



**SPECIAL AND REGULAR MEETING AGENDA**

**Date:** 8/22/2017  
**Time:** 6:00 p.m.  
**City Council Chambers**  
**701 Laurel St., Menlo Park, CA 94025**

**6:00 p.m. Closed Session (City Hall Administration Building, 1<sup>st</sup> floor conference room)**

Public comment on these items will be taken before adjourning to Closed Session.

- CL1.** Closed session pursuant to Government Code §54957.6 to confer with labor negotiators regarding current labor negotiations with Service Employees International Union (SEIU), American Federation of State, County and Municipal Employees (AFSCME) and the Menlo Park Police Sergeants' Association (PSA), the Menlo Park Police Officers' Association (POA)

Attendees: City Manager Alex McIntyre, Administrative Services Director Nick Pegueros, Human Resources Manager Lenka Diaz, City Attorney Bill McClure, Labor Counsel Charles Sakai, Human Resources Analyst II Dan Jacobson

- CL2.** Closed session pursuant to Government Code §54956.9(d)(1) – conference with legal counsel on existing litigation – County of Santa Clara v. Trump, Case No. 5:17-cv-00574 (N.D. Cal.) and City and County of San Francisco v Trump, Case No. 3:17-cv-00485 (N.D. Cal.)

Attendees: City Manager Alex McIntyre, City Attorney Bill McClure

- CL3.** Closed session pursuant to Government Code §54956.9(d)(2) – conference with legal counsel on anticipated litigation – one case

Attendees: City Manager Alex McIntyre, City Attorney Bill McClure, Police Chief Robert Jonsen, Commander Dave Bertini

**7:00 p.m. Regular Session**

- A. Call To Order**
- B. Roll Call**
- C. Pledge of Allegiance**
- D. Report from Closed Session**

Report on action taken in Closed Session, if required, pursuant to Government Code §54957.1

- E. Presentations and Proclamations**

- E1.** Presentation from SamTrans on the draft recommendations for the Dumbarton Corridor Transportation Study



## **F. Public Comment**

Under “Public Comment,” the public may address the City Council on any subject not listed on the agenda. Each speaker may address the City Council once under Public Comment for a limit of three minutes. Please clearly state your name and address or political jurisdiction in which you live. The City Council cannot act on items not listed on the agenda and, therefore, the City Council cannot respond to non-agenda issues brought up under Public Comment other than to provide general information.

## **G. Consent Calendar**

- G1. Approve a resolution updating the City’s Conflict of Interest Code (Staff Report# 17-183-CC)
- G2. Consider authorizing the City to join amicus briefs and/or other pleadings in City of Chicago v. Sessions III, Case No. 1:2017-cv-05720 (N.D. Illinois) challenging new regulations related to immigration (Staff Report# 17-182-CC)

## **H. Public Hearing**

- H1. Consider the Planning Commission’s recommendation to approve the mitigated negative declaration, rezoning, rezoning, General Plan amendment, tentative map, use permit, architectural control, Below Market Rate (BMR) housing agreement, and heritage tree removal permits, as well as a tax exchange agreement, for the 2111-2121 Sand Hill Road (“2131 Sand Hill Road”) Project (Staff Report# 17-178-CC)

## **I. Regular Business**

- I1. Consider an appeal for a heritage tree removal permit for one Atlas cedar heritage tree at 1810 Bay Laurel Drive (Staff Report# 17-184-CC)
- I2. Discussion of the Housing Commission’s recommendations for prioritizing the Enhanced Housing Program Policy Table (Staff Report# 17-175-CC)
- I3. Library project recommendations (Staff Report# 17-185-CC)
- I4. Discussion and direction on the Sister City Committee’s recommendation for sending a Menlo Park delegation to a Sister/Friendship City (Staff Report# 17-176-CC)

## **J. Informational Items**

- J1. Update on bus shelter installation in Belle Haven (Staff Report# 17-181-CC)
- J2. Update on Request for Proposal for Belle Haven Neighborhood Library Needs Assessment (Staff Report# 17-179-CC)
- J3. Update on the formation of the Transportation Master Plan Oversight and Outreach Committee (Staff Report# 17-180-CC)
- J4. Update on action taken to address newsracks within the City of Menlo Park (Staff Report# 17-177-CC)
- J5. Opportunities to display public art sculptures (Staff Report# 17-174-CC)



J6. Continued growth in land development activity (Staff Report# 17-179-CC)

K. **City Manager's Report**

L. **Councilmember Reports**

M. **Adjournment**

Agendas are posted in accordance with Government Code Section 54954.2(a) or Section 54956. Members of the public can view electronic agendas and staff reports by accessing the City website at [www.menlopark.org](http://www.menlopark.org) and can receive e-mail notification of agenda and staff report postings by subscribing to the "Notify Me" service at [menlopark.org/notifyme](http://menlopark.org/notifyme). Agendas and staff reports may also be obtained by contacting City Clerk at 650-330-6620. (Posted: 8/17/2017)

At every Regular Meeting of the City Council, in addition to the Public Comment period where the public shall have the right to address the City Council on any matters of public interest not listed on the agenda, members of the public have the right to directly address the Commission on any item listed on the agenda at a time designated by the Chair, either before or during the City Council's consideration of the item.

At every Special Meeting of the City Council, members of the public have the right to directly address the City Council on any item listed on the agenda at a time designated by the Chair, either before or during consideration of the item.

Any writing that is distributed to a majority of the City Council by any person in connection with an agenda item is a public record (subject to any exemption under the Public Records Act) and is available for inspection at the City Clerk's Office, 701 Laurel St., Menlo Park, CA 94025 during regular business hours.

Persons with disabilities, who require auxiliary aids or services in attending or participating in City Council meetings, may call the City Clerk's Office at 650-330-6620.



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## City Manager's Office



## STAFF REPORT

## City Council

Meeting Date:

8/22/2017

Staff Report Number:

17-183-CC

Consent Calendar:

Approve a resolution updating the City's Conflict of Interest Code

**Recommendation**

Staff recommends that the City Council adopt a resolution updating the City's Conflict of Interest Code.

**Policy Issues**

The proposed action is consistent with City policy.

**Background**

The Political Reform Act of 1974 requires that cities and other local agencies adopt local Conflict of Interest Codes. Menlo Park's code requires disclosure of financial interests of certain employees, consultants and members of Boards and Commissions if these persons are likely to be involved in decision-making that could affect their own financial interests.

All public employees must comply with the State's general conflict of interest laws by abstaining from influencing or making decisions that would affect their own financial interests. Additionally, each employee who holds a position designated in the City's Conflict of Interest Code must disclose specified types of financial interests in a report, Statement of Economic Interest – Form 700, that is filed annually with the City Clerk. The City's local code does not include the City Council, Planning Commission, City Manager, City Attorney or Treasurer. These positions are required under Government Code §87200 to report to the Fair Political Practices Commission (FPPC). No other Commissions are required to report under the City's Conflict of Interest Code as the City Attorney has determined they are advisory to the City Council only.

**Analysis**

The City Council last amended the Menlo Park Conflict of Interest Code on August 25, 2015, by Resolution No. 6288. State law requires every local governmental agency to periodically review its conflict of interest code to determine whether it is accurate and up-to-date.

The proposed amendments to the list of designated positions attached to the Resolution (Attachment A) include additions, deletions and renaming of positions in order to align with the City's current job classifications and duties. Recommendations for additions to the list are underlined, deletions are shown with ~~strike through~~ and classification title changes are in *italics*.



**Impact on City Resources**

There is no fiscal impact.

**Environmental Review**

This item does not require environmental review.

**Public Notice**

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

**Attachments**

A. Resolution with Exhibit A and Appendix

Report prepared by:

Clay J. Curtin, Assistant to the City Manager/Interim City Clerk



RESOLUTION NO. \_\_\_\_

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK  
AMENDING THE CITY'S CONFLICT OF INTEREST CODE FOR  
DESIGNATED EMPLOYEES, CONSULTANTS, BOARDS, AND  
COMMISSIONS OF THE CITY OF MENLO PARK**

WHEREAS, provisions of the Political Reform Act requires local agencies to adopt and promulgate conflict of interest codes; and

WHEREAS, the Fair Political Practices Commission (FPPC) has adopted a regulation, Title 2 , Division 6, California Code of Regulations section 18730, which contains the terms of a model conflict of interest code which meets the requirements of the Political Reform Act; and

WHEREAS, Title 2 California Code of Regulations section 18730 has been incorporated by reference in the City's Conflict of Interest Code; and

WHEREAS, the City's Conflict of Interest Code also includes, Exhibit A – 2017 Conflict of Interest Code detailing the designated positions and disclosure categories; and

WHEREAS, said Exhibit contains the listing of designated positions and disclosure categories which have been reviewed, and this review has disclosed that they should be amended to reflect current conditions; and

WHEREAS, the City of Menlo Park has previously adopted Resolution No. 6104, adopting a conflict of interest code for various City employees, consultants, boards and commissions.

NOW, THEREFORE, BE IT RESOLVED that the terms of Title 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the FPPC shall, along with Exhibit A – 2017 Conflict of Interest Code for the City of Menlo Park, which are attached hereto incorporated herein by reference, in which members, employees, and consultants are designated and disclosure categories are set forth, constitute the Conflict of Interest Code of the City of Menlo Park; and

BE IT FURTHER RESOLVED that all designated members, employees, and consultants of the City of Menlo Park set forth on Exhibit A –2017 Conflict of Interest Code shall file statements of economic interest with the City Clerk of the City of Menlo Park; and

BE IT FURTHER RESOLVED that Resolution No. 6288 is repealed by the adoption of this resolution, which shall control over prior versions.

I, Clay J. Curtin, Interim City Clerk of Menlo Park, do hereby certify that the above and foregoing City Council Resolution was duly and regularly passed and adopted at a



meeting by said City Council on the twenty-second day of August, 2017, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this twenty-second day of August, 2017.

Clay J. Curtin  
Interim City Clerk



**CONFLICT OF INTEREST CODE FOR THE  
CITY OF MENLO PARK**

The Political Reform Act, Government Code Section 81000, et seq., requires state and local agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation, California Code of Regulations Title 2, Section 18730, which contain the terms of a standard conflict of interest code. It can be incorporated by reference. Therefore, the terms of California Code of Regulations Title 2, Section 18730 and any amendments to it and duly adopted by the Fair political Practices Commission are hereby incorporated by reference and, along with the attached Appendix in which employees and consultants are designated and disclosure obligations are set forth, constitute the City of Menlo Park Conflict of Interest Code.

Designated employees and consultants shall file statements of economic interests with the City Clerk by the appropriate deadline.

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APPENDIX  
CONFLICT OF INTEREST CODE – 2017 UPDATE  
DESIGNATED POSITIONS  
AND DISCLOSURE OBLIGATIONS<sup>1</sup>  
**For approval August 22, 2017**

Acting/Assistant City Attorney  
Assistant City Manager  
Assistant Community Development Director  
Assistant Community Services Director (new position)  
Assistant Library Services Director (new position)  
Assistant Public Works Director  
Assistant to the City Manager  
Associate Planner  
~~Belle Haven Family Services Program Manager~~  
Branch Library Manager  
~~Building Official~~  
City Clerk  
Community Development Director  
Community Services Director  
~~Community Services Manager~~  
Deputy City Clerk  
~~Development Services Manager~~  
~~Economic Development Specialist~~  
*Engineering Services Manager/City Engineer* (title change, was Engineering Services Manager)  
*Finance and Budget Manager* (title change, was Financial Services Manager)  
~~Gymnastics Program Coordinator~~  
*Housing and Economic Development Manager* (title change, was Economic Development Manager)  
~~Human Resources Analyst~~  
*Human Resources Manager* (title change, was Human Resources Director)  
*Information Technology Manager* (title change, was Information Services Manager)  
Information Technology Supervisor (new position)  
Library Services Director  
Management Analyst II (new position)  
Permit Manager (new position)  
Police Chief  
Police Commander  
Principal Planner (new position)  
Public Works Director  
Public Works Superintendent  
*Public Works Supervisor – City Arborist* (title change, was Arborist)  
*Public Works Supervisor – Facilities* (title change, was Facilities Supervisor)  
*Public Works Supervisor – Fleet* (title change, was Fleet Supervisor)  
*Public Works Supervisor – Parks* (title change, was Parks and Trees Supervisor)  
*Public Works Supervisor – Streets* (title change, was Streets Supervisor)  
*Recreation Coordinator* (title change, was Recreation Program Coordinator)  
Recreation Supervisor

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<sup>1</sup> Positions covered under Government Code §87200 (City Council, Planning Commission, City Manager, City Attorney, and ~~Finance~~ Administrative Services Director) are not covered by the local Conflict of Interest Code.



Revenue and Claims Manager

Senior Civil Engineer

Senior Management Analyst (new position)

Senior Planner

~~Senior Recreation Supervisor~~

Senior Transportation Engineer

*Sustainability Manager* (title change, was Environmental Programs Manager)

Transportation Manager

Water System Supervisor

~~Youth Services Coordinator~~

Consultant/Contract employees

Chief Operator – Menlo Park Municipal Water

Contract Planner

Transportation Consultant

Consultants:

An individual is a consultant if either of the following apply:

1. the person serves in a staff capacity with the agency and in that capacity performs the same or substantially all the same duties for the agency that would otherwise be performed by a person holding a position specified or that should be specified in the City's Conflict of Interest Code; or
2. the person makes a governmental decision listed in 2 CCR Section 19701(a)(2).

The City Manager and/or the City Attorney may determine in writing that a particular consultant is hired to perform a range of duties that are limited in scope and thus is not required to comply with the disclosure obligations in the Conflict of Interest Code. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The City Manager's and/or the City Attorney's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

Disclosure obligations:

All designated employees and consultants required to file under the City of Menlo Park Conflict of Interest Code must disclose in the following categories as defined by the FPPC:

- Investments (Stocks, bonds and other interests)
- Investments, Income and Assets of Business Entities/Trust
- Interests in Real Property
- Income, Loans and Business Positions (Income other than gifts and travel payments)
- Income – Gifts
- Travel Payments, Advances and Reimbursements



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## STAFF REPORT

### City Council

Meeting Date:

8/22/2017

Staff Report Number:

17-182-CC

### Consent Calendar:

**Consider authorizing the City to join amicus briefs and/or other pleadings in City of Chicago v. Sessions III, Case No. 1:2017-cv-05720 (N.D. Illinois) challenging new regulations related to immigration**

## Recommendation

Staff recommends the City Council consider Mayor Keith's request authorizing the City to join amicus briefs and/or other pleadings in City of Chicago v. Sessions III, Case No. 1:2017-cv-05720 (N.D. Illinois) challenging new regulations related to immigration that could impact local government agencies' access to grant funding from the Department of Justice.

## Policy Issues

Following the City's previous support of an amicus brief in the cases of City and County of San Francisco v. Trump, Case No. 3:17-cv-00485 (N.D. Cal.) and County of Santa Clara v. Trump, Case No. 5:17-cv-00574 (N.D. Cal.), the City Council can decide whether the City should also join amicus briefs and/or other pleadings in City of Chicago v. Sessions III, Case No. 1:2017-cv-05720 (N.D. Illinois).

## Background

On Jan. 25, 2017, President Donald J. Trump issued an Executive Order entitled "Enhancing Public Safety in the Interior of the United States" Exec. Order No. 13,768, 82 Fed. Reg. 8799 (Jan. 25, 2017). This Executive Order sets forth the administration's policy to withhold federal funds from so-called "sanctuary jurisdictions" and, among other things, provides the Attorney General with unfettered and unreviewable discretion to take enforcement action against any jurisdiction that "hinders" enforcement of federal law.

After the Executive Order was issued, the City and County of San Francisco and the County of Santa Clara filed suit in federal court in the Northern District of California seeking declaratory and injunctive relief. See City and County of San Francisco v. Trump, Case No. 3:17-cv-00485 (N.D. Cal.); County of Santa Clara v. Trump, Case No. 5:17-cv-00574 (N.D. Cal.). Federal Judge William H. Orrick granted a preliminary injunction motion in April 2017, finding the president's directive violated the separation of powers doctrine and deprived local governments of their Fifth and 10th Amendment rights.

Following plaintiff's success in the California cases, the City of Chicago filed suit Aug. 7, 2017, asked a federal judge in Illinois to block the Trump administration's new conditions related to immigration that could impact local law enforcement's access to federal grant funding for public safety, claiming the terms of the grant would cause the City to damage its residents' trust in law enforcement or lose funding meant for law enforcement.



### **Analysis**

Signing onto the amicus brief would be subject to final review and approval by the Mayor and the City Attorney when the amicus brief is ready for final approval and signature on or before Aug. 29, 2017.

### **Impact on City Resources**

Joining the amicus brief will be at no cost to the City.

### **Environmental Review**

This subject is not deemed a project under the California Environmental Quality Act.

### **Public Notice**

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

### **Attachments**

None

Report prepared by:

Clay J. Curtin, Assistant to the City Manager/Interim City Clerk

Report reviewed by:

William L. McClure, City Attorney





## STAFF REPORT

### City Council

Meeting Date:

8/22/2017

Staff Report Number:

17-178-CC

### Public Hearing:

**Consider the Planning Commission's recommendation to approve the mitigated negative declaration, prezoning, rezoning, General Plan amendment, tentative map, use permit, architectural control, Below Market Rate (BMR) housing agreement, and heritage tree removal permits, as well as a tax exchange agreement, for the 2111-2121 Sand Hill Road ("2131 Sand Hill Road") Project**

## Recommendation

The Planning Commission and staff recommend that the City Council make the necessary findings and take actions for approval of the 2111-2121 Sand Hill Road project (also known as "2131 Sand Hill Road"), as outlined in Attachment A. The specific entitlements and environmental review components are as follows:

1. **Environmental Review** to analyze potential environmental impacts of the project in the Mitigated Negative Declaration (MND), pursuant to the California Environmental Quality Act (CEQA) (Attachment B);
2. **Prezoning** of a 14.9-acre portion of a 15.8-acre parcel presently located in unincorporated San Mateo County to the R-1-S (Single Family Suburban Residential) and C-1-C (Administrative, Professional and Research, Restrictive) zoning districts (Attachment C);
3. **Rezoning** of the remaining portion of the parcel currently located in the R-1-S zoning district to the C-1-C zoning district (Attachment D);
4. **General Plan Amendment** to establish Low Density Residential and Professional and Administrative Offices land use designations for the portion of the parcel to be prezoned, and to change the land use designation from Low Density Residential to Professional and Administrative Offices for the portion of the parcel to be rezoned (Attachment E);
5. **Tentative Map** to create a two parcel subdivision, one parcel containing an existing residence, the other containing an existing office building (Attachment F);
6. **Use Permit** to construct a new approximately 39,800-square-foot, two-story office building in the proposed C-1-C zoning district, which would be located on the same parcel as the existing office building, and to excavate within the required rear setback to construct a retaining wall (Attachment F);
7. **Architectural Control** to review the design of the proposed office building and site improvements (Attachment F);
8. **Tax Exchange Agreement** to exchange property tax revenues between the City of Menlo Park and San Mateo County related to the proposed annexation and development of the unincorporated portion of the parcel to be prezoned (Attachment G);
9. **Below Market Rate (BMR) Housing Agreement** for compliance with the City's Below Market Rate Housing Program (Attachment H); and
10. **Heritage Tree Removal Permits** to allow the removal of up to four heritage trees (Attachment I).

The proposed annexation of the property into the City of Menlo Park is subject to approval by the San



Mateo County Local Agency Formation Commission (LAFCO) following action by the City Council.

## **Policy Issues**

The proposed project requires the City Council to consider the merits of the project, including consistency with the City's current General Plan, Municipal Code, and other adopted policies and programs in reviewing the requested environmental review, rezoning, rezoning, General Plan amendment, tentative map, use permit and architectural control applications, as well as the tax exchange agreement, BMR housing agreement and heritage tree removal permits. The policy issues summarized here are discussed in greater detail throughout the staff report.

## **Background**

### ***Annexation process***

The proposed annexation requires a series of actions by the City of Menlo Park, San Mateo County, and the San Mateo County LAFCO. The step-by-step process is explained in more detail in the Planning Commission staff report (Attachment J). Based on discussions between City and County staff, a tax exchange agreement was finalized to allocate property tax revenues for the unincorporated land to be annexed into the City. Under the agreement, the City would receive a percentage of property taxes generated by existing and future development on the subject site, consistent with existing tax rates in the vicinity. At this time, the City Council may review the Planning Commission's recommendation on the project entitlements and consider adoption the property tax exchange negotiated with the County. If the City Council approves the project entitlements and the City and County adopt the property tax exchange, LAFCO will review the proposed annexation within 90 days. If the annexation is approved by LAFCO, a certificate of completion will be issued, which would make the annexation effective 30 days after approval.

State law requires that a proposed annexation to a city must be consistent with the General Plan and the rezoning set by the city. The proposed project meets Policy LU-1.1 of the General Plan, which promotes cooperation with appropriate agencies to assure a coordinated land use pattern in Menlo Park and the surrounding area. The proposed project has been developed with input from relevant agencies including LAFCO, San Mateo County and the California Water Service. The project is located within an existing urbanized area in the city's sphere of influence (SOI) and the proposed annexation would simplify jurisdictional and administrative boundaries as described in the Planning Boundaries section of the General Plan Land Use Element. In addition, the General Plan identifies the area in the vicinity of the project as an employment center for the city, and the existing and proposed uses on the site would be compatible with this designation.

### ***Site location***

The project site consists of one 15.8-acre legal parcel (five assessor's parcels) addressed 2111-2121 Sand Hill Road and located primarily in unincorporated San Mateo County. The project also includes an unincorporated section of Sand Hill Road as well as an unincorporated portion of the intersection of Sand Hill Road and Santa Cruz Avenue at the northeast edge of the site. A location map is included as Attachment K, and an annexation boundary map is included as Attachment L.

The eastern portion of the project site contains the Meyer-Buck House, which serves as the Stanford University provost's residence, and two accessory buildings. The east-central portion of the project site contains a two-story office building that serves as the headquarters of the William and Flora Hewlett Foundation ("Hewlett Foundation"), a nonprofit private charitable organization. The Hewlett Foundation



currently leases approximately 7.1 acres of the site. The western half of the parcel is vacant, aside from a Pacific Gas and Electric Company (PG&E) valve station at the southwest corner of the lot. In addition, a 0.9-acre PG&E easement runs along the southern boundary of the parcel. The easement is located within the City of Menlo Park boundary and is zoned R-1-S.

### ***Housing Commission recommendation***

The BMR housing proposal was reviewed by the Housing Commission at its meeting February 1, 2017. The Housing Commission unanimously recommended approval for the provision of two off-site BMR units to be included in the Middle Plaza at 500 El Camino Real project, in addition to any BMR units or in lieu fees required as part of that project. The Middle Plaza at 500 El Camino Real project is a separate mixed-use development proposed by Stanford, and is currently under review. If the 500 El Camino Real project is not developed for any reason, the applicant would have the opportunity to partner with other developers to provide BMR units elsewhere in the city or pay an in lieu fee. The Housing Commission requested that the applicant return to provide a project status update to the Housing Commission within two years, which has been incorporated as condition of approval 79.

### ***Planning Commission recommendation***

The proposed project was reviewed by the Planning Commission at its meeting June 19, 2017. At the meeting, the Planning Commission also heard comments from five members of the public, who expressed concerns regarding traffic, housing, construction noise and dust, privacy and the project design. The Planning Commission unanimously recommended approval of the project, with a request that the applicant develop a transportation demand management (TDM) program for the proposed building, which has been incorporated as condition 49.

### ***Analysis***

The project proposal requires the review and consideration of new land use entitlements and associated agreements. A discussion of the proposed project, as well as required land use entitlements and agreements, is provided in the following sections.

### ***Project description***

Stanford is proposing to prezone the unincorporated portion of the project site R-1-S and C-1-C, and request annexation into the City of Menlo Park through the process described in the Background section of this report. A draft prezone ordinance and map are included as Attachment C. The southern portion of the parcel containing the 0.9-acre, 35-foot wide PG&E easement would be rezoned from R-1-S to C-1-C to maintain consistency with the rest of the parcel. A draft rezoning ordinance and map are included as Attachment D.

In order to ensure consistency between the General Plan and prezone for the project site, the applicant is requesting an amendment to establish the General Plan land use designations for the project. The R-1-S district's corresponding General Plan designation is Low Density Residential, and the C-1-C district's corresponding General Plan designation is Professional and Administrative Offices. For the portion of the parcel that would be rezoned, the applicant is requesting to change the General Plan land use designation from Low Density Residential to Professional and Administrative Offices. A draft General Plan amendment ordinance and map are included as Attachment E.

The applicant is also requesting to subdivide the parcel, maintaining the Meyer-Buck House on a 3.9-acre, R-1-S-zoned parcel at the eastern end of the project site, and creating an 11.9-acre, C-1-C-zoned parcel



containing the existing Hewlett Foundation office building and a vacant area on the western half of the site. State law outlines five factors that the City Council may consider in reviewing the request for minor subdivisions, which are detailed in the Planning Commission staff report (Attachment J).

In addition, the applicant is concurrently requesting a use permit and architectural control to construct a new two-story office building on the undeveloped western portion of the property if the annexation and related project entitlements are approved. The proposed office building draws many references from the existing Hewlett Foundation building in terms of architectural character and building materials. The proposed building would be approximately 39,800 square feet of gross floor area (GFA) in size, with 159 parking spaces provided between two levels of below-grade parking and a small surface parking lot. The project would provide bicycle parking in both short-term and long-term configurations. In terms of pedestrian improvements, western and southern crosswalks would be added to provide full pedestrian access across the Sand Hill Road and Sharon Park Drive intersection. A draft resolution approving the use permit, architectural control, and tentative map is included as Attachment F.

No changes are proposed to the Meyer-Buck House or Hewlett Foundation buildings. The existing buildings on the site would be considered existing legal structures, and would be treated equivalent to having received appropriate approvals from the City of Menlo Park. Any changes proposed for the existing buildings or sites in the future would be required to comply with the regulations of the proposed zoning districts and all other applicable City requirements in effect at that time.

The total square footage of the existing and proposed office buildings on the proposed C-1-C-zoned parcel would be 87,774 square feet of GFA, or a floor area ratio (FAR) of 18.5 percent, below the maximum 25 percent FAR permitted for a C-1-C-zoned property. The maximum building coverage of both office buildings on the site would be 10.2 percent, below the maximum 20 percent building coverage permitted in the C-1-C zoning district. The proposed office building would comply with all other development regulations in the C-1-C zoning district, including the required setbacks and maximum building height. Project plans are included as Attachment M and a project description letter is included as Attachment N.

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

The applicant has submitted an arborist report prepared by HortScience, Inc. (Attachment O), evaluating 90 trees on and near the subject property, including 44 heritage trees. In an effort to retain existing screening vegetation on the site and preserve as many trees as possible, the applicant reduced the requested number of heritage tree removals from 11 to six, as shown in the Tree Disposition Notes and Table included in the plan set (sheet C-3.3). A summary table of the characteristics of heritage trees requested for removal is contained in Attachment P.

The City Arborist has recommended tentative approval to remove trees #53 and #54. Because the trees are located within the public right of way, the City Arborist is recommending condition of approval 42, which would require replacement of the trees with a 24-inch box container specimen within the right of way on Sand Hill Road using the City-approved street tree list for species selection. The City Arborist has recommended that design alternatives for the proposed driveway be explored to retain trees #93 and #97, or that the trees be transplanted elsewhere on the site, as proposed in condition of approval 43. Finally, the City Arborist has recommended tentative approval to remove trees #96 and #101 due to their poor condition.

The applicant is proposing eight heritage tree replacements, which could provide additional screening for adjacent residences over time. The project also complies with the C-1-C zoning requirement that a minimum of 30 percent of the building site be occupied by landscaping, such as trees, shrubs, ornamental



grasses and other vegetation.

### **Correspondence**

Staff received 11 items of correspondence regarding the project since the Planning Commission public hearing was scheduled (Attachment Q). The correspondence states concerns that the project will create additional traffic and exacerbate safety issues on Alpine Road related to conflicting speed limit signs posted by the city and county, as well as use of the Meyer-Buck House driveway entrance off Alpine Road to perform illegal U-turns. The correspondence also indicates safety concerns regarding pedestrians and cyclists sharing the multiuse path east of Santa Cruz Avenue and Alpine Road in the vicinity of Junipero Serra Boulevard.

### **Conclusion**

The proposed project is located within an existing urbanized area in the city's sphere of influence, and the proposed rezoning would simplify jurisdictional and administrative boundaries in the vicinity of the project if annexation is granted by LAFCO. Staff believes that the proposed changes to the site's General Plan and zoning designations would also make the land uses consistent with the current and anticipated future uses of the site. The project would result in the construction of a new office building with architectural references to an existing office building to be located on the same parcel. The proposed office building would meet the zoning regulations of the C-1-C zoning district, including required 75-foot front and rear setbacks, and, in some respects, could be potentially less intense in form and density than other uses allowed under the existing San Mateo County zoning for the site, if it was subdivided. The site would be landscaped extensively and planted with approximately 91 trees, with consideration given to screening the proposed building from adjacent residential uses south of the project site.

Staff recommends that the City Council approve the rezoning, General Plan amendment, tentative map, use permit, architectural control, tax exchange agreement, BMR housing agreement and heritage tree removal permits. Staff further recommends that the City Council adopt the Mitigated Negative Declaration and Mitigation Monitoring and Reporting Program for the project. Staff recommends that the City Council approve all of the actions outlined in Attachment A.

### **Impact on City Resources**

The proposed project is located in an urbanized area with existing urban services and development patterns. The scope of the proposed annexation includes a small portion of Sand Hill Road and a portion of the intersection of Santa Cruz Avenue and Sand Hill Road, as shown in Attachment J. The City's Public Works Department has conducted an evaluation of the public right of way that would be incorporated into the City of Menlo Park and believe that no additional improvements or modifications would be necessary.

The proposed project would result in the construction of a new office building, which may create additional tax revenue for the city if the building is occupied by a for-profit business or corporation. The applicant has previously stated the intent for the building to be occupied by a for-profit business in the near term future. The existing residence and office building on the project site are owned by Stanford, and the Hewlett Foundation leases the existing office building as a nonprofit private organization, so no tax revenue from the existing occupants on the site could be expected.

A property tax exchange agreement has been negotiated with San Mateo County, which would result in the City receiving 10.5 percent of the property taxes generated on the site each year. While 10.5 percent is slightly lower than the citywide average across all areas (10.9 percent) and 1.1 percent lower than the



adjacent incorporated properties (11.6), the County maintained in its negotiations that a lower share of property tax to the City is justified considering significant County expenses planned for traffic improvements on Alpine Road. Based on the current conditions on the project site, the City would receive slightly less than \$6,500 in property tax revenue annually in the near term. However, if the proposed office building is constructed on the annexed parcel, additional property tax revenue could be anticipated based on the value of the new development, as well as business license tax revenue, and potential sales tax revenue from new office workers spending in the area. For every \$1 million in assessed value added by construction, the City will receive an additional \$1,050 per year.

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. In addition, the proposed development would be subject to payment of a Transportation Impact Fee (TIF). These required fees were established to account for projects' proportionate obligations.

### Environmental Review

An Initial Study and Mitigated Negative Declaration, collectively referred to as the MND, were prepared and circulated for public review in compliance with CEQA. The public review period began April 3, 2017, and ended April 24, 2017. The MND was made available for review at the Planning Division office and library reference desk during business hours, as well as on the City's website (<http://www.menlopark.org/DocumentCenter/View/13267>). The members of the City Council also received a copy of the Notice of Availability at the beginning of the public review and comment period.

Staff received three items of correspondence regarding the MND from the San Mateo County Planning and Building Department, Stanford Hills Home Owners Association and unincorporated San Mateo County resident Janet Davis, which are included as Attachment R. The correspondence covers the following general concerns:

- Requests from San Mateo County to expand the scope of the annexation to include unincorporated parcels located across Sand Hill Road at 2108 and 2128 Sand Hill Road; to consider adjusting the MND trip generation rates upward and use an alternative trip distribution; and to condition the project to require construction related equipment to use Sand Hill Road in lieu of Alpine Road, and require the project to physically prevent illegal left turns off northbound Alpine Road into the Meyer-Buck House estate;
- Concerns from the Sand Hill Home Owners Association about a lack of proposed landscaping along the rear setback of the proposed office building project; a request to move the proposed building closer to Sand Hill Road, which would require a variance; concerns regarding construction and permanent increased noise levels related to the proposed building; lighting and privacy concerns related to the proposed building; concerns regarding increased traffic associated with the project; and concerns related to a proposed mechanical equipment penthouse at the top of the building, which has been removed in the most recent plans for the project;
- Concerns from Janet Davis, a resident of unincorporated San Mateo County, regarding the cumulative impacts of Stanford projects on the Peninsula related to traffic and housing; claims that the applicant is seeking annexation to avoid the terms of a use permit previously granted by San Mateo County; concerns regarding increased traffic potential on Sand Hill Road and Alpine Road; and suggested mitigations primarily related to traffic and housing.

Staff discussed the potential expansion of the annexation boundary with the applicant and LAFCO staff. However, due to uncertainty regarding additional property owners' willingness to be voluntary annexed into



the City, as well as applicant concerns about revising the project at such a late stage, the applicant has requested that the annexation boundary remain as originally proposed, subject to LAFCO review and approval.

The C-1-C zoning regulations proposed for the new office building include some of the largest required setbacks in the City's Zoning Ordinance. The applicant has ensured that the 75-foot front and rear setbacks would be met by the proposed development without any variance requests. The applicant has also proposed a number of new trees and screening plants on the property, with special attention given to the rear of the site, where no fewer than 27 new giant sequoias would be planted. The planting of these trees has been included as condition of approval 44. Furthermore, a lighting plan would be required with a building permit for the proposed office building (condition of approval 41), providing the location, architectural details, and specifications for all exterior lighting, as well as a photometric study to minimize glare and spillover onto adjacent properties.

A construction noise plan would be required to reduce construction noise levels emanating from the site and minimize disruption to existing noise-sensitive receptors in the project vicinity, as required by condition of approval 41. An acoustical consultant will review mechanical noise for the proposed building and determine specific noise reduction measures necessary to reduce noise to comply with the City's noise level requirements. Mechanical equipment will be selected to reduce impacts on surrounding uses to meet the City's noise level requirements (condition of approval 50).

The MND utilizes trip generation rates based on local data collected from office buildings with similar GFA in Menlo Park, including an existing office building on Sand Hill Road. These rates are based on observed characteristics within the community and may more accurately represent anticipated trip generation rates for the project than the standard Institute of Transportation Engineers (ITE) rates. The trip distribution used for the MND is consistent with transportation impact analyses completed for other projects in Menlo Park. In addition, the applicant will submit plans to develop signalized pedestrian crossings across the west and south legs of the Sharon Park Drive/Sand Hill Road intersection (condition 33). The applicant will also install bike racks and shower/changing rooms as part of the project. These measures may encourage more pedestrian and bicycle trips to and from the project site versus vehicular trips. The MND finds that there are no potentially significant transportation/traffic impacts related to the proposed project.

According to the analysis in the Initial Study, the project would result in potentially significant impacts related to air quality, biological resources, cultural resources, geology and soils, hazards and hazardous materials, hydrology and water quality, and noise and vibration. These impacts are expected to be mitigated to a less-than-significant level through implementation of mitigation measures identified in the Initial Study and MND. The mitigation measures have been incorporated into a Mitigation Monitoring and Reporting Program (MMRP) for the project, included in Attachment B.

## **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. Notice of the MND availability was also provided to agencies and jurisdictions of interest.



## Attachments

- A. Findings and Recommended Actions for Approval
- B. Draft Resolution Adopting Findings Required by the California Environmental Quality Act
- C. Draft Ordinance Approving the Rezoning
- D. Draft Ordinance Approving the Rezoning
- E. Draft Resolution Amending the General Plan to Change the Land Use Designation
- F. Draft Resolution Approving the Use Permit, Architectural Control and Tentative Map
- G. Draft Resolution Approving the Tax Exchange Agreement
- H. Draft Resolution Approving the BMR Agreement
- I. Draft Resolution Approving the Heritage Tree Removal Permits
- J. Planning Commission Staff Report
- K. Location Map
- L. Annexation Boundary Map
- M. Project Plans
- N. Project Description Letter
- O. Arborist Report
- P. Requested Heritage Tree Removal Summary Table
- Q. Correspondence (Non MND Comments)
- R. MND Comments
- S. Hyperlink: 2131 Sand Hill Road MND - <http://www.menlopark.org/DocumentCenter/View/13267>

## 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

- Color and Materials Boards

Report prepared by:  
Tom Smith, Associate Planner

Report reviewed by:  
Mark Muenzer, Assistant Community Development Director



*DRAFT – July 18, 2017*

**FINDINGS AND RECOMMENDED ACTIONS FOR APPROVAL**

**2111-2121 Sand Hill Road Project**

The Planning Commission recommends that the City Council take the following actions:

**Environmental Review**

1. Make the following findings relative to the environmental review of the proposal and adopt the Mitigated Negative Declaration:
  - a. A Mitigated Negative Declaration has been prepared and circulated for public review in accordance with current State CEQA Guidelines;
  - b. The City Council has considered the Mitigated Negative Declaration prepared for the proposal and any comments received during the public review period; and
  - c. Based on the Initial Study prepared for the Mitigated Negative Declaration and any comments received on the document, there is no substantial evidence that the proposed project will have a significant effect on the environment.
2. Adopt a Resolution Adopting a Mitigated Negative Declaration and Adopting a Mitigation Monitoring and Reporting Program for the Properties Located at 2111 and 2121 Sand Hill Road (Attachment B)

**Prezoning**

3. Introduce an Ordinance of the City of Menlo Park, Prezoning All That Certain Parcel of Land Being the Whole of the Parcel at 2111 and 2121 Sand Hill Road and Additional Land, Situated in the County of San Mateo, State of California, and More Particularly Described in Exhibit A (Attachment C)

**Rezoning**

4. Introduce an Ordinance of the City of Menlo Park, Rezoning Property with Assessor's Parcel Numbers 074-331-210 and 074-321-110 (Attachment D)

**General Plan Map Amendments**

5. Adopt a Resolution Amending the General Plan to Establish and Modify Land Use Designations for Properties Located at 2111 and 2121 Sand Hill Road (Attachment E)



### **Tentative Map**

6. Make findings that the proposed tentative map is technically correct and in compliance with all applicable State regulations, City General Plan, Zoning and Subdivision Ordinances, and the State Subdivision Map Act (Attachment F).

### **Use Permit**

7. Make findings, as per Section 16.82.030 of the Zoning Ordinance pertaining to the granting of use permits that the proposed use will not be detrimental to the health, safety, morals, comfort and general welfare of the persons residing or working in the neighborhood of such proposed use, and will not be detrimental to property and improvements in the neighborhood or the general welfare of the City.
8. Approve the Use Permit for construction of a new office building in the C-1-C zoning district (Attachment F).

### **Architectural Control**

9. Adopt the following findings, as per Section 16.68.020 of the Zoning Ordinance, pertaining to architectural control approval:
  - a. The general appearance of the structures is in keeping with the character of the neighborhood;
  - b. The development will not be detrimental to the harmonious and orderly growth of the City;
  - c. The development will not impair the desirability of investment or occupation in the neighborhood;
  - d. The development provides adequate parking as required in all applicable City Ordinances and has made adequate provisions for access to such parking; and
  - e. The proposed project is not within any Specific Plan area, and as such no finding regarding consistency is required to be made.
10. Approve the proposed design of the new building and site improvements (Attachment F).

### **Tax Exchange Agreement**

11. Adopt a Resolution Making a Determination of Property Tax Exchange Pursuant to Provisions of Chapter 282, Section 59, Part .05, Implementation of Article XIII A of the California Constitution Commencing with Section 95, Division 1, of the Revenue and Taxation Code (Attachment G)



### **Below Market Rate Housing**

12. Adopt a Resolution Approving a Below Market Rate Housing Agreement with Leland Stanford Junior University for the Project at 2111 and 2121 Sand Hill Road (Attachment H)

### **Heritage Tree Removal Permits**

13. Adopt a Resolution Approving Heritage Tree Removal Permits for the Properties Located at 2111 and 2121 Sand Hill Road (Attachment I).



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*DRAFT – August 22, 2017*

RESOLUTION NO. XXXX

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK ADOPTING A MITIGATED NEGATIVE DECLARATION AND ADOPTING A MITIGATION MONITORING AND REPORTING PROGRAM FOR THE PROPERTIES LOCATED AT 2111 AND 2121 SAND HILL ROAD**

**WHEREAS**, Leland Stanford Junior University (“Project Sponsor”) submitted an application to prezone and rezone properties located at 2111 and 2121 Sand Hill Road and construct a new office building and associated site improvements at 2121 Sand Hill Road in the City of Menlo Park (“City”); and

**WHEREAS**, an Initial Study and Mitigated Negative Declaration (collectively “Mitigated Negative Declaration”) were prepared based on substantial evidence analyzing the potential environmental impacts of the Project; and

**WHEREAS**, a Notice of Completion was filed with the State Clearinghouse April 3, 2017; and

**WHEREAS**, the Mitigated Negative Declaration was released for public comment beginning April 3, 2017 and ending April 24, 2017; and

**WHEREAS**, the Planning Commission held a duly noticed public hearing June 19, 2017 to review and consider the Mitigated Negative Declaration and the Project, at which all interested persons had the opportunity to appear and comment, and the Planning Commission voted affirmatively to recommend adoption of the Mitigated Negative Declaration and adoption of the Mitigation Monitoring and Reporting Program; and

**WHEREAS**, the City Council held a duly noticed public hearing on \_\_\_\_\_, 2017 to review and consider the Mitigated Negative Declaration and the Project, at which all interested persons had the opportunity to appear and comment; and

**WHEREAS**, the Mitigated Negative Declaration, public comments, and all other materials which constitute the record of proceedings upon which the City Council’s decision is based are on file with the City Clerk, Menlo Park City Hall, 701 Laurel St.; and

**WHEREAS**, the City Council finds that the Mitigated Negative Declaration is complete and adequate pursuant to the California Environmental Quality Act, and that the City Council has considered and reviewed all information contained in it; and

**WHEREAS**, the City Council finds on the basis of the whole record before it that there is no substantial evidence that the Project will have a significant effect on the environment



and that the Mitigated Negative Declaration reflects the City's independent judgment and analysis.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Menlo Park hereby adopts the Mitigated Negative Declaration and adopts the Mitigation Monitoring and Reporting Program for the Project, attached hereto as Exhibit A.

I, Clay Curtin, Interim City Clerk of Menlo Park, do hereby certify that the above and foregoing City Council Resolution was duly and regularly passed and adopted at a meeting by said City Council on the \_\_\_\_ day of \_\_\_\_\_, 2017, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHERE OF, I have hereunto set my hand and affixed the Official Seal of said City on this \_\_\_\_ day of \_\_\_\_\_, 2017.

ATTEST:

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Clay Curtin, Interim City Clerk



***DRAFT – August 22, 2017***

**ORDINANCE NO. XXXX**

**ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MENLO PARK  
PREZONING ALL THAT CERTAIN PARCEL OF LAND BEING THE  
WHOLE OF THE PARCEL AT 2111 AND 2121 SAND HILL ROAD AND  
ADDITIONAL LAND, SITUATED IN THE COUNTY OF SAN MATEO,  
STATE OF CALIFORNIA, AND MORE PARTICULARLY DESCRIBED IN  
EXHIBIT A**

The City Council of the City of Menlo Park does hereby ORDAIN as follows:

**SECTION 1.** The zoning map of the City of Menlo Park is hereby amended to prezone all that certain real property in the County of San Mateo and State of California, more particularly described and shown in Exhibit A, from County zoning R-1, S-9 and R-E, S-9 to City zoning R-1-S (Single Family Suburban Residential) and C-1-C (Administrative, Professional and Research District, Restrictive), respectively.

**SECTION 2.** A Mitigated Negative Declaration was prepared for the project and adopted by the City Council on \_\_\_\_\_, 2017 through Resolution No. \_\_\_\_\_, in accordance with the provisions of the California Environmental Quality Act and CEQA Guidelines.

**SECTION 3.** No subsequent change shall be made to the General Plan for the annexed territory or zoning that is not in conformance to the prezoning designations for a period of two years after the completion of the annexation, unless the City Council makes a finding at a public hearing that a substantial change has occurred in circumstances that necessitate a departure from the prezoning in the application to the San Mateo County Local Agency Formation Commission.

**SECTION 4.** This Ordinance shall be published once within fifteen (15) days of its adoption in The Daily News, a newspaper of general circulation, printed, published and circulated in the City of Menlo Park, and shall become effective thirty (30) days from the date of adoption by the City Council or the effective date of LAFCO approval of the annexation, whichever date is later.

INTRODUCED on the \_\_\_\_\_ day of \_\_\_\_\_, 2017.

PASSED AND ADOPTED as an ordinance of the City of Menlo Park at a regular meeting of said City Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2017, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:



APPROVED:

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Clay Curtin, Interim City Clerk



Exhibit A

Prezoning – 2111 and 2121 Sand Hill Road Project



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*DRAFT – August 22, 2017*

**ORDINANCE NO. XXXX**

**AN ORDINANCE OF THE CITY OF MENLO PARK REZONING  
PROPERTY WITH ASSESSOR'S PARCEL NUMBERS 074-331-210  
AND 074-321-110**

The City Council of the City of Menlo Park does ordain as follows:

**SECTION 1.** The zoning map of the City of Menlo Park is hereby amended such that certain real properties with Assessor's Parcel Numbers 074-331-210 and 074-321-110 are rezoned to the C-1-C (Administrative, Professional and Research, Restrictive) district as more particularly described and shown in Exhibit A.

**SECTION 2.** A Mitigated Negative Declaration was prepared for the project and adopted by the City Council on \_\_\_\_\_, 2017 through Resolution No. \_\_\_\_\_, in accordance with the provisions of the California Environmental Quality Act and CEQA Guidelines.

**SECTION 3.** This ordinance shall become effective thirty (30) days from the date of adoption by the City Council or the effective date of LAFCO approval of the annexation, whichever date is later. Within fifteen (15) days of its adoption, the ordinance shall be posted in three (3) public places within the City of Menlo Park, and the ordinance, or a summary of the ordinance prepared by the City Attorney, shall be published in a local newspaper used to publish official notices for the City of Menlo Park before the effective date.

INTRODUCED on the \_\_\_ day of \_\_\_\_\_, 2017.

PASSED AND ADOPTED as an ordinance of the City of Menlo Park at a regular meeting of said City Council on the \_\_\_ day of \_\_\_\_\_, 2017, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Clay Curtin, Interim City Clerk



Exhibit A

Rezoning – 2111 and 2121 Sand Hill Road Project



*DRAFT – August 22, 2017*

**RESOLUTION NO. XXXX**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO  
PARK AMENDING THE GENERAL PLAN TO ESTABLISH AND  
MODIFY LAND USE DESIGNATIONS FOR PROPERTIES LOCATED AT  
2111 AND 2121 SAND HILL ROAD**

WHEREAS, the Planning Commission of the City of Menlo Park has considered the adoption of an amendment to the General Plan to establish a Low Density Residential land use designation for certain property located at 2111 Sand Hill Road (Assessor's Parcel No. 074-450-050); and to establish a Professional and Administrative Offices land use designation for certain property located at 2111 and 2121 Sand Hill Road (Assessor's Parcel Numbers 074-450-040 and 074-450-030); and

WHEREAS, the Planning Commission of the City of Menlo Park has considered the adoption of an amendment to the General Plan to change the land use designation for certain property with Assessor's Parcel Numbers 074-331-210 and 074-321-110 to Professional and Administrative Offices; and

WHEREAS, on the \_\_\_\_ day of \_\_\_\_, 2017, the City Council of the City of Menlo Park adopted the Mitigated Negative Declaration and the Mitigation Monitoring and Reporting Program for the 2111 and 2121 Sand Hill Road Project; and

WHEREAS, the provisions of the Government Code, 65350, ET. Seq. have been complied with; and

WHEREAS, the City Council has considered the comments of the Planning Commission in regard to amending the General Plan.

NOW THEREFORE, BE IT AND IT IS HEREBY RESOLVED by the City Council of the City of Menlo Park that the General Plan Amendment to change the land use designation for the project site particularly described in Exhibit A, be adopted.

This resolution shall take effect upon the effective date of Ordinance No. \_\_ rezoning properties located at 2111 and 2121 Sand Hill Road and other property described therein.

I, Clay Curtin, Interim City Clerk of the City of Menlo Park, do hereby certify that the above and foregoing Resolution was duly and regularly passed and adopted at a meeting by said City Council on the \_\_ day of \_\_\_\_, 2017 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:



IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City, this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

---

Clay Curtin  
Interim City Clerk



Exhibit A

General Plan Map Amendment – 2111 and 2121 Sand Hill Road Project



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*DRAFT – August 22, 2017*

**RESOLUTION NO. XXXX**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK APPROVING FINDINGS AND CONDITIONS FOR ARCHITECTURAL CONTROL, USE PERMIT, AND TENTATIVE MAP FOR THE PROJECT LOCATED AT 2111 AND 2121 SAND HILL ROAD**

**WHEREAS**, the City of Menlo Park (“City”) has received an application from Leland Stanford Junior University (“Applicant”), to create a two parcel subdivision, one parcel containing an existing residence, the other containing an existing office building; to construct a new approximately 39,800-square-foot, two-story office building that would be located on the same parcel as the existing office building, with 159 parking spaces between two levels of underground parking and a small surface lot; and to excavate within the required rear setback to construct a retaining wall; and

**WHEREAS**, the findings and conditions for Architectural Control, Use Permit, and Tentative Map would ensure that all City requirements are applied consistently and correctly as part of the project’s implementation; and

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

**WHEREAS**, a Mitigated Negative Declaration was prepared for the project and adopted by the City Council on \_\_\_, 2017, through Resolution No.\_\_\_\_\_, in accordance with the provisions of the California Environmental Quality Act and CEQA Guidelines; and

**WHEREAS**, after notice having been lawfully given, a public hearing was scheduled and held before the City of Menlo Park Planning Commission June 19, 2017, whereat all persons interested therein might appear and be heard; and

**WHEREAS**, the Planning Commission of the City of Menlo Park having fully reviewed, considered and evaluated all the testimony and evidence submitted in this matter voted affirmatively to recommend to the City Council of the City of Menlo Park to approve the findings and conditions for Architectural Control, Use Permit and Tentative Map; and

**WHEREAS**, after notice having been lawfully given, a public hearing was scheduled and held before the City Council of the City of Menlo Park on \_\_\_, 2017 whereat all persons interested therein might appear and be heard; and

**WHEREAS**, the City Council of the City of Menlo Park having fully reviewed, considered and evaluated all the testimony and evidence submitted in this matter voted affirmatively to approve the findings and conditions for Architectural Control, Use Permit and Tentative Map.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Menlo Park hereby approves the conditions for Architectural Control, Use Permit, Tentative Map,



and other related entitlements attached hereto as Exhibit A and incorporated herein by this reference.

This resolution shall take effect upon the effective date of Ordinance No. \_\_ rezoning properties located at 2111 and 2121 Sand Hill Road and other property described therein.

I, Clay Curtin, Interim City Clerk of Menlo Park, do hereby certify that the above and foregoing City Council Resolution was duly and regularly passed and adopted at a meeting by said City Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2017, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

---

Clay Curtin  
Interim City Clerk



*DRAFT – August 22, 2017*

**RESOLUTION NO. XXXX**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK MAKING A DETERMINATION OF PROPERTY TAX EXCHANGE PURSUANT TO PROVISIONS OF CHAPTER 6, ARTICLE 5, PART .05, IMPLEMENTATION OF ARTICLE XIII A OF THE CALIFORNIA CONSTITUTION COMMENCING WITH SECTION 99, DIVISION 1, OF THE REVENUE AND TAXATION CODE**

WHEREAS, pursuant to state law that requires the County of San Mateo and the City of Menlo Park to agree to a property tax exchange as a result of the proposed annexation of 2111-2121 Sand Hill Road (Assessor's Parcel Numbers: 074-450-030, 074-450-040, 074-450-050) and the portion of Sand Hill Road fronting Assessor's Parcel 074-450-050 extending to Santa Cruz Avenue to the City of Menlo Park; and

WHEREAS, the City and County have agreed on certain other matters relating to the proposed annexation; and

WHEREAS, agreement on a property tax exchange is a condition precedent to the Executive Office of the Local Agency Formation Commission issuing the Certificate of Filing on said proposal; and

WHEREAS, the City of Menlo Park in making this determination has reviewed the proposed property tax exchange and the amount of said exchange; and

WHEREAS, it has been agreed that the property tax revenue produced by an incremental factor of 0.0365963896 for the affected properties will be transferred from the County Library Fund to the City of Menlo Park; and

WHEREAS, it has been agreed that the property tax revenue produced by an incremental factor of 0.0684036104 for the affected properties will be transferred from the County of San Mateo to the City of Menlo Park.

NOW THEREFORE, BE IT AND IT IS HEREBY RESOLVED by the City Council of the City of Menlo Park as follows:

1. The property tax incremental factor to be transferred from the County Library Fund to the City of Menlo Park is 0.0365963896.
2. The property tax incremental factor to be transferred from the County of San Mateo to the City of Menlo Park is 0.0684036104.

The transfer of said property tax incremental factors is approved conditioned upon completion of the proposed annexation of 2111-2121 Sand Hill Road (Assessor's Parcel Numbers: 074-450-030, 074-450-040, 074-450-050) and the portion of Sand Hill Road fronting Assessor's Parcel 074-450-050 extending to Santa Cruz Avenue to the City of Menlo Park.



I, Clay Curtin, Interim City Clerk of the City of Menlo Park, do hereby certify that the above and foregoing Resolution was duly and regularly passed and adopted at a meeting by said City Council on the \_\_\_ day of \_\_\_\_\_, 2017 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City, this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

---

Clay Curtin  
Interim City Clerk



*DRAFT – August 22, 2017*

**RESOLUTION NO. XXXX**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO PARK  
APPROVING THE BELOW MARKET RATE HOUSING AGREEMENT  
BETWEEN THE CITY OF MENLO PARK AND LELAND STANFORD JUNIOR  
UNIVERSITY**

WHEREAS, the City of Menlo Park (“City”) received an application from Leland Stanford Junior University (“Developer”), to prezone and rezone properties located at 2111 and 2121 Sand Hill Road and construct a new office building and associated site improvements at 2121 Sand Hill Road in the City of Menlo Park, among other related project entitlements; and

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

WHEREAS, a Mitigated Negative Declaration was prepared for the project and adopted by the City Council on \_\_\_, 2017, through Resolution No.\_\_\_\_\_, in accordance with the provisions of the California Environmental Quality Act and CEQA Guidelines; and

WHEREAS, the Developer and the City desire flexibility to allow for the provision of off-site units instead of payment of an in-lieu fee, and the Below Market Rate Housing Agreement (BMR Agreement) has been structured accordingly; and

WHEREAS, after notice having been lawfully given, a public meeting was scheduled and held February 1, 2017, before the City of Menlo Park Housing Commission, to review the draft BMR Agreement term sheet whereat all persons interested therein might appear and be heard; and

WHEREAS, the Housing Commission of the City of Menlo Park having fully reviewed, and considered and evaluated all the testimony and evidence submitted in this matter voted affirmatively to recommend the Planning Commission of the City of Menlo Park to approve the BMR Agreement; and

WHEREAS, after notice having been lawfully given, a public hearing was scheduled and held June 19, 2017, before the City of Menlo Park Planning Commission, whereat all persons interested therein might appear and be heard; and

WHEREAS, the Planning Commission of the City of Menlo Park having fully reviewed, considered and evaluated all the testimony and evidence submitted in this matter voted affirmatively to recommend to the City Council of the City of Menlo Park to approve the BMR Agreement; and

WHEREAS, after notice having been lawfully given, a public hearing was scheduled and held before the City Council of the City of Menlo Park on the \_\_\_ day of \_\_\_\_\_, 2017 whereat all persons interested therein might appear and be heard; and



WHEREAS, on the \_\_\_\_ day of \_\_\_\_\_, 2017 the City Council of the City of Menlo Park ("City") has read and considered that certain Below Market Rate Housing Agreement ("BMR Agreement") between the City and Leland Stanford Junior University ("Developer") that satisfies the requirement that Developer comply with Chapter 16.96 of the City's Municipal Code and with the Below Market Rate Housing Program Guidelines.

NOW, THEREFORE, the City Council of the City of Menlo Park does RESOLVE as follows:

1. Public interest and convenience require the City to enter into the Agreement described above.

2. The City of Menlo Park hereby approves the Agreement and the City Manager is hereby authorized on behalf of the City to execute the Agreement.

I, Clay Curtin, Interim City Clerk of Menlo Park, do hereby certify that the above and foregoing City Council Resolution was duly and regularly passed and adopted at a meeting by said City Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2017, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

---

Clay Curtin  
Interim City Clerk



***DRAFT – August 22, 2017***

**RESOLUTION NO. XXXX**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MENLO  
PARK APPROVING HERITAGE TREE REMOVAL PERMITS FOR THE  
PROPERTIES LOCATED AT 2111 AND 2121 SAND HILL ROAD**

WHEREAS, on November 20, 2015 and June 14, 2017, the City of Menlo Park (“City”) received applications from Leland Stanford Junior University (“Project Sponsor”) for the removal of six heritage trees at the property located at 2111 and 2121 Sand Hill Road (“Project Site”) as more particularly described and shown in “Exhibit A”; and

WHEREAS, the requested tree removals are necessary in order to redevelop the Project Site; and

WHEREAS, the removal of Heritage Trees within the City is subject to the requirements of Municipal Code Chapter 13.24, Heritage Trees; and

WHEREAS, the City Arborist reviewed the requested tree removals on September 27, 2016, and June 12, 2017; and

WHEREAS, the City Arborist determined that two of the Heritage Trees are impeding the redevelopment of the Project Site and are in poor condition; and

WHEREAS, the City Arborist determined that two of the Heritage Trees proposed for removal are in poor health and have poor structure; and

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

WHEREAS, after notice having been lawfully given, a public hearing was scheduled and held June 19, 2017, before the City of Menlo Park Planning Commission, whereat all persons interested therein might appear and be heard; and

WHEREAS, the Planning Commission of the City of Menlo Park having fully reviewed, considered and evaluated all the testimony and evidence submitted in this matter voted affirmatively to recommend to the City Council of the City of Menlo Park to approve the Heritage Tree Removal Permits; and

WHEREAS, after notice having been lawfully given, a public hearing was scheduled and held before the City Council of the City of Menlo Park on \_\_\_\_\_, 2017 whereat all persons interested therein might appear and be heard; and

WHEREAS, the City Council of the City of Menlo Park having fully reviewed, considered and evaluated all the testimony and evidence submitted in this matter voted affirmatively to approve the Heritage Tree Removal Permits.



NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Menlo Park hereby approves the Heritage Tree Removal Permits for trees #53, #54, #96, and #101 as described on sheet C-3.3 of the proposed plans and attached by this reference herein as Exhibit A, which shall be valid until \_\_\_\_\_, and can be extended for a period of one-year by the Community Development Director if requested by the applicant.

I, Clay Curtin, Interim City Clerk of Menlo Park, do hereby certify that the above and foregoing City Council Resolution was duly and regularly passed and adopted at a meeting by said City Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2017, by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Official Seal of said City on this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

---

Clay Curtin  
Interim City Clerk





## STAFF REPORT

### Planning Commission

Meeting Date:

6/19/2017

Staff Report Number:

17-041-PC

Public Hearing:

Prezoning, Rezoning, General Plan Amendment,  
Tentative Map, Use Permit, Architectural Control,  
and Environmental Review/Leland Stanford Junior  
University/2111-2121 Sand Hill Road

### Recommendation

Staff recommends that the Planning Commission review and provide a recommendation that the City Council make the necessary findings and take actions for approval of the 2111-2121 Sand Hill Road project (also known as “2131 Sand Hill Road”), as outlined in Attachment A. The Planning Commission should provide a recommendation to the City Council on the following entitlements and environmental review components of the proposed project:

1. **Environmental Review** to analyze potential environmental impacts of the project in the Mitigated Negative Declaration (MND), pursuant to the California Environmental Quality Act (CEQA) (Attachment B);
2. **Prezoning** of a 14.9-acre portion of a 15.8-acre parcel presently located in unincorporated San Mateo County to the R-1-S (Single Family Suburban Residential) and C-1-C (Administrative, Professional and Research, Restrictive) zoning districts (Attachment C);
3. **Rezoning** of the remaining portion of the parcel currently located in the R-1-S zoning district to the C-1-C zoning district (Attachment D);
4. **General Plan Amendment** to establish Low Density Residential and Professional and Administrative Offices land use designations for the portion of the parcel to be pre-zoned, and to change the land use designation from Low Density Residential to Professional and Administrative Offices for the portion of the parcel to be rezoned (Attachment E);
5. **Tentative Map** to create a two parcel subdivision, one parcel containing an existing residence, the other containing an existing office building (Attachment F);
6. **Use Permit** to construct a new approximately 39,800-square-foot, two-story office building in the proposed C-1-C zoning district, which would be located on the same parcel as the existing office building, and to excavate within the required rear setback to construct a retaining wall (Attachment F);
7. **Architectural Control** to review the design of the proposed office building and site improvements (Attachment F);
8. **Below Market Rate (BMR) Housing Agreement** for compliance with the City’s Below Market Rate Housing Program (Attachment G); and
9. **Heritage Tree Removal Permits** to allow the removal of up to six heritage trees (Attachment H).

The proposed annexation of the property into the City of Menlo Park is subject to approval by the San Mateo County Local Agency Formation Commission (LAFCO) following action by the City Council.

### Policy Issues

The proposed project requires the Planning Commission and City Council to consider the merits of the



project, including consistency with the City's current General Plan, Municipal Code, and other adopted policies and programs. The Commission and Council will also need to determine whether the positive aspects of the project balance the need for any additional municipal services or improvements associated with annexation of the parcel and development of the proposed office building. The Commission and Council will need to consider the prezoning and General Plan amendment to determine the zoning and land use designations that will apply to the property if it is annexed into the city. The Commission and Council will also need to consider rezoning a portion of the site presently located within the city's corporate boundaries for consistency with the prezoning of the remainder of the parcel. Further, the Commission and Council will need to consider architectural control, use permit and tentative map findings. In addition, resolutions regarding heritage tree removal permits and the BMR Housing Agreement for the project will need to be considered. The Planning Commission is a recommending body on the proposed project and the City Council is the final decision-making body. The policy issues summarized here are discussed in greater detail throughout the staff report.

## **Background**

### ***Annexation process***

The annexation of unincorporated parcels to cities in California is regulated by the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 ("CKH Act"). The CKH Act strengthens the role of LAFCO in each county in California, giving it the ability to review, approve, or deny proposals for incorporations/formations, annexations, and other boundary changes for cities, counties, and special districts. LAFCOs are composed primarily of elected officials from the county and local cities, local special districts, and/or members of the general public.

For the proposed project, the San Mateo County LAFCO has identified the following steps for the annexation of the subject parcel into the Menlo Park jurisdictional boundaries:

1. The applicant and sole landowner, Leland Stanford Junior University ("Stanford"), must file an application for annexation with LAFCO after consultation with the city and the LAFCO executive officer. This step was completed by the applicant on June 9, 2017.
2. The Planning Commission must review the requested entitlements for the project and make a recommendation to the City Council. The CKH Act requires the proposed prezoning to be consistent with the city's General Plan and located within the City's sphere of influence (SOI), as determined by LAFCO. Although the subject parcel is located within the city's designated SOI, the city's General Plan does not designate an anticipated land use for the parcel. Therefore, the requested entitlements for the project include a General Plan amendment to establish land uses consistent with the existing and proposed development on the site. The proposed project is also subject to CEQA review and requires an initial study, which has been prepared. The potential environmental impacts of the project are described in the MND, and must be considered by the Commission as part of the requested set of actions.
3. Following the submittal of Stanford's application to LAFCO and the Planning Commission review of the requested entitlements, the City and County are required to negotiate the allocation of property tax revenues during a 60-day mandatory negotiation period. If agreement is not reached, an alternative mediation and arbitration process would be required by statute.
4. The City Council must review the Planning Commission's recommendation on the project entitlements, including the prezoning, rezoning, General Plan amendment, environmental review, and other items as noted in Attachment A, and also adopt the property tax exchange negotiated with the county.
5. The San Mateo County Board of Supervisors must adopt the property tax exchange.
6. If the application is accepted by LAFCO as complete and the City and County adopt the property tax



exchange, the LAFCO executive officer would issue a certificate of filing and set a hearing date for the LAFCO Commissioners to review the proposed annexation within 90 days.

7. LAFCO may approve, conditionally approve, or deny the proposed annexation, or continue the proposal for up to 70 days to collect more information.
8. If the annexation is approved by LAFCO, the executive officer would issue a certificate of completion, which would be recorded 30 days after approval. The recordation date would be considered the effective date of the annexation.

### ***Site location***

The project site consists of one 15.8-acre legal parcel (five assessor's parcels) addressed 2111-2121 Sand Hill Road and located primarily in the West Menlo Park community of unincorporated San Mateo County. The project also includes an unincorporated section of Sand Hill Road as well as an unincorporated portion of the intersection of Sand Hill Road and Santa Cruz Avenue at the northeast edge of the site. A location map is included as Attachment I, and an annexation boundary map is included as Attachment J.

This report refers to compass directions by considering Sand Hill Road in a predominantly east-west direction adjacent to the project site. The project site is located on the south side of Sand Hill Road and is bordered on the east by Alpine Road and Santa Cruz Avenue. From east to west, the parcel narrows to a point adjacent to Stanford Hills Park. Neighboring land uses include retail zoned C-2 (Neighborhood Shopping) and associated with the Sharon Heights Shopping Center, single- and two-family residences zoned R-3-A (Garden Apartment Residential) and R-2 (Low Density Apartment), and mixed-use developments in unincorporated San Mateo County across Sand Hill Road to the north; recreational uses zoned R-1-S and associated with the Stanford Golf Course across Santa Cruz Avenue and Alpine Road to the east; single-family residential uses zoned R-1-S in the Stanford Hills neighborhood to the south; and parks and recreation uses zoned OSC (Open Space and Conservation) associated with Stanford Hills Park to the west. The site is adjacent to the existing Menlo Park city limits along the majority of its Sand Hill Road frontage, and completely adjacent to existing Menlo Park properties on all other sides.

At present, the eastern portion of the project site contains the 8,125-square-foot Meyer-Buck House, a two-story residence constructed in 1920, and two accessory buildings used for storage. The Meyer-Buck House serves as the Stanford University provost's residence. The east-central portion of the project site contains a 50,676-square-foot, two-story office building that serves as the headquarters of the William and Flora Hewlett Foundation ("Hewlett Foundation"), a non-profit private charitable organization. The Hewlett Foundation currently leases approximately 7.1 acres of the site. The western half of the parcel is vacant, aside from a Pacific Gas and Electric Company (PG&E) valve station at the southwest corner of the lot. In addition, a 0.9-acre PG&E easement runs along the southern boundary of the parcel. The easement is located within the City of Menlo Park boundary and is zoned R-1-S.

### **Analysis**

The project proposal requires the review and consideration of new land use entitlements and associated agreements. A discussion of the proposed project, as well as required land use entitlements and agreements, is provided in more detail in the following sections.

### ***Project description***

Stanford is proposing to prezone the unincorporated portion of the project site and request annexation into the City of Menlo Park through the process described in the Background section of this report. The applicant is also requesting to subdivide the parcel, maintaining the Meyer-Buck House on a 3.9-acre, R-1-S-zoned



parcel at the eastern end of the project site, and creating an 11.9-acre, C-1-C-zoned parcel containing the existing Hewlett Foundation office building and a vacant area on the western half of the site.

The portion of the parcel containing the 0.9-acre, 35-foot-wide PG&E easement would be rezoned from R-1-S to C-1-C to maintain consistency with the rest of the parcel. No changes are proposed to the Meyer-Buck House or Hewlett Foundation buildings. The existing buildings on the site would be considered existing legal structures, and would be treated equivalent to having received appropriate approvals from the City of Menlo Park. Any changes proposed for the existing buildings or sites in the future would be required to comply with the regulations of the proposed zoning districts and all other applicable City requirements in effect at that time.

The applicant is also concurrently requesting a use permit and architectural control to construct a new two-story office building on the undeveloped western portion of the property if the annexation and related project entitlements are approved. The proposed building would be approximately 39,800 square feet of gross floor area (GFA) in size, with 159 parking spaces provided between two levels of below-grade parking and a small surface parking lot. There are no permitted uses within the C-1-C zoning district, but professional, administrative, and executive offices are allowed as conditional uses, subject to obtaining a use permit.

The total square footage of the existing and proposed office buildings on the proposed C-1-C-zoned parcel would be 87,774 square feet of GFA, or a floor area ratio (FAR) of 18.5 percent, below the maximum 25 percent FAR permitted for a C-1-C-zoned property. The maximum building coverage of both office buildings on the site would be 10.2 percent, below the maximum 20 percent building coverage permitted in the C-1-C zoning district. The proposed office building would comply with all other development regulations in the C-1-C zoning district, including the required setbacks and maximum building height. Project plans are included as Attachment K and a project description letter is included as Attachment L.

A more detailed discussion of the proposed project, as well as required land use entitlements and agreements, is provided in the following sections.

### ***Prezoning***

The subject site currently has split zoning designations in unincorporated San Mateo County. The Meyer-Buck House and grounds are partially located in the R-1, S-9 (One-Family Residential, Residential Density Number 9) district, which permits the development of single-family dwellings, parks, crop farms, and large residential day care facilities, among other uses. More intense uses, such as churches, schools, libraries, fire stations, golf courses, non-commercial clubs, and plant nurseries are allowed with a use permit. The remainder of the unincorporated parcel is located in the R-E, S-9 (Residential Estates, Residential Density Number 9) district, which generally permits the same uses as the R-1, S-9 district, but without the ability to obtain a use permit to develop golf courses, non-commercial clubs, plant nurseries, or certain other uses.

The CKH Act requires that the city prezone a parcel prior to LAFCO's consideration of an annexation request. The applicant is requesting R-1-S zoning for the proposed Meyer-Buck House parcel. The R-1-S development regulations are generally comparable with the density and permitted residential uses of the current R-1, S-9 zoning on the subject site. In addition, adjacent residential uses in the Stanford Hills neighborhood are also zoned R-1-S. For the remainder of the site, including the existing Hewlett Foundation building and vacant western portion of the parcel, the applicant is requesting C-1-C zoning, which would better complement the existing office land use on the site and permit the development of a second office building, if a use permit and other associated entitlements are granted by the City Council. C-1-C zoning is a common zoning designation for parcels with office uses along Sand Hill Road. A draft prezoning ordinance and map are included as Attachment C.



The table below provides a comparison between the basic development standards of the subject site's existing zoning designations and the proposed zoning designations. In some respects, development under the C-1-C zoning designation could be potentially less intense in form and density than other uses allowed under the existing San Mateo County zoning for the site, if it was subdivided.

Table 1: Zoning District Comparison				
	Meyer-Buck Residence Parcel		Office Buildings Parcel	
	R-E, S-9	R-1-S	R-1, S-9	C-1-C
<b>Floor Area Limit (FAL)/Floor Area Ratio</b>	No Limit	25.7 percent*	No Limit	25 percent
<b>Building Coverage</b>	No Limit	35 percent	No Limit	20 percent
<b>Setbacks</b>				
<b>Front</b>	20 feet	20 feet	20 feet	75 feet
<b>Side, Interior</b>	10 feet	10 feet	10 feet	30 feet
<b>Side, Corner</b>	10 feet	12 feet	10 feet	75 feet
<b>Rear</b>	20 feet	20 feet	20 feet	75 feet
<b>Building Height</b>	36 feet	30 feet	36 feet	35 feet
<b>Parking</b>	1 to 2 spaces	1 to 2 spaces	2 spaces	1 space per 250 s.f. GFA

\* This value represents the maximum allowed FAL of the proposed 3.9-acre Meyer-Buck parcel. Depending on the lot area of an R-1-S-zoned parcel, the floor area limit varies on a non-ratio basis.

### Rezoning

As previously mentioned, a 0.9-acre, 35-foot deep portion of the project parcel, which serves as a PG&E easement, runs along the southern border of the parcel, and serves as access to the PG&E valve station located at the western end of the site. This easement is located within the Menlo Park corporate limits and is zoned R-1-S. In order to allow for unified development on the parcel within a single zoning district, the applicant is proposing that the portion of the parcel covered by the easement be rezoned C-1-C to match the rezoning requested for the adjacent area of the site. A draft rezoning ordinance and map are included as Attachment D.

### General Plan amendment

State law requires that LAFCO's decision regarding a proposed annexation to a city must be based on the General Plan and rezoning of the city. The proposed project meets Policy LU-1.1 of the General Plan, which promotes cooperation with appropriate agencies to assure a coordinated land use pattern in Menlo Park and the surrounding area. The proposed project has been developed with input from relevant agencies including LAFCO and California Water Service, and will require a property tax negotiation with San Mateo County as part of the annexation process. The project is located within an existing urbanized area in the city's SOI and the proposed annexation would simplify jurisdictional and administrative boundaries as described in the Planning Boundaries section of the General Plan Land Use Element. In addition, the General Plan identifies the area in the vicinity of the project as an employment center for the city, and the



existing and proposed uses on the site would be compatible with this designation.

In order to ensure consistency between the General Plan and rezoning for the project site, the applicant is requesting an amendment to establish the General Plan land use designations for the project. The R-1-S district's corresponding General Plan designation is Low Density Residential, and the C-1-C district's corresponding General Plan designation is Professional and Administrative Offices. For the portion of the parcel that would be rezoned, the applicant is requesting to change the General Plan land use designation from Low Density Residential to Professional and Administrative Offices. A draft General Plan amendment ordinance and map are included as Attachment E. The proposed General Plan amendment would ensure consistency between the proposed zoning and General Plan designations subsequent to LAFCO action on the project.

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

#### **Site layout**

The new office building would be situated on the vacant western half of the proposed C-1-C-zoned parcel and would front onto Sand Hill Road. The public entry to the building would face the existing curved driveway onto the property from Sand Hill Road, and would be delineated by an entry court and covered arcade leading to a lobby. Pedestrian access to the building would be by a walkway running adjacent to the existing driveway onto the project site and across a new emergency vehicle and passenger vehicle driveway that would wrap around the northern and western sides of the proposed building. The proposed building would sit approximately 400 feet west of the existing Hewlett Foundation building, and would be separated by areas of existing surface parking and vacant land set aside as a landscape parking reserve for the Hewlett Foundation building. The landscape parking reserve area is proposed to remain without any modifications.

#### **Architectural character**

The proposed office building draws many references from the existing Hewlett Foundation building. The applicant states that the building has been designed in a contemporary style with Craftsman influences, including hipped roofs and exposed rafter tails. The design's form and massing as seen from the street would be low and long, with rectangular elements and hipped rooflines projecting the building forward toward the center of the front façade. A line of mature trees proposed to remain along the Sand Hill Road frontage, in combination with the required 75-foot front setback, could limit visibility of the 31-foot, six-inch tall building from the street.

The first story would have nine-foot-tall windows that would appear similar to glass doors, but would not be operable. The windows would be clustered primarily in groups of four between regularly-spaced columns around all sides of the building. The second story would have six-foot, six-inch tall windows with two-foot, six-inch sill heights spaced at regular intervals between the columns around all sides of the building.

Aside from the entrance arcade at the front of the building, the proposed structure would feature additional covered arcades along the rear and western first-story façades of the building. Along the rear of the building, adjacent to the single-family residences in the Stanford Hills neighborhood, the proposed arcade would set the first-floor windows back approximately 10 additional feet beyond the 75-foot required rear setback. In addition, the first floor would be depressed up to seven-and-a-half feet below grade, and a retaining wall would be constructed within the rear setback. The excavation for the retaining wall within a required setback requires a use permit. The proposed retaining wall would have low visibility at the rear of the site, and impacts on existing trees to remain on the site would be minimal.

Second-story balconies would be located above the arcades on the front and east sides of the building. The



balcony at the east-rear corner of the building would be located 85 feet from the adjacent single-family residential zoning district, where a 30-foot minimum balcony setback is required by the Zoning Ordinance. Mechanical equipment would be located within a well created by the roof parapet, and would be screened from view at eye level with the top of the parapet, as required by the Zoning Ordinance.

### Materials

The proposed office building replicates much of the existing Hewlett Foundation building that would be located on the same parcel. Smooth-texture stucco in a neutral beige tone would be the primary cladding material, with horizontal score lines running along the first- and second-story exteriors and vertical score lines at the building corners. Windows would have aluminum frames with tinted vision glass. The roof materials would be ribbed metal in a green-blue color tone with wood rafter tails painted to complement the stucco color.

Hardscapes on the site would be primarily composed of interlocking concrete pavers, with differentiation between the pavers for the surface parking lot and proposed emergency vehicle and passenger vehicle driveway versus the building entry court and arcades. Decomposed granite would be used to create a jogging path leading from the building to the far western edge of the site adjacent to Stanford Hills Park.

### Trash and recycling

Building management would take the trash and recycling to an enclosure near the center of the parking lot east of the building, where compaction and collection would take place. This trash enclosure would be located in the proposed location to help reduce potential noise to the adjacent residential uses. The plans have been reviewed and tentatively approved by the City's refuse collector, Recology.

### Summary

Staff believes that the proposal would produce a new office building with appropriate references to the architectural style of the existing building on the same parcel. The proposed street-facing facades would be reasonably articulated, and arcades and balconies would promote additional visual interest. Underground parking would have a positive impact on the overall character of the site development by minimizing the bulk and massing associated with an above-grade garage or additional paving from a larger surface lot. The building entrance would be clearly defined by the site layout, and usable open spaces would be provided for a variety of functions.

## ***Parking and circulation***

### Vehicular

The majority of the 159 parking spaces associated with the proposed building would be provided in a two-level underground garage. The garage would have one access ramp off of the proposed new emergency vehicle and passenger vehicle driveway in front of the proposed building, as well as a secondary entry to the garage at the western-rear corner of the building that would connect to the surface parking lot. The secondary garage entrance would be set back more than 35 feet from the nearest residential property line. The overall garage circulation would allow vehicles to enter or exit from the garage using any of the access ramps. A small surface parking lot with 40 spaces would also be provided for the office uses at the eastern end of the site. Pedestrian access to the garage levels would be provided by elevators and stairs integrated into the buildings, as well as by an open stairway in the arcade at the rear of the building.

### Bicycle

The project would provide bicycle parking in both short-term and long-term configurations. Short-term bicycle parking would be provided via racks beneath the eastern building arcade, adjacent to the surface parking lot. Long-term bicycle parking would be located on the upper garage level, with access provided



both by the garage ramps as well as the elevators and stairs. Similar to vehicular parking, covered bicycle parking is exempt from FAR calculations. The office building garage would include a changing and shower room, helping encourage bicycling as a transportation option.

### Pedestrian

The project would include enhancements to the pedestrian environment in the vicinity of the proposed office building. Western and southern crosswalks would be added to provide full pedestrian access across the Sand Hill Road and Sharon Park Drive intersection. The project would install a five-foot wide private sidewalk leading from the Sand Hill Road frontage to the entry court of the proposed building. The proposed arcades would provide covered access around portions of the building, and a four-foot wide decomposed granite path would loop around the western edge of the site for the benefit of employees walking the site. The existing pedestrian path along the Sand Hill Road frontage of the site would also be improved and maintained as part of the project.

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

#### Heritage Tree Removals

The applicant has submitted an arborist report prepared by HortScience, Inc. (Attachment M), evaluating 90 trees on and near the subject property, including 44 heritage trees. The report determines the condition, discusses the impacts of the proposed improvements, and provides recommendations for tree preservation. The original submittal for the proposed development requested the removal of 11 heritage trees. However, in an effort to retain existing screening vegetation on the site and preserve as many trees as possible, the applicant reduced the requested number of heritage tree removals to six as shown in the Tree Disposition Notes and Table included in the plan set (sheet C-3.3). A summary of the heritage trees requested for removal is contained below.

Table 2: Requested Heritage Tree Removals				
Heritage Tree	Diameter	Suitability for Preservation	Reason for Request	City Arborist Determination
<b>Tree #53:</b> Italian stone pine	18, 11 inches	Low	Construction impacts / poor condition	Remove
<b>Tree #54:</b> River red gum	20, 19, 16 inches	Low	Poor condition	Remove
<b>Tree #93:</b> Valley oak	12, 8 inches	High	Construction impacts	Retain or transplant
<b>Tree #96:</b> Winged elm	15 inches	Low	Poor condition	Remove
<b>Tree #97:</b> Valley oak	6, 4, 2 inches	High	Construction impacts	Retain or transplant
<b>Tree #101:</b> Monterey pine	17 inches	Low	Construction impacts / poor condition	Remove

The Italian stone pine (tree #53) proposed for removal is a street tree located five feet from a water meter and near a proposed private sidewalk onto the project site, and is also in poor condition. The City Arborist has recommended tentative approval to remove the tree due to its low suitability for preservation. Because the tree is located within the public right of way, the City Arborist is recommending condition of approval 42, which would require replacement of the tree with a 24-inch box container specimen within the right of way



on Sand Hill Road using the City-approved street tree list for species selection.

The applicant proposes to remove the river red gum (tree #54), also a street tree, due to its poor health. The tree is anticipated to decline regardless of management. Consequently, the City Arborist has recommended tentative approval for the removal of this tree with the same condition of approval 42 as tree #53.

Two valley oaks (trees #93 and #97) proposed for removal both have a high suitability for preservation, but were proposed for removal because of their locations near or within the path of the proposed emergency vehicle and passenger vehicle driveway in front of the proposed building. The City arborist has recommended that design alternatives with the proposed driveway be explored to retain the trees, or that the trees be transplanted elsewhere on the site, as proposed in condition of approval 43.

The applicant also proposes to remove a winged elm (tree #96) due to its poor condition. Similar to tree #54, the winged elm is expected to decline regardless of management and has a low suitability for preservation. Accordingly, the City Arborist has recommended tentative approval for the removal of this tree.

Finally, the applicant proposes to remove a Monterey pine (tree #101), which is located near a proposed pedestrian path at the western edge of the site, but is also considered to have poor structure that would not be abated with treatment. The City Arborist has recommended tentative approval for the removal of this tree.

The applicant is proposing to provide eight heritage tree replacements, which represents a ratio of two replacement trees for every tree removed. The proposed heritage tree replacements would include two giant sequoia trees at the rear western edge of the property, which could provide additional screening for adjacent residences over time, and four coast live oaks to be located within the public right-of-way to replace the heritage street trees proposed for removal.

The project complies with the C-1-C zoning requirement that a minimum of 30 percent of the building site be occupied by landscaping, such as trees, shrubs, ornamental grasses, and other vegetation. The preliminary landscape plan shows that approximately 91 new trees would be planted throughout the site, including 27 giant sequoias within the required rear setback. These giant sequoias would replace existing small redwood and maple trees proposed for removal, which were originally planted as a mitigation for a previous PG&E pipeline project. Other new trees proposed to be planted on-site would consist of deodar cedar (15 gallon), water gum (15 gallon), thornless honey locust (24-inch box), Columbia sycamore (15 gallon), chanticleer flowering pear (24-inch box), coast live oak (24-inch box) and sterling silver linden (15 gallon) species. A variety of shrubs, perennials, and ornamental grasses would also be planted throughout the site in the vicinity of the proposed building, surface parking lot, and pedestrian path at the western edge of the site.

### ***Tentative map***

The applicant is requesting approval of a tentative map to divide the existing single legal parcel into two legal parcels, one containing the existing Meyer-Buck House, and the other containing the existing and proposed office buildings. Both parcels would be standard lots that would meet the minimum lot area and dimensions for their respective proposed zoning designations. State law outlines five factors that the Planning Commission and City Council may consider in reviewing the request for minor subdivisions.

