



## REGULAR MEETING AGENDA

**Date:** 3/25/2024  
**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.

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## 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 of March 27, 2023, Planning Commission meeting. ([Attachment](#))

E2. Approval of minutes of February 26, 2024, Planning Commission meeting. ([Attachment](#))

E3. Approval of minutes of March 11, 2024, Planning Commission meeting. ([Attachment](#))

### F. Public Hearing

F1. Use Permit/Rucha Shah/108 Blackburn Avenue:

Consider and adopt a resolution to approve a use permit to remodel and add first- and second-story additions to an existing nonconforming one-story, single-family residence on a lot that is substandard with regard to minimum lot width, depth and area in the R-1-U (Single Family Urban Residential) zoning district, at 108 Blackburn Avenue. The proposed work would exceed 50 percent of the replacement value of the existing nonconforming structure over a 12-month period and would also exceed 50 percent of the existing floor area and therefore 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 #24-015-PC](#))

F2. Use Permit/Linder Jones/919 Arnold Way:

Consider and adopt a resolution to approve a use permit to partially demolish, remodel, and add first- and second-story additions to an existing nonconforming single-story, single-family residence in the R-1-U (Single Family Urban Residential) zoning district, at 919 Arnold Way. The proposed work would exceed 50 percent of the replacement value of the existing nonconforming structure in a 12-month period. The applicant is also requesting to maintain a wall six feet in height within the front setback at approximately 14.8 feet from the property line; determine this action is categorically exempt under CEQA Guidelines Section 15301's Class 1 exemption for existing facilities. The proposal includes the addition of an Accessory Dwelling Unit (ADU), which is a permitted use and not subject to discretionary review. ([Staff Report #24-016-PC](#))

- F3. Development Agreement Annual Review/Stanford University/200-500 El Camino Real (Middle Plaza at 500 El Camino Real Project):  
Consider and adopt a resolution to determine that Stanford University (“Stanford”) has demonstrated good faith compliance with the provisions of the Middle Plaza at 500 El Camino Real Development Agreement for the period of May 2022 through March 2024. Review of the Development Agreement does not qualify as a project under CEQA. ([Staff Report #24-017-PC](#))
- F4. Development Agreement Annual Review/Cyrus Sanandaji, Presidio Bay Ventures/1300 El Camino Real and 550 Oak Grove Avenue:  
Consider and adopt a resolution to determine that Presidio Bay Ventures has demonstrated good faith compliance with the provisions of the Springline mixed-use development project (“Springline”) Development Agreement, located at 1300 El Camino Real, for the period of October 2021 through March 2024. Review of the Development Agreement does not qualify as a project under CEQA. ([Staff Report #24-018-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: April 15, 2024
  - Regular Meeting: April 29, 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.

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**REGULAR MEETING DRAFT MINUTES**

**Date:** 03/27/2023  
**Time:** 7:00 p.m.  
**Location:** Zoom.us/join – ID# 862 5880 9056 and Council Chambers  
751 Laurel St., Menlo Park, CA 94025

**A. Call To Order**

Acting Chair Cynthia Harris called the meeting to order at 7:03 p.m.

**B. Roll Call**

Present: Cynthia Harris (Acting Chair), Linh Dan Do, Henry Riggs, Jennifer Schindler, Michele Tate

Absent: Andrew Barnes

Staff: Theresa Avedian, Senior Civil Engineer; Christine Begin, Planning Technician; Fahteen Khan, Associate Planner; Corinna Sandmeier, Principal Planner; Chris Turner, Associate Planner

**C. Reports and Announcements**

None

**D. Public Comment**

None

**E. Consent Calendar**

Acting Chair Harris opened the Consent Calendar for public comment and closed it as no persons requested to speak.

**E1. Approval of minutes from the December 5, 2022, Planning Commission meeting. (Attachment)**

ACTION: Motion and second (Riggs/Schindler) to approve the minutes from the December 5, 2022 Planning Commission meeting; passes 3-0 with Commissioners Harris and Tate abstaining, and Commissioner Barnes absent.

**E2. Architectural Control/Alex G Ross/120 Constitution Drive:**

Consider and adopt a resolution to approve an architectural control permit to modify the exterior of an existing building in the R-MU-B (Residential Mixed Use District) zoning district; determine this action is categorically exempt under CEQA Guidelines Section 15301’s Class 1 exemption for existing facilities. The proposed changes include painting the street facing awning, removal of metal awnings and replacement with wood awnings, repainting the building, window changes and the addition of a new enclosed, uncovered patio. (Staff Report #23-022-PC)

ACTION: Motion and second (Schindler/Riggs) to adopt a resolution to approve an architectural



control permit to modify the exterior of an existing building in the R-MU-B (Residential Mixed Use District) zoning district and determine this action is categorically exempt under CEQA Guidelines Section 15301's Class 1 exemption for existing facilities; passes 5-0 with Commissioner Barnes absent.

## F. Public Hearing

- F1. Use Permit/City of Menlo Park/100 Terminal Avenue:  
Consider and adopt a resolution to deny a use permit to exceed the maximum nighttime noise limit of 50 dBA, measured at residential property lines, to accommodate electric pool heating equipment for the Menlo Park Community Campus located at 100 Terminal Avenue. **Continued from meeting of 2/27/23.** (Staff Report #23-023-PC)

Associate Planner Chris Turner said several emails were received after publication of the staff report that in general those supported denying the use permit and one suggesting that reducing noise levels below the maximum requirements be included in the staff report as was mentioned in discussion at the February 27 meeting.

Acting Chair Harris said she reviewed the February 27 video of this item, and the motion included a request to do further noticing as the continuation was to a date not certain, a request for additional canvassing of the community, and urging staff and the applicant to target something less than the 50 decibels versus meeting the city's noise requirement. She asked why those were not included in the staff report for this meeting.

Planner Turner said the noise level code requirement was not within the Planning Commission's purview. He said staff could update the resolution to indicate that desire, but it was not doable as a condition of approval and not on a denial of the use permit. He said city engineers were looking at ways to reduce the noise levels. He said they did standard noticing and Library and Community Services staff hand delivered additional letters to the community noticing the item for tonight's meeting.

Acting Chair Harris asked how they could amend the staff report to reflect the information from the video. Planner Turner said that the commission in making the motion to deny the project could request that the resolution be amended to the request. Acting Chair Harris said she would like the staff report for this agenda amended to illustrate those items that were in the original motion.

Principal Planner Sandmeier said this staff report had been published prior to the meeting to inform the commission and the public about the item that would be heard. She said if the request was another continuation to update the staff report and the resolution that could be done. She said the discussion tonight would be reflected in the minutes so if the motion were to deny the project per the resolution that staff drafted that the motion could certainly include additional information that could be added as whereas statements in the resolution.

Acting Chair Harris said that was what was done at the February 27 meeting so she wondered what would be different this time if they did the same thing they did previously.

Planner Sandmeier said staff apologized if it did not capture the motion correctly from February 27 which sounded like the case. She said the options would be to continue the item with this direction to

staff to bring back a revised resolution or for staff to update the resolution after this meeting per a motion and vote tonight.

Commissioner Tate said when the staff report was published that it should be published accurately as otherwise it did not seem that it was noticed properly so she would support continuing to a future meeting.

Acting Chair Harris opened the public hearing.

Public Comment:

- Ruby (no last name given) said staff should find an electric heater that was not noisy and said as a child she did not want her home where she would live for years to have noise issues.
- Eduardo (no last name given) supported denial of the project.
- No Name Given (Belle Haven Library) said she appreciated the questions raised and that there should be a continuation of canvassing and notice in bilingual languages and when a decision was made that the noise be less than the maximum allowed.

Acting Chair Harris closed the public hearing.

Commissioner Riggs asked if any progress had been made by engineers and technicians in the four weeks since this item was heard last by the commission.

Theresa Avedian, Senior Civil Engineer, said they continued to look at various options to reduce noise levels. She said one of the most immediate actions they were taking was looking at the modeling and making sure it was taking all the input that determined the amount of runtime and hours of operation for the heat pumps to be as accurate as they could be. She said they hoped to have an update by the end of next week. She said they had other options to look at that would have costs and schedule impacts so they would need direction on those.

Commissioner Do said the conclusion of the staff report said the team would continue to evaluate alternatives that would allow the project to operate without the use of natural gas while meeting the noise requirements. She said that residents should not have to choose between clear air and quiet. She said also the community's and commission's desire was that options explored would not compromise the scheduling and temperatures of the pool as compared to the Burgess pool. She said she did not see that point in the staff report.

Ms. Avedian said they were aware of the desire to have both pools have the same temperature and hours of operation and were working under the assumption that those would be the same.

Acting Chair Harris said Angela Evans had sent an email with three suggestions and asked if those had been considered.

Planner Turner said staff had not received that email. Acting Chair Harris said she would forward the email to staff.

Commissioner Tate said she would like the item to be continued noting they were waiting for additional information and Commissioner Do had noticed another point that had not been included in the staff report.

Sean Reinhardt, Belle Haven Library Community Services Director, said he had received the email from Ms. Evans, and he believed she sent it to the City Council list. He said he did not receive the email from Karen Grove, but it sounded like those emails were similar and offered specific ideas about different equipment or some other sort of technical considerations. He said that the item before the commission was whether to approve the use permit to allow the project to exceed the overnight noise limit. He said on February 27<sup>th</sup> the Planning Commission was inclined to deny the use permit and any solutions that involved reducing the noise to an extent that a permit was not required and was no longer a matter of issue for the Planning Commission. He encouraged the Commission to act as recommended tonight so the project scheduling could be maintained.

Commissioner Schindler asked what impact continuation would have on delivering amenities to the community.

Planner Turner said construction would continue the Menlo Park Community Center (MPCC) noting the building was underway. He said he agreed it would be best to act on the item tonight and deny the request for increased noise as other solutions would be outside the commission's purview and staff would need further direction from city council depending upon those solutions.

Mr. Reinhardt said clarity on the use permit request would be quite helpful to know whether the noise ordinance might be exceeded or not. He said delaying a determination on that would delay some of the operational planning.

Planner Sandmeier said she thought there was a concern about noticing. She said the notice that went out was correct. She said she understood that the staff report might not have fully covered the last hearing, but those concerns were now on the record. She said she did not know if continuing the item would make anything any clearer for anyone or change the outcome.

Acting Chair Harris asked if the commission did not take action to approve the resolution to deny whether that would actually impact construction costs. She asked whether they otherwise were on time with construction costs. She asked whether they would continue to seek other lower decibel options whether the commission took up the motion tonight.

Mr. Reinhardt said the Planning Commission first considered this item in October of 2022 and it was now March 2023. He said if the permit were denied it was very clear that the noise levels could not be exceeded overnight and that was a certain path to operational planning and also focusing on possible solutions with the equipment. He said if it remained not determined then they had multiple options on the table to consider for operational planning as well as whether they needed to make modifications to the equipment. He said it would be quite helpful to get an action tonight.

Commissioner Tate said she watched the video of this item from the last meeting, and it was clear the motion included denying the request to exceed the 50 decibels level but that it also included a request that they try to be below that level. She said it was understood that it was not in the purview of the planning commission, however legal counsel was there and acknowledged that it was something that they could put forward. She said she was confused why that did not make it into the staff report as it was significant. She said that was completely different than the commission just

wanting to deny the request to exceed 50 decibels at night. She said she could not see how continuing would throw the project off as construction on the community center was continuing and the engineer who spoke tonight said they were still trying to evaluate costs in exploring other options. She said if the item came back to the Planning Commission once all that information was gathered, she thought the project would still be on track. She said it concerned her that two issues did not make it into the staff report and were not addressed.

Commissioner Riggs said Commissioner Tate did an excellent job of expressing that the project was moving forward in construction, it already had a permit, and this request was brought to the commission less than eight weeks ago and continued to tonight. He said regrettably staff missed the opportunity to put in the wording that the commission went to some trouble to request but that was now clarified. He said he thought they could continue to a date certain or again to four weeks ahead to act on the item.

Commissioner Schindler said if they did not pass the resolution to deny the use permit tonight and they continued to some date in the future that there was nothing in the current analysis that would cause her to change her vote. She said at the date in the future this was continued to that she would be inclined still to support denying the use permit. She said the only ambiguity created for staff and the people working on the community center was the small chance that the commission did not approve the resolution to deny the use permit.

Commissioner Riggs moved to continue the item to a date certain.

Acting Chair Harris asked if the motion should include language to continue to correct the original motion and staff report to include the three items noted into the staff report. Commissioner Riggs said that was fine with him.

Acting Chair Harris said one item was to request further noticing which was already required since the previous continuation was to a date not certain, a request for additional canvassing which seemed to have been done by the Library Commission, a request to staff to target something that would be less than 50 decibels and not just meet the maximum city requirement, and lastly that the hours and level of temperature at this pool be the same as what the Burgess pool had. She asked staff to speak to the three requirements of the motion.

Planner Sandmeier said if the item was continued to the April 10 meeting noticing would not need to occur again.

Commissioner Tate said she was uncomfortable with not noticing the community that would be impacted.

Planner Sandmeier said continuing to April 24<sup>th</sup> would allow time for noticing.

Commissioner Tate said her preference was to notice and there were more people at the library this evening for this item than had been at the February 27 hearing.

Replying to Chair Harris, Planner Turner said the motion was to continue to the April 24, 2023 meeting and to notice using the standard notice but not to canvas, target noise levels lower than 50



decibels, and provide the same level of service as Burgess Pool while not restricting the residents' access to clean air and quiet.

Commissioner Tate seconded the motion.

ACTION: Motion and second (Riggs/Tate) to continue the item to the April 24, 2023 Planning Commission meeting with the following direction; passes 5-0 with Commissioner Barnes absent.

1. Re-notice the item but without canvassing
2. Target noise levels below 50 decibels
3. Provide the same level of service as Burgess Pool while not restricting residents' access to clean air and quiet

F2. Use Permit/Gary McClure/1145 Hidden Oaks Drive:

Consider and adopt a resolution to approve a use permit to add to and remodel an existing nonconforming single-story, single-family residence in the R-1-S (Single-Family Suburban Residential) zoning district; determine this action is categorically exempt under CEQA Guidelines Section 15303's Class 3 exemption for new construction or conversion of small structures. The proposed work would exceed 75 percent of the replacement value of the existing nonconforming structure in a 12-month period. (Staff Report #23-024-PC)

Associate Planner Fahteen Khan provided an update to the data table on page 103 of Attachment C to the staff report, which was to correct the maximum allowable building coverage from 40% to 35.7% of the lot size or 3,597.6 square feet

Kate Martin, property owner, and Gary McClure, project architect, spoke on behalf of the project.

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

ACTION: Motion and second (Riggs/Schindler) to adopt a resolution to approve a use permit to add to and remodel an existing nonconforming single-story, single-family residence in the R-1-S (Single-Family Suburban Residential) zoning district and determine this action is categorically exempt under CEQA Guidelines Section 15303's Class 3 exemption for new construction or conversion of small structures; passes 5-0 with Commissioner Barnes absent.

F3. Architectural Control and Use Permits/Peninsula Innovation Partners, LLC/1350-1390 Willow Road, 925-1098 Hamilton Avenue, and 1005-1275 Hamilton Court:

Consider and adopt a resolution to approve an architectural control review for buildings and publicly accessible open space site improvements associated with the approved Willow Village masterplan development project. The masterplan, including the general plan amendment, rezoning and zoning map amendment, vesting tentative maps, conditional development permit, development agreement, and below market rate (BMR) housing agreements were approved by the City Council on December 6 and 13, 2022 and authorize up to 1.6 million square feet of office and accessory uses (with a maximum of 1.25 million square feet for office uses and the balance for accessory uses), up to 1,730 dwelling units (including 312 BMR units), up to 200,000 square feet of retail and restaurant uses, and an up to 193 room hotel. The architectural control reviews by the Planning Commission for conformance with the approved masterplan, entitlement documents, agreements, mitigation monitoring and reporting program from the environmental impact report, and the R-MU (residential mixed use) and O (Office) zoning districts is the next phase in the implementation of the Willow

Village masterplan project. The requested actions are consistent with the environmental impact report prepared for the proposed project and certified by the City Council on December 6, 2022.  
***Continued to a future meeting***

## **G. Informational Items**

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

- Regular Meeting: April 10, 2023

Planner Sandmeier said the April 10 agenda would include the 1125 O'Brien Drive project draft EIR and study session and the 961 El Camino Real project.

- Regular Meeting: April 24, 2023

Planner Sandmeier said the April 24 agenda was not finalized but it looked like the Menlo Park Community Center heat pump item would be continued to that meeting.

## **H. Adjournment**

Acting Chair Harris adjourned the meeting at 8:05 p.m.

Staff Liaison: Corinna Sandmeier, Principal Planner

Recording Secretary: Brenda Bennett



REGULAR MEETING DRAFT MINUTES

Date: 2/26/2024
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, Ross Silverstein

Absent: Henry Riggs

Staff: Connor Hochleutner, Assistant Planner; Corinna Sandmeier; Principal Planner; Tom Smith, Principal Planner

C. Reports and Announcements

Principal Planner Sandmeier announced an upcoming City Council goal setting workshop.

D. Public Comment

None

E. Consent Calendar

None

F. Public Hearing

F1. Use Permit/James Wu/550 Kenwood Drive: Request for 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 to the meeting of March 11, 2024

ACTION: Motion and second (Ferrick/Ehrich) to continue the item to the meeting of March 11, 2024; passes 6-0 with Commissioner Riggs absent.



- 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 to the meeting of March 11, 2024**

ACTION: Motion and second (Schindler/Ferrick) to continue the item to the meeting of March 11, 2024; passes 6-0 with Commissioner Riggs absent.

- F3. Housing Element Annual Progress Report/City of Menlo Park:  
Consider and adopt a resolution recommending the City Council accept the 2023 annual progress report regarding the status and implementation of the City's current 6<sup>th</sup> Cycle General Plan Housing Element (2023-2031); the Housing Element annual progress report is not considered a project under CEQA. (Staff Report #24-012-PC)

Principal Planner Smith presented the staff report and answered Commissioners' clarifying questions.

Chair Do opened the public hearing.

Public Comment:

- Katherine Dumont, District 3, expressed support for development of multifamily housing and questioned the methodology of assigning affordability levels to new accessory dwelling units.

Chair Do closed the public hearing.

The Commission discussed with staff the midpoint of the housing cycle when the state would then determine whether or not the city would be subject to SB 35 streamlining for the entitlements process and discretionary review, confirmation of annual reporting, progress and completion of programs and desire to see programs related to equity and specialized housing needs initiated, interest in researching ADU affordability and the impact on the local housing market, and developing a framework to proactively determine if housing targets were being met early on and not waiting until midcycle review, and confirming Program H4.V had already been completed.

ACTION: Motion and second (Silverstein/Ferrick) to adopt a resolution recommending the City Council accept the 2023 annual progress report regarding the status and implementation of the City's current 6<sup>th</sup> Cycle General Plan Housing Element (2023-2031) with the following modification; passes 6-0 with Commissioner Riggs absent.

- Revise the annual progress report to indicate that Program H4.V has been completed.

## **G. Informational Items**

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

- Regular Meeting: March 11, 2024

Planner Sandmeier said the agenda for March 11 would have the two items continued at this meeting.

- Regular Meeting: March 25, 2024

## **H. Adjournment**

Chair Do adjourned the meeting at 7:56 p.m.

Staff Liaison: Corinna Sandmeier, Principal Planner

Recording Secretary: Brenda Bennett



**REGULAR MEETING DRAFT MINUTES**

**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

**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: Christine Begin, Planning Technician; Connor Hochleutner, Assistant Planner; Kyle Perata, Assistant Community Development Director

**C. Reports and Announcements**

Assistant Community Development Director Perata announced the City Council’s annual goal setting workshop would be held on March 12, 2024 beginning at 5:00 p.m.

**D. Public Comment**

None

**E. Consent Calendar**

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

Commissioner Riggs said that he would abstain from voting on the minutes and court report transcript for the December 18, 2023 Planning Commission meeting.

Commissioner Barnes said that he would abstain from voting on the minutes and court report transcript for the December 18, 2023 and minutes for the January 8, 2024 Planning Commission meetings.

**E1. Approval of minutes and court report transcript from the December 18, 2023, Planning Commission meeting. ([Attachment](#))**

**ACTION:** Motion and second (Schindler/Ferrick) to approve the minutes and court report transcript for the December 18, 2023 Planning Commission meeting; passes 4-0 with Commissioners Barnes, Riggs and Silverstein abstaining.



- E2. Approval of minutes from the January 8, 2024, Planning Commission meeting. ([Attachment](#))

ACTION: Motion and second (Riggs/Ferrick) to approve the minutes from the January 8, 2024 Planning Commission meeting; passes 5-0 with Commissioners Barnes and Silverstein abstaining.

- E3. Approval of minutes from the February 5, Planning Commission meeting. ([Attachment](#))

ACTION: Motion and second (Ferrick/Ehrich) to approve the minutes from the February 5, Planning Commission meeting; passes 7-0.

## 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-P](#))

Planner Hochleutner reported no changes to the published staff report.

Commissioner Riggs said the staff report needed the project address shown and suggested on the upper corner of the staff report.

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

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

- 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](#))

Ms. Begin reported no changes to the published staff report.

Michael Hochberg, property owner, and Fatima Saqib, project architect, 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 (Ferrick/Silverstein) to adopt a resolution to approve the item as presented; passes 7-0.

**G. Informational Items**

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

- Regular Meeting: March 25, 2024

Mr. Perata said for the March 25<sup>th</sup> agenda that staff was tracking two single-family home use permits and two development agreement annual reviews for the 500 El Camino Real project and 1300 El Camino Real project.

Mr. Perata said for the record that staff would likely bring to the Commission in the April/May timeframe multiple development agreement annual reviews for the Meta campuses in the Bayfront area.

- Regular Meeting: April 15, 2024

**H. Adjournment**

Chair Do adjourned the meeting at 7:45 p.m.

Staff Liaison: Kyle Perata, Assistant Community Development Director

Recording Secretary: Brenda Bennett





## STAFF REPORT

### Planning Commission

Meeting Date:

3/25/2024

Staff Report Number:

24-015-PC

### Public Hearing:

**Consider and adopt a resolution to approve a use permit to remodel and add first- and second-story additions to an existing nonconforming one-story, single-family residence on a lot that is substandard with regard to minimum lot width, depth and area in the R-1-U (Single Family Urban Residential) zoning district, at 108 Blackburn Avenue. The proposed work would exceed 50 percent of the replacement value of the existing nonconforming structure over a 12-month period and would also exceed 50 percent of the existing floor area and therefore 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.**

### Recommendation

Staff recommends that the Planning Commission adopt a resolution approving a use permit to remodel and add first- and second-story additions to an existing nonconforming single-story, single-family residence located on a substandard lot with regard to minimum lot width, depth and area in the R-1-U (Single Family Urban Residential) zoning district, at 108 Blackburn Avenue. The proposed work would exceed 50 percent of the replacement value of the existing nonconforming structure in a 12-month period, and would also exceed 50 percent of the existing floor area and therefore is considered equivalent to a new structure. The draft resolution, including the recommended actions and conditions of approval, is included as Attachment A.

### Policy Issues

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

### Background

#### *Site location*

The subject site is located at 108 Blackburn Avenue, on the north side of the street between Willow Road to the west and McKendry Drive to the east, in the Willows neighborhood. A location map is included as Attachment B. The parcel is within the "AE" zone established by the Federal Emergency Management Agency (FEMA).

The surrounding parcels are also R-1-U-zoned properties. South of the project site, where Willow Road

meets Middlefield Road, there are also parcels zoned C-1-A (Administrative and Professional), R-3 (Apartment) and C-MU (Neighborhood Mixed-Use). The properties within the immediate vicinity are developed with single-story, single-family residences predominantly in a ranch style, although a mix of single- and two-story developments are visible throughout the neighborhood that feature a variety of architectural styles including traditional, cottage, craftsman and contemporary homes.

## **Analysis**

### ***Project description***

The subject property is currently occupied by a 1,396-square-foot, single-story, single-family residence, originally built around 1947. The property is a substandard lot with a width of 55 feet where 65 feet is required, a lot depth of 99 feet where 100 feet is required, and a lot area of 5,433 square feet where a 7,000 is required. The applicant is proposing ground floor additions to the front and rear of the existing residence comprising approximately 486 square feet of living space, as well as remodeling and reconfiguring most of the single-story residence in order to build a new 961-square-foot second story.

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 55 feet, so the minimum side setback is 5.5 feet. A nonconforming wall on the left side of the residence is located 5 feet from the side property line and is proposed to remain.

The proposed additions and renovations would result in a four bedroom, three and a half-bathroom residence with an attached two-car garage. 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-side setback. Of particular note with regard to Zoning Ordinance requirements:

- The total proposed FAL would be 2,640 square feet, including an attached two-car garage, below the maximum floor area limit of 2,800 square feet for the site.
- The total proposed building coverage would be 1,742 square feet, or approximately 32 percent of the lot, where 1,905.1 square feet (35 percent) is permitted.
- The renovated residence would have a front setback of 20 feet where a minimum of 20 feet is required.
- The renovated residence would have a rear setback of 38.2 feet where a minimum of 20 feet is required.
- The proposed additions on the first floor right-side would have minimum setbacks of 5.5 feet, where a minimum of 5.5 feet is required.
- The second floor of the project would be 961 square feet where 1,400 square feet is permitted.
- The proposed residence would have a total height of approximately 25.5 feet where 28 feet is permitted.
- The proposed project would comply with the City's off-street parking requirement through two covered spaces located within the proposed attached garage.
- Two windows on the proposed left (east) elevation would have window sill height of two-feet, which would feature obscured glass on the lower half.

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 feature a mix of modern and contemporary California architectural styles with an updated roof design. The primary exterior material

would be smooth finish stucco, with some wood cladding to add variation, and composition shingles for the roof. Windows are proposed to be aluminum-clad with wood trim, clear glass and no lites or dividers. The second floor would be stepped back from the first floor on all four sides, which would help reduce the perception of mass. Sill heights for the second story windows on the right-side elevation would be six feet. The left-side elevation would include three windows with sill heights at two feet. Two of these windows would feature obscure glass on the lower portion of the window and the third window would be located within the stairwell, which creates an effective sill height of seven feet, six inches from the mid-stairwell landing. The two additional windows would contain sill heights of six feet. Staff believes the proposed side setbacks for the second story and the proposed sill heights and use of obscured glass would alleviate potential privacy concerns,

**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 five trees were assessed, which include three heritage trees, of which two (tree # 1 and 4) are proposed for removal (see Table 1). The proposed heritage tree removal permits (HTR2023-00219 and HTR2024-00040) were reviewed and conditionally approved by the City Arborist. To mitigate the proposed heritage tree removals, the proposed project would incorporate a 24-inch box Chinese Pistache in the rear yard and one 24-inch box Texas red oak at the front of the property. The replacement tree plan was reviewed and conditionally approved by the City Arborist. No appeals were filed for either of the heritage removal permits.

| Table 1: Tree summary and disposition |                       |                       |             |              |
|---------------------------------------|-----------------------|-----------------------|-------------|--------------|
| Tree number                           | Species               | Size (DBH, in inches) | Disposition | Notes        |
| 1*                                    | Valley Oak            | 6                     | Remove      | Non-Heritage |
| 2                                     | California Peppertree | 22                    | Retain      | Heritage     |
| 3**                                   | Coast Redwood         | 48                    | Retain      | Heritage     |
| 4                                     | Willow                | 22                    | Remove      | Heritage     |
| 5                                     | Callery Pear          | 12                    | Retain      | Non-Heritage |

\*denotes street trees

\*\*denotes tree shared with the neighbors

To protect the heritage and non-heritage trees on site, the arborist report has identified such measures as tree protection fencing, hand excavation near tree trunks, pruning of roots if found to be necessary then no more than two inches. All recommended tree protection measures identified in the arborist report would be implemented and ensured as part of condition 1h.

**Flood zone**

The subject property is located within the “AE” zone established by FEMA. Within this zone, flood proofing techniques are required for new construction and substantial improvements of existing structures. Stated in general terms, the finished floor must be at least one foot above the base flood elevation. The Public Works Department has reviewed and tentatively approved the proposal for compliance with FEMA regulations. The elevations and sections (Plan Sheet A11- A14 in Attachment A Exhibit A) show the base flood elevation (52.70 feet) in relation to the existing average natural grade (approximately 52.0 feet) and the finished floor

elevation (53.73 feet).

### **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 applicant proposes to add a new second-story on an existing single-story structure, the 50 percent threshold applies. The City has determined that the value of the proposed work for the project would exceed 50 percent of the replacement cost of the existing structure, at approximately 193 percent, and therefore requires use permit approval by the Planning Commission.

### **Correspondence**

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

### **Conclusion**

Staff believes that the design, scale, and materials of the proposal are generally compatible with the surrounding neighborhood, and would add to the architectural variation of the neighborhood. The proposed improvements to the existing structure have been designed with a mix of modern and contemporary California architectural styles. The architectural style would be generally attractive and well-proportioned, and the additional second floor setbacks along all four sides, window sill heights, and selective use of obscured glass would help reduce the massing. Staff recommends that the Planning Commission approve the proposed project.

### **Impact on City Resources**

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

### **Environmental Review**

The project is categorically exempt under Class 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:  
Fahteen Khan, Associate 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 A USE PERMIT TO REMODEL AND ADD FIRST AND SECOND-STORY ADDITIONS TO AN EXISTING NONCONFORMING SINGLE-STORY, SINGLE-FAMILY RESIDENCE ON A LOT THAT IS SUBSTANDARD WITH REGARD TO MINIMUM LOT WIDTH, DEPTH, AND AREA IN THE R-1-U (SINGLE FAMILY URBAN RESIDENTIAL) ZONING DISTRICT, AT 108 BLACKBURN AVENUE. THE PROPOSED WORK WOULD EXCEED 50 PERCENT OF THE REPLACEMENT VALUE OF THE EXISTING NONCONFORMING STRUCTURE OVER A 12-MONTH PERIOD. THE PROPOSED PROJECT WOULD ALSO EXCEED 50 PERCENT OF THE EXISTING FLOOR AREA AND THEREFORE IS CONSIDERED EQUIVALENT TO A NEW STRUCTURE.**

WHEREAS, the City of Menlo Park (“City”) received an application requesting a use permit to remodel and add 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, at 108 Blackburn Avenue. The proposed work would exceed 50 percent of the replacement value of the existing nonconforming structure in a 12-month period and would also exceed 50 percent of the existing floor area and therefore is considered equivalent to a new structure (collectively, the “Project”) from Rucha Shah (“Applicant”) on behalf of Vahid Talismitehrani (“Owner”) located at 108 Blackburn Avenue (APN 062-311-620) (“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 left side setback; and

WHEREAS, the value of the proposed first- and second-story additions and remodeling work would exceed 50 percent of the existing value in a 12-month period; and

WHEREAS, the additions would exceed 50 percent of the existing floor area and are therefore considered equivalent to a new structure; and

WHEREAS, the proposed additions would 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 Applicant applied for two heritage tree removal permits to remove one heritage sized tree located on the subject property and one street tree, which have been reviewed and conditionally approved with appropriate heritage tree replacements, by the City Arborist; and

WHEREAS, the Applicant submitted an arborist report prepared by Heartwood Consulting Arborist, 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 25, 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 50 percent of the replacement value of the existing structure over a 12-month period, and would also exceed 50 percent of the existing floor area and therefore is considered equivalent to a new 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 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 the required number of off-street parking spaces because one covered and one uncovered parking space would be required at a minimum, and two covered parking spaces are provided in an attached garage.
  - c. The proposed Project is designed to meet all the applicable codes and ordinances of the City of Menlo Park Municipal Code and the Commission concludes that the Project would not be detrimental to the health, safety, and welfare of the surrounding community as the 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.

Section 3. Conditional Use Permit. The Planning Commission approves Use Permit No. PLN2023-00041, 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 25, 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

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Kyle Perata  
Assistant Community Development Director  
City of Menlo Park

Exhibits

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

|   |  |  |   |  |   |            |       |        |           |              |            |       |       |          |  |  |  |              |           |  |  |  |             |            |          |  |  |        |           |          |  |  |             |            |                  |            |       |        |           |              |            |       |       |          |  |  |  |                    |           |  |  |  |                    |           |  |  |  |              |          |  |  |  |             |            |       |  |  |        |           |      |  |  |
|---|--|--|---|--|---|------------|-------|--------|-----------|--------------|------------|-------|-------|----------|--|--|--|--------------|-----------|--|--|--|-------------|------------|----------|--|--|--------|-----------|----------|--|--|-------------|------------|------------------|------------|-------|--------|-----------|--------------|------------|-------|-------|----------|--|--|--|--------------------|-----------|--|--|--|--------------------|-----------|--|--|--|--------------|----------|--|--|--|-------------|------------|-------|--|--|--------|-----------|------|--|--|
| <h1 style="text-align: center;">VAHID &amp; HALEH RESIDENCE</h1> <p style="text-align: center;"><b>SINGLE FAMILY NEW HOME</b></p>   |  | <h3 style="text-align: center;">VICINITY MAP</h3>  | <h3 style="text-align: center;">PARCEL MAP</h3>   | ISSUED / REVISED<br>REV 1 - 12-15-2023   |   |            |       |        |           |              |            |       |       |          |  |  |  |              |           |  |  |  |             |            |          |  |  |        |           |          |  |  |             |            |                  |            |       |        |           |              |            |       |       |          |  |  |  |                    |           |  |  |  |                    |           |  |  |  |              |          |  |  |  |             |            |       |  |  |        |           |      |  |  |
| <h4>PROJECT SUMMERY</h4>  | <h4>APPLICABLE CODES</h4>  | <p style="text-align: center;"><b>108 BLACKBURN AVE</b></p>  | <p style="text-align: center;"><b>108 BLACKBURN AVE</b></p>   | REV 1 - 12-15-2023   |   |            |       |        |           |              |            |       |       |          |  |  |  |              |           |  |  |  |             |            |          |  |  |        |           |          |  |  |             |            |                  |            |       |        |           |              |            |       |       |          |  |  |  |                    |           |  |  |  |                    |           |  |  |  |              |          |  |  |  |             |            |       |  |  |        |           |      |  |  |
| <p><b>- ZONING : R1</b></p> <p><b>- A.P.N. # 623-11-620</b></p> <p><b>- BUILDING OCCUPANCY : R-1/U</b></p> <p><b>- TYPE OF CONST : TYPE V-B</b></p> <p><b>- NET LOT AREA : 5445 SQ. FT</b></p> <p><b>- EXISTING</b><br/>                 3 BEDROOMS, 1 BATHROOM, LIVING, DINING, KITCHEN.</p> <p><b>- PROPOSED: ADDITION</b><br/>                 4 BEDROOMS, 3.5 BATHROOM, LAUNDRY, WIC, LIVING, KITCHEN, DINING, FAMILY AREA.</p>   | <ul style="list-style-type: none"> <li>• 2022 CALIFORNIA BUILDING CODE</li> <li>• 2022 CALIFORNIA RESIDENTIAL CODE</li> <li>• 2022 CALIFORNIA ELECTRICAL CODE</li> <li>• 2022 CALIFORNIA MECHANICAL CODE</li> <li>• 2022 CALIFORNIA PLUMBING CODE</li> <li>• 2022 CALIFORNIA FIRE CODE</li> <li>• 2022 CALIFORNIA GREEN BUILDING STANDARDS CODE (CALGREEN)</li> <li>• 2022 CALIFORNIA ENERGY CODE</li> </ul>   |  |   | <h4 style="text-align: center;">SHAH DESIGNS</h4> <p style="text-align: center;">RUCHA SHAH<br/>                 12661 SHERRE CT,<br/>                 SAN JOSE, CA 95127<br/>                 PHONE 408-638-7464<br/>                 shahdesigns2015@gmail.com</p>   |   |            |       |        |           |              |            |       |       |          |  |  |  |              |           |  |  |  |             |            |          |  |  |        |           |          |  |  |             |            |                  |            |       |        |           |              |            |       |       |          |  |  |  |                    |           |  |  |  |                    |           |  |  |  |              |          |  |  |  |             |            |       |  |  |        |           |      |  |  |
| <h4>NOTES</h4>  | <h4>PROJECT DATA</h4>  | <h4>A.P.N. # 623-11-620</h4>   | <h4>SCOPE OF WORK</h4>  | RESERVES ITS COMMON LAW COPYRIGHT RIGHTS IN THESE PLANS. THESE PLANS ARE NOT TO BE REPRODUCED, CHANGED OR COPIED, NOR ARE THEY TO BE ASSIGNED TO A THIRD PARTY WITHOUT THE WRITTEN PERMISSION CONSENT OF THE DESIGNER.   |   |            |       |        |           |              |            |       |       |          |  |  |  |              |           |  |  |  |             |            |          |  |  |        |           |          |  |  |             |            |                  |            |       |        |           |              |            |       |       |          |  |  |  |                    |           |  |  |  |                    |           |  |  |  |              |          |  |  |  |             |            |       |  |  |        |           |      |  |  |
| <ul style="list-style-type: none"> <li>• THE PROJECT WILL BE DESIGNED TO COMPLY WITH THE CITY'S FLOOD DAMAGE PREVENTION ORDINANCE, CHAPTER 12, SECTION 42</li> <li>• ANY FRONTAGE IMPROVEMENTS WHICH ARE DAMAGED AS A RESULT OF CONSTRUCTION WILL BE REQUIRED TO BE REPLACED. ALL FRONTAGE IMPROVEMENT WORK SHALL BE IN ACCORDANCE WITH THE LATEST VERSION OF THE CITY STANDARD DETAILS.</li> <li>• AN ENCROACHMENT PERMIT FROM THE ENGINEERING DIVISION IS REQUIRED PRIOR TO ANY CONSTRUCTION ACTIVITIES, INCLUDING UTILITY LATERALS, IN THE PUBLIC RIGHT OF WAY.</li> <li>• I HAVE COMPLIED WITH THE CRITERIA OF THE WATER CONSERVATION IN LANDSCAPE ORDINANCE AND HAVE APPLIED THEM FOR THE EFFICIENT USE OF WATER IN THE LANDSCAPE AND IRRIGATION DESIGN PLAN."</li> <li>• "A 3" LAYER OF MULCH SHALL BE APPLIED TO ALL EXPOSED PLANTING SURFACES WITH THE EXCEPTION OF TURF."</li> </ul> | <p><b>LOCATION:</b> 108 BLACKBURN AVE, MENLO PARK, CA 94025, USA</p> <p><b>EXISTING USE:</b> SINGLE FAMILY RESIDENCE<br/> <b>PROPOSED USE:</b> SINGLE FAMILY RESIDENCE</p> <p><b>APPLICANT:</b> VAHID &amp; HALEH<br/> <b>PROPERTY OWNER:</b> VAHID &amp; HALEH</p> <p><b>ZONING:</b> R1<br/> <b>LOT AREA:</b> 5445.00</p> <p><b>FRONT SETBACK:</b> 20' - 0"<br/> <b>REAR SETBACK:</b> 38' - 2"<br/> <b>RIGHT SETBACK:</b> 4' - 11"<br/> <b>LEFT SETBACK:</b> 5' - 6"</p> <p><b>ZONE - AE</b><br/> <b>BASE FLOOD ELEVATION BFE - 52.7 NAVD88,</b><br/> <b>DESIGN FLOOD ELEVATION DFE - 53.7 NAVD88</b></p> <p><b>EXISTING DEVELOPMENT</b></p> <table border="0" style="width: 100%;"> <tr> <td>LIVING AREA</td> <td>1146.00 SF</td> <td>TOTAL FLOOR AREA</td> <td>1146.00 SF</td> <td>21.0%</td> </tr> <tr> <td>GARAGE</td> <td>221.00 SF</td> <td>LOT COVERAGE</td> <td>1414.00 SF</td> <td>26.0%</td> </tr> <tr> <td>PORCH</td> <td>47.00 SF</td> <td></td> <td></td> <td></td> </tr> <tr> <td>BLDG. HIEGHT</td> <td>13' - 10"</td> <td></td> <td></td> <td></td> </tr> <tr> <td>LANDSCAPING</td> <td>3076.00 SF</td> <td>56.5% SF</td> <td></td> <td></td> </tr> <tr> <td>PAVING</td> <td>955.00 SF</td> <td>17.5% SF</td> <td></td> <td></td> </tr> </table> <p><b>PROPOSED DEVELOPMENT</b></p> <table border="0" style="width: 100%;"> <tr> <td>LIVING AREA</td> <td>1089.00 SF</td> <td>TOTAL FLOOR AREA</td> <td>1742.00 SF</td> <td>32.0%</td> </tr> <tr> <td>GARAGE</td> <td>441.00 SF</td> <td>LOT COVERAGE</td> <td>2703.00 SF</td> <td>49.6%</td> </tr> <tr> <td>PORCH</td> <td>63.00 SF</td> <td></td> <td></td> <td></td> </tr> <tr> <td>NEW FF LIVING ADD.</td> <td>149.00 SF</td> <td></td> <td></td> <td></td> </tr> <tr> <td>NEW SF LIVING ADD.</td> <td>961.00 SF</td> <td></td> <td></td> <td></td> </tr> <tr> <td>BLDG. HIEGHT</td> <td>25' - 7"</td> <td></td> <td></td> <td></td> </tr> <tr> <td>LANDSCAPING</td> <td>3230.00 SF</td> <td>59.3%</td> <td></td> <td></td> </tr> <tr> <td>PAVING</td> <td>473.00 SF</td> <td>8.7%</td> <td></td> <td></td> </tr> </table> | LIVING AREA  | 1146.00 SF  |  | TOTAL FLOOR AREA  | 1146.00 SF | 21.0% | GARAGE | 221.00 SF | LOT COVERAGE | 1414.00 SF | 26.0% | PORCH | 47.00 SF |  |  |  | BLDG. HIEGHT | 13' - 10" |  |  |  | LANDSCAPING | 3076.00 SF | 56.5% SF |  |  | PAVING | 955.00 SF | 17.5% SF |  |  | LIVING AREA | 1089.00 SF | TOTAL FLOOR AREA | 1742.00 SF | 32.0% | GARAGE | 441.00 SF | LOT COVERAGE | 2703.00 SF | 49.6% | PORCH | 63.00 SF |  |  |  | NEW FF LIVING ADD. | 149.00 SF |  |  |  | NEW SF LIVING ADD. | 961.00 SF |  |  |  | BLDG. HIEGHT | 25' - 7" |  |  |  | LANDSCAPING | 3230.00 SF | 59.3% |  |  | PAVING | 473.00 SF | 8.7% |  |  |
| LIVING AREA   | 1146.00 SF   | TOTAL FLOOR AREA   | 1146.00 SF  | 21.0%  |   |            |       |        |           |              |            |       |       |          |  |  |  |              |           |  |  |  |             |            |          |  |  |        |           |          |  |  |             |            |                  |            |       |        |           |              |            |       |       |          |  |  |  |                    |           |  |  |  |                    |           |  |  |  |              |          |  |  |  |             |            |       |  |  |        |           |      |  |  |
| GARAGE  | 221.00 SF  | LOT COVERAGE   | 1414.00 SF  | 26.0%  |   |            |       |        |           |              |            |       |       |          |  |  |  |              |           |  |  |  |             |            |          |  |  |        |           |          |  |  |             |            |                  |            |       |        |           |              |            |       |       |          |  |  |  |                    |           |  |  |  |                    |           |  |  |  |              |          |  |  |  |             |            |       |  |  |        |           |      |  |  |
| PORCH   | 47.00 SF   |  |   |  |   |            |       |        |           |              |            |       |       |          |  |  |  |              |           |  |  |  |             |            |          |  |  |        |           |          |  |  |             |            |                  |            |       |        |           |              |            |       |       |          |  |  |  |                    |           |  |  |  |                    |           |  |  |  |              |          |  |  |  |             |            |       |  |  |        |           |      |  |  |
| BLDG. HIEGHT  | 13' - 10"  |  |   |  |   |            |       |        |           |              |            |       |       |          |  |  |  |              |           |  |  |  |             |            |          |  |  |        |           |          |  |  |             |            |                  |            |       |        |           |              |            |       |       |          |  |  |  |                    |           |  |  |  |                    |           |  |  |  |              |          |  |  |  |             |            |       |  |  |        |           |      |  |  |
| LANDSCAPING   | 3076.00 SF   | 56.5% SF   |   |  |   |            |       |        |           |              |            |       |       |          |  |  |  |              |           |  |  |  |             |            |          |  |  |        |           |          |  |  |             |            |                  |            |       |        |           |              |            |       |       |          |  |  |  |                    |           |  |  |  |                    |           |  |  |  |              |          |  |  |  |             |            |       |  |  |        |           |      |  |  |
| PAVING  | 955.00 SF  | 17.5% SF   |   |  |   |            |       |        |           |              |            |       |       |          |  |  |  |              |           |  |  |  |             |            |          |  |  |        |           |          |  |  |             |            |                  |            |       |        |           |              |            |       |       |          |  |  |  |                    |           |  |  |  |                    |           |  |  |  |              |          |  |  |  |             |            |       |  |  |        |           |      |  |  |
| LIVING AREA   | 1089.00 SF   | TOTAL FLOOR AREA   | 1742.00 SF  | 32.0%  |   |            |       |        |           |              |            |       |       |          |  |  |  |              |           |  |  |  |             |            |          |  |  |        |           |          |  |  |             |            |                  |            |       |        |           |              |            |       |       |          |  |  |  |                    |           |  |  |  |                    |           |  |  |  |              |          |  |  |  |             |            |       |  |  |        |           |      |  |  |
| GARAGE  | 441.00 SF  | LOT COVERAGE   | 2703.00 SF  | 49.6%  |   |            |       |        |           |              |            |       |       |          |  |  |  |              |           |  |  |  |             |            |          |  |  |        |           |          |  |  |             |            |                  |            |       |        |           |              |            |       |       |          |  |  |  |                    |           |  |  |  |                    |           |  |  |  |              |          |  |  |  |             |            |       |  |  |        |           |      |  |  |
| PORCH   | 63.00 SF   |  |   |  |   |            |       |        |           |              |            |       |       |          |  |  |  |              |           |  |  |  |             |            |          |  |  |        |           |          |  |  |             |            |                  |            |       |        |           |              |            |       |       |          |  |  |  |                    |           |  |  |  |                    |           |  |  |  |              |          |  |  |  |             |            |       |  |  |        |           |      |  |  |
| NEW FF LIVING ADD.  | 149.00 SF  |  |   |  |   |            |       |        |           |              |            |       |       |          |  |  |  |              |           |  |  |  |             |            |          |  |  |        |           |          |  |  |             |            |                  |            |       |        |           |              |            |       |       |          |  |  |  |                    |           |  |  |  |                    |           |  |  |  |              |          |  |  |  |             |            |       |  |  |        |           |      |  |  |
| NEW SF LIVING ADD.  | 961.00 SF  |  |   |  |   |            |       |        |           |              |            |       |       |          |  |  |  |              |           |  |  |  |             |            |          |  |  |        |           |          |  |  |             |            |                  |            |       |        |           |              |            |       |       |          |  |  |  |                    |           |  |  |  |                    |           |  |  |  |              |          |  |  |  |             |            |       |  |  |        |           |      |  |  |
| BLDG. HIEGHT  | 25' - 7"   |  |   |  |   |            |       |        |           |              |            |       |       |          |  |  |  |              |           |  |  |  |             |            |          |  |  |        |           |          |  |  |             |            |                  |            |       |        |           |              |            |       |       |          |  |  |  |                    |           |  |  |  |                    |           |  |  |  |              |          |  |  |  |             |            |       |  |  |        |           |      |  |  |
| LANDSCAPING   | 3230.00 SF   | 59.3%  |   |  |   |            |       |        |           |              |            |       |       |          |  |  |  |              |           |  |  |  |             |            |          |  |  |        |           |          |  |  |             |            |                  |            |       |        |           |              |            |       |       |          |  |  |  |                    |           |  |  |  |                    |           |  |  |  |              |          |  |  |  |             |            |       |  |  |        |           |      |  |  |
| PAVING  | 473.00 SF  | 8.7%   |   |  |   |            |       |        |           |              |            |       |       |          |  |  |  |              |           |  |  |  |             |            |          |  |  |        |           |          |  |  |             |            |                  |            |       |        |           |              |            |       |       |          |  |  |  |                    |           |  |  |  |                    |           |  |  |  |              |          |  |  |  |             |            |       |  |  |        |           |      |  |  |
|   |  | <h4>DRAWING INDEX</h4>   | <h4 style="text-align: center;">SHAH DESIGNS</h4> <p style="text-align: center;">DRAWN : AJ<br/>                 CHECKED : RS<br/>                 SCALE :<br/>                 DATE : 12-15-2023</p> <h1 style="text-align: center;">A0</h1> |  |   |            |       |        |           |              |            |       |       |          |  |  |  |              |           |  |  |  |             |            |          |  |  |        |           |          |  |  |             |            |                  |            |       |        |           |              |            |       |       |          |  |  |  |                    |           |  |  |  |                    |           |  |  |  |              |          |  |  |  |             |            |       |  |  |        |           |      |  |  |
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EXISTING  
SITE PLAN  
3/16"=1'-0"  
APN 213-17-032

0 4' 8' 16'

BLACKBURN AVE

**SITE ANALYSIS  
ZONING - R1**

|                             |                 |
|-----------------------------|-----------------|
| LOT AREA:                   | 5445 SF         |
| PROPOSED FIRST FLOOR AREA:  | 1742 SF         |
| PROPOSED SECOND FLOOR AREA: | 961 SF          |
| TOTAL PROPOSED FLOOR AREA:  | 2703 SF         |
| LAND COVER BY STRUCTURE:    | 1742 SF (32.0%) |
| LANDSCAPING:                | 2898 SF (53.2%) |
| PAVED SURFACE:              | 805 SF (14.8%)  |
| PARKING SPACE:              | 2 COV/1 UNCOV   |

ALL GRADES REMAIN TO NATURAL

PROPOSED  
SITE PLAN  
3/16"=1'-0"  
APN 213-17-032

0 4' 8' 16'

BLACKBURN AVE

ISSUED / REVISED

REV 1 - 12-15-2023

REV 2 - 02-13-2024

**SHAH DESIGNS**

RESERVES ITS COMMON LAW COPYRIGHT RIGHTS IN THESE PLANS. THESE PLANS ARE NOT TO BE REPRODUCED, CHANGED OR COPIED NOR ARE THEY TO BE ASSIGNED TO A THIRD PARTY WITHOUT THE WRITTEN PERMISSION CONSENT OF THE DESIGNER.

