



## REGULAR MEETING AGENDA

**Date:** 9/8/2025  
**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:  
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Regular Meeting ID # 846 9472 6242  
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- Submit a written comment online up to 1-hour before the meeting start time:  
[planning.commission@menlopark.gov](mailto:planning.commission@menlopark.gov)\*  
Please include the agenda item number related to your comment.

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

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### Regular Meeting

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

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



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

**E. Consent Calendar**

- E1. Approval of minutes from the June 23, 2025 Planning Commission meeting ([Attachment](#)) ***Continued from the meeting of July 14, 2025***
- E2. Approval of minutes from the August 11, 2025 Planning Commission meeting ([Attachment](#))

**F. Public Hearing Items**

- F1. Use Permit/Anthony Ho/1346 Hoover St.:  
Consider and adopt a resolution to approve a use permit to remodel and add first- and second-story additions to an existing non-conforming single-family residence with a basement located on a substandard lot with regard to lot width and area in the R-3 (Apartment) zoning district. The proposal also includes a use permit request for the proposed work to exceed 50 percent of the replacement value of the existing nonconforming structure over a 12-month period. The proposal would exceed 50 percent of the existing floor area and is considered equivalent to a new structure. Additionally, the proposal includes use permit requests for additions and remodeling to an existing, detached, nonconforming garage which would exceed 50 percent of the replacement value of the nonconforming structure over a 12-month period and for a new accessory dwelling unit (ADU) above the existing detached garage which would exceed the maximum height for a detached ADU. Determine this action is categorically exempt under CEQA Guidelines Section 15303, Class 3 exemption for new construction or conversion of small structures. ***Continued from the meeting of August 11, 2025*** ([Staff Report #25-039-PC](#))
- F2. Use Permit Revision/Michael Hart/319 Barton Way:  
Consider and adopt a resolution to approve a use permit revision to construct first-floor additions to an existing two-story residence on a substandard lot with regard to lot width in the R-1-U (Single Family Urban Residential) zoning district. Determine this action is categorically exempt under CEQA Guidelines Section 15301, Class 1 exemption for existing facilities. The original use permit was granted in 2005. ([Staff Report #25-040-PC](#))
- F3. Use Permit/Travis Wood/460 Cotton St.:  
Consider and adopt a resolution to approve a use permit to demolish an existing single-story, single-family residence, and construct a new two-story, single-family residence with a basement on a substandard lot with regard to minimum lot width in the R-1-S (Single Family Suburban Residential) zoning district. The project also includes a use permit request for excavation within the required left- and right-side setbacks for proposed lightwells. Determine this action is categorically exempt under CEQA Guidelines Section 15303's Class 3 exemption for new construction or conversion of small structures. The proposal includes an attached accessory dwelling unit (ADU), which is a permitted use and not subject to discretionary review. ([Staff Report #25-041-PC](#))
- F4. Use Permit/Daniel Warren/404 Durham St.:  
Consider and adopt a resolution to approve a use permit to remodel and add second-story



additions to an existing nonconforming single-story, single-family residence located on a substandard lot with regard to minimum lot width and area in the R-1-U (Single Family Urban Residential) zoning district. The proposed work would exceed 50 percent of the replacement value of the existing nonconforming structure over a 12-month period and requires approval of a use permit by the Planning Commission. The proposal would exceed 50 percent of the existing floor area and is considered equivalent to a new structure. The proposal includes conversion of existing space into an Accessory Dwelling Unit (ADU), which is a permitted use and not subject to discretionary review. Determine this action is categorically exempt under CEQA Guidelines Section 15301, Class 1 exemption for existing facilities. ([Staff Report #25-042-PC](#))

- F5. Use Permit/Charles Holman/1005 Olive St.:  
Consider and adopt a resolution to approve a use permit to construct exterior and interior modifications and additions to an existing nonconforming single-story residence in the R-1-S (Single Family Suburban Residential) zoning district. The proposed work would exceed 75 percent of the replacement value of the existing structure, which requires a use permit. Determine this action is categorically exempt under CEQA Guidelines Section 15301, Class 1 exemption for existing facilities. ([Staff Report #25-043-PC](#))
- F6. Use Permit Revision/Hiromi Ogawa/323 Pope St.:  
Consider and adopt a resolution to approve a use permit revision to construct first-floor exterior and interior modifications to an existing two-story residence on a substandard lot with regard to minimum lot width in the R-1-U (Single Family Urban Residential) zoning district. The original use permit was granted in 2007. Determine this action is categorically exempt under CEQA Guidelines Section 15301, Class 1 exemption for existing facilities. ([Staff Report #25-044-PC](#))
- F7. Use Permit/Christina Meza/325 Sharon Park Dr. (Safeway):  
Consider and adopt a resolution to approve a use permit for the sale of beer, wine, and distilled spirits for off-site consumption (State of California Alcoholic Beverage Control license type 21), which is a special use requiring a use permit, at an existing supermarket in the C-2 (Neighborhood Shopping) zoning district. Determine this action is categorically exempt under CEQA Guidelines Section 15301, Class 1 exemption for existing facilities. ([Staff Report #25-045-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: September 29, 2025
  - Regular Meeting: October 6, 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.

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## REGULAR MEETING DRAFT MINUTES

**Date:** 6/23/2025  
**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 7:01 p.m.

### B. Roll Call

Present: Andrew Ehrich (Chair), Ross Silverstein (Vice Chair), Katie Behroozi, Linh Dan Do, Jennifer Schindler, Misha Silin

Absent: Katie Ferrick

Staff: Matthew Pruter, Associate Planner; Corinna Sandmeier, Principal Planner; Mariam Sleiman, City Attorney's Office

### C. Reports and Announcements

Principal Planner Corinna Sandmeier said the City Council at its June 24, 2025 meeting would review the proposed budget for the upcoming fiscal year.

### D. Public Comment

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

### E. Consent Calendar

- E1. Approval of minutes from the June 9, 2025 Planning Commission meeting ([Attachment](#))

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

ACTION: Motion and second (Behroozi/Schindler) to approve the Consent Calendar consisting of the minutes from the June 9, 2025 Planning Commission meeting; passes 6-0 with Commissioner Ferrick absent.

### F. Regular Business Item

- F1. Architectural Control/Stanford University/200 and 300 El Camino Real:  
Consider and adopt a resolution to approve an architectural control permit for minor alterations to two existing office buildings at 200-300 El Camino Real, including the installation of metal roll-up gates for two rear-facing underground parking garage entrances at 300 El Camino Real, and the



installation of metal roll-up gates for two rear-facing underground parking garage entrances and a metal gate for one side-facing pedestrian entrance at 200 El Camino Real, in the SP-ECR/D (El Camino Real/Downtown Specific Plan) zoning district, and determine this action is categorically exempt under CEQA Guidelines Section 15301's Class 1 exemption for existing facilities. ([Staff Report #25-028-PC](#))

Associate Planner Matthew Pruter said staff had no additions to the written report.

Michelle Coplan, property manager, spoke on behalf of the project.

Chair Ehrich opened for public comment on the project and closed public comment as no persons requested to speak.

ACTION: Motion and second (Silverstein/Behroozi) to adopt a resolution approving the item as presented; passes 6-0 with Commissioner Ferrick absent.

## **G. Informational Items**

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

- Regular Meeting: July 14, 2025

Planner Sandmeier said the agenda for the July 14 meeting had some single family home projects and some smaller commercial projects.

- Regular Meeting: July 28, 2025

Planner Sandmeier said the Parkline project was tentatively scheduled for the July 28 agenda.

Commissioner Silverstein said he would be absent from the July 14 meeting. Chair Ehrich noted that Commissioner Ferrick would also be absent from the July 14 meeting.

Chair Ehrich, Vice Chair Silverstein and Commissioner Silin asked additional questions about upcoming projects, including items related to housing, a City Council priority. Planner Sandmeier said it's best not to go into details for projects not on the agenda and that larger projects have project pages that provide information on project components and schedules, available at [menlopark.gov/projects](http://menlopark.gov/projects). In response to follow-up questions, Mariam Sleiman, City Attorney's Office, reiterated that it's best to be attentive to the Brown Act and not to discuss items not on the agenda.

## **H. Adjournment**

Chair Ehrich adjourned the meeting at 7:26 p.m.

Staff Liaison: Corinna Sandmeier, Principal Planner

Recording Secretary: Brenda Bennett





## REGULAR MEETING DRAFT MINUTES

**Date:** 8/11/2025  
**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 7:03 p.m.

### B. Roll Call

Present: Andrew Ehrich (Chair), Katie Behroozi, Linh Dan Do, Katie Ferrick, Jennifer Schindler, Misha Silin

Absent: Ross Silverstein (Vice Chair)

Staff: Calvin Chan, Senior Planner; Jacob Garcia, Consulting Planner; Fahteen Khan, Associate Planner; Matt Pruter, Associate Planner; Thomas Rogers, Principal Planner; Corinna Sandmeier, Principal Planner; Chris Turner, Senior Planner

### C. Reports and Announcements

Principal Planner Corinna Sandmeier said the City Council's August 12, 2025 agenda included the introduction of an ordinance for local amendments to the 2022 Building Code and appointment of a new Housing Commissioner.

Commissioner Schindler highlighted information from a report that she read entitled "Approved Final RHNA (Regional Housing Needs Assessment) Plan for the San Francisco Bay Area 2023 to 2031," published by the Bay Area Association of Governments (ABAG). She said she also read a report prepared for the Redwood City Planning Commission on a study session in 2022 that looked at jobs to housing balance. She said both reports were on the respective agencies' websites.

### D. Public Comment

Chair Ehrich opened public comment.

- Patti Fry expressed concern with the ability to complete the Parkline project review within one Planning Commission meeting.
- Carl Gish from Aro Homes inquired about the City considering pre-fabricated homes for streamlining single-family housing development.

Chair Ehrich closed public comment.



## **E. Consent Calendar**

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

Both items were pulled from the consent calendar by the Chair for discussion.

- E1. Approval of minutes from the June 23, 2025 Planning Commission meeting ([Attachment](#)) ***Continued from the meeting of July 14, 2025***

Chair Ehrich said the June 23rd meeting minutes were continued from the July 14th meeting due to a question from Vice Chair Silverstein. He said Vice Chair Silverstein was absent this evening and suggested continuing the item again to the September 8th meeting.

ACTION: Motion and second (Behroozi/Schindler) to continue the minutes from the June 23, 2025 Planning Commission meeting to the September 8, 2025 meeting; passes 6-0 with Vice Chair Silverstein absent.

- E2. Approval of minutes from the July 14, 2025 Planning Commission meeting ([Attachment](#))

ACTION: Consensus motion to approve the minutes from the July 14, 2025 Planning Commission meeting; passes 4-0 with Commissioners Do and Ferrick abstaining and Vice Chair Silverstein absent.

## **F. Public Hearing Items**

- F1. Use Permit/Rex McLean/1221 Windermere Ave.:  
Consider and adopt a resolution to approve a use permit to determine the Floor Area Limit (FAL) on a lot less than 5,000 square feet in area, and to remodel and construct first- and second-story additions to an existing nonconforming one-story, single-family residence on a substandard lot with regard to minimum lot width, depth, and area in the R-1-U (Single Family Urban Residential) zoning district, and determine this action is categorically exempt under CEQA Guidelines Section 15301's Class 1 exemption for existing facilities. The proposal would exceed 50 percent of the replacement value in a 12-month period and requires use permit approval. The proposal would also exceed 50 percent of the existing floor area and is considered equivalent to a new structure. ***Continued from the meeting of July 14, 2025*** ([Staff Report #25-032-PC](#))

Associate Planner Matt Pruter said staff had no additions to the staff report.

Rex McLean, project architect, spoke on behalf of the project.

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

Commissioner Ferrick noted the good attention given to the massing and height and that setbacks were existing.

ACTION: Motion and second (Do/Behroozi) to adopt a resolution to approve the item as presented; passes 6-0 with Vice Chair Silverstein absent.



- F2. Use Permit Revision/Manuchehr Shamalta/217 Marmona Dr.:  
Consider and adopt a resolution to approve a use permit revision to remodel and expand an existing two-story, non-conforming single-family home on a substandard lot in the R-1-U (Single Family Urban Residential) zoning district. Determine this action is categorically exempt under CEQA Guidelines Section 15301's Class 1 exemption for existing facilities. The addition would be located on the second level, at the rear of the existing top floor. The original use permit was granted in 2005. ([Staff Report #25-033-PC](#))

Chair Ehrich said he lived within 500 feet of the subject property but as his home was a rental he would not need to recuse himself.

Principal Planner Thomas Rogers said staff had no additions to the staff report.

Manuchehr Shamalta, applicant, spoke on behalf of the project.

Chair Ehrich opened the public hearing.

Public Comment:

- John Feldis expressed concerns with potential natural light impacts to his residence.
- Gloria Wallace expressed concerns with privacy impacts to her backyard but noted an agreement to use privacy glass.

Chair Ehrich closed the public hearing.

Replying to the Commission, Mr. Shamalta confirmed the window in question would have privacy glass and that was a change in response to the neighbor's privacy concerns.

Commission comments included a recognition that effort was made toward maintaining privacy with the obscure glass and that developing within city standards could change natural light reception for neighbors.

ACTION: Motion and second (Schindler/Silin) to adopt a resolution to approve the item as presented; passes 6-0 with Vice Chair Silverstein absent.

- F3. Use Permit/Vinod Madabushi/1611 Oakdell Dr.:  
Consider and adopt a resolution to approve a use permit to demolish an existing single-story residence, and construct a new two-story residence on a substandard lot with regard to lot width in the R-1-U (Single Family Urban Residential) zoning district. The project would include excavation in the corner side setback along Oakdell Drive for a lightwell associated with a basement. Determine this action is categorically exempt under CEQA Guidelines Section 15303, Class 3 exemption for new construction or conversion of small structures. This project includes an attached Accessory Dwelling Unit (ADU), which is a permitted use and not subject to discretionary review. ([Staff Report #25-034-PC](#))



Commissioner Schindler said her home was located just under 1,000 feet from the subject property but based on the guidelines that did not represent a significant conflict of interest for her, and she would participate in the consideration of the project.

Consulting Planner Jacob Garcia said staff had no additions to the staff report.

Chair Ehrich opened the public hearing and closed it as no persons requested to speak. Commission comments included observation that a number of non-heritage trees would be removed but a number of them were pittosporums that were more shrub like, the project would fit the neighborhood, setbacks would be brought into conformance through the project, and the project would add an ADU.

ACTION: Motion and second (Silin/Schindler) to adopt a resolution to approve the item as presented; passes 6-0 with Vice Chair Silverstein absent.

- F4. Use Permit/Shyam Bhatia/1008 Sevier Ave.:  
Consider and adopt a resolution to approve a use permit to demolish an existing nonconforming single-story residence and 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 Residential) zoning district. Determine this action is categorically exempt under CEQA Guidelines Section 15303, Class 3 exemption for new construction or conversion of small structures. ([Staff Report #25-035-PC](#))

Senior Planner Chris Turner said staff had no additions to the staff report.

Diana Jarrar, project designer, spoke on behalf of the project.

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

Motion and second (Behroozi/Schindler) to adopt a resolution to approve the item as presented; passes 6-0 with Vice Chair Silverstein absent.

- F5. Use Permit/Anthony Ho/1346 Hoover St.  
Consider and adopt a resolution to approve a use permit to remodel and add first- and second-story additions to an existing non-conforming single-family residence with a basement and a detached two-car garage located on a substandard lot with regard to lot width and area in the R-3 (Apartment) zoning district. The proposed work would exceed 50 percent of the replacement value of the existing nonconforming structure over a 12-month period and would also exceed 50 percent of the existing floor area and therefore is considered equivalent to a new structure. The proposal also includes an attached accessory dwelling unit (ADU) above the existing detached garage which would exceed the maximum height for a detached ADU and requires a use permit.

***Continue to a future meeting and re-notice***

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

ACTION: Motion and second (Ferrick/Behroozi) to continue the item to a future meeting; passes 6-0 with Vice Chair Silverstein absent.



- F6. Use Permit/Huan Wei/2182 Clayton Dr.:  
Consider and adopt a resolution to approve a use permit to construct first-floor exterior and interior modifications and a second-story addition to an existing nonconforming two-story residence in the R-1-S (Single Family Suburban Residential) zoning district. Determine this action is categorically exempt under CEQA Guidelines Section 15301, Class 1 exemption for existing facilities. ([Staff Report #25-036-PC](#))

Senior Planner Calvin Chan said staff had no updates to the written report.

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

ACTION: Motion and second (Silin/Schindler) to adopt a resolution to approve the item as presented; passes 6-0 with Vice Chair Silverstein absent.

- F7. Use Permit and Architectural Control/Jaya Pancholy/115 El Camino Real:  
Consider and adopt a resolution to approve an architectural control revision to allow exterior façade modifications to an under construction mixed-use development consisting of two commercial spaces on the first floor, and four residential units on the second and third floors, in the SP-ECR/D (El Camino Real/Downtown Specific Plan) zoning district. The project also includes a use permit request to allow massage therapy, a restricted personal service, as part of a wellness center in one of the commercial spaces. Determine this action is categorically exempt under CEQA Guidelines Section 15301, Class 1 exemption for existing facilities. ([Staff Report #25-037-PC](#))

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

Commissioner Silin said his residence was within 500 to 1,000 feet of the subject property, but having reviewed the regulations he believed he was able to make an impartial decision and would not recuse himself.

Jaya Pancholy, property owner, spoke on behalf of the project.

Chair Ehrich opened the public hearing.

Public Comment:

- Peter Colby expressed support for the project.

Chair Ehrich closed the public hearing.

ACTION: Motion and second (Schindler/Behroozi) to adopt a resolution to approve the item as presented; passes 6-0 with Vice Chair Silverstein absent.

## **G. Informational Items**

- G1. Future Planning Commission Meeting Schedule

- Regular Meeting: August 25, 2025

Planner Sandmeier said the Parkline project was scheduled for the August 25<sup>th</sup> meeting.



- Regular Meeting: September 8, 2025

Planner Sandmeier said some single-family home projects were tentatively scheduled for the September 8<sup>th</sup> agenda.

#### **H. Adjournment**

Chair Ehrich adjourned the meeting at 8:43 p.m.

Staff Liaison: Corinna Sandmeier, Principal Planner

Recording Secretary: Brenda Bennett





## STAFF REPORT

### Planning Commission

Meeting Date:

8/11/2025

Staff Report Number:

25-039-PC

### Public Hearing:

**Consider and adopt a resolution to approve a use permit to remodel and add first- and second-story additions to an existing non-conforming single-family residence with a basement located on a substandard lot with regard to lot width and area in the R-3 (Apartment) zoning district, at 1346 Hoover Street. The proposal also includes a use permit request for the proposed work to exceed 50 percent of the replacement value of the existing nonconforming structure over a 12-month period. The proposal would exceed 50 percent of the existing floor area and is considered equivalent to a new structure. Additionally, the proposal includes use permit requests for additions and remodeling to an existing, detached, nonconforming garage which would exceed 50 percent of the replacement value of the nonconforming structure over a 12-month period and for a new accessory dwelling unit (ADU) above the existing detached garage which would exceed the maximum height for a detached ADU; determine this action is categorically exempt under CEQA Guidelines Section 15301's Class 1 exemption for existing facilities.**

## Recommendation

Staff recommends that the Planning Commission adopt a resolution approving a use permit to remodel and add first- and second-story additions to an existing non-conforming single-family residence with a basement located on a substandard lot with regard to lot width and area in the R-3 (Apartment) zoning district, at 1346 Hoover Street. The proposal also includes a use permit request for the proposed work to exceed 50 percent of the replacement value of the existing nonconforming structure over a 12-month period. The proposal would exceed 50 percent of the existing floor area and is considered equivalent to a new structure. Additionally, the proposal includes use permit requests for additions and remodeling to an existing, detached, nonconforming garage which would exceed 50 percent of the replacement value of the nonconforming structure over a 12-month period and for a new accessory dwelling unit (ADU) above the existing detached garage which would exceed the maximum height for a detached ADU. The draft resolution, including the recommended actions and conditions of approval, is included as Attachment A.

## Policy Issues

Each use permit request is considered individually. The Planning Commission should consider whether the



required use permit findings can be made for the proposed project.

## **Background**

### ***Site location***

The subject property is located in the residential area surrounding downtown at 1346 Hoover Street. Using Hoover Street in the east-west orientation, the subject property is located on the northern side of Hoover Street near the intersection of Hoover Street and Valparaiso Avenue. A location map is included as Attachment B.

The property is zoned R-3 (apartment zoning district) and subject to the requirements for properties around the El Camino Real/Downtown Specific Plan Area, which allows for greater density, height, and floor area ratio (FAR) than R-3 properties not around downtown. The property is bordered by properties in the SP-ECR-D (El Camino Real/Downtown Specific Plan) zoning district to the north. The remaining properties along Hoover Street to the east and south are also located in the R-3 district with the exception of Menlo Park Fire Protection District Station #6 on the corner of Hoover Street and Oak Grove Avenue, which is located in the PF (Public Facilities) zoning district.

## **Analysis**

### ***Project description***

The subject property is currently occupied by a single-story 1,335.6-square-foot, nonconforming, single-family residence with a partial basement and a non-conforming detached two-car garage, built around 1939. The residence has a non-conforming left-side at 5.2 feet, where a 10-foot setback is required. The lot is also substandard with regard to minimum lot width, with a width of 50 feet where a minimum of 70 feet is required; and lot area, with lot area of 5,954 square feet where 7,000 square feet is the minimum required. A use permit is required to add a new second story over an existing residence on a substandard lot, which would exceed 50 percent of the existing residence's floor area. Additionally, the proposed work would exceed 50 percent of the replacement value of the existing nonconforming structure over a 12-month period, which also triggers the need for a use permit.

The applicant is proposing first floor additions and interior modifications to accommodate a staircase which would lead to a new second story, and rearrangement of interior space for better functionality. The remodeled and expanded residence would contain four bedrooms and three and a half bathrooms. The driveway on the right side of the lot would continue to provide access to the detached garage, proposed ADU, and a parking space for the ADU, which would be a tandem space in front of the existing garage.

The proposed additions to the residence would meet all Zoning Ordinance requirements for setbacks, lot coverage, floor area ratio (FAR), height, and parking, but the residence would remain nonconforming with regard to the left-side setback. Of particular note with regard to Zoning Ordinance requirements:

- The total proposed FAR would be 2,475.1 square feet (41.6%), where a maximum of 2,084 square feet (35%) is permitted.
  - The project is allowed to exceed the FAR by up 391.1 square feet in order to accommodate the ADU.
- The renovated residence would have a front setback of 27.3, where a minimum of 20 feet is required.
- The renovated residence would have a rear setback of 39.6, where a minimum of 15 feet is required.
- The proposed project would have a total height of 27 feet where 35 feet is permitted.



The existing, detached garage has nonconforming rear and right-side setbacks at 1.4 and 1.1 feet respectively, where three-foot setbacks are required. The applicant is proposing to add a new 103 square feet bike storage area to the left-side of the garage, which would help facilitate the construction of a complaint 403-square-foot, one bedroom and one bathroom, second-story ADU.

The ADU would be accessed via unenclosed stairs on the left-side of the garage and would meet the required ADU setbacks, with a rear setback of 5 feet, a left-side setback of 24.3 feet, and a right-side setback of 5.2 feet where a minimum of 4 feet. The proposed ADU addition would meet all Zoning Ordinance requirements for setbacks, lot coverage, floor area ratio (FAR), and parking.

As part of the proposal, the applicant is requesting to exceed the maximum height of 16 feet for a detached ADU and proposing a height of 21.5 feet, which is permitted with the issuance of a building permit.

The ADU would also be setback approximately 97.3 feet from the front property line and a neighbor's heritage tree, located towards the rear-right corner of the property, would assist in providing some privacy. The Planning Commission may wish to add a requirement for the use of obscure glass for the second-floor window facing the rear of the property.

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.

### ***Density***

The proposed project would add an ADU to an existing single-family home. While the City encourages the development of housing units, it should be noted that the subject property is a substandard lot, and the proposal is for the remodel and expansion of an existing single-family residence. However, the ADU would functionally serve as a second unit increasing the unit count on the property.

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

The proposed alteration and expansion would update the exterior of the residence while keeping elements of the existing Spanish architectural style. The new second floor would match the materials and colors of the existing residence. The structure would feature stucco siding and a concrete 'S' tile roof, along with aesthetically accurate decorative elements. The windows are proposed with between-the-glass grids, without inside and outside grids. The majority of the second floor would be setback from the first floor, which reduces the massing of the second story. Second-story window sill heights would be a minimum of three feet, with the exception of a window at the staircase which would be a full-length window along the right-side elevation with a setback of approximately 13-feet, nine-inches, where a 10-foot setback is required, and would be approximately 22 feet away from the neighbor's residence. Bedroom #2's window facing Hoover Avenue would also have a low sill height of two feet.

The existing nonconforming detached, two-car garage, at the rear of the property, would continue to provide reduced visibility of parked vehicles from the street, and would continue to match the main residence's materials and style. The proposed project, including the ADU over the detached garage, are architecturally cohesive and would present a harmonious contributor to the street.

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

The applicant submitted an arborist report (Attachment A, Exhibit C), detailing the species, size, and conditions of on-site and nearby trees.



Table 1: Tree summary and disposition					
Tree number	Species	Size (DBH, in inches)	Condition	Notes	Remove/Retain
1	Blue spruce	18	Fair	Heritage	Retain
2	Coast live oak	37	Poor	Heritage	Removed under HTR2023-00217
3	Redwood	20	Good	Heritage	Retain

A total of three trees were inventoried, with all three trees identified as heritage-size trees. The City Arborist has reviewed and approved a heritage tree removal permit for the removal of one tree based on health (tree#2) under heritage tree removal permit HTR2023-00217, which occurred after the arborist report was prepared. All recommended tree protection measures identified in the arborist report would be implemented and ensured as part of condition 1h.

### **Valuation**

For projects involving existing nonconforming structures, the City uses standards established by the Building Division to calculate the replacement and new construction costs on which the use permit threshold is based, for projects in the R-3 zoning district the threshold is 50 percent. The applicant is proposing additions to both existing nonconforming residence and garage. The City has determined that the value of the proposed work for both structures would exceed 50 percent of the replacement cost, at approximately 145 percent for the residence and 146 percent for the garage, and therefore both require use permit approval by the Planning Commission.

### **Correspondence**

As of the writing of this report, staff has received one item of correspondence (Attachment D) expressing concerns about the height of the proposed ADU. As noted previously, the Planning Commission may wish to add a requirement for the use of obscure glass for the second-floor window facing the rear of the property to address privacy concerns.

### **Conclusion**

Staff believes the design, scale, and materials of the proposed second-story addition and first floor modifications are generally compatible with the surrounding neighborhood's mix of single-story and two-story development, as many homes in the area have been expanded with second story additions with varied architectural styles. The proposed project would feature a consistent, harmonious architectural style between the main house and detached garage with the second floor ADU at the rear of the parcel. Although the request includes an increase in the height of the proposed ADU, it would be compliant with regard to setbacks, be set back from the street, and a heritage tree near the right-rear corner of the lot would provide some additional privacy. The existing location of the detached garage at the rear of the parcel would help obscure parked vehicles from view on the street and continue to visually promote the main house as the primary contributor to the street scene. While the City encourages the development of housing units, it should be noted that the subject property is a substandard lot, making the development of two units more challenging than on a standard lot, and the ADU would functionally serve as a second unit. Staff recommends that the Planning Commission approve the proposed project.



### **Impact on City Resources**

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

### **Environmental Review**

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

### **Public Notice**

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

### **Appeal Period**

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

### **Attachments**

- A. Draft Planning Commission Resolution approving the use permit
  - Exhibits to Attachment A
  - A. Project Plans
  - B. Project Description Letter
  - C. Arborist Report
  - D. Conditions of Approval
- B. Location Map
- C. Data Table
- D. Correspondence

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 (1) APPROVING A USE PERMIT TO REMODEL AND ADD FIRST- AND SECOND-STORY ADDITIONS TO AN EXISTING NON-CONFORMING SINGLE-FAMILY RESIDENCE WITH A BASEMENT LOCATED ON A SUBSTANDARD LOT WITH REGARD TO LOT WIDTH AND AREA IN THE R-3 (APARTMENT) ZONING DISTRICT, (2) APPROVING A USE PERMIT TO CONDUCT MODIFICATIONS TO AN EXISTING NONCONFORMING STRUCTURE WHERE THE VALUE OF THE WORK EXCEEDS 50 PERCENT OF THE REPLACEMENT VALUE OF THE EXISTING NONCONFORMING STRUCTURE OVER A 12-MONTH PERIOD, (3) APPROVING A USE PERMIT TO CONDUCT MODIFICATIONS TO AN EXISTING, DETACHED, NONCONFORMING GARAGE WHERE THE VALUE OF WORK EXCEEDS 50 PERCENT OF THE REPLACEMENT VALUE OF THE NONCONFORMING STRUCTURE OVER A 12-MONTH PERIOD, AND (4) APPROVING A USE PERMIT FOR A NEW ACCESSORY DWELLING UNIT (ADU) ABOVE THE EXISTING DETACHED GARAGE THAT EXCEEDS THE MAXIMUM HEIGHT FOR A DETACHED ADU**

WHEREAS, the City of Menlo Park ("City") received an application requesting a use permit to remodel and add first- and second-story additions to an existing non-conforming single-family residence with a basement located on a substandard lot with regard to lot width and area in the R-3 (Apartment) zoning district. The proposal also includes a use permit request for the proposed work to exceed 50 percent of the replacement value of the existing nonconforming structure over a 12-month period. The proposal would exceed 50 percent of the existing floor area and is considered equivalent to a new structure. Additionally, the proposal includes use permit requests for additions and remodeling to an existing, detached, nonconforming garage which would exceed 50 percent of the replacement value of the nonconforming structure over a 12-month period and for a new accessory dwelling unit (ADU) above the existing detached garage which would exceed the maximum height for a detached ADU (collectively, the "Project") from Farzad Ghafari ("Applicant" and "Owner") located at 1346 Hoover Avenue (APN 071-103-330) ("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 Apartment (R-3) district. The R-3 district supports single-family and multi-family residential uses; and

WHEREAS, the Property is substandard with regard to minimum lot width and area in the R-3 zoning district; and



WHEREAS, the existing residence is nonconforming with regard to the left side setback; and

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

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

WHEREAS, the proposed additions to the main residence would comply with all objective standards of the R-3 district; and

WHEREAS, the existing detached two-car garage is nonconforming with regard to the rear- and right-side setbacks; and

WHEREAS, the value of the proposed additions to the garage would exceed 50 percent of the existing value in a 12-month period; and

WHEREAS, the proposed accessory dwelling unit (ADU) on top of the existing, detached, garage would exceed height limit for detached ADUs; and

WHEREAS, the proposed ADU would comply with all objective standards of the R-3 district with the exception of height; and

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

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

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

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

WHEREAS, the Project is categorically 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 September 8, 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 to remodel and add first- and second-story additions to an existing non-conforming single-family residence, to conduct modifications to an existing, detached, nonconforming garage, and for a new ADU that exceeds the maximum height for a detached ADU 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-3 zoning district and the General Plan because two-story residences are allowed to be constructed on substandard lots, subject to granting of a use permit.
  - b. Existing nonconforming structures may be maintained and expanded to an extent greater than 50 percent of the existing value of the structure subject to granting of a use permit.



- c. ADUs that require modification to the development regulations set forth in Municipal Code Section 16.79.040 such as height are permitted subject to obtaining a use permit.
- d. The renovated residence would include a conforming number of off-street parking spaces because one covered and one uncovered parking space outside the front setback would be required at a minimum, and two covered parking spaces are provided in a detached garage and additionally an uncovered parking space for the ADU is provided in tandem to the existing detached garage.
- e. 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 residence would be located in a multifamily neighborhood and has been designed in a way to complement the existing scale of surrounding homes; and that the proposed ADU has been designed to be aesthetically consistent with the main residence. The increased height for the ADU from the maximum allowed 16 feet to 21.5 feet would be set back from the street and would have a height slightly lower than the proposed second-story.

Section 3. Conditional Use Permit. The Planning Commission approves Use Permit No. PLN2024-00038, which use permit is depicted in and subject to the development plans and project description letter, which are attached hereto and incorporated herein by this reference as Exhibit A and Exhibit B, respectively. The Use Permit is conditioned in conformance with the conditions attached hereto and incorporated herein by this reference as Exhibit D.

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

1. The Project is categorically exempt from environmental review pursuant to Cal. Code of Regulations, Title 14, §15303 et seq. (New construction or conversion of small structures)

#### Section 5. SEVERABILITY

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



I, 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 September 8<sup>th</sup>, 2025, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

RECUSED:

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

PC Liaison Signature

---

Corinna Sandmeier  
Principal Planner  
City of Menlo Park

Exhibits




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



# 1346 HOOVER STREET

Menlo Park, CA

Use Permit for Renovation & ADU Addition

DIRECTORY	LOCATION & VICINITY MAP	PROJECT SCOPE																																				
<p><b>OWNER / DEVELOPER</b></p> <p>Farzad Ghafari 877 Highlands Circle Los Altos, CA 94024 650-468-7410 farzad09@yahoo.com</p> <p><b>ARCHITECT</b></p> <p>LPMD Architects 1288 Kifer Road, Ste. 206 Sunnyvale, CA 94086 Anthony Ho 408-858-2845 Anthony@LPMD-Architects.com</p> <p><b>CIVIL ENGINEER</b></p> <p>Upright Engineering 3705 Mt. Diablo Blvd, Unit B Lafayette, CA 94549 Austin Payne 925-275-5304 austin@upcivil.com</p>	  	<p>PROJECT IS TO: 1) REMODEL THE EXISTING SINGLE FAMILY RESIDENCE BY RETAINING THE FIRST FLOOR FOOTPRINT, CHANGING THE INTERIOR LAYOUT, AND ADDING A SECOND STORY. 2) CONSTRUCT AN ACCESSORY DWELLING UNIT OVER THE EXISTING DETACHED GARAGE AT THE REAR OF THE LOT.</p> <p><b>PROJECT DATA</b></p> <table><tr><td>STREET ADDRESS</td><td>1346 HOOVER STREET</td></tr><tr><td>APN</td><td>071-103-330</td></tr><tr><td>LOT SIZE</td><td>5884 SQ. FT.</td></tr><tr><td>TYPE OF CONSTRUCTION</td><td>VB HOUSE AND GARAGE/ADU</td></tr><tr><td>TYPE OF OCCUPANCY</td><td>R-3 HOUSE AND ADU/ U GARAGE</td></tr><tr><td>BUILDING CODE</td><td>CBC 2022 (BASED ON 2021 IBC) CALIFORNIA RESIDENTIAL CODE</td></tr></table> <table><tr><td>MAXIMUM FLOOR AREA ALLOWED</td><td>= 2,084 SF</td></tr><tr><td>EXISTING FLOOR AREA</td><td>= 1,355.57 SF</td></tr><tr><td>PROPOSED FLOOR AREA</td><td>= 2,072.1 SF</td></tr><tr><td>MAXIMUM BUILDING COVERAGE ALLOWED</td><td>= 3,274.7 SF</td></tr><tr><td>EXISTING BUILDING COVERAGE</td><td>= 1,708.17 SF</td></tr><tr><td>PROPOSED BUILDING COVERAGE</td><td>= 1,811.50 SF</td></tr><tr><td>MAXIMUM PAVING ALLOWED</td><td>= 1,80.8 SF</td></tr><tr><td>EXISTING PAVING</td><td>= 2,186.78 SF</td></tr><tr><td>PROPOSED PAVING</td><td>= 1,802.18 SF</td></tr><tr><td>MINIMUM OPEN SPACE</td><td>= 1,488.5 SF</td></tr><tr><td>EXISTING OPEN SPACE</td><td>= 2,058.05 SF</td></tr><tr><td>PROPOSED OPEN SPACE</td><td>= 2,140.32 SF</td></tr></table>	STREET ADDRESS	1346 HOOVER STREET	APN	071-103-330	LOT SIZE	5884 SQ. FT.	TYPE OF CONSTRUCTION	VB HOUSE AND GARAGE/ADU	TYPE OF OCCUPANCY	R-3 HOUSE AND ADU/ U GARAGE	BUILDING CODE	CBC 2022 (BASED ON 2021 IBC) CALIFORNIA RESIDENTIAL CODE	MAXIMUM FLOOR AREA ALLOWED	= 2,084 SF	EXISTING FLOOR AREA	= 1,355.57 SF	PROPOSED FLOOR AREA	= 2,072.1 SF	MAXIMUM BUILDING COVERAGE ALLOWED	= 3,274.7 SF	EXISTING BUILDING COVERAGE	= 1,708.17 SF	PROPOSED BUILDING COVERAGE	= 1,811.50 SF	MAXIMUM PAVING ALLOWED	= 1,80.8 SF	EXISTING PAVING	= 2,186.78 SF	PROPOSED PAVING	= 1,802.18 SF	MINIMUM OPEN SPACE	= 1,488.5 SF	EXISTING OPEN SPACE	= 2,058.05 SF	PROPOSED OPEN SPACE	= 2,140.32 SF
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<p>0 COVER SHEET</p> <p>A0.a AREA PLAN A0.b STREETScape A0.c EXISTING BOUNDARY AND TOPOGRAPHIC SURVEY</p> <p>A1.0 ARCHITECTURAL SITE PLAN AND SITE FAR CALCULATIONS A1.1 EXISTING SITE PLAN AND FAR CALCULATIONS A1.a EXISTING SITE PLAN BUILDING, PAVING AND OPEN SPACE</p> <p>A2.0 GROSS FLOOR AREA CALCULATIONS A2.1 FIRST &amp; SECOND MAIN HOUSE FLOOR PLANS A2.2 FIRST &amp; SECOND ADU/GARAGE PLANS A2.3 NONCONFORMING STRUCTURE NEW WORK VALUE CALCULATION</p> <p>A3.0 MAIN HOUSE ELEVATIONS A3.a EXISTING FLOOR PLAN AND ELEVATIONS A3.b MATERIALS AND FINISHES A3.1 ADU/GARAGE ELEVATIONS A3.2 ROOF PLAN AND FRAMING SECTIONS</p> <p>1 CIVIL COVER SHEET 2 GRADING &amp; EROSION CONTROL PLAN 3 DRAINAGE PLAN 4 UTILITY PLAN 5 DETAILS</p> <p>L1 LANDSCAPE PLAN</p> <p>T1 TREE PROTECTION PLAN T2 TREE PROTECTION PLAN T3 TREE PROTECTION PLAN</p>																																						

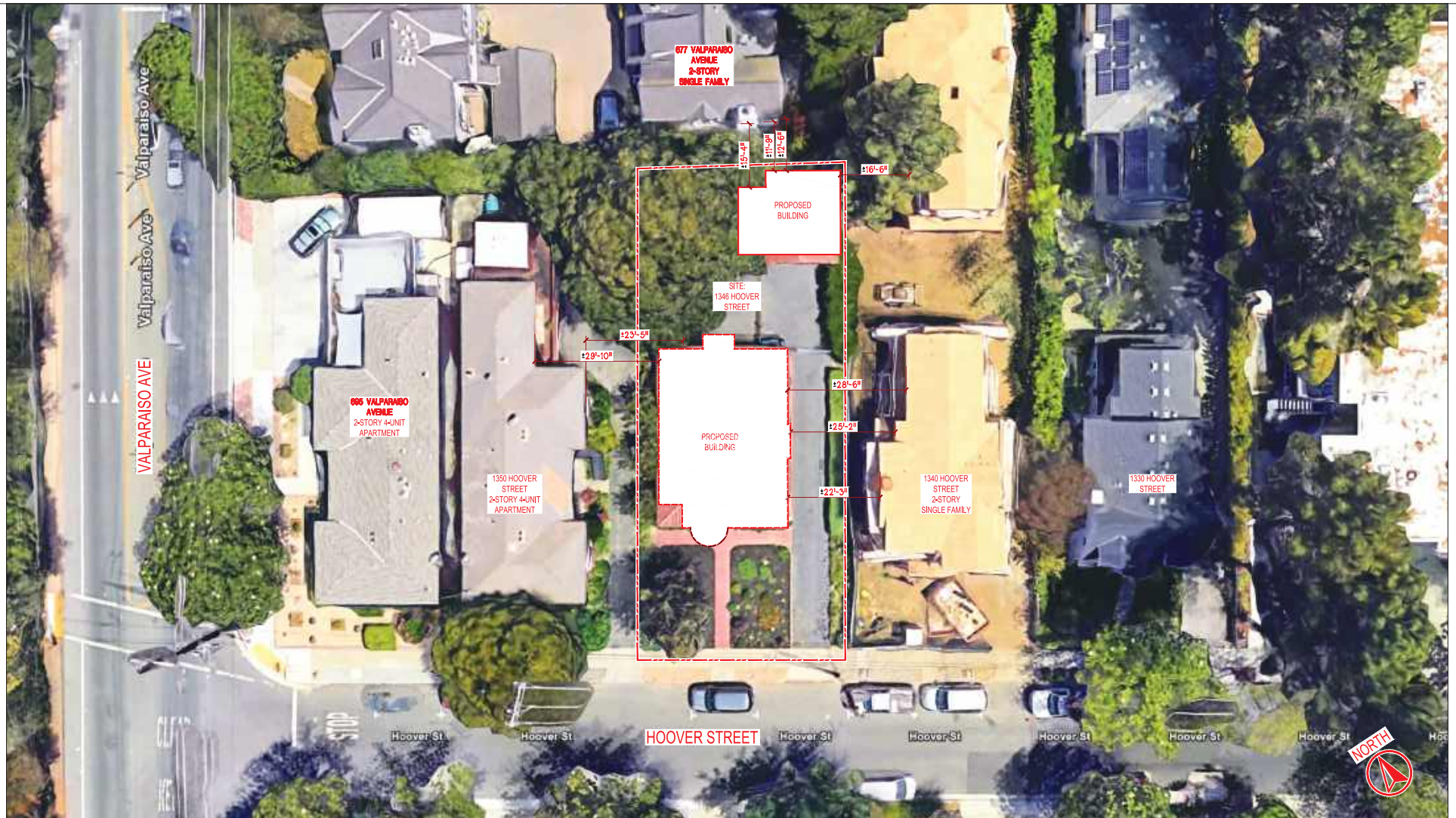
PRELIMINARY PLANNING REVIEW  
1346 HOOVER STREET  
MENLO PARK, CA

**LPMD**  
Architects  
1288 Kifer Road, Unit 206  
Sunnyvale, CA 94086  
Telephone : 408-992-0280  
Fax : 408-992-0281

Revisions:		
PLANNING DEPT. SUBMITTAL	5/10/24	
PLANNING DEPT. RESUBMITTAL	1/20/25	
PLANNING DEPT. RESUBMITTAL	5/20/25	
PLANNING DEPT. RESUBMITTAL	6/30/25	

COVER SHEET  
0





1 AREA PLAN  
0/8" = 1'-0"

0 5' 10' 20' 50' FT.

PRELIMINARY PLANNING REVIEW  
1346 HOOVER STREET  
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Revisions:  
PLANNING DEPT. SUBMITTAL 8/2024  
PLANNING DEPT. RESUBMITTAL 10/2025  
PLANNING DEPT. RESUBMITTAL 5/2025  
**AREA PLAN**

A0.a





2 1350 HOOVER STREET, 4-UNIT APARTMENT  
N/A



3 1340 HOOVER STREET, 2-STORY SINGLE FAMILY  
N/A

PRELIMINARY PLANNING REVIEW  
1346 HOOVER STREET  
MENLO PARK, CA

**LPMD**  
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1288 Kilar Road, Unit 208  
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Fax 408-952-0281

Revisions  
PLANNING DEPT. SUBMITTAL 00004  
PLANNING DEPT. REVISIONS 00005  
PLANNING DEPT. REVISIONS 00006  
PLANNING DEPT. REVISIONS 00007  
STREETSCAPE  
A0.b





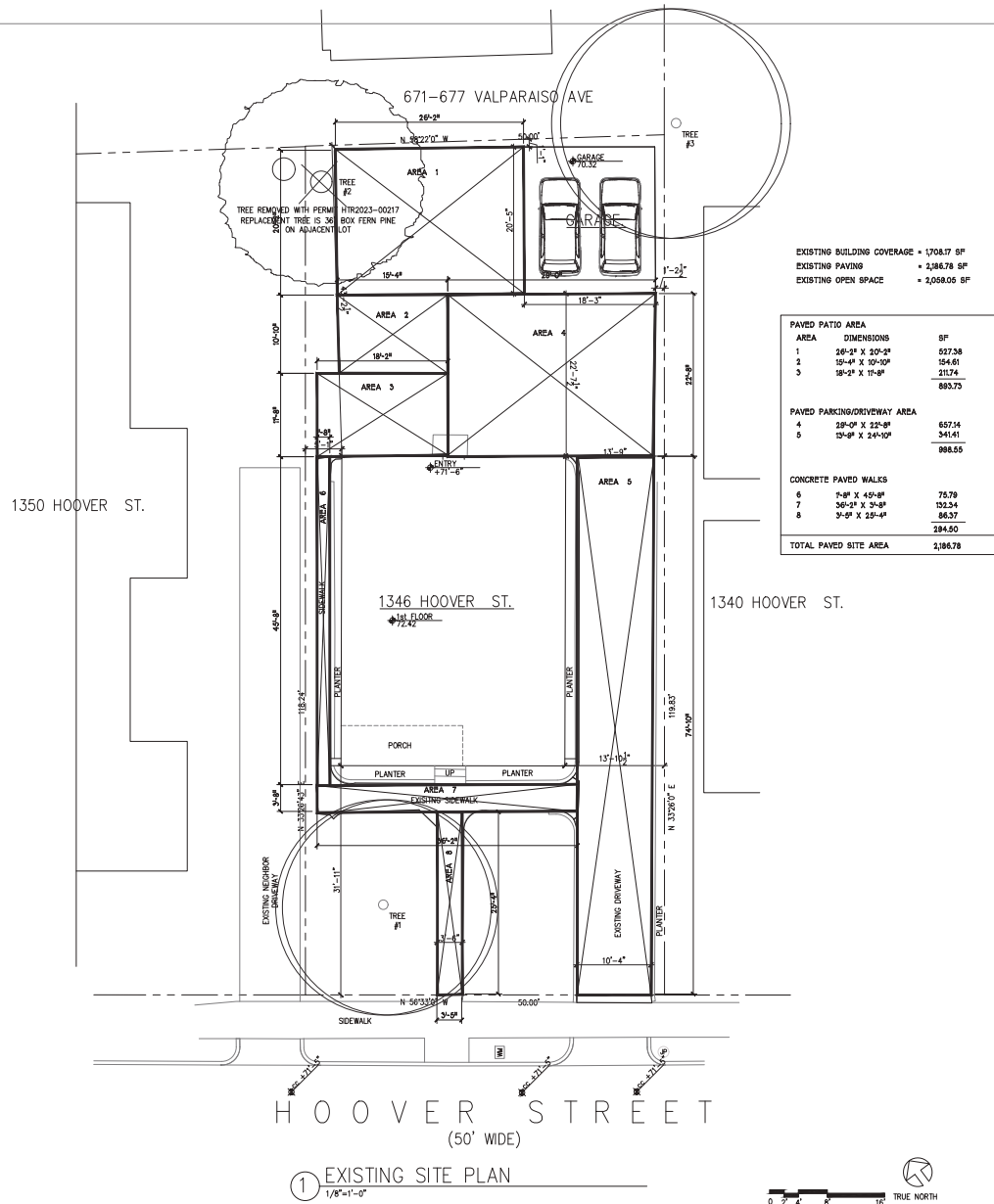












**PRELIMINARY PLANNING REVIEW**  
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**Revisions:**

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PLANNING DEPT. RESUBMITTAL	1/20/25
PLANNING DEPT. RESUBMITTAL	5/20/25
PLANNING DEPT. RESUBMITTAL	6/30/25

**EXISTING  
 SITE PLAN COVERAGE  
 A11a**



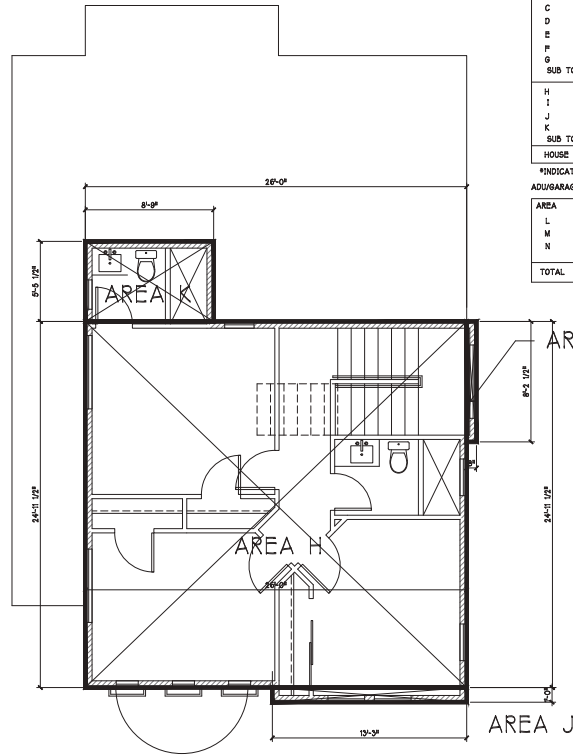
MAXIMUM FLOOR AREA ALLOWED	= 2,084 SF	MAXIMUM PAVING ALLOWED	= 1,190.8 SF
EXISTING FLOOR AREA	= 1,355.57 SF	EXISTING PAVING	= 2,184.78 SF
PROPOSED FLOOR AREA	= 2,072.1 SF	PROPOSED PAVING	= 1,802.18 SF
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PROPOSED BUILDING COVERAGE	= 1,911.50 SF	PROPOSED OPEN SPACE	= 2,140.32 SF

GROSS FLOOR AREA (GFA)  
MAIN RESIDENCE FIRST AND SECOND FLOOR

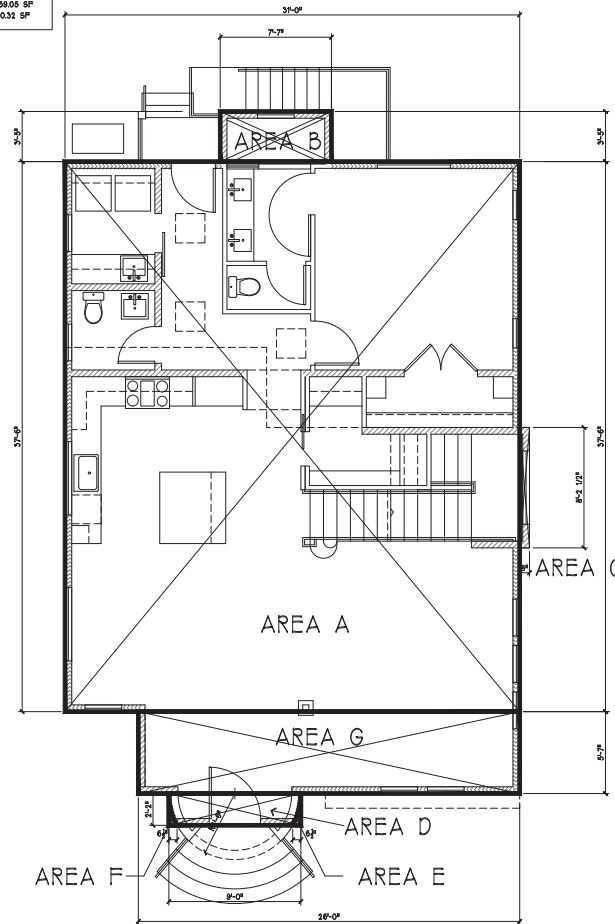
AREA	DIMENSIONS	SF
A	37'-0" x 37'-6"	1,382.50
B	7'-7" x 3'-0"	23.10
C	8'-2 1/2" x 8"	6.47
D	8'-0" x 2'-4"	18.50
E	2'-0" x 6'-0"	-3.38
F	2'-0" x 6'-0"	-3.38
G	26'-0" x 9'-7"	145.16
SUB TOTAL		1,557.75
H	26'-0" x 24'-10"	647.82
I	8'-2 1/2" x 8"	6.47
J	13'-3" x 7'-0"	13.25
K	8'-0" x 9'-6 1/2"	47.78
SUB TOTAL		714.35
HOUSE TOTAL		2,072.10

\*INDICATES A RADIUS DIMENSION  
ADJUGARAGE FIRST AND SECOND FLOOR

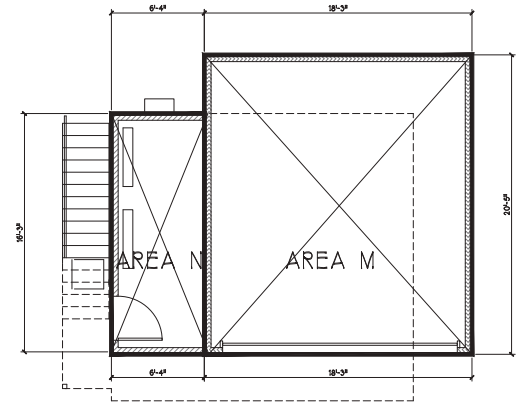
AREA	DIMENSIONS	SF
L	20'-7" x 19'-7"	402.86
M	18'-3" x 20'-5"	372.60
N	6'-4" x 16'-3"	102.86
TOTAL		878.42



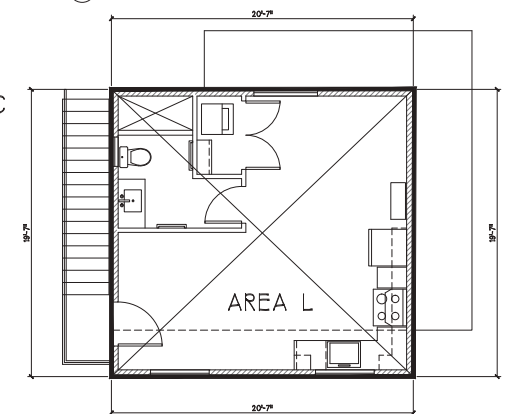
2 SECOND FLOOR-MAIN RESIDENCE  
1/4" = 1'-0"



1 FIRST FLOOR-MAIN RESIDENCE  
1/4" = 1'-0"



3 FIRST FLOOR - GARAGE /ADU  
1/4" = 1'-0"



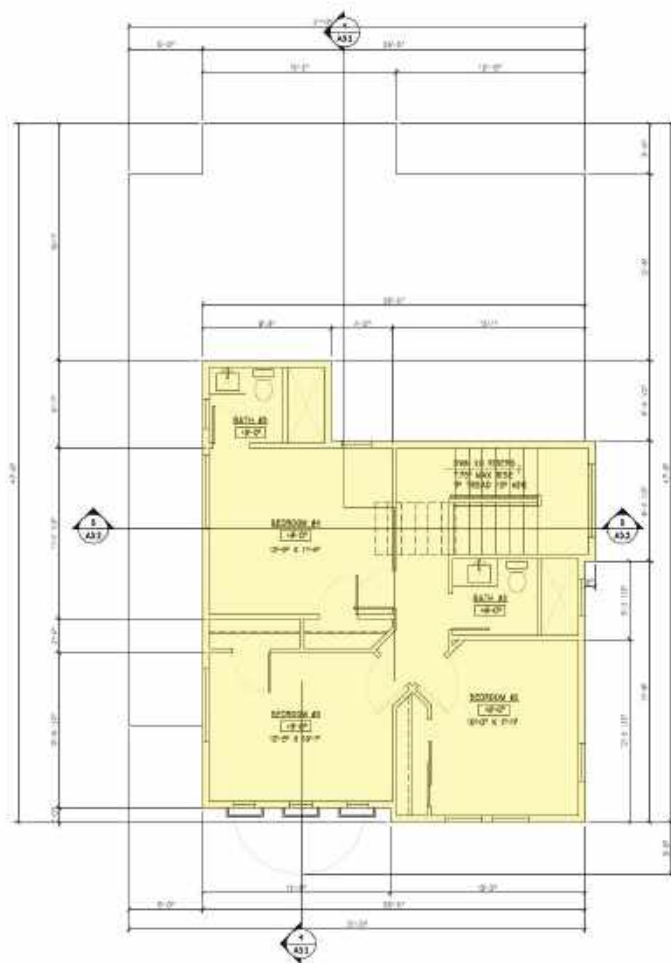
4 SECOND FLOOR-GARAGE/ADU  
1/4" = 1'-0"

PRELIMINARY PLANNING REVIEW  
1348 HOOVER STREET  
MENLO PARK, CA

**LPMD**  
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1288 Kifer Road, Unit 206  
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Telephone : 408-992-0280  
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Revisions:  
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PLANNING DEPT. RESUBMITTAL 10/20/25  
PLANNING DEPT. RESUBMITTAL 5/10/25  
RESIDENCE AND GARAGE/ADU  
AREA CALCS  
A2.0



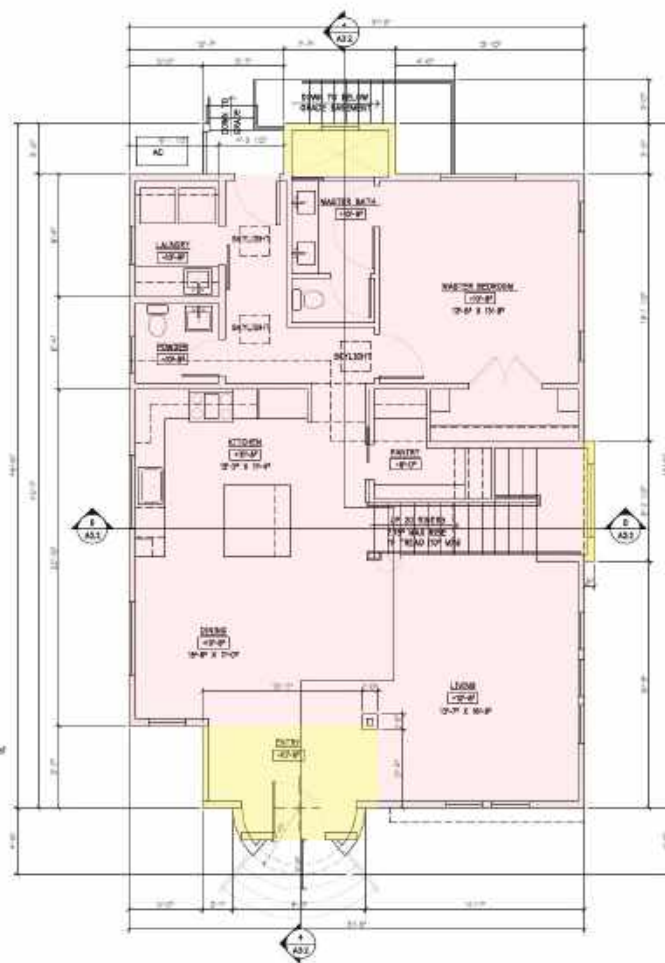


AREA OF REMOVAL = 1,281.00 SF  
 AREA OF ADDITION  
 = 80.42 SF of Porch  
 = 5.67 SF of Right Side  
 = 20.00 SF of Floor  
 = 215.35 SF of 2nd Floor  
 = 301.44 SF

**WALL LEGEND**  
 - EXISTING FRAMED WALL  
 - NEW FRAMED EX WALL  
 - NEW FRAMED EX WALL

#### GENERAL NOTES

FOR COMPASSION WALLS ARE NOT TO BE DEMOLISHED. IF DEMOLISHED, THE WALL CANNOT BE REBUILT IN SAME LOCATION



**PRELIMINARY PLANNING REVIEW**  
 1346 HOOVER STREET  
 MENLO PARK, CA

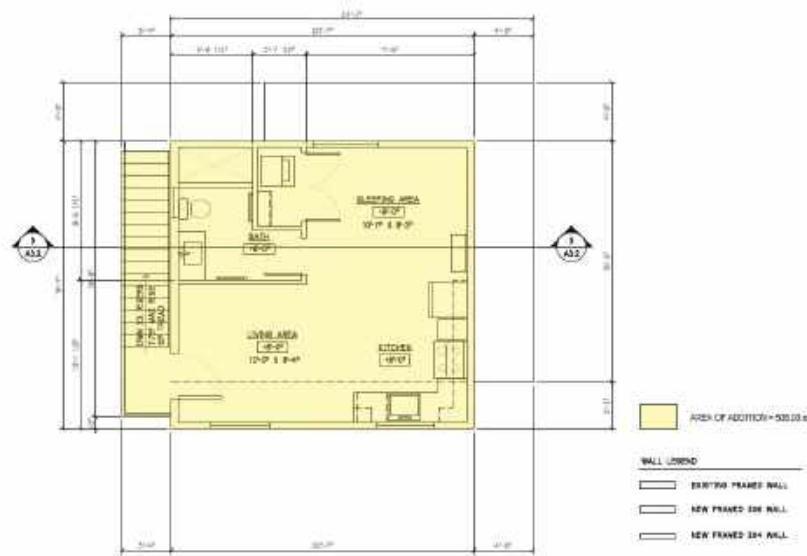
**LPMD Architects**  
 1225 KIRK ROAD, SUITE 201  
 SAN JOSE, CA 95128  
 Telephone: 408-952-0200  
 Fax: 408-952-0201

**REVISED**  
 PLANNING DEPT. SUBMITTAL 5/20/04  
 PLANNING DEPT. REVISIONS 5/20/04  
 PLANNING DEPT. REVISIONS 5/20/04  
**FIRST & SECOND FLOOR PLANS A2.1**

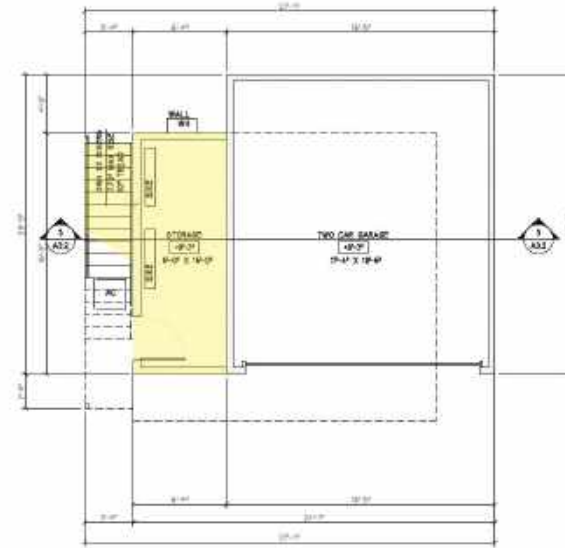




3 "STORE YOUR BOARD" SWIVEL BIKE RACK  
14" x 5-8"



2 ADU FLOOR PLAN (SECOND FLOOR)  
14' x 5-8"



1 GARAGE/STORAGE FLOOR PLAN  
14' x 5-8"

103.87 S.F. STORAGE  
231.80 S.F. GARAGE  
426.67 S.F. TOTAL

PRELIMINARY PLANNING REVIEW  
1348 HOOVER STREET  
MENLO PARK, CA

**LPMD**  
Architects  
1250 Riny Road, Unit 205  
Sunnyvale, CA 94085  
Telephone 408-552-0280  
Fax 408-552-0281

Review:  
PLANNING DEPT. SUBMITTAL 8/20/24  
PLANNING DEPT. RESUBMITTAL 1/20/25  
PLANNING DEPT. RESUBMITTAL 6/20/25  
**FIRST & SECOND**  
**ADU/GARAGE PLANS**  
**A2.2**



NONCONFORMING STRUCTURE - NEW WORK VALUE CALCULATION				
Address:		1348 Hoover St, Menlo Park		
Case No.:				
80% of Existing Value		\$11,250.00		
75% of Existing Value		\$10,582.50		
Value of Proposed Project		\$28,160.00	140%	
Existing Development				
Non-Conforming Structure Type	Square Footage	Construction Cost	Existing Value	
Existing 1st floor	0	\$209/Sq Ft	\$0.00	
Existing 2nd floor	0	\$209/Sq Ft	\$0.00	
Existing Basement	0	\$209/Sq Ft	\$0.00	
Existing Garage	373	\$70/Sq Ft	\$26,160.00	
<b>Total</b>	<b>373</b>		<b>\$26,160.00</b>	
Note: This spreadsheet is only used on one nonconforming structure at a time. If there are detached structures on the same site, they are either subject to their own spreadsheet (if they are also nonconforming and subject to new work) or ignored (if conforming, or nonconforming but not subject to new work).				

Proposed Development			
Proposed Development Type	Square Footage	Construction Cost	Development Value
Category 1: New square footage (areas of new foundation and/or wall framing)			
1st Floor Addition	0	\$200/Sq Ft	\$0.00
2nd Floor Addition	0	\$200/Sq Ft	\$0.00
Basement Floor Addition	0	\$200/Sq Ft	\$0.00
Garage Addition	134	\$170/Sq Ft	\$22,810.00
Category 2: Removal of existing square footage (foundation and wall framing are both removed)			
Note: Square footage measurements are taken to full extent of any room with any exterior modifications. When the use of a room is changing, the proposed use should be used for this calculation.			
Removal of Kitchen	0	\$136/Sq Ft	\$0.00
Removal of Bedrooms	0	\$136/Sq Ft	\$0.00
Removal of Other Living Areas	0	\$100/Sq Ft	\$0.00
Removal of Garage	0	\$163/Sq Ft	\$0.00
Category 3: Exterior modifications to existing structure			
Window and exterior door replacements are included in areas remodelled and accounted for in Category 2. New roofs and new siding on existing portions of the structure are not included in Category 2 or Category 3 and should be accounted for using the calculation below.			
New Roof Structure Over Existing Sq. Ft.	373	\$33/Sq Ft	\$12,309.00
Replacement of Existing Windows/Exterior Doors	30	\$23/Sq Ft	\$1,700.00
Replacement of Existing Siding	200	\$10/Sq Ft	\$10,000.00
<b>Total</b>	<b>407</b>		<b>\$34,819.00</b>

NONCONFORMING STRUCTURE - NEW WORK VALUE CALCULATION				
Address:		1348 Hoover St, (New House)		
Case No.:				
80% of Existing Value		\$133,400.00		
75% of Existing Value		\$120,400.00		
Value of Proposed Project		\$285,630.00	140%	
Existing Development				
Non-Conforming Structure Type	Square Footage	Construction Cost	Existing Value	
Existing 1st floor	1300	\$208/Sq Ft	\$269,200.00	
Existing 2nd floor	0	\$208/Sq Ft	\$0.00	
Existing Basement	0	\$208/Sq Ft	\$0.00	
Existing Garage	0	\$170/Sq Ft	\$0.00	
<b>Total</b>	<b>1300</b>		<b>\$269,200.00</b>	
Note: This spreadsheet is only used on one nonconforming structure at a time. If there are detached structures on the same site, they are either subject to their own spreadsheet (if they are also nonconforming and subject to new work) or ignored (if conforming, or nonconforming but not subject to new work).				

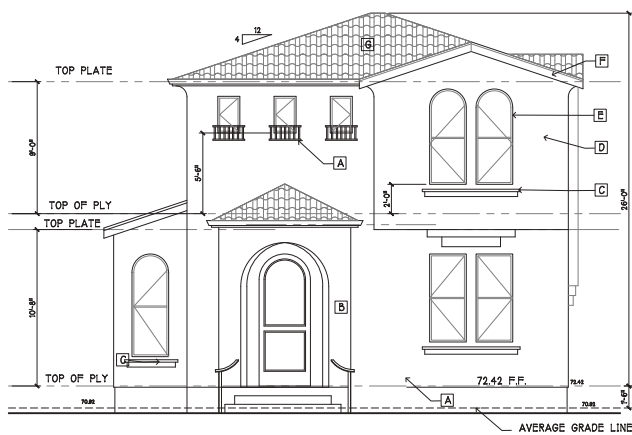
Proposed Development			
Proposed Development Type	Square Footage	Construction Cost	Development Value
Category 1: New square footage (areas of new foundation and/or wall framing)			
1st Floor Addition	113	\$200/Sq Ft	\$22,600.00
2nd Floor Addition	114	\$200/Sq Ft	\$22,800.00
Basement Floor Addition	0	\$200/Sq Ft	\$0.00
Garage Addition	0	\$170/Sq Ft	\$0.00
Category 2: Removal of existing square footage (foundation and wall framing are both removed)			
Note: Square footage measurements are taken to full extent of any room with any exterior modifications. When the use of a room is changing, the proposed use should be used for this calculation.			
Removal of Kitchen	0	\$136/Sq Ft	\$0.00
Removal of Bedrooms	136	\$136/Sq Ft	\$18,496.00
Removal of Other Living Areas	1045	\$100/Sq Ft	\$104,500.00
Removal of Garage	0	\$163/Sq Ft	\$0.00
Category 3: Exterior modifications to existing structure			
Window and exterior door replacements are included in areas remodelled and accounted for in Category 2. New roofs and new siding on existing portions of the structure are not included in Category 2 or Category 3 and should be accounted for using the calculation below.			
New Roof Structure Over Existing Sq. Ft.	114	\$30/Sq Ft	\$3,420.00
Replacement of Existing Windows/Exterior Doors	200	\$35/Sq Ft	\$7,000.00
Replacement of Existing Siding	1000	\$15/Sq Ft	\$15,000.00
<b>Total</b>	<b>1213</b>		<b>\$158,816.00</b>

PRELIMINARY PLANNING REVIEW  
1348 HOOVER STREET  
MENLO PARK, CA

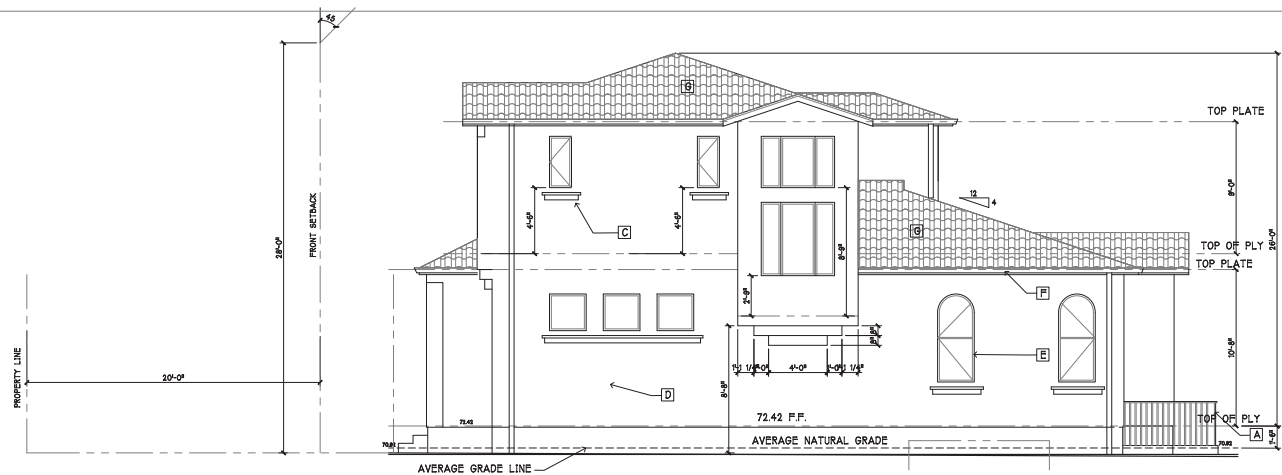
**LPMD**  
Architects  
1288 Kifer Road, Unit 206  
Sunnyvale, CA 94086  
Telephone : 408-992-0280  
Fax : 408-992-0281

Revisions:  
PLANNING DEPT. SUBMITTAL 6/10/24  
PLANNING DEPT. RESUBMITTAL 10/03/25  
PLANNING DEPT. RESUBMITTAL 5/03/26  
PLANNING DEPT. RESUBMITTAL 6/03/26  
**NONCONFORMING STRUCTURE  
NEW WORK VALUE CALCULATION  
A2.3**

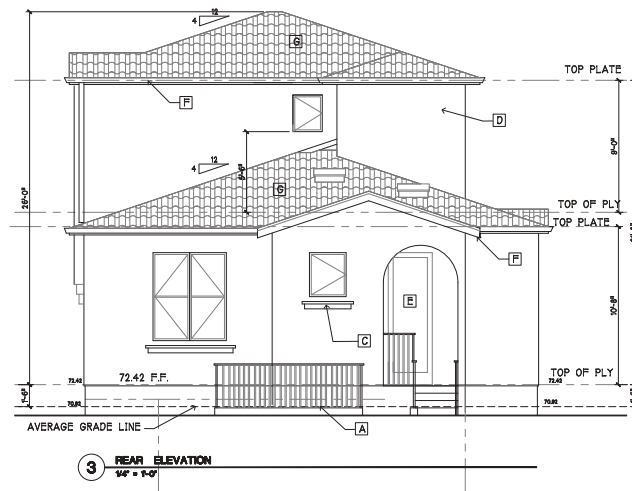




**1 FRONT ELEVATION**  
14' x 9'-0"



**2 RIGHT SIDE ELEVATION**  
14' x 9'-0"

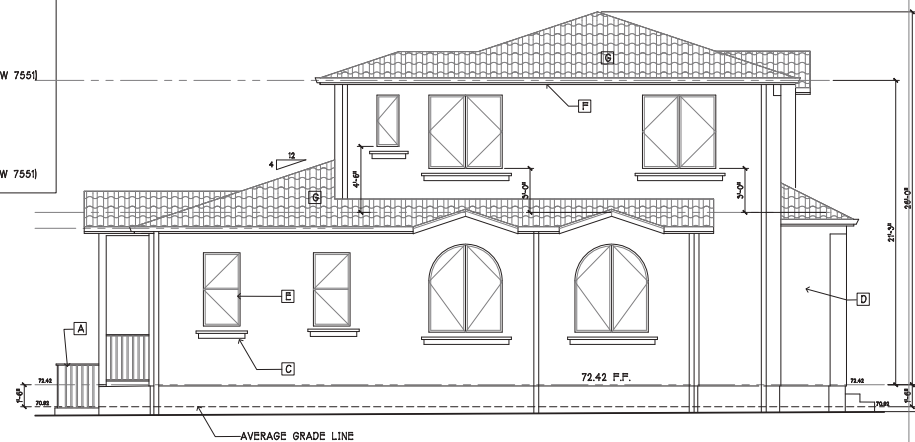


**3 REAR ELEVATION**  
14' x 9'-0"

#### MATERIAL LEGEND

- A PAINTED W.I. RAILING IN REBONY\* COLOR
- B US DOOR & MORE MAHOGANY ROUND TOP-2 PANEL [P201-R-RT-06]
- C STUCCO/FOAM SILL - ART FACADE NO. 11.65, SHERWIN WILLIAMS "GREEK VILLA" (SW 7551)
- D MONTEREY TEXTURE STUCCO FINISH SHERWIN WILLIAMS "GREEK VILLA" (SW 7551)
- E ANDERSON 400 SERIES WOOD CLAD WINDOWS AND DOORS IN BROWN
- F PAINTED WOOD FASCIA BOARDS & SHEET METAL GUTTERS - SHERWIN WILLIAMS "MOROCCAN SPICE" (SW 6060)
- G #5" TILE - EAGLE CAPISTRANO "526 VALENCIA"
- H CLOPAY SECTIONAL GARAGE DOOR. SHERWIN WILLIAMS "GREEK VILLA" (SW 7551)

NOTE:  
NON CONFORMING WALLS ARE NOT TO BE DEMOLISHED. IF  
DEMOLISHED, THE WALL CANNOT BE REBUILT IN SAME LOCATION



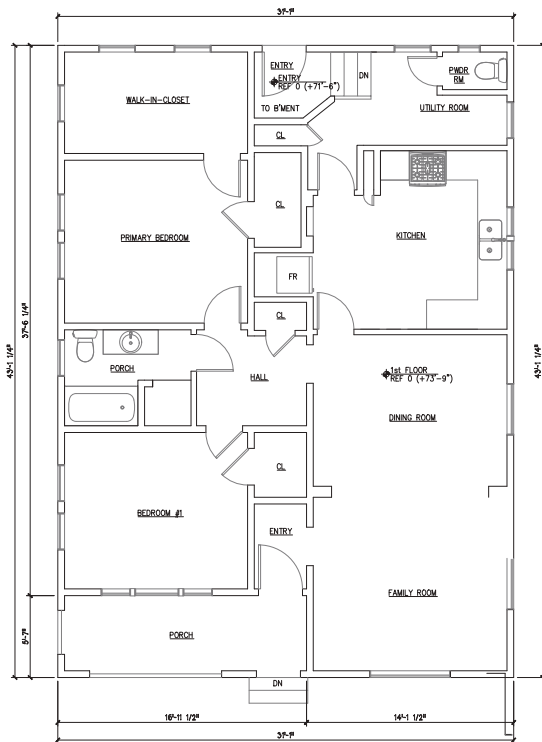
**4 LEFT SIDE ELEVATION**  
14' x 9'-0"

**PRELIMINARY PLANNING REVIEW**  
1348 HOOVER STREET  
MENLO PARK, CA

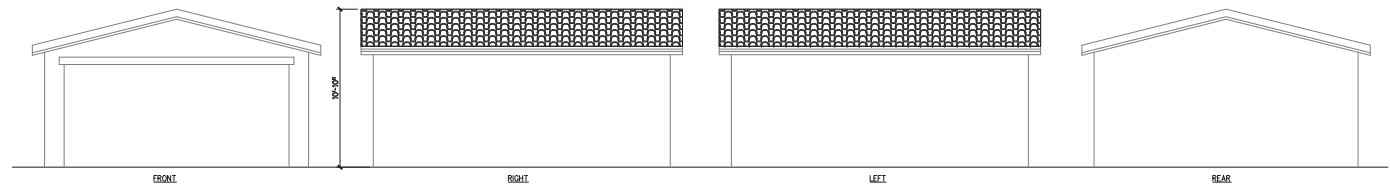
**LPMD**  
Architects  
1288 Kifer Road, Unit 206  
Sunnyvale, CA 94086  
Telephone : 408-992-0280  
Fax : 408-992-0281

Revisions:  
PLANNING DEPT. SUBMITTAL 5/10/04  
PLANNING DEPT. RESUBMITTAL 10/05/05  
PLANNING DEPT. RESUBMITTAL 5/20/05  
PLANNING DEPT. RESUBMITTAL 6/20/05  
**MAIN HOUSE**  
**ELEVATIONS**  
**A3.0**

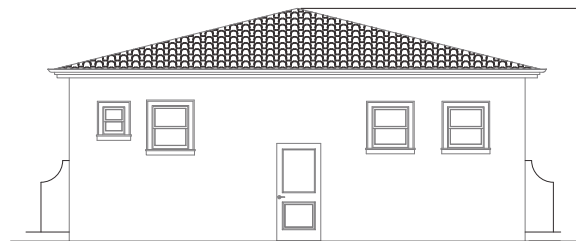




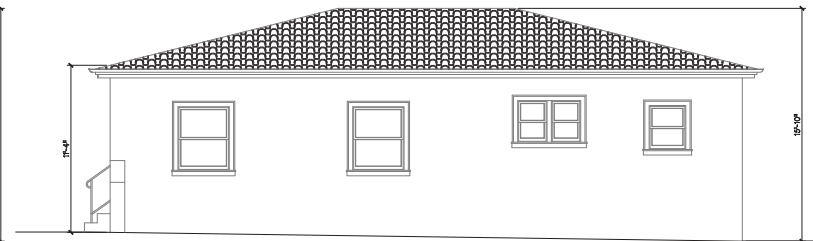
6 EXIST. 1st FLOOR PLAN  
1/4"=1'-0" TRUE NORTH



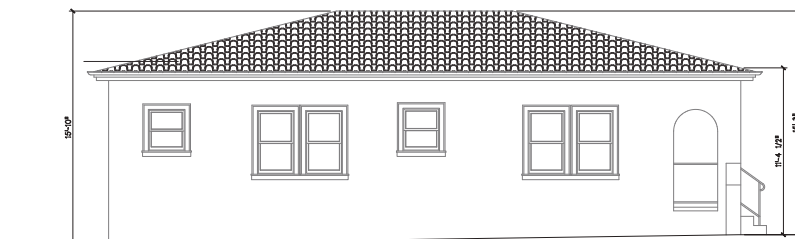
5 EXIST. GARAGE ELEVATIONS  
1/4"=1'-0"



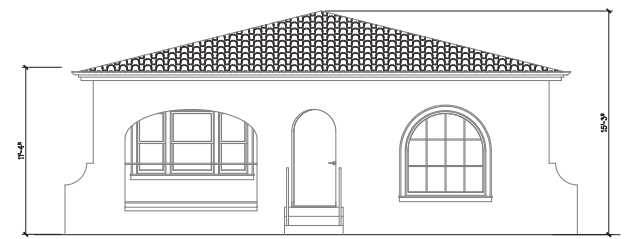
3 EXIST. REAR (NORTH) ELEVATION  
1/4"=1'-0"



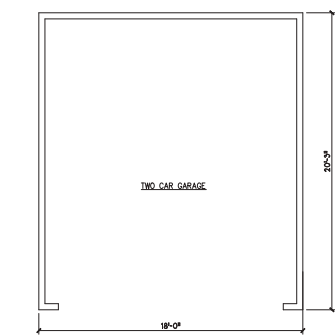
2 EXIST. RIGHT (EAST) ELEVATION  
1/4"=1'-0"



4 EXIST. LEFT (WEST) ELEVATION  
1/4"=1'-0"



1 EXIST. FRONT (SOUTH) ELEVATION  
1/4"=1'-0"



7 EXIST. GARAGE  
1/4"=1'-0"

PRELIMINARY PLANNING REVIEW  
1346 HOOVER STREET  
MENLO PARK, CA

**LPMD**  
Architects  
1288 Kifer Road, Unit 206  
Sunnyvale, CA 94086  
Telephone : 408-992-0280  
Fax : 408-992-0281

Revisions:  
PLANNING DEPT. SUBMITTAL 5/2024  
PLANNING DEPT. RESUBMITTAL 1/2025  
**EXISTING HOUSE AND GARAGE**  
**PLAN & ELEVATIONS**  
**A3.0a**





**A** W.I. RAILING



**B** ENTRY DOOR



**C** FOAM WINDOW SILL



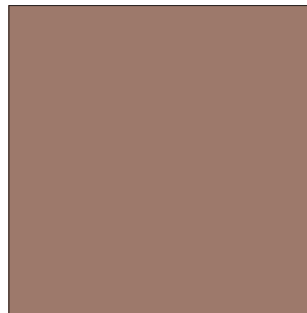
**D** ROOF TILE



**E** STUCCO FINISH & COLOR



**F** WOOD CLAD WINDOW AND COLOR



**G** GUTTERS/WOOD FASCIA/WOOD RAKES



**H** SECTIONAL GARAGE DOOR

### MATERIAL LEGEND

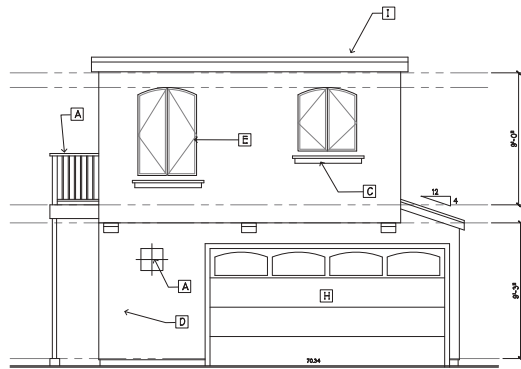
- A** PAINTED W.I. RAILING IN "EBONY" COLOR
- B** US DOOR & MORE MAHOGANY ROUND TOP-2 PANEL [P201-R-RT-09]
- C** STUCCO/FOAM SILL - ART FACADE NO. 1165, SHERWIN WILLIAMS "GREEK VILLA" (SW 7551)
- D** MONTEREY TEXTURE STUCCO FINISH SHERWIN WILLIAMS "GREEK VILLA" (SW 7551)
- E** ANDERSON 400 SERIES WOOD CLAD WINDOWS AND DOORS IN BROWN
- F** PAINTED WOOD FASCIA BOARDS & SHEET METAL GUTTERS - SHERWIN WILLIAMS "MOROCCAN SPICE" (SW 6060)
- G** "S" TILE - EAGLE CAPISTRANO "526 VALENCIA"
- H** CLOPAY SECTIONAL GARAGE DOOR. SHERWIN WILLIAMS "GREEK VILLA" (SW 7551)

PRELIMINARY PLANNING REVIEW  
1346 HOOVER STREET  
MENLO PARK, CA

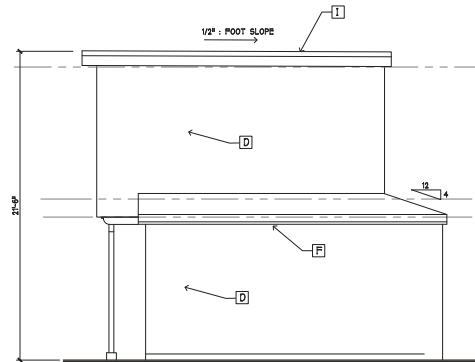
**LPMD**  
Architects  
1288 Kifer Road, Unit 206  
Sunnyvale, CA 94086  
Telephone : 408-992-0280  
Fax : 408-992-0281

Revisions:  
PLANNING DEPT. SUBMITTAL 5/20/04  
PLANNING DEPT. RESUBMITTAL 1/20/05  
**MAIN HOUSE & GARAGE/ADU**  
**MATERIALS AND FINISHES**  
**A3.0b**

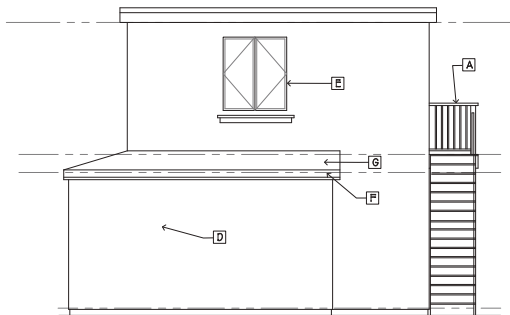




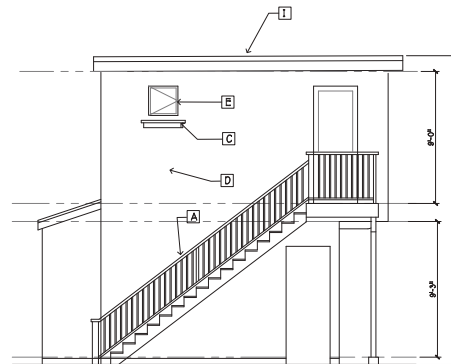
1 FRONT ELEVATION  
9'6" x 7'-0"



2 RIGHT SIDE ELEVATION  
9'6" x 7'-0"



3 REAR ELEVATION  
9'6" x 7'-0"



4 LEFT SIDE ELEVATION  
9'6" x 7'-0"

### MATERIAL LEGEND

- [A] PAINTED W.I. RAILING IN "EBONY" COLOR
- [B] US DOOR & MORE MAHOGANY ROUND TOP-2 PANEL [P201-R-RT-06]
- [C] STUCCO/FOAM SILL - ART FACADE NO. 1165.
- [D] MONTEREY TEXTURE STUCCO FINISH SHERWIN WILLIAMS "GREEK VILLA" [SW 7551]
- [E] ANDERSON 400 SERIES WOOD CLAD WINDOWS AND DOORS IN BROWN
- [F] PAINTED WOOD FASCIA BOARDS & SHEET METAL GUTTERS - SHERWIN WILLIAMS "MOROCCAN SPICE" [SW 6060]
- [G] 15" TILE - EAGLE CAPISTRANO 1526 VALENCIA
- [H] CLOPAY SECTIONAL GARAGE DOOR. SHERWIN WILLIAMS "GREEK VILLA" [SW 7551]
- [I] WHITE TPO ROOFING

### GENERAL NOTES

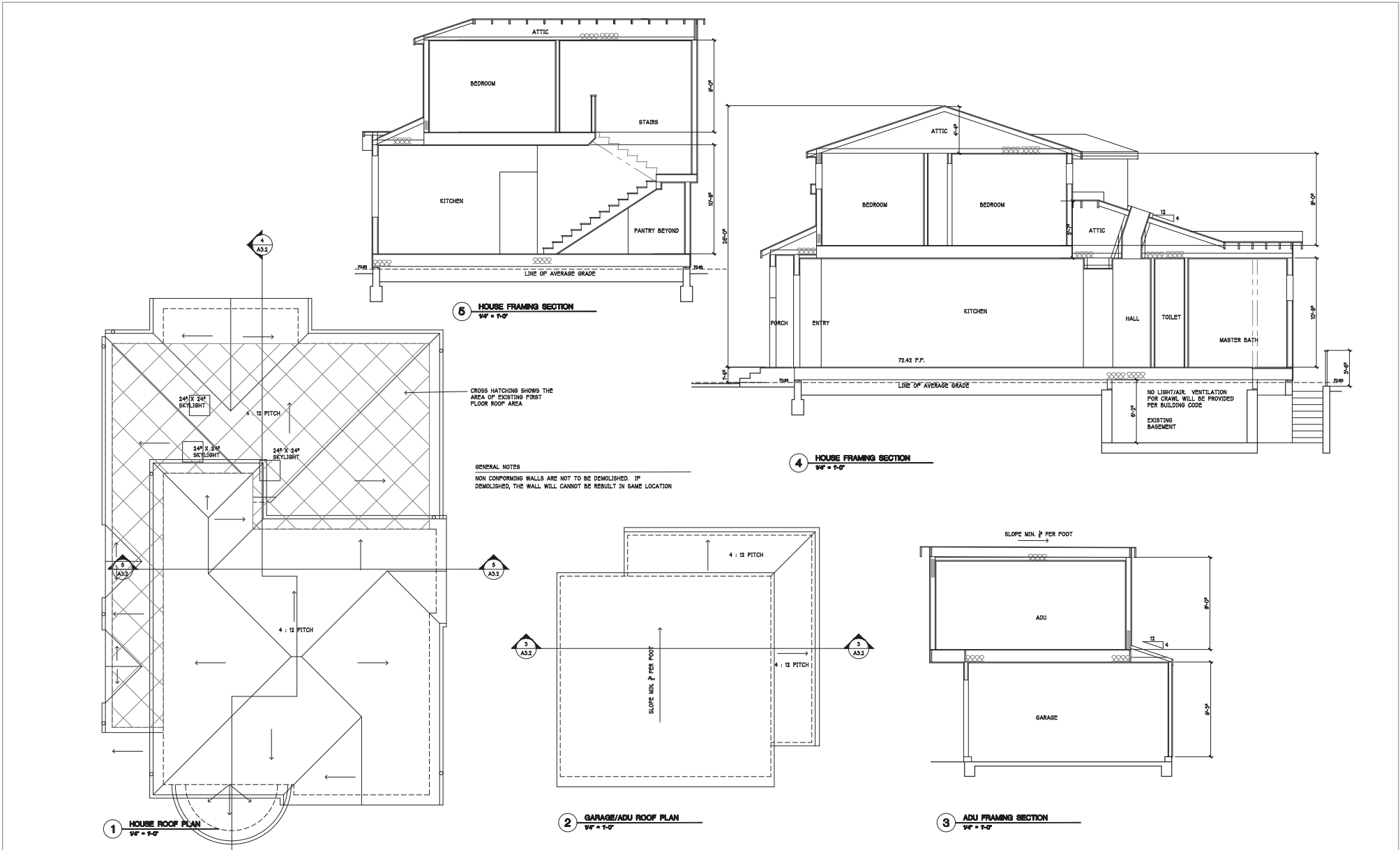
NON CONFORMING WALLS ARE NOT TO BE DEMOLISHED. IF DEMOLISHED, THE WALL CANNOT BE REBUILT IN SAME LOCATION

PRELIMINARY PLANNING REVIEW  
1348 HOOVER STREET  
MENLO PARK, CA

**LPMD**  
Architects  
1288 Kifer Road, Unit 206  
Sunnyvale, CA 94086  
Telephone : 408-992-0280  
Fax : 408-992-0281

Revisions:  
PLANNING DEPT. SUBMITTAL 5/10/04  
PLANNING DEPT. RESUBMITTAL 10/20/05  
PLANNING DEPT. RESUBMITTAL 5/20/05  
PLANNING DEPT. RESUBMITTAL 6/20/05  
**GARAGE/ADU**  
**ELEVATIONS**  
**A3.1**





PRELIMINARY PLANNING REVIEW  
1348 HOOVER STREET  
MENLO PARK, CA

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Architects  
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Telephone : 408-992-0280  
Fax : 408-992-0281

Revisions:  
PLANNING DEPT. SUBMITTAL 5/10/24  
PLANNING DEPT. RESUBMITTAL 10/20/25  
PLANNING DEPT. RESUBMITTAL 5/20/26  
PLANNING DEPT. RESUBMITTAL 5/20/26  
**HOUSE / ADU ROOF AND FRAMING SECTIONS**  
**A3.2**



# NEW ADDITION & ADU 1346 HOOVER ST MENLO PARK, CA GRADING & DRAINAGE PLANS

## VICINITY MAP



## SURVEY DATUM

Boundary & Topographic Survey provided by Bay Area Land Surveying, Inc. dated January 2024.

## MAP DATA

Contour Interval: 1 Foot

Aerial Photo: None

## SHEET INDEX

- 1 COVER SHEET
- 2 GRADING & EROSION CONTROL PLAN
- 3 DRAINAGE PLAN
- 4 UTILITY PLAN
- 5 DETAILS

## GENERAL NOTES

1. THESE ENGINEERING DRAWINGS ARE BASED ON CONDITIONS AT THE TIME OF DESIGN AND FROM INFORMATION PROVIDED BY THE OWNER. FUTURE MODIFICATIONS TO GRADING AND SITE DEVELOPMENT COULD CAUSE EROSION AND SLOPE FAILURE.
2. ALL GRADING SHALL CONFORM TO THE RECOMMENDATIONS OF THE PROJECT GEOTECHNICAL AND/OR THE PROJECT SOIL ENGINEER.
3. OBSERVATION OF THE CONSTRUCTION BY THE ENGINEER DOES NOT RELIEVE THE CONTRACTOR FROM RESPONSIBILITY TO COMPLETE THE CONSTRUCTION IN CONFORMANCE WITH THE PROJECT DOCUMENTS AND GENERALLY ACCEPTED STANDARDS OF PRACTICE. THE PURPOSE OF THE ENGINEER'S VISITS WILL BE TO BECOME GENERALLY FAMILIAR WITH THE PROGRESS AND QUALITY OF THE CONTRACTOR'S WORK AND DETERMINE IF THE WORK IS PROGRESSING IN GENERAL CONFORMANCE WITH OUR DESIGN INTENT.
4. LOCATIONS OF CUTS AND FILLS ARE APPROXIMATE. CONTRACTOR TO VERIFY GRADING EXTENTS IN THE FIELD.

## GENERAL STORMWATER NOTES

1. **STOCKPILES:** ALL STOCKPILES ASSOCIATED WITH THE PROJECT SHALL BE COVERED WITH PLASTIC SHEETING PRIOR TO ANY PRECIPITATION EVENT TO PREVENT RUNOFF OF SEDIMENT. SHEETING SHALL BE FIRMLY HELD IN PLACE WITH SANDBAGS OR OTHER WEIGHTS PLACED NO MORE THAN 10FT APART. SEAMS SHALL BE TAPED OR WEIGHTED DOWN THEIR ENTIRE LENGTH AND THERE SHALL BE AT LEAST A 12 INCH OVERLAP.
2. **DUST CONTROL:** BEST MANAGEMENT PRACTICES SHALL BE USED THROUGHOUT ALL PHASES OF CONSTRUCTION. THIS INCLUDES ANY SUSPENSION OF WORK, ALLEVATION OR PREVENTION OF ANY FUGITIVE DUST NUISANCE AND THE DISCHARGE OF SMOKE OR ANY OTHER AIR CONTAMINANTS INTO THE ATMOSPHERE IN SUCH QUANTITY AS WILL VIOLATE ANY REGIONAL AIR POLLUTION CONTROL RULES, REGULATIONS, ORDINANCES, OR STATUTES. WATER SHALL BE APPLIED AS REQUIRED. DUST NUISANCE SHALL ALSO BE ABATED BY CLEANING, VACUUMING AND SWEEPING OR OTHER MEANS AS NECESSARY.
3. **INTERIM EROSION AND SEDIMENT CONTROL:** THIS PLAN INCLUDES INTERIM EROSION AND SEDIMENTATION CONTROL MEASURES TO BE TAKEN DURING WET SEASONS UNTIL PERMANENT EROSION AND SEDIMENTATION CONTROL MEASURES CAN ADEQUATELY MINIMIZE EROSION. EXCESSIVE STORM WATER RUNOFF AND SEDIMENTATION. THIS PLAN INCLUDES THE MINIMUM NECESSARY MEASURES TO BE TAKEN TO PREVENT EXCESSIVE STORM WATER RUNOFF OR CARRYING BY STORM WATER RUNOFF OF SOLID MATERIALS ON TO LANDS OF ADJACENT PROPERTY OWNERS, PUBLIC STREETS, OR TO WATERCOURSES AS A RESULT OF CONDITIONS CREATED BY GRADING OPERATIONS. ADDITIONAL MEASURES MAY BE REQUIRED IF DETERMINED BY THE CONTRACTOR, THE CITY, THE COUNTY, OR THE ENGINEER AS CHANGING CONDITIONS OCCUR. GRADING SHALL NOT TAKE PLACE DURING THE RAINY SEASON WITHOUT THE IMPLEMENTATION OF ADDITIONAL BMP'S TO PREVENT EROSION AND RUNOFF.
4. **PERMANENT EROSION AND SEDIMENT CONTROL:** PERMANENT EROSION AND SEDIMENT CONTROL SHALL BE PROVIDED BY LANDSCAPING OF DISTURBED AREAS OF THE PROJECT SITE. LANDSCAPING SHALL CONSIST OF SOME OR ALL THE FOLLOWING: SPREADING OF MULCH, SEEDING, AND PLANTING OF CONTAINER PLANTS. ANTICIPATED TIME UNTIL ESTABLISHMENT FOR THESE 3 LANDSCAPING METHODS IS AS FOLLOWS: IMMEDIATE, 3 MONTHS, 1 MONTH (RESPECTIVELY), ASSUMING APPROPRIATE IRRIGATION IS PROVIDED. DOWNSPOUTS SHALL BE DIRECTED INTO THE UNDERGROUND DRAINAGE SYSTEM AS INDICATED ON THE DRAINAGE PLAN OR AWAY FROM STRUCTURES.
5. THIS PROJECT WILL DISPERSE ALL RUNOFF FROM ROOFS AND HARDSCAPE AREAS TO APPROPRIATE LOCATIONS AND AS SHOWN ON THE PLANS.
6. STORMWATER DISCHARGE ADJACENT TO FOUNDATIONS AND OTHER STRUCTURES IS **NOT** PERMITTED.
7. WASH OUT CONCRETE EQUIPMENT/TRUCKS OFF-SITE OR INTO CONTAINED WASHOUT AREAS THAT WILL NOT ALLOW DISCHARGE OF WASH WATER ONTO THE UNDERLYING SOIL OR ONTO THE SURROUNDING AREAS.



