



REGULAR MEETING AGENDA

Date: 6/9/2025
Time: 7:00 p.m.
Location: Zoom.us/join – ID# 846 9472 6242 and
City Council Chambers
751 Laurel St., Menlo Park, CA 94025

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

How to participate in the meeting

- Access the live meeting, in-person, at the City Council Chambers
- Access the meeting real-time online at:
zoom.us/join – Meeting ID# 846 9472 6242
- Access the meeting real-time via telephone (listen only mode) at:
(669) 900-6833
Regular Meeting ID # 846 9472 6242
Press *9 to raise hand to speak
- Submit a written comment online up to 1-hour before the meeting start time:
planning.commission@menlopark.gov*
Please include the agenda item number related to your comment.

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

Subject to change: The format of this meeting may be altered or the meeting may be canceled. You may check on the status of the meeting by visiting the city website menlopark.gov. The instructions for logging on to the webinar and/or the access code is subject to change. If you have difficulty accessing the webinar, please check the latest online edition of the posted agenda for updated information (menlopark.gov/agendas).

Regular Meeting

- A. Call To Order**
- B. Roll Call**
- C. Reports and Announcements**
- D. Public Comment**

Under “Public Comment,” the public may address the Commission on any subject not listed on the agenda. Each speaker may address the Commission once under public comment for a limit of three minutes. You are not required to provide your name or City of residence, but it is helpful. The

Commission cannot act on items not listed on the agenda and, therefore, the Commission cannot respond to non-agenda issues brought up under Public Comment other than to provide general information.

E. Consent Calendar

- E1. Approval of minutes from the May 19, 2025 Planning Commission meeting ([Attachment](#))

F. Public Hearing

- F1. Use Permit and Variance/Kyuhee Voorhies/805 Harvard Ave.:
Consider and adopt a resolution to approve a use permit to demolish an existing single-story, single-family residence with a partial basement and construct a new two-story, single-family residence with a basement on a substandard lot with regard to minimum lot depth and area in the R-1-U (Single Family Urban Residential) zoning district at 805 Harvard Avenue. The project also includes a use permit request for excavation within the required street side setback along Cornell Road for a proposed basement lightwell. Additionally, the project includes a variance request to locate the garage entrance 16 feet from the street side lot line instead of the required 20 feet. Determine this action is categorically exempt under CEQA Guidelines Section 15303's Class 3 exemption for new construction or conversion of small structures. The proposal would also include an attached accessory dwelling unit (ADU), which is a permitted use and not subject to discretionary review. ([Staff Report #25-024-PC](#))
- F2. Use Permit/Steve Bowers/1211 Arbor Rd., 1231 Arbor Rd., and 1100 Santa Cruz Ave.:
Consider and adopt a resolution to approve a use permit to construct six foot tall metal fences/gates within the front setback of the St. Raymond School parking lot along Arbor Rd., which would transition to an eight foot tall metal fence with gates between the parking lot and the basketball courts to the west of St. Raymond Church in the R-E (Residential Estate) zoning district. The proposed fences/gates would exceed the maximum heights allowed in a residential district. A use permit revision is also requested to modify sitewide parking and circulation plans approved through a use permit in 1992 to reflect current uses for the church and school, without a reduction in parking availability. Determine this action is categorically exempt under CEQA Guidelines Section 15301's Class 1 exemption for existing facilities. ([Staff Report #25-025-PC](#))
- F3. Use Permit/Hongju Chen/1261 El Camino Real:
Consider and adopt a resolution to approve a use permit to operate a massage therapy business, which is considered a restricted personal service and requires a use permit, in an existing multi-tenant commercial building in the SP-ECR/D (El Camino Real/Downtown Specific Plan) zoning district at 1261 El Camino Real, and determine this action is categorically exempt under CEQA Guidelines Section 15301's Class 1 exemption for existing facilities. ([Staff Report #25-026-PC](#))
- F4. Use Permit/Kohei Tamagawa/3553 Haven Ave., Unit 4:
Consider and adopt a resolution to approve a use permit to operate an indoor sports training private recreational use, which is considered a special use and requires a use permit, in an existing multi-tenant commercial building on a property that is substandard with regard to the minimum parking requirement in the M-2 (General Industrial) zoning district, and determine this

action is categorically exempt under CEQA Guidelines Section 15301's Class 1 exemption for existing facilities. ([Staff Report #25-027-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: June 23, 2025
- Regular Meeting: July 14, 2025

H. Adjournment

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

At every special meeting of the Planning Commission, members of the public have the right to directly address the Planning Commission on any item listed on the agenda at a time designated by the chair, either before or during consideration of the item. For appeal hearings, appellant and applicant shall each have 10 minutes for presentations.

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

Any writing that is distributed to a majority of the Planning Commission by any person in connection with an agenda item is a public record (subject to any exemption under the Public Records Act) and is available by request by emailing the city clerk at jaherren@menlopark.gov. Persons with disabilities, who require auxiliary aids or services in attending or participating in Planning Commission meetings, may call the City Clerk's Office at 650-330-6620.

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REGULAR MEETING DRAFT MINUTES

Date: 5/19/2025
Time: 7:00 p.m.
Location: Zoom.us/join – ID# 846 9472 6242 and
City Council Chambers
751 Laurel St., Menlo Park, CA 94025

A. Call To Order

Chair Andrew Ehrich called the meeting to order at 7:06 p.m.

B. Roll Call

Present: Andrew Ehrich (Chair), Ross Silverstein (Vice Chair), Katie Behroozi (Arrived 7:11 p.m.), Jennifer Schindler, Misha Silin

Absent: Linh Dan Do, Katie Ferrick

Staff: Fahteen Khan, Associate Planner; Matt Pruter, Associate Planner; Corinna Sandmeier, Principal Planner; Marian Sleiman, City Attorney's Office; Chris Turner, Senior Planner

C. Reports and Announcements

Principal Planner Sandmeier said the City Council at its May 27, 2025 meeting would hold a study session on the development agreement terms for the Parkline masterplan project. She said the Commission considered the Springline project's development agreement annual review on April 28, and had some questions for follow up. She said in response that Springline indicated three of their 20 below market rate (BMR) units had seen turnover since they had been occupied; and there were no remaining households on the BMR waiting list, and they would revert to a lottery to fill the next vacancy. She said they indicated they had an interest list for their market rate units, but no official waiting list.

D. Public Comment

Chair Ehrich opened public comment. He noted for the record that Commissioner Behroozi arrived at 7:11p.m. He closed public comment as no one requested to speak.

E. Consent Calendar

E1. Approval of minutes from the April 28, 2025 Planning Commission meeting ([Attachment](#))

Commissioner Schindler said she would like the minutes for the April 28, 2025 meeting to reflect the two specific questions she had asked the Springline applicant about the BMR units' turnover. She noted the 20 BMR units and that she had asked how many of those units had turned over since the Commission's last update and the approximate magnitude of the BMR wait list. She said the applicant indicated he would have to get back to the Commission on that.

Chair Ehrich opened public comment on Item E1 and the Consent Calendar consisting of Item E2 and closed public comment as no one requested to speak.

ACTION: Motion and second (Schindler/Behroozi) to approve the minutes for the April 28, 2025 Planning Commission meeting with modifications; passes 4-0 with Commissioner Silverstein abstaining and Commissioners Do and Ferrick absent.

- Add questions Commissioner Schindler had asked of Springline project applicant regarding BMR unit turnover and the BMR waiting list

E2. Approval of minutes from the May 5, 2025 Planning Commission meeting ([Attachment](#))

ACTION: Motion and second (Schindler/Silin) to approve the Consent Calendar consisting of the minutes for the May 5, 2025 Planning Commission meeting; passes 5-0, with Commissioners Do and Ferrick absent.

F. Public Hearing

F1. Use Permit/Hannah Chiu/519 Central Ave.:

Consider and adopt a resolution to approve a use permit to demolish an existing single-story, single-family residence to construct a new two-story, single-family residence on a substandard lot with regard to minimum lot width and area in the R-1-U (Single-Family Urban) zoning district at 519 Central Avenue and determine this action is categorically exempt under CEQA Guidelines Section 15303's Class 3 exemption for new construction or conversion of small structures. The proposal includes an attached accessory dwelling unit (ADU), which is a permitted use and not subject to discretionary review. The project also includes removal of a street tree, which was reviewed and conditionally approved by the City Arborist. ([Staff Report #25-021-PC](#))

Associate Planner Khan said staff had no additions to the published report.

Hannah Chiu, applicant, spoke on behalf of the project.

Staff answered questions about alley maintenance agreements and alley access.

Chair Ehrich opened the public hearing.

Public Comment:

- Stephanie Zeller expressed concerns about street tree preservation, proposed tree replacement and its impact on an existing healthy magnolia tree, and alley access and misuse.
- Wing Ng expressed concerns about fencing and property line details.
- Thomas Lento expressed concerns about second floor windows and privacy and daylight plane requirements.
- An unnamed commenter expressed concerns about street tree preservation similar to Ms. Zeller's comment.

Chair Ehrich closed the public hearing.

The Commission discussed daylight plane requirements and survey requirements with staff and the street tree removal and replacement with the applicant. The Commission further discussed a modification to the approval to allow some optionality for the street tree replacement type choice and location.

ACTION: Motion and second (Schindler/Silverstein) to adopt a resolution approving the item with the following modifications; passes 5-0 with Commissioners Do and Ferrick absent.

Add condition 2.d.: Concurrent with the submittal of a complete building permit application, the Applicant may modify the location and/or species of the proposed flame tree intended to replace the elm street tree, or not replace it at all, subject to review and approval of the City Arborist and the Planning Division.

- F2. Use Permit/Scott Norton/700-800 El Camino Real (Suite 180):
Consider and adopt a resolution to approve a use permit to operate a private fitness studio, which is considered a personal improvement service and requires use permit approval pursuant to the Menlo Station Planned Development Permit (PDP), in the SP-ECR/D (El Camino Real/Downtown Specific Plan) zoning district at 700-800 El Camino Real, and determine this action is categorically exempt under CEQA Guidelines Section 15301's Class 1 exemption for existing facilities. ([Staff Report #25-022-PC](#))

Planner Khan said staff had no additions to the written report.

Scott Norton, applicant, spoke on behalf of the project.

Chair Ehrich opened the public hearing.

Public Comment:

- David Ruck expressed support for the private fitness studio.

Chair Ehrich closed the public hearing.

ACTION: Motion and second (Silverstein/Behroozi) to adopt a resolution approving the item as presented; passes 5-0 with Commissioners Do and Ferrick absent.

Commissioner Behroozi suggested providing parking for bicycles.

F3 and F4 are related items with the same staff report

Senior Planner Chris Turner presented the staff report for items F3 and F4 noting that each would have its individual action.

Eric Morley, applicant team, said their team was available for questions.

Chair Ehrich opened the public hearing for items F3 and F4 and closed it as no one requested to

speak.

Replying to the Commission, Solon Stewart-Rose said he was part of the Meta facilities team. Mr. Morley said he and Eric Harrison, Signature Development, were on the Willow Village team and introduced Juan Salazar, representing Meta.

Replying to questions about item F3 development agreement as to the fifth item on the one time actions In progress list as only four were listed, why LEED was listed in progress as construction was complete, and what would happen if the applicant and West Bay Sanitary District (District) could not come to a workable solution on a recycled water treatment plant, Planner Turner said staff now had confirmation of the LEED Gold certification for the CitizenM hotel. He said the referenced list had only four items, five was a typo, and the list was now three items. He suggested having the applicant address the question about discussions with West Bay Sanitary District.

Mr. Stewart-Rose said they had been working with the District and the State Water Board to get what was the first of its kind recycled water system approved. He said the District was currently designing and constructing a regional recycled water treatment facility and they were in discussion with the District to potentially use that water so their system would continue to use recycled water even if they were unable to recycle it on the property.

Commissioner Schindler said if the documentation was to be refined that the appendices that looked at one time actions and ongoing activity status for the two documents that represented the East Campus and the two documents that represented the West Campus as labeled did not align with what was in the list of appendices as M and N were swapped, and P and O were swapped. She asked about the one action item that was labeled as “no information” with regard to the campus expansion, item 661.c that referenced sales and use taxes specific to the hotel. She said the same item was listed in last year’s report and for the same reason, and it appeared to have resulted in a financial shortfall for the City related to sales tax.

Planner Turner said last year the City did not know if the sub permits had been submitted and that CitizenM mostly managed that construction project with not as much involvement from Meta as far as making sure those sub permits were applied for. He said this year they had confirmation that those sub permits had not been applied for, and staff was in the process of determining the remedy for that, and if there was remedy that would be reported in next year’s annual review.

Other Commission comments included that the item related to CitizenM should have been addressed previously and appreciation that vehicular trips to the Meta campuses were significantly below the trip cap.

Replying to Commissioner Silverstein, Mr. Morley said there had been no action or movement by Dumbarton Rail or Dumbarton Forward, but they continued to monitor those and advocate at the state and federal level for both policy and financial resources.

Commissioner Silverstein said he would like to see Meta take more of the lead on the Dumbarton projects.

Replying to Commissioner Silin, Mr. Harrison said that the majority of their time for Willow Village was working on the onsite infrastructure improvements, noting they were readying the fourth submittal of the improvement plan set to submit to the City in June. He said a drainage channel

needed verification from the U.S. Army Corps of Engineers whether that was its jurisdiction as their project proposed to fill the channel. He said they received notification it was not and had to do the same verification process with the San Francisco Regional Water Quality Control Board. He said there was not adequate energy within PG&E's current facilities for a project of this magnitude, and PG&E would build a new distribution substation at the Ravenswood substation, which was about a four year process and they were in year two. He said as mentioned they had been working with the District and providing funding for project management and other essential primary work efforts to advance the District's Bayfront Recycled Water Plant to bring that use within Willow Village. He said also they had been working with Caltrans to do the necessary improvements on Willow Road, for which they had received approval on the initial submittal.

Mr. Morley said as they shared during the original approval process with the City Council and Planning Commission this was a long term complex process. He said they received approvals for overall development in 2022, all architectural approvals in 2023, and they had worked through the city and outside agency approvals in 2024, and they were continuing to do that as planned and outlined before the City Council.

Commissioner Behroozi expressed concern about the housing allocation needs associated with the completion of Willow Village including essential services for people that were also embedded in the project.

Replying to the question of whether the project was behind schedule, Mr. Morley said that they continued to track to the overall schedule as was outlined to the Council around the original approval. He said they understood the urgency and were doing their part in terms of advancing the various approvals both internally and with the City and outside agencies, noting that the latter had taken longer than anticipated but broadly they were still tracking to the schedule.

- F3. Development Agreement Annual Review/Meta Platforms, Inc./1 Hacker Way and 1 Meta Way: Consider and adopt a resolution to determine Meta Platforms, Inc. (Meta) has demonstrated good faith compliance with the terms of the Development Agreements for the 2024 annual review period for their East Campus, West Campus, and Meta Campus Expansion projects. Review of the development agreements does not qualify as a project under CEQA. ([Staff Report #25-023-PC](#))

ACTION: Motion and second (Silin/Behroozi) to adopt a resolution to approve the item as submitted; passes 5-0 with Commissioners Do and Ferrick absent.

- F4. Development Agreement Annual Review/Peninsula Innovation Partners, LLC/1350-1390 Willow Road, 925-1098 Hamilton Avenue, 1005-1275 Hamilton Court: Consider and adopt a resolution to determine Peninsula Innovation partners, LLC has demonstrated good faith compliance with the terms of the Development Agreement for the 2024 annual review period for the Willow Village mixed-use masterplan project. Review of the development agreement does not qualify as a project under CEQA. ([Staff Report #25-023-PC](#))

ACTION: Motion and second (Schindler/Silin) to adopt a resolution to approve the item as submitted; passes 5-0 with Commissioners Do and Ferrick absent.

G. Informational Items

G1. Future Planning Commission Meeting Schedule

- Regular Meeting: June 9, 2025

Planner Sandmeier said the June 9 agenda would have a use permit for a single family residence, use permit for a massage use at 1261 El Camino Real, and a use permit for St. Raymond's Church on Arbor and Santa Cruz Avenue for modifications to fencing, parking and circulation.

- Regular Meeting: June 23, 2025

H. Adjournment

Chair Ehrich adjourned the meeting at 9:13 p.m.

Staff Liaison: Corinna Sandmeier, Principal Planner

Recording Secretary: Brenda Bennett



STAFF REPORT

Planning Commission

Meeting Date:

6/9/2025

Staff Report Number:

25-024-PC

Public Hearing:

Consider and adopt a resolution to approve a variance to locate a garage entrance 16 feet instead of the required 20 feet from the lot line along Cornell Road, and to approve use permits to demolish an existing single-story, single-family residence and construct a new two-story single-family residence with a basement on a substandard lot with regard to minimum lot depth and area, and for excavation within the required street side setback for a proposed lightwell, in the R-1-U zoning district, at 805 Harvard Avenue. Determine this action is categorically exempt under CEQA Guidelines Section 15303's Class 3 exemption for new construction or conversion of small structures. The proposal includes an attached accessory dwelling unit (ADU), which is a permitted use and not subject to discretionary review.

Recommendation

Staff recommends that the Planning Commission adopt a resolution approving a variance to locate a garage entrance 16 feet instead of the required 20 feet from the lot line along Cornell Road, and to approve use permits to demolish an existing single-story, single-family residence and construct a new two-story single-family residence with a basement on a substandard lot with regard to minimum lot depth and area, and for excavation within the required street side setback for a proposed lightwell in the R-1-U (Single Family Urban Residential) zoning district, at 805 Harvard Avenue. The proposal includes an attached accessory dwelling unit (ADU), which is a permitted use and not subject to discretionary review. The draft resolution, including the recommended actions and conditions of approval, is included as Attachment A.

Policy Issues

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

Background

Site location

The subject property is a corner lot located at the intersection of Cornell Road and Harvard Avenue, in the Allied Arts neighborhood. Harvard Avenue is considered the front property line as it's shorter than the Cornell Road frontage. All neighboring properties are also located in the R-1-U zoning district, however,

nearby residences along Harvard Avenue and Creek Drive are located in the R-2 (Low Density Apartment) district. A location map is included as Attachment B. This block of Cornell Road primarily features a mix of older, one-story, cottage-style residences, and newer two-story residences of varying architectural styles.

Analysis

Project description

The subject property is substandard with regard to minimum lot depth, with a depth of approximately 85 feet where a minimum of 100 feet is required, and lot area, with a lot area of 6,787 square feet where 7,000 square feet is required, meaning the proposal triggers the requirement for a use permit to develop a new two-story residence on a substandard lot. The proposed residence along with most of the basement elements would adhere to the setback requirements; however, the left (street) side basement lightwell would encroach into the required setback, as is discussed in more detail later. Excavation for a lightwell within the required setback requires use permit approval. Additionally, the project includes a variance request to locate the garage entrance at 16 feet from the property line along Cornell Road instead of the required 20 feet.

The lot is currently occupied by a 1,039.3 square-foot, 18-foot tall single-story, single-family residence with a partial basement and a 224.4 square-foot attached single-car garage, originally built in 1927.

The applicant is proposing to demolish the existing residence and attached garage to construct a new two-story, single-family residence with an attached two-car garage, and a basement. The proposal would also include an attached first floor, approximately 800-square-foot ADU facing Cornell Road, towards the rear of the residence, accessed by an independent entryway, which would be set back approximately 18 feet from the (left/street side) property line, along Cornell Road.

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

- The total proposed FAL would be 3,599.6 square feet, where a maximum of 2,800 square feet is permitted.
 - The project is allowed to exceed the FAL by up to 800 square feet in order to accommodate the proposed 799.8 square foot ADU.
 - The second floor area would be 1,084.2 square feet where a maximum of 1,400 square feet is permitted.
- The proposed residence would have a 1,672.7 square foot basement, which does not count towards the maximum allowed floor area limit of the property.
- The total proposed building coverage would be 2,597.4 square feet (38.2%), where a maximum of 2,375.5 square feet (35%) is permitted.
 - The project is allowed to exceed building coverage by up 800 square feet in order to accommodate the proposed ADU. The proposed ADU would only exceed the maximum building coverage by 221.9 square feet.
- The main residence would have a right-side setback of 18.4 feet, substantially greater than the required minimum of 7.9 feet.
- The residence would have a rear setback of approximately 22.3 feet, where a minimum of 20 feet is

required.

Since the subject property is a corner lot, the residence has been designed to have the main entryway face Harvard Avenue, while vehicular access to the property would be from Cornell Road. The proposed residence would include a side-loading, two-car garage on the left side. As part of the building permit application the applicant would be required to document compliance with required frontage improvements along Harvard Avenue. This would be implemented and ensured as part of project specific condition 2a. The project plans and the applicant's project description letter are included as Attachment A, Exhibits A and B respectively. A data table summarizing parcel and project attributes is included as Attachment C.

Parking and circulation

The property has an existing driveway along Cornell Road which provides access to the attached single-car garage. The existing driveway and curb cut are proposed to be removed, and a new, wider curb cut is proposed in approximately the same location as the existing. Per Menlo Park Municipal Code (MPMC) section 16.72.020, any garage or carport entrance fronting on any lot line, except an alley, must be a minimum of 20 feet from such line. The applicant has requested a variance to reduce this requirement from 20 feet to 16 feet, discussed in greater detail below under the Variance section.

Design and materials

The proposed project would replace the existing Tudor revival style home with a new residence designed with Tudor revival aesthetics. The proposed design would pay homage to the original residence but would be modernized for better functionality and would have refreshed features to complement other homes around the neighborhood. The applicant indicates the residence is designed in a manner to diminish the perception of bulk as seen from both street sides (Cornell Road and Harvard Avenue). The front porch roof would use a lower gable element coupled with a traditional Tudor round arch entryway to help break up massing along the front facade. Similar architectural elements have been implemented on all sides of the home to break up massing.

The proposed residence would have two side-facing balconies accessed from bedrooms # 1 and 3, with one facing Cornell Road and one facing 825 Harvard Avenue. The balcony facing 825 Harvard Avenue is designed in a manner that blocks the view from 825 Harvard Avenue, with an increased setback of approximately 22 feet, where a 20-foot side setback is required. It would also have a rear setback of approximately 31 feet, two inches. Additionally, a large row of existing mature redwood trees along the property line between 805 and 825 Harvard Avenue further increases privacy. The balcony that faces Cornell Road from bedroom #3 would be setback 16 feet, seven inches from the street side, and 32 feet, four inches from the rear. The proposed balconies would be surrounded by wooden guardrails to complement the traditional aesthetic.

A bay window on the first floor adds architectural interest in addition to other Tudor cottage elements including the turret staircase, steeply pitched roof, use of brick cladding, wooden and wrought iron guardrails, and tall chimneys, along with an arched entry way and arched windows. The reduced garage setback would be generally consistent with the existing streetscape along Cornell Road.

The primary exterior material would be brick and stucco, with slate roofing. Windows are proposed to be aluminum-clad with wood trim, clear glass and simulated divided lites with internal spacer bars and wood trim accents. The second floor would be stepped back from the first floor on all sides except the front, facing Harvard Avenue, which would help reduce the perception of mass. Sill heights for the second story windows on the right elevation would range from one-foot, six inches to four feet; however, the second floor would be

setback at least 20-feet from the right-side property line where eight feet is required, minimizing any visibility into the neighbor's property. Three existing redwood trees along the right-side property line would also help increase privacy. The left side, facade facing Cornell Road, would include four floor to ceiling height windows. Second-story window sill heights along the rear elevation, facing the neighbors at 69 Cornell Road, would be a minimum of four in height and would be set back further than the required 20-foot rear setback.

The proposed increased setbacks along the rear, left and right sides would help mitigate any potential privacy issues, along with the presence of mature trees. Two redwood trees along the left side of the property, one at the rear left corner of the property and the other a street tree on the front left corner, would reduce the visual impact of the new driveway, garage, and lightwell. In addition, the house was designed to align with the proposed 16-foot garage setback, whereas the house requires only a 12-foot setback, helping maintain a cohesive look while ensuring that the streetscape remains visually balanced. The proposed project, including the attached ADU and garage, are architecturally cohesive and would present a harmonious contributor to the street. Staff believes that the materials and style of the proposed residence remain consistent with the broader neighborhood. The project plans and the applicant's project description letter are included as Attachment A, Exhibits A and B respectively.

Excavation

The proposed residence would feature a lightwell encroachment which would require excavation within the required right (street) side setback, along Cornell Road. Specifically, the proposed lightwell would encroach approximately three feet, seven inches into the setback. Staff believes the proposed encroachment of the excavation into the street side setback for the lightwell would be modest due to its limited size. A 42-inch guardrail would surround the lightwell and be visible from the public right of way. The combination of brick and wrought iron proposed for the guardrail would create a cohesive look with the proposed brick cladding of the residence. The excavation would be reviewed in detail for Building Code compliance at the building permit stage.

Trees and landscaping

The applicant submitted an arborist report (Attachment A, Exhibit D), detailing the species, size, and conditions of on-site and nearby trees. A total of 14 trees were inventoried, including seven heritage trees (trees #4, 6, 7, 8, 12, 13 and 14) and four street trees (tree #1-4). Two non-heritage trees would be removed (trees #5 and 11) to make room for the new residence. The arborist report specifies additional protection measures during the construction process including hand digging, potholing or air spade for grade cuts and irrigating, mulching, and removal of lower foliage from trees that are to be protected prior to any grading. All recommended tree protection measures identified in the arborist report would be implemented and ensured as part of condition 1h.

Currently, an overgrown hedge wraps around the property along Harvard Avenue and Cornell Road, which is proposed to be removed. A planting screen is proposed to help screen any utility meters on the front of the property, which would need to maintain the four-foot height limit for hedges.

Table 1: Tree summary and disposition						
Tree number	Species	Size (DBH, in inches)	Condition	Status	Disposition	Location
1	Red maple	8	Fair	Non-heritage	Retain	Street tree
2	Red maple	8	Fair	Non-heritage	Retain	Street tree
3	Red maple	10	Fair	Non-heritage	Retain	Street tree
4	Pin oak	16	Poor	Heritage	Retain	Street tree
5	Japanese maple	11	Good	Non-heritage	Remove	On-site
6	Coast redwood	33	Fair	Heritage	Retain	On-site
7	Coast redwood	26	Fair	Heritage	Retain	On-site
8	Coast redwood	37	Fair	Heritage	Retain	On-site
9	California Laurel	14	Poor	Non-heritage	Retain	Neighbor's tree
10	Magnolia	8	Fair	Non-heritage	Retain	On-site
11	Crape myrtle	11	Fair	Non-heritage	Remove	On-site
12	Northern red oak	23	Fair	Heritage	Retain	On-site
13	Coast redwood	22	Fair	Heritage	Retain	Neighbor's tree
14	Coast live oak	28	Good	Heritage	Retain	Neighbor's tree

Variance

The applicant is requesting a variance to locate a garage entrance 16 feet from the lot line along Cornell Road instead of the required 20 feet. The applicant has provided a variance request letter which is included as Attachment A, Exhibit C. The required variance findings are evaluated below in succession:

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

The applicant states the property faces many challenges, because the property is a substandard lot with a depth of 85 feet where 100 feet is required, and lot area of 6,787 square feet where 7,000 square feet is required. There are also mature heritage trees in and around the property. Additionally, the lot is a corner lot which has a more restrictive setback requirement along the street side. These three factors reduce the buildable envelope for the property.

The applicant provided two alternate site plans in their variance request letter (Attachment A Exhibit C) to support this finding. The first alternative consists of relocating the residence's footprint on the site by four feet into the property along Cornell Road, thereby meeting the minimum 20-foot garage entrance setback

from the Cornell Road lot line without modifications to the design of the residence itself. However, this proposal would cause detrimental effects on the health of Redwood trees, in addition to reducing the useable yard space. A second alternate design illustrated in the applicant's variance request letter moves the garage entry to Harvard Avenue. Pursuant to MPMC Section 13.04.050(5), a driveway must be 28 feet from an intersection, meaning if the driveway for the property is located along Harvard Avenue, it would need to be located such that two street trees (trees #2 and 3) would need to be removed.

Staff believes that this finding can be made and there is a hardship peculiar to the property not created by the act of the owner. Although the size of the lot itself is not necessarily grounds to approve a variance, the buildable area is reduced by the heritage trees and the 12-foot street side setback along Cornell Road. The City Arborist visited the site and does not support removal of the three heritage redwood trees (trees # 6, 7 and 8) along the right (interior) side of the property. The City Arborist also does not support removing street trees # 2 and # 3 along Harvard Avenue. The proposed residence would be 10 feet away from the edge of the redwood trees' trucks to ensure that there are no construction related impacts, which pushes the residence towards Cornell Road. While the proposed residence is able to meet the required street side 12 feet setback, meeting the 20-foot setback for the garage entrance would further limit the buildable area of the lot.

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

The applicant states that the requested variance is necessary for the preservation of substantial property rights enjoyed by other properties in the vicinity because other properties are much larger and therefore have adequate area to redevelop. The applicant states that granting the variance would allow the residence to have a similar setback along Cornell Road as enjoyed by the neighboring properties that front Cornell Road, Harvard Avenue and Creek Drive. Additionally, the applicant believes that locating the garage entry closer to the lot line would allow the property owners to enjoy the property and would not constitute as a special privilege given the non-conforming nature of the property, the surrounding heritage trees and limited buildable envelope.

Staff believes allowing a 16-foot front setback would not constitute a special privilege as it would allow preservation of the three heritage redwood trees, the street trees along Harvard Avenue, and would allow for additional yard space along the right side of the property.

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

The applicant states that granting of the variance would not be detrimental to the health, safety, or welfare of and will not impair an adequate supply of light and air to the adjacent properties because the 16-foot setback still allows two standard size vehicles to fit in the driveway and the reduced setback for the garage entrance would not impact the required daylight plane.

Staff believes the reduction in the garage entrance from 20 feet to 16 feet would not be detrimental for the reasons the applicant states and because the setback is greater than the required 12-foot street side setback along Cornell Road, meaning the variance would not impair an adequate supply of light and air to adjacent properties.

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

The applicant states that the condition upon which the variance is requested would not be applicable to other properties in the same zoning district because the zoning regulations were developed for lots with a depth of 100 feet which would allow more room and flexibility for the proposed residence. Additionally, the shape and other obstructions, such as trees, reduces the proportion of developable area below other lots in the same zoning district. While other properties in the R-1-U are small and have heritage trees that limit development, most are more regularly shaped and not corner lots, allowing for more flexibility to design around obstructions.

Staff believes the particular combination of constraints for this property in the form of lot shape, and heritage trees would not be generally applicable to other properties in the R-1-U district.

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

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

Approval of a variance requires that all five findings be made. Findings to this effect are included in the draft resolution.

Correspondence

As of the publication of this report, staff has not received any direct correspondence regarding the project. During the use permit review process the applicant conducted outreach to five neighbors, as stated in their project description letter (Attachment A Exhibit B).

Conclusion

Staff believes the design, scale, and materials of the proposal would remain compatible with the surrounding neighborhood, and would add to the architectural variation of the neighborhood, which features a mixture of two-story and one-story homes with varied architectural styles. Additionally, the proposed street-side lightwell excavation would be modest in size. Aside from the variance requests, the floor area, building coverage, and height of the proposed residence would all be within maximum amounts permitted by the Zoning Ordinance. Staff recommends that the Planning Commission approve the proposed project.

Impact on City Resources

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

Environmental Review

The project is categorically exempt under Class 3 (Section 15303, "New construction or conversion of small structures") of the current California Environmental Quality Act (CEQA) Guidelines.

Public Notice

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

Appeal Period

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

Attachments

- A. Draft Planning Commission Resolution Adopting Findings for Approval of a Use Permit and Variance
Exhibits to Attachment A
 - A. Project Plans
 - B. Project Description Letter
 - C. Variance Request Letter
 - D. Arborist Report
 - E. Conditions of Approval
- B. Location Map
- C. Data Table

Disclaimer

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

Exhibits to Be Provided at Meeting

None

Report prepared by:
Fahteen Khan, Associate Planner

Report reviewed by:
Corinna Sandmeier, Principal Planner

PLANNING COMMISSION RESOLUTION NO. 2025-0XX

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF MENLO PARK APPROVING A VARIANCE TO LOCATE A GARAGE ENTRANCE 16 FEET INSTEAD OF THE REQUIRED 20 FEET FROM THE LOT LINE ALONG CORNELL ROAD, AND APPROVING USE PERMITS TO DEMOLISH AN EXISTING SINGLE-STORY, SINGLE-FAMILY RESIDENCE AND CONSTRUCT A NEW TWO-STORY SINGLE-FAMILY RESIDENCE WITH A BASEMENT ON A SUBSTANDARD LOT WITH REGARD TO LOT DEPTH AND AREA AND FOR EXCAVATION WITHIN THE REQUIRED STREET SIDE SETBACK FOR A PROPOSED LOT WELL, IN THE R-1-U ZONING DISTRICT, AT 805 HARVARD AVENUE.

WHEREAS, the City of Menlo Park ("City") received an application requesting a variance to locate a garage entrance 16 feet instead of the required 20 feet from the lot line along Cornell Road, and use permits to demolish an existing single-story, single-family residence and construct a new two-story single-family residence with a basement on a substandard lot with regard to minimum lot depth and area, and for excavation within the required street side setback for a proposed lightwell, in the R-1-U (Single Family Urban Residential) zoning district, (collectively, the "Project") from CKA Architects ("Applicant") on behalf of Kyuhee and Nate Voorhies ("Owner"), located at 805 Harvard Avenue (APN 071-432-040) ("Property"). The variance and use permits are depicted in and subject to the development plans, project description letter, and variance request letter, which are attached hereto as Exhibit A, Exhibit B, and Exhibit C respectively, and incorporated herein by this reference; and

WHEREAS, the Property is located in the Single Family Urban Residential (R-1-U) zoning district, which supports the construction of single-family residences; and

WHEREAS, the proposed Project complies with all objective standards of the R-1-U district, other than with regard to the requested variance; and

WHEREAS, the required garage entrance setback in the R-1-U district is twenty feet; and

WHEREAS, the applicant proposes to construct the garage entrance with a 16-foot setback from the lot line; and

WHEREAS, the applicant provided alternate designs demonstrating that the unique size and shape of the lot creates undue hardships to constructing a compliant development; and

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

WHEREAS, the Applicant submitted an arborist report, attached hereto as Exhibit D, prepared by Heartwood Consulting Arborists 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 exempt under Class 3 (Section 15303, “New construction or conversion of small structures”) of the current California Environmental Quality Act (CEQA) Guidelines; and

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

WHEREAS, at a duly and properly noticed public hearing held on June 9, 2025, 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 variance and use permits.

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. Variance Findings. The Planning Commission of the City of Menlo Park does hereby make the following Findings per Section 16.82.340 of the Zoning Ordinance pertaining to the granting of a variance:

1. That a hardship peculiar to the property and not created by any act of the owner exists; in that, the shape of the lot is of a square shape rather than the typical rectangular shape, which limits the buildable area. In addition to a larger street side setback, and existing heritage and street trees, limit the buildable area of the lot and create undue hardships to developing a project with compliant garage entrance setback.
2. That the variance is necessary for the preservation and enjoyment of substantial property rights possessed by other conforming properties in the vicinity and that the variance, if granted, would not constitute a special privilege of the recipient not enjoyed by his/her neighbors; in that, the project site is smaller than many other properties in the vicinity and as a square shaped lot, deprives the property owner of the same enjoyment of property rights possessed by surrounding properties, additionally, the heritage and street trees

surrounding the lot further limit the buildable area of the lot and the space available for yard space.

3. That the granting of the variance will not be materially detrimental to the public health, safety, or welfare, or will not impair an adequate supply of light and air to adjacent property; in that the reduction in the garage entrance from 20 feet to 16 feet would not be detrimental because the setback is greater than the required 12-foot street side setback along Cornell Road, ensuring that vehicles exiting the garage have unobstructed sightlines, and the variance would not impair an adequate supply of light and air to adjacent properties.
4. That the conditions upon which the requested variance is based would not be applicable, generally, to property within the same zoning classification; in that, other properties in the R-1-U district are generally rectangular in shaped, which allows more room for a compliant development, and the unique combination of size and shape of the lot and existing heritage and street trees are generally not applicable to other R-1-U properties.
5. That the condition upon which the requested variance is based is an unusual factor that was not anticipated or discussed in detail during any applicable Specific Plan process; in that, the subject parcel is not located within a Specific Plan area.

Section 3. Conditional Use Permit Findings. The Planning Commission of the City of Menlo Park does hereby make the following Findings:

The approval of use permits for the construction of a new two-story residence on a substandard lot and for excavation within the required street side 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 two-story residences are allowed to be constructed on substandard lots and excavation within required setbacks is permitted subject to granting of a use permit and provided that the proposed residence conforms to applicable zoning standards, including, but not limited to, minimum setbacks, maximum floor area limit, and maximum building coverage.
 - b. The proposed residence would include the required number of off-street parking spaces because one covered and one uncovered parking space would be required at a minimum, and two covered parking spaces are provided in an attached garage.

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

Section 4. Variance and Use Permit. The Planning Commission hereby approves the variance and use permits PLN2024-00056, which are depicted in and subject to the development plans, project description letter, and variance request letter, which are attached hereto and incorporated herein by this reference as Exhibit A, Exhibit B, and Exhibit C, respectively. The variance and use permits are conditioned in conformance with the conditions attached hereto and incorporated herein by this reference as Exhibit E.

Section 5. ENVIRONMENTAL REVIEW. The Planning Commission makes the following findings, based on its independent judgment after considering the Project, and having reviewed and taken into consideration all written and oral information submitted in this matter:

- A. The project is categorically exempt under Class 3 (Section 15303, "New construction or conversion of small structures") of the current California Environmental Quality Act (CEQA) Guidelines.

Section 6. 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, Corinna Sandmeier, Principal Planner 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 June 9, 2025, by the following votes:

AYES:

NOES:

ABSENT:

IN WITNESS THEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this ____ day of June, 2025.