**SINGLE FAMILY RESIDENCE**

**SHAH DESIGNS**

DRAWN : AJ

CHECKED : RS

SCALE : 3/16"=12"

DATE : 12-15-2023

**A1**

RUCHA SHAH  
17631 SHERBEE CT.  
SAN JOSE, CA 95137  
PHONE 408-838-7464  
shahdesigns2015@gmail.com

108  
STREET  
CITY  
ZIP CODE

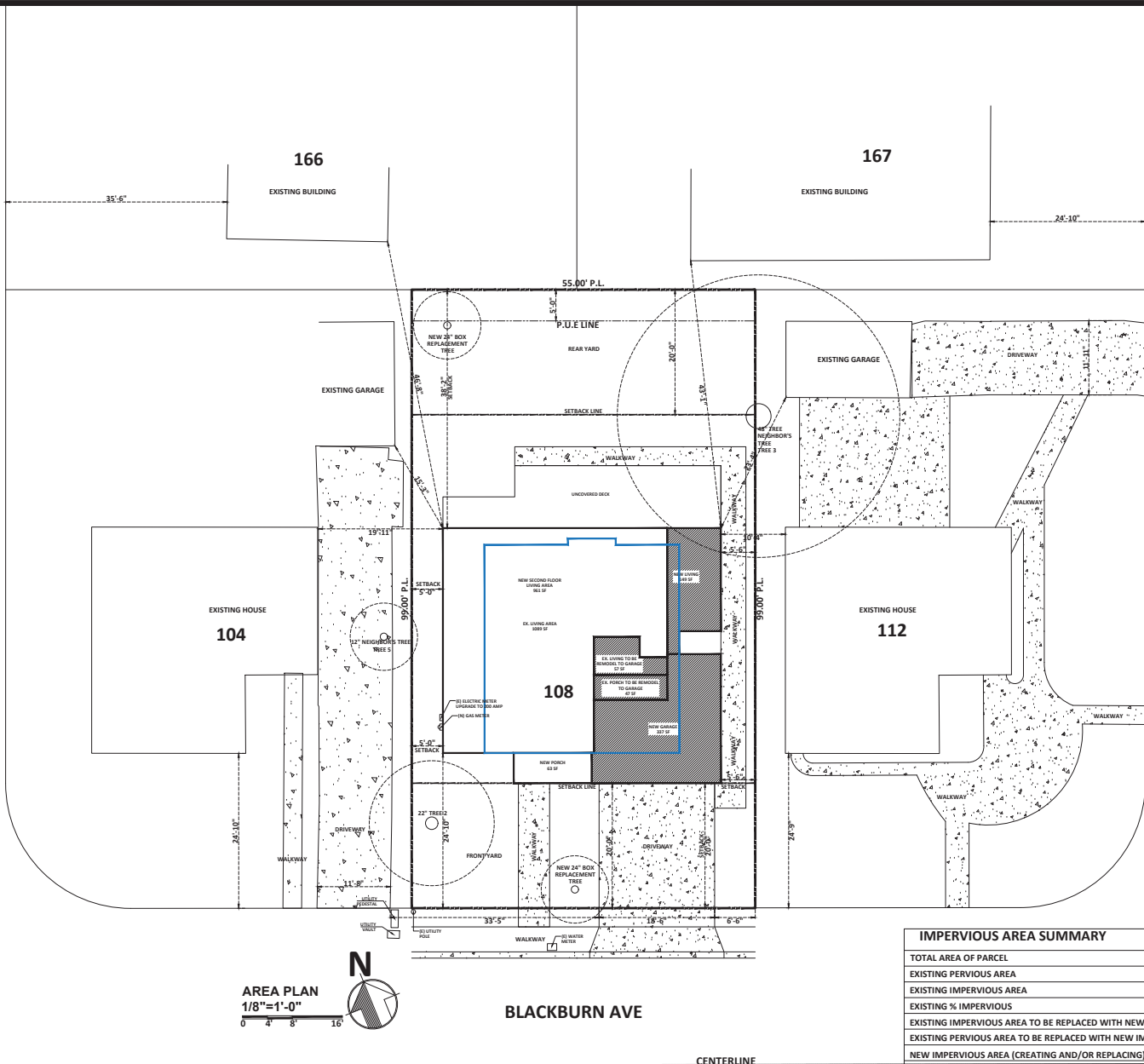
BLACKBURN AVE,  
MENLO PARK, CA  
94025

WILLOW RD

WILLOW RD

MCKENDRY DR

MCKENDRY DR



BLACKBURN AVE

CENTERLINE

**IMPERVIOUS AREA SUMMARY**

|  |               |             |
|--|---------------|-------------|
| TOTAL AREA OF PARCEL   | A =           | 5445 SF     |
| EXISTING PERVIOUS AREA   | B =           | 3076 SF     |
| EXISTING IMPERVIOUS AREA   | C =           | 2369 SF     |
| EXISTING % IMPERVIOUS  | (C ÷ A x 100) | D = 43.51%  |
| EXISTING IMPERVIOUS AREA TO BE REPLACED WITH NEW IMPERVIOUS AREA | E =           | 771 SF      |
| EXISTING PERVIOUS AREA TO BE REPLACED WITH NEW IMPERVIOUS AREA   | F =           | 580 SF      |
| NEW IMPERVIOUS AREA (CREATING AND/OR REPLACING)                  | (E + F)       | G = 1350 SF |
| EXISTING IMPERVIOUS AREA TO BE REPLACED WITH NEW PERVIOUS AREA   | H =           | 402 SF      |
| NET CHANGE IN IMPERVIOUS AREA                                    | (F - H)       | I = 178 SF  |
| PROPOSED PERVIOUS AREA   | (B - I)       | J = 2898 SF |
| PROPOSED IMPERVIOUS AREA   | (C + I)       | K = 2547 SF |
| PROPOSED % IMPERVIOUS AREA                                       | (K ÷ A x 100) | L = 46.78%  |

ISSUED / REVISED

REV 1 - 12-15-2023

REV 2 - 02-13-2024

**SHAH DESIGNS**

RUCHA SHAH  
 12631 SHEREE CT.  
 SAN JOSE, CA 95137  
 PHONE 408-838-7464  
 shahdesigns2015@gmail.com

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**SINGLE FAMILY RESIDENCE**

NO. 108  
 STREET BLACKBURN AVE,  
 CITY MENLO PARK, CA  
 ZIP CODE 94025

**SHAH DESIGNS**

DRAWN : AJ

CHECKED : RS

SCALE : 1/8"=12"

DATE : 12-15-2023

**A2**

**SHAH DESIGNS**

RUCHA SHAH  
12631 SHERE CT,  
SAN JOSE, CA 95127  
PHONE 408-638-7464  
shahdesigns2015@gmail.com

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**SINGLE FAMILY RESIDENCE**

NO. 108  
STREET BLACKBURN AVE,  
CITY MENLO PARK, CA  
ZIPCODE 94025

**SHAH DESIGNS**

DRAWN : AJ  
CHECKED : RS  
SCALE :  
DATE : 12-15-2023

**A3**



104 BLACKBURN AVE

108 BLACKBURN AVE

112 BLACKBURN AVE

**STREETSCAPE ELEVATION**

# TOPOGRAPHIC SURVEY

## 108 BLACKBURN AVE MENLO PARK, CA 94025 APN 062-311-620

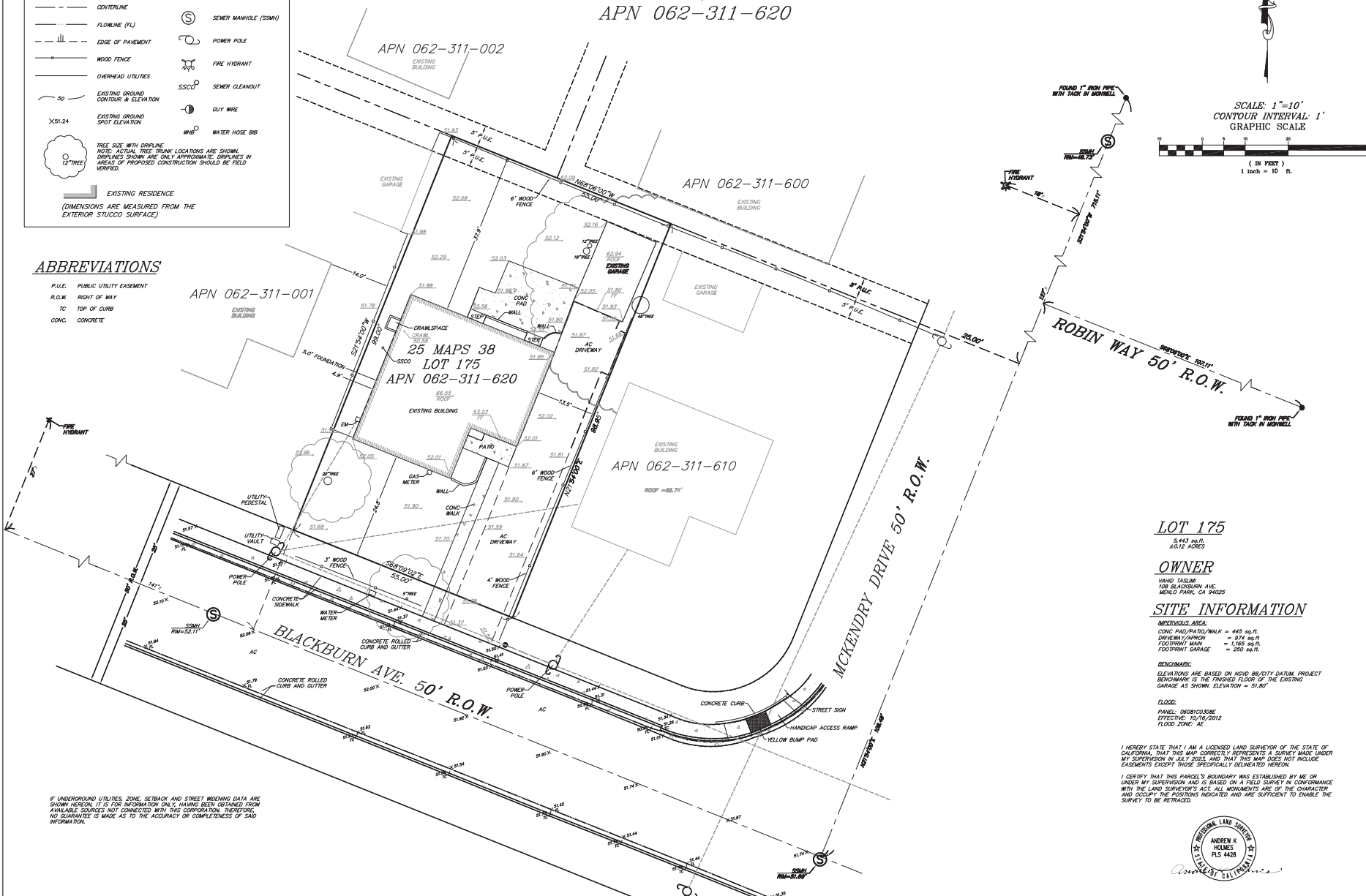
### LEGEND

|  |   |  |                      |
|--|---|--|----------------------|
|  | PROPERTY LINE   |  | GAS METER            |
|  | ADJACENT PROPERTY LINE  |  | ELECTRIC METER       |
|  | CENTERLINE  |  | SEWER MANHOLE (SSMH) |
|  | FLOWLINE (FL)   |  | POWER POLE           |
|  | EDGE OF PAVEMENT  |  | FIRE HYDRANT         |
|  | WOOD FENCE  |  | SEWER CLEANOUT       |
|  | OVERHEAD UTILITIES  |  | GUY WIRE             |
|  | EXISTING GROUND CONTOUR & ELEVATION   |  | WATER HOSE BIB       |
|  | EXISTING GROUND SPOT ELEVATION  |  |                      |
|  | TREE SIZE WITH DRILL LINE<br>NOTE: ACTUAL TREE TRUNK LOCATIONS ARE SHOWN. DRILL LINES SHOWN ARE ONLY APPROXIMATE. DRILL LINES IN AREAS OF PROPOSED CONSTRUCTION SHOULD BE FIELD VERIFIED. |  |                      |

EXISTING RESIDENCE  
(DIMENSIONS ARE MEASURED FROM THE EXTERIOR STUCCO SURFACE)

### ABBREVIATIONS

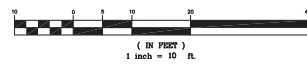
P.U.E. PUBLIC UTILITY EASEMENT  
R.O.W. RIGHT OF WAY  
TC TOP OF CURB  
CONC. CONCRETE



ROBIN WAY 50' R.O.W.  
MCKENDRY DRIVE 50' R.O.W.  
BLACKBURN AVE. 50' R.O.W.



SCALE: 1"=10'  
CONTOUR INTERVAL: 1'  
GRAPHIC SCALE



**LOT 175**  
±.443 ACRES  
±0.12 ACRES

**OWNER**  
VAHD TASHAM  
108 BLACKBURN AVE  
MENLO PARK, CA 94025

**SITE INFORMATION**

IMPROVED AREA:  
CONC. PAD/PARTIAL WALK = 445 sq.ft.  
DRIVEWAY/APPON = 974 sq.ft.  
FOOTPRINT MAIN = 1,185 sq.ft.  
FOOTPRINT GARAGE = 250 sq.ft.

BENCHMARK:  
ELEVATIONS ARE BASED ON NOVD 88/CITY DATUM. PROJECT BENCHMARK IS THE FINISHED FLOOR OF THE EXISTING GARAGE AS SHOWN. ELEVATION = 51.80'

FLOOD:  
PANEL: 08013030E  
EFFECTIVE: 10/16/2012  
FLOOD ZONE: AE

I HEREBY STATE THAT I AM A LICENSED LAND SURVEYOR OF THE STATE OF CALIFORNIA, THAT THIS MAP CORRECTLY REPRESENTS A SURVEY MADE UNDER MY SUPERVISION IN JULY 2023, AND THAT THIS MAP DOES NOT INCLUDE EASEMENTS EXCEPT THOSE SPECIFICALLY DELINEATED HEREON.

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



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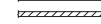
| REVISIONS | BY |
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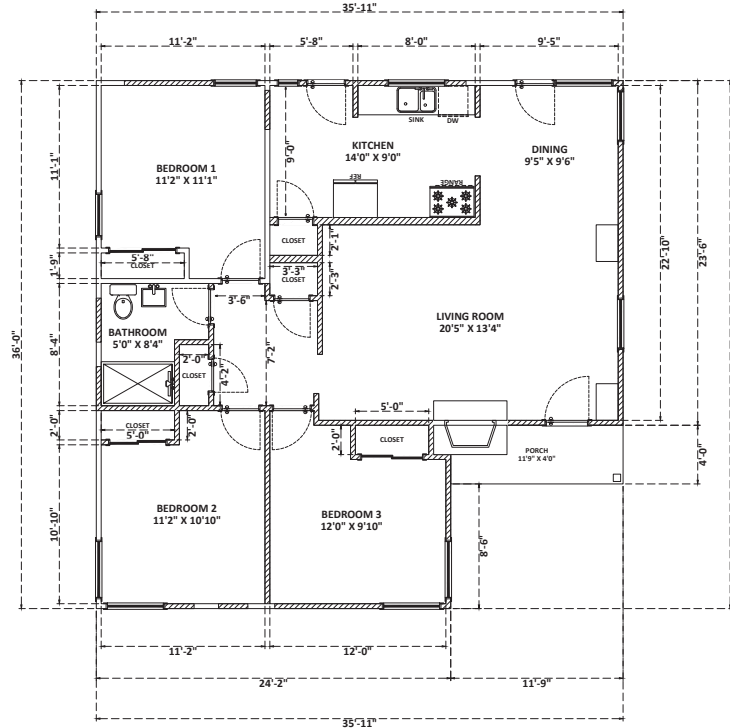
PREPARED FOR:  
PROJECT NO. 175  
108 BLACKBURN AVE.  
MENLO PARK, CA 94025

LOT 175, 25 MAPS 38  
 TOPOGRAPHIC SURVEY  
 MENLO PARK, SAN MATEO COUNTY, STATE OF CALIFORNIA

|              |         |
|--------------|---------|
| DATE         | 7/7/23  |
| SCALE        | 1"=10'  |
| DRAWN        | TJP     |
| JOB NO.      | 09.2341 |
| SHEET        | 1       |
| TOTAL SHEETS | 1 OF 1  |

**WALL LEGEND**

-  EXISTING WALL
-  WALL REMOVAL



**EXISTING FLOOR PLAN**

1/4" = 1'0"

ISSUED / REVISED

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|  |

**SHAH DESIGNS**

RUCHA SHAH  
12631 SHERRE CT,  
SAN JOSE, CA 95127  
PHONE 408-638-7464  
shahdesigns2015@gmail.com

RESERVES ITS COMMON LAW COPYRIGHT RIGHTS IN THESE PLANS. THESE PLANS ARE NOT TO BE REPRODUCED, CHANGED OR COPIED NOR ARE THEY TO BE ASSIGNED TO A THIRD PARTY WITHOUT THE WRITTEN PERMISSION CONSENT OF THE DESIGNER.

**SINGLE FAMILY RESIDENCE**

108  
BLACKBURN AVE,  
MENLO PARK, CA  
94025

**SHAH DESIGNS**

DRAWN : AJ  
CHECKED : RS  
SCALE : 1/4"=12"  
DATE : 12-15-2023

**A4**

**WALL LEGEND**  
 ——— EXISTING WALL  
 ——— NEW WALL

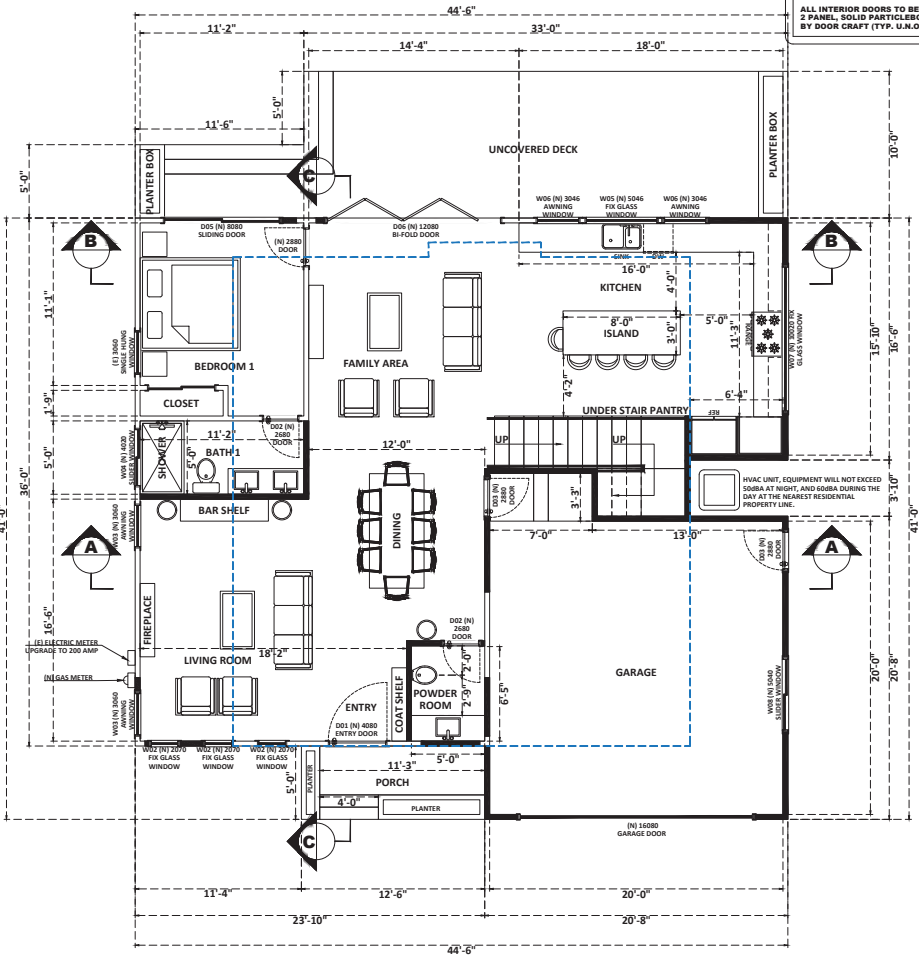
**DOOR SCHEDULE**

| SYM | Q. | SIZE         | MATERIAL  | THICKNESS | COMMENTS          |
|-----|----|--------------|-----------|-----------|-------------------|
| D01 | 1  | 4'-0"x8'-0"  | WOOD      | 1-3/8"    | ENTRY GLAZED DOOR |
| D02 | 4  | 2'-6"x8'-0"  | WOOD      | 1-3/8"    | SINGLE HINGE DOOR |
| D03 | 6  | 2'-8"x8'-0"  | WOOD      | 1-3/8"    | SINGLE HINGE DOOR |
| D05 | 1  | 8'-0"x8'-0"  | ALUMINIUM | 1-3/8"    | SLIDING DOOR      |
| D06 | 1  | 12'-0"x8'-0" | ALUMINIUM | 1-3/8"    | BI-FOLD DOOR      |
| D08 | 1  | 2'-4"x8'-0"  | WOOD      | 1-3/8"    | SINGLE HINGE DOOR |
| D09 | 1  | 2'-4"x8'-0"  | WOOD      | 1-3/8"    | POCKET DOOR       |
| D10 | 1  | 3'-0"x8'-0"  | WOOD      | 1-3/8"    | DOUBLE HINGE DOOR |

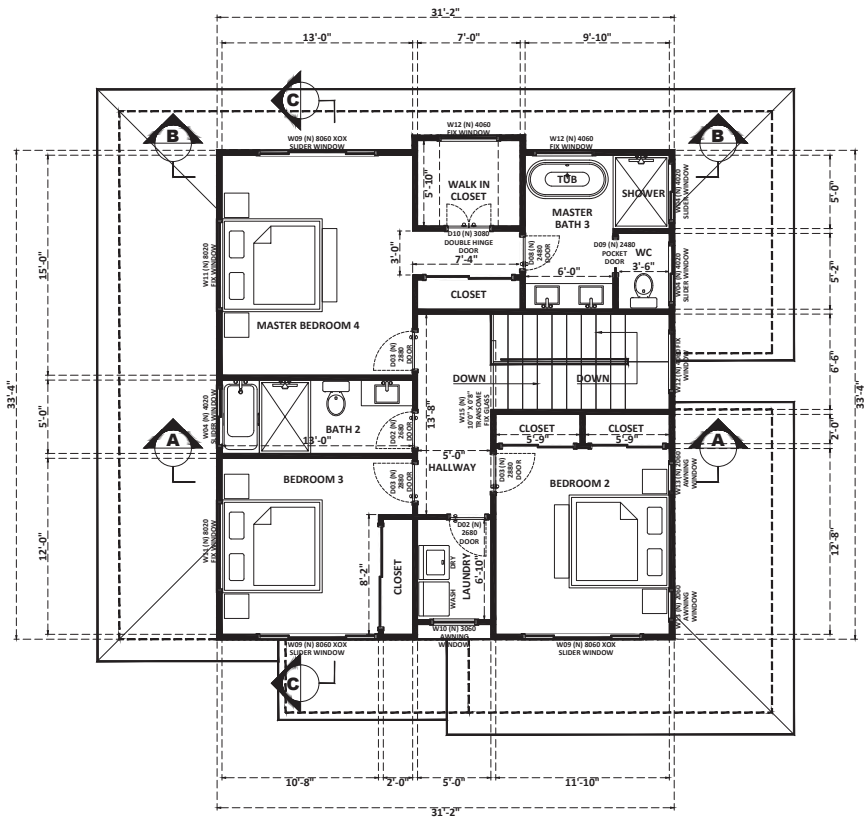
ALL DOORS ARE TO BE PRE-HUNG & DRILLED TO ACCEPT DOOR HARDWARE.  
 ALL INTERIOR DOORS TO BE CONTINENTAL 2 PANEL SOLID PARTICLEBOARD CORE, BY DOOR CRAFT (TYP. U.N.G.)  
 ALL THRESHOLDS ARE TO BE BRONZE ANODIZED ALUMINIUM  
 ALL CASING TO BE 3-1/4" #1212-S BY WHITE BROTHERS

**WINDOW SCHEDULE**

| SYM | Q. | SIZE         | MATERIAL    | THICKNESS | COMMENTS           |
|-----|----|--------------|-------------|-----------|--------------------|
| W01 | 1  | 1'-0"x8'-0"  | FIBER GLASS | 1-1/8"    | FIX GLASS          |
| W02 | 3  | 2'-0"x7'-0"  | FIBER GLASS | 1-1/8"    | FIX GLASS          |
| W03 | 2  | 3'-0"x6'-0"  | FIBER GLASS | 1-1/8"    | AWNING WINDOW      |
| W04 | 4  | 4'-0"x2'-0"  | FIBER GLASS | 1-1/8"    | SLIDER WINDOW      |
| W05 | 1  | 5'-0"x4'-6"  | FIBER GLASS | 1-1/8"    | FIX GLASS WINDOW   |
| W06 | 2  | 3'-0"x4'-6"  | FIBER GLASS | 1-1/8"    | AWNING WINDOW      |
| W07 | 1  | 10'-0"x2'-0" | FIBER GLASS | 1-1/8"    | FIX GLASS WINDOW   |
| W08 | 1  | 5'-0"x4'-0"  | FIBER GLASS | 1-1/8"    | SLIDER WINDOW      |
| W09 | 3  | 8'-0"x6'-0"  | FIBER GLASS | 1-1/8"    | XOX SLIDER WINDOW  |
| W10 | 1  | 3'-0"x6'-0"  | FIBER GLASS | 1-1/8"    | AWNING WINDOW      |
| W11 | 2  | 8'-0"x2'-0"  | FIBER GLASS | 1-1/8"    | FIX GLASS WINDOW   |
| W12 | 3  | 4'-0"x6'-0"  | FIBER GLASS | 1-1/8"    | FIX GLASS WINDOW   |
| W13 | 2  | 2'-0"x6'-0"  | FIBER GLASS | 1-1/8"    | AWNING - OBSCURE   |
| W14 | 1  | 10'-0"x0'-8" | FIBER GLASS | 1-1/8"    | TRANSOME FIX GLASS |



**PROPOSED FIRST FLOOR PLAN**  
 1/4" = 1'0"



**PROPOSED SECOND FLOOR PLAN**  
 1/4" = 1'0"

ISSUED / REVISED  
 REV 1 - 12-15-2023

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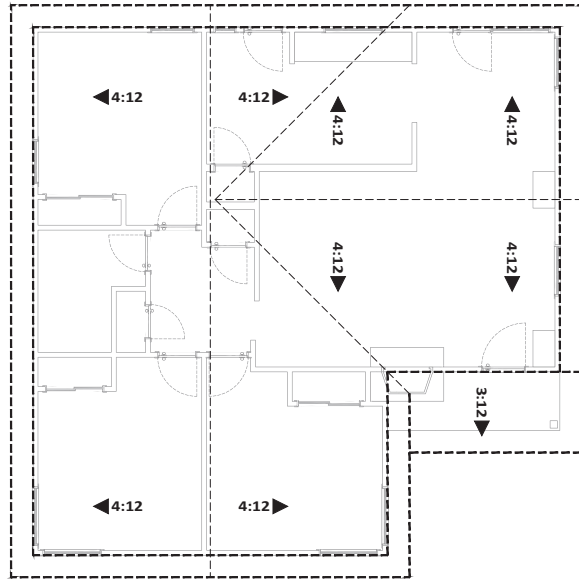
**SINGLE FAMILY RESIDENCE**  
 NO. 108  
 STREET BLACKBURN AVE,  
 CITY MENLO PARK, CA  
 ZIP CODE 94025

**SHAH DESIGNS**

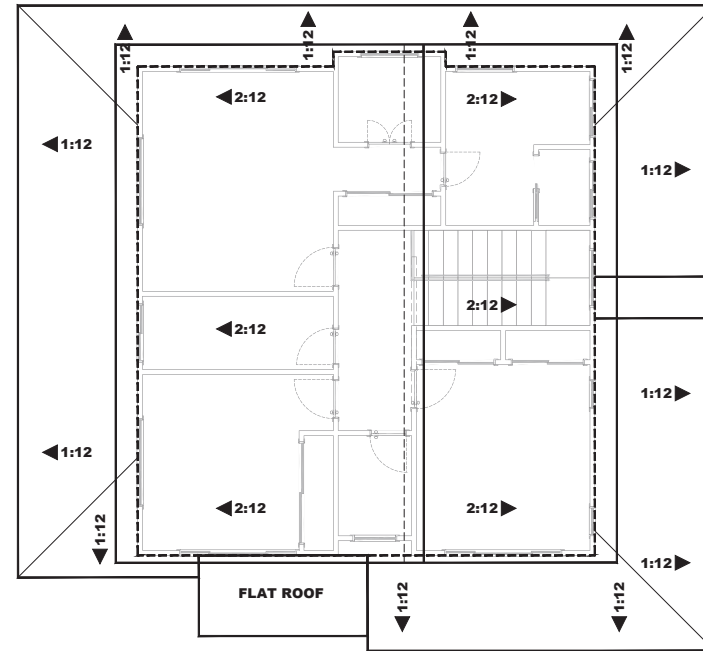
DRAWN : AJ  
 CHECKED : RS  
 SCALE : 1/4"=12"  
 DATE : 12-15-2023

**A5**





**EXISTING ROOF PLAN**  
1/4" = 1'0"



**PROPOSED ROOF PLAN**  
1/4" = 1'0"

ISSUED / REVISED

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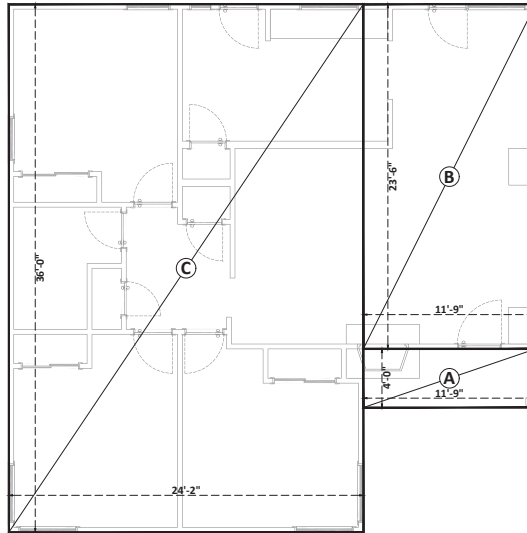
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CITY MENLO PARK, CA  
ZIP CODE 94025

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CHECKED : RS  
SCALE : 1/4"=12"  
DATE : 12-15-2023

**A6**

| AREA              | DIMENSIONS      | SF.            | TITLE         |
|-------------------|-----------------|----------------|---------------|
| A                 | 11'-9" X 4'-0"  | 47 SF          | PORCH         |
| B                 | 11'-9" X 23'-6" | 276 SF         | LIVING        |
| C                 | 24'-2" X 36'-0" | 870 SF         | LIVING        |
| <b>TOTAL AREA</b> |                 | <b>1146 SF</b> | <b>LIVING</b> |
|                   |                 | <b>47 SF</b>   | <b>PORCH</b>  |



**EXISTING AREA CALCULATION PLAN**  
 1/4" = 1'0"

ISSUED / REVISED

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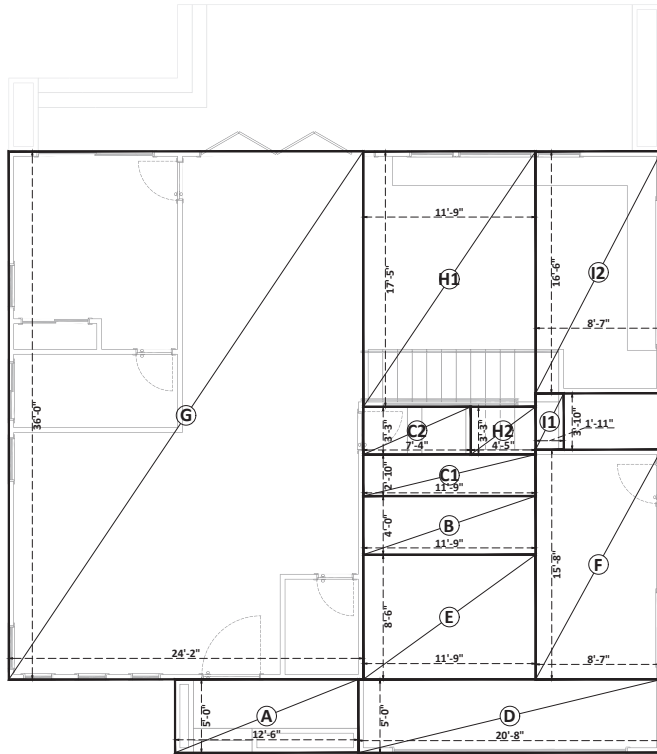
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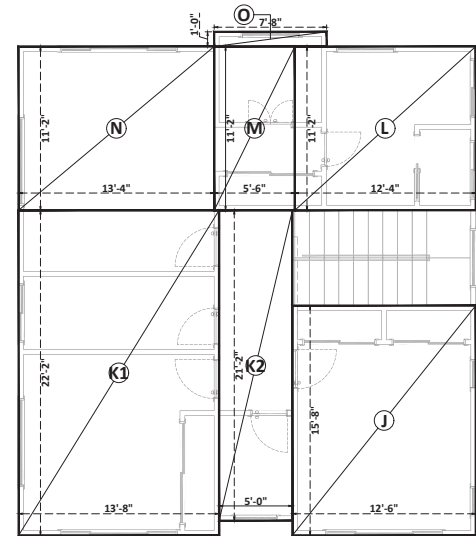
**A7**



**PROPOSED FIRST FLOOR AREA  
CALCULATION PLAN**

1/4" = 1'0"

| AREA                  | DIMENSIONS      | SF.            | TITLE                               |
|-----------------------|-----------------|----------------|-------------------------------------|
| A                     | 12'-6" X 5'-0"  | 63 SF          | NEW PORCH                           |
| B                     | 11'-9" X 4'-0"  | 47 SF          | PORCH REMODEL TO GARAGE             |
| C1                    | 11'-9" X 2'-10" | 33 SF          | LIVING REMODEL TO GARAGE            |
| C2                    | 7'-4" X 3'-3"   | 24 SF          | LIVING REMODEL TO GARAGE            |
| D                     | 20'-8" X 5'-0"  | 103 SF         | NEW ADD. GARAGE                     |
| E                     | 11'-9" X 8'-6"  | 100 SF         | NEW ADD. GARAGE                     |
| F                     | 8'-7" X 15'-8"  | 134 SF         | NEW ADD. GARAGE                     |
| G                     | 24'-2" X 36'-0" | 870 SF         | EX. LIVING                          |
| H1                    | 11'-9" X 17'-5" | 205 SF         | EX. LIVING                          |
| H2                    | 4'-5" X 3'-3"   | 14 SF          | EX. LIVING                          |
| I1                    | 1'-11" X 3'-10" | 7 SF           | NEW ADD. LIVING                     |
| I2                    | 8'-7" X 16'-6"  | 142 SF         | NEW ADD. LIVING                     |
| J                     | 12'-6" X 15'-8" | 196 SF         | NEW ADD. LIVING                     |
| K1                    | 13'-8" X 22'-2" | 303 SF         | NEW ADD. LIVING                     |
| K2                    | 5'-0" X 21'-2"  | 106 SF         | NEW ADD. LIVING                     |
| L                     | 12'-4" X 11'-2" | 138 SF         | NEW ADD. LIVING                     |
| M                     | 5'-6" X 11'-2"  | 61 SF          | NEW ADD. LIVING                     |
| N                     | 13'-4" X 11'-2" | 149 SF         | NEW ADD. LIVING                     |
| O                     | 7'-8" X 1'-0"   | 8 SF           | NEW ADD. LIVING                     |
| <b>AREAS SF.</b>      |                 | <b>63 SF</b>   | <b>NEW PORCH</b>                    |
|                       |                 | <b>47 SF</b>   | <b>PORCH REMODEL TO GARAGE</b>      |
|                       |                 | <b>57 SF</b>   | <b>LIVING REMODEL TO GARAGE</b>     |
|                       |                 | <b>337 SF</b>  | <b>NEW ADD. GARAGE</b>              |
|                       |                 | <b>1089 SF</b> | <b>EX. LIVING</b>                   |
|                       |                 | <b>149 SF</b>  | <b>NEW ADD. LIVING FIRST FLOOR</b>  |
|                       |                 | <b>961 SF</b>  | <b>NEW ADD. LIVING SECOND FLOOR</b> |
| <b>TOTAL AREAS SF</b> |                 | <b>63 SF</b>   | <b>PORCH</b>                        |
|                       |                 | <b>441 SF</b>  | <b>GARAGE</b>                       |
|                       |                 | <b>1238 SF</b> | <b>FIRST FLOOR LIVING</b>           |
|                       |                 | <b>961 SF</b>  | <b>SECOND FLOOR LIVING</b>          |



**PROPOSED SECOND FLOOR AREA  
CALCULATION PLAN**

1/4" = 1'0"

ISSUED / REVISED

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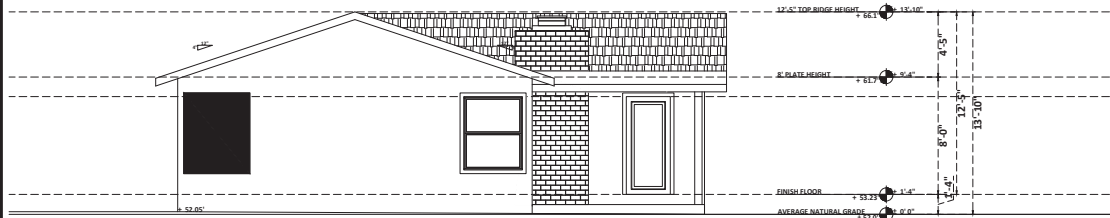
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108  
BLACKBURN AVE,  
MENLO PARK, CA  
94025

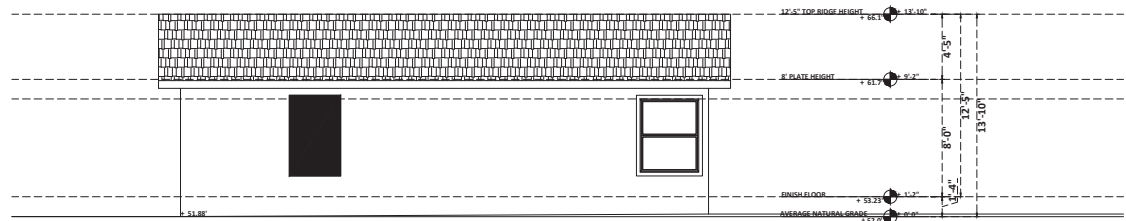
**SHAH DESIGNS**

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CHECKED : RS  
SCALE : 1/4"=12"  
DATE : 12-15-2023

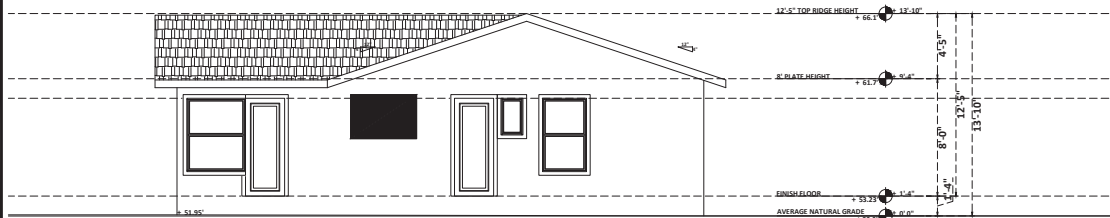
**A8**



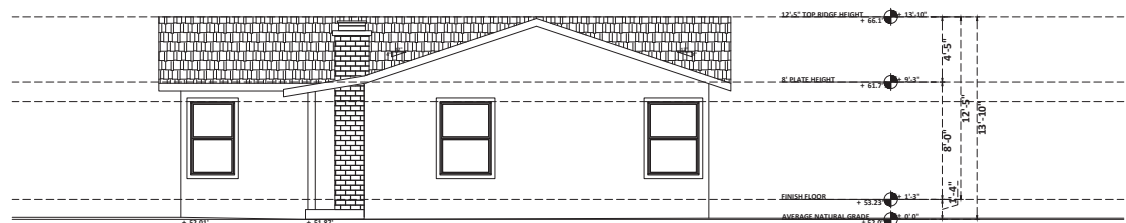
EXISTING FRONT ELEVATION  
SOUTH ELEVATION  
1/4" = 1'-0"



EXISTING RIGHT ELEVATION  
WEST ELEVATION  
1/4" = 1'-0"



EXISTING REAR ELEVATION  
NORTH ELEVATION  
1/4" = 1'-0"



EXISTING RIGHT ELEVATION  
EAST ELEVATION  
1/4" = 1'-0"

ISSUED / REVISED

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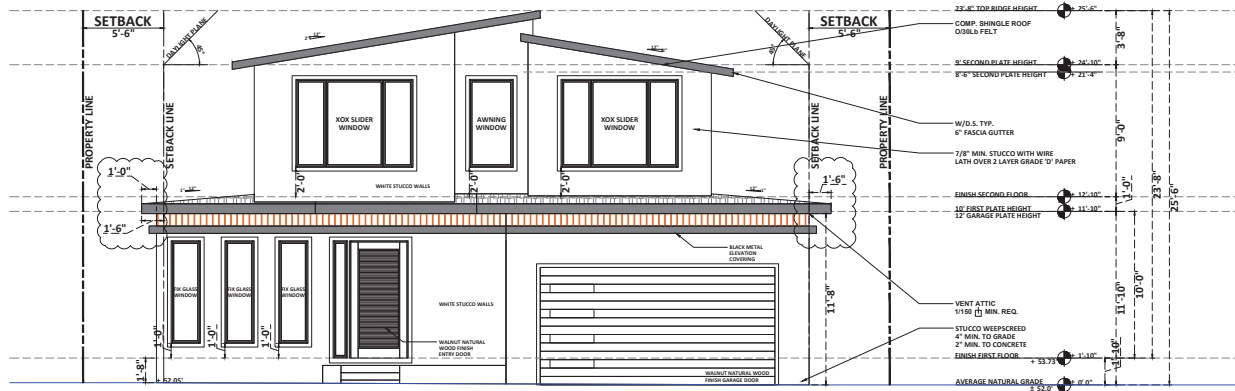
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CITY MENLO PARK, CA  
ZIP CODE 94025