## PERMIT SET

REVISIONS			
REV. NO.	DESCRIPTION	DATE	APPROVED
1			
2			
3			
4	ADDRESSED PLAN/CHECK COMMENTS	10-20-24	
5	BUILDING CONFORMANCE PER PLANNING	5-20-2024	

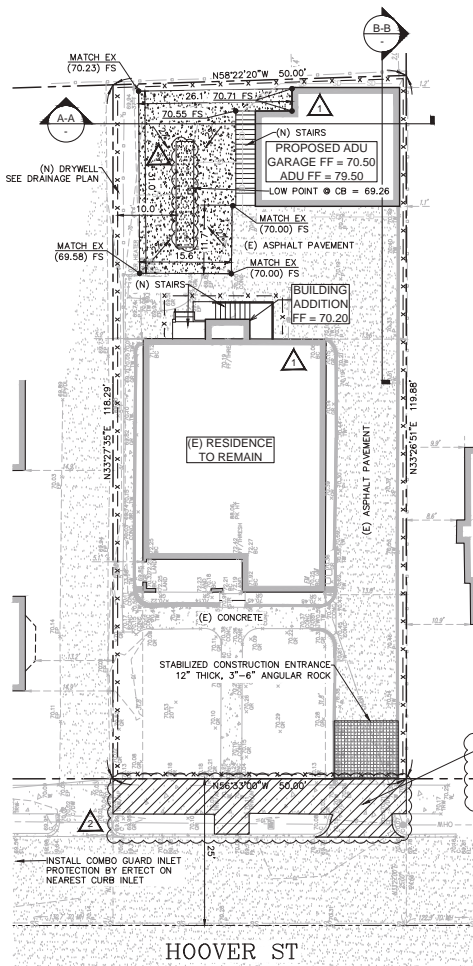


DATE: 11/19/2024  
**NEW ADDITION & ADU  
1346 HOOVER ST  
MENLO PARK, CA**

COVER SHEET

DESIGNED BY: AP  
DRAWN BY: YCL  
SURVEYED BY: BALS  
CHECKED BY: AP  
SHEET NO.  
**1 OF 5**





GRADING & EROSION CONTROL PLAN  
SCALE: 1" = 10'

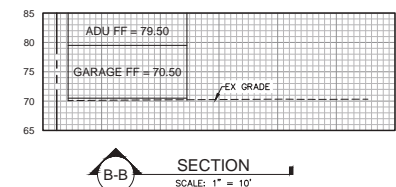
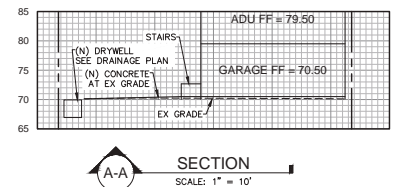
CUT/FILL TABLE			
ELEMENT	FILL (CY)	CUT (CY)	NET (CY)
GRADING	10	(10)	-
TOTAL DISTURBED AREA: 1650 SQFT			

#### GRADING NOTES

1. LOCATION OF CUTS AND FILLS ARE APPROXIMATE. CONTRACTOR TO VERIFY GRADING EXTENTS IN THE FIELD.
2. ALL GRADING SHALL BE PERFORMED PER THE RECOMMENDATIONS IN THE GEOTECHNICAL STUDY AND STRUCTURAL DRAWINGS.
3. CONTRACTOR SHALL CONSTRUCT DRAINAGE IMPROVEMENTS PRIOR TO GRADING TO PREVENT RUN-ON TO WORK AREA. IF IT IS NOT FEASIBLE TO CONSTRUCT DRAINAGE PRIOR TO GRADING, TEMPORARY DRAINAGE FACILITIES SHALL BE PROVIDED BY THE CONTRACTOR.
4. MAXIMUM FILL SLOPE SHALL BE 2:1 (HORIZ:VERT)
5. MAXIMUM CUT SLOPE SHALL BE 1.5:1 (HORIZ:VERT)
6. FILL SHALL BE PLACED IN MAXIMUM 6" LIFTS, MOISTURE CONDITIONED TO WITHIN 3% OF OPTIMUM, AND COMPACTED USING SHEEPS FOOT ROLLER OR SIMILAR EQUIPMENT TO 95% RELATIVE COMPACTION AS MEASURED USING THE MODIFIED PROCTOR METHOD.
7. GRADES WITHIN THE FIRST 10 FEET ADJACENT TO A STRUCTURE MUST HAVE A 5% SLOPE ON PERVIOUS SURFACES AND A 2% SLOPE ON IMPERVIOUS SURFACES PER 1804.3 OF THE CALIFORNIA BUILDING CODE (CBC).
8. UNDER NO CIRCUMSTANCES SHALL DRAINAGE RESULTING FROM THIS PROJECT, DURING OR POST CONSTRUCTION, DIRECTLY SHEETFLOW ACROSS AN ADJOINING PROPERTY. RUNOFF SHALL BE CONTAINED ON-SITE UP TO THE 10 YEAR STORM.
9. ALL EXISTING CRACKED OR DAMAGED FEATURES ALONG THE PROPERTY FRONTAGE MUST BE REPAIRED IN KIND. ALL FRONTAGE IMPROVEMENT WORK SHALL BE IN ACCORDANCE WITH THE LATEST VERSION OF THE CITY STANDARD DETAILS. ANY FRONTAGE IMPROVEMENT WHICH ARE DAMAGED AS A RESULT OF CONSTRUCTION WILL BE REQUIRED TO BE REPLACED. AN ENCROACHMENT PERMIT FROM THE ENGINEERING DIVISION IS REQUIRED PRIOR TO ANY CONSTRUCTION ACTIVITIES IN THE PUBLIC RIGHT OF WAY.

#### LEGEND

- PROPERTY LINE
- x-x- PROPOSED STRAW WATTLE  
SEE DETAIL 1 ON SHEET 4
- (E) EXISTING
- (N) PROPOSED
- FS FINISH SURFACE



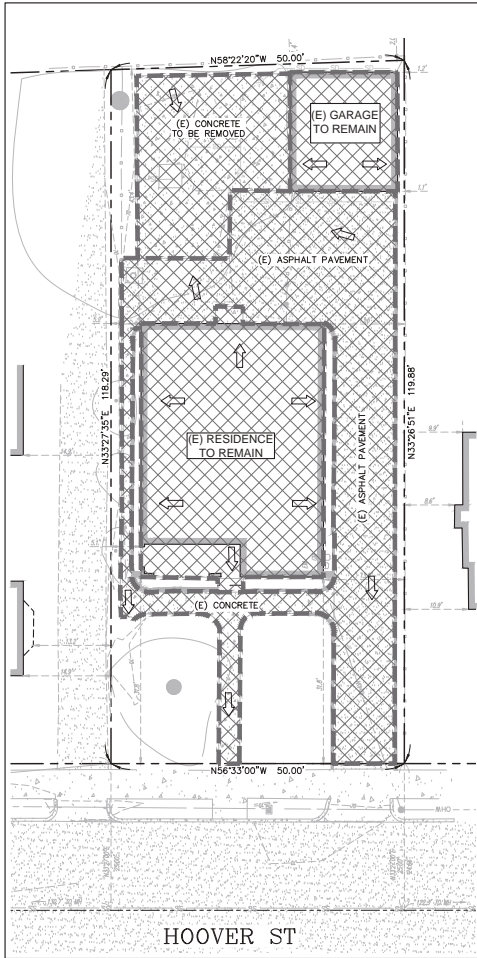
#### PERMIT SET

REVISIONS		DATE	APPROVED
REV. NO.	DESCRIPTION		
1	ADDRESS PLAN CHECK COMMENTS	10-23-2024	
2	BUILDING CONFORMANCE PER PLANNING	5-20-2024	

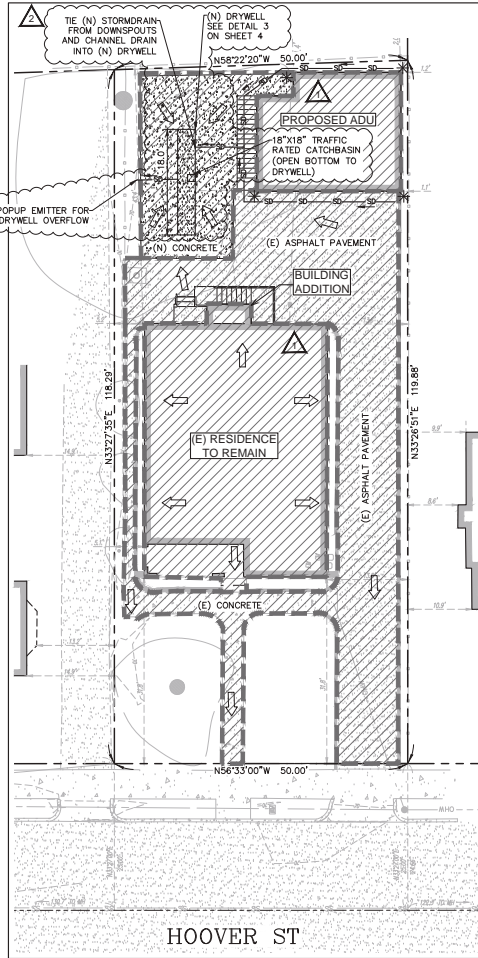


DATE: 11/19/2024	DESIGNED BY: JAC
NEW ADDITION & ADU	DRAWN BY: JAC
1346 HOOVER ST	SURVEYED BY: BALS
MENLO PARK, CA	CHECKED BY: JAC
GRADING & EROSION CONTROL PLAN	SHEET NO.
	2 OF 5





EXISTING IMPERVIOUS AREAS  
SCALE: 1" = 10'



PROPOSED IMPERVIOUS AREAS  
SCALE: 1" = 10'

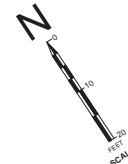
#### LEGEND

- PROPERTY LINE
- PROPOSED GRAVITY STORM DRAIN  
4" SDR35 PVC PIPE (UNLESS  
OTHERWISE NOTED), MIN 2% SLOPE.  
MIN 18" BURIAL DEPTH. CLEANOUTS  
SHALL BE PROVIDED AT ALL PIPE  
BENDS AND INTERSECTIONS.
- PROPOSED IMPERVIOUS AREA  
(ARROW INDICATES DRAINAGE  
PATTERN)
- EXISTING IMPERVIOUS AREA  
(ARROW INDICATES DRAINAGE  
PATTERN)
- \* PROPOSED DOWNSPOUT  
SEE DETAIL 2 ON SHEET 4

#### GENERAL DRAINAGE NOTES:

1. ON-SITE STORM DRAIN SYSTEM SHALL NOT CONNECT TO FRENCH DRAIN SYSTEM.
2. ALL JOINTS SHALL BE TIGHT GLUED AND ALL PIPES SHALL BE SOUNDS AND FREE FROM STRUCTURAL DEFECTS, CRACKS, BREAKS, OPENINGS, AND MISSING PORTIONS TO PREVENT EX-FILTRATION OR INFILTRATION BY GROUND WATER OR STORM WATER GRADES WITHIN THE FIRST 10 FEET ADJACENT TO A STRUCTURE MUST HAVE A 5% SLOPE ON PERVIOUS SURFACES, AND A 2% SLOPE ON IMPERVIOUS SURFACES PER 1804-A3 OF CALIFORNIA BUILDING CODE (CBC).
3. UNDER NO CIRCUMSTANCES SHALL DRAINAGE RESULTING FROM THIS PROJECT, DURING OR POST CONSTRUCTION, DIRECTLY, SHEETFLOW ACROSS AN ADJOINING PROPERTY. RUNOFF SHALL BE CONTAINED ON-SITE UP TO THE 10-YEAR STORM.

IMPERVIOUS AREAS TABLE		
ELEMENT	PROPOSED AREA (SF)	EXISTING AREA (SF)
STRUCTURES	3,434	3,238
EXTERIOR HARDSCAPE	4,660	4,856
<b>TOTAL</b>	<b>8,094</b>	<b>8,094</b>
NO NET INCREASE IN IMPERVIOUS AREA		



#### PERMIT SET

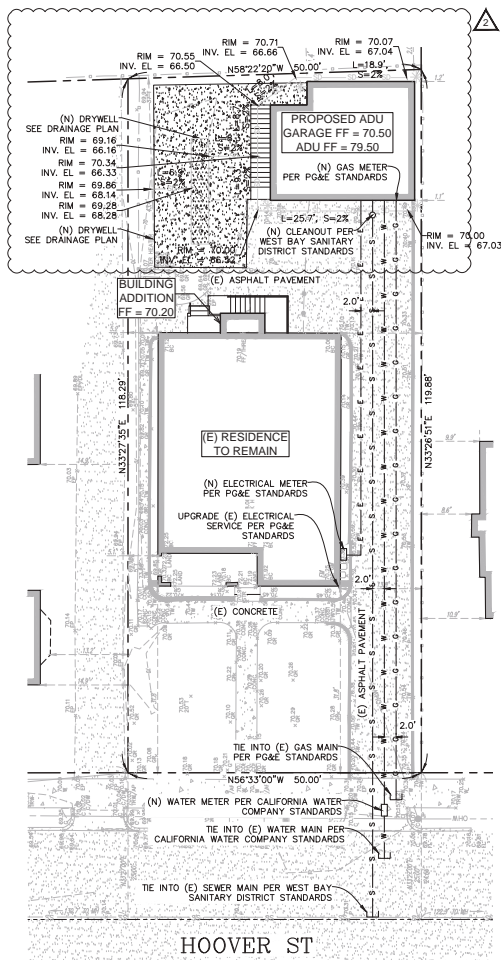
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REV. NO.	DESCRIPTION		
1	ADDRESSED PLANCHUCK COMMENTS	10-23-2024	
2	BUILDING CONFORMANCE PER PLANNING	5-20-2024	

3641 ST. JOSEPH ST. #101  
MENLO PARK, CA 94028  
800.275.6266

DATE: 11/19/2024  
**NEW ADDITION & ADU**  
**1346 HOOVER ST**  
**MENLO PARK, CA**

DESIGNED BY: AP  
DRAWN BY: YCL  
SURVEYED BY: BALS  
CHECKED BY: AP  
SHEET NO. **3 OF 5**





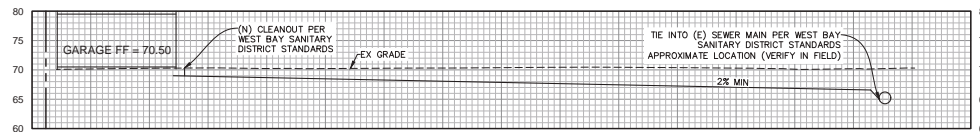
HOOPER ST  
GRADING & EROSION CONTROL PLAN  
SCALE: 1" = 10'

MINIMUM UTILITY SEPARATION REQUIREMENTS						
UTILITY	POTABLE WATER*	STORM WATER	SANITARY SEWER	GAS	ELECTRIC	COMM
POTABLE WATER	-	12"	12"	0"	12"	12"
STORM WATER	12"	-	12"	0"	24"	12"
SANITARY SEWER	12"	12"	-	0"	24"	12"
GAS	0"	0"	0"	-	24"	12"
ELECTRIC	12"	24"	24"	24"	-	12"
COMM	12"	12"	12"	12"	12"	-

\* WHEN POTABLE WATER SHARES A JOINT TRENCH OR CROSSES SEWER AND/OR STORMWATER, POTABLE WATER SHALL ALWAYS BE ABOVE.

#### GENERAL UTILITY NOTES:

- THE CONTRACTOR SHALL OBTAIN ALL NECESSARY ENCROACHMENT PERMITS FOR WORK IN THE PUBLIC RIGHT-OF-WAY.
- UTILITY LOCATIONS ARE APPROXIMATE AND SHALL BE FINALIZED BY THE CONTRACTOR IN THE FIELD.
- ALL UNDERGROUND AND ABOVEGROUND UTILITIES SHALL BE INSTALLED IN ACCORDANCE WITH ALL STATE, REGIONAL, AND LOCAL CODES AND REQUIREMENTS.
- MINIMUM BURIAL DEPTH SHALL BE 18" FOR ALL UTILITIES.
- ALL UTILITIES SHALL BE BURIED WITH DETECTABLE UNDERGROUND MARKING TAPE MEETING APWA STANDARDS. TAPE SHALL BE BURIED 12" ABOVE TOP OF UTILITY.
- PULL BOXES FOR ELECTRICAL AND COMMUNICATIONS UTILITIES SHALL BE SIZED AND SPACED PER CURRENT CALIFORNIA BUILDING CODE REQUIREMENTS.
- ELECTRICAL AND COMMUNICATION UTILITIES SHALL UTILIZE RACEWAYS WITH BENDS CONFORMING TO CURRENT CALIFORNIA BUILDING CODE REQUIREMENTS.
- UTILITIES SHALL MAINTAIN 3FT MIN CLEARANCE FROM ALL CONCRETE FOOTINGS, SLABS, AND BUILDING FOUNDATIONS.
- UTILITY TRENCH BACKFILL SHALL CONFORM TO THE REQUIREMENTS OF THE GEOTECHNICAL INVESTIGATION, THE UTILITY COMPANY, AND AS FOLLOWS:
- UTILITY TRENCH BACKFILL SHALL BE CLASS II AB COMPACTED TO 95% RELATIVE COMPACTION AT NEAR OPTIMUM MOISTURE CONTENT. BACKFILL SHALL BE PLACED IN 6" LIFTS, WETTED, AND COMPACTED USING A VIBRATING PLATE OR JUMPING JACK. CARE SHOULD BE TAKEN NOT TO HARM UTILITIES DURING PRELIMINARY BACKFILL.
- THE FOLLOWING APPLIES TO THE PROPOSED PRIVATE SEWER LATERAL (PSL):
- ALL SEWER LINES AND ASSOCIATED STRUCTURES, CLEANOUTS, BACKFLOW DEVICES, OVERFLOW PROTECTION DEVICES AND POINT OF CONNECTION TO THE CITY MAIN SHALL COMPLY WITH CITY STANDARDS.
- THE PSL SHALL BE KEPT FREE FROM ROOTS, GREASE DEPOSITS, AND OTHER SOLIDS WHICH MAY IMPEDE OR OBSTRUCT THE FLOW.
- ALL JOINTS SHALL BE TIGHT AND ALL PIPES SHALL BE SOUNDS AND FREE FROM STRUCTURAL DEFECTS, CRACKS, BREAKS, OPENINGS, AND MISSING PORTIONS TO PREVENT EX-FILTRATION BY WASTE OR INFILTRATION BY GROUND WATER OR STORM WATER.
- THE GRADE OF EVERY PSL SHALL BE UNIFORM WITHOUT SAGS OR OFFSETS.
- THE PSL SHALL HAVE A TWO-WAY CLEANOUT LOCATED AT OR NEAR THE STRUCTURE. ALL CLEANOUTS SHALL BE SECURELY CAPPED AT ALL TIMES.
- THE PSL SHALL BE EQUIPPED WITH A BACKFLOW DEVICE/OVERFLOW DEVICE.
- IN CONJUNCTION WITH A PSL SERVING A STRUCTURE IN WHICH THERE ARE PLUMBING FIXTURES AT AN ELEVATION TOO LOW TO PERMIT DRAINAGE BY GRAVITY FROM THE FIXTURES TO THE SEWER MAIN, THE PROPERTY OWNER SHALL INSTALL AND MAINTAIN A PUMP OR OTHER APPROPRIATE DEVICE OR DEVICES TO LIFT THE CONTENTS OF THE PSL TO THE CITY'S SANITARY SEWER SYSTEM. SUCH DEVICES SHALL BE INSTALLED AND MAINTAINED IN ACCORDANCE WITH THE UNIFORM BUILDING AND PLUMBING CODES AND ALL APPLICABLE PROVISIONS OF THE CITY MUNICIPAL CODE, AND SHALL BE SUBJECT TO TESTING, REPAIR AND REPLACEMENT UNDER THE PROVISIONS OF THE CITY.
- THERE SHALL BE NO NON-SANITARY SEWER CONNECTIONS TO THE PSL PLUMBING THAT CONNECTS THERETO.
- CONTRACTOR TO COORDINATE WITH WATER PROVIDER (CALIFORNIA WATER SERVICE, 650-654-5454) TO DETERMINE SUFFICIENCY OF SIZE OF THE EXISTING SERVICE LATERAL AND ANY APPLICABLE CONNECTION FEES.
- CONTRACTOR TO COORDINATE WITH SANITARY SEWER PROVIDER (WEST BAY SANITARY SEWER DISTRICT, 650-321-0384) AS NECESSARY.



SANITARY SEWER PROFILE  
SCALE: 1" = 10'

#### LEGEND

- PROPERTY LINE
- PROPOSED UNDERGROUND POTABLE WATER LINE (CALIFORNIA WATER SERVICE)
- PROPOSED GRAVITY SEWER LINE (1" ABS, 2% MIN SLOPE)
- PROPOSED UNDERGROUND ELECTRICAL CONNECTION (PG&E)
- PROPOSED GAS LINE (PG&E)
- 85.8' LONG PROPOSED STORMDRAIN PIPE (SEE DRAINAGE PLAN FOR DETAILS)



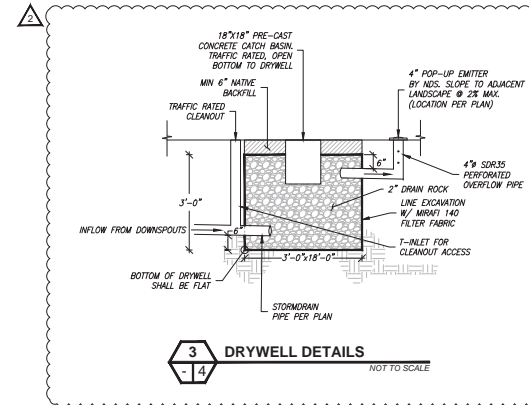
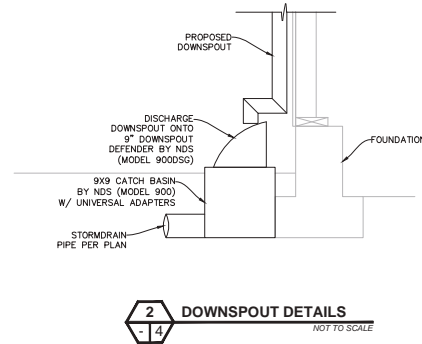
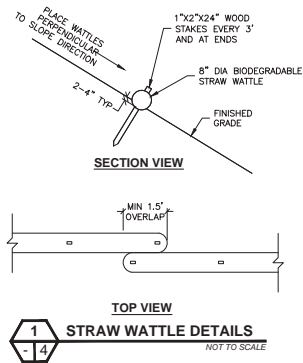
#### PERMIT SET

REVISIONS		DATE	APPROVED
REV. NO.	DESCRIPTION		
1	ADDRESS PLAN CHECK COMMENTS	10-23-2024	
2	BUILDING CONFORMANCE PER PLANNING	5-20-2024	

3641 ST. JOSEPH ST. #100  
MENLO PARK, CA 94028  
800-275-5263, 650-321-0384

DATE: 11/19/2024 NEW ADDITION & ADU 1346 HOOPER ST MENLO PARK, CA	DESIGNED BY: JAL DRAWN BY: VCL SURVEYED BY: BALS CHECKED BY: JAL SHEET NO. <b>4 OF 5</b>
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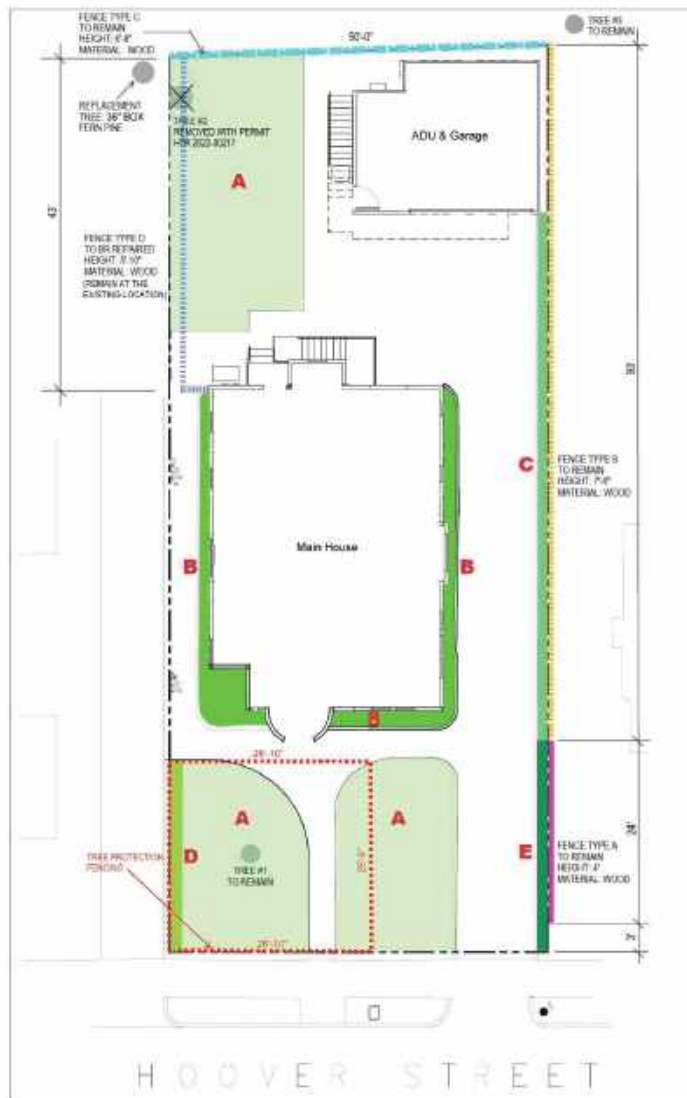
**PERMIT SET**

REVISIONS			
REV. NO.	DESCRIPTION	DATE	APPROVED
1			
2			
3			
4	ADDRESSED PLANCHUCK COMMENTS	10-23-2024	
5	BUILDING CONFORMANCE PER PLANNING	5-20-2024	



DATE: 11/18/2024	DRAWN BY: YCL
DESIGNED BY: AP	SURVEYED BY: BALS
NEW ADDITION & ADU 1346 HOOVER ST MENLO PARK, CA	CHECKED BY: AP
DETAILS	SHEET NO. 5 OF 5





PLANTING PLAN



A. LAWN



B. COAST ROSEMARY



C. WINTERGREEN BOXWOOD



D. PACIFIC WAX MYRTLE



E. LITTLE RED FLAX LILY



TYPE A FENCE



TYPE B FENCE



TYPE C FENCE



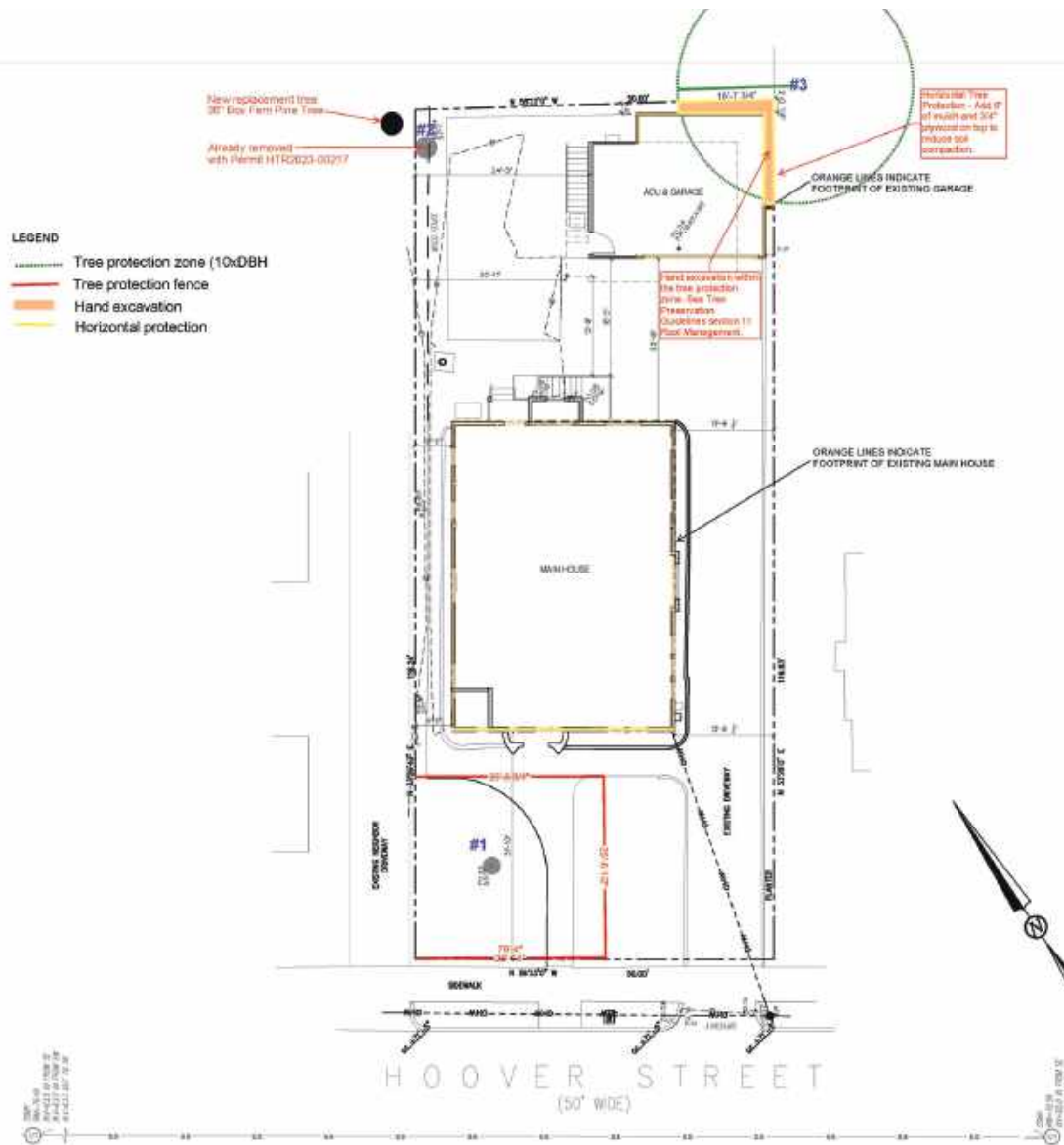
TYPE D FENCE

PRELIMINARY PLANNING REVIEW  
1346 HOOVER STREET  
MENLO PARK, CA

**LPMD**  
Architects  
1288 Kilar Road, Unit 205  
Sunnyvale, CA 94085  
Telephone: 408-992-0283  
Fax: 408-992-0281

Revisions:  
PLANNING DEPT. SUBMITTAL 07/08/14  
PLANNING DEPT. RESUBMITTAL 10/08/14  
LANDSCAPE PLAN L1





## USE PERMIT

1346 HOOVER STREET  
MENLO PARK, CA

SITE PLAN A1.0 PROVIDED BY LPMD  
ARCHITECTS (5/2024)

TREE PROTECTION MARKUP BY  
HEARTWOOD CONSULTING ARBORISTS

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

**GHAFARI RESIDENCE**  
1346 HOOVER ST  
MENLO PARK, CALIFORNIA 94025

DATE: 07/08/2024  
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	Preserve / Remove	Species	Rounded Depr. Value	Trunk dia. (in.)*	Health	Structure	Form	Overall Condition	Impact Level	Comments
1	Yes	Yes	Blue spruce <i>Picea sp.</i>	\$5,500	18	Fair	Good	Good	Fair	Low	
2	Yes	Remove	Coast live oak <i>Quercus agrifolia</i>	\$2,270	37	Poor	Fair	Fair	Poor	High	Severe decline; top thinning and die-back, bleeding trunk cankers, cracking bark, ambrosia beetle hits and frass. Tree shared with 1350. Owners of 1350 Hoover have applied for the removal of this tree. Application still under review (HTR2023-00217)
3	Yes	Yes	Coast redwood <i>Sequoia sempervirens</i>	\$6,500	20*	Good	Good	Good	Good	Moderate	*Offsite. Diameter estimated

### \* Trunk Diameter

The trunk diameter of each tree was measured using an arborist's diameter tape at 54" above grade. In cases where the main trunk divided at or below 54" but above grade, the diameter of each stem was recorded at 54" and an aggregate trunk diameter was calculated using the formula below.

### Aggregate Trunk Diameter Formula

$$DBH = \left( \sqrt{d_1^2 + d_2^2 + d_3^2 + d_4^2 + d_5^2 + d_6^2} \right)$$

Where d1, d2, etc. are each stem's dbh value

DBH = Diameter and Breast Height = 54" above grade

### PROJECT ARBORIST

MATTHEW FRIED (ISA # MA-4851A)  
MATTHEW@HEARTWOODARBORISTS.COM  
#/ 650-542-8733



**HEARTWOOD**  
CONSULTING ARBORISTS

**HEARTWOOD**

CONSULTING ARBORISTS

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

**GHAFARI RESIDENCE**

1346 HOOVER ST  
MENLO PARK, CALIFORNIA 94025

DATE: 07/08/2024  
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.

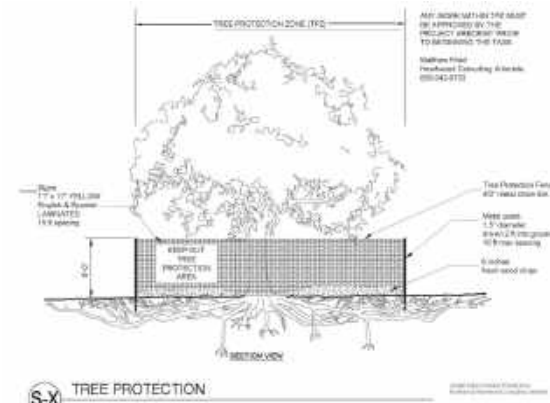
• EXPOSED ROOTS AND UPPER 3 FEET OF TRENCH WALLS SHALL BE COVERED WITH 3-4 LAYERS OF BURLAP OR ABSORBENT FABRIC AND KEPT MOIST UNTIL BACKFILLED.

## 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 # MA-4851A)

MATTHEW@HEARTWOODARBORISTS.COM

#/ 650-542-8733



HEARTWOOD  
CONSULTING ARBORISTS

DATE: 07/08/2024  
PREPARED: MSF  
SCALE: AS SHOWN

TREE  
PROTECTION  
PLAN

SHEET 3 of 3

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

GHAFARI RESIDENCE  
1346 HOOVER ST  
MENLO PARK, CALIFORNIA 94025

T-1.3



## **1346 Hoover Street**

### **Project Description**

- **Purpose of the proposal:** To accommodate the size of his family and their desired uses, property owner would like to add a second floor to the existing main house, and to add an ADU above the existing garage. The goal is to gain living space.
- **Existing and proposed uses:** Existing use is a single-family and a detached garage. Proposed use will keep the single-family and detached garage, but add an ADU.
- **Scope of work:** Project will add a second floor to the existing single-story residence. Living area will increase from 1,244 sf with two bedroom / one bath, to 2,083 sf with four bedroom / 3.5 bath. Project will also add a 404-sf ADU on top of the existing detached two-car garage.
- **Basis for site layout:** Property owner respects the urban fabric of the neighborhood (lot pattern and placement of structures). As such, the project will retain the location and footprint of the existing house and the existing detached garage. The added square footage of the house will occur on the second floor. The added ADU will also be on the second floor. This way, the amount of open space will be minimally affected. The driveway and curbcut will remain as is, such that demolition can be kept to a minimum.
- **Architectural style, materials, colors, and construction methods:** To be compatible with the existing neighborhood, the proposed project will keep the original wood-framed Spanish architectural style of the main house and detached garage. The existing siding material (Monterey texture stucco), roofing material (curved concrete tile) and color (off-white body with Tuscany fascia boards) will be re-applied to the remodeled house. Even the window proportions and quality of materials will match the existing.
- **Outreach to neighboring properties:** Property owner has reached out to the immediate neighbors on the left, right and rear to discuss the proposed project. They all show support for the project. Property owner has also worked closely with his neighbor to the left in regard to the removal of the Coast Live Oak *Quercus Agrifolia* at the NW corner. A new, mutually selected, Fern Pine has been planted.



# Tree Inventory, Assessment, and Protection

1346 Hoover St  
Menlo Park, CA 94025

Prepared for:  
Farzad Ghafari

July 5, 2024

Prepared by:



San Francisco, CA  
650.542.8733



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## Summary

The property owner at 1346 Hoover Street plans to remodel a single-family home and build an accessory dwelling unit (ADU) at the rear of the lot. Three (3) trees were inventoried on and near the property, all considered protected in Menlo Park.

Tree #1 near the main house must be fenced to avoid potential damage. However, the expected impacts have been assessed to be low to non-existent.

The proposed ADU encroaches the tree protection zone (TPZ) of tree #3. However, the new structure is to be built on the same footprint as the existing garage, lessening potential root impacts.

One (1) protected tree is recommended for removal, irrespective of the project. Tree #2 is in irreversibly poor health and thus meets the criteria for heritage tree removal in accordance with the city requirements. An approved permit is required for the removal of this tree.

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.

## Assignment

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



## Limits of Assignment

The information in this report is limited to the tree and site conditions during my inspections on June 28, 2024, and my review of the following project documents:

- 1346 Hoover St Proposed Site Plan A1 – LPMD Architects 05/2024
- Grading and Drainage plans Sheets 1 to 5 – Upright Engineering 5/30/2024
- 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**

Tree #1 is a Blue Spruce (*Picea sp.*) in fair condition in the front yard. It is proposed for retention; therefore, it must be protected during construction.

Tree #2 is a shared Coast Live Oak tree (*Quercus agrifolia*) in poor condition. This tree shows severe dieback at the top of the canopy and is infested with Ambrosia beetles which are known to attack heavily stressed or dying trees. Bleeding cankers were also observed.

Tree #3 is Coast Redwood (*Sequoia sempervirens*) located on the adjacent parcel (1340 Hoover St) but overhangs the subject property near the proposed ADU. This tree is in good condition and must be protected during construction

All inventoried trees are located on private property and considered Protected. Please see the Tree Protection Plan and Tree Assessment Table.

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 gain a new second-story addition and an ADU in the rear of the property.

### **Potential Conflicts**

Tree #1 – There is no encroachment of the TPZ for this tree.

Tree #2 – The proposed drywell encroaches within the Critical Root Zone (CRZ).

Additionally, the existing and proposed new pavement covers about 50% of the root zone.

Tree #3 – There is encroachment of the TPZ due to the proposed ADU drainage features.



## 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 – Blue Spruce (*Picea sp.*) Low**

The proposed construction does not encroach on tree #1's tree protection zone. However, it will require tree protection fencing at 10 times the trunk diameter, starting from the property lines and along the edge of the paved walkway and sidewalk. At this distance, the expected impacts will be minor to non-existent.

#### **Tree #2 – Coast Live Oak (*Quercus agrifolia*) Moderate - High**

Tree #2 is a shared tree located along the property line. Proposed construction activities encroach on the critical root zone, with high expected impacts. However, retention of this tree is not recommended because of its advanced health decline. A removal application has been filed, and it is under review by the city (HTR2023-00217). Construction activities include demolishing the existing concrete patio, paving, and constructing a drywell.

#### **Tree #3 – Coast Redwood (*Sequoia sempervirens*) Moderate**

The ADU encroaches on the tree protection zone of tree #3. However, this is proposed within the existing garage footprint. Drainage plans show the installation of storm drainpipes and downspouts between the ADU and the property fence.

Due to the site constraints, protective fencing is not recommended; however, the Project Arborist must oversee the excavation and inspect the exposed root(s) to assess the impact of cutting within 10 times the trunk diameter. 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 Tree Protection Zones 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 and #2 in the background*



*Figure 2 Tree #3*



## 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. Obtain a Tree Removal Permit from the [City of Menlo Park](#) before removing Tree #2.
4. Place tree protection fence around the trees to exclude personnel, materials, and equipment from accessing the area.
5. 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.
6. 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.
7. 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	Preserve / Remove	Species	Rounded Depr. Value	Trunk dia. (in.)*	Health	Structure	Form	Overall Condition	Impact Level	Comments
1	Yes	Yes	Blue spruce Picea sp.	\$5,500	18	Fair	Good	Good	Fair	Low	
2	Yes	Remove	Coast live oak Quercus agrifolia	\$2,270	37	Poor	Fair	Fair	Poor	High	Severe decline; top thinning and die-back, bleeding trunk cankers, cracking bark, ambrosia beetle hits and frass. Tree shared with 1350. Owners of 1350 Hoover have applied for the removal of this tree. Application still under review (HTR2023-00217)
3	Yes	Yes	Coast redwood <i>Sequoia sempervirens</i>	\$6,500	20*	Good	Good	Good	Good	Moderate	*Offsite. Diameter estimated

\* Trunk Diameter

The trunk diameter of each tree was measured using an arborist's diameter tape at 54" above grade. In cases where the main trunk divided at or below 54" but above grade, the diameter of each stem was recorded at 54" and an *aggregate trunk diameter* was calculated using the formula below.

Aggregate Trunk Diameter Formula

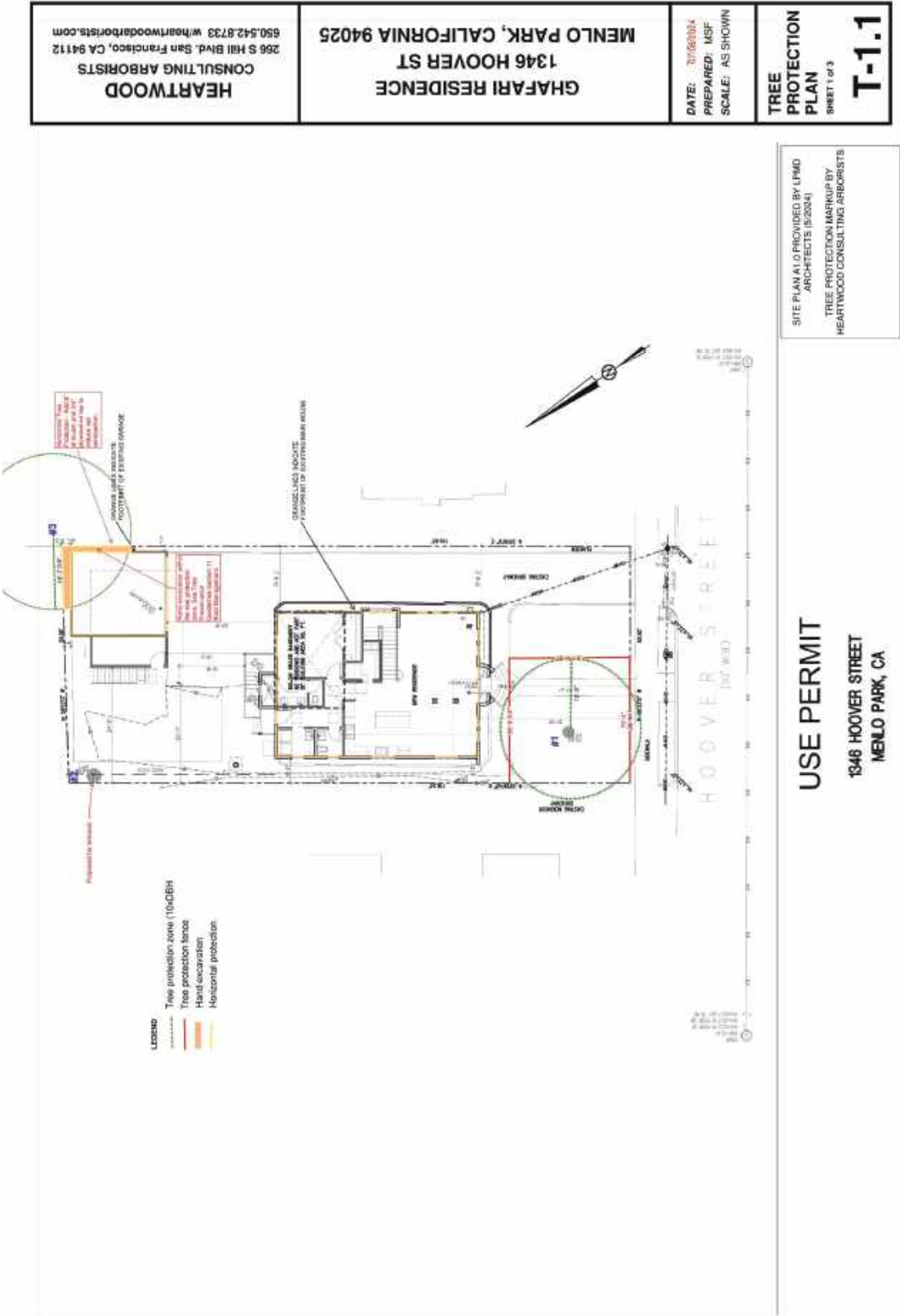
$$DBH = \left( \sqrt{d1^2 + d2^2 + d3^2 + d4^2 + d5^2 + d6^2} \right)$$

Where d1, d2, etc. are each stem's dbh value.

DBH = Diameter and Breast Height = 54" above grade.



Tree Protection Plan (T-1)





## 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](mailto:jmkeller@menlopark.gov)

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

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

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

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

\$\$\$

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

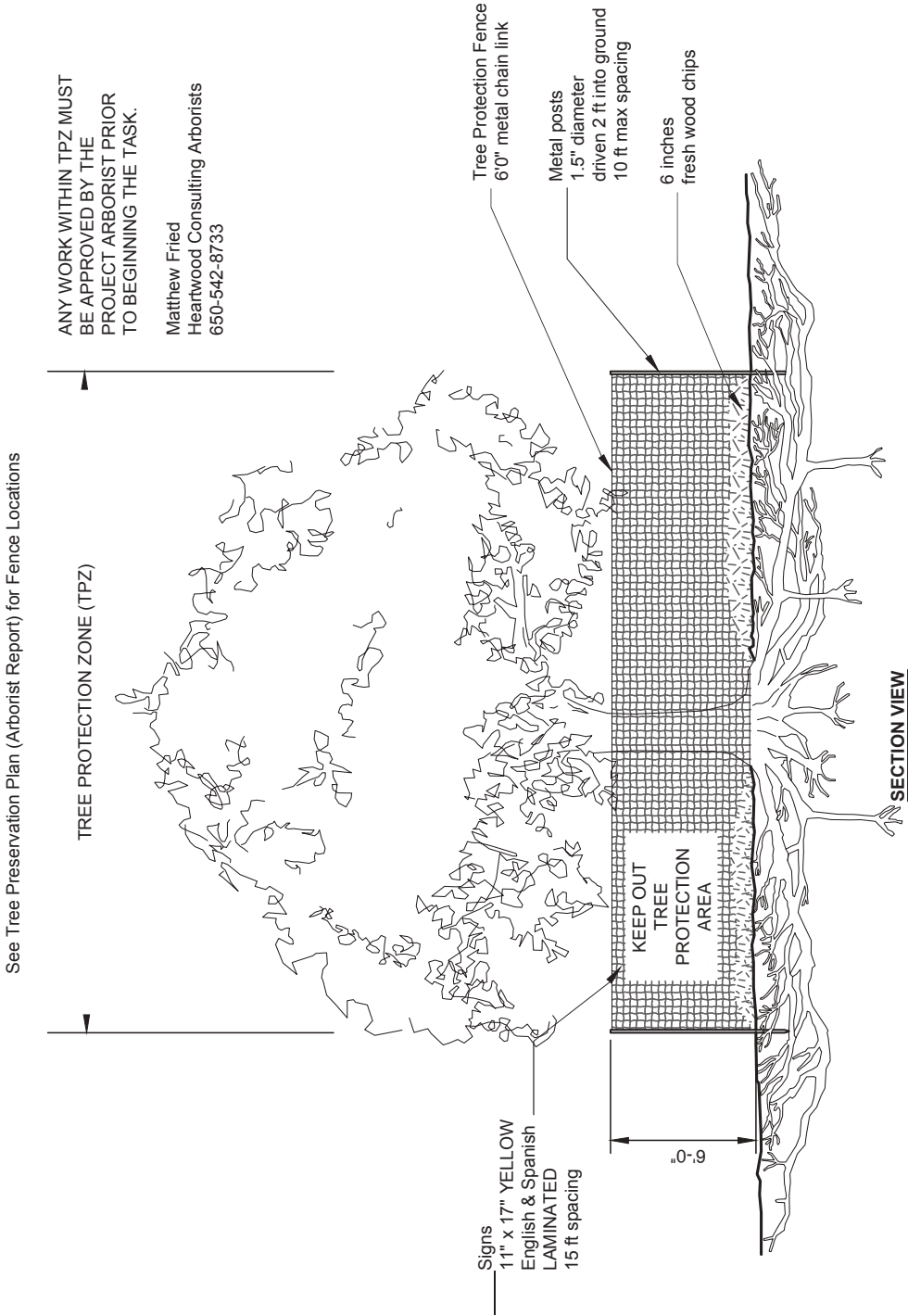
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A47

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



URBAN TREE FOUNDATION © 2014  
Modified by Heartwood Consulting Arborists

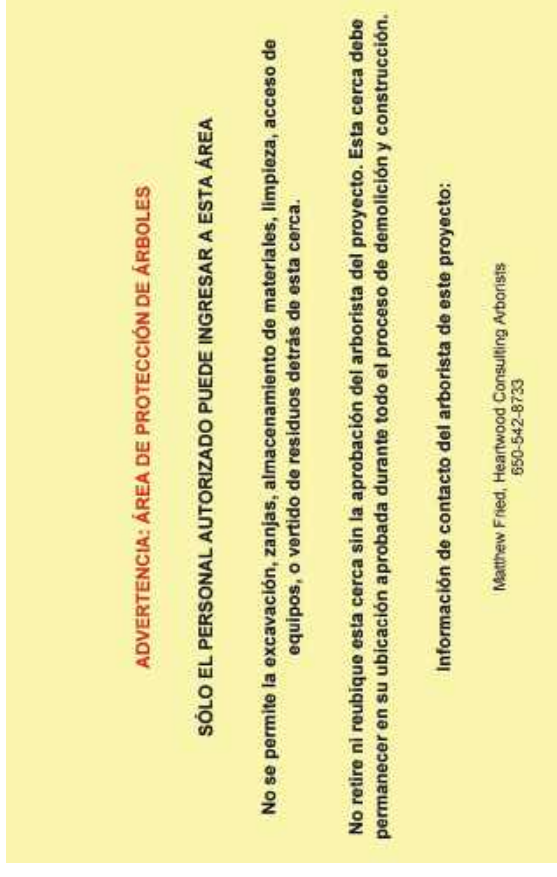
TREE PROTECTION





## 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®

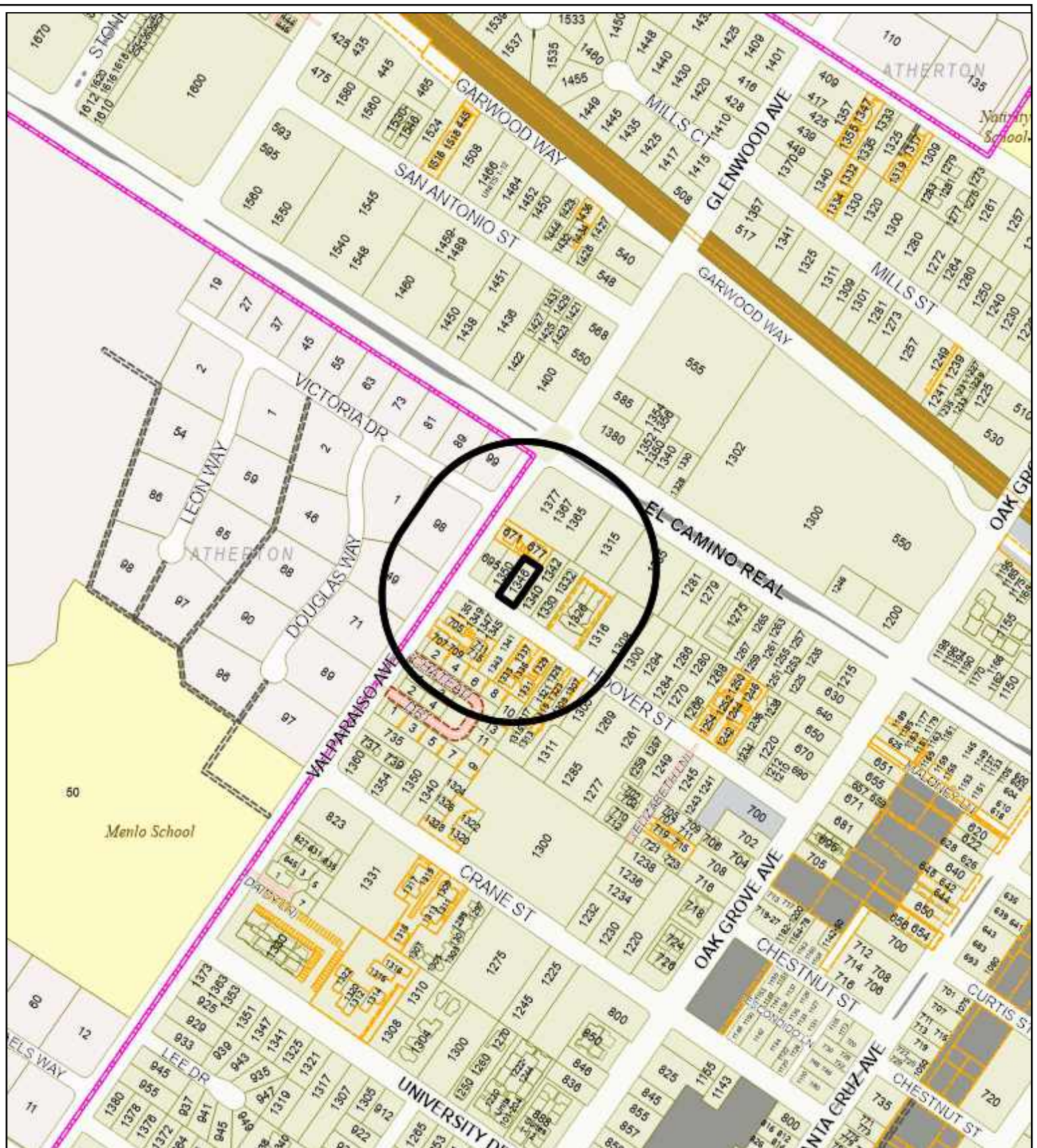


<b>LOCATION:</b> 1346 Hoover Street	<b>PROJECT NUMBER:</b> PLN2024-00034	<b>APPLICANT:</b> Farzad Ghafari	<b>OWNER:</b> Farzad and Shohreh Ghafari
<b>PROJECT CONDITIONS:</b> <ol style="list-style-type: none"> <li>1. The use permit shall be subject to the following <b>standard</b> conditions: <ol style="list-style-type: none"> <li>a. The applicant shall be required to apply for a building permit within one year from the date of approval (by September 8, 2026) for the use permit to remain in effect.</li> <li>b. Development of the project shall be substantially in conformance with the plans prepared by LMPD Architects consisting of 25 plan sheets, dated received June 25, 2025 and approved by the Planning Commission on August 11, 2025, except as modified by the conditions contained herein, subject to review and approval of the Planning Division.</li> <li>c. Prior to building permit issuance, the applicant shall comply with all Sanitary District, Menlo Park Fire Protection District, and utility companies' regulations that are directly applicable to the project.</li> <li>d. Prior to building permit issuance, the applicant shall comply with all requirements of the Building Division, Engineering Division, and Transportation Division that are directly applicable to the project.</li> <li>e. Prior to building permit issuance, the applicant shall submit a plan for any new utility installations or upgrades for review and approval by the Planning, Engineering and Building Divisions. All utility equipment that is installed outside of a building and that cannot be placed underground shall be properly screened by landscaping. The plan shall show exact locations of all meters, back flow prevention devices, transformers, junction boxes, relay boxes, and other equipment boxes.</li> <li>f. Simultaneous with the submittal of a complete building permit application, the applicant shall submit plans indicating that the applicant shall remove and replace any damaged and significantly worn sections of frontage improvements. The plans shall be submitted for review and approval of the Engineering Division.</li> <li>g. Simultaneous with the submittal of a complete building permit application, the applicant shall submit a Grading and Drainage Plan for review and approval of the Engineering Division. The Grading and Drainage Plan shall be approved prior to the issuance of grading, demolition or building permits.</li> <li>h. Heritage trees in the vicinity of the construction project shall be protected pursuant to the Heritage Tree Ordinance and the arborist report prepared by Heartwood Consulting Arborists, dated July 5, 2024.</li> <li>i. Prior to building permit issuance, the applicant shall pay all fees incurred through staff time spent reviewing the application.</li> <li>j. The applicant or permittee shall defend, indemnify, and hold harmless the City of Menlo Park or its agents, officers, and employees from any claim, action, or proceeding against the City of Menlo Park or its agents, officers, or employees to attack, set aside, void, or annul an approval of the Planning Commission, City Council, Community Development Director, or any other department, committee, or agency of the City concerning a development, variance, permit, or land use approval which action is brought within the time period provided for in any applicable statute; provided, however, that the applicant's or permittee's duty to so defend, indemnify, and hold harmless shall be subject to the City's promptly notifying the applicant or permittee of any said claim, action, or proceeding and the City's full cooperation in the applicant's or permittee's defense of said claims, actions, or proceedings.</li> </ol> </li> </ol>			



<b>LOCATION:</b> 1346 Hoover Street	<b>PROJECT NUMBER:</b> PLN2024-00034	<b>APPLICANT:</b> Farzad Ghafari	<b>OWNER:</b> Farzad and Shohreh Ghafari
<b>PROJECT CONDITIONS:</b> <ul style="list-style-type: none"><li>k. Notice of Fees Protest – The applicant may protest any fees, dedications, reservations, or other exactions imposed by the City as part of the approval or as a condition of approval of this development. Per California Government Code 66020, this 90-day protest period has begun as of the date of the approval of this application.</li></ul>			





City of Menlo Park  
Location Map  
1346 Hoover Street



Scale: 1:4,000

Drawn By: FNK

Checked By: CDS

Date: 8/11/2025

Sheet: 1



## 1346 Hoover Street – Attachment C: Data Table

	PROPOSED PROJECT	EXISTING PROJECT	ZONING ORDINANCE
Lot area	5,954 sf	5,954 sf	7,000 sf min.
Lot width	50.0 ft.	50.0 ft.	70 ft. min.
Lot depth	118.3 ft.	118.3 ft.	100 ft. min.
Setbacks			
Front	27.3 ft. (Main House) 97.3 ft. (ADU)	31.8 ft.	20 ft. min.
Rear	39.6 ft. (Main House) 5.0 ft. (ADU)	43.4 ft.	15 ft. min. 4 ft. min.
Side (left)	5.1 ft. (Main House) 24.3 ft. (ADU)	5.1 ft.	10 ft. min. 4 ft. min.
Side (right)	13.6 ft. (Main House) 5.2 ft. (ADU)	13.6 ft.	10 ft. min. 4 ft. min.
Building coverage	1,833.3 sf 30.8 %	1,708.2 sf 28.7 %	3,274.7 sf max. 55.0 % max.
FAR (Floor Area Ratio)	2,475.1 sf* 41.6 %	1,335.6 sf 22.4 %	2,084.0 sf max. 35.0 % max.
Landscaping	2,140.3 sf 35.9 %	2,059.1 sf 34.6 %	1,488.5 sf min. 25.0 % min.
Driveways and Open Parking Areas	1,902.2 sf 31.9 %	2,186.8 sf 36.7 %	1,190.8 sf max. 20.0 % max.
Square footage by floor	1,357.8 sf/1st 714.0 sf/2nd 372.6 sf/garage 102.9 sf/bike storage 403.0 sf/ADU	1,240.7 sf/1st 372.6 sf/garage 94.91 sf/porch	
Square footage of buildings	2,950.3 sf	1,708.2 sf	
Building height	27.5 ft.	15.8 ft.	35.0 ft. max.
Parking	2 covered	2 covered	1 covered/1 uncovered per unit
Note: Areas shown highlighted indicate a nonconforming or substandard situation.			
Trees	Heritage trees	3**	Non-Heritage trees 0    New Trees 0
	Heritage trees proposed for removal	0	Non-Heritage trees 0    Total Number of proposed for removal    Trees 2

\* Includes the ADU, which is permitted to exceed the FAR.

\*\* Includes a heritage tree already removed with a permit.



From: Scott Blum <scottblum@gmail.com>

Date: Tue, Oct 8, 2024 at 2:51 PM

Subject: Challenging building permit for 1346 Hoover

To: FNKhan@menlopark.gov <FNKhan@menlopark.gov>

Cc: Diana P. Blum <dianapblum@gmail.com>

Dear Ms. Khan + Menlo Park Planning Commission,

We are Menlo Park homeowners living at 677 Valparaiso Avenue since 2005. We're writing today regarding the building permit application submitted for an adjacent lot at 1346 Hoover St (currently scheduled for review as part of an Oct 25th hearing). For reference, while our property faces Valparaiso Ave, the west side of our home shares a common property line with the rear, east-facing end of the lot at 1346 Hoover St.

We want to be clear that, despite being an adjacent property to 1346 Hoover, the developer of the project never attempted any outreach to discuss their building plans. Nor did they give us advance notice when they deceptively removed a completely healthy, mature, protected oak tree that sat right behind our home and provided wonderful green cover - conveniently a few weeks before submitting their building permit (presumably there is a racket in which developers get signoff to cut down protected trees by claiming they are diseased in order to simplify their aggressive building plans).

Above aside, we are not challenging the homeowner's desire to extend their existing, single story home by adding an additional level to their current structure (since we acknowledge that would be consistent with the aesthetic of the 2-story homes on neighboring lots, including our own). We are, however, extremely shocked by the homeowner's proposal to add a 2nd story ADU unit above their existing garage structure. We are hopeful the board will reject the ADU permit as currently submitted.

Per the attached images, the existing garage sits only 25 inches from our shared fenceline and ~11 feet from our single-family residence (as our home is part of PUD with a very



limited lot size). Adding a 2nd story ADU would block all sunlight and create a privacy concern that surely anyone in our position would be upset by. Should the ADU be approved, the unit would literally be within spitting distance of our home and have windows looking directly down into our backyard.

We appreciate the need to expand Menlo Park's housing inventory. We understand that our home is part of a densely zoned area, and we've grown to tolerate a certain level of increasing density as the price to pay for living in this area. However, this proposal seems to take for granted the city's tolerance for density to a whole new level.

To be clear, we've not raised any objections in the past to the downtown plan, despite legitimate concerns we (and our neighbors) have over traffic and parking. Yet, we hope the board is able to draw a line by not approving ADU units that would literally sit on top of a fence line between two properties, when the yard of the impacted property is already only a few feet wide. If this permit is approved by the Menlo Park housing commission, then we ask under what circumstances would the board EVER choose to decline a new development? Perhaps we can submit plans for a 3 story tower behind their ADU? This case couldn't be a better example of a greedy developer trying to maximize profit vs. actually caring about expanding access to housing. There are better ways (perhaps require a proper 8 ft setback?), and we appreciate the board's consideration of our strong concerns.

Best Regards,

Scott & Diana Blum





## STAFF REPORT

### Planning Commission

Meeting Date:

9/8/2025

Staff Report Number:

25-040-PC

### Public Hearing:

**Consider and adopt a resolution to approve a use permit revision to construct first-floor additions to an existing two-story, single-family home on a substandard lot with regard to lot width in the R-1-U (Single Family Urban Residential) zoning district at 319 Barton Way, 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 revision to construct first-floor additions to an existing two-story, single-family home on a substandard lot with regard to lot width in the R-1-U (Single Family Urban Residential) zoning district at 319 Barton Way. The additions would be located on the first level, at the rear of the residence. The original use permit was granted in 2005 and modified in 2006. The draft resolution, including the recommended actions and conditions of approval, is included as Attachment A.

## Policy Issues

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

## Background

### *Site location*

Barton Way is a predominantly north-south street in the Willows neighborhood, running between Gilbert Avenue on the north and Concord Drive on the south. The subject parcel sits on the west side of the street, to the south of Barton Place, an intersecting cul-de-sac street. All properties in the immediate area are also located in the R-1-U zoning district. The homes in the vicinity are a mix of single- and two-story, with a variety of styles including ranch, modern farmhouse, and contemporary. A location map is included as Attachment B.

### *Previous Planning Commission action*

In October 2005, the Planning Commission reviewed a use permit application to demolish an existing single-story, single-family residence and construct a new two-story, single-family residence on a substandard lot with regard to lot width at the subject property. The use permit was required because the project proposed a new two-story residence on a substandard lot. The 2005 project received one comment from the neighbor at 307 Barton Way (two houses over on the left side), with regard to concerns about the



loss of privacy from the construction of a second floor and potential impacts it could have on the streetscape. Otherwise, the application was generally supported by other neighbors, six of whom signed a petition in support. The Planning Commission approved the project as proposed.

Following the Planning Commission approval, the owner realized during the building permit process that the approved design would be cost-prohibitive and decided to reduce the scale of the project. The project was modified to reduce the overall square footage of the house, and to make modifications to the footprint, floor plans, and several architectural features. The reduction of floor area resulted in a decrease of 970 square feet between the first and second floors. On June 26, 2006, the Planning Commission determined the modifications were in substantial conformance with the earlier approval.

## **Analysis**

### ***Project description***

The subject property is substandard with regard to minimum lot width, with a lot width of 51.5 feet where a minimum of 65 feet is required. The property is currently occupied by a two-story, single-family residence with three bedrooms and three bathrooms, with off-street parking provided by a two-car garage.

The applicant is proposing to construct an addition to the rear of the existing first floor on two separate sides of the residence. The footprint of the house, which is currently rectangular in shape, would become U-shaped, opening up to the rear of the property. The changes require Planning Commission review of a use permit revision, since the first-floor additions would not be in substantial conformance with either the original or modified use permit approvals, and the proposed floor area would exceed the original 2005 approval.

The proposed additions would add a living room area to the rear-left side of the residence and a new bedroom to the rear-right side of the residence. The project also proposes interior alterations, which would result in a small increase of the existing family room and a slight relocation of the existing laundry room. An existing shed located in the rear yard and a wood canopy near the rear of the residence (neither of which has a clear permitting history) are also proposed for removal.

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

- The first-floor additions would well meet the minimum 20-foot rear setback. The left addition's rear setback would approximately be 66 feet, 10 inches, and the right addition rear setback would be approximately 66 feet, 9 inches.
- The additions, being only at the ground level, would be limited in height, at 13.1 feet (right side) and 12.3 feet (left side).
- A small, permitted daylight plane intrusion on the right side of the existing structure would remain.

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.

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

The current residence has a Spanish-inspired architectural style and materials, and the style would be retained as part of the modifications (which would not be visible from the public right-of-way, given their location at the rear of the existing structure). Staff believes the revised residence would remain compatible



with the neighborhood, and the windows and doors of the first-story additions look relatively typical to the architectural style and unlikely to create unique privacy issues.

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

The applicant submitted an arborist report (Attachment A, Exhibit C), detailing the species, size, and conditions of on-site and nearby trees. A total of nine trees were inventoried, including five heritage trees (trees #1, 4, 6, 8, and 9) and two street trees (trees #1 and 2). No trees are proposed for removal. 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. The neighbor's Modesto ash (tree #4) was a particular focus for the arborist, with an exploratory trench conducted in March 2025 to confirm that no large roots were present within the proposed addition area. All recommended tree protection measures identified in the arborist report would be implemented and ensured as part of condition 1f.

**Table 1: Tree summary and disposition**

Tree number	Species	Size (DBH, in inches)	Condition	Status	Disposition	Location
1	Southern Magnolia	26.5	Good	Heritage	Retain	Street tree
2	Plum	10	Fair	Non-heritage	Retain	Street tree
3	Apricot	10	Fair	Non-heritage	Retain	Off-site
4	Modesto Ash	18	Good-Fair/ Fair	Heritage	Retain	Off-site
5	Bronze Loquat	10	Good	Non-heritage	Retain	On-site
6	Incense Cedar	42	Good	Heritage	Retain	Off-site
7	Coast Redwood	11	Good	Non-heritage	Retain	Off-site
8	Coast Redwood	50.5	Good-Fair/ Fair	Heritage	Retain	On-site
9	Coast Redwood	54	Good-Fair/ Fair	Heritage	Retain	On-site

### ***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 six neighbors, as stated in their project description letter (Attachment A Exhibit B). The applicant team has indicated that the reactions from neighbors were positive, with the direct neighbors at 313 Barton Way (who share a property line next to the living room addition) writing that they thought the project was a "great design." The applicant has also relayed that several neighbors noted they were surprised that the applicant contacted them at all about the project, given the limited scope of the addition. The applicant has provided staff with four outreach letters signed by adjacent neighbors, including neighbors at 313 Barton Way, 326 Barton Way, 510 Concord Drive, and 514 Concord Drive, which are available as an attachment to the project description letter.



## **Conclusion**

Staff believes the design, scale, and materials of the proposal would remain compatible with the surrounding neighborhood. The proposed additions are single-story, located within the setbacks, and at the rear of the residence, and they would not be visible from the public right of way. 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. Arborist Report
    - D. 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:  
Jacob Garcia, Contract Planner

Report reviewed by:  
Thomas Rogers, Principal Planner



**PLANNING COMMISSION RESOLUTION NO. 2025- 0xx****A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF MENLO PARK APPROVING A USE PERMIT REVISION FOR ADDITIONS TO AN EXISTING TWO-STORY, SINGLE-FAMILY RESIDENCE ON A SUBSTANDARD LOT WITH REGARD TO LOT WIDTH IN THE R-1-U (SINGLE FAMILY URBAN RESIDENTIAL) ZONING DISTRICT, AT 319 BARTON WAY.**

WHEREAS, the City of Menlo Park (“City”) received an application requesting a use permit revision for additions to an existing two-story, single-family residence on a substandard lot in the R-1-U (Single Family Urban Residential) zoning district (collectively, the “Project”) from Michael Hart (“Applicant”) located at 319 Barton Way (APN 062-342-210) (“Property”). The Project use permit revision is depicted in and subject to the development plans and project description letter, which are attached hereto as Exhibit A and Exhibit B, respectively, and incorporated herein by this reference; and

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

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

WHEREAS, the Applicant submitted an arborist report, attached hereto as Exhibit C, prepared by Michelia Arboriculture, LLC 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 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 September 8, 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 revision for an addition to a nonconforming, two-story, single-family residence on a substandard lot, is granted based on the following findings, which are made pursuant to Menlo Park Municipal Code Section 16.82.030:

1. That the establishment, maintenance, or operation of the use applied for will, under the circumstance of the particular case, not be detrimental to the health, safety, morals, comfort and general welfare of the persons residing in the neighborhood of such proposed use, or injurious or detrimental to property and improvements in the neighborhood or the general welfare of the city because:
  - a. Consideration and due regard were given to the nature and condition of all adjacent uses and structures, and to general plans for the area in question and surrounding areas, and impact of the application hereon; in that, the proposed use permit revision is consistent with the R-1-U zoning district and the General Plan because two-story residences that have received use permits are allowed to be expanded and modified subject to issuance of a use permit revision, and provided the changes conform to applicable zoning standards, including, but not limited to, maximum floor area limit, maximum building coverage, and setbacks.
  - b. The proposed Project is designed to meet all the applicable codes and ordinances of the City of Menlo Park Municipal Code and the Commission concludes that the Project would not be detrimental to the health, safety, and welfare of the surrounding community as the proposed residence would be located in a single-family neighborhood and has been designed in a way to complement the existing scale and style of surrounding homes.



Section 3. Conditional Use Permit. The Planning Commission approves Use Permit No. PLN2025-00023, 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 September 8, 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 September, 2025.

PC Liaison Signature

---

Corinna Sandmeier  
Principal Planner

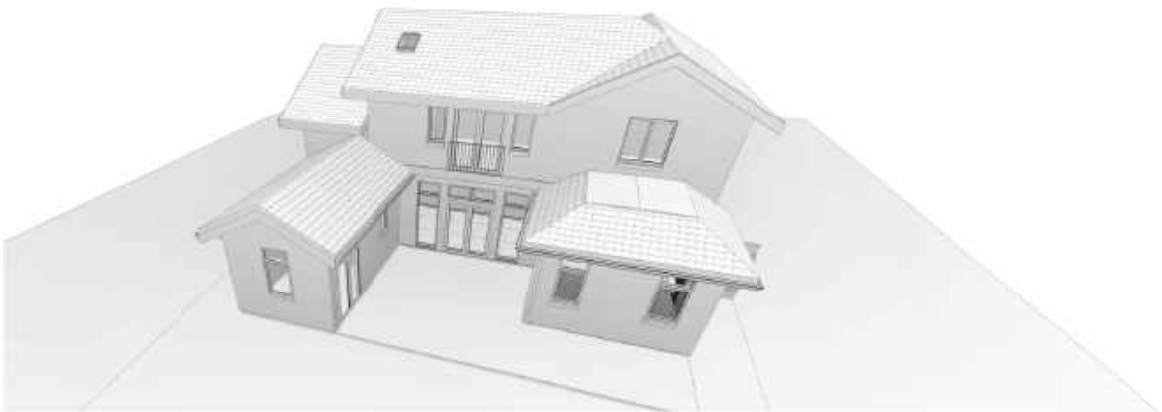


City of Menlo Park

Exhibits

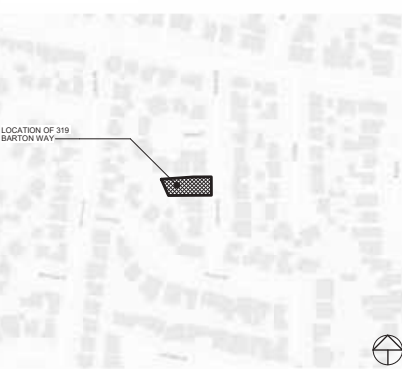
- A. Project plans
- B. Project description letter
- C. Arborist report
- D. Conditions of approval





# HART RESIDENCE

## VICINITY MAP



## PROJECT DESCRIPTION

- REMODEL AND ADDITION:
- ADD 382.06 SF OF HABITABLE SPACE, INCLUDING LIVING ROOM AND A BEDROOM TO THE EXISTING HOUSE ON FIRST FLOOR FOR A TOTAL PROPOSED FLOOR AREA OF 2,914.29 SF.
  - REVISE INTERIOR OF FAMILY ROOM, REVISE 181 SF OF LAUNDRY ROOM, CHANGE PLUMBING FIXTURES OF EXISTING BATHROOMS.
  - TOTAL REVISED AND ADDITION AREA IS (382.06 + 151.07) = 533.13 SF.
  - EXISTING HOUSE INCLUDES 3 BEDROOMS AND 2 BATHROOMS. PROPOSED HOUSE INCLUDES 4 BEDROOMS AND 2 BATHROOMS.

**NOTE:**  
NO GRADING, DRAINAGE OR LANDSCAPING WORK IS PROPOSED.

## GENERAL PROJECT INFORMATION

ADDRESS: 319 BARTON WAY, MENLO PARK, CA, 94025  
APN NUMBER: 062-342-310  
ZONING: R1 - U  
CONSTRUCTION TYPE: V - B  
FLOOD ZONE: AE 42.2 FEMA MAP 06081C0308E  
LOT SIZE: 7,460 SF  
MAX. HEIGHT: 28'-0"  
MAX. ALLOWED FAL: 2,800 + 25% x (7,460 - 7000) = 2,915 SF (INCLUDING GARAGE)  
2nd FLOOR MAX. FAL: 1,400 SF  
MAX. BUILDING COVERAGE: 2,611 SF (30% of Lot Size)  
TOTAL EXISTING FLOOR AREA: 2,631.87 SF  
TOTAL PROPOSED FLOOR AREA: 2,914.29 SF (TOTAL REMODEL AND ADDITION AREA)  
TOTAL EXISTING COVERAGE: 1,753.93 SF = 23.49%  
TOTAL PROPOSED COVERAGE: 1,844.15 SF = 24.72%  
**PROPOSED LAND COVERED BY STRUCTURES** 1,844.15 SF = 24.72%  
**PROPOSED LANDSCAPING** 4,182.15 SF = 56.06%  
**PROPOSED PAVED SURFACES** 1,433.78 SF = 19.25%  
**PARKING SPACES** 4 (2 COVERED, 2 UNCOVERED)  
**REFER TO SHEET A0.3 AND A1.1 FOR ADDITIONAL INFORMATION.**  
SPRINKLERS REQUIREMENT: NO  
FOR CODE COMPLIANCE:  
2022 CALIFORNIA CODES (CBC, CRC, CEC, CMC, CPC)  
2022 CALIFORNIA GREEN BUILDING STANDARD CODE (CALGreen)  
2022 CALIFORNIA FIRE CODE  
2022 CALIFORNIA ENERGY CODE  
CITY OF MENLO PARK ORDINANCES

## PROJECT TEAM

**OWNERS**  
**MICHAEL & JESSICA HART**  
319 BARTON WAY  
MENLO PARK, CA 94025  
TEL: (408) 821-1335  
ATTN: MICHAEL HART  
mhart1119@gmail.com

**DESIGNERS**  
**TIMELINE DESIGN - BUILD**  
14401 BIG BASIN WAY  
SARATOGA, CA 95070  
TEL: (408) 920-4478  
ATTN: BEN FLATAU  
ben@tidesign.net

**SURVEYORS**  
**WADE HAMMOND LAND SURVEY**  
3669 NEWARK BLVD, SUITE C  
NEWARK, CA 94560  
TEL: (925) 878-1112  
ATTN: WADE HAMMOND  
wade@whitlandsurveyor.com

**STRUCTURAL**  
**ROCAS ENGINEERING**  
400 SOUTH ABEL ST., P.O. BOX 362100  
MILPITAS, CA 95036  
TEL: (408) 821-1335  
ATTN: JOEY ROCA  
joey@rocas.com

**ARBORIST**  
**MICHELLE ARBORICULTURE, LLC**  
2320 HOYT CT.  
PINOLE, CA 94664  
TEL: (925) 815-1362  
ATTN: JENNIFER TIO  
jennifert@nichellarborist.com

**TITLE 24**  
**CALIFORNIA LIVING & ENERGY**  
CERES, CA 95037  
TEL: (209) 618-4462  
ATTN: JAMES HERNANDEZ  
james.hernandez@caliliving.com

## GENERAL NOTES

1. GRADE SHALL FALL NOT FEWER THAN 6 INCHES WITHIN THE FIRST 10' SO TO DRAIN SURFACE WATER WAY FROM NEW FOUNDATION WALLS. IMPERVIOUS SURFACES WITHIN 10 FEET OF THE BUILDING FOUNDATION SHALL BE SLOPED NOT LESS THAN 2% AWAY FROM THE BUILDING.
2. DIRECT DOWNSPOUTS TO LANDSCAPING AREAS THROUGH SPASH BLOCKS.
3. PROVIDE A 22"x30" MINIMUM ATTIC ACCESS HATCH WHERE 30" OF CLEAR HEIGHT IS PROVIDED DIRECTLY ABOVE THE ACCESS HOLE. ATTIC ACCESS PANELS SHALL HAVE PERMANENTLY ATTACHED INSULATION USING ADHESIVE OR MECHANICAL FASTENERS. THE ACCESS SHALL BE GASKETED TO PREVENT AIR LEAKAGE.
4. PROVIDE SAFETY GLAZING (TEMPERED) AT THE FOLLOWING HAZARDOUS LOCATIONS:
  - WINDOWS ADJACENT TO AND WITHIN 24 INCHES OF EITHER EDGE OF A DOOR.
  - GLAZING IN DOORS.
  - WINDOWS GREATER THAN 9 SQUARE FEET AND CLOSER THAN 18 INCHES TO THE FLOOR.
  - GLAZING IN WALLS ADJACENT TO SHOWERS OR BATHTUBS THAT ARE WITHIN 80 INCHES OF THE DRAIN OR FLOOR.
  - DOORS AND PANELS OF SHOWER AND BATHTUB ENCLOSURES.

## PLUMBING NOTES

1. PLUMBING SYSTEM PIPING SHALL BE INSTALLED SO THE PIPING OR CONNECTIONS WILL NOT BE SUBJECTED TO UNDUE STRESS OR STRAIN. PIPE PENETRATION THROUGH STRUCTURE ELEMENTS SHALL ALLOW FOR EXPANSION AND CONTRACTION PER CPC 312.2. VOIDS AROUND PIPES PASSING THROUGH THE STRUCTURE SHALL BE PROPERLY SEALED.
2. ALL PROPOSED HOSE-BIBS SHALL HAVE A NON-REMOVABLE BACKFLOW DEVICE.

## MECHANICAL NOTES

1. ALL BATHROOM EXHAUST FANS SHALL BE RATED FOR A MINIMUM OF 50 CFM.
2. ALL EXHAUST FANS BE ENERGY STAR COMPLIANT, SHALL TERMINATE OUTSIDE THE BUILDING AND SHALL BE EQUIPPED WITH BACKDRAFT DAMPERS.
3. EXHAUST DUCT TERMINATION SHALL BE:
  - 3" MINIMUM FROM PROPERTY LINE
  - 12" MINIMUM FROM A FORCED AIR INLET
  - 3" MINIMUM FROM OPENINGS INTO THE BUILDING
4. DOMESTIC DRYER MOISTURE EXHAUST DUCTS SHALL NOT EXCEED A TOTAL COMBINED HORIZONTAL AND VERTICAL LENGTH OF FOURTEEN FEET, INCLUDING TWO 90 DEGREE ELBOWS. TWO FEET SHALL BE DEDUCTED FOR EACH 90-DEGREE ELBOW IN EXCESS OF TWO.
5. NEW 4" THICK MINIMUM CONCRETE PAD AT THE A/C UNIT. THE TOP OF PAD SHALL EXTEND 3" OR MORE ABOVE THE ADJOINING GROUND.
6. PASSAGEWAY TO EQUIPMENT LESS THAN 6" IN HEIGHT SHALL BE NOT MORE THAN 20" IN LENGTH WHEN MEASURED ALONG THE CENTER LINE OF THE PASSAGEWAY FROM THE ACCESS OPENING TO THE EQUIPMENT. PASSAGEWAY SHALL BE UNOBSTRUCTED WITH A SOLID FLOORING AT LEAST 24" WIDE THROUGHOUT ITS LENGTH. PROVIDE A 30" x 30" LEVEL WORK PLATFORM IN FRONT OF THE SERVICE SIDE OF THE APPLIANCE AND A PERMANENT 120V RECEPTACLE OUTLET AND LIGHTING FIXTURE NEAR THE APPLIANCE. LIGHTING FIXTURE SHALL BE CONTROLLED BY A SWITCH AT THE ENTRANCE TO THE PASSAGEWAY.

## BUILDING ENVELOPE NOTES

1. PROVIDE A VAPOR RETARDER PER CRC CHAPTER 5 BELOW CONCRETE SLAB FOUNDATION.
2. APPROVED CORROSION-RESISTANT FLASHINGS SHALL BE INSTALLED AT THE FOLLOWING LOCATIONS:
  - AT EXTERIOR WINDOW AND DOOR OPENINGS.
  - AT WALL AND ROOF INTERSECTIONS. FLASHINGS SHALL BE INSTALLED WHEREVER THERE IS A CHANGE IN ROOF SLOPE OR DIRECTION AND AROUND ROOF DRAININGS & FLASHING SHALL BE INSTALLED TO DIVERT THE WATER WAY FROM WHERE THE EAVE OF A SLOPED ROOF INTERSECTS A VERTICAL SIDEWALL.
3. INSTALL CEMENT PLASTER IN ACCORDANCE WITH ASTM C926, AND COMPLY WITH THE FOLLOWING REQUIREMENTS:
  - PLASTER SHALL NOT BE LESS THAN THREE COATS WHERE APPLIED OVER METAL LATH OR WIRE LATH AND SHALL BE NOT LESS THAN TWO COATS WHERE APPLIED OVER MASONRY, CONCRETE, PRESSURE-PRESERVATIVE-TREATED WOOD OR DECAY RESISTANT WOOD OR GYPSUM BACKING.
  - WATER-RESISTIVE BARRIERS SHALL BE INSTALLED AS REQUIRED IN SECTION R703.2 AND, WHERE APPLIED OVER WOOD-BASED SHEATHING, SHALL INCLUDE A WATER-RESISTIVE VAPOR-PERMEABLE BARRIER WITH A PERFORMANCE AT LEAST EQUIVALENT TO TWO LAYERS OF GRADE D PAPER.
  - A MINIMUM 0.019-INCH (NO. 26 GALVANIZED SHEET GAGE), CORROSION-RESISTANT WEEP SCREED OR PLASTIC WEEP SCREED, WITH A MINIMUM VERTICAL ATTACHMENT FLANGE OF 3/16" SHALL BE PROVIDED AT OR BELOW THE FOUNDATION PLATE LINE ON EXTERIOR STUD WALLS. THE WEEP SCREED SHALL BE PLACED A MINIMUM OF 4" INCHES ABOVE THE EARTH OR 2" INCHES ABOVE PAVED AREAS AND SHALL BE OF A TYPE THAT WILL ALLOW TRAPPED WATER TO DRAIN TO THE EXTERIOR OF THE BUILDING. THE WEATHER-RESISTANT BARRIER SHALL LAP THE ATTACHMENT FLANGE. THE EXTERIOR LATH SHALL COVER AND TERMINATE ON THE ATTACHMENT FLANGE OF THE WEEP SCREED.
4. PROVIDE ONE LAYER OF 15# FELT FOR ROOF SLOPING MORE THAN 4:12 AND TWO LAYERS OF 15# FELT FOR ROOF SLOPING 4:12 OR LESS, UNDER ALL ROOFING MATERIALS, OR PER THE ROOFING MANUFACTURER'S INSTALLATIONS REQUIREMENTS, OR PER CRC TABLE R605.1.1. CONCRETE SLAB FOUNDATIONS REQUIRED TO HAVE VAPOR RETARDER PER CRC CHAPTER 5 SHALL COMPLY WITH SECTION 4.505.2.