The first consideration is whether the proposed subdivision is in conformance with the City's General Plan. As stated in a previous section, the proposed project includes General Plan amendments to establish and modify land use designations for the subject property. The General Plan designation for the proposed 3.9-



acre, R-1-S zoned parcel containing the Meyer-Buck House would be Low Density Residential. The General Plan designation for the proposed 11.9-acre, C-1-C-zoned parcel containing the existing and proposed office buildings would be Professional and Administrative Offices. For the portion of the parcel that would be rezoned, the applicant is requesting to change the General Plan land use designation from Low Density Residential to Professional and Administrative Offices. The proposed General Plan amendment would ensure consistency between the proposed zoning and General Plan designations subsequent to LAFCO action on the project. The proposed subdivision would not conflict with General Plan goals and policies, and would comply with the Zoning Ordinance and Subdivision Ordinance.

The second factor to consider is whether the site of the subdivision is physically suitable for the proposed type or density of the development. The proposed subdivision would meet all applicable regulations of the Subdivision Ordinance as well as all development regulations pertaining to the dimensions and lot area of the R-1-S and C-1-C zoning districts, respectively. The proposed R-1-S-zoned lot would contain one existing single-family residence and two accessory buildings, with site access off of Alpine Road across a proposed access easement over the adjacent proposed C-1-C-zoned parcel. No changes are contemplated to the residence or grounds as part of this project. The proposed C-1-C-zoned lot would contain the existing office building and a proposed new office building with existing access off of Sand Hill Road. No changes are contemplated to the existing office building as part of this project. The creation of the two lots is consistent with the different existing and proposed uses on the site. In addition, the proposed subdivision would remedy the existing split jurisdictional boundaries, land uses, and zoning designations that presently exist on the parcel.

The third and fourth factors are concerned with whether the design of the subdivision or proposed improvements is likely to cause substantial environmental damage or serious public health problems. The proposed subdivision is located within a fully urbanized area and all necessary utilities are readily available. In addition, the development of the properties would need to adhere to specific conditions of the Engineering Division, all applicable building codes and requirements of other agencies such as the Sanitary District, Menlo Park Fire Protection District, and other utility companies. Adherence to the conditions and all applicable codes would eliminate substantial or serious environmental or public health impacts.

The final factor to consider is whether the proposed subdivision would conflict with any public access easements. The subject site contains existing public access easements along its Sand Hill Road and Alpine Road frontages. The proposed subdivision would not modify or conflict with the existing public access easements. Emergency vehicle access and private access and utility easements would be recorded as part of the final map for the project, but would not conflict or impede upon existing public access easements.

Staff has reviewed the tentative parcel map and has found the map to be in compliance with State and City regulations subject to the conditions outlined in Attachment F. The applicant would need to apply for the parcel map within two years of the approval date of the tentative parcel map.

### ***Below Market Rate (BMR) housing***

The applicant is required to comply with Chapter 16.96 of City's Municipal Code, ("BMR Ordinance"), and with the BMR Housing Program Guidelines adopted by the City Council to implement the BMR Ordinance ("BMR Guidelines"), as the project would exceed 10,000 square feet of new gross floor area of commercial uses. Specifically, the BMR requirement for the project would be two BMR units, or the payment of a BMR in lieu fee. Residential use of the property is not permitted in the C-1-C zoning district and would not be consistent with the Professional and Administrative Offices General Plan land use designation of the proposed office building, and no changes are being contemplated to the Buck-Meyer House or grounds. Consequently, the development of on-site BMR units has not been contemplated as part of the proposed



project.

However, the applicant owns other properties in Menlo Park where residential uses are permitted. In particular, the applicant is proposing a project at 300-550 El Camino Real (also known as the Middle Plaza at 500 El Camino Real project) that includes a mix of office, retail, and up to 215 residential units, which is currently under review by staff. The applicant has agreed to fulfill the BMR requirements for the 2111-2121 Sand Hill Road project through the provision of two off-site BMR units as part of the Middle Plaza at 500 El Camino Real project, in addition to any BMR units or in lieu fees required as part of that project.

On February 1, 2017, the Housing Commission reviewed the proposal and recommended approval, with the condition that the project applicant return to the Housing Commission in two years to provide a project status update.

If the Middle Plaza at 500 El Camino Real project is not constructed for any reason, the applicant would have the ability to develop two BMR units on another residentially-zoned parcel owned by the applicant or partner with another developer to provide two BMR units as part of a different project. If, after diligent pursuit, no feasible options to construct two BMR units as part of another project are identified, the applicant would be permitted to pay the applicable in lieu fee seven years after the date of issuance of a building permit for the construction of the proposed office building at 2111-2121 Sand Hill Road. A draft City Council resolution approving the BMR Agreement is included as Attachment G.

### **Correspondence**

Staff has received four items of correspondence regarding the project since the Planning Commission public hearing was scheduled (Attachment N). The correspondence states concerns that the project will create additional traffic and exacerbate safety issues on Alpine Road related to conflicting speed limit signs posted by the city and county, as well as use of the Meyer-Buck House driveway entrance off of Alpine Road to perform illegal U-turns. The correspondence also indicates safety concerns regarding pedestrians and cyclists sharing the multi-use path east of Santa Cruz Avenue and Alpine Road in the vicinity of Junipero Serra Boulevard.

### **Next steps**

As a next step, the City and County will negotiate a property tax exchange, prior to any City Council hearing on the project. This process has not yet been initiated by LAFCO, but is anticipated to occur in June 2017. The outcome of the property tax exchange negotiation will provide the City Council with additional information in deciding whether to prezone the property and approve the additional requested entitlements.

### **Conclusion**

The proposed project is located within an existing urbanized area in the city's sphere of influence, and the proposed prezone would simplify jurisdictional and administrative boundaries in the vicinity of the project if annexation is granted by LAFCO. Staff believes that the proposed changes to the site's General Plan and zoning designations would also make the land uses consistent with the current and anticipated future uses of the site. The project would result in the construction of a new office building with architectural references to an existing office building to be located on the same parcel. The proposed office building would meet the zoning regulations of the C-1-C zoning district, including required 75-foot front and rear setbacks, and, in some respects, could be potentially less intense in form and density than other uses allowed under the existing San Mateo County zoning for the site, if it was subdivided. The site would be landscaped extensively and planted with approximately 91 trees, with consideration given to screening the proposed building from adjacent residential uses south of the project site.



Staff recommends that the Planning Commission recommend that the City Council approve the rezoning, rezoning, General Plan amendment, tentative map, use permit, architectural control, and heritage tree removal permits. Staff further recommends that the Planning Commission recommend that the City Council adopt the Mitigated Negative Declaration and Mitigation Monitoring and Reporting Program for the project. Staff recommends that the Planning Commission recommend approval to the City Council of all the actions outlined in Attachment A.

### **Impact on City Resources**

The proposed project is located in an urbanized area with existing urban services and development patterns. The scope of the proposed annexation includes a small portion of Sand Hill Road and a portion of the intersection of Santa Cruz Avenue and Sand Hill Road, as shown in Attachment J. The City's Public Works Department has conducted a preliminary evaluation of the public right of way that would be incorporated into the City of Menlo Park and believe that no additional improvements or modifications would be necessary.

The proposed project would result in the construction of a new office building, which may create additional tax revenue for the city if the building is occupied by a for-profit business or corporation. The existing residence and office building on the project site are owned by Stanford, and the Hewlett Foundation leases the existing office building as a non-profit private organization, so no tax revenue from the existing occupants on the site could be expected.

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. In addition, the proposed development would be subject to payment of a Transportation Impact Fee (TIF). These required fees were established to account for projects' proportionate obligations.

### **Environmental Review**

An Initial Study and Mitigated Negative Declaration, collectively referred to as the MND, have been prepared and circulated for public review in compliance with CEQA. The public review period began on April 3, 2017 and ended on April 24, 2017. The MND was made available for review at the Planning Division office and library reference desk during business hours, as well as on the City's website (<http://www.menlopark.org/DocumentCenter/View/13267>). The members of the Planning Commission also received a copy of the Notice of Availability at the beginning of the public review and comment period.

Staff received three items of correspondence regarding the MND from the San Mateo County Planning and Building Department, Stanford Hills Home Owners Association, and unincorporated San Mateo County resident Janet Davis, which are included as Attachment O. The correspondence covers the following general concerns:

- Requests from San Mateo County to expand the scope of the annexation to include unincorporated parcels located across Sand Hill Road at 2108 and 2128 Sand Hill Road; to consider adjusting the MND trip generation rates upward and use an alternative trip distribution; and to condition the project to require construction related equipment to use Sand Hill Road in lieu of Alpine Road, and require the project to physically prevent illegal left turns off of northbound Alpine Road into the Meyer-Buck House estate;
- Concerns from the Sand Hill Home Owners Association about a lack of proposed landscaping along



the rear setback of the proposed office building project; a request to move the proposed building closer to Sand Hill Road, which would require a variance; concerns regarding construction and permanent increased noise levels related to the proposed building; lighting and privacy concerns related to the proposed building; concerns regarding increased traffic associated with the project; and concerns related to a proposed mechanical equipment penthouse at the top of the building, which has been removed in the most recent plans for the project;

- Concerns from Janet Davis, a resident of unincorporated San Mateo County, regarding the cumulative impacts of Stanford projects on the Peninsula related to traffic and housing; claims that the applicant is seeking annexation to avoid the terms of a use permit previously granted by San Mateo County; concerns regarding increased traffic potential on Sand Hill Road and Alpine Road; and suggested mitigations primarily related to traffic and housing.

Staff discussed the potential expansion of the annexation boundary with the applicant and LAFCO staff. However, due to uncertainty regarding the additional property owners' willingness to be voluntarily annexed into the City of Menlo Park as well as applicant concerns about revising the project at such a late stage, the applicant has requested that the annexation boundary remain as originally proposed, subject to LAFCO review and approval.

The C-1-C zoning regulations proposed for the new office building include some of the largest required setbacks in the City's Zoning Ordinance. The applicant has ensured that the 75-foot front and rear setbacks would be met by the proposed development without any variance requests. The applicant has also proposed a number of new trees and screening plants on the property, with special attention given to the rear of the site, where no fewer than 27 new giant sequoias would be planted. The planting of these trees has been included as condition of approval 44. Furthermore, a lighting plan would be required with a building permit for the proposed office building (condition of approval 41), providing the location, architectural details, and specifications for all exterior lighting, as well as a photometric study to minimize glare and spillover onto adjacent properties.

A construction noise plan would be required to reduce construction noise levels emanating from the site and minimize disruption to existing noise-sensitive receptors in the project vicinity, as required by condition of approval 41. An acoustical consultant will review mechanical noise for the proposed building and determine specific noise reduction measures necessary to reduce noise to comply with the City's noise level requirements. Mechanical equipment will be selected to reduce impacts on surrounding uses to meet the City's noise level requirements (condition of approval 49).

The MND utilizes trip generation rates based on local data collected from office buildings with similar GFA in Menlo Park, including an existing office building on Sand Hill Road. These rates are based on observed characteristics within the community and may more accurately represent anticipated trip generation rates for the project than the standard Institute of Transportation Engineers (ITE) rates. The trip distribution used for the MND is consistent with transportation impact analyses completed for other projects in Menlo Park. In addition, the applicant will submit plans to develop signalized pedestrian crossings across the west and south legs of the Sharon Park Drive/Sand Hill Road intersection (condition 33). The applicant will also install bike racks and shower/changing rooms as part of the project. These measures may encourage more pedestrian and bicycle trips to and from the project site versus vehicular trips. The MND finds that there are no potentially significant transportation/traffic impacts related to the proposed project.

According to the analysis in the Initial Study, the project would result in potentially significant impacts related to air quality, biological resources, cultural resources, geology and soils, hazards and hazardous materials, hydrology and water quality, and noise and vibration. These impacts are expected to be mitigated to a less-



than-significant level through implementation of mitigation measures identified in the Initial Study and MND. The mitigation measures have been incorporated into a Mitigation Monitoring and Reporting Program (MMRP) for the project, included in Attachment B.

### **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. Notice of the MND availability was also provided to agencies and jurisdictions of interest.

### **Attachments**

- A. Findings and Recommended Actions for Approval
- B. Draft Resolution Adopting Findings Required by the California Environmental Quality Act
- C. Draft Ordinance Approving the Rezoning
- D. Draft Ordinance Approving the Rezonning
- E. Draft Resolution Amending the General Plan to Change the Land Use Designation
- F. Draft Resolution Approving the Use Permit, Architectural Control, and Tentative Map
- G. Draft Resolution Approving the BMR Agreement
- H. Draft Resolution Approving the Heritage Tree Removal Permits
- I. Location Map
- J. Annexation Boundary Map
- K. Project Plans
- L. Project Description Letter
- M. Arborist Report
- N. Correspondence (Non MND Comments)
- O. MND Comments
- P. Hyperlink: 2131 Sand Hill Road MND - <http://www.menlopark.org/DocumentCenter/View/13267>

### **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.

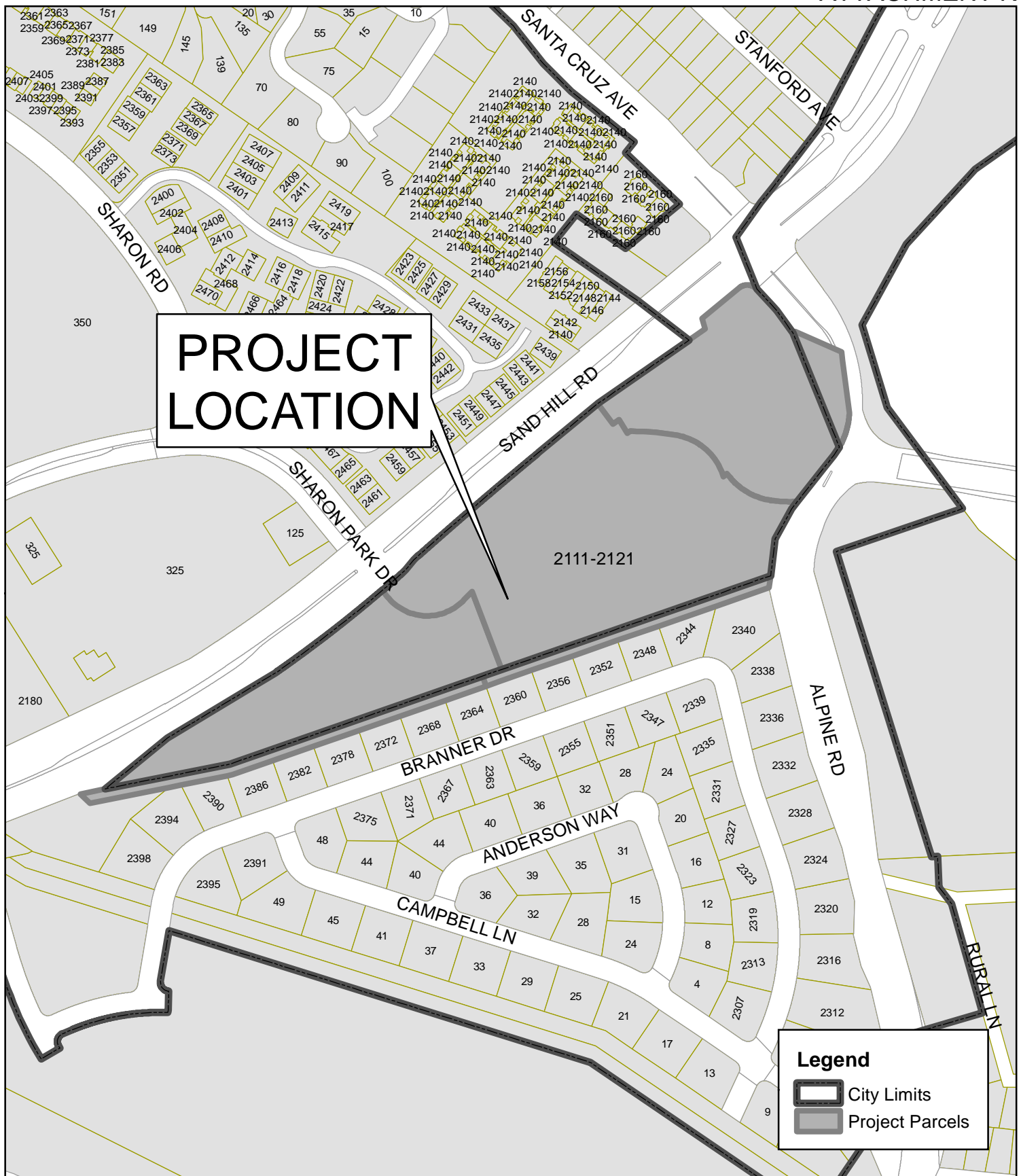
### **Exhibits to Be Provided at Meeting**

- Color and Materials Boards

Report prepared by:  
Tom Smith, Associate Planner

Report reviewed by:  
Deanna Chow, Principal Planner





# CITY OF MENLO PARK

## LOCATION MAP

### 2111-2121 SAND HILL ROAD

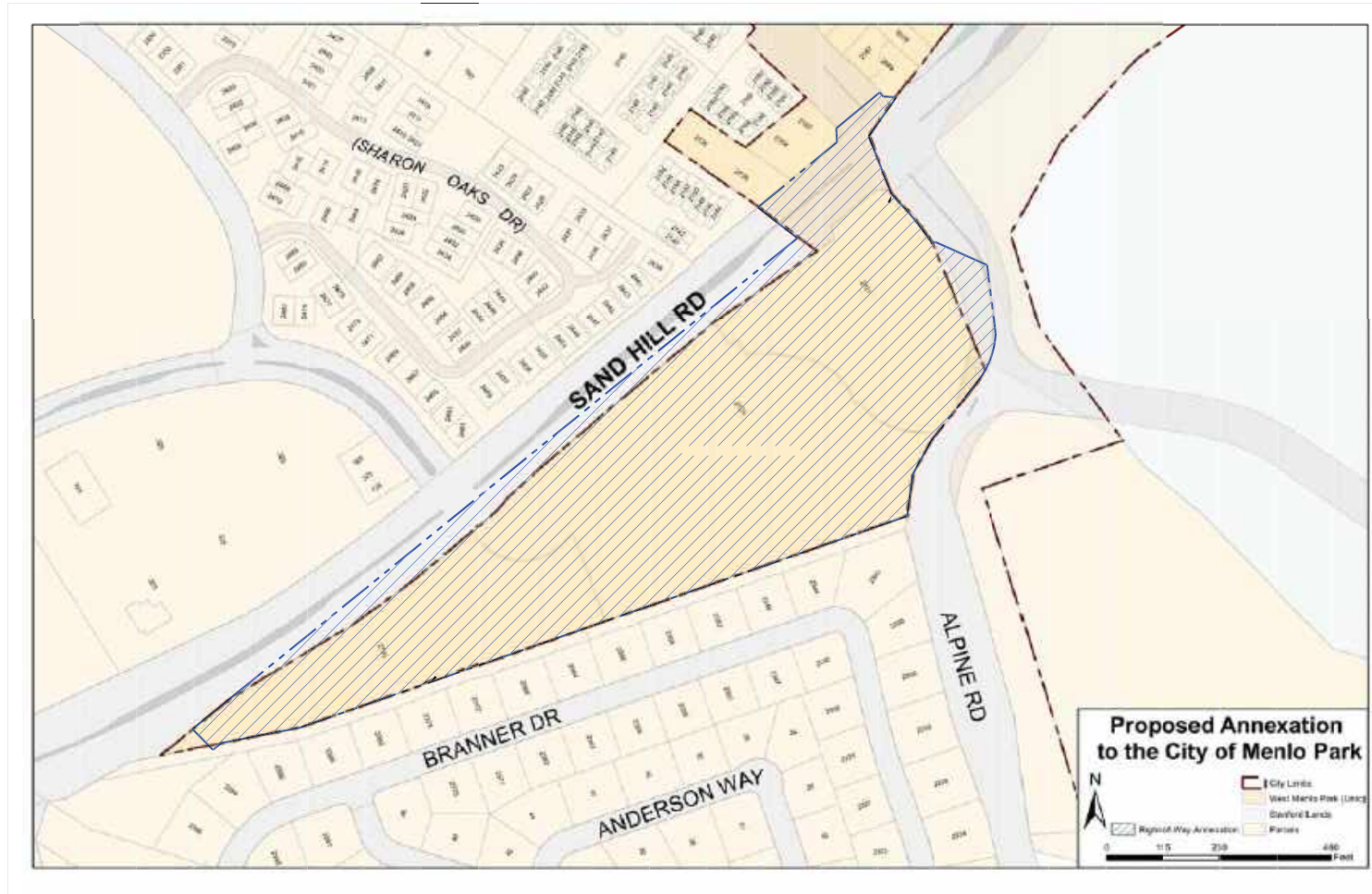
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**SANDIS**

**CIVIL ENGINEERS  
SURVEYORS  
PLANNERS**

DATE: 05/30/17  
SCALE: N.T.S.  
DRAWN BY: DG  
APPROVED BY: SY  
DRAWING NO: 2151C2

3700 S. Winchester Blvd, Suite 200, Campbell, CA 95008 | P. 408.636.0900 | F. 408.636.0999 | www.sandis.net  
SILICON VALLEY TRI-VALLEY CENTRAL VALLEY SACRAMENTO EAST BAY/SE

File: J:\VP\2151C2\MENO\2151 SANDHILL ROAD\EXHIBIT\Annexation Exhibit.dwg Date: May 26, 2017 - 12:43pm, ddonoch

No.	REVISION/ISSUE	DATE	BY

PROPOSED ANNEXATION  
TO THE CITY OF MENLO PARK  
EXHIBIT

2131 SAND HILL ROAD  
SAN MATEO CALIFORNIA

SHEET  
**EX-1**  
OF 1 SHEETS  
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# 2131 SAND HILL ROAD

## OFFICE BLDG

## MENLO PARK, CALIFORNIA



PLANNING SUBMITTAL 05/30/2017



STANFORD UNIVERSITY  
STANFORD, CA

ArchiRender  
510-585 6445 . archirender.com





# 2131 SAND HILL ROAD NEW OFFICES

MENLO PARK, CA

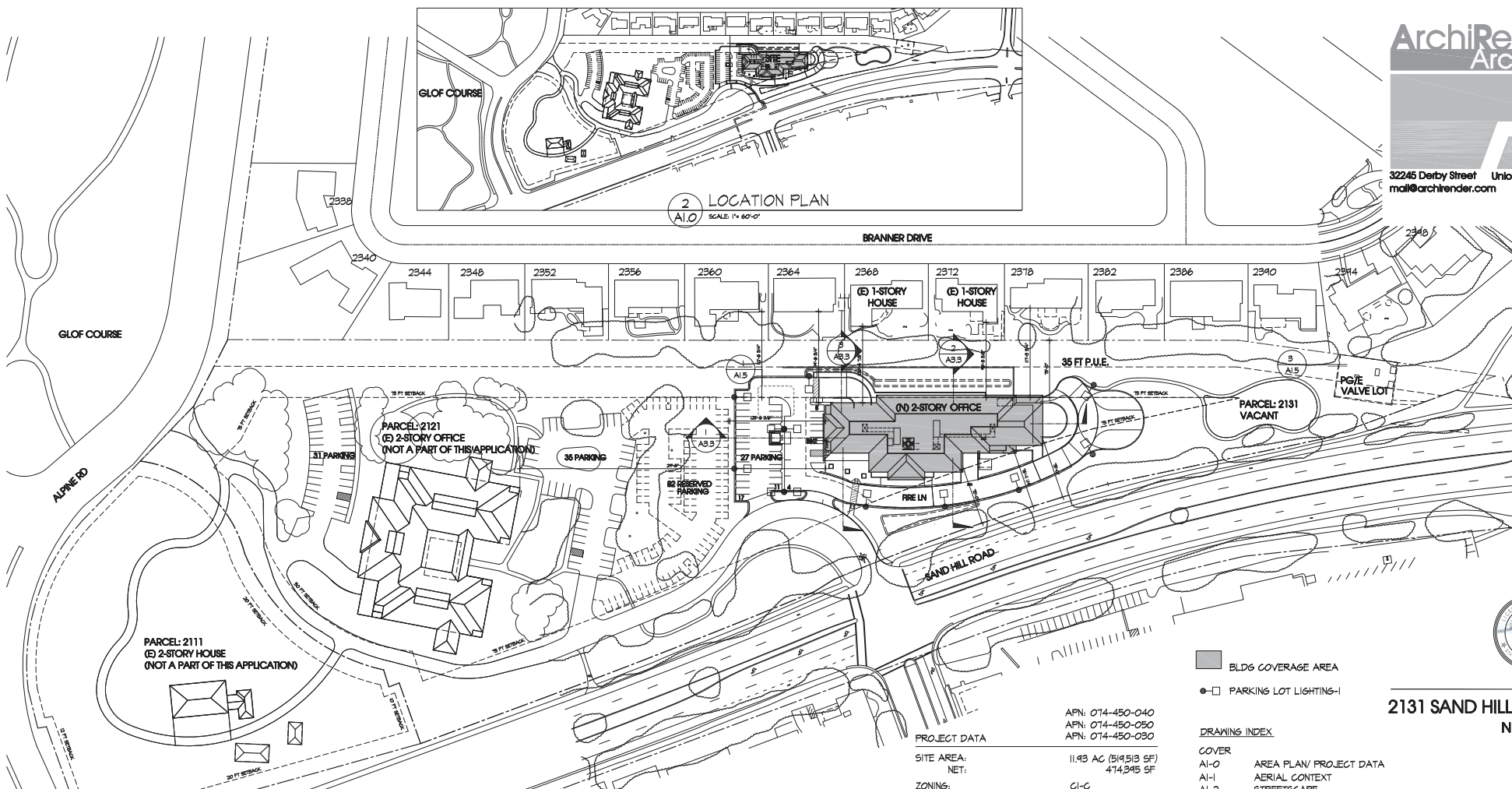
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No.	Date	Issues and Revisions	By

## AREA PLAN (PROJECT DATA)

Project Number: 2014A112  
Date: 05/30/2017  
Scale: 1"=60'-0"

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A1.0



2 LOCATION PLAN  
SCALE: 1"=60'-0"

GLOF COURSE

ALPINE RD

PARCEL: 2111  
(E) 2-STORY HOUSE  
(NOT A PART OF THIS APPLICATION)

PARCEL: 2121  
(E) 2-STORY OFFICE  
(NOT A PART OF THIS APPLICATION)

BRANNER DRIVE

SAND HILL ROAD

- BLDG COVERAGE AREA
- PARKING LOT LIGHTING-I

### DRAWING INDEX

- COVER
- AI-0 AREA PLAN/ PROJECT DATA
  - AI-1 AERIAL CONTEXT
  - AI-2 STREETSCAPE
  - AI-3 PERSPECTIVE
  - AI-4 SITE DETAILS
  - AI-5 LEED CHECKLIST
  - AI-6 COLOR AND MATERIALS
  - AI-7 SITE PLAN
  - A2-0 LOWER LEVEL PLAN
  - A2-1 UPPER LEVEL PLAN
  - A2-2 ROOF PLAN
  - A2-3 GARAGE LEVEL-1 PLAN
  - A2-4 GARAGE LEVEL-2 PLAN
  - A2-5 AREA DIAGRAMS
  - A2-6 AREA DIAGRAMS
  - A2-7 ELEVATIONS
  - A3-1 ELEVATIONS
  - A3-2 ELEVATIONS/ SECTIONS
  - A3-3 BUILDING SECTIONS
  - A3-4 BUILDING SECTIONS
  - A3-5 WALL SECTIONS
  - C SEE CIVIL INDEX
  - L SEE LANDSCAPE INDEX

PROJECT DATA  
APN: 074-450-040  
APN: 074-450-050  
APN: 074-450-030

SITE AREA: 11.93 AC (519,513 SF)  
NET: 474,345 SF  
ZONING: C1-G  
ALLOWABLE FAR(0.25) 118,540 SF  
ALLOWABLE BLDG HEIGHT: 2-LEVEL UP (35'-0")

FOR REFERENCE ONLY (R-I-S)  
NET SITE AREA: 146,651 SF

BLDG AREA:	(E) PROVOST RESIDENCE
2ND FLOOR	3,410 SF
1ST FLOOR	4,215 SF
BASEMENT I	1,630 SF
TOTAL	9,755 SF
WELL HOUSE(STORAGE)	434 SF
UTILITY SHED	100 SF
TOTAL	10,784 SF

PARKING: REQ'D: 2  
PROPOSED: AT GRADE GARAGE

BLDG AREA:	(E) HEINLETT OFFICE	PROPOSED OFFICE (2131)	TOTAL OFFICE
2ND FLOOR	23,512 SF	20,820 SF	44,332 SF
1ST FLOOR	24,512 SF	18,190 SF	42,702 SF
BASEMENT I	(2,652 SF)(EXERCISE RM) *	500 SF (EXERCISE RM)	500 SF
ROOF		240 SF (STAIR I)	240 SF
TOTAL	48,024 SF	39,750 SF	87,774 SF
F.A.R.:			0.185 (<0.25)
COVERAGE:			10.2% (<20%)
PARKING: REQ'D:	192	154	351
PROPOSED:	66	40	106
AT GRADE	44	119	163
GARAGE	82		82
RESERVED	11		
DEDUCTION			
	203	154	362 (1/250)

\* APPROVED BY SM COUNTY, BUT NOT COUNTED AS FAR

## AREA PLAN

SCALE: 1"=60'-0"





ArchiRender  
Architect

32245 Derby Street Union City, Ca 94587  
mail@archirender.com 510-685-6445



2131 SAND HILL ROAD  
NEW OFFICES

MENLO PARK, CA

Issues and Revisions		
No.	Date	Issues and Revisions

AERIAL CONTEXT

Project Number: 2014A112  
Date: 05/30/2017  
Scale: -

A1.1  
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STREETSCAPE ALONG SAND HILL RD



VIEW FROM STREET INTERSECTION



**2131 SAND HILL ROAD**  
**NEW OFFICES**

**MENLO PARK, CA**

Issues and Revisions		Issues and Revisions		By
No.	Date			

**STREETSCAPE**

Project Number: 2014A112  
Date: 05/30/2017  
Scale: -

**A1.2**

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VIEW TOWARD MAIN ENTRANCE



2131 SAND HILL ROAD  
 NEW OFFICES

MENLO PARK, CA

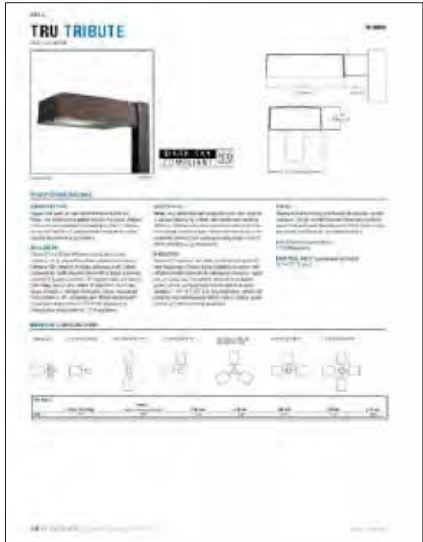
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No.	Date	Issues and Revisions	By

PERSPECTIVE

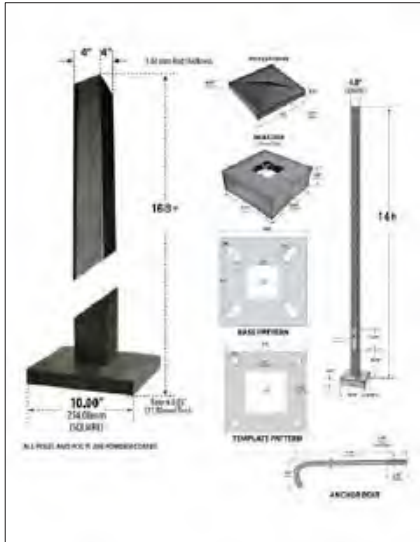
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 Date: 05/30/2017  
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A1.3  
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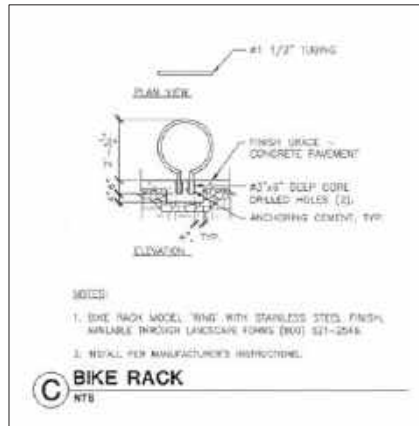


PROPOSED



HP SITE

4  
A1.5 EXTERIOR LIGHT FIXTURE  
SCALE: -

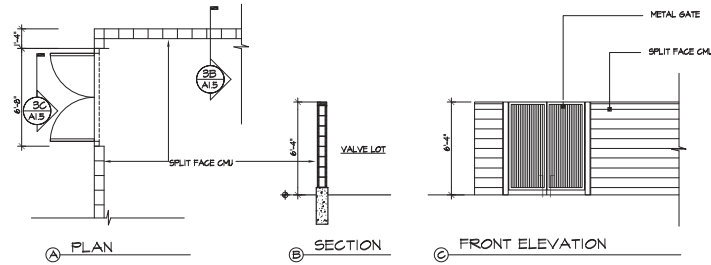


C  
NTB BIKE RACK  
SCALE: 1/4\"/>

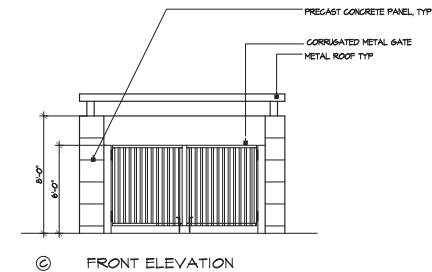


D  
NTB BIKE LOCKER  
SCALE: 1/4\"/>

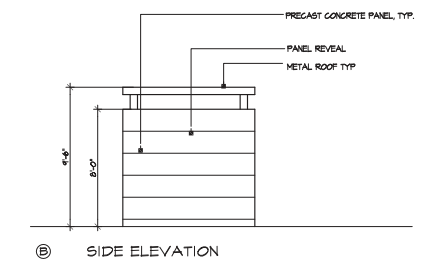
2  
A1.5 BIKE LOCKER  
SCALE: -



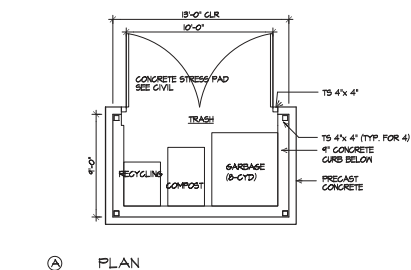
3  
A1.5 PGE VALVE LOT  
SCALE: 1/4\"/>



C FRONT ELEVATION

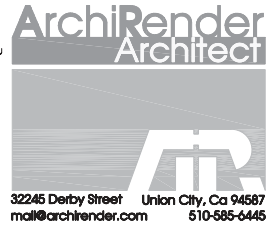


B SIDE ELEVATION



A PLAN

1  
A1.5 TRASH ENCLOSURE  
SCALE: 1/4\"/>



2131 SAND HILL ROAD  
NEW OFFICES

MENLO PARK, CA

Issues and Revisions  
No. Date Issues and Revisions By

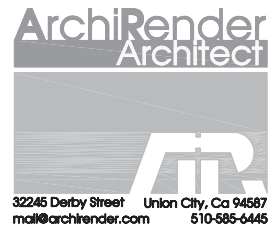
SITE DETAILS

Project Number: 2014A112  
Date: 05/30/2017  
Scale: -

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NEW OFFICES

MENLO PARK, CA

[illegible]

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PROPOSED MATERIALS AND COLOR



EXISTING HEWLETT PACKARD FOUNDATION

METAL ROOF AND GUTTERS  
W/ WOOD RAFTER TAILS

ALUM GLAZING SYSTEM

STUCCO EXTERIOR WALL TYP.

STUCCO COLUMNS TYP.



PROPOSED OFFICE BUILDING



2131 SAND HILL ROAD  
NEW OFFICES

MENLO PARK, CA

Issues and Revisions		Issues and Revisions		By
No.	Date	No.	Date	

COLOR AND MATERIALS

Project Number: 2014A112  
Date: 05/30/2017  
Scale: -

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A1.7



SITE LEGEND:

- □ PARKING LOT LIGHTING-1
- BIKE RACK
- ▨ BIKE LOCKER ( IN GARAGE)

PARKING: PROPOSED: 154 (TOTAL)

H/C 6  
CLEAR AIR (8%) -CA 13  
ELEG VEHICLE (3%) -VE 5  
( IN GARAGE)

BIKE 16  
RACK (UNDER ARCADE) 8  
LOCKER (IN GARAGE) 8

LANDSCAPE NOTE:  
TREES AND PLANTING- SEE LANDSCAPE PLAN  
TREE REMOVAL- SEE TREE DISPOSITION PLAN



2131 SAND HILL ROAD  
NEW OFFICES

MENLO PARK, CA

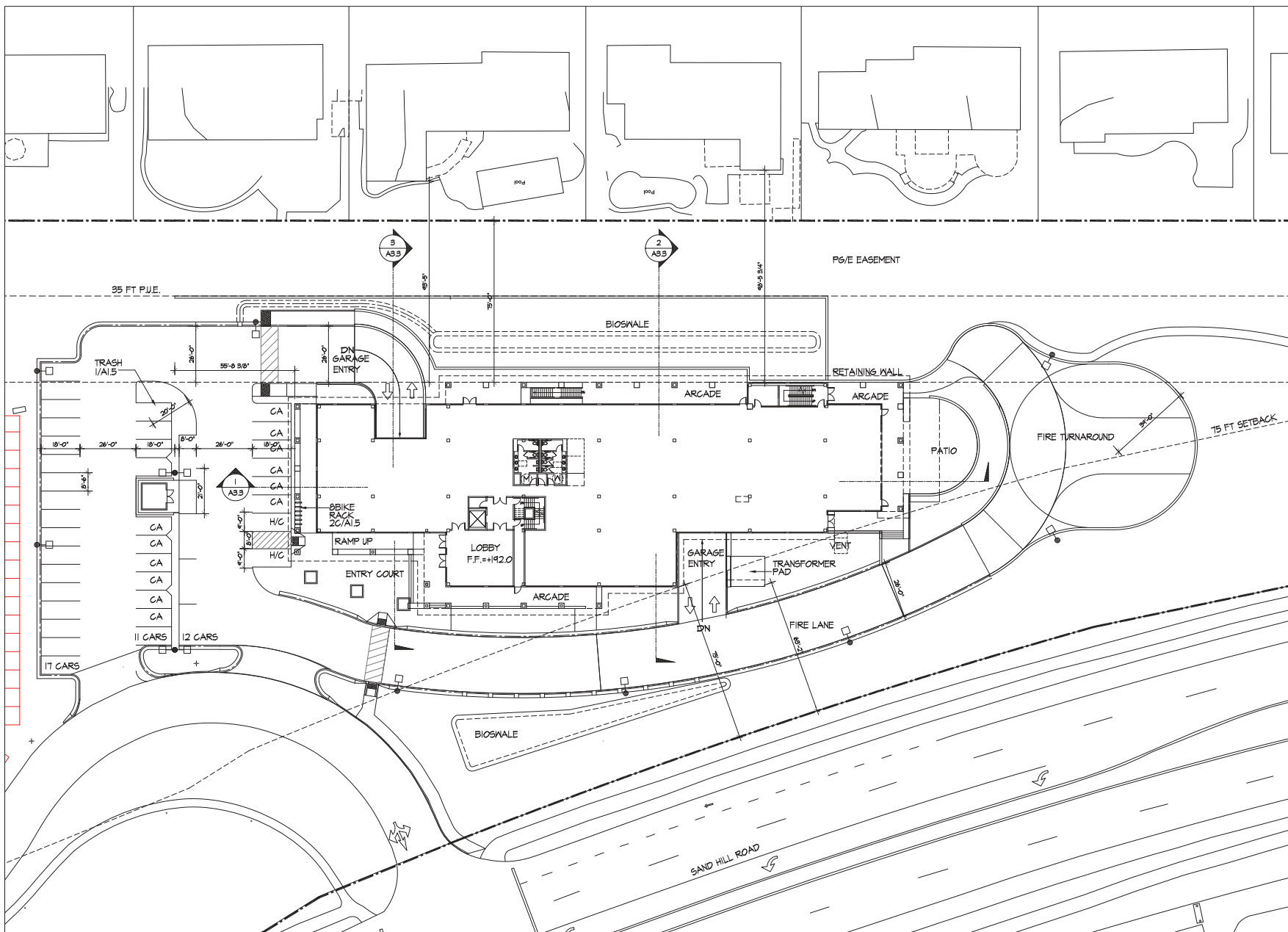
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No.	Date	Issues and Revisions	By

SITE PLAN

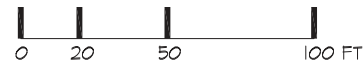
Project Number: 2014A112  
Date: 05/30/2017  
Scale: 1"=20'-0"

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A2.0



1 SITE PLAN  
A2.0 SCALE 1"=20'-0"





MENLO PARK, CA

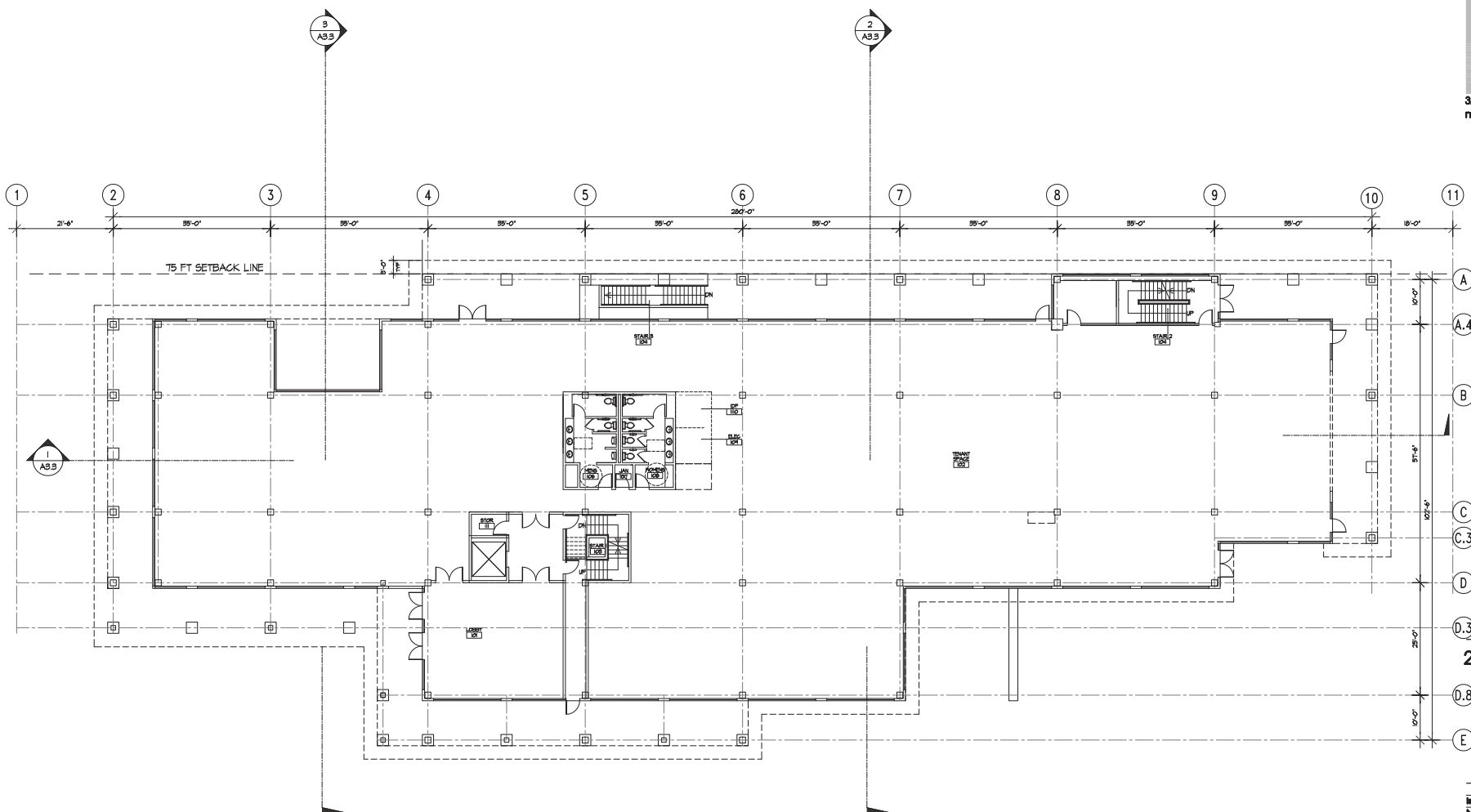
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No.	Date	Issues and Revisions	By

### 1ST FLOOR PLAN

Project Number:	2014A112
Date:	05/30/2017
Scale	3/32"=1'-0"

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## A2.1



1  
A2.1 1ST FLOOR PLAN  
SCALE: 3/32" = 1'-0"

A horizontal number line with tick marks at 0, 10, 20, and 50. The label "50 FT" is placed below the tick mark at 50.





**2131 SAND HILL ROAD**  
**NEW OFFICES**

**MENLO PARK, CA**

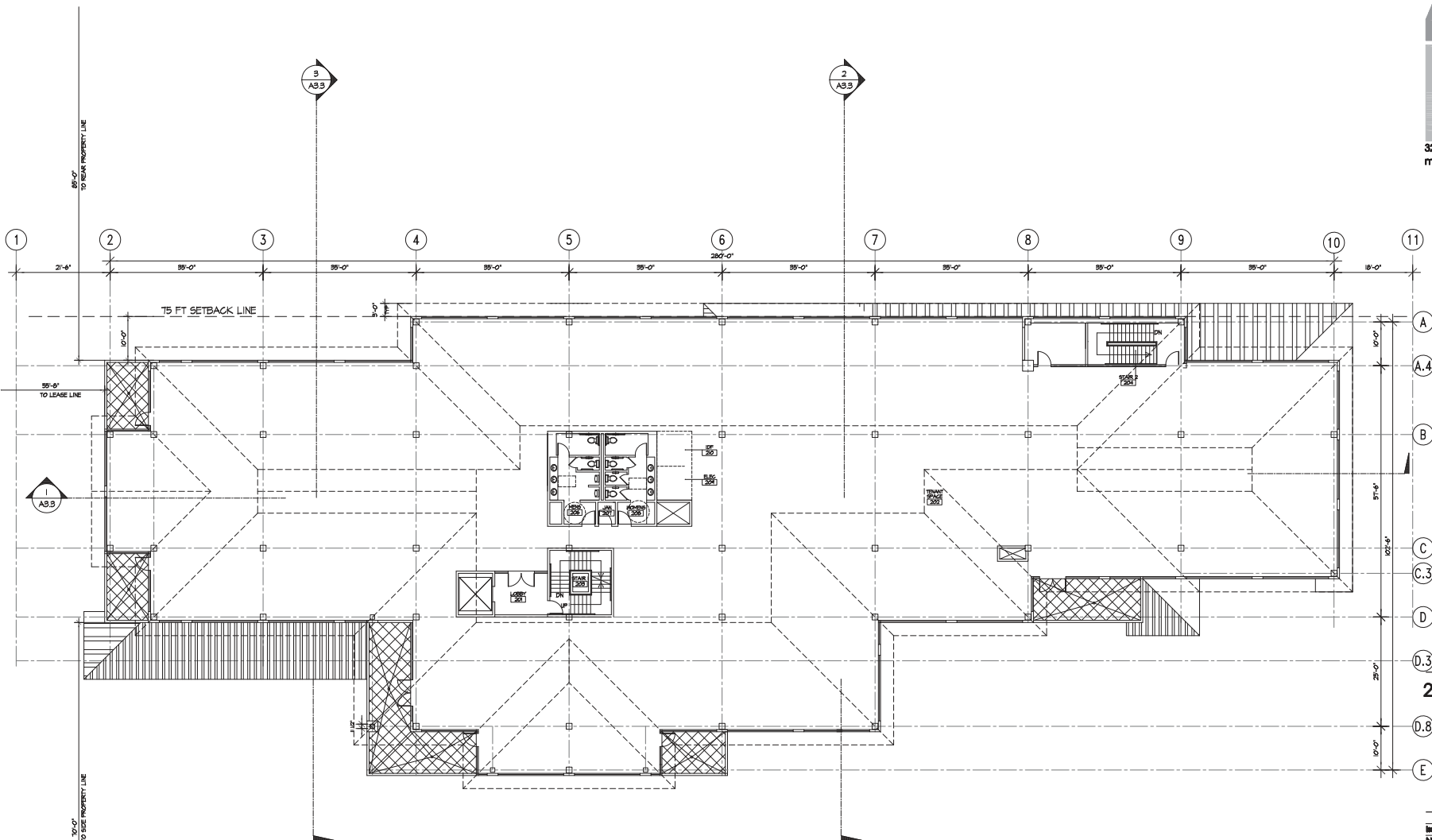
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No.	Date	Issues and Revisions	By

**2ND FLOOR PLAN**

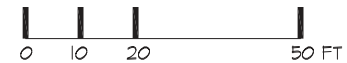
Project Number: 2014A112  
 Date: 05/30/2017  
 Scale: 3/32"=1'-0"

**A2.2**

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1 2ND FLOOR PLAN  
 A2.2 SCALE: 3/32"=1'-0"







2131 SAND HILL ROAD  
 NEW OFFICES

MENLO PARK, CA

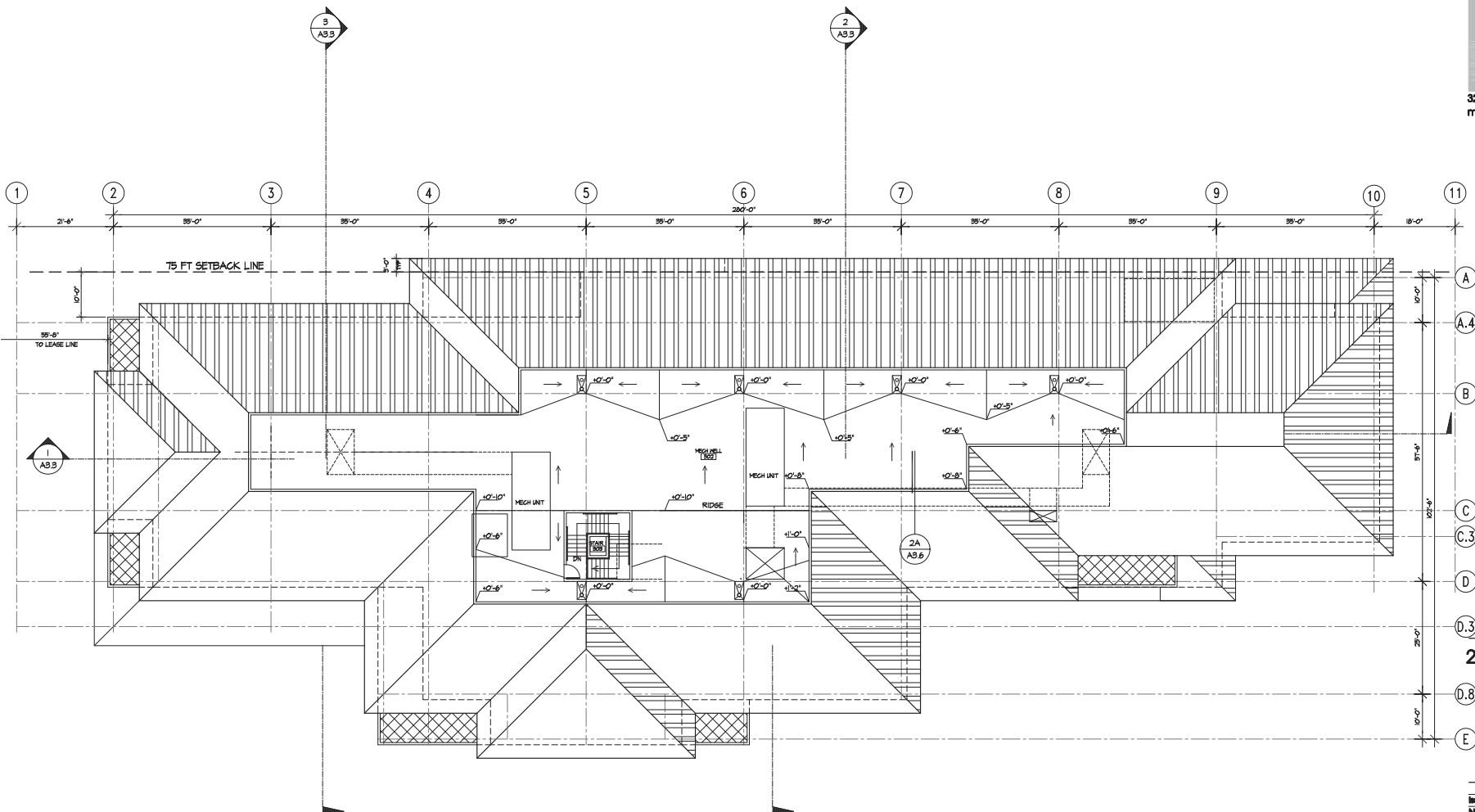
Issues and Revisions			
No.	Date	Issues and Revisions	By

ROOF FLOOR PLAN

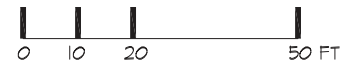
Project Number: 2014A112  
 Date: 05/30/2017  
 Scale: 3/32"=1'-0"

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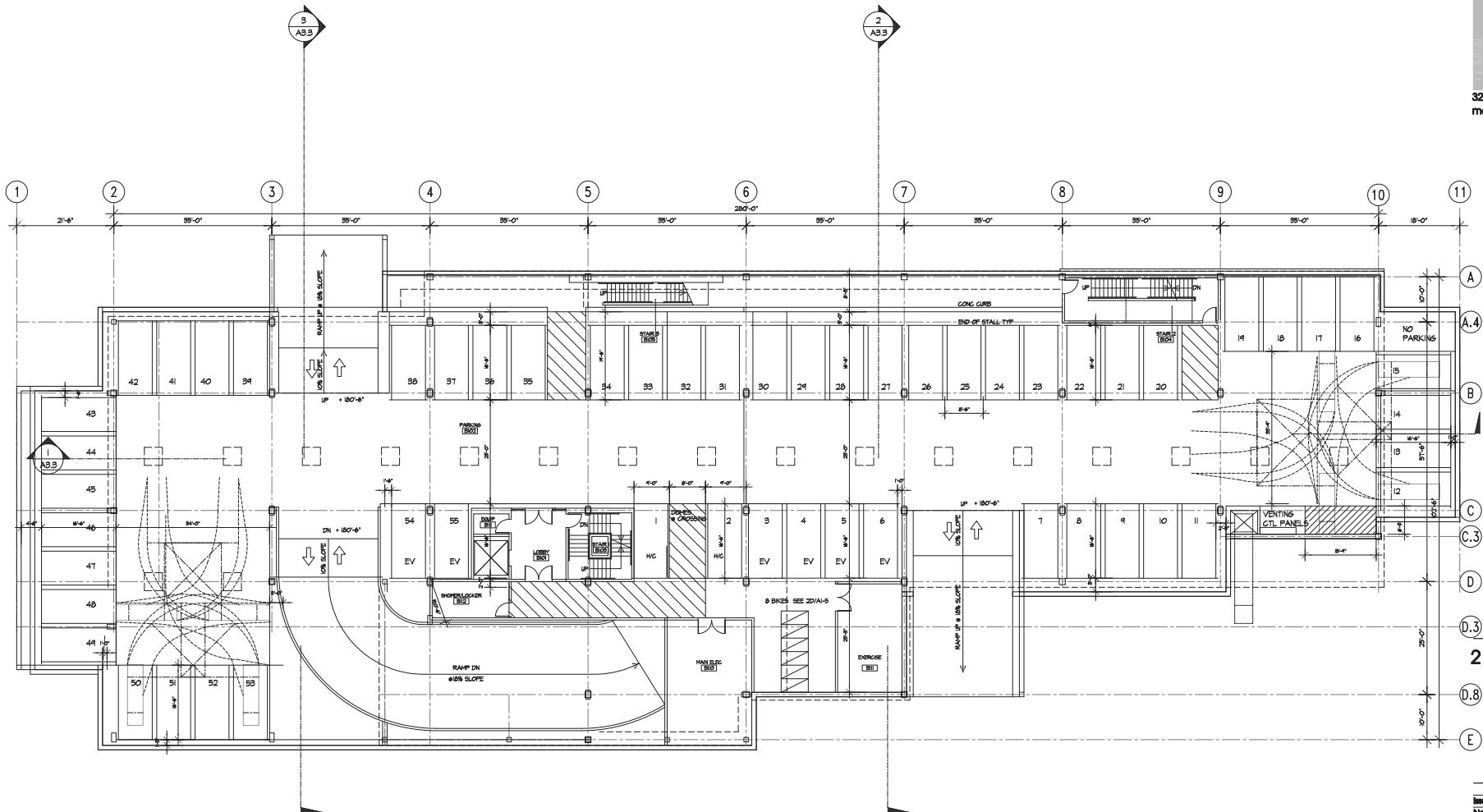
A2.3



1 ROOF FLOOR PLAN  
 A2.3 SCALE: 3/32"=1'-0"







□ GARAGE LIGHTING

LEVEL I	
TOTAL PARKING:	55
H/C	2
EV	5
BIKE LOCKER	8



2131 SAND HILL ROAD  
NEW OFFICES

MENLO PARK, CA

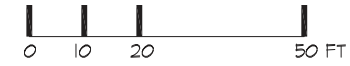
No.	Date	Issues and Revisions	By
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**BASEMENT FLOOR PLAN**  
**LEVEL-1**

Project Number: 2014A112  
Date: 05/30/2017  
Scale: 3/32"=1'-0"

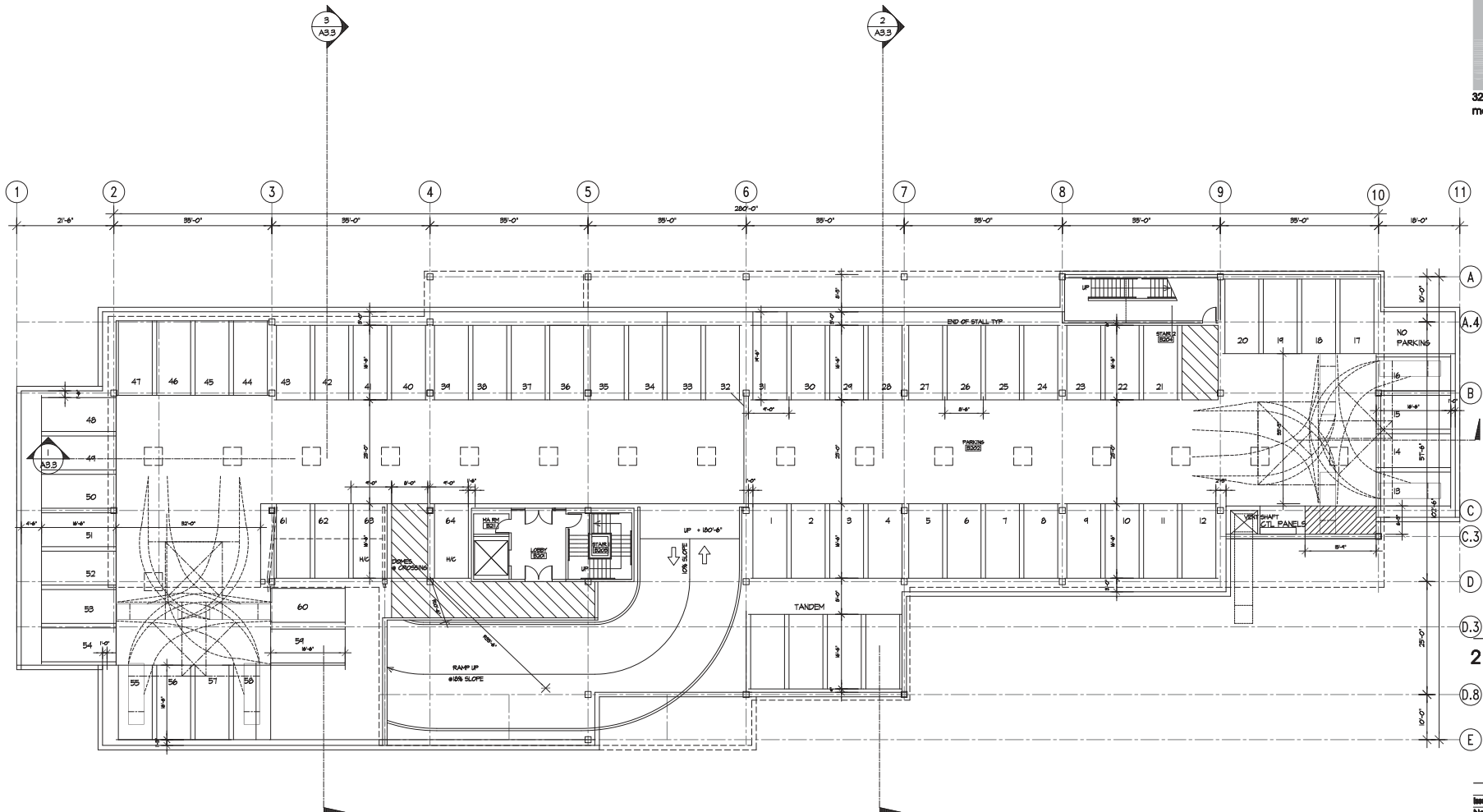


**BASEMENT-I FLOOR PLAN**  
A2.4 SCALE: 3/32"=1'-0"



**A2.4**  
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GARAGE LIGHTING

LEVEL 2  
TOTAL PARKING: 64  
H/C 2



2131 SAND HILL ROAD  
NEW OFFICES

MENLO PARK, CA

Issues and Revisions		
No.	Date	Issues and Revisions

**BASEMENT FLOOR PLAN**  
**LEVEL-2**

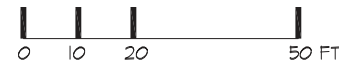
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Date: 05/30/2017  
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A2.5

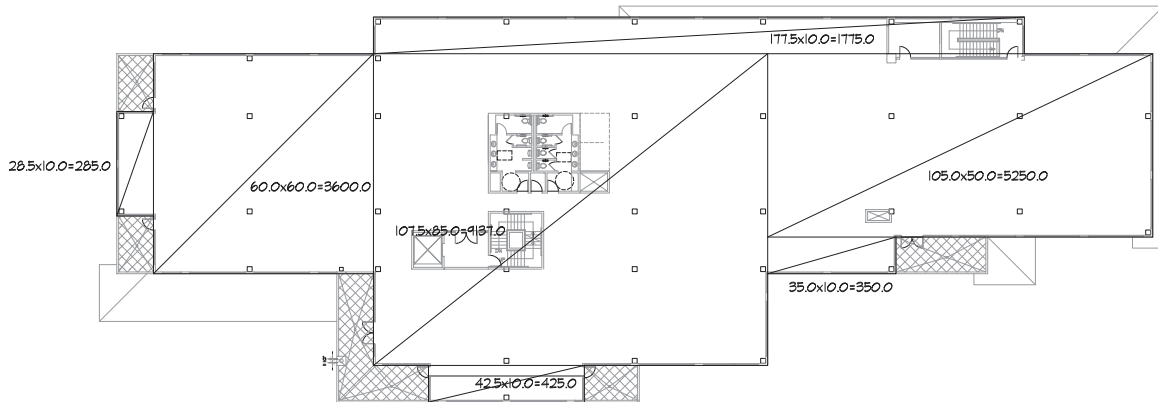
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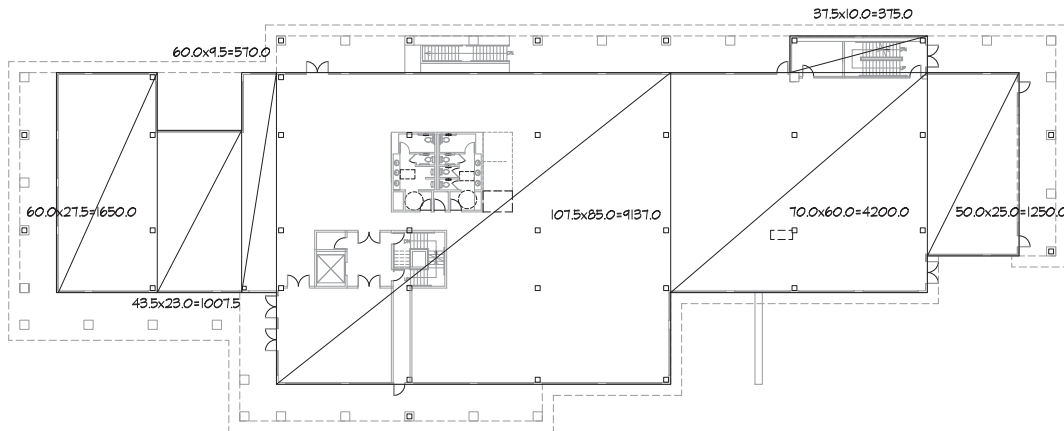
**BASEMENT-2 FLOOR PLAN**  
SCALE: 3/32"=1'-0"



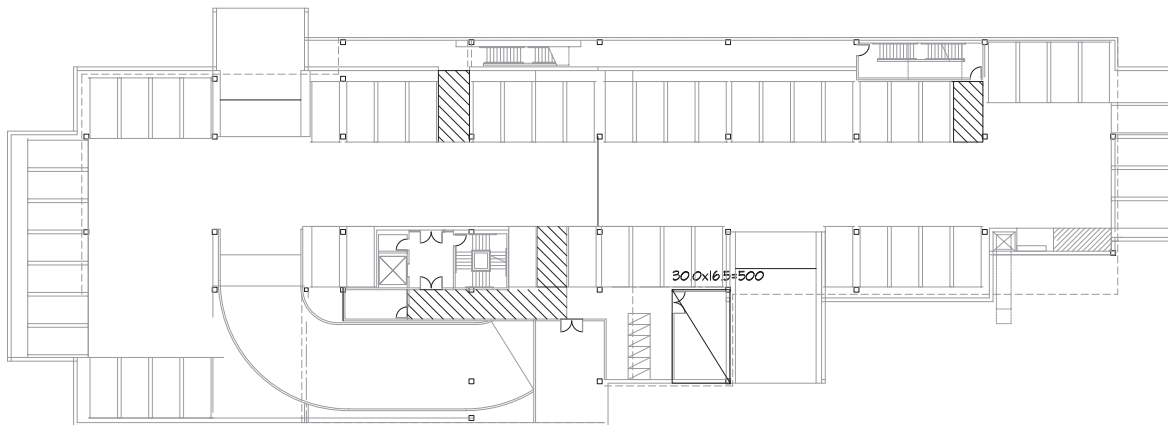




177.5x10.0=1775.0  
 105.0x50.0=5250.0  
 35.0x10.0=350.0  
 42.5x10.0=425.0  
 107.5x85.0=9131.0  
 60.0x60.0=3600.0  
 28.5x10.0=285.0  
 2ND FLOOR: 20,820.0 SF

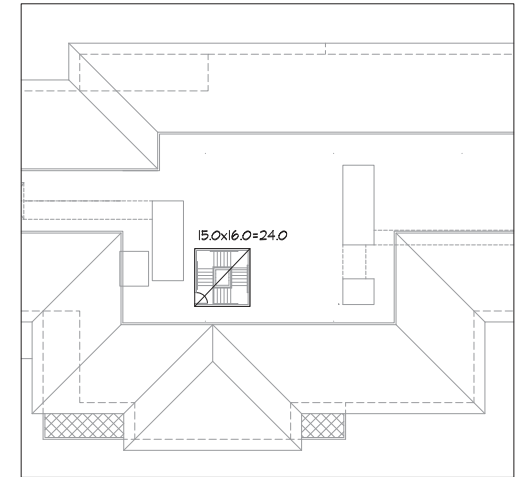


37.5x10.0=375.0  
 50.0x25.0=1250.0  
 10.0x60.0=4200.0  
 107.5x85.0=9131.0  
 43.5x23.0=1001.5  
 60.0x21.5=1290.0  
 60.0x9.5=570.0  
 1ST FLOOR: 18,190.0 SF



30.0x16.5=500  
 BASEMENT: 500.0 SF

15.0x16.0=240.0  
 ROOF: 240.0 SF



2131 SAND HILL ROAD  
 NEW OFFICES

MENLO PARK, CA

Issues and Revisions			
No.	Date	Issues and Revisions	By

### AREA CALCULATION PLANS

Project Number: 2014A112  
 Date: 05/30/2017  
 Scale: 1/16"=1'-0"

**A2.6**

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AREA CALCULATION PLAN  
 A2.6 SCALE: 1/16"=1'-0"



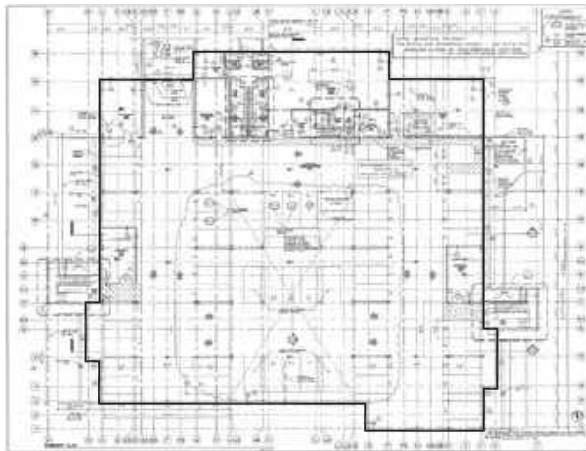




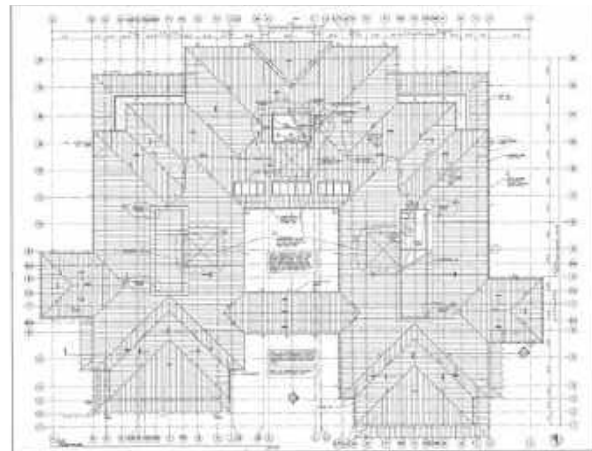
1ST FLOOR - 24,512 SF



2ND FLOOR - 23,512 SF



GARAGE - 35,108 SF ( INCLUDE 2,652 SF EXERCISE RM)



ROOF - 0 SF

GROSS FLOOR AREA

1ST FLOOR	24,512 SF
2ND FLOOR	23,512 SF
TOTAL	48,024 SF
BASEMENT	35,108 SF



2131 SAND HILL ROAD  
NEW OFFICES

MENLO PARK, CA

Issues and Revisions		Issues and Revisions	
No.	Date	Issues and Revisions	By

HEWLETT FOUNDATION BLDG  
FGA DIAGRAM  
(REFERENCE ONLY)

Project Number: 2014A112  
Date: 05/30/2017  
Scale: 1"=30'-0"

A2.7

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1 GFA DIAGRAM  
A2.7 SCALE: 1"=30'-0"





**MENLO PARK, CA**

ELEVATIONS \_\_\_\_\_

Project Number:	2014A112
Date:	05/30/2017
Scale	1/16"=1'-0"

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### A3.1





2131 SAND HILL ROAD  
NEW OFFICES

MENLO PARK, CA

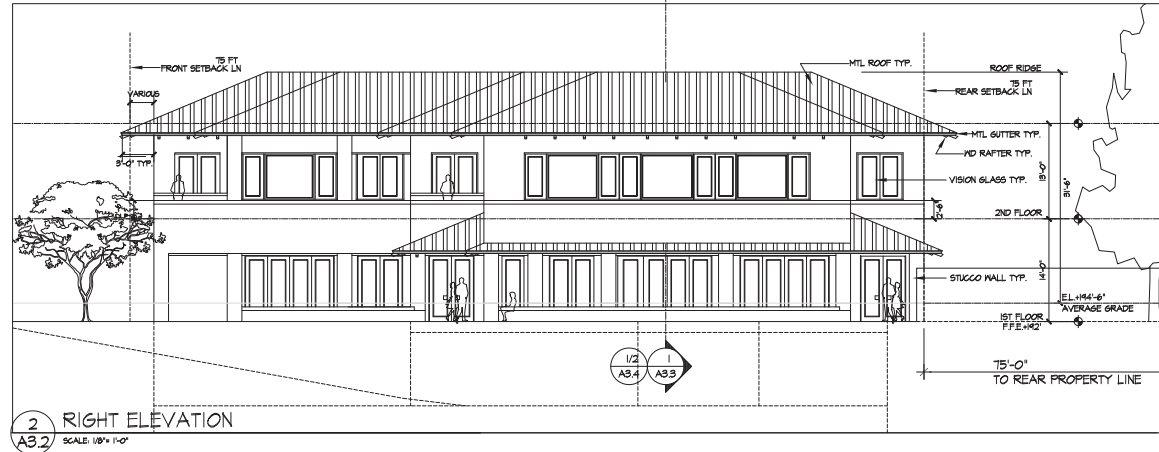
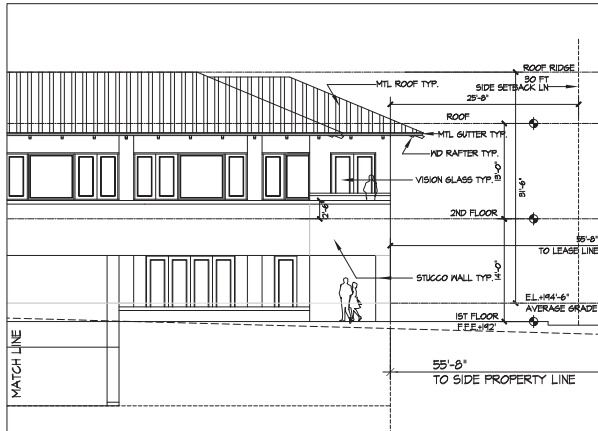
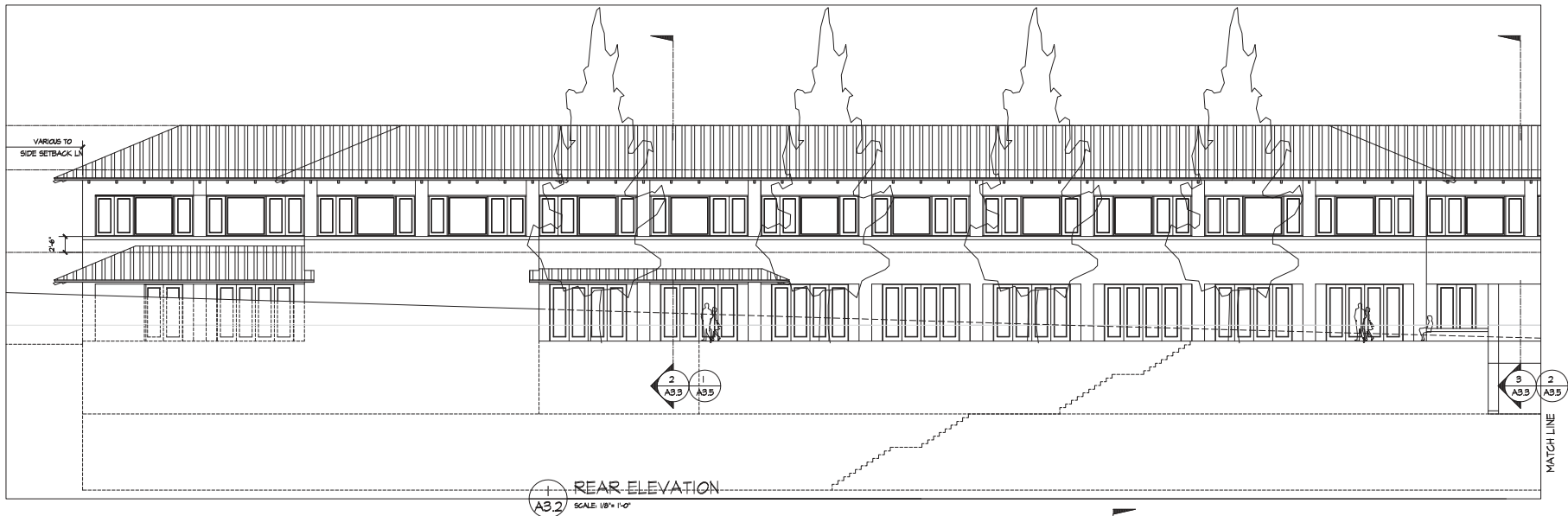
Issues and Revisions			
No.	Date	Issues and Revisions	By

## ELEVATIONS

Project Number: 2014A112  
Date: 05/30/2017  
Scale: 1/16"=1'-0"

A3.2

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2131 SAND HILL ROAD  
NEW OFFICES

MENLO PARK, CA

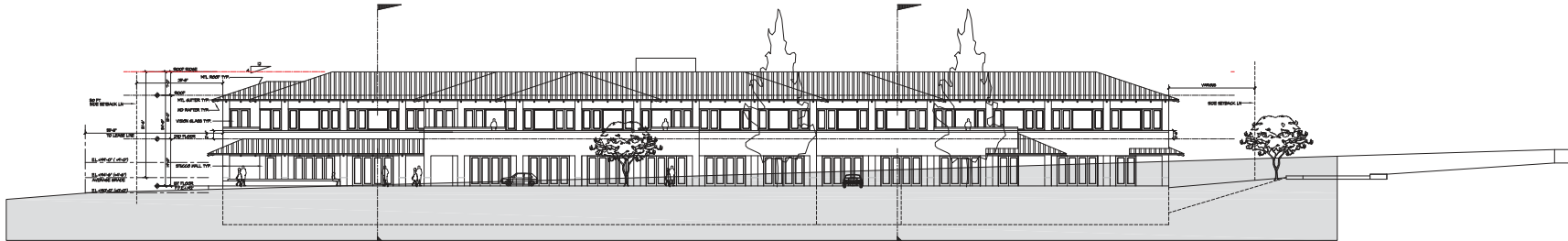
Issues and Revisions		Issues and Revisions	
No.	Date	Issues and Revisions	By

ELEVATIONS  
SECTIONS

Project Number: 2014A112  
Date: 05/30/2017  
Scale: 1/16"=1'-0"

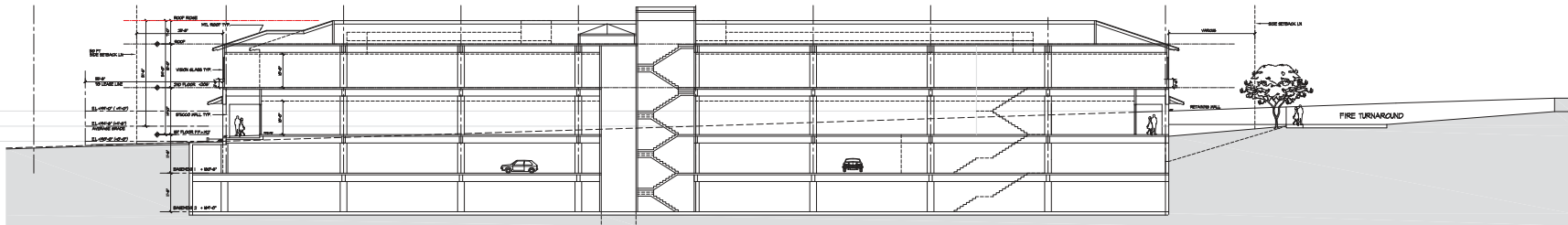
A3.3

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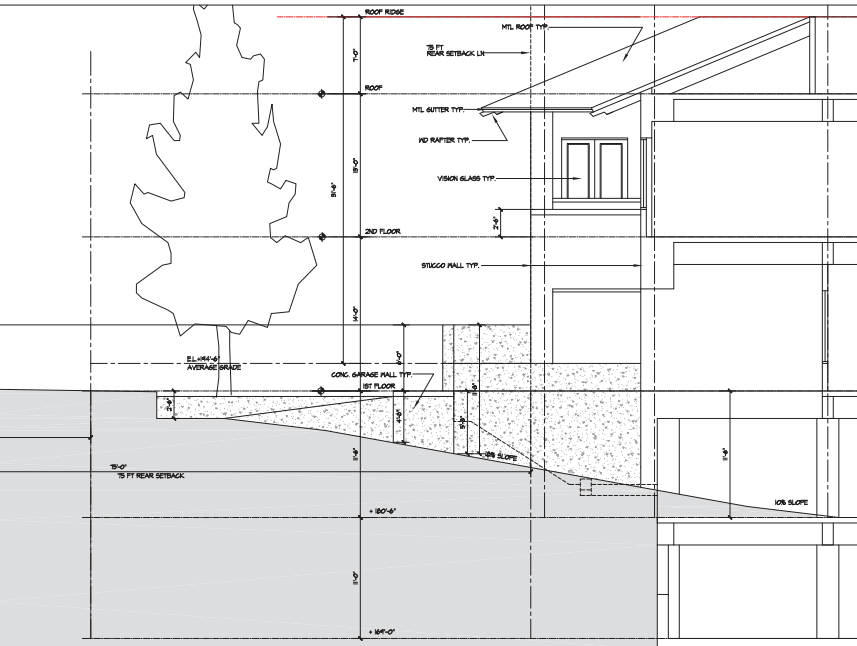


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A3.5

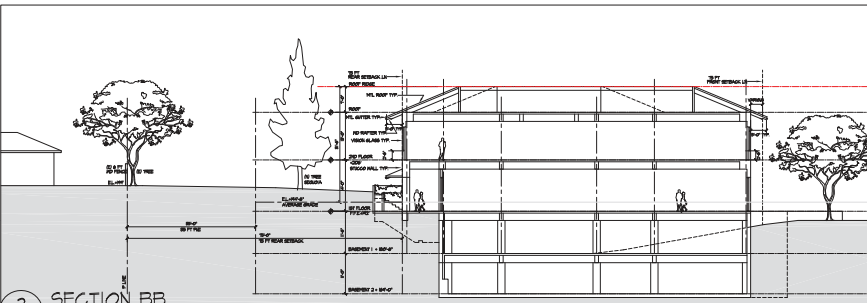
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A3.3



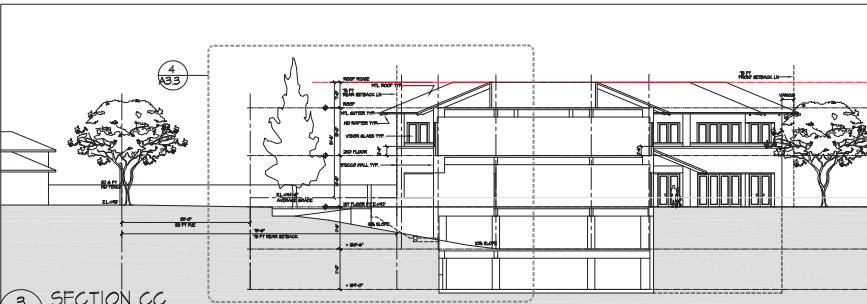
1  
A3.3  
SECTION AA  
SCALE: 1/8"=1'-0"