**SHAH DESIGNS**

DRAWN : AJ  
CHECKED : RS  
SCALE : 1/4"=12"  
DATE : 12-15-2023

**A10**



**PROPOSED FRONT ELEVATION  
(SOUTH ELEVATION)**  
1/4" = 1'0"

ISSUED / REVISED  
REV 1 - 12-15-2023

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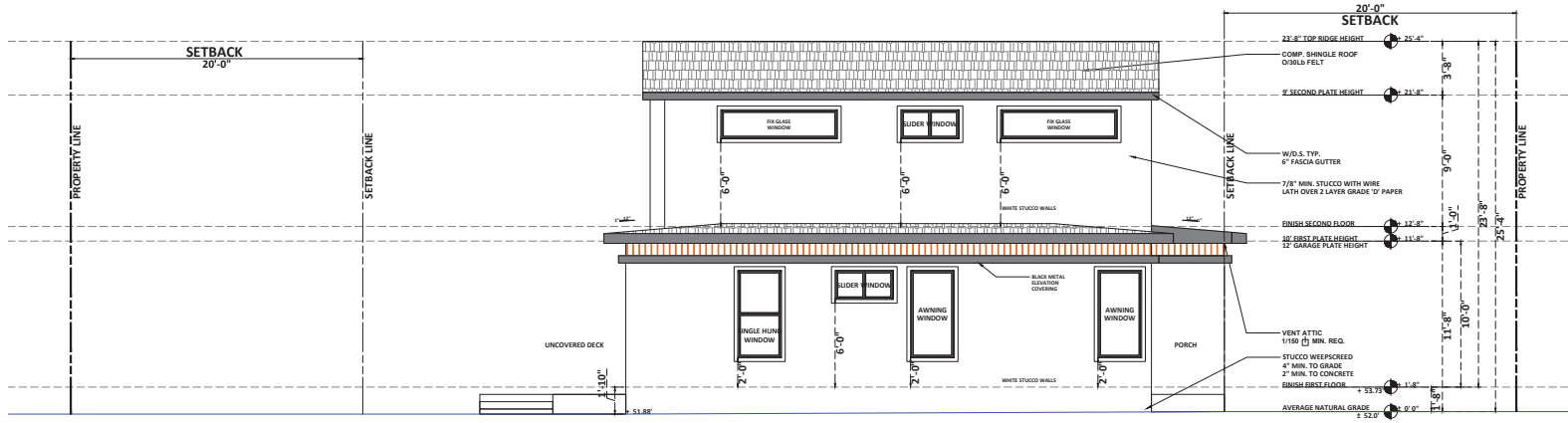
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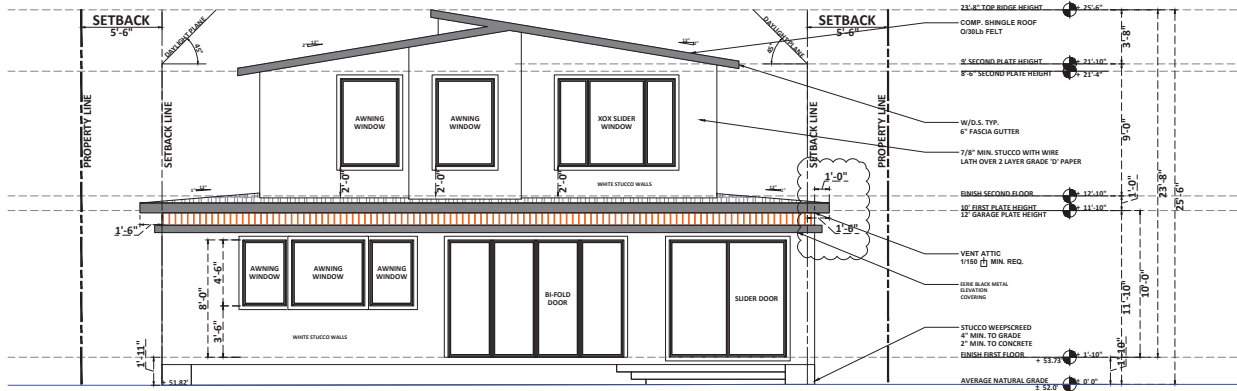
**SHAH DESIGNS**

DRAWN : AJ  
CHECKED : RS  
SCALE : 1/4"=12"  
DATE : 12-15-2023

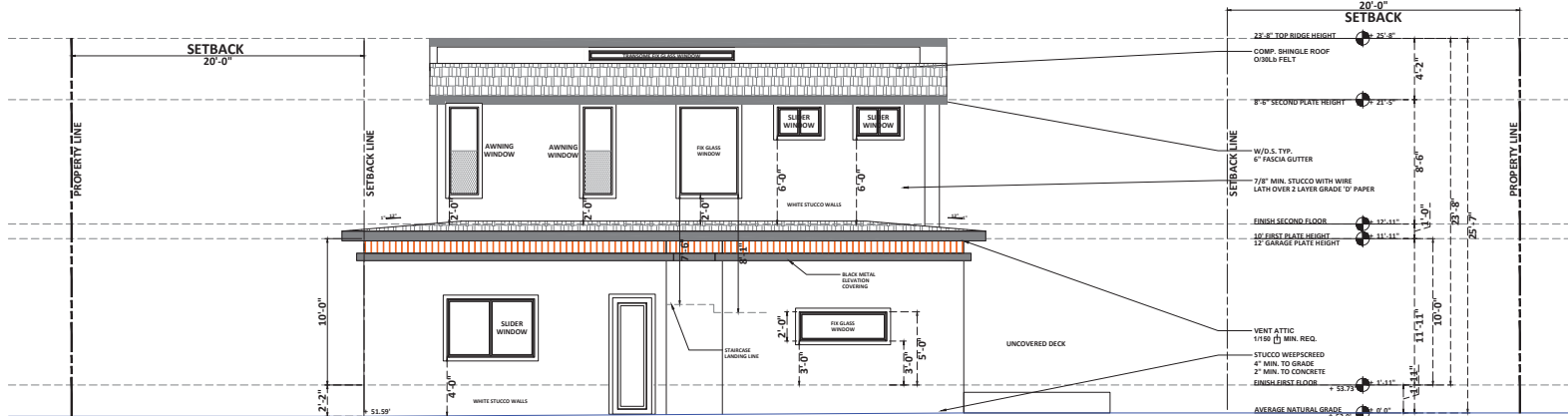
**A11**



**PROPOSED RIGHT ELEVATION  
(WEST ELEVATION)**  
1/4" = 1'0"



**PROPOSED REAR ELEVATION  
(NORTH ELEVATION)**  
1/4" = 1'0"



**PROPOSED LEFT ELEVATION  
(EAST ELEVATION)**  
1/4" = 1'0"

ISSUED / REVISED  
REV 1 - 12-15-2023

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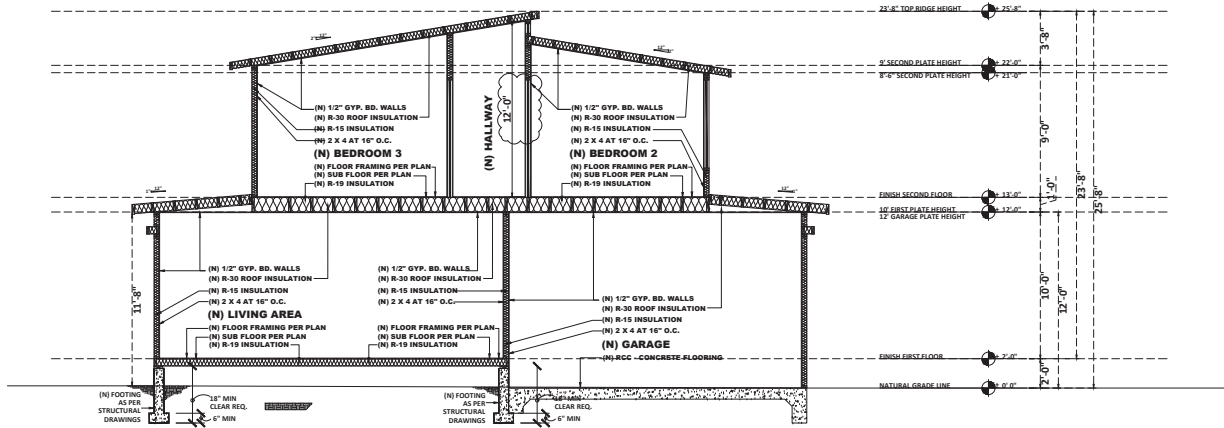
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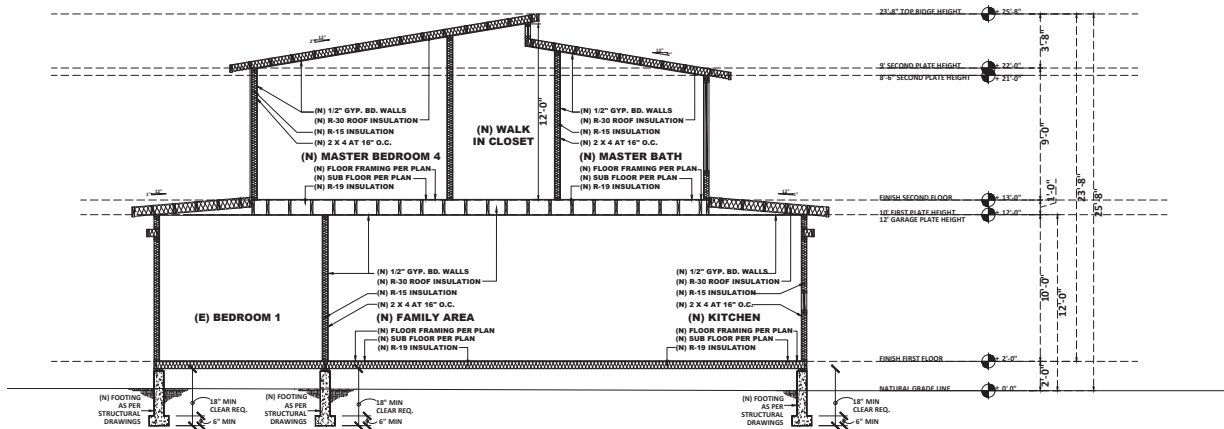
**SHAH DESIGNS**

DRAWN : AJ  
CHECKED : RS  
SCALE : 1/4"=12"  
DATE : 12-15-2023

**A12**



PROPOSED SECTION A  
1/4" = 1'0"



PROPOSED SECTION B  
1/4" = 1'0"

ISSUED / REVISED

REV 1 - 12-15-2023

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SAN JOSE, CA 95137  
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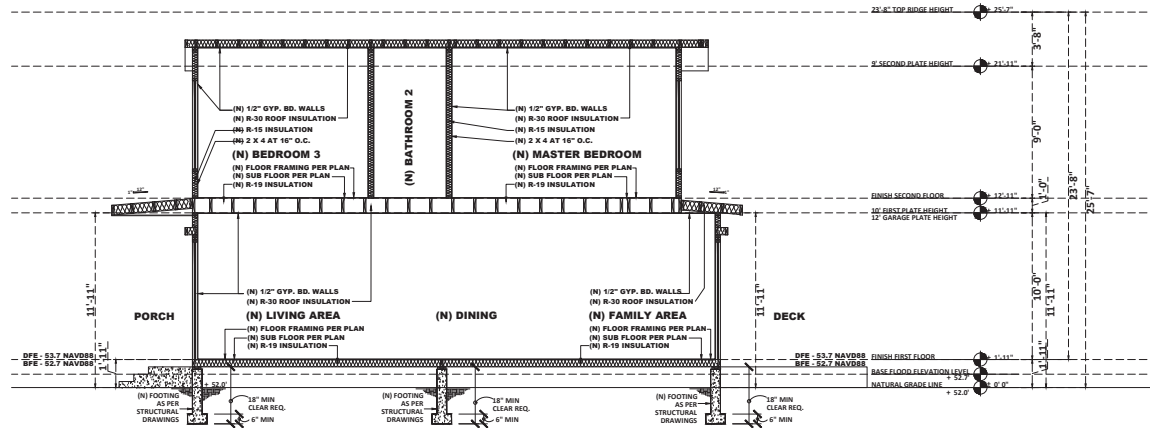
DRAWN : AJ

CHECKED : RS

SCALE : 1/4"=12"

DATE : 12-15-2023

**A13**



PROPOSED SECTION C  
1/4" = 1'0"

ISSUED / REVISED

REV 2 - 02-13-2024

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**SHAH DESIGNS**

DRAWN : AJ

CHECKED : RS

SCALE : 1/4"=12"

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**A14**



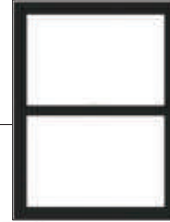
ALUMINIUM GUTTER  
BLACK



WPC EXTERIOR WOODEN  
TEXTURED FLUTED PANELS



ANDERSON 100-SERIES  
ALUMINIUM SINGLE  
HUNG WINDOW WITH  
DOVE BLACK VINYL TRIMS



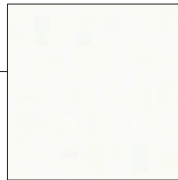
NEW COMPOSITE SHINGLE  
ROOFING



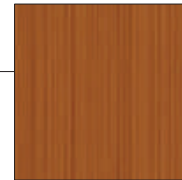
ANDERSON E-SERIES ALUMINIUM  
GLIDING WINDOW WITH BLACK VINYL  
TRIMS



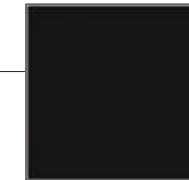
DOVE WHITE  
COLORED STUCCO  
WALLS



WALNUT NATURAL  
WOOD FINISH ENTRY  
DOOR



EERIE BLACK METAL  
ELEVATION  
COVERING



ISSUED / REVISED

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**SHAH DESIGNS**

RUCHA SHAH  
12631 SHERRE CT,  
SAN JOSE, CA 95127  
PHONE 408-638-7464  
shahdesigns2015@gmail.com

RESERVES ITS' COMMON LAW COPYRIGHT  
RIGHTS IN THESE PLANS. THESE PLANS ARE  
NOT TO BE REPRODUCED, CHANGED OR  
COPIED NOR ARE THEY TO BE ASSIGNED  
TO A THIRD PARTY WITHOUT THE WRITTEN  
PERMISSION CONSENT OF THE DESIGNER.

**SINGLE FAMILY RESIDENCE**

1.08  
BLACKBURN AVE,  
MENLO PARK, CA  
94025

**SHAH DESIGNS**

DRAWN : AJ  
CHECKED : RS  
SCALE :  
DATE : 12-15-2023

**A15**



ISSUED / REVISED

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**SINGLE FAMILY RESIDENCE**

NO. 108  
 STREET BLACKBURN AVE,  
 CITY MENLO PARK, CA  
 ZIP CODE 94025

**SHAH DESIGNS**

DRAWN : AJ  
 CHECKED : RS  
 SCALE :  
 DATE : 12-15-2023

**A19**



ISSUED / REVISED

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 ZIP CODE 94025

**SHAH DESIGNS**

DRAWN : AJ  
 CHECKED : RS  
 SCALE :  
 DATE : 12-15-2023

**A20**



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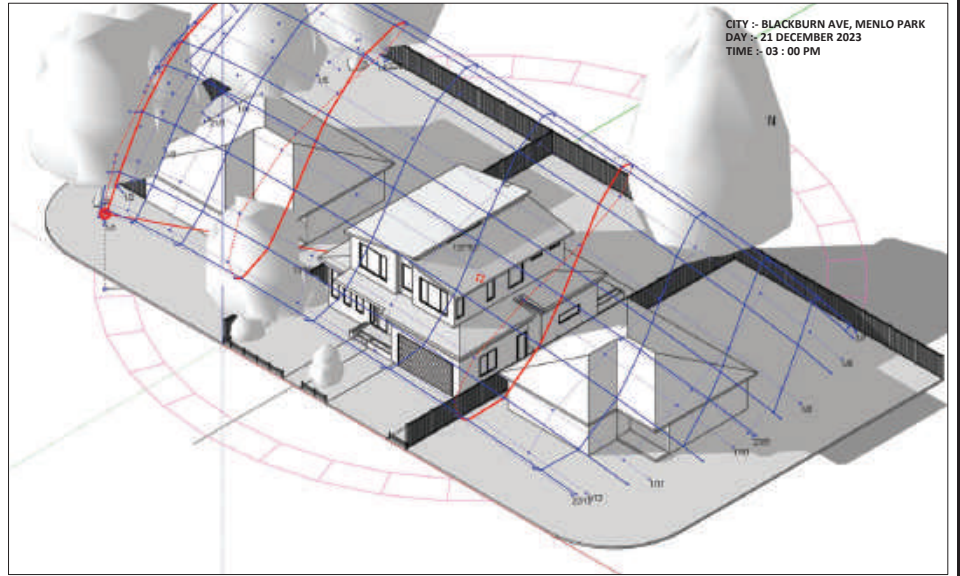
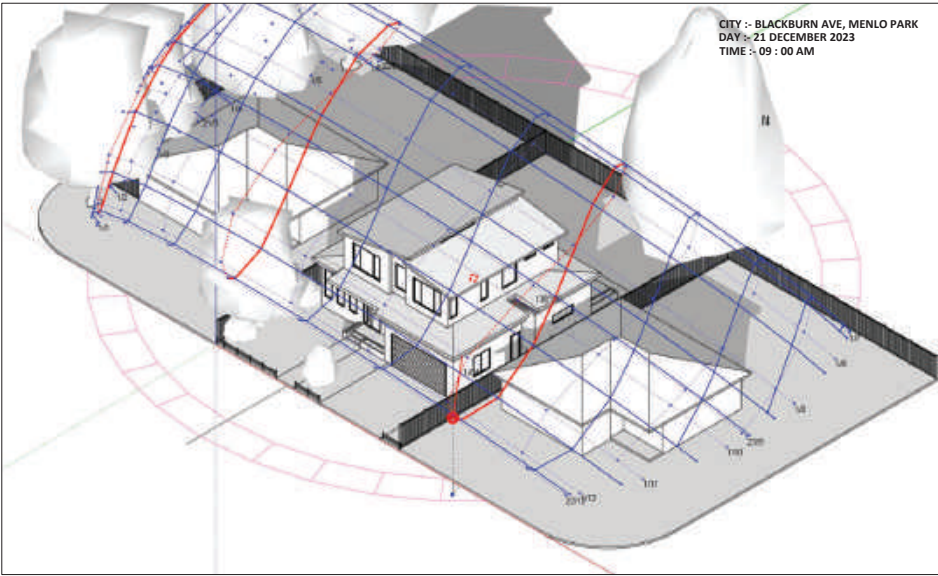
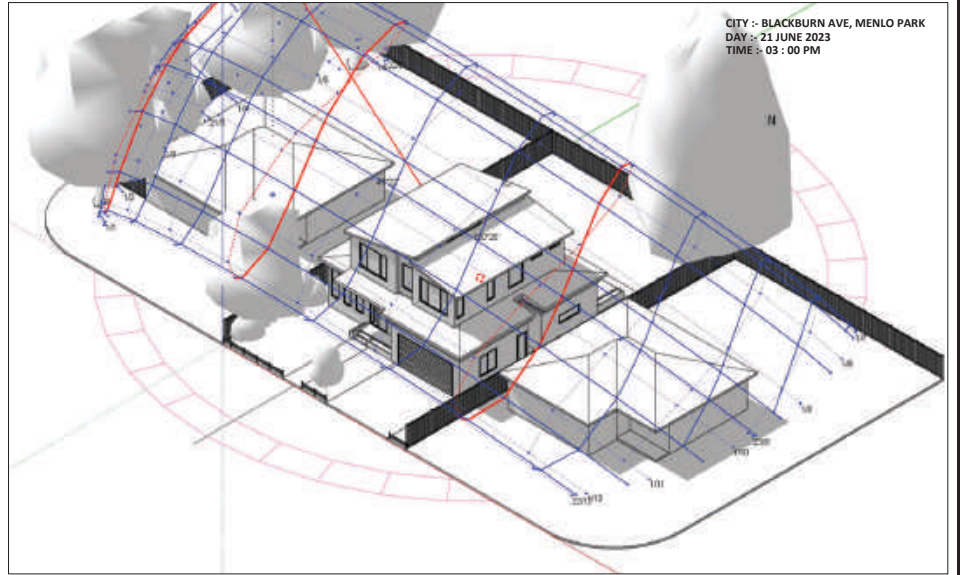
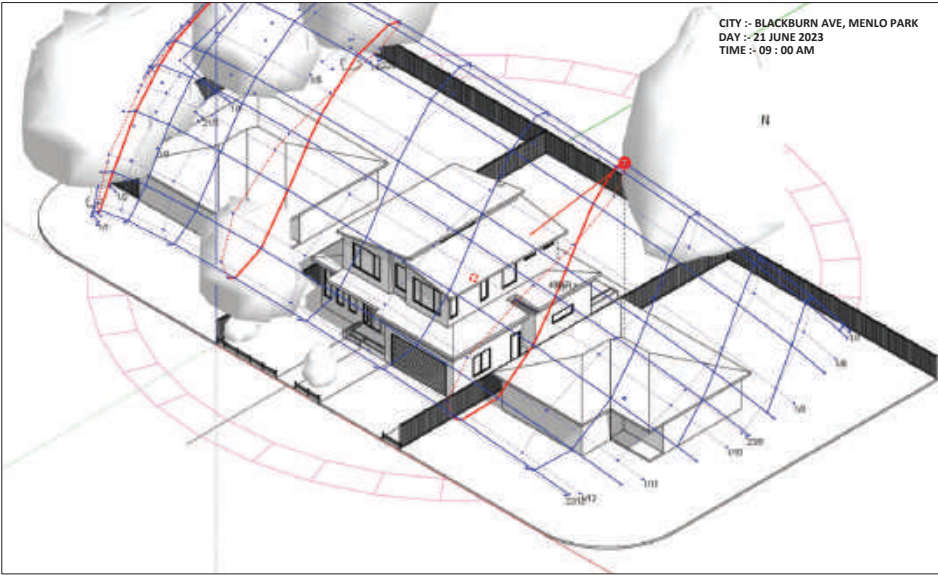
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 CITY MENLO PARK, CA  
 ZIPCODE 94025

**SHAH DESIGNS**

DRAWN : AJ  
 CHECKED : RS  
 SCALE :  
 DATE : 12-15-2023

**A21**



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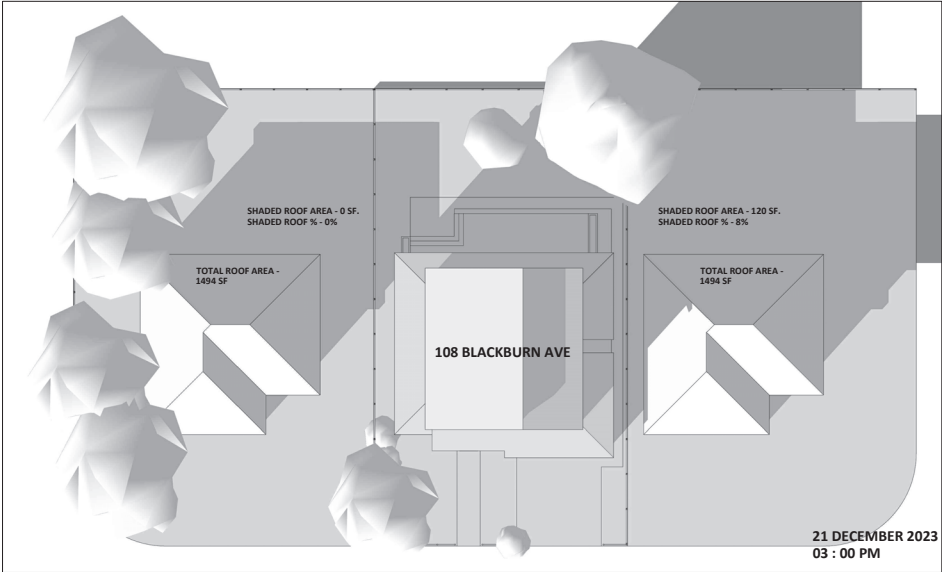
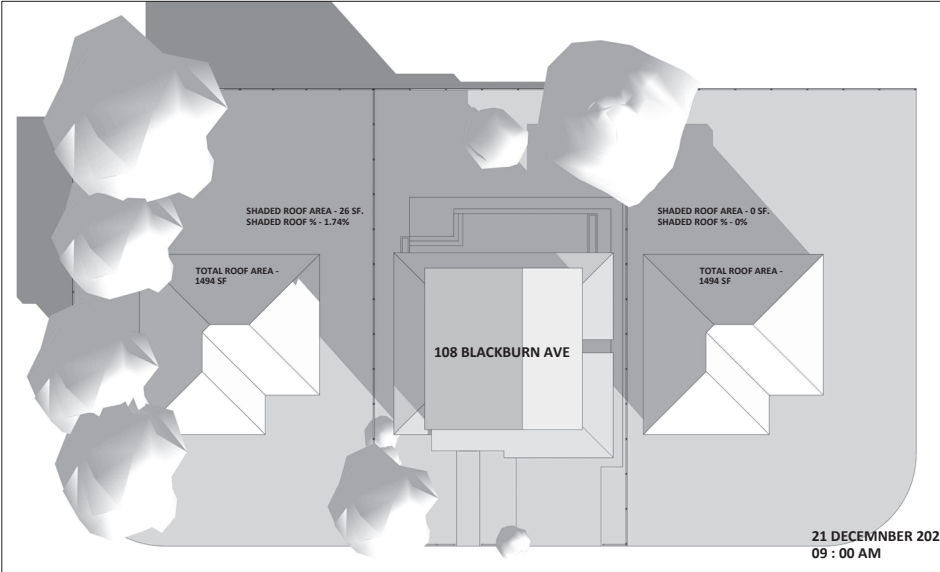
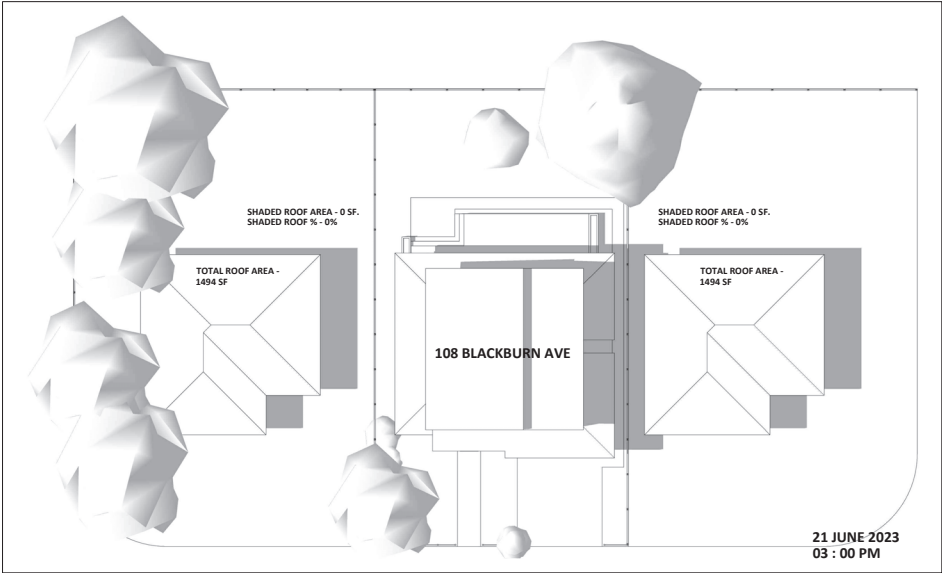
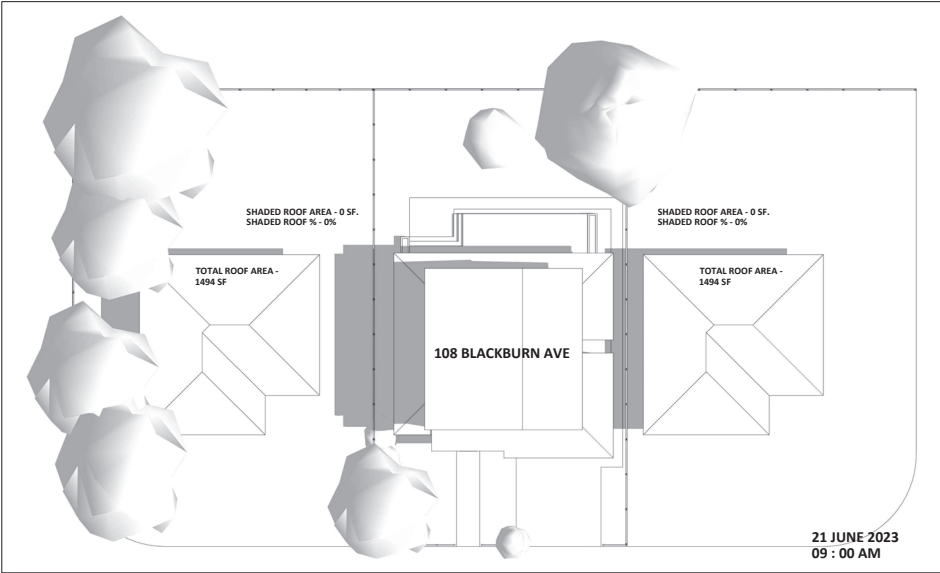
**SINGLE FAMILY RESIDENCE**

NO. 1.08  
 STREET BLACKBURN AVE,  
 CITY MENLO PARK, CA  
 ZIPCODE 94025

**SHAH DESIGNS**

DRAWN : AJ  
 CHECKED : RS  
 SCALE :  
 DATE : 12-15-2023

**A22**



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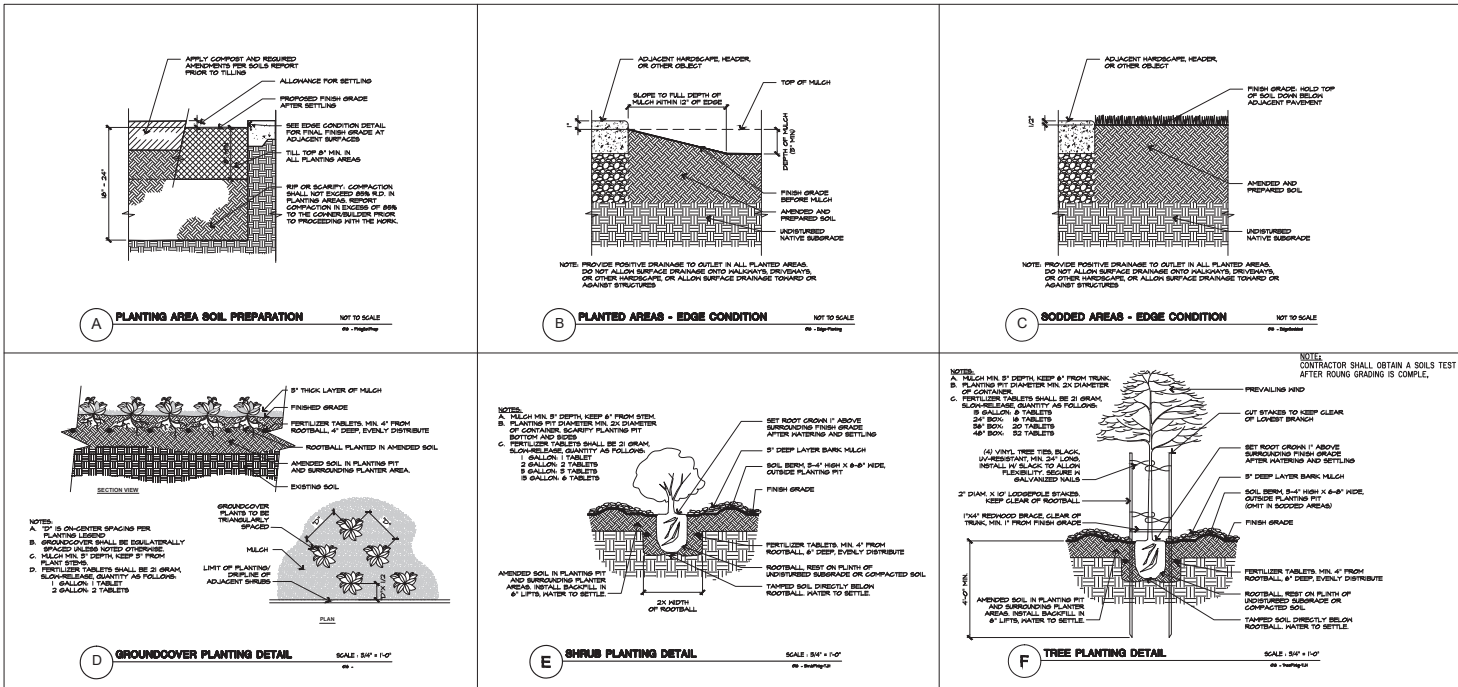
DRAWN : AJ

CHECKED : RS

SCALE :

DATE : 12-15-2023

**A23**



**DEMOLITION NOTES:**

1. SPECIFICATIONS: SEE GENERAL NOTES FOR ADDITIONAL INFORMATION INCLUDING UTILITIES VERIFICATION, PROTECTION, AND RESTORATION INFORMATION AND REQUIREMENTS.
2. CLEARING AND GRUBBING: CLEAR AND GRUB TO THE LIMITS OF WORK PER SPECIFICATIONS TAKING CARE TO NOT DISTURB THE ROOT SYSTEMS OF EXISTING TREES TO REMAIN.
3. EXISTING UTILITY BOXES: ADJUST ALL UTILITY BOXES TO BE FLUSH WITH FINISHED GRADE.
4. EXISTING PAVING TO REMAIN: IN LOCATIONS WHERE NEW PAVING WILL BE CONSTRUCTED NEXT TO EXISTING PAVING, ENSURE DURING THE CONSTRUCTION PROCESS THAT A SMOOTH TRANSITION CAN BE MADE FROM THE EXISTING PAVING TO THE PROPOSED PAVING. RECONSTRUCT EXISTING PAVING AT SUCH LOCATIONS IF NECESSARY.
5. REMOVAL OF EXISTING TREES: SEVERAL EXISTING TREES ARE BEING REMOVED DUE TO POOR CONDITION OR HEALTH, OR LOCATION IN RELATION TO FOOTING BUILDING SITES OR FOOTINGS AND OTHER STRUCTURES.
6. EXISTING TREES TO REMAIN: EXISTING TREES TO REMAIN SHALL BE PRUNED UNDER THE DIRECTION OF A CERTIFIED ARBORIST IN ACCORDANCE WITH INTERNATIONAL SOCIETY OF ARBORICULTURE (ISA) GUIDELINES PRIOR TO BEGINNING OF CONSTRUCTION. DURING CONSTRUCTION, CONSTRUCTION FENCING SHALL BE INSTALLED AT THE DRIP LINE OF ALL EXISTING TREES TO REMAIN, PER ARBORIST AND TREE PROTECTION PLAN. ALL EXCAVATION WITHIN THE DRIP LINES OF EXISTING TREES TO REMAIN SHALL BE DONE BY HAND WITH CARE. TAKEN NOT TO DAMAGE THE ROOT SYSTEMS OF THESE TREES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR WATERING AND INSURING THE HEALTH OF THE TREES TO REMAIN. DO NOT WATER CALIFORNIA NATIVE OAK TREES TO REMAIN DURING THE DRY SEASON (APRIL - OCTOBER). TREES THAT DIE DURING THE CONSTRUCTION AND MAINTENANCE PERIOD SHALL BE REPLACED BY THE CONTRACTOR AT NO COST TO THE OWNER AT THEIR CURRENT SIZE.
7. CONTRACTOR TO VERIFY EXISTING DRAINAGE SYSTEM BEFORE CONSTRUCTION, SAVE AND PROTECT IN PLACE, REPAIR AS REQUIRED.
8. CONTRACTOR TO VERIFY EXISTING LIGHTING & ELECTRICAL SYSTEMS, SAVE AND PROTECT IN PLACE, REPAIR AS REQUIRED.
9. CONTRACTOR TO VERIFY EXISTING IRRIGATION SYSTEM BEFORE CONSTRUCTION, SAVE AND PROTECT IN PLACE, REPAIR AS REQUIRED.
10. DO NOT WILLFULLY PROCEED WITH CONSTRUCTION UNLESS DESIGNER HAS BEEN NOTIFIED OF ANY DISCREPANCIES AND/OR GRADE DIFFERENCES EXIST THAT MAY NOT HAVE BEEN KNOWN DURING DESIGN. SUCH CONDITIONS SHALL BE IMMEDIATELY BROUGHT TO THE ATTENTION OF THE OWNER. THE CONTRACTOR SHALL ASSUME FULL RESPONSIBILITY FOR ALL NECESSARY REVISIONS DUE TO FAILURE TO GIVE SUCH NOTIFICATION.

**GENERAL NOTES:**

1. CONTRACTOR TO FAMILIARIZE HIM/HERSELF WITH ALL SITE CONDITIONS PRIOR TO BIDDING ON PROJECT.
2. CONTRACTOR SHALL CLEAN OUT AND REPAIR/REPLACE AS REQUIRED EXISTING DRAINAGE SYSTEM AND GRADE SITE SO THAT THE SITE HAS POSITIVE DRAINAGE.
3. ALL GRADING SHALL BE IN ACCORDANCE WITH LOCAL GRADING CODES AND ORDINANCES.
4. THE CONTRACTOR SHALL OBTAIN, COORDINATE AND PAY FOR ANY AND ALL PERMITS AND ALL INSPECTIONS AS REQUIRED.
5. ALL CONCRETE FOOTWORK LAYOUT SHALL BE APPROVED BY OWNER AND/OR LANDSCAPE ARCHITECT PRIOR TO INSTALLATION.
6. THE LOCATION AND PROTECTION OF ALL UTILITIES SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR.
7. ALL DIMENSIONS ARE FROM OUTSIDE FACE OF PAVING, WALLS, ETC., UNLESS OTHERWISE NOTED ON PLANS.
8. ALL PROPERTY LINES AND LOT LINES SHALL BE VERIFIED PRIOR TO COMMENCING WORK.
9. THE CONTRACTOR SHALL BE RESPONSIBLE AND LIABLE FOR ANY AND ALL DAMAGE DUE TO OPERATIONS, OR NEGLECT OF SUBCONTRACTORS.
10. ALL WALLS AND WALKS SHALL HAVE SMOOTH, CONTINUOUS CURVES AS INDICATED ON PLANS. JOIN ALL EXISTING PAVING FLUSH.
11. APPROVED PROTECTIVE MEASURES AND TEMPORARY DRAINAGE PROVISIONS SHALL BE USED TO PROTECT THE ADJOINING PROPERTIES DURING GRADING OPERATIONS.
12. LANDSCAPE AREAS SHALL DRAIN AWAY FROM ALL BUILDINGS AND FACILITIES AT 2% MIN. 5' AS SHOWN ON THE PLAN.
13. ALL MATTER OR DEBRIS SHALL BE REMOVED BY THE CONTRACTOR FROM THE SURFACE UPON WHICH FILL IS TO BE PLACED.
14. DUST SHALL BE CONTROLLED BY WATERING.
15. EXPORTED SOIL AND DEBRIS SHALL GO TO A LEGAL DUMP SITE AT NO ADDITIONAL COST TO THE OWNER.
16. ALL LANDSCAPE AREAS SHALL BE SMOOTH IN CHARACTER AND SHALL HAVE NATURAL TRANSITIONS BETWEEN CONTOURS AS DIRECTED BY THE LANDSCAPE ARCHITECT.
17. LANDSCAPE MOUNDS AND FILL AREAS SHALL BE SPREAD IN LOOSE LIFTS OF 6 INCHES OR LESS AND COMPACTED TO A DEGREE OF 95% OR GREATER.
18. DO NOT WILLFULLY PROCEED WITH CONSTRUCTION UNLESS DESIGNER HAS BEEN NOTIFIED OF ANY DISCREPANCIES AND/OR GRADE DIFFERENCES EXIST THAT MAY NOT HAVE BEEN KNOWN DURING DESIGN. SUCH CONDITIONS SHALL BE IMMEDIATELY BROUGHT TO THE ATTENTION OF THE OWNER. THE CONTRACTOR SHALL ASSUME FULL RESPONSIBILITY FOR ALL NECESSARY REVISIONS DUE TO FAILURE TO GIVE SUCH NOTIFICATION.

**GRADING NOTES:**

1. EXISTING GRADES ARE USED BASED ON INFORMATION DIRECTLY FROM CIVIL ENGINEER'S PLANS. VERIFY EXISTING GRADES FOR ACCURACY PRIOR TO THE START OF GRADING AND NOTIFY THE OWNER AND LANDSCAPE ARCHITECT IMMEDIATELY SHOULD CONFLICTS ARISE.
2. THE LAYOUT OF PIPING AND ACCESSORIES IS DIAGRAMMATIC UNLESS SPECIFICALLY DIMENSIONED. PRIOR TO GRADING, VERIFY UNDERGROUND UTILITY LOCATIONS, EXISTING DRAINAGE STRUCTURES, AND STREET IMPROVEMENTS WHICH MAY INTERFERE WITH THE WORK TO BE DONE. CONTACT THE UNDERGROUND SERVICE ALERT (USA) (800)442-2444 PRIOR TO DIGGING. NOTIFY THE OWNER AND LANDSCAPE ARCHITECT IMMEDIATELY SHOULD CONFLICTS ARISE.
3. PROPOSED PAVING SURFACES SHALL MEET PAVED SURFACES WITH A SMOOTH AND CONTINUOUS TRANSITION. LOW SPOTS WHICH HOLD STANDING WATER WILL NOT BE PERMITTED.
4. STEP TREAD SURFACES SHALL BE SLOPED AT 1% FOR DRAINAGE, AND SHALL HAVE SLIP RESISTANT FINISHES.
5. WALKWAYS SHALL BE INSTALLED WITH A MAXIMUM CROSS SLOPE OF 2% AND SHALL MEET ALL LOCAL AND COUNTY REQUIREMENTS.
6. WHEN UTILIZED, CARE SHALL BE TAKEN TO ACCURATELY CENTER ALL DECK DRAINS WITHIN AREA BETWEEN CONCRETE EXPANSION JOINT AND SCORE LINES AS SHOWN ON THE PLANS.
7. PLANTED AREAS SHALL BE SLOPED AT MINIMUM OF 2% TOWARDS CATCH BASINS AND SWALES AS SHOWN ON PLAN. LOW SPOTS WHICH HOLD STANDING WATER WILL NOT BE PERMITTED. POSITIVE DRAINAGE AWAY FROM BUILDING FOUNDATIONS AND PROPERTY LINES IS IMPERATIVE. NOTIFY THE LANDSCAPE ARCHITECT IMMEDIATELY SHOULD CONFLICTS ARISE.
8. GROUNDCOVER AREAS SHALL BE 2", LAWN AREA 1" BELOW TOP OF ADJACENT PAVING, EADERS, OR CURBS, UNLESS OTHERWISE NOTED. LOW SPOT WHICH HOLD STANDING WATER WILL NOT BE PERMITTED.
9. DRAINLINES SHALL DRAIN AT 2% MINIMUM WITH A SMOOTH AND CONTINUOUS SLOPE, UNLESS OTHERWISE NOTED.
10. VERIFY EXISTING DRAINLINE LOCATIONS AT WALKWAY CROSSINGS. DAYLIGHT PROPOSED DRAINLESS THROUGH THE FACE OF EXISTING CURBS 1" ABOVE THE FLOW LINE.
11. POOLS, SPAS, AND FOUNTAINS SHALL BE DRAINED PER LOCAL CODES AND REGULATIONS.
12. WHEN POSSIBLE, CLEAN TOPSOIL SHALL BE REMOVED FROM AREAS TO BE PAVED AND STOCKPILED TO BE USED AT BACKFILL IN PLANTING AREAS.
13. REFER TO PLANTING PLANS FOR SLOPE STABILIZATION AND PLANTING REQUIREMENTS HOLD SLOPE EXCEED 3:1. NOTIFY THE OWNER AND LANDSCAPE ARCHITECT IMMEDIATELY SHOULD FIELD CONDITIONS ARISE WHICH INCREASE THE MAXIMUM PROPOSED SLOPE GRADES.

**PLANTING NOTES:**

1. CONTRACTOR SHALL BE RESPONSIBLE FOR MAKING HIMSELF FAMILIAR WITH ALL EASEMENTS, UNDERGROUND UTILITIES, PIPES AND STRUCTURES. CONTRACTOR SHALL TAKE SOLE RESPONSIBILITY FOR ANY COST INCURRED DUE TO DAMAGE OF SAID UTILITIES.
2. DO NOT WILLFULLY PROCEED WITH CONSTRUCTION AS DESIGNED WHEN IT IS OBVIOUS THAT UNKNOWN OBSTRUCTIONS, AREA DISCREPANCIES AND/OR GRADE DIFFERENCES EXIST THAT MAY NOT HAVE BEEN KNOWN DURING DESIGN. SUCH CONDITIONS SHALL BE IMMEDIATELY BROUGHT TO THE ATTENTION OF THE OWNER. THE CONTRACTOR SHALL ASSUME FULL RESPONSIBILITY FOR ALL NECESSARY REVISIONS DUE TO FAILURE TO GIVE SUCH NOTIFICATION.
3. LANDSCAPE AREAS SHALL DRAIN AWAY FROM ALL BUILDINGS AND FACILITIES AT 2% MIN. FOR 5' AS PER DRAINAGE PLAN. FOLLOW ALL DRAINAGE PLANS.
4. ALL PLANT MATERIAL SHALL BE OF NURSERY QUALITY AND BE GUARANTEED FOR THREE MONTHS.
5. ALL PLANT MATERIAL SHALL BE APPROVED FOR QUALITY BY THE OWNER AND/OR LANDSCAPE ARCHITECT PRIOR TO INSTALLATION.
6. FINAL LOCATION OF ALL PLANT MATERIAL SHALL BE SUBJECT TO THE APPROVAL OF THE OWNER.
7. SOIL PREPARATION:  
 - ROTOTILL THE FOLLOWING AMENDMENTS 6" INTO THE SOIL AT RATES INDICATED - PER 1,000 SQUARE FEET FOR ALL PLANTING AREA AND SOD AREAS.  
 - 6 CUBIC YARDS NITROGEN STABILIZED SANDUST OR EQUAL.  
 - 125 LBS. GRO-POWER PLUS OR EQUAL PRE PLANT FERTILIZER.  
 8. A SITE SPECIFIC SOIL ANALYSIS SHOULD BE FOLLOWED BY CONTRACTOR PER WELQ REQUIREMENT.
8. PLANT PITS SHALL BE 2X THE ROOT BALL SIZE WITH 70% NATIVE SOIL AND 30% AMENDMENTS WITH PLANT TABLETS OR OTHER PER PLANT FERTILIZER.
9. ALL PLANTS SHALL HAVE A 2" MIN. WATERING BERM AROUND THEM.
10. TREES ARE TO BE STAKED WITH A MIN. 2"x2"x REQUIRED HEIGHT STAKE AND TIED TO INSURE VERTICAL GROWTH.
11. ALL PLANTING AREAS SHALL BE WATERED WITH AN AUTOMATIC IRRIGATION SYSTEM.
12. ALL APPLICABLE CODES TO BE FOLLOWED. ALL WORK REQUIRED PERMITS SHALL HAVE PERMITS BEFORE WORK IS TO BEGIN.
13. ALL PLANTING AREAS TO BE COVERED WITH 3" THICK LAYER OF PREMIUM ARBOR MULCH.
14. ALL TREE ROOTS GREATER THAN 1-1/2" IN DIAMETER DAMAGED DURING CONSTRUCTION SHALL BE CUT CLEAN AND SEALED.
15. CONTRACTOR TO VERIFY QUANTITIES, QUANTITIES SHOWN ARE FOR REFERENCE ONLY.

Project Description Letter:

Project Address: 108 BLACKBURN AVE, MENLO PARK, CA 94025



The purpose of this letter is to describe the proposed addition and remodel project at 108 Blackburn Ave. The existing living area is 1089 SF and the addition of 149 SF makes the 1st floor **1238 SF** and the new 2nd floor **961 SF** with a new Garage **441 SF** and **63 SF** of porch making a total of **2703 SF 49.6%**

There is a non-conforming right side existing wall with a setback of 4'-11" mentioned on the survey as 4.9'. We would like to keep these nonconformities untouched.

The existing home is a traditional one-story "Ranch-Style", as is typical of most of the original homes in the neighborhood and in Menlo Park. The proposed house design is based on modern and contemporary California architecture. Long, wide-opening windows and a dormer window maximize natural light. The huge windows on the south side of the house bring in plenty of light, which brightens and warms the interior areas.

