  
4 We're a women-owned small business enterprise based in San  
5 Francisco, founded in 1979. And we specialize in  
6 multi-family housing throughout the Bay Area.

7           Staff gave a great presentation about the site,  
8 but including some additional graphics here. 3705 Haven  
9 is located near the 101 and 84 in the Belle Haven  
10 neighborhood. This area has a mixture of warehouses,  
11 commercial and residential uses, along with a proposed  
12 eight-story hotel just to the north of the site.

13           These photos are the existing one-story cement  
14 plaster office building and parking area at grade to be  
15 demolished.

16           As mentioned, the site is an R-MU-B, residential,  
17 mixed-use, bonus district. And the site is 28,808 square  
18 feet. Some of the items to note on this table are that  
19 the allowed density at a bonus level is 100 dwelling units  
20 per acre, or 66 units. The max floor area ratio at a  
21 bonus level is 225 percent, or 64,818 square feet.

22           The development is utilizing the State Density  
23 Bonus. This project will provide 10 very-low-income  
24 units, 15 percent of the 66-base units. This allows a 50  
25 percent bonus, equating to 33 additional units.

1           The total unit count of the proposed project will  
2 be 99 units, which is a density of 150 dwelling units per  
3 acre. And the gross floor area of the project is 114,155  
4 -- or 114,155 square feet.

5           As mentioned, we're seeking one concession and  
6 four waivers. And moving on.

7           This graphic shows the unit mix. There's a  
8 mixture of units from Jr. 1 bedrooms, up to three-bedroom  
9 units. And also listed here are the associated square  
10 footages.

11           On the right you can see the variety of the 10  
12 below-market-rate units provided throughout the project.  
13 They're highlighted in orange at the lower portion of this  
14 slide.

15           We've been working with the City staff for more  
16 than a year and a half with the preliminary SB 330  
17 application submitted in May of 2022. The EIR consultant,  
18 DJP&A, was approved by the City Council in July of this  
19 year, bringing us to today's meeting.

20           So some sustainable features of this project  
21 site, we're targeting LEED Gold Certification. We're  
22 providing electric vehicle charging spaces. We have a  
23 solar-ready zone on the roof. We're dual plumbing, and  
24 are providing water-efficient fixtures throughout the  
25 project.

1           We have an elevated first floor level to mitigate  
2 sea level rise and to deal with the flood zone of the  
3 adjacent bay. And we have on-site required storm  
4 management and street-level storm water treatment,  
5 bio-retention planters.

6           The design is a contemporary take on a courtyard  
7 building. The building mass steps back, presenting  
8 requirements with a base 48'3" provided. There's a 55'  
9 max allowed in this area.

10           We're providing high-quality exterior materials  
11 to add visual interest and size, different volumes, along  
12 with various window sizes and patterns to help break down  
13 the form.

14           Getting into the elevations, this is Haven Avenue  
15 east, with the central courtyard featured on the third  
16 floor level. We're stepping back at the fifth floor, for  
17 allowing sunlight into the courtyard, which we have  
18 studied in shadow studies, and also to provide a resident  
19 amenity to the residents.

20           This is Haven Avenue south, which is the primary  
21 pedestrian entrance. Both Haven Avenue along the east  
22 side and the south side will also have the vehicle  
23 entrances. The west elevation features undulating bays  
24 and floating balconies to create visual interest along the  
25 north elevation and the west elevation.

1           And here on the north elevation, you can also see  
2 the eighth-floor roof deck above.

3           As mentioned, a variety of materials are featured  
4 in the development to really emphasize the massing of the  
5 building. Materials include cement plaster; fiber cement  
6 panels; box corrugated metal panels, which are offset to  
7 add interest; and wood-look aluminum slats. The building  
8 also features sun shades and metal guardrail elements,  
9 particularly for the decks and outdoor spaces.

10           Here you can see some of the site improvements.  
11 We're highlighting here the new street pavement, new  
12 sidewalks, and new driveways the development will be  
13 providing. We'll be under-grounding utilities along the  
14 frontage.

15           Another thing to note on this slide is that we  
16 are respecting a nine-foot, non-buildable easement along  
17 the north side of the site that is below grade, adjacent  
18 to the property line.

19           Publicly-accessible open space is all around the  
20 building, with lighting and sculptural seating on the  
21 north and west sides of the building. A gathering space  
22 with a seat wall and a little free library is proposed at  
23 the corner to help serve the community.

24           And we're removing 13 existing trees, saving  
25 four. And we will be providing 15 new trees at the street

1 level. Additional trees are provided in the open spaces  
2 above.

3 The private open spaces intended to be used by  
4 the residents are layered in the building, with the  
5 courtyard mentioned at level three. This has a pool and  
6 resident amenity spaces that open onto that area. Common  
7 resident roof decks are featured at floors five and eight,  
8 corresponding with the setbacks of the building.

9 A variety of Mediterranean style native and  
10 drought-tolerant species are proposed throughout the  
11 project.

12 This diagram highlights the circulation,  
13 particularly the pedestrian circulation around the  
14 building in light green, as well as bike and vehicle  
15 access to the site. Note the two driveways are located  
16 similar to the existing conditions, with one at the south  
17 and one at the east corners of the site.

18 Looking at the ground floor and the second floor  
19 plans here. We're providing 16 short-term bike parking  
20 spaces at grade, adjacent to the entry. Long-term bike  
21 parking is included; one at the ground floor at the  
22 commercial space, and 149 long-term storage at the second  
23 floor level for the residents.

24 Resident parking is one-to-one, with 99 spaces,  
25 including five ADA, 10 electric vehicle supply equipment

1 spaces, and five EV-ready spaces.

2 Also note that the parking is on two separate  
3 levels in this development.

4 Moving up, the building amenity space -- spaces  
5 are shown in purple, resident units in yellow, and BMR  
6 units in orange again. You can see the private open space  
7 mentioned at floors three, five, and eight on this slide,  
8 and the stepping back of the building in these plans per  
9 requirements.

10 And to close, thank you, Commissioners, for your  
11 time. Please let us know if you have any questions or  
12 comments.

13 CHAIR DO: Great. Thank you.

14 MS. WEIS: Hi. Can you guys hear me okay?

15 Okay. Great. Good evening, Chair Do, and  
16 Planning Commissioners. My name is Kristy Weis. I'm with  
17 David J. Powers & Associates, and our firm was hired to  
18 assist the City in preparing the EIR for this project.

19 So the purpose of this EIR scoping meeting is to  
20 provide an overview of the California Environmental  
21 Quality Act or CEQA, and the Environmental Impact Report,  
22 or EIR, process, and also to provide an opportunity for  
23 the public to comment on the scope and content of the EIR.

24 So for my presentation, I will go over the  
25 purpose of CEQA and an EIR, the EIR resource areas to be

1 studied, and the EIR process and schedule.

2 And I'll also be here to listen and take note of  
3 the public's comments on the scope and content of the EIR.

4 So the purpose of CEQA is to disclose  
5 environmental impacts, identify and prevent environmental  
6 damage, disclose decisionmaking, enhance public  
7 participation, and foster inter-governmental coordination.

8 The purpose of an EIR is to inform decisionmakers  
9 and the public about the project's impacts and identify  
10 ways to mitigate or avoid impacts. The EIR will also  
11 evaluate a range of feasible alternatives to the project  
12 that will meet most of the project's basic objectives and  
13 avoid or substantially lessen the environmental impacts of  
14 the project. I also want to note that the purpose of an  
15 EIR is not to advocate for approval or denial of the  
16 project.

17 So the resource areas to be studied in the EIR  
18 are listed on this slide. The EIR will evaluate existing  
19 conditions and the project's impacts on these resource  
20 areas. In addition, a Housing Needs Assessment and a  
21 Fiscal Impact Analysis will be prepared for the project.

22 The EIR process and schedule includes six primary  
23 steps, which are identified on this slide. The first step  
24 is to circulate a Notice of Preparation, or NOP, for the  
25 Draft EIR. The NOP for the project started circulating on



1 December 1st and will conclude on January 10th. During  
2 the NOP circulation period, the City will host a scoping  
3 meeting, which is what we're doing right now.

4           The comments received on the NOP and at this  
5 scoping meeting will be taken into consideration when  
6 preparing the Draft EIR. The City anticipates circulating  
7 the Draft EIR in September of 2024, and it would circulate  
8 for 45 days for public comment. While not required under  
9 CEQA, the City will also host a public meeting to receive  
10 comments on the Draft EIR during that circulation period.

11           After the Draft EIR comment period ends, the City  
12 will prepare a Final EIR which will include responses to  
13 comments received on the draft and any edits to the Draft  
14 EIR. It's anticipated that the Final EIR will circulate  
15 in fall of 2024.

16           After a 10-day review period of the Final EIR,  
17 public hearings will be held to consider the certification  
18 of the EIR and approval of the project. Note that the  
19 asterisks on this slide indicate opportunities for public  
20 comment. When providing comments during the scoping  
21 meeting, questions to consider are what environmental  
22 issues should be analyzed, are there alternatives that  
23 should be evaluated, and what mitigation measures would  
24 help avoid or mitigate any negative impacts.

25           So there's an opportunity this evening for oral

1 comments on the scope and content of the EIR. And the  
2 public can also provide written comments until January  
3 10th, at 5:00 p.m., to Fahteen, at the address shown on  
4 this slide. If you send an e-mail -- if the public sends  
5 an e-mail -- or anybody, please make sure to put "3705  
6 Haven Avenue EIR" in the subject heading.

7 And that concludes my presentation. And I'll  
8 hand it back to Fahteen.

9 MS. KHAN: Thank you. With that, we conclude the  
10 presentation for the EIR Scoping Session by staff, the  
11 applicant, and our environmental consultant.

12 With that, I hand it back to you, Chair Do.

13 CHAIR DO: Okay. Thank you.

14 So are there any clarifying questions -- and only  
15 on the EIR scoping portion at this moment; right?  
16 Clarifying questions from the commission to staff,  
17 applicant, or consultant? No?

18 Mr. Pruter, then let's go ahead and open public  
19 comment on the EIR scoping portion of this discussion  
20 tonight.

21 MR. PRUTER: Thank you, Chair Do.

22 At this time, members of the public are welcome  
23 to raise their hand with the hand icon via Zoom or by  
24 pressing star nine, if calling in by phone.

25 We have one hand up at this time. So I'm happy

1 to allow that person to speak at this time. All right.

2 Excuse me.

3 We have a person named Naomi Goodman. I'm just  
4 going to put the timer up, and then I will allow you to  
5 speak. Pardon me for that. Just one moment.

6 And at this time, I -- yes. You are now able to  
7 un-mute yourself, and you will have three minutes to  
8 speak. Thank you.

9 NAOMI GOODMAN: All right. Thank you. My name  
10 is Naomi Goodman. I'm speaking as a resident of Menlo  
11 Park and also on behalf of the Sequoia Audubon Society.

12 As a resident of Menlo Park, I'm concerned about  
13 the impacts of 99 more residential units on traffic at the  
14 Willow Road Highway 84 intersection, which is already  
15 heavily impacted.

16 I'm also concerned that the residents of this  
17 densely-populated area have few options for public  
18 transportation, schools and shops in this city. The 270  
19 bus line connects to Redwood City, not Menlo Park. Please  
20 evaluate these issues in the EIR.

21 On behalf of SAS, Sequoia Audubon, I'm concerned  
22 about the closeness of this tall building to the Don  
23 Edwards Wildlife Refuge and Bedwell Bayfront Park.

24 First, the project plan and Draft EIR should  
25 provide specifics on measures to minimize bird collision

1 with windows. We appreciate the commitment to bird safe  
2 design expressed in the October 2023 project description  
3 letter. However, to evaluate these measures in the Draft  
4 EIR, we will need more detail. The photos of the roof  
5 deck, on Sheet (inaudible) 3 of the plan shows transparent  
6 panels that will pose a serious risk to birds. Please  
7 require that the final project plan include the specific  
8 requirements that were in the Willow Village EIR for bird  
9 safe design. Those were included in the April 2023 plans,  
10 but are missing from the September 2023 revision.

11           Second, the building should minimize  
12 high-intensity lighting and avoid light pollution at the  
13 bay lands to the extent possible.

14           Artificial light at night is bad for both  
15 wildlife and human health. We appreciate the commitment  
16 to dark-sky-friendly external lighting expressed in the  
17 October 2023 letter, but the plan proposes -- excuse me --  
18 4000 Kelvin LED street lights without full shielding.

19           The Draft EIR should list specific measures to  
20 avoid light pollution, such as fully shielded street  
21 lights with brightness no higher than 3000 Kelvin, motion  
22 sensors on lights in common areas and roof decks,  
23 light-blocking blinds on residential units, and  
24 downward-facing exterior lights.

25           Finally, the developer should select replacement

1 trees that are California native species if possible.  
2 Native trees provide better habitats for birds and  
3 (inaudible).

4 Thank you. Appreciate the opportunity to speak.

5 CHAIR DO: Thank you for your comment.

6 MR. PRUTER: At this time I do not see any other  
7 hands raised, but happy to wait a little bit longer if  
8 you'd like, Chair Do.

9 CHAIR DO: Sure. We'll give it a moment.

10 Are there any more commenters?

11 MR. PRUTER: I do not see any additional  
12 commenters. If you'd like, you can close public comment  
13 for this portion of tonight's item. Thank you.

14 CHAIR DO: Okay. Thank you.

15 So let's close the public comment for the EIR  
16 scoping portion of tonight and bring it back to the  
17 commission for questions and discussion. And there's no  
18 action tonight. So just questions and discussion on the  
19 EIR scoping at the moment.

20 Would anyone like to start? And, actually, while  
21 people are -- Commissioner Riggs.

22 COMMISSIONER RIGGS: Yes, thank you.

23 So I guess I'll introduce this -- or address this  
24 to Ms. White, just to make sure I'm making a comment at  
25 the appropriate time.

1 I -- I do hear Ms. Goodman's comment about the  
2 traffic. And I know the Marsh Road impacts all too well.  
3 The added load of another 100 units is definitely going to  
4 be noticeable, as Haven Avenue has already had a  
5 significant effect on the Marsh Road intersection.

6 So would it be appropriate for the EIR to  
7 evaluate access to the Redwood City Caltrain Station as  
8 part of the mediation of an impact? And that would be a  
9 question.

10 MS. WEIS: Hi, Chair. If I could address  
11 Commissioner Rigg's comment.

12 Yes, the EIR will look at transit access to and  
13 from the project site. And if there are impacts  
14 identified, corresponding mitigation would be identified  
15 as well.

16 COMMISSIONER RIGGS: All right. Thank you.

17 CHAIR DO: I had -- while others are considering  
18 their comments, I had a question to staff. The 99 units  
19 is using the State Density Bonus to maximize a residential  
20 development.

21 And the commercial space of about 1,500 square  
22 feet, is that -- that's not maximizing the allowable  
23 commercial space. Is that right?

24 MS. KHAN: That is correct.

25 CHAIR DO: And I believe in the Staff Report,

1 staff didn't recommend, but suggested, that it could be an  
2 option to include it as an alternative to be studied in  
3 the EIR. And I only bring it up in light of the previous  
4 conversation about allowing flexibility. For instance, a  
5 very large child care center, for example.

6           So just -- I don't know how other commissioners  
7 feel, but it might make sense in that light of allowing  
8 flexibility of including that as a scenario that's studied  
9 of maximizing the commercial space because I think right  
10 now, it's below the maximum.

11           UNIDENTIFIED MALE SPEAKER: So through the Chair,  
12 are you looking for a response from staff, or was that a  
13 comment?

14           CHAIR DO: I think it was a comment. I think Ms.  
15 Khan answered my question, and I just -- a comment. Thank  
16 you.

17           Vice Chair Schindler.

18           VICE CHAIR SCHINDLER: Thank you, Chair Do. I'll  
19 actually expand a comment and a question, starting with  
20 Chair Do's question.

21           In the context of the EIR, I know that an  
22 alternative -- a project alternative or alternatives need  
23 to be identified as part of the process. And there were  
24 not concrete alternatives laid out and defined in the  
25 Staff Report today because my understanding is that's

1 still part of the thought process.

2           And as Chair Do pointed out, the commercial  
3 square footage is not only below the maximum, but I'll go  
4 further and I'll say it looks really small. Like it  
5 almost looks like it -- for that reason -- and we'll talk  
6 about this later in the context of the project -- it's  
7 potentially too small to be a significant contribution to  
8 the development/the community. And if that space were  
9 going to become part of the community amenities, it also  
10 seems like it's a little on the small side.

11           So I could envision an EIR alternative that  
12 expands -- as Chair Do says, expands the commercial  
13 component. So that's an alternative. It's not  
14 necessarily an alternative that mitigates or reduces  
15 environmental impact, but it is, I think, an important  
16 alternative to be evaluated.

17           On the flip side, if -- because the commercial  
18 space is so small, if it were to be completely eliminated  
19 and it was going to become a 100-percent residential  
20 project, I don't know if that would require an alternative  
21 EIR, project alternative as well too. But I could  
22 potentially see it going that direction as well.

23           Those are the two things that I could come up  
24 with as I was reading through and primarily reacting to  
25 the commercial -- the commercial square footage.



1 I'm still thinking about what other potential  
2 alternatives might be, and I am looking forward to hearing  
3 commentary from my fellow commissioners to help with my  
4 creativity process.

5 CHAIR DO: Thank you, Vice Chair Schindler.  
6 Commissioner Ferrick.

7 COMMISSIONER FERRICK: Thanks.

8 A very short list is -- and it's really more of a  
9 question, I think, for you -- whether an EIR can study  
10 traffic impacts if the parking, the one-to-one parking  
11 requirement were fewer.

12 So if there weren't the requirement to have a  
13 space of parking, what would the impact be on project  
14 traffic? So, you know -- like, let's say it's half --  
15 let's say there's 50 parking spaces.

16 CITY ATTORNEY: So just to clarify, if I may,  
17 through the Chair, the request is to potentially look at a  
18 project alternative that would be a reduced parking  
19 alternative, to see if that has an impact on reducing a  
20 potential transportation impact of -- traffic congestion  
21 wouldn't be an EIR impact. But potentially limiting  
22 parking could reduce VMT, depending on how the model looks  
23 or the particular analysis.

24 So that's -- reduced parking is one that I know  
25 the City has included in other EIRs as alternatives. So

1 that -- I just want to -- is that consistent with the  
2 comment you're providing?

3 COMMISSIONER FERRICK: Yes. Thank you.

4 CITY ATTORNEY: Great.

5 CHAIR DO: Thank you, Commissioner Ferrick.  
6 Commissioner Ehrich.

7 COMMISSIONER EHRICH: Thank you, Chair Do. This  
8 is a question for the applicant.

9 I would also note that the commercial space is  
10 there, but oddly small. And I'm wondering, is there an  
11 intended use for that commercial space already? Or is  
12 there some rationale behind the inclusion of that space at  
13 this point?

14 MS. LOEB: Thank you for the question. Michelle  
15 Loeb again here.

16 So there's no proposed use for that space at this  
17 time.

18 COMMISSIONER EHRICH: Okay. Thank you.

19 This is my first EIR Scoping Session since I've  
20 been on the Planning Commission. So I'm excited to  
21 participate at this early stage of the project. And I'll  
22 just echo, I think, the points made by other  
23 commissioners.

24 In particular, you know, one lesson I took away  
25 from the EIR for the housing element, which is obviously

1 an EIR in a completely different context, but that EIR  
2 seems to constrain future options. And, obviously, it's  
3 not possible to study every possible alternative. And I  
4 realize that's a difficult part of CEQA.

5 But I think it would be wise, as Commissioner  
6 Schindler pointed out, to evaluate increasing the amount  
7 of commercial space, potentially to the maximum allowed,  
8 as that might be something that the City would be  
9 interested in.

10 And I also think Commissioner Ferrick's  
11 suggestion of evaluating a lower parking alternative is  
12 wise. So my comments are broadly aligned with the rest of  
13 the commission. Thanks.

14 CHAIR DO: Thank you, Commissioner Ehrich.

15 I also wanted to return to what our public  
16 commenter said about being very near the bay front and the  
17 wetlands. And from past EIRs, I feel like there always is  
18 discussion of -- I forget the terms, but basically  
19 minimizing impacts on a sensitive habitat nearby. I don't  
20 think this is really feedback that will change what  
21 happens in the EIR, but I did want to emphasize her  
22 comments about just how close this site is to sensitive  
23 wetlands. So just kind of throwing extra emphasis to  
24 that.

25 And I do acknowledge that in EIRs, that language

1 is typically there.

2 Commissioner Ehrich.

3 COMMISSIONER EHRICH: Sorry. I realize I  
4 actually had one more question. And I think maybe this is  
5 for the CEQA consultant. As I said, this is my first EIR  
6 Scoping Session, so I'm not entirely familiar with the  
7 process.

8 Is there modeling that will go on as part of the  
9 EIR that should commercial space be included, would the  
10 modeling of VMT have anything to do with the specific uses  
11 of that commercial space? Like, in my head, say, if there  
12 were to be a grocery store as part of this development or  
13 nearby, in my head, that would reduce VMT because people  
14 need food a lot. And if they have to drive to a grocery  
15 store, then that causes them to drive. But don't know if  
16 the modeling gets that specific or not.

17 MS. WEIS: Hi, again, Chair. To answer  
18 Commissioner Ehrich's question, there is modeling involved  
19 with the VMT analysis for the EIR. And it's dependent on  
20 land use type.

21 So when there's no specific tenant identified for  
22 a commercial use, there is some generalized commercial  
23 trip generation rates and data that go in that captures,  
24 you know, a range of commercial uses that could go into  
25 that space. So if, like the applicant mentioned, there's

1 no tenant identified, then we would use that generic  
2 commercial evaluation in the VMT analysis.

3 CITY ATTORNEY: And, if I may add to that, too.  
4 I know that Ms. Weis and her team have been coordinating  
5 with City staff to identify those assumptions that will  
6 leave that future flexibility that the Commission was  
7 asking about.

8 Our goal is to capture uses that don't overstate  
9 the impact, but at least set the ceiling of the potential  
10 impacts at the higher end so that we don't have to go back  
11 and relook at a more intensive use in the future.