PC Liaison Signature

Corinna Sandmeier
Principal Planner
City of Menlo Park

Exhibits

- A. Project Plans
- B. Project Description Letter
- C. Variance Request Letter
- D. Arborist Report
- E. Conditions of Approval

cka
ARCHITECTS

CHRIS KLUMBERG & ASSOCIATES

TEL: 650.232.0348
2000 APT. AVENUE, WILSON PARK E. 3000
COSTA MESA, CA 92626
WWW.CKA-ARCHITECTS.COM

REVIEWS:
DESIGN PERMIT SUBMITTAL 1 NOV/2004
PLANNING COMMENTS 10 MAR/ 2005
PLANNING COMMENTS 14 APRIL/ 2005
PLANNING COMMENTS 30 APRIL/ 2005
PLANNING COMMENTS 3 JUNE/ 2005

1. THE CONTRACTOR IS SOLELY RESPONSIBLE FOR THE CONSTRUCTION METHODS, METHODS, TECHNIQUES, SEQUENCES AND PROCEDURE AND FOR ALL SAFETY PROGRAMS AND PRECAUTIONS IN CONNECTION WITH THE PROJECT. NEITHER THE OWNER NOR THE ARCHITECT IS RESPONSIBLE FOR THE CONTRACTOR'S FAILURE TO FOLLOW PROPER SAFETY PROCEDURES.
2. ALL CODES HAVING JURISDICTION ARE HEREBY MADE A PART OF THIS DOCUMENT AND ARE TO BE STRICTLY OBSERVED BY THE CONTRACTOR IN THE CONSTRUCTION OF THE PROJECT. IN THE EVENT OF CONFLICT BETWEEN THESE DOCUMENT AND THE CODE, THE CODE SHALL PREVAIL. ANY CONFLICT OR DISCREPANCY SHALL IMMEDIATELY BE BROUGHT TO THE ATTENTION OF THE ARCHITECT.
3. ALL WORK, TO BE ACCEPTABLE, MUST BE IN COMPLIANCE WITH THESE DRAWINGS AND SPECIFICATIONS, AND MUST BE OF A QUALITY EQUAL OR BETTER THAN THE STANDARD OF THE TRADE. FINISHED WORK SHALL BE FIRM, WELL-ANCHORED, IN TRUE ALIGNMENT, PLUMB, LEVEL, WITH SMOOTH, CLEAN, UNIFORM APPEARANCE.

ABBREVIATIONS & SYMBOLS

A	AND	MTL/MET	METAL
ACC	DIAMETER OF ROUND	N	NEW
ADJ.	ADJUSTABLE	N. NEW	NOT IN CONTRACT
APPROX.	APPROXIMATE	N.T.S.	NOT TO SCALE
ARCH.	ARCHITECTURAL	O.C.	ON CENTER
BKG.	BUILDING	OPNG.	OPENING
CLB.	CABINET	PERF.	PERFORATED
CNG.	CONNECT JOINT	PLAM.	PLYWOOD LAMINATE
COR.	CORNER	P.V.	POLYURETHANE
C.C.	CLEAR	PREFAB.	PREFABRICATED
C.C. (U)	CLEAR MASONRY UNIT	P.T.D.	PARTIALLY TREATED
C.C.	CLEARANCE OF CASED OPENING	RAD.	RADIUS
CONC.	CONCRETE	REF.	REFERENCE
C.S.	COLD	REF. EN	REQUIRED
C.S.	COLD WATER	REQD.	REQUIRED
DEPT.	DEPTH	R.O.	REDWOOD
DES.	DESIGNS	R.W.L.	RAIN WATER LEADER
D.F.	DOWN FOR OR DRINKING FOUNTAIN	S & S	SURFACED 4 SIDES
DM.	DOWN	SCHED.	SCHEDULE
DM.	DOWNSPOUT	SECT.	SECTION
DWG.	DRAWING	SIL	SIMILAR SELECTOR
E	ELECTRICAL	SMT	SHEET
E/E	ELECTR. EXPOS. JOINT	SMB	SIMILAR
E/E/E	ELECTR. EXPOS. JOINT	SPEC.	SPECIFICATIONS
ENCLOS.	ENCLOSURE	ST	STANDARD
E.O.S.	EDGE OF SLAB	STR.	STEEL
EQUIP.	EQUIPMENT	STRG.	STRONG
EX	EXISTING	STRUCT./	STRUCTURAL
EXIT	EXIT	STRL	STRUT
EXIT OF (E)	EXISTING EXPOSURE	SUSP.	SUSPEND
G	GLASS	SYMB.	SYMBOLS OR SYMBOLOGY
G.S.M.	GLASSMOUNT SHEET METAL	T&B	TOP AND BOTTOM
GYM.	GYMNASIUM BOARD	T&O	THROATLINE AND GYMNASTIC
H	HOLE	TEL	TELEPHONE
H.B.	HOLE BORE	TEL. C	TELEPHONE CORD
H.B.-H.C.H.	HOLLOW CORE	T.O.P.	TOP OF CURB
H.C.H.	HOLLOW CORE	T.O.P/P	TOP OF PAINT
H.T/HGT	HEIGHT	T.O.P/W	TOP OF WALL
H.H.	HOT WATER	T.O.P/H	TOP OF PAINT HOLDER
H.W.	HOT WATER	T.O.P/D	TOP OF PLASTER
H.W.D.	HOT WATER	T.O.P/D	TOP OF PLASTER
I	IN	U.L.	UNDERLIEVERS LATCH
I/O	INSIDE DIMENSION (DIM.)	U.O.N.	UNLESS OTHERWISE NOTED
INFL.	INFLUENCE		
INS.	INSULATION		
JAN.	JANITOR	VERT.	VERTICAL
JAN.	JANITOR	VERT.	VERTICAL
KIT	KITCHEN	W/O	WITHOUT
LAM.	LAMINATE	W/	WITH
LAM.	LAMINATE	W.C.	WATER CLOSET
M	MAXIMUM	W.D.	WOOD
M.C.	MECHANICAL	W.P.	WATERPROOF
MEZ.	MEZZANINE	W.W.F.	WELDED WIRE FABRIC
M.F.	MANUFACTURER		
MISC.	MISCELLANEOUS		






















ADDRESSES: 806 HARVARD AVENUE, MENLO PARK CA 94025
OWNERS: NATE AND KYLUEE VOORHIES
ARCHITECT: CKA-ARCHITECTS PH: (650) 233-0342
E-MAIL: CHRIS@CKA-ARCHITECTS.COM
THOMAS@CKA-ARCHITECTS.COM
APN# 071-432-040

BUILDING OCCUPANCY GROUP: R-3/U
TYPE OF CONSTRUCTION: V-B
AUTOMATIC FIRE SPRINKLERS REQUIRED: YES

FLOOD ZONE: X

ZONING: R-1/U
STANDARD MIN. LOT AREA: 7,000 SF
STANDARD MIN. LOT WIDTH: 65'
STANDARD MIN. LOT DEPTH: 100'
EXISTING LOT AREA: 6,787 SF
EXISTING LOT WIDTH: 79.85'
EXISTING LOT DEPTH: 85.00'
(NOTE: PROJECT REQUIRES USE PERMIT AS RESULT OF
SITUATION OF LOT AND USES)

[illegible][illegible]

	GRID LINE		INTERIOR ELEVATION ELEVATION NUMBER SHEET WHERE ELEVATION IS DRAWN
	DOOR SYMBOL		ROOM IDENTIFICATION ROOM NAME ROOM NUMBER
	WINDOW SYMBOL		DIMENSION @ FACE OF STUD, MASONRY OR FRAMING (U.O.D.)
	PLUMBING SYMBOL		DIMENSION @ CENTERLINE
	APPLIANCE SYMBOL		DIMENSION @ FACE OF FINISH
	WORK, CONTROL, OR DATUM POINT		PROPERTY LINE
	KEYNOTE SEE LEGEND ON DRAWINGS FOR EXPLANATION OF EACH NOTE.		NEW OR FINISHED CONTOURS
	DETAIL DETAIL NUMBER (1/2" DIA.) SHEET WHERE DETAIL IS DRAWN		EXISTING CONTOURS
	SECTION SECTION NUMBER (1/2" DIA.) SHEET WHERE SECTION IS DRAWN		CHANGE IN FLOOR FINISHES
			ALIGN FACE OF FINISH
			REVISION NUMBER "CLOUD" INDICATES REVISED AREA ON DRAWINGS
			PARTITION TYPE

THIS PROJECT INCLUDES THE DEMOLITION OF AN EXISTING SINGLE STORY RESIDENCE WITH A BASEMENT AND THE CONSTRUCTION OF A NEW TWO STORY RESIDENCE WITH BASEMENT. WITHIN A PORTION OF THE FIRST FLOOR AN ATTACHED ADU IS PROPOSED. THE PROPERTY IS SUBSTANDARD IN WIDTH AND LOT AREA.

APPLICABLE CODES

2022 CALIFORNIA BUILDING CODE, VOLUMES 1 AND 2

2022 CALIFORNIA RESIDENTIAL CODE

2022 CALIFORNIA ENERGY CODE

2022 CALIFORNIA ELECTRICAL CODE

2022 CALIFORNIA PLUMBING CODE

2022 CALIFORNIA MECHANICAL CODE

2022 CALIFORNIA FIRE CODE

2022 CALIFORNIA GREEN BUILDING CODE

AND CURRENT LOCAL BUILDING AND ZONING CODES

2022 CALIFORNIA BUILDING CODE, VOLUMES 1 AND 2
2022 CALIFORNIA RESIDENTIAL CODE
2022 CALIFORNIA ENERGY CODE
2022 CALIFORNIA ELECTRICAL CODE
2022 CALIFORNIA PLUMBING CODE
2022 CALIFORNIA MECHANICAL CODE
2022 CALIFORNIA FIRE CODE
2022 CALIFORNIA GREEN BUILDING CODE
AND CURRENT LOCAL BUILDING AND ZONING CODES

<u>ARCHITECTURAL</u>	<u>ARBORIST</u>
A0.0 COVER SHEET	T-1.1 TREE PROTECTION PLAN
A1.0 SITE PLAN/ROOF PLAN	T-1.2 TREE PROTECTION PLAN
A1.1 AREA MAP	T-1.3 TREE PROTECTION PLAN
A1.2 STREETScape	
A1.3 PHOTOS OF EXISTING STREETScape	
A2.0 BASEMENT FLOOR PLAN	
A2.1 FIRST FLOOR PLANS	
A2.2 SECOND FLOOR PLANS	
A2.4 ROOF PLANS	
A2.5 BASEMENT AREA CALCULATION	
A2.6 FIRST FLOOR AREA CALCULATION	
A2.7 SECOND FLOOR AREA CALCULATION	
A3.0 (N) ELEVATIONS	
A3.1 (N) ELEVATIONS	
A4.0 SECTION DRAWING	
A4.1 SECTION DRAWING	
A5.0 EXISTING PLAN	
A5.1 EXISTING ELEVATIONS	
A5.2 EXISTING ELEVATIONS	
SURVEY	

T-1.1 TREE PROTECTION PLAN
T-1.2 TREE PROTECTION PLAN
T-1.3 TREE PROTECTION PLAN

VOORHIES RESIDENCE

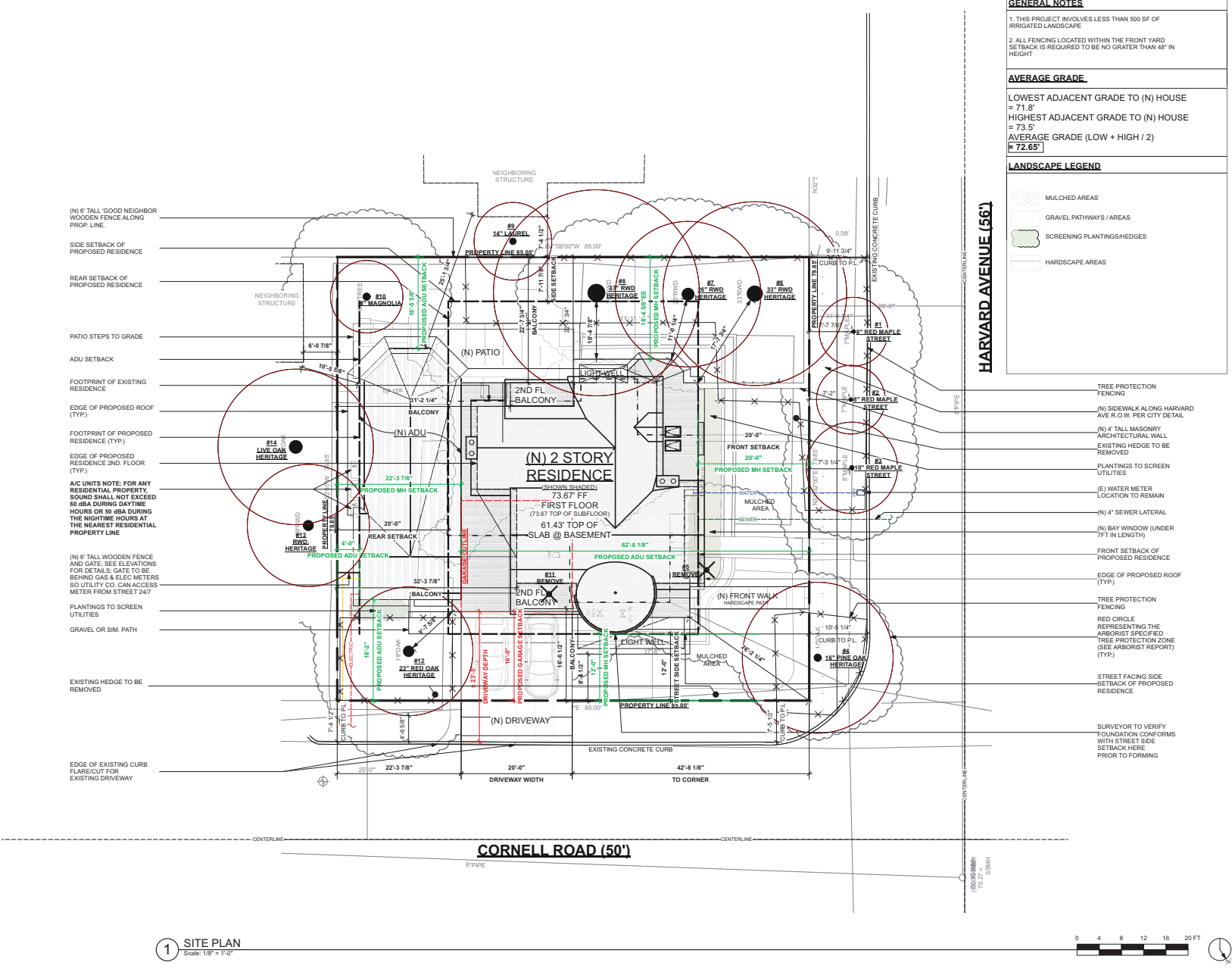
CONSULTANTS:

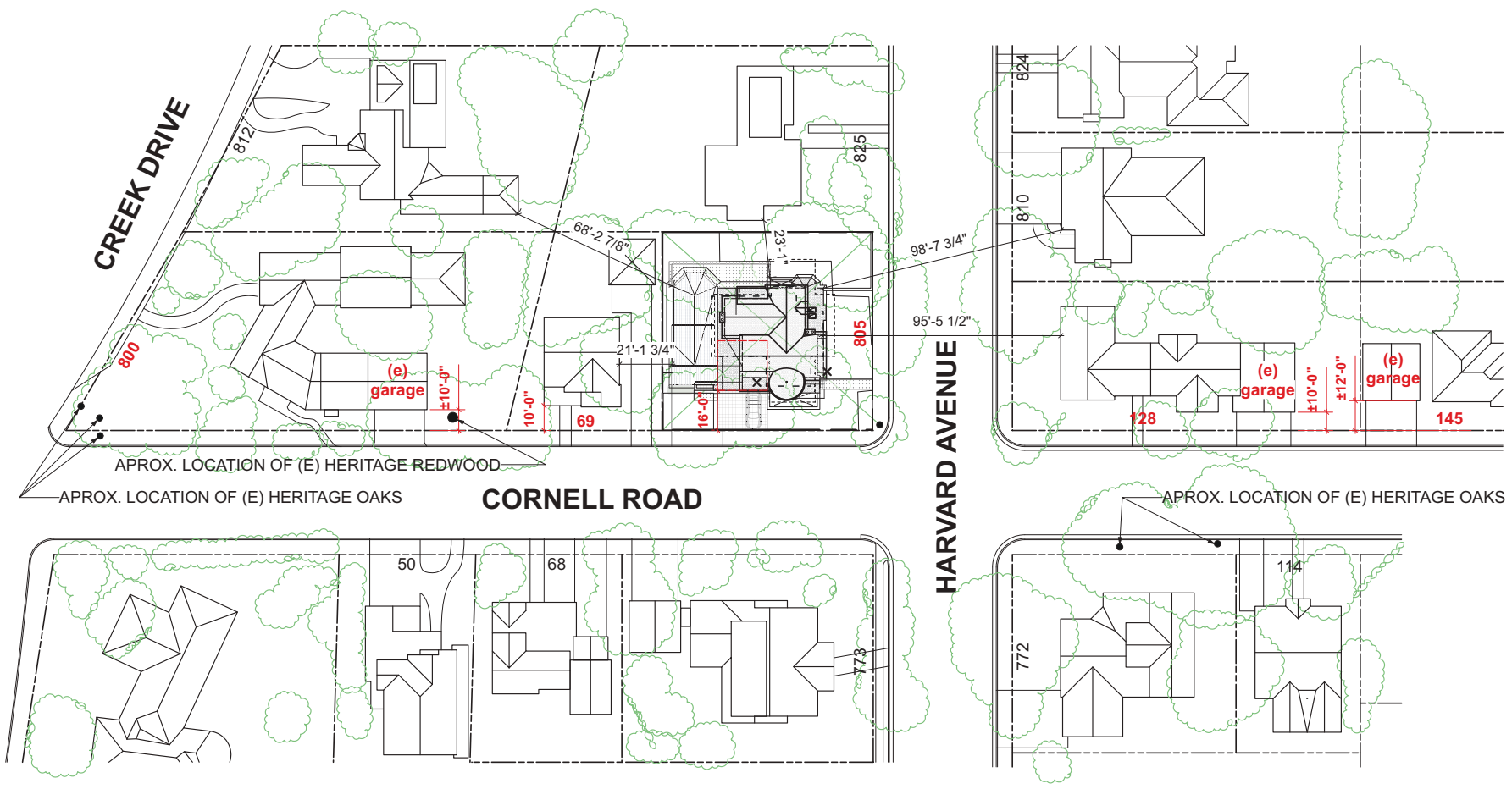
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A0.0

COVER SHEET

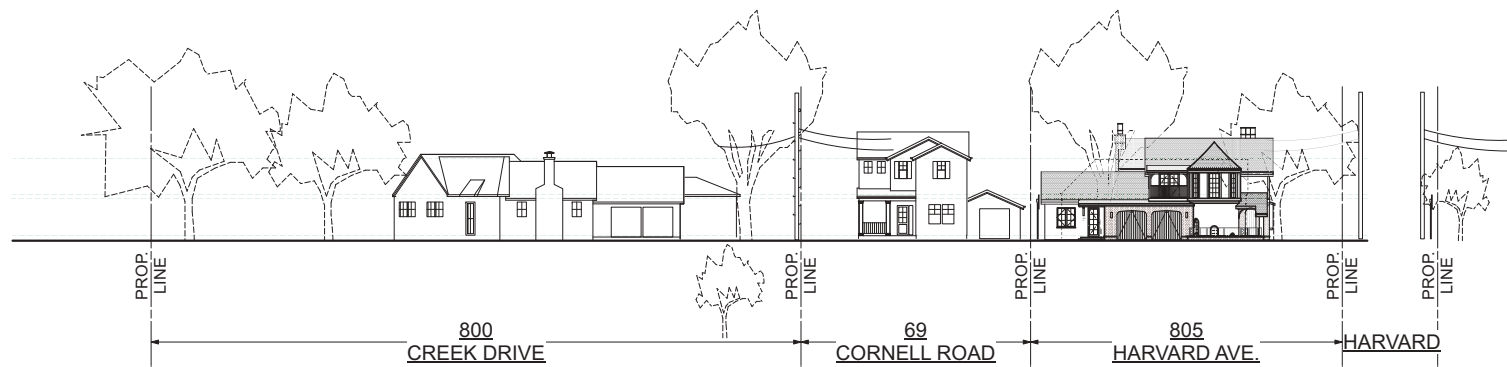




1 AREA MAP
Scale: 1" = 20'-0"

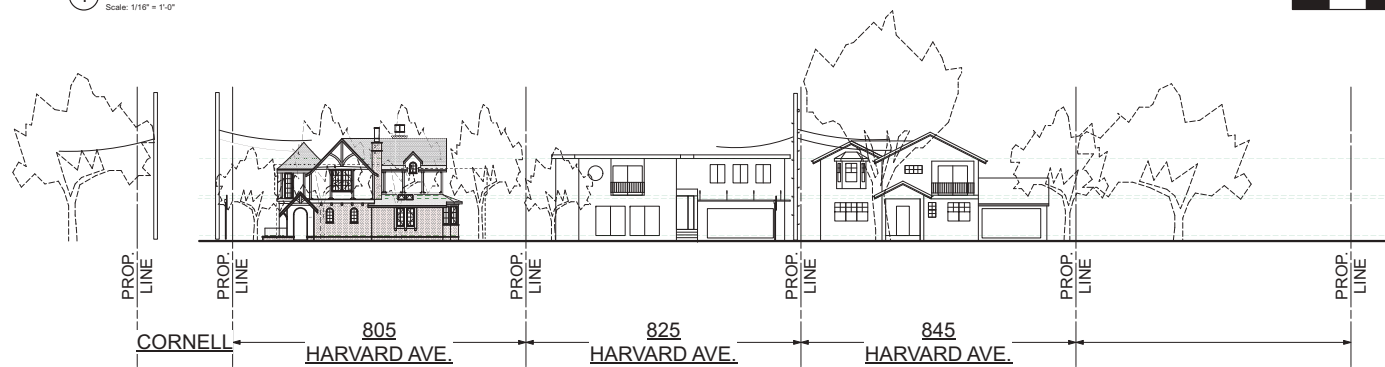
0' 10' 20' 40'





① CORNELL FACING STREETSCAPE
Scale: 1/16" = 1'-0"

0' 10' 20' 40'



② HARVARD FACING STREETSCAPE
Scale: 1/16" = 1'-0"

0' 10' 20' 40'

VOORHIES RESIDENCE

805 HARVARD AVE
MENLO PARK, CA 94025
APN: 071-432-040

CONSULTANTS:

STAMP:

PAGE NUMBER:

A1.2

STREETSCAPE

NOT FOR CONSTRUCTION



69 CORNELL

800 CREEK



805 HARVARD

69 CORNELL



805 HARVARD

128 CORNELL



145 CORNELL

1 EXTERIOR PHOTOS OF (E) STREETSCAPE FROM CORNELL RD

Scale: NONE

VOORHIES RESIDENCE

CONSULTANTS:

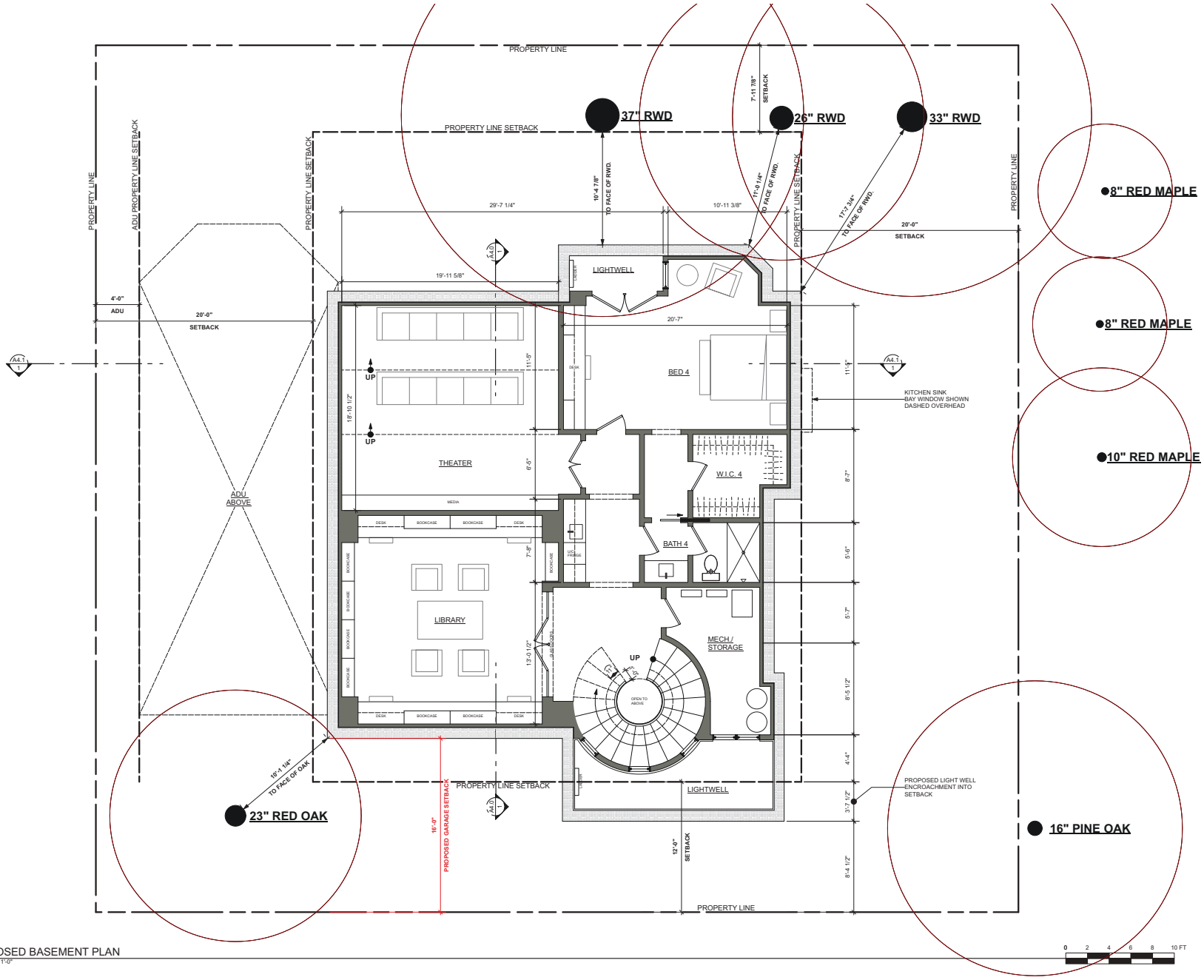
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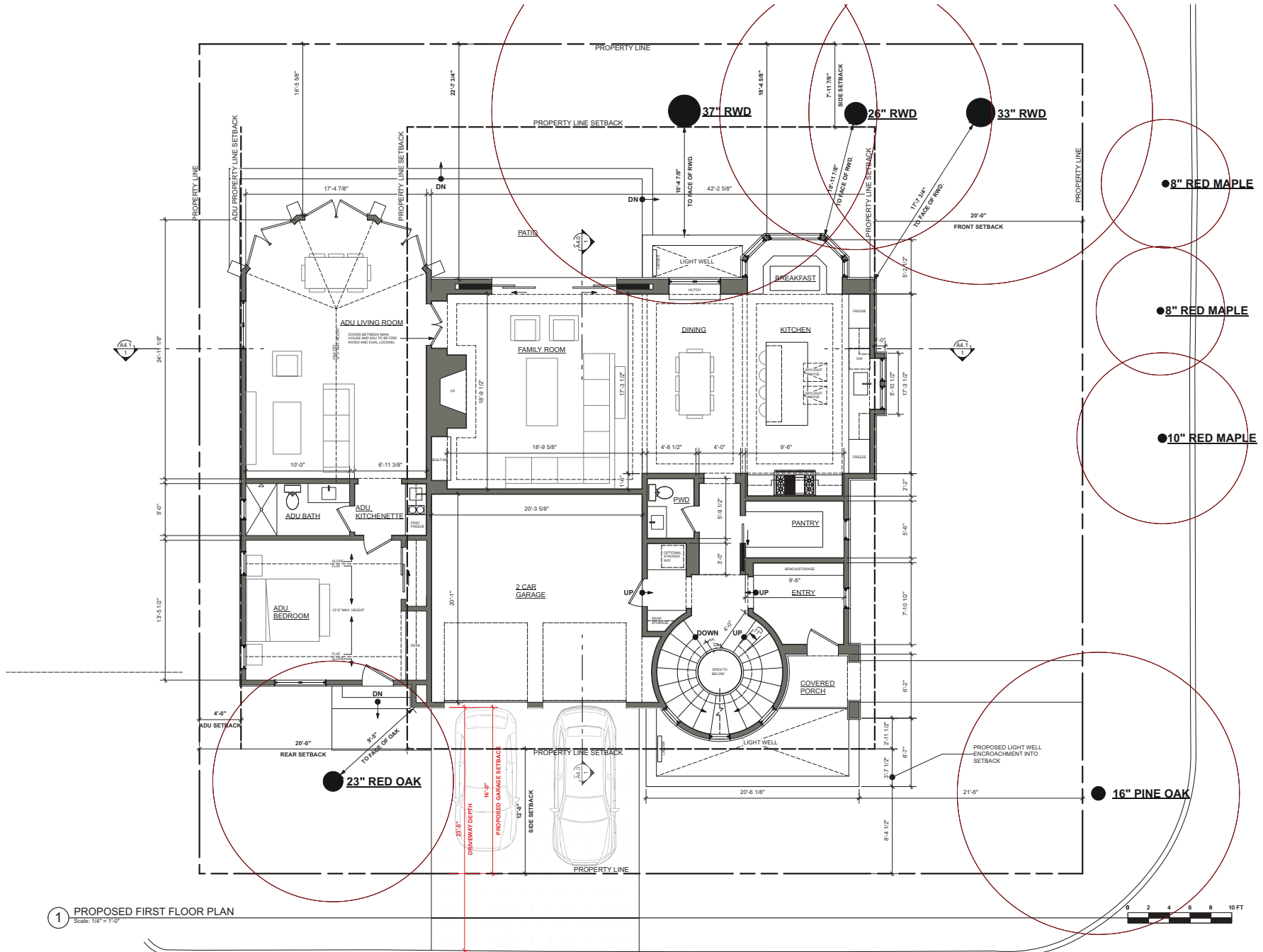
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AREA PHOTOS

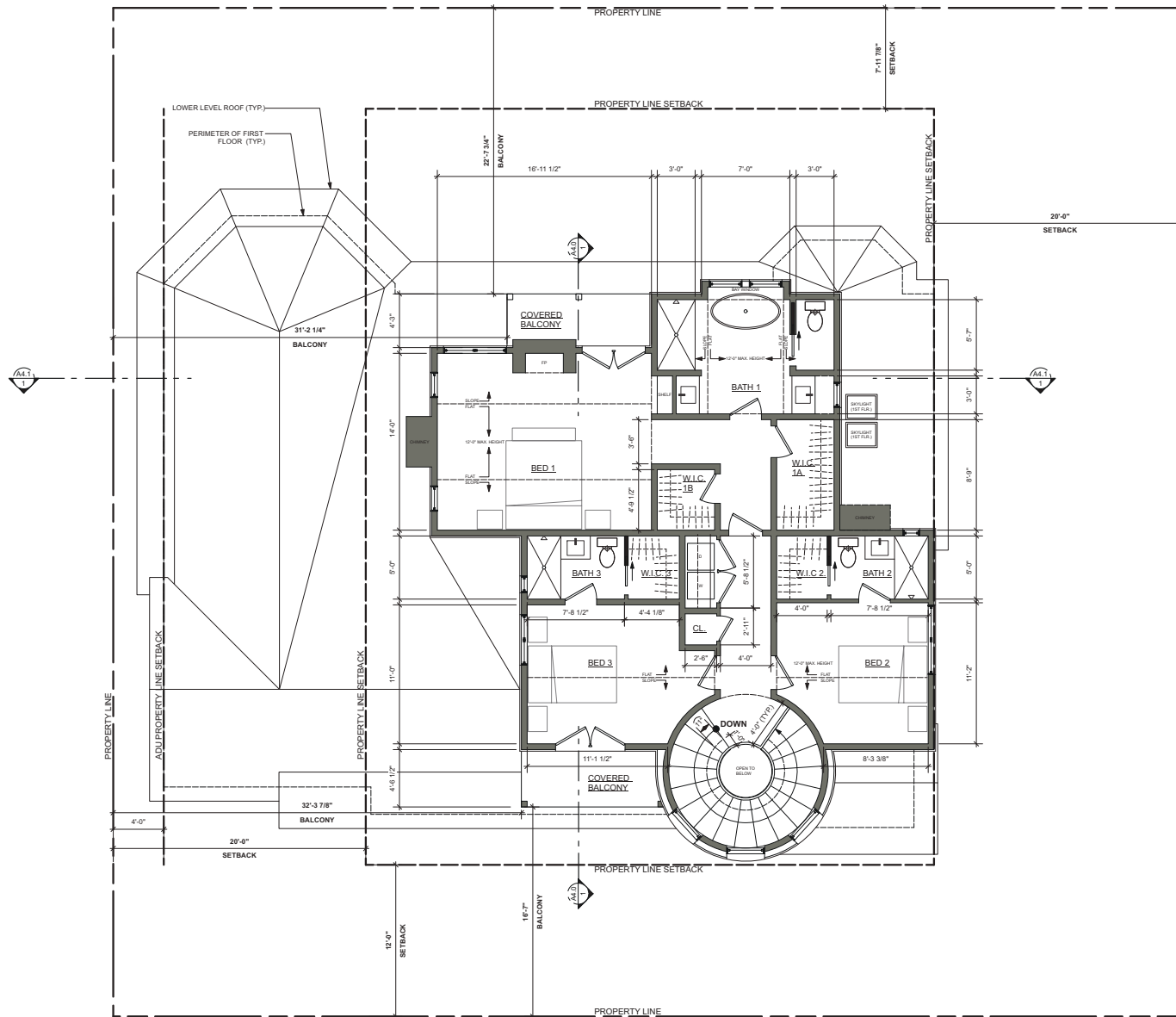
NOT FOR CONSTRUCTION



1 PROPOSED BASEMENT PLAN
Scale: 1/4" = 1'-0"



1 PROPOSED FIRST FLOOR PLAN
Scale: 1/4" = 1'-0"



1 PROPOSED SECOND FLOOR PLAN
Scale: 1/4" = 1'-0"

cka
ARCHITECTS

CHRIS KRAMER & ASSOCIATES
650.215.0342
3000 1ST AVENUE, SUITE 200, MENLO PARK, CA 94025
CHUCK@CKAARCHITECTS.COM
WWW.CKAARCHITECTS.COM

REVISIONS:

USE PERMIT SUBMITTAL	1 NOV 2024
PLANNING COMMENTS	10 MAR 2025
PLANNING COMMENTS	14 APR 2025
PLANNING COMMENTS	30 APR 2025
PLANNING COMMENTS	3 JUN 2025

VOORHIES RESIDENCE

CONSULTANTS

STAMP

PAGE NUMBER

A2.2

SECOND FLOOR PLANS

805 HARVARD AVE
MENLO PARK, CA 94025
APN: 071-432-040

NOT FOR CONSTRUCTION

VOORHIES RESIDENCE

805 HARVARD AVE
MENLO PARK, CA 94025
APN: 071-432-040

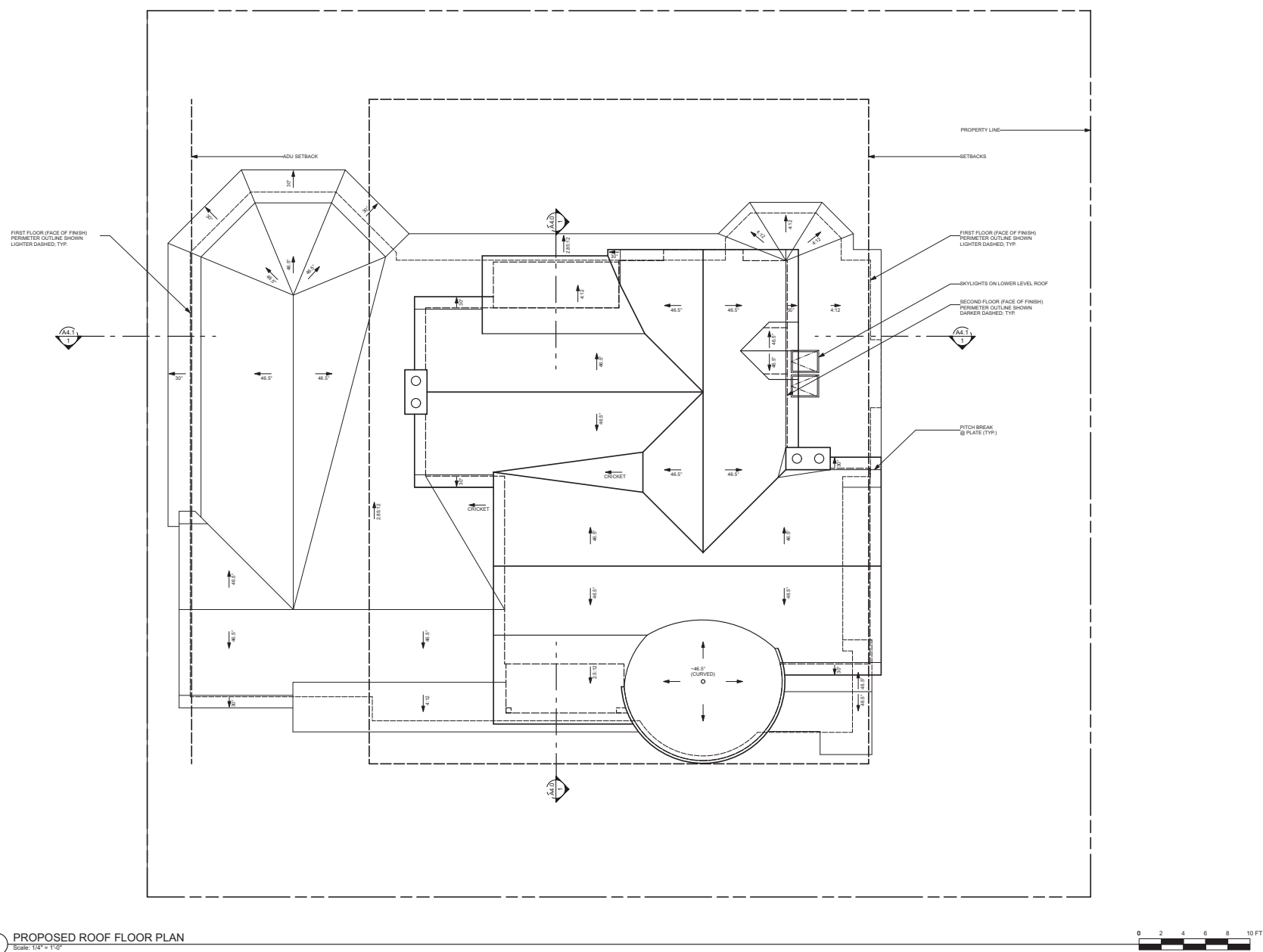
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A2.4