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Revisions

No.	Description	Date

REMODEL / ADDITION FOR:

**HART RESIDENCE**

319 BARTON WAY, MENLO PARK, CA 94025

A.P.N. 062-342-210

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

DRAWN BY: DTN

APPROVED BY: BF

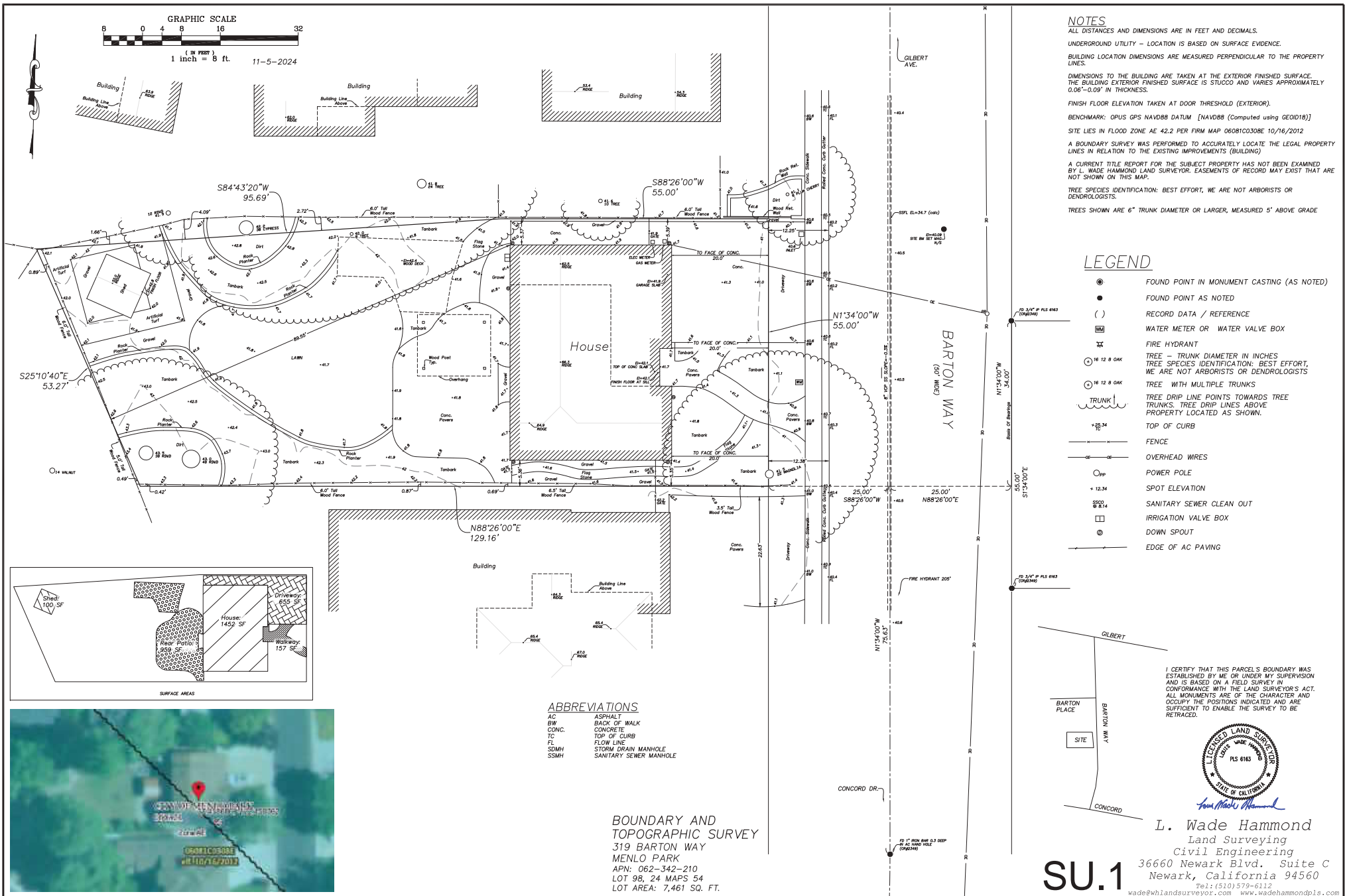
DATE: 08/04/25

**TIMELINE**  
DESIGN + BUILD

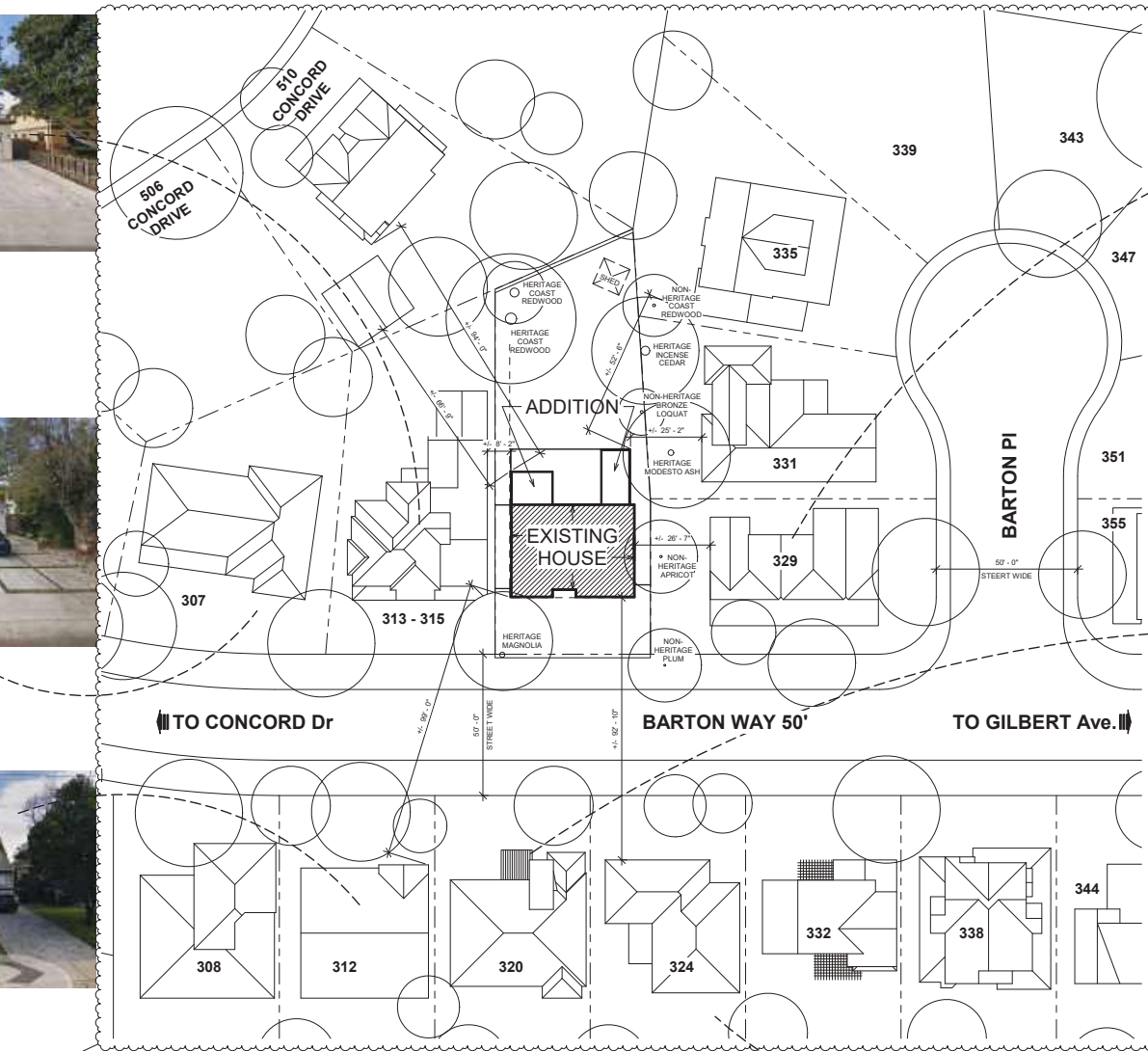
14401 BIG BASIN WAY  
SARATOGA, CA 95070  
PHONE: 408.741.3000 FAX: 408.317.1708

**A0.1**  
COVER SHEET...

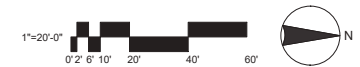








1 AREA PLAN  
1" = 20'-0"



Revisions		REMODEL / ADDITION FOR:	
No.	Description	Date	
4	Rev. Per Comment	7/09/2025	
		7/8/25	

**HART RESIDENCE**

319 BARTON WAY, MENLO PARK, CA 94025

A.P.N. 062-342-210

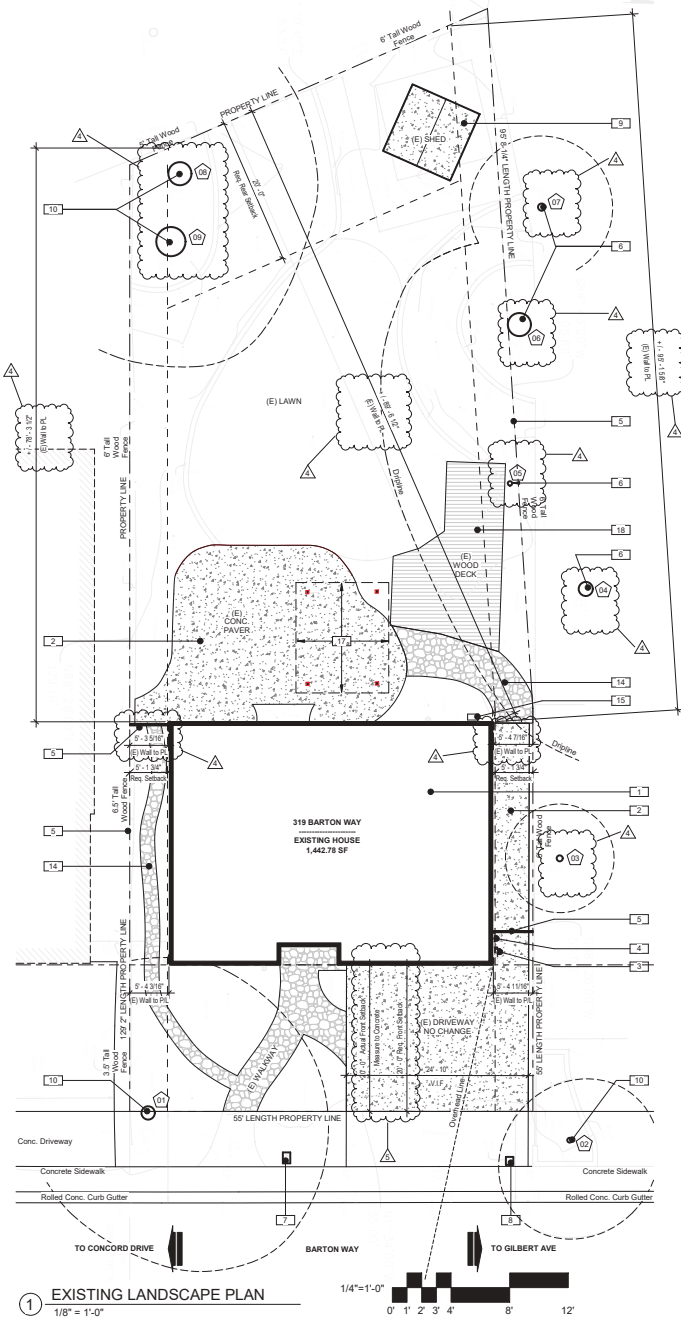
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DRAWN BY:	DTN
APPROVED BY:	BF
DATE:	08/04/25

**TIMELINE**  
DESIGN + BUILD

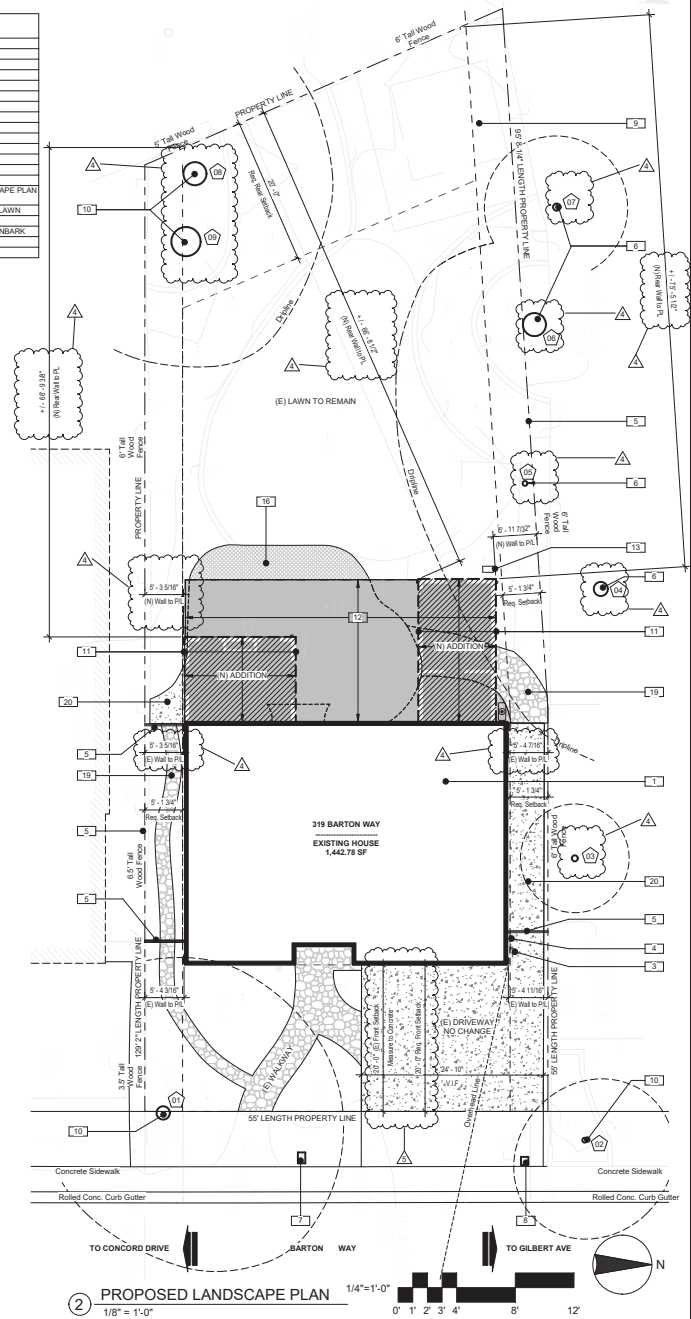
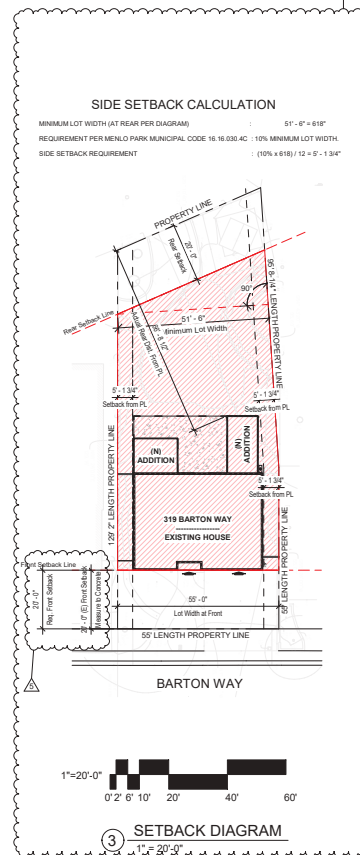
14401 BIG BASIN WAY  
SAN FRANCISCO, CA 94134  
PHONE: 415.741.3000 FAX: 415.741.1708

**A0.2**  
AREA PLAN

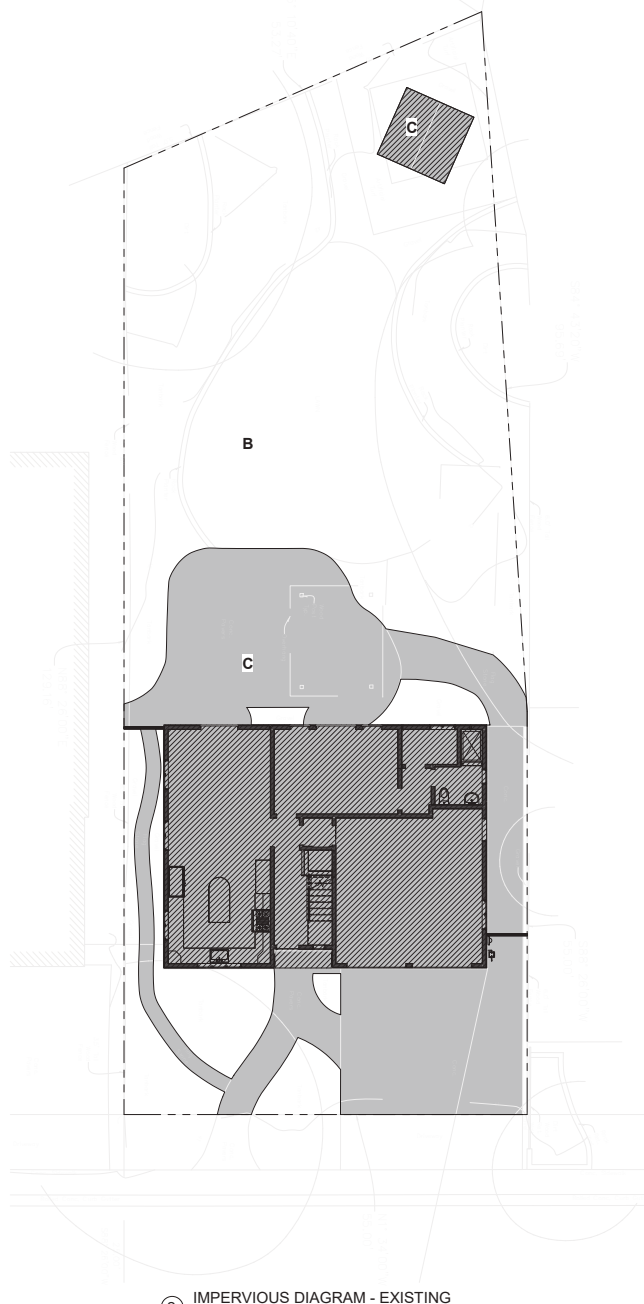




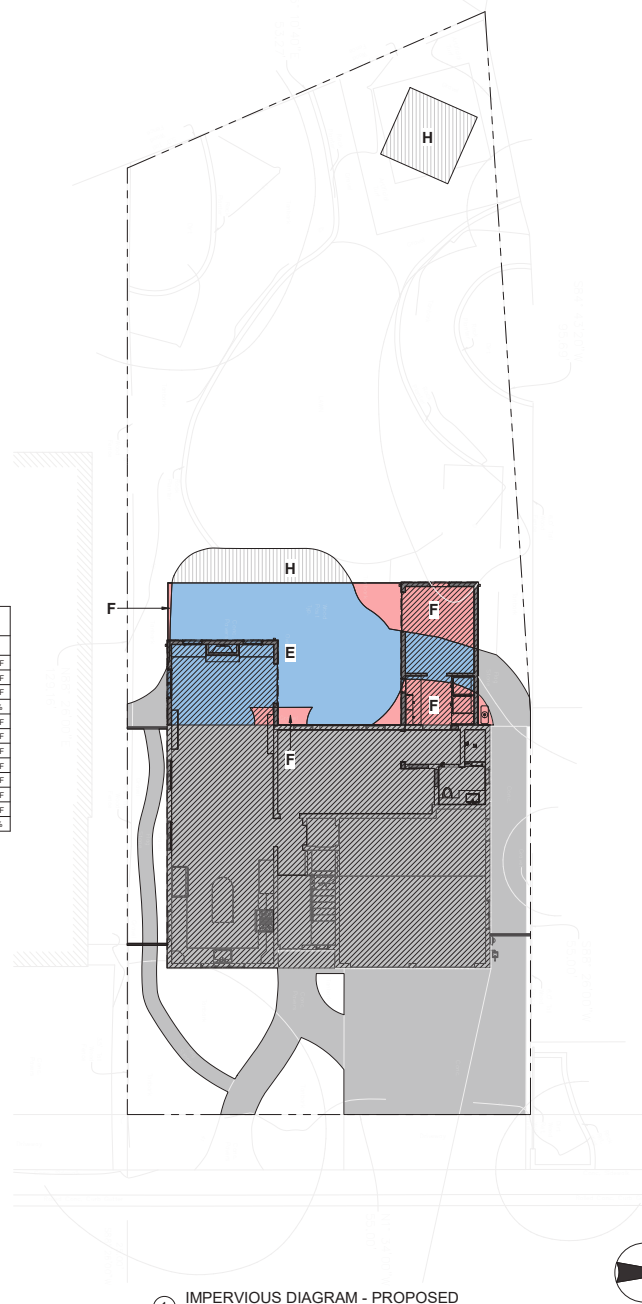
KEYNOTES	
1	EXISTING HOUSE TO REMAIN
2	PAT PATTERN INDICATES EXISTING CONCRETE PAVEMENT AREA
3	EXISTING GAS METER TO REMAIN
4	EXISTING ELECTRICAL PANEL WITH OVERHEAD FEED TO REMAIN
5	EXISTING WOOD FENCE TO REMAIN
6	EXISTING TREE THAT NEED TO TRIM IT'S DRIPLINE. REFER TO ARBORIST REPORT
7	EXISTING WATER METER TO REMAIN
8	EXISTING RILEY TO REMAIN
9	EXISTING SHED TO BE REMOVED, REFILL THE AREA WITH GRAVEL
10	EXISTING TIRE TO REMAIN
11	LINE PAT PATTERN INDICATES ADDITION PARTS TO EXISTING HOUSE
12	GREY COLOR INDICATES PROPOSED NEW IMPERVIOUS AREA
13	NEW LOCATION OF IRRIGATION VALVE BOX
14	PAT PATTERN INDICATES EXISTING FLAGSTONE WALKWAY
15	EXISTING IRRIGATION VALVE BOX TO BE MOVED TO ANOTHER PLACE, REFER TO PROPOSED LANDSCAPE PLAN FOR ADDITIONAL INFORMATION
16	PATTERN INDICATES EXISTING CONCRETE PAVEMENT AREA TO BE DEMOLISHED AND CONVERT TO NEW LAWN
17	EXISTING WOOD TRELLIS AND WOOD POSTS TO BE REMOVED
18	PATTERN INDICATES EXISTING WOOD DECK TO BE REMOVED, COVER THE REMAINING AREA WITH TANBARK
19	PATTERN INDICATES EXISTING FLAGSTONE WALKWAY TO REMAIN
20	PATTERN INDICATES EXISTING CONCRETE DRIVE / WALKWAY TO REMAIN

[illegible]






IMPERVIOUS AREA TABLE				
ITEMS		FORMULAS		RESULTS
TOTAL AREA OF PARCEL			A	7,400.00 SF
EXISTING PERVIOUS AREA			B	4,189.21 SF
EXISTING IMPERVIOUS AREA			C	3,211.79 SF
EXISTING % IMPERVIOUS		$(C / A) \times 100$	D	43.86 %
EXISTING IMPERVIOUS AREA TO BE REPLACED W/ NEW IMPERVIOUS AREA			E	623.28 SF
EXISTING PERVIOUS AREA TO BE REPLACED W/ NEW PERVIOUS AREA			F	206.21 SF
NEW PERVIOUS AREA (CREATING AND/OR REPLACING)		$E + F$	G	829.49 SF
EXISTING IMPERVIOUS AREA TO BE REPLACED W/ NEW PERVIOUS AREA			H	206.15 SF
NET CHANGE IN IMPERVIOUS AREA		$F - H$	I	0.06 SF
PROPOSED PERVIOUS AREA		$B + I$	J	4,189.27 SF
PROPOSED IMPERVIOUS AREA		$C + I$	K	3,211.85 SF
PROPOSED % IMPERVIOUS		$(K / A) \times 100$	L	43.94 %



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**A0.4**  
IMPERVIOUS  
AREA  
DIAGRAMS

**TIMELINE**  
DESIGN + BUILD

14401 BIG BASIN WAY  
SARATOGA, CALIFORNIA 95070  
PHONE: 408.741.3000 FAX: 408.317.7708

SCALE: As indicated

DRAWN BY: SC/DTN

APPROVED BY: BF

DATE: 08/04/25

REMODEL / ADDITION FOR:

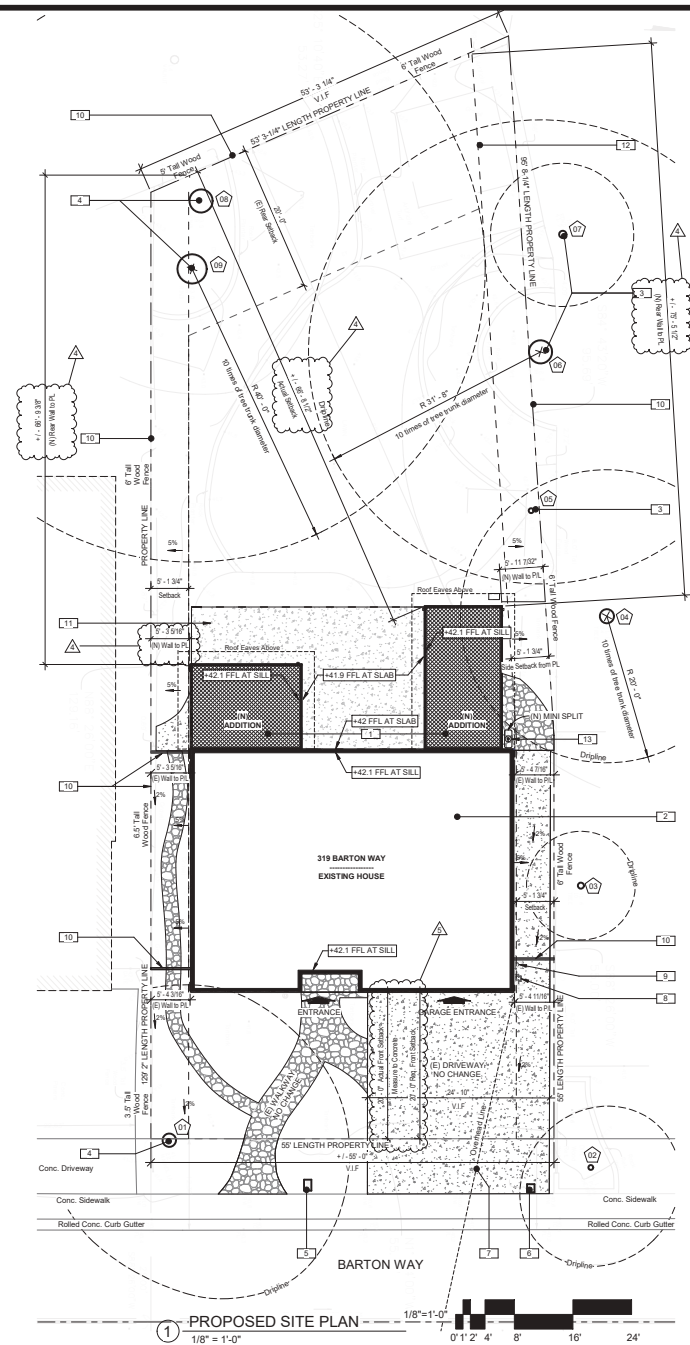
**HART RESIDENCE**

319 BARTON WAY, MENLO PARK, CA, 94025

A.P.N. 062-342-210

Revisions	
No.	Description





KEYNOTES	
1	CROSSHATCH PATTERN INDICATES NEW ADDITION
2	EXISTING HOUSE TO REMAIN
3	EXISTING TREE THAT NEED TO TRIM ITS DRIPLINE, REFER TO ARBORIST REPORT
4	EXISTING TREE TO REMAIN
5	EXISTING WATER METER TO REMAIN
6	EXISTING INLET TO REMAIN
7	EXISTING OVERHEAD ELECTRICAL FEED TO BE RELOCATED
8	EXISTING GAS METER TO REMAIN
9	EXISTING ELECTRICAL PANEL WITH OVERHEAD FEED TO REMAIN
10	EXISTING WOOD FENCE TO REMAIN
11	NEW 4" CONCRETE SLAB EXTERIOR, THE HIGHEST POINT AT DOOR LOWER 3/4" FROM INTERIOR FINISH FLOOR, SLOPE 1/4" AWAY FROM BUILDING
12	(N) GRAVEL IN PLACE OF REMOVED SHED
13	HVAC EQUIPMENT WILL NOT EXCEED 50 dBA AT NIGHT AND 60 dBA DURING THE DAY AT THE NEAREST RESIDENTIAL PROPERTY LINE AND MEET THE NECESSARY SETBACK

#### TREE SCHEDULE

No.	SPECIES	TRUNK SIZE	STATUS
1	SOUTHERN MAGNOLIA *	26.5"Ø	RETAIN
2	PLUM	10.0"Ø	RETAIN
3	APRICOT	10.0"Ø	RETAIN
4	MODESTO ASH*	18.0"Ø	RETAIN
5	BRONZE LOCUST	10.0"Ø	RETAIN
6	INCENSE CEDAR*	42.0"Ø	RETAIN
7	COAST REDWOOD	11.0"Ø	RETAIN
8	COAST REDWOOD*	50.5"Ø	RETAIN
9	COAST REDWOOD*	54.0"Ø	RETAIN

\* HERITAGE TREE WITHIN NEAR CONSTRUCTION ZONE, REFER TO ARBORIST REPORT FOR TREE PROTECTION.  
NOTE: REFER TO ARBORIST REPORT FOR ADDITIONAL INFORMATION.

#### NATURAL AVERAGE GRADE CALCULATIONS

FINISH FLOOR LEVEL AT HABITABLE AREA:	42.10 = 0.00
TOP OF SUB FLOOR AT HABITABLE AREA:	42.04 = -0' - 0 3/4"
LOWEST GRADE POINT AT HOUSE:	41.40 = -0' - 8 3/8"
HIGHEST GRADE POINT AT HOUSE:	42.00 = -0' - 1 3/16"
AVERAGE NATURAL GRADE:	41.70 = -0' - 4 13/16"
LOWEST GRADE AT SOUTH:	41.40 = -0' - 8 3/8"
HIGHEST GRADE AT SOUTH:	41.80 = -0' - 3 9/16"
AVERAGE NATURAL GRADE AT SOUTH SETBACK:	41.60 = -0' - 6"
LOWEST GRADE AT NORTH:	41.70 = -0' - 4 13/16"
HIGHEST GRADE AT NORTH:	41.80 = -0' - 3 9/16"
AVERAGE NATURAL GRADE AT NORTH SETBACK:	41.75 = -0' - 4 3/16"
FLOOR BASE ELEVATION (FBE):	42.50 = 0' - 6"

#### T3 - EXISTING COVERAGE AREA TO REMAIN

X1	2'-0" x 7'-8 3/4"	19.32 SF
TOTAL AREA		19.32 SF

#### T4 - (E) COVERAGE AREA TO BE REMOVED

X4	12'-8" x 19'-0 3/4"	190.80 SF
TOTAL AREA		190.80 SF

#### T1.1 - EXISTING FIRST FLOOR AREA TO REMAIN

A	2'-0" x 2'-0"	52.97 SF
B	16'-3 1/8" x 20'-10 1/4"	380.62 SF
C	2'-0" x 19'-2"	37.92 SF
D	16'-3 1/8" x 22'-2 7/8"	424.36 SF
E	12'-4 7/8" x 31'-10 7/8"	396.84 SF
F	12'-2 1/8" x 12'-4 7/8"	151.07 SF
F	4'-0 1/4" x 4'-5 1/4"	17.84 SF
TOTAL FLOOR AREA		1460.61 SF

\* AREA DOUBLE HIGH SPACE (REFER TO SECTION DRAWING)

#### T1.2 - EXISTING SHED AREA TO BE REMOVED

J	9'-11 1/4" x 19'-0 5/16"	99.64 SF
TOTAL FLOOR AREA		99.64 SF

#### T1.3 - NEW ADDITION TO FIRST FLOOR AREA

G	11'-7" x 15'-2"	175.68 SF
H	10'-7" x 19'-6"	206.38 SF
TOTAL NEW ADDITION AREA		382.06 SF

#### T2 - SECOND FLOOR AREA - NO CHANGE

K	15'-3 1/4" x 20'-7 1/8"	314.48 SF
L	7'-8 1/4" x 17'-1 1/8"	131.41 SF
M	20'-7 1/8" x 21'-1 1/2"	435.04 SF
N	12'-8 7/8" x 15'-2"	196.69 SF
TOTAL FLOOR AREA		1071.62 SF

#### FAL CALCULATIONS

LOT SIZE	7,460.00 SF
FLOOR AREA LIMIT (FAL) (2,800 + 25% x (7,460 - 7,000))	2,915.00 SF

TOTAL EXISTING FIRST FLOOR AREA	1,560.25 SF
EXISTING FLOOR AREA TO REMAIN (T1.1)	1,460.61 SF
EXISTING FLOOR AREA TO BE REMOVED (T1.2)	99.64 SF

PROPOSED FIRST FLOOR AREA	1,842.67 SF
EXISTING FLOOR AREA TO REMAIN (T1.1)	1,460.61 SF
ADDITION AREA (T1.3)	382.06 SF

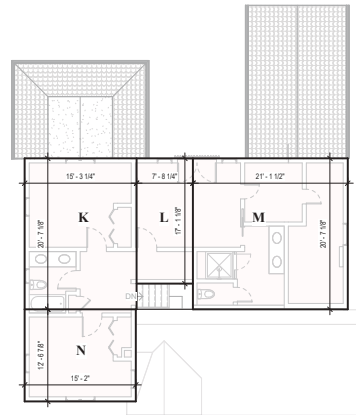
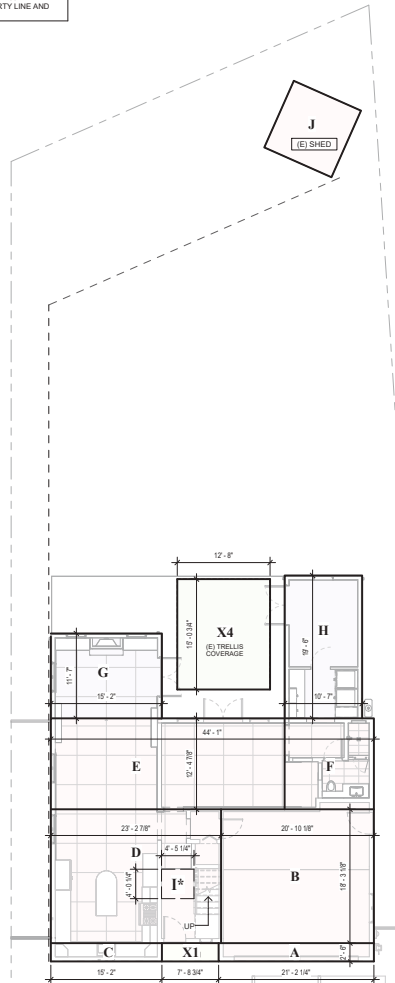
SECOND FLOOR AREA (T2) - NO CHANGE	1,071.62 SF
TOTAL EXISTING FLOOR AREA (1,560.25 + 1,071.62)	2,631.87 SF
TOTAL PROPOSED FLOOR AREA (1,842.67 + 1,071.62)	2,914.29 SF

#### LOT COVERAGE CALCULATIONS

LOT SIZE	7,460.00 SF
MAX. ALLOWABLE BUILDING COVERAGE (30% of Lot Size)	2,611.00 SF

EXISTING COVERAGE	
EXISTING BUILDING FOOTPRINT (T1.1 MINUS J)	1,442.77 SF
EXISTING SHED (T1.2)	99.64 SF
EXISTING COVERAGE (T3 + T4)	210.12 SF
TOTAL EXISTING COVERAGE	1,752.53 SF

PROPOSED COVERAGE	
EXISTING BUILDING FOOTPRINT (T1.1 MINUS J)	1,442.77 SF
NEW ADDITION AREA (T1.3)	382.06 SF
EXISTING PORCH TO REMAIN (T3)	19.32 SF
TOTAL PROPOSED COVERAGE	1,844.15 SF



Revisions	No.	Description	Date
	4	Rev. Per Comment	7/09/2025
	5	Update Survey	8/04/2025

REMODEL / ADDITION FOR:  
**HART RESIDENCE**  
319 BARTON WAY, MENLO PARK, CA 94025

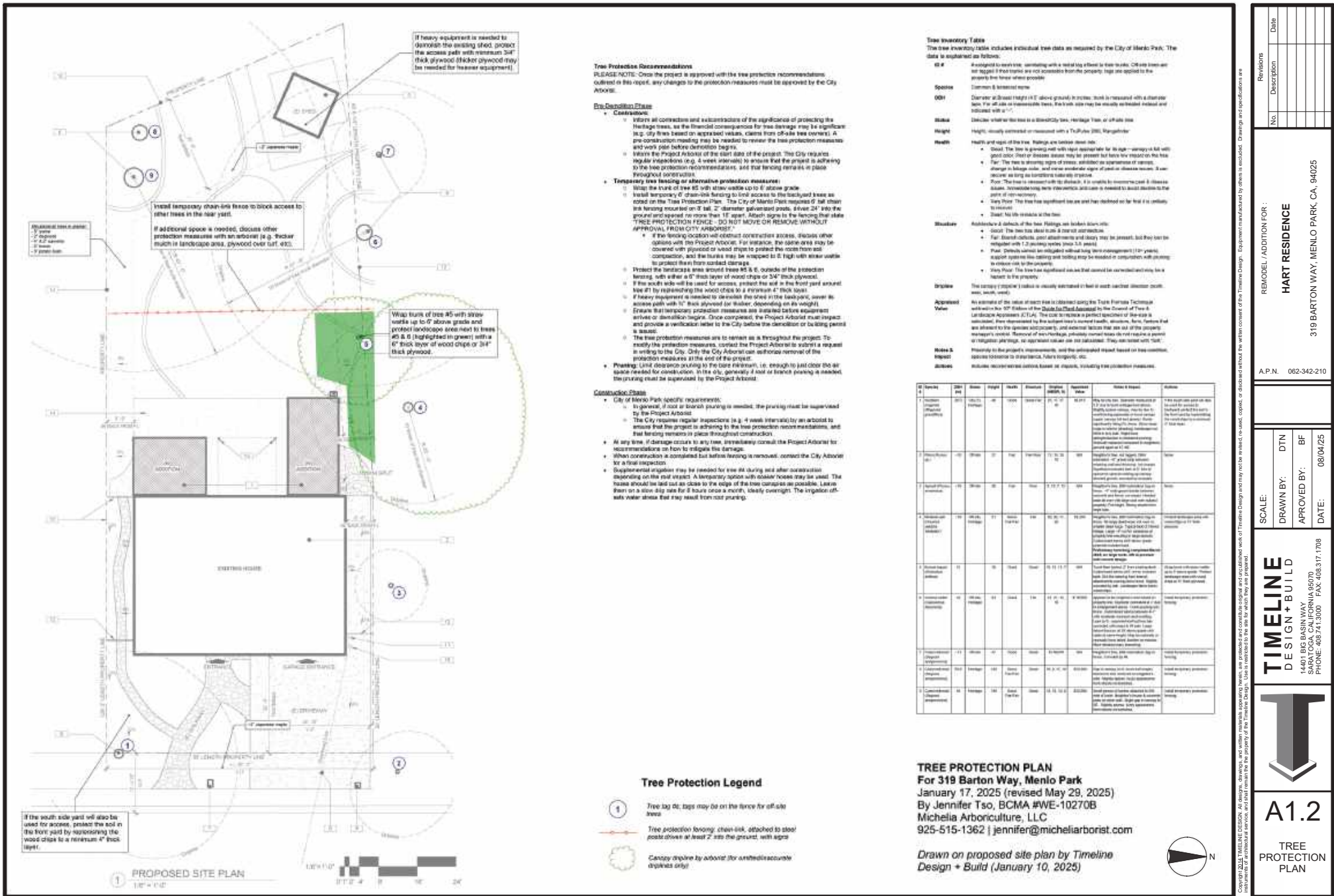
A.P.N. 062-342-210

SCALE: As indicated  
DRAWN BY: DTN  
APPROVED BY: BF  
DATE: 08/04/25

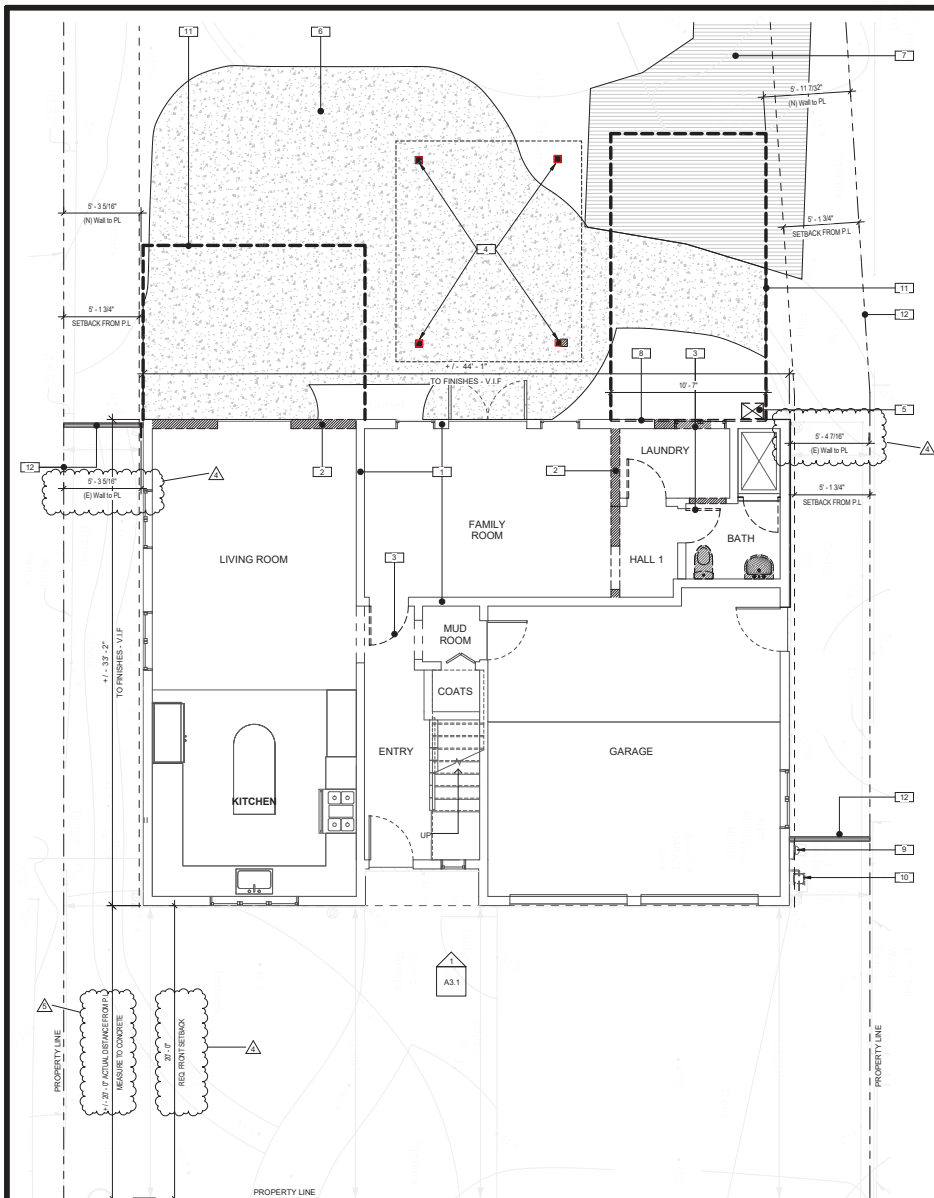
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DESIGN + BUILD  
14401 BIG BASIN WAY, SUITE 100, SAN JOSE, CA 95131  
PHONE: 408.741.3000 FAX: 408.317.1708

**A1.1**  
PROPOSED SITE PLAN - AREA CALCULATION





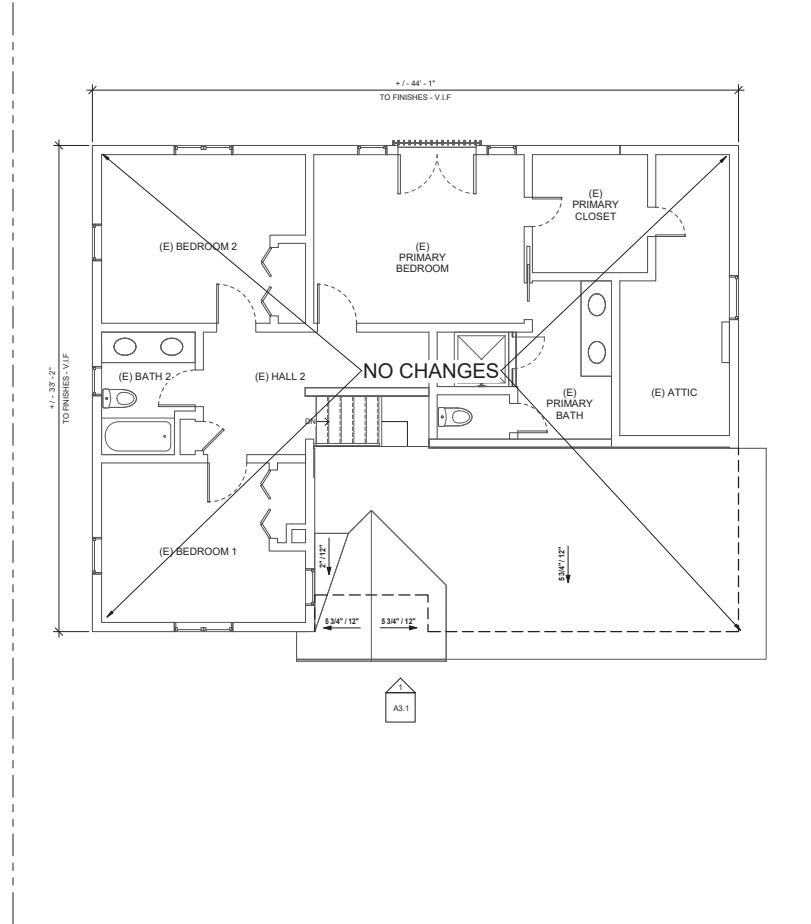




1 FIRST FLOOR DEMOLITION PLAN

1/4" = 1'-0"

0' 1' 2' 3' 4' 8' 12'



2 SECOND FLOOR DEMOLITION PLAN

1/4" = 1'-0"

0' 1' 2' 3' 4' 8' 12'

KEYNOTES	
1	EXISTING WALL TO REMAIN
2	PATTERN INDICATES EXISTING WALL TO BE DEMOLISHED
3	REMOVE DOORS AND CUT EXISTING WALL FOR NEW OPENING, REFER TO PROPOSED FLOOR PLAN FOR DIMENSIONAL REQUIREMENTS
4	EXISTING WOOD TRELLIS AND WOOD POSTS TO BE REMOVED
5	EXISTING IRRIGATION VALVE BOX TO BE MOVED TO ANOTHER PLACE, REFER TO PROPOSED LANDSCAPE PLAN FOR ADDITIONAL INFORMATION
6	PATTERN INDICATES EXISTING CONCRETE PAVEMENT AREA TO BE DEMOLISHED AND CONVERT TO NEW LAWN
7	PATTERN INDICATES EXISTING WOOD DECK TO BE REMOVED, COVER THE REMAINING AREA WITH TAMPAK
8	REMOVE EXISTING EXTERIOR FINISH AND UNDELEMENTS
9	EXISTING ELECTRICAL PANEL WITH OVERHEAD FEED TO REMAIN
10	EXISTING GAS METER TO REMAIN
11	LINE PATTERN INDICATES ADDITION PARTS TO EXISTING HOUSE
12	EXISTING WOOD FENCE TO REMAIN

Revisions	
No.	Description
1	Date
2	7/09/2025
3	Rev. Per Comment
4	7/02/25
5	Update Survey
6	8/04/2025

REMODEL / ADDITION FOR:

**HART RESIDENCE**

319 BARTON WAY, MENLO PARK, CA 94025

A.P.N. 062-342-210

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

DRAWN BY: DTN

APPROVED BY: BF

DATE: 08/04/25

**TIMELINE**  
DESIGN + BUILD

14401 BIG BASIN WAY  
SAN JOSE, CA 95131  
PHONE: 408.741.3000 FAX: 408.317.1708

**A2.1**

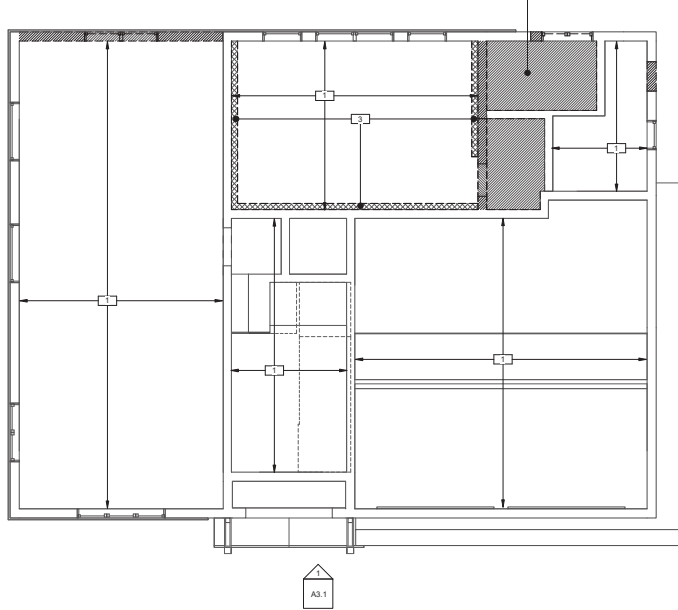
FLOOR DEMOLITION PLANS



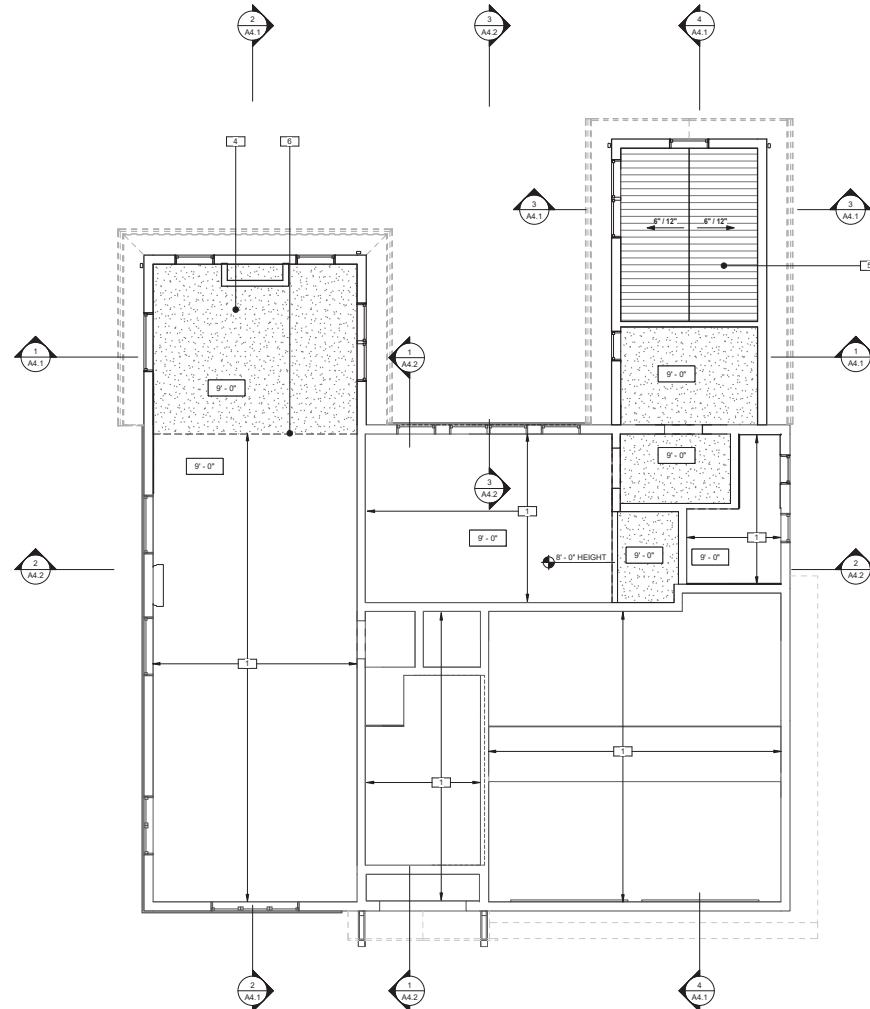




KEYNOTES	
1	EXISTING CEILING TO REMAIN
2	PATTERN INDICATES CEILING FRAMING TO REMOVED; ADDITIONAL DEMO WORK MAY BE REQUIRED. VERIFY IN THE FIELD
3	PATTERN INDICATES LIGHTING BOX TO BE REMOVED
4	PATTERN INDICATES NEW CEILING FRAMING
5	PATTERN INDICATES NEW GYPSUM BOARD CEILING AT BOTTOM OF RAFTERS AND FLOOR FRAME
6	DASH LINES INDICATE CONNECTION OF EXISTING AND NEW GYPSUM BOARD CEILING. ALIGN TO MATCH BOTH SIDES



1 CEILING DEMOLITION PLAN  
1/4" = 1'-0"

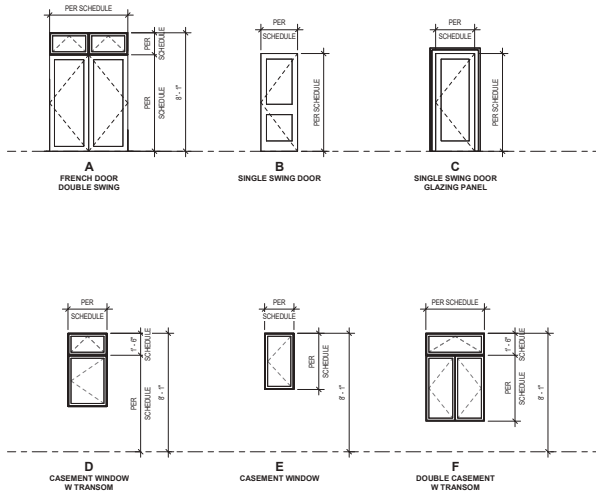


2 PROPOSED CEILING PLAN  
1/4" = 1'-0"

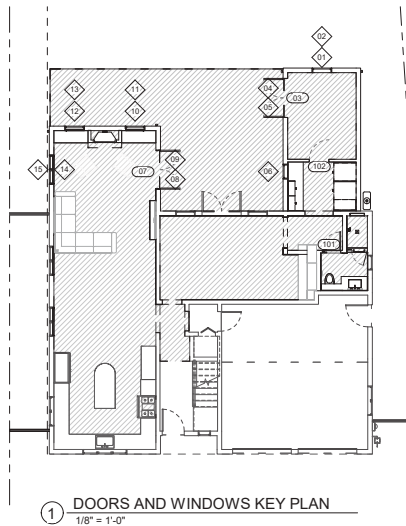
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<b>REVISIONS</b> No. Description Date		
REMODEL / ADDITION FOR: <b>HART RESIDENCE</b> 319 BARTON WAY, MENLO PARK, CA 94025		
A.P.N. 062-342-210		
SCALE: 1/4" = 1'-0" DRAWN BY: DTN APPROVED BY: BF DATE: 08/04/25	<b>TIMELINE</b> DESIGN + BUILD 14401 BIG BASIN WAY SAN FRANCISCO, CA 94134 PHONE: 408.741.3000 FAX: 408.317.1708	
<b>A2.3</b> DEMO / PROPOSED CEILING PLAN		





DOOR - WINDOWS STYLES  
1/4" = 1'-0"



EXTERIOR DOOR SCHEDULE											
No.	Type	Style	Manufacturer	Door Size		Rough Opening		Details			Notes
				Width	Height	Width	Height	Threshold	Jamb	Head	
03	FRENCH DOOR - DOUBLE SWING	A	Marvin Ultimate	5'-4"	6'-7"	5'-5 3/4"	6'-10"	6/AB.2	N/A	N/A	NOTES #1, 2, 3
07	FRENCH DOOR - DOUBLE SWING	A	Marvin Ultimate	5'-4"	6'-7"	5'-5 3/4"	6'-10"	6/AB.2	N/A	N/A	NOTES #1, 2, 3

#### EXTERIOR DOOR SCHEDULE NOTES

- MILL TOGETHER DOOR 03 AND WINDOWS 04, 05, REFER TO STYLE 'A'.
- MILL TOGETHER DOOR 07 AND WINDOWS 08, 09, REFER TO STYLE 'A'.
- REFER TO INTERIOR DESIGN DRAWINGS FOR ADDITIONAL INFORMATION.

#### GENERAL EXTERIOR DOOR NOTES

- ALL DOOR GLAZING TO BE TEMPERED.
- REFER TO DETAIL A8.2 FOR THRESHOLD, DOOR HEAD AND DOOR JAMS
- CHECK EXISTING DOORS FOR COLOR AND SIZES BEFORE ORDER AND INSTALLATION

INTERIOR DOOR SCHEDULE					
No.	Type	Style	Size		Notes
			Width	Height	
101	SINGLE SWING DOOR	B	2'-6"	6'-8"	NOTES #1
102	SINGLE SWING DOOR - GLAZING PANEL	C	2'-6"	6'-8"	NOTES #2

#### GENERAL INTERIOR DOOR NOTES

- MATCH EXISTING INTERIOR DOOR STYLE, REFER TO INTERIOR DESIGN FOR ADDITION INFORMATION.
- ALL DOOR GLAZING TO BE TEMPERED.

WINDOW SCHEDULE									
No.	Type	Style	Manufacturer	Model	Unit Size		Rough Opening		Notes
					Width	Height	Width	Height	
01	CASEMENT	D	Marvin	Ultimate	2'-6"	3'-6"	2'-9"	3'-7"	0.32 0.35 NOTES #1, 2, 3
02	AWNING	D	Marvin	Ultimate	2'-6"	1'-6"	2'-9"	1'-7"	0.32 0.35 NOTES #1, 2, 3
04	AWNING	A	Marvin	Ultimate	2'-6"	1'-6"	2'-9"	1'-7"	0.32 0.35 NOTES #1, 2, 3, 4
05	AWNING	A	Marvin	Ultimate	2'-6"	1'-6"	2'-9"	1'-7"	0.32 0.35 NOTES #1, 2, 3, 4
08	CASEMENT	E	Marvin	Ultimate	2'-0"	3'-10"	2'-1"	3'-11"	0.32 0.35 NOTES #1, 2, 3
09	AWNING	A	Marvin	Ultimate	2'-6"	1'-6"	2'-9"	1'-7"	0.32 0.35 NOTES #1, 2, 3, 4
10	CASEMENT	D	Marvin	Ultimate	2'-6"	3'-6"	2'-9"	3'-7"	0.32 0.35 NOTES #1, 2, 3
11	AWNING	D	Marvin	Ultimate	2'-6"	1'-6"	2'-9"	1'-7"	0.32 0.35 NOTES #1, 2, 3
12	CASEMENT	D	Marvin	Ultimate	2'-6"	3'-6"	2'-9"	3'-7"	0.32 0.35 NOTES #1, 2, 3
13	AWNING	D	Marvin	Ultimate	2'-6"	1'-6"	2'-9"	1'-7"	0.32 0.35 NOTES #1, 2, 3
14	CASEMENT	F	Marvin	Ultimate	4'-0"	4'-6"	4'-1"	4'-7"	0.32 0.35 NOTES #1, 2, 3, 4
15	AWNING	F	Marvin	Ultimate	4'-0"	1'-6"	4'-1"	1'-7"	0.32 0.35 NOTES #1, 2, 3, 4
S10	CASEMENT				2'-0"	2'-0"			

#### WINDOW SCHEDULE NOTES

- MILL TOGETHER DOOR 03 AND WINDOWS 04, 05, DOOR 07 AND WINDOWS 08, 09, REFER TO STYLE 'A'.
- MILL TOGETHER WINDOW 01 AND 02; WINDOWS 10 AND 11; WINDOWS 12 AND 13; WINDOWS 14 AND 15.

#### GENERAL WINDOW NOTES

- ALL WINDOWS TO BE MARVIN ULTIMATE UNLESS NOTED OTHERWISE.
- REFER TO EXTERIOR ELEVATIONS FOR CASEMENT WINDOWS SWING DIRECTION.
- REFER TO DETAIL A8.2 FOR WINDOW SILL, HEAD, AND WINDOW JAMS
- CHECK EXISTING WINDOWS FOR COLOR AND SIZES BEFORE ORDER AND INSTALLATION

Revisions

No.	Description	Date

REMODEL / ADDITION FOR:

HART RESIDENCE

319 BARTON WAY, MENLO PARK, CA 94025

A.P.N. 062-342-210

SCALE: As indicated

DRAWN BY: DTN

APPROVED BY: BF

DATE: 08/04/25

TIMELINE

DESIGN + BUILD

14401 BIG BASIN WAY, SUITE 100, SAN JOSE, CA 95131

PHONE: 408.741.3000 FAX: 408.317.1708

A2.4

SCHEDULES









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



① EXISTING REAR ELEVATION (WEST)  
1/4" = 1'-0"

KEYNOTES	
1	EXISTING SKYLIGHTS, TYPICAL
2	PATTERN INDICATE EXISTING ROOF TO REMAIN, DON'T REMOVE THE EXISTING ROOF TILES AND UNDERLAYMENT
3	EXISTING WOOD FENCE TO REMAIN
4	WOOD FASCIA 2x10 TO PAINT FINISH, REFER TO ROOF ASSEMBLY DETAILS
5	NEW GUTTER, DOWNSPOUT AND RELATED ITEMS, REFER TO TABLE A2.2 FOR ADDITIONAL INFORMATION
6	WALL FINISH MATERIAL TO MATCH WITH THE EXISTING ONE
7	PATTERN INDICATES NEW ROOFING STRUCTURE, FINISH MATERIAL TO MATCH WITH THE EXISTING ROOF
8	DOWNSPOUT, DISCHARGE ONTO SPLASH BLOCKS
9	WINDOW TRIM TO PAINT FINISH COLOR TO MATCH WITH THE EXISTING WINDOW TRIMS
10	MINI SPLIT AC OUTDOOR UNIT

MATERIAL LIST			
TAG	MATERIAL DESCRIPTION	EXISTING	PROPOSED
W-ST	STUCCO PAINT TO MATCH EXISTING	CORN YELLOW	CORN YELLOW
R-SBT	SPANISH BARREL TILE ROOF	CLAY TILE COLOR	CLAY TILE COLOR
R-IB	RE ROOFING PVC MEMBRANE	DARK GREY	DARK GREY
D-AL	ALUMINUM FRAME DOOR, DOUBLE GLASS	DARK GREY	DARK GREY
D-WD	WOOD FRAME DOOR, COLOR MATCH EXISTING	DARK GREY	DARK GREY
D-ME	METAL DOOR	DARK GREY	DARK GREY
W-AL	ALUMINUM FRAME WINDOW, DOUBLE GLASS, COLOR TO MATCH EXISTING WINDOWS	DARK GREY	DARK GREY
W-WD	WOOD FRAME WINDOW	DARK GREY	DARK GREY
Tr-WD	WINDOW WOOD TRIM, PAINT TO MATCH EXISTING	DARK GREY	DARK GREY



EXISTING REAR ELEVATION

Revisions

No.	Description	Date
3	Rev. Per Comment	6/02/2025
4	Rev. Per Comment	7/09/2025

REMODEL / ADDITION FOR:

HART RESIDENCE

319 BARTON WAY, MENLO PARK, CA 94025

A.P.N. 062-342-210

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

DRAWN BY: SC/DTN

APPROVED BY: BF

DATE: 08/04/25

**TIMELINE**

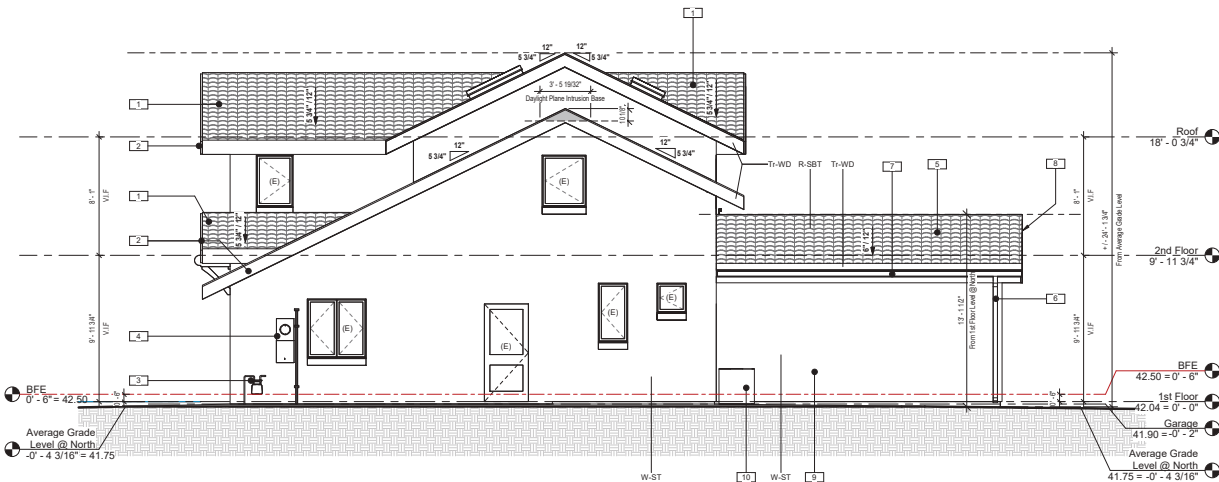
DESIGN + BUILD

14401 BIG BASIN WAY  
SAN CLEMENTE, CA 92673  
PHONE: 951.413.3000 FAX: 951.413.1708

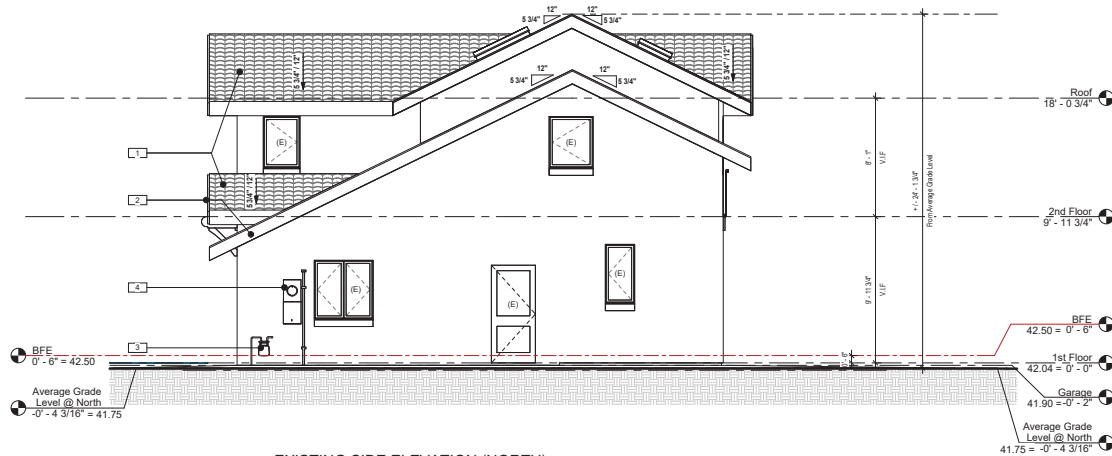
**A3.2**

EXISTING / PROPOSED REAR ELEVATION





1 PROPOSED SIDE ELEVATION (NORTH)  
1/4" = 1'-0"



2 EXISTING SIDE ELEVATION (NORTH)  
1/4" = 1'-0"

KEYNOTES	
1	PATTERN INDICATE EXISTING ROOF TO REMAIN, DON'T REMOVE THE EXISTING ROOF TILES AND UNDERLAYMENT
2	EXISTING WOOD FASCIA 2x10 TO PAINT FINISH
3	EXISTING GAS METER TO REMAIN
4	EXISTING ELECTRICAL PANEL WITH OVERHEAD FEED TO REMAIN
5	PATTERN INDICATES NEW ROOFING STRUCTURE, FINISH MATERIAL TO MATCH WITH THE EXISTING ROOF
6	DOWNSPOUT, DISCHARGE ONTO SPLASH BLOCKS
7	NEW GUTTER, DOWNSPOUT AND RELATED ITEMS, REFER TO TABLE A2.2 FOR ADDITIONAL INFORMATION
8	WOOD FASCIA 2x10 TO PAINT FINISH, REFER TO ROOF ASSEMBLY DETAILS
9	WALL FINISH MATERIAL TO MATCH WITH THE EXISTING ONE
10	MINI SPLIT AC OUTDOOR UNIT

#### MATERIAL LIST

TAG	MATERIAL DESCRIPTION	EXISTING	PROPOSED
W-ST	STUCCO PAINT TO MATCH EXISTING	CORN YELLOW	CORN YELLOW
R-SBT	SPRINKLE BARREL TILE ROOF	CLAY TILE COLOR	CLAY TILE COLOR
R-B	8 ROOFING PVC MEMBRANE	DARK GREY	DARK GREY
D-AL	ALUMINUM FRAME DOOR DOUBLE GLASS	DARK GREY	DARK GREY
D-WD	WOOD FRAME DOOR, COLOR MATCH EXISTING	DARK GREY	DARK GREY
D-ME	METAL DOOR	DARK GREY	DARK GREY
W-WD	WOOD FRAME WINDOW, DOUBLE GLASS, COLOR TO MATCH EXISTING WINDOWS	DARK GREY	DARK GREY
W-WD	WOOD FRAME WINDOW	DARK GREY	DARK GREY
T-WD	WINDOW WOOD TRIM, PAINT TO MATCH EXISTING	DARK GREY	DARK GREY

\* NEW GUTTER AND DOWNSPOUT ARE PAINTED DARK GREY TO MATCH EXISTING AS WELL.



EXISTING REAR ELEVATION

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Revisions		Description		Date
No.	Rev.	Per	Comment	
4			7/6/23	

REMODEL / ADDITION FOR:  
**HART RESIDENCE**  
319 BARTON WAY, MENLO PARK, CA 94025

A.P.N. 062-342-210

SCALE: 1/4" = 1'-0"  
DRAWN BY: SC/DTN  
APPROVED BY: BF  
DATE: 08/04/25

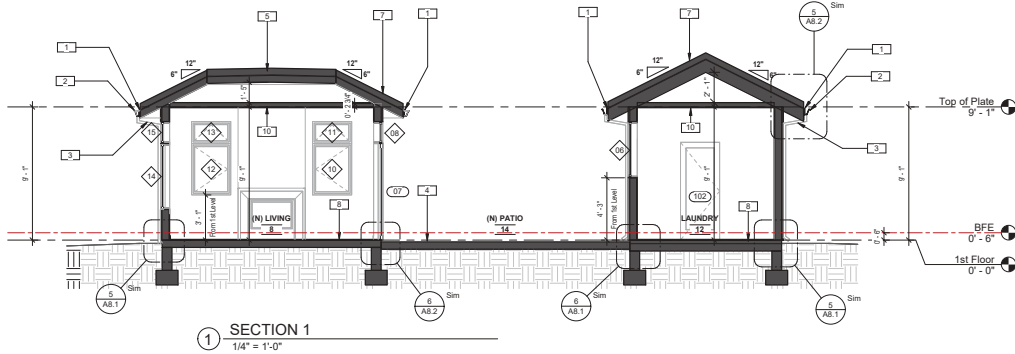
**TIMELINE DESIGN + BUILD**  
14401 BIG BASIN WAY  
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**A3.3**  
EXISTING / PROPOSED ELEVATIONS (NORTH)

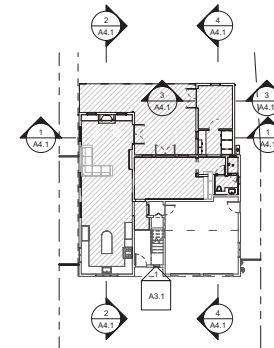
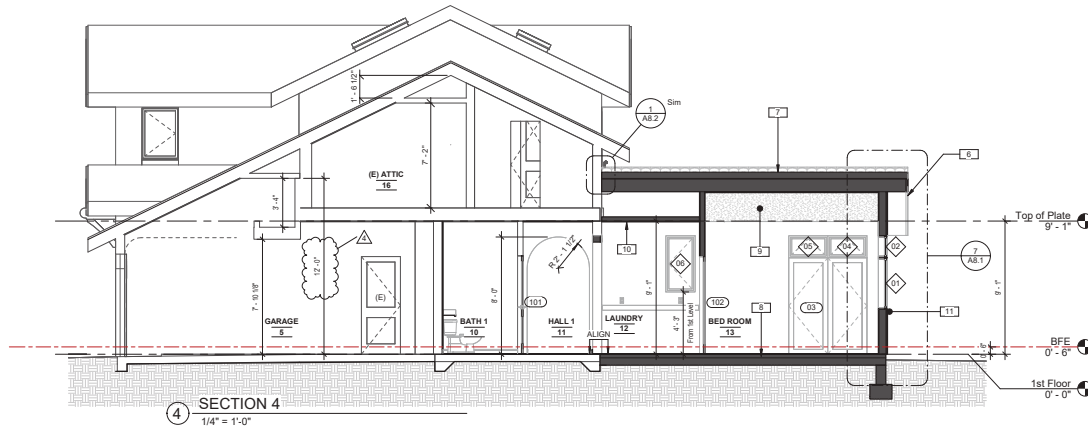
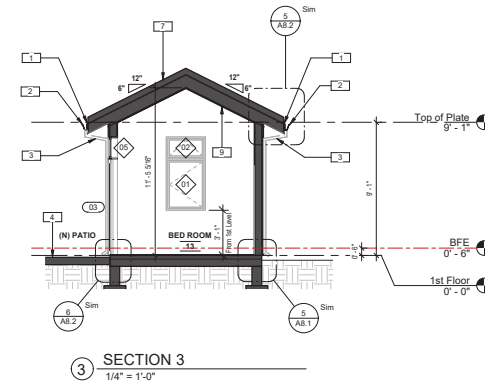
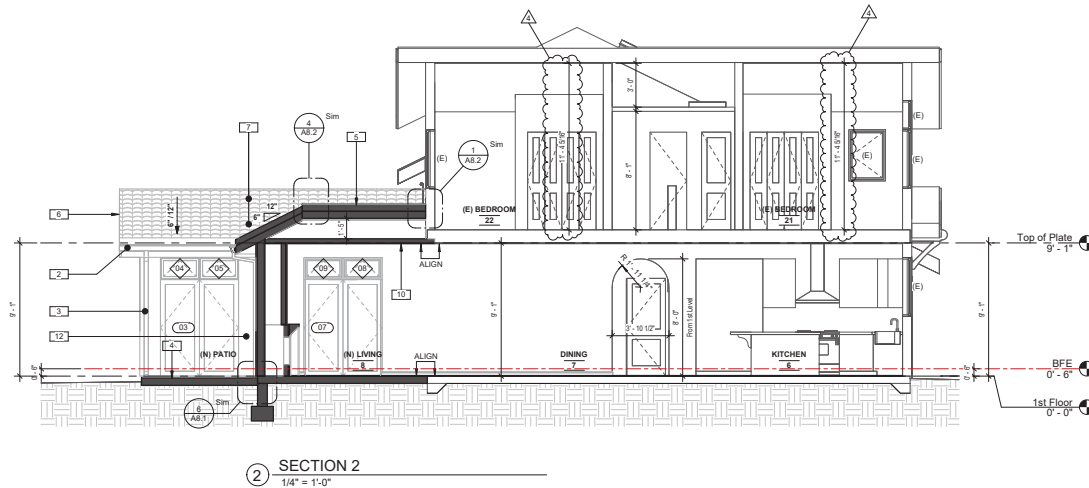








KEYNOTES			
1	WOOD FASCIA 2x6 TO PAINT FINISH. REFER TO ROOF ASSEMBLY DETAILS		
2	NEW GUTTER, DOWNSPOUT AND RELATED ITEMS. REFER TO TABLE A2.2 FOR ADDITIONAL INFORMATION		
3	DOWNSPOUT, DISCHARGE ONTO SPLASH BLOCKS		
4	NEW 4" CONCRETE SLAB EXTERIOR, THE HIGHEST POINT AT DOOR LOWER 3/4" FROM INTERIOR FINISH FLOOR. SLOPE 1/4" AWAY FROM BUILDING		
5	FLAT ROOF WITH 18 ROOFING OVER 2x6 AND TAPERED INSULATION. REFER TO ROOF ASSEMBLY DETAIL FOR ADDITIONAL INFORMATION		
6	WOOD FASCIA 2x10 TO PAINT FINISH. REFER TO ROOF ASSEMBLY DETAILS		
7	PATTERN INDICATES NEW ROOFING STRUCTURE. FINISH MATERIAL TO MATCH WITH THE EXISTING ROOF		
8	NEW CONCRETE SLAB, FINISHED TO LEVEL WITH THE EXISTING LIVING FLOOR		
9	PATTERN INDICATES NEW GYPSUM BOARD CEILING AT BOTTOM OF RAFTERS AND FLOOR FRAME		
10	NEW CEILING FRAMING		
11	WINDOW TRIM TO PAINT FINISH COLOR TO MATCH WITH THE EXISTING WINDOW TRIMS		
12	WALL FINISH MATERIAL TO MATCH WITH THE EXISTING ONE		



Revisions	No.	Description	Date
	1	Rev. Per Comment	7/20/2025
	2		
	3		
	4		

REMODEL / ADDITION FOR:  
**HART RESIDENCE**  
319 BARTON WAY, MENLO PARK, CA 94025

A.P.N. 062-342-210

SCALE: As Indicated  
DRAWN BY: SC/DTN  
APPROVED BY: BF  
DATE: 08/04/25

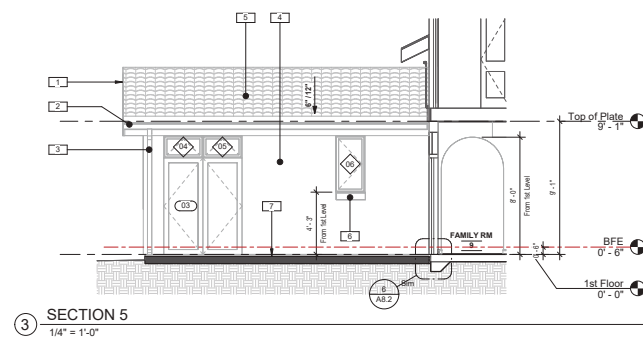
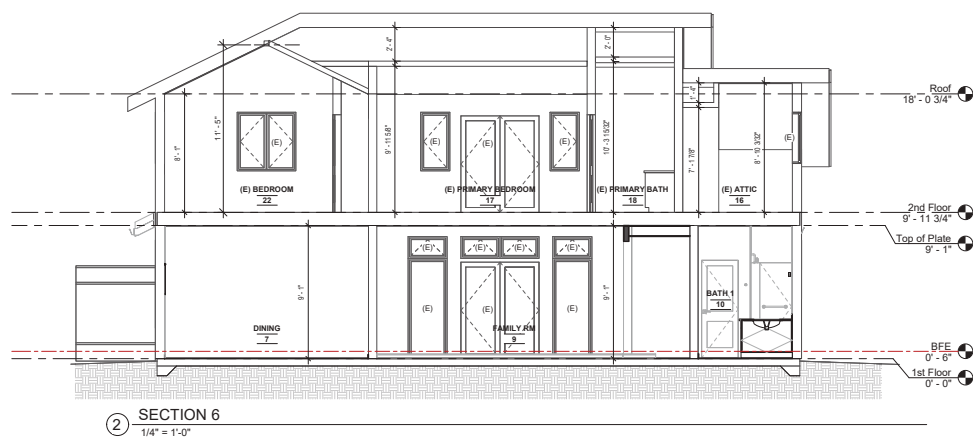
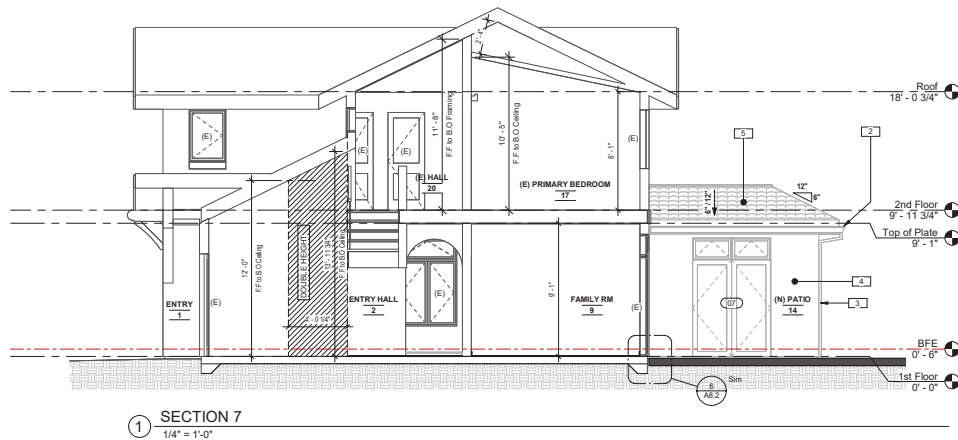
**TIMELINE**  
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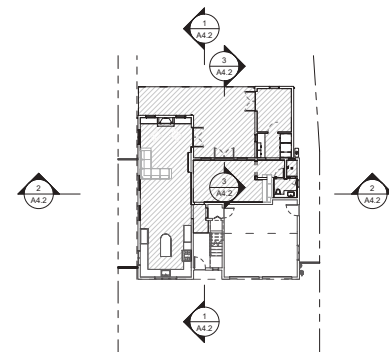
**A4.1**

SECTIONS





KEYNOTES	
1	WOOD FASCIA 2x6 TO PAINT FINISH. REFER TO ROOF ASSEMBLY DETAILS
2	NEW GUTTER, DOWNSPOUT AND RELATED ITEMS. REFER TO TABLE A2.2 FOR ADDITIONAL INFORMATION
3	DOWNSPOUT, DISCHARGE ONTO SPLASH BLOCKS
4	WALL FINISH MATERIAL TO MATCH WITH THE EXISTING ONE
5	PATTERN INDICATES NEW ROOFING STRUCTURE. FINISH MATERIAL TO MATCH WITH THE EXISTING ROOF
6	WINDOW TRIM TO PAINT FINISH. COLOR TO MATCH WITH THE EXISTING WINDOW TRIMS
7	NEW 4\"/>



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Revisions		Description		Date	
No.					

REMODEL / ADDITION FOR:	HART RESIDENCE
319 BARTON WAY, MENLO PARK, CA 94025	
A.P.N. 062-342-210	
SCALE: As indicated	SC/DN
DRAWN BY: BF	BF
APPROVED BY: DATE: 08/04/25	
<b>TIMELINE</b> DESIGN + BUILD 14401 BIG BASIN WAY SAN JOSE, CA 95131 PHONE: 408.413.3000 FAX: 408.317.1708	
<b>A4.2</b> SECTIONS	

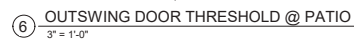




## FLOOR AND WALL DETAILS

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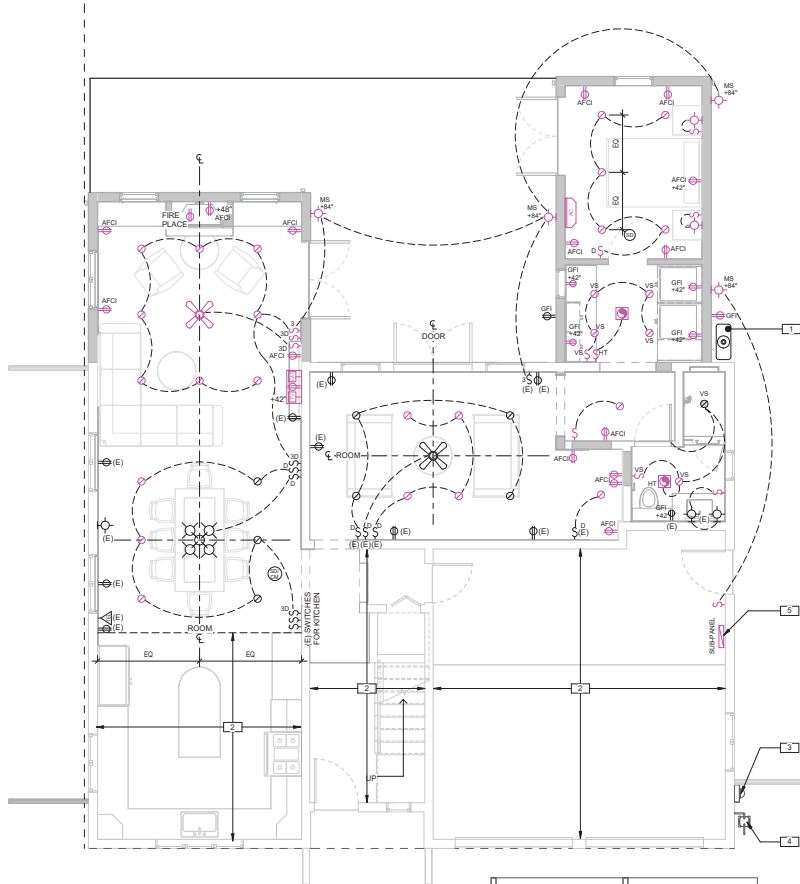




A23



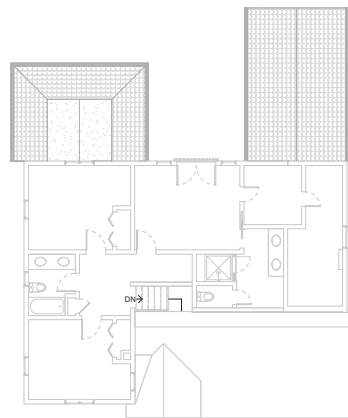
KEYNOTES	
1	MINI SPLIT AC OUTDOOR UNIT
2	AREA WHERE EXISTING LIGHTING FIXTURES TO REMAIN
3	EXISTING ELECTRICAL PANEL WITH OVERHEAD FEED TO REMAIN
4	EXISTING GAS METER TO REMAIN
5	NEW ELECTRICAL SUB-PANEL



1 ELECTRICAL PLAN - FIRST FLOOR  
1/4" = 1'-0"

#### ELECTRICAL NOTES

- ALL 125-VOLT, 15 AND 20 AMPERE RECEPTACLE OUTLETS SHALL BE LISTED TAMPER-RESISTANT RECEPTACLES PER CEC 406.12.
- ALL RECEPTACLES TO HAVE EITHER GFI OR AFCI PROTECTION. ALL NEW RECEPTACLES IN LAUNDRY ROOM SHALL HAVE GFCI PROTECTION.
- DON'T MAKE CHANGE RECEPTACLE OUTLETS IN KITCHEN, GARAGE, HALLWAY, BATHROOM ON 1st FLOOR AND WHOLE 2nd FLOOR.
- ALL OUTDOOR RECEPTACLES SHALL BE GFCI PROTECTED AND WEATHERPROOF PER CEC 210.8 AND 406.9(B). ALL OUTDOOR RECEPTACLES SHALL BE LOW PROFILE INBOX® ARLINGTON.
- ALL RECEPTACLES SHALL BE ON A 20 AMP CIRCUIT MIN.
- SPACING BETWEEN ALL ABOVE THE COUNTER RECEPTACLE AT LAUNDRY ROOM SHALL NOT EXCEED 48" O.C.
- PROVIDE A SEPARATE, DEDICATED ELECTRICAL CIRCUIT FOR:
  - 20 AMP LAUNDRY CIRCUIT
  - DRYER 30 AMP MINIMUM 220V
- ALL SMOKE ALARMS AND CARBON MONOXIDE ALARMS SHALL BE INTERCONNECTED AND HARDWIRED WITH BATTERY BACKUP PER CRC R314.4, R314.5, R315.2.4 AND R315.2.5.
- SMOKE ALARMS SHALL BE PHOTOELECTRIC OR IONIZATION WITH AN ALARM SILENCING SWITCH.
- ALL PROPOSED LIGHTING TO BE HIGH EFFICACY IN ACCORDANCE WITH TABLE 150.0-A, PER CEC 150.0(K)(1)(A).
- ALL CAN LIGHTS SHALL BE IC/AT RATED.
- ALL OUTDOOR LIGHTING SHALL BE HIGH-EFFICACY, CONTROLLED BY MANUAL ON AND OFF SWITCH AND ONE OF THE FOLLOWING: PHOTOCELL AND MOTION SENSOR, PHOTOCONTROL, ASTRONOMICAL TIME CLOCK OR AN ENERGY MANAGEMENT CONTROL SYSTEM, PER CEC 150.0(K)(3).
- LUMINAIRE IN GARAGE SHALL BE CONTROLLED BY A VACANCY SENSOR.
- ALL INTERIOR LIGHTING FIXTURES THAT ARE NOT CONTROLLED BY OCCUPANCY OR VACANCY SENSORS SHALL BE EQUIPPED WITH DIMMING CONTROLS.
- FAN AND LIGHT COMBINATION FIXTURE SHALL BE SEPARATELY SWITCHED.
- PROVIDE A NEW SUB-PANEL FOR ADDITION BEDROOM AND MINI-SPLIT AC



2 ELECTRICAL PLAN - SECOND FLOOR (NO CHANGE)  
1/8" = 1'-0"

#### ELECTRICAL SYMBOLS

	PENDANT / CEILING MOUNTED LIGHT FIXTURE
	RECESSED CAN LED LIGHT FIXTURE
	RECESSED CAN LED WATERPROOF LIGHT FIXTURE
	RECESSED CAN LED LIGHT FIXTURE WITH GIMBAL RING
	WALL MOUNTED LIGHT FIXTURE
	WALL MOUNTED LIGHT FIXTURE WITH MOTION SENSOR
	WALL MOUNTED LIGHT FIXTURE WITH PHOTO SENSOR
	WALL MOUNTED LIGHT FIXTURE WITH MOTION SENSOR AND PHOTO SENSOR
	DUAL-HEADED SECURITY WALL MOUNTED LIGHT FIXTURE WITH MOTION SENSOR
	CEILING MOUNTED FLUORESCENT / LED LIGHT FIXTURE
	LED FLEX STRIP LIGHT
	UNDER-CABINET LIGHT FIXTURE
	CEILING FAN
	CEILING FAN WITH LIGHT FIXTURE
	CEILING MOUNTED EXHAUST FAN
	CEILING MOUNTED HEATER
	CEILING MOUNTED EXHAUST FAN AND LIGHT FIXTURE UNIT
	CEILING MOUNTED EXHAUST FAN AND HEATER UNIT
	CEILING MOUNTED EXHAUST FAN, LIGHT FIXTURE AND HEATER UNIT
	SMOKE DETECTOR / ALARM
	CARBON MONOXIDE DETECTOR / ALARM
	SMOKE AND CARBON MONOXIDE DETECTOR / ALARM COMBINATION UNIT
	ELECTRICAL SUB-PANEL
	MAIN ELECTRICAL PANEL
	DOOR BELL
	SINGLE LIGHT/FAN SWITCH
	THREE-WAY LIGHT SWITCH
	FOUR-WAY LIGHT SWITCH
	DIMMER LIGHT SWITCH, COMPATIBLE TO LIGHT FIXTURE(S)
	LIGHT SWITCH WITH VACANCY SENSOR
	LIGHT SWITCH WITH OCCUPANCY SENSOR
	FAN SWITCH WITH HUMIDISTAT TIMER
	AFCI POWER OUTLET - DOUBLE
	GFCI POWER OUTLET - DOUBLE
	WATERPROOF GFCI POWER OUTLET - DOUBLE
	QUADRUPLE POWER OUTLET
	FLOOR MOUNTED POWER OUTLET
	SWITCHED OUTLET - 1/2 HOT
	220V POWER OUTLET
	ELECTRIC VEHICLE POWER OUTLET
	CABLE HOOKUP
	ETHERNET CAT 5E, 6 OR 7 OUTLET
	TELEPHONE JACK
	THERMOSTAT
	DUAL OUTLET, DATA AND CABLE HOOKUP IN A RECESSED BOX
	STRUCTURED MEDIA ENCLOSURE (LOW VOLTAGE)
	GARAGE DOOR OPENER
	GAS STUBOUT
	HOSE BIBB
	AC INDOOR WALL MOUNTED UNIT



Revisions	
No.	Date
REMODEL / ADDITION FOR:	
<b>HART RESIDENCE</b>	
319 BARTON WAY, MENLO PARK, CA 94025	
A.P.N. 062-342-210	
SCALE:	As indicated
DRAWN BY:	DTN
APPROVED BY:	BF
DATE:	08/04/25
<b>TIMELINE</b> DESIGN + BUILD 14401 BIG BASIN WAY SAN JOSE, CA 95131 PHONE: 408.741.3000 FAX: 408.317.1708	
<b>E1.1</b>	
ELECTRICAL PLAN	



(July 2024 Supplement)

319 BARTON WAY, MENLO PARK, CA, 94025



(July 2024 Supplement)

[illegible]

## CHAPTER 7

### INSTALLER & SPECIAL INSPECTOR QUALIFICATIONS

#### 702 QUALIFICATIONS

**702.1 INSTALLER TRAINING.** HVAC system installers shall be trained and certified in the proper installation of HVAC systems including ducts and equipment by a nationally or regionally recognized training or certification program. Unskilled persons may perform HVAC installations when under the direct supervision and responsibility of a person trained and certified to install HVAC systems or contractor licensed to install HVAC systems. Examples of acceptable HVAC training and certification programs include but are not limited to the following:

1. State certified apprenticeship programs.
2. Public utility training programs.
3. Training programs sponsored by trade, labor or statewide energy consulting or verification organizations.
4. Programs sponsored by manufacturing organizations.
5. Other programs acceptable to the enforcing agency.

**702.2 SPECIAL INSPECTOR [HCD].** When required by the enforcing agency, the owner or the responsible entity acting as the owner's agent shall employ one or more special inspectors to provide inspection or other duties necessary to substantiate compliance with this code. Special inspectors shall demonstrate competence to the satisfaction of the enforcing agency for the particular type of inspection or task to be performed. In addition to other certifications or qualifications acceptable to the enforcing agency, the following certifications or education may be considered by the enforcing agency when evaluating the qualifications of a special inspector:

1. Certification by a national or regional green building program or standard publisher.
2. Certification by a statewide energy consulting or verification organization, such as HERS raters, building performance contractors, and home energy auditors.
3. Successful completion of a third party experience training program in the appropriate trade.
4. Other programs acceptable to the enforcing agency.

**Notes:**

1. Special inspectors shall be independent entities with no financial interest in the materials or the project they are inspecting for compliance with this code.
2. HERS raters are special inspectors certified by the California Energy Commission (CEC) to rate homes in California according to the Home Energy Rating System (HERS).

[BSC] When required by the enforcing agency, the owner or the responsible entity acting as the owner's agent shall employ one or more special inspectors to provide inspection or other duties necessary to substantiate compliance with this code. Special inspectors shall demonstrate competence to the satisfaction of the enforcing agency for the particular type of inspection or task to be performed. In addition, the special inspector shall have a certification from a recognized state, national or international association, as determined by the local agency. The area of certification shall be closely related to the primary job function, as determined by the local agency.

**Note:** Special inspectors shall be independent entities with no financial interest in the materials or the project they are inspecting for compliance with this code.

#### 703 VERIFICATIONS

##### 703.1 DOCUMENTATION.

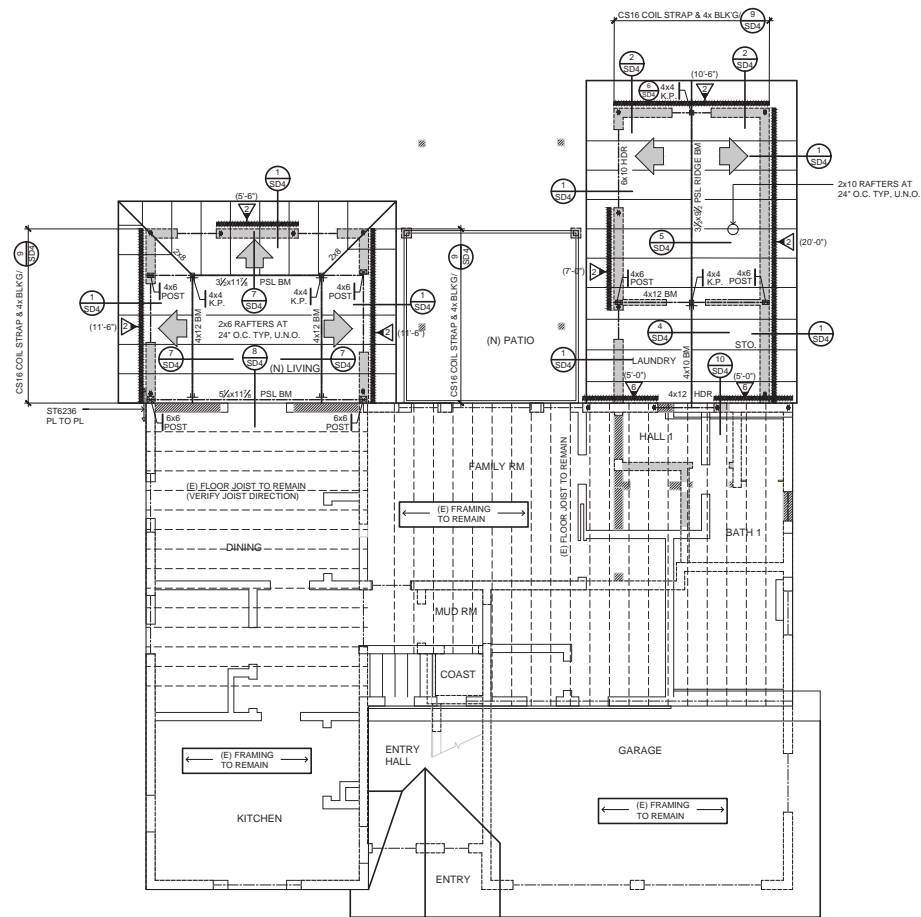
Documentation used to show compliance with this code shall include but is not limited to: construction documents, plans, specifications, bulid or installer certification, inspection reports, or other methods acceptable to the enforcing agency which demonstrate substantial conformance. When specific documentation or special inspection is necessary to verify compliance, that method of compliance will be specified in the appropriate section or identified applicable checklist.

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**LEGENDS**

1. SEE SHEET SD1 FOR GENERAL NOTES AND MATERIAL SPECIFICATION.  
 2. REFER TO SHEET SD2 FOR TYPICAL FRAMING DETAILS.  
 3. ALL DIMENSION DRAWINGS ARE FOR REFERENCE ONLY. REFER TO ARCHITECTURAL DRAWINGS FOR ACTUAL MEASUREMENT. DO NOT SCALE DRAWINGS.

**WALL LOCATIONS** (SEE PLANS AND SHEET SD1 FOR SHEAR WALL SCHEDULE AND ANCHOR BOLT SPACING) USE TYPE 1 PLYWOOD AT EXTERIOR NON-SHEAR WALL LOCATIONS.

**MINIMUM HEADER SIZE** TYPICAL U.N.O.

**INDICATES (N) WALL TO BE REMOVED**

**INDICATES (N) WALL SEE ARCH'L PLANS**

**INDICATES SIMPSON HDU HOLDOWN TYPICAL, U.N.O.** (SEE PLAN FOR SIZE AND LOCATIONS. USE 4x MINIMUM HOLDOWN POST)

**POST** DENOTES POST LOCATIONS AT LOWER FRAMING. SEE PLAN FOR POST SIZES (4x4 MIN.)  
 P- POST, KP- KING POST

**STRAP** INDICATES SIMPSON COLLECTOR STRAP. SEE PLANS FOR SIZES AND LOCATION. INSTALL PER REFERENCE DETAIL. UNLESS OTHER CONNECTION IS NOTED

**2x4 VERTICAL BRACE TO CEILING BEAM MAX (48" O.C.)**

TYPICAL PLYWOOD DIAPHRAGM		
LOCATION	GRADING	NAILING (U.N.O.)
ROOF - 1/2" CDX	APA (32/16)	8d COMMON @ 6" E.N., 12" F.N.
E.N. - EDGE NAILING	UNBLOCKED DIAPHRAGM TYPICAL, U.N.O.	
F.N. - FIELD NAILING		

OPENING WIDTH	SINGLE STORY		TWO STORY	
	2x6 STUDWALL	2x4 STUDWALL	2x6 STUDWALL	2x4 STUDWALL
4'-0" MAX	6x6 DF1	6x6 DF1	6x8 DF1	4x8 DF1
6'-0" MAX	6x8 DF1	4x8 DF1	6x8 DF1	4x10 DF1
8'-0" MAX	6x8 DF1	4x10 DF1	6x10 DF1	4x12 DF1
10'-0" MAX	6x10 DF1	4x12 DF1	6x12 DF1	3x11 1/2 PSL

**FRAMING NOTE:**  
 VERIFY EXISTING FRAMING LAYOUT AND NOTIFY ENGINEER FOR FURTHER FRAMING RECOMMENDATION WHEN EXISTING FRAMING CONDITION DOES NOT MATCH AS SHOWN ON PLANS



**Roca3 ENGINEERING**

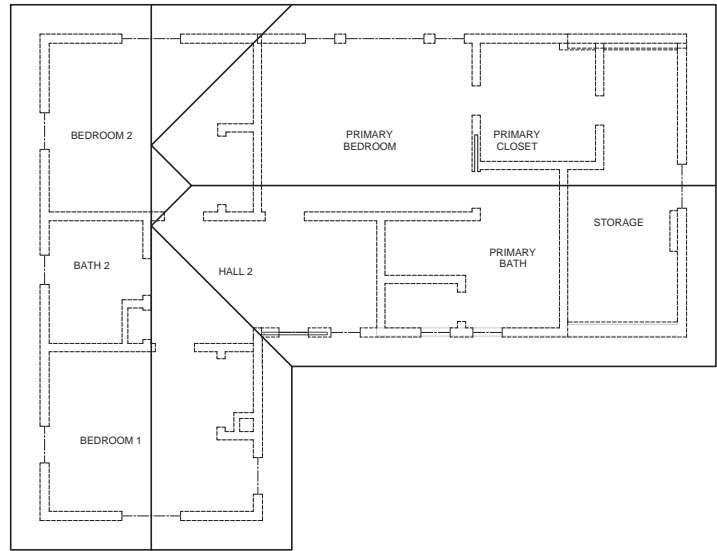
ROCA3 ENGINEERING  
 STRUCTURAL DESIGN  
 RESIDENTIAL, COMMERCIAL  
 ADDRESS:  
 450 SOUTH ADEL STREET  
 P.O. BOX 362100  
 MILPITAS, CA 95036  
 PHONE: (408) 821-1335  
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PROJECT TITLE:  
 PROPOSED ADDITION AND REMODEL FOR:  
**HART RESIDENCE**  
 319 BARTON WAY, MENLO PARK, CALIFORNIA

NO.	DESCRIPTION	DATE
REVISIONS		
DRAWN: JR	CHECKED: JR	
SCALE: AS NOTED		
ISSUED: 01/06/2025		
PROJECT NO. 1204.1123D4		
SHEET NO.	REV	

**S2**





**ROOF FRAMING PLAN (NO WORK)**

SCALE 1/2"=1'-0"



SIGNATURE



ROCA3 ENGINEERING  
STRUCTURAL DESIGN  
RESIDENTIAL, COMMERCIAL

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450 SOUTH ABEL STREET  
P.O. BOX 362100  
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FAX: (408) 825-2333  
e-mail: jroca@roca3.com  
web: www.roca3.com

PROJECT TITLE:  
PROPOSED ADDITION AND REMODEL FOR:  
**HART RESIDENCE**  
319 BARTON WAY, MENLO PARK, CALIFORNIA

NO.	DESCRIPTION	DATE

REVISIONS

DRAWN	BY	CHECKED	BY

SCALE: AS NOTED

ISSUED: 01/06/2025

PROJECT NO. 1204.112204

SHEET NO. REV

**S3**



4	5	6
<u>MATERIAL SPECIFICATIONS</u>		
<u>LUMBER:</u>		
ALL FRAMING LUMBER SHALL BE DOUGLAS FIR LARCH AS FOLLOWS, UNLESS SPECIFICALLY NOTED OTHERWISE ON THE PLANS		
STUDS:	2x4 CONSTRUCTION GRADE, 2x6 D.F.#2	
RAFTERS / JOISTS:	D.F.#2	
PLATES, BLOCKS & MISC.:	CONSTRUCTION GRADE	
POSTS:	4x4 D.F.#2, 6x6 D.F.#1 [CONCEALED & EXPOSED]	
BEAMS & HEADERS:	2x10 J&F, 2x12 AT CANTILEVER	
EXPOSED BEAMS:	4x12 D.F.#1, APPEARANCE GRADE FOMC	
GLU-LAMINATED BEAMS:	2x OR 3x P.D.#2	
GLU-LAMS SHALL BE ARCHITECTURAL GRADE IF EXPOSED. PROVIDE ACRIT CERTIFICATE OF COMPLIANCE FOR ALL GLU-LAM PRODUCTS TO BUILDING INSPECTOR PRIOR TO INSTALLATION. PROVIDE STANDARD CAMBER (UNLESS OTHERWISE NOTED).		
<u>PLYWOOD:</u>		
LOCATION	GRADING	NAILING (I.N.G.)
FLOOR	1"X7 CDX	8" @ 6" EDGE, 12" FIELD
FLOOR	3/4" X12 CDX	16" @ 6" EDGE, 10" FIELD
<u>NOTE: ALL GRADE MARKS ON PLYWOOD SHEATHING AND LUMBER SHALL BE LEGIBLE. USE OSB SHEATHING AS ALTERNATE.</u>		
<u>LOOR JOISTS:</u>		
ALL TRUSS (J&F) - JOIST ARE TO BE THE SIZE SHOWN ON PLANS, AND TO BE MANUFACTURED BY TRUSS JOIST CORP. OR APPROVED EQUAL.		
<u>TIMBERTRAND:</u>		
TIMBERSTRAND (LSL) MEMBERS ARE TO BE THE SIZE SHOWN ON PLANS AND TO BE MANUFACTURED BY TRUSS JOIST CORP. OR APPROVED EQUAL.		
<u>MICROLAM BEAMS:</u>		
MICROLAM (M OR LVL) BEAMS ARE TO BE THE SIZE SHOWN ON PLANS, AND BE MANUFACTURED BY TRUSS JOIST CORP. OR APPROVED EQUAL. MICROLAM BEAMS SHALL HAVE THE FOLLOWING ALLOWABLE DESIGN STRESSES: E = 2,000,000 PSI, F <sub>b</sub> = 2,600 PSI, F <sub>v</sub> = 285 PSI		
<u>PARALAM BEAMS:</u>		
PARALAM (PL) BEAMS ARE TO BE THE SIZE SHOWN ON PLANS, AND TO BE MANUFACTURED BY TRUSS JOIST CORP. OR APPROVED EQUAL. PARALAM BEAMS SHALL HAVE THE FOLLOWING ALLOWABLE DESIGN STRESSES: E = 2,000,000 PSI, F <sub>b</sub> = 2,900 PSI, F <sub>v</sub> = 290 PSI		
<u>SUB NOTES:</u>		
1. ALL FABRICATION AND WORKMANSHIP SHALL CONFORM TO THE CURRENT EDITION OF THE STANDARD SPECIFICATIONS FOR STRUCTURAL GLUED LAMINATED TIMBER.		

1. LUMBER SHALL BE ASSOCIATION AND THE CURRENT EDITION OF TIMBER CONSTRUCTION.

2. ALL GUARD RAILING MEMBERS SHALL BE DOUGLAS FIR, COMBINATION 24F-V (N.O.) OR 24F-V-W WITH WATERPROOF RESORCINOL OR PHENOL RESORCINOL GLEE CONFORMING TO THE FEDERAL SPECIFICATIONS 48-43.3-1 (24F-V-W) OR 24F-V-W SPLITTED AND SMOOTHED.

3. FINISH OF THE MEMBERS SHALL BE INDUSTRIAL APPEARANCE GRADE IN CONFORMANCE WITH THE STANDARD APPEARANCE GRADES OF THE A.I.T.C.

4. A CERTIFICATE OF INSPECTION FOR EACH GULL-LAM BEAM FROM THE MANUFACTURER, LISTING AND APPROVAL OF THE MANUFACTURER AND APPROVED BY THE LOCAL BUILDING DEPT. AND BY THE ENGINEER PRIOR TO ERECTION.

**STEEL WELDING:**

TYPICAL STEEL STRENGTHS	
WIDE FLANGE COLUMNS BEAMS & TEES	ASTM A992 (F-y=50 ksi)
CHANNELS, PLATES AND ANGLES	ASTM A36 (F-y=36 ksi)
PIPE STEEL	ASTM A53 (Type B) OR ASTM A53 TYPE E OR S, GRADE B (F-y=35 ksi)
TUBULAR STEEL	ASTM A500 GRADE B (F-y=45 ksi)
BOLTS	ASTM F1582 TYPE 1 OR ASTM A325

1. ALL CONNECTION AND ANCHOR BOLTS SHALL BE A307.

2. ALL WELDING SHALL BE ELECTRIC ARC PER AWS D1.1, WITH E70XX

3. ALL SHOP WELDING TO BE DONE IN AN APPROVED FABRICATOR'S SHOP.

4. ALL FIELD WELDING TO HAVE SPECIAL INSPECTION.

5. ALL STRUCTURAL STEEL SHALL BE GALVANIZED IN ACCORDANCE WITH THE REQUIREMENT CONTAINED IN THE LATEST AISI SPECIFICATION.

**CONCRETE BLOCK:**

1. ALL CONCRETE BLOCKS SHALL BE TYPE N OR S 3 1/2" x 12" x 1500 PSI MIN. WITH SPECIAL INSPECTION REQUIRED. ALL BLOCK WALLS SHALL BE GROUTED 50% (N.O.) AND SHALL CONFORM TO CAST ACP #67-23.

2. GROUT SHALL ATTAIN A MIN. COMPRESSIVE STRENGTH OF 2000 PSI AT 28 DAYS.

3. ALL BLOCKS TO BE GROUTED IN 4" MAXIMUM LIFTS, WITHOUT CLEANOUTS.

**ANCHOR AND HOLLOW BOLTS:**

1. ANCHOR BOLTS SHALL BE AS A MINIMUM 5/8" DIA. 12" LONG, SPACED AT 6'-0" O.C. THEY SHALL HAVE A MINIMUM EMBEDMENT OF 6" INTO THE CONCRETE, AND BE CONFIGURED WITH A STANDARD HOOK OR "J" AT THE END.

2. ALL ANCHOR BOLTS SHALL BE GALVANIZED OR HOT DIPPED GALVANIZED IN ACCORDANCE WITH THE LATEST AIAI SPECIFICATION.

3. HOLLOW BOLTS SHALL BE INSTALLED UNDER EACH ANCHOR BOLT HEAD.

4. HOLLOW UNDER BOLTS SHALL BE INSTALLED PER SHEARWALL SCHEDULES LISTED ON THE PLANS. FOR EXISTING WALLS, THE PLATE WAGNER SHALL BE

ANCHORS TO BE INSERTED, ADHESIVE ANCHORS SUCH AS SIMPSON SET-UP EPXY SHALL BE APPLIED TO THE EXISTING SURFACE OF THE CONCRETE IN ACCORDANCE WITH THE MANUFACTURER'S SPECIFICATIONS. SEE PLANS FOR DETAILS FOR REQUIRED SIZE AND DEPTH OF EMBEDMENT.

5. SPECIAL INSPECTION REQUIRED FOR ALL ADHESIVE HOLLOWDRUM ANCHORS.

6. SPECIAL INSPECTION REQUIRED FOR THE SETTING OR DEFORMED REINFORCING BARS SHALL BE SIMPSON SET-UP EPXY SURFACE OF EXISTING CONCRETE SHALL BE FREE FROM DUST OR DEBRIS PRIOR TO INJECTION EPXY PRODUCT TO THE ANCHOR. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROPER SETTING OF THE SETTING OF ALL THREE-ROD BOLTS SHALL BE SIMPSON SET-UP EPXY. SPECIAL INSPECTION SHALL BE INSTALLED IN MANUFACTURER'S RECOMMENDATION AND IN ACCORDANCE WITH THE SPECIAL INSPECTION BY CERTIFIED TESTING AGENCY.

**CONCRETE PROTECTION NOTE:**

IF THE PRESERVE PRESERVATIVE TREATED AND FIRE-RETARDANT TREATED WOOD SHALL BE OF HOT-DIPPED ZINC COATED GALVANIZED, STAINLESS STEEL, SILICON BRONZE OR COPPER.

USE PRESERVE TREATED WOOD, CEDAR, REDWOOD OR EQUIVALENT. IF TWO PARTS EXPOSED TO ELEMENTS. USE HOT-DIPPED GALVANIZED CONNECTORS AND HARDWARES.