12 And if something were to come in that was less  
13 intense, that would already have been analyzed because the  
14 EIR would have already identified any more severe impacts.  
15 So we are trying to address the comment of flexibility in  
16 that way.

17 COMMISSIONER EHRICH: That is great to hear.  
18 Thank you.

19 CHAIR DO: Great. Thank you.

20 I'll look to our EIR consultant and staff and  
21 check in to see if the feedback of the Commission  
22 regarding alternatives -- I think that's -- mainly the  
23 bulk of our comments have been alternatives that explore  
24 and allow flexibility and kind of the worst case scenario  
25 of impacts. Just kind of check in that you've gotten the

1 feedback you were seeking.

2 MS. WEIS: Hi, Chair Do.

3 Yes. I've taken notes, and I'll go back and  
4 watch the video of this meeting. But we -- I've captured  
5 your comments about the potential alternatives that the  
6 Commission wants to evaluate, related to possibly  
7 maximizing the commercial space; evaluating a lower  
8 parking requirement alternative for the project.

9 I also have notes about, you know, making sure we  
10 address the impacts to transit, including access to the  
11 Caltrain Station, and then impacts to biological  
12 resources, including the bay lands, birds, and wetlands.

13 I think --

14 CHAIR DO: I think --

15 MS. WEIS: Did I capture it all?

16 CHAIR DO: I think so.

17 And, Vice Chair Schindler, I think you also had  
18 an alternative that looked at just eliminating commercial  
19 and maximizing --

20 MS. WEIS: Right. I got that one.

21 VICE CHAIR SCHINDLER: Yes. The idea of  
22 potentially 100 percent residential.

23 And I think I'll just take the moment -- a moment  
24 to just say explicitly what I'm not proposing as an  
25 alternative.

1           In prior EIRs, there sometimes are discussions  
2 about alternatives with reduced density. And while that  
3 may be part of an analysis of an alternative scenario, I'm  
4 supportive of the project at the density at which it is  
5 proposed, including the State Bonus Density. So I'm  
6 pleased to see it go through with that -- those numbers  
7 and understanding the EIR impact at that level of density.

8           CHAIR DO: All right. Great. I feel like  
9 everyone has had a chance to speak.

10           And I believe we can -- we have to officially  
11 close -- right? -- this EIR.

12           Close the EIR Scoping Session. That is Item F2.  
13 Close the public hearing portion of this item.

14           And thank you to the applicant team and architect  
15 and consultant and Ms. Khan.

16

17           (Whereupon, Agenda Item F2 ends.)

18

19                               --o0o--

20

21

22

23

24

25

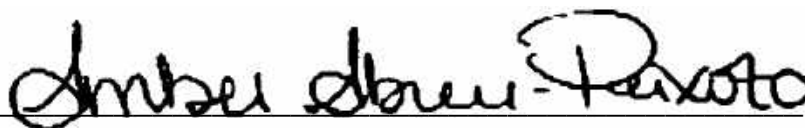
1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25

CERTIFICATE OF REPORTER

I, AMBER ABREU-PEIXOTO, hereby certify that the foregoing proceedings were taken in shorthand by me, a Certified Shorthand Reporter of the State of California, and was thereafter transcribed into typewriting, and that the foregoing transcript constitutes a full, true, and correct report of said proceedings which took place;

That I am a disinterested person to the said action.

IN WITNESS WHEREOF, I have hereunto set my hand this 22nd day of January, 2024.



AMBER ABREU-PEIXOTO, CSR No. 13546



<hr/> <b>1</b> <hr/>	<b>3000</b> 20:21	<b>acknowledge</b> 27:25	<b>anticipated</b> 6:13,16 17:14
<b>1</b> 11:8	<b>33</b> 10:25	<b>acre</b> 10:20 11:3	<b>anticipates</b> 17:6
<b>1,500</b> 22:21	<b>330</b> 8:16 11:16	<b>Act</b> 6:2,11 8:17 15:21	<b>applicant</b> 4:22 5:15 7:18 9:1,10,14 18:11,17 26:8
<b>1,550</b> 4:9 5:21	<b>3705</b> 4:5 7:3 9:18 10:8 18:5	<b>action</b> 7:14 21:18	<b>applicant's</b> 8:2
<b>10</b> 5:8 9:9 10:23 11:11 14:25	<hr/> <b>4</b> <hr/>	<b>ADA</b> 14:25	<b>application</b> 11:17
<b>10,361-square-foot</b> 4:11	<b>4,670</b> 4:13	<b>add</b> 12:11 13:7	<b>approval</b> 16:15 17:18
<b>10-day</b> 17:16	<b>4000</b> 20:18	<b>added</b> 22:3	<b>approved</b> 11:18
<b>100</b> 10:19 22:3	<b>413</b> 5:23	<b>addition</b> 4:14 16:20	<b>approval</b> 16:15 17:18
<b>100-percent</b> 24:19	<b>45</b> 17:8	<b>additional</b> 4:23 5:2 9:11 10:8,25 14:1 21:11	<b>approved</b> 11:18
<b>101</b> 8:5 10:9	<b>48'3"</b> 12:8	<b>Additionally</b> 4:22	<b>approximately</b> 4:9,12, 13 5:20
<b>10th</b> 6:22 7:8 17:1 18:3	<hr/> <b>5</b> <hr/>	<b>address</b> 6:9 18:3 21:23 22:10	<b>April</b> 20:9
<b>114,155</b> 11:3,4	<b>50</b> 5:11 10:24 25:15	<b>adjacent</b> 12:3 13:17 14:20	<b>architect</b> 9:24
<b>117,335</b> 5:20	<b>55'</b> 12:8	<b>advocate</b> 16:15	<b>Architecture</b> 9:25 10:3
<b>13</b> 5:24 13:24	<b>5:00</b> 6:22 18:3	<b>affordable</b> 5:9 8:9,22 9:5	<b>area</b> 4:20 5:17,20,22 9:6,7 10:6,10,14,20 11:3 12:9 14:6 19:17
<b>14,629</b> 4:12	<hr/> <b>6</b> <hr/>	<b>agricultural</b> 6:14	<b>areas</b> 6:13,16 15:25 16:17,20 20:22
<b>149</b> 14:22	<b>64,818</b> 10:21	<b>ahead</b> 18:18	<b>Artificial</b> 20:14
<b>15</b> 5:8 9:9 10:24 13:25	<b>6596.2</b> 6:20	<b>aligned</b> 27:12	<b>assess</b> 6:3
<b>150</b> 11:2	<b>66</b> 5:7 10:20	<b>allowable</b> 22:22	<b>Assessment</b> 16:20
<b>1550</b> 8:21	<b>66-acre</b> 4:6	<b>allowed</b> 4:18 5:6 10:19 12:9 27:7	<b>assist</b> 15:18
<b>16</b> 14:19	<b>66-base</b> 10:24	<b>allowing</b> 12:17 23:4,7	<b>Associates</b> 15:17
<b>1979</b> 10:5	<hr/> <b>8</b> <hr/>	<b>alternative</b> 23:2,22 24:11,13,14,16,20,21 25:18,19 27:3,11	<b>asterisks</b> 17:19
<b>1st</b> 6:6 17:1	<b>84</b> 10:9 19:14	<b>alternatives</b> 16:11 17:22 23:22,24 25:2,25	<b>ATTORNEY</b> 25:16 26:4
<hr/> <b>2</b> <hr/>	<hr/> <b>9</b> <hr/>	<b>aluminum</b> 13:7	<b>audience</b> 9:17
<b>2014</b> 9:19	<b>99</b> 4:8 5:12 8:21 11:2 14:24 19:13 22:18	<b>amenities</b> 4:21 24:9	<b>Audubon</b> 19:11,21
<b>2022</b> 11:17	<b>99-unit</b> 8:19	<b>amenity</b> 5:1,4 8:24 12:19 14:6 15:4	<b>Avenue</b> 4:5 7:3 8:7 12:14,20,21 18:6 22:4
<b>2023</b> 6:6 20:2,9,10,17	<hr/> <b>A</b> <hr/>	<b>amount</b> 27:6	<b>avoid</b> 16:10,13 17:24 20:12,20
<b>2024</b> 6:22 7:8 17:7,15	<b>access</b> 14:15 22:7,12	<b>analysis</b> 6:17 16:21 25:23	<hr/> <b>B</b> <hr/>
<b>225</b> 10:21	<b>Accountability</b> 6:2	<b>analyzed</b> 17:22	<b>back</b> 12:7,16 15:8 18:8, 12 21:16
<b>270</b> 19:18		<b>ancillary</b> 8:20	<b>bad</b> 20:14
<b>28,808</b> 10:17		<b>and/or</b> 4:20	<b>balconies</b> 12:24
<hr/> <b>3</b> <hr/>			
<b>3</b> 20:5			

<b>base</b> 12:8	<b>building</b> 4:8,11 5:2,3, 18,19 10:14 12:7 13:5, 7,20,21 14:4,8,14 15:4, 8 19:22 20:11	15 27:22	<b>concessions</b> 5:12,15 8:25 9:11
<b>based</b> 10:4		<b>closeness</b> 19:22	<b>conclude</b> 9:13 17:1 18:9
<b>basic</b> 16:12	<b>bus</b> 19:19	<b>Code</b> 4:19 6:21	<b>concludes</b> 18:7
<b>basically</b> 27:18	<b>business</b> 10:4	<b>collision</b> 19:25	<b>concrete</b> 23:24
<b>battery-powered</b> 4:15		<b>combination</b> 5:4	<b>conditions</b> 14:16 16:19
<b>bay</b> 10:6 12:3 20:13 27:16	<hr/> <b>C</b> <hr/>	<b>comment</b> 7:10,21 15:23 17:8,11,20 18:19 21:5,12,15,24 22:1,11 23:13,14,15,19 26:2	<b>congestion</b> 25:20
<b>Bayfront</b> 8:6 19:23	<b>California</b> 6:11 15:20 21:1	<b>commentary</b> 25:3	<b>connects</b> 19:19
<b>bays</b> 12:23	<b>calling</b> 18:24	<b>commenter</b> 27:16	<b>consideration</b> 17:5
<b>bedrooms</b> 11:8	<b>Caltrain</b> 22:7	<b>commenters</b> 21:10,12	<b>considered</b> 6:1
<b>Bedwell</b> 19:23	<b>Capital</b> 9:18	<b>comments</b> 6:18,21 7:8,21 15:12 16:3 17:4, 10,13,20 18:1,2 22:18 27:12,22	<b>consistent</b> 26:1
<b>begin</b> 7:1	<b>caps</b> 8:17	<b>commercial</b> 4:9,11 5:22 8:20 9:7,8 10:11 14:22 22:21,23 23:9 24:2,12,17,25 26:9,11 27:7	<b>consisting</b> 4:7
<b>behalf</b> 19:11,21	<b>care</b> 23:5	<b>commission</b> 8:1 18:16 21:17 26:20 27:13	<b>constrain</b> 27:2
<b>Belle</b> 10:9	<b>cement</b> 10:13 13:5	<b>Commissioner</b> 21:21, 22 22:11,16 25:6,7 26:3,5,6,7,18 27:5,10, 14	<b>construction</b> 5:2
<b>below-market-rate</b> 11:12	<b>center</b> 23:5	<b>commissioners</b> 6:25 9:17 10:2 15:10,16 23:6 25:3 26:23	<b>consultant</b> 7:20 11:17 18:11,17
<b>bend</b> 8:6	<b>central</b> 12:15	<b>commitment</b> 20:1,15	<b>content</b> 6:19,21 15:23 16:3 18:1
<b>beneficial</b> 7:25	<b>CEQA</b> 6:12 15:21,25 16:4 17:9 27:4	<b>common</b> 4:13 14:6 20:22	<b>context</b> 23:21 24:6 27:1
<b>benefits</b> 5:11	<b>certification</b> 11:21 17:17	<b>community</b> 4:21 5:1 8:24 13:23 24:8,9	<b>contribution</b> 24:7
<b>bike</b> 14:14,19,20	<b>Chair</b> 4:3 6:24 15:13,15 18:12,13,21 21:5,8,9,14 22:10,17,25 23:11,14, 17,18,20 24:2,12 25:5, 17 26:5,7 27:14	<b>completed</b> 6:12	<b>conversation</b> 23:4
<b>Bill</b> 8:16	<b>change</b> 27:20	<b>completely</b> 24:18 27:1	<b>coordination</b> 16:7
<b>bio-retention</b> 12:5	<b>charging</b> 11:22	<b>component</b> 24:13	<b>corner</b> 13:23
<b>bird</b> 19:25 20:1,8	<b>child</b> 23:5	<b>concerned</b> 19:12,16, 21	<b>corners</b> 14:17
<b>birds</b> 20:6 21:2	<b>circulate</b> 16:24 17:7,14	<b>concession</b> 9:1,3 11:5	<b>correct</b> 22:24
<b>bit</b> 21:7	<b>circulating</b> 16:25 17:6		<b>corrugated</b> 13:6
<b>blinds</b> 20:23	<b>circulation</b> 14:12,13 17:2,10		<b>cost</b> 9:4,12
<b>BMR</b> 4:24 15:5	<b>city</b> 6:18 11:15,18 15:18 17:2,6,9,11 19:18,19 22:7 25:16,25 26:4 27:8		<b>Council</b> 11:18
<b>bonus</b> 4:6,7,18,23 5:6, 11,12,13,16 8:11,23,24 10:17,19,21,23,25 22:19	<b>City's</b> 4:18 5:6 8:23		<b>count</b> 11:1
<b>box</b> 13:6	<b>clarify</b> 25:16		<b>counts</b> 8:18
<b>break</b> 12:12	<b>clarifying</b> 18:14,16		<b>courtyard</b> 12:6,15,17 14:5
<b>brightness</b> 20:21	<b>close</b> 7:22 15:10 21:12,		<b>create</b> 12:24
<b>bring</b> 21:16 23:3			<b>creativity</b> 25:4
<b>bringing</b> 11:19			
<b>broadly</b> 27:12			
<b>brown</b> 8:7,11			

<hr/> <b>D</b> <hr/>		
<b>damage</b> 16:6	<b>directly</b> 8:10	18,22,25 17:6,7,10,11, 12,14,16,18 18:1,6,10, 15,19 19:20,24 20:4,8, 19 21:15,19 22:6,12 23:3,21 24:11,21 25:9, 21 26:19,25 27:1,21
<b>dark-sky-friendly</b> 20:16	<b>disclose</b> 16:4,6	
<b>David</b> 15:17	<b>discussion</b> 6:8 18:19 21:17,18 27:18	
<b>days</b> 17:8	<b>district</b> 10:17	<b>EIRS</b> 25:25 27:17,25
<b>deal</b> 12:2	<b>DJP&amp;A</b> 11:18	<b>electric</b> 4:16 11:22 14:25
<b>December</b> 6:6 17:1	<b>Do's</b> 23:20	<b>element</b> 26:25
<b>decisionmakers</b> 16:8	<b>Don</b> 19:22	<b>elements</b> 13:8
<b>decisionmaking</b> 16:6	<b>dots</b> 8:12	<b>elevated</b> 12:1
<b>deck</b> 13:2 20:5	<b>downward-facing</b> 20:24	<b>elevation</b> 12:23,25 13:1
<b>decks</b> 13:9 14:7 20:22	<b>draft</b> 16:25 17:6,7,10, 11,13 19:24 20:3,19	<b>elevations</b> 12:14
<b>defined</b> 23:24	<b>driveways</b> 13:12 14:15	<b>eligible</b> 5:10
<b>demolish</b> 4:10	<b>drought-tolerant</b> 14:10	<b>eliminated</b> 24:18
<b>demolished</b> 10:15	<b>dual</b> 11:23	<b>Emerald</b> 9:16,17
<b>denial</b> 16:15	<b>due</b> 6:22 7:8	<b>emergency</b> 4:16
<b>densely-populated</b> 19:17	<b>dwelling</b> 4:8 10:19 11:2	<b>emphasis</b> 27:23
<b>density</b> 4:19,23,24 5:6, 7,11,12,13,16,17 8:24 10:19,22 11:2 22:19	<hr/> <b>E</b> <hr/>	<b>emphasize</b> 13:4 27:21
<b>depending</b> 25:22	<b>e-mail</b> 18:4,5	<b>ends</b> 17:11
<b>description</b> 6:6 20:2	<b>earlier</b> 7:7	<b>enhance</b> 16:6
<b>design</b> 12:6 20:2,9	<b>early</b> 26:21	<b>enterprise</b> 10:4
<b>desk</b> 9:15	<b>easement</b> 13:16	<b>entrance</b> 12:21
<b>detail</b> 20:4	<b>east</b> 12:15,21 14:17	<b>entrances</b> 12:23
<b>details</b> 7:11	<b>echo</b> 26:22	<b>entry</b> 14:20
<b>developed</b> 4:17	<b>edits</b> 17:13	<b>environmental</b> 4:4 6:2,3,9,10,11 7:19 15:20,21 16:5,13 17:21 18:11 24:15
<b>developer</b> 9:19 20:25	<b>Edwards</b> 19:23	<b>envision</b> 24:11
<b>developing</b> 9:22	<b>effect</b> 22:5	<b>equal</b> 5:8
<b>development</b> 4:7,18 6:1 8:20 9:20 10:22 13:4,12 15:3 22:20	<b>effects</b> 6:9,10	<b>equating</b> 10:25
<b>development/the</b> 24:8	<b>Ehrich</b> 26:6,7,18 27:14	<b>equipment</b> 14:25
<b>diagram</b> 14:12	<b>eight-story</b> 4:8 10:12	<b>estate</b> 9:20
<b>difficult</b> 27:4	<b>eighth-floor</b> 13:2	<b>EV-READY</b> 15:1
<b>direction</b> 24:22	<b>EIR</b> 4:4 6:9,13,19,22 7:2,4,6,9,10 8:2 9:14 11:17 15:18,19,22,23, 25 16:1,3,8,10,15,17,	<b>evaluate</b> 16:11,18 19:20 20:3 22:7 27:6
		<b>evaluated</b> 17:23 24:16
		<b>evaluating</b> 27:11
		<b>evening</b> 6:24 9:16 10:2 15:15 17:25
		<b>exception</b> 6:14
		<b>exchange</b> 4:20 8:24
		<b>excited</b> 26:20
		<b>excuse</b> 19:2 20:17
		<b>existing</b> 4:10 10:13 13:24 14:16 16:18
		<b>expand</b> 23:19
		<b>expands</b> 24:12
		<b>expressed</b> 20:2,16
		<b>Expressway</b> 8:6
		<b>extent</b> 20:13
		<b>exterior</b> 12:10 20:24
		<b>external</b> 20:16
		<b>extra</b> 27:23
		<b>extracting</b> 9:22
		<hr/> <b>F</b> <hr/>
		<b>F2</b> 4:3
		<b>Fahteen</b> 18:3,8
		<b>fall</b> 17:15
		<b>feasible</b> 16:11
		<b>featured</b> 12:15 13:3 14:7
		<b>features</b> 11:20 12:23 13:8
		<b>fee</b> 5:4,5
		<b>feedback</b> 7:14 27:20
		<b>feel</b> 23:7 27:17
		<b>feet</b> 4:9,12,14 5:20,21 8:21 9:9 10:18,21 11:4 22:22
		<b>fellow</b> 25:3
		<b>Ferrick</b> 25:6,7 26:3,5
		<b>Ferrick's</b> 27:10
		<b>fewer</b> 25:11

<b>fiber</b> 13:5	<b>generator</b> 4:16	<b>heavily</b> 19:15	<b>included</b> 14:21 20:9 25:25
<b>final</b> 7:19 17:12,14,16 20:7	<b>give</b> 21:9	<b>height</b> 4:20 5:18 9:6,9	<b>includes</b> 4:12 5:24 7:17 9:3 16:22
<b>Finally</b> 20:25	<b>Gold</b> 11:21	<b>held</b> 17:17	<b>including</b> 4:13 10:8 14:25 23:8
<b>firm</b> 9:20 15:17	<b>Good</b> 6:24 9:16 10:2 15:15	<b>heritage</b> 5:25	<b>inclusion</b> 26:12
<b>Fiscal</b> 16:21	<b>Goodman</b> 19:3,9,10	<b>high-density</b> 8:8	<b>income</b> 8:22
<b>fixtures</b> 11:24	<b>Goodman's</b> 22:1	<b>high-intensity</b> 20:12	<b>incorporate</b> 4:23
<b>flexibility</b> 23:4,8	<b>Government</b> 6:21	<b>high-quality</b> 12:10	<b>increase</b> 4:19 5:17,18 9:6
<b>flip</b> 24:17	<b>grade</b> 10:14 13:17 14:20	<b>higher</b> 20:21	<b>increasing</b> 27:6
<b>floating</b> 12:24	<b>graphic</b> 11:7	<b>highest</b> 9:23	<b>inform</b> 16:8
<b>flood</b> 12:2	<b>graphics</b> 10:8	<b>highlighted</b> 11:13	<b>initial</b> 6:12
<b>floor</b> 4:20 5:17,20,21,22 9:6,7,8 10:20 11:3 12:1, 16 14:18,21,23	<b>great</b> 10:7 15:13,15 26:4	<b>highlighting</b> 13:11	<b>initiated</b> 7:6
<b>floors</b> 14:7 15:7	<b>green</b> 14:14	<b>highlights</b> 14:12	<b>instance</b> 23:4
<b>focused</b> 9:21	<b>gross</b> 4:19 5:17,20,21 11:3	<b>Highway</b> 19:14	<b>intended</b> 14:3 26:11
<b>footage</b> 4:24 24:3,25	<b>ground</b> 9:7,8 14:18,21	<b>hired</b> 15:17	<b>intensity</b> 4:20
<b>footages</b> 11:10	<b>guardrail</b> 13:8	<b>host</b> 17:2,9	<b>inter-governmental</b> 16:7
<b>forestry</b> 6:15	<b>guess</b> 21:23	<b>hotel</b> 10:12	<b>interest</b> 12:11,24 13:7
<b>forget</b> 27:18	<b>guys</b> 15:14	<b>households</b> 5:10 8:22	<b>interested</b> 27:9
<b>form</b> 12:13		<b>housing</b> 4:25 6:1,2 8:9, 15,22 10:6 16:20 26:25	<b>intersection</b> 19:14 22:5
<b>format</b> 7:16	<hr/> <b>H</b> <hr/>	<b>human</b> 20:15	<b>introduce</b> 21:23
<b>forward</b> 25:2			<b>introductory</b> 7:17
<b>foster</b> 16:7	<b>habitat</b> 27:19	<hr/> <b>I</b> <hr/>	<b>investment</b> 9:20
<b>founded</b> 9:19 10:5	<b>habitats</b> 21:2	<b>icon</b> 18:23	<b>involve</b> 5:1
<b>Francisco</b> 9:21 10:5	<b>half</b> 11:16 25:14	<b>identified</b> 16:23 22:14 23:23	<b>issues</b> 17:22 19:20
<b>free</b> 13:22	<b>hand</b> 18:8,12,23,25	<b>identify</b> 16:5,9	<b>item</b> 4:3 21:13
<b>front</b> 27:16	<b>hand</b> 18:8,12,23,25	<b>impact</b> 4:4 15:21 16:21 22:8 24:15 25:13,19,20, 21	<b>items</b> 10:18
<b>frontage</b> 13:14	<b>hands</b> 21:7	<b>impacted</b> 19:15	
<b>full</b> 6:13 7:9 20:18	<b>happy</b> 18:25 21:7	<b>impacts</b> 6:3 16:5,9,10, 13,19 17:24 19:13 22:2, 13 25:10 27:19	<hr/> <b>J</b> <hr/>
<b>fully</b> 20:20	<b>Haven</b> 4:5 7:3 8:6 9:18 10:8,9 12:14,20,21 18:6 22:4	<b>important</b> 24:15	<b>January</b> 6:22 7:8 17:1 18:2
<b>future</b> 27:2	<b>heading</b> 18:6	<b>improvements</b> 13:10	<b>Jr</b> 11:8
<hr/> <b>G</b> <hr/>	<b>headquartered</b> 9:21	<b>in-lieu</b> 5:4	<b>July</b> 11:18
<b>gathering</b> 13:21	<b>health</b> 20:15	<b>inaudible</b> 20:5 21:3	
<b>gave</b> 10:7	<b>hear</b> 15:14 22:1	<b>include</b> 4:15 9:4 13:5 17:12 20:7 23:2	
<b>general</b> 7:14	<b>hearing</b> 8:3 25:2		
	<b>hearings</b> 17:17		