4  
A3.3  
SECTION AT GARAGE WALL  
SCALE: 3/16"=1'-0"

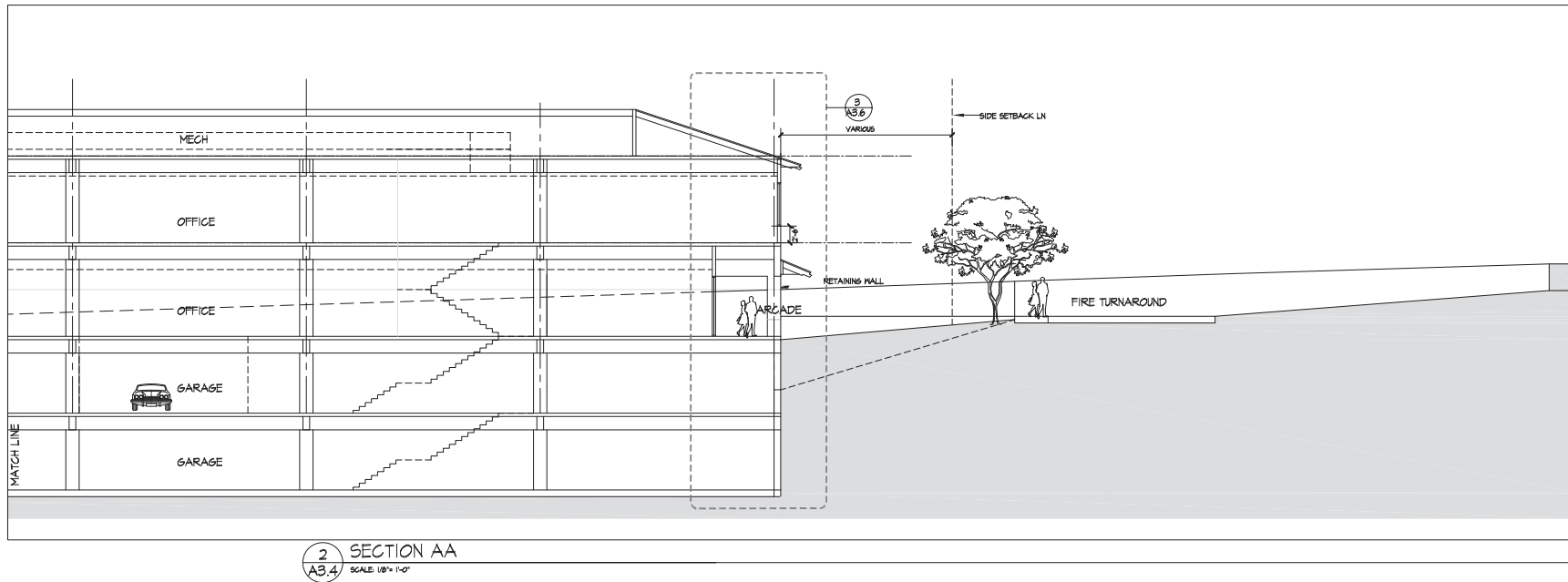
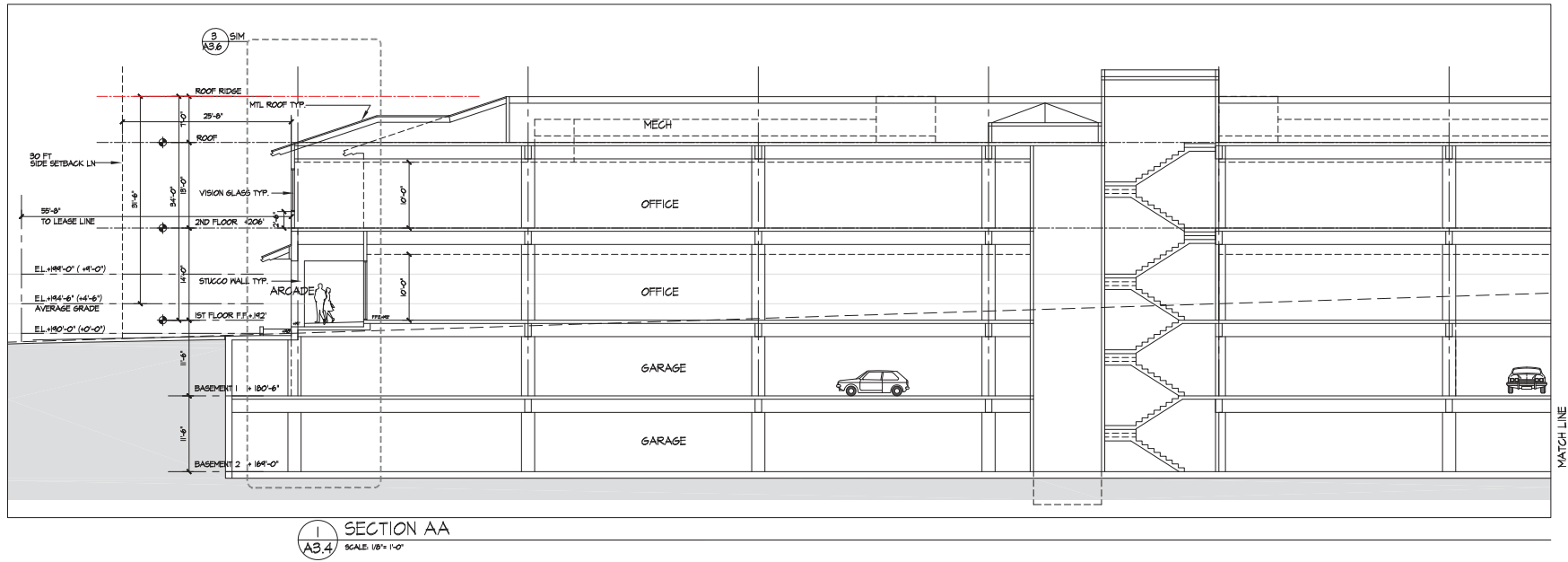


2  
A3.3  
SECTION BB  
SCALE: 1/8"=1'-0"



3  
A3.3  
SECTION CC  
SCALE: 1/8"=1'-0"





2131 SAND HILL ROAD  
NEW OFFICES

MENLO PARK, CA

Issues and Revisions		Issues and Revisions	
No.	Date	Issues and Revisions	By

## SECTIONS

Project Number: 2014A112  
Date: 05/30/2017  
Scale: 1/16" = 1'-0"

**A3.4**

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MENLO PARK, CA

Issues and Revisions			
No.	Date	Issues and Revisions	By

## SECTIONS

Project Number:	2014A112
Date:	05/30/2017
Scale	1/16"=1'-0"

### A3.5

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NEW OFFICES

MENLO PARK, CA

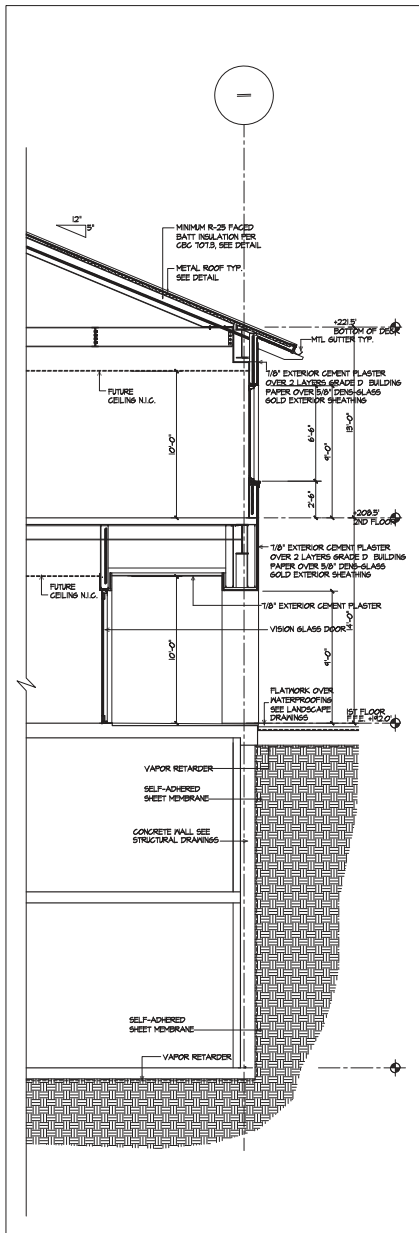
Issues and Revisions		Issues and Revisions	
No.	Date	Issues and Revisions	By

## WALL SECTIONS

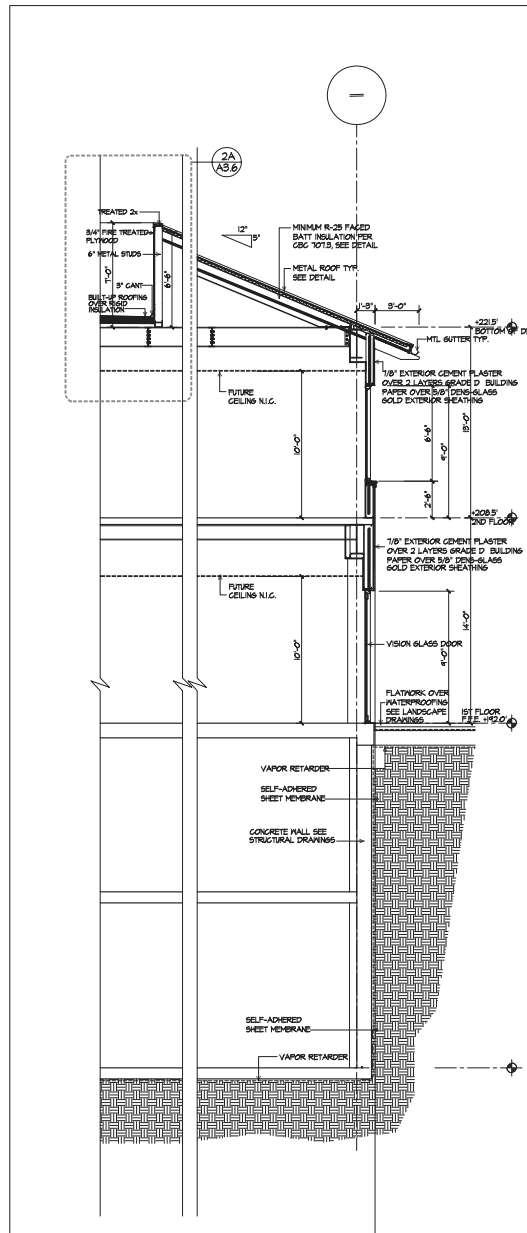
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Date: 05/30/2017  
Scale: 1/4"=1'-0"

A3.6

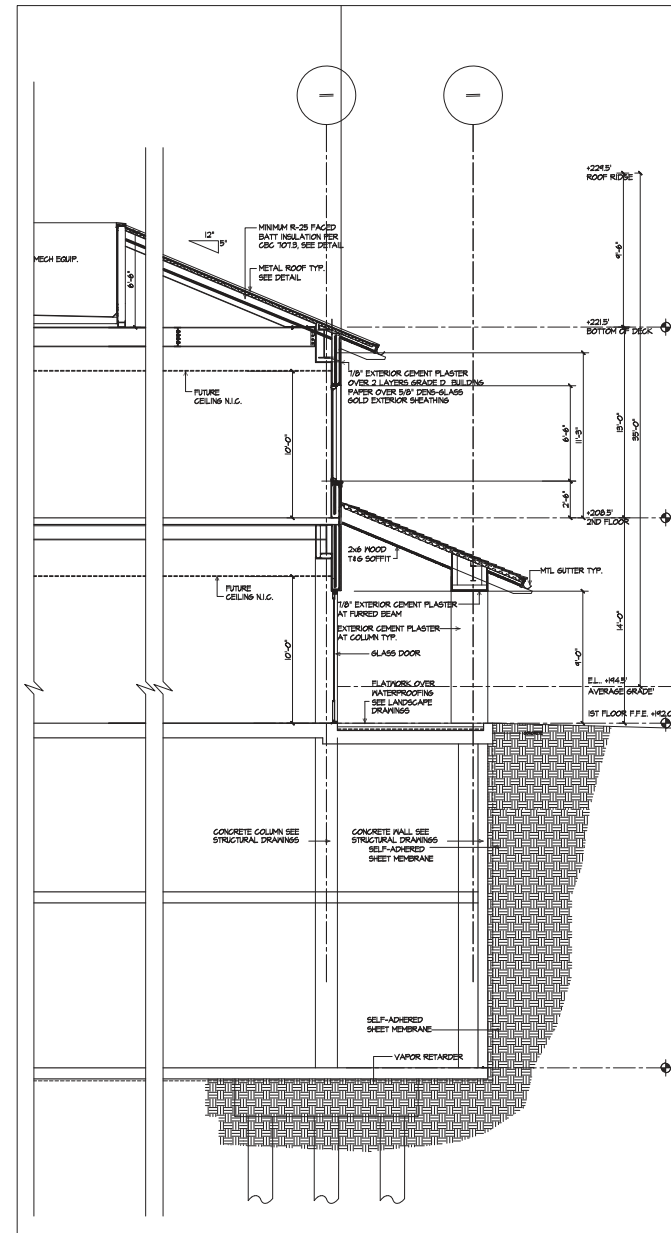
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3 WALL SECTION C  
A3.6 SCALE: 1/4"=1'-0"

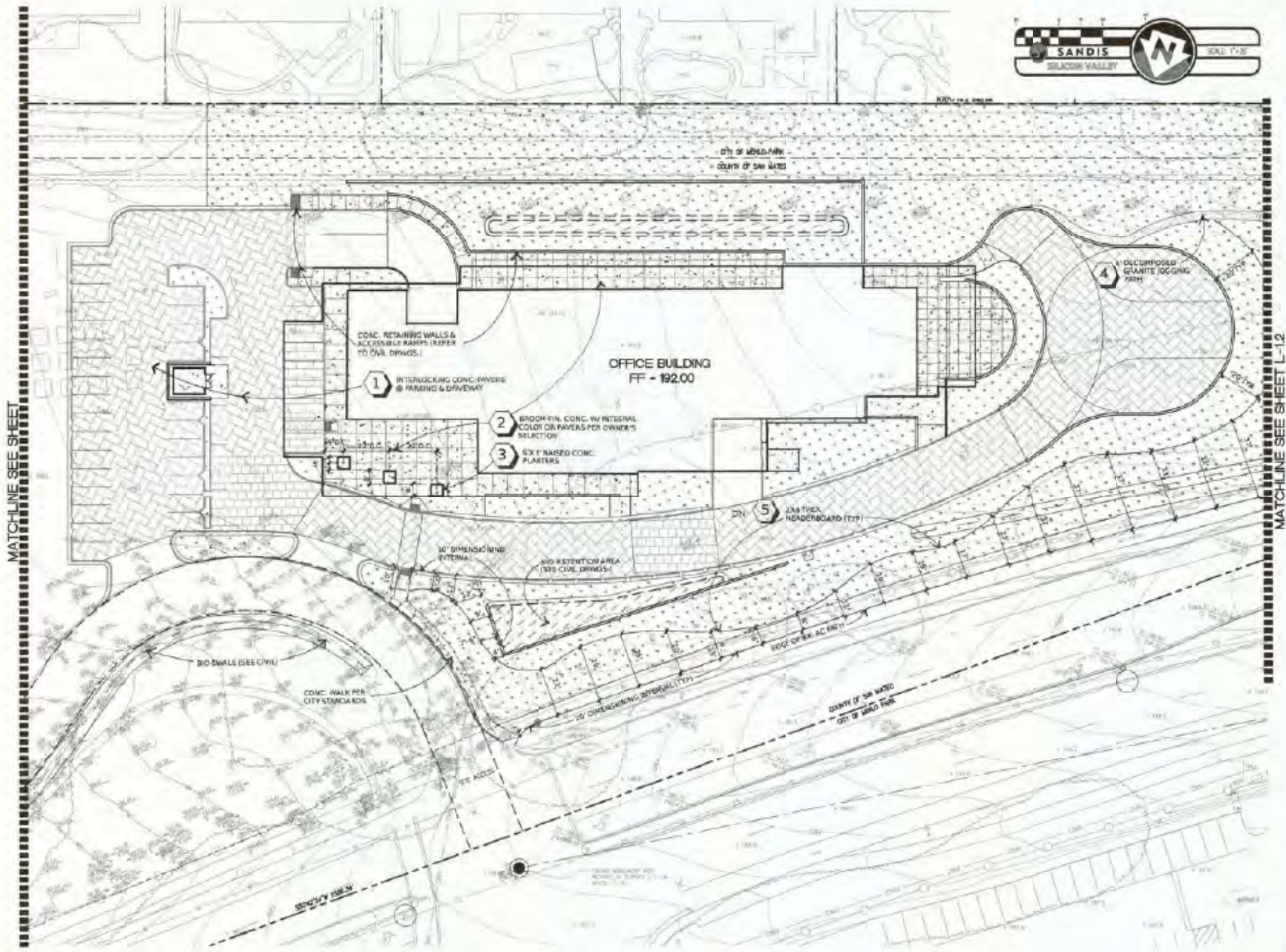


2 WALL SECTION B  
A3.6 SCALE: 1/4"=1'-0"



1 WALL SECTION A  
A3.6 SCALE: 1/4"=1'-0"





**ArchRender Architect**

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 mail@archrender.com 510-585-6445

**LALDERBAUGH ASSOCIATES**  
 Landscape Architecture/Planning  
 1690 Palo Santa Drive  
 Campbell, California 95008  
 (408) 374-4903 f (408) 374-4983

DATE: MAY 30, 2017

LANDSCAPE ARCHITECT  
 STATE OF CALIFORNIA  
 EX. NO. 28452

JAMES R. LALDERBAUGH  
 CIVIL NO. 2415

**2131 SAND HILL ROAD  
 NEW OFFICES**

**MENLO PARK, CA**

Issues and Revisions		
No.	Date	Issues and Revisions By
1	12/04/2016	Planning Submittal
2	08/26/2016	Planning Resubmittal 1
3	11/22/2016	Planning Resubmittal 2
4	03/02/2017	Planning Resubmittal 3
5	05/30/2017	Planning Resubmittal 4

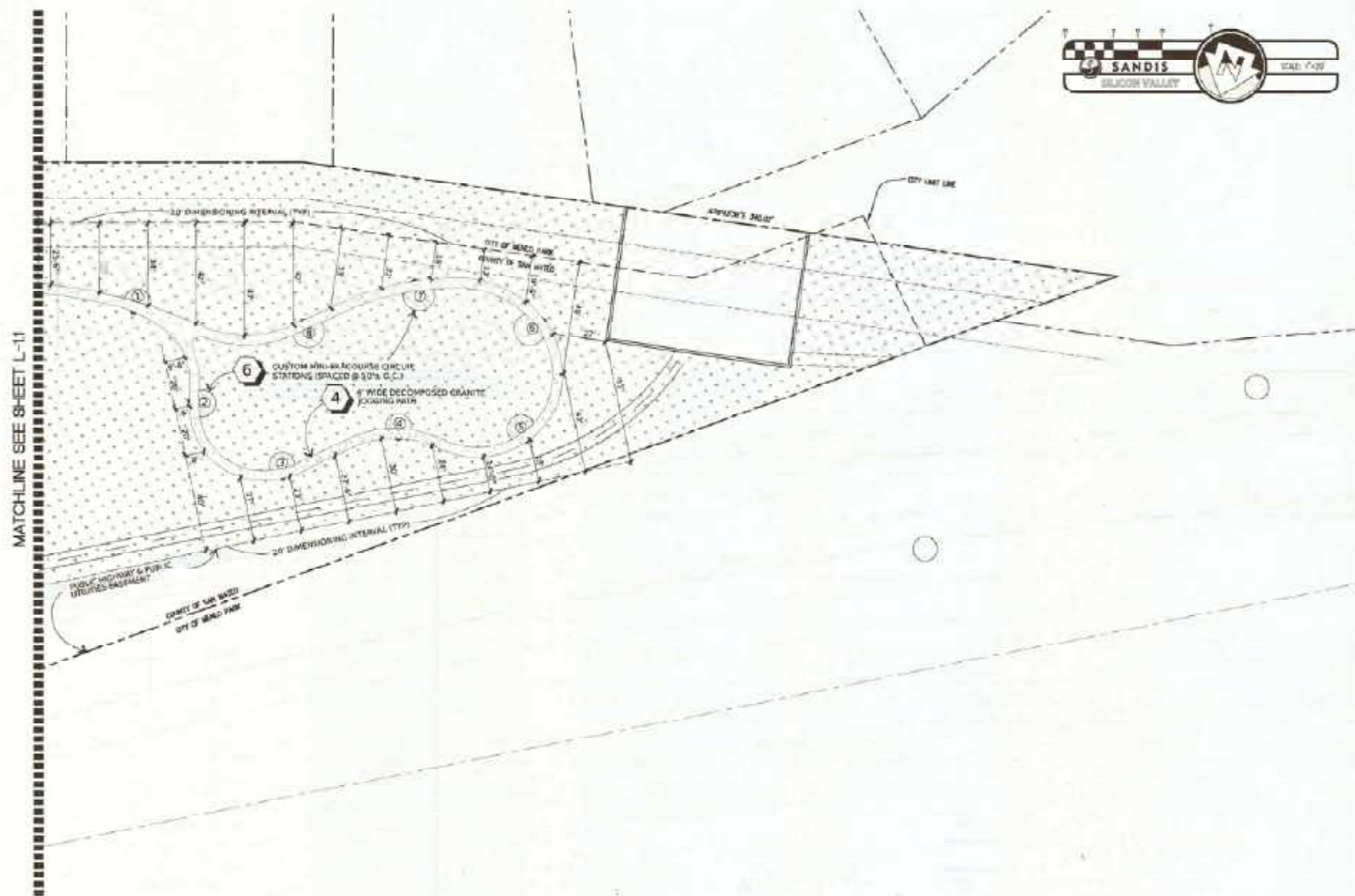
**LANDSCAPE  
 CONSTRUCTION PLAN**

Project Number: 218102  
 Date: 05/30/2017  
 Scale: 1" = 20'

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**L-1.1**





MATCHLINE SEE SHEET L-11



**ArchiRender Architect**

32245 Derby Street Union City, Ca 94587  
mail@archirender.com 910-565-0449

**LAUDERBAUGH ASSOCIATES**  
Landscape Architectural Planning  
1809 Palo Verde Drive  
Campbell, California 95008  
(408) 314-4263 / (408) 274-4303

DATE: MAY 30, 2017



JAMES R. LAUDERBAUGH  
CA LIC. NO. 2415

2131 SAND HILL ROAD  
NEW OFFICES

MENLO PARK, CA

Issues and Revisions			
No.	Date	Issues and Revisions	By
1	12/04/2016	Planning Submittal	
2	06/26/2016	Planning Resubmittal 1	
3	11/22/2016	Planning Resubmittal 2	
4	03/02/2017	Planning Resubmittal 3	
5	05/30/2017	Planning Resubmittal 4	

**LANDSCAPE CONSTRUCTION PLAN**

Project Number: 2131102  
Date: 05/30/2017  
Scale: 1" = 30'

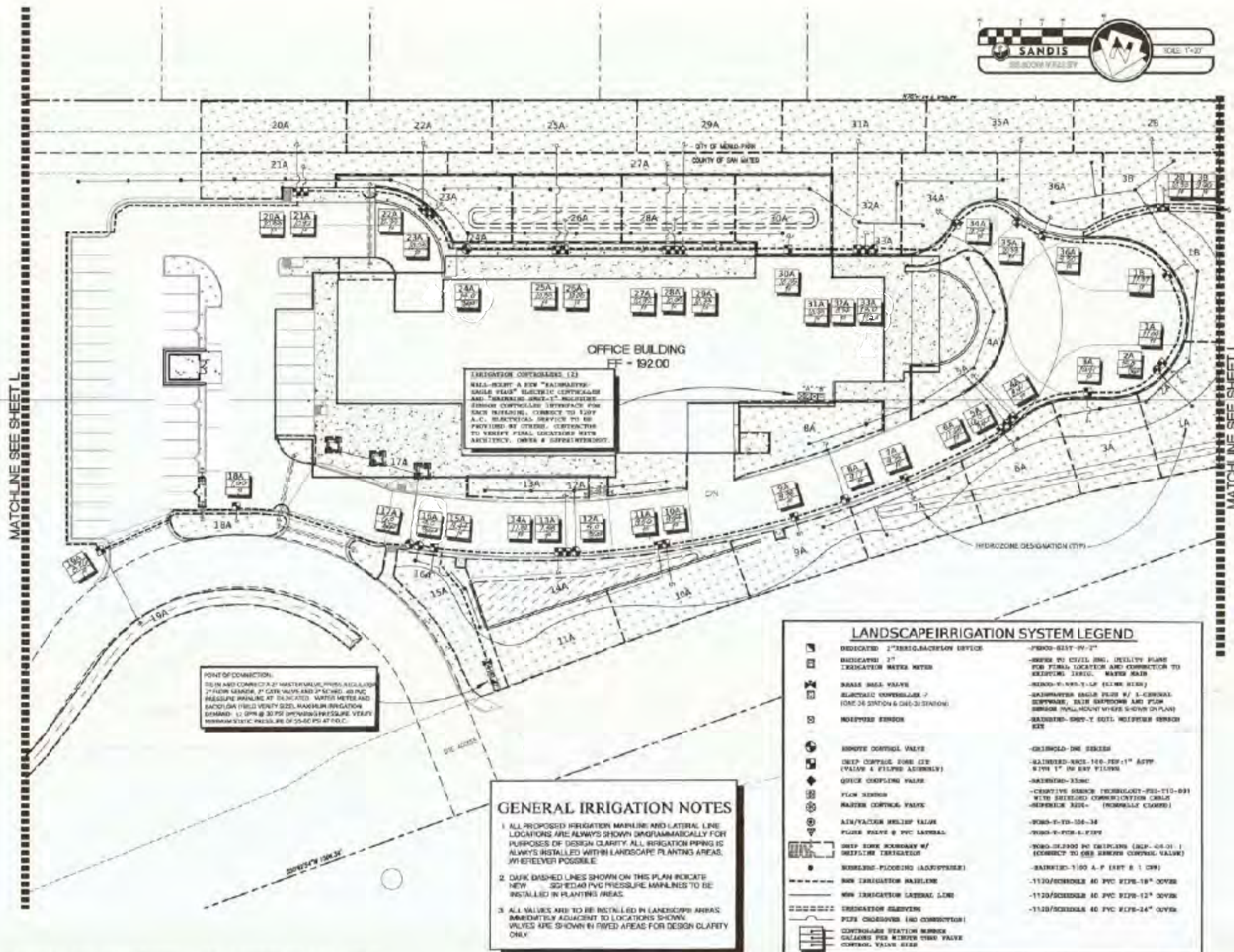
DATE: 2017

L-1.2









## LANDSCAPE IRRIGATION SYSTEM LEGEND

	DEDICATED 2" ZEMCON BACKFLOW DEVICE		-PRESS-TEST W/ 7"
	BACKFLOW 2"		-MAINLINE TO CIVIL LINE, UTILITY MAINS
	IRRIGATION WATER METER		PVC FITTING LOCATION AND CONNECTION TO IRRIGATION SYSTEM. WATER MAIN
	MAINS MAIN VALVE		-SCHEDULE 40, 1/2" x 1/2" (SEE MAINS)
	ELECTRICAL CONTROL VALVE (ONE 1/2" CONTROL & ONE 3/4" STATION)		-SCHEDULE 40, 1/2" x 1/2" (SEE MAINS)
	NOIRWATER SENSOR		-SCHEDULE 40, 1/2" x 1/2" (SEE MAINS)
	REMOTE CONTROL VALVE		-SCHEDULE 40, 1/2" x 1/2" (SEE MAINS)
	QUICK COUPLING (VALVE & FILTER ASSEMBLY)		-SCHEDULE 40, 1/2" x 1/2" (SEE MAINS)
	QUICK COUPLING VALVE		-SCHEDULE 40, 1/2" x 1/2" (SEE MAINS)
	FLOW SENSOR		-SCHEDULE 40, 1/2" x 1/2" (SEE MAINS)
	WATER CONTROL VALVE		-SCHEDULE 40, 1/2" x 1/2" (SEE MAINS)
	AIR/FIXTURE RELIEF VALVE		-SCHEDULE 40, 1/2" x 1/2" (SEE MAINS)
	FLOW VALVE & PVC LATERAL		-SCHEDULE 40, 1/2" x 1/2" (SEE MAINS)
	FLOW VALVE & PVC LATERAL		-SCHEDULE 40, 1/2" x 1/2" (SEE MAINS)
	FLOW VALVE & PVC LATERAL		-SCHEDULE 40, 1/2" x 1/2" (SEE MAINS)
	FLOW VALVE & PVC LATERAL		-SCHEDULE 40, 1/2" x 1/2" (SEE MAINS)
	FLOW VALVE & PVC LATERAL		-SCHEDULE 40, 1/2" x 1/2" (SEE MAINS)
	FLOW VALVE & PVC LATERAL		-SCHEDULE 40, 1/2" x 1/2" (SEE MAINS)
	FLOW VALVE & PVC LATERAL		-SCHEDULE 40, 1/2" x 1/2" (SEE MAINS)

## GENERAL IRRIGATION NOTES

1. ALL PROPOSED IRRIGATION MAINLINE AND LATERAL LINE LOCATIONS ARE ALWAYS SHOWN UNAMBIGUOUSLY FOR PURPOSES OF DESIGN CLARITY. ALL IRRIGATION PIPING IS ALWAYS INSTALLED WITHIN LANDSCAPE PLANTING AREAS, WHEREVER POSSIBLE.
2. DARK DASHED LINES SHOWN ON THIS PLAN INDICATE NEW SCHEDULING AND/OR MAINLINE LINES TO BE INSTALLED IN PLANTING AREAS.
3. ALL VALVES ARE TO BE INSTALLED IN LANDSCAPE AREAS, UNLESS OTHERWISE NOTED. LOCATIONS SHOWN. VALVES ARE SHOWN IN PAVED AREAS FOR DESIGN CLARITY ONLY.

**ArchiRender**  
Architect



02240 Derby Street Union City, Co 80587  
mail@archirender.com 510-555-6445



**LALDERBAUGH  
ASSOCIATES**  
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1099 Palo Santo Drive  
Campbell, California 95008  
(408) 374-4963 E (408) 374-4885

DATE MAY 30, 2017



JAMES W. LANDSIDE  
CA LIC. NO. 2483

2131 SAND HILL ROAD  
NEW OFFICES

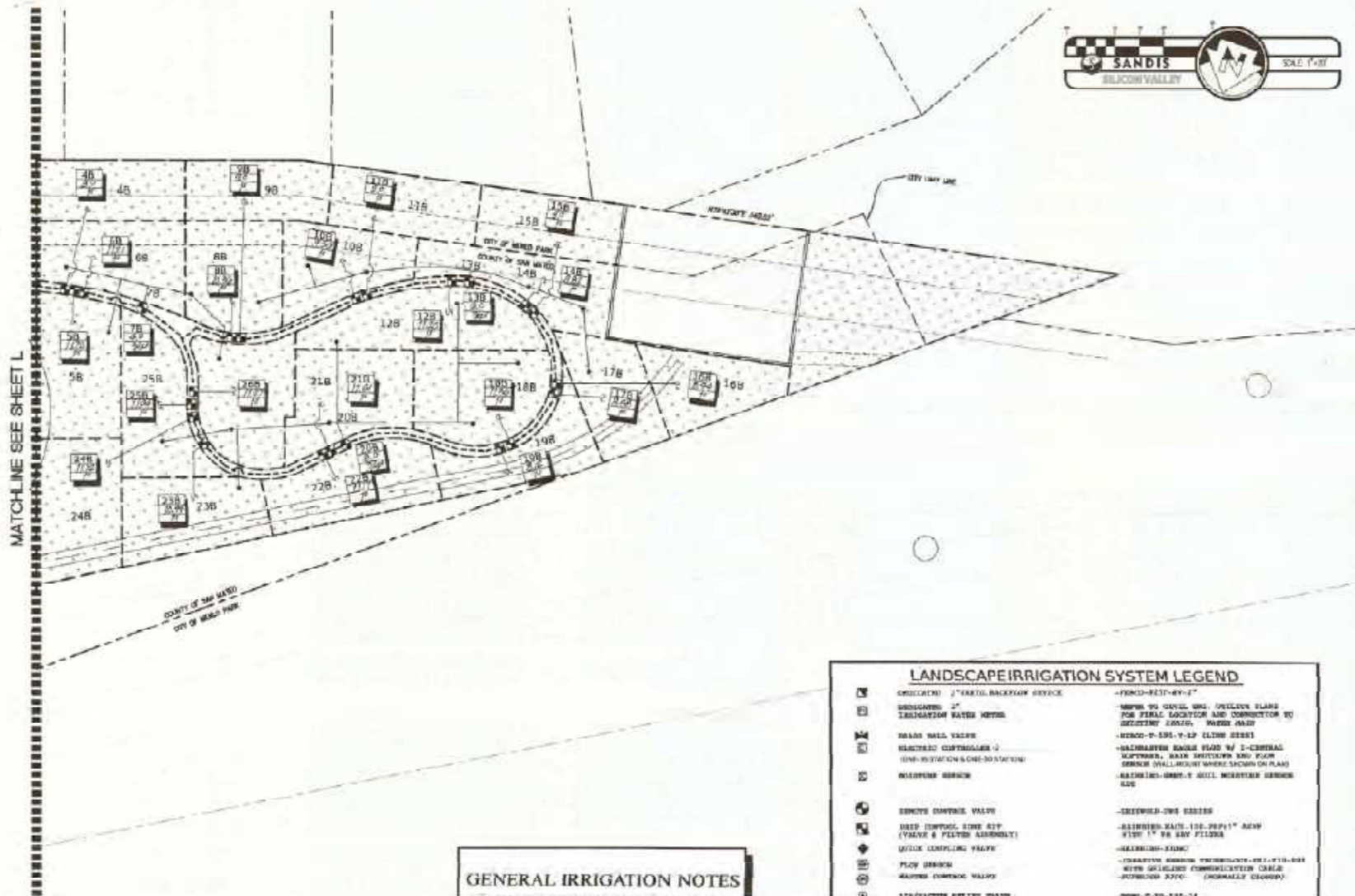
Issues and Revisions			
No.	Date	Issues and Revisions	By
1	12/04/2015	Planning Submittal	
2	08/26/2016	Planning Resubmittal 1	
3	11/22/2016	Planning Resubmittal 2	
4	03/02/2017	Planning Resubmittal 3	
5	05/30/2017	Planning Resubmittal 4	

LANDSCAPE  
IRRIGATION PLAN

Project Number:	215102
Date:	05/30/2017
Scale:	1" = 20'

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MATCHLINE SEE SHEET L

**GENERAL IRRIGATION NOTES**

1. ALL PROPOSED IRRIGATION MAINLINE AND LATERAL LINE LOCATIONS ARE ALWAYS SHOWN UNIDIRECTIONALLY FOR THE PURPOSE OF DESIGN CLARITY. ALL IRRIGATION PIPING IS ALWAYS INSTALLED WITHIN LANDSCAPE PLANTING AREAS WHEREVER POSSIBLE.
2. DARK DASHED LINES SHOWN ON THIS PLAN INDICATE NEW 60/40 PVC PERMANENT MAINLINES TO BE INSTALLED IN PLANTING AREAS.
3. ALL VALVES ARE TO BE INSTALLED IN LANDSCAPE AREAS IMMEDIATELY ADJACENT TO LOCATIONS SHOWN. VALVES ARE SHOWN IN PAVED AREAS FOR DESIGN CLARITY ONLY.

LANDSCAPE IRRIGATION SYSTEM LEGEND	
<ul style="list-style-type: none"> <li>EXISTING 2" FERTILIZER BACKFLOW SERVICE</li> <li>IRRIGATION WATER METER</li> <li>ROAD WALL VALVE</li> <li>ELECTRIC CONTROLLER (2) (ONE IN STATION &amp; ONE IN STATION)</li> <li>WATERING SYSTEM</li> <li>SHUT OFF VALVE</li> <li>DEEP DRAINAGE SIDE SIPS (TRUCK &amp; TRUCK EQUIPMENT)</li> <li>WHEEL COUPLING PIPING</li> <li>PIPE BRANCH</li> <li>WATERING SYSTEM VALVE</li> <li>ATMOSPHERIC RELIEF VALVE</li> <li>FLUX VALVE &amp; PTC LATERAL</li> <li>DEEP SOIL DRAINAGE &amp; GROUNDWATER IRRIGATION</li> <li>WATERING SYSTEM (WATERING)</li> <li>NON IRRIGATION MAINLINE</li> <li>NON IRRIGATION LATERAL LINE</li> <li>IRRIGATION SUBSYSTEM</li> <li>PIPE CONNECTION (NO CONNECTION)</li> <li>CUTTING/SECTION NUMBER</li> <li>CUTTING/SECTION NUMBER</li> <li>CUTTING/SECTION NUMBER</li> </ul>	<ul style="list-style-type: none"> <li>PERMANENT 2" FERTILIZER BACKFLOW SERVICE</li> <li>WATER METER (SEE PIPING PLAN FOR TYPICAL LOCATION AND CONNECTION TO EXISTING MAINLINE)</li> <li>ROAD WALL VALVE</li> <li>ELECTRIC CONTROLLER (2) (ONE IN STATION &amp; ONE IN STATION)</li> <li>WATERING SYSTEM</li> <li>SHUT OFF VALVE</li> <li>DEEP DRAINAGE SIDE SIPS (TRUCK &amp; TRUCK EQUIPMENT)</li> <li>WHEEL COUPLING PIPING</li> <li>PIPE BRANCH</li> <li>WATERING SYSTEM VALVE</li> <li>ATMOSPHERIC RELIEF VALVE</li> <li>FLUX VALVE &amp; PTC LATERAL</li> <li>DEEP SOIL DRAINAGE &amp; GROUNDWATER IRRIGATION</li> <li>WATERING SYSTEM (WATERING)</li> <li>NON IRRIGATION MAINLINE</li> <li>NON IRRIGATION LATERAL LINE</li> <li>IRRIGATION SUBSYSTEM</li> <li>PIPE CONNECTION (NO CONNECTION)</li> <li>CUTTING/SECTION NUMBER</li> <li>CUTTING/SECTION NUMBER</li> <li>CUTTING/SECTION NUMBER</li> </ul>

**ArchiRender Architect**

10240 Derby Street Union City, Ca 94587  
 email@archirender.com 510-565-6445

**LAUDERBAUGH ASSOCIATES**

Landscape Architect and Planning  
 1690 Palo Verde Drive  
 Campbell, California 95008  
 (408) 214-4963 / (408) 274-4963

DATE: MAY 30, 2017

LANDSCAPE IRRIGATION PLAN  
 2131 SAND HILL ROAD  
 NEW OFFICES

STATE OF CALIFORNIA  
 LANDSCAPE ARCHITECT  
 NO. 100000000  
 CA LIC. NO. 2415

2131 SAND HILL ROAD  
 NEW OFFICES

MENLO PARK, CA

Issues and Revisions	By
No. Date	Issues and Revisions
1 12/04/2015	Planning Submittal
2 08/26/2016	Planning Resubmittal 1
3 11/22/2016	Planning Resubmittal 2
4 03/02/2017	Planning Resubmittal 3
5 05/30/2017	Planning Resubmittal 4

**LANDSCAPE IRRIGATION PLAN**

Project Number: 2131  
 Date: 05/30/2017  
 Scale: 1"=20'

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L-2.1

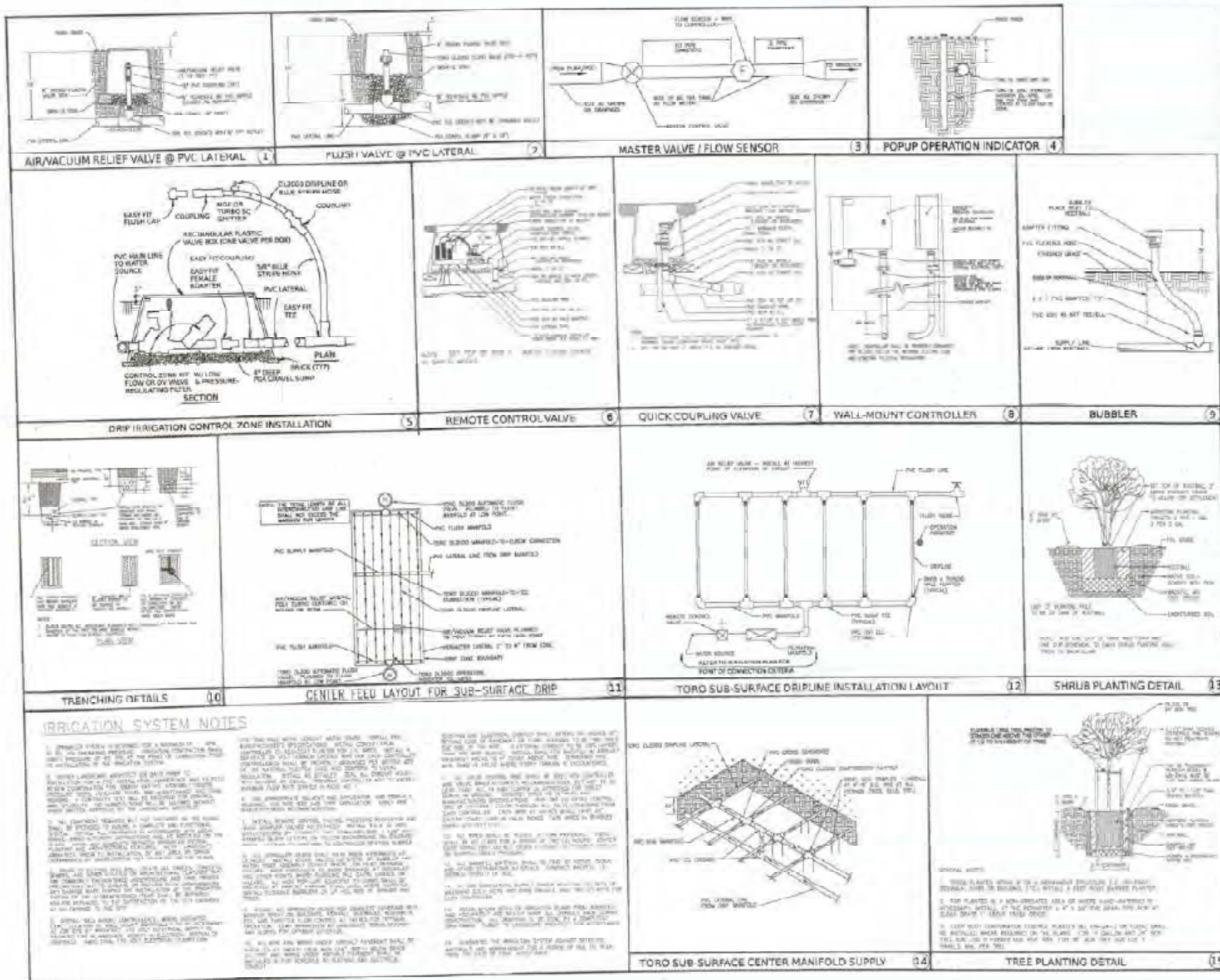














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### OWNER-SUBDIVIDER

STANFORD UNIVERSITY  
LANDS, BUILDINGS AND REAL ESTATE  
3100 PORTER DRIVE, STE. 200  
PALO ALTO, CA 94304

### SUBDIVIDER INTENT

PARCEL ONE: RESIDENTIAL USE  
PARCEL TWO: COMMERCIAL USE

A SUBDIVISION OF THE PARCEL DESCRIBED IN THE TRUSTEE'S DEED RECORDED AUGUST 6, 1979 PER DOCUMENT NO. 4445740 AND THE 25 FEET WIDE STRIP OF LAND SHOWN ALONG THE NORTH BOUNDARY OF THE STANFORD HILLS FINAL MAP RECORDED IN BOOK 51 OF MAPS PAGE 21, OFFICIAL RECORDS OF SAN MATEO COUNTY

### PROPERTY ADDRESS

2111, 2121 SAND HILL ROAD, MENLO PARK, CA  
APN: 074-450-030, 074-450-040, 074-450-050,  
074-321-110, 074-331-210

### TITLE REPORT

THIS SURVEY IS BASED ON INFORMATION OBTAINED FROM PRELIMINARY TITLE REPORT FROM FIRST AMERICAN TITLE INSURANCE COMPANY, ORDER NO. NCS-802152-SM RECORDED JULY 26, 2016

### ZONING REPORT

EXISTING: R-E, S-9  
PROPOSED: C-1-C

PER ZONING DISTRICT SUMMARY SHEET FROM THE CITY OF MENLO PARK, COMMUNITY DEVELOPMENT DEPT., PLANNING DIVISION, REVISED AUGUST 2013

### SETBACKS

FRONT: 75'  
REAR: 75'  
INTERIOR: 30'

### UTILITY COMPANIES

SANITARY SEWER - WEST BAY SANITARY SEWER DISTRICT  
WATER - CITY OF MENLO PARK MUNICIPAL WATER DISTRICT  
GAS - PG&E  
ELECTRIC - PG&E  
FIRE WATER - MENLO FIRE

### LOT DEVELOPMENT

TWO LOT SUBDIVISION, FULLY DEVELOPED FOR RESIDENTIAL AND COMMERCIAL USE

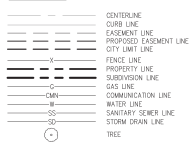
### CONDITIONS, COVENANTS, RESTRICTIVE RESERVATIONS

NO CC&Rs PROVIDED

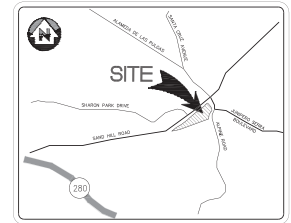
### FEMA FLOOD ZONE

UNMAAPPED AREA, NON PRINTED FLOOD MAP BOUNDARY

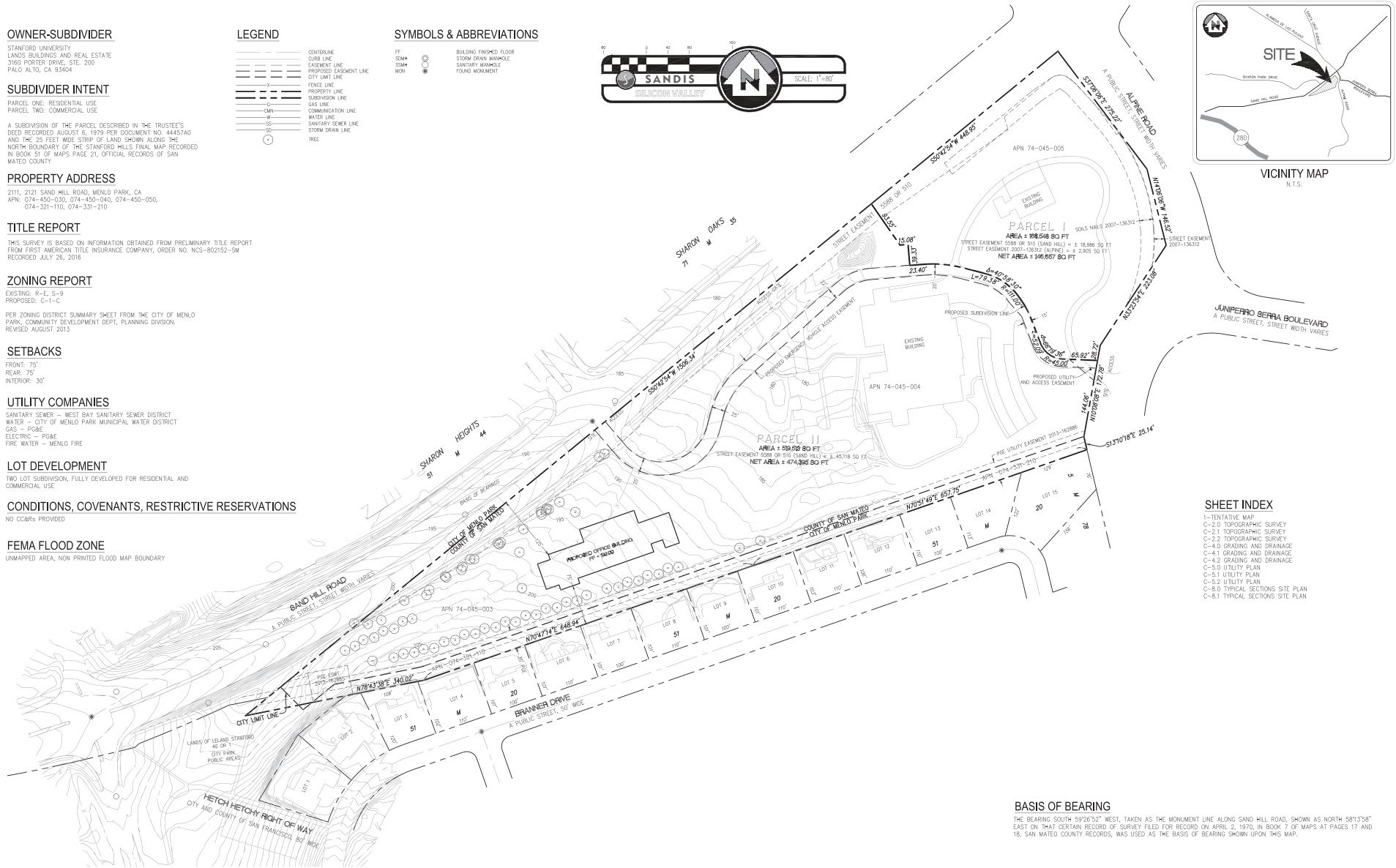
### LEGEND



### SYMBOLS & ABBREVIATIONS



VICINITY MAP  
N.T.S.



### SHEET INDEX

- 1-TENTATIVE MAP
- 2-2.0 TOPOGRAPHIC SURVEY
- 3-2.1 TOPOGRAPHIC SURVEY
- 4-2.2 TOPOGRAPHIC SURVEY
- 5-4.0 GRADING AND DRAINAGE
- 6-4.1 GRADING AND DRAINAGE
- 7-4.2 GRADING AND DRAINAGE
- 8-5.0 UTILITY PLAN
- 9-5.1 UTILITY PLAN
- 10-5.2 UTILITY PLAN
- 11-6.0 TYPICAL SECTIONS SITE PLAN
- 12-6.1 TYPICAL SECTIONS SITE PLAN

### BASIS OF BEARING

THE BEARING SOUTH 59°26'52" WEST, TAKEN AS THE MONUMENT LINE ALONG SAND HILL ROAD, SHOWN AS NORTH 58°13'58" EAST ON THAT CERTAIN RECORD OF SURVEY FILED FOR RECORD ON APRIL 2, 1970, IN BOOK 7 OF MAPS AT PAGES 17 AND 18, SAN MATEO COUNTY RECORDS, WAS USED AS THE BASIS OF BEARING SHOWN UPON THIS MAP.



1700 Winchester Boulevard, Campbell, CA 95008 | P. 408.636.0900 | F. 408.636.0999 | www.sandis.net

CIVIL ENGINEERS  
SURVEYORS  
PLANNERS

DATE	5/20/2017
SCALE	1"=5'-00"
DRAWN BY	RA
CHECKED BY	SS
DRAWING NO.	215102

No.	REVISION/ISSUE	DATE	BY
1	CITY REVISIONS	11/29/16	RA
2	CITY REVISIONS	3/2/17	RA
3	CITY REVISIONS	5/30/17	DO

### ELEVATION REFERENCE

STANFORD MONUMENT "S-129", A 2-1/2" GRASS DISK, WITH A PUNCH MARK, STAMPED "RCE 3776" IN MONUMENT WELL AT THE INTERSECTION OF STOCKFARM ROAD AND OAK ROAD PALO ALTO, CALIFORNIA.  
ELEVATION = 112.54 FEET (NGVD29), PER RECORD OF SURVEY 747 MAPS 40-49, RECORDS OF SANTA CLARA COUNTY.

TENTATIVE MAP  
FOR TWO LOT SUBDIVISION  
2131 SAND HILL ROAD DEVELOPMENT  
MENLO PARK  
CALIFORNIA

SHEET

1

OF 12 SHEETS



CONSTRUCTION NOTES

1. ALL OFF-SITE CONSTRUCTION MATERIAL AND METHODS SHALL COMPLY WITH THE WITH THE LATEST EDITION OF THE CITY OF MENLO PARK STANDARD PLANS & SPECIFICATIONS AND THE LATEST CALIFORNIA STANDARD SPECIFICATIONS.
2. CONTRACTOR SHALL LEAVE AN EMERGENCY PHONE NUMBER WITH THE POLICE AND FIRE DEPARTMENTS.
3. CONTRACTOR SHALL POST ON THE SITE EMERGENCY TELEPHONE NUMBERS FOR PUBLIC WORKS, AMBULANCE, POLICE, AND FIRE DEPARTMENTS.
4. CONTRACTOR SHALL NOTIFY ALL PUBLIC OR PRIVATE UTILITY OWNERS 48 HOURS PRIOR TO COMMENCEMENT OF WORK ADJACENT TO THE UTILITY UNLESS AN EXCAVATION PERMIT SPECIFIES OTHERWISE.
5. UTILITIES AND UNDERGROUND FACILITIES INDICATED ARE FOR INFORMATION ONLY. IT IS THE CONTRACTOR'S RESPONSIBILITY TO VERIFY THE LOCATION AND DEPTH WITH THE APPROPRIATE AGENCIES. NEITHER THE OWNER NOR THE CITY NOR THE DESIGN PROFESSIONAL ASSUMES RESPONSIBILITY THAT THE UTILITIES AND UNDERGROUND FACILITIES INDICATED WILL BE THE UTILITIES AND UNDERGROUND FACILITIES ENCOUNTERED.
6. CONTRACTOR TO CONTACT UNDERGROUND SERVICE ALERT U.S.A. 800-227-2600 FORTY-EIGHT (48) HOURS PRIOR TO BEGINNING WORK TO HAVE THE LOCATION OF EXISTING UNDERGROUND UTILITIES MARKED. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO IDENTIFY, LOCATE, AND PROTECT ALL UNDERGROUND FACILITIES.
7. THE CONTRACTOR SHALL HIRE A STREET CLEANING CONTRACTOR TO CLEAN UP DIRT AND DEBRIS FROM CITY STREETS THAT ARE ATTRIBUTABLE TO THE DEVELOPMENT'S CONSTRUCTION ACTIVITIES.
8. ALL GRADING SHALL BE PERFORMED IN SUCH A MANNER AS TO COMPLY WITH THE STANDARDS ESTABLISHED BY THE AIR QUALITY MAINTENANCE DISTRICT FOR AIRBORNE PARTICULATES (DUST).
9. ALL GRADING SHALL CONFORM TO APPROVED SPECIFICATIONS PRESENTED HEREON OR ATTACHED HERETO. ALL GRADING SHALL BE OBSERVED AND APPROVED BY THE SOILS ENGINEER. THE SOILS ENGINEER SHALL BE NOTIFIED AT LEAST 48 HOURS BEFORE BEGINNING ANY GRADING. UNOBSERVED AND UNAPPROVED GRADING WORK SHALL BE REMOVED AND REDONE AT THE CONTRACTOR'S EXPENSE.
10. ALL MATERIALS, REQUIRED FOR THE COMPLETE EXECUTION OF THE PROJECT, SHALL BE FURNISHED AND INSTALLED BY THE CONTRACTOR UNLESS OTHERWISE NOTED.
11. THE CONTRACTOR SHALL PROVIDE ALL LIGHTS, SIGNS, BARRICADES, FLAGMEN OR OTHER DEVICES NECESSARY TO PROVIDE FOR PUBLIC SAFETY DURING THE CONSTRUCTION PERIOD.
12. THE CONTRACTOR SHALL BE RESPONSIBLE TO REPAIR OR REPLACE ANY EXISTING IMPROVEMENTS OF UNDERGROUND FACILITIES DAMAGED DURING THE CONSTRUCTION PERIOD.
13. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL ENCROACHMENT, EXCAVATION, CONCRETE, ELECTRICAL, PLUMBING, ETC. PERMITS NECESSARY PRIOR TO BEGINNING CONSTRUCTION FOR ANY WORK.
14. THE CONTRACTOR SHALL HAVE A SUPERINTENDENT OR REPRESENTATIVE ON SITE AT ALL TIMES DURING CONSTRUCTION.
15. STORAGE OF CONSTRUCTION MATERIAL AND EQUIPMENT ON CITY STREETS WILL NOT BE PERMITTED.
16. CONSTRUCTION EQUIPMENT SHALL BE PROPERLY MUFFLED. UNNECESSARY IDLING OF GRADING CONSTRUCTION EQUIPMENT IS PROHIBITED.
17. CONSTRUCTION EQUIPMENT, TOOLS, ETC. SHALL NOT BE CLEANED OR RINSED INTO A STREET, GUTTER OR STORM DRAIN.
18. A CEMENTED AND COVERED AREA ON-SITE SHALL BE USED FOR STORAGE OF CEMENT BAGS, PAINTS, FLAMMABLE, OILS, FERTILIZERS, PESTICIDES, OR ANY OTHER MATERIALS THAT HAVE POTENTIAL FOR BEING DISCHARGED TO THE STORM DRAIN SYSTEM BY WIND OR IN THE EVENT OF A MATERIAL SPILL.
19. ALL CONSTRUCTION DEBRIS SHALL BE GATHERED ON A REGULAR BASIS AND PLACED IN A DUMPER WHICH IS EMPTIED OR REMOVED WEEKLY. WHEN FEASIBLE, TARPS SHALL BE USED ON THE GROUND TO COLLECT FALLEN DEBRIS OR SLAGERS THAT COULD CONTRIBUTE TO STORMWATER POLLUTION.
20. ANY TEMPORARY ON-SITE CONSTRUCTION PILES SHALL BE SECURELY COVERED WITH A TARP OR OTHER DEVICE TO CONTAIN DEBRIS.
21. CONCRETE TRUCKS AND CONCRETE FINISHING OPERATIONS SHALL NOT DISCHARGE WASH WATER INTO THE STREET OR DRAINS.

CONTRACTOR RESPONSIBILITY

CONTRACTOR AGREES THAT HE/SHE SHALL ASSUME SOLE AND COMPLETE RESPONSIBILITY FOR JOB SITE CONDITIONS, INCLUDING THE SAFETY OF ALL PERSONS AND PROPERTY, DURING THE COURSE OF CONSTRUCTION OF THIS PROJECT, AND THAT THIS REQUIREMENT SHALL APPLY CONTINUOUSLY AND NOT BE LIMITED TO NORMAL WORKING HOURS. THE CONTRACTOR SHALL DEFINE, INDEMNIFY AND HOLD THE OWNER AND THE ENGINEER HARMLESS FROM ANY AND ALL LIABILITY, REAL OR ALLEGED, IN CONNECTION WITH THE PERFORMANCE OF WORK ON THIS PROJECT, EXCEPTING FOR LIABILITY ARISING FROM THE SOLE NEGLIGENCE OF THE OWNER OR THE ENGINEER.

UTILITY/POTHOLE NOTE

THE TYPES, LOCATIONS, SIZES AND /OR DEPTHS OF EXISTING UNDERGROUND UTILITIES AS SHOWN ARE APPROXIMATE AND WERE OBTAINED FROM SOURCES OF VARYING RELIABILITY. ONLY ACTUAL EXCAVATION WILL REVEAL THE TYPES, EXTENT, SIZES, LOCATIONS AND DEPTHS OF SUCH UNDERGROUND UTILITIES. A REASONABLE EFFORT HAS BEEN MADE TO LOCATE AND DELINEATE ALL KNOWN UNDERGROUND UTILITIES. HOWEVER, THE ENGINEER CAN ASSUME NO RESPONSIBILITY FOR THE COMPLETENESS OR ACCURACY OF ITS DELINEATION OF SUCH UNDERGROUND UTILITIES WHICH MAY BE ENCOUNTERED, BUT WHICH ARE NOT SHOWN IN THE DRAWINGS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR LOCATING ALL UNDERGROUND FACILITIES AND UTILITIES BY POTHOLES PRIOR TO COMMENCING CONSTRUCTION.

SURVEY UTILITY NOTE

THE TYPES, LOCATIONS, SIZES AND /OR DEPTHS OF EXISTING UNDERGROUND UTILITIES AS SHOWN ON THIS TOPOGRAPHIC SURVEY ARE APPROXIMATE AND WERE OBTAINED FROM SOURCES OF VARYING RELIABILITY. ONLY ACTUAL EXCAVATION WILL REVEAL THE TYPES, EXTENT, SIZES, LOCATIONS AND DEPTHS OF SUCH UNDERGROUND UTILITIES. A REASONABLE EFFORT HAS BEEN MADE TO LOCATE AND DELINEATE ALL KNOWN UNDERGROUND UTILITIES. HOWEVER, THE ENGINEER CAN ASSUME NO RESPONSIBILITY FOR THE COMPLETENESS OR ACCURACY OF ITS DELINEATION OF SUCH UNDERGROUND UTILITIES WHICH MAY BE ENCOUNTERED, BUT WHICH ARE NOT SHOWN ON THIS SURVEY.

ABBREVIATIONS

- AB - AGGREGATE BASE  
AC - ASPHALT CONCRETE  
AD - AREA DRAIN  
ADA - AGGREGATE SUBBASE  
ASB - BEGINNING OF CURVE  
BFP - BACK FLOW PREVENTOR  
BLC - BUILDING CORNER  
BLDG - BUILDING  
BOD - BOTTOM OF DOCK  
BOL - BOLLARD  
BOS - BOTTOM OF STEP  
BOW - FG @ BOTTOM OF WALL  
BWC - BACK OF ROLL CURB  
BYC - BEGIN VERTICAL CURVE  
BW - BACK OF WALK  
C - CONCRETE OR CULK  
CAG - CURB AND GUTTER  
CB - CATCH BASIN  
CO - CURB INLET  
CP - CAST IRON PIPE  
CL - CENTER LINE OR CLASS  
CMP - CORRUGATED METAL PIPE  
CONC - CONSTRUCTION OR CONSTRUCT  
CY - CUBIC YARD  
CDA - DOUBLE CHECK DETECTOR ASSEMBLY  
DI - DRAIN INLET  
DOM - DUCTILE IRON PIPE  
DW - DOMESTIC WATER  
DWG - DRAWING  
EC - END OF CURVE  
EP - EDGE OF PAVEMENT  
ER - END OF RETURN  
ELEV - ELEVATION  
ELEV. EXIST. - EXISTING  
FC - FIRE DEPARTMENT CONNECTION  
FDC - FINISHED FLOOR  
FD - FINISHED GRADE  
FH - FIRE HYDRANT  
FL - FLOW LINE  
FOUND - FOUNDATION  
FS - FINISHED SURFACE  
FTT - FOOT  
FW - FIRE WATER  
GE - GROUND ELEVATION  
GB - GRADE BREAK  
GV - GATE VALVE  
H - ACCESSIBLE RAMP  
HP - HIGH POINT  
INV - INVERT ELEVATION  
JP - JOINT POLE  
JT - JOINT TRENCH  
LP - LIP OF GUTTER  
LP - LOW POINT  
LSA - LANDSCAPE ARCHITECT  
MAX - MAXIMUM  
MEP - MECHANICAL/ELECTRICAL/PLUMBING NOT BE PERMITTED  
MIN - MINIMUM  
MPVC - MIDPOINT OF VERTICAL CURVE  
MON - MONUMENT  
N - NORTH  
N - NUMBER  
NOT TO SCALE  
P - PAVEMENT ELEVATION  
PC - PORTLAND CEMENT CONCRETE / POINT OF CONTINUOUS CURVATURE  
PI - POST INDICATOR VALVE  
PR - PIPE  
PMH - POWER MANHOLE  
PP - POINT ON CURVE  
PP - POWER POLE  
PRC - POINT OF REVERSE CURVATURE  
PVC - POLY VINYL CHLORIDE PIPE  
R - RADIUS  
RC - RELATIVE COMPACTON  
RCP - REINFORCED CONCRETE PIPE  
RPPA - REDUCED PRESSURE  
PRA - PRINCIPLE ASSEMBLY  
R/W - RIGHT OF WAY  
S - SLOPE OR SOUTH  
S - SEE ARCHITECTURAL DRAWINGS  
SE - SEWAGE BASIN  
SD - STORM DRAIN  
SDCB - STORM DRAIN CATCH BASIN  
SDM - STORM DRAIN MANHOLE  
SE - SEE ELECTRICAL DRAWINGS  
SF - SILT FENCE  
SUB - SUBGRADE  
S - SEE LANDSCAPE DRAWINGS  
S - SEE MECHANICAL DRAWINGS  
SMH - SIGNAL MANHOLE  
S - SEE PLUMBING DRAWINGS  
SPD - SANITARY SENER  
STA - STATION  
STD - STANDARD  
S/W - SIDEWALK  
TD - TOP OF CURB  
TD - TRENCH DRAIN  
TOW - TOP OF WALK  
TOE - TOE OF SLOPE  
TOS - TOP OF SLAB  
TS - FG @ TOP OF WALL  
TS - TOP OF SLAB  
TS - TOP OF CURB  
UNO - UNLESS OTHERWISE NOTED  
UG - UNDERGROUND  
V/C - VERTICAL CURVE  
WM - WATER MAIN  
WV - WATER VALVE  
WV - WELT  
WV - WELDED WIRE FABRIC

UNAUTHORIZED CHANGES AND USES

CAUTION: The engineer preparing these plans will not be responsible for, or liable for, unauthorized changes to or uses of these plans. All changes to the plans must be in writing and must be approved by the preparer of the plans.

IMPROVEMENT PLANS FOR  
2131 SAND HILL ROAD,  
MENLO PARK, CA



SURVEY NOTES:

1. THE TOPOGRAPHIC SURVEY WAS PREPARED BY BKJ CIVIL ENGINEERS UNDER THE DIRECTION OF JOHN KOROYAN, P.L.S. NO. 8883.  
2. ALL DISTANCES (DIMENSIONS) ARE IN FEET AND DECIMALS THEREOF.  
3. DATE OF FIELD SURVEY WAS MAY 26, 27 AND 29, 2015.  
4. SITE AREA = 3.584 ACRES, MORE OR LESS.  
5. THIS SITE IS LOCATED WITHIN COUNTY OF SAN MATEO AND CITY OF MENLO PARK, WESTERLY PORTION OF THE COUNTY AND CITY LIMIT LINES ARE SHOWN APPROXIMATELY.  
6. NO TITLE REPORT WAS ISSUED FOR THIS SURVEY.

APN NUMBER:

074-450-030 AND 074-321-110.

EARTHWORK NOTE

IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO INCLUDE ALL MATERIAL AND LABOR REQUIRED WITHIN THE BID PRICE, FOR EARTHWORK CONSTRUCTION, TO CARRY OUT THE CUT/FILL AND/OR IMPORT/EXPORT AS NECESSARY TO MEET THE DESIGN GRADES SHOWN ON THE PLANS. CONTRACTOR IS TO DELIVER TO OWNER THE PROJECT IN A COMPLETE AND OPERATIONAL MANNER. EARTHWORK QUANTITIES SHOWN ON THE PLANS OR REPRESENTED BY THE ENGINEER ARE APPROXIMATE AND ARE FOR GRADING PERMIT APPROVAL ONLY. THE CONTRACTOR IS RESPONSIBLE FOR ANY INVESTIGATION OR STUDIES THAT ARE REQUIRED BY THE CONTRACTOR TO SATISFY THIS REQUIREMENT. NO ADDITIONAL COMPENSATION SHALL BE PAID FOR SAID CUT/FILL AND/OR IMPORT/EXPORT.

FIRE SYSTEM NOTES

THE CONTRACTOR SHALL DESIGN, PREPARE SHOP DRAWINGS FOR, OBTAIN ALL REQUIRED APPROVALS, AND CONSTRUCT THE FIRE SYSTEM FOR THE PROPOSED PROJECT. CONTRACTOR SHALL HAVE SHOP DRAWINGS STAMPED BY A FIRE PROTECTION ENGINEER AS REQUIRED BY THE LOCAL AUTHORITY.

DISCREPANCIES

IF THERE ARE ANY DISCREPANCIES BETWEEN DIMENSIONS IN DRAWINGS AND EXISTING CONDITIONS WHICH WILL AFFECT THE WORK, THE CONTRACTOR SHALL BRING SUCH DISCREPANCIES TO THE ATTENTION OF THE ENGINEER FOR ADJUSTMENT BEFORE PROCEEDING WITH THE WORK. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROPER FITTING OF ALL WORK AND FOR THE COORDINATION OF ALL TRADES, SUBCONTRACTORS, AND PERSONS ENGAGED UPON THIS CONTRACT.

Construction contractor agrees that in accordance with generally accepted construction practices, construction contractor will be required to assume sole and complete responsibility for job site conditions during the course of construction of the project, including safety of persons and property; that this requirement shall be made to apply continuously and not be limited to normal working hours and construction contractor further agrees to defend, indemnify and hold design professional harmless from any and all liability, real or alleged, in connection with the performance of work on this project, excepting liability arising from sole negligence of design professional.

BENCHMARK:

STANDARD MONUMENT "S-120".

BENCH FOUND 2'-1/2" BRASS DISK, WITH A PUNCH MARK, STAMPED "ICE 3776" IN MONUMENT WELL, AT THE INTERSECTION OF STOCKFARM ROAD AND OAK ROAD PALO ALTO, CALIFORNIA.

ELEVATION = 112.54 FEET, BASED ON NATIONAL GEODETIC VERTICAL DATUM OF 1929 (NGVD29), PER RECORD OF SURVEY 747 MAPS 40-49, RECORDS OF SANTA CLARA COUNTY.

BASIS OF BEARINGS:

THE BEARING N70°46'33"E OF THE CENTER LINE OF BRANNAN DRIVE, BETWEEN FOUND MONUMENTS, AS SAID BEARING SHOWN ON THIS SURVEY IS BASED ON THE NORTH AMERICAN DATUM OF 1983 (NAD83), CCS83, CALIFORNIA ZONE 3, BY HOLDING THE NAD83 STATE PLANE COORDINATE VALUES OF CONTROL POINTS "S-120", "S-129" AND "S-107". SAID POINTS ARE SHOWN AND DESCRIBED IN THAT CERTAIN RECORD OF SURVEY FOR THE STANFORD MASTER SURVEY CONTROL NETWORK, FILED APRIL 10, 2002 IN BOOK 747 OF MAPS AT PAGES 40 THROUGH 49 INCLUSIVE, RECORDS OF SANTA CLARA COUNTY, WAS TAKEN AS THE BASIS OF BEARINGS FOR THIS SURVEY.

SHEET INDEX

- CIVIL SHEETS  
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C-2.1 TOPOGRAPHIC SURVEY  
C-2.2 TOPOGRAPHIC SURVEY  
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- LANDSCAPE SHEETS  
L-1.0 PRELIMINARY LANDSCAPE PLANTING PLAN  
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L-1.2 PRELIMINARY LANDSCAPE PLANTING PLAN

Consulting Engineers  
61 Land Surveyors  
of California



LEGEND

	EXISTING	PROPOSED
SANICUT AND CONFORM LINE		
RETAINING WALL		
A.C. PAVEMENT		
CONC. VALLEY GUTTER		
CONC. SIDEWALK OR PAD		
6" CURB & GUTTER		
EDGE OF A.C. PAVEMENT		
6" VERTICAL CURB		
CENTER LINE		
SANITARY SENER MAIN	8" - SS	8" - SS
STORM DRAIN MAIN	12" - SD	15" - SD
PERFORATED PIPE		6" - SD
WATER MAIN	6" - W	6" - W
FIRE WATER MAIN	6" - FW	6" - FW
DOMESTIC WATER MAIN	6" - DW	4" - DW
CHILLED WATER MAIN	6" - CHW	4" - CHW
IRRIGATION LINE	2" - IRR	4" - IRR
HOT WATER SUPPLY & RETURN	HWS-HWR	HWR
STEAM LINE	ST	STM
TRENCH DRAIN		
CONDENSATE RETURN		OR
METAL BEAM GUARD RAIL		
SILT FENCE		
FLOW LINE		
CHAIN LINK FENCE	x x x	x x x
GAS MAIN	G	2" - G
CAP AND PLUG END DUCT BANK	E	E
OVERHEAD ELECTRIC LINE	OHE	UGE
UNDERGROUND ELECTRIC LINE	UGE	UGE
STREET LIGHT CONDUIT	SL	80
CONTOUR ELEVATION LINE	85	89
SPOT ELEVATION	x 95.94	89
DIRECTION OF SLOPE		2:1 1:8
GAS METER		GM
GAS VALVE		GV
WATER METER		WM
WATER VALVE		WV
FIRE HYDRANT		FH
BACK FLOW PREVENTOR		BFP
POST INDICATOR VALVE		PIV
FIRE DEPARTMENT CONNECTION		FDC
WATER LINE TEE		WLT
ELECTRIC AND SIGNAL		ARSV
AIR RELEASE VALVE		ARV
SIGN		S
ACCESSIBLE RAMP		AR
CONCRETE THRUST BLOCK		CTB
REDUCER		R
SANITARY SENER MANHOLE		SSM
SANITARY SENER CLEANOUT		SSCO
STORM DRAIN MANHOLE		SDM
STORMCATCHER		SC
STORM DRAIN AREA DRAIN		SDAD
STORM DRAIN CATCH BASIN		SDCB
STORM DRAIN CURB INLET		SDCI
STORM DRAIN CLEANOUT		SDCO
ELECTROLUOT		EL
JOINT POLE		JP
OVERLAND RELEASE		OR
CONSTRUCTION DETAIL REFERENCE		

ArchiRender  
Architect

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mo@archirender.com 510-585-6456

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DATE MARCH 2, 2017

CHAD J. BROWNING  
R.C.E. NO. 68315, EXPIRES 9-30-17

2131 SAND HILL ROAD  
NEW OFFICES

MENLO PARK, CA

No.	Date	Issues and Revisions	By
1	12/04/2016	Planning Submittal	
2	08/26/2016	Planning Resubmittal 1	
3	11/22/2016	Planning Resubmittal 2	
4	03/02/2017	Planning Resubmittal 3	
5	05/30/2017	Planning Resubmittal 4	

COVER SHEET

Project Number: 216102  
Date: 05/30/2017  
Scale: N.T.S.

C1.0

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### SURVEY NOTES:

THE TOPOGRAPHIC SURVEY WAS PREPARED BY BKF CIVIL ENGINEERS UNDER THE DIRECTION OF JOHN KORYTAN, P.E., NO. 8882.

1. ALL DISTANCES, DIMENSIONS AND ELEVATIONS ARE IN FEET AND DECIMALS THEREOF.
2. DATE OF FIELD SURVEY WAS MAY 26, 27 AND 28, 2015.
3. SITE AREA = 11.926 ACRES, MORE OR LESS.
4. THIS SITE IS LOCATED WITHIN COUNTY OF SAN MATEO AND CITY OF MENLO PARK. WESTERLY PORTION OF THE COUNTY AND CITY LIMIT LINES ARE SHOWN APPROXIMATELY.

### APN NUMBER:

074-450-030, 074-450-040, 074-450-050,  
074-321-110, 074-331-210

### BASIS OF BEARINGS:

THE BEARING N70°46'33"E OF THE CENTER LINE OF BRANNER DRIVE, BETWEEN FOUND MONUMENTS, AS SAID BEARING SHOWN ON THIS SURVEY IS BASED ON THE NORTH AMERICAN DATUM OF 1983 (NAD83), CGS83, CALIFORNIA ZONE 3, BY HOLDING THE NAD83 STATE PLANE COORDINATE VALUES OF CONTROL POINTS "S-120", "S-129" AND "S-107". SAID POINTS ARE SHOWN AND DESCRIBED IN THAT CERTAIN RECORD OF SURVEY FOR THE STANFORD MASTER SURVEY CONTROL NETWORK, FILED APRIL 10, 2002 IN BOOK 747 OF MAPS AT PAGES 40 THROUGH 49 INCLUSIVE, RECORDS OF SANTA CLARA COUNTY, WAS TAKEN AS THE BASIS OF BEARINGS FOR THIS SURVEY.

### BENCHMARK:

STANFORD MONUMENT "S-129".

BEING FOUND 2-1/2" BRASS DISK, WITH A PUNCH MARK, STAMPED "ICE 3776" IN MONUMENT WELL AT THE INTERSECTION OF STOCKFARM ROAD AND OAK ROAD PALO ALTO, CALIFORNIA.

ELEVATION = 112.54 FEET, BASED ON NATIONAL GEODETIC VERTICAL DATUM OF 1929 (NGVD29), PER RECORD OF SURVEY 747 MAPS 40-49, RECORDS OF SANTA CLARA COUNTY.

### TITLE REPORT

THIS SURVEY IS BASED ON INFORMATION OBTAINED FROM PRELIMINARY TITLE REPORT FROM FIRST AMERICAN TITLE INSURANCE COMPANY, ORDER NO. NCS-802152-SM RECORDED JULY 26, 2016



DATE MARCH 2, 2017

CHAD J. BROWNING  
R.C.E. NO. 68315, EXPIRES 9-30-17

## 2131 SAND HILL ROAD NEW OFFICES

### MENLO PARK, CA

No.	Date	Issues and Revisions	By
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4	03/02/2017	Planning Resubmittal 3	
5	05/30/2017	Planning Resubmittal 4	

### TOPOGRAPHIC SURVEY

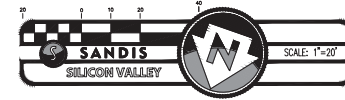
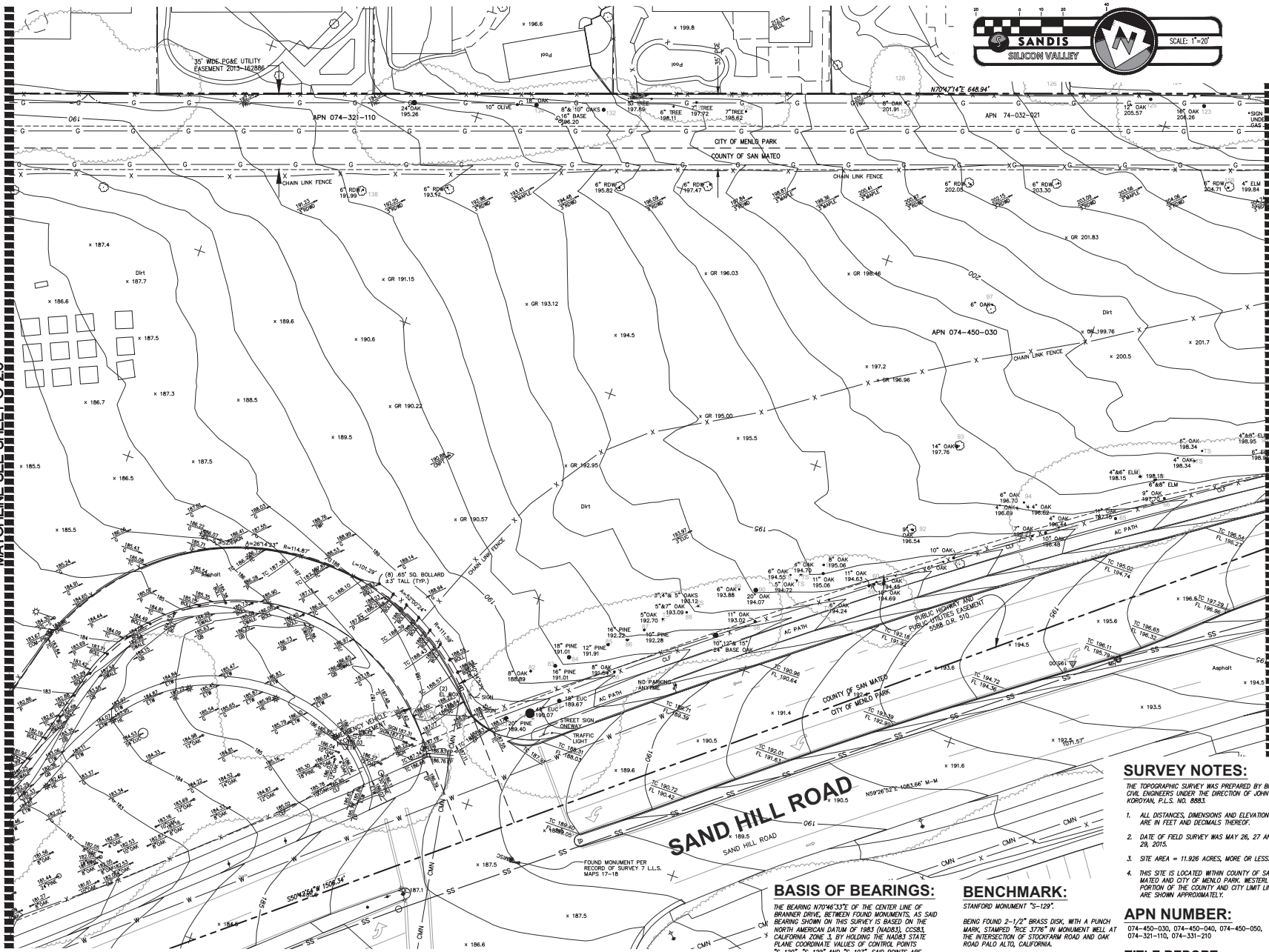
Project Number: 216102  
Date: 05/30/2017  
Scale: 1"=20'

C-2.0

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MATCHLINE SEE SHEET C-20



**ArchiRender Architect**

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ma@archirender.com 510-585-6456

**SANDIS**

**CIVIL ENGINEERS  
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DATE MARCH 2, 2017

CHAD J. BROWNING  
R.C.E. NO. 68315, EXPIRES 9-30-17

## 2131 SAND HILL ROAD NEW OFFICES

### MENLO PARK, CA

### SURVEY NOTES:

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  - SITE AREA = 11.926 ACRES, MORE OR LESS.
  - THIS SITE IS LOCATED WITHIN COUNTY OF SAN MATEO AND CITY OF MENLO PARK, WESTERN PORTION OF THE COUNTY AND CITY LIMIT LINES ARE SHOWN APPROXIMATELY.

### APN NUMBER:

074-450-030, 074-450-040, 074-450-050,  
074-321-110, 074-331-210

### TITLE REPORT

THIS SURVEY IS BASED ON INFORMATION OBTAINED FROM PRELIMINARY TITLE REPORT FROM FIRST AMERICAN TITLE INSURANCE COMPANY, ORDER NO. MCS-602152-SM RECORDED JULY 26, 2016

### BASIS OF BEARINGS:

THE BEARING N70°46'33"E OF THE CENTER LINE OF BRANNER DRIVE, BETWEEN FOUND MONUMENTS, AS SAID BEARING SHOWN ON THIS SURVEY IS BASED ON THE NORTH AMERICAN DATUM OF 1983 (NAD83), CCS81, CALIFORNIA ZONE 3, BY HOLDING THE NAD83 STATE PLANE COORDINATE VALUES OF CONTROL POINTS "S-1201", "S-1229" AND "S-107". SAID POINTS ARE SHOWN AND DESCRIBED IN THAT CERTAIN RECORD OF SURVEY FOR THE STANFORD MASTER SURVEY CONTROL NETWORK, FILED APRIL 10, 2020 IN BOOK 747 OF MAPS AT PAGES 40 THROUGH 49 INCLUDING RECORDS OF SANTA CLARA COUNTY, WAS TAKEN AS THE BASIS OF BEARINGS FOR THIS SURVEY.