The overall elegance and simplicity of the house's design contribute to its overall appeal. The ceiling and walls have clear lines and geometric shapes that contrast with the warmth and richness of the oak doors and natural white accents. This results in an eye-catching contrast that is both welcoming and refined. The skillion roof is an important design element that adds to the overall attractiveness and utility of the house. Both the floor's exterior walls will be



smooth finish stucco and wooden cladding in between for a modern touch and balance. We are proposing a composite shingles roof. All new windows will be aluminum-clad with wood trim, predominantly casements. Trim, casing, and moldings will be painted.

The second-floor addition is stacked on top of the portion of the first floor and sits within the daylight plane. The surrounding neighborhood is all single-family dwellings. Most residences have a front-facing main structure and garages at the back with a long driveway connecting to the street for additional off-street parking.

Neighborhood outreach is done. The contact information of the applicant and homeowner along with the site plan, floor plan, and design details were shared with the neighbors. The letter was sent out on 22nd Nov. Till date none of the neighbors showed any objection or disagreement to the proposal.

Here is the list of addresses:

- 104 Blackburn ave.
- 101 Blackburn ave.
- 109 Blackburn ave.
- 104 Blackburn ave.
- 112 Blackburn ave.
- 166 Willow Rd.
- 167 McKendry drive.

Thank you for your time in review of this project. We are proud to present this design for your consideration and look forward to the opportunity to see this new design complement the neighborhood. If you have any questions or need further clarification, please contact me directly at the below contact information.

Sincerely,  
Rucha Shah  
Shah Designs  
408-838-7464  
shahdesigns2015@gmail.com

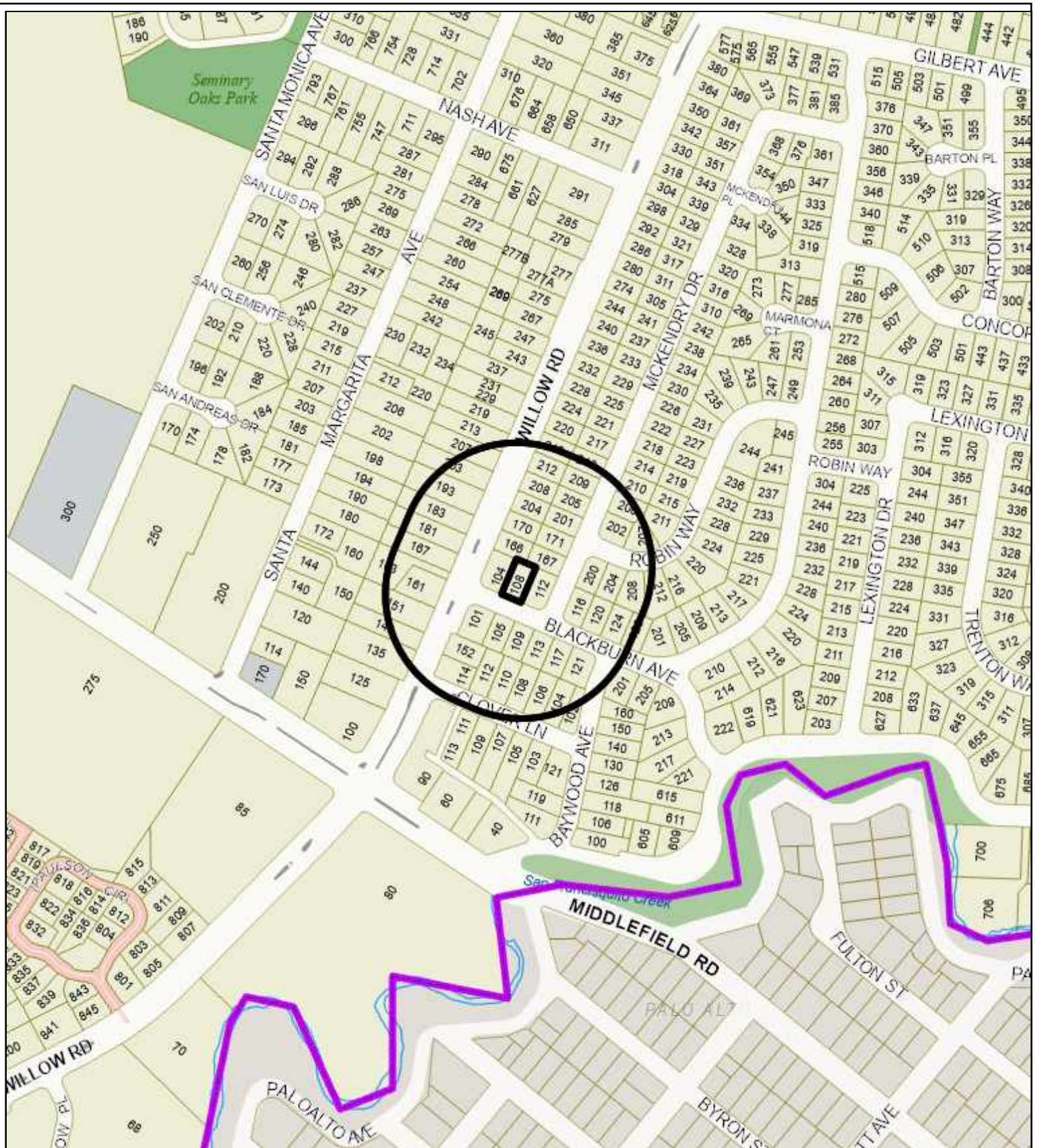
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|--|---|---------------------------------|---------------------------------------|
| <b>LOCATION:</b> 108<br>Blackburn Avenue | <b>PROJECT NUMBER:</b><br>PLN2023-00041 | <b>APPLICANT:</b> Rucha<br>Shah | <b>OWNER:</b> Vahid<br>Taslimitehrani |
|--|---|---------------------------------|---------------------------------------|

**PROJECT CONDITIONS:**

1. The use permit shall be subject to the following **standard** conditions:
  - a. The applicant shall be required to apply for a building permit within one year from the date of approval (by March 25, 2025) for the use permit to remain in effect.
  - b. Development of the project shall be substantially in conformance with the plans prepared by Architect: Rucha Shah consisting of 23 plan sheets, dated received March 1, 2024 and approved by the Planning Commission on March 25, 2024, except as modified by the conditions contained herein, subject to review and approval of the Planning Division.
  - c. Prior to building permit issuance, the applicants shall comply with all Sanitary District, Menlo Park Fire Protection District, and utility companies' regulations that are directly applicable to the project.
  - d. Prior to building permit issuance, the applicants shall comply with all requirements of the Building Division, Engineering Division, and Transportation Division that are directly applicable to the project.
  - e. Prior to building permit issuance, the applicant shall submit a plan for any new utility installations or upgrades for review and approval by the Planning, Engineering and Building Divisions. All utility equipment that is installed outside of a building and that cannot be placed underground shall be properly screened by landscaping. The plan shall show exact locations of all meters, back flow prevention devices, transformers, junction boxes, relay boxes, and other equipment boxes.
  - f. Simultaneous with the submittal of a complete building permit application, the applicant shall submit plans indicating that the applicant shall remove and replace any damaged and significantly worn sections of frontage improvements. The plans shall be submitted for review and approval of the Engineering Division.
  - g. Simultaneous with the submittal of a complete building permit application, the applicant shall submit a Grading and Drainage Plan for review and approval of the Engineering Division. The Grading and Drainage Plan shall be approved prior to the issuance of grading, demolition or building permits.
  - h. Heritage trees in the vicinity of the construction project shall be protected pursuant to the Heritage Tree Ordinance and the arborist report prepared by Heartwood Consulting Arborists, dated received February 15, 2024.
  - i. Prior to building permit issuance, the applicant shall pay all fees incurred through staff time spent reviewing the application.
  - j. The applicant or permittee shall defend, indemnify, and hold harmless the City of Menlo Park or its agents, officers, and employees from any claim, action, or proceeding against the City of Menlo Park or its agents, officers, or employees to attack, set aside, void, or annul an approval of the Planning Commission, City Council, Community Development Director, or any other department, committee, or agency of the City concerning a development, variance, permit, or land use approval which action is brought within the time period provided for in any applicable statute; provided, however, that the applicant's or permittee's duty to so defend, indemnify, and hold harmless shall be subject to the City's promptly notifying the applicant or permittee of any said claim, action, or proceeding and the City's full cooperation in the applicant's or permittee's defense of said claims, actions, or proceedings.

108 Blackburn Avenue – ATT A Ex. C – Conditions of Approval

|   |   |                                 |                                       |
|---|---|---------------------------------|---------------------------------------|
| <b>LOCATION:</b> 108<br>Blackburn Avenue  | <b>PROJECT NUMBER:</b><br>PLN2023-00041 | <b>APPLICANT:</b> Rucha<br>Shah | <b>OWNER:</b> Vahid<br>Taslimitehrani |
| <b>PROJECT CONDITIONS:</b><br><br>k. Notice of Fees Protest – The applicant may protest any fees, dedications, reservations, or other exactions imposed by the City as part of the approval or as a condition of approval of this development. Per California Government Code 66020, this 90-day protest period has begun as of the date of the approval of this application. |   |                                 |                                       |



City of Menlo Park  
 Location Map  
 108 Blackburn Avenue



Scale: 1:4,000

Drawn By: FNK

Checked By: CDS

Date: 3/25/2024

Sheet: 1

108 Blackburn Avenue – Attachment C: Data Table

|  | <b>PROPOSED PROJECT</b>  | <b>EXISTING PROJECT</b>   | <b>ZONING ORDINANCE</b>        |
|--|--|---|--------------------------------|
| Lot area   | 5,443.0 sf   | 5,443.0 sf  | 7,000 sf min.                  |
| Lot width  | 55.0 ft.   | 55.0 ft.  | 65 ft. min.                    |
| Lot depth  | 99.0 ft.   | 99.0 ft.  | 100 ft. min.                   |
| Setbacks   |  |   |                                |
| Front  | 20.0 ft.   | 24.8 ft.  | 20 ft. min.                    |
| Rear   | 38.2 ft.   | 38.2 ft.  | 20 ft. min.                    |
| Side (left)  | 5.0 ft.  | 5.0 ft.   | 5.5 ft. min.                   |
| Side (right)   | 5.5 ft.  | 13.5 ft.  | 5.5 ft. min.                   |
| Building coverage  | 1,742.0 sf<br>32.0 %   | 1,443.0 sf<br>26.5 %  | 1,905.1 sf max.<br>35.0 % max. |
| FAL (Floor Area Limit)   | 2,640 sf   | 1,396.0 sf  | 2,800.0 sf max.                |
| Square footage by floor  | 1,238.0 sf/1st<br>961.0 sf/2nd<br>441.0 sf/garage<br>63.0 sf/porches | 1,143.0 sf/1 <sup>st</sup><br>250.0 sf/garage<br>38.0 sf/porches<br>12.0 sf/chimney |                                |
| Square footage of buildings  | 2,703.0 sf   | 1,443.0 sf  |                                |
| Building height  | 25.5 ft.   | 12.8 ft.  | 28 ft. max.                    |
| Parking  | 2 covered  | 1 covered   | 1 covered/1 uncovered          |
| Note: Areas shown highlighted indicate a nonconforming or substandard situation. |  |   |                                |

|       |                                     |   |   |   |                       |   |
|-------|-------------------------------------|---|---|---|-----------------------|---|
| Trees | Heritage trees*                     | 3 | Non-Heritage trees**                    | 2 | New Trees             | 2 |
|       | Heritage trees proposed for removal | 1 | Non-Heritage trees proposed for removal | 1 | Total Number of Trees | 5 |

\* Three heritage trees on or around the subject property

\*\* Of the two non-heritage trees one is a street tree

# Tree Inventory, Assessment, and Protection

108 Blackburn Avenue  
Menlo Park, CA 94025

Prepared for:  
Vahid Tsalimi

February 8, 2024

Prepared by:



**HEARTWOOD**  
CONSULTING ARBORISTS

San Francisco, CA  
650.542.8733

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## Summary

Five trees on or near the project site were inventoried—four are protected. Removal of two protected trees is proposed, a street tree and a rear yard tree, identified as Tree #1 and Tree #4, respectively, due to their poor condition. A removal permit for Tree #4 has already been obtained by the property owner. The construction of a new front walkway and the rear addition foundation will require hand excavation around their perimeters. The demolition work involving a detached garage and driveway will necessitate entry into Tree #3's Tree Protection Zone (TPZ), expected to moderately impact the tree, necessitating its close observation and detailed reporting in Monthly Monitoring Reports. Aside from the moderate impact on Tree #3, the anticipated impact on other trees to be preserved is considered low. This report includes a Tree Map outlining specific areas requiring hand excavation and arborist consultation. Given the proximity of the construction to certain trees and the encroachment into TPZs, it is imperative for all project participants to be well-acquainted with this report and to seek the Project Arborist's guidance if they have any questions or concerns.

## Assignment

- Visit the site and collect the following attributes for all protected trees on site: species, trunk diameter, overall condition, and suitability for preservation.
- Prepare a numbered tree map (not-to-scale).
- Review all available project drawings to assess impacts from construction activities.
- Develop tree protection guidelines for all trees to be retained.

## Limits of Assignment

The information in this report is limited to the tree and site conditions during my inspections on January 26, 2024, and my review of the following project documents:

- Site Plan A1. Shad Designs. 12/15/23
- [Untitled] L1. Shad Designs. 12/15/23
- No tree risk assessments were performed.
- The trunk diameters and heights of trees located off the property are based on visual estimations. The assessment of the condition of trees situated offsite was made from one perspective, on the project side of the tree.

## Purpose and Use of this Report

This report records existing tree and site conditions at the subject property. The client and their agents will use it to guide the preservation of trees throughout construction.



## Observations

### **Trees**

Five (5) trees, including four Protected trees, were inventoried.

Tree #1 is a valley oak street tree. This tree is immensely disfigured from past topping cuts to minimize interference with overhead communications wires.

Tree #2 is a California peppertree.

Tree #3 is a large coast redwood tree on the neighbor's property. The trunk is almost touching the detached garage. Its buttress roots appear to be displacing the garage floor slab.

Tree #4 is a two-stemmed willow in very poor condition. The property owner has a permit to remove Tree #4.

Tree #5 (not protected) is a Callery pear on the neighboring property. This tree has the poor structural characteristics common for the species.

See the [Tree Map](#) and Tree Assessment Table. The Tree Assessment Table details all attributes collected for each tree and lists an opinion of the value for each tree based on the methodology and guidance in the *Guide to Plant Appraisal* (10th Edition).

### **Project Features**

The existing residence will gain a new garage, porch, and additional living space on the first floor. A new second story will be constructed. A new front porch, rear deck, and multiple walkways are proposed. The existing driveway will be reconstructed, and the detached garage in the rear will be demolished. Replacement of the existing street tree (#1) is proposed to its poor condition.

## ***Potential Conflicts***

Tree #2 – a new front walkway will be constructed about 12 feet from Tree #2.

Tree #3 – demolition of the detached garage, and the existing driveway will require trespass into the TPZ.

Tree #5 – new hedges are proposed within a few feet of the trunk.

## Discussion

### Suitability for Preservation

The 2023 ISA Best Management Practices emphasizes the importance of selecting trees for preservation that enhance a site post-construction. This involves assessing trees based on their species, health, size, longevity, and construction tolerance.

Trees ideal for preservation are healthy, long-lived, aesthetically pleasing, non-invasive, pest-free, and construction-tolerant. In contrast, unhealthy, short-lived, unattractive, or disturbance-sensitive trees are less suitable for preservation.

The Tree Assessment Table provides suitability ratings (good, fair, poor) for each tree.

### Tree Protection Zone (TPZ)

The Tree Protection Zone (TPZ) is the designated area where certain activities are prohibited to reduce potential harm to the tree. On the Tree Map, Heartwood Consulting Arborists (HCA) has specified fence locations adequate to minimize impacts to the trees scheduled for preservation. The fence configurations differ from idealized “calculated” TPZs. In accordance with current ISA BMPs for Trees and Construction, the “specified” TPZs account for tree size, species tolerance to disturbance, and the practical constraints of existing and proposed project features.

The TPZs shown on the Tree Map are to be installed before demolition starts and removed after the project is complete and with permission from the City Arborist.

The TPZ fence specifications and guidelines for working within the TPZ are in Appendix A. Any work inside the TPZ, including demolition, requires prior consultation with the Project Arborist.

### Critical Root Zone

The critical root zone (CRZ) is the area of soil around the trunk of a tree where roots are located that provide stability and uptake of water and nutrients required for the tree's survival. The CRZ is the minimum distance from the trunk that trenching or root cutting can occur. The CRZ extends out from the trunk three times the tree's diameter at breast height (DBH) (Costello, L., Watson, G., Smiley, E. 2017). For example, a tree with a diameter of two feet would have a CRZ that extends at least six feet from the trunk on all sides.

On this project, non-selective root removal (i.e. trenching) is unnecessary within the CRZ of any tree. CRZ distances for each tree are listed in the Tree Assessment Table.

### Impact Level

Impact level defines how a tree may be influenced by construction activity and proximity to the tree and is described as low, moderate, or high. The following scale defines the impact rating:

- Low = The construction activity will have little influence on the tree.
- Moderate = The construction may cause future health or structural problems, and steps must be taken to protect the tree to reduce future problems.
- High = Tree structure and health will be compromised, and removal is recommended, or other actions must be taken for the tree to remain. The tree is located in the building envelope.

### **Tree #2 – Low**

A new walkway is proposed 12 feet from Tree #2. To minimize injury to this tree, the edge of the walkway nearest the trunk shall be excavated by hand, the exposed roots inspected by the Project Arborist, and cut cleanly to undamaged tissue in accordance with the root management guidelines in Appendix A.

**Tree #3 – Moderate**

Work is planned inside the TPZ during the following activities:

- Demolition of existing garage and driveway
- Construction of rear deck and rear and side walkways.

Some root loss is inevitable during these activities. Fortunately, coast redwood trees tolerate root loss well, especially when provided supplemental irrigation. Only manual excavation is permitted within TPZs, and clear instructions for root management and Project Arborist involvement are provided in Appendix A.

It is anticipated that Tree #3 will experience *moderate* impacts. The Project Arborist should closely monitor this tree, with specific attention given to it in the Monthly Monitoring Reports.

**Tree #5 – Low**

The Proposed Site Plan A1 shows a new hedgerow adjacent to this tree. To reduce harm to the tree's roots, new plants should be positioned outside the critical root zone, at least 3 feet away from the trunk. For planting occurring between 3 and 7 feet from the trunk, planting is to be done only by hand, ensuring minimal disturbance to the soil surface. Care should also be taken to avoid affecting roots larger than 1 inch in diameter.

Assuming Tree Protection Zones are implemented according to the specifications in this report and with adherence to the Tree Protection Guidelines (Appendix A), it is anticipated that the impact on all Trees #2 and 5 will be Low. The impact on Tree #3 is expected to be Moderate.

## Recommendations

1. Provide a copy of this report to all contractors and project managers, including the architect, civil engineer, and landscape designer or architect. It is the responsibility of the owner to ensure all parties are familiar with this document.  
Any questions should be directed to Project Arborist, Matthew Fried (650-542-8733).
2. Review the [Tree Map](#) and incorporate all arborist mark up onto the Site Plan and/or a separate sheet titled T-1 Tree Protection Plan. Specifically, the plan set shall be amended to reflect the following:
  - a. Tree protection fence locations specified on Tree Map
  - b. Tree #'s used in this report.
  - c. Locations where hand excavation is required.
  - d. Location of new *Quercus texana* street tree.
3. Amend plans to reflect the planting restrictions in the vicinity of Tree #5:
  - a. New plants should be positioned outside the critical root zone, at least 3 feet away from the trunk. For planting occurring between 3 and 7 feet from the trunk, planting is to be done only by hand, ensuring minimal disturbance to the soil surface. Care should also be taken to avoid affecting roots larger than 1 inch in diameter.
4. Incorporate the following report elements into the construction plan set in a clearly readable format and size:
  - a. Tree Assessment Table
  - b. Tree Protection Guidelines (Appendix A)
  - c. [Tree Protection Fence Standard Detail](#)
5. Obtain a Tree Removal Permit from the [City of Menlo Park](#) prior to removing Tree #1.
6. Place tree protection fence around the trees to exclude personnel, materials, and equipment from accessing the area. Fence will need to be adjusted temporarily during the demolition phase to allow access to the detached garage and adjacent portions of the driveway that will be removed.

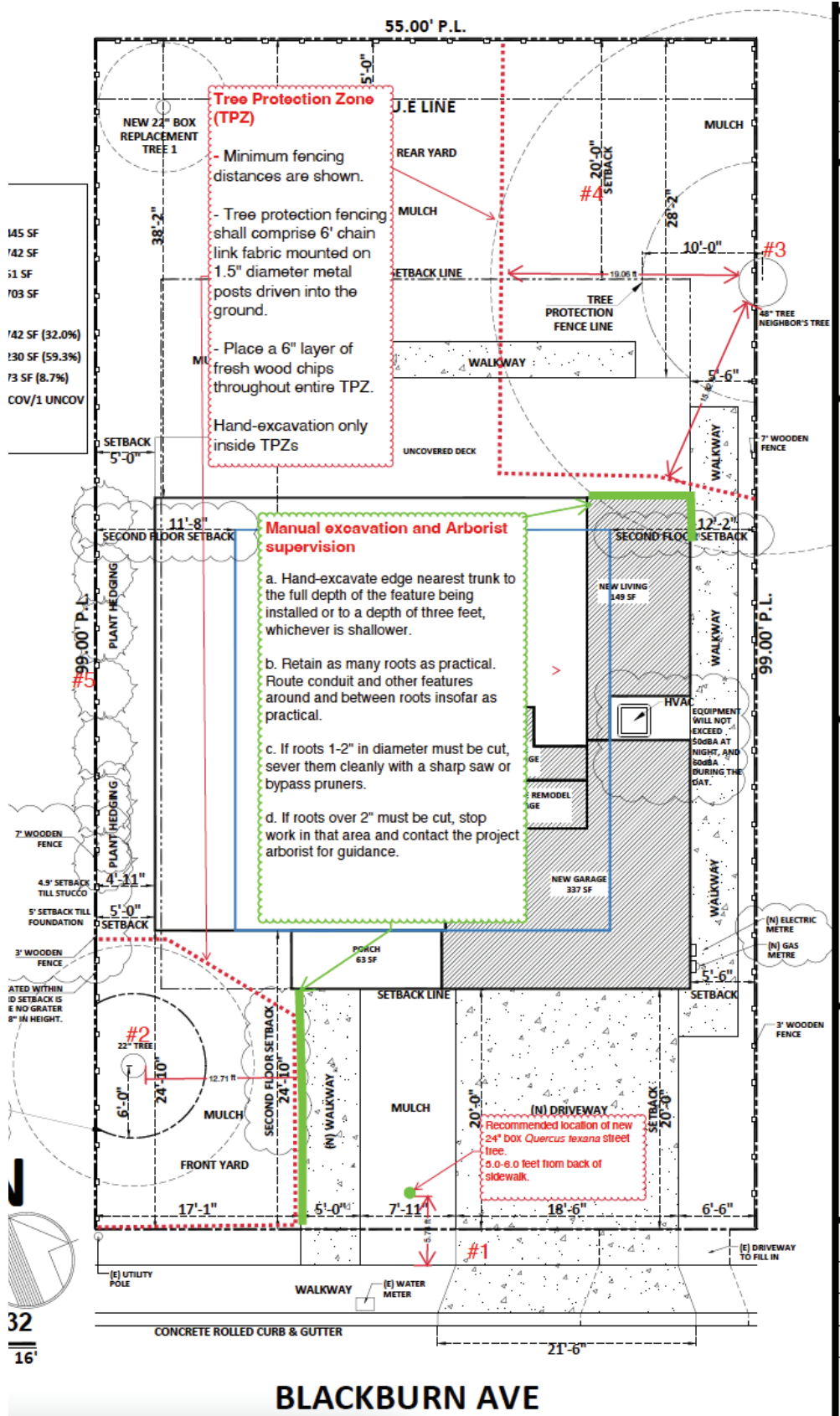
7. Under no circumstances are ANY roots of ANY tree to be severed within a distance less than 3 times the trunk diameter. If such a need arises, an inspection and report by the Project Arborist is required to assess impacts to tree and provided additional mitigation measures for review by the City of Menlo Park.
8. Refer to Appendix A for Tree Protection Guidelines including recommendations for arborist assistance while working under trees, trenching, or excavation within any Tree Protection Zone.
9. Arrange a pre-construction meeting with the Project Arborist to:
  - a. Verify tree protection is in place, with the correct materials, and at the proper distances.
  - a. Review the Tree Protection Guidelines. Access routes, storage areas, and work procedures will be discussed.
  - b. Identify any potential clearance pruning that may be required to accommodate construction.

## Tree Assessment Table

| Tree # | Protected      | Preserve / Remove | Species                                   | Trunk Dia. (in.) | Overall Condition | Suitability for Pres. | Impact Level | Comments   | Specific Tree Protection Recommendations  | Opinion of Value | Critical Root Zone (3x) (ft.) | 6x (ft.) |
|--------|----------------|-------------------|---|------------------|-------------------|-----------------------|--------------|--|---|------------------|-------------------------------|----------|
| 1      | Yes/<br>Street | (Re)              | Valley Oak<br>Quercus lobata              | 6                | Poor              | Poor                  | N/A          | All three leaders<br>have been topped<br>for overhead wires  | REMOVE. PERMIT REQUIRED   | \$ 240           | 1.5                           | 3        |
| 2      | Yes/<br>HT     | (Pr)              | California<br>peppertree<br>Schinus molle | 22               | Fair              | Good                  | Low          |  | Hand excavate along edge nearest<br>trunk. Cleanly cut roots under<br>arborist supervision  | \$ 5,300         | 5.5                           | 11       |
| 3      | Yes/<br>HT     | (Pr)              | Coast redwood<br>Sequoia<br>sempervirens  | 48               | Fair              | Fair                  | Mod          | Neighbor tree  | Hand excavation only for:<br>(1) perimeter of addition<br>(2) deck footings<br>(3) walkways | \$ 6,900         | 12                            | 24       |
| 4      | Yes/<br>HT     | (Re)              | Willow<br>Salix sp.                       | 22               | Very<br>poor      | Poor                  | N/A          | One of two<br>principal stems is<br>completely dead.<br>Heritage Tree<br>Permit already<br>issued. | REMOVE. PERMIT REQUIRED   | \$ 640           | 5.5                           | 11       |
| 5      | No             | (Pr)              | Callery pear<br>Pyrus calleryana          | 12               | Fair              | Poor                  | Low          | Neighbor tree  | Hand excavate, minimizing<br>disturbance to topsoil within 7 feet<br>of trunk.              | \$ 2,160         | 3                             | 6        |

# Tree Map

[\(Download PDF\)](#)



**BLACKBURN AVE**



## Appendix A: Tree Protection Guidelines

**THESE GUIDELINES MUST BE INCLUDED IN THE CONSTRUCTION PLAN SET IN A CLEARLY READABLE FORMAT AND SIZE.**



ANY TREE ON SITE PROTECTED BY THE CITY'S MUNICIPAL CODE WILL REQUIRE REPLACEMENT ACCORDING TO ITS APPRAISED VALUE IF IT IS DAMAGED BEYOND REPAIR AS A RESULT OF CONSTRUCTION.



### -----PRECONSTRUCTION PHASE-----

1. **Tree Protection Fences.** Install tree protection fences at the locations and distances shown on the Tree Map.

The area within the fence is the **Tree Protection Zone (TPZ)**.

- a. Fence shall be six (6)-foot-tall chain link.
- b. Fence posts shall be 1.5 inches in diameter, driven 2 feet into the ground, at most 10 feet apart.
- c. Permanent walls and fences may be used instead of chain link fence where they are of comparable height and sturdiness to chain link.
- d. Movable barriers of chain link fence secured to cement blocks may be substituted for fixed fence in limited circumstances and with City Arborist approval if the fence will have to be moved to accommodate certain construction phases.
- e. Manually spread a 6-inch layer of coarse woodchips throughout entire TPZ prior to construction activity.
- f. Custom TPZ Warning Signs (English and Spanish) shall be printed on 11" x 17" laminated **yellow** paper and secured in a prominent location on each protection fence. ([Download signs](#)).
- g. If construction activities are planned between April and October, temporary supplemental irrigation (soaker hose) shall be installed throughout the TPZ. The Project Arborist will direct the watering schedule based on site-specific considerations and recent weather.

**2. Tree Protection Verification Letter**

Notify the project arborist after tree protection measures have been installed. The project arborist must inspect the measures to verify their compliance and will issue a letter to the city with their findings.

**3. Meeting with Project Arborist**

Prior to beginning any work or demolition, all contractors involved with the project should attend a pre-construction meeting with the Project Arborist to:

- a. Review the Tree Protection Guidelines. Access routes, storage areas, and work procedures will be discussed.
- b. Identify any potential clearance pruning that may be required to accommodate construction.
- c. The general contractor or project manager is responsible for scheduling this meeting.

-----DEMOLITION PHASE-----

4. When demolishing existing features within TPZs, start work close to trees and move backward, limiting equipment to still-paved areas.
5. If movable barriers were authorized for the demolition phase and will not need to be moved again, install standard chain link fence with posts in the ground.

-----CONSTRUCTION PHASE-----

**6. Monthly Monitoring Reports.**

Alert the Project Arborist when construction is scheduled to begin. The Project Arborist shall visit the site monthly until project completion to:

- a. Monitor the effectiveness of the Tree Preservation Plan.
  - b. Provide recommendations for any necessary additional care or treatment.
  - c. Issue a report to the city with their findings.
  - d. The final report will include recommendations for post-construction mitigation and treatments, if appropriate.
7. Maintain tree protection fences around all TPZs and inspect daily for damage and proper function.
  8. Do not remove, adjust, or work inside any TPZ without consulting the Project Arborist.

**9. Tree Protection Zone (TPZ) Restrictions**

- a. NO operation, storage, or parking of vehicles or heavy equipment.
- b. NO storage or disposal of building materials, refuse, soil, excavated spoils, or chemicals of any kind.
- c. NO cutting of tree roots by utility trenching, foundation digging, or any miscellaneous excavation without prior approval of the Project Arborist.
- d. NO use of TPZ as a rest/lunch/break area by project staff.
- e. NO grade changes of any kind except as expressly designed or approved by the Project Arborist.
- f. NO alteration or disturbance, for any duration, of the ground inside the TPZ.

**10. ANY WORK WITHIN ANY TPZ MUST BE APPROVED BY THE PROJECT ARBORIST PRIOR TO BEGINNING THE TASK.****11. Root Management**

- a. If roots over 1" in diameter are encountered when excavating in ANY location:
  - i. Hand-dig the edge nearest the trunk to the full depth of the feature being installed or to a depth of 3 feet, whichever is shallower.
  - ii. Route conduit and other features around and between roots when possible.
- b. If roots 1-2 inches in diameter must be cut, sever them clean and square at undamaged tissue using bypass pruners for a sharp saw.
- c. If roots over 2" must be cut, STOP work in that area and contact the Project Arborist immediately for guidance.
  - i. The Project Arborist will inspect the exposed root(s) to assess the impact of cutting and oversee/document any approved root cutting.
- d. Exposed roots and upper 3 feet of trench walls shall be covered with 3-4 layers of burlap or absorbent fabric and kept moist until backfilled.

**12. Pruning / Trimming**

Any pruning of any limbs or roots over 2" diameter must be supervised by the Project Arborist.

**13. Final Inspection by City Arborist –**

Before removing TPZ fences and *after* planting any replacement trees, contact the City Arborist for a final inspection. Jillian Keller - [jmkeller@menlopark.gov](mailto:jmkeller@menlopark.gov)

-----POST-CONSTRUCTION PHASE-----

**14.** Post-construction remedial treatments and/or maintenance may be prescribed by the Project Arborist near the end of the project. Any directives will be site-specific and tailored to:

- a. The observed disruptiveness of construction activities
- b. Tree condition and response to construction
- c. Time of year and recent weather

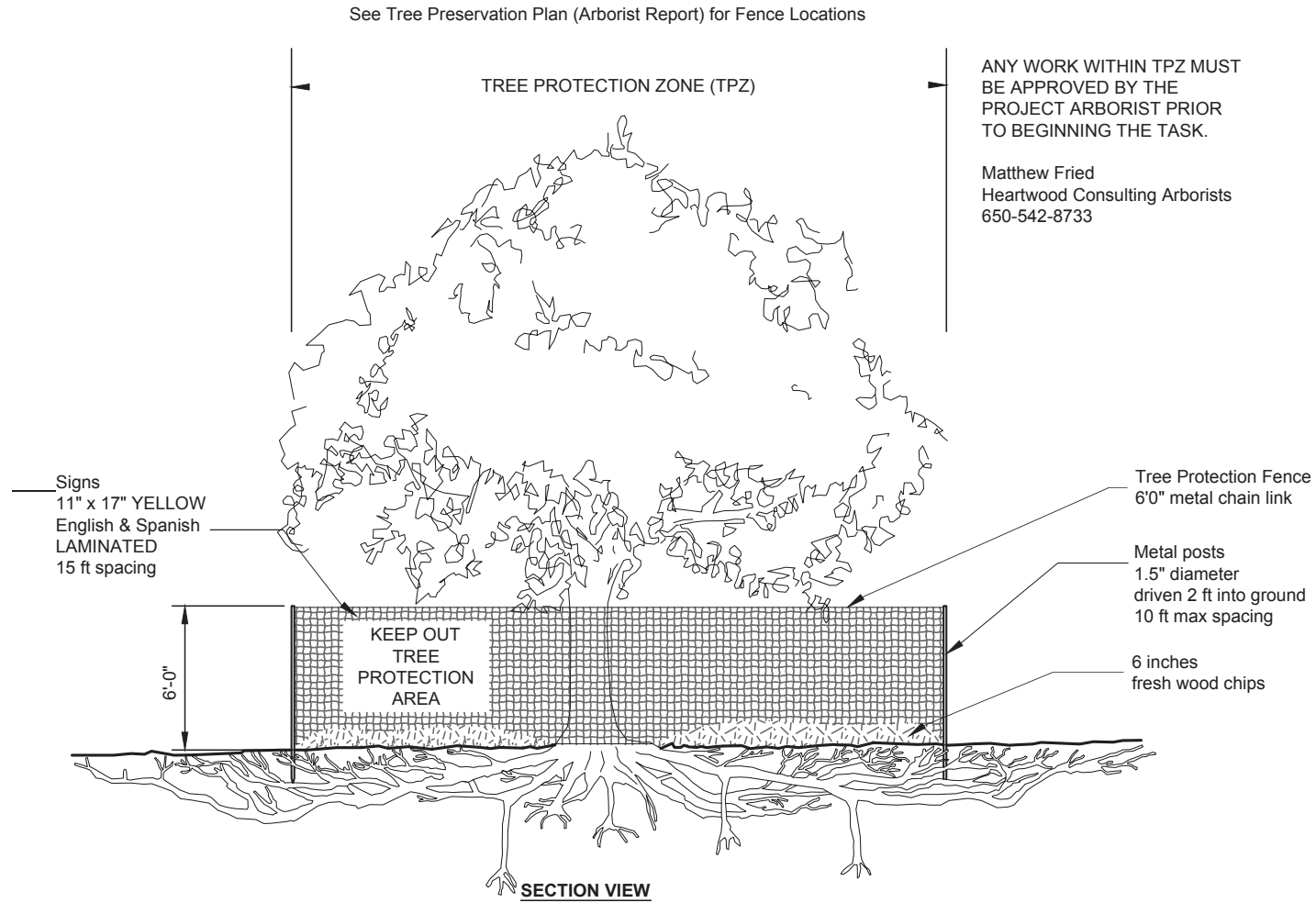
Post-construction care will be detailed in the final Monthly Monitoring Report and reviewed with the property owner.



ANY TREE ON SITE PROTECTED BY THE CITY'S MUNICIPAL CODE WILL REQUIRE REPLACEMENT ACCORDING TO ITS APPRAISED VALUE IF IT IS DAMAGED BEYOND REPAIR AS A RESULT OF CONSTRUCTION.



# Tree Protection Detail. Incorporate into Construction Plan Set. ([PDF for Download](#))



URBAN TREE FOUNDATION © 2014  
Modified by Heartwood Consulting Arborists

## Tree Protection Zone Signs

- Download [these signs](#) (English and Spanish) and print them on 11" x 17" **yellow** paper.
- After laminating, affix each copy in prominent locations along each tree protection fence.



## Qualifications, Assumptions, & Limiting Conditions

Any legal description provided to the consultant is assumed to be correct. Any titles or ownership of properties are assumed to be good and marketable. All property is appraised or evaluated as though free and clear, under responsible ownership and competent management.

All property is presumed to be in conformance with applicable codes, ordinances, statutes, or other regulations.

Care has been taken to obtain information from reliable sources. However, the consultant cannot be responsible for the accuracy of information provided by others.

The consultant shall not be required to give testimony or attend meetings, hearings, conferences, mediations, arbitration, or trials by reason of this report unless subsequent contractual arrangements are made, including payment of an additional fee for such services.

This report and any appraisal value expressed herein represent the opinion of the consultant, and the consultant's fee is not contingent upon the reporting of a specified appraisal value, a stipulated result, or the occurrence of a subsequent event.

Sketches, drawings, and photographs in this report are intended for use as visual aids, are not necessarily to scale, and should not be construed as engineering or architectural reports or surveys. The reproduction of information generated by architects, engineers, or other consultants on any sketches, drawings, or photographs is only for coordination and ease of reference. Inclusion of said information with any drawings or other documents does not constitute a representation as to the sufficiency or accuracy of said information.

Unless otherwise expressed: a) this report covers only examined items and their condition at the time of inspection; and b) the inspection is limited to visual examination of accessible items without dissection, excavation, probing, or coring. There is no warranty or guarantee, expressed or implied, that structural problems or deficiencies of plants or property may not arise in the future.

## Certification of Performance

I, Matthew Fried, certify:

- That I have personally inspected the tree(s) and/or the property referred to in this report and have stated my findings accurately. The extent of the evaluation and appraisal is stated in the attached report and the Terms of Assignment;
- That I have no current or prospective interest in the vegetation or the property that is the subject of this report and have no personal interest or bias with respect to the parties involved;
- That the analysis, opinions, and conclusions stated herein are my own;
- That my analysis, opinions, and conclusions were developed, and this report has been prepared according to commonly accepted arboricultural practices;
- That no one provided significant professional assistance to the consultant, except as indicated within the report;
- That my compensation is not contingent upon the reporting of a predetermined conclusion that favors the cause of the client or any other party.

I further certify that I am Registered Consulting Arborist® #651 with the American Society of Consulting Arborists, and acknowledge, accept, and adhere to the ASCA Standards of Professional Practice. I am an International Society of Arboriculture Certified Arborist and have been involved in the practice of arboriculture and the study of trees for over twelve years.

*Matthew Fried*

Matthew Fried  
ASCA Registered Consulting Arborist® # 651  
ISA Certified Arborist® MA-4851A



*asca* | RCA  
Registered Consulting Arborist®





## STAFF REPORT

### Planning Commission

Meeting Date:

3/25/2024

Staff Report Number:

24-016-PC

### Public Hearing:

Consider and adopt a resolution to approve a use permit to partially demolish, remodel, and add first- and second-story additions to an existing nonconforming single-story, single-family residence in the R-1-U (Single Family Urban Residential) zoning district, at 919 Arnold Way. The proposed work would exceed 50 percent of the replacement value of the existing nonconforming structure in a 12-month period. The applicant is also requesting to maintain a wall six feet in height within the front setback at approximately 14.8 feet from the property line. Determine this action is categorically exempt under CEQA Guidelines Section 15301's Class 1 exemption for existing facilities. The proposal includes the addition of an Accessory Dwelling Unit (ADU), which is a permitted use and not subject to discretionary review.

### Recommendation

Staff recommends that the Planning Commission adopt a resolution approving a use permit to partially demolish, remodel, and add first- and second-story additions to an existing nonconforming single-story, single-family residence, at 919 Arnold Way. The proposed work would exceed 50 percent of the replacement value of the nonconforming structure within a 12-month period. The applicant is also requesting to maintain a wall six feet in height within the required front setback at approximately 14.8 feet from the property line. 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 additions and existing wall, which exceeds the four-foot height limit within a required front yard setback.

### Background

#### *Site location*

Using Arnold Way in the north-south orientation, the project site is located on the west side of Arnold Way, near the corner of Arnold Way and Grayson Court in the Willows neighborhood. All properties immediately adjacent to the subject property are also located in the R-1-U zoning district, however there are properties in

the R-3 (Apartment) and C-MU (Commercial Mixed Use) zoning districts in the surrounding neighborhood. This neighborhood features primarily older, one-story bungalow homes, with newer two-story residences with varying styles scattered throughout. A location map is included as attachment B.

## Analysis

### ***Project description***

The subject property is currently occupied by a 2,112-square-foot, single-story, single-family residence with three bedrooms, two and one-half bathrooms, and an attached single-car garage originally built in approximately 1947. The applicant is proposing to convert the existing primary bedroom, bathroom, and a secondary bedroom to an Accessory Dwelling Unit (ADU), construct a 76-square-foot addition to the left, rear side of the first story, and construct a 1,051-square-foot second-story, which would include three additional bedrooms and two bathrooms.

The legally nonconforming parking configuration consisting of one covered off-street parking space and no additional conforming uncovered space would remain unchanged. The site does include a second uncovered off-street parking pad, accessed through a second curb cut on the left side of the property, but this space does not count towards the required off-street parking since it's located within the front setback.

In 2005, a permit was filed to construct a wall system four feet in height within the required front setback. While that permit had a final inspection and was closed, the as-built wall both extends into the right-of-way and has a section that is six feet in height, which exceeds the four-foot height limit within the required front setback. The six-foot tall portion of the wall is set back approximately 14.8 feet from the front property line. Neither an encroachment permit for the right-of-way encroachment nor a use permit for the six-foot tall wall within the front setback could be located. The applicant is requesting to maintain the portion of the wall which is six feet in height as part of the current use permit request. A thorough review of the existing wall was conducted in coordination with the Transportation Division which concluded that the existing six-foot tall wall did not pose a sightline hazard. A project-specific condition has been added that the applicant shall remove the portions of the wall that extend into the public right-of-way prior to the final building permit inspection subject to review and approval of the Planning and Engineering Divisions and is depicted as condition 2a.

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 49.9 feet, so the minimum side setback is five feet. A nonconforming wall on the right side of the garage is located 3.8 feet from the side property line and the wall along left side of the dining room is located approximately 2.4 feet from the side property line. These non-conforming walls are proposed to remain.

The applicant is proposing to maintain a portion of the existing nonconforming wall, eave, and roof structure at the front right side of the garage where it encroaches into the required side setback, which is shown on sheets S3.1, S4.1, and S5.1 included in Attachment A, Exhibit A. Through consultation with the Building Division and review of the proposed specific structural plans devised to retain the nonconforming elements during the construction process, the applicant has been advised that the nonconforming elements proposed to remain shall not be removed past the framing members.

The proposed additions and renovations would result in a four bedroom, three and one-half bathroom residence with an attached ADU with one bedroom and bathroom. The proposed additions would meet all Zoning Ordinance requirements for setbacks, lot coverage, floor area limit (FAL), daylight plane, 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 3,254 square feet, including an attached ADU, attached one-car garage, and areas of the attic five feet or greater in height, which exceeds the maximum floor area limit of 2,800 square feet for the site.
- The total proposed building coverage would be 2,545 square feet, or approximately 39 percent of the lot, where 2,257 square feet (35 percent) is permitted.
  - An exception for 649 square feet of FAL and building coverage is permitted in order to convert existing floor area into an ADU.
- The renovated residence would have a front setback of 25 feet where a minimum of 20 feet is required.
- The proposed additions would have minimum setbacks of five feet from both side property lines where a minimum of five feet is required.
- The renovated residence would have a rear setback of 27.3 feet where a minimum of 20 feet is required.
- The renovated residence would have a total height of approximately 24 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.

The lot is substandard with regard to lot width and area, however, the renovated residence, not including the area of the ADU, constitutes less than 150 percent of the FAL of the existing residence, meaning the proposal does not trigger the need for a use permit to allow a new two-story residence on a substandard lot.

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's architectural style would be a blend of Craftsman and California Ranch. Stucco material and colors would be matched to the existing. The James Hardie cement siding on the second floor addition would simulate the existing siding on the first floor and would be finished to match the existing siding. The existing composition brown shingle roofing would be replaced with new brown composition shingles and the same roofing material would be used on the second floor addition.

The proposal would comply with the daylight plane, with one intrusion which may be permitted on lots less than 10,000 square feet in size. The right side gable would intrude into the daylight plane 3.7 feet, where 10 feet is the maximum permitted intrusion when the required side yard setback is five feet. The length of the gable intrusion into the daylight plane would be 15.6 feet where 30 feet is the maximum permitted.

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

The City Arborist reviewed the proposed plans, inspected the site, and determined that an arborist report was not required for this project. The table below summarizes the trees on the site.

| Table 1: Tree summary and disposition |            |                       |             |              |
|---------------------------------------|------------|-----------------------|-------------|--------------|
| Tree number                           | Species    | Size (DBH, in inches) | Disposition | Notes        |
| 1                                     | Oak        | 22                    | Retain      | Heritage     |
| 2                                     | Birch      | 8                     | Retain      | Non-heritage |
| 3                                     | Birch      | 8                     | Retain      | Non-heritage |
| 4*                                    | Birch      | 8                     | Retain      | Non-heritage |
| 5                                     | Eucalyptus | 18                    | Retain      | Heritage     |
| 6                                     | Eucalyptus | 10                    | Remove      | Non-heritage |

\*Street tree

All standard Menlo Park heritage tree protection measures 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 become two-story, the 50 percent threshold applies. The City has determined that the value of the proposed work for the project would exceed 50 percent of the replacement value of the existing structure, at approximately 79 percent, and therefore requires use permit approval by the Planning Commission.

**Correspondence**

The applicant has stated in their project description letter that they shared their project plans with neighbors. 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 remain a harmonious contributor to the overall established streetscape where many older homes have been renovated to include second stories. After consultation with the Transportation Department, staff concludes that approving the applicant’s request to maintain a wall six feet in height approximately 14.8 feet from the front property line would not pose a view hazard and 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

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 A USE PERMIT TO PARTIALLY DEMOLISH, REMODEL, AND ADD FIRST- AND SECOND-STORY ADDITIONS TO AN EXISTING NONCONFORMING SINGLE-STORY, SINGLE-FAMILY RESIDENCE IN THE R-1-U (SINGLE FAMILY URBAN RESIDENTIAL) ZONING DISTRICT, AT 919 ARNOLD WAY. THE PROPOSED WORK WOULD EXCEED 50 PERCENT OF THE REPLACEMENT VALUE OF THE EXISTING NONCONFORMING STRUCTURE IN A 12-MONTH PERIOD. THE APPLICANT IS ALSO REQUESTING TO MAINTAIN A WALL SIX FEET IN HEIGHT WITHIN THE FRONT SETBACK AT APPROXIMATELY 14.8 FEET FROM THE PROPERTY LINE.**

WHEREAS, the City of Menlo Park (“City”) received an application requesting a use permit to partially demolish , remodel, and add first- and second-story additions to an existing nonconforming single-story, single-family residence in the R-1-U (Single Family Urban Residential) zoning district, at 919 Arnold Way. The proposed work would exceed 50 percent of the replacement value of the existing nonconforming structure in a 12-month period. The applicant is also requesting to maintain a wall six feet in height within the front setback at approximately 14.8 feet from the property line (collectively, the “Project”) from Linder Jones (“Applicant”) on behalf of Morgan Ames and Josh Levenberg (“Owners”) located at 919 Arnold Way (APN 062-211-090) (“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 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 second-story addition and remodeling work would exceed 50 percent of the existing value in a 12-month period; and

WHEREAS, the proposed addition would comply with all objective standards of the R-1-U district; and

WHEREAS, an existing six-foot tall wall, which exceeds the four-foot maximum height permitted for walls, fences, and hedges, is located within the required 20-foot front setback; and

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

WHEREAS, the project plans were reviewed by the City Arborist and found to be in compliance with the Heritage Tree Ordinance; 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 25, 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 50 percent of the replacement value of the existing structure, and for an existing six-foot tall wall to remain within the required front setback, 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, including the addition of a second-story, beyond 50 percent of the replacement value, subject to issuance of a use permit and provided that no increase in the nonconformity results and all other applicable regulations are met; and walls over four feet in height may be permitted within the required front setback subject to issuance of a use permit. The proposed project would not increase the nonconformity of the 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. Additionally, the retention of the existing six-foot tall wall within the front setback was reviewed by the Transportation Division and found not to impeded line of sight requirements.
  - b. The proposed residence would include a legally nonconforming number of off-street parking spaces because one covered and one uncovered parking space outside the front setback 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, aside from legal non-conforming, existing conditions, 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.