<hr/> <b>K</b> <hr/>	<b>LLC</b> 9:18	<b>Menlo</b> 19:10,12,19	<b>neighborhood</b> 10:10
<b>Kelvin</b> 20:18,21	<b>load</b> 22:3	<b>mentioned</b> 10:16 11:5 13:3 14:5 15:7	<b>night</b> 20:14
<b>Khan</b> 6:23,24 18:9 22:24 23:15	<b>located</b> 8:5 10:9 14:15	<b>metal</b> 13:6,8	<b>nine-foot</b> 13:16
<b>kind</b> 27:23	<b>location</b> 6:7,19	<b>Michelle</b> 10:1,3 26:14	<b>non-buildable</b> 13:16
<b>Kristy</b> 15:16	<b>Loeb</b> 10:2,3 26:14,15	<b>mineral</b> 6:15	<b>NOP</b> 6:5,6 7:7 16:24,25 17:2,4
<hr/> <b>L</b> <hr/>	<b>long-term</b> 14:20,22	<b>minimize</b> 19:25 20:11	<b>north</b> 8:5 10:12 12:25 13:1,17,21
<b>laid</b> 23:24	<b>longer</b> 21:7	<b>minimizing</b> 27:19	<b>note</b> 10:18 13:15 14:15 15:2 16:2,14 17:18 26:9
<b>lands</b> 20:13	<b>lower</b> 11:13 27:11	<b>minority</b> 9:20	<b>Notice</b> 6:5 16:24
<b>language</b> 27:25	<hr/> <b>M</b> <hr/>	<b>minutes</b> 19:7	<b>noticeable</b> 22:4
<b>large</b> 23:5	<b>M2-zone</b> 8:13	<b>missing</b> 20:10	<b>number</b> 8:17
<b>largely</b> 9:24	<b>made</b> 26:22	<b>mitigate</b> 12:1 16:10 17:24	<hr/> <b>O</b> <hr/>
<b>lastly</b> 9:8	<b>make</b> 18:5 21:24 23:7	<b>mitigates</b> 24:14	<b>objectives</b> 16:12
<b>Law</b> 4:23 5:11,13,16	<b>makes</b> 5:10	<b>mitigation</b> 17:23 22:14	<b>October</b> 20:2,17
<b>layered</b> 14:4	<b>making</b> 21:24	<b>mix</b> 11:7	<b>oddly</b> 26:10
<b>LDP</b> 9:25 10:3	<b>MALE</b> 23:11	<b>mixed-use</b> 4:6,8 8:11, 14 10:17	<b>office</b> 8:10 10:14
<b>LED</b> 20:18	<b>management</b> 12:4	<b>mixture</b> 10:10 11:8	<b>offset</b> 9:12 13:6
<b>LEED</b> 11:21	<b>March</b> 9:18	<b>model</b> 25:22	<b>on-site</b> 4:24 5:4 12:3
<b>lessen</b> 16:13	<b>market</b> 4:24 5:9	<b>modify</b> 5:18	<b>one-story</b> 10:13
<b>lesson</b> 26:24	<b>Marsh</b> 8:6 22:2,5	<b>moment</b> 18:15 19:5 21:9,19	<b>one-to-one</b> 14:24 25:10
<b>letter</b> 20:3,17	<b>mass</b> 12:7	<b>month</b> 7:7	<b>open</b> 4:13 7:20 13:19 14:1,3,6 15:6 18:18
<b>level</b> 4:7,18 5:6 8:23 10:19,21 12:1,2,16 14:1,5,23	<b>massing</b> 13:4	<b>motion</b> 20:21	<b>opportunities</b> 17:19
<b>levels</b> 15:3	<b>materials</b> 12:10 13:3,5	<b>move</b> 7:23	<b>opportunity</b> 7:10 15:22 17:25 21:4
<b>library</b> 13:22	<b>max</b> 10:20 12:9	<b>moving</b> 11:6 15:4	<b>option</b> 23:2
<b>light</b> 14:14 20:12,14,20 23:3,7	<b>maximize</b> 22:19	<b>multi-family</b> 10:6	<b>options</b> 19:17 27:2
<b>light-blocking</b> 20:23	<b>maximizing</b> 22:22 23:9	<b>Municipal</b> 4:18	<b>oral</b> 17:25
<b>lighting</b> 13:20 20:12,16	<b>maximum</b> 23:10 24:3 27:7	<hr/> <b>N</b> <hr/>	<b>orange</b> 11:13 15:6
<b>lights</b> 20:18,21,22,24	<b>measures</b> 17:23 19:25 20:3,19	<b>named</b> 19:3	<b>outdoor</b> 4:14 13:9
<b>limiting</b> 25:21	<b>mediation</b> 22:8	<b>Naomi</b> 19:3,9,10	<b>outlined</b> 6:11
<b>list</b> 20:19 25:8	<b>Mediterranean</b> 14:9	<b>native</b> 14:9 21:1,2	<b>overlay</b> 8:9
<b>listed</b> 11:9 16:18	<b>meet</b> 16:12	<b>nearby</b> 27:19	<b>overview</b> 15:20
<b>listen</b> 16:2	<b>meeting</b> 7:16 8:18 11:19 15:19 17:3,5,9,21	<b>necessarily</b> 24:14	<b>owned</b> 9:20
	<b>meetings</b> 7:4 8:17	<b>negative</b> 17:24	
	<b>members</b> 6:25 8:1 18:22		

<hr/> <b>P</b> <hr/>	<b>point</b> 26:13	14:11 15:18 16:11,14, 16,21,25 17:18 19:24 20:2,7 22:13 23:22 24:6,20,21 25:13,18 26:21	<b>question</b> 22:9,18 23:15,19,20 25:9 26:8, 14
<b>p.m.</b> 6:22 18:3	<b>pointed</b> 24:2 27:6		<b>questions</b> 7:21 15:11 17:21 18:14,16 21:17, 18
<b>panels</b> 13:6 20:6	<b>pointer</b> 9:25		<hr/> <b>R</b> <hr/>
<b>parcels</b> 8:7,9,12,13	<b>points</b> 26:22	<b>project's</b> 6:8 16:9,12, 19	<b>R-MU-B</b> 4:7 10:16
<b>Pardon</b> 19:5	<b>pollution</b> 20:12,20	<b>properties</b> 9:23	<b>raise</b> 18:23
<b>Park</b> 19:11,12,19,23	<b>pool</b> 14:5	<b>property</b> 8:10 13:18	<b>raised</b> 21:7
<b>parking</b> 5:14,19 9:4,7 10:14 14:19,21,24 15:2 25:10,13,15,18,22,24 27:11	<b>portion</b> 7:23 8:3 11:13 18:15,19 21:13,16	<b>proposed</b> 4:10,17 5:1, 3,19,25 6:7,10 8:4,19 10:11 11:1 13:22 14:10 26:16	<b>range</b> 16:11
<b>part</b> 22:8 23:23 24:1,9 27:4	<b>pose</b> 20:6	<b>proposes</b> 20:17	<b>rate</b> 5:9
<b>partially</b> 9:12	<b>potential</b> 6:3,9 25:1,20	<b>proposing</b> 4:22	<b>ratio</b> 5:22 9:6 10:20
<b>participate</b> 26:21	<b>potentially</b> 4:15 24:7, 22 25:17,21 27:7	<b>provide</b> 8:3 10:23 12:18 15:20,22 18:2 19:25 21:2	<b>rational</b> 26:12
<b>participation</b> 16:7	<b>Powers</b> 15:17	<b>provided</b> 4:25 5:3 7:11 11:12 12:8 14:1	<b>reacting</b> 24:24
<b>past</b> 27:17	<b>preliminary</b> 11:16	<b>providing</b> 5:8 11:22,24 12:10 13:13,25 14:19 17:20 26:2	<b>reading</b> 24:24
<b>patterns</b> 12:12	<b>Preparation</b> 6:5 16:24	<b>provision</b> 4:21	<b>real</b> 9:20
<b>pavement</b> 13:11	<b>prepare</b> 17:12	<b>Pruter</b> 18:18,21 21:6,11	<b>realize</b> 27:4
<b>payment</b> 5:3	<b>prepared</b> 16:21	<b>public</b> 6:25 7:4,8,20 8:1,3,17 15:23 16:6,9 17:8,9,17,19 18:2,4,18, 22 19:17 21:12,15 27:15	<b>reason</b> 24:5
<b>pedestrian</b> 12:21 14:13	<b>preparing</b> 15:18 17:6	<b>public's</b> 16:3	<b>receive</b> 8:1 17:9
<b>people</b> 21:21	<b>present</b> 7:18 9:15	<b>publication</b> 7:6	<b>received</b> 17:4,13
<b>percent</b> 5:8,11,23 10:21,24,25	<b>presentation</b> 7:1,18, 19 8:2 9:13,15,24 10:7 15:24 18:7,10	<b>publicly-accessible</b> 4:14 13:19	<b>recommend</b> 23:1
<b>period</b> 17:2,10,11,16	<b>presented</b> 9:24	<b>purple</b> 15:5	<b>recommends</b> 7:16
<b>person</b> 19:1,3	<b>presenting</b> 12:7	<b>purpose</b> 15:19,25 16:4, 8,14	<b>red</b> 8:9
<b>phone</b> 18:24	<b>pressing</b> 18:24	<b>pursuant</b> 5:16 6:1,20	<b>redevelop</b> 4:5
<b>photos</b> 10:13 20:4	<b>prevent</b> 16:5	<b>put</b> 18:5 19:4	<b>reduce</b> 9:6,8 25:22
<b>physical</b> 6:10	<b>previous</b> 23:3	<hr/> <b>Q</b> <hr/>	<b>reduced</b> 25:18,24
<b>pink</b> 8:12	<b>previously</b> 8:12	<b>qualifies</b> 8:15	<b>reduces</b> 24:14
<b>plan</b> 19:24 20:5,7,17	<b>primarily</b> 24:24	<b>Quality</b> 6:11 15:21	<b>reducing</b> 25:19
<b>Planning</b> 6:24 8:1 9:16 15:16 26:20	<b>primary</b> 12:20 16:22		<b>Redwood</b> 19:19 22:7
<b>plans</b> 14:19 15:8 20:9	<b>principal</b> 10:3		<b>Refuge</b> 19:23
<b>planters</b> 12:5	<b>private</b> 14:3 15:6		<b>released</b> 6:5
<b>plaster</b> 10:14 13:5	<b>probable</b> 6:8		<b>removal</b> 5:24
<b>plumbing</b> 11:23	<b>process</b> 15:22 16:1,22 23:23 24:1 25:4		<b>removing</b> 13:24
	<b>project</b> 4:5,7,10,11,15, 17 5:8,10,17,24,25 6:1, 7,8,10,19 7:9,14,15,24 8:4,5,14,15,16,19,20,23 10:23 11:1,3,12,20,25		<b>replacement</b> 20:25
			<b>report</b> 4:4 6:4 7:12 15:21 22:25 23:25

<b>repositioning</b> 9:22		13,22,23 8:3 9:14 18:10	<b>spaces</b> 9:8 11:22 13:9
<b>representing</b> 9:18	<hr/> <b>S</b> <hr/>	26:19	14:1,3,6,20,24 15:1,4 25:15
<b>request</b> 4:3 9:11 25:17	<b>safe</b> 20:1,9	<b>setbacks</b> 14:8	<b>speak</b> 19:1,5,8 21:4
<b>requested</b> 5:15	<b>San</b> 9:21 10:4	<b>shades</b> 13:8	<b>SPEAKER</b> 23:11
<b>requesting</b> 6:18 9:1	<b>SAS</b> 19:21	<b>shadow</b> 12:18	<b>speaking</b> 19:10
<b>require</b> 6:16 20:7 24:20	<b>saving</b> 13:24	<b>share</b> 7:1	<b>specialize</b> 10:5
<b>required</b> 6:3 12:3 17:8	<b>SB</b> 8:16 11:16	<b>Sheet</b> 20:5	<b>species</b> 14:10 21:1
<b>requirement</b> 25:11,12	<b>scenario</b> 23:8	<b>shielded</b> 20:20	<b>specific</b> 20:7,19
<b>requirements</b> 5:19 12:8 15:9 20:8	<b>schedule</b> 16:1,22	<b>shielding</b> 20:18	<b>specifics</b> 19:25
<b>requires</b> 7:9	<b>Schindler</b> 23:17,18 25:5 27:6	<b>shops</b> 19:18	<b>square</b> 4:9,12,13,24 5:20,21 8:21 10:17,21 11:4,9 22:21 24:3,25
<b>resident</b> 12:18 14:6,7, 24 15:5 19:10,12	<b>schools</b> 19:18	<b>short</b> 25:8	<b>staff</b> 7:12,16,25 10:7 11:15 18:10,16 22:18, 25 23:1,12,25
<b>residential</b> 4:6 5:21 8:8,11,15,20 10:11,16 19:13 20:23 22:19 24:19	<b>scope</b> 6:18,21 15:23 16:3 18:1	<b>short-term</b> 14:19	<b>staff's</b> 7:17 9:13
<b>residents</b> 12:19 14:4, 23 19:16	<b>scoped</b> 6:14	<b>shown</b> 7:17 8:7 15:5 18:3	<b>stage</b> 26:21
<b>residing</b> 9:5	<b>scoping</b> 4:4 7:2,5,6,9, 22 8:2 9:14 15:19 17:2, 5,20 18:10,15,19 21:16, 19 26:19	<b>shows</b> 11:7 20:5	<b>standards</b> 5:14
<b>resource</b> 15:25 16:17, 19	<b>screen</b> 7:1	<b>side</b> 12:22 13:17 24:10, 17	<b>star</b> 18:24
<b>resources</b> 6:15	<b>sculptural</b> 13:20	<b>sides</b> 13:21	<b>start</b> 6:25 21:20
<b>respecting</b> 13:16	<b>sea</b> 12:2	<b>sidewalks</b> 13:12	<b>started</b> 16:25
<b>response</b> 23:12	<b>seat</b> 13:22	<b>significant</b> 22:5 24:7	<b>starting</b> 23:19
<b>responses</b> 17:12	<b>seating</b> 13:20	<b>similar</b> 14:16	<b>state</b> 4:23 5:11,13,16 8:24 10:22 22:19
<b>rest</b> 27:12	<b>Section</b> 6:20	<b>site</b> 4:6 5:3 6:20 10:7, 12,16,17 11:21 13:10, 17 14:15,17 22:13 27:22	<b>Station</b> 22:7
<b>result</b> 5:7	<b>seeking</b> 11:5	<b>size</b> 12:11	<b>step</b> 16:23
<b>return</b> 27:15	<b>select</b> 20:25	<b>sizes</b> 12:12	<b>stepping</b> 12:16 15:8
<b>review</b> 6:2 17:16	<b>Senate</b> 8:16	<b>slats</b> 13:7	<b>steps</b> 12:7 16:23
<b>revision</b> 20:10	<b>send</b> 18:4	<b>slide</b> 7:17 11:14 13:15 15:7 16:18,23 17:19 18:4	<b>storage</b> 14:22
<b>Rigg's</b> 22:11	<b>sends</b> 18:4	<b>small</b> 10:4 24:4,7,10,18 26:10	<b>storm</b> 12:3,4
<b>Riggs</b> 21:21,22 22:16	<b>sense</b> 23:7	<b>Society</b> 19:11	<b>Streamlining</b> 8:17
<b>rise</b> 12:2	<b>sensitive</b> 27:19,22	<b>solar-ready</b> 11:23	<b>street</b> 13:11,25 20:18, 20
<b>risk</b> 20:6	<b>sensors</b> 20:22	<b>south</b> 12:20,22 14:16	<b>street-level</b> 12:4
<b>Road</b> 19:14 22:2,5	<b>separate</b> 7:4 15:2	<b>space</b> 4:10,13,14 5:22 13:19,21 14:22 15:4,6 22:21,23 23:9 24:8,18 25:13 26:9,11,12,16 27:7	<b>stripes</b> 8:8
<b>roof</b> 11:23 13:2 14:7 20:4,22	<b>September</b> 17:7 20:10		<b>studied</b> 7:11 12:18 16:1,17 23:2,8
	<b>Sequoia</b> 19:11,21		<b>studies</b> 12:18
	<b>serve</b> 13:23		
	<b>Session</b> 4:4 7:3,5,6,9,		

**study** 6:12 7:3,5,13,23  
25:9 27:3

**style** 14:9

**subject** 8:10 18:6

**submitted** 11:17

**substantially** 16:13

**suggested** 23:1

**suggestion** 27:11

**summary** 8:3

**sun** 13:8

**sunlight** 12:17

**supply** 14:25

**sustainable** 11:20

---

**T**

---

**table** 10:18

**talk** 24:5

**tall** 19:22

**targeting** 11:21

**team** 7:18 9:14,19

**ten** 8:21

**tenants** 9:5

**terms** 27:18

**thing** 13:15

**things** 24:23

**thinking** 25:1

**thought** 7:25 24:1

**three-bedroom** 11:8

**throwing** 27:23

**time** 9:2 15:11 18:22,25  
19:1,6 21:6,25 26:17

**timer** 19:4

**today** 23:25

**today's** 9:23 11:19

**tonight** 7:2,15 18:20  
21:16,18

**tonight's** 7:16,23 8:18  
21:13

**topic** 6:13,16

**topics** 7:10

**total** 4:12 5:22 11:1

**toxic** 6:20

**traffic** 19:13 22:2  
25:10,14,20

**transit** 22:12

**transparent** 20:5

**transportation** 19:18  
25:20

**treatment** 12:4

**trees** 5:24,25 13:24,25  
14:1 21:1,2

**two-thirds** 8:14

---

**U**

---

**un-mute** 19:7

**under-grounding**  
13:13

**undergoing** 7:2

**understanding** 23:25

**underutilized** 9:23

**undulating** 12:23

**UNIDENTIFIED** 23:11

**unit** 11:1,7

**units** 4:9,25 5:7,8,9,12  
8:21 9:5 10:19,20,24,25  
11:2,8,9,12 15:5,6  
19:13 20:23 22:3,18

**unlimited** 5:13 8:25

**utilities** 13:13

**utilize** 4:23

**utilizing** 8:23 10:22

---

**V**

---

**variety** 11:11 13:3 14:9

**vehicle** 11:22 12:22  
14:14,25

**very-low** 8:22

**very-low-income** 5:9  
10:23

**Vice** 23:17,18 25:5

**Village** 20:8

**visual** 12:11,24

**VMT** 25:22

**volumes** 12:11

---

**W**

---

**wait** 21:7

**waivers** 5:13,16 8:25  
9:2,5,11 11:6

**wall** 13:22

**wanted** 27:15

**warehouses** 10:10

**water** 12:4

**water-efficient** 11:24

**ways** 16:10

**Wednesday** 6:22

**Weis** 15:14,16 22:10

**west** 8:5,7 12:23,25  
13:21

**wetlands** 27:17,23

**white** 8:12 21:24

**wildfire** 6:15

**wildlife** 19:23 20:15

**Willow** 19:14 20:8

**window** 12:12

**windows** 20:1

**wise** 27:5,12

**women** 9:19

**women-owned** 10:4

**wondering** 26:10

**wood-look** 13:7

**working** 11:15

**written** 18:2

---

**X**

---

**Xu** 9:16,17

---

**Y**

---

**year** 11:16,19

**yellow** 8:8 15:5

---

**Z**

---

**zone** 11:23 12:2

**zoned** 4:6 8:9,11

**Zoom** 18:23





**REGULAR MEETING DRAFT MINUTES**

**Date:** 1/8/2024  
**Time:** 7:00 p.m.  
**Location:** Zoom.us/join – ID# 858 7073 1001 and  
City Council Chambers  
751 Laurel St., Menlo Park, CA 94025

**A. Call To Order**

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

**B. Roll Call**

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

Absent: Andrew Barnes

Staff: Calvin Chan, Senior Planner; Deanna Chow, Community Development Director; Connor Hochleutner, Assistant Planner; Kyle Perata, Assistant Community Development Director; Matt Pruter, Associate Planner; Tom Smith, Principal Planner; Chris Turner, Senior Planner; Mary Wagner, City Attorney’s Office

**C. Reports and Announcements**

Assistant Community Development Director Perata reported the City Council would hold interviews for the vacant Planning Commission seat on January 9, 2024.