ROOF PLAN



1 PROPOSED ROOF FLOOR PLAN
Scale: 1/4" = 1'-0"

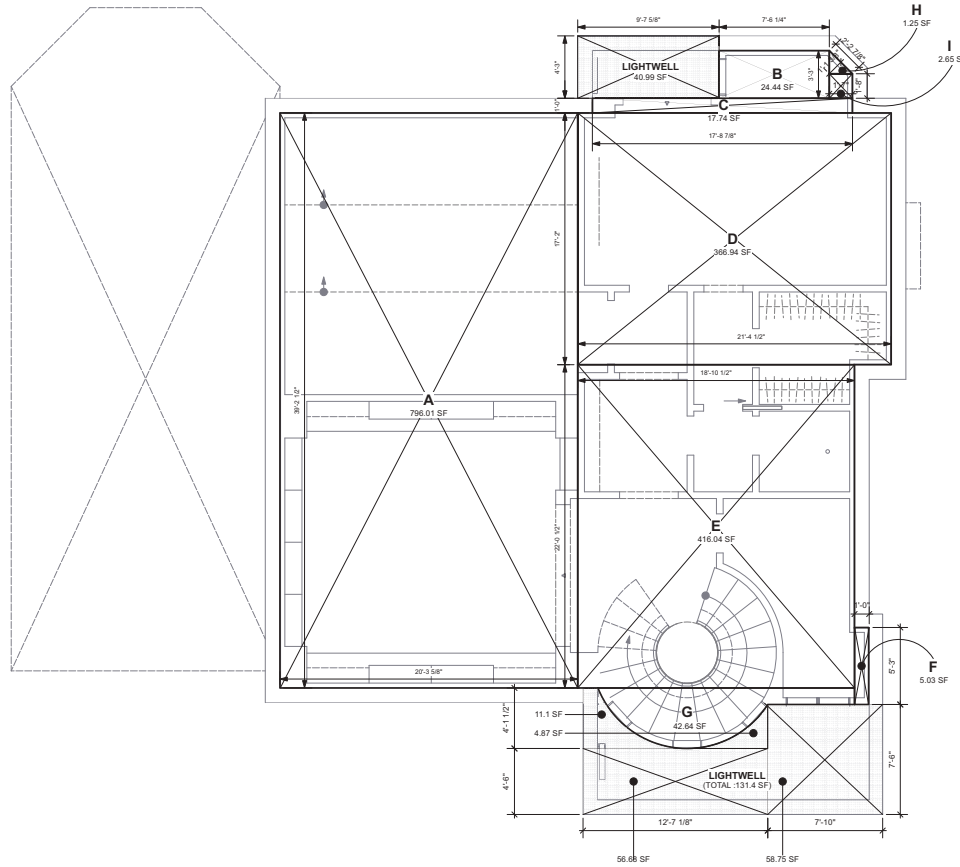
FLOOR AREA CALCULATIONS

BASEMENT:
(DOES NOT COUNT TOWARD FAL)

A	20'-3 5/8" x 39'-2 1/2"	= 796.01 SF
B	7'-6 1/4" x 3'-3"	= 24.44 SF
C	17'-8 7/8" x 1'-0"	= 17.74 SF
D	21'-4 1/2" x 17'-2"	= 366.94 SF
E	18'-10 1/2" x 22'-0 1/2"	= 416.04 SF
F	1'-0" x 5'-3"	= 5.03 SF
G		= 42.64 SF
H	(1'-1 3/8" x 2'-2 7/8")/2	= 1.25 SF
I	1'-7" x 1'-8"	= 2.65 SF

BASEMENT SUBTOTAL = 1,672.74 SF

SEE SHEET A2.6 FOR GRAND TOTALS





FIRST FLOOR

ADU (NOT COUNTED TOWARDS FAL)

A	$(7'-7'' \times 3'-9 \frac{1}{2}'')/2$	= 14.375 SF
B	$7'-7 \frac{1}{8}'' \times 5'-4 \frac{3}{8}''$	= 40.74 SF
C	$(7'-7'' \times 3'-9 \frac{1}{2}'')/2$	= 14.375 SF
D	$18' \times 39'-10 \frac{1}{4}''$	= 730.29 SF

ADU SUBTOTAL	799.78 SF
--------------	-----------

E	3'-4 1/8" X 7'-4 1/4"	= 24.59 SF
F	3'-4 1/8" X 7'-9 3/4"	= 26.09 SF
G	39'-4" X 18'-2"	= 753.10 SF
H	10'-1 1/8" X 2'-1"	= 21.06 SF
I	5'-6 1/8" X 2'-2"	= 12.49 SF
J	(1'-6 3/8" X 3'-0 3/4")/2	= 2.35 SF
K	(1'-6 3/8" X 3'-0 3/4")/2	= 2.35 SF
L	20'-3 5/8" X 1'-6"	= 30.45 SF
M	5'-7" X 22'-0 1/2"	= 122.96 SF
N	6'-10" X 16'-11"	= 115.68 SF
O		= 3.75 SF
P		= 24.64 SF
Q	7'-5 1/2" X 15'-2 1/2"	= 113.43 SF
R	5'-7" X 6'-10"	= 38.12 SF
S		= 4.38 SF

FIRST FLOOR CONDITIONED SUBTOTAL 1,285.94 SF

T	20'-3 5/8" X 20'-6 1/2"	417.04 SF
U		8.47 SF
V	1'-11" X 2'-2"	4.15 SF

GARAGE SUBTOTAL	429.66 SF
------------------------	------------------

FIRST FLOOR TOTAL	1,715.6 SF
-------------------	------------

SECOND FLOOR

(FROM SHEET A2.7)
SUBTOTAL = 1,084.21SM

GRAND TOTAL	= 2,799.81 S
-------------	--------------

ALLOWABLE FLOOR AREA = 2,800.00 S

COVERAGE CALCULATIONS

FIRST FLOOR (= FA)	= 1,715.6SF
L.R. FIREBOX	= 23.41 SF
FRONT COVERED PORCH (SEE TABLE)	= 45.3 SF
ADU FRONT COVERED PORCH	= 13.3 SF

GRAND TOTAL = 1,797.61 S

MAX COVERAGE ALLOWED

(6,787 SF LOT = 35%) = 2,375.45 S

1 PROPOSED FIRST FLOOR AREA CALCULATION
Scale: 1/4" = 1'-0"



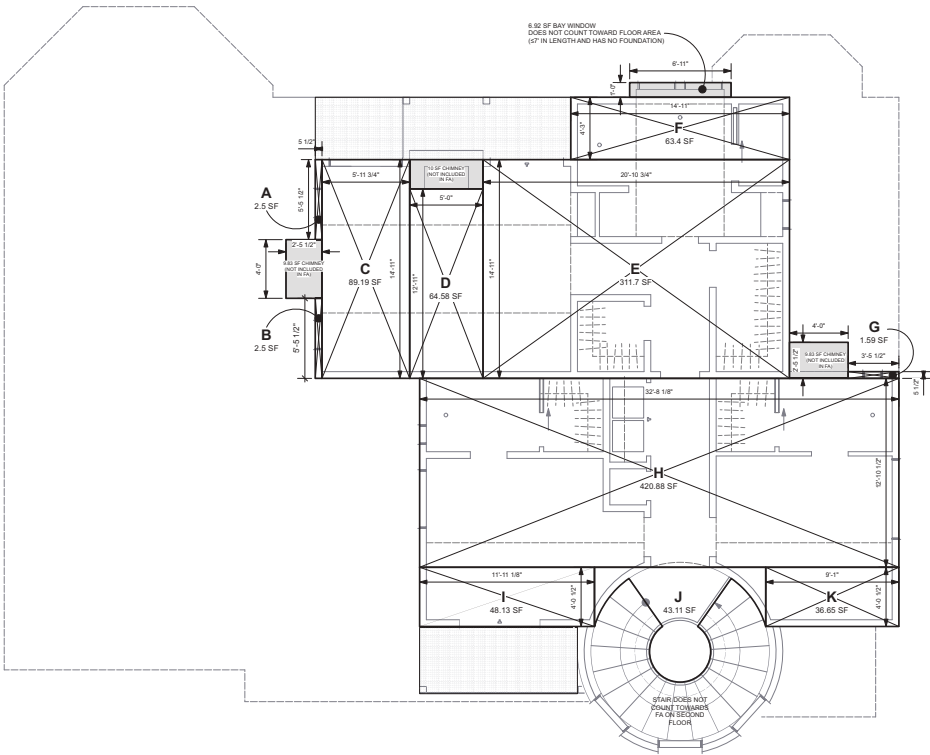
FLOOR AREA CALCULATIONS

SECOND FLOOR

A	5' 1/2" X 5' 5 1/2"	= 2.5 SF
B	5' 1/2" X 5' 5 1/2"	= 2.5 SF
C	5'-11 3/4" X 14'-11"	= 88.19 SF
D	5'-0" X 12'-11"	= 64.58 SF
E	20'-10 3/4" X 14'-11"	= 311.7 SF
F	14'-11" X 4'-3"	= 63.4 SF
G	3'-5 1/2" X 5' 1/2"	= 1.59 SF
H	32'-8 1/8" X 12'-10 1/2"	= 420.88 SF
I	11'-11 1/8" X 4'-0 1/2"	= 48.13 SF
J		= 43.11 SF
K	9'-1" X 4'-0 1/2"	= 36.65 SF

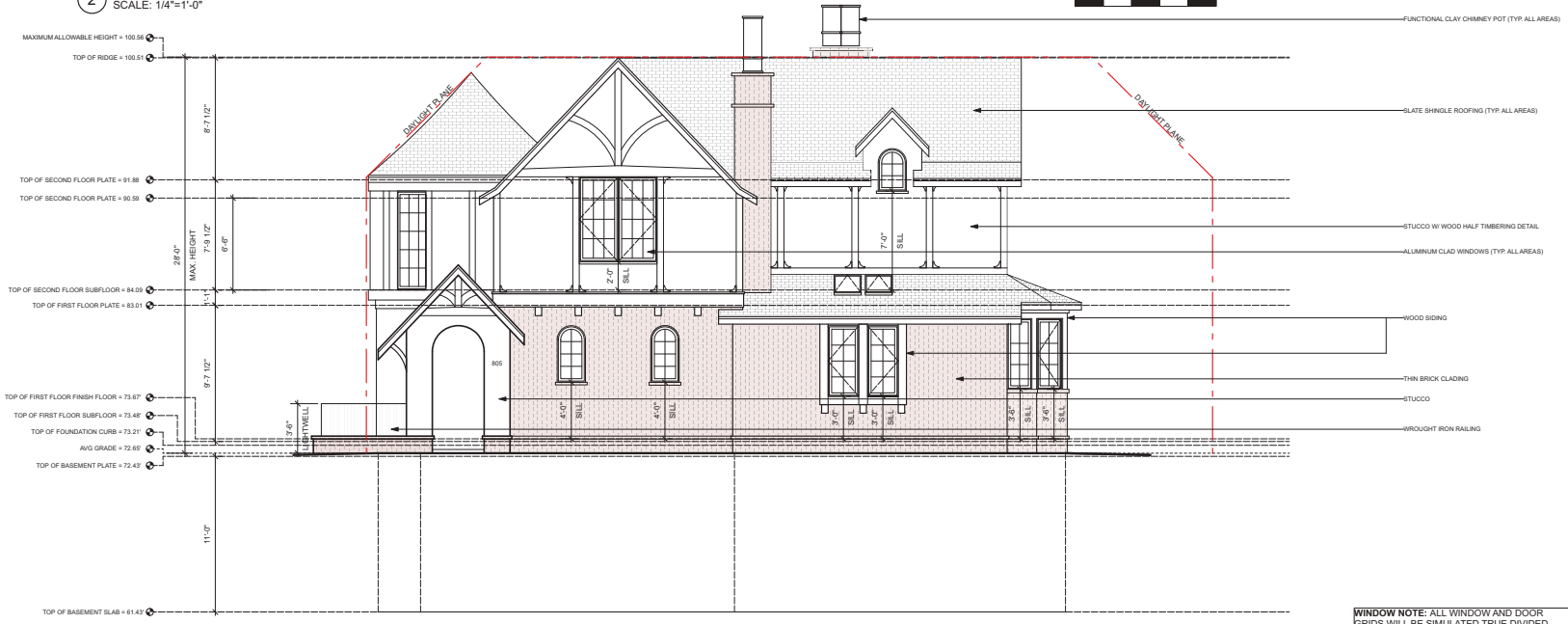
SUBTOTAL = 1,084.21 SF

SEE SHEET 2.6 FOR GRAND TOTALS





2 PROPOSED LEFT SIDE ELEVATION (CORNELL)
SCALE: 1/4"=1'-0"

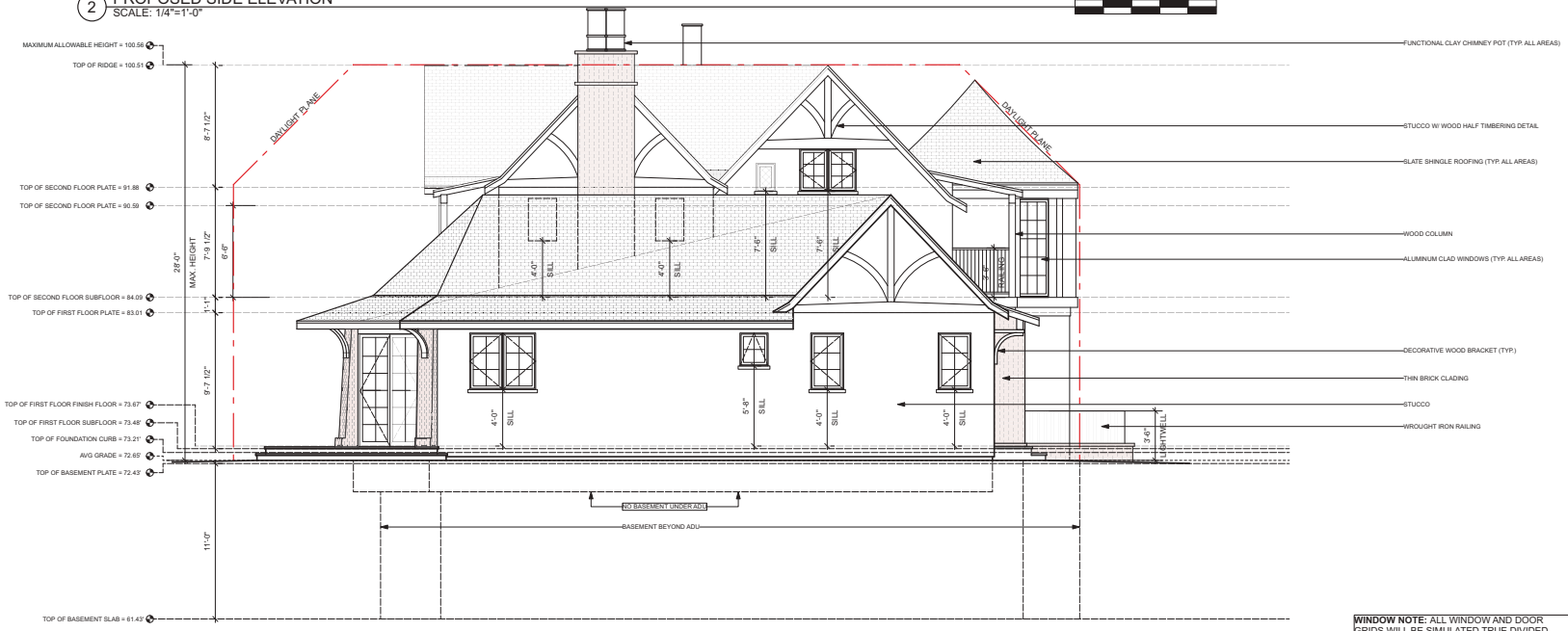


1 PROPOSED FRONT SIDE ELEVATION (HARVARD)
SCALE: 1/4"=1'-0"

WINDOW NOTE: ALL WINDOW AND DOOR
GRIDS WILL BE SIMULATED TRUE DIVIDED
LIGHT WITH INTERIOR AND EXTERIOR GRIDS
AND A SPACER BAR BETWEEN THE GLASS PANES



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



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

WINDOW NOTE: ALL WINDOW AND DOOR GRIDS WILL BE SIMULATED TRUE DIVIDED LIGHT WITH INTERIOR AND EXTERIOR GRIDS AND A SPACER BAR BETWEEN THE GLASS PANES

VOORHIES RESIDENCE

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APN: 071-432-040

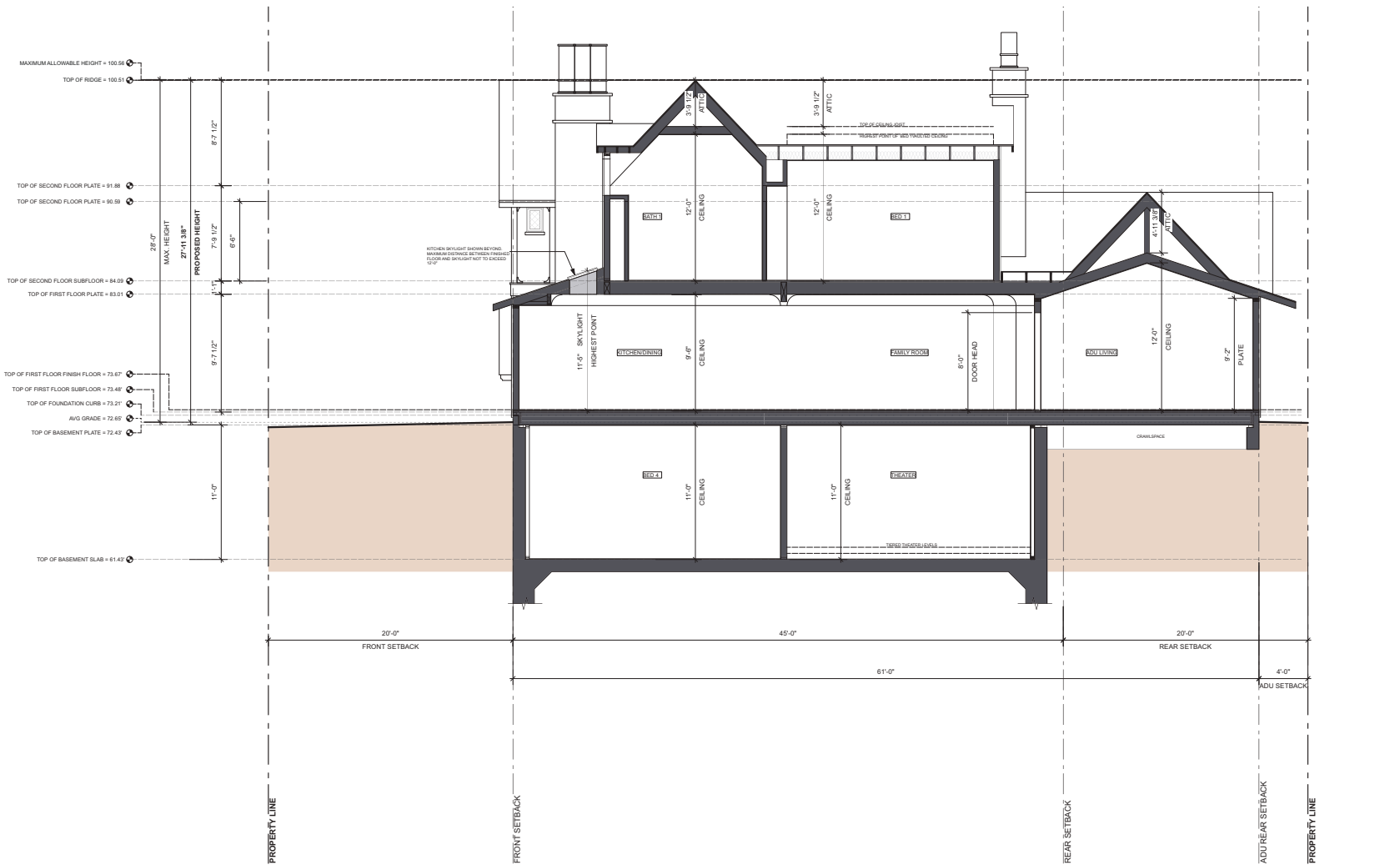
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A4.1

SECTIONS



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





2 EXISTING LEFT SIDE ELEVATION (CORNELL)



1 EXISTING FRONT SIDE ELEVATION (HARVARD)



2 EXISTING SIDE ELEVATION
SCALE: 1/4"=1'-0"



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

cka
ARCHITECTS

CHRIS KRAMER & ASSOCIATES
ARCHITECTS
650.215.0342
800 437 4324
CHUCK & ARCHITECTS
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REVISIONS:

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VOORHIES RESIDENCE

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MENLO PARK, CA 94025
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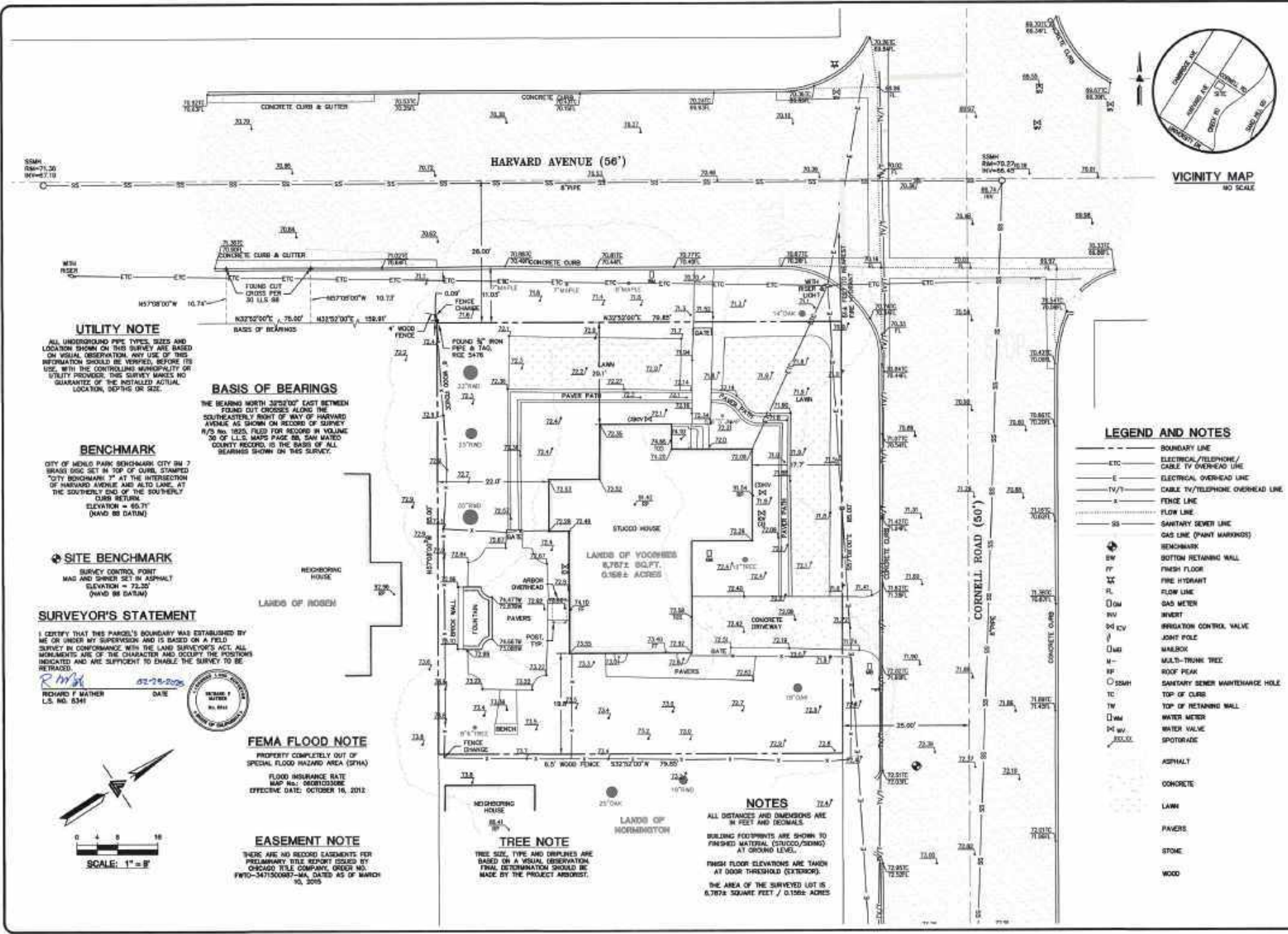
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PAGE NUMBER:

A5.2

EXISTING ELEVATIONS



LEA & BRAZE ENGINEERING, INC.
CIVIL ENGINEERS & LAND SURVEYORS
REGISTERED PROFESSIONAL ENGINEERS
10000 SAN LUIS AVENUE, SUITE 100
SAN LUIS OBISPO, CALIFORNIA 95060
TEL: 831-432-0400
FAX: 831-432-0401
WWW.LEA-BRAZE.COM

805 HARVARD AVENUE
MENLO PARK
CALIFORNIA

TOPOGRAPHIC SURVEY

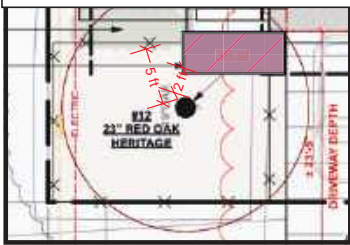
REVISIONS	BY
JEB RD	2210388
DATE	9-12-23
SCALE	1"=10'
DRAWN BY	HM
CHECKED BY	JC
DATE	09
SHEET NO.	

SU1
1 OF 1 SHEETS

PROJECT ARBORIST
MATTHEW FRIED - ISA NO. MA-4851B
matthew@heartwoodarborists.com
650-542-8733

**ATTENTION
PROJECT ARBORIST SUPERVISION
REQUIRED:**

THE PROJECT ARBORIST MUST BE PRESENT DURING THE EXCAVATION OF THE GRAVEL PATHWAY AND THE INSTALLATION OF SCREENING PLANTINGS. PLEASE PROVIDE THE PROJECT ARBORIST WITH AT LEAST 5 BUSINESS DAYS' ADVANCE NOTICE.



1 SITE PLAN
Scale: 1/8" = 1'-0"

1. THIS PROJECT INVOLVES LESS THAN 500 SF OF IRRIGATED LANDSCAPE
2. ALL FENCING LOCATED WITHIN THE FRONT YARD SETBACK IS REQUIRED TO BE NO GREATER THAN 48" IN HEIGHT

SITE PLAN A1.0 PROVIDED BY CKA ARCHITECTS

TREE PROTECTION MARKUP BY
HEARTWOOD CONSULTING ARBORISTS

LEGEND

- Minimum tree protection zone
- Tree protection fence
- Hand excavation
- Horizontal protection
- Tree removal protection

HEARTWOOD
CONSULTING ARBORISTS

266 S Hill Blvd. San Francisco, CA 94112
650.542.8733 w/heartwoodarborists.com

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805 HARVARD AVE
MENLO PARK, CALIFORNIA 94025

Revised
03/10/2025 11:09:28 AM

PREPARED: MSF
SCALE: AS SHOWN

**TREE
PROTECTION
PLAN**

SHEET 1 of 3

T-1.1

\$\$\$

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 INVENTORY

Tree #	Protected	Remove/ Preserve	Species	Trunk Dia. (in.)	Cond (0-100)	Cond Overall	Protection Status	Suitability for Preservation	Min Rec. TPZ Radius (ft.)	Comments	Rounded Depr. Value
1	Yes	Yes	Red maple Acer rubrum	8	50	Fair	Street	Good	4	Street tree	\$ 710
2	Yes	Yes	Red maple Acer rubrum	8	40	Fair	Street	Fair	4	Overhead wires; Codominant	\$ 710
3	Yes	Yes	Red maple Acer rubrum	10	50	Fair	Street	Good	5	Overhead wires	\$ 1,110
4	Yes	Yes	Pin oak Quercus palustris	16	30	Poor	Heritage	Poor	8	Street tree	\$ 3,630
5	No	Remove	Japanese maple Acer palmatum	11	60	Good	NO	Good	5.5		\$ 3,430
6	Yes	Yes	Coast redwood Sequoia sempervirens	33	50	Fair	Heritage	Good	16.5		\$ 14,600
7	Yes	Yes	Coast redwood Sequoia sempervirens	26	50	Fair	Heritage	Good	13		\$ 9,000
8	Yes	Yes	Coast redwood Sequoia sempervirens	37	50	Fair	Heritage	Good	18.5		\$ 18,300
9	Yes	Yes	California laurel Umbellularia californica	14	30	Poor	NO	Poor	7	Neighbor	\$ 2,780
10	No	Yes	Chinese magnolia; Saucer magnolia Magnolia x soulangiana	8	45	Fair	NO	Poor	4		\$ 1,360
11	No	Remove	Common crapemyrtle Lagerstroemia indica	11	55	Fair	NO	Good	5.5		\$ 3,370
12	Yes	Yes	Northern red oak Quercus rubra	23	50	Fair	Heritage	Good	11.5		\$ 12,500
13	Yes	Yes	Coast redwood Sequoia sempervirens	22	55	Fair	Heritage	Good	11	Neighbor	\$ 7,000
14	Yes	Yes	Coast live oak Quercus agrifolia	28	60	Good	Heritage	Good	14	Neighbor	\$ 14,200

PROJECT ARBORIST
MATTHEW FRIED - ISA NO. MA-4851B
matthew@heartwoodarborists.com
650-542-8733



HEARTWOOD
CONSULTING ARBORISTS
266 S Hill Blvd. San Francisco, CA 94112
650.542.8733 w/heartwoodarborists.com

VOORHIES RESIDENCE
805 HARVARD AVE
MENLO PARK, CALIFORNIA 94025

DATE: 9/20/2024
PREPARED: MSF
SCALE: AS SHOWN

TREE
PROTECTION
PLAN
SHEET 2 of 3

T-1.2

TREE PROTECTION GUIDELINES

PRECONSTRUCTION PHASE

1. TREE PROTECTION FENCES. INSTALL TREE PROTECTION FENCES AT THE LOCATIONS AND DISTANCES SHOWN ON SHEET T-1.

THE AREA WITHIN THE FENCE IS THE TREE PROTECTION ZONE (TPZ).

- FENCE SHALL BE SIX (6)-FOOT-TALL CHAIN LINK.
- FENCE POSTS SHALL BE 1.5 INCHES IN DIAMETER, DRIVEN 2 FEET INTO THE GROUND, AT MOST 10 FEET APART.
- PERMANENT WALLS AND FENCES MAY BE USED INSTEAD OF CHAIN LINK FENCE WHERE THEY ARE OF COMPARABLE HEIGHT AND STURDINESS TO CHAIN LINK.
- 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.
- MANUALLY SPREAD A 6-INCH LAYER OF COARSE WOODCHIPS THROUGHOUT ENTIRE TPZ PRIOR TO CONSTRUCTION ACTIVITY.
- 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.
- 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:
- REVIEW THE TREE PROTECTION GUIDELINES, ACCESS ROUTES, STORAGE AREAS, AND WORK PROCEDURES WILL BE DISCUSSED.
 - IDENTIFY ANY POTENTIAL CLEARANCE PRUNING THAT MAY BE REQUIRED TO ACCOMMODATE CONSTRUCTION.
 - 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.

\$\$\$ 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. \$\$\$

CONSTRUCTION PHASE

6. MONTHLY MONITORING REPORTS.

ALERT

PROJECT ARBORIST WHEN CONSTRUCTION IS SCHEDULED TO BEGIN. THE PROJECT ARBORIST SHALL VISIT THE SITE MONTHLY UNTIL PROJECT COMPLETION TO:

- MONITOR THE EFFECTIVENESS OF THE TREE PRESERVATION PLAN.
- PROVIDE RECOMMENDATIONS FOR ANY NECESSARY ADDITIONAL CARE OR TREATMENT.
- ISSUE A REPORT TO THE CITY WITH THEIR FINDINGS.
- 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

- NO OPERATION, STORAGE, OR PARKING OF VEHICLES OR HEAVY EQUIPMENT.
- NO STORAGE OR DISPOSAL OF BUILDING MATERIALS, REFUSE, SOIL, EXCAVATED SPOILS, OR CHEMICALS OF ANY KIND.
- NO CUTTING OF TREE ROOTS BY UTILITY TRENCHING, FOUNDATION DIGGING, OR ANY MISCELLANEOUS EXCAVATION WITHOUT PRIOR APPROVAL OF THE PROJECT ARBORIST.
- NO USE OF TPZ AS A REST/LUNCH/BREAK AREA BY PROJECT STAFF.
- NO GRADE CHANGES OF ANY KIND EXCEPT AS EXPRESSLY DESIGNED OR APPROVED BY THE PROJECT ARBORIST.
- 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

- IF ROOTS OVER 1" IN DIAMETER ARE ENCOUNTERED WHEN EXCAVATING IN ANY LOCATION:
- 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.
- ROUTE CONDUIT AND OTHER FEATURES AROUND AND BETWEEN ROOTS WHEN POSSIBLE.
- 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.

• IF ROOTS OVER 2" MUST BE CUT, STOP WORK IN THAT AREA AND CONTACT THE PROJECT ARBORIST IMMEDIATELY FOR GUIDANCE.

• THE PROJECT ARBORIST WILL INSPECT THE EXPOSED ROOT(S) TO ASSESS THE IMPACT OF CUTTING AND OVERSEE/DOCUMENT ANY APPROVED ROOT CUTTING.

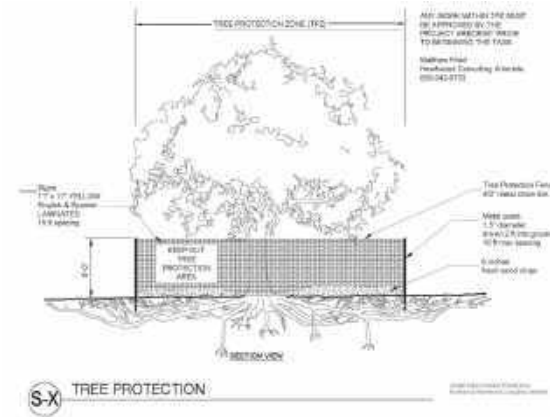
• EXPOSED ROOTS AND UPPER 3 FEET OF TRENCH WALLS SHALL BE COVERED WITH 3-4 LAYERS OF BURLAP OR ABSORBENT FABRIC AND KEPT MOIST UNTIL BACKFILLED.

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



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:
- THE OBSERVED DISRUPTIVENESS OF CONSTRUCTION ACTIVITIES
 - TREE CONDITION AND RESPONSE TO CONSTRUCTION
 - TIME OF YEAR AND RECENT WEATHER

POST-CONSTRUCTION CARE WILL BE DETAILED IN THE FINAL MONTHLY MONITORING REPORT AND REVIEWED WITH THE PROPERTY OWNER.

PROJECT ARBORIST
MATTHEW FRIED - ISA NO. MA-4851B
matthew@heartwoodarborists.com
650-542-8733



DATE: 9/20/2024
PREPARED: MSF
SCALE: AS SHOWN

TREE PROTECTION PLAN
SHEET 3 of 3

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CONSULTING ARBORISTS
266 S Hill Blvd. San Francisco, CA 94112
650.542.8733 [w/heartwoodarborists.com](http://www.heartwoodarborists.com)

VOORHIES RESIDENCE
805 HARVARD AVE
MENLO PARK, CALIFORNIA 94025

T-1.3



April 14th, 2024

Project Description: 805 Harvard Avenue, Menlo Park

This project involves the demolition of an existing single-story residence with a partial basement and the construction of a new two-story residence with a full basement. An attached ADU is proposed within the first floor of the new residence. The project is subject to a 'Use Permit' review because property is substandard in width and lot area.

The design for the new home has been conceived with a 'Tudor Revival' aesthetic, replacing an existing Tudor revival-style home. The existing home was one of a few small homes built by the Caletti Family in the neighborhood. The proposed design is an homage to the original home with a refreshed design that complements other historical homes in the neighborhood while providing modern amenities and functionality. As this is a corner lot, elements have been incorporated to diminish the perception of bulk as seen from both street sides of the property. The front porch roof uses a charming lower gable element coupled with a traditional Tudor round arch entry to break up the mass of the front facade. Similar architectural elements are employed on all sides of the home so that there are not continuous two-story walls in any aspect of the design.

Tudor cottage elements including the fairy-tale silhouette of the turret evoke a sense of historical elegance and architectural tradition. A side facing balcony has been intentionally designed so that it is blocked from the view of the side neighbors at 825 Harvard – as those neighbors have no windows on that side of their home. It is also worth noting that a large row of mature redwood trees along the property line of 805 Harvard and 825 Harvard effectively block any line of sight between the two parcels. Care has been taken to avoid low window sill heights on the second story windows facing 69 Cornell. In addition to this the second story facing 69 Cornell is setback significantly from the lower level. The proposed home fits nicely between the existing two-story homes on either side of the property as seen from Harvard and Cornell.

Thoughtfully selected finish materials include decorative timbering with wood trim accents, complementary brick and stucco exterior finishes, slate roofing and functional clay chimney pots. The tall, narrow windows feature multiple panes—sometimes rectangular, sometimes diamond-shaped. A floating bay window on the first floor adds visual interest and beauty. All of these finishes aim to create a design with appealing textures.

Care has been taken to retain and respect the existing oak and redwood heritage trees. The house has been designed around these trees in an effort to maintain the privacy they provide and to maintain the mature canopy of the neighborhood. We are requesting a 4ft relief from the 20ft street facing garage setback in order to reduce any potential impacts to the existing heritage redwoods.

The character of the Allied Arts neighborhood is defined by charming period homes in various revival styles including Craftsman, Tudor and the Spanish style (exemplified by the Allied Arts Guild). The design for the new residence at 805 Harvard was inspired by the character of the existing Tudor Revival Style home in an effort to maintain stylistic continuity within the neighborhood. It is our hope that this home will be a good example of how a new development can provide modern amenities while also reinforcing the character of the existing neighborhood.