Section 3. Conditional Use Permit. The Planning Commission approves Use Permit No. PLN2023-00038, 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 25, 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

**Fire Flow Test Report**

**City of Menlo Park - Fire Flow Test Data**

Test Date/Time: 4/25 10:31 AM  
 Test Date: 4/23/21  
 Hydrant: 218 Arnold Way  
 Date: 4/23/21

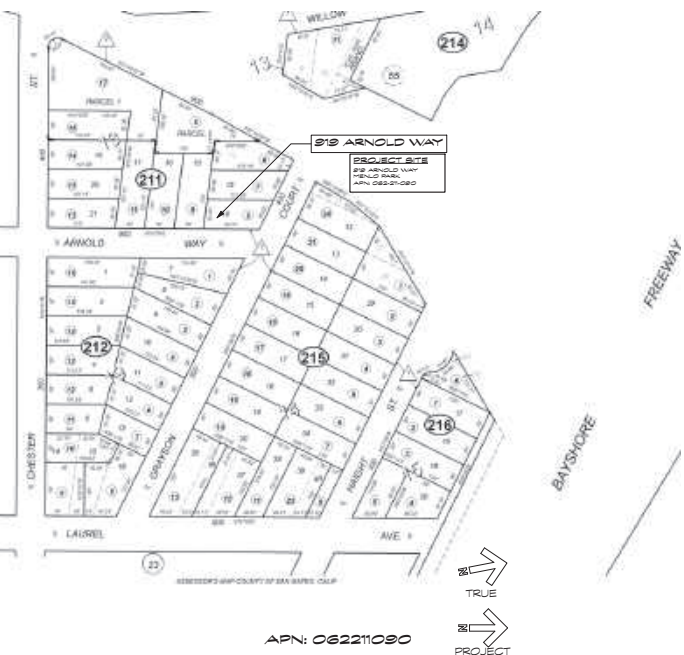
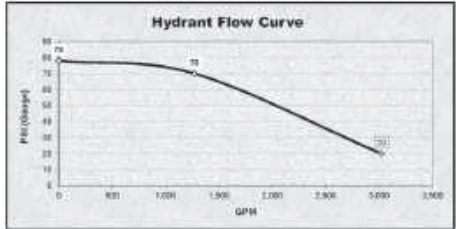
Residual Hydrant Location: 218 Arnold Way  
 Hydrant ID: 062211090-16  
 Static: 129 PSI  
 Residual: 127 PSI

Fire Hydrant #1 Location: 3022 Laurel  
 Hydrant ID: 062211090-17  
 Static: 129 PSI  
 Residual: 127 PSI

Fire Hydrant #2 Location: [Blank]  
 Hydrant ID: [Blank]  
 Static: [Blank]  
 Residual: [Blank]

Fire Hydrant #3 Location: [Blank]  
 Hydrant ID: [Blank]  
 Static: [Blank]  
 Residual: [Blank]

Fire Flow Test Calculator  
 Calculated Flow @ 20 PSI: 1,270 GPM  
 Calculated Flow @ 15 PSI: 1,820 GPM



**SHEET INDEX**

- AO.0 COVER SHEET
- AO.1 GENERAL CONDITIONS, ABBREVIATIONS, SITE MANAGEMENT
- AO.2 AREA PLAN
- AO.3 EXISTING SITE PLAN - SITE ANALYSIS
- AO.4 PROPOSED SITE PLAN - SITE ANALYSIS - DATA SHEET
- AO.5 TOPOGRAPHICAL CALCULATIONS
- AO.6 WORK VALUATION CALCULATIONS
- AO.7 CONSTRUCTION BEST MANAGEMENT PRACTICES (BMPs)
- AO.8 EXISTING FLOOR PLAN
- AO.9 PROPOSED 1ST FLOOR PLAN
- AO.10 PROPOSED 2ND FLOOR PLAN
- AO.11 PROPOSED ATTIC PLAN
- AO.12 ROOF PLAN
- AO.13 ROOF PLAN 2ND FLOOR
- AO.14 EXISTING AND PROPOSED EXTERIOR ELEVATIONS
- AO.15 EXISTING AND PROPOSED EXTERIOR ELEVATIONS
- AO.16 EXISTING AND PROPOSED EXTERIOR ELEVATIONS
- AO.17 EXISTING AND PROPOSED EXTERIOR ELEVATIONS
- AO.18 EXISTING AND PROPOSED EXTERIOR ELEVATIONS
- AO.19 EXISTING AND PROPOSED EXTERIOR ELEVATIONS
- AO.20 EXISTING AND PROPOSED EXTERIOR ELEVATIONS
- AO.21 WALL FINISHES PLAN 1ST FLOOR
- AO.22 FLOOR FINISHES PLAN 2ND FLOOR
- AO.23 ROOF FINISHES PLAN 1ST FLOOR

**SCOPE OF WORK**

CONVERT PORTION OF EXISTING 1ST FLOOR TO ADA  
 SET 2 DOOR THRESHOLDS FINISHES BOILER ROOM, JANUARY UTILITY ROOM  
 2ND FLOOR ADDITION & REPAIRS TO 2 BATHROOMS & LAUNDRY ROOM  
 REPAIRS TO 2ND FLOOR ELECTRICAL SYSTEM AND BATTERY ROOMS

**PROPERTY AND SITE INFORMATION**

OWNER: MORGAN AMES AND JOSH LEVENBERG  
 APN# 062211090  
 TRACT NO. 4294  
 LOT 19  
 PARCEL: 062-21-090  
 LOT AREA = 6481.25 SQ FT  
 OCCUPANCY GROUP: R-3 AND U  
 CONSTRUCTION TYPE: VB  
 ZONING DISTRICT: SAU (SINGLE-FAMILY URBAN RESIDENTIAL DISTRICT)  
 FLOOD ZONE: X  
 HISTORIC RESOURCES: NO  
 HISTORIC AREA: NO  
 EXISTING FIRE SPRINKLERS: NO  
 NEW FIRE SPRINKLERS: YES  
 W/LAND-URBAN INTERFACE (WU) FIRE AREA: NO  
 WATER DISTRICT: MENLO PARK MUNICIPAL WATER DISTRICT  
 GEHAZARD ZONE: NO  
 SEISMIC HAZARD: NO  
 SEWER DISTRICT: WEST BAY SANITARY DISTRICT  
 SCHOOL DISTRICTS:  
 ELEMENTARY SCHOOL: MENLO PARK CITY SCHOOL DISTRICT  
 HIGH SCHOOL: REGINA LINCH HIGH SCHOOL  
 PAL AND COVERAGE, SEE SHEETS AO.3, AO.4, AND AO.5

**APPLICABLE CODES**

2022 CALIFORNIA BUILDING CODE  
 2022 CALIFORNIA RESIDENTIAL CODE  
 2022 CALIFORNIA ELECTRICAL CODE  
 2022 CALIFORNIA MECHANICAL CODE  
 2022 CALIFORNIA PLUMBING CODE  
 2022 CALIFORNIA GREEN BUILDING CODE  
 2022 CALIFORNIA ENERGY CODE  
 2022 MENLO PARK MUNICIPAL CODES  
 LOCAL ORDINANCES, LAWS, ORDINANCES AND REGULATIONS

**CONSULTANTS**

- BUILDING CONTRACTORS**
- HEARTWOOD RESIDENTIAL DESIGN + BUILD  
 8521 HICKORY AVENUE # 2  
 CARPENTERS, CA 94008  
 408-390-2000  
 NOLDBRAND@HEARTWOODRESIDENTIAL.COM  
 CALIFORNIA LIC # 91830
- STRUCTURAL ENGINEERS**
- ST-012000  
 DNCL DEVELOPMENT & ENGINEERS  
 3400 AVALON STREET  
 REDWOOD CITY, CA 94063  
 770-002-0890/0891/0892  
 DATE CALIF. LIC # 06330
- LAND SURVEYORS/CIVIL ENGINEERS**
- L WARD HARRISON PLS  
 L WARD HARRISON CIVIL ENGINEERING & LAND SURVEYING  
 28000 NEVADA BLVD, SUITE C  
 NEWARK, CA 94560-3000  
 925-979-8700  
 CALIF. LIC. NO. 62075
- ENERGY CONSULTANT**
- ENR-166  
 SBAE+TIC INC  
 SBAE+TIC@GMAIL.COM  
 HTTP://WWW.SBAE+TIC.COM/LIANT/COH  
 PRO REG-0208
- HVAC DESIGNER**
- ENR-166  
 SBAE+TIC INC  
 SBAE+TIC@GMAIL.COM  
 HTTP://WWW.SBAE+TIC.COM/LIANT/COH  
 PRO REG-0208
- SEAPANELS DESIGNER**
- JANU, LEANE RESIDENT  
 CONTROL LINE, INC  
 3016 BOLTON ROAD  
 REDWOOD CITY, CA 94063  
 LEANE@CONTROLLINE.COM  
 650-222-7440  
 CALIFORNIA LIC # 105840
- FLOOR CEILING DESIGNER**
- RUSSELL BRUNER DR  
 EDWARDS+HEWITT ARCHITECTURE COMPANY LLC  
 2025 SAN JUAN ROAD  
 HOLISTON, MA 01923  
 INFO@EDWARDS+HEWITT.COM (431) 633-0377
- ELECTRICAL ENGINEERS**
- ENR-166  
 HUS ENGINEERING CONSULTANTS, INC  
 2000 BERRY ST STE 104  
 REDWOOD CITY, CA 94063  
 HUS@HUSCONS.COM  
 650-352-0900
- SOLAR ELECTRIC CONSULTANT**
- JOHN DEWING  
 NYSR ENERGY SOLUTIONS  
 280 ROCKBADER CIRCLE  
 LINDSEYVILLE, CA 94021  
 JOHN@NYSRENERGY.COM  
 650-352-8884  
 CA LICENSE NO 90883
- SEE DETAILING CONSULTANT**

**REVISIONS**

- △ RESPONSES TO USE PERMIT PLANNING REVIEW 1ST COMMENTS
- △ RESPONSES TO USE PERMIT PLANNING REVIEW 2ND COMMENTS
- △ RESPONSES TO USE PERMIT PLANNING REVIEW 3RD COMMENTS
- △ RESPONSES TO USE PERMIT BUILDING REVIEW 3RD COMMENTS

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UNDER JONES ARCHITECTS  
 8700 AVILA DRIVE  
 LOS ANGELES, CA 90048  
 (818) 441-2028



MORGAN AMES AND  
 JOSH LEVENBERG  
 8700 AVILA DRIVE  
 LOS ANGELES, CA 90048  
 (818) 441-2028

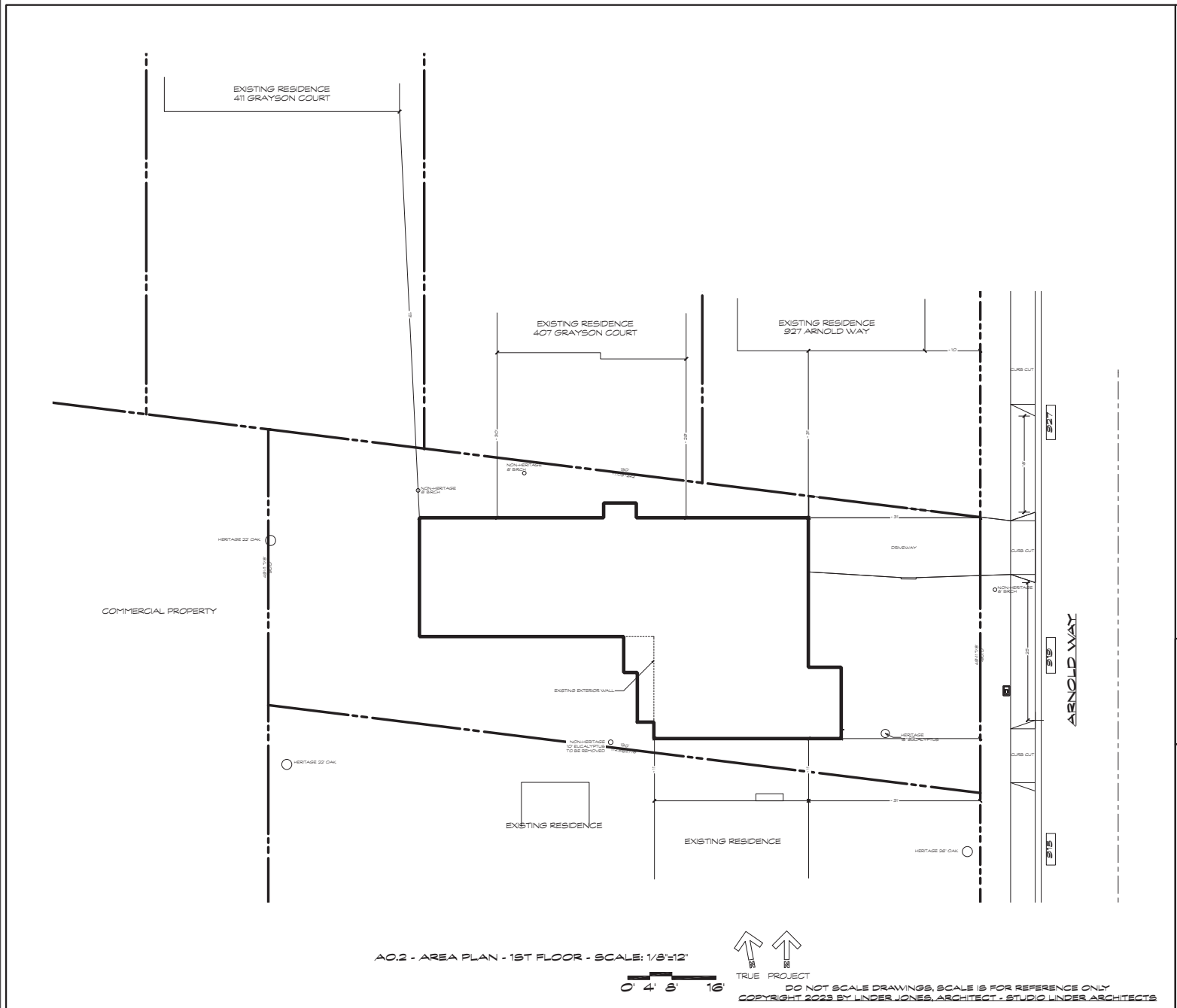
COVER SHEET

1ST FLOOR ADDITION, 1ST FLOOR ADA,  
 2ND FLOOR ADDITION, AND INTERIOR  
 REPAIRS

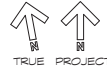
DATE: 05/30/2023  
 PRINT DATE: 07/11/2024  
 SCALE: AS NOTED

SHEET:  
**A.00**





A0.2 - AREA PLAN - 1ST FLOOR - SCALE: 1/8"=1'-0"



TRUE PROJECT

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**REVISIONS**

- ▲ RESPONSES TO USE PERM PLANNING REVIEW 1ST COMMENTS
- ▲ RESPONSES TO USE PERM PLANNING REVIEW 2ND COMMENTS
- ▲ RESPONSES TO USE PERM PLANNING REVIEW 3RD COMMENTS
- ▲ RESPONSES TO USE PERM BUILDING REVIEW 3RD COMMENTS



LINDER JONES ARCHITECT  
 8700 AVILA DRIVE  
 LOS ANGELES, CA 90048



MORGAN AMES AND  
 JAMES LEVENBERG  
 ARCHITECTS  
 1510 PARK AVENUE  
 (818) 974-2882

AREA PLAN

1ST FLOOR ADDITION, 1ST FLOOR ADDITION,  
 SECOND FLOOR ADDITION, AND KITCHEN  
 REVISIONS

DATE: 05/20/2023  
 PRINT DATE: 11/11/2024

SCALE: AS NOTED

SHEET:

A0.2



UNDER JONES ARCHITECT  
 8150 AVILA DRIVE  
 LOS ANGELES, CA 90048  
 (818) 974-2882



MORGAN AMES AND ASSOCIATES  
 10500 WILSON AVENUE  
 SUITE 1000  
 LOS ANGELES, CA 90024  
 (310) 574-2882

EXISTING SITE PLAN - SITE ANALYSIS

1ST FLOOR ADDITION, 1ST FLOOR ADDITION, AND KITCHEN REPAIR

DATE:

05/20/2023

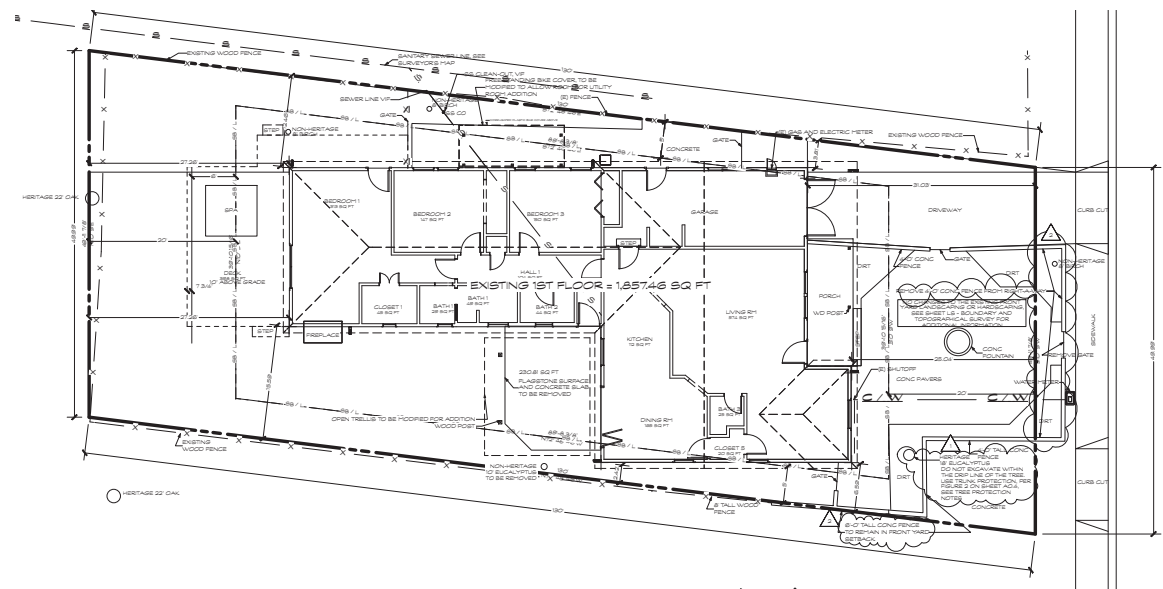
PRINT DATE:

11/16/2024

SCALE: AS NOTED

SHEET:

A03



A03 - EXISTING SITE PLAN - SCALE: 1/8"=1'-0"



SEE SHEET LS - BOUNDARY AND TOPOGRAPHICAL SURVEY FOR ADDITIONAL INFORMATION

SITE ANALYSIS - EXISTING

| NO. | DESCRIPTION          | AREA (SQ FT) | STATUS   |
|-----|----------------------|--------------|----------|
| 1   | EXISTING GARAGE      | 1,857        | EXISTING |
| 2   | EXISTING 1ST FLOOR   | 1,857        | EXISTING |
| 3   | EXISTING 2ND FLOOR   | 1,857        | EXISTING |
| 4   | EXISTING 3RD FLOOR   | 1,857        | EXISTING |
| 5   | EXISTING 4TH FLOOR   | 1,857        | EXISTING |
| 6   | EXISTING 5TH FLOOR   | 1,857        | EXISTING |
| 7   | EXISTING 6TH FLOOR   | 1,857        | EXISTING |
| 8   | EXISTING 7TH FLOOR   | 1,857        | EXISTING |
| 9   | EXISTING 8TH FLOOR   | 1,857        | EXISTING |
| 10  | EXISTING 9TH FLOOR   | 1,857        | EXISTING |
| 11  | EXISTING 10TH FLOOR  | 1,857        | EXISTING |
| 12  | EXISTING 11TH FLOOR  | 1,857        | EXISTING |
| 13  | EXISTING 12TH FLOOR  | 1,857        | EXISTING |
| 14  | EXISTING 13TH FLOOR  | 1,857        | EXISTING |
| 15  | EXISTING 14TH FLOOR  | 1,857        | EXISTING |
| 16  | EXISTING 15TH FLOOR  | 1,857        | EXISTING |
| 17  | EXISTING 16TH FLOOR  | 1,857        | EXISTING |
| 18  | EXISTING 17TH FLOOR  | 1,857        | EXISTING |
| 19  | EXISTING 18TH FLOOR  | 1,857        | EXISTING |
| 20  | EXISTING 19TH FLOOR  | 1,857        | EXISTING |
| 21  | EXISTING 20TH FLOOR  | 1,857        | EXISTING |
| 22  | EXISTING 21ST FLOOR  | 1,857        | EXISTING |
| 23  | EXISTING 22ND FLOOR  | 1,857        | EXISTING |
| 24  | EXISTING 23RD FLOOR  | 1,857        | EXISTING |
| 25  | EXISTING 24TH FLOOR  | 1,857        | EXISTING |
| 26  | EXISTING 25TH FLOOR  | 1,857        | EXISTING |
| 27  | EXISTING 26TH FLOOR  | 1,857        | EXISTING |
| 28  | EXISTING 27TH FLOOR  | 1,857        | EXISTING |
| 29  | EXISTING 28TH FLOOR  | 1,857        | EXISTING |
| 30  | EXISTING 29TH FLOOR  | 1,857        | EXISTING |
| 31  | EXISTING 30TH FLOOR  | 1,857        | EXISTING |
| 32  | EXISTING 31ST FLOOR  | 1,857        | EXISTING |
| 33  | EXISTING 32ND FLOOR  | 1,857        | EXISTING |
| 34  | EXISTING 33RD FLOOR  | 1,857        | EXISTING |
| 35  | EXISTING 34TH FLOOR  | 1,857        | EXISTING |
| 36  | EXISTING 35TH FLOOR  | 1,857        | EXISTING |
| 37  | EXISTING 36TH FLOOR  | 1,857        | EXISTING |
| 38  | EXISTING 37TH FLOOR  | 1,857        | EXISTING |
| 39  | EXISTING 38TH FLOOR  | 1,857        | EXISTING |
| 40  | EXISTING 39TH FLOOR  | 1,857        | EXISTING |
| 41  | EXISTING 40TH FLOOR  | 1,857        | EXISTING |
| 42  | EXISTING 41ST FLOOR  | 1,857        | EXISTING |
| 43  | EXISTING 42ND FLOOR  | 1,857        | EXISTING |
| 44  | EXISTING 43RD FLOOR  | 1,857        | EXISTING |
| 45  | EXISTING 44TH FLOOR  | 1,857        | EXISTING |
| 46  | EXISTING 45TH FLOOR  | 1,857        | EXISTING |
| 47  | EXISTING 46TH FLOOR  | 1,857        | EXISTING |
| 48  | EXISTING 47TH FLOOR  | 1,857        | EXISTING |
| 49  | EXISTING 48TH FLOOR  | 1,857        | EXISTING |
| 50  | EXISTING 49TH FLOOR  | 1,857        | EXISTING |
| 51  | EXISTING 50TH FLOOR  | 1,857        | EXISTING |
| 52  | EXISTING 51ST FLOOR  | 1,857        | EXISTING |
| 53  | EXISTING 52ND FLOOR  | 1,857        | EXISTING |
| 54  | EXISTING 53RD FLOOR  | 1,857        | EXISTING |
| 55  | EXISTING 54TH FLOOR  | 1,857        | EXISTING |
| 56  | EXISTING 55TH FLOOR  | 1,857        | EXISTING |
| 57  | EXISTING 56TH FLOOR  | 1,857        | EXISTING |
| 58  | EXISTING 57TH FLOOR  | 1,857        | EXISTING |
| 59  | EXISTING 58TH FLOOR  | 1,857        | EXISTING |
| 60  | EXISTING 59TH FLOOR  | 1,857        | EXISTING |
| 61  | EXISTING 60TH FLOOR  | 1,857        | EXISTING |
| 62  | EXISTING 61ST FLOOR  | 1,857        | EXISTING |
| 63  | EXISTING 62ND FLOOR  | 1,857        | EXISTING |
| 64  | EXISTING 63RD FLOOR  | 1,857        | EXISTING |
| 65  | EXISTING 64TH FLOOR  | 1,857        | EXISTING |
| 66  | EXISTING 65TH FLOOR  | 1,857        | EXISTING |
| 67  | EXISTING 66TH FLOOR  | 1,857        | EXISTING |
| 68  | EXISTING 67TH FLOOR  | 1,857        | EXISTING |
| 69  | EXISTING 68TH FLOOR  | 1,857        | EXISTING |
| 70  | EXISTING 69TH FLOOR  | 1,857        | EXISTING |
| 71  | EXISTING 70TH FLOOR  | 1,857        | EXISTING |
| 72  | EXISTING 71ST FLOOR  | 1,857        | EXISTING |
| 73  | EXISTING 72ND FLOOR  | 1,857        | EXISTING |
| 74  | EXISTING 73RD FLOOR  | 1,857        | EXISTING |
| 75  | EXISTING 74TH FLOOR  | 1,857        | EXISTING |
| 76  | EXISTING 75TH FLOOR  | 1,857        | EXISTING |
| 77  | EXISTING 76TH FLOOR  | 1,857        | EXISTING |
| 78  | EXISTING 77TH FLOOR  | 1,857        | EXISTING |
| 79  | EXISTING 78TH FLOOR  | 1,857        | EXISTING |
| 80  | EXISTING 79TH FLOOR  | 1,857        | EXISTING |
| 81  | EXISTING 80TH FLOOR  | 1,857        | EXISTING |
| 82  | EXISTING 81ST FLOOR  | 1,857        | EXISTING |
| 83  | EXISTING 82ND FLOOR  | 1,857        | EXISTING |
| 84  | EXISTING 83RD FLOOR  | 1,857        | EXISTING |
| 85  | EXISTING 84TH FLOOR  | 1,857        | EXISTING |
| 86  | EXISTING 85TH FLOOR  | 1,857        | EXISTING |
| 87  | EXISTING 86TH FLOOR  | 1,857        | EXISTING |
| 88  | EXISTING 87TH FLOOR  | 1,857        | EXISTING |
| 89  | EXISTING 88TH FLOOR  | 1,857        | EXISTING |
| 90  | EXISTING 89TH FLOOR  | 1,857        | EXISTING |
| 91  | EXISTING 90TH FLOOR  | 1,857        | EXISTING |
| 92  | EXISTING 91ST FLOOR  | 1,857        | EXISTING |
| 93  | EXISTING 92ND FLOOR  | 1,857        | EXISTING |
| 94  | EXISTING 93RD FLOOR  | 1,857        | EXISTING |
| 95  | EXISTING 94TH FLOOR  | 1,857        | EXISTING |
| 96  | EXISTING 95TH FLOOR  | 1,857        | EXISTING |
| 97  | EXISTING 96TH FLOOR  | 1,857        | EXISTING |
| 98  | EXISTING 97TH FLOOR  | 1,857        | EXISTING |
| 99  | EXISTING 98TH FLOOR  | 1,857        | EXISTING |
| 100 | EXISTING 99TH FLOOR  | 1,857        | EXISTING |
| 101 | EXISTING 100TH FLOOR | 1,857        | EXISTING |

ALLOWABLE COVERAGE  
 CURRENT LOT IS 8,480 SQ FT LOT X 336' x 2,284 SQ FT  
 FAL  
 STREET FRONTAGE 114.00 FT  
 500.00 X 1.00 FT ALLOWABLE FAL

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(650) 321-2882

PROPOSED SITE PLAN, SITE ANALYSIS - DATA SHEET

1ST FLOOR ADDITION, 1ST FLOOR ADDITION AND INTERIOR REFINISH

DATE:

05/20/2023

PRINT DATE:

3/18/2024

SCALE: AS NOTED

SHEET:

A0.4



COMMUNITY DEVELOPMENT DEPARTMENT  
PLANNING DIVISION  
101 Laurel Street  
Menlo Park, CA 94025  
Phone: (650) 328-4200  
Fax: (650) 321-1853  
http://www.ci.menlo-park.ca.us  
5250 AVENUE 19, MENLO PARK, CA 94025

DATA SHEET

Please use this sheet to accept or reject information submitted by your applicant. It is required to be completed and returned to the Planning Division with the application. Management Review is a non-binding advisory process and does not constitute a final decision.

Table with columns for LOCATION, EXISTING USE, PROPOSED USE, APPLICANT, and various metrics like DEVELOPMENT STANDARDS, LOT AREA, and TOTAL DEVELOPMENT.

GRADING NOTE  
ALL GRACES TO REMAIN UNCHANGED EXCEPT FOR REVISIONS OF ADDITIONAL NATURAL SLOPE AWAY FROM EXISTING SLOPE. NEW GRACES WILL SLOPE AWAY FROM ADDITIONS.

REVISIONS

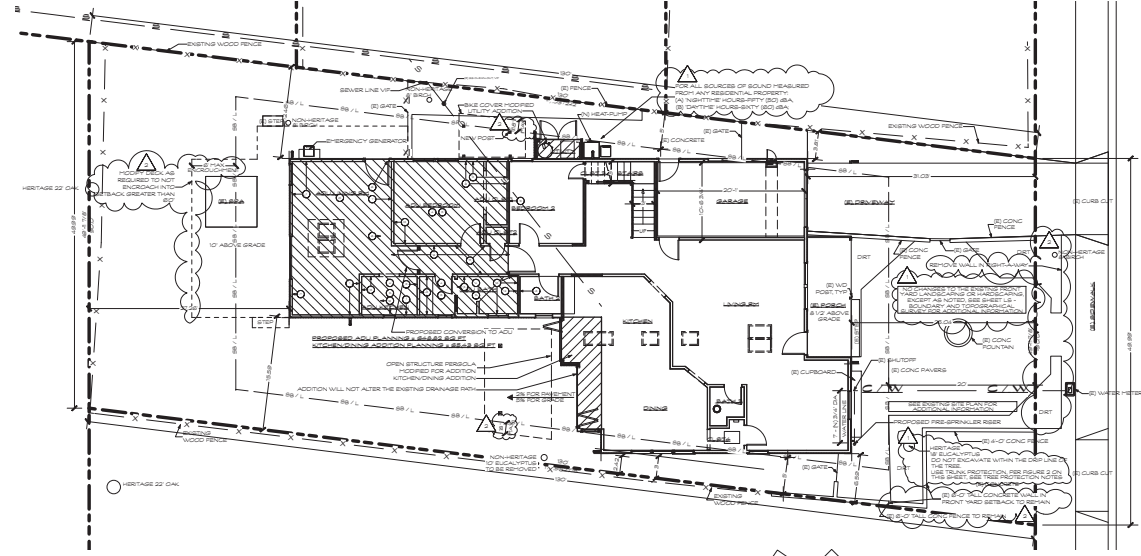
- REVISIONS TO USE PERMIT PLANNING REVIEW 1ST COMMENTS
REVISIONS TO USE PERMIT PLANNING REVIEW 2ND COMMENTS
REVISIONS TO USE PERMIT PLANNING REVIEW 3RD COMMENTS
REVISIONS TO USE PERMIT PLANNING REVIEW 3RD COMMENTS



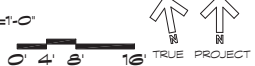
Figure 2. Tree Protection

Trunking, R. Grubb, E. J. Olson, R. & R. Olson, R. (2002). Managing Trees During Construction (2nd ed.). International Society of Arboriculture.

TREE PROTECTION NOTES
1. METAL TRUNK PROTECTIONS (SEE FIGURE 2 THIS SHEET WITH THE FOLLOWING SPECIFICATIONS)
A. SECURE TRUNK PROTECTION SLATS AT 4' INT. FASTENING SLATS TO THE TRUNK PROTECTORS ON A CLOSED-CELL FOAM FILL SECURE AND WASH AT LEAST ONE LAYER OF DRAINAGE ELASTIC CONSTRUCTION FENCING AROUND THE OUTSIDE OF THE WOODEN SLATS FOR VISIBILITY.
B. DO NOT DRIVE FASTENERS INTO THE TREE.
C. METAL TRUNK PROTECTION FASTENERS MUST BE TO WORK WITHIN THE TREE AND REMOVE PROTECTION FROM THE TREE AS SOON AS WORK MOVES OUTSIDE THE TREE.
D. PROTECTION FROM THE TREE AS SOON AS WORK MOVES OUTSIDE THE TREE.
E. PROTECTION FROM THE TREE AS SOON AS WORK MOVES OUTSIDE THE TREE.
F. NECESSARY METAL WOODEN BARBERS AT AN ANGLE SO THAT THE TRUNK FLANGE AND BUTTRESS ROOTS ARE ALSO PROTECTED.



A0.4 - PROPOSED SITE PLAN - SCALE: 1/8"=1'-0"
SEE SHEET LS - BOUNDARY AND TOPOGRAPHICAL SURVEY FOR ADDITIONAL INFORMATION



SITE ANALYSIS - PROPOSED

Table with columns for FLOOR AREA CALCULATIONS SHEET FOR DIAGRAMS and SLOPE ASSOCIATION TABLE, listing various areas and their associated slopes.

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WORK VALUATION CALCULATIONS

1ST FLOOR ADDITION, 1ST FLOOR ADDITION, AND INTERIOR REPAIRS

DATE: 05/20/2023  
 PRINT DATE: 11/11/2024

SCALE: AS NOTED

SHEET:

A0.6

**NONCONFORMING STRUCTURE - NEW WORK VALUE CALCULATION**

Address: 151 W. AFIELD HWY  
 Date No:  
 80% of Building Value: \$162,000.00  
 75% of Building Value: \$162,000.00  
 Value of Proposed Project: \$162,000.00 75%

| Existing Development          |                |                   |                     |
|-------------------------------|----------------|-------------------|---------------------|
| Non-Conforming Structure Type | Square Footage | Constructive Cost | Building Value      |
| Existing 54' Room             | 1000           | X \$200/Sq Ft     | \$200,000.00        |
| Existing 2nd Floor            | 0              | X \$200/Sq Ft     | \$0.00              |
| Existing Basement             | 0              | X \$200/Sq Ft     | \$0.00              |
| Existing Garage               | 250            | X \$700/Sq Ft     | \$175,000.00        |
| <b>Total</b>                  | <b>1250</b>    |                   | <b>\$375,000.00</b> |

NOTE: This spreadsheet only depicts the non-conforming structure of a site. It does not depict the entire site. It is intended for use as a guide only. It is not intended to be used as a final valuation. It is not intended to be used as a final valuation. It is not intended to be used as a final valuation.

| Proposed Development   |                |                   |                     |
|--|----------------|-------------------|---------------------|
| Proposed Development Type  | Square Footage | Constructive Cost | Development Value   |
| <b>Category 1 - New square footage areas of new function per floor category</b>  |                |                   |                     |
| 1st Floor Addition   | 50             | X \$200/Sq Ft     | \$10,000.00         |
| 2nd Floor Addition   | 1174           | X \$200/Sq Ft     | \$234,800.00        |
| Basement Floor Addition  | 0              | X \$200/Sq Ft     | \$0.00              |
| Garage Addition  | 0              | X \$700/Sq Ft     | \$0.00              |
| <b>Category 2 - Demolition of existing non-conforming structure</b>  |                |                   |                     |
| Note: Square footage measurements are shown to the nearest 100 square feet. Any change in the use of a room is charged. The proposed use should be used for this calculation.  |                |                   |                     |
| Removal of Addition  | 150            | X \$130/Sq Ft     | \$19,500.00         |
| Removal of Deck Area   | 24             | X \$130/Sq Ft     | \$3,120.00          |
| Removal of Other Living Areas  | 464            | X \$130/Sq Ft     | \$60,320.00         |
| Removal of Garage  | 250            | X \$700/Sq Ft     | \$175,000.00        |
| <b>Category 3 - Change in existing non-conforming structure</b>  |                |                   |                     |
| Indicate and describe any change in the structure that is not included in Category 2 or Category 1 and subject to new rules and new uses or existing purposes of the structure and not included in Category 2 or Category 1 and subject to new rules and new uses or existing purposes of the structure. |                |                   |                     |
| 1st Floor Structure Use Change 3rd Fl  | 0              | X \$200/Sq Ft     | \$0.00              |
| Removal of Existing 1st Floor Living Areas   | 0              | X \$200/Sq Ft     | \$0.00              |
| Removal of Existing 2nd Floor  | 40             | X \$200/Sq Ft     | \$8,000.00          |
| <b>Total</b>   | <b>244</b>     |                   | <b>\$281,820.00</b> |

**SITE ANALYSIS - VALUATION CALCULATIONS**

SEE WORK VALUATION CALCULATIONS SHEET FOR DIAGRAMS

| EXISTING VALUATION CALCULATIONS |         |                     |
|---------------------------------|---------|---------------------|
| NO.                             | AREA    | DESCRIPTION         |
| 1                               | 210.00  | EXISTING 1ST FLOOR  |
| 2                               | 1000.00 | EXISTING 2ND FLOOR  |
| 3                               | 250.00  | EXISTING GARAGE     |
| 4                               | 100.00  | EXISTING DECK       |
| 5                               | 150.00  | EXISTING 1ST FLOOR  |
| 6                               | 100.00  | EXISTING 2ND FLOOR  |
| 7                               | 100.00  | EXISTING 3RD FLOOR  |
| 8                               | 100.00  | EXISTING 4TH FLOOR  |
| 9                               | 100.00  | EXISTING 5TH FLOOR  |
| 10                              | 100.00  | EXISTING 6TH FLOOR  |
| 11                              | 100.00  | EXISTING 7TH FLOOR  |
| 12                              | 100.00  | EXISTING 8TH FLOOR  |
| 13                              | 100.00  | EXISTING 9TH FLOOR  |
| 14                              | 100.00  | EXISTING 10TH FLOOR |
| 15                              | 100.00  | EXISTING 11TH FLOOR |
| 16                              | 100.00  | EXISTING 12TH FLOOR |
| 17                              | 100.00  | EXISTING 13TH FLOOR |
| 18                              | 100.00  | EXISTING 14TH FLOOR |
| 19                              | 100.00  | EXISTING 15TH FLOOR |
| 20                              | 100.00  | EXISTING 16TH FLOOR |
| 21                              | 100.00  | EXISTING 17TH FLOOR |
| 22                              | 100.00  | EXISTING 18TH FLOOR |
| 23                              | 100.00  | EXISTING 19TH FLOOR |
| 24                              | 100.00  | EXISTING 20TH FLOOR |

| NEW WORK VALUATION CALCULATIONS |        |                     |
|---------------------------------|--------|---------------------|
| NO.                             | AREA   | DESCRIPTION         |
| 1                               | 100.00 | ADDITION 1ST FLOOR  |
| 2                               | 100.00 | ADDITION 2ND FLOOR  |
| 3                               | 100.00 | ADDITION 3RD FLOOR  |
| 4                               | 100.00 | ADDITION 4TH FLOOR  |
| 5                               | 100.00 | ADDITION 5TH FLOOR  |
| 6                               | 100.00 | ADDITION 6TH FLOOR  |
| 7                               | 100.00 | ADDITION 7TH FLOOR  |
| 8                               | 100.00 | ADDITION 8TH FLOOR  |
| 9                               | 100.00 | ADDITION 9TH FLOOR  |
| 10                              | 100.00 | ADDITION 10TH FLOOR |
| 11                              | 100.00 | ADDITION 11TH FLOOR |
| 12                              | 100.00 | ADDITION 12TH FLOOR |
| 13                              | 100.00 | ADDITION 13TH FLOOR |
| 14                              | 100.00 | ADDITION 14TH FLOOR |
| 15                              | 100.00 | ADDITION 15TH FLOOR |
| 16                              | 100.00 | ADDITION 16TH FLOOR |
| 17                              | 100.00 | ADDITION 17TH FLOOR |
| 18                              | 100.00 | ADDITION 18TH FLOOR |
| 19                              | 100.00 | ADDITION 19TH FLOOR |
| 20                              | 100.00 | ADDITION 20TH FLOOR |

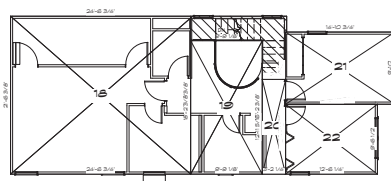
**SITE ANALYSIS - EXISTING**

| FLOOR AREA CALCULATION |        |                     |
|------------------------|--------|---------------------|
| NO.                    | AREA   | DESCRIPTION         |
| 1                      | 100.00 | EXISTING 1ST FLOOR  |
| 2                      | 100.00 | EXISTING 2ND FLOOR  |
| 3                      | 100.00 | EXISTING 3RD FLOOR  |
| 4                      | 100.00 | EXISTING 4TH FLOOR  |
| 5                      | 100.00 | EXISTING 5TH FLOOR  |
| 6                      | 100.00 | EXISTING 6TH FLOOR  |
| 7                      | 100.00 | EXISTING 7TH FLOOR  |
| 8                      | 100.00 | EXISTING 8TH FLOOR  |
| 9                      | 100.00 | EXISTING 9TH FLOOR  |
| 10                     | 100.00 | EXISTING 10TH FLOOR |
| 11                     | 100.00 | EXISTING 11TH FLOOR |
| 12                     | 100.00 | EXISTING 12TH FLOOR |
| 13                     | 100.00 | EXISTING 13TH FLOOR |
| 14                     | 100.00 | EXISTING 14TH FLOOR |
| 15                     | 100.00 | EXISTING 15TH FLOOR |
| 16                     | 100.00 | EXISTING 16TH FLOOR |
| 17                     | 100.00 | EXISTING 17TH FLOOR |
| 18                     | 100.00 | EXISTING 18TH FLOOR |
| 19                     | 100.00 | EXISTING 19TH FLOOR |
| 20                     | 100.00 | EXISTING 20TH FLOOR |

EXISTING 1ST FLOOR AREA = 1800 SQ FT (40.00' x 45.00')  
 2ND FLOOR AREA = 1800 SQ FT (40.00' x 45.00')

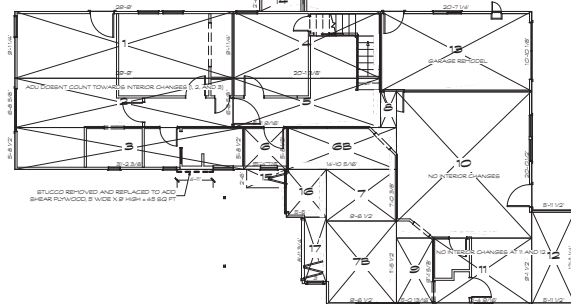
EXISTING 2ND FLOOR THROUGH 12  
 2ND FLOOR THROUGH 13  
 2ND FLOOR THROUGH 14  
 2ND FLOOR THROUGH 15  
 2ND FLOOR THROUGH 16  
 2ND FLOOR THROUGH 17  
 2ND FLOOR THROUGH 18  
 2ND FLOOR THROUGH 19  
 2ND FLOOR THROUGH 20

**A0.6 - WORK VALUATION CALCULATION - 2ND FLOOR - SCALE: 1/8" = 1'-0"**



TRUE PROJECT

**A0.6 - WORK VALUATION CALCULATION - 1ST FLOOR - SCALE: 1/8" = 1'-0"**



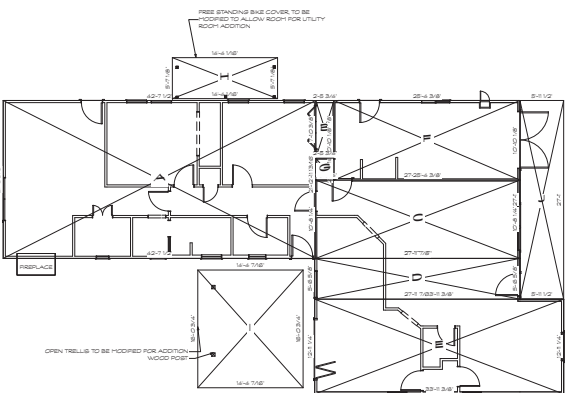
TRUE PROJECT



TRUE PROJECT

- REVISIONS**
- ▲ RESPONSES TO USE PERMIT PLANNING REVIEW 1ST COMMENTS
  - ▲ RESPONSES TO USE PERMIT PLANNING REVIEW 2ND COMMENTS
  - ▲ RESPONSES TO USE PERMIT PLANNING REVIEW 3RD COMMENTS
  - ▲ RESPONSES TO USE PERMIT BUILDING REVIEW 3RD COMMENTS

**A0.5 - AREA CALCULATION - EXISTING 1ST FLOOR - SCALE: 1/8" = 1'-0"**



TRUE PROJECT



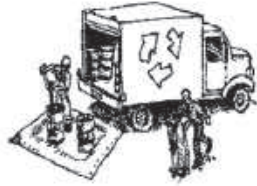
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# Construction Best Management Practices (BMPs)

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

## Materials & Waste Management



### Non-Hazardous Materials

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

### Hazardous Materials

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

### Waste Management

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

### Construction Entrances and Perimeter

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

## Equipment Management & Spill Control



### Maintenance and Parking

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

### Spill Prevention and Control

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

## Earthmoving



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

### Contaminated Soils

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

## Paving/Asphalt Work



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

### Sawcutting & Asphalt/Concrete Removal

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

## Concrete, Grout & Mortar Application



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

## Landscaping



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

## Painting & Paint Removal



### Painting, Cleanup and Removal

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

## Dewatering



- ⚠️ **Prohibit dewatering operations or equipment unless dewatering operations permit**
- ⚠️ **Be prepared to immediately discharge to landscaped area or sanitary sewer. If discharging to the sanitary sewer call your local wastewater treatment plant**
- ❑ Divert run-off water from effluent away from all disturbed areas.
- ❑ When dewatering, notify and obtain approval from the local municipality before discharging water to a street gutter or storm drain. Filtration or diversion through a basin, tank, or sediment trap may be required.
- ❑ In areas of known or suspected contamination, call your local agency to determine whether the ground water must be tested. Pumped groundwater may need to be collected and hauled off-site for treatment and proper disposal.