**D. Public Comment**

None

**E. Consent Calendar**

No public comment on the Consent Calendar items.

Commissioner Riggs said he was absent from the November 6, 2023 meeting and would vote to abstain from approval of those minutes.

Mr. Perata noted two minor edits brought to staff’s attention by Chair Do: 1) October 23 minutes, page 18, correct spelling of “Barens” to “Barnes;” and 2) November 6 minutes, change adjournment time from “7:32 p.m.” to “8:32 p.m.”

**E1. Approval of minutes from the October 23, 2023, Planning Commission meeting. (Attachment)**

**ACTION:** Motion and second (Riggs/Schindler) to approve the minutes from the October 23, 2023 Planning Commission meeting with a correction to change “Barens” to “Barnes” on page 18; passes



5-0 with Commissioner Barnes absent.

- E2. Approval of minutes from the November 6, 2023, Planning Commission meeting. ([Attachment](#))

ACTION: Motion and second (Schindler/Ehrich) to approve the minutes from the November 6, 2023 Planning Commission meeting with correction to page 37 to change adjournment time from 7:32 p.m. to 8:32 p.m.; passes 4-0 with Commissioner Riggs abstaining and Commissioner Barnes absent.

## F. Public Hearing

- F1. Use Permit/Cliff Brunk/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 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. (Staff Report #24-001-PC)

Planner Hochleutner noted two corrections to the staff report: 1) data table for left side setback; and 2) intruding into the daylight plane on the right hand side rather than the left hand side. He reported two letters of support from neighbors post-publication of the staff report.

Steve Collom, project designer, spoke on behalf of the project.

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

The Commission discussed with staff the neighbor comment about needed landscape which would be addressed with the building permit application and through the neighbors' continued communication with one another. Commission comment included support of project materials, attention to detail and retention of a tree.

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

- F2. Use Permit/Kevin Wang/495 Gilbert Avenue:

Consider and adopt a resolution to approve a use permit to determine the Floor Area Limit (FAL) on a lot less than 5,000 square feet in area, and to remodel and construct first- and second-story additions to an existing nonconforming one-story, single-family residence on a substandard lot with regard to minimum lot width, depth, and area in the R-1-U (Single Family Urban Residential) zoning district. The proposal would exceed 50 percent of the replacement value in a 12-month period for a nonconforming structure and requires use permit approval. The proposal would also exceed 50 percent of the existing floor area and is considered equivalent to a new structure; Determine this action is categorically exempt under CEQA Guidelines Section 15301's Class 1 exemption for existing facilities. (Staff Report #24-002-PC)

Planner Turner said one comment letter was received post-publication of the staff report with general concerns expressed including sill heights in the rear of the proposed structure.

Kevin Wang, property owner, spoke on behalf of the project.  
Chair Do opened the public hearing.

Public Comment:

- Craig Hashi expressed concerns about privacy to the rear of the subject property.
- Jordan Macdonald expressed concerns about privacy and asked the Planning Commission to be mindful of second story windows on the rear of the house.

Chair Do closed the public hearing.

The Commission discussed the proposed obscured glass windows and higher window sills with the applicant and location of egress windows with staff.

After motion made and seconded to approve with an added condition, Chair Do and Commissioner Ferrick expressed a request that the obscured glass align with something and not just end halfway. Commissioner Riggs modified his motion that at the least the bottom 50% of the windows in question be obscure glass and to align with a horizontal element. Commissioner Schindler confirmed the modification of the motion and agreed.

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

**Add condition 2.a:** Simultaneous with submittal of a complete building permit application, the applicant shall revise the elevation drawings to indicate that the second story windows on the rear and right side shall have obscured glass on at least the bottom half of each window and the obscured glass shall terminate at a horizontal mullion, subject to review and approval of the Planning Division.

- F3. Use Permit/Neil and Hester Seth/765 Stanford 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 request for excavation within the required side and rear setback areas for retaining walls. The proposal also includes a request for fences and walls exceeding height limits. The proposal includes an attached accessory dwelling unit (ADU), 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 #24-003-PC)

Planner Chan presented the staff report noting staff's response to a neighbor's letter regarding location of the HVAC units and construction of retaining walls.

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

The Commission discussed concern about excavation next to a property line.

Michael Tom, architect, answered Commissioner Riggs' question that the windows would be

simulated divided lights interior and exterior with aluminum spacing bars in between.

ACTION: Motion and second (Schindler/Ehrich) to adopt a resolution approving the item as recommended; passes 5-0 with Commissioner Barnes absent.

- F4. General Plan Amendment/City of Menlo Park/Housing Element Update Project:  
Consider and make a recommendation to the City Council to amend the 2023-2031 6th Cycle Housing Element (“Housing Element”), adopted January 31, 2023. Since the adoption date, the Housing Element was revised to address comments from the California Department of Housing and Community Development (“HCD”) including changes in the following topic areas: racial/ethnic areas of concentration of affluence (“RCAs”), disproportionate housing needs including displacement, contributing factors to fair housing issues, progress in meeting the regional housing needs allocation (“RHNA”), development of small and large sites, suitability of nonvacant sites, city-owned sites, federally-owned and school sites, environmental constraints, the electronic sites inventory, zoning for a variety of housing types (emergency shelters), land use controls, density bonuses, fees and exactions, local processing and permit procedures, constraints on housing for persons with disabilities, shortfall of adequate sites, actions, programs, metrics, milestones, and specific quantified objectives. The Housing Element was most recently submitted for HCD review on November 3, 2023, following a seven-day public review period, and HCD indicated that the revisions are in substantial compliance with state law pending adoption of the revised Housing Element by City Council and certification by HCD; Determine this action is covered by the subsequent environmental impact report (SEIR) prepared for the Housing Element Update project (State Clearinghouse Number 1990030530) and none of the circumstances requiring a supplemental EIR or subsequent EIR exist (CEQA Guidelines Section 15162). (Staff Report #24-004-PC)

Principal Planner Smith presented the staff report.

Chair Do opened the public hearing.

Public Comment:

- Jenny Michel congratulated staff and the Commissioners on the milestone and suggested the Housing Element SEIR analyze additional tenant protections.

Chair Do closed the public hearing.

ACTION: Motion and second (Schindler/Ehrich) to recommend approval of the updated Housing Element to the City Council as recommended; passes 5-0 with Commissioner Barnes absent.

Chair Do recessed the meeting at 8:46 p.m. for a short break.

Chair Do reconvened the meeting at 8:51 p.m.

- F5. General Plan Land Use Map Amendment and Rezoning/City of Menlo Park/Housing Element Update Project:  
The City of Menlo Park is proposing to amend the General Plan Land Use Map and zoning map to create consistent zoning for the parcel at 512 Durham Street and a portion of the parcel at 687 Bay Road and consistency with recently-adopted amendments to implement zoning-related programs in the adopted 2023-2031 6<sup>th</sup> Cycle Housing Element General Plan. The proposed changes are

intended to assist in providing capacity to meet the City's Regional Housing Needs Allocation ("RHNA") of 2,946 dwelling units, and are generally summarized below.

General Plan land use map

Amendment to change the land use designation for Assessor's Parcel Number ("APN") 062-205-170 (512 Durham Avenue) from Residential Low Density to Retail/Commercial. The parcel is currently utilized for circulation and parking as part of a nonresidential development at 812 Willow Road, zoned C-MU (Neighborhood Mixed Use).

Zoning map

- Amendment to rezone APN 062-205-170 from R-1-U (Single Family Urban Residential) to C-MU (Neighborhood Mixed Use) to locate the development at 812 Willow Road within a single zoning district allowing mixed uses; and
- Amendment to rezone a portion of the split-zoned parcel at 687 Bay Road from R-1-U to C-MU so that the entire parcel is within the C-MU zoning district, which allows mixed uses.

Determine this action is covered by the subsequent environmental impact report (SEIR) prepared for the Housing Element Update project (State Clearinghouse Number 1990030530) and none of the circumstances requiring a supplemental EIR or subsequent EIR exist (CEQA Guidelines Section 15162). (Staff Report #24-005-PC)

Planner Smith presented the staff report noting receipt of two comment letters opposing the proposed zoning amendment at 687 Bay Road.

Chair Do opened the public hearing.

Public Comment:

- Ajay Bhij expressed concerns with potential increased traffic, parking, and construction noise, and potential decreased privacy along Bay Road and Hollyburne Avenue.
- Veera expressed concerns with potential increased traffic, parking, and construction noise, and potential decreased sunlight to neighboring properties.
- Altaf Ghori expressed concerns with potential increase in allowed height and traffic along Hollyburne Avenue, potential decreased privacy, and limited public outreach.
- Susan Gibson expressed concerns with potential increased traffic, parking, and density as well as along Bay Road and Hollyburne Avenue.
- Nik Daruwala expressed concerns with potential increased traffic and parking and potential decreased privacy along Bay Road and Hollyburne Avenue.
- Kushagra Shrivastan expressed concerns with potential increased traffic and the public outreach process.
- Joe Wyffels expressed concerns with the public outreach process.

Chair Do closed the public hearing.

The Commission confirmed with staff the noticing for the proposed zoning amendments, how parking would be required should the one lot with the parking lot develop, the history within the

Housing Element Update regarding these lots and zoning designation, and that the conditional approval of the HCD of the City's Housing Element was not dependent upon the proposed rezonings.

The Commission discussed the impacts of the potential of the parking lot to be developed as C-MU as opposed to R-1-U located near residential lots, the purpose of organizing existing different commercial zones into C-MU districts to make it easier for parcels with commercial uses to become commercial and residential mixed use with increased density, the logic of rezoning the parcel used as a parking lot to commercial, and reasons to postpone the rezoning of the two R-1-U lots until a more specific redevelopment proposal emerged to allow for community engagement and collaborative feedback.

The Commission discussed how to word a motion conveying that the Commission was not comfortable with the proposed amendments at this time, and that if it were to be resubmitted at a later time as the same proposal now that a more extensive community engagement process would need to have occurred.

ACTION: Motion and second (Schindler/Ferrick) to not recommend to the City Council adoption of the proposed General Plan land use map and zoning map amendments at this time out of a desire for a more extensive process and community engagement; passes 5-0 with Commissioner Barnes absent.

- F6. Architectural Control Revision and Use Permit Revision/Nitin Patel/3723 Haven Avenue: Consider and adopt a revision to a previously approved architectural control and use permit to develop a new 163-room hotel at 3723 Haven Avenue, in the O-B (Office - Bonus) zoning district. The proposed revisions would modify the previously approved modifications to the Zoning Ordinance requirements for modulations and stepback design standards. The proposed revisions to the previously approved project also involve elimination of one parking level, which reduces the building from eight to seven floors, an overall height increase of six inches, relocation of a rooftop deck from the fourth to third floor resulting in a height decrease of four feet for the deck, an internal reconfiguration of parking spaces to utilize tandem parking through the use of a valet service, minor building footprint modifications at the southeast building corner, comprehensive landscaping changes, and comprehensive material and color changes. The overall gross floor area would be reduced by 55 square feet; Determine that this action is consistent with the adopted mitigated negative declaration for the previously approved project and none of the circumstances requiring additional environmental analysis exist (CEQA Guidelines Section 15162). (Staff Report #24-006-PC)

Planner Pruter presented the staff report.

Al Patel, applicant, and Nitin Patel, architect, spoke on behalf of the project.

Chair Do opened the public hearing.

Public Comment:

- Bryan Shields brought to the Commission's attention the need for labor standards, prevailing wages, and use of union labor for large construction projects.

Chair Do closed the public hearing.

The Commission commented favorably on the proposed design and parking changes with a suggestion to consider something other than a diesel generator for emergency backup; and were supportive of the use of union labor.

ACTION: Motion and second (Riggs/Ehrich) to adopt a resolution to approve as recommended; passes 5-0 with Commissioner Barnes absent.

## **H. Informational Items**

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

- Regular Meeting: January 22, 2024

Mr. Perata said the January 22<sup>nd</sup> meeting might possibly be cancelled.

## **I. Adjournment**

Chair Do adjourned the meeting at 10:30 p.m.

Staff Liaison: Kyle Perata, Assistant Community Development Director

Recording Secretary: Brenda Bennett



**REGULAR MEETING DRAFT MINUTES**

**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

**A. Call To Order**

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

**B. Roll Call**

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

Staff: Calvin Chan, Senior Planner; Connor Hochleutner, Assistant Planner; Fahteen Khan, Associate Planner; Kyle Perata, Assistant Community Development Director; Matt Pruter, Associate Planner

**C. Reports and Announcements**

Assistant Community Development Director Perata welcomed Ross Silverstein to the Planning Commission.

**D. Public Comment**

None

**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)

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

ACTION: Motion and second (Riggs/Ferrick) to approve the consent calendar consisting of the minutes from the November 13 and December 4, 2023 Planning Commission meetings: passes 6-0 with Commissioner Silverstein abstaining.

**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)

Planner Chan reported staff had no updates to the written report.

Mike Ma, project architect, spoke on behalf of the project.

Chair Do opened the public hearing.

Public Comment:

- Paul Osborn, 744 College Avenue, expressed privacy concerns regarding the placement of a proposed second story window.

Chair Do closed the public hearing.

Planner Chan clarified for the Commission that the elevation facing the speaker's home was actually the right side elevation and that the window arrangement the speaker had indicated had been agreed upon with the property owner was shown correctly in the plans. Mr. Ma confirmed the plan view was correct.

The Commission commented on obscure frost glass on the bathroom windows and five foot windowsills that addressed privacy protection.

Action: Motion and second (Do/Ferrick) to adopt a resolution approving the item as recommended; passes 7-0.

## 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)

Planner Khan reported no updates to the published report.

Thomas Krulevitch, project architect, spoke on behalf of the project.

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

The Commission confirmed with the applicant that the chimney façade would be stone and the siding would be plaster stucco.

ACTION: Motion and second (Ferrick/Schindler) to adopt a resolution to approve the item as recommended; passes 7-0.

- 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)

Planner Khan said staff had no updates to the published report.

Michael Burch, applicant, spoke on behalf of the project.

Replying to Commissioner Riggs, JJ Potasiewicz, applicant, said that the staff report had overlays showing the signage on current photographs of the project and did not include the now outdated renderings (Sheet E18.0-0) to which Commissioner Riggs had referred.

Commissioner Riggs questioned how the change in building color could have occurred without Commission review and suggested the record needed to be corrected.

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

Mr. Perata said for the record that the signage was not inconsistent throughout the project plans or staff report and what he thought Commissioner Riggs had commented on were renderings or as-built imagery that overlay the signs that showed the as-built conditions and a few holdovers that showed older renderings of the slightly different paint color that was part of the approval. He said the Commission's adjudication on this item was the master sign program and not the as-built colors and architectural control revisions or modifications that were pursued through the building permit process.

Commission comments included that the proposed changes to the signage were reasonable including the directional signage modifications for way finding and safety, were within what was previously approved, the signage area was decreasing, the signage color materials were the same. Commission suggestions were to use bicycle way finding signage like that used already in Menlo Park (bridge into Palo Alto for pedestrians and bicyclists signage), make garage signage for pedestrian exit and vehicle exit highly distinct, and update the drawings to show the actual building colors for the record noting this was a particularly sensitive project due to the immediately adjacent neighborhood.

Commission discussed with staff an effective way to update the drawings as mentioned above without causing project delay.

**ACTION:** Motion and second (Riggs/Schindler) to adopt a resolution to approve as submitted with the following condition; passes 7-0.

**Add condition 7:** Prior to utilizing the approved amendment for any future sign permit submittal, the applicant shall revise the elevation drawings with the buildings in grayscale and update the rendering on Sheet E18.0-0 of the master sign program amendment to include the as-built conditions.

- 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)

Planner Khan reported no changes to the written report.

Oscar Ibarra, applicant, spoke on behalf of the project.

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

**ACTION:** Motion and second (Ehrich/Ferrick) to adopt a resolution to approve the item as recommended; passes 7-0.

Chair Do recessed the meeting for a five minute break.

Chair Do reconvened the meeting.

- 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 existing 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](#))

Planner Pruter made a presentation on the project.

Eric Grant, General Manager of the Sharon Heights Golf and Country Club, spoke on behalf of the project.

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

Responding to Commission questions, Mr. Kurt Wozniak on behalf of the applicant explained the poor condition due to old age of the juniper trees proposed for removal and the landscape screening added that would also screen some view of the Hwy. 280 entry and exit ramps.

Commission comment included support of the proposal and appreciation for ongoing commitment to make sure that the tree mitigation requirements were not only fulfilled but exceeded.

**ACTION:** Motion and second (Ferrick/Schindler) to adopt a resolution to approve the item as recommended; passes 7-0.

## **G. Informational Items**

### **G1. Future Planning Commission Meeting Schedule**

- Regular Meeting: February 26, 2024

Mr. Perata said it was very likely that the Housing Element Annual Progress Report would be on the February 26<sup>th</sup> agenda.

- Regular Meeting: March 11, 2024

## **H. Adjournment**

Chair Do adjourned the meeting at 9:23 p.m.

Staff Liaison: Kyle Perata, Assistant Community Development Director

Recording Secretary: Brenda Bennett



## STAFF REPORT

**Planning Commission**

**Meeting Date:**

**3/11/2024**

**Staff Report Number:**

**24-013-PC**

**Public Hearing:**

**Consider and adopt a resolution to approve a use permit to construct first-story additions and interior alterations to an existing nonconforming one-story, single-family residence located in the R-1-U (Single Family Urban Residential) zoning district and determine this action is categorically exempt under CEQA Guidelines Section 15301's Class 1 exemption for existing facilities. The proposed work would exceed 75 percent of the replacement value of the existing nonconforming structure in a 12-month period.**

### **Recommendation**

Staff recommends that the Planning Commission adopt a resolution approving a use permit to construct first-story additions and interior alterations to an existing nonconforming one-story, single-family residence located in the R-1-U (Single Family Urban Residential) zoning district. 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***

Using Kenwood Drive in the north-south orientation, the subject property is located on the east side of the street. Kenwood Drive and Morey Drive form a 'U' shape, accessed from Middle Avenue and located between Safeway to the east and Nealon Park to the west. 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 and traditional. All parcels in the immediate vicinity are also zoned R-1-U. Parcels along Roble Avenue to the north are in the R-3 (Residential Apartment) zoning district. The parcel adjoining the rear of the subject property (Safeway) is part of the El Camino Real-Downtown Specific Plan. A location map is included as attachment B.

## **Analysis**

### ***Project description***

The subject property is currently occupied by a 1,296-square-foot, single-story, single-family residence, originally built in approximately 1945. The applicant is proposing additions to the front and rear of the existing residence comprising approximately 530 square feet of living space, as well as remodeling and reconfiguring most of the remaining residence to add an additional two bedrooms and two bathrooms. The applicant is also proposing to remove the entirety of the existing roof and replace it with a new truss system roof.

In the R-1-U zoning district, the minimum side setback is 10 percent of the minimum lot width with a minimum of five feet and maximum of 10 feet. In this case, the subject property has a lot width of 53.1 feet, so the minimum side setback is 5.3 feet. A nonconforming wall on the left side of the garage is located 5 feet from the side property line and the wall along right side of the living and dining rooms is also located five feet from the side property line. These non-conforming walls would remain.

The proposed additions and renovations would result in a four bedroom, three-bathroom residence. The proposed additions would meet all Zoning Ordinance requirements for setbacks, lot coverage, floor area limit (FAL), daylight plane, parking, and height, but the residence would remain nonconforming with regard to the left and right side setbacks. Of particular note with regard to Zoning Ordinance requirements:

- The total proposed FAL would be 1,825 square feet, including an attached one-car garage, below the maximum floor area limit of 2,800 square feet for the site.
- The total proposed building coverage would be 1,862 square feet, or approximately 37 percent of the lot, where 2,018 square feet (40 percent) is permitted.
- The renovated residence would have a front setback of 20 feet where a minimum of 20 feet is required.
- The proposed additions would have minimum setbacks of 5 feet, five inches from both side property lines where a minimum of 5.3 feet is required.
- The renovated residence would have a rear setback of 20 feet where a minimum of 20 feet is required.
- The proposed residence would have a total height of approximately 17.9 feet where 28 feet is permitted.
- The legal nonconforming parking configuration, consisting of a single code-compliant covered off-street parking space, is proposed to remain.

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 would retain the basic bungalow style with an updated overlaid hip roof design. The exterior is proposed to be painted cement plaster, which is typical for this style of home, with composition shingles for the roof. Windows are proposed to be dark anodized aluminum framed with clear glass and no lites or dividers. These design elements would maintain continuity with the surrounding residences which are also in the bungalow style.

### ***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 seven trees were assessed, including six heritage trees, and none are proposed for removal.

Table 1: Tree summary and disposition				
Tree number	Species	Size (DBH, in inches)	Disposition	Notes
1*	Mediterranean cypress	15-20	Retain	Heritage
2*	Mediterranean cypress	15-20	Retain	Heritage
3*	Mediterranean cypress	15-20	Retain	Heritage
4*	Mediterranean cypress	15-20	Retain	Heritage
5**	Northern red oak	22	Retain	Heritage
6	Magnolia	20***	Retain	Heritage
7	Juniper	13	Retain	Non-heritage

\*denotes street trees  
 \*\*denotes neighboring tree  
 \*\*\*multi-trunk trees are measured at the split height rather than 54"

To protect the heritage and non-heritage trees on site, the arborist report has identified such measures as tree protection fencing, soil armoring with wood chip mulch and plywood, and inspections to verify that the type of tree protections are consistent with the standards outlined within the tree protection plan.

Four heritage size Mediterranean cypress trees are located in the right-of-way at the front of the property and are proposed to be retained. Due to their location at the front of the property near the driveway and their unique shape with robust foliage down to the ground, staff determined the trees present a view hazard for vehicles exiting the subject property’s driveway onto Kenwood Drive. Working in conjunction with the Transportation Division and the City Arborist, staff recommends a project-specific condition of approval that would require the property owner to either trim the trees’ lower foliage to a minimum of six feet from the ground or remove and replace the trees subject to receiving a Heritage Tree Removal permit. Trimming of the trees would not require a Heritage Tree Removal permit.