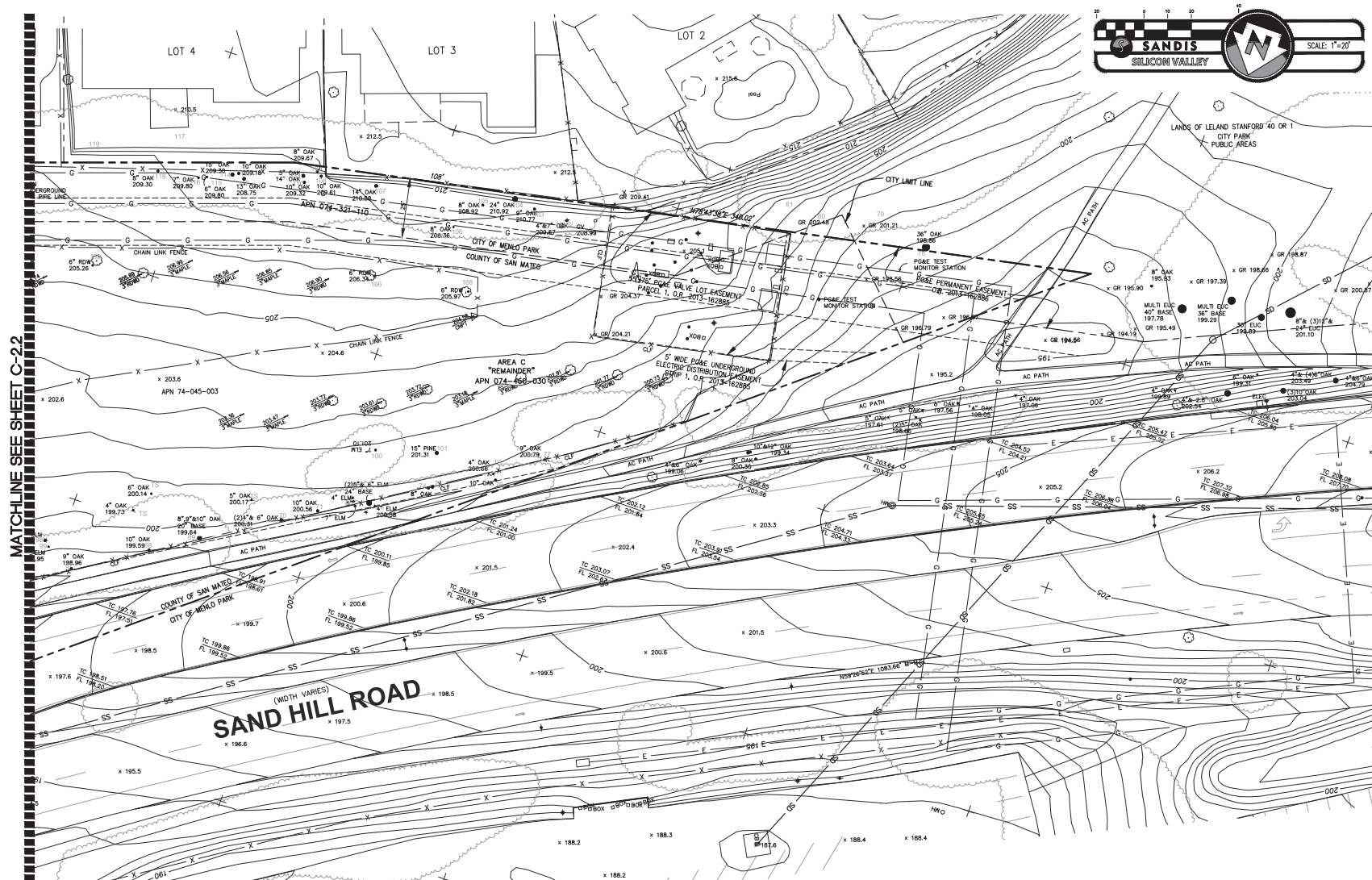
### BENCHMARK:

STANFORD MONUMENT "S-129".

BEING FOUND 2-1/2" BRASS DISK, WITH A PUNCH MARK, STAMPED "ICE 3776" IN MONUMENT WELL AT THE INTERSECTION OF STOCKFARM ROAD AND OAK ROAD PALO ALTO, CALIFORNIA.

ELEVATION = 112.54 FEET, BASED ON NATIONAL GEODETIC VERTICAL DATUM OF 1929 (NGVD29), PER RECORD OF SURVEY 747 MAPS 40-49, RECORDS OF SANTA CLARA COUNTY.





DATE MARCH 2 , 2017

CHAD J. BROWNING  
R.C.E. NO. 68315, EXPIRES 9-30-17

2131 SAND HILL ROAD  
NEW OFFICES

**MENLO PARK, CA**

Issues and Revisions			
No.	Date	Issues and Revisions	By
1	12/04/2015	Planning Resubmittal	
2	08/26/2016	Planning Resubmittal 1	
3	11/22/2016	Planning Resubmittal 2	
4	03/02/2017	Planning Resubmittal 3	
5	05/30/2017	Planning Resubmittal 4	

## TOPOGRAPHIC SURVEY

Project Number:	215102
Date:	05/30/2017
Scale:	1"=20'

**SURVEY NOTES:**

- THE TOPOGRAPHIC SURVEY WAS PREPARED BY BKF CIVIL ENGINEERS UNDER THE DIRECTION OF JOHN KORYAN, P.L.S. NO. 8883.
1. ALL DISTANCES, DIMENSIONS AND ELEVATIONS ARE IN FEET AND DECIMALS THEREOF.
  2. DATE OF FIELD SURVEY WAS MAY 26, 27 AND 29, 2015.
  3. SITE AREA = 11.926 ACRES, MORE OR LESS.
  4. THIS SITE IS LOCATED WITHIN COUNTY OF SAN MATEO AND CITY OF MENLO PARK. WESTERLY PORTION OF THE COUNTY AND CITY LIMIT LINES ARE SHOWN APPROXIMATELY.

APN NUMBER:

074-450-030, 074-450-040, 074-450-050,  
074-321-110, 074-331-210

**BASIS OF BEARINGS:**

THE BEARING N70°46'33"E OF THE CENTER LINE OF  
BRANNER DRIVE, BETWEEN FOUND MONUMENTS, AS SA-  
BEARING SHOWN ON THIS SURVEY IS BASED ON THE  
NORTH AMERICAN DATUM OF 1983 (NAD83), CGCS83,  
CALIFORNIA ZONE 3, BY HOLDING THE NAD83 STATE  
PLANE COORDINATE VALUES OF CONTROL POINTS  
"S-120", "S-129" AND "S-107". SAID POINTS ARE  
SHOWN AND DESCRIBED IN THAT CERTAIN RECORD OF  
SURVEY FOR THE STANFORD MASTER SURVEY CONTROL  
NETWORK, FILED April 10, 2002 IN BOOK 747 OF MAPS  
AT PLACES 40 THROUGH 49 INCLUSIVE, RECORDS OF  
SAID COUNTY. NO TRUSTWORTHY WAS TAKEN AS THE BASIS OF  
BEARINGS FOR THIS SURVEY.

**BENCHMARK:**

STANFORD MONUMENT "S-129"

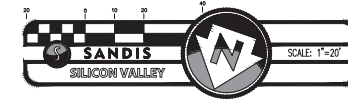
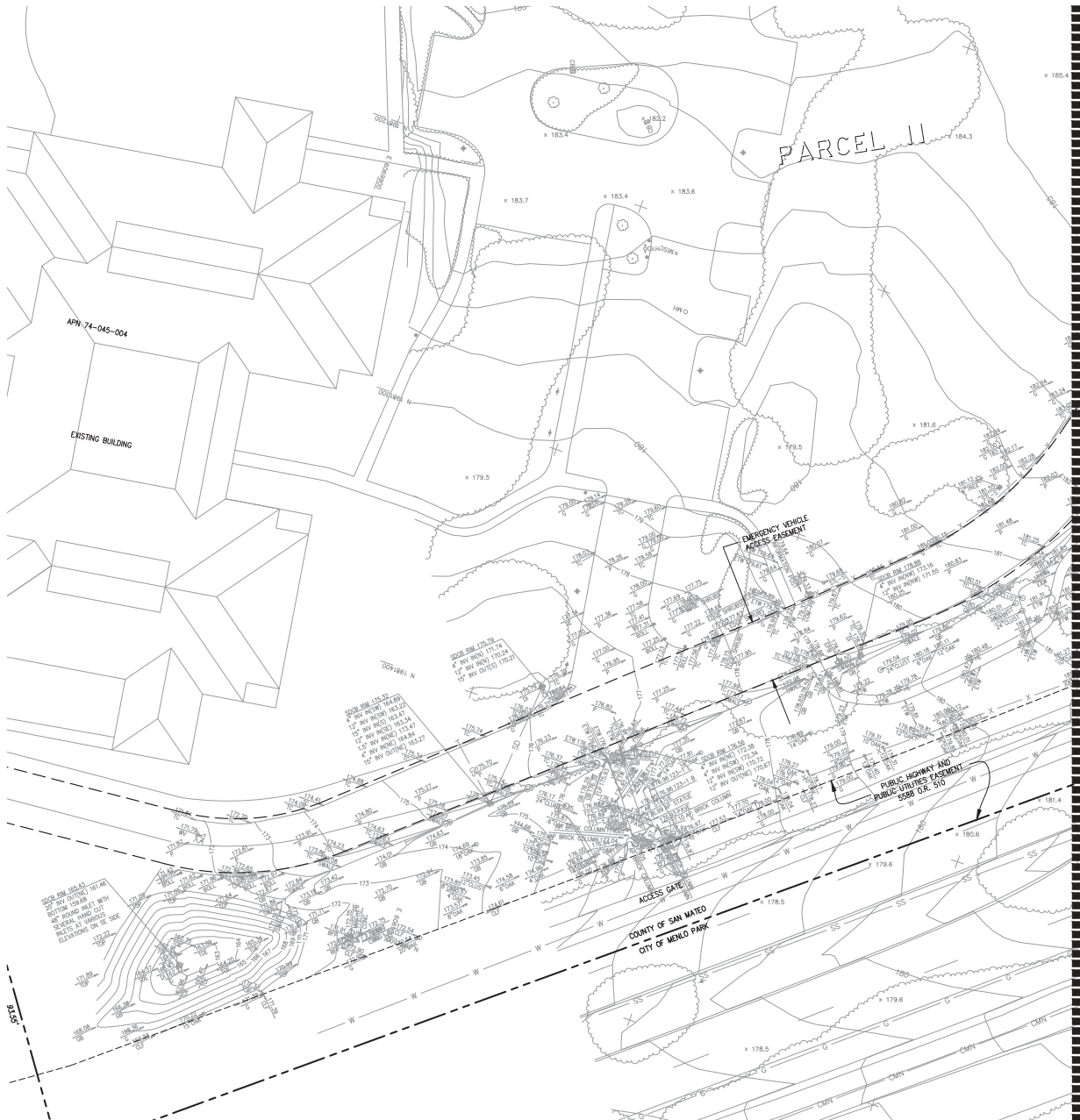
BEING FOUND 2-1/2" BRASS DISK, WITH A PUNCH MARK, STAMPED "ICE 3776" IN MONUMENT WELL AT THE INTERSECTION OF STOCKFARM ROAD AND OAK ROAD PALO ALTO, CALIFORNIA.

ELEVATION = 112.54 FEET, BASED ON NATIONAL GEODETIC VERTICAL DATUM OF 1929 (NGVD29), PER RECORD OF SURVEY 747 MAPS 40-49, RECORDS OF SANTA CLARA COUNTY.

# TITLE REPORT

THIS SURVEY IS BASED ON INFORMATION OBTAINED  
FROM PRELIMINARY TITLE REPORT FROM FIRST  
AMERICAN TITLE INSURANCE COMPANY, ORDER NO.  
NCS-802152-SM RECORDED JULY 26, 2016





DATE MARCH 2, 2017

CHAD J. BROWNING  
R.C.E. NO. 68315, EXPIRES 9-30-17

## 2131 SAND HILL ROAD NEW OFFICES

MENLO PARK, CA

### ARBORIST REPORT NOTE

TREE DISPOSITION DATA AND PROTECTION REQUIREMENTS ARE PER ARBORIST REPORT TITLED "ARBORIST REPORT 2131 SAND HILL ROAD MENLO PARK, CA" PREPARED BY HORTSCIENCE INC. DATED SEPTEMBER 8, 2015

### LEGEND

- # TREE TAG NUMBER
- ⊙ HERITAGE TREE TAG NUMBER
- ✕ REMOVE EXISTING TREE
- \* REMOVE EXISTING HERITAGE TREE
- TREE PROTECTION ZONE (DIAMETER VARIES)
- ⊙ HERITAGE TREE PROTECTION ZONE (DIAMETER VARIES)

Issues and Revisions			
No.	Date	Issues and Revisions	By
1	12/04/2016	Planning Submittal	
2	08/26/2016	Planning Resubmittal 1	
3	11/22/2016	Planning Resubmittal 2	
4	03/02/2017	Planning Resubmittal 3	
5	05/30/2017	Planning Resubmittal 4	

### TREE DISPOSITION PLAN

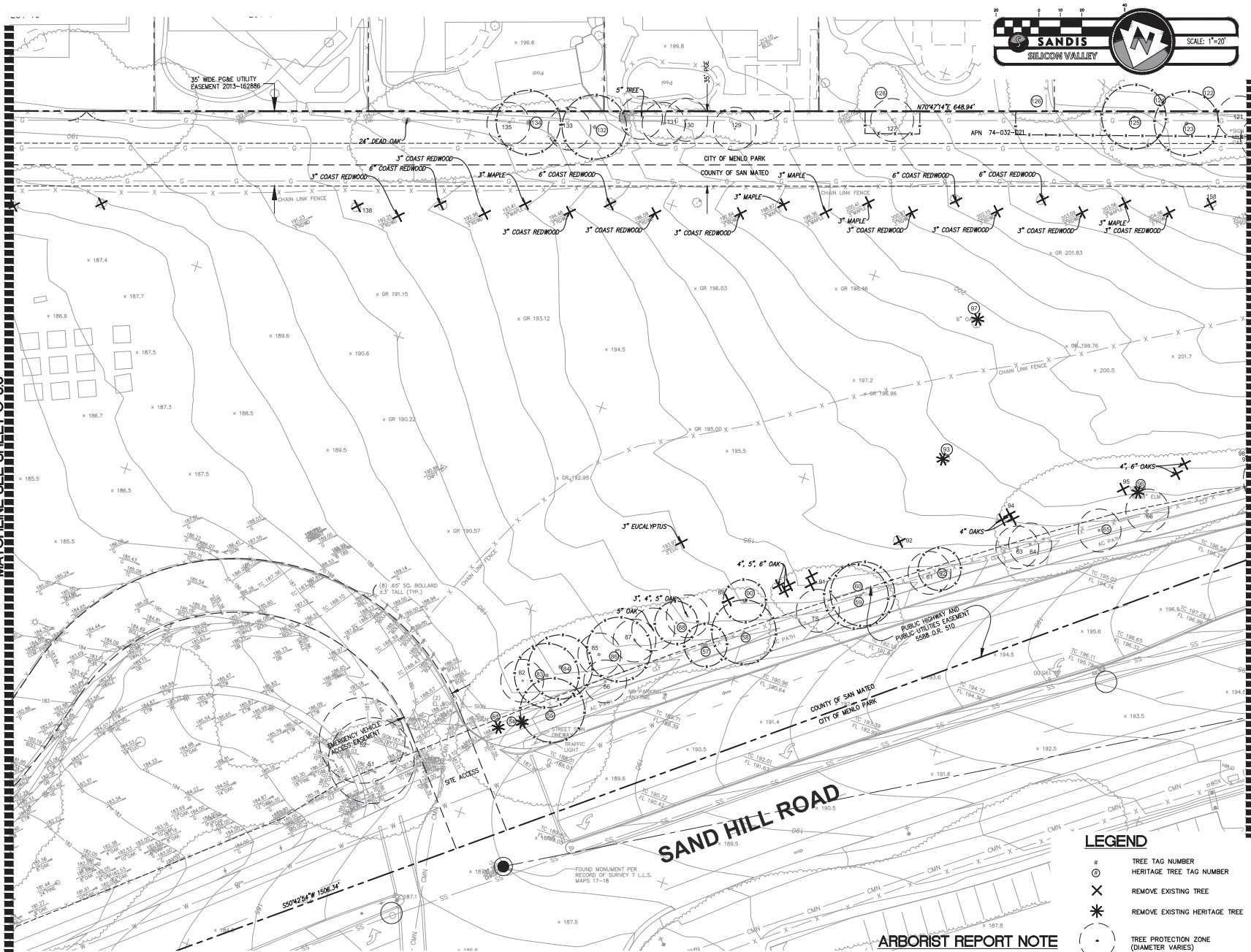
Project Number: 216102  
Date: 05/30/2017  
Scale: 1"=20'

C-3.0

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MATCHLINE SEE SHEET C-30



**SANDIS**  
SILICON VALLEY

SCALE: 1"=20'

**ArchiRender**  
Architect

32246 Derby Street | Union City, Ca 94587  
ma@archirender.com | 510-585-6446

**SANDIS**

**CIVIL ENGINEERS  
SURVEYORS  
PLANNERS**

1700 Winchester  
Boulevard Campbell, CA  
95008  
P: 408.636.0900  
F: 408.636.0909  
www.sandis.net

DATE: MARCH 2, 2017

CHAD J. BROWNING  
R.C.E. NO. 68315, EXPIRES 9-30-17

**2131 SAND HILL ROAD  
NEW OFFICES**

**MENLO PARK, CA**

Issues and Revisions			
No.	Date	Issues and Revisions	By
1	12/04/2016	Planning Submittal	
2	08/26/2016	Planning Resubmittal 1	
3	11/22/2016	Planning Resubmittal 2	
4	03/02/2017	Planning Resubmittal 3	
5	05/30/2017	Planning Resubmittal 4	

**TREE DISPOSITION PLAN**

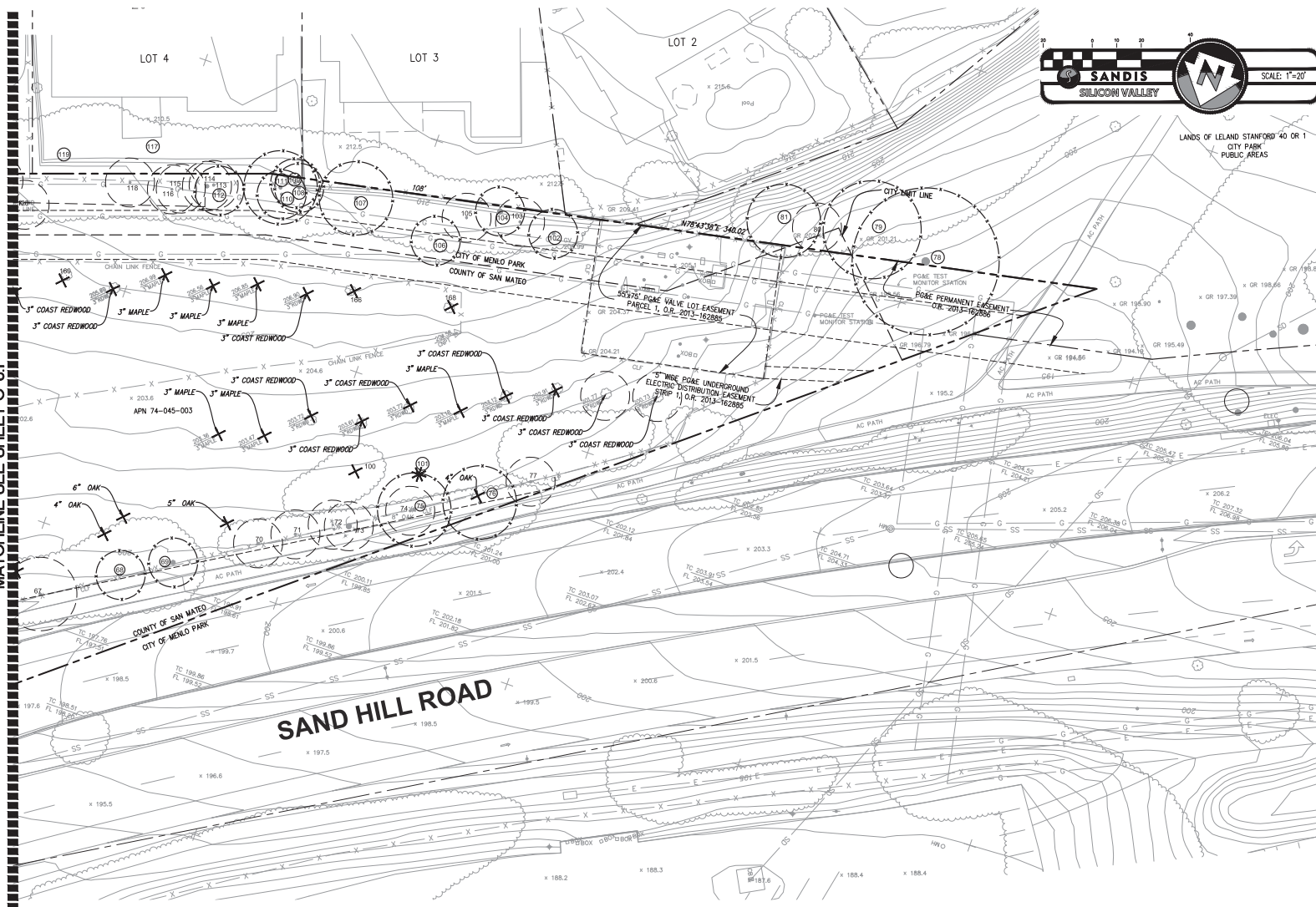
Project Number: 216102  
Date: 06/30/2017  
Scale: 1"=20'

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C-3.1



MATCHLINE SEE SHEET C-31



DATE MARCH 2, 2017

CHAD J. BROWNING  
R.C.E. NO. 68315, EXPIRES 9-30-17

2131 SAND HILL ROAD  
NEW OFFICES

MENLO PARK, CA

Issues and Revisions			
No.	Date	Issues and Revisions	By
1	12/04/2016	Planning Submittal	
2	08/26/2016	Planning Resubmittal 1	
3	11/22/2016	Planning Resubmittal 2	
4	03/02/2017	Planning Resubmittal 3	
5	05/30/2017	Planning Resubmittal 4	

### TREE DISPOSITION PLAN

Project Number: 216102  
Date: 05/30/2017  
Scale: 1\"/>

C-3.2

### ARBORIST REPORT NOTE

TREE DISPOSITION DATA AND PROTECTION REQUIREMENTS ARE PER ARBORIST REPORT TITLED "ARBORIST REPORT 2131 SAND HILL ROAD MENLO PARK, CA" PREPARED BY HORTSCIENCE INC. DATED SEPTEMBER 8, 2015

### LEGEND

- # TREE TAG NUMBER
- ⊙ HERITAGE TREE TAG NUMBER
- ✕ REMOVE EXISTING TREE
- \* REMOVE EXISTING HERITAGE TREE
- TREE PROTECTION ZONE (DIAMETER VARIES)
- ⊙ HERITAGE TREE PROTECTION ZONE (DIAMETER VARIES)



## ARBORIST REPORT NOTE

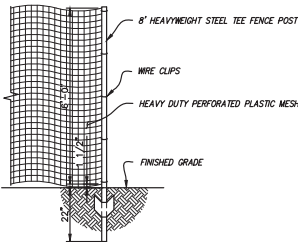
TREE DISPOSITION DATA AND PROTECTION REQUIREMENTS ARE PER ARBORIST REPORT TITLED "ARBORIST REPORT 2131 SAND HILL ROAD MENLO PARK, CA" PREPARED BY HORTISCIENCE INC. DATED SEPTEMBER 8, 2015

### TREE REMOVAL NOTES

1. THE LOCATION OF ALL SERVICE LINES SUCH AS WATER SUPPLY, SEWER, ELECTRICITY, TELEPHONES, CABLE, GAS, STORM DRAIN LINES, ETC. SHALL BE ASCERTAINED BEFORE TREE REMOVAL WORK IS STARTED. WHERE SUCH LINES WILL BE AFFECTED BY TREE REMOVAL, OR WHERE TREE REMOVAL MACHINERY WILL BE WORKING NEARBY, LINES SHOULD BE CAREFULLY SEALED OFF, PROTECTED OR DIVERTED. IT IS THE CONTRACTOR'S RESPONSIBILITY TO TAKE NECESSARY PRECAUTIONARY ACTIONS.
2. REMOVE ONLY THOSE TREES INDICATED ON THIS PLAN TO BE REMOVED. TREES INDICATED TO BE REMOVED SHALL HAVE ALL ROOTS AND STUMP REMOVED TO A DEPTH OF 24" BELOW GRADE.

### TREE PROTECTION NOTES

1. THE GENERAL CONTRACTOR SHALL TAKE THE FOLLOWING STEPS TO PRESERVE AND PROTECT ALL EXISTING TREES SHOWN TO REMAIN:
  - A. PRIOR TO COMMENCEMENT OF DEMOLITION, GRADING AND CONSTRUCTION, TEMPORARY FENCING SHALL BE INSTALLED AT THE DRIP LINE OF EACH TREE TO BE PRESERVED. REFER TO DETAIL, FENCED AREAS SHALL NOT BE VIOLATED DURING CONSTRUCTION.
  - B. ALL EXISTING ON-SITE TREES INDICATED TO REMAIN SHALL BE TRIMMED BY A LICENSED ARBORIST FOUR WEEKS PRIOR TO COMMENCEMENT OF DEMOLITION OR GRADING OPERATIONS. ALL BROKEN OR BRUISED BRANCHES AND DEAD WOOD SHALL BE REMOVED. ALL CUTS OVER 1" DIAMETER SHALL BE PAINTED WITH TREE SEAL OR APPROVED EQUAL. IN NO CASE SHALL ANY TREE BE TOPPED.
  - C. ALL EXISTING ON-SITE TREES INDICATED TO REMAIN SHALL BE FERTILIZED BY ROOT INJECTION BY A LICENSED ARBORIST FOUR WEEKS PRIOR TO COMMENCEMENT OF GRADING OR DEMOLITION OPERATIONS.
2. ALL EXISTING ON-SITE TREES INDICATED TO REMAIN SHALL BE PRESERVED AND PROTECTED DURING CONSTRUCTION. NO GRADING IS PERMITTED WITHIN THE DRIP-LINE OF ANY TREE INDICATED TO REMAIN. NO DEBRIS OR MATERIALS SHALL BE STOCKPILED AROUND THE BASE OF THE TREES. NO TRADESMAN SHALL DUMP DEBRIS OR FLUIDS WITHIN THE DRIP-LINE OF ANY TREES (PLASTER, PAINT, TANNER, ETC.). ALL TREES SHALL BE FENCED BY THE GENERAL CONTRACTOR TO AVOID COMPACTION OF THE TREE'S ROOT SYSTEM AND DAMAGE TO THE BARK. THE FENCE SHALL BE SIX FEET HIGH, AND EXTEND OUT TO THE DRIP-LINE OF THE TREE.
3. ALL EXISTING ON-SITE TREES INDICATED TO REMAIN SHALL BE WATERED BY THE GENERAL CONTRACTOR CONTINUOUSLY DURING THE COURSE OF CONSTRUCTION. IF PORTABLE WATER IS NOT AVAILABLE ON THE SITE, A WATERING TRUCK SHALL BE EMPLOYED TO ACCOMPLISH THE WATERING.
4. DO NOT DISTURB SURFACE SOIL WITHIN TREE DRIP-LINE EXCEPT AS MANDATED BY CONSTRUCTION PLANS.
5. DURING PERIODS OF EXTENDED DROUGHT, SPRAY OAK TREES TO REMOVE ACCUMULATED CONSTRUCTION DUST AND DEBRIS.
6. GRADE IN LINES RADIAL TO THE EXISTING TREE RATHER THAN TANGENTIAL. IF ROOTS ARE ENCOUNTERED WHILE GRADING, CUT THEM CLEANLY WITH A SAW. DO NOT RIP THEM WITH GRADING EQUIPMENT.
7. DO NOT ATTEMPT DEMOLITION OF TREES WITH GRADING EQUIPMENT WHEN TREES THAT ARE TO BE PRESERVED ARE IN THE VICINITY.



#### NOTES:

1. THE DRIPLINE OF EACH TREE TO BE PROTECTED SHALL BE ENCLOSED WITH A 6' HIGH TEMPORARY FENCE. FENCE FABRIC SHALL BE HEAVY DUTY PERFORATED, BRIGHT COLORED PLASTIC MESH. FENCE STAKES SHALL BE 8' HEAVY WEIGHT STEEL TEE FENCE POSTS DRIVEN 22" INTO GRADE.

### TREE PROTECTION DETAIL

N.T.S.

1

### TREE DISPOSITION TABLE

Tree No.	Species	Trunk Diameter (in.)	Heritage Tree	Condition 1=poor 5=excellent	Remove or Tree Protection Zone (ft)	Suitability for Preservation
51	Italian stone pine	29	Yes	3	20	Moderate
52	Coast live oak	13	Yes	4	20	Moderate
53	Italian stone pine	18,11	Yes	2	Remove	Low
54	River red gum	20,19,16	Yes	2	Remove	Low
55	River red gum	21	Yes	3	15	Low
56	Coast live oak	9	No	3	10	Moderate
57	Coast live oak	13,12,10	Yes	4	10	Low
58	Valley oak	11	Yes	4	15	Moderate
59	Valley oak	10	Yes	3	15	Low
60	Blue oak	9,6	Yes	3	15	Moderate
61	Blue oak	6	No	3	10	Low
62	Coast live oak	10	Yes	3	10	Low
63	Coast live oak	8	No	3	10	Low
64	Coast live oak	7,5,4	No	3	10	Low
65	Coast live oak	11	Yes	2	10	Low
66	Coast live oak	9	No	3	10	Moderate
67	Valley oak	8,4	No	3	15	Low
68	Coast live oak	10	Yes	4	10	Moderate
69	Coast live oak	8,7,7,6,5	Yes	4	10	Moderate
70	Coast live oak	6,4,3	No	3	10	Low
71	Coast live oak	8	No	3	10	Low
72	Winged elm	6,5,4	No	3	10	Moderate
73	Winged elm	6,4,3	No	3	10	Moderate
74	Valley oak	8	No	3	10	Moderate
75	Coast live oak	11	Yes	3	15	Low
76	Valley oak	11	Yes	4	15	Moderate
77	Coast live oak	9	No	3	10	Low
78	Valley oak	36	Yes	3	30	Moderate
79	Manna gum	36	Yes	3	20	Moderate
80	Coast live oak	8	No	3	10	Moderate
81	Coast live oak	16	Yes	3	15	Moderate
82	Coast live oak	7	No	4	10	High
83	Monterey pine	18	Yes	2	15	Low
84	Monterey pine	14,13,7	Yes	2	15	Low
85	Monterey pine	9,7,7,5	No	2	10	Low
86	Monterey pine	18	Yes	2	15	Low
87	Monterey pine	11	No	2	10	Low
88	Coast live oak	8,5,4	Yes	4	10	High
89	Coast live oak	6	No	4	Remove	High
90	Coast live oak	8,7,5	Yes	4	10	High
91	Coast live oak	9	No	4	Remove	High
92	Coast live oak	9	No	4	Remove	High
93	Valley oak	12,8	Yes	4	Remove	High
94	Coast live oak	6,3	No	4	Remove	High

Tree No.	Species	Trunk Diameter (in.)	Heritage Tree	Condition 1=poor 5=excellent	Remove or Tree Protection Zone (ft)	Suitability for Preservation
95	Winged elm	7,5	No	1	Remove	Low
96	Winged elm	15	Yes	1	Remove	Low
97	Valley oak	6,4,2	Yes	4	Remove	High
98	Winged elm	8,5	No	1	Remove	Low
99	Winged elm	6,4	No	1	Remove	Low
100	Winged elm	7	No	2	Remove	Low
101	Monterey pine	17	Yes	3	Remove	Low
102	Valley oak	9,6	Yes	2	10	Low
103	Valley oak	7	No	2	10	Low
104	Coast live oak	14,13,9	Yes	3	10	Low
105	Coast live oak	9	No	1	10	Low
106	Coast live oak	10	Yes	3	10	Moderate
107	Coast live oak	14	Yes	4	15	Moderate
108	Valley oak	10	Yes	3	10	Moderate
109	Coast live oak	10	Yes	3	10	Moderate
110	Coast live oak	10	Yes	3	10	Low
111	Coast live oak	17	Yes	4	15	Moderate
112	Coast live oak	13	Yes	2	10	Low
113	Holly oak	8,8	No	3	10	Low
114	Holly oak	9,7,5	No	3	10	Low
115	Holly oak	6	No	3	10	Moderate
116	Coast live oak	9	No	3	10	Moderate
117	Southern magnolia	30	Yes	4	10	High
118	Coast live oak	8	No	4	10	High
119	Camphor, 20	20	Yes	3	10	Moderate
120	Holly oak	14	No	2	10	Low
121	Holly oak	6	No	4	10	High
122	ML Atlas pistache	36	Yes	4	10	High
123	Coast live oak	15	Yes	3	15	Moderate
124	Coast live oak	18	Yes	4	10	High
125	Coast live oak	12	Yes	3	15	Moderate
126	Silver dollar gum	24	Yes	4	10	High
127	Coast live oak	9	No	5	10	High
128	Silk oak	36	Yes	4	10	Moderate
129	Purpleleaf plum	8	No	3	10	Moderate
130	Purpleleaf plum	8	No	2	10	Low
131	African fern pine	6	No	4	10	High
132	Coast live oak	10,8	Yes	4	15	High
133	Winged elm	6,4	No	2	10	Low
134	Coast live oak	17	Yes	3	15	Moderate
135	Olive	7	No	3	10	Low
138	Coast redwood	6	No	5	Remove	Moderate
158	Coast redwood	6	No	5	Remove	Moderate
160	Coast redwood	6	No	5	Remove	Moderate
166	Coast redwood	6	No	4	Remove	Moderate
168	Coast redwood	6	No	5	Remove	Moderate

### HERITAGE TREE REPLACEMENT

Tree No.	Species	Trunk		Heritage		Removal or Tree Protection	
		Diameter (in.)	Zone (ft)	Tree	Zone (ft)	Zone (ft)	Replacement Tree
101	Valley oak	17	Yes	Yes	Remove	20' Coast Live Oak	Low
102	Valley oak	9,6	Yes	Yes	Remove	10' Coast Live Oak	Low
103	Valley oak	7	No	Yes	Remove	10' Coast Live Oak	Low
104	Coast live oak	14,13,9	Yes	Yes	Remove	10' Coast Live Oak	Low
105	Coast live oak	9	No	Yes	Remove	10' Coast Live Oak	Low
106	Coast live oak	10	Yes	Yes	Remove	10' Coast Live Oak	Moderate
107	Coast live oak	14	Yes	Yes	Remove	10' Coast Live Oak	Moderate
108	Valley oak	10	Yes	Yes	Remove	10' Coast Live Oak	Moderate
109	Coast live oak	10	Yes	Yes	Remove	10' Coast Live Oak	Moderate
110	Coast live oak	10	Yes	Yes	Remove	10' Coast Live Oak	Low
111	Coast live oak	17	Yes	Yes	Remove	10' Coast Live Oak	Moderate
112	Coast live oak	13	Yes	Yes	Remove	10' Coast Live Oak	Low
113	Holly oak	8,8	No	Yes	Remove	10' Coast Live Oak	Low
114	Holly oak	9,7,5	No	Yes	Remove	10' Coast Live Oak	Low
115	Holly oak	6	No	Yes	Remove	10' Coast Live Oak	Moderate
116	Coast live oak	9	No	Yes	Remove	10' Coast Live Oak	Moderate
117	Southern magnolia	30	Yes	Yes	Remove	10' Coast Live Oak	High
118	Coast live oak	8	No	Yes	Remove	10' Coast Live Oak	High
119	Camphor	20	Yes	Yes	Remove	10' Coast Live Oak	Moderate
120	Holly oak	14	No	Yes	Remove	10' Coast Live Oak	High
121	Holly oak	6	No	Yes	Remove	10' Coast Live Oak	High
122	ML Atlas pistache	36	Yes	Yes	Remove	10' Coast Live Oak	Moderate
123	Coast live oak	15	Yes	Yes	Remove	10' Coast Live Oak	High
124	Coast live oak	18	Yes	Yes	Remove	10' Coast Live Oak	High
125	Coast live oak	12	Yes	Yes	Remove	10' Coast Live Oak	Moderate
126	Silver dollar gum	24	Yes	Yes	Remove	10' Coast Live Oak	High
127	Coast live oak	9	No	Yes	Remove	10' Coast Live Oak	High
128	Silk oak	36	Yes	Yes	Remove	10' Coast Live Oak	Moderate
129	Purpleleaf plum	8	No	Yes	Remove	10' Coast Live Oak	Moderate
130	Purpleleaf plum	8	No	Yes	Remove	10' Coast Live Oak	Low
131	African fern pine	6	No	Yes	Remove	10' Coast Live Oak	High
132	Coast live oak	10,8	Yes	Yes	Remove	10' Coast Live Oak	High
133	Winged elm	6,4	No	Yes	Remove	10' Coast Live Oak	Low
134	Coast live oak	17	Yes	Yes	Remove	10' Coast Live Oak	Moderate
135	Olive	7	No	Yes	Remove	10' Coast Live Oak	Low
138	Coast redwood	6	No	Yes	Remove	10' Coast Live Oak	Moderate
158	Coast redwood	6	No	Yes	Remove	10' Coast Live Oak	Moderate
160	Coast redwood	6	No	Yes	Remove	10' Coast Live Oak	Moderate
166	Coast redwood	6	No	Yes	Remove	10' Coast Live Oak	Moderate
168	Coast redwood	6	No	Yes	Remove	10' Coast Live Oak	Moderate



DATE MARCH 2, 2017

CHAD J. BROWNING  
R.C.E. NO. 68315, EXPIRES 9-30-17

## 2131 SAND HILL ROAD NEW OFFICES

### MENLO PARK, CA

Issues and Revisions	No.	Date	Issues and Revisions	By
1	12/04/2016	Planning Submittal		
2	08/26/2016	Planning Resubmittal 1		
3	11/22/2016	Planning Resubmittal 2		
4	03/02/2017	Planning Resubmittal 3		
5	05/30/2017	Planning Resubmittal 4		

### TREE DISPOSITION

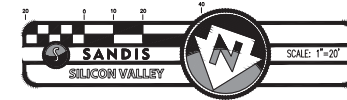
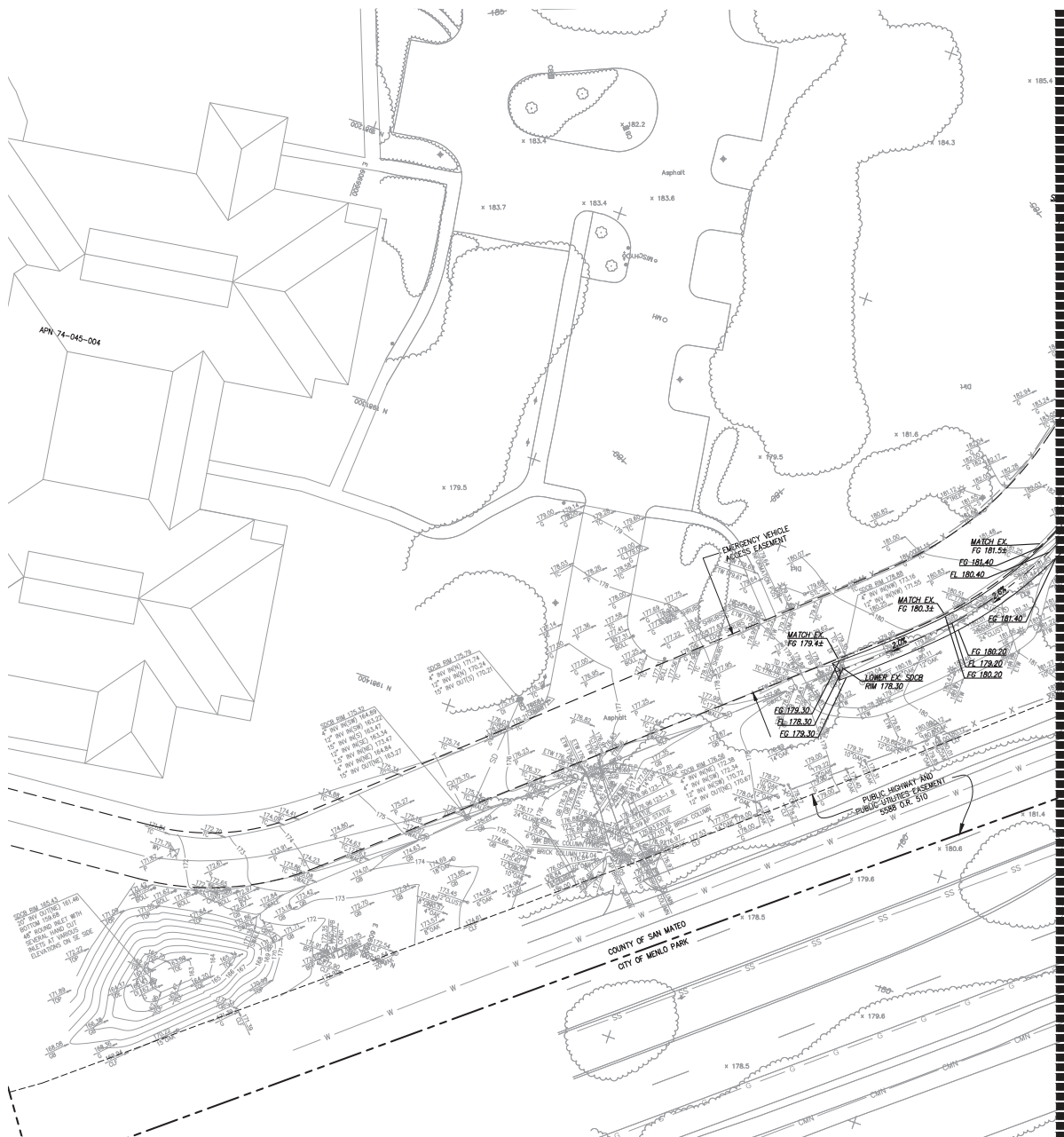
### NOTES & TABLE

Project Number:	216102
Date:	06/30/2017
Scale:	N.T.S.

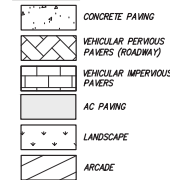
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#### LEGEND



#### GRADING NOTES:

- CONTACT PUBLIC WORKS AT 650-330-6740 TO SCHEDULE AN INSPECTION A MINIMUM OF 24 HOURS IN ADVANCE OF COMMENCEMENT OF GRADING.
- GRADING SHALL FOLLOW THE SPECIFICATIONS IN THE SOILS REPORT DATED \_\_\_\_\_ (IF ANY) CONTACT SOILS ENGINEER \_\_\_\_\_ (NAME) AT: \_\_\_\_\_ (PHONE).
- GRADING OPERATIONS AND/OR DRAINAGE FACILITIES SHALL HAVE NO NEGATIVE IMPACT TO ANY HERITAGE TREE. OWNER ACKNOWLEDGES FACILITATION OF INFORMATION BETWEEN THE ENGINEER, PROJECT ARCHITECT, AND CONTRACTOR WITH RESPECT TO THIS ITEM.
- ALL GRADING DURING THE RAINY SEASON (OCTOBER 15TH THROUGH APRIL 15TH) REQUIRES AN EROSION AND SEDIMENT CONTROL PLAN APPROVED BY THE CITY. STORMWATER POLLUTION PREVENTION MEASURES SHALL BE IMPLEMENTED THROUGHOUT THE YEAR, TO THE SATISFACTION OF THE CONSTRUCTION SUPERVISOR.
- MODIFICATIONS TO THE APPROVED GRADING AND DRAINAGE PLAN REQUIRE APPROVAL BY THE CITY IN ADVANCE OF THEIR CONSTRUCTION. REVISED PLAN SHALL BE GENERATED BY THE ENGINEER OR ARCHITECT WHO ORIGINALLY PREPARED THE PLAN.
- DEVIATIONS FROM THE APPROVED PLAN AND/OR FAILURE TO OBTAIN INSPECTION MAY DELAY PUBLIC WORKS SIGNOFF FOR BUILDING OCCUPANCY.



DATE MARCH 2, 2017

CHAD J. BROWNING  
R.C.E. NO. 68315, EXPIRES 9-30-17

## 2131 SAND HILL ROAD NEW OFFICES

### MENLO PARK, CA

No.	Date	Issues and Revisions	By
1	12/04/2016	Planning Submittal	
2	08/26/2016	Planning Resubmittal 1	
3	11/22/2016	Planning Resubmittal 2	
4	03/02/2017	Planning Resubmittal 3	
5	05/30/2017	Planning Resubmittal 4	

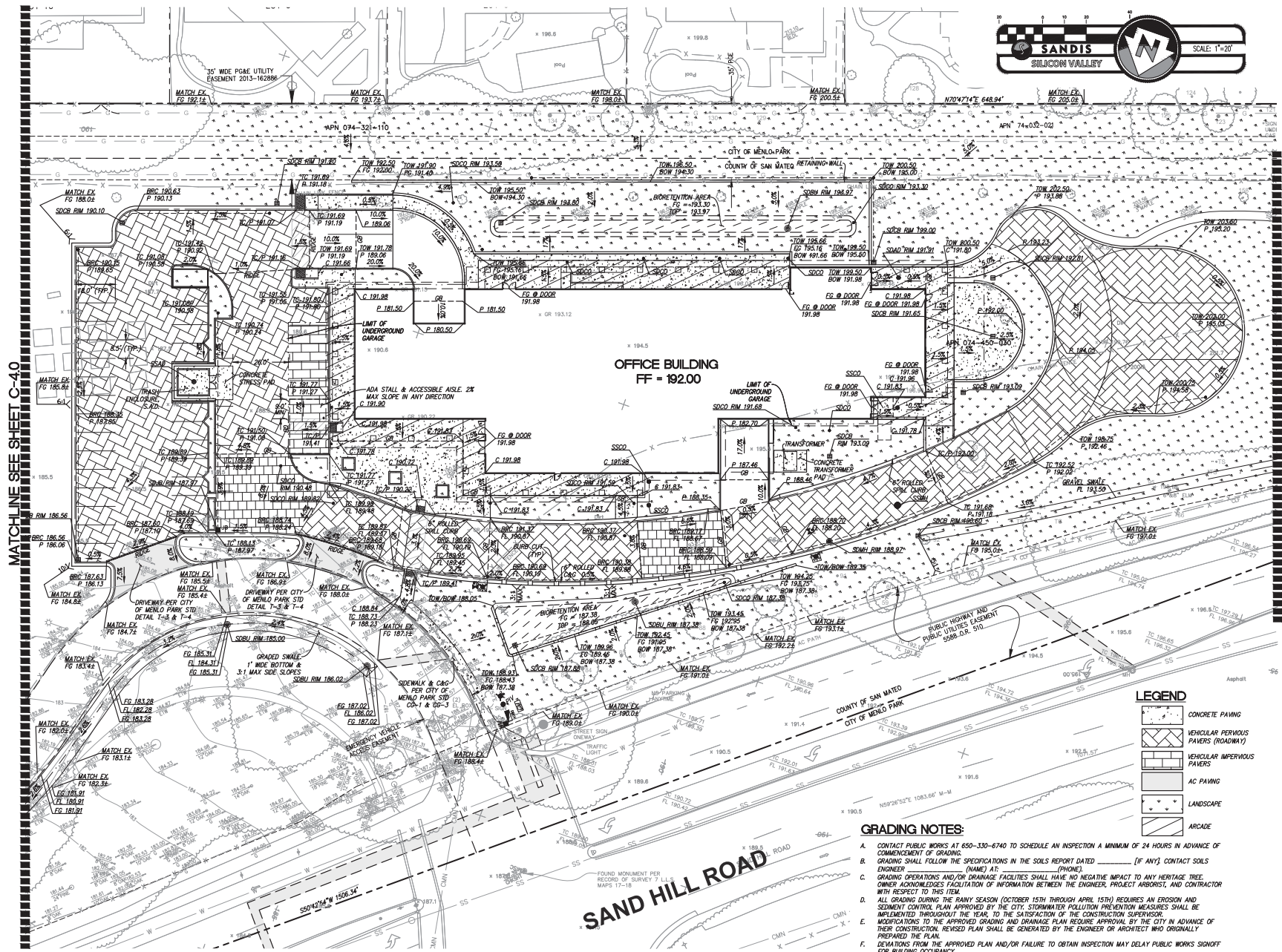
### GRADING AND DRAINAGE PLAN

Project Number: 216102  
Date: 05/30/2017  
Scale: 1"=20'

C-4.0

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**SANDIS**  
SILICON VALLEY

SCALE 1"=20'

# ArchiRender Architect



32246 Derby Street Union City, Ca 94587  
ma@archirender.com 510-585-6446



## SANDIS

**CIVIL ENGINEERS  
SURVEYORS  
PLANNERS**

1700 Winchester  
Boulevard Campbell, CA  
95008  
P. 408.636.0900  
F. 408.636.0909  
www.sandis.net

DATE MARCH 2, 2017

CHAD J. BROWNING  
R.C.E. NO. 68315, EXPIRES 9-30-17

## 2131 SAND HILL ROAD NEW OFFICES

### MENLO PARK, CA

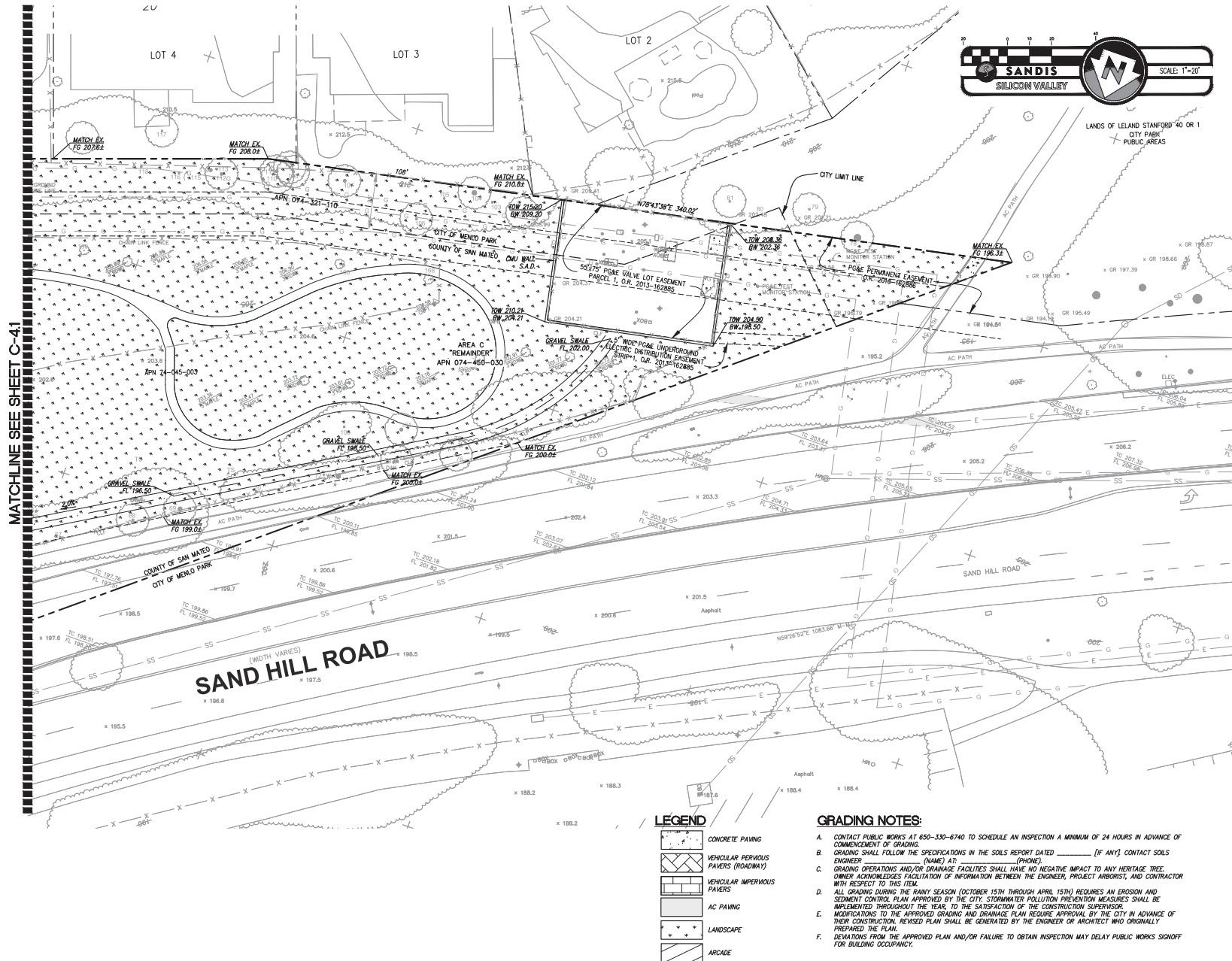
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### GRADING AND DRAINAGE PLAN

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# C-4.1





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CHAD J. BROWNING  
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**NEW OFFICES**

**MENLO PARK, CA**

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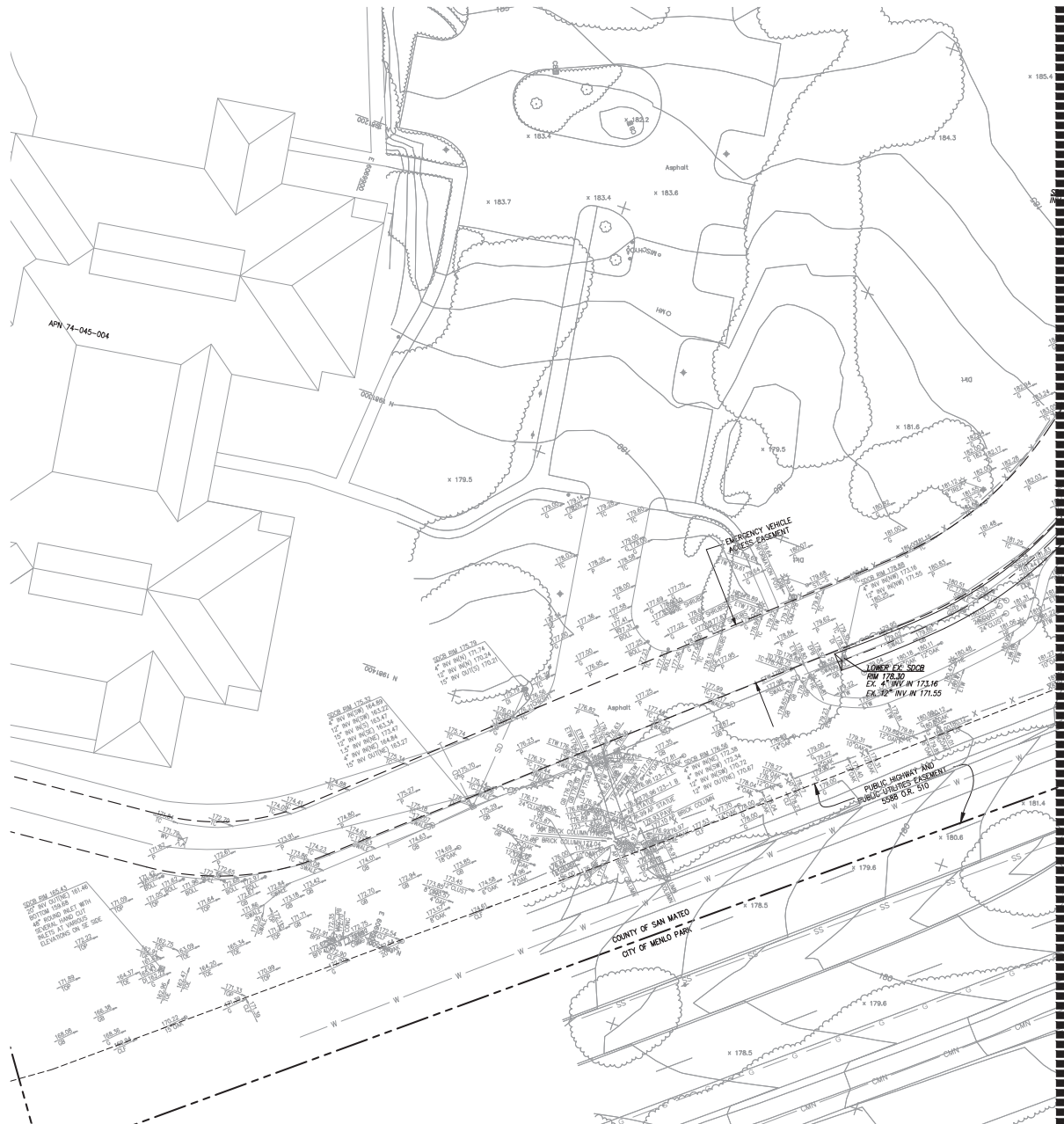
**GRADING AND DRAINAGE PLAN**

Project Number: 216102  
 Date: 05/30/2017  
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#### UTILITY NOTES:

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2. WHERE UTILITIES TRENCHES ARE REQUIRED WITHIN TREE DRIP LINES, TUNNEL UNDER OR AROUND ROOTS BY DRILLING, AUGER BORING, PIPE JACKING, OR DIGGING BY HAND. ROOT PRUNING: DO NOT CUT MAIN LATERAL ROOTS OR TAP ROOTS; CUT ONLY SMALLER ROOTS THAT INTERFERE WITH INSTALLATION OF PROPOSED WORK. CUT ROOTS WITH SHARP PRUNING INSTRUMENTS; DO NOT BREAK OR CHOP.
3. ALL EXISTING CLEANOUTS, MANHOLES AND INLET VALVE BOXES TO REMAIN SHALL BE RAISED TO FINISHED GRADE.
4. UTILITY IMPROVEMENTS MAY CAUSE TREE REMOVAL. CONTRACTOR TO SAVE AND PROTECT ALL TREES. CONTRACTOR TO IDENTIFY WHICH TREES ARE TO BE REMOVED AND NOTIFY THE CONSTRUCTION MANAGER BEFORE REMOVAL.
5. REFER TO ELECTRICAL DRAWINGS FOR WIRING AND ALL ELECTRICAL CONNECTION DETAILS.
6. CONTRACTOR TO POTHOLE AND VERIFY ALL EXISTING UTILITIES FOR INVERTS AND LOCATION. MAINTAIN MINIMUM SLOPE, CLEARANCE, AND COVERAGE ON ALL UTILITIES.
7. CONTRACTOR TO ENSURE ALL EX. LANDSCAPE IRRIGATION DISCOVERED IS REPAIRED AND IN WORKING ORDER AT THE END OF CONSTRUCTION. (TYP)
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10. APPLY TO MENLO PARK MUNICIPAL WATER DISTRICT FOR NEW WATER SYSTEM CONNECTION(S). SUBMIT APPLICATION AND FIRE DEPARTMENT-APPROVED PLANS.

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DATE MARCH 2, 2017

CHAD J. BROWNING  
R.C.E. NO. 68315, EXPIRES 9-30-17

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#### UTILITY PLAN

Project Number: 216102  
Date: 05/30/2017  
Scale: 1"=20'

# C-5.0

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MATCHLINE SEE SHEET C-50

MATCHLINE SEE SHEET C-52



DATE MARCH 2, 2017

CHAD J. BROWNING  
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2131 SAND HILL ROAD  
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UTILITY PLAN			
Project Number: 216102			
Date: 06/30/2017			
Scale: 1"=20'			

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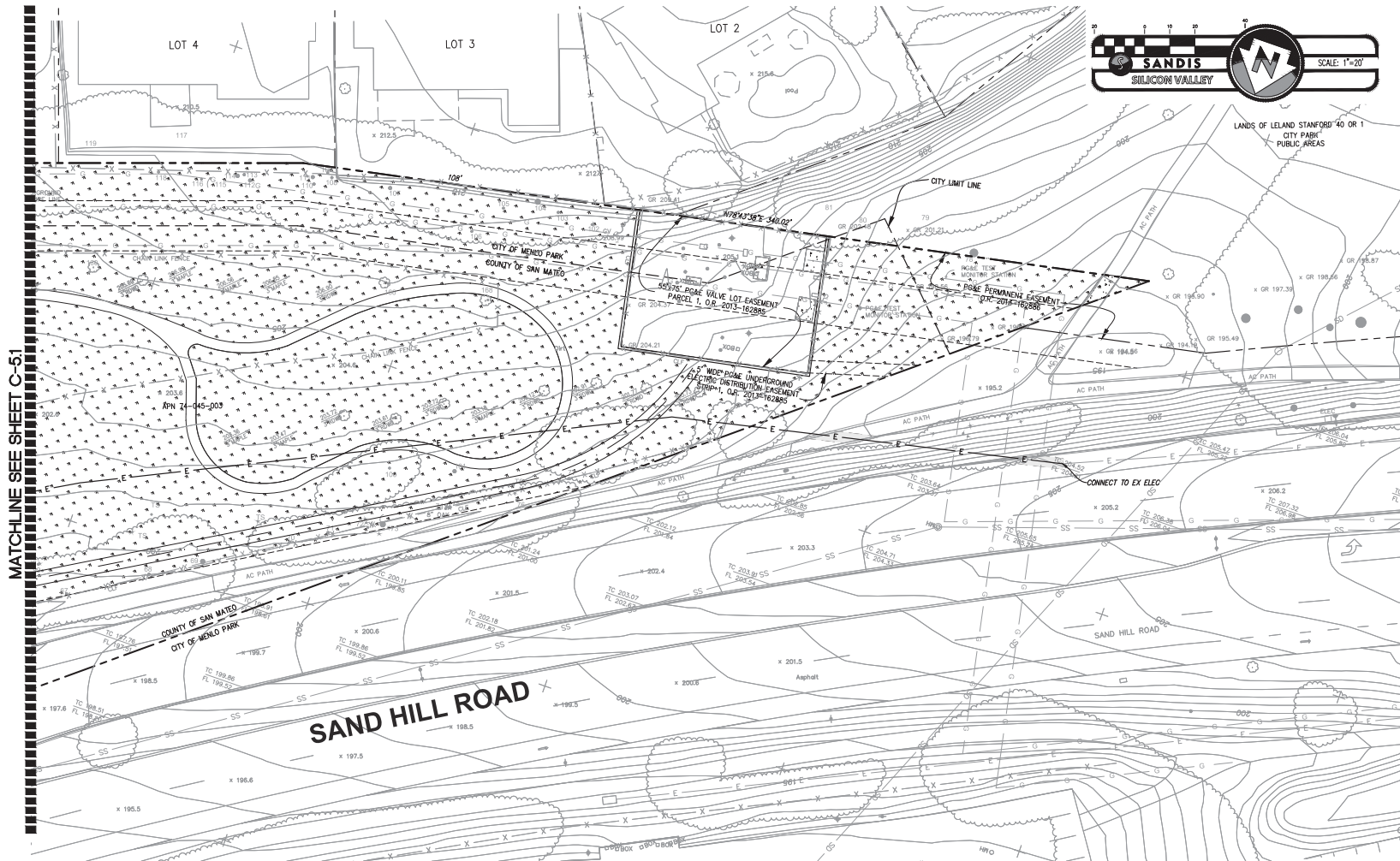
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MATCHLINE SEE SHEET C-51

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DATE MARCH 2, 2017

CHAD J. BROWNING  
R.C.E. NO. 68315, EXPIRES 9-30-17

2131 SAND HILL ROAD  
NEW OFFICES

MENLO PARK, CA

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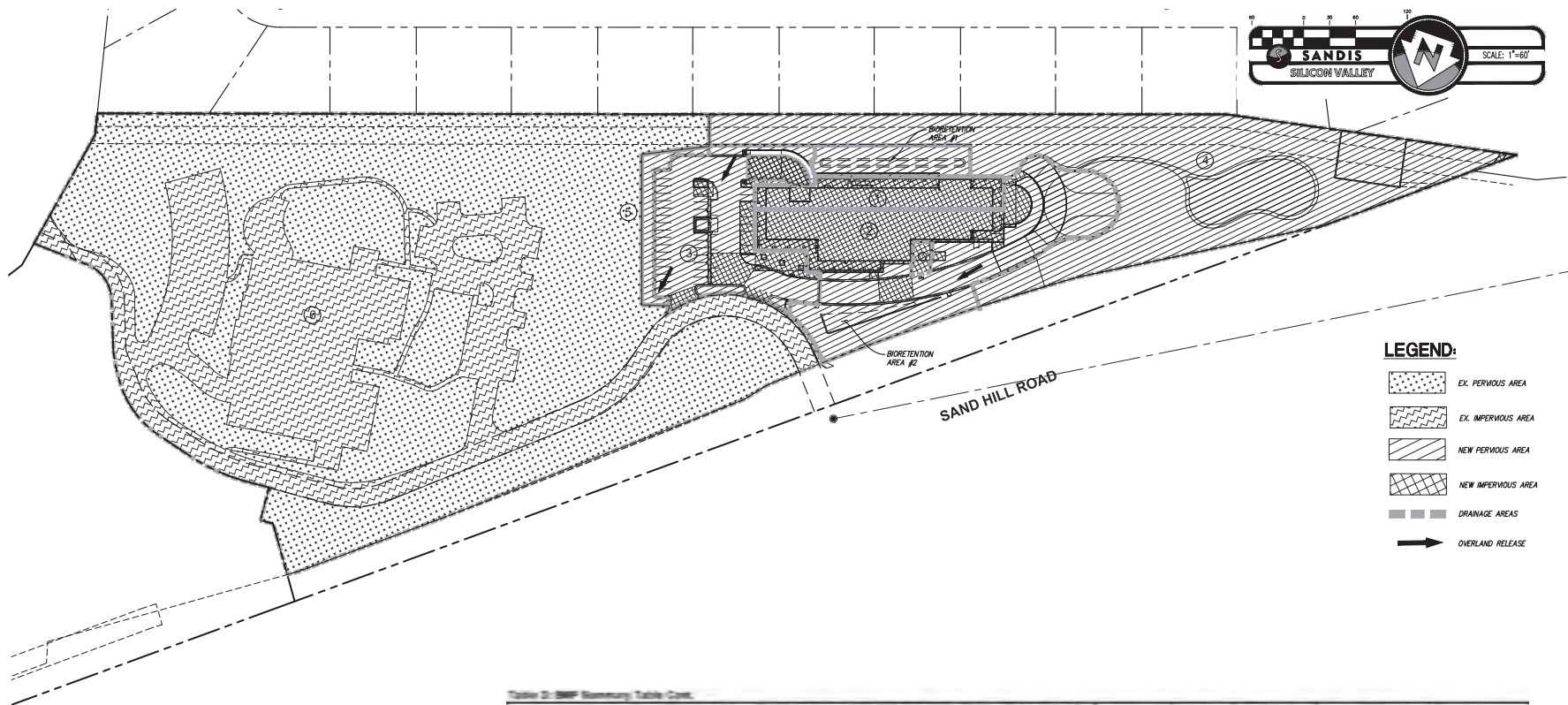
#### UTILITY PLAN

Project Number: 216102  
Date: 05/30/2017  
Scale: 1"=20'

C-5.2

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CHAD J. BROWNING  
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Table D: BMP Summary Table Cont.

	TOTAL AREA		IMPERVIOUS AREA		PERVIOUS AREA		PERVIOUS PAVEMENT AREA		Percent Impervious	Runoff Coefficient	CS Required (in)	Treatment Area	Treatment Available	Adaptative Score
BIORETENTION AREA #1	45,416	0.40	12,887	0.31	15,522	0.15	0.00	0.00	0.00	0.10	0.25	128	0.00	OK
AREA 2	44,702	1.02	14,629	0.34	10,104	0.09	0.00	0.00	0.00	0.09	0.10	88	1.22	OK

For Pervious Pavement Coefficient, see Appendix C for Calculating Water Quality Design Values.

	TOTAL AREA		IMPERVIOUS AREA		PERVIOUS AREA		PERVIOUS PAVEMENT AREA	
SELF-RETAINING AREA	45,416	0.39	12,887	0.18	15,522	0.40	0.00	0.00
AREA 2	44,702	0.39	14,629	0.18	10,104	0.40	0.00	0.00

For Pervious Pavement Coefficient, see Appendix C for Calculating Water Quality Design Values.

	TOTAL AREA		IMPERVIOUS AREA		PERVIOUS AREA		PERVIOUS PAVEMENT AREA	
SELF-TREATING	45,416	0.39	12,887	0.18	15,522	0.40	0.00	0.00
AREA 2	44,702	0.39	14,629	0.18	10,104	0.40	0.00	0.00
SUB-TOTAL	45,416	0.39	12,887	0.18	15,522	0.40	0.00	0.00

	TOTAL AREA		IMPERVIOUS AREA		PERVIOUS AREA		PERVIOUS PAVEMENT AREA	
EXISTING AREA	45,416	0.39	12,887	0.18	15,522	0.40	0.00	0.00
AREA 2	44,702	0.39	14,629	0.18	10,104	0.40	0.00	0.00
TOTAL	45,416	0.39	12,887	0.18	15,522	0.40	0.00	0.00

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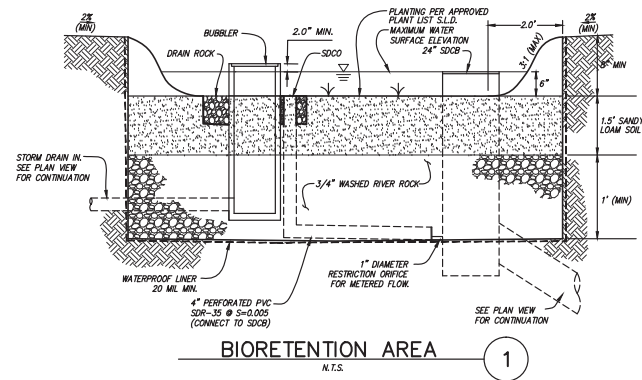
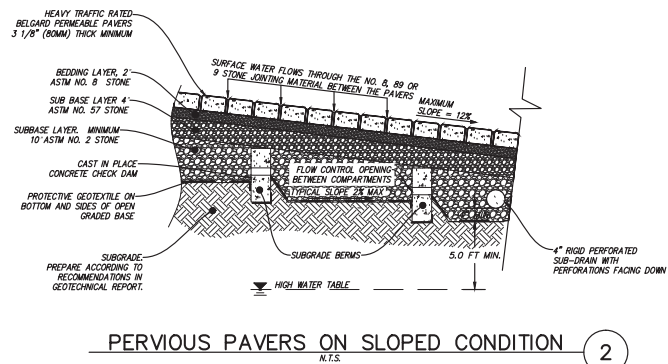
STORMWATER  
 MANAGEMENT PLAN

Project Number: 216102  
 Date: 05/30/2017  
 Scale: 1"=60'

C-6.0

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DATE MARCH 2, 2017

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R.C.E. NO. 68315, EXPIRES 9-30-17

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STORMWATER  
MANAGEMENT PLAN  
DETAILS

Project Number: 216102  
Date: 06/30/2017  
Scale: NO SCALE

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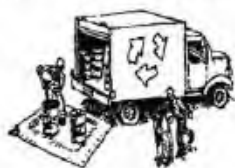
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# Construction Best Management Practices (BMPs)

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

## Materials & Waste Management



### Non-Hazardous Materials

- Store and cover stockpiles of sand, dirt or other construction material with tarps which are in place at all times during the construction.
- Use the first cleanest material for use in the project.

### Hazardous Materials

- Label all hazardous materials and hazardous wastes (such as pesticides, paints, 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, including wet weather or when rain is forecast.
- Follow manufacturer's application instructions for hazardous materials and be careful not to reuse more than necessary. Do not apply chemicals outdoors when rain is forecast or after 24 hours.
- Arrange for appropriate disposal of all hazardous wastes.

### Waste Management

- Cover waste disposal containers regularly 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. Notify the waste hauler if a disaster on the construction site.
- Clean up spills promptly (before and after rain) and dispose of them properly.
- Dispose of all wastes and debris properly. Recycle materials and wastes that can be recycled (such as asphalt, concrete, aggregate, loose materials, wood, etc.).
- Dispose of liquid wastes from paints, solvents, glues, and cleaning fluids as hazardous waste.

### Construction Entrances and Perimeter

- Establish and maintain effective perimeter controls and install 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 sweep sediment source to prevent further tracking. Never hose down streets to clean up tracking.

## Equipment Management & Spill Control



### Maintenance and Parking

- Designate an area, fenced with appropriate BMPs, for vehicle and equipment parking and storage.
- Perform major maintenance, repair jobs, and vehicle and equipment washing off site.
- If fueling or vehicle maintenance must be done onsite, work in a bonded area away from storm drains and over a drip pan or drip cloth big enough to collect leaks. Run only for 10 minutes or less.
- Vehicle or equipment cleaning must be done outside of the bonded area only in a bonded area that will not allow storm water to enter into gutters, streets, storm drains, or surface water.
- Do not clean vehicle or equipment using running water, solvent degreasers, or steam cleaning equipment.

### Spill Prevention and Control

- Keep spill cleanup materials (e.g., spill kits, absorbents and oil filter) 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 cleaning methods (absorbent materials, oil filter, and/or rag).
- 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, call 911 or your local emergency response number. To Call the Governor's Office of Emergency Services Warning Center, (800) 852-7559 (24 hours).

## Earthmoving



- Schedule grading and excavation work during dry weather.
- Stabilize all disturbed areas, install and maintain temporary erosion control (such as straw mulch or fabric) as needed (after minimal vegetation is established).
- Remove existing vegetation only when absolutely necessary, and seal or plant vegetation for erosion control on slopes or where construction is not immediately planned.
- Prevent sediment from entering ditches and protect storm drain inlets, gutters, ditches, and drainage courses by installing and maintaining appropriate BMPs, such as filter strips, silt fences, sediment basins, gravel berms, etc.
- Keep excavated and on-site material from being dumped into or 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 and continuous discharges of solids
  - Abandoned underground tanks
  - Abandoned wells
  - Buried barrels, drums, or tanks

## Paving/Asphalt Work



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

### Sealing & Asphalt/Concrete Removal

- Protect nearby storm drain inlets when sealing. Use filter fabric, catch basin filter, or gravel bags to keep slurry out of the storm drain system.
- Gravel, asphalt or concrete sealant slurry and disposal of all waste is not allowed in any location (at the end of each work day, in basins or bays).
- If necessary, storm drain catch basin, clean it up immediately.

## Concrete, Grout & Mortar Application



- Store concrete, grout, and mortar away from storm drains or waterways and on public roadways to prevent them from rain, runoff, and wind.
- Wash out concrete equipment inside of site or in designated washout area, where the water will then enter a long-term storage pit, and in a manner that will prevent tracking into the surrounding soil or onto surrounding areas. Use concrete hoses and dispose of its contents.
- When washing exposed aggregate, prevent washwater from entering storm drains. Block any inlets and capture washwater in a catch basin or divert onto a bonded surface to be pumped and disposed of properly.

## Landscaping



- Protect stockpiled landscaping materials from wind and rain by storing them under tarps at all times.
- Stock bagged material on public roadways.
- Discourage application of any available landscape material within 7 days before a forecast rain event or during wet weather.

## Painting & Paint Removal



### Painting Cleanup and Removal

- Never clean brushes or paint cans in storm drains or waterways, and on public roadways to prevent them from rain, runoff, and wind.
- For water-based paints, paint out brushes in the solvent possible, and run into a drain that goes to the sanitary sewer. Never pour paint down a storm drain.
- For oil-based paints, paint out brushes in the solvent possible and clean with thinner or solvent in a proper container. Filter and reuse thinner and solvent. Dispose of excess liquids as hazardous waste.
- Paint chips and dust from non-hazardous dry dipping and sand blasting may be swept up or collected in plastic bags (dusts and disposed of in trash).
- Chemical paint stripping solvents and chips and dust from marine paints or paints containing lead, mercury, or asbestos must be disposed of as hazardous waste. Lead based paint removal requires a state-licensed contractor.

## Dewatering



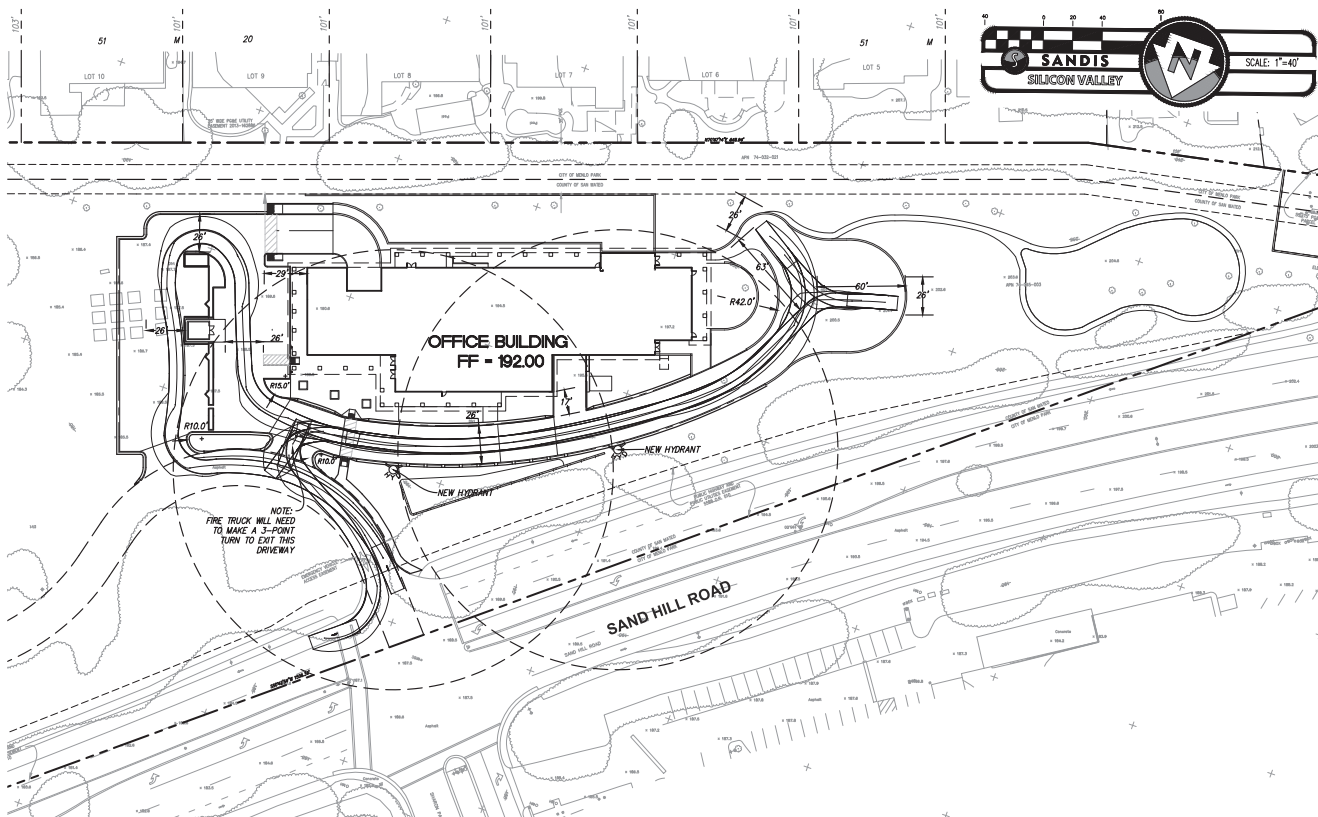
- Discharges of groundwater or captured runoff from dewatering operations must be properly managed and disposed. When possible send dewatering discharge to landscaped area or nearby water body. If discharging to the sanitary sewer, call your local wastewater treatment plant.
- Direct-run-on water from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

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



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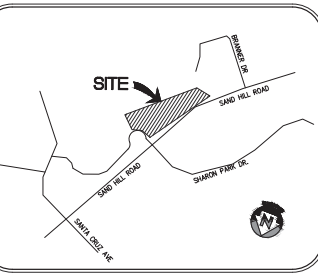
**CONSTRUCTION NOTES:**

- THE BAY AREA QUALITY MANAGEMENT DISTRICT (BAQMD) HAS IDENTIFIED A SET OF FEASIBLE PMO CONTROL MEASURES FOR ALL CONSTRUCTION ACTIVITIES. THESE CONTROL MEASURES, AS PREVIOUSLY REQUIRED IN THE PROGRAM EIR, SHALL BE ADHERED TO DURING ALL CONSTRUCTION ACTIVITIES. (MITIGATION MEASURE AQ-1)
- ALL CONSTRUCTION CONTRACTORS SHALL PROPERLY MAINTAIN THE EQUIPMENT WHERE FEASIBLE, USE "CLEAN FUEL" EQUIPMENT AND EMISSIONS CONTROL TECHNOLOGY (E.G. CNG FIRED ENGINES, CATALYTIC CONVERTERS, PARTICULATE TRAPS, ETC.) MEASURES TO REDUCE DIESEL EMISSION WOULD BE CONSIDERED FEASIBLE WHEN THEY ARE CAPABLE OF BEING USED ON EQUIPMENT, WITHOUT

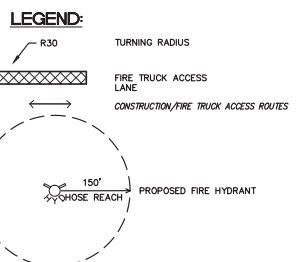
INTERFERING SUBSTANTIALLY WITH EQUIPMENT PERFORMANCE. (MITIGATION MEASURE AQ-2).

**CONSTRUCTION DELIVERY TIMES / ROUTES**

- CONSTRUCTION MATERIALS AND FILL DIRT DELIVERED FROM OFF CAMPUS SHALL NOT BE DELIVERED BETWEEN THE HOURS OF 7:00 AM AND 9:00 AM AND 4:00 PM TO 6:00 PM ON WEEKDAYS.
- TRUCKS BRINGING IN FILL DIRT AND BUILDING MATERIALS FOR THE PROJECT FROM OFF-SITE SHALL BE REQUIRED TO USE TRUCK ROUTES SHOWN ON FIGURE 3 OF THE INITIAL STUDY AS DESIGNATED BY THE CITIES OF PALO ALTO AND MENLO PARK.
- NOISE CONTROL CONSTRUCTION PRACTICES SHALL COMPLY WITH THE REQUIREMENTS OF THE COUNTY OF SANTA CLARA NOISE CONTROL ORDINANCE AND ARE TO BE MONITORED BY THE GENERAL CONTRACTOR THROUGHOUT THE CONSTRUCTION PROCESS. THE SUP REQUIRES THE FOLLOWING MEASURES TO REDUCE OPERATIONAL NOISE DURING CONSTRUCTION.
- MECHANICAL EQUIPMENT WITHIN 50 FEET OF A RESIDENCE SHALL BE ACOUSTICALLY ENGINEERED.
- THE BUILDING DESIGN SHALL INCORPORATE DESIGN MEASURES TO LOCATE NOISE SOURCES SUCH AS LOADING ZONES, TRASH BINS AND MECHANICAL EQUIPMENT AS FAR AWAY FROM NOISE SENSITIVE RECEPTORS AS POSSIBLE.
- ALL OPERATIONAL NOISE SOURCES SHALL COMPLY WITH THE COUNTY NOISE ORDINANCE.
- THE CONTRACTOR SHALL COORDINATE PLANNED CLASSROOM RELOCATIONS PRIOR TO DEMOLITION OR SITE PREPARATION.
- FOR CONSTRUCTION ACTIVITIES THAT WOULD AFFECT SENSITIVE NOISE RECEPTORS OFF-CAMPUS OR IN AREAS DESIGNATED CAMPUS RESIDENTIAL IN THE COMMUNITY PLAN, THE CONTRACTOR SHALL GIVE ADVANCED REGULAR NOTIFICATION OF CONSTRUCTION ACTIVITY SCHEDULED TO THE POTENTIALLY AFFECTED RESIDENTS.



**VICINITY MAP**  
NOT TO SCALE



**EXISTING HYDRANT NOTES**

HYDRANT XX LOCATED AT \_\_\_\_\_ WAS TESTED BY STANFORD WATER DEPARTMENT ON \_\_\_\_\_ WITH THE FOLLOWING RESULTS:

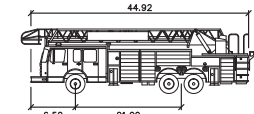
STATIC: XX PSI  
RESIDUAL: XX PSI  
FLOWING: XXXX GPM  
CALCULATED FLOW AT 20 PSI : XXXX GPM

**FIRE ANALYSIS NOTES**

BUILDING TYPE: OFFICE BUILDING  
TYPE CONST ASSUMED: V-B

PER CFC ANNEX'S B & C  
FIRE FLOW REQUIRED: 1,500 GPM  
FLOW DURATION: 2 HOURS

NO. HYDRANTS REQUIRED: 2  
MAX DISTANCE FROM ANY POINT ON STREET OR ROAD FRONTAGE TO A HYDRANT: 250'  
MAX EST. DISTANCE ~ 150'



MENLO PARK	FEET
WIDTH	: 8.50
TRACK	: 8.50
LOOK TO LOCK TIME	: 6.0
STEERING ANGLE	: 25.4

**ArchiRender Architect**

32246 Derby Street, Union City, Ca 94587  
mail@archirender.com 510-565-6446

**SANDIS**

**CIVIL ENGINEERS  
SURVEYORS  
PLANNERS**

1700 Winchester  
Boulevard Campbell, CA  
95008  
P. 408.636.0900  
F. 408.636.0909  
www.sandis.net

DATE MARCH 2, 2017

CHAD J. BROWNING  
R.C.E. NO. 68315, EXPIRES 9-30-17

**2131 SAND HILL ROAD  
NEW OFFICES**

MENLO PARK, CA

Issues and Revisions		
No.	Date	Issues and Revisions By
1	12/04/2016	Planning Submittal
2	08/26/2016	Planning Resubmittal 1
3	11/22/2016	Planning Resubmittal 2
4	03/02/2017	Planning Resubmittal 3
5	05/30/2017	Planning Resubmittal 4

**FIRE ACCESS/  
LOGISTICS PLAN**

Project Number: 216102  
Date: 05/30/2017  
Scale: 1"=40'

**C-7.0**

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**2131 Sand Hill Road****Project Description****December 4, 2015****Amended November 30, 2016****Project Description:**

Stanford University, as property owner and applicant, seeks the necessary approvals to construct a 39,000 +/- square foot office building and related surface and underground parking on a vacant parcel located at 2131 Sand Hill Road. As part of this application, an additional 30 shared parking spaces in surface parking will be constructed for use by both the proposed project and the Hewlett Foundation.