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



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MEGAN AMES AND  
 JOSH LEVENSBERG  
 8700 AVILA DRIVE  
 LOS ANGELES, CA 90048  
 (310) 498-0728

CONSTRUCTION BEST MANAGEMENT PRACTICES (BMP)

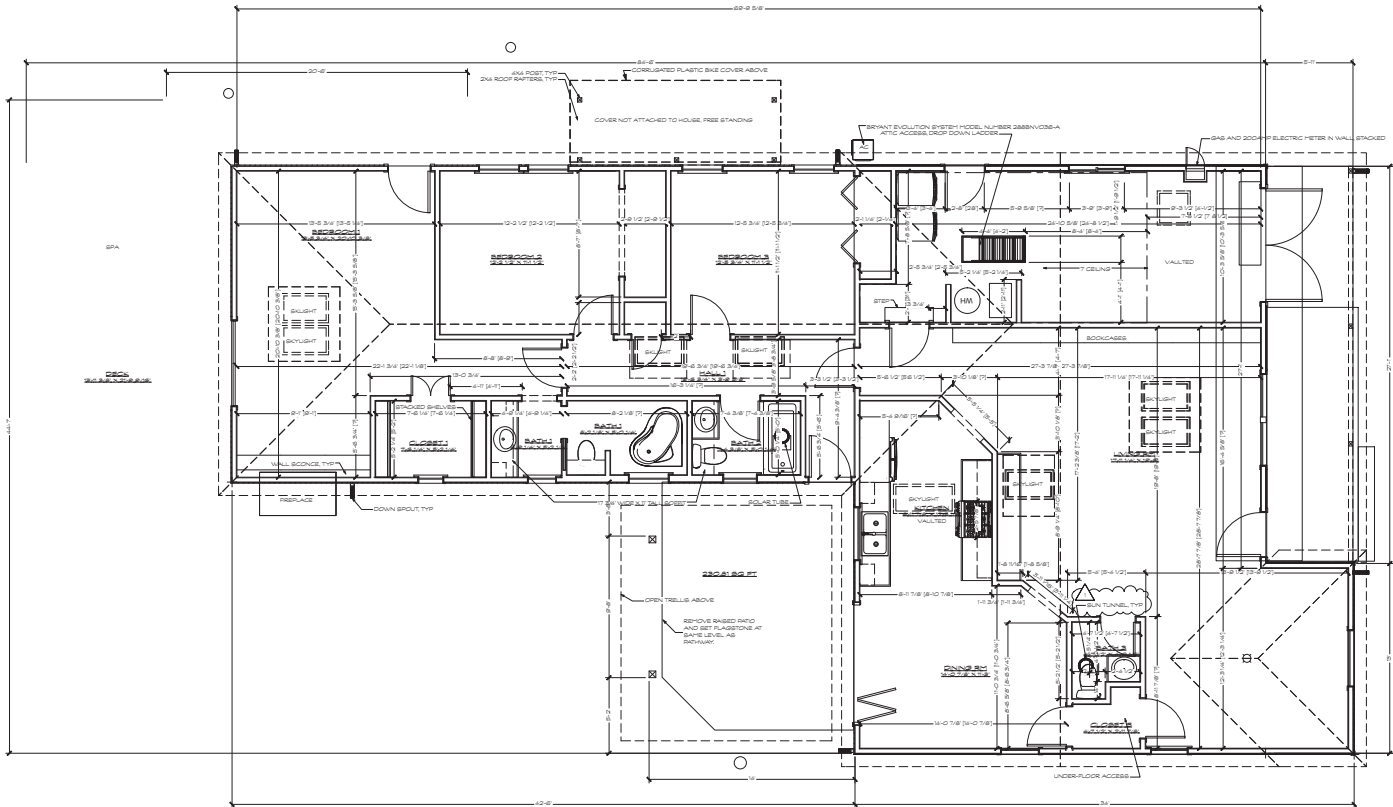
1ST FLOOR ADDITION, 1ST FLOOR ADDITION, AND 1ST-2ND FLOOR ADDITION, AND 1ST-2ND FLOOR ADDITION.

DATE: 05/20/2023  
 PRINT DATE: 05/11/2024

SCALE: AS NOTED

SHEET:

A0.7



A1.1 - AS-BUILT PLAN - SCALE: 1/4" = 1'-0"



- REVISIONS**
- ▲ RESPONSES TO USE PERMIT PLANNING REVIEW 1ST COMMENTS
  - ▲ RESPONSES TO USE PERMIT PLANNING REVIEW 2ND COMMENTS
  - ▲ RESPONSES TO USE PERMIT PLANNING REVIEW 3RD COMMENTS
  - ▲ RESPONSES TO USE PERMIT BUILDING REVIEW 3RD COMMENTS



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 LOS ANGELES, CA 90048  
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MORGAN AMES AND ASSOCIATES  
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 IRVING, CA 92618  
 (949) 574-2822

EXISTING FLOOR PLAN

1ST FLOOR ADDITION, 1ST FLOOR ADDITION, AND INTERIOR REPAIRS

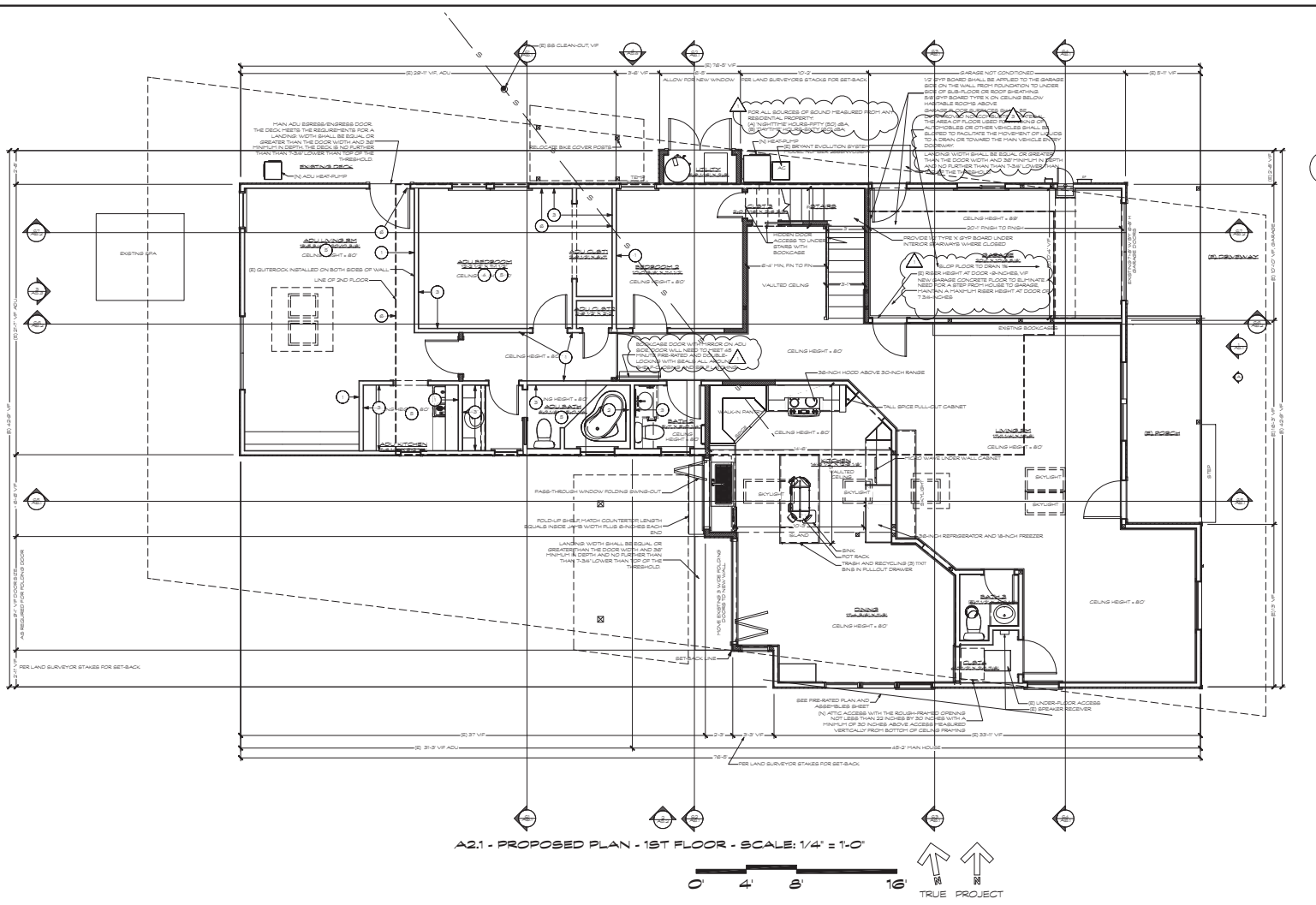
DATE: 05/20/2023  
 PRINT DATE: 11/11/2024

SCALE: AS NOTED

SHEET:

A1.1

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A2.1 - PROPOSED PLAN - 1ST FLOOR - SCALE: 1/4" = 1'-0"



**NOTE**  
 1. NONCONFORMING WALLS CANNOT BE REMOVED PAST THE FRAMING MEMBERS.  
 2. EXISTING AND NEW FINISHES SHALL BE IDENTIFIED AND NOTED ON ALL WALLS AND DOORS.

- REVISIONS**
- ▲ RESPONSES TO USE PERMIT PLANNING REVIEW 1ST COMMENTS
  - ▲ RESPONSES TO USE PERMIT PLANNING REVIEW 2ND COMMENTS
  - ▲ RESPONSES TO USE PERMIT PLANNING REVIEW 3RD COMMENTS
  - ▲ RESPONSES TO USE PERMIT BUILDING REVIEW 3RD COMMENTS

**UNDER JONES ARCHITECT**  
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 8700 VULCAN DRIVE  
 LOS ANGELES, CA 90048  
 (818) 974-2882

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**PROPOSED 1ST FLOOR PLAN**

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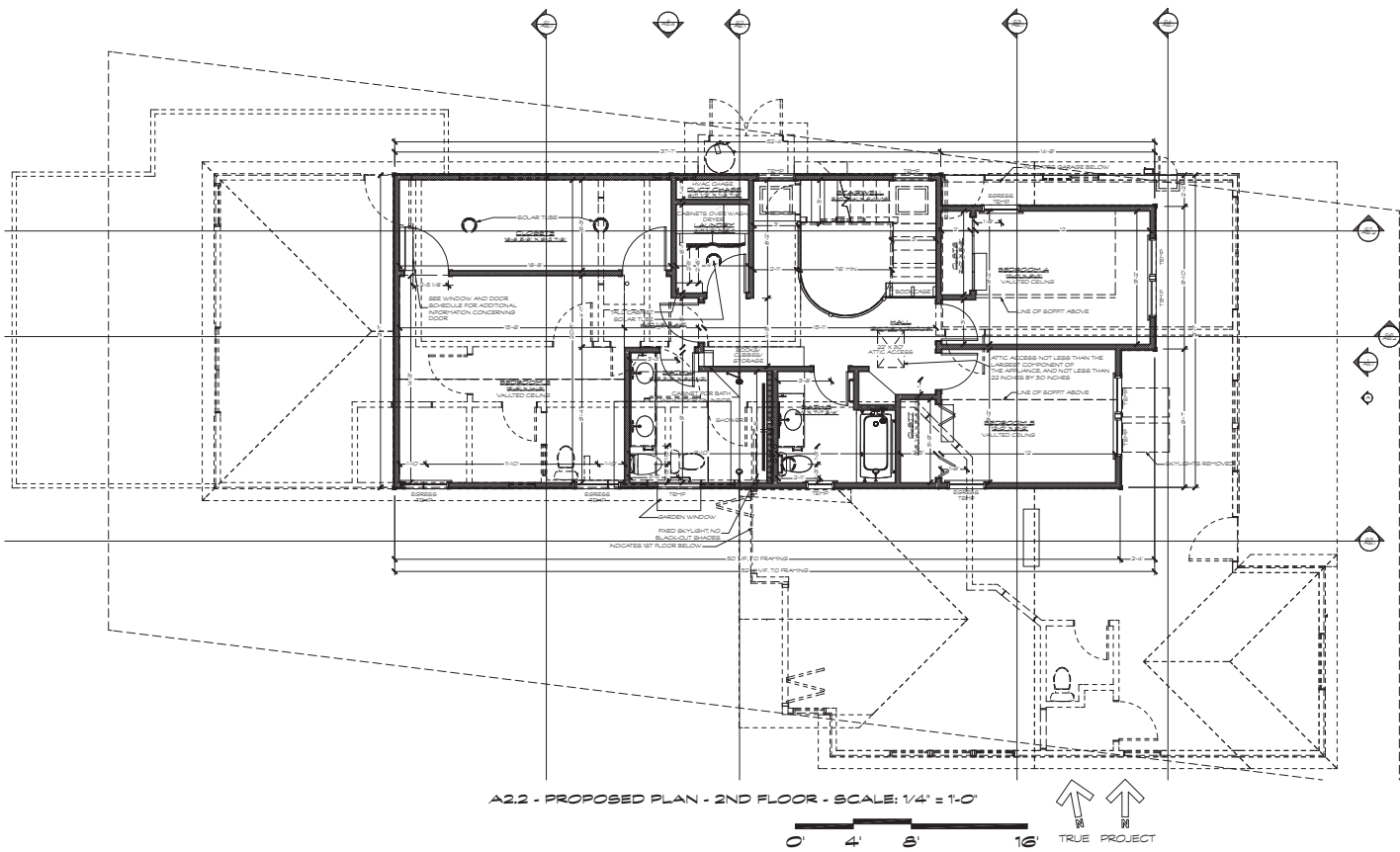
**1ST FLOOR ADDITION, 1ST FLOOR ADDITION, AND INTERIOR SECOND FLOOR ADDITION, AND INTERIOR REPAIRS**

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DATE: 05/20/2023  
 PRINT DATE: 07/11/2024  
 SCALE: AS NOTED

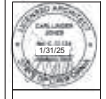
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**SHEET:**  
**A2.1**



A2.2 - PROPOSED PLAN - 2ND FLOOR - SCALE: 1/4" = 1'-0"  
 0' 4' 8' 16' TRUE PROJECT

- REVISIONS
- △ RESPONSES TO USE PERMIT PLANNING REVIEW 1ST COMMENTS
  - △ RESPONSES TO USE PERMIT PLANNING REVIEW 2ND COMMENTS
  - △ RESPONSES TO USE PERMIT PLANNING REVIEW 3RD COMMENTS
  - △ RESPONSES TO USE PERMIT BUILDING REVIEW 3RD COMMENTS



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 STUDIO UNDER ARCHITECTS  
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 JOSE LEVENBERG  
 ARCHITECTS  
 1500 SAN ANTONIO BLVD  
 LOS ANGELES, CA 90012  
 (310) 574-2822

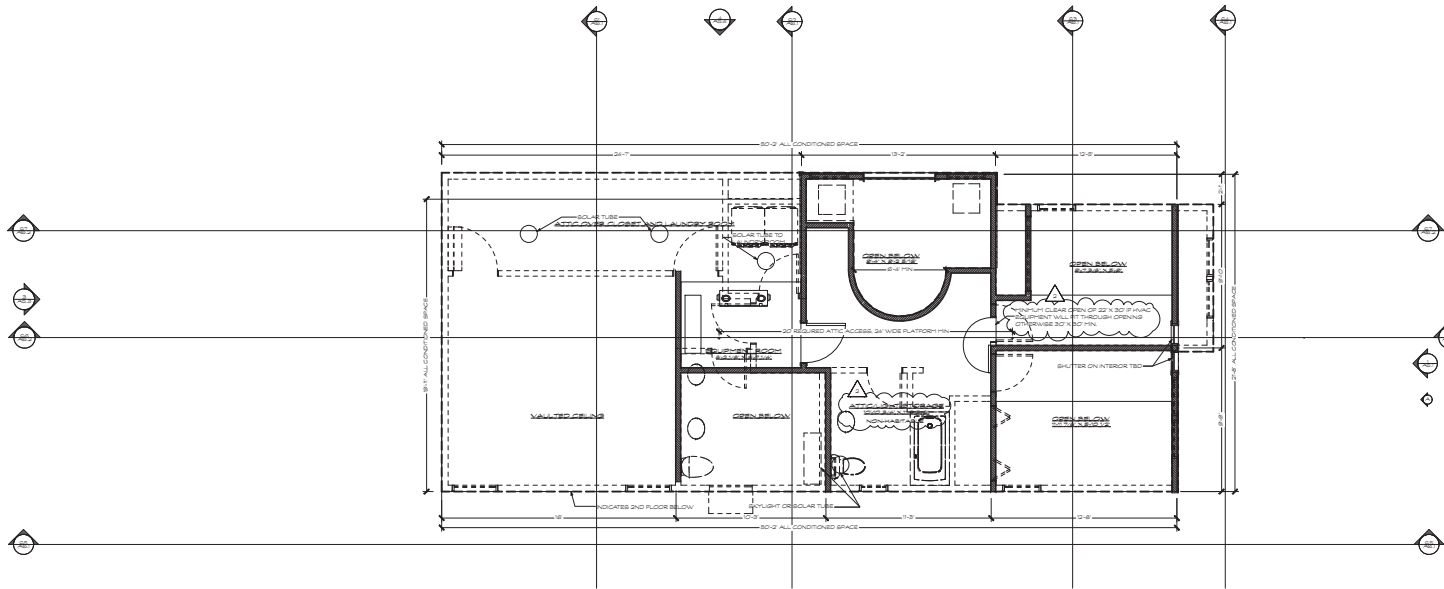
PROPOSED 2ND FLOOR PLAN

1ST FLOOR ADDITION, 1ST FLOOR ADDITION, AND KITCHEN  
 SECOND FLOOR ADDITION, AND KITCHEN  
 REVISIONS

DATE: 05/20/2023  
 PRINT DATE: 3/11/2024  
 SCALE: AS NOTED

SHEET:  
 A2.2

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A2.3 - PROPOSED PLAN - ATTIC - SCALE: 1/4" = 1'-0"



**REVISIONS**

- ▲ RESPONSES TO USE PERMIT PLANNING REVIEW 1ST COMMENTS
- ▲ RESPONSES TO USE PERMIT PLANNING REVIEW 2ND COMMENTS
- ▲ RESPONSES TO USE PERMIT PLANNING REVIEW 3RD COMMENTS
- ▲ RESPONSES TO USE PERMIT BUILDING REVIEW 3RD COMMENTS



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 ARCHITECTS  
 18100 SAN CAJUN DRIVE  
 (951) 674-2882

PROPOSED ATTIC PLAN

1ST FLOOR ADDITION, 1ST FLOOR ADDITION, AND INTERIOR REPAIR

DATE: 05/20/2023

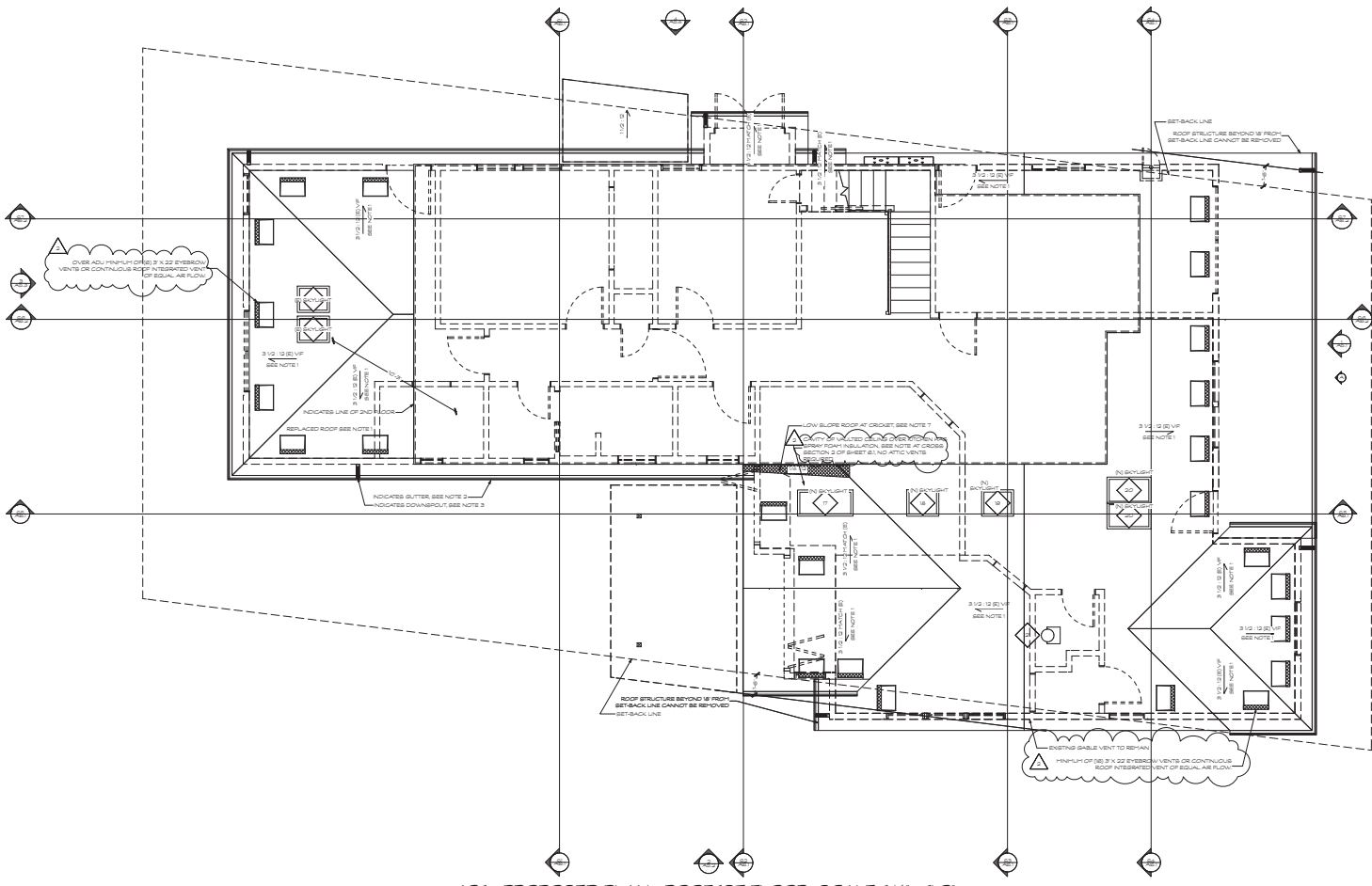
PRINT DATE: 3/11/2024

SCALE: AS NOTED

SHEET:

**A2.3**

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A3.1 - PROPOSED PLAN - ROOF 1ST FLOOR. SCALE: 1/4" = 1'-0"



**ROOF PLAN NOTES:**

1. ROOFS SHALL HAVE A ROOFING ASSEMBLY IN ACCORDANCE WITH ITS LISTING AND MANUFACTURER'S INSTALLATION INSTRUCTIONS.
2. REPLACE ALL ROOFING WITH CERTIFIED PRESIDENTIAL SHAKE TL CORROSION RESISTANT ROOFING WITH HIGH REFLECTIVITY, COLOR TO BE DECIDED.
3. ROOF SHALL BE A MINIMUM CLASS C.
4. ROOF FASTENERS SHALL BE CORROSION RESISTANT.
5. GUTTER REPLACE ALL GUTTERS WITH 3-INCH HALF ROUND BONDERED GALVANIZED.
6. DOWNSPOUTS: REPLACE ALL RAIN LEADERS WITH 3-INCH ROUND GALVANIZED WITH BRUSH BLOCK AT GRADE AND SLOPED AWAY FROM FOUNDATION.
7. REQUIRED VENTILATION FOR ENCLOSED ATTICS AT 1ST FLOOR.
  - WHERE ROOF EAVE IS LESS THAN 5 FEET FROM PROPERTY LINE, THEN LOCATE VENTS TO ROOF AND ADD SOLID FIRE BLOCKING FROM THE WALL TOP FLUTE TO THE UNDERSIDE OF THE ROOF SHEATHING.
  - VENTILATING OPENINGS SHALL BE PROTECTED AGAINST THE ENTRANCE OF RAIN OR SNOW.
8. NO REQUIRED VENTILATION AT 2ND FLOOR ROOFS, ALL ATTICS ARE UNVENTED.
9. NEW ROOF SEE NOTE 1.
10. SINGLE TERRAZZES SHALL BE A FIRE-RETARDANT ROOF COVERING THAT IS AT LEAST CLASS A AT LOW SLOPE ROOFS.
11. EXISTING GUTTER AND DOWNSPOUT TO BE REPLACED.
12. NEW VALLEY FLASHINGS THE FLASHINGS SHALL BE NOT LESS THAN 0.018 INCH NO. 26 GAGE GALVANIZED SHEET CORROSION RESISTANT METAL INSTALLED OVER NOT LESS THAN ONE LAYER OF MINIMUM 1/2" ROUND MINERAL SURFACE NON-PERFORATED GAP SHEET COMPLYING WITH ASTM D3682 AT LEAST 36 INCH WIDE RUNNING THE FULL LENGTH OF THE VALLEY.
13. NEW ROOF TO WALL FLASHING THE FLASHING SHALL NOT BE LESS THAN 0.018 INCH NO. 26 GAGE GALVANIZED SHEET CORROSION RESISTANT METAL INSTALLED A MINIMUM OF 6 INCHES UP WALL AND 6 INCH AT ROOF PER ROOFING MANUFACTURER'S INSTRUCTIONS.

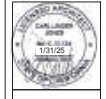
**ATTIC VENT CALCULATIONS**

ATTIC VENTILATION OVER ADD:  
 248 SQ FT OF 12:12 ROOF SHALL CAP 10% OF REQUIRED VENTILATION.  
 PROVIDE (N) EGRESS VENTS 2482 ÷ 40 SQ IN EA OF ACTIVE VENTILATION 2482 ÷ 40 = 62 VENTS  
ATTIC VENTILATION OVER MAIN FLOOR ROOFING:  
 248 SQ FT OF 12:12 ROOF SHALL CAP 10% OF REQUIRED VENTILATION.  
 PROVIDE (N) EGRESS VENTS 2482 ÷ 40 SQ IN EA OF ACTIVE VENTILATION 2482 ÷ 40 = 62 VENTS

VENTILATING OPENINGS SHALL BE PROTECTED AGAINST THE ENTRANCE OF RAIN OR SNOW.

**REVISIONS**

- ▲ RESPONSES TO USE PERIT PLANNING REVIEW 1ST COMMENTS
- ▲ RESPONSES TO USE PERIT PLANNING REVIEW 2ND COMMENTS
- ▲ RESPONSES TO USE PERIT PLANNING REVIEW 3RD COMMENTS
- ▲ RESPONSES TO USE PERIT BUILDING REVIEW 3RD COMMENTS



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ROOF PLAN 1ST FLOOR

1ST FLOOR ADDITION, 1ST FLOOR ADDITION, AND INTERIOR SECOND FLOOR ADDITION, AND INTERIOR REPAIRS

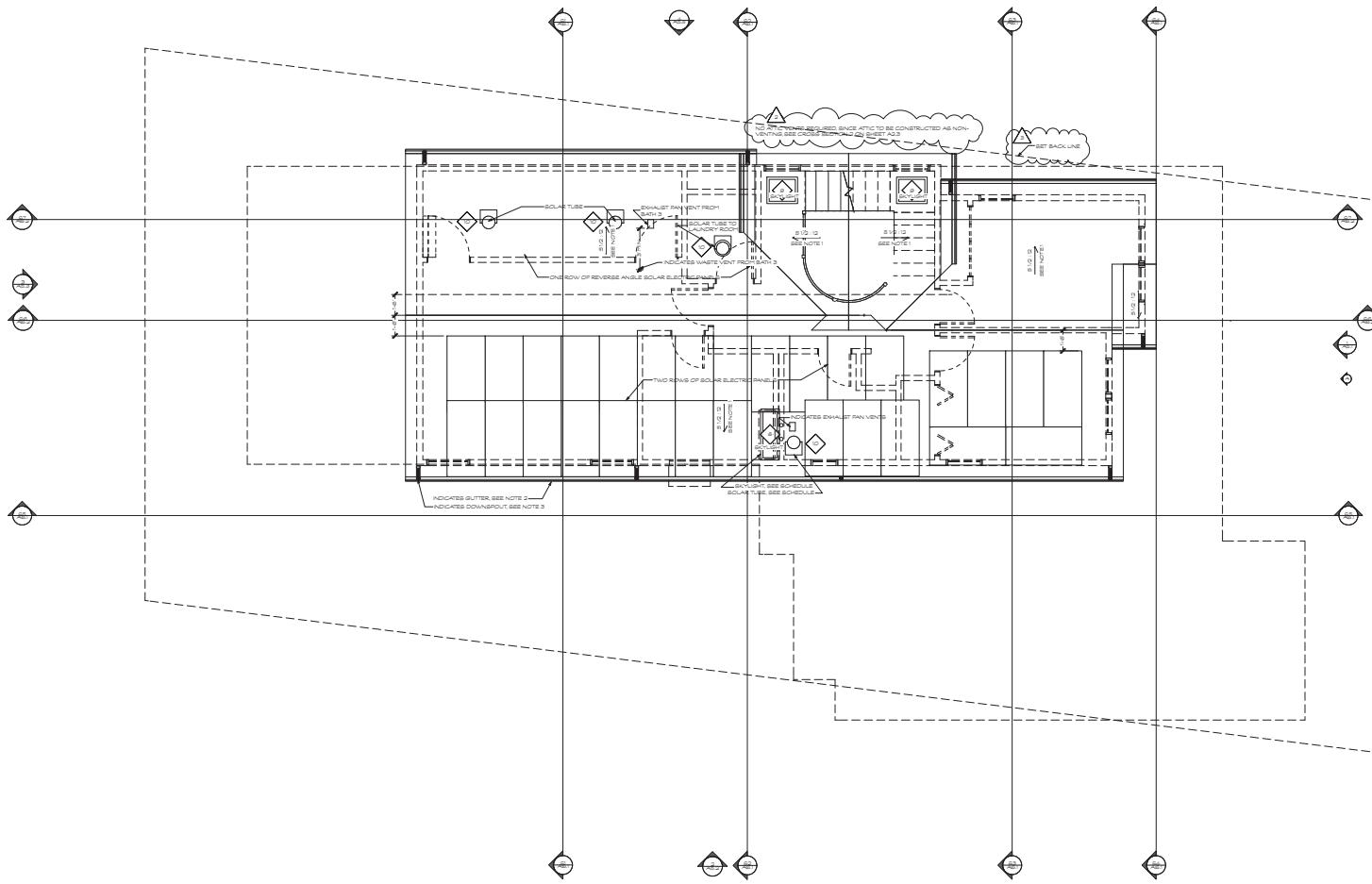
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A3.2 - PROPOSED PLAN - ROOF 2ND FLOOR SCALE: 1/4" = 1'-0"



- REVISIONS**
- ▲ RESPONSES TO USE PERM PLANNING REVIEW 1ST COMMENTS
  - ▲ RESPONSES TO USE PERM PLANNING REVIEW 2ND COMMENTS
  - ▲ RESPONSES TO USE PERM PLANNING REVIEW 3RD COMMENTS
  - ▲ RESPONSES TO USE PERM BUILDING REVIEW 3RD COMMENTS



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 1500 BANK AVENUE  
 (818) 974-2882

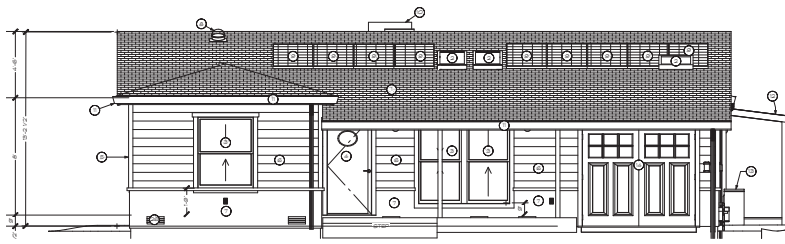
ROOF PLAN 2ND FLOOR

1ST FLOOR ADDITION, 1ST FLOOR ADDITION, AND KITCHEN SECOND FLOOR ADDITION, AND KITCHEN REPAIR.

DATE: 05/20/2023  
 PRINT DATE: 07/11/2024  
 SCALE: AS NOTED

SHEET:  
**A3.2**

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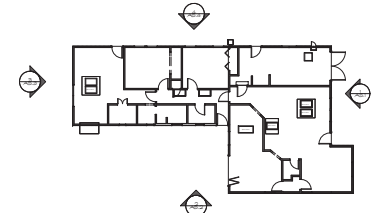


1 - EXISTING EXTERIOR ELEVATION, FRONT EAST - SCALE: 1/4"=1'-0"

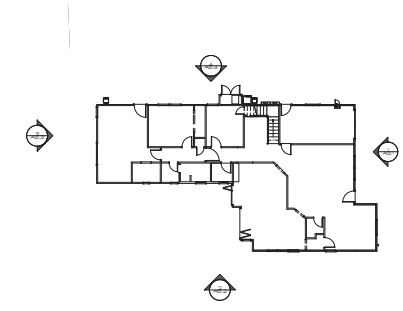


KEY NOTES - EXTERIOR ELEVATIONS, EXISTING

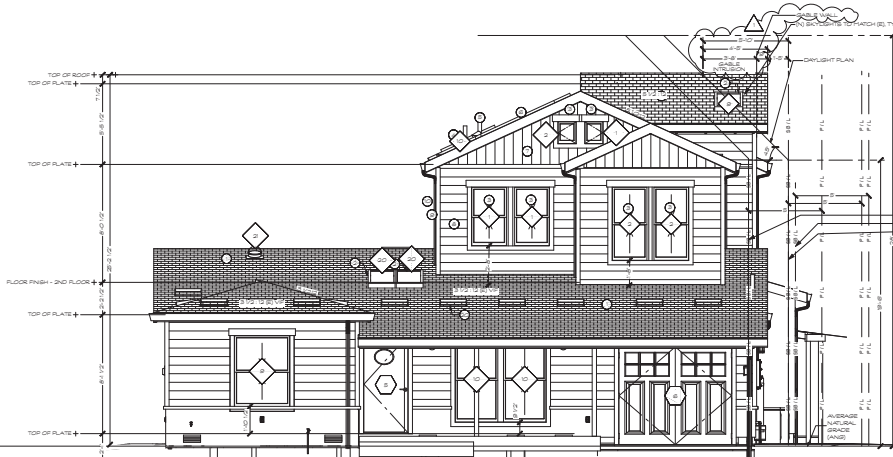
- BROWN COMPOSITION ROOF, TYP
- VELUX SKYLIGHTS WITH EQUALS ALUMINUM CLAD OVER
- WOOD FRAMES TO BE REFINISHED
- WOODEN REFRIG. WOOD FRAMED DOUBLE HUNG
- WINDOW WITH DARK WOOD SILL TYP
- ENTRY DOOR STAINED WOOD WITH STAINED WOOD TYP
- BLACK WOOD CORNER TYP
- GREEN SIDING TYP
- GREEN STUCCO MATCHING SIDING TYP
- SUN TUNNEL
- SOLAR ELECTRIC PANELS TO BE REMOVED
- FASCIA AND GUTTER TO BE REMOVED
- FASCIA GUTTER
- BASK COVER TO BE MOORED
- HEAT PUMP
- BRANDED DOOR
- FINED GLASS WINDOW
- SHOWN WINDOW
- WOOD FRAMED GLASS DOOR TO BE REFINISHED
- GREEN SIDING
- BASK SIDING
- TOP OF DECK, DECK TO REMAIN
- WOOD FRAMED GLASS SLIDING DOORS WITH STAINED WOOD TYP
- WINDOW TO BE REFINISHED
- SKYLIGHT TO BE REFINISHED
- WOOD FRAMED GLASS THERMO DOORS TO BE REFINISHED IN NEW LOCATION
- WOOD FRAMED GLASS DOOR TO BE RELOCATED
- UNDER FLOOR VENT, TYP



A5.1 - EXISTING EXTERIOR ELEVATION KEY, 1/16" = 1'-0"



A5.1 - PROPOSED EXTERIOR ELEVATION KEY, 1/16" = 1'-0"



1 - PROPOSED EXTERIOR ELEVATION, FRONT EAST - SCALE: 1/4"=1'-0"



REVISIONS

- ▲ RESPONSES TO USE PERM PLANNING REVIEW 1ST COMMENTS
- ▲ RESPONSES TO USE PERM PLANNING REVIEW 2ND COMMENTS
- ▲ RESPONSES TO USE PERM PLANNING REVIEW 3RD COMMENTS
- ▲ RESPONSES TO USE PERM BUILDING REVIEW 3RD COMMENTS



915



919 STREETSCAPE PROPOSED ELEVATION



927

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 1500 S. MAIN ST. SUITE 200  
 LOS ANGELES, CA 90015  
 (213) 674-2882

EXISTING AND PROPOSED EXTERIOR  
 ELEVATIONS

1ST FLOOR ADDITION, 1ST FLOOR ADDITION,  
 SECOND FLOOR ADDITION, AND INTERIOR  
 REPAIRS

DATE: 05/20/2023  
 PRINT DATE: 8/11/2024

SCALE: AS NOTED

SHEET:

A5.1





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 JAMES LEVENBERG ARCHITECTS  
 7800 SAND CANYON DRIVE  
 LOS ANGELES, CA 90048  
 (818) 974-2882

EXISTING AND PROPOSED EXTERIOR ELEVATIONS

1ST FLOOR ADDITION, 1ST FLOOR ADDITION, AND 2ND FLOOR ADDITION, AND INTERIOR

DATE:

15/01/2023

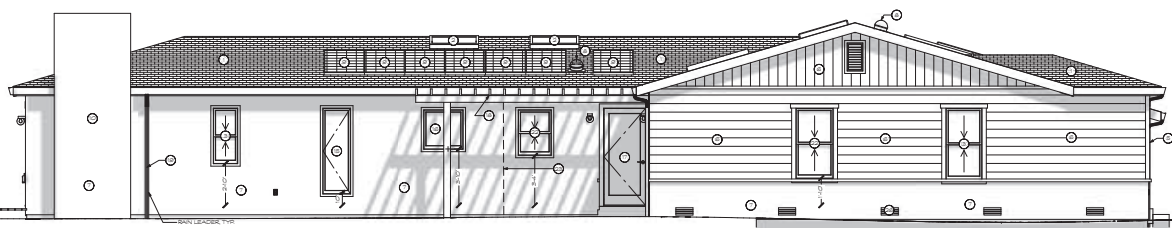
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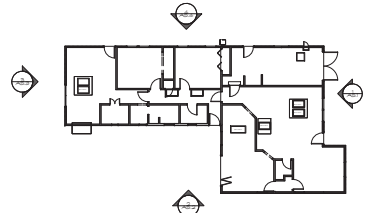
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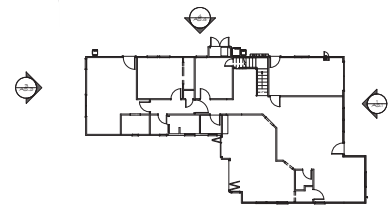
A5.2



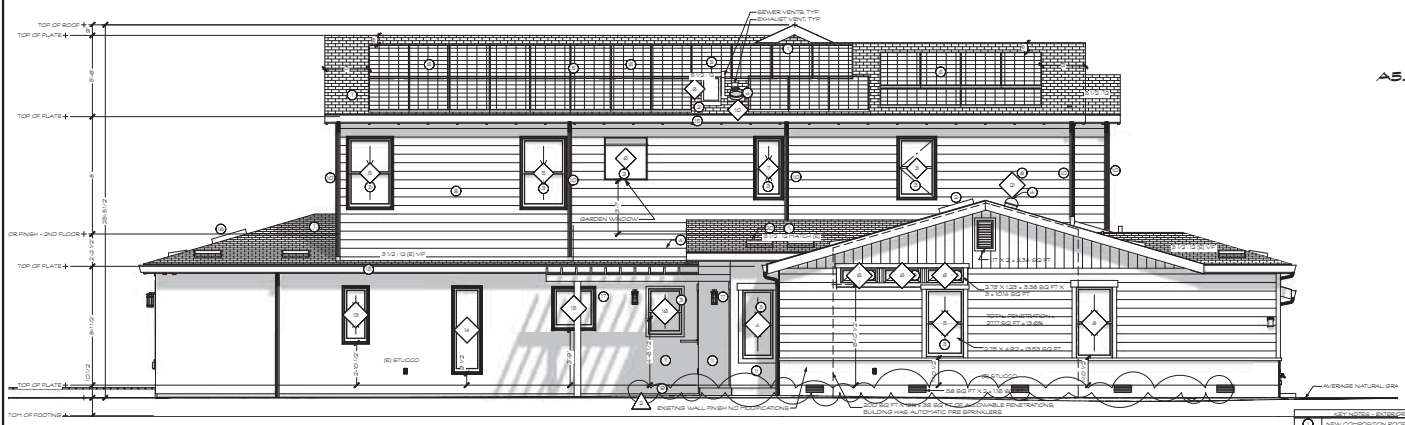
2 - EXISTING EXTERIOR ELEVATION, LEFT SOUTH - SCALE: 1/4"=1'-0"



A5.1 - EXISTING EXTERIOR ELEVATION KEY, 1/16" = 1'-0"



A5.1 - PROPOSED EXTERIOR ELEVATION KEY, 1/16" = 1'-0"



2 - PROPOSED EXTERIOR ELEVATION, LEFT SOUTH - SCALE: 1/4"=1'-0"



**UNDERFLOOR VENTILATION NOTE & CALCULATIONS**

UNDERFLOOR VENTILATION REQUIREMENTS:  
 200 SQ FT OF 2" UNDERFLOOR AREA  
 80 SQ FT OF 4" UNDERFLOOR AREA  
 40 SQ FT OF 6" UNDERFLOOR AREA  
 20 SQ FT OF 8" UNDERFLOOR AREA  
 10 SQ FT OF 10" UNDERFLOOR AREA  
 5 SQ FT OF 12" UNDERFLOOR AREA  
 2.5 SQ FT OF 14" UNDERFLOOR AREA  
 1.25 SQ FT OF 16" UNDERFLOOR AREA  
 0.625 SQ FT OF 18" UNDERFLOOR AREA  
 0.3125 SQ FT OF 20" UNDERFLOOR AREA  
 0.15625 SQ FT OF 22" UNDERFLOOR AREA  
 0.078125 SQ FT OF 24" UNDERFLOOR AREA  
 0.0390625 SQ FT OF 26" UNDERFLOOR AREA  
 0.01953125 SQ FT OF 28" UNDERFLOOR AREA  
 0.009765625 SQ FT OF 30" UNDERFLOOR AREA  
 0.0048828125 SQ FT OF 32" UNDERFLOOR AREA  
 0.00244140625 SQ FT OF 34" UNDERFLOOR AREA  
 0.001220703125 SQ FT OF 36" UNDERFLOOR AREA  
 0.0006103515625 SQ FT OF 38" UNDERFLOOR AREA  
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 0.00003814697265625 SQ FT OF 46" UNDERFLOOR AREA  
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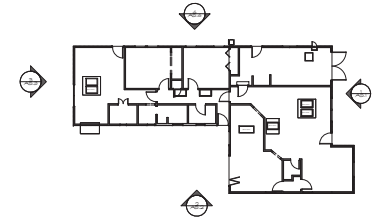
- NEW WINDOW - EXTERIOR ELEVATIONS PROPOSED
- NEW CORRUGATION ROOF FOR HIGH-EXPENSE TYP
- NEW VELLA BOUTLIGHT
- NEW ANDERSEN WINDOW TO MATCH (L) AND (R) COLOR
- NEW SQUARE TUBE WITH LENS AT CEILING
- VENTS TYP
- NEW SOLAR ELECTRIC PANELS - SEE OTHER ELEVATIONS
- NEW 1/2" X 1/2" X 1/2" VERTICAL BOARD TO MATCH EXISTING TRIM AND COLOR
- NEW 1/2" X 1/2" X 1/2" VERTICAL BOARD TO MATCH EXISTING TRIM AND COLOR
- NEW 1/2" X 1/2" X 1/2" VERTICAL BOARD TO MATCH EXISTING TRIM AND COLOR
- CORNER TRIM TO MATCH EXISTING TYP
- NEW LEADER BRUSH TO MATCH EXISTING
- NEW STUCCO TO MATCH EXISTING
- EXISTING DOOR RELOCATED
- NEW BATTERY STORAGE
- NEW DOOR
- NEW BUTTERS TO MATCH EXISTING
- NEW ELECTRICAL SUB-PANEL
- NEW LIGHT FIXTURE
- NEW VELLA BOUTLIGHT AT EXISTING LOCATION
- UNDER-FLOOR VENT TYP
- EXHHAUST ATTIC VENT TYP

- REVISIONS**
- ▲ RESPONSES TO USE PERMIT PLANNING REVIEW 1ST COMMENTS
  - ▲ RESPONSES TO USE PERMIT PLANNING REVIEW 2ND COMMENTS
  - ▲ RESPONSES TO USE PERMIT PLANNING REVIEW 3RD COMMENTS
  - ▲ RESPONSES TO USE PERMIT BUILDING REVIEW 3RD COMMENTS

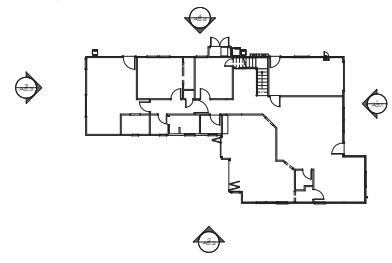
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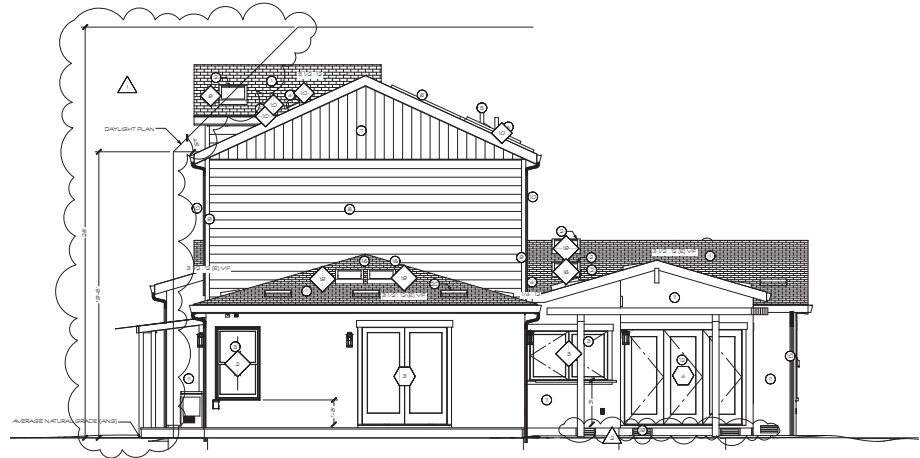
3 - EXISTING ELEVATION, REAR WEST - SCALE: 1/4"=1'-0"



A5.1 - EXISTING EXTERIOR ELEVATION KEY, 1/16" = 1'-0"



A5.1 - PROPOSED EXTERIOR ELEVATION KEY, 1/16" = 1'-0"