**SHOP DRAWINGS:**

THE CONTRACTOR SHALL PROVIDE ALL FIELD PLACEMENT AND BE SUPERSEDED BY THE STRUCTURAL DRAWINGS. ANY REVIEW OF SHOP DRAWINGS BY THIS OFFICE IS ONLY FOR GENERAL CONFORMANCE TO THE STRUCTURAL REQUIREMENTS OF THE SPECIFICATIONS. THE CONTRACTOR SHALL BE RESPONSIBLE THEREOF. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO INSURE ALL SHOP DRAWINGS ARE IN ACCORDANCE WITH THE REQUIREMENTS OF THE STRUCTURAL DRAWINGS.

SPICES/LOU/24"X6" MINIMUM. SEE NOTE FOR THE DETAILS.					
15.	BOLT HOLES IN WOOD SHALL BE 1/8" OVER THE NUTS. THE NORMAL BOLT DIAMETER FOR ALL BOLTS SHALL HAVE STANDARD CUT WASHER UNDER HEAD AND NUT UNLESS NOTED OTHERWISE.				
16.	ALL BOLTS SHALL BE RETIGHTENED PRIOR TO THE APPLICATION OF SHEATHING PLASTER, ETC.				
17.	STRUCTURAL MEMBERS SHALL NOT BE CUT FOR PIPES, ETC. UNLESS SPECIFICALLY DETAILED				
18.	PROVIDE 2x SOLID BLOCKING BETWEEN JOISTS AND RAFTERS AT 16" O.C. MAXIMUM FOR ALL FLOOR JOISTS MORE THAN 8" DEEP AND AT 16" O.C. MAXIMUM FOR ALL RAFTERS MORE THAN 8" DEEP.				
19.	CROSS BRACING OR SOLID BLOCKING SHALL BE PROVIDED AT 8' O.C. MAXIMUM FOR ALL FLOOR JOISTS MORE THAN 12" DEEP AND AT 16" O.C. MAXIMUM FOR ALL RAFTERS MORE THAN 8" DEEP.				
20.	PROVIDE DOUBLE JOISTS UNDER WALLS PARALLEL TO FLOOR FRAMING AND BLOCKING UNDER WALLS PERPENDICULAR TO FLOOR FRAMING, UNLESS OTHERWISE NOTED.				
21.	FLOOR SHEATHING: 3/4" CDX, SPAN RATING 3216 STD. EXT. NAIL WITH COMMON NAILS 8" O.C. EDGE AND 12" O.C. FIELD. ALL FLOOR SHEATHING UNBLOCKED, UNLESS OTHERWISE NOTED, SHALL BE 1/2" MINIMUM THICKNESS AND BLOCKED AND LONG EDGES PLACED PERPENDICULAR TO FRAMING, UNLESS OTHERWISE NOTED. NORMAN DIMENSION SHALL BE 24". USE OSB SHEATHING AS TYPICAL.				
22.	FLOOR SHEATHING: MIN. 3/4" CDX, T&G, OR BETTER; PAPER: 3216 OR BETTER, STD. EXT. GUE & LUE 1/2" FLOOR SHEATHING WITH 16d COMMON NAILS 8" O.C. EDGE AND 12" O.C. FIELD. ALL FLOOR SHEATHING UNBLOCKED AND LONG EDGES PLACED PERPENDICULAR TO FRAMING, UNLESS OTHERWISE NOTED. NORMAN DIMENSION SHALL BE 24". USE OSB SHEATHING AS TYPICAL.				
23.	ALL NAILING SHALL BE AS SHOWN ON THE PLAN. IF NOT SPECIFIED, THE NAILING SHALL CONFORM TO THE LATEST BUILDING CODE. ALL NAILS SHALL BE CORROSIVE RESISTANT. IF POWER DRIVEN NAILING IS USED, THE NAIL GUN GAUGE, LENGTH AND HEAD DIMENSION FOR REVIEW. IF NOT EQUIAL, TO COMMON NAIL SPECIFICATIONS, PLYWOOD TO BE MANUFACTURED WITH RING-KINGED NAILS.				
24.	CEILING JOISTS: 2x12 OR 2x10. ALL CEILING JOISTS SHALL BE SIMPSON STRONG-TIE PRODUCTS, OR APPROVED EQUIAL, UNLESS OTHERWISE NOTED ON THE DRAWINGS. INSTALL WITH FASTENERS RECOMMENDED BY THE MANUFACTURER PER THEIR INSTRUCTIONS.				
25.	ALL INTERIOR SHEATHING TO BE 1/2" GYPSBOARD w/ 50 COLON NAILS 8" O.C. OR EQUIVALENT STAPLES OR SEE ARCHITECTURAL REQUIREMENTS.				
26.	STRUCTURAL MEMBERS SHALL BE CUT FOR PIPES, ETC. ONLY WITH APPROVAL FROM THE ENGINEER, UNLESS OTHERWISE DETAILED ON THE PLANS.				
27.	WHERE TOP OR SIDE RAFTERS ARE CUT FOR PIPES, A METAL TOP OR SIDE BRACE STRUCK AND 12" MINIMUM LONG SHALL BE FASTENED ACROSS THE OPENINGS WITH 6-16d NAILS ON EACH SIDE TOP. U.N.O.				
28.	ALL FLOORING LIMBS SHALL HAVE 15% MAXIMUM MOISTURE CONTENT AT THE TIME OF INSTALLATION.				
29.	UNLESS NOTED OTHERWISE ON THE PLANS, THE FOLLOWING MINIMUM DIMENSIONS, WITH REGARDS TO PROPER FIT AND SIZE, SHALL APPLY TO STRUCTURAL MEMBERS:				
MINIMUM FRAMING CONNECTORS, U.N.O.					
	POST TO BEAM	SIMPSON PC OR EPC POST CAPS			
	POST TO SILL PLATE	(2) SIMPSON AS PS CLIPS			
	POST TO FOUNDATION	SIMPSON AB POST BEAMS			
	BEAM TO BEAM	SIMPSON HUGS HANGERS			
	BEAM TO PLATE	SIMPSON LCP CAP			
	JOIST TO BEAM	SIMPSON U HANGERS			
	2x RAFTERS	LRUZ OR HUGR 1/4" X 8" X 16" (3, 16d L & 8" O)			
	2x FLOOR JOIST	1/4" HUGR			
CEILING JOIST SCHEDULE (CBC TABLE 2308.7.1)					
UNINHABITABLE ATTIC			UNINHABITABLE ATTIC w/ LIMITED STORAGE		
SIZE & SPACING	JOIST SPAN	SIZE & SPACING	JOIST SPAN		
2x6 AT 16" O.C.	17'-6" MAX	2x6 AT 16" O.C.	12'-6" MAX		
2x6 AT 16" O.C.	23'-0" MAX	2x6 AT 16" O.C.	16'-0" MAX		
2x10 AT 16" O.C.	26'-0" MAX	2x10 AT 16" O.C.	19'-6" MAX		
2x6 AT 24" O.C.	14'-6" MAX	2x6 AT 12" O.C.	14'-6" MAX		
2x6 AT 24" O.C.	16'-6" MAX	2x6 AT 12" O.C.	16'-6" MAX		
2x10 AT 24" O.C.	22'-6" MAX	2x10 AT 12" O.C.	22'-6" MAX		

COOPERATION BETWEEN THE TRADES, WHERE REQUIRED IS ACCOMPLISHED.

10. ALL DIMENSIONS TO TAKE PRECEDENCE OVER SCALE SHOWN ON PLANS, ELEVATIONS AND SECTIONS AND ALL CONFLICTING DIMENSIONS SHALL BE TAKEN FROM THE NOTES.

11. NOTES AND DETAILS ON DRAWINGS SHALL TAKE PRECEDENCE OVER GENERAL NOTES AND TYPICAL DETAILS.

12. MATERIAL NOTES AND SPECIFICATIONS ON DRAWINGS SHALL TAKE PRECEDENCE OVER THE PROJECT SPECIFICATIONS.

13. SEE ARCHITECTURAL PLANS FOR SIZES AND LOCATIONS OF ALL DOOR AND WINDOW OPENINGS, LOCATION OF ALL NON-BEARING PARTITIONS, CONCRETE CURBS, PORCHES AND ROOF SLABS, STAIRWAYS, TERRACES, LOCATIONS OF ALL STAIRWAYS, IF ANY, MISCELLANEOUS HANDRAILS, LADDERS, HANGERS, RAILS, GUARDS, FENCES, GATES, SIGNAGE, LIGHT FIXTURES, VENTILATORS, GROUNDS AND VENER ANCHORS, LOCATION AND DETAIL OF MISCELLANEOUS GRADING PLANS, INCLUDING WALLS, CURBS, DRIVEWAYS, TUNNELS AND FINISHES.

14. CONTRACTOR SHALL REPAIR OR REPLACE ALL DAMAGED FINISH MATERIAL AND STRUCTURE DURING THE PROGRESS OF THE WORK AS CONFIRMED BY THE BUILDING INSPECTOR AND STRUCTURAL ENGINEER.

15. FRAMING CONDITIONS NOT SPECIFICALLY NOTED SHALL BE FRAMED SIMILAR TO TYPICAL DETAILS FOR THE SPECIFIED STRUCTURE.

16. TRADE NAMES AND MANUFACTURERS REFERRED TO ARE FOR QUALITY STANDARDS ONLY, EQUIVALENT SUBSTITUTIONS WILL BE PERMITTED.

**GENERAL NOTES AND STANDARDS**

**CONCRETE NOTES:**

ALL CONCRETE SHALL BE REGULAR WEIGHT HARD ROCK AND HAVE A MIN. 28 DAY COMPRESSIVE STRENGTH OF 3000 PSI (207 MPa) UNLESS OTHERWISE NOTED OTHERWISE ON THE PLANS. MAXIMUM SLUMP SHALL BE 4 INCHES (102 MM). TYPE I CEMENT SHALL BE USED UNLESS OTHERWISE NOTED OTHERWISE ON THE PLANS. 3000 PSI (207 MPa) COMPRESSIVE STRENGTH SHALL BE REQUIRED (ACI 308.3-93) UNLESS OTHERWISE NOTED OTHERWISE ON THE PLANS. 3000 PSI (207 MPa) COMPRESSIVE STRENGTH SHALL BE USED UNLESS OTHERWISE NOTED OTHERWISE ON THE PLANS.

ALL REINFORCING STEEL TO BE ASTM A615, DEFORMED BARS, AS FOLLOWS UNLESS OTHERWISE NOTED ON THE PLANS:

NO. 3 BAR, CR. #3, & NO. 4 BAR, CR. #4

MINIMUM COVER FOR ALL REBAR IS:

1" FOR CONCRETE CAST AGAINST THE EARTH  
2" FOR FORMED CONCRETE WITH EXPOSED SURFACE  
1.5" FOR CONCRETE NOT EXPOSED TO EARTH OR WEATHER

ALL SUPPORT HORIZONTAL STEEL AT BOTTOM OF FOOTINGS, GRADE BEAMS AND JOISTS SHALL BE MORTARED INTO PLACE.

PIPES MAY PASS THROUGH STRUCTURAL CONCRETE IN SLEEVES, BUT SHALL NOT BE EMBEDDED THEREIN. PIPES OF DIAMETERS EXCEEDING ONE-THIRD THE THICKNESS OF THE CONCRETE ELEMENT THROUGH WHICH THEY PASS SHALL BE REINFORCED THEREIN SPECIFICALLY DETAILED.

ALL BENDINGS OF REINFORCING STEEL SHALL CONFORM TO THE LATEST EDITION OF THE CALIFORNIA REINFORCING STEEL MANUAL.

REINFORCING SHALL BE PLACED AND SUPPORTED IN A TRUE LINE AS SHOWN.

ALL REINFORCING SHALL BE CLEAN AND FREE OF EXTRANEOUS MATERIAL.

DOWELS, ANCHOR BOLTS AND OTHER EMBEDDED ITEMS ARE TO BE SECURED IN PLACE UNTIL CONCRETE IS POURED.

OPTIONAL: COLD JOINTS SHALL BE USED WHERE SHOWN. COLD-JOINT EDGES SHALL BE CLEAN, FREE OF TRAMPERS AND INTENTIONALLY ROUGHENED.

ALL BARS IN CONCRETE SHALL BE LAPPED A MINIMUM OF BAR DIAMETERS (2"x 6" MIN.) AT ALL SPICES UNLESS NOTED OTHERWISE.

SPLICES OF REINFORCING, WHEN FOOTNOTED, SHALL BE STAGGERED 4'-0" MIN.

DETAILS OF ARCHITECTURAL DRAWINGS OR REVEALS AREA OF TEXTURED CONCRETE OR SPECIAL FINISHES, SHOULD BE NOTED TO BE CAST TO CORRESPOND TO THE SAME COLOR AND DEPRESSIONS.

**FOUNDATIONS**

ALL EXISTING FILT. SOIL AND DISTURBED NATURAL SOILS ARE TO BE EXCAVATED AND REPLACED WITH PROPERLY COMPACTED FILT. SOIL. EXCAVATED FILT. SHALL BE REFINISHED TO ORIGINAL GRADE.

RELATIVELY NON-EXPANSIVE FILT. SHALL BE USED IN BACKFILLING BEHIND WALLS ALL WALLS SHALL BE ADEQUATELY SHORED DURING THE BACKFILL OPERATION.

ALL FINISHED LANDSCAPE SURFACES SHALL BE GRADED SO AS TO PROVIDE 1% TO 2% DRAINAGE AWAY FROM FOUNDATION.

THE NEW FOUNDATION SYSTEM SHALL MATCH THE EXISTING TYPE OF FOUNDATION SYSTEM. PARTS OF THE EXISTING FOUNDATION SHALL BE REMOVED BY THE PERMITTEE PRIOR TO THE START OF THE FOUNDATION TO VERIFY COMPLIANCE AT THE TIME OF FOUNDATION INSPECTION.

ALL EARTHWORK, DRAINAGE, EXCAVATIONS AND SURFACE PREPARATIONS CONCERNED IN ACTION SHALL BE DONE IN ACCORDANCE WITH THE FOLLOWING:

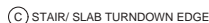
NOTES (SEE ALSO PLANS)		
1. *** BLOCK ALL EXPOSED JOINTS	13. USE 3/4" X 1/4" WASHER PLATE	
2. *** BLOCK ALL ADJOINING PLYWOOD EDGES WITH 3X LUMBER AND STAGGER NAILS (SPACING, POSTS, BLOCKING, ETC.). SPECIAL BRACING REQUIRED TO OFFSET PANEL Joints AT DIFFERENT FRAMING MEMBERS WHERE PLYWOOD SHEAR MATERIAL OCCURS ON EACH SIDE OF WALL. OTHERWISE USE 3/8" LUMBER, NAILS BEING INTERGATED ON BOTH EDGES	14. SCHEDULE SHEETS THE MIN. ANCHOR BOLT SPACING A MIN. USE SIMILAR SIZE MODEL FOR	
3. USE PRELIMINARILY DRIVEN 16 NAILS FOR 1/4" SPACING LESS THAN 4'-0". IF PLATE SPACINGS ARE TO BE USED, USE PRE-CRACKED LOGS. NAILS SHALL BE LESS THAN 1/4" - 1/8" PLATE SPACINGS AND NOT SPACED LESS THAN 12" ON CENTER. OVERDRIVEN AND/OR SLANTED	15. ALL EXTERIOR WALLS SHALL BE SHEATHED WITH 1/2" OR MORE UNLESS OF	
4. ALL NAILS SHALL BE CROWNED	16. ALL EXTERIOR AND INTERIOR 1/2" OR MORE PLYWOOD WITH OVERLAP NOTED ON PLANS	
5. "N/A" INDICATES NOT APPLICABLE. MINIMUM 3X MODEL IS REQUIRED. SEE PLANS FOR CONNECTION DETAILS	17. ALL CRIPPLE WALLS EXTERIOR TO BE SHEATHED WITH 1/2" OR MORE UNLESS OF	
6. PROVIDE STUDS AT 16" O.C. MAX	18. BEAM CAPACITIES TAKEN FROM	
7. COR BRACE RATED SHEAR MAY BE USED, EXCEPT FOR STRUCTURAL PLYWOOD SHEAR WALL TYPE	<b>HORIZONTAL DIAPHRAGM</b>	
8. USE 6/8" DIA. ALL-THEAD ROD EMBED 7" INTO CONCRETE & SET W/ EPOXY SET AT EXISTING FLOOR FINISHES OR 10"	ROOF	1/2" COX PLYWOOD WITH AT 16" O.C. EDGES & 32" (UNBROCKED UNLESS OF)
9. USE BLACK OR RIM BOARD EACH SIDE OF WALL FOR LPTA	FLOOR	3/4" COX PLYWOOD WITH AT 16" O.C. EDGES & 10" (UNBROCKED UNLESS OF)
10. T.A. INDICATES TRAPPING NAILING CLIP		
11. ALL WALL NAILING T.A. IS APPLY TO THE EXTENT OF THEIR WALLS ONLY		

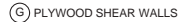
SHEARWALL SCHEDULE AND ANCHOR BOLT SCHEDULE		
<p><b>SPECIAL INSTRUCTION TO COMPLY WITH SECTION 1705 OF 2022 CALIFORNIA CONSTRUCTION CODE. THE ENGINEER OF RECORD ON APPROVED AGENCY SHALL SUBMIT FOR SPECIAL INSPECTION AND TESTS TO THE BUILDING DEPARTMENT.</b></p>		
SECTION	TYPE OF INSPECTION	CONT
1705.2	STRUCTURAL STEEL	
<p><b>SHOP IDENTIFICATION &amp; WELDING INSPECTION</b></p> <p><b>FIELD WELDING INSPECTION</b></p>		
1705.3	CONCRETE CONSTRUCTION	
<p><b>REINFORCEMENT PLACEMENT &amp; SPECIFICATIONS</b></p> <p><b>ANCHORS POST - INSTALLED IN HARDENED CONCRETE</b></p> <p><b>CONCRETE AND SHOTCRETE PLACEMENT</b></p>		
1705.6	SOLS	
<p><b>VERIFY MATERIAL BELOW FOUNDATION IS ADEQUATE TO ACHIEVE DESIGN BEARING CAPACITY</b></p> <p><b>VERIFY EXCAVATIONS ARE EXTENDED TO PROPER DEPTH AND HAVE REACHED PROPER MATERIAL</b></p> <p><b>VERIFY USE OF PROPER MATERIALS, DENSITIES AND LIFT THICKNESSES DURING PLACEMENT &amp; COMPARISON OF FILL</b></p>		
1705.8	CAS-T-IN PLACE DEEP FOUNDATION	
<p><b>INSPECT DRILLING OPERATION &amp; RECORD EACH ELEMENT</b></p> <p><b>VERIFY LOCATIONS, PLUMBNESS, EMBEDDMENT DIAMETERS, LENGTHS AND END ADEQUATE END-BEARING STRATA.</b></p>		
1705.12	SEISMIC RESISTANCE	
<p><b>WOOD SHEAR WALLS INCLUDING NAILING, BOLTING, ANCHORING AND OTHER FASTENING TO BE VERIFIED TO MEET THE REQUIREMENTS OF THE SEISMIC FORCE- RESISTING SYSTEM WHERE THE FASTENER SPACING OF THE SHEATHING IS 4 INCHES ON CENTER OR LESS.</b></p> <p><b>OTHERS</b></p>		
CC ESR-1679	SIMPSON STRONG WALL INSTALLATION (ANCHOR BOLT & STRONG WALL CONNECTION)	

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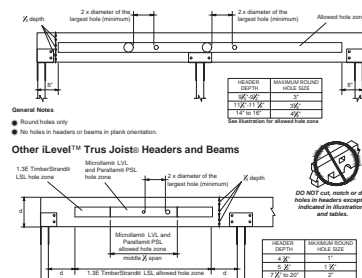




(A) PLYWOOD SHEATING DETAIL



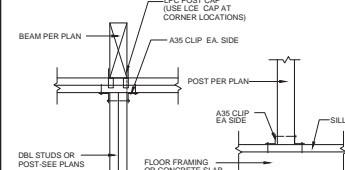
### ALLOWABLE HOLES - Headers and Beams



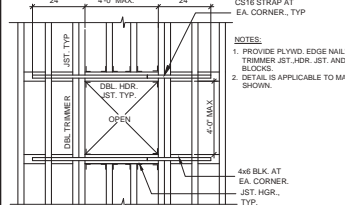
(A) HEADER/ BEAMS OPENINGS  
(LEVEL MANUFACTURED BEAMS)



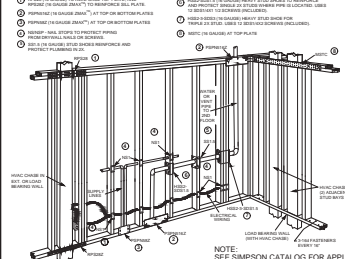
(A) TYPICAL BEAM STRAP DETAIL



(B) TYPICAL BEAM TO POST CONNECTION



(C) HORIZONTAL DIAPHRAGM OPENING



(E) WOOD FRAME REPAIR AND PROTECTION

## 1. TYPICAL WOOD FRAME DETAILS



**Roca3**  
ENGINEERING

**ROCA3 ENGINEERING**  
STRUCTURAL DESIGN  
RESIDENTIAL /COMMERCIAL

**ADDRESS:**  
450 SOUTH ABEL STREET  
P.O. BOX 362100  
MILPITAS, CA 95036

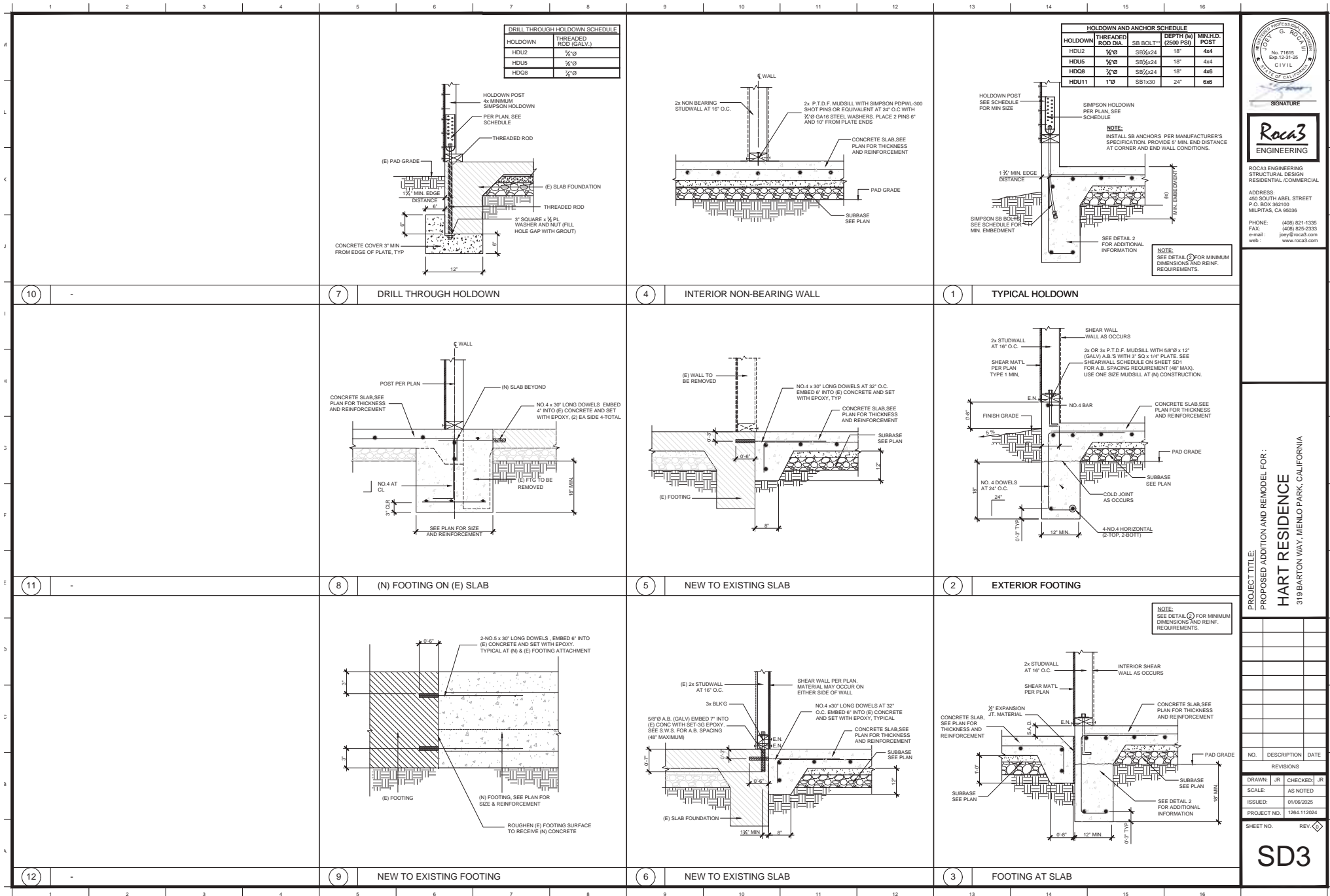
**PHONE:** (408) 821-1335  
**FAX:** (408) 825-2333  
**e-mail:** joey@roca3.com  
**web:** www.roca3.com

PROJECT TITLE: PROPOSED ADDITION AND REMODEL FOR :  
**HART RESIDENCE**  
319 BARTON WAY, MENLO PARK, CALIFOR

NO.	DESCRIPTION	DATE
REVISIONS		
DRAWN:	JR	CHECKED:
SCALE:		AS NOTED
ISSUED:		01/06/2025
PROJECT NO.		1264.112024
SHEET NO.		REV. 0

SD2





SIGNATURE

**Rocas**  
ENGINEERING

ROCAS ENGINEERING  
STRUCTURAL DESIGN  
RESIDENTIAL, COMMERCIAL  
ADDRESS:  
450 SOUTH ADEL STREET  
P.O. BOX 382100  
MILPITAS, CA 95036

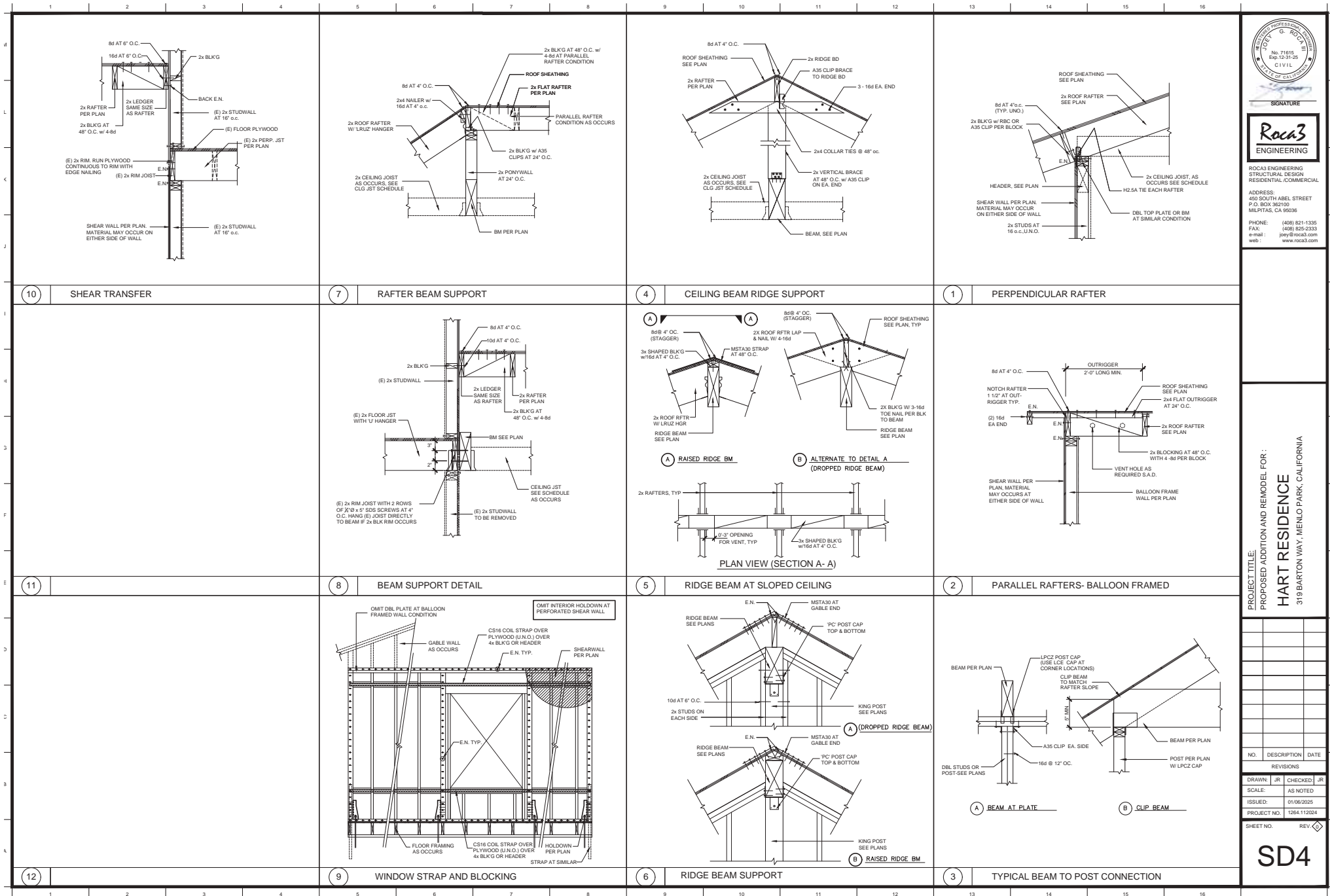
PHONE: (408) 821-1335  
FAX: (408) 825-2333  
e-mail: jroy@rocas.com  
web: www.rocas.com

PROJECT TITLE:  
PROPOSED ADDITION AND REMODEL FOR:  
**HART RESIDENCE**  
319 BARTON WAY, MENLO PARK, CALIFORNIA

NO.	DESCRIPTION	DATE
REVISIONS		
DRAWN	JK	CHECKED
SCALE:	AS NOTED	
ISSUED:	01/06/2025	
PROJECT NO.	1204-11204	
SHEET NO.	REV	

**SD3**





SIGNATURE



ROCA3 ENGINEERING  
STRUCTURAL DESIGN  
RESIDENTIAL, COMMERCIAL  
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450 SOUTH ADEL STREET  
P.O. BOX 362100  
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PHONE: (408) 821-1335  
FAX: (408) 825-2333  
e-mail: jroca@roca3.com  
web: www.roca3.com

PROJECT TITLE:  
PROPOSED ADDITION AND REMODEL FOR:  
**HART RESIDENCE**  
319 BARTON WAY, MENLO PARK, CALIFORNIA

NO.	DESCRIPTION	DATE
1	REVISIONS	
2	REVISIONS	
3	REVISIONS	
4	REVISIONS	
5	REVISIONS	
6	REVISIONS	
7	REVISIONS	
8	REVISIONS	
9	REVISIONS	
10	REVISIONS	
11	REVISIONS	
12	REVISIONS	
13	REVISIONS	
14	REVISIONS	
15	REVISIONS	
16	REVISIONS	

NO. DESCRIPTION DATE  
SCALE: AS NOTED  
ISSUED: 01/06/2025  
PROJECT NO. 1204.1123D4  
SHEET NO. REV

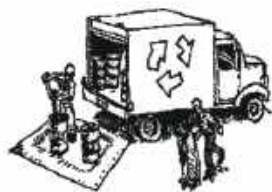
**SD4**



# Construction Best Management Practices (BMPs)

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

## Materials & Waste Management



### Non-Hazardous Materials

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

### Hazardous Materials

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

### Waste Management

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

### Construction Entrances and Perimeter

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

## Equipment Management & Spill Control



### Maintenance and Parking

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

### Spill Prevention and Control

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

## Earthmoving



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

### Contaminated Soils

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

## Paving/Asphalt Work



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

### Sawcutting & Asphalt/Concrete Removal

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

## Concrete, Grout & Mortar Application



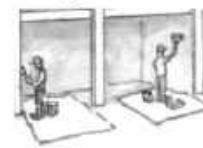
- Store concrete, grout, and mortar away from storm drains or waterways, and on pallets under cover to protect them from rain, runoff, and wind.
- Wash out concrete equipment/trucks offsite or in a designated washout area, where the water will flow into a temporary waste pit, and in a manner that will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

## Landscaping



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

## Painting & Paint Removal



### Painting Cleanup and Removal

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

## Dewatering



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

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

Revisions		Date	
No.	Description		
REMODEL / ADDITION FOR: <b>HART RESIDENCE</b> 319 BARTON WAY, MENLO PARK, CA 94025			
A.P.N. 062-342-210			
SCALE:	DRAWN BY: DTN	APPROVED BY: BF	DATE: 08/04/25
<b>TIMELINE</b> DESIGN + BUILD 14401 BIG BASIN WAY SAN MATEO, CA 94403 PHONE: 408.741.3000 FAX: 408.317.1708			
<b>BMP</b> CONSTRUCTION BEST MANAGEMENT PRACTICES			

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# PROJECT DESCRIPTION

319 BARTON WAY, MENLO PARK, CA 94025

PROPERTY OWNERS : MICHAEL HART & JESSICA HART  
 ZONNING : R1-U  
 APN : 062 – 342 – 210

## PURPOSE OF THE PROPOSAL

To expand the first-floor footprint in the rear of the property in order to increase the usable living space and to add on an additional bedroom.

## SCOPE OF WORK

- Add 382.06 sf of habitable space, including living room and a bedroom to the existing house on the first floor for a total proposed floor area of 2,914.29 sf.
- Revise the interior of the family room, revise 151.07 sf area of laundry room, change plumbing fixtures of existing bathroom on first floor.
- Total revised and addition area is  $(382.06 + 151.07) = 533.13$  sf.
- Remove the existing shed at the corner of the backyard.

## ARCHITECTURE

1. Architecture Style : Spanish Inspired Architecture.
2. Materials and colors : Stucco exterior walls, with painted wood trimmed aluminum windows and a terra cotta style roof.
3. Construction methods : Wood framed construction

## BASIS FOR THE SITE LAYOUT

We found this to be the most appropriate addition (1<sup>st</sup> story) to accomplish the goals of the project while respecting the existing architecture and neighbor privacy.

## EXISTING AND PROPOSED USES

- Existing uses : 2-story residence with 3 bedrooms and 2 bathrooms.
- Proposed uses : 2-story residence with 4 bedrooms and 2 bathrooms.



## **OUTREACH TO NEIGHBORING PROPERTIES**

The property owners attempted to reach out to the neighbors located at the following properties on June 1<sup>st</sup> 2025. A copy of the outreach letter has been included in the PC4 revision set. Please note that neighbor outreach is an ongoing process and that the project planner will be notified of any feedback or updates from the neighbors when such feedback becomes available.

- 313-315 Barton Way
- 329 Barton Way
- 331 Barton Place
- 335 Barton Place
- 506 Concord Drive
- 510 Concord Drive

City of Menlo Park, June 6<sup>th</sup>, 2025



Dear Neighbor,

We hope this note finds you well. We want to inform you that we are planning a small addition to the rear of our home (adding a guest bedroom on the ground floor and expanding our living room). You can see a rendering of our proposed remodel at the bottom of this letter, and we invite you to reach out if you have any questions about our project before it is presented for review by the city Planning Commission.

We are new to Barton Way, but we greatly value the community here, and we are happy to discuss our plans with you. Please feel free to stop by or email us at [mhart1119@gmail.com](mailto:mhart1119@gmail.com) and [jesmen721@gmail.com](mailto:jesmen721@gmail.com)--we'd love to chat!

Otherwise, we would greatly appreciate if you would sign, date, and return this letter to us to confirm receipt at your earliest convenience.

X 

DATE 6/8/2025

Thank you for your understanding and support.

Warm regards,  
Michael & Jessica Hart  
319 Barton Way



Great Design! Good Luck and let us know  
if we can be of any assistance  
Best Regs!  
Vinay & Sonna



H. Linda -  
Showing "final" update on  
our small addition plans.  
Have a great weekend!  
Michael & Jess

Dear Neighbor,

We hope this note finds you well. We want to inform you that we are planning a small addition to the rear of our home (adding a guest bedroom on the ground floor and expanding our living room). You can see a rendering of our proposed remodel at the bottom of this letter, and we invite you to reach out if you have any questions about our project before it is presented for review by the city Planning Commission.

We are new to Barton Way, but we greatly value the community here, and we are happy to discuss our plans with you. Please feel free to stop by or email us at [mhart1119@gmail.com](mailto:mhart1119@gmail.com) and [jessen721@gmail.com](mailto:jessen721@gmail.com) -- we'd love to chat!

Otherwise, we would greatly appreciate if you would sign, date, and return this letter to us to confirm receipt at your earliest convenience.

X 

DATE 6/7/25

Thank you for your understanding and support.

Warm regards,  
Michael & Jessica Hart  
319 Barton Way





Dear Neighbor,

We hope this note finds you well. We want to inform you that we are planning a small addition to the rear of our home (adding a guest bedroom on the ground floor and expanding our living room). You can see a rendering of our proposed remodel at the bottom of this letter, and we invite you to reach out if you have any questions about our project before it is presented for review by the city Planning Commission.

We are new to Barton Way, but we greatly value the community here, and we are happy to discuss our plans with you. Please feel free to stop by or email us at [mhart1119@gmail.com](mailto:mhart1119@gmail.com) and [lesmen721@gmail.com](mailto:lesmen721@gmail.com)--we'd love to chat!

Otherwise, we would greatly appreciate if you would sign, date, and return this letter to us to confirm receipt at your earliest convenience.

x John Dussard

DATE June 7, 2025

M. Elaine Hammond

510 Concord Dr.

Thank you for your understanding and support.

Warm regards,  
Michael & Jessica Hart  
319 Barton Way





Dear Neighbor,

We hope this note finds you well. We want to inform you that we are planning a small addition to the rear of our home (adding a guest bedroom on the ground floor and expanding our living room). You can see a rendering of our proposed remodel at the bottom of this letter, and we invite you to reach out if you have any questions about our project before it is presented for review by the city Planning Commission.

We are new to Barton Way, but we greatly value the community here, and we are happy to discuss our plans with you. Please feel free to stop by or email us at [mhart1119@gmail.com](mailto:mhart1119@gmail.com) and [jessen721@gmail.com](mailto:jessen721@gmail.com)--we'd love to chat!

Otherwise, we would greatly appreciate if you would sign, date, and return this letter to us to confirm receipt at your earliest convenience.

x Terry Trough

DATE 6/8/25

Thank you for your understanding and support.

514 Concord Dr.

Warm regards,  
Michael & Jessica Hart  
319 Barton Way





January 17, 2025 (revised May 29, 2025)

Ben Flatau  
Timeline Design + Build  
(408) 502-4478 | [ben@tldesign.net](mailto:ben@tldesign.net)

Dear Ben,

This arborist report addresses the proposed remodel and addition project at 319 Barton Way, Menlo Park. The report is based on the following:

- Architectural site plans by Timeline Design + Build (January 10, 2025)
- Survey by L Wade Hammond (November 5, 2024)
- Documents or codes from the City of Menlo Park
  - Heritage Trees Ordinance (Chapter 13.24)
  - Street Trees Ordinance (Chapter 13.20)
  - Heritage Tree Ordinance Administrative Guidelines (companion document to the Ordinance)
  - Heritage Tree Removal Permit Application
  - 2022 Arborist Report Requirements Large Projects (email clarification on January 30, 2024)
- Site visits on December 12 & 20, 2024
- **Exploratory trenching on March 10, 2025**

**This revision addresses the city's comments and discusses the results of exploratory trenching by the neighbor's ash tree. Changes are noted in red text for visibility.**

### Site & Project Summary

The property is a 7,461 sq. ft. residential lot in the Willows neighborhood of Menlo Park. Totalling 1910 sq. ft., the 3-bed, 3-bath single-family home spans two levels with a two-car garage. The front yard is half hardscape (mostly driveway) and half landscape, with a paver walkway that cuts across the landscape area to the south side yard. The existing fences do not line up perfectly with the property lines, especially along the north property line where the fence is about 4' further



Figure 1. Photo taken from west end of property. Two additions will extend off the back of the house, on both sides. The north (left) addition encroaches on the roots of the neighbor's ash tree.



north. The rear yard includes a concrete paver patio and wood deck near the house. Beyond the patio is all landscaping –a lawn in the center bordered by landscape areas and all three sides. A small shed sits at the northwest corner of the property.

The proposed project will add two additions to the back of the house, to include a new living room, laundry room, and bedroom (Figure 1). The addition on the south end does not extend as far out from the house, so it fits within the existing patio footprint. The north addition is longer, extending 20' off the back of the house where it will encroach upon the root zone of the neighbor's Modesto ash. **The shed at the back will also be demolished towards the end of the project.**

I included nine trees in my review, five of which are located off-site on the property to the north. The Southern magnolia in the front yard may be a city tree, based on its location. Of the nine trees, five are considered heritage trees per city ordinance. The only tree that may be significantly affected by the project is the neighbor's ash. To evaluate the project's impact on the tree, I recommended digging a trench along the proposed addition to expose the roots. **The trench was completed in March – there were no large roots within the proposed foundation area.** Impact on the remaining trees is low, assuming the recommendations in this report are followed.

### **Assumptions & Limitations**

The tree assessment occurred during the winter months, when deciduous trees lose their leaves. Although their health can be partially assessed through other characteristics, the accuracy of the review is limited since the condition of the foliage provides a lot of information.

I did not review grading, utility, drainage, or landscape plans, which may pose more tree impacts if they are required as part of the project. Revisions to the report may be needed once those plans and details are available.

The tree assessment provided by this report represents a snapshot in time of the trees' conditions. It is not possible for arborists to predict long-term tree condition. Changes in weather/climate or environmental alterations can present unexpected impacts on the health and stability of trees (e.g. storm events, severe drought or heat, landscaping, repairs, irrigation reduction, other changes especially on adjacent properties). Because of these reasons, it is also not possible for arborists to guarantee that trees will not fail. To live with trees means to accept a certain level of risk, which can only be fully eliminated by removing the trees.

Lastly, my evaluation of the post-construction tree condition is contingent on following the recommendations in this report. Deviations even for short periods could cause unknown impacts to the trees such that they become more likely to decline in the future. Even weekly monitoring by an arborist would not capture the day to day and hour to hour activities that could negatively impact the trees. It is the responsibility of the property owner and/or contractor to closely follow the recommendations to minimize tree impact and maximize tree health.



## Tree Inventory Table

The tree inventory table includes individual tree data as required by the City of Menlo Park. The data is explained as follows:

<b>ID #</b>	# assigned to each tree, correlating with a metal tag affixed to their trunks. Off-site trees are not tagged if their trunks are not accessible from the property, tags are applied to the property line fence where possible.
<b>Species</b>	Common & botanical name
<b>DBH</b>	Diameter at Breast Height (4.5' above ground) in inches; trunk is measured with a diameter tape. For off-site or inaccessible trees, the trunk size may be visually estimated instead and indicated with a "~".
<b>Status</b>	Denotes whether the tree is a Street/City tree, Heritage Tree, or off-site tree
<b>Height</b>	Height, visually estimated or measured with a TruPulse 200L Rangefinder
<b>Health</b>	Health and vigor of the tree. Ratings are broken down into: <ul style="list-style-type: none"><li>• Good: The tree is growing well with vigor appropriate for its age – canopy is full with good color. Pest or disease issues may be present but have low impact on the tree.</li><li>• Fair: The tree is showing signs of stress, exhibited as sparseness of canopy, change in foliage color, and minor-moderate signs of pest or disease issues. It can recover as long as conditions naturally improve.</li><li>• Poor: The tree is stressed with tip dieback; it is unable to overcome pest &amp; disease issues. Immediate long-term intervention and care is needed to avoid decline to the point of non-recovery.</li><li>• Very Poor: The tree has significant issues and has declined so far that it is unlikely to recover.</li><li>• Dead: No life remains in the tree.</li></ul>
<b>Structure</b>	Architecture & defects of the tree. Ratings are broken down into: <ul style="list-style-type: none"><li>• Good: The tree has ideal trunk &amp; branch architecture.</li><li>• Fair: Branch defects, poor attachments and decay may be present, but they can be mitigated with 1-2 pruning cycles (over 3-5 years).</li><li>• Poor: Defects cannot be mitigated without long term management (10+ years); support systems like cabling and bolting may be needed in conjunction with pruning to reduce risk to the property.</li><li>• Very Poor: The tree has significant issues that cannot be corrected and may be a hazard to the property.</li></ul>
<b>Dripline</b>	The canopy ("dripline") radius is visually estimated in feet in each cardinal direction (north, east, south, west).
<b>Appraised Value</b>	An estimate of the value of each tree is obtained using the Trunk Formula Technique outlined in the 10 <sup>th</sup> Edition of the <u>Guide for Plant Appraisal</u> by the Council of Tree & Landscape Appraisers (CTLA). The cost to replace a perfect specimen of like-size is calculated, then depreciated by the subject tree's current health, structure, form, factors that are inherent to the species and property, and external factors that are out of the property manager's control. Removal of non-Heritage, privately owned trees do not require a permit or mitigation plantings, so appraised values are not calculated. They are noted with "N/A".
<b>Notes &amp; Impact</b>	Proximity to the project's improvements, and the anticipated impact based on tree condition, species tolerance to disturbance, future longevity, etc.
<b>Actions</b>	Includes recommended actions based on impacts, including tree protection measures.



ID #	Species	DBH (in)	Status	Height	Health	Structure	Dripline (NESW, ft)	Appraised Value	Notes & Impact	Actions
1	Southern magnolia ( <i>Magnolia grandiflora</i> )	26.5	City (?), Heritage	40	Good	Good-Fair	23, 17, 17, 16	\$4,810	May be city tree. Diameter measured at 2.5' due to trunk enlargement above. Slightly sparse canopy, may be due to overthinning especially in lower canopy (upper canopy full and glossy). Roots significantly lifting P/L fence. Minor dead twigs in interior (shading); hardscape not lifted in any side. Slight lions tailing/reduction in clearance pruning. Sidewalk replaced compared to neighbors, ground again at 12' NE.	If the south side yard will also be used for access to backyard, protect the soil in the front yard by replenishing the wood chips to a minimum 4" thick layer.
2	Plum ( <i>Prunus</i> sp.)	~10	Off-site	27	Fair	Fair-Poor	12, 10, 10, 10	N/A	Neighbor's tree, not tagged, DBH estimated. ~6" gravel strip between retaining wall and driveway, low impact. Significant included bark at 5', lots of epicormic sprouts making up canopy. Stunted growth, crowded by avocado.	None.
3	Apricot ( <i>Prunus armeniaca</i> )	~10	Off-site	20	Fair	Poor	8, 10, 7, 10	N/A	Neighbor's tree, DBH estimated, tag on fence. ~4" wide gravel border between concrete and fence, no impact. Headed back all over with large cuts over subject property. Fire blight. Strong shoots from large cuts.	None.
4	Modesto ash ( <i>Fraxinus velutina</i> 'Modesto')	~18	Off-site, Heritage	51	Good-Fair/Fair	Fair	20, 20, 11, 22	\$3,330	Neighbor's tree, DBH estimated, tag on fence. No large deadwood, not sure re: smaller dead twigs. Typical lack of interior foliage. Large ~5" cut for clearance at property line resulting in large sprouts. Codominant stems at 8' above grade, potential included bark. <b>Preliminary trenching completed March 2025; no large roots. OK to proceed with current design.</b>	Protect landscape area with wood chips or ¾" thick plywood.
5	Bronze loquat ( <i>Eriobotrya deflexa</i> )	10		30	Good	Good	10, 13, 11, 7	N/A	Trunk flare buried, 2" from existing deck. Codominant stems at 6', minor included bark. Dirt-like staining from branch attachments running down trunk. Slightly crowded by ash. Landscape fabric below wood chips.	Wrap trunk with straw wattle up to 6' above grade. Protect landscape area with wood chips or ¾" thick plywood.



ID #	Species	DBH (in)	Status	Height	Health	Structure	Dripline (NESW, ft)	Appraised Value	Notes & Impact	Actions
6	Incense cedar ( <i>Calocedrus decurrens</i> )	42	Off-site, Heritage	93	Good	Fair	21, 21, 15, 10	\$ 18,800	Appears to be neighbor's tree based on property line. Diameter estimated at 2' due to enlargement above. Trunk pushing into fence. Codominant stems between 4'-7' with moderate inclusion and swelling. Lean to S - asymmetrical but tree has corrected with mass to W side. Large failure/fracture at 39' above grade with cable at same height. May be naturally or manually lions tailed; bushier on exterior. More iterative/wavy branching.	Install temporary protection fencing.
7	Coast redwood ( <i>Sequoia sempervirens</i> )	~11	Off-site	47	Good	Good	10 NESW	N/A	Neighbor's tree, DBH estimated, tag on fence. Crowded by #6.	Install temporary protection fencing.
8	Coast redwood ( <i>Sequoia sempervirens</i> )	50.5	Heritage	140	Good-Fair/Fair	Good	19, 2, 17, 12	\$33,300	Gap in canopy to N, lower half maybe thinned or tree removed on neighbor's side. Slightly sparse, fuzzy appearance from shoots on branches.	Install temporary protection fencing.
9	Coast redwood ( <i>Sequoia sempervirens</i> )	54	Heritage	140	Good-Fair/Fair	Good	13, 12, 13, 2	\$33,800	Small pieces of lumber attached to SW side of trunk. Neighbor's house & concrete patio on other side. Slight gap in canopy to SE. Slightly sparse, fuzzy appearance from shoots on branches.	Install temporary protection fencing.



## Tree Impact Discussion

The proposed addition on the north side of the house is the part of the project that poses the greatest tree impact, specifically on the neighbor's Modesto ash (tree #4, Figure 1 & 2). It extends 20' off the back of the house, covering most of the existing deck that will be demolished.

On the neighbor's side, the root zone of the ash is limited by their house and patios on two sides. For that reason, more of its roots may be growing into the subject property. In developed areas, it is not possible to predict where roots are growing, since they are regularly cut back by maintenance activities or blocked by underground obstacles. I estimate that ~20% of its root system may be affected, which could negatively impact its health. To understand the impact on the tree, I recommended digging a trench along the proposed addition to expose roots that will need to be pruned for the foundation.

The trench was completed on March 10, 2025 – it was 2.5' deep and covers 10' of the addition closest to the tree. The only large root that was in the trench was 2" diameter and barely visible at the bottom (below 2.5'), which is below the future foundation. An irrigation pipe was found in the trench, which may explain the lack of roots – the roots may have been pruned in the past when the irrigation was installed. Overall, the project will have a low impact on the neighbor's tree.



Figure 2. The neighbor's ash (tree #4) will be affected by one of the additions. An exploratory trench revealed that there were no large roots growing into the proposed addition.

The next closest tree is a 10" diameter bronze loquat (*Eriobotrya deflexa*, tree #5, Figure 3), located within 15' of the new addition. Although it will not be directly affected by construction, indirect impacts are very likely due to its proximity to the work area. Its trunk should be protected with a physical barrier like straw wattle, and its roots protected with a horizontal buffer layer like plywood or wood chips.

Similarly, the remaining trees are clear of the construction area but may be affected by staging, storage, and access activities. The coast redwoods (*Sequoia sempervirens*, trees #8 & 9) and incense cedar (*Calocedrus decurrens*, tree #6) are massive, with roots that likely extend throughout the lawn. As the construction crews travel back and forth around the backyard, the soil will become compacted, leading to long-term effects on plant health. Trees growing in compacted soil have more difficulty growing new roots or getting enough oxygen and water. Once they start to show symptoms of decline, mitigation will be expensive and potentially ineffective. Prevention is



easiest and several options are available. Temporary protection fencing is best, since it blocks access under the trees' root zones. I recommend fencing off as much of the backyard as possible. If more space is needed, the fencing can be shifted further back but the exposed ground will require other protection measures. Fencing is not an option for the ash and loquat since they are right next to an access path. The landscape area should instead be protected with plywood or wood chips. The final details can be determined later once the contractors' needs have been established, as long as they are approved by an arborist. **If demolition of the existing shed requires heavy equipment, the access path can be protected with plywood.**

### **Tree Protection Recommendations**

PLEASE NOTE: Once the project is approved with the tree protection recommendations outlined in this report, any changes to the protection measures must be approved by the City Arborist.



Figure 3. The bronze loquat (tree #5) is located next to the access path. Its trunk should be protected by straw wattle, and its roots protected by mulch or plywood.

### Pre-Demolition Phase

- **Contractors:**
  - Inform all contractors and subcontractors of the significance of protecting the Heritage trees, as the financial consequences for tree damage may be significant (e.g. city fines based on appraised values, claims from off-site tree owners). A pre-construction meeting may be needed to review the tree protection measures and work plan before demolition begins.
  - Inform the Project Arborist of the start date of the project. The City requires regular inspections (e.g. 4 week intervals) to ensure that the project is adhering to the tree protection recommendations, and that fencing remains in place throughout construction.
- **Temporary tree fencing or alternative protection measures:**
  - Wrap the trunk of tree #5 with straw wattle up to 6' above grade.
  - Install temporary 6' chain-link fencing to limit access to the backyard trees as noted on the Tree Protection Plan. The City of Menlo Park requires 6' tall chain link fencing mounted on 8' tall, 2" diameter galvanized posts, driven 24" into the ground and spaced no more than 10' apart. Attach signs to the fencing that state "TREE PROTECTION FENCE - DO NOT MOVE OR REMOVE WITHOUT APPROVAL FROM CITY ARBORIST."
    - If the fencing location will obstruct construction access, discuss other options with the Project Arborist. For instance, the same area may be covered with plywood or wood chips to protect the roots from soil



- compaction, and the trunks may be wrapped to 6' high with straw wattle to protect them from contact damage.
- Protect the landscape area around trees #5 & 6, outside of the protection fencing, with either a 6" thick layer of wood chips or 3/4" thick plywood.
  - If the south side will be used for access, protect the soil in the front yard around tree #1 by replenishing the wood chips to a minimum 4" thick layer.
  - If heavy equipment is needed to demolish the shed in the backyard, cover its access path with 3/4" thick plywood (or thicker, depending on its weight).
  - Ensure that temporary protection measures are installed before equipment arrives or demolition begins. Once completed, the Project Arborist must inspect and provide a verification letter to the City before the demolition or building permit is issued.
  - The tree protection measures are to remain as is throughout the project. To modify the protection measures, contact the Project Arborist to submit a request in writing to the City. Only the City Arborist can authorize removal of the protection measures at the end of the project.
- **Pruning:** Limit clearance pruning to the bare minimum, i.e. enough to just clear the air space needed for construction. In the city, generally if root or branch pruning is needed, the pruning must be supervised by the Project Arborist.

#### Construction Phase

- City of Menlo Park specific requirements:
  - In general, if root or branch pruning is needed, the pruning must be supervised by the Project Arborist.
  - The City requires regular inspections (e.g. 4 week intervals) by an arborist to ensure that the project is adhering to the tree protection recommendations, and that fencing remains in place throughout construction.
- At any time, if damage occurs to any tree, immediately consult the Project Arborist for recommendations on how to mitigate the damage.
- When construction is completed but before fencing is removed, contact the City Arborist for a final inspection.
- Supplemental irrigation may be needed for tree #4 during and after construction depending on the root impact. A temporary option with soaker hoses may be used. The hoses should be laid out as close to the edge of the tree canopies as possible. Leave them on a slow drip rate for 8 hours once a month, ideally overnight. The irrigation off-sets water stress that may result from root pruning.

A tree protection plan is attached after this page. If it is missing, please reach out for a copy. Should you have any questions or need clarification, please reach out at any time.

Sincerely,

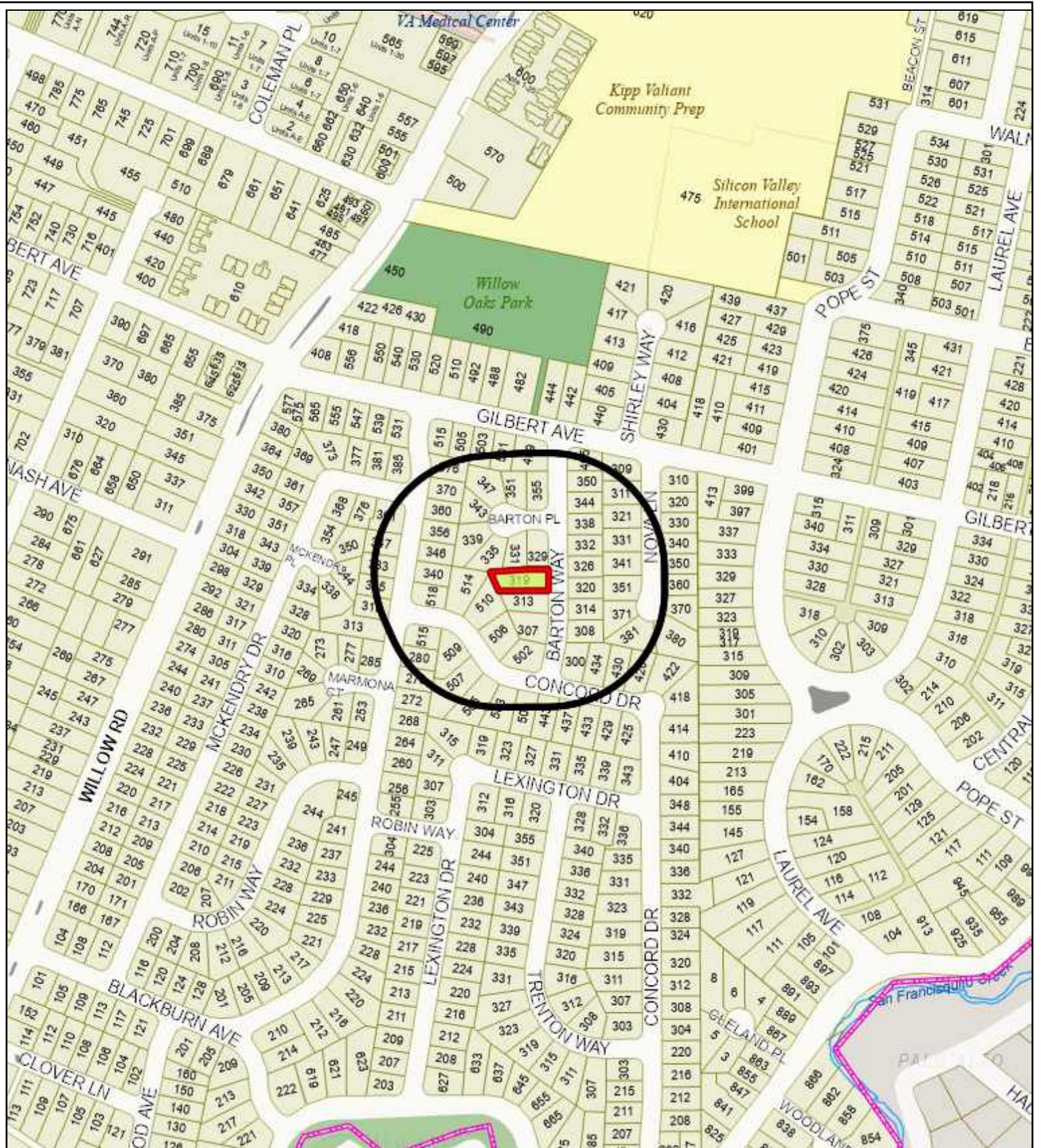


Jennifer Tso  
Michelia Arboriculture, LLC  
Board Certified Master Arborist #WE-10270B  
925-515-1362 | [jennifer@micheliarborist.com](mailto:jennifer@micheliarborist.com)



<b>LOCATION:</b> 319 Barton Way	<b>PROJECT NUMBER:</b> PLN2025-00023	<b>APPLICANT:</b> Michael Hart	<b>OWNER:</b> Michael Hart
<p><b>PROJECT CONDITIONS:</b></p> <ol style="list-style-type: none"> <li>1. The use permit revision shall be subject to the following <b>standard</b> conditions: <ol style="list-style-type: none"> <li>a. The applicant shall be required to apply for a building permit within one year from the effective date of approval (by September 8, 2026) for the use permit revision to remain in effect.</li> <li>b. Development of the project shall be substantially in conformance with the plans prepared by Timeline Design + Build consisting of 30 plan sheets, dated received August 4, 2025 and approved by the Planning Commission on September 8, 2025, except as modified by the conditions contained herein, subject to review and approval of the Planning Division.</li> <li>c. Prior to building permit issuance, the applicant shall comply with all Sanitary District, Menlo Park Fire Protection District, and utility companies' regulations that are directly applicable to the project.</li> <li>d. Prior to building permit issuance, the applicant shall comply with all requirements of the Building Division, Engineering Division, and Transportation Division that are directly applicable to the project.</li> <li>e. Prior to building permit issuance, the applicant shall submit a plan for any new utility installations or upgrades for review and approval by the Planning, Engineering and Building Divisions. All utility equipment that is installed outside of a building and that cannot be placed underground shall be properly screened by landscaping. The plan shall show exact locations of all meters, back flow prevention devices, transformers, junction boxes, relay boxes, and other equipment boxes.</li> <li>f. Heritage trees in the vicinity of the construction project shall be protected pursuant to the Heritage Tree Ordinance and the arborist report prepared by Michelia Arboriculture, LLC, dated January 17, 2025 and revised May 29, 2025.</li> <li>g. Prior to building permit issuance, the applicant shall pay all fees incurred through staff time spent reviewing the application.</li> <li>h. The applicant or permittee shall defend, indemnify, and hold harmless the City of Menlo Park or its agents, officers, and employees from any claim, action, or proceeding against the City of Menlo Park or its agents, officers, or employees to attack, set aside, void, or annul an approval of the Planning Commission, City Council, Community Development Director, or any other department, committee, or agency of the City concerning a development, variance, permit, or land use approval which action is brought within the time period provided for in any applicable statute; provided, however, that the applicant's or permittee's duty to so defend, indemnify, and hold harmless shall be subject to the City's promptly notifying the applicant or permittee of any said claim, action, or proceeding and the City's full cooperation in the applicant's or permittee's defense of said claims, actions, or proceedings.</li> <li>i. Notice of Fees Protest – The applicant may protest any fees, dedications, reservations, or other exactions imposed by the City as part of the approval or as a condition of approval of this development. Per California Government Code 66020, this 90-day protest period has begun as of the date of the approval of this application.</li> </ol> </li> </ol>			





City of Menlo Park  
Location Map  
319 Barton Way



Scale: 1:4,000

Drawn By: THR

Checked By: CDS

Date: 9/8/2025

Sheet: 1



## 319 Barton Way – Attachment C: Data Table

	PROPOSED PROJECT		EXISTING PROJECT		ZONING ORDINANCE	
Lot area	7,460.0	sf	7,460.0	sf	7,000.0	sf min
Lot width	51.5	ft	51.5	ft	65.0	ft min
Lot depth	129.2	ft	129.2	ft	100.0	ft min
Setbacks						
Front	20.0	ft	20.0	ft	20.0	ft min
Rear	66.8	ft	78.3	ft	20.0	ft min
Side (left)	5.4	ft	5.4	ft	5.2	ft min
Side (right)	5.4	ft	5.4	ft	5.2	ft min
Building coverage	1,844.1	sf	1,752.5	sf	2,611.0	sf max
	24.7	%	23.5	%	35.0	% max
FAL (Floor Area Limit)	2,914.2	sf	2,631.9	sf	2,915.0	sf max
Square footage by floor	1,391.2	sf/1 <sup>st</sup>	1,009.2	sf/1 <sup>st</sup>		
	1,071.6	sf/2 <sup>nd</sup>	1,071.6	sf/2 <sup>nd</sup>		
	433.6	sf/garage	433.6	sf/garage		
	17.8	sf/>12' height	17.8	sf/>12' height		
	19.3	sf/front entry	19.3	sf/front entry		
			99.6	sf/shed		
			190.8	sf/canopy		
Square footage of buildings	2,951.3	sf	2,842.0	sf		
Building height	24.3	ft	24.3	ft	28.0	ft max
Parking	2 covered spaces		2 covered spaces		1 covered and 1 uncovered space	
	Notes: Areas shown highlighted indicate a nonconforming or substandard situation					
Trees	Heritage trees	5	Non-Heritage trees	4	New trees	0
	Heritage trees removed/proposed for removal	0	Non-Heritage trees proposed for removal	0	Total Number of trees	9





## STAFF REPORT

### Planning Commission

Meeting Date:

9/8/2025

Staff Report Number:

25-041-PC

### Public Hearing:

**Consider and adopt a resolution to approve a use permit to demolish an existing single-story, single-family residence, and construct a new two-story, single-family residence with a basement on a substandard lot with regard to minimum lot width in the R-1-S (Single Family Suburban Residential) zoning district, at 460 Cotton Street. The proposal includes a use permit request for excavation within the required left- and right-side setbacks for proposed lightwells. The proposal also includes an attached accessory dwelling unit (ADU), which is a permitted use and not subject to discretionary review; determine this action is categorically exempt under CEQA Guidelines Section 15303's Class 3 exemption for new construction or conversion of small structures.**

## Recommendation

Staff recommends that the Planning Commission adopt a resolution approving a use permit to demolish an existing single-story, single-family residence, and construct a new two-story, single-family residence with a basement on a substandard lot with regard to minimum lot width in the R-1-S (Single Family Suburban Residential) zoning district, at 460 Cotton Street. The proposal includes a use permit request for excavation within the required left- and right-side setbacks for proposed lightwells. The proposal also 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 use permit request is considered individually. The Planning Commission should consider whether the required use permit findings can be made for the proposed project.

## Background

### *Site location*

The subject property is located on Cotton Street in the West Menlo neighborhood. The surrounding area is characterized by a predominance of single-story, single-family residences, along with some two-story, single-family residences. Most residences are in a ranch style and contain attached front-loading single-car garages. The surrounding properties share the same R-1-S (Single Family Suburban Residential) zoning designation. A location map is included as Attachment B.



## Analysis

### ***Project description***

The subject property is substandard with regard to minimum lot width, with a lot width of 77.8 feet, where a width of 80 feet is required; the lot depth is 126.3 feet, where a depth of 100 feet is required; and the lot area is 10,520.3 square feet, where 10,000 square feet is required. The proposed residence would adhere to the setback requirements. However, two proposed lightwells, on both the right and left sides, would encroach into the required side setbacks, as discussed in more detail below. Excavation within the required setback also requires use permit approval.

The applicant is proposing to demolish the existing residence and attached garage and construct a new two-story, single-family residence with an attached two-car garage, covered front porch, and basement with two lightwells. The proposed project would also include an attached 798.9-square-foot ADU on the ground floor along the left side and towards the rear of the residence. The proposed ADU would be accessed by an independent entry door along the left side of the property, which would be set back approximately seven feet from the left side property line.

The proposed residence would be a four-bedroom, three-and-one-half-bathroom residence. The required parking for the primary dwelling would be provided in a new attached, front-loading, two-car garage accessed from Cotton Street on the left side of the property. The proposed residence would meet all Zoning Ordinance requirements for setbacks, lot coverage, floor area limit (FAL), daylight plane, parking, and height. Of particular note, the project would have the following characteristics with regard to the Zoning Ordinance requirements:

- The total proposed floor area would be approximately 4,451.4 square feet, where an FAL of 3,680.1 square feet is permitted.
  - The project is allowed to exceed the FAL by up to 798.9 square feet to accommodate the proposed ADU.
- The total proposed building coverage would be 32.1%, where 35% is the maximum.
  - The project is similarly allowed to exceed the maximum building coverage by up to 798.9 square feet in order to accommodate the proposed ADU. However, with the inclusion of the ADU square footage, the building coverage remains below the 35% maximum.
- The main residence would have a left-side setback of 10 feet, where a minimum of 10 feet is required. As mentioned earlier, the proposed ADU located at the rear left of the residence would be set back seven feet from the left property line, where 4 feet is the minimum ADU setback.

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.

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

The proposed project would replace the existing ranch style home with a new residence in a transitional architectural style. The applicant indicates the residence is designed to diminish the perception of bulk as seen from both the front of the property, in addition to each side, through a greater second floor front setback and generally narrower second floor with a centralized massing. The project also proposes changes in exterior materials, largely between painted stucco and stone siding, along with some articulation changes, to break up the massing of the project. An existing driveway, curb cut, and flare are proposed to



remain. A proposed extension of the driveway would be added to the left of the driveway and slightly into the interior of the site. The driveway would be partially obscured from view by existing street trees. Specifically, the extended portion of the driveway would be located behind street tree #3.

Most second-story windows would have a sill height of at least three feet, but a few windows along the front and right and left sides would have a sill height of two feet, six inches, and three centralized windows along the rear elevation would have a sill height of one foot, eight inches. The applicant has completed outreach, which is summarized later in this staff report, in addition to positioning these windows at setback distances farther than required, that help address privacy concerns for the adjoining properties. Staff believes that the sill heights, in addition to the generally more distant location of the windows, would alleviate any privacy concerns.

Staff believes that the scale, materials, and style of the proposed residence would result in a development that is appropriately sized for the lot and that is generally consistent with the broader neighborhood, given the similar architectural styles and sizes of structures in the area.

### ***Excavation***

The proposed residence would feature two lightwells, allowing for natural light and a patio for the basement level. Specifically, a portion of the proposed lightwell running along much of the right side of the residence would encroach approximately four feet into the setback. Along the left side, a considerably smaller lightwell is proposed, and it would be set back seven feet from the left side property line. The applicant has explained the size of the right-side lightwell is to provide natural light, alignment with the angled site geometry, and a narrower massing for the first and second floors. The lightwell would also include a staircase that leads up to the backyard, positioned at the rear-right corner of the residence. A painted steel guardrail would surround the lightwell, and a six-foot wood fence would remain along the left property line and be constructed along the right property line for additional privacy, along with fencing between the sides of the residence and the side property fencing to prevent views of the lightwells from the public right-of-way. 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 C), detailing the species, size, and conditions of on-site and nearby trees. A total of four trees were inventoried, including one on-site heritage oak tree (tree #4), one street tree fronting the neighboring 470 Cotton Street property (tree #3), one street tree fronting the center of the subject property (tree #1), and one street tree fronting the neighboring 450 Cotton Street property (tree #2). All street trees are of heritage size as well. The arborist report specifies additional protection measures during the construction process, including tree protection fencing, excavation by hand, covering exposed roots with burlap or soil until backfill completion, and installation of a root barrier. All recommended tree protection measures identified in the arborist report would be implemented and ensured as part of condition 1f.

Table 1: Tree summary and disposition						
Tree number	Species	Size (DBH, in inches)	Condition	Status	Disposition	Location
1	Sweetgum	21.5	Good	Street heritage	Retain	Street tree
2	Sweetgum	21.5	Good	Street heritage	Retain	Street tree
3	Sweetgum	16	Good	Street heritage	Retain	Street tree



4	Coast live oak	18	Good	Heritage	Retain	On-site
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### **Correspondence**

The applicant indicates they conducted neighborhood outreach in their project description letter (Attachment A, Exhibit B). The applicant states they met with all adjoining neighbors and several other nearby neighbors. The neighbors expressed no concern with the project. Staff has not received any direct correspondence regarding the proposed project.

### **Conclusion**

Staff believes the design and materials of the proposed residence would remain compatible with the surrounding neighborhood. Additionally, the proposed lightwells would not be visible from the public right of way. 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 approving the use permit
  - Exhibits to Attachment A
  - A. Project Plans
  - B. Project Description Letter
  - C. Arborist Report
  - D. Conditions of Approval
- B. Location Map
- C. Data Table

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 REQUEST TO DEMOLISH AN EXISTING SINGLE-STORY, SINGLE-FAMILY RESIDENCE, AND CONSTRUCT A NEW TWO-STORY, SINGLE FAMILY RESIDENCE WITH A BASEMENT ON A SUBSTANDARD LOT WITH REGARD TO MINIMUM LOT WIDTH AND FOR EXCAVATION WITHIN THE REQUIRED RIGHT SIDE AND LEFT SIDE SETBACKS FOR TWO PROPOSED LIGHTWELLS, IN THE R-1-S ZONING DISTRICT, AT 460 COTTON STREET.**

WHEREAS, the City of Menlo Park ("City") received an application requesting a use permit to demolish an existing single-story, single-family residence and construct a new two-story, single-family residence with a basement on a substandard lot with regard to minimum lot width, and for excavation within the required right side and left side setbacks for proposed lightwells, in the R-1-S (Single Family Suburban Residential) zoning district, (collectively, the "Project") from Travis Wood ("Applicant") and Sophie Lo and Scott Lamming ("Owner"), located at 460 Cotton Street (APN 071-362-170) ("Property"). The Project use permits are depicted in and subject to the development plans and project description letter, which are attached hereto as Exhibit A and Exhibit B, respectively, and incorporated herein by this reference; and

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

WHEREAS, the Property is substandard with regard to minimum lot width, in the R-1-S zoning district; and

WHEREAS, two-story residences are allowed to be constructed on a substandard lot, subject to the granting of a use permit; and

WHEREAS, excavation within a required side setback is permitted, subject to the granting of a use permit, and the Project is proposing excavation within both the left side and right side setbacks to locate lightwells; and

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

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

WHEREAS, the Applicant submitted an arborist report, attached hereto as Exhibit C, 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 from environmental review pursuant to Cal. Code of Regulations, Title 14, §15303 et seq. (“New construction or conversion of small structures”); and

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

WHEREAS, at a duly and properly noticed public hearing held on September 8, 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 a use permit for the construction of a new two-story residence on a substandard lot and for excavation within the required left side and right side setbacks 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-S 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 two parking spaces 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 lightwells would be screened from view by a proposed fence. All excavation within required setbacks would be reviewed by the Building Division for conformance with the Building Code in order to ensure safety. 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-S district.

Section 3. Conditional Use Permit. The Planning Commission approves Use Permit No. PLN2025-00019, 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 D.

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

- 1. The Project is categorically exempt from environmental review pursuant to Cal. Code of Regulations, Title 14, §15303 et seq. (New construction or conversion of small structures).

Section 5. Severability. If any term, provision, or portion of these findings or the application of these findings to a particular situation is held by a court to be invalid, void or unenforceable, the remaining provisions of these findings, or their application to other actions related to the Project, shall continue in full force and effect unless amended or modified by the City.

I, 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 September 8, 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 September, 2025.

PC Liaison Signature

---

Corinna Sandmeier  
Principal Planner  
City of Menlo Park

Exhibits

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

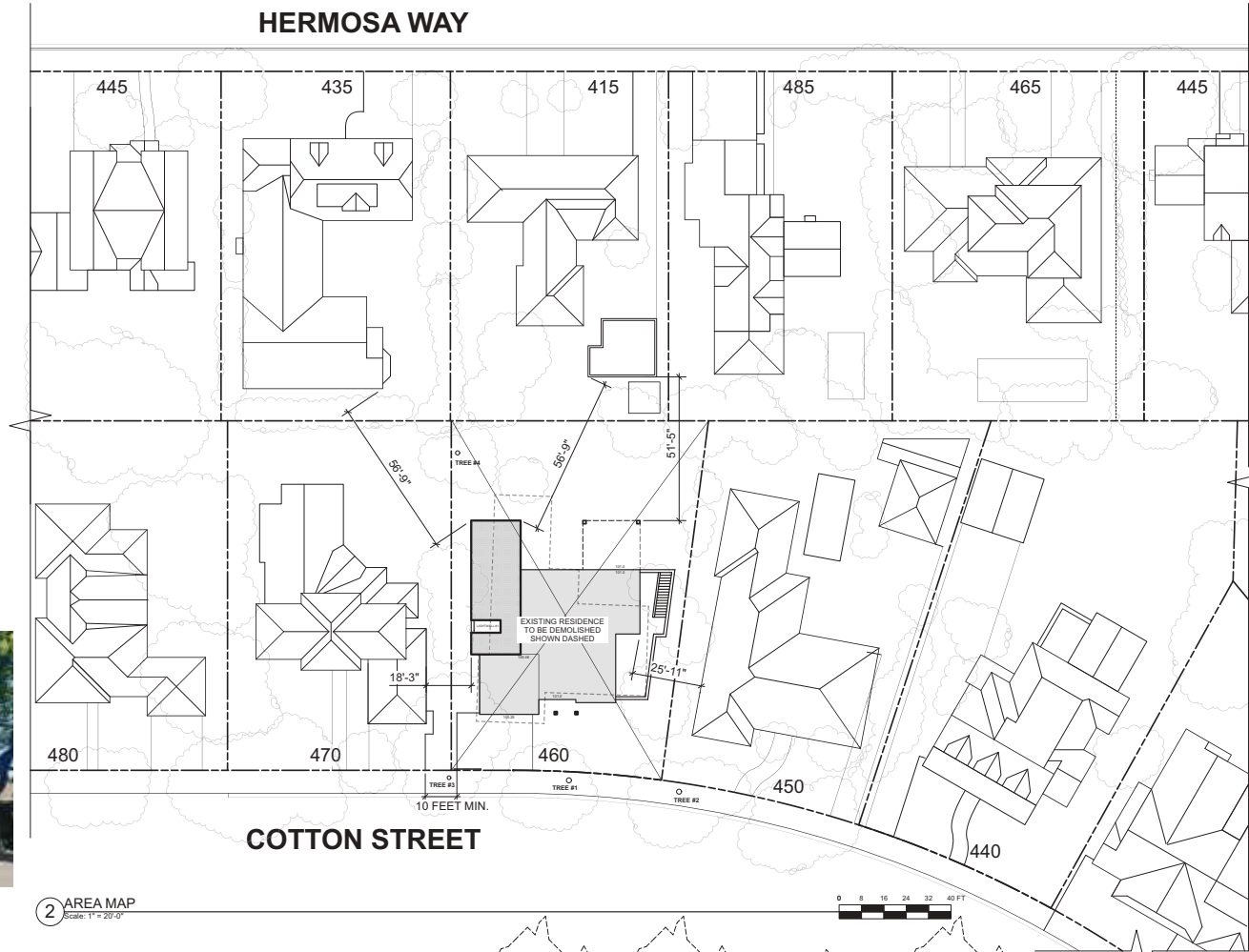








3 EXISTING HOUSE  
NO SCALE



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



1 STREETScape ELEVATION  
Scale: 1/16" = 1'-0"

**cka**  
ARCHITECTS

CHRIS KUMMERER & ASSOCIATES  
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CKA-ARCHITECTS.COM

REVISIONS:  
2025.03.14 - USE PERMIT SUBMITTAL  
2025.06.04 - PLANNING COMMENTS  
2025.07.29 - PLANNING COMMENTS 2  
2025.08.29 - PLANNING COMMENTS 3

A NEW HOME FOR THE:  
**LO - LAMMING FAMILY**  
480 COTTON ST. MENLO PARK, CA 94025  
APN # 071-362-170

CONSULTANTS:

STAMP



PAGE NUMBER:

**A0.1**

AREA PLAN  
STREETScape





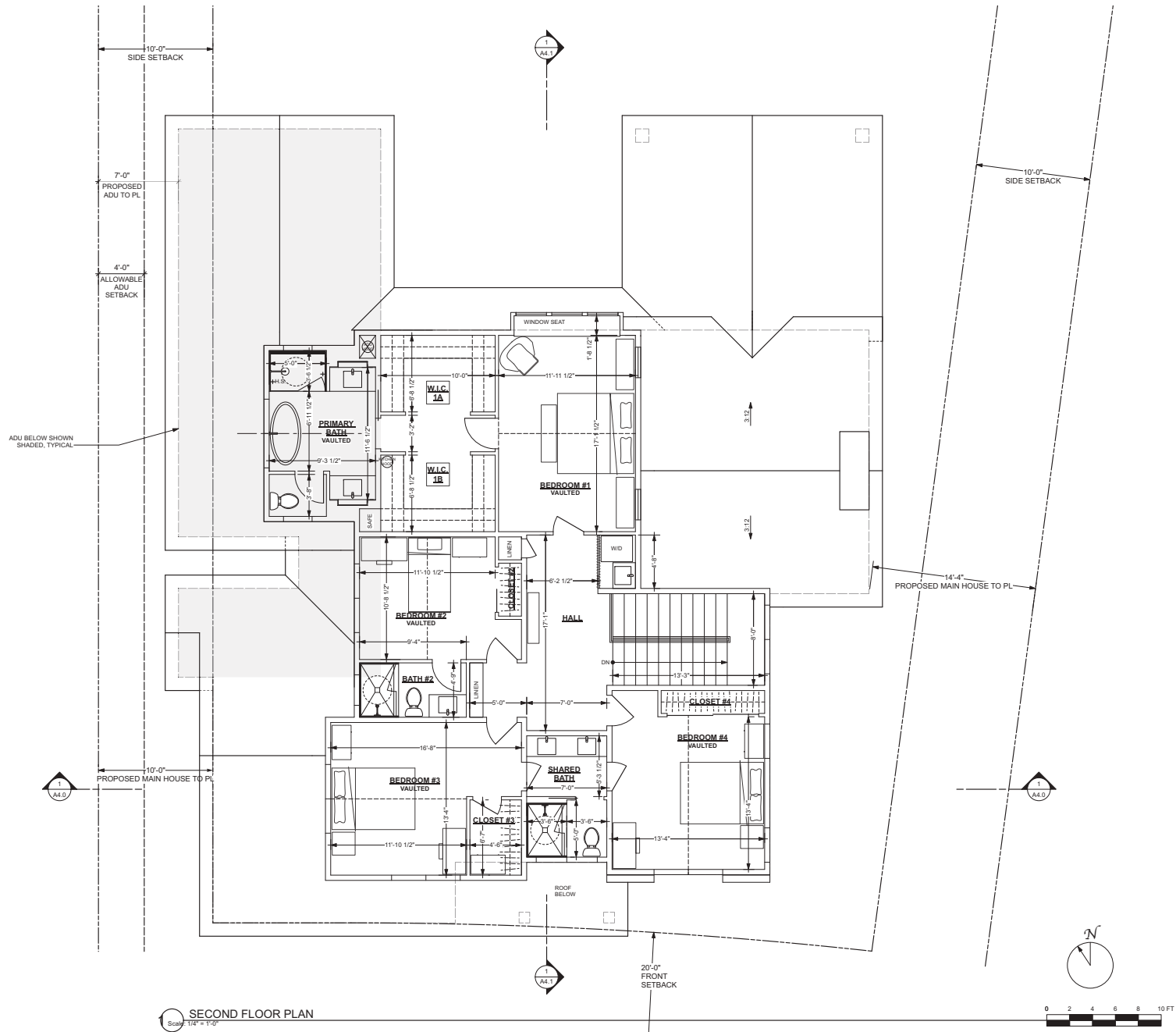




















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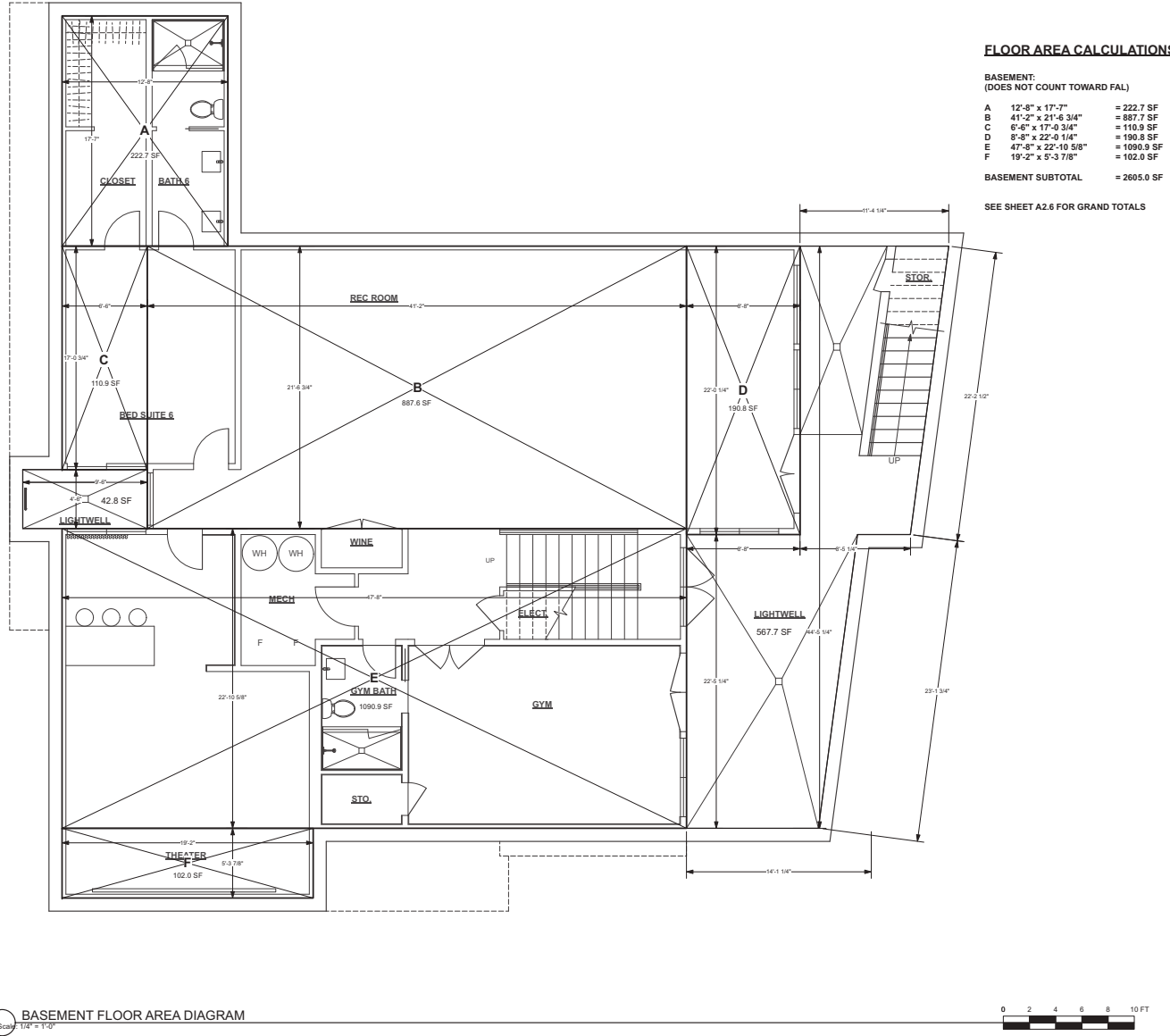
CONSULTANTS:



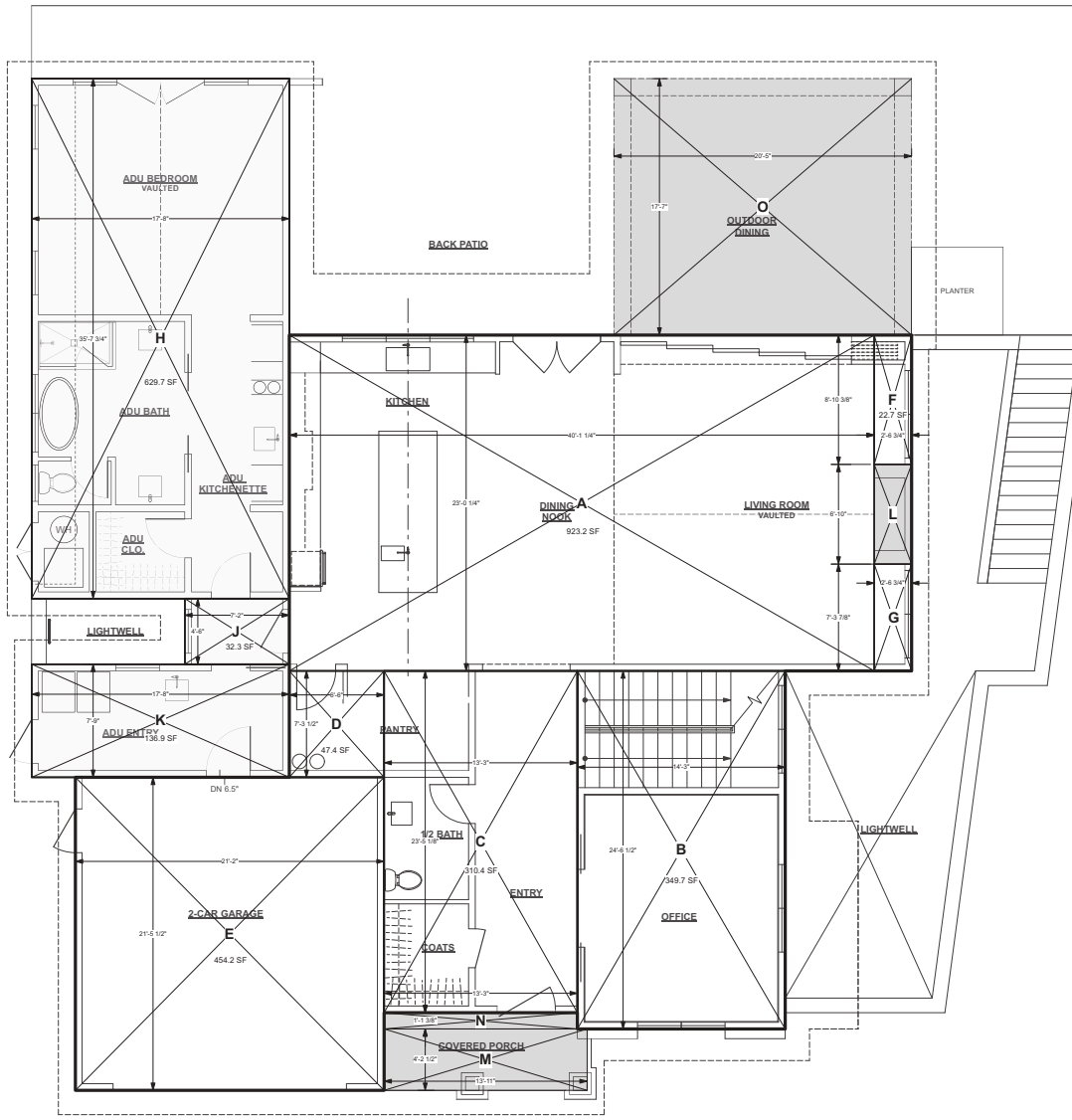
PAGE NUMBER:

**A2.5**

BASEMENT  
FLOOR AREA DIAGRAM







**FLOOR AREA CALCULATIONS**

**FIRST FLOOR:**

A	48'-4 1/4" x 23'-0 1/4"	= 923.2 SF
B	14'-3" x 24'-6 1/2"	= 349.7 SF
C	13'-3" x 23'-5 1/8"	= 310.4 SF
D	6'-6" x 7'-3 1/2"	= 47.4 SF
E	21'-2" x 21'-5 1/2"	= 454.2 SF
F	2'-6 3/4" x 8'-10 3/8"	= 22.7 SF
G	2'-6 3/4" x 7'-3 7/8"	= 18.8 SF

**FIRST FLOOR SUBTOTAL = 2,128.4 SF**

**ADU:**

H	17'-8" x 35'-7 3/4"	= 629.7 SF
J	7'-2" x 4'-6"	= 32.3 SF
K	17'-8" x 7'-9"	= 136.9 SF

**ADU SUBTOTAL = 788.9 SF (not in FAL)**

**BASEMENT (SHEET A2.5) = 2,605.0 SF (not in FAL)**

**SECOND FLOOR (SHEET A2.7) = 1,526.1 SF**

**TOTAL FLOOR AREA (A THRU K + ADU + BASEMENT) = 7,056.4 SF**

**FLOOR AREA LIMIT = 3,680.1 SF**

**COVERAGE CALCULATIONS**

L	2'-6 3/4" x 6'-10"	= 17.5 SF
M	13'-11" x 4'-2 1/2"	= 58.6 SF
N	13'-3" x 1'-1 3/8"	= 14.8 SF
O	20'-5" x 17'-7"	= 359.0 SF
SUBTOTAL		= 449.9 SF

**FIRST FLOOR + ADU = 2,925.3 SF**

**TOTAL LOT COVERAGE (L THRU O + FIRST FLOOR + ADU) = 3,375.2 SF**

**ALLOWED COVERAGE = 3,682.1 SF**

**1 FIRST FLOOR AREA AND COVERAGE DIAGRAMS**  
Scale: 1/4" = 1'-0"





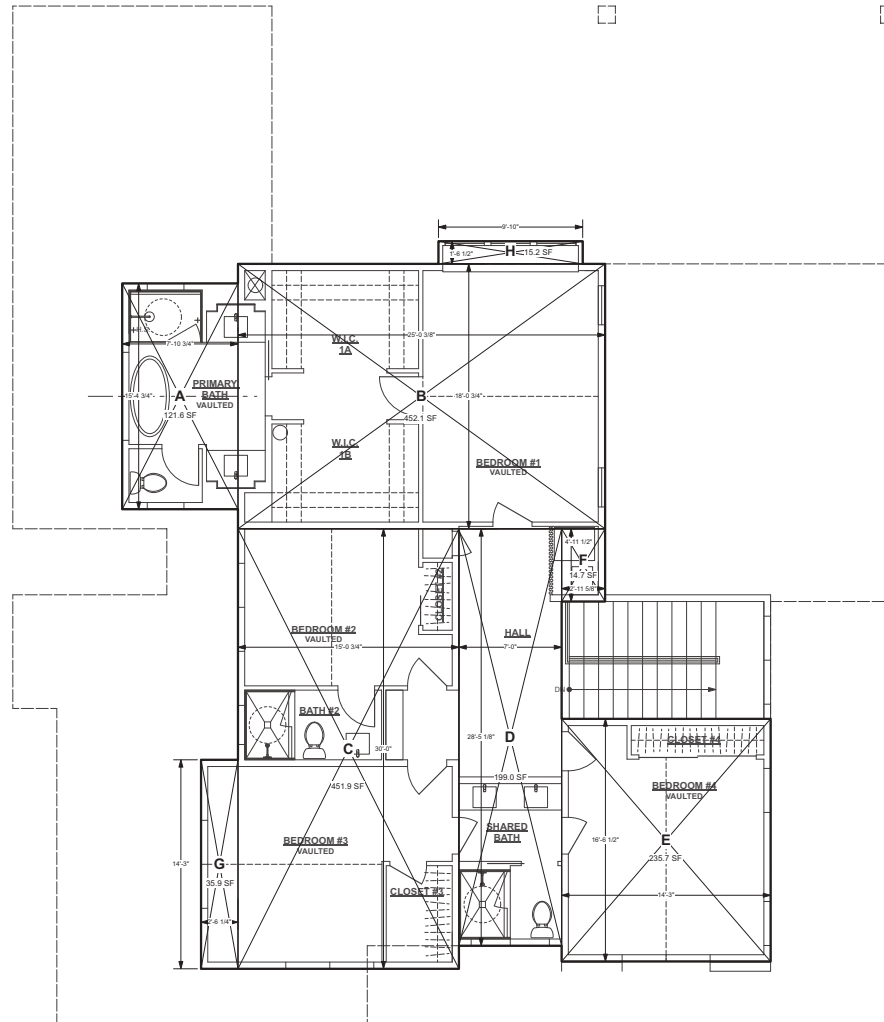
# FLOOR AREA CALCULATIONS

## SECOND FLOOR:

A	7'-10 3/4" x 15'-4 3/4"	= 121.6 SF
B	25'-0 3/8" x 18'-0 3/4"	= 452.1 SF
C	15'-0 3/4" x 30'-0"	= 451.9 SF
D	7'-0" x 28'-5 1/8"	= 199.0 SF
E	14'-3" x 16'-6 1/2"	= 235.7 SF
F	2'-11 5/8" x 4'-11 1/2"	= 14.7 SF
G	2'-6 1/4" x 14'-3"	= 35.9 SF
H	9'-10" x 1'-6 1/2"	= 15.2 SF

SECOND FLOOR SUBTOTAL = 1526.1 SF

SEE SHEET A2.6 FOR GRAND TOTALS



1 SECOND FLOOR AREA DIAGRAM  
Scale: 1/4" = 1'-0"



A NEW HOME FOR THE:  
**LO - LAMMING FAMILY**  
480 COTTON ST. MENLO PARK, CA 94025  
APN # 071-362-170

CONSULTANTS:

STAMP



PAGE NUMBER:

**A2.7**

SECOND FLOOR AREA  
DIAGRAM





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LO-LAI

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CHRISTOPHER L. KUMMER  
 No. C 29927  
 EXPI. 11-30-25  
 STATE OF CALIFORNIA

PAGE NUMBER:

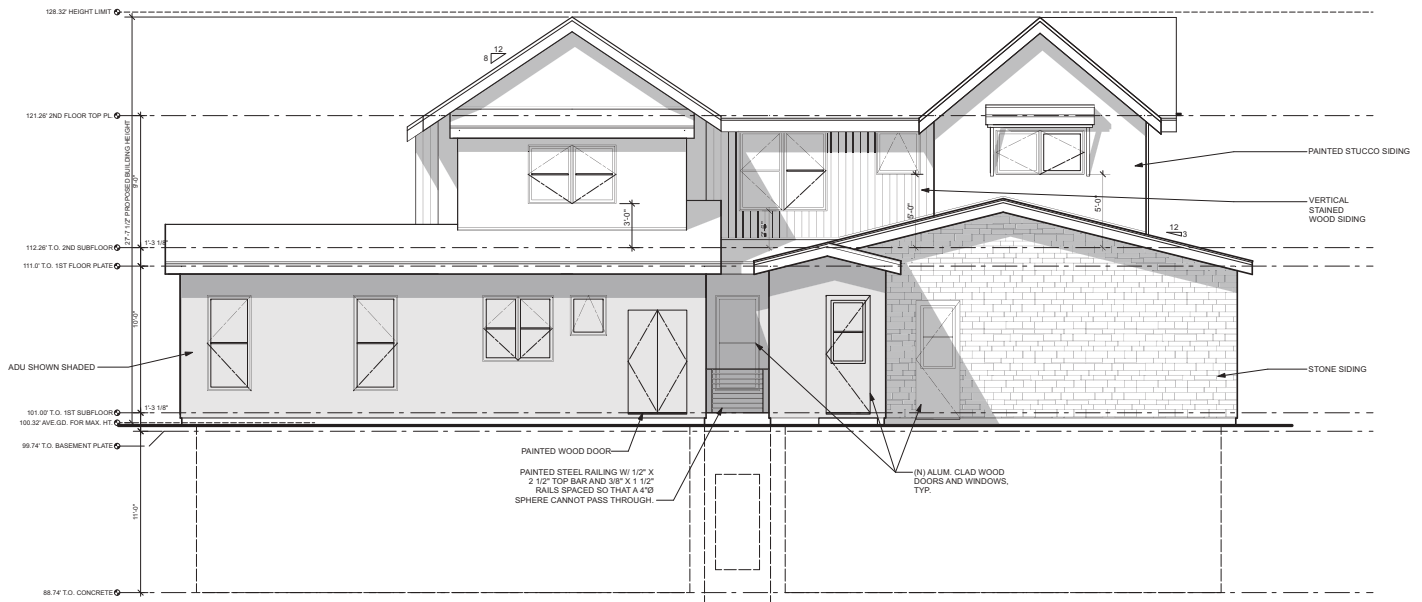
**A3.0**

NEW ELEVATIONS

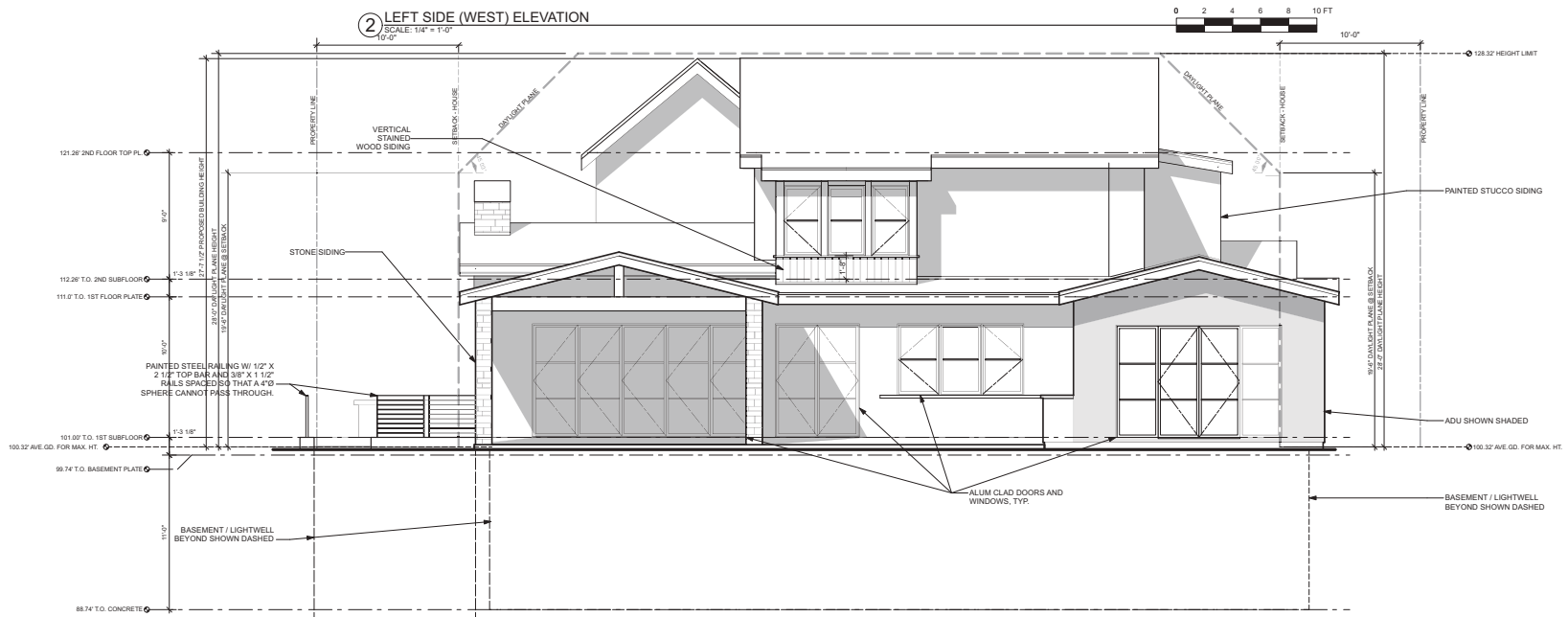
## NEW ELEVATIONS







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



① REAR (NORTH) ELEVATION  
SCALE: 1/4" = 1'-0"

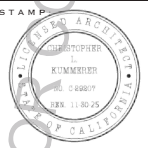


CHRIS KUMMERER & ASSOCIATES  
+ 650.233.0342  
3000 RAY AVENUE, SUITE 100, MENLO PARK, CA 94025  
CKA-ARCHITECTS.COM

REVISIONS:  
2025.03.14 - USE PERMIT SUBMITTAL  
2025.06.04 - PLANNING COMMENTS  
2025.07.29 - PLANNING COMMENTS 2  
2025.08.29 - PLANNING COMMENTS 3

A NEW HOME FOR THE:  
**LO - LAMMING FAMILY**  
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APN # 071-362-170

CONSULTANTS:

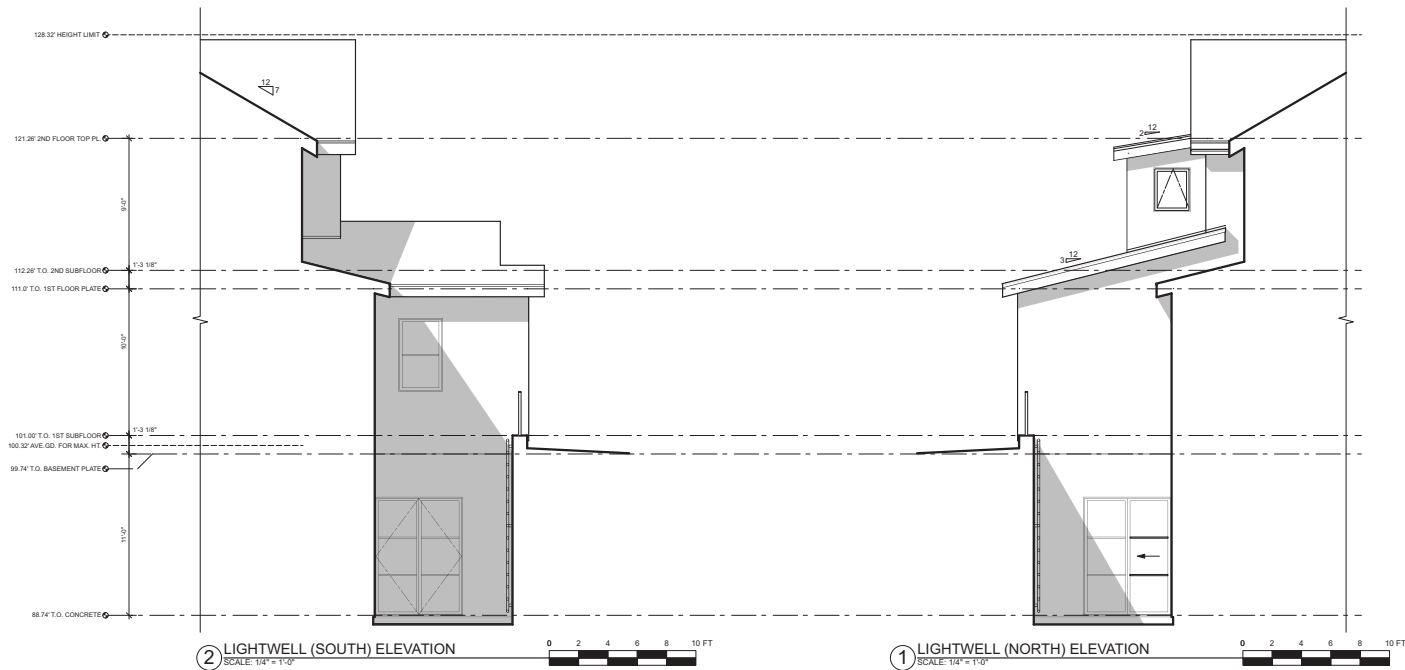
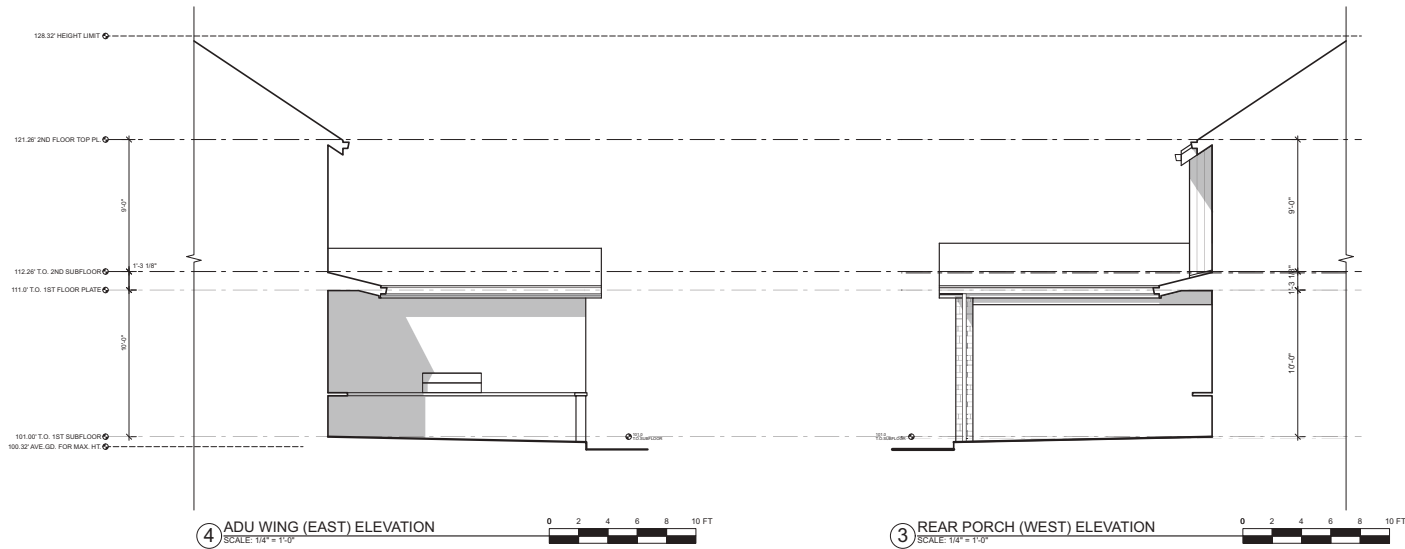


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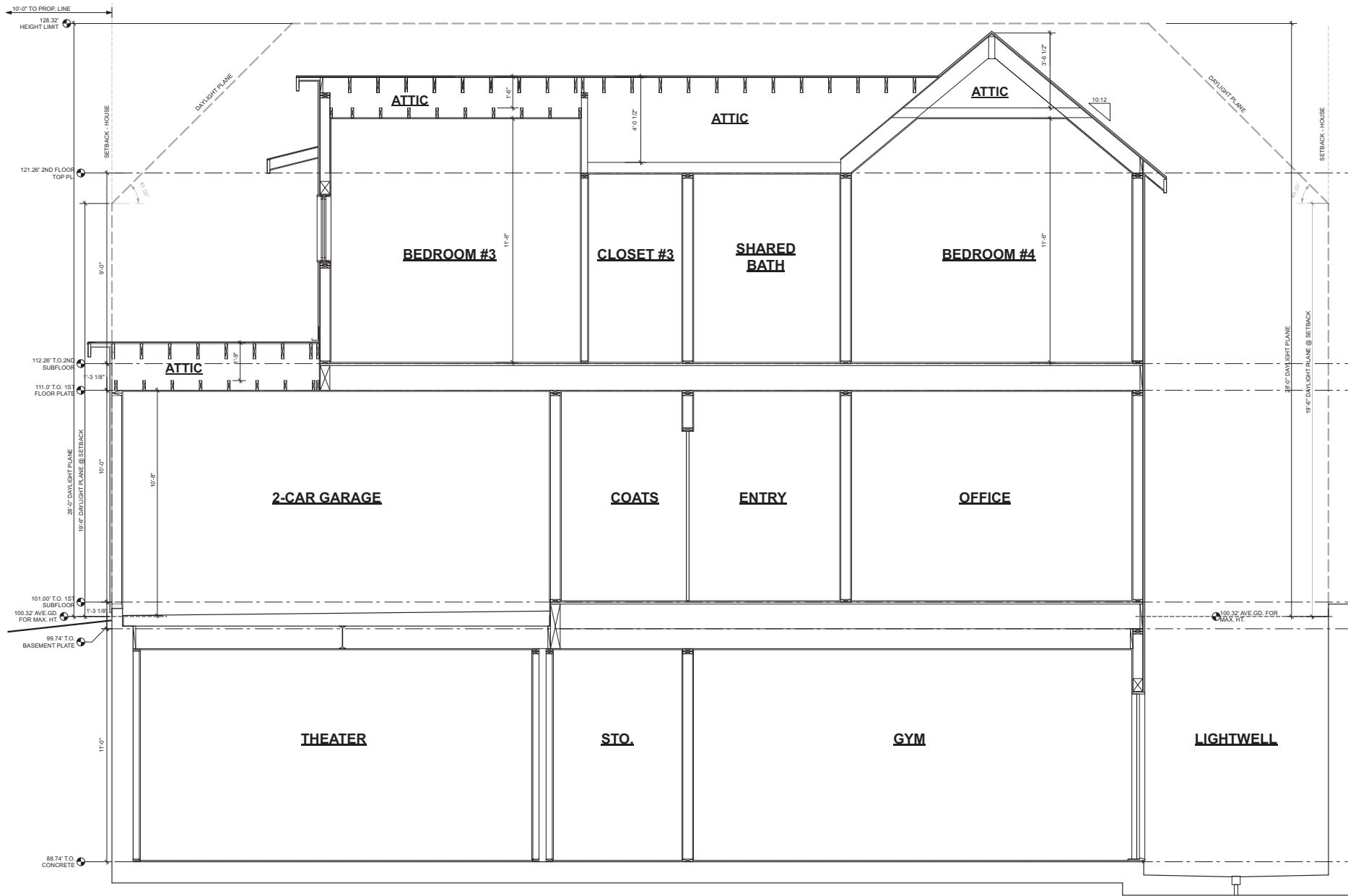
**A3.1**

NEW ELEVATIONS









1 SECTION  
Scale: 1/2" = 1'-0"



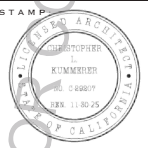
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A NEW HOME FOR THE:  
**LO - LAMMING FAMILY**

480 COTTON ST. MENLO PARK, CA 94025  
APN # 071-362-170

CONSULTANTS:

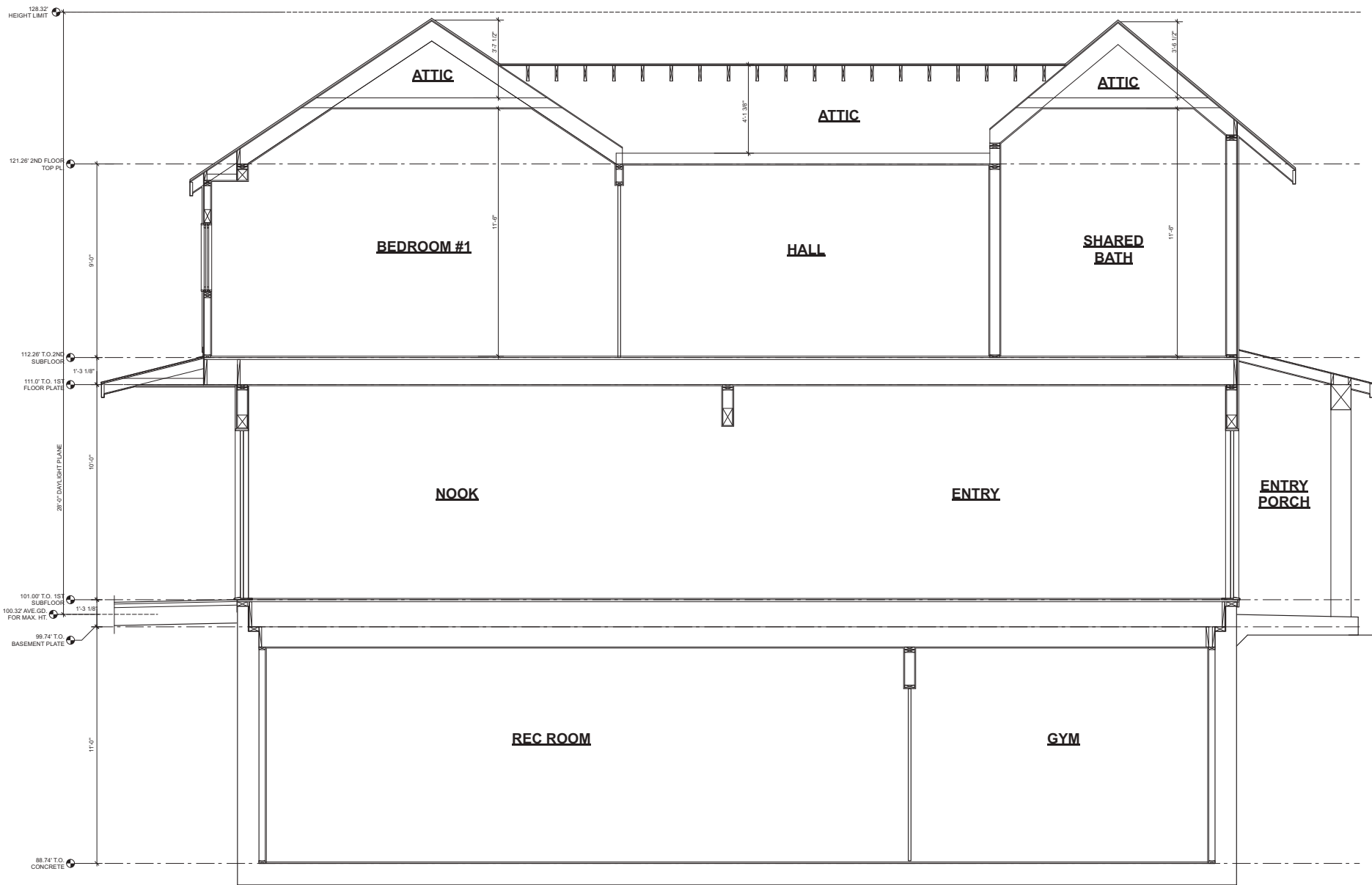


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**A4.0**

SECTIONS





1 SECTION  
Scale: 1/2" = 1'-0"



CHRIS KUMMEBER & ASSOCIATES  
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800 RAY AVENUE, MENLO PARK, CA 94025  
(650) 325-1100  
CKA@CKAARCHITECTS.COM

REVISIONS:  
2025.03.14 - USE PERMIT SUBMITTAL  
2025.06.04 - PLANNING COMMENTS  
2025.07.29 - PLANNING COMMENTS 2  
2025.08.29 - PLANNING COMMENTS 3

A NEW HOME FOR THE:  
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480 COTTON ST. MENLO PARK, CA 94025  
APN # 071-362-170

CONSULTANTS:

STAMP

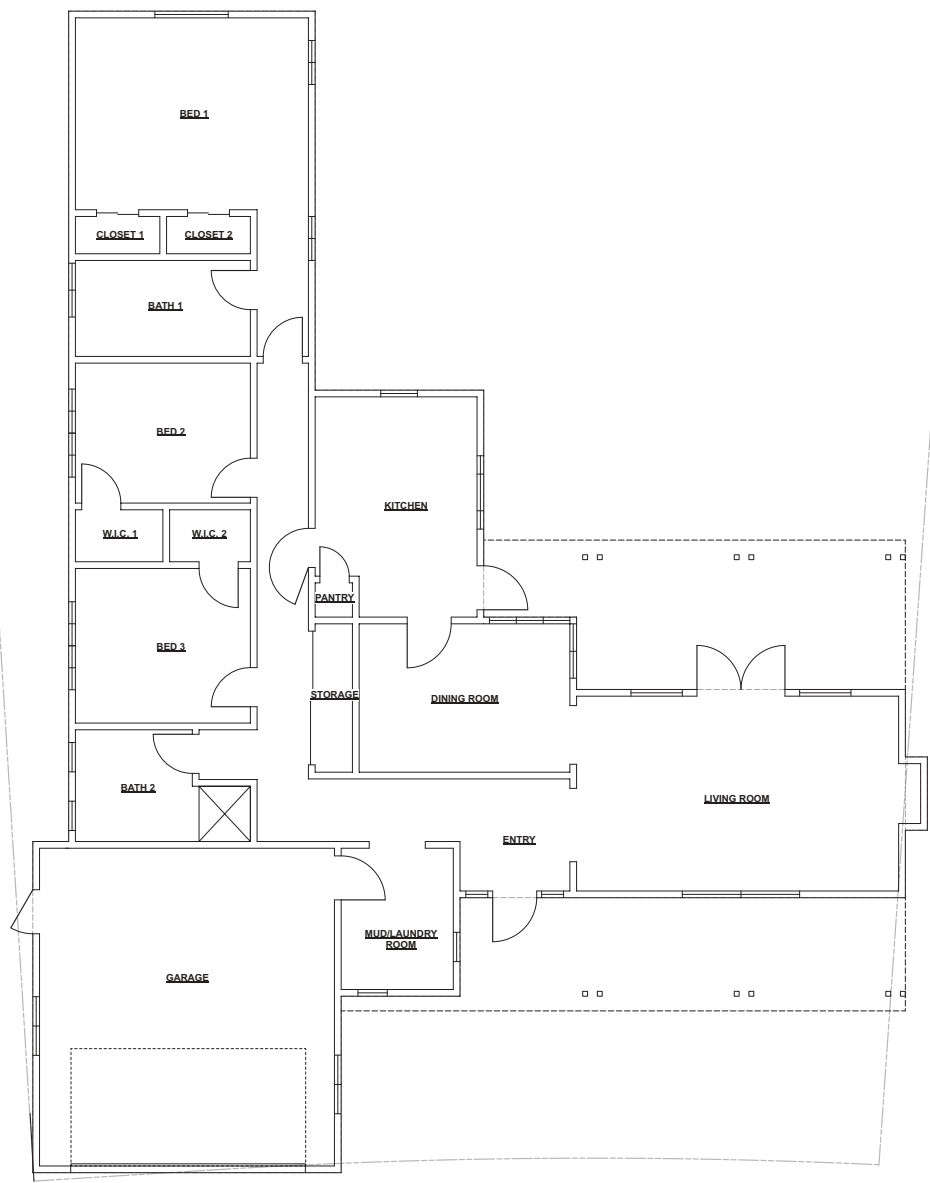


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SECTIONS



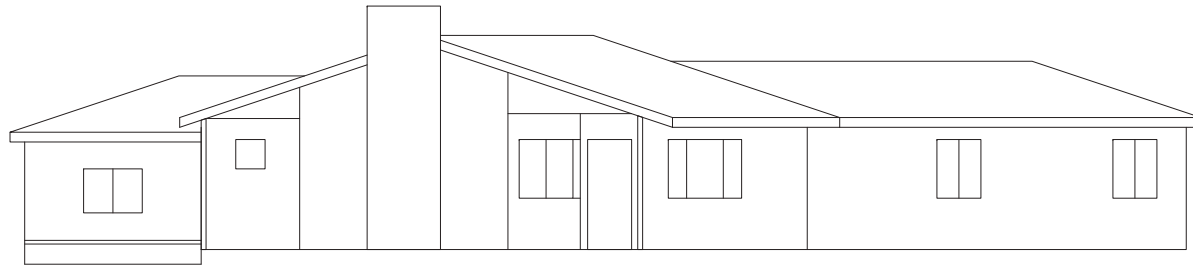


NOTE: EXISTING RESIDENCE TO BE DEMOLISHED

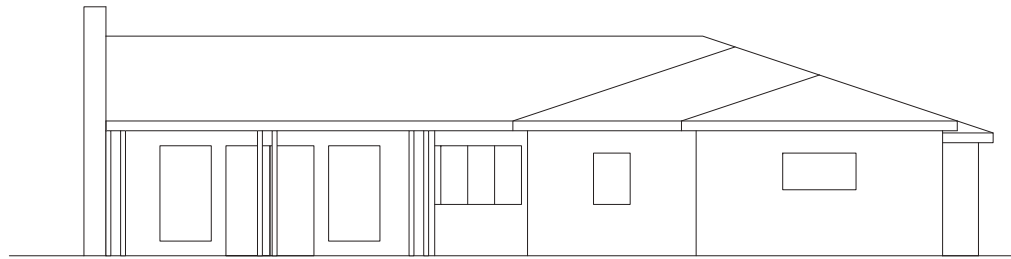


1 EXISTING PLAN  
Scale: 1/4" = 1'-0"

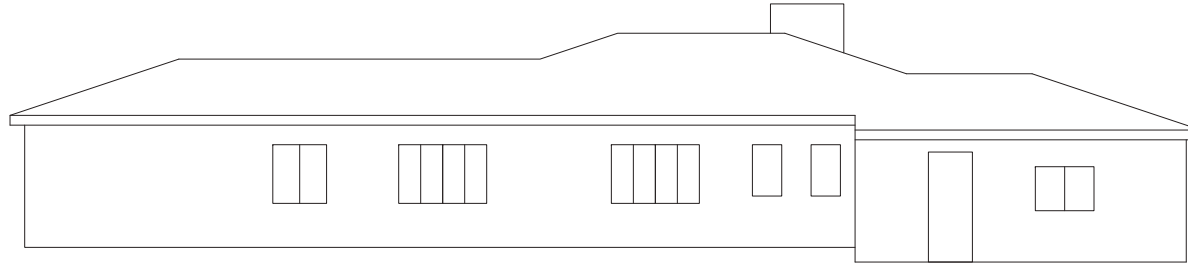




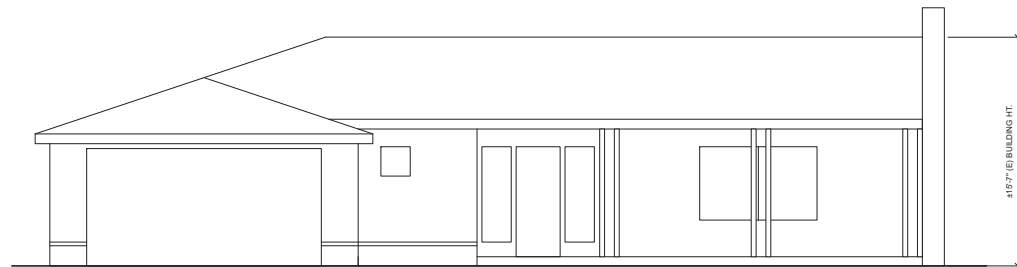
④ EXISTING RIGHT ELEVATION  
Scale: 1/4" = 1'-0"



③ EXISTING BACK ELEVATION  
Scale: 1/4" = 1'-0"



② EXISTING LEFT ELEVATION  
Scale: 1/4" = 1'-0"



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



NOTE: EXISTING RESIDENCE TO BE DEMOLISHED



CHRIS KUMMEIER & ASSOCIATES  
+ 650.233.0342  
3090 RAY AVENUE, MENLO PARK, CA 94025  
(650) 321-1100  
CKA-ARCHITECTS.COM

REVISIONS:  
2025.03.14 - USE PERMIT SUBMITTAL  
2025.06.04 - PLANNING COMMENTS  
2025.07.29 - PLANNING COMMENTS 2  
2025.08.29 - PLANNING COMMENTS 3

A NEW HOME FOR THE:  
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480 COTTON ST. MENLO PARK, CA 94025  
APN # 071-362-170

CONSULTANTS:

STAMP



PAGE NUMBER:

**A5.1**

EXISTING ELEVATIONS



## ARBORIST NOTES

TREE PROTECTION MARKUP BY:  
**MATTHEW FRIED (ISA NO. MA-4851B)**

## BASE DRAWING:

Proposed Site Plan A1.0. CKA Architects (5/22/25)

## TPZ NOTE - Project Arborist Assistance

Any work within the interior of a fenced Tree Protection Zone (TPZ) must be performed by hand under the direct guidance of the Project Arborist and in full conformance with the approved Root Management Guidelines.

The Project Arborist must be given a minimum of 48 hours' notice prior to any entry into a fenced TPZ.

## PROJECT ARBORIST

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

### Tree #1 and 3 - Root Management

Hand-dig along the red line to full depth of new driveway and walkway—including base rock and soil prep.

Any roots encountered shall be cleanly cut using sharp, sanitized tools.

Exposed roots must remain covered with moist burlap or soil until backfill is completed.

Installation of a root barrier along the red line recommended to minimize future root conflicts.

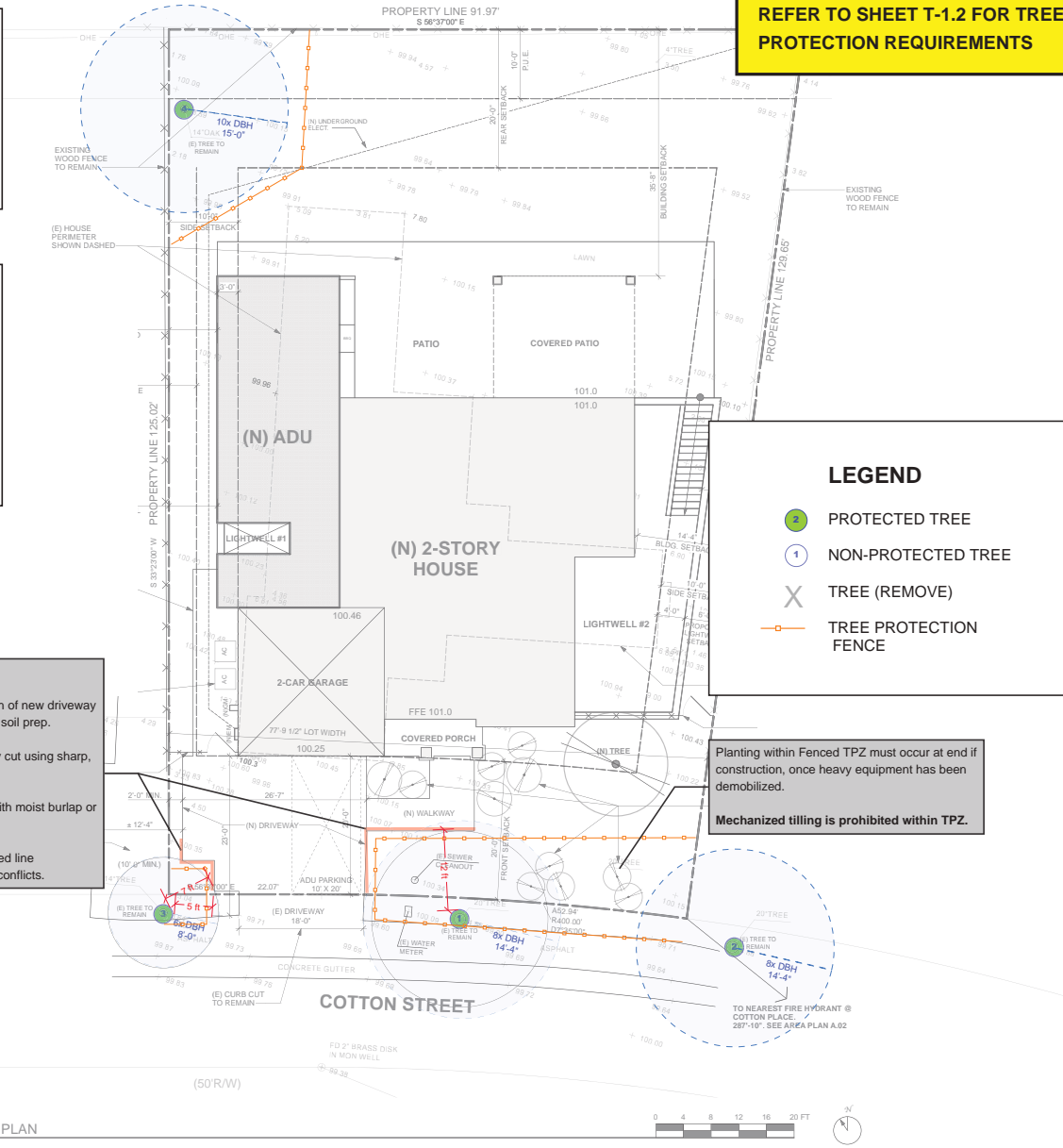
REFER TO SHEET T-1.2 FOR TREE PROTECTION REQUIREMENTS

## LEGEND

- 1 PROTECTED TREE
- 1 NON-PROTECTED TREE
- X TREE (REMOVE)
- TREE PROTECTION FENCE

Planting within Fenced TPZ must occur at end of construction, once heavy equipment has been demobilized.

Mechanized tilling is prohibited within TPZ.



1 SITE PLAN

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

460 COTTON STREET  
MENLO PARK, CALIFORNIA 94025

**Revised**  
05/23/2025 12:44:23 PM

SCALE: AS SHOWN

**TREE PROTECTION PLAN**  
SHEET 1 of 3

**T-1.1**





**-----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. **UNLESS SUPERVISED AND DOCUMENTED BY THE PROJECT ARBORIST, THE FOLLOWING ACTIVITIES ARE PROHIBITED IN THE TPZ:**

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.

## T-1.2



## TREE INVENTORY

\$\$\$

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 #	Protected	Preserve / Remove	Trunk dia. (in.)	Health	Structure	Overall Condition	Suitability for Preservation	Potential Conflicts	Mitigation	Impact Level	Rounded Depr. Value	Comments
1	Yes/ Street	Preserve	21.5	Good	Good	Good	High	New driveway within 10x DBH. New Walkway enroaches 8x DBH. Plantings within TPZ. Possible DWS upgrade within TPZ.	See T1.1	Low	\$11,800	Large lateral roots are visible at the soil surface, running parallel between the sidewalk and the lawn. See photos for reference.
2	Yes/ Street	Preserve	21.5	Good	Fair	Fair	High	None		Low/ Moderate	\$11,800	
3	Yes/ Street	Preserve	16	Good	Fair	Good	Medium	New Driveway within 8x DBH.	See T1.1	Low/ Moderate	\$6,100	
4	Yes	Preserve	18	Good	Good	Good	High	None.		Low	\$6,900	Pruned for overhead HV wires,

### 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

460 COTTON STREET  
MENLO PARK, CALIFORNIA 94025

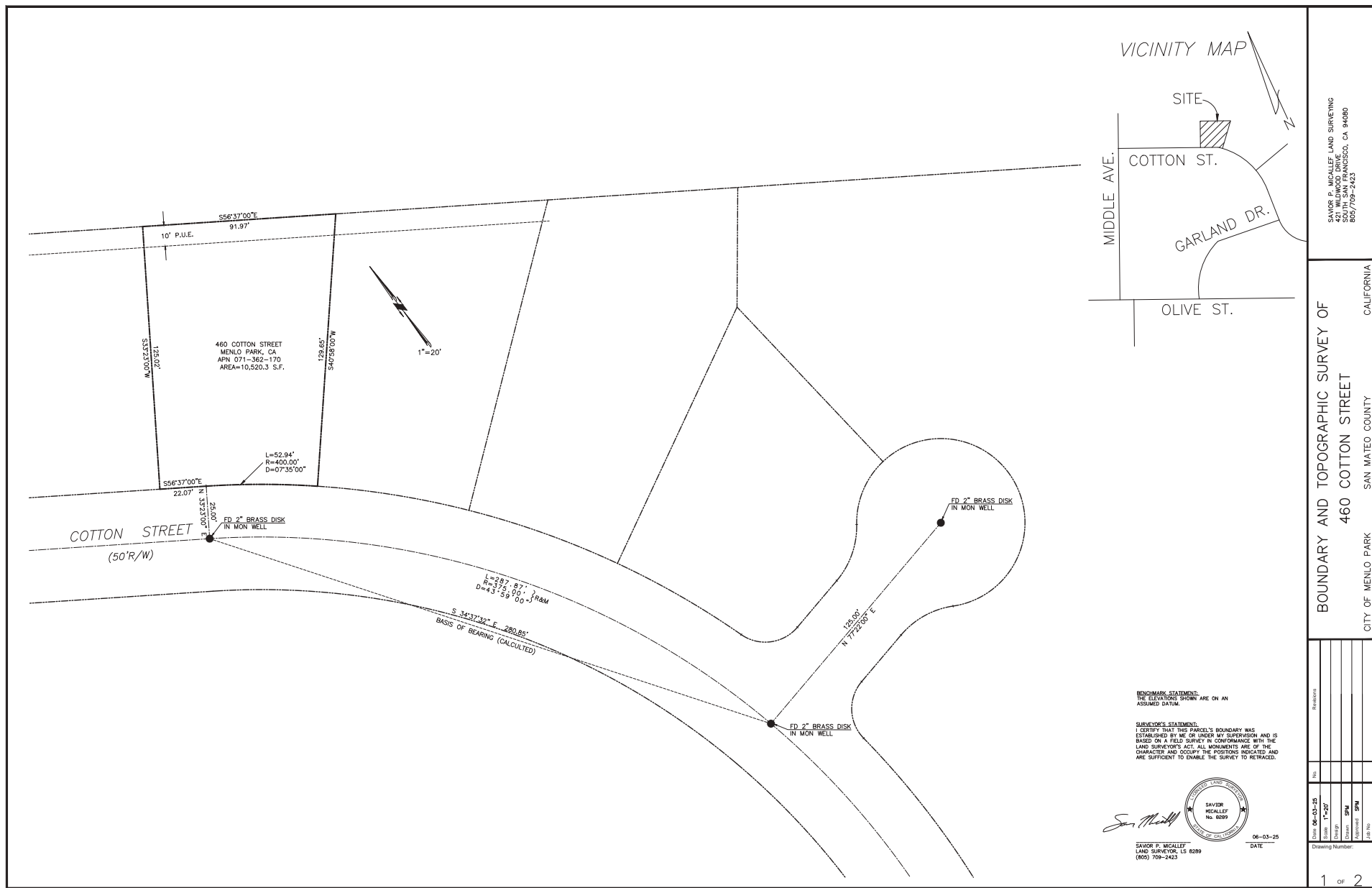
**Revised**  
05/23/2025 12:42:29 PM

SCALE: AS SHOWN

TREE PROTECTION PLAN  
SHEET 3 of 3

**T-1.3**





SAVOR P. MCALLEE LAND SURVEYING  
 17405 COTTON STREET  
 SOUTH SAN FRANCISCO, CA 94080  
 650/709-2423

BOUNDARY AND TOPOGRAPHIC SURVEY OF  
 460 COTTON STREET  
 CITY OF MENLO PARK SAN MATEO COUNTY CALIFORNIA

BENCHMARK STATEMENT:  
 THE ELEVATIONS SHOWN ARE ON AN ASSUMED DATUM.

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



SAVOR P. MCALLEE  
 LAND SURVEYOR, LS 8299  
 (805) 709-2423

DATE 06-03-25

Revisions	No.	Date

Drawing Number:









## Project Description – 460 Cotton St

06/03/2025

In an effort to complement the West Menlo neighborhood that includes many transitional style homes, the design for the new home at 460 Cotton Street has been conceived as a transitional style design with materials and a form in keeping with the fabric of the neighborhood. Elements have been incorporated to diminish the perception of bulk as seen from the front and sides of the property. As a solution to a unique feature of this property – a lot that widens as it gets deeper due to non-parallel side property lines – the footprint of the homes grows wider farther from the street. A wider home also allows for a larger backyard and more interior connection to the backyard, a desired feature of many area homes. The eastern side of the home, where the tallest uninterrupted form is, is set back farther from the property line than required. The roof over the garage continues the form of the front porch which breaks up the massing and allows for the majority of the second floor to step back from the frontage thus creating a softer look from the street. The low eave at the garage and entry mimics similar eaves found on the original ranch homes of the neighborhood.

The house design also includes a full basement under the footprint of the aboveground portion of the residence. A large lightwell with direct access to the backyard is provided on the eastern side of the home. The forms of the basement and lightwell step with the geometry of the building. The setback line is angled according to the geometry of the site. In order to solve for an oddly shaped lot and the need for adequate light, air, and access to the basement level, the lightwell stair has been pushed into the sideyard to solve for the opposing geometries (building vs. site). The inclusion of this lightwell alongside the home also provides for reduced massing closer to the property line which offers more relief from privacy and afternoon shading concerns that an adjacent neighbor may have.

A smaller lightwell on the west side property line should bring ample light and air to the spaces it serves below. An ADU is included on the first floor of the home along the western side.

Wood accents have been included to provide a natural, softer texture on some portions of the home. Stone accents have been included on select first story portions of the home in an effort to ground the form and add variety to the recipe of materials. Stucco siding is the predominantly utilized material of the home– common to many homes in the area– and will be smooth to highlight the various masses of the residence.

The design was conceived to be sensitive to the adjacent homes and fit within the neighborhood aesthetically. It is our hope that the design has resulted in a thoughtful looking home that will be an asset to the neighborhood for years to come.

Sincerely,  
Chris Kummerer, President  
CKA Architects, Menlo Park

CHRIS KUMMERER & ASSOCIATES

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





Neighborhood Outreach Summary:

Homeowners engaged in in-person neighborhood outreach during the month of May 2025.

See attached copies of signed letters of support provided by homeowners at the following addresses:

430 Cotton St  
440 Cotton St  
455 Cotton St  
475 Cotton St  
480 Cotton St  
485 Cotton St  
385 Hermosa Way  
415 Hermosa Way

CHRIS KUMMERER & ASSOCIATES

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



Dear City of Menlo Park,

We are neighbors of the proposed new home located at 460 Cotton Street. We have seen the renderings of their beautiful home and we look forward to the added value it will bring to our wonderful neighborhood!

We have spoken to the owners, Scott and Sophie, and they have satisfactorily addressed all of our concerns. We fully support adding this new home to our neighborhood.

Sincerely,

signed Helene Linder  
address 430 Cotton Street,  
Menlo Park, CA 94025



To Whom it may concern,


We are neighbors of the proposed new home located at 460 Cotton Street. We have seen the renderings of the home and we feel like it will be a great addition to our neighborhood!

We very much look forward to the upgrade it will bring to Cotton Street.

Sincerely,

signed

address

  
440 Cotton St



Dear City of Menlo Park,

We are neighbors of the proposed new home located at 460 Cotton Street. We have seen the renderings of their beautiful home and we look forward to the added value it will bring to our wonderful neighborhood!

We have spoken to the owners, Scott and Sophie, and they have satisfactorily addressed all of our concerns. We fully support adding this new home to our neighborhood.

Sincerely,

signed Sally Le Ross  
address 455 Cotton Street



To Whom it may concern,

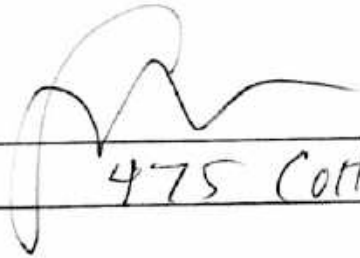
We are neighbors of the proposed new home located at 460 Cotton Street. We have seen the renderings of the home and we feel like it will be a great addition to our neighborhood!

We very much look forward to the upgrade it will bring to Cotton Street.

Sincerely,

signed

address



Stephanie Schwartz

475 Cotton St.



To Whom it may concern,

We are neighbors of the proposed new home located at 460 Cotton Street. We have seen the renderings of the home and we feel like it will be a great addition to our neighborhood!

We very much look forward to the upgrade it will bring to Cotton Street.

Sincerely,

signed Helen Tung (Helen Tung)  
address 480 Cotton St. Menlo Park, CA 94025



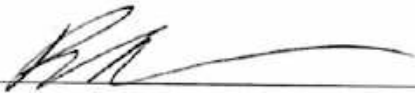
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We have spoken to the owners, Scott and Sophie, and they have satisfactorily addressed all of our concerns. We fully support adding this new home to our neighborhood.

Sincerely,

signed



address

485 Cotton



Dear City of Menlo Park,

We are neighbors of the proposed new home located at 460 Cotton Street. We have seen the renderings of their beautiful home and we look forward to the added value it will bring to our wonderful neighborhood!

We have spoken to the owners, Scott and Sophie, and they have satisfactorily addressed all of our concerns. We fully support adding this new home to our neighborhood.

Sincerely,

signed

Liz Lazor - Liz Lazor

address

385 Hermosa



To Whom it may concern,

We are neighbors of the proposed new home located at 460 Cotton Street. We have seen the renderings of the home and we feel like it will be a great addition to our neighborhood!

We very much look forward to the upgrade it will bring to Cotton Street.

Sincerely,

signed Pam SONGER  
address 415 Hermosa Way  
Menlo Park, CA 94025



**Heartwood Consulting Arborists**

650.542.8733  
San Francisco, CA



## -----ARBORIST REPORT-----

Sophie Lo and Scott Laming  
460 Cotton Street  
Menlo Park, CA 94025

**RE: TREE PRESERVATION – 460 COTTON ROAD, MENLO PARK, CALIFORNIA**

**Site Visit:** May 12, 2025

**Report Date:** ~~May 23, 2025~~ August 28, 2025

<b>Summary .....</b>	<b>2</b>
<b>Assignment .....</b>	<b>3</b>
<b>Plans Reviewed .....</b>	<b>3</b>
<b>Project Description .....</b>	<b>3</b>
<b>Tree Inventory Summary .....</b>	<b>4</b>
<b>Potential Conflicts .....</b>	<b>5</b>
<b>Tree Preservation .....</b>	<b>6</b>
<b>Site-Specific Tree Preservation Measures .....</b>	<b>7</b>
<b>Recommendations .....</b>	<b>8</b>
<b>Tree Protection Detail. Incorporate into Construction Plan Set. (PDF for Download) .....</b>	<b>10</b>
<b>Tree Protection Zone Signs .....</b>	<b>11</b>
<b>APPENDIX A: Protected Tree Photos .....</b>	<b>12</b>
<b>Tree Inventory and Assessment .....</b>	<b>17</b>
<b>Certification of Performance .....</b>	<b>18</b>



## Summary

This report presents the findings and recommendations of a tree inventory and preservation assessment conducted at 460 Cotton Road in Menlo Park, California. Four protected trees were identified on site, all of which are proposed for preservation in connection with the demolition of the existing residence and construction of a new single-family home, accessory dwelling unit (ADU), and driveway.

Based on a review of the construction plans and site conditions, potential conflicts between proposed improvements and tree root zones were identified for Trees #1, #3, and #4. Customized preservation measures—including hand excavation, root barrier installation, and utility alignment adjustments—are provided to minimize impacts to these trees. A Tree Protection Plan (Sheets T1.1–T1.3) has been prepared to guide implementation in accordance with Menlo Park’s tree protection ordinance.

With proper adherence to the general and site-specific protection measures outlined in this report and plan set, all protected trees can be successfully retained and preserved through the course of construction.



## Assignment

The scope of this assignment included the following tasks:

### Tree Inventory and Assessment

All protected trees were identified and evaluated. For each tree, species, DBH, general condition, protection status, and other relevant observations were recorded.

### Tree Inventory Table and Mapping

Collected data were compiled into a tree inventory table and coordinated with a site plan showing the location of each tree, proposed disposition (removal or preservation), and justification for removal, where applicable.

### Review of Construction Documents

Construction plans were reviewed to identify potential conflicts with trees and to inform the development of tree protection strategies.

### Development of Tree Preservation Specifications

General and site-specific tree protection guidelines were prepared to avoid or minimize construction-related impacts to trees proposed for preservation.

### Preparation of Narrative Report

This report summarizes arborist findings, proposed tree removals, and protection measures. It also includes tree preservation drawings (Sheet T-1.1/T-1.2) for incorporation into the final plan set, as well as reforestation calculations and recommendations based on city code.

## Plans Reviewed

- Proposed Site Plan A1.0. CKA Architects (5/22/25)

## Project Description

Demolition of the existing residence and construction of a new single-family home with an attached accessory dwelling unit (ADU) and a two-car garage. The project also includes the installation of a new driveway. No protected trees are proposed for removal.



## Tree Inventory Summary

The tree inventory conducted on May 12, 2025, identified four trees, all of which are classified as protected per Menlo Park Municipal Code Chapter 13.24.<sup>1</sup>

Tree #	Protected	Species	Trunk dia. (in.)	Health	Structure	Rounded Depr. Value	Comments
1	Yes/ Street	Sweetgum <i>Liquidambar styraciflua</i>	21.5	Good	Good	\$11,800	Large lateral roots are visible at the soil surface, running parallel between the sidewalk and the lawn. See photos for reference.
2	Yes/ Street	Sweetgum <i>Liquidambar styraciflua</i>	21.5	Good	Fair	\$11,800	
3	Yes/ Street	Sweetgum <i>Liquidambar styraciflua</i>	16	Good	Fair	\$6,100	
4	Yes	Coast live oak <i>Quercus agrifolia</i>	18	Good	Good	\$6,900	Pruned for overhead HV wires,

Refer to the *Tree Inventory and Assessment Table* for all tree attributes collected.

Refer to Appendix A for a photo of each protected tree.

Several trees, marked with a red 'X' on the aerial imagery, are no longer present on site.



<sup>1</sup> [www.codepublishing.com/CA/MenloPark/html/MenloPark13/MenloPark1324.html](http://www.codepublishing.com/CA/MenloPark/html/MenloPark13/MenloPark1324.html) (last accessed 23 May 2025)



## Potential Conflicts

### Tree #1 – Sweetgum (*Liquidambar styraciflua*)

- A new driveway is proposed approximately 12 feet from the trunk, slightly closer than the existing alignment.
- A new walkway is also proposed approximately 12 feet from the trunk.
- New plantings are planned within the Tree Protection Zone (TPZ).
- Installation of a new direct water service line remains a potential future conflict, pending final utility coordination.

### Tree #3 – Sweetgum (*Liquidambar styraciflua*)

- A new driveway is proposed within approximately 6 feet of the trunk at its nearest point.

### Tree #4 – Coast Live Oak (*Quercus agrifolia*)

- A new underground electrical line is planned just inside the 10× DBH TPZ boundary.



## Tree Preservation

Tree Protection Zones (TPZs) are areas where activities are restricted to minimize tree harm. Sheet T-1.1 shows the proposed fencing locations designed to minimize impacts to trees being preserved.

Fencing must be installed prior to demolition and may only be removed after construction is complete.

Any work within a TPZ, including demolition, requires prior consultation with the Project Arborist.

Sheets T-1.1/1.2, included with this report and to be incorporated into the construction plan set, illustrate the TPZ locations and required fencing.

The fencing locations and adherence to the tree protection requirements (T1.2) are sufficient to protect all trees from significant impacts.

See Tree Preservation Plan sheet (T-1.1/1.2).



## Site-Specific Tree Preservation Measures

In addition to adhering to all requirements outlined on sheet **T1.2**, the following site-specific measures apply:

### Tree #1 – Sweetgum (*Liquidambar styraciflua*)

- Hand-dig along the alignment shown on sheet **T1.1** to the full depth of the new driveway and walkway, including base rock and soil preparation.
- Any roots encountered must be cleanly cut using sharp, sanitized tools.
- Exposed roots shall remain covered with moist burlap or soil until backfill is completed.
- Installation of a root barrier along the alignment shown on sheet **T1.1** is recommended to minimize future root conflicts.

### Tree #3 – Sweetgum (*Liquidambar styraciflua*)

- Hand-dig along the alignment shown on sheet **T1.1** to the full depth of the new driveway, including base rock and soil preparation.
- Any roots encountered must be cleanly cut using sharp, sanitized tools.
- Exposed roots shall remain covered with moist burlap or soil until backfill is completed.
- Installation of a root barrier along the alignment shown on sheet **T1.1** is recommended to minimize future root conflicts.

### Tree #4 – Coast Live Oak (*Quercus agrifolia*)

- A new underground electrical line is proposed just inside the 10× DBH TPZ boundary.
- Final routing and installation method must be reviewed and approved by the Project Arborist.
- Any excavation within the TPZ must be completed by hand under arborist supervision to avoid damaging critical roots.

### General Tree Protection Notes

- Any work within the interior of a fenced Tree Protection Zone (TPZ) must be performed by hand, under the direct guidance of the Project Arborist and in conformance with the approved Root Management Guidelines.
- The Project Arborist must be given a minimum of 48 hours' notice before any activity occurs within a fenced TPZ.
- Planting within fenced TPZs must occur only after all heavy equipment has been demobilized from the site.
- Mechanized tilling is strictly prohibited within all TPZs.



## Recommendations

### 1. **Install Tree Protection Fencing**

Tree Protection Zone (TPZ) fencing shall be installed at the locations and distances shown on Sheet T1.1 prior to the start of demolition or construction. Fencing shall remain in place and be maintained in good condition throughout the duration of the project.

### 2. **Pre-Construction Arborist Coordination**

Schedule a pre-construction meeting with the Project Arborist to review access routes, permitted work within TPZs, clearance pruning, and overall tree protection requirements with all relevant contractors.

### 3. **Arborist Verification Letter**

Notify the Project Arborist once tree protection fencing has been installed. The arborist shall inspect the setup and provide a verification letter to the City confirming compliance with the approved plan.

### 4. **Work Within TPZs**

Any activity within a TPZ (including demolition or utility work) must be performed by hand and under direct supervision of the Project Arborist, in accordance with the Root Management Guidelines outlined on Sheet T1.2.

### 5. **Advance Notice for Arborist Oversight**

Provide a minimum of 48 hours' notice to the Project Arborist prior to entering or performing any work within a fenced TPZ.

### 6. **Root Management for Trees #1 and #3**

Hand-dig the new driveway and walkway trench to full depth (including base course) along the alignment shown on Sheet T1.1.

- Cleanly cut any roots encountered with sharp, sanitized tools.
- Keep roots covered with moist burlap or soil until backfill is complete.
- Install a root barrier along the same alignment to minimize future conflicts.

### 7. **Utility Installation Near Tree #4**

Coordinate with the Project Arborist before installing the underground electrical line proposed just inside the 10× DBH TPZ of Tree #4.

- Excavation must be performed by hand.
- Adjustments to the alignment or method may be required based on root presence.

### 8. **Prohibited Activities in TPZs**

The following are strictly prohibited within TPZs unless approved and supervised by the Project Arborist:

- Use or parking of equipment or vehicles
- Storage of materials, soil, or refuse
- Mechanized tilling or grading
- Use of TPZs as access or staging areas



**9. Timing and Method of Planting Within TPZs**

All new planting within fenced TPZs must be deferred until heavy equipment has been demobilized.

- Planting must be done by hand, without tilling or trenching.
- Mechanized soil disturbance within TPZs is prohibited.

**10. Ongoing Monitoring**

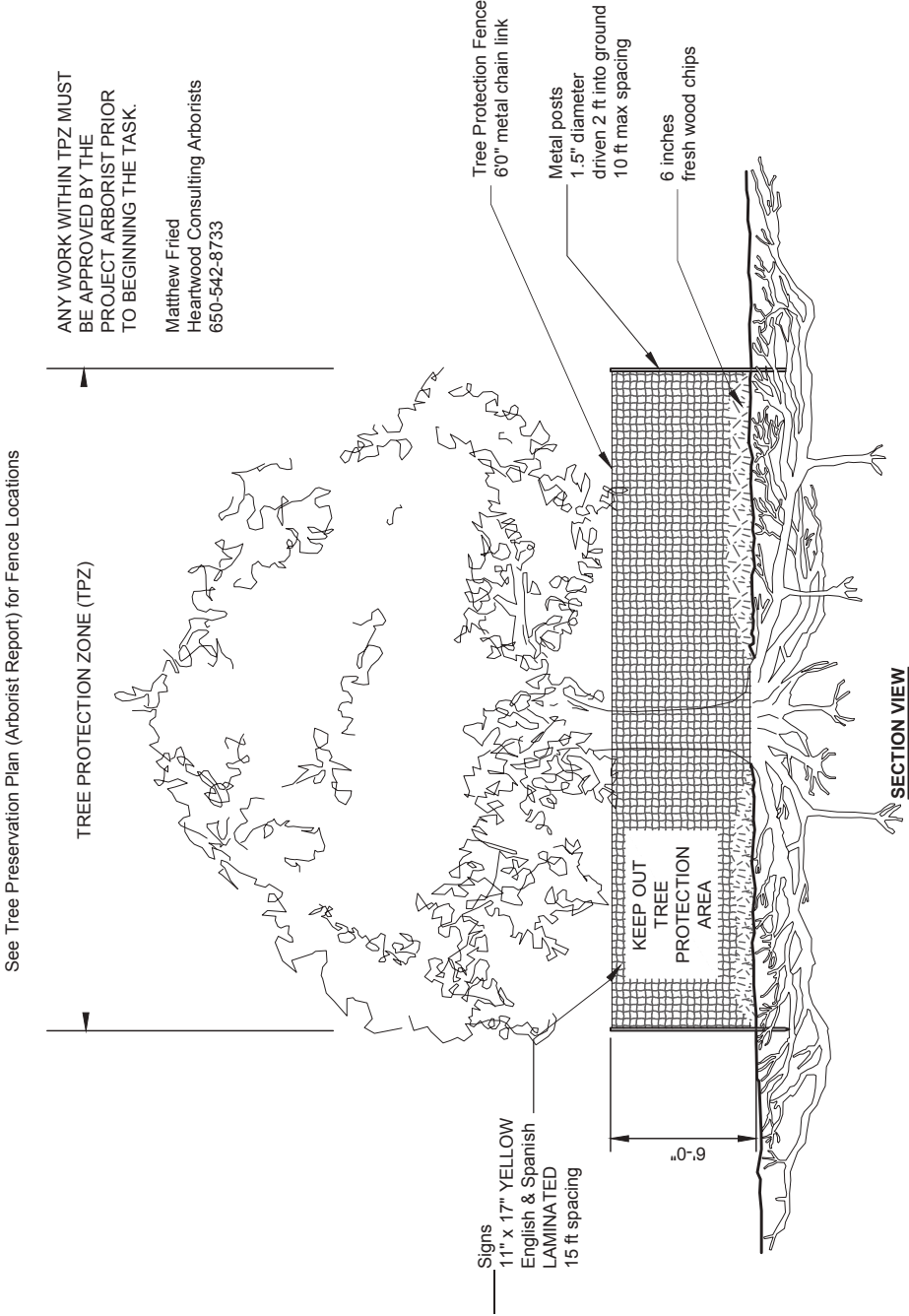
The Project Arborist shall conduct monthly site visits during construction to monitor tree conditions, enforce protection measures, and recommend adjustments as needed. A final report will be issued summarizing tree health and any post-construction treatment recommendations.

**11. Document Distribution**

This report and the Tree Preservation Plan (Sheets T1.1–T1.3) should be distributed to the property owner, general contractor, and all subcontractors working on the project to ensure tree protection measures are understood and followed.



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



S-X

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.



**WARNING TREE PROTECTION AREA**

ONLY AUTHORIZED PERSONNEL MAY ENTER THIS AREA

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

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

**Project Arborist contact information:**  
Name: Matthew Fried  
Business: Heartwood Consulting Arborists  
Phone number: 650-542-8733

**ADVERTENCIA: ÁREA DE PROTECCIÓN DE ÁRBOLES**

SÓLO EL PERSONAL AUTORIZADO PUEDE INGRESAR A ESTA ÁREA

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

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

**Información de contacto del arborista de este proyecto:**  
Matthew Fried, Heartwood Consulting Arborists  
650-542-8733



## APPENDIX A: Protected Tree Photos







T2

Cotton 460  
12 May 2025, 13:04:07















## Tree Inventory and Assessment

Tree #	Protected	Preserve / Remove	Trunk dia. (in.)	Health	Structure	Overall Condition	Suitability for Preservation	Potential Conflicts	Mitigation	Impact Level	Rounded Depr. Value	Comments
1	Yes/ Street	Preserve	21.5	Good	Good	Good	High	New driveway within 10x DBH. New Walkway encroaches 8x DBH. Plantings within TPZ. Possible DWS upgrade within TPZ.	See T1.1	Low	\$11,800	Large lateral roots are visible at the soil surface, running parallel between the sidewalk and the lawn. See photos for reference.
2	Yes/ Street	Preserve	21.5	Good	Fair	Fair	High	None		Low/ Moderate	\$11,800	
3	Yes/ Street	Preserve	16	Good	Fair	Good	Medium	New Driveway within 8x DBH.	See T1.1	Low/ Moderate	\$6,100	
4	Yes	Preserve	18	Good	Good	Good	High	None.		Low	\$6,900	Pruned for overhead HV wires



## 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 fifteen years.

*Matthew Fried*

Matthew Fried

ASCA Registered Consulting Arborist® # 651

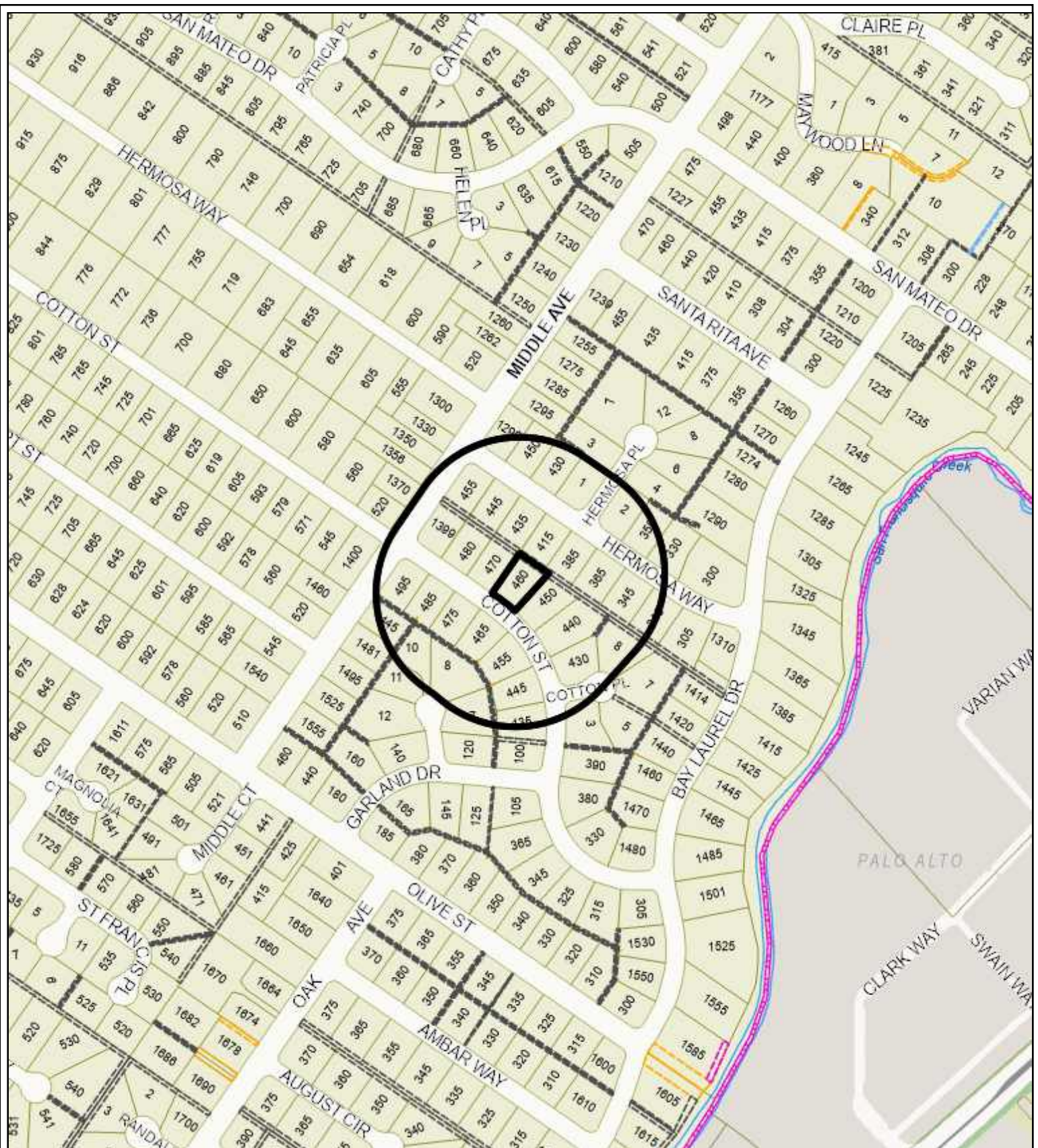
ISA Certified Arborist® MA-4851B





<b>LOCATION:</b> 460 Cotton Street	<b>PROJECT NUMBER:</b> PLN2025-00019	<b>APPLICANT:</b> Travis Wood	<b>OWNER:</b> Sophie Lo and Scott Lamming
<p><b>PROJECT CONDITIONS:</b></p> <ol style="list-style-type: none"> <li>1. The use permit revision shall be subject to the following <b>standard</b> conditions: <ol style="list-style-type: none"> <li>a. The applicant shall be required to apply for a building permit within one year from the effective date of approval (by September 8, 2026) for the use permit revision to remain in effect.</li> <li>b. Development of the project shall be substantially in conformance with the plans prepared by CKA Architects, consisting of 22 plan sheets, dated received September 2, 2025 and approved by the Planning Commission on September 8, 2025, except as modified by the conditions contained herein, subject to review and approval of the Planning Division.</li> <li>c. Prior to building permit issuance, the applicant shall comply with all Sanitary District, Menlo Park Fire Protection District, and utility companies' regulations that are directly applicable to the project.</li> <li>d. Prior to building permit issuance, the applicant shall comply with all requirements of the Building Division, Engineering Division, and Transportation Division that are directly applicable to the project.</li> <li>e. Prior to building permit issuance, the applicant shall submit a plan for any new utility installations or upgrades for review and approval by the Planning, Engineering and Building Divisions. All utility equipment that is installed outside of a building and that cannot be placed underground shall be properly screened by landscaping. The plan shall show exact locations of all meters, back flow prevention devices, transformers, junction boxes, relay boxes, and other equipment boxes.</li> <li>f. Heritage trees in the vicinity of the construction project shall be protected pursuant to the Heritage Tree Ordinance and the arborist report prepared by Heartwood Consulting Arborists, dated received September 2, 2025.</li> <li>g. Prior to building permit issuance, the applicant shall pay all fees incurred through staff time spent reviewing the application.</li> <li>h. The applicant or permittee shall defend, indemnify, and hold harmless the City of Menlo Park or its agents, officers, and employees from any claim, action, or proceeding against the City of Menlo Park or its agents, officers, or employees to attack, set aside, void, or annul an approval of the Planning Commission, City Council, Community Development Director, or any other department, committee, or agency of the City concerning a development, variance, permit, or land use approval which action is brought within the time period provided for in any applicable statute; provided, however, that the applicant's or permittee's duty to so defend, indemnify, and hold harmless shall be subject to the City's promptly notifying the applicant or permittee of any said claim, action, or proceeding and the City's full cooperation in the applicant's or permittee's defense of said claims, actions, or proceedings.</li> <li>i. Notice of Fees Protest – The applicant may protest any fees, dedications, reservations, or other exactions imposed by the City as part of the approval or as a condition of approval of this development. Per California Government Code 66020, this 90-day protest period has begun as of the date of the approval of this application.</li> </ol> </li> </ol>			





City of Menlo Park  
Location Map  
460 Cotton Street



Scale: 1:4,000

Drawn By: MAP

Checked By: TAS

Date: 9/8/2025

Sheet: 1



## 460 Cotton Street – Attachment C: Data Table

	PROPOSED PROJECT		EXISTING PROJECT		ZONING ORDINANCE	
Lot area	10,520.3	sf	10,520.3	sf	10,000.0	sf min
Lot width	77.8	ft	77.8	ft	80.0	ft min
Lot depth	126.3	ft	126.3	ft	100.0	ft min
Setbacks						
Front	20.0	ft	19.4	ft	20.0	ft min
Rear	35.7	ft	25.6	ft	20.0	ft min
Side (right)	14.3	ft	9.5	ft	10.0	ft min
Side (left)	10.0	ft (Main House)	10.0	ft*		
	7.0	ft (ADU)				
Building coverage	3,375.2	sf*	2,311.0	sf	3,682.1	sf max
	32.1	%*	22.0	%*	35.0	% max (2-story)
FAL (Floor Area Limit)	4,451.4	sf*	1,867.0	sf	3,680.1	sf max
Square footage by floor	2,605.0	sf/basement	1,392.0	sf/1st		
	1,672.2	sf/1st	475.0	sf/garage		
	1,526.1	sf/2nd	436.0	sf/porches		
	454.2	sf/garage	8.0	sf/fireplace		
	798.9	sf/ADU				
	432.4	sf/porches				
	17.5	sf/fireplace				
Square footage of buildings	7,506.3	sf	2,311.0	sf		
Building height	25.8	ft	15.6	ft	28.0	ft max
Parking	2 covered spaces		2 covered spaces		1 covered and 1 uncovered space	
	Notes: *Areas shown highlighted indicate a nonconforming or substandard situation					
Trees	Heritage trees	4***	Non-Heritage trees	0	New trees	1
	Heritage trees removed/proposed for removal	0	Non-Heritage trees proposed for removal	0	Total Number of trees	5

\* The value of 10.0 feet is a rounded-up version of 9.96 feet, which is an existing nonconforming side setback distance.

\*\* Floor area and building coverage for the proposed project includes the attached ADU, which is 798.9 square feet in size. With the 798.9-square-foot ADU allowed to exceed the floor area limit and maximum building coverage, the proposal is in compliance with the floor area-related standards.

\*\*\* The four heritage trees comprise one on-site tree, one street tree fronting the neighboring 470 Cotton Street property, one street tree fronting the center of the subject property, and one street tree fronting the neighboring 450 Cotton Street property.





## STAFF REPORT

### Planning Commission

Meeting Date:

9/8/2025

Staff Report Number:

25-042-PC

### Public Hearing:

**Consider and adopt a resolution to approve a use permit to remodel and add second-story additions to an existing nonconforming single-story residence on a substandard lot with regard to minimum lot width and area in the R-1-U (Single Family Urban Residential) zoning district at 404 Durham Street. The proposal would exceed 50 percent of the existing value in a 12-month period and would exceed 50 percent of the existing floor area and is considered equivalent to a new structure; determine this action is categorically exempt under CEQA Guidelines Section 15301, Class 1 exemption for existing facilities. The proposal includes conversion of existing area into 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 use permit to construct new second-story additions exceeding 50 percent of the existing floor area on a substandard lot with regard to minimum lot width, depth, and area in the R-1-U (Single Family Urban Residential) zoning district, and to conduct remodeling and addition work on the existing nonconforming residence that would exceed 50 percent of the replacement value of the structure in a 12-month period. The draft resolution, including the recommended actions and conditions of approval, is included as Attachment A. The proposal includes conversion of existing area into an attached accessory dwelling unit (ADU) which is a permitted use and not subject to discretionary review.

### Policy Issues

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

### Background

#### *Site location*

The subject property is located on the northern side of Durham Street, near the intersection of Arnold Way and Durham Street, in the Willows neighborhood. All properties in the immediate vicinity are also located in the R-1-U zoning district. A location map is included as Attachment B. The surrounding properties along Durham Street and Arnold Way are generally developed with one-story residences in the ranch architectural



style as well as two-story homes of varying styles.

## **Analysis**

### ***Project description***

The applicant is proposing to construct a second-story addition as well as to remodel the existing first floor. A portion of the existing residence (bedroom and bathroom) would be converted into an attached ADU. The ADU would be located on the first floor on the left side of the residence. The project plans and project description letter are included as Attachment A, Exhibits A and B, respectively. The proposed residence would be a four-bedroom, four-half-bathroom residence. The existing residence has a one-car garage, accessed from Durham Street, which would remain. The property does not have a second conforming parking space and is considered substandard with regard to parking. However, there is existing space in the driveway to accommodate a second vehicle. Both the left and right sides of the existing residence are nonconforming with regard to the side setbacks and would remain. The project site plan shows the right-side garage as conforming whereas the survey shows the garage as nonconforming. Staff has included condition of approval 2.a. to require the applicant to update the site plan for consistency with the survey upon submittal of the building permit application. The proposed residence would meet all other Zoning Ordinance requirements for setbacks, lot coverage, floor area limit (FAL), daylight plane, and height. Of particular note, the project would have the following characteristics with regard to the Zoning Ordinance requirements:

- The proposed floor area would be approximately 3,088.1 square feet, where 2,800 square feet is the maximum. The main residence would be approximately 2,770.3 square feet and the proposed ADU would be approximately 317.8 square feet. The ADU is allowed to exceed the maximum floor area limit by up to 800 square feet and therefore, the project is compliant.
- The proposed building coverage would be 31.4 percent where 35 percent is the maximum.
- The proposed second floor would be approximately 33.1 percent of the total allowable floor area where 50 percent is the maximum.
- The height of the residence would be approximately 24 feet, six inches, where 28 feet is the maximum permitted height.

The proposed addition would be constructed entirely above the existing residence, so there would be no expansion of building footprint. Therefore, the residence would retain a front setback of approximately 25 feet, and rear setback of approximately 45 feet, two inches where 20 feet is required in either case. The first floor would retain its left side setback of four feet, eight inches and right-side setback of approximately four feet, nine inches where five feet is required. The second floor would be constructed at the rear of the existing structure and be flush with the existing back wall. The second story would be stepped in on the sides with proposed second story setbacks of six feet, 10 inches on the left side and 14 feet on the right side. A data table summarizing parcel and project attributes is included as Attachment C.

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

The property would retain its existing parking configuration. The property has an existing driveway near the right side of the property that would remain. The driveway provides access to the existing one-car, front loading garage, which would remain. Since the ADU would be converted from existing interior area within the house, no additional parking space is required for the ADU.

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

The architectural style would generally remain as ranch style. The addition would include stucco siding that



would match the existing stucco siding. A new shed dormer would be constructed in the front of the residence and would feature horizontal hardboard (cement fiber) siding. The addition would have composition shingle roofing to match the existing roofing and the new dormer would have standing seam metal roofing to provide some variation.

Second-story windows would all have sill heights of at least three feet, two inches, with the exception of one window at the rear of the residence, which would have a sill height of approximately one foot, seven inches. Given the large proposed rear setback, this window is unlikely to pose privacy impacts. There are also existing trees at the rear of the property that would provide adequate screening.

#### Nonconforming work value

For projects involving existing nonconforming structures, the City uses standards established by the Building Division to calculate the replacement and new construction costs on which the use permit threshold is based. For context, the use permit threshold differs between 75 percent for a single-story structure and 50 percent for a two-story structure. Since the proposed residence is a two-story structure, the 50 percent threshold applies. The City has determined that the value of the proposed work for the project would be approximately 81 percent of the replacement value and therefore requires use permit approval by the Planning Commission.

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

The applicant does not propose any changes to the existing landscaping. The City Arborist reviewed the project plans and conducted a site visit and determined that an arborist report was not required since there is no change to the first floor that would impact nearby trees. According to the survey there are two non-heritage trees and one heritage tree at the rear of the property, and two heritage trees that are shared with the left-side neighbor. All trees are proposed to remain.

#### ***Correspondence***

The applicant states in their project description letter that they have conducted outreach, and many surrounding neighbors are supportive of the project. Staff has received one letter of correspondence from a neighbor expressing support for the project (Attachment D).

#### **Conclusion**

Staff believes that the design, scale, and materials of the proposed residence are generally compatible with the surrounding neighborhood. The ranch style would be generally attractive the addition would be consistent with the existing house. The large second story setbacks on the rear and sides would help alleviate any potential privacy concerns. Staff recommends that the Planning Commission approve the use permit request.

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

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

#### **Environmental Review**

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



### **Public Notice**

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

### **Appeal Period**

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

### **Attachments**

A. Draft Planning Commission resolution approving the use permit

#### Exhibits to Attachment A

- A. Project plans
- B. Project description letter
- C. Conditions of approval
- B. Location map
- C. Data table
- D. Correspondence

Report prepared by:  
Chris Turner, Senior Planner

Report reviewed by:  
Corinna Sandmeier, Principal Planner



**PLANNING COMMISSION RESOLUTION NO. 2025-XX****A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF MENLO PARK (1) APPROVING A USE PERMIT TO CONSTRUCT NEW SECOND-STORY ADDITIONS AND INTERIOR AND EXTERIOR RENOVATIONS ON A SUBSTANDARD LOT WITH REGARD TO MINIMUM LOT WIDTH, DEPTH, AND AREA IN THE R-1-U ZONING DISTRICT, (2) APPROVING A USE PERMIT TO CONDUCT MODIFICATIONS TO AN EXISTING NONCONFORMING BUILDING WHERE THE VALUE OF THE WORK EXCEEDS 50 PERCENT OF THE EXISTING VALUE IN A 12-MONTH PERIOD**

WHEREAS, the City of Menlo Park ("City") received an application requesting a use permit to construct interior and exterior renovations and a new second-story addition on a substandard lot in the R-1-U zoning district. The project includes conversion of existing space into an attached accessory dwelling unit (ADU) The proposed additions exceed 50 percent of the existing floor area and, therefore, the project is considered equivalent to a new structure. Additionally, the value of the proposed work exceeds 50 percent of the replacement value in a 12-month period (collectively, the "Project") from Daniel Warren ("Applicant") on behalf of Robert Wellington ("Owner"), located at 404 Durham Street (APN 062-206-170) ("Property"). The use permit is depicted in and subject to the development plans and documents which are attached hereto as Exhibit A through Exhibit C and incorporated herein by this reference; and

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

WHEREAS, the Property is substandard with regard to minimum lot width and area in the R-1-U zoning district; and

WHEREAS, the proposed additions would exceed 50 percent of the existing floor area on the lot, and therefore the structure is considered a new structure; and

WHEREAS, new structures on substandard lots require use permit approval by the Planning Commission; and

WHEREAS, the existing residence is nonconforming with regard to the left- and right-side setbacks; and

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



WHEREAS, accessory dwelling units are a permitted use and not subject to discretionary review; and

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

WHEREAS, the City Arborist determined there would be no impacts to existing trees; and

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

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

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

WHEREAS, the Project is exempt from environmental review pursuant to CEQA Guidelines section 15301 (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 September 8, 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 to construct interior and exterior renovations and a new second-story addition on a substandard lot is granted based on the following findings, which are made pursuant to Menlo Park Municipal Code Section 16.82.030:



1. That the establishment, maintenance, or operation of the use applied for will, under the circumstance of the particular case, not be detrimental to the health, safety, morals, comfort and general welfare of the persons residing in the neighborhood of such proposed use, or injurious or detrimental to property and improvements in the neighborhood or the general welfare of the city because:
  - a. Consideration and due regard were given to the nature and condition of all adjacent uses and structures, and to general plans for the area in question and surrounding areas, and impact of the application hereon; in that, the proposed use permit is consistent with the R-1-U zoning district and the General Plan because new two-story residences are allowed to be constructed on substandard lots, subject to granting of a use permit.
  - b. Existing nonconforming structures may be maintained and expanded to an extent greater than 50 percent of the existing value of the structure subject to granting of a use permit.
  - c. The proposed addition would comply with all standards of the R-1-U zoning district including, but not limited to maximum floor area limit, maximum building coverage, maximum height, minimum setbacks and daylight plane requirements.
  - d. The proposal would maintain the existing substandard parking configuration and would provide one compliant parking space.
  - e. 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 residence would be located in a single-family neighborhood and has been designed in a way to complement the existing scale of surrounding homes.

Section 3. Conditional Use Permit. The Planning Commission approves Use Permit No. PLN2025-00037, 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 September 8, 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 July 2025.

PC Liaison Signature

---

Corinna Sandmeier  
Principal Planner  
City of Menlo Park

### Exhibits

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



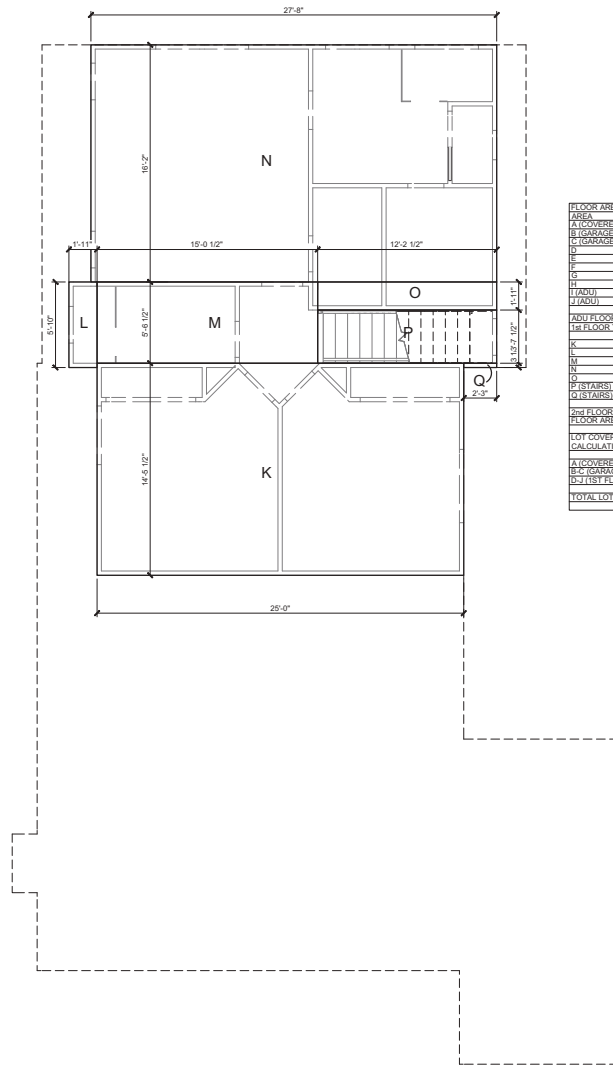
WELLINGTON RESIDENCE  
REMODEL / 2nd LEVEL ADDITION  
404 DURHAM STREET  
MENLO PARK CALIFORNIA

Date:	07/21/2025
Drawn By:	D/W
Revisions:	
1	07/14/25 PLAN CHECK

TITLE SHEET  
SHEET INDEX  
PROJECT DATA  
VICINITY MAP  
GENERAL NOTES

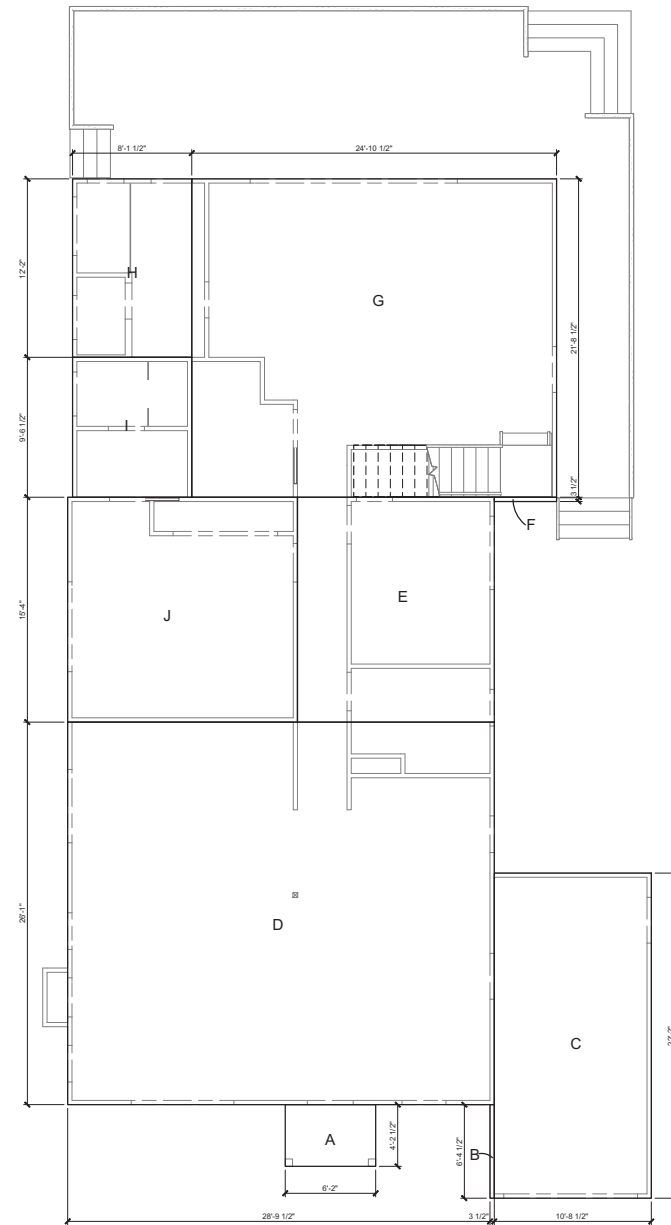
Project No:	2215
Sheet No:	T-1





2nd Level Floor Area Diagram

FLOOR AREA CALCULATION	
AREA	S.F.
A (COVERED PORCH)	25.56 (20x12.78)
B (GARAGE)	1.80
C (GARAGE)	127.37
D	735.59
E	205.72
F	1.25
G	240
H	28.24
I (STAIR)	77.53
J (FLOOR)	125.22
1st FLOOR TOTAL	
2,161.38 S.F.	
2nd FLOOR TOTAL	
361.48	
1st FLOOR TOTAL	
2,161.38 S.F.	
LOT COVERAGE	
CALCULATION	
A (COVERED PORCH)	25.56 S.F.
B (GARAGE)	1.80 S.F.
C (1ST FLOOR)	1,252.15 S.F.
TOTAL LOT COVERAGE	
2,187.31 S.F.	



1st Level Floor Area Diagram



WARREN DESIGN  
STEVE CAMPBELL AVE. CAMPBELL, CA 95008 P. 855.688.2700

WELLINGTON RESIDENCE  
REMODEL / 2nd LEVEL ADDITION  
404 DURHAM STREET  
MENLO PARK CALIFORNIA

Date:	07/21/2025
Drawn By:	DW
Revisions:	
1	07/14/25 PLAN CHECK
2	
3	
4	
5	

FLOOR AREA  
DIAGRAM

Project No: 2215

Sheet No: T-1.1

2 of 17



# NONCONFORMING STRUCTURE - NEW WORK VALUE CALCULATION

Address: 404 Durham Street  
 Case No.: 16-00025-0017  
 50% of Existing Value: \$780,580.08  
 70% of Existing Value: \$1,092,066.06  
 Value of Proposed Project: \$1,236,985.88 87%

## Existing Development

Non-Conforming Structure Type	Square Footage	Construction Cost	Existing Value
Existing 1st Floor	1023.15	X \$200/Sq.Ft.	\$204,630.00
Existing 2nd Floor	0	X \$100/Sq.Ft.	\$0.00
Existing Basement	0	X \$200/Sq.Ft.	\$0.00
Existing Garage	276.23	X \$70/Sq.Ft.	\$19,336.10
<b>Total</b>	<b>2997.38</b>		<b>\$223,966.10</b>

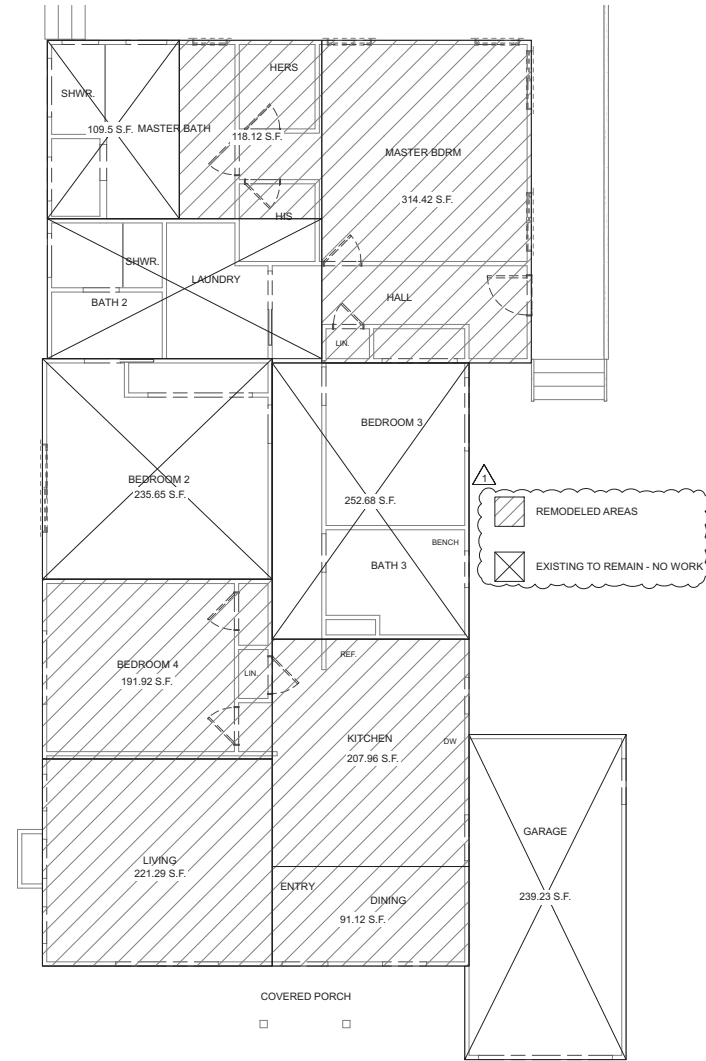
Note: This spreadsheet is only used on non-conforming structures at a time. If there are unclassified structures on the same site, they are either subject to their own spreadsheet or they are also non-conforming and subject to new work (in general) or non-conforming, or non-conforming but not subject to new work.

Page 4 of 8

## Proposed Development

Proposed Development Type	Square Footage	Construction Cost	Development Value
<b>Category 1: New square footage (areas of new foundation and/or wall structure)</b>			
1st Floor Addition	0	X \$200/Sq.Ft.	\$0.00
2nd Floor Addition	1023.15	X \$200/Sq.Ft.	\$204,630.00
Basement Floor Addition	0	X \$200/Sq.Ft.	\$0.00
Garage Addition	0	X \$70/Sq.Ft.	\$0.00
<b>Category 2: Remodel of existing square footage (structure and wall frame is not being replaced)</b>			
Note: Structural changes (remodels) are subject to full cost of new work when they involve modifications. When the use of a work is changing, the proposed use should be used for this calculation.			
Remodel of Kitchen	107.06	X \$130/Sq.Ft.	\$13,917.80
Remodel of Bathrooms	0	X \$130/Sq.Ft.	\$0.00
Remodel of Other Living Areas	1744.03	X \$100/Sq.Ft.	\$174,403.00
Remodel of Garage	0	X \$70/Sq.Ft.	\$0.00
<b>Category 3: Exterior modifications to existing structure</b>			
Windows and exterior door replacements are included in areas remodels are included for in Category 2. New roofs and new siding on existing portions of the structure are not included in Category 2 or Category 3 and should be accounted for using the calculation below.			
New Roof Structure Over Existing Sq. Ft.	0	X \$300/Sq.Ft.	\$0.00
Replacement of Existing Windows/Exterior Doors	0	X \$180/Sq.Ft.	\$0.00
Replacement of Existing Siding	0	X \$200/Sq.Ft.	\$0.00
<b>Total</b>	<b>2079.47</b>		<b>\$338,985.88</b>

Page 5 of 8



Existing Floor Plan

0 4 8 12 16  
 SCALE: 1/4" = 1'-0"

WARREN DESIGN  
 STEVE CAMPBELL, AIA, CAMPBELL, CA 95008 P: 925.468.2800

WELLINGTON RESIDENCE  
 REMODEL / 2nd LEVEL ADDITION  
 404 DURHAM STREET  
 MENLO PARK, CALIFORNIA

Date: 07/21/2025

Drawn By: DW

Revisions:

07/14/25 PLAN CHECK

NON-CONFORMING STRUCTURE DIAGRAM

Project No: 2215

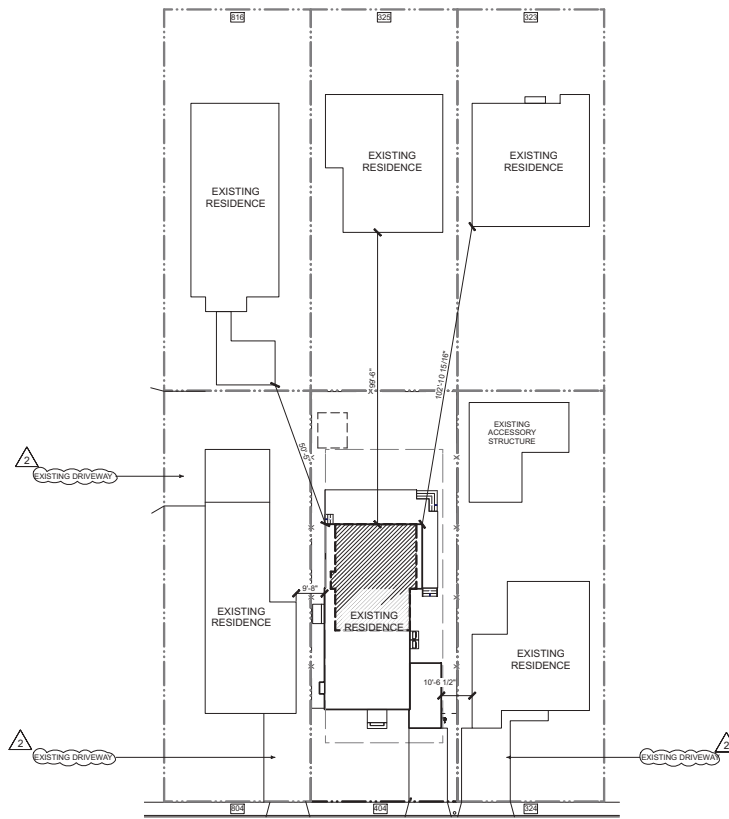
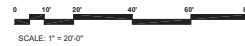
Sheet No: T-1.2

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Streetscape - Durham Street



Area Plan

WARREN DESIGN  
STEVE CAMPBELL AVE. CAMPBELL, CA 95008 P: 408.493.2800

WELLINGTON RESIDENCE  
REMODEL / 2nd LEVEL ADDITION  
404 DURHAM STREET  
MENLO PARK CALIFORNIA

Date: 07/21/2025  
Drawn By: DW

Revisions:

07/14/25 PLAN CHECK

08/04/25 PLAN CHECK

STREETSCAPE  
AREA PLAN

Project No: 2215

Sheet No: T-1.3

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VICINITY MAP  
NTS

## NOTES

1. PHYSICAL ITEMS SHOWN ON THIS SURVEY ARE LIMITED TO THOSE SURFACE ITEMS VISIBLE AS OF THE DATE OF THIS SURVEY AND FROM AVAILABLE RECORD DATA. SUBSURFACE OBJECTS, IF ANY, MAY NOT BE SHOWN. SAID SUBSURFACE OBJECTS MAY INCLUDE, BUT ARE NOT LIMITED TO, UNDERGROUND, UTILITY LINES, UTILITY VAULTS, CONCRETE FOOTINGS, SLABS, SHORING, STRUCTURAL PILES, PIPING, UNDERGROUND TANKS, AND ANY OTHER SUBSURFACE STRUCTURES NOT REVEALED BY A SURFACE INSPECTION. ANY USE OF THIS INFORMATION SHOULD BE VERIFIED, BEFORE ITS USE, WITH THE CONTROLLING MUNICIPALITY OR UTILITY PROVIDER. THIS SURVEY MAKES NO GUARANTEE OF THE INSTALLED ACTUAL LOCATION, DEPTHS OR SIZE.
2. DIMENSIONS SHOWN HEREON ARE GROUND DISTANCES IN FEET AND DECIMALS THEREOF.
3. NO PROPERTY CORNERS ARE PROPOSED TO BE SET BY THIS SURVEY.
4. TREE TRUNK LOCATIONS ARE APPROXIMATE. TREE SIZE, TYPE AND DRIFLINES ARE BASED ON A VISUAL OBSERVATION. TREES THAT CROSS A PROPERTY LINE AT GROUND LEVEL SHOULD BE CONSIDERED TO BE JOINTLY OWNED BY THE RESPECTIVE PROPERTY OWNERS. FINAL DETERMINATION SHOULD BE MADE BY THE PROJECT ARBORIST.
5. EASEMENTS, SETBACKS AND OTHER ENCUMBRANCES SHOWN ON THIS SURVEY MAP ARE OBTAINED FROM THE RECORDED MAPS. A TITLE REPORT WAS NOT PROVIDED BY THE CLIENT FOR THIS SURVEY. HENCE, ANY OTHER EASEMENTS, SETBACKS AND ENCUMBRANCES IDENTIFIED IN THE TITLE REPORT ARE NOT SHOWN ON THIS MAP.
6. DISTANCES TO BUILDING SHOWN ARE TO THE WALL FINISH SURFACE.
7. FINISH FLOOR ELEVATIONS ARE TAKEN AT DOOR THRESHOLD (EXTERIOR).

## FEMA MAP INFORMATION

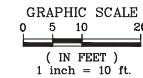
ZONES:  
COMMUNITY:  
MAP NUMBER:  
EFFECTIVE DATE:  
FEMA INFORMATION  
SHOWN ON THIS SURVEY MAP WAS INTERPOLATED  
USING FEMA FIRM AND GIS MAPS  
FROM FEMA FLOOD MAP SERVICE WEBSITE:  
<https://msc.fema.gov>

## BASIS OF BEARINGS

THE BEARINGS SHOWN ON THIS MAP ARE BASED ON THE CENTERLINE  
OF DURHAM STREET, AS SHOWN AS N79°51'00"W ON THAT CERTAIN  
TRACT MAP TITLED "MENALTO PARK", RECORDED IN VOLUME 13 OF  
MAPS, AT PAGE 19, SAN MATEO COUNTY RECORDS.