- The subject property (APN# 740-450-030, -040 and -050) is located at the southeast corner of Sand Hill Road and Sharon Park Drive in unincorporated San Mateo County. This 15.80-acre (14.26-acre net) parcel is part of the original Meyer-Buck Estate site, which was gifted to Stanford in the late 1970's. Access to the property will be at the intersection of Sand Hill Road and an existing private drive across from Sharon Park Drive. The portions of the property are presently occupied by the office building for the William and Flora Hewlett Foundation, a non-profit corporation, and a single-family dwelling. The proposed project will be located on a vacant portion of the property.

**Adjacent Land Uses:**

- North: Sand Hill Road. (Beyond Sand Hill Road is the Sharon Park Shopping Center.)
- South: The Stanford Hills residential subdivision.
- East: Alpine Road, and beyond that, the Stanford Golf Course.
- West: Stanford Hills Park, leased to the City of Menlo Park, and maintained by the City of Menlo Park.

**Architecture:**

The proposed architecture of the site is contemporary Craftsman. The proposed building will be consistent with look and style of the William and Flora Hewlett Foundation building located immediately east of the project site.

The following approvals will be necessary:

- Annexation to the City of Menlo Park – The property is located within unincorporated San Mateo County, and will need to be annexed into Menlo Park. The current zoning is Residential – Estate with S-9 Overlay. After consultation with the City of Menlo Park and San Mateo County LAFCO, the entire legal parcel and a portion of the Sand Hill Road/Santa Cruz Avenue intersection will be.
- The applicant is requesting the following entitlements:
  - General Plan amendment (if necessary);
  - Pre-zoning and ultimately rezoning of the property to C-1-C and R-1-S;
  - Tentative map to bisect the property to correspond with the rezoning of the property;
  - Architectural approval of the proposed office building;
  - Heritage Tree Removal Permit;
  - Potential granting of variances related to placement of trash enclosures and average lot depth requirements; and
  - Appropriate environmental review.



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**Arborist Report**

**2131 Sand Hill Road  
Menlo Park, CA**

**PREPARED FOR  
Stanford Real Estate  
3160 Porter Dr., Suite 200  
Palo Alto, CA 94304**

**PREPARED BY:  
HortScience, Inc.  
325 Ray St.  
Pleasanton, CA 94566**

**September 8, 2015**



**Arborist Report  
2131 Sand Hill Road  
Menlo Park, CA**

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**Exhibits**

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***Tree Assessment Plan***  
***Tree Assessment Form***

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# **Arborist Report 2131 Sand Hill Road Menlo Park, CA**

## ***Introduction and Overview***

Stanford Real Estate is planning to develop 2131 Sand Hill Road in Menlo Park, CA. Currently the site is an empty field with trees around the perimeter. Stanford plans to construct a commercial building in the center of the property. HortScience, Inc. was asked to prepare an **Arborist Report** for the site as part of the application to the City of Menlo Park.

This report provides the following information:

1. Evaluation of the health and structural condition of the trees within the proposed project area based on a visual inspection from the ground.
2. Assessment of the trees that would be preserved and removed based on Stanford's development plans.
3. Guidelines for tree preservation during the design, construction and maintenance phases of development.

## ***Tree Assessment Methods***

Trees were assessed on August 11, 2015. The survey included trees 6" in diameter and greater, located within and adjacent to the proposed project area. Off-site trees with canopies extending over the property line were included in the inventory. The assessment procedure consisted of the following steps:

1. Identifying the tree as to species;
2. Tagging each tree with an identifying number and recording its location on a map;
3. Measuring the trunk diameter at a point 4.5' above grade;
4. Evaluating the health and structural condition using a scale of 1 – 5:
  - 5** - A healthy, vigorous tree, reasonably free of signs and symptoms of disease, with good structure and form typical of the species.
  - 4** - Tree with slight decline in vigor, small amount of twig dieback, minor structural defects that could be corrected.
  - 3** - Tree with moderate vigor, moderate twig and small branch dieback, thinning of crown, poor leaf color, moderate structural defects that might be mitigated with regular care.
  - 2** - Tree in decline, epicormic growth, extensive dieback of medium to large branches, significant structural defects that cannot be abated.
  - 1** - Tree in severe decline, dieback of scaffold branches and/or trunk; most of foliage from epicormics; extensive structural defects that cannot be abated.
5. Rating the suitability for preservation as "high", "moderate" or "low". Suitability for preservation considers the health, age and structural condition of the tree, and its potential to remain an asset to the site for years to come.

**High:** Trees with good health and structural stability that have the potential for longevity at the site.



**Moderate:** Trees with somewhat declining health and/or structural defects that can be abated with treatment. The tree will require more intense management and monitoring, and may have shorter life span than those in 'high' category.

**Low:** Tree in poor health or with significant structural defects that cannot be mitigated. Tree is expected to continue to decline, regardless of treatment. The species or individual may have characteristics that are undesirable for landscapes and generally are unsuited for use areas.

### Description of Trees

Ninety (90) trees representing 18 species were evaluated (Table 1). For all species combined, trees were in fair (42%) to good (36%) condition with 22% in poor condition. Twelve (12) off-site trees were included in the assessment (#51, 52, 78-81, 117, 119, 122, 124, 126, 128).

Descriptions of each tree are found in the **Tree Assessment Form** and approximate locations are plotted on the **Tree Assessment Plan** (see Exhibits).

**Table 1. Condition ratings and frequency of occurrence of trees  
2131 Sand Hill Road, Menlo Park, CA**

Common Name	Scientific Name	Condition			Total
		Poor (1-2)	Fair (3)	Good (4-5)	
African fern pine	<i>Afrocarpus falcatus</i>	-	-	1	1
Camphor	<i>Cinnamomum camphora</i>	-	1	-	1
River red gum	<i>Eucalyptus camaldulensis</i>	1	1	-	2
Silver dollar gum	<i>Eucalyptus polyanthemos</i>	-	-	1	1
Manna gum	<i>Eucalyptus viminalis</i>	-	1	-	1
Silk oak	<i>Grevillea robusta</i>	-	-	1	1
Southern magnolia	<i>Magnolia grandiflora</i>	-	-	1	1
Olive	<i>Olea europaea</i>	-	1	-	1
Italian stone pine	<i>Pinus pinea</i>	1	1	-	2
Monterey pine	<i>Pinus radiata</i>	5	1	-	6
Mt. Atlas pistache	<i>Pistacia atlantica</i>	-	-	1	1
Purpleleaf plum	<i>Prunus cerasifera</i>	1	1	-	2
Coast live oak	<i>Quercus agrifolia</i>	3	19	17	39
Blue oak	<i>Quercus douglasii</i>	-	2	-	2
Holly oak	<i>Quercus ilex</i>	1	3	1	5
Valley oak	<i>Quercus lobata</i>	2	5	4	11
Coast redwood	<i>Sequoia sempervirens</i>	-	-	5	5
Winged elm	<i>Ulmus alata</i>	6	2	-	8
<b>Total</b>		<b>20</b>	<b>38</b>	<b>32</b>	<b>90</b>



Coast live oak was the most common species assessed (39 trees, 43% of the population). They were in fair (19 trees) to good (17 trees) condition with three trees in poor condition. Of the 29 single trunked coast live oak, the average trunk diameter was 11" and ranged from 6 to 18". Several of the coast live oaks (as well as the other species) growing along Sand Hill Road had grown around the fence so that portions of the chain link were embedded in the wood. The fence should be cut away from the trees that will be retained. I do not expect long-term negative effects if the trees are otherwise well structured. In some cases, however, for instance where the fence is embedded at the attachment of two trunks, the likelihood for the tree to fail at that point is increased (Photo 1).



**Photo 1** - Coast live oak #57 was embedded in the fence at a codominant attachment, increasing the likelihood for failure potential at that location.

Eleven (11) valley oaks were assessed (12% of population). Their condition ranged from good (4 trees) to poor (2 trees) with five trees in fair condition. Of the seven single-trunked valley oaks, the trunk diameter ranged from 7 to 36" in diameter (average 13"). Valley oak #78 was one of the largest trees on site; it was in fair condition with extensive decay in some of its branches (Photo 2).

Eight winged elms were growing throughout the site. Their condition ranged from poor (6 trees) to fair (2 trees) with no trees in good condition. All trees were multi-trunked with many small sprouts from the base (Photo 3).

Six Monterey pines were growing near Sand Hill Road with poor structure, poor color and thin crowns (Photo 4).

Five recently planted coast redwoods were growing in the center of the property. These trees were in excellent condition with good form, good structure and dense crowns (Photo 5).

Several large off-site trees were growing in private backyards with canopy extending into the property. Of these the most notable were southern magnolia #117, Camphor #119, Mt. Atlas pistache #122, silver dollar gum #126 and silk oak #128 (Photo 6).





**Photo 2 (upper left)** – Valley oak #78 was one of the largest trees on site; it was in fair condition with extensive decay in some of its branches.

**Photo 3 (upper right)** – Several winged elm sprouts were growing near Sand Hill Road.

**Photo 4 (lower)** – Monterey pines #83-87 were in poor condition with poor form, structure and color.







**Photo 5** - Coast redwood #168 had good form, good structure and a dense vigorous crown.



**Photo 6** – Silk oak #128 was growing off-site with branches extending over coast live oak #127 which was growing on-site.

The City of Menlo Park Municipal Code Chapter 13.24 protects native oak trees 10" and greater and all trees 15" and greater in trunk diameter. Based on this definition, 44 *Heritage* trees were present. Tree *Heritage* status is identified in the **Tree Assessment Form** (see Exhibits).

### ***Suitability for Preservation***

Before evaluating the impacts that will occur during development, it is important to consider the quality of the tree resource itself, and the potential for individual trees to function well over an extended length of time. Trees that are preserved on development sites must be carefully selected to make sure that they may survive development impacts, adapt to a new environment and perform well in the landscape.

Our goal is to identify trees that have the potential for long-term health, structural stability and longevity. For trees growing in open fields, away from areas where people and property are present, structural defects and/or poor health presents a low risk of damage or injury if they fail. However, we must be concerned about safety in use areas. Therefore, where development encroaches into existing plantings, we must consider their structural stability as well as their potential to grow and thrive in a new environment. Where development will not occur, the normal life cycles of decline, structural failure and death should be allowed to continue.

Evaluation of suitability for preservation considers several factors:



- **Tree health**  
Healthy, vigorous trees are better able to tolerate impacts such as root injury, demolition of existing structures, changes in soil grade and moisture, and soil compaction than are non-vigorous trees. For example, Coast live oak # 1 likely will not tolerate construction impacts as well as the healthier coast live oak.
- **Structural integrity**  
Trees with significant amounts of wood decay and other structural defects that cannot be corrected are likely to fail. Such trees should not be preserved in areas where damage to people or property is likely. Coast live oak #112 is an example of such a tree.
- **Species response**  
There is a wide variation in the response of individual species to construction impacts and changes in the environment. For instance, coast live oak is more tolerant of construction impacts than valley oak.
- **Tree age and longevity**  
Old trees, while having significant emotional and aesthetic appeal, have limited physiological capacity to adjust to an altered environment. Young trees are better able to generate new tissue and respond to change.
- **Species invasiveness**  
Species that spread across a site and displace desired vegetation are not always appropriate for retention. This is particularly true when indigenous species are displaced. The California Invasive Plant Inventory Database (<http://www.cal-ipc.org/paf/>) lists species identified as being invasive. Menlo Park is part of the Central West Floristic Province. Olive, purpleleaf plum and river red gum are identified as limited invasiveness.

Limited invasiveness is defined as “species are invasive but their ecological impacts are minor on a statewide level or there was not enough information to justify a higher score. Their reproductive biology and other attributes result in low to moderate rates of invasiveness. Ecological amplitude and distribution are generally limited, but these species may be locally persistent and problematic.”

Each tree was rated for suitability for preservation based upon its age, health, structural condition and ability to safely coexist within a development environment (see **Tree Assessment Forms** in Exhibits, and Table 2). We consider trees with good suitability for preservation to be the best candidates for preservation. We do not recommend retention of trees with poor suitability for preservation in areas where people or property will be present. Retention of trees with moderate suitability for preservation depends upon the intensity of proposed site changes.

**Table 2: Tree suitability for preservation  
2131 Sand Hill Road, Menlo Park, CA**

**High** These are trees with good health and structural stability that have the potential for longevity at the site. Eighteen (18) trees had high suitability for preservation:

Tag #	Species	Diameter
82	Coast live oak	7
88	Coast live oak	8,5,4
89	Coast live oak	6



Tag #	Species	Diameter
90	Coast live oak	8,7,5
91	Coast live oak	6,5,5
92	Coast live oak	9
93	Valley oak	12,8
94	Coast live oak	6,3
97	Valley oak	6,4,2
117	Southern magnolia	30
118	Coast live oak	8
121	Holly oak	6
122	Mt. Atlas pistache	36
124	Coast live oak	18
126	Silver dollar gum	24
127	Coast live oak	9
131	African fern pine	6
132	Coast live oak	10,8

**Moderate** Trees in this category have fair health and/or structural defects that may be abated with treatment. These trees require more intense management and monitoring, and may have shorter life-spans than those in the “high” category. Thirty-four (34) trees had moderate suitability for preservation:

Tag #	Species	Diameter
51	Italian stone pine	29
52	Coast live oak	13
56	Coast live oak	9
58	Valley oak	11
60	Blue oak	9,6
66	Coast live oak	9
68	Coast live oak	10
69	Coast live oak	8,7,7,6,5
72	Winged elm	6,5,4
73	Winged elm	6,4,4
74	Valley oak	8
76	Valley oak	10
78	Valley oak	36
79	Manna gum	36
80	Coast live oak	8
81	Coast live oak	16
106	Coast live oak	10
107	Coast live oak	14



<b>Tag #</b>	<b>Species</b>	<b>Diameter</b>
108	Valley oak	10
109	Coast live oak	10
111	Coast live oak	17
115	Holly oak	6
116	Coast live oak	9
119	Camphor	20
123	Coast live oak	15
125	Coast live oak	12
128	Silk oak	36
129	Purpleleaf plum	8
134	Coast live oak	17
138	Coast redwood	6
158	Coast redwood	6
160	Coast redwood	6
166	Coast redwood	6
168	Coast redwood	6

**Low** Trees in this category are in poor health or have significant defects in structure that cannot be abated with treatment. These trees can be expected to decline regardless of management. The species or individual tree may possess either characteristics that are undesirable in landscape settings or be unsuited for use areas. Thirty-eight (38) trees had low suitability for preservation:

<b>Tag #</b>	<b>Species</b>	<b>Diameter</b>
53	Italian stone pine	18,11
54	River red gum	20,19,16
55	River red gum	21
57	Coast live oak	13,12,10
59	Valley oak	10
61	Blue oak	6
62	Coast live oak	10
63	Coast live oak	8
64	Coast live oak	7,5,4
65	Coast live oak	11
67	Valley oak	8,4
70	Coast live oak	6,4,3
71	Coast live oak	8
75	Coast live oak	11
77	Coast live oak	9
83	Monterey pine	18



Tag #	Species	Diameter
84	Monterey pine	14,13,7
85	Monterey pine	9,7,7,5
86	Monterey pine	18
87	Monterey pine	11
95	Winged elm	7,5
96	Winged elm	9,7
98	Winged elm	8,5
99	Winged elm	6,4
100	Winged elm	7
101	Monterey pine	17
102	Valley oak	9,6
103	Valley oak	7
104	Coast live oak	14,13,9
105	Coast live oak	9
110	Coast live oak	10
112	Coast live oak	13
113	Holly oak	8,8
114	Holly oak	9,7,5
120	Holly oak	14
130	Purpleleaf plum	8
133	Winged elm	6,4
135	Olive	7

We consider trees with good suitability for preservation to be the best candidates for preservation. We do not recommend retention of trees with low suitability for preservation in areas where people or property will be present. Retention of trees with moderate suitability for preservation depends upon the intensity of proposed site changes.

### ***Preliminary Evaluation of Impacts and Recommendations***

The *Tree Assessment* was the reference point for tree health, condition, and suitability for preservation. There were many desirable trees throughout the site to try work into the future landscape.

Detailed construction plans have yet to be prepared. I used the *Grading and Drainage Plan* created August 27, 2015 by Sandis to estimate impacts to trees. The plan includes building an office building, roads, parking lot, bioretention areas, pedestrian pathway and associated landscapes.

Because the majority of trees are around the perimeter and the building is located in the center of the property, opportunities for tree preservation are primarily around the perimeter of the property. Our analysis of preliminary plans indicates that 45 trees can be potentially preserved, 15 trees will be removed for construction, 14 trees should be removed because of poor condition and 16 trees could be removed for low suitability for preservation (Table 3).



**Table 3: Tree disposition summary  
2131 Sand Hill Road, Menlo Park, CA**

Disposition	Impact	# of Trees	Table #
Potentially preserve	-	59	4
Remove	Construction	16	5
Remove	Poor condition	13	6
Remove	Low suitability for preservation	2	7

**Potentially preserve**

Fifty-nine (59) trees can be potentially preserved on this project (Table 4). Preservation of these trees is dependent on retaining sufficient space for the Tree Protection Zone (TPZ). A TPZ is designated for each tree indicating a distance at which construction impacts will have negative effects on the tree. Construction impacts such as grading, excavating, filling and trenching should be avoided within the TPZ of any tree to be preserved. As construction plans become more detailed these trees need to be re-evaluated to ensure that grading limits, trenching and other impacts will not cause them to decline. Trees are best preserved by following the Tree Preservation Guidelines.

Four trees (#112-114 and 135) were rated low suitability for preservation. They can be retained since no construction impacts are planned near them, but should be considered for removal and replacement with healthier more vigorous trees (Photo 7).

**Photo 7 –** Trees #112-114 had low suitability for preservation. These trees can be preserved to maintain their screening, or replaced with younger, healthier trees.





**Table 4: Trees to be potentially preserved  
2131 Sand Hill Road, Menlo Park, CA**

<b>Tag #</b>	<b>Species</b>	<b>Diameter</b>	<b>Disposition comments</b>
51	Italian stone pine	29	Off-site, TPZ 20 feet
52	Coast live oak	13	Off-site, TPZ 20 feet
56	Coast live oak	9	10 feet from bioretention, depending on fence, TPZ 10 feet
58	Valley oak	11	7 feet from trash area, depending on fence, TPZ 15 feet
59	Valley oak	10	TPZ 15 feet, clip fence, prune tree
60	Blue oak	9,6	TPZ 15 feet
61	Blue oak	6	TPZ 10 feet, clip fence, prune tree
62	Coast live oak	10	TPZ 10 feet, clip fence, prune tree
63	Coast live oak	8	TPZ 10 feet, clip fence, prune tree
64	Coast live oak	7,5,4	TPZ 10 feet, clip fence, prune tree
66	Coast live oak	9	TPZ 10 feet
67	Valley oak	8,4	TPZ 15 feet, clip fence, prune tree
68	Coast live oak	10	TPZ 10 feet
69	Coast live oak	8,7,7,6,5	TPZ 10 feet
70	Coast live oak	6,4,3	TPZ 10 feet, clip fence, prune tree
71	Coast live oak	8	TPZ 10 feet, clip fence, prune tree
72	Winged elm	6,5,4	TPZ 10 feet
73	Winged elm	6,4,4	TPZ 10 feet
74	Valley oak	8	TPZ 10 feet
75	Coast live oak	11	TPZ 15 feet, clip fence, prune tree
76	Valley oak	10	TPZ 15 feet
77	Coast live oak	9	TPZ 10 feet, clip fence, prune tree
78	Valley oak	36	Off-site, TPZ 30 feet, consider approaching owner about pruning
79	Manna gum	36	Off-site, TPZ 20 feet
80	Coast live oak	8	Off-site, TPZ 10 feet
81	Coast live oak	16	Off-site, TPZ 15 feet
91	Coast live oak	6,5,5	TPZ 10 feet, 17 feet from trash area
92	Coast live oak	9	TPZ 10 feet, 15 feet from road
94	Coast live oak	6,3	TPZ 10 feet, 10 feet from transformer box
106	Coast live oak	10	TPZ 10 feet
107	Coast live oak	14	TPZ 15 feet
108	Valley oak	10	TPZ 10 feet
109	Coast live oak	10	TPZ 10 feet
110	Coast live oak	10	TPZ 10 feet
111	Coast live oak	17	TPZ 15 feet
112	Coast live oak	13	Consider removing and replacing



Tag #	Species	Diameter	Disposition comments
113	Holly oak	8,8	Consider removing and replacing
114	Holly oak	9,7,5	Consider removing and replacing
115	Holly oak	6	TPZ 10 feet
116	Coast live oak	9	TPZ 10 feet
117	Southern magnolia	30	Off-site, TPZ 10 feet from fence
118	Coast live oak	8	TPZ 10 feet
119	Camphor	20	Off-site, TPZ 10 feet from fence
121	Holly oak	6	TPZ 10 feet, prune branch
122	Mt. Atlas pistache	36	Off-site, TPZ 10 feet from fence
123	Coast live oak	15	TPZ 15 feet
124	Coast live oak	18	Off-site, TPZ 10 feet from fence
125	Coast live oak	12	TPZ 15 feet
126	Silver dollar gum	24	Off-site, TPZ 10 feet from fence
127	Coast live oak	9	TPZ 10 feet, 6 feet from pedestrian path
128	Silk oak	36	Off-site, 10 feet from pedestrian path, TPZ 10 feet from fence
129	Purpleleaf plum	8	TPZ 10 feet
131	African fern pine	6	TPZ 10 feet
132	Coast live oak	10,8	TPZ 15 feet
134	Coast live oak	17	TPZ 15 feet
135	Olive	7	Consider removing and replacing
160	Coast redwood	6	TPZ 10 feet
166	Coast redwood	6	TPZ 10 feet
168	Coast redwood	6	TPZ 10 feet, 5 feet from circular pedestrian area

### **Remove**

Sixteen (16) trees need to be removed because of construction impacts (Table 5). These vary from bio-retention basins to pedestrian pathways. Thirteen (13) trees should be removed because they are in poor condition (Table 6). These trees offer little benefit to the future landscape and should be replaced with healthier trees. Although trees #102, 103 and 105 have no construction impacts and offer screening to the neighbors, removing and replacing these trees would be a better option (Photo 8). If these trees cannot be replaced, they could be preserved to offer some level of screening but they need to be monitored for health and structure.

Two trees should be removed because they have a low suitability for preservation (Table 7). Tree #57 has chain link fence embed in an attachment (see Photo 1). Tree #104 is declining in health and all of the neighboring trees are being removed for poor condition which may destabilize #104 (Photo 8).





**Photo 8 –** Trees #102-105 are recommended for removal and replacement despite the screening offered to the neighbors.

**Table 5: Trees recommended to be removed due to construction impacts.  
2131 Sand Hill Road, Menlo Park, CA**

Tag #	Species	Diameter	Disposition comments
53	Italian stone pine	18,11	5 feet from water meter, poor condition
55	River red gum	21	Storm drain pipeline, low suitability
82	Coast live oak	7	Within bioretention
83	Monterey pine	18	Within bioretention
84	Monterey pine	14,13,7	Within bioretention
85	Monterey pine	9,7,7,5	Within bioretention
86	Monterey pine	18	Within bioretention
87	Monterey pine	11	Within bioretention
88	Coast live oak	8,5,4	Within bioretention
89	Coast live oak	6	Within trash area
90	Coast live oak	8,7,5	Within trash area
93	Valley oak	12,8	Within road
97	Valley oak	6,4,2	Within building footprint
101	Monterey pine	17	10 feet from pedestrian circle, poor structure
138	Coast redwood	6	Within road
158	Coast redwood	6	Adjacent to circular pedestrian area



**Table 6: Trees recommended to be removed due to poor condition  
2131 Sand Hill Road, Menlo Park, CA**

<b>Tag #</b>	<b>Species</b>	<b>Diameter</b>	<b>Disposition comments</b>
54	River red gum	20,19,16	Poor condition
65	Coast live oak	11	Poor condition
95	Winged elm	7,5	Poor condition
96	Winged elm	9,7	Poor condition
98	Winged elm	8,5	Poor condition
99	Winged elm	6,4	Poor condition
100	Winged elm	7	Poor condition
102	Valley oak	9,6	Poor condition
103	Valley oak	7	Poor condition
105	Coast live oak	9	Poor condition
120	Holly oak	14	Poor condition
130	Purpleleaf plum	8	Poor condition
133	Winged elm	6,4	Poor condition

**Table 7: Trees recommended to be removed due to low suitability for preservation  
2131 Sand Hill Road, Menlo Park, CA**

<b>Tag #</b>	<b>Species</b>	<b>Diameter</b>	<b>Disposition comments</b>
57	Coast live oak	13,12,10	Fence embedded in attachment, 11 feet from bioretention
104	Coast live oak	14,13,9	Declining, neighboring trees being removed



### ***Preliminary Tree Preservation Guidelines***

The following recommendations will help reduce impacts to trees from development and maintain and improve their health and vitality through the clearing, grading and construction phases.

#### **Design recommendations**

1. A **Tree Protection Zone** shall be established around each tree to be preserved (Table 8). No grading, excavation, construction or storage of materials shall occur within that zone.

**Table 8: Preliminary Tree Protection Zones  
2131 Sand Hill Road, Menlo Park, CA**

Tag #	TPZ	Tag #	TPZ
51	TPZ 20 feet	94	TPZ 10 feet
52	TPZ 20 feet	106	TPZ 10 feet
56	TPZ 10 feet	107	TPZ 15 feet
58	TPZ 15 feet	108	TPZ 10 feet
59	TPZ 15 feet	109	TPZ 10 feet
60	TPZ 15 feet	110	TPZ 10 feet
61	TPZ 10 feet	111	TPZ 15 feet
62	TPZ 10 feet	115	TPZ 10 feet
63	TPZ 10 feet	116	TPZ 10 feet
64	TPZ 10 feet	117	TPZ 10 feet from fence
66	TPZ 10 feet	118	TPZ 10 feet
67	TPZ 15 feet	119	TPZ 10 feet from fence
68	TPZ 10 feet	121	TPZ 10 feet
69	TPZ 10 feet	122	TPZ 10 feet from fence
70	TPZ 10 feet	123	TPZ 15 feet
71	TPZ 10 feet	124	TPZ 10 feet from fence
72	TPZ 10 feet	125	TPZ 15 feet
73	TPZ 10 feet	126	TPZ 10 feet from fence
74	TPZ 10 feet	127	TPZ 10 feet
75	TPZ 15 feet	128	TPZ 10 feet from fence
76	TPZ 15 feet	129	TPZ 10 feet
77	TPZ 10 feet	131	TPZ 10 feet
78	TPZ 30 feet	132	TPZ 15 feet
79	TPZ 20 feet	134	TPZ 15 feet
80	TPZ 10 feet	160	TPZ 10 feet
81	TPZ 15 feet	166	TPZ 10 feet
91	TPZ 10 feet	168	TPZ 10 feet
92	TPZ 10 feet		



2. Include trees to be preserved and **Tree Protection Zones (TPZs)** on all construction plans.
3. Project plans affecting the trees shall be reviewed by the Consulting Arborist with regard to tree impacts. These include, but are not limited to, demolition plans, site plans, improvement plans, utility and drainage plans, grading plans, and landscape and irrigation plans.
4. No underground services including utilities, sub-drains, water or sewer shall be placed in the **Tree Protection Zone**.
5. Irrigation systems must be designed so that no trenching will occur within the **Tree Protection Zone**.
6. As trees withdraw water from the soil, expansive soils may shrink within the root area. Therefore, foundations, footings and pavements on expansive soils near trees should be designed to withstand differential displacement.

#### **Pre-construction treatments and recommendations**

1. Fence all trees to be retained to completely enclose the **Tree Protection Zone** prior to demolition, grubbing or grading. Fences shall be 6 ft. chain link or equivalent as approved by the Consulting Arborist. Fences are to remain until all grading and construction is completed.
2. Prune trees to be preserved to clean the crown of dead branches 1" and larger in diameter, raise canopies as needed for construction activities. All pruning shall be done by a State of California Licensed Tree Contractor (C61/D49). All pruning shall be done by Certified Arborist or Certified Tree Worker in accordance with the Best Management Practices for Pruning (International Society of Arboriculture, 2002) and adhere to the most recent editions of the American National Standard for Tree Care Operations (Z133.1) and Pruning (A300). The Consulting Arborist will provide pruning specifications prior to site demolition. Branches extending into the work area that can remain following demolition shall be tied back and protected from damage.
3. Tree(s) to be removed that have branches extending into the canopy of tree(s) to remain must be removed by a qualified arborist and not by construction contractors. The qualified arborist shall remove the tree in a manner that causes no damage to the tree(s) and understory to remain. Tree stumps shall be ground 12" below ground surface.
4. All tree work shall comply with the Migratory Bird Treaty Act as well as California Fish and Wildlife code 3503-3513 to not disturb nesting birds. Tree pruning and removal should be scheduled outside of the breeding season to avoid scheduling delays. Breeding bird surveys should be conducted prior to tree work. Qualified biologists should be involved in establishing work buffers for active nests.

#### **Recommendations for tree protection during construction**

1. Prior to beginning work, the contractors working in the vicinity of trees to be preserved are required to meet with the Consulting Arborist at the site to review all work procedures, access routes, storage areas and tree protection measures.
2. All contractors shall conduct operations in a manner that will prevent damage to trees to be preserved.
3. Any grading, construction, demolition or other work that is expected to encounter tree roots should be monitored by the Consulting Arborist.



4. Tree protection fences are to remain until all site work has been completed. Fences may not be relocated or removed without permission of the Consulting Arborist.
5. Construction trailers, traffic and storage areas must remain outside fenced areas at all times.
6. Any root pruning required for construction purposes shall receive the prior approval of and be supervised by the Consulting Arborist.
7. If injury should occur to any tree during construction, it should be evaluated as soon as possible by the Consulting Arborist so that appropriate treatments can be applied.
8. No excess soil, chemicals, debris, equipment or other materials shall be dumped or stored within the **Tree Protection Zone**.
9. Any additional tree pruning needed for clearance during construction must be performed by a Certified Arborist and not by construction personnel.
10. All trees shall be irrigated on a schedule to be determined by the Consulting Arborist (every 3 to 6 weeks April through October is typical). Each irrigation shall wet the soil within the **TREE PROTECTION ZONE** to a depth of 24".

#### **Maintenance of impacted trees**

Preserved trees will experience a physical environment different from that pre-development. As a result, tree health and structural stability should be monitored. Occasional pruning, fertilization, mulch, pest management, replanting and irrigation may be required. In addition, provisions for monitoring both tree health and structural stability following construction must be made a priority. As trees age, the likelihood of failure of branches or entire trees increases. Therefore, annual inspection for structural condition is recommended.

If you have any questions about my observations or recommendations, please contact me.

**HortScience, Inc.**



Ryan Gilpin, M.S.  
Certified Arborist #WE-10268A





## **Exhibits**

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**Tree Assessment Plan**

**Tree Assessment Form**



# Tree Assessment Plan

2131 Sand Hill Road  
Menlo Park, CA

Prepared for:  
Stanford Real Estate  
Palo Alto, CA

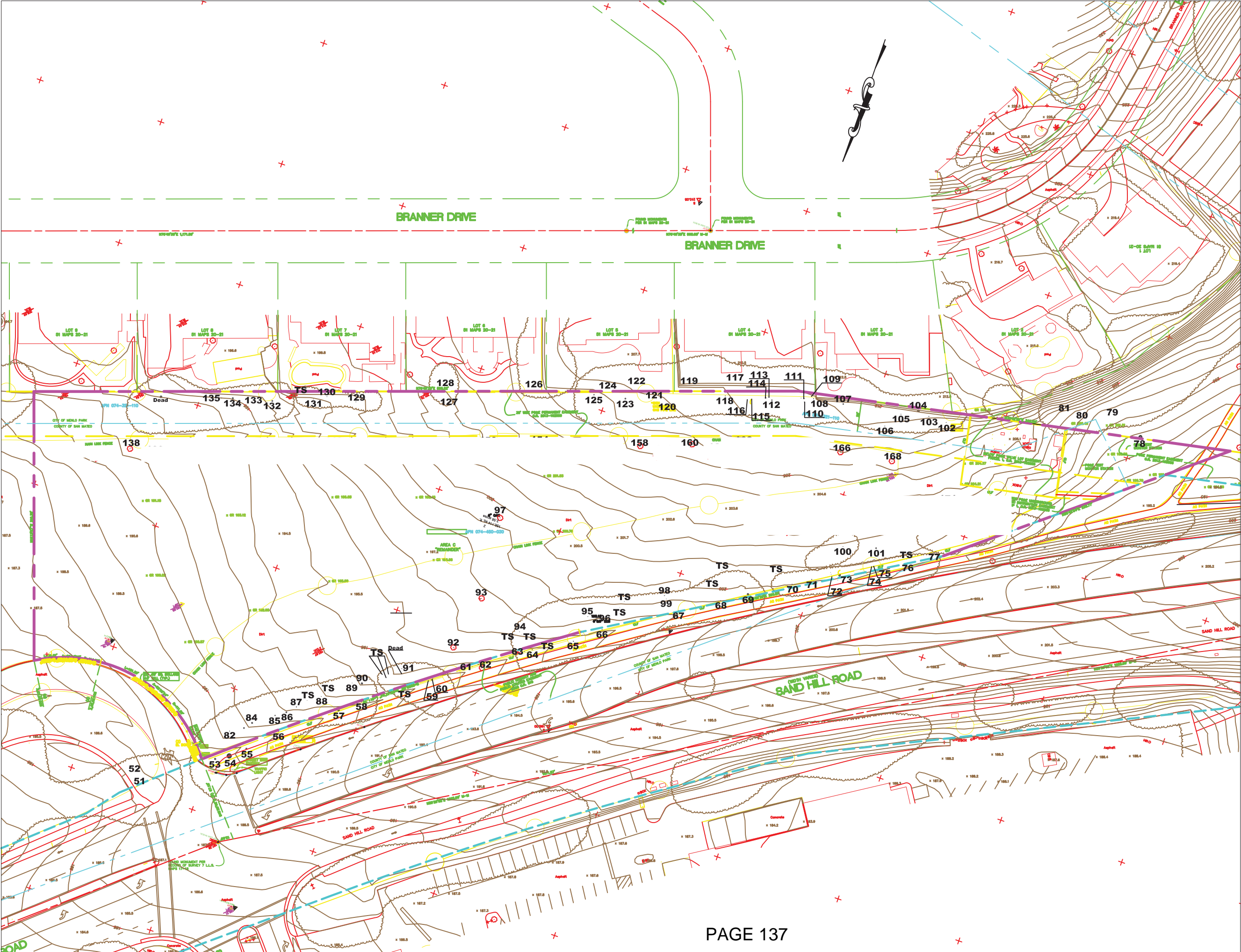
August 2015

No Scale

Notes:  
Base map provided by:  
BKF  
San Jose, CA  
  
Numbered tree locations with no survey point were  
approximately located in the field.  
  
TS = (too small) tree less than 6" in diameter and not  
included in this assessment.



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# Tree Assessment

2131 Sandhill Road  
Menlo Park, CA  
August 11, 2015



Tree No.	Species	Trunk Diameter (in.)	Heritage Tree?	Condition 1=poor 5=excellent	Suitability for Preservation	Comments
51	Italian stone pine	29	Yes	3	Moderate	Off-site; leaning west; asphalt to base of tree; girdling root; slightly thin crown.
52	Coast live oak	13	Yes	4	Moderate	Off-site. codominant trunks arise from 6 feet with included bark; one sided south; base one foot from #51; dense crown.
53	Italian stone pine	18,11	Yes	2	Low	Codominant trunks arise from 3 feet; leaning east; very thin crown; 3 feet from sidewalk.
54	River red gum	20,19,16	Yes	2	Low	Multiple trunks arise from 1 foot; thin crown; extensive dieback.
55	River red gum	21	Yes	3	Low	Leaning west; one sided west; extensive dieback.
56	Coast live oak	9	No	3	Moderate	Bushy; poorly pruned; at fence line; branches embedded in fence.
57	Coast live oak	13,12,10	Yes	4	Low	Multiple trunks arise from base; one sided south; pruned away from path; embedded in fence.
58	Valley oak	11	Yes	4	Moderate	Codominant trunks arise from 7 feet with included bark; minor dieback.
59	Valley oak	10	Yes	3	Low	Embedded in fence; dieback; leaning north.
60	Blue oak	9,6	Yes	3	Moderate	Codominant trunks arise from base; leaning north; minor dieback; embedded in fence.
61	Blue oak	6	No	3	Low	Small tree; leaning north; embedded in fence.
62	Coast live oak	10	Yes	3	Low	Multiple trunks arise from 10 feet; dieback; embedded in fence.
63	Coast live oak	8	No	3	Low	Narrow crown; leaning north; embedded in fence.
64	Coast live oak	7,5,4	No	3	Low	Multiple trunks arise from 3 feet; poorly pruned; embedded in fence.
65	Coast live oak	11	Yes	2	Low	Multiple trunks arise from 6 feet; poor form and structure; thin crown; borer damage.
66	Coast live oak	9	No	3	Moderate	One sided to north; dense crown; embedded in fence.
67	Valley oak	8,4	No	3	Low	Embedded in fence; dieback; leaning north.



# Tree Assessment

2131 Sandhill Road  
Menlo Park, CA  
August 11, 2015



Tree No.	Species	Trunk Diameter (in.)	Heritage Tree?	Condition 1=poor 5=excellent	Suitability for Preservation	Comments
68	Coast live oak	10	Yes	4	Moderate	Codominant trunks arise from 5 feet; upright form; removed codominant trunks arise from base embedded in fence.
69	Coast live oak	8,7,7,6,5	Yes	4	Moderate	Multiple trunks arise from base; crown to ground; pruned away from sidewalk; branch embedded in fence.
70	Coast live oak	6,4,3	No	3	Low	Multiple trunks arise from 1 foot; embedded in fence; upright form.
71	Coast live oak	8	No	3	Low	Codominant trunks arise from 7 feet; crown to ground; embedded in fence.
72	Winged elm	6,5,4	No	3	Moderate	Many small sprouts growing together in one place; dieback.
73	Winged elm	6,4,4	No	3	Moderate	Many small sprouts growing together in one place; dieback.
74	Valley oak	8	No	3	Moderate	Leaning north; moderate dieback; decaying branch.
75	Coast live oak	11	Yes	3	Low	Multiple trunks arise from 7 feet; one sided west; embedded in fence.
76	Valley oak	10	Yes	4	Moderate	Leaning north; minor dieback; crook in trunk at 8 feet.
77	Coast live oak	9	No	3	Low	Codominant trunks arise from 10 feet; leaning north; embedded in fence.
78	Valley oak	36	Yes	3	Moderate	Codominant trunks arise from 7 feet; one sided west; multiple branches with extensive decay.
79	Manna gum	36	Yes	3	Moderate	Offsite; codominant trunks arise from 10 feet; lion tailed.
80	Coast live oak	8	No	3	Moderate	Offsite; leaning north; narrow upright form.
81	Coast live oak	16	Yes	3	Moderate	Offsite; leaning north; dense crown.
82	Coast live oak	7	No	4	High	Codominant trunks arise from 6 feet; good young tree; crown to ground.
83	Monterey pine	18	Yes	2	Low	Codominant trunks arise from 10 feet; thin crown; poor color.
84	Monterey pine	14,13,7	Yes	2	Low	Multiple trunks arise from 3 feet; poor form and structure; thin crown; poor color.
85	Monterey pine	9,7,7,5	No	2	Low	Multiple trunks arise from 3 feet; poor form and structure; thin crown; poor color.



# Tree Assessment

2131 Sandhill Road  
Menlo Park, CA  
August 11, 2015



Tree No.	Species	Trunk Diameter (in.)	Heritage Tree?	Condition 1=poor 5=excellent	Suitability for Preservation	Comments
86	Monterey pine	18	Yes	2	Low	Multiple trunks arise from 5 feet; poor form and structure; thin crown; poor color.
87	Monterey pine	11	No	2	Low	Multiple trunks arise from 5 feet; poor form and structure; thin crown; poor color.
88	Coast live oak	8,5,4	Yes	4	High	Codominant trunks arise from base; bushy; crown to ground; dense crown.
89	Coast live oak	6	No	4	High	Bushy; crown to ground; dense crown.
90	Coast live oak	8,7,5	Yes	4	High	Multiple trunks arise from base; bushy; crown to ground; dense crown.
91	Coast live oak	6,5,5	No	4	High	Multiple trunks arise from 3 feet; bushy; crown to ground; dense crown.
92	Coast live oak	9	No	4	High	Codominant trunks arise from 5 feet; bushy; crown to ground; dense crown.
93	Valley oak	12,8	Yes	4	High	Codominant trunks arise from 3 feet; minor dieback; spreading crown.
94	Coast live oak	6,3	No	4	High	Codominant trunks arise from 3 feet; bushy; crown to ground; dense crown.
95	Winged elm	7,5	No	1	Low	Extensive dieback; declining.
96	Winged elm	9,7	No	1	Low	Extensive dieback; declining.
97	Valley oak	6,4,2	No	4	High	Multiple trunks arise from base; minor dieback; short.
98	Winged elm	8,5	No	1	Low	Extensive dieback; declining.
99	Winged elm	6,4	No	1	Low	Extensive dieback; declining.
100	Winged elm	7	No	2	Low	Extensive dieback; thin crown; declining.
101	Monterey pine	17	Yes	3	Low	Multiple trunks arise from 6 feet; poor color; thin crown.
102	Valley oak	9,6	Yes	2	Low	Codominant trunks arise from base; leaning heavily south; dieback; poor color.
103	Valley oak	7	No	2	Low	Codominant trunks arise from 4 feet; suppressed by #104; extensive dieback.



# Tree Assessment

2131 Sandhill Road  
Menlo Park, CA  
August 11, 2015



Tree No.	Species	Trunk Diameter (in.)	Heritage Tree?	Condition 1=poor 5=excellent	Suitability for Preservation	Comments
104	Coast live oak	14,13,9	Yes	3	Low	Multiple trunks arise from base; covered in ivy; dieback; narrow upright form.
105	Coast live oak	9	No	1	Low	All but dead.
106	Coast live oak	10	Yes	3	Moderate	Crook in trunk at 4 feet; dense upright crown.
107	Coast live oak	14	Yes	4	Moderate	One sided south; narrow upright crown; dense crown.
108	Valley oak	10	Yes	3	Moderate	Growing in group of 4 trees; extremely narrow crown; dieback.
109	Coast live oak	10	Yes	3	Moderate	Growing in group of 4 trees; leaning south.
110	Coast live oak	10	Yes	3	Low	Growing in group of 4 trees; leaning north.
111	Coast live oak	17	Yes	4	Moderate	Growing in group of 4 trees; leaning south; semi-dominant tree.
112	Coast live oak	13	Yes	2	Low	Growing in group of 3 trees; poor form and structure.
113	Holly oak	8,8	No	3	Low	Growing in group of 3 trees; multiple trunks arise from 2 feet with poor attachment; sap sucker damage.
114	Holly oak	9,7,5	No	3	Low	Growing in group of 3 trees; poor form and structure; thin crown.
115	Holly oak	6	No	3	Moderate	Narrow upright thin crown; leaning south.
116	Coast live oak	9	No	3	Moderate	Thin narrow upright crown.
117	Southern magnolia	30	Yes	4	High	Offsite; slightly thin crown.
118	Coast live oak	8	No	4	High	Good young tree; bowed north away from crown of #117.
119	Camphor	20	Yes	3	Moderate	Offsite; thin crown; minor dieback.
120	Holly oak	14	No	2	Low	Codominant trunks arise from 10 feet with seam; thin crown; dieback.
121	Holly oak	6	No	4	High	Multiple trunks arise from 6 feet; half of cambium lost from branch; good vigor.
122	Mt. Atlas pistache	36	Yes	4	High	Offsite; multiple trunks arise from 5 feet; previously topped.
123	Coast live oak	15	Yes	3	Moderate	Corrected lean; low live crown ratio.



# Tree Assessment

2131 Sandhill Road  
Menlo Park, CA  
August 11, 2015



Tree No.	Species	Trunk Diameter (in.)	Heritage Tree?	Condition 1=poor 5=excellent	Suitability for Preservation	Comments
124	Coast live oak	18	Yes	4	High	Offsite; slightly thin crown.
125	Coast live oak	12	Yes	3	Moderate	Codominant trunks arise from 8 feet with seam; thin crown; one sided south.
126	Silver dollar gum	24	Yes	4	High	Offsite; dense crown; moderate structure.
127	Coast live oak	9	No	5	High	Good young tree; under crown of #128.
128	Silk oak	36	Yes	4	Moderate	Offsite; codominant trunks arise from 4 feet; moderate structure.
129	Purpleleaf plum	8	No	3	Moderate	Multiple trunks arise from 5 feet; poor color; minor dieback.
130	Purpleleaf plum	8	No	2	Low	Multiple trunks arise from 5 feet; poorly pruned; minimal crown.
131	African fern pine	6	No	4	High	Codominant trunks arise from 6 feet; good vigor.
132	Coast live oak	10,8	Yes	4	High	Codominant trunks arise from base; dense crown.
133	Winged elm	6,4	No	2	Low	Stump sprout; declining.
134	Coast live oak	17	Yes	3	Moderate	Codominant trunks arise from 15 feet; dieback; thin flat crown.
135	Olive	7	No	3	Low	Poor form and structure; suppressed by #134.
138	Coast redwood	6	No	5	Moderate	Good young tree.
158	Coast redwood	6	No	5	Moderate	Good young tree.
160	Coast redwood	6	No	5	Moderate	Good young tree.
166	Coast redwood	6	No	4	Moderate	Good young tree.
168	Coast redwood	6	No	5	Moderate	Good young tree.



January 27, 2017

John D. Donahoe  
Stanford University  
Lands, Buildings and Real Estate  
3160 Porter Drive, Ste. 200  
Palo Alto, CA 93404



Subject: Addendum Letter, Arborist Report 2131 Sand Hill Road, Menlo Park

Dear Mr. Donahoe:

Stanford University is constructing a commercial building at 2131 Sand Hill Road. I wrote an Arborist Report dated September 8, 2015 for the project. The plans have changed and include a parking lot expansion approximately 60 feet to the east of the previous site boundary. You asked me to visit the site to determine if any additional trees may be impacted that were not included in the Arborist Report.

I visited the site on January 25, 2017 and assessed three additional trees using the same methods as described in the Arborist Report. Three trees were growing adjacent to the new parking lot area.

- Two young coast redwoods (6" trunk diameter) were growing along the access road in the south eastern corner of the site (#189 and 190). These trees were in excellent condition (Photo 1).
- One mature blue gum eucalyptus (59" trunk diameter) was growing to the north of the driveway (#191). This eucalyptus was a dominant tree in good condition with a wide spreading, dense crown (Photo 2).

The City of Menlo Park Municipal Code Chapter 13.24 protects native oak trees 10" and greater and all trees 15" and greater in trunk diameter. Based on this definition, blue gum #191 is *Heritage* and the two redwoods are not.



**Photo 1** – Coast redwoods #189 and 190 (shown above) were young trees in excellent condition.



**Photo 2** – Blue gum #191 was a mature blue gum growing in the northeastern corner of the project.



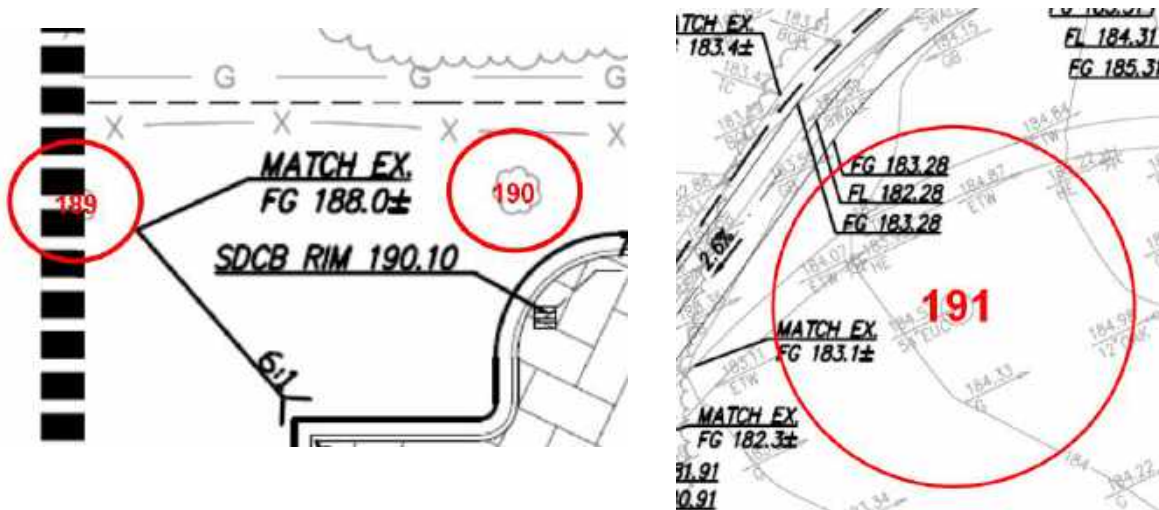
All three trees can be preserved based on my evaluation of the current development plans (*Grading and Drainage Plan*, Sandis 11/22/2016).

- Coast redwood #189 would be approximately 28 feet from the proposed parking lot.
- Coast redwood #190 would be approximately 6 feet from the proposed parking lot.
- Blue gum #191 would be approximately 27 feet from the proposed bioretention swale.

Root loss will likely occur for both trees #190 and 191. Based on current plans, I would expect the injury to be minor but as plans develop, impacts to trees should be re-evaluated. In order to preserve these three trees during development, I recommend a Tree Protection Zone around each tree in which no construction activity takes place. Tree Protection Zones are circular in shape with a radius given below for each tree (Figure 1).

- Coast redwood #189 – 5 feet
- Coast redwood #190 – 5 feet
- Blue gum #191 – 25 feet

If grading, excavation, compaction and construction must be performed within these zones, impacts should be re-evaluated or trees considered for removal.



**Figure 1** – The red circles show the approximate location of the Tree Protection Zones for trees #189-191.

Tree Protection Zones should be fenced with 6 ft. chain link fence. The preliminary tree preservation guidelines in the 2015 Arborist Report should be followed for these and all other trees to be preserved on this project.

If you have any questions about my observations or recommendations, please contact me.

Ryan Gilpin, M.S.  
Environmental Analyst, HortScience Inc.  
Certified Arborist #WE-10268A



# Tree Assessment Plan

2131 Sand Hill Road  
Menlo Park, CA

Prepared for:  
Stanford Real Estate  
Palo Alto, CA

August 2015, revised January 2017

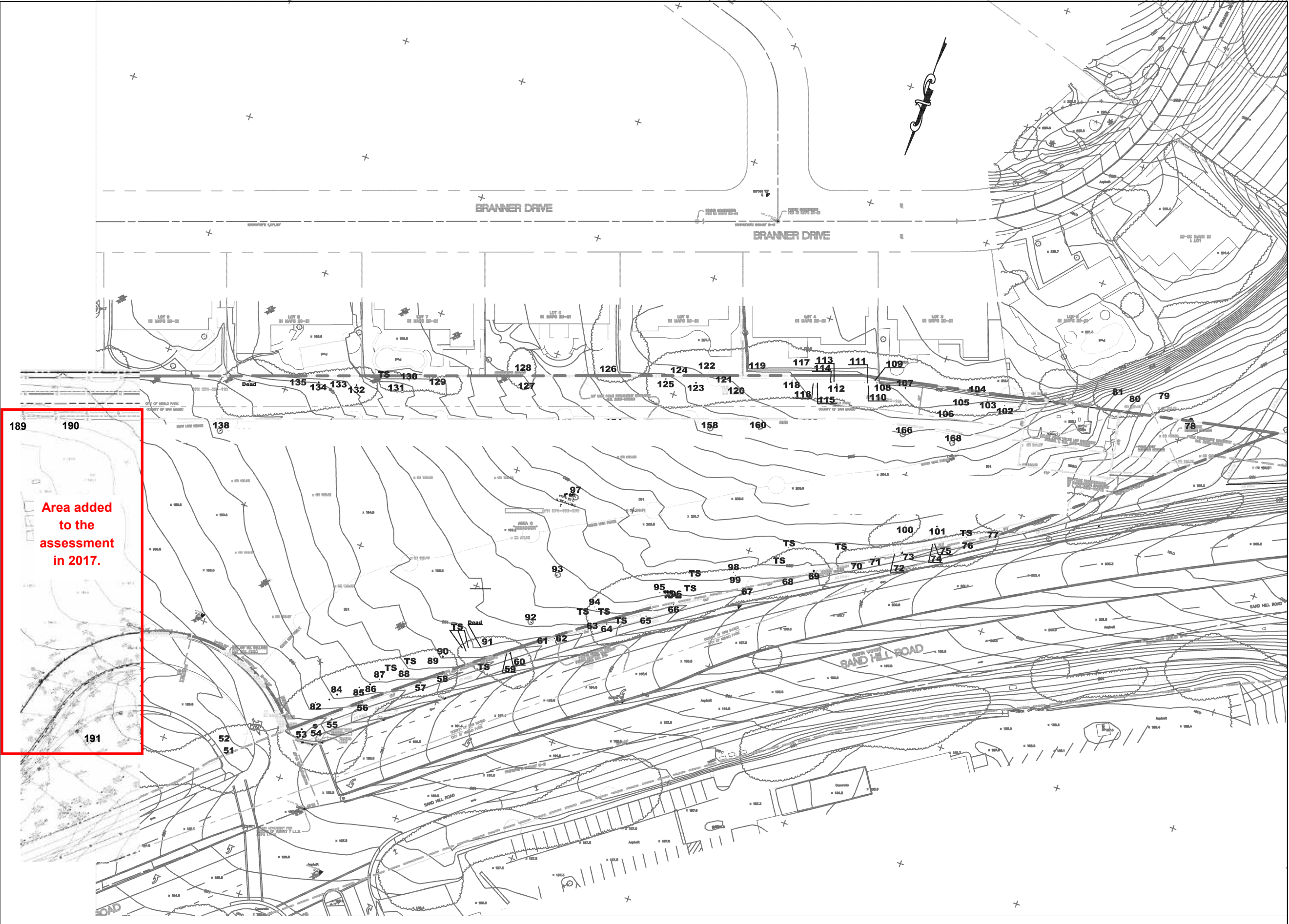
No Scale

### Notes

Basemap provided by BKF and Sandis

Numbered tree locations with no survey point were approximately located in the field

TS—(too small) trees less than 6” in diameter were not included in this assessment.



325 Ray Street  
Pleasanton, California 94566  
Phone 925.484.0211  
Fax 925.484.0596



# Tree Assessment

2131 Sand Hill Road  
Menlo Park, CA  
January 25, 2017



Tree No.	Species	Trunk Diameter (in.)	Protected Tree?	Condition 1=poor 5=excellent	Suitability for Preservation	Comments
189	Coast redwood	6	No	5	Moderate	Good young tree.
190	Coast redwood	6	No	5	Moderate	Good young tree.
191	Blue gum	59	Yes	4	Moderate	Multiple trunks arise from 20 feet; large dominant tree; several pruning wounds over 12 inch diameter; two stems fused together in two locations.



## REQUESTED HERITAGE TREE REMOVAL SUMMARY TABLE

Table 1: Requested Heritage Tree Removals				
Heritage Tree	Diameter	Suitability for Preservation	Reason for Request	City Arborist Determination
<b>Tree #53:</b> Italian stone pine	18, 11 inches	Low	Construction impacts / poor condition	Remove
<b>Tree #54:</b> River red gum	20, 19, 16 inches	Low	Poor condition	Remove
<b>Tree #93:</b> Valley oak	12, 8 inches	High	Construction impacts	Retain or transplant
<b>Tree #96:</b> Winged elm	15 inches	Low	Poor condition	Remove
<b>Tree #97:</b> Valley oak	6, 4, 2 inches	High	Construction impacts	Retain or transplant
<b>Tree #101:</b> Monterey pine	17 inches	Low	Construction impacts / poor condition	Remove



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**From:** Janet Davis  
**To:** [Smith, Tom A](#); [Diana Shu](#); [Don Horsley](#); [Michael Callagy](#); [Keith, Kirsten](#); [Mueller, Raymond](#)  
**Cc:** [Susie Cohen](#); [Diana Gerba](#); [Lennie Roberts](#); [Rebecca Altamirano](#); [Molly Glennen](#); [Cheryl Phan](#); [Ron Snow](#); [Gunter Steffen](#)  
**Subject:** MONDAY JUNE 19 hearing on Stanford's Neg. Dec.  
**Date:** Wednesday, June 14, 2017 1:18:19 PM

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## REQUEST FOR MONDAY'S ND HEARING RE 2131-31 SAND HILL ROAD

**I am requesting that the Traffic Engineer primarily responsible for the traffic study appear at the hearing to respond to concerns regarding the Engineering study.**

Despite all the charts and statistics presented, the resulting report appears to be “magical thinking” by a firm totally unfamiliar with the area or any of the problems. I had noticed the rubber “ropes” spanning various neighborhood roads from time to time but, on my *frequent daily* trips around the area, did not see any **actual people** monitoring conditions. Nor, to my knowledge have there been any community meetings to discuss traffic problems other than the **county** initiated meeting called by Supervisor Don Horsley to address the problems in the unincorporated area along Santa Cruz Ave, and the small informal meeting with Kirsten Keith at a local coffee shop. The overall conclusion seems to be that since the area is totally out of control with respect to traffic, a few hundred more vehicles will make no difference!

**By contrast San Mateo County Supervisor Horsley, Assistant County Manager Callagy and Public Works Engineer Diana Shu**, when doing a study of the problems on Alpine Road, made visits to Alpine Road; walked the entire area; solicited input from residents of Stanford Weekend Acres, Ladera, the bicycle community; and Portola Valley; and had community meetings. At these meetings, attended by Stanford representatives; local law enforcement personnel from CHP; the San Mateo Sheriff's Dept. and the Fire Dept. were present. There were two full scale community meetings chaired by Kimley Horn and Public Works, **to identify problems and potential ameliorations, prior** to Kimley Horn even making suggestions for changes. Some of these changes have already taken place, such as the reduced speed limit and the installation of KEEP CLEAR signs along Alpine Road. In addition, Supervisor Horsley has been organizing a coordination of law enforcement activities in the area and further improvements are proposed.

**MP Mayor, Kirsten Keith** also held a small meeting with local residents recently to get input about concerns regarding the frequent accidents along Santa Cruz Avenue. She was given a list of mitigation requests and already managed to effect the removal of one conflicting traffic sign.

### CONCERNS NOT ADDRESSED IN THE TRAFFIC REPORT:

The data concerning Santa Cruz Ave seems to have been collected on one day only, and seems to my observation, to be grossly erroneous.

**How can** the two short blocks of Santa Cruz Ave be categorized as a “minor arterial?” It does not fit the definition in the CVC. Plus, there is a senior living community and numerous driveways along the street?

**How can** you have 20,000+ vehicles going down the first leg of Santa Cruz from the Sand Hill intersection, but only 10,000 progressing to Alameda, when it is Alameda that is the main thoroughfare during both morning and evening rush hours?



**The number of potential employees/type of office** appears to be missing which is highly relevant to type of traffic potentially emanating from such construction.

**There do not appear** to be data on the impact of traffic on at least the side roads off Santa Cruz in the University Park neighborhood, unless I missed it.

**No listing of accidents** along Sand Hill Road, seems to have been included, when there have been many, including a fatality in the recent past.

**Garbage day problems** along Santa Cruz and Alameda are not addressed nor the problems of lane changes between the two intersections

**Inadequate signage** for the hospital is not noted which causes many near misses at the Sand Hill/Santa Cruz intersection

**The problems of cyclists in any area**, especially between the two intersections, and their penchant for using the “trail” from Alpine and its associated dangers is not addressed

**There is no reliable data** on accidents in the larger immediate area

**There seems to be no data** that I found on the amount of time it takes for residents of University Park to enter or exit Santa Cruz Ave.

**No data shown** regarding parking problems vs. cyclists on Santa Cruz Ave;

**There is no assessment of delays for emergency vehicles** occasioned by the traffic back ups

**The stated delay times** at the intersections and the number of iterations it takes to clear the intersections at Alpine and Sand Hill/ is divorced from reality.

**There is no analysis of construction trucks.** For example, this morning as I was driving to Menlo Park, several construction dump trucks followed me down Alpine and made a left turn onto Sand Hill, which is a common practice to avoid the traffic lights on Sand Hill. Since the excavation of underground parking will require multiple dump trucks, there should be some analysis of this factor.

**There is no analysis of law enforcement activities** or discussion of the confusion caused by the multi-jurisdictional situation.

**There is no mention of the problem** of vehicles from the Hewlett Foundation exiting/entering the back gate on Alpine Road via an illegal U-turn.

**There is no mention** that I found regarding the inadequate traffic light at the entrance to the Hewlett Foundation opposite Safeway.

**There is no mention of the delay** for pedestrians crossing the Sand Hill intersection.

**There is no allusion to the non-ADA** compliance of nearby sidewalks, or the problems that the residents of the Menlo Commons have at the intersection of Santa Cruz/Sand Hill.

**I found no assessment of cyclists** using the various routes, whereas the county study found that around 800 cyclists use Alpine on a daily basis, and many of these would also use Sand Hill and Santa Cruz.

**There is no discussion that I found** as to the placement/problems of the cross walks on Santa Cruz Ave

**There is no mention** that I found regarding the number of service vehicles/visitors likely to visit the proposed facility.

**The fact that only 8 bicycle parking places** are to be provided belies the assertion that employees will rely on non-vehicular or mass transit.

**The assessment of availability of mass transit** is mere fantasy.

**Existing traffic signs** may have been included, but I did not see them. No mention is made of the conflicting signs along Santa Cruz.

**It would be helpful** to have some kind of input from the various law enforcement and fire personnel with respect to traffic impact.



**BOTTOM LINE:**

**I believe the Traffic Study to be total wishful thinking. From my **daily** observation of traffic in this area **for over half a century** I believe the study to be useless from a practical point of view. This is why the Traffic Engineer should appear at the June 19<sup>th</sup> hearing and explain what exactly was studied and why the data presented is so far from reality.**

Janet Davis June 14, 2017



**From:** Janet Davis  
**To:** [Smith, Tom A](#); [Diana Shu](#); [Don Horsley](#); [Michael Callagy](#); [Keith, Kirsten](#); [Carlos Bolanos](#); [Jeff Holeman](#)  
**Cc:** [Ron Snow](#); [Molly Glennen](#); [Cheryl Phan](#); [Susie Cohen](#); [Diana Gerba](#); [Rebecca Altamirano](#); [Jen Wolosin](#)  
**Subject:** Fw: Another Accident at Sand Hill intersection  
**Date:** Thursday, June 15, 2017 3:32:55 PM

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**Ron Snow** of University Park took these pictures yesterday (June 14 2017) at around 3:30. I believe this is the 18th accident in this block since October. This is just where there is **no bike lane** and **is where a woman was killed a few years ago**. It is right next to Menlo Commons, the senior community. The sidewalk near here is also not ADA compliant. This area is exactly where elderly people walk all the time and is near the seat for the bus stop. It is a **highly dangerous area that is rarely controlled by any law enforcement. The speed limit is way too high for the conditions of the road.** Also, cars making a right turn from Santa Cruz to upper Sand Hill frequently do NOT stop at the red light which endangers cyclists on Sand Hill Road.

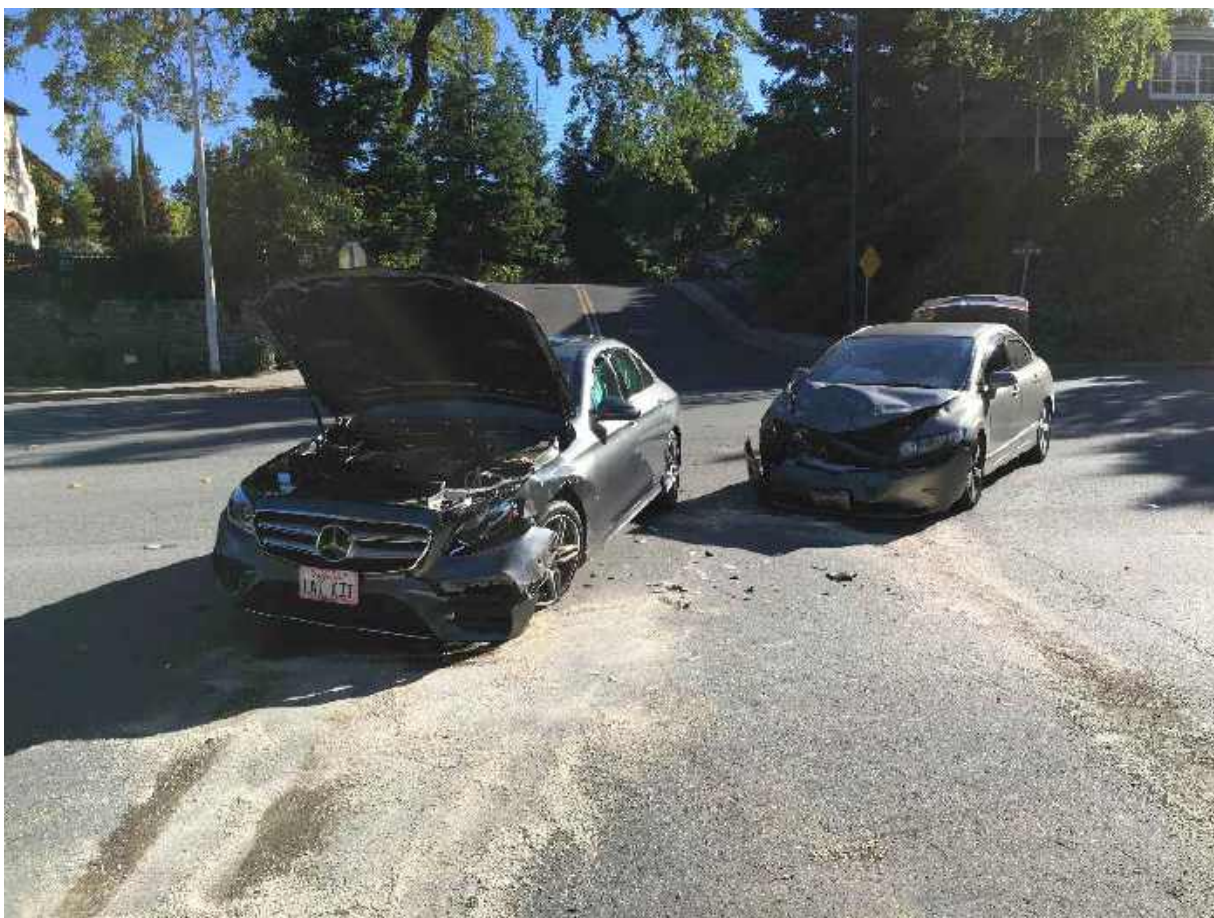
Ron thought that at least one person in this accident went to hospital.

In sum, to contemplate a new large commercial structure at 2121 Sand Hill is not logical. None of these details appear to have been covered in the highly flawed traffic analysis for the project and it is totally irresponsible for the City to give credence to the traffic report as it exists..



















**From:** Patti L Fry  
**To:** [Planning Commission](#)  
**Subject:** Annexation on Sand Hill Road  
**Date:** Thursday, June 15, 2017 4:23:13 PM

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Dear Planning Commission -

Please consider the value to current Menlo Park residents of more open space and playing fields rather than more offices. A vacant area is a rarity and worth discussion about alternative uses. The location could provide much-needed recreational space in the western part of Menlo Park.

Thank you.  
Patti



**From:** Jennifer Wolosin  
**To:** [Smith, Tom A](#); [Keith, Kirsten](#); [Andrew Barnes](#)  
**Cc:** [Janet Davis](#); [Ron Snow](#); [Cheryl Cho-Phan](#); [Molly Glennen](#); [Diana Shu](#); [Don Horsley](#)  
**Subject:** 2111-2121 Sand Hill Road  
**Date:** Thursday, June 15, 2017 5:14:56 PM

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To Whom it May Concern,

It has come to our attention that a new development is being proposed on Sand Hill Road. Due to the extremely dangerous conditions at Sand Hill/Alpine/Junipero Serra/Santa Cruz/Alameda de las Pulgas, we would like to ask the Planning commission to carefully consider the conclusions presented in the MND for this project.

As local residents Ron Snow and Janet Davis have communicated, the accident rate along the Santa Cruz/Alameda de las Pulgas corridor is unacceptable. An intentional increase in traffic, especially during peak hours, in this area, is dangerous.

Parents for Safe Routes, a Menlo Park-based advocacy group committed to getting kids to school safely, is especially concerned about the ability of children to cross at the "Y" at Santa Cruz and Alameda de las Pulgas, as well as navigate around the Avy/Monte Rosa/Altschul/Sharon Road areas. The kids traveling to/from La Entrada are already in danger, adding more traffic will only make things worse.

We understand that the issues are extremely complex and that the area is multi-jurisdictional. We would just ask that the ability of children to travel to and from school is adequately examined and mitigated when considering the proposed development and associated zoning requests.

Thank you for your consideration.

Sincerely,  
Jen Wolosin

--

**Jen Wolosin**

Parents for Safe Routes, Founder and Chair

[www.parents4saferoutes.org](http://www.parents4saferoutes.org)

[jenwolosin@gmail.com](mailto:jenwolosin@gmail.com)

415.710.5838





**From:** Janet Davis  
**To:** [Don Horsley](#); [Michael Callagy](#); [Keith, Kirsten](#); [Diana Shu](#); [Smith, Tom A](#); [Mueller, Raymond](#)  
**Cc:** [Jen Wolosin](#); [Diana Gerba](#); [Susie Cohen](#); [Ron Snow](#); [Molly Glennen](#); [Cheryl Phan](#); [Rebecca Altamirano](#); [Carlos Bolanos](#); [Jeff Holeman](#)  
**Subject:** Bicycle Hazards at Sand Hill Road.  
**Date:** Thursday, June 15, 2017 5:18:06 PM

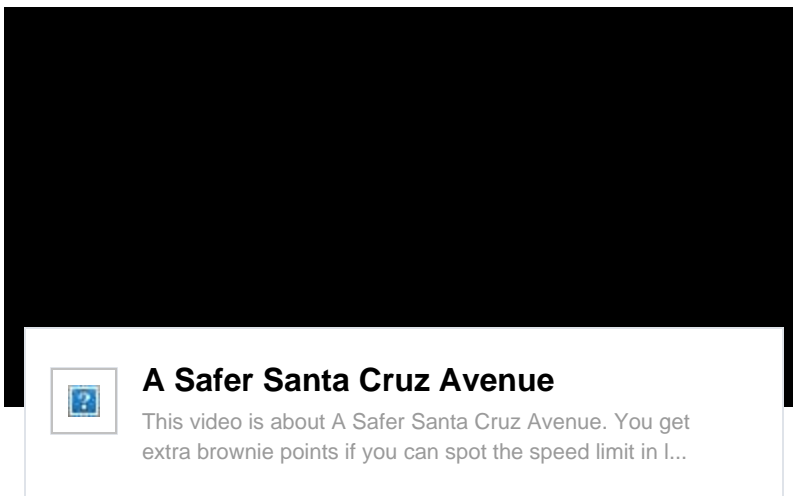
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Ron Snow took a movie of traffic at the Sand Hill intersection. This clearly shows cars not stopping for the red light. (Plus, in the morning they completely commandeer the whole bike lane) This is the same for the other side of the intersection by the Buck Estate and by the Chargin Estate, and at Alpine. It is highly dangerous for cyclists, especially in the rush hours. This is one reason why expert cyclists are using the Larry Horton trail from Rural Lane to Sand Hill in order to avoid these dangers. This in turn creates hazards for those wishing to walk to or from Stanford Weekend Acres. Another problem exists at the Vinood Khosla offices next to the Chargin Estate (Sand Hill Gateway) which is that delivery trucks block the sidewalk requiring the seniors from Menlo Commons to step out into the road when they are coming or going to Safeway using their walkers.

These are just a few of the problems that parents and others have to deal with concerning the route to La Entrada, Los Lomitas or Oak Knoll schools. All of which are reasons why it makes zero sense to exacerbate all these problems with yet another commercial enterprise at the Sand Hill intersection, and why law enforcement is needed. It is also another example of how totally erroneous Stanford's Traffic study is.

**Ron's movie:**

[A Safer Santa Cruz Avenue](#)





**From:** Janet Davis  
**To:** [Smith, Tom A](#); [Diana Shu](#); [Don Horsley](#); [Michael Callagy](#); [Keith, Kirsten](#); [Mueller, Raymond](#); [Warren Slocum](#)  
**Cc:** [Diana Gerba](#); [Susie Cohen](#); [Rebecca Altamirano](#); [Molly Glennen](#); [Cheryl Phan](#); [Jen Wolosin](#); [Ron Snow](#); [Bonnie Tom](#); [Kathleen Davis](#); [Gunter Steffen](#); [Jennifer Wolosin](#)  
**Subject:** 2121 Sand Hill POST article today  
**Date:** Friday, June 16, 2017 11:28:20 AM

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According to the POST article today at p. 6, the Homeowners' Association for Stanford Hills is also objecting to the project. Although it is not required, the residents of Menlo Commons; the large Condo development next door; and the Sharon Heights residents were never notified and they will all be severely impacted should this massive project go ahead.

The article states that "Stanford must include two low-income apartments or pay the city \$615,171." To comply with this **"Stanford is adding TWO apartments to its office and housing project at 500 EL CAMINO, Menlo Park!"**

**HOW ON EARTH DOES THIS DEAL WITH THE ALREADY IMPOSSIBLE TRAFFIC PROBLEMS; THE LACK OF SAFE BICYCLE LANES AND ADA COMPLAINT PATHS ON THE ROUTES TO SCHOOL; THE LACK OF PUBLIC TRANSPORTATION; AND THE ASTOUNDING JOBS/HOUSING IMBALANCE IN THE COUNTY.**



PUBLISHED: June 2, 2017  
June 9, 2017

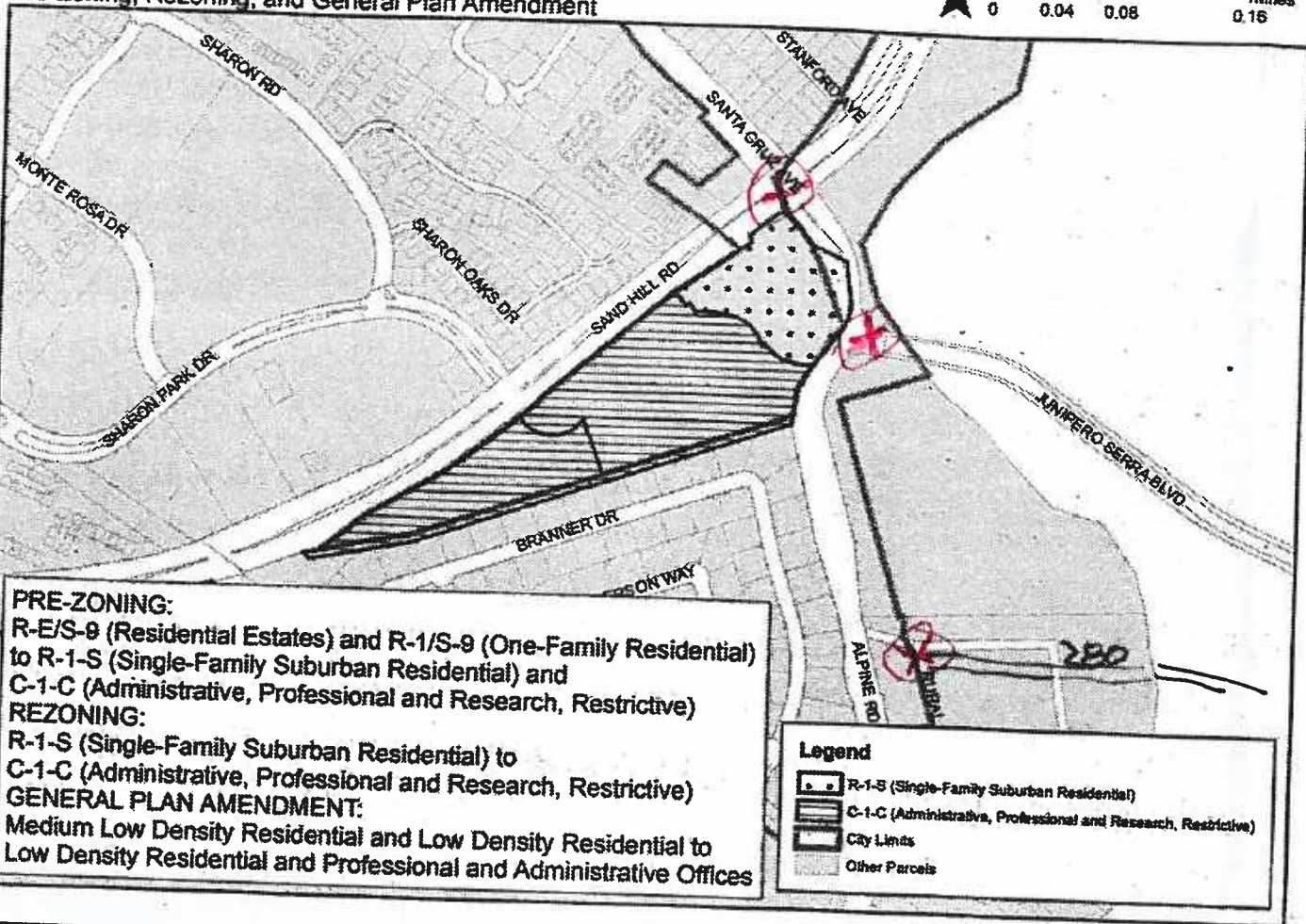
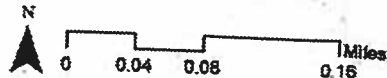
Thomas Rogers, Principal Planner  
Menlo Park Planning Commission

Visit our Web site for Planning Commission public hearing, agenda, and staff report information: [www.menlopark.org](http://www.menlopark.org)

## CITY OF MENLO PARK

2111-2121 Sand Hill Road

Pre-Zoning, Rezoning, and General Plan Amendment



### PRE-ZONING:

R-E/S-9 (Residential Estates) and R-1/S-9 (One-Family Residential)  
to R-1-S (Single-Family Suburban Residential) and  
C-1-C (Administrative, Professional and Research, Restrictive)

### REZONING:

R-1-S (Single-Family Suburban Residential) to  
C-1-C (Administrative, Professional and Research, Restrictive)

### GENERAL PLAN AMENDMENT:

Medium Low Density Residential and Low Density Residential to  
Low Density Residential and Professional and Administrative Offices

### Legend

- R-1-S (Single-Family Suburban Residential)
- C-1-C (Administrative, Professional and Research, Restrictive)
- City Limits
- Other Parcels

FUSION

WEEKEND BREAK

PALOALTO DAILY NEWS.COM

150

THE DAILY

Also check 35 ACRES in Redwood City  
AT BAY ST

AND new request  
FOR PALO ALTO  
College Terrace

Is it possible.  
you don't know  
THESE AREAS

PAGE 161

POOR EL CAMINO !!!  
... ..



# News Digest

4 Now  
This, too!

## New Stanford housing would abut College Terrace

Eyeing future growth, Stanford University is asking for Santa Clara County's permission to add 1,600 housing units or beds for students along its border with the College Terrace neighborhood, university officials told members of the College Terrace Residents Association last week. The units would comprise over half of the university's proposed new housing under its 2018 general use permit (GUP) application.

But residents of College Terrace say they have borne the brunt of traffic and parking generated by Stanford and raised concerns about the proposed housing. They said that despite Stanford's traffic-management program and a City of Palo Alto-run residential parking permit program, the neighborhood still experiences parking problems and noise late at night from Stanford visitors and residents.

Stanford's application is requesting permission to build 2.275 million square feet of academic and academic-related facilities and 40,000 square feet of child care or transportation-management facilities. To balance that growth, Stanford proposes to add 2,600 units or new beds of student housing and 550 faculty and staff housing units through the year 2035.

The number of housing units or beds is tied to a ratio of housing units per square feet of academic development, said Catherine Palter, associate vice president of land use and environmental planning. For every 500,000 square feet of academic construction, Stanford must build 605 housing units.

The permit must undergo a county planning commission hearing and recommendation; the county Board of Supervisors will then hold a hearing and vote on approving the permit. ■

—Sue Dremann



**From:** Janet Davis  
**To:** [Smith, Tom A](#); [PlanningDept](#); [Michael Callagy](#); [Don Horsley](#); [Diana Shu](#); [Keith, Kirsten](#); [Joe LaClair](#)  
**Cc:** [Diana Gerba](#); [Susie Cohen](#); [Lennie Roberts](#); [Rebecca Altamirano](#); [Molly Glennen](#); [Ron Snow](#); [Jen Wolosin](#); [Gunter Steffen](#)  
**Subject:** [Sent to Planning ]Stanford Proposed Project 2121-2131 Sand Hill road  
**Date:** Tuesday, June 20, 2017 7:58:59 PM

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At the June 19 Menlo Park City Planning Commission meeting, in my opinion, inadequate and often misleading data was presented as to the Buck Estate, such that the Commissioners could not make an *informed* decision. I attended every meeting during the prior proceedings and have comprehensive hard copy and digital records to support my assertions. I also attended all the meetings related to the Alpine Road widening and the construction between the two intersections.

Three issues were raised at the meeting June 19, 2017 for which no one had the answer:

- (a) What was the prior status of the Buck Estate and what are any conditions placed on development by the county
- (b) The status of the back gate to the Buck Estate
- (c) Why is the traffic light at Alpine RED in the Portola Valley direction even when there is a GREEN light for traffic heading in the Menlo Park direction.

I can answer the above by reference to the County Planning history with citations to various documents. There were also several questions concerning the traffic study. These questions can be answered by a brief history with some citations to documents

After the donor died, her house was used as a Conference Center for which Stanford had a Use Permit (see p. 68 of the 7/26/00 Staff Report) and there was an entrance off Alpine Road. This was a source of traffic problems and many complaints, and still is. (No information was given as to the testator's wishes with respect to the property.)

The 1989 Loma Prieta earthquake damaged the structure, making it unstable, so it was left vacant and the beautiful gardens were neglected, causing the Stanford Hills residents to complain about fire hazards.