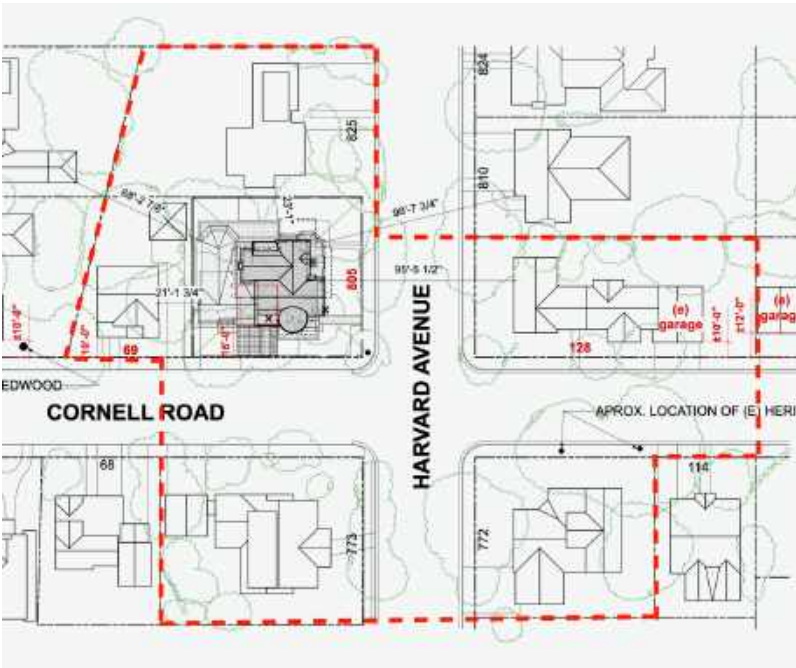
Chris Kummerer, President
CKA Architects

21.May.2025

Neighbor Outreach Summary

Project Description: New Residence at 805 Harvard Avenue, Menlo Park

On 14.May.2025 Christopher Kummerer and Thomas Sylvia of CKA Architects made in person visits to the neighboring properties directly adjacent to the proposed new residence at 805 Harvard Avenue. The purpose of the visit was to show the proposal and answer any questions. The sketch below shows the outline of the neighbors contacted.

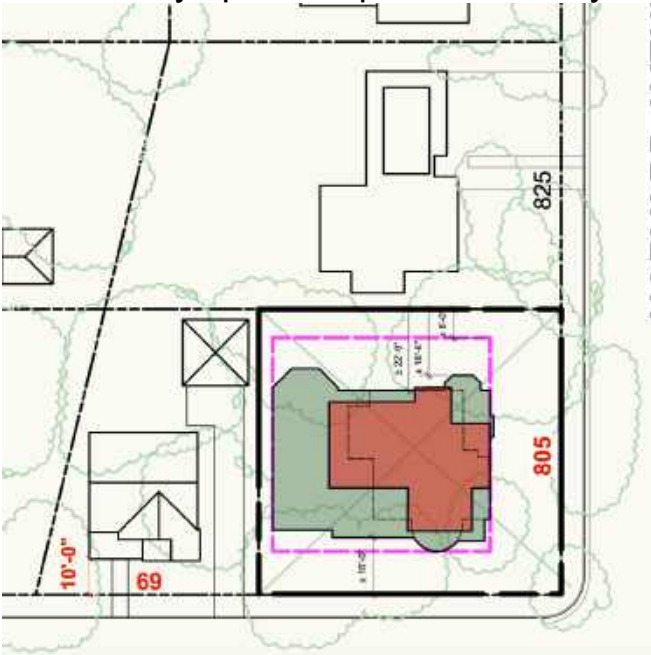


Below is a recap of the discussion had with each neighbor:

773 Harvard: This neighbor mentioned the homeowners of 805 Harvard had already spoken with them regarding the project. They didn't have any additional comments and didn't seem particularly opinionated one way or another - subsequently we did not walk through the plans, etc.

69 Cornel: We spoke with homeowner Victoria who was very receptive to the project and other than some initial concerns about construction noise/length had largely positive things to say. We walked through the plans and renderings and discussed potential privacy concerns (2nd floor windows facing their yard). After looking at the plans and seeing the distance between the second floor windows as well as their location behind the ADU roof pitch she no longer expressed any privacy concerns.

825 Harvard: We introduced ourselves to homeowner Emanuel Rosen but he was unavailable to talk during our initial in-person visit. We ended following up with an email and corresponded with Emanuel's wife, Daria. The Rosen's expressed concerns about saving the redwoods (and trees in general) along the shared property line with 805 Harvard. Daria also wanted to better understand how the footprint of the proposed home related to the existing home and their distance to the property line. The below graphic was created and shared to clearly show the difference. They also requested to see the elevation of the proposed home that faced their property. We did not receive any specific opinion one way or another.



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128 Cornell: This home is currently empty and on the market.

772 Harvard: These neighbors were not interested in speaking with us.

CHRIS KUMMERER & ASSOCIATES

650.233.0342 | CONTACT@CKA-ARCHITECTS | 2089 AVY AVENUE, MENLO PARK CA 94025 | CKA-ARCHITECTS.COM



10 March 2025

To:
City of Menlo Park
Planning Commission

From:
CKA Architects
2089 Avy Ave.
Menlo Park CA 94025
T. 650 233 0342
chris@cka-architects.com
thomas@cka-architects.com

Re:
Variance Request Description

Subject:
805 Harvard Avenue, Menlo Park CA 94025

OVERVIEW

The property (APN 071-432-040) is a 6,787 square foot parcel on the corner of Harvard Avenue and Cornell Rd, approximately one block south of El Camino Real in Menlo Park. It is zoned R1-U. The project includes a new two-story residence with a basement, attached two car garage, and an attached one-story ADU. This parcel is considered non-conforming by Menlo Park standards due to its size and depth. Parcels zoned R1-U require a minimum total size of 7,000 SF with a minimum width of 65ft and a minimum depth of 100ft. This parcel is 6,787 SF with a width of 79.85ft and a depth of 85ft. The parcel contains multiple mature trees, many of which are worth preserving.

REQUEST

Request for a variance to locate the attached two car garage within the required 20' street facing side setback.

Due to special circumstances on this parcel, we are requesting a variance to locate the attached two car garage 16' from the street facing setback.

CHRIS KUMMERER & ASSOCIATES

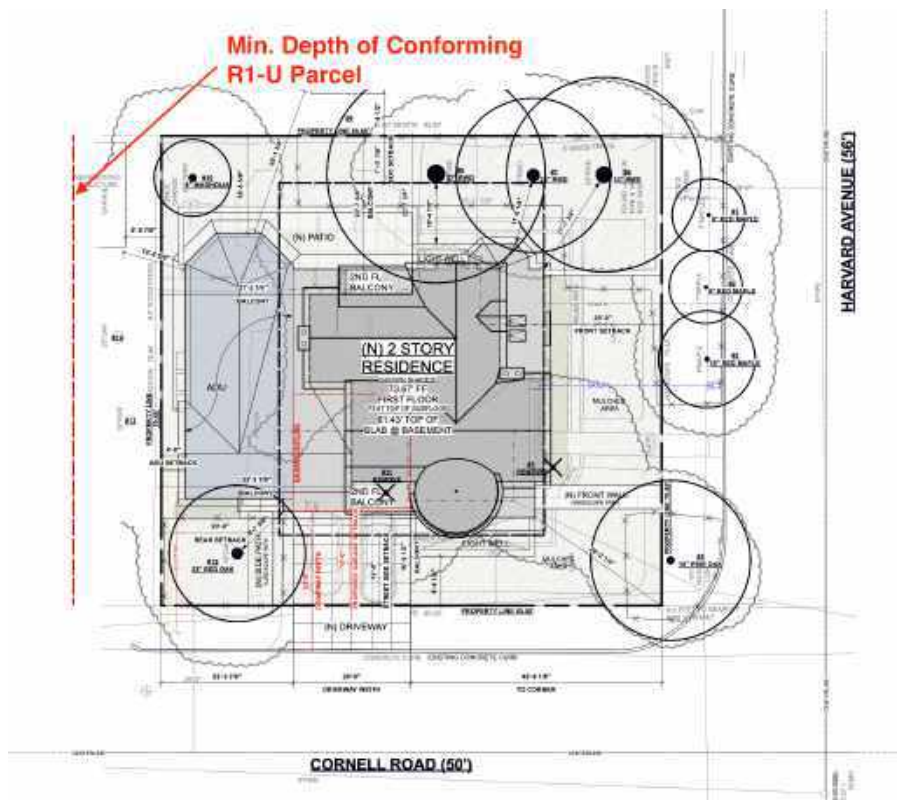
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FINDINGS

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

On this modest corner lot, the dual challenges of the non-conforming size combined with numerous protected trees creates special circumstances that deprive this property of the privileges enjoyed by most of the properties in the same zoning district.

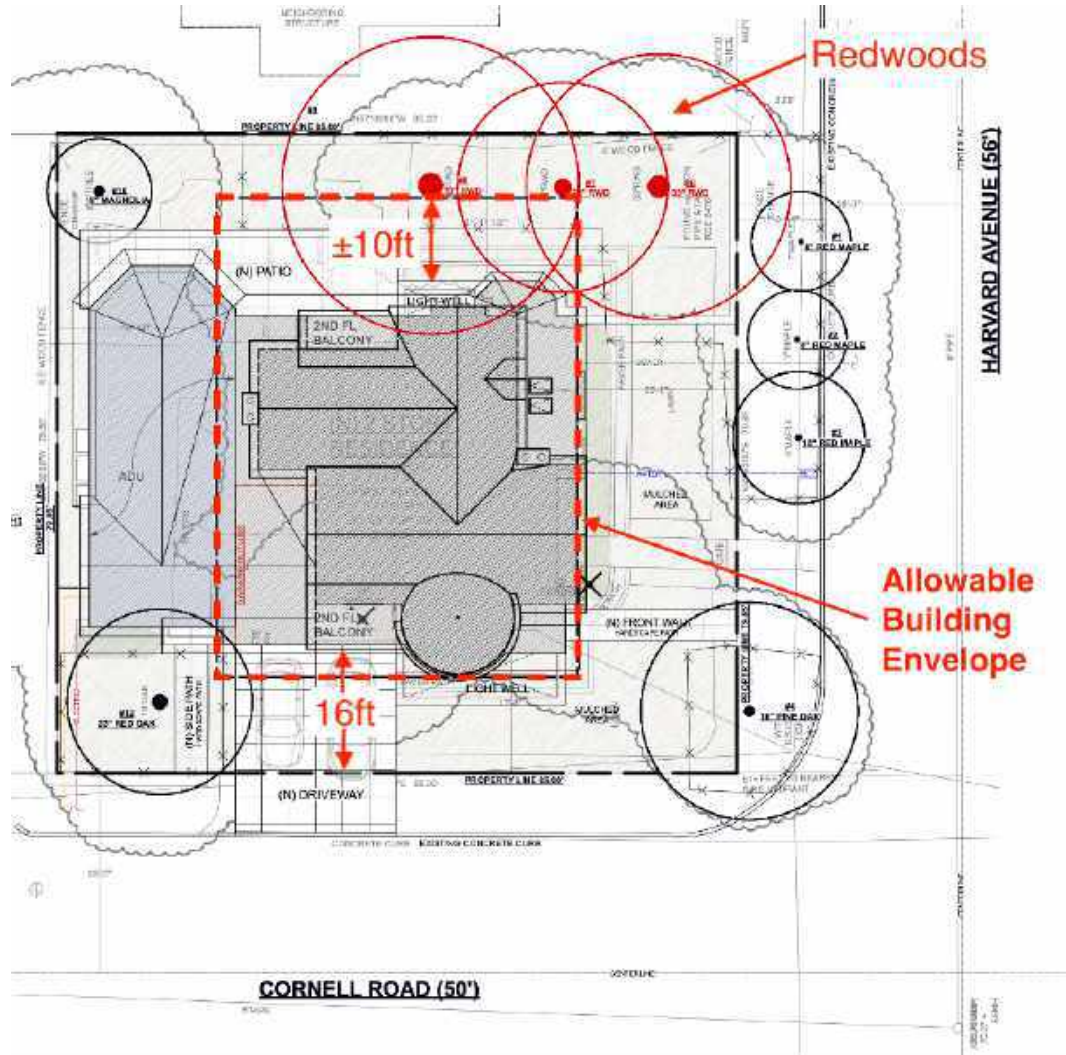
805 Harvard is both several hundred square feet smaller and fifteen feet shallower in depth than the minimum standards set forth by the city for R1-U zoned lots. As shown in the diagram below the difference between the depth of 805 Harvard and the minimum depth the city envisioned when developing the standards for R1-U has a noticeable effect on usable yard area.



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This in conjunction with the more restrictive corner lot setbacks and the 12 mature trees considered protected by the city greatly reduce the actual buildable envelope for this parcel. Among the 12 protected trees are 3 large heritage coastal redwoods. These redwoods are represented by the red circles in the diagram below. On 14 January of this year town arborist Jillian Keller visited the site and made specific note to take measures to protect these specific trees among others. These trees are located along the southern side of the property on the edge of the already modest allowable building envelope.



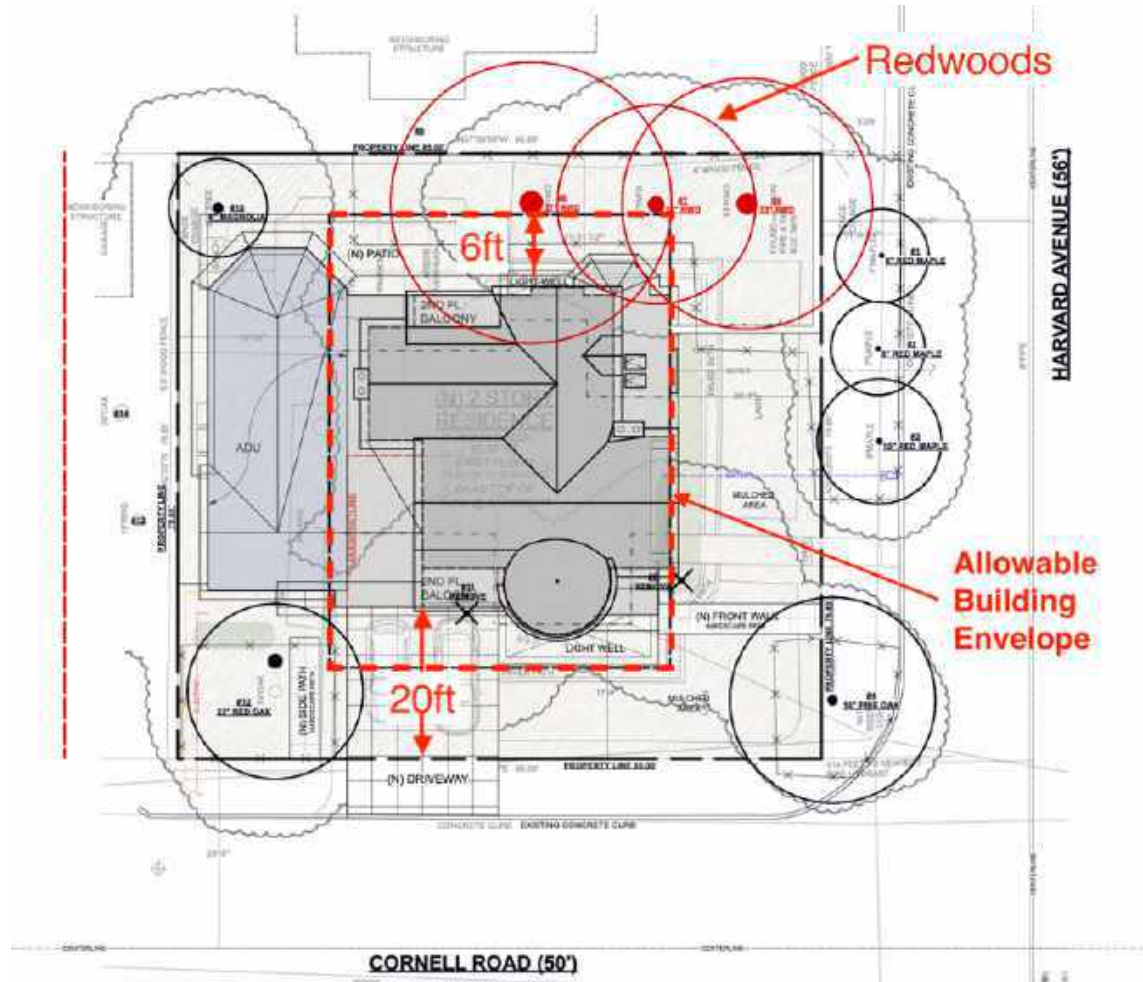
Our current proposal which is reflected in the diagram above maintains an additional $\pm 10'$ setback from the southern edge of the allowable building envelope, a distance that allows us to greatly reduce the impact to the coastal redwoods. This proposal reflects a variance request allowing for a 16' street facing garage setback along Cornell Road.

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Alternative Garage Options

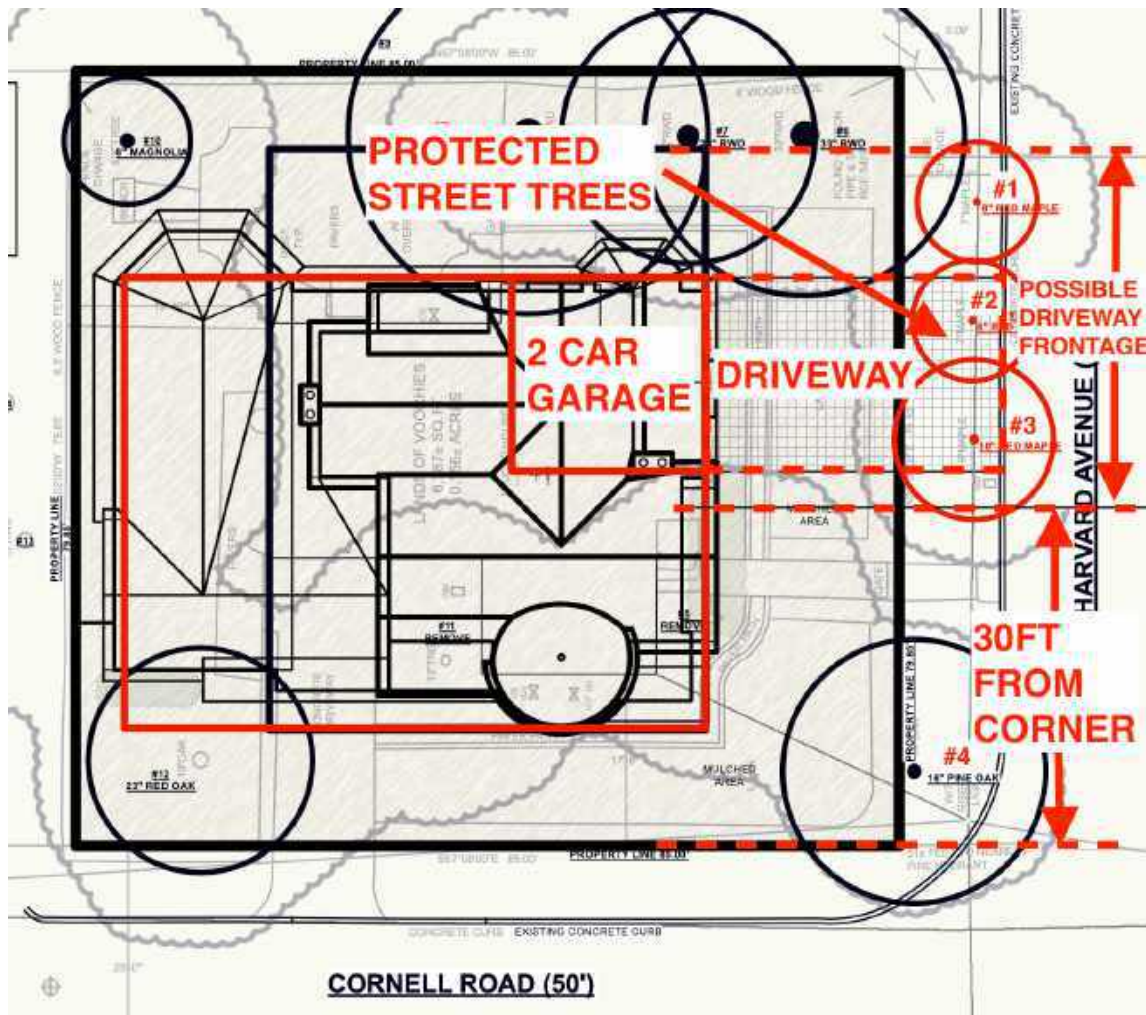
As shown in the diagram below it is possible to shift the entire proposed structure 4ft further from Cornell Road bringing our proposal in compliance with the 20' street facing garage setback. However, this would have a detrimental effect on the health of the redwood trees. In addition to the negative effect on the trees this would also deprive the owners of this property a reasonable sized private yard space, similar to other property owners within this zoning district.



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We also explored relocating the garage to face Harvard Avenue as shown in the diagram below. Once factoring in the 30ft corner setback for the driveway and the ± 8 ft side yard setback for the garage we were left with a small area that is completely surrounded by protected trees. Even if we hold the garage down from the redwood grove as shown in the diagram the entire possible driveway frontage of Harvard Avenue is lined with protected street trees. During Jillian Keller's recent site visit she made note that the only street tree's that she'd be open to removing are tree's #3 and #4 which still leaves street trees #1 and #2 blocking any possible driveway access along Harvard Avenue.



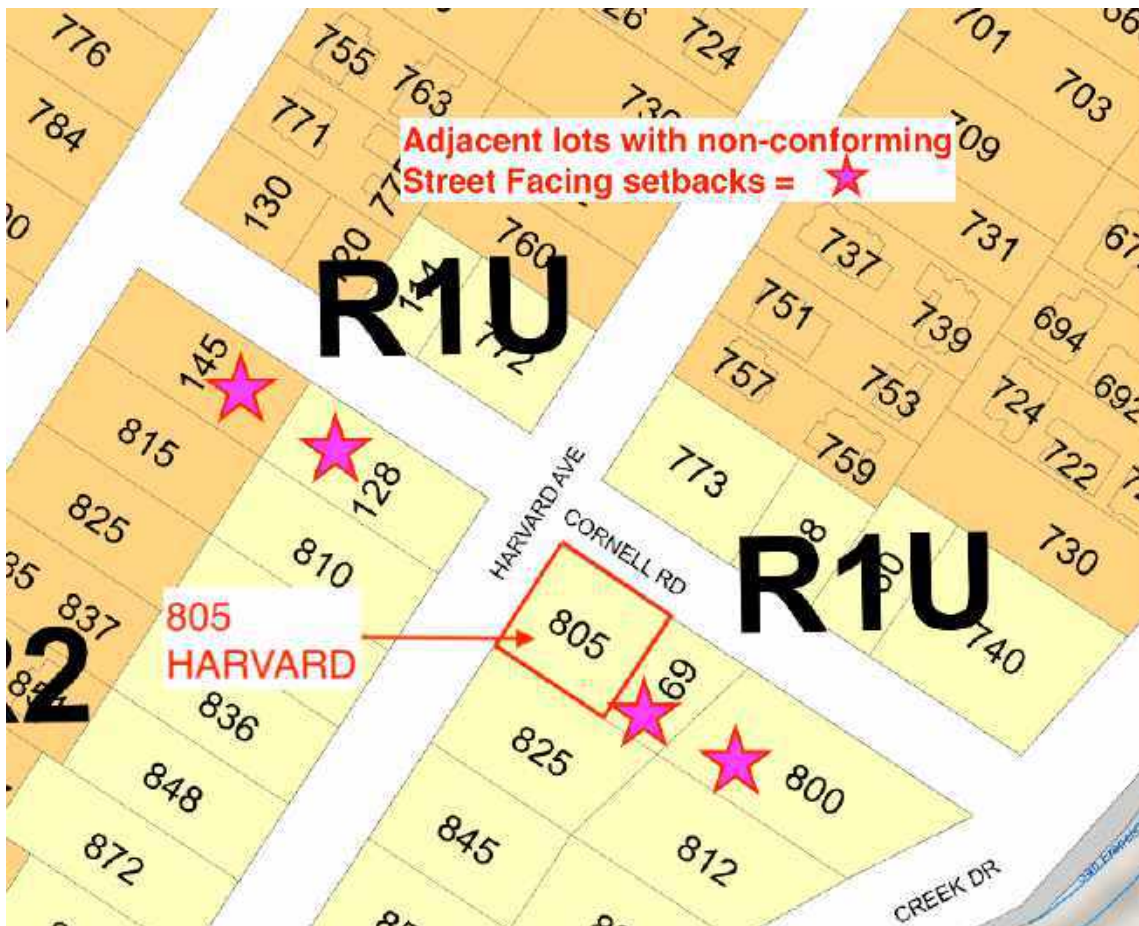
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2) That such variance is necessary for the preservation and enjoyment of substantial property rights possessed by other conforming property in the same vicinity and that a variance, if granted, would not constitute a special privilege of the recipient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

Located on the corner of Harvard Avenue and Cornell Road the proposed garage location would be facing Cornell Road. Our request for a reduction in the street facing garage setback is a reasonable request in this particular neighborhood. So much so that if 805 Harvard was to be built respecting the 20ft garage setback it would be the only property along the entire length of the southern side of Cornell Road that doesn't have either its garage or main living area encroaching said setback.

Cornell Road is a short street running between Cambridge Avenue and Creek Drive. As the diagrams below show the southern side of the street is made up of the four properties in addition to 805 Harvard; 145 Cornell, 128 Cornell, 69 Cornell, and 800 Creek Drive. All four of these properties have non-conforming street facing setbacks.



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The chart below indicates the estimated setbacks of adjacent neighboring homes that have a street facing setback less than 20':

ADDRESS	STRUCTURE	STREET SIDE/FRONT SETBACK
800 Creek Drive	House and Attached Garage	±10' street facing garage setback
69 Cornell Road	House and Detached Garage	10' street facing front setback (variance recently granted)
128 Cornell Road	House and Attached Garage	±10' street facing garage setback
145 Cornell Road	House and Detached Garage	±12' street facing garage setback

800 Creek Drive also located on a corner lot violates both the street facing garage setback and main street side setback. The garage and main house appear to be located approximately 10ft from the side property line instead of the required 20ft for the garage and 12ft for the main house.



69 Cornell is a newly constructed single family residence. This home is also located on a non-conforming sub-standard sized lot and was recently granted a variance allowing for a 10ft front setback for the main building envelope. This is a reduction of 10ft from the required 20ft street facing setback.



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128 Cornell Road also located on a corner lot violates both the street facing garage setback and main street side setback. The garage and portions of the main house appear to be located approximately 10ft from the front property line instead of the required 20ft for the garage and main house.



145 Cornell Road also located on a corner lot violates the street facing garage setback. The detached garage appears to be located approximately 12ft from the side property line instead of the required 20ft.



Given that every existing home on the southern side of Cornell Road is respecting a non-conforming street facing setback, the granting of this variance does not constitute a special privilege, but instead allows the owners at 805 Harvard to enjoy similar property rights as their adjacent neighbors.

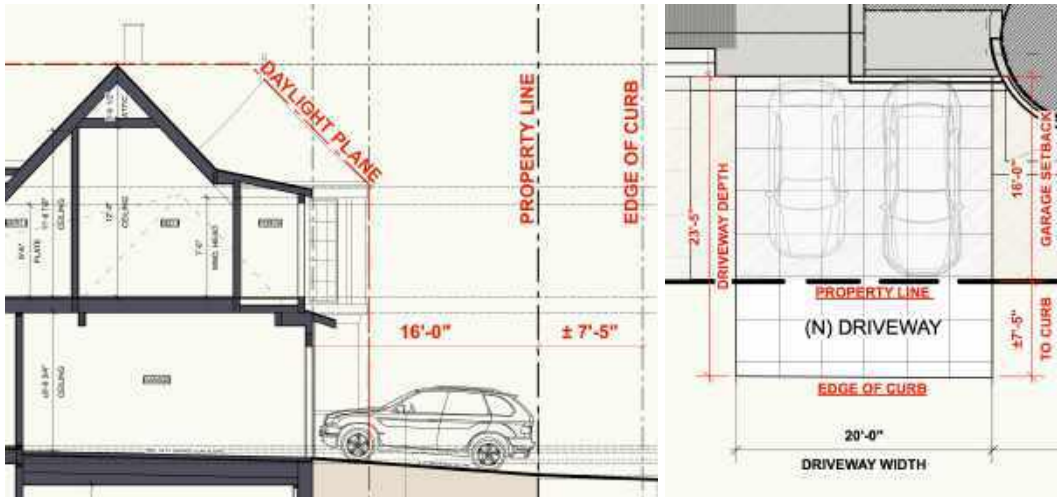
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3) That the granting of the variance will not be materially detrimental to the public health, safety, or welfare, or will not impair an adequate supply of light and air to adjacent property;

The granting of the variance will not change the functional intention of the 20ft garage setback regulation. The resulting 16ft setback still allows for two standard size vehicles to comfortably fit on the proposed driveway while respecting the property line (see diagrams below). There is an additional $\pm 7'5"$ of depth from the property line to the existing edge of Cornell Road resulting in a total driveway depth of $\pm 23'5"$.

This proposal will not have a detrimental effect on any of the neighboring properties as it's a more generous driveway depth than the majority of the homes on this side of Cornell. Reducing the garage setback would not effect the daylight plane for this parcel as the face of the garage would still be located 4ft behind the daylight plane as shown in the diagrams below.

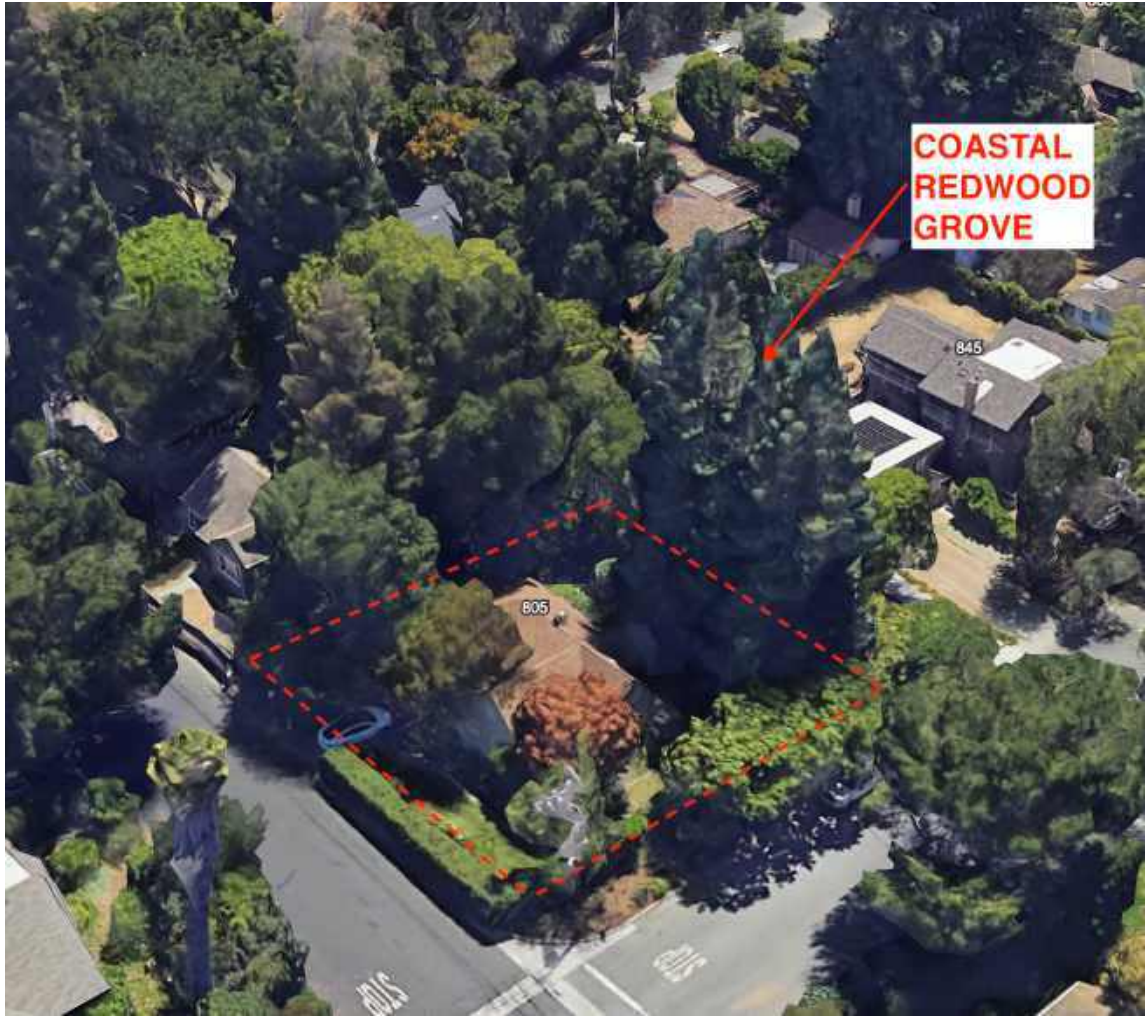


4) That the conditions upon which the requested variance is based would not be applicable, generally, to other property within the same zoning classification.

This situation is generally unique to this lot. The combination of having a non-conforming sized corner of insufficient depth along with numerous protected trees including a grove of mature coastal redwoods is not likely to reoccur within the R1-U zoning district. The requested variance to the driveway depth is directly related to the precise location of these specific redwoods further adding to the uniqueness of this situation.

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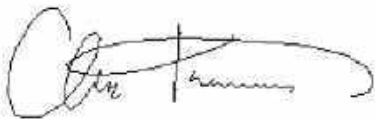
5) That the condition upon which the requested variance is based is an unusual factor that was not anticipated or discussed in detail during any applicable Specific Plan process.

The Specific Plan process follows the assumed minimum conditions set forth in the R1-U zoning district. Designated non-conforming due to its depth and size 805 Harvard does not meet the assumed conditions of R1-U. Combined with the large quantity of mature trees and the more stringent setback requirements of a corner lot results in a situation likely not anticipated during the Specific Plan Process.

Granting of the variance is consistent with the objectives of the general plan by allowing for the protection of multiple heritage trees while providing equal property rights (similar driveway set-up) for the owners.

OSC1.15 Heritage Trees. Protect Heritage Trees, including during construction activities through enforcement of the Heritage Tree Ordinance (Chapter 13.24 of the Municipal Code).

Sincerely,

A handwritten signature in black ink, appearing to read 'Chris Kummerer', with a stylized flourish extending to the right.

Chris Kummerer
Principal, CKA Architects

Tree Inventory, Assessment, and Protection

805 Harvard Ave
Menlo Park, CA 94025

Prepared for:
Voorhies Residence

~~September 20, 2024~~
Revised March 10, 2025

Prepared by:



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Summary

The owner of 805 Harvard Ave plans to remodel a single-family home, including altering the existing dwelling and adding an ADU. Fourteen (14) trees were inventoried on and near the project site. Twelve (12) trees from the inventory are protected in the City of Menlo Park.

Two (2) trees are recommended for removal. However, they are not considered protected and do not require a separate permit from the City.

Trees #1 to #4 are street trees and must be fenced to avoid potential damage. However, the expected impacts have been assessed to be low to non-existent. The rest of the trees are proposed to be retained; therefore, they will be protected.

Construction activities encroaching the minimum Tree Protection Zones (TPZs) will require additional protective measures as recommended by the ANSI A300 Tree Care Standards for trees, shrubs, palms, and other woody landscape plants and the Best Management Practices companion publication by the International Society of Arboriculture (ISA).

The report includes a Tree Protection Plan (T-1) for incorporation into the construction drawings. The plan highlights areas where hand-digging and consultations with an arborist are mandatory. Due to the construction's proximity to specific trees and the minor intrusion into their TPZs, it's crucial that everyone involved in the project familiarizes themselves with this report and consults the Project Arborist for advice if any issues or questions arise.

Summary of Revisions

This report was revised on March 10, 2025, in response to comments from the City of Menlo Park. The report now includes an expanded discussion of the activities around Tree #12, including a gravel pathway near the trunk and new plantings within the Tree Protection Zone (TPZ). Refer to the 'Potential Conflicts,' 'Individual Tree Impacts,' and the revised T-1 sheet for detailed information.

Assignment

- Visit the site and collect the following attributes for all protected trees: 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 in September 2023 and my review of the following project documents:

- 805 Harvard Ave Proposed Site Plan A1.0 to A3.1 – CKA Architects **3/7/2025**
- Topographic survey – Lea & Braze Engineering, Inc. 9/12/23
- No tree risk assessments were performed.
- Any 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

Trees #1, #2, and #3 are Red Maples (*Acer rubrum*) growing on the right-of-way along Harvard Avenue. These trees are in fair condition and are proposed for retention; therefore, they must be protected during construction.

Tree #4 is a Pin Oak (*Quercus palustris*) growing in the right of way near the street intersection. This tree is in poor condition and is proposed for retention; therefore, it must be protected during construction.

Tree #5 is a Japanese Maple (*Acer palmatum*) in good condition near the proposed house. However, moderate to high impacts are expected from construction activities. This tree can be removed if desired, as it is not considered protected.

Trees #6, #7, and #8 are Coast Redwoods (*Sequoia sempervirens*) growing near the property fence. These trees are in fair condition and proposed for retention; therefore, they must be protected during construction.

Tree # 10 is a Saucer magnolia (*Magnolia x soulangiana*) near the corner of the lot. This tree should be protected during construction if it will be retained.

Tree #11 is a Crapemyrtle (*Lagerstroemia indica*) in good condition near the existing house. This tree is within the proposed building footprint. Therefore, it will be removed before starting construction activities. No permit is required because this tree is not considered protected.

Tree #12 is a Red Oak (*Quercus rubra*) and is in good condition. This tree is proposed for retention; therefore, it must be protected during construction.

Trees #13 and #14, a Coast Redwood (*Sequoia sempervirens*) and a Coast Live Oak (*Quercus agrifolia*), are on the adjacent parcel (69 Cornell Rd) but overhang the subject property. These trees must be protected during construction.

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

Project Features

The existing one-story residence will be altered and remodeled to gain a second-story addition and an ADU on the side of the property.

Potential Conflicts

Tree #1 to #4 – There is no encroachment of the TPZ for these trees.

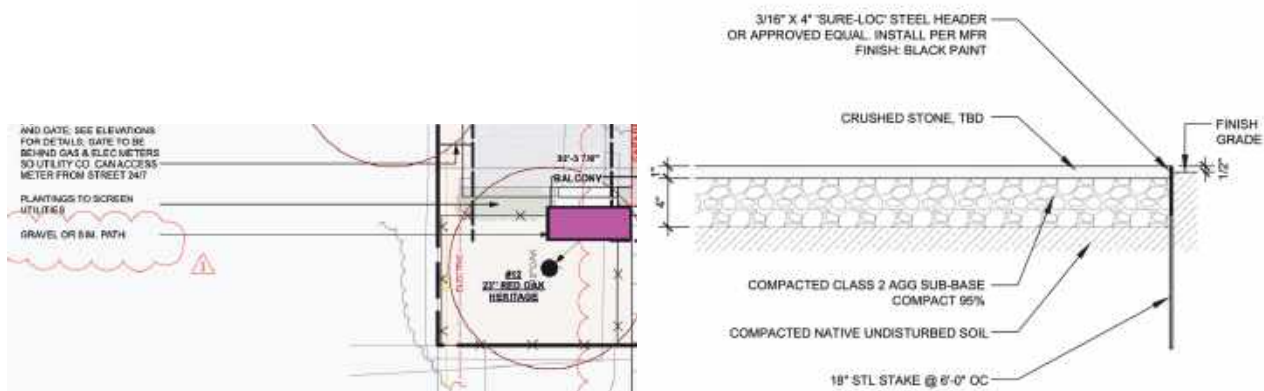
Tree #5—The proposed addition has encroaches on the minimum TPZ. This tree is not considered protected and should be removed to avoid potential structural issues.