## LEGEND & ABBREVIATIONS

AD	AREA DRAIN	AB	AGGREGATE BASE
AC	ASPHALT CONCRETE/AIR CONDITIONER	AC	AREA DRAIN
AE	ANCHOR EASEMENT	AE	ANCHOR EASEMENT
APN	ASSESSOR'S PARCEL NUMBER	APN	ASSESSOR'S PARCEL NUMBER
BB	BUBBLER BOX	BB	BUBBLER BOX
BD	BRASS DISK	BD	BRASS DISK
BLOG	BUILDING	BLOG	BUILDING
BSL	BUILDING SETBACK LINE	BSL	BUILDING SETBACK LINE
BW	BOTTOM OF WALK/BACK OF WALK	BW	BOTTOM OF WALK/BACK OF WALK
CD	COBBLE ROCK ENERGY DISSIPATOR	CD	COBBLE ROCK ENERGY DISSIPATOR
CG	CURB & GUTTER	CG	CURB & GUTTER
CLF	CENTRAL LINE	CLF	CENTRAL LINE
CLP	CHAIN LINK FENCE	CLP	CHAIN LINK FENCE
CO	COLUMN	CO	COLUMN
COB	SANITARY SEWER CLEANOUT	COB	SANITARY SEWER CLEANOUT
COP	CURB OPENING	COP	CURB OPENING
CONC	CONCRETE	CONC	CONCRETE
CSD	CITY STANDARD DETAIL	CSD	CITY STANDARD DETAIL
DE	DRAINAGE EMITTER	DE	DRAINAGE EMITTER
DI	DOWNSPOUT	DI	DOWNSPOUT
DWY	DRIVEWAY	DWY	DRIVEWAY
EA	EASEMENT	EA	EASEMENT
ELEV	ELEVATION	ELEV	ELEVATION
EM	ELECTRIC METER	EM	ELECTRIC METER
EOH	ELECTRIC OVERHEAD	EOH	ELECTRIC OVERHEAD
EU	ELECTRIC UNDERGROUND	EU	ELECTRIC UNDERGROUND
EG	EDGE OF GUTTER	EG	EDGE OF GUTTER
EDG	EDGING	EDG	EDGING
EX	EXISTING	EX	EXISTING
FC	FACE OF CURB	FC	FACE OF CURB
FD	FOUND	FD	FOUND
FF	FINISH FLOOR	FF	FINISH FLOOR
FG	GROUND FINISH GRADE	FG	GROUND FINISH GRADE
FI	FIRE HYDRANT	FI	FIRE HYDRANT
FL	FLOW LINE	FL	FLOW LINE
G	GARAGE SLAB ELEVATION/GAS LINE	G	GARAGE SLAB ELEVATION/GAS LINE
GO	GROUND	GO	GROUND
GPE	GENERAL PUBLIC EASEMENT	GPE	GENERAL PUBLIC EASEMENT
GS	GRASS	GS	GRASS
GSB	GRADING SETBACK	GSB	GRADING SETBACK
GM	GAS METER	GM	GAS METER
HP	HIGH POINT	HP	HIGH POINT
IN	INVERT	IN	INVERT
IP	IRON PIPE	IP	IRON PIPE
LP	UP OF GUTTER	LP	UP OF GUTTER
LX	LANDSCAPED AREA	LX	LANDSCAPED AREA
MA	MINIMUM	MA	MINIMUM
MH	MANHOLE	MH	MANHOLE
MN	MONUMENT	MN	MONUMENT
MW	MONUMENT WELL	MW	MONUMENT WELL
N	NEW	N	NEW
NS	NAIL AND SILVER	NS	NAIL AND SILVER
NTS	NOT TO SCALE	NTS	NOT TO SCALE
OH	OVERHEAD	OH	OVERHEAD
OG	ORIGINAL GROUND	OG	ORIGINAL GROUND
PF	PAVEMENT FINISH GRADE	PF	PAVEMENT FINISH GRADE
PN	PAD ELEVATION	PN	PAD ELEVATION
P	PROPERTY LINE	P	PROPERTY LINE
PLNT	PLANTER	PLNT	PLANTER
PEE	PEDESTRIAN EQUESTRIAN EASEMENT	PEE	PEDESTRIAN EQUESTRIAN EASEMENT
PERF	PERFORATED	PERF	PERFORATED
PGE	PACIFIC GAS & ELECTRIC	PGE	PACIFIC GAS & ELECTRIC
PP	POWER POLE PROPOSED	PP	POWER POLE PROPOSED
PSE	PUBLIC SERVICE EASEMENT	PSE	PUBLIC SERVICE EASEMENT
PUE	PUBLIC UTILITY EASEMENT	PUE	PUBLIC UTILITY EASEMENT
PVMT	PAVEMENT	PVMT	PAVEMENT
PVC	POLYVINYL CHLORIDE	PVC	POLYVINYL CHLORIDE
R	RADIUS	R	RADIUS
RC	ROLLING OF CURB	RC	ROLLING OF CURB
RW	RETAINING WALL	RW	RETAINING WALL
REM	REMOVE	REM	REMOVE
RHR	ROCK RIPRAP	RHR	ROCK RIPRAP
R/W	RIGHT OF WAY	R/W	RIGHT OF WAY
S	STORM DRAIN	S	STORM DRAIN
SDE	STORM DRAIN EASEMENT	SDE	STORM DRAIN EASEMENT
SE	SLOPE EASEMENT	SE	SLOPE EASEMENT
SS	SANITARY SEWER/LATERAL	SS	SANITARY SEWER/LATERAL
SSCO	SANITARY SEWER CLEANOUT	SSCO	SANITARY SEWER CLEANOUT
SSC	SANITARY SEWER EASEMENT	SSC	SANITARY SEWER EASEMENT
SSMH	SANITARY SEWER MANHOLE	SSMH	SANITARY SEWER MANHOLE
STA	STATION	STA	STATION
STD	STANDARD DETAIL	STD	STANDARD DETAIL
STLT	STREET LIGHTING BOX	STLT	STREET LIGHTING BOX
SW	SEWAGE	SW	SEWAGE
TC	TOP OF BANK	TC	TOP OF BANK
TD	TOP OF CURB	TD	TOP OF CURB
TE	TEMPORARY	TE	TEMPORARY
TELE	TELEPHONE	TELE	TELEPHONE
TOC	TOP OF COVER	TOC	TOP OF COVER
TOE	TOP OF BANK	TOE	TOP OF BANK
TOG	TOP OF GRATE	TOG	TOP OF GRATE
TPF	TREE PROTECTION FENCE	TPF	TREE PROTECTION FENCE
TW	TOP OF WALK	TW	TOP OF WALK
TYP	TYPICAL	TYP	TYPICAL
VG	VALLEY GUTTER	VG	VALLEY GUTTER
YS	YELLOW STRIPE	YS	YELLOW STRIPE
W	WATER	W	WATER
WCE	WIRE CLEARANCE EASEMENT	WCE	WIRE CLEARANCE EASEMENT
WK	WALKWAY	WK	WALKWAY
WM	WATER METER	WM	WATER METER
WV	WIRE OVERHANG EASEMENT	WV	WIRE OVERHANG EASEMENT
WV	WATER VALVE	WV	WATER VALVE
WV	WHITE STRIPE	WV	WHITE STRIPE



## SURVEYOR'S STATEMENT

THIS TOPOGRAPHIC SURVEY WAS  
PERFORMED BY ME OR UNDER MY  
DIRECTION.

*Woon Chui*  
H. W. CHUI  
RCE NO. 32912 EXP. 06-30-2026

08/06/2025  
DATE



TOPOGRAPHIC SURVEY  
404 DURHAM STREET  
APN 062-206-170

Menlo Park  
California

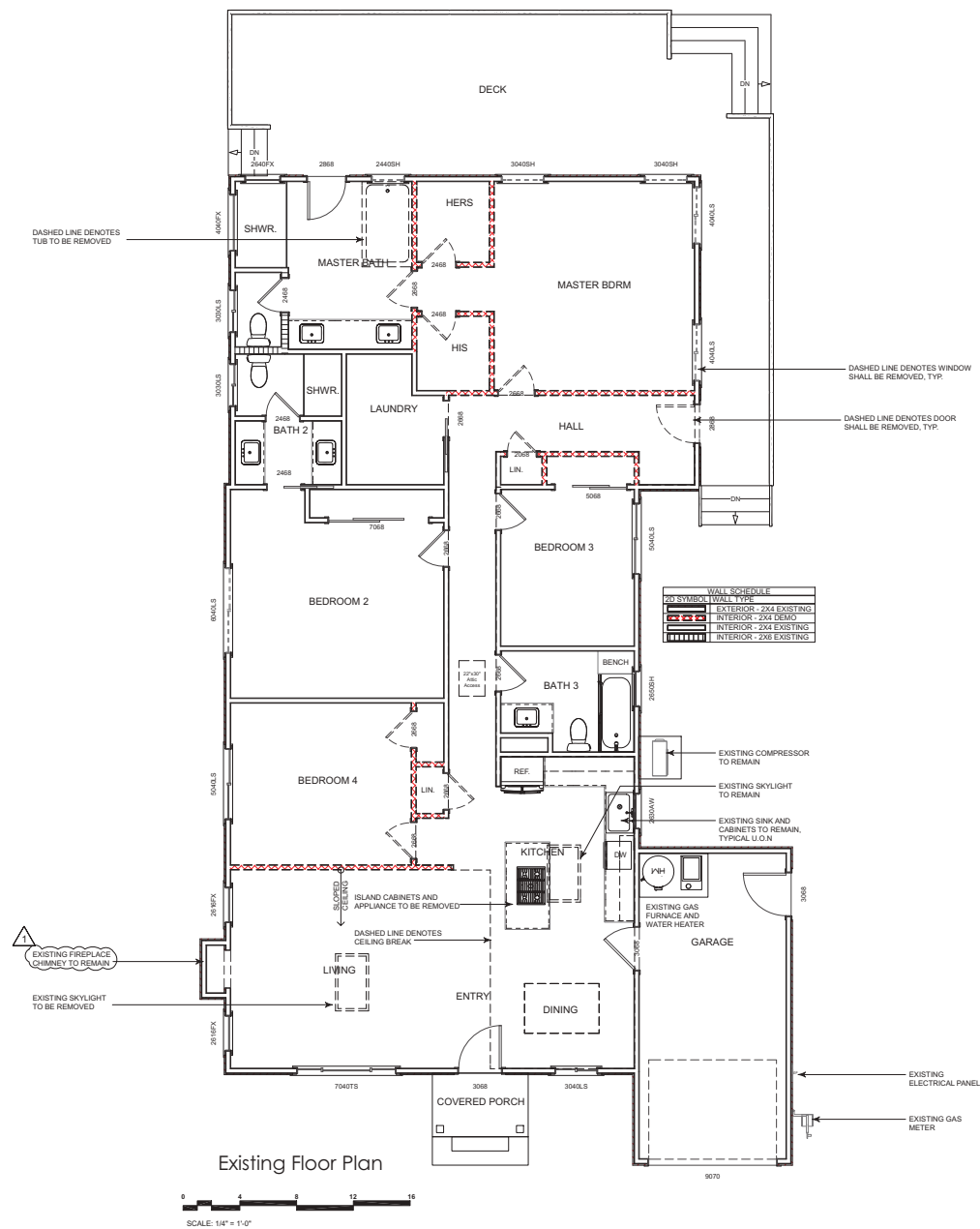
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SHEET NO. 1 of 1  
CONTRACT NO.  
FILE NO.

ROAD NAME : DURHAM STREET





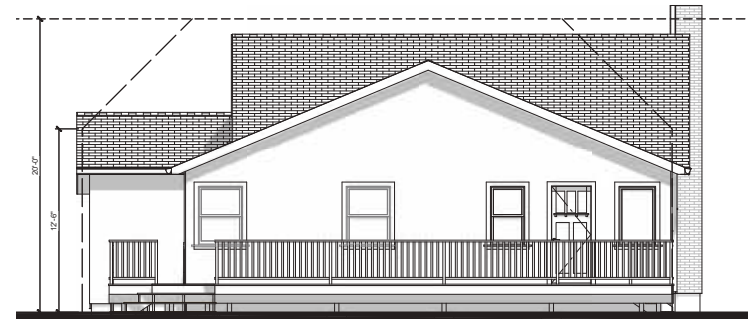




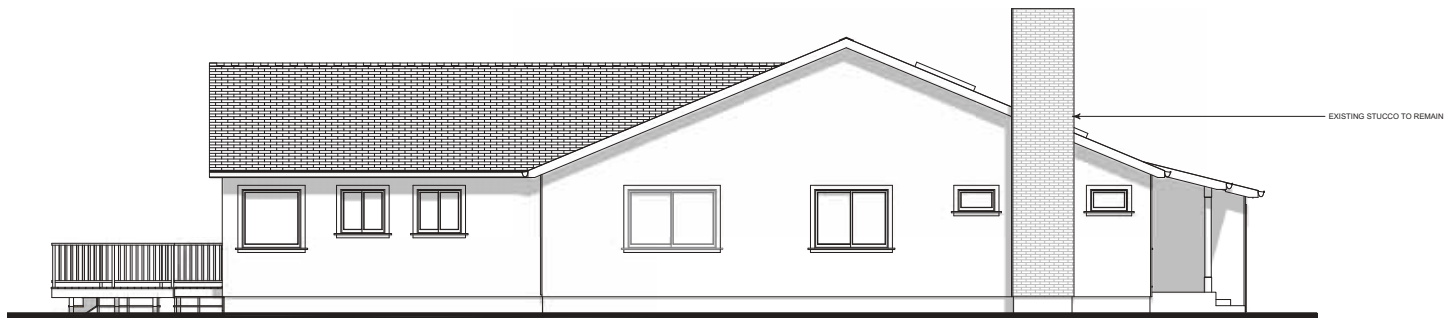




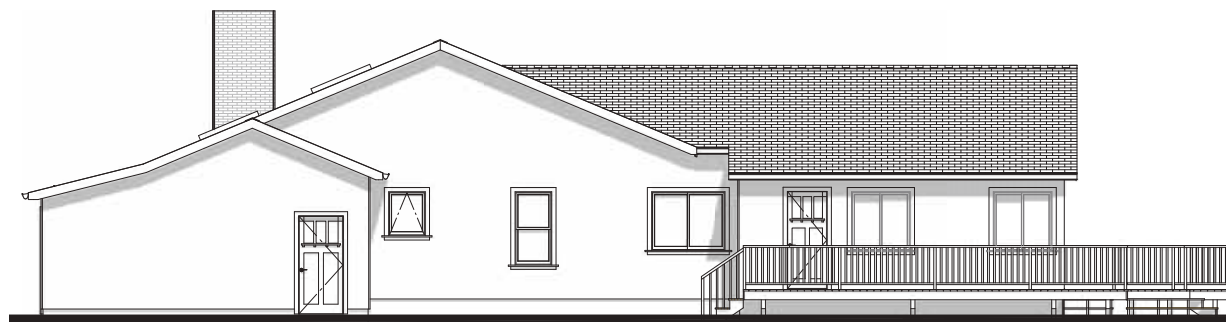
Front Elevation



Rear Elevation



Left Elevation



Right Elevation

WARREN DESIGN

307 E. CAMPBELL AVE. CAMPBELL, CA 95008 P: 408.688.2820

WELLINGTON RESIDENCE  
REMODEL / 2nd LEVEL ADDITION  
404 DURHAM STREET  
MENLO PARK CALIFORNIA

Date: 07/21/2025

Drawn By: DW

Revisions:

07/14/25 PLAN CHECK

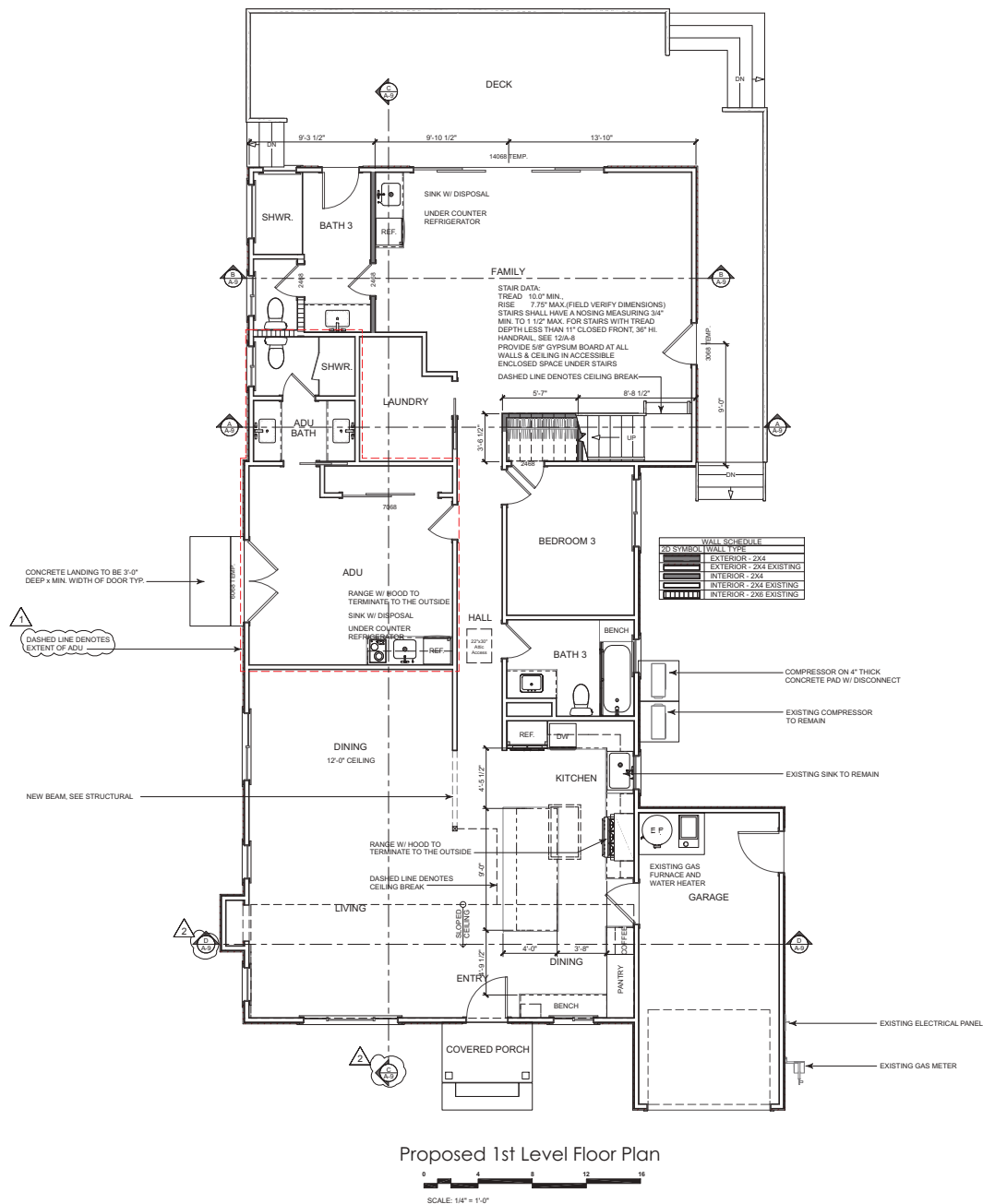
EXISTING  
ELEVATIONS

Project No: 2215

Sheet No: A-3

7 of 17





**WARREN DESIGN**  
 STEVE CAMPBELL AVE. CAMPBELL, CA 95008 P: 650.469.2700

**WELLINGTON RESIDENCE**  
**REMODEL / 2nd LEVEL ADDITION**  
**404 DURHAM STREET**  
**MENLO PARK CALIFORNIA**

Date: 07/21/2025

Drawn By: DW

Revisions:

07/14/25 PLAN CHECK

08/04/25 PLAN CHECK

08/04/25 PLAN CHECK

08/04/25 PLAN CHECK

08/04/25 PLAN CHECK

08/04/25 PLAN CHECK

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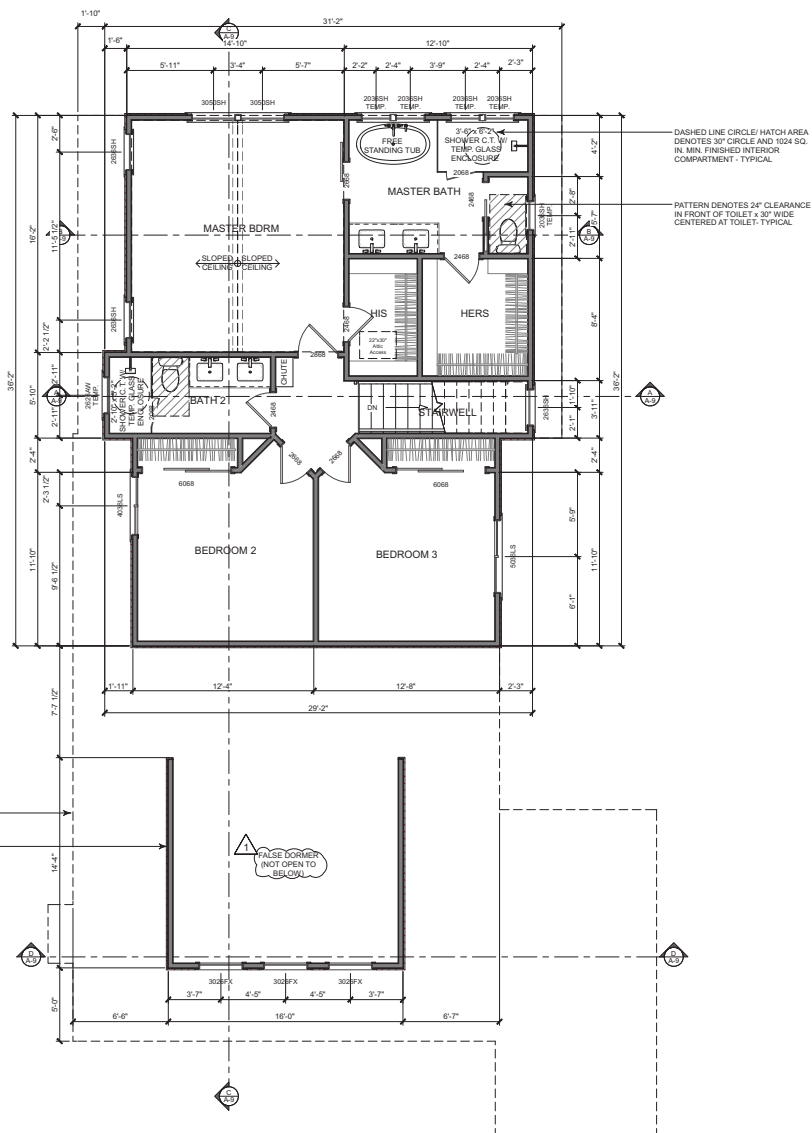
08/04/25 PLAN CHECK

08/04/25 PLAN CHECK

08/04/25 PLAN CHECK

08/04/25 PLAN CHECK





Proposed 2nd Level Floor Plan



**WARREN DESIGN**  
 3575 CAMPBELL AVE. CAMPBELL, CA 95008 P: 408.689.2800

**WELLINGTON RESIDENCE**  
 REMODEL / 2nd LEVEL ADDITION  
 404 DURHAM STREET  
 MENLO PARK CALIFORNIA

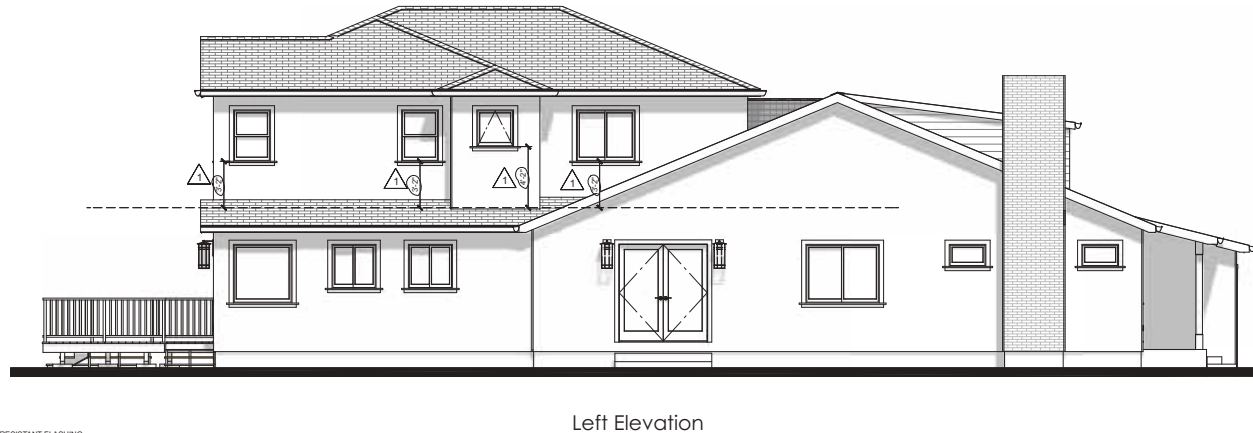
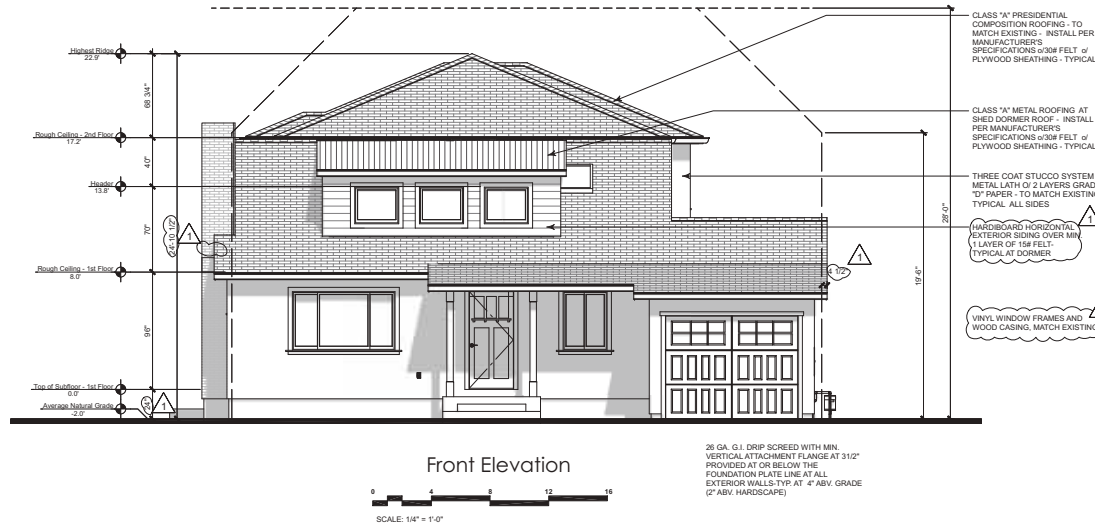
Date:	07/21/2025
Drawn By:	DW
Revisions:	
▲	07/14/25 PLAN CHECK
▲	
▲	
▲	

**PROPOSED**  
**2nd LEVEL**  
**FLOOR PLAN**

Project No:  
**2215**

Sheet No:  
**A-5**





ALL EXTERIOR FLASHING AND INSTALLATION OF APPROVED CORROSION RESISTANT FLASHING ALIED SHINGLE FASHION IN A MANNER TO PREVENT ENTRY OF WATER INTO THE WALL CAVITY OR PENETRATION OF WATER INTO THE BUILDING STRUCTURAL FRAMING COMPONENTS AT THE FOLLOWING LOCATIONS, BUT NOT LIMITED TO:

- EXTERIOR WINDOWS AND DOORS
- AT THE INTERSECTION OF CHIMNEYS OR OTHER MASONRY CONSTRUCTION WITH FRAME OR STUCCO WALLS, WITH PROJECTION LIPS ON BOTH SIDES UNDER STUCCO COPINGS
- UNDER AND AT THE ENDS OF MASONRY, WOOD OR METAL COPINGS AND SILLS
- CONTINUOUSLY ABOVE ALL PROJECTING WOOD TRIM
- WHERE EXTERIOR PORCHES, DECKS OR STAIRS ATTACH TO A WALL OR FLOOR ASSEMBLY OR WOOD-FRAME CONSTRUCTION AT WALL AND ROOF INTERSECTIONS
- AT BUILT-IN GUTTERS

WARREN DESIGN

3516 CAMPBELL AVE. CAMPBELL, CA 95008 P: 408.469.2800

WELLINGTON RESIDENCE  
REMODEL / 2nd LEVEL ADDITION  
404 DURHAM STREET  
MENLO PARK CALIFORNIA

Date: 07/21/2025

Drawn By: DW

Revisions:

07/14/25 PLAN CHECK

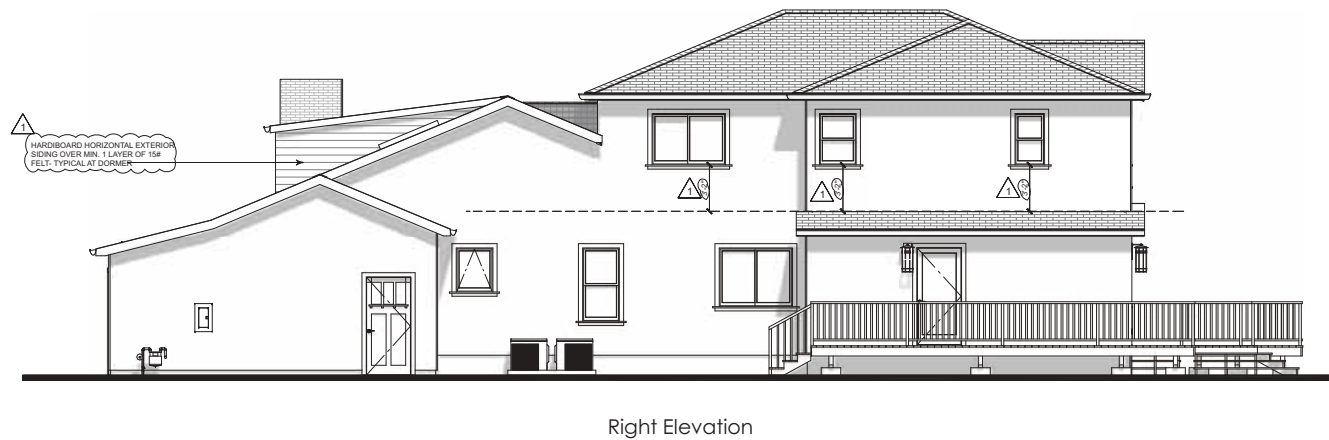
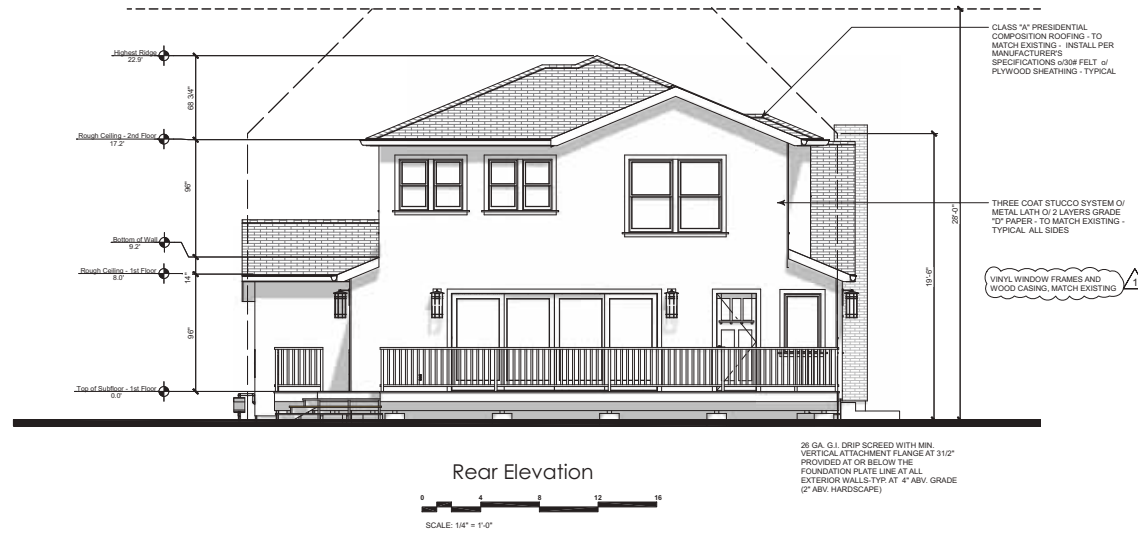
EXTERIOR ELEVATIONS

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Project No: 2215

Sheet No: A-6





WARREN DESIGN  
501 E. CAMPBELL AVE. CAMPBELL, CA 95008 P: 408.469.3700

WELLINGTON RESIDENCE  
REMODEL / 2nd LEVEL ADDITION  
404 DURHAM STREET  
MENLO PARK CALIFORNIA

Date: 07/21/2025

Drawn By: DW

Revisions:

07/14/25 PLAN CHECK

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▲  
▲  
▲  
▲

EXTERIOR ELEVATIONS

Project No: 2215

Sheet No: A-7

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# ROOF PLAN GENERAL NOTES:

1. ARROWS INDICATE DIRECTION OF ROOF SLOPE.
2. OVERHANGS ARE TO BE 12" AT EAVES & 12" AT RAKES (U.N.O.)
3. PROVIDE EAVE VENTS FOR ATTIC VENTILATION PER C.R.C. TYPICAL.
4. INSTALL G.I. MATERIAL ROOF JACKS FOR PLUMBING VENTS, ETC. AS REQUIRED.
5. INSTALL "XGEE" GUTTER W/ DOWNSPOUTS AS REQUIRED TO MATCH EXISTING.
6. PROVIDE CONCRETE SPLASH BLOCKS AT DOWNSPOUT LOCATIONS FOR DRAINAGE AWAY FROM STRUCTURE - TYPICAL.

## ATTIC VENTILATION:

2,434.69 S.F. OF ATTIC SPACE / 300 = 7.4 S.F.  
 8.12 S.F. x 144 SQ. INCHES = 1,169.28 SQ. INCHES REQ'D  
 1,169.28 SQ. INCHES / 2 = 584.64 SQ. INCHES

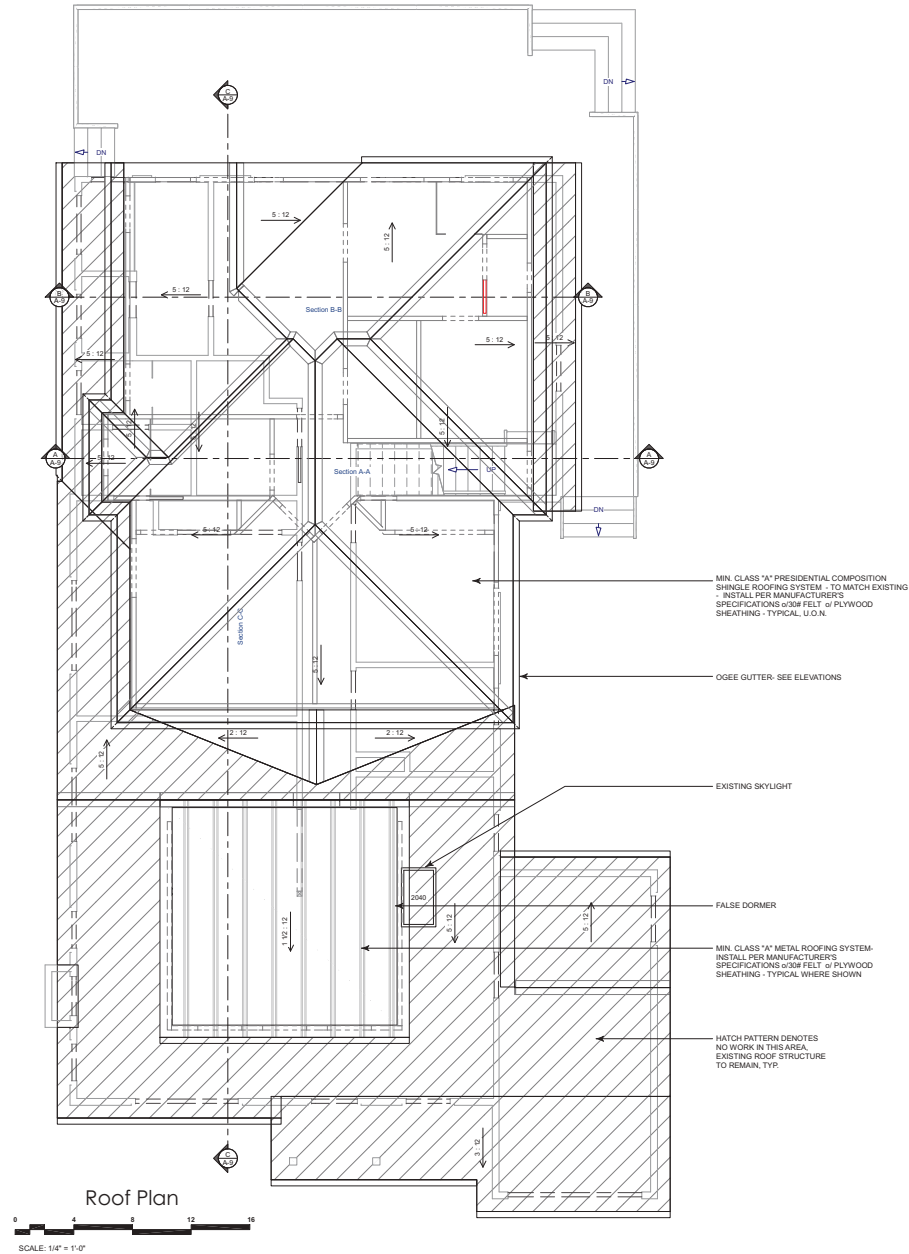
2434.69 S.F. / 2 = 1,217.35 S.F.  
 1,217.35 S.F. / 1,400 S.F. = 1 - ROOF ATTIC VENTILATOR - MAKE, MODEL: BROAN, 355BK (1,400 S.F. MAX, 1,200 CFM)

PROVIDE (3) 2" DIA. HOLES AT FREEZE BLKG (9 SQ. INCHES OF VENTING PER BLOCK)  
 584.64 SQ. INCHES REQ'D / 9 SQ. INCHES = 65 FREEZE BLOCKS REQUIRED.  
 PROVIDE VENTING BLKS SPACED EVENLY AT PERIMETER BUT NOT CLOSER THAN EVERY OTHER BAY.

NOTE:  
 AT LEAST 40% BUT NOT MORE THAN 50% OF REQUIRED ATTIC VENTILATION SHALL BE PROVIDED BY VENTS LOCATED NOT MORE THAN 3' BELOW THE RIDGE AND THE REMAINING VENTS LOCATED AT THE EAVE OR CORNICE PER C.R.C.

FOUNDATION VENTILATION:  
 6"X10" SIMPSON G.I. FOUNDATION VENTS TO BE EVENLY SPACED AROUND PERIMETER OF FOUNDATION FOR CROSS VENTILATION REQUIREMENTS. WHERE EXISTING VENTS ARE COVERED UP PROVIDE ADDITIONAL VENTS AS NECESSARY. VENTS SHALL NOT BE LOCATED AT SHEARWALLS.

2,261.26 S.F. / 150 S.F. = 15.08 S.F.  
 6"X10" = 72 S.F.  
 15.08 S.F. / 72 S.F. = 21 VENTS MIN. REQ'D



MIN. CLASS "A" PRESIDENTIAL COMPOSITION  
 SHINGLE ROOFING SYSTEM - TO MATCH EXISTING  
 - INSTALL PER MANUFACTURER'S  
 SPECIFICATIONS o3M FELT w/ PLYWOOD  
 SHEATHING - TYPICAL U.C.N.

OGEE GUTTER- SEE ELEVATIONS

EXISTING SKYLIGHT

FALSE DORMER

MIN. CLASS "A" METAL ROOFING SYSTEM-  
 INSTALL PER MANUFACTURER'S  
 SPECIFICATIONS o3M FELT w/ PLYWOOD  
 SHEATHING - TYPICAL WHERE SHOWN

HATCH PATTERN DENOTES  
 NO WORK IN THIS AREA.  
 EXISTING ROOF STRUCTURE  
 TO REMAIN, TYP.

Roof Plan

0 4 8 12 16  
 SCALE: 1/4" = 1'-0"

WARREN DESIGN  
 STEVE CAMPBELL AVE. CAMPBELL, CA 95008 P: 855.688.2800

WELLINGTON RESIDENCE  
 REMODEL / 2nd LEVEL ADDITION  
 404 DURHAM STREET  
 MENLO PARK CALIFORNIA

Date: 07/21/2025

Drawn By: DW

Revisions:

08/04/25 PLAN CHECK

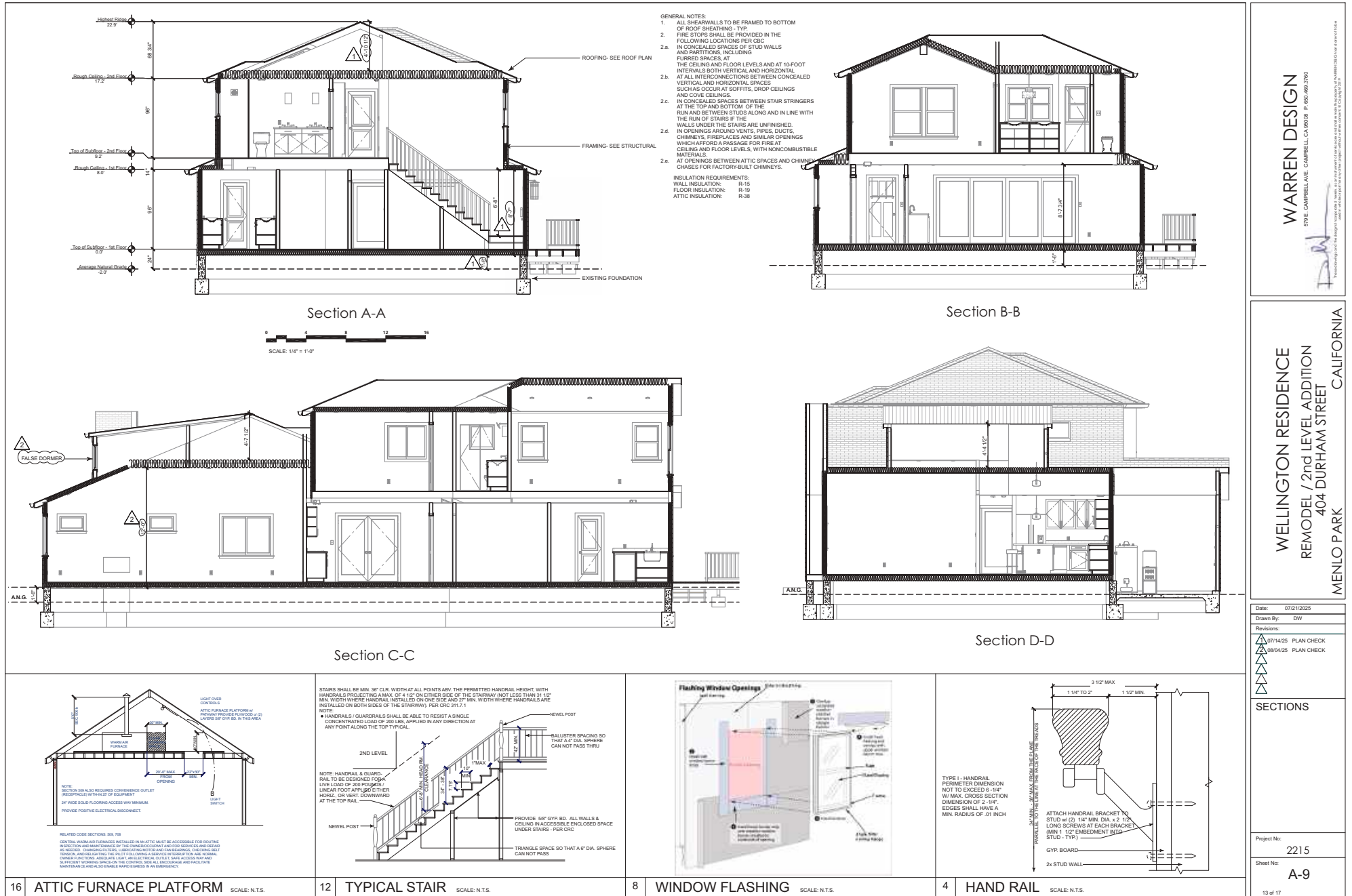
ROOF PLAN

Project No: 2215

Sheet No: A-8

12 of 17





**WARREN DESIGN**

STEVE CAMPBELL AVE. CAMPBELL, CA 95008 P: 408.469.8700

---

**WELLINGTON RESIDENCE**

**REMODEL / 2nd LEVEL ADDITION**

**404 DURHAM STREET**

**MENLO PARK**

**CALIFORNIA**

---

Date: 07/21/2025

Drawn By: DW

Revisions:

▲	07/14/25	PLAN CHECK
▲	08/04/25	PLAN CHECK

**SECTIONS**

Project No: **2215**

Sheet No: **A-9**

13 of 17



# WARREN DESIGN

579 E. Campbell Avenue Campbell, CA 95008 p. 209.534.7371

## PROJECT DESCRIPTION

**404 DURHAM ST.**

**July 21, 2025**

We are proposing to add a 2<sup>nd</sup> story onto this 4 bedroom 3 bath house that is on a 7,000 s.f. lot. No addition is proposed at the 1<sup>st</sup> level, but the kitchen, living, and dining will be remodeled. Existing bedroom with on-suite bathroom will be converted into an ADU. The existing master bedroom and bathroom will be converted to the new family room. The existing covered porch, garage, laundry, uncovered deck, bedroom 3 and bath 3 are to remain. The 2<sup>nd</sup> story will include a new master bedroom, master bathroom, 2 bedrooms, and bathroom. No trees are being removed.

Neighborhood outreach was conducted and the residents at 324 Durham, 728 Regal, and 735 Regal were supportive of the project being proposed. Other immediate neighbors were unable to be reached.

Sincerely,

**WARREN DESIGN**

A handwritten signature in blue ink, appearing to read 'D. Warren', with a long horizontal flourish extending to the right.

Daniel Warren, Principal

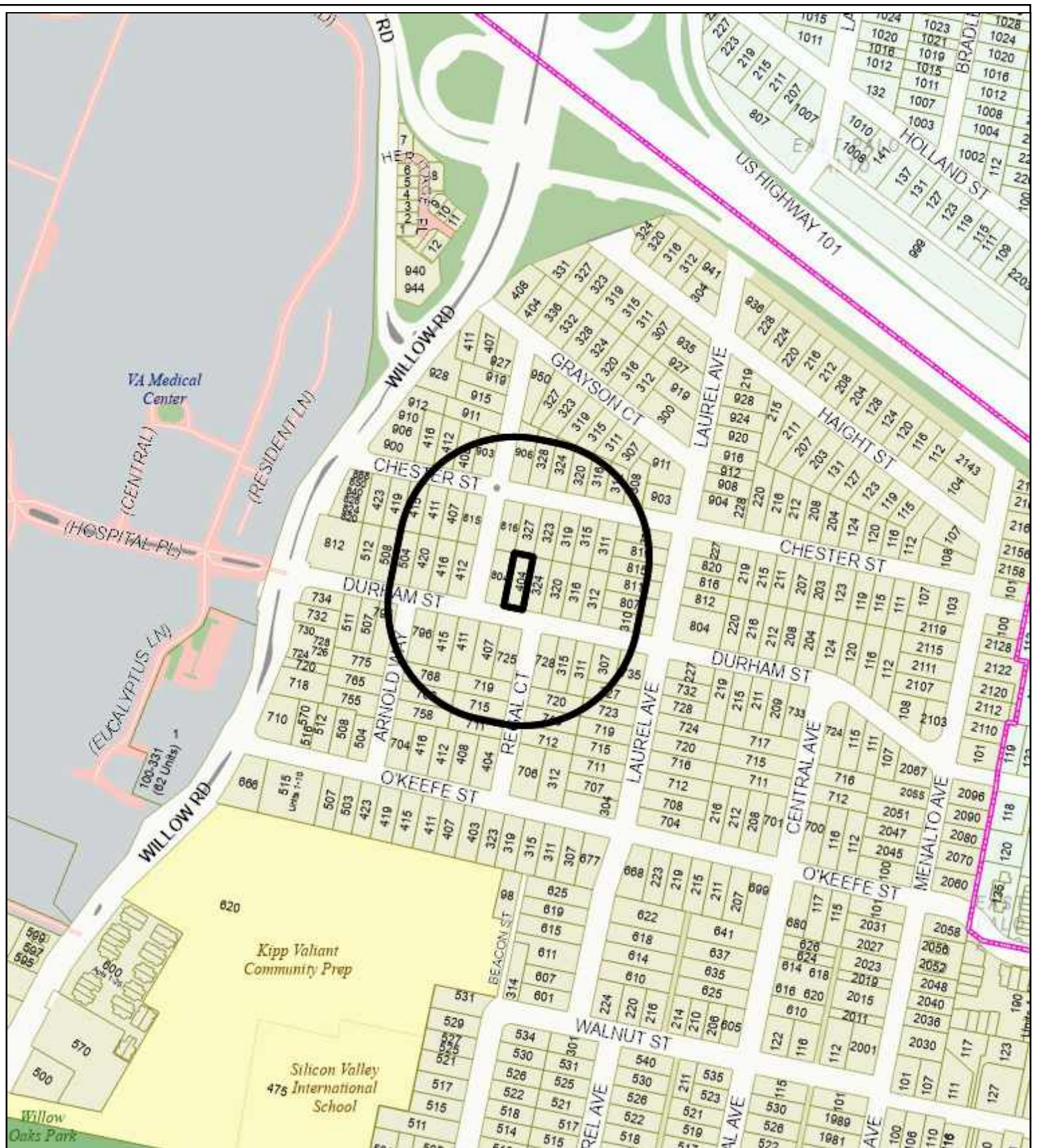


<b>LOCATION:</b> 404 Durham Street	<b>PROJECT NUMBER:</b> PLN2025-00037	<b>APPLICANT:</b> Daniel Warren	<b>OWNER:</b> Robert Wellington
<b>PROJECT CONDITIONS:</b> <ol style="list-style-type: none"> <li>1. The use permit shall be subject to the following standard conditions: <ol style="list-style-type: none"> <li>a. The applicant shall be required to apply for a building permit within one year from the date of approval (by September 8, 2026) for the use permit to remain in effect.</li> <li>b. Development of the project shall be substantially in conformance with the plans prepared by Warren Design consisting of 14 plan sheets, dated received September 3, 2025 and approved by the Planning Commission on September 8, 2025, except as modified by the conditions contained herein, subject to review and approval of the Planning Division.</li> <li>c. Prior to building permit issuance, the applicant shall comply with all Sanitary District, Menlo Park Fire Protection District, and utility companies' regulations that are directly applicable to the project.</li> <li>d. Prior to building permit issuance, the applicant shall comply with all requirements of the Building Division, Engineering Division, and Transportation Division that are directly applicable to the project.</li> <li>e. Prior to building permit issuance, the applicant shall submit a plan for any new utility installations or upgrades for review and approval by the Planning, Engineering and Building Divisions. All utility equipment that is installed outside of a building and that cannot be placed underground shall be properly screened by landscaping. The plan shall show exact locations of all meters, back flow prevention devices, transformers, junction boxes, relay boxes, and other equipment boxes.</li> <li>f. Simultaneous with the submittal of a complete building permit application, the applicant shall submit plans indicating that the applicant shall remove and replace any damaged and significantly worn sections of frontage improvements. The plans shall be submitted for review and approval of the Engineering Division.</li> <li>g. Simultaneous with the submittal of a complete building permit application, the applicant shall submit a Grading and Drainage Plan for review and approval of the Engineering Division. The Grading and Drainage Plan shall be approved prior to the issuance of grading, demolition or building permits.</li> <li>h. Heritage trees in the vicinity of the construction project shall be protected pursuant to the Heritage Tree Ordinance.</li> <li>i. Prior to building permit issuance, the applicant shall pay all fees incurred through staff time spent reviewing the application.</li> <li>j. The applicant or permittee shall defend, indemnify, and hold harmless the City of Menlo Park or its agents, officers, and employees from any claim, action, or proceeding against the City of Menlo Park or its agents, officers, or employees to attack, set aside, void, or annul an approval of the Planning Commission, City Council, Community Development Director, or any other department, committee, or agency of the City concerning a development, variance, permit, or land use approval which action is brought within the time period provided for in any applicable statute; provided, however, that the applicant's or permittee's duty to so defend, indemnify, and hold harmless shall be subject to the City's promptly notifying the applicant or permittee of any said claim, action, or proceeding and the City's full cooperation in the applicant's or permittee's defense of said claims, actions, or proceedings.</li> </ol> </li> </ol>			



<b>LOCATION:</b> 404 Durham Street	<b>PROJECT NUMBER:</b> PLN2025-00037	<b>APPLICANT:</b> Daniel Warren	<b>OWNER:</b> Robert Wellington
<b>PROJECT CONDITIONS:</b> <ul style="list-style-type: none"> <li>k. Notice of Fees Protest – The applicant may protest any fees, dedications, reservations, or other exactions imposed by the City as part of the approval or as a condition of approval of this development. Per California Government Code 66020, this 90-day protest period has begun as of the date of the approval of this application.</li> </ul> <p>2. The use permit shall be subject to the following <b><i>project-specific</i></b> conditions:</p> <ul style="list-style-type: none"> <li>a. Simultaneous with the submittal of a complete building permit application, the applicant shall submit an updated site plan to show the existing right-side garage setback consistent with the survey.</li> </ul>			





City of Menlo Park  
Location Map  
404 DURHAM STREET



Scale: 1:4,000

Drawn By: CRT

Checked By: CDS

Date: 9/8/2025

Sheet: 1



## 404 Durham Street – Attachment C: Data Table

	PROPOSED PROJECT	EXISTING PROJECT	ZONING ORDINANCE
Lot area	6,997 sf	6,997 sf	7,000 sf min
Lot width	50 ft	50 ft	65 ft min
Lot depth	140 ft	140 ft	100 ft min
Setbacks			
Front	24.9 ft	24.9 ft	20 ft min
Rear	45.1 ft	45.1 ft	20 ft min
Side (left)	4.7 ft	4.7 ft	10% of minimum lot width, minimum 5 feet
Side (right)	4.8 ft	4.8 ft	
Building coverage*	2,194.1 sf 31.4 %	2,318.6 sf 33.1 %	2,448 sf max 35 % max
FAL (Floor Area Limit)	3,088.1* sf	2,285.9 sf	2,800 sf max
Square footage by floor	1,604.4 sf/1st 926.7 sf/2nd 239.2 sf/garage 317.8 sf/ADU 25.9 sf/porches 6.8 sf/fireplace	1,922.2 sf/1st 239.2 sf/garage 124.5 sf/shed 25.9 sf/porches 6.8 sf/fireplace	
Square footage of buildings	3,120.8 sf	2,318.6 sf	
Building height	24.9 ft	19 ft	28 ft max
Parking	1 covered space	1 covered space	1 covered and 1 uncovered space
Note: Areas shown highlighted indicate a nonconforming or substandard situation			
Trees	Heritage trees 3**	Non-Heritage trees 3	New trees 0
	Heritage trees 0 proposed for removal	Non-Heritage trees 0 proposed for removal	Total Number of trees 6

\*The main residence floor area is 2,770.3 square feet, which complies with the maximum floor area limit. ADUs area allowed to exceed the maximum floor area limit by up to 800 square feet

\*\*Of these trees, one is located on the subject property, and two are shared with a neighboring property.



**Turner, Christopher R**

---

**From:** Cullen Rude <cullen.rude@gmail.com>  
**Sent:** Wednesday, July 30, 2025 8:22 PM  
**To:** Turner, Christopher R  
**Subject:** 404 Durham St Use Permit

Hello,

I'm writing to voice my support for the permit request to remodel and add 1st and 2nd story addition. I'm in favor of allowing the property owners, and any owners in Menlo Park, to develop their property as desired. Including exceeding 50 percent of the replacement value of the existing nonconforming structure and building an ADU.

Not only is it their property to do what they wish, the building of an ADU adds at least one more unit to our limited housing supply.

If further comment is needed I'm happy to provide. Thank you.

Cullen Rude  
308 Chester st





## STAFF REPORT

### Planning Commission

Meeting Date:

9/8/2025

Staff Report Number:

25-043-PC

### Public Hearing:

**Consider and adopt a resolution to approve a use permit to construct exterior and interior modifications and additions to an existing nonconforming residence in the R-1-S (Single Family Suburban Residential) zoning district at 1005 Olive Street and determine this action is categorically exempt under CEQA Guidelines Section 15303, Class 1 exemption for existing facilities.**

## Recommendation

Staff recommends that the Planning Commission adopt a resolution approving a use permit to construct exterior and interior modifications and additions to an existing nonconforming residence in the R-1-S (Single Family Suburban Residential) zoning district at 1005 Olive Street. The proposed work would exceed 75 percent of the replacement value of the existing structure, which requires a use permit. The draft resolution, including the recommended actions and conditions of approval, is included as Attachment A.

## Policy Issues

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

## Background

### *Site location*

The subject property is located in the West Menlo neighborhood, approximately one block south of Hillview Middle School and Santa Cruz Avenue. The property is a panhandle lot accessed via a driveway off Olive Street, which also provides vehicular access to single-family residences at 1001 and 1003 Olive Street. The surrounding neighborhood consists of single- and two-story residences typical of the R-1-S zoning district with a variety of architectural styles such as ranch, mid-century, and traditional. Hillview Middle School is located in the P-F (Public Facilities) zoning district. A location map is included as Attachment B.

## Analysis

### *Project description*

The residence is nonconforming with regard to the front (north) setback as the existing attached garage is set back from the property line 6.4 feet, where a 20-foot front setback is required. The majority of the garage is located in the front setback area while the remainder of the residence complies with setback requirements. The lot is presently occupied by a 1,835-square-foot single-story, single-family residence with



a 372-square-foot attached garage, originally built in 1950 in the mid-century style. The front entrance is oriented to the north and the driveway is also located along the northern side of the property.

The applicant proposes a comprehensive exterior and interior remodel and addition to the single-story residence. The project would re-organize existing rooms and spaces, and construct new bedrooms, bathrooms, office, and storage spaces through a single-story addition to the eastern side of the building footprint. The proposed scope would enlarge the existing three bedroom and two bathroom residence to become a four bedroom and three bathroom residence. In addition, window modifications and exterior work are proposed and further discussed in this report.

The remodeled residence would meet all Zoning Ordinance requirements for floor area limit (FAL), building coverage, setbacks, daylight plane, height, and parking, with the exception of the existing front setback. Of particular note with regard to Zoning Ordinance requirements:

- The total proposed FAL would be 3,077 square feet, where a maximum of 3,563 square feet is permitted. The proposed FAL includes 106.25 square feet counted at 200 percent floor area because the distance between the finished floor and the new roof is greater than 17 feet.
- The total proposed building coverage would be 3,115 square feet, where a maximum of 3,625 square feet is permitted.
- The residence would include a new hip roof design resulting in a building height of 19.1 feet, where a maximum building height of 28 feet is permitted. The existing residence is 12.1 feet tall.

The proposed project would remove an existing 20-square-foot storage shed located in the front setback area and also reduce the size of an existing 66-square-foot pool equipment shed located in the rear of the property by approximately seven square feet to comply with the required 10-foot minimum separation distance between buildings.

The applicant's project plans and 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 private driveway that runs along the northern property line and connects the panhandle property and two other residences to Olive Street, a public street that intersects with Santa Cruz Avenue to the north. On-site required parking is satisfied by an attached two-car garage proposed to remain. Menlo Park Municipal Code section 15.28.110(e) requires panhandle lots to provide paved guest parking with a minimum size of 20 feet by 20 feet, but the existing residence was developed without a guest parking area. The existing conditions are proposed to remain, and staff is not aware of any complaints or parking issues on the property or shared access driveway.

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

The applicant describes the project as creating an "upscale classic Ranch Style" appearance. Highlighted features include shingle siding (replacing painted wood siding), new asphalt roof shingles (replacing existing asphalt shingles), wide vertical trim at all corners, removal of the brick masonry fireplace and chimney, and re-glazing of the western wall facing the existing pool. The existing flat and sloped roof would be modified to include a hip roof.



### ***Nonconforming new work value***

For projects involving existing nonconforming structures, the City uses standards established by the Building Division to calculate the replacement and new construction costs on which the use permit threshold is based. For context, the use permit threshold differs between 75 percent for a single-story structure and 50 percent for a two-story structure. Since the proposed residence is a single-story structure, the 75 percent threshold applies. The City has determined that the value of the proposed work for the project would be approximately 100 percent of the replacement value, and therefore requires use permit approval by the Planning Commission.

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

The project site contains one non-heritage 12-inch fir tree near the southern property line. A heritage cedar tree with a diameter of 20 inches is located close to the western property line of the subject site, on a neighboring property. No new trees or landscaping modifications are proposed. No heritage trees or street trees are affected by the proposed project. The City Arborist has reviewed the application and deemed it appropriate to proceed.

### ***Correspondence***

The applicant states in their project description letter that they have made efforts to inform and engage neighboring property owners and the proposal has received neutral to positive responses. As of the completion of this report, staff has not received any correspondence.

### **Conclusion**

The proposed project would update and improve the housing condition of the existing residence originally constructed in 1950. Staff believes the design and materials of the proposed residence are compatible with the surrounding neighborhood, which features a mixture of single- and two-story residence in a variety of architectural styles. The proposed project would feature a consistent, harmonious architectural style. 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 Section 15303, Class 1 ("Existing Facilities") of the current California Environmental Quality Act (CEQA) Guidelines.

### **Public Notice**

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

### **Appeal Period**

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



## **Attachments**

- A. Draft Planning Commission resolution approving the use permit
  - Exhibits to Attachment A
    - A. Project plans
    - B. Project description letter
    - C. Conditions of approval
- B. Location map
- C. Data table

Report prepared by:  
Calvin Chan, Senior 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 TO CONSTRUCT  
EXTERIOR AND INTERIOR MODIFICATIONS AND ADDITIONS TO  
AN EXISTING NONCONFORMING RESIDENCE IN THE R-1-S  
(SINGLE FAMILY SUBURBAN RESIDENTIAL) ZONING DISTRICT  
AT 1005 OLIVE STREET.**

WHEREAS, the City of Menlo Park (“City”) received an application requesting a use permit to construct exterior and interior modifications and additions to an existing nonconforming residence in the R-1-S (Single Family Suburban Residential) zoning district (collectively, the “Project”) from Erica and Dan Galles (“Applicant” and “Owner”), at 1005 Olive Street (APN 071-162-120) (“Property”). The Project use permit is depicted in and subject to the development plans and project description letter, which are attached hereto as Exhibit A and Exhibit B, respectively, and incorporated herein by this reference; and

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

WHEREAS, the value of the proposed Project would exceed 75 percent of the existing replacement value in a 12-month period; and

WHEREAS, the existing residence is nonconforming with regard to the front (north) setback; and

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

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

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

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

WHEREAS, the Project is exempt from environmental review pursuant to CEQA Guidelines section 15303, Class 1 (“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 September 8, 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 to construct exterior and interior modifications and additions to an existing nonconforming residence 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-S zoning district and the General Plan because nonconforming single-story residences are allowed to be modified and expanded beyond 75 percent of the value of the proposed new work in any 12-month period, subject to granting of a use permit.
  - b. The proposed Project would update and improve the housing condition of the existing residence originally constructed in 1950. The primary residence would meet side (east and west) and rear (south) setbacks and would continue to maintain the nonconforming front (north) setback of 6.4 feet where 20 feet is required.



- c. The proposal would be compliant with all parking requirements providing two covered garage parking spaces.
- 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 residence would be located in a single-family neighborhood and has been designed in a way to complement the existing scale of surrounding homes.

Section 3. Conditional Use Permit. The Planning Commission approves Use Permit No. PLN2025-00031, which use permit is depicted in and subject to the development plans and project description letter, which are attached hereto and incorporated herein by this reference as Exhibit A and Exhibit B, respectively. The use permit is conditioned in conformance with the conditions attached hereto and incorporated herein by this reference as Exhibit C.

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

1. The Project is categorically exempt from environmental review pursuant to Cal. Code of Regulations, Title 14, §15303 et seq. (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 September 8, 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 September 2025.

PC Liaison Signature

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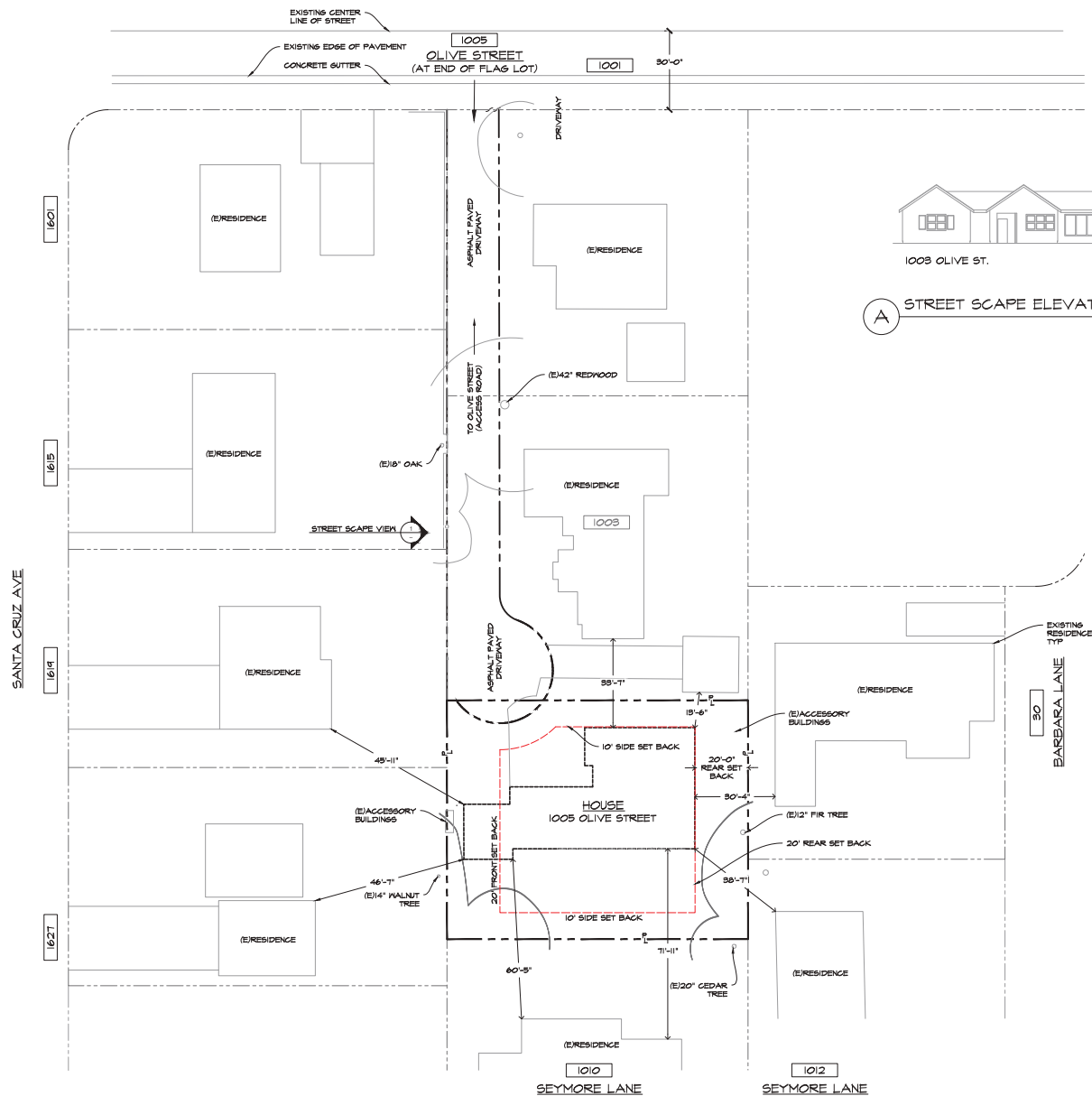
Corinna Sandmeier  
Principal Planner  
City of Menlo Park

Exhibits

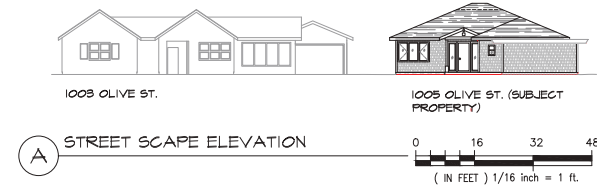
- A. Project plans
- B. Project description letter
- C. Conditions of approval



# EXHIBIT A



AREA PLAN



A STREET SCAPE ELEVATION

## PROJECT DESCRIPTION:

INTERIOR REMODEL AND ADDITION TO BEDROOM WING OF (E)HOME. DEMO (E)MASONRY FIREPLACE IN LIVING ROOM AND REPLACE WINDOW WALL WITH (N)DOUBLE PANE GLAZING. REPLACE RADIANT HEATING WITH NEW MINI SPLIT HVAC SYSTEM. REPLACE (E)SLOPED & FLAT ROOF W/ (N)HIP ROOF. REPLACE (E) SIDING W/ SHINGLES & INSTALL ALL NEW WINDOWS EXCEPT IN (E)GARAGE. USE PERMIT REQUIRED DUE TO SCOPE OF WORK & LEGAL, NON-CONFORMING GARAGE WITHIN FRONT SET BACK. REFER TO PROJECT DESCRIPTION LETTER ATTACHED.

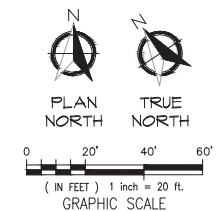
## PROJECT DATA:

ZONING : R-1-S  
OCCUPANCY GROUP : R3/U  
TYPE OF CONST. : V-B  
STORIES : 1  
FIRE SPRINKLERS : TBD

APNs  
071-162-120

## TABLE OF CONTENTS:

A-1 : AREA PLAN  
A-2 : SITE PLAN  
A-3 : EXISTING FLOOR PLAN  
A-4 : PROPOSED FLOOR PLAN  
A-5 : PROPOSED ROOF PLAN  
A-6 : EXISTING POLYGON AREA DIAGRAM  
A-7 : PROPOSED POLYGON AREA DIAGRAM  
A-8 : EXISTING EXTERIOR ELEVATIONS  
A-9 : PROPOSED EXTERIOR ELEVATIONS  
A-10 : PROPOSED EXTERIOR ELEVATIONS  
A-11 : SECTIONS  
SU-1 : SURVEY



REVISIONS	DEPT.
7/15/25	PLANNING
7/30/25	PLANNING
8/4/25	PLANNING
8/5/25	PLANNING



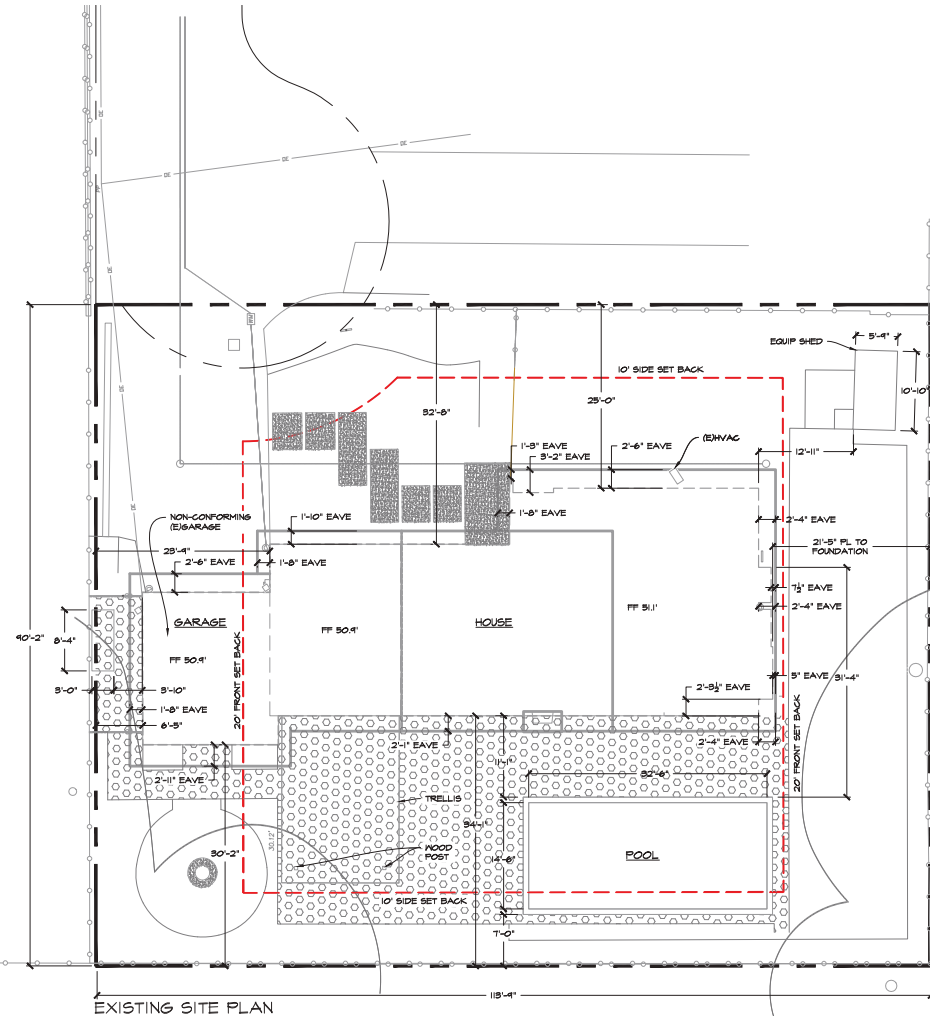
REMODEL FOR:  
GALLES RESIDENCE  
1005 OLIVE STREET  
MENLO PARK, CA 94025

JOB NO.  
-  
ISSUE DATE  
4-20-25  
DRAWN BY  
Benjamin J Forte

AREA PLAN

A-1





#### GENERAL NOTES:

CONSTRUCTION NOTES:  
NONCONFORMING WALL/ELEMENTS SHALL NOT BE REMOVED  
PAST FRAMING MEMBERS. IF MODIFIED/REMOVED,  
NONCONFORMING ELEMENTS CANNOT BE REBUILT IN CURRENT  
LOCATION.  
DURING CONSTRUCTION, POOLS SHALL BE ENCLOSED BY A  
FENCE OR SOLID STRUCTURE WITH A HEIGHT OF SIXTY (60) TO  
EIGHTY-FOUR (84) INCHES. THE FENCE SHALL NOT HAVE ANY  
OPENINGS LARGER THAN FIFTY (50) SQUARE INCHES OTHER  
THAN A GATE. FENCES WITH RECTANGULAR OPENINGS HAVING  
A HORIZONTAL DIMENSION FOUR (4) INCHES OR LESS MAY  
EXCEED FIFTY (50) SQUARE INCHES. ALL GATES LEADING INTO

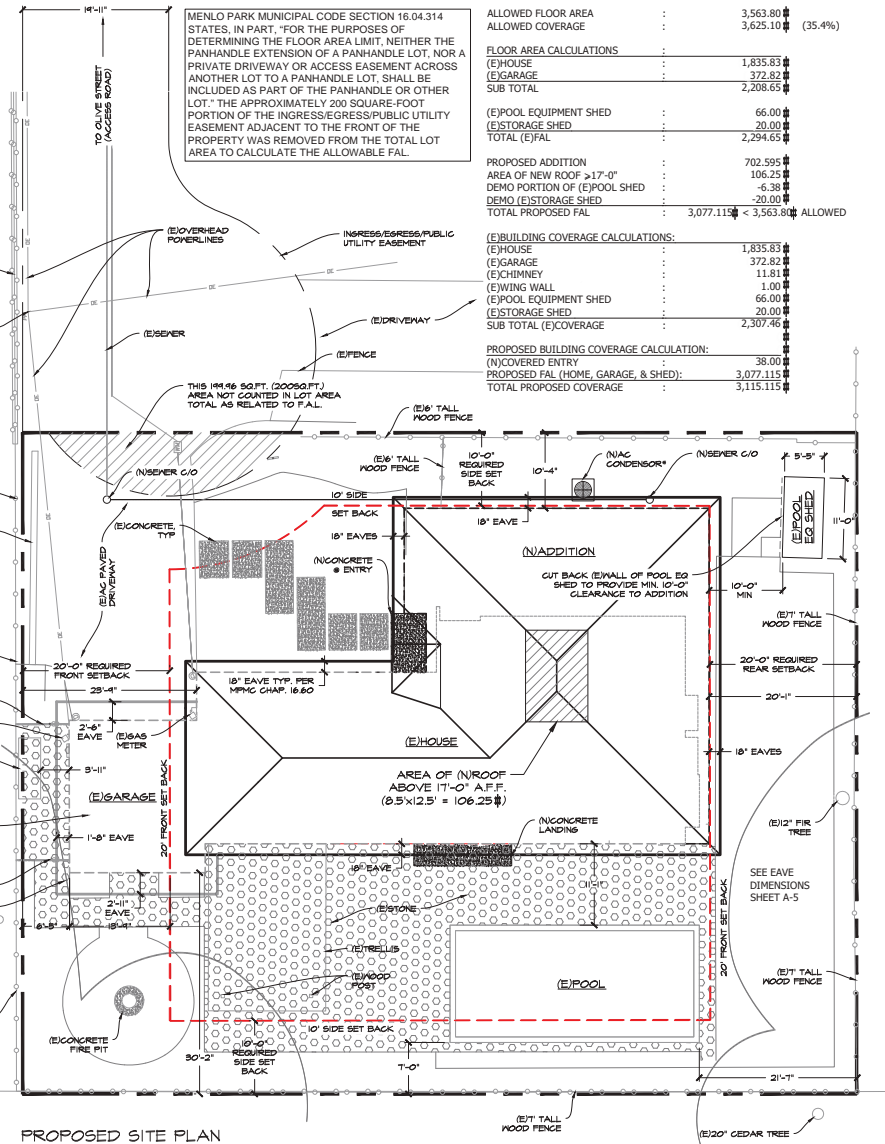
THE AREA SHALL BE SELF-CLOSING AND SELF-LATCHING. THE  
LATCH SHALL BE AT LEAST SIXTY (60) INCHES ABOVE THE  
GROUND. (MENLO PARK MUNICIPAL CODE ORD. 1093 § 10,  
2022).

#### PLUMBING NOTES:

1) WATER-CONSERVING PLUMBING FIXTURE FLOW RATES:  
A) WATER CLOSET TO BE 1.28 GALLONS PER FLUSH MAXIMUM OR  
DUAL FLUSH PER CPC 411.2.  
B) RESIDENTIAL LAVATORY FAUCET TO BE 1.2 GALLONS PER  
MINUTE, MAXIMUM. CPC 407.2.2.  
C) SHOWERHEADS TO BE 1.8 GALLONS PER MINUTE, MAXIMUM,  
PER CPC 408.2.

2) WATER CLOSETS AND AREAS WITH HIGH HUMIDITY

a) BATHTUB AND SHOWER FLOORS AND WALLS ABOVE  
BATHTUBS WITH INSTALLED SHOWER HEADS AND IN SHOWER  
COMPARTMENTS SHALL BE FINISHED WITH A NONABSORBENT  
SURFACE. SUCH WALL SURFACES SHALL EXTEND TO A HEIGHT  
OF NOT LESS THAN 6 FEET ABOVE THE FLOOR. CRC R307.2.  
b) GYPSUM BOARD SHALL NOT BE USED WHERE THERE WILL BE  
DIRECT EXPOSURE TO WATER, OR IN AREAS SUBJECT TO  
CONTINUOUS HIGH HUMIDITY. CRC R702.3.7.1



#### SPECIAL NOTES:

ALL SET BACK DIMENSIONS FROM PROPERTY LINE TOO  
FACE OF FOUNDATION TO BE CONFIRMED BY SURVEYOR  
OF RECORD PRIOR TO CONSTRUCTION.

NONCONFORMING WALLS/ELEMENTS SHALL NOT BE  
REMOVED PAST FRAMING MEMBERS. IF  
MODIFIED/REMOVED, NONCONFORMING ELEMENTS  
CANNOT BE REBUILT IN CURRENT LOCATION.

\* ALL SUCH MECHANICAL EQUIPMENT SHALL COMPLY  
WITH MENLO PARK MUNICIPAL CODE REGULATIONS.

AREA CALCS:		
LOT AREA	10,255	
ALLOWED FLOOR AREA	3,563.80	
ALLOWED COVERAGE	3,625.10	(35.4%)
FLOOR AREA CALCULATIONS		
(E)HOUSE	1,835.83	
(E)GARAGE	372.82	
SUB TOTAL	2,208.65	
(E)POOL EQUIPMENT SHED	66.00	
(E)STORAGE SHED	20.00	
TOTAL (E)FAL	2,294.65	
PROPOSED ADDITION	702.595	
AREA OF NEW ROOF >17'-0"	106.25	
DEMO PORTION OF (E)POOL SHED	-6.38	
DEMO (E)STORAGE SHED	-20.00	
TOTAL PROPOSED FAL	3,077.115	< 3,563.80 ALLOWED
(E)BUILDING COVERAGE CALCULATIONS:		
(E)HOUSE	1,835.83	
(E)GARAGE	372.82	
(E)CHIMNEY	11.81	
(E)WING WALL	1.00	
(E)POOL EQUIPMENT SHED	66.00	
(E)STORAGE SHED	20.00	
SUB TOTAL (E)COVERAGE	2,307.46	
PROPOSED BUILDING COVERAGE CALCULATION:		
(N)COVERED ENTRY	38.00	
PROPOSED FAL (HOME, GARAGE, & SHED):	3,077.115	
TOTAL PROPOSED COVERAGE	3,115.115	

REVISIONS	DEPT.
7/15/25	PLANNING
7/30/25	PLANNING
8/4/25	PLANNING
8/5/25	PLANNING

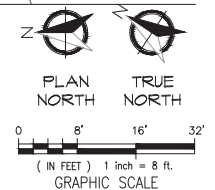


REMODEL FOR:  
GALLES RESIDENCE  
1005 OLIVE STREET  
MENLO PARK, CA 94025

JOB NO.  
-  
ISSUE DATE  
4-20-25  
DRAWN BY  
Benjamin J Forte

SITE PLAN

A-2





REVISIONS	DEPT.
7/15/25	PLANNING
7/30/25	PLANNING
8/4/25	PLANNING
8/5/25	PLANNING



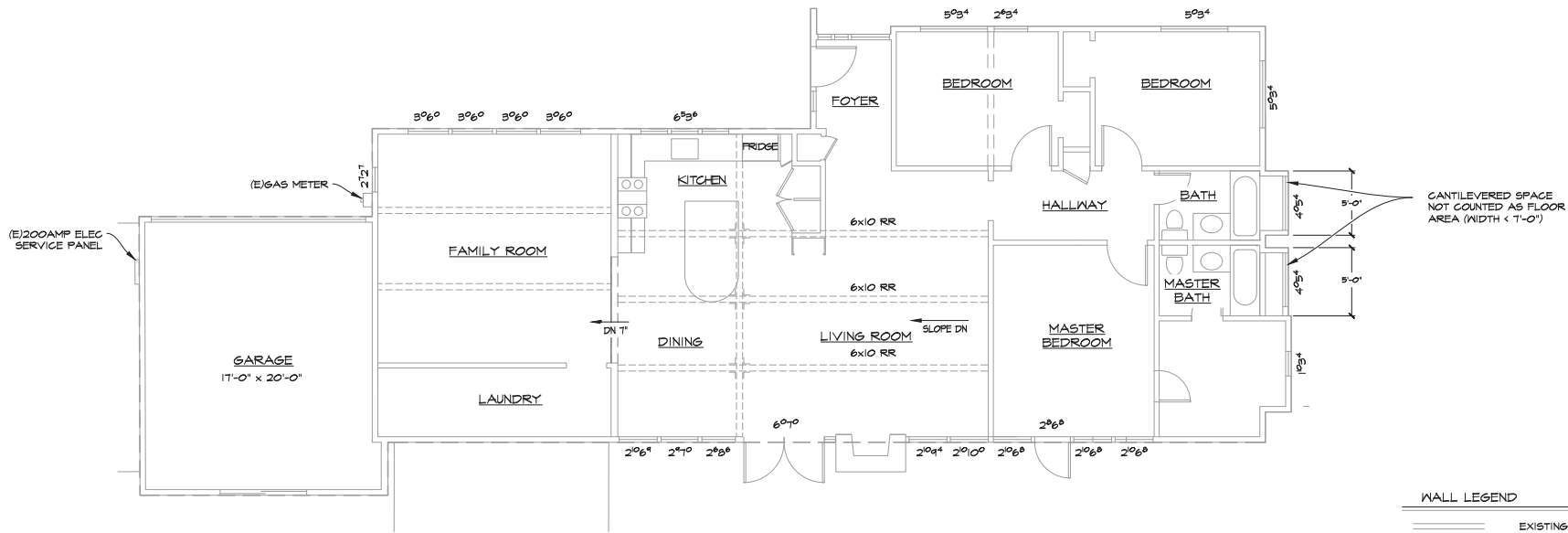
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ISSUE DATE	4-20-25
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EXISTING  
FLOOR PLAN

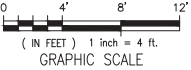
A-3



EXISTING FLOOR PLAN

WALL LEGEND

EXISTING





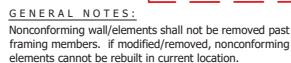
**21. ACCESS THROUGH AN OPENING AND PASSAGEWAY AT LEAST AS LARGE AS THE LARGEST COMPONENT OF THE APPLIANCE AND 22-INCH X 30-INCH MINIMUM. CMC**

**BYPROVIDE A 20 FEET MAXIMUM PASSAGEWAY TO THE FURNACE FROM THE ACCESS POINT. THE WIDTH OF THE PASSAGEWAY SHALL NOT BE LESS THAN 24 INCHES. CMC**










**CYPROVIDE A LEVEL WORKING PLATFORM NOT LESS THAN 30 BY 30 INCHES IN FRONT OF THE SERVICE SIDE OF THE FURNACE, EXCEPT: A WORKING PLATFORM MAY BE USED IF THE SERVICE SIDE OF THE FURNACE IS NOT ACCESSIBLE FROM THE REQUIRED ACCESS OPENING. THE FURNACE SERVICE SIDE SHALL NOT EXCEED 12 INCHES FROM THE ACCESS OPENING. CMC 304.4.3.**

**DIFURNACE SERVICE SIDE SHALL BE PROTECTED BY A GUARD RAIL LIGHT FIXTURE NEAR THE FURNACE. THE SWITCH SHALL BE LOCATED AT THE ENTRANCE OF THE PASSAGEWAY. CMC 304.4.3.**

**EYPROVIDE AT LEAST TWO METHODS OF CONDENSATE CONTROL PER CMC 310.2.**



### WINDOW SCHEDULE

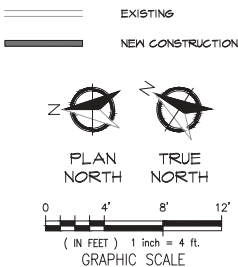
SYMBOL	TYPE	SIZE	TEMPERED	SPECIAL NOTES	QTY
	CASEMENT "Egress"	2'x5'0"	NO	DOUBLE CASEMENT	2
	MIXED "Egress"	2'x5'0"	NO	CASEMENT / FIXED CASEMENT	3
	CASEMENT "Egress"	2'x5'0"	NO	CASEMENTS	4
	FIXED	2'0"0"	YES	FIXED SIDE LIGHTS	2
	DOUBLE HUNG	3'0"5"	NO	DOUBLE HUNG	1
	CASEMENT	2'x5'0"	YES	OBSOURED	1
	AWNING	3'0"2"	YES	AWNING	1
	FIXED	1'x3'0"	NO	DOUBLE HUNG	1
	CASEMENT	1'x3'0"	NO	CASEMENT	1
	MIXED	2'x4'6"	NO	CASEMENT / FIXED CASEMENT	1

DOOR SCHEDULE

SYMBOL	TYPE	SIZE	TEMPERED	SPECIAL NOTES	QTY
①	CANTINA DOORS	12'-0"W x 8'-0"H	YES	-	1
②	HINGED EXTERIOR DOOR	3'-6"W x 8'-0"H	N/A	-	1
③	HINGED CLOSET DOORS	3'-6"W x 8'-0"H	N/A	-	2
④	DOUBLE POCKET DOOR	5'-0"W x 8'-0"H	N/A	-	1
⑤	HINGED INTERIOR DOOR	2'-6"W x 8'-0"H	N/A	HINGE LEFT	3
⑥	POCKET DOOR	2'-6"W x 8'-0"H	N/A		2
⑦	POCKET DOOR	2'-4"W x 8'-0"H	N/A		1
⑧	HINGED INTERIOR DOOR	2'-6"W x 8'-0"H	N/A	HINGE RIGHT	1
⑨	HINGED INTERIOR DOOR	2'-8"W x 8'-0"H	N/A	(4)HINGE RIGHT (1)HINGE LEFT	1

- a) LEAST ONE EMERGENCY ESCAPE AND RESCUE OPENING ARE REQUIRED IN EVERY SLEEPING ROOM PER CRC R310.1.
- b) OPENINGS SHALL HAVE THE BOTTOM OF THE CLEAR OPENING NOT GREATER THAN 44 INCHES, MEASURED FROM THE FLOOR.
- c) THE NET CLEAR OPENING SHALL BE 5.7 SQUARE FEET MINIMUM (GRADE FLOOR OPENINGS MAY HAVE A NET CLEAR OPENING OF 5.0 SQUARE FEET MINIMUM). R310.2.1
- d) THE NET CLEAR HEIGHT SHALL BE 24" MINIMUM. R310.2.2
- e) THE NET CLEAR WIDTH SHALL BE 20" MINIMUM. R310.2.2
- f) EMERGENCY ESCAPE AND RESCUE OPENING SHALL OPEN DIRECTLY INTO A PUBLIC WAY.

WALL LEGEND



REVISIONS	DEPT.
1 7/15/25	PLANNING
2 7/30/25	PLANNING
3 8/4/25	PLANNING
4 8/5/25	PLANNING



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1005 OLIVE STREET  
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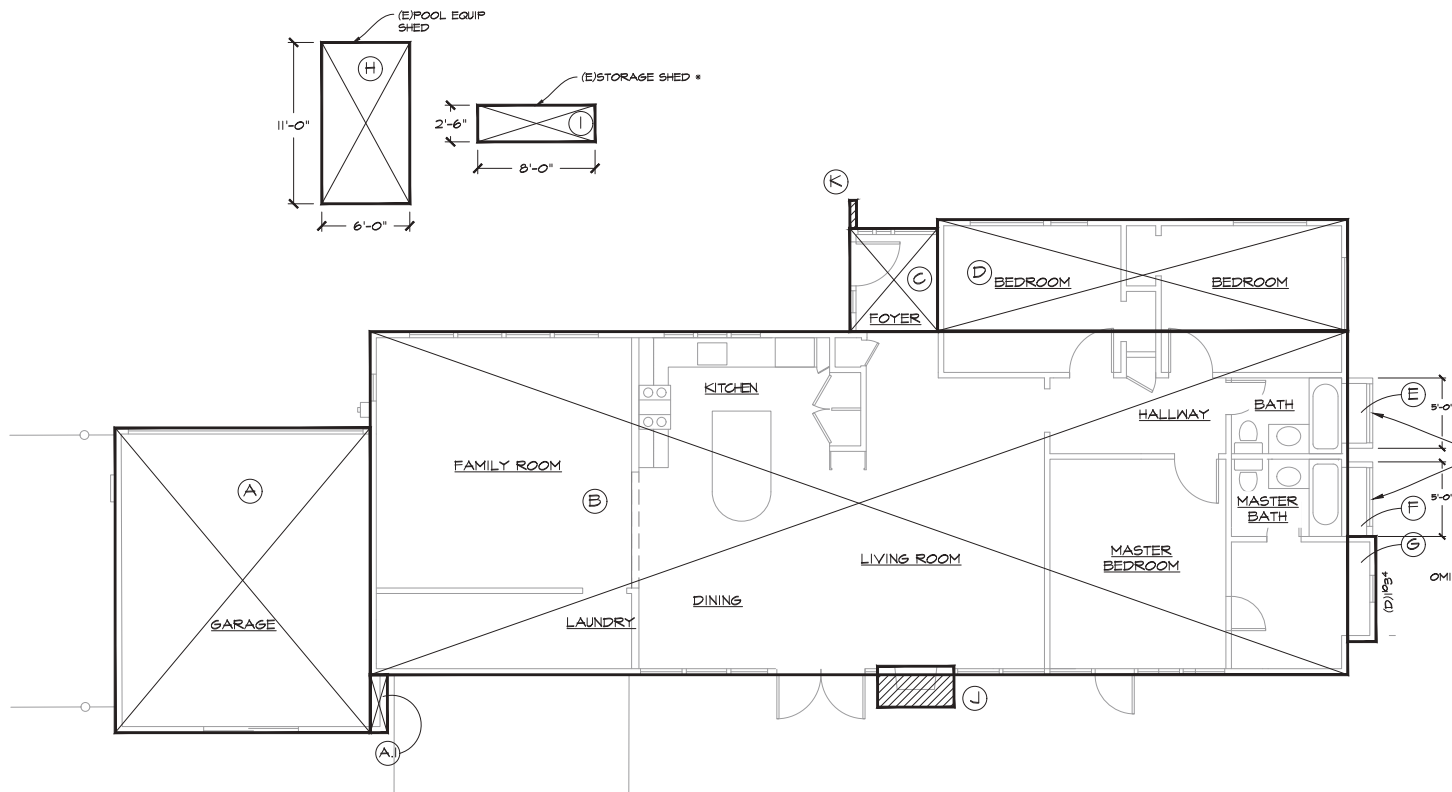
# PROPOSED FLOOR PLAN

A — 4









CANTILEVERED AREA NOT  
COUNTED AS FLOOR AREA  
(WIDTH < 7'-0")

EXISTING FLOOR AREA LIMIT  
(F.A.L.) CALCULATION:

AREA	DIMENSIONS	SQ. FEET
(A) (GARAGE)	17.5 x 21.0	= 367.5 #
(A.I) (GARAGE)	1.33 x 4.0	= 5.32 #
(B) (HOUSE)	66.50 x 23.50	= 1562.75 #
(C) (HOUSE)	6.0 x 7.0	= 42.00 #
(D) (HOUSE)	27.75 x 7.75	= 215.06 #
(E) (HOUSE)	2.0 x 5.0	= <10.00> #
(F) (HOUSE)	2.0 x 5.0	= <10.00> #
(G) (HOUSE)	2.209 x 7.25	= 16.02 #
(H) (POOL EQ SHED)	11.0 x 6.0	= 66.00 #
(I) (STORAGE SHED)	8.0 x 2.50	= 20.00 #
TOTAL F.A.L.		= 2,294.65 #

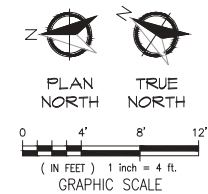
EXISTING BUILDING  
COVERAGE CALCULATION:

AREA	DIMENSIONS	SQ. FEET
(J) (CHIMNEY)	5.25 x 2.25	= 11.81 #
(K) (WING WALL)	0.50 x 2.00	= 1.00 #
HOME, GARAGE, & (2) SHEDS		= 2,294.65 #
TOTAL BUILDING COVERAGE		= 2,307.46 #

CANTILEVERED SPACE  
NOT COUNTED AS FLOOR  
AREA (WIDTH < 7'-0")

POLYGON DIAGRAM  
EXISTING F.A.L. & COVERAGE

\* STORAGE SHE TO BE REMOVED,  
SEE SHEET A-6.I



REVISIONS	DEPT.
7/15/25	PLANNING
7/30/25	PLANNING
8/4/25	PLANNING
8/5/25	PLANNING



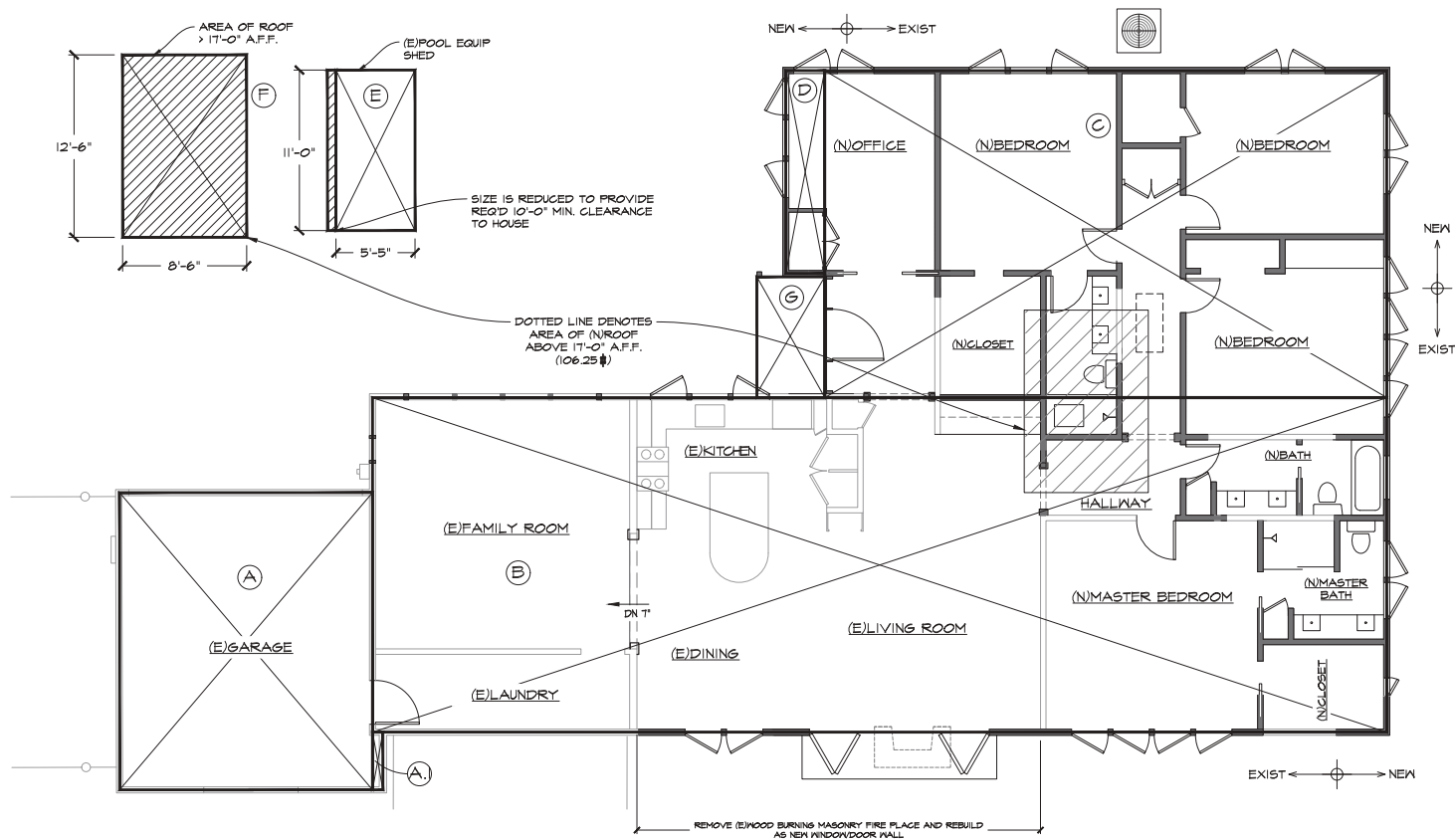
REMODEL FOR:  
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DRAWN BY  
Benjamin J Forte

EXISTING  
POLYGON  
AREA DIAGRAM

A-6





# PROPOSED FLOOR AREA (F.A.L.) CALCULATIONS:

AREA	DIMENSIONS	SQ. FEET
(A) (GARAGE)	17.5 x 21.0	= 367.5 #
(A.) (GARAGE)	1.33 x 4.0	= 5.32 #
(B) (HOUSE)	70.00 x 23.33	= 1,633.10 #
(C) (HOUSE)	30.33 x 22.50	= 682.425 #
(D) (HOUSE)	3.0 x 14.30	= 42.90 #
(E) (POOL EQ SHED)	5.5 x 11.0	= 59.62 #
(F) (ROOF > 17'-0" AFF)	8.5 x 12.5	= 106.25 #
TOTAL F.A.L.		= 3,077.115 #

# PROPOSED COVERAGE CALCULATIONS:

AREA	DIMENSIONS	SQ. FEET
(G) COVERED ENTRY	4.75 x 8.0	= 38.0 #
HOME, GARAGE, & SHED		= 3,077.115 #
TOTAL BUILDING COVERAGE		= 3,115.115 #

REVISIONS	DEPT.
7/15/25	PLANNING
7/30/25	PLANNING
8/4/25	PLANNING
8/5/25	PLANNING

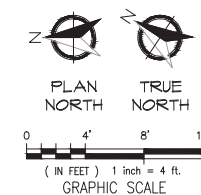


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PROPOSED  
POLYGON  
AREA DIAGRAM

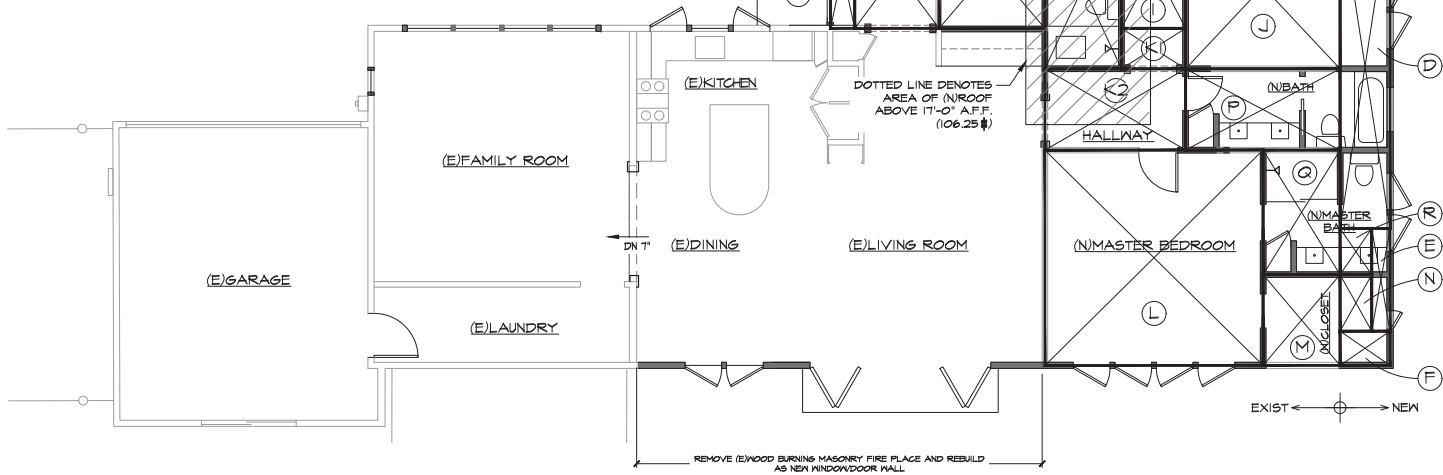
A-6.1





NONCONFORMING STRUCTURE - NEW WORK VALUE CALCULATION				
Address:	1828 Olive St			
Case No.:				
10% of Existing Value	\$186,804.76			
75% of Existing Value	\$384,907.01			
Value of Proposed Project	\$380,043.76			
Existing Structure at				
Non-Conforming Structure Type	Square Footage	Construction Cost	Existing Value	
Existing 1st floor	4,020.50	X \$100/sq ft	\$397,112.50	
Existing 2nd floor	0	X \$200/sq ft	\$0.00	
Existing Basement	0	X \$100/sq ft	\$0.00	
Existing Garage	373.52	X \$70/sq ft	\$26,146.40	
Total	4,394.02		\$393,258.90	
Note: This computation is only valid in the nonconforming structure of a time. If there are detailed alterations on the same site, they are either subject to their own computation or they are also nonconforming and subject to new work of \$380,043.76 add.				