Stanford wanted to renovate the building but I don't remember any formal application. The entire site (Parcel 074-450-020) was zoned R2 Estates. That County zoning ordinance 6150 allows (subject to a Use Permit,) **only**

- (1) Schools, libraries, fire stations, churches and riding academies
- (2) Golf courses with standard length fairways and other non commercial clubs

However, there is Ordinance 6500c (6) that allows a Use Permit for a charitable institution (outside the coastal zone) but requires that it be **necessary for public health, safety, convenience or welfare.**

**No such finding was ever made. However, the Use Permit was issued**

Stanford filed for a Use Permit 5/19/1999 (San Mateo County File 1999-00331) for a 48,000 sq. ft. building. In their application they listed parking for only 44 underground spots and 66 surface for the approved cap of **100 employees max.**

**(On 6/19/17 Mr. Donohoe testified that Hewlett had around 200 employees)**

In the Staff Report for the ND that was ultimately made part of the Decision, at p. 72 it was stated that the parking required for the building was **239 spaces** yet Stanford only offered 124. A parking exception was granted because the total number of employees was to be capped at 75 plus additional lessees and visitors who were claimed to be no more than 25. The parking was 44 underground and 66 on the surface. (This totals to 110 which is different from the 124 applied for in the exception)

The Use Permit Findings at 2a were that the permit was for 1 year, then 3 years, then 5 years



and thenceforth every 5 years **provided that the Planning Director finds the uses in compliance.** To my knowledge and according to the County's Accela files, no such review ever took place.

**Finding `12** required that any tenants are required to be charitable (no check appears to have been made)

**Finding 13** required that Hewlett shall ensure that the employees shall generate an average of less than 175 daily peak hour trips and shall achieve a 25% reduction in average office trip generation.

**Finding 15** Hewlett to submit signal timing plan for Sharon Park road and Sand Hill Fehr and Peers tried to explain why their data in the EIR for SU Cancer Center was at odds with their analysis for the Hewlett Foundation

Fehr & Peers claimed that 17 of Hewlett's 36 current employees traveled extensively and were therefore no burden on the traffic analysis. Their traffic study 2/4/2000 stated that the Alpine/Junipero Serra intersection was below D with or without the project as was Junipero Serra/Campus Drive. Table 2 of their report showed that the Sand Hill intersection was at D in the a.m. and F in the p.m. (17 years ago!!)

Menlo Park City Council had a meeting 5/9/2000 to review the Negative Declaration and Menlo Park Mayor **Mary Jo Borak in her letter dated 5/10/200** to David Holbrook County Planner, was full of comments that mirror those expressed June 19, 2017 by the residents of University Park with respect to the current project. She objected to the traffic report, the fact that the ND had been prepared in isolation without considering the University's other projects, and this she surmised was illegal under CEQA Section 15156 in that it was piecemealing. She scoffed at the computer software used in the study. She took issue with the traffic study and asked for a full EIR. She objected to the software used in the traffic study. She shredded the mitigation measures suggested for significant traffic impacts under Mitigation 13 as totally invalid (just as they are for the 2017 ND. She objected to the statement that the site was well served by public transit, (just as W. Menlo Park residents did June 19 with respect to the current project, and she discounted the claim that biking would be used.

**At p. 139 it is stated that the Alpine Gate is a secondary access** contrary to Mr. Donohoe's assertion that this gate is not used. And contrary to the observation of everyone living in Stanford Weekend Acres.

My letter to the County 7/24/200 complained of the jobs/housing imbalance just as I did for the current project.

There was a property tour July 2000 of the Buck Estate

**The letter of decision was issued 8/4/2000 granting the Use permit. However, it had the caveat:** (This can be checked by going to the County Planning site and looking up the record)

**OFFICE HEADQUARTERS**

Use Permit

**SELF-RENEWING - No RENEWAL required unless development intensifies (non-minor UP Amendment is proposed) or Violation occurs.** Use permit to allow development of a professional office headquarters for Hewlett Foundation, as allowed under Section 6500(c)6 for Institutions of a philanthropic or charitable nature.

**Given that the max. number of employees was to be 100 and Mr. Donohoe claimed 6/19/2017 that there were approx.. 200 current employees that is an intensification PLUS requesting yet another office complex is most definitely an intensification. Which is why Stanford is seeking annexation and a zoning change within the city of Menlo Park to avoid the caveat.**



**Item 123 of that decision required Stanford to conduct a public workshop to discuss the feasibility of a bike path between Sand Hill and Alpine Roads** which was something that Lennie Roberts and I had sought given the traffic problems and dangers to cyclists. At that meeting Stanford stonewalled and said that this was not going to happen. At that point the County Planning Director, Terry Burnes (who in my opinion was one of the most incompetent employees in the county) told Stanford that he would not push the issue, but WOULD require such a condition when Stanford came to the county for another Use Permit for the conference Center.

**Stanford then changed their request from a Conference Center to a residence for the Provost, Etchemendy. This was by right and abrogated the need for a Use Permit. This allowed the Provost to host meetings and conferences in his home anyway.**

**AS TO THE BACK GATE ON ALPINE:** There were several communications with Stanford Lands Management complaining about the use of the back gate e.g. 2/26/03 to Andy Coe, Jo Beth Folger; and calls in March of 2003 to Larry Horton, Glenis Koehne, Leone Batkin. It is a continual problem with vehicles from both the Hewlett foundation and the Provost's residence making an illegal U-turn to get to Junipero Serra. This is highly dangerous, but nothing has been done to remedy the danger to other vehicles.

**AS TO THE RED LIGHT ON ALPINE:** Because of the steady stream of traffic in both directions throughout the day, residents of Stanford Weekend Acres could not, and still cannot, get access to enter Alpine heading towards Menlo Park for several hours during the day. As for crossing Alpine to get to I-280 that is well nigh impossible after about 7:00 am until after about 10:45 a.m. There have been many accidents and the County Public Works is trying to remedy the situation.

When Alpine was widened to allow a right turn at Junipero Serra, and a merge lane heading towards Portola Valley it was agreed that the light that had previously allowed through traffic, would be RED to allow for platooning of vehicles, thus providing a needed gap for local residents to get onto Alpine. Steve Schmidt agreed to this.

**BOTTOM LINE:**

**Had this information been available to the Commission, it is possible that more probing questions might have been asked. Should you wish to verify anything in this note, the Planner that worked on this project was David Holbrook, and he is still with the County.**



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**From:** Janet Davis  
**To:** [Smith, Tom A](#)  
**Subject:** Fw: OPPOSITION TO STANFORD'S NEG. DEC. RE BUCK ESTATE CONSTRUCTION  
**Date:** Sunday, April 9, 2017 6:49:44 PM

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----- Forwarded Message -----

**From:** Janet Davis <jadjad@sbcbglobal.net>  
**To:** Michael Callagy <mcallagy@smcgov.org>; Warren Slocum <wslocum@smcgov.org>; Don Horsley <dhorsley@smcgov.org>; Steve Monowitz <smonowitz@smcgov.org>; Diana Shu <dshu@smcgov.org>; Raymond Mueller <rdmueller@menlopark.org>; Dave Pine <dpine@smcgov.org>; Carole Groom <cgroom@smcgov.org>  
**Cc:** Lennie Roberts <lennie@darwin.ptvy.ca.us>; Diana Gerba <dgerba@mac.com>; Susie Cohen <susiejco@gmail.com>; Ginger Holt <ginger@me.com>; Margaret Williams <margaretwilliams2010@gmail.com>; Arlene Lindblom <rglgeo@aol.com>  
**Sent:** Sunday, April 9, 2017 5:02 PM  
**Subject:** OPPOSITION TO STANFORD'S NEG. DEC. RE BUCK ESTATE CONSTRUCTION

**COMMENTS ON STANFORD'S NEGATIVE DECLARATION  
 PROPOSING TO  
 ANNEX AND REZONE 2121 SAND HILL ROAD**

**WHAT IS SOUGHT:**

**To rezone 14.2 acres of land between Sand Hill and Alpine roads, and on one newly divided parcel, build a 39,510 sq. ft. , 2 story office building with 2 underground parking levels, and annex the resulting parcels to Menlo Park.**

At present there are basically two parcels: the Buck Estate, home of the Provost, and the 48,000 sq. ft. Hewlett Foundation with a swath of meadow land.

The plan is to change the parcel boundaries so that there are *three* parcels. The present parcels involved are 074-450-030/040 comprising 9.7 acres currently zoned by the county as RES9 (residential estates). After annexation this would be rezoned to C-1-C (professional/administrative offices). Presently 7.14 acres of this comprises the Hewlett Foundation. Parcel 074-0450-050 comprising 3.6 acres on which sits the Provost's home would be rezoned from County R1-S-9 to City R1-S. There are two additional parcels 074-321-110/210 totaling 0.9 acres that are zoned R1S by the City and appear to be a PGE easement.

**INTRODUCTION:**

Stanford University and the Medical Center provide extensive benefits, prosperity, culture, and world class medical care, to the surrounding area. However, the massive construction to accommodate these benefits has also come at a cost to the local community particularly in terms of traffic and dearth of housing. (See Appendix for references to recent projects)

The periphery of the campus falls within the purview of Santa Clara County, San Mateo County, Menlo Park and Palo Alto. When plans for construction surface, the University has been adept at playing one jurisdiction against another. In the past, one jurisdiction will approve a project that has a detrimental impact on another jurisdiction. Examples would include the first GUP, the C-1 trail, the intersection widenings and the hospital expansion. San Mateo County has been particularly derelict in its duty to require mitigations to lessen that impact.

Another problem is that Stanford treats each project as *discrete* without considering the cumulative effect. For example, it is analyzing this project as distinct and isolated from the massive impact of the 2018 GUP, the almost complete hospitals expansions, and the Menlo Park El Camino projects: all of which affect Sand Hill and Alpine Roads and the nearby communities and local streets.

At the same time, the University has essentially walled off the campus resulting in very few entrances for traffic. The main entrances to campus and the hospitals from I-280 are Campus Drive West (off Junipero Serra) and Sand Hill Road (to Welch or Arboretum) The result is a total traffic nightmare in West Menlo Park involving Alpine Road, Sand Hill Road, Alameda, Santa Cruz Avenue, Monte Rosa and all the side roads.

**BACKGROUND:**

The area was originally zoned as a residential estate and the main (historic) house was a private residence with a beautiful garden. When the owner died she bequeathed the estate to Stanford, and the terms of that bequest were not publicized, although it seems unlikely that she contemplated her garden morphing into a commercial center. The property became a



conference center until it was severely damaged in the Loma Prieta earthquake and remained vacant for some years. On May 19 1999, Stanford sought a Use Permit (PLN 1999-00331) for:

*OFFICE HEADQUARTERS*

*Use Permit*

*SELF-RENEWING - No RENEWAL required **unless development intensifies** (non-minor UP Amendment is proposed) **or Violation occurs**. Use permit to allow development of a professional office headquarters for Hewlett Foundation, as allowed under Section 6500(c)6 for Institutions of a philanthropic or charitable nature*

This was eventually granted on Stanford's assertion that any sub-lessees would also be charitable institutions. It is not known if this is presently the case.

During discussions it was emphasized by Stanford that there would be very few vehicles since most employees would be using bicycles and that showers and bike parking facilities were part of the plan. It was also promised that the facility would be invisible from the road and that lighting would be minimal. It was also promised that the back gate to Alpine would not be used. None of this has transpired. There are many vehicles, the place is lit up like a Christmas tree at night, and the steel roof is like a giant mirror reflecting blinding light at certain times of day. Also, the Alpine Road gate is used for ingress and egress. Even Stanford logo vehicles make illegal U-turns from that gate across traffic to get to Junipero Serra.

During discussions local residents pushed for a pedestrian/bike path through the property and this was vehemently rejected by Stanford, and the Planning Dept. stated that this could be a Condition should the main house be resurrected as a conference center..

**The terms of the Use Permit are the obvious reason that Stanford is now seeking to annex the property to the City of Menlo Park.**

Subsequently, Stanford proposed renovation of the earthquake-damaged main house and classified it as a future single family home for the University's Provost, thus eliminating the provisions of a *discretionary* project which would have applied had it been classified as a Conference Center. Since the Provost is a distinguished person, the residence to all appearances, continued as a center for university functions.

#### **ANNEXATION:**

It is not strictly true to classify the property as an isolated island "surrounded by the City of Menlo Park." The structures at 2108 and 2128 Sand Hill are within County jurisdiction as are the homes along Sand Hill across from the golf course and most of those along Santa Cruz Ave. (Many of the residents along Santa Cruz have been trying *unsuccessfully* to have *their* properties annexed to the City) It would seem that the annexation request is a ploy to avoid the provisions of the Use Permit – as it would appear from the "Conditions" noted in the County's Accela files!

#### **HISTORIC BUILDING**

*The house is the historic Meyer-Buck Estate (presently the provost house for Stanford University); it was placed onto the County Historic Inventory on 2/20/2002. Any/all exterior/interior modifications shall be reviewed by the CDD, & possibly by the HRAB prior to approval of any BLD or PLN permits.*

Applied | Notice | 05/23/2016

#### **Proposed use**

*RJB: 1/26/15 Spoke with applicant at counter regarding use of property. The applicant is proposing the expensing the existing use of admin/offices for the HP Foundation located at APN 074-450-040. In speaking with DH, applicant would amending their existing use permit at APN 074-450-040 to incorporate the uses at the adjacent parcel. Told applicant that CEQA, especially traffic, would be a major factor in the approval of this project. Gave applicant parking and zoning information. Applicant also asked about rezoning the property. Would need rezoning and general plan amendment. The applicant also had a question about annexation into the City of Menlo Park.*

Applied | Notice | 01/26/2015

It would also seem that there would be some significant tax issues to be sorted out by LAFCo should annexation be contemplated, since much of the development on Stanford lands is exempt.

Nowhere did I find any reference to what or who is intended to occupy such an office building should it be approved.

#### **"MITIGATED" NEGATIVE DECLARATION:**

The basic problem with this is that there are no *meaningful* mitigations. As pointed out by County staff the over-riding issue is traffic impact. The text asserts that the ND is directed only to the West side of the project, but even that is woefully inaccurate. The Sand Hill/Santa Cruz and Alpine/Junipero Serra intersections are perhaps the two most congested areas of the county and much of that traffic originates from Stanford. The other big omission is an analysis of truck traffic during construction.

#### **Traffic Analysis:**

This whole section is inadequate, highly flawed and in some instances totally inaccurate. San Mateo County is in the process of studying Alpine Road and the Santa Cruz Corridor because the traffic is at crisis levels and there have been a significant number of accidents.

At p. 113, section 4.10.3(b) "Impact Discussion" under the heading "City of Menlo Park," in the second paragraph it is



claimed that there “no significant traffic or transportation impacts were identified.” That comment strains credulity.

**Public Transport:**

This is basically non-existent and it is deceptive to cite local bus routes since those buses do not operate at times that people need; the routes do not go where people need; and the travel time is too long. The SLAC bus is used by SLAC personnel coming from the railroad, but it is useless for people traveling via I-280. The same applies to the Marguerite shuttle. The one bus stop that exists on Sand Hill has no shelter and is hardly ever used. The other line is used by Menlo High School kids.

**Bicycle Routes:**

This section of the ND mischaracterizes the present situation. That which exists is highly dangerous. There have been cyclist fatalities on Alpine and Sand Hill. The gap between Alpine and Sand Hill intersections is a death trap for cyclists. There is no bike lane on Santa Cruz and this is highly dangerous. There is no way for cyclists to cross Alpine. The entrance to the “trail” from Junipero Serra to Welch road along the golf course is frequently blocked by cars turning onto lower Sand Hill. The so-called multi-use trail under the cantilevered section of Junipero Serra is poorly maintained, hazardous to cyclists and even more dangerous for pedestrians.

**Vehicular Traffic:**

***Sand Hill*** is a virtual parking lot from El Camino to I-280 especially during morning rush hours and from about 3:30 to 6:00 p.m.

***Santa Cruz Avenue:*** The study showed (Fig. 12) the portion of Santa Cruz Ave up to Alameda currently experiences 24,376 trips/day and estimates an additional 97 trips/day with the project. This would not seem insignificant to the residents already inundated with traffic in that vicinity, or to the cyclists battling thoughtless drivers.

***Alameda*** is also jammed going towards SU in the morning from Woodside road to Sand Hill.

***Alpine:*** Because Sand Hill traffic is so bad, many commuters use Alpine. Construction trucks use Alpine in preference to Sand Hill because there is at the moment a higher speed limit, no traffic lights and lack of traffic enforcement. ( During the hospital expansion grading Alpine was getting up to 17 double semi dump trucks every minute) Alpine is one long bumper-to-bumper procession from I-280 (and expanding up the freeway) to Campus Drive West every morning from around 6 a.m. In the afternoon traffic is backed up starting around 3:15 all the way to I-280. There have been times when it takes 6 iterations of lights to get through the Alpine traffic signal. Frequently it is not possible to go through the light when green because traffic coming from Junipero Serra monopolizes the entire space between Alpine and Sand Hill. Another problem is that the left turn lane to access upper Sand Hill Road is blocked by an unnecessary “bulb out” midway to Sand Hill road.

Despite frequent complaints many vehicles from the Hewlett foundation use the back entrance onto Alpine, either to turn right or to make an illegal U-turn to the left.

Although the area of Alpine Road at the rear of the Buck estate is within the City of Menlo Park’s jurisdiction, it is extremely rare that there is any traffic enforcement. The same is true although to a lesser extent, in the vicinity of the Sand Hill intersection.

***Monte Rosa:*** This is indicated as an access to the site. However, to get to Monte Rosa one would have to use Valparaiso, Avy or another side road. Monte Rosa is already highly impacted and residents have sought Stop signs. It is also close to La Entrada Middle School and Philipps Brooks School.

**Neg. Dec. Assessment of Parking in Relation to Traffic Impact:**

This is particularly disingenuous. It is proposed to build a 2 story underground parking facility in addition to surface parking for visitors. If there are to be 163 parking spaces that could account for 326 trips/day plus lunch time or other trips.

**Non Commuter Traffic:**

Nowhere does it appear that there is any estimation of how many servicing vehicles or client cars would have to be accommodated.

**Cumulative Impact:**

CEQA Guidelines 15065(a)(3) states that

**“The incremental effects of an individual project are significant when viewed in connection with the effects of past projects, the effects of other current projects and the effect of probably future projects.”**

This requirement has been totally ignored. There should be an analysis of the cumulative effect of at the very least of the hospital expansions and the 2018 GUP. (See Appendix for list of projects)

**San Mateo County Jobs/Homes Imbalance:**

Adding yet another 39,510 sq. ft. office in addition to the existing 48,000 sq. ft. Hewlett foundation office space where previously the entire 14+ acres **was zoned residential creates a huge and significant negative impact on the balance in an area where homes are in very short supply.** This is especially egregious when the proposed development site was listed by the city as a **possible site for affordable housing.** At the recent meeting in Palo Alto to discuss the university’s GUP renewal many speakers from nearby communities, from the university’s graduate community, and employees of SLAC urged the university to consider more (and affordable) housing for lower echelon employees and graduate students. This site would be better used for such employees who could bike or shuttle to work and reduce the long commute times and road congestion.

**Inducement to Further Development:**



Sand Hill Road is one of the most expensive sites for office leases in the U.S. The county has already converted residential property at 2108 and 2128 Sand Hill from residential to commercial. (A condition of such conversion at 2108 was that one structure be residential, but it is not even known if this condition has been fulfilled, since there seems from casual observation, no indication that the building in question is a home.)

Allowing this monumental rezoning would act as a further inducement for more intensive development along Sand Hill and possibly Alpine Roads.

**Tree Study:**

Although this is one of the most thorough and comprehensive study the County has seen, it would be nice (if this project is approved,) that those heritage trees proposed for elimination where they infringe on likely construction, could be relocated, as has been done at other projects in the county.

**Paleontology Study:**

There are fossils all over the area of various types. When SLAC was excavated several large mammals were unearthed. I have fossils in my garden. Nowhere is it specified what type or size of fossil would trigger a stoppage.

**Emergency Services:**

At present fire engines and ambulances are often held up at the Sand Hill and Alpine intersections. Adding yet more traffic to this highly congested area is only going to increase the dangers to residents and others who need their services.

When the MPPD have been alerted to traffic problems at the intersections the response has often been that traffic control is not their job. The CHP who have jurisdiction over Alpine Road have insufficient officers to handle the numerous problems that already exist.

**Fire Lane/PGE Easement:**

Parcels 074-321-110/210 comprising 0.9 acres appear to be also zoned R1-S. Presumably this is the old "Fire Lane" over the 109 gas line. Access to this is currently blocked by the PGE/ATT switching station and a utility pole. It was unclear from the ND where and what these lots constitute.

**CONCLUSION & SUGGESTED MITIGATIONS:**

This is an ill-conceived project both from an annexation and a rezoning point of view. If, however, it is approved there certainly need to be some very significant actual mitigations and conditions.

**Most importantly there needs to be a pedestrian/bike lane over the 109 pipe line or through the facility at another location. This would require:**

**Pedestrian crossings at Junipero Serra and Alpine light activated**

**A pedestrian path around the base of the Buck estate to Sand Hill road**

**Construction to block off right turns at the Alpine entrance to the Estate**

**Ban on new office building using the Alpine entrance**

**Complete renovation of the path under the cantilevered section of Santa Cruz and elimination of bike travel and reconstruction of this path so that it is ADA compliant at the Alpine intersection.**

**Lowering of the speed limit at Alpine by the Buck Estate**

**Lengthening of the merge lane by the Buck Estate**

**Conversion of the traffic light opposite Sharon Road so that there is a right turn light coming out of the estate**

**A substantial payment towards the construction of low income housing**

**A requirement that any construction trucks only use Sand Hill road**

**Commitment that any new office tenants be non profit**

**Funding towards traffic improvements on Alpine Road**

**Removal of the "bulb out" in the gap between the two intersections that limits left turns**

**APPENDIX  
STANFORD PROJECTS**

**Stanford's Neg. Decl. for Buck estate on Sand Hill road:**

<http://www.menlopark.org/1176/Mitigated-Negative-Declaration>

**Stanford 2018 GUP:** <https://gup.stanford.edu/the-project/overview>

<https://www.sccgov.org/sites/dpd/Programs/Stanford/Pages/CurrentProjects.aspx>

**Stanford's Hospital expansions** (Hoover, SUMC, Lucile Packard children's hospital, basic medical facilities)

<http://www.sumcrenewal.org/>

<http://www.sumcrenewal.org/projects/project-overview/packard-childrens>



<http://www.sumcrenewal.org/projects/project-overview>

**Stanford El Camino Project:**

<https://www.paloaltoonline.com/news/2017/02/27/stanford-submits-updated-plans-for-500-el-camino-real-development-in-menlo-park>

Stanford golf Course (and catering)

<https://golfcourse.stanford.edu/dining.htm>

**OTHER NEARBY STANFORD PROJECTS**

Stanford's Primary Care facility on Alpine road:

<https://stanfordhealthcare.org/medical-clinics/stanford-primary-care-portola-valley.html>

Page Mill road facility:

<https://med.stanford.edu/medfacilities/project-management/featured-projects/1520PageMill.html>

1651 Page Mill road:

<https://med.stanford.edu/medfacilities/project-management/featured-projects/1651-page-mill.html>

3373 Hillview Ave Palo Alto:

<http://www.warehamdevelopment.com/properties/by-location/paloalto-01-3373hillview.html>

Stanford Imaging Center Palo Alto:

<https://stanfordhealthcare.org/medical-clinics/imaging-clinic-stanford-medicine-imaging-center.html>

Stanford Redwood City:

<https://redwoodcity.stanford.edu>



April 23, 2017

To the Menlo Park Planning Commission,

The letter is written on behalf of the Sanford Hills Home Owners Association, to express our opinions and concerns regarding the planned office development on Stanford land at 2131 Sand Hill Road adjacent to our homes.

First, it would seem appropriate to provide some background regarding our experience with construction in the adjacent land over the last 5 years, as this experience has produced what might be considered “construction fatigue.” The extensive PG&E pipeline work in the utility easement that is part of the parcel that Stanford plans to develop directly abuts our neighborhood, and thus some residences were no more than 10 feet from this extremely heavy, industrial-scale construction. There is no better description of the inconvenience of this work carried out by PG&E other than that it was hellish. Construction was carried on both day and night, subjecting the neighborhood to constant and incessant vehicle motion alarms, engine noise, dust, light from football-stadium-style lights, and diesel exhaust. If there were a recognized exposure limit to the negative externalities of nearby construction, we individuals who live in Stanford Hills have certainly reached this limit. Considering this history, we would ask for careful and critical review of these plans by the Planning Commission to mitigate the effects of further significant construction activities on individuals who are already sensitized and highly affected by recent construction activities on the same parcel.

In addition, we would like to point out a conflict of interest that also ought to motivate a higher degree of scrutiny with respect to this project’s impact on residential neighbors. Stanford does own the land upon which Stanford Hills residences sit. As part of a recent lease extension deal struck with Stanford Hills residents, Stanford has taken a preferred position ahead of other potential buyers of these properties, and has expressed a desire to acquire houses that go on the market in the Stanford Hills area (and has already acquired several of these houses). Because of this, Stanford could be perceived to benefit from any actions that might temporarily (if not permanently) depress the market value of these Stanford hills houses – actions such as this multi-year long construction project.

Below we enumerate a number of our specific concerns with this project proposal:

### **1) Landscape plans**

We have significant concerns regarding the landscaping plans between the proposed building and the Stanford Hills neighborhood.

This project proposes to use a minimum statutory setback of 75’ between a low density residential area and a large commercial office building. 35’ of this setback is a utility easement controlled by PG&E. PG&E is in the process of removing effectively all vegetation in the easement area between Stanford Hills properties and the parcel to be developed. No new



plantings will be allowed within this 35' region. Thus, depictions of existing screening vegetation in the submitted plans will very soon be inaccurate, as all trees within 35' of Stanford Hills properties will be removed. Given this, the currently proposed plans for landscape screening between the building and adjacent homes comprise a single, non-staggered row of sequoia trees spaced at 25' intervals as well as relatively small deciduous (Western Redbud) trees. This row of widely spaced trees is simply woefully inadequate for privacy screening. Furthermore, the above-ground parking lot, a major source of noise and light disturbance, would be shielded with only deciduous trees, providing no screening for a substantial portion of the year. In short, the proposed building will tower over the adjacent neighborhood with effectively no privacy screening for decades to come (if ever). We strongly advocate that the landscaping meant to screen this building from residential properties be revamped, starting from the principle that multiple layers of screening vegetation (with substantial height, given the constraints imposed by the easement) placed as close to Stanford Hills homes as possible are required for proper privacy screening.

Attaining an appropriate level of screening is challenging given the limitations of the easement, as trees closer to Stanford Hills homes would have a better screening geometry for the neighborhood than trees planted further away (i.e. closer to the proposed building). Therefore the 35' easement highly reduces the effectiveness of the required 75' setback space, making it challenging to properly landscape the area. We would urge the planning commission to consider using the edge of the easement, rather than the edge of the parcel, as the proper position to start setback measurement, as this would be more consistent with the intent of the setback requirement and allow for more adequate landscaping of a buffer zone between this commercial development and a low density residential area. We would also ask the commission to consider reducing the height and/or footprint of the proposed building.

One potential mechanism to increase the vegetation-usable setback of this project from Stanford Hills residences would be to move the proposed building closer to Sand Hill Road. We would note that at least two buildings on Sand Hill Rd in C-1-C zoning have 65' (or perhaps smaller) setbacks. In our view, moving the building footprint toward Sand Hill Rd would have no negative consequences, and provide an additional useful area that might buffer this construction.

In sum, given that 35' of the required 75' setback from Stanford Hills is utility easement land that cannot be used to provide any landscaping privacy screen, we would advocate for 1) reimagining the current landscaping plan to include substantially more layered large, coniferous tree-based landscaping and 2) moving the building closer to Sand Hill Road to generate additional space for appropriate screening landscaping. Such a variance has precedent (other buildings along Sand Hill), and would conform more closely to the configuration of the Hewlett Foundation Building (which has an approximately 150' setback from the nearest residential property).



We would also request for story pole placements on the site prior to plan approval to assess relative heights of roof line and roof top from the adjacent homes. Stanford has indicated that they will not grant this request unless specifically required to do so by the city of Menlo Park.

## **2) Construction and permanent noise**

According to the MND, construction noise at the adjacent residences is estimated to be in the 85-88 dba range (sufficient to cause permanent damage). Mitigation is expected to reduce this by 5 db, leaving it in a dangerous zone for constant exposure estimated to last 333 days per table 4.12-1 of the MND report. We view this as a highly significant quality of life issue for the neighborhood and request a more detailed and proactive approach toward minimizing construction noise. For example, a sound barrier to reduce the expected noise by 15-20 db would be more appropriate.

Page 124 of the MND "Parking Garage Traffic Noise" assumes all traffic noise post-construction will be below grade. This ignores the garage entrance at the southeast corner of the building. The garage opening is 24' wide. The garage ramp extends approximately 34' into the 40' landscape buffer leaving no room for adequate trees. The traffic study in the MND indicates two garage entrances are not necessary. We therefore object to this unnecessary source of light and noise. The second entry on the north side of the building does not have similar levels of noise or light concerns.

## **3) Office lighting and privacy**

First and second floor lighting from the building will clearly be visible to houses, yet the MND essentially ignores this problem. No specific, proactive mitigation plan is discussed, which is concerning, especially given the highly problematic landscaping plan. We would request that to avoid light pollution (which has been a problem for the Hewlett building, which has a much larger setback and better, more mature landscaping) automated blinds for the internal portions of the building be activated after sunset, or that other specific mechanisms be enumerated prior to construction to avoid negative experiences our neighborhood has already had with the Hewlett building. We also request that the proposed building and parking lots use only low-to-the-ground lighting, which is both more energy efficient and pollutes less light into the adjacent neighborhood.

The second floor offices of the proposed building have a clear line of sight into the nearby homes. This is also not addressed in the MND. Unless (or until) solid vegetation blocks all visibility into the homes, we request shutters on the outside of the windows or other similar measures to protect the privacy of homeowners in the Stanford Hills neighborhood. As a second consideration, shutters will significantly reduce the heat on these south facing offices until the landscaping matures.

## **4) Traffic**



Traffic generation is estimated in the MND to be 302 daily trips, with only 47 in the morning peak and 36 in afternoon peak. We find this to be a surprisingly low estimate for a building with 130+ occupants. We request that the assumptions that underlie these estimates be examined.

Furthermore, if the peak traffic is as light as indicated, there is little reason to have two garage entrances.

## **5) Building height variance**

We see no reason for the height of the building to be allowed to be increased above the statutory limit for this zoning designation. The proposed “penthouse” is simply unnecessary, useless, and aesthetically unattractive embellishment, and contradicts Stanford's stated intent to screen the building as much as possible.

## **Conclusion**

We respectfully request that these issues be addressed prior to approval of any project. The aforementioned list is not intended to comprise an exhaustive list of issues that Stanford Hills residents have with the proposed construction. Given the draft status of the current plans, we reserve the right to comment on any other issues as they evolve and as new plans are generated.

We feel the best possible decision of the Planning Commission would be to place this project on hold for the near term while residents recover from previous construction activities and begin to re-landscape their lots to deal with the changes being caused by PG&E activities. However, if indeed the commission decides to move forward, we very much hope to work together to minimize impact on an already highly sensitized and previously impacted community.

Sincerely, on behalf of Stanford Hills Residents,

William Greenleaf, Ph.D., Chair, Adjacent land committee, Stanford Hills Home Owners Association, & Stacy Porter, MD  
2372 Branner Drive  
Menlo Park, CA 94025

Mark Trail, Stanford Hills Home Owners Association President  
8 Anderson Way  
Menlo Park, CA 94025

Sue Bishop & Viole McMahon  
2378 Branner Drive  
Menlo Park, CA 94025



Iver Bruflat  
2367 Branner Drive  
Menlo Park, CA 94025



April 24, 2017

Tom Smith, Associate Planner  
City of Menlo Park  
Community Development Department  
701 Laurel Street  
Menlo Park, CA 94025

Dear Mr. Smith:

SUBJECT: Initial Study/Mitigated Negative Declaration Rezoning, Rezoning, General Plan Amendment, Stanford University – 2111-2121 Sand Hill Road

Thank you for the opportunity to review the proposed Initial Study/Mitigated Negative Declaration Rezoning, Rezoning, General Plan Amendment, Stanford University – 2111-2121 Sand Hill Road (MND). The MND was dated March 24, 2017 and received in our offices on April 3, 2017. San Mateo County Planning staff has reviewed the MND for consistency with the County's Planning and Zoning policies and the following staff comments are based on our review of the proposed project and MND.

The proposed project includes rezoning and annexation of a 14.2-acre property, currently in unincorporated San Mateo County, into the City of Menlo Park. The project also includes a 39,510 sq. ft., two-story office building with two levels of below grade parking on the 2.6-acre undeveloped portion of the property at 2131 Sand Hill Road. Parking would be provided in a surface parking lot located east of the building, and in a two-story, 119-space parking garage below the building. It will provide 40 surface parking spaces, for a total of 159 parking spaces. Eight bicycle racks would be located under the building arcade, and eight bicycle lockers would be included in the garage.

As you may know, the San Mateo County General Plan Policy 7.24 *Urban Unincorporated Areas Within City Sphere of Influence* states "encourage cities to annex urban unincorporated areas within designated city spheres of influence." County staff also believes that the City of Menlo Park should annex the PUD-Zoned parcels across the road and the portion of Sand Hill Road right-of-way immediately west the Santa Cruz Avenue-Sand Hill Road intersection. This would avoid a confusing, awkward configuration of jurisdiction at this location.





Review of Trip Generation Rates:

A. Surrounding Area Averages:

Trip generation for the proposed office building was estimated based on calculating the average trip generation rates for similar general office buildings in Menlo Park, based on square footage. Driveway counts for the office buildings at 2200 Sand Hill Road, 200 Middlefield Road, and 64 Willow Road were conducted in May and June 2016. The proposed office building is estimated to produce 47 trips during the AM peak hour, and 36 trips during the PM peak hour. Using the inbound and outbound splits calculated from similar offices, the project would generate 38 inbound and 9 outbound trips during the AM peak hour, and 4 inbound and 32 outbound trips during PM peak hour.

B. ITE Trip Generation:

ITE table (710) = 11.01 per 1000 sq ft weekday average rate  
1.55 per 1000 average peak am  
1.49 per 1000 average peak pm

Weekday total =  $11.0 \times 39.51 = 435$   
AM peak =  $1.55 \times 39.51 = 62 > 47$  Hexagon estimates  
PM peak =  $1.49 \times 39.51 = 59 > 36$  Hexagon estimates

We believe that the MND trip generation rates should be adjusted upward to reflect potential future use conditions, at least to the extent that there is available on site parking.

C. Trip Distribution

The MND assumes that trip distribution will follow existing patterns. Page 13 of the traffic study turn movement diagram 4 shows 15 vehicles left turn from driveway and 6 right turn from driveway in the PM. Therefore  $15/(15+6) = 70\%$  will go WB Sand Hill and 30% will go EB Sand Hill then to Alpine Rd in the PM. An alternative trip distribution should be considered as well as it may or may not impact Intersection 2 and #3: Sand Hill/ Alpine/ Junipero Serra which is already at a LOS of D.



Direction	Distribution Proposed	Distribution Alternative Proposal
SB Alameda de las Pulgas	17%	17%
NB Alameda de las Pulgas	17%	17%
EB Sand Hill	20+33+8%=61%	20+33+8 = 61%
WB Sand Hill	20+33+8 = 61%	20+26+8 =54%
SB Alpine Rd	4%	11%
NB Alpine Rd	4%	4%
Misc other roads	No change	No change

Also please condition the project to include the following restrictions:

- 1) During construction (15 months) require construction related equipment, crews, etc., to use Sand Hill Road in lieu of Alpine Road in both directions. In particular, haul routes for excavated materials or imported materials should use Sand Hill Road to avoid unnecessary impacts to residents along Alpine Road.
- 2) Require the project to physically prevent illegal left turns off of northbound Alpine Road into the Buck Estates.

If you have any questions regarding the comments in this letter, please do not hesitate to contact me at 650/363-1865 or [jlaclair@smcgov.org](mailto:jlaclair@smcgov.org).

Sincerely,



Joseph LaClair  
Planning Manager

JEL:aow – JELBB0203\_WAN.DOCX



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## STAFF REPORT

### City Council

Meeting Date:

8/22/2017

Staff Report Number:

17-184-CC

Regular Business:

Consider an appeal for a heritage tree removal permit for one Atlas cedar heritage tree at 1810 Bay Laurel Drive

### Recommendation

Staff recommends the City Council deny the appeal and therefore uphold the city arborist's decision to deny the heritage tree removal permit application at 1810 Bay Laurel Drive.

### Policy Issues

The proposed action is consistent with City policies.

### Background

Section 13.24.010 of Menlo Park's heritage tree ordinance states: "It is the intent of this chapter to establish regulations of the removal of heritage trees within the city in order to preserve as many trees as possible consistent with the propose of this chapter and the reasonable economic enjoyment of private property."

On March 14, 2017, the current property owners, Ashley and Scott Eikenberry, submitted a heritage tree removal permit application for the removal of one deodar cedar (*Cedrus deodara*) heritage tree located in the front yard of 1810 Bay Laurel Drive (Attachment A) including a project arborist report (prepared March 4, 2017, by Robert Weatherill of Advanced Tree Care). The stated reason for the removal request was:

- History of limb failure

The city arborist reviewed the application and visited the site March 20, 2017, to conduct Level 2, basic assessments, to evaluate the tree condition and conduct a tree risk assessment. The city arborist identified the species of the subject tree as Atlas cedar (*Cedrus atlantica*), not deodar cedar as previously identified. A determination was made that the tree was not a high risk and that there was inadequate information to make a permit decision at that time. Advanced Tree Care was contacted to clarify conflicting information in the arborist report regarding tree health and request further information. The project arborist confirmed the tree was healthy and had no additional information. Further evaluation was recommended pending the submittal of additional information. On April 25, 2017, the applicant contacted the city arborist regarding the failure of an additional small limb (Attachment B). The city arborist recommended an on-site meeting which took place June 2, 2017. At that time, the condition of the tree had not changed. On June 7, 2017, the city arborist denied the permit application (Attachment C) based on the following:

- Tree is healthy and in good condition
- Risk rating is low



On June 14, 2017, the property owner submitted an appeal for the denial of the heritage tree removal permit (Attachment D).

On July 26, 2017, the Environmental Quality Commission reviewed and discussed an appeal of the city arborist's denial of a heritage tree removal permit. The commissioners received a staff report from the city arborist, as well as comments from the appellant. There was no public comment received on the item and following questions and discussion, the commission voted to deny the appeal and uphold the city arborist's decision to deny the heritage tree removal permit.

Following the Environmental Quality Commission's action, staff received a request from the property owner to appeal the commission's decision to the City Council.

On Aug. 7, 2017, in preparation for the City Council's consideration of this item, the City Arborist requested an additional inspection. Darya Barar, the City's contract inspecting arborist, conducted an on-site inspection and risk assessment (Attachment E). Ms. Barar specified to the City Arborist that the subject Atlas cedar's tree health and structural condition were good and recommended the property owner monitor the orientation of the tree following storms and high wind to look for any change in orientation or increase in lean.

### **Analysis**

Section 13.24.040, of the heritage tree ordinance requires staff and the Environmental Quality Commission to consider the following eight factors when determining whether there is good cause for permitting removal of a heritage tree:

1. The condition of the tree or trees with respect to disease, danger of falling, proximity to existing or proposed structures and interference with utility services;
2. The necessity to remove the tree or trees in order to construct proposed improvements to the property;
3. The topography of the land and the effect of the removal of the tree on erosion, soil retention and diversion or increased flow of surface waters;
4. The long-term value of the species under consideration, particularly life span and growth rate;
5. The ecological value of the tree or group of trees, such as food, nesting, habitat, protection and shade for wildlife or other plant species;
6. The number, size, species, age distribution and location of existing trees in the area and the effect the removal would have upon shade, privacy impact and scenic beauty;
7. The number of trees the particular parcel can adequately support according to good arboricultural practices;
8. The availability of reasonable and feasible alternatives that would allow for the preservation of the tree(s).

Staff's denial of the removal permit was based on heritage tree ordinance conditions No. 1, No. 4 and No. 8.

With respect to criteria No. 1 and No. 4, the following criteria were assessed related to disease, danger of falling, proximity to existing or proposed structures and long term value of the species.

#### Site factors

- The subject tree is located at the southeast corner of the residential home at 1810 Bay Laurel Drive, with a relatively level grade.
- The immediate unpaved area around the base of the tree is approximately 25 feet long by 25 feet wide. A driveway consisting of pervious pavers is located approximately 5 feet to the west of the trunk.
- There is a one story residential home (at subject address), which is approximately 15 feet northwest of



the tree as well as a one story neighboring home (1800 Bay Laurel Drive) located approximately 15 feet northeast of tree.

- There is an asphalt parking area approximately 15 feet to the south of the tree and a public street approximately 25 feet to the south of tree.
- There was no visible evidence of site changes that had recently occurred at the time of inspection.

#### Tree health and species profile

- The subject tree is an Atlas cedar. The tree is often confused with the deodar cedar, which is similar in appearance, but is a different species in the same genus. The limbs of the Atlas cedar have a distinctive upward sweep unlike the dissimilar weeping tips of the deodar cedar. The confusion is often related to the commonly planted 'glauca' cultivar of the Atlas cedar, which has blue-green foliage. Any strait species of Atlas cedars without this distinct characteristic are mistakenly thought to be deodar cedar.
- The tree is healthy with an estimated 98 percent of the foliage in the canopy being healthy and normal at the time of inspection. (Attachment F)
- Tree vigor (growth rate) is normal for the age and species at the time of inspection. Atlas cedars have a moderate rate of growth, typically 3 to 4 inches of primary growth annually for mature healthy specimens.
- There was no visible evidence of damage to adjacent structures at time of inspection. An image of a previously fallen limb on the roof of subject address was submitted with the removal application. No documentation of damage was submitted before action being taken on the permit application.
- There were no visible signs or symptoms of pest infestation, decay or disease infection at time of inspection. The primary pathogen affecting the mature specimens of the species in Menlo Park area is Phytophthora fungal infection of the roots.
- The estimated age of the tree is approximately 50 to 60 years old based on the size of the tree and its condition. Atlas cedars commonly grow over 100 years old in cultivation. Individual trees in the native range of the Atlas Mountains or northwest Africa are known to be over 700 years in age.
- Upright co-dominate leaders are typical of the species. Historically significant Atlas cedars growing in Sacramento's Capital Park and on the south lawn of the White House are good examples of this structure. (Attachment G)

#### Tree defects and conditions affecting the likelihood of failure

- As typical of the species, there are leaders throughout the canopy of the tree that sweep upward and are competing.
- One of the unions, on the northeast side of the trunk at approximately 30 feet in height, has a narrow angle of attachment with a likely bark inclusion. Included bark typically does not have the same amount of holding tissue as a union with a wider angle of attachment and is therefore considered to be a type of structural defect. (Harris, 1999). The competing co-dominate limb originating from this union has previously been pruned to reduce its size. The size of this co-dominate limb at the point of attachment is approximately 15 inches in diameter. The size of the parent stem is approximately 20 inches diameter at the point of attachment. The size of the competing co-dominate limb and the narrow angle of attachment is considered a defect.
- There was no evidence of previous limb failure at time of inspection. Pruning history was extensive to clean damaged limbs, raise the canopy and reduce end weight and thin limbs growing in the interior canopy of the tree.
- Thinning of interior limbs was a past common best practice in the tree care industry to minimize limb and whole tree failure by, "reducing the wind sail" of the canopy. Within the last decade this practice has been



demonstrated to be ineffective and has the potential to actually increase the likelihood of failure by reducing the mass dampening effect of a more natural full canopy of limbs and foliage. Mass dampening occurs in a tree canopy when foliage and lateral limbs absorb the energy of wind and loading is distributed throughout the canopy of a tree. Wind loading on trees lacking interior limbs and foliage is focused on individual limbs and their attachments causing more failures.

- The overall crown of the tree is relatively symmetrical with a live crown ratio estimated to be approximately 95 percent. Live crown ratio is the ratio of the total length of the living foliage and limbs in the crown to total tree height. A higher live crown ratio is believed to dampen the force of wind as the lateral branches and foliage intercept and dissipate the wind force throughout a larger area of the crown and thereby reduce loading on trunk, main lateral limbs and their unions. Typically a live crown ratio of less than one-third is considered to have an increased likelihood of failure.

#### Load factors

- The height of the Atlas cedar is approximately 75 feet with a crown spread of approximately 45 feet making, and a diameter of 46 inches. The large size is similar to several trees nearby.
- Trees to the north to and northwest on private property provide partial protection from wind exposure.
- Seasonal rains are common in the area from October to April with an average annual rainfall of approximately inches. (NOAA, 2016).
- The prevailing wind is from the northwest.

#### Likelihood of failure

The likelihood of failure is the potential for a tree or limb to fail within a time frame based on the species, defect, anticipated loads and response growth is. The time frame specified for this report is one year. The ISA risk categorization system rates likelihood of failure as improbable, possible, probable or imminent. Due to the size of the defect and the reduction pruning performed, the Likelihood of failure of the co-dominate main stem with a bark inclusion was determined to be possible. The Likelihood of failure of lateral limbs with upright form was determined to be possible. Possible is defined as a failure could occur, but is unlikely during normal weather conditions within the given time frame. (Dunster, 2013).

#### Target assessment

Targets are people and property that have the potential to be impacted in the event of tree or limb failure within the target zone. The target zone in this case is a 75 foot radius area around the tree, which equal to the tree height. The targets identified to have the potential to have greater than minor damage occur if one or more of the co-dominate main stems were to fail include the following:

- Residential homes
- Cars parked in driveway and street parking space
- Occupants inside parked cars
- Pedestrians and vehicle traffic in public street
- Occupants of yard at subject address and neighboring address

#### Occupancy rates

The duration of time that a target is located within a target zone is the occupancy rate. Rates are classified by the International Society of Arboriculture (ISA) as constant, frequent, occasional or rare. The occupancy rates and descriptions for specified targets are the following:

- Residential homes: Constant (target present at all times day and night)
- Occupants inside homes: Frequent (target present for most of the day)



- Cars parked in driveway and street parking: frequent
- Occupants of parked cars: Occasional (target is present infrequently or irregularly)
- Pedestrian and vehicle traffic in street: occasional
- Occupants of yards: occasional

Of particular interest, is the pedestrian and vehicle traffic on this portion of Bay Laurel Drive, which increases considerably during the morning and afternoons which are pickup and drop off times for the nearby school. It is estimated that during approximately three hours out of a 24 hour day the traffic target is frequent in the fall zone (see below). However, during this time the traffic is not stationary and passes in and out of the fall zone. During the remaining 21 hours, the traffic is infrequent. By definition, the infrequent and irregular nature of the target throughout the majority of the day is considered occasional.

#### Target protection, size of defect part and distance of fall

The size of the tree part at the point of target impact, the distance of fall and any target protections are considered when determining the consequences of failure (see below). Target protection is anything that would protect the target from impact. For instance, small pliable live lateral limbs and foliage provide some protection to a target as they dampen the force of impact from a falling limb. The following target protections were identified to exist for each specified target:

- Residential homes: lateral limbs in canopy, small limbs and foliage
- Occupants inside residential homes: structures, lateral limbs in canopy, small limbs and foliage
- Occupants inside parked cars: cars, lateral limbs in canopy, small limbs and foliage
- Cars parked in driveway and street parking space: lateral limbs in canopy, small limbs and foliage
- Pedestrians and vehicle traffic in public street: lateral limbs in canopy, small limbs and foliage
- Occupants of yard at subject address and neighboring address: lateral limbs in canopy, small limbs and foliage

The size of the tree part is considered as it affects the force of impact. The location of the size of part is evaluated where the likely impact would occur, which is not necessarily where the location of the defect part is in all cases. The following are the estimated sizes of tree parts for each specified target:

- Main co-dominate leader over neighboring residential home, occupants and occupants of neighboring yard, approximately 6 inches in diameter.
- Lateral limbs over residential homes and occupants, parked cars and occupants, pedestrian and vehicle traffic and occupants of yards; various

A falling tree or part will increase in speed and force of impact as it falls. The shorter the distance of fall, the lesser the force of impact. "If the distance from a tree trunk to a well-built, multistory house is short, a tree that falls may simply lean against the house, causing minor damage." (Dunster, 2013). The following are the estimated distance of fall for defective part to specified target:

- Main co-dominate over neighboring residential home, occupants and occupants of neighboring yard: approximately 20 to 25 feet.
- Lateral limbs over residential homes and occupants, parked cars and occupants, pedestrian and vehicle traffic and occupants of yards: various

#### Likelihood of failure and impact

The likelihood of impact is determined by the occupancy rates as well as the protections from exposure from a failing tree or part. In this case, the likelihood of impact to specified targets from main co-dominate



stem was determined to be medium. A medium risk rating is used under the following circumstances: frequent occupancy with full exposure; constantly used area with partial protection. The likelihood of impact to specified target from upright lateral limbs was determined to be low. A low rating is used in the following circumstances: occasionally used area with full exposure; frequent occupancy with partial protections; constant target that is well protected. (Dunster, 2013).

Considering both the likelihood of failure and the likelihood of impact, which is effected by the location of the target, direction of fall, target protections (see above), and the occupancy rate. ISA categorizes likelihood of failure and impact as Unlikely, Somewhat likely, Likely, Very Likely.

The following matrix is used to consider these factors and determine likelihood of failure and impact. (Dunster, 2013).

Matrix used to consider factors and determine likelihood of failure				
Likelihood of failure	Likelihood of impacting target			
	Very low	Low	Medium	High
Imminent	Unlikely	Somewhat unlikely	Likely	Very likely
Probable	Unlikely	Unlikely	Somewhat likely	Likely
Possible	Unlikely	Unlikely	Unlikely	Somewhat likely
Improbable	Unlikely	Unlikely	Unlikely	Unlikely

The following likelihood of impact for each specified target were determined using the matrix above:

- Main co-dominate over neighboring residential home, occupants and occupants of neighboring yard: unlikely.
- Lateral limbs over residential homes and occupants, parked cars and occupants, pedestrian and vehicle traffic and occupants of yards: unlikely.

### Consequences of failure

The consequences of failure are ranked by the ISA as Negligible, Minor, Significant, Severe. They are defined as follows:

- Negligible: consequences that involve low-value property damage or disruption that can be replaced or repaired; they do not involve personal injury.
- Minor: consequences that involve low to moderate property damage, small disruptions to traffic, or a communication utility or a very minor injury.
- Significant: consequences are that involve property damage of moderate to high value, considerable disruption or personal injury.
- Severe: consequences are those that could involve serious personal injury or death, damage to high value property, or disruption of important activities. (Dunster, 2013)

Using these descriptions, the following are the consequences of failure and description for each of the specified targets are estimated taking into account target protections, part size and distance of fall:

- Residential homes: significant
- Occupants inside of residential homes: minor



- Cars parked in driveway and street parking space: significant
- Occupants inside parked cars: significant
- Pedestrians and vehicle traffic in public street: severe
- Occupants of yard at subject address and neighboring address: severe

### Risk rating

The risk rating is the combination of the likelihood of the tree or part falling and impacting a target and the severity of the consequences. Using the matrix below the following Risk Ratings were estimated for all parts and target was found to be Low. (Dunster, 2013).

Likelihood of failure and impact	Consequences of failure			
	Negligible	Minor	Significant	Severe
Very likely	Low	Moderate	High	Extreme
Likely	Low	Moderate	High	High
Somewhat likely	Low	Low	Moderate	Moderate
Unlikely	Low	Low	Low	Low

### Overall risk rating

The overall risk rating is taken from the highest risk rating of any tree part and target. In this case the overall risk rating for the subject tree is determined to be low.

With respect to criteria No. 8, reasonable and feasible alternatives were considered:

### Mitigation measures

- Routine tree maintenance in accordance with the ISA and the City of Menlo Park Heritage Tree ordinance can mitigate potential risk to be lower. Specifically, the author recommends the following: further reducing the main co-dominate leader with bark inclusion; retaining interior limbs and foliage that are not dead, dying, damaged, diseased or have other structural defects; and reducing large lateral limbs that have a diameter greater than one-third of the parent stem at the point of attachment.
- In addition, the author recommends monitoring the condition of the tree by a certified arborist on an annual basis at a minimum.

### **Recommendation**

Staff recommends the City Council deny the appeal and therefore uphold the city arborist's decision to deny the heritage tree removal permit application based on these findings.

### Literature cited

- Dunster, J.A. (2013) *Tree Risk Assessment Manual*. International Society of Arboriculture.
- Harris, R.W.; Clark J.R.; Matheny N.P. (1999). *Arboriculture: Integrated Management of Landscape Trees Shrubs and Vines* (Third edition). Prentice Hall.
- Precipitation Summary. (National Oceanic and Atmospheric Administration (NOAA)). Retrieved October 2016, from [http://www.cnrfc.noaa.gov/rainfall\\_data.php](http://www.cnrfc.noaa.gov/rainfall_data.php)



### **Public Notice**

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

### **Attachments**

- A. Heritage tree image
- B. Small limb failure
- C. Heritage tree removal denial letter
- D. Heritage tree permit appeal letter
- E. Heritage tree image
- F. Typical species structure

Report prepared by:  
Christian Bonner, City Arborist

Report Reviewed by:  
Clay Curtin, Assistant to the City Manager





# Heritage Tree Removal Permit Application

This application must be submitted with the Arborist Report Form  
Please submit completed forms to:  
701 Laurel St., Menlo Park, CA 94025

Application No. HTR2017-00058

Purpose of application: Removal ☒

Pruning of more than 25% ☐

Permit Fee: \$135.00 (each tree, up to 3 trees); \$90 each additional tree (separate forms required for each tree)

## PLEASE PRINT CLEARLY

Site Address: 1510 Bay Laurel Dr, Menlo Park

Name of Applicant: Ashley + Scott Eikenberry Phone 650.892-1672 FAX \_\_\_\_\_

Mailing Address: 1810 Bay Laurel Dr, Menlo Park Email: ashley@eikenberry.org

Type of Tree: Cedar Location on property: Front yard

### Reasons for Request:

Tree is unsafe. Despite trimming and care it continues to lose limbs.  
This is on a very busy school route + a popular street for pedestrians.

IF TREE IS DEAD or DAMAGING STRUCTURE PLEASE ATTACH PHOTOS DEMONSTRATING CONDITION.

### ARE YOU CONSIDERING ANY CONSTRUCTION ON YOUR PROPERTY IN THE NEXT 12 MONTHS?

Yes ☐ No ☒

If yes, please submit additional information describing what type of construction is planned and a site plan.

- Tree may not be removed (or pruned over 25%) unless and until the applicant has received final permission from the City as indicated below.
- The signed permit approval form must be on site and available for inspection while the tree work is being performed.
- A suitable replacement tree, 15 gallon size or larger with a mature height of 40 feet or more, is to be installed in the time frame indicated below.

I (we) hereby agree to hold the City harmless from all costs and expenses, including attorney's fees, incurred by the City, including but not limited to, all cost in the City's defense of its actions in any proceeding brought in any State or Federal Court challenging the City's actions with respect to the proposed tree removal.

Incomplete applications will not be processed.

Signature of property owner authorizing access and inspection of tree in his/her absence.

Ashley Eikenberry Date: 3/7/17

## PLEASE DO NOT WRITE BELOW THIS LINE

PERMIT APPROVED ☐

PERMIT DENIED ☒

### TIMING OF REMOVAL

- ☐ Upon receipt of this approved permit
- ☐ After applying for a Building Permit for associated construction

### TIMING OF REPLANTING

- ☐ Within 30 days of Heritage Tree removal
- ☐ Prior to final building inspection of associated construction

Staff Signature: Christian Bonner

Date: 6/7/17

Print name and title: Christian Bonner, City Arborist



The tree in our front yard continues to drop limbs causing safety issues for children and parents on their way to and home from Oak Knoll school, numerous times during the day.

A very large branch fell from the tree and was in fact hanging from the tree. This was after we had had the tree trimmed last year. We had additional trimming done this year and yet it is still dropping branches.

Often branches fall during the day. One fell in the midst of one of our elderly neighbor's walks. He has also expressed concern over the tree.

We have done our part to maintain this tree over the past 10 years but it continues to lose branches and despite having it trimmed to code it is not safe.

We will happily replace the tree with another tree on the approved list.

Thank you,

-Ashley & Scott Eikenberry



# Advanced Tree Care

P.O. Box 5326, Redwood City, CA 94063

650 839 9539

Ashley and Scott Eikenberry,  
1810 Bay Laurel Dr.,  
Menlo Park, CA 94025

March 4, 2017

Site: 1810 Bay Laurel Dr, Menlo Park

Dear Ashley and Scott,

Re: Deodar cedar at front of the property

I took a look at the deodar cedar in front and have the following observations and summary.

## Observations

The tree is located at the front of the property on the right side of the house. The tree is approximately 20 feet from the house and also grows over the street. The tree can be seen in the attached photos.

**Genus and species:** *Cedrus deodara*

**Common name:** Deodar cedar

**Diameter at Standard Height:** 45.8"

**Height:** 80 feet

The tree is in fair health and condition. It has been well maintained but despite maintenance, branches continue to fall from the tree. Photo 2. The canopy is healthy and there are no signs of disease or insect infestation. The tree has poor structure with many co-dominant trunks and long heavy branches.

## Summary

The tree has been well maintained, however branches have continued to fall from the tree. The tree is located on a busy school street where there is a lot of pedestrian traffic as well as parked cars under the tree during school periods. Since recent maintenance has failed to prevent the tree from dropping limbs and a falling limb may land on a car or pedestrian, I recommend that this tree be removed.

If you have any questions or I can be of further assistance, please don't hesitate to call.

Sincerely



Robert Weatherill  
Certified Arborist WE 1936a



# Advanced Tree Care

*P.O. Box 5326, Redwood City, CA 94063*

*650 839 9539*

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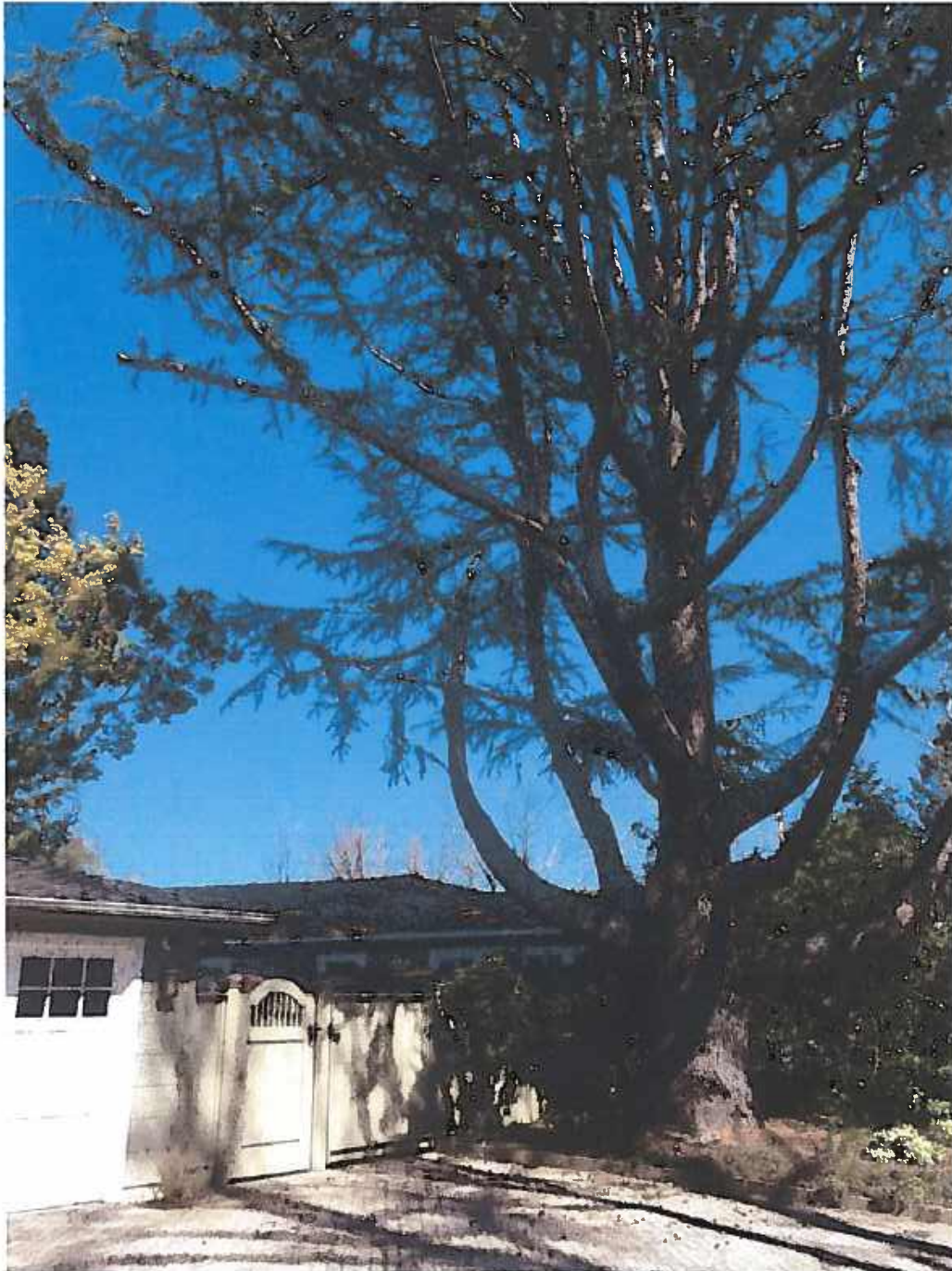


Photo 1: Deodar cedar at the front of the house



## Advanced Tree Care

*P.O. Box 5326, Redwood City, CA 94063*

*650 839 9539*

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**Photo 2: Recent fallen limb on house**



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**From:** Ashley Eikenberry  
**To:** [Bonner, Christian R](#)  
**Subject:** Re: Tree Removal Permit  
**Date:** Tuesday, April 25, 2017 12:45:44 PM

---

Christian-

Another branch fell from the tree. It wasn't huge but at this time I want to pursue the removal. I'm not going to have an additional inspector come out. If you deny my request what is the appeal process and what do I need to do?

Thank you,  
 Ashley

> On Mar 27, 2017, at 2:26 PM, Ashley Eikenberry <[ashley@eikenberry.org](mailto:ashley@eikenberry.org)> wrote:

>

> Yes please contact the arborist who did the report. I regret not having taken photos over the last few months because we actually had several very large branches fall/break off. One actually came crashing down while our elderly neighbor was on his walk, quite scary.

>

> This happened after we had the tree trimmed. I did take one photo of a recent limb that fell a few weeks ago. I included that in the report.

>

> Thanks Christian,

> Ashley

>

>> On Mar 27, 2017, at 10:45 AM, Bonner, Christian R <[crbonner@menlopark.org](mailto:crbonner@menlopark.org)> wrote:

>>

>> Hi Ashley, I have inspected the cedar Heritage Tree located at 1810 Bay Laurel Drive and determined that the tree is not a high-risk. No permit decision has been made at this time. I contacted your project arborist to request additional information. I we'll hold off on taking action on the permit until I have heard back from him.

>>

>>

>>

>> Christian Bonner

>> City Arborist

>> ISA Board Certified Master Arborist WE6064

>> City of Menlo Park

>> (650) 330 - 6793

>>

>> Sent from my Verizon, Samsung Galaxy smartphone

>>

>>

>>

>> ----- Original message -----

>> From: Ashley Eikenberry <[ashley@eikenberry.org](mailto:ashley@eikenberry.org)>

>> Date: 3/27/17 8:39 AM (GMT-08:00)

>> To: "Bonner, Christian R" <[crbonner@menlopark.org](mailto:crbonner@menlopark.org)>

>> Subject: Tree Removal Permit

>>

>> Christian-

>>

>> Any update on my tree removal application?

>> Address is 1810 Bay Laurel drive.

>>

>> Thanks,

>> Ashley



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June 7, 2017

Ashley Scott Eikenberry  
1810 Bay Laurel Dr.  
Menlo Park, CA 94025

Subject: Application to remove one (1) deodar cedar Heritage Tree at 1810 Bay Laurel Dr.

Dear Ashley Scott Eikenberry,

This letter is to inform you that the City has received and reviewed the application for a permit to remove a deodar cedar Heritage Tree at 1810 Bay Laurel Dr. The application for removal has been denied. The tree is healthy and in good condition with a low risk rating. Concerns regarding potential risk can be addressed with routine maintenance in accordance with International Society of Arboriculture Best Management Practices and the City of Menlo Park Heritage Tree Ordinance.

You, or any member of the public, may appeal this decision to the Environmental Quality Commission by submitting a request in writing, within 15 days of the date of this letter. A fee of \$200 per tree shall be due at the time of appeal. For further information regarding the City's action on this Heritage Tree removal request or the appeal process, please feel free to contact the Environmental Programs Specialist, Vanessa Marcadejas at (650) 330-6768.

Sincerely,

Christian Bonner  
City Arborist  
Public Works Department

Cc: Vanessa Marcadejas, Environmental Programs Specialist



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RECEIVED  
ATTACHMENT D  
JUN 14 2017

City of Menlo Park Public Works  
701 Laurel Street  
Menlo Park, CA 94025

City Clerk's Office  
City of Menlo Park

June 14, 2017

Dear City of Menlo Park,

I appeal the city's decision to deny my tree removal permit.

I would like to remove the deodar cedar in my front yard at 1810 Bay Laurel Drive, Menlo Park. This tree continues to lose limbs despite trimming and is a danger to my neighbors, children going to school and pedestrians.

Thank you,



Ashley Eikenberry  
Homeowner

1810 Bay Laurel Drive



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August 14, 2017

Christian Bonner  
City Arborist, City of Menlo Park  
701 Laurel Street  
Menlo Park, CA 94025



Subject: 1810 Bay Laurel Drive  
Tree Risk Assessment Report

Dear Mr. Bonner:

You asked that I provide a risk assessment for an Atlas cedar (*Cedrus atlantica*) located at 1810 Bay Laurel Drive in Menlo Park, CA. I visited the site on August 7, 2017 and performed a visual inspection from the ground. My observations are summarized below.

**Description of the Tree**

The tree was located in the front yard in a large planting area (approximately 25 feet by 25 feet) with concrete on two sides and fencing on two sides (Photo 1). The surrounding vegetation was a mix of small shrubs and low grasses. The planting area appear to be irrigated.

The cedar was approximately 55 to 65 feet tall with a chandelier form. Low lateral branches swept upright. The central leader had been removed and the lower crown had a slight lean. Several laterals had evidence of stub pruning.

**Photo 1.** The atlas had good form and structure despite improper pruning and interior structural abnormalities.

Overall the tree condition was good. The canopy was full and showed signs of good vigor. I did not observe any evidence of pests or diseases.





### **Risk Assessment**

To assess and describe the risk associated with the tree, I employed the terminology and methods described in *Best Management Practices: Tree Risk Assessment* (E. T. Smiley, N. Matheny and S. Lilly. 2011. Companion publication to the American National Standards Institute A300 Part 9. International Society of Arboriculture. Champaign IL). My assessment is described in the publication as a basic (level 2) inspection: a visual inspection from the ground walking all the way around the tree.

Tree risk is described in the *Best Management Practices* (BMP) publication as the combination of likelihood of tree failure, the likelihood that people or property would be struck by the failure, and the consequences of the failure. I based my assessment of the likelihood of failure on a time frame of 2 years.

Based on my observations, the tree could fail in two ways (see Table 1). First, the tree could uproot and the entire tree could fall. The tree did have a slight, although corrected, lean. I did not observe any mounding of soil around the base of the tree. The tree was located in an elevated area of the yard.

**Table 1. Risk assessment table. Atlas cedar. 1810 Bay Laurel. Menlo Park, CA.**

<b>Part of Tree</b>	<b>Target</b>	<b>Likelihood of Failure</b>	<b>Likelihood of Impact</b>	<b>Likelihood of Failure and Impact</b>	<b>Consequences</b>	<b>Risk</b>
Branch	Residence	Possible	Medium	Unlikely	Minor	Low
Branch	Right-of-way	Possible	High	Somewhat likely	Minor	Low
Whole tree	Residence	Improbable	Low	Unlikely	Significant	Low
Whole tree	Right-of-way	Possible	High	Somewhat likely	Minor	Low

Both prevailing and storm winds come from the northwest. The direction of the slight lean was toward the street right-of-way. The most likely direction for tree failure would be into the right-of-way. The street right-of-way cannot be moved and has constant use and occupancy. I assessed the likelihood of failure as *possible* the consequences of failure to be *minor*.

Based on the prevailing wind direction and lean of the tree, I rated the likelihood of total tree failure toward the residence as *improbable*. If tree failure were to occur in the direction of the residence a covered and uncovered garage area would be struck. Based on the force and weight of the tree, the failure would likely cause a *significant* impact.

The second failure mode involves a branch or limb failure. The lower limbs had extensive tension and compression wood. Branches with this kind of reaction wood are generally stronger than branches that are attached with narrow or codominant attachments. Some interior limbs were weakly attached. These limbs are the most likely to fail. If one of the interior limbs were to fail, the stronger exterior limb would likely act to minimize the impact of the failure. Two potential targets were present, the right-of-way and the residence.



---

I rate the likelihood of limb failure to be *possible*. If limb failure did occur the potential impact would likely be minimized by the exterior branches. I rated the consequences to be *minor* if a limb were to fail into either the right-of-way or the residence.

In summary, the risk associated with the failure modes described above is:

1. Whole tree striking the street: low.
2. Whole tree striking the residence: low
3. Branch striking the street: low.
4. Branch striking the residence: low.

***Summary and Recommendations***

Tree health and structural condition of the atlas cedar were good. I did not observe any indicators that the tree was in danger of failing.

I assessed the risk associated with two failure modes: 1) an entire tree falling and hitting the either house or the right-of-way and 2) an interior limb failing and hitting either the residence or the right-of-way. In both cases, I judged the risk to be low.

Based on my observations and assessment, I recommend that the property owner monitor the orientation of the tree following storms and periods of high wind. Look for any change in orientation or increase in lean.

Thanks for your attention to this matter. Please feel free to contact me with any questions. I look forward to hearing from you.

Sincerely,



Darya Barar, Consulting Urban Forester  
ISA Certified Arborist No. WE-6757A  
ISA Tree Risk Assessment Qualified



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**STAFF REPORT****City Council****Meeting Date:****8/22/2017****Staff Report Number:****17-175-CC****Regular Business:**

**Discussion of the Housing Commission's recommendations for prioritizing the Enhanced Housing Program Policy Table**

**Recommendation**

Staff recommends the City Council review the Housing Commission's recommendations for prioritization of housing policies and provide direction to staff for final prioritization.

**Policy Issues**

This action is consistent with direction of the City Council at the Jan. 10, 2017, City Council meeting and is part of the City Council's adopted work plan (WP#3 Enhance Housing Program).

**Background**

On Jan. 10, the City Council held a study session on addressing the concerns regarding residential displacement in Menlo Park. The study session included Housing Commissioners Tate and Dodick as well as a panel of four housing experts. Staff presented 10 policies that have been commonly used or considered in other cities. The City Council referred 8 of the policies along with 7 others, introduced by the expert panel, to the Housing Commission for prioritization.

The Housing Commission reviewed the policy table over the course of 3 consecutive monthly meetings, receiving input from stakeholders and experts to develop the recommended prioritization (Attachment A). In addition, the Commission took great care to ensure that their work plan complemented the housing policy work reflected in this table.

**Analysis**

With the input and assistance of members of the public, housing advocates and Hello Housing, the City's contractor which administers aspects of the City's BMR program, the Commission began by assigning the policies with a priority ranking of 1-3, 1 being the highest priority and 3 being a priority based on staff capacity, which at this point is limited. There were a number of policies, for which the Commission requested more information before prioritizing. The following is a summary of the policy ranking recommendation from the Housing Commission with a rationale for each item. In order to meet the demands of the current Housing Program and make progress on the policy initiatives below, staff augmentation will be necessary.



## **Housing Commission Priority 1 Policy Indicatives**

### Reduced Parking for Affordable Housing

The Housing Commission recommends that this policy be a #1 priority in order to be included in the next biennial review of the El Camino Real/Downtown Specific Plan. While the City Council, expressed a preference that any parking requirement reduction be only in the downtown near transit, the Housing Commission recommends that the parking reduction be considered for other areas in close proximity to public transit. For example, should the future Dumbarton Rail corridor infrastructure improvements come to fruition, then a reduced parking requirement for affordable housing could be a logical component of good transit oriented development around the corridor.

### Amend BMR Guidelines to allow BMR homeowners to sublet rooms to BMR renters and to BMR List Eligibility to Allow Displaced Residents to Remain on the List

The Housing Commission ranked these two policy initiatives as both #1 priorities and further recommended combining them. The Commission anticipates developing recommendations for a number of revisions to Menlo Park's BMR Guidelines. Staff has already discussed possible revisions to the BMR Guidelines with Hello Housing. Furthermore, based on the City Council and Commission's interest in extended BMR list eligibility to displaced residents, staff has directed Hello Housing not to remove displaced residents from our current lists unless they request to be removed.

### Rental Relocation Assistance

The Housing Commission ranked this policy initiative as a #1 priority and asked for staff to return with an example ordinance. Mountain View has an ordinance, which requires landlords to pay rental relocation assistance to renters who the City deems are qualified. Under the Mountain View Tenant Relocation Assistance Ordinance, landlords are required to provide relocation assistance if eligible tenants in four or more rental units have been displaced because of renovations, redevelopment and similar activities.

Households are eligible for relocation assistance if:

- The household income is 80 percent or less of the Area Median Income (AMI)
- The household has a valid lease or rental agreement with the landlord
- The household is not delinquent on rental payments

Relocation assistance is provided as a cash payment to eligible tenants on a per unit basis and includes the following:

Full refund of a tenant's security deposit

A 60-day subscription to a rental agency

The cash equivalent of three months median market rate rent for a similar sized apartment

An additional \$3,000 for special-circumstances tenants, defined as households having at least one person that is either over 62 years of age, handicapped, disabled, or a legally dependent child under 18 years of age.

The City Council gave guidance to the Housing Commission that rental relocation assistance should only



be triggered in the case of sale, however the Commission recommends that the triggers mirror those in Mountain View's ordinance.

#### Home for All Resolution

This was completed with the City Council's adoption on March 28, 2017.

#### Promote Home Sharing Programs

The Housing Commission ranked this policy initiative as a #1 priority as long as the City's participation in home sharing programs would be limited to the promotion of established programs. This could be done through the City's website and marketing of the program at events (i.e., HIP Housing was included in the Aug. 16, 2017, downtown block party). The Housing Commission felt that this additional coordination was valuable and staff agrees that it constitutes a relatively small impact on staff resources.

In San Mateo County, HIP Housing, a nonprofit organization, offers a home-sharing program free of charge. Two types of home sharing arrangements can be facilitated: a rent exchange and a service exchange.

- In a rent exchange, a housemate moves in and pays rent
- In a service exchange, the housemate provides assistance such as help with cooking, cleaning or companionship in lieu of rent or for reduced rent
- Shared-housing listings on SMCHousingSearch.org show home-sharing opportunities from HIP Housing's program along with other independent shared-housing listings posted by others

#### Preservation of Market Affordable Units

Although this is currently possible through the City's BMR program, it currently relies on potential property owners to request funds from the City. The Housing Commission ranked this policy initiative as a #1 priority.

At the March 3, 2017, Commission meeting, representatives from Hello Housing referenced programs in San Francisco and Oakland which might serve as examples to model a program after. In both programs, funding is offered for acquisition and rehabilitation of existing housing stock. This is offered as an alternative to funding the development of new affordable units and may be appropriate where acquisition and intensification is not feasible due to zoning restrictions. It has the potential of contributing to the dispersion of affordable housing throughout the City. The Housing Commission recommends amending the City's 2017 NOFA language to encourage these types of acquisition projects.

Additionally, the City could actively pursue purchasing property with the intention to preserve or develop affordable housing.

There was also a discussion of somehow developing a "tenants' first right of refusal" policy which requires that tenants be given an opportunity to raise the capital to purchase a building that is for sale, or incorporating language in the 2017 NOFA. Staff will work with the Commission to determine if this is appropriate for the 2017 NOFA.



## **Housing Commission Priority 2 Policy Initiatives**

### Secondary Dwelling Units

The Housing Commission ranked this policy initiative as a #2 priority, recognizing that the City already has progressive policies to encourage the development of secondary dwelling units. The Housing Commission did however recommend that the City Council consider reducing the minimum lot size required to develop a secondary dwelling unit to include more the lots in Menlo Park.

### First Hire Program

The Housing Commission ranked the development of a separate local hire program as a #2 priority, however would like to investigate how language might be incorporated into the 2017 NOFA to incentivize hiring existing residents for the construction of new affordable housing units.

### Displacement Fund

The Housing Commission ranked this policy initiative as a #2 priority, due to some of the unresolved questions and potential of completing other policy initiatives sooner with limited staffing. In order to establish a displacement fund which would provide direct assistance to displaced residents, the City would have to identify funding, likely through new development fees. A new impact fee would require approval of a nexus study that establishes a legal connection between the fee and an impact that new development is creating.

There was a discussion of whether Facebook's catalyst fund might be an alternative potential source of funds for individuals seeking assistance with housing costs. Staff has discussed the concept with representatives from Facebook who are working on the Catalyst Fund, which is still in its infancy. At this time it appears an unlikely alternative as the Catalyst Fund will likely prioritize projects which have a sustainable ongoing community benefit.

## **Housing Commission Priority 3 Policy Initiatives**

### Mandatory Nonbinding Mediation

The Housing Commission ranked this policy initiative as a #3 priority after receiving feedback on the potential negative unintended consequences of mandatory arbitration for tenants. Housing advocates and tenants' rights advocates warned that this type of requirement often gives tenants facing displacement the false hope that they will be able to stay in their homes. Tenants therefore do not seek alternative housing and can end up homeless. The advocates recommended the City prioritize the limited staff resources toward working on what they feel are more effective tenant protections, such as rental relocation assistance.

### Review and draft policy on Airbnb

The Housing Commission ranked this policy initiative as a #3 priority in recognition of the limits of current staff capacity and a lack of articulated need. However, staff anticipates the question of formalizing rules for using Airbnb and other subletting in BMR units as part of the BMR Guidelines revision.

### Anti-Retaliation Ordinance

The Housing Commission ranked this policy initiative as a #3 priority due to the likelihood that it will be included in other policy work identified by the Housing Element. Housing staff and Community



Development staff are currently coordinating on this and other similar policy changes identified in the Housing Element.

#### **Rental Housing Rehab loans/grants**

The Housing Commission ranked this policy initiative as a #3 priority out of a preference to use BMR funds to develop new or preserve existing market affordable housing.

#### **Rental Housing Best Practices**

The Housing Commission ranked this policy initiative as a #3 priority, because the Commission felt that competition for housing in Menlo Park is so incredibly high that renters do not typically have the choice between landlords who voluntarily agree to operate according to established best practices versus those who have not formally agreed to do so. The Commission felt that this policy initiative might be appropriate in future if the supply of housing in Menlo Park ever more closely reflects the demand for housing.

#### **Impact on City Resources**

The City is not staffed appropriately to complete this work. One additional FTE is necessary to meet the timelines indicated in Attachment A. City Council action to increase the frequency of Housing Commission meetings has dramatically increased the workload on staff to the point where there staff has no capacity to take on policy initiatives in the memo. There were three FTE dedicated to the Housing Division before the loss of Redevelopment. One additional FTE in the Housing and Economic Development office would build the staff capacity to meet the City Council's expectations for providing housing services. The immediacy of the housing crisis and City Council's desire to make progress in addressing it requires additional staffing. The BMR fund can be used for staffing for any of the work which involves the BMR program. With one additional FTE, there would still be two fewer staff providing Housing and Economic Development services than there were in 2010.

#### **Environmental Review**

This action is not a project under CEQA.

#### **Public Notice**

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

#### **Attachments**

A. Housing Policy Table

Report prepared by:

Jim Cogan, Housing and Economic Development Manager



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#	Policy	Benefit	Resources Needed	Estimated Time to Completion	Unit Type	Action	Priority 1-3
1	Reduced Parking Requirements for Affordable projects	Reduces the cost of development	This action could be addressed as part of the biennial Specific Plan review in 2017	18 months	All but most likely multifamily units of 4 or more	Referred to Housing Commission for rec. on prioritization  City Council gave direction that this should be for downtown only and properties within close proximity to transit.	1
2	Amend BMR guidelines to allow BMR homeowners to sublet rooms to BMR renters	Makes more efficient use of existing housing stock and provides a revenue source for BMR property owners and renters	This action could be incorporated into the planned 2017 BMR guideline revisions	12 months	All BMR units	Referred to Housing Commission for rec. on prioritization  Housing Commission recommends merging 2 & 3 as part of a comprehensive update to Menlo Park's BMG guidelines	1
3	Amend BMR Guideline List Eligibility to Allow Displaced Residents to Remain on the List	This action would allow displaced residents to maintain their position on the City's BMR list for up to three years	This action can likely be addressed within current resources	12 months	All BMR Units	Referred to HC for rec. on prioritization  See item 2.	1
4	Rental Relocation Assistance	Renters are provided with assistance in seeking housing and it creates a financial disincentive to landlords from displacing residents	Additional staffing for administration and enforcement	6 months	Multifamily units of 4 or more with exemptions	Referred to Housing Commission for rec. on prioritization  Housing Commission recommends expanding triggers of rental relocation to include renovation along with sale.	1
5	Home for All Resolution	Shows the City's commitment to Housing	Can be accommodated with current staffing	Complete		Bring back to City Council  Housing Commission agreed that this should go directly to CC for approval and was approved on Mar. 28.	1
6	Promote Home Sharing Programs	Makes more efficient use of existing housing stock	The City would need to work with an organization that has this kind of program.	12 months	All, but primarily aimed at underutilized single-family homes	Referred to Housing Commission for rec. on prioritization  Housing Commission recommends that the City promotes programs through website and banners, possible water bill or other inserts	1



						neighborhood newsletters and at events.  Housing Commission heard from a representative from HIP regarding ways to further enhance our working relationship.	
7	Preservation of Market Affordable Units	Allows the City to leverage existing BMR funds to assist affordable housing providers to purchase market properties and restrict tenancy to renters who qualify for affordable housing	This can be done now and has been through the City's partnership with HIP Housing as an example. It may require a clarification of how the BMR guidelines have been administered.	18 months	All	Referred to Housing Commission for rec. on prioritization  Housing Commission recommends looking at possibility of "tenants first right of refusal" and including projects like this in the NOFA similar to the Oakland and SF NOFA's for small projects.	1
8	Secondary Dwelling Units	Jan. 24, 2017, City Council approved zoning changes in order to comply with new State legislation, regarding the conversion of accessory structures to SDU's.	Staff is considering additional outreach for the current program. Recommendations for additional incentives will require reprioritization of staffing and possible additional staffing.	24 months depending on direction	Single Family detached homes	The Housing Commission voiced interest in adjustments to the minimum lot size to allow more properties to qualify for SDU's.	2
9	First Hire Program	This is a local hire program that may require businesses to hire a portion of their workforce from the local community. This is more an Economic Development strategy than a housing strategy and may result in employees moving into a community in order for the business to comply.	This will require reprioritization of staffing resources and likely require additional staffing to administer.	36 months	N/A	Referred to Housing Commission for rec. on prioritization  Housing Commission discussed the possibility of including language in the 2017 NOFA to include local hire requirements for construction and staffing of new affordable projects.	2
10	Displacement Fund	Provides assistance to residents facing displacement	Linkage Fee Nexus Study	36 months	Any	Referred to Housing Commission for rec. on prioritization  Due to the need of a nexus study the Housing Commission recommends	2



						prioritizing RRA instead of developing a new displacement fund.	
11	Mandatory Nonbinding Mediation	Provides renters and landlords the opportunity to address disputes before displacement	Contract Mediation Services and additional Staffing for administration and enforcement	12 months	All	Referred to Housing Commission for rec. on prioritization  Housing Commission received feedback that mediation can set false expectations and is ultimately not the most effective protection for renters.	3
12	Review and draft policy on Airbnb	This is related to item 3, but would be for all subletting in the City. There are resources becoming available through 21 Elements and other Cities	Prioritization of staff time	24 months	All	Referred to Housing Commission for rec. on prioritization	3
13	Anti-retaliation Ord	This is a reiteration of State law and could be combined with an item in the Housing Element implementation to adopt an ordinance prohibiting discrimination	Could be drafted and brought to City Council with current staffing, but additional staffing would be necessary for enforcement.	12 months	All	Referred to Housing Commission for rec. on prioritization  Housing Commission recognized this as important, but agreed with staff that this could be included with the anti-discrimination Ord. that is anticipated to be part of the HE implementation activities for 2017-18.	3
14	Rental Housing Rehab loans/grants	Provides funding to property owners for improvements. Landlords agree to fix rents for a period of time in return. It is often tied to fire/seismic upgrades.	This will require additional staffing to administer, an ongoing funding source and is similar to homeowner loan programs that the City has found problematic.	36 months	TBD	Referred to Housing Commission for rec. on prioritization	3
15	Rental Housing Best Practices	This provides guidance to landlords and sets up a certification for compliance with operational standards. It is a voluntary program.	This will require reprioritization of staffing resources and likely require additional staffing to administer.	36 months	All	Referred to Housing Commission for rec. on prioritization	3



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## STAFF REPORT

### City Council

Meeting Date:

8/22/2017

Staff Report Number:

17-185-CC

Regular Business:

**Approve next steps for the construction of a new main library building**

### Recommendation

Staff recommends that City Council consider and approve the following items related to the construction of a new main library on the Civic Center Campus:

1. Modify the City Council Work Plan to include the construction of a new main library building on the Civic Center Campus including necessary modifications to the City Council's Work Plan for fiscal year 2017-2018.
2. Appoint a Library Project City Council subcommittee to serve in an advisory role to staff and expedite the public process, facilitate design and review project finances
3. Establish a new special revenue fund titled "Main Library Construction Fund" to be used for all costs associated with a new main library facility
4. Amend the fiscal year 2017-18 adopted budget to include an initial transfer of \$1 million from the General Fund's unassigned fund balance to the new Main Library Construction Fund
5. Increase the City Manager's contract award authority from \$66,000 to \$250,000 and waive purchasing requirements for all contracted services required by the Main Library Construction Fund to expedite the project
6. Authorize an increase in the number of authorized unrepresented management full time equivalent personnel from 22 to 23 to provide for the ability to augment existing management personnel to oversee construction of the new main library

### Policy Issues

The City Council adopted worked plan prioritizes the use of City resources to meet goals that deliver the projects and services desired by the City Council and community. The addition of construction of a new main library into the work plan requires City Council action to amend previously approved priorities. In addition to the City Council adopted work plan, the City Council maintains authority over budgeting as well as award of contracts exceeding \$66,000. The recommendation to amend the adopted budget, establish a new special revenue fund, increase authorized personnel and increase the City Manager's authority to award contracts up to \$250,000 related to this project, requires City Council approval.