Tree #6 to #8 – There is encroachment of the minimum TPZ due to the proposed addition.

Trees #9 and #10 - There is no encroachment of the TPZ for these trees.

Tree #11 – This tree is within the proposed addition and will be removed. This tree is not considered protected.

Trees #12 -- Within the calculated TPZ of this tree, a new 36-square-foot gravel pathway is planned. The pathway will come within approximately 2 feet of the trunk at its nearest point. Additionally, new plantings will be installed to screen utilities. The center points (stems) of these new plantings will be at least 6 feet from the tree trunk. See "Individual Tree Impacts."



Tree #14 – There is encroachment of the minimum TPZ due to the proposed ADU.

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 (low, medium, high) 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 Protection Plan (T-1), 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. Following 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 T-1 are to be installed before construction starts and removed after the project is complete and with permission from the City Arborist.

Appendix A contains the TPZ fence specifications and guidelines for working within the TPZ. This information is also stated on the T-1 sheet. 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 not proposed within the CRZ of any trees.

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.

Individual Tree Impacts:

Tree #1 to #4 – Red Maples (*Acer rubrum*) and Pin Oak (*Quercus palustris*) Low

The proposed construction does not encroach on the tree TPZs. However, these trees will require tree protection fencing at ten times the trunk diameter, following the edge of the curve in the right-of-way. At this distance, the expected impacts will be minor to non-existent.

Tree #5 – Japanese Maple (*Acer palmatum*) Moderate - High

Proposed construction activities encroach on the minimum recommended TPZ, and the impacts are expected to be moderate to high. Construction activities include the demolition of the existing home and the construction of a new building and basement. This tree can be removed if desired.

Tree #6 to #8– Coast Redwood (*Sequoia sempervirens*) - Moderate

The proposed addition encroaches on the minimum TPZ of these trees. However, the existing hardscape and basement may have discouraged the root growth in this direction. Chain link fence is proposed at the edge of the construction with areas of hand excavation and root pruning if needed. The Project Arborist must oversee the excavation and inspect the exposed root(s) to assess the impact of cutting within six times the DBH.

Tree #9 and #10 – California laurel (*Umbellularia californica*) and Sucer magnolia (*Magnolia x soulangiana*) - Low

The proposed construction does not encroach on the TPZs of these trees. No impacts are expected for these trees; however, protection should be provided at ten times the DBH.

Tree #11 – Crapemyrtle (*Lagerstroemia indica*) - High

The proposed addition encroaches on this tree. This tree will be removed.

Tree #12 – Red Oak (*Quercus rubra*) - Moderate - High

Proposed ADU encroach on the minimum TPZ, with moderate to high expected impacts. Chain link fence is proposed at the edge of the construction. The Project Arborist must oversee the excavation and inspect the exposed root(s) to assess the impact of cutting within six times the trunk diameter.

No root cutting is permitted within 3x the trunk diameter. Project Arborist must be present when preparing soil for gravel pathway and planting within TPZ. Mechanical tilling is prohibited. Roots may not be destroyed within 3x the trunk diameter. See T-1 Sheet.

Tree #13 and #14 - Coast Redwood (*Sequoia sempervirens*) and Coast Live Oak (*Quercus agrifolia*) – Moderate - High

Proposed ADU encroach on the minimum TPZ, with moderate to high expected impacts. Due to the site constraints, protective fencing is not recommended; however, the Project Arborist must oversee the foundation excavation and inspect the exposed root(s) to assess the impact of cutting within six times the DBH. To prevent soil compaction within the TPZ, horizontal tree protection between the proposed ADU and property fence is recommended. The horizontal protection should consist of 6" of mulch and ¾" plywood placed on top.

Assuming that the TPZs are implemented according to the specifications in this report and with adherence to the Tree Protection Guidelines (Appendix A), the impact on all trees to be preserved is anticipated to be low to moderate.



Figure 1 Tree #1 to #3



Figure 2 Tree #4



Figure 3 Tree #5

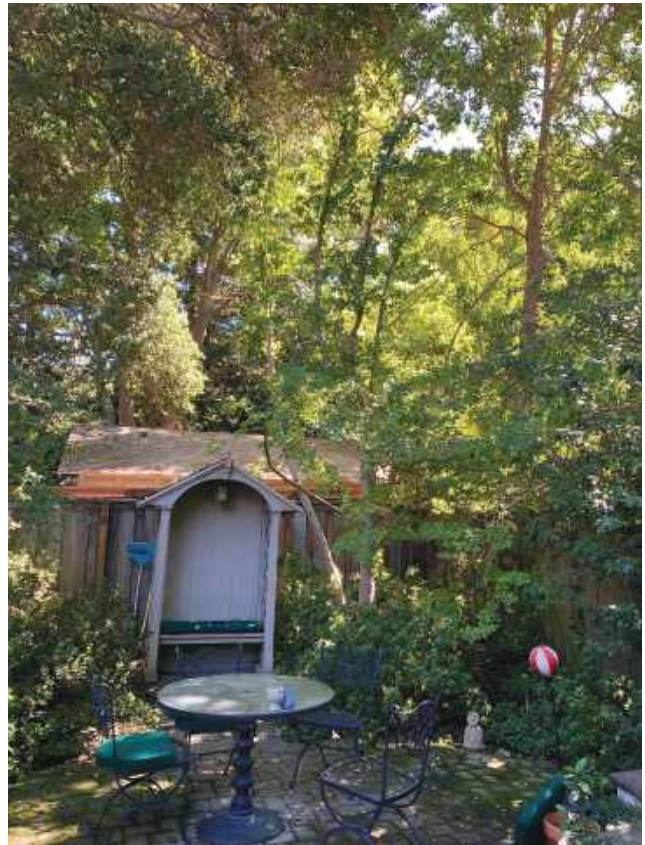


Figure 4 Tree #9 and #10



Figure 5 Tree #11



Figure 6 Tree #12



Figure 7 Tree#13 in the adjacent property



Figure 8 Tree #14 in the adjacent property

Recommendations

1. Provide a copy of this report to all contractors and project managers, including the architect, civil engineer, and landscape designer or architect. The owner is responsible for ensuring all parties are familiar with this document. Any questions should be directed to Project Arborist, Matthew Fried (650-542-8733).
2. Review the Tree Protection Plan (T-1) and incorporate it into the construction plan set. The tree protection markups may be transcribed onto other plan sheets by the design team but must reflect the following at a minimum:
 - a. Tree protection fence locations specified.
 - b. Tree ID #'s
 - c. Locations where hand excavation or other mitigations are required.
3. Place tree protection fence around the trees to exclude personnel, materials, and equipment from accessing the area.
4. **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.**
5. 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.
6. 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.
 - b. Review the Tree Protection Guidelines. Access routes, storage areas, and work procedures will be discussed.
 - c. Identify any potential clearance pruning that may be required to accommodate construction.

Tree Assessment Table

Tree #	Protected	Remove/ Preserve	Species	Trunk Dia. (in.)	Cond (0-100)	Cond Overall	Protection Status	Suitability for Preservation	Min Rec. TPZ Radius (ft.)	Comments	Rounded Depr. Value
1	Yes	Yes	Red maple Acer rubrum	8	50	Fair	Street	Good	4	Street tree	\$ 710
2	Yes	Yes	Red maple Acer rubrum	8	40	Fair	Street	Fair	4	Overhead wires; Codominant	\$ 710
3	Yes	Yes	Red maple Acer rubrum	10	50	Fair	Street	Good	5	Overhead wires	\$ 1,110
4	Yes	Yes	Pin oak Quercus palustris	16	30	Poor	Heritage	Poor	8	Street tree	\$ 3,630
5	No	Remove	Japanese maple Acer palmatum	11	60	Good	NO	Good	5.5		\$ 3,430
6	Yes	Yes	Coast redwood Sequoia sempervirens	33	50	Fair	Heritage	Good	16.5		\$ 14,600
7	Yes	Yes	Coast redwood Sequoia sempervirens	26	50	Fair	Heritage	Good	13		\$ 9,000
8	Yes	Yes	Coast redwood Sequoia sempervirens	37	50	Fair	Heritage	Good	18.5		\$ 18,300
9	Yes	Yes	California laurel Umbellularia californica	14	30	Poor	NO	Poor	7	Neighbor	\$ 2,780
10	No	Yes	Chinese magnolia; Saucer magnolia Magnolia x soulangiana	8	45	Fair	NO	Poor	4		\$ 1,360
11	No	Remove	Common crape myrtle Lagerstroemia indica	11	55	Fair	NO	Good	5.5		\$ 3,370
12	Yes	Yes	Northern red oak Quercus rubra	23	50	Fair	Heritage	Good	11.5		\$ 12,500
13	Yes	Yes	Coast redwood Sequoia sempervirens	22	55	Fair	Heritage	Good	11	Neighbor	\$ 7,000
14	Yes	Yes	Coast live oak Quercus agrifolia	28	60	Good	Heritage	Good	14	Neighbor	\$ 14,200

Sample Only. Full-sized plan sheet delivered with report.



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 Protection Plan (T-1).

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

-----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.

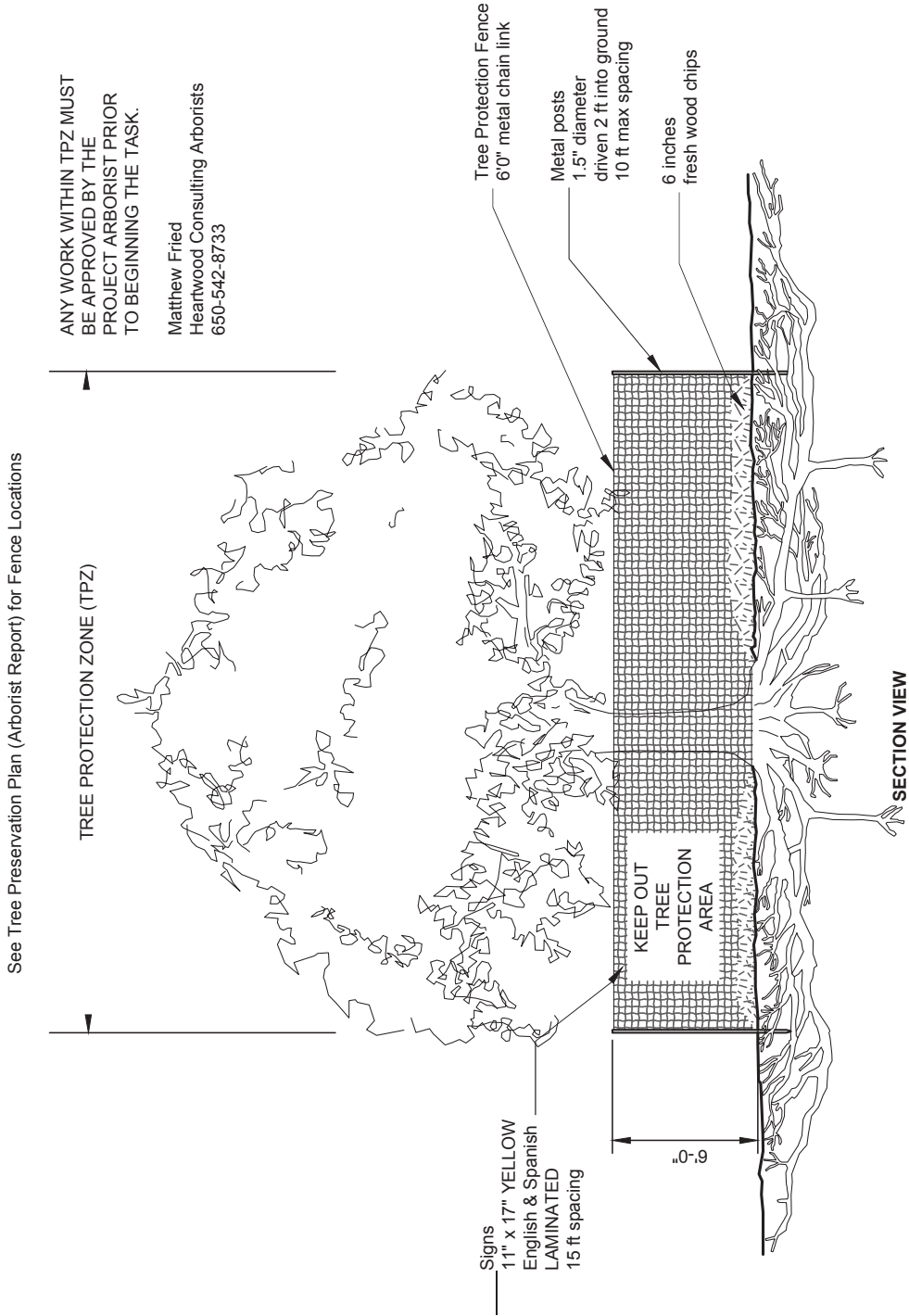
\$\$\$

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](#))



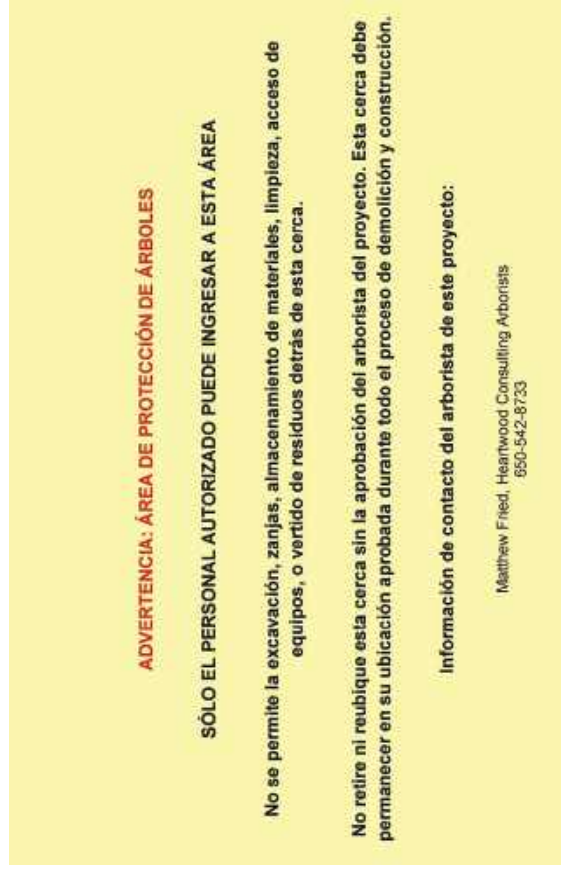
TREE PROTECTION



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

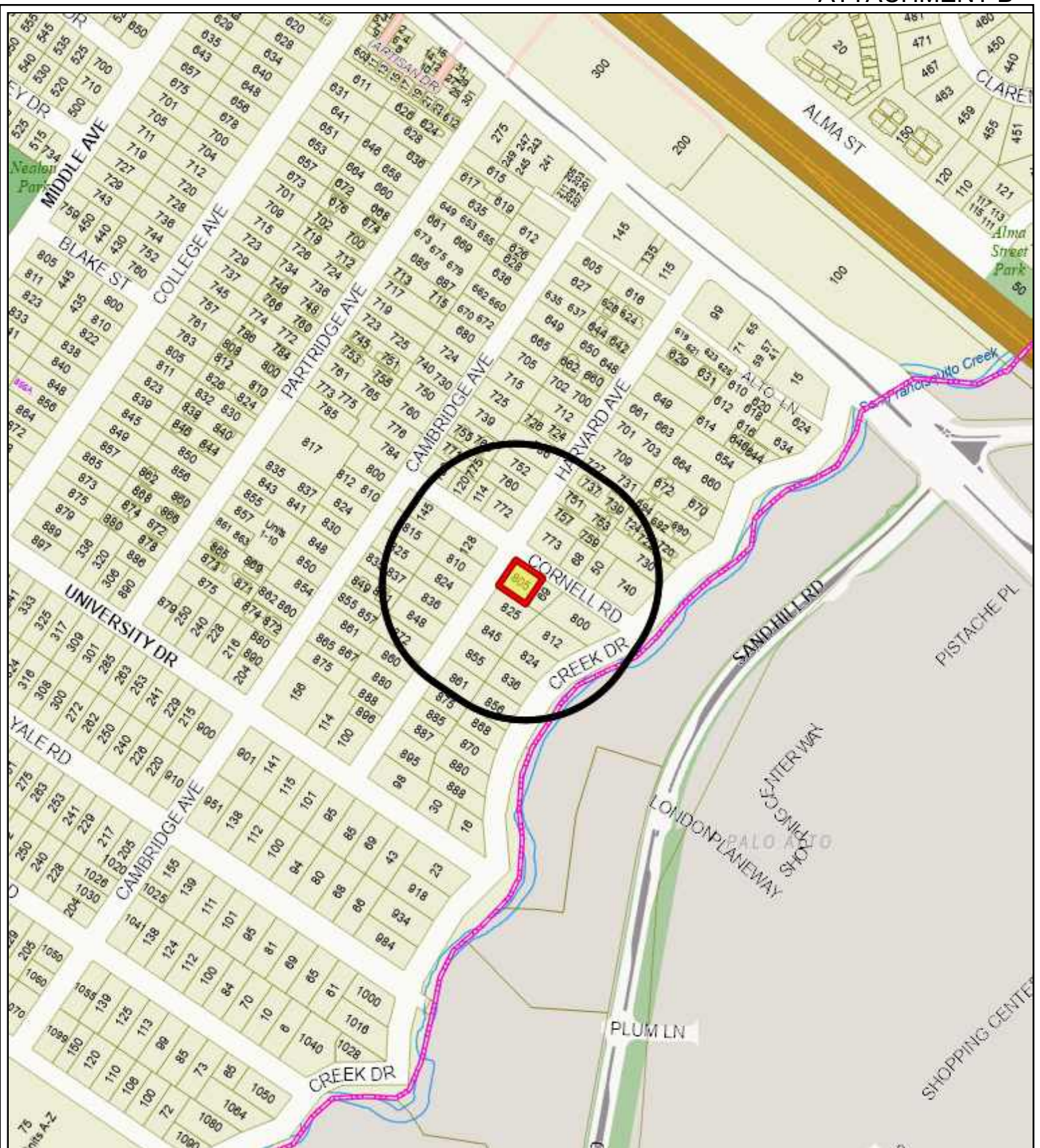
Matthew Fried
ASCA Registered Consulting Arborist® # 651
ISA Certified Arborist® MA-4851B



asca | RCA
Registered Consulting Arborist®

LOCATION: 805 Harvard Avenue	PROJECT NUMBER: PLN2024-00056	APPLICANT: CKA Architects	OWNER: Kyuhee and Nate Voorhies
PROJECT CONDITIONS: <ol style="list-style-type: none"> 1. The use permit and variance shall be subject to the following standard conditions: <ol style="list-style-type: none"> a. The applicant shall be required to apply for a building permit within one year from the date of approval (by June 9, 2026) for the use permit and variance to remain in effect. b. Development of the project shall be substantially in conformance with the plans prepared by CKA Architects consisting of 23 plan sheets, dated received April 30, 2025 and approved by the Planning Commission on June 9, 2025, 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 and the arborist report prepared by Heartwood Consulting Arborist, dated March 10, 2025. 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 			

LOCATION: 805 Harvard Avenue	PROJECT NUMBER: PLN2024-00056	APPLICANT: CKA Architects	OWNER: Kyuhee and Nate Voorhies
PROJECT CONDITIONS: <p>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.</p> <p>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.</p> <p>2. The use permit and variance shall be subject to the following <i>project-specific</i> conditions:</p> <p>a. Simultaneous with the submittal of a complete building permit application, the applicant shall submit revised plans that encompass both the removal and replacement of the curb and gutter along the entire project frontage on Harvard Avenue and Cornell Road, as well as the construction of a new sidewalk along the project frontage on Harvard Avenue, subject to review and approval by the Engineering Division.</p>			



City of Menlo Park
Location Map
805 Harvard Avenue



Scale: 1:4,000

Drawn By: FNK

Checked By: CDS

Date: 6/9/2025

Sheet: 1

805 Harvard Avenue – Attachment C: Data Table

	PROPOSED PROJECT		EXISTING PROJECT		ZONING ORDINANCE	
Lot area	6,787.0	sf	6,787.0	sf	7,000.0	sf min.
Lot width	79.9	ft.	79.9	ft.	65.0	ft. min.
Lot depth	85.0	ft.	85.0	ft.	100.0	ft. min.
Setbacks						
Front	20.0	ft. (Main House) ft.(ADU)	20.1	ft.	20.0	ft. min.
Rear	22.3 4.0	ft.(Main House) ft.(ADU)	19.8	ft.	20.0 4.0	ft. min. ft. min.
Side (left/corner)	12.0 18.2	ft.(Main House) ft.(ADU)	17.7	ft.	12.0 4.0	ft. min. ft. min.
Side (right)	18.4 16.6	ft.(Main House) ft.(ADU)	22.0	ft.	7.9 4.0	ft. min. ft. min.
Building coverage	2,597.4 38.2	sf* %*	1,281.4 18.9	sf %	2,375.5 35.0	sf max. % max.
FAL (Floor Area Limit)	3,599.6	sf*	1,263.7	sf	2,800.0	sf max.
Square footage by floor	1,285.9 1,084.2 429.7 799.8 45.3 13.3 23.4	sf/1st sf/2nd sf/garage sf/ADU sf/porches sf/porch (ADU) sf/fireplace	1,039.3 224.4 17.7	sf/1 st sf/garage sf/porches		
Square footage of buildings	3,681.6	sf	1,281.4	sf		
Building height	28.0	ft.		ft.	28	ft. max.
Parking	2 covered		1 covered		1 covered/1 uncovered	
	Notes: <ul style="list-style-type: none"> • Areas shown highlighted indicate a nonconforming or substandard situation • The second-floor FAL should exclude the stair area per the definition of “floor area”, and staff asked the designer to edit the calculations accordingly, but they opted to include that area, so it represents a conservative calculation 					
Trees	Heritage trees	7	Non-Heritage trees	7	New Trees	0
	Heritage trees proposed for removal	0	Non-Heritage trees proposed for removal	2	Total Number of Trees	12

* Floor area and building coverage for the proposed project includes the ADU, which is 799.8 square feet in size. Only 800 square feet of the ADU is allowed to exceed the floor area limit and maximum building coverage. With the ADU and main residence combined, the floor area limit would be exceeded by 799.6 square feet and the building coverage would exceed the limits by 221.9 square feet.



STAFF REPORT

Planning Commission

Meeting Date:

6/9/2025

Staff Report Number:

25-025-PC

Public Hearing:

Consider and adopt a resolution to approve a use permit to construct metal fences and gates that would exceed the maximum heights allowed in a residential district within the front setback of the St. Raymond School parking lot along Arbor Road and between the parking lot and the basketball courts to the west of St. Raymond Church, and a use permit revision to modify sitewide parking and circulation plans approved through a use permit in 1992 to reflect current uses for the church and school, without a reduction in current parking availability, in the R-E (Residential Estate) zoning district at 1211 Arbor Road, 1231 Arbor Road, and 1100 Santa Cruz Avenue. Determine these actions are categorically exempt under CEQA Guidelines Section 15301's Class 1 exemption for existing facilities.

Recommendation

Staff recommends that the Planning Commission adopt a resolution to approve a use permit to construct six-foot-tall metal fences and gates within the front setback of the St. Raymond School parking lot along Arbor Road, which would transition to an eight-foot-tall metal fence with gates between the parking lot and the basketball courts to the west of St. Raymond Church. The proposed fences and gates would exceed the maximum heights allowed in a residential district. Staff also recommends that the Planning Commission approve a use permit revision (part of the recommended resolution for adoption) for sitewide parking and circulation plans to reflect current uses for the church and school, without a reduction in current parking availability, at 1211 Arbor Road, 1231 Arbor Road, and 1100 Santa Cruz Avenue, and determine these actions are categorically exempt under CEQA Guidelines Section 15301's Class 1 exemption for existing facilities.

The draft resolution, including the recommended actions and conditions of approval, is included as Attachment A.

Policy Issues

Each use permit is considered individually. The Planning Commission should consider whether the required use permit findings in Menlo Park Municipal Code section 16.82.030 (Permits, Granting) can be

made for the proposed project. The City's General Plan includes a variety of goals and associated policies that may be considered in evaluating the proposed project, such as:

- Policy LU-2.8: Property Maintenance. Require property owners to maintain buildings, yards, and parking lots in a clean and attractive condition; and
- Policy LU-4.3: Mixed Use and Nonresidential Development. Limit parking, traffic, and other impacts of mixed-use and nonresidential development on adjacent uses.

Background

Site location

Considering Santa Cruz Avenue in a north-south orientation, the project site is located on the western side of Santa Cruz Avenue in the West Menlo neighborhood, which consists primarily of detached single-family homes. St. Raymond School is located on the parcel addressed 1211 Arbor Road, and is part of an approximately 9.3-acre complex of three parcels that includes St. Raymond Catholic Church and Parish Center (1100 Santa Cruz Avenue), and Arbor House (1231 Arbor Road). A location map is included as Attachment B.

Previous Planning Commission review

On December 18, 1989, the Planning Commission granted architectural control and a use permit to operate and implement a five-year phased plan of improvements ("master site plan") to St. Raymond Catholic Church and School for its facilities across the three parcels. A total of 168 parking spaces were approved for the site. On December 3, 1990 and December 16, 1991, the Planning Commission granted use permit extensions to allow the church more time to implement the master site plan. On April 6, 1992, the Planning Commission granted a use permit and master site plan revision, which allowed for a reduced total of 156 parking spaces for the site.

Analysis

Project description

The applicant, Real Property Support Corporation of the Archdiocese of San Francisco, is requesting new fencing and gates around the perimeter of the St. Raymond School campus to enhance security measures for the safety of students, staff and visitors. The school currently has an open campus, but there have been incidents due to unauthorized access to the grounds that the applicant believes have degraded the security of the school. The proposed project would maintain access to current paths of travel and parking around the campus through a series of gates spaced along the proposed fencing, with the goal of retaining some of the existing openness while also enhancing safety. The project plans are provided in Attachment A, Exhibit A, and the project description letter is provided in Attachment A, Exhibit B.

General Plan Policy LU-2.8 requires property owners to maintain sites in a clean and attractive condition. The proposal would enhance security for the school campus through new fencing which is visually compatible with the site and surroundings and would contribute to a tidy and well-maintained appearance, General Plan Policy LU-4.3 requires mixed-use and non-residential development to limit parking and traffic impacts on adjacent uses. The proposed use permit revision would serve to formally document the available parking spaces and circulation patterns that have been in place since the Planning

Commission's 1992 review and approval of the master site plan would not negatively impact existing parking and circulation by adding gates in locations needed to maintain current operations and paths of travel.

Parking and circulation

The applicant requests modification to the 1992 use permit and master site plan to reflect current uses for the church and school without a reduction in current parking availability. Although 156 parking spaces were approved for the site in 1992, only 114 spaces were constructed based on satellite imagery from 2011. Between 2011 and 2024, the school restriped the central parking lot to create basketball courts and the number of striped parking spaces across the project site decreased from 114 spaces to 100 spaces. The area of the basketball courts has been used for overflow parking for special events and for regular church services, providing approximately 32 unstriped parking spaces in addition to the 100 striped spaces. This results in a total parking capacity (striped parking spaces and unstriped overflow parking spaces on the basketball courts) of 132 spaces for the entire site, representing a decrease of 24 spaces or approximately 15 percent of the 156 spaces approved for the site. The church and school have been operating with the current parking condition/arrangement for a number of years and in site visits by staff during school hours, the majority of the central parking lot spaces are vacant/unoccupied by vehicles.

During morning drop-off and afternoon pick-up times for the school (7:30 a.m. to 8:05 a.m. and 2:45 p.m. to 3:30 p.m.), vehicles enter through the main entrance off Arbor Road and proceed in a one-way traffic route to form two lines by the basketball courts for the student drop-off and pick-up activity. Five parking spaces are temporarily cordoned off in the parking lot to support the drop-off and pick-up activity, and vehicles proceed through a path exiting onto Santa Cruz Avenue. School staff and volunteers assist in guiding traffic. The proposed project includes the installation of a no left turn sign at the site's southeastern corner fronting Santa Cruz Avenue. No left turns would be allowed onto Santa Cruz Avenue during morning traffic times on school days (7:00 a.m. to 9:00 a.m.). This change is intended to facilitate efficient egress for vehicles onto Santa Cruz Avenue after student drop off. During special events, the applicant states that additional signage and staffing are provided to support increased vehicular traffic and guide parking in the overflow spaces located on the basketball courts.

The Transportation Division has reviewed the application and determined that the scope of work does not require a Transportation Impact Analysis or Transportation Demand Management Plan. The parking and circulation plans for the site are generally proposed to remain similar to current conditions. The request for modification to the 1992 use permit and master site plan to reflect current uses for the church and school would not result in any reduction of current parking availability for the site and would formally document the available parking spaces and circulation patterns that have been established following the Planning Commission's 1992 review and approval of the master site plan.

Fences and gates

The applicant requests a use permit for the installation of fences and gates in excess of height limitations under Menlo Park Municipal Code section 16.64.020. These regulations establish a maximum four-foot height for fences, walls, and similar structures in the required front setback area, and a maximum seven-foot height in all other residential areas.

The project proposes two sets of six-foot-tall double swing metal gates at the entrance and exit of the staff parking lot along Arbor Road, within the front 20-foot setback area. The manually operated gates are proposed to consist of tubular steel metal fencing with square pickets and have a black powder coated finish. The gates would be open during primary hours for staff entry and exit (7:15 a.m. to 7:45 a.m. and 3:30 p.m. to 4:00 p.m.) and closed at other times for campus security. The staff parking lot entry/exit gates are proposed to connect with an existing six-foot-tall metal fence along Arbor Road and also a new eight-foot-tall metal fence system that runs south, along the eastern side of the school building towards the central parking lot. The fence would connect with an existing wood fence at the southern property line. The proposed eight-foot-tall fence system would have a similar appearance to the staff parking lot entry/exit gates and form a physical barrier between the basketball courts/overflow parking spaces and the striped parking spaces to the east. This new fence system includes two swing pedestrian gates along the eastern side of the school and two 24-foot-wide manual sliding metal gates adjacent to the basketball courts. The sliding metal gates would be open during morning drop-off and afternoon pick-up times and also as needed during special events that require overflow parking. The sliding metal gates would be closed at other times for campus security.

Community outreach and correspondence

The applicant indicates they have conducted outreach to the neighboring community and received positive endorsement for the project to enhance campus security. As of the completion of this report, staff has not received any public correspondence regarding the application.

Conclusion

The proposed use permit would enhance security for the school campus through new fencing, without negatively impacting existing parking and circulation by adding gates in locations needed to maintain current operations and paths of travel. The use permit revision would serve to formally document the available parking spaces and circulation patterns that have been in place since the Planning Commission's 1992 review and approval of the master site plan. The proposal would be consistent with a couple of the City's General Plan policies. The Transportation Division and the Menlo Park Fire Protection District have both reviewed the proposed plans. Staff recommends the Planning Commission approve the proposed project.

Impact on City Resources

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

Environmental Review

The proposed project is categorically exempt under Class 1 (Section 15301, "Existing Facilities") of the current 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
 - Exhibits to Attachment A
 - A. Project Plans
 - B. Project Description Letter
 - C. Conditions of Approval
- B. Location Map

Report prepared by:
Calvin Chan, Senior Planner

Report reviewed by:
Tom Smith, Principal Planner

PLANNING COMMISSION RESOLUTION NO. 2025-0XX

RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF MENLO PARK APPROVING A USE PERMIT TO CONSTRUCT METAL FENCES AND GATES THAT WOULD EXCEED THE MAXIMUM HEIGHTS ALLOWED IN A RESIDENTIAL DISTRICT WITHIN THE FRONT SETBACK OF THE ST. RAYMOND SCHOOL PARKING LOT ALONG ARBOR ROAD AND BETWEEN THE PARKING LOT AND THE BASKETBALL COURTS TO THE WEST OF ST. RAYMOND CHURCH, AND A USE PERMIT REVISION FOR SITEWIDE PARKING AND CIRCULATION PLANS TO REFLECT CURRENT USES FOR THE CHURCH AND SCHOOL, WITHOUT A REDUCTION IN PARKING AVAILABILITY, IN THE R-E (RESIDENTIAL ESTATE) ZONING DISTRICT AT 1211 ARBOR ROAD, 1231 ARBOR ROAD, AND 1100 SANTA CRUZ AVENUE

WHEREAS, the City of Menlo Park ("City") received an application requesting a use permit to construct six-foot-tall metal fences and gates within the front setback of the St. Raymond School parking lot along Arbor Road, which would transition to an eight-foot-tall metal fence with gates between the parking lot and the basketball courts to the west of St. Raymond Church, and the proposed fences and gates would exceed the maximum heights allowed in a residential district, and the City also received a use permit revision for sitewide parking and circulation plans to reflect current uses for the church and school without a reduction in parking availability, in the R-E (Residential Estate) zoning district (collectively, the "Project") from Steve Bowers of the Real Property Support Corporation ("Applicant") on behalf of the Archdiocese of San Francisco ("Owner") located at 1211 Arbor Road (APN 071-071-030), 1231 Arbor Road (APN 071-071-060), and 1100 Santa Cruz Avenue (071-071-040) (collectively, the "Property"). The Project use permit is depicted in and subject to the development plans (Exhibit A) and project description letter (Exhibit B), which are attached hereto and incorporated herein by this reference; and

WHEREAS, the Property is located in the Residential Estate (R-E) zoning district. The R-E zoning district allows private schools and churches as conditional uses; and

WHEREAS, on December 18, 1989, the Planning Commission granted architectural control and a use permit to operate and implement a five-year phased plan of improvements ("master site plan") to St. Raymond Catholic Church and School, and a total of 168 parking spaces were approved for the site; and

WHEREAS, on December 3, 1990 and December 16, 1991, the Planning Commission granted use permit extensions for the master site plan as the church had not fully implemented the plans within the standard one-year time limitation for use permits; and

WHEREAS, on April 6, 1992, the Planning Commission granted a use permit and master site plan revision, approving a reduced total of 156 spaces for the site; and

WHEREAS, the proposed Project requires a use permit for the installation of fences and gates in excess of the maximum heights allowed in Menlo Park Municipal Code section 16.64.020; and

WHEREAS, the proposed Project accounts for current uses of the church and school, would not result in any reduction of current parking spaces on the site, and is necessary to formally document the existing 100 striped parking spaces, approximately 32 overflow spaces, and typical circulation patterns that have been in place since the Planning Commission's 1992 review and approval of the master site plan; and

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

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

WHEREAS, the Project is categorically exempt under CEQA Guidelines Section 15301, Class 1 exemption for 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 June 9, 2025, the Planning Commission fully reviewed, considered, and evaluated the whole of the record, including all public and written comments, pertinent information, documents and plans, prior to taking action regarding the proposed Project.

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

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

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

The approval of the use permit to construct six-foot-tall metal fences and gates at the existing St. Raymond School parking lot along Arbor Road and an eight-foot-tall metal fence with gates between the parking lot and the basketball courts to the west of St. Raymond Church, and a use permit revision for sitewide parking and circulation plans to reflect current uses for the church and school, without a reduction in existing parking

availability, 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. The proposed Project is designed in a manner which is consistent with the goals, policies, and objectives of the General Plan and applicable Municipal Code and Zoning Ordinance requirements, and more specifically the Project would be compatible with the surrounding uses.
 - b. The proposed Project would enhance security for the existing school campus.
 - c. The proposed Project would account for current uses for the church and school that have been in place for a number of years, would not result in any reduction of existing parking availability for the site, and is necessary to formally document the available parking spaces and circulation patterns that have been established following the Planning Commission's 1992 review and approval of the master site plan.
 - d. The proposed Project is designed to meet all the applicable codes and ordinances of the City of Menlo Park Municipal Code, and the Planning Commission concludes that the Project would not be detrimental to the health, safety, and welfare of the surrounding community as the existing church and school would have increased security and continue to be compatible with the surrounding residential neighborhood.

Section 3. Conditional Use Permit. The Planning Commission approves Use Permit No. PLN2024-00004, 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 per CEQA Guidelines Section 15301, Class 1 exemption for 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 proposed Project, shall continue in full force and effect unless amended or modified by the City.

I, Corinna Sandmeier, Principal Planner 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 June 9, 2025, 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 June 2025.