Proposed Development			
Proposed Development Type	Square Footage	Construction Cost	Development Value
Category 1: New square footage of new foundation and/or wall for year:			
1st Floor Addition	1,111.00	X \$200/sq ft	\$222,200.00
2nd Floor Addition	0	X \$200/sq ft	\$0.00
Basement Floor Addition	0	X \$200/sq ft	\$0.00
Garage Addition	0	X \$70/sq ft	\$0.00
Category 2: Removal of existing square footage (foundation and wall included) (REMOVE)			
Add: Square Footage measurements are taken as to extent of any items with any minor modifications.			
Removal of Kitchen	0	X \$100/sq ft	\$0.00
Removal of Bathrooms	134.75	X \$180/sq ft	\$24,255.00
Removal of Other Living Areas	180.975	X \$100/sq ft	\$18,097.50
Removal of Garage	0	X \$70/sq ft	\$0.00
Category 3: Interior modifications to existing structure			
Removal replacements are included in total estimated cost according to Category 2. New costs and new siding are included portions of the structure are not included in Category 2 or Category 3 and should be accounted for using the applicable values.			
New Hard Structure Over Existing Site (N)	1,111.00	X \$180/sq ft	\$200,000.00
Replacement of Existing Windows	660	X \$20/sq ft	\$13,200.00
Replacement of Existing Siding	1,800.0	X \$30/sq ft	\$54,000.00
Total	3,091.975		\$307,255.50



POLYGON DIAGRAM  
FOR REMODEL SPACE/COST ANALYSIS

(N)ADDITION:			
(A)	1.667 x 7.5	=	12.5 #
(B)	41.5 x 14.25	=	591.375 #
(C)	7.5 x 0.75	=	5.625 #
(D)	9.5 x 22	=	77 #
(E)	1.25 x 7	=	8.75 #
(F)	9.25 x 2.25	=	1.90 #
<b>TOTAL</b>		=	<b>702.55 #</b>

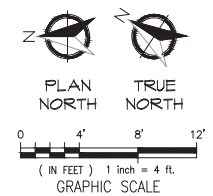
REMODEL OF (E)LIVING:			
(G)	5.75 x 7.5	=	43.125 #
(H)	7 x 8.25	=	57.75 #
(I)	4.5 x 8.5	=	38.25 #
(J)	10.5 x 10.5	=	110.25 #
(K)	4.5 x 2.5	=	11.25 #
(L)	4.5 x 5.5	=	52.25 #
(M)	15.25 x 15	=	228.75 #
(N)	5 x 6.25	=	31.25 #
(O)	2 x 4	=	8 #
<b>TOTAL</b>		=	<b>580.875 #</b>

REMODEL OF (E)BATHROOMS:			
(P)	5 x 11	=	55 #
(Q)	10.5 x 5	=	52.5 #
(R)	5 x 8.25	=	41.25 #
(S)	2 x 3	=	6 #
<b>TOTAL</b>		=	<b>154.75 #</b>

REMOVE (E)CHIMNEY & REPLACE  
(E)WINDOW WALL = 247.5 #

(N)ROOF OVER  
(E)FLOOR AREA = 1,016.625 #

ALL NEW SHINGLE SIDING = 1,800.5 #  
TOTAL FOR (N)WINDOWS = 602.0 #



REVISIONS	DEPT.
7/15/25	PLANNING
7/30/25	PLANNING
8/4/25	PLANNING
8/5/25	PLANNING



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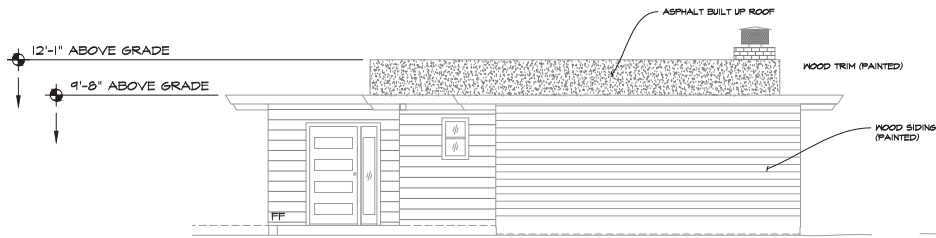
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ISSUE DATE  
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PROPOSED  
POLYGON  
AREA DIAGRAM

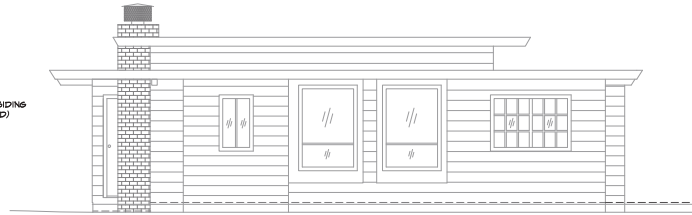
A-7



REVISIONS	DEPT.
7/15/25	PLANNING
7/30/25	PLANNING
8/4/25	PLANNING
8/5/25	PLANNING



1 ELEVATION - NORTH (EXISTING)



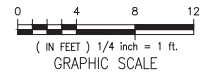
2 ELEVATION - SOUTH (EXISTING)



3 ELEVATION - EAST (EXISTING)



4 ELEVATION - WEST (EXISTING)



*CHH*

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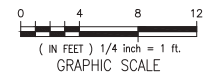
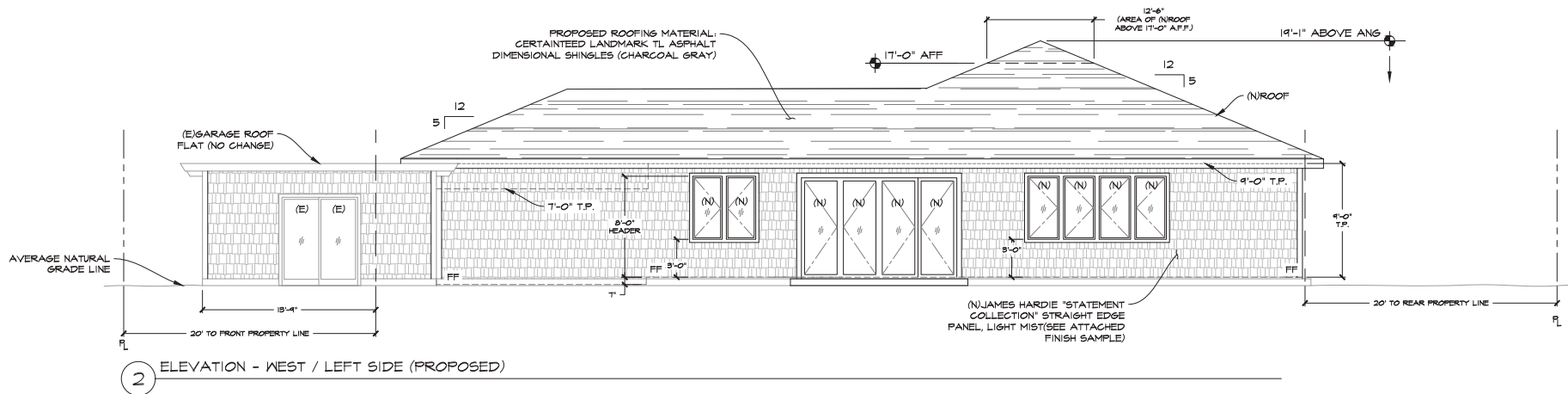
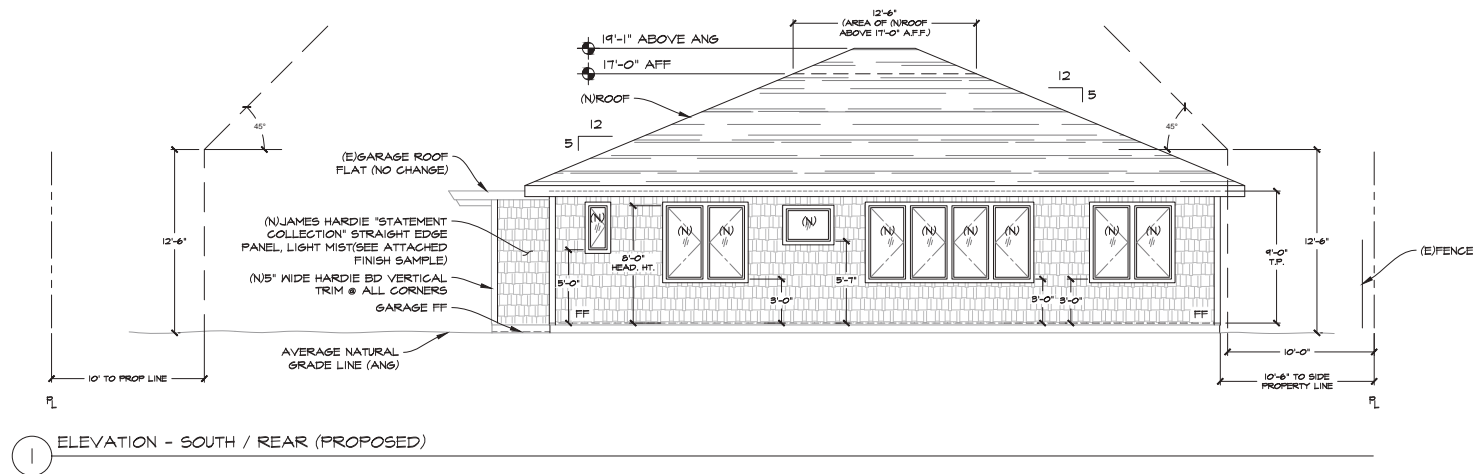
EXISTING  
EXTERIOR  
ELEVATIONS

A-8









REVISIONS	DEPT.
7/15/25	PLANNING
7/30/25	PLANNING
8/4/25	PLANNING
8/5/25	PLANNING



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PROPOSED  
EXTERIOR  
ELEVATIONS

A-10



REVISIONS	DEPT.
7/15/25	PLANNING
7/30/25	PLANNING
8/4/25	PLANNING
8/5/25	PLANNING

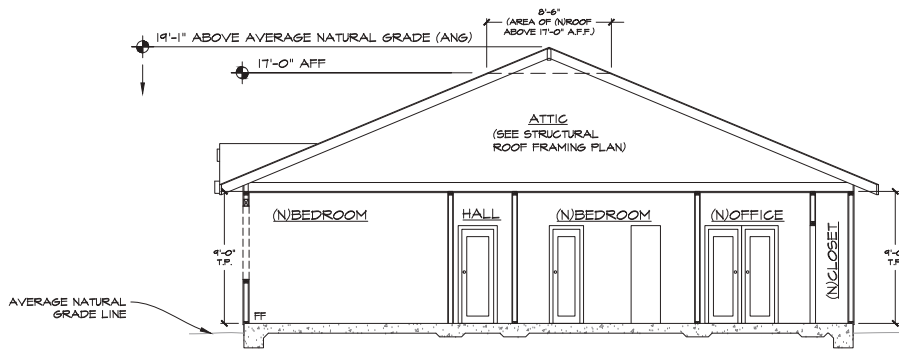


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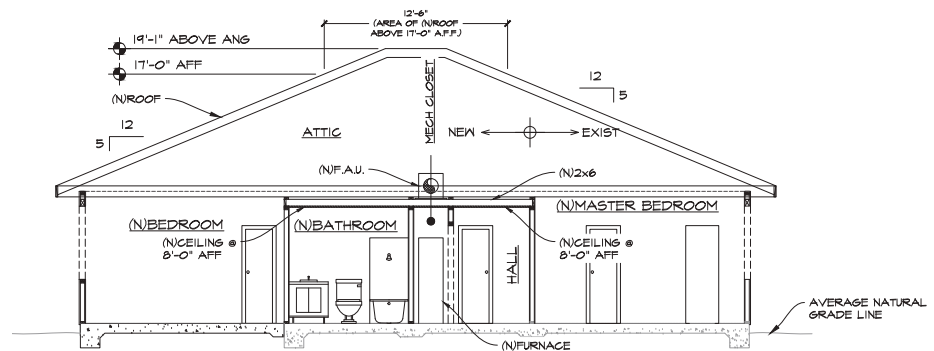
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-  
ISSUE DATE  
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Benjamin J Forte

PROPOSED  
SECTIONS

A-11

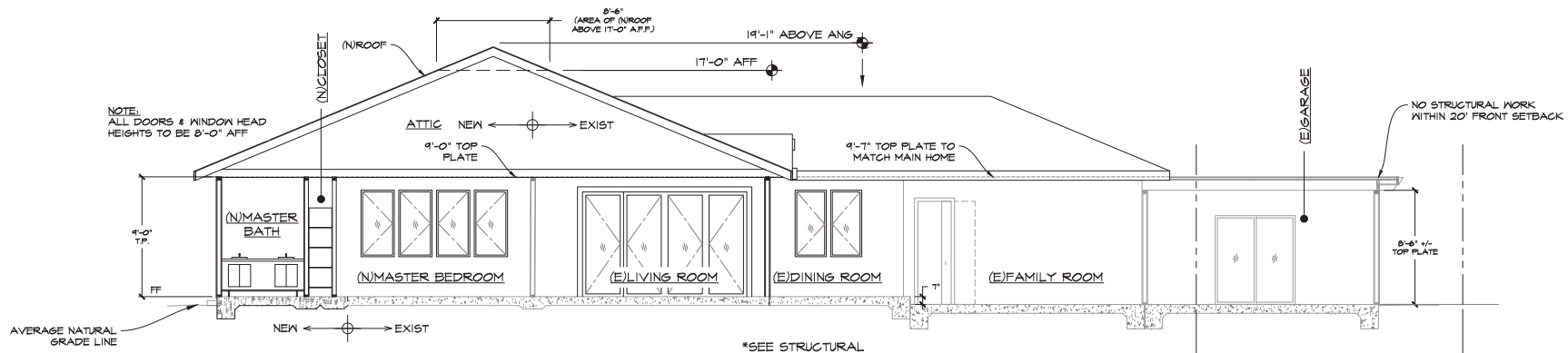


A SECTION - A

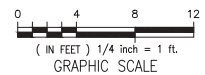


B SECTION - B

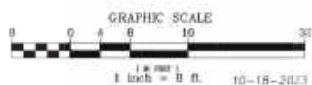
NOTE:  
SEE STRUCTURAL DRAWINGS FOR  
FOUNDATION / FRAMING PLANS



C SECTION - C

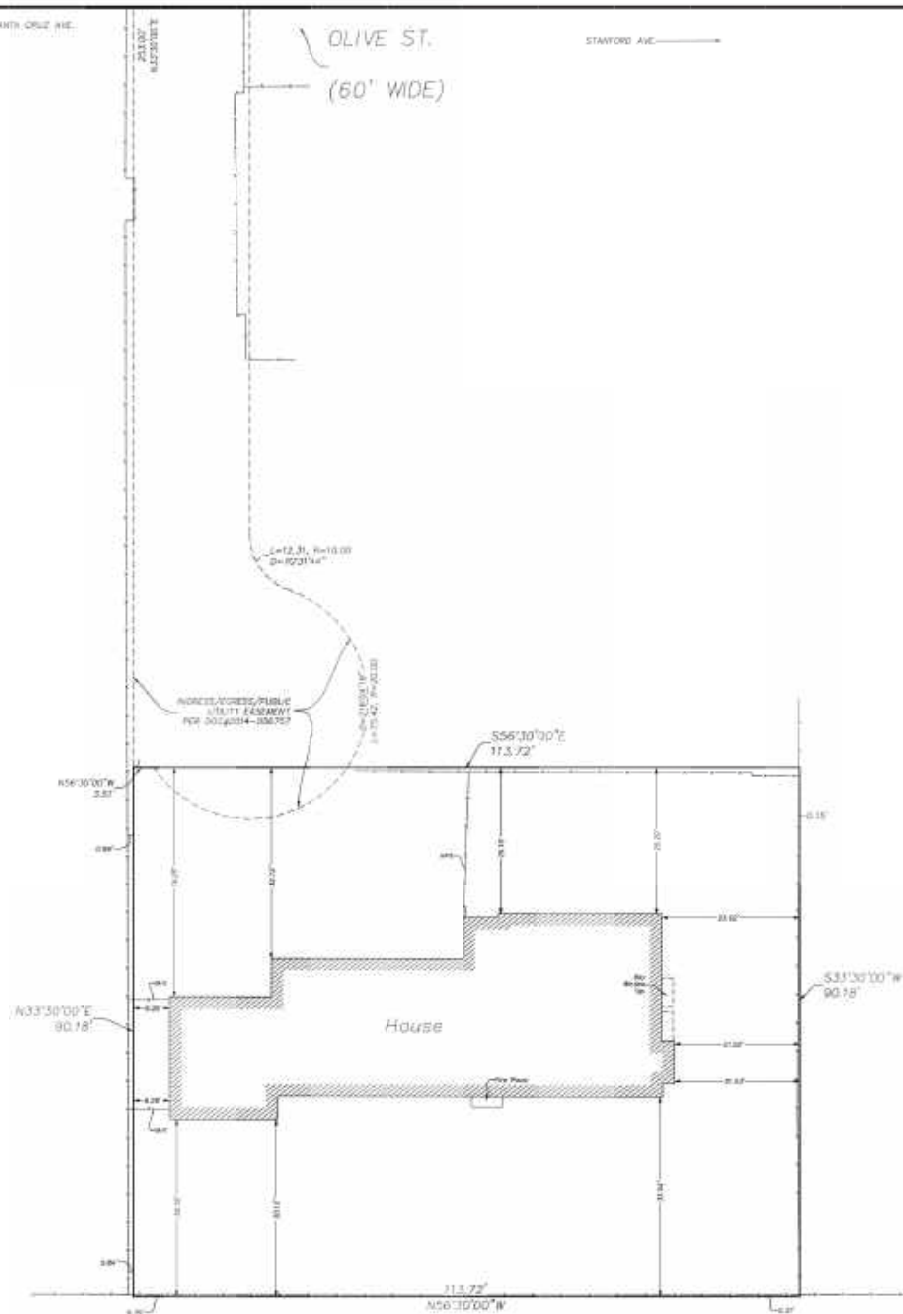






# LEGEND

- FOUND POINT IN MONUMENT CASING (AS NOTED)
- FOUND POINT AS NOTED
- ( ) RECORD DATA / REFERENCE
- FENCE



## NOTES

- ALL DISTANCES AND DIMENSIONS ARE IN FEET AND DECIMALS.
- BUILDING LOCATION DIMENSIONS ARE MEASURED PERPENDICULAR TO THE PROPERTY LINES.
- DIMENSIONS TO THE BUILDING ARE TAKEN AT THE EXTERIOR FINISHED SURFACE. THE BUILDING EXTERIOR FINISHED SURFACE IS WOOD SIDING AND SIDING APPROXIMATELY 0.04'-0.07' IN THICKNESS.
- EXISTING HARDSCAPE IS NOT SHOWN ON THIS SURVEY.
- THIS IS A CASUAL TOPOGRAPHIC SURVEY - BUILDINGS AND FENCES ONLY.
- A BOUNDARY SURVEY WAS PERFORMED TO ACCURATELY LOCATE THE LEGAL PROPERTY LINES IN RELATION TO THE EXISTING IMPROVEMENTS (BUILDING).
- A CURRENT TITLE REPORT FOR THE SUBJECT PROPERTY HAS NOT BEEN EXAMINED.
- UTILITY WATER POWERED LINE SURVEY FOR EXISTING UTILITY (WATER) HAS NOT BEEN SHOWN ON THIS MAP.



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

**BOUNDARY AND TOPOGRAPHIC SURVEY**  
1005 OLIVE ST.  
MENLO PARK  
APN: 071-162-120  
DCC#2014-056757  
LOT AREA: 10,255 SQ. FT.

**L. Wade Hammond**  
Land Surveying  
Civil Engineering  
36660 Newark Blvd., Suite C  
Newark, California 94560  
Tel: (925) 379-8112  
wade@wlandsurveying.com www.wadehammondls.com



Charles Holman  
P.O. Box 157  
Paradise, Ca. 95967  
[charlie@charlesholman.com](mailto:charlie@charlesholman.com)  
[510-449-8475 \(cell\)](tel:510-449-8475)

REVISED 7-15-25

Community Development Department  
Planning Division  
City of Menlo Park  
701 Laurel Street,  
Menlo Park, California 94025

**Re: 1005 Olive Street Project Description for Use Permit application. Remodel and addition to single family home (legal non-conforming)**

To whom it may concern:

The proposed project consists of a remodel/addition to a single-family home with an existing non-conforming garage (partially constructed within the 20' front set back on a flag lot). The home is a basic example of low cost Mid-Century design constructed in 1950. The existing home has small bedrooms with beam and T&G ceilings throughout the home which restrict options for lighting and insulation. The windows, doors and siding are dated and in need of repair. We propose to add on to the home, increasing the size and number of bedrooms and add an additional bathroom. The new top plates would be 9' throughout and support a new 5:12 sloped hip roof, replacing the existing flat and sloped roof. The new roof and shingle sheathing will create an upscale classic Ranch Style look. We also propose to demo the existing non-reinforced brick masonry fireplace and chimney in the living room and re-glaze that existing wall facing the pool. A new electric mini-split HVAC system will replace the existing gas-boiler radiant heating system.

With the existing non-conforming garage, we were required to do an assessment determining if the above improvements would exceed the 75% cost threshold of proposed vs. existing. We had submitted for Plan Check an application package without the hip roof change that was below 75%, but the owner has put that process on hold. We felt that with the costs involved we might as well go for the new roof design to get the owners a final design that better suited their needs. The new roof and sheathing, windows, etc. puts us over the 75% threshold and thus we are required to get Planning Commission approval for a Use Permit.



After an initial, preliminary review with Planning, we have produced an area map of the neighborhood showing adjacent homes and the distances from our proposed remodel to these existing homes (part of application drawing set). We have also attached an Assessor's Parcel map of the block.

The following letter was then sent to all the adjacent neighbors by the homeowner, Erica Galles. This letter was emailed to those she knew and placed in the mailboxes of those without a known email address:

Hi Neighbor-

We are planning a single-story addition to our home with a new hip roof replacing the existing flat and single sloped roof. Because we have an existing "un-conforming" garage we are required to go through additional permitting procedures which require us to reach out and notify neighbors whose properties abut ours. The finished project will be well under the required floor area limits and building heights, but if you would like to review our proposed plans, please let us know and we can arrange a time for you to come by and look at what we have planned. Or we can simply email you the drawings if you would like to see them.

Thanks for your time and we would appreciate hearing from you,

Erica and Dan Galles  
1005 Olive St. (flag lot)  
650-387-6105

The neighbor at 30 Barbara Lane did respond and asked how high the new rear wall would be and what the roof would look like. We sent them a detailed side elevation/sectional drawing dimensioning the 9' top plate at the 20' rear set back and the 5:12 sloped hip roof. We also sent them a roof plan and have not heard back since.

Another neighbor at 1010 Symore Lane expressed interest in coming by to see the existing lot, meet with Erica and review the application drawing set. After some scheduling challenges were addressed, this neighbor was able to come over to the site, meet with the homeowner, and review the plans. Her comment was "I love it!".

As of this date there have been no other comments or concerns expressed by any other of the adjacent neighbors we reached out to.

Charles Holman  
Building Designer and Applicant

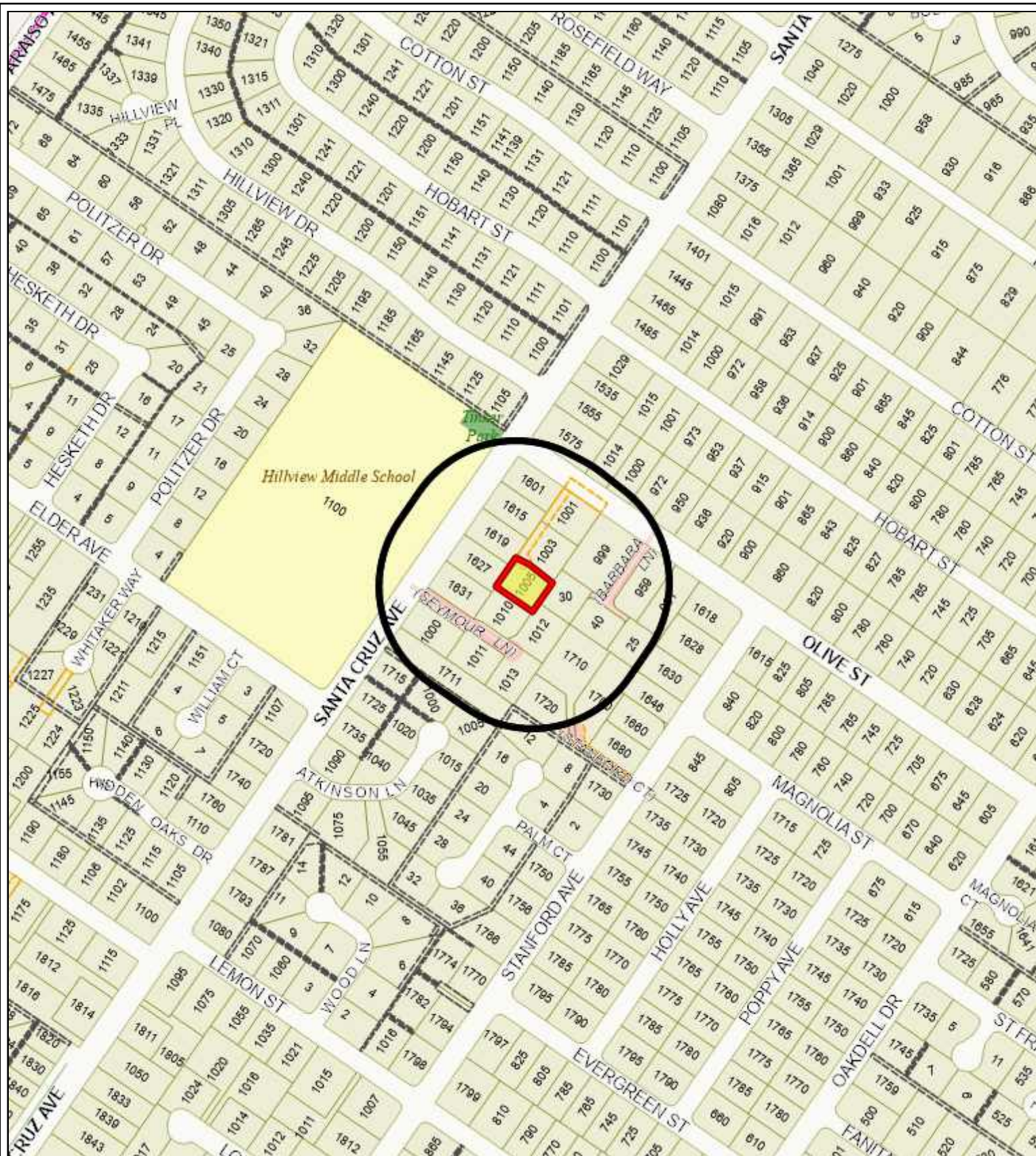


<b>LOCATION:</b> 1005 Olive Street	<b>PROJECT NUMBER:</b> PLN2025-00031	<b>APPLICANT:</b> Erica and Dan Galles	<b>OWNER:</b> Erica and Dan Galles
<b>PROJECT CONDITIONS:</b> <ol style="list-style-type: none"> <li>1. The use permit shall be subject to the following standard conditions: <ol style="list-style-type: none"> <li>a. The applicant shall be required to apply for a building permit within one year from the date of approval (by September 8, 2026) for the use permit to remain in effect.</li> <li>b. Development of the project shall be substantially in conformance with the plans prepared by Charles Holman consisting of 13 plan sheets, dated received August 8, 2025 and approved by the Planning Commission on September 8, 2025, except as modified by the conditions contained herein, subject to review and approval of the Planning Division.</li> <li>c. Prior to building permit issuance, the applicant shall comply with all Sanitary District, Menlo Park Fire Protection District, and utility companies' regulations that are directly applicable to the project.</li> <li>d. Prior to building permit issuance, the applicant shall comply with all requirements of the Building Division, Engineering Division, and Transportation Division that are directly applicable to the project.</li> <li>e. Prior to building permit issuance, the applicant shall submit a plan for any new utility installations or upgrades for review and approval by the Planning, Engineering and Building Divisions. All utility equipment that is installed outside of a building and that cannot be placed underground shall be properly screened by landscaping. The plan shall show exact locations of all meters, back flow prevention devices, transformers, junction boxes, relay boxes, and other equipment boxes.</li> <li>f. Simultaneous with the submittal of a complete building permit application, the applicant shall submit plans indicating that the applicant shall remove and replace any damaged and significantly worn sections of frontage improvements. The plans shall be submitted for review and approval of the Engineering Division.</li> <li>g. Simultaneous with the submittal of a complete building permit application, the applicant shall submit a Grading and Drainage Plan for review and approval of the Engineering Division. The Grading and Drainage Plan shall be approved prior to the issuance of grading, demolition or building permits.</li> <li>h. Prior to building permit issuance, the applicant shall pay all fees incurred through staff time spent reviewing the application.</li> <li>i. The applicant or permittee shall defend, indemnify, and hold harmless the City of Menlo Park or its agents, officers, and employees from any claim, action, or proceeding against the City of Menlo Park or its agents, officers, or employees to attack, set aside, void, or annul an approval of the Planning Commission, City Council, Community Development Director, or any other department, committee, or agency of the City concerning a development, variance, permit, or land use approval which action is brought within the time period provided for in any applicable statute; provided, however, that the applicant's or permittee's duty to so defend, indemnify, and hold harmless shall be subject to the City's promptly notifying the applicant or permittee of any said claim, action, or proceeding and the City's full cooperation in the applicant's or permittee's defense of said claims, actions, or proceedings.</li> <li>j. Notice of Fees Protest – The applicant may protest any fees, dedications, reservations, or other exactions imposed by the City as part of the approval or as a condition of</li> </ol> </li> </ol>			



<b>LOCATION:</b> 1005 Olive Street	<b>PROJECT NUMBER:</b> PLN2025-00031	<b>APPLICANT:</b> Erica and Dan Galles	<b>OWNER:</b> Erica and Dan Galles
<b>PROJECT CONDITIONS:</b>  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  
1005 Olive Street



Scale: 1:4,000

Drawn By: CC

Checked By: TAS

Date: 9/8/2025

Sheet: 1



## 1005 Olive Street (PLN2025-00031) – Data Table

	PROPOSED PROJECT	EXISTING PROJECT	ZONING ORDINANCE
Lot area	10,255 sf	10,255 sf	10,000 sf min
Lot width	90.2 ft	90.18 ft	80 ft min
Lot depth	113.7 ft	113.7 ft	100 ft min
Setbacks			
Front (north)	6.4 ft	6.4 ft	20 ft min
Rear (south)	20.0 ft	21.4 ft	20 ft min
Side-left (east)	10.3 ft	25.0 ft	10 ft min
Side-right (west)	30.2 ft	30.2 ft	10 ft min
Building coverage	3,115.1 sf 30.4 %	2,307.5 sf 22.5 %	3,625.1 sf max 35.4 % max
Floor area limit (FAL)	3,077.1 sf	2,294.7 sf	3,563.8 sf max total
Square footage by floor	2,644.7 sf-1 <sup>st</sup> 372.8 sf-garage 59.6 sf-shed	1,835.8 sf-1 <sup>st</sup> 372.8 sf-garage 86.0 sf-sheds	
Square footage of buildings	3,077.1 sf	2,294.7 sf	
Building height	19.1 ft	12.1 ft	28 ft max
Parking	2 covered spaces	2 covered spaces	2 spaces (1 covered space min)
Trees	Heritage trees 1 Heritage trees 0 proposed for removal	Non-Heritage trees 1 Non-Heritage trees 0 proposed for removal	New trees 0 Total Number of trees 2
Notes	1. Areas shown highlighted indicate a nonconforming situation. 2. Menlo Park Municipal Code section 16.04.314 states, in part, "For the purposes of determining the floor area limit, neither the panhandle extension of a panhandle lot, nor a private driveway or access easement across another lot to a panhandle lot, shall be included as part of the panhandle or other lot." The approximately 200 square-foot portion of the ingress/egress/public utility easement adjacent to the front of the property was deducted from the total lot area to calculate the allowable FAL. 3. The summary of trees includes trees on and surrounding the property.		





## STAFF REPORT

### Planning Commission

Meeting Date:

9/8/2025

Staff Report Number:

25-044-PC

### Public Hearing:

**Consider and adopt a resolution to approve a use permit revision to construct first-floor exterior and interior modifications to an existing two-story residence on a substandard lot with regard to lot width in the R-1-U (Single Family Urban Residential) zoning district at 323 Pope Street and determine this action is categorically exempt under CEQA Guidelines Section 15303, Class 1 exemption for existing facilities.**

## Recommendation

Staff recommends that the Planning Commission adopt a resolution approving a use permit revision to construct first-floor exterior and interior modifications to an existing two-story residence on a substandard lot with regard to minimum lot width in the R-1-U (Single Family Urban Residential) zoning district at 323 Pope Street. The original use permit was granted in 2007. The draft resolution, including the recommended actions and conditions of approval, is included as Attachment A.

## Policy Issues

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

## Background

### *Site location*

The subject property is located in the Willows neighborhood and all adjacent properties are located in the R-1-U district. The surrounding neighborhood consists of single- and two-story single-family residences, featuring a variety of architectural styles such as craftsman, ranch and traditional. A location map is included as Attachment B.

### *Prior Planning Commission review*

On March 12, 2007, the Planning Commission approved a use permit to demolish a single-story residence and construct a new two-story residence on a substandard lot. Since the residence received prior Planning Commission approval, proposed modifications to the original project approval require Planning Commission approval of a use permit revision to proceed.

## Analysis

### *Project description*



The lot is presently occupied by a 2,750-square-foot two-story, single-family residence with a 308-square-foot detached one-car garage, constructed in a modern craftsman style. The front entrance is oriented to the east and the driveway is located along the northern side of the property. The applicant proposes a remodel of the first floor at the rear of the residence, currently containing kitchen, family room, and breakfast nook spaces. No work is proposed elsewhere on the first floor or the second floor.

The project would eliminate the breakfast nook and reorganize and enlarge the rear of the residence to provide an updated kitchen, family room with fireplace, and pantry. In addition, the existing angular rear deck would be demolished and rebuilt in a rectilinear layout. In addition, window and door modifications are proposed at the rear of the residence to complement the existing architectural style.

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

- The total proposed FAL would be 2,838 square feet, an increase of 88 square feet to the existing 2,750-square-foot residence, where a maximum of 2,839 square feet is permitted.
- The total proposed building coverage would be 2,104 square feet, where a maximum of 2,504.6 square feet is permitted.

The applicant's project plans and 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 that runs east to west along the northern property line leading to a single-car detached garage. As part of the original use permit approval, parking requirements were to be satisfied by the single-car detached garage as well as one uncovered parking space located to the south adjacent to the garage. At some time under previous property ownership, the uncovered parking space paving was removed. The proposed project would install new concrete paving adjacent to the existing garage to provide the required uncovered parking space, bringing the site into conformance with parking requirements. The City's Transportation Division has reviewed the parking and circulation plans and determined the proposal meets requirements.

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

The project would maintain the existing craftsman-style design with highlighted features such as painted wall shingles, aluminum-clad windows and doors, and asphalt roof shingles. The rear addition would extend similar architectural style, materials, colors, and roof pitch. The proposed wood deck would have guardrails composed of metal pickets and posts with wood and engineered quartz caps. The appearance of the residence as viewed from the front (east) along Pope Street would remain the same.

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

The applicant submitted an arborist report (Attachment A, Exhibit C), detailing the species, trunk diameter (inches), and conditions of on-site and nearby trees, summarized in Table 1 below.

The project arborist inventoried a total of 34 trees on-site and surrounding the property, with four trees being considered heritage trees. All heritage trees would be retained. Of the non-heritage trees, two trees (Mayten Tree and Maidenhair Tree) would be removed as they are in the area of proposed decking or new concrete driveway serving the uncovered parking space. The arborist report specifies tree protection measures,



including four tree protection zones to minimize potential tree injury during construction. The City Arborist has reviewed the application and all recommended tree protection measures identified in the arborist report would be implemented and ensured as part of draft condition of approval 1h (Attachment A, Exhibit D).

Table 1: Tree summary and disposition						
ID #	Species	Trunk Diameter	Condition	Status	Preserve or Remove	Off-site or On-site
1	Mayten Tree	3.7	Good	Non-Heritage	Remove	On-site
2	Maidenhair Tree	7	Good	Non-Heritage	Remove	On-site
3	Japanese Maple	5.1	Good	Non-Heritage	Preserve	On-site
4	English Laurel	7.2	Good	Non-Heritage	Preserve	On-site
5	Lemonwood Tree	6	Good	Non-Heritage	Preserve	On-site
6	Lemonwood Tree	8	Good	Non-Heritage	Preserve	On-site
7	Lemonwood Tree	7.6	Good	Non-Heritage	Preserve	On-site
8	Lemonwood Tree	5	Good	Non-Heritage	Preserve	On-site
9	Lemonwood Tree	6	Good	Non-Heritage	Preserve	On-site
10	Lemonwood Tree	5	Good	Non-Heritage	Preserve	On-site
11	Lemonwood Tree	8	Good	Non-Heritage	Preserve	On-site
12	Lemonwood Tree	5	Good	Non-Heritage	Preserve	On-site
13	Lemonwood Tree	6	Good	Non-Heritage	Preserve	On-site
14	Lemonwood Tree	7	Good	Non-Heritage	Preserve	On-site
15	Lemonwood Tree	9	Good	Non-Heritage	Preserve	On-site
16	Lemonwood Tree	5	Good	Non-Heritage	Preserve	On-site
17	Lemonwood Tree	7	Good	Non-Heritage	Preserve	On-site
18	Lemonwood Tree	7	Good	Non-Heritage	Preserve	On-site
19	Lemonwood Tree	8	Good	Non-Heritage	Preserve	On-site
20	Lemonwood Tree	6	Good	Non-Heritage	Preserve	On-site



21	Lemonwood Tree	4	Good	Non-Heritage	Preserve	On-site
22	Lemonwood Tree	6	Good	Non-Heritage	Preserve	On-site
23	Lemonwood Tree	4	Good	Non-Heritage	Preserve	On-site
24	Chinese Pistache	5.8	Good	Non-Heritage	Preserve	On-site
25	Lemonwood Tree	4	Fair	Non-Heritage	Preserve	On-site
26	Lemonwood Tree	4	Fair	Non-Heritage	Preserve	On-site
27	European Plum	6	Fair	Non-Heritage	Preserve	Off-site
28	European Plum	6	Fair	Non-Heritage	Preserve	Off-site
29	Sweet Bay	18	Good	Heritage	Preserve	Off-site
30	Sweet Bay	4.5	Good	Non-Heritage	Preserve	On-site
31	Olive Tree	10	Good	Non-Heritage	Preserve	On-site
32	Southern Magnolia	30	Poor	Heritage	Preserve	Off-site
33	Princeton American Elm	5.5	Good	Heritage	Preserve	Street
34	Princeton American Elm	5.6	Good	Heritage	Preserve	Street

### **Correspondence**

The applicant states in their project description letter that they have made efforts to inform and engage immediate adjacent and rear neighbors. As of the completion of this report, staff has not received any correspondence.

### **Conclusion**

The proposed project would update and improve the housing condition of the existing residence originally constructed in 2012. Staff believes the design and materials of the proposed residence are compatible with the surrounding neighborhood, which features a mixture of single- and two-story residences in a variety of architectural styles. The proposed project would feature a consistent, harmonious architectural style. 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 Section 15303, Class 1 ("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. Arborist report
    - D. Conditions of approval
- B. Location map
- C. Data table

Report prepared by:  
Calvin Chan, Senior 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 REVISION TO CONSTRUCT FIRST-FLOOR EXTERIOR AND INTERIOR MODIFICATIONS TO AN EXISTING TWO-STORY, SINGLE-FAMILY RESIDENCE ON A SUBSTANDARD LOT WITH REGARD TO LOT WIDTH IN THE R-1-U (SINGLE FAMILY URBAN RESIDENTIAL) ZONING DISTRICT AT 323 POPE STREET.**

WHEREAS, the City of Menlo Park (“City”) received an application requesting a use permit revision to construct first-floor exterior and interior modifications to an existing two-story, single-family residence on a substandard lot with regard to minimum lot width in the R-1-U (Single Family Urban Residential) zoning district (collectively, the “Project”) from Gil Akos and Marie Loop (“Applicant” and “Owner”), at 323 Pope Street (APN 062-361-020) (“Property”). The Project use permit revision 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, on March 12, 2007, the Planning Commission approved a use permit to demolish a single-story residence and construct a new two-story residence on a substandard lot. Since the residence received prior Planning Commission approval, proposed modifications to the original project approval require Planning Commission approval of a use permit revision to proceed; and

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

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

WHEREAS, the Applicant submitted an arborist report prepared by Kielty Arborists Services LLC, incorporated herein as Exhibit C, 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 proposed Project was found to be in compliance with City standards; and

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



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

WHEREAS, the Project is exempt from environmental review pursuant to CEQA Guidelines section 15303, Class 1 (“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 September 8, 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 revision to construct first-floor exterior and interior modifications to an existing two-story, single-family residence on a substandard lot is granted based on the following findings, which are made pursuant to Menlo Park Municipal Code Section 16.82.030:

1. That the establishment, maintenance, or operation of the use applied for will, under the circumstance of the particular case, not be detrimental to the health, safety, morals, comfort and general welfare of the persons residing in the neighborhood of such proposed use, or injurious or detrimental to property and improvements in the neighborhood or the general welfare of the city because:
  - a. Consideration and due regard were given to the nature and condition of all adjacent uses and structures, and to general plans for the area in question and surrounding areas, and impact of the application hereon; in that, the proposed use permit revision is consistent with the R-1-U zoning district and the General Plan.



- b. The proposed Project would update and improve the housing condition of the existing residence originally approved by the Planning Commission on March 12, 2007 and constructed in 2012.
- c. The proposed Project would be compliant with parking requirements by providing two parking spaces, one covered space in a garage and one uncovered space.
- 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 residence would be located in a single-family neighborhood and has been designed in a way to complement the existing scale of surrounding homes.

Section 3. Conditional Use Permit. The Planning Commission approves Use Permit No. PLN2025-00035, which revises the original use permit approved on March 12, 2007, and 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 D.

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

1. The Project is categorically exempt from environmental review pursuant to Cal. Code of Regulations, Title 14, §15303 et seq. (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 September 8, 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 September 2025.

PC Liaison Signature

---

Corinna Sandmeier  
Principal Planner  
City of Menlo Park

Exhibits

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





# AKOS/LOOP RESIDENCE REMODEL & ADDITION

323 POPE STREET  
MENLO PARK, CALIFORNIA 94025  
APN: 062-361-020

## GENERAL ARCHITECTURAL LEGEND

NOT INTENDED TO BE EXHAUSTIVE

---	EXISTING WALL	◇	INTERIOR ELEVATION REFERENCE
- - -	EXISTING WALL TO BE DEMOLISHED	3 A-1	DETAIL REFERENCE
▬	NEW WOOD FRAME WALL	◇	WINDOW & SKYLIGHT REFERENCE
5/20/2022	NEW CONCRETE WALL	1	DOOR REFERENCE
⊕	DATUM OR WORK POINT	PT	PARTITION TYPE REFERENCE
A	GRID LINE		
5/21/25	SECTION/ELEVATION REFERENCE		

## ABBREVIATION LIST

NOT INTENDED TO BE EXHAUSTIVE

(N)	NEW	OFCI	OWNER-FURNISHED, CONTRACTOR- INSTALLED
(E)	EXISTING	CFCI	CONTRACTOR- FURNISHED, CONTRACTOR- INSTALLED
TYP.	TYPICAL		
SIM.	SIMILAR		
U.N.O./ U.O.N.	UNLESS NOTED OTHERWISE		
N.I.C.	NOT IN CONTRACT	GWB/ GYP. BD.	GYPSUM BOARD
CONT.	CONTINUOUS	DS/RWL	DOWN SPOUT / RAINWATER LEADER
CLR.	CLEAR	C.T.	CERAMIC TILE
ADJ.	ADJACENT	WD.	WOOD
T.O.	TOP OF	PLAM.	PLASTIC LAMINATE
B.O.	BOTTOM OF		
E.O.	EDGE OF		

## GENERAL ARCHITECTURAL LEGEND

NOT INTENDED TO BE EXHAUSTIVE

---	EXISTING WALL	◇	INTERIOR ELEVATION REFERENCE
- - -	EXISTING WALL TO BE DEMOLISHED	3 A-1	DETAIL REFERENCE
▬	NEW WOOD FRAME WALL	◇	WINDOW & SKYLIGHT REFERENCE
5/20/2022	NEW CONCRETE WALL	1	DOOR REFERENCE
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5/21/25	SECTION/ELEVATION REFERENCE		

## ABBREVIATION LIST

NOT INTENDED TO BE EXHAUSTIVE

(N)	NEW	OFCI	OWNER-FURNISHED, CONTRACTOR- INSTALLED
(E)	EXISTING	CFCI	CONTRACTOR- FURNISHED, CONTRACTOR- INSTALLED
TYP.	TYPICAL		
SIM.	SIMILAR		
U.N.O./ U.O.N.	UNLESS NOTED OTHERWISE		
N.I.C.	NOT IN CONTRACT	GWB/ GYP. BD.	GYPSUM BOARD
CONT.	CONTINUOUS	DS/RWL	DOWN SPOUT / RAINWATER LEADER
CLR.	CLEAR	C.T.	CERAMIC TILE
ADJ.	ADJACENT	WD.	WOOD
T.O.	TOP OF	PLAM.	PLASTIC LAMINATE
B.O.	BOTTOM OF		
E.O.	EDGE OF		

## PROJECT GENERAL NOTES

- IF DRAWING SHEET IS LESS THAN 24"x36" IT HAS BEEN SCALED FROM THE ORIGINAL SIZE.
- DO NOT SCALE DRAWINGS. IF UNABLE TO LOCATE DIMENSIONS FOR ANY ITEM OF WORK, CONSULT WITH ARCHITECT BEFORE PROCEEDING.
- VERIFY ALL DIMENSIONS BEFORE PROCEEDING WITH WORK. NOTIFY THE ARCHITECT IMMEDIATELY OF ANY DISCREPANCY OR VARIATION. DO NOT PROCEED WITH WORK UNTIL DISCREPANCY IS RESOLVED.
- GRID LINES ARE TO OUTSIDE FACE OF EXTERIOR STUD UNLESS OTHERWISE NOTED.
- HORIZONTAL DIMENSIONS AND GRID LINES ARE TO FACE OF INTERIOR FINISH, FACE OF CMU, OUTSIDE FACE OF EXTERIOR STUD, OR FACE OF CONCRETE, UNLESS OTHERWISE NOTED.
- VERTICAL DIMENSIONS ARE MEASURED FROM TOP OF FINISH FLOOR TO EITHER ONE OF:  
A. TOP OF FINISH FLOOR ABOVE  
B. ROOF BEARING ELEVATION  
C. AS NOTED
- DETAILS SHOWN ON DRAWINGS SHALL BE INCORPORATED INTO THE PROJECT AT ALL APPROPRIATE LOCATIONS WHETHER SPECIFICALLY REFERENCED OR NOT.
- ANY DISCREPANCIES BETWEEN DRAWINGS, BETWEEN DRAWINGS AND SPECIFICATIONS OR WITHIN THE SPECIFICATIONS SHALL BE BROUGHT TO THE ATTENTION OF THE ARCHITECT BEFORE PROCEEDING WITH AFFECTED WORK. DO NOT PROCEED WITH WORK BEFORE DISCREPANCY IS RESOLVED.
- CONTRACTOR IS RESPONSIBLE TO TAKE PRECAUTIONS AND MEASURES TO PROTECT EXISTING LANDSCAPE, PLANTING AND TREES FROM DAMAGE DURING CONSTRUCTION. CONTRACTOR WILL BE RESPONSIBLE TO MAINTAIN LANDSCAPE IRRIGATION SYSTEM, OR PROVIDE ALTERNATE MEANS FOR IRRIGATION OF LANDSCAPE.
- CONTRACTOR SHALL KEEP JOBSITE CLEAN AND FREE OF DUST AND DEBRIS DURING NON-WORKING HOURS.
- ALL DUCT OPENINGS AND RELATED AIR DISTRIBUTION COMPONENTS SHALL BE COVERED AND PROTECTED DURING CONSTRUCTION, PER CALGREEN SECTION 4.504.1.
- CODES USED:
  - 2022 CALIFORNIA RESIDENTIAL CODE
  - 2022 CALIFORNIA BUILDING CODE
  - 2022 CALIFORNIA MECHANICAL CODE
  - 2022 CALIFORNIA PLUMBING CODE
  - 2022 CALIFORNIA FIRE CODE
  - 2022 CALIFORNIA ELECTRICAL CODE
  - 2022 CALIFORNIA ENERGY CODE
  - 2022 CALIFORNIA GREEN BUILDING STANDARDS
- 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.
- AN ENCROACHMENT PERMIT FROM THE ENGINEERING DIVISION IS REQUIRED PRIOR TO ANY CONSTRUCTION ACTIVITIES, INCLUDING UTILITY LATERALS, IN THE PUBLIC RIGHT OF WAY.

## PROJECT INFORMATION

ADDRESS: 323 POPE STREET, MENLO PARK, CALIFORNIA  
APN: 062-361-020

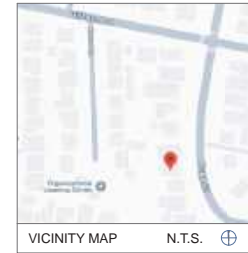
ZONING: R1-1U  
LOT AREA: 7,166 SF  
FLOOD ZONE: AE  
MAIN HOUSE (E) FINISH FLOOR ELEVATION: 41.53'

	EXISTING	PROPOSED	ALLOWED
OCCUPANCY	R-1U	R-1U	R-1U
CONSTRUCTION TYPE	V-B	V-B	V-B
# OF STORIES	2	2	2
SPRINKLERED?	NO	NO	-

	EXISTING	PROPOSED	ALLOWED
MAXIMUM BLDG HEIGHT	27.1'	27.1'	26'
FRONT SETBACK (EAST)	22.8'	22.8'	20'
SIDE SETBACK (NORTH)	4.8'	4.8'	5.03'
SIDE SETBACK (SOUTH)	5.6'	5.6'	5.03'
REAR SETBACK	2.5'	2.5'	20'
OFF-STREET PARKING SPACES	2	2	2

## AREA CALCULATIONS

	EXISTING	PROPOSED	ALLOWED
FLOOR AREA:			
FIRST FLOOR	1,393 SF	1,481 SF	-
SECOND FLOOR	1,049 SF	1,049 SF	-
GARAGE	308 SF	308 SF	-
TOTAL	2,750 SF	2,838 SF	2,839 SF
LOT COVERAGE	2,008 SF	2,104 SF	2,846 SF (39.8%)



## JOB DIRECTORY

OWNER	GIL AKOS & MARIE LOOP 323 POPE ST. MENLO PARK, CA 94025 PH: 415-230-0067
ARCHITECT	HIROMI OGAWA OGAWA FISHER ARCHITECTS 715 COLORADO AVENUE, SUITE D PALO ALTO, CA 94303 PH: 415-230-0067
STRUCTURAL ENGINEER	JOE GIVENS BKG STRUCTURAL ENGINEERS 1600 EL CAMINO REAL, UNIT C SAN CARLOS, CA 94070 PH: 650-489-9224
SURVEYOR	BRYAN G. TAYLOR BGT LAND SURVEYING 871 WOODSIDE WAY SAN MATEO, CA 94401 PH: 650-212-1030
GEOTECHNICAL ENGINEER	BENJAMIN ROMIG ROMIG ENGINEERS 1390 EL CAMINO REAL, SECOND FLOOR SAN CARLOS, CA 94070 PH: 650-591-5224

## SCOPE OF WORK

2,839 SF SINGLE-STORY ADDITION TO (E) TWO-STORY 2,750 SF HOME.  
SCOPE INCLUDES REMODEL OF (E) LIVING ROOM, (E) KITCHEN, AND EXPANSION OF (E) DECK.

ID	NAME
A0.0	Project Information
T-1	Arboreal Report
SU-1	Survey
A0.1	Impervious Area Diagram/Calcs & Lot Depth/Width Diagram
A0.2	Area Diagrams & Calculations
A0.3	Existing & Proposed Steel Roof Plan
A1.0	Existing First Floor/Demo Plan
A1.1	Existing & Proposed Second Floor Plan
A1.2	Proposed First Floor Plan
A2.0	Existing & Proposed Exterior Elevations
A2.1	Existing & Proposed Exterior Elevations
A2.2	Existing & Proposed Exterior Elevations
A3.0	Building Sections

revisions
Use Permit Revision Planning Resubmittal 8/1/25
Use Permit Revision 5/21/25
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Project  
Information

sheet number

A0.0

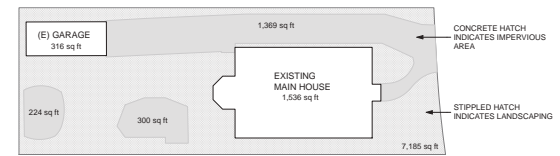
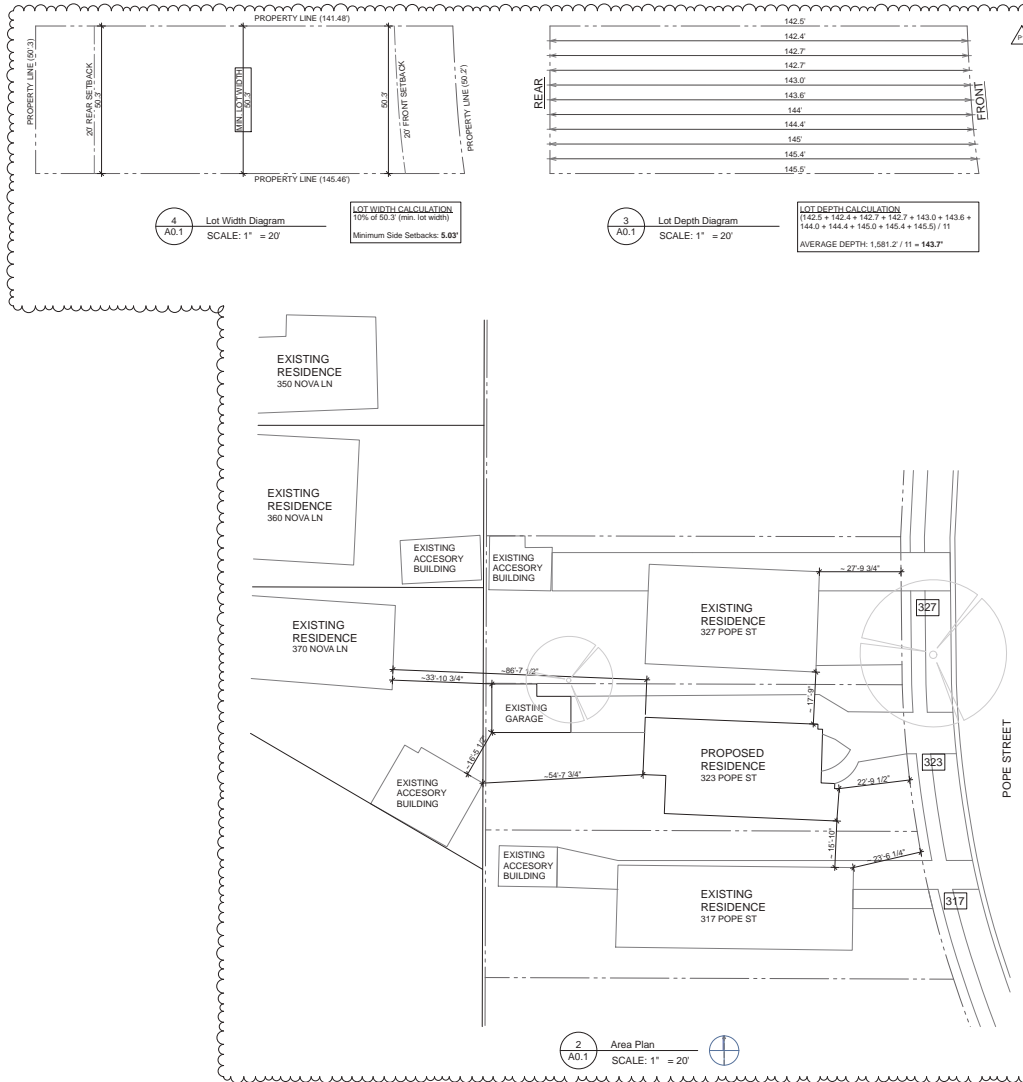




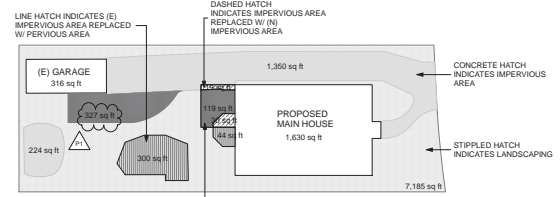








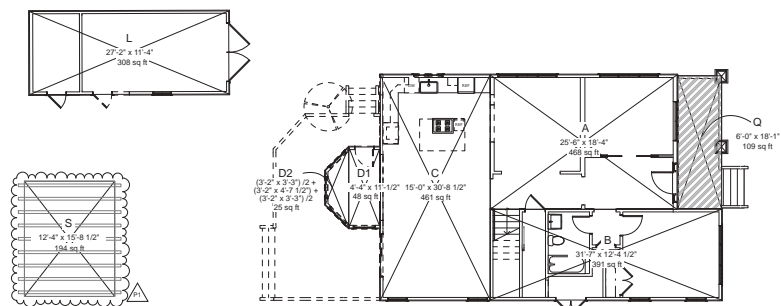
TOTAL AREA OF PARCEL	7,156 SF
EXISTING PERVIOUS AREA	3,411 SF
EXISTING IMPERVIOUS AREA	3,745 SF
(E) MAIN HOUSE	1,536 SF
(E) GARAGE	316 SF
DRIVEWAY	1,369 SF
FLAGSTONE	300 + 224 SF
TOTAL IMPERVIOUS AREA	3,745 SF
EXISTING % IMPERVIOUS	52.3%



(E) IMPERVIOUS AREA TO BE REPLACED W/ (N) IMPERVIOUS AREA	19 + 30 SF	49 SF
(E) PERVIOUS AREA TO BE REPLACED W/ (N) IMPERVIOUS AREA	119 + 327 SF	446 SF
(N) IMPERVIOUS AREA		495 SF
(E) IMPERVIOUS AREA TO BE REPLACED W/ (N) PERVIOUS AREA		344 SF
NET CHANGE IN IMPERVIOUS AREA		102 SF
PROPOSED PERVIOUS AREA		3,338 SF
PROPOSED IMPERVIOUS AREA		3,847 SF
PROPOSED % IMPERVIOUS		53.8%

**1** A0.1 Impervious Area Diagram/Calcs  
SCALE: 1" = 20'

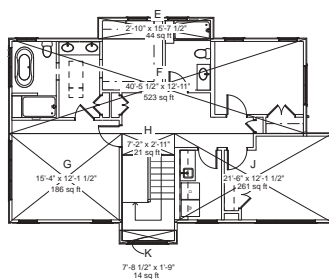




(E) First Floor Plan

<b>First Floor</b>	
A	468 SF
B	391 SF
C	461 SF
D1	48 SF
D2	25 SF
Subtotal	1,393 SF



Garage	
L	308 SF
Subtotal	308 SF



(E) Second Floor Plan

<u>Second Floor</u>	
E	44 SF
F	523 SF
G	186 SF
H	21 SF
J	261 SF
K	14 SF
Subtotal	1,049 SF

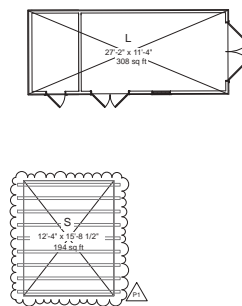
(E) Floor Area Limit Calculation

First Floor	1,393 SF	 2,839 max. allowable	 p1
Second Floor	1,049 SF		
Garage	308 SF		
<b>Total</b>	<b>2,750 SF</b>		

(E) Building Coverage Calculation

First Floor	1,393 SF
Garage	308 SF
Q (Covered Porch)	109 SF
S (Pergola)	194 SF
<b>Total</b>	<b>2,004 SF</b>

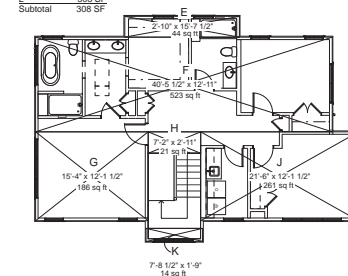
2,846 SF max. allowable



Proposed First Floor Plan

First Floor	
A	468 SF
B	391 SF
C	461 SF
M	161 SF
Subtotal	1,481 SF

Garage	
L	308 SF
Subtotal	308 SF



(E) Second Floor Plan

<u>Second Floor</u>	
E	44 SF
F	523 SF
G	186 SF
H	21 SF
J	261 SF
K	14 SF
Subtotal	1,049 SF

#### Proposed Floor Area Limit Calculation

First Floor 1,481 SF  
Second Floor 1,049 SF  
Garage 328 SF

#### Proposed Building Coverage Calculation

Main Dwelling:	
First Floor	1,481 SF
Garage	308 SF
Q (Covered Porch)	109 SF
R (Shimney)	12 SF
S (Pergola)	194 SF
Total	2,104 SF
	2,846 SF max. allowable





**SITE ANALYSIS**

ZONING: R-1-U

LOT AREA: 7,156 SF

ALLOWABLE FLOOR AREA: 7,156 (7,000) X 25% + 2,800

156 X 25% = 39 + 2,800

NO ATTIC SPACE OVER 5'-0"

PROPOSED FIRST FLOOR AREA: 2,591 SF

PROPOSED SECOND FLOOR AREA: 2,008 SF

GARAGE: 2,838 SF

TOTAL PROPOSED FLOOR AREA: 7,437 SF

LAND COVERED BY STRUCTURES: 29.4%

LANDSCAPING: 44.0%

PAVED SURFACES: 26.6%

PARKING SPACES: 100% UNCOV

ALL GRADES TO REMAIN NATURAL

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**architects**

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Palo Alto, California 94303-3907



Alkos / Loop Residence  
Remodel/Addition

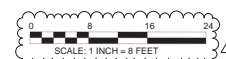
323 Pope St.  
Menlo Park, CA 94025  
APN: 062-361-020  
OFA job number: 2416

**TREE INVENTORY LIST**

Tree #	Tree Name	Tree Size	Tree Status	Tree Protection
TREE #1	7' 2" ENGLISH LAUREL	TO REMAIN		
TREE #2	6' LEMONWOOD TREE	TO REMAIN		
TREE #3	6' LEMONWOOD TREE	TO REMAIN		
TREE #4	6' LEMONWOOD TREE	TO REMAIN		
TREE #5	6' LEMONWOOD TREE	TO REMAIN		
TREE #6	6' LEMONWOOD TREE	TO REMAIN		
TREE #7	6' LEMONWOOD TREE	TO REMAIN		
TREE #8	6' LEMONWOOD TREE	TO REMAIN		
TREE #9	6' LEMONWOOD TREE	TO REMAIN		
TREE #10	6' LEMONWOOD TREE	TO REMAIN		
TREE #11	6' LEMONWOOD TREE	TO REMAIN		
TREE #12	6' LEMONWOOD TREE	TO REMAIN		
TREE #13	6' LEMONWOOD TREE	TO REMAIN		
TREE #14	6' LEMONWOOD TREE	TO REMAIN		
TREE #15	6' LEMONWOOD TREE	TO REMAIN		
TREE #16	6' LEMONWOOD TREE	TO REMAIN		
TREE #17	6' LEMONWOOD TREE	TO REMAIN		
TREE #18	6' LEMONWOOD TREE	TO REMAIN		
TREE #19	6' LEMONWOOD TREE	TO REMAIN		
TREE #20	6' LEMONWOOD TREE	TO REMAIN		
TREE #21	6' LEMONWOOD TREE	TO REMAIN		
TREE #22	6' LEMONWOOD TREE	TO REMAIN		
TREE #23	6' LEMONWOOD TREE	TO REMAIN		
TREE #24	6' LEMONWOOD TREE	TO REMAIN		
TREE #25	6' LEMONWOOD TREE	TO REMAIN		
TREE #26	6' LEMONWOOD TREE	TO REMAIN		
TREE #27	6' LEMONWOOD TREE	TO REMAIN		
TREE #28	6' LEMONWOOD TREE	TO REMAIN		
TREE #29	6' LEMONWOOD TREE	TO REMAIN		
TREE #30	6' LEMONWOOD TREE	TO REMAIN		
TREE #31	6' LEMONWOOD TREE	TO REMAIN		
TREE #32	6' LEMONWOOD TREE	TO REMAIN		
TREE #33	6' LEMONWOOD TREE	TO REMAIN		
TREE #34	6' LEMONWOOD TREE	TO REMAIN		

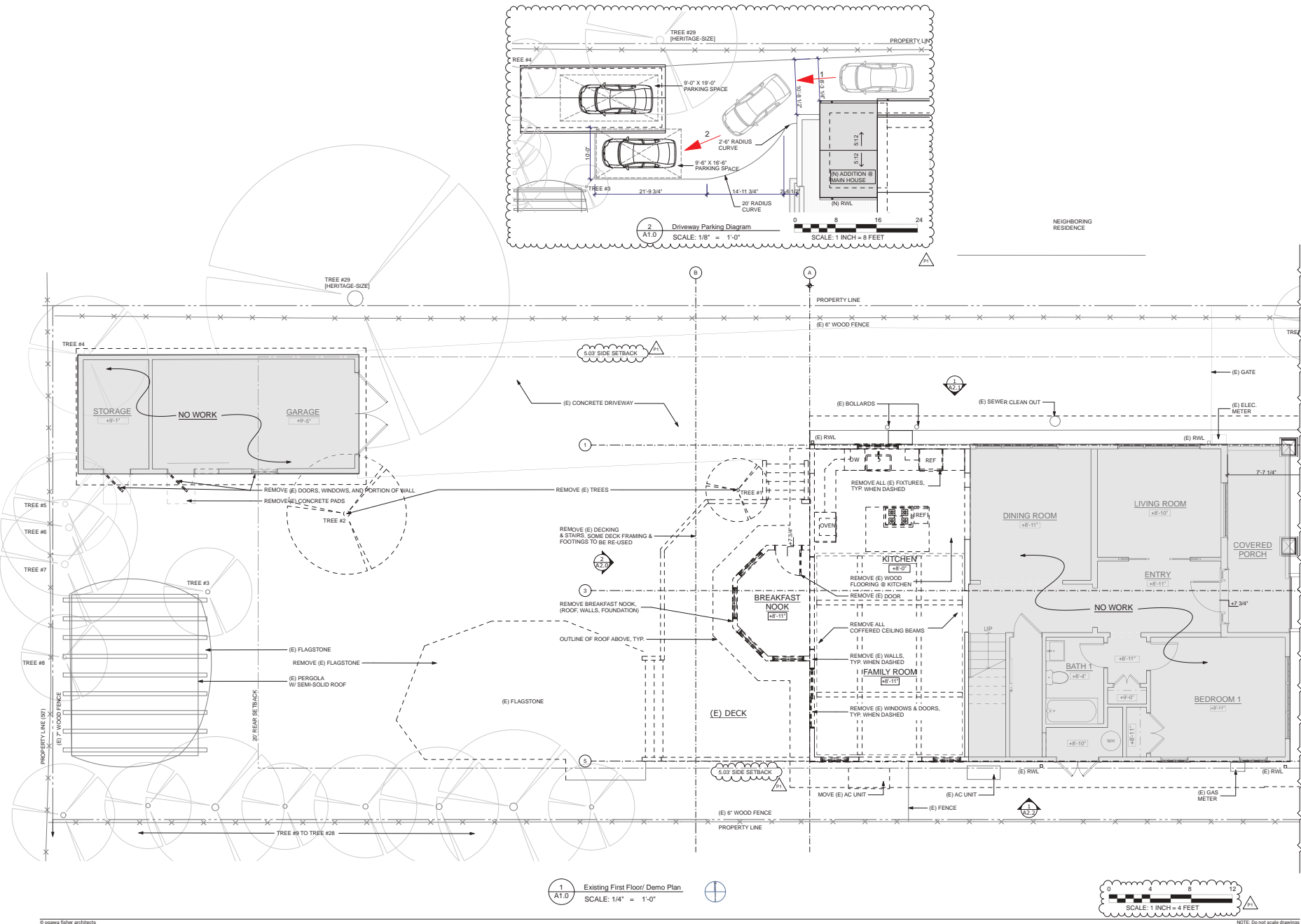
**SHEET NOTES**

1. ALL MECHANICAL EQUIPMENT SHALL COMPLY WITH MENLO PARK MUNICIPAL CODE NOISE REGULATIONS.



NOTE: Do not scale drawings









revisions

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 Use Permit Revision  
Planning Resubmittal  
8/1/25

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Use Permit Revision  
5/21/25

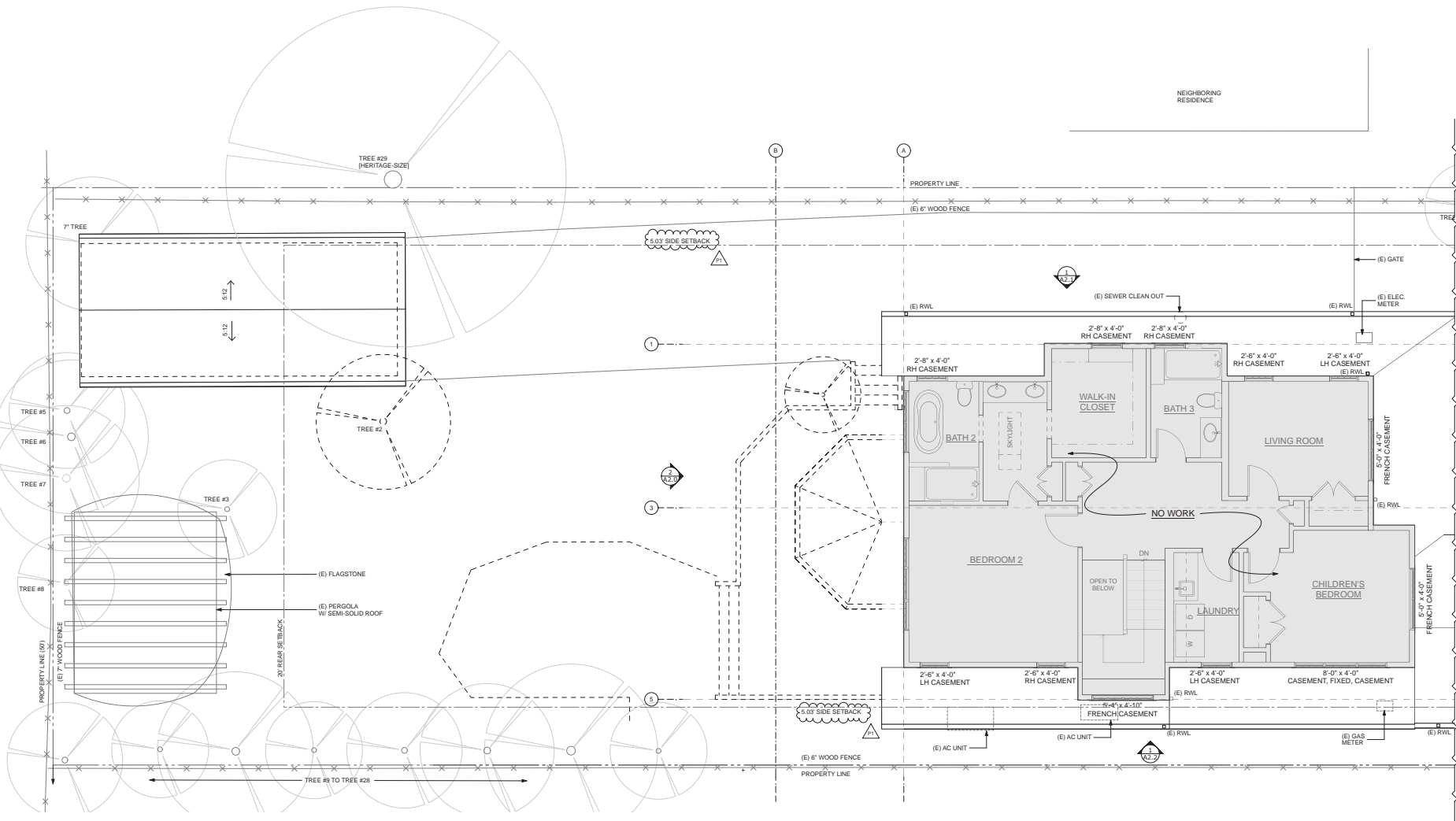
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sheet index

Existing &  
Proposed  
Second Floor  
Plan

sheet number

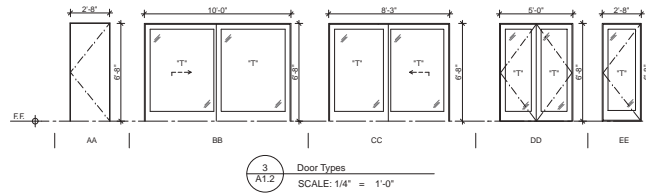
## A1.1



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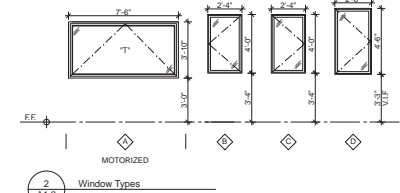
NOTE: Do not scale drawings





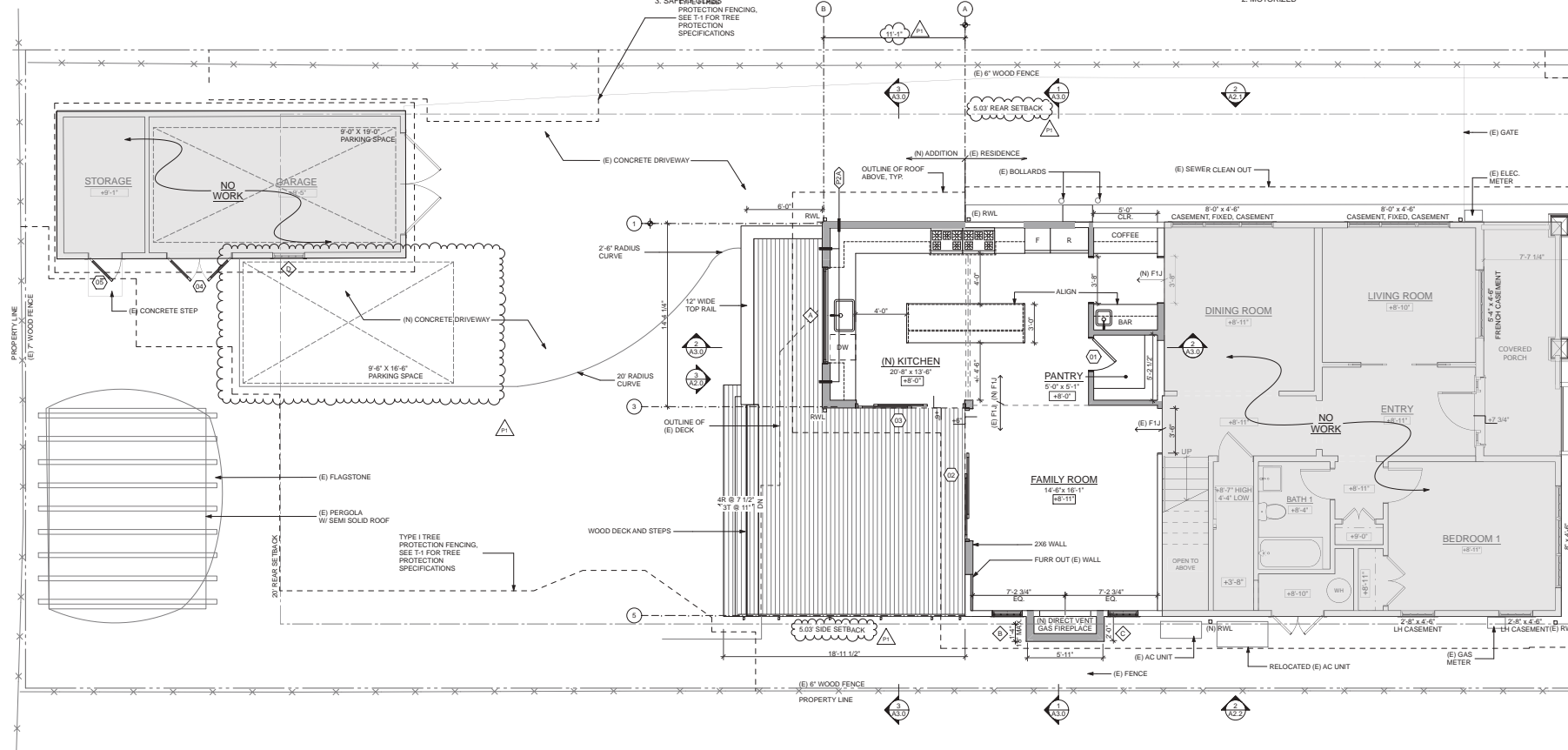
ID	WIDTH	HEIGHT	TYPE	JAMB	SILL	SET	REMARKS
1	2'-8"	6'-8"	AA			1	
2	10'-0"	6'-8"	BB			2	
3	8'-3"	6'-8"	CC			3	
4	5'-0"	6'-8"	DD			4	
5	2'-8"	6'-8"	EE			5	

REMARKS:  
1. PAINT-GRADE WOOD DOOR  
2. FRAMELESS TEMPERED GLASS SHOWER DOOR, 3/8" MIN. THICKNESS  
3. SAFETY GLASS  
PROTECTION FENCING,  
SEE T-1 FOR TREE  
PROTECTION  
SPECIFICATIONS

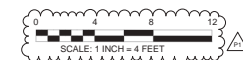


ID	NOMINAL SIZE	FRAME	TYPE	REMARKS
A	7'-6" x 3'-3"	GLAD WOOD LAMINIS	1, 2	
B	2'-4" x 4'-6"	GLAD WOOD CASEMENT		
C	2'-4" x 4'-6"	GLAD WOOD CASEMENT		
D	2'-4" x 4'-6"	GLAD WOOD CASEMENT		

REMARKS:  
1. SAFETY GLASS  
2. MOTORIZED



NOTE:  
1. SEE SHEET A0.1 FOR TREE AND TREE PROTECTION  
ZONE INFORMATION



NOTE: Do not scale drawings

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Alkos / Loop Residence  
Remodel/Addition

323 Pope St.  
Menlo Park, CA 94025  
APN: 062-361-020  
OFA job number 2416

Revisions  
Use Permit Revision  
Planning Resubmittal  
8/1/25  
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5/21/25  
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Proposed First  
Floor Plan

sheet number

A1.2



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Palo Alto, California 94303-3907



Alkos / Loop Residence  
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323 Pope St.  
Menlo Park, CA 94025  
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revisions
Use Permit Revision Planning Resubmittal 8/1/25
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Existing &  
Proposed  
Exterior  
Elevations

sheet number

A2.0



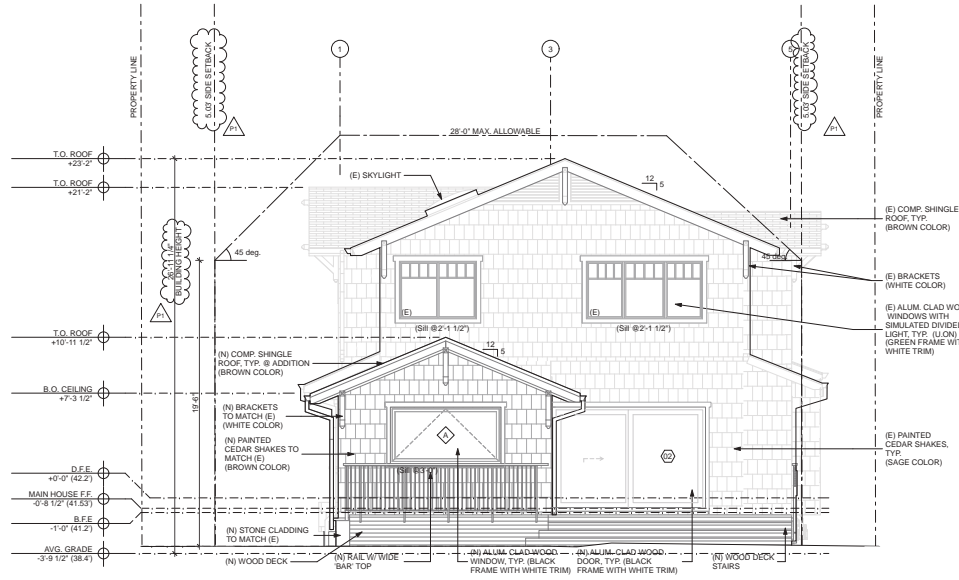
WEST/REAR EXISTING ELEVATION



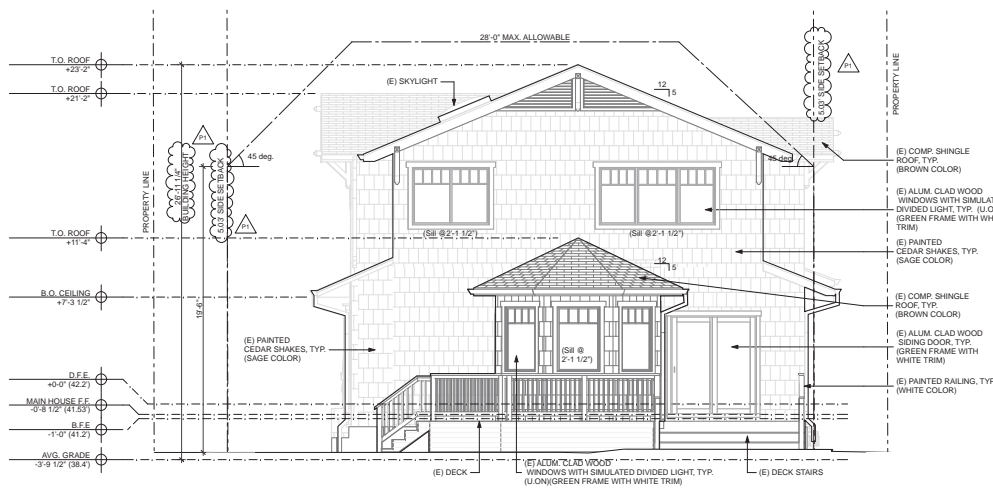
EAST/FRONT EXISTING ELEVATION -  
NO CHANGE



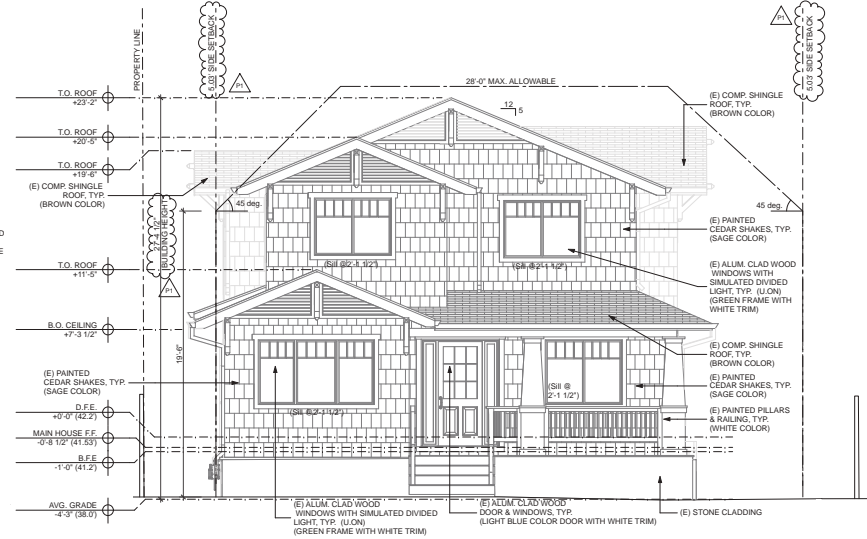
WEST/REAR PROPOSED ELEVATION



3  
A2.0 Proposed Main House West/Rear Exterior Elevation  
SCALE: 1/4" = 1'-0"



2  
A2.0 Existing Main House West/Rear Exterior Elevation  
SCALE: 1/4" = 1'-0"



1  
A2.0 Existing Main House East/Front Exterior Elevation - NO CHANGE  
SCALE: 1/4" = 1'-0"



NOTE: Do not scale drawings





revisions

Use Permit Revision  
Planning Resubmittal  
8/1/25

Use Permit Revision  
5/21/25

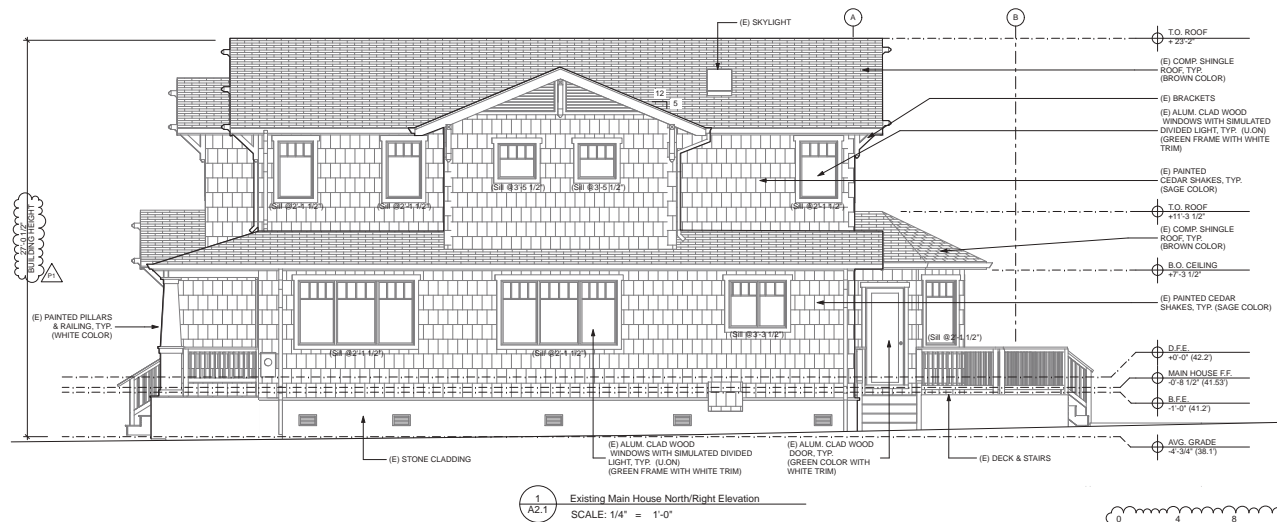
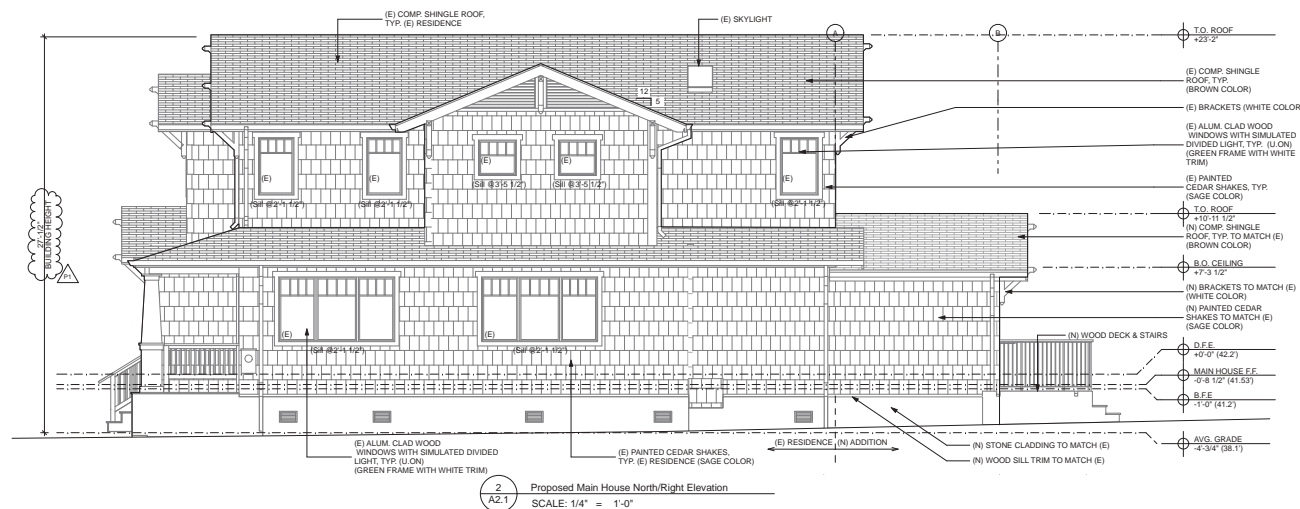
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sheet index

### Existing & Proposed Exterior Elevations

sheet number

## A2.1



NOTE: Do not scale drawing.



Akos / Loop Residence  
Remodel/Addition

323 Pope St.  
Menlo Park, CA 94025  
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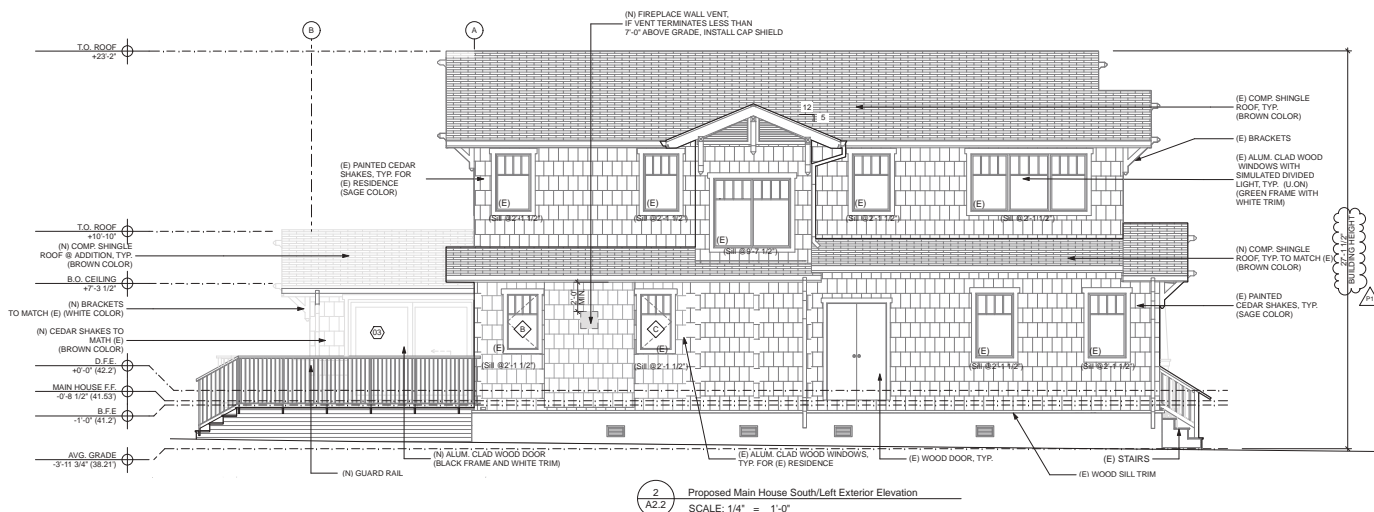
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sheet index

Existing &  
Proposed  
Exterior  
Elevations

about number

## A2.2



NOTE: Do not scale drawing.




Akos / Loop Residence  
Remodel/Addition

323 Pope St.  
Menlo Park, CA 94025  
APN: 062-361-020  
OFA job number: 2416

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revisions

 Use Permit Revision  
Planning Resubmittal  
8/1/25

Use Permit Revision  
5/21/25

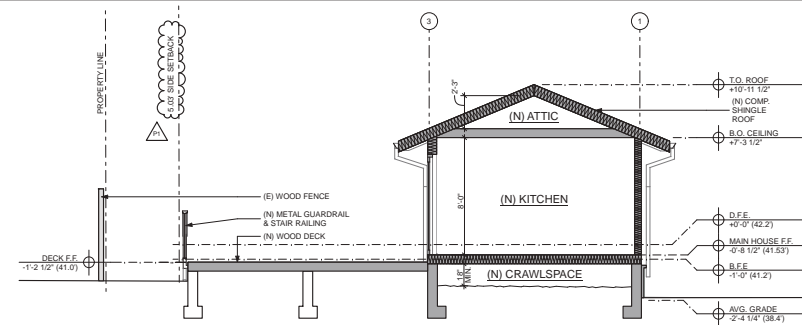
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sheet index

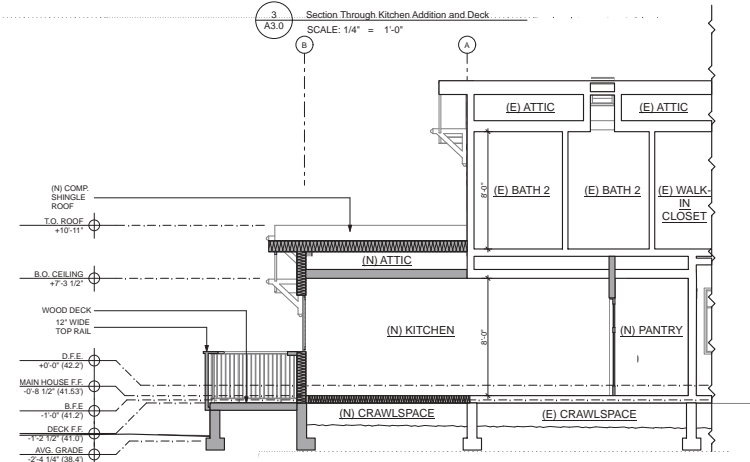
## Building Sections

sheet number

## A3.0



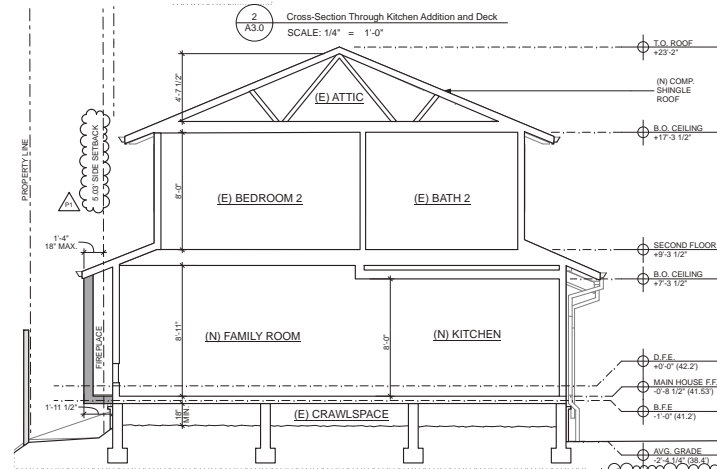
3 Section Through Kitchen Addition and Deck  
A3.0 SCALE: 1/4" = 1'-0"



2  
A3.0

Cross-Section Through Kitchen Addition and Deck

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



1  
A3.0 Section through Family room and Fireplace  
SCALE: 1/4" = 1'-0"



NOTE: Do not scale drawings





5/21/25

## Akos / Loop Residence Remodel & Addition – Project Description

323 Pope Street, Menlo Park

### Purpose of the Proposal:

The homeowners, Gil Akos and Marie Loop, would like to have a larger kitchen for their growing family.

### Scope of Work:

The kitchen will remain in its current location, and will be extended towards the rear, replacing an existing breakfast nook. The adjacent family room will get a refresh, with a new sliding door and built-in gas fireplace. The rear deck is reconfigured to provide access to a counter-height window at the kitchen addition.

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

The existing home is a Craftsman-style two-story structure with pale sage painted shingles, hunter green aluminum-clad windows, painted white trim details, and a dark gray composition shingle roof. The rear addition will extend the same architectural style, materials, and colors. The roof of the addition is a gable, and follows the same pitch as the existing home. The addition will be wood construction, with some metal structural beams. The floor level of the kitchen will remain at the same height as the rest of the first floor.

### Basis for Site Layout:

In order to minimize disturbance to the rest of the house layout, the kitchen remains in the same location, with the addition extending to the rear yard. We eliminated a north-facing window and added no new windows on the north side, to respect the adjacent neighbor's privacy. A rear-facing window in the kitchen addition allows for a view of the yard from the kitchen sink – an important design feature for the homeowners, who have three young children who love to play and garden outside.

### Existing and Proposed Uses:

The existing rear portion of the home consists of the kitchen and family room; the proposed use remains the same.



### Outreach to Neighboring Properties:

The homeowners have already spoken with the immediate adjacent and rear neighbors about the proposed addition.

If you have any questions or need clarification, please feel to contact me at 650-521-7040 or [hiromi@ogawafisher.com](mailto:hiromi@ogawafisher.com).

Thank you,

A handwritten signature in black ink, appearing to read 'Hiromi Ogawa', with a stylized, flowing script.