### Background

At their July 18, 2017, meeting, the City Council approved receipt of a formal philanthropic offer from John Arrillaga to assist in the construction of a new main library building to be located on the Civic Center Campus. As proposed by Mr. Arrillaga, the City would provide the first \$20 million in funding for the development of a new 48,000 square foot library on the Civic Center Campus. Expediting the project is part of Mr. Arrillaga's proposal. The total estimated cost to develop the new library with an underground parking garage is \$55 million.



At that meeting, City Council directed staff to:

- Return to City Council with a more detailed work plan
- Modify the City Council work plan to add the new project and make adjustments to existing priorities
- Ask the Finance and Audit Committee to study funding options for the City's share of the project
- Remain focused on library services in the Belle Haven neighborhood

Such a high-profile project, still in a conceptual stage, will require an incredible level of staff, City Council and community effort to get it done well and right. This project will necessarily subsume current staff work efforts and initiatives, trigger improvements/modifications to the Civic Center campus that were not yet anticipated, require a level of funding that the City was not yet ready to commit and perhaps most importantly, because of the need to expedite the project, require certain "business as usual" practices to be relaxed or waived.

As has been stated throughout this discussion over the past months, staff was pleasantly surprised to receive such a generous offer from Mr. Arrillaga. In July, staff acknowledged that a typical library project of this magnitude can take from 10–15 years to complete. When the idea was presented to the City Council in March, we were in year three. Mr. Arrillaga's offer will necessarily require a significant advancement of that timeline.

The notion that the City has recognized the need for a new central library, and receiving up to two-thirds of the cost for a library project today is a deal worth exploration. Certainly, and no matter the funding source, this same project being considered will cost more to the community 5+ years from now. The merits of such an offer are hard to ignore.

#### History

Serving the educational needs of the Menlo Park community is a core mission of the Menlo Park Library. Modern libraries are shifting to meet community demands for different kinds of learning – from spaces designed primarily to house collections, to people-centered spaces better suited to provide experiential learning experiences and opportunities for lifelong learning.

To this end, three recent studies concerning library services contained recommendations for an improved library space. The Library's 2015 operational review recommended improved library space, an updated strategic plan and a facility needs assessment. The Library's 2016 Strategic Plan recommended that the City pursue a new, state-of-the-art library space. The Library Space Needs Study concluded that an additional 11,000 square feet of space was required to fulfill the goals set out in the Library's Strategic Plan. Throughout the planning process there has been significant input from members of the Library's stakeholder groups and from the community at large. Community participation has been key in developing the goals set by the Library Strategic Plan and the resultant space requirements set out in the Library Space Needs Study. The results of the Space Needs Study were presented to the City Council during a study session on March 28, 2017.

In April 2017, Mr. John Arrillaga approached City staff with a philanthropic offer to assist in the development and construction of a new main library on the Civic Center Campus. Mr. Arrillaga's interest in funding a new library can, in part, be attributed to previous generous offers where he helped fund the construction of the City's Civic Center Campus gymnasium, recreation center and gymnastics center.

One conclusion of the Library Space Needs Study was the City Council's continued interest and focus on the determining current and future needs for the Belle Haven Branch Library. For the immediate concern, through the adoption of the fiscal year 2017-18 budget, City Council authorized extension of the Belle



Haven Branch Library hours and additional staffing. For the longer term, a Request for Proposals (RFP) for a Belle Haven Neighborhood Library Needs Assessment was issued August 3, 2017, with proposals due September 15, 2017.

## **Analysis**

Staff has begun the work of planning for the project, beginning to gather cost estimates and develop timelines for moving the library project forward. Key findings to date, next steps and the ongoing or upcoming projects that may be impacted, are summarized in the following sections. Staff has also begun to examine the impacts this project would have on existing City Council work plan items.

Proceeding with a large facility reconstruction project with an eye toward expediting the process, requires a number of steps to ensure the building is planned, designed and constructed efficiently. The critical steps that will need to be conducted are detailed below.

### Design Open House to gather public input on siting and usage options

To determine the preferred location of the library on the Civic Center Campus and potential shared uses, staff recommends that community input be gathered now through a series of open houses facilitated by staff and qualified consultants.

The siting and usage engagement would minimally consist of:

- Three public input meetings (one each in September, October and November) to share information about the project, the siting options and possible additional uses for a shared facility
- An online tool to gather input from those who are unable to attend the public meetings including video information on modern public libraries
- A public tour of recent library projects completed to help understand modern, 21st century library projects
- A City-hosted project page created to consolidate information and capture additional public input and provide ongoing updates to the project status

These public meetings would gather input from residents, stakeholders and City commissioners (e.g., Library, Planning, Complete Streets and Parks & Recreation) to help inform the public about siting issues and potential shared uses.

The preferred site and potential shared uses conclusion would then be provided to City Council for consideration by the first meeting in January 2018. The siting and usage information is necessary in order to begin the environmental review process. Additional information on potential siting location contained in Attachment A.

### Project funding

On August 8, 2017, in accordance with City Council direction, the Finance and Audit Committee met to discuss the type of funding and source of funds for construction of a new main library project. The meeting was well attended with media and members of the community present. In their discussion of the matter, the Committee expressed appreciation to Mr. Arrillaga for his generous philanthropic. Also in their discussion, members of the Committee raised a number of questions and concerns that the City Council may choose to consider before making a decision on how to fund this project.

A significant concern expressed by the Committee was the uncertainty of the City's total obligation for this project and whether additional funds above the \$20 million will be required. Specifically, the Committee



focused on soft costs that may be outside of the project construction estimates. As detailed in the Space Needs Study conducted by Noll & Tam Architects, Page 19, a 44,000 square foot library facility is expected to cost \$43,342,000 with 30 percent of the cost, \$10 million, due to “soft costs.” Soft costs include design fees, project management and furniture, fixtures and equipment (FF&E). It is important to note that the Noll & Tam study does not include ancillary costs related to the construction of a new library which are generally driven by decisions related to building siting, continuation of operations during the construction period, special built-in technology or equipment, staffing and reuse of facilities vacated by the current library. At this time, absent siting of the new main library and actual building designs, costs above and beyond those identified in the Noll & Tam study are difficult to estimate. Staff are examining the soft costs for this building and estimate they will cost an additional \$10 million or less.

The Committee recommended three options for funding the construction of the new library with a general emphasis on using unassigned internal resources before borrowing the balance of the funds needed to fulfill the City’s obligation for a new main library. The first recommendation was the sale of City-owned assets. One specific asset sale discussed by the Committee was the privatization of the City’s water utility. Mayor Pro Tem Ohtaki, a member of the Finance and Audit Committee, briefed the Committee on the challenges of privatizing the water utility as was presented by staff to the City Council at a study session on March 28, 2017. In that study session, staff outlined the importance of maintaining a City-owned water utility and the resources necessary to properly operate a water utility. In the City Council’s discussion of that matter, the interest of California Water Service (Cal Water) to purchase the City’s water utility did arise. While the City Council can direct additional exploration into the privatization of the water utility, staff recommends against linking the sale of the water utility, or any City asset, to the funding of a new library. The sale of City assets may generate funds for future projects, however, disposing of public property is a complex and lengthy process that requires extensive study and public input. The time and resources required to dispose of any assets would delay the new main library project.

The Committee’s second recommendation was that the City Council utilize unassigned fund balance for the construction of the new main library. As presented to the Committee, the City’s General Fund maintains 68.1 percent of its annual operating expenditures in reserves with \$21.9 million committed to reserves established by City Council policy, \$5.2 million assigned to specific purposes as established by City Council policy and \$4.5 million unassigned for use for any purpose. The Committee did not recommend drawing down committed or assigned fund balance given the importance of having strong reserves in both emergencies and with regard to the City’s strong credit rating. While the Government Finance Officers Association has established a reserve target of 17 to 25 percent for communities with a risk profile similar to Menlo Park, the City’s current committed and assigned fund balance are more than double the recommended target. For that reason, the Committee recommended that the City Council consider drawing down unassigned fund balance in the amount of \$4.5 million when funds are needed for the construction of the library.

The Committee’s final recommendation was to borrow funds using a 30-year fixed interest rate bond. In their discussion, the Committee touched on the challenges of more complex bond options and recommended that the City Council rely on less complicated financing mechanism such as 30-year fixed interest rate bond. As presented by the City’s financial adviser, PFM, a \$20 million 30-year fixed rate bond under current market conditions would cost the City annual debt service of \$1.19 million. Over 30-years, present value of total debt service would be \$24.34 million. This analysis makes a number of assumptions such as maintaining the City’s excellent credit rating, a likely upward trend in interest rates given that bonds would not be issued until closer to the date when funds are required and a conservative cost of issuance. Additionally, the Committee recommended exploring options such as a line of credit, which may present more economical options to financing the project.



The Committee reached consensus on the three recommendations above, considering that the Committee did not have firm cost estimates, it did not make a recommendation to the City Council on how to finance the debt service payments. The Committee discussed the ability to pay for the debt service from new revenue, including increases in transient occupancy taxes (hotel taxes) and new development generated property taxes. While revenue from transient occupancy taxes and property taxes are indeed increasing over the City's 10-year forecast, the City Council has asked staff to look at two other opportunities for use of future revenue growth. First, during the budget process, the City Council asked staff to look at the adequacy of reserves and whether additional funds are required to address unanticipated events. Staff will work with the Finance and Audit Committee on a recommendation for any changes to the current reserve policy at their September 2017 meeting. Second, the City Council requested staff evaluate the creation of a community amenity fund, as envisioned in the ConnectMenlo process, to earmark a portion of new revenue for improvements to the community. Unless the debt service for the library is envisioned to come from the community amenity fund, the 10-year forecast does not have capacity to accommodate both debt service and the community amenity fund.

#### Land use review

The proposed Library project will require architectural control approval and an associated environmental review. Although the Planning Commission would typically have the authority for these actions, in cases of a City project where the City Council will act on other factors, such as the financing for the project, the Commission acts as an advisory body, with the City Council making the final action. The architectural control approval would be conducted simultaneously with the environmental review. As discussed below, the environmental review is the primary driver of the review timeline.

#### Environmental review

The level of environmental review will depend greatly on the proposed building's location, the overall increase in the facility's square footage, the number and type of proposed uses, including reuse of existing buildings and the potential for impacts on the physical environment. The two most likely scenarios for environmental review are an Environmental Impact Report (EIR), which would take approximately 12 months to complete, or a Mitigated Negative Declaration, which could be processed in approximately 4-6 months. For reference, the City completed an EIR in 2009 for both the Arrillaga Family Gymnasium and Arrillaga Family Gymnastics Center on two sites within the Civic Center Campus. The EIR took 12 months to complete and focused the evaluation on the potential transportation, circulation and parking impacts, which would likely also be the focus of the library environmental review.

Staff has been in contact with environmental consultants who could complete either type of environmental review and staff will be prepared to retain a consultant once a project description, inclusive of the factors stated above, is defined. If it is determined that an EIR is needed, it is likely that the contract amount will require City Council approval. It is anticipated that the environmental review will commence by the beginning of 2018. Staff will provide a detailed environmental review timeline once the type of environmental review has been determined.

#### Access and circulation

The civil site design will need to incorporate improvements to the area that surround and lead up to the new library building. The design will incorporate the work required to allow for proper drainage, pedestrian and vehicle access and landscaping. The design will include any required modifications to sidewalks and paths to incorporate disabled access improvements.

Additionally, addressing key access and circulation issues will be critical to the development of the proposed library project. Current vehicle access is provided via Alma Street and parking is available at several lots on the Civic Center Campus. Parking near the current library is often constrained when the Arrillaga Family Recreation Center, Arrillaga Family Gymnasium and Library have programs operating



simultaneously; therefore planning for a new library, with appropriate access and parking considerations will be important.

Further, several ongoing projects should be considered when choosing the siting of the proposed library building:

- Ravenswood Avenue Railroad Crossing: this project includes two options for grade separating Ravenswood Avenue at the Caltrain tracks which impact access at Alma Street and Ravenswood Avenue, thus affecting library access;
- Middle Avenue Pedestrian/Bicycle Rail Crossing: this project includes a pedestrian and bicycle crossing of the Caltrain tracks near Alma Street-Burgess Drive-Middle Avenue, which could improve library access on foot or by bicycle; and
- Improvements recommended or required in other recent transportation studies, including the ConnectMenlo Circulation Element, El Camino Real/Downtown Specific Plan, Station 1300 Environmental Impact Report, Middle Plaza at 500 El Camino Real Environmental Impact Report and the Transportation Master Plan

Staff has solicited a proposal from Central Coast Transportation Consultants who could complete a planning level assessment of the proposed library site alternatives and provide recommendations and considerations during the community engagement process.

#### Other considerations

Several other items that will need to be considered in the siting process have also been identified and are highlighted below:

- Aesthetics: assessment of architecture consistency and/or compatibility with the Civic Center Campus, as well as potential considerations from the Ravenswood Avenue Railroad Crossing
- Sustainability: assessment of compliance and/or consistency with the General Plan Update, potential to include electric vehicle charging stations in any new or reconfigured parking, potential for the building to achieve LEED, CALGreen Building requirements and/or Zero Net Energy status. Siting location could have an impact on the ability of the proposed library to achieve sustainability goals, including solar power generation, building heating and cooling system requirements and lighting, for example
- Coordination: during construction, temporary facilities for displaced uses may be necessary. The location and costs of such temporary facilities will need to be determined, including space considerations for the current library, child care, Friends of the Library, Menlo Park Historical Society and Public Works facilities offices.
- Civil Site Design: As part of the proposed library building siting process, the area will need to be surveyed to document the existing conditions. These findings will provide the basis for the site grading needs, the demolition of infrastructure, such as driveways, sidewalks, curbs and pathways, utility relocations and tree protection and removal requirements. These surveys will need to be conducted at the beginning phase of the project and will provide the basis for design for the civil work.

#### Work Plan modifications/capacity building

As shared with the City Council at its July 18, 2017, meeting, the City Council-adopted work plan will need to be modified to create capacity to expedite the new library project. When the City Council adopted its 2017 work plan, it did so with the understanding that there is always an unknown project or opportunity that was not anticipated. The new library project is the exact type of unforeseen opportunity.



It will be essential that a new project manager position be created to lead this effort. This new management-level provisional position will coordinate the myriad moving parts associated with an expedited high-profile project of this nature. Given the timeline for this project, it is estimated that this position will be needed for at least three years.

Following are the recommended 2017 work plan revisions (by department).

#### Community Development

In order to process both the number of active and pending land use entitlement applications as well as the review of the potential library project, and in recognition of existing staff vacancies, staff is recommending the following City Council work plan revisions. All staff project assignments were reviewed to have as minimal as possible of an impact to the work plan timelines and to not unreasonably delay development reviews:

*Work Plan Item #1* – Address Housing Element implementation programs – initially targeted for completion by the end of 2017:

- Amend the zoning ordinance to be consistent with State law and limit the loss of existing residential units or the conversion of existing units to commercial space (Program H2.C) – new completion date: June 2018
- Amend the zoning ordinance to modify R-2 zoning to tie floor area to dwelling units to minimize underutilization of R-2 zoned lots and maximize unit potential, unless unique features of a site prohibit additional units being constructed (Program H2.C) – new completion date: June 2018
- Adopt an anti-discrimination ordinance to prohibit discrimination based on the source of a person's income or the use of rental subsidies, including Section 8 and other rental programs (Program H1.G) – same completion date: end of 2017

*Work Plan Item #2* – Implement Downtown/El Camino Real Specific Plan biennial review – initially targeted for completion in 2017 (Phase I) and 2018 (Phase II):

- Phase I – Consisting of text and graphic changes related to setbacks, sidewalk widths, hotel incentives, parking and transportation demand management programs – new completion date: June 2018
- Phase II – More extensive research, environmental review and policy changes (requires consultant assistance) – same completion date: December 2018

*Work Plan Item #5* – Single-family residential requirements and guidelines – initially targeted for partial completion by the end of 2017:

- Update the zoning ordinance requirements for single-family residential developments as well as develop new design guidelines to create a more predictable and expeditious process while providing a method for encouraging high-quality design in new and expanded residences (requires consultant assistance) – new completion date: 2018-2019
- Additionally, a new City Council work plan item related to electric vehicle charger requirements would be added for completion by the end of 2017: revisions to the 2016 California Green Building Standards Code to adopt increased requirements for electrical vehicle chargers that would be applicable citywide. A City Council subcommittee recently met with staff to review the goals and timeline for the potential amendment.



## Public Works

In order for Public Works staff to provide the support needed for the library project, revisions to the City Council work plan will be required. In addition, Public Works has four significant vacancies which has made it even more challenging to absorb and plan for the resulting changes in work load and project priorities. Staff is recommending the delay of the projects listed below.

*Work Plan Item #9 – Downtown Streetscape Improvement project:* initially targeted to evaluate the paseo and conduct a City Council study session by the end of the year.

- Evaluation of the Paseo at a City Council study session to determine whether to construct a permanent Paseo and at what location (i.e., Chestnut Street or Curtis Street)
- New completion date: early 2018 for a City Council study session

*Work Plan Item #15 – Jack Lyle Restroom project:* initially targeted completion of construction by end of the year.

- Design and construction of new restrooms at Jack Lyle Park
- New completion date: early 2018 for completing construction

*Work Plan Item #17 – Willow Oaks Park Improvements:* initially targeted going out to bid for the new restroom and reconstruction of the dog park by end of 2017.

- Complete community engagement, design and construction of new restroom and dog park at Willow Oaks Park
- New completion date: early 2018 for going out to bid

*Work Plan Item #19 – Water System Master Plan:* initially targeted City Council acceptance of the report by the end of 2017.

- Plan would provide a guide for operations and maintenance standards for future investments in the water distribution system
- New completion date: early 2018 for City Council acceptance

*Work Plan Item #23 – Chrysler Pump Station:* initially targeted going out to bid by the end of the year.

- Complete design and go out to bid for new pump station in Bohannon Park
- New completion date: early 2018 for going out to bid

*Work Plan item #24 – Emergency Water Supply (a):* initially targeted completion of construction of the above ground facilities at the Corporation Yard by the end of 2017.

- First phase of construction of up to three emergency wells to provide a secondary water supply to Menlo Park Municipal Water's eastern service area
- New completion date: early 2018 for completing construction

*Work Plan item #24 – Emergency Water Supply (b):* initially targeted identification of a second well location by the summer of 2017.

- New completion date: coordinating work with Water System Master Plan (see item #19 above)

*Work Plan Item #26 – Arrillaga Family Recreation Center HVAC System Upgrade:* initially targeted to complete system design and advertise the project by the end of 2017.

- A redesign of the heating and ventilation system at the recreation center is required to address problems related to operational problems with the existing system.
- New completion date: Consistent with the fiscal year 2017-18 budget, this project is targeted to receive additional funding to implement the full scope of work in fiscal year 2018-19. Design will begin in fiscal



year 2018-19 with a targeted completion date by the end of 2019.

*Work Plan Item #31 – Gatehouse Fence Replacement:* initially targeted to prepare design details and advertise the project by the end of 2017.

- This project would replace portions of the Gatehouse fence along Ravenswood Avenue that are rotting and in need of repair.
- New completion date: delaying work on this until completion of the Library siting exercise

*Work Plan Item #32 – Facilities Maintenance Master Plan:* initially targeted selection of a consultant to prepare the report by the end of the year.

- New completion date: delaying work on this until completion of the Library siting exercise

*Work Plan Item #47 – Transit Improvements (Transportation Management Association Feasibility Study):* initially targeted for initiation by end of 2017.

- This project would evaluate and prioritize establishment of a transportation management association for the downtown and/or Bayfront (M2) areas.
- New completion date: target initiation of this effort including a City Council study session by mid-2018.

*Work Plan Item #52 – Willows Complete Streets Study:* initially targeted to develop a scope of work and award a consultant contract by the end of 2017.

- This project would address cut-through traffic concerns in the Willows neighborhood and complete a Safe Routes to School plan for the Laurel Upper School.
- New completion date: develop a scope of work and award consultant contract by mid-2018, pending filling of vacancies in Public Works Transportation Division.

*Work Plan Item #55 – El Camino Real Corridor Study and crossings:* initially anticipated submitting an encroachment permit application to Caltrans for east-west crossing improvements and completing the additional analysis for northbound traffic conditions by the end of 2017.

- This project would install east-west crossing improvements as the result of the El Camion Real Corridor Study completed in 2016.
- Crossing improvements at Middle Avenue and Cambridge Avenue would be required to be constructed as a condition of approval for the Middle Plaza project. Ravenswood Avenue, Roble Avenue and Encinal Avenue crossings would be placed on hold until the completion of the Ravenswood Avenue Railroad Crossing Study, anticipated by the end of 2017.
- New completion date: submit encroachment permit application by mid-2018, pending the completion of the Ravenswood Avenue Railroad Crossing Study.

*Work Plan Item #56 – Middlefield Road/Ringwood-Ravenswood Avenues Improvements:* initially anticipated finalizing the scope of planned improvements by the end of 2017.

- This project would modify the existing traffic signals at Middlefield Road/Ringwood-Ravenswood Avenues. This project would be placed on hold until the completion of the Ravenswood Avenue Railroad Crossing Study and staff vacancies are filled, anticipated to be end of 2017.
- New completion date: identify the scope of planned improvements by end of 2018.

#### Updated Project Timeline

This estimated updated timeline assumes a full Environmental Impact Report (EIR). If a Mitigated Negative Declaration is the appropriate level of environmental review, the overall timeline will reduce.



- City Council approval of funding methods, work plan modifications and formation of a City Council subcommittee (August 2017)
- Siting options open house meetings, survey and City project page (September through December 2017)
- City Council subcommittee approval of siting and potential shared uses (December 2017)
- City Council approval of site location and potential shared uses (January 2018)
- Commence EIR (January 2018)
- Release of the Draft EIR (October 2018)
- Planning Commission review and recommendation of the Final EIR and the project (December 2018)
- City Council certification of the Final EIR and approval of the project (January 2019)
- Building permit review and issuance (May 2019)
- Construction (June 2019)

### **Impact on City Resources**

To begin the project planning process, the recommendations contained in this report require an initial budget of \$1 million. Over the next several months, staff will work internally and with consultants to perform the siting analysis and begin the required environmental review. While this work is on an accelerated schedule due to Mr. Arrillaga's philanthropic offer, the work over the next several months advances the main library project and will impact the City Council adopted work as detailed in this report.

### **Environmental Review**

No environmental review is required for a City Council decision to choose funding methods or to modify their work plan. However, an environmental review will likely be necessary for the project if it moves forward.

### **Public Notice**

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

### **Attachments**

A. Site map

Report prepared by:  
Nick Szegda, Assistant Library Services Director







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**STAFF REPORT****City Council****Meeting Date:****8/22/2017****Staff Report Number:****17-176-CC****Regular Business:**

**Discussion and direction on the Sister City Committee's recommendation for sending a Menlo Park delegation to a Sister/Friendship City**

**Recommendation**

Staff recommends that the City Council discuss and provide direction on the Sister City Committee's recommendation for a policy about sending a Menlo Park delegation to a Sister/Friendship City.

**Policy Issues**

The Sister City's 2017-19, two-year work plan, priority No. 1 is to "identify the general protocols for maintaining sister city relationships, i.e., selection criteria, handling visits, communication, annual evaluation, termination, lists of local contacts (business, school, hosts), annual master calendar." The recommendation is also consistent with the City's travel policy.

**Background**

In June 2017, Menlo Park hosted the second delegation from Galway, Ireland since the signing of the official Twinning or Sister City Agreement last year and fifth delegation since the signing of the Friendship agreement in 2013. This year, the Mayor of Galway, Galway city staff, Chair of the Galway County Board, Galway county staff and National University of Galway representatives as well as a representative from the Galway media and Seattle Sister City program visited Menlo Park as part of Galway's commitment to maintaining the sister city relationship with Menlo Park.

The representatives are listed below:

1. Mayor Noel Larkin, Galway City Council
2. Brendan McGrath, Chief Executive City of Galway
3. Chair Michael Connolly, Cathaoirleach Galway County Council
4. Kevin Kelly, Chief Executive County of Galway
5. Dr. James Browne, President National University Galway
6. Tom Joyce, President Galway University Foundation
7. Keith Finnegan, Chief Executive, Galway Bay FM (Radio Station)
8. Noreen McCormack, President Seattle/Galway Sister City Association

At the July 19, 2017, Sister City Committee meeting, the Committee discussed options for sending a delegation to visit sister/friendship cities. The Committee recognized the importance of traveling to visit Menlo Park's sister/friendship cities as part of the City's reciprocal relationship with these cities. In contrast



to the large delegations Menlo Park has hosted from Galway, it has been Menlo Park's practice for the Mayor to travel alone to Galway representing the City of Menlo Park, and bearing the expense to do so personally. City Councilmember Carlton accompanied a group of students to Bizen, Japan, as part of the reciprocal cultural exchange Menlo Park enjoys with Bizen. As with past visits to Galway, Councilmember Carlton paid her own way and did not receive financial reimbursement from the City. The result is that the interaction between our cities is somewhat limited and relies on elected officials to absorb travel costs. As Menlo Park considers how these relationships between our cities should mature, it is prudent to consider if additional representatives should be directed to travel to our sister/friendship cities and what resources should be committed to that effort.

### **Analysis**

The Sister City Committee recommended that:

- The Mayor and City Manager meet to discuss which friendship/sister city or cities the Mayor would like to visit on behalf of the City;
- The Mayor and City Manager should discuss which if any city staff should accompany the Mayor;
- Travel arrangements as well as coordination with representatives of the sister/friendship city will be handled by Menlo Park staff; and
- Staff will present a report to the City Council detailing the objectives and budget for the trip.

### **Impact on City Resources**

There will need to be an appropriation for funding to support delegation travel expenses.

### **Environmental Review**

This action is not a project under CEQA.

### **Public Notice**

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 24 hours prior to the meeting.

Report prepared by:

Jim Cogan, Housing and Economic Development Manager





## STAFF REPORT

### City Council

Meeting Date:

8/22/2017

Staff Report Number:

17-181-CC

Informational Item:

Update on bus shelter installation in Belle Haven

### Recommendation

This is an informational item and does not require City Council action.

### Policy Issues

As part of the City Council Work Plan for 2017 (Item No. 67), staff is pursuing installation of new bus shelters in the Belle Haven neighborhood of Menlo Park. The Circulation Element of the General Plan includes policies that support and encourage the use of public transit. The installation of bus shelters would support these policies.

### Background

Bus shelters are an amenity provided at major transit stops, providing cover from sun or weather, seating and information about the transit system. Typically, bus shelter and transit stop amenities such as benches, trash cans, maps, and signs are provided by the transit agency that provides the service. Within Menlo Park, public transit service is provided by SamTrans and Alameda County (AC) Transit, which operates the Dumbarton Express bus service.

In 2006, SamTrans, through its contract with Outfront Media, initiated a program to replace existing bus shelters throughout the County with a new design. Outfront Media currently replaces and maintains shelters at no-cost to SamTrans or local agencies by allowing advertisements to be posted within the shelter. The revenue generated by advertisements fully covers the capital cost of installation as well as ongoing maintenance for the shelter.

SamTrans' bus shelter policy states that shelters are considered for installation based on the following criteria:

- Stops serving more than 200 passengers each day
- 75 percent of shelters shall be located in census tracts on routes associated with urbanized areas
- Distribution of shelters countywide should match the distribution of minority census tracts
- Locations for shelters with advertisements are chosen by the vendor based on the visibility and traffic

### Analysis

On March 15, October 25 and December 6, 2016, staff provided updates to the City Council on the status of bus shelter installation. The December 6, 2016 update outlined potential locations for bus shelter installation, including Market Place Park, Onetta Harris Community Center that serve SamTrans routes. City crews completed site preparation work at Market Place Park in December 2016 and January 2017 to ready



the site for installation. Ordering, production and delivery of the bus shelter took several months and the shelter at Market Place was installed July 22, 2017.

Staff has also ordered two additional shelters in mid-July directly from the same vendor that supplies the SamTrans shelters, Tolar Manufacturing. As noted above, ordering, production and delivery of the shelter typically takes 3–4 months. Delivery is currently expected by mid-October.

In the meantime, City crews will complete site preparation work at Onetta Harris Community Center to prepare for installation. Staff will also continue to coordinate with AC Transit, which operates Dumbarton Express bus service on Willow Road, to determine feasibility of shelters at stops on Willow Road at Newbridge Street, Ivy Drive and/or Hamilton Avenue. Additional coordination with Caltrans may also be required depending on the specific location.

### **Public Notice**

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

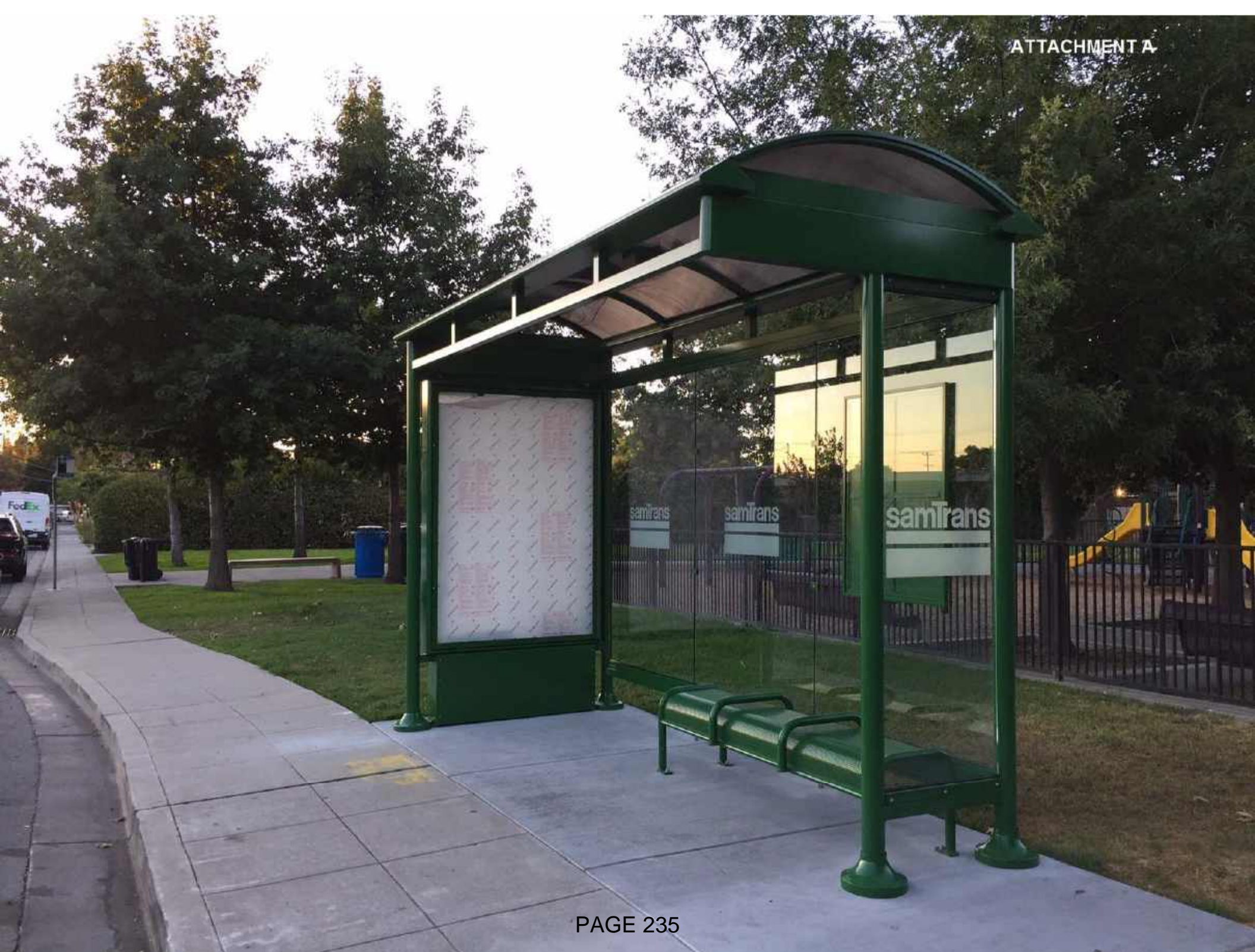
### **Attachments**

A. Photo of recently installed bus shelter at Market Place Park

Report prepared by:

Nicole H. Nagaya, Assistant Public Works Director







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## STAFF REPORT

### City Council

Meeting Date:

8/22/2017

Staff Report Number:

17-179-CC

Informational Item:

**Update on Request for Proposal for Belle Haven  
Neighborhood Library Needs Assessment**

### Recommendation

This is an informational item and no action is required.

### Background

The City of Menlo Park has released a Request for Proposal (RFP) for a library assessment. The purpose of this Neighborhood Library Needs Assessment is to identify the current and anticipated library service needs of residents in the Belle Haven neighborhood through the year 2037, particularly as they relate to a potential new branch library. The consultant who is chosen will work with library and city staff, community members, and neighborhood organizations. A combination of demographic analysis, current library use statistics, study of relevant documents, surveys, interviews and focus groups will be among the tools used. The results of the work will include a written report that will contain an analysis of the community's current and anticipated future library service needs and public presentations of the report.

### Analysis

The Request for Proposals was released Aug. 3, 2017. Deadline for proposal submission is Sept. 15, 2017, and the successful firm will be chosen Oct. 24, 2017. Work will be completed by June 20, 2018.

The assessment will provide answers to the following questions: what could be done to improve neighborhood use of the branch library; which library services should the branch provide; would relocating the branch improve use by neighborhood residents; what are the existing barriers to library use; and, as neighborhood demographics change, what will future residents need from the library?

Notification of the release of the RFP was posted on the city website Aug. 3, 2017, and notifications were also sent to seven known library consulting firms.

### Public Notice

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

### Attachments

- A. Hyperlink to Belle Haven Neighborhood Library Needs Assessment RFP  
<https://www.menlopark.org/Bids.aspx?BidID=85>

Report prepared by:

Susan E. Holmer, Library Services Director



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## STAFF REPORT

### City Council

Meeting Date:

8/22/2017

Staff Report Number:

17-180-CC

Informational Item:

**Update on the formation of the Transportation Master Plan Oversight and Outreach Committee**

### Recommendation

This is an informational item and does not require City Council action.

### Policy Issues

The development of the Transportation Master Plan (TMP) is included in the City Council's adopted 2017 Work Plan (#46) and is one of the highest priority implementation programs in the 2016 General Plan Circulation Element. The formation of an Oversight and Outreach Committee (the Committee) will help guide the TMP process to a successful completion. The Committee would be a Brown Act body, meaning all meetings of the Committee would be open to the public and noticed at least 24 hours before the meeting. On Aug. 29, staff will request the City Council authorize the formation of the Committee and appoint its members.

### Background

On Nov. 29, and Dec. 6, 2016, the City Council completed actions to approve the ConnectMenlo General Plan Land Use and Circulation Elements. This was a multiyear, comprehensive process that represents a vision for a live/work/play environment in the former M-2 Area while maintaining the character and values that the City has embraced. The General Plan serves as the City's comprehensive and long range guide to land use and infrastructure development in the City. The Land Use and Circulation Elements, along with the Housing Element which was adopted in 2014, provide the key policy framework to guide the City's physical development. While the adoption of the General Plan was a major accomplishment for the City, the work is not done. The plan is dynamic; the Elements contain a number of goals, policies and programs that implement the City's vision.

Transportation challenges, including multimodal safety, traffic congestion, neighborhood quality of life, and regional coordination are significant concerns to the City of Menlo Park. The Circulation Element includes a number of forthcoming transportation-related programs, including those to encourage multimodal transportation, provide opportunities for active transportation to encourage health and wellness, minimize cut-through traffic on residential streets, and consider changes to the transportation impact metrics the City uses to evaluate development proposals. High priority transportation-related programs are the development of a TMP and updates to the Transportation Impact Fee (TIF).

A TMP would provide a bridge between the policy framework adopted within the Circulation Element and project-level efforts to modify the transportation network within Menlo Park. Broadly, it provides the ability to



identify appropriate projects to enhance the transportation network, conduct community engagement to ensure such projects meet the communities' goals and values, and prioritize projects based on need for implementation. The TMP, when completed, would provide a detailed vision, set goals and performance metrics for network performance, and outline an implementation strategy for both improvements to be implemented locally and for local contributions toward regional improvements. It will serve as an update to the City's Bicycle and Sidewalk Plans. Following development of the Master Plan, the TIF program update would provide a mechanism to modernize the City's fee program to collect funds toward construction of the improvements identified and prioritized in the Master Plan.

The TMP, however, is not designed to identify project-level, specific solutions to individual neighborhood cut-through traffic concerns, specific Safe Routes to School infrastructure plans, or provide detailed engineering designs of the improvements that will be identified in the Plan. These efforts would be prioritized in the Plan for future work efforts and through current projects such as Willows Neighborhood Complete Streets.

On May 23, 2017, the City Council authorized the City Manager to enter into an agreement with W-Trans, after an extensive consultant selection process for the TMP and TIF Program in a not to exceed amount of \$400,000.

## **Analysis**

The scope of work for the development of the TMP includes the creation of the Oversight and Outreach Committee comprised of 11 members to be appointed by the City Council. The Committee is comprised of two at-large members, two members of the City Council, three members from local organizations, and one member from each of the following city commissions:

- Complete Streets Commission
- Environmental Quality Commission
- Parks & Recreation Commission
- Planning Commission

These four Commissions, out of all seven city commissions, most align with the purpose of the TMP with their typical review subjects and carry-out assignments. Staff has asked each Commission to nominate one member for appointment to serve on the Committee, subject to City Council confirmation of the appointment.

The core mission for the Committee is as follows:

- Provide advisory input and recommendations to the consultant and staff regarding the outreach process and draft Master Plan materials and submittals
- Guide and keep the project process on track to meet the key milestones
- Reach out to community members to share content and encourage participation at community engagement activities such as workshops/meetings and other planning activities

An open application process for all member nominations was conducted, including Commission nominees so the City Council can have equal information about all potential members. If additional Commissioners are interested in serving, he or she could apply for one of the two at-large appointments.

The application period started July 19, 2017, and will be concluded Aug. 23, 2017. The recruitment process was announced through several public meetings and events, City social media platforms, and third party



publications. The appointments are tentatively scheduled for the Aug. 29, 2017, City Council meeting.

To date, the following Commissioners have been nominated by his/her respective Commission:

- Complete Streets Commission – Adina Levin
- Environmental Quality Commission – Chris DeCardy
- Parks and Recreation Commission – Sarah Staley Shenk
- Planning Commission – Katherine Strehl

The term for this Committee will correspond with the TMP project schedule, which is targeted for approximately one year starting from July 2017. Although tentative, the Committee is expected to attend four meetings as summarized below:

Oversight and Outreach Committee Proposed Meetings		
Event	Approximate Date and Time	Purpose
Meeting #1	Sept. 14, 2017, Thursday evening	<ul style="list-style-type: none"> <li>• Review existing transportation conditions</li> <li>• Review study performance metrics and prioritization criteria</li> </ul>
Meeting #2	January 2018, evening	<ul style="list-style-type: none"> <li>• Review transportation strategies and recommendations</li> <li>• Review Draft Transportation Master Plan</li> </ul>
Meeting #3	March/April 2018, evening	<ul style="list-style-type: none"> <li>• Review Final Transportation Master Plan</li> </ul>
Meeting #4	July/August 2018, evening	<ul style="list-style-type: none"> <li>• Review Transportation Impact Fee Program</li> </ul>

The Committee meetings will typically be held at the Arrillaga Family Recreation Center or Menlo Park Senior Center in the early evening on a day that avoids conflicts with other City meetings whenever possible, likely on Thursdays. In addition, Committee members are strongly encouraged to attend project workshops and other public events. Although future events are tentative, the events are listed below:

TMP Community Events		
Event	Date/Time	Location
Downtown Block Party	Wednesday, Aug. 16, 2017, 5:30 – 8 p.m.	Downtown Menlo Park Santa Cruz Avenue between University Drive and El Camino Real
Kelly Park Concert Series	Tuesday, Aug. 22, 2017, 6:00 – 8 p.m.	Kelly Park 100 Terminal Ave.
Neighborhood walk-shop #1	Thursday, Sept. 7, 2017, 6:00 – 7:30 p.m.	Downtown Start: Ravenswood Avenue and Laurel Street End: Oak Avenue and El Camino Real
Neighborhood walk-shop #2	Saturday, Sept. 9, 2017, 9:30 – 11 a.m.	Belle Haven Start: Hamilton Avenue and Willow Road End: Haven Elementary School
Neighborhood walk-shop #3	Saturday, Sept. 9, 2017, 1:30 – 3 p.m.	West Menlo Park Start: Santa Cruz Avenue and Sand Hill Road End: Oak Knoll Elementary School



The “neighborhood walk-shops” are walking tours of neighborhood streets, with a focus on observing and identifying local transportation issues and opportunities. They are designed for the general public to interact with City staff, officials and Committee members in person. A copy of a publically distributed flyer showing the three walk-shop times and locations are included in Attachment A.

In addition to attending these public events, the City has provided a newly developed project online open house ([menloparktmp.participate.online](http://menloparktmp.participate.online)) for individuals to provide their input. The online open house, which will stay open until Sept. 6, 2017, is part of the public outreach effort for individuals to learn more about the project and to provide input about how the City should prioritize transportation improvements.

Input gathered through all public events and the online open house will help shape the TMP as a whole, which will include developments of:

- performance metrics and prioritization criteria
- near-term and long-term strategies for improving transportation
- prioritization method of metrics and strategies

Major project milestone progresses and deliverables will be posted on the City project website ([menlopark.org/TMP](http://menlopark.org/TMP)).

### **Public Notice**

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

### **Attachments**

A. Transportation Master Plan Walk-shop flyer

Report prepared by:  
Kevin Chen, Assistant Engineer

Report reviewed by:  
Kristiann Choy, Senior Transportation Engineer



# TRANSPORTATION MASTER PLAN

ATTACHMENT B



Help us improve mobility in Menlo Park! The City is developing a strategy, called a Transportation Master Plan (TMP), to proactively address key transportation challenges such as ensuring safety for pedestrians, bicyclists and drivers alike, reducing traffic congestion, maintaining neighborhood quality of life, and strengthening connections from Menlo Park to the surrounding region.

We need **YOUR** help to make sure that the TMP reflects the goals and values of the community.

## HOW CAN YOU PARTICIPATE?



### Online Open House

Visit the Online Open House to learn more about the project and take a brief survey about your experiences with the Menlo Park transportation system.

[www.menloparktmp.participate.online](http://www.menloparktmp.participate.online)



### Summer Events

Join us at the Downtown Block Party (8/16) and Summer Concert at Kelly Park (8/22) and let us know what you think.



### Walk-Shops

See the back of this card for more information on walking workshops to identify transportation improvements.



### Website

Stay updated on our progress and new opportunities for participation at the City's website.

[menlopark.org/tmp](http://menlopark.org/tmp)

## CONTACT US

Kristiann Choy, Senior Transportation Engineer  
kchoy@menlopark.org | 650-330-6770



# JOIN US ON OUR WALK-SHOPS!



Three walking workshops will be held in a few areas where safety and congestion concerns have made transportation improvements a high priority. Take a walk around the area with City staff and help identify problem areas and brainstorm solutions. All are welcome!

## WALKING WORKSHOP #1

### Downtown/El Camino Real

Thursday, September 7



#### START

6:00 pm at Ravenswood Ave. and Laurel St.



#### END

7:30 pm at Live Oak Ave. and El Camino Real



Distance: 0.67 Miles

## WALKING WORKSHOP #2

### Belle Haven/Willow

Saturday, September 9



#### START

9:30 am at Hamilton Ave. and Willow Rd.



#### END

11:00 am at Belle Haven Elementary School



Distance: 0.7 Miles

## WALKING WORKSHOP #3

### West Menlo Park/Sand Hill

Saturday, September 9



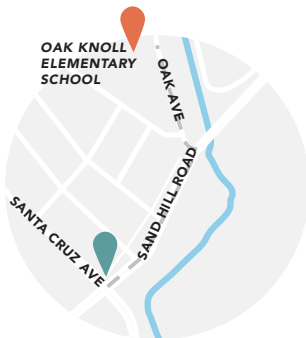
#### START

1:30 pm at Santa Cruz Ave. and Sand Hill Rd.



#### END

3:00 pm at Oak Knoll Elementary School



Distance: 0.5 Miles





## STAFF REPORT

### City Council

Meeting Date:

8/22/2017

Staff Report Number:

17-177-CC

Informational Item:

**Update on action taken to address newsracks within the City of Menlo Park**

### Recommendation

This is an information item and no City Council action is required.

### Policy Issues

The City of Menlo Park currently has no ordinance regulating newsracks. One of the goals of the El Camino Real, and Downtown Specific Plan and the 2015 Menlo Park Economic Development Plan is the beautification of the downtown area.

### Background

There are currently over 260 newsracks in the downtown area, with more continually showing up. The newsracks range in ownership, style, usage and aesthetics. The City has received some concerns and complaints from residents and business owners regarding the newsracks throughout the city and, more specifically, the downtown area. This year, Code Enforcement has received six complainants from two people regarding newsracks. City staff has also received other complaints via email (attachment A.)

In the 1980s, the City of Menlo Park purchased and installed green, stackable newsracks which were anchored to the ground in an effort to standardize and clean up newsracks. No ordinance was passed to mandate how the newsracks were to be used or maintained.

In early 2016, to address a surge of complaints, staff began working to determine the severity of the problem and options for cleaning and consolidating the newsracks. In consultation with the City Attorney's Office, it was immediately determined that staff could not simply remove unused or abandoned newsracks, because the City has no ordinance regulating newsracks, which is necessary to avoid First Amendment challenges.

#### Inventory of newsracks – Staff time intensive

In March 2016, staff inventoried the newsracks within the downtown area and identified 217 privately and publicly owned newsracks. With the frequency of complaints increasing in the last 18 months, staff again inventoried the newsracks within the downtown area in February 2017. This time more information was gathered: each box was numbered, photographed and identified as privately or city owned. The survey revealed 260 newsracks with varying degrees of quality and usage. See Table 1 for the breakdown of usage and ownership. Attachment B is a full list of the March 2016 and February 2017 inventory. There are newsracks in the Belle Haven, Sharon Heights, Safeway on El Camino Real, Menalto and Willow areas; they were not inventoried at this time.



Table 1: Usage and Ownership of Newsracks in February 2017			
Usage	City Owned	Privately Owned	Grand Total
Not in Use	70	25	95
In Use	116	49	165
Grand Total	186	74	260

Between the 2016 and 2017 inventories, 43 additional newsracks were identified. With newsracks being added frequently, it is nearly impossible to determine the actual number of newsracks in the downtown area currently. In a recent walk of downtown, it was apparent to staff even more newsracks have been added. At the time of the last inventory, the usage of city owned racks has also fluctuated. Some publications moved spaces within the city's racks while others have abandoned use of the City's rack and added their own newsrack for distribution.

#### City and privately owned newsrack observations

Of the 186 City owned newsracks, 70 are not being used to distribute publications. They were identified as trash receptacles and holding containers for personal belongings of downtown patrons (attachment C.) Only 62 percent of the City-owned newsracks are actually being used for their intended purpose. All of the green, City-owned racks are faded, have not been maintained and are in some state of disrepair (attachment D.). Many racks have broken facades, doors, parts and bolts; graffiti or stickers cover some. All racks, at minimum, need to be repainted. However, most racks need to be refurbished, if not completely replaced.

With no ordinance regulating newsracks, there are no standards for newsrack placement or maintenance of privately owned newsracks (attachment E.) All of the private newsracks are portable, therefore able to be moved by anyone at any time. The lack of continuity and abundance of racks does not contribute to the vibrancy of downtown or enhance the public space. All of the 74 privately owned newsracks downtown are owned by only 20 publications. In addition, 34 percent of the private newsracks were identified as abandoned or no longer in use (attachment F.)

#### **Analysis**

To address the identified newsrack issues, Menlo Park needs to hold community outreach meetings and adopt a newsrack ordinance. An ordinance will contribute to the vibrancy of downtown by standardizing placement and specifications of newsracks, ensuring proper upkeep and maintenance of the newsracks and providing the city with adequate code enforcement tools to take action in the event of improper placement or maintenance.

Ten local cities, Belmont, Burlingame (attachment G), Millbrae, Los Altos (attachment H), Redwood City (attachment I), San Bruno, San Carlos, San Mateo, Mountain View and Palo Alto and others throughout California, have adopted newsrack ordinances. All of the cities have moved away from publicly-owned newsracks to privately owned and maintained newsracks.

All of the ordinances include:

- A permit requirement from the publisher for each newsrack location
- Maintenance requirements and standards
- A clause for removal of public nuisance/abandonment
- No regulation on content, other than to prohibit explicit images

The degree of regulation varies city to city. Some cities choose to standardize the newsrack style, including



its size, color and/or manufacturer/model. Other cities stipulate the location of the newsracks. Several cities set guidelines for newsrack placement, based on safety, traffic and ADA standards while others have predesignated locations for newsracks to be installed. Some cities specify specific areas where news racks are not allowed and some local cities have adopted a hybrid approach, by identifying “special newsrack areas” where the restrictions are different from the rest of the city.

The creation and implementation of a newsrack ordinance will likely affect previously prioritized projects and the workload of the City Attorney’s Office, Housing and Economic Development, Transportation, Code Enforcement and Public Works staff. Housing and Economic Development staff is currently working at capacity and therefore it is likely that any additional programs would require additional staffing or reprioritization of existing work.

Staff will return to the City Council with recommendations on a community outreach plan and guidance on specific preferences.

### **Attachments**

- A. Email complaints from constituents
- B. Inventory List
- C. Photos of City-owned newsracks being used as trash receptacles and holding containers
- D. Photos of City-owned newsracks not maintained (in disrepair)
- E. Photos of the privately-owned newsracks placement and maintenance
- F. Photos of privately-owned newsracks not being used
- G. City of Burlingame “Newsracks” Municipal Code
- H. City of Los Altos “Newsracks” Municipal Code
- I. City of Redwood City “Newsracks” Municipal Code

Report prepared by:  
Meghan Revolinsky, Management Analyst II

Report Reviewed by:  
Jim Cogan, Housing and Economic Development Manager



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**From:** Jim Lewis <jimlewis@aol.com>  
**Sent:** Thursday, July 20, 2017 4:44 PM  
**To:** Dixon, William A  
**Cc:** Taylor, Charles W; Murphy, Justin I C; Cogan, Jim C; Dehn Fran  
**Subject:** Hazard- newspaper rack door broken.  
**Attachments:** IMG\_0162.JPG; ATT00001.txt

Can this be repaired or made secure? The door won't stay up.





---

**From:** JimLewis@aol.com  
**Sent:** Monday, July 25, 2016 1:54 PM  
**To:** \_CCIN  
**Cc:** ledioli@yahoo.com; Cogan, Jim C; Murphy, Justin I C; Henry, Brian P  
**Subject:** Newspaper Racks

Honorable Mayor and Council Members,

Can anything be done to improve the appearance of the newspaper racks located downtown?

Why do I ask? Just looking at them answers the question. Many of them are damaged, contain graffiti, are broken, doors flopping open, glass fronts cracked, loose papers and debris are in them and several are unused. Shall I go on?

The newspaper racks would also benefit from a coat of paint, after all the years of exterior use.

As the City has spent time and money on multiple aspects downtown, you may wish to consider adding to the list the topic of NEWSPAPER RACKS.

Thank you for your time and consideration, and for your service to the community. It is much appreciated.

Respectfully,

Jim Lewis  
a concerned citizen  
who takes pride in the community



---

**From:** Heyward Robinson <hrobi@comcast.net>  
**Sent:** Monday, February 13, 2017 2:59 PM  
**To:** Cat Carlton  
**Cc:** \_CCIN; Dixon, William A; McClure, William  
**Subject:** Re: realtor advertising boxes still cluttering Menlo Park

Cat,

I fully agree that many of the newspaper boxes could/should be more attractive. But to be clear, I am specifically objecting to the DeLeon realty boxes. The objection is not merely a matter of aesthetics and clutter, but the more fundamental issue of allowing a private entity to use public space for a commercial use.

Heyward

On 2/13/17 12:58 PM, Cat Carlton wrote:

> Some of the city's newspaper distribution boxes along the street look as bad as some of the others. I'm following up with Alex. You can get more direct updates from him.

>

> All the best,

>

> Catherine

>

>

>> On Feb 13, 2017, at 11:10 AM, Heyward Robinson <hrobi@comcast.net> wrote:

>>

>> Cat,

>> Thanks for your reply. I see that the DeLeon box at the corner of chestnut and Santa Cruz has been removed. But other boxes remain, including this one further along Santa Cruz. Is there an explanation for why they haven't been taken away yet?

>> Heyward

>> <image1.JPG>

>>

>> Sent from my iPhone

>>

>>> On Feb 7, 2017, at 3:13 PM, Cat Carlton <cat.carlton@me.com> wrote:

>>>



>>> Heyward,

>>>

>>> I agree that they are unsightly, and have been working with the City Manager to address this issue. After looking into the legal issues surrounding them, Alex tells me that staff asked the owners of these boxes to remove them about 10 days ago. I have some ideas about how we could improve the distribution of newspapers in town. As it might be something that we vote on, the Brown Act restricts my sharing these with you on CCIN. I'm happy to tell you about it in person or on the phone, so, if you're interested, please feel free to give me a call at 650-575-4523.

>>>

>>> All the best,

>>>

>>> Catherine

>>>

>>>

>>>

>>>> On Feb 6, 2017, at 1:54 PM, Heyward Robinson <hrobi@comcast.net> wrote:

>>>>

>>>> Council Members,

>>>>

>>>> I am writing once again to request that you remove the Deleon real estate boxes from downtown and other parts of Menlo Park. I have attached a recent photo of a box blocking access to a downtown bike rack. These boxes are a nuisance and an eyesore. There is no reason to delay action any further. Please address this asap.

>>>>

>>>> Thank you.

>>>>

>>>> Heyward Robinson

>>>>

>>>> <IMG\_2301.jpg>



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**From:** Heyward Robinson <hrobi@comcast.net>  
**Sent:** Monday, February 13, 2017 5:16 PM  
**To:** Keith, Kirsten; Cat Carlton  
**Cc:** Cogan, Jim C; Dixon, William A; McClure, William; \_CCIN  
**Subject:** Re: realtor advertising boxes still cluttering Menlo Park

Kirsten,

While I appreciate that there are specific steps necessary to get rid of these boxes, its taken far too long for the City to take action. I first raised this issue in September: <http://ccin2.menlopark.org/13843.html>. Has DeLeon Realty been asked to voluntarily remove them? Are they arguing that they have a right to put their boxes on public property? Can the City provide an estimate for when they will be removed?

Heyward

On 2/13/17 4:56 PM, Kirsten Keith wrote:

Hello,

I spoke with Jim Cogan about this today. It seems that it is not as easy to remove them as one might wish. There are a few steps that must be followed to remove them. Jim is in the process of doing this now but it will take some time.

Best regards,  
Kirsten

On Mon, Feb 13, 2017 at 2:59 PM Heyward Robinson <[hrobi@comcast.net](mailto:hrobi@comcast.net)> wrote:  
Cat,

I fully agree that many of the newspaper boxes could/should be more attractive. But to be clear, I am specifically objecting to the DeLeon realty boxes. The objection is not merely a matter of aesthetics and clutter, but the more fundamental issue of allowing a private entity to use public space for a commercial use.

Heyward



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>

> Catherine

>

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>> Heyward

>> <image1.JPG>

>>

>> Sent from my iPhone

>>

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>>> Heyward,

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>>>

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>>>

>>> Catherine

>>>

>>>

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>>>> On Feb 6, 2017, at 1:54 PM, Heyward Robinson <[hrobi@comcast.net](mailto:hrobi@comcast.net)> wrote:



>>>>

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>>>> I am writing once again to request that you remove the Deleon real estate boxes from downtown and other parts of Menlo Park. I have attached a recent photo of a box blocking access to a downtown bike rack. These boxes are a nuisance and an eyesore. There is no reason to delay action any further. Please address this asap.

>>>>

>>>> Thank you.

>>>>

>>>> Heyward Robinson

>>>>

>>>> <IMG\_2301.jpg>



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**From:** Heyward Robinson <hrobi@comcast.net>  
**Sent:** Tuesday, September 20, 2016 4:51 PM  
**To:** \_CCIN  
**Subject:** Realtor advertising boxes downtown  
**Attachments:** image1.JPG; ATT00001.txt

I just noticed that a number of Deleon real estate advertising boxes have been placed downtown. Why is the City allowing these in public spaces? What will the City do when other realtors ask to place their boxes on our streets? Do we really want our downtown used in this way?

I look forward to hearing from the Council and/or staff about this important issue.

Heyward Robinson



---

**From:** Heyward Robinson <hrobi@comcast.net>  
**Sent:** Monday, February 6, 2017 1:55 PM  
**To:** \_CCIN  
**Cc:** Dixon, William A; McClure, William  
**Subject:** realtor advertising boxes still cluttering Menlo Park  
**Attachments:** IMG\_2301.jpg

Council Members,

I am writing once again to request that you remove the Deleon real estate boxes from downtown and other parts of Menlo Park. I have attached a recent photo of a box blocking access to a downtown bike rack. These boxes are a nuisance and an eyesore. There is no reason to delay action any further. Please address this asap.

Thank you.

Heyward Robinson



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		March 2016 Inventory		February 2017 Inventory						
Location	Fronting Store	Paper/Publisher Using Space	Usage	Sticker #	Paper/Publisher Using Space	City or Privately Owned	Color	Type	Usage	Notes from Walk
620 Santa Cruz Ave	Citibank	Palo Alto Weekly	Not-Used & Garbage	100	Palo Alto Weekly	City	Green	Fixed	In use	
620 Santa Cruz Ave	Citibank	Recycler.com	Not-Used & Garbage	101	Recycler.com	City	Green	Fixed	Not in use	Trash
607 Santa Cruz Ave	Salon	Metro		102	Metro	Private	Red	Portable	In use	
607 Santa Cruz Ave	Salon	San Mateo Daily Journal	Used	103	San Mateo Daily Journal	City	Green	Fixed	In use	
607 Santa Cruz Ave	Salon	Palo Alto Daily News	Not-Used	104	Palo Alto Daily News	City	Green	Fixed	In use	
607 Santa Cruz Ave	Salon	<a href="http://www.openexchange.org">www.openexchange.org</a>	Not-Used	105	<a href="http://www.openexchange.org">www.openexchange.org</a>	City	Green	Fixed	Not in use	
607 Santa Cruz Ave	Salon	?	Not-Used & Garbage	106	SF Bay Guardian	City	Green	Fixed	Not in use	
607 Santa Cruz Ave	Salon	The Almanac	Not-Used	107	The Almanac	City	Green	Fixed	Not in use	
607 Santa Cruz Ave	Salon	Palo Alto Weekly	Used	108	Palo Alto Weekly	City	Green	Fixed	In use	
608 Santa Cruz Ave	Salon	?		109	Momento	City	Green	Fixed	Not in use	Stickers
608 Santa Cruz Ave	Salon	Daily Post		110	Daily Post	Private	Sky Blue	Portable	In use	
720 Menlo Ave	Trader Joe's	Publisher's Flag Distributors	Not-Used	111	Bay Area Parent	City	Green	Fixed	In use	Space shared
720 Menlo Ave	Trader Joe's	Publisher's Flag Distributors	Not-Used	111	Real Estate Guide	City	Green	Fixed	In use	Space shared
720 Menlo Ave	Trader Joe's	?	Can't Tell	112	Unknown	City	Green	Fixed	Not in use	Trash
720 Menlo Ave	Trader Joe's	The Almanac		113	The Almanac	City	Green	Fixed	In use	Trash
720 Menlo Ave	Trader Joe's	Diablo Dealer	Not-Used	114	Automart.com	City	Green	Fixed	Not in use	Trash
720 Menlo Ave	Trader Joe's	San Mateo County Times		115	San Mateo County Times	City	Green	Fixed	Not in use	
720 Menlo Ave	Trader Joe's	Jobscareers.com	Not-Used	116	Cinequest	City	Green	Fixed	In use	
720 Menlo Ave	Trader Joe's	Homes&Land		117	Homes & Land	City	Green	Fixed	In use	Space shared
720 Menlo Ave	Trader Joe's	Pink Spots		117	Pink Spots	City	Green	Fixed	In use	Space shared
720 Menlo Ave	Trader Joe's	Mission College		118	Mission College	City	Green	Fixed	In use	Space shared
720 Menlo Ave	Trader Joe's	CSU East Bay		118	CSU East Bay	City	Green	Fixed	In use	Space shared
720 Menlo Ave	Trader Joe's	Palo Alto Daily News		119	Palo Alto Daily News	City	Green	Fixed	In use	Trash
720 Menlo Ave	Trader Joe's	San Mateo Daily Journal	Used	120	San Mateo Daily Journal	City	Green	Fixed	In use	Trash
720 Menlo Ave	Trader Joe's	Tuolumne County		121	Tuolumne County	City	Green	Fixed	In use	Space shared
720 Menlo Ave	Trader Joe's	UCSC		121	UCSC	City	Green	Fixed	In use	Space shared
720 Menlo Ave	Trader Joe's	Palo Alto Weekly		122	Palo Alto Weekly	City	Green	Fixed	In use	Space shared
720 Menlo Ave	Trader Joe's	Palo Alto Weekly		122	Deleon Realty	City	Green	Fixed	In use	Space shared
720 Menlo Ave	Trader Joe's	SF Chronicle	Used	123	SF Chronicle	City	Green	Fixed	In use	
720 Menlo Ave	Trader Joe's	SF Chronicle		124	SF Chronicle	City	Green	Fixed	Not in use	
720 Menlo Ave	Trader Joe's	SJ Mercury news	Used	125	SJ Mercury News	City	Green	Fixed	In use	
720 Menlo Ave	Trader Joe's	Blank Space	Not-Used	126	Blank Space	City	Green	Fixed	Not in use	Bad paint
720 Menlo Ave	Trader Joe's	Daily Post		127	Daily Post	Private	Sky Blue	Portable	Not in use	
635 Santa Cruz Ave	Left Bank	Homes&Land/ Parent	Used	128	Homes & Land	City	Green	Fixed	In use	
635 Santa Cruz Ave	Left Bank	CSU East Bay		129	Stanford	City	Green	Fixed	In use	Space shared
635 Santa Cruz Ave	Left Bank	Stanford/ Mission College	Used	129	CSU East Bay	City	Green	Fixed	In use	
1010 University Dr	Draeger's	Daily Post		130	Daily Post	Private	Light Blue	Portable	In use	
1010 University Dr	Draeger's	San Mateo Daily Journal	Used	131	San Mateo Daily Journal	City	Green	Fixed	In use	Sticker residue
1010 University Dr	Draeger's	Wall Street Journal	Not-Used	132	The Wall Street Journal	City	Green	Fixed	Not in use	Trash
1010 University Dr	Draeger's	The Almanac	Can't Tell	133	The Almanac	City	Green	Fixed	Not in use	Trash
1010 University Dr	Draeger's	Palo Alto Weekly	Used	134	Palo Alto Weekly	City	Green	Fixed	In use	
1010 University Dr	Draeger's	Homes&Land	Used	135	Homes & Land	City	Green	Fixed	In use	Space shared
1010 University Dr	Draeger's	Stanford	Used	135	Stanford	City	Green	Fixed	Not in use	Space shared
1010 University Dr	Draeger's	UCSC	Used	136	UCSC	City	Green	Fixed	In use	Space shared
1011 University Dr	Draeger's	Tuolumne County		136	Tuolumne County	City	Green	Fixed	In use	Space shared
1012 University Dr	Draeger's	Palo Alto Daily News		137	Palo Alto Daily News	City	Green	Fixed	In use	
1013 University Dr	Draeger's	SF Bay Guardian		138	SF Bay Guardian	City	Green	Fixed	Not in use	Trash
1010 University Dr	Draeger's	USA Today	Not-Used	139	USA Today	City	Green	Fixed	Not in use	
1010 University Dr	Draeger's	Jobscareers.com	Not-Used	140	Jobs & Careers	City	Green	Fixed	Not in use	
1010 University Dr	Draeger's	San Mateo County Times	Not-Used	141	San Mateo County Times	City	Green	Fixed	Not in use	
1010 University Dr	Draeger's	?	Not-Used	142	Unknown	City	Green	Fixed	Not in use	



		March 2016 Inventory		February 2017 Inventory						
Location	Fronting Store	Paper/Publisher Using Space	Usage	Sticker #	Paper/Publisher Using Space	City or Privately Owned	Color	Type	Usage	Notes from Walk
1010 University Dr	Draeger's	SF Chronicle	Used	143	SF Chronicle	City	Green	Fixed	In use	
1010 University Dr	Draeger's	Blank Space	Not-Used	144	SF Chronicle	City	Green	Fixed	Not in use	Window covered with metal sheet
1010 University Dr	Draeger's	The Examiner	Used	145	The Examiner	City	Green	Fixed	In use	
1010 University Dr	Draeger's	Blank Space	Not-Used	146	The Examiner	City	Green	Fixed	Not in use	Window covered with sheet metal
1010 University Dr	Draeger's	SF Chronicle	Used	147	SF Chronicle	City	Green	Fixed	Not in use	
1010 University Dr	Draeger's	Blank Space	Not-Used	148	SF Chronicle	City	Green	Fixed	Not in use	Window covered with sheet metal
1010 University Dr	Draeger's	SJ Mercury news	Used	149	SJ Mercury News	City	Green	Fixed	In use	Sticker residue
1010 University Dr	Draeger's	?	Not-Used & Garbage	150	Blank Space	City	Green	Fixed	Not in use	Space window covered with metal sheet
1014 University Dr	Draeger's	Bay Area Parent		151	Bay Area Parent	City	Green	Fixed	In use	Space shared
1014 University Dr	Draeger's	Newsmax		151	Newsmax	City	Green	Fixed	In use	Space shared
1015 University Dr	Draeger's	?		152	Unknown	City	Green	Fixed	Not in use	Inside erosion
1016 University Dr	Draeger's	Epoch Times		153	Epoch Times	Private	Yellow	Portable	In use	Graffiti
811 El Camino Real	Jenny Craig	Daily Post		154	Daily Post	Private	Sky Blue	Portable	In use	
811 El Camino Real	Jenny Craig	Palo Alto Weekly		155	Palo Alto Weekly	Private	Blue	Portable	In use	
811 El Camino Real	Jenny Craig	The Almanac		156	The Almanac	Private	Green	Portable	In use	
811 El Camino Real	Jenny Craig	Metro		157	Metro	Private	Red	Portable	In use	
811 El Camino Real	Jenny Craig	Cinequest		158	Cinequest	Private	Black	Portable	In use	
811 El Camino Real	Jenny Craig	Daily News		159	Daily News	Private	Brown	Portable	In use	
811 El Camino Real	Jenny Craig	San Mateo Daily Journal		160	San Mateo Daily Journal	Private	Black	Portable	In use	
811 El Camino Real	Jenny Craig	UCSC		161	UCSC	Private	Teel	Portable	In use	
811 El Camino Real	Jenny Craig	Stanford		162	Stanford	Private	Blue	Portable	In use	
811 El Camino Real	Jenny Craig	Deleon Realty		163	Deleon Realty	Private	Light Blue	Portable	In use	
899 Santa Cruz Ave	Peet's Coffee	Epoch Times		164	Epoch Times	Private	Yellow	Portable	In use	
899 Santa Cruz Ave	Peet's Coffee	Reali		165	Reali	Private	Red	Portable	In use	Trash
899 Santa Cruz Ave	Peet's Coffee	San Mateo Daily Journal	Not-Used	166	San Mateo Daily Journal	Private	Black	Portable	In use	
899 Santa Cruz Ave	Peet's Coffee	Daily Post		167	Daily Post	Private	Blue	Portable	Not in use	
899 Santa Cruz Ave	Peet's Coffee	Investor's Business Daily	Used	168	Investor's Business Daily	Private	Blue	Portable	Not in use	
899 Santa Cruz Ave	Peet's Coffee	Homes&Land		169	Homes & Land	Private	Grey Green	Portable	In use	
899 Santa Cruz Ave	Peet's Coffee	Californiacoastparent.com	Used	170	SportStars	Private	Red	Portable	In use	
899 Santa Cruz Ave	Peet's Coffee	Palo Alto Daily News	Used	171	Palo Alto Daily News	City	Green	Fixed	In use	
899 Santa Cruz Ave	Peet's Coffee	SF Bay Guardian		172	SF Bay Guardian	City	Green	Fixed	Not in use	
899 Santa Cruz Ave	Peet's Coffee	Palo Alto Weekly	Used	173	Palo Alto Weekly	City	Green	Fixed	In use	
899 Santa Cruz Ave	Peet's Coffee	Bay Classified		174	Bay Classified	City	Green	Fixed	Not in use	
899 Santa Cruz Ave	Peet's Coffee	Bay Area Parent		175	Bay Area Parent	City	Green	Fixed	In use	
899 Santa Cruz Ave	Peet's Coffee	The Peninsula		175	The Peninsula	City	Green	Fixed	In use	
899 Santa Cruz Ave	Peet's Coffee	Real Estate Guide		176	Real Estate Guide	City	Green	Fixed	In use	
899 Santa Cruz Ave	Peet's Coffee	Publisher's Flag Distributors	Can't Tell	177	College of San Mateo	City	Green	Fixed	In use	
899 Santa Cruz Ave	Peet's Coffee	Real Estate Guide		178	Real Estate Guide	City	Green	Fixed	In use	
899 Santa Cruz Ave	Peet's Coffee	The Examiner	Used	179	The Examiner	Private	Red	Portable	In use	
899 Santa Cruz Ave	Peet's Coffee	The Almanac	Used	180	The Almanac	City	Green	Fixed	Not in use	Trash
899 Santa Cruz Ave	Peet's Coffee	Cinequest		181	Cinequest	City	Green	Fixed	In use	
899 Santa Cruz Ave	Peet's Coffee	Tuolumne County		182	Tuolumne County	City	Green	Fixed	In use	Space shared
899 Santa Cruz Ave	Peet's Coffee	Stanford/ Parenting	Used	182	Stanford	City	Green	Fixed	In use	Space shared
899 Santa Cruz Ave	Peet's Coffee	Homes&Land		183	Homes & Land	City	Green	Fixed	In use	Space shared
899 Santa Cruz Ave	Peet's Coffee	CSU East Bay		183	CSU East Bay	City	Green	Fixed	In use	Space shared
899 Santa Cruz Ave	Peet's Coffee	SJ Mercury news	Used	184	SJ Mercury News	City	Green	Fixed	In use	
899 Santa Cruz Ave	Peet's Coffee	Blank Space	Not-Used	185	Blank Space	City	Green	Fixed	Not in use	Window covered with sheet metal
899 Santa Cruz Ave	Peet's Coffee	SF Chronicle	Used	186	SF Chronicle	City	Green	Fixed	In use	
899 Santa Cruz Ave	Peet's Coffee	Blank Space	Not-Used	187	Blank Space	City	Green	Fixed	Not in use	Window covered with sheet metal
869 Santa Cruz Ave	Posh Bagel	SJ Mercury news	Used	188	SJ Mercury News	City	Green	Fixed	In use	
869 Santa Cruz Ave	Posh Bagel	The Almanac	Used	189	The Almanac	City	Green	Fixed	In use	



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869 Santa Cruz Ave	Posh Bagel	San Mateo Daily Journal	Used	191	San Mateo Daily Journal	City	Green	Fixed	In use	
869 Santa Cruz Ave	Posh Bagel	SJ Mercury news		192	SJ Mercury News	City	Green	Fixed	In use	
869 Santa Cruz Ave	Posh Bagel	UCSC/ Stanford	Used	193	UCSC	City	Green	Fixed	In use	Space shared
869 Santa Cruz Ave	Posh Bagel	UCSC/ Stanford	Used	193	Stanford	City	Green	Fixed	In use	Space shared
869 Santa Cruz Ave	Posh Bagel	Palo Alto Daily News	Not-Used	194	Palo Alto Daily News	City	Green	Fixed	In use	
869 Santa Cruz Ave	Posh Bagel	Cinequest		195	Cinequest	City	Green	Fixed	In use	
869 Santa Cruz Ave	Posh Bagel	New York Times	Not-Used	196	The New York Times	City	Green	Fixed	Not in use	Graffiti & trash
869 Santa Cruz Ave	Posh Bagel	USA Today	Not-Used	197	USA Today	City	Green	Fixed	Not in use	Trash
869 Santa Cruz Ave	Posh Bagel	Palo Alto Weekly	Used	198	Palo Alto Weekly	City	Green	Fixed	In use	
869 Santa Cruz Ave	Posh Bagel	Epoch Times		199	Epoch Times	Private	Yellow	Portable	In use	
869 Santa Cruz Ave	Posh Bagel	Metro	Used	200	Metro	Private	Red	Portable	Not in use	Trash
869 Santa Cruz Ave	Posh Bagel	Daily Post	Used	201	Daily Post	Private	Sky Blue	Portable	Not in use	
869 Santa Cruz Ave	Posh Bagel	UC Berkeley Extension	Not-Used	202	CSU Berkeley	Private	Navy	Portable	Not in use	
720 Santa Cruz Ave	Le Boulanger	Daily Post	Not-Used	203	Daily Post	Private	Sky Blue	Portable	Not in use	
720 Santa Cruz Ave	Le Boulanger	The Examiner	Not-Used	204	The Examiner	Private	Red	Portable	In use	
720 Santa Cruz Ave	Le Boulanger	Epoch Times		205	Epoch Times	Private	Yellow	Portable	In use	
720 Santa Cruz Ave	Le Boulanger	San Mateo Daily Journal	Not-Used	206	San Mateo Daily Journal	Private	Black	Portable	Not in use	
720 Santa Cruz Ave	Le Boulanger	Careerweb	Not-Used	207	CareerWeb.com	City	Green	Fixed	Not in use	Graffiti & trash
720 Santa Cruz Ave	Le Boulanger	Diablo Dealer	Not-Used	208	Diablo Dealer	City	Green	Fixed	Not in use	
720 Santa Cruz Ave	Le Boulanger	San Mateo County Times	Used	209	SJ Mercury News	City	Green	Fixed	In use	
720 Santa Cruz Ave	Le Boulanger	Jobscareers.com	Not-Used	210	Jobs & Careers	City	Green	Fixed	Not in use	
720 Santa Cruz Ave	Le Boulanger	Palo Alto Weekly	Used	211	Palo Alto Weekly	City	Green	Fixed	In use	
720 Santa Cruz Ave	Le Boulanger	Recycler.com	Not-Used & Garbage	212	Recycler.com	City	Green	Fixed	Not in use	Trash & tape
720 Santa Cruz Ave	Le Boulanger	SJ Mercury news	Used	213	SJ Mercury News	City	Green	Fixed	In use	
720 Santa Cruz Ave	Le Boulanger	Palo Alto Daily News	Not-Used & Garbage	214	Palo Alto Daily News	City	Green	Fixed	Not in use	Trash
720 Santa Cruz Ave	Le Boulanger	SF Chronicle	Used	215	SF Chronicle	City	Green	Fixed	Not in use	
720 Santa Cruz Ave	Le Boulanger	The Almanac	Used	216	The Almanac	City	Green	Fixed	Not in use	
720 Santa Cruz Ave	Le Boulanger	Homes&Land		217	Homes & Land	City	Green	Fixed	In use	Space shared
720 Santa Cruz Ave	Le Boulanger	Stanford	Used	217	Stanford	City	Green	Fixed	In use	Space shared
720 Santa Cruz Ave	Le Boulanger	Mission College		218	Mission College	City	Green	Fixed	In use	Space shared
720 Santa Cruz Ave	Le Boulanger	Tuolumne County		218	Tuolumne County	City	Green	Fixed	In use	Space shared
655 Oak Grove Ave	Post Office	RealI		221	RealI	Private	Red	Portable	Not in use	
655 Oak Grove Ave	Post Office	CSU East Bay	Used	222	CSU East Bay	City	Green	Fixed	In use	
655 Oak Grove Ave	Post Office	UCSC	Used	222	CSU East Bay	City	Green	Fixed	In use	Space shared
655 Oak Grove Ave	Post Office	UCSC	Used	222	UCSC	City	Green	Fixed	In use	Space shared
655 Oak Grove Ave	Post Office	San Mateo Daily Journal	Not-Used	223	San Mateo Daily Journal	City	Green	Fixed	In use	
655 Oak Grove Ave	Post Office	Wall Street Journal	Not-Used	224	The Wall Street Journal	City	Green	Fixed	Not in use	Box empty & bad paint
655 Oak Grove Ave	Post Office	SF Bay Guardian	Not-Used	225	SF Bay Guardian	City	Green	Fixed	Not in use	Trash
655 Oak Grove Ave	Post Office	Palo Alto Weekly	Used	226	Palo Alto Weekly	City	Green	Fixed	In use	
655 Oak Grove Ave	Post Office	The Almanac	Not-Used	227	The Almanac	City	Green	Fixed	In use	
655 Oak Grove Ave	Post Office	Palo Alto Daily News	Not-Used	228	Palo Alto Daily News	City	Green	Fixed	Not in use	Trash
655 Oak Grove Ave	Post Office	Diablo Dealer	Not-Used	229	Diablo Dealer	City	Green	Fixed	Not in use	Trash
655 Oak Grove Ave	Post Office	New York Times	Not-Used	230	New York Times	City	Green	Fixed	Not in use	Box empty
655 Oak Grove Ave	Post Office	The Examiner	Used	231	The Examiner	City	Green	Fixed	In use	
655 Oak Grove Ave	Post Office	USA Today	Used	232	USA Today	City	Green	Fixed	In use	
655 Oak Grove Ave	Post Office	SJ Mercury news	Not-Used	233	SJ Mercury News	City	Green	Fixed	Not in use	Window covered with sheet metal
655 Oak Grove Ave	Post Office	SJ Mercury news	Used	234	SJ Mercury News	City	Green	Fixed	In use	
655 Oak Grove Ave	Post Office	Blank Space	Not-Used	235	Blank Space	City	Green	Fixed	Not in use	Window covered with sheet metal
655 Oak Grove Ave	Post Office	SJ Mercury news		236	SJ Mercury News	City	Green	Fixed	In use	
655 Oak Grove Ave	Post Office	Cinequest		237	Cinequest	City	Green	Fixed	In use	Trash