3 - PROPOSED ELEVATION, REAR WEST - SCALE 1/4"=1'-0"



| KEY NOTES - EXTERIOR ELEVATIONS, PROPOSED |   |
|---|---|
| ○   | NEW COPROSTION ROOF TO MATCH EXISTING TYP                               |
| ○   | NEW VELUX skylight  |
| ○   | NEW ACCESSORY WINDOW TO MATCH EL AND COLOR                              |
| ○   | NEW SOLAR TUBE WITH LENS AT DELTA                                       |
| ○   | VENTS TYP   |
| ○   | NEW SOLAR ELECTRIC PANELS (SEE OTHER ELEVATIONS)                        |
| ○   | NEW IMPROVED CORNER VERTICAL SIDING TO MATCH EXISTING PROFILE AND COLOR |
| ○   | NEW IMPROVED HORIZONTAL SIDING TO MATCH EXISTING PROFILE AND COLOR      |
| ○   | LOGSIBER TRIM TO MATCH EXISTING TYP                                     |
| ○   | RAIN LEADER (GROU) TO MATCH EXISTING                                    |
| ○   | NEW STUCCO TO MATCH EXISTING  |
| ○   | EXISTING SPOOK RELIEFERS  |
| ○   | NEW BATTERY STORAGE   |
| ○   | NEW DOOR  |
| ○   | NEW GUTTERS TO MATCH EXISTING   |
| ○   | NEW ELECTRICAL SUBPANE  |
| ○   | NEW LIGHT FIXTURE   |
| ○   | NEW VELUX SKYLIGHT AT EXISTING LOCATION                                 |
| ○   | UNDER-FLOOR VENT TYP  |
| ○   | INTERIOR ATTIC VENT TYP   |

**REVISIONS**

- ▲ RESPONSES TO USE PERMIT PLANNING REVIEW 1ST COMMENTS
- ▲ RESPONSES TO USE PERMIT PLANNING REVIEW 2ND COMMENTS
- ▲ RESPONSES TO USE PERMIT PLANNING REVIEW 3RD COMMENTS
- ▲ RESPONSES TO USE PERMIT BUILDING REVIEW 3RD COMMENTS



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EXISTING AND PROPOSED EXTERIOR  
 ELEVATIONS

1ST FLOOR ADDITION, 1ST FLOOR ADDI-  
 TION, SECOND FLOOR ADDITION, AND INTERI-  
 OR REPAIRS

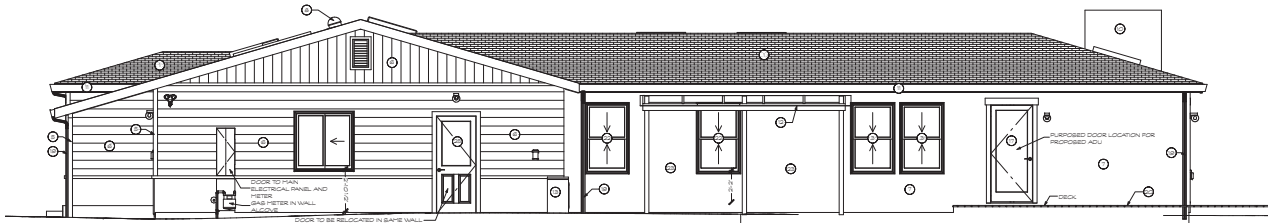
DATE: 05/20/2023  
 PRINT DATE: 11/11/2024

SCALE: AS NOTED

SHEET:

A5.3

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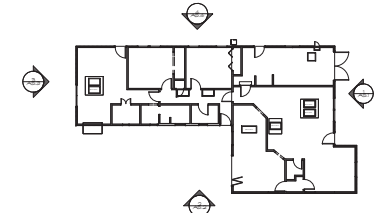
4 - EXISTING ELEVATION, RIGHT NORTH - SCALE: 1/4"=1'-0"



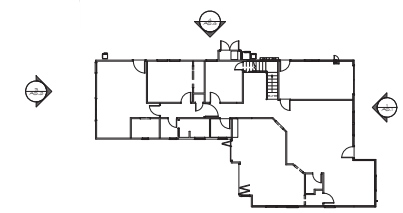
4 - PROPOSED ELEVATION, RIGHT NORTH - SCALE: 1/4"=1'-0"



A5.1 - EXISTING EXTERIOR ELEVATION KEY, 1/16" = 1'-0"



A5.1 - PROPOSED EXTERIOR ELEVATION KEY, 1/16" = 1'-0"



**REVISIONS**

- ▲ RESPONSES TO USE PERM PLANNING REVIEW 1ST COMMENTS
- ▲ RESPONSES TO USE PERM PLANNING REVIEW 2ND COMMENTS
- ▲ RESPONSES TO USE PERM PLANNING REVIEW 3RD COMMENTS
- ▲ RESPONSES TO USE PERM BUILDING REVIEW 3RD COMMENTS

| KEY NOTES - EXTERIOR ELEVATIONS (PROPOSED) |  |
|--|--|
| ○  | NEW CORROSION SCOP TO MATCH EXISTING TYP                                   |
| ○  | NEW VELUX skylight   |
| ○  | NEW ANCHOR WINDOW TO MATCH BEL AND COLOR                                   |
| ○  | NEW SOLAR TUBE WITH LENS AT CEILING  |
| ○  | VENTS TYP  |
| ○  | NEW SOLAR ELECTRIC PANELS SEE OTHER ELEVATIONS                             |
| ○  | NEW ANCHOR WINDOWS TO ONLY VERTICAL SINGS TO MATCH EXISTING BEL AND COLOR  |
| ○  | NEW ANCHOR WINDOWS TO ONLY HORIZONTAL SING TO MATCH EXISTING BEL AND COLOR |
| ○  | CORNER TRIM TO MATCH EXISTING TYP  |
| ○  | RAIN LEADER (GROU) TO MATCH EXISTING                                       |
| ○  | NEW BRUSSELS TO MATCH EXISTING   |
| ○  | EXISTING DOOR RELOCATED  |
| ○  | NEW BATTERY STORAGE  |
| ○  | NEW DOOR   |
| ○  | NEW BRUSSELS TO MATCH EXISTING   |
| ○  | NEW ELECTRICAL SUBPANEL  |
| ○  | NEW LIGHT FIXTURE  |
| ○  | NEW VELUX skylight AT EXISTING LOCATION                                    |
| ○  | UNDERDOOR VENT TYP   |
| ○  | EXISTING VENT TYP  |
| ○  | EXISTING VENT TYP  |

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UNDER JONES ARCHITECT  
 8700 INVERLYN DRIVE  
 LOS ANGELES, CA 90048



MORGAN AMES AND  
 JOSE LEVENBERG  
 ARCHITECTS  
 15100 SAN GABRIEL DRIVE  
 (818) 974-2882

EXISTING AND PROPOSED EXTERIOR  
 ELEVATIONS

1ST FLOOR ADDITION, 1ST FLOOR ADU,  
 SECOND FLOOR ADDITION, AND INTERIOR  
 REPAIRS

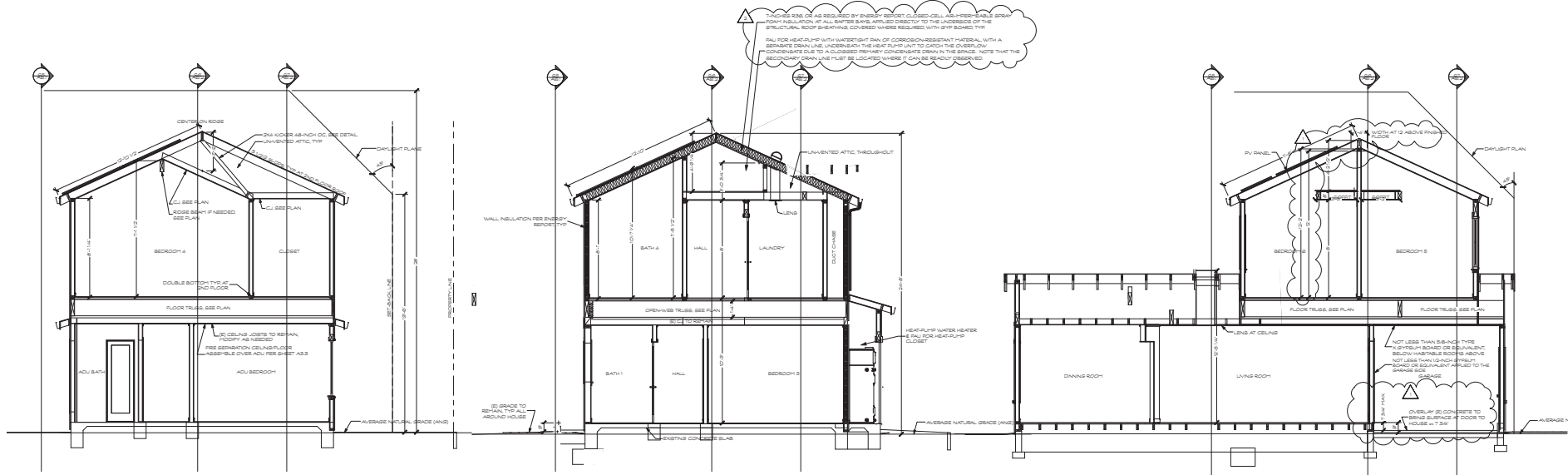
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PRINT DATE: 01/11/2024

SCALE: AS NOTED

SHEET:

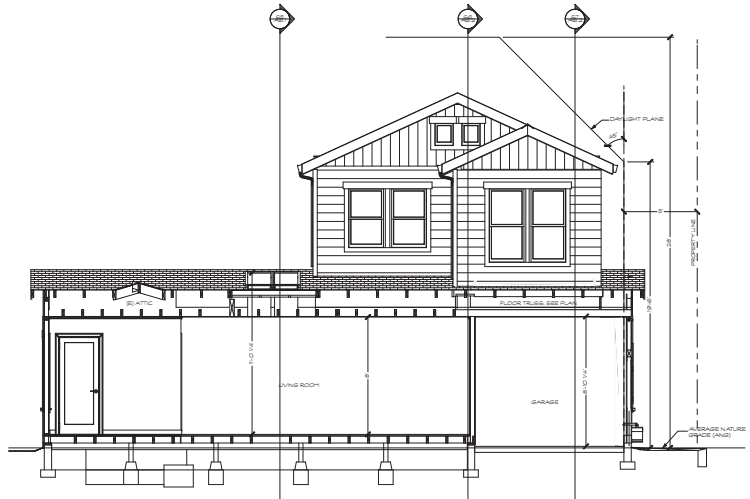
A5.4



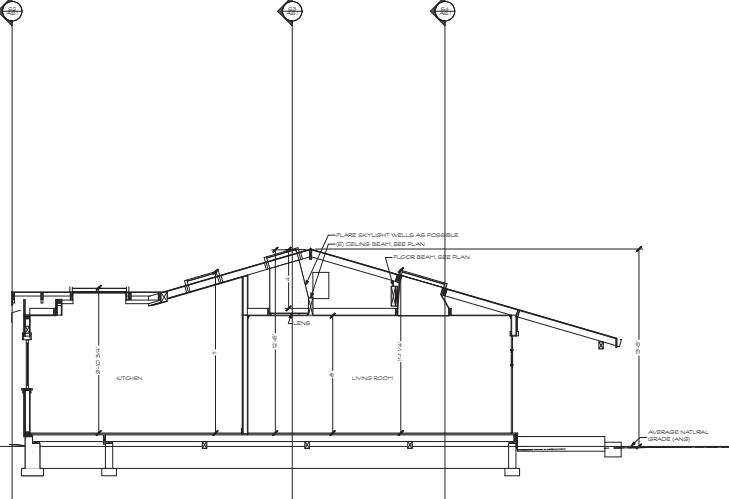
CROSS SECTION 1  
0' 4' 8' 16'

CROSS SECTION 2  
0' 4' 8' 16'

CROSS SECTION 3  
0' 4' 8' 16'



CROSS SECTION 4  
0' 4' 8' 16'

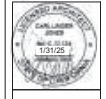


CROSS SECTION 5  
0' 4' 8' 16'

**REVISIONS**

- ▲ RESPONSES TO USE PERIT PLANNING REVIEW 1ST COMMENTS
- ▲ RESPONSES TO USE PERIT PLANNING REVIEW 2ND COMMENTS
- ▲ RESPONSES TO USE PERIT PLANNING REVIEW 3RD COMMENTS
- ▲ RESPONSES TO USE PERIT BUILDING REVIEW 3RD COMMENTS

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UNDER JONES ARCHITECTS  
 8100 WILLOW DRIVE  
 LOS ANGELES, CA 90048  
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AMES AND  
 AMES-LEVENBERG  
 ARCHITECTS  
 1000 W. 10TH ST.  
 LOS ANGELES, CA 90057  
 (213) 621-2882

BUILDING SECTIONS

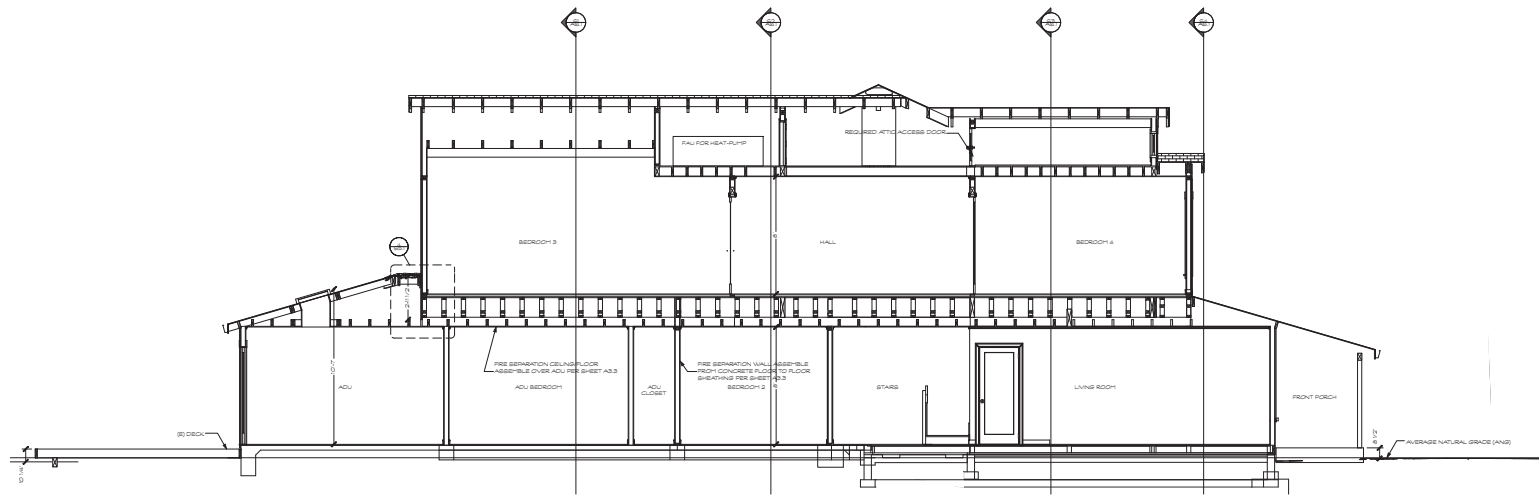
1ST FLOOR ADDITION, 1ST FLOOR ADDITION, AND INTERIOR SECOND FLOOR ADDITION, AND INTERIOR REPAIRS

DATE: 05/20/2023  
 PRINT DATE: 11/1/2024

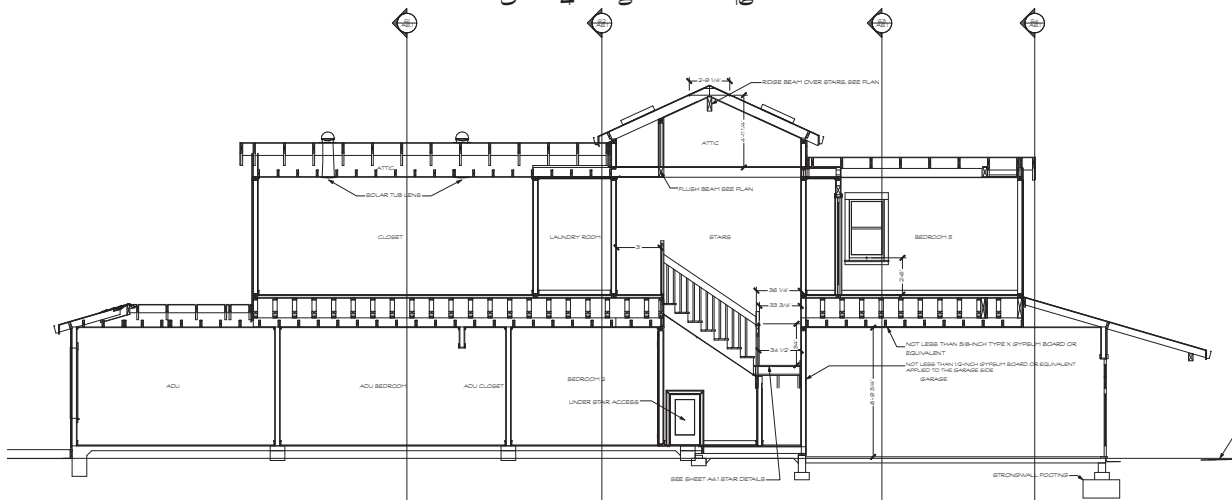
SCALE: AS NOTED

SHEET:

A6.1



CROSS SECTION 6



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



**REVISIONS**

- ▲ RESPONSES TO USE PERMIT PLANNING REVIEW 1ST COMMENTS
- ▲ RESPONSES TO USE PERMIT PLANNING REVIEW 2ND COMMENTS
- ▲ RESPONSES TO USE PERMIT PLANNING REVIEW 3RD COMMENTS
- ▲ RESPONSES TO USE PERMIT BUILDING REVIEW 3RD COMMENTS



LINDER JONES ARCHITECT  
 8150 AVILA DRIVE  
 REDLAND, CA 92373  
 (951) 574-2882



MORGAN AMES AND  
 JOSE LEVENBERG  
 ARCHITECTS  
 1500 AVILA DRIVE  
 REDLAND, CA 92373  
 (951) 574-2882

BUILDING SECTIONS

1ST FLOOR ADDITION, 1ST FLOOR ADU,  
 SECOND FLOOR ADDITION, AND INTERIEN  
 REVISIONS

DATE: 05/20/2023  
 PRINT DATE: 3/11/2024

SCALE: AS NOTED

SHEET:

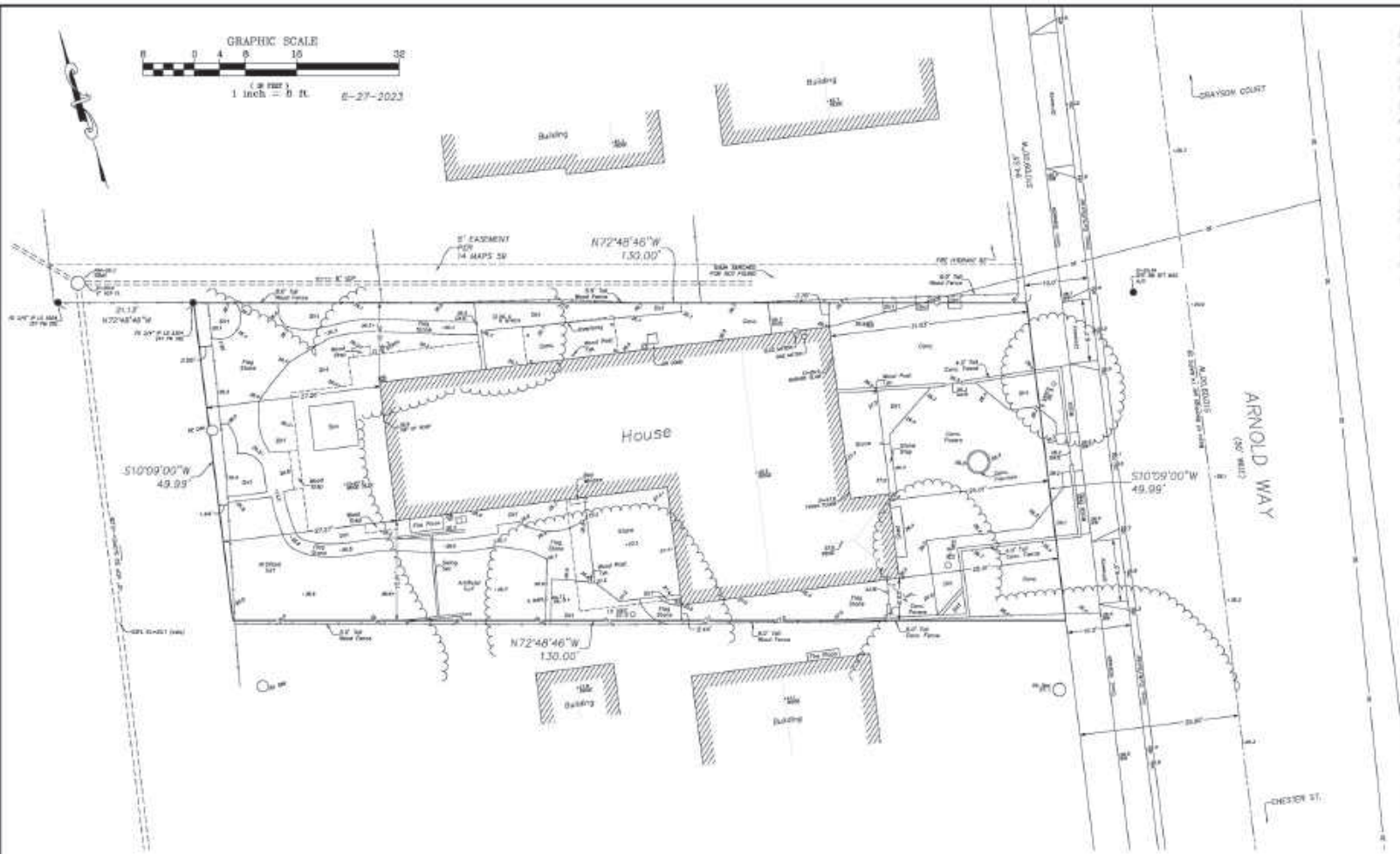
**A6.2**

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GRAPHIC SCALE



1 inch = 10 ft. 6-27-2023



NOTES

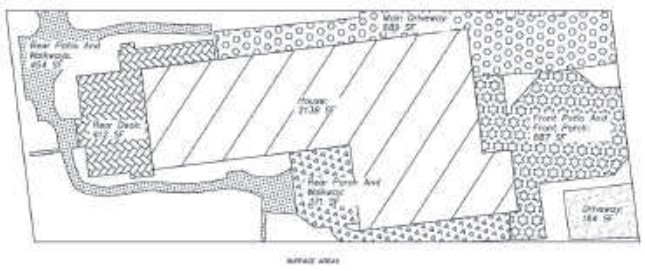
- ALL DISTANCES AND DIMENSIONS ARE IN FEET AND DECIMALS.
- UNDERGROUND UTILITY - LOCATION IS BASED ON SURFACE EVIDENCE.
- BUILDING LOCATION DIMENSIONS ARE MEASURED PERPENDICULAR TO THE PROPERTY LINES.
- DIMENSIONS TO THE BUILDING ARE TAKEN AT THE EXTERIOR FINISHED SURFACE. THE BUILDING EXTERIOR FINISHED SURFACE IS STUCCO AND VARIES APPROXIMATELY 0.07'-0.10' IN THICKNESS.
- FINISH FLOOR ELEVATION TAKEN AT DOOR THRESHOLD (EXTERIOR).
- BOUNDARY: CIVIL GPS NAVIGATOR DATA (WALDOB (Estimated using ODOMETER))
- A BOUNDARY SURVEY WAS PERFORMED TO ACCURATELY LOCATE THE LEGAL PROPERTY LINES IN RELATION TO THE EXISTING IMPROVEMENTS (BUILDINGS).
- A CURRENT TITLE REPORT FOR THE SUBJECT PROPERTY HAS NOT BEEN EXAMINED BY L. WADE HAMMOND LAND SURVEYOR. EASEMENTS OF RECORD MAY EXIST THAT ARE NOT SHOWN ON THIS MAP.
- SITE IS NOT IN A FLOOD ZONE PER FIRM MAP.
- TREE SPECIES IDENTIFICATION: BEST EFFORT, WE ARE NOT ARBORISTS OR DENDROLOGISTS.
- TREES SHOWN ARE 4" TRUNK DIAMETER OR LARGER, MEASURED @ ABOVE GRADE.

LEGEND

- FOUND POINT AS NOTED
- ( ) RECORD DATA / REFERENCE
- ⊠ WATER METER OR WATER VALVE BOX
- ⊠ FIRE HYDRANT
- 12" DB DIA TREE - TRUNK DIAMETER IN INCHES
- 18" DB DIA TREE - TREE SPECIES IDENTIFICATION: BEST EFFORT, WE ARE NOT ARBORISTS OR DENDROLOGISTS
- 24" DB DIA TREE - TREE WITH MULTIPLE TRUNKS
- TRUNK TREE DRIP LINE POINTS TOWARDS TREE
- TRUNK PROPERTY LOCATED AS SHOWN
- TOP OF CURB
- FENCE
- OVERHEAD WIRES
- POWER POLE
- + 0.4 SPOT ELEVATION
- ⊠ SANITARY SEWER CLEAN OUT
- ⊠ UTILITY BOX-TYPE AS NOTED SIZE AS DRAWN
- ⊠ IRRIGATION VALVE BOX
- ⊠ DOWN SPOUT

ABBREVIATIONS

- AS ASPHALT
- BR BRICK
- CONC CONCRETE
- TO TOP OF CURB
- FL FLOOR FINISH
- SMH SANITARY SEWER MANHOLE

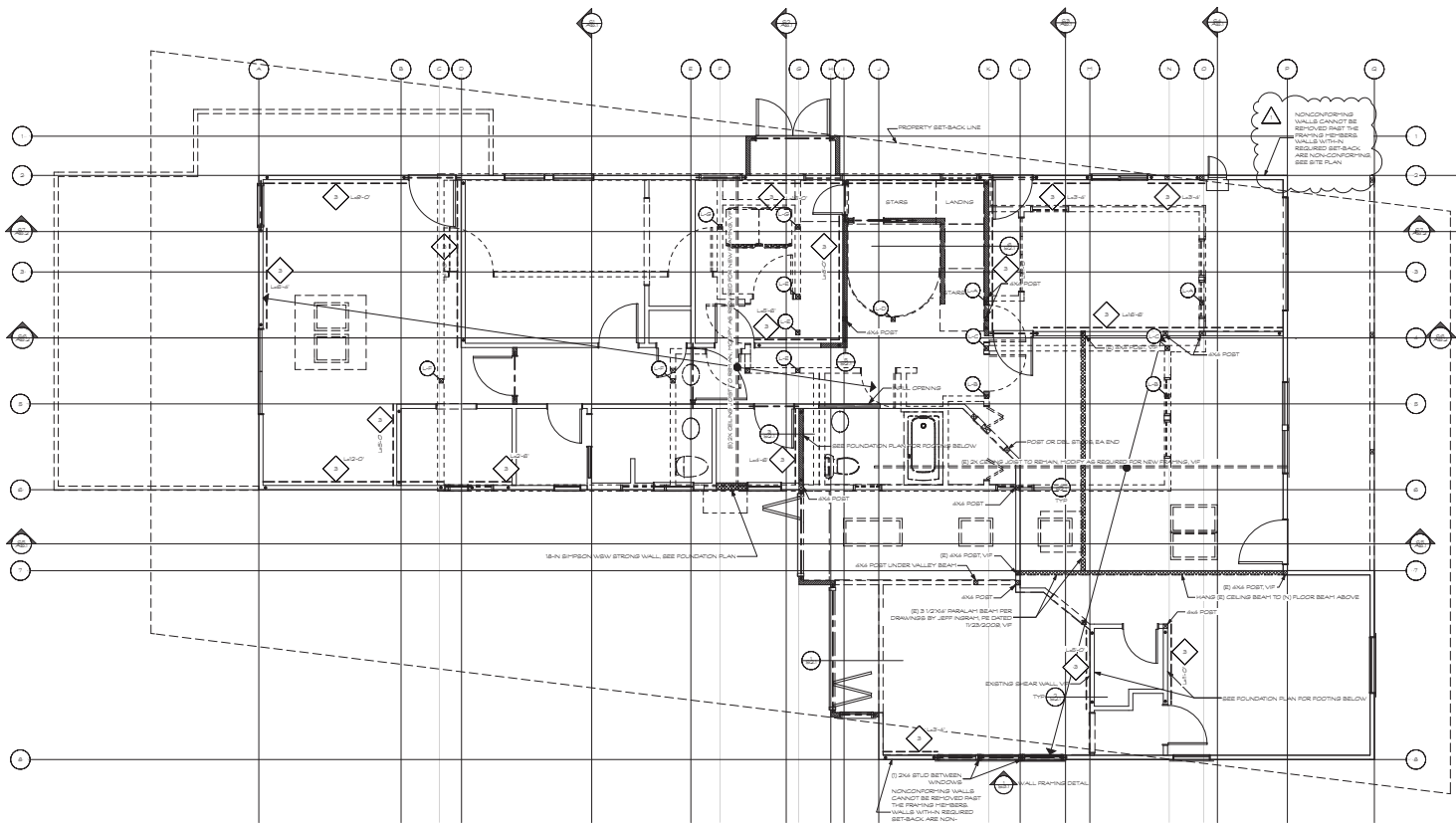


**BOUNDARY AND TOPOGRAPHIC SURVEY**  
 919 ARNOLD WAY  
 MENLO PARK  
 APN: D62-211-050  
 DOC#2017-022915  
 LOT AREA: 6,450 SQ. FT.



**L. Wade Hammond**  
 Land Surveying  
 Civil Engineering  
 36660 Newark Blvd. Suite C  
 Newark, California 94560  
 Tel: (510) 579-4112  
 wade@wlandsurveyor.com www.wadehammondplz.com

LS



S3.1 - WALL FRAMING PLAN 1ST FLOOR - SCALE: 1/4" = 1'-0"

0' 4' 8' 16' TRUE PROJECT

**REVISIONS**

△ RESPONSE TO USE PERM BUILDING REVIEW 3RD COMMENTS



**DACK DEVELOPMENT & ENGINEERS**  
 3697 ALTURA STREET  
 REDWOOD CITY, CA 94061

**MORGAN AVES AND JOSEPH LEVINEBERG**  
 818 ANDOLD WAY  
 MENLO PARK, CA 94025  
 (916) 674-2662

WALL FRAMING PLAN 1ST FLOOR

ADDITION AND REMODEL

DATE: 05/20/2023  
 PRINT DATE: 3/11/2024  
 SCALE: AS NOTED

SHEET: S3.1

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LAYOUT FILE NAME: M:\DOCUMENTS\GOOGLE DRIVE (STUDIO\UNDER@GMAIL.COM)\AMES-LEVENBERG X15\AMES-LEVENBERG (L) 36X24 LAYOUT



DACK DEVELOPMENT & ENGINEERS  
 36975 ALTURA STREET  
 PRENTISS, CA 94366

MORGAN AMES AND  
 JOSE LEVENBERG  
 818 AVENUE W  
 HENLO PARK, CA 94025  
 (916) 674-2662

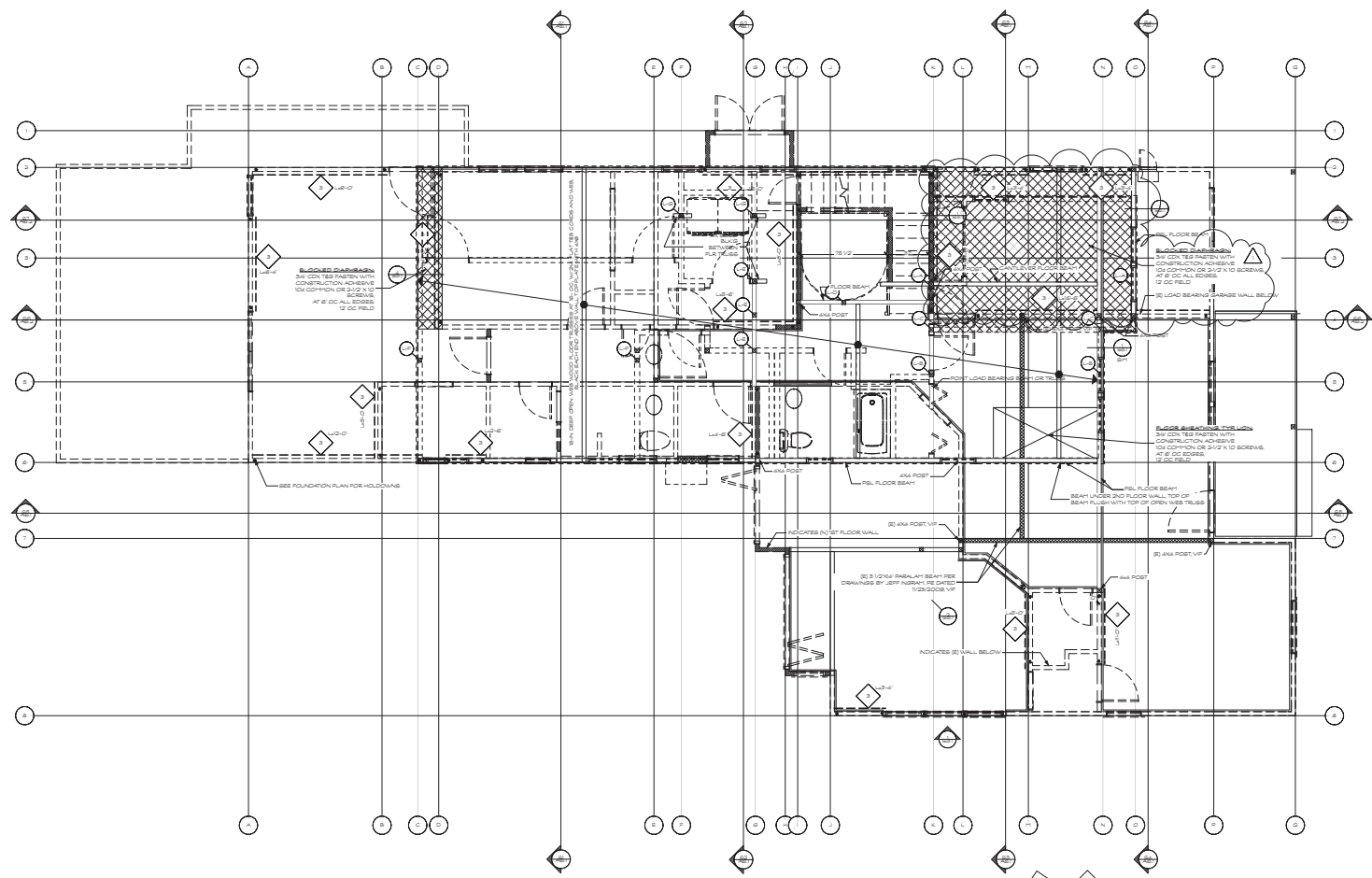
FLOOR FRAMING PLAN 2ND FLOOR

ADDITION AND REMODEL

DATE: 05/20/2023  
 PRINT DATE: 3/11/2024  
 SCALE: AS NOTED

SHEET:

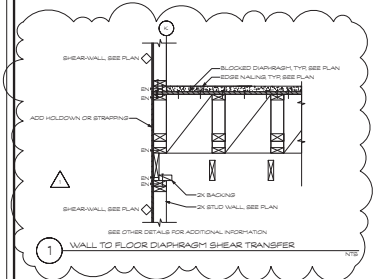
S4.1



S4.1 - FLOOR FRAMING PLAN 2ND FLOOR - SCALE: 1/4" = 1'-0"



| REVISIONS   |
|---|
| △ RESPONSE TO USE PERM BUILDING REVIEW AND COMMENTS |
|   |
|   |



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**DACK DEVELOPMENT & ENGINEERS**  
 36670 ALPURA STREET  
 REDWOOD CITY, CA 94061

**MORGAN AVES AND JOSE LEVENBERG**  
 59 ANGLIM WAY  
 MENLO PARK, CA 94025  
 (916) 674-2662

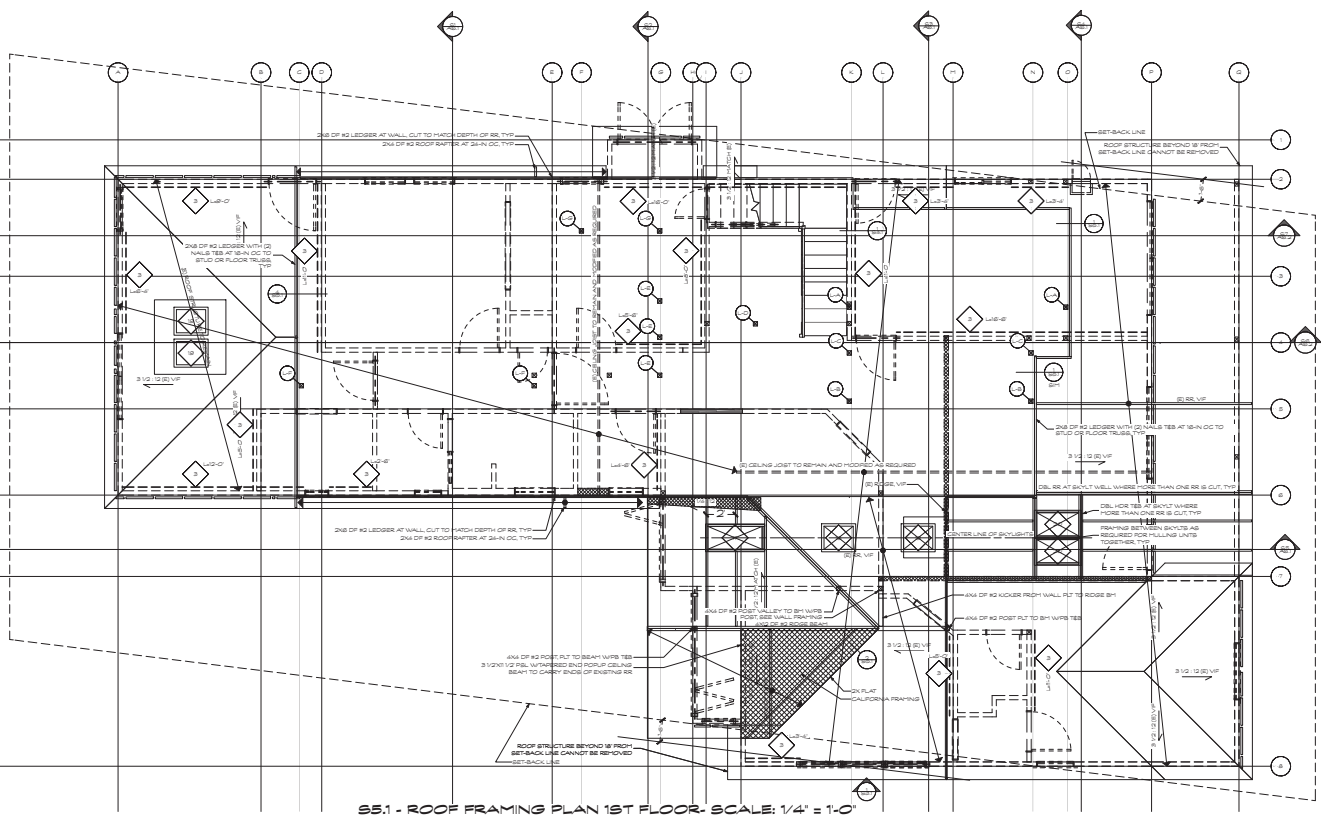
ROOF FRAMING PLAN 1ST FLOOR

ADDITION AND REMODEL

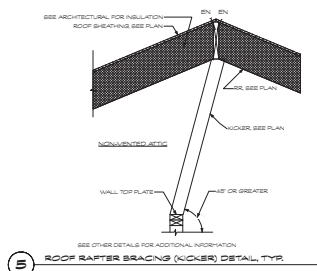
DATE: 05/20/2023  
 PRINT DATE: 3/11/2024  
 SCALE: AS NOTED

SHEET:

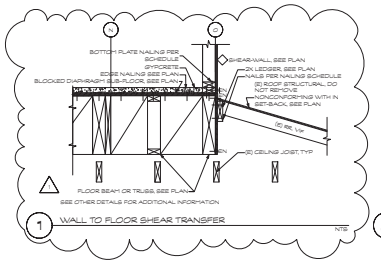
SS.1



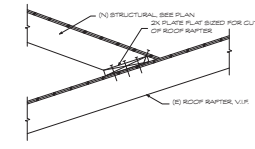
SS.1 - ROOF FRAMING PLAN 1ST FLOOR. SCALE: 1/4" = 1'-0"



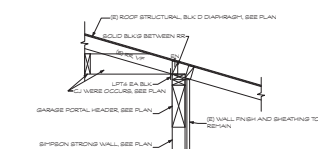
(E) ROOF RAFTER BRACING (KICKER) DETAIL, TYP.



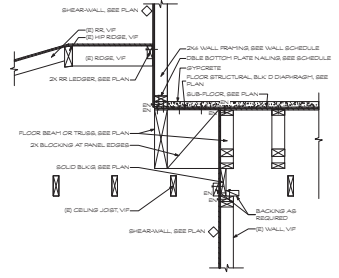
(1) WALL TO FLOOR SHEAR TRANSFER



(2) CALIFORNIA VALLEY DETAIL, TYP.



(3) ROOF TO WALL SHEAR TRANSFER



(4) WALL TO FLOOR TO WALL SHEAR TRANSFER

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LAYOUT FILE NAME: M:\DOCUMENTS\GOOGLE DRIVE (STUDIO\INDER@GMAIL.COM)\JAMES-LEVENBERG X15\JAMES-LEVENBERG (L) 36X24 LAYOUT

Monday, October 16, 2023 2:40 PM

## PURPOSE OF THIS PROPOSAL

The purpose of this proposal is to support a young family for long-term living in their home and to enrich their lives while doing so. This proposal also includes a plan to convert a portion of the existing first floor home to an ADU to assist Menlo Park in its goal of adding more housing, provide possible future rental and space for extended family. It will add second-floor bedrooms, bathrooms and a laundry room to provide a private living area for the family whilst converting existing space to an ADU. This plan will provide a first-floor multi-use room for a home office/guest bedroom and will enlarge the kitchen for additional storage and more room for family-engaged meal preparation.

## SCOPE OF WORK

The scope of work encompasses converting a portion of the existing home to an ADU; constructing a first floor addition to house a kitchen, dining room, bathroom and utility room. There will be a second-floor addition consisting of 3 bedrooms, 2 bathrooms and a laundry room. New fire sprinklers, solar electric system and battery storage will also be installed.

We are proposing keeping and existing 6-foot tall concrete wall with-in the front site-back area.

## ARCHITECTURAL STYLE, MATERIALS, COLORS, AND CONSTRUCTION METHODS

The architectural style will be a blend of Craftsman and California Ranch. Stucco material and color(s) will be matched to those existing. The durable, environmentally-friendly James Hardi cement siding on the second floor addition will simulate the existing siding on the first floor and will be finished to match the existing siding. The existing aging composition brown shingle roof will be replaced with new brown composition shingles and the same roofing material will be used on the second-floor addition roof. The construction method will mimic the construction methods of the existing house to best represent the original house.

We will enlarge the kitchen, add to a bathroom and add a utility room (to house one of the heat pumps for heating and cooling the first floor) at the first floor. We will add additional solar panels and battery storage to the south side of the second-floor roof addition for this all-electric house.

## EXISTING AND PROPOSED USES

The existing purpose is a single-family detached home. The proposed plan will remain the same with the inclusion of an ADU.

## OUTREACH TO NEIGHBORING PROPERTIES

The proposed project has been shared with neighboring homeowners and all of them support this project.

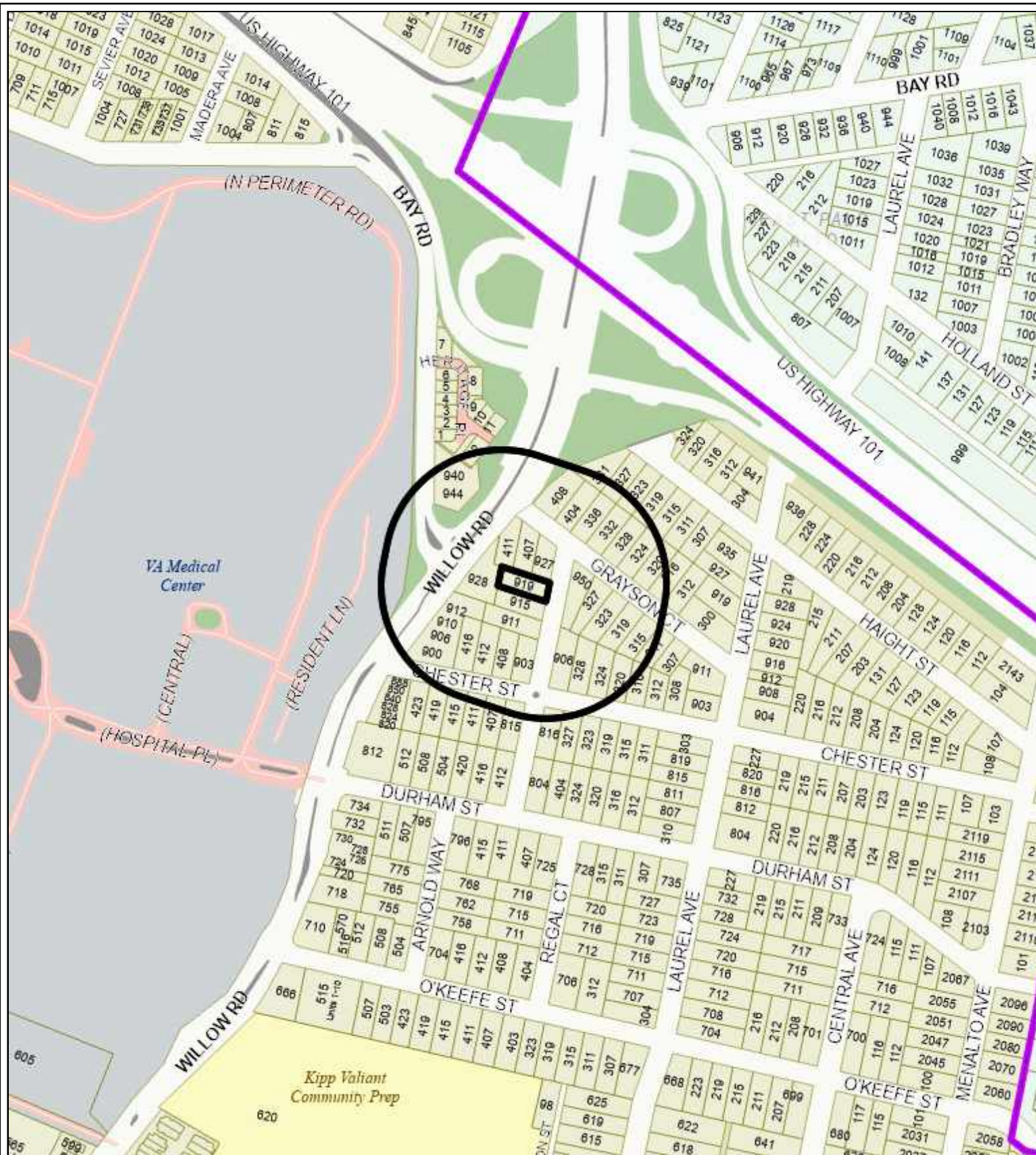
|                                 |                                      |                                |  |
|---------------------------------|--------------------------------------|--------------------------------|--|
| <b>LOCATION:</b> 919 Arnold Way | <b>PROJECT NUMBER:</b> PLN2023-00038 | <b>APPLICANT:</b> Linder Jones | <b>OWNER:</b> Morgan Ames and Josh Levenberg |
|---------------------------------|--------------------------------------|--------------------------------|--|

**PROJECT CONDITIONS:**

1. The use permit shall be subject to the following **standard** conditions:
  - a. The applicant shall be required to apply for a building permit within one year from the date of approval (by March 25, 2025) for the use permit to remain in effect.
  - b. Development of the project shall be substantially in conformance with the plans prepared by Linder Jones consisting of 24 plan sheets, dated received March 18, 2024 and approved by the Planning Commission on March 25, 2024, except as modified by the conditions contained herein, subject to review and approval of the Planning Division.
  - c. Prior to building permit issuance, the applicant shall comply with all Sanitary District, Menlo Park Fire Protection District, and utility companies' regulations that are directly applicable to the project.
  - d. Prior to building permit issuance, the applicant shall comply with all requirements of the Building Division, Engineering Division, and Transportation Division that are directly applicable to the project.
  - e. Prior to building permit issuance, the applicant shall submit a plan for any new utility installations or upgrades for review and approval by the Planning, Engineering and Building Divisions. All utility equipment that is installed outside of a building and that cannot be placed underground shall be properly screened by landscaping. The plan shall show exact locations of all meters, back flow prevention devices, transformers, junction boxes, relay boxes, and other equipment boxes.
  - f. Simultaneous with the submittal of a complete building permit application, the applicant shall submit plans indicating that the applicant shall remove and replace any damaged and significantly worn sections of frontage improvements. The plans shall be submitted for review and approval of the Engineering Division.
  - g. Simultaneous with the submittal of a complete building permit application, the applicant shall submit a Grading and Drainage Plan for review and approval of the Engineering Division. The Grading and Drainage Plan shall be approved prior to the issuance of grading, demolition or building permits.
  - h. Heritage trees in the vicinity of the construction project shall be protected pursuant to the Heritage Tree Ordinance.
  - i. Prior to building permit issuance, the applicant shall pay all fees incurred through staff time spent reviewing the application.
  - j. The applicant or permittee shall defend, indemnify, and hold harmless the City of Menlo Park or its agents, officers, and employees from any claim, action, or proceeding against the City of Menlo Park or its agents, officers, or employees to attack, set aside, void, or annul an approval of the Planning Commission, City Council, Community Development Director, or any other department, committee, or agency of the City concerning a development, variance, permit, or land use approval which action is brought within the time period provided for in any applicable statute; provided, however, that the applicant's or permittee's duty to so defend, indemnify, and hold harmless shall be subject to the City's promptly notifying the applicant or permittee of any said claim, action, or proceeding and the City's full cooperation in the applicant's or permittee's defense of said claims, actions, or proceedings.