All recommended tree protection measures identified in the arborist report would be implemented and ensured as part of condition 1h.

**Valuation**

For projects involving existing nonconforming structures, the City uses standards established by the Building Division to calculate the replacement and new construction costs on which the use permit threshold is based. For context, the use permit threshold differs between 75 percent for a single-story structure and 50 percent for a two-story structure. Since the residence would remain one-story, the 75 percent threshold applies. The City has determined that the value of the proposed work for the project would exceed 75 percent of the replacement cost of the existing structure, at approximately 119 percent, and therefore requires use permit approval by the Planning Commission.

### **Correspondence**

The applicant has included a log of their own neighborhood outreach efforts in their project description letter. Staff has not received any correspondence on the proposed project.

### **Conclusion**

Staff believes that the design, scale, and materials of the proposal are generally compatible with the surrounding neighborhood, and would result in a consistent aesthetic approach. The proposed improvements to the existing structure would retain the bungalow style typical to the street and would remain a harmonious contributor to the overall established streetscape. Staff recommends that the Planning Commission approve the proposed project.

### **Impact on City Resources**

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

### **Environmental Review**

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

### **Public Notice**

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

### **Appeal Period**

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

### **Attachments**

- A. 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:  
Connor Hochleutner, Assistant Planner



Report reviewed by:  
Corinna Sandmeier, Principal Planner

**PLANNING COMMISSION RESOLUTION NO. 2024-XXX**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF MENLO PARK APPROVING USE PERMIT TO CONSTRUCT FIRST-STORY ADDITIONS AND INTERIOR ALTERATIONS TO AN EXISTING NONCONFORMING ONE-STORY, SINGLE-FAMILY RESIDENCE LOCATED IN THE R-1-U (SINGLE FAMILY URBAN RESIDENTIAL) ZONING DISTRICT. THE PROPOSED WORK WOULD EXCEED 75 PERCENT OF THE REPLACEMENT VALUE OF THE EXISTING NONCONFORMING STRUCTURE IN A 12-MONTH PERIOD.**

**WHEREAS**, the City of Menlo Park (“City”) received an application requesting a use permit to construct first-story additions and interior alterations to an existing nonconforming one-story, single-family residence located in the R-1-U (Single Family Urban Residential) zoning district where the proposed work would exceed 75 percent of the replacement value of the existing nonconforming structure in a 12-month period (collectively, the “Project”) from Brian Villavicencio (“Applicant”) on behalf of James Wu and Yujia Luo (“Owners”) located at 550 Kenwood Drive (APN 071-322-380) (“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 existing residence is nonconforming with regard to the right and left side setbacks; and

**WHEREAS**, the value of the proposed additions and remodeling work would exceed 75 percent of the existing value in a 12-month period; and

**WHEREAS**, the proposed additions comply 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 proposed project currently contains city-owned trees within the right-of-way, which staff determined present a view hazard that would be rectified through a recommend project condition; and

**WHEREAS**, the Applicant submitted an arborist report prepared by The Oakley Group, 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, §15301 et seq. (Existing Facilities); 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 March 11, 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 renovation and expansion of a nonconforming single-story structure exceeding 75 percent of the replacement value of the existing structure 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 nonconforming residences are allowed to be maintained, repaired, altered and expanded, provided that no increase in the nonconformity results and all other applicable regulations are met. The proposed project would not increase the nonconformity of the right and left side walls, all additions would comply with required setbacks, and the project conforms to applicable zoning standards, including, but not limited to, maximum floor area limit and maximum building coverage.

- b. The proposed residence would include a legally nonconforming number of off-street parking spaces because one covered and one uncovered parking space would be required at a minimum, and one covered parking space is provided.
- 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 renovated and expanded residence would be located in a single-family neighborhood and has been designed in a way to complement the existing scale of the surrounding homes.
- d. A recommended project-specific condition has been added that requires the applicant to either trim or remove and replace the city-owned trees within the right-of-way in order to mitigate the view hazard created by these trees.

**Section 3. Conditional Use Permit.** The Planning Commission approves Use Permit No. PLN2023-00033, 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, §15301 et seq. (Existing Facilities)

**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 March 11, 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 March, 2024

PC Liaison Signature

---

Kyle Perata  
Assistant Community Development Director  
City of Menlo Park

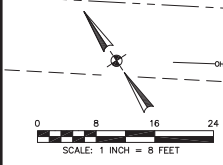
Exhibits

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



LANDS OF MOREY MENLO PARK INVESTMENTS  
DOC. NO. 2005-158795

NON-EXCLUSIVE LANDSCAPE EASEMENT GRANTED FROM SAFFENWAY TO SUBJECT PROPERTY OVER LAND BETWEEN REAR P.A. AND BUILDING (DOCUMENT IS NOT SIGNED BY THE PARTIES AND MAY NOT BE RECORDED. IT IS ASSUMED EASEMENT IS CURRENTLY VALID)



**BASIS OF BEARINGS**

THE BEARING, SOUTH 53°26'00" EAST, OF THE CENTERLINE OF KENWOOD DRIVE (BETWEEN THE STREET MONUMENT FOUND AND THE SPLIT OF IMPROVEMENTS), AS SHOWN ON THAT CERTAIN SUBDIVISION MAP WHICH WAS FILED FOR RECORD IN BOOK 24 OF MAPS PAGE 37 ON MARCH 07, 1945, SAN MATEO COUNTY RECORDS, WAS USED AS THE BASIS OF BEARINGS FOR THIS SURVEY.

**BENCHMARK**

ELEVATIONS SHOWN HEREON ARE BASED UPON AN ASSUMED DATUM.  
THE LID OF THE SANITARY SEWER MANHOLE IN KENWOOD DRIVE ACTS AS THE LOCAL BENCHMARK FOR THIS SURVEY WITH AN ASSUMED ELEVATION OF 99.66 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 CORNERSTONE TITLE COMPANY PRELIMINARY TITLE REPORT, ORDER NUMBER 3630422-00730, AS TITLE REFERENCE FOR ALL EASEMENTS OF RECORD PLOTTED HEREON.

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.

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 FIELD CREW.

SURVEY PERFORMED BY: BGT LAND SURVEYING  
www.bgtlandsurveying.com

DATE OF FIELD SURVEY: MARCH 3, 2023  
JOB NUMBER: 23-020

LOT 37

LOT 38  
APN 071-322-380  
5,045 SQ. FT.

LOT 39

TRACT NO. 543  
MOREY TRACT  
BOOK 24 MAPS 37

**LEGEND**

- AC ASPHALT CONCRETE
- AD AREA DRAIN
- 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 VAULT
- DI DROP INLET
- EM ELECTRIC METER
- EV ELECTRIC VAULT
- FF FINISHED FLOOR
- FL FLOWLINE
- FI 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
- LI MON-MON
- MH (TYPE UNKNOWN) MONUMENT TO MONUMENT DISTANCE
- PBV PACBELL/SBC VAULT
- PBI POBE VAULT
- PV POWER POLE
- SDM STORM DRAIN MANHOLE
- SSMH SANITARY SEWER MANHOLE
- SSV SANITARY SEWER VAULT
- TBC TOP BACK OF CURB
- TBM TEMPORARY BENCHMARK
- UNK UNKNOWN TYPE
- WCP WIREFIED 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



BOUNDARY AND TOPOGRAPHIC SURVEY  
LOT 38, TRACT NO. 543, MOREY TRACT, 24 MAPS 37

550 KENWOOD DRIVE

CITY OF MENLO PARK, COUNTY OF SAN MATEO, CALIFORNIA

Assessor Parcel Number:  
071-322-380

Prepared For:  
JAMES R WEA 181  
550 KENWOOD DRIVE  
MENLO PARK, CA 94025

Date: MAR, 2023  
Scale: 1" = 8'  
Contour Interval: 1'  
Drawn by: N.W.

Revisions:  
SU-1

Job No. 23-020



















## PROJECT DESCRIPTION

**Wu + Luo Residence  
550 Kenwood Drive  
Menlo Park, CA 94025**

### Purpose of the Proposal

This is a USE Permit application for 550 Kenwood Drive. The property is a sub-standard sized lot. The existing building has non-conforming side yard setbacks. The scope of work exceeds the work value threshold.

### Scope of Work

This a proposed front & rear yard addition to a single-family residence. The front addition is 340 SF and the rear addition is 191 SF. Most of the existing home will be remodeled to create an open floor plan kitchen and add another two bathrooms and a 3<sup>rd</sup> & 4<sup>th</sup> bedroom. The entirety of the roof will be removed to be replaced with a new truss roof system.

### Architectural Style, Materials, Colors and Construction Methods

The architectural style will remain as a bungalow but modernized and simplified. It will have asphalt composition shingles for the roof and cement plaster to match the existing house. Colors are undetermined. It will be standard construction methods.

### Basis for Site Layout

The existing house will remain as sited. The additions will conform to current setback requirements.

### Existing and Proposed Uses

The building is and will remain a single-family dwelling.

### Outreach to Neighboring Properties

The adjacent neighbors on either side, 540 & 560 Kenwood Drive, are already aware of the remodel/addition, but not its intricate details. The owners also know 530 & 570 Kenwood Drive. The owners are acquainted with the neighbors across the street but not very familiar yet. Overall the neighborhood is pretty close and know each other and even has a Listserv. They actually sent out an inquiry to the neighborhood when they started planning their remodel/addition.

## **USE PERMIT APPLICATION – 550 KENWOOD DRIVE NEIGHBORHOOD OUTREACH LOG**

### Log of Neighborhood Outreach for:

540 KENWOOD DRIVE (Joy & Evan)

-10/03/23 sent an email to introduce our project with attachments of the project

-10/03/23 received email questions

-10/06/23 sent an email response

-10/13/23 received email response

-10/18/23 sent an email response to questions

-10/20/23 met in-person and showed staking of boundaries around the house. No additional questions at the moment.

### Log of Neighborhood Outreach for:

560 KENWOOD DRIVE (Naomi & Terence)

-10/03/23 sent an email to introduce our project with attachments of the project

-10/08/23 received email questions

-10/18/23 sent an email response to questions

-10/26/23 received acknowledgement of responses w/ no additional questions at the moment

### Log of Neighborhood Outreach for:

535 KENWOOD DRIVE (Jackie)

-10/03/23 sent an email to introduce our project with attachments of the project

### Log of Neighborhood Outreach for:

545 KENWOOD DRIVE (Nancy)

-10/04/23 left off a package of drawings in their mail box

### Log of Neighborhood Outreach for:

555 KENWOOD DRIVE (Courtney & Cassidy)

-10/04/23 handed off a package of drawings in person

-10/22/23 received email questions

-10/24/23 sent an email response to questions

-10/28/23 received acknowledgement of responses w/ no additional questions at the moment



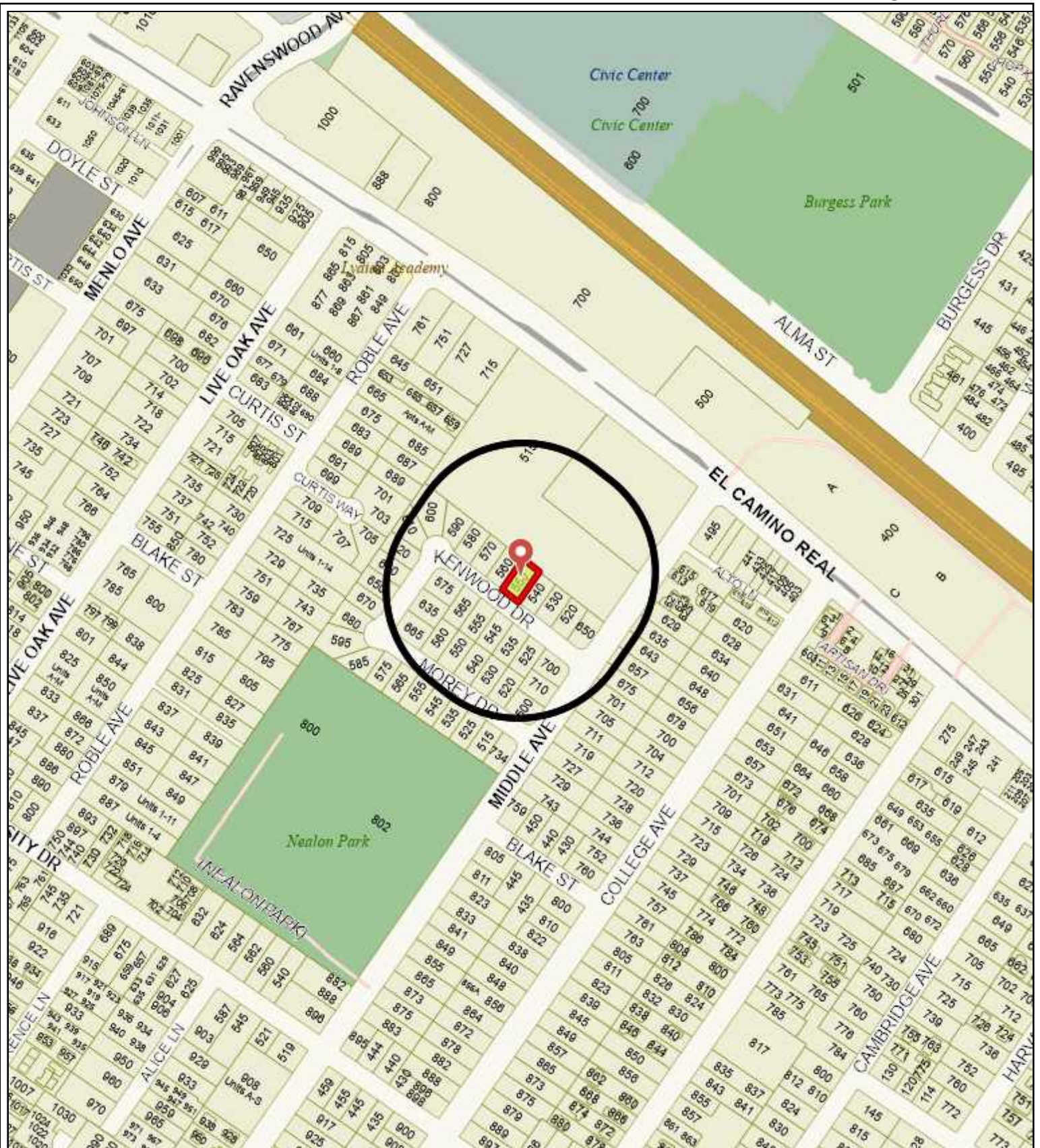
## 550 Kenwood Drive – ATT A Ex. C – Conditions of Approval

<b>LOCATION:</b> 550 Kenwood Drive	<b>PROJECT NUMBER:</b> PLN2023-00033	<b>APPLICANT:</b> Brian Villavicencio	<b>OWNER:</b> James Wu and Yujia Luo
<p><b>PROJECT CONDITIONS:</b></p> <ol style="list-style-type: none"> <li>1. The use permit shall be subject to the following <b>standard</b> conditions: <ol style="list-style-type: none"> <li>a. The applicant shall be required to apply for a building permit within one year from the date of approval (by March 11, 2025) for the use permit to remain in effect.</li> <li>b. Development of the project shall be substantially in conformance with the plans prepared by The Kastrop Group, Inc. consisting of nine plan sheets, dated received December 21, 2023 and approved by the Planning Commission on March 11, 2024, except as modified by the conditions contained herein, subject to review and approval of the Planning Division.</li> <li>c. Prior to building permit issuance, the applicant shall comply with all Sanitary District, Menlo Park Fire Protection District, and utility companies' regulations that are directly applicable to the project.</li> <li>d. Prior to building permit issuance, the applicant shall comply with all requirements of the Building Division, Engineering Division, and Transportation Division that are directly applicable to the project.</li> <li>e. Prior to building permit issuance, the applicant shall submit a plan for any new utility installations or upgrades for review and approval by the Planning, Engineering and Building Divisions. All utility equipment that is installed outside of a building and that cannot be placed underground shall be properly screened by landscaping. The plan shall show exact locations of all meters, back flow prevention devices, transformers, junction boxes, relay boxes, and other equipment boxes.</li> <li>f. Simultaneous with the submittal of a complete building permit application, the applicant shall submit plans indicating that the applicant shall remove and replace any damaged and significantly worn sections of frontage improvements. The plans shall be submitted for review and approval of the Engineering Division.</li> <li>g. Simultaneous with the submittal of a complete building permit application, the applicant shall submit a Grading and Drainage Plan for review and approval of the Engineering Division. The Grading and Drainage Plan shall be approved prior to the issuance of grading, demolition or building permits.</li> <li>h. Heritage trees in the vicinity of the construction project shall be protected pursuant to the Heritage Tree Ordinance and the arborist report prepared by SBCA Tree Consulting, dated received November 9, 2023.</li> <li>i. Prior to building permit issuance, the applicant shall pay all fees incurred through staff time spent reviewing the application.</li> <li>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.</li> </ol> </li> </ol>			

550 Kenwood Drive – ATT A Ex. C – Conditions of Approval

<b>LOCATION:</b> 550 Kenwood Drive	<b>PROJECT NUMBER:</b> PLN2023-00033	<b>APPLICANT:</b> Brian Villavicencio	<b>OWNER:</b> James Wu and Yujia Luo
<b>PROJECT CONDITIONS:</b> <ul style="list-style-type: none"><li>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.</li><li>2. The use permit shall be subject to the following <b>project-specific</b> conditions:<ul style="list-style-type: none"><li>a. Prior to granting of first occupancy or building permit final sign-off, applicant shall complete one of the following:<ul style="list-style-type: none"><li>i. Employ a private arborist contractor who shall be licensed, insured, and ISA certified to trim the four City-owned heritage cypress trees in the public right-of-way so that the lowest branches of the trees are a minimum of 6 feet from the ground, subject to review and approval of the Planning Division and City Arborist, or</li><li>ii. Remove and replace the four City-owned heritage cypress trees subject to approval of a Heritage Tree Removal permit by the City Arborist.</li></ul></li></ul></li></ul>			





City of Menlo Park  
 Location Map  
 550 Kenwood Drive



## 550 Kenwood Drive – Attachment C: Data Table

	PROPOSED PROJECT		EXISTING PROJECT		ZONING ORDINANCE	
Lot area	5,045	sf	5,045	sf	7,000	sf min
Lot width	53.1	ft	53.1	ft	65	ft min
Lot depth	95.2	ft	95.2	ft	100	ft min
Setbacks						
Front	20	ft	24.9	ft	20	ft min
Rear	20	ft	29.0	ft	20	ft min
Side (left)	5.0	ft	5.0	ft	10% of minimum lot width but no less than 5 ft	
Side (right)	5.0	ft	5.0	ft		
Building coverage	1,862	sf	1,296	sf	2,018	sf max
	37	%	25.7	%	40	% max
FAL (Floor Area Limit)*	1,825	sf	1,276	sf	2,800	sf max
Square footage by floor	1,574	sf/1 <sup>st</sup>	1,025	sf/1 <sup>st</sup>		
	251	sf/garage	251	sf/garage		
	37	sf/covered porch				
Square footage of buildings	1,862	sf	1,276	sf		
Building height	17.8	ft	14.9	ft	28	ft max
Parking	1 covered space		1 covered space		1 covered and 1 uncovered space	
Note: Areas shown highlighted indicate a nonconforming or substandard situation						
Trees	Heritage trees	6	Non-Heritage trees	1	New trees	0
	Heritage trees proposed for removal	0	Non-Heritage trees proposed for removal	0	Total Number of trees	7



# SBCA TREE CONSULTING

1534 Rose Street, Crockett, CA 94525

Phone: (510) 787-3075

Fax: (510) 787-3065

Website: [www.sbcatree.com](http://www.sbcatree.com)

*Steve Batchelder, Consulting Arborist*

WC ISA Certified Arborist #228

CUFC Certified Urban Forester #134

CA Contractor License #(C-27) 53367

E-mail: [steve@sbcatree.com](mailto:steve@sbcatree.com)

*Molly Batchelder, Consulting Arborist*

WC ISA Certified Arborist #9613A

ISA Tree Risk Assessment Qualified

E-mail: [molly@sbcatree.com](mailto:molly@sbcatree.com)

Date: November 3, 2023

To: James and Yika Wu  
550 Kenwood Drive  
Menlo Park, CA 94025

*Assignment: Arborist was asked to review City conditions of approval, provide tree survey, and prepare tree protection specifications during construction.*

## Menlo Park Tree Ordinance

### Definition of a heritage tree

1. Any tree other than oaks has a trunk with a circumference of 47.1 inches (diameter of 15 inches) or more, measured at 54 inches above natural grade
2. Any oak tree native to California has a trunk with a circumference of 31.4 inches (diameter of 10 inches) or more measured at 54 inches above natural grade
3. A tree or group of trees specifically designated by the City Council for protection because of its historical significance, special character or community benefit

Any tree with more than one trunk that falls under (1) and (2) shall be measured at the diameter below the main union of all multi-trunk trees. If the tree has more than one trunk and the union is below grade, each stem shall be measured as a standalone tree. Multi-trunk trees under 12 feet in height shall not be considered a heritage tree.

### Conditions of approval:

1. An Arborist Report is required as part of the proposal. Although it appears that you will not be removing any heritage sized trees, there are trees that will need to be protected through the construction process. Please have your arborist discuss the existing health of the trees, the species of trees present and how they will be protected during the time of construction. The intention of this provision is to require reasonable measures such as correct watering, periodic inspection, proper pruning and not engaging in practices that are detrimental to the tree. The heritage tree ordinance also requires any person who conducts grading, excavation, and 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.

## Summary

The project proposes to build two additions onto the residence, one in front and one in the back. No City protected Heritage trees will be removed. No excavation will occur within the Root Protection Zone (RPZ) of Heritage trees. Construction impacts are expected to be minimal to none. Primary protection treatments will be soil protections for all construction laydown areas and pathways within the RPZs and tree protection fencing.