PC Liaison Signature

Corinna Sandmeier
Principal Planner
City of Menlo Park

Exhibits

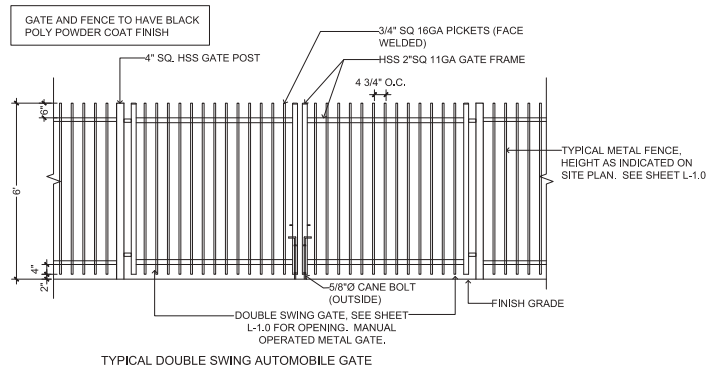
- A. Project Plans
- B. Project Description Letter
- C. Conditions of Approval



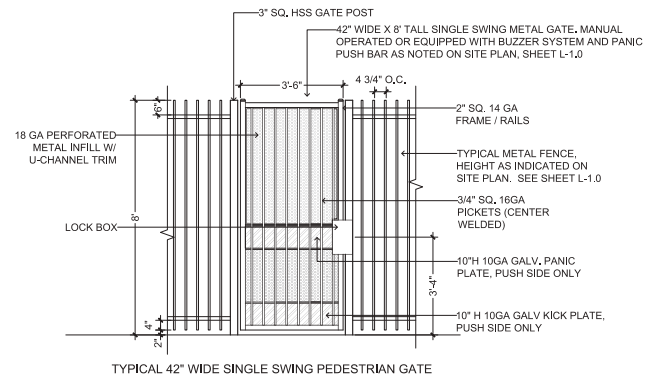
REPRESENTATION OF METAL FENCE

GATE NOTE:

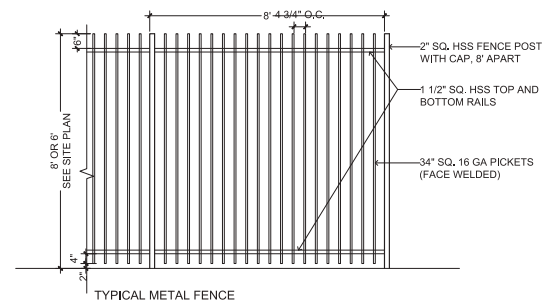
1. GATE INSTALLER TO PROVIDE SHOP DRAWING AND INSTALLATION SPECIFICATIONS.
2. DOUBLE GATES WILL MANUAL OPERATED. PROVIDE LOCK AND GATE STOP.
3. PEDESTRIAN GATE TO HAVE AUTOMATED OPERATION.
5. ALL GATES SHALL BE OPENABLE FROM THE EGRESS SIDE WITHOUT THE USE OF A KEY OR ANY SPECIAL KNOWLEDGE OR EFFORT. (CBC 1010.1.9)
6. MAXIMUM EFFORT TO OPERATE GATES SHALL NOT EXCEED 5 POUNDS. (CBC 11B-404.2.9)
7. GATE HARDWARE SHALL BE OPERABLE WITH ONE HAND AND SHALL NOT REQUIRE TIGHT GRASPING, PINCHING, OR TWISTING OF THE WRIST. (CBC 11B-309.4, CBC 11B-404.2.7)
8. SWINGING DOOR AND GATE SURFACES WITHIN 10 INCHES (254 MM) OF THE FINISH FLOOR OR GROUND MEASURED VERTICALLY SHALL HAVE A SMOOTH SURFACE ON THE PUSH SIDE EXTENDING THE FULL WIDTH OF THE DOOR OR GATE. PARTS CREATING HORIZONTAL OR VERTICAL JOINTS IN THESE SURFACES SHALL BE WITHIN 1/16 INCH (1.6 MM) OF THE SAME PLANE AS THE OTHER AND BE FREE OF SHARP OR ABRASIVE EDGES. CAVITIES CREATED BY ADDED KICK PLATES SHALL BE CAPPED. (CBC 11B-404-2.10)
9. OPERABLE PARTS OF GATE HARDWARE TO BE LOCATED 34" TO 44" ABOVE FINISH FLOOR. (CBC 11B-404-2.7)



TYPICAL DOUBLE SWING AUTOMOBILE GATE



TYPICAL 42" WIDE SINGLE SWING PEDESTRIAN GATE



TYPICAL METAL FENCE

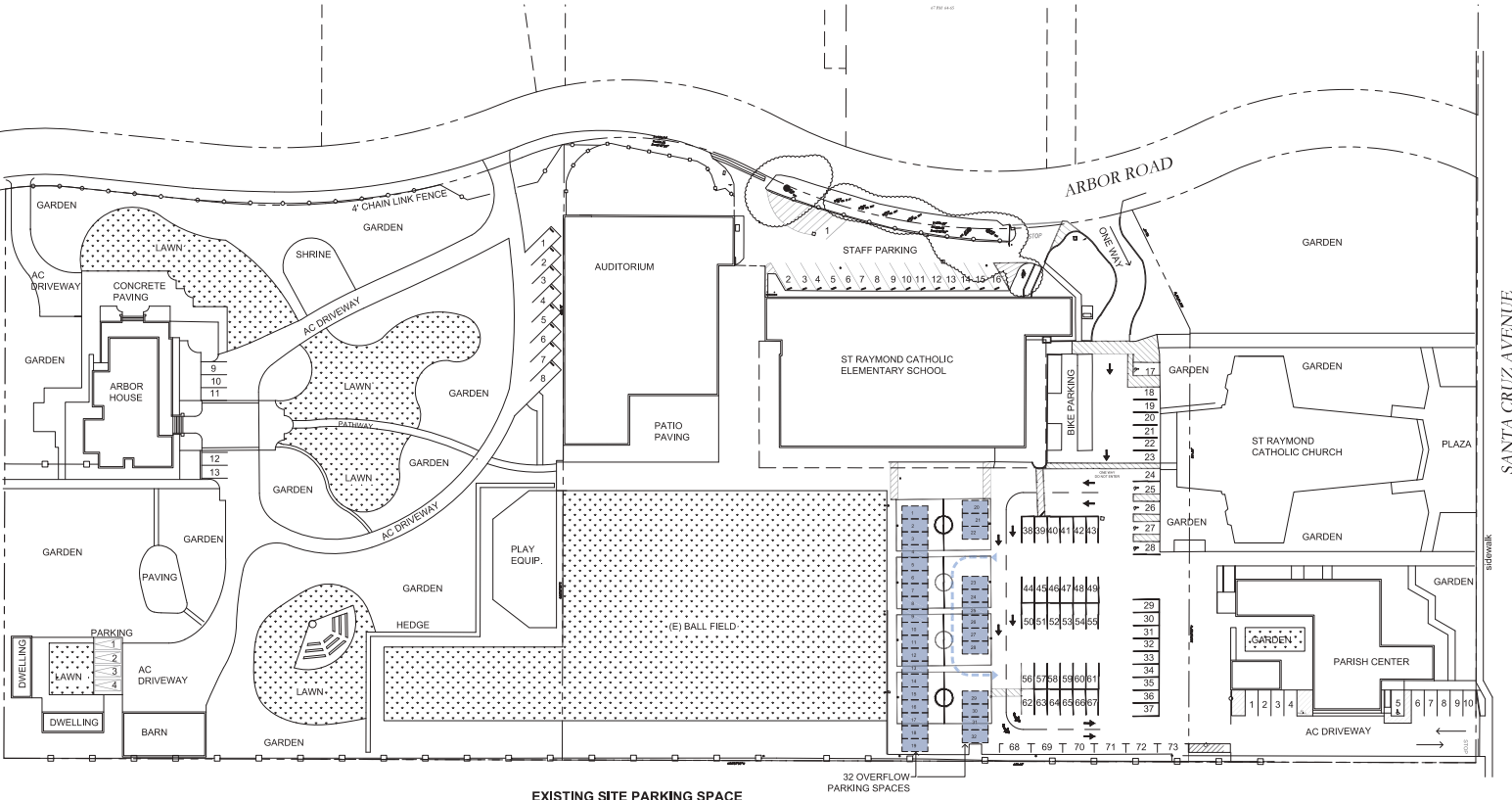
REVISION DATE	NO.
10/22/2024	1
1/6/2025	2
4/4/2025	3



PROJECT ADDRESS:
ST. RAYMOND SCHOOL
1211 ARBOR RD
MENLO PARK, CA 94025

DATE:
9/4/2024
SCALE:
1/2" = 1'-0"
DRAWN BY:
AH
PROJECT #
24047
SHEET
L - 1.1
TOTAL SHEETS: 6

COMPREHENSIVE SITE PLAN



EXISTING SITE PARKING SPACE

CHURCH / SCHOOL	73
PARISH CENTER	10
ARBOR HOUSE	13
DWELLINGS	4
OVERFLOW	32
TOTAL	132



2647 ROYAL ANN DRIVE
UNION CITY, CA 94587
anyhuang@gmail.com
650-533-0107

REVISION DATE	NO.
10/22/2024	1
1/6/2025	2
4/4/2025	3
	4
	5
	6

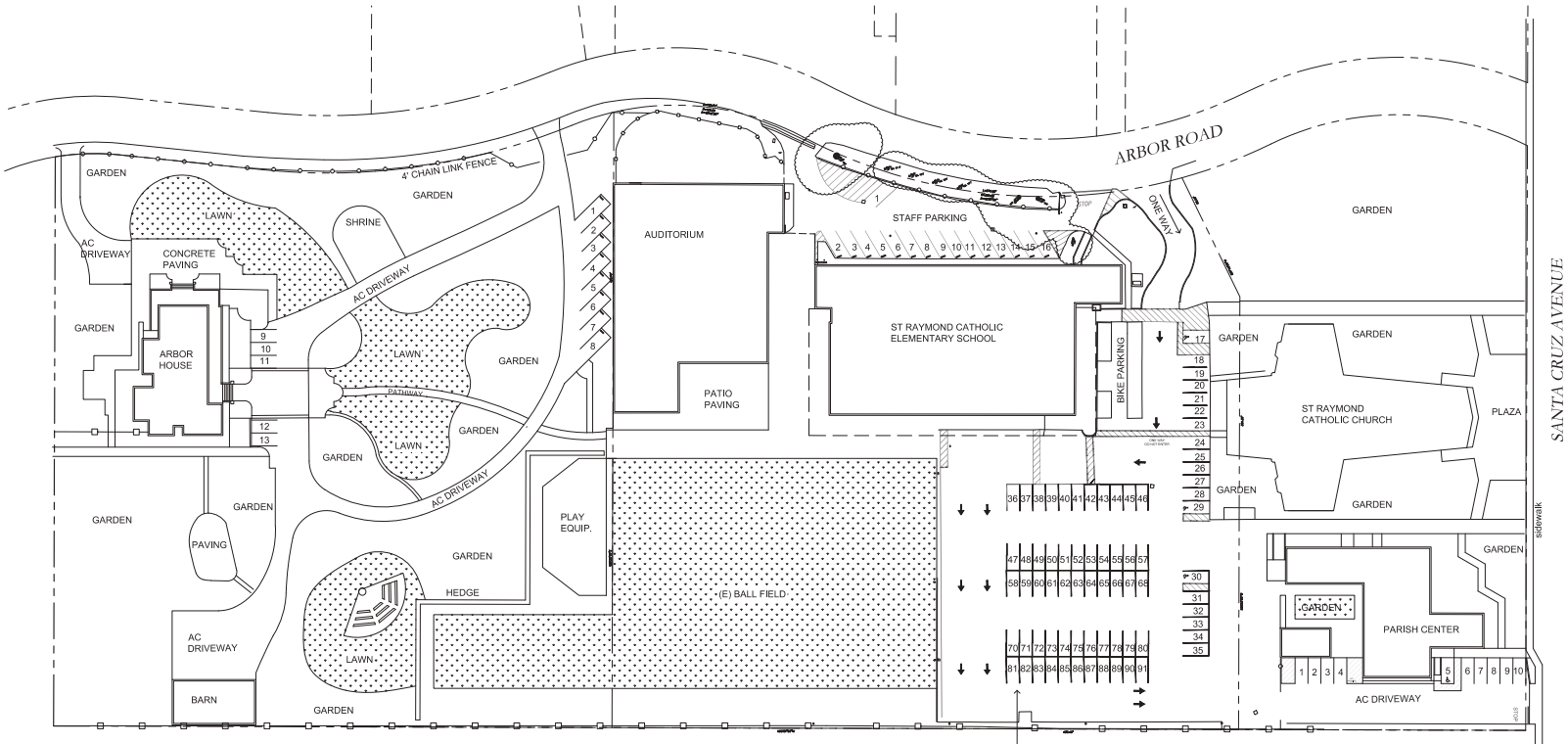
SHEET TITLE:
COMPREHENSIVE SITE PLAN



PROJECT ADDRESS:
ST. RAYMOND SCHOOL
1211 ARBOR RD
MENLO PARK, CA 94025

DATE:
9/4/2024
SCALE:
1" = 40'-0"
DRAWN BY:
AH
PROJECT #
24047
SHEET
L - 2.0
TOTAL SHEETS: 6

MASTER PLAN - 2011



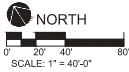
PARKING SPACE (MAY 2011)

CHURCH / SCHOOL	91
PARISH CENTER	10
ARBOR HOUSE	13
TOTAL SPACE	114

114 PARKING SPACE COUNT
BEFORE INSTALLATION OF
BASKETBALL COURTS



AERIAL PHOTOGRAPH OF CHURCH / SCHOOL PARKING LOT (MAY 2011)



ANYI

LANDSCAPE STUDIO

2647 ROYAL ANN DRIVE
UNION CITY, CA 94587
anyhuang@gmail.com
650-533-0107

REVISION DATE	NO.
10/22/2024	1
1/6/2025	2
4/4/2025	3

SHEET TITLE:

HISTORIC SITE PLAN - 2011

PROJECT ADDRESS:

ST. RAYMOND SCHOOL
1211 ARBOR RD
MENLO PARK, CA 94025

DATE:

9/4/2024

SCALE:

1" = 20'-0"

DRAWN BY:

AH

PROJECT #

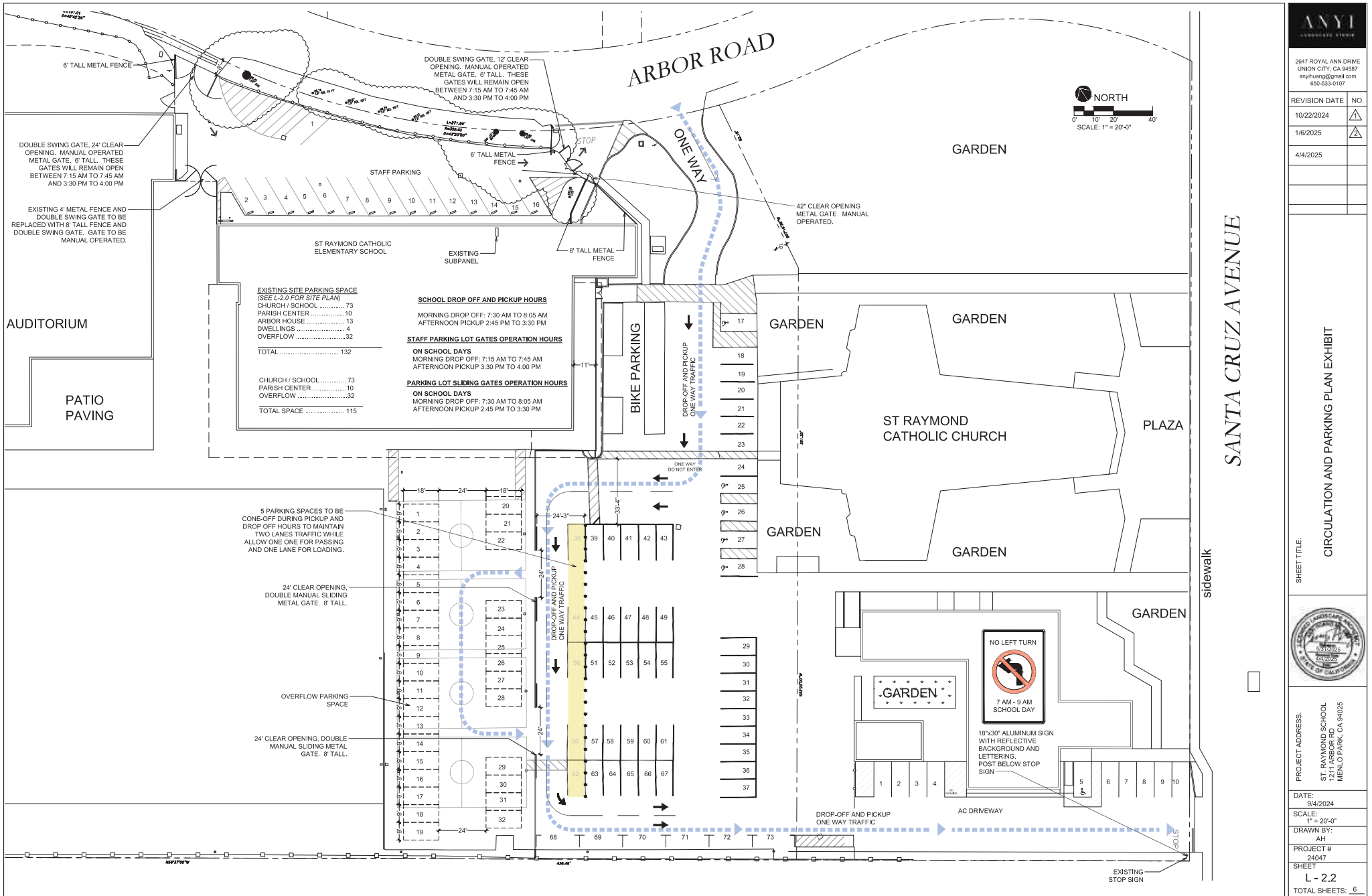
24047

SHEET

L - 2.1

TOTAL SHEETS:

6





City of Menlo Park

Planning and Community Development Department
 701 Laurel Street
 Menlo Park, CA 94025

Request for Fencing Installation at St. Raymond School

Dear Members of the Planning and Community Development Department,

On behalf of St. Raymond School, I am submitting a request to install a perimeter fence around our campus grounds to enhance security measures for the safety of our students, staff, and visitors. This addition is needed due to significant safety concerns arising from unauthorized access to our open campus, which we believe threatens our school community.

As an open campus, St. Raymond School has, unfortunately, experienced frequent incidents concerning security. Unhoused individuals have entered the grounds during school hours seeking food and money, and unauthorized persons have accessed the property at night, leaving behind drug paraphernalia, alcohol containers, and other inappropriate materials. On more than one occasion, individuals have acted in ways perceived as threatening to students, staff, and visitors. These occurrences compromise the safety and security we strive to maintain for our school community and underscore the critical need for a perimeter fence as a preventive measure.

We have garnered significant support from our neighboring community members, who fully endorse the fence's installation. Their understanding of the importance of creating a safe environment for our students further strengthens our case.

It is important to note that the installation of the proposed fence will not impact park spaces or alter existing paths of travel on or around campus. We are fully committed to maintaining accessibility while implementing these crucial safety improvements, ensuring our campus remains open and welcoming.

We kindly ask for your support in this matter. The fence is necessary to ensure that our campus remains a safe and secure place for learning and community activities. Please feel free to contact me with any questions or require further details.

Thank you for your time and consideration.

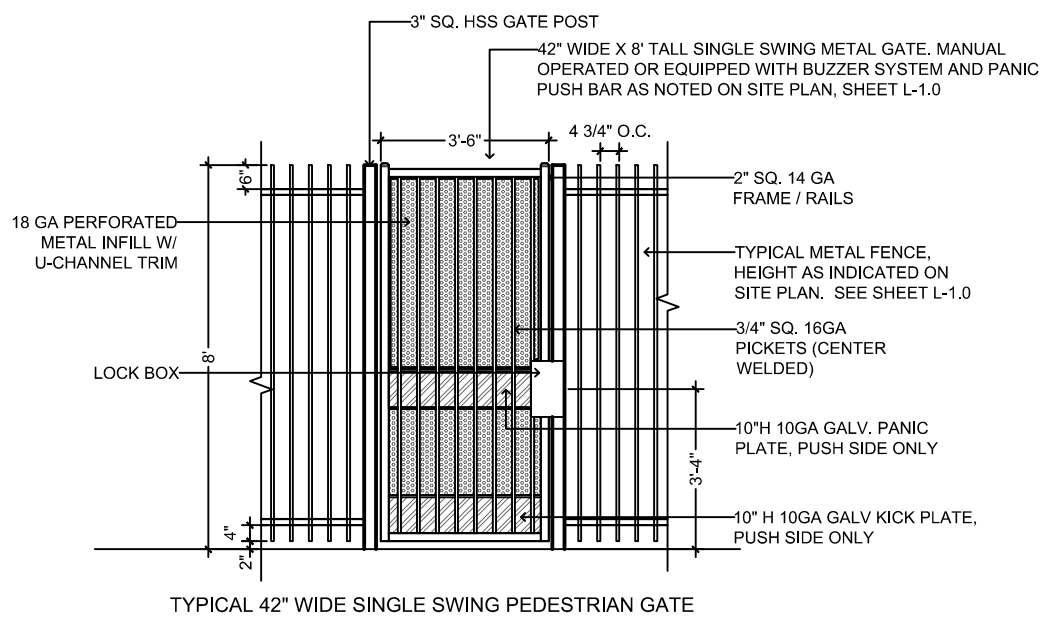
Gratefully,

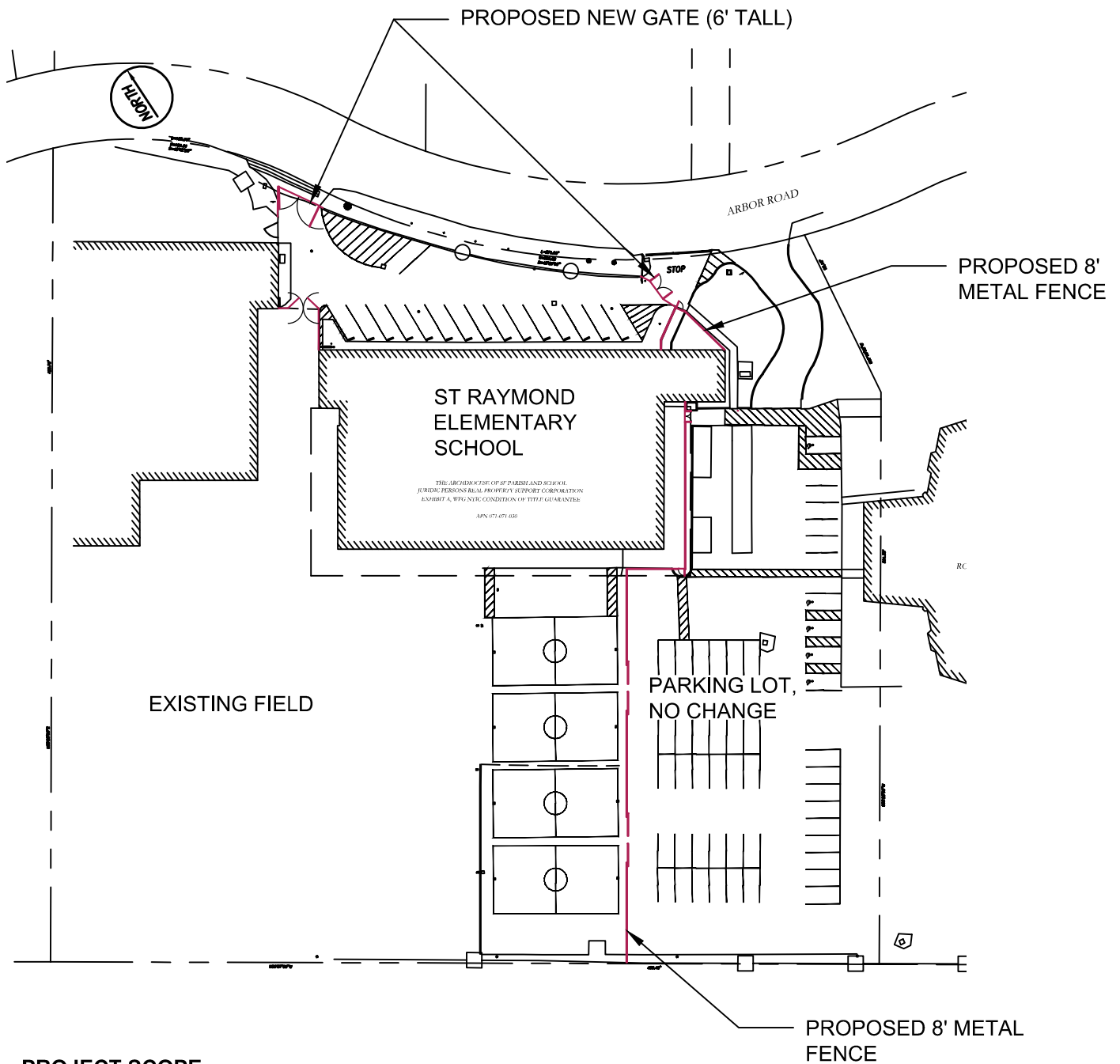
Roderick Harrison

Principal



REPRESENTATION OF METAL FENCE





PROJECT SCOPE:

1. INSTALL 2 - 6' TALL MANUAL DOUBLE SWING GATES AT EXISTING FRONT PARKING LOT.
2. INSTALL NEW 8' TALL METAL FENCE AND 2 SETS OF MATCHING PEDESTRIAN ACCESS GATES.
3. INSTALL 2 SETS OF 24' CLEAR OPENING SLIDING GATES AT EXISTING PARKING LOT AND BASKETBALL COURTS.

NOTE:

PROJECT DEVELOPMENT WILL NOT DECREASE THE AMOUNT OF EXISTING PARKING SPACES ON SITE.

LOCATION: 1211 Arbor Road, 1231 Arbor Road, and 1100 Santa Cruz Avenue	PROJECT NUMBER: PLN2025-00004	APPLICANT: Steve Bowers, Real Property Support Corporation of the Archdiocese of San Francisco	OWNER: Archdiocese of San Francisco
PROJECT CONDITIONS: 1. The use permit shall be subject to the following standard conditions: <ol style="list-style-type: none"> a. The applicant shall be required to apply for a building permit within one year from the date of approval (by June 9, 2026) for the use permit to remain in effect. b. Development of the project shall be substantially in conformance with the plans prepared by Anyi Landscape Studio, consisting of five plan sheets, dated received April 10, 2025, and the applicant's project description letter, dated received April 10, 2025, and approved by the Planning Commission on June 9, 2025, 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, if applicable, the applicant shall submit a plan for any new utility installations or upgrades for review and approval by the Planning, Engineering and Building Divisions. All utility equipment that is installed outside of a building and that cannot be placed underground shall be properly screened by landscaping. The plan shall show exact locations of all meters, back flow prevention devices, transformers, junction boxes, relay boxes, and other equipment boxes. f. Prior to building permit issuance, the applicant shall pay all fees incurred through staff time spent reviewing the application. g. 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. h. 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. 			



Date: 6/9/2025



STAFF REPORT

Planning Commission

Meeting Date:

6/9/2025

Staff Report Number:

25-026-PC

Public Hearing:

Consider and adopt a resolution to approve a use permit to operate a massage therapy business, which is considered a restricted personal service and a conditional use, in an existing multi-tenant commercial building in the SP-ECR/D (El Camino Real/Downtown Specific Plan) zoning district at 1261 El Camino Real, and 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 operate a massage therapy business, a restricted personal service which is a conditional use, in an existing multi-tenant commercial building in the SP-ECR/D (El Camino Real Downtown Specific Plan) zoning district, at 1261 El Camino Real, and determine this action is categorically exempt under CEQA Guidelines Section 15301's Class 1 exemption for existing facilities. A draft resolution, including the recommended conditions of approval, is included as Attachment A.

Policy Issues

Each use permit is considered individually. The Planning Commission should consider whether the required use permit findings identified in Menlo Park Municipal Code (MPMC) 16.82.030 (Permits, Granting) can be made for the proposed project. The proposed project is located in the SP-ECR/D zoning district and the Planning Commission should consider the guiding principles of the Specific Plan and the goals, policies, and programs of the City's General Plan when evaluating the use permit request. The Specific Plan includes two guiding principles that should be considered in evaluating the proposed project:

- Generate Vibrancy
- Promote Healthy Living, and Sustainability

The City's General Plan also includes a variety of goals and associated policies to implement those goals related to retaining and enhancing neighborhood serving commercial and retail clusters and strengthening downtown that may be considered in evaluating the proposed project, such as:

- Goal LU-3: Retain and enhance existing and encourage new neighborhood-serving commercial uses, particularly retail services, to create vibrant commercial corridors.
- Policy LU-3.3: Preserve existing neighborhood-serving retail and encourage new neighborhood retail clusters in appropriate areas that promote existing neighborhood character.
- Goal LU-4: Promote and encourage existing and new businesses to be successful.
- Policy LU-4.6: Promote local-serving retail and personal service uses in employment centers and transit areas that support walkability and reduce auto trips.

Background

Site location

Using El Camino Real in a north to south orientation, the subject property is located on the west side of El Camino Real between Oak Grove and Valparaiso Avenue. Within the Specific Plan, the subject parcel is located in the El Camino Real North-West (ECR NW) sub-district, as well as the Specific Plan's El Camino Real Mixed Use/Residential (ECR MUR) land use designation. All adjacent parcels are within the Specific Plan. The adjacent parcels along El Camino Real are developed with retail to the north and south of the subject parcel. The parcels to the west are developed with residential uses, and the parcels to the east, across El Camino Real, make up the mixed-use project at 1300 El Camino Real.

The parcel is developed with a two-story commercial building consisting of three tenant suites (1259, 1261 and 1263 El Camino Real). The primary frontage and main entrances are located along El Camino Real with auxiliary entrances at the rear of the building. There is an external staircase at the back of the building which provides access to the second floor. The property currently has a total of 12 off-street parking spaces, located at the rear of the building, although they are not compliant in size. The adjoining suite (1259 El Camino Real) is currently operating as a postal service office (Post N More), and on the second story (1263 El Camino Real) there are several suites occupied by uses such as a tutoring center (Teach Them to Thrive), and an alteration store (Sew 'N More). A location map is included as Attachment B.

Previous approvals

The existing building was originally built as a single-story commercial building with limited on-site parking in the early 1940s, and a second story was later added in 1956. The Planning Commission approved use permits for changes of use over the years. In 1975, the Planning Commission granted a use permit for 1259-A El Camino Real that allowed a photo studio to replace a restaurant and take-out food establishment (Lee's Kitchen). In April 1979, the Planning Commission approved a use permit for a mailing receiving establishment (Postal Services Co.) in the tenant space addressed 1259 El Camino Real.

Analysis

Project description

The applicant is requesting a use permit to operate a massage therapy business, a restricted personal service, in the ECR MUR land use designation of the Specific Plan. Such uses are conditionally permitted subject to the granting of a use permit. In their project description letter (Attachment A, Exhibit B), the applicant indicates they aim to provide a serene and healing environment for clients seeking wellness and relaxation through professional massage therapy. Four massage technicians and a receptionist would be on staff. Services would include full-body massage, deep tissue therapy, and other wellness-related treatments. The typical hours of operation would be the following:

- Mondays – Sundays: 10:00 a.m. – 10:00 p.m.

No exterior changes to the building are proposed at this time, with the possible exception of new signage, which would separately be reviewed for conformance with all relevant City regulations. The tenant suite is 1,113 square feet in size and the applicant is proposing tenant improvements, consisting of the following components:

- Lobby and waiting room

- Four therapy rooms
- ADA accessible restroom
- Employee break room
- Laundry facility

Goal LU-3 of the General Plan is meant to encourage neighborhood-serving commercial uses that would create a vibrant commercial corridor, and General Plan Policy LU-3.1 seeks to activate otherwise underutilized properties in and near existing shopping districts. The activation of the currently vacant space along El Camino Real, an important commercial corridor, would be consistent with Goal LU-3 and Policy LU-3.1. Goal LU-4 of the City's General Plan is meant to promote and encourage existing and new businesses to be successful, and General Plan Policy LU-4.6 states that local-serving retail and personal service uses should be promoted in employment centers and transit areas that support walkability and reduce auto trips. The location of the proposed use within walking distance of the Menlo Park Caltrain station and near existing and new employment centers, including the mixed-use 1300 El Camino Real (Springline) development across the street, would be consistent with Goal LU-4 and Policy LU-4.6.

The Menlo Park Police Department and the Menlo Park Fire Protection District have both reviewed the proposed plans and have not identified any concerns, provided that there is no access to the second floor unit from the interior of the proposed massage business, as specified in project-specific condition 2a. Prior to commencing operations, the applicant would also be required to obtain all relevant permits either from the State of California (massage license) or from the Menlo Park Police Department (solicitor/peddler permit), as specified in project-specific condition 2b. In addition to the project description letter, the applicant has submitted proposed plans (Attachment A, Exhibit A).

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. All standard Menlo Park heritage tree protection measures would be implemented and ensured as part of condition 1h, specifically for the street trees adjacent to the project site.

Parking and circulation

The proposed project would not comply with the Specific Plan parking requirements. The project is located in the Outside Downtown On-Site Parking Area, where parking is required to be supplied on-site. The Specific Plan has set parking rates for specific uses, such as multi-family, general office, or retail. The proposed project would fall under retail and personal service land use which requires a minimum of four spaces per 1,000 square feet of gross floor area (GFA). The proposed project would occupy approximately 1,113 square feet of GFA within the building, which would require a minimum of five on-site parking spaces for the tenant suite. The project site currently has 11 compliant spaces for the three tenants; however, an accessible space would be required, reducing the number to 10 spaces, which would not provide the required parking for the three tenant spaces.

AB 2097 (2022) prohibits public agencies or cities from imposing a minimum automobile parking requirement on most development projects located within a half-mile radius of a major transit stop (Menlo Park Caltrain station being one example). Therefore, there is no minimum parking requirement for the proposed project.

Further, the City's Transportation Division reviewed the proposed project and determined that a transportation demand management (TDM) plan is not required based on the trips associated with the proposed project. Operationally, it is accepted that any parking needs would be satisfied through the on-site parking spaces, in addition to on-street parking. The proposed project is located within one-half mile of the Menlo Park Caltrain station and in close proximity to mixed-use, commercial, and multi-family

developments, including the mixed-use 1300 El Camino Real (Springline) project across El Camino Real, which could reduce the parking demand for patrons of the message establishment.

Correspondence

The applicant provided a description of their neighborhood outreach efforts, which included contacting 20 adjacent neighbors and sharing their intended use and tenant improvement plans. This information is included in their project description letter. As of the writing of this report, staff has not received any correspondence on the proposed project.

Conclusion

The proposed use, a massage therapy business, would be generally compatible with the surrounding commercial and residential uses, and would activate a currently vacant tenant suite. The proposal would be consistent with relevant Specific Plan Guiding Principles and would embody several of the City's General Plan's goals and policies. The Menlo Park Police Department as well as the Menlo Park Fire Protection District have both reviewed the proposed plans. The Transportation Division has reviewed the applicant's proposal and determined that the proposed use would not result in any additional peak-hour trips. Staff recommends that the Planning Commission approve the proposed project.

Impact on City Resources

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

Environmental Review

The proposed project is categorically exempt under Class 1 (Section 15301, "Existing Facilities") of the current California Environmental Quality Act (CEQA) Guidelines, and as such, no additional environmental analysis is required. The proposed project would comply with applicable measures of the Specific Plan's Mitigation, Monitoring, and Reporting Program (Attachment C).

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. Mitigation, Monitoring, and Reporting Program

Report prepared by:
Fahteen Khan, Associate Planner

Report reviewed by:
Corinna Sandmeier, Principal Planner

PLANNING COMMISSION RESOLUTION NO. 2025 – 0XX**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF MENLO PARK APPROVING A USE PERMIT TO OPERATE A MASSAGE THERAPY BUSINESS, WHICH IS CONSIDERED A RESTRICTED PERSONAL SERVICE AND A CONDITIONAL USE, IN AN EXISTING MULTI-TENANT COMMERCIAL BUILDING IN THE SP-ECR/D (EL CAMINO REAL/DOWNTOWN SPECIFIC PLAN) ZONING DISTRICT.**

WHEREAS, the City of Menlo Park (“City”) received an application requesting a use permit to operate a massage therapy business, which is considered a restricted personal service and requires a use permit, in an existing multi-tenant commercial building in the SP-ECR/D (El Camino Real/Downtown Specific Plan) zoning district. (collectively, the “Project”) from Hingju Chen (“Applicant”) on behalf of Marthe Raynmann (“Owner”) located at 1261 El Camino Real (APN 071-103-090) (“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 El Camino Real/Downtown Specific Plan (SP-ECR/D) district. The SP-ECR/D district supports restricted personal service uses subject to the granting of a use permit; and

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

WHEREAS, the Project was reviewed by the Menlo Park Police Department and the Menlo Park Fire District, who did not identify any concerns with the request; and

WHEREAS, the proposed Project was reviewed by the City Arborist and found to be in compliance with the Heritage Tree Ordinance, and proposes standard tree protection mitigation measures to adequately protect heritage trees and street 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 exempt 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 June 9, 2025 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 a restricted personal service, a massage therapy business, in the SP-ECR/D (El Camino Real/Downtown Specific Plan) zoning district 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. The proposed Project is designed in a manner which is consistent with the goals, policies, and objectives of the General Plan, the El Camino Real-Downtown Specific Plan, and applicable Municipal Code and Zoning Ordinance requirements, and more specifically the Project would be compatible with the surrounding uses. The proposed Project is subject to mitigation measures and conditions of approval and that heritage trees in the area would be protected in compliance with the Heritage Tree Ordinance.

- b. The Project is subject to Assembly Bill 2097 (AB 2097), as such, it is not required to provide parking. AB 2097 prohibits the imposition of parking requirements on any residential, commercial or other development project located within half a mile of public transit. The development is located within half a mile from the Menlo Park Caltrain station. In this case, the City has determined AB 2097 applies because the Project is within a half mile of the Menlo Park Caltrain station. Therefore, no minimum parking requirements may be imposed.
- c. The proposed Project was reviewed by the Transportation Division which determined that the proposed use would not generate any additional peak-hour trips and would not be required to complete a Transportation Demand Management Plan. Further, it was determined that parking for the proposed Project could be managed through the existing on-site and on-street parking.
- d. 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 proposed business would be located in a commercial mixed-use neighborhood.

Section 3. Conditional Use Permit. The Planning Commission approves Use Permit No. PLN2024-00036, 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, Corinna Sandmeier, Principal Planner 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 June 9, 2025, 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 June, 2025.