Hiromi Ogawa  
Principal  
Ogawa Fisher Architects



# 323 Pope Street Menlo Park, CA Arborist Report 2025

---



*Prepared For:*  
**Marie M. Loop**

Site: 323 Pope Street  
Menlo Park, CA 94025



*Submitted by:*  
**David Beckham**  
Certified Arborist  
WE#10724A  
TRAQ Qualified



**KIELTY**  
**ARBORISTS SERVICES LLC**  
Certified Arborist WE#10724A TRAQ Qualified  
P.O. Box 6187 San Mateo, CA 94403  
650- 532-4418



August 4, 2025

Attn: Marie M. Loop

Subject: Tree protection plan for 323 Pope Street, Menlo Park, CA 94025

## INTRODUCTION AND OVERVIEW

Kielty Arborists Services LLC visited the property at 323 Pope St, Menlo Park, on July 16, 2024, to evaluate the trees present with respect to the proposed construction project. The report below contains the analysis of the site visit conducted. Marie M. Loop is planning a remodel/addition to the existing home. The current site consists of a residential home, driveway, landscaping, and mixed tree species. The findings and recommendations presented in this report are based on the use permit revision drawings dated 8/1/25 by Ogawa Fisher Architects. These plans were electronically provided to us via email and are dated 8/1/25. By thoroughly analyzing these plans in conjunction with our field observations, we have developed an accurate and reliable assessment of the tree conditions and how best to mitigate potential impacts.

### Data Summary:

Total Trees	Total Street Trees	Neighboring Trees	Protected Trees		Non-Protected Trees		Overall Condition Rating		
			Total	Proposed for Removal	Total	Proposed for Removal	<50%	50%-69%	70-100%
34	3	2	4	0	30	2	1	28	5

There are 30 trees located on the property, two of which are protected (#33 and #34). Four neighboring trees were included in the survey, two of which are protected (#29 and #32). Non-protected trees #1 and #2 are proposed for removal, as they are in decline or conflict with proposed project features. Protected trees #33 and #34 should be retained and protected as detailed in the recommendations below. With proper protection and cultural practices, all retained trees are expected to survive and thrive during and after construction.

## ASSIGNMENT

At the request of Marie M. Loop, Kielty Arborists Services LLC conducted a site visit on July 16, 2024 to prepare a comprehensive Tree Inventory Report/Tree Protection Plan for the proposed construction project. This report is a requirement when submitting plans to the City of Menlo Park.

The primary focus of this report is as follows:

- Identification and assessment of trees on the construction site that may be affected by the proposed development.
- Determination of potential impacts on tree health and stability, considering factors such as root damage and crown damage.
- Provision of recommendations for tree protection and preservation measures during the construction process to mitigate potential impacts.
- Ensuring compliance with local regulations pertaining to tree preservation, protection, and removal within the construction plans.



Please note that the report will provide specific details regarding tree assessments, impacts, and preservation measures.

The City of Menlo Park requires the following tree reporting elements for development projects:

1. A map of tree locations.
2. Tree protection or removal recommendations for all trees over 4 inches in diameter.
3. A Tree Protection Plan for all protected trees.

## **LIMITS OF THE ASSIGNMENT**

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As part of this assessment, it is important to note that Kielty Arborists Services LLC did not conduct an aerial inspection of the upper crown, a detailed root crown inspection, or a plant tissue analysis on the subject trees. Therefore, the information presented in this report does not include data obtained from these specific methods.

Furthermore, it is essential to clarify that no tree risk assessments were completed as part of this report unless stated otherwise. The focus of this assessment primarily centers on tree identification, general health evaluation, and the potential impacts of the proposed construction.

While the absence of these specific assessments limits the scope of the analysis, the findings and recommendations provided within this report are based on available information and observations made during the site visit.

## **METHOD OF INSPECTION**

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The inspections were conducted from the ground without climbing the trees. No tissue samples or root crown inspections were performed. The trees under consideration were identified based on the provided site plan. To assess the trees, their diameter at 54 inches above ground level (DBH or diameter at breast height) was measured using a D-Tape. For the surveying of multi-trunk trees, our methodology aligns with city ordinances. In cases where the city does not offer specific guidelines for measuring multi-trunk trees, we adhere to the standards outlined in the "Guide for Plant Appraisal, 10th Edition, Second Printing" by the Council of Tree and Landscape Appraisers. Additionally, the protected trees were evaluated for their health, structure, form, and suitability for preservation with the following explanation of the ratings:



## EVALUATION FIELDS

<b>Tree Tag #:</b> Identification number for individual trees.	<b>Protected Tree:</b> Specifies whether the tree is protected by the city or county ordinance.
<b>Height (ft.) / Canopy Spread (ft.):</b> Measures both the height of the tree and the spread of its canopy.	<b>Trunk (in.):</b> Measures the primary trunk's diameter at the required height.
<b>Comments:</b> Any additional notes or observations about the tree.	<b>Tree Picture:</b> A photograph of the tree for visual assessment and record-keeping.
<b>Preserve or Remove:</b> Indicates the recommended action based on the tree's condition.	<b>Common Name / Scientific Name:</b> Specifies the name of the tree, both in common terms and scientific nomenclature.
<b>If more than 1 Trunks, Total Diameter:</b> If the tree has multiple trunks, this field indicates the combined diameter of all trunks.	<b>6, 8, 10 Times the Diameter (ft.):</b> Provides calculations based on the diameter to assist in various tree protection requirements.
<b>Appraised Value:</b> An unbiased estimate of the tree's worth is performed in accordance with the current edition of the Guide for Plant Appraisal by the Council of Tree and Landscape Appraisers.	

\*Note that not all fields may be provided for every tree. Some might be left blank due to various reasons, such as lack of accessibility to the tree, incomplete data, or the parameter not being applicable for a particular tree.

<b>Tree Structure Ratings:</b>	<b>Tree Health Ratings:</b>
<b>Poor:</b> Major uncorrectable structural flaws present; significant dead wood, decay, or multiple trunks; potentially hazardous lean.	<b>Poor:</b> Minimal new growth; significant dieback and pest infestation; expected not to reach natural lifespan.
<b>Fair:</b> Structural flaws exist but less severe; issues like slight lean and crowding on trunk; some uncorrectable issues through pruning.	<b>Fair:</b> Moderate new growth; canopy density 60-90%; potential external threats; not in decline but vulnerable.
<b>Good:</b> Minor flaws; mainly upright trunk, well-spaced branches; flaws correctable through pruning; symmetrical or mostly symmetrical canopy.	<b>Good:</b> Vigorous growth; healthy foliage; 90-100% canopy density; expected natural lifespan.
<b>Suitability for Preservation:</b>	<b>Tree Form Ratings:</b>
<b>Poor:</b> Adds little to landscape; poor health and potential hazards; unlikely to survive construction impacts.	<b>Poor:</b> Highly asymmetric or abnormal form; visually unappealing; little landscape function.
<b>Fair:</b> Contributes to landscape; survival possible with protection during minor construction impacts.	<b>Fair:</b> Significant asymmetries; deviation from species norm; compromised function or aesthetics.
<b>Good:</b> Valuable landscape asset; likely survival during minor to moderate construction impacts with protection.	<b>Good:</b> Near ideal form; minor deviations; consistent aesthetics and function in landscape.

\*Suitability for Preservation: This rating is based solely on the tree itself, irrespective of potential construction impacts.

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











The trees were assigned a condition rating based on a combination of existing tree health, tree structure, and tree form using the following scale.






## TREE INVENTORY

Tree Tag #	Protected Tree	Preserve or Remove	Common Name / Scientific Name	Appraised Value	Trunk (in.)	Ten Times the Diameter in (ft.)	Height (ft.) / Canopy Spread (ft.)	Health Rating	Structural Rating	Form Rating	Suitability for Preservation	Overall Condition (0-100%)	Summary	Tree Picture #1
1	No	(R)	MAYTEN TREE <i>Maytenus boaria</i>	\$1,000	3.7	3.1	12/10	Good	Good	Good	Good	70%	Tree adjacent to driveway and deck.	
2	No	(R)	MAIDENHAIR TREE <i>Ginkgo biloba</i>	\$1,000	7	5.8	15/10	Good	Fair	Fair	Fair	65%	Tree is codominant at 2 feet, 3 feet from garage foundation.	
3	No	(P)	JAPANESE MAPLE <i>Acer palmatum</i>	\$1,400	5.1	4.3	15/10	Good	Good	Good	Good	80%	Aesthetically pleasing.	
4	No	(P)	ENGLISH LAUREL <i>Prunus laurocerasus</i>	\$1,800	7.2	6.0	15/15	Good	Fair	Fair	Fair	60%	6 inches from garage foundation, prune back for garage clearance in past, good screening tree	
5	No	(P)	LEMONWOOD TREE <i>Pittosporum eugenioides</i>	\$1,500	6	5.0	20/12	Good	Fair	Fair	Fair	60%	Hedge pruned, codominant, screening tree at property line.	
6	No	(P)	LEMONWOOD TREE <i>Pittosporum eugenioides</i>	\$2,000	8	6.7	20/12	Good	Fair	Fair	Fair	60%	Hedge pruned, codominant, screening tree at property line.	
7	No	(P)	LEMONWOOD TREE <i>Pittosporum eugenioides</i>	\$1,900	7.6	6.3	20/12	Good	Fair	Fair	Fair	60%	Hedge pruned, codominant, screening tree at property line.	
8	No	(P)	LEMONWOOD TREE <i>Pittosporum eugenioides</i>	\$1,200	5	4.2	20/12	Good	Fair	Fair	Fair	60%	Hedge pruned, codominant, screening tree at property line.	
9	No	(P)	LEMONWOOD TREE <i>Pittosporum eugenioides</i>	\$1,500	6	5.0	20/12	Good	Fair	Fair	Fair	60%	Hedge pruned, codominant, screening tree at property line.	
10	No	(P)	LEMONWOOD TREE <i>Pittosporum eugenioides</i>	\$1,200	5	4.2	20/12	Good	Fair	Fair	Fair	60%	Hedge pruned, codominant, screening tree at property line.	







Tree Tag #	Protected Tree	Preserve or Remove	Common Name / Scientific Name	Appraised Value	Trunk (in.)	Ten Times the Diameter in (ft.)	Height (ft.) / Canopy Spread (ft.)	Health Rating	Structural Rating	Form Rating	Suitability for Preservation	Overall Condition (0-100%)	Summary	Tree Picture #1
11	No	(P)	LEMONWOOD TREE <i>Pittosporum eugenioides</i>	\$2,000	8	6.7	20/12	Good	Fair	Fair	Fair	60%	Hedge pruned, codominant, screening tree at property line.	
12	No	(P)	LEMONWOOD TREE <i>Pittosporum eugenioides</i>	\$1,200	5	4.2	20/12	Good	Fair	Fair	Fair	60%	Hedge pruned, codominant, screening tree at property line.	
13	No	(P)	LEMONWOOD TREE <i>Pittosporum eugenioides</i>	\$1,500	6	5.0	20/12	Good	Fair	Fair	Fair	60%	Hedge pruned, codominant, screening tree at property line.	
14	No	(P)	LEMONWOOD TREE <i>Pittosporum eugenioides</i>	\$1,700	7	5.8	20/12	Good	Fair	Fair	Fair	60%	Hedge pruned, codominant, screening tree at property line.	
15	No	(P)	LEMONWOOD TREE <i>Pittosporum eugenioides</i>	\$2,400	9	7.5	20/12	Good	Fair	Fair	Fair	60%	Hedge pruned, codominant, screening tree at property line.	
16	No	(P)	LEMONWOOD TREE <i>Pittosporum eugenioides</i>	\$1,200	5	4.2	20/12	Good	Fair	Fair	Fair	60%	Hedge pruned, codominant, screening tree at property line.	
17	No	(P)	LEMONWOOD TREE <i>Pittosporum eugenioides</i>	\$1,700	7	5.8	20/12	Good	Fair	Fair	Fair	60%	Hedge pruned, codominant, screening tree at property line.	
18	No	(P)	LEMONWOOD TREE <i>Pittosporum eugenioides</i>	\$1,700	7	5.8	20/12	Good	Fair	Fair	Fair	60%	Hedge pruned, codominant, screening tree at property line.	
19	No	(P)	LEMONWOOD TREE <i>Pittosporum eugenioides</i>	\$2,000	8	6.7	20/12	Good	Fair	Fair	Fair	60%	Hedge pruned, codominant, screening tree at property line.	
20	No	(P)	LEMONWOOD TREE <i>Pittosporum eugenioides</i>	\$1,500	6	5.0	20/12	Good	Fair	Fair	Fair	60%	Hedge pruned, codominant, screening tree at property line.	



Tree Tag #	Protected Tree	Preserve or Remove	Common Name / Scientific Name	Appraised Value	Trunk (in.)	Ten Times the Diameter in (ft.)	Height (ft.) / Canopy Spread (ft.)	Health Rating	Structural Rating	Form Rating	Suitability for Preservation	Overall Condition (0-100%)	Summary	Tree Picture #1
21	No	(P)	LEMONWOOD TREE <i>Pittosporum eugenioides</i>	\$1,000	4	3.3	20/12	Good	Fair	Fair	Fair	60%	Hedge pruned, codominant, screening tree at property line.	
22	No	(P)	LEMONWOOD TREE <i>Pittosporum eugenioides</i>	\$1,500	6	5.0	20/12	Good	Fair	Fair	Fair	60%	Hedge pruned, codominant, screening tree at property line.	
23	No	(P)	LEMONWOOD TREE <i>Pittosporum eugenioides</i>	\$1,000	4	3.3	20/12	Good	Fair	Fair	Fair	60%	Hedge pruned, codominant, screening tree at property line.	
24	No	(P)	CHINESE PISTACHE <i>Pistacia chinensis</i>	\$1,500	5.8	4.8	20/12	Good	Fair	Fair	Fair	65%	Suppressed by lemonwood trees, at property line, good screen tree.	
25	No	(P)	LEMONWOOD TREE <i>Pittosporum eugenioides</i>	\$1,000	4	3.3	20/10	Fair	Fair	Fair	Fair	60%	Hedge pruned, codominant, screening tree at property line.	
26	No	(P)	LEMONWOOD TREE <i>Pittosporum eugenioides</i>	\$1,000	4	3.3	20/10	Fair	Fair	Fair	Fair	60%	Hedge pruned, codominant, screening tree at property line.	
27*	No	(P)	EUROPEAN PLUM <i>Prunus domestica</i>	\$1,500	6	5.0	15/12	Fair	Fair	Fair	Fair	60%	Limited visual inspection, on neighboring property, minor deadwood.	
28*	No	(P)	EUROPEAN PLUM <i>Prunus domestica</i>	\$1,500	6	5.0	15/12	Fair	Fair	Fair	Fair	60%	Limited visual inspection, on neighboring property, minor deadwood.	
29*	Yes	(P)	SWEET BAY <i>Laurus nobilis</i>	\$7,500	18	15.0	40/35	Good	Poor	Fair	Fair	60%	Limited visual inspection, 2 feet from property line, close to existing garage, canopy hangs over garage.	
30	No	(P)	SWEET BAY <i>Laurus nobilis</i>	\$1,200	4.5	3.8	16/8	Good	Good	Good	Good	70%	Young tree, at property line, 1 foot from driveway.	

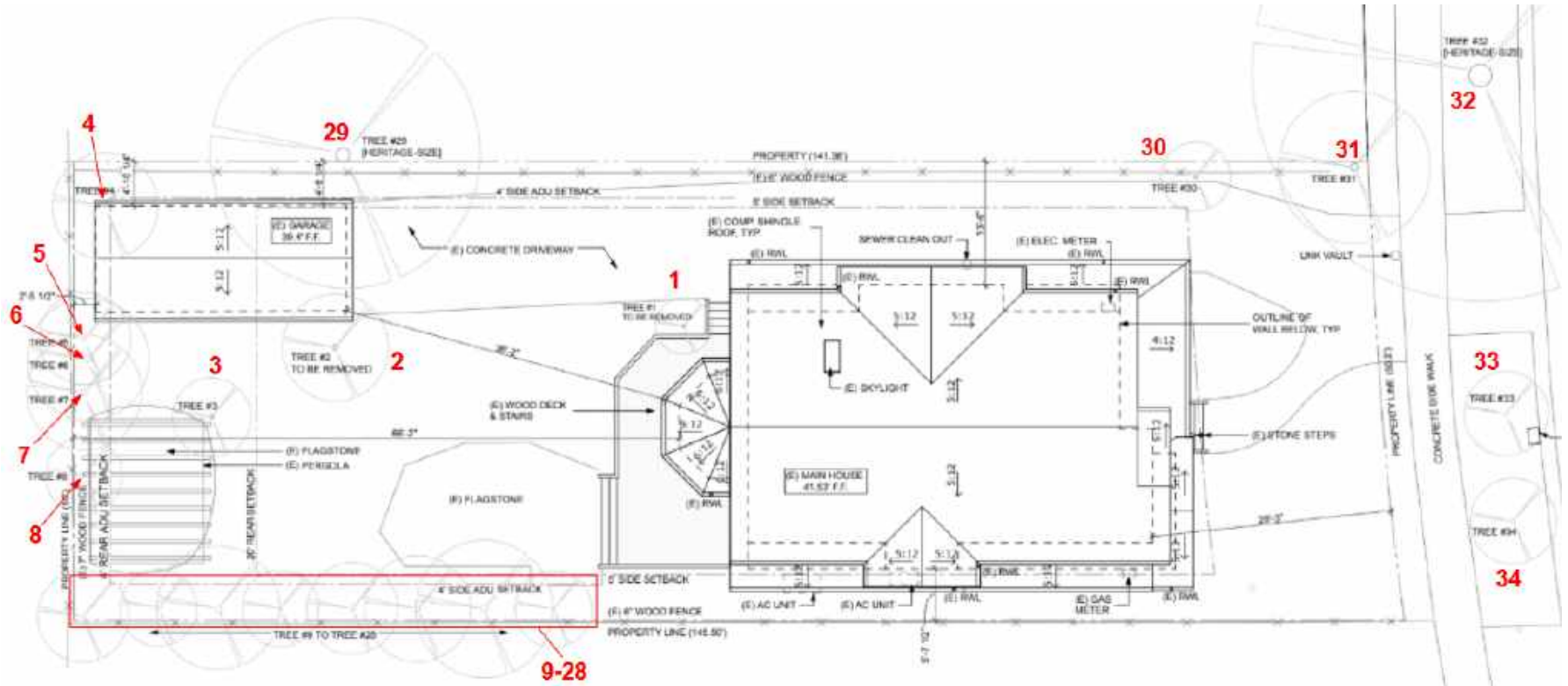


Tree Tag #	Protected Tree	Preserve or Remove	Common Name / Scientific Name	Appraised Value	Trunk (in.)	Ten Times the Diameter in (ft.)	Height (ft.) / Canopy Spread (ft.)	Health Rating	Structural Rating	Form Rating	Suitability for Preservation	Overall Condition (0-100%)	Summary	Tree Picture #1
31	No	(P)	OLIVE TREE <i>Olea europaea</i>	\$3,000	10	8.3	15/12	Good	Fair	Good	Good	65%	Tree on property line, codominant at grade, hedge pruned in past.	
32*	Yes	(P)	SOUTHERN MAGNOLIA <i>Magnolia grandiflora</i>	\$10,200	30	25.0	30/30	Poor	Poor	Poor	Poor	30%	Neighboring tree, street tree, in decline, large areas of deadwood, topped in past for utility line clearance.	
33	Yes	(P)	PRINCETON AMERICAN ELM <i>Ulmus americana 'Princeton'</i>	\$1,500	5.5	4.6	20/12	Good	Good	Good	Good	80%	Street tree, young, near underground utilities and driveway.	
34	Yes	(P)	PRINCETON AMERICAN ELM <i>Ulmus americana 'Princeton'</i>	\$1,600	5.6	4.7	20/12	Good	Good	Good	Good	80%	Street tree, young, near underground utilities and driveway.	

An (\*) appearing next to the tree tag number indicates a neighboring tree.



## TREE MAP





## OBSERVATIONS

### Species List:

30 trees were surveyed on the property, and consist of the following species:

- (2) mayten - *Maytenus boaria*
- ginkgo - *Ginkgo biloba*
- Japanese maple - *Acer palmatum*
- English laurel - *Prunus laurocerasus*
- (21) lemonwood - *Pittosporum eugenioides*
- Chinese pistache - *Pistacia chinensis*
- sweet bay - *Laurus nobilis*
- olive - *Olea europaea*
- (2) Princeton american elm - *Ulmus americana 'Princeton'*

Four trees included in the survey are located on neighboring property, and consist of the following species:

- (2) European plum - *Prunus domestica*
- sweet bay - *Laurus nobilis*
- Southern magnolia - *Magnolia grandiflora*

### Trees Proposed For Removal:

Total Removed Trees	Significant / Protected Trees	Non-Protected Trees
2	0	2

### Non-Protected Trees to be Removed:



Tree tag #1 - mayten was assigned a good condition rating. The tree is surrounded by hardscape, and located in a small planting area adjacent to the driveway and deck.

An addition to the existing home is proposed for construction where the tree is positioned on the landscape. Retention is not feasible, and removal is requested to allow for new construction. The proposed tree removal aligns with *Permits and Decision Making Criteria for Removal* set forth by the City of Menlo Park. NO REPLACEMENT TREES ARE REQUIRED AS THIS TREE IS NOT A PROTECTED TREE.





Tree tag #2 - ginkgo was assigned a fair condition rating. The tree is located in the backyard, 3 feet from the existing garage foundation. Codominance of the main stem occurs 2 feet above grade. The homeowner would like to remove this tree so that the tree does not become problematic with the existing garage foundation. NO REPLACEMENT TREES ARE REQUIRED AS THIS TREE IS NOT A PROTECTED TREE.

## PROJECT PLAN REVIEW

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The following report's recommendations are contingent upon the contractor adhering to the stated responsibilities. It is the contractor's responsibility to contact the project arborist to schedule all required inspections promptly. Failure to schedule these inspections as needed may result in fines or stop work orders from the city.

This plan review is based on the use permit revision drawings dated 8/1/25 by Ogawa Fisher Architects. A remodel/addition to the existing home is proposed for the site. Construction impacts to protected trees are expected to be non-existent; however, mitigation measures are necessary to ensure tree health and integrity during construction activity.

### Required Documentation

For compliance with Menlo Park city requirements, it is imperative to submit a tree protection verification letter ahead of the issuance of demolition and construction permits. This documentation, prepared by the project arborist, must include photographic evidence that corroborates the installation of tree protection measures, which must be consistent with both the city's standards and the suggestions provided in the arborist's report. Furthermore, the project arborist is responsible for performing regular construction monitoring and tree protection inspections at intervals of every four weeks. These inspection reports are to be submitted directly to the City Arborist for evaluation and record-keeping.

### Development-related Work:

When development-related work necessitates supervision by a Project Arborist, it is essential that the arborist's report includes a comprehensive description of the recommended work plan and any mitigation treatments



proposed. This report should detail the specific actions to be undertaken, the methodologies to be employed, and the rationale behind each recommendation, ensuring adherence to ISA guidelines and relevant city codes.

The work plan should encompass all necessary precautions and measures to protect trees within the construction zone, particularly those within 'ten times the diameter' of a tree, where activities are most impactful. This may include, but is not limited to, the use of specific hand tools such as shovels, air knives, and rotary hammers with clay spade attachments, as per the permitted range.

Furthermore, upon completion of the mitigation activities, the Project Arborist is obligated to provide a follow-up letter. This document serves as a formal attestation that all mitigation measures have been executed as per the specifications detailed in the report. This letter is a critical element, confirming that the protective actions and treatments have been applied correctly and effectively, thereby ensuring the integrity and health of the trees involved. It acts as a record of compliance and due diligence in the tree protection process during the construction project.

### **Pre-Construction Care:**

In the pre-construction phase, it is critical to prepare the trees for the upcoming stress and disturbances. Implementing a deep watering schedule is foundational, ensuring trees receive adequate moisture deep within their root zones. Depending on the recommended soil test analysis, fertilizing may be needed. Within the tree protection zones, it is recommended that an inline drip emitter system be installed in a grid-like manner to provide deep irrigation during the dry season. The irrigation system should be placed on top of the existing grade and require no excavation. The irrigation system shall be turned on by the project arborist as seen fit during the required monthly inspections. Regardless of the soil test results, the use of NutriRoot is still strongly advisable for trees that will be impacted by construction activities. The stresses caused by construction, such as root disturbance, soil compaction, and changes in water availability, can severely affect a tree's health. NutriRoot provides essential nutrients, promotes root growth, and enhances water management, helping trees withstand and recover from these stresses. Importantly, NutriRoot is low in macronutrients, which means it should not cause issues associated with over-fertilization, such as nutrient runoff or root burn. This makes it a safe and effective option for supporting the resilience and vitality of trees during and after construction, ensuring their long-term health and stability.

### **Post-Construction Care:**

Following the completion of construction activities, it's vital to continue supporting the trees' recovery and growth. Annual inspections by a Certified Arborist are recommended to ensure the tree remains in good health. Maintaining the deep watering schedule will ensure that trees remain adequately hydrated. A post-construction application of NutriRoot is advised to sustain soil moisture control and support ongoing root health. It is also pertinent to reintroduce microbial inoculants to restore beneficial microbial communities that may have been disrupted during construction. Additional applications of soil amendments like Biochar and HydraHume will continue to enhance soil structure, fertility, and water-holding capacity, supporting the trees' long-term health and resilience. Employing air spading techniques can also be advantageous to aerate the soil and gently introduce these amendments without causing root damage.

By adopting this dual-phase approach, (pre- and post-construction) leveraging a combination of deep watering, nutritional support, and soil health enhancement, the strategy aims to not only protect the trees during



construction but also promote their recovery and thriving in the post-construction landscape. This holistic care plan underscores a commitment to sustainable tree management, ensuring that the trees remain a valuable and vibrant part of the ecosystem for years to come.

## TREE PROTECTION PLAN

### Detailed Tree Protection Plan

For the aforementioned tree protection plan, this detailed guide has been designed by Kielty Arborists Services LLC. The following section offers an in-depth perspective on the recommended tree preservation guidelines. The aim is to ensure the conservation, vitality, and beauty of trees during construction and developmental endeavors, mitigating any potential detrimental effects. Adherence to these guidelines is essential to uphold both the ecological significance and visual allure of trees within the designated project vicinity. Effective tree protection during construction or development projects requires the use of fencing to demarcate and protect sensitive areas around trees. Should you have any questions or require further clarification, please contact Kielty Arborists Services directly.

### Fencing Specifications:

The tree protection fencing should be established and maintained throughout the entire length of the project. It's essential that no equipment, materials, or debris are stored or cleaned inside these protection zones. The zones should remain free from human activity unless explicitly authorized. The choice of fencing type depends on the tree's location and the nature of the surrounding environment and Posted with signs saying "TREE PROTECTION FENCE – DO NOT MOVE OR REMOVE WITHOUT APPROVAL FROM CITY ARBORIST"



WARNING: TREE PROTECTION AREA

ONLY AUTHORIZED PERSONNEL MAY ENTER THIS AREA

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

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

Project Arborist contact information:



David Beckham  
650-532-4418

City Arborist contact information:

Jillian Keller  
Menlo Park City Arborist  
650-330-6793





ADVERTENCIA: ÁREA DE PROTECCIÓN DE ÁRBOLES

SOLO PERSONA AUTORIZADO PUEDE ENTRAR EN ESTA ÁREA

No se permite la excavación, zanjeo, almacenamiento de materiales, limpieza, acceso de equipos o vertido detrás de este cerco.

No quite ni reubique este cerco sin la aprobación del arborista del proyecto. El cerco debe permanecer en su ubicación aprobada durante la demolición y construcción.

Información de contacto del Arborista del Proyecto:

**KIELTY**  
ARBORISTS SERVICES LLC  
David Beckham  
650-532-4418

Información de contacto del Arborista de la Ciudad:

Jillian Keller  
Arborista de la Ciudad de Menlo Park  
650-330-6793

**Type I Tree Protection:**

**Description:** This is the most comprehensive form of tree protection fencing. It encompasses the full canopy dripline or Tree Protection Zone (TPZ) of trees designated for preservation.

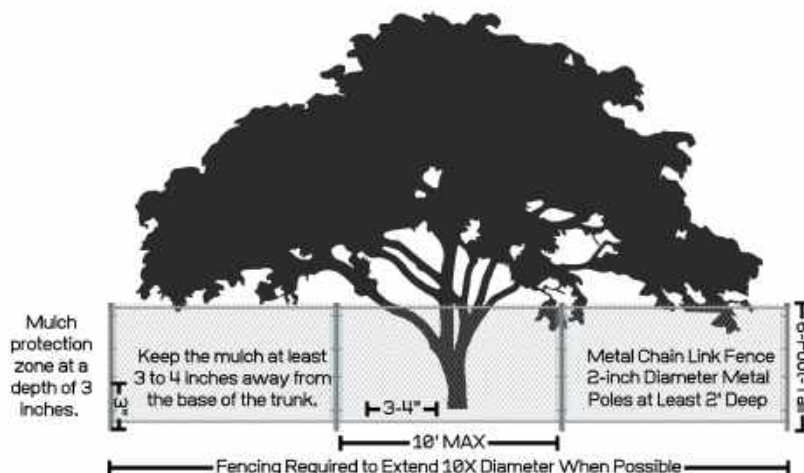
**Application:** Typically used in areas where trees are a significant distance away from construction activity or when trees have a large canopy spread.

**Specifications:**

The fencing shall remain intact throughout the duration of the project or until activities within the TPZ are finalized. Tree protection fencing should be a 6-foot-tall metal chain link type supported by 2-inch thick diameter metal posts pounded into the ground to a depth of no less than 2 feet, ensuring stability even in challenging conditions. Poles should be spaced no more than 10 feet apart from center to center, providing a consistent and strong barrier. For trees near existing hardscapes or structures, tree protection fencing shall be placed as close as possible while still allowing access. Sensitive areas may require a landscape barrier if fencing needs to be reduced for access reasons. The location for tree protection fencing for the protected trees on site should be placed at 10x the tree diameters where possible (TPZ). All other non-protected trees are recommended to be protected by fencing placed at the drip line. No equipment or materials should be stored or cleaned inside protection zones. Apply mulch to the tree protection zones at a depth of 3 inches. Spread the mulch evenly throughout the designated area, ensuring it extends to, but does not touch, the tree trunk. Keep the mulch at least 3 to 4 inches away from the base of the trunk to prevent moisture buildup and potential rot. This will provide the necessary benefits of mulching, such as moisture retention and temperature regulation, while helping to maintain tree health. Signs should be placed on fencing signifying "Tree Protection Zone - Keep Out". If fencing needs to be reduced for access or any other reasons, the non-protected areas must be protected



by a landscape buffer. All tree protection and inspection schedule measures, design recommendations, watering, and construction schedules shall be implemented in full by the owner and contractor. Trees #3, 5-28, and 29 are to be protected by Type I Tree Protection Fencing.



### Type I Fencing

### Type II Tree Protection:

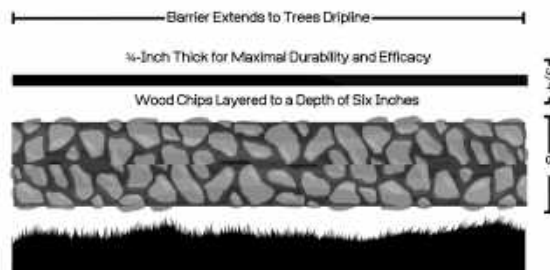
**Description:** This fencing type is specifically designed for trees located within narrow planting strips generally between a sidewalk and street.

**Application:** It is best suited for urban areas where trees are sandwiched between sidewalks and roads, allowing pedestrian and vehicular movement while protecting the tree.

**Specifications:** The fencing specifications shall be identical to that of Type I in terms of the material used and installation method. The 6-foot-tall metal chain link fence should be installed in a way that completely encloses the planting strip between the sidewalk and street when within the TPZ. This will keep the sidewalk and street open for public use. Trees #1 and #2 are to be protected by Type II Tree Protection Fencing.

### Landscape Barrier Zone

If for any reason a smaller tree protection zone is needed for access, a landscape buffer should be used, composed of wood chips layered to a depth of six inches, complemented by plywood atop the wood chips where tree protection fencing would typically be situated. The plywood should be  $\frac{3}{4}$ -inch thick for maximal durability and efficacy. This landscape buffer plays a crucial role in mitigating soil compaction within the tree's vulnerable root zone. For optimum stability, it is advisable to securely join the plywood boards, thus preventing any unwanted shifts in the plywood or underlying wood chips.



### Landscape Barrier Zone



The site plan illustrates the proposed construction project, detailing the layout of the new additions relative to the existing building and property boundaries. Key elements include:

- Proposed Additions:** Indicated by dashed lines and labels such as (E) GARAGE, (F) MAIN PORCH, (G) SKYLIGHT, (H) WOOD DECK & STAIRS, (I) AG UNIT, and (J) TRAIL.
- Existing Structures:** Shown with solid lines and labels like (N) COMP SHINGLE ROOF @ (M) ADDITION TYR, (O) CONCRETE DRIVEWAY, and (P) PERGOLA.
- Landscape Features:** Trees #1 through #10 are marked, along with various setbacks and easements.
- Property Lines:** Clearly defined by dashed lines with dimensions (e.g., 141.36' and 144.57').
- Red Numbered Callouts:** Numbers 4 through 9 highlight specific areas or features around the site's perimeter.

Kielty Arborist Services LLC - P.O. BOX 6187 San Mateo, Ca 94403 - 650-532-4418 - [www.KieltyArborist.com](http://www.KieltyArborist.com)



**Staging**

All tree protection measures must be in place before the start of construction. An inspection prior to the start of construction is often required by the town. All vehicles must remain on paved surfaces if possible. Existing pavement should remain and should be used for staging. If vehicles are to stray from paved surfaces, 6 inches of chips shall be spread, and plywood laid over the mulch layer. This type of landscape buffer will help reduce the compaction of desired trees. Parking will not be allowed off the paved surfaces

**Root Cutting**

If for any reason roots are to be cut, the work shall be monitored and documented. Large roots (over 2 inches in diameter) or large masses of roots to be cut must be inspected by the site arborist. The site arborist, at this time, may recommend irrigation or fertilization of the root zone. All roots needing to be cut should be cut clean with a saw or lopper. Roots to be left exposed for a period of time should be covered with layers of burlap and kept moist.

**Trenching/excavation**

Trenching or excavation for irrigation, drainage, electrical, foundation, or any other reason shall be done by hand when inside the dripline of a protected tree. Hand digging and the careful placement of pipes below or besides protected roots will significantly reduce root loss, thus reducing trauma to the tree. All trenches shall be backfilled with native materials and compacted to near their original level, as soon as possible. Trenches to be left open for a period of time (24 hours), will require the covering of all exposed roots with burlap and be kept moist. The trenches will also need to be covered with plywood to help protect the exposed roots.

**Grading**

All existing grades underneath the dripline of a protected tree shall remain as is where possible. Grading within the dripline of a protected tree is required to be done under the supervision of the project arborist.

**Irrigation**

**Non native trees-** Irrigating the retained mature trees in the landscape is important to ensure their health and vitality. Proper watering can help the trees continue to thrive. Deep irrigation is recommended to take place every other week during the dry season. During the dry season, trees typically need deep, infrequent watering. Watering every 2 weeks is sufficient for the retained trees on this site. Applying water slowly and consistently until it penetrates at least 12-18 inches into the soil is recommended. Avoid spraying water directly on the trunks, as this can lead to disease and decay. Mulch is recommended to be maintained with mulch added over time, as needed. Mulch helps retain soil moisture, regulates temperature, and prevents weeds, which can compete with the tree for water. The use of soaker hoses or an inline drip emitter system set up in a grid like manner to provide deep irrigation during the dry season is recommended. The irrigation system should be placed on top of grade and require no excavation. This will help to keep the trees healthy.

**Native oak trees-** Native oak trees are recommended to only be irrigated during the months of May and September or if their root zones are traumatized. Frequent irrigation during dry summer months can significantly raise the risk of oak trees developing oak root fungus disease and is the leading cause of oak tree death and failure in the urban landscape.



## **Tree Pruning**

Tree pruning during construction is not just about aesthetics and safety; it's also about adhering to best practices and standards set by professional bodies like the International Society of Arboriculture (ISA) and the American National Standards Institute (ANSI A300 Pruning Standards). The ISA sets rigorous standards to ensure trees are cared for sustainably and scientifically. Under these guidelines, and for the well-being of trees during construction, it's imperative to have an expert arborist oversee any pruning. Their knowledge guarantees that only the necessary branches are removed, ensuring both safety and tree health. The guideline to prune no more than 25% of the tree's total foliage is grounded in sound arboricultural practices. This safeguards the tree's photosynthetic capability, reduces undue stress, and preserves the balance between its roots and canopy. Homeowners should be aware of these standards and ensure they are being met, trusting in the expertise of their arborist and keeping open communication about their tree care decisions. This approach not only ensures the tree's compatibility with new construction aesthetics but also its long-term health and vitality.

## **Traffic Within TPZs**

Strictly prohibit driving vehicles or heavy foot traffic on bare soil within the TPZs of protected trees. Such activities can crush roots directly and compact the soil, impeding oxygen and water infiltration. In areas without existing pavement, use temporary anti-compaction materials, such as wood chips covered with plywood, to prevent damage to tree roots (landscape barrier). Temporary pathways or boardwalks can be constructed to facilitate access while minimizing soil compaction within the TPZ.

## **Chemical and Material Handling**

Store chemicals and construction materials away from TPZs to prevent accidental spills or exposure that may harm tree health. Follow proper handling and disposal procedures for chemicals to ensure compliance with environmental regulations. Minimize the use of toxic materials near trees and opt for environmentally friendly alternatives whenever possible.

## **Monitoring and Inspection**

Regularly monitor and inspect the tree protection measures throughout the construction process to ensure their effectiveness and compliance with the Tree Preservation Plan. Assign a qualified individual, such as a project arborist or certified arborist, to conduct periodic inspections and provide recommendations for any necessary adjustments or improvements. Maintain detailed records of inspections, including dates, findings, and any actions taken.

## **Post-Construction Maintenance**

After construction is completed, continue monitoring the health and condition of preserved trees to address any potential issues promptly. Implement post-construction maintenance practices such as watering, mulching, pruning, and fertilization as needed to support the recovery and long-term health of the trees. Regularly assess the trees for signs of stress, disease, or structural instability and take appropriate measures, including consulting with a certified arborist if necessary.

## **Compliance with Environmental Laws**

Ensure full compliance with all applicable local, state, and federal environmental laws, regulations, and permit requirements pertaining to tree protection during construction. Familiarize yourself with specific regulations regarding tree preservation in your jurisdiction and consult with local authorities or arborists for guidance if needed.



## Responsibility

Designate a responsible person or team within the project organization to oversee the implementation and enforcement of the Tree Preservation Plan. Clearly communicate the roles and responsibilities of all parties involved in the construction project regarding tree protection.

## Emergency Procedures

Develop clear procedures to follow in the event of emergencies that may impact tree preservation, such as severe storms, accidents, or unexpected tree health issues. Ensure that emergency response plans address prompt actions to mitigate potential risks to trees and contact qualified professionals, such as arborists or tree care companies when needed.

## Communication and Training

Facilitate effective communication among all project stakeholders, including contractors, subcontractors, architects, engineers, and landscape professionals, regarding the importance of tree preservation and the specific guidelines to follow. Conduct training sessions or workshops to educate personnel.

## CITY CODE

### Heritage And Protected Trees Code:

*As Defined In The City Of Menlo Park Municipal Code:*

*"13.24.020 Definitions*

*Section 13.24.080(4)(B) identifies special provisions for an oak tree which is native to California. The city arborist has determined the following species of oak trees are native to California:*

*Coast live oak (Quercus agrifolia)*  
*Scrub oak (Quercus berberidifolia)*  
*Canyon live oak (Quercus chrysolepis)*  
*Blue oak (Quercus douglasii)*  
*Leather oak (Quercus dumosa)*  
*Englemann oak (Quercus englmannii)*  
*Oregon white oak (Quercus garryana)*  
*Black oak (Quercus kelloggii)*  
*Valley oak (Quercus lobata)*  
*Shreve oak (Quercus parvula var. shrevei)*  
*Oracle oak (Quercus x morehus)*  
*Island oak (Quercus tomentella)*  
*Interior live oak (Quercus wislizenii)*

*Multi-trunk trees, where the trunk splits at 4.5 feet above the ground or less, are measured below the main union. Multi-stemmed trees with a union occurring below the existing grade shall be considered individual trees and diameter measurements will be taken for each individual stem to determine trunk diameter – independent of the other stem diameters.*

*As of July 1, 2020, the City Council has not designated any trees under Menlo Park Municipal Code Section 13.24.020(4)(C).*

(5) “Heritage tree” shall mean:



(A) All trees other than oaks which have a trunk with a circumference of 47.1 inches (diameter of fifteen (15) inches) or more, measured fifty-four (54) inches above natural grade.

(B) An oak tree (*Quercus*) which is native to California and has a trunk with a circumference of 31.4 inches (diameter of ten (10) inches) or more, measured at fifty-four (54) inches above natural grade.

(C) A tree or group of trees of historical significance, special character or community benefit, specifically designated by resolution of the city council.

For purposes of subsections (5)(A) and (B) of this section, trees with more than one (1) trunk shall be measured at the diameter below the main union of all multi-trunk trees unless the union occurs below grade, in which case each stem shall be measured as a stand-alone tree. A multi-trunk tree under twelve (12) feet in height shall not be considered a heritage tree. (Ord. 1060 § 2 (part), 2019)."

### **Removed Trees Replacement Code:**

*As Defined In The City Of Menlo Park Municipal Code:*

*"13.24.050 Permits and decision making criteria for removal*

*Applicants who submitted a heritage tree permit application before March 16, 2020, have the option to have their applications be reviewed under (a) the current ordinance or (b) the updated ordinance. The review process includes, but not limited to, the decision making criteria, replacement tree requirements and the appeal process. These applicants must make a determination through an email to Joanna Chen (jpchen@menlopark.org) by July 1, 2020, otherwise the application will be processed under the new ordinance. If an applicant submitted a non-development related application before July 1, 2020, and chose to be reviewed under the updated ordinance, he/she will be granted an exception to use an arborist who is not on the City-approved consulting arborist list.*

*The City is slowly transitioning from the use of paper applications to the use of an online permitting system. Permit applicants can submit electronic permit applications online at [menlopark.org/onlinepermits](http://menlopark.org/onlinepermits). You will need to create an account (username and password).*

*The City will continue to allow paper submittals until October 1, 2020, with a few exceptions. For instance, those who do not have internet access may contact staff at 650-330-6780 for assistance. Paper permit applications with the payment may be mailed to the Building Division (701 Laurel St., Menlo Park, CA 94025). The determination in granting or denying a permit shall in most instances be based on the articulated criteria in*

*Municipal Code Section 13.24.050(a):*

#### *1. Death:*

*Permit applicants need to submit these documents to confirm the tree is dead:*

*Images to show the tree does not have living foliage. This does not apply to deciduous trees during winter months when these trees are typically dormant; or An arborist report from a city approved arborist stating the tree is dead.*

#### *2. Tree risk rating:*

*Considerations:*

*Tree risk assessment is a systematic process used to identify, analyze and evaluate tree risk. Risk is assessed by categorizing or the likelihood (probability) of occurrence (failure), the likelihood of impacting a target, and the severity of consequences should failure occur to determine a risk rating.*

*Trees with moderate, high or extreme risk are required to have been evaluated by City-approved consulting arborists.*

*The following documentation may be used to support Criteria 2:*



*Evidence that the tree risk rating cannot be mitigated to low residual risk rating (through pruning, cabling, bracing or other means), as reported by a City-approved consulting arborists. This may require an advanced level 3 assessment such as an aerial inspection, sounding with mallet, pull test, tomographic or resistograph (or equivalent) testing.*

### *3. Tree health rating:*

*Intolerance to adverse site conditions can include factors such as soil or water salinity, exposure to sun or wind, or increasingly high temperatures, or overcrowded growing conditions.*

*Table 4.1 of the Guide for Plant Appraisal, 10th Edition, or its successor manual, defines tree health as the following:*

*Excellent rating – High vigor and nearly perfect health with little or no twig dieback, discoloration, or defoliation.*

*Good rating – Vigor is normal for the species. No significant damage due to diseases or pests. Any twig dieback, defoliation, or discoloration is minor.*

*Fair rating – Reduced vigor. Damage due to insects or diseases may be significant and associated with defoliation but is not likely to be fatal. Twig dieback, defoliation, discoloration, and/or dead branches may comprise up to 50% of crown.*

*Poor rating – Unhealthy and declining in appearance. Poor vigor. Low foliage density and poor foliage color are present. Potentially fatal pest infestation. Extensive twig and/or branch dieback.*

*Very poor rating – Poor vigor. Appears to be dying and in the last stages of life. Little live foliage.*

### *4. Species:*

*The trees listed below have been designated by the city arborist to be invasive or low desirability species. Note that heritage tree removal permits are still required for the removal of these trees in order to verify accurate species and document replacement tree planting conditions. The permit issuance may be expedited as no appeals are allowed.*

*Bailey acacia (Acacia baileyana)  
 Black locust (Robinia pseudoacacia)  
 Blackwood acacia (Acacia melanoxylon)  
 California fan palm ((Washingtonia filifera)  
 Glossy privet (Ligustrum lucidum)  
 Mexican fan palm (Washingtonia robusta)  
 Myoporum (Myoporum laetum)  
 Purple leaf plum (Prunus cerasifera 'Atropurpurea')  
 Red ironbark eucalyptus (Eucalyptus sideroxylon)  
 Tree of heaven (Ailanthus altissima)*

### *5. Development:*

*The following documentation may be required to support criterion 5:*

*Schematic diagrams that demonstrate the feasibility/livability of alternative design(s) that preserve the tree, including utilizing zoning ordinance variances that would preserve the tree;*

*Documentation on the additional incremental construction cost attributable to an alternative that preserves the tree (i.e. construction cost of alternative design minus cost of original design) in relation to the appraised value of tree(s) and based on the most recent addition to the Guide for Plant Appraisal.*

*The following guidance will be used to determine feasibility:*

*If the incremental cost of the tree preservation alternative is more than 140% of the appraised value of the tree, the cost will be presumed to be financially infeasible.*



*If the incremental cost of the tree preservation alternative is less than 110% of the appraised value of the tree, the cost will be presumed to be financially feasible.*

*If the incremental cost of the tree preservation alternative is between 110% and 140% of the appraised value of the tree, public works director or their designee will consider a range of factors, including the value of the improvements, the value of the tree, the location of the tree, the viability of replacement mitigation and other site conditions.*

*In calculating the incremental cost of the tree preservation alternative, only construction costs will be evaluated. No design fees or other soft costs will be considered.*

*Removal applications based on shading interference with proposed solar facilities shall employ the following screening criteria before applying the feasibility guidance above:*

*Can the proposed array be ground mounted or positioned elsewhere to avoid shading by tree*

*Can pruning resolve the conflict, Is the proposed array sized appropriately*

*Are there other energy efficiency measures that owners could employ to replace or reduce the need for the proposed solar array (energy efficiency analysis should be prepared by a certified energy auditor).*

#### **6. Utility inference (Criterion 6):**

*The following documentation may be required to support criterion 6:*

*Schematic diagrams that demonstrate the feasibility/livability of alternative design(s) that preserve the tree, including utilizing zoning ordinance variances that would preserve the tree;*

*Documentation on the additional incremental construction cost attributable to an alternative that preserves the tree (i.e. construction cost of alternative design minus cost of original design) in relation to the appraised value of tree(s) and based on the most recent addition to the Guide for Plant Appraisal.*

*According to Section 13.24.050(b) noticing requirements:*

*For decisions made under either Criterion 5 or 6, staff will email a city-issued notice to the applicant who is expected to post the notice.*

#### **Notice posting instructions:**

*1. Print out city-issued notice on an 11" by 17" yellow-colored paper or pick up a copy of the notice at the front building counter at City Hall. Please make sure to check the City webpage to determine if the front building counter is accepting walk in services.*

*2. Complete the date, site, number, and type of trees, and the reason for removal (consistent with the stated City approved authorization for removal, e.g. severe pest and disease infection).*

*3. Place the notice so it is visible to the public. If the tree is in front of the property, either staple the notice on the tree, tie it around the tree, or hang it on the tree. If the tree is not visible to the public, place the notice in the front of the property so it is visible from the public street.*

*4. Send at least two (2) pictures of each tree to the City staff at [jpchen@menlopark.org](mailto:jpchen@menlopark.org) on Day 1, 5, 10, and 15 of notice issuance to ensure the notice is visible to the public during the appeal period until the permit issuance and tree removal.*

*- Picture #1: Overview of the heritage tree with the notice visible in relation to the property address.*

*The picture must include the main building in the background."*

#### **Replacement Tree Code:**

*As Defined In The City Of Menlo Park Municipal Code:*

*13.24.090 Heritage tree replacements*

*Under Section 13.24.090 (1), an approved replacement tree list is not provided as site conditions are unknown and will vary from each property. A specified list also limits species diversity. However, below are some*



examples of replacement tree species that meet the criteria listed above. It is recommended that assistance of a certified arborist be sought prior to selecting a tree and planting location. The replacement tree species are not limited to the following trees if the above criteria are met:

*Deciduous tree (lose their leaves in winter)*

*Accolade elm (Ulmus 'Morton')*  
*Black oak (Quercus kelloggii)*  
*Black walnut (Juglans hindsii)*  
*Blue oak (Quercus douglasii)*  
*California sycamore (Platanus racemose)*  
*Chinese flame (Koelreuteria bipinnata)*  
*Chinese pistache (Pistacia chinensis)*  
*Chinese tallow (Triadica sebiferum)*  
*Engelmann oak (Quercus engelmannii)*  
*Forest green oak/Hungarian oak (Quercus frainetto 'Forest Green')*  
*Frontier elm (Ulmus carpinifolia x parvifolia 'Frontier')*  
*Japanese pagoda (Styphnolobium japonicum)*  
*Kentucky coffee (Gymnocladus dioica 'Espresso', 'Prairie Titan')*  
*Pecan (Carya illinoensis)*  
*Rotundiloba sweetgum (Liquidambar styraciflua 'Rotundiloba')*  
*Shademaster locust (Gleditsia triacanthos var. inermis 'Shademaster')*  
*Silver linden (Tilia tomentosa)*  
*Texas red oak (Quercus buckleyi)*  
*Valley oak (Quercus lobata)*  
*Western catalpa (Catalpa speciosa)*

*Evergreen trees (retain their leaves in the winter)*

*African fern pine (Afrocarpus gracilior)*  
*Arizona cypress (Hesperocyparis arizonica)*  
*Atlas cedar (Cedrus atlantica)*  
*Avocado tree (Persea Americana)*  
*Brisbane box (Lophostemon confertus)*  
*Cajeput tree (Melaluca quinquenervia)*  
*California bay laurel (Umbellularia californica)*  
*Camphor tree (Cinnamomum camphora)*  
*Canary island pine (Pinus canariensis)*  
*Carob tree (Ceratonia siliqua)*  
*Catalina ironwood (Lyonothamnus floribundus)*  
*Coast live oak (Quercus agrifolia)*  
*Cork oak (Quercus suber)*  
*Deodar cedar (Cedrus deodara)*  
*Incense cedar (Calocedrus decurrens)*  
*Island oak (Quercus tomentella)*  
*Lemon-scented gum (Corymbia citriodora)*  
*Peruvian pepper (Schinus molle)*



*Red flowering gum (Corymbia ficifolia)*  
*Saratoga laurel (Laurus nobilis 'Saratoga')*  
*Silk oak (Grevillea robusta)*  
*Silver leaf oak (Quercus hypoleucoides)*  
*Spotted gum (Corymbia maculata)*  
*Torrey pine (Pinus torreyana)*

*In reference to Section 13.24.090(2), applicants may use the following monetary value of the replacement trees to help design their landscape plans for development-related removals:*

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

*To be eligible for the in lieu fee, applicants must explain why the value of the replacement trees are not equal to the appraised value of the removed heritage trees.*

*In reference to Section 13.24.090 (3) for decisions made under Criteria 1, 2, 3, or 4, the monetary value of a replacement tree correlates with the size of the heritage tree trunk diameter (measured from 54 inches above grade). For every heritage tree proposed for removal, it must be replaced by the following replacement tree requirement:*

*An oak heritage tree with a trunk diameter of 10 to 15 inches has a minimum replacement tree requirement of one (1) #5 container. The monetary value is \$100.*

*Any heritage tree with a trunk diameter of greater than 15 inches to 20 inches has a minimum replacement tree requirement of one (1) #15 container. The monetary value is \$200.*

*Any heritage tree with a trunk diameter of greater than 20 inches to 30 inches has a minimum replacement tree requirement of one (1) 24-inch tree box. The monetary value is \$400.*

*Any heritage tree with a trunk diameter of greater than 30 inches to 40 inches has a minimum replacement tree requirement of one (1) 36-inch tree box. The monetary value is \$1,200.*

*Any heritage tree with a trunk diameter of greater than 40 inches to 50 inches has a minimum replacement tree requirement of one (1) 48-inch tree box. The monetary value is \$5,000.*

*Any heritage tree with a trunk diameter of greater than 50 inches has a minimum replacement tree requirement of one (1) 60-inch tree box. The monetary value is \$7,000.*

*Applicants shall submit written statements or landscape plans to describe how they will fulfil the replacement tree requirements. The submissions shall include: (a) the replacement tree species, (b) the container size, (c) the planting location, and (d) an in lieu fee payment, if applicable.*

## MAINTENANCE PLAN

For the sustained health and longevity of trees preserved in your project, a tailored yet adaptable maintenance plan is crucial. This plan encompasses regular arborist inspections to monitor tree health, tailored watering schedules responsive to climatic variations, and diligent soil management, including mulching and aeration, to ensure optimal root health. Pruning, conducted in line with ISA standards, will be strategically scheduled to maintain structural integrity and aesthetic appeal. A proactive approach to disease and pest management will be



adopted, employing environmentally sensitive treatments as necessary. Importantly, ongoing protection measures will safeguard the trees from potential mechanical damage. Fertilization regimes will be based on specific soil and tree needs, avoiding excesses. Comprehensive record-keeping will track all maintenance activities, providing a clear history of care. This plan, while general in its framework, is customized to address the unique needs of the trees and the specific environmental conditions of your project site, ensuring a balanced approach to tree preservation and care in the context of ongoing urban development.

To ensure high-quality tree work, including removal, pruning, and planting, the following standards and qualifications will be adhered to:

- **Industry Standards:** All tree work will be performed in accordance with industry standards established by the International Society of Arboriculture (ISA). These standards encompass best practices and guidelines for tree care and maintenance.
- **Contractor Licensing and Insurance:** The contractor undertaking the tree work must possess a valid State of California Contractors License for Tree Service (C61-D49) or Landscaping (C-27). Additionally, they must have comprehensive general liability, worker's compensation, and commercial auto/equipment insurance coverage.
- **Workmanship Standards:** Contractors must adhere to the current Best Management Practices of the International Society of Arboriculture (ISA) and the American National Standards Institute (ANSI). These standards, including ANSI A300 and Z133.1, outline guidelines for tree pruning, fertilization, and safety. Compliance with these standards ensures the use of proper techniques and practices throughout the tree work process.

By adhering to these established standards and qualifications, we can ensure the provision of professional and safe tree services that meet the industry's best practices and promote the health and longevity of the trees.

## PURPOSE & USE OF THE REPORT

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This report informs tree management decisions for the construction project and provides recommendations to maximize tree survival. It serves as a valuable resource for stakeholders, facilitating informed discussions and sustainable tree management practices.

## TESTING & ANALYSIS

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In order to assess the trees, a thorough examination was conducted using a variety of methods. For trees with accessible trunks, precise measurements of the Diameter at Breast Height (DBH) were taken using a specialized diameter tape measure. In cases where the trunks were not readily accessible, visual estimations were employed to determine the DBH. As part of the inventory process, all trees exceeding a specific DBH threshold stated in city code were included.

To evaluate the health of the trees, multiple factors were considered, including their overall appearance and our team's extensive experiential knowledge of each species. This holistic approach ensured a comprehensive understanding of the tree's well-being.

To accurately document the location of each tree, a GPS smartphone application was utilized during the data collection process. This enabled us to create detailed maps that are included in this report. However, it is



important to note that despite our efforts to minimize errors, inherent limitations of GPS data collection, coupled with slight discrepancies between GPS data and CAD drawings, may result in approximate tree locations depicted on the map.

## TREE WORK STANDARDS AND QUALIFICATIONS

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By adhering to these established standards and qualifications, we can ensure the provision of professional and safe tree services that meet the industry's best practices and promote the health and longevity of the trees.

## SCHEDULE OF INSPECTIONS

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### *Kielty Arborists Services LLC:*

We will conduct the following inspections as needed for the project:

- **Pre-Equipment Mobilization, Delivery of Materials, Tree Removal, and Site Work:** Our project arborist will meet with the general contractor and owners to review tree protection measures. We will identify and mark tree-protection zone fencing, specify equipment access routes and storage areas, and assess the existing conditions of trees to determine any additional necessary protection measures.
- **Inspection after Installation of Tree-Protection Fencing:** Upon completion of tree-protection fencing installation, our project arborist will inspect the site to ensure that all protection measures are correctly implemented. We will also review any contractor requests for access within the tree protection zones and assess any changes in tree health since the previous inspection.
- **Inspection during Soil Excavation or Work Potentially Affecting Protected Trees:** During any work within non-intrusion zones of protected trees, our project arborist will inspect the site and document the implemented recommendations. We will assess any changes in tree health since the previous inspection to monitor the well-being of the trees.
- **Final Site Inspection:** Prior to project completion, our project arborist will conduct a final site inspection to evaluate tree health and provide necessary recommendations to promote their longevity. A comprehensive letter report summarizing our findings and conclusions will be provided to the City of Menlo Park.



Our inspections aim to ensure proper tree protection, health, and adherence to project requirements.

## ASSUMPTIONS AND LIMITING CONDITIONS

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- **Legal Descriptions and Titles:** The consultant/arborist assumes the accuracy of any legal description and titles provided. No responsibility is assumed for any legal due diligence. The consultant/arborist shall not be held liable for any discrepancies or issues arising from incorrect legal descriptions or faulty titles.
- **Compliance with Laws and Regulations:** The property is assumed to be in compliance with all applicable codes, ordinances, statutes, or other government regulations. The consultant/arborist is not responsible for identifying or rectifying any non-compliance.
- **Reliability of Information:** Though diligent efforts have been made to obtain and verify information, the consultant/arborist is not responsible for inaccuracies or incomplete data provided by external sources. The client accepts full responsibility for any decisions or actions taken based on this data.
- **Testimony or Court Attendance:** The consultant/arborist has no obligation to provide testimony or attend court regarding this report unless mutually agreed upon through separate written agreements, which may incur additional fees.
- **Report Integrity:** Unauthorized alteration, loss, or reproduction of this report renders it invalid. The consultant/arborist shall not be liable for any interpretations or conclusions made from altered reports.
- **Restricted Publication and Use:** This report is exclusively for the use of the original client. Any other use or dissemination, without prior written consent from the consultant/arborist, is strictly prohibited.
- **Non-disclosure to Public Media:** The client is prohibited from using any content of this report, including the consultant/arborist's identity, in any public communication without prior written consent.
- **Opinion-based Report:** The report represents the independent, professional judgment of the consultant/arborist. The fee is not contingent upon any predetermined outcomes, values, or events.
- **Visual Aids Limitation:** Visual aids are for illustrative purposes and should not be considered precise representations. They are not substitutes for formal engineering, architectural, or survey reports.
- **Inspection Limitations:** The consultant/arborist's inspection is limited to visible and accessible components. Non-invasive methods are used. There is no warranty or guarantee that problems will not develop in the future.

## ARBORIST DISCLOSURE STATEMENT

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Arborists specialize in the assessment and care of trees using their education, knowledge, training, and experience.

- **Limitations of Tree Assessment:** Arborists cannot guarantee the detection of all conditions that could compromise a tree's structure or health. The consultant/arborist makes no warranties regarding the future condition of trees and shall not be liable for any incidents or damages resulting from tree failures.
- **Remedial Treatments Uncertainty:** Remedial treatments for trees have variable outcomes and cannot be guaranteed.
- **Considerations Beyond Scope:** The consultant/arborist's services are confined to tree assessment and care. The client assumes responsibility for matters involving property boundaries, ownership, disputes, and other non-arboricultural considerations.
- **Inherent Risks:** Living near trees inherently involves risks. The consultant/arborist is not responsible for any incidents or damages arising from such risks.



- **Client's Responsibility:** The client is responsible for considering the information and recommendations provided by the consultant/arborist and for any decisions made or actions taken.

The client acknowledges and accepts these Assumptions and Limiting Conditions and Arborist Disclosure Statement, recognizing that reliance upon this report is at their own risk. The consultant/arborist disclaims all warranties, express or implied.

## CERTIFICATION

I hereby certify that all the statements of fact in this report are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.

*David Beckham*

*Signature of Consultant*

David Beckham

Certified Arborist

WE#10724A TRAQ Qualified

August 4, 2025



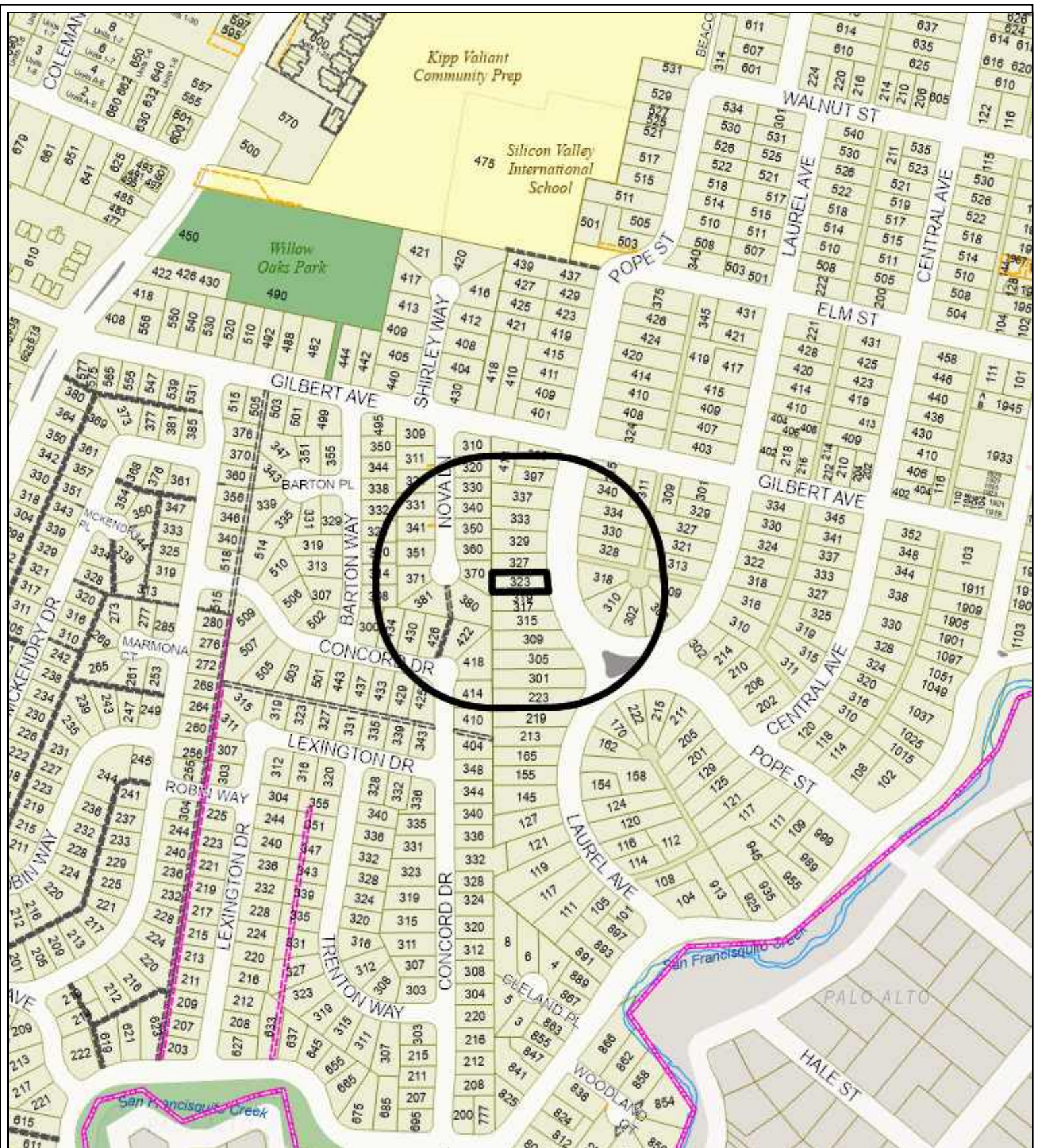


<b>LOCATION:</b> 323 Pope Street	<b>PROJECT NUMBER:</b> PLN2025-00035	<b>APPLICANT:</b> Gil Akos and Marie Loop	<b>OWNER:</b> Gil Akos and Marie Loop
<b>PROJECT CONDITIONS:</b> <ol style="list-style-type: none"> <li>1. The use permit shall be subject to the following standard conditions: <ol style="list-style-type: none"> <li>a. The applicant shall be required to apply for a building permit within one year from the date of approval (by September 8, 2026) for the use permit to remain in effect.</li> <li>b. Development of the project shall be substantially in conformance with the plans prepared by Ogawa Fisher Architects consisting of 13 plan sheets, dated received August 14, 2025 and approved by the Planning Commission on September 8, 2025, except as modified by the conditions contained herein, subject to review and approval of the Planning Division.</li> <li>c. Prior to building permit issuance, the applicant shall comply with all Sanitary District, Menlo Park Fire Protection District, and utility companies' regulations that are directly applicable to the project.</li> <li>d. Prior to building permit issuance, the applicant shall comply with all requirements of the Building Division, Engineering Division, and Transportation Division that are directly applicable to the project.</li> <li>e. Prior to building permit issuance, the applicant shall submit a plan for any new utility installations or upgrades for review and approval by the Planning, Engineering and Building Divisions. All utility equipment that is installed outside of a building and that cannot be placed underground shall be properly screened by landscaping. The plan shall show exact locations of all meters, back flow prevention devices, transformers, junction boxes, relay boxes, and other equipment boxes.</li> <li>f. Simultaneous with the submittal of a complete building permit application, the applicant shall submit plans indicating that the applicant shall remove and replace any damaged and significantly worn sections of frontage improvements. The plans shall be submitted for review and approval of the Engineering Division.</li> <li>g. Simultaneous with the submittal of a complete building permit application, the applicant shall submit a Grading and Drainage Plan for review and approval of the Engineering Division. The Grading and Drainage Plan shall be approved prior to the issuance of grading, demolition or building permits.</li> <li>h. Heritage trees in the vicinity of the construction project shall be protected pursuant to the Heritage Tree Ordinance and the arborist report prepared by Kielty Arborists Services LLC, dated August 4, 2025.</li> <li>i. Prior to building permit issuance, the applicant shall pay all fees incurred through staff time spent reviewing the application.</li> <li>j. The applicant or permittee shall defend, indemnify, and hold harmless the City of Menlo Park or its agents, officers, and employees from any claim, action, or proceeding against the City of Menlo Park or its agents, officers, or employees to attack, set aside, void, or annul an approval of the Planning Commission, City Council, Community Development Director, or any other department, committee, or agency of the City concerning a development, variance, permit, or land use approval which action is brought within the time period provided for in any applicable statute; provided, however, that the applicant's or permittee's duty to so defend, indemnify, and hold harmless shall be subject to the City's promptly notifying the applicant or permittee of any said claim,</li> </ol> </li> </ol>			



<b>LOCATION:</b> 323 Pope Street	<b>PROJECT NUMBER:</b> PLN2025-00035	<b>APPLICANT:</b> Gil Akos and Marie Loop	<b>OWNER:</b> Gil Akos and Marie Loop
<b>PROJECT CONDITIONS:</b> <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>			





City of Menlo Park  
Location Map  
323 Pope Street (PLN2025-00035)



Scale: 1:4,000

Drawn By: CC

Checked By: TAS

Date: 9/8/2025

Sheet: 1



## 323 POPE STREET (PLN2025-00035) – Data Table

	PROPOSED PROJECT	EXISTING PROJECT	ZONING ORDINANCE
Lot area	7,156 sf	7,156 sf	7,000 sf min
Lot width	50.3 ft	50.3 ft	65 ft min
Lot depth	143.7 ft	143.7 ft	100 ft min
Setbacks			
Front (east/Pope Street)	22.8 ft	22.8 ft	20 ft min
Rear (west)	60.5 ft	66.2 ft	20 ft min
Side-left (south)	5.6 ft	5.6 ft	5 ft min
Side-right (north)	11.1 ft	13.5 ft	5 ft min
Building coverage	2,104 sf 29.4 %	2,004 sf 28.0 %	2,504.6 sf max 35 % max
Floor area limit (FAL)	2,838 sf	2,750 sf	2,839 sf max total
Square footage by floor	1,481 sf-1 <sup>st</sup> 1,049 sf-2 <sup>nd</sup> 308 sf-garage 194 sf-pergola 109 sf-porch	1,393 sf-1 <sup>st</sup> 1,049 sf-2 <sup>nd</sup> 308 sf-garage 194 sf-pergola 109 sf-porch	
Square footage of buildings	3,141 sf	3,053 sf	
Building height	27.3 ft	27.3 Ft	28 ft max
Parking	1 covered space and 1 uncovered space	1 covered space	1 covered space and 1 uncovered space
Trees	Heritage trees 4 Heritage trees 0 proposed for removal	Non-Heritage trees 30 Non-Heritage trees 2 proposed for removal	New trees 0 Total Number of trees 32
Notes	1. Areas shown highlighted indicate a substandard or nonconforming condition. 2. The summary of trees includes trees on and surrounding the property.		





## STAFF REPORT

### Planning Commission

**Meeting Date:**

**9/8/2025**

**Staff Report Number:**

**25-045-PC**

### Regular Business:

**Consider and adopt a resolution to approve a use permit for the sale of beer, wine, and distilled spirits for off-site consumption (State of California Alcoholic Beverage Control license type 21), which is a special use requiring a use permit, at an existing supermarket (Safeway) in the C-2 (Neighborhood Shopping) zoning district at 325 Sharon Park Drive; determine this action is categorically exempt under CEQA Guidelines Section 15301, Class 1 exemption for existing facilities.**

## Recommendation

Staff recommends that the Planning Commission adopt a resolution to approve a use permit for the sale of beer, wine, and distilled spirits for off-site consumption (State of California Alcoholic Beverage Control (ABC) license type 21), which is a special use requiring a use permit, at an existing supermarket (Safeway) in the C-2 (Neighborhood Shopping) zoning district at 325 Sharon Park Drive. 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 (MPMC) 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-4.5: Business Uses and Environmental Impacts. Allow modifications to business operations and structures that promote revenue generating uses for which potential environmental impacts can be mitigated.

## Background

### *Site location*

The Sharon Heights Shopping Center at 325 Sharon Park Drive was developed in 1965 and includes a variety of retail, professional, personal, and financial services consistent with the C-2 zoning district. Situated in the western portion of Menlo Park near Interstate 280, the anchor tenant of the Sharon Heights Shopping Center is the Safeway supermarket. The surrounding neighborhood includes single-family residences and apartment buildings in the R-3-A(X) (Garden Apartment Residential, Conditional



Development Permit) zoning district and office buildings in the C-1(X) (Administrative and Professional District, Restrictive, Conditional Development Permit) zoning district. To the east across Sand Hill Road, the Hewlett Foundation is located at 2121 Sand Hill Road (unincorporated San Mateo County) as well as single-family residences in the R-1-S (Single Family Suburban Residential) zoning district. A location map is included as Attachment B.

## **Analysis**

### **Project description**

The applicant requests a use permit for the sale of beer, wine, and distilled spirits for off-site consumption (ABC license type 21 – “off-sale general”), which is a special use requiring a use permit, at the existing Safeway supermarket. Safeway currently has an ABC type 20 license (“off-sale beer and wine”), issued through a license transfer in 1987 (original license approved in 1965), which permits the sale of beer and wine for off-site consumption. In 1979, the City Council adopted Ordinance 643 amending the Municipal Code to require a use permit for alcoholic beverage sales, however, a search of City records did not indicate a use permit for alcoholic beverage sales, or whether the transfer of the ABC license that predated Ordinance 643 was allowed without a use permit. The current use permit request would formally document City-permitted alcoholic beverage sales for the supermarket, which has been selling beer and wine with an ABC license for decades and proposes to additionally sell distilled spirits for off-site consumption.

The proposal includes no new construction nor any modification to parking and circulation plans for the site. Within the supermarket, the shelving currently used for alcohol merchandising would be adjusted to incorporate distilled spirits with no change to shelving footprint. The Police Department has reviewed the application. There are no alcohol-related code enforcement cases or complaints recorded for the property. ABC has determined there is no overconcentration of alcohol licenses in the census tract within which the supermarket is located.

Staff believes the granting of a use permit will not result in any of the additional “consideration factors prior to permit issuance” for special uses stated in MPMC section 16.78.020, listed below:

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

General Plan Policy LU-4.5 is intended to allow modifications to business operations that promote revenue generation without negative environmental impacts. The proposed modification to operations at the existing supermarket does not include any new construction and no foreseeable negative environmental impacts have been identified. Staff believes the proposed sale of beer, wine, and distilled spirits at the existing supermarket would provide a convenience and service to patrons of the store.

### ***Community outreach and correspondence***

On May 29, 2025, a neighborhood outreach event was held at Safeway for the applicant to share the proposal and answer questions. Invitations were mailed to households located within 500 feet of the store.



The applicant relayed that a few neighbors engaged in conversation and indicated that either expanded liquor options was a good idea or expressed a neutral opinion; no negative public sentiments were received. As of the completion of this report, staff has not received public correspondence regarding the application.

### **Conclusion**

The proposed sale of beer, wine, and distilled spirits at the supermarket for off-site consumption would provide a convenience and service to business patrons, is consistent with General Plan policy, and has been reviewed by the Police Department and ABC. There are no physical changes associated with the proposal nor any foreseeable negative environmental impacts. 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 500-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 FOR THE SALE OF BEER, WINE, AND DISTILLED SPIRITS FOR OFF-SITE CONSUMPTION (STATE OF CALIFORNIA ALCOHOLIC BEVERAGE CONTROL LICENSE TYPE 21) AT AN EXISTING SUPERMARKET (SAFEWAY) IN THE C-2 (NEIGHBORHOOD SHOPPING) ZONING DISTRICT AT 325 SHARON PARK DRIVE.**

WHEREAS, the City of Menlo Park ("City") received an application requesting a use permit for the sale of beer, wine, and distilled spirits for off-site consumption (State of California Alcoholic Beverage Control (ABC) license type 21), which is considered a special use requiring a use permit, at an existing supermarket (Safeway) in the C-2 (Neighborhood Shopping) zoning district (collectively, the "Project") from Christina Meza ("Applicant") on behalf of the Radin Company ("Owner") located at 325 Sharon Park Drive (074-283-010) (collectively, the "Property"). The Project use permit is depicted in and subject to the 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 C-2 Neighborhood Shopping zoning district; and

WHEREAS, special uses, such as the retail sale of beer, wine, and distilled spirits for off-site consumption, are allowed in the C-2 zoning district subject to obtaining a use permit; and

WHEREAS, the Safeway supermarket holds an ABC type 20 license ("off-sale beer and wine"), originally approved in 1965 and transferred to Safeway in 1987, which permits the sale of beer and wine for off-site consumption; and

WHEREAS, in 1979, the City Council adopted Ordinance 643 amending the Municipal Code to require a use permit for alcoholic beverage sales and a search of City records does not indicate that Safeway previously applied for and received a use permit for alcoholic beverage sales, or whether the City allowed the 1965 license to be transferred without a use permit; and

WHEREAS, the proposed Project would formally document City-permitted alcoholic beverage sales for the supermarket which has been selling beer and wine with an ABC license for decades and proposes to additionally sell distilled spirits for off-site consumption; and

WHEREAS, the proposed Project is requested as part of the Applicant's intention to modify the supermarket's current ABC license type 20 (off-sale beer and wine) to license type 21 (off-sale general); and

WHEREAS, the proposed Project would not involve any new construction; and



WHEREAS, the Project requires discretionary action by the City as described 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 September 8, 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 for the sale of beer, wine, and distilled spirits for off-site consumption (State of California Alcoholic Beverage Control license type 21) at an existing supermarket (Safeway) located at 325 Sharon Park Drive is granted based on the following findings, which are made pursuant to Menlo Park Municipal Code section 16.82.030 and section 16.78.020:

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 includes no new construction and there are no foreseeable negative



environmental impacts. The supermarket is existing and has been serving the community for decades and there are no alcohol-related code enforcement cases or complaints recorded for the site. The Project 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.

2. In addition to the criteria outlined in MPMC 16.82, special uses are subject to the following additional factors 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 operations would not create damage or nuisances to neighboring properties or uses. The supermarket is existing and there are no alcohol-related code enforcement cases or complaints recorded for the site.

3. That a public convenience or necessity would be served by the issuance of license to sell alcohol because:
  - a. California Alcoholic Beverage Control has determined that there is no overconcentration of alcohol licensing in the census tract within which the site is located.
  - b. The proposed Project would provide a convenience and service to visitors of the site.

Section 3. Conditional Use Permit. The Planning Commission approves Use Permit No. PLN2025-00011, which use permit is depicted in and subject to the 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 September 8, 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 September 2025.

PC Liaison Signature

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Corinna Sandmeier  
Principal Planner  
City of Menlo Park

Exhibits

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





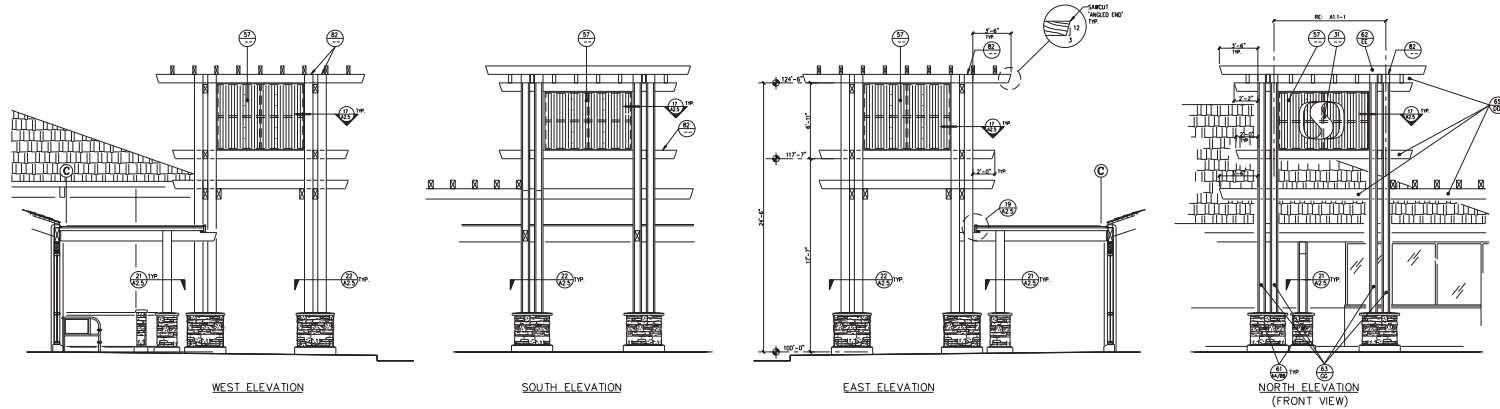


# KEYED NOTES, MATERIALS, FINISHES, AND COLOR SCHEME

KEYED NOTES, MATERIALS, AND FINISHES  
 Q0 - UTILITIES  
 Q1 - SANITARY  
 Q2 - ELECTRICAL  
 Q3 - WATER  
 Q4 - TRASH COMPACTOR  
 Q5 - PAINT AND FINISHES  
 Q6 - STAMPED CONCRETE  
 Q7 - STANDARD CONCRETE  
 Q8 - LOUVERED STEEL GATE  
 Q9 - ROOFING  
 Q10 - SIGNAGE / LIGHTING  
 Q11 - ROOFING  
 Q12 - ROOFING  
 Q13 - ROOFING  
 Q14 - ROOFING  
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 Q100 - ROOFING



STAMP  
 REVISIONS



5 SAFEMART SIGN  
 1/4" = 1'-0"

## FINISHES/COLORS

FINISHES/COLORS  
 AA - CRIST STONE RENDER BY CULTURED STONE-ORIENT CORP.  
 BB - CONCRETE CURB & CHAMFER TO MATCH W/PAVEMENT STONE COLOR DOC  
 CC - WOOD STAIN, GUMBLE OR EQUAL, MATCH (E) COLOR & SHEEN  
 DD - PAINT BANK COLORED "VENUE GREY" (SHEEN, EGGSHELL)  
 EE - PAINT BANK COLORED "TANTRUM" (SHEEN)  
 FF - PAINT BANK COLORED "CHAMP" (SHEEN)  
 GG - PAINT BANK COLORED "WHEATERS CORN" (SHEEN)  
 HH - PAINT TO MATCH (E) COLOR  
 II - PAINT TO MATCH (E) COLORED CHAMFER  
 JJ - PAINT TO MATCH (E) COLORED CHAMFER  
 KK - PAINT TO MATCH (E) COLORED CHAMFER  
 LL - PAINT TO MATCH (E) COLORED CHAMFER  
 MM - PAINT TO MATCH (E) COLORED CHAMFER  
 NN - PAINT TO MATCH (E) COLORED CHAMFER  
 OO - PAINT TO MATCH (E) COLORED CHAMFER  
 PP - PAINT TO MATCH (E) COLORED CHAMFER  
 QQ - PAINT TO MATCH (E) COLORED CHAMFER  
 RR - PAINT TO MATCH (E) COLORED CHAMFER  
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 UU - PAINT TO MATCH (E) COLORED CHAMFER  
 VV - PAINT TO MATCH (E) COLORED CHAMFER  
 WW - PAINT TO MATCH (E) COLORED CHAMFER  
 XX - PAINT TO MATCH (E) COLORED CHAMFER  
 YY - PAINT TO MATCH (E) COLORED CHAMFER  
 ZZ - PAINT TO MATCH (E) COLORED CHAMFER  
 AA - CRIST STONE RENDER BY CULTURED STONE-ORIENT CORP.  
 BB - CONCRETE CURB & CHAMFER TO MATCH W/PAVEMENT STONE COLOR DOC  
 CC - WOOD STAIN, GUMBLE OR EQUAL, MATCH (E) COLOR & SHEEN  
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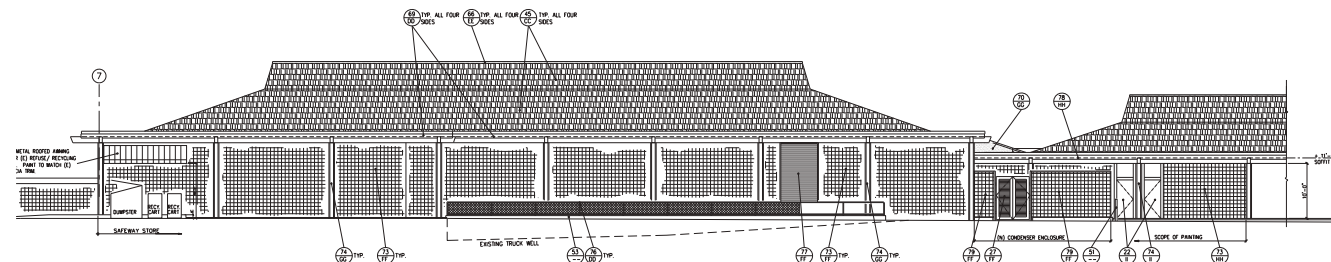
JOHNSON  
 LYMAN  
 ARCHITECTS  
 1000 17TH AVENUE, SUITE 100  
 DENVER, CO 80202  
 303 733 8800  
 303 733 8801

PROJECT NO.  
 DRAWN BY: JLA  
 CHECKED BY: JLA  
 CNO SAVED NAME:

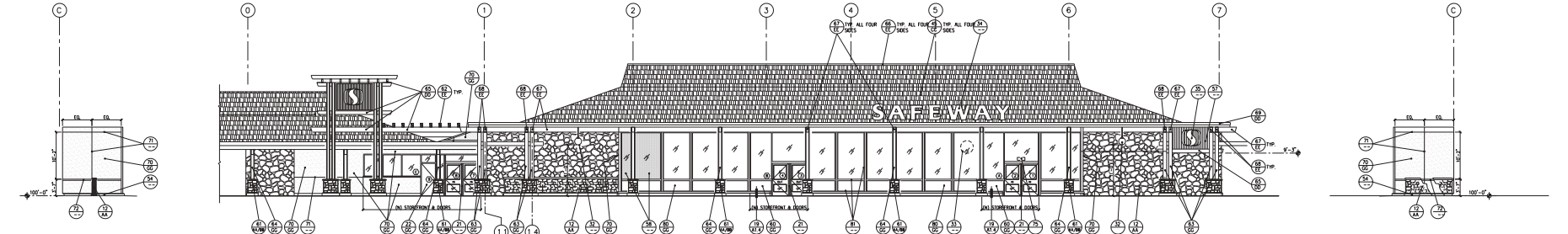
REMODEL SAFEMART STORE #1709  
 MENLO PARK, CALIFORNIA 94025  
 PROJECT NO. 12-1709-000-0000  
 CEMS NO. 000000  
 325 S. SHARON PARK DRIVE

SHEET TITLE  
 EXTERIOR ELEVATIONS

SHEET NO.  
 A2.2



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

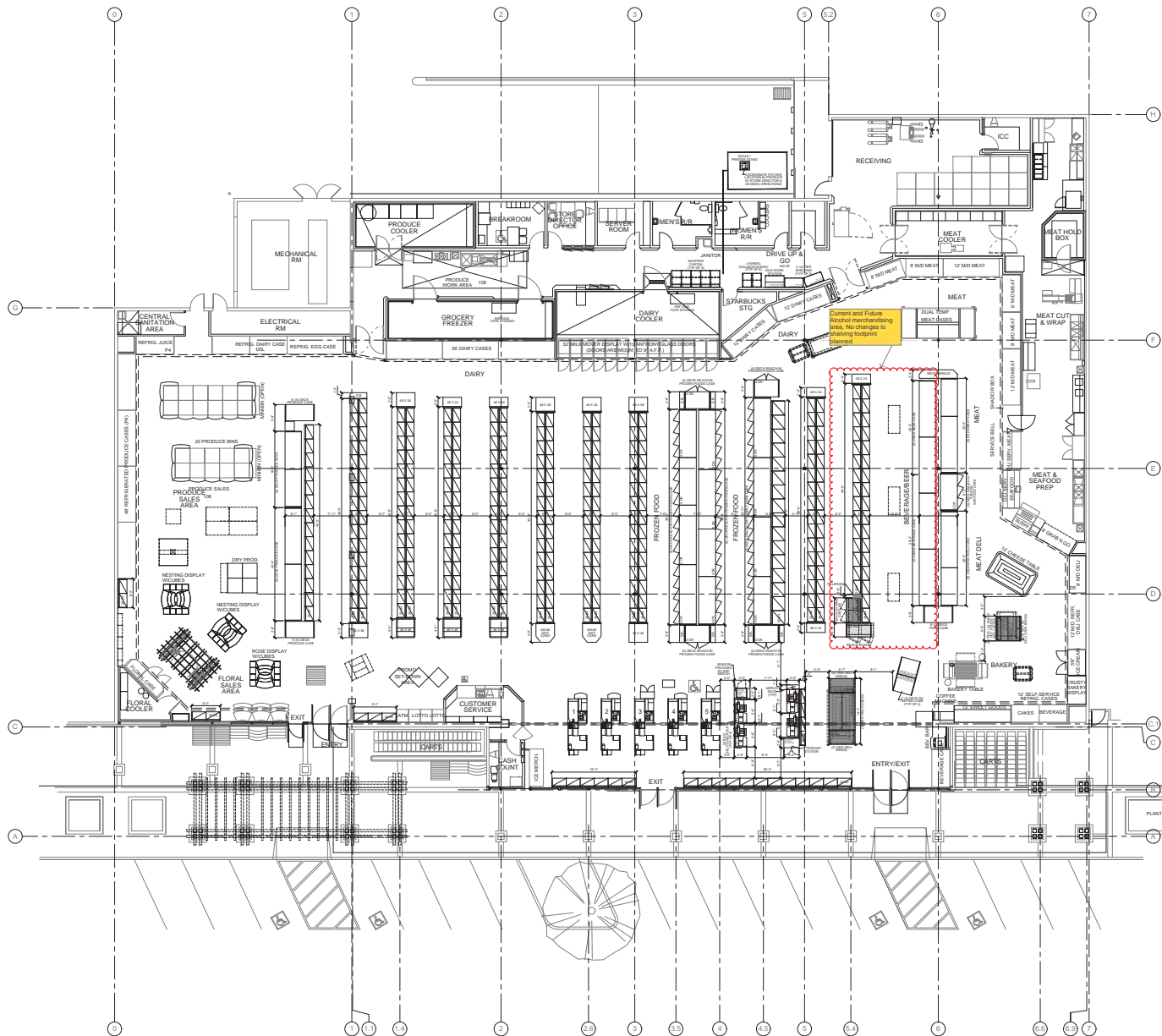


A6 1 EAST ELEVATION  
 1/4" = 1'-0"

2 NORTH ELEVATION  
 1/4" = 1'-0"

3 WEST ELEVATION  
 1/4" = 1'-0"





COMPARATIVE ANALYSIS				
		EXISTING	PROPOSED	VARIATION
PRODUCE	MULTI-DECK PRODUCE	47	0	0
	MULTI-DECK MEAT DELI	47	0	0
DELI	MULTI-DECK MEAT DELI	47	0	0
	MULTI-DECK MEAT DELI	47	0	0
DAIRY	DAIRY COOLER DOORS DOOR OFF 1.0	47	0	0
	MULTI-DECK DAIRY	47	0	0
SEAFOOD & MEAT	SERVICE SEAFOOD & MEAT	47	0	0
	MULTI-DECK MEAT	47	0	0
TAB	MULTI-DECK BEER / WINE	47	0	0
	BEER COOLER DOORS DOOR OFF 1.0	47	0	0
FROZEN FOOD	WINE / LIQUOR SHELVING	47	0	0
	MULTI-DECK FROZEN FOOD	47	0	0
SHELVING	MULTI-DECK FROZEN SEAFOOD & MEAT	47	0	0
	MULTI-DECK FROZEN PROHIB	47	0	0
TOTAL	TOTAL FROZEN FOOD (NUMBER OF DOORS)	47	0	0
	CENTER STORE	47	0	0
TOTAL	WINE / LIQUOR SHELVING	47	0	0
	TOTAL SHELVING	47	0	0

MICRO REMODEL CHECKLIST		
DESCRIPTION	SCOPE	STORE SPECIFIC CONDITION
EXTERIOR	PAINT	
	PAINT	
	PAINT	
	PAINT	
	PAINT	
	PAINT	
	PAINT	
	PAINT	
	PAINT	
	PAINT	
INTERIOR	PAINT	
	PAINT	
	PAINT	
	PAINT	
	PAINT	
	PAINT	
	PAINT	
	PAINT	
	PAINT	
	PAINT	
MECH	PAINT	
	PAINT	
	PAINT	
	PAINT	
	PAINT	
	PAINT	
	PAINT	
	PAINT	
	PAINT	
	PAINT	

SAFeway

1000 S SHARON PARK  
MENDOTA, CA

01709

FIXTURE PLAN

Q1.1





July 30, 2025

City of Menlo Park, Planning Commission

701 Laurel St

Menlo Park, CA 94025

RE: Safeway Store #1709 - 325 Sharon Drive; Menlo Park CA 94025

**Proposed Use:** Off-Sale liquor license upgrade.

The store is currently licensed to sell beer and wine only (type 20). The new license will expand the product to include spirits (type 21). **There is no changes scheduled to this location, interior and exterior included.**

**Hours of operation:** The store is open from 5:00am – 2:00am 7 days a week. Safeway Incorporated currently locks the cash registers preventing any type of alcohol outside of the State allowed hours (1 hour, 5:00am to 6:00am). This is the process for all stores in CA.

**Employee Training:** All registers trained associates are required to complete a ABC approved training program.

**Community Outreach:** On May 29th, Safeway held a drop-in community open house to share our plans and answer questions. The open house invitation is attached. The invitation was mailed to everyone within 500 feet of our store. Only a few neighbors engaged in conversation with us. A couple of neighbors expressed that expanded liquor options was a good idea. A few expressed no opinion either way. Nobody expressed their opposition.



## **You Are Invited:**

### ***Drop-In Community Open House***

Thursday, May 29<sup>th</sup> from 4:00pm to 5:30pm

At the Front Door of the Sharon Heights Safeway Store

325 Sharon Park Drive, Menlo Park

**PURPOSE:** Drop in anytime between 4pm and 5:30pm to discuss with a Safeway representative Safeway's request to the City of Menlo Park for a use permit revision to update the previously approved State of California Alcoholic Beverage Control license type 20 (beer and wine only) to type 21, which would allow the sale of beer, wine and distilled spirits for off-premises consumption at an existing retail store.

**PROJECT:** Safeway has filed an application to the City of Menlo Park for a use permit revision (**file number: PLN2025-00011**) to update the previously approved State of California Alcoholic Beverage Control license type 20 (beer and wine only) to type 21, which would allow the sale of beer, wine and distilled spirits for off-premises consumption at the existing Safeway store at 325 Sharon Park Drive. No physical expansion of the store or exterior changes are proposed. The only purpose of the revised use permit is to allow the sale of distilled spirits.

If you cannot attend, please feel free email or call Safeway's representative:

**ERIK SCHOENNAUER**

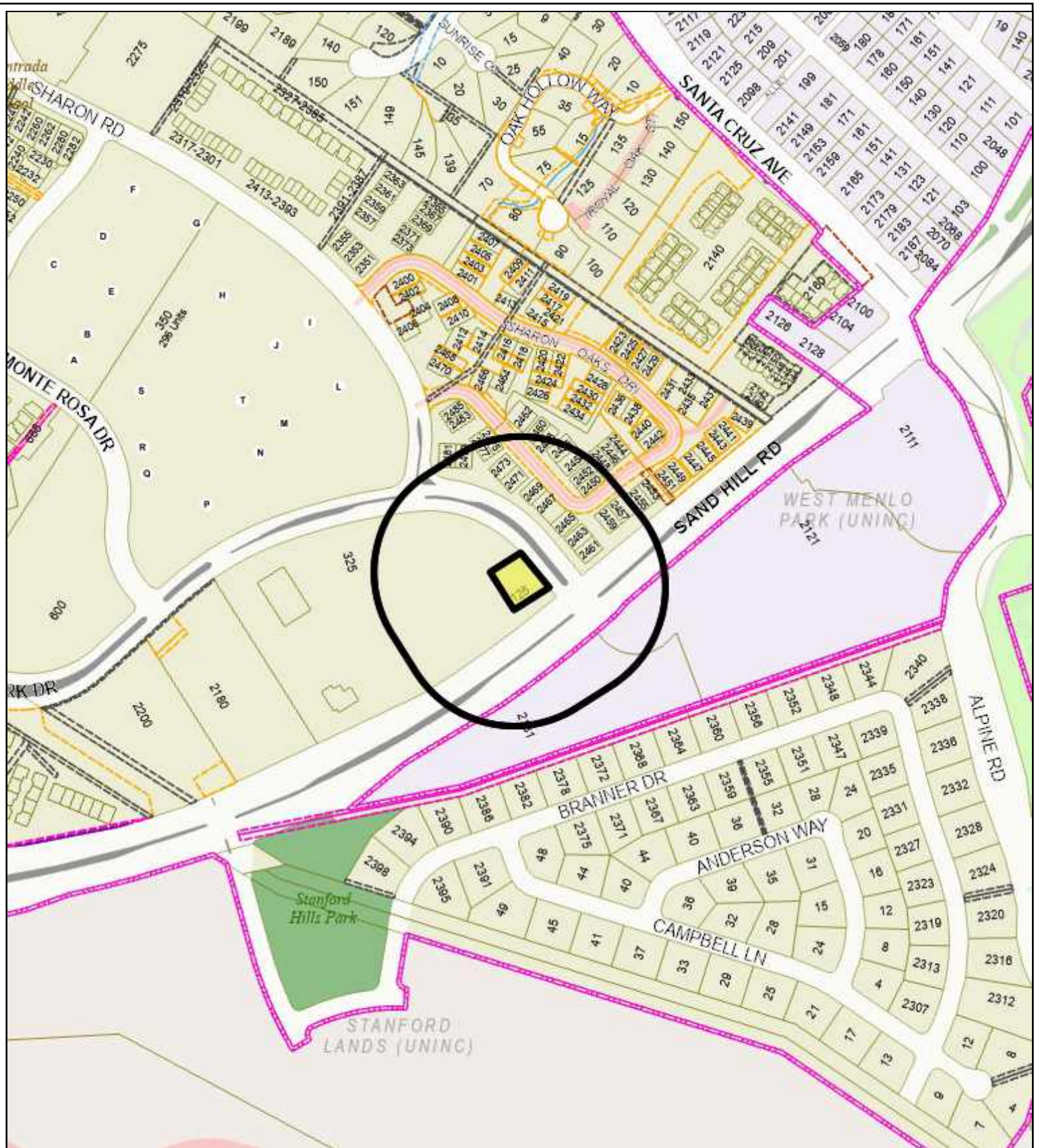
**[es@stanfordalumni.org](mailto:es@stanfordalumni.org)**

**(408) 947-7774**



<b>LOCATION:</b> 325 Sharon Park Drive	<b>PROJECT NUMBER:</b> PLN2025-00011	<b>APPLICANT:</b> Christina Meza	<b>OWNER:</b> Radin Company
<b>PROJECT CONDITIONS:</b>  1. The use permit shall be subject to the following standard conditions: <ol style="list-style-type: none"> <li>No physical improvements to the supermarket or site are included with this permit. The supermarket operations shall be substantially in conformance with the plans, consisting of three plan sheets, dated received July 18, 2025, and the applicant's project description letter, dated received July 30, 2025, and approved by the Planning Commission on September 8, 2025.</li> <li>The applicant or permittee shall defend, indemnify, and hold harmless the City of Menlo Park or its agents, officers, and employees from any claim, action, or proceeding against the City of Menlo Park or its agents, officers, or employees to attack, set aside, void, or annul an approval of the Planning Commission, City Council, Community Development Director, or any other department, committee, or agency of the City concerning a development, variance, permit, or land use approval which action is brought within the time period provided for in any applicable statute; provided, however, that the applicant's or permittee's duty to so defend, indemnify, and hold harmless shall be subject to the City's promptly notifying the applicant or permittee of any said claim, action, or proceeding and the City's full cooperation in the applicant's or permittee's defense of said claims, actions, or proceedings.</li> <li>Notice of Fees Protest – The applicant may protest any fees, dedications, reservations, or other exactions imposed by the City as part of the approval or as a condition of approval of this development. Per California Government Code 66020, this 90-day protest period has begun as of the date of the approval of this application.</li> </ol> 2. The use permit shall be subject to the following project-specific conditions: <ol style="list-style-type: none"> <li>The project shall comply with all requirements from external agencies including, but not limited to, California Alcoholic Beverage Control.</li> </ol>			





Scale: 1:4,000

Drawn By: CC

Checked By: TAS

Date: 9/8/2025

Sheet: 1

City of Menlo Park  
Location Map  
325 Sharon Park Drive (PLN2025-00011)