## Tree Survey

Tree #	Scientific name	DBH	Health condition	Structural condition	Heritage?	RPZ	Arborist comments
1	<i>Cupressus sempervirens</i>	15-20"	Good	Good	yes	<b>16.5'</b>	Nice stand of cypress, difficult to measure diameters; DBHs are estimated high
2	<i>Cupressus sempervirens</i>	15-20"	Good	Good	yes	<b>16.5'</b>	
3	<i>Cupressus sempervirens</i>	15-20"	Good	Good	yes	<b>16.5'</b>	
4	<i>Cupressus sempervirens</i>	15-20"	Good	Good	yes	<b>16.5'</b>	
5	<i>Quercus rubra</i>	22	Good	Good	yes	<b>18'</b>	Neighboring oak, lovely tree
6	<i>Magnolia grandiflora</i>	20" @ 2.5'	Good	Fair-Good	yes	<b>16.5'</b>	Poor vertical branch spacing, Very healthy
7	<i>Juniperus chinensis</i>	13" @ soil grade	Good	Good	no	<b>11'</b>	No heritage, nice screening tree

## Tree Protection Treatments

Designation of tree Root Protection Zone (RPZ)—The tree Root Protection Zone designates an area surrounding a tree or grouping of trees that is to be fenced off from all access. The RPZ is defined by the City of Menlo Park as a 10" radial distance from the base of the tree for every one (1) inch in tree diameter (DBH). RPZs for individual trees can be found in the table above.

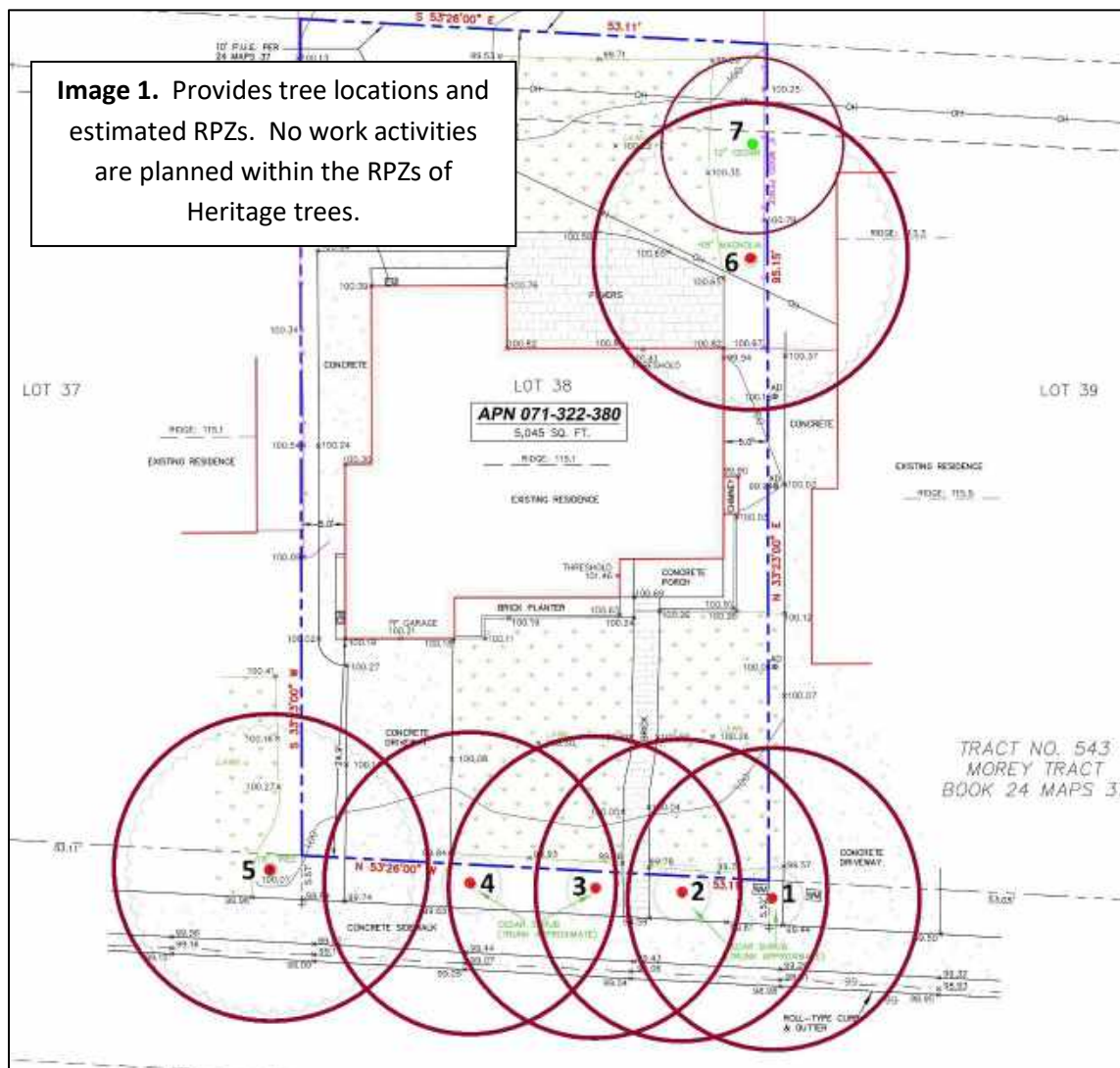
Tree Root Protection Zone Fencing – Fencing must protect all areas within the designated RPZ that need not be encroached upon. Fencing can be orange plastic construction fencing. If transgressions occur, arborist may prescribe chain-link type metal fencing with metal posts driven two-feet into the soil. Signs shall be attached to tree protection fencing every 20' which read "TREE PROTECTION ZONE DO NOT ENTER".



Soil protection – Soil armoring is prescribed to prevent soil compaction. Armoring is not necessary for paved surfaces.

- The effects of **foot traffic** on open soil areas within the RPZ can be mitigated using six (6) inches of wood chip mulch and ¾ inch plywood placed on top.
- Soil protections for **equipment** operating within the designated RPZ requires 12 inches of mulch with either metal trenching plates or 1 1/8-inch plywood placed on top.
- Plywood is connected with metal strapping to properly armor the soil.

Procedures and treatments for work activities that must occur inside of the designated RPZ – It will be easiest to fence off the entire RPZ of protected trees and keep construction activities out. If encroachment into the RPZ is anticipated, soil armoring must be in place prior to beginning work activities. **For trees #s 1-4, if construction access is required within the RPZ, fence off as much of the RPZs surrounding the trees as possible and armor the remaining soil area.**



Arborist review and approval of tree protection measures – Prior to the beginning of work, project arborist to review tree protection treatments and modify as deemed necessary.

Periodic inspections and reports – If the City requires such, Project Arborist will conduct periodic inspections and prepare reports.

**End**

Report submitted by:



Molly Batchelder, Consulting Arborist  
WC ISA Certified Arborist #9613A  
Tree Risk Assessment Qualified (TRAQ)





## Photos



Soil armoring and/or tree fencing required



**Photo 1.** Photo above show the Italian Cypress #s1-4, with #1 on the left. The trees are stately very healthy. DBHs were difficult to measure due to branching and estimates were provided on the high side. The lawn area in the foreground will likely be used for construction access and must be armored activities are within the RPZs of the trees.

**Photo 2.** Photo left shows the neighboring red oak #5. Soil is partially protected by the paved drive. Fencing off the open soil surrounding the tree (marked in red) is recommended.





**Photo 3.** Photo left show Magnolia #6. It will be easiest to fence off the entire RPZ of this tree for the duration of the construction.

**Photo 4.** Photo right shows the non-heritage Hollywood Juniper. The tree provides a good screen between properties and protection fencing is recommended to ensure it remains healthy. To the left of the photo is a small orange tree not included in the survey.







**Photo 5.** *The owners expressed their interest in preserving this Bougainvillea spectabilis in photo left. It is best to fence off the entire lawn area to preserve all plants as roots are likely on the surface and can easily be damaged from compaction.*

**Photo 6.** *Photo below shows fruit trees, DBHs measured between 2-6". All these trees are best removed as construction will occur in this area. After construction is complete, the soil compaction can be mitigated by loosening the entire area so it can be suitable for replacement plants.*



**End**





## STAFF REPORT

### Planning Commission

Meeting Date:

3/11/2024

Staff Report Number:

24-014-PC

### Public Hearing:

**Consider and adopt a resolution to approve a use permit revision to add new second-floor area on the south-east (right) side by enclosing the existing second-floor balcony on a two-story, single-family residence on a substandard lot with regard to lot width in the R-1-U (Single Family Urban Residential) zoning district at 113 Princeton Road and determine this action is categorically exempt under CEQA Guidelines Section 15301's Class 1 exemption for existing facilities. The applicant is also proposing a garage conversion to an accessory dwelling unit (ADU) on a separate permit, which is a permitted use not subject to discretionary review.**

## Recommendation

Staff recommends that the Planning Commission adopt a resolution approving a use permit revision to add new second-floor area on the south-east (right) side by enclosing the existing second-floor balcony on a two-story, single-family residence on a substandard lot with regard to lot width in the R-1-U (Single Family Urban Residential) zoning district, at 113 Princeton Road. The proposal includes interior remodeling throughout the residence and window and door replacements. The applicant is also proposing a garage conversion to an accessory dwelling unit (ADU) on a separate permit, which is a permitted use. 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 proposal.

## Background

### Site location

The project site is located on the southwestern side of Princeton Road, between Cambridge Avenue and Creek Drive 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, with attached and detached one- and two-car garages. The project site is located a block away from the Allied Arts Guild at 75 Arbor Road, which contains artist workshops, retail shops, event spaces, and a restaurant. A location map is included as Attachment B.

### ***Original use permit***

Assessor's records show the original structure as a one-story, single family residence built in 1931. A use permit for first-floor additions and a new second-floor addition was approved by the Planning Commission on June 19, 2000. The use permit approval was required as a result of the substandard lot width and proposed addition exceeding 50 percent of the existing floor area.

In addition to the proposed second floor addition, the current proposal would address and resolve minor issues with the original building permit (BLD2000-01202), which was issued without certain use permit conditions being met. Specifically, the original use permit conditions included the following requirements, necessary to confirm compliance with the overall floor area limit (FAL) requirement: "Prior to application for a building permit, the applicant shall revise plans and the data sheet to indicate correct calculations for ceiling heights in excess of 12 feet, the reduction of the study and dining room bay windows to a maximum length of seven feet, and compliance with an FAL total of 3,300 square feet."

The current project incorporates corrected FAL calculations, accounting for the dining room bay window, which exceeds seven feet in width, and the ceiling heights 12-feet and greater. As noted later in the report, the concurrent ADU conversion would allow the overall development to slightly exceed the maximum FAL. The dining room bay window is less than seven feet in width and as such remains exempt from FAL.

## **Analysis**

### ***Project description***

The subject property is occupied by a two-story, single family residence. The property is a substandard lot with regard to lot width. The residence is located in the R-1-U zoning district that requires a lot width of 65 feet. The project site has a width of 60 feet.

The applicant is proposing to enclose a second-floor balcony area to create an art studio, resulting in an increase of 166 square feet to the structure and FAL. There would be remodeling of the primary bedroom, bath, closet, and bathroom on the second floor. First-floor alterations would include the bathroom, kitchen, and family room.

The applicant is also proposing a legalization of an unpermitted addition to the rear of the detached garage and garage conversion to an ADU on a separate permit, which is a permitted use. The ADU conversion allows the proposal to capture back some of the FAL that was not corrected with the use permit in 2000 and therefore would be compliant. Because the total ADU would be less than or equal to 800 square feet, the maximum FAL for the overall site is permitted to be exceeded as long as the ADU is built concurrently with, or after, the primary unit.

The chimney located at the rear corner of the family room and second floor primary bedroom would be removed. An existing shed located behind the ADU (at the right rear corner of the property) would be removed.

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

- The main house (2,960.5 square feet) and ADU (651 square feet) combined would contain 3,611.5 square feet and would exceed the maximum FAL (3,300 square feet) for the lot; however, as noted earlier, the project is allowed to exceed the FAL by up to 800 square feet in order to accommodate an



ADU (MPMC 16.79.050(b)(4));

- As a result of the driveway location, the addition would be well set back from that side property line, at 18 feet where six feet is required, which would enhance neighbor privacy on that side;
- The second-floor addition would be modest in size at 166 square feet; and
- The proposed residence would remain well below the maximum height of 28 feet at 23 feet, 10 inches at its highest point.

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 addition would match the existing stucco and clay tiled roof of the rest of the house. The proposed project includes comprehensive façade updates, including new windows and doors. The new windows around the house would match existing windows. The second floor addition would be flush with the rest of the building, maintaining the roof line with the adjoining room facing the front of the house. There are no proposed window changes to the front of the house.

The rear elevation would see the reconfiguration of existing living room doors from the center of the living room to opposite sides of the same wall. One set of doors would be located where the existing chimney currently is. The chimney is to be removed. The second floor would see the removal of sliding glass doors opening to the second-floor balcony and replacement with windows for the addition.

The proposed left side elevation would feature the removal of the chimney towards the rear of the house and window changes. First-floor windows on the left side would remain the same. Second-floor windows would be changed out and replaced with similar type windows in a different configuration. The revised second-floor windows would remain modest in size, and some of them would feature higher sill heights (four feet, eleven inches) to preserve neighbor privacy.

The proposed right side elevation shows the removal of an existing window in what is currently the second-floor office, and its reuse in the new addition. The sliding glass door from the second-floor hallway to the balcony would be removed. Other doors and windows on both the first and second floors are proposed to remain the same. Overall, the revised residence would retain the current aesthetic approach, and staff believes the structure would remain attractive and compatible with the overall neighborhood.

### ***Parking and circulation***

The existing parking consists of a nonconforming detached, two-car garage. The conversion of the garage into an ADU would eliminate two covered parking spaces for the main house. Municipal Code Chapter 16.79.080 states that "If the garage is converted to an ADU, no replacement parking for the primary dwelling in a single-family district is required." However, the driveway would allow for unofficial, but usable, on-site tandem parking, and the ADU proposal shows one covered parking space for the ADU itself.

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

No arborist report was required of this project as no heritage trees are near the proposed work area.

### **Correspondence**

As of the publication of this report, staff has not directly received any correspondence regarding the project.

The applicant's project description letter provides a community outreach summary, and the applicant states that the right-side neighbor (closest to the proposed second-floor addition) is supportive.

### **Conclusion**

Staff believes that the design, scale, and materials of the proposed residence would remain compatible with the surrounding neighborhood and would feature a consistent aesthetic approach by maintaining the existing architectural style and materials. The addition area would be relatively small in size and would be set back in excess of the minimum side setback requirement. The addition and other exterior changes would remain attractive and well-proportioned. In conjunction with the permitted ADU garage conversion, the project would resolve minor issues with the original use permit approval and would comply with all development standards. Staff recommends that the Planning Commission approve the proposed project.

### **Impact on City Resources**

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

### **Environmental Review**

The project is categorically exempt under Class 1 (Section 15031, "Existing Facilities") of the current California Environmental Quality Act (CEQA) Guidelines.

### **Public Notice**

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

### **Appeal Period**

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

### **Attachments**

- A. 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

Report prepared by:  
Christine Begin, Planning Technician

Report reviewed by:  
Thomas Rogers, Principal Planner

**PLANNING COMMISSION RESOLUTION NO. 2024-XXX****A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF MENLO PARK APPROVING A USE PERMIT REVISION TO ADD NEW SECOND-FLOOR AREA ON THE SOUTH-EAST (RIGHT) SIDE BY ENCLOSING THE EXISTING SECOND FLOOR BALCONY AND CONDUCT EXTERIOR MODIFICATIONS ON A TWO-STORY, SINGLE-FAMILY RESIDENCE ON A SUBSTANDARD LOT WITH REGARD TO LOT WIDTH IN THE R-1-U (SINGLE FAMILY URBAN RESIDENTIAL) ZONING DISTRICT, AT 113 PRINCETON ROAD**

**WHEREAS**, the City of Menlo Park (“City”) received an application requesting a use permit revision to add new second-floor area on the south-east (right) side by enclosing the existing second floor balcony on a two-story, single-family residence on a substandard lot with regard to lot width in the R-1-U (Single Family Urban Residential) zoning district (collectively, the “Project”) from Michael Hochberg (“Applicant” and “Owner”), located at 113 Princeton Road (APN 071-421-040) (“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 Property previously received a use permit on June 19, 2000 for first floor additions and a new second floor addition to the existing one-story, single family dwelling. The proposed Project rectifies unaddressed conditions of approval for the June 19, 2000 permit; 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 City Arborist and found to be in compliance with City standards; 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, §15301 et seq. (Existing Facilities); 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 March 11, 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 new second-floor area on the south-east (right) side by enclosing the existing second-floor balcony of, and making other modifications to,

an existing two-story, single family 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 residential additions 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 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.

- c. The proposed Project addition is located towards the rear of the residence, limited in size at a 166 square feet increase to the overall floor area limit and is more than 10 feet from the minimum six-foot side setback line.
- d. Other modifications of the proposed Project would be limited in scope and would not materially affect the existing residence’s aesthetics or compatibility with the neighborhood.

**Section 3. Conditional Use Permit.** The Planning Commission approves Use Permit No. PLN2023-00042, 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, §15301 et seq. (Existing Facilities).

**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, 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 March 11<sup>th</sup>, 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 March, 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

# HOCHBERG USE PERMIT

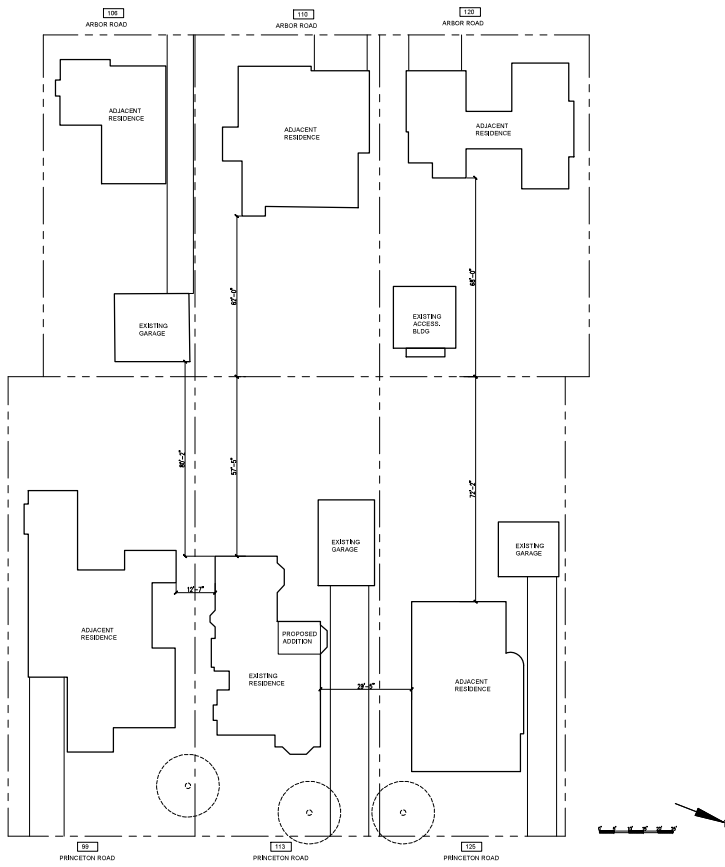
## 113 Princeton Rd, Menlo Park, CA 94025