919 Arnold Way – ATT A Ex. C – Conditions of Approval

|   |                                      |                                |  |
|---|--------------------------------------|--------------------------------|--|
| <b>LOCATION:</b> 919 Arnold Way   | <b>PROJECT NUMBER:</b> PLN2023-00038 | <b>APPLICANT:</b> Linder Jones | <b>OWNER:</b> Morgan Ames and Josh Levenberg |
| <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 building permit final inspection, the applicant shall remove the portions of the front yard wall that extend into the right-of-way, subject to review and approval of the Planning and Engineering Divisions.</li></ul></li></ul> |                                      |                                |  |



City of Menlo Park  
 Location Map  
 919 Arnold Way



Scale: 1:4,000

Drawn By: CDH

Checked By: CDS

Date: 3/25/2024

Sheet: 1

919 Arnold Way – Attachment C: Data Table

|   | PROPOSED PROJECT |                           | EXISTING PROJECT                        |                           | ZONING ORDINANCE                |        |
|---|------------------|---------------------------|---|---------------------------|---------------------------------|--------|
| Lot area  | 6,450            | sf                        | 6,450                                   | sf                        | 7,000                           | sf min |
| Lot width   | 49.9             | ft                        | 49.9                                    | ft                        | 65                              | ft min |
| Lot depth   | 130              | ft                        | 130                                     | ft                        | 100                             | ft min |
| Setbacks  |                  |                           |   |                           |                                 |        |
| Front   | 25               | ft                        | 25                                      | ft                        | 20                              | ft min |
| Rear  | 27.3             | ft                        | 27.3                                    | ft                        | 20                              | ft min |
| Side (left)   | 2.4              | ft                        | 2.4                                     | ft                        | 10% of minimum lot width        |        |
| Side (right)  | 3.8              | ft                        | 3.8                                     | ft                        | but no less than 5 ft           |        |
| Building coverage*  | 2,545            | sf                        | 2,584                                   | sf                        | 2,257                           | sf max |
|   | 39               | %                         | 40                                      | %                         | 35                              | % max  |
| FAL (Floor Area Limit)*   | 3,254            | sf                        | 2,112                                   | sf                        | 2,800                           | sf max |
| Square footage by floor   | 1,331            | sf/1 <sup>st</sup>        | 1,829                                   | sf/1 <sup>st</sup>        |                                 |        |
|   | 1,051            | sf/2 <sup>nd</sup>        | 283                                     | sf/garage                 |                                 |        |
|   | 649              | ADU                       | 472                                     | sf/covered porch/trellis/ |                                 |        |
|   | 223              | sf/garage                 |   | bike storage              |                                 |        |
|   | 342              | sf/covered porch/trellis/ |   |                           |                                 |        |
|   |                  | bike storage              |   |                           |                                 |        |
| Square footage of buildings   | 3,596            | sf                        | 2,112                                   | 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  | 2                |                           | Non-Heritage trees                      | 4                         | New trees                       | 0      |
| Heritage trees proposed for removal   | 0                |                           | Non-Heritage trees proposed for removal | 1                         | Total Number of trees           | 5      |

\*The project is permitted to exceed the building coverage and floor area limits by 649 square feet to allow for the conversion of existing floor area into an ADU.



## STAFF REPORT

### Planning Commission

Meeting Date:

3/25/2024

Staff Report Number:

24-017-PC

### Public Hearing:

**Consider and adopt a resolution to determine that Stanford University (“Stanford”) has demonstrated good faith compliance with the provisions of the 500 El Camino Real (Middle Plaza) Development Agreement, located at 200-500 El Camino Real, for the period of May 2022 through March 2024. Review of the Development Agreement does not qualify as a project under CEQA.**

### Recommendation

Staff recommends that the Planning Commission adopt a resolution that Stanford University (“Stanford”) has demonstrated good faith compliance with the provisions of the Middle Plaza at 500 El Camino Real Development Agreement for the period of May 2022 through March 2024. The draft Planning Commission resolution is included as Attachment A.

### Policy Issues

The Planning Commission should consider whether or not Stanford has demonstrated its good faith compliance with the provisions of its development agreement.

### Background

The project is a mixed-use development consisting of non-medical office, retail/restaurant, and residential uses on an 8.4-acre site, with a total of approximately 153,126 square feet of non-residential uses and 215 residential units. Of the three office buildings, office building 1, comprised of approximately 34,526 square feet, is predominately being developed with retail/restaurant and supporting office uses, and office buildings 2 and 3, comprising a total of approximately 118,600 square feet, are being developed with office uses. Applicable entitlements and agreements for this project included architectural control, development agreement, heritage tree removal permits, and a below market rate (BMR) housing agreement. The Middle Plaza Development Agreement (DA) is available as Exhibit A to Attachment A.

In addition to the three office buildings, the project consists of four residential buildings, and two, two-level underground parking garages. The project also includes an approximately one-half acre plaza at Middle Avenue (Middle Plaza) that provides publicly-accessible open space and a future connection between El Camino Real and a proposed grade-separated, pedestrian and bicycle crossing at the Caltrain tracks. All building permits have been granted occupancy and the plaza is open to the public. The City Council approved the Middle Plaza at 500 El Camino Real project on September 26 and October 10, 2017. A location map is included as Attachment B and the approved plans are included as Attachment C.

There have been three previous annual reviews and the Planning Commission found Stanford to be in good faith compliance with the DA on the following dates, with the review periods in parenthesis:

- February 10, 2020 (October 2017 through February 2020)
- March 8, 2021 (February 2020 through February 2021)
- June 13, 2022 (March 2021 through May 2022)

### Caltrain crossing

On August 27, 2019, the City Council unanimously passed a motion to select the preferred concept for the associated Middle Avenue pedestrian and bicycle rail crossing, consisting of an undercrossing approximately 10 to 12 feet below the street/plaza elevation. On January 28, 2020, the City Council certified the environmental document for the crossing (an addendum to the El Camino Real and Downtown Specific Plan Environmental Impact Report), approved the 30 percent project plans, and authorized the City Manager to enter into all necessary agreements and amendments with the Peninsula Joint Powers Board (Caltrain) within the City Council-approved project budget.

The City has been coordinating with Caltrain on the final design of the undercrossing and working to secure full funding for the project. The City has developed an updated design for the undercrossing with a longer and deeper tunnel to accommodate Caltrain requirements not to build ramps in their right-of-way and to build the tunnel without the need to stop rail operations. On August 29, 2023 the City Council officially approved the updated concept for the crossing. The earliest the undercrossing could be constructed is in 2025, when Caltrain has completed electrification of the railroad.

### **Analysis**

A development agreement is a legally binding contract between the City of Menlo Park and an applicant that delineates the terms and conditions of a proposed development project. A development agreement allows an applicant to secure vested rights and allows the City to secure benefits that are generally not obtainable otherwise. Development agreements are commonly used for land use developments that are implemented in phases over a period of time. Development agreements provide assurances to both the applicant and the City that the terms of the agreement will be in force until the completion of the project, and in some cases, elements of the development agreement could be in effect for the life of the project. Development agreements are enabled by California Government Code Sections 65864-65869.5.

The City Council adopted Resolution No. 4159 in January 1990, establishing the procedures and requirements for the consideration of development agreements. Resolution No. 4159 calls for the Planning Commission to conduct a public hearing at which the property owner (or representative for the property owner) must demonstrate good faith compliance with the terms of the agreement. The Planning Commission is to determine, upon the basis of substantial evidence, whether or not the property owner has, for the period under review, complied in good faith with the terms and conditions of the agreement. The decision of the Planning Commission is final, unless it is appealed to the City Council. These provisions implement Government Code Section 65865.1, which requires the periodic review, at least once every 12 months, to determine good faith compliance with the terms of the agreement.

The applicant has submitted a summary of the relevant DA requirements (Attachment D). In evaluating Stanford's progress at implementing the Development Agreement, staff has developed a classification system to describe how the specific requirements are being implemented using four categories. Three of these categories are consistent with the principle of good faith compliance with the terms of the agreements and are as follows:



- **Completed:** A One-time Action was completed or an Ongoing Activity occurred during the DA review year.
- **In Progress/Ongoing:** A One-time Action is underway (acceptable progress).
- **Conditional:** The triggering event, condition, or requirement to undertake an item has not occurred and no action is necessary at this time.

The fourth category, described as Unacceptable Progress implies that, at least potentially, good faith compliance for that item may not have occurred. However, a determination of substantial and persistent non-implementation of a development agreement would have to occur before a lack of good faith compliance could truly be determined. None of the DA requirements have been identified as Unacceptable Progress.

The DA includes four action items that are associated with the annual DA tracking. Staff has determined that Stanford is in compliance with the terms of their DA. The summary of the implementation status of the four development agreement requirements is provided in the following table.

| Implementation Status | Items |
|-----------------------|-------|
| Completed             | 2     |
| In Progress/Ongoing   | 0     |
| Conditional           | 2     |
| Unacceptable Progress | 0     |

The following is a more detailed description of the terms of the DA for the Middle Plaza at 500 El Camino Real project.

### **Completed**

1. **Affordable Housing.** Stanford will record a below market rate (BMR) housing agreement for the provision of 10 residential units in the project affordable to individuals at the low-income level, or eight units affordable to individuals at the low-income level if the 2131 Sand Hill Road project is not approved. (The 2131 Sand Hill Road project is not currently approved.)

Status: Completed - The BMR agreement has been executed and recorded on November 17, 2017. According to the City’s BMR administrator, Housing Inc., four of the eight BMR units are vacant as of March 5, 2024, and Stanford is working to fill these units.

2. **Privately Owned and Operated Publicly Accessible Open Space.** The project will include a privately owned and operated, publicly accessible plaza at Middle Avenue.

Status: Completed – The Public Use Agreement was recorded with the County of San Mateo on March 17, 2023 and the plaza is open to the public.

### **Conditional**

3. **Funding for Crossing.** Stanford will pay 50 percent of the cost of the Caltrain Pedestrian/Bicycle

crossing, up to \$5 million.

**Status:** Conditional - This provision will not apply until after the City has secured full construction funding, and obtained all necessary approvals and property rights to construct and operate the crossing. As noted in the background section, the City is proceeding with the relevant actions for the associated crossing project.

4. **Education Foundation Payments.** Stanford will contribute an initial lump sum payment of \$1.5 million to the Menlo Park-Atherton Education Foundation (MPAEF) to be placed in an endowment fund for support of the Menlo Park City School District (MPCSD). In addition, Stanford will contribute a second lump sum payment, up to \$1 million, consisting of Stanford's savings if its required contribution to the cost of the crossing is less than \$5 million.

**Status:** Conditional - Stanford paid the initial lump sum of 1.5 million to the MPAEF in September 2021. Based on current project cost estimates, it is anticipated Stanford's required contribution for the crossing will be \$5 million, and therefore the second payment will not be applicable.

### **Conclusion**

Staff believes that the applicant has demonstrated a good faith compliance with the terms of the Middle Plaza Development Agreement for the period from May 2022 through March 2024. The applicant has completed all applicable requirements. Staff anticipates bringing forward future reviews on an annual basis with the next review occurring in Spring 2025 for the term of April 2024 through March 2025.

### **Impact on City Resources**

The applicant is required to fully cover the cost of staff time spent on the DA annual review.

### **Environmental Review**

The California Environmental Quality Act (CEQA) requires that activities which meet the definition of a Project be evaluated for their potential impacts on the environment. The annual review of the development agreement has no potential to result in an impact to the environment and does not meet the definition of a Project under CEQA; as a result, no environmental review or determination is needed. The environmental impacts of the project and associated development agreement were evaluated and considered through an Infill EIR at the time the project was initially approved by the City in 2017.

### **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.

### **Attachments**

- A. Draft Planning Commission Resolution

#### Exhibits to Attachment A

- A. Development Agreement – <https://menlopark.gov/files/sharedassets/public/v/1/community-development/documents/projects/under-construction/middle-plaza-at-500-el-camino-real/da-300-550-el-camino-real-middle-plaza.pdf>

- B. Location Map
- C. Project Plans: <https://www.menlopark.org/DocumentCenter/View/15373/Middle-Plaza-at-500-El-Camino-Real-project-plans>
- D. Summary of Middle Plaza Development Agreement Compliance

Report prepared by:  
Corinna Sandmeier, Principal Planner

Report reviewed by:  
Kyle Perata, Assistant Community Development Director

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

**RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF MENLO PARK FINDING STANFORD UNIVERSITY (“STANFORD”) TO BE IN GOOD FAITH COMPLIANCE WITH THE TERMS OF THE DEVELOPMENT AGREEMENT FOR THE MIDDLE PLAZA AT 500 EL CAMINO REAL MIXED-USE PROJECT**

WHEREAS, the City of Menlo Park (“City”) approved the Middle Plaza at 500 El Camino Real project, a mixed-use project consisting of non-medical office, retail/restaurant, and residential uses on an 8.4-acre site, with a total of approximately 153,126 square feet of non-residential uses and 215 residential units, located at 500 El Camino (APN 071-440-170), on September 26 and October 10, 2017. The approved Development Agreement for the project is attached hereto as Exhibit A and incorporated herein by this reference; and

WHEREAS, the Property is located in the El Camino Real/Downtown Specific Plan (SP-ECR-D) zoning district and the ECR SW sub-district, which supports a variety of uses including retail, personal services, offices, and residential uses; and

WHEREAS, Stanford has completed two actions that are associated with the annual Development Agreement tracking and for the remaining two actions the triggering event, condition, or requirement to undertake the action has not occurred; 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 environmental impacts of the mixed-use project and associated development agreement were evaluated and considered through an Infill EIR at the time the project was initially approved by the City in; and

WHEREAS, the annual review of the development agreement has no potential to result in an impact to the environment and does not meet the definition of a project under CEQA, and as a result, no environmental review or determination is needed; 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 25, 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.

**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. Development Agreement Annual Review Findings. The Planning Commission of the City of Menlo Park does hereby make the following Findings:

1. Stanford is in good compliance with the provisions of the approved Development Agreement for the period of May 2022 through March 2024.

Section 3. 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 25, 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

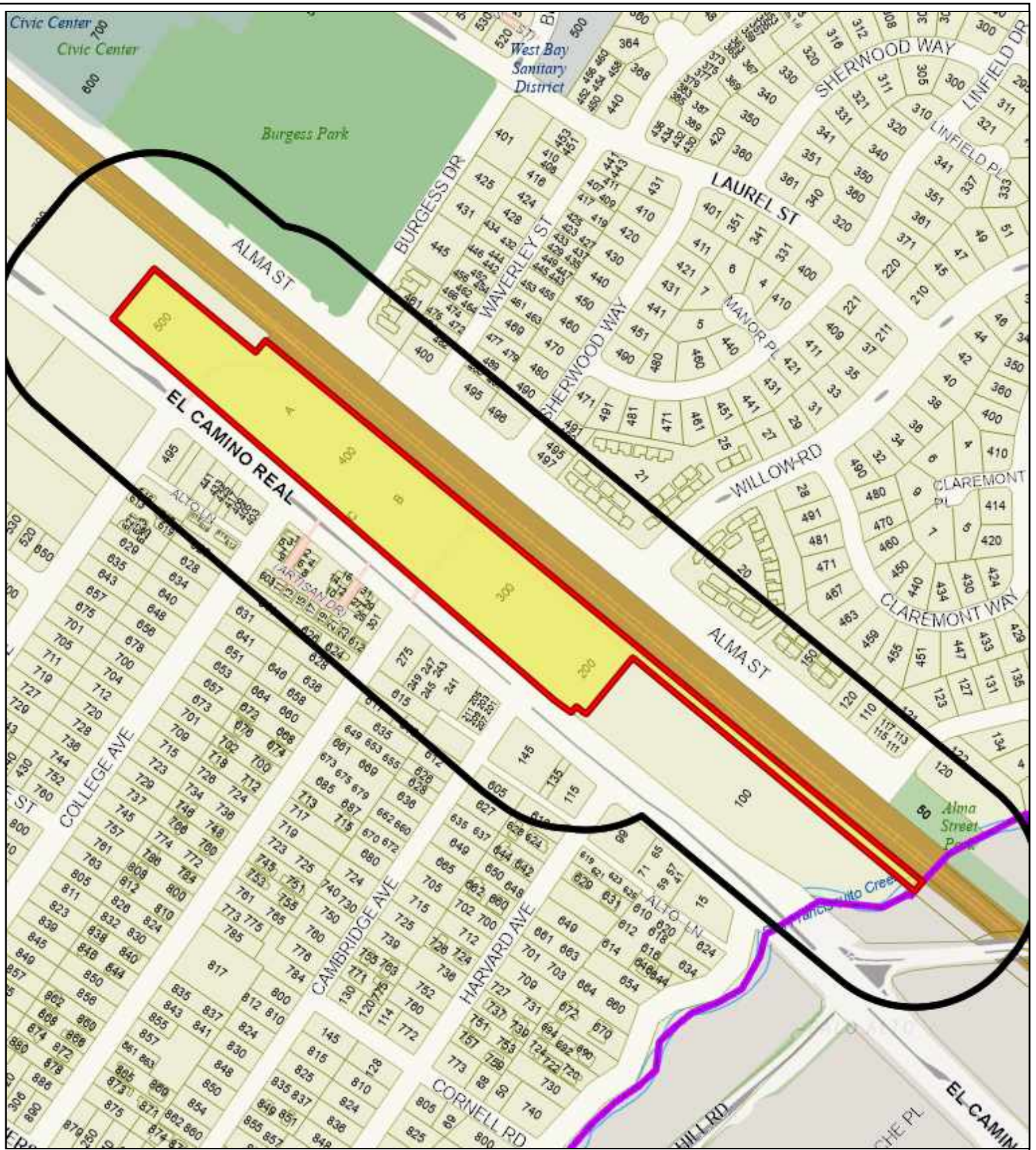
PC Liaison Signature

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Kyle Perata  
Assistant Community Development Director  
City of Menlo Park

Exhibit

- A. Development Agreement – Middle Plaza at 500 El Camino Real Project



City of Menlo Park  
 Location Map  
 Middle Plaza



**TRACKING DOCUMENT  
DEVELOPMENT AGREEMENT  
MIDDLE PLAZA AT 500 EL CAMINO REAL PROJECT**

**Development Agreement Annual Tracking Document 2.28.2024**

| Item # | Item   | Payment Type/Triggering Event   | Status   |
|--------|--|---|--|
| 5      | <b>Funding for Crossing.</b> Owner shall be obligated to pay the City fifty percent (50%) of the cost to construct the Crossing, up to a maximum of Five Million Dollars (\$5,000,000) ("Crossing Payment").   | Payment shall be made within sixty (60) days of written demand by City supported by evidence of the cost of Crossing construction reasonably acceptable to Owner, once City has confirmation that: (i) it has obtained or has been awarded complete and full funding to construct all components of the Crossing; (ii) the City has completed and the City Council has approved the final design for the Crossing; (iii) the City has completed all steps necessary to achieve compliance with the California Environmental Quality Act to construct and operate the Crossing; and (iv) the City has obtained all necessary approvals, permits and property rights from other public agencies and private landowners to construct and operate the Crossing.   | <b>PENDING CITY ACTION:</b> The City of Menlo Park has not made the written request.   |
| 6      | <b>Education Foundation Payments.</b> To support the Menlo Park City School District, Owner agrees to pay the Menlo Park Atherton Education Foundation an initial lump sum payment of One Million Five Hundred thousand dollars (\$1,500,000) to be placed in an endowment fund for support of the District.   | <p>The payment is potentially two payments. <b>The initial lump sum payment</b> shall be due and payable one (1) year after issuance of the last building permit for the residential and office buildings to be constructed as part of the Project.</p> <p>In addition, Owner agrees to pay the Menlo Park Atherton Education Foundation a <b>second lump sum payment</b> for the same endowment fund of up to One Million dollars (\$1,000,000) of any savings by Owner in its contribution to the cost of the Crossing to be determined as follows: (a) the second lump sum payment shall be due and payable to the Education Foundation within sixty (60) days of completion of construction of the Crossing; (b) the amount of the second lump sum payment shall be equal to the difference between the maximum amount of the Crossing Payment described in Section 5 of this Agreement (Five Million dollars [\$5,000,000] as adjusted annually by the Engineering News Record Construction Cost Index) and any lesser amount demanded by the City for Owner's contribution to the Crossing pursuant to Section 5 of this Agreement, so long as the resulting second lump sum payment does not exceed One Million dollars (\$1,000,000).</p> | <p><b>COMPLETED:</b> The payment was issued and deposited on 9/28/21, see sheet #2 for a copy of the check.</p> <p><b>COMPLIANCE WITH THIS CONDITION IS TIED TO CONDITION #5.</b> The conditions of Section 5 (above) have not yet been met.</p>   |
| 7      | <b>Affordable Housing.</b> Concurrently with the recordation of this Agreement, Owner and City shall execute and record an Affordable Housing Agreement (" <b>Affordable Housing Agreement</b> ") for the provision of a total of ten (10) units in the Project to be occupied exclusively by, and rented to, Low Income Households ("Low Income Units"). (If the 2131 Sand Hill Road project is not approved, Owner would provide eight (8) one-bedroom BMR units at the low-income level.) | Concurrently with the recordation of the Development Agreement.   | <b>COMPLETED:</b> The Affordable Housing Agreement was recorded with the Clerk Recorder of the County of San Mateo on November 17, 2017. (Document # 2017-1026430. NOTE: As of the January 15, 2020, the 2131 Sand Hill Road project is <b>not</b> approved. Therefore, the Owner is only required to provide eight (8) one-bedroom BMR units at the low-income level. |
| 8      | <b>Privately Owned and Operated Publicly Accessible Open Space:</b> The Project includes a privately owned and operated publicly accessible plaza at Middle Avenue. The Public Use Agreement may be amended from time to time by mutual agreement of the City and the Owner, and any amendment to the Public Use Agreement shall automatically be deemed to be incorporated into this Agreement without any further requirement to amend this Agreement.                                     | Prior to issuance of a City permit allowing occupancy of office, retail, or residential space in the Project, the Parties shall enter into and record a public use agreement in substantially the same form as the agreement attached to this Agreement as Exhibit D (the "Public Use Agreement").  | <b>COMPLETED:</b> THE Public Use Agreement was recorded with the County of San Mateo on March 17, 2023.  |



## STAFF REPORT

### Planning Commission

**Meeting Date:** 3/25/2024

**Staff Report Number:** 24-018-PC

### Public Hearing:

**Consider and adopt a resolution to determine that Presidio Bay Ventures has demonstrated good faith compliance with the provisions of the Springline mixed-use development project (“Springline”) Development Agreement, located at 1300 El Camino Real, for the period of October 2021 through March 2024. Review of the Development Agreement does not qualify as a project under CEQA.**

### Recommendation

Staff recommends that the Planning Commission adopt a resolution that Presidio Bay Ventures has demonstrated good faith compliance with the provisions of the Springline Development Agreement, located at 1300 El Camino Real, for the period of October 2021 through March 2024. The draft Planning Commission resolution is included as Attachment A.

### Policy Issues

The Planning Commission should consider whether or not Presidio Bay Ventures has demonstrated its good faith compliance with the provisions of the Development Agreement.

### Background

The City Council approved the Springline project (also known at the time as “Station 1300”) on January 24 and February 7, 2017. The project is a mixed-use development consisting of non-medical office, residential, and community-serving uses on a 6.4-acre site, with a total of approximately 229,000 square feet of non-residential uses, inclusive of additional square footage approved in 2021, and 183 dwelling units. A location map is included as Attachment B, the 2017 approved plans are included as Attachment C and the 2021 approved revisions to the plans are included as Attachment D.

Applicable entitlements and agreements for this project included architectural control, development agreement, tentative map, use permit, heritage tree removal permits, and below market rate (BMR) housing agreement. Subsequently, architectural control and use permit revisions were approved by the Planning Commission on November 22, 2021, and on December 7, 2021 and December 14, 2021, the City Council approved associated amendments to the Specific Plan and an amendment to the development agreement (DA). The DA is included as Exhibit A to Attachment A and the amendment to the DA is included as Exhibit B to Attachment A.

The first DA annual review took place on July 29, 2019, covering the period of February 2017 through July 2019. At this meeting, the Planning Commission determined that Greenheart Land Company (the project manager at that time) had demonstrated good faith compliance with the provisions of the DA. In mid-2020, the property owner (Real Social Good Investment, LLC,) made a change of project management, with



Presidio Bay Ventures taking the place of Greenheart Land Company. Presidio Bay Ventures then rebranded the project as “Springline”. The second DA annual review took place on October 19, 2020, covering the period of July 2019 through October 2020. At this meeting, the Planning Commission determined that Presidio Bay Ventures had demonstrated good faith compliance with the provisions of the DA.

Construction of the Springline project is complete and all buildings have received final Certificates of Occupancy. The dog park, several restaurants, and the public spaces within the project, including the central plaza, are all in use. Aside from a suite in the north office building and one vacant restaurant space in the residential building, all commercial spaces are filled.

## Analysis

A development agreement is a legally binding contract between the City of Menlo Park and an applicant that delineates the terms and conditions of a proposed development project. A development agreement allows an applicant to secure vested rights and allows the City to secure benefits that are generally not obtainable otherwise. Development agreements are commonly used for land use developments which are implemented in phases over a period of time. Development agreements provide assurances to both the applicant and the City that the terms of the agreement will be in force until the completion of the project, and in some cases, elements of the development agreement could be in effect for the life of the project. Development agreements are enabled by California Government Code Sections 65864-65869.5.

The City Council adopted Resolution No. 4159 in January 1990, establishing the procedures and requirements for the consideration of development agreements. Resolution No. 4159 for the Planning Commission to conduct a public hearing at which the property owner (or representative for the property owner) must demonstrate good faith compliance with the terms of the agreement. The Planning Commission is to determine, upon the basis of substantial evidence, whether or not the property owner has, for the period under review, complied in good faith with the terms and conditions of the agreement. The decision of the Planning Commission is final, unless it is appealed to the City Council. These provisions implement Government Code Section 65865.1 which requires the periodic review to determine compliance with the terms of the agreement.

The applicant has submitted a summary of the overall project status and the relevant DA requirements (Attachment E). In evaluating Presidio Bay Ventures’ progress at implementing the DA, staff has developed a classification system to describe how the specific requirements are being implemented using four categories. Three of these categories are consistent with the principle of good faith compliance with the terms of the agreements and are as follows:

- **Completed:** A one-time action or an ongoing activity was completed during the DA review term.
- **In Progress/Ongoing:** A one-time action or an ongoing activity is underway (acceptable progress).
- **Conditional:** The triggering event, condition, or requirement to undertake an item has not occurred and no action is necessary at this time.

The fourth category, described as Unacceptable Progress implies that, at least potentially, good faith compliance for that item may not have occurred. However, a determination that substantial and persistent non-implementation of a DA would have to occur before a lack of good faith compliance could truly be determined. None of the DA requirements have been identified as Unacceptable Progress.

The DA includes five action items that are associated with the annual DA tracking. Staff determined that Presidio Bay Ventures Land Company is in compliance with the terms of their DA. The summary of the implementation status of the five DA requirements is provided in the following table.

| <b>Implementation status</b> | <b>Items</b> |
|------------------------------|--------------|
| Completed                    | 4            |
| In Progress/Ongoing          | 0            |
| Conditional                  | 1            |
| Unacceptable Progress        | 0            |

The following is a more detailed description of the terms of the DA for the 1300 El Camino Real Project.

**Completed**

- Contribution to the Public Amenity Fund.** Prior to the building permit for the underground parking garage being issued, Applicant shall pay \$1.05 Million to the Downtown Public Amenity Fund. Applicant shall make a second \$1.05 Million payment to the same fund prior to any occupancy.

**Additional requirement from DA Amendment:** Prior to issuance of a building permit for buildout of the new basement areas, owner shall make \$300,000 additional public benefit payment to the City.

Status: Completed – All payments have been made.

The amended DA specified that the additional public benefit payment be used to fund completion of Caltrain quiet zone feasibility study, if needed, or to fund improvements (e.g. improved railroad crossings) that the City may undertake based on the recommendations of the quiet zone feasibility study. If any funds remain, they would be placed into the City's Downtown Public Amenity Fund.

On July 22, 2022, the City Council approved a scope of work with Kimley-Horn and Associates, Inc. to conduct the quiet zone study. This study included the crossings in Menlo Park, as well as Palo Alto Avenue, through a partnership with the City of Palo Alto.

On April 25, 2023, the City Council provided direction to staff to pursue design of railroad gate improvements at Ravenswood Avenue and Oak Grove Avenue to facilitate implementation of a quiet zone. The planning phase identified that installing four quadrant gates at these two crossings would enable the City to establish a quiet zone at all crossings. The City is working with Caltrain to develop engineering designs for four quadrant gates at Ravenswood Avenue and Oak Grove Avenue. For the current fiscal year, Public Works staff indicate the budget for the design of quiet zone improvements is approximately \$402,000 and additional funds will be needed in the next fiscal year to complete the design phase. Future funding will also be needed for the grade crossing improvements of the project.

## 2. Execution and Recordation of the BMR Housing Agreement for BMR units.

**Additional requirement from DA Amendment:** Prior to issuance of a building permit, owner shall pay to the City the commercial in-lieu fee in accordance with the City's BMR Guidelines for the net increase of approximately 4,000 square feet of non-residential gross floor area.

Status: Completed - The agreement has been executed and recorded. Currently, 18 of the 20 BMR units are leased. The applicant's letter (Attachment E) indicates an application to lease one of the vacant BMR units is currently under review. On March 20, 2024, the applicant indicated to staff that applications to lease both of the remaining two BMR units are now under review. The commercial in-lieu fee payment of \$60,500 has been made.

## 3. Operation of a Dog Park: As part of the on-site improvements, the applicant will construct and operate an "open to the public" dog park. The dog park must be open before any residential unit receives occupancy.

Status: Complete – Construction of the dog park is complete and it is open to the public. The adopted DA includes a Public Use Agreement that covers operational aspects of the dog park, separate from the rules/regulations that will be posted for users' of the park. This Public Use Agreement has been finalized and recorded. The applicant submitted a building permit for a shade structure over the dog park, in part to keep the turf from getting too hot. The building permit is current under review.

## 4. Marketing to Incubator/Co-Working Tenants: Applicant shall make a good faith effort to market the office space to incubator/co-working tenants as per the plan outlined in Exhibit D of the DA.

Status: Complete – Canopy, Springline's co-working operator, located in the south office building, is open and has membership options for the general public. The co-working space wraps around a central café that fronts on El Camino Real.

### **Conditional**

## 5. Sales Tax Guarantee: Applicant will guarantee to the City \$83,700 in sales tax per year from the 1300 El Camino Real retail and office space. This obligation will start two years after occupancy of the final office or residential building is permitted, and is adjusted yearly by the area CPI (Consumer Price Index).

Status: Conditional – Occupancy was granted for the final building on August 2, 2022, so the obligations under the Sales Tax Guarantee will begin in August 2024. Finance Division staff are reaching out to Presido Bay Ventures to discuss the process for compliance with the Sales Tax Guarantee.

### **Conclusion**

Staff believes that the applicant has demonstrated a good faith compliance with the terms of the Springline Development Agreement and Development Agreement Amendment for the period from October 2021 through March 2024. The applicant has completed all applicable requirements and City staff and the applicant are beginning the compliance for the Sales Tax Guarantee item, which will be reported on during the next annual review. Staff anticipates bringing forward future reviews on an annual basis with the next

review occurring in Spring 2025 for the term of April 2024 through March 2025.

### **Impact on City Resources**

The applicant is required to fully cover the cost of staff time spent on the DA annual review.

### **Environmental Review**

The California Environmental Quality Act (CEQA) requires that activities which meet the definition of a Project be evaluated for their potential impacts on the environment. The annual review of the 1300 El Camino Real Project Development Agreement and Development Agreement Amendment has no potential to result in an impact to the environment and does not meet the definition of a Project under CEQA; as a result, no environmental review or determination is needed. The environmental impacts of the project and associated development agreement were evaluated and considered through an Infill EIR at the time the project was initially approved by the City in 2017. Additionally, an Addendum to the Infill EIR was prepared in 2021, which summarized the revisions to the project, as well as the associated Specific Plan amendments.

### **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.

### **Attachments**

- A. Draft Planning Commission Resolution  
Exhibits to Attachment A
  - A. Approved DA: <https://menlopark.gov/files/sharedassets/public/v/1/community-development/documents/projects/completed/springline/development-agreement.pdf>
  - B. Amendment to the DA: <https://menlopark.gov/files/sharedassets/public/v/1/community-development/documents/projects/completed/springline/amendment-to-development-agreement.pdf>
- B. Location Map
- C. Approved plan set (2017): <https://menlopark.gov/files/sharedassets/public/v/1/community-development/documents/projects/completed/springline/2017-approved-plan-set.pdf>
- D. Approved revisions to plan set (2021): <https://menlopark.gov/files/sharedassets/public/v/1/community-development/documents/projects/completed/springline/2021-approved-revisions.pdf>
- E. Letter from Applicant

Report prepared by:  
Corinna Sandmeier, Principal Planner

Report review by:  
Kyle Perata, Assistant Community Development Director

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

**RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF MENLO PARK FINDING PRESIDIO BAY VENTURES TO BE IN GOOD FAITH COMPLIANCE WITH THE TERMS OF THE DEVELOPMENT AGREEMENT AND DEVELOPMENT AGREEMENT AMENDMENT FOR THE SPRINGLINE (1300 EL CAMINO REAL) MIXED-USE PROJECT**

WHEREAS, the City of Menlo Park (“City”), City Council approved the Springline project, a mixed-use project consisting of non-medical office, residential, and community-serving uses on a 6.4-acre site, with a total of approximately 229,000 square feet of non-residential uses and 183 dwelling units, at 1300 El Camino Real on January 24 and February 7, 2017, with revisions approved by the Planning Commission on November 22, 2021 and the City Council on December 7 and December 14, 2021, located at 1300 El Camino Real (APN 061-430-490) (“Property”). The approved Development Agreement and approved amendment to the Development Agreement are attached hereto as Exhibit A and Exhibit B, respectively, and incorporated herein by this reference; and

WHEREAS, the Property is located in the El Camino Real/Downtown Specific Plan zoning (SP-ECR-D) zoning and the ECR NE sub-district, which supports a variety of uses including retail, personal services, offices, and residential uses; and

WHEREAS, Presidio Bay Ventures has completed four out of five actions that are associated with the annual Development Agreement tracking and for the remaining action the triggering event, condition, or requirement to undertake the action has not occurred; 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 environmental impacts of the mixed-use project and associated development agreement were evaluated and considered at the time the project was initially approved by the City in 2017 and in 2021 when revisions to the project and the amended DA were approved by the City; and

WHEREAS, the annual review of the Development Agreement has no potential to result in an impact to the environment and does not meet the definition of a project under CEQA, and as a result, no environmental review or determination is needed; 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 25, 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.

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. Development Agreement Annual Review Findings. The Planning Commission of the City of Menlo Park does hereby make the following Findings:

1. Presidio Bay Ventures is in good faith compliance with the provisions of the approved Development Agreement for the period of October 2021 through March 2024.

### Section 3. 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 25, 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

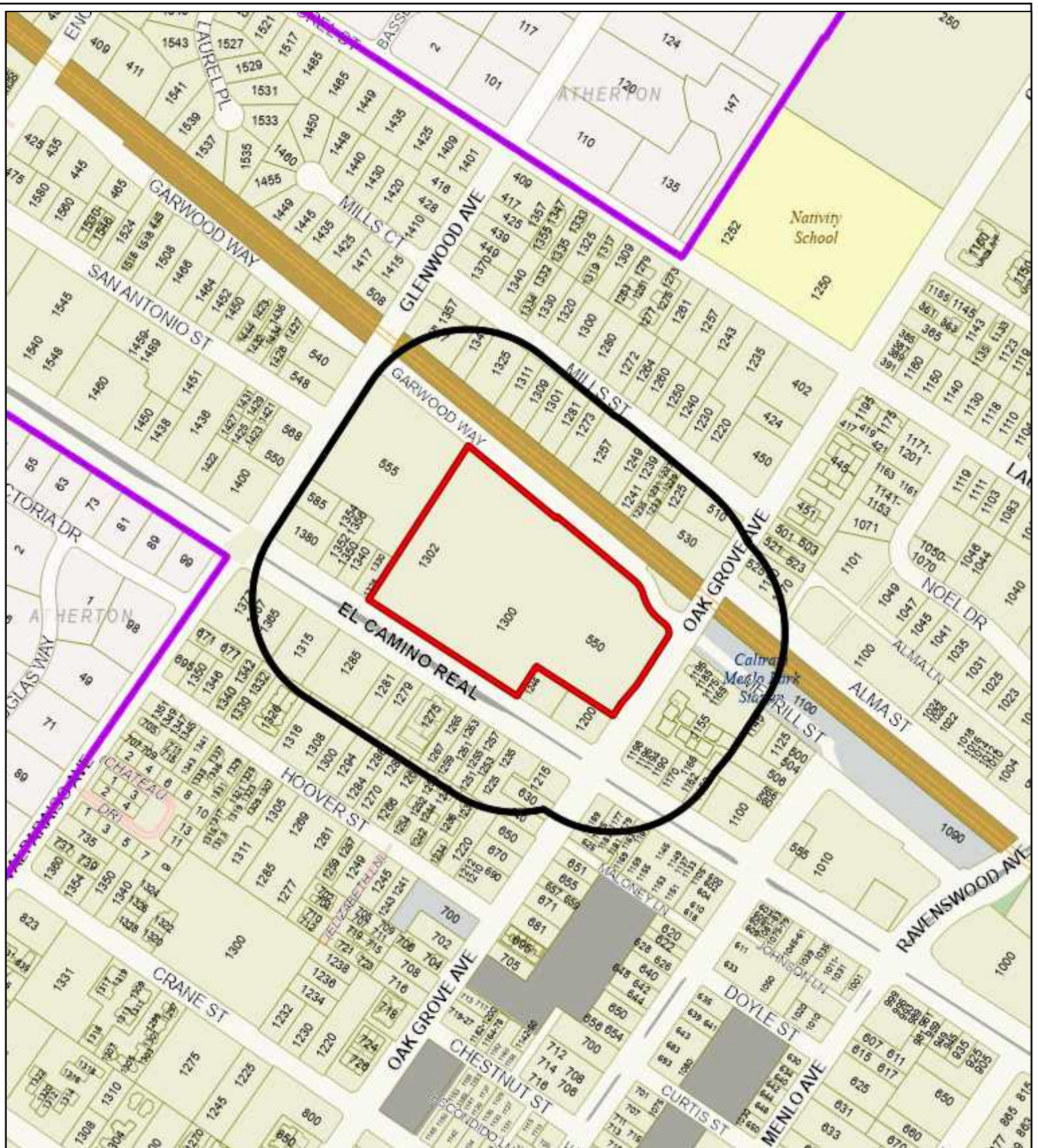
PC Liaison Signature

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Kyle Perata  
Assistant Community Development Director  
City of Menlo Park

### Exhibits

- A. Approved Development Agreement
- B. Amendment to the Development Agreement



City of Menlo Park  
 Location Map  
 Springline



March 19, 2024  
Corinna Sandmeier, Principal Planner  
Thomas Rogers, Principal Planner  
City of Menlo Park  
701 Laurel Street  
Menlo Park, CA 94025

**Re: 1300 El Camino Real (Springline) Development Agreement – 2023 Annual Review**

Dear Corinna and Thomas:

In accordance with the terms of the Development Agreement (“DA”) for the project at 1300-1302 El Camino Real and 550-580 Oak Grove (the “Project”), this letter is intended to provide an update regarding the Project’s compliance with the DA to facilitate the upcoming annual review before the Planning Commission.

As noted in our 2020 report, Presidio Bay Ventures has assumed overall management of the Project on behalf of the property owner. It has been a pleasure over the past few years to work with many members of City staff as well as to interact with all of the City Council, including the Mayor. We very much look forward to a collaborative and productive relationship for years to come.

We understand that our last formal annual review was in September 2021, and at that time three of the five status updates were deemed “Complete”, with only the Dog Park and Sales Tax Guarantee being noted as “In Progress” or “No Further Action at the time”. With this update, we reflect the Dog Park as “Complete” and the Sales Tax Guarantee as “In Progress”, as further detailed in Attachment A below. Additionally, we have included updates as outlined in the Amendment to Development Agreement (“ADA”) as recorded on April 28, 2022.

By the end of 2023, nearly all construction is complete and final Certificates of Occupancy have been received for all four building structures: two office buildings, one residential building and the subterranean parking garage. Remaining construction work is primarily attributed to final tenant improvement construction for Wells Fargo’s office space in the North Office building, and one remaining restaurant space on the ground floor of the Residential building. The Dog Park, several restaurants and other public spaces have been open and utilized for public and private events, including the Springline Grand Opening festivities in September 2023. Everyone with the City of Menlo Park has been instrumental in collaborating with the Springline team to ensure Springline’s continued efforts to be woven into the fabric of the Menlo Park community.

Consistent with the process used for the 2019 and 2020 annual reviews, we have provided a compliance matrix (Attachment A) entitled “Development Agreement Obligations Status Summary” which lists the relevant public benefit provisions and requirements in the DA and ADA, and provides a status update. As shown, the Project is in full compliance and we therefore respectfully request that staff recommend that the Planning Commission determine that the Project has complied in good faith with the terms of the DA and ADA for purposes of this year’s annual review.



## PRESIDIO BAY | SPRINGLINE

As has been the case since Presidio Bay Ventures assumed management of Springline, I will personally represent the Project at the Planning Commission hearing and will be available to answer any questions from Commission members. If you have any questions or if there is any further information needed to facilitate the Planning Commission's review, please do not hesitate to contact me directly.

Best regards,



K. Cyrus Sanandaji  
Managing Director

cc: Justin Murphy, City Manager  
Deanna Chow, Community Development Director

*Attachment A: Development Agreement Obligations Status Summary*

PRESIDIO BAY | SPRINGLINE

Attachment A: Development Agreement Obligations Status Summary

| DA Term | Summarized Task/Requirement/Action  | Status                                       | Explanation   |
|---------|---|--|---|
| §6      | <p><b>Public Amenity Fund:</b><br/>Prior to the Garage Building Permit being issued, Applicant shall pay \$1.05 Million to the Downtown Public Amenity Fund. Applicant shall make a second \$1.05 Million payment to the same fund prior to any occupancy. Per Paragraph 2 of the ADA, Applicant shall make an additional payment of \$300,000 to the City prior to issuance of a building permit for the buildout of the new basement areas.</p> | Complete                                     | Applicant has made all required payments.   |
| §7.1    | <p><b>Dog Park:</b><br/>As part of the on-site improvements, Applicant will include an "open to the public" dog park as shown on DA Exhibit A per the public use agreement shown as DA Exhibit C.</p>   | Complete                                     | Dog Park is open and available to the public.   |
| §7.2    | <p><b>Sales Tax Guarantee:</b><br/>Applicant will guarantee to the City an agreed upon amount of sales tax revenue from the Project's retail and office space. This obligation will start two years after the final office or residential building occupancy.</p>   | Conditional, no action required at this time | Occupancy was allowed in the final building on August 2, 2022. The applicant understands that the obligations under the Sales Tax Guarantee will begin on approximately August 2, 2024. Applicant will work with City staff to outline the process for compliance with the Sales Tax Guarantee. |
| §7.3    | <p><b>Marketing to Incubator/Co-Working Tenants:</b><br/>Applicant shall make a good faith effort to market the office space to incubator/co-working tenants as per the plan outlined in Exhibit D.</p>   | Complete                                     | Canopy, Springline's co-working operator, is open and has unreserved membership options for the general public.   |
| §7.4    | <p><b>Affordable Housing:</b><br/>Applicant and the City to execute and record the BMR Housing Agreement. As detailed in Paragraph 3 of the ADA, Applicant shall pay a commercial in-lieu fee to the City in accordance with the City's BMR Guidelines prior to issuance of a building permit.</p>  | Complete                                     | The Springline residential leasing team worked originally with HouseKeys, and now with Housing, Inc., to lease the 20 BMR units, of which 18 are leased, one is pending screening and one is vacant. The commercial in-lieu fee was paid in February 2022.                                      |