PC Liaison Signature

Corinna Sandmeier
Principal Planner
City of Menlo Park

Exhibits

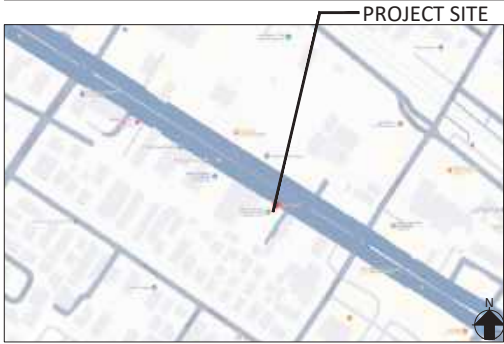
- A. Project plans
- B. Project description letter
- C. Conditions of approval

1261 El Camino Real, Menlo Park, CA 94025 --- TENANT IMPROVEMENT

STREET VIEW



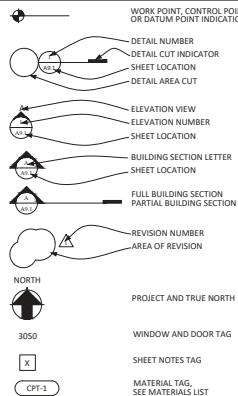
VICINITY MAP



ABBREVIATIONS

&: AND
@: AT
ABV: ABOVE
AC: AIR CONDITIONING, ACOUSTICAL
ADH: ADHESIVE
ADJ: ADJUST, ADJUSTABLE, ADJACENT
AFP: ABOVE FINISHED FLOOR
AGA: AMERICAN GAS ASSOCIATION
ALT: ALTERNATE, ALTERATION; ALTITUDE
BR: BEDROOM
CLG: CEILING
CSMT: CASEMENT
DTL: DETAIL
E: EXISTING
ELEC: ELECTRICAL
GAL: GALLON
GC: GENERAL CONTRACTOR
GFCI: GROUND FAULT CIRCUIT INTERRUPTED
GLZ: GLAZE
GPH: GALLONS PER HOUR
GVL: GRAVEL
GYP: GYPSUM
GYP BD: GYPSUM BOARD
INSTL: INSTALL
N: NEW
SH: SINGLE HUNG
U.O.N.: UNLESS OTHERWISE NOTED
V.C.T.: VINYL COMPOSITION TILE
VERT: VERTICAL
VINYL: VINYL
WD: WOOD
WOW: WINDOW
W.P.M: WATER PROOFING MEMBRANE
WT: WEIGHT
YD: YARD

GRAPHIC SYMBOL LEGEND



PROJECT INFORMATION

PARCEL NUMBER: 071-103-090
HEIGHT OF BUILDINGS: NO CHANGE
LOT SIZE: 8,828 SF
REMODEL AREA: 1,250 SF
ZONING DISTRICT: SP-ECR-D
CONSTRUCTION TYPE: TYPE V - B
FIRE SPRINKLER: NO
FLOOD ZONE: X
NUMBER OF STORIES: TWO
(E)OCCUPANCY: B (LIGHT POINT INC)
(N)OCCUPANCY: B (MESSAGE PARLOR)

PROPOSED BUSINESS OPERATIONS

A. BUSINESS NAME :
BE HEALTHY LIFE
1261 El Camino Real, Menlo Park, CA 94025
B. CONTACT INFORMATION:
HONGJU CHEN
helen_chen20@yahoo.com
510-358-6026
C. PARKING LOT:
THERE ARE 11 PARKING SPACES INSIDE THE PROPERTY
SQUARE.

NOTE:
i. 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.
ii. An encroachment permit from the Engineering Division is required prior to any construction activities, including utility laterals, in the public right of way.

APPLICABLE BUILDING CODES

THIS PROJECT SHALL COMPLY WITH THE FOLLOWING BUILDING CODES AND ASSOCIATED CITY OF MENLO PARK AMENDMENTS:
-2022 CALIFORNIA RESIDENTIAL CODE
-2022 CALIFORNIA BUILDING CODE
-2022 CALIFORNIA GREEN BUILDING STANDARDS CODE
-2022 CALIFORNIA ELECTRICAL CODE
-2022 CALIFORNIA MECHANICAL CODE
-2022 CALIFORNIA PLUMBING CODE
-2022 CALIFORNIA FIRE CODE
-2022 CALIFORNIA BUILDING ENERGY EFFICIENCY STANDARDS
-2022 MENLO PARK MUNICIPAL CODE

PROPERTY OWNER OR AUTHORIZED AGENT

NAME: Denise Sanders
PHONE: 650-823-0264

TENANT INFORMATION

NAME: HONGJU CHEN
EMAIL: helen_chen20@yahoo.com
PHONE: 510-358-6026

SCOPE OF WORK

CHANGE THE (E) LIGHT RETAIL TO (N) MESSAGE PARLOR.
NO CHANGE WITH THE EXISTING CEILING AND BEARING WALLS.

DRAWING DIRECTORY

ARCHITECTURAL
A-1.0 GENERAL INFORMATION & COVER SHEET
A-1.1 (E) SITE PLAN
A-1.2 (P) SITE PLAN
A-1.3 1261 EL CAMINO REAL AREA PLAN
A-2.0 (E) & (P) GROUND FLOOR PLAN
A-2.1 (E) ROOF PLAN & STREETSCAPE
A-2.2 (E) & (P) REAR ELEVATION
(E) FRONT ELEVATION
(P) A-A SECTION
A-2.3 (E) & (P) LEFT ELEVATION
A-3.0 (P) EXIT PLAN & (P) CEILING PLAN

LOCATION: 1261 El Camino Real			
EXISTING USE:	LIGHT POINT INC (B)	APPLICANT:	HONGJU CHEN
PROPOSED USE:	MESSAGE PARLOR (B)	PROPERTY OWNER(S):	Denise Sanders
ZONING:	SP-ECR-D	APPLICATION(S):	Use Permit
DEVELOPMENT STANDARDS	PROPOSED DEVELOPMENT	EXISTING PROJECT	
Lot area	8,828 sf	8,828 sf	
Lot width	176.66 ft.	176.66 ft.	
Lot depth	50 ft.	50 ft.	
Setbacks			
Front	0 ft.	0 ft.	
Rear	90'-11 1/2"	90'-11 1/2"	
Side (left)	15 ft.	15 ft.	
Side (right)	0 ft.	0 ft.	
REMODEL AREA:	1,250 SF	1,250 SF	
Parking	12 spaces	11 spaces	
Trees	# of existing Heritage trees 0 # of existing Heritage trees to be removed 0	# of existing non-Heritage trees 0 # of non-Heritage trees to be removed 0	# of new trees 0 Total # of trees 0

REVISION	BY
1	LM X 11-05-2024
2	LM X 12-13-2024
3	LM X 02-04-2025
4	LM X 05-08-2025

J & S Consultant Inc.
131 Sequoia Ave.
Redwood City, California 94061
Telephone: (415) 810-0180
E-mail: jamesr1610@yahoo.com

TENANT IMPROVEMENT
1261 El Camino Real,
Menlo Park, CA 94025
APN: 071-103-090

GENERAL INFO.

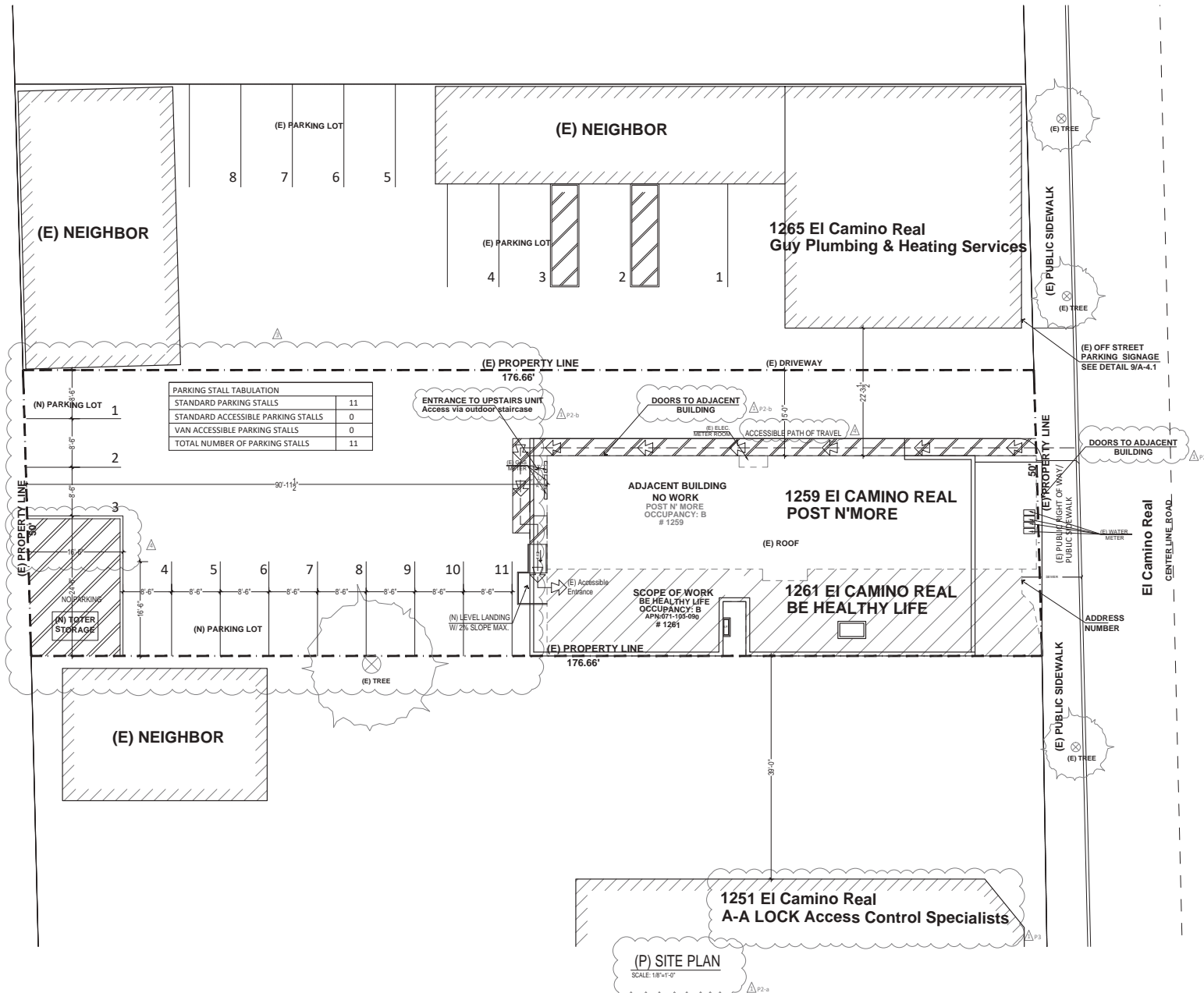
Owner:
HONGJU CHEN
Tel: 510-358-6026
EMAIL: helen_chen20@yahoo.com



Date: 10-18-2024
Scale:
Drawn: LM.X
Job:
Sheet:

A-1.0

Of Sheets



REVISION	BY
Δ	Lin X. 11-05-2024
Δ	Lin X. 11-13-2024
Δ	Lin X. 02-04-2025
Δ	Lin X. 02-21-2025

J & S Consultant Inc.
131 Sequoia Ave.
Redwood City, California 94061
Telephone: (415) 870-0188
E-mail: jannee@jandson.com

TENANT IMPROVEMENT
1261 El Camino Real,
Menlo Park, CA 94025
APN: 071-103-090

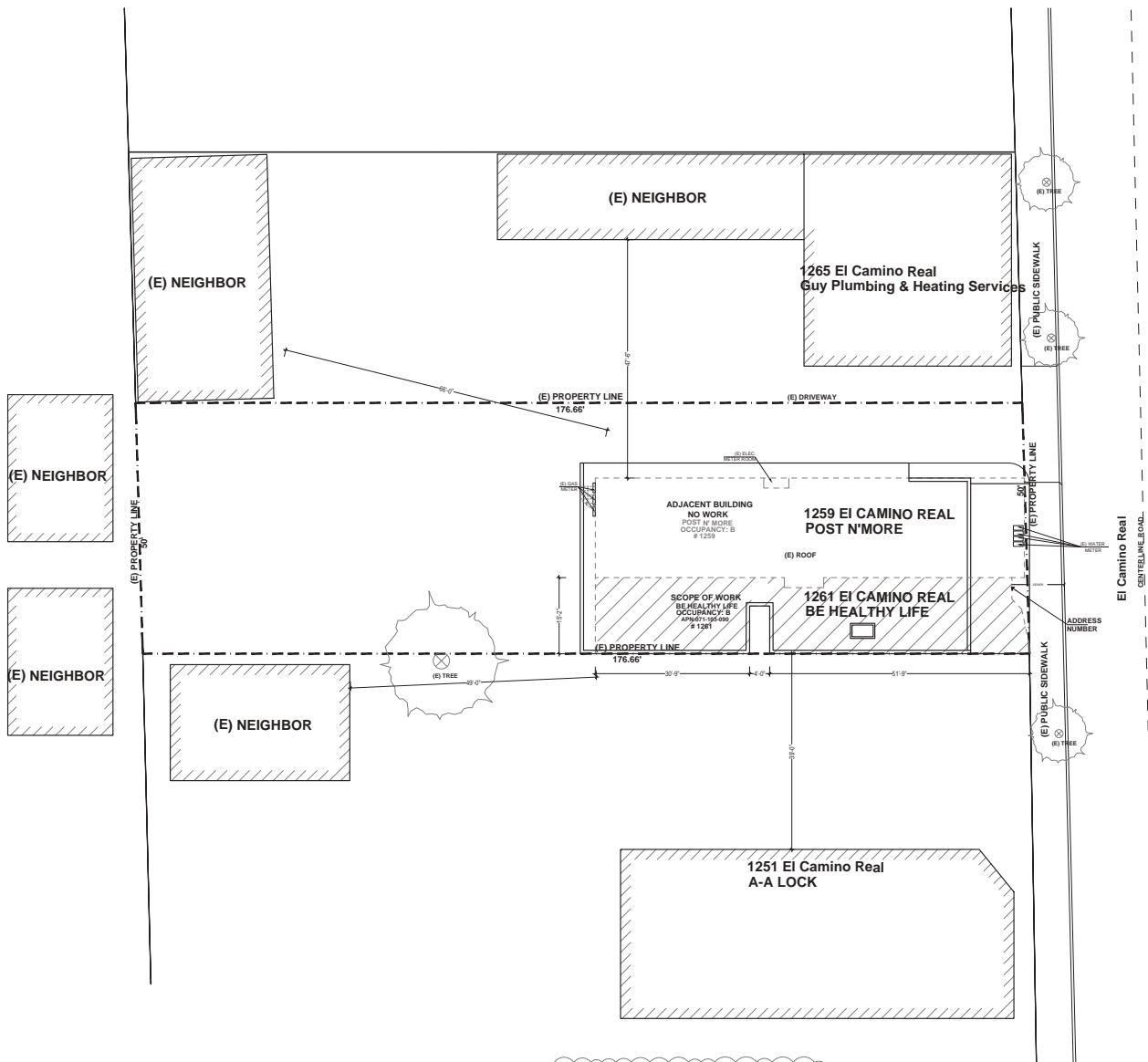
(P) SITE PLAN

Owner:
HONG LI CHEN
Tel: 510-355-6026
EMAIL: hlien_chen20@yahoo.com

Professional Engineer Seal:
HONG LI CHEN
No. 10000
Exp. Dec. 31, 2023
STATE OF CALIFORNIA

Date	10-18-2024
Scale	1/8"=1'-0"
Drawn	Lin X
Job	
Sheet	A-1.2

Of Sheets



1261 El CAMINO REAL AREA PLAN
SCALE: 3/32"=1'-0"

P1-a.1

REVISION	BY
1	Lin X 12-13-2024

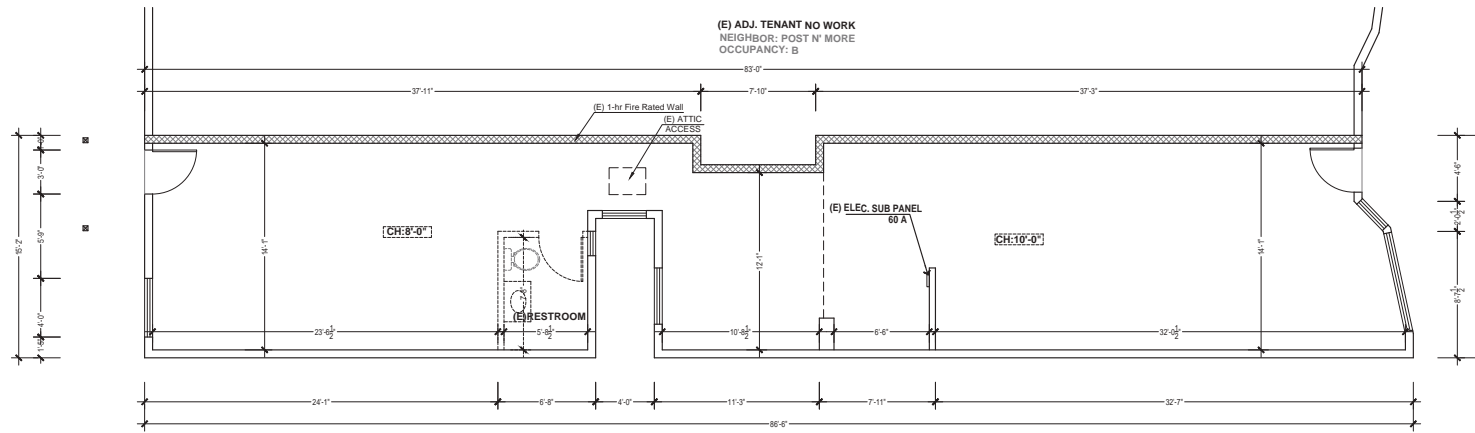
J & S Consultant Inc.
131 Sequoia Ave.
Redwood City, California 94061
Telephone: (415) 810-0188
E-mail: jamestai@jstai.com

TENANT IMPROVEMENT
1261 El Camino Real,
Menlo Park, CA 94025
APN: 071-103-090

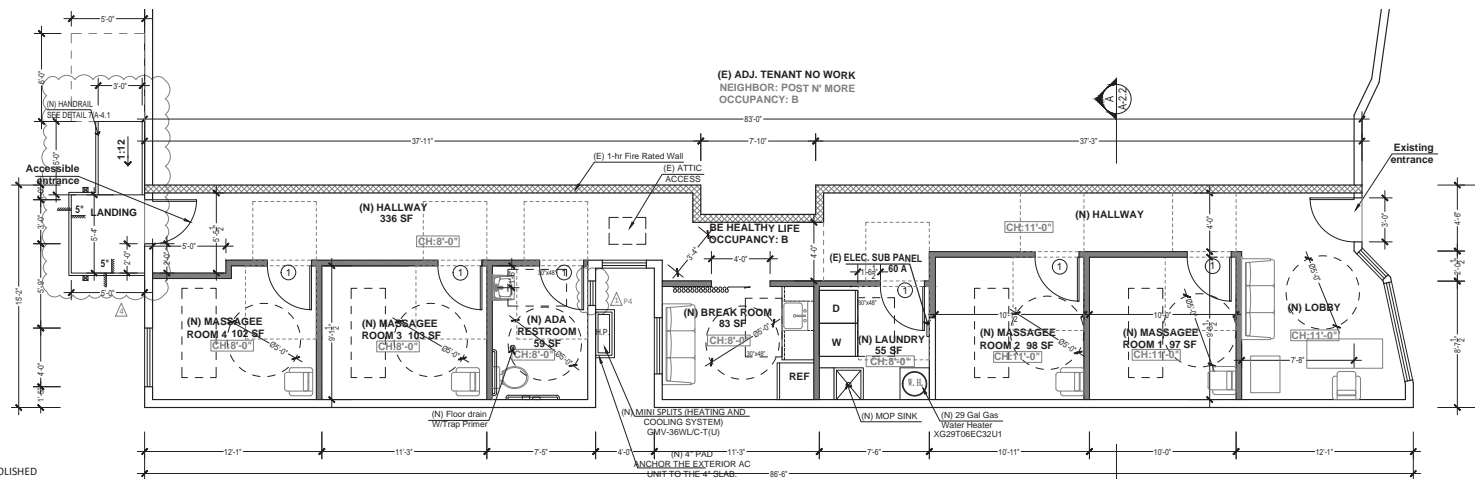
1261 El CAMINO REAL AREA PLAN

Owner:
HONG LI CHEN
Tel: 510-355-6026
EMAIL: hchen_chen20@yahoo.com

Date: 10-18-2024
Scale: 3/32"=1'-0"
Drawn: Lin X
Job:
Sheet:
A-1.3
Of Sheets



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



FLOOR PLAN LEGEND

- EXISTING WALL
- EXISTING WALL TO BE DEMOLISHED
- NEW WALL:
2x4 OR 2x6 (PLUMBING WALL) WOOD STUDS @16" O.C. W/ 5/8" THK.
TYPE X, GYP BD. ON BOTH SIDE. USE W/R GREEN GYP. BD. @ WET WALLS
- 1-HR FIRE RATED WALL:
5/8" THK. TYPE X, GYP BD. ON BOTH SIDE.
- EXISTING OR NEW DOOR
- DOOR TAG
SEE DOOR SCHEDULE FOR ADDITIONAL INFORMATION
- MASSAGE BED

(P) GROUND FLOOR PLAN
SCALE: 1/4"=1'-0"

OCCUPANT LOAD			
	SQFT	OCC FACTOR	OCC. LOAD
1261 BUILDING AREA	1,113	150 gross	8

DOOR SCHEDULE				
IDENTIFICATION		WIDTH	HEIGHT	TYPE
DOOR NUMBER	LOCATION			
1	(N) MASSAGE ROOM / ADA RESTROOM / LAUNDRY	3' - 0"	6' - 8"	SINGLE SWING

NOTE : COORDINATE ALL DOOR TYPES WITH OWNER PRIOR TO ORDERING.

REVISION	BY
Δ	Lin X. 11-05-2024
Δ	Lin X. 03-04-2025
Δ	Lin X. 03-21-2025

J & S Consultant Inc.
131 Sequoia Ave.
Redwood City, California 94061
Telephone: (415) 810-0180
E-mail: james@jandson.com

TENANT IMPROVEMENT
1261 El Camino Real,
Menlo Park, CA 94025
APN: 071-103-090

(E) & (P) GROUND FLOOR PLAN

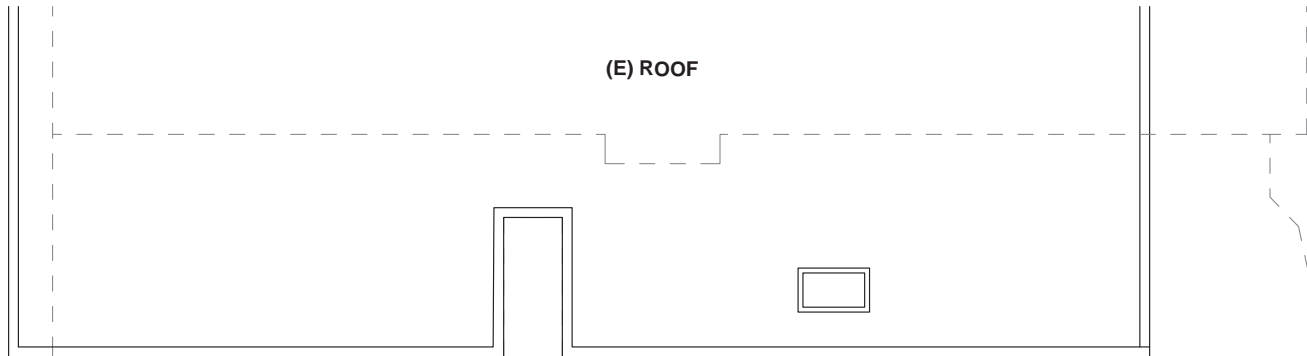
Owner:
HONGJI CHEN
Tel: 510-365-6026
EMAIL: chen_hongji@yahoo.com



Date: 10-18-2024
Scale: 1/4"=1'-0"
Drawn: Lin X.
Job:
Sheet:

A-2.0

Of Sheets



(E) ROOF

(E) ROOF PLAN

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



1257 El CAMINO REAL
(E)A.A LOCCICK

1261 El CAMINO REAL
(E)BE HEALTHY LIFE

1259 El CAMINO REAL
(E)POST N'MORE

1265 El CAMINO REAL
(E)GUY PLUBING &
HEATING, INC.

STREETScape

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

REVISION	BY
1	Lin.X
2	Lin.X
3	Lin.X

J & S Consultant Inc.
131 Sequoia Ave.
Redwood City, California 94061
Telephone: (415) 810-0188
E-mail: jamestard@jstc.com

TENANT IMPROVEMENT
1261 El Camino Real,
Menlo Park, CA 94025
APN: 071-103-090

(E) ROOF PLAN
STREETScape

Owner:
HONG LI CHEN
Tel: 510-355-6026
EMAIL: hchen_chen20@yahoo.com



Date	10-18-2024
Scale	1/4"=1'-0"
Drawn	Lin.X
Job	
Sheet	

A-2.1
Of Sheets



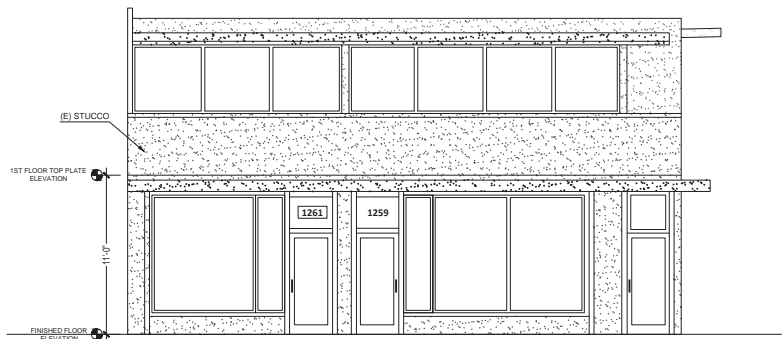
(E) REAR ELEVATION

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



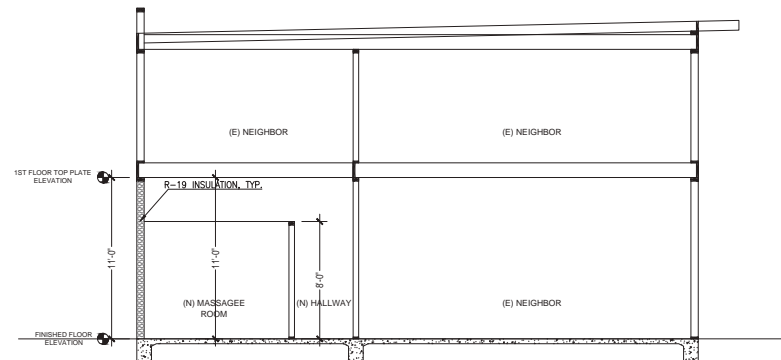
(P) REAR ELEVATION

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



(E) FRONT ELEVATION

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



A-A SECTION

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

REVISION	BY
1	10-12-2024
2	10-04-2025
3	03-21-2025

J & S Consultant Inc.
131 Sequoia Ave.
Redwood City, California 94061
Telephone: (415) 810-0180
E-mail: james@jandson.com

TENANT IMPROVEMENT
1261 El Camino Real,
Menlo Park, CA 94025
APN: 071-103-090

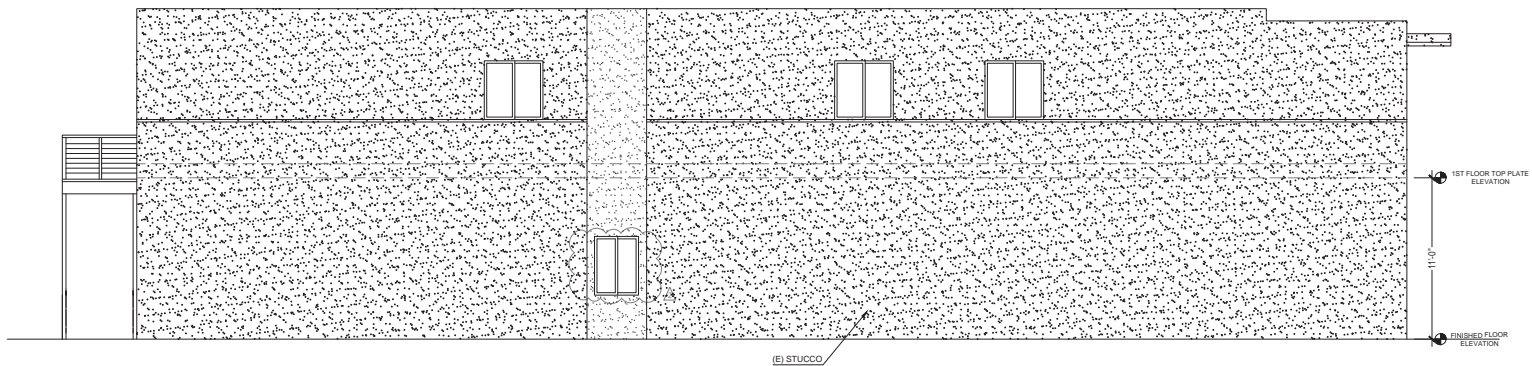
(E) & (P) REAR ELEVATION
(E) FRONT ELEVATION
A-A SECTION

Owner:
HONG LI CHEN
Tel: 510-355-6026
EMAIL: chen, hongli@yahoo.com



Date: 10-18-2024
Scale: 1/4"=1'-0"
Drawn: L.H.X.
Job:
Sheet:

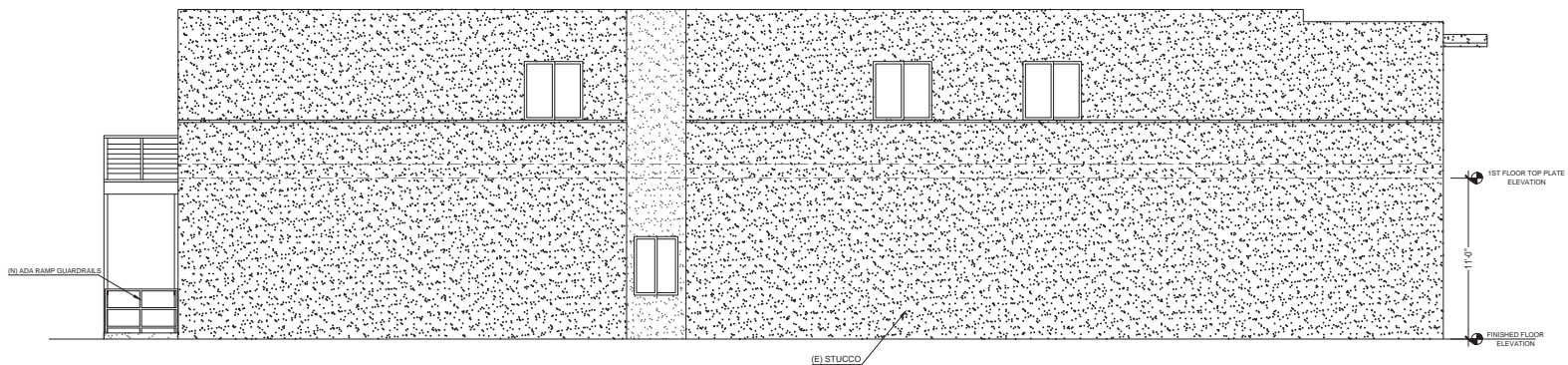
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Of Sheets



(E) LEFT ELEVATION

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

△ P1-a.2
△



(P) LEFT ELEVATION

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

△

REVISION	BY
△	10-K 12-13-2024
△	10-K 02-04-2025
△	10-K 02-21-2025

J & S Consultant Inc.
131 Sequoia Ave.
Redwood City, California 94061
Telephone: (415) 810-0180
E-mail: jannee@jandson.com

TENANT IMPROVEMENT

1261 El Camino Real,
Menlo Park, CA 94025
APN: 071-103-090

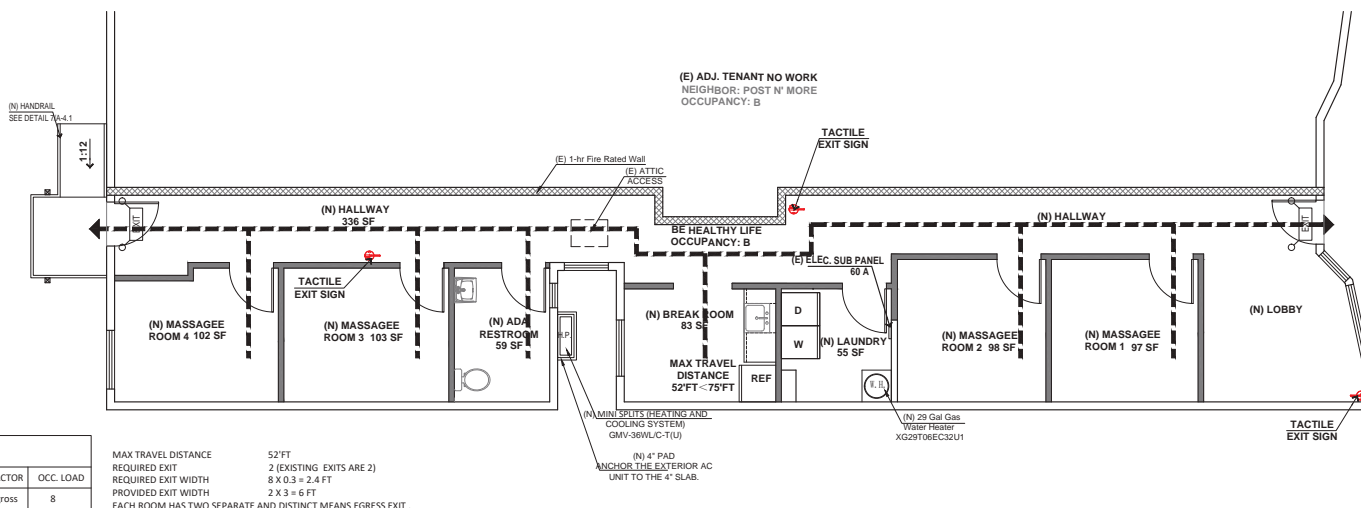
(E) & (P) LEFT ELEVATION

Owner:
HONG LI CHEN
Tel: 510-355-6026
EMAIL: chen, hli@yaho.com

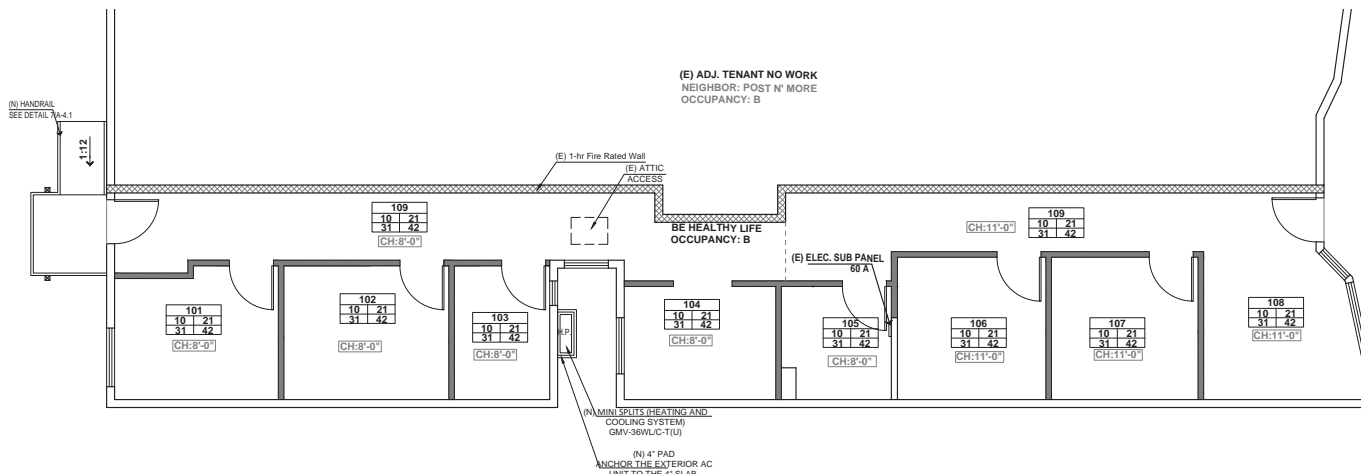


Date: 10-18-2024
Scale: 1/4"=1'-0"
Drawn: Lir.X
Job:
Sheet:

A-2.3
Of Sheets



(P) EXIT PLAN
SCALE: 1/4"=1'-0"



(P) CEILING PLAN
SCALE: 1/4"=1'-0"

LEGEND

2A10BC Portable fire extinguisher

PATH OF TRAVAL

Emergency light w/ illuminated exit sign

Emergency light

ROOM	
FLOOR	BASE
WALL	CEILING

FINISH SCHEDULE :

FLOOR:
10. EXISTING TO BE REPAIRED AND REMAIN AS REQUIRED
11. EPOXY FLOOR

BASE:
21. 4" HIGH TILE OR RUBBER BASE

WALL:
31. GYPSUM BOARD, TAPE, FINISHED AND PAINTED

CEILING:
40. GYP BOARD, TAPE, SMOOTH FINISHED & PAINT FLAT LATEX
41. 2' X 4' T-BAR CEILING
42. GYPBOARD, TYPE, SMOOTH FINISHED & PAINT SEMI GLOSS

REVISION	BY
<p>J & S Consultant Inc. 131 Sequoia Ave. Redwood City, California 94061 Telephone: (415) 810-0188 E-mail: james@j&s.com</p>	
<p>TENANT IMPROVEMENT 1261 El Camino Real, Menlo Park, CA 94025 APN: 071-103-090</p>	
<p>(P) EXIT PLAN (P) CEILING PLAN</p>	
<p>Owner: HONG LI CHEN Tel: 510-365-6026 EMAIL: hlien_chen20@yahoo.com</p>	
<p>PROFESSIONAL ENGINEER HONG LI CHEN No. 10000 Exp. Dec. 31, 2023 STATE OF CALIFORNIA</p>	
Date	10-18-2024
Scale	1/4"=1'-0"
Drawn	Lm.X
Job	
Sheet	A-3.0
Of Sheets	

Project Description Letter

Be Healthy Life

1261 El Camino Real, Menlo Park, CA 94025

1. Vacancy History

The tenant suite has been vacant **since early 2023**. The most recent tenant was a lighting retail store specializing in residential and commercial fixtures.

2. Proposed Services

Be Healthy Life will offer professional massage therapy services, including full-body massage, deep tissue therapy, and other wellness-related treatments.

3. Walk-in or Appointment

Our services will be available through **both walk-ins and appointments**, providing flexibility for client scheduling.

4. Hours of Operation

MONDAY – SUNDAY: 10 AM – 10 PM

5. Estimated Appointments Per Day

We expect to serve **up to 12 clients per day**, based on our staffing capacity and room availability.

6. Anticipated Daily Patron Volume

On average, we anticipate **10 to 12 patrons per day**, depending on demand and scheduling.

7. Staffing

The business will employ up to 4 massage technicians and 1 front desk receptionist.

8. Non-Use of Certain Areas

Please note that we will not be using the Nest Door or the upstairs suite, as these areas are outside our lease and operational scope.

9. Existing Businesses on the Property

Other businesses on the property include:

1259 El Camino Real – Post N'More

1263 El Camino Real ste.a – Sew 'N Go Alterations & Design

10. Mechanical Equipment

There will be no new roof-mounted mechanical equipment.

11. Project Purpose

The purpose of this project is to renovate the vacant unit to create a calm and inviting space for health and wellness. The renovation will include non-structural layout changes to create a lobby, four treatment rooms, a laundry room, a restroom, and a small employee break area. A parking area adjacent to the building will be available for clients arriving by car. The final construction is defined by the Floor Plan drawing by the State of CA Registered Professional Engineer, James Li (C47534). All work will comply with applicable California building, safety, and accessibility standards.