**FATIMA SAQIB**  
 residential design  
 (p) 817.366.6562  
 (e) fatima@fatimasaqib.com

**HOCHBERG USE PERMIT**  
 113 PRINCETON ROAD  
 MENLO PARK, CA

SYMBOLS	ASSESSOR'S MAP	SITE ANALYSIS	PROJECT DIRECTORY																																																																																																																																																																					
<p><b>Drawing Title</b>   DRAWING TITLE TAG</p> <p><b>Detail Drawing Call-out</b>   DETAIL DRAWING CALL-OUT</p> <p><b>Center Line</b>   CENTER LINE</p> <p><b>Interior Elevation Tag</b>   INTERIOR ELEVATION TAG</p> <p><b>Section Tag</b>   SECTION TAG</p> <p><b>Elevation Drawing Call-out</b>   ELEVATION DRAWING CALL-OUT</p> <p><b>Door Number Tag</b>   DOOR NUMBER TAG</p> <p><b>Window Number Tag</b>   WINDOW NUMBER TAG</p> <p><b>Floor Elevation Change</b>   FLOOR ELEVATION CHANGE</p> <p><b>Elevation Callout</b>   ELEVATION CALLOUT</p>		<p><b>PROJECT ADDRESS:</b> 113 PRINCETON ROAD MENLO PARK, CA 94025</p> <p><b>ZONE:</b> R-14J APN: 071-421-040</p> <p><b>CONSTRUCTION TYPE:</b> V-B <b>OCCUPANCY TYPE:</b> R-3U <b>SFRINKLERS:</b> NO</p> <p><b>LOT AREA:</b> 9,000 SF</p> <p><b>MAX. LOT COVERAGE (35% LOT SIZE):</b> 3,150 SF</p> <p><b>EXISTING LOT COVERAGE:</b> 2,272.7 SF (25.2%) <b>PROPOSED LOT COVERAGE:</b> 1,778.2 SF (19.7%)</p> <p><b>MAX. FAL: (8,000-7000) x 25% + 2800</b> 3,300 SF</p> <p><b>EXISTING FAL:</b>                  GARAGE: 490 SF                  FIRST FLOOR: 1,737.2 SF                  SECOND FLOOR: 1048.3 SF                  TOTAL FAL: 3,275.5 SF</p> <p><b>PROPOSED FAL:</b>                  FIRST FLOOR: 1,744.2 SF                  SECOND FLOOR: 1,216.3 SF                  TOTAL PROPOSED FLOOR AREA: 2,960.5 SF</p> <p><b>PROPOSED ADU:</b>                  BUILDING COVERAGE: 651 SF*                  FLOOR AREA: 651 SF*</p> <p><small>*ADUS LESS THAN 800 SF ARE EXCLUDED FROM FAL AND BUILDING COVERAGE</small></p> <p><b>PARKING:</b>                  1 COVERED/                  1 UNCOVERED</p>	<p><b>CLIENT/OWNER:</b> ANNE AND MIKE HOCHBERG 650-xxx-xxxx mike.hochberg@gmail.com</p> <p><b>DESIGNER:</b> FATIMA SAQIB DESIGN 217-369-6562 fatima@fatimasaqib.com</p> <p><b>STRUCTURAL:</b> FMD ENGINEERING 510-427-8747 fduarte@fmdengr.com</p> <p><b>TITLE 24:</b> FRI ENERGY CONSULTANTS 21 N HARRISON AVENUE SUITE 210 CAMPBELL, CA 95008 408-866-1620 nick@friiconsulting.com</p> <p><b>SURVEYOR:</b> CLARK CIVIL 415-295-4450 vcclark@clarkcivil.com</p>																																																																																																																																																																					
<p><b>ABBREVIATIONS</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">@ AT CENTER LINE</td> <td style="width: 33%;">INCL INT</td> <td style="width: 33%;">INCLUDES INTERIOR</td> </tr> <tr> <td>AC AIR CONDITIONING</td> <td>MAT</td> <td>MATERIAL</td> </tr> <tr> <td>ADJ ADJUSTABLE</td> <td>NFR</td> <td>MANUFACTURER</td> </tr> <tr> <td>AFF ABOVE FINISH FLOOR</td> <td>MAX</td> <td>MAXIMUM</td> </tr> <tr> <td></td> <td>MIN</td> <td>MINIMUM</td> </tr> <tr> <td>BD BOARD</td> <td>(N)</td> <td>NEW</td> </tr> <tr> <td>BLDG BUILDING</td> <td>NC</td> <td>NOT IN CONTRACT</td> </tr> <tr> <td>BO BOTTOM OF</td> <td>NTS</td> <td>NOT TO SCALE</td> </tr> <tr> <td>CLG CEILING</td> <td>OC</td> <td>ON CENTER</td> </tr> <tr> <td>CLR CLEAR</td> <td></td> <td></td> </tr> <tr> <td>CONT CONTINUOUS</td> <td></td> <td></td> </tr> <tr> <td>DBL DOUBLE</td> <td>RCP</td> <td>REFLECTED CEILING PLAN</td> </tr> <tr> <td>DEMO DEMOLISH</td> <td>REQD</td> <td>REQUIRED</td> </tr> <tr> <td>DET DETAIL</td> <td>ROD</td> <td>ROOF DRAIN</td> </tr> <tr> <td>DIM DIMENSION</td> <td>RM</td> <td>ROOM</td> </tr> <tr> <td>DWG DRAWING</td> <td>RO</td> <td>ROUGH OPENING</td> </tr> <tr> <td>(E)X/E/G EXISTING</td> <td>SF</td> <td>SQUARE FOOT</td> </tr> <tr> <td>ELEV ELEVATION</td> <td>SIM</td> <td>SIMILAR</td> </tr> <tr> <td>EQ EQUAL</td> <td>SSD</td> <td>SEE STRUCTURAL DWGS</td> </tr> <tr> <td>EXT EXTERIOR</td> <td>SCD</td> <td>SEE CIVIL DWGS</td> </tr> <tr> <td>FSD FATIMA SAQIB DESIGN</td> <td>T&amp;G</td> <td>TONGUE AND GROOVE</td> </tr> <tr> <td>FIN FINISH</td> <td>TBD</td> <td>TO BE DETERMINED</td> </tr> <tr> <td>FLR FLOOR</td> <td>TO</td> <td>TOP OF</td> </tr> <tr> <td>FFE FINISH FLOOR ELEVATION</td> <td>TOS</td> <td>TOP OF SLAB</td> </tr> <tr> <td>FSE FINISH SLAB ELEVATION</td> <td>TYP</td> <td>TYPICAL</td> </tr> <tr> <td>FOF FACE OF FINISH</td> <td>UBC</td> <td>UNIFORM BUILDING CODE</td> </tr> <tr> <td>FOC FACE OF CONCRETE</td> <td>UN</td> <td>UNLESS OTHERWISE NOTED</td> </tr> <tr> <td>FOF FACE OF FINISH</td> <td>VERT</td> <td>VERTICAL</td> </tr> <tr> <td></td> <td>VIF</td> <td>VERIFY IN FIELD</td> </tr> <tr> <td>GALV GALVANIZED</td> <td></td> <td></td> </tr> <tr> <td>GL GLASS</td> <td></td> <td></td> </tr> <tr> <td>GPM GALLONS PER MINUTE</td> <td>W</td> <td>WITH</td> </tr> <tr> <td>GSM GALVANIZED SHEET METAL</td> <td>W/O</td> <td>WITHOUT</td> </tr> <tr> <td></td> <td>WC</td> <td>WATER CLOSET</td> </tr> <tr> <td>HORIZ HORIZONTAL</td> <td>WH</td> <td>WATER HEATER</td> </tr> <tr> <td>HVAC HEATING/VENTING/AIR COND</td> <td></td> <td></td> </tr> </table>	@ AT CENTER LINE	INCL INT	INCLUDES INTERIOR	AC AIR CONDITIONING	MAT	MATERIAL	ADJ ADJUSTABLE	NFR	MANUFACTURER	AFF ABOVE FINISH FLOOR	MAX	MAXIMUM		MIN	MINIMUM	BD BOARD	(N)	NEW	BLDG BUILDING	NC	NOT IN CONTRACT	BO BOTTOM OF	NTS	NOT TO SCALE	CLG CEILING	OC	ON CENTER	CLR CLEAR			CONT CONTINUOUS			DBL DOUBLE	RCP	REFLECTED CEILING PLAN	DEMO DEMOLISH	REQD	REQUIRED	DET DETAIL	ROD	ROOF DRAIN	DIM DIMENSION	RM	ROOM	DWG DRAWING	RO	ROUGH OPENING	(E)X/E/G EXISTING	SF	SQUARE FOOT	ELEV ELEVATION	SIM	SIMILAR	EQ EQUAL	SSD	SEE STRUCTURAL DWGS	EXT EXTERIOR	SCD	SEE CIVIL DWGS	FSD FATIMA SAQIB DESIGN	T&G	TONGUE AND GROOVE	FIN FINISH	TBD	TO BE DETERMINED	FLR FLOOR	TO	TOP OF	FFE FINISH FLOOR ELEVATION	TOS	TOP OF SLAB	FSE FINISH SLAB ELEVATION	TYP	TYPICAL	FOF FACE OF FINISH	UBC	UNIFORM BUILDING CODE	FOC FACE OF CONCRETE	UN	UNLESS OTHERWISE NOTED	FOF FACE OF FINISH	VERT	VERTICAL		VIF	VERIFY IN FIELD	GALV GALVANIZED			GL GLASS			GPM GALLONS PER MINUTE	W	WITH	GSM GALVANIZED SHEET METAL	W/O	WITHOUT		WC	WATER CLOSET	HORIZ HORIZONTAL	WH	WATER HEATER	HVAC HEATING/VENTING/AIR COND			<p><b>VICINITY MAP</b></p>	<p><b>PROJECT DESCRIPTION</b></p> <p>SMALL ADDITION TO THE EXISTING SECOND FLOOR WHICH REQUIRES A REVISION TO A USE PERMIT ISSUED IN 06/2000 WHICH APPROVED A SECOND FLOOR ADDITION ON A SUBSTANDARD LOT</p> <p><b>APPLICABLE CODES</b></p> <p>2022 CALIFORNIA BUILDING CODE                  2022 CALIFORNIA RESIDENTIAL CODE                  2022 CALIFORNIA MECHANICAL CODE                  2022 CALIFORNIA ELECTRICAL CODE                  2022 CALIFORNIA PLUMBING CODE                  2022 CALIFORNIA FIRE CODE                  2022 CALIFORNIA ENERGY CODE                  2022 CALIFORNIA GREEN BUILDING STANDARDS CODE</p> <p><b>DEFERRED SUBMITTALS</b></p>	<p><b>DRAWING INDEX</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 10%;">ARCHITECTURAL</th> <th style="width: 10%;">DATE</th> <th style="width: 80%;">DESCRIPTION</th> </tr> <tr> <td>A0.0 COVER SHEET</td> <td>10-27-23</td> <td>ISSUE USE PERMIT</td> </tr> <tr> <td>A0.1 AREA PLAN AND STREETSCAPE</td> <td>01-03-24</td> <td>USE PERMIT REVISION</td> </tr> <tr> <td>A0.2 NON CONFORMING DIAGRAMS</td> <td>02-01-24</td> <td>USE PERMIT REVISION</td> </tr> <tr> <td>T1 TOPGRAPHIC AND BOUNDARY SURVEY</td> <td></td> <td></td> </tr> <tr> <td>A1.1 FLOOR AREA DIAGRAMS - EXISTING</td> <td></td> <td></td> </tr> <tr> <td>A1.2 FLOOR AREA DIAGRAMS - PROPOSED</td> <td></td> <td></td> </tr> <tr> <td>A1.3 SITE PLAN</td> <td></td> <td></td> </tr> <tr> <td>A2.1 EXISTING FIRST FLOOR PLAN</td> <td></td> <td></td> </tr> <tr> <td>A2.2 EXISTING SECOND FLOOR PLAN</td> <td></td> <td></td> </tr> <tr> <td>A2.3 EXISTING ROOF PLAN</td> <td></td> <td></td> </tr> <tr> <td>A2.4 PROPOSED FIRST FLOOR PLAN</td> <td></td> <td></td> </tr> <tr> <td>A2.5 PROPOSED SECOND FLOOR PLAN</td> <td></td> <td></td> </tr> <tr> <td>A2.6 PROPOSED ROOF PLAN</td> <td></td> <td></td> </tr> <tr> <td>A3.1 FRONT EXTERIOR ELEVATIONS</td> <td></td> <td></td> </tr> <tr> <td>A3.2 REAR EXTERIOR ELEVATIONS</td> <td></td> <td></td> </tr> <tr> <td>A3.3 LEFT EXTERIOR ELEVATIONS</td> <td></td> <td></td> </tr> <tr> <td>A3.4 RIGHT EXTERIOR ELEVATIONS</td> <td></td> <td></td> </tr> <tr> <td>A4.1 BUILDING SECTIONS</td> <td></td> <td></td> </tr> </table> <p style="font-size: small;">Print Date: 02/01/2024 Job No: 18804</p>	ARCHITECTURAL	DATE	DESCRIPTION	A0.0 COVER SHEET	10-27-23	ISSUE USE PERMIT	A0.1 AREA PLAN AND STREETSCAPE	01-03-24	USE PERMIT REVISION	A0.2 NON CONFORMING DIAGRAMS	02-01-24	USE PERMIT REVISION	T1 TOPGRAPHIC AND BOUNDARY SURVEY			A1.1 FLOOR AREA DIAGRAMS - EXISTING			A1.2 FLOOR AREA DIAGRAMS - PROPOSED			A1.3 SITE PLAN			A2.1 EXISTING FIRST FLOOR PLAN			A2.2 EXISTING SECOND FLOOR PLAN			A2.3 EXISTING ROOF PLAN			A2.4 PROPOSED FIRST FLOOR PLAN			A2.5 PROPOSED SECOND FLOOR PLAN			A2.6 PROPOSED ROOF PLAN			A3.1 FRONT EXTERIOR ELEVATIONS			A3.2 REAR EXTERIOR ELEVATIONS			A3.3 LEFT EXTERIOR ELEVATIONS			A3.4 RIGHT EXTERIOR ELEVATIONS			A4.1 BUILDING SECTIONS		
@ AT CENTER LINE	INCL INT	INCLUDES INTERIOR																																																																																																																																																																						
AC AIR CONDITIONING	MAT	MATERIAL																																																																																																																																																																						
ADJ ADJUSTABLE	NFR	MANUFACTURER																																																																																																																																																																						
AFF ABOVE FINISH FLOOR	MAX	MAXIMUM																																																																																																																																																																						
	MIN	MINIMUM																																																																																																																																																																						
BD BOARD	(N)	NEW																																																																																																																																																																						
BLDG BUILDING	NC	NOT IN CONTRACT																																																																																																																																																																						
BO BOTTOM OF	NTS	NOT TO SCALE																																																																																																																																																																						
CLG CEILING	OC	ON CENTER																																																																																																																																																																						
CLR CLEAR																																																																																																																																																																								
CONT CONTINUOUS																																																																																																																																																																								
DBL DOUBLE	RCP	REFLECTED CEILING PLAN																																																																																																																																																																						
DEMO DEMOLISH	REQD	REQUIRED																																																																																																																																																																						
DET DETAIL	ROD	ROOF DRAIN																																																																																																																																																																						
DIM DIMENSION	RM	ROOM																																																																																																																																																																						
DWG DRAWING	RO	ROUGH OPENING																																																																																																																																																																						
(E)X/E/G EXISTING	SF	SQUARE FOOT																																																																																																																																																																						
ELEV ELEVATION	SIM	SIMILAR																																																																																																																																																																						
EQ EQUAL	SSD	SEE STRUCTURAL DWGS																																																																																																																																																																						
EXT EXTERIOR	SCD	SEE CIVIL DWGS																																																																																																																																																																						
FSD FATIMA SAQIB DESIGN	T&G	TONGUE AND GROOVE																																																																																																																																																																						
FIN FINISH	TBD	TO BE DETERMINED																																																																																																																																																																						
FLR FLOOR	TO	TOP OF																																																																																																																																																																						
FFE FINISH FLOOR ELEVATION	TOS	TOP OF SLAB																																																																																																																																																																						
FSE FINISH SLAB ELEVATION	TYP	TYPICAL																																																																																																																																																																						
FOF FACE OF FINISH	UBC	UNIFORM BUILDING CODE																																																																																																																																																																						
FOC FACE OF CONCRETE	UN	UNLESS OTHERWISE NOTED																																																																																																																																																																						
FOF FACE OF FINISH	VERT	VERTICAL																																																																																																																																																																						
	VIF	VERIFY IN FIELD																																																																																																																																																																						
GALV GALVANIZED																																																																																																																																																																								
GL GLASS																																																																																																																																																																								
GPM GALLONS PER MINUTE	W	WITH																																																																																																																																																																						
GSM GALVANIZED SHEET METAL	W/O	WITHOUT																																																																																																																																																																						
	WC	WATER CLOSET																																																																																																																																																																						
HORIZ HORIZONTAL	WH	WATER HEATER																																																																																																																																																																						
HVAC HEATING/VENTING/AIR COND																																																																																																																																																																								
ARCHITECTURAL	DATE	DESCRIPTION																																																																																																																																																																						
A0.0 COVER SHEET	10-27-23	ISSUE USE PERMIT																																																																																																																																																																						
A0.1 AREA PLAN AND STREETSCAPE	01-03-24	USE PERMIT REVISION																																																																																																																																																																						
A0.2 NON CONFORMING DIAGRAMS	02-01-24	USE PERMIT REVISION																																																																																																																																																																						
T1 TOPGRAPHIC AND BOUNDARY SURVEY																																																																																																																																																																								
A1.1 FLOOR AREA DIAGRAMS - EXISTING																																																																																																																																																																								
A1.2 FLOOR AREA DIAGRAMS - PROPOSED																																																																																																																																																																								
A1.3 SITE PLAN																																																																																																																																																																								
A2.1 EXISTING FIRST FLOOR PLAN																																																																																																																																																																								
A2.2 EXISTING SECOND FLOOR PLAN																																																																																																																																																																								
A2.3 EXISTING ROOF PLAN																																																																																																																																																																								
A2.4 PROPOSED FIRST FLOOR PLAN																																																																																																																																																																								
A2.5 PROPOSED SECOND FLOOR PLAN																																																																																																																																																																								
A2.6 PROPOSED ROOF PLAN																																																																																																																																																																								
A3.1 FRONT EXTERIOR ELEVATIONS																																																																																																																																																																								
A3.2 REAR EXTERIOR ELEVATIONS																																																																																																																																																																								
A3.3 LEFT EXTERIOR ELEVATIONS																																																																																																																																																																								
A3.4 RIGHT EXTERIOR ELEVATIONS																																																																																																																																																																								
A4.1 BUILDING SECTIONS																																																																																																																																																																								
<p><b>A5</b></p>			<p><b>TITLE SHEET/ PROJECT INFO</b></p> <p style="font-size: 2em; font-weight: bold;">A0.0</p>																																																																																																																																																																					

A:\projects\113princeton\113princeton.dwg (2/1/2024) hochberg - mtd - pavlosa - permit\_drawing\_sheet



2 AREA PLAN : 113 PRINCETON ROAD  
SCALE: 1"=20'-0"



1 STREETScape - 113 PRINCETON ROAD  
SCALE: 1"=20'-0"

**FATIMA SAQIB**  
residential design  
(p) 217.366.6582  
(e) fatima@fatimasagib.com

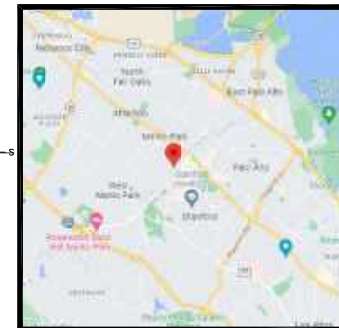
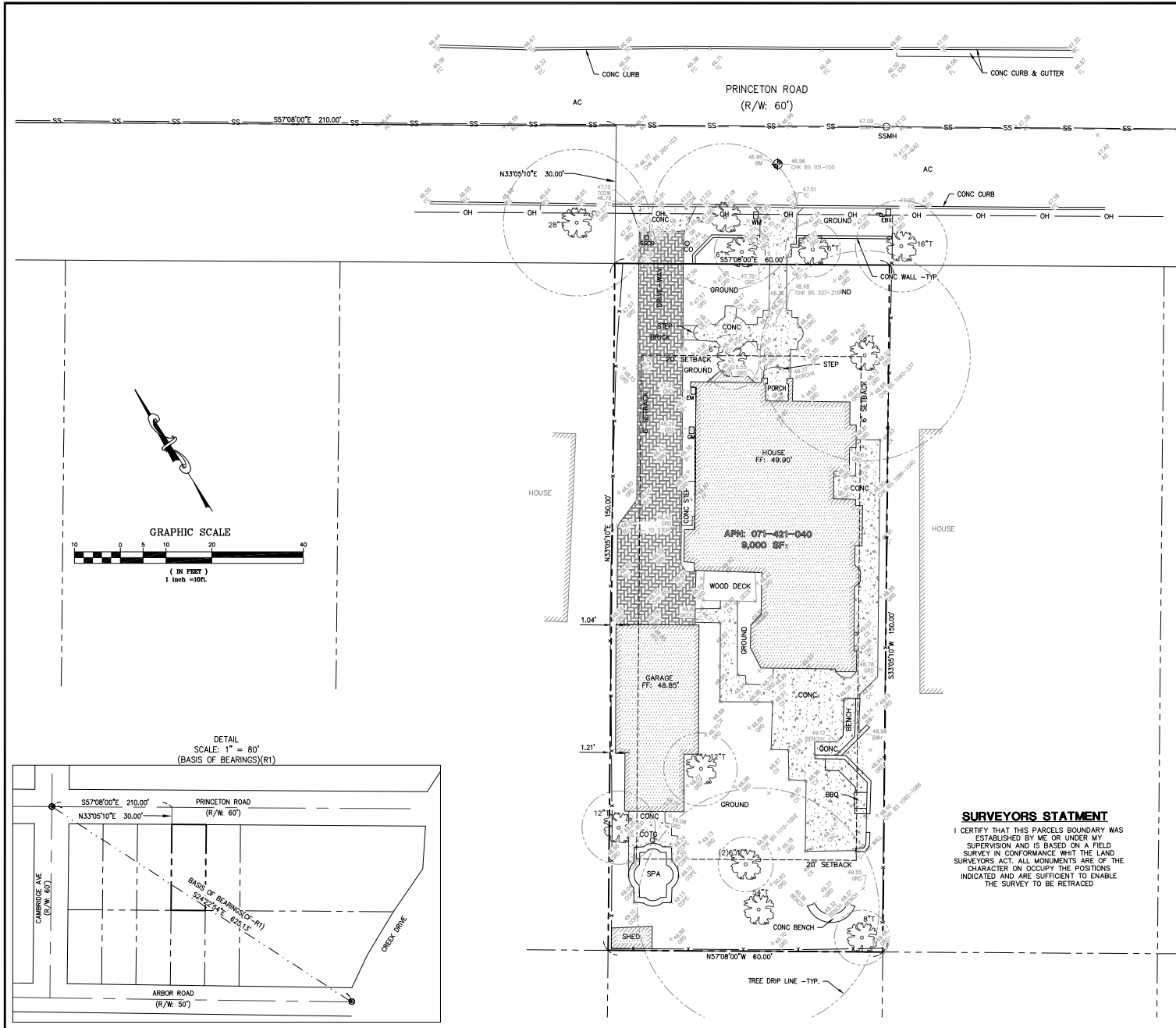
**HOCHBERG USE PERMIT**  
113 PRINCETON ROAD  
MENLO PARK, CA

DATE	DESCRIPTION
10-27-23	ISSUE USE PERMIT
01-03-24	USE PERMIT REVISION
02-01-24	USE PERMIT REVISION

Print Date: 02/01/2024  
Job No. 18004

AREA PLAN +  
STREETScape

A0.1



**VICINITY PLAN**

**◆ SITE BENCHMARK**

SURVEY CONTROL  
SET MAG NAIL  
ELEVATION=46.95'  
(NAVD 88 DATUM)

**BASIS OF BEARING**

THE CALCULATED TIE-LINE RE-ESTABLISHED BY FOUND MONUMENTS AS SHOWN ON RECORD OF SURVEY (R1) 113-MAPS-32 WAS TAKEN AS SOUTH 24°22'54\"/>

**LOT INFO**

\*APN : 071-421-040  
113 PRINCETON RD.  
MENLO PARK, 94025  
\*COUNTY: SAN MATEO  
\*LOT INFO : LOT 6, BLOCK 14  
\*BOOK/VOL FROM-S PAGE: 548  
\*LOT AREA 9,000 SF

**EASEMENT NOTE:**

A CURRENT TITLE REPORT FOR THE SUBJECT PROPERTY HAS NOT BEEN EXAMINED BY CLARK CIVIL ENGINEERS. EASEMENTS OF RECORD MAY EXIST THAT ARE NOT SHOWN ON THIS MAP.