		March 2016 Inventory		February 2017 Inventory						
Location	Fronting Store	Paper/Publisher Using Space	Usage	Sticker #	Paper/Publisher Using Space	City or Privately Owned	Color	Type	Usage	Notes from Walk
655 Oak Grove Ave	Post Office	SF Chronicle	Used	238	SF Chronicle	City	Green	Fixed	In use	
655 Oak Grove Ave	Post Office	SF Chronicle		239	SF Chronicle	City	Green	Fixed	Not in use	Window covered with sheet metal
655 Oak Grove Ave	Post Office	Homes&Land/ Parent	Used	240	Homes & Land	City	Green	Fixed	In use	Space shared
655 Oak Grove Ave	Post Office	Stanford	Used	240	Stanford	City	Green	Fixed	In use	Space shared
655 Oak Grove Ave	Post Office	Tuolumne County		241	Tuolumne County	City	Green	Fixed	In use	Space shared
655 Oak Grove Ave	Post Office	Mission College		241	Mission College	City	Green	Fixed	In use	Space shared
655 Oak Grove Ave	Post Office	Daily Post	Not-Used	242	Daily Post	Private	Sky Blue	Portable	In use	
1011 El Camino Real	Kepler's Books	RealI		243	RealI	Private	Red	Portable	Not in use	
1010 El Camino Real	Kepler's Books	Daily Post	Used	001	Daily Post	Private	Light Blue	Portable	Not in use	Graffiti
1010 El Camino Real	Kepler's Books	The Almanac	Used	002	The Almanac	Private	Green	Portable	In use	Graffiti
1010 El Camino Real	Kepler's Books	Palo Alto Weekly	Used	003	Palo Alto Weekly	Private	Blue	Portable	In use	Graffiti
1010 El Camino Real	Kepler's Books	Daily News	Not Used & Damaged	004	Daily News	Private	Green	Portable	Not in use	Trash
1010 El Camino Real	Kepler's Books	Epoch Times	Used	005	Epoch Times	Private	Yellow	Portable	In use	Graffiti
1010 El Camino Real	Kepler's Books	Deleon Realty	Used	006	Deleon Realty	Private	Sky	Portable	In use	
1010 El Camino Real	Kepler's Books	Metro	Not-Used	007	Metro	Private	Red	Portable	Not in use	
1010 El Camino Real	Kepler's Books	San Mateo Daily Journal	Used	008	San Mateo Daily Journal	Private	Black	Portable	In use	
1010 El Camino Real	Kepler's Books	Pink Spots	Used	009	Pink Spots	Private	Navy	Portable	In use	
693 Santa Cruz Ave	Starbuck's	USA Today		010	USA Today	City	Green	Fixed	Not in use	
693 Santa Cruz Ave	Starbuck's	Jobscareers.com	Not-Used	011	Jobs & Careers	City	Green	Fixed	Not in use	
693 Santa Cruz Ave	Starbuck's	Palo Alto Daily News	Not-Used	012	Palo Alto Daily News	City	Green	Fixed	Not in use	
693 Santa Cruz Ave	Starbuck's	San Mateo Daily Journal	Not-Used	013	San Mateo Daily Journal	City	Green	Fixed	In use	
693 Santa Cruz Ave	Starbuck's	Shopmenlopark.com	Not-Used	014	The Almanac	City	Green	Fixed	In use	
693 Santa Cruz Ave	Starbuck's	Blank Space	Not-Used	015	Blank Space	City	Green	Fixed	Not in use	
693 Santa Cruz Ave	Starbuck's	The Examiner	Used	016	The Examiner	City	Green	Fixed	In use	
693 Santa Cruz Ave	Starbuck's	Palo Alto Weekly	Used	017	Palo Alto Weekly	City	Green	Fixed	In use	
693 Santa Cruz Ave	Starbuck's	SJ Mercury news	Used	018	SJ Mercury News	City	Green	Fixed	In use	
693 Santa Cruz Ave	Starbuck's	SJ Mercury news		019	SJ Mercury News	City	Green	Fixed	Not in use	Window covered with sheet metal
693 Santa Cruz Ave	Starbuck's	SF Chronicle	Used	020	SF Chronicle	City	Green	Fixed	In use	
693 Santa Cruz Ave	Starbuck's	Recycler.com	Not-Used	021	Recycler.com	City	Green	Fixed	Not in use	
693 Santa Cruz Ave	Starbuck's	Deleon Realty		022	Deleon Realty	Private	Light Blue	Portable	In use	
693 Santa Cruz Ave	Starbuck's	Homes&Land		023	Homes & Land	Private	Green	Portable	In use	
693 Santa Cruz Ave	Starbuck's	Stanford	Used	024	Stanford	City	Green	Fixed	In use	Space shared
693 Santa Cruz Ave	Starbuck's	Luxury Home	Used	024	Luxury Home	City	Green	Fixed	In use	Space shared
693 Santa Cruz Ave	Starbuck's	UCSC	Used	025	UCSC	City	Green	Fixed	In use	
693 Santa Cruz Ave	Starbuck's	Chinese New Home Buyer's Guide	Used	025	Chinese New Home Buyer's Guide	City	Green	Fixed	In use	
693 Santa Cruz Ave	Starbuck's	Daily Post	Used	026	Daily Post	Private	Sky Blue	Portable	Not in use	
693 Santa Cruz Ave	Starbuck's	Publisher's Flag Distributors	Not-Used & Garbage	027	Publisher's Flag Distributors	City	Green	Fixed	Not in use	Graffiti & stickers
693 Santa Cruz Ave	Starbuck's	Publisher's Flag Distributors	Not-Used & Garbage	028	New York Times	City	New York T	Fixed	Not in use	Graffiti & stickers
693 Santa Cruz Ave	Starbuck's	Pink Spots		029	Pink Spots	Private	Navy	Portable	In use	
693 Santa Cruz Ave	Starbuck's	UC Berkeley Extension	Not-Used	030	CSU Berkeley	Private	Navy	Portable	Not in use	
693 Santa Cruz Ave	Starbuck's	Epoch Times		031	Epoch Times	Private	Yellow	Portable	Not in use	
693 Santa Cruz Ave	Starbuck's	Metro		032	Metro	Private	Red	Portable	Not in use	
1100 El Camino Real	McDonald's	San Mateo Daily Journal	Used & Damaged	033	San Mateo Daily Journal	City	Green	Fixed	In use	Sticker residue
1100 El Camino Real	McDonald's	Bay Classified		034	Bay Classified	City	Green	Fixed	Not in use	Trash
1100 El Camino Real	McDonald's	?		035	Unknown	City	Green	Fixed	Not in use	Trash & broekn window
1100 El Camino Real	McDonald's	?		036	Automart.com	City	Green	Fixed	Not in use	
1100 El Camino Real	McDonald's	San Mateo County Times	Used	037	San Mateo County Times	City	Green	Fixed	Not in use	Graffiti
1100 El Camino Real	McDonald's	SJ Mercury news	Used	038	SJ Mercury News	City	Green	Fixed	In use	
1100 El Camino Real	McDonald's	The Almanac	Used	039	The Almanac	City	Green	Fixed	In use	
1100 El Camino Real	McDonald's	SFevergreen.com	Used	040	SFevergreen.com	City	Green	Fixed	In use	
1100 El Camino Real	McDonald's	The Examiner	Not-Used	041	The Examiner	City	Green	Fixed	In use	Sticker label peeling off



		March 2016 Inventory		February 2017 Inventory						
Location	Fronting Store	Paper/Publisher Using Space	Usage	Sticker #	Paper/Publisher Using Space	City or Privately Owned	Color	Type	Usage	Notes from Walk
1100 El Camino Real	McDonald's	Palo Alto Weekly	Used	042	Palo Alto Weekly	City	Green	Fixed	In use	
1100 El Camino Real	McDonald's	SF Chronicle	Not-Used	043	SF Chronicle	City	Green	Fixed	Not in use	
1100 El Camino Real	McDonald's	Metro	Used	044	Metro	Private	Red	Portable	Not in use	
1100 El Camino Real	McDonald's	Daily Post	Used	045	Daily Post	Private	Sky Blue	Portable	Not in use	
1100 El Camino Real	McDonald's	Deleon Realty	Used	046	Deleon Realty	Private	Light Blue	Portable	In use	
772 Santa Cruz Ave	Ann's Coffee Shop	Homes&Land	Used	047	Homes & Land	Private	Gray green	Portable	In use	
772 Santa Cruz Ave	Ann's Coffee Shop	Daily Post	Used	048	Daily Post	Private	Sky Blue	Portable	In use	Box empty
772 Santa Cruz Ave	Ann's Coffee Shop	Palo Alto Daily News	Not-Used	049	Daily News	Private	Brown	Portable	Not in use	Sticker residue
772 Santa Cruz Ave	Ann's Coffee Shop	Metro	Used	050	Metro	Private	Red	Portable	Not in use	
772 Santa Cruz Ave	Ann's Coffee Shop	Epoch Times		051	Epoch Times	Private	Yellow	Portable	In use	
772 Santa Cruz Ave	Ann's Coffee Shop	Deleon Realty	Used	052	Deleon Realty	Private	Light Blue	Portable	In use	
772 Santa Cruz Ave	Ann's Coffee Shop	San Mateo Daily Journal	Used & Damaged	053	San Mateo Daily Journal	Private	Black	Portable	In use	Sticker residue
772 Santa Cruz Ave	Ann's Coffee Shop	Real		054	Real	Private	Red	Portable	Not in use	
772 Santa Cruz Ave	Ann's Coffee Shop	USA Today		055	USA Today	City	Green	Fixed	Not in use	
772 Santa Cruz Ave	Ann's Coffee Shop	The Almanac	Used	056	The Almanac	City	Green	Fixed	In use	
772 Santa Cruz Ave	Ann's Coffee Shop	The Examiner	Used	057	The Examiner	City	Green	Fixed	In use	
772 Santa Cruz Ave	Ann's Coffee Shop	Palo Alto Weekly	Used	058	Palo Alto Weekly	City	Green	Fixed	In use	
772 Santa Cruz Ave	Ann's Coffee Shop	SF Chronicle	Used	059	SF Chronicle	City	Green	Fixed	Not in use	
772 Santa Cruz Ave	Ann's Coffee Shop	ShopmenloPark.com		060	ShopMenloPark.com	City	Green	Fixed	Not in use	Trash
772 Santa Cruz Ave	Ann's Coffee Shop	SJ Mercury news	Used	061	SJ Mercury News	City	Green	Fixed	In use	Sticker residue
772 Santa Cruz Ave	Ann's Coffee Shop	Wall Street Journal	Not-Used & Garbage	062	The Wall Street Journal	City	Green	Fixed	Not in use	Trash
1001 El Camino Real	Applewood Pizza	n/a	Not-Used	063	Unknown	City	Green	Fixed	Not in use	Rust and peeling paint
1001 El Camino Real	Applewood Pizza	San Mateo County Times	Not-Used	064	San Mateo County Times	City	Green	Fixed	Not in use	
1001 El Camino Real	Applewood Pizza	Palo Alto Daily News	Used	065	Palo Alto Daily News	City	Green	Fixed	In use	Trash
1001 El Camino Real	Applewood Pizza	Bay Classified	Not-Used	066	Bay Classified	City	Green	Fixed	Not in use	Trash
1001 El Camino Real	Applewood Pizza	The Almanac	Used	067	The Almanac	City	Green	Fixed	In use	Rusted
1001 El Camino Real	Applewood Pizza	Palo Alto Weekly	Used	068	Palo Alto Weekly	City	Green	Fixed	In use	Space Shared & rust
1001 El Camino Real	Applewood Pizza	Palo Alto Weekly	Used	068	Deleon Realty	City	Green	Fixed	In use	Space Shared & rust
1001 El Camino Real	Applewood Pizza	Careerweb	Not-Used	069	Careerweb	City	Green	Fixed	Not in use	Rust, adhesive tape, stickers & empty
1001 El Camino Real	Applewood Pizza	Diablo Dealer	Not-Used	070	Luxury Autos	City	Green	Fixed	Not in use	Rust, graffiti, adhesive tape & stickers
600 Santa Cruz Ave	Stacks	The Examiner	Used	071	The Examiner	Private	Red	Portable	In use	
600 Santa Cruz Ave	Stacks	Deleon Realty	Used	072	Deleon Realty	Private	Light Blue	Portable	In use	
600 Santa Cruz Ave	Stacks	Daily Post	Used	073	Daily Post	Private	Sky Blue	Portable	In use	
600 Santa Cruz Ave	Stacks	Real		074	Real	Private	Red	Portable	Not in use	
600 Santa Cruz Ave	Stacks	Homes&Land/ Stanford	Used	075	Homes & Land	City	Green	Fixed	In use	Space shared
600 Santa Cruz Ave	Stacks	Tuolumne County		075	Tuolumne County	City	Green	Fixed	In use	Space shared
600 Santa Cruz Ave	Stacks	UCSC, CSU	Used	076	UCSC	City	Green	Fixed	In use	Space shared
601 Santa Cruz Ave	Stacks	Mission College		076	Mission College	City	Green	Fixed	In use	Space shared
600 Santa Cruz Ave	Stacks	The Almanac	Not-Used	077	The Almanac	City	Green	Fixed	In use	
600 Santa Cruz Ave	Stacks	Palo Alto Weekly	Used	078	Palo Alto Weekly	City	Green	Fixed	In use	Trash
600 Santa Cruz Ave	Stacks	SF Chronicle	Not-Used & Garbage	079	SF Chronicle	City	Green	Fixed	Not in use	
600 Santa Cruz Ave	Stacks	SJ Mercury news	Not-Used	080	SJ Mercury News	City	Green	Fixed	In use	
600 Santa Cruz Ave	Stacks	Epoch Times	Used	081	Epoch Times	Private	Yellow	Portable	In use	
600 Santa Cruz Ave	Stacks	Metro	Used	082	Metro	Private	Red	Portable	In use	
600 Santa Cruz Ave	Stacks	UC Berkeley Extension	Not-Used	083	CSU Berkeley	Private	Navy	Portable	Not in use	
620 Santa Cruz Ave	Citibank	Metro	Used	084	Metro	Private	Red	Portable	In use	
620 Santa Cruz Ave	Citibank	New York Times	Not-Used	085	The New York Times	Private	Blue, white	Portable	Not in use	
620 Santa Cruz Ave	Citibank	Epoch Times	Used	086	Epoch Times	Private	Yellow	Portable	In use	
620 Santa Cruz Ave	Citibank	Daily Post	Used	087	Daily Post	Private	Sky Blue	Portable	In use	
620 Santa Cruz Ave	Citibank	San Mateo Daily Journal	Used	088	San Mateo Daily Journal	Private	Black	Portable	In use	
620 Santa Cruz Ave	Citibank	The Examiner	Used	089	The Examiner	Private	Red	Portable	In use	



		March 2016 Inventory		February 2017 Inventory						
Location	Fronting Store	Paper/Publisher Using Space	Usage	Sticker #	Paper/Publisher Using Space	City or Privately Owned	Color	Type	Usage	Notes from Walk
620 Santa Cruz Ave	Citibank	SJ Mercury news	Used	090	SJ Mercury News	City	Green	Fixed	In use	
620 Santa Cruz Ave	Citibank	Cinequest		091	Cinequest	City	Green	Fixed	In use	
620 Santa Cruz Ave	Citibank	SF Chronicle	Used	092	SF Chronicle	City	Green	Fixed	In use	
620 Santa Cruz Ave	Citibank	The Almanac	Used	093	The Almanac	City	Green	Fixed	Not in use	
620 Santa Cruz Ave	Citibank	Bay Area Parent	Not-Used	094	Bay Area Parent	City	Green	Fixed	In use	Sticker residue
620 Santa Cruz Ave	Citibank	Real Estate Guide	Not-Used	095	Real Estate Guide	City	Green	Fixed	In use	
620 Santa Cruz Ave	Citibank	Newsmax	Used	096	Newsmax	City	Green	Fixed	In use	
620 Santa Cruz Ave	Citibank	Real Estate Guide	Used	097	Real Estate Guide	City	Green	Fixed	In use	
620 Santa Cruz Ave	Citibank	Palo Alto Daily News	Used	098	Palo Alto Daily News	City	Green	Fixed	In use	
620 Santa Cruz Ave	Citibank	SportStars	Used	099	SportStars	City	Green	Fixed	In use	
772 Santa Cruz Ave	Ann's Coffee Shop	San Mateo County Times	Not-Used & Garbage							
772 Santa Cruz Ave	Ann's Coffee Shop	San Mateo County Times	Used							
620 Santa Cruz Ave	Citibank	Sfevergreen.com	Used							
1010 University Dr	Draeger's	Blank Space	Not-Used							
1010 University Dr	Draeger's	Publisher's Flag Distributors	Used							
1010 University Dr	Draeger's	Publisher's Flag Distributors	Not-Used & Garbage							
720 Santa Cruz Ave	Le Boulanger	Parenting	Used							
1100 El Camino Real	McDonald's	Diablo Dealer	Not-Used							
1100 El Camino Real	McDonald's	Palo Alto Daily News	Not Used & Damaged							
1100 El Camino Real	McDonald's	SF Chronicle	Used							
899 Santa Cruz Ave	Peet's Coffee	Publisher's Flag Distributors	Can't Tell							
899 Santa Cruz Ave	Peet's Coffee	Publisher's Flag Distributors	Can't Tell							
899 Santa Cruz Ave	Peet's Coffee	Publisher's Flag Distributors	Can't Tell							
899 Santa Cruz Ave	Peet's Coffee	Recycler.com	Not-Used							
899 Santa Cruz Ave	Peet's Coffee	Sfevergreen.com	Used							
899 Santa Cruz Ave	Peet's Coffee	Stanford Daily	Used							
899 Santa Cruz Ave	Peet's Coffee	The Examiner	Used							
899 Santa Cruz Ave	Peet's Coffee	UCSC	Used							
869 Santa Cruz Ave	Posh Bagel	Deleon Realty	Used							
869 Santa Cruz Ave	Posh Bagel	Mancini's sleepworld	Used							
869 Santa Cruz Ave	Posh Bagel	San Mateo County Times	Not-Used							
655 Oak Grove Ave	Post Office	Blank Space	Not-Used							
655 Oak Grove Ave	Post Office	Oakland Tribune	Not-Used							
655 Oak Grove Ave	Post Office	Publisher's Flag Distributors	Not-Used & Garbage							
655 Oak Grove Ave	Post Office	Publisher's Flag Distributors	Not-Used & Garbage							
655 Oak Grove Ave	Post Office	Publisher's Flag Distributors	Not-Used & Garbage							
655 Oak Grove Ave	Post Office	Publisher's Flag Distributors	Not-Used & Garbage							
655 Oak Grove Ave	Post Office	San Mateo County Times	Can't Tell							
607 Santa Cruz Ave	Salon	Diablo Dealer	Not-Used							
693 Santa Cruz Ave	Starbuck's	Sleeptrain	Used							
693 Santa Cruz Ave	Starbuck's	Mission College	Used							
720 Menlo Ave	Trader Joe's	Publisher's Flag Distributors	Not-Used							
720 Menlo Ave	Trader Joe's	?	Can't Tell							
720 Menlo Ave	Trader Joe's	?	Can't Tell							
720 Menlo Ave	Trader Joe's	?	Can't Tell							
720 Menlo Ave	Trader Joe's	?	Can't Tell							
720 Menlo Ave	Trader Joe's	?	Can't Tell							



Photos of City-owned newsracks being used as  
trash receptacles and holding containers



















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Photos of City-owned newsracks not maintained  
(in disrepair)















Photos of the privately-owned newsracks  
placement and maintenance



























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Photos of privately-owned newsracks not being used















## Chapter 12.23 NEWSRACKS

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### 12.23.010 Purpose—Scope.

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The purpose and scope of the regulations in this chapter are as follows:

- (a) The provisions of this chapter shall apply to all newsracks located in public places within the city of Burlingame; provided, that certain provisions, as specified, shall apply only to newsracks located on public property.
- (b) It is in the public interest to establish regulations that balance the right to distribute information through newsracks with the right of persons to reasonably access and use public property.
- (c) The public health, safety, welfare and convenience require that: interference with vehicular, bicycle, wheelchair or pedestrian traffic be avoided; obstruction of sight distance and views of traffic signs and street-crossing pedestrians be eliminated; damage done to sidewalks or streets be minimized and repaired; the good appearance of public property be maintained; trees and other landscaping be allowed to grow without disturbance; access to emergency and other public facilities be maintained; and ingress and egress from, and the enjoyment of store window displays on, properties adjoining public property be protected.
- (d) Newsracks placed and maintained on public property, absent some reasonable regulation, may unreasonably interfere with the use of such property, and may present hazards to persons or property.
- (e) The regulations on the time, place and manner of the placement, location and maintenance of newsracks set forth in this chapter are carefully tailored to ensure that the purposes stated in this section are implemented while still providing ample opportunities for the distribution of news to the public. (Ord. 1887 § 1, (2013))

### 12.23.020 Definitions.

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For the purposes of this chapter, the following words and phrases are defined and shall be given the meaning set out in this section unless it is apparent from the context that a different meaning is intended.

- (a) “Abandoned newsrack” means any newsrack which remains empty for ten (10) business days; provided, that a newsrack remaining empty due to labor strike or any temporary and extraordinary interruption of distribution or publication by the newspaper or other publication sold or distributed from that newsrack shall not be deemed abandoned.
- (b) “Director of public works” means the director of public works or designee.
- (c) “Harmful matter” means and is defined as in California Penal Code Section 313, as may from time to time be amended.
- (d) “Minor” means any natural person under eighteen (18) years of age.
- (e) “Newsrack” means any self-service or coin-operated box, container, storage unit, or other dispenser installed, used or maintained for the display and sale or distribution of newspapers, periodicals or other publications.
- (f) “Person” means any individual, partnership, firm, association, corporation, limited liability company, or other legal entity.
- (g) “Public place(s)” means and includes any public property owned or controlled by the city of Burlingame or any other public agency, or any outdoor private property which is open to the public.
- (h) “Public property” means any public right-of-way or any property owned or controlled by the city of Burlingame, including, without limitation, streets, sidewalks, alleys, and rights-of-way.
- (i) “Special newsrack area” means any area of the city of Burlingame so designated by the city council upon findings that the special circumstances of the area require special design, placement and other standards for newsracks.
- (j) “Special newsrack container” means a specially designed permanently affixed container provided by the vendor, within which shall be the exclusive location for the placement of newsracks in a special newsrack area. (Ord. 1887 § 1, (2013))

### 12.23.030 Permit required.

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It is unlawful to install, place, maintain or cause to be placed, installed or maintained a newsrack on, or projecting on, any public property without first receiving a permit therefor from the director of public works and unless such newsrack is in compliance with the provisions of this chapter; provided that, except for newsracks proposed to be located within a special newsrack area, a newsrack located on public property as of November 7, 2013 may continue to remain in such location, under the following conditions:

- (a) The newsrack is in compliance with the requirements for the installation and maintenance of newsracks contained in this chapter; and
- (b) A permit application for such newsrack has been filed as of that date with the director of public works by the duly authorized representative of both the publisher and, if applicable, any independent distributor authorized to service the publisher's newsrack; and
- (c) A permit pursuant to such application has not been denied with respect to any such newsrack.

If no permit application has been filed by that date by the duly authorized representative of both the publisher and, if applicable, any independent distributor authorized to service the publisher's newsrack, or such permit is denied, such newsrack shall be deemed to be in violation of the provisions of this chapter. Holders of permits for existing newsracks shall be required to re-register such newsracks with the city by July 1, 2014, and each year thereafter, on a form provided by the city. (Ord. 1887 § 1, (2013))

### **12.23.040 Obtaining a permit.**

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(a) Exclusive Requirements. The provisions of this chapter shall be the exclusive requirements for newsrack encroachments onto public property in the city.

(b) Application. Application for a newsrack permit for each location sought shall be submitted to the director of public works on a form prescribed by the director of public works, which shall include, without limitation:

(1) The name, street and mailing address, and telephone number of the applicant, which shall be the duly authorized representative of both the publisher and, if applicable, any independent distributor authorized to service the publisher's newsrack for which the permit is sought;

(2) The name, street and mailing address and telephone number of the distributor or other responsible person whom the city may notify or contact at any time concerning the applicant's newsrack(s);

(3) A description of the exact proposed location (including a map or site plan, drawn to scale, with adequate locational information to verify conformance with this chapter) and the proposed means of affixing the proposed newsrack;

(4) A description of the proposed newsrack, including its dimensions, the number of publication spaces it will contain, and whether it contains a coin-operated mechanism;

(5) The name and frequency of publication of each publication proposed to be contained in the newsrack;

(6) A statement signed by the applicant that the applicant agrees to indemnify, defend and hold harmless, the city and its representatives from all claims, demands, loss, fines or liability to the extent arising out of or in connection with the installation, use or maintenance of any newsrack on public property by or on behalf of any such person, except such injury or harm as may be caused solely and exclusively by the negligence of the city or its authorized representatives; and

(7) A statement signed by the applicant that the applicant agrees, upon removal of a newsrack, to repair any damage to the public property caused by the newsrack or its removal.

(c) Issuance of Permit. A permit shall be issued within fifteen (15) working days from the date of filing the application with the director of public works if the application is properly completed and the type of newsrack and location proposed for each newsrack meet the standards set forth in this chapter. A single permit shall be issued for each newsrack location applied for by an applicant which meet the standards of this chapter. An applicant may submit more than one application, in order to apply for additional locations. A permit shall not be transferable.

(d) Period of Permit Validity. Permits shall remain valid if re-registered with the city by June 30th of each year, on a form provided by the director of public works. Failing to re-register or explicit cancellation by a permit holder will void the permit and it will be ineffective thereafter. Unregistered newsracks may be treated as abandoned under Section 12.23.130 or other applicable enforcement mechanism.



(e) Issuance of Permit Sticker. Each permittee shall be issued a pre-printed sticker for each permitted newsrack, which shall be affixed to the lower right corner of the front of each newsrack.

(f) Denial of Permit. If a newsrack permit is disapproved, in whole or in part, the director of public works shall notify the applicant within fifteen (15) working days from the date of filing a complete application with the director of public works, explaining the reasons for the denial of the permit. The applicant shall have ten (10) calendar days within which to appeal the decision to the city manager in accordance with the appeal provisions set forth in subsection (g) of this section.

(g) Appeal of Permit Denial. After receiving a notice of appeal, the city manager or the designee of the city manager shall conduct a hearing within thirty (30) days of the receipt of the applicant's appeal, unless otherwise agreed to by the applicant. Written notice of the time and place of the hearing shall be given to the applicant, and shall be posted in the official posting locations of the city. The hearing shall be informal, but oral and written evidence may be given by both sides. The city manager or designee shall render a written decision within twenty (20) days after the date of the hearing. The decision of the city manager shall be final.

(h) Amendment to Permit. In the event of a change in any of the information contained in the application, the permittee shall submit such change in writing to the director of public works. A permittee may install and maintain additional newsracks by an amendment to the permit. The rules and procedures of this section shall also apply to the review and approval of any such amendment. (Ord. 1887 § 1, (2013))

### **12.23.050 Standards for maintenance and display of newsracks.**

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(a) Every person placing or maintaining a newsrack on public property shall comply with the following requirements:

(1) Every newsrack shall be maintained in a neat and clean condition, and in good repair at all times. For example, without limitation, every newsrack shall be reasonably free of dirt and grease, be reasonably free of chipped, faded, peeling or cracked paint, be reasonably free of rust and corrosion, have no broken or cracked plastic or glass parts, and have no broken structural parts.

(2) Every newsrack shall be constructed, installed and maintained in a safe and secure condition.

(3) Every newsrack shall be made of solid material on all sides, so as to contain the material inside the newsrack in a manner as to prevent it from blowing away or otherwise becoming litter. No wire or other open form of newsrack shall be permitted.

(4) Every newsrack shall be kept free of graffiti.

(5) Every newsrack that sits on legs shall be kept free of dirt and litter under the newsrack.

(6) Every newsrack shall be painted or covered with a protective coating, so as to keep it free from rust, and shall be cleaned and repainted on a regular basis.

(7) Every coin-operated newsrack shall be equipped with a coin-return device that is maintained in good repair and working order.

(8) Every coin-operated newsrack shall display information on how to secure a refund in the event of coin return malfunction. Such information shall be placed in a visible location on the front or top of the newsrack, and shall be legible.

(9) Other than the display of the publication contained therein, no newsrack shall display or be affixed with any words or pictures except for the identifying information, and the coin return information, if applicable, required by subsection (e) of Section 12.23.040 and subsections (a)(8) and (b), respectfully, of this section; provided that, except as provided in Section 12.23.080 (Special newsrack areas), each side of a newsrack may display, in characters no more than four (4) inches high, the name and/or logo of the publication contained in the newsrack, and the front of each newsrack may be affixed with a single sign or decal, no larger than three (3) inches by ten (10) inches, containing only information relating to the display, sale or distribution of the publication contained in the newsrack. If the newsrack contains a built-in sign holder, the newsrack may be affixed with a sign that fits within that holder, not to exceed eleven (11) inches by seventeen (17) inches.

(10) Old or out-of-date material removed from any newsrack by any person who owns, maintains, or stocks the newsrack shall be recycled or disposed of in a lawful manner. Such material shall not be disposed of in any trash receptacle owned or rented by others, without the express written consent of the owner or renter of such receptacle. Such material shall be disposed of in a manner that does not cause the material to become litter.



(b) Every newsrack located in a public place shall be affixed with identifying information, which shall contain the name, address and telephone number of the newsrack owner and of the distributor of the publication(s) contained therein. Such information shall be placed in a visible location on the front or top of the newsrack, and shall be legible. The size of the identifying information shall be no larger than three (3) inches by five (5) inches. (Ord. 1887 § 1, (2013))

### **12.23.060 Size and design standards.**

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Except as provided in Section 12.23.080 (Special newsrack areas), no newsrack shall be placed, installed or maintained on any public property except in compliance with the following standards:

(a) No newsrack shall be more than fifty (50) inches high (including the pedestal in the case of modular newsracks) measured from the ground to the top surface of the newsrack, nor more than two (2) feet deep, nor more than twenty-four (24) inches wide.

(b) The highest operable part of the coin slot, if provided, and all controls, dispensers and other operable components of a newsrack shall be no higher than forty-eight (48) inches above the ground, and no lower than fifteen (15) inches above the ground.

(c) The design of a newsrack shall not create a danger to the persons using the newsrack in a reasonably foreseeable manner. All newsracks shall comply with all applicable federal, state and local laws and regulations including, without limitation, the Americans with Disabilities Act and other laws and regulations relating to barrier-free design. (Ord. 1887 § 1, (2013))

### **12.23.070 Standards for placement and location of newsracks.**

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(a) Except as otherwise set forth in Section 12.23.080 (Special newsrack areas), no newsrack shall be placed, installed or maintained on any public property when such installation, use or maintenance endangers the safety of persons or property. No newsrack shall be placed, installed or maintained on any public property except in compliance with the following standards:

(1) Newsracks shall be placed only on a sidewalk, in one of the following locations:

(A) Near a curb, in which case, the back of the newsrack shall be placed no less than eighteen (18) inches (twelve (12) inches along El Camino Real) nor more than twenty-four (24) inches from the face of the curb; or

(B) Adjacent to the wall of a building, in which case, the back of the newsrack shall be placed parallel to such wall and not more than six (6) inches from the wall.

(2) Every newsrack shall be placed so as to open toward the sidewalk.

(3) Every newsrack shall be affixed to the sidewalk or to another newsrack, in a manner approved by the permit therefor; provided, no newsrack shall be chained to another newsrack. Newsracks shall not be chained or otherwise attached to any bus shelter, bench, street light, utility pole or device or sign pole, or to any tree, shrub or other plant, nor situated upon any landscaped area.

(4) No newsrack shall be placed, installed or maintained:

(A) Within ten (10) feet of any marked or unmarked crosswalk as measured from the curb return;

(B) Within five (5) feet of any fire hydrant, call box, or other emergency facility; bus bench; or utility pole or box;

(C) At any location where the clear space for the passage of pedestrians is reduced to less than six (6) feet (five (5) feet along El Camino Real);

(D) Within five (5) feet of any driveway;

(E) Within five (5) feet of any red curb of a bus stop zone;

(F) Within five (5) feet of the curb return of any wheelchair curb ramp not in a marked crosswalk;

(G) In such a manner as to impede or interfere with the reasonable use of any commercial window display or access to or from any building;

(H) In such a manner as to impede or interfere with the reasonable use of any bicycle rack;



(I) In such a manner as to block or cover any portion of an underground utility vault, manhole, or other sidewalk underground access location.

(5) Any newsrack placed on El Camino Real must be approved by CalTrans in addition to the approvals required under this section, unless CalTrans waives such approval right.

(b) Newsracks may be placed or joined together; however, no group of newsracks placed along a curb shall extend for a distance of more than ten (10) feet (i.e., the combined width of five (5) newsracks); and no group of newsracks shall be closer than four (4) feet to another group of newsracks along a curb.

(c) The director of public works may allow a permittee to place a newsrack in a location in variance of the standards otherwise required by this section if the director of public works finds that such variance will not be detrimental to the public safety and that, due to the existing physical constraints at that location, imposition of the standards would make placement impossible and would cause a hardship to the permittee and its patrons. The written findings and the variance shall be made part of the permit. Prior to considering whether or not to grant a variance, the director of public works shall provide written notice of the requested variance to the owner(s) of the real property adjacent to or abutting the proposed newsrack location.

(d) If sufficient space does not exist to accommodate all newsracks sought to be placed at one location without violating the standards set forth in this chapter, the director of public works shall give priority as to that location to publications on a historical “first come first served” basis to permit applicants as follows:

- (1) First priority shall be publications that are published two (2) or more times a week;
- (2) Second priority shall be given to publications that are published once per week;
- (3) Third priority shall be given to publications that are published less than once per week but more than once per month;
- (4) Fourth priority shall be given to publications that are published monthly or less frequently than monthly.

In the event the director of public works is required to utilize the priority system described in subsections (d)(1) through (4), he or she shall permit only one rack per publication or distributor in a single location.

(e) The provisions of this section shall apply as of the effective date of the ordinance codified in this chapter to new installations or applications. These provisions shall not require removal or modification of permitted, existing newsracks in existence prior to November 7, 2013, until June 30, 2015. At such time, any pre-existing newsracks or publication placements within them must be brought into compliance with this section in order to continue as a valid, permitted newsrack within the city. (Ord. 1887 § 1, (2013))

### **12.23.080 Special newsrack areas.**

(a) The city council hereby finds that special circumstances require special design, placement and other standards for newsracks located in the certain areas of the city and such areas are hereby designated as “special newsrack areas.” Newsracks and publication placements therein existing as of the effective date of the ordinance codified in this chapter are allowed to remain in their current configuration. When a publication or distributor controlling such existing newsracks seeks to substantially change or modify such newsracks or submit a new application in connection with them, the existing newsracks must be brought into compliance with this section. Regardless of the preceding, all existing newsracks within the designated special newsrack areas must be brought into compliance with the requirements of this section by July 1, 2020. The following areas are hereby designated as special newsrack areas:

- (1) The Burlingame Avenue Downtown Commercial Area and the Broadway Commercial Area.

(A) The city council hereby designates the “Burlingame Avenue Downtown Commercial Area,” bounded by and including both sides of the following streets: California Drive to El Camino Real and Howard Avenue to Chapin Avenue between El Camino Real and Primrose Road and Bellevue Avenue between Primrose Road and California Drive, inclusive of that portion of Primrose Road running between Chapin Avenue and Bellevue Avenue, as a special newsrack area. The city council hereby designates the “Broadway Commercial Area,” including both sides of the following streets: Broadway between California Drive and El Camino Real and California Drive from Lincoln Avenue to Carmelita Avenue, as a special newsrack area.

(B) The council finds that the Burlingame Avenue Downtown Commercial Area and the Broadway Commercial Area have become very congested, with street furniture and other sidewalk encroachments, automobiles and other means of



travel competing with pedestrians for the public space; and that special standards for the design and location of newsracks, in conjunction with a program for the furnishing and installation of street furniture, and the enforcement of existing regulations for other encroachments in these commercial areas, will help to create a sense of order out of chaos and provide a friendly environment for those who come to the area.

(b) Notwithstanding any contrary provisions in this chapter, the following special standards shall apply to newsracks and the placement of publications in newsracks within any special newsrack area so designated pursuant to subsection (a) of this section:

(1) No newsrack shall be located in a special newsrack area except within a special newsrack container. All newsracks in a special newsrack container shall meet the following specifications:

(A) Every newsrack shall be a modular design, 49-16 or TK-97 style (as manufactured by “Sho-Rack”) or the equivalent, as determined by the director of public works.

(B) All newsracks installed in a designated special newsrack area shall be black in the Burlingame Avenue Downtown Commercial Area and green in the Broadway Commercial Area.

(C) The name and/or logo otherwise permitted pursuant to subsection (a)(9) of Section 12.23.050 may be placed only on the front face of the box, inclusive of the window area, and shall be limited to the dimension of three (3) inches vertically by ten (10) inches horizontally.

(D) Permittees of double high racks may be required to provide devices commonly known as “spacers” for the newsracks adjacent to each double high rack, to ensure that all newsracks in a single location group of racks are the same height. Permittees who use newsracks of a brand other than Sho-Rack may be required to furnish spacers to achieve height uniformity.

(2) Placement of Newsracks Within a Special Newsrack Area. No newsrack shall be located in a special newsrack area unless a permit has been obtained in accordance with this section and with Sections 12.23.040 and 12.23.070. (Ord. 1887 § 1, (2013))

### **12.23.090 Blinder racks required.**

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(a) Newsracks located in public places, other than public places from which minors are excluded, and which display to the public view harmful matter, shall be equipped with devices commonly known as blinder racks in front of the material so that the lower two-thirds of the material is not exposed to public view.

(b) Newsracks located in public places, other than public places from which minors are excluded, and which display to the public view material depicting or describing specified sexual activities, as defined in subdivision (1) of this subsection, or which contain material depicting or describing specified anatomical areas, as defined in subdivision (2) of this subsection, where such picture, or illustration, or statement has as its purpose or effect sexual arousal, gratification or affront, shall be equipped with blinder racks in front of the material so that the lower two-thirds of the material is not exposed to public view.

(1) “Specified sexual activities” means:

(A) Human genitals in a state of sexual stimulation or arousal;

(B) Acts of human masturbation, sexual intercourse or sodomy; or

(C) Fondling or other erotic touching of human genitals, pubic region, buttock or female breast.

(2) “Specified anatomical areas” means:

(A) Less than completely and opaquely covered human genitals, pubic hair, buttocks, perineum, anal region, or female breast at or below the areola thereof; or

(B) Human male genitals in a discernibly turgid state, even if completely and opaquely covered. (Ord. 1887 § 1, (2013))

### **12.23.100 Violation—Enforcement.**

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(a) It shall be illegal to place, install, or maintain any newsrack or any material in a newsrack in a manner contrary to any provision of this chapter.



(b) Any person who violates any provision of this chapter shall be guilty of an infraction and upon conviction thereof shall be punished as provided in Section 1.12.010 of this code.

(c) The provisions contained in this chapter shall be subject to the code enforcement authority of the city as provided in Title 1 of this code. (Ord. 1887 § 1, (2013))

### **12.23.110 Nuisance.**

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Any newsrack or any material in a newsrack placed, installed or maintained in violation of this chapter shall constitute a public nuisance and may be abated in accordance with applicable provisions of law. (Ord. 1887 § 1, (2013))

### **12.23.120 Removal and hearing.**

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In addition to the enforcement remedies available to the city, which are set forth in Title 1 and in Sections 12.23.100 and 12.23.110 of this chapter, any newsrack placed, installed or maintained in violation of this chapter may be removed by the city, subject to the notice and hearing procedures set forth in this section.

(a) Notice of Violation. Before removal of any newsrack, the city shall notify the owner or distributor of the violation. Written notification by first class mail to the address or addresses shown on the offending newsrack shall constitute adequate notice. The city may, but need not, affix an additional notice tag onto the offending newsrack. If no identification is shown on the newsrack, posting of the notice on the newsrack alone shall be sufficient. The notice shall state the nature of the violation, shall specify actions necessary to correct the violation, and shall give the owner or distributor ten (10) business days from the date appearing on the notice to either remedy the violation or to request a meeting before the community development director or designee of the community development director. The date on the notice shall be no earlier than the date on which the notice is mailed or affixed to the newsrack, as the case may be.

(b) Meeting and Decision. Any owner or distributor notified under subsection (a) may request meeting with the community development director or designee by making a written request therefor within ten (10) business days from the date appearing on the notice. The meeting shall be informal, but oral and written evidence may be given by both sides. The community development director or designee shall give his or her decision within ten (10) business days after the date of the meeting. Any action by the city to remove the newsrack shall be stayed pending the written decision of the community development director or designee following the meeting.

(c) Removal and Impoundment. The city may remove and impound a newsrack or newsracks in accordance with this section following the written decision of the community development director or designee upholding the determination of a violation, or if the owner or distributor has neither requested a meeting nor remedied the violation within ten (10) business days from the date on the notice. An impounded newsrack shall be retained by the city for a period of at least ninety (90) calendar days following the removal, and may be recovered by the permittee upon payment of a fee as set forth in the municipal fee schedule. An impounded newsrack and its contents may be disposed of by the city after ninety (90) calendar days.

(d) Summary Abatement. Notwithstanding the provisions of subsections (a) and (b), prior notice and an opportunity to be heard shall not be required prior to removal of any newsrack that is installed or maintained in such a place or manner as to pose an immediate or clear and present danger to persons, vehicles or property or any newsrack that is placed in any location without a permit. In such case, the city shall proceed in the following manner:

(1) Within the next working day following removal, the city shall notify by telephone the permittee or, in the case of an unpermitted newsrack, the owner of the newsrack or a person whose name is shown on the required identification. Within three (3) business days, the city shall send written confirmation of the telephoned notice. The written confirmation shall contain the reasons for the removal and information supporting the removal, and shall inform the recipient of the right to request, in writing or in person, a post-removal meeting within four (4) business days of the date of such written notice and the person to whom such request shall be made.

(2) Upon timely request, the city shall provide a meeting within forty-eight (48) hours of the request, unless the requesting party agrees to a later date. The proceeding shall be informal, but oral and written evidence may be given by both sides. The city designee hearing the matter shall give his or her decision in writing to the requesting party within forty-eight (48) hours after such meeting. If the city hearing officer finds that the removal was proper, he or she shall notify the requesting party to pay any applicable penalties and costs and recover the newsrack. If the city hearing officer



finds that the removal was improper and that placement of the newsrack was lawful, he or she shall order that the newsrack be released and reinstalled without charge.

(3) If the owner of an unpermitted rack cannot be determined and the rack does not contain the required identification, no notice of the removal shall be required. (Ord. 1887 § 1, (2013))

#### **12.23.130 Abandoned newsracks.**

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An abandoned newsrack may be removed by the city and impounded, pursuant to the notice and hearing procedures set forth in Section 12.23.120. The city may dispose of the newsrack if the permittee does not claim the newsrack and pay any required fees within ninety (90) days of its removal. (Ord. 1887 § 1, (2013))



## Chapter 9.16 - NEWSRACKS

**Sections:**

## 9.16.010 - Definitions.

"Abandoned newsrack" is any newsrack which contains garbage or trash, no current publications or remains empty for ten (10) business days, except that a newsrack remaining empty due to labor strike or any temporary and extraordinary interruption of distribution or publication by the newspaper and other publication sold or distributed from that newsrack shall not be deemed abandoned.

"Modular newsracks" are single newsracks containing separate provisions for two or more different publications, where each kind has separate coin slots or merchandise receptacles or places where the publication is dispensed.

"Newsrack" is any self-service or coin-operated box, container, storage unit, or other dispenser installed, used, or maintained for the display and sale or distribution without charge of newspapers, periodicals or other publications.

"Public right-of-way" includes the area and those areas dedicated to public use for public street purposes including but not limited to roadways, parkways, alleys and sidewalks.

"Roadway" is that portion of the public right-of-way improved, designed and ordinarily used for vehicular traffic including, drainage, gutters and curbs a minimum of five inches in horizontal width.

"Sidewalk" is that portion of the public right-of-way provided for the exclusive use of pedestrians, including planting areas or park strips, between the public roadway and adjacent property lines.

"Temporary newsracks" include any newsracks maintained in the public right-of-way for a trial period of up to forty-five (45) days.

(Prior code § 4-14.01)

## 9.16.020 - Newsrack permit required.

- A. It is unlawful for any person to place, install, maintain or place newspapers into, any newsrack unless a permit has been first obtained pursuant to this chapter. No other permit shall be required.
- B. Any person desiring to place, install or service a newsrack in the city shall obtain a newsrack permit for all newsracks located on or projecting into any public right-of-way or public property from the director of public works or his or her designee on the forms provided by the director at least forty-eight (48) hours prior to the placement on public right-of-way or public property.
- C. There shall be no fee, bond or other charges for a newsrack permit or application.
- D. Every newsrack permit application shall contain the name, address, and telephone number of those responsible for installation, use, and maintenance of the newsracks, and shall describe, in detail, and provide a drawing showing the location(s) proposed for installation. Any newsrack permit shall be issued within ten (10) working days if the type of newsrack and location(s) proposed meet the standards set forth in this chapter.
- E. If a newsrack permit is disapproved, in whole or in part, the director of public works shall notify the applicant promptly, explaining the reasons for denial of a newsrack permit. The applicant may appeal the decision to the city manager, in writing, stating the grounds with particularity, within ten (10) calendar days. The decision of the city manager shall be made, with or without a hearing, within ten (10) calendar days of receipt.



- F. A person or agency obtaining a newsrack permit may install and maintain additional newsracks by an amendment to the permit originally granted to said person or agency. The rules and procedures of this chapter shall also apply to the review and approval of any such amendment.
- G. All persons who obtain a newsrack permit shall also obtain and display, within plain view, an identification/permit marker provided by the city.

(Ord. 04-266 § 1 (part); prior code § 4-14.02)

#### 9.16.030 - Design.

- A. Each newsrack shall be the city standard as established by the director of public works. Where there are three or more single newsracks in any one location, modular style newsracks shall be required. Each compartment in a modular newsrack shall be filled before any additional newsracks can be added to a location. The city requires powder-coated black polyurethane paint for the newsracks and the pedestals of all newsracks.
- B. Unless otherwise approved by the director of public works, the compartments of modular newsracks shall be placed in such a manner as to utilize no more than two horizontal rows of six compartments per row, including double compartments, at each location.
- C. Unless otherwise approved by the director of public works, no newsrack shall be installed in the public right-of-way that exceeds the following dimensions: four feet high, including pedestal measured from the ground to the top surface of the newsrack, two feet deep, and thirty (30) inches wide.
- D. The design of a newsrack shall not create a hazard to the persons using the newsrack.
- E. Up to two newsracks may be placed next to each other. However, no group of newsracks placed along a curb shall extend for a distance of more than eight feet, and shall be no closer than four feet to another group of newsracks along a curb. If sufficient space does not exist to accommodate all newsracks sought to be placed at one location without violating the standards set forth in this chapter, the public works director shall give priority, on a historical first come, first served basis, to permit applicants as follows:
  - 1. First priority, on a first come, first served basis, shall be given to daily publications (inclusive of their Saturday, Sunday or weekend editions whether or not published jointly with another newspaper), published at least five times per week;
  - 2. Second priority, on a first come, first served basis, shall be given to publications published more than once but less than five days per week;
  - 3. Third priority, on a first come, first served basis, shall be given to weekly publications;
  - 4. Fourth priority, on a first come, first served basis, shall be given to bi-weekly publications (published less than once per week but more than once per month); and
  - 5. Fifth priority, on a first come, first served basis, shall be given to monthly or less frequent publications.
- F. All newsracks shall be pedestal mounted, and shall be permanently affixed to the ground, except as permitted under this chapter.
- G. The highest operable part of the coin slot, if provided for the newsrack, all controls, dispensers and other operable components of newsracks shall not be greater than forty-eight (48) inches above the level of the adjacent pavement or sidewalk, nor lower than fifteen (15) inches above the level of the adjacent pavement or sidewalk.
- H. The accessibility standards of the Americans with Disabilities Act of 1990, Public Law, 101-336 and later amendments, affecting the general safety and welfare of all citizens of Los Altos and visitors in the city apply, and it is the responsibility of the owner of each newsrack to comply with all such standards.



(Ord. 04-266 § 1 (part); prior code § 4-14.03)

9.16.040 - Placement.

- A. No person shall install, stock, service, use or maintain any newsrack which projects onto, into or over any part of the roadway of any public right-of-way, street, or which rests, wholly or in part upon, along or over any portion of a roadway.
- B. No person shall install, use or maintain any newsrack which in whole or in part rests upon, in or over any sidewalk or parkway, when such installation, use or maintenance endangers the safety of persons or property, or when such site or location is used for public utility purposes, public transportation purposes or other government use, or when such newsrack interferes with or impedes the flow of pedestrian or vehicular traffic, including handicapped access, the ingress into or egress from any residence, place of business, or the use of poles, posts, traffic signs or signals, hydrants, postal service collection boxes or other objects permitted at or near said location.

(Prior code § 4-14.04)

9.16.050 - Standards.

Any newsrack which in whole or in part rests upon, on or over any sidewalk shall comply with the following standards:

- A. Newsracks shall only be placed near a curb or adjacent to the wall of a building. The back of newsracks placed near the curb shall be placed no less than eighteen (18) inches nor more than twenty-four (24) inches from the face of the curb. The back of newsracks placed adjacent to the wall of a building shall be placed parallel to such wall and not more than three inches from the wall.
- B. Newsracks shall not be chained or otherwise attached to any public property including but not limited to a bus shelter, bench, street light, utility pole, to any other single or modular newsrack, or to any tree, shrub, or other plant, nor situated upon any landscaped area.
- C. Any single unit temporary newsrack which complies with this chapter may be permitted in any single location for a period of forty-five (45) days in order to determine the suitability of long term newsrack locations. At least ten (10) business days prior to locating a temporary newsrack, a complete permit application shall be submitted, including written notice of the particular location and date upon which the forty-five (45) day trial period will begin. Within ten (10) business days after expiration of the forty-five (45) day trial period, the person maintaining the newsrack shall either cause it to be removed or submit a written request to the public works director for a permit for a permanent newsrack location. Temporary newsracks shall be skirted and weighted down.
- D. No newsrack shall be placed, installed, used or maintained:
  - 1. Within fifteen (15) feet of any marked or unmarked crosswalk as measured from the curb return;
  - 2. Within five feet of any fire hydrant, fire call box, police call box, or other emergency facility;
  - 3. Within five feet of any driveway, bus bench, or red curb;
  - 4. At any location where the clear space for the passage of pedestrians is reduced to less than six feet;
  - 5. In such a manner as to impede or interfere with the view of any commercial window display;
  - 6. Within fifteen (15) feet of the curb return of any wheelchair curb ramp not in a marked crosswalk.



(Prior code § 4-14.05)

9.16.060 - Maintenance.

- A. Each newsrack shall be maintained in a neat and clean condition and in good repair at all times. Including, without limitation, the newsrack shall be free of dirt and grease; chipped, faded, peeling or cracked paint; dents and rust corrosion and shall have no broken or cracked plastic, glass or structural parts. Adhesive labels, other than city issued identification/approval labels, unrelated to publications in the newsracks shall not be displayed on newsracks. Each newsrack shall be permitted one newspaper or publication identification label and/or logo to be located on the front of the newsrack.
- B. Abandoned or unused newsracks may be removed by a designated city employee and may be disposed of if not claimed by the owner within thirty (30) days after the city has notified the owner in writing. If owner identification information is not clearly visible on rack, the city need not contact said owner. Such notice shall state the code violations, the length of time within which the violation must be cured, and procedures by which the owner may request a hearing.
- C. Each newsrack which requires the deposit of money to obtain the publication shall be equipped with a coin return mechanism to permit persons using the machine to secure a refund in the event they are unable to receive the publication for which they paid. The coin return mechanism shall be maintained in good working order.
- D. Every person maintaining a newsrack shall have his or her name, current address, and telephone number (updated within ten (10) days of any changes) affixed to the rack in a place where such information will be readily visible and shall include, with such identification, instructions on how to receive a refund in the event of coin return malfunctions.
- E. Upon the removal of a newsrack, the public right-of-way shall be returned to its original condition including but not limited to the refilling of holes installed for purposes of maintaining newsracks.

(Ord. 04-266 § 1 (part); prior code § 4-14.06)

(Ord. No. 10-345, § 1, 2-9-2010)

9.16.070 - Abatement of violation.

- A. A newsrack in violation of this chapter may be removed by a designated employee of the city if it is impossible to remedy the violation and said violation poses a danger to health and safety, pedestrians or vehicular traffic.
- B. Before any newsrack is removed, the owner shall be notified by mailing, where feasible, to the address for such party stated on the newsrack permit and given ten (10) days to remedy the violation and/or contest removal. If no identification is shown on the newsrack and no newsrack permit has been obtained, posting of the notice on the newsrack alone shall be sufficient. Both forms of notice shall state the procedure to request a hearing.
- C. Any person notified under this section may submit a written request for a hearing before the director of public works or their designee, which hearing shall be held not less than ten (10) business days after the request was made. The hearing shall be informal, but oral and written evidence may be given by both sides. Any action by the city with respect to the alleged violation shall be stayed pending the director of public work's decision following the hearing, which decision shall be rendered no later than ten (10) business days after the hearing. The director of public works may give oral notice of the decision at the close of the hearing, but shall also give written notice of all decisions.
- D. The city may remove a newsrack if the person responsible for such newsrack has (1) neither requested a hearing before the director of public works nor remedied the violation within ten (10) business days following date of notice, or (2) has failed to remedy the violation within ten (10) business days after



receiving a copy of the written decision that the newsrack was installed or maintained in violation of this chapter, following a hearing as conducted pursuant to this section. Such person shall be notified of the removal. Removed newsracks shall be retained by the city and may be recovered by the responsible party for thirty (30) business days following removal.

- E. Notwithstanding the provisions of subsection A of this section, prior notice of removal is not required where the newsrack poses a danger to pedestrians or vehicles, provided notice of the removal and opportunity to contest is given the owner, if owner identification is clearly visible on rack, within ten (10) days of the removal.
- F. Removed or impounded newsracks shall be retained and may be recovered by their owner within thirty (30) days of their removal. Newsracks removed or impounded by the city shall be retained at the city's Municipal Services Center. Newsracks, which are not claimed within thirty (30) days, shall be deemed permanently abandoned and shall be disposed of.
- G. The person responsible for such newsrack shall pay an impound fee covering the actual cost to the city of transporting, storing and disposing of such newsrack.
- H. Abatement hereunder is a cumulative remedy and does not constitute a defense to civil or criminal proceedings which may be employed simultaneously pursuant to this code.

(Ord. 04-266 § 1 (part); prior code § 4-14.07)

#### 9.16.080 - Amortization requirements.

- A. Every pre-existing newsrack within the location limits set forth in Section 9.16.050, which does not comply with the provisions of this chapter, shall be removed or otherwise brought into conformance within three months of the effective date of this chapter.
- B. Every pre-existing, permitted newsrack, which is not in compliance with the design standards set forth in Section 9.16.030(A), shall be removed or otherwise brought into conformance within five years of the effective date of the ordinance codified in this chapter. Any and all new newsracks, or replacement newsracks, shall be subject to the provisions of this chapter.

(Ord. 04-266 § 1 (part))



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## CHAPTER 43 - NEWSRACKS

## Sec. 43.1. - FINDINGS:

The Council finds that:

- A. The uncontrolled design, placement, installation, and maintenance of newsracks on and within the public rights-of-way interfere with and obstruct the use of such public rights-of-way for the safe passage of pedestrians and vehicles, and further obstruct and interfere with the safe and reasonable use of private property adjoining, or in the vicinity of, such public rights-of-way;
- B. The public health, safety, welfare, and convenience require that, in connection with the use, maintenance and placement of newsracks, interference with vehicular, bicycle, wheelchair, or pedestrian traffic must be avoided, obstruction of sight distance and views of traffic signs and crosswalks must be eliminated, damage done to sidewalks or streets must be minimized and repaired, good appearance of the public streets and grounds must be maintained, trees and other landscaping must be allowed to grow without disturbance, access to emergency and other public facilities must be maintained, and ingress and egress from properties adjoining the public rights-of-way must be protected;
- C. The placement and maintenance of newsracks on or within public rights-of-way are historically associated with the sale and distribution of newspapers, periodicals, and other publications and that such use shall not be denied;
- D. The provisions of this Chapter should be consistent with the requirements of the Americans with Disabilities Act ("ADA"; 11 USC 12101 et seq.) for the benefit of the public;
- E. Due to the unique nature of the Downtown Area, additional criteria shall be applied to the Downtown Area to preserve and enhance both the appearance and function of Broadway and other public improvements in the Downtown Area, as well as to ensure the ability of businesses to operate without unreasonable interference from newsracks;
- F. There is a compelling interest in protecting the physical and psychological well-being of minors; this interest extends to shielding minors from the influence of literature that is not obscene by adult standards but which is harmful to minors;
- G. The purpose of this Chapter is to encourage the installation of newsracks and to balance the foregoing interests through the regulation of the time, place, and manner in connection with the placement, installation and maintenance of newsracks.

(Ord. No. 2129, § 1, 7-28-1997)

## Sec. 43.2. - DEFINITIONS:

For the purposes of this Chapter, the following words and phrases shall have the meanings respectively ascribed thereto:

**ABANDONED NEWSRACK:** Any newsrack which is deemed abandoned by the Building Inspector under Section 43.13 of this Chapter, or which contains debris, garbage, trash, or no current publications, or remains empty for seven (7) days, except that a newsrack remaining empty due to labor strike or any temporary and extraordinary interruption of distribution or publication of the publications sold or distributed from that newsrack shall not be deemed abandoned.

**AMORTIZATION DATE:** Four (4) months from the effective date of this Chapter.



**APPLICANT:** A person requesting the issuance of a permit.

**APPLICATION:** A request on a form provided by the Building Inspector for the issuance of a permit.

**BUILDING INSPECTOR:** The Building Inspector of the City or his/her designee.

**CITY MANAGER:** The City Manager of the City or his/her designee.

**COMPARTMENT:** A separate part or section of a modular newsrack which accommodates one publication.

**DIRECTOR:** The Director of Community Development Services of the City or his/her designee.

**DOWNTOWN AREA:** The area included within the following description: from and including the intersection of Broadway and El Camino Real, south to and including the intersection of El Camino Real and Maple Street; then easterly on Maple Street, to and including the intersection of Maple Street and Marshall Street; then northerly on Marshall Street, to and including the intersection of Marshall Street and Winslow Street; and continuing on Marshall Street, west to Broadway; and continuing thereafter west on Broadway to the intersection of Broadway and El Camino Real.

**HARMFUL MATTER:** Matter, taken as a whole, which to the average person, applying contemporary Statewide standards, appeals to the prurient interest, and is matter which, taken as a whole, depicts or describes in a patently offensive way sexual conduct and which, taken as a whole, lacks serious literary, artistic, political, or scientific value to minors.

**MARKER:** An identification tag or sticker provided by City.

**MATTER:** Any book, magazine, newspaper, video recording, or other printed or written material or any picture, drawing, photograph, motion picture, or other pictorial representation or any statute or other figure, or any recording, transcription, or mechanical, chemical, or electrical reproduction or any other articles, equipment, machines, or materials.

**MODULAR NEWSRACK:** A newsrack containing two (2) or more compartments within a single unit.

**NEWSRACK:** Any self-service or coin-operated box, container, storage unit, fixture or other dispenser placed, installed, or maintained, for the display and sale or other distribution of one or more newspapers, periodicals, or other publications and includes, unless otherwise specified, a modular newsrack.

**NOTICE:** The written notice which is issued by the Building Inspector as a result of any violation of this Chapter and which sets forth the violation or violations.

**PERMIT:** The right granted by the Building Inspector to a permittee to place, install, or maintain a newsrack or newsracks on, within, or projecting into a public right-of-way or public property.

**PERMITTEE:** The person to whom a permit for the placement, installation, maintenance of a newsrack on, within, or projecting into a public right-of-way or public property has been issued pursuant to this Chapter.

**PERSON:** Any human being or legal entity including, but not limited to, a corporation, partnership, limited partnership, or unincorporated association.

**PUBLIC PROPERTY:** Property owned by the City in a proprietary interest and open to members of the general public.

**PUBLIC RIGHT-OF-WAY OR PUBLIC RIGHTS-OF-WAY:** That area or those areas dedicated to public use for public street purposes including, but not limited to, roadways, parkways, alleys, and sidewalks.

**PUBLICATION:** Newspapers, periodicals, magazines or other printed materials.



ROADWAY: That portion of a public right-of-way improved, designed, and ordinarily used for vehicular traffic.

SIDEWALK: Any area provided for the exclusive use of pedestrians, including planting areas or parking strips, between the public roadway and adjacent property line.

(Ord. No. 2129, § 1, 7-28-1997)

Sec. 43.3. - PERMIT REQUIRED:

No person shall place, install, maintain, or cause to be placed, installed, or maintained a newsrack on, within, or projecting into a public right-of-way or public property, without first securing a permit therefor from the Building Inspector.

(Ord. No. 2129, § 1, 7-28-1997)

Sec. 43.4. - PROHIBITED IN ROADWAY:

No person shall place, install or maintain any newsrack which projects into, or which rests, fully or in part, upon, along, or over any portion of a roadway.

(Ord. No. 2129, § 1, 7-28-1997)

Sec. 43.5. - HARMFUL MATTER TO MINORS:

No harmful matter shall be displayed on or in any newsrack located in a public place, other than a public place from which minors are excluded, unless blinder racks or similar opaque coverings are placed in front of the matter so that the lower two-thirds (  $\frac{2}{3}$  ) of the matter is not exposed to view.

(Ord. No. 2129, § 1, 7-28-1997)

Sec. 43.6. - APPLICATION FOR PERMIT:

Any person desiring to place, install or maintain a newsrack on, within, or projecting into any public right-of-way or public property under the jurisdiction of the City, shall first submit an application to the Building Inspector on a form provided by the Building Inspector and which shall include the following:

- A. The name, business name, street address, telephone number and facsimile number of the applicant;
- B. The name, street address, and telephone number of a distributor or other responsible person whom the City may notify or contact at any time concerning the applicant's newsrack;
- C. The number of newsracks applied for and the exact proposed location of each;
- D. Verification of current City business license;
- E. The type of newsrack and, if the newsrack is not of the standard specified in subsection 43.9A of this Chapter, a description thereof, including photographs and/or drawings if required by the Building Inspector.
- F. A description of any modular newsrack and the number of publication spaces it will contain.

(Ord. No. 2129, § 1, 7-28-1997)



Sec. 43.7. - ISSUANCE OF PERMIT; EXPIRATION; NONTRANSFERABILITY:

- A. Upon approval of an application, the Building Inspector shall issue a permit for the placement, installation, or maintenance of a newsrack within, or projecting into, any public right-of-way or public property. A permit issued pursuant to this Chapter shall be deemed to incorporate as a condition to the placement, installation, or maintenance of a newsrack or newsracks thereunder, the requirement of the permittee to comply with all the provisions of this Chapter.
- B. The permit will be issued within thirty (30) days of the date of receipt of a complete application. Any permit not issued within thirty (30) days of the receipt of a complete application shall be deemed denied.
- C. Permits shall be valid for one year from the date of issuance and shall be automatically renewed for one year on each anniversary of issuance unless: 1) the permittee has failed to place, install or maintain a newsrack or newsracks at the location specified in the permit within four (4) months from the date of issuance of the permit; 2) a notice of nonrenewal is sent to the permittee, by first class mail, by the Building Inspector prior to the expiration date of the permit.
- D. Permits shall not be transferable.

(Ord. No. 2129, § 1, 7-28-1997)

Sec. 43.8. - NEWSRACK IDENTIFICATION:

The permittee shall affix to, or permanently display, in plain view, upon each newsrack placed, installed, or maintained pursuant to a permit issued hereunder a marker provided by the City. Newsracks placed, installed, or maintained on, within, or projecting into a public right-of-way or public property without a marker may be removed by the City at the permittee's or owner's cost.

(Ord. No. 2129, § 1, 7-28-1997)

Sec. 43.9. - NEWSRACK STANDARDS AND DESIGN:

Any newsrack which is placed, installed or maintained on, within, or projecting into any public right-of-way or public property, shall comply with the following standards and design:

- A. Newsracks may be painted any color. Newsracks may be of the following types: a K49-16 or K100 style as manufactured by "Sho-Rack"; or KJ50/KJ55F style as manufactured by "K-Jack"; or M-30/M-33 style as manufactured by National News Vend or HT-94 style as manufactured by "Sho-Rack"; TK-80, TK-West, or Gansat style as manufactured by "Sho-Rack", or a type equivalent to one or more of the foregoing examples, as determined by the Building Inspector.
- B. Modular newsracks shall be painted dark green and shall be some of the following types: a K49-16 or K100 style as manufactured by "Sho-Rack"; or KJ50/KJ55F style as manufactured by "K-Jack"; or M-30/M-33 style as manufactured by National News Vend, or a type equivalent to one or more of the foregoing samples, as determined by the Building Inspector.
- C. No newsrack shall exceed fifty inches (50") in height including the pedestal, measured from the ground to the top of the surface of the newsrack, thirty inches (30") in width (except modular newsracks), and twenty-four inches (24") in depth.
- D. Unless otherwise approved by the Building Inspector, the compartments of modular newsracks shall utilize no more than two (2) horizontal rows of no more than eight (8) compartments per row at each location.
- E. Each newsrack which requires a deposit of money to obtain the publication shall be equipped with a coin-return mechanism to permit persons using the machine to secure a refund in the event



they are unable to receive the publication. The coin-return mechanism shall be maintained in good working order.

- F. Each permittee shall have its name, current address, telephone number, and facsimile number (updated within 15 days of changes) affixed to its newsrack in a place where such information will be readily visible and shall include such identification instructions on how to receive a refund in the event of a coin-return malfunction. The marker shall be prominently displayed on the newsrack.
- G. Where there are five (5) or more nonmodular style newsracks in any one location upon the effective date of this Chapter, the nonmodular style newsracks shall be replaced by modular newsracks. Thereafter, any additional newsracks shall be modular newsracks. The Building Inspector may issue a temporary permit not to exceed sixty (60) days' duration to the applicant for the newsrack which causes the effectiveness of the modular newsrack requirement, to allow sufficient time for compliance with this Chapter. Any cost associated with the replacement of nonmodular newsracks by modular newsracks shall be borne by the permittee(s) or owner(s) of the modular newsrack.

(Ord. No. 2129, § 1, 7-28-1997)

Sec. 43.10. - PRIORITIES:

- A. Where there is more than one newsrack at one location at the effective date of this Chapter, the order of priority in which the location of the newsracks shall be established will be according to the frequency of the publications.
- B. Where there is more than one modular newsrack at one location on the effective date of this Chapter, the allocation of space within modular newsracks shall be established according to the respective frequencies of the publications and the order of priority in which the location of the modular newsracks shall be established will be according to the frequency of the publications. Subsequently, priorities shall be determined based upon the chronological sequence of the submittal of applications ("first-come, first-served" basis).
- C. If sufficient space does not accommodate all newsracks sought to be placed at one location without violating the standards set forth in this Chapter, the Building Inspector shall give priority on a historical basis until the amortization date. After that date, the Director shall give priority to applicants as follows:
  - 1. First priority, on a first-come, first-served basis, shall be given to daily publications (inclusive of their Saturday, Sunday or weekend editions whether or not published jointly with another newspaper) published at least five (5) times per week;
  - 2. Second priority, on a first-come, first-served basis, shall be given to publications published more than once but less than five (5) days per week;
  - 3. Third priority, on a first-come, first-served basis, shall be given to weekend publications;
  - 4. Fourth priority, on a first-come, first-served basis, shall be given to biweekly publications (published less than once per week but more than once per month);
  - 5. Fifth priority, on a first-come, first-served basis, shall be given to monthly or less frequent publications.

(Ord. No. 2129, § 1, 7-28-1997)

Sec. 43.11. - DOWNTOWN AREA STANDARDS:

All newsracks within the Downtown Area shall be modular newsracks.



(Ord. No. 2129, § 1, 7-28-1997)

Sec. 43.12. - UNLAWFUL OBSTRUCTIONS:

- A. Newsracks shall only be placed near a curb or adjacent to the wall of a building. Newsracks placed near a curb shall be placed not less than eighteen inches (18") nor more than twenty-four inches (24") from the edge of the curb. Newsracks placed adjacent to the wall of a building shall be placed parallel to said wall and not more than six inches (6") from the wall; newsracks placed at the edge of sidewalk furthest from the curb shall be placed parallel to, and within six inches (6") of, the edge of such sidewalk.
- B. No newsrack shall be chained, bolted, or otherwise attached to any property not owned by the permittee unless the permittee has obtained from the owner of the property and from the Building Inspector written permission to do so.
- C. No newsrack shall be placed on a sidewalk opposite another newsrack or kiosk which distributes publications.
- D. Newsracks may be placed, installed or maintained next to each other provided that no group of newsracks placed along a curb shall extend for a distance of more than sixteen feet (16').
- E. Newsracks shall comply with all accessibility standards of the Americans with Disabilities Act.
- F. No newsrack shall be placed, installed or maintained:
  - 1. Within five feet (5') of any marked crosswalk or within five feet (5') of any wheelchair curb ramp not located on a marked crosswalk;
  - 2. Within fifteen feet (15') of the curb return of any unmarked crosswalk, measured from the curb return;
  - 3. Within ten feet (10') of any fire hydrant, fire call box, police call box, or other emergency facility;
  - 4. Within fifteen feet (15') of any driveway;
  - 5. Within fifteen feet (15') ahead of, and five feet (5') to the rear of, any sign or pavement markings designating a bus stop measured parallel to the flow of traffic; provided, that newsracks located seven feet (7') or more from the curb, measured perpendicular to the roadway, are exempt from the setback requirements of subsection F5 of this Section;
  - 6. Within five feet (5') of any bench, seat, or chair placed, installed or maintained for public use within a public right-of-way;
  - 7. In such place or manner as to cause, create, or constitute a traffic hazard;
  - 8. In such place or manner as unreasonably to obstruct or interfere with access to, or the use and enjoyment of abutting property, including any legally parked or stopped vehicle;
  - 9. In such place or manner as to endanger persons or property;
  - 10. In such place or manner as unreasonably to interfere with or obstruct the flow of pedestrian or vehicular traffic on a public right-of-way or sidewalk;
  - 11. In such place or manner as to reduce the space for the passage of pedestrians to less than five feet (5') in width;
  - 12. In such place or manner as to interfere with the use of poles, posts, mailboxes or other permanently fixed objects lawfully located at or near the location of the newsrack;
  - 13. In such place or manner as to impede or interfere with the reasonable use of any commercial window display;
  - 14. Adjacent to or in such place or manner as to obstruct or interfere with access to, or the use of, a parking space, access ramp, or similar facility.



(Ord. No. 2129, § 1, 7-28-1997)

Sec. 43.13. - MAINTENANCE OF NEWSRACK:

- A. Each newsrack shall be maintained by the permittee in a clean and neat condition, free of graffiti, dirt, grease, and corrosion, and in good repair at all times. No newsrack shall be allowed to be chipped, faded, or cracked or shall contain broken or cracked plastic, glass, or structural parts. Adhesive labels, other than City-issued markers, or adhesive labels related to publications in the newsracks, shall not be displayed on newsracks.
- B. Any newsrack deemed an abandoned newsrack by the Building Inspector shall be subject to removal pursuant to Section 43.14 of this Chapter.
- C. Any compartment within a modular newsrack which is not used for the sale or distribution of publications shall remain empty and shall not be used for advertising purposes or any other purposes. In the event that all compartments within a modular newsrack remain empty for seven (7) days, the modular newsrack shall be deemed an abandoned newsrack; provided, that if the absence of a publication or publications is due to labor strike or any temporary and extraordinary interruption of distribution of the publications sold from that modular newsrack, the modular newsrack shall not be deemed abandoned.

(Ord. No. 2129, § 1, 7-28-1997)

Sec. 43.14. - REMOVAL:

Any newsrack placed, installed or maintained in violation of any provisions of this Chapter may be posted with a notice of violation. The notice shall direct the permittee, or if no permit has been issued, the owner, of the newsrack to contact the Building Inspector.

Upon posting the notice, the Building Inspector shall mail the notice by first class mail, postage prepaid, to the permittee or owner, as the case may be, if the address of said permittee or owner is known to the Building Inspector. In the event that the permittee's or owner's address is unknown, the Building Inspector may, within ten (10) days of the posting of the notice on the newsrack, deem the newsrack abandoned. The notice shall: a) state the nature of the violation; b) state the date of posting of the newsrack or newsracks so found in violation; c) require the correction of the violations within ten (10) days from the date of the notice; and d) provide notification that any person notified under this Section may submit, within ten (10) days of the date of the notice, a written request for a hearing before the Building Inspector. The hearing shall be held within a reasonable time but not less than five (5) days after the request for a hearing was received by the Building Inspector. In the event the permittee or owner to whom notice is sent: a) fails to correct the violation or violations within ten (10) days from the date of the notice or fails to request a hearing; or b) the Building Inspector determines at the hearing that a violation of this Chapter has occurred and thereafter the violation has not been corrected within seven (7) days from the date of the hearing, the newsrack or newsracks so found in violation of any of the aforesaid provisions shall be deemed abandoned. In the event of such abandonment, the Building Inspector may cause the removal and destruction or other disposition thereof. The newsracks shall be retained by the City and may be recovered by the permittee or owner for thirty (30) days following removal. Newsracks which are not claimed and recovered within thirty (30) days from the date of removal shall be deemed permanently abandoned and shall be disposed of by the City. The permittee, owner, or person responsible for such newsrack shall pay upon demand an impound fee covering the actual cost to the City of the removal, transportation, storage, and disposition of such newsrack.

Notwithstanding any provision set forth herein, prior notice of removal of a newsrack is not required: a) in the event of an emergency, or b) when a newsrack poses a danger to pedestrians or vehicles, provided a reasonable attempt to provide notice of the removal of a newsrack to permittee or owner, and an opportunity to be heard is given prior to the removal of the newsrack.



(Ord. No. 2129, § 1, 7-28-1997)

Sec. 43.15. - APPEALS:

Any interested person may appeal any decision or determination of the Building Inspector to the Director by filing written notice of such appeal with the City Clerk within fifteen (15) days of the date of the notice of determination by the Building Inspector. Any decision made by the Director may be appealed to the City Manager by filing written notice of such appeal with the City Clerk within fifteen (15) days of such decision or determination. Such appeals shall be filed, processed and heard in accordance with the provisions of Chapter 1 of this Municipal Code. The City Manager's decision shall be final.

(Ord. No. 2129, § 1, 7-28-1997)

(Ord. No. 2374, § 38, 1-9-12)

Sec. 43.16. - IMPOUNDED FUNDS:

All money contained or placed in any newsrack destroyed or otherwise disposed of pursuant to the provisions of this Chapter, shall be retained by the City for a period of one year and disposed of pursuant to provisions of law governing found or abandoned property.

(Ord. No. 2129, § 1, 7-28-1997)

Sec. 43.17. - SUMMARY CORRECTIONS:

In the case of violations of the provisions of this Chapter relating to: a) the attachment of newsracks to property other than that owned by the permittee or pursuant to the permission of the owner of such property; b) the attachment to fixed objects or to each other; or c) the location of newsracks, the Building Inspector may, as an alternative to posting a notice, at permittee's or owner's expense, restore the newsrack or newsracks so found to be in violation to a condition in conformance with the provisions of this Chapter.

(Ord. No. 2129, § 1, 7-28-1997)

Sec. 43.18. - REMOVAL OF NEWSRACK:

Upon the removal of any newsrack, the public right-of-way or public property shall be returned to its original condition, including, but not limited to, the repair of any damage that may have been caused by the installation or use of the newsrack.

(Ord. No. 2129, § 1, 7-28-1997)

Sec. 43.19. - ESTABLISHMENT AND RESPONSIBILITIES OF THE NEWSRACK COMMITTEE:

- A. In order to facilitate the implementation of this Chapter, a Newsrack Committee (the "Committee") shall be established, consisting of three (3) representatives of publishers and/or distributors whose publications are circulated within the City.
- B. The Committee will be formed within thirty (30) days of the effective date of the Chapter. Members' terms of office shall be three (3) years and until their successors are appointed. The members shall be appointed by the City Manager, and shall be advisory to the Building Inspector on matters involving



newsracks within the City. The terms of office of the respective members shall be staggered and overlapped in such a manner that the term of one member expires each year.

- C. The Committee shall advise the Building Inspector on matters of compliance with this Chapter including, but not limited to, compliance with design, placement, and maintenance standards.

(Ord. No. 2129, § 1, 7-28-1997)

Sec. 43.20. - NUISANCE; CUMULATIVE REMEDIES:

The placement, installation or maintenance of any newsrack in violation of the provisions of this Chapter shall be, and the same is declared to be, a public nuisance. The provisions of this Chapter shall not be deemed a limitation upon any other remedies of the City authorized by law with respect to the matter herein specified.

In addition to any and all remedies set forth herein in connection with violations of this Chapter, any violation of this Chapter shall be punishable pursuant to subsections 1.7B and 1.7C of this Code, except that any person who knowingly displays harmful matter in violation of this Chapter shall be subject to the penalties set forth in subsection 1.7A of this Code.

(Ord. No. 2129, § 1, 7-28-1997)

Sec. 43.21. - AMORTIZATION REQUIREMENTS:

Any newsrack which does not comply with the provisions of this Chapter as of the effective date of this Chapter shall be removed or otherwise brought into conformance within four (4) months of the effective date of this Chapter.

(Ord. No. 2129, § 1, 7-28-1997)



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**STAFF REPORT****City Council****Meeting Date:****8/22/2017****Staff Report Number:****17-174-CC****Informational Item:****Opportunities to display public art sculptures****Recommendation**

This item is informational and does not require City Council action.

**Policy Issues**

Public art can enhance the aesthetics and vibrancy of public spaces. The Economic Development Plan recognizes the value of promoting public art where possible as an attraction for visitors to our downtown.

**Background**Gordon Huether Sculptures

The Mayor and staff met with artist Gordon Huether at a reception showcasing some of his work at Art Ventures Gallery in Menlo Park. Mr. Huether specializes in public art. His projects have included art installations for private corporations, airports, transportation centers, parking garages, hotels, universities, hospitals, recreation centers, civic buildings, libraries and museums. Huether's work has been exhibited at museums and galleries, and collected across the United States, in Los Angeles, San Francisco, Chicago and New York. He has received more than 70 public art commissions and more than 175 private commissions. At the reception, Mr. Huether generously offered to allow the City to display 2 of his sculptures (Attachment A). His studio has successfully lent his work to other jurisdictions.

City staff has been in contact with staff from Gordon Huether Studio and is investigating the process and resources necessary to display these sculptures. If the Council has an interest in pursuing this, then the City would be responsible for the following costs:

- Nominal rental fee
- Insurance for the sculptures
- Construction of a display platform
- Lighting
- Transportation and installation

The next step is for staff to meet with representatives from the Gordon Huether Studio to discuss possible locations. From there staff will work with the studio staff to develop a budget and plan for placement of the sculptures. This plan will require City Council approval and include an agreement with Studio, an appropriation and the design for display of the sculptures.



### Las Bicletas Offer

Councilmember Carlton has been in communication with the Mexican Consul General. He informed her of an opportunity for the City to display Las Bicletas (attachment B) which have been temporarily displayed in New York City, NY, Washington D.C and Williamsburg, VA. The City would have to move quickly to take advantage of this opportunity as the artist appears to have an opening in mid-September.

### **Public Notice**

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 24 hours prior to the meeting.

### **Attachments**

- A. Gordon Huether Sculptures
- B. Las Bicletas

Report prepared by:  
Jim Cogan, Housing and Economic Development Manager





## REFLECTIONS

2010  
5'W x 12'H  
Stainless Steel & Dichroic Glass

590 lbs

5ft by 5ft Concrete Pad

The sculpture will be mounted with anchor bolts, for which the holes will be drilled during the installation.

For the installation we will need a crane.

Electrical wiring for lighting will ideally be determined after a site-visit.





## SILVER TWIST

2010  
4'W x 14'H  
Stainless Steel & Dichroic Glass  
Sculpture

900 lbs

5ft by 5ft Concrete Pad

The sculpture will be mounted with anchor bolts, for which the holes will be drilled during the installation.

For the installation we will need a crane.

Electrical wiring for lighting will ideally be determined after a site-visit.





# LAS BICICLETAS<sup>®</sup>

URBAN ART FROM MEXICO TO THE WORLD





## LAS BICICLETAS OFFERS:

Las Bicicletas are a unique urban art exhibit created by a renowned Mexican artist, which pays tribute to a universal object (the bicycle). This allows an intimate connection with diverse segments of the community like tourists, activists, art lovers and children.





The program could associate the organizer with values such as art, happiness, environmental awareness and healthy living. This identifies the brand as a socially responsible supporter of good practices, habits and lifestyles.





The presence of the sculptures in the host city generates significant news coverage. This, in addition to marketing campaigns and merchandising, will generate thousands of visual impacts.





Las Bicicletas offer many opportunities of return on investment and profit through advertising and merchandising rights.

### City symbol

Proposal for a monumental Sculpture as the city icon.

### Merchandising

The rights to replicate the Design can be entirely or partly Granted for the production of Merchandising.







Previous host cities: Mexico City, MX; Guadalajara, MX; New York City, NY; Washington, D.C. and Williamsburg, VA.

## **PEDALING TOGETHER FOR BETTER CITIES**

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MY CITY





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## STAFF REPORT

### City Council

Meeting Date:

8/22/2017

Staff Report Number:

17-178-CC

Informational Item:

Continued growth in land development activity

### Recommendation

This is an informational item and no action is required. This report supplements a July 28, 2017, City Council Digest item.

### Policy Issues

The timely and thorough processing of development applications and construction projects is consistent with the City's policies and efforts to be responsive to development needs and interests.

### Analysis

Land development activity has been robust over the last several years and is continuing to grow. As of Aug. 15, 2017, the City has received 73 Planning application during the year. Based on the activity to date, the Department is currently on target to receive up to 125 applications in 2017 compared to 86 applications in 2014, 103 applications in 2015 and 108 applications in 2016. These numbers help show that interest in development continues to be strong. But the numbers alone do not tell the full story since all applications are not equal. Many of the current applications include large scale and complicated residential, commercial and mixed use projects which demand a high level of planning expertise, focus and time. The good news is that the continued interest in development is in part driven by the City Council's successful adoption of the Housing Element, Specific Plan and General Plan. Highlighted below are projects either currently in review or that are expected to apply in the near future.

Facebook Willow Campus – The applicant filed applications in July for a 59-acre mixed-use project east of Highway 101 and south of Willow Road ('Prologis Site'). The proposed development includes 125,000 square feet of retail (including a 25,000 square foot grocery store), 1,500 residential units (including 225 affordable units), nine new office buildings in 1.75 million square feet, a 200-room limited service hotel, a cultural/visitor center within a proposed plaza planned to accommodate a future transit center, 18 acres of new open space including two proposed pedestrian/bike connections across Willow Road, and three parking structures at the rear of site to accommodate 3,000 parking spaces. Staff is currently reviewing the project with an anticipated two-year City review process.

Facebook Campus Expansion – The proposed development includes 962,400 square feet of new office space in two new buildings, a 200-room limited service hotel, public open space with a pedestrian/bike bridge across the Bayfront Expressway connecting to the Bayfront trail, and an eight-story parking garage. The City Council previously approved the project in 2016 but it has since been revised to accommodate the existing TE Connectivity building on the development site, staying possibly through 2022. The Planning Commission is scheduled to review the project in the fall with City Council having final project approvals, likely in 2018.



1075 O'Brien Drive – CS Bio, a peptide manufacturer, has proposed an eight-story, 91,000 square foot office building with four floors of office uses, three levels of structured parking, a rooftop public restaurant and garden, a public first floor café and community amenities that may include proposed outdoor basketball/sport courts and a vocational program. CS Bio presently occupies other adjacent properties on Kelly Court. The Planning Commission will provide its initial review of the project in August, with final approvals dependent on required environmental reviews.

1080/1010 O'Brien Drive - Tarlton Properties is proposing to remodel an existing 20,653 square foot research and development (R&D) building and other site improvements, including a pedestrian plaza with landscaping, at 1080 O'Brien Drive. Tarlton Properties is also proposing to remodel an existing 12,000 square foot R&D building at 1010 O'Brien Drive, including a pedestrian area in front of the building with bike parking. As both projects do not add gross floor area they will be reviewed by the Community Development Director for conformance to the newly-adopted LS(life sciences) zoning district.

1540 El Camino Real – This proposed development includes a proposed 41,000 square foot office building fronting El Camino Real with 25 multifamily residential units located at the rear of the site (fronting San Antonio Street). The development is similar in use to the recently constructed project on the adjacent south parcel. The Planning Commission will likely begin its review of the projects by the end of 2017.

1125 Merrill Street/506-558 Santa Cruz Avenue – These two mixed-use developments are proposed by the same developer across the street from the Menlo Park Caltrain station. 1125 Merrill Street is a proposed four-story mixed-use building with 4,000 square feet of office uses and two multifamily residential units on the upper floors. 506-558 Santa Cruz Avenue is two three- and four-story buildings comprising 23,000 square feet. Lower floors will include commercial/retail uses with upper floors containing six multifamily units.

The City is also considering a philanthropic offer to construct a new main library building on the Burgess Campus. The Planning Division will also lead the environmental and architectural control review process for that project, which is anticipated to commence by the end of 2017.

The Building Division is juggling similar demands. Although the number of issued permits has remained relatively stable over the past three years, this does not speak to the level of complexity of the projects in plan check and inspection. A more accurate indication is the value of the work. Comparing the January to June 2017 period with the average of the previous three years, the valuation of construction projects has jumped 370 percent with the average valuation per permit at almost 3.5 times higher than in 2016. As can be imagined, higher valued projects are more intricate and time consuming than a series of smaller projects.

This high level of development activity is having an impact on the Department's resources. Although Community Development has benefited from past increases in staffing and the use of contract services, resources are currently strained. The Building Division is currently looking to add an additional contract inspector for a total of seven inspectors, the highest number of inspectors in the City's history. Both the Planning and Building Divisions also have recruitments underway. Two Permit Technician vacancies in the Building Division are close to being successfully filled. Two vacant Planning positions, Associate and Senior Planner, are currently in a recruitment process. During the recruitment, an additional Associate Planner resigned to accept a position with the City of Mountain View. The vacancies represent three of 10 project planners in the Department. It is hopeful that the recruitments will be successful but the market for planning staff remains tight as evidenced by much smaller than normal candidate pools. The Department is continuing to assess the staff capacity as new projects come forward and may need to consider additional solutions.



## **Public Notice**

Public notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

Report prepared by:

Arlinda Heineck, Community Development Director



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