12. Architectural Style, Materials, Colors, and Construction Methods

All materials used will be commercial-grade lumber and lighting fixtures, built to meet local safety and applicable engineering codes. The colors, yet to be defined, will meet all local architectural styles and color requirements for the ECR-NW business community.

13. Basis for Site Layout

The site layout is designed to seamlessly fit into the local business community while providing a convenient and attractive location for massage spa services. The internal layout will include a lobby, four treatment rooms, a restroom, a laundry room, and a small employee break area. The space is designed to enhance customer comfort and support business operations. Additionally, there is a parking area adjacent to the building for clients arriving by car.

14. Outreach to Neighboring Properties

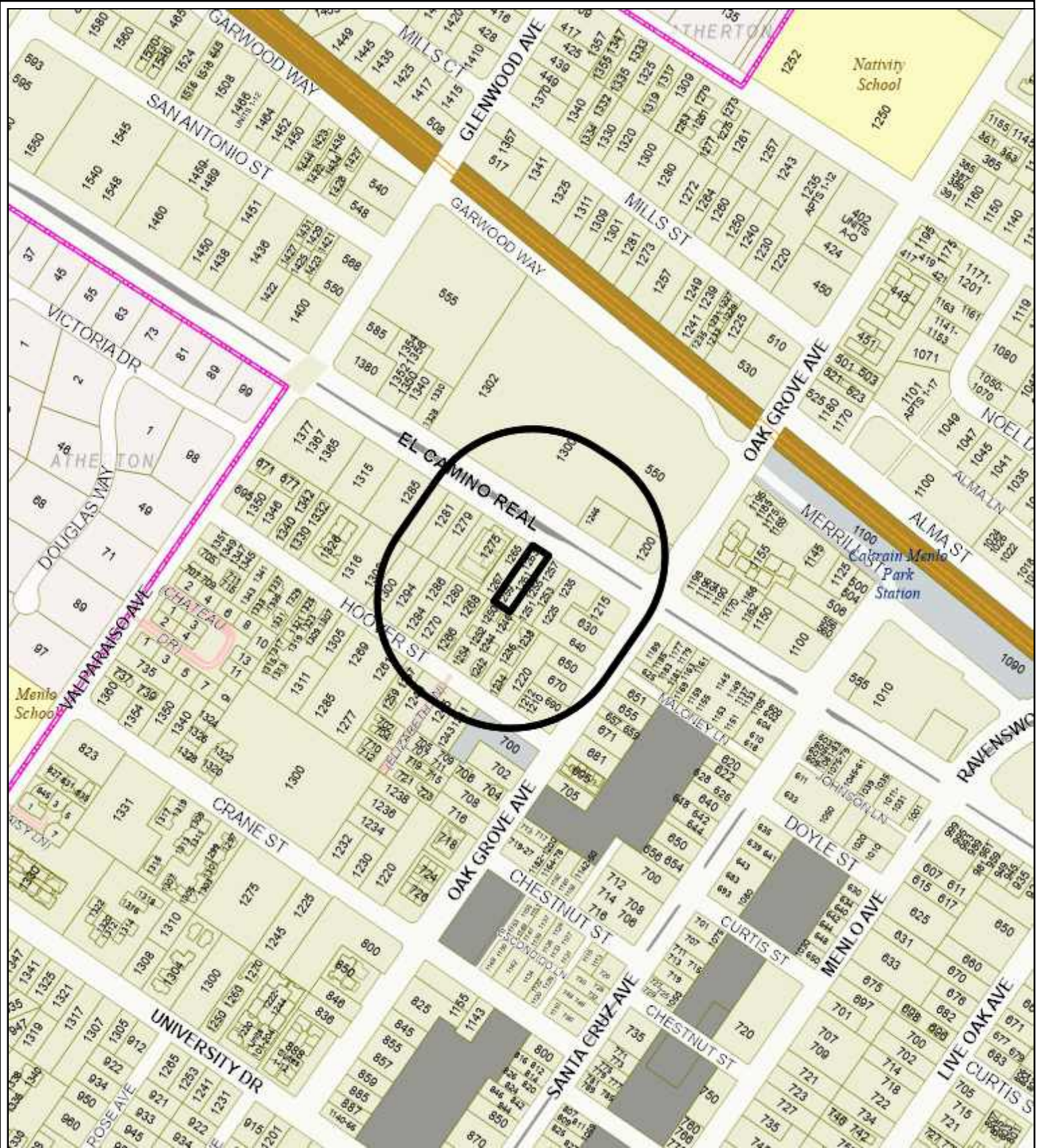
Be Healthy Life is committed to promoting wellness, stress relief, and overall health within our community. We value our neighbors and aim to connect with them through joint events, referrals, or simply sharing local

insights. We believe that fostering strong relationships with neighboring businesses can enhance the experience for everyone in the area. Our community outreach efforts will help broaden public understanding, solicit feedback, and encourage participation in decisions that affect our shared environment. We are dedicated to being an active part of the community's growth, creating stronger bonds, and contributing to the welfare of all businesses in the vicinity.

To initiate community engagement, we have already mailed introduction letters to 20 neighboring businesses located on both sides of El Camino Real, where our shop will be located. While we have not yet received any responses, we created a dedicated email address to collect feedback and stay open to suggestions. As part of our secondary outreach plan, once the business is approved, we will personally visit each business to introduce ourselves, extend a warm invitation to our Grand Opening neighborhood party—complete with cake and refreshments—and offer individual tours of the completed space. This in-person engagement will allow neighboring business owners to see the shop firsthand, meet us directly, and share any insights or advice. We believe this personal connection will help build strong, lasting relationships within the community.

LOCATION: 1261 El Camino Real	PROJECT NUMBER: PLN2024-00036	APPLICANT: Hongju Chen	Owner: Marthe Raymann
<p>PROJECT CONDITIONS:</p> <ol style="list-style-type: none"> 1. The use permit shall be subject to the following standard conditions: <ol style="list-style-type: none"> a. The applicant shall be required to apply for a building permit or commence operations within one year from the date of approval (by June 9, 2026) for the use permit to remain in effect. b. Development of the project shall be substantially in conformance with the plans prepared by J & S Construction Inc. consisting of 9 plan sheets and project description letter, dated received May 5, 2025, and approved by the Planning Commission on June 9, 2025, 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 and street 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, 			

LOCATION: 1261 El Camino Real	PROJECT NUMBER: PLN2024-00036	APPLICANT: Hongju Chen	Owner: Marthe Raymann
<p>PROJECT CONDITIONS:</p> <p>action, or proceeding and the City's full cooperation in the applicant's or permittee's defense of said claims, actions, or proceedings.</p> <p>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.</p> <p>2. The use permit shall be subject to the following project-specific conditions:</p> <p>a. Access to the second-floor unit shall not be permitted from the interior of the massage business.</p> <p>b. Prior to commencing operations, each massage therapist shall obtain all required permits, certifications, and/or licenses to perform massage therapy from the State of California and/or Menlo Park Police Department.</p>			



City of Menlo Park
Location Map
1261 El Camino Real



Scale: 1:4,000

Drawn By: FNK

Checked By: CDS

Date: 6/9/2025

Sheet: 1

Mitigation Monitoring and Reporting Program				
Mitigation Measure	Action	Timing	Implementing Party	Monitoring Party
BIOLOGICAL RESOURCES				
Mitigation Measure BIO-3b: Reduce building lighting from interior sources. a. Dim lights in lobbies, perimeter circulation areas, and atria; b. Turn off all unnecessary lighting by 11pm thorough sunrise, especially during peak migration periods (mid-March to early June and late August through late October); c. Use gradual or staggered switching to progressively turn on building lights at sunrise. d. Utilize automatic controls (motion sensors, photosensors, etc.) to shut off lights in the evening when no one is present; e. Encourage the use of localized task lighting to reduce the need for more extensive overhead lighting; f. Schedule nightly maintenance to conclude by 11 p.m.; g. Educate building users about the dangers of night lighting to birds.	Reduce building lighting from interior sources.	Prior to building permit issuance and ongoing.	Project sponsor(s) and contractor(s)	CDD



STAFF REPORT

Planning Commission

Meeting Date:

6/9/2025

Staff Report Number:

25-027-PC

Public Hearing:

Consider and adopt a resolution to approve a use permit to operate an indoor sports training private recreational use, which is considered a special use and requires a use permit, in an existing multi-tenant commercial building on a property that is substandard with regard to the minimum parking requirement in the M-2 (General Industrial) zoning district at 3553 Haven Avenue, Unit 4, and 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 operate an indoor sports training private recreational use, which is considered a special use and requires a use permit, in an existing multi-tenant commercial building on a property that is substandard with regard to the minimum parking requirement in the M-2 (General Industrial) zoning district, at 3553 Haven Avenue, Unit 4. 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 identified in Menlo Park Municipal Code (MPMC) Sections 16.78.020 (Special Uses, Consideration Factors Prior to Permit Issuance) and 16.82.030 (Permits, Granting) can be made for the proposed project. The City's General Plan includes a variety of goals and associated policies to implement those goals related to retaining and enhancing neighborhood-serving commercial and retail clusters that may be considered in evaluating the proposed project, such as:

- Goal LU-3: Retain and enhance existing and encourage new neighborhood-serving commercial uses, particularly retail services, to create vibrant commercial corridors.
- Goal LU-4: Promote and encourage existing and new business to be successful and attract entrepreneurship and emerging technologies for providing goods, services, amenities, local job opportunities and tax revenue for the community while avoiding or minimizing potential environmental and traffic impacts.

Background

Site location

The project site is one unit within an existing one-story warehouse and light industrial building containing seven units, located at 3553 Haven Avenue. Adjacent and nearby parcels on Haven Avenue are occupied

by a variety of warehouse, light manufacturing, research and development (R&D), and office uses, as well as multifamily residential uses, including the Anton Menlo Apartments at 3639 Haven Avenue and the Roen Menlo Park (formerly Elan) Apartments at 3645 Haven Avenue. Properties on the south side of Haven Avenue are located in Redwood City, while properties on the north side of Haven Avenue are in the City of Menlo Park. Beyond the immediate project vicinity, the Cargill Salt Ponds are located farther north of the project site, and the Bayshore Freeway (US-101) is located farther to the south. Farther west, where Haven Avenue makes a southern bend, the Bayshore Villa mobile home community and one warehouse building, at 3501 Haven Avenue, are located within an unincorporated portion of San Mateo County. A location map is included as Attachment B.

Analysis

Project description

The applicant, Performance Space LLC, is requesting a use permit for a change of use from the existing warehouse to a basketball skills and performance facility in Unit 4 of the multi-tenant warehouse and light industrial building. One unit within the building contains a bakery, another unit contains a construction office, and the other five units are currently unoccupied. There are parking spaces available immediately in front and south of the building as part of the overall development that includes multi-tenant warehouse and light industrial buildings at 3549 and 3551 Haven Avenue. Additionally, the proposed training facility is considered a private recreational facility, which is a special use, and requires Planning Commission review.

According to the applicant, the proposed training facility would provide specialized training services to individuals of all ages (youth through adult) and skill levels, focusing on improving basketball fundamentals, physical conditioning, and overall athletic performance. A membership would be required to access the proposed services in the facility. General business hours are planned from 6 a.m. to 8 a.m. and 5 p.m. through 9 p.m. on weekdays, and 9 a.m. through 12 noon on Saturdays and Sundays. There would be a total of three employees working in the proposed training facility, and the applicant has stated in the project description letter that training sessions would be managed through a scheduling system. There may also be small group sessions for limited training clinics. One basketball hoop is proposed in the open area inside the suite, allowing for a “half-court” basketball configuration, and a weight room would also be provided in the space. No outdoor activities are proposed. Overall, the applicant estimates there would be approximately 100 customers using the proposed training facility monthly.

There are no exterior modifications proposed for the suite and no changes are proposed for the gross floor area (GFA) or building footprint.

Special use

An athletic training facility is considered a private recreational facility, which is a special use, and requires use permit approval. Section 16.78.020 of the Zoning Ordinance lists three factors to be considered in determining whether the characteristics of the special use are compatible with the uses permitted in the surrounding area:

1. Damage or nuisance from noise, smoke, odor, dust or vibration;
2. Hazard from explosion, contamination, or fire;
3. Hazard occasioned by unusual volume or character of traffic, or the congregation of a large number of people or vehicles.

Staff believes the proposed addition of the training facility provided by Performance Space LLC would not risk creating any such hazards or nuisances. The parking demand generated by the training facility would not result in an unusual amount of traffic, and staff is not aware of any ongoing parking problems at the site.

A building permit application would be required to ensure interior improvements meet building codes and applicable health and safety regulations. The proposed operations would not involve hazardous materials or functions that might generate damaging or nuisance-level noise, smoke, odor, dust or vibration, or risks of explosions, contamination, or fires.

Parking and circulation

According to MPMC Section 16.72.050, properties in the M-2 district have a parking requirement of one parking space per every 300 square feet of GFA. The development is considered nonconforming with regard to parking because the existing building occupies the entire 3553 Haven Avenue parcel, and the parking spaces in front of the building and beyond are located on separate parcels. Applying the one space per 300 square feet parking rate to the square footage for the whole seven-unit building (approximately 17,600 square feet in GFA), the total minimum required parking for the subject parcel is 59 parking spaces. However, there are a total of 113 parking spaces on the parcels immediately adjacent to the subject property at 3549 Haven Avenue and 3551 Haven Avenue, which are under the same ownership as the 3553 Haven Avenue property.

The two neighboring buildings, 3549 Haven Avenue and 3551 Haven Avenue, have approximately 26,400 square feet and 29,520 square feet of GFA, respectively. In combination with the subject building at 3553 Haven Avenue, the three buildings have a sitewide total GFA of 73,520 square feet. At the required M-2 parking rate of one space per 300 square feet rate, 246 parking spaces are required for the three-building development. This parking amount is more than double the number of parking spaces currently located across the three combined parcels.

Although the subject property and three-building development do not meet the minimum parking requirements, customer parking demands are not expected to be excessive based on the hours of operation of the businesses sharing the parking lot. In the project description letter, the applicant states that the property owner has 100 parking spaces available at adjoining lots, including the two aforementioned neighboring properties. This was confirmed by staff on a site visit conducted on May 23, 2025, between the hours of 1 p.m. and 2 p.m. The limited businesses in the vicinity have staggered hours of demand based on their various operations. Additionally, on-street parking is permitted on the Redwood City side of Haven Avenue, providing additional parking options.

As mentioned earlier, the proposed training facility is intended to serve the local community and would host sessions/classes instead of walk-ins, which would allow the business to manage the number of clients using the facility at all times. Most of the sessions would be held outside of the common business hours of 8 a.m. to 5 p.m. during weekdays, when other adjacent businesses may be more likely to utilize on-site parking. The Transportation Division has reviewed the proposal and determined that neither a Traffic Impact Analysis (TIA) nor a Transportation Demand Management (TDM) plan are required for this project.

The proposed project is located near a stretch of Haven Avenue that contains considerable residential density and activity. As stated earlier, the subject property is located a short distance from the Anton Menlo Apartments at 3639 Haven Avenue and the Roen Menlo Park (formerly Elan) Apartments at 3645 Haven Avenue to the east, and the Bayshore Villa mobile home community to the west. Each of these developments are within a short walk of the subject property, which could further reduce parking and vehicular traffic needs. The proposed project would add diversity in the commercial uses available along Haven Avenue, serving the local community directly, through a private recreational use that is within a walkable distance.

In addition, there are public transit and bicycling opportunities to access the subject property. The 270

Samtrans bus is a bus route that runs along Haven Avenue, between Marsh Road and the Redwood City Transit Center. This offers a bus service stopping very close to the subject property and providing a more extensive transit connection at the Redwood City Transit Center, which includes additional bus and Caltrain connectivity. Haven Avenue has bicycle lanes along each side of the street, offering an additional nodal option via bicycle. These additional options provide alternatives to parking in the event parking availability is more limited or perhaps not possible on the neighboring properties.

Correspondence

Staff has not received any items of correspondence on the proposed project.

Conclusion

The proposed training facility would be located in an existing commercial center and seeks to serve customers located within the broader neighborhood. Although the property is substandard with regard to parking, staff believes the existing parking spaces across the site shared with 3549 and 3551 Haven Avenue, in addition to transit, bicycle and on-street parking options, would provide adequate parking for patrons and staff, given the proposed business operations outside of standard business hours when adjacent uses may have greater parking needs. The proposed training facility would provide a new neighborhood-serving use, and create local job opportunities and tax revenue, which promote General Plan goals LU-3 and LU-4. 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

Report prepared by:
Matt Pruter, Associate Planner

Report reviewed by:
Tom Smith, Principal Planner

PLANNING COMMISSION RESOLUTION NO. 2025-0XX

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF MENLO PARK APPROVING A USE PERMIT FOR A CHANGE OF USE FROM WAREHOUSE TO AN INDOOR SPORTS TRAINING FACILITY FOR A TENANT SUITE IN AN EXISTING MULTI-TENANT BUILDING THAT IS SUBSTANDARD WITH REGARD TO THE MINIMUM PARKING REQUIREMENT IN THE M-2 (GENERAL INDUSTRIAL) ZONING DISTRICT, AT 3553 HAVEN AVENUE, UNIT 4. ADDITIONALLY, THE PROPOSED TRAINING FACILITY IS CONSIDERED A PRIVATE RECREATIONAL FACILITY, WHICH IS A SPECIAL USE AND REQUIRES USE PERMIT APPROVAL.

WHEREAS, the City of Menlo Park (“City”) received an application requesting a use permit to operate an indoor sports training private recreational use, which is considered a special use and requires a use permit, in an existing multi-tenant commercial building on a property that is substandard with regard to the minimum parking requirement in the M-2 (General Industrial) zoning district (collectively, the “Project”) from Kohei Tamagawa (“Applicant”) located at 3553 Haven Avenue, Unit 4 (APN 055-130-420) (“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 General Industrial (M-2) district. The M-2 district supports general industrial and office uses, including private recreation uses as a conditional use; and

WHEREAS, the proposed Project would comply with all objective standards of the M-2 district, apart from the required minimum parking for the site; and

WHEREAS, although the proposed Project would continue to have substandard parking, the proposed Project would generally be neighborhood serving, and the general trip generation is expected to be nominal because hours of operation would generally be scheduled outside of standard business hours of 8 a.m. to 5 p.m. on weekdays; and

WHEREAS, the proposed training facility is considered a special use and is conditionally permitted; and

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

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

WHEREAS, the Project is categorically exempt from environmental review pursuant to Cal. Code of Regulations, Title 14, §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 June 9, 2025, 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 a private recreation facility, 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. The proposed Project is designed in a manner which is consistent with the goals, policies, and objectives of the General Plan and applicable Municipal Code and Zoning Ordinance requirements, and more specifically, the Project would be compatible with the surrounding uses.

- b. The proposed project would remain substandard with regard to the parking requirements for the M-2 zoning district. However, the Transportation Division reviewed the project and determined the available parking spaces, coupled with the parking available at the neighboring properties under the same ownership, on-street parking, and transit and bicycle options, could accommodate the patrons of the proposed use given the current utilization of the parking lot and the anticipated hours of operation based on the different uses and the various services that are provided on site.
 - c. The proposed Project is designed to meet all the applicable codes and ordinances of the City of Menlo Park Municipal Code, and the Planning Commission concludes that the Project would not be detrimental to the health, safety, and welfare of the surrounding community as the proposed private recreation facility would be located in a commercial building compatible with the surrounding neighborhood.
2. In addition to the criteria outlined in MPMC chapter 16.82, special uses are subject to the following additional factors, per MPMC chapter 16.78, to determine if the use will not be unreasonably incompatible with uses permitted in the surrounding areas:
- a. Damage or nuisance from noise, smoke, odor, dust, or vibration;
 - b. Hazard from explosion, contamination, or fire; and
 - c. Hazard occasioned by unusual volume or character of traffic or the congregation of a large number of people or vehicles.

The above factors are not present with the proposed use, in that the proposed operations would not create damage or nuisances to neighboring properties or uses. The project would be subject to applicable building code requirements for internal modifications, which would reduce potential hazards. Furthermore, the proposed operations were evaluated by the City's Transportation Division, which determined the use would not create negative impacts on parking and circulation in the vicinity of the project site.

Section 3. Conditional Use Permit. The Planning Commission approves Use Permit No. PLN2025-00018, which use permit is depicted in and subject to the development plans and project description letter, which are attached hereto and incorporated herein by this reference as Exhibit A and Exhibit B, respectively. The Use Permit is conditioned in conformance with the conditions attached hereto and incorporated herein by this reference as Exhibit C.

Section 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, Corinna Sandmeier, Principal Planner 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 June 9, 2025, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

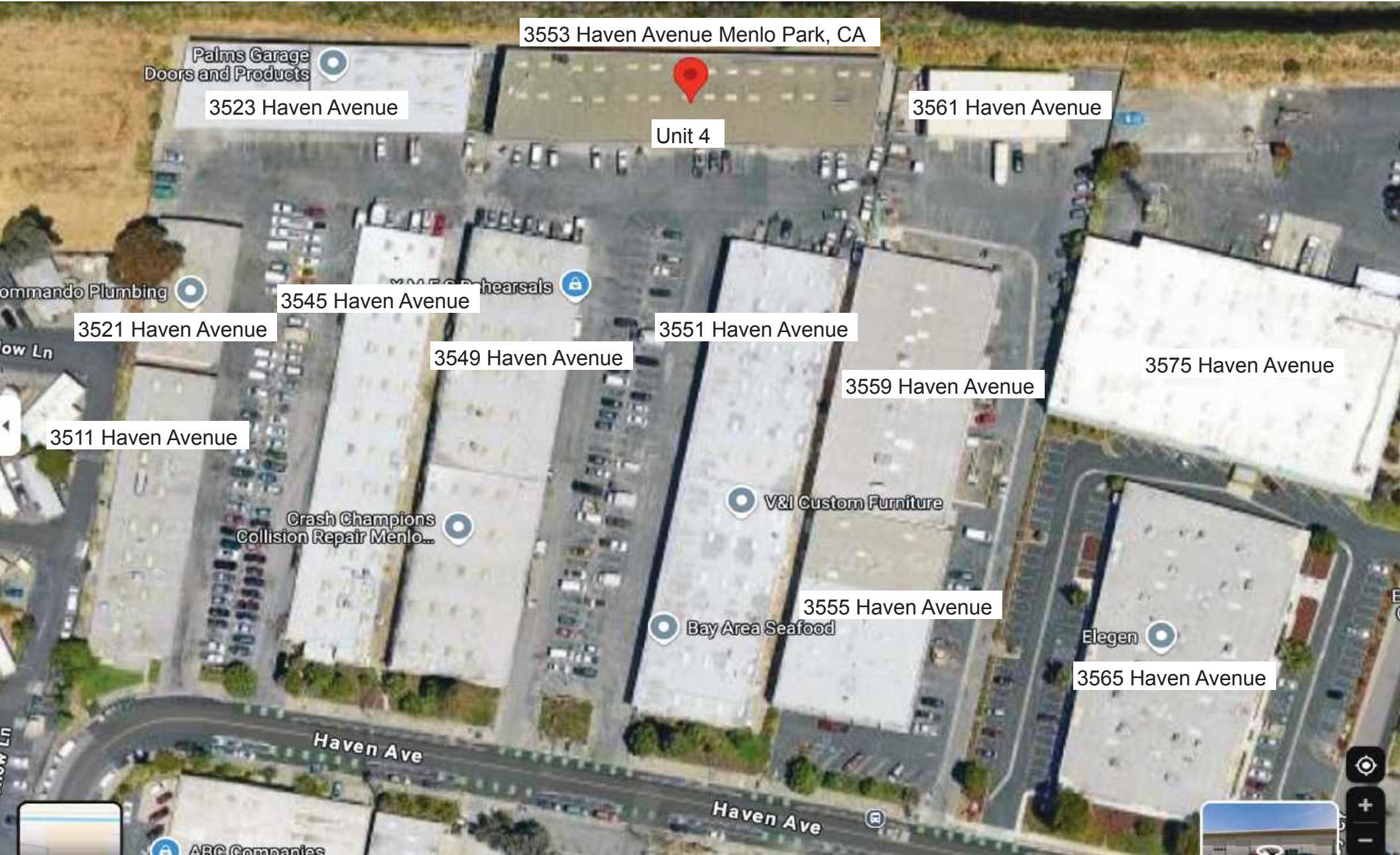
IN WITNESS THEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this ____ day of June, 2025.

PC Liaison Signature

Corinna Sandmeier
Principal Planner
City of Menlo Park

Exhibits

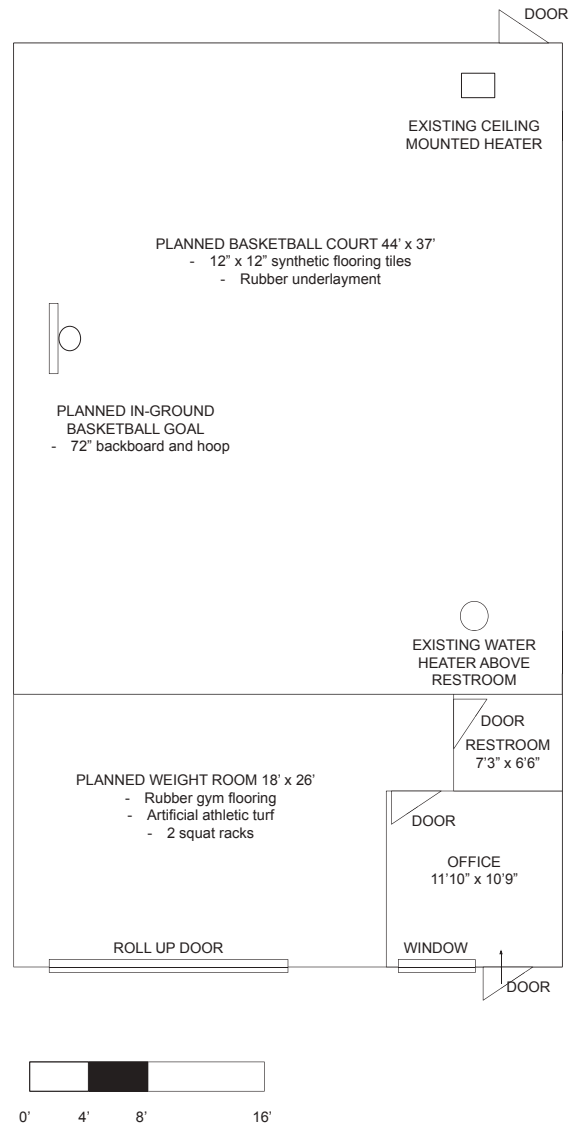
- A. Project plans
- B. Project description letter
- C. Conditions of approval



AREA PLAN – 3553 UNIT 4 HAVEN AVE.



1" = 20'



FLOOR PLAN – 3553 UNIT 4 HAVEN AVE.

Project Description:
Basketball Skills and Performance Training Facility at 3553 Haven Ave, Unit 4

Update: April 18th, 2025

In response to the City of Menlo Park Planning Division's request for additional information, we have provided the requested additional information for our proposal for the Basketball Skills and Performance Training Facility.

1. Please confirm the total number of parking spaces that are available to use across all parcels that are controlled by your landlord.

The total available parking spaces are 100, as confirmed by the landlord. Please see the uploaded copy of the email from the representative.

2. Plan Set

a. Please provide a basic area plan with subject property, subject suite and adjoining properties labeled and streets noted. You may use a Google satellite view if you superimpose the building addresses on top of the image.

Please see the uploaded basic area plan.

3. Project Description Letter

a. Please expand the breakdown of adult vs. youth classes/uses you propose.

We offer basketball skills and performance training for both adult and youth athletes. Classes are offered in both the mornings and evenings. Class access is limited to members only, and we will have a separate training schedule for adult and youth athletes. For example, we train adults in the mornings and youth athletes in the evenings, Monday through Friday.

b. Please confirm that there will be no outdoor activities proposed.

We confirm that no outdoor activities are proposed.

Note:

We verify that no future modifications will be requested with regard to building height, window size/placement, exterior materials, and parking and vehicle access.

Key updates include:

- Confirmation of 100 available parking spaces, verified by the landlord.
- Submission of an attached basic area plan detailing the property, suite, adjoining properties, and streets.
- Expanded details on our adult and youth training programs, with separate schedules and member-only access. Adult training occurs mornings, and youth training occurs evenings, Monday through Friday.
- Confirmation that no outdoor activities are proposed.

- Verification that no future modifications to the building height, window size/placement, exterior materials, parking, or vehicle access will be requested.

1. Purpose of the Proposal:

The purpose of this proposal is to obtain a Use Permit to establish a basketball skills and performance training facility within an existing warehouse space located at 3553 Haven Avenue, Unit 4, Menlo Park. This facility will provide specialized training services to individuals of all ages and skill levels, focusing on improving basketball fundamentals, physical conditioning, and overall athletic performance. The intent is to create a dedicated space for skill development, fostering a positive and healthy environment for athletes in the community. This proposal seeks to reclassify the use of the property from M2 General Industrial District to a special use as private recreational facilities permitted under Chapter 16.78 of the Menlo Park Municipal Code.

2. Scope of Work:

The scope of work involves the following:

Interior Modifications: Minor interior modifications will be made to the existing warehouse space to accommodate the basketball training facility. This includes:

- Installation of basketball hoops and court markings.
- Placement of training equipment (e.g., squat racks, athletic turf, weight training equipment).
- Creation of a reception/waiting area.
- Potential installation of restroom upgrades if needed.
- No structural changes to the building are anticipated.

Operational Activities: The facility will offer:

- Individual and group basketball skills training sessions.
- Strength and conditioning programs tailored to basketball performance.
- Youth athlete development programs.
- We offer basketball skills and performance training for both adult and youth athletes. Classes are offered in both the mornings and evenings. Class access is limited to members only, and we will have a separate training schedule for adult and youth athletes. For example, we train adults in the mornings and youth athletes in the evenings, Monday through Friday.
- Potential for small-group clinics and workshops.

Proposed Hours of Operation: The proposed primary operating hours are as follows:

- Monday through Friday: 6:00 AM to 8:00 AM and 5:00 PM to 9:00 PM
- Saturday: 9:00 AM to 12:00 PM
- Sunday: 9:00 AM to 12:00 PM

Estimated number of customers: 100 customers per month

Estimated number of employees: 3 employees

Staffing: The facility will be staffed by qualified basketball skills and performance trainers and administrative personnel.

Parking: The facility will utilize the existing parking spaces available at the warehouse complex. We will implement a scheduling system to manage the amount of people at the facility at one time to minimize parking impact.

3. Basis for Site Layout:

The site layout is based on the following considerations:

- Existing Warehouse Configuration: The layout will utilize the existing open floor plan of the warehouse to maximize training space.
- Safety and Accessibility: The layout will ensure safe and efficient movement for participants and staff, complying with all applicable building codes and accessibility standards.
- Basketball Skills and Performance Areas: The space will be divided into basketball skills and performance areas, including areas for basketball shooting and handling skills, and strength and conditioning training.
- Efficient Space Utilization: The layout will optimize the use of available space to accommodate various training activities.

4. Existing and Proposed Uses:

- Existing Use: The property is currently zoned M2 General Industrial District and is utilized as a general industrial warehouse.
- Proposed Use: The proposed use is a basketball skills and performance training facility, a special use under Chapter 16.78 of the Menlo Park Municipal Code. This change in use will provide a recreational and fitness service to the community.

5. Additional Considerations:

Noise Mitigation: While basketball activities are not inherently loud, measures will be taken to minimize potential noise impacts, such as:

- Utilizing rubberized flooring.
- Limiting impact noise.
- Maintaining closed doors during training sessions.
- Traffic and Parking: The facility will implement a scheduling system to manage the number of participants and staff present at any given time, minimizing traffic and parking impacts.

Compliance: The facility will comply with all applicable city codes and regulations, including building codes, fire safety codes, and accessibility standards.

6. Conclusion:

The proposed basketball skills and performance training facility at 3553 Haven Avenue, Unit 4, will provide a valuable recreational and fitness service to the Menlo Park community. The facility will be operated in a safe, responsible, and professional manner, with minimal impact on surrounding properties. We are committed to working closely with the City of Menlo Park and neighboring properties to ensure a successful and harmonious integration of this new use into the area.

This project description has been prepared by:
Kohei Tamagawa
Owner, Performance Space LLC

Signature:  Date: 4/18/2025



Kohei Tamagawa <kohei@performancespace.co>

3553-4 Haven Use Permit Additional Information Requested

Christopher Hopkins <chris@westmontdevelopment.com>
To: Kohei Tamagawa <kohei@performancespace.co>

Thu, Apr 17, 2025 at 3:17 PM

Kohei: We manage the following properties:

3501-3515 Haven Avenue

3517-3523 Haven Avenue

3520 A-M Haven Avenue

3523 A-H Haven Avenue

3525-3547 Haven Avenue

3549 A-L Haven Avenue

3551 M-X Haven Avenue

3553 1-7 Haven Avenue

3555-3555A Haven Avenue

There are over 100 parking spaces serving these addresses.

Chris Hopkins

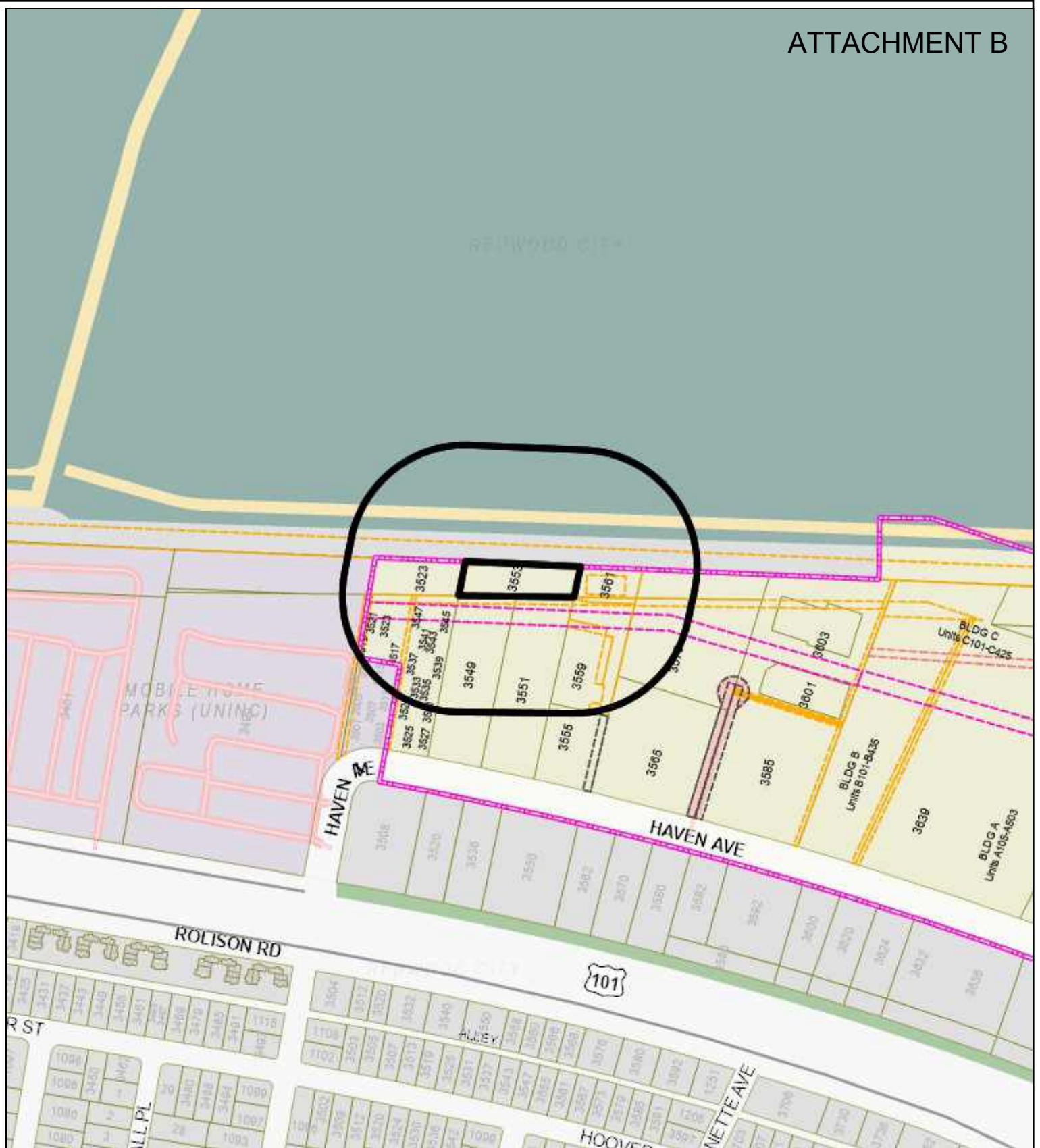
Gasivoda Properties

[100 Harbor Blvd.](#)

[Belmont, CA 94002](#)

650-996-2021

LOCATION: 3553 Haven Avenue	PROJECT NUMBER: PLN2025-00018	APPLICANT: Kohei Tamagawa	OWNER: Haven Associates
<p>PROJECT CONDITIONS:</p> <ol style="list-style-type: none"> 1. The use permit shall be subject to the following standard conditions: <ol style="list-style-type: none"> a. The applicant shall be required to apply for a building permit within one year from the effective date of approval (by June 9, 2026) for the use permit revision to remain in effect. b. Development of the project shall be substantially in conformance with the plans prepared by Kohei Tamagawa, consisting of three plan sheets, dated received April 21, 2025 and approved by the Planning Commission on June 9, 2025, 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 pay all fees incurred through staff time spent reviewing the application. f. The applicant or permittee shall defend, indemnify, and hold harmless the City of Menlo Park or its agents, officers, and employees from any claim, action, or proceeding against the City of Menlo Park or its agents, officers, or employees to attack, set aside, void, or annul an approval of the Planning Commission, City Council, Community Development Director, or any other department, committee, or agency of the City concerning a development, variance, permit, or land use approval which action is brought within the time period provided for in any applicable statute; provided, however, that the applicant's or permittee's duty to so defend, indemnify, and hold harmless shall be subject to the City's promptly notifying the applicant or permittee of any said claim, action, or proceeding and the City's full cooperation in the applicant's or permittee's defense of said claims, actions, or proceedings. g. Notice of Fees Protest – The applicant may protest any fees, dedications, reservations, or other exactions imposed by the City as part of the approval or as a condition of approval of this development. Per California Government Code 66020, this 90-day protest period has begun as of the date of the approval of this application. 			



City of Menlo Park
Location Map
3553 Haven Avenue