**BOUNDARY NOTE:**

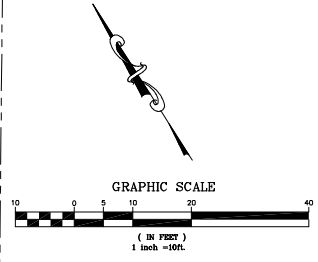
NOTE: BOUNDARY INFORMATION SHOWN DOES NOT CONSTITUTE A BOUNDARY SURVEY BUT IS COMPILED FROM RECORD DATA. NO WARRANTY OF BOUNDARY INFORMATION IS EXPRESSED OR IMPLIED AND THE LOCATION OF TOPOGRAPHIC FEATURES IN RELATION TO THE PROPERTY LINES IS ACCURATE ONLY TO THE NORMAL AND USUAL STANDARDS OF GRAPHICS AND TOPOGRAPHIC SURVEYING.

**NOTES & LEGEND:**

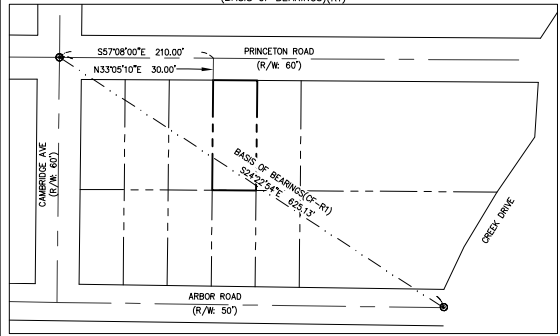
- \* DRIVEWAY = DW
- \* TBM (ELEVATION) = Ⓢ
- \* SURVEY MONUMENT FOUND = Ⓢ
- \* WATER VALVE = Ⓢ
- \* FIRE HYDRANT = Ⓢ
- \* SEWER LINE = SS
- \* FENCE = [Symbol]
- \* TREE (TYPE NOT SPECIFIED) = [Symbol]
- \* WATER METER = [Symbol]
- \* ASPHALT = AC
- \* SANITARY SEWER CLEAN OUT = SSO
- \* CONCRETE = CONC
- \* JOINT POLE = [Symbol]
- \* ELECTRIC METER = [Symbol]
- \* GUY ANCHOR = GA
- \* GAS METER = [Symbol]
- \* MAIL BOX = MB
- \* POWER LINE = OH
- \* FINISH FLOOR = FF
- \* BOUNDARY LINE = [Symbol]
- \* CENTER LINE = [Symbol]

**SURVEYORS STATEMENT**

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



DETAIL SCALE: 1" = 80' (BASIS OF BEARINGS)(R1)



**CLARK CIVIL ENGINEERING**  
DESIGN • CONSULTING • SURVEY  
2500 North Valley Rd., Redwood, CA 94048  
PH: 415-298-4450



**113 PRINCETON ROAD**  
**MENLO PARK, CALIFORNIA**

APN: 071-421-040

SAN MATEO COUNTY

**TOPOGRAPHIC SURVEY**

1-12-24	-
REVISIONS	BY
JOB NO: 223022	
DATE: 10/27/23	
SCALE: 1" = 10'	
DESIGN BY: WCC	
DRAWN BY: DR	
SHEET NO:	
<b>TP01</b>	
1 OF 1 SHEETS	









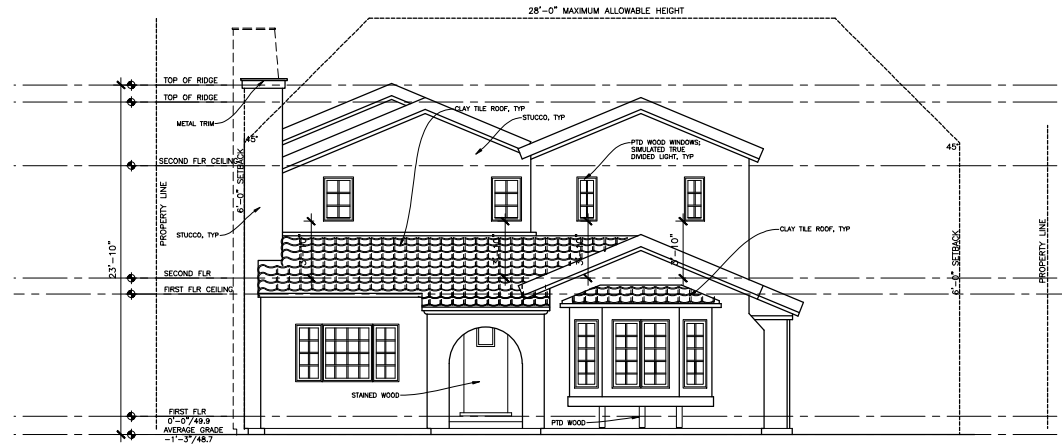




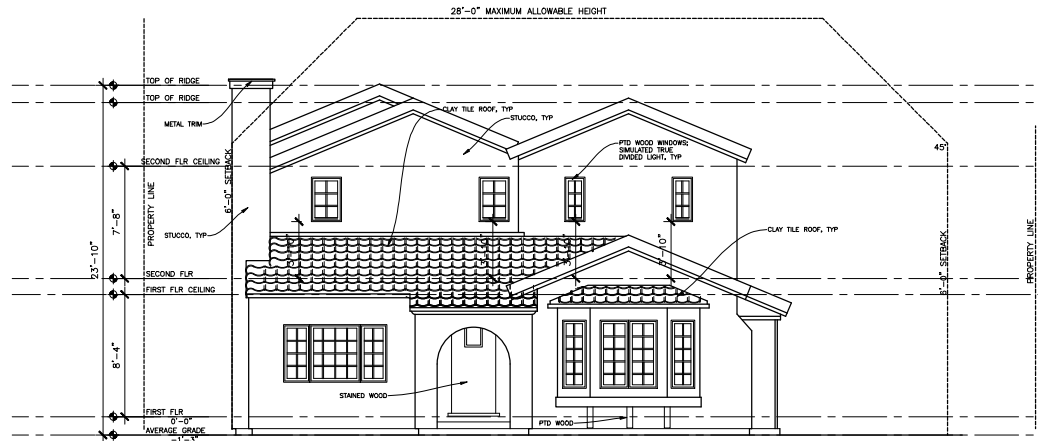








1 EXISTING/DEMO FRONT ELEVATION  
SCALE: 1/4" = 1'-0"



2 PROPOSED FRONT ELEVATION  
SCALE: 1/4" = 1'-0"

FATIMA SAQIB  
residential design  
(p) 217.366.6582  
(e) fatima@fatimasaqib.com

HOCHBERG USE PERMIT  
113 PRINCETON ROAD  
MENLO PARK, CA

DATE	DESCRIPTION
10-27-23	ISSUE USE PERMIT
01-23-24	USE PERMIT REVISION

Print Date: 01/07/2024  
Job No: 18004

FRONT ELEVATIONS

A3.1



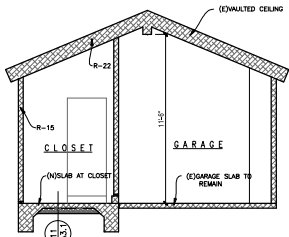




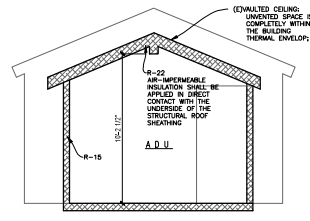




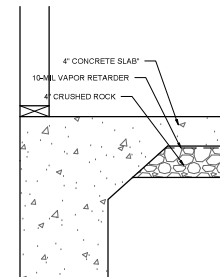




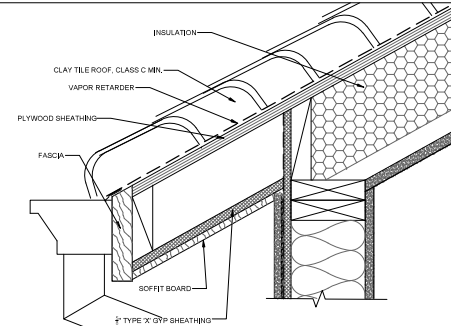
8 BUILDING SECTION  
SCALE: 1/4" = 1'-0"



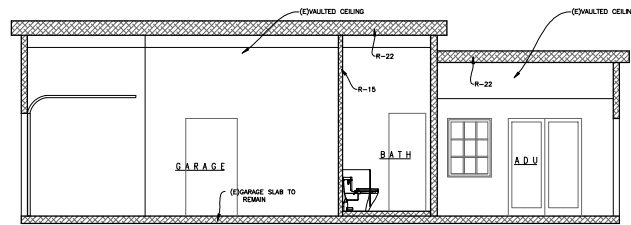
9 BUILDING SECTION  
SCALE: 1/4" = 1'-0"



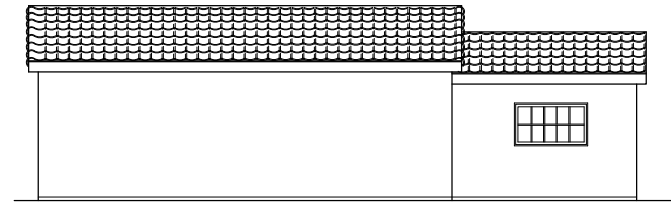
11 FLOOR ASSEMBLY AT GARAGE CONVERSION  
SCALE: 1/4" = 1'-0"



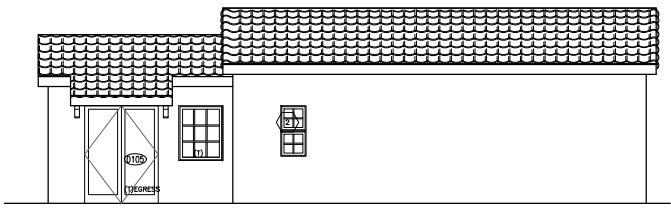
10 ROOF ASSEMBLY AND 1HR FIRE RATED EAVE DETAIL  
SCALE: 1/4" = 1'-0"



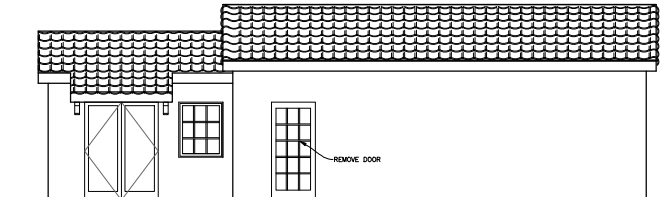
7 BUILDING SECTION  
SCALE: 1/4" = 1'-0"



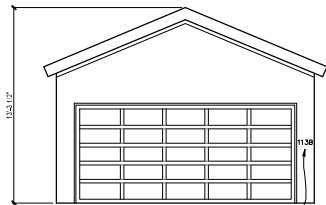
5 EXISTING RIGHT ELEVATION (NO CHANGES)  
SCALE: 1/4" = 1'-0"



4 PROPOSED LEFT ELEVATION  
SCALE: 1/4" = 1'-0"

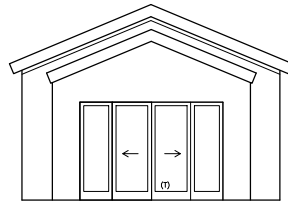


3 EXISTING LEFT ELEVATION  
SCALE: 1/4" = 1'-0"



1 EXISTING FRONT ELEVATION (NO CHANGES)  
SCALE: 1/4" = 1'-0"

ALL NEW AND EXISTING ADDRESS LETTERS TO BE A MIN OF 4" HIGH WITH A MIN STROKE WIDTH OF 1/8" AND SHALL CONTRAST WITH THEIR BACKGROUND



2 EXISTING REAR ELEVATION (NO CHANGES)  
SCALE: 1/4" = 1'-0"

STUCCO NOTES:  
A. STUCCO TO BE 3 COATS MIN. WHEN APPLIED OVER METAL LATH WITH 2 LAYERS OF GRADE 0 PAPER, CRC R703.2.2 & R703.2.3. (BY CLIMATES SHALL COMPLY WITH CRC R703.7.3.1, MOIST OR MARINE CLIMATES SHALL COMPLY WITH CRC R703.7.3.2.)  
B. MOIST-RESISTIVE BARRIER WHEN APPLIED OVER WOOD BRIDGE SHEATHING SHALL COMPLY WITH CRC R703.7.3.1 OR R703.7.3.2.  
C. WEEP SCREED TO BE INSTALLED AT THE BASE OF THE STUCCO BRIDGE WEEP SCREED SHALL BE INSTALLED A MIN OF 2" ABOVE CONCRETE SLABS AND 3" ABOVE EXPOSED EARTH. CRC R703.6.2.1.

FOR REFERENCE ONLY

**FATIMA SAQIB**  
residential design  
(p) 217.369.6582  
(e) fatima@fatimasagib.com

**HOCHBERG ADU CONVERSION**  
113 PRINCETON ROAD  
MENLO PARK, CA

DATE	DESCRIPTION
8-16-23	ISSUE USE PERMIT
11-30-23	PC RESPONSE 1
2-02-24	PC RESPONSE 2

Print Date 02/28/2024  
Job No: 18004

ELEVATIONS AND SECTIONS

A3.1

/Users/fatima@fatimasagib.com/Desktop/113 Princeton Road/Hochberg ADU Conversion - 2/28/2024/Issued for PC/Issued for PC.dwg

**PROJECT DESCRIPTION**

ADDRESS: 113 Princeton Road, Menlo Park

RE: Use Permit (6/2000) Revision

The purpose of this proposal is to apply for a revision to a Use Permit of an existing two story, single family house (zoning R-1-U). A Use Permit was required for a second floor addition on a substandard lot. The lot width is 60 feet which is less than the required 65 feet for this zone. In June 2000, the Use Permit was approved with conditions for the second floor addition. The conditions pertained to the floor area limit (FAL) and were to be addressed during the building permit application. These items had been overlooked and this revision will address the FAL. In addition to the FAL revision, this submission proposes a small addition to the second floor which requires a revision of the original Use Permit second floor plan.

The Use Permit submission in June 2000 did not include the square footage of bay windows with a width greater than 7 feet and the spaces that are greater than 12 feet in height. The building permit was to address this error and readjust the design to stay within the 3,300 square feet FAL. In this submission, the floor area of the bay window wider than 7 feet is included in the FAL. All spaces greater than 12 feet in height are also accounted for at 200%. The total proposed FAL is 3,201 SF which is less than the maximum allowable of 3,300 SF.

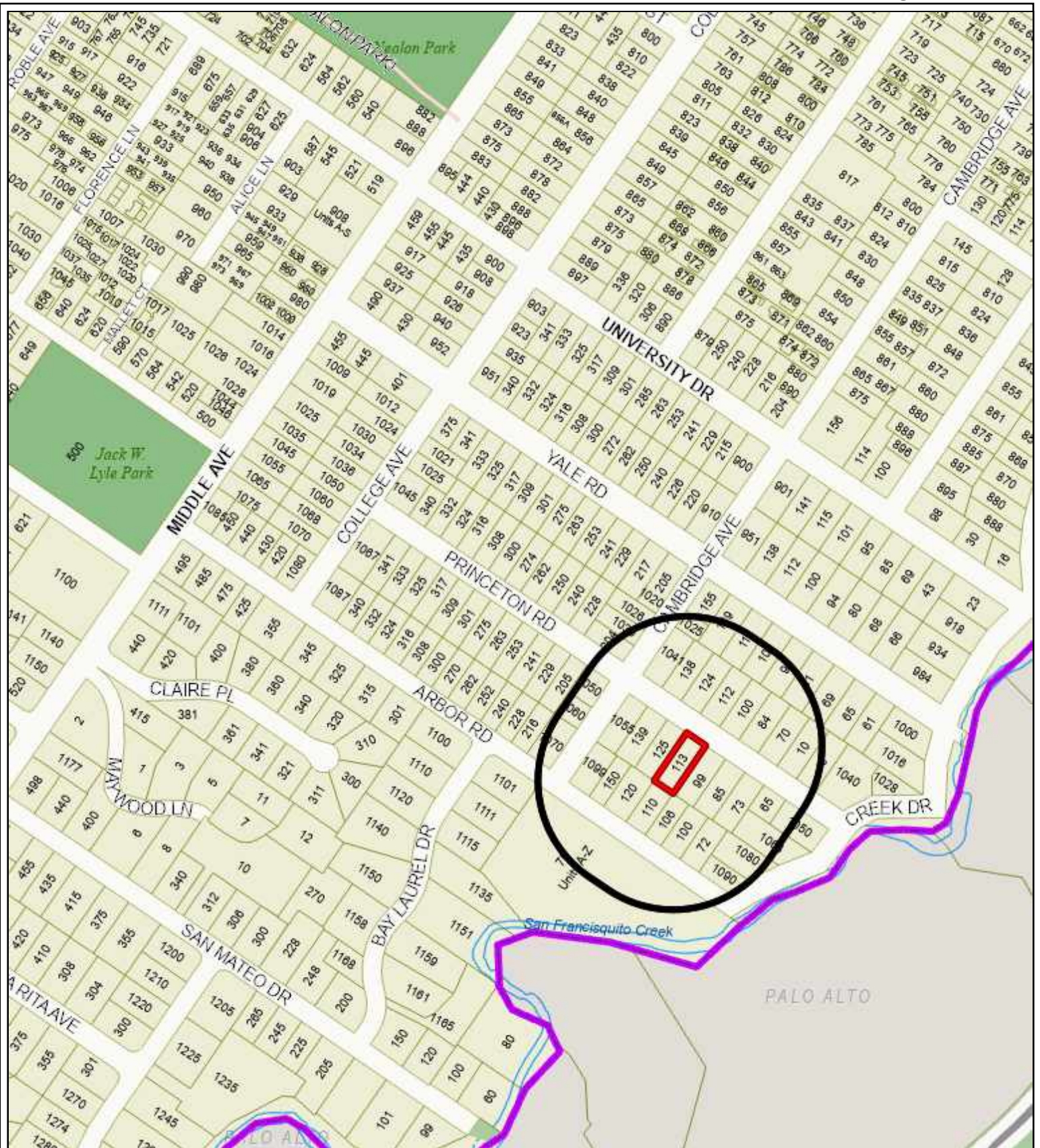
The second revision is a second floor addition of 166 SF on the second floor. This addition encloses an existing second floor balcony. The second floor addition will sit flush with the first floor so the exterior change will be very minimal and does not increase the footprint of the house. The new roof will be an extension of the existing roof. The second floor addition maintains the design integrity of the house by continuing the use of stucco and clay tile materials. The windows will also match the existing windows.

Documents have been shared with the adjacent neighbors. The right neighbor, who is affected by this addition the most, is unanimously supportive and endorses this remodel as proposed. We are sensitive to the impact that construction can have on a neighborhood and will work closely with our contractor to minimize impact. Allied Arts is a loving and sought-after neighborhood and we are happy to be here.

## 113 Princeton Road – Attachment A, Exhibit C – Conditions of Approval

<b>LOCATION:</b> 113 Princeton Road	<b>PROJECT NUMBER:</b> PLN2023-00042	<b>APPLICANT:</b> Michael Hochberg	<b>OWNER:</b> Michael Hochberg
<b>PROJECT CONDITIONS:</b>			
<p>1. The use permit shall be subject to the following <b>standard</b> conditions:</p> <ol style="list-style-type: none"> <li>a. The applicant shall be required to apply for a building permit within one year from the date of approval (by March 11, 2025) for the use permit to remain in effect.</li> <li>b. Development of the project shall be substantially in conformance with the plans prepared by Fatima Saqib consisting of 17 plan sheets, dated received February 8, 2024 and approved by the Planning Commission on March 11, 2024, except as modified by the conditions contained herein, subject to review and approval of the Planning Division.</li> <li>c. Prior to building permit issuance, the applicants shall comply with all Sanitary District, Menlo Park Fire Protection District, and utility companies' regulations that are directly applicable to the project.</li> <li>d. Prior to building permit issuance, the applicants shall comply with all requirements of the Building Division, Engineering Division, and Transportation Division that are directly applicable to the project.</li> <li>e. Prior to building permit issuance, the applicant shall pay all fees incurred through staff time spent reviewing the application.</li> <li>f. 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.</li> <li>g. 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</li> </ol>			





City of Menlo Park  
 Location Map  
 113 Princeton Rd - PLN2023-00042





	<b>PROPOSED PROJECT</b>	<b>EXISTING PROJECT</b>	<b>ZONING ORDINANCE</b>
Lot area	9,000 sf	9,000 sf	7,000.0 sf min
Lot width	60.0 ft	60.0 ft	65.0 ft min
Lot depth	150.0 ft	150.0 ft	100.0 ft min
Setbacks			
Front	30.0 ft	30.0 ft	20.0 ft min
Rear	58.0 ft	58.0 ft	20.0 ft min
Side (left)	6.1 ft	6.1 ft	6.0 ft min
Side (right)	19.4 ft	19.4 ft	6.0 ft min
Building coverage <sup>1</sup>	2,430.2 sf 27.0 %	2,272.7 sf 25.2 %	3,150.0 sf max 35.0 % max
FAL (Floor Area Limit) <sup>1</sup>	3,611.5 sf	3,275.5 sf	3,300.0 sf max
Square footage by floor	1,744.2 sf/1st 1,204.8 sf/2nd 11.5 sf/areas >12 ft 6.0 sf/chimney 27.0 sf/covered porch 410.2 sf/ADU 240.8 sf/ADU garage	1,737.2 sf/1st 1,036.8 sf/2nd 11.5 sf/areas >12 ft 18.5 sf/chimney 27.0 sf/covered porch 490.0 sf/garage	
Square footage of buildings	3644.5 sf	3321.08 sf	
Building height	23.8 ft	23.8 ft	28.0 ft max
Parking <sup>2</sup>	1 covered ADU space	2 covered spaces	1 covered space; 1 uncovered space; 1 ADU space
<p>Areas shown highlighted indicate a nonconforming or substandard situation.</p> <p>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.</p> <p>Note 2: If a garage is converted to an ADU, replacement parking for the main residence is not required.</p>			
Trees	Heritage trees 2	Non-Heritage trees 10	New trees 0
	Heritage trees proposed for removal 0	Non-Heritage trees proposed for removal 0	Total number of trees 12
<p>Note: Trees summary includes all trees on survey.</p>			